



J-1 Summer Work/Travel Participant Handbook

Program Sponsor: American Pool Enterprises, Inc.



**Property of United Work and Travel, A division of American Pool Enterprises. Inc.
Participant Handbook for J-1 Summer Work/Travel
Intended for use of American Pool Enterprises, Inc. J-1 work/travel program participants
only!**

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American Pool Enterprises, Inc. has been designated by the United States Department of State to sponsor participants in the J-1 Summer Work/Travel Program.

United Work and Travel is the foreign labor division of American Pool Enterprises, Inc.

We offer cultural exchange programs to foreign university students from around the world. United Work and Travel has been operating since 2002 and specializes in smaller, more secure programs for our J-1 program participants.

Contacting United Work and Travel, A Division of American Pool Enterprises, Inc.

Mailing Address:

United Work and Travel
11515 Cronridge Drive
Suite Q
Owings Mills, MD 21117

Email Address:

Students@unitedworkandtravel.com

Websites:

www.americanpool.com
www.unitedworkandtravel.com

Phone Numbers:

Main: 1-410-581-7788
Toll Free in USA: 1-866-IGO2USA (1-866-446-2872)
Fax: 1-410-581-7950

Office Hours:

Monday – Friday 8:00 a.m. – 5:00 p.m. East Coast Time

- ✓ We are available to you 24 hours a day, seven days a week for any emergency! However if the situation is not an emergency, please wait until the next business morning to ask your question. For assistance after hours, please call 1-866-IGO2USA and follow the instructions for an emergency.

Program Check In

You are required to check in with United Work and Travel within 72 hours of arrival to the U.S. **We will not accept voicemail or email check in.** We need to update your status in SEVIS and activate your health insurance. This will not happen unless you check in for your program by contacting United Work and Travel, Inc. a division of American Pool Enterprises, Inc. by **logging onto your student account (sign in page shown below) at www.myuwt.com and clicking on the “Check In” tab** or if you do not have access to the internet, you may check in by calling the office and speaking to a UWT Team Member at (410) 581-7788, Monday – Friday from 9:00am – 5:00pm (EST). If you do not know your password please contact our office – DO NOT create a new application.



Student Account Database

NEW USER?? [Click here](#) to create an account. (Only if you've never created an account before).

WARNING - DO NOT CREATE A NEW ACCOUNT IF YOU'VE ALREADY CREATED AN ACCOUNT - IF YOU DON'T KNOW YOUR LOGIN EMAIL, PLEASE CONTACT OUR OFFICE OR EMAIL US AT SERVICE@UNITEDWORKANDTRAVEL.COM

EXISTING MEMBERS - If you have already created an account please log on here:

Email Address:

Password:

[Change Password](#)
[Forgot Password/Locked Out?](#)

Login

Once logged in you will look to the right for program check in.

» Member Login

» **Step 1. Basic Applicant Information**

[Basic Info](#) | [University Info](#) | [Program Info](#) | [Program Documents](#) | [Travel Info](#) | [Program Check In \(Upon U.S. arrival\)](#)

General Information

Once you click Program Check In, you will fill in all information and hit “Submit”.

» **Step 6. Program Check In (upon arrival to the U.S. only!)**

[Basic Info](#) | [University Info](#) | [Program Info](#) | [Program Documents](#) | [Travel Info](#) | [Program Check In \(Upon U.S. arrival\)](#)

Please fill out all fields. Phone number in USA is optional.

The screenshot shows a web form for 'Program Check In (Upon U.S. arrival)'. The form is divided into several sections: 'Personal Information' (SEVIS ID, First Name, Middle Name, Last Name, Passport Country, Birth Date, Program Start Date, Arrival Date), 'USA INFORMATION' (USA Street Address, USA City, USA State, USA Postal Code, USA Area Code + Phone Number), and 'EMPLOYER INFORMATION' (Employer Name, USA Employer Street Address). A checkbox labeled 'Check here to certify information is correct and I am the person named above.' is located in the top right. A red arrow points from the top right of the page down to the 'Submit' button, which is a blue button with a white document icon and the text 'Submit'.

