

WORK & TRAVEL USA

Student Handbook



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All information in this handbook is subject to change without notice.

Keep in touch!

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www.InterExchange.org

Like us on Facebook:

InterExchange Work & Travel USA

Follow us on Twitter:

@InterExchangeUS
@worktravel

For emergency contact info, see page 28.

Chapter 1: Introduction to InterExchange

1.1 InterExchange

InterExchange is your J-1 Visa sponsor and source of support during your visit to the U.S. We are a non-profit organization with more than 40 years of experience dedicated to promoting cultural awareness through a wide range of affordable and exciting work & travel, professional training, internship, au pair, camp, language learning and volunteer programs within the U.S. and abroad. InterExchange is designated by the U.S. Department of State to sponsor a variety of J-1 Visa Exchange Visitor programs.

As a proud J-1 Visa sponsor and cultural exchange organization, we encourage our participants and professional colleagues to learn about **The Fulbright-Hays Act of 1961, also known as the Mutual Educational and Cultural Exchange Act of 1961**. This important act enables the Government of the United States to:

- ▶ increase mutual understanding between the people of the United States and the people of other countries by means of educational and cultural exchange
- ▶ strengthen the ties which unite us with other nations by demonstrating the educational and cultural interests, developments, and achievements of the people of the United States and other nations, and the contributions being made toward a peaceful and more fruitful life for people throughout the world
- ▶ promote international cooperation for educational and cultural advancement and thus assist in the development of friendly, sympathetic, and peaceful relations between the United States and the other countries of the world.

Refer to the InterExchange website www.InterExchange.org or contact us through email worktravel@interexchange.org, phone 212.924.0446 or fax 212.924.0575. For emergencies after hours, refer to page 28.

1.2 Work & Travel USA

Work & Travel USA is a J-1 Visa program of InterExchange that offers international university students ages 18-28 the opportunity to live and work in the U.S. for up to four months during their summer vacation. Students work in hotels, inns, amusement parks, national parks, retail stores and ski resorts. They receive a wage, assistance with housing, accident and sickness insurance, program support and an optional month for travel to explore the United States. Work & Travel USA also offers a 12-month program for citizens of Australia and New Zealand.

As a participant in the Work & Travel USA program, you must follow all regulations set forth by the U.S. Department of State and maintain frequent contact with InterExchange, including regular updates to your SEVIS account (see page 12). During your program, we encourage you to take advantage of the cultural opportunities offered by your local host community.

1.3 More InterExchange Programs

Au Pair USA is a 12-month program that gives young people, ages 18-26, the opportunity to experience the U.S. by living with an American host family and providing childcare. In return for their services, au pairs receive room, board, a weekly stipend, accident and sickness insurance, airfare and a mandatory allowance to use toward college-level educational courses. This program can be extended for an additional 6, 9 or 12 months after successfully completing the original 12-month program.

Camp USA places international participants, ages 19-28, in U.S. summer camps in counselor or support staff positions. InterExchange also sponsors visas for returning staff or for participants who have found their own camp jobs. The Camp Counselor J-1 Visa is a 4-month visa that generally lasts from May until September.

Career Training USA assists international students and young professionals, ages 18-38, with J-1 Visa sponsorship for internships and practical training programs in the U.S. Candidates may apply for the J-1 Visa internship option if they have already secured a position in the U.S., or they may apply to be placed with an employer through the Internship Placement Program. International students and recent graduates may work as interns and pursue an internship for up to 12 months in a field related to their academic field of study. International working professionals may apply as trainees and pursue training programs for up to 18 months in a field related to their occupational background. To be eligible, participants' education and work experience must have been earned outside of the U.S.

Working Abroad enables U.S. citizens, ages 18-30, to experience diverse work experiences overseas. Opportunities include Au Pair, English language instruction, work and volunteer abroad placements. We offer programs in Australia, Africa, Asia, South America and various European countries.

The **InterExchange Foundation** was established in 2007 to provide grants to motivated young Americans who want to contribute to worthy work or volunteer abroad opportunities. The Working Abroad Grant supports participants of select InterExchange Working Abroad programs, and the Christianson Grant supports individuals who have sought out and arranged their own work abroad programs. Many students study abroad every year, but far fewer take advantage of the opportunity to work, intern, or volunteer overseas. By providing financial assistance to talented candidates, we hope to encourage young Americans to discover the world and benefit from the unique and enriching insights one can only gain from living and working abroad.

Chapter 2 - Important Immigration and Work Documents

Your documents are your identification while you are in the U.S. You will need them to work and to travel. It is important that you understand the purpose of each document. Please remember to take two photocopies of all of your documents, and keep them separate from your originals!

2.1 J-1 Visa

The J-1 Visa is the sticker in your passport, issued by a Consular Officer at a U.S. Embassy or Consulate in your home country. The J-1 Visa allows you to enter the U.S. when you present it with your DS-2019 Form at the border or airport. You cannot obtain a J-1 Visa stamp in the U.S.; it must be obtained in your home country at the U.S. Embassy.

The Work & Travel J-1 Visa (together with your DS-2019 Form):

Allows you to:

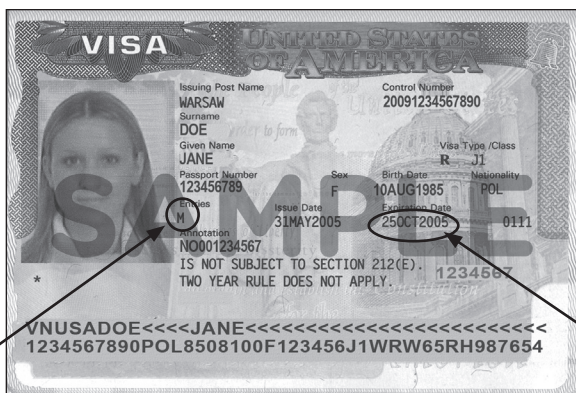
- ▶ Work up to 4 months (the dates on your DS-2019 Form)
- ▶ Apply for a Social Security number

This visa does not allow you to:

- ▶ Work as a domestic, au pair, camp counselor, or in the medical field
- ▶ Extend your work eligibility or program participation

You should think of the J-1 Visa as an entry visa which allows you to enter the U.S. The expiration date on your J-1 Visa is the last date you may enter the U.S., not the last day you can work, although they may be the same.

*J-1 Visa extensions are not possible.



M = Multiple entries up to expiration date. If "1" is indicated, you may enter the U.S. only once.

Sample J-1 Visa

Last date of eligibility to enter the U.S., as long as accompanied by a valid DS-2019 Form.

IMPORTANT NOTES

IMPORTANT: Your program is based on the dates on your DS-2019 Form. The dates in section #3 of your DS-2019 Form are considered your “program length”. You may work in the U.S. for the time period listed on the DS-2019 Form. You are then allowed to travel for 30 days after this period ends. This is referred to as the “30-day grace period”. The dates on your J-1 Visa may be different from the dates on your DS-2019 Form, and the expiration date on your J-1 Visa may be later than the expiration date on your DS-2019 Form. You are not allowed to stay in the U.S. past your 30-day grace period. If you are a student, plan your trip to return to your home country before your first day of classes.

If the last date on your J-1 Visa is before the expiration date on your DS-2019 Form, don't worry. You do not have to leave the country before your InterExchange program ends.

PROHIBITED JOBS: The U.S. Department of State prohibits Work & Travel USA participants from performing the following jobs:

- ▶ In any position in the adult entertainment industry;
- ▶ In sales positions that require participants to purchase inventory that they must sell in order to support themselves;
- ▶ In domestic help positions in private homes (e.g., child care, elder care, gardener, chauffeur);
- ▶ As pedicab or rolling chair drivers or operators;
- ▶ As operators of vehicles or vessels that carry passengers for hire and/or for which commercial driver's licenses are required;
- ▶ In any position related to clinical care that involves patient contact; or
- ▶ In any position that could bring notoriety or disrepute to the Exchange Visitor Program.

WARNING: If you plan to travel outside the U.S. and then come back, you must re-enter the U.S. before the expiration date on your J-1 Visa and DS-2019 Form. Have your DS-2019 Form signed by InterExchange **before** you leave the U.S. Please contact InterExchange to discuss your travel plans outside the U.S. before you make any plane ticket and/or hotel arrangements.

Your visa may be marked under Entries as “Multiple Entry” or “M”. This means that you may enter the United States as many times as you'd like before the date your visa expires. If your visa has a specific number under the word “Entries,” this means that you are only allowed to enter the U.S. that number of times.

If your visa has “1” entry, this means that you are only allowed to enter the U.S. once. Upon your first entry into the U.S., your single entry has been used, and you may not exit and re-enter the country for the duration of the InterExchange program.

