

Welcome

Dear Work Program Participant,

Welcome to CCI's Work and Travel Program! As a Work and Travel Program participant, you are sure to have many rewarding experiences. Living and working with Americans and other students from around the world is your chance to help us develop new international friendships and cross-cultural understanding. We hope that you make the most of your experience!

This handbook will answer many of the questions that you may have as a participant on the Work and Travel Program. Please read it carefully, as it contains very valuable information!

We invite you to refer to your CCI homepage, www.ccisevis.com, for up to date program information!

If you have any questions that this handbook cannot answer, please contact the Work and Travel Program toll-free at 866/684-9675. We are happy to assist you in any way we can.

Best wishes to you for a wonderful adventure in the United States!

Good Luck!

Sincerely,
CCI Work and Travel Department
Chicago, Illinois USA

Helpful Hints: Read This!

VALIDATE YOUR PROGRAM! You must validate your program within 7 days of your DS-2019 start date by reporting where you are working and living in the U.S. CCI must have this information in WRITING. You can validate your program online at www.ccisevis.com. If you do not validate your program on time, you may not be granted another visa to return to the U.S. If you have any problems validating your program, please contact CCI!

The job offer that CCI approved prior to your arrival is the job that you must work during your entire program. If you leave this job without CCI approval in WRITING, your visa sponsorship may be terminated. A terminated status means that you may not be granted another visa to return to the U.S.

Check your online home page ONCE A WEEK! The online system will be CCI's main form of communication with you, so it is important that you log on once a week for important updates from CCI.

Be responsible and follow the law! If you are caught stealing, drinking alcohol if you are not at least 21 years old, drinking and driving, or break U.S. law in any way, you may have to pay significant fines and/or go to jail. CCI will immediately terminate your program.

Make sure that you have insurance coverage the entire time that you are here! You are already covered during the dates on your DS-2019 form, but if you wish to travel during your grace period, please contact CCI for information on additional insurance. Remember that the insurance that CCI sets you up with may NOT cover you while driving any motor vehicle!

Be positive and open minded! We understand that adjusting to your new environment can be overwhelming, but being positive and open minded will help make the transition easier.

Communicate! Please let CCI and your employer know if you are experiencing any problems. We are here to help! Remember to **CONTACT** your employer for your exact arrival time, so they know when to expect you.

CCI Contact Information:

Work and Travel (Monday—Friday, 9 am—5:30 pm CST)

Telephone (toll free): 1866 684 9675 Fax: 1312 944 2644

Emergencies and after office hours **ONLY**: 1866 788 7804

Background Information:

What is CCI?

The Center for Cultural Interchange (CCI) is a non-profit organization dedicated to the promotion of cultural understanding, environmental consciousness, and world peace. CCI is designated by the Department of State as a J-1 exchange visitor program sponsor. We have been providing quality cultural exchange programs and have served thousands of participants since 1985. CCI is currently granted full listing by the Council on Standards for International Educational Travel (CSIET). We have been a member of the World Youth Student and Educational Travel Confederation (WYSTC) since 1994. Other associations include: NAFSA: Association of International Educators, GWEA: Global Work Experience Association, and The Alliance for International Educational and Cultural Exchange.

Background Information:

Contacting CCI

Telephone:

Monday - Friday, 9 A.M.— 5:30 P.M. Central Standard Time: **toll free** at 1-866-684-9675

If it is an emergency, and you are trying to reach us during non-office hours, you may call for free 1-866-788-7804. **PLEASE USE THIS NUMBER FOR EMERGENCIES ONLY!!!**

Some examples of **NON-EMERGENCIES** are:

calling to check up on your SEVIS status

confirming your arrival

lost passport

These are issues that can be dealt with during normal business hours (Monday - Friday, 9 A.M.— 5:30 P.M. Central Standard Time)

Fax:

312-944-2644

If you are faxing us something, be sure to call us toll free (1-866-684-9675) during normal business hours to confirm that we have received it.

Background Information: What is the Work and Travel Program?

CCI is designated by the U.S. Department of State to act as a sponsor for international students who wish to participate in the J-1 Work and Travel Exchange Visitor program. CCI's Work and Travel Program offers university students an exciting way to spend their summer break in the United States. Participants earn money to cover their living expenses, while working for up to 4 months. Participants can remain in the U.S. for an additional 30-day travel period. Most participants work in the hospitality industry and positions range from bartender to bookkeeper, ride operator to sales person, housekeeper to desk attendant.

SELF-PLACED DISCOUNTED OPTION (SP)

SP participants find their own jobs and submit a job offer by a deadline. All jobs need to be verified before a participant begins working.

JOB BOARD OPTION (JB)

JB participants use our Web site to locate, apply for and accept jobs. Participants receive a signed job agreement from CCI upon formal acceptance of the job online.

EASY PROGRAM OPTION (EZ) (beginning in winter 2008-2009)

EZ program participants are placed by CCI program coordinators with a cooperating employer. In addition to a full time job, the employer secures and guarantees housing for the participants. EZ participants may also search for a job using CCI's Job Board.

The following **ARE INCLUDED** in the CCI Work and Travel Program:

- One job offer with either housing provided or housing leads identified (EZ and JB options only)
- DS-2019 Form
- Medical insurance
- Virtual orientation (required)
- 24-hour support of the CCI Office

If you indicated on your application that you are attending orientation, the following will also be included:

- Orientation session upon arrival
- Overnight accommodations the night before your scheduled orientation
- Dinner at orientation check-in

The following are **NOT INCLUDED** in the program and are your responsibility:

- Housing Fees
 - Meals
 - Spending money
 - International airfare
 - Domestic transportation in the U.S.
 - Airport transfers
 - Public transportation to and from work
-

About your J-1 Work and Travel Visa

To participate in the Work and Travel Program, you need a valid passport and a J-1 visa issued by the American Embassy in your home country.

CCI will send a DS-2019 form and other visa documents to your sending agent when program payment is received.

When you are on a J-1 Work and Travel Visa, you are responsible for reporting through CCI's Web site (www.ccisevis.com).

- Your arrival to the United States, within 7 days after your DS-2019 start date.
- The address and phone number where you are living.
- The address and phone number where you are working.
- Any changes in address and/or employer, within 10 days of this change.
- Your departure from the United States.

If you do not have access to the internet and need to report any of the above items, you may report them via fax at 1-312-944-2644. Please be sure to call us toll free at 1-866-684-9675 to confirm we have received the fax.

WE MUST RECEIVE ALL OF THIS INFORMATION IN WRITING; WE CANNOT TAKE IT OVER THE PHONE!

If you do not inform CCI of this information, your visa sponsorship will be IN JEOPARDY, which means that you are not following the rules. In this situation, it is CCI's obligation to report you to the United States government, and you will need to return to your home country immediately. This will jeopardize your chances to return to the United States in the future.

Pre-Departure Information

What CCI expects from you!

When you applied for the program, you signed the [CCI Code of Conduct](#). This document can be found in this handbook and in your application, where you signed your name. Please be sure to read this information very carefully, as CCI and your employer will expect you to follow this Code of Conduct!

In addition to these terms, we expect you to be an open-minded, mature and hardworking employee who respects the rules and regulations of your employer and this country. We expect you to contact us directly if you are having any problems with your employer, surroundings, or job. We are happy to help you!

Job Offer Acceptances:

If you come on the EZ program, your acceptance or decline of the EZ work assignment must be received in the CCI office within 7 days from when we send it to the agent in your home country. Job Offers not confirmed within one week will be cancelled, and you will be expected to find your own job prior to your arrival. If you come on the JB option, CCI expects the signed offer for the work assignment that you accepted on the JB in our office within 7 days from when we send it to the agent in your home country

Virtual Orientation:

In addition to your pre-departure orientation and arrival orientation in the U.S., CCI also requires that you complete our "virtual orientation" prior to your arrival. Log onto your online account to complete this orientation.

YOU MUST COMPLETE THIS ORIENTATION BEFORE LEAVING YOUR HOME COUNTRY AND BEFORE VALIDATING YOUR PROGRAM!

Pre-Departure Orientation:

Before you leave your home country, your sending agent will provide you with a "pre-departure" orientation. It is important that you attend this orientation to discuss any questions or concerns that you may have prior to leaving for the U.S.

Flight Information:

CCI must receive your detailed round-trip flight arrival information no later than 10 days prior to your arrival in the United States. You should give this information to your sending agent, and they will notify CCI. **It is also your responsibility to inform your employer when you will be arriving!**

Pre-Departure Information

Return to your home country on time!

It is important that you obey the rules of the J-1 Work and Travel Visa and return home within 30 days of the end date on your DS-2019 form!

What if I want to stay longer?

Participants who overstay their visas are in the U.S. ILLEGALLY and in violation of CCI and Department of State rules. This means that you will be required to leave the country immediately!

Participants who overstay their visas also jeopardize the possibility of any family member visiting the U.S. in the future.

How can I return to the U.S. again?

Obey the rules of your J-1 Work and Travel visa the first time you come, and you be in positive standing with the U.S. government. This increases your chances to get another visa (J-1 or other) in the future!

CCI is happy to sponsor your visa while here in the U.S., and we hope you enjoy your Work and Travel experience! However, you were granted a visa based on your good academic standing, and the belief that you would return to your home country to finish your studies.

Jeopardizing your visa status has many repercussions that will affect you for the rest of your life!

Why you should return home on time:

1. You will remain in good standing with the U.S. government and CCI
2. You will be able to return to the U.S. again next year
3. Getting another visa is easier the second time
4. Your family will not have problems coming to the U.S.

Consequences if you do not:

1. You will have an unfavorable record in the U.S.
2. You will always be worried about getting caught
3. You may never be able to return to the U.S.
4. Your family members may not be granted a visa

Many times, people living in the U.S. will tell you it is OK to break the rules of your visa and remain in the U.S. However, this is not the case. U.S. government regulations have become extremely strict, and it is absolutely forbidden to violate the terms of your visa. Please contact your sending agent or CCI if you have questions about these regulations!

Pre-Departure Information

Where are you going?

The U.S. is a large country consisting of many cultures, different local customs, and varying attitudes. There are many ways to find out more about the area where you will be living. Be sure to research the area where you are going and be open minded about its differences!

Be enthusiastic about embracing the area that will be your home for the next few months!

Researching where you will work:

Internet: There is an abundance of information on the Internet. Research the Web sites provided by your employer on your job offer, or consult the “Useful Web sites” section of this handbook. Look for the company you will be working for online! Smaller businesses may not have a Web site, though you may be surprised.

The Local Chamber of Commerce: Most areas have Chambers of Commerce named for the city (for example, the Seattle Chamber of Commerce), or for the county (Door County Chamber of Commerce). These Web sites will give you information about the area, activities and social events. You can usually request more tourist information to be emailed!

Travel Bureaus: Perhaps there is a local tourist office or a visitor information center in the area where you will be living and working. They are also usually named for the city or county.

Contact your employer: Email or call your employer and ask where you can find information about the area.

Pre-Departure Information

Packing your bags

Pack Light! Remember that you will have to carry everything that you bring with you. Also, you will probably buy many things while in the United States, so it is best to bring the essentials and leave extra space for your purchases. Most airlines will allow you to check 2 bags and carry on 1 small bag. Please be sure to check your airline’s web site to make sure this is the case. Some U.S. airlines now charge a fee for checked baggage. In case your luggage is temporarily lost, you should pack a change of clothes in your carry-on luggage.

You should **contact the airline before** your departure to confirm the exact weight and measurement requirements of your luggage!

