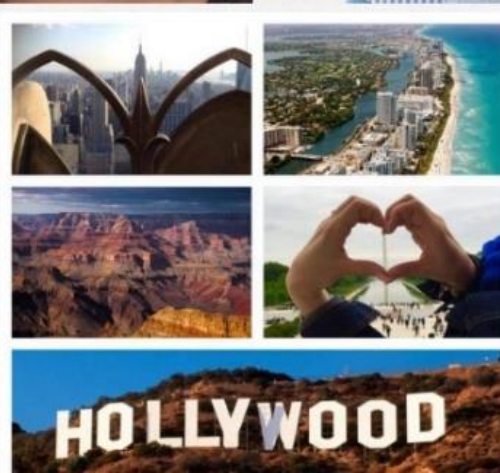
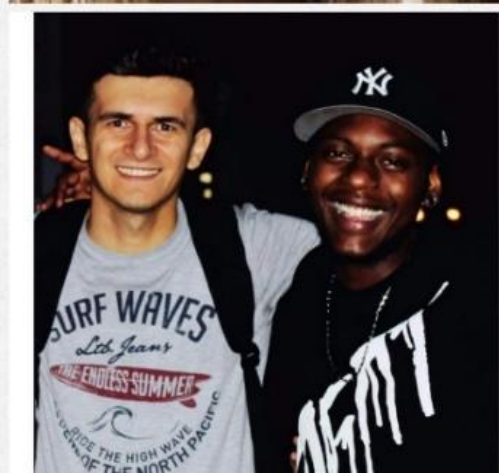




# STUDENT HANDBOOK

2019



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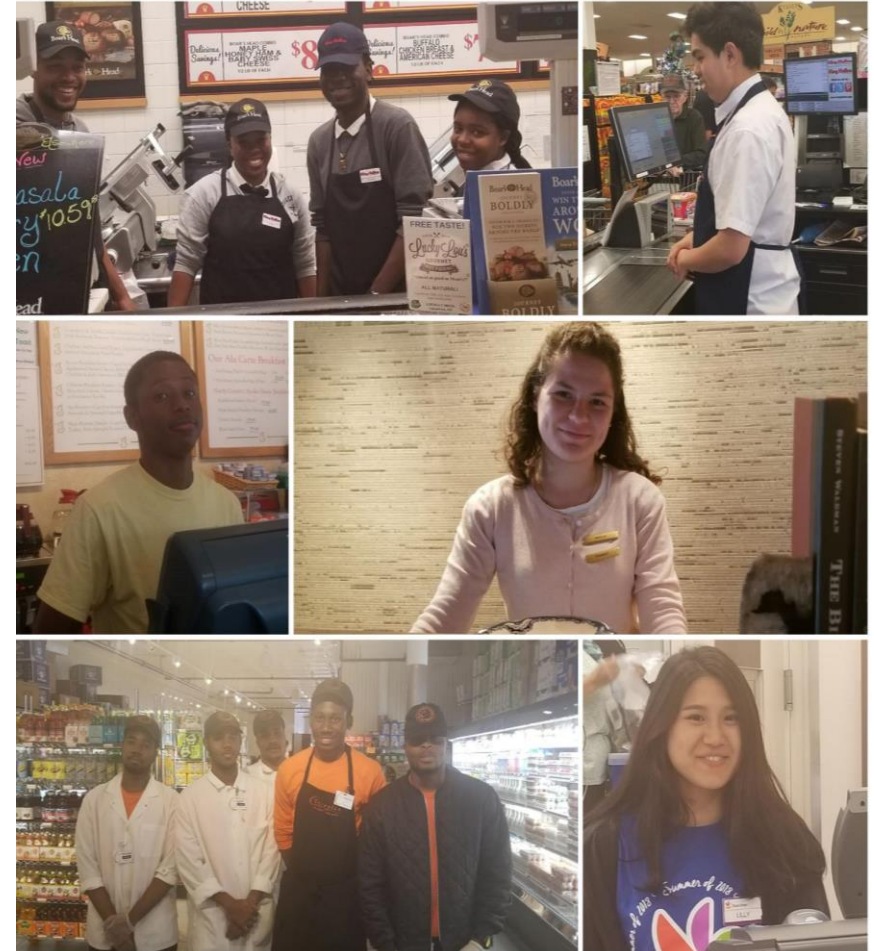


SUMMER WORK & TRAVEL  
AMERICAN WORK ADVENTURES  
DEPARTMENT OF STATE

# SUMMER WORK & TRAVEL

## *What is the SWT Program?*

- The SWT J-1 program allows international university students to work in the U.S. for up to four months. In addition to filling seasonal staffing needs, students have the opportunity to immerse themselves in the culture of the U.S. – giving them a greater understanding of the American business environment, while gaining a sense of independence by living on their own and returning to their home country with rich memories and a better insight into the values of a democratic and free market economy.
- After completing the work portion of their program, students are granted time for traveling and exploring the U.S. AWA makes every effort to recruit students who are hardworking, motivated, flexible, and ready for new experiences.



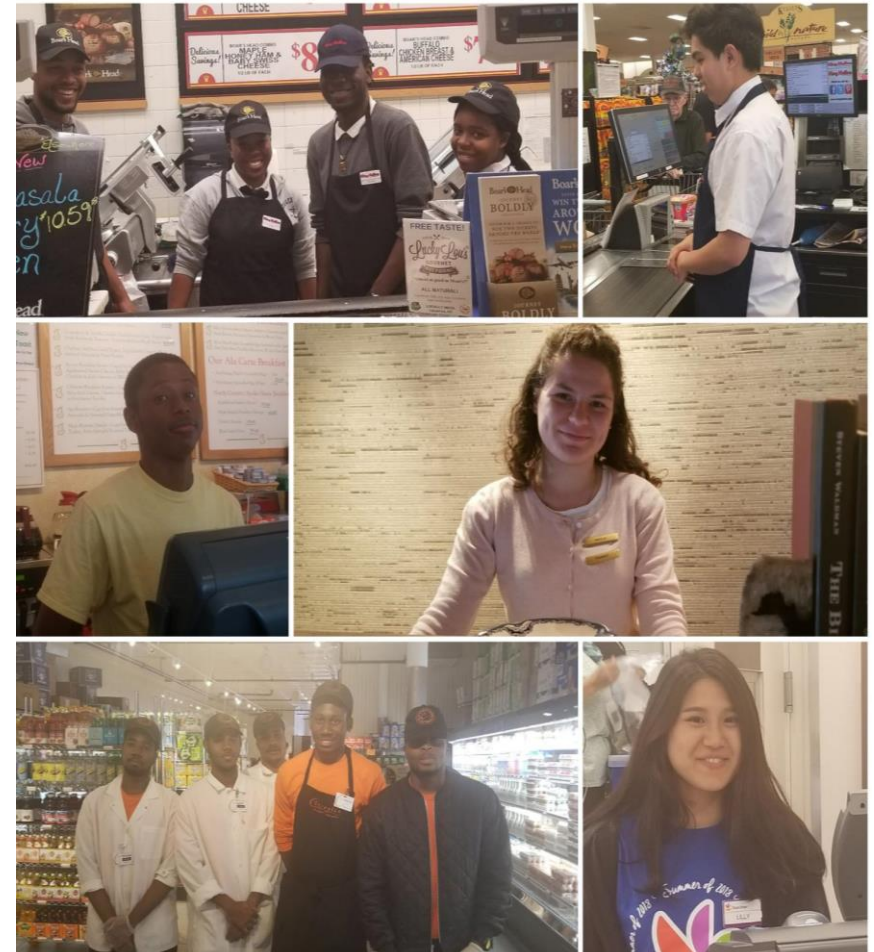
# SUMMER WORK & TRAVEL

## *Program Purpose*

- The purpose of the program is “to increase mutual understanding between the people of the United States and the people of other countries by means of educational and cultural exchange; to strengthen the ties which unite us with other nations by demonstrating the educational and cultural interests, developments, and achievements of the people of the United States and other nations, and the contributions being made toward a peaceful and more fruitful life for people throughout the world; to promote international cooperation for educational and cultural advancement; and thus to assist in the development of friendly, sympathetic, and peaceful relations between the United States and other countries of the world.”

Students come to the U.S for the following reasons (not limited to):

- To interact with the U.S. citizens, and to experience U.S culture while sharing their own with those they meet
- To gain independence by living and developing social skills among other international young adults
- To practice their English in its native environment; to improve their language and communication skills
- To gain professional work experience by working in seasonal jobs, that require minimal training, in order to earn funds to help defray a portion of travel and living expenses
- To travel and learn about the U.S.





# DEPARTMENT OF STATE

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The SWT program was founded by the U.S. Department of State. Until this day, the Department of State provides oversight to the program, ensuring the safety and well-being of all Students. The Department of State also sets forth regulations, which need to be followed by all parties involved.

*For further details and information about the Department of State and any J-1 visa inquiries please visit:*

<https://j1visa.state.gov/about-us/>

# MISSION: About Us

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[American Work Adventures](#) (AWA) is a J-1 cultural exchange organization specializing in a cross-cultural program that promotes tolerance and global understanding.

AWA is designated by the [Department of State](#) to be a sponsor of the Summer Work and Travel (SWT), J-1 Visa Program. The SWT J-1 program allows international university students to work in the U.S for up to four months. We work closely with our partner agencies to facilitate a beneficial cultural and work exchange experience.

At AWA, our mission is to create global connections through American work adventures. Our program supports this mission by offering a wide range of seasonal work opportunities for students, supporting student immersion into the communities which they reside— giving them a greater understanding of the American business environment, while gaining a sense of independence by living on their own and returning to their home country with rich memories and a better insight into the values of a democratic and free market economy.

#SAVEJ1



# MINIMUM PROGRAM REQUIREMENTS





# STUDENT MUST

In order to be eligible to participate in AWA's SWT program, Students must meet the following requirements:

- I am not married.
- I am currently between the ages of 18 and 29.
- I do not intend/plan on changing my marital status. If I should change my marital status before my arrival to the United States or while in the United States, my program shall be immediately cancelled/terminated.
- If female, I am not currently pregnant.
- I do not have dependents (i.e. responsible care giver/provider, children).
- I attest that I have chosen to enter (apply and/or participate) into the AWA SWT Program of my own free will.
- I certify that the intention of my involvement in the program is for personal, educational, professional, and cultural enrichment.
- I am currently enrolled at an accredited university as a full-time student and have completed at least one semester of academic study.
- Upon my completion of the program, I will be returning to university to complete my final semester/participate in my graduation/class project(s).
- I am a mature, young adult capable of understanding and following the SWT program rules and regulations set by the Department of State and AWA.
- I acknowledge that I am a young adult who is capable of living in a foreign country, being independent, and open to the life and work experiences that the United States has to offer for my personal growth.
- I acknowledge that culture shock may occur as a Student of this program (especially during the first two to four weeks). If culture shock occurs and I am unable to continue with my required program participation, I permit AWA to take the appropriate action for my safe return home.



# STUDENT MUST

## *CONTINUED*

- I understand that this program is designed to provide me with new opportunities that may not be related to my home culture and I will be open to new cultures, identities, and views.
- I understand that this program is not intended for the sole purpose of earning substantial income, but rather a cultural exchange program with a work component to defray my costs of living while I am in the United States.
- I acknowledge that I will not earn a high salary and therefore should not participate in the SWT program, if I do not possess or have access to the monetary resources required for my participation in this program.
- I certify that I have *not* taken a substantial credit/money loan to pay for my program fees and/or costs, which will cause financial burden to me and/or my family.
- I am in good health and do not have any medical or psychological (physical or mental) conditions that will/would restrict me from fully participating in the SWT Program.
- If I elect not to disclose any medical or psychological (physical or mental) conditions that will/would restrict me from fully participating in the SWT Program, AWA will be required to immediately end my program and I will be asked to return home.
- I have never been accused or convicted of a crime either in my home country or abroad.
- I have reviewed my university schedule and can commit to working for a minimum of three months.
- I have a valid passport from my country of origin prior to my departure to the United States.

# FUNDS

Students acknowledge that they must:

- Have the sufficient funds needed for their travel costs to their Host Employer (i.e. airfare, ground transportation, and hotel).
- If they do not have the sufficient funds needed for their travel costs to their Host Employer, their program will be immediately terminated for their safety and well-being.
- Immediately contact their Financial Sponsor, if they are in need of monetary support for travel costs to their Host Employer (i.e. airfare, ground transportation, and hotel) and/or to cover any portion of their program and/or living expenses while they are in the United States.
- Permit AWA to immediately end their program for my safety and well-being, if they do not arrive to the United States with sufficient money and/or credit cards (*minimum \$1000.00USD*), refuse to pay for housing fees, funds, and/or their Financial Sponsor is not able to offer support.
- Have the funds needed to support themselves, as it may take 2 or more weeks before their first paycheck is received because of Host Employer payroll/job offer start date(s) and/or the need to present a valid Social Security number/card.
- That they are financially responsible to pay for all expenses that may occur prior to obtaining their first paycheck. These expenses may include, but are not limited to: initial housing deposit, security deposit, first month of rent, travel from the city of arrival, food, toiletries, uniform fees, and transportation fees.



# CULTURAL EXCHANGE

# DIVERSITY

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For most Students, visiting a foreign country or living abroad is nothing short of life changing. Having the chance to live, breathe, eat, and sleep in a faraway place is an experience that offers tremendous personal growth. At AWA, we believe everyone should enjoy the chance to spend time abroad; however, Students must also understand that the U.S is made up of many different colors, peoples, cultures, and groups. Students must be open and flexible to all persons and things!

## *Google It!*

Before their departure from their home country, Students should:

- Research the different states: Each state is different!
- Get some advice: Students should seek the advice of a trusted and wise mentor.
- Not let their excitement and anticipation overshadow their rational judgment: Students need to set realistic expectations! Life in the U.S can move fast and be lonely. Students need to understand that it is solely up to them, to follow the rules and regulations of the program, as well as, taking the initiative to have a successful and positive program.



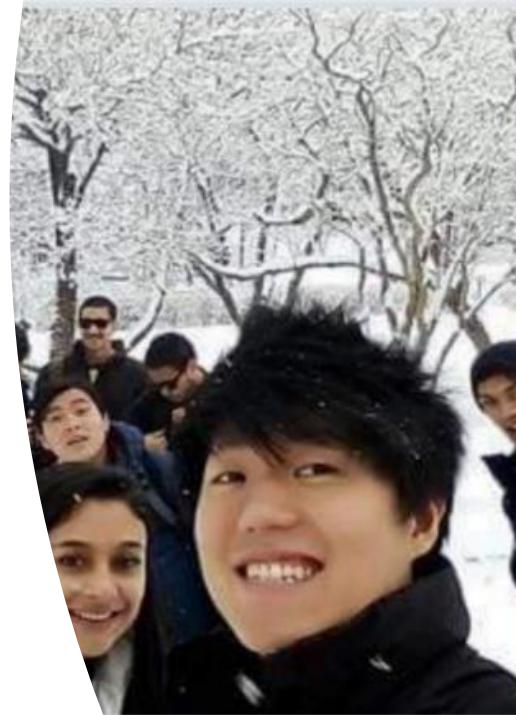
# CULTURAL & VOLUNTEER EVENTS

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Cross-cultural exchange activities are an essential part of the J-1 exchange visitor program and our continued ability to sponsor exchange visitors, enriches the communities where Students reside.

Students wanting to be a part of AWA's SWT program must:

- Participate and report their participation in cultural events and/or volunteer activities for the entire duration of their programs.
- Participate in any Cultural or Volunteer Event(s) sponsored by AWA or their Host Employer and report their participation in their Monthly Check-Ins.
- Acknowledge that they will not be paid for their participation in AWA or Host Employer sponsored Cultural or Volunteer Event(s), but they will gain a better understanding of the community in which they resided.





YOU'RE HIRED

# JOB OFFER

## FULL-PLACEMENT

- For Full Placement Students, they will receive detailed information about their Host Employer and employment position in the U.S through AWA's Job Offer.

## SELF-PLACEMENT

- For Self-Placement Students, they must understand that since they have secured their own job offer, they have personally requested detailed information about their Host Employer.



Creating global connections through American Work Adventures

On behalf of American Work Adventures, we are pleased to welcome you to the cross-cultural Summer Work & Travel Program!

