



WORK EXPERIENCE USA

INTERNATIONAL STAFF HANDBOOK

[BE MORE THAN JUST A TOURIST]



CCUSA

Did you work in the US on a J-1 visa?

Then you paid taxes!

Need to file a return?

We can HELP!

Did you know, if you worked in the US you **MUST** file a US Tax Return? It's the **LAW!**

- ★ Did you work and earn a decent amount of money?
- ★ Then you're entitled to receive a Tax Refund from the government.
- ★ Don't throw away that money!

Need Help? Great! We are here to help!

There are just 2 easy steps:

1. Complete/sign our Contract and Power of Attorney.
2. Give your employer our address for your W2.

We'll do the rest, just sit back and relax.

What's the cost of our service?

You'll only pay 8% of your total refund amount with a minimum of \$55 and maximum of \$95 per tax year.

CONTACT US TODAY!

Tax Service: 2330 Marinship Way Suite 250, Sausalito CA 94965

☎ 1-800-277-8062 or (415) 339-2739 ✉ tax@ccusa.com

🌐 www.ccusatax.com



Welcome to CCUSA's Work Experience USA Program

You are embarking on an adventure of a lifetime; an adventure that will have its high points and its low points. Participation in the Work Experience program requires an enormous amount of commitment and effort on your part if your experience is to be a positive one. CCUSA, both in your home country and the USA, will be there to guide and advise you along the way but we cannot make your program successful. ONLY YOU can achieve this.

Understanding the program and our rules will help you achieve this success. Read all of our program and support material carefully to understand what the program includes and what it does not. This handbook is located on our support website, Footprints, so you can refer to it both before you come and during your program in the USA. You must also attend our mandatory orientation meeting in your home country to meet other Work Experience USA participants and to learn last minute information.

Our website www.ccusa.com and our support center, "Footprints", are invaluable sources of information for you, both before and during your program. Memorize your CCUSA ID Number, Your Footprints User Name and Password so that you can easily access this information. You must have your CCUSA ID number when you call the CCUSA office in the USA.

CCUSA ID #: _____

You will need this number when calling the CCUSA Office in the U.S.

FOOTPRINTS CCUSA'S MEMBER WEBSITE

User Name: _____

Password: _____

<http://footprints.ccusa.com/>

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Important Contact Information

WORK EXPERIENCE USA [a CCUSA program]

Telephone	1 888 449 3872 [U.S. toll free] or 1 415 339 2740
Fax	1 415 339 2744
Address	2330 Marinship Way, Suite 250, Sausalito, CA 94965
Email	workexperienceusa@ccusa.com
Web	www.ccusa.com
Office Hours	8am to 4:30pm [U.S. Pacific time]
Responsible Officer	Marielle den Hollander
CCUSA Info	http://footprints.ccusa.com

U.S. DEPARTMENT OF STATE [responsible for the J-1 programs]

Telephone	1 202 203 5096
Fax	1 202 632 2701
Address	U.S. Department of State Office of Designation Private Sector Programs Division ECA/EC/PS - SA-5, Floor 52200 C Street, NW Washington, DC 20522-0505
Email	jvisas@state.gov
Web	www.exchanges.state.gov

SOCIAL SECURITY ADMINISTRATION

Telephone	1 800 772 1213
Web	www.ssa.gov

CCUSA TAX SERVICE

Telephone	1 800 277 8062
Email	tax@ccusa.com
Web	www.ccusatax.com

INTERNAL REVENUE SERVICE [IRS]

Telephone	1 800 829 1040
Web	www.irs.gov

U.S. CITIZENSHIP AND IMMIGRATION SERVICES [USCIS]

Telephone	1 800 375 5283
Web	www.uscis.gov

The CCUSA Work Experience Program

CCUSA Work Experience is a U.S. State Department designated sponsor in the J-1 category of summer work/travel. This visa allows international university students to travel to the United States during the equivalent of their summer university vacation time to work at a wide range of jobs anywhere in the United States.

The J-1 Exchange Visitor Visa and Your Program

- You are on a J-1 summer work/travel visa sponsored by Camp Counselors USA/Work Experience USA. It will be valid for a specific period of time. The J-1 visa allows you to work for up to four months with a one-month grace period allocated for travel [unless your Country Director tells you otherwise in your home country]. The dates you are eligible to work are on your DS2019 form and may be less than 4 months. Your visa dates will be based on the length of your vacation break from university. You are required to give CCUSA documented proof of your university break start and end dates. You will be held accountable for the break dates you do provide to us as your visa and work dates will be based on these. At the end of your J-1 visa dates, you are allowed a 30-day grace period. The State Department specifically says that the 30-day grace period is intended for travel WITHIN the United States and preparation for departure AFTER your program - not before. You may not work during this 30-day grace period, and you must leave the U.S. and return home by the end of the grace period. **Please note: You may not be able to take advantage of this 30-day grace period if you must return home to start your university classes.**
- Please be aware that you are not legal to work in the following positions on this visa: as domestic employees in United States households [including as a nanny], in door to door sales that require you to invest your own money in inventory, in jobs that requiring licensing under US laws [such as in the medical profession, lawyers], adult entertainment industry jobs, as a crew member on ships or airplanes, as an airplane pilot, as a pedicab driver or as a camp counselor.
- Your DS2019 form is proof that you are authorized to work in the United States. The DS2019 validates your J-1 visa. Do not lose this form.
- Your category of the J-1 visa [summer work/travel] CANNOT be extended, and there are no exceptions! The J-1 visa is designed to allow international students to work and travel in the USA for a specific, non-extendable length of time. As a J-1 visa participant, you are expected to return home to share your knowledge of American culture with friends and family members in your home country. Likewise, you should try to share your culture with Americans. By sharing your culture, you are educating Americans about different areas of the world and broadening their overall knowledge regarding places and people different from themselves. Be aware of this responsibility at all times.

Remember: The impression people have of you will automatically apply to your home country—represent yourself responsibly! The J-1 visa is a privilege and NOT a right. It comes with obligations and responsibilities on your part.

Work Experience USA Program Options

Option	Pros	Cons
Placement	<p>CCUSA finds your job.</p> <p>Most employers will let you work before you get a Social Security card.</p>	<p>There are restrictions on leaving this job [see details below].</p> <p>You may not get exactly what you want as to job position, area, etc.</p>
Job Fair Option	<p>CCUSA finds your job by bringing employers to your country to interview you face to face.</p> <p>Most employers will let you work before you get your Social Security Card.</p>	<p>There are restrictions on leaving job (see details below). Job Fairs are not offered in all countries. Check your local CCUSA office for details.</p> <p>Interview slots fill up quickly so you will need to apply early.</p>
Self Placement/Independent	<p>You decide where you go and what you do.</p> <p>If you do not like the job, you can leave after giving the required notice.</p>	<p>It takes time and effort to find your own job.</p> <p>Employers may not want to hire you until you have your Social Security number.</p> <p>If you come to the U.S. without finding a job first, it may take more than 30 days for your SS card to be processed.</p>

Option I: Placement

CCUSA's Work Experience USA Program offers the placement option to those participants who do not want to search for their job in the USA. For the more flexible participant who does not have any pre-conceived ideas about the job and place where they will work, this option is ideal. CCUSA will do all the work for you.

Once you have been interviewed and are accepted to the Work Experience USA program, you will review the Employer/Position Directory and list the required number of selections on the Employer/Position Preference form. Your application will then be forwarded to the placement staff in the United States who will begin working to secure a job for you.

First, the placement staff will thoroughly review your application to ensure that it is professional, contains all the necessary information and is suitable for an employer's review. Employers should be able to ascertain your skill level, work experience and personality from your application. This information, coupled with your dates of availability, work preferences and past experiences, will assist an employer in making a hiring decision.

After this final screening, your application will be forwarded to one of the employers on your form. Remember: The employer makes the ultimate hiring decision. Your application will be forwarded to employers until a job is secured for you. Some job positions or employers may fill

more quickly than others, possibly even before your application reaches the U.S. office. If this happens, you may be asked to make additional selections.

Please note: If your university break dates are shorter than the requirement of our placement option (minimum 12 weeks), you may not be able to select from the Employer/Position Directory. Instead, you will complete a Job Preference Form which CCUSA will use to find a job for you but the main focus will be to find an employer who can accept your shorter dates.

Job Fair Placements

In some countries, CCUSA will bring employers to various cities to hire participants directly. If your country offers this option, you will be able to sign up to interview with a specific employer. The employer will interview you and make hiring decisions at the fair. If you are not hired, you can change to the placement or independent option.

Non-Contract Placement vs. Contract Placement

Work Experience USA has two types of placements: Non-Contract Placement and Contract Placement. Many employers will only agree to hire J-1 participants if the participant agrees to work for the FULL dates on the Job offer. Such employers offer Contract Placements, meaning, if a participant leaves before the end date, their J-1 visa sponsorship will be ended! Your CCUSA office will discuss both types of placement with you at the time of your interview. Your acceptance on the Placement and Job Fair option means that you agree to either type. It is NOT possible for you to say that you will only accept one or the other.

Congratulations—You Received a Placement!

When an employer hires you, a Job Information Form will be completed containing information about the job position, wage, employer contact information, housing and travel instructions. You will either receive an email or your CCUSA Country Director will let you know this form is available through your Footprints account.

