



2017 CCUSA Work Experience USA Program Agreement - Hungary

This agreement is between CCUSA Inc., (CCUSA) and

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CCUSA ID #

(print name) you, a CCUSA participant

Application and Fees

1. An application payment of €100 must be paid when you submit your application form to CCUSA.
2. Depending upon which program option you choose, you will be required to make one of the below payments no later than 15 days after acceptance:
 - a. Independent Option
 - i. €400 before 1st December 2016
 - ii. €500 after 1st December 2016
 - b. Independent Returnee Option
 - i. €300 before 1st December 2016
 - ii. €400 after 1st December 2016
 - c. Placement Option
 - i. €500 before 1st December 2016
 - ii. €600 after 1st December 2016
 - d. Skype Fair Option
 - i. €500 before 1st December 2016
 - ii. €600 after 1st December 2016
3. Insurance Fees: you must pay for any additional insurance costs before your DS2019 form will be printed. Your program fees include 3 months of Economy insurance coverage. If you stay in the USA longer than 3 months, you will have to extend your insurance.
 - a. Economy insurance coverage extension €3,20/day before departure to the USA.
 - b. Premium insurance coverage extension €3,90/day before departure to the USA.
 - c. If you want to upgrade your insurance from Economy to Premium the costs are €0,70/day and this will have to be done before your departure to the USA.

Refund Policy

1. The application payment is only refundable if the CCUSA country office or the CCUSA head office does not accept you on the program.
2. The acceptance payment will not be refunded if you cancel from the CCUSA program after acceptance or do not use your DS2019 form by the start date. In the case of serious illness or death of you, a parent or sibling (doctor's written verification certificate required), only the acceptance payment will be refunded. All cancellations and supporting documentation must be submitted in writing within 10 days before a refund can be issued. No refunds will be made for pre-existing conditions.
3. If you cancel for any reason, the DS2019 form must be returned to CCUSA before any refunds can be issued.
4. In the event the U.S. government rejects your visa application, only the acceptance payment is refundable. CCUSA strongly advises you to apply for your J-1 visa only in your country of residence or in the country that issued your passport. The U.S. government may require additional documentation if you apply for your visa outside your home country.
5. CCUSA cannot be held responsible for visa rejections or delays in visa issuing due to processing delays on the part of the US embassy or consulate where you apply.
6. All program fees will be refunded to Placement Option participants not placed by 30 June 2017. In this event, refunding the fees is the limit of CCUSA's responsibility, as damages for non-participation are impossible to calculate.
7. No refund of the Placement fee is given if you change from the Placement Option to the Independent Option after receiving a placement. The CCUSA Head Office in the US must authorize the change. If you cancel from the Independent Option because you are unable to locate a job, you will be charged the difference between the Placement and Independent option fees in your country.



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- An Independent participant who submits a job offer that proves to be fake will be cancelled from the program and only the acceptance payment is refundable.
- In case of cancellation for any reason, CCUSA is not responsible for any other expenses incurred by the participant (e.g. U.S. consulate visa fees, transportation costs or penalties, etc.).
- Once you travel to the US and/or start your CCUSA program, there is no refund of any program fees, regardless of the reason why you cannot or choose not to continue your program.

Acceptance and Student Status

- You must be at least 18 years and not older than 29 years of age by 1 May 2017 be enrolled full-time at an accredited post-secondary (tertiary) academic institution outside of the United States and have successfully completed at least one semester, or equivalent of post-secondary (tertiary) academic study. You must also have English language skills sufficient to successfully function on a day-to-day basis in an English language environment. You must submit with your application "proof of tertiary full-time status" which includes the dates of the university summer holiday break and your estimated graduation date. Final year students are currently eligible to participate in the program during their University's official summer break and must submit evidence of their specific graduation date. The program is not open to participants with US citizenship, passport or alien residency, or to those engaged or married to a US citizen.
- You must return for official first teaching day of your school in September 2017, regardless when your classes start. (Registration week is not considered as teaching days).

Please note: The U.S. State Department may limit program participation to a maximum of two times and to those participants who have not yet graduated from university.

