

2015

Student Handbook

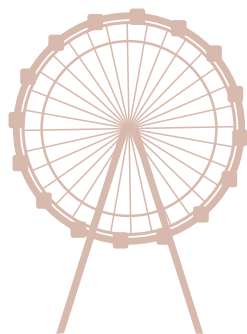


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Keep in Touch!

InterExchange Work & Travel USA

161 Sixth Avenue
10th Floor
New York, NY 10013

New Address (Beginning Summer 2015):

100 Wall Street
3rd Floor
New York, NY 10005

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.

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. Participants' stipend or wages might not cover all of their expenses and they should have access to additional funds while in the U.S.

Work & Travel USA also offers a 12-month program for citizens of Australia and New Zealand.

The purpose of the Work & Travel USA 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. The InterExchange Camp USA program runs between May 1st and October 15th during the program year.

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 encourage young Americans to discover and contribute to 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, life-changing 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.
- ▶ 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

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 J-1 Visa 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 USA 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.

			
1. Family Name: Doe		First Name: Johan	
Date of Birth (mm-dd-yyyy): 08-08-1988		City of Birth: Lodz	
Country of Birth: POLAND		Citizenship (Country Code): PL	
Legal Permanent Residence Country Code: PL		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	
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 Covers Period: From (mm-dd-yyyy): 06-01-2015 To (mm-dd-yyyy): 09-30-2015		4. Exchange Visitor Category: SUMMER TRAVEL/WORK Subject Field Code: 1234 Subject Field Code Remarks: Labor	
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 ONLY (CERTIFICATION BY RESPONSIBLE OFFICER OR ALTERNATE RESPONSIBLE OFFICER THAT A NOTIFICATION COPY OF THIS FORM HAS BEEN PROVIDED TO THE U.S. DEPARTMENT OF STATE (INCLUDE DATE)).		7. Alternate Responsible Officer Name of Official (Required): InterExchange, 161 6th Ave New York, NY 10013 Address of Responsible Officer or Alternate Responsible Officer: Signature of Responsible Officer or Alternate Responsible Officer:	
8. Statement of Responsible Office for Relinquishing Sponsor (FOR TRANSFER OF PROGRAM) Effective date (mm-dd-yyyy): Transfer of this exchange visitor from program number: to the program specified in item 2.1 is necessary or highly desirable and is consistent with the objectives of the Mutual Educational and Cultural Exchange Act of 1961, as amended.		Title: 212-924-0446 Telephone Number: 01-13-2015 Date (mm-dd-yyyy):	
PRELIMINARY ENDORSEMENT OF CONSULAR OR IMMIGRATION OFFICER REGARDING SECTION 212(d)(1) OF THE IMMIGRATION AND NATIONALITY ACT AND PL 94-484, AS AMENDED (see item 1(d) of page 2). The Exchange Visitor in the above program: 1. <input type="checkbox"/> Not subject to the two-year residence requirement. 2. <input type="checkbox"/> Subject to two-year residence requirement based on: A. <input type="checkbox"/> Government training and/or B. <input type="checkbox"/> The Exchange Visitor Skills List and/or C. <input type="checkbox"/> PL 94-484 as amended. Name: _____ Title: _____ Signature of Consular or Immigration Officer: _____ Date (mm-dd-yyyy): _____		TRAVEL VALIDATION BY RESPONSIBLE OFFICER (Maximum validation period is 90 days) EXCEPT: Maximum validation period is up to 6 months for Short-term Scholar and 9 months for Camp Counselor and Summer Work Student. (1) Exchange Visitor is in good standing at the present time. Date (mm-dd-yyyy): _____ Signature of Responsible Officer or Alternate Responsible Officer: _____ (1) Exchange Visitor is in good standing at the present time. Date (mm-dd-yyyy): _____	
THE U.S. DEPARTMENT OF STATE RESERVES THE RIGHT TO MAKE FINAL DETERMINATION REGARDING 212(d).			
EXCHANGE VISITOR CERTIFICATION: I have read and agree with the statement in item 2 on page 2 of this document.			
Signature of Applicant: _____		Date (mm-dd-yyyy): _____	

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.

