

# ICEO USA Summer Work/Travel Program Orientation



**International Cultural Exchange Organization Inc.**

11931 Foundation Place STE 220

Gold River, CA 95670

Telephone: 916.985.4826 / Fax: 916.985.9922

E-mail: [info@iceoinc.org](mailto:info@iceoinc.org)

Emergency Telephone: 877.423.6462

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[www.iceoinc.org](http://www.iceoinc.org)



# Summer Work/Travel Program

**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 during their summer break.**

## **Summary of Program**

- **duration dates**
- **requirements (proof of sufficient funds \$800 USD)**
- **rules & regulations**
- **options**
- **visa status, DS - 2019 form & visa application process within the US Embassy/Consulate**
- **program summary**
- **fees payable to ICEO**

(please refer to pages 1 to 3 of ICEO SWT Participant's Handbook)



# Travel and entry into the United States

## **Documents, arrival procedures, and general packing guidelines:**

- **air tickets (including date changes)**
- **entering the US, I-94 information and communication with immigration officers at US border traveling from the gateway airport to the final destination**
- **Important documents to have on hand while traveling**

## **Important Documents!**

- **Valid Passport**
- **J-1 Visa**
- **Original DS-2019 Form**
- **I-94 Card**

(please refer to pages 3 and 4 of ICEO SWT Participant's Handbook)



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## ICEO Summer Work / Travel Program Participant Compliance Checklist

### 1. Before departure

- Confirm your arrival date with ICEO

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

- 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.

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

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

- Contact ICEO to confirm your program status by calling 1-877-ICEOINC (877.423.6462) or respond to the e-mail 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>

### 5. The end of your program

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

- Complete Summer Work / Travel Program Final Evaluation:

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



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## 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](mailto: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](mailto: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).



# SEVIS and Related Procedures

## Program Validation

- Contact ICEO within 10 days of arrival to register in SEVIS, but no later than 30 days from your program start date on your DS-2019 form.
- You are able to provide ICEO with information necessary for your registration in the SEVIS by Telephone or Online:

Telephone: 1-877-ICEOINC (423-6462)

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

## Maintaining Program Compliance

- Every time you intend to change employers or add an additional employer during your stay in the United States, you must notify ICEO immediately.
- ICEO must vet and approve every employer before you can start your employment!
- Every time you change your address you must notify ICEO within 10 days of the change.

(please refer to ICEO SWT Program Participant Compliance Checklist and pages 5 and 6 in ICEO SWT Participant's Handbook)

[Programs](#)[U.S. Host Companies](#)[Overseas Partners](#)[Participants](#)[Program Activation](#)[SEVIS](#)[Change of Address](#)[Reports](#)[Change of Host Company](#)[Important Information](#)[Additional Host Company](#)[Online Orientation](#)

A New Era in Cultural Exchange

## Welcome

**International Cultural Exchange Organization Inc. (ICEO)** 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 four J-1 cultural exchange programs:

- ICEO USA Summer Work / Travel Program
- ICEO USA Internship Program
- ICEO USA Training Program
- ICEO New Zealand and Australia 12-Month Student Work and Travel Pilot Program

### News & Announcements

• We are pleased to announce the launch of our new website!  
posted on 03 Mar 2012



A New Era in Cultural Exchange



## SEVIS Program Activation

### Participant Information

Last Name:

First Name:

Middle Initial:

Home Country:

Program:

DS-2019#:

Date of Birth  
(mm/dd/yyyy):

Participant's Phone Number:

Participant's E-mail:

Date of arrival to the United  
States:

### Housing Information

Physical U.S. Address:

(do not enter the address of your host company)

Apt.#:

City:

State:

### News & Announcements

• We are pleased to announce the  
launch of our new website!  
posted on 03 Mar 2012



# Contacting ICEO

## **Emergencies/non-emergencies**

- **ICEO general business hours: Monday – Friday / 8:30 AM to 5:00 PM (US Pacific Time)**
- **ICEO emergency contact telephone: 1-877-423-6462 (24 hours/7 days a week)**
- **If you are in immediate danger, please contact your local authorities or dial 911**