Each year many individuals apply and only a select few are accepted. This Program is an opportunity to expand your horizons and learn new skills. It will broaden your understanding of the many aspects of the American way of life, teach you the American work ethic, and introduce you to the cultural diversity of our country. It is our hope that this experience is one from which you will learn and grow.

While on your Program, take advantage of this great opportunity to make friends, learn new ideas, and perform your job duties to the best of your abilities. We believe you will represent your country well while living and working in the U.S. Being a good ambassador of your country carries many challenges, as well as, rewards.

Enjoy your adventures in the United States. Experience American culture, discover new work opportunities, and create new adventures. Welcome to our Global Family!

SPONSOR INFORMATION			
Sponsor Name : American Work Adventures			
Program Number : P-4-10174			
Phone : 888-292-0088			
Email : studentservices@workadventures.org			
STUDENT INFORMATION			
Date : 08/24/2017			
AWA ID : FSU171811			
Participant Name : Access Testing Middle Name Student			
HOST COMPANY INFORMATION			
Program Season : <input type="checkbox"/> Spring <input checked="" type="checkbox"/> Summer <input type="checkbox"/> Winter    Program Year : 2017			
*(PLEASE CHECK APPROPRIATE BOXES)			
Company Name: Training Employer			
Company Web Site: www.TrainingEmployer.com			
Work Site Address: 579 Troy Schenectady Rd,	City: Latham	State: New York	Zipcode: 12110
Primary Contact Name: Training Employer		Primary Contact's Title: Training	
Business Phone:		Cell: 9887655463	
Employer Email: TrainingEmployer@yopmail.com			
PERSONAL PROFILE INFORMATION			



# BASIC JOB EXPECTATIONS

Upon accepting and signing a Job Offer, Students should know exactly what to expect from their SWT program. Students will agree to work an assigned position, and for a specific wage. Students will also have their Host Employer's contact information, and they will be advised by AWA to get in touch with them.

AWA asks Students to communicate with their Host Employer, and ask questions regarding company operations.

Please keep in mind the following:

- Work schedules may vary depending on demand and Host Employer needs.
- Job duties may vary and fluctuate from what is stated in the job description depending on staff and customer needs; **ALL** tasks assigned by a Host Employer, manager, or direct supervisor are to be completed in a professional manner without argument.
- Students will be provided with a minimum of 32 hours per week.
- Students must not work between the hours of 10PM and 6AM.

# EMPLOYMENT TERMS

As a Full Placement/Self-Placement Student, I agree to the following employment terms:

- I will arrive to the employer in accordance with the start date listed on my job offer.
- I understand that my job offer may be cancelled by my Host Employer if my arrival into the United States is late/delayed. I understand that if this happens, AWA will cancel my program and I must immediately return home.
- I agree to commit to my job offer start and end dates. I understand that failure to complete my job offer start and end dates will have negative repercussions to my SEVIS record and ability to obtain visas in the future.
- I understand that I may not begin working immediately due to training and employer needs. I acknowledge that it may take several weeks to receive my first paycheck and I am fully prepared to financially support myself during this time.
- I acknowledge that the first two weeks of my employment I may be scheduled below 32 hours of work each week due to date of arrival within payroll period and/or employee trainings and orientations.
- I understand that I am required to inform AWA immediately if I encounter a problem with my Host Employer while in the United States.
- I understand that I may not start work at any job (i.e. initial, subsequent, or additional) until AWA has fully vetted such job. I understand that my program will be terminated if I fail to comply with this requirement.
- I understand that a second job may not be used as replacement for my initial obligation and that the hours provided by a second employer may not interfere in the work schedule provided by my original employer. I understand that AWA will be required to verify this employment PRIOR to beginning work.
- I am able to conduct myself as a young professional while participating in the work component of my program.
- I understand that the positions offered to most J-1 Students are entry-level, seasonal positions, and generally do not offer high wages.
- As I understand that the positions offered to most J-1 Students will be seasonal, entry-level positions and generally do not offer high wages, I will complete a budget to help me calculate my program financial obligations (i.e. housing, transportation, food, etc.).
- I understand that as positions are seasonal, entry-level positions and the starting hourly wage may be like that of Americans, but *not* comparable to full-time, permanent American employees.

# EMPLOYMENT TERMS

## CONTINUED

- I understand that I am an at-will employee and my Host Employer has the right to terminate my employment at any moment in time (i.e. prior to arrival into the US and upon arrival into the US), if (examples included but not limited to the following): 1.) the quality of my work, performance, and/or personal behavior is not satisfactory, 2. ) I do not exhibit proper hygiene and/or grooming standards, 3.) arrive to my work site intoxicated and/or under the influence of drugs, 4.) I demonstrate continued lateness and/or absenteeism, 5.) I refuse to pay for employee housing, 6.) I show disrespectful behavior to my supervisor/manager/peers, 7.) I steal, 8.) I share inappropriate photos/comments/literature, 9.) bully or use vulgar language, 10.) exhibit behavior that would be harmful to myself or others, 11.) break into my Host Employer's computer, 12.) "milking" time clock, 13.) refuse to work with others because of race/ethnicity, and 14.) use of cell phone on while on work duty.
- If my Host Employers should terminate me for just cause, I understand that AWA will terminate my program, requiring me to return home immediately at my own expense.
- I acknowledge that I am *not* allowed to quit my job without written permission from an AWA representative. Choosing to quit or abandon an AWA approved employer will result in my immediate termination from the program, requiring that I return home immediately at my own expense.
- I understand that changes in employment terms, hours, and position availability may occur before or after arrival. I acknowledge that AWA does not have control over such changes and verify that I will not hold AWA liable if changes to my job offer occur before arrival, upon my arrival, or during my program. These changes may require cancellation of my program or job reassignment.
- I understand that work hours may be directly impacted by weather, seasonal levels of business and other unpredictable causes or natural disasters. AWA has no control of such cases and my program may be cancelled or shortened due to such instances.
- I acknowledge that I am an at-will employee and my employment can be cancelled/terminated.
- In the event that my employment opportunity is lost due to unforeseen circumstances, or my hours drop below an average of 32 hours per week for two-consecutive weeks, I agree to contact AWA for guidance.
- I understand that if a replacement position is offered to me in a different geographical region, all cost relating to arranging and changing positions is of sole responsibility to the Student. AWA is not held responsible for any costs related to a job transfer.
- I understand that failure to accept an AWA replacement position, if available, may result in my program being shortened and will require my immediate departure from the United States at my own expense.
- I understand that I may be offered a job with a "Third Party" Host Employer. A Third Party provides workers to a variety of businesses via short-term seasonal/temporary positions.

# READ SPECIFIC REQUIREMENTS

All Host Employers have various requirements for your employment. It is important you *read* all requirements and fully *understand* the expectations.

## DRUG TESTING

Please be prepared to take a drug test upon your arrival. If your drug test results in a “positive” test for any substances that are NOT permitted by your Host Employer’s employee policies/use and/or violates AWA’s Student Program Agreement, your employment will be immediately cancelled/terminated (you will not be permitted to take a subsequent drug test) and your program status will be reviewed for immediate program shortening/termination.

## HOUSING

The address listed within this job offer is the anticipated housing address for students; however, housing is on a *first come first served basis* and is subject to change based upon student arrival dates/availability. It is important to consistently check-in with your Host Employer regarding housing PRIOR to your arrival into the United States. Additionally, please be prepared to have roommates from other countries.

## STRICT ARRIVAL DATES

This job offer is contingent upon you meeting the Host Employer’s set employment dates (arrival and/or departure). If you are unable to meet the Host Employer’s expected dates of employment, your employment may be immediately cancelled/terminated and your program status will be reviewed for immediate program shortening/termination.

## LIFEGUARD POSITIONS

By accepting this job offer, you are acknowledging that you are aware that the safety and well-being of pool patrons will be a job expectation, that you must possess the skills needed to pass a swim test/the ability to swim, and will be required to work outdoors for long periods of time. If you are unable to meet the Host Employer’s requirements, your employment will be immediately cancelled/terminated and your program status will be reviewed for immediate program shortening/termination.

UPON ACCEPTANCE  
OF YOUR JOB MAKE  
CONTACT WITH  
YOUR HOST  
EMPLOYER

## Making contact with your Host Employer will help you:

- Ask any questions you make have.
- If offered by your Host Employer, arrange airport pick-ups.
- Will assist your Host Employer in preparing your housing before your arrival.
- Will make YOUR arrival less stressful!

# PROHIBITED JOB LIST

Students are not permitted to work in any of the following positions:

- (1) In positions that could bring notoriety or disrepute to the Exchange Visitor Program;
- (2) In sales positions that require participants to purchase inventory that they must sell in order to support themselves;
- (3) In domestic help positions in private homes (e.g., child care, elder care, gardener, chauffeur);
- (4) As pedicab or rolling chair drivers or operators;
- (5) As operators or drivers of vehicles or vessels for which drivers' licenses are required regardless of whether they carry passengers or not;
- (6) In positions related to clinical care that involves patient contact;
- (7) In any position in the adult entertainment industry (including, but not limited to jobs with escort services, adult book/video stores, and strip clubs);
- (8) In positions requiring work hours that fall predominantly between 10:00 p.m. and 6:00 a.m.;
- (9) In positions declared hazardous to youth by the Secretary of Labor at Subpart E of 29 CFR part 570;
- (10) In positions that require sustained physical contact with other people and/or adherence to the Centers for Disease Control and Prevention's Universal Blood and Body Fluid Precautions guidelines (e.g., body piercing, tattooing, massage, manicure);
- (11) In positions that are substantially commission-based and thus do not guarantee that participants will be paid minimum wage in accordance with federal and state standards;
- (12) In positions involved in gaming and gambling that include direct participation in wagering and/or betting;
- (13) In positions in chemical pest control, warehousing, catalogue/online order distribution centers;
- (14) In positions with travelling fairs or itinerant concessionaires;
- (15) In positions for which there is another specific J category (e.g., camp counselor, intern, trainee); or
- (16) After November 1, 2012, in positions in the North American Industry Classification System's (NAICS) Goods-Producing Industries occupational categories industry sectors 11, 21, 23, 31-33 numbers (set forth at [http://www.bls.gov/iag/tgs/iag\\_index\\_naics.htm](http://www.bls.gov/iag/tgs/iag_index_naics.htm)).

# BUDGETING

Sit down! Do the math!

- Can you afford to pay for your living expenses while you are in the USA?
- How much will you need?
- Who will help you pay for your living expenses?

As soon as you arrive into the USA, you will need to immediately pay for:


- Food
- Transportation
- Housing

Completing a budget will help you fully understand your financial obligations/responsibilities. A Budget Form will need to be completed by you, *upon acceptance of your Job Offer.*

**BUDGET FORM**

As you now been assigned to a job placement, read your job offer. Locate the following details within your job offer and answer the following questions using the Budget Table below:

1. How much will your hourly salary be?
2. How many hours of work will you receive?
3. How much will your transportation to and from work cost?
4. How much will your housing cost?
5. How much to plan on spending on food and entertainment?



MONTHLY :  
 PLANNED INCOME :  
 BONUS INCOME :  
 TOTAL :

EXPENSES	PLANNED
<b>TOTAL EXPENDITURES</b>	
<b>INCOME LESS EXPENDITURES (LEFTOVER)</b>	

# FLIGHTS & TRAVEL DETAILS

In order to support your arrival to your Host Employer, you must:

- Provide AWA with my round-trip flight (arrival and departure) information at least 5-days before my arrival into the United States.
- Flight information should be submitted directly through the Student section of my AWA Student Account. If I should fail to submit my flight details into my AWA Student Account at least 5-days before my arrival into the United States, I give AWA the right to cancel my program and I will not hold AWA liable for any costs I have accrued for my program.
- I will make flight arrangements that will permit my arrival into the United States during my Host Employer's business hours/daytime.
- Arrive into the United States and/or at my Host Employer in accordance with the start date listed on my job offer form, but no more than 5-days before the start date listed on my DS-2019 form.
- Acknowledge that transportation from my arrival airport to my housing destination is not provided by AWA.
- If an option, I acknowledge it is my responsibility to contact my host employer at least *two weeks prior to my arrival to coordinate an airport pick up.*
- If I fail to arrange transportation from my arrival airport to my host employer, I must immediately arrange transportation for myself at my own cost.





# HOW TO ENTER MY FLIGHT DETAILS

To enter your flight and/or travel details, you will need to go to your SAM Student Portal.

## STEP #1

In order to provide flight information, you must go to My Flights:

- Dashboard
- My Jobs
- My Brief Case
- My Flights
- Arrival Check-In
- Monthly Check-In
- My Application



## STEP #2

Provide information about you flight to the USA:

**Flight to the USA**

Departure details

Country :  Airport :  Airline :

Flight # :  Date of Departure :

Arrival details

Arrival of Airport :  Date of Arrival :

Do you have Connecting Flight? :  Yes  No

How will you get to your housing from the airport? :  Airport transfer bus  Taxi  Train  City bus  Employer pick up  Others

If you have a Connecting Flight click Yes and fill the gaps, if no just continue:

**Connecting Details**

Country :  Arrival Airport :  Date of Arrival :

Flight # :  Departure Airport :  Date of Departure :

Enter the date and the other information shown on the picture to let us know about your arrival in the US:

Arrival details

Arrival of Airport :  Date of Arrival :

How will you get to your housing from the airport? :  Airport transfer bus  Taxi  Train  City bus  Employer pick up  Others

# RETURN FLIGHT

All AWA Students are REQUIRED to purchase a roundtrip and MUST enter these details as well!

## STEP #3 (LAST STEP)

Then, enter the information about your return flight to your home country and click SAVE:

### Return Flight to your Home Country

Airport :

John F Kennedy Intl

Airline :

Turkish Airlines

Flight # :

TK 004

Date of Departure :

10-01-2018 12:00:00



# REQUIRED DOCUMENTS



VALID  
PASSPORT  
WITH  
VISA

# DS-2019 FORM

- As stated on the Department of State's J-1 Visa Exchange Visitor Program website; "The Form DS-2019 or "Certificate of Eligibility for Exchange Visitor (J-1) Status" is the basic document used in the administration of the exchange visitor program. This form permits a prospective exchange visitor to seek an interview at a U.S. embassy or consulate in order to obtain a J visa to enter the United States. The Form DS-2019 identifies the exchange visitor and their designated sponsor and provides a brief description of the exchange visitor's program, including the start and end date, category of exchange, and an estimate of the cost of the exchange program."
- The information to be listed on a Student's DS-2019 form is provided by the home/country sending agency and given to AWA for issuance. The DS-2019 forms are provided to the home/country sending agency who will then distribute the forms to each individual Student.

Date of Birth (mm-dd-yyyy): 09-10-1995	City of Birth: Paris	Country of Birth: FRANCE	Country of Birth Code: FR	Country of Birth Code: FRANCE	J-1
Legal Permanent Residence Country Code: FR		Legal Permanent Residence Country: FRANCE		Position Code: 400	Position: CATEGORY - THE ARTS AND SPORTS
Primary Site of Activity: John and Mary Smith 9650 MAIN ST FAIRFAX, VA 22031-3748					
2. Program Sponsor: Acme Au Pair				Program Number: P-1-16489	
Participating Program Official Description: AU PAIR					
Purpose of this form: Replace a DS-2019 form (Damaged)					
3. Form Covers Period:			4. Exchange Visitor Category:		
From (mm-dd-yyyy): 01-10-2016			AU PAIR		
To (mm-dd-yyyy): 01-10-2017			Subject/Field Code: 01.0399		
			Subject/Field Code Remarks: subject/field remarks		
5. During the period covered by this form, the total estimated financial support (in U.S. \$) is to be provided to the exchange visitor by:					
Current Program Sponsor funds : \$5,000.00					
Personal funds : \$2,500.00					
Total : \$7,500.00					
DEPARTMENT OF STATE CONSUL GENERAL EMBASSY OF THE UNITED STATES WASHINGTON, DC		CERTIFICATE OF ELIGIBILITY FOR EXCHANGE VISITOR (DS-2019) ISSUED TO: Debbie Kyle DATE: 01-12-2016		Alternate Responsible Officer Title 202-632-9321 Telephone Number 01-12-2016 Date (mm-dd-yyyy)	
Name of Official Preparing Form 1300 W Main St. New York, NY 10010		Address of Official or Alternate Responsible Officer		Telephone Number 01-12-2016 Date (mm-dd-yyyy)	
Signature of Responsible Officer or Alternate Responsible Officer					
Date (mm-dd-yyyy) of Signature					
OFFICE OF CONSULAR OR IMMIGRATION OFFICER REGARDING SECTION 212(e) OF THE IMMIGRATION AND NATURALIZATION ACT AND PL 94-484, AS AMENDED (see item 1 (a) of page 2).			TRAVEL VALIDATION BY RESPONSIBLE OFFICER (Maximum validation period is 1 year*)		
Requirement:			*EXCEPT: Maximum validation period is up to 6 months for Short-term Scholars and 4 months for Camp Counselors and Summer Work/Travel.		
Based on:			(1) Exchange Visitor is in good standing at the present time		
(ALL USAID PARTICIPANTS G-2-00263 AND ALL ALIEN PHYSICIANS SPONSORED BY P-3-0450 ARE SUBJECT TO THE TWO-YEAR HOME RESIDENCE REQUIREMENT)			Date (mm-dd-yyyy)		
Title			Signature of Responsible Officer or Alternate Responsible Officer		
Date (mm-dd-yyyy)			(2) Exchange Visitor is in good standing at the present time		
TERMINATION REGARDING 212 (e).			Date (mm-dd-yyyy)		
			Signature of Responsible Officer or Alternate Responsible Officer		

# JOB OFFER

## FULL-PLACEMENT

- For Full Placement Students, they will receive detailed information about their Host Employer and employment position in the U.S through AWA's Job Offer.

