



International Cultural Exchange Organization Inc.

A NEW ERA IN CULTURAL EXCHANGE

SUMMER **WORK/TRAVEL** Program PARTICIPANT'S HANDBOOK 2012

Summer Work/Travel Program Participant's Handbook

International Cultural Exchange Organization Inc.

is a non profit corporation established to promote mutual understanding between nations through cultural and educational exchanges. ICEO's headquarters is located in Gold River, California from where all international and domestic activities are coordinated. ICEO is designated by the US Department of State to sponsor the ICEO Summer Work/Travel Program.

Mission

To promote mutual understanding between nations through engaging young people of different countries in international cultural exchange programs.

Contact

International Cultural Exchange Organization Inc.
11931 Foundation Place, Ste. 220
Gold River, CA 95670
Phone: (916) 985.4826
Fax: (916) 985.9922
Email: info@iceoinc.org
Web: www.iceoinc.org
Program ARO: **Choua Vue**
Toll Free Number: 1-877-ICEOINC
(1-877-423-6462)

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A. General Information

Purpose: the main purpose of the ICEO Summer Work/Travel Program is to increase mutual understanding between the people of the United States and the people of foreign countries by means of educational and cultural exchanges. This program is designed to provide bona fide foreign students who are enrolled full-time and pursuing studies at accredited postsecondary academic institutions located outside the United States with the opportunity to work and travel in the United States for the shorter of four months or the length of the long break between academic years at the schools they attend (i.e., the summer break)

Program duration: ICEO Summer Work / Travel Program participants are authorized to participate in the Program for up to four months during their official summer breaks. For example, participants from the northern hemisphere usually take part in the Program during the US Summer and participants from the southern hemisphere usually take part in the Program during US Winter.

B. Program Summary

a. ICEO Summer Work/Travel Program includes:

- DS - 2019 form necessary for the Participant to apply for the J-1 visa at the US Diplomatic post
- Health insurance covering program duration
- Complete orientation prior to departure to the US
- ICEO Summer Work/Travel Program Participant's Handbook
- Program administration and supervision
- Emergency/non emergency assistance
- Employment offer for ICEO placed participants

b. ICEO Summer Work/Travel Program does not include:

- Round trip airfare to the US
- Airport transfers
- Domestic transportation expenses
- Any and all living expenses
- Any applicable visa application fees within any and all US Consulate/Embassy offices

c. Program Requirements

- 18 to 29 years of age
- A bona-fide university student currently enrolled in a post-secondary academic institution outside the United States
- Capable of functioning in an English speaking work environment
- Able to complete and submit ICEO Summer Work/Travel Program's application packet and conduct all the required payments.
- Able to document proof of sufficient funds and bring a minimum of \$800.00 (\$1,500.00 if traveling without secured employment – only available to participants who are nationals of Visa Waiver Program countries) to the US to support themselves upon arrival to the US
- Participants who are nationals of non-Visa Waiver Program countries must secure program appropriate employment placement prior to entering the United States either through ICEO or independently with ICEO approval.
- Attend orientation meetings
- Successfully complete interview process



d. Ineligible Employment Positions

- ` any position in the adult entertainment industry;
- ` sales positions that require participants to purchase inventory that they must sell in order to support themselves;
- ` domestic help positions in private homes (e.g., child care, elder care, gardener, chauffeur);
- ` pedicab or rolling chair drivers or operators;
- ` operators of vehicles or vessels that carry passengers for hire and/or for which commercial drivers licenses are required;
- ` any position related to clinical care that involves patient contact;
- ` any position that could bring notoriety or disrepute to the Exchange Visitor Program;
- ` any position in a staffing agency;
- ` any other positions ICEO deems inappropriate.

Program Documents

A. DS - 2019 form

ICEO is a designated J-1 program sponsor by the U.S. Department of State to conduct ICEO Summer Work/Travel Program. ICEO is able to issue a DS - 2019 Form, in order for you to apply for the J-1 visa and participate in ICEO Program. The ICEO Summer Work/Travel Program allows you to work for up to 4 months as indicated by the program start and end dates on your DS - 2019 Form. There is an optional 30-day grace period for travel purposes only after your program ends, as indicated on your DS - 2019 Form. Your total stay in the United State should not exceed your official university vacation break in your home country or country where you are studying. Extensions of the program participation are not permitted.

Upon verification of program eligibility, job placement and its confirmation, ICEO will issue you a DS - 2019 Form. This form is a "Certificate of Eligibility for Exchange Visitor (J-1) Status" from the US Government. This certificate officially identifies ICEO as your program sponsor, describes the purpose and the exact dates of your program.

B. J-1 visa

In your home country at the US Embassy or Consulate, you will be required to present the DS - 2019 form, along with your valid passport, in order to apply for the J-1 visa. The J-1 visa will be placed in your passport with the program number marked on it. The J-1 visa is only issued from a US Embassy or Consulate abroad. The J-1 visa with a valid DS - 2019 form are legal documents that allow you to enter the US.

YOU CANNOT APPLY FOR A J-1 VISA ONCE YOU HAVE ARRIVED TO THE US !

C. Two year home residency requirement - Section 212(e)

ICEO Summer Work/Travel Program participants should be aware that based on the US Embassy or Consulate's decision they may be subject to the two-year residency requirement. This means that the participant must be present in their home country after the program for at least two years before returning to the US. According to regulations, the two-year rule will only apply if:

- ` the participant is being funded by his/her government to complete work in the US
- ` if the skills the participant is gaining in the US during the program are listed on the skills shortage list for the participant's home country

D. Visa status & multiple entries to the US

You may not enter the US more than 30 days prior to the start date of your Work/Travel Program. Your I-94 card may have the notation “D/S” (Duration of Status) indicated by the Immigration Officer in place of the actual date. Your program is completed on the program end date stated on the DS - 2019 form. You are allowed a 30-day grace period during which you may travel in the US. The term “D/S” has no associated date with it, therefore, it includes the full program dates with the grace period, as well. You are required to return to your home country by the conclusion of your grace period.

If you are in your 30 day grace period (following the completion of your program), **you may not travel beyond the borders of the US**. You will not be allowed to re-enter the country regardless of whether the visa stamped in your passport indicates multiple entries (letter M in the entries section of your J-1 visa).

If you intend to visit other countries outside of the US, it is required that you mail your DS - 2019 form to ICEO for our signature. ICEO’s program officer must sign the “Travel Validation By Responsible Officer” section of your DS - 2019 form, which states that you are in “good standing” on the program. If you do not, you may encounter problems when you attempt to re-enter the country. Upon your return to the US, you will present your passport, with your valid J-1 visa and your signed DS - 2019 form to the US Immigration Officer. The officer will examine your DS - 2019 form and return it to you, then validate a new I-94 form indicating your J-1 visa status.

Should your travels take you to either Canada or Mexico, keep in mind that not only does the information above apply, but you may also need to apply for a tourist visa to enter either of these countries. Please contact the Canadian or Mexican Embassy/Consulate directly regarding tourist visa requirements.

While you may desire the excitement and pleasure of living and working in the US after your program has been completed, extending your stay beyond the designated program dates on your DS - 2019 form is NOT possible. ICEO is only authorized to sponsor you during the specified program period indicated on your DS - 2019 form. You were accepted in the ICEO Summer Work/Travel Program and granted a J-1 visa with the condition that you would depart from the US upon conclusion of your program. ICEO has no authority to issue DS - 2019 forms to sponsor students outside of those set program dates.

Traveling to the U.S.

A. Carry On items

ICEO recommends that you pack the following items into your carry on baggage:

- ` passport, J-1 visa & DS - 2019 form
- ` airline & all other transportation tickets
- ` insurance documents
- ` proof of Sufficient Funds (completed and signed copy from your program application)
- ` change of clothing (highly recommended when luggage issues arise)
- ` personal valuables (glasses, electronics, etc...)
- ` two photo identification cards (minimum)
- ` travelers checks; small US currency
- ` credit card, atm card
- ` ICEO program participant’s handbook
- ` phone card (if applicable)
- ` international driver’s license
- ` **post-arrival guide- Make sure you are aware of the details and contacts within this guide (ICEO Placed Participants Only)**

B. General packing advice

Since most airlines have a limitation on checked baggage and you will be carrying all of your baggage while you travel in the US, it is wise to pack light and bring what is only essential. Bring clothing that is appropriate for the season and atmosphere to where you will be traveling (US winter/summer - east/west coast). Be sure to pack any prescription medication in its original container, along with a copy of the prescription. A battery operated travel clock, an electric plug adapter and travel guides/maps are items that may make your stay in the US more comfortable. Please check www.weather.com for weather patterns in the area, where you will be living.

C. Immigration facts

There are five important documents, which you must have in your possession and present to US immigration officials upon arrival to the US.

- ` valid passport
- ` ds - 2019 form
- ` j-1 visa
- ` i-94 card
- ` US Customs Forms

On the plane, enroute to the US, you will be given an I-94 form to complete. When you go through immigration, the card will be validated and attached to your passport. This card is a record of your arrival and departure into and out of the US. It also specifically indicates the last day you are authorized to stay in the US legally on the J-1 visa. Also note that D/S may be stamped on your I-94 card instead of an actual date. D/S is the abbreviation for "Duration of Status." D/S is equivalent to the dates indicated on your DS - 2019 form, plus an optional 30-day period after your work program for traveling purposes only. In either case, you must depart from the US as specified on your I-94 card.



Note: The immigration officer will review all five documents and validate your DS - 2019 form and I-94 card. The officer will then return all validated documents to you, including the DS - 2019 form and the I-94 card attached to your passport. It is important that you keep all four documents with you at all times. You should have no problem entering the US as long as you have all proper documentation, cooperate and communicate respectfully with the US immigration officers at the airport.

D. Home Country Orientation

You are required to attend a Home Country Orientation Meeting before you depart to the US. Essential information will be presented at the meeting, including immigration entry procedures and arrival instructions to your program destination. For some ICEO employment locations there may be a secondary orientation you are required to attend.

SEVIS (Student and Exchange Visitors Information System) has been created by the US government to keep track of international students and exchange visitors.

A. Registering in SEVIS – Contacting ICEO after arrival

It is extremely important that you register in the SEVIS system within 10 days after you have arrived to the US, but no later than 30 days from the program start date on your DS - 2019 form, as your valid status may become jeopardized.

a. Required Information

You will need to provide ICEO with the following information when registering:

- ` your name as it appears on your DS - 2019 form
- ` your DS - 2019 form number
- ` the address & telephone number where you are currently living in the US
- ` the address where you are currently working in the US
- ` your supervisor's name and telephone number
- ` your email address
- ` date of birth (month/day/year)

b. Ways to register in SEVIS with ICEO

You are able to provide ICEO with information necessary for your registration in the SEVIS by either calling ICEO at **1-877-ICEOINC (423-6462)** or by completing an online form at:

<http://www.iceoinc.org/index.php?id=411>

register in sevis !

c. Failure to Register

If you do not check in with ICEO within 10 days of your arrival to the United States, but no later than 30 days from the program start date on your DS - 2019 form, and provide ICEO with information necessary for your SEVIS registration, your status will be deemed invalid and therefore you will be considered illegally staying in the United States. This portion of your program is extremely important and checking in with ICEO to register should be done as soon as possible.

B. Changing Address

Every time you change your address you must notify ICEO within 10 days of the change. You can either call ICEO at **1-877-ICEOINC (423-6462)** or complete an online form at:

<http://www.iceoinc.org/index.php?id=412>

ICEO will update your SEVIS record accordingly. Failure to inform ICEO of the address change may result in ICEO terminating your program.

