

WORK & TRAVEL USA Employment Offer

Work Start Date:

Work End Date:

▶ **STEP 1:** Host Employer completes this form and sends to Participant

PARTICIPANT INFORMATION

FIRST NAME MIDDLE NAME LAST NAME

EMPLOYER INFORMATION

LEGAL BUSINESS NAME

DOING BUSINESS AS WEBSITE

EMPLOYMENT LOCATION (Address where Participant will work)

STREET ADDRESS

CITY STATE ZIP

CORPORATE ADDRESS (If different from Employment Location) Same as above

STREET ADDRESS

CITY STATE ZIP

EMPLOYMENT CONTACT

BUSINESS OWNER Same as Employment Contact

FIRST NAME

FIRST NAME

LAST NAME

LAST NAME

TITLE

TITLE

PHONE MOBILE

PHONE MOBILE

EMAIL ADDRESS

EMAIL ADDRESS

PARTICIPANT POSITION

JOB TITLE

WAGE PER HOUR

Yes No

TIPPED POSITION?

AVG HRS / WEEK

Yes No Maybe

OVERTIME AVAILABLE

▶ **STEP 2:** Participant provides InterExchange this form with their Participant Application

▶ **STEP 3:** InterExchange contacts Host Employer by email to complete Employer Application and confirm vetting and position information online

▶ **STEP 4:** InterExchange notifies Participant by email to sign completed Job Offer online

InterExchange, Inc is a designated J-1 Visa sponsor for the U.S. Department of State regulated Summer Work Travel Program ([22 C.F.R. Part 62](#)). An InterExchange representative will contact the employer at the place of business to verify the information on this form. Host Employers will need to update information and confirm all details online at <https://app.interexchange.org/>. Without confirmation of this offer and agreement, InterExchange will be unable to provide sponsorship to the prospective Exchange Visitor. Participant sponsorship is not granted until this Employment Offer has been received, reviewed, and approved by an authorized InterExchange representative. Continued sponsorship is contingent upon the successful execution of and adherence to this agreement between the employer and named international exchange student.