



Pre-Arrival Packet

Summer 2019

This packet of information contains a great deal of very important information which will make your arrival into the U.S. – and the beginning of your program – much easier!

### **Reminders:**

1. Scan the enclosed *Pre-arrival and Flight Summary sheet* to DGE promptly after scheduling your departure flight.
2. Organize your documents in one folder and pack in your carry-on bag.
3. Notify DGE within three days of your arrival. This may be done through our website: [www.dynamicglobalexchange.com](http://www.dynamicglobalexchange.com). Become familiar with the information on our website under the Work Travel tab.
4. Once you have read the entire Pre-Arrival packet, you must complete the quiz found here: <http://www.emailmeform.com/builder/form/jzm5vw69dk8np>  
Do not submit the quiz until all of the answers are correct. (Your score at the bottom will read 10.0 once you have correctly answered all of the questions.)

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## Pre-Arrival Summary Document

Please read, complete, and scan to DGE.

Keep this page with you as you pack, throughout your travel, and on arrival.

**It briefly notes and explains important information regarding your preparation to depart for the U.S. and what you MUST do upon your arrival.**

- ✓ **You may NOT begin work in the U.S. before your Program Start Date** (located on your DS-2019.) You are considered ACTIVE in your program once you've completed the SEVIS validation form located on our website and received a confirmation email from DGE. You are enrolled in insurance once you've SEVIS validated.
- ✓ Make 2 copies of ALL documents (passport, visa, DS-2019) – leave one set at home, carry the other set separate from originals. You MUST have ALL original documents in your carry-on to be processed properly through U.S. Customs.
- ✓ Email DGE to confirm your flight plans ([alexis@dynamicglobalexchange.com](mailto:alexis@dynamicglobalexchange.com))
- ✓ Bring \$1,000 cash or **access to cash** (credit card/traveler's checks) for Summer Work and Travel. Bring \$2,000 cash or **access to cash** (credit card/traveler's checks) for Intern and Training.
- ✓ You will need these funds on arrival to:
  - Acquire housing **if not provided** (you will typically pay \$500 - \$750 immediately, depending on number of roommates) – Apartment building owners require you to pay a security/refundable deposit
  - Pay for airport shuttle
  - Pay for hotel until permanent housing is acquired (if not provided)
  - Pay for living expenses until first pay is received (up to 3 weeks)
- ✓ When you present yourself to the Customs official, he/she will stamp your DS-2019. If you require a paper version of your Form I-94, it will be available at [www.cbp.gov/I94](http://www.cbp.gov/I94).
- ✓ Upon arrival: Access our website ([www.dynamicglobalexchange.com](http://www.dynamicglobalexchange.com)), click on "Check-In for New Arrivals" icon and complete the online form (this completes your SEVIS validation.)
- ✓ If staying in a hotel, upon entering your hotel room, lock all valuables (including original documents, cash, traveler's checks, and credit cards) in the "in-room" safe (the safe is usually in the closet.) Do not carry your documents or excess cash with you (unless conducting business.)
- ✓ At your housing/hotel keep all doors and windows closed and locked (including balcony doors) when you are away or sleeping.
- ✓ Notify DGE immediately of your apartment address and room number (state department requirement.)
- ✓ Notify DGE immediately of your cell phone (if you will not have one, let us know.)

**Flight Information - SEND TO DGE AT LEAST ONE WEEK BEFORE ARRIVAL! You MUST purchase a round trip ticket!**

Arrival information for the FINAL flight of your journey to your Host Company (this may be different from your originating flight):

Airline: \_\_\_\_\_ Flight Number: \_\_\_\_\_

Departing City: \_\_\_\_\_ Departure Time: \_\_\_\_\_ Departure Date: \_\_\_\_\_

Arrival City: \_\_\_\_\_ Arrival Time: \_\_\_\_\_ Arrival Date: \_\_\_\_\_

**Transportation from airport to job site (check one):**

Participant has arranged transportation and will arrive at job site on \_\_\_\_\_. (Date)

Transportation to employer upon arrival to the US has been arranged, participant will arrive at job site \_\_\_\_\_. (Date)

**Participant must be aware of the cost of transportation from airport to job site and must have the funds, in cash, to pay for this transportation. By signing below, I acknowledge I have received an arrival orientation from my agency, received a complete Pre-Arrival Orientation Packet, completed the Pre-Arrival Quiz, and have read each above item carefully and fully understand it is my responsibility to fulfill each item. I also understand that not fulfilling an item may result in unfortunate circumstances ranging from personal inconvenience to my repatriation with no refund of fees.**

**Participant Name:** \_\_\_\_\_

**Participant Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

You must scan/e-mail ([alexis@dynamicglobalexchange.com](mailto:alexis@dynamicglobalexchange.com)) or fax (678-261-1419) this *signed* page  
(when you receive your DS-2019 – before you depart for the U.S.)

## Important Things to Do!

Once your plane lands in the U.S. an incredible adventure awaits!  
BUT ... while you are enjoying your program and working hard ...  
Remember that being a J-1 SWT participant brings very important obligations.

What must I do once I arrive in the U.S.? (Remember, the steps below can not be completed until you have arrived to your host company!)

- Get validated in SEVIS through DGE's website! You are not "legal" until you have completed this step. This can NOT be completed by phone or e-mail!
  - Click on this link: <http://www.dynamicglobalexchange.com>
  - Click on the box that is labeled "Check-In For New Arrivals" and complete the form
  - You must complete this step within the first 3 days of your stay.
- After you are validated, spend some time navigating our site. You will find important information to benefit your program experience (insurance information, etc.).
- Write down DGE's contact information and keep it in your wallet/purse!

**DGE Office Number:** 248 645 0505

**Emergency Number:** 248 885 0004

- Take a look at our Facebook page! We are listed as Dynamic Global Exchange (easy to remember!). Once you are on our page, please "Like" us! This will allow you to receive our postings of important, fun, and culturally interesting info.
- Get in the habit of checking-in with us EVERY month! We not only want to know how you are - -- to answer your questions --- to know if we can do anything to make your program experience better ... BUT ... the Department of State REQUIRES the two of us to make contact at least once a month!

**We must hear from you each month by the 10<sup>th</sup>**

We have made this as easy as possible:

- 1) Click on this link <http://www.dynamicglobalexchange.com>
- 2) Click on the box that is labeled "Monthly Contact," log in, and complete the form

**Bring khaki and black pants, shorts, skirts (females), and non-skid clean closed toed shoes.**

## State Department Letter to SWT Participants



**United States Department of State**

***Bureau of Educational and Cultural Affairs Washington,***

***DC 20522***

February 1, 2017

Dear Summer Work Travel Participant:

Congratulations on your participation in the Exchange Visitor Program! On behalf of the U.S. Department of State, I want you to know your decision to come to the United States is important to us. We want your stay to be a positive and memorable experience for you.

As a summer work travel participant, you are part of a U.S. Department of State cultural exchange program in which you, like thousands of other summer work travel participants, will have the opportunity to share your language, culture, and customs with the Americans you meet in your local communities, places of employment, and travel destinations over the course of your semester break from your college or university back home. As you meet new people, make new friends, and experience new personal and professional challenges, you will learn about the United States, its values, and its people.

Because you may be the only person from your country an American has met, remember to represent your country well. Your decision to come to the United States and your active participation in sharing details about your culture will help create new and lasting relationships between our countries.

You are a valued guest in the United States and we want you to succeed in this program. Your goal should be to learn as much as you can about American customs and culture while you work, travel, and explore the U.S. In order to ensure that you have a safe and exciting cultural exchange experience here, we encourage you to take a few precautions both before and after you arrive:

- Contact your employer to obtain written confirmation of any job offer details. Make sure all terms and conditions are clear and that you understand them all. In addition, make sure you understand any housing agreements. If there is anything you do not understand, ask your U.S. sponsor or host employer before you come. Note that the terms and conditions of your job must follow all local, state, and federal laws.
- Notify your U.S. sponsor and host employer of your exact arrival time and make sure you fully understand the best way to travel to your housing or employment address. If your sponsor is not meeting you, plan the journey to your destination carefully.
- Make sure that you have enough money to cover your expenses. Your U.S. sponsor should provide you with an estimate of the necessary amount. If they have not provided this information yet, ask them. Also consider bringing extra money in case of an emergency.
- Study all the pre-arrival materials provided by your U.S. sponsor. Make sure you understand your rights, both in this country and in your program, as well as your obligations, such as updating your address once you arrive. Contact your U.S. sponsor if you have additional questions.
- Learn about the area in which you will live and work in the United States before you come. Pay

special attention to that area's safe and affordable housing areas, public transportation, medical facilities, banks, shopping areas, and so on. Your U.S. sponsor should advise you on these matters if you are unsure.

- Make sure you keep information about your program sponsor, local coordinator, and emergency resources close at hand at all times. This information should be included in your orientation materials.

Your U.S. sponsor, identified on your Form DS-2019, Certificate of Eligibility for Exchange Visitor Program (J-1) Status, is your first point of contact throughout your stay in the United States. If you have any questions about your exchange program, if you need assistance of any kind while you are here, or if something just does not feel right to you, immediately contact your U.S. sponsor. It is your sponsor's responsibility to help you with any problems, needs, or concerns you may have. Your U.S. sponsor should have given you an emergency telephone contact number in your program orientation materials.

This telephone number should be available to you 24 hours a day, 7 days a week.

If you have concerns or issues that your U.S. sponsor has not resolved, or you find you cannot reach your sponsor, please contact the Department of State through our J-1 Visa Emergency Helpline (1-866- 283-9090), which is also available 24 hours per day, 7 days a week, or by e-mail at [jvisas@state.gov](mailto:jvisas@state.gov). Moreover, because your safety is of the utmost importance to us, the Department of State has prepared information to make sure you can always get help if you ever need it. Please review the information in the following link before you leave for your program: <http://travel.state.gov/content/visas/en/general/rights-protections-temporary-workers.html>

As a Summer Work and Travel participant, you are now an alumni of a U.S exchange program. We welcome you to join the International Exchange alumni website -- a place where past and present U.S. exchange program participants find tools to advance their communities and our world. Membership to this exclusive online community grants access to: grant opportunities; professional development resources; exclusive video webchats with VIPs; and 20,000 online magazines and newspapers. Members can also: network with fellow alumni around the world; find the latest research in your field; develop plans for your alumni association, or find an association to join; and read alumni success stories, perspectives, and ideas. To join please visit: <https://alumni.state.gov/>

We are pleased that you made the decision to participate in the Exchange Visitor Program and I hope you enjoy your stay in the United States.

Sincerely,



G.K. Saba  
Director, Policy & Program Support for Private  
Sector Exchange

## J-1 VISA EXCHANGE VISITOR PROGRAM: SUMMER WORK TRAVEL



WELCOME BROCHURE



**U.S. Department of State  
Bureau of Educational  
and Cultural Affairs  
2200 C Street, N.W.  
Washington, D.C. 20522**


**HOW TO APPLY**

PROGRAM SPONSORS DESIGNATED BY THE U.S. DEPARTMENT OF STATE OPERATE THE SUMMER WORK TRAVEL PROGRAM. FOR MORE INFORMATION, PLEASE VISIT OUR WEBSITE AT:  
<http://j1visa.state.gov/>

**PLEASE CONTACT YOUR U.S. SPONSOR IF YOU ARE FACING ANY ONE OF THE FOLLOWING ISSUES:**

1. **EMPLOYMENT PROBLEMS:** All employers in the United States must abide by state and federal labor laws that specify how much you must be paid, the hours that you may work and how your employer should treat you. In addition, participants should not be working in a prohibited placement. All jobs including second jobs **MUST** be vetted by the U.S. Sponsor before you begin to work. Please inform your U.S. sponsor if are looking for a second job.
2. **CHECK-IN PROBLEMS:** All participants **MUST** maintain contact with their U.S. sponsor every 30 days while they are in the United States. Failure to do so will negatively affect your program.
3. **LIVING CONDITIONS ISSUES:** Summer Work Travel participants are expected to have affordable, suitable, and safe living accommodations while in the United States, that meet local codes and ordinances.
4. **TRANSPORTATION CONCERNS:** It is important that you have reliable, affordable, and convenient transportation to your job.
5. **LOST OR STOLEN TRAVEL DOCUMENTATION**
6. **MEDICAL EMERGENCIES AND ASSISTANCE WITH INSURANCE ISSUES:** Medical insurance that is provided by or through your U.S. Sponsor has very specific rules that must be followed in order to assure payment of medical bills. Make sure you understand your insurance coverage.
7. **INVOLVEMENT OF POLICE:** If you find yourself involved with the police in any way and if you are the victim or perpetrator of a crime.
8. **LACK OF CULTURAL ACTIVITIES:** All participants must have the opportunity to engage in cultural activities and interact with Americans throughout the workday.

