

WORK EXPERIENCE USA

2024 International Staff Handbook



CCUSA

Welcome to CCUSA's Work Experience USA Program

You are embarking on an adventure of a lifetime; an adventure that will have its high points and its low points. Participation in the Work Experience program requires an enormous amount of commitment and effort on your part if your experience is to be a positive one. CCUSA, both through our offices and partners in your home country and our office in the USA, will be there to guide and advise you along the way but we cannot make your program successful. ONLY YOU can achieve this.

Understanding the J1 Summer Work and Travel visa, its regulations as set out by the US Department of State and CCUSA Work Experience's program rules will help you achieve this success. Read all of our program and support material carefully to understand what your obligations are, what the program includes and what it does not. This handbook is located on our support website, Footprints, so you can refer to it both before you come and during your program in the USA. You must also attend our mandatory pre-departure orientation meeting in your home country to meet other Work Experience USA participants and to learn last minute information.

Our website www.ccusa.com and our support center, "Footprints", are invaluable sources of information for you, both before and during your program. Memorize your CCUSA ID Number, Your Footprints User Name and Password so that you can easily access this information. You must have your CCUSA ID number when you call the CCUSA office in the USA.

CCUSA ID #: _____

You will need this number when calling the CCUSA Office in the US.

FOOTPRINTS CCUSA'S MEMBER WEBSITE

User Name: _____

Password: _____

<http://footprints.ccusa.com/>

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Important Contact Information

WORK EXPERIENCE USA [a CCUSA program]

Telephone	1 888 449 3872 [US toll free] or 1 415 339 2740
Fax	415 339 2722
Address	901 E. Street, Suite 300, San Rafael, CA 94901
Email	workexperience@ccusa.com
Web	www.ccusa.com
Office Hours	7am to 3:30pm [US Pacific time]
Responsible Officer	Marielle den Hollander
CCUSA Info	http://footprints.ccusa.com

US DEPARTMENT OF STATE [responsible for the J1 programs]

Telephone	1 866 283 9090
Address	US Department of State Office of Designation Private Sector Programs Division ECA/EC/PS - SA-5, Floor 5 2200 C Street, NW Washington, DC 20522-0505
Email	jvisas@state.gov
Web	www.j1visa.state.gov

SOCIAL SECURITY ADMINISTRATION

Telephone	1 800 772 1213
Web	www.ssa.gov

SPRINTAX - CCUSA RECOMMENDED TAX SERVICE

Web www.ccusatax.com

INTERNAL REVENUE SERVICE [IRS]

Telephone 1 800 829 1040

Web www.irs.gov

US CITIZENSHIP AND IMMIGRATION SERVICES [USCIS]

Telephone 1 800 375 5283

Web www.uscis.gov

The CCUSA Work Experience Program

CCUSA Work Experience is a US State Department designated sponsor in the J1 category of summer work/travel. This visa allows international university students to travel to the United States during the equivalent of their summer university vacation time to work at a wide range of jobs anywhere in the United States.

The J1 Exchange Visitor Visa and Your Program

You are on a J1 summer work/travel visa sponsored by Camp Counselors USA/Work Experience USA. It will be valid for a specific period of time during the "summer" months in your country (May to October in the northern hemisphere, November to April in the southern hemisphere and February to July for a few "spring" countries). The Summer Work/Travel J1 visa dates you will receive are based on three sets of dates:

1. The official program dates for your country as set by the US Department of State. Your CCUSA country office will be able to provide these dates.
2. the length of your vacation break from university up to a MAXIMUM of four months. You are required to give CCUSA documented proof of your university break start and end dates. You will be held accountable for the break dates you provide as your visa and work dates will be based on these. No program dates will be assigned until you have provided proof of your university break dates.
3. Your own dates of availability which may be shorter than your official university break dates.

Please note: no participants will be given program dates outside of the official program dates for their country, regardless of the length of their university break dates.

Every J1 exchange visitor program has an "activity" that defines the visa and must be pursued by a participant in order to remain active on the program. For the Summer Work/Travel visa that activity is employment within the limitations of the visa. You must be working to participate and remain active on the visa.

Please be aware that you are not legal to work in the following positions on this visa:

1. one that could bring notoriety or disrepute to the Exchange Visitor program
2. in positions that are NOT seasonal or temporary in nature
3. in positions that do not provide opportunities for participants to interact regularly with U.S. citizens and experience U.S. culture during the work portion of their program.
4. in sales positions that require participants to purchase, with their own funds, inventory that they must sell in order to support themselves and that are substantially commission- based and thus do not guarantee at least minimum wage
5. in domestic help positions in private homes (e.g. child care, elder care, gardener, chauffeur, maid or housekeeper)
6. as pedicab or rolling chair drivers or operators (this includes any human-powered vehicle regardless of design or name)
7. as operators or drivers of vehicles or vessels for which a driver's license is required, regardless of whether or not the vehicle carries passengers or not

8. in positions related to clinical care that involves any sort of patient contact
9. in ANY position in the adult entertainment industry (including, but not limited to jobs with escort services, adult book/video stores and strip clubs)
10. in positions requiring work hours that fall predominately between 10:00pm and 6:00 am
11. in positions declared hazardous to youth by the Secretary of Labor at Subpart E of 29 CFR part 570. (see your Footprints account for these documents)
12. in 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, any cosmetology positions). Hotel housekeeping positions are permitted if the participants use general purpose utility gloves, i.e. rubber household gloves.
13. in 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
14. in positions involved in gaming and gambling that include direct participation in wagering and/or betting
15. in positions in chemical pest control, warehousing, catalogue/online order distribution centers
16. in positions with travelling fairs or itinerant concessionaires or any work activity that does not allow participants to have permanent living addresses
17. in positions for which there is another specific J category (e.g. camp counselor, intern, trainee)
18. in positions in the NAICS Goods-Producing Industries occupational categories industry sectors (see your Footprints account for a list of these industries)
19. in jobs involving the operation of power-driven woodworking machines, hoisting machines, including fork lift trucks, power-driven metal forming and shearing machines.
20. in jobs involving meat processing of any kind, including slicing machines in delicatessens.
21. in jobs involving use of industrial baking equipment.
22. in jobs in the construction industry including carpentry work, roofing, wrecking or demolition and excavation.
23. in jobs involving use of paper-product machines, such as those used at printing companies.
24. in jobs as an Ocean Life Guard.

The State Department can add additional jobs to this list at any time which might require you to locate a new job in order to be in compliance.

Your DS2019 form is proof that you are authorized to work in the United States. The DS2019 validates your J1 visa. Do not lose this form. You should show this form to your US employer as proof of your eligibility to work in the US for the dates on the form.

Your category of the J1 visa [summer work/travel] CANNOT be extended past your break end date. There are no exceptions! As a J1 visa participant, you are expected to return home to share your knowledge of American culture with friends and family members in your home country. Likewise, you should try to share your culture with Americans. By sharing your culture, you are educating Americans about different areas of the world and broadening their overall knowledge regarding places and people different from themselves. Be aware of this responsibility at all times.

At the end of your J1 visa dates, the USCIS allows a 30-day grace period to allow you to prepare for your departure, including time to travel WITHIN the United States. You may not work during this 30-day grace period, and must leave the US at the end of the 30 days.

Please note: You may NOT be eligible for any or all of this 30 day grace period if:

1. your university classes will start before the conclusion of the grace period. The Summer Work/Travel visa requires that you return home by the first day of your university classes.
2. the US embassy in your country mandates your return by a specific date.
3. you do not successfully complete your J1 visa program in the US or are terminated from the program by CCUSA for breaking our program rules or State Department regulations for the visa.

While on your 30 day grace period, you are no longer under the auspices of CCUSA Work Experience or the US Department of State. During these thirty days you are in the US under the authority of the Department of Homeland Security.

Remember: The impression people have of you will automatically apply to your home country—represent yourself responsibly! The J1 visa is a privilege and NOT a right. It comes with obligations and responsibilities on your part.

State Department Regulations and CCUSA Program Rules for the Summer Work Travel J1 Visa

As a Work Experience USA participant and a J1 exchange visitor, you must follow both the regulations of the summer work/travel program as set by the US Department of State and the rules of CCUSA.

State Department regulations for the Summer Work Travel J1 visa include:

- validate your participation on the program by confirming your physical address and site of employment through CCUSA's Footprints website within 10 days of the start date on your DS2019 form (not your arrival into the US)
- keep CCUSA fully informed of your physical address in the US and your employer information. You must inform us of any changes in your whereabouts and employment within 10 days of the change. This includes any time you leave the US while still active on the J1. Failure to do so will result in the termination of your CCUSA Work Experience program.
- Check in with CCUSA every 30 days as required by the State Department regulations. You will be required to confirm your US address and your US employer as well as answer specific questions every 30 days through our on-line Check-In procedure. Failure to do this within the required time frame will result in the termination of your CCUSA Work Experience program as required by State Department regulations.
- do not engage in unauthorized activities (these include any of the positions or categories of employment listed in prohibited jobs section above) OR in any job not verified by your sponsor (CCUSA Work Experience)

- pursue the program activities. You must be working while in the US, except during any 30-day grace period for which you may be eligible. If you are a citizen of a country allowed to travel to the US without a pre-arranged job, you must locate a job within 7 days of the start date on your DS2019 form or the date you arrived in the US, whichever is earlier. If you cannot locate a job within this time, you must contact CCUSA immediately. **Remember:** once your job is verified (either before or after arrival in the US), you are NOT allowed to leave that job without the permission of CCUSA.
- pursue the required cultural activities. CCUSA and/or your employer will provide you a list of cultural activity options located in your area. You are required to engage in at least one cultural activity every week in order to remain active on the program. You will need to report on these activities in your 30 day check-in.
- maintain the required health insurance coverage while in the US. You must be covered by an insurance policy the entire time you are working in the US. CCUSA requires that all participants take the approved insurance for your country for at least the dates on the DS2019 form. We strongly advise that you extend this insurance coverage to include all the time you will be living or traveling in the United States.
- do not commit or be convicted of a crime while in the US. An arrest does not always lead to a conviction. While your case is being considered by the US legal system, your visa will remain active (up until the end date on your DS form), provided you keep CCUSA informed of your situation.
- do not violate any of the State Department regulations for the summer work/travel program. A full copy of the program regulations may be found at www.state.gov or on Footprints.

Follow all the CCUSA program rules, including:

- keep CCUSA fully informed of your program status. If there are changes to your dates of availability or your address, phone number or email, please notify your CCUSA Country Representative immediately. If you decide to cancel from the program, you must inform CCUSA in writing. Cancellation fees will apply depending upon when you cancel. Please refer to the CCUSA Program Agreement you signed when applying for the program for details.
- attend the mandatory pre-departure orientation session in your home country – even if you have been on the program before
- arrange for an email address where CCUSA may be in touch with you at any time. You must check this email both before and during your program at LEAST once a week. [See trip preparations for suggested email sources.] We also encourage you to buy a mobile phone for use in the US and provide this number to CCUSA.
- respond to all emails and phone calls from CCUSA while in the US
- keep CCUSA informed of any problems you encounter during your program in the US. These could include problems with your employer, housing or health.
- do not leave a US employer without discussing the situation with CCUSA, regardless of what your CCUSA program option is. You must follow all procedures for requesting a change in employer. Please see the Working in the USA section for details on these procedures.

Consequences of Violating Program Regulations

If you fail to keep us informed of your whereabouts in the US or violate any of the program regulations and rules, CCUSA's sponsorship of your J1 summer work/travel visa **WILL** be terminated and you will be required to leave the United States immediately. The SEVIS system will record your status as "terminated" if you violate the program rules. "Terminated" statuses will affect your future ability to obtain visas to the United States. Employers will be informed that you are no longer legal to work in the US and your insurance coverage may be cancelled.

Work Experience USA Program Options

Placement by CCUSA Work Experience

CCUSA's Work Experience USA offers the placement option to those participants who do not want to search for their job in the USA. For the more flexible participant who does not have any pre-conceived ideas about the job and place where they will work, this option is ideal. CCUSA will do all the work for you.

Please note: If your university break dates are shorter than the requirement of our placement option (minimum 12 weeks), there will be fewer employers willing to hire for such a short time. The main goal of CCUSA will be to find a job suited to your skills and English level. We may be unable to fulfill all of your preferences for a specific type of placement. You must be willing to accept the placement we find for you or change your option to independent/self-placement.

Job Fair Placements

In some countries, CCUSA will bring employers to hire participants directly. If your country offers this option, you will be able to sign up to interview with a specific employer. The employer will interview you and make hiring decisions at the fair. If you are not hired, you can change to the placement (if the deadline has not passed) or independent option.

The Placement Process

Once you have been interviewed and are accepted to the Work Experience USA program, you will complete a document relevant to the type of placement available in your country.

Your application will then be forwarded to the placement staff in the United States who will begin working to secure a job for you with one of CCUSA's placement employers. **Remember:** The employer makes the ultimate hiring decision.

Congratulations – You Received a Placement!

When an employer hires you, a Job Placement Form is provided containing information about the job position, wage, employer contact information, housing and travel instructions. You will either receive an email or your CCUSA country office will let you know this form is available through your Footprints account.

When you receive your Job Placement Form, please review it and sign the bottom [indicating you are accepting the job], then upload it through your Footprints account or return it to your country office. Your employer needs to be informed of your acceptance within 1 to 2 weeks of when the offer is made and your DS2019 form cannot be printed until you do this.



The Job Placement Form is not a contract. It is information provided by employers to assist you in making a decision regarding a job offer and is subject to change. Please read this offer carefully and make sure you want to abide by the conditions.

Seasonal work conditions such as your work start date, the number of hours per week you will be given and even your job position can be greatly impacted by the weather and other factors that affect business.

Your New Employer

The Job Placement Form does give detailed information about your new employer. If you have additional questions, you should email the “Primary Employer Contact” listed on the form. Please be patient while waiting for a response. If the employer has a website, you will find additional information there. The CCUSA Office or Representative in your country may be able to assist you with general questions and concerns about the program, but if you have specific, job-related questions, contact your employer directly.

The housing section of the Job Placement Form will indicate whether or not housing is offered by the employer and explain what is required to secure housing. Please read your Job Placement Form carefully and follow any instructions and additional information provided about securing employer provided housing.

If your employer does not offer housing, you should begin to research the housing options in your employer’s community NOW! Your CCUSA Footprints account has extensive information and tips on how to find housing. We also offer online housing resources through our CCUSA Culture Club website at: www.ccusacultureclub.com.

