



ICEO USA Summer Work / Travel Program Participant Compliance Checklist

1. Before departure - Confirm your arrival date with ICEO

As soon as you confirm your flight arrangements please e-mail your flight information to ICEO at report@iceoinc.org, with subject: **Flight Information**.

2. Within 10 days of arrival

There are 2 very important program related tasks you must complete within 10 days of your arrival to the United States but no later than 20 days from your program start date as indicated on your DS-2019 Form.

Notify ICEO of your arrival to the US and Register in SEVIS

You are to provide ICEO with information necessary for your registration in SEVIS by either calling ICEO at **1-877-ICEOINC (877.423.6462)** or by completing an online form at: <http://www.iceoinc.org/index.php?id=411>

Failure to report to ICEO within 10 days of the arrival to the United States will result in ICEO terminating your program.

3. Within 30 days of your arrival

- Contact ICEO to confirm your program status by calling **1-877-ICEOINC (877.423.6462)** or respond to the e-mail with subject: **IMPORTANT Message from ICEO: MANDATORY Monthly Activity Report**. This e-mail will be sent to you from ICEO approximately 30 days from your program start date.
- Complete Monthly Activity Report: <http://www.iceoinc.org/index.php?id=4211>

4. Every 30 days (for the remainder of your program participation)

- Contact ICEO to confirm your program status by calling **1-877-ICEOINC (877.423.6462)** or respond to the e-mail with subject: **IMPORTANT Message from ICEO: MANDATORY Monthly Activity Report**. These e-mails will be sent to you from ICEO approximately 60, 90 and 120 days from your program start date.
- Complete Monthly Activity Report: <http://www.iceoinc.org/index.php?id=4211>

Failure to respond to ICEO's mandatory monthly communication within set deadlines will result in ICEO terminating your program.

5. The end of your program

- Please inform ICEO by sending an e-mail containing your date of departure from the United States to: report@iceoinc.org, with subject: **Program Departure**. ICEO will update your SEVIS record accordingly to indicate your program completion.
- Complete ICEO USA Summer Work / Travel Program Final Evaluation: <http://www.iceoinc.org/index.php?id=4212>



6. Changing Phone Number, E-mail Address or Address (Including initial residence address in the United States)

Every time you change your telephone number, email address, actual and current U.S. address (i.e. physical residence) you must notify ICEO within 10 calendar days of the change. You can either call ICEO at **1-877-ICEOINC (877.423.6462)** or complete an online form at: <http://www.iceoinc.org/index.php?id=412>

ICEO will update your SEVIS record accordingly.

Failure to inform ICEO of any changes to your telephone number, email address or residence within 10 calendar days of the change will result in ICEO terminating your program.

7. Changing Employers / Adding Additional Employers

You may not begin working at initial, replacement or additional jobs / U.S. employers until ICEO has verified the terms and conditions, of such employment and fully vetted and approved the U.S. employer and offered employment position as required by Summer Work / Travel program regulations. Programs of participants who begin employment at unapproved US employers and/or positions will be immediately terminated by ICEO.

You must notify ICEO immediately every time you intend to change employers during your ICEO Program. You can either call ICEO at **1-877-ICEOINC (877.423.6462)** or complete an online form at: <http://www.iceoinc.org/index.php?id=413>

ICEO will conduct a vetting process of the proposed new host employer and a verification of the offered job. At minimum, ICEO will require the following documents/information from each proposed host employer:

- Completed and signed Employment Confirmation Letter Form (you as the participant must also sign this form to confirm that you agree to accept the offered employment position).
- Completed and signed Host Company Profile Form (ICEO Representative will provide this form directly to your proposed new employer)
- Employer Identification Number (EIN)
- Copy of current business license
- Verification of Worker's Compensation Insurance Policy or if applicable evidence of state's exemption from requirements of such coverage

ICEO will make direct contact with the proposed host employer's representative, either in person or by telephone, to conduct additional vetting process and verify the details of the offered job.

ICEO will conduct a vetting process of the proposed employer and offered job within 72 hours of receiving initial information from Participant (you) of the new proposed host employer / offered job.

ICEO will provide you with an e-mail notification if your new proposed employer / offered job is approved or if it is not approved and why.

You may begin your new employment only after ICEO has approved your new proposed employer and offered job.

If you decide to have **additional employers**, you must also notify ICEO. The notification, review and approval process is the same as when changing employers. You can either call ICEO at **1-877-ICEOINC (877.423.6462)** or complete an online form at: <http://www.iceoinc.org/index.php?id=414> to begin the process.

8. Traveling outside of the United States during the program

You are required to submit a travel request form for all travels where you will be departing and re-entering the United States within your program dates. Maximum travel duration outside of the United States during your ICEO Program must not exceed 30 days at a time. You must be in good standing on the ICEO Program. To submit a travel request, you must mail your documents to ICEO at least 2 weeks prior to your trip. Documents to be sent to ICEO include:

- ORIGINAL DS-2019 Form
- Copy of I-94 Form (see: www.cbp.gov/I94)
- Complete Travel Request Form (the form is included in the Participant Handbook)
- Prepaid / Self-addressed Envelope (preferably with tracking, for the return of your DS-2019 Form)

If your travel request is within four months of a previous travel authorization or if you will travel to a **“contiguous territory” or “adjacent islands”***, please contact ICEO at **1-877-ICEOINC (877.423.6462)** or report@iceoinc.org prior to sending any documents to ICEO.