C. Changing Employers / Adding Additional Employers

Every time you intend to change employers during your stay in the United States, you must notify ICEO immediately. You must provide ICEO with the following information prior to beginning work for the new employer: Address, City, State, Zip Code, Company Name, Company Contact, Title, Phone Number and Email Address.

You can either call ICEO at **1-877-ICEOINC (423-6462)** or complete an online form at:

<http://www.iceoinc.org/index.php?id=413>

ICEO will complete a background check of the employer and provide you with an email notification upon approval. This process may take 10 business days. If ICEO finds the employer not suitable for your program placement we will inform you via phone/email. Should you choose to continue and start working for this employer without the approval of ICEO, your sponsorship provided by ICEO will be revoked. Your new employer must also complete and sign the Employment Confirmation Letter (the blank form is included at the end of the participant handbook or available through ICEO) and provide ICEO with all the other requested documents and information (the list of required information and documents is included in the Employment Confirmation Letter) as a part of the approval process.

If you decided to have **additional employers**, you must also notify ICEO. The notification and approval process is the same as when **changing employers**. You can either call ICEO at **1-877-ICEOINC (423-6462)** or complete an online form at: <http://www.iceoinc.org/index.php?id=414>

D. The end of your program

Please inform ICEO by sending an e-mail to: **report@iceoinc.org** with your departure date from the United States. ICEO will update your SEVIS record accordingly to indicate your program completion.

Communication with ICEO

ICEO as a sponsor of your ICEO Summer Work / Travel Program is the first and main point of communication you have as participant during the program. Any time you are in an emergency situation, have a question or concern, or simply need somebody to talk to you should always contact ICEO first. Here is the list of ICEO contact information:

Emergency Phone: 1-877-ICEOINC (1-877-423-6462)

Email: emergency@iceoinc.org

General Phone: 1-916-985-4826

Fax: 1-916-985-9922

Address:

11931 Foundation Place Ste. 220

Gold River, CA 95670

www.iceoinc.org

1-877-423-6462

Monthly Communication Email: report@iceoinc.org

ICEO SEVIS Email: sevis@iceoinc.org

General Email: info@iceoinc.org

Housing Email: housing@iceoinc.org

Transportation Email: transportation@iceoinc.org

Every ICEO participant is obligated to communicate with ICEO at least once a month during the program participation.

A. Within 30 days of your arrival

- Contact ICEO to confirm your program status by calling 1-877-ICEOINC (423-6462) or respond to the e-mail entitled: **IMPORTANT Message from ICEO: MANDATORY Monthly Activity Report**. This e-mail will be sent to you from ICEO approximately 30 days from your program start date.
- Complete Monthly Activity Report: <http://www.iceoinc.org/index.php?id=4211>

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

- Contact ICEO to confirm your program status by calling 1-877-ICEOINC (423-6462) or respond to the e-mail entitled: **IMPORTANT Message from ICEO: MANDATORY Monthly Activity Report**. These e-mails will be sent to you from ICEO approximately 60, 90 and 120 days from your program start date.
- Complete Monthly Activity Report: <http://www.iceoinc.org/index.php?id=4211>

Important Documents

A. I - 9 form

You will be required by your employer to complete an I - 9 Employment Eligibility Verification form to prove you can work legally in the US.

You should complete section 1 of the form and write in all information requested.

Check the box “an alien authorized to work until” and enter the expiration date of your program, which is indicated on your DS - 2019 form.

The “admission number” is printed on the upper corner of your I - 94 card. Sign and date the form once you have completed it.

Your employer completes section 2.

Show your passport, visa documents and I - 94 card to your employer and he/she will complete this section as shown in this example.

U.S. Department of Justice
Immigration and Naturalization Service
Employment Eligibility Verification

Please 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 eligible individuals. Employers CANNOT specify which document(s) they will accept from an employee. The refusal to hire an individual because of 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: DOE First: JOHN Middle Initial: T. Maiden Name: _____
 Address (Street name and number): 12340 YOUR STREET Apt. #: _____ Date of Birth (month/day/year): 01/02/03
 City: YOUR TOWN State: YOUR STATE Zip Code: YOUR 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 am an alien authorized to work until: DATE on I-94
☒ I am a Lawful Permanent Resident (LPR) or A-1 alien authorized to work until: DATE on I-94
 Employer's Signature: John Doe Date (month/day/year): CURRENT DATE

Preparer and/or Transmitter 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 Signature: _____ First 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. Countersign 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: U.S. PASSPORT / I-94 OR List B: _____ AND List C: _____
 Document #1: PASSPORT # Document #2: _____
 Expiration Date (if any): FROM PASSPORT Expiration Date (if any): _____
 Document #3: I-94 # Document #4: _____
 Expiration Date (if any): FROM I-94 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 eligible to work in the United States. (State employment agencies may omit the date the employee began employment.)
 Signature of Employer or Authorized Representative: _____ First Name: _____ Title: _____
 Business or Organization Name: _____ Address (Street name and number, City, State, Zip Code): _____ Date (month/day/year): _____

Section 3. Updating and Reverification. To be completed and signed by employee.
 A. New Name (if applicable): _____ B. Date of entry (month/day/year) (if applicable): _____
 C. If employer's previous grant of work authorization has expired, provide the information below for the document that establishes current employment eligibility.
 Document Title: _____ Document #: _____ Expiration Date (if any): _____
 I attest, under penalty of perjury, that to the best of my knowledge, this employee is eligible 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. 10-22-93) Page 2

I-9 Employment Eligibility Verification example

B. Social Security

Although the topic of Social Security will be covered during your Home Country Orientation Meeting, the following points are listed for your reference:

- ‘ For the Social Security application process, be sure to have your passport, I-94 card, DS - 2019 form and sponsorship letter.
- ‘ After you have submitted your application, you will be issued Form SSA-5030 - a certificate of proof that you have applied for your Social Security card. Please ensure you receive this from the Social Security office, as most employers may require this certificate of proof before allowing you to begin work.
- ‘ Your Social Security card will be mailed to you within 90 days from the date of your application. It is your responsibility to follow up with the Social Security administration regarding the status of your card.
- ‘ You must register in SEVIS with ICEO at least one business day prior to applying for your Social Security card.
- ‘ Some Social Security Offices require applicants to wait 10 days from the time they entered the United States before applying for a Social Security card.
- ‘ Once you have been issued your Social Security card and number please report both to your employer.

Social Security toll-free number:
1.800.772.1213

Please pay careful attention when completing the Social Security application and should you have any questions, please ask the Social Security representative.

Should you not have a permanent address to place on the application please put your Employer's address.

SOCIAL SECURITY ADMINISTRATION Application for a Social Security Card													
1 NAME TO BE SHOWN ON CARD FULL NAME AT BIRTH IF OTHER THAN ABOVE OTHER NAMES USED		First Middle Name Last John Men Doe Johnny											
2 MAILING ADDRESS Do Not Abbreviate 1 SUNSET LANE CITY STATE ZIP CODE SUNSET CA 11111													
3 CITIZENSHIP Do Not Abbreviate U.S. Citizen <input checked="" type="checkbox"/> Legal Alien <input type="checkbox"/> Legal Alien Not <input type="checkbox"/> Other <input type="checkbox"/> Admitted To Work (See Instructions On Page 4)													
4 SEX <input checked="" type="checkbox"/> Male <input type="checkbox"/> Female													
5 RACE/ETHNIC DESCRIPTION (Check One Only, Volunteer) <input checked="" type="checkbox"/> Asian American <input type="checkbox"/> Hispanic <input type="checkbox"/> Black (Not Hispanic) <input type="checkbox"/> Native American Indian or Alaskan Native <input type="checkbox"/> White (Not Hispanic)													
6 DATE OF BIRTH Month, Day, Year 01 01 01		7 PLACE OF BIRTH City State of Foreign Country FCI SUNSET USA											
8 A. MOTHER'S MAIDEN NAME First Middle Name Last JANE DOE		B. MOTHER'S SOCIAL SECURITY NUMBER 1 1 1 - 1 1 - 1 1 1 1											
9 A. FATHER'S NAME First Middle Name Last JOHN REAL DOE		B. FATHER'S SOCIAL SECURITY NUMBER 2 2 2 - 2 2 - 2 2 2 2											
10 Has the applicant or anyone acting on his/her behalf ever filed for or received a Social Security number card before? <input type="checkbox"/> Yes Of "yes", answer questions 11-13. <input checked="" type="checkbox"/> No Of "no", go on to question 14. <input type="checkbox"/> Don't Know Of "don't know", go on to question 14.													
11 Enter the Social Security number previously assigned to the person listed in item 1. [] [] [] - [] [] [] [] [] []													
12 Enter the name shown on the most recent Social Security card issued for the person listed in item 1. First Middle Name Last													
13 Enter any different date of birth if used on an earlier application for a card. Month, Day, Year													
14 TODAY'S DATE Month, Day, Year 01 01 02		15 DAYTIME PHONE NUMBER Area Code Number 123 456-7890											
16 YOUR SIGNATURE [Signature]		17 YOUR RELATIONSHIP TO THE PERSON IN ITEM 1 IS: [] Spouse [] Parent [] Other											
DO NOT WRITE BELOW THIS LINE (FOR SSA USE ONLY)													
<table border="0"> <tr> <td>NEW</td> <td>DDC</td> <td>NYI</td> <td>CAN</td> <td>ITV</td> </tr> <tr> <td>PRC</td> <td>EVA</td> <td>EVC</td> <td>PRN</td> <td>UNIT</td> </tr> </table>				NEW	DDC	NYI	CAN	ITV	PRC	EVA	EVC	PRN	UNIT
NEW	DDC	NYI	CAN	ITV									
PRC	EVA	EVC	PRN	UNIT									
EVIDENCE SUBMITTED		SIGNATURE AND TITLE OF EMPLOYER'S REVIEW AND EVIDENCE AND/OR CONDUCTING INTERVIEW											
DATE		DATE											

Form SS-5 (3-2001) EF (3-2001) Destroy Prior Editions Page 5

Application for a Social Security Card example:

C. W - 4 / Tax Information

There are two key words to understanding what you are obligated to pay in taxes and what you do not have to pay. The term “Exempt” refers to a status, in which you do not have to pay money for a certain type of tax. The term “Non-exempt” refers to a status, in which you are obligated to pay a certain tax.

a. Social Security, Medicare, Federal Unemployment Tax - Exempt

Your employer should not make these deductions from your paycheck. ICEO’s Letter to the Employer explains this exemption clearly and the letter should be given to your employer on the first day of work. If these deductions are made in error, they will appear on your pay stub under the category of “Social Security” or “FICA/FUTA.” If you notice such deductions on your pay check, you should notify your employer immediately and discuss this with them.

b. Income Taxes: Non - exempt

Federal, state and local governments impose US income taxes. In order, for the Internal Revenue Service (IRS - US Government tax agency) to collect personal income taxes, your employer generally withholds income tax from your salary and pays it directly to the government. There is no way to avoid this tax and you are required to pay it. Should you fail to pay this tax, you may have problems in the future obtaining a visa to the US.

