

ICEO USA Summer Work/Travel Program Orientation



International Cultural Exchange Organization Inc.

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Gold River, CA 95670

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E-mail: info@iceoinc.org

Emergency Telephone: 877.423.6462

www.iceoinc.org



USA Summer Work/Travel Program

Purpose: the main purpose of the ICEO USA Summer Work/Travel Program is to increase mutual understanding between the people of the United States and the people of foreign countries by means of educational and cultural exchanges. 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.

Summary of Program

- ❑ duration dates
- ❑ requirements (proof of sufficient funds \$800.00 or \$1500.00)
- ❑ rules & regulations
- ❑ options
- ❑ visa status, DS - 2019 form & visa application process within the US Embassy/Consulate
- ❑ program summary
- ❑ fees payable to ICEO

**please refer to pages 1 to 4 of ICEO SWT Participant's Handbook*



Travel and entry into the United States

Documents, arrival procedures, and general packing guidelines:

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

Important Documents!

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

**please refer to pages 5 and 6 of ICEO SWT Participant's Handbook*

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=423>

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 00, 30 and 120 days from your program start date.
- Complete Monthly Activity Report: <http://www.iceoinc.org/index.php?id=423>

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=422>

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 job / 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 22CFR82.2; "[...] Employment 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:

- 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;
- Indomestic help positions in private homes (e.g., child care, elder care, gardener, chauffeur);
- As operator or driver of their own car or apartment;
- 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 pm 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 traveling taxi or limousine concessions;
- 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 per form at http://www.bls.gov/cgi-bin/lpgi.cgi?_nacc.html);
- 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 unvetted jobs
- Responding to ICEO's mandatory monthly communication within set deadline



Sponsor notification requirements

Participant is obligated to notify ICEO:

- ❑ Within 10 days after Participant arrives in the United States
- ❑ Within 10 days after Participant initially secures residence in the United States
- ❑ Within 10 days after Participant changes the residence in the United States

**please refer to ICEO SWT Program Participant Compliance Checklist and pages 6 and 7 in ICEO SWT Participant's Handbook*



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.

**please refer to ICEO SWT Program Participant Compliance Checklist and pages 6 and 7 in ICEO SWT Participant's Handbook*



SEVIS and Related Procedures

Program Validation

- ❑ Contact ICEO within **10 days** of arrival to the United States, but no later than **20 days** from your program start date on your DS-2019 form.
- ❑ You are able to provide ICEO with information necessary for your registration in the SEVIS by Telephone or Online:

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

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

Maintaining Program Compliance

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

**please refer to ICEO SWT Program Participant Compliance Checklist and pages 6 and 7 in ICEO SWT Participant's Handbook*

iceo
International Cultural Exchange Organization Inc.

Programs U.S. Host Companies Overseas Partners Participants

Program Activation	SEVIS
Change of Address	Reports
Change of Host Company	Important Information
Additional Host Company	Online Orientation

