



Participant Handbook

Intrax Work Travel

2016



Participant Handbook for the Summer Work and Travel Program

Table of Contents

| | |
|--|----|
| Welcome To Your Intrax Work Travel Adventure! | 5 |
| Quick Pre-Departure Checklist | 6 |
| Top Ten Items to Remember | 6 |
| 1. Check-In Upon Arrival..... | 6 |
| 2. Complete Your Monthly Check-In | 6 |
| 3. Log In to Your MyIntrax Account..... | 7 |
| 4. Participate in Cultural Activities | 7 |
| 5. Insurance..... | 7 |
| 6. Housing..... | 7 |
| 7. Important Documents | 8 |
| 8. Social Security Card & Tax Document | 8 |
| 9. Second Job:..... | 8 |
| 10.Program Orientation..... | 8 |
| Intrax Work Travel Program Overview | 9 |
| Work Travel Program Highlights..... | 9 |
| Intrax Work Travel Program Requirements | 9 |
| Work Travel Program Options..... | 9 |
| <u>Preparing for Your Adventure</u> | 9 |
| Packing Properly and Making Copies of Your Documents | 10 |
| Bringing Enough Money | 11 |
| Securing a Job and How to Report It..... | 11 |
| Are you required to find a job? | 11 |
| ➤ For: Participants Who Are <u>in the US</u> and are Reporting a Job Placement for the first time, or have authorization to report a new placement:..... | 12 |
| ➤ <u>Reporting a Second Job or Leaving Primary Job</u> for a Better Paying Job | 13 |
| What to do if you are having an Issue with Your Host Company..... | 13 |
| Changing Your Job or Housing..... | 14 |
| Changing Jobs | 14 |
| Prohibited Jobs | 15 |
| HOUSING: Securing Safe Suitable Housing..... | 16 |

| | |
|---|----|
| Communicating Your Travel Arrangements | 16 |
| Entering the US..... | 17 |
| What is the "Office of Biometric Identity Management" (OBIM) procedure (Formerly "US Visit")? | 17 |
| I-94 Card | 17 |
| Were You Given an I-515A Form When You Came into the Country? | 18 |
| "Checking In" | 18 |
| Intrax Arrival Check-In Process | 19 |
| Monthly Contact..... | 21 |
| Your Work Address and Related Changes | 21 |
| Applying for Your Social Security Card | 22 |
| Are You Having Problems Obtaining Your Social Security Card? | 23 |
| Completing Tax Documentation..... | 24 |
| Paying Your Taxes..... | 25 |
| Do You Have to Pay for All Taxes? Which Taxes You Are Not Required to Pay?..... | 25 |
| Filing Your Taxes | 27 |
| INSURANCE - Using Your Medical Insurance | 28 |
| Who is my Insurance Carrier? | 28 |
| Extending Your Medical Insurance Coverage into the Grace Period | 29 |
| Traveling | 29 |
| Can You Travel Outside of the US While on the Work Travel Program?..... | 29 |
| Can You Travel Outside of the US During Your Grace Period?..... | 30 |
| Dealing with an Emergency | 31 |
| Emergency | 31 |
| Dealing with General Issues | 32 |
| Lost or Stolen Documents | 32 |
| Going Home..... | 33 |
| Early Departure..... | 33 |
| Grace Period | 33 |
| Understanding US Culture | 33 |
| The American Workplace | 33 |
| The American People..... | 34 |
| Getting Comfortable..... | 34 |

| | |
|--|----|
| Money..... | 35 |
| Communication - Staying in Touch..... | 35 |
| Transportation..... | 35 |
| General Information..... | 36 |
| Safety..... | 36 |
| Electricity..... | 39 |
| Time Zones..... | 39 |
| Housing..... | 39 |
| After Your Program..... | 40 |
| Have a Wonderful and Learning Cultural Experience With Intrax In the US! | 41 |
| Additional Information: Useful Websites..... | 41 |
| Travel Guides..... | 41 |
| Booking Travel..... | 41 |
| Sending or Receiving Money Internationally | 41 |
| MyIntrax Site | 41 |

Welcome To Your Intrax Work Travel Adventure!

Congratulations on being accepted to the Intrax Work Travel program! We are extremely excited to have you as a part of our international cultural exchange family. We welcome you to the United States of America (US), where you are about to embark on one of the best cultural adventures of your life. You will have the opportunity to immerse yourself in the American life by working in a US work environment as well as the chance to travel in this vast country. We hope you will experience many of the wonderful things our country has to offer and teach your new friends about your own culture.

The purpose of the Summer Work Travel Program is well summarized by the Department of State:

“The purpose of this program is to provide foreign college and university students with opportunities to interact with US citizens, experience US culture while sharing their own cultures with Americans they meet, travel in the United States, and work in jobs that require minimal training and are seasonal or temporary in order to earn funds to help defray a portion of their expenses.” (State Department Regulations, § 62.32 Summer Work Travel, p.27609, <http://j1visa.state.gov/wp-content/uploads/2012/05/2012-swt-ifr.pdf>)

The US Department of State has designated Intrax as a sponsor of the Work Travel USA Program. Intrax, and not your Host Company or Home Agency, is your visa Sponsor throughout the duration of your Work Travel Program. We will assist you in your journey as a seasonal employee at an American company, so it is extremely important that you read this Participant Handbook that’s written specifically for you and your experience in the Intrax Work Travel Program. In order to have a successful program, it is vital that you understand all of the US Department of State rules and regulations and Intrax policies.

As your J-1 visa Sponsor, it is our priority to make sure that your health, safety, and well-being are taken care of. We also have many responsibilities to all of the parties involved in making the cultural exchange program a success - program participants, US host companies, and our global partners.

Intrax will provide ongoing guidance, directions and support throughout the duration of the program in the US. If you have any questions or issues after reading this Handbook, please contact your local agency if you are still in your home country. If you are in the US, contact Intrax at (via email at jwtssupport@intraxinc.com or by phone at **1.888.224.0450**). Our toll-free phone number is available for 24-hour emergency support. We advise you to familiarize yourself with the Participant Handbook and all US government regulations related to this program before traveling to the US.

Remember, Intrax wants only what’s best for you and that you have the best possible experience in the US during the program. We are here to help should you need any support. We wish you all the best in your US cultural adventure!

Warm wishes,

Intrax Work Travel

Quick Pre-Departure Checklist

- Make sure you have a valid email account that you access regularly throughout your Work Travel Program. Intrax recommends you use the same e-mail account that you use to log in to your MyIntrax account. Intrax will communicate with you regarding any program information or updates via email, your MyIntrax Account, telephone, and possibly in person.
- Be sure to communicate to your Home Agency, Intrax and your Host Company regarding your itinerary and travel plans by updating the information in your MyIntrax Account at least two weeks prior to departure so we are aware of your plans. Make arrangements to arrive at least 48 hours prior to your job start date (but do not arrive more than 14 days prior to the start date shown on your DS-2019). As always, please consult your job offer for more details.
- Bring all your important documents such as your passport, DS-2019 form, job offer document, and insurance information safely with you during the program, and we advise you to make several copies of these important documents. Leave a copy of the documents with your emergency contact in your home country and keep another set in a safe and secure place once you reach your housing in the US. You must have at least USD\$1,000 in cash, travelers' checks, or credit cards with you.
- Housing - make sure you have pre-arranged temporary housing prior to your arrival in the US if you are arriving before your job start date stated on the DS-2019. Conduct online research for your long-term housing beforehand if housing is not provided by your Host Company (refer to your job offer document). For more information, please read the Housing section of this Handbook.

Top Ten Items to Remember

1. **Check-In Upon Arrival** - You are required to check in with Intrax within 3 days of arrival in the US. Log in to your MyIntrax Account in order to complete the Arrival Check-In process. Failure to check in would have serious consequences for your J-1 status. You will not be able to check in prior to your arrival in the US.
 - In order to check in, **you will need** your street address, including apartment or unit number, city, state, zip code, and the phone number where you can be reached.
 - Do not apply for your Social Security Card before completing your Check-In or before the 10 day waiting period after an e-mail confirmation from Intrax for a successful check in. Failure to do so will cause significant delays in receiving your Social Security Card.
2. **Complete Your Monthly Check-In** - We want to hear from you! You are required to check in with Intrax through your MyIntrax Account once a month.
 - Don't forget to communicate with Intrax any desire to change employment or housing prior to making changes. You must receive authorization from Intrax to change jobs or work at a second job. If your current job is linked to your housing, please refer to your job offer. You may not begin working at new, different, or additional jobs until Intrax has verified the terms and conditions of the employment, has spoken with and screened the potential host company, and provided you with confirmation approving the employment.
 - Throughout the program, don't forget to inform Intrax of any changes to your email, address or phone number as well as dates of employment, or travel plans.

3. **Log In to Your MyIntrax Account** - Be sure to check your MyIntrax Account weekly for any information and updates on the Work Travel Program, including information on monthly cultural activities that you can participate in, mostly for free or at low cost.
4. **Participate in Cultural Activities** - You are encouraged to participate in as many cultural activities as possible.
 - Intrax will alert you to several cultural activities and events as well as ideas for you to learn and experience the American lifestyle and culture.
 - Please share your experiences by emailing us your photos and stories, and also share them on our Facebook (www.facebook.com/IntraxWorkandtravel)
 - If on the other hand you are not engaged in cultural activities, then that would be something to notify us about for support (iwtsupport@intraxinc.com or 1-888-224-0450).
5. **Insurance** - While you are in the US, you are required to have health insurance coverage. This is available either through the healthcare provider that Intrax has engaged - Ascension - or through your Home Agency.
 - If you have insurance coverage through your Home Agency, please make sure that you obtain all documentation from your Home Agency prior to your departure to the US.
 - Always carry your insurance documentation, photo identification, and your DS-2019 form when you go to the doctor.
 - Always call the insurance company first. The phone number is listed in this Handbook or on your insurance card. In the following days after your successful Check-In, your insurance will be activated and you will receive your insurance card via e-mail. You can also print your insurance card when you log in to your Ascension online account (refer to the Insurance section of this Handbook).
 - We strongly encourage you to reserve the hospital's Emergency Care for a true emergency. Related fees from the hospital would be quite high if it turns out to be a non-emergency.
 - If you fail to call the insurance company before seeking medical attention, you are responsible for paying any bills. Please refer to the Insurance section of this Handbook for more details.
6. **Housing** - If your Host Company is providing housing, it will be stated on your job offer. If not provided, your MyIntrax account will have the most updated housing resources and below you can find general guidance. Please also review the Housing section in this Handbook for more details. Remember to enter your housing address when you check in. As required by program rules, you must notify Intrax within 10 days of *any* housing or address changes during the program through your MyIntrax account.
 - Short-Term Housing: For the first few nights of your arrival in the US, you may need short-term or temporary housing before moving into your long-term accommodation. You need to make a reservation before you arrive to ensure you have a place to stay upon arrival.
 - Long-Term Housing: Be sure to ask your Host Company or co-workers for suggestions on where to find local housing prior to your arrival. You may also find some housing resources online, so be sure to check the Internet as well.
 - Accommodations While Traveling: Do some research prior to beginning your journey as there are many options available, such as hotels, motels, youth hostels, YMCA/YWCA, university campus housing, etc.

- **Rent/Sublet/Sharing:** When searching for housing, you will find apartments to rent, sublet, or share.
7. **Important Documents** - As noted earlier, remember to bring all your important documents, make several copies and store them in safe places:
 - Valid Passport & Visa
 - DS-2019
 - Job Offer Letter
 - A printout of your I-94 form
 - Your birth certificate or at least one official Identification Document (ID) with photo that's at least a year old (If your passport and ID are both less than one year old, a birth certificate is required).
 8. **Social Security Card & Tax Document** - You will need to apply for a Social Security card 10 days after successfully checking in with Intrax. You will receive an e-mail confirmation from Intrax when your Check-In has been confirmed. Keep your receipt from the Social Security Office as proof of application. Remember to complete all tax documents thoroughly and completely by following the instructions in this handbook.
 - Do not apply for your Social Security Card before completing your Check-In or before the 10 day waiting period after an e-mail confirmation from Intrax for a successful Check-In. Failure to do so will cause significant delays in receiving your Social Security Card.
 9. **Second Job:** If you are interested in finding a second job, you must first receive approval from Intrax to ensure that the job complies with program regulations. Intrax will go through all the necessary steps to verify your second job eligibility. Do not start a second job without official verification and approval from Intrax; this may result in program termination in SEVIS. Read the section on Second Jobs in this Handbook to find out how to apply for a second job. Your MyIntrax account has a copy of the Job Placement Agreement that would need to be completed as well as detailed instructions on this procedure.
 10. **Program Orientation** - All participants are required to complete Intrax Work Travel Program orientation prior to beginning the program. You can access the Online Orientation on your MyIntrax Account.

