



ASSE affiliated programs

Work Travel Online Arrival Orientation

This online arrival orientation module is provided to help you get the best start possible for your time in the USA! Together with your program handbook, this orientation provides you with information to help you have a fulfilling, safe, and productive work-exchange experience.

If applicable, you are still expected to attend any in-person arrival orientations offered by your local ASPIRE representative, this mandatory module does not replace that requirement.

After you have read the information in each section of this orientation you will be directed to a series of questions to test your knowledge of the information you have received, both here and in your program handbook.

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Purpose of the Program



The purpose of this program is to offer international students like you the opportunity to immerse yourself in American daily life through temporary employment opportunities during your summer holidays. You will learn about United States culture and values in American business practices. You will experience ongoing interaction with Americans at your Host Company and participate in cultural activities in your area.

Additionally, the program will provide you with the opportunity to share your own culture while you are in the United States with Americans as well as share your experience with your home country to encourage future exchange programs.

Available jobs are almost always unskilled, or semi-skilled, but allow you the opportunity to:

- Improve your English proficiency
- Learn about the American way of life and American culture
- Experience the fun of working and travelling in the USA
- Develop entry level skills that can help your future employment.
- Make new friends from all over the world!

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Who is ASSE ASPIRE?

ASSE ASPIRE is your Work Travel J1 Visa Sponsor Organization.

Regardless of who is your agency or Host Company, your sponsor is responsible for your visa status, program status, and your overall well-being while you are participating in these programs.

ASSE Aspire students should have all of the following before coming to the United States:

- A job placement
- An ASSE ASPIRE Student Handbook
- Housing arrangements
- Participate in a pre-departure orientation

While on program we provide:

- Regular contact to check-in with you
- Ongoing support while you are away from home

Remember to contact your sponsor should there be any changes in your program, whether big or small. We are here to help you and to keep your visa in good standing for your future!

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Program Support

While you are on your program, you may have some questions about who to contact when. Here is some helpful information for you!

Problems?

You should always speak with your company supervisors first to solve work-related problems that may arise.

Whenever you have a problem during your program, you should always contact your sponsor, ASSE ASPIRE. Problems which you should contact ASPIRE about include: issues with receiving your paycheck, not being paid overtime when overtime hours have been worked, not receiving enough hours, a strained relationship with your supervisor, etc. We are here to assist you through issues and make sure that your program is on track!

Changes?

When there are changes in your program remember to contact ASSE ASPIRE and inform us immediately. Changes may include a new living address, a new position at work, etc.

Requests?

Sometimes you may want to request a different schedule, a few days off, etc. If you have this kind of small request, please follow the chain of command below. If things escalate and result in changes or problems, don't forget we are here to help!

You should always speak with your company supervisors first to solve work-related requests that may arise:

- You should make an appointment to speak with him/her.
- If your supervisor is not responsive, speak with the manager or Human Resources Director.
- If this fails, and/or if you are unable to resolve your problems totally, the ASSE ASPIRE Office can be contacted at 1.888.3ASPIRE (1.888.327.7473)



Emergency?

CALL 911

In an emergency call 911 from any phone. Calling 911 will connect you with the police, fire department or an ambulance.

Answer their questions clearly and carefully.

Do not be afraid to approach the police at any time. If you are lost and need directions, you can even ask a police officer to help you and they may be able to assist you.

When dealing with the law authorities, ASSE ASPIRE will provide verification of your status to law enforcement officials, but you will be expected to pay any fines or face any charges you have incurred.

If you have been accused of committing a crime, the best advice in most circumstances is to talk to ASSE ASPIRE or a lawyer before you answer any questions.

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Program Requirements



The screenshot shows the ASPIRE website interface. At the top, there is a navigation menu with links for EMPLOYERS, CANDIDATES, PARTNERS, TAX SERVICES, INSURANCE INFO, TESTIMONIALS, ABOUT US, CONTACT US, and HOME. The main content area features a banner with the ASPIRE logo and a collage of photos showing participants in various settings. Below the banner, there is a section titled "Choose what is best for you:" with three columns:

- Work & Travel Program:** For Candidates for Employers. Description: "If you are a current university student interested in working in the USA for 2 to 4 months and travel for up to 1 month within the USA during your summer vacation, we can help you."
- Trainee Program:** For Candidates for Employers. Description: "You are a young professional seeking opportunities to train for up to 18 months with a US company to further your career development."
- Intern Program:** For Candidates for Employers. Description: "Be an intern for up to 12 months and gain practical experience with a US company. If you are a current university student or a recent graduate, you are eligible to apply."