## **Regional representatives**

- **If an ICEO representative is available in the region where you will be living, you will be provided with his/her contact information prior to your arrival into the United States.**
- **You may contact your ICEO regional representative for assistance.**

(please refer to page 6 of ICEO SWT Participant's Handbook)





# Monthly Communication with ICEO

**Email entitled:**

**“IMPORTANT Message from ICEO: MANDATORY Monthly Activity Report”**

**Every 30 days from your arrival**

- **Contact ICEO to confirm your program status by phone or email.**
- **Respond to THE EMAIL**
- **Complete Monthly Activity Report at [www.iceoinc.org](http://www.iceoinc.org)**

(please refer to ICEO SWT Program Participant Compliance Checklist and page 7 in ICEO SWT Participant's Handbook)



## Housing arrangements

**Accommodation costs will be different in each area. Be practical and intelligent in understanding what your budget limitations are and how much you should be spending.**

- **ICEO's assistance and different housing options**
- **Security deposits and housing costs**
- **Local housing situation**

(please refer to pages 15 to 17 in ICEO SWT Participant's Handbook)



## Program Expenses and Budgeting

**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.**

- **Transportation from the Gateway Airport to the final destination**
- **Accommodations**
- **Furnishings**
- **Utilities**
- **Food**
- **Transportation to and from work**
- **Entertainment**

(please refer to pages 13 and 14 of ICEO SWT Participant's Handbook)



## Health and Accident Insurance

**You may review your insurance documents online by logging in with your name, date of birth and policy number**



**<http://www.esecutive.com/myinsurance>**

**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**

(please refer to page 28 of ICEO SWT Participant's Handbook )



# MYINSURANCE

Welcome to the **MyInsurance - Log-In Area.**

Login

Create an Account

I am not the insured

Please enter your information below:

Last Name \*:

First Name \*:

Certificate / Policy #:

Date of Birth:  /  /

[Create my Account](#)

\* if your name contains special characters, please try the English equivalent if you encounter any errors.



**Download MyInsurance Mobile!**  
Our new Mobile App!



[PRINT](#)[PRINT TO PDF](#)[EMAIL ID CARD](#)**LAMP** 

UHC Group Number: 742710

Certificate Number: 1190003  
Comfort100

ID-Number: 000000121

Organization: International Cultural  
Exchange Organization  
Inc.

Doe, John

Name, First Name

06/15/1989

12/20/2011 - 03/15/2012

Date of Birth (MM/DD/YY)

Travel Dates

Please find all important Insurance Information in your Log-In Area at:  
[www.eSecutive.com/myinsurance](http://www.eSecutive.com/myinsurance). Prior to any medical treatment always go to Find a  
physician or hospital within your MyInsurance area (Choose Options PPO Network for  
Plan Name).

Co-Payment per Illness/Injury: \$100

Emergency Room treatment for illness not resulting in hospitalization: \$250

Electronic Payer ID: 87726

UnitedHealthcare Options PPO

This card does not guarantee benefits. Please confirm coverage.

**Providers in the USA:**

To verify eligibility, please call UnitedHealthcare at:

**1 800 251 1712**

Submit claims (US only) to: Payer ID #: 87726

UnitedHealthcare, P.O. Box 740372 Atlanta, GA 30374-0372

**Participants in the USA:**

For Inquiries or for Notification of Treatment please call:

**1 800 251 1712****Participants in other countries:**

For Inquiries or for Notification of Treatment please call:

**+44 1444 444 951**Email: [healthcare@lampinsurance.com](mailto:healthcare@lampinsurance.com)

If you have to file a prescription, dental or other claim please refer to your Insurance Information  
Brochure in your MyInsurance Log-In Area for all important contact details and instructions.