- CCUSA will conduct an interview to help you better understand the program and to assess your English language proficiency, work skills and experience. You will also be required to submit a video in English. The CCUSA U.S. office decides final acceptance to the program.
- Independent Option participants holding citizenship from a country not on the US Visa Waiver program are required to provide a CCUSA Independent Job offer form which CCUSA will verify with the employer.
- To apply to the program, you will be required to submit a completed application form, upload a personal video, a photo, school proof, all required fees and this signed Program Agreement. All these must be submitted in order to be eligible for the discounts mentioned above and are due on or before the deadlines. All materials submitted to CCUSA immediately become the property of CCUSA.
- Your application form and supporting papers are legal documents. Any false, misleading or withheld information on your application or inappropriate behavior during your interview, prior to departure for the USA or during your participation on the CCUSA program, is grounds for immediate cancellation from the program without refund. This includes information found in your application materials as well as anything you post on the internet. You are required to inform CCUSA of any changes in information provided within your initial application, including but not limited to: health conditions, student status, availability dates, and contact details. Failure to do so may result in immediate cancellation from the program without refund.

Medical History

- As part of the application you are required to disclose to CCUSA **any and all past or current medical conditions** (if you are unsure of what to include contact CCUSA to discuss).
- If accepted, you must download the CCUSA Health History form, which must be completed and signed by your physician. This must be completed per the instructions and submitted to CCUSA at least 4 weeks prior to departure for the U.S. or by 12 May, whichever comes first. If this document is not received by this date you will incur a non-refundable €25 surcharge.

Criminal Background Check

- To participate on the CCUSA program, you must apply for a current criminal/police background check within 2 weeks of acceptance by the CCUSA head office.



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2. As part of the application you are required to disclose to CCUSA **any and all criminal history, criminal offense, arrests, charges, or sentencing**. You will also be required to get a Federal Police Background check. Any criminal history reflected in this background check could affect acceptance/placement opportunities and/or result in loss of placement. Once the background check has been processed, you must submit the report to CCUSA by 12 May 2017 or 4 weeks prior to your departure to the USA, whichever comes first. If your Criminal Background check is not uploaded this date you will be charged €25. U.S. host employers require that you bring the original of this report with you to camp. Failure to do so is grounds for immediate termination.
3. If you are not a citizen or permanent resident of the country from which you are applying, you must also gain a criminal/police background check from your home country as well with an English translation.

PROGRAM OPTIONS

I. INDEPENDENT OPTION

1. The Independent Option is for participants who choose to find their own job and whose completed application is submitted to CCUSA no later than 1 May 2017. Visa regulations require the job to be seasonal or temporary in nature.

Visa regulations prohibit working in any job position that:

- a. could bring notoriety or disrepute to the Exchange Visitor program
- b. in sales positions that require participants to purchase inventory that they must sell in order to support themselves
- c. in domestic help positions in private homes (e.g. child care, elder care, gardener, chauffeur, maid or housekeeper)
- d. as pedicab or rolling chair drivers or operators (this includes any human-powered vehicle regardless of design or name)
- e. as operators or drivers of vehicles or vessels for which a driver's license is required, regardless of whether or not the vehicle carries passengers or not
- f. in positions related to clinical care that involves any sort of patient contact
- g. in ANY position in the adult entertainment industry (including, but not limited to jobs with escort services, adult book/video stores and strip clubs)
- h. in positions requiring work hours that fall predominately between 10:00pm and 6:00 am
- i. in positions declared hazardous to youth by the Secretary of Labor at Subpart E of 29 CFR part 570. (Please refer to your Footprints account and the support section "Before Leaving Home" and download the Publication called "Prohibited Jobs due to Hazardous Activities").
- j. in positions that require sustained physical contact with other people and/or adherence to the Centers for Disease Control and Prevention's Universal Blood and Body Fluid Precautions Guidelines (e.g. body piercing, tattooing, massage, manicure, any cosmetology positions). Hotel housekeeping positions are permitted if the participants use general purpose utility gloves, i.e. rubber household gloves.
- k. in positions that are substantially commission-based and thus do not guarantee that participants will be paid minimum wage in accordance with federal and state standards
- l. in positions involved in gaming and gambling that include direct participation in wagering and/or betting
- m. in positions in chemical pest control, exposure to radio-active materials, warehousing, catalogue/online order distribution centers
- n. in positions with travelling fairs or itinerant concessionaires or any work activity that does not allow participants to have permanent living addresses
- o. in positions for which there is another specific J category (e.g. camp counselor, intern, trainee)
- p. in positions in the following industries: agriculture (both crops and raising of animals for food production); forestry and logging; fishing, hunting and trapping; mining, oil and gas extraction; manufacturing of any sort, including explosives; forest fire fighting or prevention;
- q. in jobs involving the operation of power-driven woodworking machines, hoisting machines, including fork lift trucks, power-driven metal forming and shearing machines.
- r. in jobs involving meat processing of any kind, including slicing machines in delicatessens
- s. in jobs involving use of industrial baking equipment
- t. in jobs in the construction industry including carpentry work, roofing, wrecking or demolition and excavation
- u. in jobs involving use of paper-product machines, such as those used at printing companies