When you receive your Job Information Form, please review it and sign the bottom [indicating you are accepting the job], then return it to your Country Director immediately. Your employer needs to be informed of your acceptance within 1 to 2 weeks of when the offer is made.



The Job Information Form is not a contract. It is information provided by employers to assist you in making a decision regarding a job offer. The information on this form is subject to change. If the Job offer is for a Contract Placement, you will be required to work for the employer for the full length of the offer provided the employer gives you the required number of hours of work per week. Please read this offer carefully and make sure you want to abide by the conditions.

Seasonal work conditions such as your work start date, the number of hours per week you will be given and even your job position can be greatly impacted by the weather and other factors that can affect business. You must be prepared for unexpected conditions that will require that you use your own funds to support yourself until conditions change.

Your New Employer

Upon accepting a job, you should contact your manager or human resources director with questions in order to learn more about your new job. Your CCUSA Country Director is available to assist you with questions and concerns as well, but if you have specific, job-related questions, you must contact your employer.

The housing section of the Job Information Form will indicate whether or not housing is offered by the employer and if it is, explain what is required to secure housing. Most employers request that you contact the housing department or the Human Resources department immediately to secure a housing space. Other employers will automatically enroll you in employee housing when you are hired and do not request that you contact them. Please read your Job Information Form carefully and follow any instructions and additional information provided.

If there is no employee housing offered/available with your employer, you should begin to research your housing situation NOW! Refer to the housing section of the handbook and CCUSA's Footprints website for tips on how to find housing.

Once you have your placement, you should also start to plan your travel arrangements. It is required that you arrive at your employer in time to start work on the first day of your job offer. If you do not report to work on the required date, your job may be forfeit. If you need to change your arrival date, you MUST contact CCUSA and your employer. We must have written proof that your employer has agreed to the change in start date. Failure to follow these steps may result in the cancellation of your job offer. Under these circumstances, CCUSA will NOT replace you with another employer.

Obtaining More Information

It is your responsibility to familiarize yourself with your employer. The more you know about the area, climate, transportation and the employer, the better prepared you will be for your experience. Review your employer's entry on the CCUSA Website Employer Directory for pertinent information and check their web site [if available]. When contacting your employer, please remember that Human Resource departments are very busy during this time of year. Don't be discouraged if it takes time for your employer to respond. If you have problems obtaining the information you need, please ask your Country Director for assistance.

Notify Your Country Director Immediately If:

- Your dates of availability change
- Your mailing address, home address, or home phone number changes.
- You cancel from the program [this must be done in writing]. If you cancel after you receive a job, you must notify your employer as well.

Option II: Independent

If you registered for the Independent program, you must secure a job, either on your own or by using the Work Experience USA Independent Program Job Hunt website.

Please note: Depending upon the rules of the program in your country, you may be able to come to the U.S. without a pre-arranged job. [The U.S. embassies in some countries will require a job offer before they will process the J-1 visa. If this is true for your country, you cannot travel to the United States without a firm job offer from a U.S. employer.]

CCUSA does NOT recommend that any participant travel to the USA without a pre-arranged job. The current economic situation in the U.S. makes it even more important that you locate a job before you travel. This is further complicated by the processing time to obtain a Social Security card which can take 30 days or more. While U.S. employers are permitted by law to hire someone who has proof they have applied for a Social Security card, MANY DO NOT want to do so. It will be your responsibility to support yourself until you find a job. If you do decide to travel without a job offer, you will also be required to provide CCUSA with proof that you have a specific amount of funds in order to support yourself while you look for a job.

CCUSA encourages you to arrange a job before coming to the U.S. and determine whether or not your chosen employer will hire and pay you while waiting for your Social Security card to be processed. If you have not submitted an Independent Job Offer form before you leave for the U.S., you MUST send one in the CCUSA U.S. office once you are in the U.S.

Finding a Job

Before you start your job search, you should make a list of what you are looking for:

Q. What area of the United States would you like to work in?

- A. Be aware that some areas have more jobs to offer than others. If you only look in the larger U.S. metropolitan areas, you will be competing with many Americans looking for work in the same area. Investigate the cost of housing and the availability of transportation. In some of the most popular areas, finding housing can be extremely difficult – if not impossible. This should also be a major consideration in where you look for work. Remember: finding housing is YOUR responsibility and not something that CCUSA can do for you.

Q. What type of work do you want to do?

- A. If you have a specific type of work in mind, you may be limited to where in the U.S. you can do this type of work. Honestly consider whether you have the skills and language ability [if your native language is not English] to do the type of work you have selected.

As a summer work/travel J-1 visa holder, you CANNOT do the following jobs: camp counselor, employee in a U.S. domestic household [maid, nanny, etc], door to door sales that require you to invest your own money in inventory, jobs that requiring licensing under U.S. laws [such as in the medical profession, lawyers, etc], adult entertainment jobs, as a pedicab driver, as a crew member on ships or airplanes or as an airplane pilot.

In many states, it is also the law that anyone involved in the service of alcoholic beverages must be at least 21 years old.

Q. What are your expectations of the amount of money you will make?

- A. If you have selected a large metropolitan area, you may be paid more but you will have higher living costs. This is also true of certain states in the U.S., including California and Florida.

The most common seasonal jobs are in resort areas and in retail sales. The amount of money you can make will be in direct relationship to how hard you want to work and how many hours the employer offers.

Q. What length of time do you have to work?

- A. Most employers are looking for employees who can stay through their busy period, which is usually through the middle of September. If you know from the beginning that you cannot commit to this length of time, do NOT accept a job that requires you to stay this long. If you lie to get the job and then quit well before the end of the commitment, you will be hurting the employer and may well make it more difficult in the future for J-1 participants to find employment. Be honest with your prospective employer; if your resume is good, you may be hired anyway.

Q. Where to start looking?

- A. In addition to the Work Experience USA Independent Job Hunt site, one of the best ways to search for a job in the USA is on the internet. The World Wide Web allows you to look for, apply and to be hired for specific jobs. Although job availability may appear plentiful at first, please realize that you are one of many people applying for the same job. Keep your options open concerning job positions and where you want to work.

Once you answer all of the above questions, you can begin your job search.

The CCUSA Independent Job Hunt Site

Start your search by accessing the CCUSA Independent Job Hunt Site through Footprints. This is an interactive website that shows you all the employers working with CCUSA, either based on their location in the United States or on their type of business. You can access this website by going to <http://footprints.ccusa.com>, entering your user name and password, and then clicking on "click here to find a job".

If you decide to use the CCUSA Job Hunt site, your first step will be to create your own personal profile. The profile will allow you to present yourself and your skills and abilities as well as include personal photos. Be sure to present yourself professionally, stressing the qualities that will make you a valuable employee. Avoid adding pictures that show you partying with your friends.

Once you have created your profile and selected the dates for your visa, you are ready to decide to which employers you want to submit it. By clicking on the area of the US or selecting a type of employer, you can review the employer information which includes job positions offered, wages, housing options, community details and much more.

When you have selected an employer, all you have to do is click on "submit profile" and the employer will be sent an email alerting them to your interest. You can only submit profiles to a maximum of 5 employers at a time.

Employers will have 10 days in which to extend a job offer or decline your profile. If an employer does not extend a job offer or decline, the system automatically takes your profile off "review". At the end of this review time, you may select more employers unless you have accepted a job offer.

When you do receive job offers, you will have 10 days to accept or decline. Once you accept a job offer from one employer, you are no longer able to submit your profile to another employer. If you do accept a job through the Job Hunt site, you do not need to submit an Independent Job Offer form. All the information we need is automatically stored in our system when you accept the job offer. If you need a copy of the job offer for the U.S. embassy, you can use the “print” feature.

Carefully consider the job offer before you accept or decline it. If you do accept a job offer from an employer on our Job Hunt site, you will be required to go to that employer when you come to the US. If you do not, your visa sponsorship can be ended. If you accept a job offer through the Job Hunt site and then BEFORE your departure from home, decide that you do not want to go there, you MUST notify your CCUSA country director and the employer at least 21 days before your scheduled arrival. You will also be required to submit another Independent Job offer form at the same time. Failure to follow this procedure will jeopardize the status of your visa.

PLEASE NOTE: CCUSA has screened the employers on our Job Hunt site with the Chamber of Commerce and/or Better Business Bureau in the employer’s community or area. To the best of our knowledge, they are legitimate employers. The extent of our responsibility for job offers extended and accepted through this website is as a facilitator. Should an employer withdraw job offers before or after arrival, CCUSA is NOT responsible for locating another job for you. We will provide you with any leads available but as participants on our Independent Option, the ultimate responsibility for locating a job is yours.

Other Ways to Find a Job

You do not have to use the CCUSA Job Hunt site to locate your independent job in the U.S. Footprints also includes suggestions and links to other resources where you can find a job with an employer not on our Job Hunt site. If you do find a job in this way, you will need to provide CCUSA with an Independent Job Offer form to confirm the details of the job you have been offered.

The Independent Program Job Offer

Your “Job Offer” is a form stating that you have an offer of employment in the U.S. from a U.S. employer. When you are accepted to the Work Experience USA program in your home country, the user name and password you will be given or create, gives you access to Footprints, our online support site. On Footprints, you will find a standardized form called the “Independent Program Job Offer.” This form asks for specific information that we need to know about an Independent Participant’s employer. It will also provide you with vital information so you can make an informed decision when it is time to decide which job offer to accept.