REMEMBER: Regardless of the dates, the J-1 Visa alone does not give you the right to work or stay in the U.S. The J-1 Visa is only valid with a valid DS-2019 Form. Under the J-1 Visa, you are allowed to work in the U.S. temporarily, but you will not be allowed to stay in the U.S. past your program length.

2.2 The DS-2019 Form and Sponsorship

The DS-2019 Form identifies InterExchange as your program sponsor. It describes the purpose of the program and states the time period that you are allowed to work. Your DS-2019 Form is proof of sponsorship for a J-1 Visa. You are allowed to work ONLY with a valid DS-2019 Form and only through the dates listed in Section #3 on your DS-2019. Your J-1 Visa is only valid with the DS-2019 Form.

Your DS-2019 Form should have been stamped by an Immigration Officer when you entered the U.S. The stamp shows the place and date of your admission to the U.S. and shows the time frame of your authorized stay. The officer will write the letters "D/S"; this means "Duration of Status." The duration of status includes the dates on your DS-2019 Form plus 30 days of travel. While these 30 days of travel may seem invisible because it is not written anywhere, it is accounted for in the duration of status of your DS-2019 Form.

IMPORTANT!!! InterExchange cannot extend your J-1 Visa.

Call InterExchange if you have questions about your visa because Immigration Officers may not have the most complete and up-to-date information.

DRAFT

		First Name: John Middle Name: Last Name: Doe		Gender: MALE Date of Birth: 06-01-1993 City of Birth: Lodz Country of Birth: POLAND Citizenship Country Code: PL Citizenship Country: POLAND Legal Permanent Residence Country Code: POLAND Legal Permanent Residence Country: Poland Position Code: 215 Position: UNIVERSITY UNDERGRADUATE STUDENTS Primary Site of Activity: 123 Main Street Anywhere, NY 10013	Exchange Visitor Program Number: P-1-0000 J-1
2. Program Sponsor: InterExchange, Inc. Participating Program Official Description: SUMMER TRAVEL/WORK					
Purpose of this form: Begin new program; accompanied by number (0) of immediate family members.					
3. Form Dates Period: From (mm-dd-yyyy): 06-01-2011 To (mm-dd-yyyy): 09-30-2011		4. Exchange Visitor Category: SUMMER TRAVEL/WORK Exchange Field Code: 1314 Exchange Field Code Remarks: Label			
5. During the period covered by this form, the total estimated financial support (in U.S. \$) to be provided to the exchange visitor by:					
6. U.S. DEPARTMENT OF STATE / DHS USE OR CERTIFICATION BY RESPONSIBLE OFFICER OR ALTERNATE RESPONSIBLE OFFICER: <small>OFFICER: (mm-dd-yyyy)</small> <small>DATE: A NOTIFICATION COPY OF THIS FORM HAS BEEN PROVIDED TO THE U.S. DEPARTMENT OF STATE (C/EE/EE/EE/EE/EE).</small>		7. JEAN DUPONT <small>Name of Official Preparing Form</small> InterExchange, Inc., 428 Ave New York, NY 10013 <small>Address of Responsible Officer or Alternate Responsible Officer</small> Alternate Responsible Officer: <small>Signature of Responsible Officer or Alternate Responsible Officer</small> Date (mm-dd-yyyy)			
8. Statement of Responsible Officer for Receiving Sponsor (FOR TRANSFER OF PROGRAM): <small>Officer: (mm-dd-yyyy)</small> <small>Transfer of this exchange visitor from program number _____ to the program specified in item 2 is necessary or highly desirable and is in conformity with the objectives of the Mutual Educational and Cultural Exchange Act of 1961, as amended.</small>					
PRELIMINARY ENDORSEMENT OF CONSULOR OR IMMIGRATION OFFICER REGARDING SECTION 11(c) OF THE IMMIGRATION AND NATIONALITY ACT AND PL 94-484, AS AMENDED (see item 2 on page 2): The Exchange Visitor is in the alien program: <input type="checkbox"/> Not subject to the two-year residence requirement. <input type="checkbox"/> Subject to two-year residence requirement based on: A. <input type="checkbox"/> Government financing and/or B. <input type="checkbox"/> The Exchange Visitor Skills List and/or C. <input type="checkbox"/> PL 94-484 as amended <small>ALL EXCHANGE PARTICIPANTS (EX-100) AND ALL ALIEN PROGRAMS SPONSORED BY INTEREXCHANGE ARE SUBJECT TO THE TWO-YEAR RESIDENCE REQUIREMENT.</small>					
TRAVEL VALIDATION BY RESPONSIBLE OFFICER <small>(Maximum validation period is 1 year)</small> EXCEPT: Maximum validation period is up to 6 months for short-term scholars and 4 months for Corps Commission and Summer Work Travel. (1) Exchange Visitor is in good standing at the present time Date (mm-dd-yyyy) Signature of Responsible Officer or Alternate Responsible Officer (2) Exchange Visitor is in good standing at the present time Date (mm-dd-yyyy) Signature of Responsible Officer or Alternate Responsible Officer					
THE U.S. DEPARTMENT OF STATE RESERVES THE RIGHT TO MAKE FINAL DETERMINATION REGARDING 22(a). EXCHANGE VISITOR CERTIFICATION: I have read and agree with the statement in item 2 on page 2 of this document. Signature of Applicant _____ Place _____ Date (mm-dd-yyyy)					

Sample DS-2019 Form

2.3 The I-94 Admission-Departure Card

While you are on the plane, you will complete a white I-94 card. Write your name, date of birth and country of citizenship. An Immigration Officer will stamp or write your visa type on your I-94 card, date of entry to the U.S. and port of entry. Also stamped or written will be the symbol “D/S” which stands for “Duration of Status.” You will give this card to an Immigration Officer or airline official when you leave the U.S. and will receive a new card if you re-enter. This card should be kept together with your passport, J-1 Visa (already in your passport) and DS-2019 Form.

The I-94 card is one of the most important documents you have and it is extremely difficult to replace. **Do not lose this document.** Be sure to make photocopies of **both sides** of your I-94 card and keep them in a safe place separate from your other documents. If you lose your I-94 card (at any time other than an imminent departure from the U.S.), you will need to submit form I-102 to the USCIS for a replacement. If your I-94 card is not already attached to your passport, please staple it to one of the pages. If you lose your I-94 card, it will cost you \$330 to replace it. More information on form I-102 and how to replace your I-94 card can be found on the USCIS website: www.uscis.gov.



The image shows a sample I-94 Admission-Departure Card. At the top, it says "DEPARTMENT OF HOMELAND SECURITY" and "U.S. Customs and Border Protection". The "Departure Record" section includes an "Admission Number" of "123456789 11" and a "Class Until" date of "Aug 13 2010". There are fields for "18. Family Name" (D O E), "19. First (Given) Name" (J O H N), and "20. Birth Date (DD/MM/YY)" (01/01/88). The "21. Country of Citizenship" is listed as "S P A I N". A large "SAMPLE" watermark is across the bottom. The card also features a circular stamp from the "U.S. Customs and Border Protection" dated "JUL 13 2010" and a handwritten "D/S" symbol. The bottom right corner indicates "CBP Form I-94 (05/08)" and "STAPLE HERE".

Sample I-94

2.4 Summary of Important Papers

You have entered the United States on a J-1 Exchange Visitor's non-immigrant Visa, sponsored by InterExchange. Although you are a student in your home country, you are considered an Exchange Visitor in the U.S. You should **ALWAYS** have copies of the following in your possession:

- ▶ Your passport, with the J-1 Visa sticker inside it
- ▶ Your DS-2019 Form
- ▶ The I-94 departure card, attached to your passport by the Immigration Officer upon entry
- ▶ Proof of accident and sickness insurance

NOTE: Keep your original documents in a safe place.

2.5 Social Security Information

IMPORTANT: IT WILL TAKE BETWEEN 4 TO 6 WEEKS FOR YOUR SOCIAL SECURITY CARD TO ARRIVE. YOU ARE ALLOWED TO WORK WHILE YOU ARE WAITING FOR YOUR CARD. IF YOUR EMPLOYER HAS QUESTIONS BECAUSE YOUR CARD HASN'T ARRIVED, TELL THEM TO CALL INTEREXCHANGE at 1.800.621.1202.

Since you will be working in the U.S., you will first need to apply for a Social Security card.

