

WORK and TRAVEL PROGRAM GUIDELINE



The purpose of the ICES Work & Program is to provide international university students the opportunity to participate in affordable and quality cultural exchanges in the United States during their summer vacations. Participants will have the opportunity to experience American culture and to practice conversational English by living and working with other Americans and students from other countries in a casual environment. Every participant of this program, after obtaining the J-1 visa, can apply for a legal job in the USA between 1 June to the middle of October, but for the period no longer than 4 months

Participant Information

Students studying at post-secondary schools who are actively pursuing a degree or a full-time course of study at an accredited educational institution qualify to participate in the Summer Work and Travel programs. Students also must be enrolled in an accredited educational institution and registered for a full-time course load for the semester following their participation in a summer work/travel programs. Please note that high school graduates who have not yet started post-secondary studies are **not eligible** to participate in the Summer Work and Travel program.

Program Requirements

Participants must be:

- 18-28 years old
- Currently enrolled as a **full time** student in and have completed at least one semester of a program of post secondary study
- Able to prove a high intermediate level of English
- Be able to proof sufficient funds and bring to U.S. a minimum of 800 USD in any combination of cash, traveler's check, credit cards and ATM cards.
- Posses a valid passport (must be valid at least 6 months after the planned return date from Program).
- Fully complete Program application packet
- Receive and accept Employment Confirmation Letter from the Company for the selected employment position

Program Includes

- **One** job offer
- DS Form 2019 to assist in obtaining a J-1 visa
- Orientation meeting before departure for the United States
- Medical insurance (if apply)
- Support of ICES' and ICES Europe National Offices

PRICES DO NOT INCLUDE :

- SEVIS Fee, Housing fees, Meals,
- Spending money
- International airfare or domestic transportation in the U.S.,

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J Visa

Exchange J-1 visa - it is a non-emigration visa, for students who wants to participate in the international exchange program and is issued by the sponsoring organizations, which are approved by the US Government. Holder of this visa is allowed to work, study, serve one's apprenticeship, lecture or delve - depending on the program that they participate in-during the definitive period. Visa J-1 allows you to work in the USA for a period of 4 months. After, the participant can stay for 30 days in the USA, usually spending this time on traveling. This visa is a multiply visa which means that you can visit Mexico or Canada and easily comeback, before the expiration of DS-2019.

Employers

Employers include amusement parks, resorts, hotels, ski lodges, restaurants, casinos and retail shops. Most of the placements are located in small to medium size resort areas, so participants should not expect to live in a large city. Applicants generally do not have a choice of destination, but special requests will be considered when making work placements. However, ICES and Ices Europe **cannot guarantee** any special requests. Students must be willing to accept a placement in any area of the United States.

ICES' full program includes **one job offer per participant**. ICES Europe will notify the sending office of this job offer via the *Work Placement Agreement*, which includes a space for the student's signature of acceptance. **Ices Europe must receive a SIGNED work acceptance via fax from each student no later than 1 week after the job offer is received in the sending office.**

It is the responsibility of the student to contact the employer AT LEAST TWO WEEKS before the original program start date and confirm with them their intentions to be one of their employees.

Application Procedures

To be considered for the ICES Work & Travel Program, the following documentation must be received in the ICES Europe National Offices at least 12 weeks prior to the desired arrival date:

- *Work Program Application* completed by applicant either online or hard copy
- 2 smiling photos
- Scan of passport information page
- *Interview Report* completed by sending agency (inside the online system)
- Curriculum Vitae (electronic version, word format, uploaded to the online system)
- *Proof of Student Status* form completed and certified by university



Step By Step To The Applicant

- Find information about this Program
- Pass the Interview
- Sign the program agreement with Sending Organization (your company)
- Fill online Program Application and provide necessary documents
- Receive, approve and sign Job Offer
- Orientation meeting in sending organization country
- Receive and sign DS 2019 Form
- Interview at the US Embassy and obtain a J-1 Visa
- Fly to US

Step By Step To The International Partner

- Screen Candidate, interview
- Upload obligatory documents to the online system
- Signing the “Documents’ Check List”
- Send to ICES Europe Passport Data (Excel file)
- First down payment (registration moment)
- Send to ICES Europe Job Offer Data (excel file) according to Job List
- ICES Europe will send Job Offer for each particular applicant who is listed in the excel file and he made a first down payment.
- Job Offer must be signed by student and send back to ICES Europe by Sending Organization (fax or mail)
- Sending Organization is responsible for organizing orientation meeting.
- Send to ICES Europe W&T Data (excel file)
- ICES Europe informs about time of delivery DS Forms - second down payment (in mean time Partner is responsible to organize a flight tickets and interview in the US Embassy)
- ICES Europe send Sevis Payment Confirmation to Sending Organization
- Partner is responsible for organizing interview in US Embassy in his Home Country
- Interview at the Embassy
- Fly to US

Accommodation

In many cases, the employer will be able to provide or refer the participant to affordable housing and meals for the duration of the program. US sponsor will provide information about housing options with the job offer. Each participant will be responsible for paying for housing directly to the entity renting the space. This type of housing will usually be in dormitories or shared apartments located near the work placement. Participants should be careful to read the terms of the

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housing arrangements before arrival. Often employers will require a Security Deposit due before or upon arrival, and all participants must make sure that they have enough cash on hand to cover these fees.