When applying for a job at a U.S. employer not on the CCUSA Job Hunt site, you should attach a blank copy of this form along with your resume.



Be sure to write your CCUSA ID number on the form before sending it. If an employer wishes to hire you, he/she must complete the form and mail or fax it to you in your home country. For this reason, you must provide a working fax number or email address where you can be reached.

After reviewing the offer, you must decide whether or not to accept the job. If you accept the job, you should confirm this with your employer. If you decide not to accept your job offer, you must notify the employer via email or telephone that you do not plan to accept the job offer

If you accept a job, please forward a copy of your signed “Independent Program Job Offer” to your Country Director. This form will then be sent to the CCUSA office in the U.S. where a CCUSA Program Coordinator will review the job offer.

Remember: It is mandatory that you inform your employer if you accept or reject a job offer. This is not only very important but it is the polite, expected response.



CCUSA will randomly select employers to call and verify that the job offer is legitimate. If a participant falsifies a job offer, his/her participation in the CCUSA Work Experience program will be cancelled.

CCUSA Program Rules

As a Work Experience USA participant and a J-1 exchange visitor, you must follow both the regulations of the summer work/travel program as set by the U.S. Department of State and the rules of CCUSA. These are:

- validate your participation on the program by confirming your physical address and site of employment through CCUSA’s Footprints website within 21 days of the start date on your DS2019 form (not your arrival into the US.)
- keep CCUSA fully informed of your physical address in the U.S. and your employer information. You must inform us of any changes in your whereabouts and employment within 10 days of the change. This includes any time you leave the U.S. while still active on the J-1.
- do not engage in unauthorized activities [for example, working in a U.S. domestic household or as a door-to-door sales person using your own money for the inventory, jobs that requiring licensing under U.S. laws [such as in the medical profession, lawyers, etc], adult entertainment jobs, as a crew member on ships or airplanes or as an airplane pilot, as a camp counselor or as a pedicab driver.
- pursue the program activity. [You must be working while in the U.S., except during your 30-day grace period. If you cannot find a job, you must actively seek one and should call CCUSA for assistance. Failure to inform CCUSA of your employer details and provide a completed Independent Job offer form is a violation of the program rules.]
- maintain the required health insurance coverage while in the U.S. [you must be covered by an insurance policy the entire time you are working in the U.S.]. CCUSA requires that all participants take our insurance for at least the dates on the DS2019 form.
- do not violate any of the State Department regulations for the summer work/travel program [program regulations may be found at www.state.gov, at the back of this document or on Footprints].
- do not commit or be convicted of a crime while in the U.S.. An arrest does not always lead to a conviction. While your case is being considered by the U.S. legal system, your visa will remain active (up until the end date on your DS form), provided you keep CCUSA informed of your situation.
- follow all the CCUSA program rules, including:
 - attend the mandatory pre-departure orientation session in your home country
 - arrange for an email address where CCUSA may be in touch with you at any time. You must check this email both before and during your program at LEAST once a week. [See trip preparations for suggested email sources].

- provide employer details and a U.S. Independent Job Offer [independent option only]
- keep CCUSA informed of your whereabouts in the U.S., including your living address and employer information
- do not leave a U.S. employer without discussing the situation with CCUSA.

Participants on the Non-contract Placement or Job Fair Option are required to go to the employer and MUST work for 2 weeks before giving a two-week notice.

Participants on the Contract Placement or Job Fair Option are required to work for a specific length of time. If you break this agreement, your visa sponsorship may be ended.

Participants on the Independent Option who located their job through the CCUSA Job Hunt site must go to the employer and work for 2 weeks before giving a 2 week notice. If you find a job through your own resources, you should also give 2 weeks notice to an employer when leaving. Independent participants who fail to go to the employer on the Independent Job Offer form they provided CCUSA before leaving their home country can also have their visa sponsorship ended.

Consequences of Violating Program Regulations

If you fail to keep us informed of your whereabouts in the U.S. or violate any of the program regulations and rules, your J-1 summer work/travel visa WILL be terminated and you will be required to leave the United States immediately. The SEVIS system will record your status as “no-show” if you do not validate your program and as “terminated” if you violate the program rules. “No show” and “terminated” statuses will affect your future ability to obtain visas to the United States. Employers will be informed that you are no longer legal to work in the U.S. and your insurance coverage may be cancelled.

Preparations for Your J-1 Summer Work/Travel Program

Apply For a Passport Today [if you do not already have one]

Find out how long it takes to process an application for a passport in your home country. You won't be allowed to process your visa papers or enter the USA without a passport. Contact your CCUSA Country Office if you need assistance. If you already have a passport, make sure it is valid for at least 6 months after your scheduled return date.

Apply For Your J-1 Visa as Soon as You Receive Your DS2019 Form

You need to obtain your J-1 Exchange Visitor Visa in order to work in the United States. This visa must be obtained before leaving your home country. Your CCUSA Country Director will give you instructions on the visa process in your country. To obtain your visa you will need:

- A valid passport [valid for at least six months beyond your proposed U.S. stay]
- One passport sized photo [Check with your CCUSA local office as to the size required]
- Form 156 [from the U.S. Embassy or Consulate]
- Form 157 [to be completed by all male participants]
- Form 158 [from the U.S. Embassy or Consulate]
- Please note: some US embassies are now using Form DS-160, an on-line version which combines Forms 156, 157, 158. Your CCUSA local office will have more information about which form(s) you will need to use.
- Form DS2019 [Work Experience USA will provide this form]
- SEVIS Form I-797 [the form that proves you have paid the US\$35 Sevis fee]
- In some countries you need to have proof of acceptance to the program [or a copy of a return ticket]

Before your DS2019 form was issued by CCUSA, you were asked to verify the information required for the form, but before applying for your J-1 visa, check once again that the information printed on the form is correct. Once the visa is issued, it cannot be changed. If any information is incorrect please notify your CCUSA office.

The U.S. government has extensive security measures, including the requirement of personal interviews that make the visa process an extended one. Your CCUSA office will have the most up to date information about the visa process in your country. **DO NOT DELAY** applying for your visa or you may not be able to obtain a visa in time to participate in the program.

The U.S. government does charge a visa-processing fee and a SEVIS Tracking System fee. These fees are non-refundable. Your CCUSA office will give you information on how the SEVIS fee must be paid. You must have the receipt proving payment of the SEVIS fee before you go to the embassy for your interview. Depending on the passport you are holding, you may be required to pay an additional processing fee to the U.S. Consulate. U.S. law mandates that the U.S. Embassy charge a reciprocal processing fee to citizens of countries that charge U.S. citizens to obtain visas. Your CCUSA office will know the latest visa processing fee costs.

DS2019 Form and the J-1 Work/Travel Visa

You must sign the bottom of the form, under the "Exchange Visitor Certification" section and write in the place where you have signed it, i.e. Warsaw, Poland and the date of signing, in month, date and year format. After you receive your visa from the U.S. embassy, check it carefully to make sure it is valid for the full term of your visa dates. Consulates have been known to make mistakes. Some consulates will return your DS2019 form in a sealed envelope. If they do, Do NOT open this. The officer at U.S. immigration will do this.

Give CCUSA Your Email Address

It is a program requirement that you have a working email address so CCUSA can communicate with you both at home and once you are in the USA. If you have access to the internet, you can obtain a free e-mail account from one of the following web sites:

Hotmail	www.hotmail.com
YAHOO	mail.yahoo.com
Google mail	www.gmail.com

Or try www.emailaddresses.com. This site lists over 1000 free e-mail providers both alphabetically and by language.

The addresses are short and easy to remember and you can access your e-mail at the same address - so long as you have internet access - from anywhere in the world.



CCUSA will send you important information via email while you are in the USA on the program. You are REQUIRED by program rules to check the email address you give us while on the program. Failure to do so can mean that you will miss many important messages from CCUSA and may mean that you fail to perform required tasks in order to keep your J-1 visa in good standing.

Attend the CCUSA Pre-departure Orientation Session

To help prepare for your work experience, you must attend the mandatory orientation meeting in your home country. You will meet other Work Experience USA participants and learn useful tips that will help you make the most of your time in the USA. This orientation will cover vital information, including the following topics:

- Social Security—CCUSA will tell you how to locate the nearest Social Security office to your final destination in the United States.
- Information about validating your visa
- Program Rules
- Tax information
- U.S. labor laws
- Money
- Insurance
- Housing
- Contacting Work Experience USA

Inoculations

Inoculations are generally not required for visitors to the USA but check with the US Embassy in your country. If your country's doctors recommend inoculations, make sure you allocate ample time prior to your departure. Your employer may require that you take a physical examination upon arrival.



Some jobs now require certain immunizations before you attend work. If you work with special needs populations you will most likely be expected to get a Hepatitis B injection. We strongly recommend that you have this inoculation as a precaution. Contact your employer for details.

Making Travel Arrangements

After receiving your job placement, you will need to arrange your travel to the U.S. [U.S. domestic and international]. Arrangements must coincide with the date your employer has requested you arrive to work. Failure to arrange your flights to coincide with the start date on your job offer can result in the loss of your job offer. If you are a Placement or Job Fair participant, CCUSA is NOT responsible for finding you another job or giving you a refund on your placement fees if this happens. Do not go to work before your assigned start unless authorized by your employer. Once your itinerary has been confirmed, you should enter the details on your Footprints account.