## SELF-PLACEMENT

- For Self-Placement Students, they must understand that since they have secured their own job offer, they have personally requested detailed information about their Host Employer.



Creating global connections through American Work Adventures

On behalf of American Work Adventures, we are pleased to welcome you to the cross-cultural Summer Work & Travel Program!

Each year many individuals apply and only a select few are accepted. This Program is an opportunity to expand your horizons and learn new skills. It will broaden your understanding of the many aspects of the American way of life, teach you the American work ethic, and introduce you to the cultural diversity of our country. It is our hope that this experience is one from which you will learn and grow.

While on your Program, take advantage of this great opportunity to make friends, learn new ideas, and perform your job duties to the best of your abilities. We believe you will represent your country well while living and working in the U.S. Being a good ambassador of your country carries many challenges, as well as, rewards.

Enjoy your adventures in the United States. Experience American culture, discover new work opportunities, and create new adventures. Welcome to our Global Family!

SPONSOR INFORMATION			
Sponsor Name : American Work Adventures			
Program Number : P-4-10174			
Phone : 888-292-0088			
Email : studentervices@workadventures.org			
STUDENT INFORMATION			
Date : 08/24/2017			
AWA ID : FSU171811			
Participant Name : Access Testing Middle Name Student			
HOST COMPANY INFORMATION			
Program Season : <input type="checkbox"/> Spring <input checked="" type="checkbox"/> Summer <input type="checkbox"/> Winter    Program Year : 2017			
*(PLEASE CHECK APPROPRIATE BOXES)			
Company Name: Training Employer			
Company Web Site: www.TrainingEmployer.com			
Work Site Address: 579 Troy Schenectady Rd,	City: Latham	State: New York	Zipcode: 12110
Primary Contact Name: Training Employer		Primary Contact's Title: Training	
Business Phone:		Cell: 9887655463	
Employer Email: TrainingEmployer@yopmail.com			
PERSONAL PROFILE INFORMATION			



# INTENT to BIND LETTER

---

Once a Student has been approved, assigned to a Job Offer, and issued a DS form, an Intent to Bind Letter will be provided to the Partner.

***NOTE: A Student's Insurance will not be activated until AWA receives their visa approval and confirmed roundtrip flight details!***

Dear Participant,

If your visa is approved, your insurance plan will be provided by American Work Adventure. The plan exceeds the minimum insurance requirements set forth by the US Department of State for the J visa program. Your plan will include the following benefits:

Benefits	Premium Plan
Medical Maximums	\$100,000 per person, per occurrence
Deductible	\$100 per period of coverage
Coinsurance	100% to Medical Maximum.
Emergency Room Deductible	\$250 for Illness if not admitted
Outpatient Medical Expenses	Up to Medical Maximum
Emergency Medical Evacuation/Repatriation	\$50,000 (in addition to the Medical Maximum)
Return of Mortal Remains	\$25,000
Local Ambulance Benefit	Up to Medical Maximum
Accidental Death & Dismemberment (AD&D)	\$50,000 principal sum

This is a consolidated summary of the benefits that would be included in the group plan. Please refer to the plan proposal for a complete list of benefits and exclusions.





I HAVE ARRIVED

# HOW DO I GET TO MY HOST EMPLOYER?

Before your arrival into the U.S., it is EXPECTED that you have read your job offer details for ground transportation/travel instructions.

Please note the following tips:

- As a young adult, you are expected to review and research potential arrival and travel details to your Host Employer.
- Host Employers may or may not offer airport pick-ups.
- If your Host Employers offers airport pick-ups, but you have not made contact with them: DO NOT EXPECT them to pick you up.
- You MUST have adequate money to pay for any necessary taxis or busses you may need.
- You may need to locate and pay for a hotel until your Host Employer can be contacted. You will need to pay for this out of your own pocket.
- Make sure to arrive during daytime hours, so you know where you are going and can locate a hotel if needed.

# ARRIVAL CHECK-IN

SEVIS is the US government database that collects and manages data about foreign students and exchange visitors while they are in the US. In order for AWA to activate your program in SEVIS, you MUST:

- Report to my vetted and assigned Host Employer. I understand that failure to do so will result in my immediate termination from the program.
- Submit my Arrival Check-In within *72-hours* after my arrival into the United States via-my AWA Student Portal. I understand that failure to do so will result in my immediate termination from the program.
- I understand that the AWA Program Regulations dictate that failure to validate SEVIS within 10-days of my DS-2019 start date will result in my immediate termination from the J-1 SWT program.



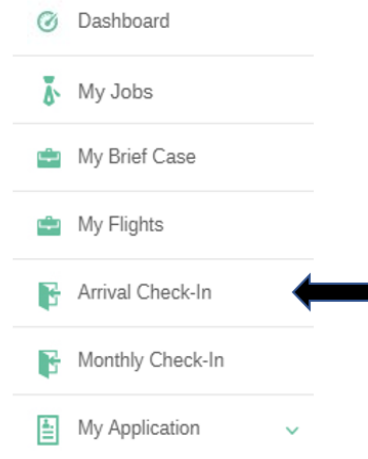
# HOW TO COMPLETE MY ARRIVAL CHECK-IN

To enter your Arrival Check-In, you will need to go to your SAM Student Portal.

## STEP #1

### Arrival Check-In

- Once you arrive in the US you **HAVE TO** complete the Arrival Check-In!
- Go to Arrival Check-In:



## STEP #2

- Enter the required information:

---

US Address

US Street Address	:	City	:	Postal Code
Apartment #	:	State	:	Your U.S Phone Number
Work Phone Number	:			

- Select these two options given in the picture below and click **SAVE**:

Arrival Status\* :

Work Status\* :

# CULTURE SHOCK

Culture shock is commonly experienced by exchange students and describes the impact of moving from a familiar culture to an unfamiliar one.

THE EXAMPLES BELOW CAN ALL LEAD TO CULTURE SHOCK



Climate



Food



Language



Dress

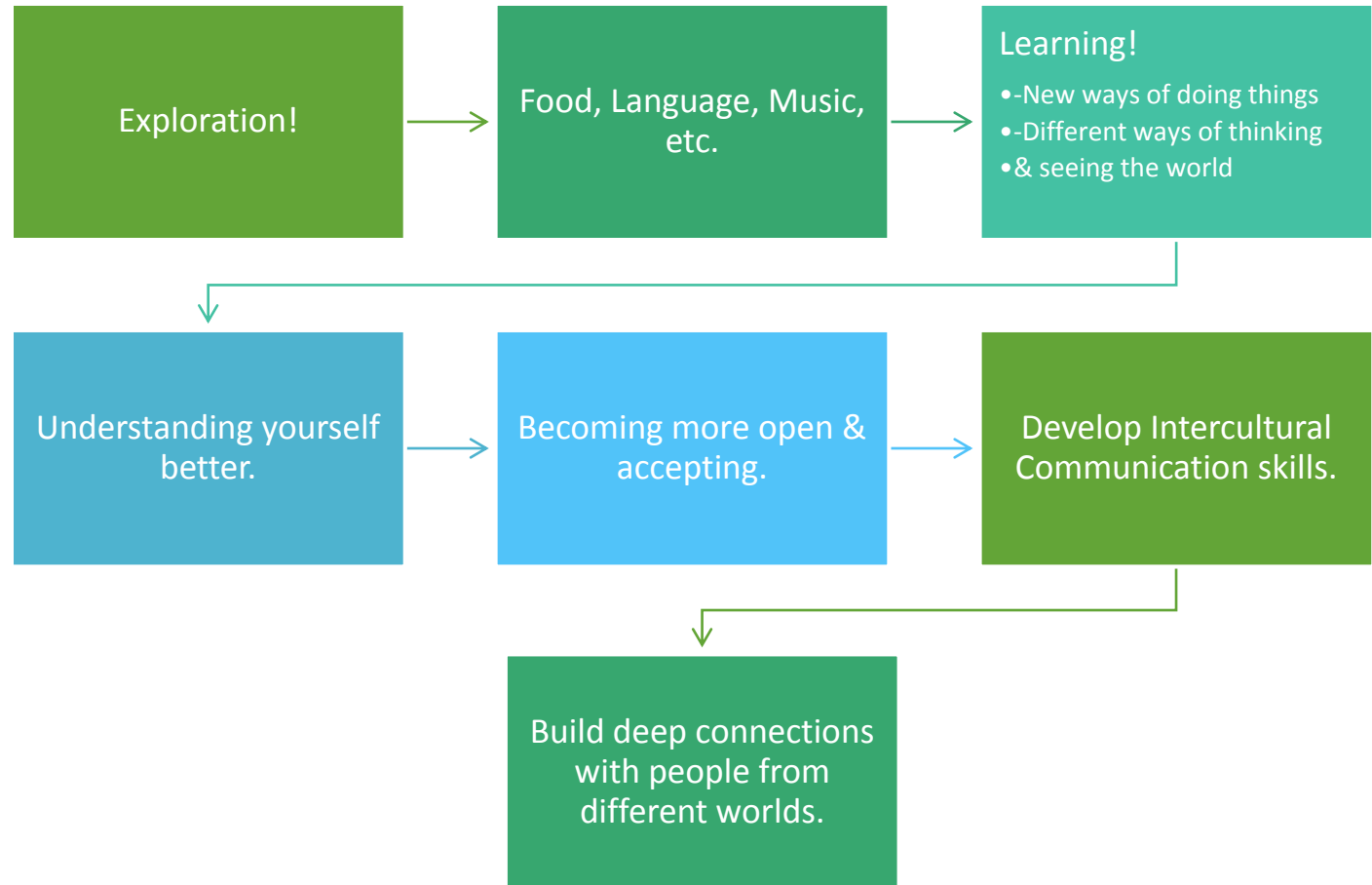


Values



Etiquette and behavior

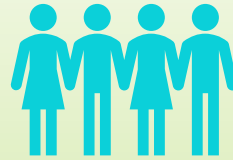
# GETTING TO KNOW PEOPLE FROM OTHER CULTURES: REWARDS



# FISH OUT OF WATER



In your own culture, you're  
"swimming in your own pond."



Suddenly changing cultural  
environments can leave  
people gasping for breath!



Cultural Awareness can help  
you learn to swim again...

# When have you felt like a fish out of water?



HOW DID LEARNING MORE  
ABOUT THE SITUATION HELP  
YOU?



EXAMPLE: A MOVE TO A  
NEW TOWN OR  
COMMUNITY



# INTERCULTURAL COMMUNICATION: What's that?

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Any type of  
communication

Face-to-face, phone,  
text, email.



Between two or more people from  
different cultural backgrounds.



Affected by cultural differences.



# AWARENESS OF COMMUNICATION DIFFERENCES: What is okay to say?



Small talk



Acceptable  
topics



Taboos



Ways of  
engaging



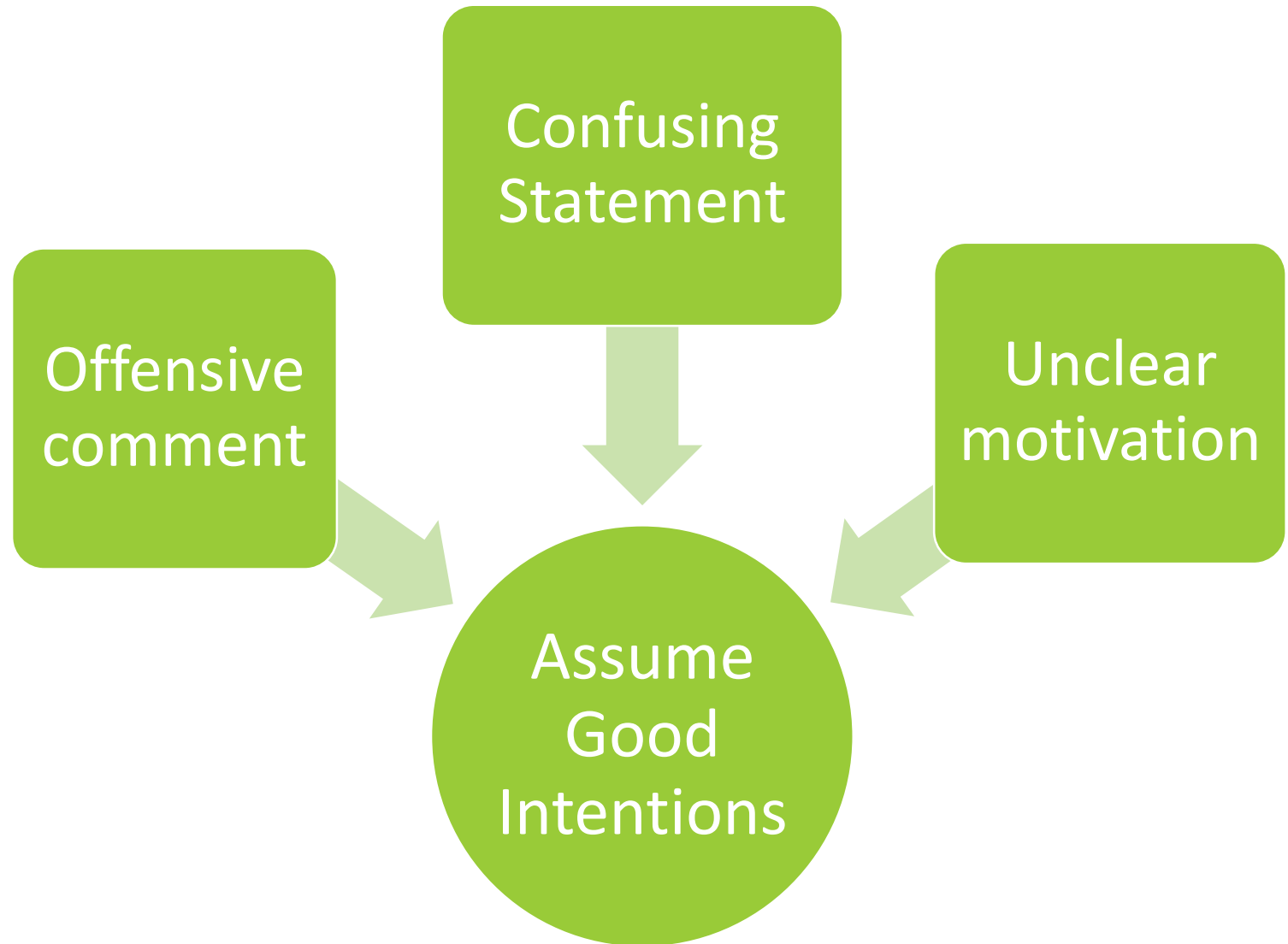
Direct vs.  
indirect



Showing  
care and  
gratitude

5 TIPS  
FOR  
INTERCULTURAL  
COMMUNICATION  
SUCCESS

---



# SOCIAL SECURITY APPLICATION

No more than 10-days after their arrival into the U.S, Students must go to the nearest, local Social Security office and apply for their 9-digit Social Security Number.