Before you leave your home country, please remember to:

- ✓ **Make two copies of your documents.** Leave one copy with family in your home country just in case your documents are lost or stolen in the United States.
- ✓ **Bring one document that is at least one year old!** This might be required of you at the time that you will apply for your social security number. (i.e. birth certificate, drivers license).
- ✓ **Bring enough money to live off of for at least 2-3 weeks in the USA.** (Usually around \$500-\$700 USD) Once you begin working, your first paycheck will most likely not arrive for at least two weeks
- ✓ **Plan ahead! Ask your home country agent questions before leaving for the USA.** The more prepared you are and the more questions that we can answer for you in advance, the smoother the transition will be for you.
- ✓ **Arrange travel plans in advance.** Arrival to employers must be Monday through Friday, 9am to 5pm (unless previously confirmed with UWT or employer).

Relax and take in the USA upon your arrival! It is very natural to have feelings of culture shock once you arrive. One way to assist with culture shock is to practice your English skills every day prior to your arrival in the U.S. You are here to have a wonderful learning experience and United Work and Travel and American Pool Enterprises, Inc. are here to assist you in every way possible. Good luck and remember - if you are unsure of something, **JUST ASK!!**

What Clothing do I bring?

- 1 professional or dress outfit
- 1 pair of jeans
- 1 or 2 pairs of nice pants
- 1 sweater
- 1 sweatshirt
- 1 baseball cap or hat
- 1 dress shirt or blouse
- 1 rain jacket
- 1 pair of athletic shoes
- 1 pair of dress shoes
- 1 pair of open toe-shoes
- 1 bathing suit
- 7-9 pairs of underwear
- 7-9 pairs of socks
- 3 or 4 pairs of shorts
- 6-8 casual shirts

Additional Items to bring

- Toothbrush
- Soap
- Deodorant
- Hair Brush
- Sunglasses
- Sun Screen
- Razor Blades
- Electric Plug Adapter
- Travel Journal
- Camera
- Battery Operated Alarm Clock

What do I put in my carry on bag?

- Passport
- Visa Documents
- Airplane Ticket
- Health Insurance Information
- Employer Information
- Sponsor Contact Information (This handbook)
- Social Security Letter
- Personal Valuables
- Prescription Medication

Applying for a J-1 Visa

In order to apply for a J-1 Summer Work/Travel Visa at the U.S. Embassy or Consulate in your home country, you need to contact the embassy with local jurisdiction over your area and find out their exact procedures. Most embassies require each participant to have a face-to-face interview while others may just require each participant to drop off certain documents.

You will need to:

- Complete and sign the visa application forms required. These forms are available at no charge at any U.S. Embassy abroad or you can download the forms at http://travel.state.gov/visa/visa_1750.html.
- Submit a valid passport for travel to the USA with an expiration date that is at least six months longer than the last day of your program end date.
- Submit one photograph (sizes differ depending on your Embassy) showing your face with no hat against a light background.
- Submit an official receipt of recognition that the proper fees were paid to the U.S. Embassy in your home county in order to obtain your visa.

Entry into the USA

To successfully enter the USA as a J-1 exchange visitor and have the right to legally work, you will need to show the following documents to the immigration officer:

1. DS-2019 Form (see sample below)
2. Passport with a valid J-1 Visa
3. I-94 card (you will receive this white card on the airplane)

Once you have successfully passed through immigration and customs, you are in valid J-1 Status. Within the next 72 hours you are required to call United Work and Travel, a division of American Pool Enterprises, Inc. or go online to www.myuwt.com to finalize your check in. No voicemail or email check-ins will be accepted.

CONTACT HOME! Your family would like to hear that you have arrived safely!



U.S. Department of State
CERTIFICATE OF ELIGIBILITY FOR EXCHANGE VISITOR (J-1) STATUS