Packing Tips

Pack as light as possible! Many airlines are now charging additional fees for all baggage checked. Call your airline to find out their baggage allowance. Make sure all your luggage is clearly labeled with your name and both your home and work address inside and out.

WHAT TO PACK

Following is a list of suggested items to bring. We recommend that you contact your employer for advice regarding what to bring and what will be available to you upon arrival.

PACKING YOUR CARRY-ON BAG

Your carry-on bag should contain the most important items you will bring to the U.S. You should always carry one extra change of clothes in case your luggage is temporarily misplaced by the airline. The following items are considered very important and should be packed in the carry-on bag or on your person.

- Valuables [jewelry, money, camera]
- Passport with J-1 Visa and DS2019 form. The safest place for these documents is in a travel pouch close to your body [you should make copies of your passport, visa and DS2019 form before leaving home. Keep one copy in a different piece of luggage, and leave a copy in your home country with a relative or close friend].
- Flight ticket and other travel passes
- Employer's information and Job Offer letter
- Insurance information

GENERAL ITEMS YOU SHOULD PLAN TO BRING

- Alarm clock
- Sunglasses and sunscreen
- Credit card
- International driver's license
- Traveler's checks and/or ATM card
- Insurance card
- Specific clothing if required for your job
- Any medication you may need
- Toiletries
- Socks and underwear
- 1 large towel
- Camera



Don't leave your country without the necessary items such as soap, deodorant, and toothpaste; you may not have time to purchase them for the first few days after you arrive in the U.S. If you use contact lenses or eyeglasses, bring a copy of your prescription to the U.S. Make sure you have an ample supply of any prescribed medication before you leave home.

The Day of Departure

Double-check to make sure you have everything you need. You don't want to arrive at the airport without your passport, DS2019 form and your ticket! You should arrive to the airport 3 hours before the scheduled departure time. Check your bags all the way through to the U.S., otherwise you will need to pick up your bags wherever you might change airplanes.

Arriving in the USA

You will have to pass through U.S. Customs and Border Patrol and immigration upon your arrival to the U.S. Make sure you are carrying the following documents on your person. Do not check them in your baggage! If your baggage is lost or delayed, you will not be able to show the documents to the Customs and Border Protection Officer and, as a result, may not be able to enter the United States.

Documents You Should Carry on Your Person

- Passport [including immigration documents] with nonimmigrant visa;
- SEVIS Form DS2019;

- If you are entering the United States for the first time on your visa, you should have a Form I-797, Receipt Notice or internet Receipt verifying SEVIS Fee payment. For additional SEVP/SEVIS Program Information, refer to the U.S. Immigration and Customs Enforcement website at <http://www.ice.gov/graphics/sevis/students/index.htm>
- Evidence of financial resources.

In addition, it is recommended that you also carry the following documents:

- Evidence of Student/Exchange Visitor status [recent tuition receipts, transcripts];
- Name and contact information for Responsible Officer [RO] at your intended program;
- Writing instrument [pen].

Form I-94 Arrival - Departure Record

If you are traveling by aircraft, the flight attendants on board will distribute CF-6059 Customs Declaration Forms and Form I-94, Arrival-Departure Record for immigration, before you land at your initial point-of-entry in the U.S. Complete these forms while you are on the aircraft and submit them to the appropriate Customs and Border Protection Officer upon your arrival. If you do not understand a form, ask the flight attendant for assistance.

The I-94 form is EXTREMELY important for your stay in the U.S. Without this form you will NOT be able to apply for a Social Security card or work. If you do not accurately complete this card, you will also have problems with your Social Security Application. Complete all your personal information on the card EXACTLY as it appears on your passport. All of your documents: your passport, your DS2019 form and the I-94 card MUST have identical information. If the information does not match, you will have to follow a lengthy procedure to correct it.

Upon arrival at the port-of-entry, proceed to the terminal area for arriving passengers for inspection. As you approach the inspection station, ensure that you have: passport, SEVIS Form DS2019; completed Form I-94 Arrival-Departure Record; and, CF-6059 Customs Declaration Form available for presentation to the CBP Officer. The Form I-94 should reflect the address where you will reside [not the address of the program sponsor].

Like all entering visitors, you will be asked to state the reason you wish to enter the United States. You will also be asked to provide information about your final destination. It is important that you tell the CBP Officer that you will be an exchange visitor. Be prepared to include the name and address of the exchange visitor program in which you are participating (CCUSA Work Experience's Summer Work/Travel program).

Once your inspection is complete, the inspecting officer will:

- Stamp your SEVIS Form for duration of status [“D/S”]
- Stamp the Form I-94 and staple it in the passport;
- Return the SEVIS Form.

Do NOT leave the immigration area UNLESS you have your DS2019 form, passport and I-94 card.

The Importance of Your J-1 Visa Documents

We cannot stress enough how important it is that you keep the following documents in a VERY SAFE place:

- Your passport – the J-1 visa stamped in your passport
- Your DS2019 form – stamped by U.S. Immigration
- Your I-94 card – stamped by U.S. Immigration

Losing any of these or NOT having your passport and/or your I-94 card when you enter the U.S. can mean the end of your CCUSA Work Experience program. If you lose any of these papers before you apply for your Social Security card, you will NOT be able to apply for a card. You will have to follow long, difficult, expensive and cumbersome procedures in order to try and correct these problems. This process can take up to 90 days!!! During the wait time, you will not be able to work and will have to support yourself with funds you had when you entered the U.S.

If you lose your passport, contact your country's embassy in the US (see embassy section at the back of this handbook) IMMEDIATELY. CCUSA cannot help you with the replacement of your passport - only your country's embassy can. Your replacement passport will also not have the US Embassy or US immigration stamps. The Social Security Administration may not accept your application because of this.

If you lose your DS2019 form or fail to bring it to the US with you, contact CCUSA during our office hours. We can provide you with another form with an official signature which will allow you to apply for Social Security or fulfill the requirements of the I-515 form PROVIDED that you have not lost your I-94 card.

If you lose your I-94 card, CCUSA cannot replace this. You should ALWAYS keep a copy of this card. If you lose the original and have a copy, the procedure for getting a replacement card is much easier. If you do not have a copy, the replacement process can take 90 days or more and cost at least \$320.

Secondary Inspection Requirements

If the inspector cannot automatically verify your information or you do not have all of the required documentation, you may be escorted to an interview area known as "secondary inspection." Secondary inspection allows inspectors to conduct additional research in order to verify information. Verifications are done apart from the primary inspection lines so that an individual case will not cause delays for other arriving passengers.

It is recommended that you have readily available the name and phone number for CCUSA Work Experience (1-888-449-3872) in case your admission/participation needs to be verified. This information is also located in the beginning of this handbook.



Failure to provide your DS-2019 and to comply with entry/exit procedures is cause to refuse the exchange visitor admission into the United States. In limited circumstances, if an exchange visitor is mostly, but not fully in compliance, he/she may be issued a Form I-515A, Notice to Student or Exchange Visitor. This form authorizes temporary admission for 30 days into the United States and requires the exchange visitor to take immediate action to submit proper documentation. Noncompliance with the directions contained on these forms can result in future adverse action. Contact CCUSA as soon as you can during our business hours to have your DS-2019 form reissued. The cost is US\$50.00

Next, pick up your luggage and proceed to the Customs Counter to have it inspected. You will need to give the customs officer your Customs Declaration form at this time. Once you are through customs, look for the exit.

Travel to Your Employer

You are responsible for your own transfer from the arrival airport to your employer. If you are on the Work Experience USA placement program, refer to the second page of your Job Information Form "Travel to Your Employer" for the best and least expensive methods of travel. If you are an independent who located your own job, you will need to ask your employer for advice on the best way to get there. Hopefully you researched and/or booked your domestic travel from your home country. It is a good idea to call your employer from your arrival airport to confirm your arrival day and time.

The SEVIS Tracking System

As part of the J-1 exchange visitor program, the U.S. Department of Homeland Security [DHS] requires that your sponsor, CCUSA, always have up to date information about our participants. This system also gives us the ability to immediately change the status of a participant if that participant violates program rules in any way.

Validating Your Visa

The first thing you should do when you arrive in the U.S. is to give CCUSA your employer information and provide the details of your living address.



It is not possible for you to validate your visa before the start date on your DS2109 form.

To do this, you **MUST** have access to the internet. Go to <http://footprints.ccusa.com>. You must have the User Name and the Password that you created when you first applied to the program. Once you have logged on, follow the links to validate your visa and the instructions.



It is YOUR responsibility to contact CCUSA with this information. While we will try to contact you via email or your employer, if you have provided this information, it is ultimately your responsibility to contact us once you have arrived at your employer in the USA.

WHAT INFORMATION DO WE NEED?

1. The address where you are living, a US telephone number and the email address you will be using while in the US. Your living address cannot be a post office box Or the address of the CCUSA US office.
2. If you are an Independent Option participant who travelled to the US WITHOUT a pre-arranged job, you enter your employer's name, address, telephone number.



You can validate your visa without giving us an employer IF you do not have a job when you first arrive in the U.S. However, you MUST work while on this visa so you will need to return to the website and provide your employer information as soon as it is available BUT NO LATER THAN 30 DAYS AFTER YOU HAVE ARRIVED IN THE U.S. You also MUST provide an Independent Job offer.