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2. While U.S. State Department regulations allow participants holding citizenship from a country that is on the US Visa Waiver Program to enter the US without a pre-arranged job offer, CCUSA strongly recommends that ALL participants locate employment and submit a completed CCUSA Independent Job Offer form prior to departure for the US. If you submit a job offer later than 1 May 2017 CCUSA reserves the right to not accept it. If we do accept your job offer after this date, it is at the discretion of the CCUSA US office. If accepted, your requested start date must be at least 6 weeks from the date the job offer was submitted and you must pay a late fee of €50. The State Department may require the completion of a DS-7007 outlining the full details of your pre-arranged job offer. If this regulation goes into effect before you travel to the US, you will be required to comply.
3. CCUSA is required by US State Department rules for the visa to verify any job offer you submit. We will verify the legitimacy of the employer and contact them by telephone and email to confirm the job offer and its specifics. If the employer does not meet the verification requirements or does not respond to CCUSA's calls or emails within 7 days, the job offer will be rejected. At this point, you can provide more details about the job offer or have the employer contact CCUSA directly. If a job offer is completely rejected, you can submit a new job offer for verification but you will be charged US\$50 for the verification process of this second job offer. **This second job offer must be submitted at least 6 weeks prior to your requested start date.**
4. CCUSA does not recommend the purchase of job offers from third parties and takes NO responsibility for any fraudulent job offers obtained through these parties. CCUSA strongly recommends that you have direct contact with your employer to verify all job conditions BEFORE you submit the job offer to CCUSA for verification.
5. Once the job offer is verified, you are required to go to that employer or provide a new job offer to be verified. Please refer to the Program Rules and Verified Employer section for more information. Please note: you are not allowed to work for ANY employer that your sponsor, CCUSA, has not completed the verification process. Doing so will result in your termination from the program as required by State Department regulations.
6. If you decide to apply without a job offer, and you get accepted, you must actively search for a job from the day of the interview, and must check in with CCUSA Hungary about your job hunt every two weeks.

II. PLACEMENT OPTION (available only to those able to work a minimum of three months)

1. The Placement Option is available to those whose completed application is in the CCUSA US office by 1 April 2017. Our primary consideration will be to find a job suited to your skills and English language abilities.
2. You must be willing to commit to one employer for the dates and conditions on the Job offer.
3. Your job offer is based on the availability dates you provided at the time of placement. If changes in your university break dates occur before you leave for the US, you MUST inform CCUSA. The employer reserves the right to cancel your job offer if your new availability dates are shorter than your original ones. In this case, CCUSA is under no obligation to find a new placement for you and cancellation fees will apply. Once you depart for the US, you will be expected to complete the full dates on your job offer.
4. A job offer can occur any time after acceptance and up to 15 May 2017. Since employers make all final hiring decisions, a job offer is not guaranteed.
5. CCUSA will inform you of your job offer, including the date you are required to report to work. You must return a signed copy of this job offer within 7 days of receiving it (after 1 May 2017 it must be returned within 3 days) or the job offer will be rescinded and you will be cancelled from the placement option with no refund of fees.
6. CCUSA cannot guarantee that the job offer extended will not be rescinded between the time it is offered and your departure for the USA. If an employer rescinds the job offer, you can choose to have CCUSA replace you. If we do and you refuse the placement, no refund of any program fees will be given. We cannot guarantee that the position or location will be the same as the original placement so any additional costs for transportation to this new employer will be your responsibility. If we are unable to replace you, all but the application payment will be refunded.
7. CCUSA cannot guarantee that the conditions of the original job offer will not change. The number of work hours and possibly the position may change due to business conditions at the time of your arrival.