OMB APPROVAL NO. 1405-0119
 07/31/2014 **SEVIS ID**
 ESTIMATED BURDEN TIME: 45 min
 *See Page 2

1. Family Name: _____		First Name: _____	Middle Name: _____	Gender: FEMALE	N0008602352
Date of Birth (mm-dd-yyyy): _____	City of Birth: Lamphun	Country of Birth: THAILAND	Citizenship Country Code: TH	Citizenship Country: THAILAND	J-1
Legal Permanent Residence Country Code: TH	Legal Permanent Residence Country: THAILAND	Position Code: 210	Position: UNIVERSITY LEVEL GROUP		
Primary Site of Activity: _____ San Francisco, CA 94133 ← J-1 Employer you must report to					
2. Program Sponsor: American Pool Enterprises, Inc. Exchange Visitor Program Number: P-4-10032					
Participating Program Official Description: SUMMER TRAVEL/WORK ↑ Program Sponsor					
Purpose of this form: _____ ↘ Program Start and End Dates					
3. Form Covers Period:		4. Exchange Visitor Category:			
From (mm-dd-yyyy): 10-18-2011 ↙		SUMMER TRAVEL/WORK			
To (mm-dd-yyyy): 01-10-2012		Subject/Field Code: 32.0101	Subject/Field Code Remarks: Food Service		
5. During the period covered by this form, the total estimated financial support (in U.S. \$) is to be provided to the exchange visitor by:					
Personal funds : \$500.00					
Total : \$3,500.00					
6. U.S. DEPARTMENT OF STATE / DHS USE OR CERTIFICATION BY RESPONSIBLE OFFICER OR ALTERNATE RESPONSIBLE OFFICER THAT A NOTIFICATION COPY OF THIS FORM HAS BEEN PROVIDED TO THE U.S. DEPARTMENT OF STATE (INCLUDE DATE).		7. Kasey Simon Responsible Officer			
		Name of Official Preparing Form 11515 Cronridge Drive Suite Q Owings Mills, MD 21113			
		Title 410-581-7788			
		Telephone Number 09-02-2011			
		Date (mm-dd-yyyy)			
8. Statement of Responsible Officer for Releasing Sponsor (FOR TRANSFER OF PROGRAM) Effective date (mm-dd-yyyy): _____ Transfer of this exchange visitor from program number _____ sponsored by _____ to the program specified in item 2 is necessary or highly desirable and is in conformity with the objectives of the Mutual Educational and Cultural Exchange Act of 1961, as amended.					
Signature of Responsible Officer or Alternate Responsible Officer		Date (mm-dd-yyyy) of Signature			
PRELIMINARY ENDORSEMENT OF CONSULAR OR IMMIGRATION OFFICER REGARDING SECTION 212(e) OF THE IMMIGRATION AND NATIONALITY ACT AND PL 94-484, AS AMENDED (see item 1(e) of page 2).		TRAVEL VALIDATION BY RESPONSIBLE OFFICER (Maximum validation period is 1 year*)			
The Exchange Visitor in the above program:		*EXCEPT: Maximum validation period is up to 6 months for Short-term Scholars and 4 months for Camp Counselors and Summer Work/Travel.			
1. <input type="checkbox"/> Not subject to the two-year residence requirement.		(1) Exchange Visitor is in good standing at the present time			
2. <input type="checkbox"/> Subject to two-year residence requirement based on:		Date (mm-dd-yyyy)			
A. <input type="checkbox"/> Government financing and/or		Signature of Responsible Officer or Alternate Responsible Officer			
B. <input type="checkbox"/> The Exchange Visitor Skills List and/or		(2) Exchange Visitor is in good standing at the present time			
C. <input type="checkbox"/> PL 94-484 as amended		Date (mm-dd-yyyy)			
Name _____ Title _____		Signature of Responsible Officer or Alternate Responsible Officer			
Signature of Consular or Immigration Officer _____ Date (mm-dd-yyyy) _____					
THE U. S. DEPARTMENT OF STATE RESERVES THE RIGHT TO MAKE FINAL DETERMINATION REGARDING 212 (e).					
EXCHANGE VISITOR CERTIFICATION: I have read and agree with the statement in item 2 on page 2 of this document.					
Signature of Applicant _____		Place _____		Date (mm-dd-yyyy) _____	

Social Security

You must successfully check in for your program in order to apply for a social security number. A social security number is required to ensure that your wages are properly paid to you. You should wait at least 7 days after successful check-in to apply for social security. This time period allows the U.S. Immigration database to register your status with the Social Security Administration.

To find the social security office closest to your location, you can go to <https://secure.ssa.gov/apps6z/FOLO/fo001.jsp> or call toll free 1-800-772-1213.