You will apply for your Social Security card at the orientation in New York or at a local Social Security office. To apply for your card, you must bring the original AND two photocopies of the following documents:

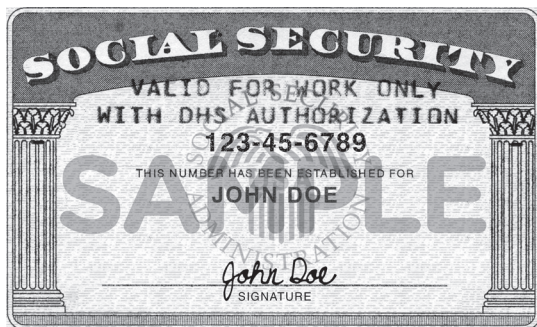
- ▶ Photo page of passport
- ▶ Visa page of passport
- ▶ DS-2019 form (make a photocopy both front and back)
- ▶ I-94 card (make a photocopy of the front and back)
- ▶ Form SS-5 (application form)
- ▶ Dear Social Security Officer Letter (given by InterExchange)

Give the Social Security officer the photocopies. You will also give them the "Dear Social Security" letter from your welcome packet and a completed Social Security application form. Make an extra photocopy of your complete application packet to retain for your own records.

The waiting time for your card will be 4 to 6 weeks. When you apply for your Social Security number (SSN) you will get a receipt letter. Give the receipt letter to your employer when you arrive. The receipt is proof that you have applied for a Social Security number.

PROTECT YOUR PERSONAL ID AND CONFIDENTIAL INFORMATION

Your Social Security number is a lifelong identifier that is yours alone. Do not allow others to use your number. Record your number in a safe place in case your card is lost or stolen. Protect both your card and your number to prevent misuse.



Sample Social Security Card

If you have any questions or lose your card, please call the Social Security Administration's toll-free number, 1.800.772.1213, or visit their website at www.ssa.gov. You can also call InterExchange at 1.800.621.1202.

IMPORTANT: You will not be issued a Social Security Number if you do not register in SEVIS. You must register as soon as you arrive at your job. Participants need to wait at least 3-4 business days after registering in SEVIS before applying for a Social Security Number.

If you are applying at a Social Security office: Most Social Security offices are only open Monday to Friday from 9:00 a.m. - 4:00 p.m. Avoid the busy hours from 11:00 a.m. - 2:00 p.m. if possible. Since people normally apply for Social Security cards near their place of employment, an officer may tell you to wait and apply once you have reached your job site. You may explain that there is no Social Security office near your job site. Therefore, you should apply in New York City. If this officer does not believe you, ask for a supervisor or the manager. Some students may receive a job offer and/or travel directions that say: "Do not apply for a S.S. card in New York." If this is the case, you must wait until you get to your job site or else you may not be able to work for a few weeks.

IMPORTANT: Make sure you get a **RECEIPT** after applying. Your employer will need this as proof that you have applied for your card.

Social Security offices in New York City:

Chinatown Office - 32 Mercer St., 8th Floor
(btwn. Grand St. and Canal St.)
Phone: 212.226.4111 Hours: 9:00 a.m. - 4:00 p.m.

East Village Office - 650 East 12th St.
(btwn. Ave B and Ave C)
Hours: 9:00 a.m. - 4:00 p.m.

Downtown Office - 26 Federal Plaza, 31st. Floor, Room 120
(located at Broadway and Duane St.)
Phone: 212.264.5372 Hours: 9:00 a.m. - 4:00 p.m.

Grand Central/United Nations Office - 755 Second Ave., 3rd. Floor
(btwn 40th and 41st St.)
Phone: 212.599.4785 Hours: 9:00 a.m. - 4:00 p.m.

Midtown Office - 237 West 48th St., 5th Floor
(btwn. Broadway and 8th Ave.)
Phone: 212.399.5320 Hours: 9:00 a.m. - 4:00 p.m.

Social Security Office in Boston, MA:
10 Causeway Street, 1st Floor Thomas P. O'Neal Federal Building

Social Security Office in San Francisco, CA:
1569 Sloat Boulevard, Suite 300 (located in the Lake Shore Plaza Shopping Center)

Social Security Office in Los Angeles, CA:
6730 Sunset Boulevard

Social Security Office in Houston, TX:
1111 Bell Street

Social Security Office in Chicago, IL:
77 West Jackson Boulevard

More Social Security office locations are listed at www.ssa.gov.

REMEMBER! Read all instructions **BEFORE** you fill out the application. Here are some tips:

1. Use your employer's address as your mailing address, including the name of your employer's business. (If you are an independent student, you may put InterExchange's address. We will mail it to your job site. Do this only if you come to the U.S. without a job.)
2. For question #5 (CITIZENSHIP), check the box labeled "Legal Alien Allowed To Work."
3. For question #9A (MOTHER'S NAME AT HER BIRTH), write your mother's family name when she was born, or her name before she was married.
4. You can leave #7, #9B and #10B blank.

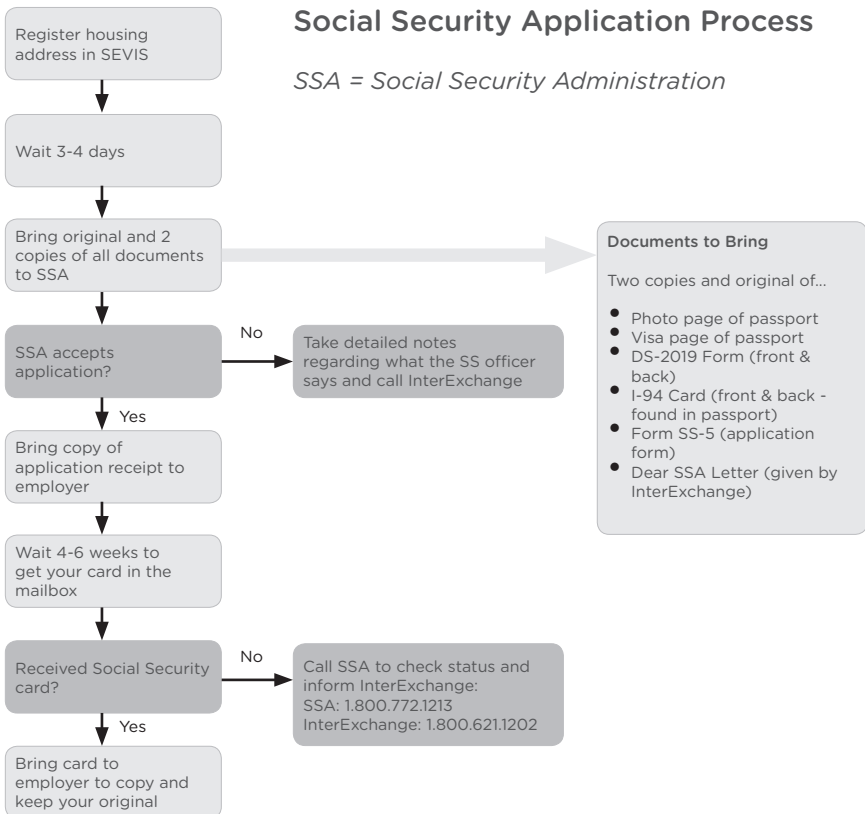
SOCIAL SECURITY ADMINISTRATION Application for a Social Security Card				Form Approved OMB No. 0960-0066	
1 NAME TO BE SHOWN ON CARD FULL NAME AT BIRTH IF OTHER THAN ABOVE OTHER NAMES USED ON YOUR SOCIAL SECURITY CARD		First John	Full Middle Name David	Last Doe	
2 Social Security number previously assigned to the person listed in item 1		1 2 3 4 5 6 7 8 9			
3 PLACE OF BIRTH (Do Not Abbreviate) City State or Foreign Country		Nicosia CYPRUS	Office Use Only FCI	4 DATE OF BIRTH MM/DD/YYYY 02/29/1989	
5 CITIZENSHIP (Check One)		<input type="checkbox"/> U.S. Citizen <input checked="" type="checkbox"/> Legal Alien Allowed To Work <input type="checkbox"/> Legal Alien Not Allowed To Work (See Instructions On Page 3)			
6 ETHNICITY Are You Hispanic or Latino? (Your Response is Voluntary) <input type="checkbox"/> Yes <input type="checkbox"/> No		7 RACE Select One or More (Your Response is Voluntary) <input type="checkbox"/> Native Hawaiian <input type="checkbox"/> American Indian <input type="checkbox"/> Alaska Native <input type="checkbox"/> Asian <input type="checkbox"/> Black/African American <input type="checkbox"/> Other Pacific Islander <input type="checkbox"/> White			
8 SEX		<input checked="" type="checkbox"/> Male <input type="checkbox"/> Female			
9 A. MOTHER'S NAME AT HER BIRTH		First JANE	Full Middle Name MARY	Last Name At Her Birth JONES	
9 B. MOTHER'S SOCIAL SECURITY NUMBER (See instructions for 9 B on Page 3)		<input type="checkbox"/> [] - [] - [] - [] <input type="checkbox"/> Unknown			
10 A. FATHER'S NAME		First JONATHAN	Full Middle Name EDWARD	Last DOE	
10 B. FATHER'S SOCIAL SECURITY NUMBER (See instructions for 10B on Page 3)		<input type="checkbox"/> [] - [] - [] - [] <input type="checkbox"/> Unknown			
11 Has the person listed in item 1 or anyone acting on his/her behalf ever filed for or received a Social Security number card before? <input type="checkbox"/> Yes (If "yes" answer questions 12-13) <input checked="" type="checkbox"/> No <input type="checkbox"/> Don't Know (If "don't know," skip to question 14.)					
12 Name shown on the most recent Social Security card issued for the person listed in item 1		First	Full Middle Name	Last Name	
13 Enter any different date of birth if used on an earlier application for a card		MM/DD/YYYY			
14 TODAY'S DATE MM/DD/YYYY		05/01/2012			
15 DAYTIME PHONE NUMBER		212 123-4567		Area Code Number	
16 MAILING ADDRESS (Do Not Abbreviate)		BEACH HOTEL 123 MAIN STREET City SCHENECTADY State/Foreign Country NY ZIP Code 12345			
I declare under penalty of perjury that I have examined all the information on this form, and on any accompanying statements or forms, and it is true and correct to the best of my knowledge.					
17 YOUR SIGNATURE (Do Not Write Below This Line (For SSA Use Only))		18 YOUR RELATIONSHIP TO THE PERSON IN ITEM 1 IS: <input checked="" type="checkbox"/> Self <input type="checkbox"/> Spouse <input type="checkbox"/> Adoptive Parent <input type="checkbox"/> Legal Guardian <input type="checkbox"/> Other Specify			
DO NOT WRITE BELOW THIS LINE (FOR SSA USE ONLY)		NPN DOC NTI CAN ITV PBC EVI EVA EVC PRA NWR DNR UNIT EVIDENCE SUBMITTED SIGNATURE AND TITLE OF EMPLOYER(S) REVIEWING EVIDENCE AND/OR CONDUCTING INTERVIEW DATE DATE DCL DATE			