At the bottom of the main content area, there are three buttons: "Arrival Check-In", "Monthly Check-In", and "U.S. Address Change".

In **addition** to actively participating in your work and exchange experience in your Host Company and community, you must complete all program requirements to remain in good standing with ASSE ASPIRE and your visa status:

- Check-in within 10 days of your arrival in the USA
- Check-in once a month (every 30 days from your program start date) with your current address
- Report any change of housing address within 10 days
- Receive permission from ASSE ASPIRE prior to seeking any second job placements or any and all changes in your program
- Complete at least one cultural activity per month and report it to ASSE ASPIRE in your monthly check-in

To complete these mandatory reporting activities log on to www.aspireww.com

Under the **Work Travel Program** link on our webpage, you will also find the instructions for a second job application if needed.

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Cultural Activities

When you complete your monthly check-in (at least once every 30 days after your program begin date), you will be asked to share with us a cultural activity that you have taken part in during that month. You will upload a corresponding picture proving this activity took place. Make sure you appear in the picture, to show you were there!

If you do not include this information, or provide an acceptable picture proving this activity took place your check-in may be disapproved. You will receive an email notifying you that you must complete a new check-in within 5 days.

Check your emails regularly and respond to them in a timely manner. This is how ASSE ASPIRE staff will notify you of important program information.

Examples of Cultural Activities:

- Exploring a state or local park
 - Find more information about State parks in your area at <http://www.americasstateparks.org/>
- Attending a local sporting event
- Visiting a local historic site or museum
- Attending a family meal or holiday celebration with an American co-worker or other community member
- Attending an event such as a concert, play, meeting, at a local library, in a park, at a museum, or other community venue
- Volunteer at local charities

Check out your community's city or town website/Facebook page/calendar of events for more information about local events, parks and activities.



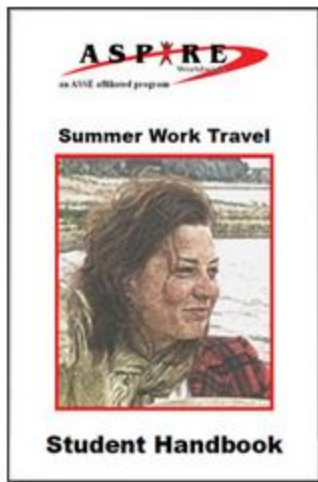
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Rules and Regulations



Please read the Rules and Regulations of the ASSE ASPIRE Work Travel program thoroughly so that you may answer the upcoming questions.

- This information can be found on pages 6 - 8 of your program handbook.
- If you need a new copy of your handbook you can access an electronic copy through the ASPIRE website at http://aspireww.com/candidate_WT.php.
- ***You have agreed in writing to adhere to these rules prior to your final acceptance in the program, so it is important you know what you have agreed to.***
- Failure to comply with these rules and regulations could result in **negative consequences towards your visa status such as visa termination.**
- *Termination would result in your immediate dismissal from the program, cancellation of your insurance, and could potentially prevent you from entering the United States in the future on any visa category for the next 10 years.*

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ASSE ASPIRE Program Policies

Read your ASSE ASPIRE Program Rules and Regulations. In addition, these slides will provide you with some specific ASSE ASPIRE Policies that you will adhere to while on your program.



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Second Jobs



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Your second job should not interfere with your primary job and you must check the ASSE ASPIRE website to see the regulations for a second job:

http://aspirewww.com/candidate_WT.php

On pages 26-27 of your program handbook you will find a list of certain jobs that are prohibited on the Summer Work Travel Program, please read them.

You are not allowed to start working for a second employer until ASSE ASPIRE has verified AND approved your second job. You will receive an e-mail notification once you have uploaded all necessary documents.

For further information or if you ever have doubts, always contact ASSE ASPIRE, your sponsor, before moving forward with a second job application.



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Changing Your Primary Job

If you want **to change your primary job you must contact ASSE ASPIRE** immediately to discuss your situation.