When you arrive to the Social Security office you will need to fill out an application. Make sure to take the following items with you:

- Letter from your J-1 program sponsor (American Pool Enterprises, Inc.) to the social security officer
- Your DS-2019 Form
- Passport with your J-1 Visa and I-94 Card
- Your job placement agreement
- Document older than 1 year (i.e. birth certificate or drivers license)

If you have participated in a J-1 program before and already have a valid social security number, you do not need to apply again.

Email Communication

Email is an excellent source of communication. United Work and Travel communicates important program information to you through email. Prior to arrival in the USA please set up a valid email account that you will *check regularly*. If you do not have a computer or access to the internet where you live, all Public Libraries in the United States have free use of the internet!

Contacting Home

To call home directly, you will need to dial 011+ your country code + city code + number. (For example: 011-359-4633051)

- *Phone cards* – help eliminate the expense of dialing home and allow you the flexibility to make long distance calls from any telephone in the USA. Long distance phone cards can be purchased from most convenience stores or gas stations.

- *Mail* - In order to mail a letter from the USA to your home country, you will need to purchase stamps. Mailing a letter from the USA to Europe will take approximately 7-10 days. To mail a letter within the United States, it costs \$0.44 and takes approximately 3 to 4 days to arrive to its destination.
- *Skype* – Allows you to set up an account and call home through the computer. You can dial another Skype account and send messages for free or you can dial a telephone for approximately \$0.021 per minute. Most internet café's have headsets available for use at a small fee.

Change of Address

Once you check in for your program, we will have an address for you where we will be able to reach you while you are in the USA. If you move to another residence for any reason, **you are required to contact your sponsor for authorization.** Some job positions have required housing and some areas of living are not safe. All housing changes must be approved by your UWT.

Failure to follow these instructions may result in immediate dismissal from the program.

Employment Concerns

If you are having a problem with your employer contact United Work and Travel and speak directly to an associate. If you cannot get in touch with an associate please leave a voicemail speaking slowly and clearly with your name and phone number. For the most effective assistance *students should call directly and refrain from having friends or relatives call to relay the issue.*

**** YOU ARE NOT PERMITTED TO LEAVE AN EMPLOYER WITHOUT UNITED WORK AND TRAVEL AUTHORIZATION **** *Leaving without authorization will result in dismissal from the program.* This is for your safety as your housing, employment and well-being must be accounted for at all times.

All job transfers **MUST** be confirmed and authorized by United Work and Travel. We require at least 3 weeks with an employer before discussing any type of relocation. *Relocation will be evaluated on a case by case basis and is at the discretion of UWT.*

Second Jobs

You may have a second job as long as it does not interfere with your primary employment positions. All second jobs must be registered with United Work and Travel.

Note: Employer's may prohibit second jobs, in such cases United Work and Travel enforces the rules and regulations of the employer.

Job Cancellations

All jobs are not 100% guaranteed. There is a possibility of job cancellations due to factors outside of United Work and Travel's control. UWT will contact the student and home country recruiter immediately in this situation and will do its best to provide alternate placement within 5-7 business days.

Taxes

Taxes that you must pay as a J-1 exchange visitor (These will be automatically deducted from your paychecks)

- Federal Income Tax
- State Income Tax
- City Income Tax (only required in some areas)

Taxes that you will not have to pay

- Social Security Tax
- Medicare Tax
- Federal Unemployment Tax

Before you leave the USA, United Work and Travel will provide you with the necessary information to receive your tax refund from the U.S. government at the end of the year. In addition, by January 31 of the following year, you will receive your W-2 tax form from your employer. You will need this document in order to apply for your tax refund.

You will need to complete tax document paperwork upon arrival to your employer. A sample is shown below:

Form W-4 (2011)

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

Exemption from withholding. If you are exempt, complete **only** lines 1, 2, 3, 4, and 7 and sign the form to validate it. Your exemption for 2011 expires February 16, 2012. See Pub. 505, Tax Withholding and Estimated Tax.

Note. If another person can claim you as a dependent on his or her tax return, you cannot claim exemption from withholding if your income exceeds \$950 and includes more than \$300 of unearned income (for example, interest and dividends).

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

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

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 Pub. 501, Exemptions, Standard Deduction, and Filing Information, for information.

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. 919, 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 1040-ES, Estimated Tax for Individuals. Otherwise, you may owe additional tax. If you have pension or annuity income, see Pub. 919 to find out if you should adjust your withholding on Form W-4 or W-4P.