Form SS-5 (08-2009) of (08-2009) Destroy Prior Editions Page 5

Sample Social Security Application

Social Security Application Process

SSA = Social Security Administration



2.6 The I-9 Form

When you arrive at your job your employer will give you an I-9 Form, also known as I-9 Employment Eligibility Verification Form. You must fill out this form. This form notifies the U.S. Government that you are allowed to work in the United States. You need to show your passport, I-94 card, J-1 Visa and DS-2019 Form to your employer when you fill out this form. You should also give your employer a self-addressed envelope with your home country address so that they can mail you your tax forms later. You are only required to fill out Section 1. Your employer will complete Section 2. Remember to fill out Section 1 using your U.S. work address.

Department of Homeland Security U.S. Citizenship and Immigration Services		OMB No. 1615-0047; Expires 08/31/12 Form I-9, Employment Eligibility Verification	
Read instructions carefully before completing this form. The instructions must be available during completion of this form.			
ANTI-DISCRIMINATION NOTICE: It is illegal to discriminate against work-authorized individuals. Employers CANNOT specify which document(s) they will accept from an employee. The refusal to hire an individual because the documents have a future expiration date may also constitute illegal discrimination.			
Section 1. Employee Information and Verification <i>(To be completed and signed by employee at the time employment begins.)</i>			
Print Name: Last DOE	First JOHN	Middle Initial P	Maiden Name
Address (Street Name and Number) 123 MAIN STREET		Appt. #	Date of Birth (month/day/year) 01/01/1988
City OCEANVIEW	State NJ	Zip Code 12345	Social Security #
I am aware that federal law provides for imprisonment and/or fines for false statements or use of false documents in connection with the completion of this form.		I attest, under penalty of perjury, that I am (check one of the following): <input type="checkbox"/> A citizen of the United States <input type="checkbox"/> A national of the United States (see instructions) <input type="checkbox"/> A lawful permanent resident (Alien #) _____ <input type="checkbox"/> An alien authorized to work (Alien # or Admission #) _____ until (expiration date, if applicable - month/day/year) _____	
Employee's Signature		Date (month/day/year)	
Preparer and/or Translator Certification <i>(To be completed and signed if Section 1 is prepared by a person other than the employee.) I attest, under penalty of perjury, that I have assisted in the completion of this form and that to the best of my knowledge the information is true and correct.</i>			
Preparer's/Translator's Signature		Print Name	
Address (Street Name and Number, City, State, Zip Code)		Date (month/day/year)	
Section 2. Employer Review and Verification <i>(To be completed and signed by employer. Examine one document from List A OR examine one document from List B and one from List C, as listed on the reverse of this form, and record the title, number, and expiration date, if any, of the document(s).)</i>			
List A	OR	List B	AND
Document title:			List C
Issuing authority:			
Document #:			
Expiration Date (if any):			
Document #:			
Expiration Date (if any): _____			
CERTIFICATION: I attest, under penalty of perjury, that I have examined the document(s) presented by the above-named employee, that the above-listed document(s) appear to be genuine and to relate to the employee named, that the employee began employment on (month/day/year) _____ and that to the best of my knowledge, this employee is authorized to work in the United States. (State employment agencies may omit the date the employee began employment.)			
Signature of Employer or Authorized Representative		Print Name	Title
Business or Organization Name and Address (Street Name and Number, City, State, Zip Code)		Date (month/day/year)	
Section 3. Updating and Reverification <i>(To be completed and signed by employer.)</i>			
A. New Hire (if applicable)		B. Date of Rehire (month/day/year) (if applicable)	
C. If employee's previous grant of work authorization has expired, provide the information below for the document that establishes current employment authorization.			
Document Title		Document #	Expiration Date (if any)
I attest, under penalty of perjury, that to the best of my knowledge, this employee is authorized to work in the United States, and if the employee presented document(s), the document(s) I have examined appear to be genuine and to relate to the individual.			
Signature of Employer or Authorized Representative		Date (month/day/year)	
Form I-9 (Rev. 08/07/09) Y Page 4			

Sample I-9

Chapter 3 - SEVIS

3.1 What is SEVIS?

The Student and Exchange Visitor Information System (SEVIS) is a computerized U.S. government system that collects and manages data about foreign students and Exchange Visitors during their stay in the United States.

SEVIS keeps track of all InterExchange Work & Travel USA students while they are in the U.S. It tells the U.S. government where you live, where you work, and your legal status on the Work & Travel USA Program. ***All students must register on our website within 10 days of arriving in the U.S. and every 30 days thereafter.*** If you do not give your information to InterExchange you will be removed from the program, required to leave the country immediately and your ability to obtain another visa to enter the U.S. may be jeopardized. If you do not register in SEVIS immediately upon arrival at your job site, it may delay your Social Security application and/or prevent you from receiving a Social Security card.

IMPORTANT SEVIS INFORMATION:

STEP 1: You must give InterExchange the address of the place where you live within 10 days of your arrival in the U.S. Go to www.InterExchange.org/sevis and type the address of the place where you live. This is your housing address. It cannot be a Post Office box (P.O. box). It must be an address with the number and name of a street. Please note that if your DS-2019 dates need to be amended prior to your arrival in the U.S., you should notify the International Cooperator in your home country.

STEP 2: You must give InterExchange the address of the place where you work. Go to www.InterExchange.org/sevis and type the name and address of the business you work for. If you have more than one job, you must register ALL your employers. If you do not have a job, do not wait to give InterExchange your information. Follow Step 1 and send your housing address.

STEP 3: You are required to contact InterExchange every 30 days. You can do that by updating your SEVIS information, even if nothing has changed.

STEP 4: You must notify InterExchange if you change your housing address or your job within 10 days of any change. Go to www.InterExchange.org/sevis and update your information. **NOTE: CHANGES IN HOME OR WORK ADDRESS MUST BE APPROVED BY INTEREXCHANGE. ALL JOB CHANGES MUST BE APPROVED BY INTEREXCHANGE PRIOR TO STARTING WORK AT A NEW JOB.**

How To Notify InterExchange

To enter or update your address and/or job information in SEVIS, go to www.InterExchange.org/sevis. If you do not have access to the internet, please call our free number, 1.800.621.1202, or email us at worktravel@interexchange.org.

