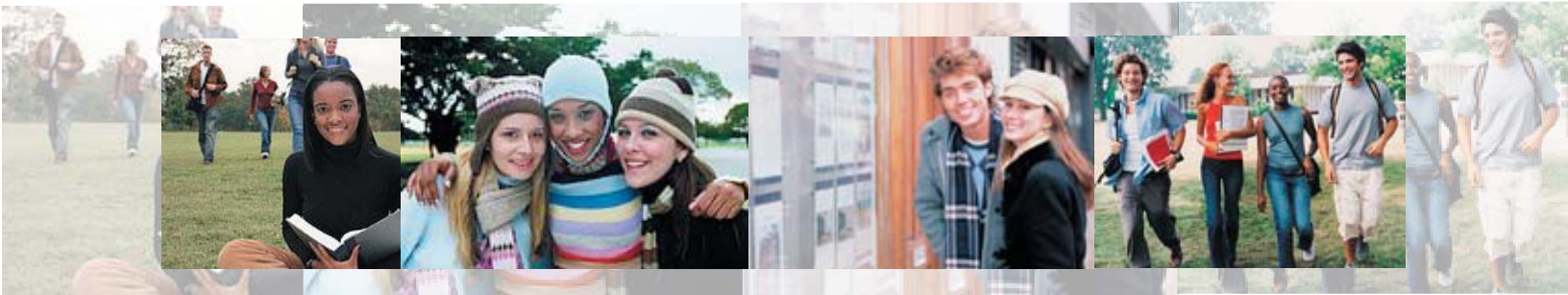


iceo



International Cultural Exchange Organization Inc.

A NEW ERA IN CULTURAL EXCHANGE

SUMMER WORK/TRAVEL Program PARTICIPANT'S HANDBOOK 2009 / 2010

Summer Work/Travel Program Participant's Handbook

International Cultural Exchange Organization Inc.

is a non profit corporation established to promote mutual understanding between nations through cultural and educational exchanges. ICEO's headquarters is located in Gold River, California from where all international and domestic activities are coordinated. ICEO is designated by the US Department of State to sponsor the ICEO Summer Work/Travel Program.

Mission

To promote mutual understanding between nations through engaging young people of different countries in international cultural exchange programs.

Contact

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A. General Information

Purpose: the main purpose of the ICEO Summer Work/Travel Program is to increase mutual understanding between the people of the United States and the people of foreign countries by means of educational and cultural exchanges. In addition, this program is designed to achieve educational objectives of international exchange by involving international students during their summer vacations directly in the daily life of the United States through temporary employment opportunities.

Dates: the ICEO Summer Work/Travel Program lasts up to four months. For students from the northern hemisphere the duration dates are set at the student's university break during the US Summer. For students from the southern hemisphere the duration dates are set at the student's university break during the US Winter. In addition, the Work/Travel Program is also available during the US Spring season, usually for students from Thailand.

Visa: the ICEO Summer Work/Travel Program is based on the J-1 visa, under Summer Travel/Work Category.

B. Program Summary

a. ICEO Summer Work/Travel Program includes:

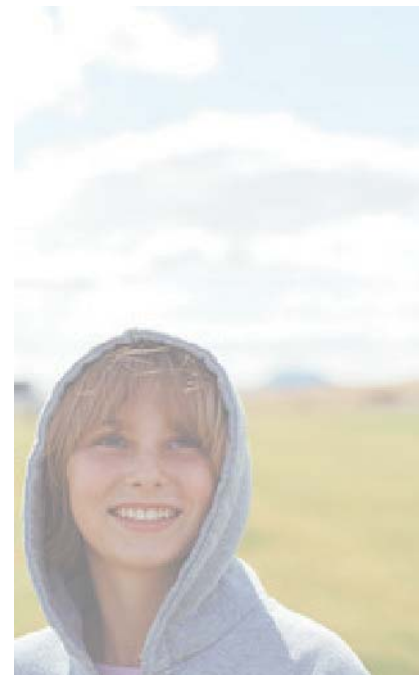
- ˘ DS - 2019 form necessary for the Participant to apply for the J-1 visa at the US Diplomatic post
- ˘ Health insurance covering program duration
- ˘ complete orientation prior to departure to the US
- ˘ one job offer from ICEO
- ˘ matching with employer and housing arrangements assistance
- ˘ Post arrival guide and Regional Representative assistance
- ˘ ICEO Summer Work/Travel Program Participant's Handbook
- ˘ program administration and supervision
- ˘ 24 hour emergency assistance

b. ICEO Summer Work/Travel Program does not include:

- ˘ round trip airfare to the US
- ˘ airport transfers
- ˘ domestic transportation expenses
- ˘ any and all living expenses
- ˘ any applicable visa application fees within any and all US Consulate/Embassy offices

c. Program Requirements

- ˘ 18 to 29 years of age
- ˘ a bona-fide university student currently enrolled in a post-secondary academic institution in their home country
- ˘ capable of functioning in an English speaking work environment
- ˘ able to complete and submit ICEO's Summer Work/Travel Program's application packet
- ˘ able to document proof of sufficient funds and bring a minimum of \$800.00 to the US to support themselves upon arrival to the US
- ˘ attend pre-departure/post-arrival orientation meetings
- ˘ successfully complete interview process



A. DS - 2019 form

As a participant of the ICEO Summer Work/Travel Program, you are sponsored under ICEO's J-1 visa designation. ICEO is able to issue you a DS - 2019 form, in order to apply for the J-1 visa. The J-1 visa enables you to temporarily and legally work in the US. There is an optional 30-day travel period after your work program dates come to an end, as indicated on your DS - 2019 form. The ICEO Summer Work/Travel Program allows you to work up to 4 months, not exceeding the designated university break in your home country. Please keep in mind that this particular J-1 visa does not allow you to extend your stay under any circumstances, nor does it allow you to work as a servant in private homes, camp counselor, au-pair, park ranger, medical worker or crew member on a ship or airplane, as well as, in the adult entertainment industry.

Upon verification of program eligibility, job placement and its confirmation, ICEO will issue you a DS - 2019 form. This form is a "Certificate of Eligibility for Exchange Visitor (J-1) Status" from the US Government. This certificate officially identifies ICEO as your program sponsor, describes the purpose and the exact dates in which you are allowed to work.

B. J-1 visa

In your home country at the US Embassy or Consulate, you will be required to present the DS - 2019 form, along with your valid passport, in order to apply for the J-1 visa. The J-1 visa will be placed in your passport with the program number marked on it. The J-1 visa is only issued from a US Embassy or Consulate abroad. The J-1 visa with a valid DS - 2019 form are legal documents that allow you to enter the US.

YOU CANNOT APPLY FOR A J-1 VISA ONCE YOU HAVE ARRIVED TO THE US !

C. Two year home residency requirement - Section 212(e)

ICEO Summer Work/Travel Program participants should be aware that based on the US Embassy or Consulate's decision they may be subject to the two-year residency requirement. This means that the participant must be present in their home country after the program for at least two years before returning to the US. According to regulations, the two-year rule will only apply if:

- \ the participant is being funded by his/her government to complete work in the US
- \ if the skills the participant is gaining in the US during the program are listed on the skills shortage list for the participant's home country

D. Visa status & multiple entries to the US

You may not enter the US more than 30 days prior to the start date of your Work/Travel Program. Your I-94 card may have the notation "D/S" (Duration of Status) indicated by the Immigration Officer in place of the actual date. Your program is completed on the program end date stated on the DS - 2019 form. You are allowed a 30-day grace period during which you may travel in the US. The term "D/S" has no associated date with it, therefore, it includes the full program dates with the grace period, as well. You are required to return to your home country by the conclusion of your grace period.

If you are in your 30 day grace period (following the completion of your program), **you may not travel beyond the borders of the US**. You will not be allowed to re-enter the country regardless of whether the visa stamped in your passport indicates multiple entries (letter M in the entries section of your J-1 visa).

If you intend to visit other countries outside of the US, it is required that you mail your DS - 2019 form to ICEO for our signature. ICEO's program officer must sign the "Travel Validation By Responsible Officer" section of your DS - 2019 form, which states that you are in "good standing" on the program. If you do not, you may encounter problems when you attempt to re-enter the country. Upon your return to the US, you will present your passport, with your valid J-1 visa and your signed DS - 2019 form to the US Immigration Officer. The officer will examine your DS - 2019 form and return it to you, then validate a new I-94 form indicating your J-1 visa status.