` Federal Income Tax: Non - exempt

Approximately 10 to 15 percent of your salary will be withheld for federal income tax. You may be able to claim back a portion of this tax by filing a US tax return at the end of the year. To ensure that you will receive the necessary documents to apply for your tax return provide your employer with your mailing address in your home country before the end of the program

` State and City Income Tax: Varies

State and local/city tax withholding varies from state to state and from city to city. If state and local taxes are withheld, they will be deducted from your paycheck. You may be able to claim a refund for a portion of these taxes by filing a state tax return at the end of the year.

c. The W-2 Form & Filing Tax Returns

The US tax year begins on January 1st and ends December 31st. All ICEO Summer Work/Travel Program participants are required and responsible for filing their own US tax returns by:

- ' April 15th, 2012 for the 2011 tax year
- ' April 15th, 2013 for the 2012 tax year

At the end of the tax year, your employer will mail you a W - 2 form. The W - 2 details your total wages and the amount of each tax that was withheld.

a Control number		22222		OMB No. 1545-0008	
b Employer identification number (EIN)		1 Wages, tips, other compensation		2 Federal income tax withheld	
c Employer's name, address, and ZIP code		3 Social security wages		4 Social security tax withheld	
		5 Medicare wages and tips		6 Medicare tax withheld	
		7 Social security tips		8 Allocated tips	
d Employee's social security number		9 Advance EIC payment		10 Dependent care benefits	
e Employee's first name and initial Last name		11 Nonqualified plans		12a	
		13 Statutory employee		12b	
		14 Other		12c	
				12d	
f Employee's address and ZIP code		15 State		16 State wages, tips, etc.	
		17 State income tax		18 Local wages, tips, etc.	
		19 Local income tax		20 Locality name	

Form **W-2 Wage and Tax Statement** 2005 Department of the Treasury—Internal Revenue Service
Copy 1—For State, City, or Local Tax Department

W-2 example

d. W-4 form

Before you begin your employment within your designated employer you will be asked to complete a W-4 form. This form is referred to as the Employee's Withholding Allowance Certificate and determines how much tax will be deducted from your paycheck. This is a very important document and you should pay very close attention to the instructions provided in this handbook:

Instructions:

- ' for this form you will classify yourself as a "Non-resident alien"
- ' check "single" marital status on line 3 (no matter if you are married or divorced)
- ' unless you are a resident of Canada, Mexico, Japan or Korea claim only 1 withholding allowance on line 5
- ' Do Not claim "exempt" on line 7

Form W-4 (2005)

Purpose. Complete Form W-4 so that your employer can withhold the correct federal income tax from your pay. Because your tax situation may change, you may need to refigure your withholding each year.

Exemption from withholding. If you are exempt, complete only lines 1, 2, 3, 4, and 7 and sign the form to validate it. Your exemption for 2005 expires February 15, 2006. See Pub. 505, Tax Withholding and Estimated Tax.

Note. You cannot claim exemption from withholding if all your income exceeds \$800 and includes more than \$200 of unearned income (for example, interest and dividends) and (a) another person can claim you as a dependent on their tax return.

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

Head of household. Generally, you may claim head of household filing status on your tax return only if you are unmarried and pay more than 50% of the costs of keeping up a home for yourself and your dependent(s) or other qualifying individuals. See line 6 below.

Tax credits. You can take projected tax credits into account in figuring your allowable number of withholding allowances. Credits for child or dependent care expenses and the child tax credit may be claimed using the **Personal Allowances Worksheet** below. See Pub. 505, How Do I Adjust My Tax Withholding? for information on converting your other credits into withholding allowances.

Nonwage income. If you have a large amount of nonwage income, such as interest or dividends, consider making estimated tax payments using Form 1042-ES, Estimated Tax for Individuals. Otherwise, you may owe additional tax.

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

Nonresident alien. If you are a nonresident alien, see the instructions for Form 8233 before completing the Form W-4.

Check your withholding. After your Form W-4 takes effect, use Pub. 915 to see how the dollar amount you are having withheld compares to your projected total tax for 2005. See Pub. 915, especially if your earnings exceed \$125,000 (single) or \$175,000 (married).

Recent name change? If your name on line 1 differs from that shown on your social security card, call 1-800-772-1213 to relate a name change and obtain a social security card showing your correct name.

Personal Allowances Worksheet (Keep for your records)

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

B Enter "1" if: **B** _____

- You are single and have only one job; or
- You are married, have only one job, and your spouse does not work; or
- Your wages from a second job or your spouse's wages (for the total of both) are \$1,000 or less.

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

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

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

F Enter "1" if you have at least \$1,500 of child or dependent care expenses for which you plan to claim a credit. **F** _____

G Child Tax Credit (including additional child tax credit). **G** _____

- If your total income will be less than \$54,000 (\$79,000 if married), enter "2" for each eligible child.
- If your total income will be between \$54,000 and \$84,000 (\$79,000 and \$119,000 if married), enter "1" for each eligible child plus "1" additional if you have four or more eligible children.

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

For accuracy, complete all worksheets that apply.

- If you plan to itemize or claim adjustments to income and want to reduce your withholding, see the **Deductions and Adjustments Worksheet** on page 2.
- If you have more than one job or are married and you and your spouse both work and the combined earnings from all jobs exceed \$35,000 (\$25,000 if married) see the **Two-Earner/Two-Job Worksheet** on page 2 to avoid having too little tax withheld.
- If neither of the above situations applies, stop here and enter the number from line H on line 5 of Form W-4 below.

W-4 Employee's Withholding Allowance Certificate OMB No. 1545-0008 2005

► 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.

1 Type or print your first name and middle initial Last name 2 Your social security number

Home address (number and street or rural route) 3 ☐ Single ☐ Married ☐ Married, but without at higher Single rate. (If married, but single separated, or spouse is a nonresident alien, check the "Single" box.)

City or town, state, and ZIP code 4 If your last name differs from that shown on your social security card, check here. You must call 1-800-772-1213 for a new card. ☐

5 Total number of allowances you are claiming from line H above or from the applicable worksheet on page 2 6 \$

6 Additional amount, if any, you want withheld from each paycheck 6 \$

7 I claim exemption from withholding for 2005, 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. 7

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. Galt No. 10290Q Form W-4 (2005)

The ICEO Summer Work/Travel Program allows you to discover the US in a unique and challenging way by temporarily living and working among Americans on a daily basis. It is important that your expectations are realistic and practical. A sense of adventure should be mixed with a sense of responsibility and respect. Remember: learning about another culture and meeting new people can be just as rewarding as earning a wage.

A. Expectations

a. Wage

You will be earning a modest wage, a majority of which will attend to your basic living expenses. It is important to budget your money and always have money set aside to pay for housing, meals and other living expenses. If you want to save money for traveling or to take home with you, be prepared to adjust your lifestyle accordingly.

b. Position

In most cases you will be working an entry level position, as will a majority of the ICEO Summer Work/Travel participants. This means that the tasks are limited to a specific function and may not necessarily be highly technical. While these positions may not be exciting, they serve a very important function within the establishment they are being performed and should be taken very seriously. Maintaining a positive attitude is extremely important.

c. Culture Shock

During your stay, living and working in a foreign culture can be difficult and frustrating. You will usually go through stages in adjusting to a new culture, which is normal. It is important for you to remain flexible, open-minded, and positive during your time in the US. Here are a few pointers we recommend:

- ` build a support network of friends from your country, they may have certain understanding about what you are going through
- ` make as many relationships with Americans as you can
- ` be tolerant of new ways and procedures
- ` keep a journal, where you can document your experiences
- ` smile! - that will get you a long way

B. Employee Responsibilities

Accepting any job means you are taking on a certain amount of responsibility, as well as, making a commitment. Here are a few pointers you should keep in mind:

- ` **follow through with your commitments** - employers rely greatly on their staff relative to their promise to work up until the date that was agreed upon hiring. Therefore, leaving your job earlier than you promised will inconvenience your employer.

- **Punctuality** - it is imperative that you arrive to your job on time. Otherwise, your employer will think that you are not taking the job seriously or that you are irresponsible.
- **Dress appropriately** - whether you are assigned a company uniform or bring your own clothes, it is important that you have a clean and neat appearance. Some businesses have dress codes. You should inquire about any dress code when you are hired for a job.
- **Drug testing** - many US employers require their employees to undergo testing for the use of drugs. This is completely legal and within the company's rights. If you want to work for an employer who requires such testing, you must comply; otherwise, you may not be hired. If you test positive for drug use, the company may disqualify you and you will not be hired.
- **Have a positive attitude** - a "can-do" attitude demonstrates your willingness to do your best at the job. In business situations, a firm handshake is a professional greeting. Try to interact and communicate as much as possible with your co-workers and supervisor. A reserved or withdrawn attitude may suggest that you are unfriendly. Be tactful and respectful if you wish to express dissatisfaction or wish to suggest improvement.
- **Be a "team player"** - US employers like employees who help other employees or go the "extra mile" to get the job done right. The spirit of teamwork is the effort to create an atmosphere of sharing a goal and completing the job together.

C. Sexual harassment/discrimination/employment law

Sexual harassment and racial discrimination are very serious matters in the US. Please understand these concepts and do your best not to avoid these situations. If you commit harassment, of any kind, at the work place you are subject for immediate termination and dismissal from the ICEO Summer Work/Travel Program.

If you feel that you have been a victim of either sexual harassment or racial discrimination in your workplace, please contact ICEO at **1-877-ICEOINC** or **emergency@iceoinc.org**

D. Salary and Paychecks

The law states that you must be paid wages for the hours you've worked, including applicable overtime pay - to date - even if you decide to quit work. The US Federal minimum wage is set at \$7.25 per hour. Some states, like California, have a higher minimum wage than the U.S. Federal minimum wage. However, the law may vary in cases where the employee receives most of his wages through tips or if you must pay room and board.

There is no maximum amount of money you can earn.

The details of your employment, including wage can be found in your Employment Confirmation Letter. Your pay-periods will differ per employer, but often occur bi-weekly, which means you will receive your paycheck every two weeks.

If you have any questions about your wages, overtime, paychecks or other employment related matter, please contact ICEO.

A. Accommodation

Most program participants will incur accommodation costs, which will be different in each location. ICEO estimates monthly expenses to be between \$150.00 and \$750.00 per person. In addition some program participants may also pay security deposits, which are usually equivalent to one or two months' rent.

B. Board

Every program participant will incur board costs, which will differ from location to location, your Host Company (some Host Companies provide complimentary or discounted meal plans for its employees) and your life style. ICEO estimates as follows:

- ` Food (w meals cooked at home) – approximately \$17.00 a day (Monthly \$527.00)
- ` Food while in transit – approximately \$46.00 a day

C. Transportation

There are three different types of transportation's cost, which will be incurred by program participants.

a. Air Tickets – International

- ` Each program participant will purchase a round trip air ticket from his/her home country to the US. The cost of the air ticket will depend on the class of the ticket, departure and destination location and may vary between 400.00 USD and 2500.00 USD.

b. Transportation from the Gateway Airport to the final destination

In most cases ICEO Program participants will have to travel from the main gateway airport to their final destination. Below is a list of traveling options presented with estimated cost:

Means of Domestic Transportation	Approximate Cost
` Air Flights	\$79.00 to \$600.00+ (one way)
` Amtrak Train	\$70.00 to \$300.00+ (one way)
` Greyhound and other coach lines	\$12.00 to \$169.00+ (one way)
` Car Rentals	From \$50.00 a day (including a full insurance)
` Taxi to access domestic means of transportation	Varies – approximately \$2.5 a mile

Actual cost of domestic transportation will depend on the means and its specifications.

c. Commuting

Some ICEO Program participants will commute from their housing location to their work site. A list of commuting options is presented below with estimated costs:

Means of Commuting	Approximate Cost
` Public Transportation	Monthly pass starting from \$40.00
` Purchasing a bicycle	Starting from \$50.00
` Purchasing a car	Starting from \$2500.00
	*Gas expenses approximately \$180.00 a month
	*Car Insurance approximately \$100.00 a month

Actual cost of commuting will depend on the means of commuting.

d. Other costs of living

While in the United States all ICEO Program participants will incur living expenses. The cost of living depends on many different factors such as location, life style, personal needs and complementary items provided by the Host Company.