Once you have your placement, you should also start to plan your travel arrangements. You MUST arrive at your employer in time to start work on the first day of your job offer. If you do not report to work on the required date, your job may be forfeit. If you need to change your arrival date, you MUST contact CCUSA and your employer. We must have written proof that your employer has agreed to the change in start date. Failure to follow these steps may result in the cancellation of your job offer. Under these circumstances, CCUSA will NOT replace you with another employer and you will not receive a refund if you decide to cancel.

Independent - you find your own job in the US

If you registered for the Independent program, you must secure a job on your own. Your CCUSA Footprints account has lots of information to help you do this. Please refer to this information for more details.

State Department regulations for the Summer Work/Travel J1 visa require that most participants MUST have a job offer before their DS-2109 form can be issued.

Participants from countries who are NOT on the US Visa Waiver Program list must present a job offer to CCUSA by the deadline listed in your program agreement.

Only participants from the following countries which are part of the US government’s Visa Waiver Program (VWP) are exempt from this regulation. At the time of printing the Visa Waiver Program countries are:

Andorra	Estonia	Italy	The Netherlands	South Korea
Australia	Finland	Japan	New Zealand	Spain
Austria	France	Latvia	Norway	Sweden
Belgium	Germany	Liechtenstein	Portugal	Switzerland
Brunei	Greece	Lithuania	San Marino	Taiwan
Chile	Hungary	Luxembourg	Singapore	United Kingdom
Czech Republic	Iceland	Malta	Slovakia	Poland
Denmark	Ireland	Monaco	Slovenia	Croatia

If you are NOT a citizen of one of the countries listed above, then you MUST provide a completed CCUSA Independent Job Offer form before CCUSA will review your application, accept you, verify your employer and process your DS-2109 form to apply for the J1 visa. You must hold citizenship (passport) from one of the countries listed above to have this regulation waived.

Even though citizens from these countries are allowed to enter the US without a pre-arranged job, CCUSA does NOT recommend that any participant travel to the USA without one. You cannot work for any employer who has not been verified by CCUSA and meeting all the requirements for the verification can be difficult for many employers. In addition, while US employers are permitted by law to hire someone who has proof they have applied for a Social Security card, MANY DO NOT want to do so. It will be your responsibility to support yourself while looking for employment. If you do decide to travel without a job offer, you must provide CCUSA with proof that you have a specific amount of funds in order to support yourself while you look for a job.

If you are allowed to travel without a job offer, you MUST submit an Independent Job Offer form to the CCUSA US office once you are in the US but NO later than 7 days after your arrival in the US.

Please note: every participant on CCUSA's Independent Option MUST provide an Independent Job Offer form to CCUSA – either before departure or after arrival. Failure to do so can affect your status on the CCUSA program.

What to Look for in an Employer

Not all employers you might find will be approved by CCUSA through the verification process so you need to carefully choose your employer.

1. Will the employer complete the CCUSA Independent Job Offer form? If the employer refuses or will not provide all the required information, you should move on and find another employer. A refusal to provide the information is usually a sign that the employer is not in compliance with US Federal or State Employment Laws.
2. Is the employer going to pay you as an employee on the company's payroll and take out the appropriate taxes? If the employer says no, you cannot work for this employer. Some employers will say that they are going to pay you as an independent contractor but very few jobs that you would be eligible for will qualify for this status. Any employer who says they will pay you in cash will NOT be approved by CCUSA.
3. The employer says they will not pay you until you have a Social Security card/number. It is not legal for an employer to allow you to work and NOT pay you for this work on the same schedule as employees with a Social Security number at the time of hire. CCUSA will not approve an employer who wants to do this.
4. The employer wants you to work in a job that is prohibited by the State Department regulations (please see page 6 for a list of the jobs that you are not allowed to hold).
5. Does the employer understand the Summer Work/Travel program and the obligations of the employer? Will they be available for contact from CCUSA – both during the verification process and the program?
6. Can they provide CCUSA with a copy of their current business license and their Worker's Compensation Insurance coverage? If not, we will not approve the employer.

Job Offer Verification

When CCUSA receives a job offer from an Independent Option participant, we contact the employer listed to verify that the job offered meets all of CCUSA's requirements and the State Department regulations for the Summer Work/Travel program. The job offer you give us must meet the following requirements:

1. The company is legally organized and able to pay you under the labor and tax laws of the US. One way we determine this is by the Employer ID Number or Tax ID Number that the employer MUST list on the job offer form. The employer is able to provide a current copy of their license or certification to do business. We will also verify the company's legal status with the state in which they are registered to do business.
2. The employer will pay you the minimum wage required by that state. Job offers that do not meet this will be rejected. CCUSA will not accept jobs that are based only on commissions.
3. The employer has and can provide the details of their worker's compensation insurance policy OR the law in the state in which they are doing business which exempts them from this requirement. For those required to carry worker's compensation insurance, CCUSA must have a copy of the cover page of the policy.
4. The employer will pay you directly and is not a third party, including staffing agencies who do not control all aspects of the work (hiring, wage payment, worker's compensation insurance coverage, supervision and control of the work place).
5. The employer's information as presented on the job offer matches the employer's public information in the US, such as listings on the website and in local directories. If there are any differences in this information, CCUSA will contact the employer through their publicly listed information for verification.
6. The employer is not on the list of prohibited jobs and the position offered does not jeopardize your health, safety and welfare. In general, CCUSA will not approve a job that changes the working place every day, such as moving companies, catering companies.

If the verification process confirms the information on the job offer provided, CCUSA will approve the job offer and inform your CCUSA office.

If the verification process does not confirm the information on the job offer provided, CCUSA will require that you provide a new job offer within a specific time frame. You will also be required to pay a job verification fee for CCUSA to verify this second job offer. Your program agreement lists the cost of this fee.

CCUSA does reserve the right to limit the number of job offers we will verify for one participant. If the first job offer cannot be verified you may be allowed to present one additional job offer depending upon why the first job was not verified.

If your job offer cannot be verified because it is not legitimate, your participation in the CCUSA program will be cancelled with no return of your program fees if you have not yet travelled to the US. If you are already in the US, CCUSA will withdraw our sponsorship of your J1 visa and no refund will be given.

If you decide to change employers before you travel to the US or once in the US, CCUSA will charge you a job verification fee of US\$50. Please refer to your program agreement for full details.



CCUSA STRONGLY discourages you from using third parties in your home country to find and/or purchase a job offer. We take no responsibility for any money that you might lose by doing this. If you do use a third party to locate your job, you **MUST** contact your employer directly to confirm that they have offered you a job. You will be asked for proof of this contact before your job offer will be accepted. If you do not do this and your job offer proves to be “fake”, you will be cancelled from the program and cancellation fees will apply.

Preparations for Your J1 Summer Work/Travel Program

Apply For a Passport Today [if you do not already have one]

Find out how long it takes to process an application for a passport in your home country. You won't be allowed to process your visa papers or enter the USA without a passport. Contact your CCUSA Country Office if you need assistance. If you already have a passport, make sure it is valid for at least 6 months after your scheduled return date.

Confirm your biographical information for your DS2019 Form

The CCUSA Representative in your country will instruct you to go to your Footprints account to confirm the personal information that will be printed on your DS2019 form. Please carefully check this information to make sure that your name is listed exactly as it appears on your passport and that your birth date is correct. Once you confirm this information and your DS2019 is issued, you will have to pay a fee to have the form re-issuance to correct any mistakes you missed.

Apply For Your J1 Visa as Soon as You Receive Your DS2019 Form

You need to obtain your J1 Exchange Visitor Visa in order to work in the United States. This visa must be obtained before leaving your home country. The US government does charge a visa-processing fee and a SEVIS Tracking System fee. These fees are non-refundable. Your CCUSA Representative will give you information on how the SEVIS fee must be paid. You must have the receipt proving payment of the SEVIS fee before you go to the embassy for your interview. Your CCUSA Representative will also know the latest visa processing information and fees. To obtain your visa you will need:

- A valid passport [valid for at least six months beyond your proposed US stay]
- One passport sized photo [Check with your CCUSA local office as to the size required]
- Form 160 [Your CCUSA local office will have more information about how to complete this form]
- Form DS2019 [CCUSA will provide this form] You must sign the bottom of the form, under the "Exchange Visitor Certification" section and write in the place where you have signed it, i.e. Warsaw, Poland and the date of signing, in month, date and year format.
- SEVIS Form I-901 [the form that proves you have paid the US\$35 Sevis fee]
- In some countries you need to have proof of acceptance to the program [or a copy of a return ticket]

Even though you should have carefully checked your personal Information before your DS2019 was issued, before applying for your J1 visa, check once again that the information printed on the form is correct. Once the visa is issued, it cannot be changed until you are in the US and your visa has been validated in SEVIS. If any information is incorrect please notify your CCUSA office.

The US government has extensive security measures, including the requirement of personal interviews that make the visa process an extended one. **DO NOT DELAY** applying for your visa or you may not be able to obtain a visa in time to participate in the program.

DS2019 Form and the J1 Work/Travel Visa

After you receive your visa from the US embassy, check it carefully to make sure it is valid for the full term of your visa dates. Embassies and Consulates have been known to make mistakes.

Give CCUSA Your Email Address

It is a program requirement that you have a working email address so CCUSA can communicate with you both at home and once you are in the USA. If you have access to the internet, you can obtain a free e-mail account from one of the following web sites:

Hotmail	www.hotmail.com
YAHOO	mail.yahoo.com
Google mail	www.gmail.com

Or try www.emailaddresses.com. This site lists over 1000 free e-mail providers both alphabetically and by language. The addresses are short and easy to remember and you can access your e-mail at the same address - so long as you have internet access - from anywhere in the world.

CCUSA prefers you secure an e-mail address from one of the above free e-mail accounts. Otherwise we may have issues contacting you throughout your time on the program. E-mail will be our primary form of communication with you when you are in the USA.



CCUSA will send you important information via email while you are in the USA on the program. You are REQUIRED by program rules to check the email address you provided while on the program. Failure to do so can mean that you will miss many important messages from CCUSA and may mean that you fail to perform required tasks in order to keep your J1 visa in good standing.

Attend the CCUSA Pre-departure Orientation Session

To help prepare for your work experience, you must attend the mandatory orientation meeting in your home country. You will meet other Work Experience USA participants and learn useful tips that will help you make the most of your time in the USA. This orientation will cover vital information, including the following topics:

- Social Security—CCUSA will tell you how to locate the nearest Social Security office to your final destination in the United States.
- Information about validating your visa
- Program Rules
- Tax information
- US labor laws
- Money

- Insurance
- Housing
- Contacting Work Experience USA

Please note: ALL participants are required to attend a pre-departure orientation, regardless of how many times you may have participated on the program. Failure to do so will result in the cancellation of your program with no refund.

Making Travel Arrangements

After finding or receiving your job placement, you will need to arrange your travel to the US [US domestic and international]. Arrangements must coincide with the date your employer has requested you arrive to work. Failure to arrange your flights to coincide with the start date on your job offer can result in the loss of your job offer. If you are a Placement or Job Fair participant, CCUSA is NOT responsible for finding you another job or giving you a refund on your placement fees if this happens. Do not go to work before your assigned start unless authorized by your employer. Once your itinerary has been confirmed, you should enter the details on your Footprints account.

For all jobs, you must consider the cost of getting to the employer, whether they be a CCUSA placement employer or an independent one you located on your own. Do NOT accept a job offer if you are not prepared to pay the cost of traveling to that employer. **Remember:** failure to go to your verified employer will result in the termination of your CCUSA Work Experience program.

Packing Tips

Pack as light as possible! Most airlines now charge additional fees for all baggage checked. Call your airline to find out their baggage allowance. Make sure all your luggage is clearly labeled with your name and both your home and work address inside and out.

There are some very important items all participants must bring and we recommend that you pack them in your carry-on bag.

- Valuables [jewelry, money, camera]
- Passport with J1 Visa and DS2019 form. The safest place for these documents is in a travel pouch close to your body [you should make copies of your passport, visa and DS2019 form before leaving home. Keep one copy in a different piece of luggage, and leave a copy in your home country with a relative or close friend].
- Flight ticket and other travel passes
- Employer's information and Job Offer letter
- Insurance Card and information (download from your Footprints account. You may need to ask your country office to provide insurance documentation if it is not available through Footprints.)
- Contact information for CCUSA Work Experience in the US. You may need to contact CCUSA if there are any issues at the border so make sure you have our toll free phone number: 1 888 449 3872.

The Day of Departure

Double-check to make sure you have everything you need. You don't want to arrive at the airport without your passport, DS2019 form and your ticket! Make sure you arrive at the airport in plenty of time to check in and go through the security procedures. Check your bags all the way through to the US, otherwise you will need to pick up your bags wherever you might change airplanes.

COVID-19

COVID-19 is an ongoing global pandemic of Coronavirus Disease 2019, which is caused by severe acute respiratory syndrome coronavirus 2 (SARS-CoV-2).

Widespread vaccination for COVID-19 is a critical tool to best protect everyone, especially those at highest risk, from severe illness and death. People who are fully vaccinated can safely resume many activities that they did prior to the pandemic.

Your J1 Summer Work/Travel Program

Arriving in the USA

You will have to pass through US Customs and Border Patrol and immigration upon your arrival to the US. Make sure you are carrying the following documents on your person. You will have to include proof of your vaccination record for COVID-19. Do not check them in your baggage! If your baggage is lost or delayed, you will not be able to show the documents to the Customs and Border Protection Officer and, as a result, may not be able to enter the United States.

Documents You Should Carry on Your Person

- Passport with nonimmigrant J1 visa
- SEVIS Form DS2019
- COVID-19 Vaccination Card/Record/QR Code
- If you are entering the United States for the first time on your visa, you should have a Form I-901, Receipt Notice or internet Receipt verifying SEVIS Fee payment.
- Evidence of financial resources.
- In addition, it is recommended that you also carry the following documents:
 - Evidence of Student/Exchange Visitor status
 - Name and contact information for Responsible Officer [RO] at your intended program.

You can help insure that you will be allowed to enter by making sure you understand your J1 visa program and have contact details for CCUSA Work Experience.