Contact Intrax! If you have any questions and are in your home country, please contact your agency. If you are in the U.S. and have questions after reading this Handbook and going through the resources in your MyIntrax Account, please contact us. We would like to help you and make sure you have a wonderful Work Travel Program experience in the United States.

- Email: iwtsupport@intraxinc.com
- Toll free: 1.888.224.0450

Remember: Failure to comply with program rules may result in your dismissal or termination from the program.

Intrax Work Travel Program Overview

Throughout the program you will gain valuable international work experience, improve your English skills, make new friends, and discover new sights as you travel through the US.

If your intention for participating in the program is primarily to make money, then you could be disappointed and your US Work and Travel experience would not be a success. If your intention is to come to the US with an open mind and have an exciting adventure full of challenges and new experiences, then your time in the US will be a success and you will be all the richer for it.

Work Travel Program Highlights

- Wide variety of industries with seasonal jobs, including: ski resorts, amusement parks, national parks, fast food restaurants, retail stores, and more
- Paid positions such as: ski lift operators, cashiers, kitchen help, housekeeping staff, lifeguards, front desk personnel, and retail
- Pre-departure orientation
- Issuance of DS-2019 Form
- Resources to secure housing and make travel arrangements
- Insurance coverage from arrival in the US through the Program End Date (also called the SEVIS End Date).
- Ongoing support and 24-hour emergency line

Intrax Work Travel Program Requirements

- Currently enrolled in a university or four-year college
- Between 18 and 28 years of age
- Have at least a conversational level of English
- Independence and maturity
- Flexibility and willingness to learn
- Commitment to fulfilling job duties for duration of program
- You are physically capable of performing the tasks required as outlined in your job offer
- You must depart your home country during your university summer vacation, and in accordance with your local US Embassy Program date restrictions

Work Travel Program Options

Intrax offers you two ways to participate in the Work Travel program and in both cases, you receive the full support of our team.

- 1) **Premium Program:** You may choose a summer job from a list at your Home Agency's office
- 2) **Independent Program:** You may find your own job placement (or your agency might find it for you); Intrax will verify it for you

Preparing for Your Adventure

One of the best ways to prepare for your program is to conduct some research prior to your departure. Research not only helps make you better prepared but it can also save you a lot of money and avoid headaches along the way. The US is a very big country with a tremendous amount of diversity in its people, climate, geography, etc. It is important that you be prepared for where you are going and what you are going to do.

Information you should research about the area you intend to work and live in:

- Climate
- Safety
- Public Transportation Options

- Directions to and from the airport
- Locations of Medical Facilities
- Entertainment Possibilities
- Remember to check your job offer and your MyIntrax account.

The web is a great resource and provides Work Travel Participants with the opportunity to research everything from airfares to housing to cheap travel deals. The “Useful Information” section of this Handbook provides some helpful websites for general research, but it is up to you to search for specific sites relating to your destination.

Another great source of information and good money-saving tips are travel guide books. Guide books can be written for specific US states like California or Florida but they can also be more general. For instance, there can be a book about the East or West Coast or about National Parks. If you do not wish to purchase a book, it can be helpful to go to your local library to read books about the areas you may be interested in visiting.

Packing Properly and Making Copies of Your Documents

This is extremely important! Make sure you make copies of all your important documents before departing to the US. Take the originals on the plane, pack one copy in your luggage and leave one with a family member at home.

Why do I need to make copies of my important documents?

Every year thousands of Work Travel Participants come to the US and every year hundreds of Participants lose their documents or some even have their documents stolen. Those Participants who have made copies of their documents and kept those copies in a safe place are able to replace those documents faster than those who do not. So, if you want to be able to replace your lost or stolen passport in a timely manner, it is important to make copies of all documents.

Also, if your passport is less than one year old, you must bring another form of identification like a National Identification Card, your original birth certificate or an expired passport.

What to Pack in Your Carry-On Bag For the Plane

- Your passport with visa
- DS-2019 (Certificate of Eligibility)
- The original Job Offer Letter
- Plane tickets
- The Intrax Participant Handbook
- Domestic transportation tickets (e.g., bus, train, etc.) - if applicable
- Your valid Identification Document (e.g., Birth Certificate, Driver’s License, etc.)
- USD\$1,000 in cash, checks, credit cards
- Insurance information and documents
- Your necessary medication with prescription
- Personal valuable items (e.g., camera, eyeglasses, jewelry, etc.)
- A change of clothing (in the event that your suitcase does not arrive with you)
- Personal travel-size toiletries (toothbrush, travel size toothpaste, contact lenses solution)
- Small snacks and an empty bottle to fill water for drinking
- A book or magazine to read while on the plane or waiting at the airport
- Phone card

To help you make decisions about what to pack in your main luggage, we have compiled a helpful list below. Remember to bring clothing suitable for your training.

| Clothing | Medicine and Toiletries | Miscellaneous |
|---|--|--|
| <ul style="list-style-type: none"> • 1 outfit for professional office jobs, if required • 1 pair of dress shoes • 1 pair of casual shoes • 1 pair of tennis shoes or sneakers • 2 or 3 dress shirts or blouses • 6 casual/comfortable shirts • 1 pair of sandals (depending on location and time of year) • 1 sweater • 1 sweatshirt • 2 pairs of jeans • Dress socks and athletic socks • 1 jacket • 6 or 7 pairs of underwear • 1 or 2 pairs of shorts • Sun hat or baseball cap | <ul style="list-style-type: none"> • Non-prescription medication • First aid kit • Toothbrush and toothpaste • Contraceptives • Soap and shampoo • Comb and/or hairbrush • Sunscreen, moisturizers, cosmetics • Razor blades or electric razor • Deodorant • Sunglasses • Contact lenses and cleaning solution <p data-bbox="570 653 1036 835">IMPORTANT NOTE! If you are taking prescription medication and will be bringing it into the country, please bring a note from your doctor, written in English, explaining the situation.</p> | <ul style="list-style-type: none"> • Participant Handbook • Sleeping bag • Purse or extra wallet • Address book • Umbrella • Travel Journal (notebook) • Luggage lock and identification tags • Pocket calculator • Battery-operated clock • Electric plug adapter • Books, guides, and maps • Small backpack • Pen or pencil |

Bringing Enough Money

Some Participants experience delays in obtaining a Social Security Number. For this reason, it is important that you have at least \$1,000 available to you. This \$1,000 should not be used to pay for a bus or plane ticket to your final destination nor should it be used to pay for any housing deposits or first month's rent. This is to make sure you will be able to pay for your food and rent while you wait for your first paycheck. If you do not bring emergency funds, then you risk running out of money and having to return home.

For safety and security measures, it is advisable whenever possible, to bring at least a portion of your \$1,000 in traveler's checks as they can be replaced if they are lost or stolen. It is also advisable that you take a credit card with you. This card can be used in emergency situations. If you do not bring a credit card and you end up needing additional funds, then your family will have to wire money to you which can be expensive and time-consuming.

Intrax would not be able to loan you money.

Securing a Job and How to Report It

Are you required to find a job?

Intrax would like to remind Participants that per program rules and Department of State (DoS) regulations, all Participants of the Work Travel program must be actively seeking employment while in the Work Travel program, if the Participant does not already have a Job Placement.

Per Intrax rules, Participants from visa-waiver countries that enter the US without a Job Placement have two weeks to find a Job Placement from the date of their arrival. If you have been unsuccessful in finding a Job Placement within the two week time frame, and you wish not to continue your search for employment while on the Work Travel Program, then returning to your home country will be a good option to avoid any hardship for you.

Please recall that even before you arrive in the US, Intrax has uploaded lists of seasonal job leads into your MyIntrax account as well as a CV and Cover Letter guide.

For Participants who decide to end their job search, Intrax will agree to shorten the Participant's program and mark the Participant as an Early Departure. Participants that decide to end the program as an Early Departure will be eligible to the 30 day grace period.

If a Participant would like to continue participating in the program and not be marked as an Early Departure, the Participant must continue his/her job search in order to be in compliance with Intrax program rules and Department of State regulations and would have to update Intrax about job leads pursued.

➤ **For: Participants Who Are in the US and are Reporting a Job Placement for the first time, or have authorization to report a new placement:**

In order for Intrax to validate and authorize your placement you must follow the steps outlined in your MyIntrax account. In brief,

1. Find a job using Intrax resources in your MyIntrax account or independently. Once you have found a job, inform Intrax immediately by following instructions in your MyIntrax Account.
 - Per Intrax program rules you have two weeks from your arrival date to find a job, unless otherwise specified by Intrax
2. Have your Host Company complete the Job Offer Form (also called Job Placement Agreement, which must be signed by you and the Host Company before submitting to Intrax). You can find a blank copy of this document on your MyIntrax account under the resources section.
3. Provide Intrax with the Job Placement Agreement, as well as copies (scanned or photographed) of the Business License and Workers' Compensation Policy.
4. Intrax would have to speak with your host company.
5. Intrax would then approve of the placement or notify you of any issues.

ALERT: Beginning work at a job that has not yet been approved by Intrax is a violation of program rules and grounds for dismissal from the program.

Intrax's decision as to whether to approve or reject your Job Placement is based on the following considerations:

- A. Is the Information you provided regarding your Job Placement accurate?
 - Company's Name - Is this a legally registered company in good standing?
 - Company's Contact Information
 - i. Company's address (Is this a valid address for this company?)
 - ii. Company's contact email address (Is this a valid contact email address?)
 - iii. Company's contact phone number (Is this a valid contact phone number?)
 - Valid Job Description - Is the type of job allowed under program regulations?
 - Valid Hourly Pay Rate - Does it meet Federal and State minimum wage standards?
- B. Is all the information on the Job Placement Agreement Form complete and accurate?
 - Must include EIN (Employer Identification Number)/Tax ID
 - Must include Workers' Compensation Policy Number
 - Must include both Host Company's and Participant's signatures
- C. Does this position and Host Company meet the Department of State requirements, including that only temporary and seasonal jobs are filled?

A successful "Validation" allows Intrax to upload your job information to the US Department of State and other US government databases that will need accurate information during your stay, including

Social Security, Immigration and Customs Enforcement (SEVIS); employer databases (E-Verify); US Embassies; and Departments of Motor Vehicles (DMV).

➤ **Reporting a Second Job or Leaving Primary Job for a Better Paying Job**

Some of you might be eager to earn as much money as possible, either by securing a second job or leaving your original job (for which you received your visa) to secure a better paying job. Whatever the reason, the purpose of the Summer Work Travel Program per the Department of State is as follows:

“The purpose of this program is to provide foreign college and university students with opportunities to interact with US citizens, experience US culture while sharing their own cultures with Americans they meet, travel in the United States, and work in jobs that require minimal training and are seasonal or temporary in order to earn funds to help defray a portion of their expenses.” (State Department Regulations, § 62.32 Summer Work Travel, p.27609, <http://j1visa.state.gov/wp-content/uploads/2012/05/2012-swt-ifr.pdf>)

New regulations for the Work Travel program went into effect on May 11, 2012, and impact numerous areas, including appropriate Job Placements; renewed focus on cultural exchange; monitoring of Participants; and host company cooperation. A complete listing of regulations can be found on the State Department website above.

Also, a second or third job is not necessarily going to be approved by Intrax. We must be certain that your commitment to your primary Host Company, for which the US Embassy issued you a visa, is being kept.

Before you can start a second job you first must receive authorization from Intrax. In order for Intrax to authorize your second job:

- You must submit your request to Intrax
- You must be in good standing with the Work Travel Program
 - Successfully Checked In
 - Updated your housing address (with a unit number if required)
 - Completed all of your Monthly Contacts
- Your second Job cannot interfere with primary job
- Intrax has successfully completed the “Validation” process for the second job

*For more information regarding the “Validation” process please routinely consult your MyIntrax account.