IMPORTANT: DO NOT REGISTER IN SEVIS UNTIL AFTER ENTERING THE U.S.

Important SEVIS Information

WITHIN **10** DAYS OF ARRIVAL YOU MUST:

- Register your home address in the U.S., including street name (no P.O. box)
- Register ALL employers, if you have more than one job. If you do not have a job, enter only your home address.

You Must Contact Us
www.InterExchange.org/sevis
1.800.621.1202

30 DAYS
AFTER
ARRIVAL

60 DAYS
AFTER
ARRIVAL

90 DAYS
AFTER
ARRIVAL

120 DAYS
AFTER
ARRIVAL

DURING YOUR PROGRAM

Changes in home or work addresses must be approved by InterExchange

- Notify online: www.InterExchange.org/sevis
- Call InterExchange toll-free: 1.800.621.1202
- Email: sevis@interexchange.org

Important!

You must **NOT** register with SEVIS
until you have arrived to the U.S.

Warning!

Your Program May Be Terminated If You Do Not:

- Register with SEVIS within
10 days of your arrival in the U.S.
- Contact InterExchange every
30 days after your arrival
- Update your home address within
10 days of changing residences
- Get verification and approval from
InterExchange before changing jobs
or accepting additional jobs

Chapter 4 - Important Tax Information and Tax Forms

4.1 Form W-4

For tax purposes, you are required to fill out a W-4 Employee Withholding Allowance Certificate as soon as you start working. Your employer will give you a W-4 Form. It is your responsibility to complete and submit the W-4 Form to your employer. Based on the information you provide on the W-4 Form, your employer will calculate the amount of federal, state and local taxes to be withheld from your paycheck.

U.S. law requires that you pay **FEDERAL, STATE AND LOCAL TAXES**. Your employer will deduct money from your paycheck every pay period. As an income-earning individual, you will be taxed on income from salaries, wages and tips. Your employer will submit the amount withheld directly to the federal government. Deductions for state and local taxes will vary. Some states do not have a personal income tax; others may tax income as much as 8%. Similarly, local taxes will vary but will be significantly less. If no taxes are withheld from your pay, please contact InterExchange.

Note: You will only be paying income taxes. You are not required to pay federal Social Security taxes, Medicare or federal unemployment tax. If your employer has withheld these taxes from your paycheck, please advise him/her of the mistake and request a refund. To verify that the proper taxes are being withheld from your paycheck, you should review your pay stub (the paper with your wage details that comes with your check). If you see deductions that say FICA, FUTA, S.S. or Social Security, please notify your employer promptly. If your employer is unable to issue a refund, contact the Internal Revenue Service Center and request IRS form 843 "Claim for Refund and Request for Abatement". You will need to submit the completed IRS forms to the Internal Revenue Service Center. *Please note: some states may deduct state unemployment taxes, which you are required to pay.*

How to fill out your W-4 Form:

Please follow the instructions in this handbook. Your employer may tell you to follow the instructions printed on the form, but this is not correct. The instructions on the W-4 Form are for U.S. residents. They are not for you. Please follow the instructions below.

1. Mark or check "Single" on line 3, even if you are married.
2. Claim "1" on line 5. If you are a resident of Canada, Mexico, Japan, or South Korea, or a U.S. national, please visit the IRS website for instructions:
www.irs.gov/publications/p519/ch08.html
3. Write "NRA" or "Non-Resident Alien" on line 6. There should be no additional withholdings on this line.
4. Do not claim "exempt" on line 7. Line 7 should be left blank.

You are not exempt just because you are a student in your home country or because you make less than a certain amount of money. Please do not claim exempt.

As an Exchange Visitor on a J-1 Visa, you are considered a "non-resident alien" for tax purposes. Depending on how long you work and how much money you make, you may be eligible for a refund of much of the taxes you paid. Be sure to file a tax return to get this money back!

InterExchange staff are not tax professionals. If you have tax questions, please consult a tax professional.

Frequently Asked Questions about Taxes:

Can I get back the taxes that were taken out of my paycheck?

You may be able to get a refund for some or even most of the money you paid. Your refund depends on how much money you made while you were in the U.S. It also depends on how you filled out your W-4 Form. If you fill out your W-4 according to our instructions, you should not owe the government any money. You also may be able to get money back.

If I am eligible for a refund later, why do I have to pay taxes at all?

If you don't pay taxes you are breaking the law. If you owe the government money at the end of your stay, you may not be able to return to the U.S. in the future. Filling out your W-4 Form properly will ensure that you do not owe the U.S. government any money. The taxes will be taken out of each paycheck. If you have paid too much in taxes, you can get it back by filing a tax return once you have returned home.

Sample W-4

Form W-4 Department of the Treasury Internal Revenue Service		Employee's Withholding Allowance Certificate		OMB No. 1545-0074 2012
<p>▶ Whether you are entitled to claim a certain number of allowances or exemption from withholding is subject to review by the IRS. Your employer may be required to send a copy of this form to the IRS.</p>				
1 Your first name and middle initial John D.		Last name Doe		2 Your social security number 123-45-6789
Home address (number and street or rural route) 123 Main St. #456		3 <input checked="" type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Married, but withhold at higher Single rate. <small>Note. If married, but legally separated, or spouse is a nonresident alien, check the "Single" box.</small>		
City or town, state, and ZIP code Collegetown, MA 54321		4 If your last name differs from that shown on your social security card, check here. You must call 1-800-772-1213 for a replacement card. ▶ <input type="checkbox"/>		
5 Total number of allowances you are claiming (from line H above or from the applicable worksheet on page 2)		5 5		
6 Additional amount, if any, you want withheld from each paycheck		6 \$ 0		
7 I claim exemption from withholding for 2012, and I certify that I meet both of the following conditions for exemption.				
<ul style="list-style-type: none"> • Last year I had a right to a refund of all federal income tax withheld because I had no tax liability, and • This year I expect a refund of all federal income tax withheld because I expect to have no tax liability. 				
If you meet both conditions, write "Exempt" here. ▶ 7				
Under penalties of perjury, I declare that I have examined this certificate and, to the best of my knowledge and belief, it is true, correct, and complete.				
Employee's signature (This form is not valid unless you sign it.) ▶ John Doe				Date ▶ 07/10/2012
8 Employer's name and address (Employer: Complete lines 8 and 10 only if sending to the IRS.)		9 Office code (optional)		10 Employer identification number (EIN)
For Privacy Act and Paperwork Reduction Act Notice, see page 2.		Cat. No. 10220Q		Form W-4 (2012)

4.2 Filing Your Tax Return Once You Return Home

All individuals who have earned income in the U.S. are required to file a tax return for the previous year. Your tax return should show your earnings for the previous year, the taxes you paid and the total amount of taxes owed or refunded. To file for your tax return you will need your W-2 and Form 1040NR-EZ.

4.3 Form W-2

At the beginning of the year, your employer will send you a W-2 Form (your employer is required by law to mail your W-2 to you by February 15). Please give your employer your home country address. If you don't do so, your employer will not be able to send you the necessary forms to file for your tax return. Students who participate in the winter program will receive two W-2 Forms: one in February while you are working in the U.S. (for your work from the end of the previous year), and one in February the following year (for your work at the beginning of the current year). You will need to file taxes for each year during which you worked in the United States.

Before leaving your job, give your employer a self-addressed envelope so that he/she can mail you your W-2. This form summarizes your earnings and taxes withheld from you the previous year. A W-2 usually has four copies: federal copy, state copy, local/city copy and employee copy.

Sample W-2

a Control number		OMB No. 1545-0048				
b Employer identification number 12-9876543		1 Wages, tips, other compensation \$4000.00	2 Federal income tax withheld \$210.00			
c Employer's name, address, and ZIP code JOHN DOE COLLEGETOWN, STATE 54321		3 Social security wages	4 Social security tax withheld			
		5 Medicare wages and tips	6 Medicare tax withheld			
		7 Social security tips	8 Allocated tips			
d Employer's social security number 123-45-6789		9 Advance EIC payment	10 Dependent care benefits			
e Employer's name, address, and ZIP code 54321 DORMATORY RD COLLEGETOWN, STATE 54321		11 Nonqualified plans	12 Benefits included in box 1			
		13	14 Other			
		15 Statutory employee <input type="checkbox"/> Disincap <input type="checkbox"/> Pension plan <input type="checkbox"/> Legal rep. <input type="checkbox"/> Deferred compensation <input type="checkbox"/>				
16 State	Employer's state I.D. no.	17 State wages, tips, etc. \$4,000.00	18 State income tax \$160.00	19 Locality name	20 Local wages, tips, etc.	21 Local income tax
Form W-2 Wage and Tax Statement Copy 1 For State, City, or Local Tax Department Department of the Treasury—Internal Revenue Service						

4.4 Filing Form 1040NR-EZ

Upon receiving your W-2 Form, you will fill out a 1040NR-EZ (Non-Resident Aliens with No Dependents) Tax Form. You can obtain this form at the United States Embassy in your home country or on the Internet at www.irs.gov.