1. You are on the Summer Work/Travel J1 exchange visitor program.
2. Camp Counselors USA/Work Experience USA is your sponsor. This is the name of our company as it appears on your DS-2019 form. Some immigration officers may only see the “camp counselors” part and want to know why you are not working at a camp. Be sure to point out to him/her that the J1 category is Summer Work/Travel and NOT camp counselors.
3. If the immigration officer has questions about your J1 program, you should ask them to contact CCUSA for answers. Our toll free number is 1 888 449 3872. We can also be reached on 1 415 339 2740. If it is after our office hours (Monday through Friday from 7am to 3:30pm Pacific time), you or the immigration officer should say that is an emergency.



CERTIFICATE OF ELIGIBILITY FOR EXCHANGE VISITOR (J-1) STATUS

1. Family Name: GONZALEZ GALLAGHER		First Name: MARIELLE		Middle Name:		Gender: MALE		ID Number: N0005604373			
Date of Birth (mm-dd-yyyy): 03-22-2009		City of Birth: LEON		Country of Birth: PERU		Citizenship Country Code: PE		Citizenship Country: PERU			
Legal Permanent Residence Country Code: PE		Legal Permanent Residence Country: PERU		Position Code: 215		Position: UNIVERSITY UNDERGRADUATE STUDENTS					
Primary Site of Activity: #1 Snowshoe Drive Snowshoe, WV 26209											
2. Program Sponsor: Camp Counselors USA/Work Experience USA		Exchange Visitor Program Number: P-4-05533									
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): 12-16-2008 To (mm-dd-yyyy): 03-22-2009				4. Exchange Visitor Category: SUMMER TRAVEL/WORK							
				Subject Field Code: 32 - 0101		Subject Field Code: X					
5. During the period covered by this form, the total estimated financial support (in U.S. \$) is to be provided to: Personal Funds : \$709.09 Total : \$709.09											
6. U.S. DEPARTMENT OF STATE / DHS USE OR 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 (ENCLOSURE 0477).				7. Marielle den Hollander Name of Official Preparing Form 2330 MarineShip Way Suite 250 Sausalito, CA 94965 Official or Alternate Responsible Officer						Responsible Officer Title 415-339-2728 Ext. 46 Telephone Number 05-02-2008 Date (mm-dd-yyyy)	

CCUSA Work Experience's "official name" with the State Department

The category of J-1 exchange visitor program is Summer Work/Travel and NOT camp counselors.

CCUSA's phone number in the US. Our toll free (no cost) number is 1 888 449 3872.

Form I-94 Arrival - Departure Record

If you arrive in the US by air or sea, the I-94 Arrival/Departure Record will be issued electronically and not in a paper form. The immigration officer will give you instructions on how to print a paper copy through a website: www.CBP.gov/I94.

The I-94 form is EXTREMELY important for your stay in the US as you will need the paper copy to apply for the Social Security card and to prove to your employer that you are legal to work in the US.

Upon arrival at the port-of-entry, proceed to the terminal area for arriving passengers for inspection. As you approach the inspection station, ensure that you have: passport, SEVIS Form DS2019; and, CF-6059 Customs Declaration Form available for presentation to the CBP Officer.

Like all entering visitors, you will be asked to state the reason you wish to enter the United States. You will also be asked to provide information about your final destination. It is important that you tell the CBP Officer that you will be an exchange visitor. Be prepared to include the name and address of the exchange visitor program in which you are participating (CCUSA Work Experience's Summer Work/Travel program).

- Once your inspection is complete, the inspecting officer will:
- Return the SEVIS DS2019 Form.
- Likely stamp your passport with an admission stamp.
- Give you instructions for printing your electronic I-94 form at the CBP website.

Do NOT leave the immigration area UNLESS you have your DS2019 form, passport and these instructions.

Please note: The J1 visa stamped in your passport does NOT guarantee your entry into the United States. The immigration officer at the border makes the final determination of whether you will be allowed to enter the US.

The Importance of Your J1 Visa Documents

We cannot stress enough how important it is that you keep the following documents in a VERY SAFE place:

- Your passport – the J1 visa stamped in your passport
- Your DS2019 form – stamped by US Immigration

Losing either of these or NOT have your passport and/or your DS2019 when you enter the US can result in a long delay in the start of your CCUSA Work Experience program. If you lose either of these before you apply for your Social Security card, you will not be able to apply until they are both replaced. During this time, you will not be able to work and will have to support yourself with funds you had when you entered the US.

If you lose your passport, contact your country's embassy in the US (see embassy section at the back of this handbook) IMMEDIATELY. CCUSA cannot help you with the replacement of your passport - only your country's embassy can. Your replacement passport will also not have the US Embassy or US immigration stamps. The Social Security Administration may not accept your application because of this.

If you lose your DS2019 form or fail to bring it to the US with you, contact CCUSA during our office hours. We can provide you with another form with an official signature which will allow you to apply for Social Security or fulfill the requirements of the I-515 form.

Remember: your I-94 form is now issued electronically. US immigrations will give you instructions on how to obtain a printed copy by going to "<http://www.CBP.gov/I94>" www.CBP.gov/I94

Secondary Inspection Requirements

If the inspector cannot automatically verify your information or you do not have all of the required documentation, you may be escorted to an interview area known as "secondary inspection." Secondary inspection allows inspectors to conduct additional research in order to verify information.

It is recommended that you have readily available the name and phone number for CCUSA Work Experience (1-888-449-3872) in case your admission/participation needs to be verified. This information is also located in the beginning of this handbook.



Failure to provide your DS-2019 and to comply with entry/exit procedures is cause to refuse the exchange visitor admission into the United States. In limited circumstances, if an exchange visitor is mostly, but not fully in compliance, he/she may be issued a Form I-515A, Notice to Student or Exchange Visitor. This form authorizes temporary admission for 30 days into the United States and requires the exchange visitor to take immediate action to submit proper documentation. Noncompliance with the directions contained on these forms can result in future adverse action. If this happens to you, go to your Footprints account at the first opportunity and download the documents about this. You should also contact CCUSA during regular business hours to let us know.

Next, pick up your luggage and proceed to the Customs Counter to have it inspected. You will need to give the customs officer your Customs Declaration form at this time. Once you are through customs, look for the exit.

Travel to Your Employer

You are responsible for your own transfer from the arrival airport to your employer. If you are on the Work Experience USA placement program, refer to the second page of your Job Placement Form "Travel to Your Employer" for the best and least expensive methods of travel. If you are an independent who located your own job, you will need to ask your employer for advice on the best way to get there. Hopefully you researched and/or booked your domestic travel from your home country. It is a good idea to call your employer from your arrival airport to confirm your arrival day and time.

The SEVIS Tracking System and Validating Your Program

As part of the J1 exchange visitor program, the US Department of Homeland Security [DHS] requires that your sponsor, CCUSA, always have up to date information you. This system also gives us the ability to immediately change the status of a participant if that participant violates program regulations or rules in any way.

Validating Your Visa

The first thing you should do when your VISA begins is to give CCUSA the details of your living address and confirm or provide your employer information.



It is not possible for you to validate your visa before the start date on your DS2109 form.

To do this, you **MUST** have access to the internet. Go to <http://footprints.ccusa.com>. You must have the User Name and the Password that you created when you first applied to the program. Once you have logged on, follow the links to validate your visa and the instructions.



It is YOUR responsibility to contact CCUSA with this information. While we will contact you via email or your employer if you have not provided this information, it is ultimately your responsibility to contact us once you have arrived at your employer in the USA.

WHAT INFORMATION DO WE NEED?

1. The address where you are living, a US telephone number and the email address you will be using while in the US. Your living address is the address where you are sleeping every night. It cannot be:
 - a. a Post Office box number
 - b. the CCUSA USA office address
 - c. your employer's address unless your employer is providing housing at that address. If your address is the same as the employer's address, we will need a room number, building name or some other way to distinguish your living address from your employer's address.
2. If you are an Independent Option participant who travelled to the US WITHOUT a pre-arranged job, you should also enter your employer's name, address, telephone number if you have located one at the time you validate your visa.



You can validate your visa without giving us an employer IF you do not have a job when you first arrive in the US. However, you MUST work while on this visa so you will need to return to the website and provide your employer information as soon as it is available BUT NO LATER THAN 7 DAYS AFTER YOU HAVE ARRIVED IN THE US. You also MUST provide an Independent Job offer.

3. If you are a placement or job fair participant or an independent participant who provided a job offer before leaving your home country, we already have your employer address so you do not need to enter this information on Footprints.

WHAT IS A US ADDRESS?

A US address should contain:

- a street name and the number of the building: 123 Hill Street
- if you live in an apartment, you would need to include the apartment number: 123 Hill Street, Apt 3B
- a town and state name: York, Pennsylvania
- a zip code: 23466

A complete address would be: 123 Hill Street, Apt 3B
York, Pennsylvania 23466

To validate your visa, your address information MUST be complete or you cannot be validated. Your Footprints account will guide you through the process. You just need to have your complete address information to complete the process.

WHEN DO YOU HAVE TO VALIDATE?

You must validate for the first time no later than 10 days from the starting date on your DS2019 form but we recommend that you validate as soon as you arrive at your final destination in the US. You MUST validate your visa before you apply for the Social Security number or they will not accept your application. After the initial validation, you must revalidate any time you change your living address. You must do this within 10 days of the change. Failure to do so can result in the termination of your CCUSA Program.

Communicating With CCUSA

As the sponsor of your J1 visa, Work Experience USA is required by the State Department to know your whereabouts while on our program. It is your responsibility to ALWAYS keep us informed of where you are working and living.

CCUSA will send you emails during the program to remind you about:

1. validating your visa
2. completing your 30 day check-ins. Approximately every 30 days, the program regulations require that you check-in with CCUSA to confirm where you are living and working and answer a series of questions about your activities. If you do not check-in as required, we will try to reach you through your employer or any US phone you have provided. **Please note:** if any of the US contact and employer information you provide us is not correct, you are jeopardizing your program status with CCUSA. We will give you an opportunity to provide correct information but failure to do so can result in CCUSA's withdrawal of our visa sponsorship. Failure to successfully complete the check-in process every 30 days can result in a terminated status in SEVIS.
3. if you are on the Independent option and were allowed to travel without a pre-arranged job offer, providing information about your employer and a CCUSA Independent Job Offer. If you did not give CCUSA a job offer before you departed for the US, you are required to provide one once you are in the US CCUSA will send you emails to remind you of this. You **MUST** respond to these emails and inform us of your situation.
4. complete the required Cultural Activities and document these through your 30 day check in. You must do at least one activity per week to remain active on the program. CCUSA will be contacting you if you do not. Your program can be jeopardized if you are not participating in the cultural activity portion of your visa.
5. updating us on your situation in the US. Program rules require that you keep us fully informed of any difficulties you might encounter during your program. You can contact us at any time through email (workexperience@ccusa.com) or by toll-free telephone (1-888-449-3872).

You are **REQUIRED** to have a working email while in the US in order to maintain your communication with CCUSA. If you fail to respond to CCUSA's emails, either by providing the information required or calling the CCUSA office in the USA to keep us informed, CCUSA may withdraw our sponsorship of your visa. This would mean that you are no longer legal to work in the USA.

You should also call CCUSA if you are experiencing any problems. The Work Experience staff has handled many situations and will try their best to help you. Please call the United States office at 1-888-449-3872 or 1-415-339-2740 for assistance before calling your home country CCUSA representative or your family. The CCUSA US office can begin to help you immediately if you contact us first.

CCUSA's Footprints Support Website

The support section of our website called "Footprints" contains the information in this handbook as well as more detailed information and downloadable forms. You can access this website at any time by using your CCUSA User ID and password. It is available 24 hours a day, 7 days a week and can be a valuable resource at all times but especially when the CCUSA office is closed.

You can find it at <http://footprints.ccusa.com> or by visiting www.ccusa.com and clicking on the "Log In" link or the Footprints link.

Emergency Situations

Work Experience USA provides 24-hour emergency support during the entire length of your J1 visa but not during your 30-day grace period.

If you have an emergency, call us at [1-888-44-WEUSA] or 1-888-449-3872.

Our office hours are 7am until 3:30pm Pacific Time, Monday through Friday. If the office is closed, and you have a real emergency, our answering service will contact a Work Experience USA staff member to assist you. Please stay by the phone until the staff member returns your call. If you call during an odd hour of the night, please be patient, someone WILL call you back. If you have important questions that aren't urgent, please call Work Experience USA during office hours.

WHAT IS A REAL EMERGENCY?

- Death
- Arrest
- Serious accident or illness

NATIONAL EMERGENCY NUMBER

If there is an emergency that requires help from the police department, fire department, or an emergency medical person, dial 911 on your telephone.

When talking to a 911 representative, make certain you speak clearly, and stay on the phone. Do not hang up until the operator has a chance to assist you.

Adjusting to Your New Environment

Jet Lag

Like most overseas travelers, one of the first adjustments you will face upon arrival to the United States is "jet lag." Jet lag makes you feel fatigued, disoriented and irritable. After a few days, or maybe even a week, you will function quite normally in your new time zone and setting. If you follow your new schedule immediately, your adjustment period will be relatively fast.

Expectations

Traveling abroad is very exciting. You will have certain expectations regarding your job, your new friends, traveling, and American culture. The best way to prepare for your experience is to keep an open mind. If you are enthusiastic and willing to experience all that the journey has to offer, you will get the most out of your adventure.

Culture Shock

To change your climate, food, language, landscape, friends, and lifestyle can be very difficult. It will take a great effort to adjust to your new surroundings and a new culture. This process is called “culture shock” and you should expect to encounter the feeling. Culture shock is a normal reaction, which, with time and patience, will disappear. Everyone experiences it to varying degrees. Some people feel overwhelmed and others hardly notice. Below are some typical symptoms of culture shock.

SYMPTOMS OF CULTURE SHOCK

1. **Excessive Homesickness:** While it is normal to miss your home, family and friends, if you can think of nothing else, write letters home all the time, and cry a lot, you are most likely suffering from culture shock.
2. **Isolation and Frustration:** You may feel isolated and become nervous and excessively tired. You may be reluctant to express your difficulties or to associate with people from the US. You may also sleep a lot, even after your body has recovered from jet lag.
3. **Hostility:** You may feel hostile toward people from the US and your employer, viewing them as the source of your discomfort. Minor irritations may make you unusually angry.
4. **Dependency:** You may become very dependent on fellow internationals at work. These friendships are important and extremely supportive. However, do not deny yourself one of the main benefits of this experience—meeting, interacting and making friends with staff and citizens from the US.
5. **Doubts:** You may question why you came to the US and about your employer/job. Your shock, discomfort and distrust likely cause these doubts, and they will pass in time.

