



Council for **E**ducational Travel **USA**

Summer Work/Travel Student Handbook

*“Honoring the past, engaging the present and enriching the future
of the global community”*





Council for Educational Travel USA

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Council for Educational Travel **USA**

Welcome!

We want your visit to the United States to be as enjoyable and beneficial as possible, that is why we have created this handbook especially for Summer Work & Travel Program participants. Important and useful information for participants will be found in its pages. Please read through these pages carefully prior to your departure for the US and keep it for reference during your stay in the US.

Program Registration

All Work and Travel Program participants are required to register with CETUSA within **72 hours** of arrival in the U.S. Participants may not register until AFTER their arrival in the U.S. To register participants must provide the full address where they are LIVING, not where they are working. Only in rare and special circumstances will a work address be accepted. Registration may be done in any one of three ways:

- * To register on-line over the internet go to **www.cetusa.org/sevis**
- * To register by phone call **1-888-423-8872** between 8:00 - 5:00 West Coast Time Monday - Friday.
- * To register by e-mail send the required information to **sevis@cetusa.org**

After registering participants are required to check in with CETUSA on a monthly basis. Check-in can be done at **www.cetusa.org/sevis**.

10-Day rule. By U.S. federal law, if at anytime after registration with CETUSA a participant changes his/her living address, he/she must notify CETUSA within 10 days of the address change..

There are very real and important reasons why it is necessary for a participant to register with CETUSA.

1) CETUSA is the program sponsor and has an obligation to U.S. government and immigration authorities to know where participants are working and living. participant who fails to register may find it impossible to obtain a Social Security number.

2) A participant who fails to register may find it impossible to obtain a Social Security number.

3) Employers are obligated to have an employee's Social Security number in their records within a certain period after an employee begins work. Some employers will not allow employees to start work without a Social Security number. Other employers will not provide a pay check to employees until a Social Security number is obtained.

4) Accident and health insurance is not confirmed until a participant registers with CETUSA.

5) Most importantly, a participant who does not register within 10 days of their arrival in the U.S. may have their visa status and work authorization terminated by CETUSA. CETUSA is obligated as program sponsor to report program terminations to immigration authorities.

CETUSA does not want to terminate any participant's program. Terminations result in difficulties for program participants and each of us involved in making their participation possible. Terminations spread bad will, the opposite of what the program is designed to accomplish. CETUSA desires to see all students complete their programs in good standing.

For all of these reasons please make certain to register with CETUSA within 72 hours after arrival in the U.S. Failure to do so will bring about serious consequences.

Pre-departure Questionnaire

Upon acceptance into the CETUSA Work and Travel Program it is necessary that you complete the Summer Work & Travel Program Participant Questionnaire. This Questionnaire was designed to ensure that you understand the goals of the program and your obligations as a J-1 visa program participant.

This is a **program requirement**. Failure to complete and pass the on-line Questionnaire is a violation of CETUSA program rules and could be cause for program termination.

Please go online to **www.cetusa.org/wat/students/questionnaire** to complete this requirement.

Please be sure you complete and pass this questionnaire. Your program can only be enhanced by the assurance that you know some of the most important aspects of the program and how they can affect you as a participant.

What is CETUSA?

Council for Educational Travel USA (CETUSA) is a non-profit, public benefit, educational and cultural exchange organization dedicated to providing youth from around the world the opportunity to come to America to exchange ideas, arts, philosophies and ways of life with the hope of promoting better mutual understanding. CETUSA believes that the best way to learn about cultures, languages and customs of other countries is through international educational exchanges and homestay programs.

Our mission statement is: **"Reaching out to encourage a lifelong journey of global peace and understanding."**

Who Qualifies for the Summer Work and Travel Program?

Participants must be:

- between the ages of 18 and 30-years old
- a current full-time university student in their home country, that is, enrolled the term prior to program participation and enrolled the term following program participation.
- able to prove an intermediate level of English (SLEP=50, TOEFL=500)
- genuinely interested in learning about the culture of the United States
- have no criminal convictions
- able to document proof of sufficient funds in order to support themselves upon arrival in the U.S. (minimum \$750.00).

Program Description

The CETUSA Summer Work & Travel Program provides international students currently attending university in their home country the opportunity to live and work in the United States for up to four months during the student's summer break. This summer break is, generally, during the months of May to September for countries in the northern hemisphere and during the months of November to March for countries in the southern hemisphere.

By providing this opportunity to international university students, it is expected that they will gain knowledge and experience of Americans and our culture through daily living experiences. It is also expected that you, as an international exchange visitor, will share your culture with the Americans you come into contact with.

Participants on the program will obtain a J-1 cultural exchange visa from the US Consulate in their home country. This will be obtained through documentation that you provide to the Consulate along with the CETUSA-issued Form DS2019.

Form DS2019 and J-1 Visa

The Exchange Visitor Program (EVP) is known by different names in different countries. These names include "Work and Travel USA," "Work America," and "SWAP USA." The official government name is "Exchange Visitor Program, Summer Work and Travel." Upon acceptance to the program, you will be issued Form DS-2019. This DS-2019 is a "Certificate of Eligibility for Exchange Visitor (J-1 Visa) Status." It officially identifies CETUSA as your program sponsor, states the purpose of the program, and lists the exact period during which you are to be considered a participant of the Summer Work and Travel Program. The J-1 Visa is only valid with the DS-2019. The DS-2019 specifies the program start date and the program end date. This period is known as the "duration of status" (D/S). A participant may only begin work as of the program start date and must end their work by the program end date..