Once you have completed the form, mail it to:

United States Internal Revenue Service Center
Philadelphia, PA 19255 USA

When you request the 1040NR-EZ Form, make sure to ask for the instructions pamphlet. To avoid any mistakes, follow the instructions carefully. If you overpaid the government,

they will issue you a check. However, if you did not pay enough taxes, you must pay the government the amount you still owe. Your tax paperwork must be received by the IRS on or before April 15th of the year following the year when you earned the wages. Please look at the sample 1040NR-EZ Form. There are separate forms for state and local taxes. You must request these state and local forms from your employer. They are not available at the Embassy.

The U.S. government agency that collects taxes is the Internal Revenue Service. You can get forms, instructions and information from their web site: www.irs.gov.

Sample 1040NR-EZ

Form 1040NR-EZ		U.S. Income Tax Return for Certain Nonresident Aliens With No Dependents		OMB No. 1545-0074		
Department of the Treasury Internal Revenue Service				2012		
Your first name and initial		Last name		Identifying number (see instructions)		
Present home address (number, street, and apt. no., or rural route). If you have a P.O. box, see instructions.						
City, town or post office, state, and ZIP code. If you have a foreign address, see instructions.						
Country						
Filing Status Check only one box. <table border="0"> <tr> <td><input type="checkbox"/> 1 Single nonresident alien</td> <td><input type="checkbox"/> 2 Married nonresident alien</td> </tr> </table>					<input type="checkbox"/> 1 Single nonresident alien	<input type="checkbox"/> 2 Married nonresident alien
<input type="checkbox"/> 1 Single nonresident alien	<input type="checkbox"/> 2 Married nonresident alien					
Attach Form(s) W-2 or 1042-S here. Also attach Form(s) 1099-R if tax was withheld.	3 Wages, salaries, tips, etc. Attach Form(s) W-2 (see instructions)	3	4 Taxable refunds, credits, or offsets of state and local income taxes (see instructions)	4		
	5 Scholarship and fellowship grants. Attach Form(s) 1042-S or required statement (see instructions)	5	6 Total income exempt by a treaty from page 2, item J(1)(a)	6		
	7 Add lines 3, 4, and 5	7	8 Scholarship and fellowship grants excluded (see instructions)	8		
	9 Student loan interest deduction (see instructions)	9	10 Subtract the sum of line 8 and line 9 from line 7. This is your adjusted gross income	10		
	11 Itemized deductions (see instructions)	11	12 Subtract line 11 from line 10	12		
	13 Exemption (see instructions)	13	14 Taxable income. Subtract line 13 from line 12. If line 13 is more than line 12, enter -0-	14		
	15 Tax. Find your tax in the Tax Table on pages 16 through 24	15	16 Unreported social security and Medicare tax from Form: a <input type="checkbox"/> 4137 b <input type="checkbox"/> 8919	16		
	17 Add lines 15 and 16. This is your total tax	17	18a Federal income tax withheld from Form(s) W-2 and 1099-R	18a		
	18b Federal income tax withheld from Form(s) 1042-S	18b	19 2010 estimated tax payments and amount applied from 2009 return	19		
	20 Credit for amount paid with Form 1040-C	20	21 Add lines 18a through 20. These are your total payments	21		
Refund Direct deposit? See instructions.	22 If line 21 is more than line 17, subtract line 17 from line 21. This is the amount you overpaid	22	23a Amount of line 22 you want refunded to you . If Form 8878 is attached, check here <input type="checkbox"/>	23a		
	b Routing number	c Type: <input type="checkbox"/> Checking <input type="checkbox"/> Savings	d Account number	e If you want your refund check mailed to an address outside the United States not shown above, enter that address here:		
	24 Amount of line 22 you want applied to your 2011 estimated tax	24	25 Amount you owe. Subtract line 21 from line 17. For details on how to pay, see instructions	25		
26 Estimated tax penalty (see instructions). Also include on line 25	26					
Third Party Designee Do you want to allow another person to discuss this return with the IRS (see instructions)? <input type="checkbox"/> Yes. Complete the following. <input type="checkbox"/> No						
Designee's name		Phone no.	Personal identification number (PIN)			
Sign Here Under penalties of perjury, I declare that I have examined this return and accompanying schedules and statements, and to the best of my knowledge and belief, they are true, correct, and accurately list all amounts and sources of U.S. source income I received during the tax year. Declaration of preparer (other than taxpayer) is based on all information of which preparer has any knowledge.						
Your signature		Date	Your occupation in the United States			
Print/Type preparer's name		Preparer's signature	Date	Check <input type="checkbox"/> if PTIN self-employed		
Firm's name		Firm's address		Firm's EIN		
Firm's address		Phone no.				
Paid Preparer Use Only For Disclosure, Privacy Act, and Paperwork Reduction Act Notice, see instructions. Cat. No. 21534N Form 1040NR-EZ (2010)						

Students may wish to use a registered tax preparation service such as RT Tax (www.rttax.com), or Taxback (www.taxback.com). These companies typically charge a percentage of your tax refund but will help you with all the paperwork and make the process very easy for you, including submitting your forms to the IRS.

4.5 How to Read Your Paycheck

In order to make sure that you are paying the right taxes, check your first paycheck:

FICA = Medicare
FUTA = Unemployment
SS = Social Security

Pay Begin Date: 7/7/2012 Pay End Date: 7/21/2012 Date of Pay: 7/28/2012		
Li Wei 200 Varick Street #2 Myrtle Beach, SC 29572	Employee ID: 31337 SSN: ***-**-4356 Job Title: Housekeeper Pay Rate: 8.25 Hourly	TAX DATA Federal SC State Marital Status: Single Single Allowances: 1 1

HOURS AND EARNINGS						TAXES			
Description	***** Current *****		***** YTD *****		Description	***** Current *****		***** YTD *****	
	Rate	Hours	Earnings	Hours		Earnings	Rate	Hours	Earnings
Regular Earnings	8.25	73	602.25	219.5	1	40.53		162.12	
Overtime Earnings	12.38	0	0	5.25	1	64.97			
					FICA	0.00		0.00	
					FUTA	0.00		0.00	
					SS	0.00		0.00	
Total:			602.25	185.84	Total:	40.53		162.12	

BEFORE TAX DEDUCTIONS				AFTER TAX DEDUCTIONS			
Description	***** Current *****	***** YTD *****	Description	***** Current *****	***** YTD *****		
Choice Benefits Medical	0	0.00	Disability	0.00	0.00		
Choice Benefits Dental	0	0.00					
Choice Benefits Vision	0	0.00					
Total:	0	0.00	Total:	0.00	0.00		

TOTAL GROSS	TOTAL TAXES	TOTAL DEDUCTIONS	NET PAY
Current: 602.25	61.27	0.00	539.29
YTD: 185.84	245.04	0.00	160.80

The "gross" figure here represents your total earnings before taxes.

The "net pay" represents your earnings after taxes are deducted. This is the amount you actually keep.

For further information about taxes and related questions, please see our student resources available at: www.InterExchange.org

Chapter 5 - Travel Information

5.1 Directions to the InterExchange Office

From the west side of Manhattan, take the C or E train to the Spring Street station. This is the blue train route on the left side of your subway map. DO NOT get on the A train—it is an express train and will not stop at the Spring Street station. When you get out of the subway, look for 6th Avenue (also known as Avenue of the Americas). The InterExchange office is located on the 10th floor of the 'Butterick Building' at 161 6th Avenue (between Spring Street and Vandam Street). If you have any trouble, please call us at 1.800.621.1202.

5.2 Travel to Employers

The travel directions that you have received from InterExchange may give you more than one choice for getting to your employer. It does not matter which method you use as long as you let your employer know how and when you will arrive at your job. Your travel directions should list the names of other students traveling on the same day as you. Please travel together. We have included a phone number so that you can contact your employer if you encounter problems. Please call InterExchange if you have any questions, and we can call your employer for you or assist in other ways. **Call your employer before you travel to your job to confirm your travel plans.** Your employer may be able to meet you when you arrive.

5.3 Going Home

Evaluation Form

Before you return home, please remember to return your evaluation form. These forms are the only way for InterExchange to evaluate our employers and your stay in the U.S.