Below is a sample breakdown of major approximate expenses of a participant who assumes a moderate life style.

Category	Expense	Cost per Month
Entertainment:	Movies	\$25.00
	Dance Clubs (2x a month)	\$100.00
	Sightseeing	\$40.00
	(Parks, Aquariums, Zoos, Museums, Amusement Parks)	
Household Essentials:	Bathroom	\$25.00
	(Shampoo, Soap, Toilet Paper, Toothpaste, Hair styling)	
	Personal Hygiene	\$15.00
	(Deodorant, Additional Personal Items)	
	Cleaning Supplies	\$10.00
	(Paper Towels, Cleaning Sprays, Dish Soap)	
Clothing:	Clothing	\$40.00
Additional Household Items:	Cable Television	\$35.00
	Telephone	\$35.00
	Electricity	\$35.00

A. ICEO Assistance

ICEO will assist you with housing arrangements in one of the following ways:

- ` work with partnering employers, in order, to acquire their assistance with providing housing
- ` serve as a reference center for inquiries with regard to housing arrangements
- ` provide information and arrangement assistance of temporary/permanent housing via Post Arrival Guide and ICEO Regional Representative team

Please contact ICEO about any housing issues at **housing@iceoinc.org**.

B. Housing Information

a. Location

Keep in mind that in large metropolitan areas such as New York, Chicago, Los Angeles and San Francisco, housing and living expenses are extremely high. In addition, beach resorts and mountain areas are also quite expensive. Be practical and intelligent in understanding what your budget limitations are and how much you should be spending.

b. Short Term

On a short term basis, some affordable accommodation options include: hostels, residence homes, hotels, university/college housing and low cost motel chains. Most of these short-term accommodations have a maximum stay limitation - usually 2 weeks. It is wise to make a reservation at one of these short-term housing options before you arrive. This will ensure you have a comfortable place to stay.

c. Long Term

To begin your search for long term housing, you may want to do a little research before you arrive to the US. If you have access to the internet, there are many good US city guide webpages including, but not limited to: **www.citysearch.com**, **www.digitalcity.com** and **www.craigslist.com**. There are listings of major cities within these webpages and links to city housing availabilities.

d. Resources

Once you are in the US and at your final job placement destination, ask your friends or coworkers around you for suggestions on where to find the best possible housing, in suiting your accommodation needs. You may also utilize the local newspaper and look under the classified section for housing availabilities, which can be found at your nearest grocery store, cafe or local convenience store. In addition, local college campuses usually have listings for roommates needed. You may also go online and check at **www.apartmentguide.com** for available apartments in major US cities. Many real estate agencies offer rental locator service. However, be aware that there is usually a “realtor’s fee” for this service. Be sure to ask if there is such a fee before you commit to their assistance.

C. Additional Housing Information

During your hunt for housing, please keep in mind the following factors:

a. Roommates

Since apartments can be expensive to rent alone, you may want to consider sharing with a roommate or roommates. One of your coworkers may be looking for a roommate or may know someone who is looking for similar living arrangements. Community bulletin boards have notices of roommate wanted ads. When selecting roommates be sure to consider their personality, personal habits, how you get along with them and whether their lifestyle and financial situation are stable and similar to yours. Participants traveling in groups might also consider becoming roommates.

b. Furnishings

Most apartments come unfurnished unless you will be subletting or sharing the apartment with someone who already has existing furniture. There are rentals available that are furnished, but usually they are more expensive. In addition, you may rent furniture in the US. You may be able to rent furniture from the following locations:

www.rentacenter.com & www.rentfurniture.com



c. Location

How close is your housing to your job? Can you walk or use the public transportation? How long is the commute? How accessible are stores, banks and additional surrounding? How safe is the neighborhood? Please know the answer to all of these questions before finalizing your housing arrangements.

d. Availability

Ask the landlord how soon you can move into a rental. Please keep in mind you may need to wait until the end or beginning of a month, before you can begin moving in.

e. Renting, Subletting or Sharing

• *Renting* is when you sign a lease or agreement with your landlord for a specific time period.

Be aware that most lease contracts are for one-year occupancy. Be very clear with your landlord in explaining the length of time you would like these accommodations.

• *Subletting* is when you do not sign the lease with the landlord, but instead rent an accommodation from a lease holder.

• *Sharing* is when you live with someone who is already renting an accommodation and you share the expenses with that person.

f. Rental agreements

If you rent or sublet a rental, please make sure that you sign a rental agreement and keep a copy of the document for yourself. Such written contracts should define the terms by which the apartment has been rented. This agreement protects the tenant and the landlord by stating the rental price and the time period that you will reside in the rental accommodation and pay rent. Before you sign any rental agreement, read the contract thoroughly and carefully, asking any questions you may have and keeping in mind that only written information on a rental agreement is legally binding, not verbal.

* Post Arrival Guide (ICEO Placed Participants Only)

Your Post Arrival Guide will serve as your guide to the area and location you will be traveling to, and contain information about housing, transportation, employment and the surrounding area. Please pay close attention to the Post-Arrival Guide for important information. This document will be distributed prior to your departure to the US. The transportation from your Gateway Airport to the Final Destination will be outlined in your Post-Arrival Guide. Please pay close attention to this document as it will serve as your means of contact upon your arrival to the US. You can also contact ICEO with questions regarding transportation at: transportation@iceoinc.org.

Program Funds

A. Sufficient Funds

While on the ICEO Summer Work/Travel Program, it is important that you budget your money wisely. Always make sure you have enough money with you for essentials, such as housing, meals and transportation. ICEO does not have the capability to loan any participant monetary assistance at any time. However, ICEO will do its best to provide you with the necessary resources (within the obligation of a program sponsor) in achieving the necessary assistance needed.

B. Banking

Opening a bank account is one way to ensure that your money will be in a safe place. Since services and fees vary from bank to bank, you may need to check several institutions in order to find the one that best suits your needs. You will need to bring several forms of identification, your passport and Social Security card {W-8BEN form (available at bank)} - used for participants who don't yet have a social security number). Banks offer different types and levels of accounts. Ask what your options may be. You should be aware of the following:

- ` some banks require a minimum balance, in order to maintain your account as active
- ` some banks charge a monthly service fee to maintain your account
- ` most banks have a grace period, once you have opened your account, after which you must wait a certain time period before you may access the money in your account.
- ` most banks offer an Automatic Teller Machine (ATM) card when you open an account. This card is also known as a "debit card." This means that anytime you use the card for withdrawing cash or making a purchase, the amount is deducted from your account. It is wise to keep all receipts of your cash withdrawals and purchase for your records.

C. Credit Cards/Travelers Checks

Credit cards and traveler's checks are widely accepted at service-oriented businesses in the US, for example restaurants and retail stores. Be prudent with the credit card use and be sure to record the check number sequence on your traveler's check in case they are lost or stolen.

D. Cash

The basic unit of measurement in US currency is the dollar (\$). Coins are in the value of .01 or 1 cent, (penny) .05 or 5 cents (nickel), .10 or 10 cents (dime), .25 or 25 cents (quarter) and .50 or 50 cents (half dollar). Bills (notes) are printed in the value of \$1, \$2 (very rare) \$5, \$10, \$20, \$50 & \$100.

E. Sales Tax

Sales tax varies from state to state and city to city they can charge 3-10% of a total bill. In some regions there is no sales tax added to purchases on merchandise or a restaurant bill.

F. Tipping

It is customary to tip service oriented workers about 10-20% of the total bill. This can include: food servers, taxi drivers, hair stylists, valet attendants and others.

G. Accessing Money from Home

There are a couple of ways to access money from your home country.

a. Wire Transfer

This transaction allows you to transfer money from a bank in your home country to a bank in the US. There may be charges involved and the process may take approximately a week. Not all banks offer this service, so please check with the bank in advance.

b. Western Union

A friend, relative or parent can transfer money from your home country to you through a Western Union facility. The process usually takes 15-30 minutes and there is a handling fee, which is based on the amount of money sent.

www.westernunion.com

A. Telecommunication & The Internet

a. Calling Cards

A variety of calling cards can be purchased in supermarkets, convenient stores or gas stations. Always verify the instructions on how to use the card and the call rates to your home country prior to purchasing the card.

b. Collect Calls

If you do not have coins, you may want to charge the call to the recipient (transfer charges). To do this, you first dial "0" and then the area code and number you wish to reach. An operator will offer to help you in case you have difficulties. Let the operator know that you wish to place a "collect call" and give your name. This also applies to international calls though they are very expensive. Some collect call services to consider are: 1.800.COLLECT (265.5328) or 1.800.CALLATT (225.5288).

c. Payphones

Payphones are plentiful, most often on street corners and in public areas. Put your coins (usually 75 cents for a local call) into the slot and listen for a dial tone before dialing; if there is no answer or there is a busy signal, your money will be returned. To make a long-distance call, put the coins in and dial the number; an operator will tell you the cost of the first three minutes and you must then deposit that amount. Long-distance rates are cheaper in the evenings during weekdays and are further reduced between 11pm to 8am and on weekends.

d. Home Phones / Country Codes

Once you are settled in your apartment or house you can obtain a phone line in your home by contacting your local phone company. If you cannot contact them from your home, you must call from a pay-phone, rental office, or a friend's home. Be prepared to provide the person on the phone with information about yourself and your place of residence. Should you have further questions please speak with your landlord.

Country	Code	Country	Code	Country	Code
Argentina	54	Hungary	36	Romania	40
Australia	61	India	91	Singapore	65
Austria	43	Ireland	353	Slovakia	42
Belgium	32	Italy	39	Slovenia	386
Brazil	55	Jamaica	876	South Africa	27
Bulgaria	359	Japan	81	South Korea	82
China	86	Lithuania	370	Spain	34
Costa Rica	506	Mexico	52	Sweden	46
Czech Republic	420	Netherlands	31	Switzerland	41
Denmark	45	New Zealand	64	Thailand	66
Estonia	372	Norway	47	Turkey	90
Finland	358	Peru	51	Uganda	256
France	33	Philippines	63	Ukraine	380
Hong Kong	852	Poland	48	United Kingdom	44

e. Prepaid Cell Phones

You do not have to pay a monthly bill when using a prepaid cell phone. This type of phone can be purchased through a wireless provider in your local area. A prepaid cell phone comes with a refill card, which must be purchased prior to cell phone usage. Once you have purchased a refill card, you must transfer the amount onto your prepaid cell phone to be able to use it. Prices and rates may vary depending on your provider.

US wireless providers: Verizon Wireless (www.verizonwireless.com), AT&T (www.att.com), Sprint (www.sprint.com) etc...

f. Internet Access and Electronic Communication

As you know, the Internet has become an invaluable tool to research information, communicate and stay in touch with family and friends. Sending email messages, communicating via social networks, using instant messaging or web-cam communication are easy ways to keep in touch with others. If you decide not to bring with you one of the variety of Internet access capable devices (laptop, netbook, smart-phone, i-pad, etc.), there are various places and resources where you can rent a computer station. FedEx / Kinko's are open 24 hours a day and they rent out PC/MAC stations for approximately \$24 per hour (www.fedex.com/us/officeprint/main/index.html). Kinko's has stores located all over the US. Another good resource to check into is the local public library in your host-site community. Many public libraries have "media resource rooms" in which you can use computers. Many areas have coffee shops or cafes that have computer stations or Wi-Fi internet access for their customers. There may be a fee or you may need to purchase a beverage or item to have the privilege to use the computer or the internet access. You are encouraged to independently seek out places that offer computer rental stations or Wi-Fi internet access in your local communities.