You must not change jobs without getting ASSE ASIPRE's prior authorization, or your program could be terminated. You were already informed of the consequences of termination, and if you require further information please refer to your handbook for an explanation.

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Laid Off or Fired

In the case that you are fired from your Host Company, contact ASSE ASPIRE immediately for further instruction.

If you are fired, it could be because the company is unhappy with your performance, which could include inconsistency, not being cooperative, being frequently late or absent from work, or poor attitude. If you feel you have not been fired for a fair reason your sponsor will assist you.

You will usually be given notice before a firing, and you should contact your ASSE ASPIRE Area Representative for assistance. In these situations, students may be required to return home immediately.

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Online Arrival Orientation

Getting Started!

You have arrived in the USA! In addition to your arrival check-in, there are a number of things you need to know, and tasks you need to complete, to get started at working and living in the USA!

This section of the orientation will cover:

- I-94 Number
- Getting your Social Security Card
- Money and Banking
- Filling out your W-4 form
- Health Insurance

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Online Arrival Orientation

I-94 Number

Upon arrival at the US port of entry, you will have presented your passport, visa, and DS-2019 form.

US Customs and Border Protection has automated the I-94 Form. You will have been provided with a CBP admission stamp on your travel document.

Your I-94 record of admission will be used to verify your status, to receive your SSN, and for employment authorization. Your electronic I-94 number can be retrieved at www.cbp.gov/194.

If you are unable to retrieve your number for some reason, contact your sponsor for assistance.



OMB No. 1551-0111
Expiration Date: 11/30/2014

Admission (I-94) Number Retrieval

Get I-94 Number

The following information is required to retrieve your Admission (I-94) number. Enter the information as it appears on your visa. If you do not have a visa, use the information as it appears on the biographic page of the passport you used to enter the United States.

*See our [Privacy Policy](#) regarding our request for your personal information.

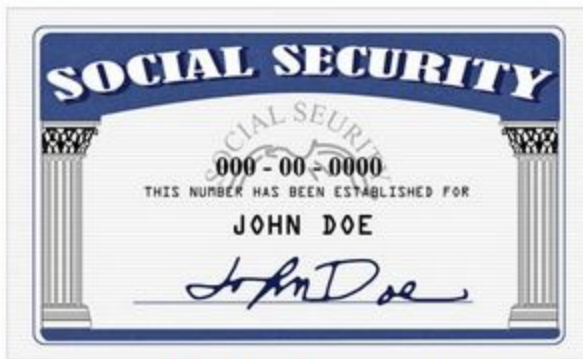
Family Name ▶	<input type="text"/>
First (Given) Name ▶	<input type="text"/>
Birth Date (MMDDYYYY) ▶	<input type="text"/> <small>select</small>
Passport Number ▶	<input type="text"/>
Country of Issuance ▶	<input type="text"/> <small>select</small>
Date of Entry (MMDDYYYY) ▶	<input type="text"/> <small>select</small>
Class of Admission ▶	<input type="text"/> <small>select</small>
	<input type="button" value="Submit"/>

▶ Note: For security reasons, we recommend that you close your browser after you have finished retrieving your I-94 number.

An agency may not conduct or sponsor an information collection and a person is not required to respond to the information unless it displays a current valid OMB control number. The control number for this collection is 1551-0111. The estimated average time to complete this application is 4 minutes. If you have any comments regarding the burden estimate you can write to U.S. Customs and Border Protection, Office of Regulations and Rulings, 90 K Street, NE, Washington DC 20226.

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Social Security Card



After completing your arrival check-in, you should apply for your Social Security Card:

- Find the nearest office to your location
- Make sure that your arrival check-in has been approved (we recommend waiting at least 2 business days after approval before attempting to apply for your SSN)

- You will need to bring the following documents:
 - I-94 Number
 - Original DS-2019 form
 - Passport with your J1 Visa
 - Sponsor Letter
 - If your passport is less than one year old, you will need to bring an official document (birth certificate or driver's license with photo) to serve as proof of age

For more detailed instructions for your SSN application as well as what to do if you lose your SSN, please see your handbook.

When you receive your SSN, remember to present this to your Host Company as soon as possible. They will need this to properly pay taxes.

Please notify your sponsor IMMEDIATELY if your Host Company does not pay you because you have not received your SSN Card.

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Money and Banking

For your safety you should not carry large amounts of cash to the USA or with you during your time of your stay.