COPING WITH CULTURE SHOCK

The following suggestions may help you cope with culture shock:

1. Maintain a realistic perspective. Remember that thousands of internationals have previously come to work in the United States. They survived and even had fun!
2. Evaluate your expectations. Your reaction to the United States and work environment are products of both the way things are and the way you expected them to be. If you are disappointed, take a step back and evaluate your expectations. If you decide that your expectations were not completely reasonable, you can do something to reduce the amount of unhappiness or dissatisfaction you feel.
3. Do not withdraw or isolate yourself and try to refrain from calling home excessively. You must confront your feelings about living in a new and different culture. Discuss your feelings with others, especially those who have traveled extensively or have lived overseas.
4. Give yourself time to adjust. It takes time to get to know people and to become familiar with a new environment. Try to identify specific difficulties as you encounter them to make it easier to search for solutions.
5. Keep an open mind. People in the US may do or say things that people at home would not do or say. Try to understand that people in the US act according to their own set of values. Avoid evaluating American behavior by your own country's standards.

Remember: The establishment of new friendships, the reward from working overseas and other meaningful experiences will make it possible for you to feel more comfortable.

Working in the United States

Social Security

All Work Experience USA participants must apply for a Social Security number. The Social Security number along with your DS2019, passport with J1 visa and your I-94 electronic print out informs your employer that you are legal to work in the US.

What is the Social Security card?

The Social Security card contains a 9-digit number that is used as a tax identification number. It is not legal for an employer to pay you in the United States without a Social Security card or the proof that you have applied for one. Employers are required by law to have a Social Security number for each person on their payroll. Some employers will not pay – or in some cases - hire a person who does not have one.

Each participant is responsible for applying for a Social Security card. The pre-departure orientation includes information on how to complete the application.

The first step is to validate your visa with CCUSA so that your status in the SEVIS system is “active”. The USCIS [US immigration] and the Social Security Administration will use the SEVIS system as a secondary check for issuing Social Security cards. [Please see the section on page 22 about validating your visa.]

What You Must Provide to Obtain Your Social Security Card

- YOU MUST APPLY IN PERSON and ONLY when you are in the United States, BUT you may start the process virtually prior to your arrival
- A completed Social Security Application form
- Your passport
- The I-94 electronic print out (from www.CBP.gov/I94).
- Your DS2019 form signed by the US embassy]
- Some Social Security offices will ask you for a letter from your sponsor. This is not required for the Summer Work/Travel visa but you can download one from your Footprints account.

When can you apply for a Social Security card?

The Social Security Administration [SSA] recommends that you not apply for your card until:

1. you have validated your program with your sponsor, CCUSA. You can confirm that we have validated your program by checking back on your Footprints account at least 36 hours AFTER you first provide the information.
2. you have been able to print a copy of your electronic I-94. The Social Security Administration [SSA] cannot issue a Social Security card to any non-US citizen without approval from the Department of Homeland Security [DHS]. DHS bases this approval on having arrival information on each participant in their database [SAVE] and an active status in the SEVIS system.

If the Social Security office can confirm your information with the DHS, they will give you a receipt letter that you can show to an employer as proof of your Social Security application. This letter will say something similar to the following:

This is a receipt to show that you applied for a Social Security card on 00/00/2013. You should have your card in about 4 weeks. You can use your Social Security card for work only if you have authorization from the Department of Homeland Security.

If you do not receive your Social Security card within 4 weeks, please let us know. You may call, write or visit any Social Security office. If you visit an office, please bring this letter with you. To protect your privacy, we will not disclose a social security number over the telephone.

If your information is not yet in the SAVE database, one of three things will happen:

1. Some Social Security offices will NOT allow you to apply at all and tell you to come back later
2. Some Social Security offices will allow you to apply but then give you a rejection letter - because they cannot verify your information with the Department of Homeland Security - because you did not wait the required time.
3. Some other offices will take your application and give you a letter that says:

This is to show that you requested a Social Security card on 00/00/2016. We cannot issue you a Social Security card until we check the documents you gave us to show your citizenship or alien status. We will check the documents with the agency that issued them. This will take about 6 weeks.

If that agency tells us their records agree with yours, we will mail you a Social Security card. If they tell us their records do not agree with yours, we will let you know, in writing, that we cannot issue you a card.

This letter does not mean that we will issue you a Social Security card. It also does not show you have the right to work in the United States.

Whichever letter you receive from the Social Security Administration, it is **EXTREMELY IMPORTANT** that you keep this letter. It is proof that you have applied for your card.

If you have questions about the status of your application, you should call or go to the office where you applied. Your receipt letter should have a number you can call. If not, you can contact the national toll free number for the Social Security Administration 1-800-772-1213 and ask them how to reach the office where you applied.

Once the Social Security Administration receives approval to issue your card, it will take approximately 2 to 4 weeks for the card to be processed. **HOWEVER**, the process of approving your application can be delayed by problems with your application, such as misspellings in your name, incorrect personal details such as your birth date. If the Social Security Administration tells you there are problems with your application, you **MUST** get precise details as to what the problem is so that CCUSA can help you solve it.

You must provide Social Security with an accurate mailing address in the US on your Social Security Card Application. Use the mailing address of where you will be living, your employer's mailing address or a post office box address. Please do **NOT** provide the CCUSA office address. You must use a valid US address where you can collect your mail. If you do use the CCUSA address, you must contact us to verify if the card has arrived and where it should be sent. We will charge you \$35 to send the card via FedEx.

Depending upon the time it takes for the Social Security card to be mailed from the Social Security Administration to your mailing address, it could be an additional 2-3 weeks before you have the actual card in your possession.

Federal law says that an employer may employ and pay anyone legally authorized to work in the USA before they have an official Social Security card as long as they have applied for the number and the Social Security office has been able to confirm their legal status to work in the US. Participants should retain the receipt given to them by Social Security at the time of application to prove this. However, many independent employers will NOT employ anyone who cannot give them a social security card.

How much time do you have to submit a Social Security application?

We recommend that you apply for your Social Security number as soon as you have been in the US for ten days. Do NOT wait until the end of your program to apply! If your visa will end in 30 days or less, the Social Security Administration will NOT accept your application. Do not put yourself in this difficult situation.

What is the role of CCUSA in the Social Security process?

CCUSA can only advise about problems encountered in the process of applying for a Social Security number. By law, we cannot get information about an application from Social Security. They will ONLY talk to you, the applicant. The Social Security Administration is prohibited, by law, from giving your Social Security number over the phone. If you cannot wait until your card arrives in the mail, you can try going in person with all your identification papers to the closest Social Security office.

CCUSA CANNOT do any of this for you. We can only offer advice. If there are problems with the processing of a Social Security card, you should call our US office for assistance. We may be able to offer advice on what more could be done.

The Social Security Card and Your Employer

The Internal Revenue Service [IRS] and the Social Security Administration both say that it is legal for any employer to employ and pay you without an actual Social Security number PROVIDED that you give them all of the papers that prove that you are legal to work in the US: your DS2019, I-94 card and a copy of the visa page in your passport AND show the letter of receipt given to you by the Social Security Administration when you applied for the Social Security Card.

CCUSA can provide your employer with copies of the laws stating this. CCUSA Placement Employers are well aware of these regulations. All Independent participants are responsible for verifying this with their employers or coming prepared with the funds to support themselves while they wait for the Social Security card to be processed.

CCUSA does NOT recommend that you actually work for any employer who is not going to pay you until you have a Social Security card! All state laws forbid an employer from allowing an employee to work but to not pay according to the established payroll schedule for the company. If your employer wants you to work but will not pay you until you have a Social Security number, contact CCUSA immediately.

The E-Verify System and Your Employer

E-Verify is an internet based system operated by the Department of Homeland Security (DHS) in partnership with the Social Security Administration (SSA) that allows participating employers to electronically verify the employment eligibility of newly hired employees. At the present time, the system is used on a voluntary basis and not all employers use it.

Those employers who do use e-verify, will enter your Social Security number and your personal details. Since you are not a US citizen, the system will ask for an A# (Alien Number). In your case, this would be the number on your I-94 print out. If you have problems at your employer with the E-Verify System, please refer to Footprints for more detailed information. Look under "Working in the USA".

Your Employer and You

As a Work Experience USA participant, you will need to follow certain rules of behavior regarding your US employer.

Once you have a placement through CCUSA or your independent option job offer is verified:

1. you must go to the employer in the US.
2. if you decide you do not want to continue working for this employer once you have arrived, you **MUST** work for a minimum of 2 weeks before giving a 2-week notice. If you leave the employer and/or do **NOT** contact CCUSA, your visa sponsorship can be ended and you will be required to leave the US immediately. You may also be denied future visas and entry to the US.
3. If after working at the employer for at least 2 weeks you decide that you want to leave, you **MUST** complete a "Work Experience USA 2-Week Notice Form". You can obtain this form by going to the Support Section of CCUSA's Footprints website or by calling the CCUSA office in the USA [1 888 449 3872]. There is also one at the back of this handbook.

Once you have the form, you must complete all the information and give it to your employer. Your employer needs to review the information and sign the form. The completed form must then be sent to CCUSA. If your employer requires that you work the full two weeks, you will need to do so or CCUSA may withdraw our sponsorship of your visa. If your employer waives the 2-week notice and signs off on this, you will be free to leave your employer immediately.

Under **NO** circumstances should you leave your job fair or placement employer without following this procedure and without verifying the final decision with CCUSA. Failure to do so can result in the ending of your J1 visa sponsorship.

4. You will also be required to provide a new job offer for CCUSA to verify (and pay the job verification fee) **BEFORE** you can begin to work for a new employer. You are not allowed to start work for this new employer until CCUSA has completed the verification process.

Please note: you are not allowed to work for any employer that CCUSA has **NOT** verified. This applies to any job that is in addition to your primary job. Working for an unverified employer is grounds for immediate termination from the program. This will require that you leave the US immediately and is generally a negative mark on your US visa record.

Revalidating Your Visa if You Move or Leave an Employer

After following these procedures and having your new employer verified, you will be required to revalidate your visa within 10 days of leaving your first employer. To do this, go to www.ccusa.com and enter your new physical living address.

The US Tax System

There are many details to understand regarding the US tax system. Most importantly, you will be subject to US tax laws, and are responsible for filing a tax return for wages you earn in the US in the following section, you will find basic instructions explaining how to process the paperwork for the Internal Revenue Service [IRS-the US government tax agency] as a non-resident alien with a J1 visa. To simplify this complicated procedure, you can use our recommended tax service or independently on your own. CCUSA had partnered with Sprintax, a US tax software specially for

US non-residents and designed to help J1 participants file a correct US tax return.

If your employer has questions, please refer him/her to this handbook, or have them visit the employer support section of the CCUSA web site.

Form W-4

- You must complete a Form W-4 [Employee Withholding Allowance Certificate] with your employer at the start of your employment period. The Internal Revenue Service will use the information on this form to calculate the amount of tax to be deducted from each paycheck. If your employer does not offer the Form W-4 for your completion, you must request the form.
- If you choose to work for more than one employer and/or change employers, you will need to complete a new Form W-4 for each new employer.

When completing Form W-4 non-resident aliens are required to:

- Not claim exemption from income tax withholding.
- Request withholding as if they are single, regardless of their actual marital status.
- Not claim the child tax credit or credit for other dependents in Step 3 of Form W-4 (if the nonresident alien is a resident of Canada, Mexico, or South Korea, or a student from India, or a business apprentice from India, he or she may claim, under certain circumstances (see Notice 1392), the child tax credit or credit for other dependents).
- Write "Non-resident Alien" or "NRA" in the space below Step 4(c) of Form W-4.

Taxes Deducted From Your Paycheck

FEDERAL INCOME TAX

Generally, all workers in the United States must pay Federal Income Tax on wages earned while working in the US [The Federal Income tax rate is approximately 15% of your wages]. US tax law mandates that employers withhold a portion of the employee's wages to ensure the payment of income tax.

STATE & CITY INCOME TAX

There is no consistent rule among the 50 states regarding the amount of tax that must be withheld for state tax purposes. If you have questions concerning state tax withholding rules, then you should consult your employer and state government officials upon arrival. If state and local taxes are deducted from your paychecks, you may be permitted to claim a refund when you file your state tax return at the end of the year.

Taxes Which Should NOT Be Deducted From Your Paycheck

SOCIAL SECURITY [FICA], FEDERAL UNEMPLOYMENT [FUTA] & MEDICARE

Even though you will receive a Social Security Number, you are exempt from the Federal Social Security Tax [referred to on your pay stub as "FICA"], Federal Unemployment Tax [referred to on your pay stub as "FUTA"] and Medicare tax. Because you are classified as a non-resident alien and are not eligible for these benefits, you do not have to pay FICA, FUTA or Medicare taxes. These taxes should not be deducted from your paycheck.

If you notice that your employer is withholding these taxes, it is extremely important that you speak with your employer's payroll department immediately. There is NO way to recover these taxes unless you have your employer correct the mistake immediately.

If the employer wants to know where in the tax code this is stated, refer them to:

Circular E, Employers Tax Guide - Publication 15

Section 15 - Special rules for various types of services and payments

Special Classes of Employment - Student, scholars, trainees, teachers, etc.

Point 5 - Nonimmigrant alien holding F-1, J1, M-1 or Q-1 visas

Work Experience USA Participant Alien Status - Non-resident

You may also refer your employers to the Work Experience USA web site at www.ccusa.com, which has an Employer support page.

You Must File Your Taxes

Under US tax laws, a non-resident alien who is temporarily present in the United States under a "J" visa, is deemed engaged in a trade or business in the United States. This means that you must file an income tax return. It is mandatory for all individuals earning income in the United States to file their taxes. Failure to file your taxes with the United States government is a serious offense and can jeopardize any future attempts to obtain a visa-even as a tourist! The US Internal Revenue Service's website (www.irs.gov) provides all the forms and instructions needed to file your taxes.

CCUSA Recommended Tax Service

CCUSA has partnered with Sprintax, a US tax software specifically for US non-residents and designed to help J1 participants file a correct US tax return. If you have any questions, please contact Sprintax so they can assist you with your taxes, www.ccusatax.com

US Labor Laws

The US Department of Labor mandates and monitors that all workers receive equal employment opportunities and a safe working environment. The following sections cover the most common employment policies and procedures.