The screenshot shows the 'U.S. Customs and Border Protection' website with the 'I-94 FAQ' section selected. The page includes a header with the agency logo and name, and a sub-header 'Get I-94 Information'. Below this, there is a section titled 'Get I-94 Information' with instructions on how to retrieve the record. The form contains several input fields: 'Last/Surname', 'First (Given) Name', 'Birth Date' (with separate fields for Year, Month, and Day), 'Passport Number', and 'Country of Issuance'. At the bottom of the form are two buttons: 'Get Most Recent I-94' and 'Get Travel History'.

www.cbp.gov/i94



Admission Stamp

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

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.

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.

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 San Francisco) 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
- ▶ 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 (or your arrival 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 on the following pages.

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

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:

1122 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.

SOCIAL SECURITY ADMINISTRATION Application for a Social Security Card

Form Approved
OMB No. 0960-0068

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 → [] [] [] - [] [] [] - [] [] []				
3	PLACE OF BIRTH (Do Not Abbreviate)	City NICOSIA	State or Foreign Country CYPRUS	Date of Birth 02/29/1989	
4	DATE OF BIRTH MM/DD/YYYY				
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)	
<input type="checkbox"/> Other (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 checked="" type="checkbox"/> Native Hawaiian		<input type="checkbox"/> American Indian	
		<input type="checkbox"/> Alaska Native		<input type="checkbox"/> Other Pacific Islander	
		<input type="checkbox"/> Asian		<input type="checkbox"/> Black/African American	
				<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: JOHNS				
B. MOTHER'S SOCIAL SECURITY NUMBER (See Instructions for 9 B on Page 3) → [] [] [] - [] [] [] - [] [] [] <input type="checkbox"/> Unknown					
10	A. FATHER'S NAME → First: JONATHAN, Full Middle Name: EDWARD, Last: DOE				
B. FATHER'S SOCIAL SECURITY NUMBER (See Instructions for 10B on Page 3) → [] [] [] - [] [] [] - [] [] [] <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 05/01/2011 MM/DD/YYYY		15	DAYTIME PHONE NUMBER 212 123-4567 Area Code Number	
16	MAILING ADDRESS (Do Not Abbreviate)				
BEACH HOTEL, 123 MAIN STREET City: SCRIBNECTADY		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 John Doe		18	YOUR RELATIONSHIP TO THE PERSON IN ITEM 1 IS: <input checked="" type="checkbox"/> Self <input type="checkbox"/> Natural Or 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	
PBC		EVI		EVA	
EVC		PRA		CAN	
MWR		DNR		UNIT	
EVIDENCE SUBMITTED				SIGNATURE AND TITLE OF EMPLOYEE(S) REVIEWING EVIDENCE AND/OR CONDUCTING INTERVIEW	
				DATE	
				DATE	

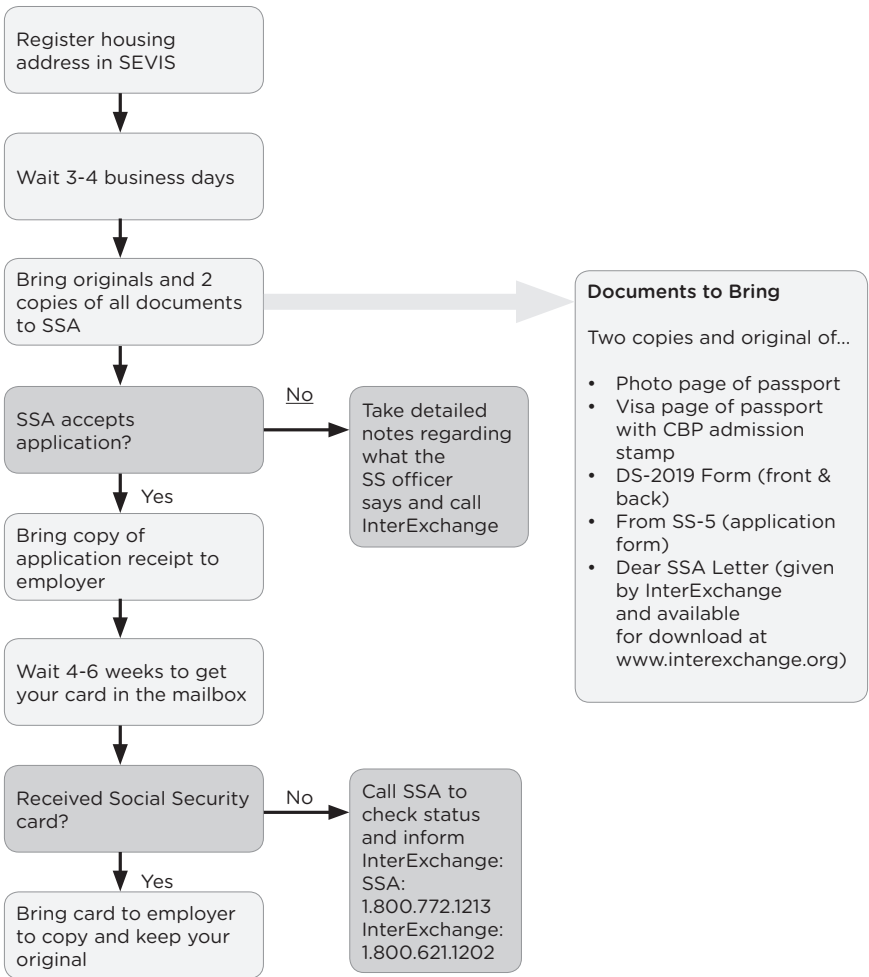
Form SS-4 (09-2009) of (09-2009)