You may set up free email accounts through a number of websites. A few of the more popular services are:

- * mail.yahoo.com
- * www.hotmail.com
- * www.email.com
- * www.gmail.com

Note:

Please do not ask your employer if you can use company computers for personal purposes, as it is not appropriate, nor is it professional unless there is the employee center, which offers Internet access.



A. Avoiding Troubles

Traveling around the US will bring out the spirit of adventure in you. While the large majority of the American population is friendly, open and willing to help, there are a small percentage of people who will take advantage of other people, especially foreign visitors. As long as you use common sense and take precautions, you can feel confident in exploring areas freely.

Below we recommend a few safety tips:

- ` in crowded areas, such as, airports, train stations or bus terminals always keep your property close to you. Keep valuables close to you or in a concealed place.
- ` do not expose large sums of money in crowded places
- ` remain alert and aware of your surroundings. Thieves and pickpockets target people who seem to be preoccupied and distracted, waiting in a movie line, check-out counter within a supermarket or window shopping.
- ` travel with friends as much as possible
- ` avoid using ATM machines at night, especially if you are alone

B. Drugs

Illegal possession of controlled substances (drugs) in the US is subject to prosecution by law. Although penalties vary from state to state, you may be subject to fines and possible jail time for any possession of drugs or association with people who are dealing/selling (distribution) drugs.

C. Sex

While it is your person business and choice to be sexually active, ICEO feels it is important that you should be aware of some legal boundaries involved when partaking in sexual relations.

- ` mutual consent - both persons must agree to have sex together. Aggressively or even passively forcing another person to engage in sexual activity is considered a violation of US law and termed, Rape. Specific laws regarding “mutual consent” relative to sexual relations will vary from state to state.
- ` sex with minors - minors are people under the age of 18. An adult is considered any person 18 years of age or older. When an adult has sex with someone under the age of 18 it is considered a violation of US law and termed, Statutory Rape. While the under-aged person may have had consensual sex with the adult, it is the responsibility of both parties to know the age of the other person they are engaging in sexual activity with.

Above all, please act responsibly and safe should you choose to be sexually active.

no means no - listen !

D. Alcohol

The legal drinking age in the US is 21 years of age and older.

In many cases if you purchase or are served alcoholic beverages, you will be asked to prove that you are of legal drinking age. Identification with a photo will be required. Be aware if you live and work in a resort area, there may be strict laws pertaining to alcohol consumption. For example, specific times of the day or week in which alcohol can be either purchased or consumed.

Over the years in the US, there has been intense focus and concern regarding drinking alcoholic beverages and the operation of a moving vehicle. There are many alcohol-related traffic deaths every year and therefore, we ask that you **Do Not Drink and Drive!** Should you choose to do so, the Police have a legal right to charge you with “Driving While Intoxicated” (DWI) or “Driving Under the Influence” (DUI).

It is very wise to appoint, what Americans refer to as a “Designated Driver,” so that this person travels with you, to wherever it is you are traveling, and does not consume alcohol, therefore, may operate a moving vehicle. This is the best way for you to ensure, not only your own safety, but the safety of those around you as well.

E. Laws etc...

If you break the law you will face the consequences of your illegal actions, just as you would in your home country. Please think before you act and avoid getting in trouble for the following:

- ` underage drinking
- ` consuming alcohol in public places
- ` possession of drugs
- ` disturbing the peace
- ` disorderly conduct
- ` vandalism of property
- ` shoplifting or theft
- ` using false identification
- ` harrassment

F. Circumstances

If you get in trouble with the law, you can call ICEO for limited assistance. Please keep in mind that if you break the law, ICEO cannot be held accountable for your actions. You are legally and financially responsible for your actions should you choose to violate any US law. If you are arrested for any crime you should know your rights:

- ` you have the right to remain silent and refuse answering all questions if you choose
- ` no person accused of a crime may be forced to confess or give evidence against themselves
- ` you have the right not to be searched unless the police authorities have a search warrant or reasonable doubt to think a law has been violated
- ` you have the right to be represented by a lawyer and to be provided with a lawyer to represent you if you cannot afford to hire one

- ` you are entitled to be released from jail upon posting of a bail bond - money paid to ensure that the person reports for trial - set by the court while you await trial
- ` you are entitled to a fair trial conducted according to the rules of evidence and court procedures
- ` you are presumed innocent until proven guilty - at the court trial, it is the job of the prosecution to prove your guilt beyond a reasonable doubt

Should you be found guilty you may face one or multiple consequences:

- ` monetary fine
- ` jail time
- ` community service
- ` deportation

dial 911 for emergencies

Should you be a victim or a witness to a crime, please dial 911 for assistance. Contact ICEO once you have contacted emergency services at: 1.877-ICEOINC.

A. Airplane

The most efficient way of travel in the US is by air. Air tickets can be expensive, so it is important to be resourceful and search for the best possible airfare. A great source is the Internet, which holds websites like **www.travelocity.com**, **www.orbitz.com**, and **www.expedia.com**. In addition to the websites mentioned above, you may also visit the websites of airline companies directly, for instance, American Airlines, United Airlines, Delta Airlines, Southwest Airlines, Jet Blue and STA Travel, which specializes in air tickets for students (**www.STAtravel.com**).

B. Train

Amtrak is the national railway system in the US. In order to obtain more information regarding travel in the US by Amtrak please visit their webpage: **www.amtrak.com** or call 1.800.872.7245.

C. Bus

Greyhound is a major nationwide bus company with routes throughout the continental US. In order to obtain more information regarding travel in the US by Greyhound, please visit their webpage at: **www.greyhound.com** or call 1.800.231.2222.

www.amtrak.com
www.greyhound.com

D. Car Rental

There is a minimum age requirement of 21 or 25, in order, to rent a vehicle in the US. All requirements will vary from rental agency to rental agency, possible requirements are: valid international/US drivers license, an additional form of identification (passport) and a major credit card. In addition to the fee you will be charged to rent the car, there are also other fees that you may incur;

1. insurance- this will provide you with insurance coverage on your rental car, should you get in an accident, 2. gas - you will be responsible for gas and ensuring that the car has the same amount of gas when you return it as it had when you drove it away.

E. Bicycle

A bicycle can be purchased through your local retail store (new bicycles) or a second hand store (used bicycles). Used bicycles are usually less expensive than a new bicycle. Prices will vary greatly.

F. Buying a 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 a DMV.

You must obtain an International Driver's License in your home country.

a. Where to buy and sell

You can avoid paying a commission at used car lots by purchasing/selling a car independently. If you are looking for a used car, check the following:

- ` local newspaper classified ads
- ` "for sale" signs posted in car windows
- ` flyers posted in supermarkets, corner stores and automotive shops specializing in independent car sales. You may also obtain an "Auto Trader" and "Swap Sheet" by calling 1-800-724-0881. They have offices throughout the US, which is convenient if you would like to sell the car in an area other than where it was purchased.

b. Inspection

A used car should be inspected carefully before you make a decision to purchase it. If you are familiar with automobiles, test drive and inspect the car yourself, or bring someone along who can help. As an alternative, some service (gas) stations can perform a "pre-purchase check" for approximately \$50. They can tell you if any repairs need to be made and how much those repairs would cost.



www.cars.com
www.autotrader.com

c. Registering the car

When you purchase the car you will need to register it with the Department of Motor Vehicles located in the State which you are residing. To register your car you will need the following:

- ` the title which has been signed over to you for ownership
- ` the bill of sale from the seller
- ` a valid international driver's license
- ` proof of insurance coverage

The costs involved with registering a car varies from state to state and can range from \$50 to \$100 +. This does not include the cost of insuring the car, which may be quite expensive.

d. Average cost

Depending on the model, make and condition, a used car can be purchased for a few thousand dollars. Always call a bank to ask for the "blue book" value for the make and model of the car you are interested in or check it online: www.kbb.com. This is the webpage for Kelly Blue Book, which is used in the US as a reference point for the current value of vehicles. You should also factor in the cost of gas when purchasing a vehicle. The current price of gasoline ranges from \$2.60 to more than \$4.00 per gallon depending on the state and city you are in. Average cars can drive between 8-40 miles per gallon. Pay attention to the "miles per gallon" a car gets as this can greatly affect your overall expenses.

e. Auto insurance

Your health insurance may cover you for any injuries sustained during a car accident, but is required to purchase automobile insurance, as well.

Note: *You should make sure your automobile insurance coverage insures you against liability. If you are responsible for an accident and do not have this, you could be held responsible for harm to your car, and harm or damage to another car or individual. US companies offering reasonably priced, short-term auto insurance for non-residents are rare, so you might want to look into obtaining coverage from a company in your home country. It may be possible to purchase a short-term policy from a private insurance company.*

www.geico.com
www.progressive.com

f. Driving rules

Police and State Highway Patrol officers enforce driving laws to ensure safety on the road. Please be aware of the following rules:

- ` speed limit - the speed limit in cities, town centers and congested areas is usually 20 to 35 miles per hour. Usually there are signs indicating the speed limit. The maximum speed limit on the highways is usually 55 to 75 miles per hour, depending upon the state. Laws against speeding are strictly enforced, in order to prevent reckless driving, accidents and loss of life.

- ` accidents - most accidents, especially those involving personal injury or property damage, must be reported to the nearest police station within 24 hours. In addition, you must always stop and make sure the person and car are ok, should you be involved in an car accident, even if it looks like there is no damage to the other car. Should you not stop you could be charged with “hit-and-run.”
- ` traffic lights - most state laws permit motorists to turn right on a red light, after first stopping to check for traffic, unless otherwise specified. Should a light be turning from Yellow to Red, please slow down and stop before the cross-walk. Running a red light is a very serious offense and carries monetary consequences.
- ` tickets/infractions - you are fully responsible for paying all tickets you receive during your program and showing up to court, if prompted.

Extra Reference

A. Postage

The general rate for US domestic postage is \$.44 (for letters weighing less than 1 oz.) You may search for further United States Postal Service online at: **www.usps.gov** or call 1.800.275.8777.

B. Metric Conversions

In the US the non-metric system is utilized. Below are the major metric equivalent conversions:

- ` 1 mile = 1.6 kilometers
- ` 1 yard = 91.4 centimeters (3 feet)
- ` 1 foot = 30.48 centimeters
- ` 1 inch = 2.54 centimeters
- ` 1 pound = .45 kilograms
- ` 1 ounce = 28.35 grams
- ` 1 gallon = 3.79 liters
- ` 1 quart = .95 liters

C. Temperature

In the US the temperature is expressed using Fahrenheit degrees. Below are a few examples of Celsius conversions from Fahrenheit:

- ` 32 degrees Fahrenheit = 0 degrees Celsius
- ` 68 degrees Fahrenheit = 20 degrees Celsius
- ` 95 degrees Fahrenheit = 35 degrees Celsius

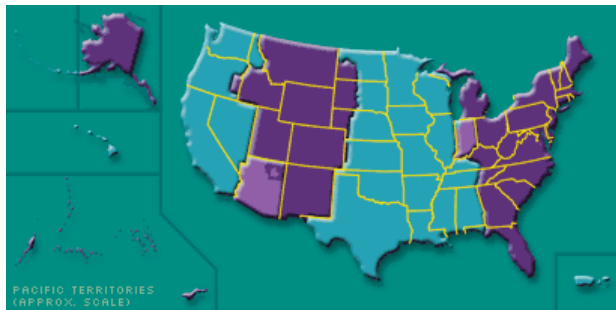
D. Electricity

Please bring appropriate adapter or converter for your electrical equipment. Keep in mind that US electrical appliances use 110 volts.