ALERT: Per Intrax program rules, Participants are not allowed to leave their primary job without Intrax’s authorization. If a Participant were to leave his/her primary job without Intrax’s authorization, then this Participant would risk being dismissed from the Work Travel program. Dismissal would mean: losing Intrax sponsorship; losing J-1 emergency insurance, for which the terms require good standing; losing eligibility for Travel Validation (needed on DS-2019 Forms to show good standing upon reentering the US after international trips).

What to do if you are having an Issue with Your Host Company.

The first thing you should do is speak to your supervisor and/or the Human Resource Department (HR) about your concern. Often you can work out issues on your own if you try to reach a reasonable compromise.

If after speaking to your supervisor or HR you are not able to reach a compromise, then you should call Intrax.

Intrax would speak to your Host Company on your behalf and try to work through whatever the issue is. Sometimes both parties just need to talk through what is frustrating them so that they can reach an understanding.

Changing Your Job or Housing

Changing Jobs

Under the Intrax Work Travel Program, only under extreme circumstances are Participants allowed to change their job. This is because, for non-visa-waiver countries, US consulates only issue a visa when they know that a specific job has been reserved, and screened, for you. Before you are allowed to change jobs, you must contact Intrax to discuss the situation and if appropriate receive instructions about completing necessary paperwork prior to leaving the Host Company listed on the DS-2019 Form.

ALERT: If you were to abandon your job without Intrax authorization, then you would risk being dismissed from the program, which would mean losing Intrax sponsorship and the chance at a Travel Validation signature which is necessary for reentering the US after international trips as a J-1 Participant.

For those instances where Intrax approves a job change, you must complete the Intrax procedure detailed in your MyIntrax account so that we can keep your record updated with the US Department of State, and other US government databases that will need accurate information during your stay, including Social Security; Immigration and Customs Enforcement (SEVIS); employer databases (E-Verify); and Departments of Motor Vehicles (DMV).

To avoid issues with your current host company, Intrax recommends that, if you get approval from Intrax to change your job, you give your current host company two weeks' notice (inform them that you will be ending your employment two (2) weeks from the date you inform them). A two weeks' notice gives you time to find a new job and collect all the required paperwork for your new job. It also allows your original Host Company to find a replacement if needed.

You would have 14 days to report your new job details, unless otherwise specified by Intrax.

Intrax will then "Validate" your placement by calling your Host Company to pose questions required by the US State Department, ensuring that the company is appropriate.

Regulations require that Participants only begin working after the visa sponsor has verified the placement - a step that Intrax calls "Validation". The intention of those regulations is to protect Participants from working for companies that are not legally registered with authorities and which therefore would be risky for your well-being.

Prohibited Jobs

As a reminder, the following jobs are not allowed on the Work Travel Program (this list is not exhaustive). Under program regulations and/or Intrax own program rules, Participants cannot be employed in the following positions:

- Where Host Companies have experienced layoffs in the preceding 120 days and have workers on lockout or on strike.
- Where Host Companies displace domestic US workers at worksites where they will place program participants.
- Requiring work hours that fall predominantly between 10:00 pm and 6:00 am such as graveyard or overnight shifts.
- Declared [hazardous to youth](#) including poultry and meat processing; work involving heavy construction machinery or commercial bakery equipment, with the exception of portable counter top mixers and certain pizza dough rollers
- That would require sustained physical contact with others (e.g., body piercing, tattooing, massage).
- Involved in gaming or gambling that include direct participation in wagering and/or betting.
- In chemical pest control, warehousing, catalogue/online order distribution centers.
- With travelling fairs or itinerant concessionaires (i.e. travelling carnival crew).
- For which there is another specific J visa category (e.g., camp counselors, babysitters, teachers, unpaid internship)
- In NAICS [Goods-Producing Industries occupational categories](#), including, but not limited to, construction, manufacturing, and seafood processing.
- Adult entertainment industry jobs, even in a retail role
- Any position that could bring notoriety or disrepute to the Exchange Visitor Program.
- Au pair / Nanny
- Babysitting
- Camp - as a counselor or even work within a camp or environment primarily surrounded by children
- Coach of children
- Crew member on ships or airplanes, or as pilots
- Domestic labor
- Factories, manufacturing, warehouses, retail shipping-packing operations
- Independent contractors (i.e. "1099" filers)
- Mall kiosk jobs (retail stores within a mall are alright)
- Medical or veterinary work
- Operators of vehicles or vessels that carry passengers for hire and/or for which commercial drivers' licenses are required
- Pedicab or rolling chair drivers or operators
- Pharmaceutical services or any job that requires direct patient contact or dispensing of medication
- Positions that are substantially commission-based and thus do not guarantee that a participant will be paid minimum wage in accordance with federal and state standards for all hours worked
- Sales jobs involving purchasing sales merchandise to resell (door-to-door sales)
- Seafood processing
- Staffing agencies - employment through a staffing agency
- Teacher
- Catering
- Landscaping or gardening placements
- Working in an office (i.e. construction company setting)
- Laundry processing facilities (hotels are alright)

HOUSING: Securing Safe Suitable Housing

Finding an affordable place to live is one of the biggest challenges for all Participants on the Work Travel Program. In order to be sure that you have a place to live, it is important that you make all housing arrangements prior to coming to the US. How a Participant can secure housing will vary but in all cases, Intrax has uploaded Housing resources in your MyIntrax account, your job offer would be a good resource as well, and Intrax staffs are available to assist.

- **Finding Housing vs. Arranged Housing**

In some cases you will need to arrange your own housing (as well as transportation to your housing). In other cases, your Host Company or Intrax may offer you a housing option. In some cases, the Housing that a Host Company provides may be a requirement of the job. You should check your job offer for more details.

Most placements come with at least one housing option either arranged by the Host Company or Intrax staff. Although Intrax or your Host Company might arrange housing for you, there are sometimes additional steps that you must take in order to secure the accommodations. This could require you to send a housing deposit or complete a housing agreement by a certain date prior to your arrival. Instructions on what you need to do will be supplied in your Job Description but it is up to you to take these final steps to secure your accommodation.

Make sure that you pay all required housing deposits and complete all required forms and agreements by the specified deadlines or you risk having no place to live and no job placement.

- **Why is Premium placement housing sometimes more expensive than housing that I can find myself?**

Housing that's arranged in advance as part of a Premium placement is sometimes more expensive than housing that you may find when you get to the US for three main reasons. The first reason is because it has been arranged in advance. Much like when you go on holiday and book accommodation in advance, it may cost more than if you wait until after you arrive. However, if you wait until you arrive, then you risk the possibility of having nowhere to live. The second reason is because the accommodation is arranged for a short period of time. For most places in the US, in order to obtain the cheapest rate for housing, you must rent for at least one year - something called a lease. Anything less than one year will be more expensive. For instance, staying in a hotel for just one day may cost you \$100 but renting a shared room for one month may only cost \$400. The third reason is that the housing that is arranged can be located in a safe location closer to your Host Company than less expensive housing.

- **Why would it be problematic to leave the housing that my Host Company has arranged?**

In certain cases, a Participant will be required to take the housing option offered with the placement and required to remain there for the duration of the program unless approval to change is granted by Intrax. In order to make sure that you have a place to live when you get to the US, your Host Company has oftentimes already paid out of their pocket a portion or all of your rent in advance. In fact, sometimes your Host Company has paid more for your rent than they ask you to pay because it is that important for them to have you come work with them and be able to live in safe accommodations. If you leave your housing before your scheduled date, then your Host Company may not be able to find another tenant to pay the rent and therefore they will lose all the money that they advanced on your behalf.

Please consult your job offer for additional information about your individual placement, housing requirements and options. Remember that you can contact us.

Communicating Your Travel Arrangements

Before you come to the US, you must make sure that you have updated your MyIntrax Account with your confirmed travel and housing arrangements at least 2 weeks before you arrive. This will prevent

your job from being cancelled. Once a Host Company has your travel information, they will know for certain that your visa has been approved.

Many Host Companies have access to your confirmed travel and housing arrangements via MyIntrax. If you do not update your MyIntrax Account with your travel plans two weeks before your agreed-upon job start date, then you risk your job being cancelled.

If your job offer indicates, you will need to keep in direct contact with your Host Company and to provide them with this information. If you lose your job opportunity because you have neglected to keep your Host Company informed of your travel plans, then you will run the risk of losing the chance to come to the US.

If your Host Company does not have access to your travel arrangements via MyIntrax, such as in cases where participants find their own placements, please contact your Host Company Directly to notify them of your plans.

You may arrive 2 weeks prior to the start date on your DS-2019 Form but you cannot start working until the start date on your DS-2019 Form. If you do choose to arrive early, then please make sure that you have secured housing for the early arrival date.

Entering the US

ALERT: The Expiration Date on your visa should not be confused with the authorized length of your stay in the US, given to you by the US immigration inspector at port-of-entry, on the Arrival-Departure Record, Form I-94, or I-94W for the Visa Waiver Program. The visa expiration date has nothing to do with the authorized length of your stay in the US for any given visit

What is the "Office of Biometric Identity Management" (OBIM) procedure (Formerly "US Visit")?

Upon entering the US foreign visitors have their two index fingers scanned and a digital photo taken to match and authenticate their travel documents at the port of entry.

Speaking to an immigration officer in any country can make anyone a little anxious but the more prepared you are the better off you will be. The immigration officer will ask you questions. Be sure to answer them accurately and truthfully. When you go through US Immigration you will have to provide the following documents to the immigration officer:

- Passport - which will be stamped
- DS-2019 Form - will no longer be stamped

Make sure that you receive all documents back before you proceed to US Customs and Border Protection (CBP).

I-94 Card

Intrax would like to update you on the critically important task of obtaining your I-94 Arrival information from US Customs and Border Protection (CBP) upon your arrival to the US.

The I-94 Card is required for your Social Security application, and for your first day of work.

As of May 21, 2013, all airports run on an electronic system; it will be your responsibility to print your own I-94 card from the Internet.

1. After you arrive at the airport, you will pass through the Customs and Border Protection-CBP ("Immigration").

2. Go to www.cbp.gov/i94 and **print your own I-94 card**. If possible, we strongly suggest that you try to generate your I-94 while still in the airport.
3. If you are following the instructions and still cannot generate your I-94 card electronically, then we recommend that you go to the “Deferred Inspection” site within the airport as it will be more challenging to resolve issues after you have left the airport.
(<http://www.cbp.gov/document/guidance/deferred-inspection-sites>)
4. If days have passed and you still cannot generate your I-94 online, please notify CBP **by calling the Deferred Inspection site in your state**. Intrax does not have access to your I-94 number.
5. Be sure to keep your copy of the I-94 card safe and make copies as soon as possible. You will need this card during your stay when you apply for your Social Security Card. You will also need to provide it to the immigration officials when you leave the US as proof that you did not overstay. If you lose your I-94 card it is extremely difficult and time-consuming to replace.

Were You Given an I-515A Form When You Came into the Country?

The Department of Homeland Security provides Form I-515A, typically done when a Participant neglects to show the DS-2019 Form upon arrival to the US.

Please make sure to follow their instructions precisely.

- If by some chance you no longer have your DS-2019 Form in your possession, please follow the instructions on how to replace your DS-2019. However, it would be faster if you did a careful search to find your original DS-2019 Form.

Once you follow the I-515A instructions and send in the necessary materials, they will process everything, issue you a new I-94 card, and stamp your DS-2019. This typically takes 12-18 days, but can take up to a month and a half.

Those documents will be sent to your sponsor (Intrax) and your sponsor (Intrax) will send them to you at the US address (not a Post Office Box) that you report in your MyIntrax Account.

“Checking In”

Every Participant on the Work Travel Program is required to report their arrival to Intrax once they arrive, called the “Arrival Check-In”.

In order to assist you with this process we offer an online Check-In Form through your MyIntrax Account. This is the fastest and easiest way for you to let us know that you have arrived in the US so that we can register you with the Federal Student & Exchange Visitor Information System (SEVIS).