Two earners or multiple jobs. If you have a working spouse or more than one job, figure the total number of allowances you are entitled to claim on all jobs using worksheets from only one Form W-4. Your withholding usually will be most accurate when all allowances are claimed on the Form W-4 for the highest paying job and zero allowances are claimed on the others. See Pub. 919 for details.

Nonresident alien. If you are a nonresident alien, see Notice 1392, Supplemental Form W-4 Instructions for Nonresident Aliens, before completing this form.

Check your withholding. After your Form W-4 takes effect, use Pub. 919 to see how the amount you are having withheld compares to your projected total tax for 2011. See Pub. 919, especially if your earnings exceed \$130,000 (Single) or \$180,000 (Married).

Personal Allowances Worksheet (Keep for your records.)

<p>A Enter "1" for yourself if no one else can claim you as a dependent</p> <p>B Enter "1" if: <ul style="list-style-type: none"> • 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 (or the total of both) are \$1,500 or less. </p> <p>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.)</p> <p>D Enter number of dependents (other than your spouse or yourself) you will claim on your tax return</p> <p>E Enter "1" if you will file as head of household on your tax return (see conditions under Head of household above)</p> <p>F Enter "1" if you have at least \$1,900 of child or dependent care expenses for which you plan to claim a credit</p> <p>G Child Tax Credit (including additional child tax credit). See Pub. 972, Child Tax Credit, for more information. <ul style="list-style-type: none"> • If your total income will be less than \$61,000 (\$90,000 if married), enter "2" for each eligible child; then less "1" if you have three or more eligible children. • If your total income will be between \$61,000 and \$84,000 (\$90,000 and \$119,000 if married), enter "1" for each eligible child plus "1" additional if you have six or more eligible children </p> <p>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.) ▶</p> <p>For accuracy, complete all worksheets that apply. <ul style="list-style-type: none"> • 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 \$40,000 (\$10,000 if married), see the Two-Earners/Multiple Jobs Worksheet on page 2 to avoid having too little tax withheld. • If neither of the above situations applies, stop here and enter the number from line H on line 5 of Form W-4 below. </p>	<p>A <u>1</u></p> <p>B _____</p> <p>C _____</p> <p>D _____</p> <p>E _____</p> <p>F _____</p> <p>G _____</p> <p>H <u>1</u></p>
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Cut here and give Form W-4 to your employer. Keep the top part for your records.

<p>Form W-4 Department of the Treasury Internal Revenue Service</p>	<h2>Employee's Withholding Allowance Certificate</h2> <p>▶ 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.</p>	<p>OMB No. 1545-0074 2011</p>
<p>1 Type or print your first name and middle initial. Last name</p>		<p>2 Your social security number</p>
<p>Home address (number and street or rural route) Address where you will be in January of the following year</p> <p>City or town, state, and ZIP code</p>		<p>3 <input checked="" type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Married, but withhold at higher Single rate. Note. If married, but legally separated, or spouse is a nonresident alien, check the "Single" box.</p> <p>4 If your last name differs from that shown on your social security card, check here. You must call 1-800-772-1213 for a replacement card. ▶ <input type="checkbox"/></p>
<p>5 Total number of allowances you are claiming (from line H above or from the applicable worksheet on page 2)</p>		<p>5 <u>1</u></p>
<p>6 Additional amount, if any, you want withheld from each paycheck non-resident alien</p>		<p>6 \$ _____</p>
<p>7 I claim exemption from withholding for 2011, and I certify that I meet both of the following conditions for exemption. <ul style="list-style-type: none"> • 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 ▶ </p>		<p>7 _____</p>
<p>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.</p>		
<p>Employee's signature (This form is not valid unless you sign it.) ▶</p>		<p>Date ▶</p>
<p>8 Employer's name and address (Employer: Complete lines 8 and 10 only if sending to the IRS.)</p>		<p>9 Office code (optional) 10 Employer identification number (EIN)</p>

Insurance

United Work and Travel, Inc. a division of American Pool Enterprises, Inc. provides basic medical insurance coverage to all J-1 program participants for a period of up to four months (full length of your DS 2019 Form). In order for a participant's insurance to be activated, **he/she must successfully check in upon arrival in the USA.**

You will receive a detailed explanation of your insurance coverage and an insurance card with your visa document package. Please bring this information with you to the USA. If you do not receive this information, please contact your home country agent immediately.