A New Era in Cultural Exchange

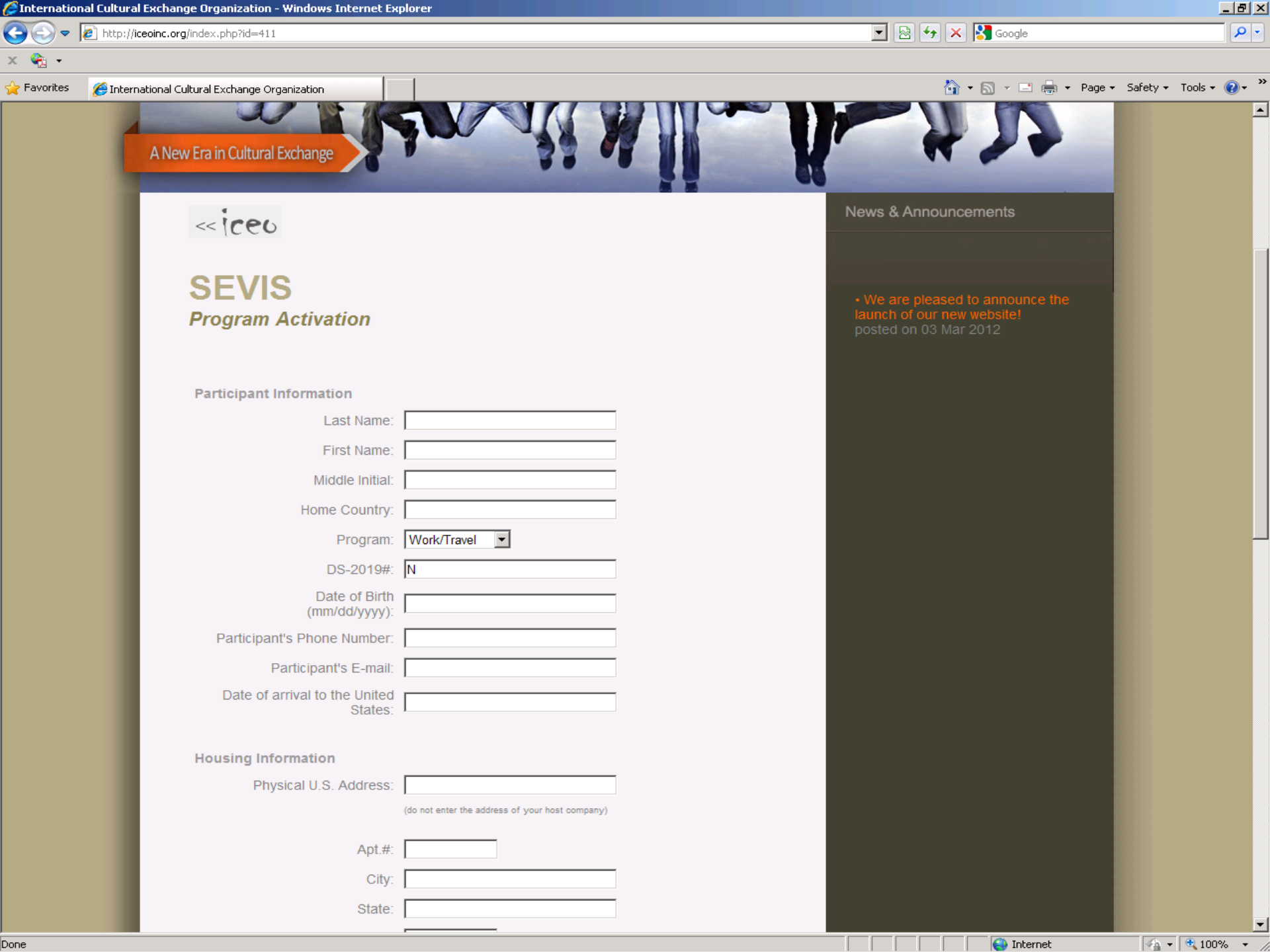
Welcome

International Cultural Exchange Organization Inc. (ICEO) is a non-profit corporation established to promote mutual understanding between nations through cultural and educational exchanges. ICEO's headquarters is located in Gold River, California from where all international and domestic activities are coordinated. **ICEO** is designated by the US Department of State to sponsor four J-1 cultural exchange programs:

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

News & Announcements

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



A New Era in Cultural Exchange



SEVIS

Program Activation

Participant Information

Last Name:

First Name:

Middle Initial:

Home Country:

Program:

DS-2019#:

Date of Birth (mm/dd/yyyy):

Participant's Phone Number:

Participant's E-mail:

Date of arrival to the United States:

Housing Information

Physical U.S. Address:

(do not enter the address of your host company)

Apt.#:

City:

State:

News & Announcements

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



Contacting ICEO

Emergencies/non-emergencies

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

Regional representatives

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

**please refer to page 8 of ICEO SWT Participant's Handbook*



Monthly Communication with ICEO

Email entitled:

“IMPORTANT Message from ICEO: MANDATORY Monthly Activity Report”