***“Contiguous territory”** means a country whose border touches, is contiguous to, the U.S. border. Those two countries are Canada and Mexico. **“Adjacent islands”** include Anguilla, Antigua, Aruba, Bahamas, Barbados, Barbuda, Bermuda, Bonaire, British Virgin Islands, Cayman Islands, Cuba, Curacao, Dominica, the Dominican Republic, Grenada, Guadeloupe, Haiti, Jamaica, Marie-Galante, Martinique, Miquelon, Montserrat, Saba, Saint Barthelemy, Saint Christopher, Saint Eustatius, Saint Kitts-Nevis, Saint Lucia, Saint Maarten, Saint Martin, Saint Pierre, Saint Vincent and Grenadines, Trinidad and Tobago, Turks and Caicos Islands, and other British, French and Netherlands territory or possessions bordering on the Caribbean Sea.

9. Early program completion

If you decide to finish your ICEO Program 15 or more days before the program end date as indicated on your DS-2019 Form, please inform ICEO by sending an e-mail to: report@iceoinc.org, with subject: **Early program completion**, containing your departure date from the United States. ICEO will update your SEVIS record accordingly to indicate your program completion.

10. Criteria for ICEO Program Appropriate Jobs and Host Companies

Jobs appropriate for the ICEO Program must meet the following criteria:

- Provide opportunities for regular communication and interaction with U.S. citizens and allow participant to experience U.S. Culture.
- Require minimal training.
- Are seasonal or temporary in nature as defined in 22CFR62.b: “(...) Employment is of a seasonal nature when the required service is tied to a certain time of the year by an event or pattern and requires labor levels above and beyond existing worker levels. Employment is of a temporary nature when an employer’s need for the duties to be performed is a one-time occurrence, a peak load need, or an intermittent need. It is the nature of employers’ needs, not the nature of the duties that is controlling.”
- Are not included on the **Prohibited Employment Positions List (Point 11 of this Checklist)**.



Host Companies appropriate for the ICEO Program must (at minimum):

- Meet all of the ICEO vetting requirements as described in **Changing Employers / Adding Additional Employers (Point 7 of this Checklist)**
- Not displace domestic U.S. workers at worksite where Host Company offers position to ICEO Participant.
- Host Company has not experienced layoffs in the past 120 days and do not have workers on lockout or on strike.

11. Prohibited Employment Positions

ICEO Program Participants are prohibited from working in any of the following positions in the US:

- In positions that could bring notoriety or disrepute to the Exchange Visitor Program;
- In sales positions that require participants to purchase inventory that they must sell in order to support themselves;
- In domestic help positions in private homes (e.g., child care, elder care, gardener, chauffeur);
- As pedicab or rolling chair drivers or operators;
- As operators or drivers of vehicles or vessels for which drivers' licenses are required regardless of whether they carry passengers or not;
- In positions related to clinical care that involves patient contact;
- In any position in the adult entertainment industry (including, but not limited to jobs with escort services, adult book/video stores, and strip clubs);
- In positions requiring work hours that fall predominantly between 10:00 p.m. and 6:00 a.m.;
- In positions declared hazardous to youth by the Secretary of Labor at Subpart E of 29 CFR part 570;
- In positions that require sustained physical contact with other people and/or adherence to the Centers for Disease Control and Prevention's Universal Blood and Body Fluid Precautions guidelines (e.g., body piercing, tattooing, massage, manicure);
- In positions that are substantially commission-based and thus do not guarantee that participants will be paid minimum wage in accordance with federal and state standards;
- In positions involved in gaming and gambling that include direct participation in wagering and/or betting;
- In positions in chemical pest control, warehousing, catalogue/online order distribution centers;
- In positions with travelling fairs or itinerant concessionaires;
- In positions for which there is another specific J category (e.g., camp counselor, intern, trainee);
- In positions in the North American Industry Classification System's (NAICS) Goods-Producing Industries occupational categories industry sectors 11, 21, 23, 31–33 numbers (set forth at http://www.bls.gov/iag/tgs/iag_index_naics.htm);
- In positions in a staffing agency;
- In positions that require licensing or
- In other positions ICEO deems inappropriate.

Please contact ICEO in case of any questions or need for additional clarification with regard to the suitability of host companies or employment positions for your ICEO Program.

12. Program Terminations

ICEO is obligated by the Summer Work Travel program regulations to terminate ICEO Programs of participants who **fail to comply** with program regulations and ICEO rules, including but not limited to:

- Reporting to ICEO within 10 days of the arrival to the United States
- Reporting to ICEO initially secured residence within 10 days
- Reporting to ICEO any change of residence within 10 days
- Reporting to ICEO any change of phone number and e-mail address within 10 days
- Not starting work at unverified jobs
- Responding to ICEO's mandatory monthly communication within set deadlines