In addition to your standard clothing and toiletries, we recommend that you bring:

- **CALLING CARD** for phone calls
This can also be purchased when you arrive in the U.S.
 - **1 NICE PAIR OF DRESS SHOES**
 - **2 OR 3 DRESS SHIRTS OR BLOUSES**
 - **1 PAIR OF SNEAKERS/TENNIS SHOES**
 - **6 CASUAL/COMFORTABLE SHIRTS**
 - **1 PAIR OF SANDALS**
(Depending on location and time of year)
 - **1 SWEATER**
 - **1 SWEATSHIRT**
 - **2 PAIRS OF JEANS**
 - **DRESS SOCKS AND ATHLETIC SOCKS**
 - **1 JACKET**
 - **1 COAT**
 - **6 OR 7 PAIRS OF UNDERWEAR**
 - **1 OR 2 PAIRS OF SHORTS**
 - **PRESCRIPTION MEDICATION** (if applicable)
 - **GLASSES OR EXTRA CONTACT LENSES**
 - **LUGGAGE LOCK AND KEY**
 - **MONEY BELT** - To hold your important papers and money while travelling
 - **ANY OTHER CLOTHES REQUIRED BY YOUR EMPLOYER**, as stated on your job offer.
 - **MONEY!**
As one of our sponsorship conditions, you are required to have access to \$1000 when you arrive to the U.S., to help you live and in case of an emergency. You don't have to have this is cash, but you must be able to have access to it. A credit or debit card or traveler's checks are best.
 - **CCI's CONTACT INFORMATION.**
Once you arrive to the U.S. you will be under CCI's sponsorship - make sure you know how to contact us!
 - **2 COPIES EACH OF YOUR PASSPORT, DS-2019 Form, J-1 VISA, AND JOB OFFER.**
Make sure you keep all originals, and 1 copy each of your documents in your carry on bag! Pack 1 copy of each in your suitcase. These documents are **VERY** important, and you should know where this information is at all times.
-

Arrival in the United States

The Airport

To pass through the airport, you will need:

- Valid Passport with J-1 visa
- DS-2019 Form
- I-94 card (the white card that you received on the plane)

Be sure you keep these documents together in a very secure place at all times, and that you have these documents ready upon arrival. **We recommend that you make copies of these documents and keep them in a separate place in case they are lost or stolen. Copies will greatly help you if you need to replace these documents.**

What if I Left my DS-2019 Form back home?

At the port of entry, the immigration officer may tell you that your stay in the U.S. is limited to 30 days, and you will be issued a form called I-515A. You will have 30 days to produce all of the documents required on this form. Contact CCI during normal business hours, so that we may assist you in completing it.

All documentation must be MAILED to:
Student and Exchange Visitor Program (SEVP)
ATTN: Form I-515A Processing Team
Chester Arthur Building
425 I Street, NW, Suite 6034
Washington, DC 20536

What if I Lose my DS-2019 Form?

1. If you lost your DS form while here in the U.S., let CCI know.
2. Make a money order or check for \$20 U.S. payable to the Center for Cultural Interchange.
3. Include your name as it appears on your passport and provide the address where you may receive and sign for the package.
4. You will have to take the DS form either to the port of entry (the airport where you came in) or to a U.S. immigration office and ask an immigration officer to sign it.

IMPORTANT!

After you pass through customs, you are responsible for arriving at the orientation site, if you choose to attend CCI's orientation; **a CCI representative *WILL NOT meet you at the airport!*** Follow the instructions sent by CCI to your sending agent.

Arrival Orientation in the U.S.

If you are attending CCI's arrival orientation:

When you arrive at the orientation site, you must check in at the **CCI Welcome Table**. This table is available on the day before orientation. At this table, you will pick up very important information about the orientation. If you have any emergencies or get lost on your way to the orientation site, please contact:

1. the hostel where the group is staying or
2. the CCI Chicago Office at these TOLL FREE numbers:

Monday - Friday (9am - 5:30 pm Central Time) 1-866-684-9675
AFTER-HOURS EMERGENCY 1-866-788-7804

Sample Orientation Schedule:

Day 1	12:00 p.m. - 8:00 p.m.:	Arrivals to Designated Orientation Cities Check-In and Registration (Dinner provided) Participants receive Welcome Folders
Day 2	6:00 a.m. - 6:30 a.m.	Check Out of Hostel (<i>Breakfast provided</i>)
	7:00 a.m.	Orientation session
	7:30 a.m.	Social Security Application begins
	11:30 a.m.- 12:30 p.m.	Participants have the opportunity to discuss jobs with CCI staff members
	Afternoon	Participants travel to work assignments as instructed by CCI

Overnight Accommodations for Orientation

Please check with your sending agent for full orientation location details. Your reservation is for the night before the orientation date only. The cost of overnight accommodations and dinner are included in your program fee. CCI representatives will be at the hostel to welcome you on the prearranged arrival date. We will provide you with a packet of information.

If you arrive later than 8:00 p.m., or are not able to locate a CCI staff member, ask for assistance from the attendant and they will help you get settled in your room.

If you do not check in with a CCI staff member the night before orientation, **YOU MUST** check in the **FIRST THING** the following morning!

Additional Nights

If you need to spend an additional night in your orientation city, we recommend that you directly contact the hostel to make a reservation; CCI does not pay for additional nights

Traveling to Work

You will travel to your work assignment after orientation. You are responsible for reserving and paying for the train, bus or airfare. **Complete details about your required transfer to the work assignment may be provided on your job offer.** Please review this information when you receive it, as many transfers require reservations! After making your travel arrangements, contact your employer to confirm your arrival time and date.

If your job offer does NOT indicate travel instructions, be sure to discuss what you should do with your employer before reserving your transportation! Your employer needs to know when to expect you! Also, try not to arrive at an unreasonable hour, as this is not polite or professional!

Arrival in the United States

Money Matters

Credit Cards:

CCI recommends bringing a credit card to the U.S. You will have access to money in case of emergency, be able to order things over the phone and via the Internet (plane tickets and hotel reservations). You can also add minutes to your phone cards with a credit card. Visa, MasterCard and American Express are the most common in the U.S. Be careful about overspending. You will be required to pay back the money you charge!

Opening a checking account

- Be sure to open an account that provides a debit card. Debit cards work like credit cards but can be used at stores and restaurants that don't accept checks. Debit cards use the money from your checking account, so be sure that you have enough money in your account to cover your purchase! They are useable at cash machines (ATM's) all over the U.S. to get cash at any hour.
- You **MUST** have enough money in your account before you write a check! Banks charge fees (usually about \$30) when you overdraw your account. Keep careful records of how much money you are spending; always compare your own records with your monthly bank statement.
- Writing a check is simple. Write the dollar amount twice: once in numbers (in the upper right corner), and once using words (in the center). There will be a space for the date and your signature. Visit your local bank and ask them what kind of checking accounts they offer.

ABOUT YOUR MONEY

- **Keep your money in a safe place!** Try to carry small amounts of cash. Keep it in a money wallet under your clothes if you are carrying larger amounts of money.
- **Keep Receipts and Pay Stubs:** CCI recommends that you keep ALL your receipts while in the United States. This especially applies to housing, food and transportation receipts. You never know when you will need a receipt to prove your purchase. If you are not given a receipt when you pay rent, please request one from your landlord.
- **Cashing Paychecks:** If you have a checking account, you can simply take your paycheck to your bank or the bank written on your check and cash it. In addition, some grocery stores or currency exchanges also cash checks for a small fee. Be prepared to show some form of identification (for example, a copy of your passport) for any transactions that you make. Remember! You are NOT paid in cash!
- **Sales Tax:** When you look at a price tag in the U.S., it is usually the price before sales tax. Usually sales tax is about 5-8% (something with a price marked as \$1.00 could actually cost \$1.08 when you pay!). Be prepared for this when you are making purchases!
- **Tipping:** It is expected that you tip your server about 18% of the price of your bill for lunch and 20% of the price for dinner. If you feel that you were given good service, you may tip

more; likewise, if you feel you were given poor service, you may choose to tip less. Similarly, we also tip bartenders, taxi drivers, hair stylists, etc.

- **Budget wisely!** Be careful about overspending. Make sure that you have enough money to cover the essentials (rent, food, transportation) before you spend money on other things. CCI requires that you complete a budget sheet prior to your arrival. This will help you to better plan for your expenses during your stay in the U.S.
-

SEVIS and Validation

SEVIS: Student Exchange Visitor Informational System

As an Exchange Visitor to the U.S., you are responsible for maintaining your 'visa status.' Failure to follow these steps will put your visa status in jeopardy.

IMPORTANT POINTS

- Your sponsor is CCI. Telephone: 1-866-684-9675
Email: WorkProgram@cci-exchange.com
- You must inform CCI of where you are living and working. This must be within seven days after your DS-2019 start date. You should do this via online.cci-exchange.com.
- If you do not have access to the Internet, you may update your information with CCI via fax at 1-312-944-2644. Please call 1-866-684-9675 to confirm that your fax was received.
- If you change housing, you **MUST** notify CCI via the web site: online.cci-exchange.com.
- It is against CCI policy to change jobs without CCI's approval and doing so may lead to the termination of your visa! If you want to change your job, you **MUST** contact CCI directly before doing so! If you are given permission to change jobs, you must send a new valid job offer and budget sheet to CCI.
- You must contact CCI via the Web site when you have your return ticket information. This must be done, regardless if you are leaving early or not. You must call us before your insurance expires (refer to your insurance card) in order to avoid being reported to Immigration.
- You **MUST** check your CCI home page weekly, as this is how CCI will let you know if something is wrong with your status in SEVIS. If you changed your email address, contact CCI so we can update your information. If you opted for CCI to also send you email reminders, be sure to check your email and your junk or SPAM folders, in case CCI's emails are being sent there! If you are unsure of your status in SEVIS, contact CCI immediately!

A SEVIS DICTIONARY

- **ACTIVE:** Participant who has validated his program and adheres to all CCI procedures.
- **NO SHOW or INVALID:** This participant is no longer sponsored by CCI because the participant fails to report his employer and housing addresses in **WRITING** to CCI within 7

days after the DS-2019 start date. This may have a negative effect on the participant's future chances of returning to the U.S. on another visa.

- **INACTIVE:** Participant is no longer sponsored by CCI. This status can mean that the program end date has passed. It can also mean that the participant has received permission to leave the job before his DS end date to travel or to return home because of an emergency. The participant does not plan on working for the rest of the program. There are no negative consequences involved with this status; however, the participant will no longer be allowed to work and earn money.
- **TERMINATED:** Participants who are no longer sponsored by CCI because the participant breaks U.S. law, violates Department of State rules governing the program, OR failed to comply with CCI program rules. This may have a negative effect on the participant's future chances of returning to the U.S. on another visa.

TERMINATED PARTICIPANTS MUST RETURN TO THEIR HOME COUNTRY IMMEDIATELY.

Validating Your Program

Due to new enforcement procedures implemented by the U.S. Department of State, J-1 Work and Travel participants are now required to adhere to the following, in order to be validated in the SEVIS system. You will need to first be validated in the SEVIS system BEFORE your Social Security application is processed!

How do you validate your program?

1. Report your "site of activity" (employment) address AND your current housing address at: online.cci-exchange.com with your assigned username and password.
THIS PROCESS VALIDATES YOU IN SEVIS, ONLY IF YOUR INFORMATION IS RECEIVED COMPLETE. This must be done within 7 days after the DS-2019 start date. CCI staff is not permitted to validate any participant without written confirmation from the participant.
2. If the internet is not accessible, participants are permitted to submit complete housing and employment addresses via fax by using the CCI Validation by Fax Form.
3. If you have any questions or concerns, please call 1-866-684-9675 during regular business hours.

For the user guide to validating your program, please go to your online account at www.ccisevis.com and click on the Resources tab.

Work Placement

Where are you working?

Work and Travel participants receive a job offer in entry level positions.

Possible positions include: kitchen help, maintenance, customer service or sales, bussing tables, traveling amusements, food concessions, or cashiering. **If you have questions about the job offered to you, ask your sending partner before signing the agreement!** Your signature indicates that you agree to work at your job for the dates listed on your DS-2019 Form. It also

means that you know and accept the details of your placement. Once you sign your work agreement, your employer will depend on you to fulfill your work contract!

AVERAGE: Your work hours should even out to at least 30 hours per week, even if you do not work 30 hours every week. For example, if you work 20 hours one week and 40 hours the next, your average number of hours is 30. Some weeks may be slower than others. You should talk to your supervisor if you are concerned.

You are expected to work an average of 30 hours per week. Although special requests will be considered, your final placement may or may not be in your original field of interest. This is a *cultural exchange* program.

TRANSPORTATION TO WORK

In most cases, you will be able to walk to work or take public transportation. Many participants also buy/rent a bicycle. If you choose, you may purchase a car to use for the duration of the program, but you must purchase special auto insurance. CCI INSURANCE DOES NOT COVER YOU WHILE DRIVING!