Should your travels take you to either Canada or Mexico, keep in mind that not only does the information above apply, but you may also need to apply for a tourist visa to enter either of these countries. Please contact the Canadian or Mexican Embassy/Consulate directly regarding tourist visa requirements.

While you may desire the excitement and pleasure of living and working in the US after your program has been completed, extending your stay beyond the designated program dates on your DS - 2019 form is NOT possible. ICEO is only authorized to sponsor you during the specified program period indicated on your DS - 2019 form. You were accepted in the ICEO Summer Work/Travel Program and granted a J-1 visa with the condition that you would depart from the US upon conclusion of your program. ICEO has no authority to issue DS - 2019 forms to sponsor students outside of those set program dates.

TravelingtotheUS.

A. Carry On items

ICEO recommends that you pack the following items into your carry on baggage:

- ` passport, J-1 visa & DS - 2019 form
- ` airline & all other transportation tickets
- ` insurance documents
- ` proof of Sufficient Funds (completed and signed copy from your program application)
- ` change of clothing (highly recommended when luggage issues arise)
- ` personal valuables (glasses, electronics, etc...)
- ` two photo identification cards (minimum)
- ` travelers checks; small US currency
- ` credit card, atm card
- ` ICEO program participant's handbook
- ` phone card (if applicable)
- ` international driver's license
- ` **post-arrival guide- Make sure you are aware of the details and contacts within this guide**

B. General packing advice

Since most airlines have a limitation on checked baggage and you will be carrying all of your baggage while you travel in the US, it is wise to pack light and bring what is only essential. Bring clothing that is appropriate for the season and atmosphere to where you will be traveling (US winter/summer - east/west coast). Be sure to pack any prescription medication in its original container, along with a copy of the prescription. A battery operated travel clock, an electric plug adapter and travel guides/maps are items that may make your stay in the US more comfortable. Please check www.weather.com for weather patterns in the area, where you will be living.

C. Immigration facts

There are five important documents, which you must have in your possession and present to US immigration officials upon arrival to the US.

- ` valid passport
- ` ds - 2019 form
- ` j-1 visa
- ` i-94 card
- ` US Customs Forms

On the plane, enroute to the US, you will be given an I-94 form to complete. When you go through immigration, the card will be validated and attached to your passport. This card is a record of your arrival and departure into and out of the US. It also specifically indicates the last day you are authorized to stay in the US legally on the J-1 visa. Also note that D/S may be stamped on your I-94 card instead of an actual date. D/S is the abbreviation for "Duration of Status." D/S is equivalent to the dates indicated on your DS - 2019 form, plus an optional 30-day period after your work program for traveling purposes only. In either case, you must depart from the US as specified on your I-94 card.



Note: The immigration officer will review all five documents and validate your DS - 2019 form and I-94 card. The officer will then return all validated documents to you, including the DS - 2019 form and the I-94 card attached to your passport. It is important that you keep all four documents with you at all times. You should have no problem entering the US as long as you have all proper documentation, cooperate and communicate respectfully with the US immigration officers at the airport.

D. Home Country Orientation

You are required to attend a Home Country Orientation Meeting before you depart to the US. Essential information will be presented at the meeting, including immigration entry procedures and arrival instructions to where the Post-Arrival Orientation will be held. For some ICEO employment locations there may be a secondary orientation you are required to attend.

SEVIS (Student and Exchange Visitors Information System) has been created by the US government to keep track of international students and exchange visitors. It is extremely important that you register in the SEVIS system at least 3 days after you have arrived to the US, but no later than 20 days from the program start date on your DS - 2019 form, as your valid status may become jeopardized.

A. Required Information

You will need to provide ICEO with the following information when registering:

- ` your name as it appears on your DS - 2019 form
- ` your DS - 2019 number
- ` the address & telephone number you are currently living in the US
- ` the address where you are currently working in the US
- ` your supervisor's name and telephone number
- ` your email address
- ` date of birth (month/day/year)

B. Register

You are able to provide ICEO with information necessary for your registration in the SEVIS the following two ways:

- ` internet - you may log on to www.iceoinc.org and complete online form
- ` phone - you may call ICEO and provide the information over the phone (1-877-ICEOINC)

register in sevis !
www.iceoinc.org

C. Failure to Register

If you do not register yourself in the SEVIS system your status may be deemed invalid and therefore, you will be illegally in the United States. This portion of your program, which also happens to be the beginning, is extremely important and registering in the SEVIS system should be done as soon as possible. Should you have trouble registering online please call ICEO and we will register you in the system over the phone.

D. Changing Address / Employer

Should you want or need to change your address where you are currently living, please inform ICEO once you have moved and provide the following details: **Address, City, State, Zip Code and Phone Number**. You may log on to www.iceoinc.org, click on the SEVIS link and complete the Change of Address form or phone ICEO. **This must be done within 10 days of you moving.**

If you are planning on changing employers during your stay in the US, you must notify ICEO immediately. If ICEO determines that a change of employers is justified the participant must provide the following information prior to beginning work at the new employer: **Address, City, State, Zip Code, Company Contact, Title, Phone Number and Email Address**. ICEO will complete a background check on the employer and provide to you email notification upon approval. This process may take up to 5 days. If ICEO finds the employer not suitable J-1 Work/Travel placement we will inform you via phone/email. Should you choose to continue and start working for this employer your sponsorship provided by ICEO will be revoked.

A. Social Security

Although the topic of Social Security will be covered during your Home Country Orientation Meeting, the following points are listed for your reference:

- \ For the Social Security application process, be sure to have your passport, I-94 card, DS - 2019 form and sponsorship letter.
- \ After you have submitted your application, you will be issued Form SSA-5030 - a certificate of proof that you have applied for your Social Security card. Please ensure you receive this from the Social Security office, as most employers may require this certificate of proof before allowing you to begin work.
- \ Your Social Security card will be mailed to you within up to 90 days from the date of your application. It is your responsibility to follow up with the Social Security administration regarding the status of your card.
- \ **Once you have been issued your Social Security card and number please report both to your employer.**

Social Security toll-free number: 1.800.772.1213

Please pay careful attention when completing the Social Security application and should you have any questions, please ask the Social Security representative.

Should you not have a permanent address to place on the application please put your Employer's address.

SOCIAL SECURITY ADMINISTRATION Application for a Social Security Card		Form Approved OMB No. 2560-0048	
NAME (To be shown on card)			
1 FULL NAME AT BIRTH IF OTHER THAN ABOVE	John	Men	DoE
OTHER NAMES USED			
Johnny			
2 MAILING ADDRESS (Do Not Address)			
1 SUNSET LANE		State	Zip Code
SUNSET		CA	11111
3 CITIZENSHIP (Check One)			
<input type="checkbox"/> U.S. Citizen <input checked="" type="checkbox"/> Legal Alien Allowed To Work <input type="checkbox"/> Legal Alien Not Allowed To Work (See Instructions On Page 1) <input type="checkbox"/> Other (See Instructions On Page 1)			
4 SEX			
<input checked="" type="checkbox"/> Male <input type="checkbox"/> Female			
5 RACE/ETHNIC DESCRIPTION (Check One Only - Voluntary)			
<input checked="" type="checkbox"/> Asian/Pacific Islander <input type="checkbox"/> Hispanic <input type="checkbox"/> Black (Not Hispanic) <input type="checkbox"/> North American Indian or Alaska Native <input type="checkbox"/> White (Not Hispanic)			
6 DATE OF BIRTH		7 PLACE OF BIRTH	
01/01/01		SUNSET USA	
8 A. MOTHER'S MAIDEN NAME			
JANE		DOE	
8 B. MOTHER'S SOCIAL SECURITY NUMBER			
111-11-1111			
9 A. FATHER'S NAME			
JOHN		REAL DOE	
9 B. FATHER'S SOCIAL SECURITY NUMBER			
222-22-2222			
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 or "yes", answer questions 11-13. <input checked="" type="checkbox"/> No or "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: [] Last: []			
13 Enter any different date of birth if used on an earlier application for a card.			
Month, Day, Year			
14 TODAY'S DATE		15 DAYTIME PHONE NUMBER	
01/01/02		(123) 456-7890	
16 YOUR SIGNATURE			
[Signature]			
17 YOUR RELATIONSHIP TO THE PERSON IN ITEM 1 IS:			
<input type="checkbox"/> Spouse <input type="checkbox"/> Parent <input type="checkbox"/> Other (Specify)			
DO NOT WRITE BELOW AREA (FOR SSA USE ONLY)			
RHW DOC NII CAN ITV PRC EVI EVA EVC PRA MRR DMR UNIT			
EVIDENCE SUBMITTED		SIGNATURE AND TITLE OF EMPLOYER REVIEWING EVIDENCE AND/OR CONDUCTING INTERVIEW	
[]		[]	
DATE		DATE	
[]		[]	

Form SS-5 (3-2001) EF (3-2001) Destroy Prior Editions Page 5

Application for a Social Security Card example

B. I - 9 form

You will be required by your employer to complete an I - 9 Employment Eligibility Verification form to prove you can work legally in the US.

