

iceo



International Cultural Exchange Organization Inc.

A NEW ERA IN CULTURAL EXCHANGE

SUMMER WORK/TRAVEL PROGRAM PARTICIPANT'S HANDBOOK 2013

**International Cultural Exchange Organization Inc.
USA Summer Work / Travel Program
Participant’s Handbook**

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- Employment Confirmation Letter and Program Employment – Instructions and Guidelines
- Employment Confirmation Letter Form
- Assistance in Locating Employment
- Program Participant Terms and Conditions
- Travel Request Form
- A copy of the Department of State’s Work Travel Participant Letter
- A copy of the Department of State’s Summer Work Travel Program Brochures

International Cultural Exchange Organization Inc.

USA Summer Work / Travel Program

Participant's Handbook

1. International Cultural Exchange Organization Inc. – General Information

International Cultural Exchange Organization Inc. (ICEO) is a nonprofit corporation established to promote mutual understanding between nations through cultural and educational exchanges. ICEO is designated by the US Department of State to sponsor the ICEO USA Summer Work/Travel Program.

A. Mission

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

B. Contact

International Cultural Exchange Organization Inc.
11931 Foundation Place Ste. 220
Gold River, CA 95670

Phone number: 916-985-4826

Fax number: 916-985-9922

Emergency Phone number: 1-877-432-6462

Email: info@iceoinc.org

Web: www.iceoinc.org

Program ARO: Choua Vue

2. ICEO USA Summer Work/Travel Program

A. General Information

Purpose: the main purpose of the ICEO USA Summer Work/Travel Program (ICEO 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. In particular, the purpose of this program is to provide foreign college and university students with opportunities to interact with U.S. citizens, experience U.S. culture while sharing their own cultures with Americans they meet, travel in the United States, and work in jobs that require minimal training and are seasonal or temporary in order to earn funds to help defray a portion of their expenses.

Program duration: ICEO Program participants are authorized to participate in the Program for up to four months during the long break between academic years. For example, participants from the northern hemisphere usually take part in the Program during the US Summer season and participants from the southern hemisphere usually take part in the Program during the US Winter season.

B. Program Summary

a. ICEO 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
- Orientation meeting
- "ICEO USA Summer Work / Travel Program Participant's Handbook"
- Program administration and supervision
- Emergency and non-emergency assistance
- Employment offer for ICEO placed participants
- ICEO organized cultural activities

b. ICEO Program does not include:

- round trip airfare to the US
- airport transfers
- domestic transportation expenses
- any living expenses
- any applicable visa application fees within any US Consulate/Embassy offices

c. Program Requirements:

A potential ICEO Program participant is a person who:

- is over 18 years of age
- at the time of application, is (including final year students) enrolled full-time and pursuing studies at accredited postsecondary, classroom-based, academic institutions physically located outside of the United States and have successfully completed at least one semester, or equivalent, of postsecondary academic study
- has sufficient English language skills to successfully function on a day-to-day basis in his/her work environment
- demonstrates his/her intention to participate in cultural aspects of the Summer Work Travel program
- is able to complete and submit the ICEO Program application packet and conduct all the required administrative steps
- successfully completes interview process with ICEO
- is able to document proof of sufficient funds and bring the required funds with him/her to the United States

d. Criteria for ICEO Program Appropriate Jobs and Host Companies

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

- Provide opportunities for regular communication and interaction with U.S. citizens and allow participant to experience U.S. Culture.
- Require minimal training.
- Are seasonal or temporary in nature as defined in 22CFR62.b: "(...) Employment is of a seasonal nature when the required service is tied to a certain time of the year by an event or pattern and requires labor levels above and beyond existing worker levels. Employment is of a temporary nature when an employer's need for the duties to be performed is a one-time occurrence, a peak load need, or an intermittent need. It is the nature of employers' needs, not the nature of the duties that is controlling." - Are not included on the **Prohibited Employment Positions List (Point 2.B.e)**.

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

- Meet all of the ICEO vetting requirements as described in **Changing Employers / Adding Additional Employers (Point 5.C)**
- Not displace domestic U.S. workers at worksite where Host Company offers position to ICEO Participant.
- Host Company has not experienced layoffs in the past 120 days and do not have workers on lockout or on strike.

e. Prohibited Employment Positions:

During ICEO Program, participants are prohibited in working:

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

3. Program Documents

A. DS - 2019 form

ICEO is a designated J-1 program sponsor by the U.S. Department of State to conduct the ICEO Program. ICEO is able to issue a DS - 2019 Form, which is required in order for you to apply for the J-1 visa and participate in the ICEO Program. The ICEO Program allows you to work in the United States 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 only for travel purposes following the program end date indicated on your DS - 2019 Form. Extensions of the program participation are not permitted.

Upon verification of program eligibility and approval of job placement, if applicable, ICEO will issue a DS - 2019 form for you. 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 order to apply for your J-1 visa, you must present your passport and DS – 2019 Form to the U.S. Embassy or Consulate in your home country. The J-1 visa will be placed in your passport with the program number marked on it. The J-1 visa is only issued at a US Embassy or Consulate outside of the United States. The J-1 visa and a valid DS - 2019 Form are legal documents that allow you to enter the US.

YOU CANNOT APPLY FOR A J-1 VISA AFTER YOU HAVE ARRIVED or WHILE YOU ARE IN THE US!

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

As a participant of the ICEO Program you should be aware that based on the US Embassy or Consulate's decision, you may be subject to the two-year residency requirement. If you are subject to the two-year rule, this means that you must be present in your home country after the program for at least two years before returning to the US. According to regulations, the two-year rule may apply if:

- a 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 ICEO 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 following the completion of your program during which you may travel within the US. The term "D/S" has no associated date with it; therefore, it includes the full program dates and the 30-day grace period. You are required to return to your home country by the conclusion of your grace period.

If you are in your 30 days 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 under the J-1 visa associated with the ICEO Program, 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 a travel authorization signature. ICEO Program's officer will review your program status and travel details. If valid, the program officer will sign the "Travel Validation By Responsible Officer" section of your DS - 2019 form, which states that you are in "good standing" on the program and can travel. If you do not obtain this signature, you may encounter problems when attempting to re-enter the country. Upon your return to the US, you will present your passport, a 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 card indicating your J-1 visa status. (Please refer to the Appendix at the end of the handbook for more information.)

Maximum travel duration outside of the United States must not exceed 30 days at a time. 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 both of these countries. Please contact the Canadian or Mexican Embassy/Consulate directly regarding tourist visa requirements.

You may desire the excitement and pleasure of living and working in the US after your program has been completed, however, 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 into the ICEO Program and granted a J-1 visa with the condition that you would depart from the US upon conclusion of your program.

4. Traveling to the U.S.

A. Carry On items

ICEO recommends that you pack the following items in 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 in case luggage issues arise)
- personal valuables (glasses, electronics, etc...)
- two photo identifications (minimum)
- travelers checks; small US currency
- credit cards, ATM cards
- ICEO Program participant's handbook
- international driver's license
- **post-arrival guide- Make sure you are aware of the details and contacts within this guide (ICEO Placed Participants Only)**
- **ICEO Cultural Activities 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. 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 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 legally stay in the US on the J-1 visa. Please 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 and the optional 30-day travel grace period following the completion of your program. You must depart 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 (in bold above) 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.

5. Important Program and SEVIS Procedures

A. Arrival Notification and SEVIS Registration

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

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

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

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

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

B. Changing Address

Every time you change residence in the United States 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 residence change within 10 days of the change will result in ICEO terminating your program.

C. Changing Host Company (Employer) / Adding Additional Host Company (Employer)

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

You must notify ICEO immediately every time you intend to change employers during your stay in the United States.

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

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

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

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

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

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

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

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

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

D. The end of your program

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

b. Complete ICEO Program Final Evaluation: **<http://www.iceoinc.org/index.php?id=4212>**

6. ICEO Program Terms and Conditions

A copy of Program Participant Terms and Conditions, which every Participant must review and agree to prior to participating in ICEO Program as part of the ICEO Program application process, is included as Appendix to this handbook. Please refer to these Terms and Conditions for important information, rules and procedures related to your program participation.

7. Important Documents from the U.S. Department of State.

A copy of the Department of State's Work Travel Participant Letter and a copy of the Department of State's Summer Work Travel Program Brochures are attached as Appendix to this handbook. The Department of State's toll-free help line telephone number: 1-866-283-9090

8. Communication with ICEO

As the sponsor of your ICEO Program, ICEO is the first and main point of communication you have during your participation in 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)

Emergency 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

General Communication Email for Participants: report@iceoinc.org

ICEO SEVIS Email: sevis@iceoinc.org

General Email: info@iceoinc.org

9. Monthly Communication with ICEO and Program Progress Reports

Program Reporting Requirements – VERY IMPORTANT

A. Within 30 days of your arrival

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

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

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

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

10. Important Documents

A. 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 host companies 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 and/or if it has been longer than 90 days.
- **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 host company.**

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 use your host company's address (if you are employed). If you are Unplaced and do not have a permanent address you are allowed to use ICEO's address as your mailing address. However, we request that you send ICEO a **prepaid self-addressed envelope** in order for us to send you your social security card once it is received. When using ICEO's address for your social security application, please inform ICEO by sending an email to: report@iceoinc.org.