Insurance

1. CCUSA's travel insurance policy is compulsory for the dates on your DS2019 form. Three months of Economy insurance coverage is included in your program fees. If your DS2019 dates are longer than three months you must extend your



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CCUSA insurance coverage. The U.S. government requires that you have coverage for the full dates on your DS2019 form. CCUSA also recommends extending your insurance coverage to include any time you are in the US during the grace period. For insurance coverage extensions before departure, please contact your local CCUSA country office. Extensions of insurance coverage once in the US must be done through the CCUSA head office and are priced in US dollars.

2. Insurance date changes must occur before your insurance dates are locked in your CCUSA online account. Once your insurance dates are locked, you will have to pay a US\$50 change fee each time you make insurance date changes before leaving your home country.
3. Your policy can be upgraded from economy to premium prior to departure for the US for €0,70//day. You can do this on your CCUSA Footprints account.
4. You can purchase an extension of your insurance **prior** to your departure to the US at a cost of €3,20/day (for economy plan) and €3,90/day (for premium plan).
5. Once your policy has commenced, any extension must be made prior to expiration (all extensions contingent upon insurance company's approval). Costs for extensions once in the USA are US\$3.95/day (for economy plan) and US\$4.75/day (for premium plan). Specific terms of coverage are available on your online CCUSA account.
6. The insurance policy includes: accident, sickness and medical evacuation coverage. Insurance does not cover pre-existing conditions, baggage or car insurance. In the case of an accident or illness it is your responsibility to submit a claim form with all original documentation and follow the procedures set out by the insurance company.
7. CCUSA is NOT the insurance company. All claims, processing, and queries are between you and the insurance company. Please see the insurance documents provided before departure for full details of the coverage.

J1 Summer Work/Travel Visa

1. The DS2019 form used to apply for the J1 visa will be issued once you have a placement or provide a CCUSA Independent Job Offer form that CCUSA is able to verify, have paid all program fees and confirmed your personal information through your CCUSA Footprints account.
2. Your visa dates will be a combination of the State Department approved SWT dates for your country, your specific university summer break dates and your own availability. No DS2019 forms will exceed the total length of the approved visa dates for your country or your university break dates (whichever is shorter). These restrictions apply to final year students as well. No extension is permitted beyond these dates.
3. If there are changes to your personal information or the dates of your program after the DS2019 is issued, there is a €60 fee to reissue a new form. You must pay for a full reissue of the DS2019 form if there are changes to any of your personal information (date of birth, place of birth, spelling of your name or the way your name appears on the form), if there is a change in your program dates if longer than the original dates, or if you change your verified employer prior to departure for the US. If you are only making a change in your dates and the new dates are shorter than your original dates, the charge is €25.
4. The U.S. consulate charges fees for the processing of the J-1 visa (US\$160 to be paid in Hungarian Forints, subject to change). An additional fee of **US\$35 for the SEVIS** system must be paid prior to your interview with the U.S. Embassy or consulate. Your CCUSA office will have up to date information about all fees and payment procedures.
5. When your DS2019 form arrives, your CCUSA office in Budapest will notify you and send you instructions on how to apply for the visa with a specific deadline (allowing you maximum 2 weeks for the procedure). If your visa application package is not submitted by this date, you will incur a non-refundable €25 surcharge.
6. Any new fee associated with the SWT visa which may be levied between the date of this agreement and your entry to the US for the program must also be paid before you can travel.
7. The J-1 visa permits you to apply for entry to the U.S. and legally work for the dates listed on your DS2019 form and NOT on the J-1 visa stamped in your passport unless the two are the same. Some US embassies are now including the 30 day grace period in the dates on the J-1 visa they issue. You cannot begin work before your visa start date.
8. You must enter the U.S. by the start date on your DS2019 form and validate your program with CCUSA within the required 10 days. If you know you are not going to be able to travel to the US by your DS2019 start date, CCUSA requires that you have your DS2019 start changed. It is YOUR responsibility to notify your local office and request a change to your program



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start date. Failure to validate your program within the required 10 days will result in a SEVIS status of "terminated" which means your participation in the program has been cancelled.