Destroy Prior Editions

Page 3


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.



Employment Eligibility Verification

Department of Homeland Security
U.S. Citizenship and Immigration Services

USCIS
Form I-9
OMB No. 1615-0047
Expires 03/31/2016

▶ **START HERE.** 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 documents they will accept from an employee. The refusal to hire an individual because the documentation presented has a future expiration date may also constitute illegal discrimination.

Section 1. Employee Information and Attestation (Employees must complete and sign Section 1 of Form I-9 no later than the first day of employment, but not before accepting a job offer.)

Last Name (Family Name) DOE		First Name (Given Name) JOHN		Middle Initial	Other Names Used (If any)	
Address (Street Number and Name) 123 MAIN STREET			Apt. Number	City or Town OCEANVIEW	State NJ	Zip Code 12345
Date of Birth (mm/dd/yyyy) 01/01/1992	U.S. Social Security Number		E-mail Address example@example.com		Telephone Number 555-555-5555	

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):

- A citizen of the United States
- A noncitizen national of the United States (See instructions)
- A lawful permanent resident (Alien Registration Number/USCIS Number)
- An alien authorized to work until (expiration date, if applicable, mm/dd/yyyy) **09/15/2015** Some aliens may write "N/A" in this field. (See instructions)

For aliens authorized to work, provide your Alien Registration Number/USCIS Number OR Form I-94 Admission Number:

1. Alien Registration Number/USCIS Number: _____ OR _____

2. Form I-94 Admission Number: **69001933662**

If you obtained your admission number from CBP in connection with your arrival in the United States, include the following:

Foreign Passport Number: **ABC12345**

Country of Issuance: **UKRAINE**

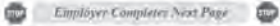
Some aliens may write "N/A" on the Foreign Passport Number and Country of Issuance fields. (See instructions)

Signature of Employee: **John Doe** Date (mm/dd/yyyy): **09/10/2015**

Preparer and/or Translator Certification (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.

Signature of Preparer or Translator:		Date (mm/dd/yyyy):	
Last Name (Family Name)		First Name (Given Name)	
Address (Street Number and Name)			City or Town
			State
			Zip Code



Form I-9 03/09/13 7c Page 7 of 9

Enter your DS-2019 end date located in box #3

Enter your I-94 admission number available at www.cbp.gov/i94

Enter your passport information

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, 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.

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.

WORK & TRAVEL USA

Home/Physical address in the USA

Home/Physical address in the USA

Please enter your U.S. Address on the right. (This is the place you are living.) P.O. Boxes are not allowed.

If you are living at a hotel, you must include your room number.