Example of Application for a Social Security Card →

SOCIAL SECURITY ADMINISTRATION Application for a Social Security Card		Form SSA-5030-0040 (Rev. 12/2011)	
1	NAME (Do not include title) FULL NAME AT BIRTH IF OTHER THAN ABOVE	First John	Last Doe
2	OTHER NAMES USED	Johnny	
3	MAILING ADDRESS (Do not include apartment, suite, or room number)	Street Address, Apt. No., PO Box, Rural Route No. 1 SUNSET LANE	City SUNSET
4	CITIZENSHIP (Check One)	<input type="checkbox"/> U.S. Citizen <input checked="" type="checkbox"/> U.S. Alien (Alien must be Admitted to U.S. Status. See Instructions on Page 2) <input type="checkbox"/> Other (Other Aliens must be Admitted to U.S. Status. See Instructions on Page 2)	
5	SEX	<input checked="" type="checkbox"/> Male <input type="checkbox"/> Female	
6	RACE/ETHNIC DESCRIPTION (Check One Only - Voluntary)	<input checked="" type="checkbox"/> Non-Hispanic American Indian or Alaska Native <input type="checkbox"/> Non-Hispanic Asian <input type="checkbox"/> Non-Hispanic Black or African American <input type="checkbox"/> Non-Hispanic Hispanic or Latino <input type="checkbox"/> Non-Hispanic Other <input type="checkbox"/> Non-Hispanic Unknown	
7	DATE OF BIRTH (Month, Day, Year)	01 01 01	PLACE OF BIRTH (Do not include apartment, suite, or room number)
8	A. MOTHER'S MAIDEN NAME (First, Middle, Last)	JANE	DOE
9	B. MOTHER'S SOCIAL SECURITY NUMBER	1 1 1 1 - 1 1 - 1 1 1 1	
10	A. FATHER'S NAME (First, Middle, Last)	JOHN	REAL
11	B. FATHER'S SOCIAL SECURITY NUMBER	2 2 2 - 2 2 - 2 2 2 2	
12	Has the applicant or anyone acting on his/her behalf ever filed for or received a Social Security number card before? (See instructions on page 1.)	<input type="checkbox"/> Yes (If "yes", insert appropriate 11.1.1.1.) <input checked="" type="checkbox"/> No (If "no", go on to question 14.1.) <input type="checkbox"/> Don't Know (If "Don't Know", go on to question 14.1.)	
13	Enter the Social Security number previously assigned to the person listed in item 1.	0 0 0 0 - 0 0 0 0	
14	Enter the name shown on the most recent Social Security card issued for the person listed in item 1.	Middle Name Last	
15	Enter any different date of birth if used on an earlier application for a card.	Month, Day, Year	
16	TODAY'S DATE (Month, Day, Year)	01 01 01	DAYTIME PHONE NUMBER (Area Code and Number)
17	YOUR SIGNATURE (Do not use ink)	123-456-7890	
18	YOUR RELATIONSHIP TO THE PERSON IN ITEM 1 IS:	<input checked="" type="checkbox"/> Applicant <input type="checkbox"/> Spouse <input type="checkbox"/> Parent <input type="checkbox"/> Other (Specify)	
EVIDENCE SUBMITTED		SIGNATURE AND TITLE OF EMPLOYER REVIEWING EVIDENCE (REQUIRE CONDUCTING INTERVIEW)	
NONE I-94 PASSPORT OTHER		NAME TITLE DATE	

B. I-9 Form

You will be required by your host company 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 host company completes section 2. Show your passport, visa documents and I-94 card to your host company and he/she will complete this section as shown in this example.

Department of Homeland Security U.S. Citizenship and Immigration Services		OMB No. 1625-0047; expires 06/30/12 Form I-9, Employment Eligibility Verification	
Read instructions carefully before completing this form. The instructions must be available during completion of this form.			
ANTI-DISCRIMINATION NOTICE: It is illegal to discriminate against work-authorized individuals. Employers CANNOT specify which documents they will accept from an employee. The refusal to hire an individual because the documents have a future expiration date may also constitute illegal discrimination.			
Section 1. Employee Information and Verification (To be completed and signed by employee at the time employment begins.)			
Print Name, Last	First	Middle Initial	Mobile Number
DOE	JOHN	T.	
Address (Street Name and Number)		City	Date of Birth (month/day/year)
1234 STREET NAME		APT. 5	01/23/1991
City	State	Zip Code	Social Security #
CITY NAME	STATE NAME	12345	
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, under penalty of perjury, that I am (check one of the following):			
<input type="checkbox"/> A citizen of the United States			
<input type="checkbox"/> A national of the United States (see instructions)			
<input type="checkbox"/> A lawful permanent resident (Alien # _____)			
<input checked="" type="checkbox"/> An alien authorized to work (Alien # or Admission #) <u>I-94 NUMBER</u> until (expiration date, if applicable - month/day/year)			
Employee's Signature	Date (month/day/year)		
<i>John Doe</i>	TUDAN'S DATE		
Preparer and Translator Certification (To be completed and signed by preparer or translator if preparer is not able to sign; under penalty of perjury, that I have assisted in the completion of this form and that to the best of my knowledge, the information is true and correct.)			
Preparer's/Translator's Signature	Print Name		
Address (Street Name and Number, City, State, Zip Code)			
Date (month/day/year)			
Section 2. Employer Review and Verification (To be completed and signed by employer. Examine one document from List A OR examine one document from List B AND one from List C, as listed on the reverse of this form, and record the title, number, and expiration date, if any, of the document(s).)			
Document title	List A	OR	List B AND List C
Issuing authority			
Document #			
Expiration Date (if any)			
Document #			
Expiration Date (if any)			
CERTIFICATION: I affirm, under penalty of perjury, that I have examined the document(s) presented by the above-named employee, that the above-listed document(s) appear to be genuine and to relate to the employee named, that the employee began employment on (month/day/year) _____ and that to the best of my knowledge the employee is authorized to work in the United States. (State employment agencies may omit the date the employee began employment.)			
Signature of Employer or Authorized Representative	Print Name		Title
Business or Organization Name and Address (Street Name and Number, City, State, Zip Code)			
Date (month/day/year)			
Section 3. Updating and Reverification (To be completed and signed by employer.)			
A. New Name (if applicable)		B. Date of Birth (month/day/year) (if applicable)	
C. If employee's previous grant of work authorization has expired, provide the information below for the document that establishes current employment authorization.			
Document Title	Document #	Expiration Date (if any)	
I affirm, under penalty of perjury, that to the best of my knowledge, this employee is authorized to work in the United States, and if the employee presented document(s), the document(s) have remained unexpired to the greatest extent to which the individual.			
Signature of Employer or Authorized Representative	Date (month/day/year)		
Form I-9 (Rev. 08/07/09) Page 4			

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 host company 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 host company 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 host company 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 host company 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 host company 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 Program participants are required and responsible for filing their own US tax returns by:

- April 15th, 2013 for the 2012 tax year
- April 15th, 2014 for the 2013 tax year

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

d. W-4 form

Before you begin your employment within your designated host company, 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" for the 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 (2012)
 Complete all worksheets that apply. However, you may skip any worksheet that does not apply to you. For more information, see the instructions for Form W-4. **Check for updates.** Go to www.irs.gov for the most current version of this form and its instructions. **Do not write on this form.** If you are filing a joint return with your spouse, you must file Form W-4 for each of you. **Do not check "exempt" on line 7.** If you are exempt from withholding, you must file Form W-4 with "exempt" checked on line 7. **Do not check "exempt" on line 7 if you are a nonresident alien.** **Do not check "exempt" on line 7 if you are a resident alien who is not a U.S. citizen.** **Do not check "exempt" on line 7 if you are a resident alien who is a U.S. citizen.** **Do not check "exempt" on line 7 if you are a resident alien who is a U.S. citizen and you are claiming a refund of federal income tax withheld because you expect to have no tax liability if you meet both conditions, write "Exempt" here.**

Personal Allowance Worksheet (Keep for your records)

A Enter "1" for yourself if no one else can claim you as a dependent. **B** Enter "1" if:
 • 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 \$1,000 or less. **C** Enter "1" for your spouse. **D** Enter "1" if you are married and have either a working spouse or more than one job. **E** Enter "1" if you will file as head of household on your tax return (see conditions under Head of Household above). **F** Enter "1" if you have at least \$1,000 of child or dependent care expenses for which you plan to claim a credit. **G** Enter "1" if your total income will be less than \$1,000 (\$1,000 if married, enter "2" for each eligible child, then leave "1" if you have three or more eligible children or less "2" if you have eight or more eligible children. **H** Address A through G and enter total here. **I** Enter "1" for each eligible child. **J** Enter "1" if you plan to borrow or make adjustments to income and want to reduce your withholding. **K** Enter "1" if you are single and have more than one job or are married and you and your spouse both work and the combined withholding allowances from all jobs exceed \$1,000 (\$1,000 if married, see the Spouse's Withholding Allowance Worksheet on page 2 to see if you need to file a separate Form W-4). **L** Enter "1" if you are a nonresident alien. **M** Enter "1" if you are a resident alien who is not a U.S. citizen. **N** Enter "1" if you are a resident alien who is a U.S. citizen and you are claiming a refund of federal income tax withheld because you expect to have no tax liability if you meet both conditions, write "Exempt" here.