## SUMMER WORK TRAVEL



The Summer Work Travel program enables *college and university students from around the world* to experience U.S. culture and share their culture and ideas with the people of the United States through temporary work and travel opportunities.

If you follow the guidelines listed in this brochure and those provided by your U.S. Sponsor, you should have a very safe and successful experience in the United States with memories to treasure for a lifetime.

**IMPORTANT CONTACTS**

\*IN CASE OF EMERGENCY:  
PLEASE CONTACT YOUR U.S. SPONSOR

\*IF YOU ARE IN DANGER:  
PLEASE CONTACT 911

\*DEPARTMENT OF STATE EMERGENCY  
HELPLINE:  
1-866-283-9090

\*DEPARTMENT OF STATE EMAIL:  
JVISAS@STATE.GOV

\*NATIONAL HUMAN TRAFFICKING  
RESOURCE CENTER:  
1-888-373-7888



To have a safe and successful cultural exchange program, the following information may be helpful:

PREPARATION IS THE KEY FOR A SUCCESSFUL EXPERIENCE

Upon arrival in the United States, you **MUST** check in with your U.S. Sponsor who will ensure that your U.S. address is accurately reflected in the Student Exchange Visitor Information System (SEVIS). The SEVIS system shows that your visa is current and that you are lawfully present in the United States and authorized to work. If you move while in the United States to another housing location, you must contact your sponsor so that your address can be updated in SEVIS. This is important as it ensures that you remain in valid program status with the U.S. Citizenship and Immigration Service during your stay.

The name of your U.S. sponsor is printed on your DS-2019 form. Your U.S. sponsor is required to monitor your progress and welfare while you are in the United States. Your U.S. Sponsor has provided you with a telephone number to contact them. If you have any questions, concerns or need help of any sort while in the United States, we encourage you to contact your U.S. Sponsor for assistance. If any problems arise while you are in the United States, your U.S. Sponsor should be your first point of contact. If you are having difficulty in resolving any issue with your U.S. Sponsor, please contact the U.S. Department of State's toll free help line number: 1-866-283-9090 or send an email to: [fvlsas@state.gov](mailto:fvlsas@state.gov).

If you are ever in immediate danger, dial 911 from any phone to be connected with local emergency assistance.

**PARTICIPANTS MUST NOT BE PLACED:**

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 CARE;
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 PM- 6 AM;
9. IN POSITIONS DECLARED HAZARDOUS TO YOUTH BY THE SECRETARY OF LABOR AT SUBPART E OF 29 CFR PART 570; (E.G. POULTRY AND, MEAT PROCESSING, HEAVY CONSTRUCTION, MACHINERY, ABRASIVE CUTTING DISKS, ETC.)
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 COMMISSION-BASED AND 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 TRAVELING FAIRS OR ITINERANT CONCESSIONARIES;
15. IN POSITIONS FOR WHICH THERE IS ANOTHER SPECIFIC CATEGORY (E.G. CAMP COUNSELOR, INTERN, TRAINEE); OR
16. IN POSITIONS IN THE NORTH AMERICAN INDUSTRY CLASSIFICATION SYSTEM'S (NAICS) GOODS-PRODUCING INDUSTRIES OCCUPATIONAL CATEGORIES INDUSTRY SECTORS 11, 21, 23, 31-33 NUMBERS. (E.G. GROWING CROPS, RAISING ANIMALS, HARVESTING FISH AND OTHER ANIMALS, FOOD MANUFACTURING, TRANSFORMING LIVESTOCK AND AGRICULTURAL PRODUCTS INTO PRODUCTS FOR INTERMEDIATE OR FINAL CONSUMPTION, ETC.)

Before you enter the United States, make a very specific plan for your stay; you should:

- Ensure you have the necessary travel itinerary and contact information for a safe arrival into the United States.
- Contact your sponsor and employer to ensure the job is ready for your arrival and notify the employer and your U.S. Sponsor of your arrival time.
- Ensure that you have transportation arranged from the port of entry (e.g. airport) to your destination.
- Have adequate financial resources as instructed by your U.S. Sponsor for expenses.
- Read the pre-arrival material provided and if you need clarification, contact the U.S. Sponsor.
- Research the internet to learn about the area in which you will be placed in the United States and what that area has to offer in the way of safe and affordable housing, transportation, medical facilities, banks, cultural activities and events, etc.

## **The Exchange Visitor Program WELCOME BROCHURE**

Bureau of Educational and Cultural Affairs  
Private Sector Exchange  
United States Department of State

The Department of State welcomes you to the United States. We are pleased to receive you as an exchange visitor. As an Exchange Visitor Program participant, you will acquire an experience in the United States and as an ambassador of your country you will help educate the American people about your home country and culture.

This brochure will help you understand the purpose of the Exchange Visitor Program and introduce you to some of the major requirements of the Exchange Visitor Program regulations that are most relevant to you.

### **THE EXCHANGE VISITOR PROGRAM**

THE U.S. DEPARTMENT OF STATE administers the Exchange Visitor Program under the provisions of the Mutual Educational and Cultural Exchange Act of 1961, as amended. The Act promotes mutual understanding between the people of the United States and other countries by means of educational and cultural exchange. The Exchange Visitor Program provides foreign nationals opportunities to participate in exchange programs in the United States with the expectation that on completion of their exchange program, they will return home to share their experiences.

**Sponsors** – The U.S. Department of State designates U.S. organizations such as government agencies, academic institutions, educational and cultural organizations, and corporations to administer exchange visitor programs. These organizations are known as sponsors. Sponsors screen and select exchange visitors to participate in their programs based on the regulations governing the exchange activity and stated in 22 CFR Part 62. Sponsors provide participants pre-arrival information, an orientation, and monitor their activities throughout their exchange program.

Sponsors offer or identify cross-cultural activities that will expose exchange visitors to American society, culture, and institutions. Exchange visitors are encouraged to participate in activities that provide them with an opportunity to share their language, culture, and history with Americans.

**Responsible Officers** – Sponsors appoint individuals as responsible officers and alternate responsible officers to advise and assist exchange visitors. These officers issue the Certificate of Eligibility (Form DS-2019), and conduct official communications with the Department of State and the Department of Homeland Security (DHS) on your behalf. Should you have any questions about the regulations or any aspect of your exchange program, your initial and primary contact is the sponsor. Unless provided specific contact information by your sponsor you should contact the person whose name and telephone number can be found on your Form DS-2019.

**Exchange Visitor** – An exchange visitor is a foreign national selected by a sponsor to participate in an exchange visitor program and who is seeking to enter or has entered the United States temporarily on a J-1 visa.

**Spouse and dependents** - Some categories of the Exchange Visitor Program permit a spouse and/or unmarried children, under 21 years of age, to accompany an exchange visitor to the United States. These individuals are dependents of the J-1 and may apply for J-2 visas with the permission of your sponsor.

## REGULATIONS - RULES

IT IS IMPORTANT THAT YOU understand and abide by the Exchange Visitor Program regulations, U.S. laws and sponsor rules. Regular contact with your responsible officer will help you keep current of any change which may affect your J-visa status. Some requirements of the Federal regulations and where to find them are indicated below.

Register with your sponsor – Your Form DS-2019 was created in a computerized system known as the Student and Exchange Visitor Information System (SEVIS). This System is administered by the Department of Homeland Security and is used to collect and maintain information on the current status of non-immigrants and their dependents in the sponsor's program during their stay in the United States.

When you arrive in the United States, you must contact your sponsor to ensure that your data in SEVIS is accurate and updated. Failing to maintain your status could result in serious consequences and may affect your ability to remain in or return to the United States.

Activities and Program Provisions – You entered the United States in a specific program category, and are required to engage in that category and the activity listed on your Form DS-2019. You must comply with the specific program provisions of the regulations relating to your exchange category.

Insurance – You are required to have medical insurance in effect for yourself (J-1) and any dependents (J-2) for the duration of your program. Some sponsors provide the required insurance for their participants. Other sponsors may allow you to make your own arrangements or may help to identify insurance carriers. Consult with your responsible officer before the start of your program.

(a) Minimum Insurance Coverage – Insurance shall cover: (1) medical benefits of at least \$50,000 per person per accident or illness; (2) repatriation of remains in the amount of \$7,500; and (3) expenses associated with medical evaluation in the amount of \$10,000.

(b) Additional Terms – A policy secured to fulfill the insurance requirements shall not have a deductible that exceeds \$500 per accident or illness, and must meet other standards specified in the regulations.

(c) Maintenance of Insurance – Willful failure on your part to maintain the required insurance throughout your stay in the United States will result in the termination of your exchange program.

Maintenance of Valid Program Status – You are required to have a valid and unexpired Form DS-2019. Sponsors may terminate an exchange visitor's program for violating U.S. laws, Exchange Visitor Program regulations, or the sponsor's rules governing their particular program.

Required Notifications to Sponsors – You must inform your sponsor if you change your address (residence) or telephone number, or complete or withdraw from your exchange visitor program early. Doing so assists your sponsor in complying with their notification and reporting requirements to the U.S. Department of State and the Department of Homeland Security. Failure to keep your sponsor informed could result in the termination of your program status.

Current Regulations – The Exchange Visitor Program regulations are located in the Code of Federal Regulations, (22 CFR, and Part 62). The regulations are generally available for review at the offices of your sponsor, universities, law schools, or large public libraries. They are also available on the Internet at:

<http://exchanges.state.gov/education/jexchanges>

For Further Information – Additional requirements that may apply to you are set forth in the Exchange Visitor Program Regulations. Review a copy of the current regulations and consult with your responsible officer.

Contacting the Department of State – The Exchange Visitor Program is administered under the oversight of the Deputy Assistant Secretary for Private Sector Exchange, Bureau of Educational and Cultural Affairs (ECA). The Office of Designation and the Office of Exchange Coordination and Compliance are located at:

U.S. Department of State  
Office of Private Sector Exchange (ECA/EC)  
SA-4E, 2430 E Street, NW  
Washington, DC 20037

The Office of Exchange Coordination and Compliance is responsible for monitoring designated sponsors for regulatory compliance. Inquiries regarding sponsors and the Program can be emailed to Compliance by using [JVisas@state.gov](mailto:JVisas@state.gov).

## **Dynamic Global Exchange Contact Information**

My Sponsor is:

Dynamic Global Exchange  
30725 River Crossing Drive  
Bingham Farms, MI 48025

Office Phone Number: (248) 645-0505

Emergency Cell Number: (248) 885-0004  
(The Emergency Cell is staffed at all times.)

Officers:

Deb Martin, Executive Director  
[deb@dynamicglobalexchange.com](mailto:deb@dynamicglobalexchange.com)

Marisa Martin, Managing Director  
[marisa@dynamicglobalexchange.com](mailto:marisa@dynamicglobalexchange.com)

## Department of State Contact Information

**Street Address:**

U.S. Department of State  
Office of Private Sector Exchange (ECA/EC)  
SA-4E, 2430 E Street, NW  
Washington, DC 20037

**Mailing Address:**

US Department of State  
Office of Private Sector Exchange Designation (ECA/EC/D)  
SA-4E – Room # E-B001  
2201 C Street NW  
Washington, DC 20520

Telephone: 202 632 2805  
Fax Number: 202 632 2701

**Email:** [jvisas@state.gov](mailto:jvisas@state.gov)

**Website:** <https://j1visa.state.gov/>

### **Purpose and Requirements**

The Summer Work Travel program is a long-standing people-to-people diplomacy program which engages young people from around the world with a goal of fostering mutual understanding.