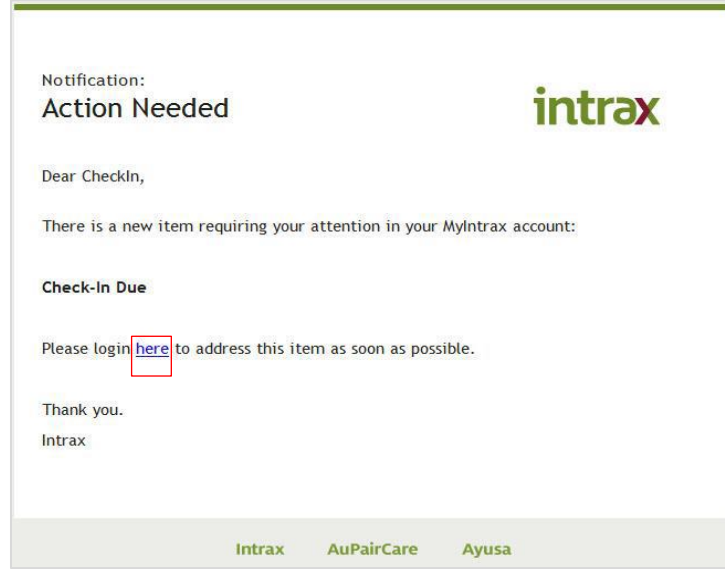
Per Intrax program rules, all Intrax Participants must “Check In” within 3 days of arrival to the US (Note: Although the Department of State requires Participants to “Check In” within 10 day of arrival to the US, Intrax has a 3 day policy in order to expedite the Social Security procedure and to better assist Participants in case you have any trouble checking in).

A successful “Check-In” requires:

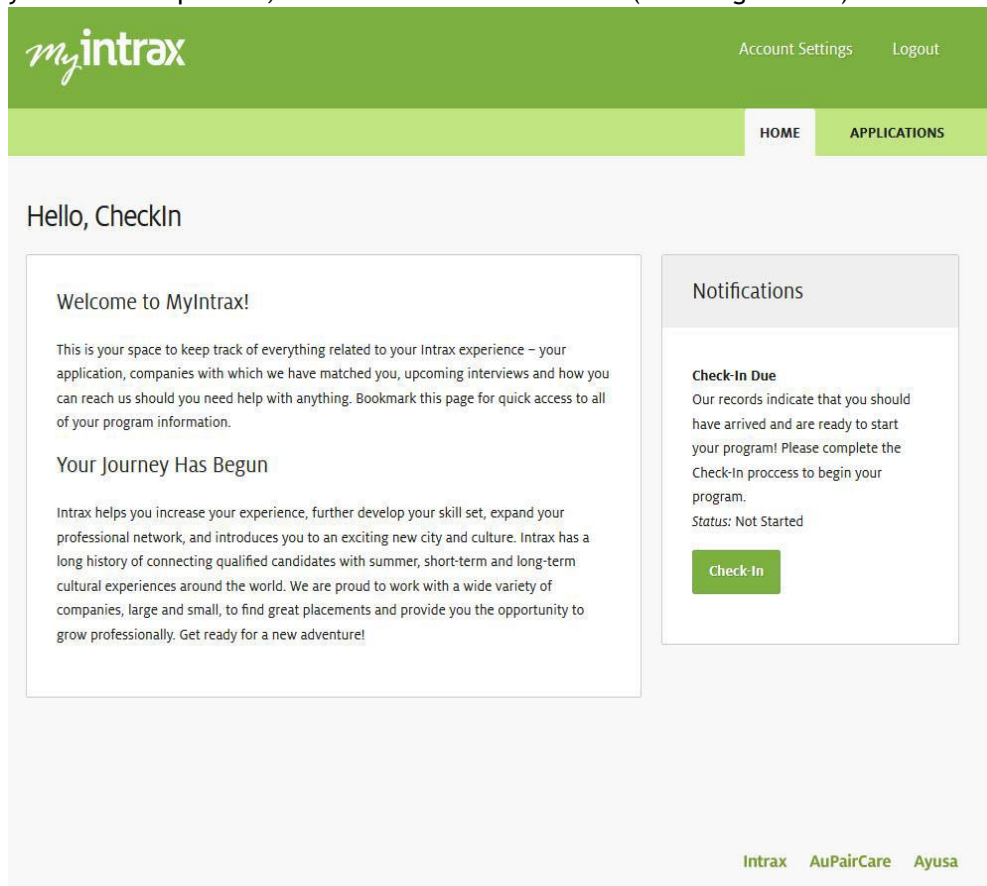
- A valid US Arrival Date (Date you entered the country)
- A valid Housing Address
 - Must Include Apartment/Unit/Room Number (in Line 2 of Address Section) if applicable
 - Housing address must not be more than 20 miles from job site

Intrax Arrival Check-In Process

1. You will receive an email notification with a link to your MyIntrax Account (see image below)
2. Click on the login link on the notification email and login to your MyIntrax account.



3. Once you are logged in, you will find a Check-In Due notification box on the Homepage. To start your check-in process, click on the Check-In button (see image below).



4. Follow the instructions and answer all the questions on your screen.

5. You will be asked to confirm if you have arrived in the US. Make sure you only start the Check-In process when you have arrived in the country. Otherwise, you will not be allowed to complete the check-in process.
6. It is important that you check in after you arrive for three reasons:
 - i. To activate your health insurance.
 - ii. To update your SEVIS record, to keep you in good standing and in J-1 compliance.
 - iii. To apply for your Social Security.
7. You will need to provide your arrival date, your I-94* number and other important information. *(The I-94 number is critically important and **required** for your Social Security application, as well as for the first day of work. You do not need to provide it to complete the check-in process, but you should register for one as soon as possible. Please refer to the I-94 Card section above for more information on obtaining your I-94 number.)*
8. You will be asked to provide your US address, even if this address is only temporary. You must notify Intrax of all address changes that occur while you are on the program in the US within 10 days of your address change.

US Addresses may be formatted differently than in your home country. See the image below for what you will need to enter in order to check in. Make sure to use the 2 letter state code for when entering State. To find the correct State abbreviations, go to:

<http://pe.usps.gov/text/pub28/28apb.htm>

Housing Address in MyIntrax Account Check-In

The screenshot shows a web form titled "Intrax Work Travel Program Check-In". Below the title, it says "Please, enter your address in the US:". There are five input fields: "Street *" with "123 Main Street", "Street 2" with "Apt 3", "City *" with "San Francisco", "State *" with "CA", and "Postal Code *" with "94109". At the bottom left of the form are two buttons: "Previous" and "Next". At the bottom right of the page are the logos for "Intrax", "AuPairCare", and "Ayusa".

ALERT: In the US, housing addresses are listed as follows:

- Recipient's Name: Name of Person you are sending letter to
- Line 1: Building Number followed by Street Name
- Line 2: Unit Number/Room Number/Suite Number or Apartment Number
- Line 3: City, State, Postal Code

(Address Example)

John Doe
 123 Main St,
 Apt 3,
 San Francisco, CA 94109

For more information on US Address formatting, visit http://bitboost.com/ref/international-address-formats/united_states/

9. You will also be required to enter or confirm your Host Company address, and provide a phone number for Intrax to use if we need to call you.
10. You will then be taken to a final confirmation screen. This screen confirms that you have provided the requested information.
11. The check-in review process may take up to 2 full business days. Be sure to check your email regularly for a response*.
**We will contact you if we have any questions about the information you have provided. If you receive a check-in rejection email from Intrax, please carefully read the message and resubmit your check-in details after making the requested corrections.*
12. A successful "Check-In" means that you have submitted a "Check-In" Request via your MyIntrax Account and Intrax has approved your "Check-In" Request based on the requirements listed above. Once you have successfully "Checked In" you are able to submit your Social Security Application.

Note: If you've attempted to Check in online but encounter problems, please contact Intrax, but make sure you have followed the correct process above. Failure to complete the "Check-In" process will result in the Termination of your SEVIS Status, per State Department requirements.

***When a SEVIS Status is "Terminated", the federal database will not allow you for program sponsorship; will not allow Social Security to issue you a card; and will not allow a participant to appear eligible for employment in databases used by Host Companies. The failure to successfully check-in upon arrival in the US within 3 days may require a participant to leave the US, so please be sure to check in as instructed.**

Monthly Contact

Every month, you will receive an email from Intrax requesting that you complete a Monthly Check-In. This check-in is a required part of your program. Participants are required to complete this on a monthly basis, even if no assistance from Intrax is needed. A step-by-step guide is in your MyIntrax account under the Resources section.

- Log in to your MyIntrax Account when you see the Monthly Check-In Notification
- You will see "Monthly Contact Due" in the Notification section
- Click on the "Complete Monthly Contact" button to start the process and enter the information requested, including your housing address, even if you have a temporary address. Remember to enter a unit number/room number in the "Street 2" section.
- You will also be asked to confirm your Host Company information. Make sure that the Host Company Name and Address are both correct. If incorrect, enter the correct Full Name and address information in the box provided.
- Complete the rest of the Monthly Check-In process as directed on the screen
- For more information on how to complete the Monthly Check-In process, refer to =your MyIntrax account.

Intrax is required by the US State Department to Terminate, in SEVIS, the programs of Participants who fail to respond to Monthly Contacts within 30 days, so please complete your Monthly Contacts in a timely manner. This can be done fastest through your MyIntrax account.

Your Work Address and Related Changes

Intrax would also like to take a moment to remind you that the Department of State requires that a Participant's SEVIS record be updated with the precise address where a Participant is working.□

Some Host Companies may have you work at a different location from the location stated in your DS-2019 form. This can be easily reported by filling out a Monthly Contact form on your MyIntrax account or

notifying Intrax directly. Please explain that you are still working for your original company and that you are currently working at an additional location, or have been permanently relocated to another one. In either case, Intrax requires a complete physical address (no P.O. Boxes accepted) and an explanation. Once Intrax has obtained this information Intrax can report all of the details that might have changed to SEVIS.

ALERT: The Department of State and Intrax conduct visits to Host Companies and Participants throughout the duration of the Work Travel program to check in on Participants' well-being, also comparing information contained in the Participants' SEVIS records with the information collected while conducting these visits. It is imperative that Participants cooperate closely with Intrax to ensure that all information required by the Department of State is accurate in the Participant's SEVIS record to avoid any issues.

Applying for Your Social Security Card

Each year, some Participants in the Work and Travel program experience very long delays in receiving their Social Security Numbers from the Social Security Office, some Participants even have waited up to 12 weeks. Although you must apply for a Social Security Card before you begin work, keep in mind that your Host Company may not be able to pay you until you receive your Social Security Number. This varies from one employer to another.

Before applying for your Social Security Card, you must check-in successfully with Intrax through your MyIntrax Account or over the phone. If your check-in is not successful and you submit your Social Security application, it may cause a delay in getting your Social Security Card, perhaps a delay of 12 weeks or even longer.

Intrax recommends that you wait at least 10 days before applying for your Social Security Card after you have successfully checked in. It may cause delays in SEVIS if you apply for Social Security less than 10 days after checking in as SEVIS may not upload your information right away.

To apply for a Social Security Card, take the following items and visit your local Social Security Office to fill out an application:

- Social Security Application, found in your MyIntrax account
 - The letter from Intrax to the Social Security Administration, found in your MyIntrax account ("RESOURCES" > under "SUPPORT" print out the "SOCIAL SECURITY LETTER")
 - DS-2019 Form
 - Passport with your J-1 Visa
 - I-94 printout
 - Additional identification documents if your passport is less than one year old
- ALERT:** As a general rule, the Department of State recommends that you wait 10 days after successfully checking in with your sponsor (with a real, non-P.O. Box housing address) to submit your application. Submitting an application less than 10 days after Check-In may result in a delay in issuing the card. An exception to this should only be made if your Job Description specifically states otherwise (i.e. special procedure for certain national parks).

The fastest way you can check in with Intrax is through your MyIntrax Account and reporting your current residence (not a Post Office Box address).

To Find the Social Security Office Nearest To You:

- Visit <https://secure.ssa.gov/apps6z/FOLO/fo001.jsp>
- Or, call 1-800-772-1213 (Toll-free)
- Or, look in the telephone book under "Social Security Administration"

Social Security Offices are not usually found in smaller cities. You may have to apply for your Social Security Card prior to reaching your final destination. Your job offer is a good resource for details.

