

Student Handbook



Table of Contents

Chapter 1: Introduction to InterExchange	3
1.1 InterExchange	3
1.2 Work & Travel USA	4
1.3 Other InterExchange Programs	4
1.4 International Cooperator (IC)	5
Chapter 2: Participant Rights, Protections, Understanding	7
Chapter 3 - Orientation and Important Immigration and Work Documents	9
3.1 Online Orientation	9
3.2 J-1 Visa	9
3.3 The DS-2019 Form and Sponsorship	12
3.4 The I-94 Admission Record	14
3.5 Summary of Important Papers	17
3.6 Social Security Information	17
3.7 The I-9 Form	24
	.25
4.1 What Is SEVIS?	25
	30
5.1 Form W-4	30
5.2 Filing Your Tax Return Once You Return Home 5.3 Form W-2 (Wage and Tax Statement)	32
5.4 Filing Form 1040NR-EZ	32 33
5.5 How to Read Your Paycheck	35
Chapter 6 - Travel Information	
6.1 Subway Directions to the InterExchange Office 6.2 Travel to Employers	36
6.3 Airports and Bus Stations	36 36
6.4 Going Home	36
Chapter 7 - Natural Disaster and Emergency Evacuation	
7.2 Important Information if You Are Evacuated	38
	38
Chapter 8 - Insurance Information	.39
8.1 Accident and Sickness Insurance	39
8.2 Prescription Medication	40
8.3 Insurance for Optional 30-Day Period	40
8.4 Workers' Compensation	40
Chapter 9 - Living and Working in the USA	
9.1 Cultural Exchange – Helping Our Participants Gain a New Understanding of the USA	41
9.2 Wages	42
9.3 Work Dos and Don'ts	42
9.4 Workplace Relations	43
9.5 Housing 9.6 Finding a Job in the U.S.	44
9.7 Travel and Bike Safety	44
9.8 Sexual Harassment and Sexism	45 46
9.9 Know Your Rights	47
Chapter 10 - Frequently Asked Questions	49
10.1 Frequently Asked Questions	49
10.2 Emergency Hotline (24-Hour)	51
10.3 Additional Information	51
10.4 Cultural Compass	52
10.5 Keep in Touch!	52

Keep in Touch!

InterExchange Work & Travel USA

161 Sixth Avenue 10th Floor New York, NY 10013

Main Office: 212.924.0446 ext. 850 Toll-Free: 800.621.1202 (inside U.S. only)

Fax: 212.924.0575

Email: worktravel@interexchange.org

Emergency Phone: 800.621.1202 ext. 3

Office Hours: Monday-Friday 9:30 a.m. - 5:30 p.m. EST



www.InterExchange.org/worktravelusa



blog.InterExchange.org/work-travel-usa



InterExchange Work & Travel USA



@worktravel

All information in this handbook is subject to change without notice. Please contact an InterExchange representative if you have questions about the most up-to-date information regarding any topic covered.

© 2014 InterExchange, Inc.

Chapter 1: Introduction to InterExchange

1.1 InterExchange

InterExchange is a nonprofit 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 the J-1 Visa for people from around the world who would like to engage in cultural exchange by visiting the U.S. for a predetermined period of time. We also connect U.S. and Canadian citizens with work and volunteer opportunities that enable them to learn about life in other countries.

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.

To ensure a successful exchange visitor program, J-1 Visa participants and their hosts must follow all regulations set forth by the U.S. Department of State and maintain contact with InterExchange throughout their programs. A successful program also depends on international exchange visitors' commitment to engaging in cultural learning opportunities in their local host communities and similarly, U.S. hosts' encouragement of cultural learning by introducing international visitors to uniquely American values, customs, history and activities while simultaneously learning about the countries and cultures of visiting participants. Strengthening these relationships makes achieving the goals of mutual cultural exchange possible and allows us to build a more peaceful global community—one person at a time.

1.2 Work & Travel USA

InterExchange Work & Travel USA offers international university students ages 18-28 the opportunity to live and work in the U.S. for up to 4 months during their official summer breaks from university classes. Students work in seasonal and temporary positions in hotels, inns, amusement parks, national parks, retail stores and ski resorts, among other types of businesses. 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.

The purpose of the Work & Travel program is to provide international university students with opportunities to:

- ▶ interact with U.S. citizens and experience U.S. culture while sharing their own cultures with Americans they meet
- ▶ travel in and learn about the United States
- work in jobs that require minimal training and are seasonal or temporary in order to earn funds to help defray a portion of their travel and living expenses

Participants in our Work & Travel USA program follow all regulations set forth by the U.S. Department of State and maintain frequent contact with InterExchange, including regular updates to SEVIS accounts (Chapter 4).

1.3 Other 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 child care. In return for their services, au pairs receive room, board, a weekly stipend, accident and sickness insurance, airfare and an educational allowance to use toward college-level 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 18+, 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 Intern or Trainee Visa if they have already secured an appropriate position in the U.S.

International students and recent graduates may apply 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 the U.S.

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

The InterExchange Foundation was established in 2007 to provide grant funding to motivated young Americans who contribute to worthy work or volunteer projects abroad. 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 long-term 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.

1.4 International Cooperator (IC)

InterExchange is proud to work with International Cooperator (IC) companies and organizations in more than 60 countries. Our IC network represents a cross-section of the most exceptional and trusted companies involved in promoting and recruiting for cultural exchange programs.

Our ICs introduce InterExchange programs to prospective participants in their home countries and emphasize the benefits of spending time in the U.S. to expand their knowledge of U.S. culture and personal experiences. ICs collaborate with us to fulfill the goals of cultural exchange, so our international participants can enjoy learning opportunities in the U.S., while host employers and families can meet and learn about people from all over the world. One of the key responsibilities ICs fulfill is to recruit, pre-screen and select applicants who meet visa eligibility requirements and are prepared to make the most of the cultural exchange experience when working with host employers, families and host communities.

In addition to providing ICs with detailed information and guidance for marketing our programs in their home countries, we also provide content for orientations to teach participants about life in the U.S. and prepare them for adapting to a new culture and country. Each in-bound international participant is interviewed by either InterExchange staff or an IC to evaluate the candidate's ability to be successful on the program. Final acceptance to the program and program monitoring are exclusively the responsibility of the sponsor. Every IC is an important part of the process for making sure that all participants are equipped for the benefits as well as the challenges of joining one of our cultural exchange programs.