Overtime

- Each state and employer has its own overtime regulations. Employers are usually within their legal rights to require employees to work overtime hours as needed. Failure to do so can result in termination from employment.
- In some cases, you are qualified to earn overtime pay for any hours worked over 40 within one work week for the same company. Overtime pay is usually 1 1/2 times that of your normal hourly pay rate, but can vary between employers. Refer to your company's employee guidelines for their overtime policies.
- Some employers, due to the seasonal nature of their business, are allowed to pay workers at a lower than minimum wage or are exempt from overtime laws. These employers may not be required to pay the higher overtime rates, regardless of the number of hours you work in a week.

If you have a question about whether your employer is required to pay you a different rate for hours over 40 a week, you should talk to your employer's Human Resources department or the Department of Labor for the state in which you are working.

Minimum Wage

According to the Fair Labor Standards Act, the federal minimum wage is \$7.25 per hour or \$2.13 per hour for tipped employees. Some states allow certain industries to have lower minimum wages.

If you have questions about the wage laws for the state or industry in which you are working, your best resource is the Department of Labor for that state. Almost all state Departments of Labor have websites which detail the labor laws for the state, including any exceptions to minimum wage and your legal rights as a worker. You can locate these by going to a search engine on an internet search engine and typing in "Department of Labor for [name of the state you are in]".

You can also contact the United States Department of Labor. The website address is www.dol.gov. You can also reach them by telephone: Live assistance is available Monday through Friday from 8:00 a.m. to 8:00 p.m. US Eastern Time by calling, 1-866-4-USA-DOL.

Safety in the Work Place

- All employers must furnish a place of employment free from recognized hazards that cause or may cause death or serious illness.
- The Occupational Safety and Health Act [OSHA] of 1970 provides job safety and health protection for workers by promoting safe and healthy working conditions.
- Employees must comply with all occupational safety and health standards, rules, and regulations issued within the OSHA Act.

Equal Employment Opportunity/Affirmative Action

- The law prohibits job discrimination on the basis of race, color, religion, sex, age, physical or mental disability, or national origin, and requires affirmative action to ensure equality of opportunity in all aspects of employment.

- Your employer may not discriminate in hiring, promotion, discharge, pay, fringe benefits, job training, classification, or referral.
- The Equal Pay Act protects you against gender discrimination in payment of wages to women and men performing substantially equal work in the same establishment.
- If you think that you have been discriminated against, or that your employment rights have been violated, call the US Equal Employment Opportunity Commission [EEOC] at 1-800-669-4000.

Drug Testing

- Your employer has the right to request a drug test. If you refuse to take a drug test, your employment offer will be withdrawn.
- Each employer has a different testing method and testing policy.
- You may be tested before you start work, randomly throughout the season, or if you are in an accident or cause damage at work.
- Please read job offer letters from your employer thoroughly! If an employer states that employment is contingent upon drug testing, expect to take a test! If you fail this test, you will no longer be employed with that company.
- If certain drugs are legal in your home country and you are not sure whether or not they are legal in the US you should assume they are not legal and stop taking them in your home country. You may also research the issue on your own. If you take something that is legal in your home country [but not in the US] and you test positive, your job offer will be withdrawn.
- CCUSA is under NO obligation to find another job for any participant failing an employer's drug test. We also reserve the right to end or terminate your program.

Sexual Harassment

- Defined as: "any unsolicited sexually motivated behavior whether, physical or verbal, that is perceived offensive by the victim."
- The term "harassment" includes, but is not limited to, jokes, slurs, other verbal, graphic, or physical conduct relating to an individual's race, color, sex, religion, national origin, citizenship, age, or disability.
- Harassment also includes sexual advances, requests for sexual favors, touching, and other verbal, graphic or physical conduct of a sexual nature.
- Sexual harassment is a serious offense in the United States. Pay attention to what you say to co-workers and customers. Do not put yourself in a dangerous situation. Employers are very strict regarding this issue and they will not hesitate to terminate your employment if you are guilty of sexual harassment.
- If you feel that you have been placed in an uncomfortable situation, speak to a superior whom you trust. Please do not assume that the company is aware of the problem. You must bring your concerns and/or complaints to your employer's attention to be addressed.

How to Handle Problems With an Employer

The first place to start if you have problems with your employer is talking to your manager and/or Human Resources Department. Explain your problems clearly and be prepared to listen to your employer's response. Your employer will not always be able to make changes to meet your requests. If you do not like the position you are in, it may not be possible for the employer to move you to a new one. In this instance, try to make the best of the situation.

If you cannot resolve the problems with your employer, you must contact CCUSA in the US. CCUSA may or may not be able to fix the problem but we will be able to explain your options.

We can discuss your problems with the employer and help you with the process. Some problems – such as non-payment of wages – will require that you file a claim with the Department of Labor of that state. CCUSA can advise you on this process.

There are some problems with employers that are very serious. If you encounter these with your employer, you **MUST** contact CCUSA immediately.

1. When you arrive your employer says they have no job for you. Try to get as many details as possible and then contact CCUSA for your next steps.
2. Your employer pays you in cash and/or does not deduct any taxes: It is against US law to not deduct payrolls taxes from wages earned. While you might think it is a good idea because you are not paying taxes, you are limiting your rights under the law. Your employer may not be paying you the legal minimum wage or any required overtime. You will not be able to submit a tax return. If your employer wants to pay you only in cash, you should contact CCUSA immediately for assistance.

Tips For Success With Your Employer

1. Be aware that your work may be much harder than you expected. Try to view this challenge from a positive perspective.
2. Completely understand your responsibilities and duties in the workplace. If you have questions, ask for clarification!
3. Try to understand the rationale behind the rules in your workplace and attempt to follow them at all times. Rules are designed to ensure a safe and happy work environment for everyone involved.
4. Make sure that you receive proper instruction and training before using any equipment and machinery.
5. American companies are often organized in a hierarchy of authority and responsibility. If you experience any serious problems or have questions during your employment period, talk to the appropriate person in the chain of command. For example, if you have a problem regarding another employee, discuss the matter with your superior [supervisor or manager].
6. Be alert and always help other staff. This attitude will benefit all and will help to create a more positive atmosphere. Work as a team!
7. Maintain a positive attitude regardless of the situation. A positive outlook will help carry you through the difficult times and make your work experience rewarding.
8. Be adaptable, patient, flexible and a good ambassador for your country.

9. Take care of yourself and your health. Work can be demanding and you will need all of your energy to be a safe, productive and happy person and employee.
10. Always remember why you are in the US: to work, learn, grow, and to have fun!
11. Take initiative in the workplace and in your social life. Be friendly and outgoing and try to take the first step.

Living in the United States

Cultural Activities and Your J1 Summer Work/Travel Visa

As a J1 Summer Work/Travel participant, you are required to expand your knowledge and understanding about American life and culture by participating in at least one cultural activity per week. CCUSA will be monitoring your participation in these activities through your answers in the 30-day check-ins.

Through your Footprints account you will find our suggestions for cultural activities in your area.

CULTURAL ACTIVITIES MAP Return To Dashboard

Map **Satellite**

Map data ©2013 Google - [Terms of Use](#)

My location in the United States
If the map is not showing your location accurately, please contact CCUSA by emailing workexperience@ccusa.com

Please select the activity categories below that you would like to see on the map.

<input checked="" type="checkbox"/> National Parks	<input checked="" type="checkbox"/> Music and Theater	<input checked="" type="checkbox"/> Shopping Malls
<input checked="" type="checkbox"/> State Parks	<input checked="" type="checkbox"/> Nature and Life Sciences	<input checked="" type="checkbox"/> Places of Worship
<input checked="" type="checkbox"/> Museums	<input checked="" type="checkbox"/> Other	<input checked="" type="checkbox"/> Libraries
<input checked="" type="checkbox"/> Sports	<input checked="" type="checkbox"/> Volunteer Opportunities	<input checked="" type="checkbox"/> Chamber of Commerce
<input checked="" type="checkbox"/> Amusement and Theme Parks	<input checked="" type="checkbox"/> Colleges	

We also provide the CCUSA Culture Club website as a resource for you. Cultural activities are listed by city and state.

CCUSA WORK EXPERIENCE CULTURE CLUB

WELCOME | WHAT IS A CULTURAL ACTIVITY? | CULTURAL ACTIVITIES BY STATE | CULTURAL CALENDAR | More

UPCOMING USA HOLIDAYS

- 01 / MEMORIAL DAY**
Read more
- 02 / INDEPENDENCE DAY**
Read more
- 03 / LABOR DAY**
Read more

At CCUSA we know how hard it is to find the time to work and do those mandatory Cultural Activities, so we designed this "Culture Club" to show that Cultural Activities are fun and easy to do!

CONTACT US:
901 E Street, Suite 300
San Rafael, CA 94901
U.S.A.
(415) 339-2740

You are not limited to these activities. Your employer may provide a variety of activities throughout the season.

Other suggestions are:

1. Volunteering at local charities, such as animal shelters, food banks
2. Attend a local church service
3. Visit the local courthouse to see the American justice system in action
4. Make friends with the Americans at your employer. Offer to exchange a typical meal from your country with one from their family.

For more ideas, contact CCUSA.

US Law and You

While you are in the US you will be subject to US laws. Should you break any of these laws you will have to suffer the consequences as prescribed by US law.

If the situation arises where you do have legal problems, be aware of the following:

- You are presumed innocent until proven guilty.
- You have the same rights as US citizens.
- You have the right to know what you are being charged with.
- You have the right to remain silent and refuse to answer any questions.
- You have the right to be represented by a lawyer.
- You have the right not to be searched unless a police officer has a warrant or suspects that you are concealing evidence of a crime or a weapon.
- You cannot be forced to confess or give evidence against yourself.
- You have the right to be released from jail once a bail bond has been posted.

If you are arrested, you should try to contact CCUSA as soon as possible. CCUSA cannot provide legal representation or give legal advice but we may be able to refer you to someone who can help.

If your case is considered a criminal case, you will most likely be put in jail. To get out of jail while your case is pending, you will have to post a bail amount determined by the court. If you can pay the “bail” required for your release, you will be released and told when to report to the court for further proceedings. Not all criminal cases will require you to have legal representation but for more serious cases, you will probably want to have one. In some instances, if you cannot afford your own lawyer, the court will appoint a public defender. If your case is considered a civil case you will not be provided with legal representation but an organization such as the Legal Aid Society can usually help you contact an affordable attorney.



CCUSA does NOT post any bail money on your behalf. The CCUSA insurance policy does not cover legal fees for any reason.

Housing

There is much involved when choosing your housing arrangement. We recommend that you begin your search from your home country.

The best place to start is with your verified employer. The Job Placement Form (If you were placed by CCUSA) or your CCUSA Independent Job offer form will indicate whether or not your employer provides housing. Once you have confirmed your placement or your independent job offer is verified, you should contact your employer for more details about the provided housing or their recommendations for housing in their community.

You may not want to confirm all your housing details until you know that you will receive the J 1 visa from the US embassy or consulate. Once you do, you **MUST** know where you will stay for at least the first two weeks **AND** have done research about possible rentals in the area. If your employer provides housing, please confirm your arrival with them.



If you are not provided with housing, it is your responsibility to arrange your own accommodation. CCUSA urges you to start your housing search before leaving your home country. We will provide you with some resources for housing in specific areas but you are responsible for the final selection of housing and payment of all deposits and rents. If you are an independent participant who does not have a job before coming to the US, we advise you NOT to go to the most popular seasonal employment areas. Housing in these areas is at a premium. You may end up living in a hotel for your entire program.

Roommates

If you are trying to decide whether or not you want a roommate, keep in mind that the extra support is very helpful. The costs of utilities, phone bill, deposit, and rent are shared. To join someone in a house where he/she is already renting may save you the trouble of acquiring furniture, pots and pans, or dishes. Roommates are also great for sharing the cost of meals and for meeting new people. Roommate Services may be available to you in the area. In exchange for a fee, a rental service will provide a list of people who are looking for a new housemate.

Employee Housing

Employee housing is usually an inexpensive and convenient way to live. Prices range from about \$200 to \$1200 per month and you will be required to submit an application and a deposit. The price does not always include utilities. A positive aspect of living in employee housing is the opportunity to socialize and live with your co-workers. The housing provided is usually filled to its capacity and you may need to share a room, as well as other facilities, within the apartment or cabin. Employee housing is often located close to your workplace and there are sometimes shuttles provided. You may be required to sign an agreement outlining the conditions of living in employee housing. Read anything you are asked to sign carefully before signing. Your signature on a document will make it legally binding in most cases and difficult to get out of in all cases, without resorting to legal assistance. Your employee housing will also depend on continuing employment at the employer's place of business. If you quit or are fired, you will be expected to vacate employee housing.

Resources

CCUSA has prepared some helpful resources on our web site to help you begin your housing search. These have been gathered by employers and past participants. Please visit your Footprints account and look under the "Living in the US" support section.

Please remember the above word of warning when looking for housing and make sure that there is adequate transportation between your housing and your employer.

To save money, try to contact other internationals who will be working in the same area. Your Country Director will be able to give you the contact information for other participants going to the same area. You can also meet other internationals at the pre-departure Orientation session.

Remember, start looking for housing NOW!

Managing Your Money

There are several aspects to consider when planning your finances. Depending on the area in which you live and work, the start-up costs will vary. Expect the largest costs during your first month. Following are things to consider when calculating your approximate “start up costs:”

- 2-7 days stay in a hostel or budget motel while you search for housing [\$20-\$100/night].
- First month’s rent, last month’s rent, and a deposit to be paid to your landlord or employer [cost will vary, but expect to pay at least \$200 for a deposit as well as your first and last month’s rent, \$600-\$1,200].
- Other set up charges such as a deposit for utilities [\$50].
- Staple items: toilet paper, detergent, and food [\$250 for 1st month].
- Necessary furnishings such as a mattress and bed. [\$60-\$100 used].
- Transportation: cost of bus, shuttle, car, gasoline, bicycle [varies].

Budget

Plan to bring a minimum of USD 1200 if your employer provides housing. If you need to find your own accommodations, you will need to budget approximately USD 1800 for start up costs. Decide on a budget before you leave home. Bring enough money for your housing situation, travel plans, equipment, meals, and spending money. If you need help budgeting, contact your country office for advice.