If you need money from home in a hurry, Western Union (www.westernunion.com or 1-800-325-6000) makes it possible to transfer money from your home country to anywhere in the US within 15 minutes. There is a charge for this service.

Opening a Bank Account

It is highly recommended that you open a checking account in a local bank

- Ask to be given an ATM/Debit card (ATM - Automatic Teller Machine) which will deduct money directly from your bank account to avoid carrying large sums of money with you while in the USA
- A secret "PIN" or personal Identification Number is provided for your ATM/debit card
- Do not share your PIN with anyone
- If you lose your card, notify your bank immediately

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W4 Form

When you start your job in the USA, your Host Company will provide you with a W4 form to complete.

Please read your handbook for detailed instructions on how to complete the W4 form.

This form will allow you to pay the correct taxes and file for your tax refund after your program is over.

Form W-4 (2013)

Purpose. Complete Form W-4 so that your employer can withhold the correct income tax from your pay. Consider completing a new Form W-4 each year and when your personal or financial situation changes.

Exemption from withholding. If you are exempt, complete only lines 1, 2, 3, 4, and 7 and sign the form to indicate it. Your exemption for 2013 expires February 17, 2014. See Pub. 505, Tax Withholding and Estimated Tax.

Note. If another person can claim you as a dependent on his or her tax return, you cannot claim exemption from withholding if your income exceeds \$1,000 and includes more than \$300 of unearned income (for example, interest and dividends).

Basic instructions. If you are not exempt, complete the **Personal Allowances Worksheet** below. The worksheets on page 2 further adjust your withholding allowances based on married deductions, certain credits, adjustments to income, or two-earner/multiple job situations.

Complete all worksheets that apply. However, you may claim lower (or zero) allowances. For regular wages, withholding must be based on allowances you claim and may not be a flat amount or percentage of wages.

Head of household. Generally, you can claim twice as many allowances as you are entitled to if you are unmarried and pay more than 50% of the costs of keeping up a home for yourself and your dependent(s) or other qualifying individual(s). See Pub. 501, Exemptions, Standard Deductions, and Filing Information, for information.

Tax credits. You can take projected tax credits into account by figuring your allowable number of withholding allowances. Credits for 100% or dependent care expense and the child tax credit may be claimed using the **Personal Allowances Worksheet** below. See Pub. 505 for information on converting your other credits into withholding allowances.

Marriage income. If you have a large amount of non-wage income, such as interest or dividends, consider making estimated tax payments using Form 1040-ES, Estimated Tax for Individuals. Otherwise, you may owe additional tax. If you have pension or annuity

income, see Pub. 505 to find out if you should adjust your withholding on Form W-4 or 4a-SP.

Two earners or multiple jobs. If you have a working spouse or more than one job, figure the total number of allowances you are entitled to claim on all jobs using worksheets from only one Form W-4. Your withholding usually will be most accurate when all allowances are claimed on the Form W-4 for the highest-paying job and zero allowances are claimed on the others. See Pub. 505 for details.

Nonresident alien. If you are a nonresident alien, see Notice 1330, Supplemental Form W-4 Instructions for Nonresident Aliens, before completing this form.

Check your withholding. After your Form W-4 takes effect, use Pub. 505 to see how the amount you are having withheld compares to your projected total tax for 2013. See Pub. 505, especially if your earnings exceed \$130,000 (single) or \$190,000 (married).

Future developments. Information about any future developments affecting Form W-4 (such as legislation enacted after its release) will be posted at www.irs.gov/w4.

Personal Allowances Worksheet (Keep for your records.)

A Enter "1" if yourself if no one else can claim you as a dependent **A** _____

B Enter "1" if:
 You are single and have only one job; or
 You are married, have only one job, and your spouse does not work; or
 Your wages from a second job or your spouse's wages (if the total of both are \$1,500 or less) **B** _____

C Enter "1" for your spouse. (But, you may choose to enter "0" if you are married and have either a working spouse or more than one job. Entering "0" may help you avoid having too little tax withheld.) **C** _____

D Enter number of dependents (other than your spouse or yourself) you will claim on your tax return **D** _____

E Enter "1" if you will file as head of household on your tax return (see conditions under Head of household above) **E** _____