Employee's Withholding Allowance Certificate
 Form W-4 (2012)
 1 Your first name and middle initial Last name 2 Your social security number
 Home address (number and street or rural route) 3 Enter Single Married Married, but withheld at higher single rate. See instructions for higher rate.
 City or town, state, and ZIP code 4 If you are married, have more than one job, or are claiming a refund of federal income tax withheld, check here. You must call 1-800-722-1233 for a replacement card.
 5 Total number of allowances you are claiming from line H above or from the applicable worksheet on page 2. 6 Additional amount, if any, you want withheld from each paycheck. 7 I claim exemption from withholding for 2012, and I certify that I meet both of the following conditions for exemption:
 • Last year I had a right to a refund of all federal income tax withheld because I had no tax liability, and
 • This year I expect a refund of all federal income tax withheld because I expect to have no tax liability if you meet both conditions, write "Exempt" here.
 Under penalty 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 (This form is not valid unless you sign it.) Date
 Employer's name and address (Employer: Complete line 1 and 10 only if sending to the IRS.) Office use only Employer identification number (EIN)
 For Privacy Act and Paperwork Reduction Act Notice, see page 2. Cat. No. 1510902 Form W-4 (2012)

11. US Employment

The ICEO 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

You will be working at a seasonal or temporary position which requires minimal training. 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** - host companies 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 host company.
- **Punctuality** - it is imperative that you arrive to your job on time. Otherwise, your host company 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 host companies 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 a host company 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 host companies 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 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 Program.

If you feel that you have been a victim of either sexual harassment or racial discrimination in your work place, please contact ICEO at **1-877-ICEOINC (423-6462)** or **emergency@iceoinc.org**.

D. Your salary and paycheck

The law states that you must be paid wages for the hours you’ve worked to date, including applicable overtime even if you decide to quit work or are terminated. The US Federal minimum wage is set at \$7.25 per hour. However, the law may vary in cases where the employee receives most of the wages through tips or if room, board or transportation are part of the compensation package.

In general your compensation should be the higher of applicable Federal, State or Local Minimum Wage, including overtime. Your pay and benefits should commensurate with those offered to your similarly situated U.S. counterparts.

If you have questions about your specific case, contact ICEO. There is no maximum amount of money you can earn. The details of your employment, including wage, can be discussed with the host company or found in your Employment Confirmation Letter. Your pay-periods will differ per the host company, but often occur weekly or bi-weekly, which means you will receive your paycheck every week or every two weeks.

E. Finding a job in the United States: additional Information for Participants (Nationals of Visa Waiver Program countries only) arriving to the United States without secured employment.

Participants should have resumes and cover letters updated to enhance their chances of finding employment. Participants can start the research process before even arriving in the United States by looking for employment online. There are helpful websites like **www.careerbuilder.com** or **www.monster.com** which will have a list of available jobs to apply. Aside from general websites, participants can also contact businesses directly by going onto their website or calling.

Referrals from previous program participants are also great ways to find employment. Participants can contact employers that have been recommended by friends and arrange employment before arriving in the U.S.. Employers which were previously involved in J-1 program may understand the employment vetting process better which can expedite the verification process of your employment.

Participants can also drop off their resumes and applications to local businesses in person.

Participants, who are nationals of Visa Waiver Program countries and arrive to the United States without secured employment, please refer to Appendix: Assistance in Locating Employment for information about ICEO’s placement assistance.

12. Cost affiliated with participation in the ICEO Program

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 may vary depending on the location, Host Company's benefits (some Host Companies provide complimentary or discounted meal plans for its employees) and participant's 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 costs, 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

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	Expenses		Cost per Month
Entertainment:	Movies		\$25.00
	Dance Clubs	Twice a month	\$100.00
	Sightseeing	Parks, Aquariums, Zoos, Museums, Amusement Parks	\$40.00
Household Essentials:	Personal Hygiene	Deodorant, Additional Personal Items	\$25.00
	Bathroom	Shampoo, Soap, Hair Products, Toilet Paper, Toothpaste	\$15.00
	Cleaning Supplies	Paper Towels, Cleaning Sprays, Dish Soap	\$10.00
Clothing:	Clothing		\$40.00
Additional Household Items:	Cable Television		\$35.00
	Telephone		\$35.00
	Electricity		\$35.00
	Furnishing	Bed, Table, Chairs, TV, Dishes, Dressers (One time purchase)	\$100.00

13. Program Housing**A. General Information: Finding Accommodation in the United States**

Before arriving in the United States, participants should start identifying apartments, hotels or other types of accommodation in the city they will be staying. By contacting possible accommodation locations (by email/phone call), participants will have a better understanding of the cost of living for that particular area. Aside from cost, it is also important to look at available public transportation and accommodation safety around the area. While looking for permanent housing, hotels/motels can be used as temporary housing. Extended stay hotels are usually the best as they can be temporary housing that turns into permanent housing depending on the cost and distance from the employer (for example: www.extendedstayamerica.com). Websites like www.apartments.com or www.mynewplace.com will have listings of available apartments in the area. Networking or sharing lodging with other participants will help minimize cost.

B. ICEO Assistance

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

- work with partnering host companies (if ICEO placed)
- serve as a reference center for inquiries with regard to housing arrangements
- provide information and arrangement assistance of temporary/permanent housing via a Post Arrival Guide and ICEO Regional Representative team (if ICEO placed)

Please contact ICEO about any housing issues at report@iceoinc.org with the subject line - Housing

C. 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** and **www.digitalcity.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 for suggestions on where to find the best possible housing to suit your accommodation needs. You may also utilize the local newspaper, which can be found at your nearest grocery store, café or local convenience store, to look for housing availabilities under the classified section. In addition, if your employer is near a college campus, local college campuses usually have listings for roommates needed. Online resources may also be used while searching for accommodation. Website example: **www.apartmentguide.com**. 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.

D. 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/rental agreement with your landlord for a specific time period. Be very clear with your landlord in explaining the length of time you would like these accommodations.
- **Subletting** is when you do not sign a lease/rental agreement with the landlord, but instead rent an accommodation from a lease holder. The sublease/rental agreement will be between you and the 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 an accommodation, 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 you will be renting the apartment. 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.

14. 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. It contains 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 along with other important arrival information and procedures.

15. Program Funds

A. Sufficient Funds

While taking part in ICEO 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 and can range from 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: waiters/ waitresses, 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

16. Telecommunication and 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. CALL ATT (225.5288).

C. Payphones

Payphones are 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 payphone, 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.

List of Telephone Country Codes

Country	Code	Country	Code	Country	Code	Country	Code
Argentina	54	Czech Republic	420	Ireland	353	Russia	7
Armenia	374	Denmark	45	Italy	39	Singapore	65
Australia	61	Ecuador	593	Jamaica	876	Slovakia	42
Austria	43	El Salvador	503	Japan	81	Slovenia	386
Belarus	375	Estonia	372	Latvia	371	South Africa	27
Belgium	32	Finland	358	Lithuania	370	South Korea	82
Bolivia	591	France	33	Mexico	52	Spain	34
Brazil	55	Germany	49	Netherlands	31	Sweden	46
Bulgaria	359	Ghana	299	New Zealand	64	Switzerland	41
Chile	56	Greece	30	Norway	47	Thailand	66
China	086	Hong Kong	852	Peru	51	Turkey	90
Columbia	57	Hungry	36	Philippines	63	Uganda	256
Costa Rica	506	Iceland	354	Poland	48	Ukraine	380
Croatia	385	India	091	Romania	40	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) and others.

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 host companies 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.

17. US Law

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 (423.6462).

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 personal 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.
- 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.

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 a "Designated Driver", so that this person travels with you and does not consume alcohol, in order to 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. Otherwise, please utilize taxi cabs as your next source of transportation when necessary.

E. Laws – Additional Information

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
- destruction of property
- shoplifting or theft
- using false identification
- harassment

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

18. US Travel

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.

D. Car Rental

There is a minimum age requirement of 21 or 25 to rent a vehicle in the US. All requirements will vary from rental agency to rental agency, possible requirements are: valid international/US driver's 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:

- **insurance**- this will provide you with insurance coverage on your rental car, should you get in an accident,
- **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.

When riding bicycles please be aware of state safety laws.

Four Basic Bicycling Safety Tips:

- **Maintain control of your bicycle** – make sure your bicycle is the right size for you and is in good working order.
- **Protect yourself**–reduce the risk of head injury by always wearing a helmet correctly.

- **Be visible, alert, and communicate your intentions-** use hand signals to communicate your intentions while riding a bicycle, use lights and reflectors on your bicycle at night and wear light or bright colored clothes to be visible.
- **Ride with traffic-**ride in the same direction as traffic to make you more visible to drivers entering or changing lanes.

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.

In addition, you should check with the Department of Motor Vehicles (DMV) in your state, for the specific rules and requirements of needing and obtaining a local driver's license.

a. Where to buy and sell

If you are looking for a used car, check the following:

- local newspaper classified ads
- "for sale" signs posted in car windows
- Online: www.cars.com or www.autotrader.com

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.

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 or local driver's license depending on a state.
- proof of insurance coverage

The costs involved with registering a car varies from state to state and can range from \$50 to \$100 or more. 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. Please 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 you are required to purchase automobile insurance to cover your car should there be any damages made during the accidents involving you or any additional parties.

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.*

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 a “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.

19. Cultural Activities**The Purpose of the Summer Work Travel Program:**

“The purpose of this program is to provide foreign college and university students with opportunities to interact with U.S. citizens, experience U.S. culture while sharing their own cultures with Americans they meet, travel in the United States, and work in jobs that require minimal training and are seasonal or temporary in order to earn funds to help defray a portion of their expenses.”