***NOTE: Students MUST provide their Host Employers with their 9- digit Social Security Number. Students should be advised that they should NOT leave their Host Employer unless they have provided their Social Security Number!***

Students will need to bring the following documents when applying for their Social Security card:

- Passport
- J-1 visa
- DS-2019 form
- Form SS-5 (application form) <https://www.ssa.gov/forms/ss-5.pdf>
- AWA “Dear Social Security Officer” letter

Per the AWA Student Program Agreement, Students acknowledge that:

- I should not apply for my Social Security Card unless I have completed my Arrival Check-In *AND* received confirmation from AWA that my Arrival Check-In has been validated in SEVIS.
- I should not apply for my Social Security Card until 3 business days have passed from receiving AWA confirmation that my Arrival Check-In has been validated in SEVIS.
- It is my responsibility to complete my Arrival Check-In in a timely manner, so I may be able to apply for my Social Security Card.
- It is my responsibility to travel to the nearest Social Security Office, so I can apply for my Social Security Card.
- It is my responsibility to check on the status/processing of my Social Security Card Application. This will require me to visit the Social Security Office where I originally completed my application.
- I understand that failure to submit my Arrival Check-In and not having my visa validated in SEVIS before applying for a Social Security number may result in my Social Security number being delayed for up to 12-weeks or more.
- I will ask for a receipt of Social Security Application and provide a copy to my Host Employer for their records.
- Once I receive my Social Security Card, I show it to my Host Employer, so they can make a copy for their records.
- AWA can only advise about problems encountered in the process of applying for a Social Security number. **YOU MUST COMMUNICATE** with the Social Security office regarding any concerns.



VALID  
PASSPORT  
WITH  
VISA

# DS-2019 FORM

- As stated on the Department of State's J-1 Visa Exchange Visitor Program website; "The Form DS-2019 or "Certificate of Eligibility for Exchange Visitor (J-1) Status" is the basic document used in the administration of the exchange visitor program. This form permits a prospective exchange visitor to seek an interview at a U.S. embassy or consulate in order to obtain a J visa to enter the United States. The Form DS-2019 identifies the exchange visitor and their designated sponsor and provides a brief description of the exchange visitor's program, including the start and end date, category of exchange, and an estimate of the cost of the exchange program."
- The information to be listed on a Student's DS-2019 form is provided by the home/country sending agency and given to AWA for issuance. The DS-2019 forms are provided to the home/country sending agency who will then distribute the forms to each individual Student.

Date of birth (mm-dd-yyyy): 09-10-1995	City of birth: Paris	Country of birth: FRANCE	Country of birth: FRANCE	Country of birth: FRANCE	J-1
Legal Permanent Residence Country Code: FR	Legal Permanent Residence Country: FRANCE	Position Code: 400	Position: CATEGORY - THE ARTS AND SPORTS		
Primary Site of Activity: John and Mary Smith 9650 MAIN ST FAIRFAX, VA 22031-3748					
2. Program Sponsor: ACME AU PAIR				Program Number: P-1-16489	
Participating Program Official Description: AU PAIR					
Purpose of this form: Replace a DS-2019 form (Damaged)					
3. Form Covers Period:			4. Exchange Visitor Category:		
From (mm-dd-yyyy): 01-10-2016			AU PAIR		
To (mm-dd-yyyy): 01-10-2017			Subject/Field Code: 01.0399		
			Subject/Field Code Remarks: subject/field remarks		
5. During the period covered by this form, the total estimated financial support (in U.S. \$) is to be provided to the exchange visitor by:					
Current Program Sponsor funds : \$5,000.00					
Personal funds : \$2,500.00					
Total : \$7,500.00					
<div style="font-size: 48px; opacity: 0.2; pointer-events: none;">Sample</div>					
DEPARTMENT OF STATE CONSUL OFFICER OR ALTERNATE RESPONSIBLE OFFICER (SEE INSTRUCTIONS FOR APPLICANTS)		CERTIFICATE OF ELIGIBILITY FOR EXCHANGE VISITOR (DS-2019) ISSUED ON (DATE)		Debbie Kyle Name of Official Preparing Form 1300 W Main St. New York, NY 10010 Address of Officer or Alternate Responsible Officer	
				Alternate Responsible Officer Title 202-632-9321 Telephone Number 01-12-2016 Date (mm-dd-yyyy)	
Responsible Officer for Releasing Sponsor (FOR TRANSFER OF PROGRAM) (mm-dd-yyyy) Transfer of this exchange visitor from program number _____ sponsored by _____ when it is necessary or highly desirable and is in conformity with the objectives of the Mutual Educational and Cultural Exchange Act of 1961, as amended.					
Responsible Officer or Alternate Responsible Officer OF CONSULAR OR IMMIGRATION OFFICER REGARDING SECTION 212(e) OF THE IMMIGRATION AND NATURALIZATION ACT AND PL 94-484, AS AMENDED (see item 1 (a) of page 2).				Date (mm-dd-yyyy) of Signature	
requirement. based on: (ALL USAID PARTICIPANTS G-2-00263 AND ALL ALIEN PHYSICIANS SPONSORED BY P-3-0450 ARE SUBJECT TO THE TWO-YEAR HOME RESIDENCE REQUIREMENT)				TRAVEL VALIDATION BY RESPONSIBLE OFFICER (Maximum validation period is 1 year*) *EXCEPT: Maximum validation period is up to 6 months for Short-term Scholars and 4 months for Camp Counselors and Summer Work/Travel. (1) Exchange Visitor is in good standing at the present time _____ Date (mm-dd-yyyy) Signature of Responsible Officer or Alternate Responsible Officer (2) Exchange Visitor is in good standing at the present time _____ Date (mm-dd-yyyy) Signature of Responsible Officer or Alternate Responsible Officer	
TERMINATION REGARDING 212 (e). _____ Title _____ Date (mm-dd-yyyy)					

# AWA SPONSORSHIP LETTER



The bearer of this letter:

Host Employer:

To Whom It May Concern:

American Work Adventures is a J-1 Work/Travel exchange program designated by the U.S. Department of State under program number P-4-10174. The purpose of this exchange program is to enable university students from abroad to gain a greater understanding and appreciation of the U.S. by allowing them to spend several months here to work and travel within the country. As this trip is beyond the means of most students, the US Government allows them to obtain employment, not to exceed four months within the dates listed on their DS-2019 form, in order to defray the cost of their travels.

The participants have been admitted under Section 101 (A) (15) (J) of the Immigration and Nationality Act and are eligible to work in the U.S. under the terms of this program. Exchange visitors' J-1 visa status is evidenced by the DS-2019 form and I-94 form in their passports.

Each participant possesses a DS-2019 form specifying sponsorship by American Work Adventures. To verify the participant's eligibility for employment under the Immigration Reform and Control Act of 1986 (IRCA), you should check the participant's passport and DS-2019 form to confirm J-1 visa status and lawful admission.

In order for these exchange visitors to work in the U.S., they will need to apply for a Social Security card. American Work Adventures sponsored participants will present the following necessary documents in order to apply for their Social Security card:

- Valid passport, which shows age and confirms identity
- I-94 Form, Arrival – Departure Record, which confirms J-1 visa status
- DS-2019 Form

If you have any further questions please feel free to contact our office.

Regards,

Amber Bocanegra, Ed.D.

Program Director, ARO

American Work Adventures | 755 Baywood Dr. Suite 380, Petaluma, CA 94954  
Phone 707.559.5800 | Fax: 707.981.7370 | info@workadventures.org | [www.americanworkadventures.org](http://www.americanworkadventures.org)



# SOCIAL SECURITY APPLICATION

**SOCIAL SECURITY ADMINISTRATION**  
Application for a Social Security Card

Form Approved  
OMB No. 0960-0066

<b>1 NAME</b> <small>TO BE SHOWN ON CARD</small> FULL NAME AT BIRTH <small>IF OTHER THAN ABOVE</small>		First	Full Middle Name	Last
OTHER NAMES USED				
<b>2</b> Social Security number previously assigned to the person listed in item 1		[ ][ ]-[ ][ ]-[ ][ ][ ][ ]		
<b>3 PLACE OF BIRTH</b> <small>(Do Not Abbreviate)</small>		City	State or Foreign Country	<b>4 DATE OF BIRTH</b> Office Use Only MM/DD/YYYY
<b>5 CITIZENSHIP</b> <small>(Check One)</small>		<input type="checkbox"/> U.S. Citizen <input type="checkbox"/> Legal Alien Allowed To Work <input type="checkbox"/> Legal Alien Not Allowed To Work <input type="checkbox"/> Other <small>(See Instructions On Page 3)</small>		
<b>6 ETHNICITY</b> <small>Are You Hispanic or Latino? (Your Response is Voluntary)</small>		<b>7 RACE</b> <small>Select One or More (Your Response is Voluntary)</small>		
<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Native Hawaiian <input type="checkbox"/> American Indian <input type="checkbox"/> Alaska Native <input type="checkbox"/> Black/African American <input type="checkbox"/> Asian <input type="checkbox"/> White <input type="checkbox"/> Other Pacific Islander		
<b>8 SEX</b>		<input type="checkbox"/> Male <input type="checkbox"/> Female		
<b>9 A. PARENT/ MOTHER'S NAME AT HER BIRTH</b> <small>(Check One)</small>		First	Full Middle Name	Last
<b>B. PARENT/ MOTHER'S SOCIAL SECURITY NUMBER</b> <small>(See instructions for 9 B on Page 3)</small>		[ ][ ]-[ ][ ]-[ ][ ][ ][ ] <input type="checkbox"/> Unknown		
<b>10 A. PARENT/ FATHER'S NAME</b>		First	Full Middle Name	Last
<b>B. PARENT/ FATHER'S SOCIAL SECURITY NUMBER</b> <small>(See instructions for 10B on Page 3)</small>		[ ][ ]-[ ][ ]-[ ][ ][ ][ ] <input type="checkbox"/> Unknown		
<b>11</b> Has the person listed in item 1 or anyone acting on his/her behalf ever filed for or received a Social Security number card before? <input type="checkbox"/> Yes (If "yes" answer questions 12-13) <input type="checkbox"/> No <input type="checkbox"/> Don't Know (If "don't know," skip to question 14.)				
<b>12</b> Name shown on the most recent Social Security card issued for the person listed in item 1 First    Full Middle Name    Last				
<b>13</b> Enter any different date of birth if used on an earlier application for a card MM/DD/YYYY    [ ][ ]-[ ][ ]-[ ][ ][ ][ ]				
<b>14 TODAY'S DATE</b> MM/DD/YYYY		<b>15 DAYTIME PHONE NUMBER</b> Area Code    Number		
<b>16 MAILING ADDRESS</b> <small>(Do Not Abbreviate)</small> Street Address, Apt. No., PO Box, Rural Route No.    City    State/Foreign Country    ZIP Code				
<b>17 YOUR SIGNATURE</b> <b>18 YOUR RELATIONSHIP TO THE PERSON IN ITEM 1 IS:</b> <input type="checkbox"/> Self <input type="checkbox"/> Spouse <input type="checkbox"/> Adoptive Parent <input type="checkbox"/> Legal Guardian <input type="checkbox"/> Other    Agency				
<small>DO NOT WRITE BELOW THIS LINE (FOR SSA USE ONLY)</small>				
NPN	DOC	NTI	CAN	ITV
PBC	EVI	EVA	EVC	PRA
EVIDENCE SUBMITTED		SIGNATURE AND TITLE OF EMPLOYEE(S) REVIEWING EVIDENCE AND/OR CONDUCTING INTERVIEW		
		DATE		
		DATE		

- No more than 10-days after their arrival into the U.S, Students must go to the nearest, local Social Security office and apply for their 9-digit Social Security Number (*after arrival check-in*).
- *NOTE: Students MUST provide their Host Employers with their 9- digit Social Security Number. Students should be advised that they should NOT leave their Host Employer unless they have provided their Social Security Number!*
- Students will need to bring the following documents when applying for their Social Security card:
  - Passport
  - J-1 visa
  - DS-2019 form
  - Form SS-5 (application form) <https://www.ssa.gov/forms/ss-5.pdf>
  - AWA "Dear Social Security Officer" letter

**Social Security Administration  
Important Information**

Social Security Administration  
SOCIAL SECURITY NUMBER  
Date: October 25, 2011

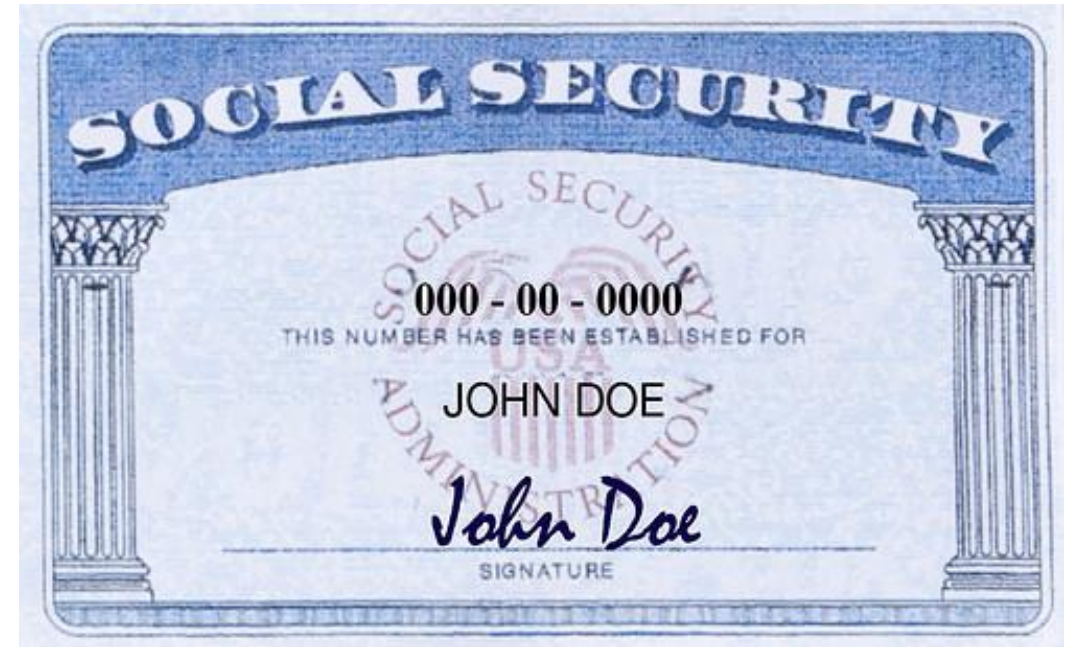
This is a receipt to show that you applied for a Social Security card on October 25, 2011. You should have your card in about 2 weeks. Any document(s) you have submitted are being returned to you with this receipt.

You can use your Social Security card for work only if you have authorization from the Department of Homeland Security.

If you do not receive your Social Security card within 2 weeks, please let us know. You may call, write or visit any Social Security office. If you visit an office, please bring this receipt with you. To protect your privacy, we will not disclose a Social Security number over the telephone.

The Social Security Administration is required by law to limit replacement Social Security cards to three per year and ten per lifetime. Do not carry your Social Security card with you. Keep it in a safe location, not in your wallet.

Field Office Manager



# RECEIPT OF SOCIAL SECURITY APPLICATION & SOCIAL SECURITY CARD

# I-94 PRINT OUT

<https://i94.cbp.dhs.gov/I94/#/home>



**U.S. Customs and Border Protection**  
Securing America's Borders

OMB No. 1651-0111  
Expiration Date: 11/30/2014

Get I-94 Number    **I-94 FAQ**

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**Admission (I-94) Number Retrieval**

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**Get I-94 Number**

The following information is required to retrieve your Admission (I-94) number. Enter the information as it appears on the travel document you used to enter the United States.

\*See our [Privacy Policy](#) regarding our request for your personal information.

Family Name: ▶

First (Given) Name: ▶

Birth Date (MM/DD/YYYY): ▶  [select](#)

---

Passport Number: ▶

Country of Issuance: ▶  ▼

Date of Entry (MM/DD/YYYY): ▶  [select](#)

Class of Admission: ▶  ▼



## Most Recent I-94

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**Admission (I-94) Record Number :**

**Most Recent Date of Entry: 2018 July 10**

**Class of Admission : J1**

**Admit Until Date : D/S**

**Details provided on the I-94 Information form:**

**Last/Surname :**

**First (Given) Name :**

**Birth Date :**

**Passport Number :**

**Country of Issuance :**

# DEFERRED INSPECTION SITES

## 01

If it has been more than six weeks and a Student still has not received their Social Security Card, they should contact AWA. AWA will then check their record in SEVIS and try to determine the issue. If AWA does not find any errors, it indicates that a clerical error occurred when their I-94 admission was completed.