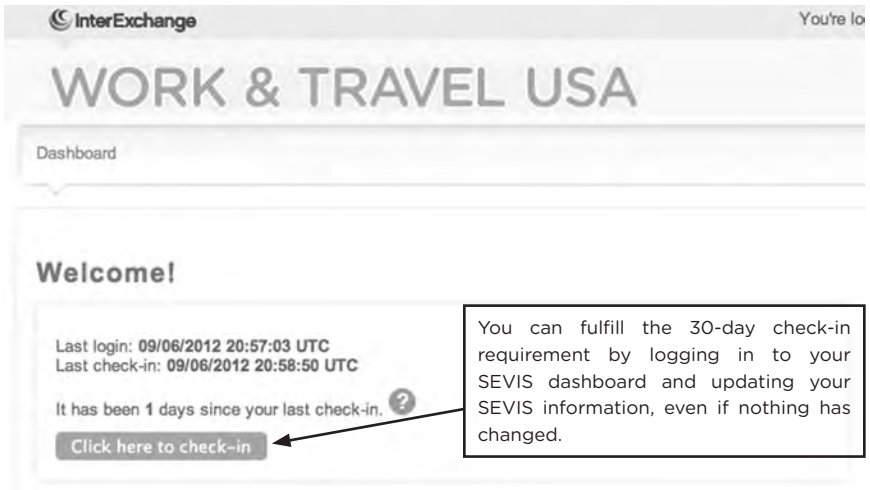
All fields are required unless otherwise specified.

Field	No Information on File	Update Information	Clear form
Street Address (no P.O. Boxes) * (This is where I live)	<input type="text"/>	<input type="text"/> <small>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: 456 Main Street If you are unsure of your housing address ask your employer or give us a call at 1-800-621-1202.</small>	<input type="button" value="Clear form"/>
Hotel/Dorm Room Number	<input type="text"/>	<input type="text"/>	
City *	<input type="text"/>	<input type="text"/>	
State *	<input type="text"/>	Alabama <input type="button" value="v"/>	
Zip Code *	<input type="text"/>	<input type="text"/> <small>This is the 5-digit postal code. Example: 10013</small>	
Primary telephone number *	<input type="text"/>	<input type="text"/> <small>Enter area code and phone number Example: 212-777-3456</small> OK to send SMS? <input type="radio"/> Yes <input type="radio"/> No Type: <input type="button" value="Select..."/>	
Secondary telephone number [optional]	<input type="text"/>	<input type="text"/> <small>Enter area code and phone number Example: 212-777-3456</small> OK to send SMS? <input type="radio"/> Yes <input type="radio"/> No Type: <input type="button" value="Select..."/>	
<input type="button" value="Cancel"/>		<input type="button" value="Continue"/>	

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. If you are living at a hotel or a hostel, please include your room number and the name of the hotel/hostel. If you are living in employer housing and your home address is the same as your work address, please write "Employer Housing."

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 3: You are required to contact InterExchange every 30 days.



The screenshot shows the InterExchange SEVIS dashboard. At the top, the InterExchange logo is on the left and 'You're lo' is on the right. Below the logo is the heading 'WORK & TRAVEL USA'. Underneath is a 'Dashboard' section. A 'Welcome!' message is displayed, followed by login and check-in timestamps: 'Last login: 09/06/2012 20:57:03 UTC' and 'Last check-in: 09/06/2012 20:58:50 UTC'. Below this, it states 'It has been 1 days since your last check-in.' with a question mark icon. A button labeled 'Click here to check-in' is highlighted with a grey background. A callout box with a black border contains the text: 'You can fulfill the 30-day check-in requirement by logging in to your SEVIS dashboard and updating your SEVIS information, even if nothing has changed.' An arrow points from this callout box to the 'Click here to check-in' button.

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



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 tell him or 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.

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 “nonresident alien” or “NRA” on the dotted line.
- ▶ 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.

Separate here and give Form W-4 to your employer. Keep the top part for your records.

W-4 Form Department of the Treasury Internal Revenue Service		Employee's Withholding Allowance Certificate		OMB No. 1545-0074 2015
▶ 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.				
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 withheld at higher Single rate Note: If married, but legally separated, or spouse is a nonresident alien, check the "Married" box.		
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)				S B NRA
6 Additional amount, if any, you want withheld from each paycheck				
7 I claim exemption from withholding for 2012, and I certify that I meet both of the following conditions for exemption: • 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.) ▶ <i>John Doe</i>				Date ▶ 06/10/2015
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 (2015)

Source: <http://www.irs.gov/pub/irs-pdf/n1392.pdf>

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:

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

A. 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.

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

A. 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.

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 of the year following the year wages were earned). 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 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.