E. Time Zones

The Continental US is divided into four time zones: Eastern, Central, Mountain and Pacific.



Eastern: 12:00 noon - Central: 11:00am - Mountain: 10:00am - Pacific: 9:00am

F. Holidays

There are many holidays in the US, however, below you will find major holidays:

- ` **New Year's Day - Jan 1st**
- ` *Martin Luther King Jr. Day - Jan 17th*
- ` **President's Day - February 21st**
- ` **Memorial Day - May 30th**
- ` **Independence Day - July 4th**
- ` **Labor Day - September 5th**
- ` *Columbus Day - October 10th*
- ` *Halloween - October 31st*
- ` **Thanksgiving - November 24th**
- ` **Christmas - December 25th**

Holidays in **Bold** are celebrated by everyone.

G. Cross Cultural Activities

There will be a number of cross-cultural activities available for you near ICEO host employers and ICEO will organize and or provide to you the proper information to attend those available activities. The purpose of the cultural activities are to enrich your program experience and allow you to gain additional experience with American customs and cultures.

Please check **www.iceoinc.org** for more information.

www.cityguide.com

H. 30-day Travel Period (Grace Period)

In most of the cases, you are allowed to stay in the US for up to 30 days beyond the end date listed on your DS - 2019 form, in order, to travel. You may not work after that date; however, this travel period is intended for domestic travel in the US. If you travel to Mexico, Canada or other countries during this 30 day optional travel period, you will not be allowed to re-enter the US with your J-1 visa.



Health Care and Insurance

As a participant of the ICEO Summer Work/ Travel Program you will receive health/travel insurance issued by an insurance provider meeting the requirement of the cultural exchange program regulations. This insurance however will not cover any pre-existing condition, so please make sure you have all your health-related issues solved before traveling on the program. When you visit a doctor of any type of practice you will have to pay what is termed a “deductible,” meaning that each time you visit you will have to pay a flat amount before your visit can begin. This amount will vary, but never exceed \$500.

Your insurance card, which is a part of your insurance documents, should be presented each time you visit a doctor. Detailed information regarding your insurance may be found in your insurance materials



Health and Accident Insurance

You may review your insurance documents online at <http://www.esecutive.com/myinsurance> by logging in with your name, date of birth and policy number

After logging in, you can view and print:

- ID Card and Claim Form
- Insurance Information Brochure with information about coverage, emergency numbers, what to do in case of a claim and frequently asked questions

www.esecutive.com/myinsurance

A. Reconfirming Return Flight

You must reconfirm your flight with the airline to ensure you can get a seat. Please call the airlines at least two weeks before your scheduled departure date for all information.

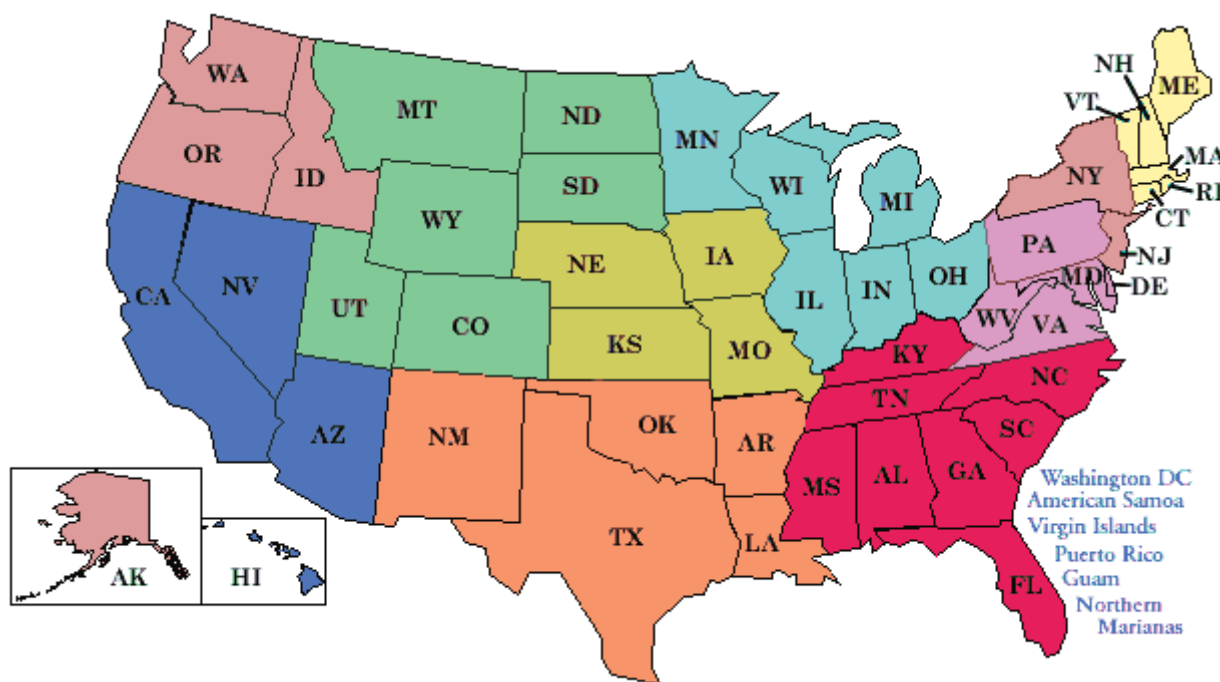
B. Changing Return Flight

Should you need to adjust your return ticket home please call the travel agent who booked your ticket.

C. After Returning Home

At the end of your ICEO Summer Work/Travel Program, you will have many memories, a full address book and the confidence that you handled the challenges and opportunities you faced during your program. For many people, readjusting to life in their own country is just as complicated as their adjustment to life in the US. When you travel abroad, you may expect things to be different and they are. However, having difficulty readjusting to the familiar surroundings of your home country can come as a surprise. You may return home expecting things to be just as you left them, however, while you were away two things may have happened: 1. all of your friends and family (who didn't participate in the program) have continued with their lives, so things will not be just as you left them, and 2. after living in a new culture, you may have formed new ideas and have returned home a slight different person with a new outlook on certain matters. Remember that traveling abroad and taking part in a program, such as this, is an extraordinary experience and your perspective on the world has changed once you've taken part.

United States Map



At the end of your program we would like to ask you to complete the Final Program Evaluation Survey, which is available online at: <http://www.iceoinc.org/index.php?id=4212>

You could also mail the hardcopy of the form, which is available at the end of the handbook, to:

ICEO
Attn: Work & Travel Program Manager
11931 Foundation Place, Ste. 220
Gold River, CA 95670

We are looking forward to hearing your opinion, comments and evaluation of our program.



The form is titled "iceo" with the tagline "A New Era in Cultural Exchange". It is for the "International Cultural Exchange Organization Inc. Work & Travel Final Evaluation 2005". The form is divided into three main sections: Participant Information, Employer Information, and Employment. The Participant Information section includes fields for DS 2019 #, Social Security #, Last Name, First Name, Middle, Country of Citizenship, Date of Birth (day/month/year), Home Mailing Address, Address, City, Province, Zip Code, Country, Telephone, and Email. The Employer Information section includes fields for Employer Name, Address, City, State, Zip Code, Name of Supervisor, Title, Telephone, Fax, and Email. The Employment section includes fields for Start date of employment in U.S. (month/day/year), End date of employment in U.S. (month/day/year), Beginning employment position, wage \$ per hour, Ending employment position, wage \$ per hour, Did you have any additional jobs other than the one provided to you by ICEO? (yes/no), If yes, please indicate how many positions you held? (1, 2, 3, 4+), Did you complete the entire program with your first employer? (yes/no), If no, please indicate why, and Additional Comments.

iceo
A New Era in Cultural Exchange
International Cultural Exchange Organization Inc. Work & Travel Final Evaluation 2005

Participant Information

DS 2019 # _____
Social Security # _____

Last Name: _____
First Name: _____ Middle: _____
Country of Citizenship: _____ Date of Birth (day/month/year): ____/____/____
Home Mailing Address
Address: _____ City: _____
Province: _____ Zip Code: _____ Country: _____
Telephone: () _____ Email: _____

Employer Information

Employer Name: _____
Address: _____
City: _____ State: _____ Zip Code: _____
Name of Supervisor: _____ Title: _____
Telephone: () _____ Fax: () _____
Email: _____

Employment

Start date of employment in U.S. (month/day/year): ____/____/____
End date of employment in U.S. (month/day/year): ____/____/____
Beginning employment position: _____ wage \$ per hour: _____
Ending employment position: _____ wage \$ per hour: _____
Did you have any additional jobs other than the one provided to you by ICEO? ☐ yes ☐ no
If yes, please indicate how many positions you held? ☐ 1 ☐ 2 ☐ 3 ☐ 4+
Did you complete the entire program with your first employer? ☐ yes ☐ no
If no, please indicate why: _____
Additional Comments: _____

International Cultural Exchange Organization Inc. www.iceoinc.org

Thank you for helping us improve the
ICEO Summer Work/Travel Program !

Leaving and Returning to the US during the Program

- a. Option 1: if you are in the Sacramento/Gold River, California area, you may call ICEO to schedule an appointment to have your DS - 2019 form signed and obtain a "Letter of Good Standing." You must have your passport for identification purposes in order to receive a signature.
- b. Option 2: mailing your DS - 2019 form preferably 3 WEEKS BEFORE you travel and please pay attention to the following:

- ` clearly complete the form attached to this handbook (Travel Request Form) and submit along with all required documents.

- ` include a prepaid self-addressed, certified/delivery confirmation envelope via UPS, FedEx, DHL or USPS. You will need to include this in your package, in order, for ICEO to return your DS - 2019 form to you.

- ` please address your prepaid envelope and send your package to:

**ICEO
Attn: Work & Travel Director
11931 Foundation Place Ste. 220
Gold River, CA 95670**



Upon your return to the US, the Immigration Officer will ask to see your signed DS - 2019 form and "Letter of Good Standing" to prove that you are allowed to re-enter the country. Your new I-94 card will then be validated with new dates.

In addition, please note that signatures placed on your DS - 2019 form for travel purposes are done so with the intent you are traveling for a valid reason and not to an undisclosed location. Considering many other countries require visiting visas it is recommended to check the rules and regulations of the country you will be traveling to - <http://travel.state.gov/> .



A New Era in Cultural Exchange

International Cultural Exchange Organization Inc.

Travel Request Form

Signature Request for DS-2019 for Travel Purposes

This form is to be completed by all J-1 exchange visitors if you will need to re-enter the United States after a temporary absence but before your program end date. This form is required if you do not already have a recent travel signature on your ICEO issued DS-2019.

In order to re-enter the United States after travel to another country you will need:

- A valid U.S. J-1 entry visa
- A Passport that is valid for at least 6 months beyond the end date of your DS-2019
- A DS-2019 form, signed for travel by the Responsible Officer or Alternate Responsible Officer

Note: the U.S. Customs and Border Protection (CBP) official at the port of entry may request additional information. It is helpful to have evidence of the financial support listed on section #5 of the DS-2019 form.