Policy Coverage Information:

<u>Insurance Company:</u>	Markel Insurance Company
<u>Policy Holder:</u>	United Work and Travel, A division of American Pool Enterprises, Inc.
<u>Provider Search:</u>	http://providers.nhbc.com Access Code: AMA411
<u>AXA Assistance USA:</u>	1-888-753-8473 for 24-hour assistance
<u>Claims Administrator:</u>	Managed Care Administrators, Inc. 1-800-427-9308

Coverage Guidelines:

- Toll free emergency phone number 24 hours a day, seven days a week.
- Online or telephone provider search
- Hospital bills, doctors, medical services rendered by specialists, x-rays, laboratory tests payable up to the maximum amount per occurrence, less your deductibles and co-insurance, subject to policy exclusions and limitations
- Accidental Death and Dismemberment Benefits
- Emergency Medical Evacuation Benefit
- Repatriation of Remains Benefit
- Co-payments for all prescription drugs
- Dental care necessitated by accident or injury and for alleviation of pain
- Please see insurance packet for detailed information regarding specific benefit maximums, deductibles and co-insurance amounts, as well as policy exclusions and limitations

30-Day Grace Period Rule

Following the completion of your program, the period defined in section 3 of your DS-2019 form, the U.S. Department of State allows you a 30-day travel period. (This is commonly referred to as the “Grace Period”) During this period, you are no longer in J1 status. The Department of State allows this period so you may close your affairs in the USA and prepare to return to your home country. You may no longer work; however, you may travel throughout the United States. We do not recommend that you travel outside the country, as you may not be permitted to return. Extensive travel through the U.S. should be done during the grace period as you must work for your entire J1 program. **You may not leave your job position early for this grace period. You must successfully complete your J-1 work period in order to remain in good status and be awarded the grace period.**

If you are in violation of this rule and you overstay the 30-day grace period, you will fall out of status and limit your chances of returning to the USA.

Going Home

It is important to honor the “Terms and Conditions” of the program that you have already signed. You must return home at the end of your stay in the USA. Failure to return home results in immediate action from the U.S. Department of State. United Work and Travel cannot help you to extend your visa. In most cases it is almost impossible to legally change your status without returning home. Please do not contact United Work and Travel or American Pool Enterprises, Inc. regarding a visa status change.

Photo/Essay Contest

We have a yearly photo and essay contest - You can win \$250 cash for sending us the winning picture or essay! There is no limit to photo submissions, but only essay per student. Your essay should describe a memorable experience in the USA. It should be limited to one page, typed in English. You may send entries as early as you wish but they will not be judged until December. All entries become the property of United Work and Travel. By submitting to the contest you agree that we may publish your photos and essays and use them as promotional materials to support UWT and its activities.

Frequently Asked Questions

May I request to work in a certain geographical location?

Yes, you can request to work in a specific location where we are offering a job. UWT will do its best to place you in this area; however we cannot guarantee the geographical placement. (UWT cannot and will not guarantee job placement offers around family or friends)

May I be placed with friends?

Yes, friends can be placed in the same area, same housing, and in some cases the same workplace. **However, if you want to live with a friend, you must arrive to the USA with that friend and be assigned to the same employer as that friend!**

Am I able to extend my J-1 visa?

No, there are no extensions available for your J-1 Summer Work/Travel visa.

Must I use the insurance that my sponsor offers?

Applicants are required to use the health insurance that is offered by American Pool Enterprises, Inc. If you wish to hold any supplemental insurance of your own, that is alright as well.

Can I change my status once I have arrived in the United States?

United Work and Travel will not help any participant change their status. By signing the terms and conditions of the program, each participant makes commitment to return home at the end of their program. You must honor this commitment!



J-1 Summer Work/Travel Program Terms and Conditions

Program Sponsor: American Pool Enterprises, Inc.

Please read this document very carefully, and make certain that you understand it completely, as written in English, before moving forward with our J-1 Summer Work/Travel program. If you have any questions, regarding this document, please contact your local in country representative or call our office headquarters in Owings Mills, Maryland toll free at 1-866-IGO2USA (1-866-446-2872) or (410) 581-7788.