Make sure that you request an official receipt letter from the Social Security Administration office confirming your attempt to apply for a Social Security Card. This notice will serve as proof that you applied for your Social Security Card and should be shown to your Host Company before beginning work.

Once you receive your Social Security Number you must report this number to your Host Company immediately. If you fail to report your Social Security Number to your Host Company, you will have difficulty filing your tax return documentation. If you leave your place of employment with Intrax authorization, after receiving a paycheck but before receiving your Social Security Number, you are still required to report your Social Security Number to your former Host Company. After showing your Social Security Card to your Host Company you should keep it in a safe place, as it is hard to obtain a replacement. You should also be sure to bring your Social Security Card home with you in order to file taxes.

Please note that the Social Security Administration office will not issue you a Social Security Card if you are less than 2 weeks away from your SEVIS End date.

Are You Having Problems Obtaining Your Social Security Card?

Please note that, unless your job offer indicates otherwise, you should only apply for your Social Security Card 10 days after successfully checking in with Intrax, in order to avoid delays in obtaining your Social Security Card.

If you follow the steps in the previous section above, also detailed in your Intrax Work Travel Program Orientation, then you can expect to receive the card within 2-4 weeks of the date that you applied. If you have not received the card after 30 days, then there may be a problem with your application.

In this case, please first contact the local Social Security Administration Office where you originally applied to attempt to resolve the problem directly. It is highly probable that they did 1 of 2 things: 1) Told you that they are rejecting your application because you are not registered in the SEVIS system. 2) Told you that they would recheck within 2 business days to see if you are registered.

If you are unable to resolve the problem and only after you have contacted the local office where you applied, please e-mail Intrax at iwtsupport@intraxinc.com with the following information, or contact Intrax for assistance from 9:00am - 5:00pm Pacific Time at 1-888-224-0450.

Please collect the following information so that we may assist you:

- Social Security Number (if you happen to know the number but have yet to receive the card) - Last 4 Digits only
- Intrax ID
- SEVIS ID
- I-901 SEVIS Fee Payment Receipt Number
- I-94 Number (Arrival/Departure Card)
- Family Name
- First Name
- Middle Name
- Address of SSA Office you Visited
- Name of Person you spoke with at SSA
- SSA Application Receipt Letter Reference#
- Phone Number in the US
- Email Address
- Date of Entry into the US
- Port of Entry (example: San Francisco, CA)
- Visa Type (type J-1)
- Passport Number
- Visa Number
- Visa Issue Date

- Visa Issue Post (example: Paris, FRANCE)
- Program Begin Date (SEVIS Start Date)
- Program End Date (SEVIS End Date)
- Gender
- Date of Birth
- City of Birth
- Country of Birth
- Country of Citizenship
- Country of Legal Permanent Residence

Completing Tax Documentation

When you arrive at your job your Host Company will ask you to complete two important tax documents, the I-9 Employment Eligibility Verification Form and the W-4 Employee's Withholding Allowance Certificate. Both forms should be completed according to the examples provided here.

Sample I-9 Employment Eligibility Verification Form

OMB No. 1615-0047; Expires 08/31/12

Department of Homeland Security
U.S. Citizenship and Immigration Services

Form I-9, Employment Eligibility Verification

Read instructions carefully before completing this form. The instructions must be available during completion of this form.

ANTI-DISCRIMINATION NOTICE: It is illegal to discriminate against work-authorized individuals. Employers CANNOT specify which document(s) they will accept from an employee. The refusal to hire an individual because the document(s) have a future expiration date may also constitute illegal discrimination.

Section 1. Employee Information and Verification (To be completed and signed by employee at the time employment begins.)

| | | | | |
|----------------------------------|-------|----------|--------------------------------|-------------|
| Print Name: Last | | First | Middle Initial | Maiden Name |
| Address (Street Name and Number) | | Apt. # | Date of Birth (month/day/year) | |
| City | State | Zip Code | Social Security # | |

I am aware that federal law provides for imprisonment and/or fines for false statements or use of false documents in connection with the completion of this form.

I attest, under penalty of perjury, that I am (check one of the following):

A citizen of the United States
 A noncitizen national of the United States (see instructions)
 A lawful permanent resident (Alien #) _____
 An alien authorized to work (Alien # or Admission #) _____ until (expiration date, if applicable - month/day/year) _____

Employee's Signature _____ Date (month/day/year) _____

Preparer and/or Translator Certification (To be completed and signed if Section 1 is prepared by a person other than the employee.) I attest, under penalty of perjury, that I have assisted in the completion of this form and that to the best of my knowledge the information is true and correct.

| | |
|---|-----------------------------|
| Preparer's/Translator's Signature _____ | Print Name _____ |
| Address (Street Name and Number, City, State, Zip Code) _____ | Date (month/day/year) _____ |

Section 2. Employer Review and Verification (To be completed and signed by employer. Examine one document from List A OR examine one document from List B and one from List C, as listed on the reverse of this form, and record the title, number, and expiration date, if any, of the document(s).)

| | | |
|---------------------------------|----|-------------------|
| List A | OR | List B AND List C |
| Document title: _____ | | _____ |
| Issuing authority: _____ | | _____ |
| Document #: _____ | | _____ |
| Expiration Date (if any): _____ | | _____ |
| Document #: _____ | | _____ |
| Expiration Date (if any): _____ | | _____ |

CERTIFICATION: I attest, under penalty of perjury, that I have examined the document(s) presented by the above-named employee, that the above-listed document(s) appear to be genuine and to relate to the employee named, that the employee began employment on (month/day/year) _____ and that to the best of my knowledge the employee is authorized to work in the United States. (State employment agencies may omit the date the employee began employment.)

| | | |
|---|------------------|-----------------------------|
| Signature of Employer or Authorized Representative _____ | Print Name _____ | Title _____ |
| Business or Organization Name and Address (Street Name and Number, City, State, Zip Code) _____ | | Date (month/day/year) _____ |

Section 3. Updating and Reverification (To be completed and signed by employer.)

A. New Name (if applicable) _____ B. Date of Birth (month/day/year) (if applicable) _____

C. If employee's previous grant of work authorization has expired, provide the information below for the document that establishes current employment authorization.

| | | |
|-----------------------|-------------------|---------------------------------|
| Document Title: _____ | Document #: _____ | Expiration Date (if any): _____ |
|-----------------------|-------------------|---------------------------------|

I attest, under penalty of perjury, that to the best of my knowledge, this employee is authorized to work in the United States, and if the employee presented document(s), the document(s) I have examined appear to be genuine and to relate to the individual.

| | |
|--|-----------------------------|
| Signature of Employer or Authorized Representative _____ | Date (month/day/year) _____ |
|--|-----------------------------|

Form I-9 (Rev. 08/07/09) Y Page 4

Sample W-4 Form

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

| | | | | | |
|--|--|--|---|---|--|
| Form W-4 Department of the Treasury Internal Revenue Service | | Employee's Withholding Allowance Certificate ▶ Whether you are entitled to claim a certain number of allowances or exemption from withholding is subject to review by the IRS. Your employer may be required to send a copy of this form to the IRS. | | OMB No. 1545-0074 2008 | |
| 1 Type or print your first name and middle initial. Maria | | Last name Johnson | | 2 Your social security number 123 45 6789 | |
| Home address (number and street or rural route) 123 Main Street | | | 3 <input checked="" type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Married, but withhold at higher Single rate. Note, if married, but legally separated, or spouse is a nonresident alien, check the "Single" box. | | |
| City or town, state, and ZIP code City State Zip Code | | | 4 If your last name differs from that shown on your social security card, check here. You must call 1-800-772-1213 for a replacement card. <input type="checkbox"/> | | |
| 5 Total number of allowances you are claiming (from line H above or from the applicable worksheet on page 2) | | | | 5 1 | |
| 6 Additional amount, if any, you want withheld from each paycheck | | | | 6 \$ NRA | |
| 7 I claim exemption from withholding for 2008, 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. | | | | | |
| Employee's signature (Form is not valid unless you sign it.) ▶ | | | | Date ▶ | |
| 8 Employer's name and address (Employer: Complete lines 8 and 10 only if sending to the IRS.) | | | 9 Office code (optional) | 10 Employer identification number (EIN) | |

For Privacy Act and Paperwork Reduction Act Notice, see page 2.

Cat. No. 10220Q

Form **W-4** (2008)

If you do not complete your W-4 Form correctly, needed by your Host Company, then you may have to pay more taxes in the future. To ensure that this is not the case, please refer to the instructions below:

- Line 3: Check only "Single" marital status (regardless of whether you are married or divorced)
- Box 4: Leave blank
- Line 5: Claim only one (1) withholding
- Line 6: Write "Nonresident Alien" or "NRA" above the dotted line
- Line 7: Leave line 7 blank.

Be sure to provide your permanent address in your home country when completing the W-4 Form. This will ensure that your Host Company has the correct address to send your W-2 Statement of Earnings at the end of the year. You should not plan on having Intrax forward checks or tax documents to you abroad because that will result in delays for you, which can result in paychecks expiring and other issues.

Paying Your Taxes

Like everyone else who works in the US you too have to pay your taxes but you do not have to pay all of them. Unless State law indicates otherwise, the J-1 industry advises Participants of the following:

| Taxes you should NOT pay | Taxes you MUST pay |
|--------------------------|---------------------------------|
| Social Security Tax | Federal Income Tax |
| Medicare | State Income Tax |
| Federal Unemployment | City Income Tax (if applicable) |

For amounts and additional information, refer your Host Company to the Internal Revenue Service's "Publication 15: Employer's Tax Guide" (<http://www.irs.gov/pub/irs-pdf/p15.pdf>). As with other tax deductions, these withholdings may be returned to you when you file for a tax refund at the end of the tax year. If you do not take this additional amount out of your paycheck, then you may end up owing the government money when you file your taxes.

Do You Have to Pay for All Taxes? Which Taxes You Are Not Required to Pay?

J-1s are not required to have Medicare and Social Security taxes withheld. If your Host Company's payroll department believes otherwise please share the links below with them for their reference.

| SOURCE | TEXT |
|--------|---|
| IRS | <p data-bbox="347 233 808 260">“Social Security and Medicare Taxes”</p> <p data-bbox="347 300 760 327"><i>“Students and Exchange Visitors</i></p> <p data-bbox="347 367 1406 611">Generally, services performed by you as a nonresident alien temporarily in the United States as a nonimmigrant under subparagraph (F), (J), (M), or (Q) of section 101(a)(15) of the Immigration and Nationality Act are not covered under the social security program if the services are performed to carry out the purpose for which you were admitted to the United States. This means that there will be no withholding of social security or Medicare taxes from the pay you receive for these services. These types of services are very limited, and generally include only on-campus work, practical training, and economic hardship employment.</p> <p data-bbox="347 651 1377 741">Social security and Medicare taxes will be withheld from your pay for these services if you are considered a resident alien as discussed in chapter 1, even though your nonimmigrant classification (“F,” “J,” “M,” or “Q”) remains the same.</p> <p data-bbox="347 781 1344 840">Services performed by a spouse or minor child of nonimmigrant aliens with the classification of “F-2,” “J-2,” “M-2,” and “Q-3” are covered under social security.”</p> <p data-bbox="347 947 581 974">“Exchange Visitors</p> <p data-bbox="347 1014 1398 1165">Exchange visitors are temporarily admitted to the United States under section 101(a)(15)(J) of the Immigration and Nationality Act. Social security and Medicare taxes are not withheld on pay for services of an exchange visitor who has been given permission to work and who possesses or obtains a letter of authorization from the sponsor unless the exchange visitor is considered a resident alien.</p> <p data-bbox="347 1205 1393 1325">If services performed by an exchange visitor are not considered as performed to carry out the purpose for which the visitor was admitted to the United States, social security and Medicare taxes are withheld from pay for the services unless the pay is exempt under the Internal Revenue Code.</p> <p data-bbox="347 1365 1409 1545">Nonresident aliens temporarily admitted to the United States as participants in international cultural exchange programs under section 101(a)(15)(Q) of the Immigration and Nationality Act may be exempt from social security and Medicare taxes. The employer must be the petitioner through whom the alien obtained the “Q” visa. Social security and Medicare taxes are not withheld from pay for this work unless the alien is considered a resident alien.”</p> <p data-bbox="347 1585 1045 1644">[Internal Revenue Service, last checked on 05/09/2014, http://www.irs.gov/publications/p519/ch08.html]</p> |
| INTRAX | <p data-bbox="347 1677 1385 1797">“J-1 Participants are temporary visitors with nonresident, nonimmigrant status and are not eligible to receive the benefits of US social programs such as Social Security, Medicare and Federal Unemployment and are therefore exempt from paying these taxes.”</p> |

“If Social Security tax and Medicare were withheld in error from pay received which was not subject to the taxes, you must first contact the Host Company who withheld the taxes for reimbursement. If

you are unable to get a refund from the Host Company, file a claim for refund with the Internal Revenue Service on [Form 843](http://www.irs.gov/pub/irs-pdf/f843.pdf) (<http://www.irs.gov/pub/irs-pdf/f843.pdf>), *Claim for Refund and Request for Abatement*.