The Cultural Component of the Summer Work Travel Program:

The Summer Work Travel program's cultural component is an important part of the program and should be embraced by all participants. Program participants are expected to balance their time in the United States between the cultural and employment components during their program.

The cultural component can be broken down into two major parts: 1) immersion within the community and 2) participation in the cultural type events. In www.dictionary.com “Culture” is defined as “development or improvement of the mind by education or training”. By learning about the lifestyles within their communities as well as taking part in cultural events, participants will be able to better understand

American culture and customs while sharing their own unique culture and perspective with American people they encounter.

How to best experience U.S. culture and customs:

Participants can best experience U.S. culture by becoming a part of the community and enjoying the different lifestyle each city offers. By visiting local historic sites and participating in local events, not only will the participants get to experience new activities, they will also see how American people interact and be a part of the culture. Participants will also be exposed to various interactions with their American colleagues and customers during the employment component of their program. This is a great opportunity to see and experience American lifestyle and culture in the workplace. It is important to visit and become familiar with local visitors and community centers to learn what activities are available in participant's local community during the program.

Sport is a big part of the American culture. Participants can actively participate in sporting events, such as basketball, soccer, bike rides, cross country running or by joining different local teams or events available in their community or host company. Participating in sports with American people will allow participants to immerse themselves even deeper within the local communities.

Sightseeing is also an important part of the overall program cultural experience. In addition to visiting major cities like New York, Boston, San Francisco or Washington D.C., other famous sites like Mount Rushmore, Old Faithful, Grand Canyon or national parks (www.nps.gov) will give participants a better sense of what the American culture is about. Websites can be a useful tool in deciding which historic sites will be the most rewarding when it comes to getting the most out of the sightseeing trip (www.ratestogo.com/blog/famous-landmarks-usa/).

We also encourage program participants to participate in watching live professional or college sporting events. There is a variety of available professional sports and leagues in the United States depending on the program season. Major sports in America include: Professional Football: www.nfl.com; Professional Basketball: www.nba.com; Professional Hockey: www.nhl.com; Car Racing: www.nascar.com; Baseball www.mlb.com. Minor league baseball games in participants' local areas are great opportunities to experience American sports and family life: www.milb.com.

ICEO Arranged Cultural Events:

ICEO plans to arrange multiple cultural activities for ICEO Program participants during their program. The events will include guided sightseeing tours, local activities and community involvement. More details will be available at www.iceoinc.org in the "News & Announcements" section.

ICEO Cultural Activities Guides:

ICEO has prepared **Cultural Activates Guides** for most of the areas where ICEO Program participants spend their programs. If available, you will receive the **Cultural Activities Guide** for the area where you are going to spend your program as part of your ICEO Program materials. Please familiarize yourself with its content as the information included in the **ICEO Cultural Activities Guide** will assist you in better planning and enjoying your program while in the United States.

20. Extra Reference

A. Postage

The general rate for US domestic postage is \$.45 (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: Pacific, Mountain, Central and Eastern.

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

F. Holidays

There are 11 federal holidays in the U.S. Most of the holidays below are also state holidays.

- New Year's Day – January 1st
- *Martin Luther King Jr. Day – 3rd Monday in January*
- President's Day – 3rd Monday in February
- Memorial Day – last Monday in May
- Independence Day - July 4th
- Labor Day – 1st Monday in September
- *Columbus Day - 2nd Monday in October*
- *Veterans Day – November 11th*
- Thanksgiving Day – 4th Thursday of November
- Christmas - December 25th

21. Health Care and Travel Insurance

As a participant of the ICEO Program, you will receive health/travel insurance issued by an insurance provider meeting the requirement of the cultural exchange program regulations. This insurance 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

22. Traveling Home

A. 30-day Travel Period at the end of your program (Grace Period)

In most of the cases, you are allowed to stay in the US for up to 30 days beyond the program end date listed on your DS - 2019 form which you may utilize to travel within the US. If you travel to Mexico, Canada or other countries during the 30 days optional travel period, you will not be allowed to re-enter the US with your J-1 visa.

B. 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.

C. Changing Return Flight

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

D. After Returning Home

At the end of your ICEO 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, re-adjusting 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 re-adjusting 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 like this one is an extraordinary experience and your perspective on the world has changed once you've taken part.



ICEO USA Summer Work / Travel Program Participant Compliance Checklist

1. Before departure - Confirm your arrival date with ICEO

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

2. Within 10 days of arrival

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

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

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

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

3. Within 30 days of your arrival

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

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

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

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

5. The end of your program

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



6. Changing Address (Including initial residence address in the United States)

Every time you change residence in the United States 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 residence change within 10 days of the change will result in ICEO terminating your program.

7. Changing Employers / Adding Additional Employers

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

You must notify ICEO immediately every time you intend to change employers during your stay in the United States. You can either call ICEO at **1-877-ICEOINC (877.423.6462)** or complete an online form at:

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

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

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

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

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

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

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



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

8. Traveling outside of the United States during the program

You are required to submit a travel request form for all travels where you will be departing and re-entering the United States within your program dates. 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 (preferably with tracking, for the return of your DS-2019 Form)

If your travel request is within four months of a 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 subject: **Early program completion**, containing your departure date from the United States. ICEO will update your SEVIS record accordingly to indicate your program completion.

10. Criteria for ICEO Program Appropriate Jobs and Host Companies

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

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

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

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



11. Prohibited Employment Positions

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

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

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

12. Program Terminations

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

- Reporting to ICEO within 10 days of the arrival to the United States
- Reporting to ICEO initially secured residence within 10 days
- Reporting to ICEO any change of residence within 10 days
- Not starting work at unverified jobs
- Responding to ICEO's mandatory monthly communication within set deadline



ICEO USA Summer Work / Travel Program

Employment Confirmation Letter and Program Employment – Instructions and Guidelines

Summer Work / Travel Program Objective:

“The purpose of this program is to provide foreign college and university students with opportunities to interact with U.S. citizens, experience U.S. culture while sharing their own cultures with Americans they meet, travel in the United States, and work in jobs that require minimal training and are seasonal or temporary in order to earn funds to help defray a portion of their expenses.”

Job Placement Minimum Requirements:

Program participant can only be placed in employment positions which at minimum:

1. are seasonal or temporary;

Seasonal / Temporary job placement definition:

“Employment is of a seasonal nature when the required service is tied to a certain time of the year by an event or pattern and requires labor levels above and beyond existing worker levels.

Employment is of a temporary nature when an employer’s need for the duties to be performed is a one-time occurrence, a peak load need, or an intermittent need.

It is the nature of employers’ needs, not the nature of the duties that is controlling.”

2. provide opportunities for regular communication and interaction with U.S. citizens and allow participants to experience U.S. culture;
3. provide participants with compensation at the higher of:
 - a. the applicable Federal, State, or Local Minimum Wage (including overtime); or
 - b. pay and benefits commensurate with those offered to their similarly situated U.S. counterparts.
4. are in an area with available suitable accommodation and transportation

Program participant cannot be placed in jobs:

1. that require licensing;
2. that are on the program exclusion list;
3. for which there is another specific J visa category (e.g., Camp Counselor, Trainee, Intern);
4. with staffing agencies or
5. with employers that fill non-seasonal or non-temporary job openings with exchange visitors with staggered vacation schedules.

Summer Work / Travel Program excluded positions:

1. positions that could bring notoriety or disrepute to the Exchange Visitor Program;
2. sales positions that require participants to purchase inventory that they must sell in order to support themselves;
3. domestic help positions in private homes (e.g., child care, elder care, gardener, chauffeur);
4. pedicab or rolling chair drivers or operators;
5. operators or drivers of vehicles or vessels for which drivers’ licenses are required regardless of whether they carry passengers or not;



6. positions related to clinical care that involves patient contact;
7. any position in the adult entertainment industry (including, but not limited to jobs with escort services, adult book/video stores, and strip clubs);
8. positions requiring work hours that fall predominantly between 10:00 pm and 6:00 am;
9. positions declared hazardous to youth by the Secretary of Labor at Subpart E of 29 CFR part 570;
10. positions that require sustained physical contact with other people and/or adherence to the Centers for Disease Control and Prevention's Universal Blood and Body Fluid Precautions guidelines (e.g., body piercing, tattooing, massage, manicure);
11. positions that are substantially commission-based and thus do not guarantee that participants will be paid minimum wage in accordance with federal and state standards;
12. positions involved in gaming and gambling that include direct participation in wagering and/or betting;
13. positions in chemical pest control, warehousing, catalogue/online order distribution centers;
14. positions with travelling fairs or itinerant concessionaires;
15. positions for which there is another specific J category (e.g., camp counselor, intern, trainee); or
16. positions in the North American Industry Classification System's (NAICS) Goods-Producing Industries occupational categories industry sectors 11, 21, 23, 31-33 numbers (set forth at http://www.bls.gov/iag/tgs/iag_index_naics.htm).

List of documents and information required from the host company (employer):

Each host company (employer) wishing to employ ICEO USA Summer Work / Travel Program participants must provide ICEO at a minimum with the following documents and information:

1. EIN
2. Copy of the current business license
3. Verification of host company's Worker's Compensation Insurance Policy or equivalent in each state where a participant will be placed or, if applicable, evidence of that state's exemption from requirement of such coverage
4. Verification of the business owners' and/or managers' names, telephone numbers, email addresses, street addresses, and professional activities
5. Fully completed **ICEO USA Summer Work / Travel Program Employment Confirmation Letter** including all additional required information and documents pertaining to employment conditions, compensation, accommodation and transportation
6. Fully completed **ICEO USA Summer Work / Travel Program Host Company Profile Form** (this form will be provided directly to host company by ICEO with additional instructions).