Please be ready to provide proof that:

- You are between the ages of 18 and 28 years old.
- You are currently enrolled in a college or university outside of the USA
- You are a full time student at the time that you submit your application.
- You are able to live and function in an English speaking society.
- You are able to arrive to the USA before your employment period begins.
- You are able to remain in the USA through the duration of your program.
- You are capable of performing all duties and tasks outlined in your job description.

Please know that you are agreeing to the following conditions:

- You are required to report to and work for the employer listed in section #1 of your DS-2019 form. (Failure to do so will result in dismissal from the program)
- While living in the United States, you will follow all federal, state, and local laws along with the rules and regulations of United Work and Travel, a division of American Pool Enterprises, Inc. **Failure to do so will result in dismissal from the program.**
- **You MUST check in with United Work and Travel, a division of American Pool Enterprises, Inc. within 72 hours of your arrival to the United States by telephone or by internet.** Our toll free phone number for check in is 1-866-IGO2USA (1-866-446-2872). However, **online check-in is the preferred check in method.** Please log into your **student account** at www.myuwt.com to check in online.
- If you do not Check-In on time (within 72 hours of your USA arrival) you may be required you to pay a SEVIS reinstatement fee in order to reactive your J-1 Program. This is a mandatory fee and no exceptions will be made!
- Failure to check in will result in the immediate loss of insurance and you will fall out of valid J-1 status in the USA.

- You will participate in an orientation provided by your local United Work and Travel recruitment representative in your home country.
- You will not work past the program end date listed on your DS 2019 form.
- All requests for employment changes must be reviewed and approved by United Work and Travel, a division of American Pool Enterprises, Inc. **Failure to do so will result in program dismissal.**
- If job/housing changes are approved, you must notify United Work and Travel, a division of American Pool Enterprises, Inc. within 72 hours of any change in your employment and living situation. **Failure to do so will result in program dismissal.**

Please know that you must understand the following:

- The DS-2019 form that is issued to you by American Pool Enterprises, Inc. enables you to apply for a J-1 summer work/travel visa. The U.S. Embassy or Consulate will either grant or deny your application for a visa. We cannot change their decision.
- Even if you receive a visa, your entrance to the United States may be denied by the U.S. Department of Immigration and Naturalization.
- If United Work and Travel, a division of American Pool Enterprises, Inc. dismisses you from your program, you must leave the United States within 10 days or you will face further penalties.
- Your employment position is not 100% guaranteed and may be changed prior to arrival in the USA if a scheduled employer cancels their available positions for any reason.
- Employment terms, such as housing setup and location, job position, and payrate may be changed by your employer due to many varying factors. As changes are made, you will be informed by your employer and/or sponsor.
- If your employer cancels your employment position for any reason after your arrival to the USA, United Work and Travel, a division of American Pool Enterprises, Inc will make our best effort to place you in another available position. This may however take up to five (5) business days.
- Any preexisting medical condition that may impact your ability to work must be reported directly to our office (your sponsor) prior to program registration or as soon as you are made aware of a potential situation.
- You are not currently pregnant and understand that United Work and Travel will not accept you in the program if you are pregnant. This is for the health and safety of you and your unborn child.
- **You must bring enough money to the United States to cover food, housing, housing deposits, transportation and other personal expenses for a period of up to three weeks. This should be approximately \$600.00-\$800.00.**

As a program participant, you must understand that:

- You will be placed in a position with an employer in the United States. If you withdraw from the job offer after your position is confirmed, you will forfeit your entire program fee.