Work Placement

What your employer expects from you

- **HARD WORK:** Your employer expects you to work hard and do all of the work requested of you.
 - **BE PUNCTUAL:** Always arrive to work 10 minutes early!
 - **BE RESPECTFUL:** Always treat your coworkers and managers with respect. You should always listen carefully to what they say. Accept new challenges with a smile!
 - **LOOK PRESENTABLE:** Your clothes for work should be clean and presentable and so should you! Your employer will expect you to have good hygiene and look nice for work.
 - **COMMUNICATE:** Always ask questions when you don't understand. If you are having a problem at work, discuss it with your employer. If you are not comfortable doing this, contact CCI, and we will help you.
 - **SPEAK ENGLISH:** Always speak English while working. It is your responsibility to make the most of your program. Your employer is not responsible for improving your spoken English. Opportunities to practice are all around you!
 - **SMILE:** Be friendly and make an effort to get to know the people around you.
 - **HAVE A POSITIVE ATTITUDE:** Respect our culture and the people you are working with. Consider your program an adventure, not a chore!
 - **BE RESOURCEFUL:** Research the area where you are working and see what it has to offer.
-

Work Placement

Your expectations

What you should expect from your employer:

- **FAIR WAGES:** Your employer should pay you as indicated on your job offer. You should be paid an hourly wage or a salary, whatever you agreed to. See below for more information.
- **HOUSING:** If you are an EZ program or JB participant, your employer guarantees housing or will identify housing leads for you, and you must make the arrangements for where you will live. If you are a SELF PLACED participant, your employer MAY provide housing for you, as agreed on your Self Arranged Job Offer.
- **TO PAY TAXES:** When you start working, you will have to complete a W-4 form. All J-1 Work and Travel participants should pay taxes. You will get most of this money back the following year. For more tax information, see the “Taxes” section.
- **SUPPORT:** Your employer should support you with advice and assistance when you need it. If you are having a problem, let them know. They are usually happy to help.

Wages:

- You should earn at least minimum wage for your work.
See *Appendix A* for minimum wage requirements by state.
- Some employers provide low-cost housing, which may be deducted from your check.
- Other employers may offer you a bonus at the end of a season to commend a job well done!
- Be sure to carefully review your job offer so you know what wages you will be paid.
- If you are working as a server, you will receive a lower hourly wage, but be compensated in tips.
- You are not paid in cash! You will be paid by check weekly, every two weeks, or monthly.
DO NOT expect to be paid everyday!

MORE THAN ONE EMPLOYER

You are permitted to have more than one job, if you choose. However, your CCI-approved job is your priority. Be sure to confirm that your job schedules do NOT overlap; you need to fulfill both job responsibilities. You should discuss your interest in a second job with your main employer; many times they will have extra hours for you to work.

CHANGING JOBS

You must arrive in the U.S. fully committed to your original job, which has been verified by CCI staff. **If you are having problems at your place of employment, you are required to CONTACT CCI.**

Participants who leave their job may have their visa sponsorships terminated. You must contact CCI *before* leaving your job!

Housing

Where are you living?

EZ AND JB PARTICIPANTS: Housing may be identified and arranged for you, or you will have housing leads identified. This means you must confirm your own housing; your employer does not guarantee it!

SELF PLACED PARTICIPANTS: If you found your own job or chose not to live in the housing listed on your job offer, you are responsible for finding and securing your own housing.

Housing is ultimately the responsibility of the participant and should be secured BEFORE arrival to the U.S. You have many options when looking for housing, including renting a furnished apartment or finding someone that is looking for a roommate. Most participants will stay in dormitory-style housing, RV/trailer homes, shared apartments, or hotel rooms. It is important that you thoroughly review the housing details outlined on your job offer, as some options require that you send a housing deposit from your home country.

Housing Using Housing Leads

WHAT ARE THEY?

If you receive a job offer with housing leads it means you must do the research BEFORE YOU ARRIVE TO THE U.S. to secure your own place to live; your employer does not secure it for you! Housing leads are a great help. All leads (Web sites, agencies, and people) have been contacted and are great resources for CCI J-1 participants looking for temporary, short-term housing.

HOW DO I USE THEM?

If it's a Web site, go to the computer and check out what's available. If it's a phone number or email, prepare a list of questions so you can make the most of your phone call. If housing has not been located and guaranteed for you, BE CERTAIN to make arrangements at a hostel or hotel for your first week in the U.S. It is too difficult to find housing the day you arrive. Do it before you leave home!

Normal housing deposits in the U.S. are 2 months' rent.

Things to consider when deciding where to live:

1. How far is it from my job?
2. How will I get to work?
3. Is there public transportation?
4. How much will my utilities cost?
5. How many roommates do I need to afford living here?
6. How many roommates can I have?
7. Is the area safe?

Housing - Changing Housing and Roommates

CHANGING HOUSING:

If you change where you are living you must inform CCI. This information can be reported on the Web site: www.ccisevis.com.

Failure to do this is a violation of your J-1 visa, and will result in the **termination** of your visa. If you decide to change your housing, CCI requires that you pay your landlord for any outstanding phone bills, damages, or rent. Failure to do so can result in the termination of your visa.

All housing changes MUST be reported to CCI! If you choose to quit your job or if you are fired, your housing may no longer be available. Depending on the powers of your employer or landlord, you may not be able to get your housing deposit back.

ROOMMATES IN THE U.S.:

Apartments in the U.S. can be expensive, especially in cities or resort areas. You can save money by sharing an apartment with roommates. It is often easier to find someone that would like to rent out a room of their existing apartment than to rent an entire apartment yourself. This way you do not have to worry about all of the start up costs that go into renting an empty apartment. We advise you to be cautious. Make sure that you are comfortable living with an individual before you accept an offer. Roommates and apartments for rent can often be found in the local newspaper or other local publications.

Important questions to ask when considering a roommate:

1. Why do you want a roommate?
2. What is your normal work schedule?
3. How do you feel about having guests in the apartment?
4. How long do you want a roommate?
5. Have you ever lived with anyone?
6. Do you have any references?

Social Security Administration Applying and getting your card

If you do not attend CCI's Arrival Orientation, you are responsible for applying for the card on your own; your employer is not responsible to take you! Directions and details on how to apply for a Social Security Card can be found on the CCI Work and Travel program Web site. You can obtain an application for a social security card at <http://www.ssa.gov/online/ss-5.pdf>.

Finding a Local Social Security Office

You can find the nearest Social Security Office at:
<https://s044a90.ssa.gov/apps6z/FOLO/fo001.jsp>
Just type in your ZIP code!

What you need to apply

You must have the originals of all documents AND make copies!

- 2 copies of your passport
- 2 copies of your visa
- 2 copies of your DS-2019 form
- 2 copies of your 1-94 card (front and back)
- 2 copies of your signed job offer.

Please note: Information on your Social Security application MUST MATCH your passport information!

What if I do not receive my card after 8 weeks?

Because of new government regulations, there is a longer waiting process for Social Security. If your card does not arrive in 8 weeks, you can call Social Security directly at: 1-800-772-1213.

Your Social Security card is CONFIDENTIAL information. No one else can call for your number; YOU MUST DO IT! Make sure you print your complete mailing address on the application. The Social Security card will be sent to this address. If Social Security does not have any record of your application, you should *re-apply* at your local office (Social Security can tell you where the closest agency is located).

If you have any problems, please contact CCI or refer to www.ssa.gov.

Unfortunately there isn't much that you, your employer, or CCI can do to expedite this process. Be sure to complete your application CLEARLY and confirm that your U.S. address and contact information is printed CORRECTLY.

Finally, please **get a receipt** from the attendant that you applied with; your employer may need it!

For Social Security questions after you return home, please see:
<http://www.socialsecurity.gov/foreign/index.html>

Social Security Administration Sample Form and Explanation

Follow the instructions on the first and second pages of the application. The third page of the form describes the documents that you will need to submit with your application.

The last page is the application form itself, as seen below.

SOCIAL SECURITY ADMINISTRATION Application for a Social Security Card				Form Approved OMB No. 0960-0066	
1	NAME <small>TO BE SHOWN ON CARD</small>	First	Full Middle Name	Last	
	FULL NAME AT BIRTH IF OTHER THAN ABOVE	First	Full Middle Name	Last	
	OTHER NAMES USED				
2	MAILING ADDRESS <small>Do Not Abbreviate</small>	Street Address, Apt. No., PO Box, Rural Route No.			
		City	State	ZIP Code	
3	CITIZENSHIP <small>(Check One)</small>	<input type="checkbox"/> U.S. Citizen	<input type="checkbox"/> Legal Alien Allowed To Work	<input type="checkbox"/> Legal Alien Not Allowed To Work (See Instructions On Page 2)	<input type="checkbox"/> Other (See Instructions On Page 2)
4	SEX	<input type="checkbox"/> Male	<input type="checkbox"/> Female		
5	RACE/ETHNIC DESCRIPTION <small>(Check One Only - Voluntary)</small>	<input type="checkbox"/> Asian, Asian-American or Pacific Islander	<input type="checkbox"/> Hispanic	<input type="checkbox"/> Black (Not Hispanic)	<input type="checkbox"/> North American Indian or Alaskan Native
6	DATE OF BIRTH <small>Month, Day, Year</small>	7 PLACE OF BIRTH <small>(Do Not Abbreviate) City State or Foreign Country FCI</small>			<small>Office Use Only</small>
8	A. MOTHER'S NAME AT HER BIRTH	First	Full Middle Name	Last Name At Her Birth	
	B. MOTHER'S SOCIAL SECURITY NUMBER <small>(See instructions for 8B on Page 2)</small>	_____ - ____ - _____			
9	A. FATHER'S NAME	First	Full Middle Name	Last	
	B. FATHER'S SOCIAL SECURITY NUMBER <small>(See instructions for 9B on Page 2)</small>	_____ - ____ - _____			
10	Has the applicant or anyone acting on his/her behalf ever filed for or received a Social Security number card before? <input type="checkbox"/> Yes (If "yes", answer questions 11-13.) <input type="checkbox"/> No (If "no," go on to question 14.) <input type="checkbox"/> Don't Know (If "don't know," go on to question 14.)				
11	Enter the Social Security number previously assigned to the person listed in item 1.	_____ - ____ - _____			
12	Enter the name shown on the most recent Social Security card issued for the person listed in item 1.	First	Middle Name	Last	
13	Enter any different date of birth if used on an earlier application for a card.	_____ / ____ / _____ <small>Month, Day, Year</small>			
14	TODAY'S DATE <small>Month, Day, Year</small>	15 DAYTIME PHONE NUMBER <small>() - _____</small>		Area Code	Number
I declare under penalty of perjury that I have examined all the information on this form, and on any accompanying statements or forms, and it is true and correct to the best of my knowledge.					
16	YOUR SIGNATURE	17 YOUR RELATIONSHIP TO THE PERSON IN ITEM 1 IS: <input type="checkbox"/> Self <input type="checkbox"/> Natural Or Adoptive Parent <input type="checkbox"/> Legal Guardian <input type="checkbox"/> Other (Specify)			
<small>DO NOT WRITE BELOW THIS LINE (FOR SSA USE ONLY)</small>					
NPN		DOC	NTI	CAN	ITV
PBC	EVI	EVA	EVC	PRA	NWR DNR UNIT
EVIDENCE SUBMITTED			SIGNATURE AND TITLE OF EMPLOYEE(S) REVIEWING EVIDENCE AND/OR CONDUCTING INTERVIEW		
			_____ DATE		
			_____ DATE		

Download a Social Security Application form here: <http://www.ssa.gov/online/ss-5.pdf>.

Insurance

Medical Insurance

This information is subject to change. Please contact the CCI office for more information!

YOU ARE LEGALLY OBLIGATED TO HAVE MEDICAL AND ACCIDENT INSURANCE COVERAGE FOR THE ENTIRE DURATION OF YOUR STAY IN THE UNITED STATES. IF YOU DO NOT, YOU WILL BE IN VIOLATION OF THE J-1 WORK AND TRAVEL VISA.

All participants have insurance coverage for the dates listed on the DS-2019 Form. Be sure you are also covered during the travel period after the last date listed on your DS-2019, if you intend to travel within the U.S. after your DS end date. Your valid insurance coverage dates are reflected on the medical insurance card.