Banking

There is no national bank in the United States. This means that banks in the city where you arrive may not exist in your employer’s town or city. Therefore, you should select a bank located where you will work and one that allows you to access your account worldwide if you are traveling after work. When you arrive in your new hometown, search for a bank that is easily accessible, and take the following considerations into account.

How do I open a bank account?

Visit local banks and gather information regarding fees for checking and savings accounts. You should be able to find an account that can be maintained for a low fee or at no cost.

Most banks require a deposit [anywhere from USD \$100-\$500], and two forms of identification [passport, social security card, credit card, or student identification] to open an account. Each bank will have different requirements for opening accounts so verify this information with the bank before going to set up your account.

Checking Account

- A checking account enables you to deposit and withdraw money freely. You are also given checks you can use to buy items, pay bills, etc. Most checking accounts come with Automated Teller Machine cards [ATM].

- An ATM card allows you to withdraw money from an ATM machine at locations around the United States [and the world] 24 hours a day. ATM cards have links [Cirrus, Star, Plus, NYCE to name a few] that allow you to take money out of your account from machines at other banks, as well as many grocery stores, restaurants and shops. You may be charged from \$.25 to \$2.00 for these transactions. Use ATM cards wisely—do not spend money that you don't have in your account.
- When opening an account, make sure the bank is aware that you are a student. Banks often offer reduced fees to student customers.



CCUSA strongly recommends that you have an account of some sort in the US where your employer can deposit your earnings electronically. This is especially true for your last paycheck which may not be issued until after you leave the US.

Credit Cards

If you do not already have a credit card, you may want to apply for one in your home country before leaving for the US. Credit cards are a common method of payment and widely accepted throughout the US. In fact, you may be requested to pay for some items with a credit card, as some businesses do not accept cash or checks. Credit cards are helpful in case of an emergency when you must pay for something but have no money in your account at that time [an emergency airfare ticket, etc.]. If the credit card is from your home country, purchases made in the US will be converted into your home country's currency, so remember the exchange rate. Visa, Master Card, and American Express are accepted almost everywhere in the USA.

Debit Cards

A debit card is similar to a credit card with a MasterCard or Visa logo on it, in addition to your bank's logo. Instead of receiving a bill/invoice each month, the money is deducted directly from your checking account. It can be used anywhere a credit card is used. Your limit is determined by the amount of money in your checking account. Using this card requires you to be responsible and subtract money spent from your checkbook regularly to avoid spending money that you do not have.

Travelers Checks

Don't bring a lot of cash with you. Keep your money in a safe place, as your insurance policy will not cover the loss of cash. If you do not have a credit or debit card, you should consider buying travelers checks, a convenient and safe way to maintain access to money while traveling. Make sure these checks are in US dollars [not your country's currency]. Traveler's checks are refundable if lost or stolen and may be purchased at any bank. Keep a record of your travelers check serial numbers separate from the actual checks.

CCUSA is not responsible for participants who come to the US without money, nor is your employer. Employers will not offer you an advance on your wages if you do not arrive financially prepared.

Insurance

Your Coverage

You must be covered by an insurance policy for the length of time indicated on your DS2019 [3 or 4 months]. Specific policy information will be given to you at the orientation session in your home country. Any injuries sustained while under the influence of alcohol or drugs will not be covered by your insurance. Please refer to the insurance booklets for details on your coverage. You may also be able to access this information on Footprints.

This insurance coverage is a “traveler’s” insurance policy and is neither intended to nor does cover all medical costs. It only insures you against “new” things, mostly accidents, which might happen while you are on the program. It will NOT cover pre-existing conditions [asthma, diabetes, etc] from which you have suffered before the beginning of your CCUSA program. We do NOT recommend that you let your normal health coverage lapse while on the CCUSA program. The insurance will not cover all costs and will always reserve the right to return you to your home country for serious medical needs.

Submitting a Claim Form

- To file a claim form, refer to the information given to you at your orientation session.
- When insurance coverage is needed and you are unable to use one of the network providers, you must complete the claim form and submit any original bills and invoices you received from the doctor, hospital, or police department. Photocopies or faxes of these receipts are NOT acceptable; they must be originals.
- You must also call the insurance company before you receive any treatment that requires insurance assistance. The insurance pamphlet gives you an idea of what the insurance will and will not cover, but each case is reviewed individually.
- Claims take time to process, so be patient. Make certain the address you give the insurance company is correct to ensure that you receive all pertinent information and reimbursement.



Not all doctors and clinics will accept your insurance information in lieu of payment. Instead they may require you to pay for any services received. You MUST come to the US with enough money to cover any circumstances, including unexpected medical expenses. It is VERY common in the US to pay for medical treatment at the time it occurs and file a claim with the insurance company afterwards. Remember: the US does NOT have a national health care system.

Insurance Extensions

If you are planning to stay in the US for more than the dates on your DS2019, we recommend that you extend your insurance coverage for the 30-day grace period. Information on how to do this was given to you at the orientation session. To extend your insurance coverage, you will need to have a credit card and must request the extension BEFORE your included coverage expires. The insurance company does reserve the right to refuse the request for extension.

Problem Solving While on the Program

If you are lucky, you will not experience any serious problems while on the program but if you do, you should contact CCUSA Work Experience in the US as soon as possible. We may not be able to fix the problem for you but we most likely will be able to tell you how to fix it yourself.

Some common problems situations are:

1. Not bringing your DS 2019 form with you when you enter the US

The DS2019 form you used to apply for your visa at the US embassy MUST be presented to US immigrations when you arrive in the US. US immigrations is well within their rights to refuse you admittance to the US if you do not have it. However, because of the SEVIS online system most US immigration officers will allow you to enter the US for 30 days if you do not have your DS2019 form with you. You will be issued an I-515 form which will require you to submit your original DS2019 form and your I-94 card to the address on the form within 30 days of your arrival. If you fail to do so, you will no longer be legal to remain in the US. Your first step in completing this requirement will be to have your DS2019 sent to you from your home country. Once you have it, you can submit the form. The Department of Homeland Security will process your documents and return them to CCUSA. Once we receive them, CCUSA will contact you for confirmation on where to send them and how. We will send them via the US Postal System for no cost. If you would prefer they be sent by courier, you will need to pay \$35 for this service.

AVOID this problem by making sure you bring your DS2019 to the US with all your other important documents.

2. Losing Your Passport, DS2019 form and I-94 Printout

The most important thing you can do to safeguard your documents is to make copies of all of them. This will make the replacement process much easier.

- a. Your passport: at the end of this handbook is a list of all embassies in the United States. You will need to contact the embassy for your country to request a replacement passport.
- b. Your DS2019 form: if you lose or fail to bring your DS2019 form to the US with you, CCUSA can email you a re-issued form with an original signature at an additional cost. However, this form will not have the U.S Embassy stamp or the US Immigration stamp if you lose it after entry. Social Security should accept this reprinted form but some offices may be reluctant to do so. If this happens, contact CCUSA for assistance.
- c. Your I-94 printout: you only need this printout to apply for your Social Security card and to show your employer. If you do lose this printout, just return to the website (www.CBP.gov/I94) and print another one.

3. Being Arrested

The best way to handle an arrest is to AVOID the behavior that will result in an arrest. Do NOT drink if you are underage; do not drink in a public space if you are old enough to drink; do not shoplift or engage in any types of theft.

If you are arrested, you should call CCUSA immediately. We are NOT able to post bail for you or locate a lawyer but we can give advice and act as a contact person for the US authorities.

4. Losing your job

Please contact CCUSA to let us know if you are fired or laid off from your job. Depending upon the reason why you were fired, we may be able to assist you with finding another job. If you are laid off by your employer due to a lack of hours, we will refer you to other employers who are looking for staff. Contact us for this information. In most case, it will require that you move to another area.

CCUSA will not assist you in locating a new job if you were fired because your performance as an employee was not appropriate. All employers will fire employees who do not show up for work, who do not perform the duties assigned to them or otherwise behave in an inappropriate manner.

5. Any situation on which you need advice

Do NOT hesitate to contact CCUSA for advice, no matter what the problem. You can reach us during business hours: Monday through Friday (unless a holiday) from 7 to 3:30pm Pacific time.

Please note: Pacific time is 3 hours behind East Coast US time. Take this into consideration when you call.

You can also contact us by email at workexperience@ccusa.com.

USA Culture

What are Americans like?

Diverse

American society is composed of people from many social, cultural, ethnic, and national back-grounds, different economic situations, and vastly different philosophies of life. This, coupled with the varied geography within the United States, creates a culture of such diversity, that it is difficult to generalize American culture. As you interact with Americans while traveling and working with them, you will understand that each American resident has his/her own customs and social traditions. Although the United States has the reputation of being a melting pot, Americans prefer to consider their nation as a salad bowl in which every new culture adds flavor and individuality.

Individuals

More important than an American's background is that each American is treated as an individual. To strive for individuality and individual rights is the foundation upon which this country was built.

Competitive

Americans tend to appreciate individual goals and success, which can lead to a competitive society. Competition is considered a healthy motivation to reaching a goal. You will find friendly and not so friendly competition everywhere. It is apparent not only in sporting activities, but also in the workplace, social life and conversation. You may find competition offensive but it is a natural part of the American culture.

Americans utilize this competitive attitude within groups to promote teamwork. You may find that your department in your workplace forms a team that competes with other sections of the company. This type of competition creates an incentive for employees to reach a common goal, developing cooperation and teamwork. There is often an emphasis on achievement and self-growth for both the individual and the working team.

Direct

Most people in the United States are very outgoing. Americans may even share their personal lives with you during a casual conversation. People often like to discuss their problems or ask about your feelings. If an American recognizes that you are silent and introverted, he/she may ask you to express yourself. You may find this type of behavior rude and intrusive, but this is not the intention.

Friendly

Americans are very friendly and possess strong social skills. It is important to remember that it takes a long time to build a genuine friendship. Americans tend to have many casual acquaintances, which are classified as friends at work, friends at school, family friends, etc. You will observe strong bonds of friendship at work. This may be a little intimidating, but after a while you should feel that same strong bond with your co-workers. Be open to meeting people and talk to anyone you find interesting. Americans value friendliness and a positive attitude.

Respectful

Although America is a country in which people are very friendly, personal privacy is still respected. In some other cultures it is considered a sign that something is wrong if you are by yourself. In America, people understand that you may need to be away from social activity and companionship. If an American approaches you and is concerned, simply explain that you need a bit of quiet time.

Remember: It was your choice to come to the United States. It will NOT be the same as your culture and you may not like parts of it. You must remember that you are not in your culture and try to adapt or at least accept the way Americans live and work in their own country.

Time Conscious

Time moves quickly in America. You may notice that people are constantly on the move, especially in the larger cities. One philosophy that may seem foreign is that time not spent being productive is considered time wasted. The United States is an active society, full of movement and change. Americans are very time conscious and energetic people. They live according to a schedule and may always seem to be in a hurry. Much emphasis is placed on being on time for work. If you are used to a more leisurely pace, you may find the pace exhausting; on the other hand, you may find it fun.

Personal Grooming/Hygiene

Americans place much emphasis on being hygienic and maintaining their looks. Most Americans shower at least once per day and think it is very important to be clean. You will find soap in public restrooms, along with signs instructing you to wash your hands after using the restroom to prevent the spread of germs. Many of you will be working with the American public and your employer will request that you are neat and clean. Using products such as deodorant, toothpaste and mouthwash on a daily basis are necessary to mask natural body odor.

After the Program

The 30-day Grace Period

After the end date on your DS2019 form [or the day you decide to end your program], a 30-day grace period begins if:

1. you have successfully completed the majority of your program. If CCUSA terminated your program for violating regulations or rules, you are not eligible for a 30 day grace period. You are also not eligible if you withdraw from your program without completing most of it.
2. the US embassy has not set a specific date by which you need to return to your home country. If a date has been set and it is only a day or two after your DS2019 end date, then you are not eligible for a 30 day grace period.
3. Your university classes do not start for 30 days after this date. State Department regulations for the Summer Work/Travel Visa mandate that you return home in time for the start of your university classes.

You should keep all of this in mind when you book your return flight date.

During the 30 day grace period, you are allowed to prepare for your return home and travel around the United States. You are NOT allowed to continue to work during these 30 days or engage in other inappropriate activities, such as attending a language program.

You are also not allowed to leave the US during these 30 days with the expectation that you can re-enter the US on your J1 visa. If you do leave the US during the grace period, you will need to obtain a different kind of visa to re-enter. CCUSA cannot assist you with this process.

Ending Your Program Early

If you decide that you would like to end your program before the end date on your DS2019 form, call the CCUSA US office. Depending upon when and why you want to end your program, we may be able to end your visa in the SEVIS system and begin your grace period. There are circumstances under which we would end your program in such a way that you would not be eligible for a grace period. If you are ending your program to return to university classes, you will not be eligible for a grace period.

Visits to Other Countries

Work Experience USA cannot give advice concerning trips outside of the US. It is up to the discretion of the USCIS official at your US arrival point of entry as to whether you will be allowed to re-enter the US. If you have questions, please do not hesitate to call the USCIS [United States Citizenship and Immigration Services]. All visa questions concerning entry and re-entry into the US, should be directed to the USCIS at 1-800-375-5283. For the visa policies of other countries, such as Mexico and Canada, you MUST contact the embassy of those countries.

We do not recommend that you travel outside of the US during the active dates of your visa [the dates on your DS2019 form]. US Customs Officials have the final say on whether or not you will be readmitted to the USA on your J1 visa. They may decide that you have already completed the activity of the visa (work) and should not be allowed to re-enter on your J1 visa. If you must

travel outside of the US during the active dates of your visa, CCUSA STRONGLY recommends that you do so for only a short time and in the middle of your visa dates.

You will also need to follow these steps:

- email your DS2019 to the CCUSA office so that we can virtually sign it, indicating that you are in good standing on our program.
- send the form with plenty of time to return it to you before you leave the US
- **Please note:** if you are leaving the US and NOT intending to return to be an active participant - that is, to work - CCUSA cannot sign your DS form. You must be returning to work after your trip. If you are planning to travel to another country and then return to the US just to fly home, you MUST apply for another visa - such as a tourist visa or transit visa before you travel to the US the first time. CCUSA cannot advise you on this procedure. CCUSA also reserves the right to refuse to sign your form for a variety of reasons, including but not limited to: excessive amount of time away from the employer, travel dates too close to the end of the program and repeated trips.