3. If you are a placement or job fair participant or an independent participant who provided a job offer before leaving your home country, we already have your employer address so you do not need to enter this information on Footprints.

WHAT IS A U.S. ADDRESS?

A U.S. address should contain:

- a street name and the number of the building: 123 Hill Street
- if you live in an apartment, you would need to include the apartment number: 123 Hill Street, Apt 3B
- a town and state name: York, Pennsylvania
- a zip code: 23466-4433

A complete address would be: 123 Hill Street, Apt 3B
York, Pennsylvania 23466-4433

To validate your visa, your address information MUST be complete or you cannot be validated.

WHEN DO YOU HAVE TO VALIDATE?

You must validate for the first time no later than 21 days from the starting date on your DS2019 form but we recommend that you validate as soon as you arrive at your final destination in the U.S. and before you apply for a Social Security card. After that, you must revalidate any time you change your living address or your employer. You must do this within 10 days of the change. Failure to do so can result in the termination of your visa.

Communicating With CCUSA

As the sponsor of your J-1 visa, Work Experience USA is required by the State Department to know your whereabouts while on our program. It is your responsibility to ALWAYS keep us informed of where you are working and living.

CCUSA will send you emails during the program to remind you about:

1. validating your visa
2. if you are on the Independent option, providing information about your employer and a CCUSA Independent Job Offer.

You are REQUIRED to have a working email while in the US in order to receive these messages and respond. If you fail to respond to CCUSA's emails, either by providing the information required or calling the CCUSA office in the USA to keep us informed, CCUSA may withdraw our sponsorship of your visa. This would mean that you are no longer legal to work in the USA.

You should also call CCUSA if you are experiencing any problems. The Work Experience staff has handled many situations and will try their best to help you. Please call the United States office at 1-888-449-3872 or 1-415-339-2740 for assistance before calling your home country CCUSA representative or your family. The CCUSA office can begin to help you immediately if you contact us first.

CCUSA's Footprints Support Website

The support section of our website called "Footprints" contains the information in this handbook as well as more detailed information and downloadable forms. You can access this website at any time by using your CCUSA User ID and password. It is available 24 hours a day, 7 days a week and can be a valuable resource at all times but especially when the CCUSA office is closed.

You can find it at <http://footprints.ccusa.com> or by visiting www.ccusa.com and clicking on the SEVIS/Footprints link.

Emergency Situations

- Work Experience USA provides 24-hour emergency support during the entire length of your J-1 visa but not during your 30-day grace period.
- If you have an emergency, call us at [1-888-44-WEUSA] or 1-888-449-3872.
- Our office hours are 8am until 4:30pm Pacific Time, Monday through Friday. If the office is closed, and you have a real emergency, our answering service will contact a Work Experience USA staff member to assist you. Please stay by the phone until the staff member returns your call. If you call during an odd hour of the night, please be patient, someone WILL call you back. If you have important questions that aren't urgent, please call Work Experience USA during office hours.

WHAT IS A REAL EMERGENCY?

- Death
- Arrest
- Serious accident or illness

NATIONAL EMERGENCY NUMBER

- If there is an emergency that requires help from the police department, fire department, or an emergency medical person, dial 911 on your telephone.
- When talking to a 911 representative, make certain you speak clearly, and stay on the phone. Do not hang up until the operator has a chance to assist you.

Adjusting to Your New Environment

Jet Lag

Like most overseas travelers, one of the first adjustments you will face upon arrival to the United States is “jet lag.” Jet lag makes you feel fatigued, disoriented and irritable. After a few days, or maybe even a week, you will function quite normally in your new time zone and setting. If you follow your new schedule immediately, your adjustment period will be relatively fast.

Expectations

Traveling abroad is very exciting. You will have certain expectations regarding your job, your new friends, traveling, and American culture. The best way to prepare for your experience is to keep an open mind. If you are enthusiastic and willing to experience all that the journey has to offer, you will get the most out of your adventure.

Culture Shock

To change your climate, food, language, landscape, friends, and lifestyle can be very difficult. It will take a great effort to adjust to your new surroundings and a new culture. This process is called “culture shock” and you should expect to encounter the feeling. Culture shock is a normal reaction, which, with time and patience, will disappear. Everyone experiences it to varying degrees. Some people feel overwhelmed and others hardly notice. Below are some typical symptoms of culture shock.

SYMPTOMS OF CULTURE SHOCK

1. **Excessive Homesickness:** While it is normal to miss your home, family and friends, if you can think of nothing else, write letters home all the time, and cry a lot, you are most likely suffering from culture shock.
2. **Isolation and Frustration:** You may feel isolated and become nervous and excessively tired. You may be reluctant to express your difficulties or to associate with people from the U.S. You may also sleep a lot, even after your body has recovered from jet lag.
3. **Hostility:** You may feel hostile toward people from the U.S. and your employer, viewing them as the source of your discomfort. Minor irritations may make you unusually angry.
4. **Dependency:** You may become very dependent on fellow internationals at work. These friendships are important and extremely supportive. However, do not deny yourself one of the main benefits of this experience—meeting, interacting and making friends with staff and citizens from the U.S.
5. **Doubts:** You may question why you came to the U.S. and about your employer/job. Your shock, discomfort and distrust likely cause these doubts, and they will pass in time.

COPING WITH CULTURE SHOCK

The following suggestions may help you cope with culture shock:

1. **Maintain a realistic perspective.** Remember that thousands of internationals have previously come to work in the United States. They survived and even had fun!

2. **Evaluate your expectations.** Your reaction to the United States and work environment are products of both the way things are and the way you expected them to be. If you are disappointed, take a step back and evaluate your expectations. If you decide that your expectations were not completely reasonable, you can do something to reduce the amount of unhappiness or dissatisfaction you feel.
3. **Do not withdraw or isolate yourself and try to refrain from calling home excessively.** You must confront your feelings about living in a new and different culture. Discuss your feelings with others, especially those who have traveled extensively or have lived overseas.
4. **Give yourself time to adjust.** It takes time to get to know people and to become familiar with a new environment. Try to identify specific difficulties as you encounter them to make it easier to search for solutions.
5. **Keep an open mind.** People in the U.S. may do or say things that people at home would not do or say. Try to understand that people in the U.S. act according to their own set of values. Avoid evaluating American behavior by your own country's standards.

Remember: The establishment of new friendships, the reward from working overseas and other meaningful experiences will make it possible for you to feel more comfortable.

Working in the United States

Social Security

All Work Experience USA participants must apply for a Social Security number. The Social Security number along with your DS2019, passport with J-1 visa and your I-94 form informs your employer that you are legal to work in the U.S.

What is the Social Security card?

The Social Security card contains a 9-digit number that is used as a tax identification number. It is not legal for an employer to pay you in the United States without a Social Security card or the proof that you have applied for one. Employers are required by law to have a Social Security number for each person on their payroll. Some employers will not pay – or in some cases - hire a person who does not have one.

Each participant is responsible for applying for a Social Security card. The pre-departure orientation includes information on how to complete the application.

The first step is to validate your visa with CCUSA so that your status in the SEVIS system is "active". The USCIS [US immigration] and the Social Security Administration will use the SEVIS system as a secondary check for issuing Social Security cards. [Please see the section on page 22 about validating your visa.]

What You Must Provide to Obtain Your Social Security Card

- YOU MUST APPLY IN PERSON and ONLY when you are in the United States
- A completed Social Security Application form
- Your passport
- The I-94 form [white card given at U.S. Customs] placed inside your passport
- Your DS2019 form [stamped and signed by the U.S. embassy and Immigration]
- Some Social Security offices will ask you for a letter from your sponsor. This not required for the Summer Work/Travel visa but you can download one from your Footprints account.

When can you apply for a Social Security card?

The Social Security Administration [SSA] says that you should NOT apply for a Social Security card until you have been in the United States for at LEAST 10 days. The Social Security Administration [SSA] cannot issue a Social Security card to any non-US citizen without approval from the Department of Homeland Security [DHS]. DHS bases this approval on having arrival information on each participant in their database [SAVE] and an active status in the SEVIS system. We strongly recommend that all participants validate their visa as soon as they arrive in the U.S. and have a physical address. This approval process takes approximately 10 days.

If you wait this suggested time and your information has cleared the SAVE database when you apply for the card, the Social Security office will give you a receipt letter that you can show to an employer as proof of your Social Security application. This letter will say something similar to the following:

This is a receipt to show that you applied for a Social Security card on 00/00/2010. You should have your card in about 4 weeks. You can use your Social Security card for work only if you have authorization from the Department of Homeland Security.

If you do not receive your Social Security card within 4 weeks, please let us know. You may call, write or visit any Social Security office. If you visit an office, please bring this letter with you. To protect your privacy, we will not disclose a social security number over the telephone.

To apply for the Social Security card, go to a Social Security office and complete an application. You can locate the nearest local Social Security office by going to the website: www.ssa.gov. You should NOT do this until you have been in the U.S. for 10 days.

If you do not wait until 10 days have passed, some Social Security offices will NOT allow you to apply and other offices will take your application and give you a letter that says:

This is to show that you requested a Social Security card on 00/00/2009. We cannot issue you a Social Security card until we check the documents you gave us to show your citizenship or alien status. We will check the documents with the agency that issued them. This will take about 6 weeks.

