

**ICES USA & ICES EUROPE**

**WORK & TRAVEL PROGRAM**

**Visitor Handbook  
August 2008**

International Cultural Exchange Services (ICES)

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# WELCOME TO THE WORLD OF ICES WORK & TRAVEL

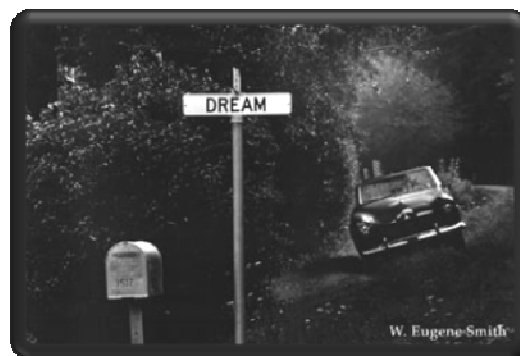
# WELCOME TO THE WORLD OF ICES

As the global community becomes increasingly interdependent, today's young people will face numerous challenges on their journey to becoming tomorrow's leaders. Founded in 1991, ICES is a nonprofit organization dedicated to increasing awareness and understanding among the young people of the world through shared cultural experiences. ICES has accomplished this goal for thousands of student participants for nearly two decades.

Since its beginning, ICES has been recognized as a quality midsize student exchange program. It has a demonstrated successful history managing student exchange operations. ICES has been designated by the U.S. Department of State as an "exchange-visitor" program since 1992 and adheres strictly to all Department of State regulations. Additionally, ICES has been a member of the Alliance for International Education and Cultural Exchange (ALLIANCE) since 1997.

ICES is also governed by the policies of the Council on Standards for International Travel (CSIET) which establishes standards for organizations operating international travel and exchange programs. ICES President, John J. Crist, has served two terms on the CSIET Board of Directors.

The ICES National Student Support Center is headquartered in Concord, Virginia and oversees all student counseling issues. The ICES International Headquarters is located in the Charleston /Huntington Metro Area of West Virginia. Additionally there are over 20 satellite offices in cities throughout the U.S. ICES Associated Organizations and Agencies are found in Asia, Australia, Africa, Europe and Central and South America.



## Work & Travel Program Description

The ICES Work&Travel Program makes it possible for international university students to experience U.S. society and culture first-hand as seasonal employees in businesses throughout the U.S. The ICES Work&Travel Program gives you the opportunity to immerse yourself in American culture, earn additional money, and act as an ambassador for your home country. As a program participant, you will embark on an exciting adventure that will grant you insight into the way that Americans work, live, and enjoy life. Simultaneously the Americans you encounter will increase their cross-cultural

knowledge as a result on their interactions with you. The network of friends you form may not only last a lifetime but also assist you in your career development upon your return home.

Participants enroll in the program during the period that coincides with their summer holiday. Overseas students from the northern hemisphere are eligible to work between June 1 and October 15. Students in the southern hemisphere are eligible to work between November 1 and March 15. A student must commit to a work program of between 2 and 4 months. Students may choose to travel for up to 30 days after the completion of their work assignment. Participants must indicate their intended length of stay at the time of application.

The jobs that will be available are almost always unskilled, or semi-skilled, and include the following possibilities: amusement park attendant; banquet server; bus person; clerical. Cook; dishwasher; fast food server; front desk clerk; game/ride attendant; host/.hostess; housekeeper; laundry; lifeguard; park services; parking attendant; porter; recreation instructor; sales; security guard; tour guide; waiter/waitress.

This handbook has been developed for all Work&Travel participants and is a convenient resource that will help you prepare for your experience. In this handbook you will find information on the American workplace and culture, as well as important program information.



## What will you gain from the W&T Experience?

- Complete immersion in U.S. culture;
- Experience of the U.S. workplace;
- A chance to develop work skills, experience and to improve your resume through international work experience;
- The ability to earn money to cover living and traveling expenses;
- Invaluable life experience;
- An opportunity to make new, life-long friends;
- Improve and refine your English-language skills

## Rules and Conditions

### *Included Program Services*

Under the sponsorship of International Cultural Exchange Services (ICES), you are provided with the following features and resources:

1. Sponsorship, which allows you to work legally in the U.S.;
2. Full assistance in acquiring the J-1 visa, and other program documents;
3. Full assistance with issues related to your Social Security card application;
4. Compulsory Medical & Accident insurance coverage throughout your program (or as provided by your overseas agent);
5. Pre-departure orientation, support and assistance in your home country as you prepare for your program;
6. Support materials and information from ICES staff to answer your questions and help you stay in compliance with program rules and U.S. law;
7. 24-hour emergency assistance at 1-800-344-3566.

### *Not Included*

1. International and domestic airfares.
2. Airport transfers.
3. Transportation to the final work placement destination company.
4. Daily living expenses including housing, meals and transportation.
5. Any applicable visa application fees at the U.S. Consulate/Embassy in the participant's home country

### *W&T Program Rules and Conditions*

1. You are between the ages of 18 and not older than 29 by May 15th of the program year and registered as a full-time student at a post-secondary level college or university.
2. You are in good health.
3. You are capable and comfortable functioning in an English-speaking work environment.
4. You are able to document proof of sufficient funds (\$1000 USD) in order to financially support yourself upon arrival in the U.S. until you receive your first paycheck.

5. You will obtain a valid passport and visa and comply with all vaccination and immunization requirements.
6. You will obey all U.S.A. Federal, State and Local laws.
7. Any illegal use of drugs or alcohol, or abuse of harmful controlled substances or illegal possession of drugs, alcohol or controlled substances will be cause for your immediate repatriation.
8. You will attend an orientation session in your home country.
9. You will carry out the duties and responsibilities of the employment position which ICES and its affiliates have arranged. Is it your responsibility to advise ICES of any significant problems, including but not limited to, your health, safety or welfare plus adjustment to the job, culture, language, etc.
10. You agree to be an active and congenial part of the company and understand you will receive basic entry-level work experience in addition to gaining cultural experience from the program.
11. You will comply with all company rules and respect the dress code of the company. Be advised that most companies will require students to take a drug test before starting and during their term of employment.
12. Failure to comply with program rules or giving misleading information may result in program dismissal and repatriation.
13. You will cooperate fully with those supervising the program on behalf of and in correspondence with ICES.
14. You understand that the work assignment is temporary and runs for the duration of the work authorization as stated on the DS-2091 form. Students cannot change the visa to a different category.
15. You understand that the assigned Host Company holds the right to dismiss you if your job performance is not satisfactory. In that case, you will return home immediately at your own expense.
16. It is understood that there is generally a minimum of a 3 month work commitment requirement and you agree to work the entire period as stated on the assignment agreement letter. Not working through the period indicated constitutes a violation of the agreement with the Host Company and may lead to your visa being cancelled and/or termination from the program.
17. You will not accept any form of assignment other than what is authorized by the assignment authorization documents.

18. You will not terminate agreement with the Host Company without consulting with the ICES staff for assistance.
19. You will respect the privacy of information learned during your work experience.
20. You agree to complete all evaluations in compliance with the program regulations.
21. You will pay for any property damaged.
22. You will return home within 30 days of the DS-2019 visa expiration or immediately from the program for violation of sponsor rules governing the program. You cannot work during the 30 day grace period.
23. For Self-Placed students only, it is solely the student's responsibility to ensure that the Self-Placed Job Offer Form is completed clearly and signed by both he/she and his/her employer. This Self-Placed Job Offer Form must be submitted with all other application documentation.

## *Early Program Termination*

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You must do your best to complete the program. Should you be unable or unwilling to complete the program you will be out of status for your visa. ICES will assist participants to coordinate their return home. Should you not return home, ICES is required to report that you are out of status, and that ICES believes you are not returning home. Such actions could result in your inability to re-enter the U.S.A. in the future.

## **Necessary documentation**

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To successfully enter the U.S. on the Work&Travel Program, you will need to show the following documents to immigration officials:

### *DS-2019 Form*

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As a participant in the ICES Work&Travel program, you are sponsored under ICES's J-1 visa designation. ICES will issue you a DS-2019 form after your application for the program has been processed, accepted and a job placement has been confirmed. This DS-2019 form is a "Certificate of Eligibility for Exchange Visitor (J-1) Status" from the Department of State, which is an agency of the U.S. Government. It officially identifies ICES as your program sponsor, describes the purpose of the program, and lists the exact period during which you are allowed to work. Without a DS-2019 form you cannot apply for your visa or enter the U.S.

Please note that you should not enter the U.S. more than two weeks prior to the start date on your DS-2019 regardless of the start date on your J-1 visa.

## Passport and J-1 Visa

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When you apply for the J-1 visa, you will present your DS-2019 at a U.S. Embassy or Consulate in your home country along with your passport and other visa application forms. If your passport is less than one year old, be sure to bring another identification document that is older.

You will have to show proof of sufficient funds (USD \$1,000) when applying for the J-1 visa AND when entering the U.S. Travelers Checks are recommended. Bank statements are not acceptable. You will also have to schedule a face-to-face interview with the Embassy or Consulate. Because wait times for interview appointments can be long, it is important to apply for your visa as early as possible.

Remember, you cannot request J-1 status after arriving in the U.S.; you must do this before you leave. Once you have had your interview and are approved, the J-1 visa will be placed in your passport with the program number marked on it. The J-1 visa with a valid DS-2019 form allows you entrance to the U.S. as an ICES Work&Travel Program participant. Your J-1 visa is valid for a period of four months and **CANNOT** be extended under any circumstances.

Please keep in mind that this particular J-1 visa does not allow you to work as a domestic, camp counselor, au pair, park ranger, medical worker or crew member on a ship or airplane. Additionally, your local U.S. embassy or consulate makes the decision on visa issues. Even if you have been accepted into the Work&Travel Program, ICES can not guarantee that you will be granted the J-1 Visa

MAKE **2** OF YOUR DOCUMENTS!  
**COPIES**

Be sure to make two copies of all your documents. Leave one set of copies at home and pack the other set in your luggage. Carry the original documents with you during your trip. You do not have access to any checked baggage until you clear immigration.

## Departure

### *Packing and Luggage Allowance*

Most airlines allow you to check two bags and bring one carry-on piece on the plane, but it is important that you pack lightly. Not only will you have to carry your luggage but many buildings may not have an elevator. Keep your packing simple and limited to the essentials. Bring clothing that is appropriate for the season (Winter/summer) and for your specific job. Don't forget you may want to bring back items you have purchased during your stay in the U.S. If you are planning to travel it may be more helpful to use a backpack instead. Also, due to security concerns, you should not bring knives, razors or any sharp items in your carry-on luggage. Check with your airline for updated security regulations.

Prescription drugs must be in its original container along with a copy of the prescription. It is important to note that medicine is very expensive in the United States. It is advisable to bring an adequate supply to last the length of your stay. A battery operated travel clock, an electrical plug adapter and travel guides/maps are items that may make your stay in the U.S. more comfortable. Do not bring in perishable foods such as cheese, fruit, meat or nuts. If you bring in alcohol you must be 21 or older.

### *Money*

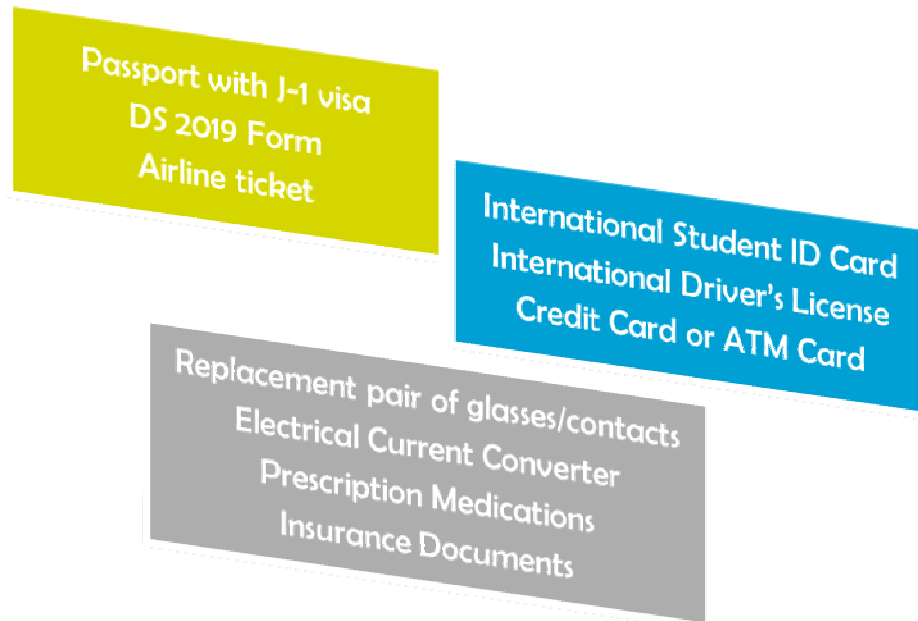
You should not carry large amounts of cash to the U.S.A. However, the program requires that you arrive with at least \$1000 in U.S. currency for emergencies and unexpected costs upon arrival. Please keep in mind that it may take a few weeks before you get your first paycheck. It is advisable to bring most of your money in U.S. Travelers Checks. Unlike cash, stolen Travelers Checks can be replaced. It is important to keep your Traveler Check receipts separate from your checks.

Bring enough funds to cover those expenses that will not be met by the money you earn. Having additional money sent from home can take considerable time. You should also consider the type of expenses that you may have upon arrival including travel expenses, lodging, food, etc. until receipt of your first paycheck.

Once you are in the United States it is highly recommended that you open a checking account in a local bank. You will want to request an Automatic Teller Card (ATM or debit card) to avoid carrying large sums of money. ATM cards can be used at 24-hour automated teller machines. A "PIN" or

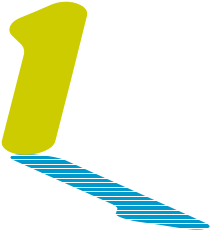
Personal Identification Number is provided for your ATM/Debit Card. This number should be kept secret so that no one else has access to your money. If you lose this card it is important that you notify the bank immediately. Most ATM cards can be used extensively throughout the U.S.A.