9. It is a requirement of your visa that you are employed while on the program in the USA. Failure to maintain employment during the dates of your visa can result in the early ending of your visa.
10. Provided you successfully complete your CCUSA Work Experience program, you may be eligible for a 30 day grace period after the end date on your DS2019 form. This grace period is to prepare for your return home and/or to travel ONLY within the borders of the USA. If your university classes start before the end of this 30 day period or if the US embassy in your country has set a specific date by which you must return home and if this date is less than 30 days after the end date on your DS2019 form, you are not eligible for a full or partial 30 day grace period. If you do not successfully complete your CCUSA program and are terminated from the program, you are NOT eligible for this 30 day grace period.
11. As your US Sponsor, CCUSA must enforce all SWT J-1 visa regulations. SWT Visa regulations can be found at: <http://j1visa.state.gov/>.

Orientation and Travel

1. CCUSA provides a mandatory Orientation meeting in your country to give detailed information about the J-1 visa, program rules and life in the United States. The date for this orientation will be, 14th May 2017. U.S. government regulations require that you attend this orientation. Failure to do so will result in the cancellation of your program without refund.
2. You must pay for your own flight to the USA and to your employer.
3. You are required to give CCUSA your flight details to the US AND to the final destination of your employer. If these flight details are not provided by 12th May 2017 you will incur a non-refundable €25 surcharge. **Failure to do so at least 2 weeks prior to arrival can result in the cancellation of your CCUSA program without refund.**

Social Security and Taxes

1. In order to work in the USA, you **must** apply for and be issued a Social Security card. You can only apply for this card once you are in the USA. Apply for the card at a Social Security office, using the instructions given to you at the orientation session in your country. **You cannot apply until you have validated your visa with CCUSA and downloaded your electronic I-94 card.**
2. The Social Security Administration is a U.S. government agency and therefore, not in the control of CCUSA. CCUSA is not responsible for the time it takes to process your Social Security number or for any costs you incur while waiting for your card. You must apply for a number MORE than 30 days prior to the end date on your DS2019 form.
3. Many employers will not hire workers who do not have a Social Security number. CCUSA will only approve job offers from employers who agree to pay you on the basis of receiving a copy of your Social Security application letter.
4. CCUSA does NOT recommend that you put the CCUSA address on your Social Security card application. If you do, we will charge US\$25 to send your Social Security card to you via a courier service. You will need to provide CCUSA with a Credit Card authorization for this payment before the card will be sent.
5. The U.S. government requires that every person earning wages in the U.S. file a tax return for every year they are employed in the U.S. You will be required to file a return for 2017 as a CCUSA Work Travel participant. To assist you in complying with this requirement, you can complete the appropriate documents so that CCUSA's Tax Service can file tax returns on your behalf. This process will be explained during your CCUSA pre-departure orientation.

Your Verified Employer, Proof of Funds and Wages

1. All CCUSA Work Experience participants are required to go to the employer that CCUSA has verified. If there are serious reasons why you cannot go to your employer, you **MUST** contact CCUSA immediately. We will consider all of these reasons and decide whether or not you are allowed to not go to the employer. If we do give permission, in most cases, you will be required to have another job offer which CCUSA can verify after you pay the \$50 verification fee. **Failure to contact CCUSA or to report to your verified employer will result in the termination of your CCUSA Work Experience program.**



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2. You must report to your verified employer by the start date on the Job Offer form. Participants who cannot do this MUST contact their employer and the local CCUSA office to obtain permission to change the start date and their program dates. Failure to do so will result in the cancellation of your Job Offer form. If you cancel your participation in the program, no refund of fees will be given.
3. You must comply with your U.S. employer's rules and policies, including but not limited to rules and policies about such matters as personal grooming and drug testing. If you take an employer drug test and fail, CCUSA will not be responsible for locating another job for you. You will be given a specific amount of time to locate your own. If you are unable to locate a job within the required time, your program will be ended and you will be required to leave the US.
4. Your payment while in the USA will usually be at least the minimum wage as set by the U.S. Department of Labor or mandated by state laws. Working and salary conditions may change upon your arrival due to business conditions. Employers have indicated the number of hours they expect to give you on the job offer. You must come with sufficient money to cover all of your expenses in the USA until you begin earning a wage. Participants with housing provided by their employer must bring a minimum of US\$900. Participants who must arrange their own housing must bring a minimum of US\$1500. Your travel to and from your employer from your port of entry is not included in this requirement.