The Summer Work Travel program provides foreign students with an opportunity to live and work in the U.S. during their summer vacations from college or university to experience and to be exposed to the people and way of life in the U.S.

Participants are post-secondary students enrolled full-time and pursuing studies at post-secondary accredited academic institutions located outside the United States who come to the U.S. to work and travel during their summer vacations.

Summer Work Travel participants must be:

- Sufficiently proficient in English to successfully interact in an English speaking environment;
- Post-secondary students enrolled in and actively pursuing a degree or other full-time course of study at an accredited post-secondary educational institution outside the U.S.;
- Have successfully completed at least one semester or equivalent of post-secondary academic study;
- Pre-placed prior to entry unless from a visa waiver country.

## What Do I Take To My Visa Interview?

Once your visa appointment has been scheduled, it is time to organize your documents!  
If you have any questions, your international office staff are well prepared to assist!

Being dressed professionally and having your documents well organized will help make a good impression on the Consulate officer. The "interview" typically lasts no more than 10 minutes and is usually conducted with you standing at the officer's window (often speaking by microphone through a glass). Not very personal – but, that's how it's done.

Here is what MUST be in your document folder:

(<http://j1.visa.state.gov/participants/how-to-apply/interviews-documents/>):

- DS2019 Form - Signed in blue ink (keep this form forever!)
- Passport (it must be valid at least 6 months after your program end date)
- Completed Budget Worksheet
- DS160 Barcode page (You completed the DS160 when you applied on-line for your interview appointment  
<https://ceac.state.gov/genniv/>)
- One 2x2 "passport-style" photo
- SEVIS receipt (this is your proof of payment)
- Job offer (signed by you, the employer, and DGE)
- Proof of insurance: <http://www.compassbenefits.com/dynamicglobalexchange/>

What is the purpose of this interview?

Applicants must demonstrate to the Consular officer that they have binding ties to a residence in a foreign country which they have no intention of abandoning, and that they are coming to the U.S. for a temporary period. It is impossible to specify the exact form the evidence should take since applicants' circumstances vary greatly. Basically --- the Consular officer must be convinced that you WILL depart the U.S. after your program is complete.

You will likely be asked two questions. Think about these carefully and organize your answers in English before your interview.

1. *Why do you want to participate in this program?* Be ready to name your employer and explain what your job will be and where you will live. Know your program dates. SWT is a cultural exchange program – that must be the primary purpose of your participation. You may show your Budget Worksheet to prove that you will have the necessary finances to support yourself during your stay.
2. *Why will you depart the U.S. once your program is complete?* Explain that you intend to purchase a round-trip ticket if the visa is approved. Discuss your family and friends, your school, job plans, any connections you have which will demonstrate your ties to your country.

Final points:

- Speak ONLY in English during your interview! This will help convince the officer that your program will be successful.
- Go alone! NOT having your friends/family with you shows you are independent.
- Go home when your program is complete! Realize it may be tempting to stay in the U.S. after your program ends. "Over-staying" your visa has very negative consequences including
  - Your Department of State record will note your illegal status
  - You AND your family will have a difficult time of getting another U.S. visa
  - Others in your country may not be allowed to participate

*Notify your home office immediately of the approval (or denial) of your visa!*



Sample DS-2019 Form



U.S. Department of State  
**CERTIFICATE OF ELIGIBILITY FOR EXCHANGE VISITOR(J-1) STATUS**

DS-2019 APPROVAL NO: 1403-0119  
 EXPIRES: 02-28-2023  
 ESTIMATED BURDEN TIME: 45 MIN  
 Use Page 2

|   |  |  |  |                                       |                                       |   |  |  |  |
|---|--|--|--|---------------------------------------|---------------------------------------|---|--|--|--|
| 1. Surname: _____   |  | First Name: _____                                      |  | Middle Name: _____                    |                                       | Gender: <b>FEMALE</b>   |  | Passport No: <b>N0000</b>                |  |
| Date of Birth (mm/dd/yyyy): _____   |  | City of Birth: _____                                   |  | Country of Birth: <b>KOREA, SOUTH</b> |                                       | Citizenship Country Code: <b>KS</b>   |  | Citizenship Country: <b>KOREA, SOUTH</b> |  |
| Legal Permanent Residence Country Code: <b>KS</b>   |  | Legal Permanent Residence Country: <b>KOREA, SOUTH</b> |  | Position Code: <b>213</b>             |                                       | Position: <b>UNIVERSITY TEACHING STAFF INCLUDING RESEARCHERS</b>  |  |  |  |
| U.S. Address: Office of International Programs<br>3701 Chestnut Street, Suite 1W<br>Philadelphia, PA 19104-3199   |  |  |  |                                       |                                       | Exchange Visitor Program Number: <b>P-1-00183</b>   |  |  |  |
| 2. Program Sponsor: <b>University of Pennsylvania</b>   |  |  |  |                                       |                                       | Exchange Visitor Program Number: <b>P-1-00183</b>   |  |  |  |
| Participating Program Official Identifier: <b>PROFESSOR; RESEARCH STUDENT DOCTORATE; #</b>  |  |  |  |                                       |                                       | ASSOCIATE; STUDENT BACHELORS; #   |  |  |  |
| <b>SAMPLE</b>   |  |  |  |                                       |                                       |   |  |  |  |
| Purpose of this form: <b>Continue Program Participation.</b>  |  |  |  |                                       |                                       |   |  |  |  |
| 3. Visa Dates Filled:   |  |  | 4. Exchange Visitor Category:                                    |                                       |                                       |   |  |  |  |
| From (mm/dd/yyyy): <b>06-04-2003</b>  |  |  | <b>RESEARCH SCHOLAR</b>  |                                       |                                       |   |  |  |  |
| To (mm/dd/yyyy): <b>09-02-2003</b>  |  |  | Subject/FAM Code: <b>51.1401</b>                                 |                                       |                                       |   |  |  |  |
|   |  |  | Subject/FAM Code Description: <b>Medical Scientist (MS, PhD)</b> |                                       |                                       |   |  |  |  |
| 5. During the period covered by this form, the total estimated financial support (in U.S. \$) to be provided to the exchange visitor by:  |  |  |  |                                       |                                       |   |  |  |  |
| Current Program Sponsor Funds : <b>222,420.00</b>   |  |  |  |                                       |                                       |   |  |  |  |
| Total : <b>222,420.00</b>   |  |  |  |                                       |                                       |   |  |  |  |
| 6. U.S. DEPARTMENT OF STATE: ANY ORDER OR CERTIFICATION BY RESPONSIBLE OFFICER THAT A NOTIFICATION COPY OF THIS FORM HAS BEEN PROVIDED TO THE U.S. DEPARTMENT OF STATE (INCLUDES 0-770).  |  |  |  |                                       |                                       | Signature: <b>J. James Pitts</b>  |  | Alternate Responsible Officer:           |  |
| <b>SAMPLE</b>   |  |  |  |                                       |                                       | Name: _____   |  | Title: _____                             |  |
|   |  |  |  |                                       |                                       | Telephone Number: <b>215-898-4861</b>   |  | Telephone Number: <b>06-03-2003</b>      |  |
|   |  |  |  |                                       |                                       | Date (mm/dd/yyyy): _____  |  | Date (mm/dd/yyyy): _____                 |  |
| 7. Statement of Responsible Officer for Following Sponsor (or Exchange Visitor, if approved):<br>Effective date (mm/dd/yyyy): _____ Number of the institution (state form program number): _____ Issued by: _____<br>Is the program specified in item 2 a necessary or highly desirable activity in conformity with the objectives of the Mutual Education and Cultural Exchange Act of 1948, as amended? |  |  |  |                                       |                                       |   |  |  |  |
| Signature of Responsible Officer or Alternate Responsible Officer: _____  |  |  |  |                                       | Date (mm/dd/yyyy) of Signature: _____ |   |  |  |  |
| PRELIMINARY ENDORSEMENT OF CONSULAR OR IMMIGRATION OFFICER REGARDING SECTION 21(b) OF THE IMMIGRATION AND NATIONALITY ACT AND PL 94-484, AS AMENDED (Section 1(a) of page 2)  |  |  |  |                                       |                                       | TRAVEL VALIDATION BY RESPONSIBLE OFFICER (Maximum validation period is one year)  |  |  |  |
| The Exchange Visitor is on above program:   |  |  |  |                                       |                                       | *EXCEPT: Maximum validation period is up to six months for Short-Term Scholar and one month for Camp Counselor and American Teacher/Work. |  |  |  |
| 1. <input type="checkbox"/> Not subject to the two-year residence requirement.  |  |  |  |                                       |                                       | Date (mm/dd/yyyy): _____  |  |  |  |
| 2. <input type="checkbox"/> Subject to two-year residence requirement based on:   |  |  |  |                                       |                                       | Signature of Responsible Officer or Alternate Responsible Officer: _____  |  |  |  |
| A. <input type="checkbox"/> Government funding (such as):   |  |  |  |                                       |                                       | Date (mm/dd/yyyy): _____  |  |  |  |
| B. <input type="checkbox"/> The Exchange Visitor Skills List (such as):   |  |  |  |                                       |                                       | Signature of Responsible Officer or Alternate Responsible Officer: _____  |  |  |  |
| C. <input type="checkbox"/> PL 94-484 is amended  |  |  |  |                                       |                                       | Date (mm/dd/yyyy): _____  |  |  |  |
| <b>SAMPLE</b>   |  |  |  |                                       |                                       | Signature of Responsible Officer or Alternate Responsible Officer: _____  |  |  |  |
| THREE U.S. DEPARTMENT OF STATE: I have read and agree with the statement on item 7 on page 2 of this document.  |  |  |  |                                       |                                       |   |  |  |  |
| Signature of Applicant: _____   |  |  | Name: _____  |                                       |                                       | Date (mm/dd/yyyy): _____  |  |  |  |

## SEVIS Fee Receipt

**Student and Exchange Visitor Program: SEVIS I-901 Fee**

Confirmation OMB 1653-0034

Please print this page immediately for your records. You will not be able to return to this page and print it later.

Reference the confirmation number below on all inquiries related to your I-901 status. You will receive an I-797 hard copy receipt at the address you provided. You may be required to produce this receipt on your I-797 for visa issuance, admission to any United States port of entry, for any change of non-immigrant status, or other United States immigration benefits.

When you go to the Consulate for your visa, you should bring this receipt or your I-797 to prove you have paid the SEVIS fee.

U.S. Department of Justice Notice of Action  
Department of Homeland Security

| THE UNITED STATES OF AMERICA                     |   |
|--|---|
| <b>RECEIPT NUMBER:</b><br>(Confirmation Number): | <b>CASE TYPE:</b><br>I-901 Fee Remittance Form for F-1, F-3, M-1, M-3 and J-1 Non-immigrants. |
| <b>NAME AND ADDRESS:</b>                         | <b>NOTICE TYPE:</b><br>Receipt Type   |
| <b>RECEIVED DATE:</b>                            | <b>APPLICANT:</b>   |
| <b>NOTICE DATE:</b>                              | <b>PAGE:</b><br>1 of 1  |

This fee payment is valid **ONLY** for your particular course of study or program. If you fall out of status, apply for a new F-1, F-3, M-1, M-3, or J-1 non-immigrant visa, or if you want to change your non-immigrant category to an F-1, F-3, M-1, M-3 or J-1, you may be required to pay another fee.