Chapter 2: Participant Rights, Protections, Understanding

InterExchange makes it a priority to ensure that all our participants enjoy a safe, healthy and well monitored cultural exchange experience in the U.S.

The following information describes a baseline for conduct that our participants can expect from InterExchange and their hosts as well as their responsibilities during their visits to the United States through InterExchange programs. We're happy to say that the majority of our participants and hosts regularly make an extra effort beyond these standards to create a truly memorable, lifechanging cultural exchange experience for everyone involved.

During Their Programs, InterExchange Participants Can Expect:

- ▶ A safe, healthy and legal work environment.
- ▶ A safe, healthy and legal living situation.
- ▶ Opportunities to interact with Americans on a regular basis.
- Protection of their legal rights under United States immigrant, labor, and employment laws.
- ▶ Fair treatment and payment practices.
- ▶ Right to keep passport and other documents in their possession.
- ▶ Right to report abuse without retaliation.
- ▶ Right to contact the J-1 Visa Emergency Helpline of the U.S. Department of State.
- ▶ Right not to be held in a job against their will.
- $\,\blacktriangleright\,$ Right to end their programs and return to their home countries.
- ▶ Right to request help from unions, labor rights groups and other groups.
- ▶ Right to seek justice in U.S. courts if warranted.

Participants Can Also Expect the Following Support From InterExchange Throughout Their Programs:

- ► Emergency assistance 24 hours every day. (InterExchange Work & Travel USA emergency contact number: 917.873.5877).
- ▶ Serving as a reliable resource for general information.
- ▶ Resources and guidance to help them engage in cultural learning and American daily life.
- ▶ At a minimum, monthly contact and monitoring.
- ▶ Vetting and conducting due diligence to verify each host employer or host family.

- ▶ Available staff with extensive international experience and language skills.
- ▶ Available staff who can provide support for special situations if needed.
- Acting as a neutral advocate to help resolve any disputes that occur.
- ▶ Accident and Sickness insurance that meets or exceeds J-1 Visa regulatory requirements.

Participants in Our Programs Acknowledge That:

- ▶ The primary purpose of InterExchange cultural exchange programs is to interact with U.S. citizens, practice the English language, travel and experience U.S. culture while sharing their culture with Americans.
- ▶ They will abide by the laws of the United States.
- ▶ They will abide by all rules and regulations applicable to U.S. Department of State Exchange Visitor programs.
- ▶ They have not come on a J-1 Visa program seeking permanent residency or employment in the U.S.
- ▶ They are expected to follow the guidelines of employment provided by their host employer or host family.
- ▶ InterExchange is their visa sponsor. A U.S. host employer or host family is not a visa sponsor.
- ▶ Any wages earned during the programs are only meant to help defray living expenses during the programs. Earning money is not the primary purpose of cultural exchange programs.
- ▶ Host employers and families may terminate their employment relationship with participants.
- ▶ Host employers and families do not have the authority to cancel the J-1 Visa. Only the U.S. government or InterExchange has the authority to modify a participant's program or visa status.
- ▶ They must contact InterExchange in the event of an emergency or if any problems occur during the program.
- ▶ They will respond to all requests and inquiries sent from InterExchange.
- ▶ They are required to leave the United States at the end of their programs.

Chapter 3 - Orientation and Important Immigration and Work Documents

3.1 Online Orientation

As an InterExchange Work & Travel USA program participant, you are required to complete an online orientation. You must complete all chapters of the online orientation prior to your arrival in the United States. The orientation lasts about 50 minutes and provides necessary information about important documents, traveling to the U.S, program regulations, housing, insurance, the cultural component of the program, safety tips and more.

You will receive your login information via email and you can access the orientation online: https://orientation.InterExchange.org/

If you do not receive your online orientation log in, please inform the InterExchange Cooperator in your home country immediately.

Failure to complete the online orientation may significantly delay your DS-2019 Form and J-1 Visa interview.

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 make two photocopies of all of your documents, and keep them separate from your originals!

3.2 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. Consulate.

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

Allows you to:

- ▶ Enter the U.S.
- ▶ 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 domestic help in private homes, as an au pair, camp counselor, or

in the medical field. Please visit the InterExchange website or refer to this handbook for a complete list of prohibited jobs.

▶ 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

IMPORTANT NOTES

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 up to 30 days after this period ends. This is referred to as the "30-day grace period." Please consult with the U.S. Consulate in your home country if there is a specific date by which you should return home and ensure that you comply with that date.

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. Whether you are a current student or a recent graduate, you will need to return to your home country before the first day of classes at your university.

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.

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. You will need to mail InterExchange the original DS-2019 form with a self-

addressed envelope to obtain the travel validation signature. 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.

PROHIBITED JOBS

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

- ▶ Positions that could bring notoriety or disrepute to the Exchange Visitor Program
- ▶ Sales positions that require participants to purchase inventory that they must sell in order to support themselves
- ▶ Domestic help positions in private homes (e.g., child care, elder care, gardener, chauffeur)
- Pedicab or rolling chair drivers or operators
- ▶ Operators or drivers of vehicles or vessels for which drivers' licenses are required regardless of whether they carry passengers or not
- ▶ Positions related to clinical care that involve patient contact
- ▶ Any position in the adult entertainment industry (including, but not limited to jobs with escort services, adult book/video stores, and strip clubs)
- ▶ Positions requiring work hours that fall predominantly between 10:00 pm and 6:00 am
- Positions declared hazardous to youth by the Secretary of Labor at Subpart E of 29 CFR part 570
- Positions that require sustained physical contact with other people and/or adherence to the Centers for Disease Control and Prevention's Universal

Blood and Body Fluid Precautions guidelines (e.g., body piercing, tattooing, massage, manicure)

- Positions that are substantially commission-based and thus do not guarantee that participants will be paid minimum wage in accordance with federal and state standards
- ▶ Positions involved in gaming and gambling that include direct participation in wagering and/or betting
- Positions in chemical pest control, warehousing, catalogue/online order distribution centers
- ▶ Positions with traveling fairs or itinerant concessionaires
- ▶ Jobs that do not allow participants to work alongside U.S. citizens and interact regularly with U.S. citizens and to experience U.S. culture during the workday portion of their Summer Work Travel programs
- ▶ Positions with employers that fill non-seasonal or non-temporary job openings with exchange visitors with staggered vacation schedules
- ▶ Positions that require licensing
- ▶ Positions for which there is another specific J Visa category (e.g., Camp Counselor, Trainee, Intern)
- Positions with staffing agencies, unless the placements meet the following three criteria:
- Participants must be employees of and paid by the staffing agencies
- ▶ Staffing agencies must provide full-time, primary, on-site supervision of the participants
- ▶ Staffing agencies must effectively control the work sites (e.g., have hands-on management responsibility for the participants)
- ▶ Positions in the North American Industry Classification System's (NAICS) Goods-Producing Industries occupational categories industry sectors 11, 21, 23, 31-33 numbers (set forth at http://www.bls.gov/iag/tgs/iag_index_naics. htm).