When you apply for the J-1 Visa Exchange Visitor Visa in your home country, your DS-2019 is presented to the U.S. Consulate along with your passport. The J-1 Visa is placed in your passport with the program number marked on it. You must show this visa to U.S. authorities upon entry into the U.S. The U.S. Consulate is solely responsible for decisions regarding issuance of the J-1 Visa. The expiration date stamped on the J-1 visa identifies that last day you may enter the U.S. The expiration date stamped on the visa may or may not correspond with the program end date as stated on the DS-2019. Again, it is the DS-2019 which specifies the duration of your program.

Procedures and Guidelines

An important part of securing your DS2019 is to have a confirmed job placement. You may secure your own employment or CETUSA may help you secure employment with reputable employers in the USA. The Job Offer is a formal agreement between an employer and you. The employer will specify in the offer the terms of employment. Should you wish to accept the employment, you are required to sign a statement of acceptance. Your signature on the statement of acceptance indicates that you understand the terms of employment and are qualified, willing and able to perform the work . The job offer has a start and end date and by signing your acceptance you are agreeing to the terms of employment for the duration stated in the job offer.

Pre-Departure Orientation

In addition to completing the Online Pre-Departure Questionnaire, it is also required that each participant attend a Pre-Departure Orientation. The Pre-Departure Orientation covers all aspects of the Work & Travel Program, cultural issues, housing and travel advice, expectations as well as other pertinent information regarding the program.

Before departure it is suggested that you make **two** copies of your

- your passport
- Form DS2019
- J-1 Visa

It is also a good idea to scan and send a copy of each to your email box. In the event everything is lost you will then have a copy available to you in the U.S.

All original documents must be in your possession at all times during your trip to the U.S. Leave one set of copies at home and pack the other set in your luggage, separate from the originals. It is also suggested that you make a list of the documents' numbers, expiration dates, etc., in case you need to replace lost documents.

Packing Advice

Please remember to pack light, as most airlines have a two-bag check-in and one carry-on piece of luggage limit. We suggest a backpack may be a better option than a suitcase for traveling around. Bring clothing that is appropriate for the season and locality for which you will live. If you know the specific clothing necessary for your work placement, try to bring this with you as well.

Your carry-on bag should include the following:

- Passport with J-1 Visa and Form DS2019
- Flight ticket and other travel tickets (make copies of all travel tickets)
- Traveler's Checks (keep the record slip separately)
- Job Offer Document
- Insurance materials (Brochure with ID card)
- Home country and/or international driver's license
- Minimum of two photo identification (ID) cards
- CETUSA Work & Travel Handbook
- Work & Travel identity card
- Details of financial arrangements you made with your family and bank for emergency funds
- U.S. cash
- Credit card or ATM card (if applicable)
- Phone card
- Change of clothing (recommended should your luggage be temporarily lost)
- Pen and/or pencil

Arrival in the USA

Immigration Procedure - Welcome!

While on the airplane a flight attendant will give you a Custom Declaration and Form I-94, Arrival/Departure Record. Complete these forms during your flight and submit them to the Customs and Border Patrol Officer at the airport upon arrival. If you have questions about completing the forms you may ask the flight attendant. Please note that you will be asked to write the address in the U.S. where you will stay. If you know your living address, use it. If you do not know your U.S. living address, use your work address. Your work address is indicated on your DS-2019 Form. (U.S. Address)

As a guest in the U.S., it is important that you cooperate fully with the Customs and Border Patrol officer and answer all questions clearly and respectfully. The officer may ask for some general details about your visit. For example you may be asked the reason you have come to the U.S.A. or where your final destination is. Remember you are entering the U.S. as a "J-1 Exchange Visitor" on the Summer Work and Travel Program. You will also show the officer the following documents:

1. Passport
2. Form DS2019
3. J-1 Visa
4. I-94 card (given to you on the plane)
5. Job Offer

When you present your documents at U.S. Customs and Border Patrol the officer will stamp and return your DS2019 Form to you. Please keep this with your passport at all times. The Immigration officer will validate your I-94 card and attach it to your passport. Check to make certain that this was done. A lost I-94 card is difficult and expensive to replace. The I-94 will also be a required document to obtain a Social Security Number. This card is a record of your arrival in the U.S. and it indicates the last day you are authorized to stay in the U.S. legally on the J-1 Visa. The letters "D/S" may be stamped on the card. This means "Duration of Status." It is the dates on your DS2019 Form, program start date through program end date. You will need to depart the U.S. within 30 days of the program end date, otherwise you will be subject to arrest and deportation.

All foreign passport holders are routinely fingerprinted and photographed. There is no reason for worry or concern when this occurs.

Collecting Your Bags

After passing through Immigration, you will go to the baggage claim area where your bags will arrive on a carousel. Check the display board for your flight number. If you waited a long time at Immigration, your bags may have already passed through and

been placed on the floor of the baggage area. Once you get your bags, go to the Customs desk where you will show your passport, answer a few questions and hand in your declaration form as you leave.

If your bags have been damaged or lost, report it immediately to the airline and get a Property Irregularity Report as you will need this for insurance purposes. If you know where you will be staying in the U.S., give this address or your employer's address as the one to which you would like your bags delivered.

For information regarding what you may bring and not bring through U.S. Customs please visit http://www.tsa.gov/interweb/assetlibrary/Permitted_Prohibited_NEW.pdf

Housing

Housing costs vary considerably from city to city and region to region throughout the US. Information regarding housing if provided by CETUSA or the employer is generally provided in the job offer or prior to your arrival in the US.