If you do need money from home in a hurry, contact Western Union (1-800-325-6000). This services usually makes it possible to transfer money from your home country to anywhere in the U.S.A. within 24 hours. There is a service fee for this money transfer.



## Procedure for Entering the U.S.

### Present your DS-2019, Passport, Visa and I-94 Card



When you arrive in the U.S., you will present your DS-2019 form and your J-1 visa and I-94 card in your passport to immigration officials at your point of entry. The I-94 card will be given to you to complete on your flight to the U.S. Carry these documents with you during your trip, not in your checked baggage. You will not have access to any checked baggage until after you clear U.S. immigration!

### Show Proof of Funds

You must be able to show proof of a minimum of U.S. \$1,000 when entering the U.S. (travelers checks are recommended; a bank check statement is not acceptable).



### Present your I-94 Card



You will receive an I-94 card while you are onboard the airplane en route to the U.S. (a small, white card also known as the “Arrival/Departure Record”). While on the plane, you will be instructed on how to fill out your I-94 Card properly.

It is important that you enter your name on the I-94 Card exactly as it appears on your J-1 Visa stamp in your passport. Enter your SURNAME from the J-1 Visa stamp in your passport into the FAMILY NAME space on the I-94 Card; enter your GIVEN NAME from the J-1 Visa stamp in your passport into the FIRST (GIVEN) NAME space on the I-94 Card. Note the printed number on top left corner of the I-94 Card. You will need this number when you complete your employment paperwork. Please refer to pages **67** for a sample of a completed I-94 form.

The I-94 will be stapled to your passport.

Your I-94 card or DS-2019 may be stamped with the letters “J-1” and “D/S”. “D/S” stands for “duration of status” and means that you are authorized to work for a maximum of 4 months from your date of entry into the U.S. You will have a grace period of 30 days in which you can travel within the U.S. as a tourist for up to 30 days past your last legal working date. In exceptional cases, a date may be stated on the card instead of “D/S”.

Check your I-94 card before leaving the Immigration counter – make sure your card is not torn and the entire number in the top left corner is clear and legible. When you depart the U.S., your

I-94 card is collected by the Department of Homeland Security. This is the record that you departed the country by the end of your stay.

Once you have entered the U.S. according to the steps outlined above, you have valid J-1 status in the U.S.

## *Collecting Your Bags*

After passing through U.S. Immigration, you will go to the baggage claim area, where your bags will arrive on the carousel. Check the display board for your flight number. If you have waited a long time at Immigration, your bags may have already passed through and been placed on the floor of the baggage area. Once you get your bags, go to the Customs desk, where you will show your passport, answer a few questions, and hand in your customs declaration form as you leave.

If your bags have been damaged or lost, report this immediately to the airline and get a Property Irregularity Report, as you may need this for insurance purposes. If you know where you will be staying, give this address or your employer's address so that your bags can be delivered to you.

## Tracking of the Participants

### *SEVIS*

It is a U.S. government requirement that all participants on the J-1 visa must be tracked and accounted for by the program sponsor during their stay in the U.S. by a system known as "the Student and Exchange Visitor Information System" (SEVIS). SEVIS is a tracking system run by the U.S. Department of Homeland Security and is designed to keep accurate and current information on foreign exchange visitors entering the U.S.

It involves the same data that has always been required by law and regulation for foreign and exchange visitors, such as personal data (name, place of birth, country of citizenship, address, etc.), student status, and employer data. Although this does not limit your freedom to travel and explore during your time here, it does mean that the U.S. government – and ICES as your legal sponsor – will be required to maintain up-to-date information on your living and working contact information. Accordingly, ICES is required to verify that all participants begin their work programs as scheduled. ICES must also update SEVIS regarding any change in your U.S. address, change of employer, termination, and other details.

U.S. Immigration Law requires that you contact ICES upon your arrival to the United States and every 30 days to verify your continued employment and current address. Failure to do comply with this requirement will affect your eligibility to be in the United States.

If you have not arranged for permanent accommodations prior to departure from your home country, you will have 20 days after arrival in the U.S. to inform ICES of your U.S. permanent home address. Any further change in the U.S. permanent home address must be reported to ICES within 1 week. Failure to comply with this U.S. governmental regulation will result in your termination from the program and you will be forced to return home.

**As a participant of the program, it is your legal obligation to inform ICES of updates to your information and any other changes while you are here. If you do not notify ICES of a change of address within 7 days or a change of employer within 30 days your Work and Travel Program will be terminated.**

#### Ices Contact Information:

Email: [Work&Travel@icesusa.org](mailto:Work&Travel@icesusa.org)

[www.icesusa.org](http://www.icesusa.org)

Telephone: 1-800-832-7913

### *30-Day Rule*

You are authorized to stay in the U.S. for 30 days beyond the end date stated on your DS-2019. You must stop working on the end of program date that is printed on the DS-2019 form. You can remain in the U.S. to travel for 30 days after this end of program date, but you CANNOT work. If you leave the U.S. at any time during this 30-day grace period, you will NOT be allowed to re-enter the U.S.

Participants who remain after the 30-day period without proper authorization are subject to arrest and deportation. In addition, violation of immigration regulations may seriously jeopardize the possibility of obtaining any type of U.S. visa in the future.

### *Contact ICES immediately if:*

- If you are fired or laid off from your job. In these cases, it may be possible to change your employer.

- If you are thinking about quitting or changing your job. It is important that you discuss your options with ICES. Quitting or changing your job without ICES approval could result in the withdrawal of legal sponsorship by ICES, which would terminate your legal status in the U.S. If you are having a serious problem at work, you may apply for a change of employer. This situation must be investigated and will require ICES contacting your employer. If a change is approved, you will be notified by ICES and will need to find a new job. You will have 30 days from the last day you worked with your original company to complete these procedures.

USA Immigration Law requires that you report to ICES when you:

- Arrive in the USA, and
- Once a month (every 30 days) while working in the USA with your current address.

Please log on to [www.icesusa.org](http://www.icesusa.org) to complete the “Arrival” and “Monthly Check-In” process. Failure to do so will result in termination of your visa and insurance coverage.

## Emergencies

As your legal sponsor, ICES is legally responsible for you at all times during your stay in the U.S. Contact ICES if you need any kind of assistance, whether it be an emergency (serious illness, accident, trouble with the law, etc.) or for more general program-related information.

Contact ICES immediately in the following emergency situations:

- Death or medical emergency
- If you are a victim of a crime
- If you have been arrested

**CONTACT ICES at 1-800-344-3566**

The following are not considered emergencies and therefore you may contact ICES during regular office hours (9:00 am to 6:00 pm Eastern Standard Time) at 1-800-832-7913.

1. You have been fired from your job
2. You have lost your DS-2019 and/or I-94 card
3. You have lost your passport
4. You are having problems with your accommodations/living conditions
5. You require basic legal information and advice for procedures and contacts
6. You are a victim of theft or a non-violent crime (lost valuables, luggage, etc.)
7. You have workplace questions & concerns (tax questions, notice, final paycheck)

8. You have questions regarding Social Security and tax issues
9. You have general questions about jobs and housing

## *Call 911 for the Police*

We know that you will do everything to stay out of trouble, but in an emergency situation, dial 911 for the police or other emergency service. Make sure you answer all questions clearly and carefully. Do not be afraid to approach the police at any time.

## Travel out of the U.S. during Your stay

Participants wishing to visit neighboring countries while participating on the ICES Work & Travel Program must check their documents carefully before leaving the US. Check the expiration date of your J-1 visa in your passport and whether or not it allows you to make multiple entries. This will be indicated by the letter “M” under the word “ENTRIES” on your J-1 visa. An “M” allows you to re-enter the U.S. more than once as long as your J-1 visa and DS-2019 form are both valid. If your J-1 visa does NOT have an “M”, you may not re-enter the U.S. on J-1 visa status.

Inspect the expiration date on your DS-2019 form (line 3 of that form). If your J-1 visa or your DS-2019 form is expired, you will NOT be able to re-enter the country at all. Please contact ICES before your trip if you are unclear about this situation.

**IMPORTANT:** You must have your DS-2019 form signed by a “Responsible Officer” in the ICES Office if you are planning to visit any other country and return to the U.S. to continue to your program under J-1 visa status.

If you are visiting any other country, including Canada or Mexico, the signature by the “Responsible Officer” on your DS-2019 form is required for re-entry to the U.S. This signature confirms that your status within the ICES Work and Travel Program is valid and in compliance with program regulations and U.S. law.

During your stay, do not leave the U.S. without a DS-2019 that has been signed by an ICES “Responsible Officer”.

## *Procedure for ICES signature of DS-2019 Form*

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Mail your DS-2019 form to the ICES Office and a letter with the dates of your travel and your return mail address and phone number in the U.S. at least 2 weeks before your trip. Enclose a self-addressed, stamped Federal Express (FEDEX) or other express shipping envelope so ICES can send your DS-2019 form back to you.

You are advised to use an Express service such as UPS or Federal Express, so that your mail can be tracked in case of mishandling. Send your DS-2019 form and a letter with your dates and destination of your trip and your return address and phone number to:

**ICES**

**Work & Travel Program**

**366-A Hurricane Creek Road**

**Hurricane, WV 25526**

Upon your return to the U.S., you must present your passport (with your valid J-1 visa) and your signed DS-2019 form to U.S. officials at the point of entry. The officer will look at your DS-2019 form and will return it to you. You will be issued a new I-94 form indicating your J-1 visa status and new entry date. This will not change the final date or stay in the U.S.

## *Visit to Canada or Mexico*

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If you plan to visit Canada or Mexico, you must inspect your documents as outlined above and have your DS-2019 form signed by ICES.

Canada and Mexico do require many nationalities to obtain a travel visa to visit their countries. It is important that you find out if you need a visa to enter either of these countries before you plan your trip. You may contact the Canadian or Mexican Embassy in Washington, D.C. for more information on visa requirements.

When you present your passport showing the valid, multiple entry J-1 visa and your copy of the DS-2019 form at the point of entry to U.S. officials, explain that you are re-entering the U.S. to continue your program.

## *Extending Your Stay*

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You CANNOT extend your stay in the U.S. beyond the authorized period. When you joined this program, you did so with the agreement that you would leave the U.S. upon program completion. ICES and the U.S. Government require you to honor this agreement.

## Documents required for U.S. Employer

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### *Social Security Card*

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You must apply for a Social Security Card immediately after entry to the U.S. or you cannot work legally in the US. Your Social Security card and Social Security number are used by the government to track tax payments and are important forms of identification.

You can locate your local Social Security Administration Office by looking in the telephone book under “Social Security Administration” or by calling the toll-free number (1-800-772-1213). You may also access the Social Security Administration website at [www.ssa.gov](http://www.ssa.gov) and use the zip code link to find the nearest Social Security Office. Please see page **69** for a sample of Social Security Card.

### *Application for a Social Security Card*

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To apply for a Social Security Card you will need to take the following documents to your local Social Security office:

- DS-2019 form
- Passport with your J-1 Visa and I-94 Form

If your passport is less than one year old you will need to bring another official government document that is at least one year old (i.e., birth certificate, driver’s license with photo) to the Social Security office to serve as proof of your age.

The Social Security Application will require you to fill in a permanent U.S. address. While you may use your residential address, ICES highly recommends that you use your employer’s address. The Social Security Administration will mail the card to whichever U.S. address you have listed on your application form, so make sure the address is correct. Once you have applied for your card, the mailing address cannot be changed.

**Attention:** Please see page **68** for a sample of a completed Social Security application form.

## *Obtain a Receipt*

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When you apply for your Social Security card remember to ask the Social Security officer for either a receipt acknowledging your application while documents are being verified, or a copy of an uncertified Social Security application. You are allowed to work in the U.S. once you have submitted your application for a Social Security Number (even if a card has not yet been issued). You may use either of these documents as proof of application for your employer.

We encourage you to call the Social Security Administration's toll free number at 1-800-722-1213 approximately 7-10 business days after applying for your card to find out the status of your application. When you call you will need to give the Confirmation Number given on the receipt you will have from the Social Security office.

If you have problems applying for your Social Security card, contact ICES. You will need to give us the name of the officer or manager of the Social Security Office where you applied as well as their phone and fax number so that we can assist you to the best of our abilities. The Social Security Administration is a government agency, not affiliated with ICES. ICES is not authorized by the Social Security Administration to obtain information regarding the status of your application.

If Social Security does not have a record of your application, you may need to re-apply at your nearest Social Security office.

If you leave a place of employment after receiving wages, but before receiving your Social Security number, you will still be required to report your Social Security number to your former employer. Your Social Security card is an important document and you need to be sure to bring your card home with you in order to file your taxes.

## *I-9 Employment Eligibility Verification Form*

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Upon being hired, your employer will require you to complete an I-9 Employment Eligibility Verification Form to prove you can work legally. Please see pages **70** for a sample of a completed I-94 form.

## W-4 Form

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When you begin your job, your employer will ask you to complete a W-4 form (Employee's Withholding Allowance Certificate). Your employer will keep this form while you are working at the company and will use the information on this form to determine how much tax should be withheld from your paycheck. If you do not fill out your W-4 form properly, you may have to pay more tax in the future. You are required to complete a new W-4 form if you change employers or if you have more than one job.

The following instructions on filling out your W-4 form are from IRS (Internal Revenue Service) Publication 515 (rev.04/00) "Withholding of Tax on Non- Resident Aliens and Foreign Corporation," page 6. This document can be found on the website:

<http://www.irs.gov/pub/irs-pdf/p515.pdf>.