CCI insurance does not cover you while driving. If you choose to buy or rent a car, you must buy your own auto insurance.

Policy

If you are covered under CCP's insurance, your policy number is FR 32/930.005 (subject to change). This number will also be on your insurance card. In an emergency situation, DIAL 911. To report an emergency to the insurance company*, call: 1-877-566-2681 or 1-819-566-2681.

For Medical questions that are NOT emergencies, please contact
1-800-477-2767 or 1-415-459-2620*

In a non-emergency situation, make an appointment with a doctor and send the claim form, signed by your physician, to the address listed in the insurance booklet. A blank claim form can also be found in the "Resources" page of your online account.

***This information is subject to change. Please contact the CCI office for more information.**

EXTENDING YOUR INSURANCE:

If you wish to extend your insurance after your arrival to the U.S. to cover your travel period, follow these instructions:

1. Make a check or money order payable to the Center for Cultural Interchange. **DO NOT SEND CASH!**
2. Insurance costs \$15 per week or \$60 for 30 days
3. On the check or money order, include: Your name as it appears on your DS form and the number of weeks for which you wish to purchase coverage
4. Your insurance card will be updated and can be obtained through your online account
5. Address the envelope to:
CCI Work and Travel

746 North LaSalle Drive
Chicago, IL 60654-1879

6. You should mail this at least 2 weeks before your original coverage ends.

Insurance

Auto Insurance

This information is subject to change. Please contact the CCI office for more information!

IMPORTANT REMINDERS:

- Carry your health insurance card with you at all times.
- Your sponsoring organization is CCI, the Center for Cultural Interchange. Your health provider can contact us if they have any questions.
- Your health care provider understands that it can be frightening and confusing to be sick or injured in a foreign country. Speak slowly and let the provider know when you do not understand.
- Try to bring a record of your immunizations with you to the U.S. Get all necessary and updated immunizations before you come, (especially Tuberculosis, Chicken Pox, and Measles).
- Give your employer a copy of your insurance card and claim form. Make sure they know your sponsoring agency is CCI and verify they have all CCI contact information. (We provide the employer with this information but in case of an emergency, it is helpful to have all the CCI insurance and contact information in one location). It may help to give this information to a friend or roommate as well.
- If you receive medical attention, complete the insurance claim form; that is how the hospital or doctor gets paid for the services you receive. **DO NOT SEND THESE DOCUMENTS TO CCI!**
- **When the bill comes, you must pay it in FULL. Please fill out your claim form and send the form with your original medical bills/receipts to your insurance company, and they will reimburse you. Make copies of these documents for your record.**
- Prevention is the key to a safe and successful program in the U.S. Take care of yourself! Eat healthy and get enough sleep. It is common for participants to work more than one job and have irregular sleeping cycles.

AUTO INSURANCE:

If you choose to drive, you must have auto insurance. The plan you choose must include personal injury coverage so they will pay your medical bills, if you have any.

HUNTING INSURANCE:

CCI insurance does not cover you while hunting.

Emergencies

To reach the police, fire department or ambulance, dial 911 from any phone and answer all the questions asked. It is important to know your location.

The CCI Chicago Office is available to assist you if you have an emergency while on the program. You may reach the CCI Chicago Office during normal business hours of 9:00 am – 5:30 pm CST at **1-866-684-9675 (toll free)**

To contact the **EMERGENCY CENTER** for the insurance company, dial **1-877-566-2681.***

In an **EMERGENCY** after normal business hours, you can also contact CCI's 24-hour phone number:

Emergency (24 hours): 1-866-788-7804 (toll free).

Please do not call the Emergency number for non-emergency situations. This number is for URGENT EMERGENCIES ONLY!

**This information is subject to change. Please contact the CCI office for more information.*

Emergencies

Car Accidents

If you are involved in a car accident, dial 911 immediately if anyone is injured. You should not move any part of the accident scene, so the police can report everything.

If you are not injured, you should exchange important information with the driver of the other car. Be sure to get the following information:

- Full name of the other person
- Telephone number of the other person
- Car information: license plate number, model, year and registration
- Name of insurance company
- Insurance policy number
- Contact information for any witnesses that may have seen the accident

Even if you are not injured, you should still file a police report.

If you do not leave any contact information for "hit and run" accidents, **it is considered a crime!**

Please do not drive if you do NOT have a valid driver's license or auto insurance!

Be sure to contact CCI as soon as you have taken care of immediate concerns!

Safety

DRINKING AND DRIVING-DON'T DO IT!

The legal drinking age in the U.S. is 21. This means that you are absolutely forbidden to consume any alcoholic drinks if you are less than 21 years of age while you are in the U.S.

If you are 21 and choose to drink, **NEVER DRINK AND DRIVE!!!** The U.S. has very strict laws that arrest people who drive when they have been drinking. If you are driving under the influence of alcohol and are caught, you will pay huge fines and probably go to JAIL! If you injure or kill someone, or even damage any property while you have been drinking, you will be charged with a felony and will DEFINITELY go to jail for a long time, maybe for the rest of your life!

Driving Safety Tips:

- **NEVER GET INTO THE CAR WITH SOMEONE WHO HAS BEEN DRINKING!**
- **Have a designated driver!** This means that out of your group of people that are drinking, there will be one person that will NOT drink and will therefore be the driver of the group. Designated drivers save thousands of lives every year.
- **ALWAYS wear a seatbelt.**

If CCI finds out that you have been driving under the influence of alcohol, your visa sponsorship will be terminated immediately.

Safety

Bicycle Safety

Many of you will most likely use buses or bicycles (bikes) as your main mode of transportation. If you choose to use bikes or even drive a car, you must read this page!

Cyclists and drivers need to respect each other while on the road. Here are some tips for each while sharing the road.

Cyclists:

- Always obey all traffic control signs and lights.
- **ALWAYS** wear a properly fitting helmet, even if you are not going far.
- Always ride in the same direction as traffic.
- Always ride in a straight line. Do NOT swerve between cars!
- Always **BE VISIBLE!** Wear bright clothes and use a reflector or reflector tape or clothing.

- Always use hand signals accordingly.
- Always ride far enough away from parked cars.

Drivers:

- Reduce speed when you see a cyclist.
- Scan for cyclists in traffic and at intersections.
- When passing, leave 4 feet of space between your vehicle and the cyclist.
- Do not use your horn when you are close to a cyclist.
- Look for cyclists when opening your door.
- Always wear a seatbelt.

For more tips on bike safety maintenance, please visit these Web sites:

<http://www.bikeleague.org>

<http://www.wordspacepress.com>

Adjusting to the United States

Money Matters

Bring money with you!

You are expected to bring enough money to support yourself during the FIRST MONTH of your program. Most employers have specific pay periods, and will NOT give advances to their employees.

Exchanging money/using ATMs:

Most banks and airports will change foreign money for a small fee. To check the current conversion rates, visit: www.moneycentral.msn.com/investor/market/rates.asp. ATMs are located in all airports and several restaurants and shops.

Traveler's Checks: convenient and insured!

One of the safest ways for you to travel with money are traveler's checks. If they are lost or stolen, they can be replaced. Be sure that they are printed in U.S. denominations! Most businesses will accept traveler's checks; however, taxi drivers and other public transportation personnel do not.

Checking accounts:

Visit your local bank and ask them what kind of checking accounts they offer.

You will need identification to open a checking account. You can use your Social Security Card and passport.

Questions to ask when opening a checking or savings account:

- Do you charge a fee if I do not maintain a minimum balance?
- Is there a monthly service fee?
- Can I access my bank account online?
- How much do checks cost?
- How much is an overdraft fee?
- What other kinds of fees apply to my account?

Getting money from home:

Western Union: This company will transfer money overseas for a small fee. Call 1-800-325-6000 (toll-free) or go to www.westernunion.com to find Western Union offices closest to you and check when your money will be coming.

Wiring Money: If you have a U.S. bank account, money can be wired from your home country into your account. Check with your bank to learn their policies and fees for wiring money, especially in airports.

Taking money home:

It is strongly discouraged to carry large sums of cash with you. Pickpockets love to prey on tourists. Consider sending your money home via Western Union. Although there is a fee, it's worth it!

Adjusting to the United States American Systems

The American system of measures and weights is different from the Metric System. Be careful, conversions can be confusing!

Temperatures

Temperatures in the U.S. are usually given in Fahrenheit!

- 0 Celsius = 32 F
- 20 Celsius = 68 F
- 37 Celsius = 98 F

To calculate Fahrenheit to Celsius:

*SUBTRACT 32 from the F number, (98F-32 = 66)

*DIVIDE the answer by 9, (66 / 9 = 7.33)

*MULTIPLY by 5 (7.33 x 5 = 36.6 C)

Height and length

1 centimeter = .39 inches 1 inch = 2.54 centimeters
1 meter = 3.28 feet 1 foot (12 inches) = .3 meters (or 30.5 cm)
1 kilometer = .62 miles 1 mile = 1.6 kilometers

Weight

1 gram = .035 ounces 1 ounce = 28.35 grams
1 kilogram = 2.2 pounds 1 pound (16 ounces) = .45 kg

Volume

1 liter = .26 gallons 1 gallon = 3.8 liters
1 quart (4 cups) = .95 liters 1 cup = .4 liters

Adjusting to the United States Legal Rights

If you are accused of a crime in the United States, some of your legal rights include:

- The right to remain silent and to refuse to answer any questions, if you choose.
- No person accused of a crime may be forced to confess or give evidence against him or her.
- The right to be represented by a lawyer, and to be provided with a lawyer if you cannot afford one.
- Entitled to be released from jail upon posting of a bail bond (money to ensure that the person reports for trial) set by the court.
- Entitled to a fair trial conducted according to all the rules of evidence and court procedures.
- You are presumed innocent until proven guilty in a court of law. You don't have to prove innocence; rather the prosecution must prove your guilt beyond a reasonable doubt.

If you get into trouble, inform CCI immediately. We will do our best to assist you; however, you are required to accept responsibility for any crimes that you commit.

You are subject to all of the laws and regulations in the U.S., even though you are not a citizen. **Ignorance of the law is no excuse!** If you are involved in illegal activities and found guilty, you could potentially serve jail time or be deported without hope of entering the U.S. in the future. It is important to be aware of any law that might affect you while in the U.S.

- Avoid getting into trouble!
- Do not drink alcoholic beverages if you are under 21 years of age.
- Do not drive a car while intoxicated or without proper authorization and insurance.

- Do not steal from your employer or "borrow" cash from the company expecting to return it at a later date.
- Do not steal even "little" things from anywhere (including from your workplace).
- Do not have relations with minors (under the age of 18).
- Confirm that you satisfy all requirements by your apartment complex so you do not owe money to them after you leave.
- Do not destroy or harm the property of others.
- Return to your home country no later than 30 days past the last date on your DS-2019 form.

Petty "minor" theft:

Keep your valuables (passport, DS-2019 Form, money, credit cards, etc.) in a safe, locked place at all times! Travel with a "money belt" that you can wear under your clothing. It is smart to open up a bank account to keep your earnings safe and away from the hands of possible thieves.

Violent crime:

It is not likely that you will encounter violent crime while in the U.S. However, prevention is an important element in avoiding an attack. When traveling to large cities, it is good to take a taxi and not to walk alone at night. Always know where you are going and exactly how to get there. Try to travel with a friend – there is safety in numbers!

Adjusting to the United States

U.S. Culture

Meet people and socialize so that you can practice your English and learn about the American way of life!

The U.S. is full of diversity: languages, religions, ideas, food, music, EVERYTHING! We want you to EXPLORE this diversity!

Adjusting to your new environment can be exciting, overwhelming and challenging! This is normal - you have been taken out of your familiar environment and placed in an entirely new setting! Dealing with new customs can get exhausting. Here are some tips to help you adjust:

- **BE PATIENT:** It gets easier as time goes by!
- **MAINTAIN A POSITIVE ATTITUDE**
- **YOU ARE HERE TO LEARN AND HAVE FUN**
- **KEEP A SENSE OF HUMOR** (even when under stress)
- **ALWAYS HAVE AN OPEN MIND**
- **PARTICIPATE IN CONVERSATIONS AND GROUP ACTIVITIES:** Many Americans will want to learn about your country and culture!
- **REMEMBER:** English is not the native language of all Americans!