You must attach the following to your claim:

- a copy of your [Form W-2](http://www.irs.gov/pub/irs-pdf/fw2.pdf) (Please note this is only a sample [<http://www.irs.gov/pub/irs-pdf/fw2.pdf>]), *Wage and Tax Statement*, to prove the amount of tax withheld;
- a copy of USCIS Form I-94, Arrival/Departure Record, if you are still in the United States;
- a copy of your valid entry visa;
- Form 8316, *Information Regarding Request for Refund of Social Security Tax*, or a signed statement stating that you have requested a refund from the Host Company and have not been able to obtain one; and
- a copy of [Form 1040NR](http://www.irs.gov/pub/irs-pdf/f1040nr.pdf) (<http://www.irs.gov/pub/irs-pdf/f1040nr.pdf>), US Nonresident Alien Income Tax Return (or [Form 1040NR-EZ](http://www.irs.gov/pub/irs-pdf/f1040nre.pdf) [<http://www.irs.gov/pub/irs-pdf/f1040nre.pdf>]), for tax the year in question. Processing of your claim may be delayed if you submit it less than six weeks after you filed Form 1040NR or 1040NR-EZ.

In addition to the documentation listed above foreign student visa holders should also attach the following:

- a copy of your DS-2019, Certificate of Eligibility, endorsed by Intrax and stamped by the Bureau of Citizenship and Immigration Services

File the claim, with attachments, with the IRS where the Host Company's returns were filed. If you do not know where the Host Company's returns were filed, send your claim to the Internal Revenue Service Center, Philadelphia, PA 19255.

- For more information, refer to [Publication 519](http://www.irs.gov/publications/p519/index.html) (<http://www.irs.gov/publications/p519/index.html>) *US Tax Guide for Aliens*.
 - **References:**
[Form 843](https://www.irs.gov/pub/irs-pdf/f843.pdf) (<https://www.irs.gov/pub/irs-pdf/f843.pdf>), *Claim for Refund and Request for Abatement*
[Publication 519](http://www.irs.gov/publications/p519/index.html) (<http://www.irs.gov/publications/p519/index.html>), *US Tax Guide for Aliens*

Filing Your Taxes

One reason you should file your tax return is because for most Participants it means getting some of your money back from the US government. A second reason for filing your tax return is because it is required by law. Failure to file your taxes with the Internal Revenue Service (IRS), the federal agency responsible for collecting taxes, could affect your ability to re-enter the US in the future.

You must file two tax forms:

- State and City forms - The State and City Income Tax forms are different for each location which is why we recommend obtaining all forms before you depart if you plan on filing on your own.
- Federal Form - The Federal Income Tax Form is the same for each Participant. This form is called the 1040NR-EZ, which is specifically for non-resident aliens earning less than \$50,000 per year.

All forms are available from banks and post offices in the US or on the Internet at www.irs.gov. While it's recommended that you obtain all necessary tax forms from the responsible agency (Federal Government, State Government or City Authority) or from your Host Company before leaving the US, federal tax forms can be obtained at the US Embassy in your home country.

INSURANCE - Using Your Medical Insurance

After you complete the Intrax check-in procedure through your MyIntrax Account, health insurance is available to you from your date of arrival in the US through your Program End Date listed on the DS-2019 (SEVIS End Date). The healthcare provider that Intrax secures for its participants is Ascension.

Make sure that you review your medical insurance for details on coverage and claims procedures on the Ascension website. It is important to realize that the insurance provided on this program represents the minimum amount of accident and medical insurance that you are required to have as a Participant on the J-1 Work/Travel program. Purchasing supplemental insurance is recommended.

Who is my Insurance Carrier?

To clarify a common misconception, Intrax is **NOT** your insurance company. If the Intrax partner in your home country has obtained insurance for you through Intrax, then the back of your Intrax ID card will show you details related to insurance. The Insurance provider for Intrax Work Travel Participants while in the United States is Ascension.

You will find a brochure for insurance secured through Intrax in your MyIntrax account (RESOURCES > SUPPORT > Insurance Brochure).

Resources Online: To search for a doctor, clinic, hospital, as well as to find general information on coverage visit: www.firsthealthlbp.com.

Resources Available by Phone for Providers & Coverage Verification: To find a provider or verify coverage prior to hospitalization, call Personal Insurance Administrators, Inc. at **1-800-314-3938**. Follow the telephone prompts for after-hours emergency assistance. When traveling outside of the USA, call **1-818-735-3560** for emergency assistance 24 hours per day and 7 days per week. (**Policy Number: LF003923WT**)

Claims: For care received on or after January 1, 2016 please submit claims

- By mail to: **Personal Insurance Administrators, Inc. P.O. Box 6040, Agoura Hills, CA 91376-6040**
- By email: piaservice@ascensionins.com.

Questions: For questions about claims, benefits, or for language assistance: call **1-800-314-3938** in the U.S. or **1-818-735-3560** if you are outside the U.S.

Ascension Online Account: You can access your Insurance information, review plan coverage, print your ID, and find other helpful resources and forms by logging on to your Ascension online account at

www.eSecutive.com/myinsurance. You will be able to create an online account in the following days after you have successfully checked in with Intrax.

- The Insurance covers you for emergencies, from the date of arrival in the US through the SEVIS End Date shown in your MyIntrax account.
- If you choose to stay beyond the SEVIS End Date and into the 30 day grace period, then additional four weeks of medical insurance can be purchased from Intrax prior to your SEVIS End Date. Please inquire with Intrax prior to you're the end of your SEVIS or DS-2019 End Date.
- If the Intrax partner in your home country is providing you with insurance, please inquire directly with them about your insurance information during the program and the extended 30-day stay.
- Make sure the doctor you see knows what insurance company to contact to file a health claim.
- Please keep all receipts related to your injury, prescriptions, and doctor visits in case you need to file a claim.

Non-Emergency

If you need to see a doctor but you do not have an emergency, then you should:

- Call your insurance company for a recommendation of a medical facility nearest you
- Receive Treatment
- Pay your medical bills (In many cases you will have to pay the doctor first)
- Save all receipts and records
- File a claim with your insurance company
- Wait for the reimbursement decision

If you are going to see a doctor for a non-emergency medical problem, check your health insurance policy to make sure that type of treatment is covered. For example, most international health insurance policies limit coverage for pre-existing medical conditions and do not cover things such as general checkups or sexually transmitted diseases. Check the list of exclusions in your insurance brochure before arriving in the US.

Extending Your Medical Insurance Coverage into the Grace Period

Many Participants choose to stay up to an additional 30 days in the US after they have finished working. The 30-day period after the SEVIS End Date is called the Grace Period. It is the Participant's responsibility to contact Intrax to extend their insurance coverage should they want it. An additional 30 days of medical insurance can be purchased from Intrax by completing the Insurance Extension Request Form located in your MyIntrax account under the Resources section. This purchase must be made before the program end date on your DS-2019 Form. If you have insurance through your overseas agency, please consult with them on extensions.

For Medical Care Received Before January 1, 2016

If you received medical attention before this date, please contact United Health Insurance (UHC) at 1-866-548-8472 to file a claim. The policy for UHC is 2014-202858-2.

Traveling

Can You Travel Outside of the US While on the Work Travel Program?

You are allowed to travel internationally as long as you are in good standing with the Work Travel program, have a valid visa, you have completed and submitted a Travel Validation Form, and you are not past your SEVIS end date (the Travel Validation Form can be downloaded from your MyIntrax Account under Resources).

There is a fee of \$25 dollars for administrative and mailing cost if the Travel Validation is being shipped back to you within the US. If the Travel Validation must be shipped to you outside of the US, the processing and shipping fee will be \$75 instead.

The original DS-2019 Form, a signed and completed Travel Validation Form and payment must arrive in our office 2 weeks before the intended international Travel Date. This will ensure that your form is returned to you before you leave for your trip.

ALERT: International Travel during the Intrax Program is limited to a maximum of 1 month with host company approval. You can only travel outside of the US within your program dates on your DS-2019 Form. We will not require a copy of your visa but you must make certain that your visa has not expired by the time you reenter the United States.

Please mail the following to Intrax:

- Original DS-2019 Form (We do not need your SEVIS I-901 receipt but you should travel with it).
- Signed Travel Validation Form (Signed by you and your primary host company).
- Payment (Visa, Master, Discover or Money Order)

Mail to:
Intrax Work Travel
600 California St., 10th Floor
San Francisco, CA 94108

If you are paying using a credit card (Visa, Master or Discover) you must include a credit card number, in order to charge the processing fee, on your request form. If you are paying using a Money Order, please make the Money Order payable to Intrax Work & Travel. Intrax will ship your travel validated DS-2019 Form within two business days from receipt.

Completing this procedure properly will result in Intrax signing your DS-2019 Form for international travel purposes, signaling to US Customs and Border Protection that, when you reenter the US, you are in good standing with the program.

Can You Travel Outside of the US During Your Grace Period?

Unfortunately once you reach the SEVIS End Date you are no longer in J-1 status. Travel outside of US will not be possible at that stage in your J-1 visa status.

Your Grace Period is meant to allow you to travel within the US before you have to return home.

If you travel outside the US during your Grace Period, even if it is just to Canada or Mexico, you will most likely not be let back into the country. If you book a Cruise or trip that goes past your SEVIS End Date you will most likely not be allowed to board the ship and you may not be eligible to receive a refund for your missed trip.

Nonetheless, if you choose to risk international travel on an expired visa, not recommended by Intrax and something that we inform all Participants about in the Orientation, before traveling outside of the country, Intrax advises you to review the following information on “Automatic revalidation for certain temporary visitors” from US Customs and Border Protection as well as the Travel Validation information from Intrax.

https://help.cbp.gov/app/answers/detail/a_id/1218/kw/expired/session/L3NpZC9vV2p4am00bA%3D%3D

Can I re-enter the U.S. with a valid I-94 and expired visa?

Under the automatic revalidation provision of immigration law, certain temporary visitors holding **expired** nonimmigrant visas who seek to return to the U.S. may be admitted at a U.S. port of entry by Customs and Border Protection (CBP), if they meet

certain requirements, including, but not limited to the following:

A nonimmigrant who departed the U.S. for brief travel to Canada, Mexico, or an [adjacent islands](#) (F or J visas) for thirty days or less;

- Nonimmigrants who have changed their status to F or J visa from another nonimmigrant status through U.S. Citizenship and Immigration Services (USCIS) and have a valid (unexpired) Form I-94, Arrival-Departure Record, endorsed by DHS can travel to Canada, Mexico or an adjacent island for thirty days or less.

Nonimmigrant who is eligible to re-enter the U.S. pursuant to the authority of automatic revalidation is not able to benefit from the automatic revalidation process if the passport of the nonimmigrant reflects evidence that while in a contiguous territory or on an adjacent island the nonimmigrant applied for a new visa and is pending a decision or has been denied a new visa application.

For more information about automatic revalidation provisions and reentry to the U.S. visit the [Automatic Revalidation Fact Sheet](#) that supercedes page 18 inside the Carrier Information Guide on CBP.gov. *Note: Carrier Information Guide is currently being updated to accurately reflect the countries listed below.*

Nationals of Cuba, Iran, Sudan and Syria are *not* eligible for automatic revalidation of an expired visa.