**APPLICANT STATUS:** F-1, F-3, M-1, or M-3  
**DATE OF BIRTH:** \_\_\_\_\_  
**GENDER:** \_\_\_\_\_  
**SCHOOL CODE:** \_\_\_\_\_  
**AMOUNT RECEIVED:** \$100.00  
**SEVIS IDENTIFICATION NUMBER:** \_\_\_\_\_

Your I-901 fee transmittal form has been received. Please notify us immediately if any of the above information is incorrect.

**THIS ELECTRONIC RECEIPT MAY BE USED AS EVIDENCE OF PAYMENT. IN ADDITION, YOUR OFFICIAL I-797 RECEIPT NOTICE WILL BE DELIVERED TO THE ABOVE ADDRESS BY THE RECEIPT DELIVERY METHOD YOU SELECTED.**

The non-refundable SEVIS fee receipt for your program is collected by the U.S. Department of Homeland Security to cover the costs of the Student and Exchange Visitor System (SEVIS). The SEVIS fee for your program is \$35.

The SEVIS fee is included in the fees you paid to your international cooperator. This is a separate fee from the Visa application fee.

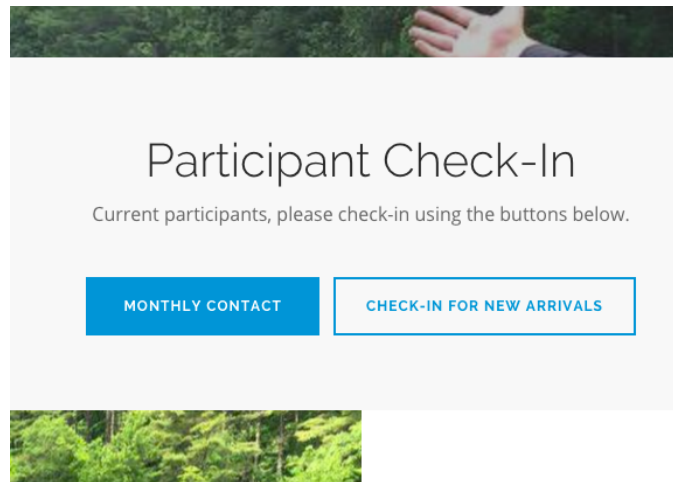
You will receive your SEVIS fee receipt from your international cooperator.

*You must bring this receipt to your visa interview.*

## Checking In

J-1 students, have you checked in this month?

Remember, the U.S. Department of State requires that you must check in with Dynamic Global Exchange when you arrive to the United States and again each month to maintain your visa status! Check-ins must be done by the 10<sup>th</sup> of each month.



1. Go to our site at [www.dynamicglobalexchange.com](http://www.dynamicglobalexchange.com) and click on the Check-In For New Arrivals button in the middle of the page. (You can also click on the Participant Check In button in the top right corner of the page to go directly to the Check-In For New Arrivals button.)
2. Once there, you will need to enter your email address in the field labeled Email Address and the password for everyone is dgeusa. It is very important that there are no spaces before or after your email address or password. **Please note: You will not be active in the system until the day that you arrive in the country. If you try to check in sooner, the system will not allow you to log in.**
3. You will then arrive at the form that you must complete in order to successfully check in. You will not be able to submit the form until all of the required fields have been completed. Please note both your host company and international cooperater will be listed by their legal name which may be different than the name that you call them.
4. Once you have successfully submitted the form, you will see a thank you message indicating that your check in is complete.

You will follow the same steps to log in and check in monthly, but should click on the Monthly Contact button since you will no longer be a new arrival.

**Accident and Illness Insurance**

You are fully insured as directed by the Federal Regulations governing your program. The insurance brochure provides a full explanation of your coverage. All forms are on our website.

Your insurance covers accidents and/illness (not pre-existing - previous 36 months - medical conditions).

Your insurance, Overseas Travel Medical Plan, is administered by:

**Seven Corners**

303 Congressional Blvd.  
Carmel, IN 46032  
Phone: 800-690-6295  
[www.sevencorners.com/att](http://www.sevencorners.com/att)

**For a list of doctors and clinics who fully accept your insurance (“providers”):**

1. **Call 800 335 0477 (Monday – Friday, 8am – 5pm) ... OR ...**
2. **[www.viiad.com/7corners/public/app/compass/provider\\_search\\_main.asp](http://www.viiad.com/7corners/public/app/compass/provider_search_main.asp)**
3. **Enter your zip code (or City/State)**
4. **Select “Provider Type” --- typically you will choose “Physician”**
5. **Select “Specialty” --- typically you will choose “Family Practice/Internal”**  
 (“Family Practice/Internal” are the terms used to describe a general doctor. This is a good choice if you have something simple ... like a sore throat, a slight rash, an upset stomach, etc.)

**You must pay \$75 (“co-payment”) per illness/accident to a doctor or walk-in clinic.** If you must return for a follow-up visit, you do NOT pay another co-payment.

**You must pay \$250 per visit to an Emergency Room if the doctor does NOT “admit” you to the hospital.** “ADMIT” means you are ill/injured enough that an overnight (or more) hospital stay is required.

**You are NOT required to seek care with a “preferred provider.”** In fact, some areas where participants are placed have no near-by preferred providers. In this case, you will likely be required to pay at the time of services ... so you will submit the claim/receipts and the insurance company will send you a check for reimbursement. If you seek care from a doctor who does not accept your insurance, you will be required to pay all charges above those deemed “reasonable and customary” by the insurance company.

**You have very limited dental coverage (maximum of \$500).** This includes accidents to healthy teeth (not including tooth damage to eating or biting into a foreign object – example: fork) and alleviation of pain. You have limited coverage for **mental health** (see brochure for details).

**You ARE required to submit a “CLAIM FORM” to the insurance company for each illness/accident.** This allows the insurance company to pay claims (the bills) sent by the doctor. You may submit a Claim Form by mail/fax/email. This information is on the Claim Form. You may print a claim form:  
**[www.compassbenefits.com/dynamicglobalexchange/claims.html](http://www.compassbenefits.com/dynamicglobalexchange/claims.html) All insurance claims must be submitted within 90 days from the date of injury or illness. Claims submitted after this period will be denied.**

**You are 100% covered for prescription medicines.** However, you may have to pay, submit bills, and wait for reimbursement.

**Thirty Day Grace Period**

If you are staying in the U.S. during the Department of State granted 30 day grace period, which begins after your program end date (as stated on your DS 2019), you **MUST** purchase additional insurance. If you are staying 1 day to 14 days past your program end date, the cost is \$30. If you are staying 15 days to 30 days past your program end date, the cost is \$55. Payment must be sent to DGE to extend your insurance.

Mail check or money order, payable to "Dynamic Global Exchange":  
*Dynamic Global Exchange*  
*30725 River Crossing*  
*Bingham Farms, MI 48025*

Keep copies of ALL claim forms and bills sent to the insurance company!!!  
***CARRY YOUR INSURANCE CARD AT ALL TIMES!***

### Budget Worksheet

Based on the information received from DGE, input information below to estimate your monthly budget.  
**Use multiple sheets, based on the length of your program.**

|   | Month 1 | Month 2 | Month 3 | Month 4 | Month 5 |
|---|---------|---------|---------|---------|---------|
| <b>FUNDS AVAILABLE</b>                            |         |         |         |         |         |
| Wages   |         |         |         |         |         |
| Tips  |         |         |         |         |         |
| Gifts from home                                   |         |         |         |         |         |
| Savings   |         |         |         |         |         |
| <b>Total Funds Available</b>                      |         |         |         |         |         |
| <b>EXPENSES</b>                                   |         |         |         |         |         |
| Housing   |         |         |         |         |         |
| Rent  |         |         |         |         |         |
| Utilities   |         |         |         |         |         |
| Telephone   |         |         |         |         |         |
| Internet  |         |         |         |         |         |
| Daily Living                                      |         |         |         |         |         |
| Groceries   |         |         |         |         |         |
| Eating Out  |         |         |         |         |         |
| Transportation                                    |         |         |         |         |         |
| Public  |         |         |         |         |         |
| Other   |         |         |         |         |         |
| Entertainment                                     |         |         |         |         |         |
| Movies  |         |         |         |         |         |
| Concerts/clubs                                    |         |         |         |         |         |
| Total   |         |         |         |         |         |
| Health  |         |         |         |         |         |
| Prescriptions                                     |         |         |         |         |         |
| Co-Pays   |         |         |         |         |         |
| Other medications                                 |         |         |         |         |         |
| Travel  |         |         |         |         |         |
| Plane/bus fare                                    |         |         |         |         |         |
| Accommodations                                    |         |         |         |         |         |
| Food  |         |         |         |         |         |
| Rental Car  |         |         |         |         |         |
| Personal  |         |         |         |         |         |
| Clothing  |         |         |         |         |         |
| Gifts   |         |         |         |         |         |
| Haircuts  |         |         |         |         |         |
| Books/Music                                       |         |         |         |         |         |
| Taxes (Assume 14%)                                |         |         |         |         |         |
| <b>Total Expenses</b>                             |         |         |         |         |         |
| <b>Total Funds Available MINUS Total Expenses</b> |         |         |         |         |         |

I understand that this personal budget is an estimate of my available funds and my expected expenses. I understand that taxes will be deducted from my paycheck (about 15% ... the majority of which I will receive as a tax refund the following spring once I file my tax return).

**I understand that it is my responsibility to complete this budget to show to the Consular Officer at my visa interview AND to use as a planning tool for my time in the U.S.**

## I-94 Documentation: Entry into the U.S.

### Overview

In order to increase efficiency, reduce operating costs and streamline the admissions process, U.S. Customs and Border Protection has automated Form I-94 at air and sea ports of entry. The paper form will no longer be provided to a traveler upon arrival, except in limited circumstances. The traveler will be provided with a CBP admission stamp on their travel document. If a traveler needs a copy of their I-94 (record of admission) for verification of alien registration, immigration status or employment authorization, it can be obtained from [www.cbp.gov/I94](http://www.cbp.gov/I94).

### Frequently Asked Questions

#### What is a Form I-94?

Form I-94 is the DHS Arrival/Departure Record issued to aliens who are admitted to the U.S., who are adjusting status while in the U.S. or extending their stay, among other things. A CBP officer generally attaches the I-94 to the non-immigrant visitor's passport upon U.S. entry. The visitor must exit the U.S. on or before the departure date stamped on the I-94.

#### How will the new I-94 automation impact inter- national travelers' entry to the U.S.?

I-94 automation will not impact a traveler's ability to enter the U.S. CBP will continue to create an I- 94 record for all travelers who require one, but the paper form will be created in an electronic format and not provided to the traveler. If a traveler requires a paper version of Form I-94, it will be available at [www.cbp.gov/I94](http://www.cbp.gov/I94)

#### Will CBP provide a traveler with any documentation or evidence showing status and time allowed in the U.S.?

Yes. CBP will provide each traveler with an admission stamp that is annotated with date of admission, class of admission and admitted until date. The electronic arrival/departure record can be obtained at [www.cbp.gov/I94](http://www.cbp.gov/I94).

#### Will travelers need to do anything differently when exiting the U.S.? How can they be sure their departure will be recorded properly with this new the I-94 automation process?

Travelers will not need to do anything differently upon exiting the U.S. Travelers issued a paper Form I-94 should surrender it to the commercial carrier or CBP upon departure. The departure will be recorded electronically with manifest information provided by the carrier or by CBP. If travelers did not receive a paper Form I-94 and the record was created electronically, CBP will record their departure using manifest information obtained from the carrier.

#### How does a traveler revalidate a visa without their I-94?

The I-94 admission record is created electronically and maintained in CBP systems. CBP will verify the I-94 electronically to re-validate an expired visa if the traveler meets the conditions of automatic revalidation. If entry occurred prior to automation, a paper form must be presented in order to comply with validation requirements. For more information about automatic revalidation go to [http://www.cbp.gov/linkhandler/cgov/travel/id\\_visa/revalidation.ctt/revalidation.pdf](http://www.cbp.gov/linkhandler/cgov/travel/id_visa/revalidation.ctt/revalidation.pdf).