If you are having a difficult time adjusting, call CCI! We are happy to help!

Typical American Customs and Habits

Americans have customs and traditions that may seem unusual to you, but remember that certain gestures and expressions may not mean the same thing as in your country!

- **SPACE:** Observe others around you. Give people a comfortable distance when you are standing in line or having a conversation.
 - **STANDING IN LINE:** Americans can be very territorial about their place in line. Please respect this and wait your turn!
 - **SILENCE:** Americans often try to fill silences with simple conversation (we call this "small talk").
 - **TIME:** Generally, Americans feel that time is a commodity. Many Americans hurry through many things to get to the next thing on their agenda. Sometimes it may seem like everyone in the U.S. is in a rush. Waiters may hurry you and people may push past you; do not take this personally!
 - **EATING OUT WITH AMERICANS:** If an American invites you out to eat, they are not necessarily paying for it! It is typical (especially with college-age students) for everyone to pay their part of the bill.
 - **TIPPING:** You should tip 18-20% in restaurants and after every round of drinks in a bar!
 - **GREETINGS:** Americans usually shake hands when greeting each other (both men and women). It is unusual for people to kiss hello unless they know each other well. Hugs are common and less personal than a kiss. Americans also use informal expressions to say hello ("How are you?" "Hey!" "What's going on?")
 - **EXCUSE ME, PLEASE, THANK YOU:** Are expressions used very freely in the U.S., regardless if the person is a friend, colleague or stranger!
 - **HYGIENE:** Americans are very sensitive to body odor. If in doubt, wash!
 - **FRIENDLINESS:** You will find that most Americans are warm and friendly toward you, and that they are genuinely interested in what you have to say. This is one of the best aspects of our culture - take advantage of it! Most Americans will greet you with a smile, even if they don't know you!
 - **WORK:** In many work environments, Americans are on a first name basis, something that people from other countries find difficult to get used to. Also, Americans can work long hours, but they generally have a work hard, play hard attitude. It is common to go out for a drink after work!
 - **IDENTIFICATION:** It is customary to always have identification on you, especially to enter a bar! However, you should leave your passports at home; just carry a copy!
 - **FOOD and DRINKS "TO GO":** Coffee on the go is very popular in the U.S., a trend that is catching on in other countries as well. Many American restaurants are open all day and dining times are very flexible. You can usually eat breakfast all day; have late lunch or early dinner.
 - **SIZE:** Most participants find that things in the U.S. are on a larger scale (cars, food portions, roads, buildings, people...EVERYTHING!)
 - **CARS:** Although public transportation is usually good, most people in the U.S. have cars.
-

Taxes

What is the W-4?

When you begin working, you will be asked to complete a W-4 Form. This form tells your employer how much tax to take out of your check during each pay period. The W-4 is designed for resident U.S. workers; since you are a Non-Resident U.S. Alien, you should fill out the form slightly differently.

IT IS VERY IMPORTANT TO FILL OUT YOUR W-4 FORM EXACTLY AS DETAILED BELOW:

Form W-4 (2008)

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

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

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

Basic instructions. If you are not exempt, complete the **Personal Allowances Worksheet** below. The worksheets on page 2 adjust your withholding allowances based on itemized deductions, certain credits,

adjustments to income, or two-earner/multiple job situations. Complete all worksheets that apply. However, you may claim fewer (or zero) allowances.

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

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

Nonwage income. If you have a large amount of nonwage income, such as interest or dividends, consider making estimated tax

payments using Form 1040-ES, Estimated Tax for Individuals. Otherwise, you may owe additional tax. If you have pension or annuity income, see Pub. 919 to find out if you should adjust your withholding on Form W-4 or W-4P.

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

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

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

Personal Allowances Worksheet (Keep for your records.)

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

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

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

D Enter number of dependents (other than your spouse or yourself) you will claim on your tax return **D** _____

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

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

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

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

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

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

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

Form W-4		Employee's Withholding Allowance Certificate		OMB No. 1545-0074
Department of the Treasury Internal Revenue Service		▶ Whether you are entitled to claim a certain number of allowances or exemption from withholding is subject to review by the IRS. Your employer may be required to send a copy of this form to the IRS.		2008
1 Type or print your first name and middle initial.		Last name		2 Your social security number
Home address (number and street or rural route) 333 N. Michigan Ave., Suite 2415 Chicago IL 60601, USA		3 <input checked="" type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Married, but withhold at higher Single rate. Note. If married, but legally separated, or spouse is a nonresident alien, check the "Single" box.		
City or town, state, and ZIP code		4 If your last name differs from that shown on your social security card, check here. You must call 1-800-772-1213 for a replacement card. ▶ <input type="checkbox"/>		
5 Total number of allowances you are claiming (from line H above or from the applicable worksheet on page 2)		5		<u>1</u>
6 Additional amount, if any, you want withheld from each paycheck non-resident alien		6		\$
7 I claim exemption from withholding for 2008, and I certify that I meet both of the following conditions for exemption. • Last year I had a right to a refund of all federal income tax withheld because I had no tax liability and • This year I expect a refund of all federal income tax withheld because I expect to have no tax liability. If you meet both conditions, write "Exempt" here ▶		7		
Under penalties of perjury, I declare that I have examined this certificate and to the best of my knowledge and belief, it is true, correct, and complete.				
Employee's signature (Form is not valid unless you sign it.) ▶ X		Date ▶ X		
8 Employer's name and address (Employer: Complete lines 8 and 10 only if sending to the IRS.)		9 Office code (optional)		10 Employer identification number (EIN)
X		X		X

Taxes

Common Tax Questions

1. **What taxes am I responsible for?**

Federal - You ARE required by law to pay Federal Taxes.

State and Local Taxes - It is POSSIBLE that you will be required to pay state and local taxes. Unfortunately, this will vary from state to state. Your employer should know if the state requires you to pay taxes as a J-1 participant. If you are unsure, you can go to www.taxadmin.org and click Shortcut to Tax Forms, then click on the state that you worked in; here you will find links to these publications.

Social Security and Medicare - You are NOT required to pay Social Security or Medicare taxes.

2. **What taxes are being deducted from my paycheck?**

Your pay-stub (a piece of paper that is usually attached to your paycheck) usually tells you how much tax is being withheld from every check. If there was any money withheld for Social Security/Medicare/FICA, this is a mistake that needs to be corrected.

3. **What if my employer withholds Social Security/Medicare by mistake?**

If these taxes were withheld from your check, you should contact your employer directly for reimbursement. If you are unable to get a refund from your employer, file a claim for refund with the Internal Revenue Service (IRS) on Form 843 Claim for Refund and Request for Abatement. This form is available on the IRS Web site: www.irs.ustreas.gov. Once at the Web site, type 843 in the Forms and Publications Finder Box.

4. **Why should I file a tax return?**

It is required by law that you complete a tax return. If it is discovered that you did not file a tax return, you could have problems trying to re-enter the U.S. In other words, you could risk your visa status by failing to file a tax return. Also, most participants receive a refund; you may get money back for the taxes that you paid!

5. **Is there a difference in filing state and federal tax returns?**

Yes. All Work and Travel Program participants must file a federal tax return. Anyone required to pay State/Local Taxes must file a state tax return.

6. **Can someone help me with taxes?** Filing taxes can be very difficult, especially when it is not in your native language. If you need help, TaxBack, a reputable tax service, can prepare your tax return for you. TaxBack has 15 offices around the world and will process your refund for 10% of your refund value. If you choose to use TaxBack, you should contact them by clicking on the link on the CCI Work and Travel Program Web site:

www.taxback.com/ci.

7. **When do I file my tax returns?** According to federal law, you MUST file a tax return by April 15 of the following year (for example, if you worked in 2020, you must file by April 15, 2021). NOTE: If you work from December through January/February/March/April, you will be required to complete a tax return for two different tax years. For reporting purposes, the tax year ends on December 31.

8. **What if I decide to do my own tax returns?** To assist you, the IRS has full-time staff in several U.S. Embassies. These offices have tax forms and publications. They can help you with accounting problems and answer your questions. Call the U.S. Embassy that is closest to you in your home country to see if they offer this service. For necessary forms and

publications, you can refer to the IRS Web site as well: www.irs.ustreas.gov. Type the number of the form or publication that you need in the box marked Forms and Publications Finder. You can also call 1-800-TAX FORM (1-800-829-3676) and request that these documents be mailed to you.

Taxes

What you need to file taxes

- A copy of your last paycheck (from every employer)
- Your Social Security card
- A copy of your DS-2019
- A copy of your J-1 Visa
- A W-2 Form (from each employer).

W-2 FORMS ARE NOT PREPARED UNTIL JANUARY. THEREFORE, **IT IS VERY IMPORTANT TO LEAVE YOUR ADDRESS WITH YOUR EMPLOYER SO IT CAN BE MAILED TO YOU LATER.** IF YOU HAVE NOT RECEIVED YOUR W-2 FORM BY FEBRUARY 15, CONTACT YOUR EMPLOYER. YOU WILL NEED THIS FORM TO RECEIVE A REFUND!

WHAT FORMS DO I NEED TO FILE MY TAX RETURNS?

- Form 1040NR-EZ and Instructions
- Form 8843 (Statement for Exempt Individuals)
- Form 843 (for Social Security/Medicare that was mistakenly withheld)
- Publication 519 (U.S. Tax Guide for Aliens)
- Publication 901 (U.S. Tax Treaties)

Go to <http://www.irs.gov/file/content/0,,id=105690,00.html> for updated information on where to send your tax information.

Keeping in Touch Using the Phone

When you get to the U.S., **call to let your family know that you have arrived safely!** Don't forget that there are people at home who will worry if they don't hear from you! There are payphones at many stores and restaurants, and if you have a calling card, it is easy to use a regular phone to charge the call to your card. If you need a calling card, you can visit Appendix A of this handbook for links to purchase one.

DO NOT USE YOUR EMPLOYER'S PHONE WITHOUT PERMISSION! YOU WILL BE CHARGED FOR ALL CALLS!

USING THE PHONE

Phone numbers have two parts:

- **AREA CODE:**
1 + the first 3 digits
- **LOCAL NUMBER:**
the next 7 digits

CALLS WITH A DIFFERENT AREA CODE:

Any call that is several miles away is considered long distance and is charged a special rate. To make one of these calls, dial: 1 + area code + local number.

You should use your calling card for these types of calls. Long distance phone calls are more expensive than local calls, so never make a long distance call from your employer's phone without permission!

INTERNATIONAL CALLS:

To call internationally from the U.S., dial: 011 + country code + phone number.

You should use your international calling card to make these calls. All phone bills in the U.S. are itemized, so employers know ALL NUMBERS and DESTINATIONS that have been called.

TOLL FREE NUMBERS:

Any U.S. numbers that have the area code "800", "866", or "888" are free at any phone. For example, you can call CCI for free at 1-866-684-9675!

CALLING "Collect":

If you are at a payphone and have no money, the operator can ask the person you are calling if they accept the charges. To make a collect phone call, you can dial 1-800-COLLECT. We recommend that you do this **ONLY** in an emergency! It is very expensive to make phone calls this way.

TELEPHONE DIRECTORIES:

For telephone information,

1. White Pages contain all residence and business numbers listed alphabetically
2. Yellow Pages contain business numbers listed by category - for example, "pizza" or "physicians".
3. You can also dial 1-800-FREE-411 for free telephone information.

CALLING CARDS:

Every Work and Travel participant should purchase a calling card. Good Web sites to try for calling cards are www.zaptel.com and www.callingcards.com, where you can compare rates of calling cards for various countries, or you can follow the links on our Web site to purchase a card. You can usually add time or money to a calling card with your credit or debit card.

Keeping in Touch Mail and Email

ONLINE ACCOUNT: Check your online home page on a weekly basis for important information from CCI. You may not have access to the Internet where you work. If you don't, you can use free computers at most public libraries. There are also cyber cafes in larger towns where you can pay to use a computer.

EMAIL: To create a free email account, you can go to www.yahoo.com, www.hotmail.com or www.gmail.com and follow the directions. This is a free convenient way to keep in touch with family and friends.