You should complete section 1 of the form and write in all information requested.

Check the box “an alien authorized to work until” and enter the expiration date of your program, which is indicated on your DS - 2019 form.

The “admission number” is printed on the upper corner of your I - 94 card. Sign and date the form once you have completed it.

Your employer completes section 2.

Show your passport, visa documents and I - 94 card to your employer and he/she will complete this section as shown in this example.

I-9 Employment Eligibility Verification example

C.W - 4 / Tax Information

There are two key words to understanding what you are obligated to pay in taxes and what you do not have to pay. The term “Exempt” refers to a status, in which you do not have to pay money for a certain type of tax. The term “Non-exempt” refers to a status, in which you are obligated to pay a certain tax.

a. Social Security, Medicare, Federal Unemployment Tax - Exempt

Your employer should not make these deductions from your paycheck. ICEO’s Letter to the Employer explains this exemption clearly and the letter should be given to your employer on the first day of work. If these deductions are made in error, they will appear on your pay stub under the category of “Social Security” or “FICA/FUTA.” If you notice such deductions on your pay check, you should notify your employer immediately and discuss this with them .

b. Income Taxes: Non - exempt

Federal, state and local governments impose US income taxes. In order, for the Internal Revenue Service (IRS - US Government tax agency) to collect personal income taxes, your employer generally withholds income tax from your salary and pays it directly to the government. There is no way to avoid this tax and you are required to pay it. Should you fail to pay this tax, you may have problems in the future obtaining a visa to the US.

˘ Federal Income Tax: Non - exempt

Approximately 10 to 15 percent of your salary will be withheld for federal income tax. You may be able to claim back a portion of this tax by filing a US tax return at the end of the year. To ensure that you will receive the necessary documents to apply for your tax return provide your employer with your mailing address in your home country before the end of the program

˘ State and City Income Tax: Varies

State and local/city tax withholding varies from state to state and from city to city. If state and local taxes are withheld, they will be deducted from your paycheck. You may be able to claim a refund for a portion of these taxes by filing a state tax return at the end of the year.

e. The W-2 Form & Filing Tax Returns

The US tax year begins on January 1st and ends December 31st. All ICEO Summer Work/Travel Program participants are required and responsible for filing their own US tax returns by:

- ˘ April 15th, 2010 for the 2009 tax year
- ˘ April 15th, 2011 for the 2010 tax year

At the end of the tax year, your employer will mail you a W - 2 form. The W - 2 details your total wages and the amount of each tax that was withheld.

a Control number		22222		OMB No. 1545-0008	
b Employer identification number (EIN)		1 Wages, tips, other compensation	2 Federal income tax withheld		
c Employer's name, address, and ZIP code		3 Social security wages	4 Social security tax withheld		
		5 Medicare wages and tips	6 Medicare tax withheld		
		7 Social security tips	8 Allocated tips		
d Employee's social security number		9 Advance EIC payment	10 Dependent care benefits		
e Employee's first name and initial Last name		11 Nonqualified plans		12a	
		13 Statutory employee Retirement plan Third party sick day		12b	
		14 Other		12c	
				12d	
f Employee's address and ZIP code					
15 State Employer's state ID number	16 State wages, tips, etc.	17 State income tax	18 Local wages, tips, etc.	19 Local income tax	20 Locality name

Form **W-2 Wage and Tax Statement** 2005 Department of the Treasury—Internal Revenue Service
 Copy 1—For State, City, or Local Tax Department W-2 example

W-4 form

Before you begin your employment within your designated employer you will be asked to complete a W-4 form. This form is referred to as the Employee's Withholding Allowance Certificate and determines how much tax will be deducted from your paycheck. This is a very important document and you should pay very close attention to the instructions provided in this handbook:

Instructions:

- for this form you will classify yourself as a "Non-resident alien"
- check "single" marital status on line 3 (no matter if you are married or divorced)
- unless you are a resident of Canada, Mexico, Japan or Korea claim only 1 withholding allowance on line 5
- Do Not claim "exempt" on line 7

Form W-4 (2005)		
<p>Purpose. Complete Form W-4 so that your employer can withhold the correct federal income tax from your pay. Because your tax situation may change, you may want to refigure your withholding each year.</p> <p>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 2005 expires February 15, 2006. See Pub. 505, Tax Withholding and Estimated Tax.</p> <p>Note. You cannot claim exemption from withholding if all your income exceeds \$800 and includes more than \$500 of unearned income (for example, interest and dividends) if another person can claim you as a dependent on their tax return.</p> <p>Basic instructions. If you are not exempt, complete the Personal Allowances Worksheet below. The worksheet will figure if federal withholding allowances based on itemized deductions, certain credits, adjustments to income, or two-</p>	<p>worker-two-job situations. Complete all worksheets that apply. However, you may claim fewer (or zero) allowances.</p> <p>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 line E below.</p> <p>Tax credits. You can take projected tax credits into account in figuring your allowable number of withholding allowances. Credits for child or dependent care expense and the child tax credit may be claimed using the Personal Allowances Worksheet. See Pub. 919, How Do I Adjust My Tax Withholding? for information on converting your other credits into withholding allowances.</p> <p>Nonwage income. If you have a large amount of nonwage income, such as interest or dividends, consider making estimated tax payments using Form 1041-ES, Estimated Tax for Individuals. Otherwise, you may owe additional tax.</p>	
<p>Two earners/two 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 more accurate when all allowances are claimed on the Form W-4 for the highest paying job and zero allowances are claimed on the others.</p> <p>Nonresident alien. If you are a nonresident alien, see the instructions for Form 6253 before completing this Form W-4.</p> <p>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 2005. See Pub. 919, especially if your earnings exceed \$125,000 (single) or \$175,000 (married).</p> <p>Recent name change? If your name on line 1 differs from that shown on your social security card, call 1-800-772-1213 to initiate a name change and obtain a social security card showing your correct name.</p>	<p>Personal Allowances Worksheet (Keep for your records)</p> <p>A Enter "1" for yourself if no one else can claim you as a dependent. A</p> <p>B Enter "1" if: <ul style="list-style-type: none"> • 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 \$1,000 or less. B </p> <p>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</p> <p>D Enter number of dependents (other than your spouse or yourself) you will claim on your tax return. D</p> <p>E Enter "1" if you will file as head of household on your tax return (see conditions under Head of household above). E</p> <p>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</p> <p>(Note. Do not include child support payments. See Pub. 603, Child and Dependent Care Expenses, for details.)</p> <p>G Child Tax Credit (including additional child tax credit): <ul style="list-style-type: none"> • If your total income will be less than \$54,000 (\$79,000 if married), enter "2" for each eligible child. • If your total income will be between \$54,000 and \$84,000 (\$79,000 and \$119,000 if married), enter "1" for each eligible child plus "1" additional if you have four or more eligible children. G </p> <p>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</p> <p>For accuracy: <ul style="list-style-type: none"> • 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 \$35,000 (\$25,000 if married) see the Two-Earner/Two-Job Worksheet on page 2 to avoid having too little tax withheld. • If neither of the above situations applies, skip here and enter the number from line H on line 5 of Form W-4 below. </p>	
Cut here and give Form W-4 to your employer. Keep the top part for your records.		
<p>Form W-4 Employee's Withholding Allowance Certificate OMB No. 1545-0040</p> <p>Department of the Treasury Internal Revenue Service 2005 Your social security number</p>		
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)		3 <input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Married, but without a higher filing rate. Note. Married but legally separated, or spouse is 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 new card. <input type="checkbox"/>
5 Total number of allowances you are claiming (from line H above or from the applicable worksheet on page 2)	6 Additional amount, if any, you want withheld from each paycheck	
7 I claim exemption from withholding for 2005, and I certify that I meet both of the following conditions for exemption: <ul style="list-style-type: none"> • 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.		
Employer's signature (Form is not valid unless you sign it) ▶		Date ▶
8 Employer's name and address (Employer: Complete lines 8 and 10 only if sending to the IRS.)		9 Office code (optional)
		10 Employer identification number (EIN)
For Privacy Act and Paperwork Reduction Act Notice, see page 2. Cat. No. 10229G Form W-4 (2005)		

Every ICEO participant is obligated to send to ICEO's headquarters the Program Progress Report via email, mail or fax. The report forms for each month are included at the end of this handbook.