Every 30 days from your arrival

- Contact ICEO to confirm your program status by phone or email.
- Respond to THE EMAIL
- Complete Monthly Activity Report at www.iceoinc.org

**please refer to ICEO SWT Program Participant Compliance Checklist and page 8 in ICEO SWT Participant’s Handbook*

iceo How to secure lodging in the United States

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

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

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



Program Expenses and Budgeting

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

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

**please refer to pages 14 and 15 of ICEO SWT Participant's Handbook*



Health and Accident Insurance

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



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

After logging in, you can view and print:

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

**please refer to page 27 of ICEO SWT Participant's Handbook*



MYINSURANCE

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

Login

Create an Account

I am not the insured

Please enter your information below:

Last Name *:

First Name *:

Certificate / Policy #:

Date of Birth: / /

[Create my Account](#)

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



Download MyInsurance Mobile!
Our new Mobile App!



PRINT

PRINT TO PDF

EMAIL ID CARD



LAMP

UHC Group Number: 742710

Certificate Number: 1190003
Comfort:00

ID-Number: 000000121

Organization: International Cultural Exchange Organization Inc.

Doe, John

Name, First Name

06/15/1989

12/20/2011 - 03/15/2012

Date of Birth (MM/DD/YY)

Travel Dates

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

Co-Payment per Illness/Injury: \$100

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

Electronic Payer ID: 87726

UnitedHealthcare Options PPO

This card does not guarantee benefits. Please confirm coverage.

Providers in the USA:

To verify eligibility, please call UnitedHealthcare at:

1 800 251 1712

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

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

Participants in the USA:

For Inquiries or for Notification of Treatment please call:

1 800 251 1712

Participants in other countries:

For Inquiries or for Notification of Treatment please call:

+44 1444 444 951

Email: healthcare@lampinsurance.com

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



Employment

- ❑ **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 the US employer 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.**
- ❑ **EMPLOYMENT CONFIRMATION LETTER:** Documentation explaining the terms and conditions of your job secured prior to departing from your home country and information about available housing and transportation to and from work;
- ❑ Criteria for appropriate jobs as set forth in the program regulations
- ❑ Categories of employment and positions that are on the program exclusion list set forth in the program regulations;
- ❑ How to seek employment, employment situation in the US, job expectation and areas of high unemployment

**please refer to pages 2, 3, 7, 13, "Appendix - Employment Confirmation Letter and Program Employment – Instructions and Guidelines" of ICEO SWT Participant's Handbook, and your copy of the ECL*



International Cultural Exchange Organization Inc.
11311 Foundation Place, Suite 220 Gold River, CA 95670
Phone: (916) 965-4820 / Fax: (916) 965-9922 / www.iceo.org

Employment Confirmation Letter — Summer Work/Travel Program 2013 (Page 1 of 3)

Host Company Information — Offered Employment Dates: (month day year) _____ to _____

Host Company: _____
Contact Name: _____ Title: _____
Email: _____ Website: _____
Fed. Tax ID # (EIN): _____ 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 documents required to be signed by the ICEO Participant prior to accepting this offer and include full job description, time code and governing policy (if applicable).

Host Company:

The ICEO Participant must have had a previous successful placement with the company (Host Company) with the prior offer/benefit commensurate with those offered by the local industry standard. The offered wage/split or amount of applicable Federal, State or Local Minimum Wage requirement, including overtime, is understood that ICEO will contract for to credits the amount 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 () _____ Cell Phone () _____

ICEO Participant

By signing below, I indicate my understanding and agreement with the following terms: my position offered is for a 10-12 week, non-renewable offer and will be provided at your host location. I understand my employment will be in compliance with the Host Company's local laws and regulations of ICEO. My employment relationship will be terminated at any time by the Host Company. The terms above are provided as a contract and are not subject to change. I understand that I will not be paid for the first 10-12 days. I will adhere to all ICEO rules and will meet and maintain all of the requirements for the Host Company. I understand that I will only work for the Host Company in the employment position(s) which have been fully vetted and approved by ICEO. I will not change my host company. ICEO must approve any host company and any employment position prior to accepting and beginning any employment.