This form MUST be received by ICEO with all required attachments (listed in #10 below) at least 10 DAYS PRIOR TO YOUR DEPARTURE.

1. Student's Name _____
2. DS-2019 Number _____
3. Approximate Date of Departure from the U.S. _____
4. Approximate Date of Return to the U.S. _____
5. Destination (city and country) _____
6. Current Passport Expiration Date _____
7. Current J-1 Visa Program End Date _____
8. Telephone number where you can be reached when your DS-2019 is ready

9. Email Address _____
10. Please place a check below AFTER you attach the following item to this form:
Current and ORIGINAL DS-2019 Form (not a photocopy)
A copy of the most recent I-94 Arrival / Departure Record you received the last time you entered the U.S. (a small white card, usually stapled inside your passport.)
Prepaid self addressed envelope for the return of your document(s).

Signature of Exchange Visitor

Date

International Cultural Exchange Organization Inc.

Updated 8.2010

11931 Foundation Place, Suite 220, Gold River, CA 95670, Phone: 916.985.4826 / Fax: 916.985.9922 / www.iceoinc.org



ICEO Summer Work / Travel Program Participant Compliance Checklist

1. Before departure

- a. Confirm your arrival date with ICEO

As soon as you confirm your flight arrangements please e-mail your flight information to ICEO at report@iceoinc.org

2. Within 10 days of arrival

There is a very important program related task you must complete within 10 days of your arrival in the United States but no later than 30 days of your program start date as indicated on your DS-2019 Form.

Register in SEVIS

You are able to provide ICEO with information necessary for your registration in the SEVIS by either calling ICEO at **1-877-ICEOINC (877.423.6462)** or by completing an online form at:

<http://www.iceoinc.org/index.php?id=411>

3. Within 30 days of your arrival

- a. Contact ICEO to confirm your program status by calling **1-877-ICEOINC (877.423.6462)** or respond to the e-mail entitled: **IMPORTANT Message from ICEO: MANDATORY Monthly Activity Report**. This e-mail will be sent to you from ICEO approximately 30 days from your program start date.

- b. Complete Monthly Activity Report: <http://www.iceoinc.org/index.php?id=4211>

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

- a. Contact ICEO to confirm your program status by calling **1-877-ICEOINC (877.423.6462)** or respond to the e-mail entitled: **IMPORTANT Message from ICEO: MANDATORY Monthly Activity Report**. These e-mails will be sent to you from ICEO approximately 60, 90 and 120 days from your program start date.

- b. Complete Monthly Activity Report: <http://www.iceoinc.org/index.php?id=4211>

5. The end of your program

- a. Please inform ICEO by sending an e-mail to: report@iceoinc.org with your departure date from the United States. ICEO will update your SEVIS record accordingly to indicate your program completion.

- b. Complete Summer Work / Travel Program Final Evaluation:

<http://www.iceoinc.org/index.php?id=4212>



ICEO Summer Work / Travel Program Participant Compliance Checklist

6. Changing Address

Every time you change your address you must notify ICEO within 10 days of the change. You can either call ICEO at **1-877-ICEOINC (877.423.6462)** or complete an online form at: <http://www.iceoinc.org/index.php?id=412>
ICEO will update your SEVIS record accordingly. Failure to inform ICEO of the address change may result in ICEO terminating your program.

7. Changing Employers / Adding Additional Employers

Every time you intend to change employers during your stay in the United States, you must notify ICEO immediately. You must provide ICEO with the following information prior to beginning work for the new employer: Address, City, State, Zip Code, Company Name, Company Contact, Title, Phone Number and Email Address.

You can either call ICEO at **1-877-ICEOINC (877.423.6462)** or complete an online form at:

<http://www.iceoinc.org/index.php?id=413>

ICEO will complete a background check of the employer and provide you with an email notification upon approval. This process may take 10 business days. If ICEO finds the employer not suitable for your program placement we will inform you via phone/email. Should you choose to continue and start working for this employer without the approval of ICEO, your sponsorship provided by ICEO will be revoked. Your new employer must also complete and sign the Employment Confirmation Letter (the blank form is included at the end of the participant handbook or available through ICEO) and provide ICEO with all the other requested documents and information (the list of required information and documents is included in the Employment Confirmation Letter) as a part of the approval process.

If you decided to have additional employers, you must also notify ICEO. The notification and approval process is the same as when changing employers. You can either call ICEO at **1-877-ICEOINC (877.423.6462)** or complete an online form at:

<http://www.iceoinc.org/index.php?id=414>

8. Traveling outside of the United States during the program

You are required to submit a travel request form for all travels where you will be departing and re-entering the United States within your program dates. Travel duration should not exceed 30 days. You must be in good standing on the ICEO Program.

To submit a travel request, you must mail your documents to ICEO at least 2 weeks prior to your trip. Documents to be sent to ICEO include:

- ORIGINAL DS-2019 Form
- Copy of I-94 Card
- Complete Travel Request Form (the form is included in Participant Handbook)
- Prepaid / Self-addressed Envelope (for the return of your DS-2019 Form)

If your travel request is within four months of previous travel authorization, please contact ICEO at **1-877-ICEOINC (877.423.6462)** or report@iceoinc.org prior to sending any documents to ICEO.

9. Early program completion

If you decided to finish your ICEO Program 30 or more days before the program end date as indicated on your DS-2019 Form, please inform ICEO by sending an e-mail to: report@iceoinc.org with your departure date from the United States. ICEO will update your SEVIS record accordingly to indicate your program completion.

You can also call ICEO at **1-877-ICEOINC (877.423.6462)**.



International Cultural Exchange Organization Inc.

11931 Foundation Place, Suite 220 Gold River, CA 95670
Phone: (916) 985.4826 / Fax: (916) 985.9922 / www.iceoinc.org

Employment Confirmation Letter ---- Summer Work/Travel Program 2011/2012 (Page 1 of 2)

Host Company Information ----- Program Dates: (month/day/year) ____/____/____ to ____/____/____

Host Company: _____

Contact Name: _____ Title: _____

Email: _____ Website: _____

Fed. Tax ID # (FEIN): _____ State Tax ID #: _____

Worksite Physical Address: _____

City: _____ State: _____ Zip Code: _____

Phone: () _____ Fax: () _____

Employment Details ----- Additional employment information to be attached

Job Title: _____ Average Hours (per week): _____

Job Description: _____

Wage (per hour): _____ Is this a tipped position?: ☐ Yes ☐ No Overtime Details: _____

Pre-employment drug test required?: ☐ Yes ☐ No Pay schedule: ☐ weekly ☐ bi-weekly other: _____

*Please attach any additional employment document(s) required to be signed by the ICEO Participant prior to accepting this offer and include full job description, dress code and grooming policy (if applicable).

Host Company

The ICEO Participant named below has been offered a temporary position with our company and the salary and other items are commensurate with those of his/her US counterparts. I understand that ICEO will contact me to confirm the details above.

Print Name: _____ Title: _____

Signature: _____ Date: ____/____/____

ICEO Participant Information – Desired Program Dates: (month/day/year) ____/____/____ to ____/____/____

Last Name: _____ Date of Birth: ____/____/____

First: _____ Middle: _____

Physical Address: _____

University: _____ Major: _____

Country: _____ Email: _____ @ _____

Home Phone: (country code) (city code) _____ Cell Phone: (country code) (city code) _____

ICEO Participant

By signing below, I indicate my understanding and agreement with the following terms:

Any position offered to me is not a firm, irrevocable offer and may be revoked at any time before I commence employment. I will be an employee-at-will of the company listed above and NOT an employee of ICEO. My employment relationship may be terminated at any time by the host company. The terms above are general in nature and my hours and duties are subject to change. I will work for a period that will not exceed the end date on my DS 2019 form. If I wish to change my host company, ICEO must approve my new employment position prior to me accepting it. I will adhere to all ICEO rules regarding program participation and all the terms and conditions of my employment with the host company. Should I change jobs without receiving prior permission from ICEO or if I violate any other ICEO rules, ICEO may terminate its sponsorship of my program and I will be required to return to my home country.

Print Name: _____

Signature: _____ Date: ____/____/____

Employment information has been verified by International Cultural Exchange Organization, Inc.

Name of ICEO Representative

Signature of ICEO Representative

Date



**ICEO USA Summer Work/Travel Program
Host Company Terms and Conditions**

1. I certify that _____

_____(Host Company):

a. has sufficient resources, plant, equipment and trained personnel available to provide employment opportunities for ICEO USA Summer Work / Travel Program participants;

b. will actively participate in selection of participants for available employment positions offered to ICEO USA Summer Work / Travel Program participants and accept only participants for the offered positions who in our opinion are suitable to be employed by us (ICEO Participants);

c. will provide appropriate supervision to ICEO Participants;

d. will provide ICEO Participants the number of hours of paid employment per week as identified on the first page of this Employment Confirmation Letter Form (ECLF);

e. will pay those ICEO Participants eligible for overtime worked in accordance with applicable state or federal law;

f. will notify ICEO promptly when ICEO Participants arrive at the work sites to begin their programs; when there are any changes or deviations in the job placements during the ICEO Participants' programs; when ICEO Participants are not meeting the requirements of their job placements; or when ICEO Participants leave their position ahead of their planned departure; and

g. will contact ICEO immediately in the event of any emergency involving ICEO Participants or any situation that impacts the welfare of ICEO Participants.

2. Host Company will provide ICEO with A copy of our current Workman's Compensation Insurance Policy or equivalent in each state where ICEO Participants will be placed or, if applicable, evidence of that state's exemption from requirement of such coverage.

3. Host Company will be available to make direct contact in person or by telephone with ICEO to verify the business owners'/managers' names, telephone numbers, email addresses, street addresses, and professional activities; Host Company will also be available to host a work site visitation when requested by ICEO.

4. Host Company (A) will sign a completed Page 1 of this ECLF for each ICEO Participant to confirm employment position and conditions offered to each ICEO Participant and to verify

that placements offered by Host Company are appropriate and consistent with the objective of Summer Work / Travel Program and meet all the Summer Work / Travel Program requirements; (B) will be available to confirm, either by phone or in-person and by sending a confirmation e-mail to ICEO, the placements of all ICEO Participants before the participants may start work, at a minimum, by verifying the terms and conditions of employment and providing required information about Host Company.

5. Host Company will abide by all Federal, State and local occupational health and safety laws.

6. Host Company will abide by all ICEO USA Summer Work / Travel Program rules and regulations set forth by ICEO.

7. Host Company will comply with regulations set forth in 22CFR62.32 and with any additional terms and conditions governing Exchange Visitor Program that US Department of State or ICEO may from time to time impose.

8. I acknowledge that the maximum duration of each ICEO Participant's employment cannot exceed the program dates indicated on ICEO Participant's DS-2019 Form and that the compensation given to the ICEO Participant must at a minimum be the prevailing local wage, which must meet the higher of either applicable State or the Federal minimum wage requirements, including payment of overtime.

9. I certify that Host Company is not a staffing agency and that Host Company controls each ICEO Participant's work location and supervises, manages and pays each ICEO Participant.

10. I certify that Host Company has not received any payment or incentive to accept ICEO Participants for job placements.

11. Host Company shall not collect or withhold from ICEO Participants any fees, costs or expenses except as specifically set forth in Appendix 1.