If that agency tells us their records agree with yours, we will mail you a Social Security card. If they tell us their records do not agree with yours, we will let you know, in writing, that we cannot issue you a card.

This letter does not mean that we will issue you a Social Security card. It also does not show you have the right to work in the United States.

Whichever letter you receive from the Social Security Administration, it is **EXTREMELY IMPORTANT** that you keep this letter. It is proof that you have applied for your card. The letter you receive if you apply after you have been in the U.S. for at least 10 days is your legal authorization to start work. Not every employer will hire or pay you with this letter but many will.

If you have questions about the status of your application, you should call or go to the office where you applied. Your receipt letter should have a number you can call. If not, you can contact the national toll free number for the Social Security Administration 1-800-772-1213 and ask them how to reach the office where you applied.

Once the Social Security Administration receives approval to issue your card, it will take approximately 2 weeks for the card to be processed. **HOWEVER**, the process of approving your application can be delayed by problems with your application, such as misspellings in your name, incorrect personal details such as your birth date. If the Social Security Administration tells you there are problems with your application, you **MUST** get precise details as to what the problem is so that CCUSA can help you solve it.

You must provide Social Security with an accurate mailing address in the US on the Social Security Card Application. Use the mailing address of where you will be living, your employer's mailing address or a post office box address. Please do **NOT** provide the CCUSA office address. You must use a valid US address where you can collect your mail.

Depending upon the time it takes for the Social Security card to be mailed from the Social Security Administration to your mailing address, it could be an additional 2-3 weeks before you have the actual card in your possession.

Federal law says that an employer may employ and pay anyone legally authorized to work in the USA before they have an official Social Security card as long as they have applied for the number. Participants should retain the receipt given to them by Social Security at the time of application to prove this. However, many independent employers will **NOT** employ anyone who cannot give them a social security card.

How much time do you have to submit a Social Security application?

We recommend that you apply for your Social Security number as soon as you have been in the US for ten days. Do **NOT** wait until the end of your program to apply! If your visa will end in 30 days or less, the Social Security Administration will **NOT** accept your application. Do not put yourself in this difficult situation.

What is the role of CCUSA in the Social Security process?

CCUSA can only advise about problems encountered in the process of applying for a Social Security number. By law, we cannot get information about an application from Social Security. They will **ONLY** talk to you, the applicant. The Social Security Administration is prohibited, by law, from giving your Social Security number over the phone. If you cannot wait until your card arrives in the mail, you can try going in person with all your identification papers to the closest Social Security office.

CCUSA **CANNOT** do any of this for you. We can only offer advice. If there are problems with the processing of a Social Security card, you should call our U.S. office for assistance. We may be able to offer advice on what more could be done.

The Social Security Card and Your Employer

The Internal Revenue Service [IRS] and the Social Security Administration both say that it is legal for any employer to employ and pay you without an actual Social Security number PROVIDED that you give them all of the papers that prove that you are legal to work in the U.S.: your DS2019, I-94 card and a copy of the visa page in your passport AND show the letter of receipt given to you by the Social Security Administration when you applied for the Social Security Card.

CCUSA can provide your employer with copies of the laws stating this. CCUSA Placement Employers are well aware of these regulations and the Independent Job Offer form includes the details of these laws. All Independent participants are responsible for verifying this with their employers or coming prepared with the funds to support themselves while they wait for the Social Security card to be processed.

CCUSA does NOT recommend that you actually work for any employer who is not going to pay you until you have a Social Security card! If you choose to work without being paid while you wait for the Social Security card, be sure to make copies of your time cards and keep track of all unpaid hours. Once your Social Security card is issued, you can then claim all wages owed to you by the employer.

The E-Verify System and Your Employer

E-Verify is an internet based system operated by the Department of Homeland Security (DHS) in partnership with the Social Security Administration (SSA) that allows participating employers to electronically verify the employment eligibility of newly hired employees. At the present time, the system is used on a voluntary basis and not all employers use it.

Those employers who do use e-verify, will enter your Social Security number and your personal details. Since you are not a US citizen, the system will ask for an A# (Alien Number). In your case, this would be the number on your I-94 form. If you have problems at your employer with the E-Verify System, please refer to Footprints for more detailed information. Look under "Working in the USA".

Your Employer and You

As a Work Experience USA participant, you will need to follow certain rules of behavior regarding your U.S. employer. These will depend upon your Work Experience USA status.

Non-Contract Job Fair and Placement Option Participants

Both of these options received a job offer through Work Experience USA directly - either through a job fair or our placement coordinators. Your acceptance of this job offer obligated you to:

1. go to the employer in the U.S.
2. if you decide you do not want to continue working for this employer once you have arrived, you MUST work for a minimum of 2 weeks before giving a 2-week notice. If you leave the employer and/or do NOT contact CCUSA, your visa sponsorship can be ended and you will be required to leave the U.S. immediately. You may also be denied future visas and entry to the U.S.

Contract Job Fair and Placement Option Participants

If you signed a Contract Job offer, you are obligated to:

1. go to the employer in the U.S.
2. you must remain at this employer for the duration of the dates on your job offer. If the employer cannot provide you with the required number of hours [see your job offer for specifics], you **MUST** contact the CCUSA office in the U.S. for further instructions. If you leave the employer, behave in a manner that results in the employer firing you or do **NOT** contact CCUSA, your visa sponsorship can be terminated and you will be required to leave the U.S. immediately. You may also be denied future visas and entry to the U.S.
3. Please note: It is **EXTREMELY** important that you provide very accurate availability dates to CCUSA when you apply to the program. These will be based on your verified university break start and end dates. Both CCUSA and the employer will be expecting the break dates you provide to be accurate.

Independent Option Participants

If you found your job through the CCUSA Job Hunt site, you are required to go to the employer and work for at least 2 weeks before giving a 2 week notice. If you fail to do this, your visa sponsorship can be ended. If you found your own job through other resources, you should go to the employer and give two weeks notice if you decide not to stay. This is considered common courtesy.

Leaving an Employer



If you are a Contract Lock-in Job Fair or Placement participant, you are not eligible to leave your employer. Please refer to the job contract and program agreement you signed for the conditions of your visa.

Non-Contract Job Fair and Placement Option Participants

If you decide that you want to leave your employer and you are a Non-contract Job Fair or Placement option participant, you **MUST** complete a "Work Experience USA 2-Week Notice Form". You can obtain this form by going to the Support Section of CCUSA's Footprints website or by calling the CCUSA office in the USA [1 888 449 3872]. There is also one at the back of this handbook.

Once you have the form, you must complete all the information and give it to your employer. Your employer needs to review the information and sign the form. The completed form must then be sent to CCUSA. If your employer requires that you work the full two weeks, you will need to do so or CCUSA may withdraw our sponsorship of your visa. If your employer waives the 2-week notice and signs off on this, you will be free to leave your employer immediately.

Under **NO** circumstances should you leave your job fair or placement employer without following this procedure and without verifying the final decision with CCUSA. Failure to do so can result in the ending of your J-1 visa sponsorship.

Independent Option Participants

If you found your job through the CCUSA Independent Job Hunt site, you must go to this employer and work for two weeks before giving a two week notice. If there are problems with your employer, you must talk to CCUSA before leaving the employer. If you found your job using your own resources, you are strongly recommended to follow the 2-week notice rule. At the very least, an independent participant **MUST** keep CCUSA advised of their living address and employer information at all times. Any changes must be reported within 10 days of the change.

Revalidating Your Visa

After following this procedure, you will be required to revalidate your visa within 10 days of leaving your employer. To do this, you go to www.ccusa.com and enter your new physical living address and your new employer. If you do not yet have a new employer within this 10-day period, you should contact CCUSA to report what you are doing to locate another job.

The U.S. Tax System

There are many details to understand regarding the U.S. tax system. Most importantly, you will be subject to U.S. tax laws, and are responsible for filing a tax return for wages you earn in the U.S. in the following section, you will find basic instructions explaining how to process the paperwork for the Internal Revenue Service [IRS-the U.S. government tax agency] as a nonresident alien with a J-1 visa. To simplify this complicated procedure, you can sign up with the CCUSA Tax Service and they will do it for you. Information on this option will be covered during your orientation session.

If your employer has questions, please refer him/her to this handbook, or have them visit the employer support section of the CCUSA web site.

Form W-4

- You must complete a Form W-4 [Employee Withholding Allowance Certificate] with your employer at the start of your employment period. The Internal Revenue Service will use the information on this form to calculate the amount of tax to be deducted from each paycheck. If your employer does not offer the Form W-4 for your completion, you must request the form.
- If you choose to work for more than one employer and/or change employers, you will need to complete a new Form W-4 for each new employer.

When completing Form W-4 nonresident aliens are required to:

1. Not claim exempt from income tax.
2. Request withholding as if they are single, regardless of marital status.
3. Claim only one allowance.

Taxes Deducted From Your Paycheck

FEDERAL INCOME TAX

Generally, all workers in the United States must pay Federal Income Tax on wages earned while working in the U.S. [The Federal Income tax rate is approximately 15% of your wages]. U.S. tax law mandates that employers withhold a portion of the employee's wages to ensure the payment of income tax.