Please know that most housing requires that a security deposit + first month's rent is paid **prior to move-in**. This is a considerable cost and one you must be prepared for.

Working in the USA

Your employment should be arranged prior to your arrival in the U.S. either through self-placement or through CETUSA. A majority of Work & Travel participants work in entry-level jobs. All participants receive a federally mandated minimum wage. Often the wage is higher. Possible responsibilities may include kitchen help, maintenance, bussing tables, housekeeping, ride and game attendant, guest service, cashier, or other basic jobs that do not require a significant amount of previous training or experience. Employers include amusement parks, resorts, hotels and ski lodges. Most employment is located in small to medium resort areas, so participants should not expect to live in large cities.

Employee Responsibilities

When you accept a position there are responsibilities that you have to your Employer. Here are a few things to keep in mind:

- **Work up to the date you committed to.** Employers rely on their staff especially during the heavy tourism season. In return for being offered a job with your employer, you are obligated to finish the term of employment as indicated in the job offer.

- **Be enthusiastic and have a positive attitude.** If you were an employer, would you want someone with a negative attitude or someone who acts like they don't care about the work? The employer/employee relationship is important to having a successful, enjoyable experience. Good things are more likely to come to those who deserve them. Be polite and smile often.
Be on time. It is important and necessary that you get to your job on time; otherwise, your employer will think that you are not responsible.
- **Dress appropriately.** It is important that you have a clean and neat appearance. Ask about dress code if you are not sure.
- **Drug testing.** Many U.S. employers require that their workers take drug tests. If your employer requires such a drug test, you must comply. If you do not, you may not be hired.
Be a "team player." U.S. employers like workers who are willing to help co-workers and share a goal.

If you believe that you are being treated unfairly by an employer, please contact the CETUSA staff to discuss.

J-1 WORK AND TRAVEL PROGRAM CONDITIONS

The program conditions were stated and signed by you when you completed your application to CETUSA for acceptance. These make clear the rules of the program and your responsibilities as a participant. A sure way to complete the program in good standing and avoid problems with your program is to know and comply with these rules. They are listed here again for your review.

- 1) I understand that CETUSA will provide Form DS-2019 to me as a student prepared and willing to comply with Summer Work/Travel Program requirements. It is understood that CETUSA cannot guarantee that I will receive a J-1 visa from the U.S. Consulate. CETUSA has no influence over decisions made by the U.S. Consular Officers. J-1 visas are issued with the understanding that the participant will fulfill program requirements and return to their home country at the conclusion of the program. The burden is on the participant to prove to the U.S. Consul clear intention to do so.
- 2) I am aware that, in accordance with the program regulations, I am not authorized to be employed as a domestic employee in a United States household, in a position that requires me to invest my monies to provide myself with inventory for the purpose of door-to-door sales, or in employment involving any type of patient care.
- 3) I agree to start work no earlier than the date authorized by CETUSA on my Form DS-2019 and must complete work no later than the date authorized by CETUSA on my Form DS-2019. My program status must be maintained in good standing. Failure to maintain my program status may result in dismissal from the program by CETUSA, necessitating my immediate departure from the

United States or I risk the consequences of overstaying the authorized stay from the United States Department of Homeland Security.

- 4) If no earlier departure date is indicated on my I-94 card adjudicated by the United States Department of Homeland Security, I understand that I may remain in the United States for up to, but not to exceed (30) additional days after the program end date indicated on my Form DS-2019.
- 5) I understand that the insurance coverage provided to me through the insurance policy obtained on my behalf by CETUSA starts no earlier than the official program start date as listed on my Form DS-2019 and finishes on the end date as listed on my Form DS-2019. I further understand that it is my responsibility to arrange insurance coverage for any additional period of time that I am in the U.S. prior to the program start date or following the program end date as indicated on my Form DS-2019.
- 6) I agree to attend compulsory Orientation meetings in my home country before departure to the United States. I agree to complete the on-line questionnaire on CETUSA's website to confirm my understanding of certain regulations and expectations governing the program.
- 7) I have read and understand all program rules, eligibility requirements and participant obligations. I am eligible for the program and agree to meet my obligations to my program sponsor and follow program rules. I understand that I am required by law to inform CETUSA of my US address (residential address) upon arrival in the United States and to inform CETUSA of any address change within 10 days of the address change.
- 8) I understand that I may not change jobs or accept a second job without the expressed written consent of CETUSA. If I am authorized to work a second part-time job, I understand that the second job cannot interfere with scheduled hours of the primary job position.
- 9) Under CETUSA sponsorship I am not allowed to quit my employment without prior consent from CETUSA. CETUSA will only grant consent to leave a primary employer in rare instances. Permission to leave an employer should never be assumed. I will not quit my primary employment without consulting with CETUSA. Job abandonment will likely result in dismissal from the program by CETUSA, necessitating my immediate departure from the United States or risk the consequences of overstaying the authorized stay from the United States Department of Homeland Security.
- 10) I understand that the J-1 Evidence of Support document, or written job offer in whatever form it exists, defines the agreement between myself and my employer for the duration of the program. The job position available to me will depend upon my English skills and interview with my employer. I understand most positions require good oral communication skills. In signing the J-1 Evidence of Support document I am agreeing to all conditions, namely, site of employment, job position, job responsibilities, salary, hours, scheduling, housing, employment start and end dates, and so on as specified in the

Evidence of Support. Non-compliance with any of the conditions is reason enough to be changed from the job position or terminated from employment. If the employer terminates employment, CETUSA may, at its discretion, offer me another job or terminate my program.