## 02

If the Student's information has been entered incorrectly, they will need to visit the closest Customs and Border Protection (CBP) **Deferred Inspection Site**, or a Port of Entry (POE) that has a **Deferred Inspection** office, to have their admission corrected.

## 03

Go to this link to obtain the list of all Deferred Inspection Site locations:  
<https://www.cbp.gov/document/guidance/deferred-inspection-sites>

# HOUSING & LIVING EXPENSES

# HOUSING & LIVING EXPENSES



- Being a Student on the SWT program has varied costs and responsibilities. Depending on the state where a Student will reside, hourly wage, housing costs, transportation costs, food, and other miscellaneous costs vary and can quickly add up. It is the Student's responsibility to review all costs associated with their program and the terms of those costs. Once a Student is accepted on AWA's SWT program, they will be expected to:
- Pay all required housing deposits prior to or upon their arrival in the U.S. (as stated on their job offer) and it is their responsibility to read their job offer and ensure they have safe and secured housing prior to their arrival in the U.S.
- Acknowledge that they must reserve their housing before their arrival into the U.S. If they do not do so and do not have housing when they arrive into the US, they agree to give AWA the permission to shorten their program for their safety and well-being.
- Understand that if they fail to pay their required rent expenses on time or at all, their program will be terminated and they will be asked to return to their home country.
- Acknowledge their wage per hour listed on their job offer and have calculated what they would make working a minimum of 32-hours per week and how much of their income will go towards their required rent and living expenses.

# HOUSING IN U.S.

## ***Furnished Housing vs. Semi-Furnished Housing***

- Students must understand the difference between furnished and semi-furnished housing. Students may not find all necessary items in their housing (such as: linen, silverware, etc.), because their Host Employer does not provide them. In that case, Students will need to bring them from their home country, or purchase them upon arrival. Students should refer to their Job Offer to ensure they understand and acknowledge the terms of their employment, as well as, their housing option.

## ***Housing Deposits and Reservations***

- If a housing deposit is required, it will be clearly stated on the Job Offer. AWA understands that since Students are coming from a different country, they may not understand how housing deposits work in the U.S.
- On the Job Offer, the following information about deposits will be included:
  - the amount of housing deposit
  - When is it due? (prior to Student arrival, upon arrival, etc.)
  - Is it refundable? (if not, what is deducted for; if yes, when and how is it going to be refunded)

## ***Housing Agreements***

- If Students are required to sign an additional Housing Agreement, their employer will indicate such information on the Job Offer. It is extremely important that Students understand the difference between their Job Offer and Housing Agreement, as they often may not correspond with one another.

## ***Leaving Housing***

- Students are NOT permitted to leave or change their assigned housing prior to the end of their program.
- Students must inform housing provider of their program dates prior to or upon arrival.
- If Student leaves prior to the date on leasing agreement, Student may forfeit deposit and/or have to pay for the additional days/ weeks of lease even in their absence.

## ***Housing Evictions***

- The Landlord / Housing Provider, has the right to evict Students if they do not adhere to the Housing Agreement and/or to the housing regulations.
- Examples of reasons for housing eviction include but are not limited to the following:
  - Refusing to pay rent
  - Causing damage to the housing
  - Failing to adhere to the Housing Agreement
  - Causing danger to oneself and other tenants

## ***Transportation***

- Host Employers may provide Students transportation options. Students should review their job offers for transportation, schedules, costs and restrictions.



# HOUSING TYPES

AWA goes through a screening process for all Student housing. Students need to understand and acknowledge that the housing options provided in the U.S may not be comparable to the surroundings they are accustomed to in their home countries.

***NOTE: Students are required to review their housing options BEFORE accepting their Job Offer.***



## ***Hostels***

- A hostel is a temporary option, that provides inexpensive lodging. The hostel environment is communal (i.e. shared by many members of a community; for common use) and offers limited space/privacy. Hostels are generally loud, offer limited amenities, minimal in furnishings, and are often co-ed.



# HOUSING CONTINUED

## *Extended Stay Hotels/Hotels*

- A hotel is another option offered to Students by Host Employers. Depending on the location, costs will vary. The hotel environment is also communal (i.e. shared by all members of a community; for common use) and offers limited space/privacy. Hotels are generally loud, offer limited amenities, and minimal in furnishings.



# HOUSING CONTINUED

## *Apartments*

- Many Host Employers offer apartments for Student use. Apartments are generally a large building containing several separate bedrooms and can house many Students. The apartment environment is communal (i.e. shared by many members of a community for common use) and offers limited space/privacy. Apartments generally have mandated noise ordinances, offer limited amenities, are minimal in furnishings, and are co-ed.



# HOUSING CONTINUED

## House

- A shared house is an additional option for Student housing. Houses are generally bigger and often offer a bit more space than hostels, hotels, or apartments. Houses are also shared, sometimes by several students together.



**WORK**

# JOB PERFORMANCE AND BEHAVIOR, HOURS & TIME OFF

- AWA Students are at-will employees and their Host Employers have the right to terminate their employment at any moment in time. The reasons for such action include but are not limited to the following:
  - The quality of Student work / performance, and/or if their personal behavior is not satisfactory.
  - Students do not exhibit proper hygiene and/or grooming standards.
  - Students arrive to work site intoxicated and/or under the influence of drugs or alcohol.
  - Students demonstrate continued lateness and/or absenteeism.
  - Students refuse to pay for an employee housing.
  - Students show disrespectful behavior to their supervisor/manager/peers.
  - Students steal.
  - Students share inappropriate photos or literature.
  - Students bully others or use vulgar language.
  - Students exhibit behavior that would be harmful to oneself and/or others.
  - *If a Student is terminated from their employment, they may also be terminated from the SWT program, requiring them to return home immediately.*
- Students should be provided with an average of at least **32 hours of paid employment per week**. If any changes occur in employment terms, hours, and/or position availability, Students should notify AWA immediately.
- Students must notify their Host Employer or direct manager if they are not getting enough hours per week; they must bring this to their attention so they are aware and can adjust their schedule.
- If shortage of hours continues after discussing with their employer, Students must notify AWA immediately and we will outreach to the Host Employer to ensure the issue is resolved.
- Time off requests will vary with each Host Employer and each location.
- If Students need to take time off, they must notify their Host Employer or manager as soon as possible to fill out a request form.
- Students may only take time off **IF** it has been approved by a manager; note not all time off requests can be approved.

# HOST EMPLOYER/STAFF COMMUNICATION WITH STUDENTS & REPORTING JOB ISSUES



- Students are required to always communicate with their Host Employer in a mature and polite manner.
- AWA advises all Host Employers to communicate with Students in a professional and respectful manner.
- AWA asks all Host Employers to be a welcoming Ambassador to the U.S. and to ensure that all staff (on-site supervisors, drivers, office workers, etc.) treat Students in an appropriate manner.
- If Students experience any inappropriate treatment from their Host Employer and/or from their staff, AWA asks Students to immediately contact AWA.
- As the visa Sponsor, AWA needs to stay updated on any incidents, job issues and/or incidents that pertain to the safety and well-being of AWA Students. AWA asks that Students keep us informed on any issue that may arise.

## GETTING FAMILIAR WITH A HOST EMPLOYER'S PAYROLL & DIRECT DEPOSIT

- It is extremely important that Students understand how their Host Employer's payroll operates.
- Students may easily get confused, not understanding that their paycheck date may depend directly on the Host Employer's payroll schedule.
- Students must communicate with their Host Employer and familiarize themselves with this matter. Ask questions!
- If possible, Students can ask their Host Employer to provide them with the payroll schedule, so they know when the payroll gets submitted and when the paycheck is issued. Also, Students should ask their Host Employer how the "clocking-in" and "clocking-out" works (if applicable to their job position), as it may be something completely new for them.
- Direct deposit is a convenient way to receive paychecks; rather than receiving a physical check, Students' money will be deposited directly into their bank account (which Students must set-up upon arrival).
- Students must register for direct deposit with their employer only *after* having set up a US bank account.
- Direct deposit may take up to several weeks before it becomes active.

# PAYROLL TAXES AND DEDUCTIONS

1

All AWA Students must pay federal, state and local taxes. Throughout their stay in the U.S., Students are in the “non-resident alien” tax category.

2

Based on the IRD Code Section 31.21. (B)(19), “all non-resident aliens on J-1 visa are exempt from paying FICA (Social Security) and FUTA (federal unemployment) taxes during their first two calendar years in the U.S.” Since all J-1 Students are eligible to work no longer than four months, they are exempt from these withholdings.

3

The percentage of taxes will vary depending on state, wage, hours worked, etc.

4

Rental fees, housing costs, deposits may be directly deducted from paychecks depending on the housing provider. **ALWAYS CHECK THE JOB OFFER!**



# FINAL PAYCHECKS, W4 & W2'S

## Final Paychecks

- AWA encourages Students to communicate with their Host Employer regarding their last paycheck ahead of time. Students should communicate with their Host Employer regarding how and when they will receive their last paycheck, prior to their departure. It will help avoid unnecessary problems and/or misunderstandings.

## W4

- All AWA Students must fill out their W-4 form (Employee Withholding Allowance Certificate), which usually happens upon their arrival to their Host Employer. Students should ask their Host Employer to assist them in completing this form.
- Students are also required to file for the U.S. income tax by April 15 of the year following the year in which they worked in the U.S.

## W2

- The IRS requires employers to report wage and salary information for employees on Form W-2. The W-2 also reports the amount of federal, state and other taxes withheld from a Student's paycheck. As an employee, the information on a Student's W-2 is extremely important when preparing their tax return. AWA always asks Host Employers to send Students' W-2 forms to their permanent address in their home countries. It may also be easier to send Students their W-2 form via-email. Students should make all arrangements directly with their Host Employer prior to their return to their home country.



# JOB CHANGES & SECOND JOBS

## Job change:

- Each Student has a right to inquire about a job change. However, Students will need to first notify AWA, and provide a reason why they wish to no longer work for their Host Employer. AWA will review each inquiry, however, we will only process requests which are serious and justified (i.e. Host Employer does not provide the Student with the required minimum of 32 hours; Student does not feel safe in their work environment, etc.). AWA will then contact the Host Employer to conduct fact-finding as to whether the claim is true and serious. AWA will then either approve or reject the job change request depending on the outcome.
- **PLEASE NOTE:** *Students must not start working at any job (initial, subsequent, etc.) before AWA has fully vetted and approved such job in writing.*

## Second job:

- Each Student has a right to inquire about a second job. However, second jobs are never guaranteed, and Students must not come to the U.S. with the expectations to have two or more jobs. In order for a second job to be approved by AWA, Students will first need to obtain a written approval from their primary Host Employer. If the schedule for a Student's potential second job does not interfere with their primary work schedule, AWA will advise the Student on the further steps.
- **PLEASE NOTE:** *Students must not start working at any job (initial, subsequent, etc.) before AWA has fully vetted and approved such job in writing.*

TAXES





# US TAX LAWS

There have been some major changes to the US tax laws for 2018 and future years that will have an impact on you.

Most importantly is the removal of the personal exemption for all US tax filers and non-residents. Removal of personal exemption of \$4,050 from 2018 to 2025.

# TAX FILING REQUIREMENT FOR 2018 AND FUTURE YEARS

Starting in 2018, all non-residents that have US earnings will be required to file a Federal income tax return regardless of the amount earned. It is very important that the employers are withholding the correct amount of taxes (10% of the first \$9,525 in earnings). If less is withheld, then the J-1 participant will owe additional Federal taxes when they file their tax return and will need to pay the balance due when filing the return.

## *State income taxes*

If the J-1 participant is working in a State that has state income taxes withheld, there may be State income taxes that are refundable. The amount varies by State. To obtain a refund of State taxes, a Federal tax return must first be filed, and a copy submitted with the State income tax return. In cases where State income taxes have been withheld, that will result in a small Federal tax refund as the State income tax is deductible on the Federal tax return. The amount of the State tax refund will vary by State as each State has their own tax laws.



# CASE EXAMPLE

- Fiona moves to Miami on a J-1 visa and secures work in an office for the summer.
- During her time in the US she earns \$9,000 (the average income for around 50% of all Summer work and travel participants).
- Had Fiona earned this income in 2017, her tax bill would have been \$495 ( $\$9,000 - \$4,050 = \$4,950$ .  $10\%$  of  $\$4,950 = \$495$ ).
- Generally Fiona's employer would have deducted 10% at source, which in 2017 would have resulted in Fiona having an overpayment / [refund](#) of \$405.
- However, if she earns this income in 2018 through 2025 her total tax bill will be \$900.



# TAX RETURN FILING

All Students MUST file a tax return!

## *Options for tax return filing*

1. Use a Tax Service for full compliance with the new Federal tax laws
2. File on your own using forms 1040NR or 1040NREZ. You will be responsible for mailing the tax return to the IRS in the USA.

## *Important Notes*

The tax return filing date for 2018 tax returns is April 15, 2019. If you owe any Federal taxes, that amount must be paid with the tax return filing by that date.

Do not be fooled. At this time, there isn't any online tax filing available for non-residents. Filing tax returns online using Turbo Tax, H&R Block, or any other online tax filing system that is intended for US citizens and residents, will result in a tax refund that you are not entitled to. This is tax fraud and will result in you being required to return the tax refund, pay a fine for a filing a fraudulent tax return, plus penalties and interest on the refund sent to you. You may not be caught right away, but you will eventually be caught and required to pay back the refund you were not entitled to.

Failure to file a Federal tax return may also have an impact on your applying for a visa to the USA at a future date. US Consulates may take into consideration your tax filing history when applying for future visas to the USA.



# KEY POINTS ON TAXES

- All Students MUST file a Federal tax return.
- Students with State withholdings will have an entitlement to State refund; however, to receive State refund, they must first file Federal return.
- Failure to file a Federal tax return may also have an impact on your applying for a visa to the USA at a future date. US Consulates may take into consideration your tax filing history when applying for future visas to the USA.





**TIPS**

# SIM CARDS & BANKING



## *How to Purchase a SIM Card*

- Once in the U.S, Students may get a temporary SIM card and a U.S phone number. All they need to do is bring an UNLOCKED phone, and go to one of the US phone providers (AT&T, Verizon, Sprint, T-Mobile, etc.)

## *How to Open a Bank Account in the U.S*

- AWA encourages Students to open a bank account once in the U.S, as it is safer to receive direct deposits, instead of carrying paychecks. Students should ask their Host Employer for assistance once in the U.S. Students are welcome to do their own research, as there are plenty of different banks in the U.S. As most of them are familiar with the J-1 program, Students should not hesitate to communicate with their chosen bank's representative.



# SAFETY TIPS FOR PEDESTRIANS

- Wear bright/light colored clothing and reflective materials.
- Carry a flashlight when walking at night.
- Cross the street in a well-lit area at night.
- Stand clear of buses, hedges, parked cars, or other obstacles before crossing so drivers can see.



# BIKE SAFETY



- Each year, many J-1 Students get into bike accidents and/or get hit by cars. It is extremely important that they understand bike and pedestrian safety.
- When biking or riding anywhere, Students must:
- Wear a helmet.
- Have light reflectors and night safety gear when riding in the dark.
- Use proper turning signals (see below).
- Look both ways of street before crossing.

# TRANSPORTATION SAFETY

When visiting the USA, one of the best ways to get around is by bicycle - but it can also be one of the most dangerous forms of transport. Learn more about transportation safety with this video from the US State Department.



<https://vimeo.com/134071568>

**DRUGS**

# ALCOHOL AND DRUGS

- The legal drinking age in the U.S is 21; consumption of alcohol under 21 is illegal and will lead to immediate program termination.
- Providing alcohol to a minor (under 21) will also result in immediate program termination.
- Never accept a drink from a stranger or leave drinks unattended.
- The U.S has an “Open Container” law, meaning any kind of alcohol must be unopened and concealed in public areas.
- Going to work under the influence of drugs or alcohol of any kind will result in immediate program termination.
- Driving any kind of vehicle while under the influence of drugs or alcohol is extremely dangerous and illegal, this will also result in immediate program termination.