#### Will CBP still issue a paper Form I-94 once the automation begins?

No. Rather than distributing a paper Form I-94, CBP will scan a traveler's passport, generating an electronic arrival record with data elements found on the current paper Form I-94. CBP will make the electronic I-94 available at [www.cbp.gov/I94](http://www.cbp.gov/I94). Travelers may visit this website to print their electronic I-94 number before

applying for immigration or public benefits, such as a driver's license or a Social Security number.

Since automation only affects air and sea arrivals, a paper Form I-94 is still issued at the land border ports of entry. Also, CBP intends to continue to provide a paper Form I-94 to certain classes of aliens, such as refugees, certain asylees and parolees, and whenever CBP determines the issuance of a paper form is appropriate.

### What if a traveler does not have a foreign pass- port for CBP to stamp?

Individuals without a foreign passport will be sent to CBP's secondary inspection upon arrival into the U.S., where they will receive their electronic I- 94 number. These individuals will be issued a paper I-94 with the pre-printed number crossed out, and the actual electronic I-94 number handwritten upon it.

Employers and agencies can expect refugees, asylees, parolees and others who do not have any other travel document to have these I-94s.

### What should a traveler do if he or she was ad- mitted incorrectly to the U.S.?

If an applicant was admitted incorrectly to the U.S., the applicant should visit a local CBP Deferred Inspection Site or port of entry to have his or her admission corrected. A list of Deferred Inspection Sites and ports of entry can be found at [www.cbp.gov](http://www.cbp.gov), under the "Ports" link at the bottom of the page.

If an applicant received an incorrect I-94 from U.S.

Citizenship and Immigration Services, the applicant should refer to Form I-102 available at [www.uscis.gov/forms](http://www.uscis.gov/forms).

### Will the process help expedite passenger processing time?

The I-94 automation will expedite passenger processing. CBP automated the I-94W process in 2010, which independent studies show has resulted in an approximate 20- second time savings per passenger. CBP estimates that I- 94 automation will result in similar time savings.

**What is the I-94 website ([www.cbp.gov/I94](http://www.cbp.gov/I94))?** Travelers may visit the website to retrieve electronic I-94 number. Upon entering the U.S., travelers will receive a paper with instructions on how to access the website.

The screenshot shows the U.S. Customs and Border Protection website interface. At the top, it says "U.S. Customs and Border Protection" with the tagline "Securing America's Borders". Below this, there are two tabs: "Get I-94 Number" and "I-94 FAQ". The "I-94 FAQ" tab is selected. The main content area is titled "Admission (I-94) Number Retrieval". It displays the following information:

- Admission (I-94) Record Number: 69000888062
- Admit Until Date (MM/DD/YYYY): 10/10/2012
- Details provided on Admission(I-94) form:
  - Family Name: LI
  - First (Given) Name: LYDIA
  - Birth Date (MM/DD/YYYY): 01/01/1990
  - Passport Number: P123123213
  - Passport Country of Issuance: Mexico
  - Date of Entry (MM/DD/YYYY): 04/11/2012
  - Class of Admission: B1

## Traveling to the United States

### Flight Information

It is important to provide your flight information to your International Cooperator as soon as it is scheduled (after your visa is approved).

### Packing

All airlines have baggage restrictions regarding number size, and weight for air travel. Check each airline's website for current information. Pack light. Many participants shop while they are in America and you will have the same limitations on luggage when you return home.

### Arriving at a U.S. Port of Entry - What to expect

U.S. Immigration and Customs Enforcement's **Student and Exchange Visitor Program (SEVP)** is committed to facilitating your stay in the United States while you enjoy your SWT program. To enhance security without slowing legitimate travel, the Department of Homeland Security (DHS) has instituted specific U.S. entry and exit procedures. Careful planning and preparation can ensure that any delay based on these procedures is minimal.

### Have ALL your program-related documents in your carry-on bag!

*Without these forms you will be unable to enter the United States.*

1. Your passport, valid for at least six months beyond your program end date
2. Your fully-executed (signed by DGE officer) DS-2019. When you received your U.S. nonimmigrant visa at the Embassy or Consulate in your country, the consular officer sealed your immigration documents in an envelope and attached it to your passport. You should not open this envelope! The Customs and Border Protection Officer at the U.S. port-of-entry will open the envelope.

In addition, it is strongly recommended that you also hand carry the following documentation:

1. Fully-executed (signed by employer, DGE, and you) Job Offer (be sure to have the full name of the host company, its address and phone number, and your supervisor's name);
2. Paper receipt for the SEVIS fee, Form I-797;
3. Name and contact information for Dynamic Global Exchange (248) 645-0505, including the 24-hour emergency contact number (248) 885-0004.
4. The full address of where you will be living OR the hotel (name, address, phone) where you will be staying the first days.

For greater detail on procedures for traveling and arriving in the United States, visit:

<http://j1visa.state.gov/basics/common-questions/>

### COMPLETE YOUR ENTRY PAPERWORK

On the airplane you will be given a Customs Declaration Form (CF-6059) to complete.

When stating your U.S. address state the address of your housing OR the hotel where you will be staying the first days.

If this has not been assigned – state the full address of your hosting company

Do **NOT** write-in the address of DGE!:



**U.S. Customs and Border Protection**

**Customs Declaration** FORM APPROVED  
19 CFR, 122.27, 148.12, 143.13, 148.10, 148.11, 148B.31, CFR 6136 OMB NO 1651-0000

Each arriving traveler or responsible family member must provide the following information (only ONE written declaration per family is required):

- Family Name: *Lefterom*
- Birth date: Day *22* Month *05* Year *87*
- Number of Family members traveling with you: *Alone*
- (a) U.S. Street Address (hotel name/destination):  
(b) City: *St. Louis, Missouri* (c) State: *MO*
- Nationality: *French, Canadian*
- Passport #: *CA2923887*
- Country of Residence: *Canada* Countries visited on this trip prior to U.S. arrival: *and France, although I...*
- Airline/Vessel Name: *US Airways, because of their excellent service, free inflight entertainment and willingness to stretch the blood money from my company.* If airline, Flight No.: *ZS40*
- Point of Embarkation: *Paris - Charles de Gaulle Airport*
- Date of arrival in U.S.: Day *26* Month *05* Year *12*
- The primary purpose of this trip is **business**. Yes  No
- Are you bringing any of the following into the U.S.?
  - Commercial Goods or Samples: *no*
  - Any items you have been requested by someone else to bring into the United States: *None*
  - Goods exceeding duty-free allowance: *Nothing except my computer and other supplies with regulations not entry into the US.*
  - Restricted/Illegal Articles: *As may be required for that country with a stamp and a "Travel card" for my job holiday. But normally there's no need to check my products, my company the rules of my duties or my large suitcase. Please check.*
- Are you bringing an amount into the U.S. of \$10,000 or greater?  
*No I may be bringing in 60000 each under amounts of 8000, though. That's all!*
- Is there anything else you are bringing into the U.S. that you think we should know about?  
*There might be a license card in my checked luggage. The checked procedure forms that I will really appreciate.*

Read the instructions on the back of this form. Space is provided to list all the items you must declare.  
I HAVE READ THE IMPORTANT INFORMATION ON THE REVERSE SIDE OF THIS FORM AND HAVE MADE A TRUTHFUL DECLARATION.

*Lefterom* *4-1-12, 2012*  
(Signature) Date (day/month/year)  
For Official Use Only  
Written by L. Szafrack and D. Zhu. Designed by S. Shen  
CBP Form 6059B (09/12)

**If you do not understand the form, ask the flight attendant for assistance. Having wrong information on this documents will cause problems at Passport Control!**

### Passing Through Passport Control

Have the following documents available for presentation:

- your passport;
- your DS-2019;
- Customs Declaration Form (CF-6059).

You will be asked to state your reason for wishing to enter the country. You will also be asked to provide information about your final destination. It is important that you tell the Officer that you will be a participant in the J-1 visa Summer Work and Travel Program. *Be prepared to provide the name and address of Dynamic Global Exchange and your employer.*

Once your inspection is successfully completed, the inspecting officer will place the Admissions Stamp in your passport.

**Transportation** - Detailed transportation information will be provided once you submit your flight information. You may contact your international office with questions.

### Personal Expenses

DGE requires you to bring \$1000 to cover your start-up expenses and any emergency you may encounter. It is best to bring \$500 in cash and \$500 available via credit card or bank machine withdrawal.

## Social Security Application Process

It is necessary to obtain a Social Security number (SSN). This number is required to be employed in the U.S. and to open a bank account.

- 1) You must wait 10 business days after completing your check in before applying
- 2) Bring
  - a. Passport (includes visa)
  - b. DS-2019
  - c. Print I-94 and bring copy <https://i94.cbp.dhs.gov/I94/#/home>
  - d. Complete U.S. mailing address (use the host company's address if you haven't confirmed housing) written clearly (give paper to officer)
  - e. Local phone number (use host company's if you/friend don't have a cell) written clearly (give paper to officer)
  - f. Mother's full name written clearly (give paper to officer)
  - g. Father's full name written clearly (give paper to officer)
  - h. Completed Social Security application
- 3) After compiling the information, the officer will print the completed application and ask you to review it for correctness. Read carefully for spelling.
- 4) The officer will provide a letter ("receipt") stating you have successfully applied for a Social Security number. You may ask the officer to stamp/date/sign this letter.
- 5) Provide your employer with the letter as proof of your application.
- 6) It will take up to 2 weeks to receive your Social Security card (by mail).  
Make a copy of your Social Security Card! The original card must be stored in a safe place (**not** routinely carried with you).

To find the Social Security Office closest to you: <https://secure.ssa.gov/apps6z/FOLO/fo001.jsp>

To find the application for a Social Security card: <http://www.ssa.gov/online/ss-5.pdf>

\*Please note that Social Security comes to both Block Island and Mackinac Island so participants in those locations may walk to Chamber of Commerce to apply for card. We will provide dates as soon as they are available. Any necessary copies can be made at the library.

\_\_\_\_\_, 2019

Dear Social Security Officer:

\_\_\_\_\_ is a participant of the U.S. Department of State's J-1 Cultural Exchange Summer Work and Travel program and is sponsored by Dynamic Global Exchange, Inc., a sponsoring agency designated by the U.S. Department of State.

The Summer Work and Travel program provides international university students the opportunity to be immersed in the U.S. culture while living and working in the U.S. during their school's summer vacation. By allowing an exchange of cultures, the program helps to fulfill the diplomatic mission of the Department of State.

The program dates are \_\_\_\_\_, 2019 to \_\_\_\_\_, 2019.

The birth date is \_\_\_\_\_.

If any questions remain, please feel free to contact me.

Sincerely,

Deb Martin  
Executive Director  
Dynamic Global Exchange, Inc.  
30725 River Crossing Drive  
Bingham Farms, MI 48025  
[www.dynamicglobalexchange.com](http://www.dynamicglobalexchange.com)  
[deb@dynamicglobalexchange.com](mailto:deb@dynamicglobalexchange.com)

## Emergency Guidelines

DGE has a responsibility and mission to ensure that you are safe. In that regard, the following steps have been developed in the event of a natural disaster affecting where you live or a national emergency.

For exchange visitors not yet departed from their home countries:

- All international offices will be contacted explaining the situation.
- The international offices will promptly contact all relevant participants.
- DGE will contact all affected participants by email to follow up and be available for questions.
- DGE will determine if and when it is safe for participants to travel to the U.S. to begin their programs.
- The international offices will maintain contact with DGE and regularly update participants waiting to depart for the U.S.
- DGE will also contact candidates whose programs have not been finalized with all relevant information.

## Learn About American Money

During your program stay, many of you have jobs which will require you to assist customers who are paying for goods or services. All of you will be customers yourselves! So --- here's some basic information to acquaint you with the U.S. system.