- 11) I understand that there are initial costs upon arrival in the U.S., not limited to, but which are likely to include securing housing, paying for food, transportation and entertainment and being prepared in the event of an emergency such as a delay in the employment start date, the need for relocation, or other. I understand that up to several weeks may pass while I work before I will begin receiving a paycheck from my employer. I understand that I must prove to my recruiter that I have a minimum of \$750 available to bring with me to the United States to cover such costs. I understand, too, that I am responsible for my own expenses related to all travel and all other personal expenses incurred prior to arrival at my job site and at the end of my Work and Travel Program assignment until my return home. I fully understand and agree to accept the costs and my responsibilities regarding lodging and transportation.
- 12) I am fully responsible for reading thoroughly and asking the recruiter for clarifications regarding the program conditions stated above, the refund policy if I resign from the program or am denied a J-1 visa, information provided in the Work and Travel Participant Handbook, and information in the insurance brochure explaining insurance coverage. I understand how to use my medical insurance and will carry with me at all times the insurance telephone number and insurance identification card.
- 13) I agree to abide by all federal, state and local laws while in the United States. I also agree to abide by all rules as established by the employer and CETUSA. I understand that a violation of any law, regulation or rule could result in my dismissal from the program by CETUSA.
- 14) I authorize CETUSA to release any information provided with this application for the purpose of placement at a CETUSA- approved site. I understand that this release may take the form of photocopy, verbal and/or electronic transfer of the information contained in this application.
- 15) I have not had any person complete the application for me and I have been given sufficient time and guidance to read all program documents, ask questions, receive answers and sign. I further declare that I am not signing under any type of pressure and that my understanding of the above is clear. My signature indicates that I understand all of the above and agree to adhere to the program conditions to successfully complete my program. I recognize that any false statement on my part or submission of inaccurate documents or information may result in forfeiture of my place on this program with no entitlement to any refund of my fee or any expenditure.

Social Security Cards

All participants who have not previously been granted a Social Security Number must apply for a Social Security Number. To apply for your Social Security number you must first have registered with CETUSA. This is very important. Applying for the Social Security Number before registering with CETUSA, or before 10 days after arriving in the U.S. may cause a long delay in the processing of the Social Security Number. To be certain that your Social Security Number is processed quickly and smoothly you must FIRST register your U.S. living address with CETUSA, then WAIT 10 days before applying for your Social Security Number. Although you should wait 10 days, do not delay longer than 14 days. Following this advice is the best way to insure you do not encounter problems in the processing of your Social Security Number.

It is easy to find out where to apply for the Social Security Number. You may look in your local telephone book under "Social Security Administration" or call toll-free **1-800-772-1213**. Or, you may go online and search for the nearest office. All you need to know is the zip code where you live. The website is: **www.ssa.gov**. An office locator, a Social Security Number Application, and a Social Security Fact Sheet are also available online when a student logs in to their CETUSA Account.

You need the following documents to apply for a Social Security card at a local Social Security office:

- Completed Social Security Number Application
- Employment Offer
- Form DS2019
- Passport with your J-1 Visa and I-94 card
Program Sponsor Letter

Your Social Security number should be mailed to you within 4-6 weeks from the date of your application. Request a temporary certificate (Form SSA-5028) when you apply for the card. This temporary certificate has no number, but it is proof that you have applied for the card. You may be asked by your employer to show this certificate as evidence of work eligibility.

You **must** report your Social Security number to your employer immediately after receiving the actual number.

If you do not receive your Social Security number within 6 weeks after applying for it you should call the Social Security Administration office at **1-800-772-1213** to inquire about the status of your application. Or, you may return to the Social Security Administration office and inquire. If you are unable to resolve the problem in this way please contact the CETUSA staff.

I-9 Employment Eligibility Verification Form

Your employer will require you to complete an I-9 Employment Eligibility Verification Form to prove you can work legally. This form must be completed before you begin working. You should complete section 1 of the form. Check the box "an alien authorized to work until" and enter the program end date as indicated on your Form DS2019. You will need to show your Passport, DS2019, and I-94 card to your employer or supervisor, who is witnessing your signature on this document. Sign and date the form.

W-4 Form

When you begin your job, your employer will ask you to complete a W-4 Form (Employee's Withholding Allowance Certificate) to ensure that you are not over-taxed. Your employer will keep this form while you are working there, and will use the information on this form to determine how much tax should be withheld from your paycheck.

If you do not fill out your W-4 Form properly, you may have to pay more tax in the future. The following instructions on filling out your W-4 Form are from IRS Publication 515 (rev. 11-96) "Withholding of Tax on Non-resident Aliens and Foreign Corporations." Please note that you are classified as a "non-resident alien." Therefore, the instructions shown on the W-4 Form do **not** apply. Please follow the instructions below when completing the W-4 Form.

- Check only "Single" marital status on line 3 (even if you are married or divorced).
- Claim only one withholding allowance on line 5, unless you are a resident of Canada, Mexico, Japan, South Korea, or a U.S. national.
- Do not claim "Exempt" withholding status on line 7.

Taxes

In understanding taxes there are two words that you will need to know in relation to paying taxes. "Exempt" means that you do not have to pay out money for certain types of taxes and "Non-Exempt" means you are obligated to pay a certain amount of money for taxes.

Social Security, Medicare, Federal Unemployment Tax - "Exempt"

You must have a Social Security card and number, but you are EXEMPT from paying Social Security tax and Medicare tax. Sometimes, employers make the mistake and withhold these taxes. You can tell if this happened by looking at your paycheck (the paper with your wage details). If you see any deductions under the word "FICA," the

employer has made a mistake. Please show your boss the "Dear Employer" letter or call CETUSA to resolve the problem.