Dealing with an Emergency

The first thing to do in the event of an emergency is to dial 911 from the nearest phone. The people who will answer your phone call are trained professionals in dealing with emergencies. Make sure you answer all their questions clearly and carefully. Speak slowly and make sure you stay on the line until they tell you it is ok to hang up.

1-888-224-0450 - Intrax 24-Hour Toll-Free Telephone

In the event of a serious emergency, after calling 911, you should call Intrax on the 24-hour toll-free line, 1-888-224-0450 and press the emergency option.

To help you determine what is and is not an emergency we have included this helpful list below:

Emergency

- If you are seriously ill or have been injured
- If you are the victim of a serious or violent crime
- If you have been arrested or detained

Not an Emergency (Intrax can assist during normal business hours of 09:00 AM to 5:00 PM Pacific Time, Monday through Friday)

- Lost or stolen DS-2019, passport or other important documents
- Loss of passport - contact your home country's consulate in the US for a replacement
- Housing concerns (dissatisfaction with housing, rent/deposit disputes, condition of housing, etc.)

- General information about job or housing
- Basic legal information and advice for procedures and contacts
- Victim of theft or a non-violent crime (lost valuables, luggage, etc.)
- Host Company/Participant concerns (tax questions, final paycheck, scheduling, etc.)
- Social Security and tax problems
- Forwarding your Social Security Card or W-2 Form
- Basic travel during your program
- Medical insurance Inquires - contact insurance company directly
- Change of flight - contact the airline company directly (and then Intrax and host company)
- Delay with Social Security Card - call the toll-free number for Social Security

Dealing with General Issues

Lost or Stolen Documents

A common problem that Work Travel Participants experience is losing their documents after their arrival and having to replace them. Make copies of all your documents in order to make the process easier on you. If you do happen to lose one of your important documents you should follow the simple instructions in the table below.

| DOCUMENT | WHAT TO DO |
|---------------------------------|--|
| DS-2019 | <p>If you lose your DS-2019 after your arrival, fill out the document called “DS-2019 Replacement Request Form (Lost-Stolen-Biographical Error)” which is found in your MyIntrax account (> “RESOURCES”</p> <p>You can then email the completed “DS-2019 Replacement Request Form” to iwtsupport@intraxinc.com, or fax it to 1-415-434-5430, with your Intrax ID number and an explanation of the circumstances. There is a fee of \$25 for the new form for administrative and shipping purposes.</p> |
| Passport and J-1 visa | <p>If you lose your passport you should contact your embassy or consulate to request forms and instructions for replacing your passport. Locate the office in your state’s jurisdiction at the following Department of State website link: http://www.state.gov/s/cpr/rls/fco/.</p> <p>Your J-1 visa cannot be replaced once you have entered the US. As the purpose of the visa is only for entry into the US it should not be a problem that it cannot be replaced. If requested, Intrax will issue a letter confirming your participation on the program. If you lose your original passport with your J-1 visa you should carry your photocopied passport with your original visa along with your new passport at all times.</p> |
| I-94 Arrival and Departure Card | <p>If you lose your I-94 Card before applying for your Social Security Card or starting work, go to www.cbp.gov/i94 and print your own I-94 card</p> <p><u>If you are following the instructions and cannot generate your I-94 card electronically, then we recommend that you go to “Deferred Inspection” within the airport (http://www.cbp.gov/document/guidance/deferred-inspection-sites).</u></p> <p>If days have passed and you still cannot generate your I-94 online, please notify CBP at 1-877227-5511. Intrax does not have access to your I-94 number.</p> <p>Be sure to keep your copy of the I-94 card safe and make copies as soon as possible. You will need this card during your stay when you apply for your Social Security Card. You will also need to provide it to immigration officials when you leave the US as proof that you did not overstay. If you lose your I-94 card it is difficult and time-consuming to replace.</p> <p>Intrax is also available to help you from 09:00 AM - 5:00 PM Pacific Time at 1-888-224-</p> |

| | |
|----------------------|---|
| | 0450 or email us at iwtsupport@intraxinc.com . |
| Social Security Card | If you lose your Social Security Card, contact the Social Security Administration directly (1-800-772-1213) or visit www.ssa.gov to obtain instructions for applying for a replacement card. |

Going Home

Early Departure

Intrax would like to take this opportunity to remind you of your commitment to the J-1 program and to your Host Company. In order for you to enroll in the Intrax Work Travel program you were required to have a pre-arranged job approved by Intrax, with the exception of Visa Waiver Participants. You, as a Participant on the J-1 Work Travel program, made a serious commitment to the host company that enabled you to enroll in the program. It is important that you keep your commitment and remain at your original host company for the time you agreed.

The future of the J-1 Work Travel program is dependent on the behavior of each and every J-1 Work and Travel Participant and all the host companies who hire them. If you leave your job prior to the agreed upon date, then that host company not only loses you, a valuable member of their staff, but that host company will not be as likely to hire J-1 Work Travel Participants in the future. Without host companies to hire J-1 Work Travel Participants, there is no program.

If you decide to end your program early, you should notify Intrax in advance of your scheduled departure for approval. In the event that Intrax approves your early departure you must provide Intrax the following information:

- Your Full Name
- Intrax ID Number
- Flight Number
- Airline
- Departure Date
- Departure City/Airport
- Your Contact Number

Your eligibility to work and your insurance coverage will end on the date you provide us.

Intrax will update your SEVIS record to reflect your early departure.

You may reach Intrax toll-free at 1-888-224-0450, or email us at iwtsupport@intraxinc.com.

Grace Period

At the end of your program, if you completed the program successfully, you are permitted to remain in the US for 30 days beyond the dates listed on your DS-2019 Form. This period is often referred to as the "grace period" and is meant to give you the opportunity to pack, close your affairs and travel. During this time you are not allowed to continue working nor are you allowed to travel outside of the US with the intention of returning to the US, even with Travel Validation. This is because your visa would have expired after your SEVIS End Date. Should you have questions about the grace period do not hesitate to contact Intrax.

Understanding US Culture

The American Workplace

Host Companies have certain expectations when they offer you a job. They have a business to run and you are an important part of their operation. When you accept a job, you are making a commitment, and it is important for you to act responsibly. Below are a few things to keep in mind.

- **Attitude:** You should always have an open mind and positive attitude about your job and your coworkers.
- **Customer Service:** As most J-1 Work and Travel Participants are working with the public it is necessary that you have a pleasant manner and good customer service at all times.
- **Dress and Behavior:** Many positions require uniforms or have a specific dress code. If you arrive and are still not sure about the appropriate attire for your job, look at how other coworkers dress to see what they are wearing or simply ask your Host Company. Also, read your Job Description for details.
- **Drug Testing:** Some Host Companies require that all employees be screened for drug use prior to starting their position.
- **Expectations:** If you tell a Host Company you will work until a certain date, keep your promise. In the case of most countries, US consulates issue your visa because a specific job offer has been extended to you and verified by Intrax and in many cases also verified by the US State Department's Kentucky Consular Center or the consulate itself.
- **Hierarchy:** Supervisors may share personal information that you would normally share only with close friends, and may allow you to call them by their first name. Socializing on the job is common, and your boss will often join in. Despite any friendliness, however, you are always expected to do your job and act appropriately.
- **Loss of Employment:** You could be laid off for any number of reasons (i.e. because business levels are low), which may not reflect on your own performance at that job.
- **Rights and Responsibilities at Work:** As a temporary employee, you have the same rights as any of your American co-workers and you do not have any extra benefits.
- **Time:** Being on time is essential, and showing up earlier than expected is even an advantage, as it makes a good impression on your Host Company.
- **Types of Jobs:** The types of jobs you will be doing on the J-1 Work and Travel program are and can only be seasonal, temporary jobs. Seasonal, temporary jobs can be more physically challenging than mentally challenging.
- **Wages:** The law states that you must be paid wages to date if you quit work. The law also regulates the minimum amount of money you can be paid and the number of hours you should work. Minimum wage laws vary by State and city but you are entitled to at least the federal minimum wage of \$7.25 per hour (still accurate as of December 2015).
- **Your Paycheck and Pay Stub:** There is no maximum amount of money you can earn. You will most likely be paid once every two weeks. Check with your Host Company.

The American People

You will find many ethnic neighborhoods and concentrations of immigrant groups, all of whom retain many foreign customs and social traditions. While many merge into the American mainstream in some aspect of life, they may keep many of their own ethnic customs socially and at home.

- **Openness:** America is not a nation of fences, hedges, walls, and gates. Spaces are often open and not very crowded.
- **Pace & Time:** When you arrive in the US, it may at first seem like everyone is in a rush. Although this may appear to you to be rude, do not take it personally. Americans often live by schedules and will want you to be places by a certain time.
- **Personal Space and Privacy:** Americans have some different views around personal space and privacy. Americans tend to keep people at arm's length, and will often refer to their "Personal Bubble". If someone shares something with you and you ask some more personal questions, they may decline to answer. This does not necessarily mean you did something wrong, just that they do not wish to share that detail.
- **Silence:** Many Americans find silence uncomfortable. They like to fill any silence if it extends for more than a moment.

Getting Comfortable

For almost everyone, adjusting to a new society is an exciting, and sometimes challenging process. "Culture shock" can be difficult to deal with at times, but this is a perfectly normal reaction, as you have

been taken from your familiar environment and placed in a new setting. It is always tough coming to a new country, especially one on the other side of the world. However, meeting new people and doing things outside your comfort zone are a great way get yourself acclimated.

Culture shock; difficulty adapting to a new climate; homesickness - these are all very important challenges and we would be happy to speak to you about them, though please note that none of these are acceptable reasons for abandoning one's job or not Checking In.

Try to make American and international friends. Be open and friendly in order to meet new people. If this is not your usual personality, challenge yourself. You are bound to benefit from the effort. Try to actively participate in conversations, even if you do not feel 100% comfortable with your language skills. Practicing with native speakers will help you improve your English and make new friends along the way. Cross-cultural conversations are one of the great benefits of the program. Americans will likely be interested in learning about you.

Money

- **Banking:** Open a bank account as soon as possible.
- **Budgeting:** Plan to bring at least enough money to live for one month (approximately \$1,000 USD) with you on the airplane in the form of cash; access to credit cards; and Travelers' Checks.
- **Credit Cards:** Be careful about overspending as you will have to pay your debts. We suggest that you secure an international credit card before you arrive in the US for emergencies.
- **Currency:** The basic unit of US currency is the US Dollar (\$1.00). Coins are in the value of 1 cent (one cent or a penny), 5 cents (a nickel), 10 cents (a dime), 25 cents (a quarter), and 50 cents (a half dollar).
- **Sales Tax:** Sales taxes vary from state to state and from city to city, approximately between 3% and 10%.
- **Tippling:** Americans generally tip the server 15% to 20% of the price of the meal. The same practice applies to bartenders, taxi drivers, hair stylists, and other service industry individuals. Tips are usually not included in the final bill and it would be perceived as rude to not tip.
- **Travelers' Checks:** Travelers' checks are perhaps the most convenient and safest way to access emergency funds during your travel.

Communication - Staying in Touch

- **Email and Skype:** There are many Internet cafes or places of employment that have Internet connections. Many public libraries also have Internet access free of charge but they often have a time limit.
- **Telephones:** Pay phones differ across regions of the US and the dialing procedure depends on the local telephone company.
- **Phoning Home:** Let your family know you are safe, and keep them updated on your activities.
- **Calling Cards:** Pre-paid calling cards are generally the cheapest way of making long-distance calls from a local payphone.
- **Mail:** Mail within the country usually takes between a day and a week to arrive; to northern Europe, and Central and South America, a week to 10 days; to southern Europe, one to two weeks; to Eastern Europe, two to three weeks; to Asia and South East Asia 10 to 14 days, and to Jamaica, approximately two weeks.

Transportation

- **Air:** The quickest way to travel in the US is by air. Check the web for the lowest airline fares.
- **Bus:** Bus travel is an inexpensive and popular way to travel around the US. Major bus companies can help you connect to local bus systems in order to reach even remote towns.
- **Car:** You must have a valid driver's license from your home country in order to drive in the US. You will also need an International Driver's License, available in your home country from

motoring organizations. If you are asked for a letter of support, then you can use the Support Letter in your MyIntrax account.