MAIL: You can buy stamps at any post office, some grocery stores or stamp machines. Postage varies by weight, but you can weigh your mail at the post office to find out how much postage to use. You can mail letters either at the post office or drop them in the large blue mailboxes that say "U.S. Mail".

Local mail only takes a few days to deliver within the U.S., but international mail may take a few weeks, depending on what country you are sending it to. If you are sending packages, ask the mail employees about the cheapest and best way to send them, and if you should get postal insurance.

Within the U.S. it costs 42 cents to mail a letter and 27 cents to mail a standard sized postcard. It usually costs about \$1.50 to mail a letter overseas, but you should always check with the post office first.

Useful Phone Numbers:

- **UPS: 1-800-PICKUPS**
 - **U.S. Postal Service: 1-800-222-1811**
 - **DHL: 1-800-225-5345**
 - **Federal Express International: 1-800-247-4747**
-

The 30-Day Travel Period and Extending your Program:

The 30-Day Travel Period:

If your main break from school is long enough and there are no date restrictions from the U.S. embassy in your home country, you are allowed to stay in the U.S. for 30 days beyond the end date indicated on your DS-2019 form. On your DS-2019 end date, you must stop working, but you may remain in the U.S. to travel for 30 days following this date.

You **MUST** purchase an insurance extension if you plan to travel after your work program ends. **YOU MUST HAVE INSURANCE FOR THE ENTIRE TIME YOU ARE IN THE U.S.!**

Participants who remain in the U.S. after the 30-day additional travel period are subject to arrest and deportation. Violation of immigration regulations may seriously jeopardize the possibility of returning to the U.S., under any type of visa.

Extending your Program:

You may find that you would like to work in the U.S. for a longer period of time than you had originally planned.

If the dates on your DS-2019 are for a period that is **less than 17 weeks**, it *might* be possible to file for a program extension. There is a significant charge that you have to pay to extend to 17 weeks during the program. Even if you pay this fee, there is no guarantee that you will get an extension! This money is non-refundable!

If you still wish to pursue this option, please contact the CCI Chicago Office.

If the dates on your DS-2019 reflect a **full 17 weeks**, you cannot extend your visa. There are no exceptions - this is a J-1 visa regulation. As a CCI participant, you agreed to return to your home country upon completion of the program. Any participants attempting to extend their stay without legal status will be subject to detention and deportation by the U.S. Department of Homeland Security. Such violations can jeopardize your chances of returning to the U.S. in the future.

TRAVEL

Inside and outside the U.S.

TRAVEL IN THE UNITED STATES

Under J-1 visa regulations, participants are permitted to remain in the U.S. for 30 days after their DS-2019 end date, if this period does not interfere with U.S. embassy end date restrictions or university start dates; however this time must be used for travel **ONLY! YOU ARE NOT PERMITTED TO WORK DURING THIS PERIOD!** Most participants use their 30 extra days in the U.S. to explore the rest of the country. CCI encourages you to explore our country, composed of so many different cultures! Enjoy small towns, large cities, beaches, mountains, deserts, forests, East Coast, West Coast, Midwest, visit new friends and family!

CAN I TRAVEL OUTSIDE THE U.S.?

Program participants who travel beyond the boundaries of the U.S. may **not** be permitted by the Customs and Border Patrol officer to re-enter the U.S., as they are no longer in valid J-1 status at that time. Participants who have an interest in visiting either Canada or Mexico at the end of their stay should **be prepared to return directly home from either country.** It is also a good idea to contact the embassy of the country that you plan to visit to verify their procedures and visa requirements, as this information is subject to change.

TRAVEL

Modes of travel

CAR:

To travel by car in the U.S., you must have a valid driver's license from your home country. In many cases, you will need an international driver's license, which you must bring with you from home.

Laws governing car rentals and license requirements vary by state, so you must check with the rental company or the Secretary of State for the proper information.

RENTING A CAR:

Renting cars in the U.S. is an option, but rules vary by state and rental company. Usually, renters must be 25 years old, but it is also possible that drivers under the age of 25 may rent a car, if a daily fee is paid. In almost all cases, a credit card is **REQUIRED**. There are many rental car companies in the U.S. and fees are not standardized, so it is important to check all **FEES** and **REGULATIONS**, as outlined by the specific rental company.

CCI INSURANCE DOES NOT COVER YOU WHILE DRIVING A CAR; YOU MUST PURCHASE YOUR OWN AUTO INSURANCE!

Do NOT hitchhike! Hitchhiking in the U.S. is VERY DANGEROUS and ILLEGAL.

AIR:

Traveling by plane is the quickest and sometimes the cheapest way to travel. If you travel by plane, shop around! Check the Internet for different fares, and consider calling a travel agent to help you find reasonable rates. Ask the locals for suggestions or refer to the end of this handbook!

TRAIN:

Traveling by train is easy and can be economical. It is common to buy railway passes that allow you to visit many different places for one price. Plus, you see parts of the U.S. that you cannot see in a car! Check out www.amtrak.com for fares, schedules and special deals.

BUS:

Traveling by bus may be the cheapest way to travel, but the trip can be very long. If you are traveling a short distance, taking the bus is a great option. Check out www.greyhound.com for more information, bus fares and schedules.

Going Home The end of your program

GETTING EVERYTHING HOME:

By the end of your program, you will probably have more luggage than when you arrived! Remember that it is very expensive to transport luggage that exceeds the normal weight limit. Contact the airline to find out what their specific weight limits are (these limits vary by airline). Usually, you are allowed

- 2 bags that you will check: each bag can normally weigh up to 70 pounds, and the COMBINED length, width, and height can be up to 62 inches.
- 1 carry-on bag that you can take on the plane with you. This bag can normally weigh up to 40 pounds, and the COMBINED length, width, and height can be up to 45 inches.
- Please do NOT carry on liquids or gels, the airline officials might not let you on the plane!

- If you have extra luggage to send home, you should contact your local post office about shipping small items to confirm the price of shipping!

CONFIRM YOUR FLIGHT:

Confirm with your airline to be sure that you have a seat! Call the airline 3-4 days before your departure date to confirm that your reservation is in order.

ARRIVE TO THE AIRPORT EARLY:

Due to increased security procedures, you should arrive at the airport about 3 hours before your international flight. Checking your bags, passing through security, and finding the gate number can take a considerable amount of time.

CHANGING YOUR FLIGHT:

You must call the airline or overseas sending agent directly to make changes to your flight. Some overseas agents require that you reserve your flight with them. CCI is not able to change flight arrangements for you!

DON'T BE SURPRISED BY REVERSE CULTURE SHOCK!

Many participants are surprised to feel a bit of "culture shock" when they return home. This is completely normal! You have just experienced something new, where you gained a new perspective on things and were influenced by new ideas and events.

At the same time, your family and friends continued to live their lives at home, and new events happened in their lives as well! Don't let this bother you; give yourself a few weeks to adjust. Talk to your friends and family about your adventures in the U.S. and be eager to learn about what has happened while you were away. After some time has passed, you should settle in easily.

APPENDIX A

Useful Web sites

GENERAL SEARCH ENGINES:

- www.google.com
- www.msn.com
- www.yahoo.com

FREE EMAIL ACCOUNTS:

- www.gmail.com
- www.hotmail.com
- www.msn.com
- www.yahoo.com

INTERNATIONAL INFORMATION:

- www.internationalstudent.com
- www.timeanddate.com - time zones
- www.msnbc.com - international news

- www.cnn.com - international news
- www.answers.com/topic/culture-of-theunited-states

TRAVEL INFORMATION:

- www.greyhound.com - bus tickets/information
- www.amtrak.com - for train tickets/information
- www.hihostels.com - for hostel information/reservations
- www.acacamps.com - for campsite locations/information
- www.expedia.com - travel arrangements
- www.explore-america.com - group travel tours
- www.orbitz.com - travel ticket bookings
- www.lonelyplanet.com - student travel guide
- www.cheaptickets.com - cheap travel in the U.S.
- www.travelocity.com - cheap travel in the U.S.

Calling Cards:

- www.callingcards.com
- www.zaptel.com

AIRLINES:

- www.southwest.com
- www.spiritair.com
- www.airtran.com
- www.usairways.com
- www.flyted.com
- www.frontierairlines.com
- www.aa.com
- www.united.com

CAR RENTAL AND DRIVER INFORMATION:

- www.arac.com
- www.avis.com
- www.hertz.com
- www.dmvnv.com/50_state_dmv_list.html

MONEY MATTERS:

- www.taxback.com/us - Tax assistance Web site
- www.westernunion.com - for money transfers
- <http://www.x-rates.com> - currency conversions

ENGLISH PRACTICE:

- www.better-english.com
- www.dictionary.com
- www.englishclub.com
- <http://english-zone.com>

TOURISM INFORMATION:

- www.tripspot.com - for state tourism offices
- www.frommers.com - Frommer's Budget Travel Guide
- www.mapquest.com - for distances and driving directions
- www.lonelyplanet.com – Lonely Planet travel guides

GOVERNMENT AGENCIES:

- www.dol.gov – U.S. Department of Labor
 - www.state.gov – U.S. Department of State
 - www.uscis.gov - United States Citizenship and Immigration Services
 - www.irs.ustreas.gov - tax forms/information/questions
 - www.embassyworld.com - all embassy information
 - www.ssa.gov - Social Security
-

APPENDIX A

Embassies and Consulates

In the event that you should need to contact your embassy, use the contact information below. Many countries have consular offices in several cities - you can check this information on the Internet or in your telephone directory.

ARGENTINA:	1600 New Hampshire Ave. NW, Washington, DC 20009-2512; T: 202/238-6400; Emergencies: 202/294-2029 www.embajadaargentinaeeuu.org
ARMENIA:	2225 R St., Washington, DC 20008; T: 202/319-1976 www.armeniaemb.org
AUSTRALIA	1601 Massachusetts Ave Washington DC NW 20036; T: 202/797-3000; F: 202/797-3331; http://www.usa.embassy.gov.au/
AZERBAIJAN	2741 34 th Street NW Washington, DC 20008; T: 202/337-3500; F: 202/337-5911; http://azembassy.us/new
BELARUS:	1619 New Hampshire Ave. NW, Washington, DC 20009; T: 202/986-1604; www.belarusembassy.org
BRAZIL:	3006 Massachusetts Ave. NW, Washington, DC 20009; T: 202/238-2700; www.brazilemb.org
BULGARIA:	1621 22nd St. NW, Washington DC 20008; T: 202/387-7969; www.bulgaria-embassy.org
CHILE:	1732 Massachusetts Ave. NW, Washington, DC 20036; T 202/785-1746 www.chile-usa.org
CHINA:	China has embassy and consulates in a few cities in the U.S. Please visit http://www.china-embassy.org/eng/hzqz/t84229.htm for more information.
COLOMBIA:	2118 Leroy Place, NW, Washington, DC 20008; T: 202/387-8338; www.colombiaemb.org
CZECH REPUBLIC:	3900 Spring of Freedom St NW, Washington DC 20008; T: 202/274-9100 www.mzv.cz/washington/
DOMINICAN	1715 22nd Street NW, Washington DC 20008; T: (202) 332-6280;