As your Work & Travel Program sponsor, InterExchange will verify conditions of your work and will fully vet your initial or new host employer before you may start your work.

All positions for Work & Travel participants are to be seasonal and temporary and should provide regular communication and interaction with U.S. citizens and allow participants to experience U.S. culture.

3.3 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.

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

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

DRAFT

, s. (40) d.	DIA	AFT		
. Family Name:	First Name: Johan	Middle Name:	Gender: MALE	N0001234567
Date of Birth(mm-dd-yyyy): City of Birth: 08-08-1988 Lodz		Citizenship Country Code: PL	Citizenship Country: POLAND	
Legal Permanent Residence Country Code: Legal Per		ion Code: Position:	POLAND	J-1
PL POLI Primary Site of Activity: 123 Main Street	AND	215 UNIVERSITY U	DERGRADUATE STUDENTS	_
Anywhere, NY 10				
Program Sponsor: InterExchange, Inc.			Exchange Visitor Program Number: P-1-0000	-
articipating Program Official Description:			P-1-0000	-
SUMMER TRAVEL/WORK				
urpose of this form: Begin new program	n; accompanied by number (0) of immediate family	members.	7
. Form Covers Period:	4. Exchange Visitor Category:			1
From (mm-dd-yyyy): 06-01-2014	SUMMER TRAVEL/WORK			
To (mm-dd-yyyy): 09-30-2014	Subject/Field Code: Subject/Field Labor	Code Remarks:		
. During the period covered by this form, the total est	timated financial support (in U.S. \$) is to be provi	ided to the exchange visitor by:		1
U.S. DEPARTMENT OF STATE / DHS USE OR CI	ERTIFICATION BY 7.		*14-	rnate Responsible
RESPONSIBLE OFFICER OR ALTERNATE RES THAT A NOTIFICATION COPY OF THIS FORM	PONSIBLE OFFICER I HAS BEEN PROVIDED		Offi	cer
TO THE U.S. DEPARTMENT OF STATE (INCLUI	InterExch	Name of Official Preparing For nange, 161 6th Ave	m	Title 212-924-0446
		, NY 10013 dress of Responsible Officer or Alternate R	esponsible Officer	Telephone Number
				01-13-2014
Statement of Responsible Officer for Releasing Spo		nature of Responsible Officer or Alternate I	tesponsible Officer	Date (mm-dd-yyyy)
Effective date(mm-dd-yyyy): to the program specified in item 2 is necessary or highl	. Transfer of this exchange visitor from pro	ogram number of the Mutual Educational and Cultural Exc	sponsored by hange Act of 1961, as amended.	
Signature of Responsible Officer or Alte			Date(mm-dd-yy	yy) of Signature
RELIMINARY ENDORSEMENT OF CONSULAR MMIGRATION AND NATIONALITY ACT AND PI	OR IMMIGRATION OFFICER REGARDING S L 94-484, AS AMENDED (see item I(a) of page 2	SECTION 212(e) OF THE 2),	TRAVEL VALIDATION BY (Maximum validation	
he Exchange Visitor in the above program: Not subject to the two-year residence requirer			*EXCEPT: Maximum validation perior Scholars and 4 months for Camp Couns	d is up to 6 months for Short-term
Not subject to the two-year residence requirer Subject to two-year residence requirement but	. (ALL USAID PARTICI	IPANTS G-2-00263 AND ALL ALIEN	(1) Exchange Visitor is in good standin	
Subject to two-year residence requirement base A. Government financing and/or		RED BY P-3-04510 ARE SUBJECT TO ME RESIDENCE REQUIREMENT)		
B. The Exchange Visitor Skills List and	#or		Date (mn	n-dd-yyyy)
C. PL 94-484 as amended			Signature of Responsible Office	r or Alternate Responsible Officer
_			(2) Exchange Visitor is in good standin	
Name		Title		
		Date (mm-dd-yyyy)	Date (mn	ı-dd-yyyy)
Signature of Consular or Immigra THE U. S. DEPARTMENT OF STATE RESE	ntion Officer ERVES THE RIGHT TO MAKE FINAL DETER		Signature of Responsible Officer of	or Alternate Responsible Officer
EXCHANGE VISITOR CERTIFICATION:			Signature of responsible Officer	

Page 1 of 2

3.4 The I-94 Admission Record

If you are coming to the U.S. by air or sea, Customs and Border Protection (CBP) will record your arrival electronically. We recommend that you access and print your electronic admission record (I-94 record) by visiting www.cbp.gov/i94 and entering the required information as it appears on the travel document you used to enter the United States.

U.S. Customs and B	order Protection
OND SE	OMB No. 1651-0111 Expiration Date: 11/30/2014
Get I-94 Number I-94 FAQ	
Admission (I-94) Number Retrieval	
Get I-94 Number The following information is required to retrieve y document you used to enter the United States.	our Admission (I-94) number. Enter the information as it appears on the travel
*See our <u>Privacy Policy</u> regarding our request for you	r personal information.
Last/Surname: ▶	
First (Given) Name: ▶	
Birth Date: ▶	YYYY Month DD
Passport Number:	
Country of Issuance: ▶	- 0
Most Recent Date of Entry: ▶	YYYY Month DD
Class of Admission: ▶	- Submit
Note: For security reasons, we recommend that ye	ou close your browser after you have finished retrieving your I-94 number.
current valid OMB control number. The control number	n collection and a person is not required to respond to this information unless it displays a or for this collection is 1651-0111. The estimated average time to complete this application burden estimate you can write to U.S. Customs and Border Protection, Office of n DC 20229.
<u>For inquiries or qua</u>	estions regarding your I-94, please click here. <u>Accessibility</u>

www.cbp.gov/i94



Your travel document (e.g. passport)

If you cannot access your electronic I-94 arrival record online or your admission to the U.S. was recorded incorrectly, please visit a local CBP Deferred Inspection Site or Port of Entry (POE) to have your I-94 record corrected. To locate the closest CBP Deferred Inspection Site go to: http://www.cbp.gov/xp/cgov/toolbox/contacts/ports/

For more information about the electronic I-94 admission record please visit the I-94 Frequently Asked Questions section here: www.cbp.gov/i94 (See FAQ tab at top.)