Flight Changes

InterExchange does not make your flight arrangements and cannot assist in making any travel reservations or ticket changes. Call your airline with any changes. It is also recommended that you call the airline to confirm your flight two days in advance of your departure.

Changing Your Ticket

If you are planning on changing your flight, contact your airline or our partner office in your home country. It is best to make changes as early as possible to ensure that a seat is available on the date you would like to fly.

Make sure that you understand the terms of your ticket. If you don't understand the terms of your ticket, contact our office in your home country or the travel agency where you purchased your ticket. It is possible that when you call the airline that the representative will not know the special terms of your ticket. Understanding which fees apply to you will help when you are on the phone with the airline. If you came on a group flight it may also be helpful to speak with someone in the group sales department.

Remember that there are weight restrictions on bags, and some airlines may require you to pay a luggage fee. Please contact your airline for information on luggage fees and restrictions.

Chapter 6 - Insurance Information

6.1 Accident and Sickness Insurance

All InterExchange Work & Travel USA students have accident and sickness insurance during their program in the U.S. Please visit our website www.InterExchange.org/wt-insurance for insurance coverage, claim, contact and provider information.

Understanding the guidelines of your insurance plan may prevent you from paying unexpected out-of-pocket fees. Follow these instructions if you are hurt or sick:

- ▶ Before you get sick, find out which doctors participate in your insurance plan. To find an in-network doctor go to: www.aetnastudenthealth.com and click on Find a Doctor. You can also call your insurance company for more details.
- ▶ Make an appointment with a doctor. Go to the Emergency Room at the local hospital **ONLY** if you are seriously sick. If you go to the Emergency Room and you are not admitted to the hospital, you will be responsible for a \$250 copay as well as any other fees incurred for your visit that may not be covered by insurance. When you go to the doctor, you will need to show them identification, such as your passport.
- ▶ Be sure to present your Health Insurance Card when visiting a doctor. Present your insurance card with your policy identification number on it. Your doctor's office can mail the bill to the insurance company directly to the address provided on your insurance card.
- ▶ If you are being treated by an **in-network doctor**, your claim will automatically be submitted to Aetna Student Health by the doctor's office. If you receive a bill for any medical treatment, please consult your insurance card for information on where to send your bill.
- ▶ If you are being treated by an out-of-network doctor, ask how your claim will be filed with the insurance company. An **out-of-network doctor** may ask you to pay immediately.

If the doctor does not file the claim directly with Aetna Student Health, you may need to file it on your own. You will need to submit an itemized bill to the insurance company. Make sure to provide your name, ID number and write "InterExchange" clearly on all medical bills. Please consult your insurance card for information on where to send your bill. Always retain copies for your own records.

You will be required to pay \$40 at the time you receive treatment.

Remember that not all illnesses are covered with your insurance plan. Certain high-risk activities, such as motorcycle riding or skydiving, are NOT covered. Illnesses that you had before you left your home country (for example: diabetes, depression) are not covered by this policy. Eye exams and dental exams are not covered by this policy, unless the problem is a result of an accident. Pregnancy is not covered. Accidents that happen under the influence of drugs or alcohol are not covered.

Prescription Medication

You should bring any medications with you that you are currently taking, as the cost for prescription medication can be very expensive in the U.S. Call your airline to ask how much of the medication you can bring. You may need to bring a letter from your doctor to verify the prescription.

For more information about how to purchase prescription medication in the U.S., please visit www.InterExchange.org/work-travel-usa/insurance-information.

Insurance for Optional 30-Day Period

InterExchange will automatically insure students based on the Program Start and End Dates in our database. Participants are also required to be covered for the duration of their optional 30-day travel period. Contact InterExchange to arrange insurance coverage for travel during your grace period.

Workers' Compensation

If you are injured at work, all claims should be referred to your employer's workers' compensation policy. Please notify your supervisor immediately if you're injured at your job.

Chapter 7 - Living and Working in the USA

Please remember that most of the jobs filled by InterExchange students are seasonal and work loads depend greatly upon the weather. Do not be alarmed if during some weeks the work is slow and there are not enough hours. Other weeks may be busy with many extra hours. Please try to remain as flexible as possible when it comes to scheduling time off and work shifts. If there are any problems that you cannot resolve by speaking with your employer, please contact the InterExchange office in New York.

7.1 Making the Most of the USA

The United States is called a “melting pot”: a place where people from countries all over the world visit. It is a culture that is continually being reshaped and redefined as more people from other countries learn about the U.S., but it is also influenced by the visitors who share information about their cultures when they interact with people who live in this country. One of the best opportunities you will have over the course of your time in the United States is to learn more about American culture. That’s what cultural exchange is all about.

We’ve created a list of recommended sites and activities for you to enjoy while you’re in the U.S. Take a look and discover new places and aspects of American culture!
www.InterExchange.org/interexchange-top-cultural-picks-us

You can also read more about U.S. culture in your *Inside the USA* handbook.

Dealing with Culture Shock

Culture shock is described as the anxiety, feelings of frustration, alienation and anger that may occur when a person is placed in a new culture. Many of the customs here may seem odd or uncomfortably different from those of your home country. Being in a new and unfamiliar place can be challenging even for the experienced traveler, and some feelings of isolation and frustration are totally normal. Participants experience culture shock to varying degrees; some hardly notice it at all, while others can find it very difficult to adapt to their new environment. Many may not attribute their problems to culture shock. Whatever the case may be, understanding these issues and why they happen will help you.

You can learn more about culture shock—including symptoms and tips for coping—in your *Inside the USA* handbook or on our website at:
www.InterExchange.org/work-travel-usa/j-1-exchange-jobs/coping-culture-shock

7.2 Wages

All Work & Travel USA students are covered by basic minimum wage laws and overtime as it applies from state to state. As of July 24, 2009 the Fair Labor Standards Act (FLSA) minimum wage was set at \$7.25 per hour. Where state law requires a higher minimum wage, the higher standard applies. If housing or food is included in a job offer, then the cost of room and board is considered part of the minimum wage. Employers try to keep costs for housing and/or food as low as possible. Paying a student for the “season” or a set wage for a “week” is permitted as long as they adhere to minimum wage laws. If you work over 40 hours per week you may sometimes be paid extra wages. Some states have overtime wages and some do not. Please ask your employer if you have any questions regarding overtime pay.

If you have a problem with an employer because of underpaid or unpaid wages, or unfair termination of employment, please call InterExchange and we will help put you in contact with the Department of Labor for the state you are living in. The Department of Labor in

your state will instruct you how to file a claim against your employer. InterExchange will provide you with assistance and/or any letters you may need for completing a claim form.

7.3 Work Dos and Don'ts

Regardless of how much work experience you have had, there are many unique features associated with working in the United States. Sometimes, things that would be considered normal in your home country are not acceptable in American work places.

Do

- ▶ Come to work on time. Punctuality is very important and repeated lateness can lead to your being fired from your job.
- ▶ Treat customers with respect. Smile! A common phrase in business is, "The customer is always right."
- ▶ Use "Please" and "Thank you" a lot.
- ▶ Work quickly and efficiently. Time is money, and workers are expected to have a strong work ethic.
- ▶ Try new things: new foods, sights and activities.
- ▶ Meet new people. Americans are generally friendly and outgoing and curious to learn about your home country.
- ▶ Take care of personal hygiene. Take a shower every day. Wear deodorant. Beards and mustaches should be kept neat. Brush your hair. Long hair should be pulled back.
- ▶ Communicate with your boss. Many misunderstandings are simply due to a lack of communication.
- ▶ Be patient. You may feel that the American culture and English language are overwhelming at first. Keep in mind that with time, you will learn and understand more.
- ▶ Dress neatly and conservatively.
- ▶ Practice your English as often as possible!
- ▶ Report any problems to InterExchange.

Don't

- ▶ Worry!
- ▶ Expect special treatment. As a worker you will be expected to work just as hard as your American counterparts.
- ▶ Get fired. Lateness, theft, drinking on the job, drug use and disobeying employer rules are all grounds for dismissal.
- ▶ Run away. You are expected to work for the entire time stated on your contract (unless there are extreme circumstances).

7.4 Workplace Relations

Below are some characteristics typical to Americans. Remember these are general and everybody is different.

- ▶ Do not be surprised if your boss is younger than you are, or if your co-workers are of a different race, sex, religion or sexual orientation. America is quite diverse and this is one of its strengths.
- ▶ A professional, mature, responsible and respectful attitude is expected at work. Flirting or physical contact is frowned upon.
- ▶ Life is fast-paced so time management is important.
- ▶ Privacy is thought to be the right of every individual.
- ▶ Americans can be very blunt and honest.
- ▶ Ignorance about life outside the U.S. is common.
- ▶ Americans like to joke, smile, laugh and talk. They like direct eye contact, but do not like to be touched or stand too close to one another while talking.
- ▶ Nudity is not accepted in public. Americans are very concerned about personal hygiene and cleanliness. Use deodorant and always wear clean clothes.