REPUBLIC: www.domrep.org
ECUADOR: 2535 15th ST. NW, Washington DC 20009; T: 202/234-7200;
www.ecuador.org
ESTONIA: 2131 Massachusetts Ave. NW, Washington DC 20008; T: 202/588-0101;
www.estemb.org
FRANCE: 4101 Reservoir Road NW, Washington DC 20007; T: 202/944-6000; F:
202/944-6166 CONSULATE: 934 5th Avenue, New York, NY, 10021; T:
212/606-3600; F:212/606-3620; www.ambafrance-us.org
GHANA: 3512 International Drive NW, Washington DC, 20008; www.ghana-embassy.org
HUNGARY: 3910 Shoemaker Street NW, Washington DC 20008; T: 202/362-6730; F:
202/966-8135; Email: office@huembwas.org
INDIA: 2536 Massachusetts Avenue, NW Washington, DC 20008; T: 202/939-9806;
F: 202/797-4693; www.indianembassy.org
JAMAICA: 1520 New Hampshire Ave. NW, Washington DC 20036; T: 202/452-0660;
www.jamaicaembassy.org
KAZAKHSTAN: 1401 16th Street NW, Washington DC 20036; T: 202/232-5488; F: 202/232-
5845; CONSULATE: 866 UN Plaza, Suite 586A, New York, NY 10017 T:
212/888-3024 <http://www.kazakhembus.com/>
KOREA: 2450 Massachusetts Ave. NW, Washington DC 20008; T: 202/939-5600;
www.koreaembassyusa.org
KYRGYZ REPUBLIC: 1001 Pennsylvania Avenue, Suite #600 NW, Washington, DC, 20004, T:202-
338- 2141, F: 202-742-6501; consul@kyrgyzembassy.org; CONSULATE in
NY: 866 United Nations Plaza Suite 514, New York, NY 10017, T: 212/ 319-
2836, F: 212/319-2837 www.kyrgyzconsulate.org
MACEDONIA: 3050 K Street NW, Washington DC 20007; T: 202/337-3063; F: 202/337-
3093; CONSULATE: 866 United Nations Plaza, Suite 4018, 10017 T:
212/317-1727
MEXICO: 1911 Pennsylvania Avenue NW, Washington DC 20006; T: 202/728-1600; F:
202/728-1698; Email: mexembusa@sre.gob.mx CONSULATE: 27 East 39th
Street, New York, NY 10013
T: 212/217-6400
MOLDOVA: 2101 S Street NW, Washington DC 20008; T: 202/667-1130/31/37;
F: 202/667-1204; Email: moldova@dgs.dgsys.com
PERU: 1700 Massachusettes Ave NW, Washington DC 2003; T: 202/833-9860; F:
202/659-8124;Email: webadmin@embassyofperu.us
POLAND: 2640 16th St. NW, Washington DC 20009; T: 202/234-3800;
www.washington.polemb.net
ROMANIA: 1607 23rd Street NW, Washington DC 20008; T: 202/332-4846; F: 202/232-
4748; www.roembus.org
RUSSIA: 2650 Wisconsin Ave. NW, Washington DC 20007; T:202/298-5700;
www.russianembassy.org
SERBIA: 2134 Kalorama Rd, NW, Washington DC, 20008 T: 202/332-0333; F:

202/332-3933; www.serbiaembusa.org
 SLOVAKIA: 1525 New Hampshire Ave. NW, Suite 250, Washington DC 20007; T: 202/237-1054; www.slovakemb.com
 SPAIN: 2375 Pennsylvania Ave. NW, Washington DC 20037 www.spainemb.org
 Does not have an Embassy, but has a mission at the UN: 136 East 67th Street New York, NY 10021; T: 313/472-7645 or 212/744-2196; F: 212/628-0252
 TAJIKISTAN:
 THAILAND: 1024 Wisconsin Ave. NW, Suite 401, Washington DC 20007; T: 202-944-3600; Email: thai.wsn@thaiembdc.org
 TURKEY: 2525 Massachusetts Ave. NW, Washington, DC 20008; T: (202) 612-6700; www.turkishembassy.org
 TURKMENISTAN: Tel: 202/588-1500, F: 202/588-0697 Email: Turkmen@mindspring.com
 UKRAINE: 3350 M St. NW, Washington DC 20007; T: 202/333-7507; www.ukremb.com
 1746 Massachusetts Avenue, NW, Washington DC 20036-1903; T: 202/887-5300; F: 202/293-6804; Email: embassy@uzbekistan.org CONSULAR OFFICE IN NY: T: 212/754-7403; F: 212/838-9812; www.uzbekconsulny.org

APPENDIX A

Minimum Wage by State

Postal Code	State	Min. Wage
AK	Alaska	\$7.15
AL	Alabama	\$5.15
AR	Arkansas	\$6.25
AZ	Arizona	\$6.75
CA	California	\$7.50
CO	Colorado	\$6.85
CT	Connecticut	\$7.65
DC	Washington DC	\$7.00
DE	Delaware	\$6.65
FL	Florida	\$6.67
GA	Georgia	\$5.15
GU	Guam	\$5.15
HI	Hawaii	\$7.25
IA	Iowa	\$5.15
ID	Idaho	\$5.15
IL	Illinois	\$6.50
IN	Indiana	\$5.15

Postal Code	State	Min. Wage
KS	Kansas	\$2.65
KY	Kentucky	\$5.15
LA	Louisiana	\$5.15
MA	Massachusetts	\$7.50
MD	Maryland	\$6.15
ME	Maine	\$6.75
MI	Michigan	\$6.95
MN	Minnesota	\$6.15
MO	Missouri	\$6.50
MS	Mississippi	\$5.15
MT	Montana	\$4.00
NC	North Carolina	\$6.15
ND	North Dakota	\$5.15
NE	Nebraska	\$5.15
NH	New Hampshire	\$5.15
NJ	New Jersey	\$7.15
NM	New Mexico	\$5.15
NV	Nevada	\$6.15
NY	New York	\$7.15
OH	Ohio	\$6.85
OK	Oklahoma	\$2.00
OR	Oregon	\$7.80
PA	Pennsylvania	\$6.25
RI	Rhode Island	\$7.40
SC	South Carolina	\$5.15
SD	South Dakota	\$5.15
TN	Tennessee	\$5.15
TX	Texas	\$5.15
UT	Utah	\$5.15
VA	Virginia	\$5.15
VT	Vermont	\$7.53
WA	Washington	\$7.93
WI	Wisconsin	\$6.50
WV	West Virginia	\$5.85
WY	Wyoming	\$5.15

Check <http://www.dol.gov/esa/minwage/america.htm> for up to date information.

APPENDIX A

Frequently Asked Questions

- What if I miss orientation?
You must still remember to validate yourself on CCI's Web site within seven (7) days after your DS start date!
- What if I am having problems at my job?
First talk to your supervisor about your problems. They are happy to help you! You should also feel free to contact CCI to explain the situation. We are happy to help you work through your problems and try to solve them.
- What if I get sick?
Go to the doctor. Have the doctor complete your AVI claim form. Mail the claim form to AVI.
- Can I work beyond my program end date on my DS-2019 form?
No, you are only eligible to work for the dates as listed on your DS-2019 form. Failure to comply with this regulation could result in the termination of your visa.
- What if I lose my I-94 card?
Go to: <http://www.uscis.gov/files/form/i-102.pdf> to download the application for a new card. The cost is \$320 (this price may change).
- What if I lose my DS-2019 Form?
If you lost your DS-2019 form while here in the U.S, let CCI know. Make a money order or check payable to the Center for Cultural Interchange for \$20. Include your name as it appears on your passport and provide the address where you may receive and sign for the package. You will have to take the DS-2019 form either to the port of entry (the airport where you came in) or to a U.S. Customs and Border Patrol office and ask a Customs and Border Patrol officer to sign it.
- What if I left my DS form back home?
At the port of entry, the immigration officer may tell you that your stay in the U.S. is limited to 30 days, and you will be issued a form called I-515A. You will have 30 days to produce all of the documents required on this form. All documentation must be MAILED to : Student and Exchange Visitor Program (SEVP) ATTN: Form I-515A Processing Team Chester Arthur Building 425 I Street, NW, Suite 6034 Washington, DC 20536
- Can I work during my 30-day "grace period"?
NO. Provided that you do not miss your first day of university classes and that you comply with U.S. embassy end date restrictions, you are allowed a 30-day travel period (sometimes called "grace period") upon successfully completing your program. This period is not indicated on your DS-2019 form. During this time, you may travel domestically, but **YOU MAY NOT WORK DURING THIS PERIOD**. If you decide to leave the country, please remember that you may not be permitted to re-enter the U.S. You should be prepared to travel directly home from whatever country you are visiting.
- What if I leave my job early?
Your visa sponsorship may be terminated, and you may have to return home immediately! **You must contact CCI to discuss the terms of your job agreement and receive CCI's approval before going anywhere!**
- What if my visa sponsorship is TERMINATED in SEVIS?
You must return to your home country immediately. A terminated status has negative

consequences on your chances of obtaining another visa to the U.S. You and your family members may never be able to return to the U.S.!

- What if my visa sponsorship is NO SHOW OR INVALID in SEVIS?
You must return to your home country immediately. Failure to validate your program on time also has negative consequences! It will decrease the possibility to receive future visas to the U.S.
 - If I pay a housing deposit, will I get my money back?
This is something that must be arranged with your employer or landlord. Often, participants will not get their deposit money back if they leave the housing before the agreed upon date, or if there is any damage to the property. Other places will keep all, or some, of the deposit if you do not leave the housing clean. **Be sure to confirm your deposit situation at the BEGINNING of your program so there are NO SURPRISES when you leave!**
 - I received an email saying that I am not validated in SEVIS, but I went on the Web site and confirmed my arrival when I arrived. It's been more than a week, and my program is still not validated! What's wrong?
Validating your program is one of the most important things you must do! Be sure to contact CCI if you have any questions.
 - What if I do not apply for Social Security at orientation?
If you cannot apply for Social Security at orientation, don't worry! You can apply for your Social Security card once you arrive in the town that you will be working in. Almost every larger town has a Social Security office where you will be able to apply just as easily as you would at orientation. Please visit the following Web site to locate the Social Security office closest to your place of employment: www.socialsecurity.gov/locator
 - Why didn't I get my Social Security card? I applied two months ago!
The Social Security Administration does not process your applications until you validate your program. If you have validated your program, and you have still not received your card, please call Social Security toll free at 1-800-772-1213 for an update. Please note that it can take up to 8 weeks to receive your card!
-

APPENDIX B

CODE OF CONDUCT

REMEMBER! This is what you signed and agreed to in your application!

PLACEMENT:

- I am expected to remain at the place of employment that CCI has verified and approved prior to coming to the U.S., throughout the entire duration of my program. If I am experiencing any problems with my job, I agree to contact CCI for permission to change jobs, prior to quitting.
- If I elect to quit my job, without prior consent from CCI, in writing, I understand that my CCI visa sponsorship may be terminated.
- An acceptance of a job offer on the CCI Job Board, either via my own login or my sending agent's login on my behalf, indicates my acceptance to the terms and conditions of the Job Board and the job offer itself.
- Due to unforeseeable circumstances the job offer provided by CCI is subject to change. In the case of placement changes or job offer alterations, CCI will provide full support and assistance, when possible. I understand that my hours of work, duties and responsibilities may vary during

the period of my employment. This may be due to weather conditions or other events out of the control of the employer and CCI.

- **I understand that job placements with any companies that are not approved by CCI, are not acceptable. To work for such a company, while on CCI sponsorship, is grounds for visa sponsorship termination.**
- I agree to accept the final judgment of CCI for job assignments and decisions made by CCI in regards to my program.
- I understand that if I am fired from my job, I am subject to having my visa sponsorship revoked by CCI. As a result, I will return to my home country immediately. I agree to contact CCI immediately, at the time that I am fired from my job.

HOUSING:

- I am responsible for my own housing fees, meals, spending money, airfare, airport transfers and transportation to and from work.
- Any contract or agreement regarding housing or terms and conditions of employment reached by the participant, without the knowledge or participation of CCI, is not the responsibility of CCI. CCI will provide support and assistance when able. Participants should contact CCI prior to signing contracts, when in doubt.

MONEY:

- I am responsible for any fees incurred by the U.S. Department of State, or the SEVIS system, in regards to my program.
- I agree that I will use my employer's telephone only with a phone card. I must ask permission to use the phone, even when using a phone card.
- I agree to reimburse all outstanding debts incurred while on the program. Any medical bills will be paid and sent to the insurance company with my claim for reimbursement before I depart the United States.
- I understand that I am required to have access to \$1000 when I arrive to the U.S., to help me live and in case of an emergency for the first few weeks that I am not regularly receiving income from my job.

PROBLEM SOLVING:

- I must contact CCI if I need any assistance.
- I agree to accept the final judgment of CCI for job assignments and decisions made by CCI in regards to my program.
- When I am in the U.S., if I have any questions or concerns about my job or program, I will contact CCI before contacting my sending partner or family.

ACCLIMATING:

- I understand that there will be major differences between the lifestyle of my native country and the U.S.
- I understand that I must obey all national, state, and local laws at all times, as well as the rules of CCI, the employer and the host community. The breaking of any law or rule can result in dismissal from the program.
- I may smoke, but only in accordance with the laws of my workplace and housing. Participants under the age of 21 are not allowed to drink alcoholic beverages.