There are basically four ways customers in the U.S. may pay for a transaction:

1. With cash (bills and coins)
2. With a credit card
3. With a debit card
4. By charging the cost to their hotel room

### ONE – PAYING WITH CASH

Unlike the rest of the world, American paper money ("bills") are all the same size and color. This can easily cause problems, so be very careful in noting the amount of each bill. Currently in circulation there are two versions of each bill. The older one has the portrait small and in the center. The newer one has the portrait larger and slightly off center. Both are legal.

Paying with cash is becoming less common, but some businesses are "cash only." For example, busses and public transport, most machines (food/drink vending or photocopies), and very small businesses typically take only cash for payment. Surprisingly, most fast food outlets, shops, cinemas, bars, etc. actually prefer credit/debit cards. Customers also tend to prefer NOT paying in cash as it is much more convenient (and safe) to carry a credit/debit card than a pocket full of bills and coins.

Many currencies around the world are based on the same measure as the American dollar. That is, a single unit is divided into one hundred parts. Just as in your language there are MANY words which mean "paper/coin money" – the most common are *cash* and *currency*.

U.S. paper bills have only six denominations (values):

1. One dollar bill
  2. Five dollar bill
  3. Ten dollar bill
  4. Twenty dollar bill (typically this is the largest bill many businesses will accept – because they do not like to keep lots of change on hand which is necessary if they accept larger denominations)
  5. Fifty dollar bill
  6. One hundred dollar bill (which is the largest, although many Americans still believe there are larger bills in print)
- If you cash your paycheck at a bank or with your employer, it is best to request no bill larger than a \$20 bill.

U.S. coins also have six values:

1. Penny ( $1/100^{\text{th}}$  of a dollar) – also called "one cent" (can not be used in machines) – copper color
2. Nickel ( $1/20^{\text{th}}$  of a dollar) – also called "five cents" – silver color
3. Dime ( $1/10^{\text{th}}$  of a dollar) – also called "ten cents" - silver color – the smallest coin
4. Quarter ( $1/4^{\text{th}}$  of a dollar) – also called "twenty-five cents" – silver color
5. Half-dollar ( $1/2$  dollar) – rarely used – silver color
6. Dollar (1 dollar) – in several forms, it is generally a gold color and is not common

Americans have not been eager to accept coins larger than a quarter – so, you will likely not see the larger coins during your stay.

| PENNY   | NICKEL  | DIME  | QUARTER   | HALF DOLLAR   |
|---|---|---|---|---|
|  |  |  |  |  |
| 1 Cent  | 5 Cents   | 10 Cents  | 25 Cents  | 50 Cents  |

When a customer pays with cash, they RARELY have “exact change.” This means that you must subtract the amount of the receipt from the amount of cash you have been given – and then return the difference (“the change”) to the customer. Generally, customers will expect you to count back the change to them --- NOT to just hand it to them in one group.

Luckily, almost always, your computer (“cash register”) will calculate the change owed to the customer. Also, YOU may be the customer, so it is important to be comfortable doing the calculation in your head so you know you have received the correct amount of change.

Common transaction etiquette:

1. After entering all the purchased items into your computer (cash register), tell the customer the total, “Your total is \$15.75 (“fifteen dollars and seventy five cents”).
2. Assuming the customer is paying in cash, he/she will hand you an amount. Generally the customer will pay only with paper money, however sometimes they prefer to also give coins (as most people do NOT like carrying coins and are trying to get rid of them).
3. Count the cash BEFORE placing any of it in your cash drawer (your employer will explain the details of this step – as many do not want ANY cash placed into the drawer until the transaction is complete and the customer has accepted the change you have given as correct). This eliminates a customer waiting until you have placed cash in the drawer to say ... “NO, I gave you a bigger bill!” (and thereby demanding more change in return).
4. Enter the amount given to you into the computer (cash register). As nearly ALL registers are programmed, the machine will now tell you EXACTLY the amount of change to return to the customer. In the few cases this is NOT programmed, you must determine the correct amount yourself (either in your head, with pen/paper, or with a calculator).
5. Remove the change from the drawer. For example, if the customer gave you a \$20 bill for the purchase in step 1, you will say, “your change is four dollars and twenty-five cents.” Then you place the four one-dollar bills and the one quarter in the customer’s hand.
6. Always end the transaction with “Thank you very much.”

Again – your employer will review all the procedures for handling transactions, including cash transactions. You must be extremely careful when handling cash. Most systems require a unique “cashier code” to be in place when you are operating the machine. At the end of your work shift the machine will be balanced and any discrepancies (shortages OR overages) will be your error. Occasionally an employer requires the cashier responsible to PAY for any shortage on his/her machine. Be careful!

## **TWO – PAYING WITH A CREDIT CARD**

This is the most common way customers will pay. If your business accepts credit card payments, there are generally four credit cards accepted:

- 
1. MasterCard
  2. Visa
  3. American Express

4. Discover

Sometimes a small business will only accept MasterCard and Visa.

Your employers will teach you their systems for processing a credit card transaction. Some employers require a customer to present identification (for example, a driver's license) when presenting a credit card. Some employers do not require the customer to sign the receipt if the transaction is below a certain dollar figure (generally \$25). It is always important to make sure the back of the card is signed. Most always the credit card is processed through a computer which requires an "approval" from that system. The system will likely generate two receipts: one for the customer to sign and return to you to place into the "cash drawer" and the other for the customer to keep as a receipt of the transaction.

**In the U.S., customers DO NOT provide a secret code (a P.I.N.) when using a credit card.**

**THREE – DEBIT CARDS**

Debit cards look exactly like a credit card. The difference is that the amount transacted is immediately deducted from the customer's bank account. **In the USA, customers DO have to input a secret code (a P.I.N.) into the processing machine when using a debit card** (you will not see the P.I.N. – it is entered privately). Often you will see a "visa" logo on the front of the card. When you see this logo, you will ask the customer "credit or debit?" This is a shortened sentence which really means --- "Would you like me to process your transaction as a credit or as a debit?" This will affect which buttons you use on your machine, Your employer will review these details with you.

**FOUR – CHARGING TO THE HOTEL ROOM**

In hotels, resorts, and inns, guests almost always have the option of "charging" the cost of goods and services consumed at the property to their hotel rooms. This allows them to pay one invoice at the end of their stay (guests also are typically required to provide a credit card at "check-in" to secure payment for these incidental charges). Typically the guest must tell you his/her room number and last name. You will verify this with the property's computer system. In other situations, the guest must also present a room key for verification. Your employer will review these details with you

## Housing Do's and Don'ts

### Housing Assignments and General Information

- Your housing accommodations for the season will be assigned according to your arrival date and your employer.
- Room changes will not be permitted without permission from your employer.
- Furniture cannot be removed from one room to another!

The following are NOT permitted within the housing:

- Candles or incense
- Large-amp stereo units, guitar amps, or beat machines.
- Stacking or moving beds or furniture or using concrete blocks to elevate.
- Firearms, fireworks, explosives, ammunition, BB guns, starter pistols, blow-dart guns, slingshots, martial art devices, survival knives, daggers and switchblades.
- Nails, screws or adhesive hooks on the walls, doors or furniture.

### Tenant Responsibility

All ladies and gentlemen should be treated with courtesy and respect at all times. Participants should respect the housing property by keeping it clean and safe.

- All ladies and gentlemen are expected to comply with our Non-Smoking policies- such as in the housing and community.
- All ladies and gentlemen residing within a housing unit are responsible for activities within their unit.

### Here are a few Basic Rules to Remember:

- Televisions, stereos, and lights should be turned off when you are not in your room and volumes kept to a considerate level while in the room, regardless of time of day.
- No posters, signs or other items are to be placed on the exterior of your door.
- Clean the bath tub and shower regularly
- Whenever possible, please try to make use of a shower caddy for your products
- No smoking in housing united, patios/lanais/balconies and communal areas or breezeways i.e. passages

### Bed Bug Prevention

\*Report bed bugs the minute you suspect you have them\*

Everyday Bed Bug Prevention Tips:

Bed bugs are very successful hitchhikers, moving from an infested site to furniture, bedding, baggage, boxes, and clothing. It is important to be aware of how to prevent bed bugs in your everyday life. Here are some prevention tips to keep in mind regarding how to avoid bed bugs:

- Vacuum suitcases after returning from vacations
- Check your sheets for tell-tale blood spots
- Carry a small flashlight to assist you with quick visual inspections.
- Regularly inspect areas like beds, furniture, couches, etc.
- Reducing clutter in your home to reduce hiding places for bed bugs.



### **Behavior Problems**

- Incidents such as vandalism, fighting, harassment, the pulling of fire alarms in non-emergency situations, destruction of property, theft, intentional injury or other harmful actions will result in the termination of your housing contract and your program. You will be expected to return home immediately.
- If your housing is not maintained in the condition it was given to you, you will be fined for all repairs.
- While you are part of the program and over 21 years of age you are expected to drink responsibly, but alcohol is prohibited in all housing.
- The housing area is to be quiet between the hours of 10pm to 8am.

### **Guests**

\*\*Most employers do not allow guest in housing\*\*

- No overnight guests are permitted in housing.
- If allowed, residents assume all responsibility for their house guests' behavior

### **Pets and other Animals**

- Participants are not permitted to have pets of any kind in housing!

### **Substance Abuse, Illegal drugs, Alcohol & Tobacco**

All housing are drug-free areas. The use, sale or possession of drugs, drug paraphernalia or controlled substances is prohibited.

- Any illegal substance or paraphernalia found in your possession will be cause of your housing contract.
- Underage drinking is prohibited and cause for termination
- If you are 21 years old or older, State law prohibits you from providing alcoholic beverages to underage individuals.
- The housing is a non-smoking area. Tampering with or disabling a smoke detector will result in a fine.

### **Weapons**

Firearms, fireworks, explosives, ammunition or other dangerous weapons are prohibited in housing areas. Weapons may include, but are not limited to: BB guns, starter pistols, blow-dart guns, slingshots, martial art devices, survival knife, daggers and switchblades.

**Please show respect to your fellow housemates and to the property you will be living in for the duration of your program.**

## **Abuse, Harassment, and Bullying in the Workplace**

Issues can arise in the workplace that make you feel uncomfortable or unsafe. It is important that you know how to recognize these issues and what to do when they arise. While these issues are uncommon, they do happen and we want you to be prepared should you find yourself in one of these situations.

### **Abuse**

Abuse is the improper usage or treatment of a person, often to unfairly or improperly gain benefit. Abuse can come in many forms, such as: physical or verbal mistreatment, injury, assault, violation, rape, unjust practices; crimes, or other types of aggression.

### **Sexual Abuse**

Sexual abuse is undesired sexual behavior by one person upon another.

### **Sexual Harassment**

Sexual Harassment is bullying or coercion of a sexual nature, or the unwelcome or inappropriate promise of rewards in exchange for sexual favors. Harassment can include "sexual harassment" or unwelcome sexual advances, requests for sexual favors, and other verbal or physical harassment of a sexual nature.

### **Workplace Bullying**

Workplace bullying is repeated, health-harming mistreatment of one or more persons by one or more perpetrators. It is abusive conduct that is:

- Threatening, humiliating, or intimidating, or
- Work interference — sabotage — which prevents work from getting done, or
- Verbal abuse

### **Exploitation**

Exploitation, or human trafficking, is the trade of humans, most commonly for the purpose of sexual slavery, forced labor, or commercial sexual exploitation for the trafficker or others.

### **What to do if this happens to you**

- Speak to your supervisor and make them aware of the issue. If your supervisor is directly involved, you should speak with HR or someone else with greater authority. These matters are serious and your host company should investigate your complaint thoroughly.

- After speaking with your host company (or if you are afraid to discuss your concerns with them), you must immediately inform your sponsor. Your sponsor will work with you to determine the necessary next steps.

### **Questions**

If you have are unsure if a situation at work fits the above criteria, but is causing you to feel unsafe or uncomfortable, please contact your sponsor immediately so that we can help you to resolve your concerns.

## **Additional Workplace and Housing Issues**

### **Wage Violation**

A host company may be committing a wage violation if they are not paying minimum wage and overtime pay as required by law.