Housing

1. Unless your employer provides or arrange housing, you are required to make your own housing arrangements. CCUSA requires that you have accommodation for at least your first week in the US BEFORE traveling to the US. **You must provide information about the housing arrangements you have made on your Footprints account at least two weeks before your departure date.**
2. If your employer offers housing, it is usually on a first come, first served basis. Whether or not you arrange your own housing or it is arranged through your employer, you may be required to sign a lease and pay a deposit usually amounting to the first and last month's rent. CCUSA will provide you with housing information and leads for specific areas of the US as outlined on your Footprints account. Please note: if you locate an Independent Job Offer outside of the areas where CCUSA can offer housing assistance, you will be required to provide details of your housing search before CCUSA will accept the job offer. Please consider this in your search for an independent job.

Program Rules and Requirements

As a J1 Summer Work Travel participant, you are required to follow all State Department regulations for the visa and the CCUSA Work Experience program rules as outlined in this agreement, the on-line CCUSA International Participant Handbook, the Pre-departure Orientation session and any other official communication from CCUSA.

1. **Communication with CCUSA:** You will be required to regularly access our member's website, Footprints, to provide required information and obtain program support. Failure to comply with the rules for communication with CCUSA can result in the ending of your program.
 - a. **Email:** you must give CCUSA an up-to-date WORKING e-mail address that you will check at least once a week from the time you apply and throughout your program in the USA. CCUSA will not be held responsible for any problems caused by your failure to check your Footprints account and e-mail regularly or if you do not keep CCUSA updated about changes to your e-mail address. All your emails sent to CCUSA must be written in English and contain your CCUSA ID number.
 - b. **Phone:** To facilitate your communication with CCUSA in the US, we also recommend that you purchase a mobile phone and provide your number at the time you validate your visa.
 - c. **Facebook:** To obtain program updates and information, join our Facebook page once you are in the US. The CCUSA office in Budapest has a Facebook page, called CCUSA-Hungary. Please like it to see the latest news about the program – even before departure. Also you should join the CCUSA Hungary 2017 Facebook group in order to keep in touch with other Hungarian participants this season.
2. **Visa Validation:** U.S. government regulations require that all participants on the Summer Work/Travel J-1 program keep their program sponsors informed of their whereabouts and program activities while in the USA. You must go to your Footprints account when you arrive at your work destination and provide the exact details of your physical living address in the USA. Failure to do so no later than 10 days of the start date on your DS2019 form (and not the date you enter the



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US) will result in a Terminated status in SEVIS. In addition, you are required to inform CCUSA within 10 days of any change in your housing after this initial contact. Failure to do so will result in the automatic termination of your J-1 visa in the SEVIS system. This status in the SEVIS system means that you are not able to remain in the USA or to return to the USA in the future.

- 3. Visa 30 Day Check-ins:** Regulations require that you contact CCUSA every 30 days to confirm your living and working addresses and to answer questions about your program experience. CCUSA will send you emails reminding you of this requirement. Failure to respond to emails or calls about the check-ins will result in the termination of your program. You will have a 7 day grace period for your first 30 day check in but if you are late for any subsequent check-in, your CCUSA program will be terminated as required by State Department regulations.
- 4. Cultural Activities:** The Summer Work Travel J1 Exchange Visitor Program is not solely a work program but has a required cultural component. Participants **must** participate in at least one cultural activity outside of work each week in order to expand their knowledge of American culture and life. CCUSA will provide you with resources for cultural activities in the area of the United States where you are working. These resources are accessible through your Footprints account. In addition to these independent activities, your employer and CCUSA may arrange activities within your US community. You will be required to report on these cultural activities each month during your 30 day check in. Failure to participate in this required cultural component can result in the termination of your program. You must balance the amount of time you spend at work in order to participate in these required cultural activities. CCUSA will take your overall work hours into consideration should you locate another job in addition to your primary one. If the work schedule provided by your employer prohibits you from completing the required cultural activities, you must contact CCUSA immediately so we can address the issue with your employer.
- 5. Employment:** The SWT J1 visa requires that you maintain employment during your program in the USA. Failure to do so can result in the early ending of your visa.

Working for any employer that has NOT been verified by CCUSA will result in your immediate termination from the program as required by State Department regulations.