Students (as non-resident aliens) are, however, subject to regular federal, state and city taxes; therefore you are obligated to pay.

Income Tax - "Non-Exempt"

In the U.S., the federal, state, and local governments impose income taxes. The Internal Revenue Services (IRS) collects personal income taxes, usually on a "pay-as-you-go" basis. This means that your employer generally withholds income tax from your salary and pays it directly to the government. You must pay U.S. income tax. Failure to pay any taxes you owe could cause problems for you in the future if you apply for any visas to return to the U.S.

Federal Income Tax - "Non-Exempt"

All income-earning individuals pay income tax to the federal (national) government. It is paid on income from salaries, wages, and tips. Approximately 10 to 15 percent of your salary will be withheld for federal income tax, a portion of which you may be able to claim back as a refund at the end of the year. (Refer to "Tax Return Form and Refunds")

State and City Income Tax - "Non-Exempt"

States and cities may charge extra income tax according to local laws. State income taxes are approximately 5 to 8 percent. At the interview, ask your employer about the local tax situation. Like federal income tax, state and local income taxes will be withheld from your paycheck. You may be able to claim a refund for a portion of these taxes at the end of the year.

Tax Return Form and Refunds

W-2 Forms

The U.S. tax year begins on January 1st and ends on December 31st. In the beginning of February, your employer will send you a Form W-2, detailing your total wages and the amount of each tax withheld. You must receive a W-2 from each of your employers, since you will be required to submit copies of the form with your tax returns. Be sure that you give your employer(s) and/or supervisor a self-addressed stamped envelope to mail the W-2 home to you. If you have not received your W-2 forms by February 28th, you should contact your employer(s) for replacement(s).

Tax Return Forms and Tax Refunds

When you receive your W-2 in February, you will have to fill out a tax return form. If you fail to receive your W-2, you may also use your **last payslip** provided by your employer. There are separate forms for federal, state, and city taxes. All forms are available from banks and post offices in the U.S., and federal tax return forms are also available from U.S. Embassies in your home country. Request state and city forms from your employer. The federal tax form you will have to complete is the 1040NR-EZ, which is specifically for non-resident aliens (the category in which you should file).

The deadline for filing tax return forms is April 15th. For instance, for wages earned between January and December of one year, tax returns are due April 15th of the year following. Use the charts sent with the tax return forms to determine the amount of tax you owe. If too little was withheld from your paychecks, you must pay the balance to the U.S. government. If too much was withheld by the U.S. government, you qualify for a refund. The earlier you file, the sooner you will receive any refund. This form and detailed instructions regarding how to complete it can be downloaded on the Internal Revenue Service website: www.irs.gov.

Please know that there are companies that for a small service fee will assist you to file your income taxes and help you claim any refund that is due to you.

Transportation in the USA

Airplane

Traveling by airplane is the most time efficient and the most expensive way to travel. When searching for the best airfare deals, try: www.travelocity.com or www.priceline.com. You may also want to check the websites of all major airlines.

Bus

Bus travel is a popular and inexpensive way to travel in the U.S. The major bus companies can help you connect to local bus transportation to reach even remote towns. Greyhound Bus Company is the largest bus company in the U.S. Their toll-free telephone number is: **1-800-231-2222**. Website: www.greyhound.com

Car

You must have automobile insurance, a valid driver's license from your home country, along with an International Driver's License, available in your home country from motorizing organizations, in order to drive a car in the U.S. To rent a car, most companies require that you be at least 25 years of age. Some rental car companies, however, allow the renter to be 21 years of age and have at least one major credit card. It is unlawful to drive without adequate automobile insurance. Be aware of the rules of the road while you are in the U.S., drive safely, and make sure you carry proof of auto insurance at all times while driving to prevent any problems.

Train

Amtrak, the national railroad (railway), offers a rail pass similar to Europe's Inter-rail pass. The USA Rail Pass is valid for either 15 or 30 days. There are nationwide passes, and Amtrak has also divided the country into sections for regional travel. You can get passes for the Eastern Region, Northeast Region, Southern Region and Western Region. Please call their toll-free number for prices and more information: **1-800-872-7245**. Website: www.amtrak.com

Hitchhiking

It is illegal to hitchhike.

Biking

Many students find that purchasing a bicycle to ride is a convenient way to get around. Please take every precaution such as wearing a bicycle helmet, installing reflectors on the bicycle or wear special clothing with reflector strips to help ensure your safety.

Your Finances

It is wise to make a budget before you leave so you will not be left without any funds while in the U.S. You need to be aware of the different ways to use and obtain funds while you are in the U.S.

Traveler's Checks

The best option is to bring all your money in the form of Traveler's Checks. Since money may be lost or stolen, Traveler's Checks can be replaced, whereas money cannot. Make a separate list of check numbers, and buy small denominations. You should bring enough money with you to cover room and board, pocket money, and transportation to and from work before your first paycheck arrives, which usually takes two to three weeks. We recommend at least USD \$750 - \$1000.