MISCELLANEOUS:

- I am responsible for my own insurance if I decide to drive any motor vehicle.
- I will not drive after consuming any alcoholic beverages or get in the car with someone that has been drinking.
- I must complete the CCI Virtual Orientation before leaving my home country.
- I understand that I must have insurance coverage the entire time I am in the U.S. I know that I can purchase additional insurance from CCI for my travel period.
- I must arrive to the U.S. with a valid passport and a visa and a roundtrip ticket to return to my native country at the end of the program.
- CCI will not take responsibility in aiding a change in visa, and will not take responsibility for participants who remain in the U.S. after the close of the program.
- It is the obligation of CCI to report any activities that are interpreted as being in defiance of visa or program regulations to the United States Departments of State and Homeland Security.
- I understand that CCI is the sponsor of my J-1 Work and Travel visa.
- As a participant sponsored by CCI, I understand that it is my responsibility to be aware of all rules and regulations in association with this visa, including my obligation to notify CCI whenever I move housing or jobs. All notification of these changes must be in writing, complete and comprehensible to CCI.
- Ignorance of these rules will not excuse me from the consequences if I fail to follow CCI's rules.
- I understand that CCI must know how to contact me at any time, throughout the program duration as indicated on my DS-2019 form, including having an individual, valid email address.
- I understand that if I do not attend a CCI Arrival Orientation, I am still responsible for all information provided at the time of orientation. All necessary information and procedures are discussed at length in the mandatory Participant Virtual Orientation and pre-departure orientations, which must be completed **prior to U.S. arrival.**
- I authorize CCI to access my medical information, should I be hospitalized for any reason.
- I authorize CCI to access any funds that I may have to be applied towards payment of any uninsured medical attention that I may have incurred.
- I understand I must report the complete addresses of where I am working and living in the U.S. to CCI's online system within 7 days of my DS-2019 start date.
- I agree to check my CCI account weekly, throughout my program duration, for important updates from CCI.

LIABILITY RELEASE AGREEMENT: As a participant of the CCI program, I understand the limitations CCI faces in dealing with outside companies such as airlines, hotels, restaurants, shipping companies, Social Security Administration, etc. I will not hold CCI responsible for any delays, sickness, accidents and other such circumstances arising from the use of these companies and renounce any claims against CCI and its representatives that may arise from circumstances outside of CCI's direct control. I agree to accept the final judgment of CCI for job assignments and decisions made by CCI in regards to my program.

RECOGNITION OF AGREEMENT: By submitting this form as part of my application, I confirm that I have read and agree to abide by the conditions above. There is no reason (pre-existing health condition, emotional or behavioral problems, etc.) why I should not be able to

participate in the program. I confirm that I have not been convicted of any felony, and that falsifying or withholding of any information on the application could result in program dismissal. I also authorize CCI and its affiliates to use any photographs accompanying this application or any photographs taken while participating on a CCI program for promotion or publicity. I agree to print this form and sign it in front of my sending organization.

APPENDIX B

Self Arranged Job Offer Explanation for Employers

Center for Cultural Interchange
746 North LaSalle Drive« Chicago, Illinois 60654-1879
Tel: 866-684-9675 Fax: 312-944-2644

Dear Employer,

The Center for Cultural Interchange is a not for profit organization that sponsors J-1 Work and Travel visas. This means that we are responsible for the whereabouts and well-being of all participants under our sponsorship during their time in the United States.

The information provided on the CCI Self Arranged Job Offer (SAJO) details aspects of the participant's employment, such as hourly wage, business location, overtime, housing arrangements and employer contact information. This information is necessary for placement verification.

Completion and verification of this contract ensures that all participants under CCI sponsorship are legally employed by a respectable business and receiving adequate wages and employment conditions as described on the contract. In addition, federal requirements dictate that international employees, such as CCI's participants, are treated the same as the company's American employees. However, please note that CCI's participants, under the J-1 Work and Travel Program, are exempt from paying Social Security, unemployment, Medicare and FICA taxes.

The I-94 card and the DS-2019 form determine a participant's length of stay in the U.S. When a participant enters the U.S., they are required to complete a small card called the I-94 card. At the airport, the immigration officer stamps the I-94 card and will write a date or the notation "D/S" on it. If there is a date on the card, this is the date that the participant must leave the U.S. by. However, usually, the card will have the notation "D/S", which indicates that the participant is eligible to work during the period listed on the DS-2019 form. The participant's dates on his visa indicate only a WINDOW of time that the participant is eligible to enter the U.S. Therefore, the expiration date on the visa is not necessarily the date the participant needs to leave the U.S. by; the length of stay is determined by the I-94 card and the DS-2019 form together.

If you have any questions or concerns regarding the SAJO, other CCI program requirements, or about our program in general, please contact the CCI Chicago office toll free at 1 866 684 9675. Thank you for your time and cooperation, and best of luck for a successful season!

Best regards,

The Work and Travel Program
Center for Cultural Interchange

APPENDIX B

Social Security Explanation for Employers

Center for Cultural Interchange
746 North LaSalle Drive« Chicago, Illinois 60654-1879
Tel: 866-684-9675 Fax: 312-944-2644

Dear Employers,

This letter is to notify you of Social Security procedures for Exchange Visitors to the United States.

Every J-1 participant's program must be "validated" by their program sponsor (CCI) in the SEVIS system **prior** to the processing of the social security application. The SEVIS (Student and Exchange Visitor Information System) is a web based system that tracks exchange visitors, such as CCI's participants, during their time in the U.S. The system can be accessed by CCI, the Department of State and Homeland Security. Before CCI can validate a participant's program, the participant must report his arrival, employment and housing information to CCI, *in writing*. A participant must have arrived at the correct place of employment, which CCI verified and approved pre-arrival, and must have a housing address, for CCI to accept the information provided.

You can ensure that the Social Security process runs as smoothly as possible by reminding your participants to report their working and housing addresses with CCI **as soon as they arrive to you**. They will need internet access to log onto the CCI Web site, online.cci-exchange.com. Participants can also fax CCI a completed Validation Fax form, which can be found in the participant handbook or on our Web site. *Please note: PO boxes are not accepted by the SEVIS system.*

To summarize:

- A participant applies for his Social Security number with the necessary documents.
- The Social Security officer will do a search in their system to check the applicant's SEVIS status (has the program been validated?). They will then compare the applicant's information with the information in their system.
- If the participant's details match those that are in the system, the Social Security officer will approve the application and the card should be issued within 10-15 days. You should realistically expect this process to take up to eight (8) weeks.
- If the participant has not already been validated in SEVIS, the Social Security Administration (SSA) will mail a letter to the applicant telling him to check with his sponsor. If this happens, CCI did not receive written correspondence of the participant's arrival, or the information submitted was incomplete or inaccurate. The participant should contact us to make sure that we have all of the necessary information to validate his program.
- Once the participant's program has been validated in SEVIS, the participant must wait 10 days and then return to a Social Security office to apply for the card again.

Unfortunately, we must anticipate long delays in getting the actual card for some participants. If the card is not received within 8 weeks, the participant (*only the participant*) can contact Social Security at 1-800-772-1213 for an update. We recognize that these changes may cause concern and confusion for both our participants and employers and would like to cooperate with you to ensure that this waiting period does not cause you or the participant any additional difficulties. We anticipate that you will continue to pay the Work and Travel participant as usual, based on the following information:

Your J-1 employee can work in the U.S. before the SS number is issued

IRS regulations permit J-1 Work and Travel employees to begin working before they have received their social security cards or numbers. Due to the nature of their J-1 Work & Travel Visa, your international employees are allowed to begin working immediately, as soon as they apply for their Social Security number. For an employee that does not have a SSN to complete Section 1 of the I-9 form, the employer can still place the individual on payroll. As long as employment eligibility can be verified, the employee would insert "SSN applied for" in the SSN field in Section 1. Your participant should have some proof of having applied, whether it is a form letter, receipt from the office or a photocopy of the completed application (SS 5). However, if neither of these documents is available, you should have the participant issue a written statement that includes: their full name (as stated on their passport), address, date and place of birth, gender, father's full name, mother's full maiden name, and the date and place of application. The letter should read:

"I, (state name), understand that it is my responsibility to provide an original copy of my Social Security Card to (name of employer) as soon as I receive it."

With this information, the employee may begin working immediately. Once the employee receives his Social Security number, it is his responsibility to show it to the employer. The employer may also ask for copies of proof of the employee's authorization to work in the U.S. An unexpired foreign passport with an attached Form I-94 indicating unexpired employment authorization should be sufficient.

If you (the employer) need to file W-2 forms with the IRS before your employee receives his SSN, you should enter "applied for" in the W-2 form field that calls for the social security number. Once you receive the number, you should file a W-2c, Corrected Wage and Tax Statement, in order to update this information with the IRS. If, in the worse case scenario, the employee terminates his employment before receiving his social security number, it is his responsibility to provide the card number to you as soon as he receives it. It is our understanding that even if the employee fails to provide the card number to the employer, under IRS regulations the employer has already done his part by keeping documentation to show that his failure to supply an employee social security number is caused solely by the SSA's procedures for issuing SSNs.

In conclusion, under IRS regulations, a J-1 worker may begin working and be paid before receiving a social security card if they provide one of the following on the first day of work:

Proof of application (a receipt)

A copy of the completed social security application form (SS 5)

A statement written by the employee, entailing the details as described above

Once the card is received, the employee must provide the card number to his employer immediately. Should the employer remain in compliance of the requirements described in this letter, they will have satisfied their obligation under the IRS regulations for reporting employee social security numbers.

Please contact the CCI Work and Travel office at 1.866.684.WORK if you have any questions.

The Social Security Administration issued an “Employer Responsibilities When Hiring Foreign Workers” fact sheet, which should help to clarify this issue for you. This fact sheet can also be found at www.socialsecurity.gov/employer/hiring.htm.

Employer Responsibilities When Hiring Foreign Workers

To help ensure that only those who should receive a number do so, the Social Security Administration (SSA) has taken extra steps to ensure the integrity of Social Security numbers. The changes to the way Social Security assigns numbers and issues cards may cause a delay of several weeks or months in receiving a number. This fact sheet addresses employer responsibilities when hiring foreign workers (e.g., students or cultural exchange visitors) who have applied for and are waiting to receive a Social Security number and card. Note that the employee may work while the Social Security application is being processed.

What causes delays when foreign workers apply for Social Security numbers?

When foreign workers apply for Social Security numbers, SSA verifies their documents directly with the Department of Homeland Security (DHS). Most applications are verified immediately, but there can be delays. Social Security understands that this process may affect companies who hire foreign workers, but direct verification from DHS is vital to ensuring the integrity of the Social Security number.

What are an employer's responsibilities when hiring foreign workers who don't have Social Security numbers?

Advise workers that they are required to apply for a Social Security number and card. If a worker applied for but has not yet received a Social Security number, you should get the following information as complete as possible: The worker's full name, address, date of birth, place of birth, father's full name, mother's full maiden name, gender and the date he or she applied for a Social Security number.

What if the worker doesn't have a Social Security number when wage reports (Forms W-2) are due to Social Security?

Paper Filers: If the worker applied for a card but didn't receive the number in time for filing, enter "Applied For" in Box a. (Reference: [IRS Instructions for Forms W-2/W-3, www.irs.gov/instructions/iw2w3/index.html](http://www.irs.gov/instructions/iw2w3/index.html))

Magnetic Tape/Diskette or Electronic Filers: If the worker applied for a card but didn't receive the number in time for filing, enter all zeros in the field for the Social Security number. (Reference: [SSA's Magnetic Media Reporting and Electronic Filing Format, www.ssa.gov/employer/06mmrefl.pdf](http://www.ssa.gov/employer/06mmrefl.pdf))

Remember to instruct the worker to tell you the number and the exact name printed on the card, when he or she receives it.

My foreign worker received his or her Social Security number after I filed my wage report. What do I do?

When you receive the worker's Social Security number, file Form W-2c (Corrected Wage and Tax Statement), to show the worker's number. Go to www.ssa.gov/employer/how.htm#how for instructions on filing W-2c's.

If you have other questions or would like an update on changes in Social Security policy, please contact the CCI Work and Travel Department.

Thank you for your patience and cooperation!

Sincerely,
CCI Work and Travel Department