Host company and Job Placement Verification Process:

1. ICEO receives completed Employment Confirmation Letter
2. ICEO contacts the host company to request additional information and provides the host company with further verification process instructions.

In case of any questions or need for additional information or clarification please contact ICEO at:

www.iceoinc.org/index.php?id=contact

You can also contact your recruitment agency in your home country.



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 2013

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Host Company Information — Offered Employment 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: _____
Will Participant be compensated on other than a "per hour" basis?: [] Yes [] No If "Yes", please explain in a separate attachment.
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 / seasonal position with our company (Host Company) with the pay and other benefits commensurate with those offered to his/her similarly situated US counterparts. The offered wage equals or exceeds the applicable Federal, State or Local Minimum wage requirements, including overtime. I understand that ICEO will contact me to confirm the details above and that the ICEO Participant can only work at the Host Company in positions that have been fully vetted and approved by ICEO.

Print Name: _____ Title: _____
Signature: _____ Date: ____/____/____

ICEO Participant Information — Desired Employment 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 Host 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. I will adhere to all ICEO rules and all terms and conditions of my employment with the Host Company. I understand that I can only work for the Host Company in the employment position(s) which have been fully vetted and approved by ICEO. If I wish to change my host company, ICEO must approve my new host company and new employment position prior to me accepting and beginning new employment.

Print Name: _____
Signature: _____ Date: ____/____/____

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



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

1. _____
_____ (Host Company)

hereby certifies that Host Company:

- a. has sufficient resources, plant, equipment and trained personnel available to provide the employment opportunity for the ICEO USA Summer Work / Travel Program participant (ICEO Participant);
b. will actively participate in selection of the participant for available employment positions offered to the ICEO Participant and accept only participants for the offered positions who in our opinion are suitable to be employed by us;
c. will provide appropriate supervision to the ICEO Participant;
d. will make good faith effort to provide the ICEO Participant 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 the ICEO Participant for overtime worked in accordance with applicable state or federal law;
f. will notify ICEO promptly when (i) ICEO Participant arrives at the work sites to begin his or her program, (ii) when there are any changes or deviations in the job placement during the ICEO Participants' programs; (iii) when ICEO Participant is not meeting the requirements of his or her job placement, and (iv) when ICEO Participant leaves his or her position ahead of his or her planned departure;
g. will contact ICEO immediately in the event of any emergency involving the ICEO Participant or any situation that impacts the health, safety or welfare of the ICEO Participant;
h. will not displace domestic U.S. workers in the placement of the ICEO Participant at the Host Company;
i. has not experienced layoffs in the past 120 days and does not have workers on lockout or strike;
j. has offered employment position(s) to the ICEO Participant which are either seasonal or temporary as defined in 22CFR62.32(b) and require minimal training;
k. has offered employment position(s) to the ICEO Participant that provides opportunities for regular communication and interaction with U.S. citizens and allows the ICEO Participant to experience U.S. culture.
2. Host Company will provide ICEO with a copy of its current Workman's Compensation Insurance Policy or equivalent in each state where ICEO Participant will be placed or, if applicable, evidence of that state's exemption from requirement of such coverage.
3. Host Company will provide ICEO with its Employer Identification Number and a copy of its current business license(s).
4. Host Company will promptly verify its business owners'/managers' names, telephone numbers, email addresses, street addresses, and professional activities when contacted in-person or by telephone by ICEO; Host Company will also permit work site visitations by ICEO upon ICEO's request.
5. Host Company will complete and sign Page 1 of this ECLF to confirm the employment position(s) and conditions offered to the 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. Any change to the position or conditions of employment including, but not limited to, change in work duties, must be approved in writing by ICEO and ICEO Participant prior to any change taking effect.
6. Before the ICEO Participants may start work, the Host Company will confirm, either by phone or in-person and by sending a confirmation e-mail to ICEO, the placements of all ICEO Participants to ICEO's satisfaction by verifying, at a minimum, the terms and conditions of employment and the information about Host Company set forth on page 1 of this ECLF.
7. Host Company will abide by all applicable Federal, State and local occupational employment, health and safety laws.
8. Host Company will abide by all ICEO USA Summer Work / Travel Program rules and regulations set forth by ICEO or the US Government.
9. 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.
10. Host Company acknowledges that the maximum duration of each ICEO Participant's employment cannot exceed the program dates indicated on ICEO Participant's DS-2019 Form.
11. Host Company confirms that the ICEO Participant, at a minimum, will be compensated at the higher of the applicable Federal, State or Local Minimum Wage (including applicable overtime) and the ICEO Participant's pay and benefits will be commensurate with those offered to the ICEO Participant's similarly situated US counterparts.
12. Host Company certifies that it has not received any payment or incentive to accept the ICEO Participant for job placements.
13. Host Company certifies that it is not a staffing agency; and that
a. the ICEO Participant will be an employee of and paid by the Host Company;
b. Host Company will provide full-time, primary, on-site supervision of the ICEO Participant; and
c. Host Company effectively controls the work sites, e.g., has hands-on management responsibility for the ICEO Participant.
14. Host Company shall not collect or withhold from ICEO Participant any fees, costs or expenses except as specifically set forth in Appendix 1.
15. Host Company acknowledges 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. In positions that could bring notoriety or disrepute to the Exchange Visitor Program;
b. In sales positions that require ICEO participant to purchase inventory that they must sell in order to support themselves;
c. In domestic help positions in private homes (e.g., child care, elder care, gardener, chauffeur);
d. As pedicab or rolling chair drivers or operators;
e. As operators or drivers of vehicles or vessels for which drivers' licenses are required regardless of whether they carry passengers or not;
f. In positions related to clinical care that involves patient contact;
g. In any position in the adult entertainment industry (including, but not limited to, jobs with escort services, adult book/video stores, and strip clubs);

- h. In positions requiring work hours that fall predominantly between 10:00 pm and 6:00 am;
i. In positions declared hazardous to youth by the Secretary of Labor at Subpart E of 29 CFR part 570;
j. In positions that require sustained physical contact with other people and/or adherence to the Centers for Disease Control and Prevention's Universal Blood and Body Fluid Precautions guidelines (e.g., body piercing, tattooing, massage, manicure);
k. In positions that are substantially commission-based and thus do not guarantee that the ICEO Participant will be paid, at a minimum, minimum wage in accordance with federal and state standards;
l. In positions involved in gaming and gambling that include direct participation in wagering and/or betting;
m. In positions in chemical pest control, warehousing, or catalogue/online order distribution centers;
n. In positions with travelling fairs or itinerant concessionaires;
o. In positions for which there is another specific J visa category (e.g., camp counselor, intern, trainee);
p. In positions in the North American Industry Classification System's (NAICS) Goods-Producing Industries occupational categories industry sectors 11, 21, 23, 31-33 numbers (set forth at http://www.bls.gov/iag/tgs/iag_index_naics.htm);
q. Any position requiring licensing;
r. Any position in a staffing agency; or
s. Any position ICEO otherwise deems inappropriate and has notified Host Company of such determination.
16. I understand that if the Host Company provides or arranges accommodation for the ICEO Participant, the accommodation must be reasonably suitable and acceptable to the ICEO Participant.
17. I understand that if the Host Company provides or arranges transportation for the ICEO Participant, the transportation must be reliable, affordable and convenient for ICEO Participant.
18. If the Host Company is providing employment positions to more than one ICEO participant during the same Summer Work Travel program term, the terms and conditions set forth in this ECLF Host Company Terms and Conditions shall be binding on Host Company and apply to all such ICEO participants, regardless of whether a separate ECLF has been completed for each ICEO participant.

The undersigned represents and warrants that he or she has the full power and authority to bind the Host Company to the terms and conditions of this Employment Confirmation Letter Form including, without limitation, the Standard Terms and Conditions and all appendices, exhibits and other documents attached hereto or required to be provided hereunder (collectively, "Agreement") and that this Agreement has been ratified, accepted by and is binding on the Host Company.

AGREED AND ACCEPTED

Host Company Name
Name: _____
Title: _____
Signature: _____
Date: _____



Employment Confirmation Letter ---- Summer Work/Travel Program 2013

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Appendix 1. Housing, Transportation and Miscellaneous Paycheck Deductions

I. Is housing provided / arranged by Host Company: Yes No

If "Yes":

1. Address of housing:

Street: _____

City: _____ State: _____ Zip: _____

2. Entire cost of housing per participant including:

i. Security Deposit: _____

ii. Cost per Week: _____

iii. Specify Utilities Included: _____

iv. Specify Utilities Not Included: _____

v. Other Fees: _____

3. How are the above fees collected?

4. Will housing fees or costs be included as part of the Participant's compensation? Yes No If "Yes", explain.

5. Conditions of housing:

i. Type of Housing: _____

ii. Number of Bedrooms: _____

iii. Number of Tenants: _____

iv. Furnishings / Amenities Included: _____

v. Distance from Jobsite: _____

vi. Please attach photos of housing: Exterior, Bedrooms, Common Area, Bathroom, Kitchen

6. Will the participant be required to sign a lease or sublease Yes No

*If "Yes", please attach a copy of the lease or sublease agreement to be signed by ICEO participant.

