

STEP 1: Once you have set your password, you must complete your Personal Information

The screenshot shows the 'Work & Travel USA - Gateway' page. At the top, the InterExchange logo is on the left, and 'Work & Travel USA' and 'Application' are in the middle. On the right, 'Anna Test' and a 'Logout' link are visible. The main heading is 'Work & Travel USA - Gateway'. Below this, there are three sections: 'Personal Information' with a subtext 'You need to complete all forms before submitting your application.', 'Personal Declaration' with a 'Start' button, and 'Participant Agreement' with a 'Start' button. At the bottom, there is a grey bar with the text 'Cannot Submit Application' and a subtext 'All forms and documents must be complete before you can submit your application.' To the right of the 'Start' buttons, there are two yellow boxes with red arrows pointing to them. The first yellow box contains the text 'Click start on both sections and read through before digitally signing.' and has two red arrows pointing to the 'Start' buttons of 'Personal Declaration' and 'Participant Agreement'. The second yellow box contains the text 'Once the above is done, you can click here to submit your application' and has a red arrow pointing to the 'Cannot Submit Application' bar.

InterExchange Work & Travel USA Application Anna Test Logout

Work & Travel USA - Gateway

Personal Information
You need to complete all forms before submitting your application.

Personal Declaration Start

Participant Agreement Start

Cannot Submit Application
All forms and documents must be complete before you can submit your application.

Click start on both sections and read through before digitally signing.

Once the above is done, you can click here to submit your application

STEP 2: Once you have submitted your Personal Information, you must select your job preferences and check available jobs

The screenshot shows the InterExchange application dashboard for a user named 'Cian Test'. The dashboard includes sections for Sponsor Information, Application status, Supplemental Documents, Job Preferences, Job Listings, and Placement. Red arrows point from yellow callout boxes to specific elements on the page.

InterExchange Work & Travel USA Dashboard Application Job Listings Job Preferences Cian Logout

Cian Test

Press **F11** to exit full screen

Sponsor Information

InterExchange
100 Wall Street, Suite 301
New York, NY 10005
worktravel@interexchange.org

Application

Submitted to IEX
Your application has been submitted to InterExchange.
[View My Application](#)

Cian Test

You must watch the Orientation video immediately to ensure your DS-2019/ work permit is released once you accept a job offer and digitally sign it in your InterExchange account.

Here is your Online Orientation. Watch it before you arrive in the U.S.

[Watch Orientation](#)

Supplemental Documents

Passport ✓ Uploaded
[Passport](#)

Proof of Student Status ✓ Uploaded
[Proof of Student Status](#)

You must click on this link to set up your Job Preferences. If you do not do this step, you will not be able to see any Job Listings.

Job Preferences

Your preferences determine the Job Listings you can view. The more the better!

[Job Preferences](#)

Once you have set your Job Preferences, you can then click here to see what jobs are on offer based on your criteria.

Job Listings

Check out employers' available jobs based on your selected Job Preferences.

[Job Listings](#)

Once you have been offered a job or have accepted a job you will see the information on the position here.

Placement

InterExchange is processing your application and getting it ready for employers to review. Check out some available [Job Listings](#) you'll be able to apply to once your application is processed.

Cian Test

You should select as many Positions and Regions as possible to see what jobs are available in the InterExchange system.

Positions

- | | | | |
|--|---|--|---|
| <input type="checkbox"/> Attractions Attendant | <input type="checkbox"/> Barista | <input type="checkbox"/> Bartender | <input type="checkbox"/> Bell/Door Person |
| <input type="checkbox"/> Bus Person | <input type="checkbox"/> Campground Team Member | <input type="checkbox"/> Caricature Artist | <input type="checkbox"/> Cashier |
| <input type="checkbox"/> Cleaner | <input type="checkbox"/> Cook | <input type="checkbox"/> Counter Help | <input type="checkbox"/> Deli Worker |
| <input type="checkbox"/> Dishwasher | <input type="checkbox"/> Fast Food Crew | <input type="checkbox"/> Food and Beverage Assistant | <input type="checkbox"/> Food Prep/Prep Cook |
| <input type="checkbox"/> Front Desk | <input type="checkbox"/> Games Attendant | <input type="checkbox"/> Grocery Clerk | <input checked="" type="checkbox"/> Groundskeeping |
| <input type="checkbox"/> Guest Services | <input type="checkbox"/> Hospitality Crew | <input type="checkbox"/> Host/Hostess | <input checked="" type="checkbox"/> Housekeeping |
| <input type="checkbox"/> Ice Cream Sales | <input checked="" type="checkbox"/> Kitchen Help | <input type="checkbox"/> Lifeguard | <input type="checkbox"/> Lift Operator |
| <input type="checkbox"/> Maintenance | <input checked="" type="checkbox"/> Mountain Operations | <input type="checkbox"/> Moving and Relocation | <input type="checkbox"/> Office Assistant and Clerk |
| <input type="checkbox"/> Parking Lot Attendant | <input checked="" type="checkbox"/> Park Services | <input type="checkbox"/> Pool/Beach Attendant | <input type="checkbox"/> Public Area Attendant |
| <input type="checkbox"/> Rental Attendant | <input checked="" type="checkbox"/> Ride Operator | <input type="checkbox"/> Sailing Instructor | <input type="checkbox"/> Sales Help |
| <input type="checkbox"/> Server | <input type="checkbox"/> Server Assistant | <input checked="" type="checkbox"/> Ski Instructor | <input type="checkbox"/> Ski Services |
| <input type="checkbox"/> Snack Bar Attendant | <input type="checkbox"/> Souvenir Photographer | <input checked="" type="checkbox"/> Spa Attendant | <input type="checkbox"/> Stock Clerk |
| <input type="checkbox"/> Tent Installer | <input type="checkbox"/> Waitstaff | | |

Regions

- | | | | |
|--|---|--|---------------------------------------|
| <input type="checkbox"/> Alaska | <input checked="" type="checkbox"/> California & Nevada | <input type="checkbox"/> Hawaii | <input type="checkbox"/> Mid-Atlantic |
| <input type="checkbox"/> Midwest | <input type="checkbox"/> New England | <input type="checkbox"/> Pacific Northwest | <input type="checkbox"/> Plains |
| <input type="checkbox"/> Rocky Mountains | <input type="checkbox"/> South | <input type="checkbox"/> Southwest | <input type="checkbox"/> The Dakotas |

Save and Continue Cancel

Make sure to 'Save and Continue'.

On the next page you will see all the positions available based on your selection. You can change your selection by clicking on Job Preferences on the top of the page.