STATE & CITY INCOME TAX

There is no consistent rule among the 50 states regarding the amount of tax that must be withheld for state tax purposes. If you have questions concerning state tax withholding rules, then you should consult your employer and state government officials upon arrival. If state and local taxes are deducted from your paychecks, you may be permitted to claim a refund when you file your state tax return at the end of the year.

SOCIAL SECURITY [FICA], FEDERAL UNEMPLOYMENT [FUTA] & MEDICARE

Even though you will receive a Social Security Number, you are exempt from the Federal Social Security Tax [referred to on your pay stub as "FICA"], Federal Unemployment Tax [referred to on your pay stub as "FUTA"] and Medicare tax. Because you are classified as a nonresident alien and are not eligible for these benefits, you do not have to pay FICA, FUTA or Medicare taxes. These taxes should not be deducted from your paycheck.

If you notice that your employer is withholding these taxes, it is extremely important that you speak with your employer's payroll department immediately. There is NO way to recover these taxes unless you have your employer correct the mistake immediately.

If the employer wants to know where in the tax code this is stated, refer them to:

Circular E, Employers Tax Guide - Publication 15

Section 15 - Special rules for various types of services and payments

Special Classes of Employment - Student, scholars, trainees, teachers, etc.

Point 5 - Nonimmigrant alien holding F-1, J-1, M-1 or Q-1 visas

Work Experience USA Participant Alien Status - Non-resident

You may also refer your employers to the Work Experience USA web site at www.ccusa.com, which has an Employer support page.

A Word About Independent Contractor Status

Some employers may want to hire you as an Independent Contractor and NOT as an employee.

The IRS loosely defines an Independent Contractor as someone who controls the means and methods of accomplishing the work for which they have been contracted. The company involved would only have the right to control or direct the RESULT of the work. For instance, a carpenter would be hired to build kitchen cabinets to certain specifications and by a deadline but would be free to determine how and when the work would be done.

The IRS publication 15 A Employer's Supplemental Tax Guide can provide more information

about independent contractor status and can be found on the IRS website [www.irs.gov].

Because independent contractors are not employees they do not have any taxes taken out of their payments so it can be an advantage to a company to use contractors instead of having employees. However, companies are required by law to issue Form 1099-misc to any individual who performed work for the company as an independent contractor. Copies of all 1099 forms are given to the IRS as well.

Independent contractors are responsible for filing a tax return to the IRS. If you work as an independent contractor instead of an employee you will be responsible for paying all taxes to the U.S. government yourself.

You Must File Your Taxes

Under U.S. tax laws, a nonresident alien who is temporarily present in the United States under a "J" visa, is deemed engaged in a trade or business in the United States. This means that you must file an income tax return. It is mandatory for all individuals earning income in the United States to file their taxes. Failure to file your taxes with the United States government is a serious offense and can jeopardize any future attempts to obtain a visa-even as a tourist!

CCUSA Tax Service

Let our tax service make this complicated process easy for you. CCUSA Tax Service specializes in filing tax returns for foreign students who work in the USA. We will provide specific information regarding our service at your arrival orientation but the basic requirements are:

A CCUSA Tax Service contract: This document indicates your request to use the services of the CCUSA Tax Service. Please fill it out completely, sign and date it, and post it to the address below [You can download a copy of the contract at our website.]. The fee for the service is 8% of taxes withheld, with a change to: minimum fee of \$55 and a maximum of \$95. See the contract for more details regarding fees.

A Power-of-Attorney: The power-of-attorney document authorizes us to sign your tax returns on your behalf, receive your tax refund and then forward it on to you. Please fill it out completely, sign and date it, and post it to the address below. Make sure you put the initials of your name where indicated on the power-of-attorney document. Do not leave any spaces blank. Also, please note that the year authorized refers to the tax year 2010. If you would like us to file a return for a previous tax year, such as 2009, please add "and 2009" with the initials of your name.

You will also need to send us all original copies of your W-2 statements from your employer[s]. Employers mail the W-2 forms out in January. **DO NOT FAX YOUR W-2 STATEMENTS!** We must have your original copies. If you have not received one please contact your employer and have them post another one directly to our address below.

After we receive these documents from you, we can determine what additional information we need in order to get back as much of the taxes as possible for you. If necessary, we will then send you an email asking for this information.

Do not send us receipts. Keep those in your files for 3 years.

Please provide a current email address in the space on the contract.

We can also file an extension if necessary. Please fill out and post the documents as soon as possible.

You may also refer to our website www.ccusa.com for additional information and new updates.

If you require detailed tax information, you should contact a qualified U.S. tax professional in your home country or CCUSA Tax Service in the U.S. at:

CCUSA Tax Service
2330 Marinship Way, Suite 250
Sausalito, CA 94965
Telephone: 1 800 277 8062
Email: tax@ccusa.com

Filing Your Tax Return

Filing taxes is a time consuming process, requiring patience and accuracy. Please prepare your taxes well in advance of the April 15th deadline. Also allow time to mail your tax return to the U.S. from your home country. The sooner you file, the sooner you will receive your refund [if entitled to one].

Even if you owe no taxes, you must file a tax return. If you do not file a tax return, you are breaking the law, and you may be denied entry into the U.S. in the future.

Remember:

- The U.S. tax year begins on January 1st and ends on December 31st.
- Participants must file their taxes by April 15, 2011 for income earned in 2010.
- You will be in your home country by the time you need to file taxes, therefore you must leave a valid permanent home address with your employer before you depart the U.S. for your employer to mail your W2 form.

Forms Required For Filing Your Tax Return

FORM W-2

To file your tax return, you will need a statement of total taxes deducted from your wages. This is called Form W-2 and your employer will supply it to you by the end of January the following year. You may be able to get the form before you leave your job by giving your employer 30 days written notice before you stop working. Not all employers can fulfill such a request. You will need a Form W-2 from all employers for whom you have worked in the U.S. for that tax year. If you have not received the Form W-2 by February, you should call your employer and request one.

FORM 1040NR-EZ, FORM 1040 NR & FORM 2106EZ

Nonresident aliens file tax returns on either a 1040NR-EZ or a 1040NR form. These forms generally are not available until the January following the year that you work in the U.S. They may be obtained at U.S. post offices, banks, libraries, U.S. embassies and consulates. You can also call the IRS at 1-800-829-1040 or download a form from the IRS web site at www.irs.gov, or by accessing the tax support section of our web site at www.ccusa.com.

You may be entitled to claim a number of deductions on your tax return as a J-1 participant on the work/travel program. These deductions include your "known expenses" incurred while on the program such as: Program fee paid to Work Experience USA, round trip airfare to the U.S., and your living expenses while working in the U.S. [travel to your employer, lodging and food].

Make sure to keep all receipts for these expenses.

To claim these expenses you must file the Form 1040NR using Schedule A and Form 2016EZ. The IRS requires that you be able to prove all expenses you claim on this form in case you are audited. The IRS determines who is eligible to take these deductions on a case by case. Not all J-1 participants will be eligible for these deductions.

FOR MORE INFORMATION

The Internal Revenue Service [IRS] web site is located at: www.irs.gov. You may download Federal tax forms and obtain advice on completing your tax forms on this site. You may also access the participant support page provided on the CCUSA web site.

U.S. Labor Laws

The U.S. Department of Labor mandates and monitors that all workers receive equal employment opportunities and a safe working environment. The following sections cover the most common employment policies and procedures.

Overtime

- Each state and employer has its own overtime regulations. Employers are usually within their legal rights to require employees to work overtime hours as needed. Failure to do so can result in termination from employment.
- In some cases, you are qualified to earn overtime pay for any hours worked over 40 within one work week for the same company. Overtime pay is usually 1 1/2 times that of your normal hourly pay rate, but can vary between employers. Refer to your company's employee guidelines for their overtime policies.
- Many employers are located on National Park land or are amusement parks and can fall under different overtime regulations. These employers may not be required to pay the higher overtime rates, regardless of the number of hours you work in a week.

If you have a question about whether your employer is required to pay you a different rate for hours over 40 a week, you should talk to your employer's Human Resources department or the Department of Labor for the state in which you are working.

Minimum Wage

According to the Fair Labor Standards Act, the federal minimum wage is \$7.25 per hour or \$2.13 per hour for tipped employees. Some states allow certain industries to have lower minimum wages.

If you have questions about the wage laws for the state or industry in which you are working, your best resource is the Department of Labor for that state. Almost all state Departments of Labor have websites which detail the labor laws for the state, including any exceptions to minimum wage and your legal rights as a worker. You can locate these by going to a search engine on the worldwide web and typing in "Department of Labor for [name of the state you are in]".

You can also contact the United States Department of Labor. The website address is www.dol.gov. You can also reach them by telephone: Live assistance is available Monday through Friday

from 8:00 a.m. to 8:00 p.m. U.S. Eastern Time by calling, 1-866-4-USA-DOL.

Safety in the Work Place

- All employers must furnish a place of employment free from recognized hazards that cause or may cause death or serious illness.
- The Occupational Safety and Health Act [OSHA] of 1970 provides job safety and health protection for workers by promoting safe and healthy working conditions.
- Employees must comply with all occupational safety and health standards, rules, and regulations issued within the OSHA Act.