If you fail to follow these procedures, you may not be able to return to the US. The immigration officer at the US border has the final decision of whether or not to allow you to re-enter the USA.

Please note: once you have started your 30-day grace period, you CANNOT leave the United States and re-enter [even to board a flight home] on your J1 visa. You must have another visa in order to re-enter the US at this point. Your J1 visa expires on the end date on your DS2019 form or early if you decide to end your program before the scheduled end date.

Traveling in the USA

If you choose to stay in the USA and travel after work, there are many options available to you. Keep in mind that you will undoubtedly make friends with whom you may wish to travel. It's best to keep your travel plans somewhat flexible. However, there are many discounted transportation tickets for foreigners that must be purchased before leaving home. Do your research now and find out what's available! If you need additional money from home for your travel budget, please have it wired directly to a bank close to your residence or to your US bank account. For detailed information about methods of travel, accommodations and tour companies, refer to the CCUSA Traveling in the USA handbook which is located on <http://footprints.ccusa.com>.

Extending Your Stay

As stated previously, your J1 visa CANNOT be extended! As a visitor on the J1 work/travel visa, it is your duty to leave the US no later than the last day of your one-month grace period. CCUSA cannot continue to sponsor you after your visa date expires. The US State Department does not authorize our company to renew or re-issue DS2019 forms for this reason. It is also NOT possible for you to transfer from the J1 summer/work travel visa to another J1 category.

Booking or Confirming Your Return Flight

You must call your airline in order to book, change or confirm your return flight date to your home country. The exact conditions of your ticket were given to you in your home country so refer to that information when making or changing your return flight. CCUSA in the US cannot assist you with your flight arrangements as we were not involved in the booking of the flights. If you have questions or problems, you must contact the CCUSA office or partner organization in your home country.

Lost Tickets

Most airline tickets are now issued electronically which means that you do not have to keep track of a paper ticket. All you need is your photo identification (passport) and the airline can retrieve your travel record. However, some airlines do still issue paper tickets for international travel. Make sure you know which type of ticket you have. If you have a paper ticket, please keep your return flight ticket in a safe place. If you lose your ticket, you will need to contact the airline for details on how to replace it. There is almost ALWAYS a fee to replace a lost ticket, ranging from \$100 to \$250. In some cases, you may need to purchase a new ticket altogether. If you have a copy of your ticket, it will facilitate its replacement if lost.

Validating Your Departure From the United States

Unless you enter the US through a land port (such as from Canada), your departure from the US will be automatically recorded by the DHS based on the flight manifests submitted by the airlines.

After Your CCUSA Work Experience J1 Summer Work Travel Program

CCUSA Work Experience would like to have your feedback about your program so please return to your Footprints account and complete the Program Evaluation.

You can also print out your program certificate if you completed your program successfully.

Please note: it is a good idea to keep your DS2019 form even after your program is complete. You may want to apply for a different kind of visa to the US and this document will be requested by the US government. They will want to see the original document with all the processing stamps. CCUSA can NOT provide a duplicate of this as you have the ONLY original form.

General Information About Living in the USA

Sales Tax

A sales tax is added to the retail price of most items in the US including shops, restaurants and hotel accommodations. The tax is added to the marked price. Taxes vary from state to state, and range from 3% to 15%. Please remember that this is a sales tax, not a service charge and payment of this tax is not optional.

Tipping

Tipping for service is a common practice in the United States. American wages in the service industries are based on a calculation of wages combined with tips. Tipping customs vary in the USA. The following guidelines should assist you when leaving a tip.

In Restaurants

In the USA, gratuities [tips] are not usually added to the restaurant bill, as is customary in many other countries. You are expected to leave about 20% of the bill on the table as a tip for the waiter or waitress who has served you. More generous tips [20%] are expected in large metropolitan areas and better restaurants, or where service has been exceptionally good. When dining at high-end restaurants, or those where your party is 6 people or greater, the gratuity may be added to the bill. Simply check the bottom or ask the wait staff if the gratuity was already added. When tipping at a bar, \$1 per drink or \$2-3 per round is a good tip. Waiters and waitresses [including bartenders and cocktail waitresses] working in the USA make a very low wage per hour. It is considered very rude not to tip your server, and by not tipping you are depriving the wait staff of their major source of income. It is unnecessary to tip in fast food or self-service establishments such as McDonald's or a cafeteria.

Taxis

Taxi drivers expect tips of 10% to 15% of the fare that shows on the meter. Drivers may add a fee for handling luggage.

Other Services

Airport and hotel porters expect a tip of \$1.00 for each bag carried. Hairdressers/barbers should be tipped 10% to 15% of the bill.

Who Not to Tip

Never offer tips to public officials, police officers or government employees. This is against the law in the USA because it is considered bribery. Hotel desk clerks, bus drivers, theater ushers, sales people, flight attendants, and gas station attendants are also not tipped.

Personal Safety

While in the USA, you should feel reasonably secure while you are traveling. When in large cities, take precautions that you would normally take in your own country. Do not give money to beggars and do not flash money or expensive personal belongings such as cameras or watches in public places. Do not change money for people [you don't want them to see how much money you have] and keep your personal belongings in your possession at all times. If you have questions regarding instructions or directions, seek help from an employee nearby, a police officer, or a nearby store owner. When using the public transportation system, do not enter an empty subway car and always try to ride in the car closest to the driver. Never hitchhike or accept a ride from a stranger. Don't be afraid—just be careful. Most people are nice and will want to help you, but it's better to be safe than sorry!

Women Travelers

Women who plan to travel alone need to be aware of risks to their personal safety. It is best to stay in centrally located accommodations, avoid late-night travel, and never hitchhike! Trust your instincts—if you feel uncomfortable somewhere or with a certain person, move on to a better situation. If you are verbally harassed in an urban environment, the best response is to ignore the person harassing you. Never hesitate to ask a police officer or even a passerby for help if you do not feel safe. Traveling alone can be a great adventure. Just remember to be alert and aware to maintain your safety in your surroundings.

Forms of Identification

During your stay in the US, you may encounter situations that require you to provide multiple forms of identification. The following are accepted as valid ID because they contain your name and your photo.

Passport

Make certain you keep your passport in a safe place at ALL times. It is wise to make copies of your passport and DS2019 form before leaving your home country [keep a copy with you and leave one with a responsible person at home]. If you lose these documents but have copies, replacing them will be much easier.



Section 264 of the Immigration and Nationality Act provides that, "Every alien, eighteen years of age and over, shall at all times carry with him and have in his personal possession any certificate of alien registration or alien registration receipt card issued to him. Any alien who fails to comply with [these] provisions shall be guilty of a misdemeanor." This means that you must carry your passport and DS2019 form with you at all times. Under no circumstances should you give these forms to your employer or anyone else. Call CCUSA for assistance if your employer is requiring that you do this.

State Identification Cards & Driver's License

While your passport is one source of identification, some bars and other establishments will not accept a passport and will instead require a state identification card.

- Most State Department of Motor Vehicles [DMV] will provide state identification cards for a small fee. The DMV is operated by each individual state, and can be found in various locations throughout each state. Use an internet search end to find the location of the DMV nearest to you. You will need to contact the DMV for the state where you are living to determine if they will issue these ID cards for internationals.
- Social Security cards are not accepted as proper forms of identification in the US, as they do not contain a photo ID. You should also not give your Social Security number to anyone but your employer or financial institutions that might require it.

Transportation

The US is a large country. You may require transportation to get to work, or to travel around the US. You may live in areas that provide excellent public transportation, including local buses or shuttle vans or the extensive trains or subway systems of large cities.

Those living in areas without public transportation will need to find other means to be mobile. Perhaps some sort of employee shuttle may be arranged if your housing is off-site. The schedule may be limited and you may have to be flexible. Another option is to make friends with an employee who has a car. You may offer to help pay for gas in exchange for obtaining a ride to work.

If you are interested in driving in the United States you will need a driver's license. An international driver's license may be required [though some countries are allowed to drive on their licenses—check with the local DMV to be sure]. Make sure that you obtain an international drivers license before you leave your home country—you will not be able to obtain one once you arrive in the US. Some states may even require that you obtain the local state's license. If so, please contact your local DMV for instructions. Make certain that you are an insured driver in each and every vehicle you operate. Before driving in the US, go to your local DMV for a book of rules and regulations as regulations for international drivers vary widely from state to state. You are responsible for knowing the laws governing the operation of a motor vehicle in the state where you will be living and working.

Please note: you are NOT allowed to drive any motorized vehicle as part of your job performance. US State Department regulations for the program now prohibit this.

Automobiles and the Law

If you are not able to use public transportation, and you either purchase a car, rent [hire] one, or use a company vehicle, you need to be aware of US laws and safety guidelines. Each state [and employer] has individual laws and guidelines you will need to follow, especially in regards to the requirements of a valid driver's license. You must have valid driver's license from your home country or from the US state in which you are living in order to drive in the US. The laws governing which license is required vary from state to state.

Car Insurance

Should you choose to buy a car during your stay in the USA, you will need to purchase insurance. It is illegal to own and operate a vehicle in the US without insurance. Work Experience USA's insurance does not cover participants who are operating a motorized vehicle at the time of an accident. It is US law that every car is insured [whether you rent or own your car]. Investigate insurance companies until you find one that is right for you.

Pedestrian Right-of-Way

All states require that cars, motorcycles and bicycles give the right-of-way to pedestrians. For example, if you are driving and ahead of you a pedestrian is crossing the street, it is your responsibility as a driver to stop in order to avoid an accident. This law applies to pedestrians inside and outside of the crosswalk.

Speed Zones

In the USA, there are many "speed zones", clearly marked by signs that indicate the maximum speed allowed in miles-per-hour [mph]. Observe and follow such speed limits. If you are speeding and you are caught by a police officer, you will receive a ticket and be required to pay a large fine [often \$100 or more].

Safety Belts

Most states require that all drivers and passengers use safety belts. There are expensive fines for those caught driving or riding as passengers without using safety belts. If your passenger is not wearing a seatbelt, you, as the driver, will still be fined!

Parking Laws

American communities enforce parking laws. Be aware of the following: No Parking Signs and colored curb markings designate "no parking" areas. If you park in a "no parking" area, you could receive a ticket and have to pay a fine, or your car could be towed away to a garage. If your car is towed, you will have to pay a ticket fine and a towing fine. Downtown and other busy areas often have "parking meters" located at each parking space. If you park in a metered parking space, you will need to put money in the meter in order to avoid getting a ticket. These meters run on timers, so you will need to add money if your time expires.

Bicycle Safety

If you decide to ride a bicycle in the USA, please keep in mind that you must observe the same rules of the road as motor vehicles. You will need to bicycle ride with the flow of traffic, not against traffic. You will need to follow the law and obey stop signs, stop lights, cross walks and pedestrians.

CCUSA advises you purchase a helmet and wear it when riding your bicycle at all times. If you are bike riding at night, we advise your purchase a light for your bicycle in order for vehicles to see you. Additional bicycle safety information can be found on Footprints.

Alcohol and Drugs

Drinking Alcohol in the United States

The legal drinking age in the United States is 21 years old. While it may be legal for you to drink in your own country while under 21, you cannot legally drink in the United States at this age. Penalties vary from state to state, but you can be deported and even imprisoned if you are caught drinking and are under 21. False identification cards that claim you are 21 or older are illegal and can lead to imprisonment.

Driving Under the Influence of Alcohol

Driving While Intoxicated [DWI] or Driving Under the Influence [DUI] is illegal in the United States. Law enforcement officials have become very strict when it comes to “drunk driving”, thereby raising national awareness and decreasing alcohol-related automobile accidents. If you drink and drive, you are not only risking your life but also the lives of other innocent drivers. Police officers may designate “check points” on certain roads and freeways, especially during popular holidays, where they ask drivers to stop randomly and take tests to prove that they are not driving under the influence of alcohol. If you are caught drinking and driving, you will be fined and imprisoned.

- If you are in an automobile accident and have been drinking, you can be held liable for damage to any persons or objects. This means you can be responsible for all hospital bills and property damage. **Please note:** Your CCUSA insurance will not cover any injuries incurred if you drink and drive.
- If you have been drinking, DO NOT drive. Take a taxi, walk, or wait until you are sober. Also, do not accept a ride with anyone who has been drinking. If going out with friends, appoint a “designated driver” [this individual refrains from drinking and drives for the evening].
- In most states you are not allowed to have an open alcoholic beverage container in the car, even if you are not the one drinking! If a law enforcer requests you to pull to the side of the road and finds an open container, you will be held responsible.

Drugs

The American government is attempting to end the use and distribution of illegal drugs by cracking down on anyone caught using or distributing the illicit items. You will face serious penalties if caught in the possession of illegal controlled substances. Possession of any illegal drug is subject to prosecution by law in the United States.

Cigarettes

Cigarette smoking and vaping is banned in many public areas. The legal smoking/vaping age in the USA is 21 years old. The US enforces federal and local laws that outlaw smoking on public transportation and on all domestic flights. In some cities, smoking is now banned in restaurants, bars, and public buildings and in workplaces. Be aware and courteous of others if you smoke, and make sure you are aware of smoking restrictions in your work-place. Ask someone if you are not sure about the laws in your area.

Telephone Communication

How to Make Phone Calls

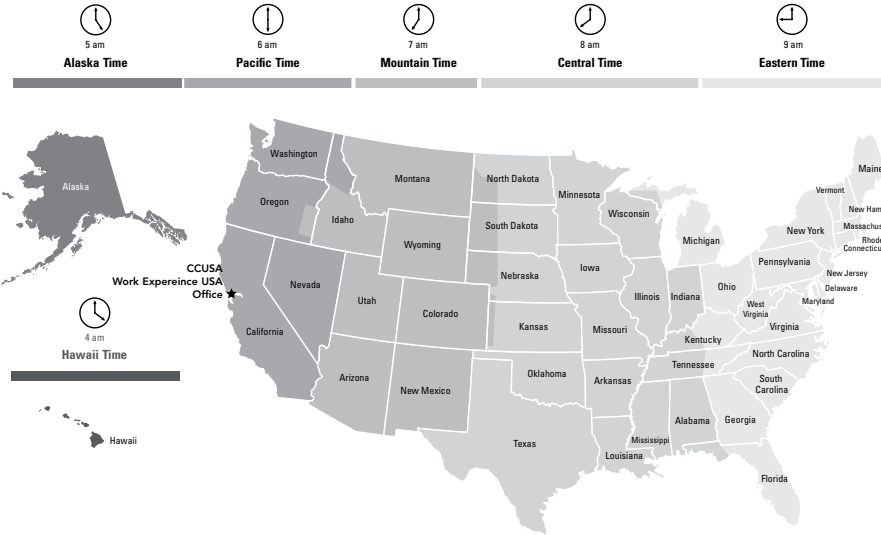
- When you make a local call within a given area code, you only need to enter the last 7-digit number.
- For calls outside your area code, but within the United States, you must dial 1 + 3-digit area code + the 7-digit number. Example: 1-415-339-2740.
- To call outside the United States, you must dial 011 + country code + city code [minus any zeros] + the local number.
- In the United States, it is common for a phone number to be given as letters rather than numbers. The letters refer to corresponding numbers on the telephone keys. For example, #2 = A, B, C and #3 = D, E, F. Thus, 1-888-44 Work Experience USA is 1-888-449-3872.