Your Report should be sent once a month (before the 15th) to the following:

email address: report@iceoinc.org

fax #: 1.916.985.9922

or mailing address:

International Cultural Exchange Organization Inc.

11931 Foundation Place Ste. 220, Gold River, CA 95670

The ICEO Summer Work/Travel Program allows you to discover the US in a unique and challenging way by temporarily living and working among Americans on a daily basis. It is important that your expectations are realistic and practical. A sense of adventure should be mixed with a sense of responsibility and respect. Remember: learning about another culture and meeting new people can be just as rewarding as earning a wage.

A. Expectations

a. Wage

You will be earning a modest wage, a majority of which will attend to your basic living expenses. It is important to budget your money and always have money set aside to pay for housing, meals and other living expenses. If you want to save money for traveling or to take home with you, be prepared to adjust your lifestyle accordingly.

b. Position

You will be working within an entry level position, as will a majority of the ICEO Summer Work/Travel participants. This means that the tasks are limited to a specific function and may not necessarily be highly technical. While these positions may not be exciting, they serve a very important function within the establishment they are being performed and should be taken very seriously. Maintaining a positive attitude is extremely important.

c. Culture Shock

During your stay, living and working in a foreign culture can be difficult and frustrating. You will usually go through stages in adjusting to a new culture, which is normal. It is important for you to remain flexible, open-minded, and positive during your time in the US. Here are a few pointers we recommend:

- ` build a support network of friends from your country, they may have certain understanding about what you are going through
- ` make as many relationships with Americans as you can
- ` be tolerant of new ways and procedures
- ` keep a journal, where you can document your experiences
- ` smile! - that will get you a long way

B. Employee Responsibilities

Accepting any job means you are taking on a certain amount of responsibility, as well as, making a commitment. Here are a few pointers you should keep in mind:

- ` **follow through with your commitments** - employers rely greatly on their staff relative to their promise to work up until the date that was agreed upon hiring. Therefore, leaving your job earlier than you promised will inconvenience your employer.

- **Punctuality** - it is imperative that you arrive to your job on time. Otherwise, your employer will think that you are not taking the job seriously or that you are irresponsible.
- **Dress appropriately** - whether you are assigned a company uniform or bring your own clothes, it is important that you have a clean and neat appearance. Some businesses have dress codes. You should inquire about any dress code when you are hired for a job.
- **Drug testing** - many US employers require their employees to undergo testing for the use of drugs. This is completely legal and within the company's rights. If you want to work for an employer who requires such testing, you must comply; otherwise, you may not be hired. If you test positive for drug use, the company may disqualify you and you will not be hired.
- **Have a positive attitude** - a "can-do" attitude demonstrates your willingness to do your best at the job. In business situations, a firm handshake is a professional greeting. Try to interact and communicate as much as possible with your co-workers and supervisor. A reserved or withdrawn attitude may suggest that you are unfriendly. Be tactful and respectful if you wish to express dissatisfaction or wish to suggest improvement.
- **Be a "team player"** - US employers like employees who help other employees or go the "extra mile" to get the job done right. The spirit of teamwork is the effort to create an atmosphere of sharing a goal and completing the job together.

C. Sexual harassment/discrimination/employment law

Sexual harassment and racial discrimination are very serious matters in the US. Please understand these concepts and do your best not to avoid these situations. If you commit harassment, of any kind, at the work place you are subject for immediate termination and dismissal from the ICEO Summer Work/Travel Program.

If you feel that you have been a victim of either sexual harassment or racial discrimination in your workplace, please contact ICEO at **1-877-ICEOINC** or **emergency@iceoinc.org**

D. Your salary & paycheck

The law states that you must be paid wages for the hours you've worked - to date - even if you decide to quit work. The US Federal minimum wage is set at \$5.85 per hour. However, the law may vary in cases where the employee receives most of his wages through tips or if you must pay room and board. If you have questions about your specific case, contact ICEO. You can also access **www.iceoinc.org** for more information and useful links on minimum wage. There is no maximum amount of money you can earn. The details of your employment, including wage can be found in your Employment Confirmation Letter.

Your pay-periods will differ per employer, but usually occur bi-weekly, which means you will receive your paycheck every two weeks.

www.iceoinc.org

A. ICEO Assistance

ICEO will assist you with housing arrangements in one of the following ways:

- ` work with partnering employers, in order, to acquire their assistance with providing housing
- ` serve as a reference center for inquiries with regard to housing arrangements
- ` provide information and arrangement assistance of temporary/permanent housing via Post Arrival Guide and ICEO Regional Representative team

Please contact ICEO about any housing issues at housing@iceoinc.org.

B. Housing Information

a. Location

Keep in mind that in large metropolitan areas such as New York, Chicago, Los Angeles and San Francisco, housing and living expenses are extremely high. In addition, beach resorts and mountain areas are also quite expensive. Be practical and intelligent in understanding what your budget limitations are and how much you should be spending.

b. Short Term

On a short term basis, some affordable accommodation options include: hostels, residence homes, hotels, university/college housing and low cost motel chains. Most of these short-term accommodations have a maximum stay limitation - usually 2 weeks. It is wise to make a reservation at one of these short-term housing options before you arrive. This will ensure you have a comfortable place to stay.

c. Long Term

To begin your search for long term housing, you may want to do a little research before you arrive to the US. If you have access to the internet, there are many good US city guide webpages including, but not limited to: www.citysearch.com, www.digitalcity.com and www.craigslist.com. There are listings of major cities within these webpages and links to city housing availabilities.

d. Resources

Once you are in the US and at your final job placement destination, ask your friends or coworkers around you for suggestions on where to find the best possible housing, in suiting your accommodation needs. You may also utilize the local newspaper and look under the classified section for housing availabilities, which can be found at your nearest grocery store, cafe or local convenience store. In addition, local college campuses usually have listings for roommates needed. You may also go online and check at www.apartmentguide.com for available apartments in major US cities. Many real estate agencies offer rental locator service. However, be aware that there is usually a “realtor’s fee” for this service. Be sure to ask if there is such a fee before you commit to their assistance.