12. I acknowledge the following is a list of prohibited employment positions for ICEO Participants and Host Company will not place any ICEO Participant in any of the following employment positions:

a. Any position in the adult entertainment industry

b. 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

c. Sales positions that require participants to purchase inventory that they must sell in order to support themselves

d. Domestic help positions in private homes (e.g., child care, elder care, gardener, chauffeur)

e. Pedicab or rolling chair drivers or operators
f. Operators of vehicles or vessels that carry passengers for hire and/or for which commercial drivers licenses are required

g. Any position related to clinical care that involves patient contact

h. Any position that could bring notoriety or disrepute to the Exchange Visitor Program

i. Any position in a staffing agency

j. Any position ICEO deems inappropriate

I, the undersigned, hereby represent that I have the full power and authority to bind Host Company to the terms and conditions of this document, and this document has been ratified, accepted by and shall be binding on the Host Company.

Host Company Name

Name: _____

Title: _____

Signature: _____

Date: _____

Appendix 1. Housing and Miscellaneous Paycheck Deductions

Is the housing provided? ☐ yes ☐ no

1. If the housing for ICEO Participants is provided by the Host Company, please include the following information when returning a signed version of ECLF:

a. Entire Cost of housing per participant per month including:

i. Rent

ii. Security Deposit

iii. Utilities

b. How are the above fees collected?

c. Conditions of housing

i. Number of persons per room

ii. Type of accommodation

iii. Address

d. Copy of the lease or sublease agreement to be signed by ICEO participant (if applicable)

2. Please list all additional paycheck miscellaneous deductions including transportation, uniforms, licensing, health cards and others.

*Please attach additional information if needed



A New Era in Cultural Exchange

International Cultural Exchange Organization Inc. Work & Travel Final Evaluation

Participant Information

DS 2019 # _____

Social Security # _____

Last Name: _____

First Name: _____ Middle: _____

Country of Citizenship: _____ Date of Birth (day/month/year) : _____/_____/_____

Home Mailing Address

Address: _____ City: _____

Province: _____ Zip Code: _____ Country: _____

Telephone: () _____ Email: _____

Employer Information

Employer Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Name of Supervisor: _____ Title: _____

Telephone: () _____ Fax: () _____

Email: _____

Employment

Start date of employment in U.S. (month/day/year): _____/_____/_____

End date of employment in U.S. (month/day/year): _____/_____/_____

Beginning employment position: _____ wage \$ per hour: _____

Ending employment position: _____ wage \$ per hour: _____

Did you have any additional jobs other than the one provided to you by ICEO? ☐ yes ☐ no

If yes, please indicate how many positions you held? ☐ 1 ☐ 2 ☐ 3 ☐ 4+

Did you complete the entire program with your first employer? ☐ yes ☐ no

If no, please indicate why: _____

Additional Comments: _____

Employment Cont...

How many hours per week did you work? ☐ 5-10 ☐ 11-20 ☐ 21-30 ☐ 31-40 ☐ 40+

How much money did you earn per week (before deductions)?

☐ Less than \$50 ☐ \$50-\$150 ☐ \$150-250 ☐ \$250-\$350 ☐ \$350-\$450 ☐ \$450-\$550 ☐ \$550-\$650 ☐ More than \$650

What were your total earnings during the Work & Travel Program (before deductions)?

☐ Less than \$500 ☐ \$500-\$1500 ☐ \$1500-2500 ☐ \$2500-\$3500 ☐ \$3500-\$4500 ☐ \$4500-\$5500 ☐ \$5500-\$6500 ☐ More than \$6500

How many weeks did you work during the program?

☐ 1-2 ☐ 3-4 ☐ 5-6 ☐ 7-8 ☐ 9-10 ☐ 11-12 ☐ More than 12

Additional Comments: _____

Housing

Did you follow your Post Arrival Guide to find housing? ☐ yes ☐ no

If yes, was it useful in your search? ☐ yes ☐ no

How many weeks did it take you to find permanent housing?

☐ 1-2 ☐ 3-4 ☐ 5-6 ☐ 7-8 ☐ 9-10 ☐ 11-12 ☐ I stopped looking

Did you utilize ICEO's Regional Rep. Assistance for housing? ☐ yes ☐ no If yes, how many weeks did it take to receive your housing?

☐ 1-2 ☐ 3-4 ☐ 5-6 ☐ 7-8 ☐ 9-10 ☐ 11-12

How long did you stay in your temporary housing before moving to permanent housing (in weeks)?

☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ I stayed in the temporary housing location for the entire program

What type of accommodations did you stay in during the program?

☐ Employer housing ☐ Apartment ☐ Hotel/Motel ☐ Hostel ☐ Other _____

What was the cost of your accommodations per month (if you shared housing please just provide what your share of rent was)?

☐ Less than \$100 ☐ \$100-\$150 ☐ \$150-200 ☐ \$200-\$250 ☐ \$250-\$300 ☐ \$300-\$350 ☐ \$350-\$400 ☐ More than \$400

What was the distance from your accommodations to your employer?

☐ Less than 5 minutes ☐ 5-10 minutes ☐ 10-15 minutes ☐ 15-20 ☐ 20-25 ☐ More than 25 minutes

Additional Comments: _____

Please rate the following questions on a scale of 1 - 4 (1 - poor, 2 - ok, 3 - good, 4 - great)

1. How would you rate ICEO's Summer Work/Travel Program as a whole? ☐ 1 ☐ 2 ☐ 3 ☐ 4

Please provide any comments you may have: _____

2. How would you rate ICEO's overseas recruiting partner? ☐ 1 ☐ 2 ☐ 3 ☐ 4

3. How would you rate the Embassy process before you arrived to the US? ☐ 1 ☐ 2 ☐ 3 ☐ 4

4. How would you rate your home country agency's international air flight assistance? ☐ 1 ☐ 2 ☐ 3 ☐ 4

5. How would you rate your international flight to the US? ☐ 1 ☐ 2 ☐ 3 ☐ 4

6. How would you rate the Post Arrival Guide provided by ICEO? ☐ 1 ☐ 2 ☐ 3 ☐ 4

7. How would you rate the transportation from the airport to your host site destination? ☐ 1 ☐ 2 ☐ 3 ☐ 4

8. How would you rate ICEO's employer? ☐ 1 ☐ 2 ☐ 3 ☐ 4

9. How would you rate your orientation? ☐ 1 ☐ 2 ☐ 3 ☐ 4

10. How would you rate ICEO's residents and local office assistance? ☐ 1 ☐ 2 ☐ 3 ☐ 4

11. How would you rate ICEO's emergency assistance system? ☐ 1 ☐ 2 ☐ 3 ☐ 4

12. How would you rate communication with ICEO's regional team? ☐ 1 ☐ 2 ☐ 3 ☐ 4

13. How would you rate ICEO's headquarter staff service? ☐ 1 ☐ 2 ☐ 3 ☐ 4

14. How would you rate the housing arrangements and assistance? ☐ 1 ☐ 2 ☐ 3 ☐ 4

15. How would you rate your summer job? ☐ 1 ☐ 2 ☐ 3 ☐ 4

16. How would you rate the atmosphere in your work place? ☐ 1 ☐ 2 ☐ 3 ☐ 4

17. How would you rate your experience during the ICEO Summer Work/Travel Program? ☐ 1 ☐ 2 ☐ 3 ☐ 4

18. How would you rate the increase in your knowledge of the US, upon completion of the program? ☐ 1 ☐ 2 ☐ 3 ☐ 4

19. How would you rate the entire administration of the ICEO Summer Work/Travel Program? ☐ 1 ☐ 2 ☐ 3 ☐ 4

20. How would you rate the cross-cultural activities available during your program? ☐ 1 ☐ 2 ☐ 3 ☐ 4

Please rate the following questions on a scale of 1 - 4 (1 - poor, 2 - ok, 3 - good, 4 - great)

21. What is the most important thing you have gained from participating in the ICEO Summer Work/Travel Program? _____

22. Would you like to take part in the ICEO Summer Work/Travel Program again? ☐ 1 ☐ 2 ☐ 3 ☐ 4

23. Would you use the same overseas recruitment agency in your home country? ☐ 1 ☐ 2 ☐ 3 ☐ 4

24. Would you recommend the ICEO Summer Work/Travel Program to other students in your home country? ☐ 1 ☐ 2 ☐ 3 ☐ 4

25. Would you say taking part in the ICEO Summer Work/Travel Program was a valuable experience? ☐ 1 ☐ 2 ☐ 3 ☐ 4

26. Please list 3 things that you would change about the ICEO Summer Work/Travel Program and why:

1. _____

Why: _____

2. _____

Why: _____

3. _____

Why: _____

**Thank you for helping us in improving the
program for you and your fellow students !
We look forward to seeing you again.**

Participant's Name: _____

Signature: _____ Date (day/month/year): _____/_____/_____

This form should be returned to:

International Cultural Exchange Organization Inc.

11931 Foundation PL., Suite 220 Gold River, CA 95670

Phone: (916) 985.4826 / Fax: (916) 985.9922 / www.iceoinc.org



A New Era in Cultural Exchange

You may contact ICEO at one of the following contacts:

Emergency Phone: 1-877-ICEOINC (1-877-423-6462)

Emergency Email: emergency@iceoinc.org

Phone: 1-916-985-4826

Fax: 1-916-985-9922

Monthly Communication E-mail: **report@iceoinc.org**

ICEO SEVIS Email: **sevis@iceoinc.org**

General Email: **info@iceoinc.org**

Housing Email: **housing@iceoinc.org**

Transportation Email: **transportation@iceoinc.org**

You may contact ICEO Headquarters between the hours of 9am to 5pm, Pacific Standard Time, Monday - Friday.
Should you have an emergency please use the proper communication tools outlined in this handbook.

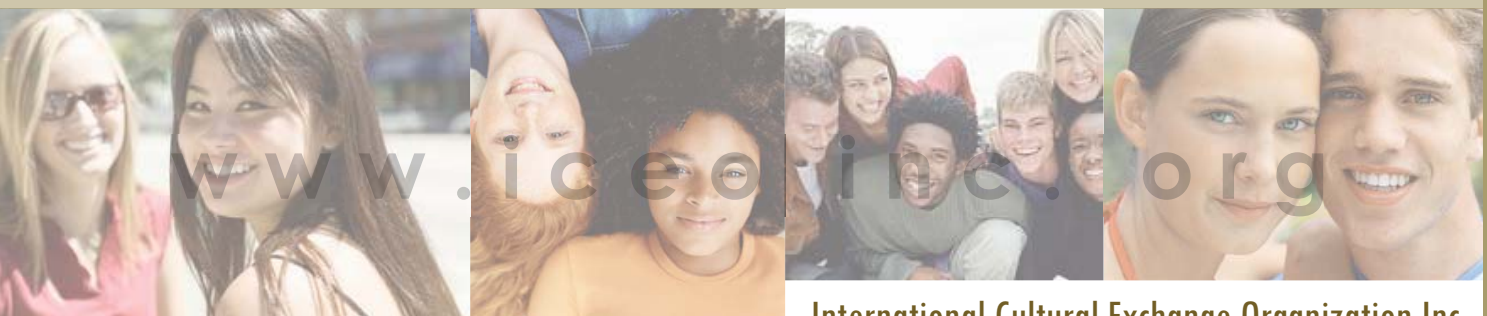
International Cultural Exchange Organization Inc.

Address:

www.iceoinc.org

11931 Foundation Place Ste. 220
Gold River, CA 95670

A NEW ERA IN CULTURAL EXCHANGE



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11931 Foundation Place Ste. 220 Gold River, CA 95670 Phone: 916.985.4826 Fax: 916.985.9922 Email: info@iceoinc.org Web: www.iceoinc.org