Print Name: _____
Signature: _____ Date: _____

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

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



Employment Confirmation Letter — Summer Work/Travel Program 2013 (Page 2 of 3)

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

1. _____ (Host Company)
2. I, _____ (Host Company) hereby certifies that Host Company:
 - a. has sufficient resources, prior, experience and related 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 no way pose any liability to the employer or firm.
 - 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 indicated on the first page of this Employment Confirmation Letter Form (ECLF).
 - e. will pay the ICEO Participant for the overtime worked in accordance with applicable state or Federal law.
 - f. will comply with applicable state or Federal law.
 - g. will comply with applicable state or Federal law in the job placement under the ICEO Participant's program.
 - h. will comply with applicable state or Federal law in the representation of law or law placement agreement.
 - i. will comply with applicable state or Federal law in the ICEO Participant's liability in the event of any emergency involving the ICEO Participant or any employee that requires the health, safety or welfare of the ICEO Participant.
 - j. will not employ domestic U.S. workers in the placement of the ICEO Participant at the Host Company.
 - k. has not experienced layoffs in the past 120 days and does not have workers on layoff or recall.
 - l. has offered employment position(s) to the ICEO Participant which are either seasonal or temporary as defined in 29CFR62.200 and require seasonal training.
 - m. has offered employment position(s) to the ICEO Participant that provides appropriate for regular compensation and commensurate with U.S. citizens and above the ICEO Participant's experience U.S. citizens.
 - n. Host Company will provide ICEO with a copy of its current Whistleblowers Compensation Incentive Policy or equivalent in each state where ICEO Participant will be placed in, if applicable, in advance of that state's employee then requirement of such policies.
 - o. Host Company will provide ICEO with an Employee Identification Number and a copy of its current contract (lease/contract).
 - p. Host Company will properly verify the business owner's/manager's name, telephone numbers, email addresses, street addresses, and professional credentials when contacted or in person or by telephone by ICEO. Host Company will also provide work information by ICEO upon ICEO's request.
 - q. 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 shall verify that placements offered by Host Company are appropriate and consistent with the objective of
3. ICEO Participant will comply with all applicable Federal, State and local employment laws, including but not limited to:
 - a. Host Company will abide by all ICEO USA Summer Work/Travel Program rules and regulations set forth in 29CFR62.22 and with any additional terms and conditions governing Exchange Visitor Program that US Department of State or ICEO may issue from time to time.
 - b. Host Company acknowledges that the maximum duration of each ICEO Participant's employment cannot exceed the program date indicated on ICEO Participant's DS-1019 Form.
 - c. Host Company confirms that the ICEO Participant, at its discretion, will be compensated on the basis of the applicable Federal, State and Local Minimum Wage (including applicable overtime) and that the ICEO Participant's pay and benefits will be commensurate with those offered to US employees.
 - d. Host Company certifies that it is in a staffing agency, and that the ICEO Participant will be an employee of and paid by the Host Company.
 - e. Host Company will provide all state, primary and state regulations of the ICEO Participant, and
 - f. Host Company effectively controls the work site, e.g., job, labor-on management responsibility for the ICEO Participant.