- ▶ Many Americans greet each other with “Hi” or “How are you?” People that you see in elevators or in the street will often say “Hello” even though you do not know them.

7.5 Accommodations

Whether your employer is providing housing or you arranged accommodations on your own, it is important that you clearly understand all the rules and regulations relating to your housing. Ask your employer or landlord for a clear explanation of housing rules, in writing if possible, to avoid misunderstandings during your stay. If you need to pay a housing deposit, ask for a receipt and make sure you understand the conditions under which the deposit will be returned. Treat your accommodations and neighbors with courtesy and respect. In some places, laws may prohibit excessive noise between 10:00 p.m. and 7:00 a.m.

7.6 Bike Safety

If you need to bike to work, or you ride in your free time, please keep in mind the following tips for your safety:

- ▶ Always wear a helmet. In many states, this is the law.
- ▶ If you ride at night make sure your bike has reflectors and lights on the front and back.
- ▶ Assure bicycle readiness. Make sure your bicycle is adjusted properly.
- ▶ Scan for traffic and signal lane changes and turns.
- ▶ Obey all traffic laws.
- ▶ Cars and bikes drive on the right side of the road.
- ▶ Secure your bike with a lock when not in use.

7.7 Sexual Harassment and Sexism

You are here to have an incredible experience. You will work hard and it may be challenging, but you will also have a lot of fun with new friends, travel and adventure. It is essential that you treat everyone with respect at work as well as in your free time. You should insist on being treated with respect too! Harassment in any form is never acceptable. Being drunk or getting caught up in the moment is **NEVER** an excuse for behavior that is disrespectful or hurtful to others.

What is Sexual Harassment?

Sexual harassment is behavior that is uninvited, unwanted, and unwelcomed by the recipient. The behaviors include physical contact, verbal abuse, gestures or written messages.

Sexual Harassment Includes:

- ▶ Continuous idle chatter of a sexual nature
- ▶ Sexual slurs, innuendos and other comments about a person's clothing, body and/or sexual activities
- ▶ Continuous and unwelcome flirting
- ▶ Lewd remarks or suggestive sounds such as whistling, wolf calls or kissing sounds
- ▶ Implied or overt threats if sexual attention is not given
- ▶ Repeated unsolicited propositions for dates and/or sexual intercourse
- ▶ Jokes or comments based on sex
- ▶ The use of graphics or other materials degrading persons based on their sex
- ▶ Unwelcome touching or ogling
- ▶ Coercion, with the promise of reward
- ▶ Unwanted physical contact such as patting, pinching, stroking or brushing up against the body
- ▶ Attempted or actual kissing or fondling

- Physical assault
- Coerced sexual intercourse
- Rape

You Could be a Victim

Who are the victims? Anyone, male or female, young or old, can be the victim of sexual harassment from someone of the opposite, or the same sex. Bosses who promise to assist with changing visa status or offer additional pay or hours in exchange for sexual favors are breaking the law.

Taking Action Against the Sexual Harasser

If you are being harassed, take action to stop it. Some options available to you are:

- Say no. Make it loud and clear. A harasser does not expect confrontation.
- Keep records of all incidents and confrontations.
- Find witnesses or others who will back up your claim.
- Get support from a friend, employer, or anyone else you trust. Make sure you don't keep it bottled up inside. The more help you get, the faster the harasser will stop.
- Call InterExchange.

For more information visit The Equal Employment Opportunity Commission online at: www.eeoc.gov.

7.8 Know Your Rights

The William Wilberforce Trafficking Victims Protection Reauthorization Act (WWTVPRA) of 2008 protects the legal rights of certain employment or education-based nonimmigrants—including J-1 Exchange Visitors—against abuse and discrimination while visiting the United States.

Among other protections, you have the right to:

- Be treated and paid fairly
- Not be held in a job against your will
- Keep your passport and other identification documents in your possession
- Report abuse without retaliation
- Request help from unions, immigrant and labor rights groups and other groups
- Seek justice in U.S. courts

Be aware of all the laws that protect you: travel.state.gov/visa.

Chapter 8 - Frequently Asked Questions

8.1 Frequently Asked Questions

What happens if I am injured when I am working?

InterExchange Work & Travel USA students are protected by the same labor laws as U.S. citizens. All job-related injuries are covered by workers' compensation. Your employers should refer to his/her workers' compensation insurance policy.

What if I want to stay and work past the dates on the DS-2019 Form?

Under no circumstance can the J-1 Visa or the DS-2019 Form be extended. For further information, please contact the United States Immigration and Customs Enforcement Bureau (ICE). There are branches in most large cities, with the main office located in Washington D.C. The tourist visa allows a student to stay in the United States, but prohibits them from earning any money. Continuing to work after you have changed your status is ILLEGAL!

What if I have not received my Social Security card?

If six weeks have passed after you applied for your card and you have not received your card, don't panic. Call the Social Security Administration at 1.800.772.1213. Hold until you can speak with a customer service representative. Have your receipt ready and ask about the status of your Social Security number. You can also visit <http://www.ssa.gov> to find the phone number of the Social Security office closest to your workplace. If you have additional questions, please contact InterExchange.

What should I do if my employer threatens to cancel my visa?

InterExchange is your J-1 Visa sponsor and determines your status as a participant on our program. Your employer cannot cancel your visa or work eligibility as described on the DS-2019 Form. If your employer threatens to cancel your visa, please call InterExchange at our free number, 1.800.621.1202.

What am I allowed to do on my time off?

You are allowed to do anything you like with your free time, as long as you remember that you have to follow the same laws as Americans. If there are additional rules for employee housing, you are expected to respect them and can be removed if you do not.

Can I get more than one job?

You can get as many jobs as you want within legal guidelines. However, your primary commitment is to your InterExchange employer. It is the job offer from that employer that allowed you to obtain the J-1 Visa so you should be respectful of that.

What should I do if I lose my passport or other documents?

- ▶ If you lose your passport or visa, go to your closest local police station and file a police report. Then contact your nearest Embassy or Consulate as soon as possible so that they can assist you in obtaining new documentation.
- ▶ If you lose your DS-2019 Form, please contact InterExchange during regular office hours (9:30 a.m. - 5:30 p.m. Eastern Time), and we will provide you with a replacement for a \$10 fee (not including cost of shipping).

- ▶ If you lose your I-94 Admission/Departure Card, please contact United States Citizenship and Immigration Services (USCIS) for a replacement. Please note that a replacement will cost \$330.
- ▶ If you lose your Social Security card you should be fine, as long as you still have your Social Security number (or a photocopy of the card) in a safe place. To prevent identity theft, do not share your Social Security number or other personal ID information with anyone other than your employer, or authorized persons only when absolutely necessary (i.e. opening a bank account).

What if I don't like my job or have problems with my employer?

It is important that you communicate with your employer to work out any conflicts. Many problems result from miscommunication. If you are unable to resolve the problem, you may call InterExchange and we will try to help.

How do I book my flight home?

InterExchange does not book airplane tickets and we do not keep your flight information in our files. If you need your flight information, we will do our best to help you by contacting our International Cooperator in your home country. This may take a few days, so please be patient. If you need to book a flight, please call an airline directly and follow the directions already given to you by the cooperator in your country.

What if I would like to work longer than my work commitment date, but there are no available positions with my current employer?

Please call InterExchange and we will try to place you in another position and/or location. It is important to remember that this will not extend the dates on your J-1 Visa nor your DS-2019 Form. If you plan to travel after your work commitment is over, please remember that you cannot work beyond the date on your DS-2019 Form.

What should I do if I want to participate in the InterExchange Work & Travel USA Program again?

If you had a great experience and would like to return, please fill out and return your evaluation for the program you have just completed. This evaluation gives us feedback on what we can improve about our program. You may receive a new DS-2019 and J-1 Visa by returning home and applying to the InterExchange program for the next year.

8.2 24-Hour Emergency Hotline

InterExchange business hours are Monday-Friday, from 9:30 a.m. - 5:30 p.m. The InterExchange emergency line is available after regular business hours in the event of a serious emergency; such as an arrest, severe injury/illness or death (of a family member or other student). To reach the emergency line, dial 1.800.621.1202, ext. 3.

InterExchange does not consider losing your documents, disliking your job or homesickness an emergency. Please use the emergency line with discretion.



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