C. Additional Housing Information

During your hunt for housing, please keep in mind the following factors:

a. Roommates

Since apartments can be expensive to rent alone, you may want to consider sharing with a roommate or roommates. One of your coworkers may be looking for a roommate or may know someone who is looking for similar living arrangements. Community bulletin boards have notices of roommate wanted ads. When selecting roommates be sure to consider their personality, personal habits, how you get along with them and whether their lifestyle and financial situation are stable and similar to yours. Participants traveling in groups might also consider becoming roommates.

b. Furnishings

Most apartments come unfurnished unless you will be subletting or sharing the apartment with someone who already has existing furniture. There are rentals available that are furnished, but usually they are more expensive. In addition, you may rent furniture in the US. You may be able to rent furniture from the following locations:

www.rentacenter.com & www.rentfurniture.com



c. Location

How close is your housing to your job? Can you walk or use the public transportation? How long is the commute? How accessible are stores, banks and additional surrounding? How safe is the neighborhood? Please know the answer to all of these questions before finalizing your housing arrangements.

d. Availability

Ask the landlord how soon you can move into a rental. Please keep in mind you may need to wait until the end or beginning of a month, before you can begin moving in.

e. Renting, Subletting or Sharing

- ˘ *Renting* is when you sign a lease or agreement with your landlord for a specific time period. Be aware that most lease contracts are for one-year occupancy. Be very clear with your landlord in explaining the length of time you would like these accommodations.
- ˘ *Subletting* is when you do not sign the lease with the landlord, but instead rent an accommodation from a lease holder.
- ˘ *Sharing* is when you live with someone who is already renting an accommodation and you share

f. Rental agreements

If you rent or sublet a rental, please make sure that you sign a rental agreement and keep a copy of the document for yourself. Such written contracts should define the terms by which the apartment has been rented. This agreement protects the tenant and the landlord by stating the rental price and the time period that you will reside in the rental accommodation and pay rent. Before you sign any rental agreement, read the contract thoroughly and carefully, asking any questions you may have and keeping in mind that only written information on a rental agreement is legally binding, not verbal.

* Post Arrival Guide

Your Post Arrival Guide will serve as your guide to the area and location you will be traveling to, and contain information about housing, transportation, employment and the surrounding area. Please pay close attention to the Post-Arrival Guide for important information. This document will be distributed prior to your departure to the US. The transportation from your Gateway Airport to the Final Destination will be outlined in your Post-Arrival Guide. Please pay close attention to this document as it will serve as your means of contact upon your arrival to the US. You can also contact ICEO with questions regarding transportation at: transportation@iceoinc.org.

A. Sufficient Funds

While on the ICEO Summer Work/Travel Program, it is important that you budget your money wisely. Always make sure you have enough money with you for essentials, such as housing, meals and transportation. ICEO does not have the capability to loan any participant monetary assistance at any time. However, ICEO will do its best to provide you with the necessary resources (within the obligation of a program sponsor) in achieving the necessary assistance needed.

B. Banking

Opening a bank account is one way to ensure that your money will be in a safe place. Since services and fees vary from bank to bank, you may need to check several institutions in order to find the one that best suits your needs. You will need to bring several forms of identification, your passport and Social Security card (W-8BEN form (available at bank) - used for participants who don't yet have a social security number). Banks offer different types and levels of accounts. Ask what your options may be.

You should be aware of the following:

- ˘ some banks require a minimum balance, in order to maintain your account as active
- ˘ some banks charge a monthly service fee to maintain your account
- ˘ most banks have a grace period, once you have opened your account, after which you must wait a certain time period before you may access the money in your account.
- ˘ most banks offer an Automatic Teller Machine (ATM) card when you open an account. This card is also known as a "debit card." This means that anytime you use the card for withdrawing cash or making a purchase, the amount is deducted from your account. It is wise to keep all receipts of your cash withdrawals and purchase for your records.

C. Credit Cards/Travelers Checks

Credit cards and traveler's checks are widely accepted at service-oriented businesses in the US, for example restaurants and retail stores. Be prudent with the credit card use and be sure to record the check number sequence on your traveler's check in case they are lost or stolen.

D. Cash

The basic unit of measurement in US currency is the dollar (\$). Coins are in the value of .01 or 1 cent, (penny) .05 or 5 cents (nickel), .10 or 10 cents (dime), .25 or 25 cents (quarter) and .50 or 50 cents (half dollar). Bills (notes) are printed in the value of \$1, \$2 (very rare) \$5, \$10, \$20, \$50 & \$100.

E. Sales Tax

Sales tax varies from state to state and city to city they can charge 3-10% of a total bill. In some regions there is no sales tax added to purchases on merchandise or a restaurant bill. Please visit the following webpage to get exact tax figures per state: <http://www.taxadmin.org/fta/rate/sales.html>

F. Tipping

It is customary to tip service oriented workers about 10-20% of the total bill. This can include: waiters/waitresses, taxi drivers, hair stylists, valet attendants and others.

G. Accessing Money from Home

There are a couple of ways to access money from your home country.

a. Wire Transfer

This transaction allows you to transfer money from a bank in your home country to a bank in the US. There may be charges involved and the process may take approximately a week. Not all banks offer this service, so please check with the bank in advance.

b. Western Union

A friend, relative or parent can transfer money from your home country to you through a Western Union facility. The process usually takes 15-30 minutes and there is a handling fee, which is based on the amount of money sent.

www.westernunion.com

A. Telecommunication & The Internet

a. Calling Cards

A variety of calling cards can be purchased in supermarkets, convenient stores or gas stations. Always verify the instructions on how to use the card and the call rates to your home country prior to purchasing the card.

b. Collect Calls

If you do not have coins, you may want to charge the call to the recipient (transfer charges). To do this, you first dial “0” and then the area code and number you wish to reach. An operator will offer to help you in case you have difficulties. Let the operator know that you wish to place a “collect call” and give your name. This also applies to international calls though they are very expensive. Some collect call services to consider are: 1.800.COLLECT (265.5328) or 1.800.CALLATT (225.5288).

c. Payphones

Payphones are plentiful, most often on street corners and in public areas. Put your coins (usually 75 cents for a local call) into the slot and listen for a dial tone before dialing; if there is no answer or there is a busy signal, your money will be returned. To make a long-distance call, put the coins in and dial the number; an operator will tell you the cost of the first three minutes and you must then deposit that amount. Long-distance rates are cheaper in the evenings during weekdays and are further reduced between 11pm to 8am and on weekends.

d. Home Phones / Country Codes

Once you are settled in your apartment or house you can obtain a phone line in your home by contacting your local phone company. If you cannot contact them from your home, you must

call from a pay-phone, rental office, or a friend’s home. Be prepared to provide the person on the phone with information about yourself and your place of residence. Should you have further questions please speak with your landlord.

Country	Code	Country	Code	Country	Code
Argentina	54	Hungary	36	Romania	40
Australia	61	India	91	Singapore	65
Austria	43	Ireland	353	Slovakia	42
Belgium	32	Italy	39	Slovenia	386
Brazil	55	Jamaica	876	South Africa	27
Bulgaria	359	Japan	81	South Korea	82
China	86	Lithuania	370	Spain	34
Costa Rica	506	Mexico	52	Sweden	46
Czech Republic	420	Netherlands	31	Switzerland	41
Denmark	45	New Zealand	64	Thailand	66
Estonia	372	Norway	47	Turkey	90
Finland	358	Peru	51	Uganda	256
France	33	Philippines	63	Ukraine	380
Hong Kong	852	Poland	48	United Kingdom	44

e. Prepaid Cell Phones

You do not have to pay a monthly bill when using a prepaid cell phone. This type of phone can be purchased through a wireless provider in your local area. A prepaid cell phone comes with a refill card, which must be purchased prior to cell phone usage. Once you have purchased a refill card, you must transfer the amount onto your prepaid cell phone to be able to use it. Prices and rates may vary depending on your provider.

US wireless providers: Verizon Wireless (www.verizonwireless.com), AT&T (www.att.com), Sprint (www.sprint.com) etc...

f. Internet Access & Email

You are encouraged to independently seek out places that offer computer rental stations in which you can access information via the internet and/or communicate via email. As you know, the internet has become an invaluable tool to research information, such as housing local entertainment activities etc.. Sending email messages is an easy way to keep in touch with friends and family back home. There are various places and resources where you can rent a computer station. Fedex/Kinkos are open 24 hours a day and they rent out PC/MAC stations for approximately \$24 per hour (www.fedex.com/us/officeprint/main/index.html). Kinkos has stores located all over the US.

Another good resource to check into is the local public library in your host-site community. Many public libraries have “media resource rooms” in which you can use computers. Many metropolitan areas have coffee shops or cafes that have computer stations or wireless internet access as a novelty for customers. There may be a fee or you may need to purchase a beverage or item to have the privilege to use the computer or the internet access. Please do not ask your employer if you can use company computers for personal purposes, as it is not appropriate, nor is it professional unless there is the employee center, which offers internet access.