# Employment

**It is important that you receive information concerning any contractual obligation and details of pre-arrange employment in the United States**

- **Employment Confirmation Letter (ECL)**
- **job description and requirements**
- **employment situation in the US**
- **expectations and areas of high unemployment**

(please refer to pages 11 and 12 of ICEO SWT Participant's Handbook and your copy of the ECL)





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)

<b>Host Company Information</b>		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: ( ) _____	
<b>Employment Details</b>		<b>Additional employment information to be attached</b>	
Job Title: _____		Average Hours (per week): _____	
Job Description: _____			
Wage (per hour): _____		Is this a tipped position? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Pre-employment drug test required? <input type="checkbox"/> Yes <input type="checkbox"/> No		Pay schedule: <input type="checkbox"/> weekly <input type="checkbox"/> bi-weekly <input type="checkbox"/> 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).			
<b>Host Company</b>			
The ICEO Participant named below has been offered a temporary position with our company and the salary and other terms 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: _____	
<b>ICEO Participant Information</b> —Desired Program Dates: (month/day/year) _____ to _____			
Last Name: _____		Date of Birth: _____	
First: _____		Middle: _____	
Physical Address: _____			
University: _____		Major: _____	
Country: _____		Email: _____ @ _____	
Home Phone: (country code) ( ) _____		Cell Phone: (country code) ( ) _____	
<b>ICEO Participant</b>			
By signing below, I indicate my understanding and agreement with the following terms: Any position offered to me is on a firm, irrevocable offer and may be needed at any time before I commence employment. I will be an employee 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 US 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: _____		Date: _____	
Signature: _____		Date: _____	

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

Name of ICEO Representative	Signature of ICEO Representative	Date
International Cultural Exchange Organization Inc.		

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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 2 of 2)

### 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. Operation 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

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International Cultural Exchange Organization Inc.



# ICEO and Important Contacts

**Contact information for the responsible officer of ICEO Summer Work/Travel Program can be found on the first page of the Participant's Handbook (name, address and telephone number).**

**ICEO's toll free 24/7 immediate contact telephone number: 1-877-ICEOINC(423-4642)**

**Contact information for the Department of State :**

- **Department's toll free help-line telephone number: 1-866-283-9090**
- **Website: <http://j1visa.state.gov/>**
- **Email: [jvisas@state.gov](mailto:jvisas@state.gov)**
- **Address: U.S. Department of State; Office of Exchange Coordination and Compliance ; ECA/EC/ECC - SA-5, Floor C2 2200 C Street, NW Washington, DC 20037**

(please refer to page 1 of ICEO SWT Participant's Handbook)



United States Department of State  
Bureau of Educational and Cultural Affairs  
Washington, DC 20522

[www.state.gov](http://www.state.gov)

Dear Summer Work Travel Participant:

Congratulations on your participation in the Summer Work Travel Program this year. On behalf of the U.S. Department of State, I want you to know that your decision to come to the United States is important to us. We want your stay in our country to be a great experience for you.

Being prepared before coming to the United States will help you have a better work and travel experience. Before you travel from home, we suggest that you:

- Contact your employer to confirm job offer details.
- Notify your employer and your U.S. program sponsor of the exact time you will arrive in the United States.
- Ensure that you have thought about how you will travel from the airport to your destination.
- Make certain that you have enough money to cover your expenses. Your U.S. program sponsor should provide you with an estimate of the needed amount.
- Study the pre-arrival material provided by your U.S. program sponsor. Contact your program sponsor if you have additional questions.
- Research the internet to learn about the area in which you will live and work in the United States. Learn as much as you can about that area's safe and affordable housing, public transportation, medical facilities, banks, etc.

During your time in the United States, we hope you will see and learn about many new things, meet many Americans and make new friendships. You are one of thousands of young people from many different countries who will tour and work in the United States on the Summer Work Travel program this year. As you meet new people, they will learn about your country and culture. Your decision to come to the United States on this program will help create new relationships between our countries.

Your U.S. program sponsor, identified on your Form DS-2019, Certificate of Eligibility for Exchange Visitor Program (J-1) Status, is your first point of contact throughout your stay in the United States. If you have any questions about your exchange program or need assistance of any kind while in the United States, please do not hesitate to contact your U.S. program sponsor. Your U.S. program sponsor gave you an emergency telephone contact number in your program orientation materials. This telephone number is available 24 hours a day, 7 days a week.

In the event that you have concerns or issues that have not been resolved through your U.S. program sponsor, the Department of State can also be contacted through our help-line (1-866-283-9090) which is available 24 hours a day, 7 days a week or by e-mail at [jvisas@state.gov](mailto:jvisas@state.gov). We are pleased that you made the decision to participate in the Summer Work Travel program and hope that you enjoy your stay in the United States.