II. Is transportation provided / arranged by Host Company: Yes No

If "Yes":

Type of transportation: _____

Weekly Cost to ICEO Participant: _____

How is the above fee collected: _____

Will transportation fees or costs be included as part of the Participant's compensation? Yes No If "Yes", explain.

III. Miscellaneous

Please list ALL paycheck deductions not otherwise listed above including uniforms, licensing, health cards and others:

*Please attach additional information if needed



ICEO USA Summer Work / Travel Program Assistance in Locating Employment

If you are a Program Participant from a Visa Waiver Program country, who arrived to the United States without a secured employment, you must notify ICEO after one week of commencing job search if you have not found a suitable employment. In such case the following reasonable assistance in identifying a suitable program employment position is available to you from ICEO.

ICEO has 3 levels of assistance available for participants requesting assistance in locating employment:

1. General information of how to identify employment in the United States (this information is included in the Participant's Handbook).
2. Directing Participants to ICEO partnering Host Companies to apply for positions directly with the Host Company.
3. Placing Participants at ICEO partnering Host Companies.

How to request ICEO's assistance?

1. Send your most updated resume to ICEO at report@iceoinc.org (recommended e-mail subject: "SWT – employment locating assistance").
2. Within 2 business days an ICEO team member will contact you to discuss available options.

General Placement Process:

1. ICEO forwards your resume to ICEO partnering Host Companies
2. You go through the interview process with a Host Company Representative
3. The decision to offer employment is up to the Host Company

Important things to consider:

1. Available employment positions may be different than what you are looking for.
2. Employment positions may not be available in the area where you are currently living.
3. ICEO does not guarantee a successful employment placement as the decision to offer employment rests with ICEO partnering Host Companies.
4. If you choose to relocate to be placed at one of ICEO partnering Host Companies, costs of relocation will be borne by you. ICEO, in cooperation with our partnering Host Company that offered the employment, will offer you necessary relocation assistance to ensure you have a successful transition.

IMPORTANT NOTE: If you are offered a position through ICEO's employment placement assistance and decide not to accept the offer, no further placement assistance will be available from ICEO.

Applicant/Participant Responsibilities

1. Each applicant agrees that all the information provided by participant to ICEO, ICEO Partner or U.S. government as part of the application or as necessary for participation in the ICEO USA Summer Work /Travel Program ("Program") is true to the best of his/her knowledge, and acknowledges that any false or misleading information may lead to immediate dismissal from the Program. The terms "applicant" and "participant" are used throughout these terms and conditions to refer to the person who has completed and submitted this application for participation in the Program.
2. The applicant is responsible for considering his/her personal health and safety needs when applying for or accepting a place in the Program. If the applicant suffers from any health or other condition that would create a risk for him/her while abroad, he/she should not apply.
3. The participant is responsible for reading and carefully considering all materials made available to participant that relate to the terms and conditions of the Program; all U.S. government rules and regulations regarding the Program; and all safety, health, legal, environmental, political, cultural and religious customs and conditions in the U.S.. Each participant will be responsible in the event that any term, condition, laws, regulations, or customs are broken including, without limitation, these Terms and Conditions, regardless of foreknowledge.
4. The applicant agrees to pay all fees in accordance with the requirements of the ICEO in-country partner through whom he or she is submitting an application ("ICEO Partner").
5. Applicants are responsible for submitting all requested documentation (including passport) to the ICEO Partner in a timely fashion for visa processing. ICEO cannot be held responsible for any additional costs incurred (including the cost of rebooking a flight) due to delays by applicant in submitting documentation or delays by the U.S. Embassy in issuing a visa.
6. Each applicant must pay the local visa fee to the U.S. Embassy. Applicants are responsible for any additional visa fees that might apply at the U.S. Embassy or Consulate in the country where they are applying for the visa, as well as the U.S. Government SEVIS fee collected as part of the application.
7. All applicants must attend an interview with an ICEO representative either in-person or by video-conference and complete language screening in order to participate in the Program.
8. Each participant is required to attend an ICEO orientation prior to leaving their home country.
9. It is the responsibility of the participant to exercise due care once in possession of the legal documentation (DS- 2019, Passport, Visa and I-94 card). The cost of replacing these items will be the responsibility of the participant. In addition, the participant is responsible for providing to ICEO all information necessary for ICEO to activate participant's Program status in SEVIS. All costs associated with any Program reinstatements will be borne by the participant.
10. Participant is responsible for all the costs associated with processing and shipping Travel Request Forms.
11. The participant must supply ICEO with the name and contact details of next of kin, to be contacted in the case of emergency. These details must be included on the application form and be kept current during the Program.
12. The participant is responsible for all of his or her acts along with any loss or damage resulting there from while on the Program. The participant agrees to indemnify and hold harmless ICEO for any claim, liability or loss arising from, related to or resulting from directly or indirectly participant's conduct.
13. All travel before, during and after the Program is at the participant's own cost and risk. Any participant who chooses to operate a motorized vehicle is responsible for obtaining the necessary license, permission and insurance and does so at his/her own risk.
14. If during the course of the Program the participant encounters any difficulties with any element of the Program such as issues concerning safety, health, employment, housing (including charges or fees for housing) sanitary conditions, over crowding, or any other problem, the participant should notify ICEO as soon as possible by phoning ICEO at 1-916-985-4826 during business hours or in an emergency at 1-877-423-6462, 24 hours a day, 7 days a week. A schedule of monthly meetings between participant and an ICEO representative will be provided to participant prior to participant's departure to the U.S. The monthly meetings will be conducted in-person, by telephone, or via electronic mail at ICEO's direction. The monthly meetings are mandatory and missing monthly meetings will lead to participant's termination from the Program. Participant must notify ICEO of any issues affecting participant's health, safety, or welfare during this monthly contact. Once a month, participant must also complete Monthly Activity Report available on line at www.iceoinc.org.
15. Participant is required to comply with the following Program notification requirements:
 - a) Participant must notify ICEO of his/her arrival in the U.S. within 10 days of the arrival but no later than within 20 days of DS-2019 program start date;
 - b) Participant must notify ICEO within 10 days from the date participants first moves into U.S. residence;
 - c) Participant must notify ICEO within 10 days of any change in U.S. residence. ICEO will terminate participant's Program if he/she fails to comply with any of the above Program notification requirements.

Employment or Job Related Conditions

16. Regardless of who arranges the employment placement, participant can only be placed in employment positions which require no more than minimal training, are seasonal or temporary in nature and provide opportunities for regular communication and interaction with U.S. citizens and allow participant to experience U.S. culture.

17. Regardless of who arranges the employment placement, ICEO cannot accept applications from participants for, and participants are prohibited from working in, any of the following positions in the U.S.:

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

A complete list of prohibited employment positions is available from ICEO upon request.

18. Participant must work for the employer listed on their DS-2019 Form. If, for any reason, a change of employer becomes necessary, participant must contact ICEO and get written approval BEFORE changing employers.

19. Participant may not begin working at initial, replacement or additional jobs with a U.S. employer until ICEO has verified the terms and conditions of such employment and fully vetted the U.S. employer as required by Summer Work Travel program regulations. Programs of participants who begin employment prior to (i) the approval by ICEO of the U.S. employers, or (ii) the approval by ICEO of the position with an approved U.S. employer will be immediately terminated by ICEO.

20. Participant is required to maintain communication with ICEO and his/her U.S. employer prior to arrival, notify ICEO and U.S. employer in advance of his/her arrival and departure dates, and advise ICEO and U.S. employer of any changes to his/her travel itinerary due to visa delays or any unforeseen circumstances.

21. Under no circumstances are job positions guaranteed including, without limitation, any job with an ICEO-arranged U.S. employer. Even in the case when an employer represents that a job is being held, this does not constitute a binding contract that the job will be available when the participant arrives. The employer's commitment is one of good faith only. In addition, if the participant is not fluent in English and/or does not arrive on time and/or has misrepresented any statement in the application, participant may be terminated from the Program or the positions may be revoked by the U.S. employer. In addition, if the participant does not meet the contractual obligations with the employer or with ICEO under any agreement between such party and participant, ICEO, at its sole discretion, may terminate the sponsorship agreement and participant's participation in the Program.

22. Due to weather conditions, or other factors beyond ICEO and/or U.S. employer's control, some jobs have uncertain start dates and hours of work. The participant must be able to support himself/herself in the U.S. until he/she gets his/her first paycheck, or in the event of reduced working hours, participant must have at least \$800 upon arrival in the U.S.

23. ICEO is not responsible for any participant expenses including, without limitation, any expenses incurred if for any reason the participant has not started work with the U.S. employer by the agreed date for any reason at his/her place of employment.

24. Once a participant accepts a position with a U.S. employer, participant agrees to stay at that place of employment for the duration of the Program. If participant wishes to leave the position after participant starts work or declines to start work after accepting a position, participant must immediately notify ICEO in writing and must obtain ICEO's written permission prior to leaving the U.S. employer. If participant does not receive prior written approval to change positions from ICEO, and if participant leaves this employment without the prior written approval of ICEO, ICEO reserves the right to immediately revoke sponsorship of participant's Program.

25. No person or entity other than ICEO, ICEO Partner or participant is allowed to arrange for an employment position for participant as the part of the Program.

26. For those employment positions arranged by ICEO with U.S. employers, if the position is not available, through no fault of participant, ICEO will assist the participant in finding another position with a U.S. employer. However, ICEO makes no guarantee that it will be able to secure another position for participant. If a new position is available, it is likely the position would not be in the same geographical area or of the same type of work the participant had previously or prefers.