A CBP officer will also provide you with an admission stamp, usually on the same page as your J-1 Visa.



The admission stamp includes:

- ▶ The date of admission (your arrival date)
- ▶ Class of admission (J-1) and
- ▶ Admitted until date (D/S)

The admission stamp is very important. Please make sure that your passport is stamped correctly and inform the CBP Officer if there are any errors!

3.5 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 and the admission stamp
- ▶ Your DS-2019 Form
- Proof of accident and sickness insurance
- ▶ A print-out of your I-94 arrival record. Print your I-94 arrival record once you're in the U.S. by visiting www.cbp.gov/i94

NOTE: Keep your original documents in a safe place.

3.6 Social Security Information

IMPORTANT: After you apply, 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 about your ability to work because your card hasn't arrived, ask him or her 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. If you already have a Social Security number you do not need to apply again. Make sure to bring your card with you to the U.S.

If you need to apply for a first-time 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 originals AND two photocopies of the following documents:

- ▶ Photo page of passport
- lacktriangle Visa page of passport with admission stamp
- ▶ DS-2019 Form (make a photocopy of both 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.

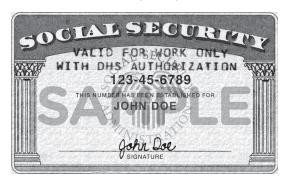
The waiting time for your card will be 4 to 6 weeks. When you apply for your Social Security Number (SSN) you will get a receipt letter; make a copy of it for your personal records. Give the original receipt letter to your employer when

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 number 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.

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 for guidance 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 in the U.S. 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 the officer does not believe you, politely 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.

If you are applying for a new or replacement Social Security card in New York City, you must visit a Social Security Card Center. For the New York City area, there are Card Centers in the Bronx, Brooklyn, Manhattan and Queens. See the locations below.

Bronx Social Security Card Center

Serving Bronx County.

Office Address:

820 Concourse Village West, Second Floor Bronx, NY 10451-3638

Office Hours:

Monday to Friday, 7:00 a.m. to 4:00 p.m.

Brooklyn Social Security Card Center

Serving Kings County.

Office Address:

154 Pierrepont Street, Sixth Floor Brooklyn, NY 11201

Office Hours:

Monday to Friday, 7:00 a.m. to 4:00 p.m.

Manhattan Social Security Card Center Special Instructions:

Special Instructions:

Serving all ZIP codes in Manhattan.

Office Address:

123 William Street, Third Floor New York, NY 10038

Office Hours:

Monday to Friday, 7:00 a.m. to 4:00 p.m.

Queens Social Security Card Center

Serving Queens County.

Office Address:

155-10 Jamaica Avenue, Second Floor Jamaica, NY 11432-3898

Office Hours:

Monday to Friday, 7:00 a.m. to 4:00 p.m.

Social Security offices in other cities:

Social Security Office in Boston, MA

Office Address:

10 Causeway Street, Room 148

Boston, MA 02222

Office Hours:

Monday to Friday 9:00 a.m. to 3:00 p.m., except Wednesday 9:00 a.m. to 12:00 p.m.

Social Security Office in San Francisco, CA

Office Address:

1098 Valencia Street

San Francisco, CA 94110

Office Hours:

Monday to Friday 9:00 a.m. to 3:00 p.m., except Wednesday 9:00 a.m. to 12:00 p.m.

Social Security Office in Los Angeles, CA

Office Address:

1133 N Vine Street

Hollywood, CA 90038

Office Hours:

Monday to Friday 9:00 a.m. to 3:00 p.m., except Wednesday 9:00 a.m. to 12:00 p.m.

Social Security Office in Houston, TX

Office Address:

8989 Lakes at 610 Drive

Houston, TX 77054

Office Hours:

Monday to Friday 9:00 a.m. to 3:00 p.m., except Wednesday 9:00 a.m. to 12:00 p.m.

Social Security Office in Chicago, IL

Office Address:

77 West Jackson Boulevard, Suite 300

Chicago, IL 60604

Office Hours:

Monday to Friday 9:00 a.m. to 3:00 p.m., except Wednesday 9:00 a.m. to 12:00 p.m.

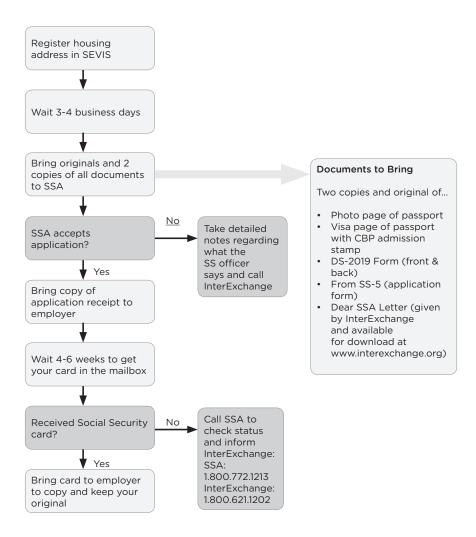
More Social Security office locations are listed at www.ssa.gov

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

- ▶ 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 your Social Security card to your job site. Do this only if you are allowed to come to the U.S. without a job.)
- ▶ For question #5 (CITIZENSHIP), check the box labeled "Legal Alien Allowed To Work."
- ▶ 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.
- ▶ You can leave #6, #7, #9B and #10B blank.