### **Housing Violations (Poor Housing Conditions)**

Housing is required to adhere to a specific code, or set of rules, to be acceptable for occupancy. While the code varies by area, housing that does not adhere to these rules is considered to be a housing violation.

### **Host Company Retaliation**

Host Company Retaliation occurs when an exchange visitor is punished for reporting concerns or problems to their host company. This practice is not an acceptable or tolerated way for a host company to treat an exchange visitor.

### **What to Do**

Immediately contact your sponsor if you are concerned that your employer has committed a wage violation, housing violation, has you living in poor housing conditions, or has retaliated against you for any reason.

## Bike Safety



Bikes are a health conscious, environmentally friendly, and budget conscious way to travel during your time in the U.S. It also often the only available transport (other than your feet)!

To make sure that you are safe while riding your bike, you should make sure to always follow the tips below.

1. Follow the Rules of the Road.
2. Be Visible.
3. Be Predictable.
4. Anticipate Conflicts.
5. Wear a Helmet.
6. Have a front AND rear light – and keep them on!
7. Have identification with you, including your insurance card and contact phone numbers
8. Know your route AND alternate sides which will provide less car traffic during “rush hour.”
9. Lock your bike whenever you are not with it!
10. Know your liability if you are renting a bike. What will you have to pay if it is stolen or damaged

More information about bike safety and the tips above can be found at <http://www.bikeleague.org/resources/better/>.

We cannot stress enough the importance of wearing a helmet. American’s are not always used to bikers so it is important that you protect yourself by wearing a helmet. Every year hundreds of people lose their lives in biking accidents and thousands more are injured- always be safe while riding your bike.

## Marijuana Laws in the United States

Although marijuana use is legal in certain states, under state law, it remains **ILLEGAL** under federal law. You must not consider that you are safe from law enforcement, even if you are in Colorado or Washington state where recreational use is legal (with restrictions) under the laws of those two states. Marijuana use is illegal under U.S. Federal law.

This is confusing to have contradictory laws. Generally speaking, federal law has priority over state law. However, some types of law fall into a gray area. A recent example are the medical and recreational marijuana laws, which make some applications of marijuana legal in some states. Although the U.S. Attorney General has stated that federal prosecutors will not make enforcement of the marijuana laws a priority in those states, buying/selling/using marijuana remains illegal in the U.S. and offenders are subject to federal prosecution. In other words ... do not buy or use marijuana anywhere in the U.S.

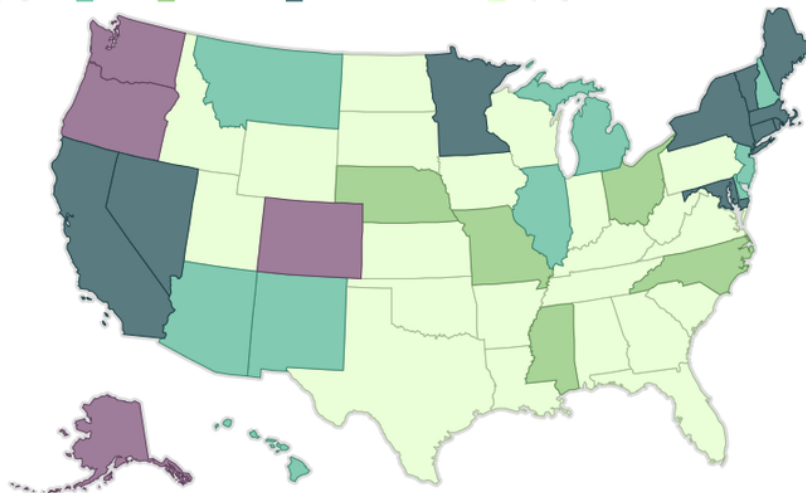
You must adhere to the alcohol and drug use policy of your host company. Host companies may terminate your job/training due to alcohol use (coming to work intoxicated or drinking alcohol at work) or drug use. Host companies may legally require a drug test (at their expense). Failing or refusing such a drug test will cause your termination from your job/training.

H

ere is a listing of marijuana use laws by state. To repeat: any use of marijuana is illegal under U.S. Federal law.

### Status of marijuana laws in the United States

■ Legalized
 ■ Medical
 ■ Decriminalized
 ■ Medical and decriminalized
 ■ Fully illegal



Source: NORML, Drug Policy Alliance, and the Marijuana Policy Project

V

## More Things To Remember

Does it seem you have a million things to do and to remember before you depart for your SWT program experience?

Well --- here are a few more ...

Rules relating to participants (YOU) of the SWT program ...

TERMINATION is when DGE “ends” your program experience in SEVIS in a very negative way.

Being “TERMINATED” in SEVIS means you – and your immediate family – will most likely be denied all future USA visa requests.

*It is very serious.*

*DGE is REQUIRED to terminate you IF you do NOT:*

1. Notify us (via website ([dynamicglobalexchange.com](http://dynamicglobalexchange.com)), email, or phone) within 3 days of your arrival AND of securing housing (including if you change addresses during your program stay).
2. Do NOT start a second job (or change jobs) until you notify DGE AND wait until we have “cleared” the new employer (within 72 hours).
- 3) Contact us at least once per month; by the 10<sup>th</sup> via our website. Click on this link <http://www.dynamicglobalexchange.com> and then click on the box that is labeled “Monthly Contact” and complete the form.

Three additional requirements for your program experience:

1. Your PRIMARY motivation for participation is to have an exceptional CULTURAL EXCHANGE EXPERIENCE. We will be providing opportunities throughout your program stay to participate in cultural outings (sports events, touring, etc.). We expect you to take advantage of these events AND to plan your own! You must report your cultural exchange experiences in your monthly contact report and in your End-of-Program evaluation.
2. You must notify us if you are NOT having the opportunity to work/interact regularly with U.S. citizens (co-workers, supervisors, customers).
3. Your working hours may NOT fall predominately between 10pm and 6am! You may work after 10pm and before 6am – HOWEVER – the majority of your working hours may NOT be overnight.

## Brochure: Are You Coming To The U.S. To Work or Study?

This brochure explains your rights while you are visiting the U.S.  
Read it carefully – and share with other internationals you meet during your program.



### Are You Coming To The United States Temporarily To Work Or Study?

We Are Confident That You Will Have An Interesting And  
Rewarding Stay. However, If You Should Encounter Any  
Problems, You Have Rights And You Can Get Help!

#### You Have the Right to:

- Be treated and paid fairly;
- Not be held in a job against your will;
- Keep your passport and other identification documents in your possession;
- Report abuse without retaliation;
- Request help from unions, immigrant and labor rights groups and other groups; and
- Seek justice in U.S. courts.

These rights, and others, are explained in this pamphlet.

If you are mistreated or your rights are violated,  
call these toll-free numbers:

National Human Trafficking Resource Center's  
24 Hour Toll-Free Hotline  
1-888-373-7888

(Run by a non-governmental organization)

Trafficking in Persons and Worker Exploitation  
Task Force Complaint Line

(Monday – Friday, 9am-5pm Eastern Time)

1-888-428-7581

(Run by the U.S. Department of Justice)

If you are in immediate physical danger, Call 911





For more on your rights to be treated and paid fairly at work, see page 5

For more on your right not to be held in a job against your will, see page 7

This pamphlet was created as a result of a U.S. Federal law, Public Law 110-457.

The U.S. Government has issued this pamphlet to honor the rule of law and uphold the dignity of all who come to this country. The U.S. Government is committed to combating human trafficking and labor rights violations.

## REMEMBER!!

### There Are Ways to Protect Yourself

- Keep your passport in a safe, easily accessible place at all times;
- Keep copies of your passport, visa, and employment contract in your home country with relatives or friends;
- Always have the phone number of your home country's embassy;
- Keep this pamphlet handy so that you can refer to it once you are in the United States;
- Keep a record of all the days and hours that you work, and the amount and date of each payment that you receive; and
- Call the National Human Trafficking Resource Center Hotline at 1-888-373-7888 (24 hours) or the Trafficking in Persons and Worker Exploitation Task Force Complaint Line at 1-888-428-7581 (weekdays 9am-5pm Eastern Standard Time) if you need help.



## An Overview of the Nonimmigrant Visa Process

### What is a nonimmigrant visa?

A nonimmigrant visa is a U.S. government document that permits individuals who travel to the United States to request entry for a particular purpose; for example, to work or to study.

The nonimmigrant visa process involves two important steps:

1. Applying for the visa at the appropriate U.S. embassy or consulate abroad; and
2. Presenting the visa to an immigration inspector at a U.S. port of entry.

### What are the important parts of my documentation?

1. **The visa.** It is located in your passport and shows your picture and visa expiration date. If your visa expires, you cannot reenter the United States on that visa until it is renewed.
  - If you have an employment-based visa, the visa will include the name of the employer who is sponsoring you to work in the United States.
  - Your temporary work visa **does not give you permission** to work for **any** employer that you choose—it is permission to work **only** for the employer listed on your visa application. In rare cases, it may be possible to change employers.
  - This does not mean you have to continue to work for your employer if the employer is abusing or exploiting you.
2. **The I-94 Card.** This is a white card provided to you when you enter the United States. Your I-94 card shows the period of time that you are allowed to remain in the United States.  
**Do not lose this card!**

#### TIP

Before you travel to the United States, **make two copies** of all important documentation, especially your passport (with visa), your contract, and your identity documents. Give one set of these copies to someone you trust in your home country. When you arrive in the United States and receive an I-94, make one copy of the I-94 in case you lose the original. Keep these documents in a safe place.

#### TIP

Once you arrive in the U.S., **keep your passport and other travel documents in a safe place where you can access it at all times!** It is illegal for your employer to take your passport away from you!



## Your Workplace Rights in the United States

There are several protections that are specific to the type of visa you receive. These are outlined below by visa category.

### A-3, G-5, and B-1 domestic employee visas

- If you work for a diplomat (A-3 visa) or a representative of an international organization (G-5 visa), or if you are a domestic employee holding a B-1 visa, your employer must provide you with an employment contract that complies with U.S. law.
- The contract must include the following provisions:
  - An agreement by your employer not to keep your passport, employment contract, or other personal property from you;
  - An agreement by your employer to abide by all laws in the United States;
  - An explanation of how much you will be paid for your work, as well as how frequently you will be paid; and
  - A description of your work duties, weekly work hours, holidays, sick days, and vacation days.
- Make sure that you understand the terms of the contract. If you cannot understand the language in which the contract is written, ask someone you trust to read the contract to you in a language that you understand. **Do not sign anything that you do not understand!**
- When you apply for the visa, a U.S. Consular Officer will meet with you and confirm that your contract complies with U.S. law. Do not hesitate to ask the U.S. Consular Officer any questions. Your employer is not supposed to be present when you meet with the Consular Officer.
- If you sign a contract that violates your rights, or if your employer does not do what the contract says, call the hotlines listed in this pamphlet immediately. They can help you find a lawyer who can help explain your rights in this situation.

### H-1B and H-1B1 visas for performing services in specialty occupations

- If you are coming to the United States to perform services in a specialty occupation or as a fashion model, please refer to [www.Travel.State.gov](http://www.Travel.State.gov) for more information regarding your rights and ability to change employers.

### H-2A temporary agricultural worker visas

- If you are a temporary agricultural worker, you must receive a written description of the terms of your employment no later than the first day of work. This document must contain detailed information about the benefits, wages, housing, work duration, and transportation benefits that your employer will



provide.

- You are entitled to payment at or above a wage that is set by the government. This rate applies whether you are paid hourly or by piece rate.
- You do not have to pay either U.S. social security taxes or fees to a labor recruiter in your home country.
- Your employer must provide clean and safe housing at no charge.
- Your employer must reimburse you for transportation costs from your country to your place of employment, but only after you complete half the contract period; and your employer must pay for your return transportation costs for your trip home after completion of the contract.
- You are entitled to guaranteed work for at least 3/4 of the number of workdays stated as the contract period unless you are displaced by a U.S. worker during the first half of the contract period.