Sincerely,

Stanley S. Colvin  
Deputy Assistant Secretary  
for Private Sector Exchange

## SUMMER WORK/TRAVEL

The Summer Work Travel program enables college and university students from around the world to share their culture and ideas with the people of the United States through temporary work and travel opportunities.



### HOW TO APPLY

The Summer Work/Travel Program is operated by U.S. Department of State-designated program sponsors. You can locate a list of these designated program sponsors at:

<http://exchanges.state.gov/jexchanges>

### TYPES OF JOBS

There is a broad range of work opportunities for Summer Work/Travel program participants. Entry level service positions in resorts, hotels, restaurants, and amusement parks are common.

## JOBS THAT ARE NOT ALLOWED

U.S. sponsors may not place you in any position in the adult entertainment industry; (2) in positions that are substantially commission-based and thus do not guarantee that you will be paid minimum wage in accordance with federal and state standards for all hours worked; (3) in sales positions that require you to purchase inventory that they must sell in order to support themselves; (4) in domestic help positions in private homes (e.g., child care, elder care, gardener, chauffeur); (5) as pedicab or rolling chair drivers or operators; (6) as operators of vehicles or vessels that carry passengers for hire and/or for which commercial drivers licenses are required; (7) in any position related to clinical care that involves patient contact; or (8) in any position that could bring notoriety or disrepute to the Exchange Visitor Program.

## J-1 VISA SUMMER WORK/TRAVEL CULTURAL EXCHANGE PROGRAM

### Informational Brochure



U.S. Department of State  
Bureau of Educational and  
Cultural Affairs  
2200 C Street, N.W.  
Washington, D.C. 20522

[exchanges.state.gov/jexchanges](http://exchanges.state.gov/jexchanges)

[jvisas@state.gov](mailto:jvisas@state.gov)

## To have a safe and successful cultural exchange program, the following information may be helpful:

### YOUR STAY IN THE UNITED STATES

- Upon arrival in the United States, you must check in with your U.S. Sponsor who will ensure that your U.S. address is accurately reflected in the Student Exchange Visitor Information System (SEVIS). The SEVIS system shows that your visa is current, and that you are lawfully present in the United States and authorized to work. If you move while in the United States to another housing location, you should contact your sponsor so that your address can be updated in SEVIS. This is important as it ensures that you remain in valid status with the U.S. Citizenship and Immigration Service during your stay.
- The name of your U.S. sponsor is printed on your DS-2019 form. Your U.S. sponsor is required to monitor your progress and welfare while you are in the United States. Your Sponsor has provided you with a telephone number that allows you to contact them.
- If any problems arise while you are in the United States, your Sponsor should be your first point of contact. If you are having difficulty in resolving any issue with your Sponsor, please contact the U.S. Department of State's toll free help line number: 1-866-283-9090 or send an email to: [jvisas@state.gov](mailto:jvisas@state.gov).
- If you are ever in immediate danger, dial 911 from any phone to be connected with local emergency assistance. If you are concerned that someone may be taking advantage of you at any time, please call your Sponsor for assistance.
- All employers in the United States must abide by state and federal labor laws that specify how much you must be paid, the hours that you may work and how your employer should treat you. If you have any problems at your workplace, please contact your Sponsor for assistance.
- Summer Work Travel participants are expected to have suitable living accommodations while in the United States. If you are concerned about your accommodations, please contact your Sponsor for advice.
- It is important that you have safe and reliable transportation to your job. If you have concerns about the safety of your commute, please contact your Sponsor.
- Medical insurance that is provided by or through your Sponsor has very specific rules that must be followed in order to assure payment of medical bills. Make sure you understand your insurance coverage. Notify your Sponsor immediately if you have a medical emergency or if you need assistance with your insurance.