- **Train:** [Amtrak](#), the national railroad (railway), offers a rail pass similar to Europe's Inter-rail pass. The US Rail Pass is valid for either 15 or 30 days.
- **Tours:** Organized tours can be a great way of traveling if you are on your own or if time is limited.
- **Notice Boards (Carpool Notices):** Most colleges, universities, and youth hostels have a bulletin board in the "student union" or common area for notices of rides wanted/rides offered.
- Intrax does not recommend you hitchhike (the act of soliciting rides on the side of roads or highways). It is also illegal in some states in the US.

General Information

Safety

General Tips

To avoid any financial or legal hardship, as well as physical harm, please:

- Always wear a helmet when riding a bicycle or motorcycle
- Always wear your seatbelt in a moving vehicle
- Do not drink alcohol if you are under the age of 21
- Drink responsibly if you are over the age of 21
- Avoid physical fights with anyone
- If your safety is being threatened, do not hesitate to call the police at 911 and keep your distance from whoever is physically threatening you

NATURAL DISASTERS

Flooding

Flooding can occur in almost every part of the U.S. and during any month. Just 6in (15.24 cm) of water can knock you over, therefore, avoid walking in flooded waters. If you are in an area that is flooding, seek higher ground immediately. Find out more information on what you can do to keep safe before, during, and after floods here:

<http://www.ready.gov/floods>

Hurricanes

Hurricanes form from combinations of warm tropical oceans, rain and winds. They can all combine to produce violent winds, very high waves, pouring rain and floods. Hurricane winds range from 74mph-155mph (119km/hr-249km/hr), and are placed in 5 categories; category 1 being the less severe with the lowest wind speeds, and category 5 being the most severe with the strongest winds. For more information on how to prepare for a hurricane, visit:

<http://www.nhc.noaa.gov/prepare/ready.php>

Tornados

A tornado is a violently destructive windstorm occurring over land, characterized by a long, funnel-shaped cloud extending toward the ground and made visible by condensation and debris. The safest place to be is an underground shelter, basement or safe room. If no underground shelter or safe room is available, a small, windowless interior room or hallway on the lowest level of a sturdy building is the safest alternative. You can find more information on how to prepare for a tornado here:

<http://www.redcross.org/prepare/disaster/tornado>

Earthquakes

An earthquake is the sudden, rapid shaking of the earth, caused by the breaking and shifting of subterranean rock as it releases strain that has accumulated over a long time. During an earthquake: Drop, Cover and Hold On. Minimize your movements to a few steps to a nearby safe place, such as underneath a sturdy table, and if you are indoors, stay there until the shaking has stopped and you are sure exiting is safe. For earthquake preparedness visit:

<http://earthquake.usgs.gov/learn/preparedness.php>

Wildfires

Droughts and dry conditions throughout various times of the year increase the risk for wildfires. Careless use of fire in highly wooded areas can also dramatically increase the chance of a wildfire, which can then quickly spread across trees and dry brush and threaten homes and businesses that are in area. You can learn more about preparing for wildfires here:

<http://www.redcross.org/prepare/disaster/wildfire>

Basic Disaster Supply Kit

Water (one gallon per person per day) for 3 or more days.
Food (non-perishable, easy to prepare items) for 3 or more days.
Flashlight and extra batteries
Hand-held Radio
Medications (first-aid)

Multipurpose tool (i.e. pocket can opener)
Sanitation and personal hygiene items
Small blanket
Change of clothes
Phone
Extra cash
Map of area

BIKE SAFETY

- Wear your helmet
- Get noticed by drivers by wearing bright clothing and reflectors
- Check your breaks and tune your gears
- Add bike lights to help guide you at night

Once you are on the road, remember that you are no longer a pedestrian. You are now operating a moving vehicle and must abide by traffic rules as if you were driving a car. Some rules may vary from state to state, but generally, bike riders should always:

- Use turn signals with their arms
- Stop at red lights
- Ride in the bike lane (on the right side if there is no designated bike lane)
- Ride in the direction of traffic, not against (nor across traffic without notice)

For more information on your state's bike riding requirements and rules, please visit the Governors' Highway Safety Association at http://www.ghsa.org/html/stateinfo/laws/helmet_laws.html and select your state.

For a demonstration on riding a bike in traffic, watch a few examples of safely riding in traffic here <http://www.youtube.com/watch?v=SU2fSV8WtHM>.

You can watch a short video on transportation and bike safety from the Department of State here: <https://docs.google.com/file/d/0B58pYLCQKQZHSl9MZkZ5andwVUU/edit?pli=1>.

Another excellent video was created by the cities of Wisconsin Dells and Lake Delton in the state of Wisconsin. This video (<http://www.youtube.com/watch?v=nbPe4Itaoag&feature=youtu.be>), while specific to Wisconsin, has numerous safety guidelines that are applicable across the U.S. In all cases, please familiarize yourself with local safety laws.

MOTORCYCLE SAFETY

If you plan on riding a scooter or a motorcycle, you are required to have a driver's license to operate this vehicle and follow a few general rules. Although the rules Intrax recommends may not be required by law in your state, we recommend it for your well-being. Please remember to:

- Always wear a helmet
- Follow the speed limit
- Stay visible to other drivers
- Slow down when approaching speed bumps

DRIVING

“Click it or Ticket!”

The Click it or Ticket campaign requires that every driver wear their seatbelt to avoid a costly ticket, or worse, a fatality. Do not wait for a police officer to stop you and remind you to wear your seatbelt.

Most states will issue a ticket to a driver who is not wearing a seatbelt, while other states will also issue a ticket to a driver for *passengers* not wearing their seatbelts in the vehicle, even if the driver is wearing theirs. Whether or not the rule applies to you, we recommend that everyone riding in a vehicle, at any speed to any distance, always wear seatbelts. It will save you from a ticket and legal trouble, and, most importantly, it can save your life.

For information on your state's specific seatbelt rules, visit the Governors Highway Safety Association at http://www.ghsa.org/html/stateinfo/laws/seatbelt_laws.html.

ALCOHOL

Drinking Responsibly

The legal drinking age in the U.S. is 21. You are not allowed to buy or consume alcohol if you are under the age of 21. Although you may be 21 and legal to drink alcohol, it is illegal to buy alcohol for someone under the age of 21.

If you are 21 and you plan on drinking alcohol, plan your night wisely by not operating a vehicle. Bring extra cash to take a taxi back home. Driving under the influence of alcohol is illegal in all states. In that same respect, do not ride in a car if you know the driver has been drinking too.

Driving under the influence of drugs or alcohol has very serious consequences - more serious than not wearing your seatbelt or helmet. Driving under the influence not only puts your life at risk but the life of other people on the road, and it may result in fines and a prison sentence.

Intrax cannot assist in covering the legal fees that come with a charge of driving under the influence (DUI) - jail, bail, court fees, lawyer, car damages, etc.

Public Fighting

Physical altercations can lead to very serious charges, fines, physical injury, and high medical costs. If you feel you are being threatened by someone, call 911. Avoid the person challenging you to fight. If you find yourself in a situation where you feel you need to physically defend yourself, you must still do everything you can to reach the police to restrain or arrest your attacker.

Physically attacking someone is a serious offense and can lead to serious legal issues both while you are in the Work Travel program and after completing the Work Travel program. Avoid any physical altercation by all means.

Electricity

The US electrical system uses 110 volts, 60 hertz (cycles). If you are bringing appliances from home, they are probably designed for Europe's electrical system, which uses 220 volts. You will need to purchase a transformer and plug adapter that can accommodate the wattage of the particular appliance you will be using. These can be purchased upon arrival at any hardware or electronic store.

Time Zones

The continental US is divided into four time zones - Eastern, Central, Mountain, and Pacific. When it is 12:00 noon Eastern Time, it is 11:00 am Central Time, 10:00 am Mountain Time, and 9:00 am Pacific Time. The headquarters for Intrax operates on Pacific Standard Time (PST) and is open from 09:00 AM to 5:00 PM PST. The US keeps Daylight Savings Time by turning the clocks forward one hour in early April and turning them back one hour in late October.



Housing

Your MyIntrax account will have the most updated housing resources and below you can find general guidance:

Short-Term Housing

For the first few nights at your US arrival destination, you may need short-term accommodation before settling into your longer-term housing. We suggest you make a reservation before you arrive at your final destination to ensure a bed or room upon arrival. Check the Internet for information on affordable accommodations. Housing costs vary across the US but you can expect to pay 30% to 50% of your monthly income on housing. Be prepared as housing is not cheap.

Accommodations While Traveling

Youth Hostels: There are about 300 youth hostels (dormitory style rooms with shared amenities) operated by Hostelling International, which are scattered throughout the US. In order to use AYH

facilities, you must be a member of the organization. The price of a membership is inexpensive and can be purchased over the Internet at <http://www.hiusa.org/>.

<http://www.hostels.com/>
<http://www.hostelworld.com/>

YMCA/YWCA: YMCA's and YWCA's also provide affordable temporary lodging. For information, call "Y's Way International" at 212-308-2899 or visit their website www.ymca.net

Motels: There are many low-cost motel chains throughout the US. Motels are also good for small groups, as you usually pay for the room, not per person. Most rooms contain two large-size beds.
<http://www.motels.com/>
www.super8.com

Hotels:

www.orbitz.com
www.travelocity.com
www.booking.com
www.hotels.com

Universities: Many universities and colleges offer budget accommodations in their student housing. If there is a college or university in the area you are visiting, contact the student housing office on campus. It is recommended that you call to make reservations in advance.

Campsites:

www.koakampgrounds.com
www.acacamps.org

Long-Term Housing

Ask your Host Company or co-workers for suggestions of where you can find local housing prior to your arrival. You can also look on the Internet for housing in the town you will be living in. If you are staying in a large city in the US you can check for housing through the Internet at www.craigslist.org. You can also use this website to find out about local events, local eateries and items for sale. Some Host Companies will help you arrange housing. If this assistance is not available you might want to make a reservation for two to four weeks in short-term housing. This will give you time to look in your local area once you arrive at your final destination.

Rent, Sublet, or Share

When you begin looking for a place to live, you will find apartments available to rent, sublet, and share. When you rent an apartment, you actually sign the lease with your landlord. Leases usually last a year, so you should avoid them. When you sublet an apartment, you do not sign the lease. You rent the apartment from the leaseholder. When you share an apartment, you live with someone who has already rented the place, and you share the expenses with that person.

After Your Program

Here are a few items to remember once you have successfully completed your Intrax Work Travel Program:

- Remember to complete your Participant Satisfaction Survey that will be emailed to you near the end of the year.
- Remember to file your Income Taxes.
- Send Intrax any photos and stories of cultural events as well as your experience on our Facebook page: <https://www.facebook.com/IntraxWorkandTravel>
 - For any problems that we can help with, please write to iwtsupport@intraxinc.com

- Share your positive experience with your family and friends about Intrax Work Travel Program!

Have a Wonderful and Learning Cultural Experience With Intrax In the US!

You should now be ready to travel to the US and embark on the Intrax Work Travel adventure! We wish you all the best and that you have an amazing experience immersing in the American daily life. Please contact us if you have any questions or concerns throughout the program.

Additional Information: Useful Websites

Travel Guides

<http://www.lonelyplanet.com>
<http://www.letsgo.com>
<http://www.budgettravel.com>
<http://www.roughguides.com>
<http://www.globepequot.com/>
<http://www.wikitavel.org/>
<http://www.citysearch.com>
<http://www.craigslist.org>
<http://travel.yahoo.com>
<http://www.newyorkairports.com>
<http://www.nps.gov>
<http://www.frommers.com>

Booking Travel

www.orbitz.com
www.cheaptickets.com
www.hotwire.com
www.jetblue.com
www.greyhound.com
www.amtrak.com
www.trekamerica.com
www.statravel.com
www.carrentalexpress.com
www.carrentals.com
www.dollar.com
www.budget.com
www.expedia.com
www.priceline.com

Sending or Receiving Money Internationally

www.westernunion.com
www.paypal.com/home

MyIntrax Site

http://intraxinc.force.com/intraxappengine/appengine_siteloginpage

Please note that your Username is your e-mail address.