27. For those employment positions not-arranged by ICEO with U.S. employers, if the position is not available, through no fault of participant, it is participant's responsibility to identify another employment position. However, in such situations, ICEO will offer reasonable assistance to participant in their effort to identify another position. ICEO cannot guarantee that a new position will be available.

28. In case of change of job or of premature termination of job, or if the employment is terminated before the end of the Program for any reason, or if the participant decides to return home early, no fees will be refunded.

29. If a participant is fired from his or her job for violation of U.S. laws or regulations or violation of U.S. employer policies or procedures, including failing a pre-employment drug test, or if participant violates any ICEO rules, participant will be terminated from the Program.

30. If participant's job ends before the end date on the DS-2019 Form (Program end date) for any reason other than disciplinary actions by U.S. employer or ICEO but including if the participant voluntarily stops work, participant must inform ICEO immediately. In such an event the following options are available to participant:

A) If participant decides to identify a new U.S. employer for the remainder of the Program, the new U.S. employer must be approved by ICEO prior to participant beginning work for the new U.S. employer as described in point 21 of this Terms and Conditions.

Participant must identify new U.S. employer and ICEO must be able to approve both the new U.S. employer and the offered employment position within 21 days from the last date of employment with the previous U.S. employer. If participant fails to identify a new U.S. employer or ICEO is unable to approve the identified new U.S. employer or offered employment position within the allotted 21 days, ICEO will complete participant's Program at the end of the allotted 21 days, if applicable. In addition, within 72 hours from the last date of employment with the previous U.S. employer, participant must provide ICEO with proof of sufficient financial resources to support himself/herself during the search for employment. If participant is unable to provide proof of sufficient funds within the allotted 72 hours, ICEO will complete participant's Program at the end of the allotted 72 hours.

B) If participant decides to spend the remainder of the Program involved in Cultural Exchange Activities (including travel), participant must provide ICEO within 72 hours from the last date of employment with the following items: proof of sufficient financial resources to support himself/herself during the Cultural Exchange Activities, and a plan of Cultural Exchange Activities including participant's travel itinerary. If participant is unable to provide the required information within the allotted 72 hours, ICEO will complete participant's Program at the end of the allotted 72 hours. Maximum duration of those Cultural Exchange Activities and travel is 21 days. ICEO will complete participant's Program at the end of 21 days, if applicable.

31. If after the arrival to the United States participant does not report to his/her original ICEO approved U.S. employer, travels to a different location in the United States or attempts to immediately change U.S. employers, ICEO will terminate participant's Program.

32. Participant who is a national of Visa Waiver Program country and who has not secured a job prior to arriving in the U.S. must have at least \$1500.00 upon arrival in the U.S.. Participant must notify ICEO after one week of commencing job search, if participant has not found suitable employment. In such case ICEO will offer reasonable assistance to participant in their effort to identify a Program suitable employment position. If such participant is unable to identify employment and have the employment approved by ICEO within 21 days from the arrival in the United States the following rules will apply:

A) Participant may continue searching for suitable employment for an additional 21 days. Participant must identify U.S. employer and ICEO must be able to approve both the U.S. employer and the offered employment position within this additional 21 days. If participant fails to identify a new U.S. employer or ICEO is unable to approve the identified new U.S. employer or offered employment position within the allotted additional 21 days, ICEO will complete participant's Program at the end of the allotted additional 21 days, if applicable. In addition, within the first 24 days from the arrival to the United States, participant must provide ICEO with proof of sufficient financial resources to support himself/herself during the search for employment. If participant is unable to provide proof of sufficient funds within the allotted time, ICEO will complete participant's Program at the end of the allotted time.

B) If participant decides to spend the remainder of the Program involved in Cultural Exchange Activities (including travel), participant must provide ICEO within 24 days from the arrival to the United States with the following items: proof of sufficient financial resources to support himself/herself during the Cultural Exchange Activities and a plan of Cultural Exchange Activities including participant's travel itinerary. If participant is unable to provide the required information within the allotted time, ICEO will complete participant's Program at the end of the allotted time. Maximum duration of these Cultural Exchange Activities and travel is 21 days. ICEO will complete participant's Program at the end of these 21 days, if applicable.

Cultural Exchange Activities

33. Participant must actively participate in cultural activities during the Program including, but not limited to, daily interactions with US citizens during and outside of work, local community involvement, sightseeing and participation in cultural events. Participant must document all of his/her cultural activities and report them to ICEO as a part of the Monthly Meetings and the Monthly Activity Reports. Participant must take part in at least one selected ICEO organized cultural activity. List of ICEO organized cultural activities will be provided to participant by either ICEO Partner or ICEO.

General Terms

34. This English language version of the Terms & Conditions is the binding contract between the participant and ICEO and shall control over any translation of these Terms & Conditions into another language even if such translation was provided to participant by ICEO or ICEO Partner.

35. ICEO makes no representation or warranty of any kind, expressed or implied, as to the suitability of the Program for any participant and ICEO disclaims all such warranties to the full extent of the law.

36. The conduct, operation and rules of the ICEO USA Summer Work/Travel Program is subject to U.S. government approval and may change without notice.

37. Any and all entities (other than ICEO) which provides any good or service to or for a participant with respect to the Program including ICEO Partner (e.g. organizations providing housing arrangements, transportation companies and food service or entertainment providers) are either independent contractors of ICEO or have contracted directly with participant and are not owned by, related to or under the control of ICEO. As a result, ICEO is not liable for any negligent or willful act or failure to act of any such person or entity, or of any third party.

38. ICEO is not responsible for any injury, loss, or damage to person or property, death, delay or inconvenience resulting from any act beyond its direct control including, without limitation, any acts of God, force majeure, acts of war or civil unrest, insurrection or revolt, strikes or other labor activities, criminal or terrorist activities of any kind, overbooking or downgrading of accommodations, structural or other defective conditions houses, apartments or other lodging facilities (or in any heating, plumbing, electrical or structural problem therein), mechanical or other failure of airplanes or other means of transportation or for any failure of any transportation mechanism to arrive or depart timely, dangers associated with domestic or wild animals, sanitation problems, food poisoning disease, lack of, access to or quality of medical care, difficulty in evacuation in case of medical or other emergency.

39. The participant agrees that any dispute between participant and ICEO arising out of or relating to participant's involvement in the Program, Program Participant Application, these terms and conditions, or any other literature concerning the Program, must be brought or filed in either a state or federal court located in California, and each of the parties consents to the jurisdiction of such courts and waives any objection to venue laid therein. Process may be served on any party anywhere in the world.

ICEO Program-Related Conditions

40. ICEO reserves the right to refuse sponsorship of any applicant that ICEO deems does not meet the Program eligibility requirements or any applicant that ICEO does not deem appropriate to accept in the general interests of the Program. In the event that ICEO refuses acceptance of an applicant to the Program, any available refund will be made via the ICEO Partner through whom the original application was submitted.

41. Participation in the Program begins when the participant legally enters the U.S. and terminates on the day of departure from the U.S. (within the legal Program dates) unless terminated or completed earlier by ICEO. The maximum Program duration is 4 months. Participant can arrive 30 days prior to their DS Program start date and remain in the U.S. up to 30 days beyond their DS Program end date, as long as participant's stay in the U.S. does not exceed the shorter of (a) a total of 5 months, or (b) participant's official summer break from their home country university. Participant must return to their home country in time for the start of their university classes. Extensions of Program participation are not permitted.

42. ICEO may issue a DS-2019 form if a participant meets the Program requirements, but cannot guarantee that the U.S. Embassy or Consulate in a participant's country of residence will issue a J-1 visa even if participant meets the Program requirements or if participant has been accepted into the Program by ICEO.

43. Once a participant has commenced his/her travel to the U.S., ICEO cannot amend the Program dates as listed on the DS-2019 for any reason. It is the participant's responsibility to check prior to travel that the dates are correct.

44. Applicants who have recently held a J-1 visa for the U.S. may have to remain in their home country for a minimum of 90 days before ICEO can issue a DS-2019 Form for the Program. Any such applicants should immediately contact the local ICEO Partner and local U.S. Embassy for details.

45. Insurance is provided for each participant for the dates confirmed by ICEO, by an outside insurance company, as a mandatory part of the Program. It is the responsibility of each participant to purchase additional insurance should they extend their period abroad for any reason. ICEO cannot be held responsible for any injury, loss or insurance claim in the event that a participant has failed to secure adequate insurance. Information on insurance provisions can be obtained from ICEO.

46. Under the U.S. government's Health Insurance Portability and Accountability Act (HIPAA), ICEO is restricted in its access to certain medical information or records in the event that a participant has an accident in the U.S.. In order for ICEO to assist participant to the fullest extent possible with any questions or issues which may arise relating to participant's health or insurance, ICEO will need to have a signed Privacy and Confidentiality Release Form from the participant. This form is optional and the participant can choose whether or not to grant ICEO access to this information. This release form and additional information about the HIPAA requirements are included as part of the Program application packet. If you did not receive this information or release form please contact the ICEO Partner.

47. ICEO reserves the right to dismiss from the Program any participant who is deemed by ICEO to be a danger to himself/herself or others or whose conduct is deemed to be detrimental to the Program. In the event of such a dismissal or termination of the participant in the Program for any reason once the participant has left his/her home country, ICEO shall not be held responsible for any airfare, charges or any other expense incurred by the participant, and shall not be required to return any fees paid by the participant.