 - g. Host Company shall not collect or withhold fees from the ICEO Participant for any fees, costs or expenses except as specifically set forth in Appendix 1.
 - h. Host Company acknowledges the following is a list of prohibited employment practices for ICEO Participants and Host Company will place any ICEO Participant in any of the following employment positions:
 - i. In positions that could bring discredit or damage to the Exchange Visitor Program.
 - j. In jobs positions that require ICEO Participant to purchase necessary items that are not available to other employees.
 - k. In positions that require ICEO Participant to purchase necessary items that are not available to other employees.
 - l. As a janitor, janitor position, janitor position.
 - m. As a janitor, janitor position, janitor position.
 - n. As a janitor, janitor position, janitor position.
 - o. As a janitor, janitor position, janitor position.
 - p. As a janitor, janitor position, janitor position.
 - q. As a janitor, janitor position, janitor position.
 - r. As a janitor, janitor position, janitor position.
 - s. As a janitor, janitor position, janitor position.
 - t. As a janitor, janitor position, janitor position.
 - u. As a janitor, janitor position, janitor position.
 - v. As a janitor, janitor position, janitor position.
 - w. As a janitor, janitor position, janitor position.
 - x. As a janitor, janitor position, janitor position.
 - y. As a janitor, janitor position, janitor position.
 - z. As a janitor, janitor position, janitor position.
4. In positions requiring work hours that fall predominantly between 10:00 pm and 6:00 am:
 - a. In positions that require seasonal physical contact with other people and be adherence to the Centers for Disease Control and Prevention's Standard Blood and Body Fluid Precautions guidelines (e.g., body piercing, tattooing, massage, acupuncture).
 - b. In positions that are substantially compensation-based and thus do not guarantee that the ICEO Participant will be paid in a minimum, minimum wage or accordance with Federal and state standards.
 - c. In positions involved in getting and pushing that include direct participation in helping and helping.
 - d. In positions in chemical plant, research, warehousing, or computer-related or electronic centers.
 - e. In positions with involving fire or marine environment.
 - f. In positions for which there is another specific 7 year category (e.g., long duration, travel, travel).
 - g. In positions in the North American Dairy/Classification System's (NADES) Grade-Producing facilities recognized category industry sectors 11, 21, 22, 31-33 (unless further defined at http://www.iceo.org/faqing_index.aspx).
 - h. Any position in a staffing agency; or
 - i. Any position in a staffing agency; or
 - j. Any position in a staffing agency; or
 - k. Any position in a staffing agency; or
 - l. Any position in a staffing agency; or
 - m. Any position in a staffing agency; or
 - n. Any position in a staffing agency; or
 - o. Any position in a staffing agency; or
 - p. Any position in a staffing agency; or
 - q. Any position in a staffing agency; or
 - r. Any position in a staffing agency; or
 - s. Any position in a staffing agency; or
 - t. Any position in a staffing agency; or
 - u. Any position in a staffing agency; or
 - v. Any position in a staffing agency; or
 - w. Any position in a staffing agency; or
 - x. Any position in a staffing agency; or
 - y. Any position in a staffing agency; or
 - z. Any position in a staffing agency; or
5. I understand that if the Host Company provides or attempts to provide the ICEO Participant, the employment terms will include, at least, and in addition to the ICEO Participant:
 - a. 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.
6. 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 as binding, without limitation, the Standard Terms and Conditions and all applicable, national and other documents attached hereto or required to be provided hereunder (collectively, "Agreement") and that this Agreement has been entered, accepted by and is binding on the Host Company.