- 6. Actions that jeopardize your program status:** The following actions can result in the termination of your program: failure to show up to your verified employer which results in a No Show Status, failure to validate your program within 10 days of your DS2019 start date, failure to check in with your sponsor every 30 days of your active program, working for a prohibited employer or for one not verified by your sponsor, failure to participate in cultural activities, engaging in unauthorized employment, failure to pursue program activities, failure to submit a change of current address within 10 days, failure to maintain health insurance, conviction of a crime, violation of Exchange Visitor Program regulations or violation of CCUSA program rules, including failure to attend the mandatory Pre-departure Orientation meeting and leaving your US employer without following all CCUSA procedures (see below). Participants terminated from the program will have their CCUSA sponsorship ended, their SEVIS status changed to terminated and be required to leave the US immediately. Termination status can affect your ability to obtain visas to the US in the future.
- 7. Ending your program early:** If you decide to end your program before the end date on your DS2019 form, you **MUST** follow the procedures for leaving an employer early and inform CCUSA in the US. If your early departure is approved, we will change your SEVIS status to inactive and, provided that you have completed at least 50% of your program, you can start your 30 day grace period.
- 8.** CCUSA Work Experience reserves the right to change program rules, conditions and fees if any State Department regulations for the J-1 summer work/travel visa change after the printing of this program agreement.

Changing, Leaving or Adding a Verified Employer

Changing Employers before departure for the US: Once you accept a placement on the Placement or Job Fair option or provide a job offer on the Independent option that CCUSA verifies, you will be required to go to that employer or risk termination from the program. If you decide you do not wish to go to your verified employer, you **MUST notify CCUSA at least**



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CCUSA ID #

(print name) you, a CCUSA participant

30 days before you are scheduled to travel. You will not be allowed to leave for the USA until the new job offer is verified and your visa start date has been changed accordingly.

Changing Employers after arrival in the US:

1. All CCUSA participants **MUST** go to the verified employer. Failure to do so will result in the termination of CCUSA's sponsorship of your visa unless you have contacted CCUSA AND obtain our permission to not go to the employer. If you are given permission to not go to the verified employer, you will be required to have a new job offer that CCUSA can verify and pay the US\$50 verification fee to the CCUSA US office.
2. To obtain CCUSA's permission to change employers once you start working, you are required to discuss your situation with CCUSA. If CCUSA approves, you will be required to work for at **LEAST 2 weeks** before you can give a two-week notice to your employer. (This means a minimum of 4 weeks of work at your assigned employer.) In most circumstances, you will be required to provide a new CCUSA Independent Job Offer form **BEFORE** leaving the employer which CCUSA will verify for a fee of US\$50. You cannot leave your first employer or work for this new employer until you have CCUSA's approval to do so. Failure to follow this procedure will result in a terminated status in SEVIS which requires you to leave the US immediately and will jeopardize your ability to obtain future visas to the US.

Working for a Second Employer in the US

If you decide to locate another job in addition to your first one, you will be charged a US\$50 verification fee for the additional job offer. CCUSA will take into consideration the total number of hours you will work at both jobs as you must have sufficient time to pursue the required cultural activities.

Leaving Employers before the end of the contract:

All CCUSA participants are expected to complete the full dates on their job offer. If you want to leave the employer before the end date and **NOT** find another employer, you must obtain CCUSA's approval to do so. If permission is given, you will be required to give your employer two week notice and to work through the two weeks if your employer requires this. You must provide CCUSA with a completed Two Week Notice form. Failure to follow this procedure in full will result in a terminated status in SEVIS which requires you to leave the US immediately.

If you do follow this procedure, CCUSA will end your program in SEVIS and you can begin your grace period – **PROVIDED** that you have completed the majority of your employment assignment. The length of this grace period is determined by your university start date as you must return to your home country in time to start the next school session. If you did not complete the majority of your job offer, you will be required to leave the US immediately and provide CCUSA with the details of your flight home. Failure to do so may result in termination from the program.

My signature below confirms that I have read, understood and agree to abide by the rules, conditions and terms of the 2017 CCUSA Work Experience Program Agreement. I understand that I allow my name, address, email address and phone number to be forwarded to any preferred travel agent and/or to other participants placed at the same employer or traveling on the same flight. I allow photos taken of me at meetings, arrival sites and/or at my employer location to be used for publicity purposes. California law applies to any disputes arising out of the agreement.

Name: _____ Signature: _____ Date: ___/___/___

CCUSA Inc.: _____

Marielle den Hollander, President

Please make a copy of this for your own records, and return the signed original to your local CCUSA office.