**W-4 Form Instructions:** For tax purposes, you are classified as a "non-resident alien". Therefore, the instructions written above the W-4 form do not apply to you.

Please follow these instructions when completing the W-4 form:

- Check/tick only "Single" marital status on line 3 even if you are married or divorced
- Claim only one withholding allowance on line 5 (unless you are a resident of Canada, Mexico, Japan, or South Korea)
- Enter \$15.30 in line/box # 6 if you are paid every two weeks (\$7.60 if you are paid every week).
- Do not claim "exempt" withholding status on line 7

Please see pages **71** for a sample of a completed W-4 Employee Withholding form. Every person working the U.S. **MUST** pay U.S. income tax. As a foreign student working in the U.S., you will also be required to pay certain taxes, but will be exempt from (not have to pay) other taxes. If your employer has questions regarding your tax status, show him/her this handbook.

## Tax You Do Not Have to Pay

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### Social Security, Medicare, Federal Unemployment Tax (FUTA)

You must have a Social Security Card, but you are EXEMPT from Social Security, Medicare and Federal Unemployment tax. Sometimes, employers make a mistake and withhold these taxes. You

can tell us if this has happened by looking at your pay slip (the paper with your wage details). If you do see any deductions under the work “FICA” or “FUTA”, the employer has made a mistake. You can call ICES to assist you.

## *Taxes You Do Pay*

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In the U.S., income taxes are imposed by the federal, state, and local governments. The Internal Revenue Service (IRS) collects personal income taxes, usually on a “pay-as-you-go” basis. This means that your employer generally withholds income tax from your salary and pays it directly to the government. Failure to pay taxes could cause problems for you in the future if you apply for any visas to return to the U.S. It is your responsibility to check that the appropriate taxes have been deducted from your pay.

### **Federal Income Tax**

Income tax is paid to the federal (national) government by all income-earning individuals. It is paid on income from salaries, wages, and tips. Approximately 10–15 percent of your salary will be withheld for federal income tax, a portion of which you may be able to claim back as a refund at the end of the year.

### **State and City Income Taxes**

States and cities may charge extra income tax according to local laws. Ask your employer about local taxes.

## *W-2 Forms*

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At the end of the calendar year, your employer will send you a W-2 form, detailing your total wages and the amount of each tax that was withheld. You must receive 2 forms from each of your employers, since you are required to submit copies of the W-2 form with your state and federal tax returns.

We recommend that you give the ICES address to all employers so they can send us the W-2 form at the end of the year. We will then send it to your agent/organization to forward to you. If you have not received your W-2 form by February 2009 after you have returned home, you should contact your agent/organization who will contact us and we can assist you with the replacement.

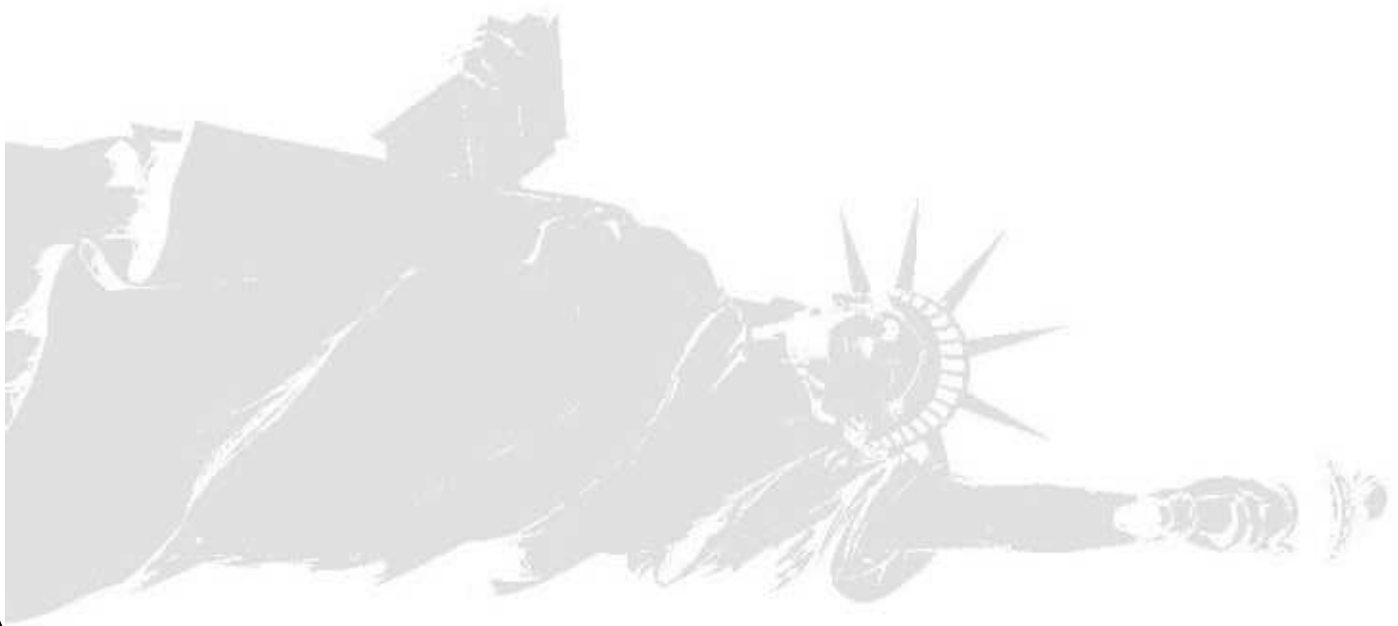
## *Tax Return Forms and Tax Refunds*

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When you receive your W-2 in early 2009, you should fill out tax return forms. The U.S. tax year begins January 1st and ends December 31st. There are separate forms for federal, state, and city tax forms. These are available from banks and post offices in the U.S. Federal tax forms are also available from U.S. Embassies in your home country. You will need to request state and city forms from your employer. You must complete either tax form 1040NR-EZ or 1040NR which are specifically for non-resident aliens (the category in which you should file). You can also visit the Internal Revenue Service web site at [www.irs.gov](http://www.irs.gov) to download the income tax forms and for more information.

The deadline for filing tax return forms is April 15 of the calendar year AFTER your employment in the U.S. You will use the charts in the tax return forms to determine the amount of tax you owe. If too little tax was withheld from your paychecks, you must pay the balance back to the government. If too much was withheld by the government, you qualify for a refund. The earlier you file, the sooner you will receive any refund. You will be in your home country by the time you need to file your tax return.

# CULTURAL NOTES



290 million people call the United States of America home, but they have their origins in every part of the world. They call themselves Americans. In American cities, you will find many ethnic neighborhoods and immigrant groups who have their own customs and social traditions. Almost everyone merges into the American mainstream, although they may keep many of their own ethnic customs at home.

People in certain parts of the U.S. may have different attitudes and values than others. For example, a traditional New Englander's point of view is as different from a Texan's as the traditional French outlook is from the British. It is easy to meet Americans. As a visitor from another country, you have an added "charm." Don't be offended by an American's lack of knowledge of your country. They are usually very curious and interested in your home country. As a newcomer to a job and community in the U.S., you must be outgoing and extend the hand of friendship. You can be a "Cultural Ambassador" to your new friends!

You may find some well-known stereotypes and some unexpected characteristics and attitudes. The following are American cultural attitudes and traits which are often noticed by foreign university students in the U.S.:

### **Friendliness**

Americans are highly mobile and make friends quickly in new settings. You will find most Americans to be very warm and accepting toward you. You may either enjoy this or find it superficial.

### **Pace**

When you arrive in the U.S., it may first seem like everyone is in a rush. Particularly in large cities such as New York, bus drivers will be abrupt, hurry you, and people will push past you. This may appear rude, do not take this personally.

### **Silence**

Many Americans find silence uncomfortable and it's not unusual for them to often study with loud music playing. Many U.S. households prefer to leave the television on for "companionship" even when no one in the house is actually watching a TV show.

### **Assertiveness**

Most people in the U.S. are open and make little effort to hide their thoughts and opinions. Do not be surprised if strangers share details about their personal lives with you.

### **Time**

Americans treat time as a commodity, and find that they will waste it, budget it, save it to use it up.

## Leisure

American leisure activities often vary according to the time of year and region of the country. Playing and watching sports play a major role in communities.

In general, Americans also spend a lot of time and/or money on entertainment, such as going to movies, renting movies to watch at home, and watching television. Of course, you will find a number of bars, nightclubs and discos in most communities. **Please remember that the legal drinking age in the USA is 21 and is strictly enforced.**

## Personal Hygiene

Use of deodorant, toothpaste, soap and products are essential to American daily life. Americans tend to shower at least once per day, and wash their hands frequently in order to prevent the spread of disease. There is hand soap in most public restrooms and signs reminding you to wash your hands. **This is particularly important at the workplace when working with food. Remember that cleanliness is important to Americans.**

## Business Hours

Typical business hours for offices are 8:00 or 9:00 am to 5:00 or 6:00 pm, with one hour taken for lunch. A lunch hour is usually taken between 12:00 pm and 2:00 pm, but may vary according to your employer. Shops and stores will often be open for longer hours and do not close over the lunch hour. Most stores are open in Sunday although this differs in some states and towns.

## 2009 US Holidays

These holidays are not observed by all businesses and you may still have to work on these dates.

January 1 <b>New Year's Day</b>	January 19 <b>Martin Luther King Day (observed)</b>
February 16 <b>President's Day</b>	April 12 <b>Easter Day</b>
May 25 <b>Memorial Day</b>	July 4 <b>Independence Day</b>
September 7 <b>Labor Day</b>	October 12 <b>Columbus Day (observed)</b>
November 26 <b>Thanksgiving Day</b>	November 11 <b>Veteran's Day (observed)</b>
	December 25 <b>Christmas Day</b>

The U.S. electrical system uses 110 volts, 60 hertz (cycles). If you are bringing appliances from home, they are probably designed for Europe's electrical system, which uses 220 volts. You will need to purchase a transformer and plug adapter that can accommodate the wattage of the particular appliance you will be using.

## US Units of Measurement

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### Temperature

An easy formula for translating Fahrenheit to Celsius is to subtract thirty from the Fahrenheit number and divide by two. To convert Celsius to Fahrenheit, multiply the Celsius number by two and add thirty. For example:

20C = 68F, 30C = 86F, 10C = 50F

### Metric Conversion

1 mile = 1.6 kilometers

1 liquid quart = 0.95 liters

1 yard = 91.4 centimeters

1 gallon = 3.8 liters

1 foot = 30.5 centimeters

1 pound = 454 grams

1 inch = 2.54 centimeters

1 ounce = 28 grams

### Time Zones

The U.S. is divided into four time zones:

- Eastern
- Central
- Mountain
- Pacific

When it is 12:00 noon Eastern Standard Time (EST), it is 11:00 am Central Standard Time (CST), 10:00 am Mountain Standard Time (MST), and 9:00 am Pacific Standard Time (PST). The UK and Ireland are generally five hours ahead of Eastern Standard Time, with continental Europe being six hours ahead. ICES operates on Eastern Standard Time. The U.S. keeps Daylight Savings Time by turning the clocks forward one hour in early April and turning them back one hour in late October.

# CATCH YOUR BREATH



Adjusting to a new culture and way of life is both exciting and challenging – it shouldn't come as any surprise that you will experience some highs and lows during your time in the U.S. You have taken on an adventure of a lifetime and moved to a new environment, which you may find strange and difficult at times. Take the time to remind yourself that these changes are the reason we all love to travel: to experience the unknown!

## *Stages of Cultural Adjustment*

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While everyone responds differently adjusting to a new culture, there are typically three stages that most people go through:

1. You will probably experience an initial period of excitement and happiness, due to new things around you. You will constantly be reminded that you are in a new culture and are many miles from home.
2. As you adjust to the routine of daily life, that initial sense of adventure will wear off. You may even find that your new life in the U.S. can be quite ordinary and dull at times – just like at home! During this phase you may start to miss your friends and families at home – wishing things in the U.S. were more similar to your home country. During this time, you may find it hard to keep a positive attitude and to keep up with your routines. You may be tempted to withdraw from people around you or even become hostile. Even simple things may seem like an ordeal. At this point, it is helpful to know that for most people, this phase doesn't last too long.
3. The second phase should soon give way to the third phase – your true adjustment to American culture. Once the values and characteristics of people in the U.S. become more familiar to you, day-to-day life will become easier. You will find that it will be easier to immerse yourself in American life, and you will begin to experience the culture in a way that would never be possible if you were a tourist traveling for a few weeks.

## *Survival Skills*

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- Stay positive
- Give yourself a chance
- Try not to withdraw from your American friends, your co-workers or your employer.

- Make a special effort to have fun, and most importantly—remember all of the reasons that brought you to the U.S. in the first place!
- Be open and friendly and people will respond likewise.
- Maintain a sense of humor and an open mind. Keep in mind that even the most extraordinary experience will make an entertaining story at home that is sure to make your friends and family laugh.

## *Experiences of Past Participants*

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Most people have an enjoyable time while living in the U.S. However, here are some examples of what past participants have felt like when they have gone through their adjustment to life in the U.S.:

- A newly-arrived person in a large American city is initially exhilarated by the fast-paced bustle of the city, and enjoys the feeling of being in the midst of so much activity. However, the feeling eventually can give way to stress – people are always in a hurry, the streets are always crowded and noisy, and no one ever looks you in the eye. Those interesting-looking characters now seem like silly poseurs with nothing better to do.
- A student in a small community may find the America custom of saying “thank you,” “you’re welcome,” “have a nice day” and smiling at strangers rather silly. This may seem insincere, and the student scorns this superficial behavior, preferring a more formal relationship with strangers. The student refuses to be friendly to people who aren’t actual friends.
- An adventurous student seeks out an isolated, rural area for work. The place can only be reached by car or on foot; public transportation is non-existent. While the student likes the peace and beauty of the area, she also feels trapped and frustrated by her inability to leave and explore regions nearby. America’s “car culture” strikes the student as a ridiculous self-indulgence, and she concludes that Americans are selfish, lazy people.