F Enter "1" if you have at least \$1,000 of child or dependent care expenses for which you plan to claim a credit. (Note: Do not include child support payments. See Pub. 503, Child and Dependent Care Expenses, for details.) **F** _____

G **Child Tax Credit** (including additional child tax credit). See Pub. 503, Child Tax Credit, for more information.
 • If your total income will be less than \$65,000 (\$95,000 if married), enter "2" for each eligible child, then less "1" if you have three to six eligible children or less "2" if you have seven or more eligible children.
 • If your total income will be between \$65,000 and \$94,000 (\$95,000 and \$119,000 if married), enter "1" for each eligible child **G** _____

H Add lines A through G and enter total here. (Note: This may be different from the number of exemptions you claim on your tax return.) **H** _____

For accuracy, complete all worksheets that apply.
 If you plan to itemize or claim adjustments to income and want to reduce your withholding, see the **Deductions and Adjustments Worksheet** on page 2.
 If you are single and have more than one job or are married and you and your spouse both work and the combined earnings from all jobs exceed \$40,000 (\$10,000 if married), see the **Two-Earners/Multiple Jobs Worksheet** on page 2 to avoid having too little tax withheld.
 If neither of the above situations applies, stop here and enter the number from line H on line 5 of Form W-4 below.

Separate here and give Form W-4 to your employer. Keep the top part for your records.

Form **W-4** **Employee's Withholding Allowance Certificate** OMB No. 1545-0046
 2013
 Department of the Treasury Internal Revenue Service

1 Your first name and middle initial Last name 2 Your social security number

Home address (number and street or rural route) Single Married Married, but withheld at higher single rate. Note: If married, but legally separated, or issue is a nonresident alien, check the "Single" box.

City or town, state, and ZIP code 4 If your last name differs from that shown on your social security card, check here. You must call 1-800-772-1232 for a replacement card.

5 Total number of allowances you are claiming from line H above or from the applicable worksheet on page 2 6 Additional amount, if any, you want withheld from each paycheck 7 I claim exemption from withholding for 2013, and I certify that I meet both of the following conditions for exemption:
 • Last year I had a right to a refund of all federal income tax withheld because I had no tax liability, and
 • This year I expect a refund of all federal income tax withheld because I expect to have no tax liability.
 If you meet both conditions, write "Exempt" here.

Under penalties of perjury, I declare that I have examined this certificate and, to the best of my knowledge and belief, it is true, correct, and complete.

Employer's signature (This form is not valid unless you sign it.) Date

A Employer's name and address (Employer: Complete lines A and B only if you are the IRS.) T & SSN (not required) E Employer identification number (EIN)

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Online Arrival Orientation

Health Insurance

You have received an insurance brochure with a summary and your insurance card via email a few days prior to your program start date. You should also have received this from your overseas agency and reviewed this during your pre-departure orientation.

Some important things to keep in mind about your insurance are:

- Make sure you carry your insurance card with you at all time
- Avoid the Emergency Room unless you have a true emergency. There are high costs linked to ER visits. In a non-emergency, use your provider search to seek a doctor or urgent care center in your insurance network
- If you are in doubt about what you will pay or what providers you can go to, please contact your insurance company first. They will be able to better inform you about insurance-specific questions
- You may be required to submit a claim form to the insurance company if you were not able to present your insurance information at the time of your visit. Claim forms can be found online at the insurance website, if you have any questions about claims, please contact the insurance company first
- Please be aware that you may be required to pay some costs during your visit (if you see a doctor not part of the network) and there might be some deductibles. Read the insurance information carefully.

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American Culture!



This **portion** of the orientation provides you with important information about your stay in America, travelling, customs, tips for daily life, and advice for adjusting to the American culture.

Keep in mind that you will experience many things that are new to you during your stay. It will more than likely not be what you are used to back home. Always remember that just because something is different, does not mean it is good, or bad. It is just different!

Being open to new experiences, willing to learn, having a good sense of humor, and working hard at your job will go a long way to making sure you have not only a successful work travel experience, but a successful stay in the United States.

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Online Arrival Orientation

The American Workplace

Dress and Grooming

You are a representative of not only yourself, but your place of employment, ASSE ASPIRE, and your home country - Appearance Will Matter!

Companies tend to be conservative about the image of their employees. Have clean, neat hair, in a natural color. Do not wear excessive jewelry or pierced jewelry in excess of earrings.