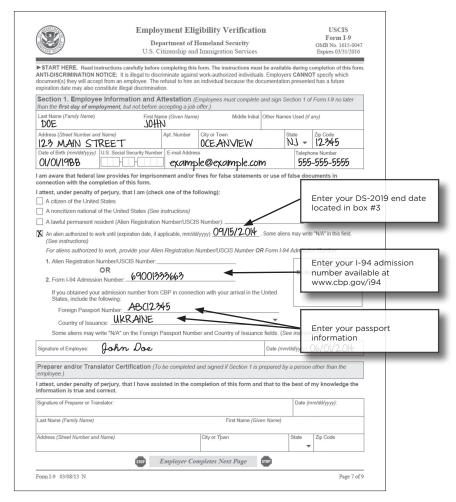
	CIAL SECURITY Application for a Soci									Forn	Approve	d 0-0066	
	NAME	First			Full Middle N	lame		Last					
	TO BE SHOWN ON CARD	John		David	\rightarrow	Doe							
1	FULL NAME AT BIRTH IF OTHER THAN ABOVE	First			Full Middle N	iame		Last					
	OTHER NAMES USED ON YOUR SOCIAL SECURITY CARD												
2	Social Security number previous listed in item 1	ly assigned to	the person		<i>i.</i>]-[2	7		<u> </u>	
3	PLACE OF BIRTH (Do Not Abbreviate) City		PRUS		Offic Use Only	° 2	l o	ATE F IRTI	-		9/198		
_	(Do Not Appreviate) City	State o	or Foreign Coun						-				
5	CITIZENSHIP (Check One)	U.S	. Citizen	Legal X Allowe Work		T	o Wor	k(See	ot Allow			er (See ructions e 3)	
	ETHNICITY	RACE		□ Na	ative Hawaii	an [Am	erican	Indian		Other F		
6	Are You Hispanic or Latino?	Select One o			aska Native		_				Islande	şr	
U	(Your Response is Voluntary) Yes No	(Your Respon	nse is Voluntary		sian			ack/African White					
8	SEX —	⊠ Mal	e	☐ Fema									
	A. MOTHER'S NAME	First			Middle Name				Name At	Her Bi	rth		
9	AT HER BIRTH	JANE		MA	RY			JC	NES				
9	B. MOTHER'S SOCIAL SE	CURITY			$\neg \neg$		Ι_Г	Т		기┌	7.0-1		
	NUMBER (See instructions for 9 B	on Page 3)			ш-		$ $			╝	Unkr	iown	
		First		Full N	Middle Name			Last					
	A. FATHER'S NAME ——)	JONATHAN	JONATHAN			EDWARD				DOE			
10	B. FATHER'S SOCIAL SE NUMBER (See instructions for 10B		7		<u> </u>		-[Unkı	nown	
	Has the person listed in item 1 o		ng on his/her	behalf ev	er filed fo	or or re	ceive	ed a S	Social S	Secu	rity nur	mber	
11	card before?	,									,		
	Yes (If "yes" answer questions 12-1	3)	No	В	on't Know (lf "don't	know,	skip to	o questi	on 14	.)		
	Name shown on the most recen		First			Full	Middle	Name			Last Nam	e	
12	Security card issued for the pers listed in item 1	on											
13	Enter any different date of birth i	f used on an											
13	earlier application for a card —					MM	//DD/\	YYYY					
14	TODAY'S 05/01/2011	15	DAYTIME		IE	212 Area (_12	3-456	7 Numbe			
-	DATE MM/DD/YYYY			et Address	, Apt. No., F			Route		vuilibe	31		
16	MAILING ADDRESS	BEACH HOT	EL, 123 MA			0					ZIP Code		
. •	(Do Not Abbreviate)	SCHENECTAD	Y		ate/Foreigr NY	Countr	У		12	345	ZIP Code	9	
	I declare under penalty of perjury that			ation on th	nis form, ar	nd on ar	ту асс	ompai	nying st	tatem	ents or f	forms,	
47	and it is true and correct to the best to	my knowledge		LATIO	VICLUID T	O TU	E DI	-DC	ONL 18	LITE	-NA 4 1	<u> </u>	
17	YOUR SIGNATURE	18		Natural Or Adoptive Par		gal Guar			er Spe		- IVI 1 I	5:	
DO N	OT WRIVE BELOW THIS LINE (FOR SS	A USE ONLY)										\neg	
NPN	<u> </u>	DOC	NTI		CAN					IT	V	\neg	
PBC	EVI EVA	EVC	PRA	4	NWR		DNF	۲	T I	UNIT		\neg	
EVIDI	ENCE SUBMITTED				SIGNATU							\neg	
					EVIDENC	E AND/O	K CON	DUCTI	NG INTE	KVIEV	V		
											DATE	—	
					l								
					DCL						DATE		
Form	SS-5 (08-2009) ef (08-2009) Destr	by Prior Editions	Pa	ge 5									

Social Security Application Process SSA = Social Security Administration



3.7 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, J-1 Visa, printed I-94 admission record and DS-2019 Form to your employer when you fill out this form. 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.



Chapter 4 - SEVIS

4.1 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 within 10 days of arriving in the U.S. and every 30 days thereafter. If you do not give your information to InterExchange, you risk having your program terminated, which will require you to leave the country immediately, and may jeopardize your ability to obtain another visa to enter the U.S. in the future. 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.

InterExchange will provide you with log in instructions for your individual SEVIS dashboard prior to your arrival in the U.S. If you do not receive log in instructions, please notify the InterExchange International Cooperator in your home country before you depart to the U.S.

IMPORTANT SEVIS INFORMATION:

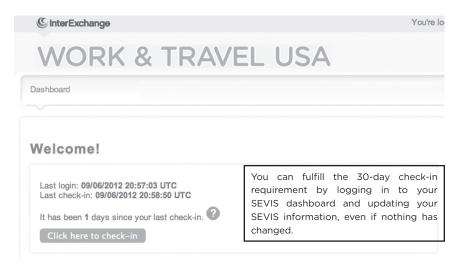
STEP 1: You must give InterExchange the address where you live within 10 days of your arrival in the U.S. Go to www.InterExchange.org/sevis to log in to your SEVIS dashboard.

Home/Physical address in the USA		
Home/Physical address		
	(This is the place you are living.) P.O. Boxes	are not allowed.
If you are living at a hotel, you must include you are required unless otherwise special		
All fields are required unless otherwise specific	rea.	
Field	No Information on File	Update Information Clear form
Street Address (no P.O. Boxes) * (this is where I live)		This is the address where you live. Post office boxes (P.O. Boxes) are not allowed. U.S. Address format is street number and then street name. Example. 452 Main Street if I you are unrabe of your housing address ask your employer or give us a call at 1-400-821-1202.
Hotel/Dorm Room Number		
City *		
State *		Alabana
Zip Code *	***************************************	This is the 5-digit postal code. Example: 10013
Primary telephone number *		Efter area code and phone number sxample: 212-777-3456 OK to send SMS? ② Yes ③ No Type: Select
Secondary telephone number [optional]		Enter area code and phone number Example: 212-777-3456 OK to send SMS? O Yes O No
Cancel		Type: Select •

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 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.



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 to access your SEVIS dashboard and update your information. Note: Changes in home or work address must be approved by InterExchange. InterExchange must approve all job changes and additional jobs prior to a participant 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: sevis@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 6 AFTER ARRIVAL A

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

Program termination can jeopardize your ability to travel to the United States in the future.