Bank Accounts

It is wise to open a bank account as soon as possible where you can deposit your paychecks and keep your money safe. Banks differ in their services and fees, so make sure to look around before you find one that best suits your needs. In some banks throughout the U.S. it is possible to open a "free checking account". When you talk with a bank be sure to ask whether or not they offer "free checking accounts". To get a bank account, you need to bring with you various forms of identification. The most important documents are your passport and your social security number. If you have any credit cards and proof of where you are living, you should bring these as well. Banks offer different kinds of accounts, so be sure to inquire about what is offered. Be aware that:

- Some banks may require a minimum balance of money on the account, otherwise, will charge a fee.
- A monthly service fee may be required to maintain the account.
- Sometimes there is a waiting period to access the money after opening the account.
- Ask for an Automatic Teller Machine (ATM) card, as most banks offer them. ATM cards can be used at 24-hour automated teller machines. The ATM machines are used for withdrawing money and/or depositing checks. ATM machines are located across the U.S. Some ATM's charge a small fee (\$1.00-\$2.00) for using their machines if it is not an ATM from your specific bank.

Currency

The basic unit of currency is the dollar (\$1.00). Coins are in the value of the 1 cent or a penny, 5 cents or a nickel, 10 cents or a dime, 25 cents or a quarter, and 50 cents or a half dollar. Bills (notes) are printed in the value of \$1, \$5, \$10, \$20, \$50, and \$100.

Credit Cards

Most Americans have credit cards. They are a convenient, safe way to make large purchases, or get cash advances from banks. Be careful about overspending "plastic money" because you will have to pay your debts (and interest) eventually. Keep track of what you spend.

There are a few ways to access money from home:

1. Western Union

This service makes it possible to transfer money from your home country to anywhere in the U.S. within 15 minutes to an hour, any day of the week. There is a handling charge, which will vary according to the amount of money sent. You can call toll-free: **1-800-325-6000** to find the Western Union office nearest to you and to the person sending money to you. You can also call this number to see if your money has arrived.

2. Telegraphic Transfer

This allows you to transfer money from a bank in your home country to a bank in the U.S. This can often take a week or longer. The charge varies from bank to bank, and both the receiving and sending bank may charge you. Not all banks offer this service, so be sure to check in advance.

3. Banker's Drafts

These can be bought from your home country and then mailed to you by the Post Office's express service. This usually takes between three and seven days, and participants sometimes have difficulty cashing them in small towns.

Sales Tax

Visitors to the U.S. are surprised when a shopping bill costs more than the marked price. This is because sales tax is added on when you pay. Sales taxes vary from state to state and from region to region.

Tippling

Americans generally tip the waiter/waitress 15 to 20 percent of the price of the meal. Similar practices apply to bartenders, taxi drivers, hair stylists, and various service industry individuals. If you like the job the waiter or waitress did, show them by paying a bigger tip. Tip less if you did not like the service.

Keeping in Touch

Telephones

The best way to call your home country is with a pre-paid phone card. Pre-paid phone cards are often available in gas station convenience stores.

Pay phones differ across regions of the USA. Dialing procedures depend on the local telephone company. It costs 35 cents for a local call, and for long distance the operator will come on the line and tell you how much money to put in. You will need to use coins unless you have a calling card or phone card. A local telephone call in the USA will require the area code and then the 7-digit number (example: 123-456-7890). If you are placing a long-distance call, add a "1", then the area code and the 7-digit number. You can reach Directory Assistance from any phone by dialing 411. For long-distance directory assistance, dial "1" then the area code of the city in which you would like a number, then dial 555-1212. You can reach the operator for assistance anywhere by dialing "0" free of charge.

Calling Collect is to reverse the charges to the person that you are calling. To do this, first dial "0" and then the area code and number you wish to reach. An operator will offer to help you. This is a very expensive way to call. Use only as a last resort in an emergency.

It is important to phone home and let those people closest to you know that you are safe, and keep them updated as to where you are living and how to contact you if necessary. Remember, the U.S. has different time zones, and they differ from your country. To dial home directly, you will need to use the following codes:

First dial "011" + country code + city code (minus the leading zero) + number

Argentina	54	France	33	Malta	56
Armenia	374	Germany	49	Moldova	373
Australia	61	Ghana	233	New Zealand	64
Austria	43	Greece	30	Norway	47
Belarus	375	Guatemala	502	Peru	51
Belgium	32	Hungary	36	Poland	48
Brazil	55	Iceland	354	Romania	40
Bulgaria	359	Ireland	353	Russia	7
Chile	56	Italy	39	Slovakia	42
Colombia	57	Israel	972	Slovenia	386
Costa Rica	506	Jamaica	809	South Africa	27
Czech Rep.	420	Japan	81	Spain	34
Denmark	45	Jordan	962	Sweden	46
Dom. Rep.	809	Netherlands	31	Switzerland	41
Ecuador	593	Latvia	71	Thailand	66
Estonia	372	Lithuania	370	Turkey	90
Finland	358	Luxembourg	352	Ukraine	380
				U.K.	44

The internet is another way to stay in touch with family and friends. Internet access can generally be found free at your local public library. Internet cafes generally charge a small fee.

Safety Tips

While the large majority of Americans are friendly, open, and willing to help, be aware that there are a small percentage of people who may want to take advantage of visitors. At your orientation in the U.S., your supervisor and employer will give you information concerning the specific area where you will be living and working. You should exercise caution and use common sense during your stay and travels:

- In crowded areas like airports and bus and train stations, always keep your property close to you or in a concealed place.
- Do not carry large amounts of cash and do not expose it in crowded places.
- Travel with a friend as much as possible.
- Do not use ATM machines in the dark, especially if you are alone.
- When possible, take copies of needed documents with you, and keep your originals in a safe place.
- Be aware of your surroundings. Do not behave in ways which may bring attention of thieves or someone who might try and take advantage of you.