## PREPARATION IS THE KEY FOR A SUCCESSFUL EXPERIENCE

Before you enter the United States, make a very specific plan for your stay. Before you leave home, you should:

- Contact your employer to ensure the job is ready for your arrival.
- Know what time you will arrive in the United States and notify the employer and your U.S. Sponsor of your arrival time.
- Ensure that you have transportation arranged from the port of entry (e.g., airport) to your destination.
- Have adequate financial resources as instructed by your U.S. Sponsor for expenses.
- Read and understand the pre-arrival material provided by the Sponsor and if you need clarification, contact the Sponsor.
- Research the internet to learn about the area in which you will be placed in the United States and what that area has to offer in the way of safe and affordable housing, transportation, medical facilities, banks, etc.

If you follow the guidelines listed above and those provided by your Sponsor, you should have a very safe and successful experience in the United States with memories to treasure for a lifetime.

If you have any questions, concerns or need help of any sort while in the United States, we encourage you to contact your Sponsor for assistance.



# Social Security Number

**IMPORTANT!: CONTACT ICEO TO REGISTER IN SEVIS BEFORE APPLYING FOR YOUR SOCIAL SECURITY NUMBER/CARD.**

## **Applying for your social security number/card**

- **Important to apply as soon as possible**
- **Your nearest Social Security office can be found through their website: [www.ssa.gov](http://www.ssa.gov) (click on “Locate a Social Security Office”)**

## **What do you need to Bring?**

- **Passport**
- **I-94 Card**
- **DS-2019 form**
- **Sponsorship Letter from ICEO**

**\* Some Social Security Offices require applicants to wait 10 days from the time they entered the United States before applying for a Social Security number/card.**

(please refer to page 8 of ICEO SWT Participant’s Handbook)



# Responsibilities as an Employee

**Accepting any job means you are taking on a certain amount of responsibility, as well as making a commitment.**

- **follow through with the work commitment**
- **realistic expectations and positive attitude**
- **punctuality, dress code, grooming outlines, drug tests and calling in sick**
- **two week notice, payday, second jobs/changing jobs**

**Important Reminder: ICEO must approve every employer before you can start your new or additional employment!**

(please refer to pages 5, 6, 11 and 12 of ICEO SWT Participant's Handbook)





# Life and Customs in the United States

## **Diversity in the United States**

- **The US has many people of different races and religions**
- **Provides the opportunity to make lasting relationships with people of diverse backgrounds**

## **Every day life**

- **May be much different than in your home country**
- **Build a support network of friends from your home country**
- **Make as many relationships you can with Americans**
- **Be tolerant of new ways, ideas and procedures**

## **Avoiding trouble**

- **Remain alert and aware of your surroundings**
- **Do not expose large sums of money in crowded places**

(please refer to pages 11, 21 to 23 of ICEO SWT Participant's Handbook)





## Local Community Resources

**In communities throughout the United States, there are many local resources available to participants that can be particularly useful. It is important to familiarize yourself with these resources in your area.**

- **Banks**
- **Medical centers**
- **Internet**
- **Public transportation**
- **Libraries**
- **Schools**
- **Recreation centers**



# Traveling within the United States

**While in the United States, you will have many opportunities to travel and explore. It is important to identify the best mode of transportation suitable for your travel needs.**

- **Air travel**
- **train/bus,**
- **local transportation**
- **biking (commuting)**
- **car rental/purchasing**
- **international/local driver's licenses**

(please refer to pages 23 and 24 of ICEO SWT Participant's Handbook)



## Miscellaneous Important Information

- **tax information, sales tax** – pages 9-10 and 18
- **bank accounts and other financial issues** – pages 17- 18
- **accessing money from home** - page 18
- **tipping** - page 18
- **telephones – cell phones, phone cards, collect calls & calling home** - pages 19 – 20
- **access to internet & email accounts** - page 20
- **postage** - page 26
- **participants & US law: drinking age, gambling age, sexual behavior & harassment** – pages 21 – 23
- **multiple entries to the US** - page 3, Appendix 1
- **no possibility of extending stays beyond the end date from the DS - 2019 form** – pages 2-3
- **common differences including electricity, temperature & the non-metric system** – pages 26-27
- **introduction to cross-cultural activities** – page 27

(please refer to ICEO SWT Participant's Handbook for further information – pages indicated next to each topic )



## Questions & Answers Session

**Please ask any questions you may have at this time.**

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**ICEO thanks you for your attention and  
wishes you the best during your ICEO  
Summer Work / Travel Program!**