Attention Employer is not obligated to provide housing for W&T students. Accommodation is not included in program price which means students should find its own housing in case if employer will not provide housing.

Basic information about your program

Wages: Participants should expect to receive at least minimum wage (currently \$5.15/hour) for their work. They should expect to work approximately 35 hours per week. Hours may vary but will not fall below 20 hours per week. Some employers may provide housing or meals, which could be deducted from their paychecks. Participants who are placed in wait staff positions (a rare occurrence) should expect a lower hourly wage than other workers, as it is customary in the United States for waiters to make most of their salary from tips. Wages are usually paid to the employee once every two weeks. However, payment terms vary by employer and some students may receive a weekly or monthly check.

Money: Participants should bring enough money with them to cover room and board, pocket money, entertainment expenses and transportation to and from work for the first month. It is highly recommended that each participant arrive with access to at least \$800 in order to cover any security deposits or transportation fees that may be required. Students should budget about \$600/month to cover the housing/personal expenses. Of course, these amounts may be more or less depending on the participant's spending habits and work location. Bank cash machines are readily available all over the United States and are the easiest way to access cash quickly. It is recommended that students open a checking account in the USA where they can deposit their checks and keep their money safe.

Telephone: It is highly recommended that all participants enter the United States with a Telephone Calling Card that can be used to make local and international calls from within the United States. If this is impossible, participants may purchase pre-paid phone cards upon arrival generally in \$40 and \$60 denominations. Such cards are available at currency exchanges, grocery stores and post offices throughout the U.S.

Transportation: In many cases, participants will be able to walk to work or take public transportation. If they choose, participants may purchase a car to use for the duration of the program, but will need to purchase special auto insurance. **Necessary Documents:** Participants must have a valid passport and a J-1 visa from the American Embassy in their home countries. ICES Europe will send the DS 2019 form when payment is received in full. This form must be submitted to the American Embassy in order to obtain a J-1 visa.

Insurance: Participants will be given a brochure detailing their coverage and insurance identification cards at the orientation session upon arrival in the USA.

Social Security Numbers and Taxes: All participants will apply for a Social Security number upon arrival in the United States. Instructions on how to obtain a Social Security Number will be provided at the orientation sessions. Participants may be exempt from Social Security and Medicare taxes. However, participants ARE SUBJECT to United States Federal and State taxes. It is a good idea for the participant (or sending office) to contact the local U.S. Embassy in their home country in order to determine if the participant may claim exempt status for Social Security and Medicare taxes before arriving in the United States. If taxes are withheld from the participant's paycheck, he will need to file Federal and State Tax Returns at the U.S. Embassy in his home country no later than April 15, 2007 in order to receive the refund (if any) due to him.



Travel to US Employer

Note: Information about the transfer to the business will be provided to the sending agency with the job offer. It is very important that participants travel to the businesses as instructed by ICES Europe. Students who do not travel to their businesses as instructed by ICES are in jeopardy of losing their jobs unless they have made other travel and arrival arrangements directly with the employer. The student bears responsibility to communicate any deviations from the scheduled travel itinerary directly to the employer. When possible, it is recommended that students make US domestic travel reservations before their arrival in the United States.

ALL INFORMATION HOW TO REACH THE EMPLOYER AND HOW TO GET THERE FROM THE AIRPORT OR NEAREST BUS OR TRAIN STATION WILL BE SENT WITHIN JOB OFFER PACKAGE

Orientation Meeting

All applicants will be required to arrive in the appropriate location on one of the designated arrival dates and attend one of the group orientation sessions (sending organization country). Sending organization is responsible to arrange such a meeting. The orientation sessions will cover a variety of important issues, including: American business culture, money, traveling in the United States, working in the United States, applying for important contacts, work visas, medical insurance, taxes, etc. All topics will be sent to the Sending Organization by mail.

Medical Insurance

Medical insurance is provided as part of the Work & Travel program fee. Insurance Information sheet will be provided with Orientation Meeting Materials. The insurance card and concretes about insurance will be send to student's American home address which must be provided with SEVIS activation.

Note: *ICES medical insurance does not cover injuries or damages that occur as a result of the participant driving a vehicle or motorbike.*

Meeting In Us Embassy

Whenever International Partner will have lot of applicant and he would like to organize a meeting with US Employer and US Organization please let us know at least a month ahead. We are able to come to your country and meet with US Embassy Officers to establish better relationship between your company, ICES and US Officials.



Visa Denials

Applicants who are accepted to the program and denied a visa by the U.S. Embassy in their home countries will pay a cancellation fee. If a student is rejected for a visa and returns the DS 2019 to ICES Europe, the cancellation fee is specified in the operating agreement. All applicants who are rejected for visas and do not return the DS 2019 to ICES EUROPE within 2 weeks after the scheduled start date **will lose the full program fee.**

Contact Information

The European ICES National Office will be available to assist the sending organizations during the whole recruiting process. All payments, documents, job offers, DS Forms will send directly to and via our European office. You can reach us during the normal business hours, or in an emergency, may call ICES Europe Program Manager on his mobile.

ICES Europe National Office: +48 32 331 44 24 or +48 32 335 47 19

Emergency (24 hours): +48 668 160 961

Mail address: office@ices-europe.org

www.ices-europe.org