#### **H-2B temporary non-agricultural worker visas**

- If you are a temporary non-agricultural worker, you are entitled to payment at or above the prevailing wage, which will be at least the federal, state, or local legal minimum wage, but may be higher. This rate applies whether you are paid hourly or by piece rate.
- Your employer must provide return transportation costs for your trip home if your work ends or you are dismissed for business reasons unrelated to job performance before the end of your contract.
- You are usually entitled to terms and conditions of employment that are normal for similarly employed U.S. workers in the area.
- You should never have to pay fees to a labor recruiter in your home country.

#### **J-1 exchange visitor visas**

- Unless your exchange program is sponsored by the Federal government, the program must be a minimum of three weeks duration. The Form DS-2019, the basic document required to apply for a J visa, reflects the category of exchange and the program dates. Depending on the category of exchange, there may be other documents and/or contracts which cover the terms of your exchange program.
- Your sponsor's advertisements must be accurate and explain all costs, conditions, and restrictions of the exchange program. Your sponsor must also give you an orientation and provide you with information about:
  - the J-1 program and a description of the specific program in which you are participating and its rules;



- travel and entry into the United States;
- housing;
- fees, and costs, including living expenses, healthcare, and insurance costs;
- life and customs in the United States;
- local resources;
- your sponsor's address and the name and phone number of the person responsible for you in the United States;
- contact information for the Exchange Visitor Program Services of the Department of State; and
- The Department of State's Exchange Visitor Program brochure;
- If you are entering on a Summer Work Travel program and do not have pre-placed employment, your sponsor must assist you in locating employment if you have not found employment within the first week following your arrival, and insure that you receive pay and benefits commensurate with those offered to your American counterparts.
- If your J-1 visa is for a training and internship program:
  - Your sponsor must interview you in person, by telephone or by web camera;
  - Your sponsor must have a Training/Internship Placement Plan (Form DS-7002) in place before your visa paperwork is submitted. This Form includes a written statement of any stipend you will be paid, and a summary of the training objectives of the program.
  - Your sponsor must give you a written statement of the costs and fees you will have to pay, and an estimate of living expenses in the United States.
  - Your training/internship must be at least 32 hours per week; and
  - If your training/internship is in agriculture, your working conditions and wages must meet strict federal requirements for agricultural workers.
- Your sponsor must assure that you have medical insurance coverage, though your sponsor need not provide or pay for this coverage.
- If you work in the United States, you should apply for and receive your own Social Security number, and your employer must report all tax withholdings using this number.
- If you are bringing your spouse or minor children with you on a J-2 visa, they may apply for work authorization only if the income is not necessary to support you.

For more information on visa categories and U.S. entry procedures, see the Web site of the U.S. Department of State:

[www.Travel.State.gov](http://www.Travel.State.gov)

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## Your Rights Regardless of Visa Status

There are also many **rights you have regardless of your visa status**. If any of these rights are violated, you can report the violations to a government enforcement agency. In most cases, you can also bring a lawsuit to attempt to recover your losses, without fear of being punished.

### 1. Your Right Not to Be Retaliated Against

- It is unlawful for your employer to try to punish you, for example, by threatening to report you to immigration or the police if you try to enforce your rights! If your employer threatens you at any time, **seek help immediately**. Remember, your safety comes first!

### 2. The Right to Be Paid

- You have the right to get paid for **all work you do, in the same manner as U.S. workers**.
- You have the right to earn at least the federal legal minimum wage \$6.55 per hour, and \$7.25 per hour starting on July 24, 2009, in the same manner as U.S. workers. Also check
  - The minimum wage for the **state** in which you work. If that wage is higher, you have the right to be paid the higher amount.
  - Your employment contract, which may obligate your employer to pay a higher amount.
- Most workers in the United States are entitled to overtime pay of one and a half times the amount of their wage for any hours worked over 40 hours per week. For example, if your regular wage rate is \$10 per hour, your employer may be required to pay you \$15 for each hour you work above 40 hours in a single week.
- If your employer takes money from your paycheck, this is called a deduction. Many deductions are illegal if they diminish your legal wage rate. For example, an employer usually may not deduct for housing (with some visa classifications, housing must be provided free of charge), most uniforms, safety equipment, or recruitment fees.

#### TIP

Make sure to keep a written record of **all the time that you work**. Get a notebook and write down all of the days and hours that you worked, how much you were paid, the days you received a payment, any deductions taken from your paycheck, and the reasons for those deductions.

### 3. Your Right Not to be Discriminated Against

- As an employee, you have the right to not be treated differently or badly at work



- If you mix or apply pesticides that require you to use protective equipment (like coveralls or a mask or respirator), your employer must give you equipment that is clean and in good condition.
- **Medical Emergencies:** In the case of an emergency, call **911** and ask for an ambulance.
  - Your expenses may be paid for, so you should tell your employer as soon as possible so the employer can file the necessary paperwork.
  - When you are at the doctor or clinic, ask for copies of the paperwork regarding your illness or injury.

#### 6. Your Right to Join a Union and Bargain Collectively

- With few exceptions, all workers in the United States have a right to form and join a union, regardless of their immigration status under federal law. Your employer cannot take action against you for doing so. This means you can:
  - Join with other workers to improve wages and working conditions;
  - Attend public speeches, rallies, and demonstrations; and
  - Join a union or other worker organization.

#### 7. Your Right to More Protections Under State Law

- Call the hotlines listed in this pamphlet for a referral to organizations that can tell you about your rights in the state where you are working.

#### 8. Your Right to Leave an Abusive Employment Situation

- You do not have to stay in your job if your employer is abusing you.
- But, if you came to the United States on an employment-based visa and you leave your employer, your visa status will no longer be valid. However, depending on the type of visa you have, you may be able to change visa categories or employers. You may also be able to remain in the United States legally to pursue a legal claim.
- You may also make a formal complaint or file a lawsuit against your employer while you are still working. There are severe penalties for an employer who tries to punish workers because they pursue their rights.
- If you are experiencing problems with your current employer, contact the hotlines listed in this pamphlet. They will be able to connect you with a local organization that can speak with you about your options.

#### TIP

You have rights in the United States and no one can take those rights away from you. There are hundreds of organizations that can help. Don't be afraid to ask for help to protect your rights.



## Human Trafficking

### 1. What is human trafficking?

Human trafficking is among the most terrible workplace abuses that an individual in the United States could encounter. Human trafficking occurs whenever a person is recruited, transported, or kept against his or her will for purposes of exploitation. For a full definition of human trafficking, please see [www.state.gov/g/tip](http://www.state.gov/g/tip) (see Legislation—Trafficking Victims Protection Act). The following are some warning signs that may indicate human trafficking:

#### Threats and Fear:

Employers, and people who help employers, may use threats and other intimidating acts to make you and other workers feel too afraid to try to leave. For example:

- Beatings, physical abuse, or sexual abuse;
- Threats of beatings, physical abuse, or sexual abuse;
- Locking in or restraining a worker;
- Threats of harm to the worker or the worker's family if the worker tries to leave, complain of mistreatment, report the situation to authorities, or seek help;
- Threats of being deported or arrested, or of being turned over to police for trying to leave, complain, report, or seek help for the worker's situation;
- The employer, or someone working with the employer, has harmed or threatened other workers who have tried to leave, complain, report, or seek help; or makes threats that any worker who tries to escape will be found and brought back.

#### Rules and Controls:

Employers, and people who help them, may use rules and controls to make it harder for you and other workers to leave, complain about mistreatment, or seek help. For example:

- Rules against leaving the workplace, or strict rules about where you can go when not working;
- Rules against holding onto your own passport, visa, birth certification, or other identification documents;
- Denial of adequate food, sleep, or medical care; or
- Preventing or restricting you from communicating freely with family, other workers, or others outside the workplace.





**Deception and Lies:**

Employers, and people who help them, may also use deception and lies. For example:

- False promises about working conditions, living conditions, or pay;
- Telling you that you have no rights;
- Telling you that you will not be believed if you try to seek help; and
- Instructing you to lie about their identity.



**2. What should I do if these things are happening to me?**

- If any one of these things is happening to you or you are in a dangerous situation, **get help immediately** by calling 911, the National Human Trafficking Resource Center (1-888-373-7888), or the Trafficking in Persons and Worker Exploitation Task Force Complaint Line (1-888-428-7581). They can help refer you to a local organization that help victims of human trafficking in your area.
- If you are in physical danger, you should call **911** to reach the Police. If you call the police, show them this pamphlet and tell them about the abuse that you have suffered.

**3. Will I be deported if I report the abuse?**

There are programs to protect people who report abuse. You should not be afraid to seek help even if you have immigration concerns. You should consult with an immigration attorney who does not work for your employer. The hotline can help you find someone to consult.

- If you believe you may be a victim of human trafficking or of another serious crime, including rape or sexual assault, you may be entitled to a different nonimmigrant visa, like a T visa (for trafficking victims) or a U visa (for victims of other serious crimes). These visas were created to provide protection for certain crime victims worried about their immigration status. Many people are unfamiliar with these visas and you may need to tell people assisting you about them.

**4. What services are available for victims of human trafficking?**

- If you are a victim of trafficking in the United States, you may be eligible for benefits, services, and immigration remedies under federal or state programs.
- Many organizations can help you access these services, which include medical care, mental health care, housing, dental care, legal advocacy for immigration and other legal needs, employment assistance, and public benefits.





## Know Your Rights

Call one of the hotlines listed in this pamphlet if you need help

You are receiving this pamphlet because you have applied for a nonimmigrant visa to work or study temporarily in the United States. The purpose of this pamphlet is to help you understand your rights when you arrive in the United States. Even though you will be living in the United States only temporarily, you will still have many of the basic workplace rights that U.S. citizens and residents have.

This pamphlet gives an overview of your basic workplace rights. Understanding your rights will help you to protect yourself from abuse. Keep this pamphlet with you in the United States in case you need to reach someone for help.

This pamphlet was also created to help you protect yourself against the most serious abuses, such as human trafficking. Human trafficking is a form of modern-day slavery where an employer or other individual, through physical or psychological abuse, causes an individual to feel that he or she is not free to leave the situation. **Recognizing that you are in an abusive employment situation is the first step toward getting help.**

If you arrive in the United States and have problems at work, you should seek help immediately. Do not believe your employer if he or she says that you do not have legal rights in the United States. Do not accept legal advice from your employer, contractor, or recruiter. Only an attorney representing you should give you legal advice.

If you believe your rights are being violated, the hotlines listed in this pamphlet can help you reach local organizations that can provide further assistance. **Do not be afraid to contact these organizations! They are here to help you.**

This pamphlet is not a substitute for legal advice. There are many different types of temporary work and educational visas, and you should not be afraid to ask for more information about your visa.

### IF YOUR RIGHTS ARE VIOLATED, CALL THESE TOLL-FREE NUMBERS:

National Human Trafficking Resource Center  
1-888-373-7888  
(24 hours)

Trafficking in Persons and Worker Exploitation Task Force Complaint Line  
1-888-428-7581  
(Monday – Friday, 9am-5pm Eastern Time)

## End of Program Requirements

Congratulations --- your program is nearly complete!

We hope you have enjoyed you time in the U.S.!

It is important to complete the following details BEFORE your program end date.

- (1) If you are departing the U.S. after your program end date (check your DS2019 to confirm this date) it is important to purchase additional insurance to cover that period. Mail a check or money order to DGE at least 10 days before your end of program date.
  - 1 day – 14 days = \$27.50
  - 15 days – 1 month = \$55
- (2) You must exit the U.S. no later than 30 days after your program end date.
- (3) Complete your End-of-Program Evaluation of your experience that will be emailed to you or can be found on our website.
- (4) Ask your employer if he/she is willing to write you a “Letter of Recommendation.”
- (5) You MUST return home to start the first day of school!

It is your responsibility to complete each item.

*We have enjoyed being your sponsor this season and wish you ALL life's best as you return home*