48. ICEO does not provide housing for participant nor is ICEO responsible for participant’s housing. If a U.S. employer does offer housing to participant, the housing arrangement is between participant and the U.S. employer and is usually on a first-come, first-served basis. If U.S. employer does not provide housing for participant or if participant rejects U.S. employer-offered housing, ICEO will offer reasonable assistance to participant in locating Program suitable housing though participant shall at all times be responsible for securing housing while in the U.S. Whether the participant arranges housing independently or through the U.S. employer, the participant should be aware that he/she will likely be required to sign a lease with the landlord or U.S. employer and pay to the landlord or U.S. employer a deposit usually in an amount equal to the first and last month’s rent. The deposit also may include an additional security deposit.

49. Notwithstanding any other provision of these terms and conditions or the application, participant is not and never shall be an employee of ICEO. U.S. employer shall be the exclusive employer of participant. Any employment questions, concerns, issues or problems should be addressed by participant first directly with U.S. employer. If such questions, concerns, issues or problems are not resolved with U.S. employer, participant should notify ICEO. ICEO shall in no event or circumstance be responsible for any actions or inactions of U.S. employer.

I have read and understand all terms and condition set forth herein and shall comply in all respects to these terms and conditions.

Applicant/Participant

Printed Last Name: _____ First Name: _____

Applicant/Participant’s Signature: _____ Date: ____/____/____
month day year

If Under 21 - Parent / Legal Representative

Printed Last Name: _____ First Name: _____

Parent/Legal Representative Signature: _____ Date: ____/____/____
month day year





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 14 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. Reason for Travel
7. Current Passport Expiration Date
8. Current J-1 Visa Program End Date
9. Telephone number where you can be reached
10. Email Address
11. 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



United States Department of State

Bureau of Educational and Cultural Affairs

Washington, D.C. 20520

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 leave, we suggest that you:

- Contact your employer to confirm job offer details.
- Notify your employer and your U.S. 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. sponsor should provide you with an estimate of the needed amount.
- Study the pre-arrival material provided by your U.S. sponsor. Contact your U.S. 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 experience American culture 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. 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. sponsor. Your U.S. 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. 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. 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,
A handwritten signature in black ink, appearing to read "Robin J. Lerner".

Robin J. Lerner
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 experience U.S. culture and share their culture and ideas with the people of the United States through temporary work and travel opportunities.



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

IMPORTANT CONTACTS

**IN CASE OF EMERGENCY:*

PLEASE CONTACT YOUR U.S. SPONSOR

**IF YOU ARE IN DANGER:*

PLEASE CONTACT 911

**DEPARTMENT OF STATE EMERGENCY*

HELPLINE:

1-866-283-9090

**DEPARTMENT OF STATE EMAIL:*

IVISAS@STATE.GOV

**NATIONAL HUMAN TRAFFICKING*

RESOURCE CENTER:

1-888-373-7888

PLEASE CONTACT YOUR U.S. SPONSOR IF YOU ARE FACING ANY ONE OF THE FOLLOWING ISSUES:

1. EMPLOYMENT PROBLEMS:

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. In addition, participants should not be working in a prohibited placement. All jobs including second jobs **MUST** be vetted by the U.S. Sponsor before you begin to work. Please inform your U.S. sponsor if are looking for a second job.

2. CHECK-IN PROBLEMS: All participants **MUST** maintain contact with their U.S. sponsor every 30 days while they are in the United States. Failure to do so will negatively affect your program.

3. LIVING CONDITIONS ISSUES: Summer Work Travel participants are expected to have affordable, suitable, and safe living accommodations while in the United States, that meet local codes and ordinances.

4. TRANSPORTATION CONCERNS: It is important that you have reliable, affordable, and convenient transportation to your job.

5. LOST OR STOLEN TRAVEL DOCUMENTATION

6. MEDICAL EMERGENCIES AND ASSISTANCE WITH INSURANCE ISSUES: Medical insurance that is provided by or through your U.S. Sponsor has very specific rules that must be followed in order to assure payment of medical bills. Make sure you understand your insurance coverage.

7. INVOLVEMENT OF POLICE: If you find yourself involved with the police in any way and if you are the victim or perpetrator of a crime.

8. LACK OF CULTURAL ACTIVITIES: All participants must have the opportunity to engage in cultural activities and interact with Americans throughout the workday.

J-1 VISA EXCHANGE VISITOR PROGRAM: SUMMER WORK TRAVEL

WELCOME BROCHURE



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



HOW TO APPLY

PROGRAM SPONSORS DESIGNATED BY THE U.S. DEPARTMENT OF STATE OPERATE THE SUMMER WORK TRAVEL PROGRAM. FOR MORE INFORMATION, PLEASE VISIT

OUR WEBSITE AT:

<http://i1visa.state.gov/>

To have a safe and successful cultural exchange program, the following Information may be helpful.

PREPARATION IS THE KEY FOR A SUCCESSFUL EXPERIENCE

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 must contact your sponsor so that your address can be updated in SEVIS. This is important as it ensures that you remain in valid program 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 U.S. Sponsor has provided you with a telephone number to contact them. If you have any questions, concerns or need help of any sort while in the United States, we encourage you to contact your U.S. Sponsor for assistance. If any problems arise while you are in the United States, your U.S. Sponsor should be your first point of contact. If you are having difficulty in resolving any issue with your U.S. Sponsor, please contact the U.S. Department of State's toll free help line number: 1-866-283-9090 or send an email to: ivisas@state.gov.

If you are ever in immediate danger, dial 911 from any phone to be connected with local emergency assistance.

PARTICIPANTS MUST NOT BE PLACED:

1. IN POSITIONS THAT COULD BRING NOTORIETY OR DISREPUTE TO THE EXCHANGE VISITOR PROGRAM;
2. IN SALES POSITIONS THAT REQUIRE PARTICIPANTS TO PURCHASE INVENTORY THAT THEY MUST SELL IN ORDER TO SUPPORT THEMSELVES;
3. IN DOMESTIC HELP POSITIONS IN PRIVATE HOMES (E.G. CHILD CARE, ELDER CARE, GARDENER, CHAUFFEUR);
4. AS PEDICAB OR ROLLING CHAIR DRIVERS OR OPERATORS;
5. AS OPERATORS OR DRIVERS OF VEHICLES OR VESSELS FOR WHICH DRIVERS' LICENSES ARE REQUIRED REGARDLESS OF WHETHER THEY CARRY PASSENGERS OR NOT;
6. IN POSITIONS RELATED TO CLINICAL CARE THAT INVOLVES PATIENT CARE;
7. IN ANY POSITION IN THE ADULT ENTERTAINMENT INDUSTRY (INCLUDING, BUT NOT LIMITED TO JOBS WITH ESCORT SERVICES, ADULT BOOK/VIDEO STORES, AND STRIP CLUBS);
8. IN POSITIONS REQUIRING WORK HOURS THAT FALL PREDOMINANTLY BETWEEN 10 PM- 6 AM;
9. IN POSITIONS DECLARED HAZARDOUS TO YOUTH BY THE SECRETARY OF LABOR AT SUBPART E OF 29 CFR PART 570; (E.G. POULTRY AND, MEAT PROCESSING, HEAVY CONSTRUCTION, MACHINERY, ABRASIVE CUTTING DISKS, ETC.)
10. IN POSITIONS THAT REQUIRE SUSTAINED PHYSICAL CONTACT WITH OTHER PEOPLE AND/OR ADHERENCE TO THE CENTERS FOR DISEASE CONTROL AND PREVENTION'S UNIVERSAL BLOOD AND BODY FLUID PRECAUTIONS GUIDELINES (E.G. BODY PIERCING, TATTOOING, MASSAGE, MANICURE)
11. IN POSITIONS THAT ARE COMMISSION-BASED AND DO NOT GUARANTEE THAT PARTICIPANTS WILL BE PAID MINIMUM WAGE IN ACCORDANCE WITH FEDERAL AND STATE STANDARDS
12. IN POSITIONS INVOLVED IN GAMING AND GAMBLING THAT INCLUDE DIRECT PARTICIPATION IN WAGERING AND/OR BETTING;
13. IN POSITIONS IN CHEMICAL PEST CONTROL, WAREHOUSING, CATALOGUE/ONLINE ORDER DISTRIBUTION CENTERS;
14. IN POSITIONS WITH TRAVELING FAIRS OR ITINERANT CONCESSIONARIES;
15. IN POSITIONS FOR WHICH THERE IS ANOTHER SPECIFIC] CATEGORY (E.G. CAMP COUNSELOR, INTERN, TRAINEE); OR
16. IN POSITIONS IN THE NORTH AMERICAN INDUSTRY CLASSIFICATION SYSTEM'S (NAICS) GOODS-PRODUCING INDUSTRIES OCCUPATIONAL CATEGORIES INDUSTRY SECTORS 11, 21, 23, 31-33 NUMBERS. (E.G. GROWING CROPS, RAISING ANIMALS, HARVESTING FISH AND OTHER ANIMALS, FOOD MANUFACTURING, TRANSFORMING LIVESTOCK AND AGRICULTURAL PRODUCTS INTO PRODUCTS FOR INTERMEDIATE OR FINAL CONSUMPTION, ETC.)

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

- Ensure you have the necessary travel itinerary and contact information for a safe arrival into the United States.
- Contact your sponsor and employer to ensure the job is ready for your arrival 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 the pre-arrival material provided and if you need clarification, contact the U.S. 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, cultural activities and events, etc.