Control Number		OMB No. 1545-0048	
9 Employer identification number 12-9876543		1 Wages, tips, other compensation \$4000.00	2 Federal income tax withheld \$210.00
6 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
23 Employer's federal routing slip 123-45-6789		9 Advance EIC payment	10 Dependent care benefit
7 Employer's name, address, and ZIP code 54321 DORMATORY RD COLLEGETOWN, STATE 54321		11 Nonqualified plan	12 Benefits included in gross
		13	14 Other
		15 State payments	16 Local payments
16 Date	17 Employer's state (U.S. use...)	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

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:

Department of the Treasury
Internal Revenue Service
Austin, TX 73301-0215
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.

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

2015

Department of the Treasury
Internal Revenue Service

Print clearly.
See
separate
instructions.

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.

1 Single nonresident alien 2 Married nonresident alien

Attach Form(s) W-2 or 1042-S here. Also attach Form(s) 1099-R if tax was withheld.

Enclose, but do not attach, any payment.

Refund

Direct deposit? See instructions.

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)(e)	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	
b	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	
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 8888 is attached, check here <input type="checkbox"/> b Routing number <input type="text"/> c Type: <input type="checkbox"/> Checking <input type="checkbox"/> Savings d Account number <input type="text"/> e If you want your refund check mailed to an address outside the United States not shown above, enter that address here.	23a	
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

Sign Here

Keep a copy of this return for your records.

Do you want to allow another person to discuss this return with the IRS (see instructions)? Yes. Complete the following. No

Designee's name ▶	Phone no. ▶	Personal identification number (PIN) ▶
Your signature		Date
Your occupation in the United States		

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.

Paid Preparer Use Only

Print/Type preparer's name	Preparer's signature	Date	Check <input type="checkbox"/> if self-employed	PTIN
Firm's name ▶	Firm's EIN ▶			
Firm's address ▶	Phone no. ▶			

For Disclosure, Privacy Act, and Paperwork Reduction Act Notice, see instructions.

Cat. No. 21534N

Form **1040NR-EZ** (2015)

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.

Note: InterExchange offices are moving in Summer 2015.

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. Your travel directions also include 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. If you take a taxi in New York City, make sure you take a TLC-licensed yellow cab. There are other taxi services available, but they may not be reputable and could overcharge you. 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.
- ▶ U.S. Department of State contact information:
Phone: 1.866.283.9090 (24 hours a day, 7 days a week)
Email: 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 accident and sickness 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

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 or local law requires a higher minimum wage, the higher standard applies. If an employer deducts housing or transportation from a paycheck, the FLSA requires that such deductions be voluntary and not include a profit to the employer or any affiliated person. Paying a student for the “season” or a set wage for a “week” is not permitted as per InterExchange policy.

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 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 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 USA 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.
- ▶ 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.

For helpful tips on biking, driving and walking safety in the United States, visit www.InterExchange.org/american-culture/safety-and-transportation

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
- ▶ 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. courts

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

For your safety, know the signs of human trafficking to make sure you don't become a victim: www.InterExchange.org/anti-trafficking

Chapter 10 - Frequently Asked Questions

10.1 Frequently Asked Questions

Q. What happens if I am injured when I am working?

A. 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.

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

A. 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!

Q. What if I have not received my Social Security card?

A. 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.

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

A. 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.

Q. What am I allowed to do on my time off?

A. 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.

Q. Can I get more than one job?

A. 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.

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

A. 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 (Monday – Friday, 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 can apply for a replacement card at the local Social Security Office. 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).

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

A. No, the CBP will record your departure electronically.

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

A. 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.

Q. How do I book my flight home?

A. 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.

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

A. 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 end date on your DS-2019 Form.

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

A. 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 or call directly: 917.873.5877.

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

Website: j1visa.state.gov/

Email: jvisas@state.gov

Helpline: 1.866.283.9090 (24 hours a day, 7 days a week)

FAX number: 202.632.2900

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! Don't forget to share your experience via social media using #IEXCulture!

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: www.facebook.com/InterExchangeJ1Alumni



 **InterExchange WORK & TRAVEL USA**

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