**You will probably begin to recognize that some behaviors are neither “good” nor “bad”, but simply a function of culture. Even those behaviors that are negative may be understood better in a cultural context. For example, while Americans’ dependence on cars contributes to environmental problem, this phenomenon can be explained by such things as the size of the country, the low cost of gasoline, a national emphasis on individualism and self-reliance.**

## *IMPORTANT: If you need Counseling*

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If you are experiencing problems with depression, homesickness, harassment, or other unusual feelings, we want to know about it as soon as possible. In order for us to give you the best possible help for your problems, please ask yourself (and find answers to!) the following 5 questions:

1. Have you been feeling depressed about a situation?
2. Do you find that you are unhappy for a long period of time?
3. Are you experiencing ongoing emotional distress?
4. Are you finding your stay in the U.S. overwhelming?
5. Do you find that you are not getting the help you need with ongoing problems?

**IF YOU ANSWERED YES TO THREE OR MORE OF THE QUESTIONS ABOVE,  
CALL ICES AT 1-800-344-3566 IMMEDIATELY.**

If you have a less urgent problem, you still can call ICES at 1-800-344-3566 during regular business hours (9a.m. – 6 p.m. EST) or email us at [Work&Travel@icesusa.org](mailto:Work&Travel@icesusa.org).

There are numerous books available on the phenomenon of culture shock and suggested tips for getting the most out of your cross-cultural experience. Do an online search or check your local bookshops for suggestions.

# THE AMERICAN WORK PLACE



# Your work place

## *Team work*

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American Society reflects a historical reliance on group support. Americans often use "team work" vocabulary in the workplace. Americans are accustomed to working and playing as a team, and it is important that you are able to adjust and fit into this team atmosphere. Help your co-workers, and don't be afraid to ask for their help when you need it. Your employer may even ask you to perform tasks outside of your job description. This is normal - you should do your best to help in these situations. In return for this extra work, your employer will be more flexible with your individual requests. It's a matter of "give and take."

## *Time*

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Being "on time" is essential, and showing up earlier than expected is even an advantage, as it makes a good impression on your employer. If you are often late, you will be seen as a person who doesn't take their job seriously. During business conversations, time is not usually wasted on developing personal relationships, and these discussions are usually short and to the point. You will have plenty of time to get to know your colleagues during breaks.

## *Dress and Behavior*

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Look at how others dress to see what is appropriate. Don't be afraid to ask others.

## *Communication*

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Communication at work also involves body language as well as speech. Each office has its own environment and ethics for behavior. For example, standing too close to co-workers can give the wrong impression.

Americans shake hands often, but do not kiss cheeks as a greeting. Shake hands firmly. Try not to be too quiet - Americans enjoy seeing emotional reactions and a reserved attitude may suggest that you are unfriendly.

Supervisors may share personal information that you would normally share only with close friends and may allow you to call them by their first name. Socializing on the job is common, and your boss will often join in. Despite any friendliness, you are always expected to do your job and act appropriately.

## *Overtime*

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As a new employee, you may be asked to work extra hours. Many companies will pay you one-and-a-half times the normal hourly rate for extra hours. Ask your employer for company overtime policies, as they can vary from state to state. You can check the U.S. Department of Labor website for more information on wages for each state:

<http://www.dol.gov/dol/topic/wages/minimumwage.htm>

## *Problems at work*

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If you are having problems with a supervisor or co-worker, try to resolve it in a strictly professional manner. You are a new employee and may encounter problems that other co-workers have already experienced. Speak to them about these conflicts – perhaps they can help you resolve them quickly and harmlessly.

In any job, you may meet people you do not like, or find difficult to work with. You may find that speaking to the person directly will help take care of the problem. Discussion can avoid unpleasant situations. Show initiative and a desire to learn more about the job.

## *Rights and responsibilities at work*

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As a seasonal employee, you have the same rights as any of your American co-workers. American employers and employees do not usually sign contracts, so employers can hire and fire when they want (this is called “at will” employment). Job benefits that you may be accustomed to in your home country are not guaranteed by U.S. law. Vacations, sick leave, medical insurance, and other items are rarely provided for seasonal jobs with Work & Travel employers.

## *Workplace Safety*

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All employers are required to provide their employees with a safe workplace free of hazards that may cause serious illness or death, according to the Occupational Safety and Health Act (OSHA) of 1970. All employees must comply with safety and health regulations as per OSHA regulations.

## *Discrimination & Sexual Harassment*

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Remember that sexual harassment and racial discrimination are very serious matters in the U.S. Responsible U.S. employers have established policies and procedures for dealing with these types of complaints. Violating or failing to comply with these policies and procedures could lead to disciplinary action and the termination of your employment. If you feel that you have been the victim of either sexual harassment or racial discrimination in your workplace, you should follow your employer's established policies and procedures to file a complaint. If your concerns are not addressed to your satisfaction by your employer, contact ICES (1-800-344-3566) or the U.S. Equal Employment Opportunities Commission (EEOC) at 1-800-669-4000 for advice.

## *Drug Testing*

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Employers have the right to request that their employees take a drug test. Employees can be tested before starting work, as well as throughout the time that they are employed. You may also be tested if you are involved in an accident. If you fail the drug test, expect to be fired by your employer.

## *Getting Paid*

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The law states that you must be paid wages for the hours you have worked to date if you decide to quit work. The law also regulates the minimum amount of money you can be paid and the numbers of hours you should work. For most jobs, the U.S. government has set a minimum hourly wage of U.S.\$5.15 (this amount varies from state to state). However, the law may vary in cases where the employee receives most of his wages through tips or room and board. The minimum wage for tipped employees is U.S.\$2.77 an hour, but this amount can vary from state to state. If you have questions about your specific case, contact the Department of Labor in the state where you are working, or call ICES. You can check the U.S. Department of Labor website for more information on wages for each state: <http://www.dol.gov/dol/topic/wages/minimumwage.htm>

## Your Salary and Paycheck

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There is no maximum amount of money you can earn. You will most likely be paid weekly or sometimes twice per month. Check with your employer. You will always receive less than your “gross salary”, as there will be deductions taken out of each check. If you have any questions, talk to your boss.

Your employer should give you a salary/wage statement every time you get paid, also known as a pay stub or pay slip, which will explain exactly what you earned and what you paid in taxes. It is important to remember that, as a Work&Travel participant, **you should not have Social Security taxes and Medicare or FUTA taxes deducted from your salary.** Depending on your agreement with your employer, you might also have uniform, housing, union membership dues, and other work-related items deducted from your salary. After you receive your first paycheck, but sure to review it to ensure your employer hasn't made any mistakes. See the Tax section above for additional information.

## Layoffs and Firings

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You could be laid off (lose your job) for any number of reasons, which may not reflect your performance in that job. Layoffs may be the result of financial issues with the company. You are usually given some kind of notice before this.

If you are fired, it is because the company is dissatisfied with your performance on the job. You may be fired because of lack of job skills. Most often workers are fired for being consistently uncooperative or for other disciplinary reasons. If you are doing something that the company does not like, you will usually be told so before the situation serious. Contact ICES immediately if you are terminated.

**IF YOU ARE FIRED FOR "JUST CAUSE" [THAT IS, THE COMPANY FIRES YOU FOR VERIFIED DISCIPLINARY REASONS], ICES WILL REQUIRE YOU TO LEAVE THE PROGRAM AND RETURN HOME.**

## Before You Leave Your Job

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In order to avoid any problems with your employer before you leave your job, follow these basic instructions:

- Ask for your final paycheck and wages BEFORE you leave;

- If your employer has provided accommodations for you as part of your employment, ask your employer to return your security deposit BEFORE you leave;
- Ask your employer what date you should receive your last paycheck and how you will receive payment (paycheck, money order, etc.);
- Keep your employer's contact details: a mailing address, telephone and fax number, email address in order to contact them in case of any problems after you have returned home;
- Leave an address for your employer where you can receive mail; you may use ICES's address. Your employer will send tax forms at the end of the year to this address.

# HOUSING



## Housing description

### *Short term housing*

For the first few nights at your U.S. arrival destination, you may need short-term accommodation. If you do not have permanent accommodation arranged, you must make a reservation before you arrive at your final destination to ensure a bed or room upon arrival.

Contact **Hostelling International–American Youth Hostels Association (AYH)**, a member of the International Youth Hostel Federation online at [www.iyhf.org](http://www.iyhf.org) for a world-wide hostel directory and membership information. There are about 300 youth hostels operated by the AYH that are scattered throughout the U.S. Membership costs approximately \$25 for one year and should be purchased in your home country, either online or at your local affiliate, prior to arriving in the U.S. For non-members there is normally an extra charge of \$3 to \$5 a night and can be used towards a purchase of an emergency membership card.

**YMCA's and YWCA's** also provide affordable temporary lodging. To find a YMCA in the U.S., call 1-888-333-YMCA or go to the website: [www.ymca.net](http://www.ymca.net). You can search on the YMCA website by zip code OR by city and state. Your search results will show YMCA's within the specified radius, along with their addresses, phone numbers, links to their Web sites, and more.

Many universities and colleges offer budget accommodation in their student housing. If there is a college or university in the area you are visiting, contact the student housing office on campus. It is recommended that you call and make reservations in advance, if possible.

**The 'Let's Go USA' and 'Lonely Planet' guides are ideal travel books for locating accommodations during your travels around the USA.** These are available at your local bookstore. There are many low-cost motel chains throughout the U.S. Motels are good for small groups, as you will usually pay for the room, not per person. Most rooms contain two large beds.

### *Long term housing*

Ask your employer or co-workers for suggestions on where you can find local housing. Many employers will help you to arrange housing. Try to find living arrangements where you will be with Americans and not only people of your own nationality. Rent in resort areas is often expensive, and if you plan to travel after you finish working, it is important that you try to avoid paying too much for your apartment. In addition, you may find it difficult to find affordable housing in some big cities.

Often, this is easier than looking for a place yourself. You may want a roommate to share the living expenses, or you may just want companionship. You can live with someone else in their apartment, or you could first rent an apartment, and then find a roommate to share it with. Check local newspapers, Yellow Pages, or roommate services that match you with a like-minded person. These agencies usually charge a fee, and the process can often take a long time. University and hostel bulletin boards or co-workers and friends are also good sources to locate a roommate. When you are seeking roommates, think about their personality and attitude, their personal habits, how you get along with them, who their friends are, and whether their lifestyle and financial situation are stable and similar to yours. Ask sensible questions, and be guided by your common sense.

## *Sharing an Occupied Apartment*

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Meet your prospective roommate at their apartment. Your first instinct is always your best, and you should not let their conversation distract you from this initial feeling. Most importantly see how you feel as you sit in their house or apartment for the first time, as this may be your home for the duration of your stay in the U.S.

### **Important Questions to Ask When Looking for a Shared Apartment:**

- Why are you interested in having a roommate?
- What kind of hours do you keep?
- How do you feel about having guests in the apartment?
- How do you feel about drinking and smoking in the apartment?
- Are there any things or areas in the apartment that are off limits?
- How should we handle grocery expenses?
- Are you messy or neat?
- What should we do about keeping the apartment clean?
- How long do you want a roommate?
- Should we share a phone or get separate phone lines?
- Do I need to sign the lease or an agreement?
- How much is the rent? What are the additional expenses, e.g., electricity and phone bills?
- Is there a deposit? How much and when do I get it back?

- Ask for references such as previous roommates or friends.

When deciding where to live in the U.S., consider the cost of living, i.e., rent and food expenses, housing availability, public transportation, and preferences you may have for leisure activities. Looking through selected newspapers can give you an idea about the current status of particular areas. Major cities usually have a newspaper stand that carries papers from other cities.

## *Cost of Living*

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Although wage levels across the U.S. may remain the same, the cost of living varies. Northeastern metropolitan areas, such as New York and Boston, and resort areas are particularly expensive. Housing will take up a lot of your paycheck. A higher wage level in these areas does not guarantee more comfortable lifestyle because food and leisure activities are expensive. A good source for cost of living information in the U.S. is the website: <http://www.datamasters.com>

## *Questions to Ask in Choosing your Housing*

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- Is it furnished?
- Is it within walking distance of my job?
- Is it near public transportation?
- How accessible are stores, banks, and entertainment?
- What's the average rent for a place in this neighborhood? (Look at a few different places to get a sense of local values)
- Are there specific rules and regulations, e.g., quiet hours, maximum number of persons allowed in an apartment?
- How soon can I move in?
- How much must I pay before I move in, e.g., deposit, first month's rent?
- Is it safe? (Do not just accept the landlord's opinion on this. Be sure you are satisfied with the neighborhood and the apartment.)
- If sharing an apartment, will I like my roommate(s)?
- Does it have laundry facilities?

## *Rent, Sublet or Share*

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When you begin looking for a place to live, try to find apartments that are available to sublet. When you rent an apartment, you actually sign a lease agreement with your landlord. Leases usually are an agreement to rent for one year; you should avoid them as your stay is much shorter than that.

When you sublet an apartment, you don't lease. You rent the apartment from the person who has the lease agreement with the landlord. When you share an apartment, you live with someone who has already rented the place, and you share the expenses with that person.

## *Rental Agreement*

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If you rent or sublet, you should make sure you and the person you are renting from both sign a rental agreement. Keep a copy for yourself. A rental agreement may be optional, but you should still insist on signing one. Such a written contract should define the terms by which the apartment is rented. It is presented by the landlord to the tenant, and protects the tenant and the landlord by stating the rental price and the time period that you will reside in the apartment and pay rent. Before you sign any rental agreement, be sure to read it carefully and get an explanation for any terms that are unclear. Verbal agreements should also appear in writing. Only written information on a rental agreement is legally binding; verbal agreements are not. Many leases last for one year so look for a lease that will allow you to rent month to month.