Host Company Name

Name: _____
Title: _____
Signature: _____
Date: _____



International Cultural Exchange Organization Inc.
11311 Foundation Place, Suite 220 Gold River, CA 95670
Phone: (916) 965-4820 / Fax: (916) 965-9922 / www.iceo.org

Employment Confirmation Letter — Summer Work/Travel Program 2013 (Page 3 of 3)

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:
 - a. Security Deposit: _____
 - b. Cost per Week: _____
 - c. Utilities Included: _____
 - d. Specify Utilities Not Included: _____
 - e. 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:

- a. Type of Housing: _____
- b. Number of Bedrooms: _____
- c. Number of Baths: _____
- d. Furnishings / Amenities Included: _____
- e. Distance From Job Site: _____
- f. Please attach photos of housing: Entrance, Bedrooms, Common Area, Bathrooms, 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":
1. Type of transportation: _____
 2. Weekly Cost to ICEO Participant: _____
 3. How is the above fee collected: _____
 4. 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 care and other: _____

*Please attach additional information if needed



Assistance in Locating Employment

Participants from Visa Waiver Program countries who travel to the United States without a secured employment must notify ICEO after one week of commencing job search if they have not found suitable employment.

- ❑ ICEO has 3 levels of assistance available for participants requesting assistance in locating employment
- ❑ How to request ICEO's assistance?
- ❑ General Placement Process
- ❑ Important things to consider

**please refer to page 13 of ICEO SWT Participant's Handbook*



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

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.



Important Contact Information

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

ICEO's toll free 24/7 immediate contact telephone number: 1-877-ICEOINC(423-6462)

Contact information for the Department of State :

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

**please refer to pages 1 and 8 of ICEO SWT Participant's Handbook*



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,

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
PLEASE CONTACT 911
***DEPARTMENT OF STATE EMERGENCY HELPLINE:**
1-866-283-9090
***DEPARTMENT OF STATE EMAIL:**
JVISA@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:

- Employment Problems:** All employees 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 you are looking for a second job.
- Check on Progress:** 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.
- Living Accommodations 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.
- Transportation Concerns:** It is important that you have reliable, affordable, and convenient transportation to your job.
- Lost or Stolen Travel Documentation:**
- 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.
- 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.
- Lack of Cultural Activities:** All participants must have the opportunity to engage in cultural activities and interact with Americans throughout the world.

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://j1visa.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: jvisa@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:**
- 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, CHAUFFEURS);
 - 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 CARE;
 - 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 PM- 6 AM;
 - IN POSITIONS DECLARED HAZARDOUS TO YOUTH BY THE SECRETARY OF LABOR AT SUBPART E OF 29 CFR PART 570 (E.G. FORTIFY AND, MEAT PROCESSING, HEAVY CONSTRUCTION, MACHINERY, ABRASIVE CUTTING DISKS, ETC.);
 - 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, MANICURES);
 - IN POSITIONS THAT ARE COMMISSION-BASED AND 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 TRAVELING FAIRS OR ITINERANT COMMISSIONARIES;
 - IN POSITIONS FOR WHICH THERE IS ANOTHER SPECIFIC 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. (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.



Social Security Number

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

Applying for your social security number/card

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

What do you need to bring?

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

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

**please refer to page 9 of ICEO SWT Participant’s Handbook*



Responsibilities as an Employee

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

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

Important Reminder: 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 the US employer 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.

**please refer to pages 12 and 13 of ICEO SWT Participant's Handbook*



Life and Customs in the United States

Diversity in the United States

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

Every day life

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

Avoiding trouble

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

**please refer to pages 12, 20 and 21 of ICEO SWT Participant's Handbook*



Local Community Resources

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

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



Traveling within the United States

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

- airplane
- train
- bus
- local transportation and commuting
- car rental
- car purchasing
- international/local driver's license
- bicycling and bicycling safety

**please refer to pages 22, 23 and 24 of ICEO SWT Participant's Handbook*



Cultural Activities

- **The Purpose of Summer Work Travel Program**
- **The Cultural Component of Summer Work Travel Program**
- **How to best experience U.S. culture and customs**
- **ICEO Arranged Cultural Events**

**please refer to pages 24 and 25 of ICEO SWT Participant's Handbook*



Miscellaneous Important Information

- ❑ **tax information, sales tax – *pages 10-11 and 18***
- ❑ **bank accounts and other financial issues – *pages 17- 18***
- ❑ **accessing money from home - *page 18***
- ❑ **tipping - *page 18***
- ❑ **telephones – cell phones, phone cards, collect calls & calling home - *pages 18 – 19***
- ❑ **access to internet & email accounts - *page 19***
- ❑ **postage - *page 26***
- ❑ **participants & US law: drinking age, gambling age, sexual behavior & harassment – *pages 20 – 22***
- ❑ **multiple entries to the US - *page 4, Appendix***
- ❑ **no possibility of extending ICEO Program participation beyond the end date from the DS - 2019 form – *page 4***
- ❑ **common differences including electricity, temperature & the non-metric system – *page 26***

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



Questions & Answers Session

Please ask any questions you may have at this time.





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