Uniforms will likely be provided by you, but you may be required to purchase other items, such as a certain color of shoes.

Refer to your job offer and any other materials provided for the dress code at your Host Company site so that you may prepare accordingly.

Overtime

For covered, nonexempt employees, the federal law requires employers to pay "overtime pay." This is one and a half times an employee's regular rate of pay after 40 hours of work in a work week.

You should ask your employer regarding overtime if you are interested in working more than 40 hours per week.

Tipped Employees

A tipped employee is considered an employee who engages in an occupation in which he, or she, customarily and regularly receives more than \$30 per month in tips.

If you are a tipped employee your direct wage may be lower than the minimum wage per hour.

See page 28 in your program handbook for more information or visit <http://www.dol.gov/whd/state/tipped.htm>

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Transportation

We **DO NOT** recommend that you buy a car while in the USA. ASSE ASPIRE insurance does not cover driving a car in the United States.

Use public transportation or employer provided transportation when possible. Another transportation option is to purchase a bicycle while on the program. Please make sure that you are familiar with the National Highway Traffic Safety Administration's bicycle safety tips. Always wear a helmet and follow all the rules of the road!

Bike safety is very important. If using a bicycle, remember to learn the laws of the area, respect all road users, and always wear a **HELMET**. For more information on bike safety please refer to www.nhtsa.gov/Bicycles.

Hitchhiking is very dangerous in the USA and should never be done.

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Traveling



All **extended travel** must take place at the completion of your work experience.

You will not be permitted to travel abroad during your program unless in the case of an emergency. The purpose of these programs is for you to immerse yourself in American culture, considering the short duration of the program and your commitment to your Host Company, abroad travel will not be sanctioned.

When traveling inside the United States on the program, please make sure all travel is approved by your supervisor and that you travel safely. For more tips on travelling within the US, please see your handbook.

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Adjusting to American Culture

Life and customs

The USA is a large country with people from many different economic, social, ethnic, racial, religious and cultural backgrounds. Since the founding of the USA, over 60 million immigrants have arrived to the country.

The USA is made up of many people from all corners of the world, so while stereotypes do exist, you will run into far more people that DO NOT fit the stereotype than those that do.

Culture Shock

Culture Shock is a term used to describe the anxiety produced when a person moves to a completely new environment.

Feelings can include a sense of a lack of direction, the feeling of not knowing what to do or how to do things in a new environment, and not knowing what is appropriate or inappropriate.

These feelings typically set in a few weeks after coming to a new place. Don't be afraid to discuss your feelings with other students, or with your Area Representative. Culture Shock is natural and talking about it can help!

Your program handbook outlines some of the symptoms and stages of culture shock. Please take a moment now to review this information.

If you ever feel like you need help or are struggling to adjust, do not hesitate to contact ASSE ASPIRE, we are here to help and we care about you!

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Helpful Facts

Electricity

The USA electrical system uses 110 volt, 60 hertz (cycles). If your appliances from home use 220 volts, you will need to purchase a transformer and plug adapter that can accommodate the wattage of your appliances.

Units of Measure - Temperature

In the USA, the temperature is given in Fahrenheit.

An easy way to convert Fahrenheit to Celsius is to subtract thirty from the Fahrenheit number and divide by two. While it's not totally accurate, it's close.

Units of Measure - Metric Conversion

- 1 mile = 1.6 kilometers
- 1 yard = 91.4 centimeters
- 1 foot = 30.5 centimeters
- 1 inch = 2.54 centimeters
- 1 liquid quart = 0.95 liter
- 1 gallon = 3.8 liters

Time Zones



The continental United States (excluding Alaska and Hawaii) is divided into four time zones.

When it is 12:00 noon Eastern Time, it is 11:00am Central, 10:00am Mountain, and 9:00am Pacific.

Telephones, Email and Internet

See your program handbook for important information regarding Telephone, Email and Internet usage.

Tipping

When you are out and about during your time in the USA remember: Americans generally tip the server in the restaurant 15-20% of the restaurant bill (unless the service is poor).

The same practice applies to other service providers such as taxi drivers, bartenders and hair stylists.

In many cases, people make most of their income from tips so please respect this practice.

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Congratulations!

You have successfully completed the online arrival orientation!

You can now continue with your Arrival Check-in. We hope you have a wonderful experience!



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