You will probably be asked to pay one month's rent as a "security deposit." This will be returned to you when you leave if there has been no damage to the apartment during your occupancy. Therefore, it is essential to inspect an apartment with the landlord or real estate agent before signing the rental agreement, and get (written) acknowledgment of existing damages and listings of furnishings and their conditions. You could take some photos of the apartment's condition when you first move in.

### **Important:**

Some employers provide housing as part of the job offer. If you leave the job or are fired, you will most likely also have to leave the housing provided by that employer. It is your responsibility to ask about these conditions before you sign a lease or accept employee housing.

# Where to find Housing Listings

## *Classified Advertisements*

The best place to look for available housing is the classified advertisement section of your local newspaper. The Sunday editions are usually most helpful, as they have expanded classified sections. Look at the advertisements for an idea of the cost of rentals in your area (or in various neighborhoods within your area). Check the website of the local newspaper for up-to-date classified ads.

Classified advertisements are written in abbreviations that even Americans can find difficult to understand! You will find that many words are shortened. Some examples are:

- **BR** = bedroom
- **util** = utilities (cost of gas and electricity, sometimes included in the rent)
- **pvt** = private
- **w/** = with
- **a/c** = air conditioned
- **elev bldg** = building with an elevator
- **co-op** = an apartment building whose apartments are owned (rather than rented) by the building's tenants
- **w/d** = washer/dryer
- **M** = Male
- **F** = Female

## *University Listings & Bulletin Boards*

Many campuses have bulletin boards where students post notices looking for roommates. Many students may sublet their apartments for the summer. Most universities also have an "Off-Campus Housing Office," which keeps listings of available housing in the area. The listings are usually only available to students at that university, but sometimes they allow Work&Travel Program participants to use them.

## *Real Estates Agencies*

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There are many real estate agencies in all U.S. cities. When you rent an apartment through a real estate agent, you will probably be charged a fee (usually an additional month's rent). When calling about an apartment, be sure to ask in advance if you will have to pay a "realtor's" fee.

## *Boarding*

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Boarding means taking a room in a family home. In smaller cities and towns, you may find a family willing to offer a room and meals for you in their home at a reasonable price. This situation allows you to experience American family life and to pay less rent.

## *Roommate Services*

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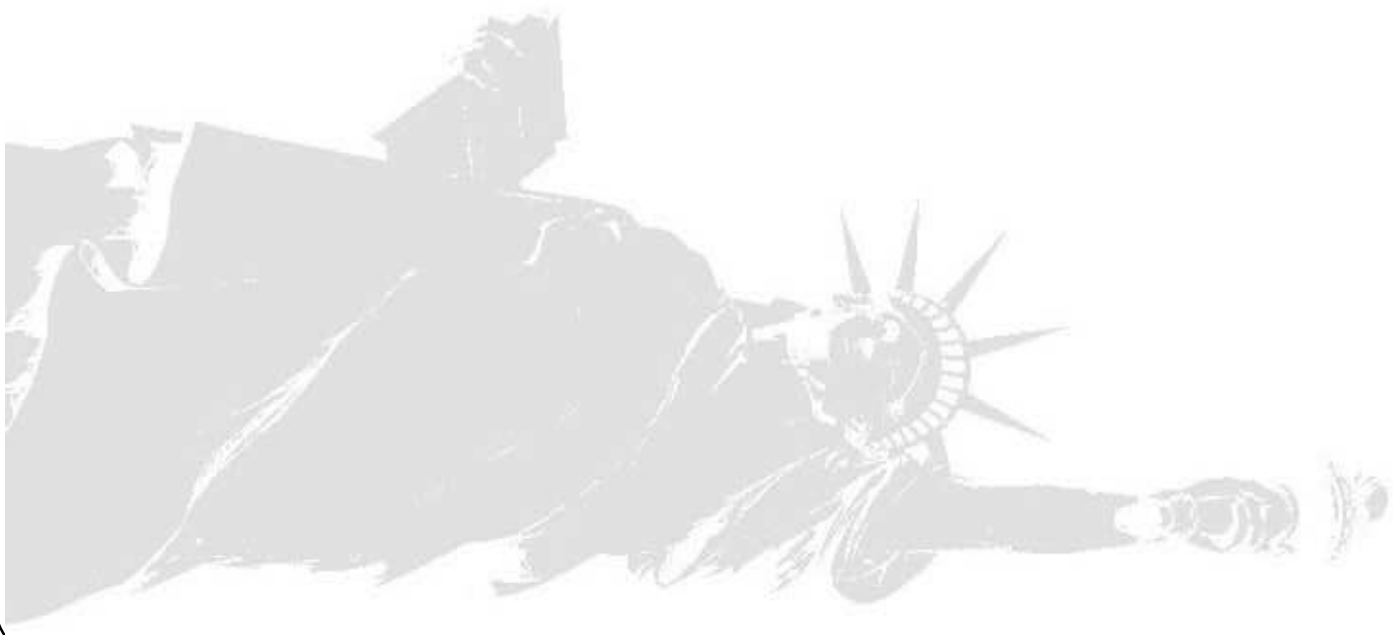
These services list apartments where people are looking for roommates. These are people who may not also list their apartment in the newspapers, so such services can help you get beyond the classified ads. Roommate services will generally charge a fee and may take a long time. To locate such agencies, look under "Roommate Referral Agencies" in your local "Yellow Pages" telephone directory or the Internet. Remember that the term "roommate" usually does not mean sharing the same bedroom.

## *Problems*

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**IF YOU RUN INTO ANY SEVERE PROBLEMS TRYING TO FIND ACCOMMODATION,  
PLEASE CONTACT ICES.  
WE WILL DO OUR BEST TO HELP.**

# MONEY & BANKING



## *Living on a Budget*

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Use your wages wisely. Plan in advance to make sure that you always have money set aside to pay for housing, meals, and any other expenses.

### *Banking*

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Open a bank account as soon as possible. Services and fees vary from bank to bank; therefore, check with several different banks to find the best one. Bring your passport and social security number when opening a bank account. Also, bring any credit cards, proof of where you are living (lease or rental agreement) and a photo ID. What type of account do you want to open? Ask about your options. The two main types of accounts available are checking and savings accounts. When opening an account, tell the bank that you are a student – ask if they have cheaper student accounts. Some banks charge a service fee every month. Others may charge you each time you write a check. Find out about all the bank fees you may have to pay. Some banks require a minimum balance of money, or they will charge a fee. Find out what the minimum balance is and if you can afford it.

Be aware of your bank's business hours. US. banking is regional, not national, so make sure you cash any checks in the town or city where you received them. A check deposited in an out-of-town account can take one week or more to become available. If you are going out of town, be sure to cash checks before you leave or purchase traveler's checks.

### *Automatic Teller Cards*

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Most bank accounts provide Automatic Teller Cards that can be used at 24-hour automated machines (ATMs). When staying in the U.S., a major bankcard may prove as useful as traveler credit cards. Check with your local home-country bank before leaving home to verify if you can use your bankcard at some of these ATM machines in the U.S..

Banks may charge a fee of between U.S.\$1 and U.S.\$2 per withdrawal for using an ATM machine from another bank. Use these cards wisely – do not get more than you can really afford. Keep banking records. It is easy, especially at ATMs, to forget how much money you have taken out of the bank.

## Currency

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The basic unit of U.S. currency is the dollar. Coins come in the value of 1c (one cent or a penny nickel), 10c (a dime), 25c (a quarter), 50c (one-half dollar), and \$1 (dollar). Bills (notes) are printed in denominations of \$1, \$5, \$10, \$20, \$50, and \$100. It is always useful to carry some quarters. Cash is NOT replaceable! Please do not keep large amounts of cash with you or at home.

## Credit Cards

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Most Americans have credit cards. They are a safe way to make large purchases or to get cash from banks. However, it is almost impossible to apply for and receive a credit card in the U.S. We suggest you bring a credit card that you have used in your home country.

## Traveler's Checks

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Traveler's checks are perhaps the most convenient and safest way to finance your travel. They can be replaced if lost or stolen and can be purchased at any bank with a separate list of check numbers. You should buy traveler's checks in small dollar amounts. Some establishments do not accept traveler's checks. Ask before you shop. Where an establishment says "no checks accepted," this usually refers to checks from your bank account, not traveler's checks.

## Sales Tax

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Visitors to the U.S. are surprised when a restaurant bill costs more than the marked prices. This is because sales tax is added on when you purchase goods and services. Sales taxes vary from state to state and region, from 3% to 8%. Please note that tax refunds at the end of the year for sale taxes are not available.

## Tipping

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Americans generally tip the waiter/waitress 15 to 20% of the price of the meal, excluding the sales tax. Similar practices apply to bartenders, taxi drivers, hair stylists, and various service industry individuals. If you like the job the waiter or waitress did, show them by paying a bigger tip. Tip less if you did not like the service, but it is considered very rude to not tip a waiter/waitress at all.

## *Getting Money in a Hurry*

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### **Western Union**

This service makes it possible to transfer money from your home country to anywhere in the United States within 15 minutes, on any day of the week. There is a handling charge, which will vary according to the amount of money sent. Call 1-800-325-6000 to find the Western Union office nearest to you and nearest to the person sending money to you, and to see if your money has arrived. Or you can go to the Western Union website: <http://www.westernunion.com>

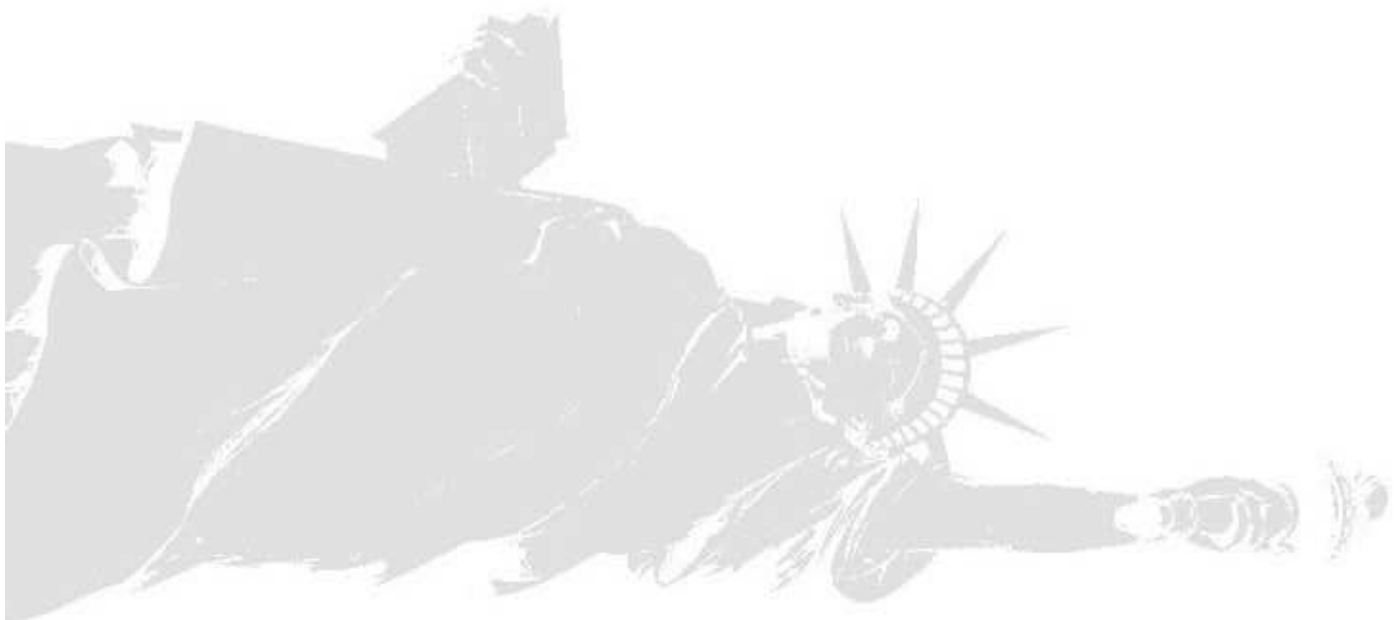
### **Wire Transfer**

This allows you to transfer money from a bank in your home country to a bank in the U.S. This can often take a week or longer. The charge varies from bank to bank, and you may be charged by both the receiving and sending banks. Not all banks offer this service – check in advance.

### **Bank Drafts**

These can be bought from your home country bank and then mailed to you by the Post Office's express service. This usually takes between three and seven days. Note that participants may sometimes have difficulty cashing them in small towns.

# HEALTH AND SAFETY



## Safety

Remember that you may be giving off clear signals that you are a stranger to the U.S. Your clothes, your accent, and your attitude will often make you look like an obvious visitor. In every large city worldwide, there are individuals who take advantage of others, either through theft, fraud, or swindle. There is little chance that you will encounter any kind of difficulty with this small minority, but do take precautions.

All large cities have some homeless people who may approach you for money. It is your decision whether or not to give money. You are entitled to refuse, but please do so politely.

During the day, most cities are quite safe, but at night, there are certain areas to avoid. Ask your employers or co-workers for details. **Never carry large amounts of cash.** Make sure that you are only carrying copies of your documents, **NOT** the originals. If copies are lost, you can easily make more copies from your original documents. Travel and explore your new surroundings with a friend, if possible. Ask friends and people you work with which neighborhoods should be avoided.

If you are alert and use good judgment, you will have few problems. Do not be intimidated by the size and pace of American cities, as you will soon realize that the people are not that different than the people in your home country.