You may set up free email accounts through a number of websites. A few of the more popular services are:

- * mail.yahoo.com
- * www.hotmail.com
- * www.email.com
- * www.netscape.com

g. Bringing your personal computer

When bringing your own personal computer you might pay for one of the following service providers in your area: AOL, MSN, Netscape, NetZero and Compuserve. All fees vary. You can pick up a disc to begin service at most office stores, large supermarkets or Blockbuster video rental.



A. Avoiding Troubles

Traveling around the US will bring out the spirit of adventure in you. While the large majority of the American population is friendly, open and willing to help, there are a small percentage of people who will take advantage of other people, especially foreign visitors. As long as you use common sense and take precautions, you can feel confident in exploring areas freely.

Below we recommend a few safety tips:

- ` in crowded areas, such as, airports, train stations or bus terminals always keep your property close to you. Keep valuables close to you or in a concealed place.
- ` do not expose large sums of money in crowded places
- ` remain alert and aware of your surroundings. Thieves and pickpockets target people who seem to be preoccupied and distracted, waiting in a movie line, check-out counter within a supermarket or window shopping.
- ` travel with friends as much as possible
- ` avoid using ATM machines at night, especially if you are alone

B. Drugs

Illegal possession of controlled substances (drugs) in the US is subject to prosecution by law. Although penalties vary from state to state, you may be subject to fines and possible jail time for any possession of drugs or association with people who are dealing/selling (distribution) drugs.

C. Sex

While it is your person business and choice to be sexually active, ICEO feels it is important that you should be aware of some legal boundaries involved when partaking in sexual relations.

- ` mutual consent - both persons must agree to have sex together. Aggressively or even passively forcing another person to engage in sexual activity is considered a violation of US law and termed, Rape. Specific laws regarding “mutual consent” relative to sexual relations will vary from state to state.
- ` sex with minors - minors are people under the age of 18. An adult is considered any person 18 years of age or older. When an adult has sex with someone under the age of 18 it is considered a violation of US law and termed, Statutory Rape. While the under-aged person may have had concensual sex with the adult, it is the responsibility of both parties to know the age of the other person they are engaging in sexual activity with.

Above all, please act responsibly and safe should you choose to be sexually active.

no means no - listen !

D. Alcohol

The legal drinking age in the US is 21 years of age and older.

In many cases if you purchase or are served alcoholic beverages, you will be asked to prove that you are of legal drinking age. Identification with a photo will be required. Be aware if you live and work in a resort area, there may be strict laws pertaining to alcohol consumption. For example, specific times of the day or week in which alcohol can be either purchased or consumed.

Over the years in the US, there has been intense focus and concern regarding drinking alcoholic beverages and the operation of a moving vehicle. There are many alcohol-related traffic deaths every year and therefore, we ask that you **Do Not Drink and Drive!** Should you choose to do so, the Police have a legal right to charge you with “Driving While Intoxicated” (DWI) or “Driving Under the Influence” (DUI).

It is very wise to appoint, what Americans refer to as a “Designated Driver,” so that this person travels with you, to wherever it is you are traveling, and does not consume alcohol, therefore, may operate a moving vehicle. This is the best way for you to ensure, not only your own safety, but the safety of those around you as well.

E. Laws etc...

If you break the law you will face the consequences of your illegal actions, just as you would in your home country. Please think before you act and avoid getting in trouble for the following:

- ` underage drinking
- ` consuming alcohol in public places
- ` possession of drugs
- ` disturbing the peace
- ` disorderly conduct
- ` vandalism of property
- ` shoplifting or theft
- ` using false identification
- ` harrassment

F. Circumstances

If you get in trouble with the law, you can call ICEO for limited assistance. Please keep in mind that if you break the law, ICEO cannot be held accountable for your actions. You are legally and financially responsible for your actions should you choose to violate any US law. If you are arrested for any crime you should know your rights:

- ` you have the right to remain silent and refuse answering all questions if you choose
- ` no person accused of a crime may be forced to confess or give evidence against themselves
- ` you have the right not to be searched unless the police authorities have a search warrant or reasonable doubt to think a law has been violated
- ` you have the right to be represented by a lawyer and to be provided with a lawyer to represent you if you cannot afford to hire one

- ` you are entitled to be released from jail upon posting of a bail bond - money paid to ensure that the person reports for trial - set by the court while you await trial
- ` you are entitled to a fair trial conducted according to the rules of evidence and court procedures
- ` you are presumed innocent until proven guilty - at the court trial, it is the job of the prosecution to prove your guilt beyond a reasonable doubt

Should you be found guilty you may face one or multiple consequences:

- ` monetary fine
- ` jail time
- ` community service
- ` deportation

dial **911** for emergencies

Should you be a victim or a witness to a crime, please dial 911 for assistance. Contact ICEO once you have contacted emergency services at: 1.877-ICEOINC.

A. Airplane

The most efficient way of travel in the US is by air. Air tickets can be expensive, so it is important to be resourceful and search for the best possible airfare. A great source is the Internet, which holds websites like **www.travelocity.com**, **www.orbitz.com**, and **www.expedia.com**. In addition to the websites mentioned above, you may also visit the websites of airline companies directly, for instance, American Airlines, United Airlines, Delta Airlines, Southwest Airlines, Jet Blue and STA Travel, which specializes in air tickets for students (**www.STAtravel.com**). Sunday Travel sections of US newspapers usually list airfare deals, should you be looking for the best price.

B. Train

Amtrak is the national railway system in the US. In order to obtain more information regarding travel in the US by Amtrak please visit their webpage: **www.amtrak.com** or call 1.800.872.7245.

C. Bus

Greyhound is a major nationwide bus company with routes throughout the continental US. In order to obtain more information regarding travel in the US by Greyhound, please visit their webpage at: **www.greyhound.com** or call 1.800.231.2222.

www.amtrak.com
www.greyhound.com

D. Car Rental

There is a minimum age requirement of 21 or 25, in order, to rent a vehicle in the US. All requirements will vary from rental agency to rental agency, possible requirements are: valid international/US drivers license, an additional form of identification (passport) and a major credit card. In addition to the fee you will be charged to rent the car, there are also other fees that you may incur;

1. insurance- this will provide you with insurance coverage on your rental car, should you get in an accident, 2. gas - you will be responsible for gas and ensuring that the car has the same amount of gas when you return it as it had when you drove it away.

E. Bicycle

A bicycle can be purchased through your local retail store (new bicycles) or a second hand store (used bicycles). Used bicycles are usually less expensive than a new bicycle. Prices will vary greatly.

F. Buying a car

You must have a valid driver's license from your home country, in order to drive in the US. You will also need an International Driver's License, available in your home country from a DMV.

You must obtain an International Driver's License in your home country.

a. Where to buy and sell

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

- \ local newspaper classified ads
- \ "for sale" signs posted in car windows
- \ flyers posted in supermarkets, corner stores and automotive shops specializing in independent car sales. You may also obtain an "Auto Trader" and "Swap Sheet" by calling 1-800-724-0881. They have offices throughout the US, which is convenient if you would like to sell the car in an area other than where it was purchased.

b. Inspection

A used car should be inspected carefully before you make a decision to purchase it. If you are familiar with automobiles, test drive and inspect the car yourself, or bring someone along who can help. As an alternative, some service (gas) stations can perform a "pre-purchase check" for approximately \$50. They can tell you if any repairs need to be made and how much those repairs would cost.



www.cars.com
www.autotrader.com

c. Registering the car

When you purchase the car you will need to register it with the Department of Motor Vehicles located in the State which you are residing. To register your car you will need the following:

- ` the title which has been signed over to you for ownership
- ` the bill of sale from the seller
- ` a valid international driver's license
- ` proof of insurance coverage

The costs involved with registering a car varies from state to state and can range from \$50 to \$100 +. This does not include the cost of insuring the car, which may be quite expensive.

d. Average cost

Depending on the model, make and condition, a used car can be purchased for a few thousand dollars. Always call a bank to ask for the "blue book" value for the make and model of the car you are interested in or check it online: www.kbb.com. This is the webpage for Kelly Blue Book, which is used in the US as a reference point for the current value of vehicles. Please also factor in the cost of gas when purchasing a vehicle. The current price of gasoline ranges from \$2.60 to more than \$4.00 per gallon depending on the state and city you are in. Average cars can drive between 8-40 miles per gallon. Pay attention to the "miles per gallon" a car gets as this can greatly affect your overall expenses.

e. Auto insurance

Your health insurance may cover you for any injuries sustained during a car accident, but is required to purchase automobile insurance, as well.