Legal Information

You are a visitor to the U.S., but the law still applies to you. You need to be aware of and respect all the U.S. federal, state, and local laws just as you would do at home. You are fully responsible for any crimes or violations you commit. This means you are fully responsible for any and all expenses involved with defending yourself if you have been arrested, and any penalties, prison or monetary, should you be convicted.

IF YOU ARE ARRESTED, YOUR LEGAL RIGHTS ARE:

1. You have the right to remain silent and to refuse to answer any questions if you so choose.
2. No person accused of a crime may be forced to confess or give evidence against oneself.
3. You also have the right not to be searched unless the police officer has a warrant.
4. Most importantly, 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.
5. Furthermore, 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.
6. You are entitled to a fair trial conducted according to all the rules of evidence and court procedures.
7. Above all, you are presumed innocent until proven guilty. You do not have to prove your innocence, but rather the prosecution must prove your guilt beyond a reasonable doubt.

Ignorance of the law, or not knowing the law is never an excuse.

POSSIBLE POLICE PROCEDURES IF YOU ARE DETAINED:

1. Charged or finger printed, paperwork, etc.
2. Held in jail until bail bond is posted.
3. See a court judge who hears preliminary details and drops charges or sets court dates within the next 30 days. Sometimes court dates can be set sooner, especially if you remind the judge that you are only legally able to stay in the U. S. until the end of your DS2019 or I-94 card.
4. Depending on the severity of the charges, you might not be able to leave the area before your court date.

POSSIBLE RESULTS OF BEING FOUND GUILTY OF CHARGES:

(Fines and penalties are subject to local laws, therefore the degree of penalties and amount of fines, etc., differ from town to town and may also differ from violations of state or federal laws.)

1. Monetary fine (varies for charge)
2. Community service
3. Jail time
4. Deportation

YOU SHOULD AVOID SUCH PROBLEMS AS:

- **Illegal drug possession**
You are subject to fines and possible time in jail for any possession of drugs or association with people who are dealing or selling drugs.
- **Underage drinking of alcohol**
The legal drinking age in the U.S. is 21 years old. 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 photo will be required. It is illegal to drink alcohol and drive a motor vehicle.
- **Disturbing the peace**
- **Disorderly conduct**
- **Destruction of property**
- **Shoplifting (Stealing)**

Exiting and Returning to the USA

If you plan to visit Canada or Mexico, you will need to check with the Canadian or Mexican Consulate to see if you will need a visa to enter. You will also need to have a "Responsible Officer" from CETUSA sign your DS2019 Form to insure that you are in good standing on this program. Please plan enough in advance to allow for mail to travel from you to the CETUSA office and be returned to you. Finally, please check to be certain that you have a (M) multiple-entry visa and not an (S) single-entry visa.

Be sure and explain at the border that you will be re-entering under the J-1 Visa and show them your documents. You will need to make sure that the ending date on your DS-2019 has not expired. You will not be able to re-enter the U.S. after the program end date on the DS-2019. If you have any questions, call CETUSA, as you will not be admitted back into the USA if the procedures are not followed.

Useful Information

Postage

U.S. domestic mail weighing less than 1 ounce requires a 34-cent stamp. International mail weighing less than .5 ounces requires a 66-cent stamp. For general questions regarding postal service in the U.S. (express mail, zip codes), call: **1-800-275-8777** for information.

Metric Equivalents

1 mile = 1.6 kilometers	1 pound = 0.45 kilograms
1 yard (3 feet) = 91.4 centimeters	1 ounce = 28.35 grams
1 foot (12 inches) = 30.48 centimeters	1 gallon = 3.79 liters
1 inch = 2.54 centimeters	1 quart = 0.95 liters

Temperature

32 degrees Fahrenheit = 0 degrees Celsius

68 degrees Fahrenheit = 20 degrees Celsius

95 degrees Fahrenheit = 35 degrees Celsius

Electricity

Don't forget to bring an adapter or converter to use any electrical appliances. U.S. electrical appliances run on 110 volts.

Time Zones

The U.S. is divided into four time zones: Pacific, Mountain, Central, and Eastern. For example:

1. Pacific: 6 p.m.
2. Mountain: 7 p.m.
3. Central: 8 p.m.
4. Eastern: 9 p.m.

Going Home

It is not possible to extend your stay in the U.S. beyond the end of the Work & Travel Program. You will need to re-confirm your flight home to make sure everything is still on schedule. They will collect your I-94 card at Immigration to show that you entered and left the U.S. as per the rules of your J-1 Visa. Check to make sure that this was done. If you do not return the I-94 to at the time of your departure you will later be identified as someone who overstayed their visa. It may jeopardize your ability to get a visa in the future.

You will have many memories of your stay in the U.S. and the new friends that you have made. You will have been exposed to American culture and will have a new outlook on certain matters. This experience will have enriched your life and the lives of others as you share your adventures. Stay in touch with your new friends to keep the memories going.

We wish you a safe and fulfilling journey!

How to Contact CETUSA

- You are welcome to contact CETUSA regarding any issue or if you have any questions. We are happy to assist you.
- The CETUSA Office is open Monday through Friday from 8:00 a.m. to 5:00 p.m. Pacific Time. **(1-888-423-8872)**

- CETUSA has a 24-hour emergency answering service for calls requiring immediate assistance. **(1-888-423-8872)** Please use good judgment regarding the immediacy of need to make contact.
- Our toll-free number is: **1 (888) 423-8872** (available from within the US only)
- Our phone number is: **1 (360) 736-6472**
- Our fax number is: **1 (360) 736-6525**
- Our address is:
 - CETUSA**
 - 100 South Rock Street**
 - Centralia, WA 98531**
 - USA**
- Our web address is: **www.cetusa.org**
- Our email address is: **sevis@cetusa.org**
- You can find a wealth of information at the CETUSA website. Just click on the Summer Work & Travel button at **www.cetusa.org** and login to your CETUSA Account.