# STUDENTS DRIVING RENTING CARS

- AWA Students often decide to rent a car, and to drive across the U.S. AWA strongly discourages them from doing so, as they may put themselves in danger. If Students decide to rent a car and/or drive in the U.S., they should familiarize themselves with the local laws, as they may be completely different from those in their home country.
- Students can drive in the U.S with the license from their country as long as it is valid and it is on them. They will also need to have a credit card, as the car rental agencies keep it on file. Insurance is generally included when Students rent the vehicle (the minimum liability cover), but they will be asked if they would like to add extra cover. Students must be at least 25 years of age, in order to rent a car.

# NATURAL DISASTERS

It is important to be prepared in case of a natural disaster, such as flood, hurricane, tropical storm, tornado, earthquake, etc. Upon arrival into the U.S, Students should ensure they familiarize themselves with emergency procedures in case of a natural disaster affecting their Host Employer's business, and/or the area in general.

In case of a natural disaster, AWA strongly urges Students to communicate with their Host Employer, as well as, to track the path of the natural disaster (online, or on the local news), and take it serious. If Students reside in an affected area, they may be required to immediately evacuate and/or take shelter at an evacuee center.

Students should always:

- Follow the direction of state, local, and tribal officials, and evacuate, if necessary.
- Review the FEMA website, regarding the information of the shelters that are to be open for people affected by the natural disaster
- Below is the link for the FEMA website, if Students should encounter any natural disaster throughout the duration of their program:

<https://www.fema.gov/>





# TRAFFICKING

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- Please review the Trafficking in Persons Report: <https://www.state.gov/j/tip/rls/tiprpt/2017/>
- Human Trafficking is a crime involving the exploitation of someone for the purpose of compelled labor or a commercial sex act through the use of force, fraud, or coercion.
- Students should remember the following:
- In an emergency, **call 911**.
- Call the **National Human Trafficking Resource Center** at **1-888-373-7888**.
- **GET HELP** and connect with a service provider in the area.
- **REPORT A TIP** with information on potential human trafficking activity.
- **LEARN MORE** by requesting training, technical assistance, or resources.
- The National Human Trafficking Resource Center (NHTRC) is a national, toll-free hotline available to answer calls from anywhere in the country, 24 hours a day, 7 days a week, every day of the year. The NHTRC is not a law enforcement or immigration authority; they are operated by a non-governmental organization funded by the Federal government.

*NOTE: False claims/accusations of trafficking are also illegal and can result in legal disciplinary action*

# NO!



## SEXUAL HARASSMENT

- Sexual harassment is behavior that is UNINVITED, UNWANTED, and UNWELCOMED by the recipient which includes:
- Physical contact
- Verbal abuse
- Gestures
- Written messages
- Students should take immediate action if this happens: say no, keep records of all incidents, and contact AWA immediately!

# SEXUAL ASSAULT

Sexual Assault has received a lot of attention recently, and international students and those coming to the USA on cultural exchange programs need to understand the concepts here in the USA.

**SEXUAL** **AWARE**  
**RESPECT**  
**ASSAULT** **SAFE** **EDUCATION**  
**EMPOWER** **COUNSEL** **COMMUNICATE**  
**WHAT IT IS** **PRIVACY**  
**REPORT** **WHAT TO DO**  
**WHERE TO GO** **SUPPORT**

<https://vimeo.com/180757690>

# AWA EMERGENCY LINE

AWA operates an emergency hotline, available for Students after regular business hours, in the event of a serious emergency (such as, an arrest, severe injury / accident / illness, or death of a family member or other student).

## CONTACT

To reach the AWA Emergency Line, please dial: **1-888-292-0088**.

## WHEN TO CALL THE AWA EMERGENCY LINE

- *if a Student is injured*
- *if a Student is taken to the emergency room*
- *if a Student is arrested*
- *if there is a serious illness or death to a Student or a family member*
- *if a Student's living facility was broken into*

## WHEN YOU **DO NOT CALL** THE AWA EMERGENCY LINE

- *lost DS form/ passport/ documentation of any kind*
- *forgetting SAM password or login name*
- *a general housing or work complaint/ inquiry*
- *any question regarding a MCI*
- *inquiry about paychecks*



# PROGRAM COMPLIANCE



# AWA COMMUNICATION AND MONTHLY MONITORING

- It is extremely important that throughout the SWT program Students maintain regular and open communication with AWA, their Host Employer, their co-workers, and their home/country sending agency.
- Communicate with AWA and their Host Employer in a professional manner.
- Always write their first and last name and AWA ID number when corresponding via email and/or phone with AWA Staff.
- Verify that they will respond to AWA within 24-hours of any phone or email communication received, while in the U.S.
- SAM is a very important component of correspondence with AWA. Students will have their own SAM online portal; they will provide an email and a password that will remain their login name and password for the remainder of their program.
- SAM will allow Students to monitor their program and its status, communicate with AWA as well as their home/country sending agency, research information regarding their program, and access any documents, contracts, or job offers by having all data gathered in one comprehensive system.

<http://apps.americanworkadventures.org/>

**PLEASE NOTE:** *The email Students provide at the start of their program will be used as their SAM login name for the duration of their program, even if they change or update their email. Please input information appropriately. If passwords are forgotten or lost, contact an AWA staff member and we will be able to reset the password.*

# ARRIVAL CHECK-IN

SEVIS is the US government database that collects and manages data about foreign students and exchange visitors while they are in the US. In order for AWA to activate your program in SEVIS, you **MUST**:

- Report to my vetted and assigned Host Employer. I understand that failure to do so will result in my immediate termination from the program.
- Submit my Arrival Check-In within *72-hours* after my arrival into the United States via-my AWA Student Portal. I understand that failure to do so will result in my immediate termination from the program.
- I understand that the AWA Program Regulations dictate that failure to validate SEVIS within 10-days of my DS-2019 start date will result in my immediate termination from the J-1 SWT program.



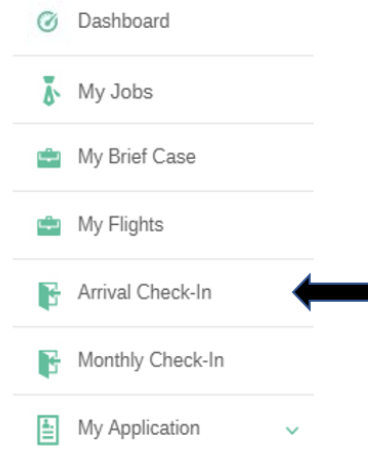
# HOW TO COMPLETE MY ARRIVAL CHECK-IN

To enter your Arrival Check-In, you will need to go to your SAM Student Portal.

## STEP #1

### Arrival Check-In

- Once you arrive in the US you **HAVE TO** complete the Arrival Check-In!
- Go to Arrival Check-In:



## STEP #2

- Enter the required information:

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US Address

US Street Address	:	City	:	Postal Code
Apartment #	:	State	:	Your U.S Phone Number
Work Phone Number	:			

- Select these two options given in the picture below and click **SAVE**:

Arrival Status\* :

Work Status\* :



# MONTHLY CHECK-IN

The screenshot shows a web interface for a student's account. At the top, there is a navigation bar with a user profile icon and the text 'Welcome Access Testing' and 'Student Monthly Contacts'. Below this is a sidebar menu with options: Dashboard, My Jobs, My Flights, Arrival Check-In, Monthly Check-In, and My Application. The main content area is divided into several sections:

- My Information:** First Name: Access Testing, Last Name: Student, AWA ID: FSU171811, SEVIS ID: 171, US Phone #: 86773675, Email #: AccessTestingStudent@yopmail.com.
- Host Employer and Job Information:** Training Employer, 579 Troy Schenectady Rd, Latham, New York, 12110.
- Partner Information:** Host Agency: Access Testing Partner, Denmark.
- Program Changes:** A question 'Are you still with the same Host Employer?' with radio buttons for Yes and No. Below are input fields for Host Employer Name (Training Employer), Address Line 1 (579 Troy Schenectady Rd), Address Line 2 (N/A), City (Latham), State (New York), and Zip Code (12110).
- Cultural Details:** A question 'Do you need cultural Activity information?' with radio buttons for Yes and No. Below is a large text area containing the word 'test'.
- Do you need contact from AWA?:** Radio buttons for Yes and No.
- Second Job:** A question 'Do you have a second job?' with radio buttons for Yes and No. Below are input fields for Employer Name (Training Employer), Address Line 1 (579 Troy Schenectady Rd), Address Line 2 (N/A), City (Latham), State (New York), and Zip Code (12110).
- Issues & Concerns:** A large text area containing the word 'test'.
- Contact Information:** US Phone (9876543210), Confirm Primary Email (abc@mail.com), and Comment (test). A 'Cancel' button is located at the bottom right.

- Every thirty days, Students will be required to complete their Monthly Check-In, a short survey accessible on their SAM Student Account. This is a mandatory requirement for all Students. Students will be expected to maintain contact with AWA and respond to communication from AWA throughout the duration of their programs. Students must agree to:
- Participate in Monthly Monitoring communication as required by the U.S. Department of State.
- Understand that failure to respond to AWA Monthly Check-Ins and Monitoring communication will place their program in jeopardy of termination.

# MONTHLY CHECK-IN PURPOSE



Every month Monthly Check-Ins **MUST** be completed.



Ensure everyone has a chance to speak freely.

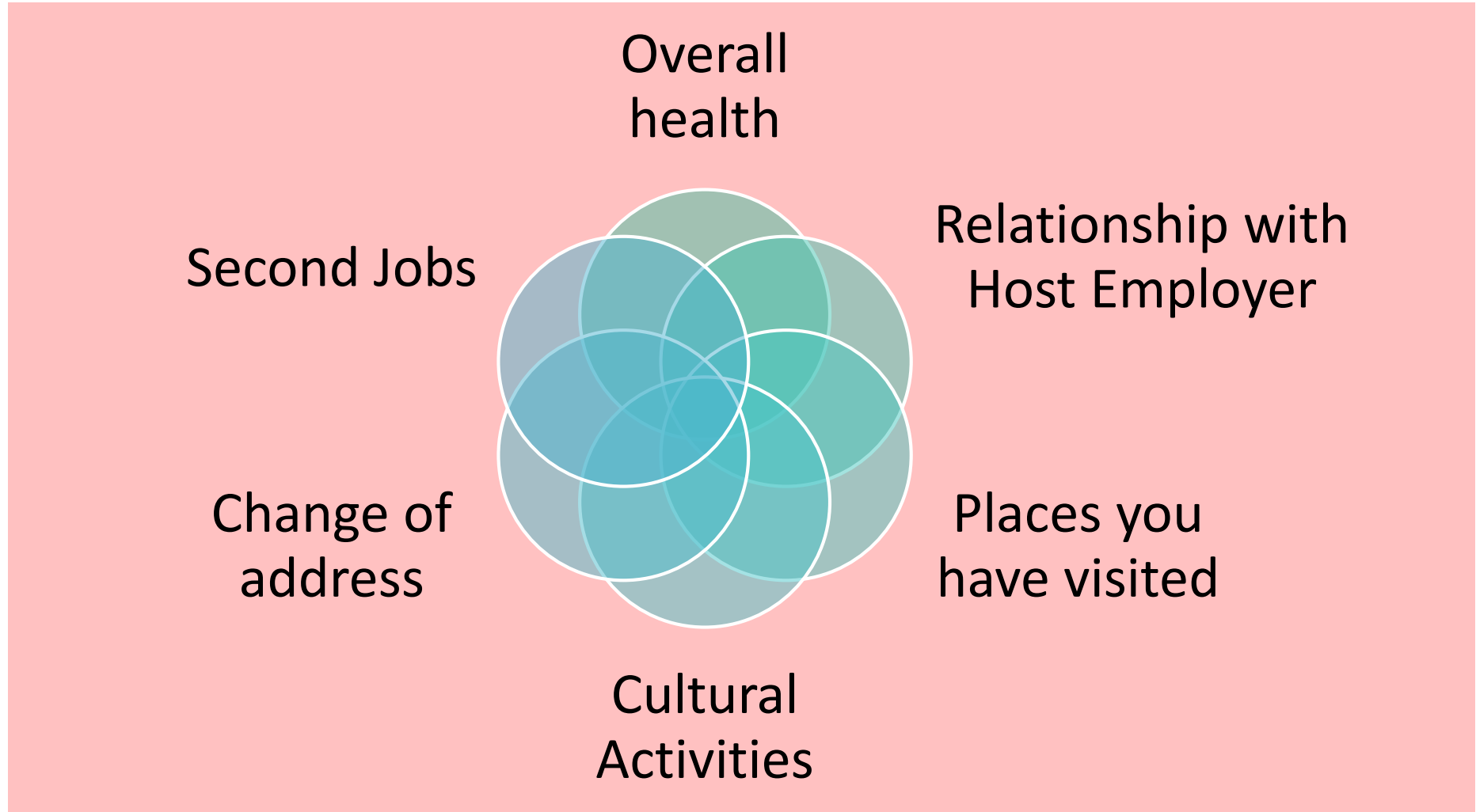


Only list non-emergency items in your Monthly Check-In.



Follow up with Student Services issues listed in Monthly Check-Ins.

WHAT TO  
INCLUDE IN  
MY MONTHLY  
CHECK-IN



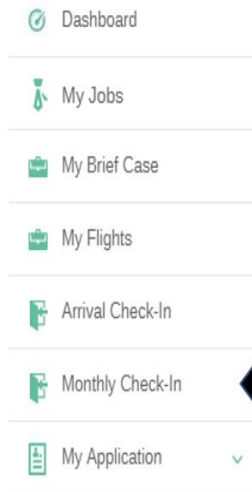
# HOW TO COMPLETE MY MONTHLY CHECK-IN

To enter your Monthly Check-In, you will need to go to your SAM Student Portal.

## STEP #1

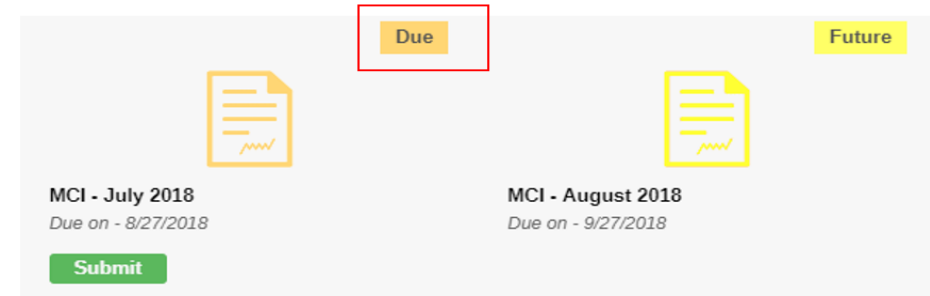
### Monthly Check-In

- Every month during your stay in the US, you are supposed to complete your Monthly Check-Ins.
- Go to Monthly Check-In:



## STEP #2

- You have to click on the Check In that reads “DUE”:



- Fill out every gap and then click SUBMIT:

Program Changes	Second Job
Are you still with the same Host Employer? <input type="radio"/> Yes <input checked="" type="radio"/> No	Do you have a second job? <input type="radio"/> Yes <input checked="" type="radio"/> No
Host Employer Name: <input type="text"/>	Employer Name: <input type="text"/>
Address Line 1: <input type="text"/>	Address Line 1: <input type="text"/>
Address Line 2: <input type="text"/>	Address Line 2: <input type="text"/>
City: <input type="text"/>	City: <input type="text"/>
State: <input type="text"/>	State: <input type="text"/>
Zip Code: <input type="text"/>	Zip Code: <input type="text"/>
Cultural Details	Issues & Concerns
Do you need cultural Activity Information? <input type="radio"/> Yes <input checked="" type="radio"/> No	<input checked="" type="radio"/> No, I am having a great program.
	<input type="radio"/> I have issues/Concerns
List all activities	
Cultural Details here... <input type="text"/>	

Save Submit Cancel

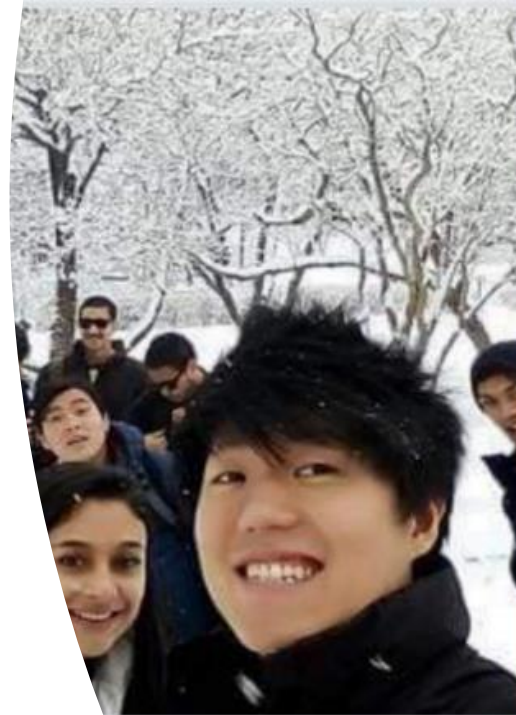
# CULTURAL & VOLUNTEER EVENTS

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- Cross-cultural exchange activities are an essential part of the J-1 exchange visitor program and our continued ability to sponsor exchange visitors, enriches the communities where Students reside.