Note: *You should make sure your automobile insurance coverage insures you against liability. If you are responsible for an accident and do not have this, you could be held responsible for harm to your car, and harm or damage to another car or individual. US companies offering reasonably priced, short-term auto insurance for non-residents are rare, so you might want to look into obtaining coverage from a company in your home country. It may be possible to purchase a short-term policy from a private insurance company.*

www.geico.com

www.progressive.com

f. Driving rules

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

- ` speed limit - the speed limit in cities, town centers and congested areas is usually 20 to 35 miles per hour. Usually there are signs indicating the speed limit. The maximum speed limit on the highways is usually 55 to 75 miles per hour, depending upon the state. Laws against speeding are strictly enforced, in order to prevent reckless driving, accidents and loss of life.

- ` accidents - most accidents, especially those involving personal injury or property damage, must be reported to the nearest police station within 24 hours. In addition, you must always stop and make sure the person and car are ok, should you be involved in an car accident, even if it looks like there is no damage to the other car. Should you not stop you could be charged with “hit-and-run.”
- ` traffic lights - most state laws permit motorists to turn right on a red light, after first stopping to check for traffic, unless otherwise specified. Should a light be turning from Yellow to Red, please slow down and stop before the cross-walk. Running a red light is a very serious offense and carries monetary consequences.
- ` tickets/infractions - you are fully responsible for paying all tickets you receive during your program and showing up to court, if prompted.

A. Postage

The general rate for US domestic postage is \$.42 (for letters weighing less than 1 oz.) You may search for further United States Postal Service online at: www.usps.gov or call 1.800.275.8777.

B. Metric Conversions

In the US the non-metric system is utilized. Below are the major metric equivalent conversions:

- ` 1 mile = 1.6 kilometers
- ` 1 yard = 91.4 centimeters (3 feet)
- ` 1 foot = 30.48 centimeters
- ` 1 inch = 2.54 centimeters
- ` 1 pound = .45 kilograms
- ` 1 ounce = 28.35 grams
- ` 1 gallon = 3.79 liters
- ` 1 quart = .95 liters

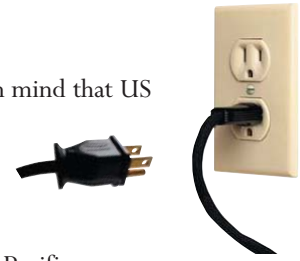
C. Temperature

In the US the temperature is expressed using Fahrenheit degrees. Below are a few examples of Celsius conversions from Fahrenheit:

- ` 32 degrees Fahrenheit = 0 degrees Celsius
- ` 68 degrees Fahrenheit = 20 degrees Celsius
- ` 95 degrees Fahrenheit = 35 degrees Celsius

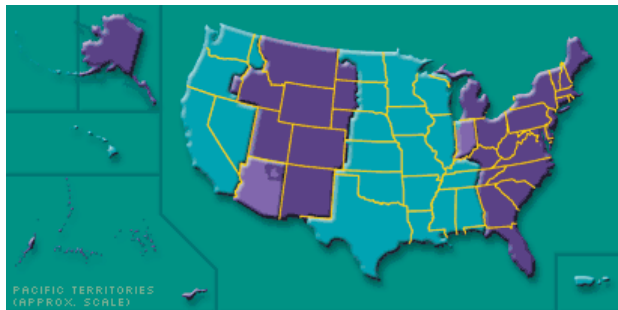
D. Electricity

Please bring appropriate adapter or converter for your electrical equipment. Keep in mind that US electrical appliances use 110 volts.



E. Time Zones

The Continental US is divided into four time zones: Eastern, Central, Mountain and Pacific.



Eastern: 12:00 noon - Central: 11:00am - Mountain: 10:00am - Pacific: 9:00am

F. Holidays

There are many holidays in the US, however, below you will find major holidays:

- ` **New Year's Day - Jan 1st**
- ` *Martin Luther King Jr. Day - Jan 15th*
- ` **President's Day - February 19th**
- ` **Memorial Day - May 28th**
- ` **Independence Day - July 4th**
- ` **Labor Day - September 3rd**
- ` *Columbus Day - October 8th*
- ` *Halloween - October 31st*
- ` **Thanksgiving - November 26th**
- ` **Christmas - December 25th**

Holidays in **Bold** are celebrated by everyone.

G. Cross Cultural Activities

There will be a number of cross-cultural activities available for you near ICEO host employers and ICEO will organize and or provide to you the proper information to attend those available activities. The purpose of the cultural activities are to enrich your program experience and allow you to gain additional experience with American customs and cultures.

Please check www.iceoinc.org for more information.

H. 30-day Travel Period

You are allowed to stay in the US for up to 30 days beyond the end date listed on your DS - 2019 form, in order, to travel. You may not work after that date, however, this travel period is intended for domestic travel in the US. If you travel to Mexico, Canada or other countries during this 30 day optional travel period, you will not be allowed to re-enter the US.



I. Insurance

As a participant of the ICEO Summer Work/ Travel Program you will receive health/travel insurance issued by a valid health insurance carrier. The card, that will accompany your handbook should be presented each time you visit the doctor. While you are provided insurance during this period of time, please note that this insurance cannot cover any pre-existing condition, so please make sure you have all health-related issues solved before traveling on the program. When you visit a doctor of any type of practice you will have to pay what is termed a “deductible,” meaning that each time you visit you will have to pay a flat amount before your visit can begin. This amount will vary, but never exceed \$500. Detailed information regarding your insurance may be found in your insurance handbook.



Health and Accident Insurance

You may review your insurance documents online at <http://www.esecutive.com/myinsurance> by logging in with your name, date of birth and policy number 8734242-2090.

After logging in, you can view and print:

- ID Card and Claim Form
- Insurance Information Brochure with information about coverage, emergency numbers, what to do in case of a claim and frequently asked questions

www.esecutive.com/myinsurance

A. Reconfirming Return Flight

You must reconfirm your flight with the airline to ensure you can get a seat. Please call the airlines at least two weeks before your scheduled departure date for all information.

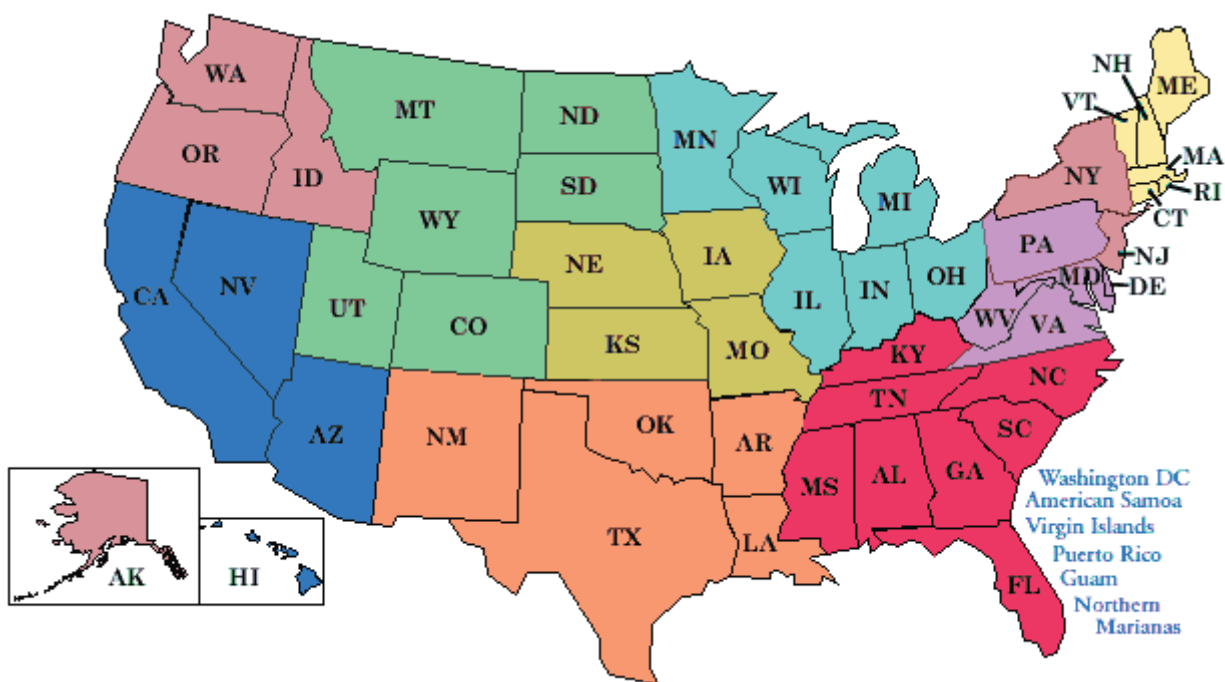
B. Changing Return Flight

Should you need to adjust your return ticket home please call the travel agent who booked your ticket.