### *Protecting Yourself and Your Property*

Always keep your property close to you, especially in crowded places like airports, bus terminals, and train stations. **Make sure that you keep all valuables – camera, wallet, passport, documents, and money with you at all times.**

Take great care of your luggage and do not let it out of your sight. Make sure your baggage is put on to your bus. Upon arrival in the city, watch your bags at all times. **Remember: Do not pack your valuables in your luggage – keep them with you.**

Stay alert, be aware of your surroundings, and avoid uncomfortable situations. There are some people who will recognize you as a visitor and will try to take advantage of you, but even in large cities, there are many more pleasant strangers than dangerous ones.

Make copies of your J-1 visa, DS-2019, I-94 and passport. In the U.S. take these copies with you when traveling.

# Health

If you take prescription medication and will be bringing it with you to the U.S., you must bring a note from your doctor in English explaining the situation.

## *Insurance*

There is no national health insurance in the U.S., which is why you were required to have insurance coverage prior to departure for the U.S. It is important for you to review your insurance information for details on coverage and claims procedures.

ICES is providing you with all information regarding your insurance coverage. This information will be included in your Welcome Packet which will be sent to your employer and given to you on arrival in the U.S.

When you are in the U.S., you can call ICES for assistance with claims, etc.

Participants will also be covered by a mandatory Workers' Compensation program provided through the employer. This program covers any work-related injuries and is paid for out of small deductions from the employee's paycheck.

## *Medical Claims & Bills*

You may be required to pay your medical bills first and then claim the money from your insurance company. Keep careful records and receipts of all medical services that you receive and make sure to make copies of all your bills. If you do not have a copy of an insurance claim form, contact the insurance company to get one. If you have a major accident or illness and cannot pay your medical bills, contact the insurance company as soon as possible.

If you are going to see a doctor for a non-emergency medical problem, check your health insurance policy to make sure that type of treatment is covered. For example, most international health insurance policies limit coverage for pre-existing medical problems.

### **Four Steps to Filing an Insurance Claim**

A valid insurance claim consists of four steps:

- Complete Claim Form
- Include all details of illness, injury or accident
- Attach all original receipts (keep copies for your records)

- Send to your insurance company

## *Hospitals, Clinics & Emergency Rooms*

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Medical fees will depend on the doctor, the type of facility, and its location. In certain areas of the country, especially large cities, medical care will be significantly more expensive.

Hospital Emergency Room doctors are very expensive. Only visit them in urgent circumstances. Ask friends or colleagues at work or call your local hospital for recommendations about local doctors. Walk-in clinics are available all over the U.S. They offer an alternative to seeing a private physician or going to a hospital emergency room and are less costly. Find out from your employer about medical clinics and services in your area.

Please review your insurance information for coverage and claims procedures.

## *Dentists*

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Dentists usually have private practices and are expensive. Many large hospitals, particularly associated with universities, have dental clinics that are open to the general public and are less expensive. Your insurance policy provides minimal coverage for emergency dental care. Review your policy carefully before you have any emergency treatment done to your teeth as you will be responsible for these costs.

## Law

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## *Staying Out of Trouble & Legal Information*

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Even though you are a visitor, the U.S. laws apply to you. You must respect local laws, just as at home. The U.S. police can be very strict and will enforce the law.

## *Legal Rights*

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Stay out of trouble. Do not spoil your visit by acting foolishly. If you do get into trouble, ICES will try to advise and assist you. However, you are obliged to take responsibility for any crimes or violations of the law which you commit. ICES will verify with authorities that you are a participant on

our program and can advise you on a course of action, but there are limits to the amount of legal assistance we can provide.

Program participants have the same rights as citizens if accused of a crime. You have a right to know the crime you are being charged with. However, ignorance of the laws is no excuse for breaking the law.

## *If You Are Arrested: Your Legal Rights*

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You have the right to remain silent and to refuse to answer any questions.

No person accused of a crime may be forced to confess or give evidence against themselves.

You also have the right not to be searched unless the police officer has a search warrant authorizing the action.

Most importantly, you have the right to be represented by a lawyer and to be provided with a lawyer if you cannot afford to hire one.

If the court sets bail and you pay it, you are entitled to be released from jail while awaiting trial.

You are entitled to a fair trial conducted according to all the rules of evidence and court procedures. Above all, you are presumed innocent until proven guilty. You do not have to prove your innocence, but rather the prosecution must prove your guilt beyond a reasonable doubt.

For more information on the U.S. legal system, visit the United States Legal Information Center website at: <http://www.wvlia.org>

## *What to Do if You are Arrested*

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If you are accused of a crime, contact ICES immediately or a lawyer before you answer any questions. Contact ICES about the availability of free or low-cost legal services in your area. Each state has different laws. You may qualify for free or low-cost legal help. Legal Aid is one such service. You can find more information about this at the American Bar Association website: [www.abanet.org](http://www.abanet.org). Remember that lawyers can be very costly.

If arrested, you are allowed to make one phone call. Call ICES at 1-800-344-3566 immediately. Please note, ICES does provide emergency services, but most problems cannot be solved outside of office hours. During evenings and weekends your access to general legal and financial services will also be limited.

## *Possible Police Procedures if You are Detained*

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You could undergo any of the following procedures upon your arrest:

- Being charged and fingerprinted, completing paperwork, etc.
- Being held in jail until bail bond is posted (see the sections “Legal Rights” this page and “Posting Bail”).
- Appear before a court judge who hears preliminary details and drops charges or sets court date, usually within the following 30 days.

## *Possible Results of Being Found Guilty of Charges*

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Fines and penalties are subject to local law. Therefore, the degree of penalties and amount of fines, etc. differ from town to town and may also differ from penalties for violations of state or federal laws.

Possible penalties include:

- Monetary fine (varies for charge)
- Community service
- Jail Time
- Deportation
- Future U.S. Visa denials

## *Problems to Avoid*

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**Avoid Getting Into Trouble For:**

- Underage Drinking (you must be 21 or older)
- Drinking Alcohol in Public Places
- Drug Possession
- Disturbing the Peace
- Disorderly Conduct (talking back to the police, etc.)
- Destruction of Property or Graffiti
- Shoplifting or Theft
- False Identification (using a fake I.D.)

## Posting Bail

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Whenever you are arrested and charged, a judge will decide on how much “bail” you must pay for your “release pending trial”. Bail is a deposit, which must be paid to ensure your appearance at the trial date. Your bail is determined by the severity of your crime. If you are unable to pay your full bail payment, “bondsmen” can be hired to cover this cost. ICES can advise you on the procedures of paying your own bail, or if necessary, help you contact a local bail bondsman. ICES cannot pay this bail for you. Additionally, depending on the severity of the charges, you might not be able to leave the area before your court date.

## Local Law Enforcement

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Unlike most countries, laws in the U.S. vary from state to state and even city to city. It is important to become familiar with and obey the local laws in the town or city where you are living to avoid any potential legal difficulties. For example, the permanent population of resort towns may be only a few thousand, but during the summer months the population may grow to more than 100,000. In an effort to maintain order, the local police often enforce minor laws. Local laws, which govern alcohol consumption, noise levels, and group gatherings can be strict. Your best source of information will be residents and U.S. students who are living in the town or city.

## Stimulants

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## Drugs

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Illegal possession of controlled substances (drugs) in the U.S. is subject to prosecution by law. The penalties for drug possession vary from state to state. Any type of illegal drug use is very serious. You are subject to a fine and possible time in jail for any drug possession or association with people who have drugs.

**PLEASE NOTE: MARIJUANA IS CONSIDERED AN ILLEGAL DRUG IN THE U.S.**

### **YOU MUST BE AT LEAST 21 YEARS OLD TO DRINK ALCOHOL LEGALLY IN THE U.S.**

In many regions, you will be asked to produce one or more identification documents (with photo) to prove that you are over the legal drinking age. If you are under 21, and are found with alcohol, you may be arrested and subjected to fines. In addition, if you purchase alcohol for persons under 21, you can be arrested and subjected to fines. Many bars will only accept a driver's license or personal identification card from the Department of Motor Vehicles which states your age. Contact your state's Department of Motor Vehicles for information on the procedure for obtaining an ID card. Drinking alcohol in public, i.e., outside a restaurant, bar, or your residence, is prohibited in most places, especially in beach resort towns. You will be subject to fines if you are found guilty.

### **Driving While Intoxicated (DWI) or Driving Under the Influence (DUI)**

There is a strong national campaign to raise awareness of "drunk driving" and decrease alcohol-related traffic accidents in the U.S. As a result, the enforcement of DWI/DUI laws has become very tough. Fines can be up to U.S.\$5,000. To keep yourself and others safe, don't drink and drive. Americans generally appoint a "designated driver" when going out with a group of friends. This person agrees to refrain from drinking alcoholic beverages and be responsible for keeping everyone safe by driving.

As part of an intense anti-smoking campaign in the United States, tough measures provide a smoke-free environment. There are several national regulations regarding smoking in public places. Smoking is banned on all domestic and international air flights. Smoking is restricted in many office buildings and restaurants, and usually prohibited on public transportation. Look around you before light a cigarette: "No Smoking" signs are usually posted in a clear, visible location. If you are in someone else's house and no one else around is smoking, ask what the rule is before you start smoking.

# USEFUL INFORMATION



# Keeping in Touch

An important part of the Work&Travel program is staying in touch with friends and family at home. They will be anxious to hear about your adventure.

## Telephones

A telephone number in the U.S. looks like this: 1-617-375-0825. The “1” indicates long distance (calls outside areas), and the first three numbers after the “1” are the area code. To make a long distance call, dial “1”, the area code, then the number. To make a local call, in most cities you only need to dial the last 7 digits.

### Directory Assistance

The local telephone directory contains most information you will need, including area codes in the U.S., many foreign country codes, and rates. To find local or long distance phone call Directory Assistance at “411”. (Please note that a surcharge will be added to your phone bill when you dial 411.) You can find any area code in the U.S. at the website: <http://www.whitepages.com>. You may also find local and long distance numbers at the website: <http://www.411.com>.

You can reach the operator for anywhere by dialing “0”, for free from any location. “1-800, 888, 877, and 866” calls are toll-free phone numbers and are sometimes given in letters. For example, 1-800-COLLECT = 1-800-265-5328.

### Pay Phones

To make a long-distance call, put the coins in the telephone and dial the number; an operator will tell you the cost of the first three minutes, and you must then deposit that amount. Long-distance rates are cheaper in the evening than on weekdays and are further reduced between 11:00pm and 8:00am and on weekends.

### Calling Collect

To do this, first dial “0” and then the area code and number you wish to reach. Tell the operator that you wish to place a “collect call” from (your name). This also applies to international collect calls, though they are very expensive. An inexpensive service is 1-800-COLLECT (265-5328) or call 1-800-CALLATT.

### Phoning Home

Let your family know that you are safe and keep them updated on your activities.

### Phone cards

Phone cards are the easiest and cheapest way of staying in touch by phone. The following website gives some good advice on phone card basics: [http://www.ehow.com/how\\_477\\_calling-card.html](http://www.ehow.com/how_477_calling-card.html). One popular phone card service is One Suite for both international calling and calling within the U.S.: <http://www.onesuite.com>. Alternatively, you can purchase pre-paid phone cards in your local area of the U.S. very easily.

### Telephone Directories

Two different kinds of telephone books are available to you. The “White Pages” lists residential numbers by last name and city. The “Yellow Pages” is the business directory, where listings are under general business categories.

## *US Mail*

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Buy stamps at post offices, newsstands and grocery stores. Domestic rates are 41 cents for letters and 26 cents for regular size postcards. International rates are approximately 75 cents for postcards, and 84 cents for airmail letters, but check the exact rate for your own country. It is possible to mail letters at the post office or in the blue U.S. mailboxes on many street corners. Mail within the U.S. usually takes between a day and a week to arrive. Northern Europe and South America may take from a week to 10 days. Mail sent to Southern Europe usually arrives in two to three weeks. Mail sent to Australia, New Zealand or Japan typically arrives in 10 to 14 days.

Call the U.S. postal service at 1-800-275-8777 or visit the web site at [www.usps.com](http://www.usps.com) to get more information about domestic and international postal rates and a listing of U.S. zip codes.

If you need to send a letter or a package urgently, consider using an express service such as DHL, Federal Express or UPS. You can find their phone numbers in the phone book or go on-line

## *E-mail*

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You can set up free e-mail accounts through a number of websites. A few of the more popular services are:

- <http://www.yahoo.com>
- <http://www.hotmail.com>
- <http://www.mail.com>
- <http://www.google.com>

# Traveling Around the USA

The U.S. is a huge country. There are about 800 miles (1,300 km) between the cities of New York and Chicago, 1,200 miles (2,000 km) between New York and Miami, and more than 2,500 miles (4,000km) between New York and Los Angeles. There are plenty of opportunities for you to explore this vast land. When deciding to travel, be sure to investigate all options available to you: bus, train, plane, car.

## *Types of Transportation*

### **Air**

Except on very short trips, the quickest way to travel in the U.S. is by air. There are more than 1,000 airports throughout the country! Obtaining the best fare at the time you want to travel is not always easy. Check the travel section of major metropolitan newspapers for the latest and lowest airline fares.

Airline tickets are **very expensive** if purchased on the same day you are planning to travel. To keep costs down it is wise to purchase your tickets at least **7 days in advance**, however **21 days** in advance will usually result in the lowest fares.

Travel sites on the Internet are also a good way to locate cheap airfares – try these:

- [www.expedia.com](http://www.expedia.com)
- [www.travelocity.com](http://www.travelocity.com)
- [www.orbitz.com](http://www.orbitz.com)
- [www.cheaptickets.com](http://www.cheaptickets.com)

### **Bus**

Bus travel is an inexpensive and popular way around the U.S. The major bus companies reach even remote towns. Greyhound Company is the major bus company, and the telephone number is 1-800-231-2222. One bargain is Greyhound's "Ameripass". This can be purchased at the gateway cities of New York, Miami, Los Angeles, and San Francisco and permits unlimited travel anywhere in the U.S. for specified periods of time. You can purchase tickets online at: [www.greyhound.com](http://www.greyhound.com).