Students wanting to be a part of AWA's SWT program must:

- Participate and report their participation in cultural events and/or volunteer activities for the entire duration of their programs.
- Participate in any Cultural or Volunteer Event(s) sponsored by AWA or their Host Employer and report their participation in their Monthly Check-Ins.
- Acknowledge that they will not be paid for their participation in AWA or Host Employer sponsored Cultural or Volunteer Event(s), but they will gain a better understanding of the community in which they resided.



# DISCIPLINARY ACTION

# PROGRAM STATUS ACTIONS

As part of the SWT program, AWA expects that Students adhere to the rules and regulations set by the Department of State, AWA, and their Host Employer.



If a Student falls out of compliance, or is not able to complete their program, there are three possible disciplinary actions:

- Zero Tolerance Probation
- Termination
- Program Shortening

# ZERO TOLERANCE

- 1.) Law enforcement custody.
- 2.) Arrest
- 3.) Marital Status Change
- 4.) Not arriving with the required funds.
- 5.) Refusing to be tolerant of cultural diversity.
- 6.) Poor attitude.
- 7.) Poor work performance.
- 8.) Continued tardiness or absenteeism.
- 9.) Use of drugs (non-prescribed or illegal).
- 10.) Malicious intent of crowdsource funding.
- 11.) Stealing at work, retail stores, grocery stores, or from peers.
- 12.) Bullying others.
- 13.) Harassing others (verbally, physically, sexually, and on Social Media).
- 14.) Poor speech at work or towards others (i.e. using profanity).
- 15.) Not paying rent and/or breaking housing agreement.
- 16.) Abandoning your job.
- 17.) Refusing to work.
- 18.) Not replying to AWA outreach.
- 19.) Not completing Monthly Check-Ins.
- 20.) Working an unvetted job.
- 21.) Destroying public or private property.
- 22.) Refusing or not appearing at AWA/Host Employer Cultural or Volunteer Events.
- 23.) Not partaking in the Cultural Component of your program.
- 24.) Posting negative or malicious comments/images on Social Media regarding AWA, USA, Host Employer, or others.
- 25.) Not arriving with proper funds to participate in AWA's Summer Work and Travel program.
- 26.) Acts of violence.
- 27.) Use of slurs or negative speech pertaining to a person's race, ethnicity, creed, religion, sexual orientation, or other protected categories.
- 28.) Acts of discrimination.



# PROGRAM SHORTENING

AWA has the authority to shorten a students' program if they have a:

- 1) medical condition in need of attention.
- 2) family emergency,
- 3) cannot find a replacement job, or
- 4) voluntarily end program.

After having their program shortened, Students have the option to travel in the USA for up to 30 days. However, they are no longer eligible to work in the USA and any type of work would be considered illegal. Upon the 30th day of their "Grace Period", they must return to their home country.

*NOTE: Students cannot voluntarily end the work portion of their program for the sole purpose of traveling. Please initial*

# TERMINATION

AWA has the authority to terminate a Student's program. Program termination may have long lasting consequences for the Student, as well as, for their immediate relatives. A Student's program may also be terminated by the US government. If a Student's program has been terminated, they will NOT receive a 30-day grace period.

*NOTE: A program termination will require you to immediately return home and will affect your future visa applications.*

# STUDENT TRAVELER'S INSURANCE



Every Student will receive travel insurance with an ID card. Students will need to review their documents and familiarize themselves with their content and regulations. Student traveler's insurance is for accident and sickness only, no pre-existing conditions are covered!

The following table shows the plan benefits that are available under the international insurance plan. Please take some time to review the coverage benefits to ensure understanding of what is covered. This is a consolidated summary of the benefits. To learn more about the Student Plan, Students should visit:

<http://www.envisageglobalinsurance.com/student-zone/awa/>

**NOTE: If a Student feels that they will need additional insurance coverage, please contact AWA BEFORE they depart for the U.S.**

### Student Insurance Zone

To learn more about the Envisage Insurance Plan, locate providers, view the full policy conditions, download claim forms and much more, Students should visit the Student Zone online where they can obtain all this information: <http://www.envisageglobalinsurance.com/student-zone/awa>

### Non-Emergency Care

If a Student needs to seek non-emergency care, they should NOT go to the Emergency Room (ER) as this is designed to be only used in emergency situations. Students should instead visit an urgent care provider or local doctor who will be able to assist them with their medical needs. Students need to call Seven Corners prior to receiving any treatment. Seven Corners will assist in locating a provider. Or, Students can visit the online provider search tool:

<https://www.envisageglobalinsurance.com/seven-corners/uhc/>

### Emergency Care

If a Student needs to seek emergency care for any reason, they will need to visit the nearest Emergency Room (ER), or call the emergency services (dial 9-1-1 in the USA) for immediate treatment. It is also important to make sure they contact Seven Corners, as soon as possible, if they have been hospitalized. Providers can be located online by visiting: <http://www.envisageglobalinsurance.com/seven-corners/>

### Claims

When seeking medical care, Students will need to use the following guidelines to submit their claims to the insurance company:

- *Inside the USA* - If Students have sought treatment from an in-network provider, and provided their insurance ID card at the time of treatment, they should be able to bill the Seven Corners claims team directly with no payment up front.
- If Students have received any medical bills after treatment or paid for any services up front to a provider, they will need to complete a claim form and email these documents to the claims email for processing.
- *Prescription Medications* – Any medications that Students have been prescribed, will need to be paid for at the time of purchase and added to any claims they are submitting.

### Claim Forms

Students can download a copy of the claim form from the Student zone and submit it with their itemized receipts to:

Seven Corners, Inc.  
303 Congressional Blvd  
Carmel, IN 46032  
Fax 317-575-2659

[claims@sevencorners.com](mailto:claims@sevencorners.com)

For faster processing, AWA recommends scanning and emailing claim forms and other claim documents.

Plan Benefits	Coverage Amount
US Coverage	Included
Medical Maximum	\$100,000 per person, per occurrence
Deductible	\$100 per person, per period of coverage
ER Deductible	\$250 for illness and not admitted
Coinsurance	After you pay the deductible, the plan pays 100% to the medical maximum
Outpatient Medical Expenses	100% of usual, reasonable and customary
Hospital Room and Board	100% of usual, reasonable and customary
Intensive Care	100% of usual, reasonable and customary
Dental (Accident Coverage)	To a maximum of \$500
Dental (Sudden Relief of Pain)	To a maximum of \$200
Emergency Medical Evacuation/Repatriation	\$50,000 (in addition to medical maximum)
Return of Mortal Remains	\$25,000
Local Ambulance	\$10,000
Accidental Death & Dismemberment (AD&D)	\$50,000
Assistance Services	Included
Benefit Period	180 days

# OVERVIEW OF THE US HEALTHCARE SYSTEM

This short overview of the US healthcare system is designed for J1 visa holders who are coming into the USA on short term work and travel, au pair, camp, trainee, internship and high school programs. It should provide you with an excellent source of information to learn about the healthcare system in the USA.



<https://vimeo.com/79767855>

# STUDENT INSURANCE ZONE



**UnitedHealthcare**      **UnitedHealthcare**  
**Member ID:** 900396107      **Group Number:** 908211

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**Member:**      **Seven Corners Certificate #:**  
 Laura Rincon Campos      396107

**Policy Effective Date:**      **Policy Name:**  
 5/23/2017      American Work Adventure 2017

Options PPO Network

Administered by UnitedHealthcare Insurance Company and its Affiliates

This card does not guarantee coverage.

FOR MEMBERS	FOR PROVIDERS
For emergencies, claims/benefits questions and other assistance services call Seven Corners Assist 24/7: 1-877-702-6767 (toll free) or 0-317-582-2622 (collect) assist@sevencorners.com	For verification of benefits in the USA: 1-855-263-0524 (toll free) Medical Claim Address: UnitedHealthcare Global PO Box 740372 Atlanta, GA 30374-0372 Payer ID: 87726
Find a provider around the world: <a href="https://www.envisageglobalinsurance.com/seven-corners/uhc/">https://www.envisageglobalinsurance.com/seven-corners/uhc/</a>	

To learn more about the Envisage Insurance Plan, locate providers, view the full policy conditions, download claim forms and much more, Students should visit the Student Zone online where they can obtain all this information:

<http://www.envisageglobalinsurance.com/student-zone/awa>

## *Student Insurance Cards*

Upon assignment of a Student's Insurance Plan, AWA will email the Student's Insurance Card to the email you, the Partner, have provided. Please make sure that the Student's email is correct. You will also need to advise the Student to review their email for their Student Insurance card. Students should also visit their Student Zone for further details of their insurance plan

<https://www.envisageglobalinsurance.com/student-zone/awa/>

## American Work Adventure | My Account

Your insurance plan through Seven Corners includes access to My Account - your online account center to help manage your claims. Through My Account you can:

- View and track claims status
- Download and view your EOB's (Explanation of Benefits)
- Secure message the claims team

To access the system, please enter your username and password below:



**Please note** - if you have claims that were incurred prior to February 1st 2017, please [check MyPlan](#)


### Setting up a New Account

If you have not yet used the system, setting up your account is simple and easy - just follow these steps:

1. Visit the [My Account Registration page](#)
2. Complete all the form details (your Certificate Number is the "Seven Corners Certificate #:" on your ID Card)
3. Once you have done that, the system will walk you through the rest of the setup process

### What is an EOB?

An EOB is an explanation of how your plan benefits were applied to your claims, so in other words what your insurance has paid and has not paid. Through My Account you will be able to download your EOB's which will explain any amounts you still owe, what amounts have been paid and anything you need to action (such as completing a claim form). You can download our sample EOB that outlines and explains how to read this document:

 [Sample EOB and Explanation](#)

If you have any questions or need assistance, please [contact us](#).



## Student Zone

Learn more about using and managing your international insurance plan:

[Video Overviews](#)

[Healthcare Tips](#)

[Seeking Treatment](#)

[Provider Search](#)

[Claim Forms](#)

[Online Claims Tracking](#)

[MyDocuments](#)

[Contact Us](#)

### 24-Hour Assistance:

Toll-free: (877) 702-6767  
Direct: + 1 (317) 582-2622

### Non-Emergency Contact:

For any non-emergency support issues, such as claim updates please either call using the numbers above, [contact us via email](#)

# CREATE YOUR ENVISAGE ACCOUNT

# PLAN BENEFITS

Plan Benefits	Coverage Amount
US Coverage	Included
Medical Maximum	\$100,000 per person, per occurrence
Deductible	\$100 per person, per period of coverage
ER Deductible	\$250 for illness and not admitted
Coinsurance	After you pay the deductible, the plan pays 100% to the medical maximum
Outpatient Medical Expenses	100% of usual, reasonable and customary
Hospital Room and Board	100% of usual, reasonable and customary
Intensive Care	100% of usual, reasonable and customary
Dental (Accident Coverage)	To a maximum of \$500
Dental (Sudden Relief of Pain)	To a maximum of \$200
Emergency Medical Evacuation/Repatriation	\$50,000 (in addition to medical maximum)
Return of Mortal Remains	\$25,000
Local Ambulance	\$10,000
Accidental Death & Dismemberment (AD&D)	\$50,000
Assistance Services	Included
Benefit Period	180 days

The following table shows the plan benefits that are available under the international insurance plan. Please take some time to review the coverage benefits to ensure understanding of what is covered. This is a consolidated summary of the benefits. To learn more about the Student Plan, Students should visit:

<http://www.envisageglobalinsurance.com/student-zone/awa/>

***NOTE: If a Student feels that they will need additional insurance coverage, please contact AWA BEFORE departing for the U.S.***

## Understanding Your Seven Corners Explanation of Benefits



EXPLANATION  
OF  
BENEFITS

### List of Services

Here you will see a detailed list of the services that were provided, including the date, total charged amount, any not covered amounts, deductibles and discounts.

### EXPLANATION OF BENEFITS

THIS IS NOT A BILL



Provider Information:  
GASTRO HEALTH, PL  
9500 S. Dadeland Blvd, #802  
Miami, FL 33156

Patient Name:  
Relationship to Policy Holder:  
Patient DOB:  
Account Number:  
Certificate Number:  
Group Number:  
Claim Number:  
Service Date of Claims:  
Date EOB Generated:  
Provider Invoice Number:  
Provider Tax ID:

### Personal Details

All your personal details will appear here at the top of the EOB.

Line	Service Date	Type of Service	Claim Amount	Ineligible	Deductible	U/C Reduction PPO Discount	Co-insurance	% Paid	Amount Paid
1	10/03/2014	92	\$2.00	\$0.00	\$0.00	\$0.00	\$0.00	100	\$2.00
TOTALS			\$2.00	\$0.00	\$0.00	\$0.00	\$0.00		\$2.00

Type of Service	Description
92	MEDICAL RECORDS CHARGE

### Type of Service

The type of service code description explains to you the services that were provided as outlined under the list of services above.

### Patient Responsibility

If you have anything left to owe, this will be shown here. A few typical examples of why you will still owe money could be:

- You still need to pay your deductible to the provider
- There was a benefit that was not covered by your insurance plan
- More information may be needed to process your claim, such as a completed claim form.

### Amount Paid

Here you will find the total amount paid by your insurance plan.

Insured:

Claim Processed By:  
Seven Corners, Inc.  
303 Congressional Boulevard  
Carmel, IN 46032  
(800) 335-0477  
www.sevencorners.com

Page 1 of 1

Thank you for the opportunity to service these claims. Please call the Claim Processor at the phone number listed above with any questions you may have. There is an appeal process if you disagree with the determination. You have 180 calendar days to submit your written appeal to Seven Corners 303 Congressional Blvd, Carmel, IN 46032. Once your appeal is received a decision will be made in 60-90 (depending on your state requirements) calendar days. If you do not agree with our appeal decision you may request a voluntary review if you have new or additional information. You may also file an appeal to the state Department of Insurance. The address can be found on each Department's website.

**Please note:** if there are any amounts in the ineligible, deductible or coinsurance columns, these are your responsibility and you will need to pay the provider directly for these charges.



# HEALTHCARE TIPS

As a traveler abroad, health care systems can seem costly, complex and very confusing. However, with a few quick tips, the confusion can soon disappear and the easier you are with navigating the healthcare system - the easier it will be to make and process your claim. If you need to seek medical treatment, please be sure to seek care appropriately for the condition/ situation. To give you an example, here are a few common ways to seek treatment:

***Cold/Flu*** - most of the time, you can walk to the nearest pharmacy and purchase standard over the counter cold and flu remedies that will help alleviate your symptoms. If your condition worsens or you need to seek medical treatment please DO NOT go to the Emergency Room, but [locate a provider](#) using the online search tool to find a doctor in your area, call them up and make an appointment.

***General Sickness/Feeling Unwell*** - unless your symptoms are severe, please DO NOT visit the Emergency Room for general sickness, but rather [locate a provider](#) using the online search tool to find a doctor in your area, call them up and make an appointment.

***Acute Sickness/Emergencies*** - if you experience an accident or an acute illness that comes on very quickly and you need medical attention immediately please make your way to the nearest Emergency Room or call the emergency services in your country for immediate help and assistance.

As with anything, use your judgment with a situation, if you feel you need immediate attention please do not delay and go straight to the Emergency Room. If your condition is not severe, then you can either visit a local doctor or urgent care center.

# SEEKING TREATMENT

If you need to seek medical care, here is some helpful advice and guidance:



## Locate a Provider

You can search for [providers online](#), or call the number on the back of your insurance ID card to locate a provider closest to you.

**Remember** - Only use the Emergency Room (ER) in emergency situations. Urgent Care Centers and Walk-In clinics are often the best places to seek medical care quickly and you will pay less out-of-pocket.