- You must report to the employer listed in section #1 of your DS 2019 form. Failure to do so will result in dismissal from the program.
- **You cannot choose to leave your employer without a valid reason or cause. This will result in dismissal from the program. If you are experiencing a problem at your job you must contact United Work and Travel, a division of American Pool Enterprises, Inc. as soon as possible so we can assist you.**
- **Leaving your position will result in dismissal from the program.**
- In the event you must leave your employment position for a valid reason where you need to return home, after speaking with and gaining approval from your sponsor, you will give your employer at least two weeks' notice.
- Your employer may terminate your employment at any time for misconduct or poor job performance. If you are terminated from your position, we **will not** be responsible for finding you other employment.
- If you are terminated from your employment for theft of any type, your program will be terminated and you will be required to return to your home country immediately.
- Housing will vary from employer to employer. It is understood that you are accepting the fees and terms and conditions of your housing based on your specific employment position. In all cases, housing will be kept clean and damage free and rent will be paid on time.
- Our programs have a zero tolerance drug, alcohol, and sexual misconduct policy. Violation of this policy may result in program dismissal and you will be asked to leave the program and return home within 10 days.
- You will leave the USA within 30 days (grace period) of your program end date listed on your DS 2019 form.
- It is your responsibility to leave the United States once your program has ended and your visa expires. You are not able to change your visa status!
- Your J-1 Summer Work/Travel visa cannot be extended.
- American Pool Enterprises, Inc. is your sponsor. If you have a concern regarding your employer, we will be happy to help you; however, we cannot guarantee any results from uncooperative employers.
- American Pool Enterprises, Inc. is not responsible for any legal fees or costs associated with arrest or incarceration.
- You are agreeing to allow your employer, sponsor, or home country recruiter use all photographs received for sponsor contests or taken during the course of the program for future website updates, displays, or marketing material. It is understood there will be no compensation for the use of these photos.

Please remember that United Work and Travel is available to you 24 hours a day, 7 days a week for all emergencies. If it is not an emergency please call us during regular business hours. 1-866-446-2872 (IGO2USA).

Examples of Some Emergencies are:

1. You are placed under arrest.
2. You are the victim of a serious crime.
3. You are seriously ill or injured.

Helpful tips to avoiding trouble while in the USA...

1. The legal drinking age in the United States is 21 years of age
2. You may not drink alcohol in public places
3. Possession of illegal drugs of any kind will result in arrest
4. Sex with a minor (anyone under 18 years old) is considered statutory rape and is punishable by law
5. Additional illegal acts punishable by law in the U.S. include but are not limited to: destruction of property, theft, disorderly conduct, sexual harassment, shoplifting, disturbing the peace

American Society

The United States is home to over 330 million people. There are many different ethnicities and cultural backgrounds. Different parts of the country offer ethnic neighborhoods and pockets of immigration groups. This is normal and may take some getting used to.

Make an effort to be friends with the American people. However, be conscious of individuals who may want to take advantage of you. Never carry all of your money with you at once and always lock the door to your house when leaving.

The team at United Work and Travel and American Pool Enterprises, Inc. wishes you the best of luck on your journey. We hope that you are able to grow as a person while learning the many different ways of the American lifestyle. BE SAFE, BE BRAVE and we promise you an experience that you will never forget!

Helpful Websites

Have Questions about Laws or regulations?	www.state.gov
Have a question about social security?	www.ssa.gov
Have a general question/Need to open an E-mail account?	www.google.com
Have questions about the weather in a certain region?	www.weather.com
Want to keep in touch with family, friends & UWT?	www.facebook.com
Need to get somewhere in the U.S.A.?	www.mapquest.com
Need to buy a plane ticket anywhere?	www.travelocity.com
Need to buy a local plane ticket?	www.southwest.com
Need a bus ticket to anywhere in the USA?	www.greyhound.com
Need a train ticket to anywhere in the USA?	www.amtrak.com
Need point to point public transportation for NJ and NY?	www.trips123.com
Need help buying, trading, or looking for a place to live?	www.craigslist.com
Need to locate a hostel?	www.hostelworld.com

For important participant information:
www.unitedworkandtravel.com or www.americanpool.com

**Important Contact Information that may be useful during your stay
in the USA**

Sponsor Information:

**American Pool Enterprises, Inc.
United Work and Travel Division
11515 Cronridge Drive
Suite Q
Owings Mills, MD 21117**

Phone: (410) 581-7788

Fax: (410) 581-7950

Insurance Information:

Insurance Company:

Markel Insurance Company

Policy Holder:

United Work and Travel, A division of American Pool Enterprises, Inc.

Provider Search:

<http://providers.nhbc.com> Access Code: AMA411

AXA Assistance USA:

1-888-753-8473 for 24-hour assistance

Claims Administrator:

Managed Care Administrators, Inc.

1-800-427-9306

Employer Information: (fill in when your job is confirmed)

Employer Name: _____

Employer Address: _____

Employer Phone: _____

HAVE A GLOBAL DAY!!



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work & travel

A division of American Pool Enterprises, Inc.



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