**Bonanza Bus Line** services the New England area, which includes Connecticut, Massachusetts, New York, Rhode Island and Vermont.

Tel: 1-888-751-8800

[www.Bonanzabus.com](http://www.Bonanzabus.com)

## Trains

Trains are a convenient, yet more expensive, way to travel. Amtrak, the national train system, offers a variety of rail passes for 15–30 days.

Call for more information at 1-800-USA-RAIL = 1-800-872-7245. Don't forget to ask for a student discount! You can purchase tickets online at: <http://www.amtrak.com>.

**WARNING: ALWAYS KEEP AN EYE ON YOUR LUGGAGE AND POSSESSIONS WHEN TRAVELING BY BUS AND TRAIN**

## Noteboards (Carpool notices)

Most colleges, universities, and youth hostels have a bulletin board in the student union for notices of “rides wanted or offered.” This is an excellent way to meet people and allows you to travel cheaply because all share expenses. This is called “carpooling.”

## Renting a Car

There are plenty of companies from which you can rent a car. However, renting a car is expensive in the U.S., and there are generally additional surcharges to the daily rental fee if you are under 25 years old. It may be more cost efficient than taking a bus or a plane if you plan on traveling with three (3) or four (4) other people. But unless you pay an “additional driver fee”, only the person who is paying for the rental car can drive the car. If you do decide to rent a car, make sure to buy full insurance coverage so that you are fully protected in the event of an accident.

### **Budget Rent-a-Car**

Tel: 1-800-527-0700

[www.budgetrentacar.com](http://www.budgetrentacar.com)

### **Dollar Rent-a-Car**

Tel: 1-800-527-0700

[www.dollarcars.com](http://www.dollarcars.com)

### **Avis Rent-a-Car**

Tel: 1-800-230-4898

[www.avis.com](http://www.avis.com)

## Hitchhiking

As a general rule, do not hitchhike. It is illegal to hitchhike on any interstate highways and on any other type of heavily trafficked road, but is permitted on smaller roads. If you do hitchhike, never do so alone. Beware of drivers with drugs or alcohol in the car, as it is illegal to have these items in a car in most states (you are just as liable for punishment as the driver if you are stopped by a police officer).

## Tours

Organized tours can be a great way of traveling if you are on your own or if time is limited. They are a good way to make new friends and to see a large area in a short amount of time. One recommended service for international students is Explore America. You can find more information at: <http://www.explore-america.com>.

## Car

You must have a valid driver's license from your home country in order to drive in the U.S. Depending on your home country, you will also need an International Driver's License, available in your home country from automobile organizations. You must obtain the International License prior to arrival in the U.S. To rent a car, most companies require that you be at least 21 years of age and have at least one major credit card.

For driving long distances, inquire about "driveaways", which arrange the transportation of cars from one part of the country to another. The car owner usually pays for the tolls and occasionally the fuel. As the driver you are usually given a certain amount of time to drive it to the final destination. Look in the telephone yellow pages under the heading "Automobile Transport and Driveaway Companies." For more information on "driveaways", go to the Auto Fleet website: <http://www.autofleet.com/driveaway.php>.

## Buying a Car

Long term, it may be more cost effective for you to purchase a used car.

**Where to Buy and Sell:** You can avoid paying a commission at used car lots by purchasing/selling a car independently. If you are looking for a used car, check the following:

- Local newspaper classified ads
- "For Sale" signs posted in car windows
- Flyers in supermarkets, corner stores and automotive shops specializing in independent car sales

You may also obtain "Auto Trade" and "Swap Sheet" by calling 1-800-724-0881. They have offices throughout the U.S., which is convenient if you would like to sell the car in an area other than where it was purchased.

**Check it Out:** Used cars should be inspected carefully before you make a decision to buy. If you are familiar with automobiles, test drive and inspect the car yourself, or bring someone along who can help. As an alternative, some service (gas) stations can perform a "pre-purchase check" for a small fee. They can tell you if any repairs need to be made and how much those repairs would cost.

**Registering The Car:** When you purchase the car you will need to register it with the Department of Motor Vehicles in your state. To register the car you will need:

- A title of ownership which has been signed over to you for ownership (the "pink slip")
- A bill of sale from the seller
- A valid driver's license
- Proof of insurance coverage

The costs involved with registering a car vary from state to state, and may range between U.S.\$50 and U.S.\$100. This does not include the cost of insuring the car, which might be quite expensive.

Average cost: Depending on the model, make and condition, an older, functioning, used car can be purchased for about U.S.\$1,500. Always call a bank to ask for the “blue book” price for the model of car you are interested in. They will be able to tell you what a fair price is for a car in good condition according to the model, year and make of the car.

Pay attention to the “miles per gallon” a car gets as this can also greatly affect your overall expenses. Further, you may want to choose a used car with a good “resale” value.

For information of the cost of purchasing cars, go to the Kelly Blue Book website: <http://www.kbb.com>.

### Auto Insurance

You are required to purchase automobile insurance in the U.S. You can't drive a car in the U.S., unless it is covered by insurance. Also, if you get into an accident while driving your car without insurance, your medical bills **will not** be covered by your insurance policy.

**NOTE:** *You should make sure your automobile insurance coverage insures you against liability. If you are responsible for an accident and do not have liability coverage, you could be held responsible for harm to your car, and harm or damage to another car or individual as well.*

U.S. companies offering reasonably priced, short-term auto insurance for non-residents are rare, so you might want to look into obtaining coverage from a company in your home country. It may be possible to purchase a short-term policy from a private insurance company. Local offices will be listed in the telephone book under “auto insurance.”

The only national auto insurance for non-residents that we are currently aware of is available through American Insurance Underwriters (AIU). The company handling their insurance plan, Sunrise Financial Concepts, can be reached at 1-800-478-7648 or through their website at: <http://www.sunriseworldwide.com>. Let them know your age when you discuss insurance options, as insurance for individuals under 25 is more costly and individuals under the age of 21 are not eligible.

### Driving Rules

Police and State Highway Patrol officers will enforce driving laws to ensure safety the road. Be aware of the following rules:

## Speed Limit

The speed limit in cities, town centers, and congested areas is usually 20 to 25 miles per hour. There are always signs indicating the speed limit. The maximum speed limit on the highway is usually 55 to 65 miles per hour, depending upon the state. Laws against speeding are strictly enforced in order to prevent reckless driving and accidents.

## Accidents

Most accidents, especially those involving personal injury or property damage, must be reported to the nearest police station within 24–48 hours.

## Traffic Lights

Some state laws permit drivers to turn right on a red light, but always check the signs.

## Tickets/Infractions

You are responsible for all tickets and fines.

## General Driving Rules

- Passing on curves, at intersections and top of hills is prohibited.
- Passing school buses, loading or unloading, is strictly prohibited, whether the bus is on the side of the road as your car or on the open road.
- Reduced speed limits are in effect in all school districts.
- Always signal when you turn, stop or change lanes.
- Never pick up hitchhikers!
- Wear your seatbelt! It's the law!
- **Never** drink alcohol and drive or have open containers of alcohol in your car. Penalties are extremely strict and enforced.
- Some states require helmets for motorcycles by law.
- Some states prohibit cell phone use while driving.

# RETURNING HOME



## *Reconfirming Your Return Flight*

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You must reconfirm your flight with the airlines before you get a seat! Call the airline or travel agent at least ten days before your flight.

## *Changing Your Flight Date*

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Contact the travel agent where you booked your flight.

**ICES cannot change your flight; you need to contact the airline directly.**

## *Going Home*

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For many people, readjusting to life in their country is just as complicated as their adjustment to life in the U.S.! When you travel abroad, you feel things to be different, and they are. However, the difficulty readjusting to the familiar surroundings of your home country can come as a surprise. You may go back home expecting everything to be just as you left it. While you were away, two things will have happened:

- All of your friends and family have continued with their lives, and
- After living in a new culture, you may have formed new ideas and have a new outlook.

Cultural awareness and readjustment of perspectives are major benefits of Work & Travel. You will have become accustomed to aspects of U.S. culture and may miss the “special” feeling of living overseas. Those who worked in resort areas will certainly miss the beautiful surroundings and facilities. When you get home, it is a good idea to stay in touch with other Work & Travel participants to keep the memories alive.

## *Tax Reminder*

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Remember that your employers should have sent you your W-2 Form, detailing your total wages and the amount of each tax that was withheld. If you have not received your forms by February 15, 2008, you should contact your employer(s) for replacement(s) or ask your overseas agent to contact ICES.

When you receive your W-2, you will have to fill out the tax return form 1040NR-EZ. The deadline for filing 2007 tax return forms is April 15<sup>th</sup>, 2008. For more information, visit the web sit [www.irs.gov](http://www.irs.gov) or contact your local American Embassy or Consulate.

If you are finding it hard to fill out the tax forms, contact **TaxBack** at <http://222.taxbackinc.com> who will do the work for you and ensure you get any refund you're entitled to.

## Guidebooks

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There are many reference publications aimed at students wishing to find jobs. Following are three:

- **Summer Jobs USA** (*Peterson's/Vacation Publications*) Seasonal job opportunities, resort work
- **The Guide to Internet Job Searching** (*Library Assoc.*) An authoritative guide helps you make the most of this vast resource.
- **Summer Jobs Abroad** (*Vacation Work Publications*)

## US Newspapers, Journals & Periodicals

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For a comprehensive list of newspaper sites, check out <http://www.refdesk.com/paper.html>

## Personal Contacts

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“Networking” is a very common way to make contacts in the U.S. Talk to friends, relatives, and co-workers. You may be surprised by how many of their friends and colleagues in the U.S. can help you.

# SAMPLE FORMS



# J-94 Arrival/Departure Card

On this page, you will see a sample of a completed I-4 Arrival/Departure Form.

This form will be given to you on your flight to the U.S.

**IMPORTANT:** Make sure that you write your name exactly as it appears on the J-1 Visa stamp in your passport. Also make sure that you write your date of birth with the **DAY FIRST**, then the month, and then the year.

Note the **ADMISSION NUMBER** on the form. You will use this Admission Number on your I-9 Employment Eligibility Verification form (see below).

DEPARTMENT OF HOMELAND SECURITY  
U.S. Customs and Border Protection

OMB No. 1651-0111

Admission Number

Welcome to the United States

\_\_\_\_\_

### I-94 Arrival/Departure Record - Instructions

This form must be completed by all persons except U.S. Citizens, returning resident aliens, aliens with immigrant visas, and Canadian Citizens visiting or in transit.

Type or print legibly with pen in ALL CAPITAL LETTERS. Use English. Do not write on the back of this form.

This form is in two parts. Please complete both the Arrival Record (Items 1 through 13) and the Departure Record (Items 14 through 17).

When all items are completed, present this form to the CBP Officer.

Item 7 - If you are entering the United States by land, enter **LAND** in this space. If you are entering the United States by ship, enter **SEA** in this space.

CBP Form I-94 (10/04)

Admission Number

OMB No. 1651-0111

\_\_\_\_\_

### Arrival Record

1. Family Name <b>KONALSKI</b>		3. Birth Date (Day/Mo/Yr) <b>251278</b>	
2. First (Given) Name <b>ANDRZEJ</b>		5. Sex (Male or Female) <b>MALE</b>	
4. Country of Citizenship <b>POLAND</b>		7. Airline and Flight Number <b>ATL234567 L0001</b>	
6. Passport Number <b>A11234567</b>		9. City Where You Boarded <b>WARSAW</b>	
8. Country Where You Live <b>POLAND</b>		11. Date Issued (Day/Mo/Yr) <b>030806</b>	
10. City Where Visa was Issued <b>WARSAW</b>		12. Address While in the United States (Number and Street) <b>1006 CENTURY LANE</b>	
13. City and State <b>LIBERTYVILLE, IL 60060</b>			

CBP Form I-94 (10/04)

Departure Number

OMB No. 1651-0111

\_\_\_\_\_

### I-94 Departure Record

14. Family Name <b>KONALSKI</b>		16. Birth Date (Day/Mo/Yr) <b>251278</b>	
15. First (Given) Name <b>ANDRZEJ</b>		17. Country of Citizenship <b>POLAND</b>	

CBP Form I-94 (10/04)

See Other Side

STAPLE HERE

# Social Security Application Form

This is the copy of a completed Social Security Application form. Fill out your form in the same way.

Again, it is **VERY IMPORTANT** to fill out your name exactly as it appears on the J-1 Visa stamp in your passport.

For the **MAILING ADDRESS**, give your employer's address. **IMPORTANT:** Some employers use a Post Office Box address (P.O. Box address) to receive mail. If your employer uses a P.O. Box address to receive mail, make sure that you use the employer's P.O. Box address, not the street address, when completing this form.