## Insurance ID Card

Make sure you have a copy of your insurance ID card on you when you visit the provider and present this to them at the time of treatment.

If you need a copy of your insurance ID card, visit [MyDocuments](#) to download it.



## Prescriptions

Any prescriptions will need to be filled at the local pharmacy and paid in full. You can then submit those receipts to the claims team (along with a claim form) to be reimbursed those expenses.

In certain areas of the USA there are discounted, or free prescription drug programs available which you might want to utilize to lower your costs - they include:

- [Publix](#) - free prescription drug program.
- [Walmart](#) - offers a discounted \$4 prescription drug program.
- [ShopRite](#) - offers a free antibiotics when prescribed.



## Claims Follow Up

It is your responsibility to follow up with the claims team and make sure your claims are processed and paid!

We recommend you complete a claim form for each new visit and submit that to the claims team via email to speed up the processing of any claims. You can download claim forms from the [claims center](#).

You can also track the [status of your claims online](#) or by contacting the number on the back of your insurance ID card.

# Seeking Treatment in the USA

## Find a Provider:

You should always try to visit a provider that is part of the "UnitedHealthcare Network" as they will be able to bill directly to the claims team. You can find providers either online (in your Student Zone) or by calling Seven Corners.

NOTE - when calling providers, make sure to say you are part of the "UnitedHealthcare Network" and not Seven Corners.

You can also seek treatment from any provider you wish, you will just need to pay upfront for your medical costs and submit your claims for reimbursement.

## Prescriptions:

If your doctor has prescribed any medications, fill them at your local pharmacy and pay for these upfront.

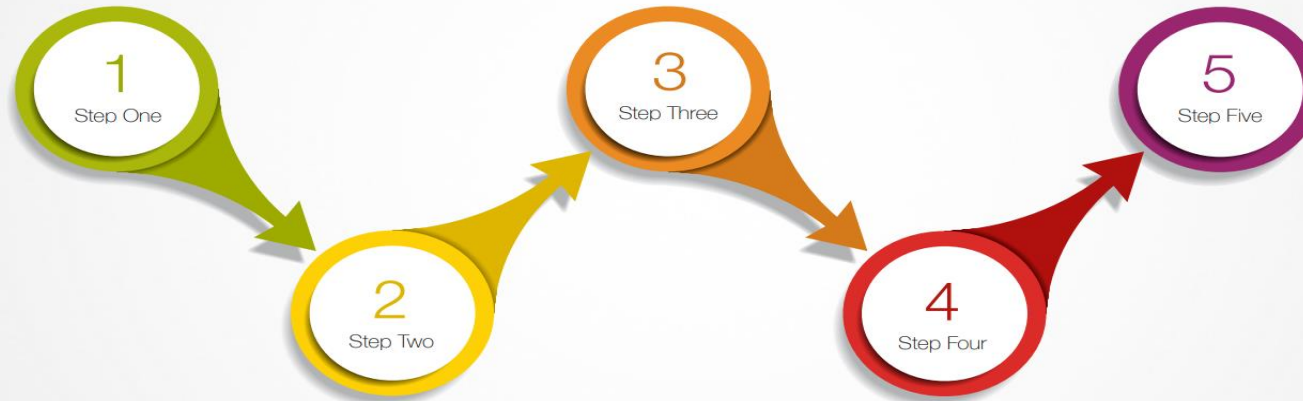
Keep all your receipts, download a claim form from your Student Zone and submit them for reimbursement to the claims team.

## Claims Closed:

Once you have followed all these steps, and checked the status of your claims, the process should be complete!

If you have any questions, or need assistance with this process please contact Seven Corners:

Toll-free: (877) 702-6767  
Direct Dial: + 1 (317) 582-2622



## At the Provider:

Hand over your insurance ID card at the time of treatment, as this will ensure your provider knows about your insurance plan and can bill direct.

If your plan includes a deductible or coinsurance (check your insurance ID card and plan brochure for details about your specific plan), make sure to pay this at the time of treatment to avoid problems later.

For **emergency treatment or hospitalization**, call Seven Corners as soon as possible to notify them about your situation.

## Claims:

**Making sure your bills are paid is your responsibility!**

If you have received a bill or paid anything out of pocket, complete a claim form (available in your Student Zone) and submit that with all your documents to Seven Corners.

If your provider is billing direct, you should track the status of your claims through My Account (our online claims tracking system) in your Student Zone. The claims team may need further information to process your claim (such as a completed claim form).



# SEEKING TREATMENT VIDEO

Watch this short video that walks you through the steps to seeking medical care:



<https://www.youtube.com/watch?v=mncaMh7JwtM&feature=youtu.be>

# VIDEO OVERVIEW

<https://www.envisageglobalinsurance.com/student-zone/awa/videos.php>



## Overview of the US Healthcare System

The US Healthcare System can be one of the most comprehensive systems in the world, but also the most complex. This short video will introduce you to the healthcare system in the USA and educate on the best ways to seek medical care.



## Mental Health Awareness

When visiting the USA, you will experience a number of new emotions and situations that could affect you. This mental health awareness video is designed to provide you with practical advice, and dispel some common myths.



## Sexual Assault Awareness

Sexual Assault has received a lot of attention recently, and international students and those coming to the USA on cultural exchange programs need to understand the concepts here in the USA.



## Transportation Safety

When visiting the USA, one of the best ways to get around is by bicycle - but it can also be one of the most dangerous forms of transport. Learn more about transportation safety with this video from the US State Department.

**TO DO  
&  
NOT TO DO**

# SOAK IT ALL IN

Enjoy yourself! Do not get hung up on the small stuff! Meet new people, ask questions, explore, and make yourself a part of the community! Here's a video of a 2018 Student experience:



<https://drive.google.com/file/d/1yQRFcoPAFqOKvr5HnFsUTgJF7j98SS/view>

# DO'S FOR A SUCCESSFUL PROGRAM

## SET REALISTIC EXPECTATIONS

Understand the realities of being a Foreign Visitor in the United States...understand the exciting part of visiting the U.S (i.e. sightseeing, meeting new people, trying new things). Yet realize the potential challenges (i.e. homesickness, cost of living, meeting different people, challenges of living independently).

## CULTURAL EXCHANGE

Experience the U.S by living and working with Americans and sharing culture(s).

## WORK EXPERIENCE

Learning new work skills or experiences.



#exchangesimpact #globalfamily  
#awa #workadventures



# DON'TS FOR AN UNSUCCESSFUL PROGRAM

## LIVE LIKE A MOVIE STAR

Not every place/state in the U.S is glamorous. Set realistic expectations. Students need to understand that life in the U.S moves fast and they must be ready to be adventurous and make the most of their American work adventure

## AMERICANS ARE ALL ALIKE

The U.S is made up of many cultures, colors, groups, and interests. Not every American was born in the U.S and Students should NOT expect that English is everyone's first language. Nor do Americans look alike...Americans are a rainbow of many different colors. Students must be openminded!

## BIG MONEY

Students will earn an income to help defray their costs of living in the U.S, but they should NOT be advised/told/made to believe that they will earn large salaries...that is not a true expectation!

## JUST FOR TRAVEL

AWA's program is for Summer Work and Travel. Students will be required/expected to work while on AWA's SWT program. Students that expect "just to travel" need not apply.



YOU HAVE  
SUCCESSFULLY  
FINISHED  
YOUR  
PROGRAM

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# GRACE PERIOD

After Students successfully complete the working portion of their program, they will be granted thirty (30) days to travel – this is referred to as a Student’s Grace Period. This is the time to explore the U.S; Students decide where to go, what to do, and what to see. Students may take a road trip across the country with their new friends, may visit family, or may return home earlier. The Grace Period is the most anticipated and rewarding part of the SWT program.

**PLEASE NOTE:** *It is important to remember the following:*

- *Students are no longer eligible to work in the U.S while on their Grace Period.*
- *The Grace Period comes after successfully completing the working portion of the program.*
- *Students who fail to complete the working portion of their program, will not be granted a Grace Period.*



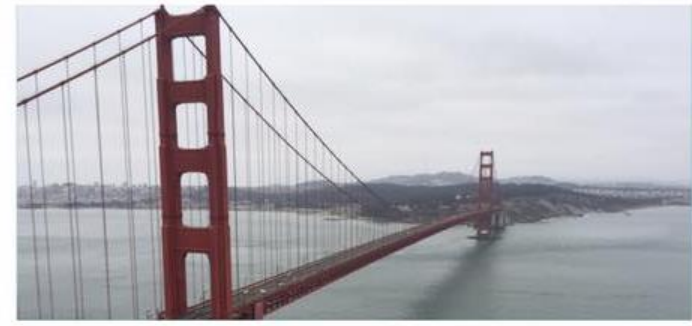
# Traveling Outside the U.S.

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Many Students decide to travel outside of the U.S. during the program. The most popular destinations are Canada, Mexico, the Dominican Republic, and the Bahamas. However, it is extremely important that Students do *not* plan their trips without first communicating with AWA.

Below, please see the most important information regarding potential traveling outside the U.S.:

- If Students wish to travel outside of the U.S, they need to first contact AWA about their plans.
- AWA will advise Students to check the dates indicated on their DS-2019 form, as well as on their J-1 Visa.
- If the DS-2019 form and J-1 visa are still valid, Students will be advised to mail their DS-2019 form to AWA's Main Office, in order to obtain a signature from AWA staff, which will allow Students to be re-admitted into the U.S upon the completion of their trip abroad.
- If the DS-2019 form and/or J-1 visa has expired, or expires during a Student's intended stay abroad, travel will **not** be possible.
- If Students travel abroad without AWA approval, and/or if their documents expire while they are out of the country, they will **not** be admitted back into the U.S, and will need to travel to their home country straight from their current location.



# ADDITIONAL FEES

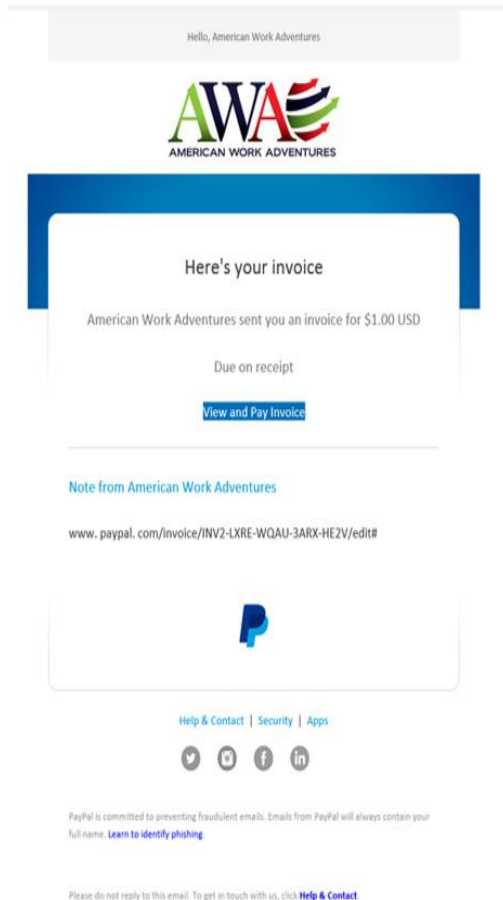
If at any point in time a student should request a Job Change, Second Job, or should need a DS-2019 replaced, the student will be charged a fee and must make payment to AWA via-PayPal.

*Below, please see the table of additional fees.*

Job Change Request	\$100.00 USD	Fee for review of Host Employer vetting and Housing options. Fee is payable <i>whether or not</i> job change is approved.
Second Job Request	\$50.00 USD	Fee for review and approval of additional Employer. Fee is payable <i>whether or not</i> second job is approved.
DS-2019 Replacement Fee – For lost or destroyed DS-2019 forms.	\$35.00 USD	Includes replacement DS-2019 form and Domestic (USA) Shipping cost.

# HOW to USE PAYPAL

AWA uses PayPal for additional fees charged to students for Job Change or Second Job requests and DS-2019 replacements. AWA will send an invoice with the amount of fees due to the Student's email address listed in their AWA SAM Student Portal. Once a Student receives the invoice, they will pay via-credit card.



### Invoice Details

PrintPDF

Pay \$1.00

**INVOICE**

Invoice #: 2017-02  
 Invoice date: Aug 31, 2017  
 Reference: TEST 2  
 Due date: Aug 31, 2017

755 Baywood Drive #380  
 Petaluma, CA 94954  
 United States

accounting@workadventures.org  
 www.americanworkadventures.org

Amount due: **\$1.00**

Bill To:  
 accounting@workadventures.org

Description	Quantity	Price	Amount
Replace DS 2019 Form - StudentID and NAME	1	\$0.50	\$0.50
FedEx Shipping Charge	1	\$0.50	\$0.50
		Subtotal	\$1.00
		<b>Total</b>	<b>\$1.00 USD</b>

Notes: <https://www.paypal.com/invoice/INV2-LXRE-WQAU-3ARX-HE2V/edit#>

Terms and Conditions: Payment is Due Immediately. Upon verified payment in full, your DS 2019 Form will be shipped.

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# REMINDERS

# PRACTICE RESPOND CONTACT



## *PRACTICE USING ENGLISH AS MUCH AS POSSIBLE.*

Students who get into the habit of speaking in their native language often make slower progress in improving their language skills. It may be difficult for some at first, but it is very important that they challenge themselves in order to make the most of their exchange experience.



## RESPOND TO AWA CORRESPONDENCE.



During any given season, student issues arise. Please make sure to make contact with AWA if you should need support.

## IMPORTANT REMINDERS for AWA STUDENTS



- ➔ Review the details of your Job Offer, AWA Student Handbook, and Student Traveler's Insurance.
- ➔ Complete your Arrival Check-In within **72-hours** upon arrival into the United States. To complete Arrival Check-In, log into to your AWA Student Portal at: <http://apps.americanworkadventures.org/Account/Login>
- ➔ Apply for your Social Security number after you receive your validation confirmation email from AWA.
- ➔ Check your email **daily**. Students must reply to any communication from AWA within 24 hours.
- ➔ **Always** carry your Insurance ID card with you. You may need it when you least expect it.
- ➔ **Every 30-days** students need to complete their mandatory Monthly Check-Ins! To complete Monthly Check-Ins, please log into to your AWA Student Portal at: <http://apps.americanworkadventures.org/Account/Login>
- ➔ You must update AWA on any change to your housing address and/or employment situation.
- ➔ **Never** work for an unvetted/unapproved employer! If you wish to start a new or second job, contact AWA **first!**

### AWA STUDENT TRAVELER'S INSURANCE

#### Seven Corners-Envisage Global Insurance

General Questions: 1-800-335-0477  
Medical Emergency: 1-800-690-6295  
Email: [assist@sevencorners.com](mailto:assist@sevencorners.com)

To learn more about your insurance plan, locate providers, view the full policy conditions, download claim forms and much more, please visit the Student Zone online:  
<http://www.envisageglobalinsurance.com/student-zone/awa/>



## Creating Global Connections through American Work Adventures

### IN CASE OF EMERGENCY

- ➔ Contact AWA at 1-888-292-0088.
- ➔ Notify your Host Employer.
- ➔ If you need to seek medical treatment, please be sure to seek the most appropriate care (Urgent Care Facility/Emergency Room).
- ➔ Contact your AWA Student Traveler's Insurance.
- ➔ **If you are in danger and need immediate help from the Police/Fire Department/Doctor, call 9-1-1!**

*Always take your health, safety and well-being into consideration. If you are receiving medical attention or purchasing any medication/medical items, **always** keep your medical documentation and itemized receipts. You will need your receipts when you submit an insurance claim.*

### CONTACT INFORMATION

AWA Office Hours: Monday - Friday, 8:30 AM - 5:30 PM PST

AWA Student Services: Toll Free: 1-888-292-0088

AWA Student Services (East Coast): [eastss@workadventures.org](mailto:eastss@workadventures.org)

AWA Student Services (West Coast): [westss@workadventures.org](mailto:westss@workadventures.org)

**AWA After Hours Emergency Hotline: 1-888-292-0088**

*\*The AWA Emergency Hotline is a way to contact an AWA Representative if you are experiencing one or more of the following: homesickness, arrest, injury/ accident, illness, death of a family member or another student.*

*Have an Amazing Summer  
and  
Enjoy Your  
American Work Adventure!*



THANK YOU FOR  
YOUR TIME  
&  
AWA LOOKS  
FORWARD TO  
WELCOMING YOU  
SOON

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