Chapter 5 - Important Tax Information and Tax Forms

5.1 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 Social Security taxes, Medicare or unemployment tax. If your employer has withheld these taxes from your paycheck, please advise them 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.

- Mark or check "Single" on line 3, even if you are married.
- ▶ 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

- ▶ Write "NRA" or "Non-Resident Alien" on line 6
- ▶ 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. You should give your employer a self-addressed envelope with your home country address so that he or she can mail you your tax forms later. Be sure to file a tax return to get your 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.

		Separate here and g	give Form W-4 to your	employer. Keep tl	he top part for your	records				
_	W-△ Employee's Withholding Allowance Certificate									
Depart	Form Department of the Treasury Internal Revenue Service Internal Revenue Internal Revenue Internal Revenue Internal Revenue Internal Revenue Inte									
1	1 Your first name and middle initial Last name Doe 2 Your social 123–41									
	Home address (number 123 Main St.	#456			Married Married Married ut legally separated, or spo		higher Single rate. alien, check the "Single" box.			
	Collegetown,	MA 54321			ame differs from that s You must call 1-800-7		cial security card,			
5 6		,	ming (from line H above sheld from each paych			on page 2)	5 NRA 6 \$			
7	• Last year I had a ri	ght to a refund of al	2012, and I certify that If federal income tax w	ithheld because I	had no tax liability,	and	on.			
Unde	, , , , , , ,	nditions, write "Exen	al income tax withheld npt" here			7	prrect and complete			
Empl	loyee's signature form is not valid unless y		John Doe		ny kilowidago ana ba		/10/2014			
8	Employer's name and ac	ddress (Employer: Corn	lete lines 8 and 10 only if s	ending to the IRS.)	9 Office code (optional)	10 Employer id	lentification number (EIN)			
For F	Privacy Act and Paperw	ork Reduction Act N	Notice, see page 2.		Cat. No. 10220Q		Form W-4 (2014)			

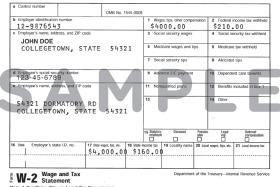
5.2 Filing Your Tax Return Once You Return Home

All individuals who have earned income in the U.S. are required to file a tax return for the year during which they worked. 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.

5.3 Form W-2 (Wage and Tax Statement)

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 or 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.



Copy 1 For State, City, or Local Tax Department

5.4 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.

Form 1040NR-EZ

U.S. Income Tax Return for Certain Nonresident Aliens With No Dependents

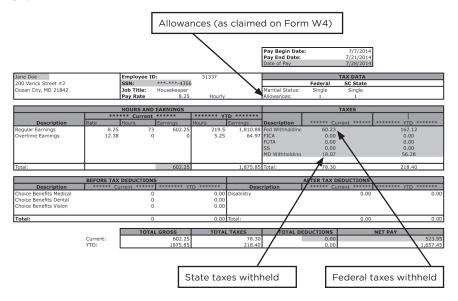
OMB	No.	1545-0074

2014

Department of the	Treasury		Nonres	ident All	ens with No	Deb	enaen	เร		<u> </u>	1-4
Internal Revenue		st name	and initial		Last name				Identif	ving number (s	ee instructions)
										, , ,	,
Print clearly.	Present	home	address (number, street, and	apt. no., or rural	route). If you have a P.O.	box, se	e instruction:	3.			
See											
separate instructions.	City, town or post office, state, and ZIP code. If you have a foreign address, see instructions.										
manuchons.											
	Country	у 🕨									
Filing Status	1 [□ Sin	gle nonresident alien	2	☐ Married nonresi	ident :	alien				
Check only one box.		_ 0	gie nomesident dilen		I Married Heriresi	ident	unon				
		-	es, salaries, tips, etc. At	. ,		,			3		
A44			ole refunds, credits, or					,	4		
Attach Form(s)			arship and fellowship grant			tatem	ent (see inst	ructions)	5		
W-2 or			income exempt by a trea	, , ,		6					
1042-S			ines 3, 4, and 5						7		
here.			arship and fellowship gr		. ,	8					
Also			ent loan interest deduct			9					
attach			act the sum of line 8 and		ne 7. This is your adju	usted	gross inco	me .	10		
Form(s)			zed deductions (see in						11		
1099-R if			act line 11 from line 10						12		
tax was			ption (see instructions)						13		
withheld.			ble income. Subtract lin			e than	line 12, er	ter -0-	14		
			Find your tax in the Tax			_ :			15		
			ported social security a			4	137 b [8919	16		
Enclose,			ines 15 and 16. This is					. ,▶	17		
but do not attach, any			ral income tax withheld			18a			-		
payment.			ral income tax withheld			18b			-		
paymont.			estimated tax payments and			19		_	-		
			t for amount paid with			20			-		
			ines 18a through 20. Th						21		
Refund			21 is more than line 17, si			ne amo	ount you ov	erpaid	22		
			unt of line 22 you want i m 8888 is attached, ch		you.				23a		
			ng number	eck fiere .	c Type:		okina 🗆	Savings	238		
Di					Стуре.		T T	Javings			
Direct deposit?											
See			n above, enter that add		an address outside	o tric	Office Oc	atos not			
instructions.											
	24	Amou	nt of line 22 you want appl i	ed to your 201	11 estimated tax	24					
Amount			int you owe. Subtract line				see instruc	tions ►	25		
You Owe			ated tax penalty (see ins			26					
Third	Dovou	wont	to allow another person to o	linguage this vote	un with the IDC (see inc	etruoti	one)?	Voc Co	mploto	the following	g. No
Party	Do you	want	to allow another person to t	iiscuss triis rett	in with the ind (see ins	structi	U115)?	165.00	inhiere	tile lollowing	g. NO
Designee	Designe	e's			Phone		Per	sonal ide	ntificatio	on	
Designee	name	•			no. ►		nur	nber (PIN)	- 1	<u> </u>	
Sign	Under p	enaltie	s of perjury, I declare that I have are true, correct, and accurate	ave examined the	his return and accompan	ying so	hedules and	statements	, and to	the best of r	ny knowledge
Here	preparer	r (other	than taxpayer) is based on al	l information of v	which preparer has any kn	nowledg	je.	received	uuririg t	ie tax year.	Deciaration of
			-4		I D-t		L.W			1	
Keep a copy of this return for	Yo	our sign	ature		Date		Your o	ccupation is	n the Uni	ted States	
your records.	7										
Paid	Print/Type	prepa	rer's name	Preparer's sign	ature		Date		neck 🗌		
Preparer								se	If-emplo	yed	
	Firm's nan	ne 🕨	•					Firm's El	N Þ		
	Firm's add							Phone no		4046	
For Disclosure	, Privacy	Act,	and Paperwork Reduction	n Act Notice,	see instructions.	,	Cat. No. 2150	34N	Fo	m 1040N	R-EZ (2010)

5.5 How to Read Your Paycheck

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



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

www.InterExchange.org/work-travel-usa/resources

Chapter 6 - Travel Information

6.1 Subway 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. Do not come to our office on weekends or after 5:30 p.m. on weekdays.