SOCIAL SECURITY ADMINISTRATION Application for a Social Security Card				Form Approved OMB No. 0950-0066			
1	NAME TO BE SHOWN ON CARD FULL NAME AT BIRTH IF OTHER THAN ABOVE OTHER NAMES USED	First <b>FILIFE</b>	Full-Middle Name <b>COSTA</b>	Last <b>MOREIRA</b>			
2	MAILING ADDRESS <small>Do Not Abbreviate</small>	Street Address, Apt. No., PO Box, Rural Route No. <b>c/o EMBASSY SUITES, 4345 LAKE TAHOE BLVD</b> City: <b>LAKE TAHOE</b> State: <b>CA</b> Zip Code: <b>91560</b>					
3	CITIZENSHIP <small>(Check One)</small>	<input type="checkbox"/> U.S. Citizen <input checked="" type="checkbox"/> Legal Alien Allowed To Work <input type="checkbox"/> Legal Alien Not Allowed To Work (See Instructions On Page 1) <input type="checkbox"/> Other (See Instructions On Page 1)					
4	SEX	<input checked="" type="checkbox"/> Male <input type="checkbox"/> Female					
5	RACE/ETHNIC DESCRIPTION <small>(Check One Only - Voluntary)</small>	<input type="checkbox"/> Asian, Asian American or Pacific Islander <input type="checkbox"/> Hispanic <input type="checkbox"/> Black (Not Hispanic) <input type="checkbox"/> North American Indian or Alaskan Native <input checked="" type="checkbox"/> White (Not Hispanic)					
6	DATE OF BIRTH <small>Month, Day, Year</small>	7	PLACE OF BIRTH <small>(Do Not Abbreviate) City State or Foreign Country FCI</small>				
	<b>05-12-1984</b>		<b>SÃO PAULO BRAZIL</b>				
8	A. MOTHER'S MAIDEN NAME B. MOTHER'S SOCIAL SECURITY NUMBER	First: <b>ROBERTA</b> Full-Middle Name: <b>ALVAREZ</b> Last: <b>MATTOS</b> [ ] [ ] [ ] - [ ] [ ] [ ] [ ] [ ] [ ]					
9	A. FATHER'S NAME B. FATHER'S SOCIAL SECURITY NUMBER	First: <b>JOSE</b> Full-Middle Name: <b>ABREU</b> Last: <b>MOREIRA</b> [ ] [ ] [ ] - [ ] [ ] [ ] [ ] [ ] [ ]					
10	Has the applicant or anyone acting on his/her behalf ever filed for or received a Social Security number card before? <input type="checkbox"/> Yes (If "yes", answer questions 11-13.) <input checked="" type="checkbox"/> No (If "no", go on to question 14.) <input type="checkbox"/> Don't Know (If "don't know", go on to question 14.)						
11	Enter the Social Security number previously assigned to the person listed in item 1. [ ] [ ] [ ] - [ ] [ ] [ ] [ ] [ ] [ ]						
12	Enter the name shown on the most recent Social Security card issued for the person listed in item 1. First: [ ] Middle Name: [ ] Last: [ ]						
13	Enter any different date of birth if used on an earlier application for a card. Month, Day, Year: [ ] [ ] [ ]						
14	TODAY'S DATE <small>Month, Day, Year</small>	15	DAYTIME PHONE NUMBER <small>Area Code Number</small>				
	<b>06-08-2006</b>		<b>(530) 542-6974</b>				
16	I declare under penalty of perjury that I have examined all the information on this form, and on any accompanying statements or forms, and it is true and correct to the best of my knowledge.						
	YOUR SIGNATURE <b>Filife Moreira</b>	17	YOUR RELATIONSHIP TO THE PERSON IN ITEM 1 IS: <input checked="" type="checkbox"/> Self <input type="checkbox"/> Natural Or Adoptive Parent <input type="checkbox"/> Legal Guardian <input type="checkbox"/> Other (Specify)				
DO NOT WRITE BELOW THIS LINE (FOR SSA USE ONLY)							
NPR		BOZ	RIT	CAN	ITV		
PBC	EVI	EVA	EVC	PRA	NWR	DNR	UNIT
EVIDENCE SUBMITTED				SIGNATURE AND TITLE OF EMPLOYER'S REVIEWING EVIDENCE AND/OR CONDUCTING INTERVIEW			
				DATE			
				DATE			

Form SS-5 (10-2003) SF (10-2003) Destroy Prior Editions Page 5

### Example of a Post Office Box address:

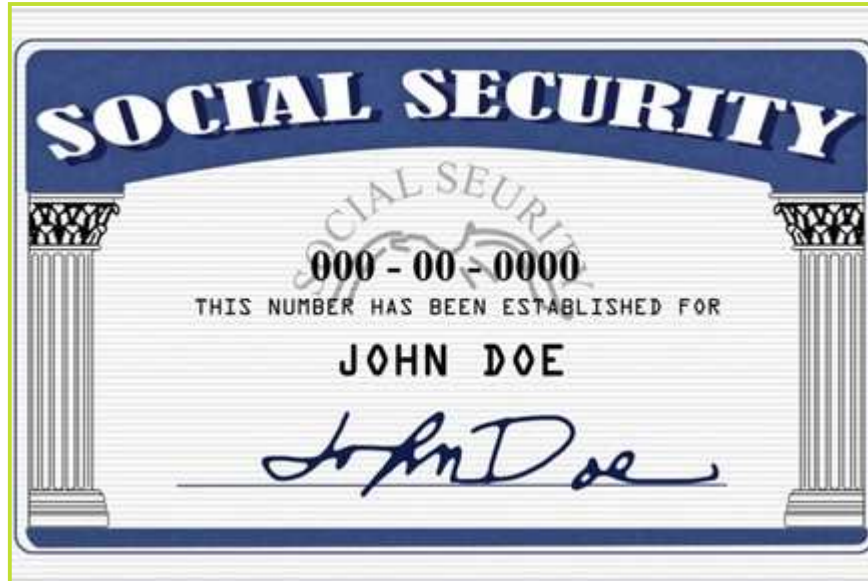
**Rainbow Rental Ski Store**

P.O. Box 892

Lake Tahoe, CA 91560

Also, use your employer's telephone number in **SECTION 15** of the form.

## Social Security Card



**Social Security number** (SSN) is a 9-digit number issued to citizens, permanent residents, and temporary (working) residents. The number is issued to an individual by the Social Security Administration, an agency of the U.S. Federal Government. Its primary purpose is to track individuals for taxation purposes.

If you are in the United States and you want information and directions to the Social Security office that serves your area, go here

<https://secure.ssa.gov/apps6z/FOLO/fo001.jsp>

Then, just enter your U.S. Postal Service five-digit ZIP code below and select Locate. You'll get information about your local Social Security office and other agencies in your area that may be able to help you.

For more information, go to page

# I-9 Employment Eligibility Verification Form

Here you may see a copy of a completed I-9 Employment Eligibility form.

When you fill out your form, you will probably not have received your Social Security card and number. Your employer will enter this number on the I-9 form when you receive your card and number.

**NOTE** that you will write the Admission Number from your I-94 Arrival/Departure card on this form.

In the section “An alien authorized to work until \_\_\_\_\_,” you will enter the end-of-program date that appears on your **DS-2019 FORM**.

Your employer will complete Section 2.

The image shows a completed I-9 form with the following details:

- Section 1: Employee Information and Verification**
  - First Name: ALEXI, Last Name: DANIEL
  - Address: 123 SIXTH STREET, OCEANVIEW, OR
  - Date of Birth: 4/8, Sex: M, Race: C
  - Time Employed: 9/30/00, Phone Number: 989-65-4321
  - Employer Signature: Daniel [Signature], Date: 5/31/00
- Section 2: Employer Review and Verification**
  - Document 1: PASSPORT # [Redacted]
  - Document 2: DS-2019 # [Redacted]
  - Expiration Date of any: [Redacted]
- Section 3: Updating and Reverification**
  - Employer Signature: [Redacted], Date: [Redacted]

# W-4 Employee Withholding Form

Here you may see a copy of a completed W-4 Employee's Withholding Allowance Form.

You will enter "1" on **LINE A**.

You will enter "1" on **LINE H**.

Even if you are married, you will enter "Single" in **SECTION 3**.

You will enter "1" on **LINE 5**.

In this example, the employee is paid every two weeks. For employees who are paid every two weeks, enter "15.30" on **LINE 6**.

For employees who are paid every week, enter "7.60" on **LINE 6**.

**Form W-4 (2008)**

**Purpose.** Complete Form W-4 so that your employer can withhold the correct federal income tax from your pay. Consider completing a new Form W-4 each year and when your personal or financial situation changes.

**Exemption from withholding.** If you are exempt, complete only lines 1, 2, 3, 4, and 7 and sign the form to validate it. Your exemption for 2008 expires February 16, 2009. See Pub. 505, Tax Withholding and Estimated Tax.

**Note.** You cannot claim exemption from withholding if (a) your income exceeds \$900 and includes more than \$300 of unearned income (for example, interest and dividends) and (b) another person can claim you as a dependent on their tax return.

**Basic instructions.** If you are not exempt, complete the **Personal Allowances Worksheet** below. The worksheets on page 2 adjust your withholding allowances based on itemized deductions, certain credits, adjustments to income, or two-earner/multiple job situations. Complete all worksheets that apply. However, you may claim fewer (or zero) allowances.

**Head of household.** Generally, you may claim head of household filing status on your tax return only if you are unmarried and pay more than 50% of the costs of keeping up a home for yourself and your dependent(s) or other qualifying individuals. See Pub. 501, Exemptions, Standard Deduction, and Filing Information, for information.

**Tax credits.** You can take projected tax credits into account in figuring your allowable number of withholding allowances. Credits for child or dependent care expenses and the child tax credit may be claimed using the **Personal Allowances Worksheet** below. See Pub. 919, How Do I Adjust My Tax Withholding, for information on converting your other credits into withholding allowances.

**Nonresident alien.** If you are a nonresident alien, see the Instructions for Form 8233 before completing this Form W-4.

**Check your withholding.** After your Form W-4 takes effect, use Pub. 919 to see how the dollar amount you are having withheld compares to your projected total tax for 2008. See Pub. 919, especially if your earnings exceed \$130,000 (Single) or \$180,000 (Married).

**Two earners or multiple jobs.** If you have a working spouse or more than one job, figure the total number of allowances you are entitled to claim on all jobs using worksheets from only one Form W-4. Your withholding usually will be most accurate when all allowances are claimed on the Form W-4 for the highest paying job and zero allowances are claimed on the others. See Pub. 919 for details.

**Nonresident alien.** If you are a nonresident alien, see the Instructions for Form 8233 before completing this Form W-4.

**Check your withholding.** After your Form W-4 takes effect, use Pub. 919 to see how the dollar amount you are having withheld compares to your projected total tax for 2008. See Pub. 919, especially if your earnings exceed \$130,000 (Single) or \$180,000 (Married).

**Personal Allowances Worksheet (Keep for your records.)**

A Enter "1" for yourself if no one else can claim you as a dependent. . . . . A 1

B Enter "1" if:   
 • You are single and have only one job; or   
 • You are married, have only one job, and your spouse does not work; or   
 • Your wages from a second job or your spouse's wages (or the total of both) are \$1,500 or less. . . . . B \_\_\_\_\_

C Enter "1" for your spouse. But, you may choose to enter "-0-" if you are married and have either a working spouse or more than one job. (Entering "-0-" may help you avoid having too little tax withheld.) . . . . . C \_\_\_\_\_

D Enter number of dependents (other than your spouse or yourself) you will claim on your tax return . . . . . D \_\_\_\_\_

E Enter "1" if you will file as head of household on your tax return (see conditions under Head of household above) . . . . . E \_\_\_\_\_

F Enter "1" if you have at least \$1,500 of child or dependent care expenses for which you plan to claim a credit . . . . . F \_\_\_\_\_

**(Note.** Do not include child support payments. See Pub. 503, Child and Dependent Care Expenses, for details.)

G **Child Tax Credit** (including additional child tax credit). See Pub. 972, Child Tax Credit, for more information.   
 • If your total income will be less than \$58,000 (\$86,000 if married), enter "2" for each eligible child.   
 • If your total income will be between \$58,000 and \$84,000 (\$86,000 and \$119,000 if married), enter "1" for each eligible child plus "1" additional if you have 4 or more eligible children. . . . . G \_\_\_\_\_

H Add lines A through G and enter total here. **Note.** This may be different from the number of exemptions you claim on your tax return. ▶ H 1

For accuracy, complete all worksheets that apply.   
 • If you plan to itemize or claim adjustments to income and want to reduce your withholding, see the **Deductions and Adjustments Worksheet** on page 2.   
 • If you have more than one job or are married and you and your spouse both work and the combined earnings from all jobs exceed \$40,000 (\$25,000 if married), see the **Two-Earners/Multiple Jobs Worksheet** on page 2 to avoid having too little tax withheld.   
 • If neither of the above situations applies, stop here and enter the number from line H on line 5 of Form W-4 below.

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

Form **W-4** **Employee's Withholding Allowance Certificate** OMB No. 1545-0074  
 Department of the Treasury Internal Revenue Service **2008**

1 Type or print your first name and middle initial. Last name **FELIPE COSTA MOREIRA** 2 Your social security number **57 82 5369**

Home address number and street or rural route. **YOUR HOME ADDRESS OR ICES ADDRESS** 3  Single  Married  Married, but withheld at higher Single rate. **Note.** If married, but legally separated, or spouse is a nonresident alien, check the "Single" box. 4 If your last name differs from that shown on your social security card, check here. You must call 1-800-772-1213 for a replacement card.

City or town, state, and ZIP code **ICES ADDRESS**

5 Total number of allowances you are claiming (from line H above or from the applicable worksheet on page 2) **5** 1  
 6 Additional amount, if any, you want withheld from each paycheck **8 \$ 15.30**

7 I claim exemption from withholding for 2008, and I certify that I meet both of the following conditions for exemption.   
 • Last year I had a right to a refund of all federal income tax withheld because I had no tax liability and   
 • This year I expect a refund of all federal income tax withheld because I expect to have no tax liability.   
 If you meet both conditions, write "Exempt" here. ▶ 7

Under penalties of perjury, I declare that I have examined this certificate and to the best of my knowledge and belief, it is true, correct, and complete.

Employee's signature (Form is not valid unless you sign it.) ▶ Felipe Moreira Date ▶ 06/10/2008

8 Employer's name and address (Employer: Complete lines 8 and 10 only if sending to the IRS.) 9 Office code (optional) 10 Employer identification number (EIN)

For Privacy Act and Paperwork Reduction Act Notice, see page 2. Cat. No. 102200 Form W-4 (2008)

In the HOME ADDRESS section, enter either your address in your home country, or ICES's address. This is the address to which your W-2 Form will be sent in early 2009. Remember, the W-2 Form is the form that shows how much you were paid during your work period in the U.S. and how much in taxes you paid. You will use the W-2 Form for tax refund purposes.