C. After Returning Home

At the end of your ICEO Summer Work/Travel Program, you will have many memories, a full address book and the confidence that you handled the challenges and opportunities you faced during your program. For many people, readjusting to life in their own country is just as complicated as their adjustment to life in the US. When you travel abroad, you may expect things to be different and they are. However, having difficulty readjusting to the familiar surroundings of your home country can come as a surprise. You may return home expecting things to be just as you left them, however, while you were away two things may have happened: 1. all of your friends and family (who didn't participate in the program) have continued with their lives, so things will not be just as you left them, and 2. after living in a new culture, you may have formed new ideas and have returned home a slight different person with a new outlook on certain matters. Remember that traveling abroad and taking part in a program, such as this, is an extraordinary experience and your perspective on the world has changed once you've taken part.

UnitedStatesMap



In addition to the program progress report we would also like to ask you to complete the Final Program Evaluation Survey, which is attached as the final pages of this handbook and mail it to:

ICEO

Attn: Work & Travel Program Manager
11931 Foundation Place, Ste. 220
Gold River, CA 95670

We are looking forward to hearing your opinion, comments and evaluation of our program.



International Cultural Exchange Organization Inc. Work & Travel Final Evaluation 2005

Participant Information	
DS 2019 #	_____
Social Security #	_____
Last Name:	_____
First Name:	Middle: _____
Country of Citizenship:	Date of Birth (day/month/year): ____/____/____
Home Mailing Address	
Address:	City: _____
Province:	Zip Code: _____ Country: _____
Telephone: () _____	Email: _____
Employer Information	
Employer Name:	_____
Address:	_____
City:	State: _____ Zip Code: _____
Name of Supervisor:	Title: _____
Telephone: () _____	Fax: () _____
Email:	_____
Employment	
Start date of employment in U.S. (month/day/year): ____/____/____	_____
End date of employment in U.S. (month/day/year): ____/____/____	_____
Beginning employment position:	wage \$ per hour: _____
Ending employment position:	wage \$ per hour: _____
Did you have any additional jobs other than the one provided to you by ICEO? <input type="checkbox"/> yes <input type="checkbox"/> no	
If yes, please indicate how many positions you held? <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4+	
Did you complete the entire program with your first employer? <input type="checkbox"/> yes <input type="checkbox"/> no	
If no, please indicate why:	_____
Additional Comments:	_____

International Cultural Exchange Organization Inc. www.iceoinc.org

Thank you for helping us improve the
ICEO Summer Work/Travel Program !

Leaving & Returning to the US

- a. Option 1: if you are in Sacramento, California you may call ICEO to schedule an appointment to have your DS - 2019 form signed and obtain a “Letter of Good Standing.” You must have your passport for identification purposes, in order to receive a signature.
- b. Option 2: mailing your DS - 2019 form at least 3 WEEKS BEFORE you travel and please pay attention to the following:

- \ clearly complete the form attached to this handbook (Request for DS 2019 signature) and submit along with all required documents.

- \ include a prepaid self-addressed, certified/delivery confirmation envelope via UPS, FedEx, DHL or USPS. You will need to include this in your package, in order, for ICEO to return your DS - 2019 form to you.



- \ please address your prepaid envelope and send your package to:

ICEO
Attn: Work & Travel Director
11931 Foundation Place Ste. 220
Gold River, CA 95670

Upon your return to the US, the Immigration Officer will ask to see your signed DS - 2019 form and “Letter of Good Standing” to prove that you are allowed to re-enter the country. Your new I-94 card will then be validated with new dates.

Note: *the signature from the ICEO Program Officer is valid for only 2 Months. Please keep this in mind when choosing when to send in your DS - 2019 form for signature and do not send it in 2 months prior to your departure. A new signature will be needed, should you choose to travel outside of the country after that 2 month period.*

In addition, please note that signatures placed on your DS - 2019 form for travel purposes are done so with the intent you are traveling back to your home country for a valid reason and not to an undisclosed location. Considering many other countries require visiting visas it would be wise to check the rules and regulations with the country you will be traveling to. <http://travel.state.gov/>

Pre-Departure Checklist

The following is provided to you as a reference for what you may need in the US:

important documents:

- DS - 2019 form
- Passport
- Employment Confirmation Letter
- Social Security Letter
- Tax Letter
- Post Arrival Guide
- Air tickets and other transportation tickets
- ISIC Card

proper clothing according to the environment you will be working

- winter: coats, hats, scarves, gloves & sweaters
- summer: hats, sunglasses, shorts, sandals & swimsuits

needed medicine & toiletries

- prescription medication
- allergy medication
- comb and/or hairbrush
- first aid kit
- sunscreen, moisturizers / cosmetics
- toothbrush & toothpaste
- razor blades / electric razor
- deodorant
- soap & shampoo
- pain relievers

miscellaneous

- insect repellent
- pocket calculator
- battery-operated alarm clock
- flashlight
- electric plug adapter
- address book
- books, guides & maps
- Funds: Minimum \$800.00 USD



You may contact ICEO at one of the following contacts:

Emergency Phone: 1-877-ICEOINC
Email: emergency@iceoinc.org

Housing Email: housing@iceoinc.org

Transportation Email: transportation@iceoinc.org

General Email: info@iceoinc.org

SEVIS Email: sevis@iceoinc.org

Evaluation/Report Email: report@iceoinc.org

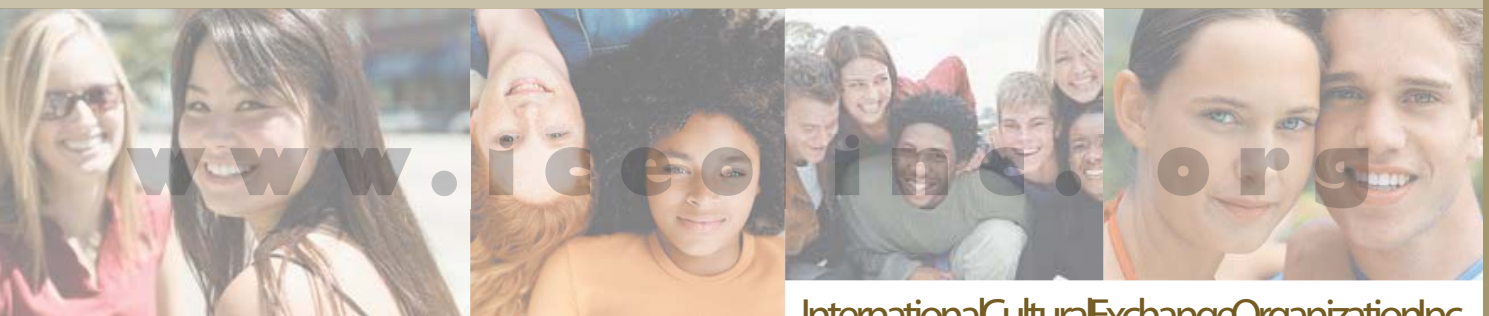
You may contact ICEO Headquarters between the hours of 8am to 5pm, Pacific Standard Time, Monday - Friday.
Should you have an emergency please use the proper communication tools outlined in this handbook.

International Cultural Exchange Organization Inc.

www.iceoinc.org

11931 Foundation Place Ste. 220
Gold River, CA 95670
Telephone: 916.985.4826
Emergency Telephone: 1-877-ICEOINC
Fax: 916.985.9922

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