6.2 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.

6.3 Airports and Bus Stations

It is important to take extra safety precautions while traveling and waiting at airports and train or bus stations. Never accept a ride from a stranger or attempt to hitchhike. Keep your belongings in sight at all times and be mindful of backpacks when waiting in crowded areas. Arrive early to allow yourself extra time for transfers and to pass through security, as wait times are often unpredictable. If you have questions or need help, visit an information desk or speak to authorized personnel, such as an airline attendant or policeman.

6.4 Going Home

Evaluation Form (Participant Survey)

Before you return home, please remember to fill out our online participant survey. This survey is the only way for InterExchange to evaluate our employers and the success of your visit in the U.S.

Flight Tickets

InterExchange does not make your flight arrangements and cannot assist in making any travel reservations or ticket changes. Call your airline or

InterExchange Cooperator in your home country 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 Flight Ticket

If you are planning on changing your flight, contact your airline or the office of the cooperating agency 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 the office of our cooperating agency 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 7 - Natural Disaster and Emergency Evacuation

7.1 What to Do in the Event of a Natural Disaster

Your safety is our priority. In the event of a natural disaster such as a hurricane, flood or other extreme weather or emergency situation, it is mandatory that you comply with emergency procedures and follow instructions issued by your local office of emergency management.

For the most current information on evacuation notices and to learn what your local area is doing to prepare for an extreme weather event or emergency, visit the website of your local Office of Emergency Management. They can also provide information about maintaining an emergency kit for such situations. Talk to your host employer to get information and guidance on how to prepare for an emergency as well.

You can also find helpful resources on our website. Just click on the U.S. state you're living in and visit the Health & Safety section: www.InterExchange.org/american-culture/us-culture-regionstate

7.2 Important Information if You Are Evacuated

It is required that you follow local evacuation instructions in emergency situations. Should you be evacuated, make sure to:

- ▶ Take important documents with you. This includes passport, DS-2019 Form, Social Security Card, financial records, plane ticket, checks, credit cards, etc.
- ▶ Take important contact numbers and e-mail addresses. Bring the InterExchange office emergency telephone number to call if needed: 917.873.5877.
- Contact your family members to let them know you are safe and how you can be reached.
- ▶ Take Student Exchange Visitor Program U.S. Department of State contact information with you. SEVP email address: SEVIS.Source@dhs.gov
- ▶ Department of State e-mail address: Jvisas@state.gov
- ▶ Stay in touch with your host employer.
- ▶ Always follow instructions from emergency management officials.

The most important thing is to stay safe!

Chapter 8 - Insurance Information

8.1 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. Read the information on the website thoroughly. A few important reminders should you need to use your insurance during the program:

InterExchange-arranged insurance is for accident and sickness only. It does not provide the same coverage as comprehensive health insurance. Before you get sick, find out which doctors participate in your insurance plan.

Make an appointment with a doctor whenever possible. 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 large co-pay as well as any other fees incurred for your visit that may not be covered by insurance. When you go to the doctor, you may need to show them identification, such as your passport.

Be sure to bring your 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 to the address provided on your insurance card.

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 and STDs are not covered. Accidents that happen under the influence of drugs or alcohol are not covered.

Exclusions - Pre-Existing Conditions

The insurance will not cover any medical problems or conditions that existed before coverage under this insurance began. Examples might include: sickness related to asthma, diabetes, pregnancy/labor, routine examinations, cosmetic or dental surgery (unless it is necessary due to an accident) or any sort of eye examination. In the event that you are diagnosed with an illness or injury that requires ongoing treatment, you may be required to return to your home country to receive the necessary care.

Note: InterExchange will provide a separate booklet of information about the insurance plan offered by our provider, containing an ID card and claim form.

Please feel free to contact us if you have further questions regarding insurance.

8.2 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/wt-insurance.

8.3 Insurance for Optional 30-Day Period

Insurance coverage for your travel period is comparatively inexpensive and will be of great benefit to you in the event of an accident or unexpected illness while traveling around the U.S. Some of our past participants have had accidents during their travels, but they have been grateful for their coverage through incidents such as stingray burns in Florida, a broken ankle while visiting the Grand Canyon and an allergic reaction in Cape Cod. We highly recommend participants have coverage throughout their optional travel period. Contact InterExchange if you would like to arrange coverage during your 30-day grace period.

8.4 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 9 - Living and Working in the USA

Most of the jobs InterExchange Work & Travel USA participants accept are seasonal and workloads depend greatly upon the weather. Do not be alarmed if during some weeks the work is slow and you're not receiving as many hours as usual. Other weeks may be busy with many extra hours. Please be 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.

9.1 Cultural Exchange - Helping Our Participants Gain a New Understanding of the USA

Cultural exchange occurs when people gain more in-depth understanding and knowledge about another country, its culture, customs and day-to-day practices through person-to-person contact. Our participants as well as our hosts embrace this aspect of InterExchange programs and understand its importance whether they're part of a seasonal business, a camp, a family or a professional environment.

The United States is called a "melting pot": a place where people of many different backgrounds live. 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/american-culture

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/american-culture/culture-shock

9.2 Wages

All InterExchange 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.

9.3 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 American 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 co-worker you will be expected to work just as hard as your American counterparts.
- ▶ Get fired. Lateness, theft, drinking on the job, drug use or 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).
- ▶ Begin work at a job until it has been approved by InterExchange.

9.4 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 coworkers 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 and can get you in trouble.
- ▶ Life in the U.S. 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.

▶ 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.

9.5 Housing

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 whenever possible, to avoid misunderstandings during your stay. If you need to pay a housing deposit, ask for a printed 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.