- ***In case of an Emergency:***

- An emergency is defined as:
 - A life or death crisis such as critical injury or illness requiring hospitalization.
 - If you are a victim of a violent crime.
- If you are in an emergency situation and need **immediate** help, please call: **911**. Make sure you answer all questions clearly and carefully - they will want to help.

Embassies

Below are the phone numbers of Embassies in Washington, D.C. for your reference. If you need Embassies in your area, please refer to the phone book or call the one listed below and they will direct you.

Costa Rica
 2114 S. Street, N.W.
 Washington, D.C. 20008
 (202) 234-2945

Korea
 2450 Massachusetts Avenue, N.W.
 Washington, D.C. 20008
 (202) 939-6462

Czech Republic
 3900 Spring of Freedom Street, N.W.
 Washington, D.C. 20008
 (202) 274-9100

Latvia
 4325 17th Street, N.W.
 Washington, D.C. 20011
 (202) 726-8213

Dominican Republic
1715 22nd Street, N.W.
Washington, D.C. 20008
(202) 332-6280

Lithuania
2622 16th Street, N.W.
Washington, D.C. 20009
(202) 234-5860

France
4101 Reservoir Road, N.W.
Washington, D.C. 20007
(202) 944-6000

Poland
2224 Wyoming Avenue, N.W.
Washington, D.C. 20008
(202) 232-4517

Germany
4645 Reservoir Road, N.W.
Washington, D.C. 20007-1998
(202) 298-4000

Russia
1825 Phelps Place, N.W.
Washington, D.C. 20008
(202) 298-5700

Great Britain
19 Observatory Circle, N.W.
Washington, D.C. 20007
(202) 464-1340

South Africa
3051 Massachusetts Avenue, N.W.
Washington, D.C. 20068
(202) 232-4400

Criteria for Exchange-Visitor Program

CETUSA is designated an Exchange-Visitor Program by the US Department of State. Below are the specific regulations governing the Summer Work & Travel Program. The US Department of State can be reached at their phone number in Washington, DC: 202-401-9810 or by email at jvisas@state.gov.

Sec. 62.32 Summer work travel.

- (a) Introduction. These regulations govern program participation in summer work travel programs conducted by Department of State-designated sponsors pursuant to the authority granted the Department of State by Public Law 105-277. These programs provide foreign post-secondary students the opportunity to work and travel in the United States for a four month period during their summer vacations. Extensions of program participation are not permitted.
- (b) Participant selection and screening. In addition to satisfying the requirements set forth at Sec. 62.10(a), sponsors shall adequately screen all program participants and at a minimum shall:
 - (1) Conduct an in-person interview;
 - (2) Ensure that the participant is a bona fide post-secondary school student in his or her home country; and
 - (3) Ensure that not more than ten percent of selected program participants have previously participated in a summer work travel program.
- (c) Participant orientation. Sponsors shall provide program participants, prior to their departure from the home country, information regarding:
 - (1) The name and location of their employer, if prior employment has been arranged; and
 - (2) Any contractual obligations related to their acceptance of paid

- employment in the United States, if prior employment has been arranged.
- (d) Participant placement. Sponsors shall ensure that not less than 50 percent of their program participants have pre-arranged employment with a U.S. employer. For all program participants for whom pre-arranged employment has not been secured sponsors shall:
 - (1) Ensure that the participant has sufficient financial resources to support him or herself during his or her search for employment;
 - (2) Provide the participant with pre-departure information that explains how to seek employment and how to secure lodging in the United States;
 - (3) Prepare and provide to program participants a roster of bona fide job listings equal to or greater than the number of participants for whom pre-arranged employment has not been secured; and,
 - (4) Undertake reasonable efforts to secure suitable employment for any participant who has not found suitable employment within one week of commencing his or her job search.
 - (e) Participant compensation. Sponsors shall advise program participants regarding Federal Minimum Wage requirements and shall ensure that participants receive pay and benefits commensurate with those offered to their American counterparts.
 - (f) Monitoring. Sponsors shall provide:
 - (1) All participants with a telephone number which allows 24-hour immediate contact with the sponsor; and
 - (2) Appropriate assistance to program participants on an as-needed emergency basis.
 - (g) Use of third parties. Program sponsors are responsible for full compliance with all Exchange Visitor Program regulations. If a program sponsor elects to utilize a third-party to provide U.S. hosting, orientation, placement, or other support services to participants for whom they have facilitated entry into the United States, such sponsor shall closely oversee the provision of these services by the third-party and ensure that the provision of these services satisfies all regulatory obligations.
 - (h) Placement report. In lieu of listing the name and address of the participant's pre-arranged employer on the Form DS-2019, sponsors shall submit to the a report of all participant placements. Sponsors shall report the name, place of employment, and the number of times each participant has participated in a summer work travel program. In addition, for participants for whom employment was not pre-arranged, the sponsor shall also list the length of time it took for such participant to find employment. Such report shall be submitted semi-annually on January 30th and July 31st of each year and shall reflect placements made in the preceding six month period.
 - (i) Unauthorized activities. Program participants may not be employed as domestic employees in United States households or in positions that require the participant to invest his or her own monies to provide themselves with inventory for the purpose of door-to-door sales.