Information Numbers

If you do not know someone's telephone number, but you know the person's or company's name and where the person or company is located, you can call 411 for directory assistance.

Time Zones

The US is divided into 4 time zones: Pacific, Mountain, Central and Eastern Time. When it is 6:00am Pacific Standard Time, it is 7:00am Mountain Time, 8:00am Central Time and 9:00am Eastern Time. Please be aware of this time difference when calling someone in a different zone.



Business Hours

Normal business hours in the US begin at 8:00 or 9:00am to 5:00 pm, Monday–Friday. It is standard to take one hour for lunch, sometime between 12:00 and 2:00pm. Many shops and grocery stores are open for extended hours and do not follow normal business hours. Some stores and fast food restaurants are open 24 hours a day.

Writing the Date

In the US, the date is written in the following sequence: month, day, year. Be aware of this system when using number abbreviations for writing the date. If it is November 10th, 2018, it would be abbreviated 11/10/18 NOT 10/11/18. This may be tricky at first, but you'll get used to it!

US Currency

American currency consists of both coins and paper money. It is based on the dollar. There are 100 cents in each dollar.

Coins

Name	Value	Amount in \$	Name	Value	Amount in \$
Penny	1 cent	\$0.01	Quarter	25 cents	\$0.25
Nickel	5 cents	\$0.05	Half Dollar	50 cents	\$0.50
Dime	10 cents	\$0.10			

Paper Money

Dollar bills come in the following denominations: \$1.00, \$5.00, \$10.00, \$20.00, \$50.00 and \$100.00. All bills are green and are the same size. You can tell them apart by looking at the numbers in the corners [look carefully when you are in a dark bar or disco]. Each denomination displays a picture of a famous American president. We recommend you change money into smaller denominations such as \$10.00 and \$20.00. It's often hard to cash \$50 and \$100 bills in stores, restaurants, etc. Do not carry a lot of cash.

Charts and Conversion Tables

US Postage

Letters: 66 cents [up to one ounce]

Postcards: 51 cents [regular size]

Postage For Overseas Mail

Letters and Postcards: \$1.50 [up to 1 ounce]

[The prices depend upon what the destination country is. You should still check postage pricing at your local post office before mailing]

Metric Conversion

1 mile = 1.6 kilometers 1 liquid quart = 0.95 liters 1 gallon = 3.8 liters

1 yard = 91.4 centimeters 1 pound = 454 grams 1 foot = 30.5 centimeters

1 ounce = 28 grams 1 inch = 2.54 centimeters

Temperature Conversion

Temperatures in the USA are reported in Fahrenheit degrees [°F].

To convert Fahrenheit degrees into Centigrade or Celsius degrees [°C], use the following formula:

$$\frac{[F-32]}{9} \times 5 = C \text{ example: } \frac{[78F-32]}{9} \times 5 = 25.5C$$

To convert Centigrade into Fahrenheit, use this formula:

$$\frac{[Cx9]}{5} + 32 = F \text{ example: } \frac{[16Cx9]}{5} + 32 = 60.8F$$

Water freezes at 32°F [0°C]. Water boils at 212°F [100°C].

Tip Chart

Bill	15%	20%	Bill	15%	20%	Bill	15%	20%
\$ 1	15¢	20¢	\$11	1.65	2.20	\$21	3.15	4.20
\$ 2	30¢	40¢	\$12	1.80	2.40	\$22	3.30	4.40
\$ 3	45¢	60¢	\$13	1.95	2.60	\$23	3.45	4.60
\$ 4	60¢	80¢	\$14	2.10	2.80	\$24	3.60	4.80
\$ 5	75¢	1.00	\$15	2.25	3.00	\$25	3.75	5.00
\$ 6	90¢	1.20	\$16	2.40	3.20	\$26	3.90	5.20
\$ 7	1.05	1.40	\$17	2.55	3.40	\$27	4.05	5.40
\$ 8	1.20	1.60	\$18	2.70	3.60	\$28	4.20	5.60
\$ 9	1.35	1.80	\$19	2.85	3.80	\$29	4.35	5.80
\$10	1.50	2.00	\$20	3.00	4.00	\$30	4.50	6.00

State Abbreviation Codes

Alaska = AK	Indiana = IN	Nebraska = NE	Rhode Island = RI
Alabama = AL	Iowa = IA	Nevada = NV	South Carolina = SC
Arizona = AZ	Kansas = KS	New Hampshire = NH	South Dakota = SD
Arkansas = AR	Kentucky = KY	New Jersey = NJ	Tennessee = TN
California = CA	Louisiana = LA	New Mexico = NM	Texas = TX
Colorado = CO	Maine = ME	New York = NY	Utah = UT
Connecticut = CT	Maryland = MD	North Carolina = NC	Vermont = VT
Delaware = DE	Massachusetts = MA	North Dakota = ND	Virginia = VA
Florida = FL	Michigan = MI	Ohio = OH	Washington = WA
Georgia = GA	Minnesota = MN	Oklahoma = OK	West Virginia = WV
Hawaii = HI	Mississippi = MS	Oregon = OR	Wisconsin = WI
Idaho = ID	Missouri = MO	Pennsylvania = PA	Wyoming = WY
Illinois = IL	Montana = MT		



Map of the United States

CCUSA Phone Directory

Listed below are telephone numbers you may find useful while in the USA.

Airlines

Aerolineas Argentinas	1-800-333-0276
AER Lingus	1-800-474 7424
Aeroflot	1-888-340-6400
Alitalia	1-800-223-5730
Air New Zealand	1-800-262-1234
Air Tran	1-800-247-8726
Alaska Air	1-800-252-7522
American	1-800-433-7300
British Airways	1-800-247-9297
Czech Air	1-800-223-2365
Delta	1-800-221-1212
Finnair	1-800-950-5000
Frontier	1-800-432-1359
Jet Blue	1-800-538-2583
KLM	1-800-225-2525
LAN Chile	1-866-435-9526
Lufthansa	1-800-645-3880
Midwest Express	1-800-452-2022
Northwest	1-800-225-2525
QANTAS	1-800-227-4500
SAS	1-800-426-0090
Singapore	1-800-742-3333
Southwest	1-800-435-9792
Sun Country	1-800-359-6786
Swiss	1-877-359-7947
United	1-800-241-6522
US Air	1-800-428-4322
Virgin Atlantic	1-800-862-8621

Bus Service

Greyhound	1 800 231 2222
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Train Service

Amtrak	1 800 872 7245
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Rental Car Agencies

Alamo	1-800-327-9633
Avis	1-800-331-1212
Budget	1-800-527-0700
Dollar	1-800-800-4000
Enterprise	1-800-325-8007
Hertz	1-800-654-3131
Thrifty	1-800-367-2277

Other Useful Numbers

United States Postal Service [USPS]	1-800-275-8777
United Parcel Service [UPS]	1-800-742-5877
US Citizenship and Immigration Services [USCIS]:	1-800-375-5283
CCUSA Work Experience Emergency Hotline	1-888-449-3872

Travel Websites

www.travelocity.com
ww.hotwire.com
www.orbitz.com
www.travelplanet.com

US Consulate & Non-Immigrant Visa Section

For the nearest embassy or consulate visit: <http://travel.state.gov/>

Foreign Embassies in Washington D.C.

For updates visit: www.embassy.org

Argentina

Tel: 1-202-238-6400

Australia

Tel: 1-202-797-3000

Austria

Tel: 1-202-895-6700

Belarus

Tel: 202-986-1604

Belgium

Tel: 1-202-333-6900

Brazil

Tel: 1-202-238-2700

Bulgaria

Tel: 1-202-387-0174

Canada

Tel: 1-202-682-1740

Chile

Tel: 1-202-785-1746

China

Tel: 1-202-328-2500

Colombia

Tel: 1-202-387-8338

Costa Rica

Tel: 1-202-234-2945

Croatia

Tel: 1-202-588-5899

Czech Republic

Tel: 1-202-274-9100

Denmark

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Dominican Republic

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Ecuador

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Egypt

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Finland

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France

Tel: 1-202-944-6000

Germany

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Hungary

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Israel

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Italy

Tel: 1-202-612-4400

Jamaica

Tel: 1-202-452-0660

Japan

Tel: 1-202-238-6700

Kazakhstan

Tel: 1-202-232-5488

Macedonia

Tel: 1-202-667-0501

Mexico

Tel: 1-202-728-1600

Mongolia

Tel: 1-202-333-7117

Morocco

Tel: 1-212-758-2625

Netherlands

Tel: 1-202-244-5300

New Zealand

Tel: 1-202-328-4800

Paraguay

Tel: 1-202-483-6960

Peru

Tel: 1-305-374-1305

Poland

Tel: 1-202-234-3800

Portugal

Tel: 1-202-328-8610

Romania

Tel: 1-202-332-4848

Russia

Tel: 1-202-298-5700

Serbia

Tel: 1-202-332-0333

Singapore

Tel: 1-202-537-310

Slovakia

Tel: 1-202-237-1054

Slovenia

Tel: 1-202-667-5363

South Africa

Tel: 1-202-232-4400

South Korea

Tel: 1-202-939-5663

Spain

Tel: 1-202-452-0100

Sweden

Tel: 1-202-467-2600

Taiwan

Tel: 1-202-895-1800

Thailand

Tel: 1-202-944-3600

Turkey

Tel: 1-202-612-6700

Ukraine

Tel: 1-202-333-0606

Uruguay

Tel: 1-202-331-1313

United Kingdom/

Northern Ireland/

Scotland

Tel: 1-202-588-6500



Work Experience USA
901 E. Street, Suite 300
San Rafael, CA 94901
Tel 1 888 449 3872
Fax (415) 339-2722

Information For My Family

For your own safety and protection, it is a good to leave copies of important documents and information with a parent or trusted friend in your home country. This is an optional form which we suggest you complete, attach the necessary copies, and leave with someone you trust.

Your Name _____

Your Work Experience USA ID# _____

EMPLOYER INFORMATION

Employer _____

Contact name _____

Phone # _____ Fax# _____

Employer Address _____

Web site and email address _____

Housing Information _____

Address (if pre-arranged) _____

LOCAL COUNTRY OFFICE CONTACT INFORMATION

Country Director _____

Office Address _____

Phone: _____ Fax: _____

IMPORTANT DOCUMENTS

Passport # _____

Expiration Date _____

(Make a photocopy of the inside page and attach to this sheet.)

CREDIT CARDS

Card Number _____

Type _____ Expiration Date _____

Card Number _____

Type _____ Expiration Date _____

(Make photocopies and attach to this sheet)

TRAVELERS CHECKS

Check #'s _____

Type _____

(Make photocopies and attach to the back of this sheet)

TRAVEL INFORMATION

Attach a copy of your international and domestic (if available) travel itinerary. Include flight #'s, airlines, buses, times, etc. Have a great trip and we'll see you at orientation!



CCUSA

Participant 2-Week Notice Form

To: CCUSA-Work Experience USA

My name is _____, my CCUSA ID number is _____.

This letter is to inform you that today, ____/____/____, I am giving my employer two weeks notice. ____/____/____ will be my last day of work. My first day of work was ____/____/____.

My employer's company name is _____

and their phone # is (____) _____.

I understand the following conditions if I decide to end my employment:

1. I must discuss the entire situation with CCUSA prior to giving 2 weeks notice.
2. CCUSA requires that I submit this 2 Week Notice Form.
3. CCUSA requires that I must work for my employer for 2 weeks before giving 2 weeks notice, unless my employer releases me by checking the appropriate box below or CCUSA decides there are reasons to excuse me from this requirement.
4. I agree to call the CCUSA office at 1-888-449-3872 during business hours (M-F 8:00am to 4:30pm PST) on my last day of work.
5. I have ticked my chosen option (tick one only):
 - a. I choose to find a new job. I must revalidate my visa in SEVIS (by visiting <http://footprints.ccusa.com>), enter my new physical address and submit an Independent Job Offer within 10 days of the departure date on this form. I understand I cannot start work until CCUSA has verified this new job offer and I have paid the verification fee.
 - b. I choose to travel around the US but not work. I understand that my J1 visa will be ended and 30-day grace period starts. I understand that I will no longer be on the J1 visa and not required to report to CCUSA or SEVIS. This option is only available if you have worked the majority of your program. Please call CCUSA if you have questions.
 - c. I choose to return home. I understand that my J1 visa will be ended.
6. If I do not follow these procedures, I understand that my visa will be terminated. This results in a negative record in the SEVIS system and requires that I leave the US immediately. If my employer decides to waive the 2-week notice and agrees that I may leave immediately, he/she will indicate so here.

I, this participant's employer, agree to waive the 2-week notice for this participant.

I, this participant's employer, do not waive the 2-week notice for this participant.

Employer (please tick the appropriate box above) CCUSA Work Experience USA Participant

Employer (please tick the appropriate box above)

CCUSA Work Experience USA Participant

(sign name)

(sign name)

(print name)

(print name)

Please fax this form to (415) 339-2722

**Did you work in the US on a J-1 visa?
THEN YOU PAID TAXES!**

**Need to file a return?
WE CAN HELP!**

Did you know, if you worked in the US you MUST file a US Tax Return? It's the LAW!
Let CCUSA's recommended tax service, Sprintax help you file your taxes today.
They are here to help!

CONTACT THEM TODAY!

www.ccusatax.com





WORLD HEADQUARTERS

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CCUSA
WORK EXPERIENCE USA