Your housing must be safe, affordable and located at a reasonable distance from your job. Do not agree to live in overcrowded conditions that can put your safety at risk or violate housing laws.

Please visit the InterExchange website for more information about securing housing in the U.S., types of accommodations, tenants rights and safety fire codes: www.InterExchange.org/wt-housing

For information about estimated cost of living for Work & Travel participants in the U.S., please visit: www.InterExchange.org/wt-cost-of-living

9.6 Finding a Job in the U.S.

There are different ways to find employment in the U.S. You can do it on your own, ask for help from the InterExchange International Cooperator in your home country, or apply to the InterExchange Job Placement program to find a suitable position for you.

Many students are able to pre-arrange jobs for themselves before they arrive in the U.S. through our Self Placement program.

If you decide to find a position in the U.S. on your own, before you begin your job search you should prepare a professional resume and cover letter to highlight your previous professional experience. To see examples of a cover letter and resume, visit the InterExchange website at: www.InterExchange.org/work-travel-usa/resources

These online resources are helpful when looking for a job and have information about job openings all over the U.S.:

www.craigslist.org

www.monster.com

When conducting your job search, exercise extreme caution and beware of:

- ▶ People charging money for jobs
- ▶ Jobs that ask for pictures of you
- ▶ Jobs paying an unusually high wage or salary
- ▶ Companies without websites

Always make sure that the positions you are applying for are not on the list of prohibited jobs (see Chapter 3 of this Handbook).

If you are looking for a second job when you are already in the United States, the best way to look for one is in person: inquire at local businesses about openings and fill out an application form. It is recommended to follow up with the employer after a couple of days if you do not hear from them. Check "Help Wanted" sections in local newspapers and contact the employer to set up an interview. Inform your friends and colleagues that you are looking for a job so they can refer you to potential employers in the area.

Remember that our Work & Travel USA program is a cultural exchange program first. While work is an important part of your experience, you should always plan for free time to relax, meet new friends and experience U.S. culture. Research opportunities in your area to attend American sports events, local fairs, concerts and festivals, visit local museums, historic sights, scenic areas, travel to major cities and participate in group events organized by InterExchange or your employer. Look at our online resource of cultural activities, the InterExchange Cultural Compass, which highlights opportunities in all fifty states: www.InterExchange.org/american-culture

9.7 Travel and Bike Safety

When finding a place to live, make sure that your place of work can be reached easily by public transportation, walking or biking.

If you don't have access to a car, look at local transportation options like buses and train systems in your area. Plan your travel time to allow enough time to get to and from work easily and safely.

If you need to bike to work, or you ride in your free time, please follow these safety guidelines:

- ▶ 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.
- $\,\blacktriangleright\,$ Scan for traffic and signal lane changes and turns.

- ▶ Obey all traffic laws.
- ▶ Never wear headphones while biking.
- ▶ Cars and bikes drive on the right side of the road.
- ▶ Secure your bike with a lock when not in use.

9.8 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
- lacktriangledown 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 immediately.

Sexism

Sexism is prejudice or discrimination based on gender. It may be less direct than sexual harassment. If you think you may be being treated unfairly because of your gender, get support from someone you trust and call InterExchange to discuss the issue.

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

9.9 Know Your Rights

The William Wilberforce Trafficking Victims Protection Reauthorization Act (WWTVPRA) of 2008 protects the legal rights of certain employment or education-based non-immigrants—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. courtsBe aware of all the laws that protect you: travel.state.gov/visa.

Chapter 10 - Frequently Asked Questions

10.1 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 host employer should refer to his or 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. Stay on 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 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 host 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 host employer. It is the job

offer from your original host employer that allowed you to obtain the J-1 Visa so you should be respectful of that. Remember to get verification and approval from InterExchange before changing jobs or accepting additional jobs.

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.

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 (e.g., opening a bank account).

Do I need to turn in my printed electronic I-94 admission record when leaving the U.S.?

No, the CBP will record your departure electronically.

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, 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.

10.2 Emergency Hotline (24-Hour)

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.

10.3 Additional Information:

Bureau of Educational and Cultural Affairs

U.S. Department of State, SA-5

2200 C Street, N.W.

Washington, D.C. 20522-0500

J-1 Visa questions: write to jvisas@state.gov or call 202.632.2805

Office of Exchange Coordination and Designation

U.S. Department of State

Office of Exchange Coordination and Compliance ECA/EC/ECC - SA-5, Floor C2

2200 C Street, NW

Washington, DC 20522-0505

FAX number: 202.632.2900 Email: jvisas@state.gov

U.S. Department of State

2201 C Street NW Washington, DC 20520 202.647.4000

We're glad that you've chosen InterExchange to support you during your cultural exchange experience in the U.S. As a participant in our program, you can look forward to having an unforgettable time learning about American life and hopefully, making new friendships with Americans as well as others in your program. It's our goal to make sure that everything you learn during your program will benefit you in both your personal and professional roles once you return to your home country. Your participation helps fulfill the goals of cultural exchange, creating a global community—one person at a time.

Please contact us throughout your program with any questions or concerns you may have, and our team will be very happy to help.

10.4 Cultural Compass

We have developed an exclusive Cultural Compass tool on our website at www.interexchange.org/american-culture to help international exchange visitors learn more about the U.S. It contains travel resources, ways to increase community involvement, state-by-state guides and tips for hosts. We encourage everyone to use Cultural Compass regularly.

Enjoy your visit to the United States and make the most of your cultural exchange experience by exploring all the opportunities to learn about the USA!

10.5 Keep in Touch!

After your program ends, join the InterExchange J-1 Alumni Network! Our global network is a great way to stay connected to InterExchange and other J-1 alumni. As an InterExchange J-1 alumnus, you'll enjoy benefits such as:

- ▶ Access to a global network of international alumni
- ▶ Invitations to special events in your home country
- ▶ A biannual newsletter
- ▶ Career tips and advice
- ▶ A forum for discussions and networking on LinkedIn and Facebook
- ▶ Opportunities to be featured on our blogs or to write for us

Read more at www.InterExchange.org/alumni and make sure to join and follow our social media pages for alumni:

LinkedIn: www.linkedin.com/groups/InterExchange-J1-Alumni-5104873

Facebook: https://www.facebook.com/InterExchangeJ1Alumni



© InterExchange WORK & TRAVEL USA

TEL 212.924.0446 or 1.800.597.1722 FAX 212.924.0575 161 Sixth Avenue, New York, NY 10013 www.InterExchange.org

© InterExchange, Inc. Published January 2013