Equal Employment Opportunity/Affirmative Action

- The law prohibits job discrimination on the basis of race, color, religion, sex, age, physical or mental disability, or national origin, and requires affirmative action to ensure equality of opportunity in all aspects of employment.
- Your employer may not discriminate in hiring, promotion, discharge, pay, fringe benefits, job training, classification, or referral.
- The Equal Pay Act protects you against gender discrimination in payment of wages to women and men performing substantially equal work in the same establishment.
- If you think that you have been discriminated against, or that your employment rights have been violated, call the U.S. Equal Employment Opportunity Commission [EEOC] at 1-800-669-4000.

Drug Testing

- Your employer has the right to request a drug test. If you refuse to take a drug test, your employment offer will be withdrawn. If you are a Contract Job Fair or Placement participant, your visa can also be terminated for refusing to take a drug test.
- Each employer has a different testing method and testing policy.
- You may be tested before you start work, randomly throughout the season, or if you are in an accident or cause damage at work.
- Please read job offer letters from your employer thoroughly! If an employer states that employment is contingent upon drug testing, expect to take a test! If you fail this test, you will no longer be employed with that company.
- If certain drugs are legal in your home country and you are not sure whether or not they are legal in the U.S. you should assume they are not legal and stop taking them in your home country. You may also research the issue on your own. If you take something that is legal in your home country [but not in the U.S.] and you test positive, your job offer will be withdrawn.

Sexual Harassment

- Defined as: “any unsolicited sexually motivated behavior whether, physical or verbal, that is perceived offensive by the victim.”
- The term “harassment” includes, but is not limited to, jokes, slurs, other verbal, graphic, or physical conduct relating to an individual’s race, color, sex, religion, national origin, citizenship, age, or disability.
- Harassment also includes sexual advances, requests for sexual favors, touching, and other verbal, graphic or physical conduct of a sexual nature.
- Sexual harassment is a serious offense in the United States. Pay attention to what you say to co-workers and customers. Do not put yourself in a dangerous situation. Employers are very strict regarding this issue and they will not hesitate to terminate your employment if you are guilty of sexual harassment.
- If you feel that you have been placed in an uncomfortable situation, speak to a superior whom you trust. Please do not assume that the company is aware of the problem. You must bring your concerns and/or complaints to your employer’s attention to be addressed.

How to Handle Problems With an Employer

The first place to start if you have problems with your employer is talking to your manager. Explain your problems clearly and be prepared to listen to your employer’s response. Your employer will not always be able to make changes to meet your requests. If you do not like the position you are in, it may not be possible for the employer to move you to a new one. In this instance, try to make the best of the situation.

If you cannot resolve the problems with your employer, you must contact CCUSA in the U.S. – especially if you are Job Fair or Placement option participant. CCUSA may or may not be able to fix the problem but we will be able to explain your options.

If you are an independent option participant, you should still contact CCUSA. We can discuss your problems with the employer and help you with the process. Some problems – such as non-payment of wages – will require that you file a claim with the Department of Labor of that state. CCUSA can advise you on this process.

Tips For Success With Your Employer

1. Be aware that your work may involve long hours and continuous responsibility. Try to view this challenge from a positive perspective.
2. Completely understand your responsibilities and duties in the workplace. If you have questions, ask for clarification!
3. Try to understand the rationale behind the rules in your workplace and attempt to follow them at all times. Rules are designed to ensure a safe and happy work environment for everyone involved.
4. Make sure that you receive proper instruction and training before using any equipment and machinery.

5. American companies are often organized in a hierarchy of authority and responsibility. If you experience any serious problems or have questions during your employment period, talk to the appropriate person in the chain of command. For example, if you have a problem regarding another employee, discuss the matter with your superior [supervisor or manager].
6. Be alert and always help other staff. This attitude will benefit all and will help to create a more positive atmosphere. Work as a team!
7. Maintain a positive attitude regardless of the situation. A positive outlook will help carry you through the difficult times and make your work experience rewarding.
8. Be adaptable, patient, flexible and a good ambassador for your country.
9. Take care of yourself and your health. Work can be demanding and you will need all of your energy to be a safe, productive and happy person and employee.
10. Always remember why you are in the U.S.: to work, learn, grow, and to have fun!
11. Take initiative in the workplace and in your social life. Be friendly and outgoing and try to take the first step.

Living in the United States

U.S. Law and You

While you are in the U.S. you will be subject to U.S. laws. Should you break any of these laws you will have to suffer the consequences as prescribed by U.S. law.

If the situation arises where you do have legal problems, be aware of the following:

- You are presumed innocent until proven guilty.
- You have the same rights as U.S. citizens.
- You have the right to know what you are being charged with.
- You have the right to remain silent and refuse to answer any questions.
- You have the right to be represented by a lawyer.
- You have the right not to be searched unless a police officer has a warrant.
- You cannot be forced to confess or give evidence against yourself.
- You have the right to be released from jail once a bail bond has been posted.

If you are arrested, you should try to contact CCUSA as soon as possible. CCUSA cannot provide legal representation or give legal advice but we may be able to refer you to someone who can help.

If your case is considered a criminal case, you will most likely be put in jail. To get out of jail while your case is pending, you will have to post a bail amount determined by the court. If you can pay the "bail" required for your release, you will be released and told when to report to the court for further proceedings. Not all criminal cases will require you to have legal representation but for more serious cases, you will probably want to have one. In some instances, if you cannot

afford your own lawyer, the court will appoint a public defender. If your case is considered a civil case you will not be provided with legal representation but an organization such as the Legal Aid Society can usually help you contact an affordable attorney.



CCUSA does NOT post any bail money on your behalf. The CCUSA insurance policy does not cover legal fees in relation to criminal cases or cases related to your employment. All other cases are at the discretion of the insurance company.

Housing

There is much involved when choosing your housing arrangement. We recommend that you begin your search from your home country. Contact your employer at least several weeks before you depart for the U.S. to obtain a referral for temporary housing such as a hostel or a motel. Before you come to the United States you should know what to expect to pay for housing.



If you are not provided with housing, it is your responsibility to arrange your own accommodation. CCUSA can provide ONLY advice in this process; we cannot find your housing for you. We urge you to start your housing search before leaving your home country. If you are an independent participant who does not have a job before coming to the U.S., we advise you NOT to go to the most popular seasonal employment areas. Housing in these areas is at a premium. You may end up living in a hotel for your entire program.

Roommates

If you are trying to decide whether or not you want a roommate, keep in mind that the extra support is very helpful. The costs of utilities, phone bill, deposit, and rent are shared. To join someone in a house where he/she is already renting may save you the trouble of acquiring furniture, pots and pans, or dishes. Roommates are also great for sharing the cost of meals and for meeting new people. Roommate Services may be available to you in the area. In exchange for a fee, a rental service will provide a list of people who are looking for a new housemate. Look in the Yellow Pages of the city's phone book under Roommate Referral Agencies.

Employee Housing

Employee housing is an inexpensive and convenient way to live. Prices range from about \$100 to \$500 per month and you will be required to submit an application and a deposit. The price does not always include utilities. A positive aspect of living in employee housing is the opportunity to socialize and live with your co-workers. Employee housing is often loud and active and you may find it is the best way to become involved in your new community. The housing provided is usually filled to its capacity and you may need to share a room, as well as other facilities, within the apartment or cabin. Employee housing is often located close to your workplace and there are sometimes shuttles provided. You may be required to sign an agreement outlining the conditions of living in employee housing. Read anything you are asked to sign carefully before signing. Your signature on a document will make it legally binding in most cases and difficult to get out of in all cases, without resorting to legal assistance. Your employee housing will also depend on continuing employment at the employer's place of business. If you quit or are fired, you will be expected to vacate employee housing.

Resources

CCUSA has prepared some helpful resources on our web site to help you begin your housing search. These have been gathered by employers and past participants. Please visit our Participant Support page [including housing tips] at <http://footprints.ccusa.com>.

Please remember the above word of warning when looking for housing and make sure that there is adequate transportation between your housing and your employer.

To save money, try to contact other internationals who will be working in the same area. Your Country Director will be able to give you the contact information for other participants going to the same area. You can also meet other internationals at the U.S. orientation site.

Remember, start looking for housing NOW!

Managing Your Money

There are several aspects to consider when planning your finances. Depending on the area in which you live and work, the start-up costs will vary. Expect the largest costs during your first month. Following are things to consider when calculating your approximate "start up costs:"

- 2-7 days stay in a hostel or budget motel while you search for housing [\$20-\$60/night].
- First month's rent, last month's rent, and a deposit to be paid to your landlord or employer [cost will vary, but expect to pay at least \$200 for a deposit as well as your first and last month's rent, \$600-\$1,000].
- Other set up charges such as a deposit for phone and utilities [\$50].
- Staple items: toilet paper, detergent, and food [\$250 for 1st month].
- Necessary furnishings such as a mattress and bed. [\$60-\$100 used].
- Transportation: cost of bus, shuttle, car, gasoline, bicycle [varies].

Budget

Plan to bring a minimum of USD 900 if your employer provides housing. If you need to find your own accommodations, you will need to budget approximately USD 1500 for start up costs. Decide on a budget before you leave home. Bring enough money for your housing situation, travel plans, equipment, meals, and spending money. If there is a delay in getting a Social Security number, you may not be paid by your employer until you have one. You must be prepared to support yourself during this time. If you need help budgeting, contact your Country Director for advice.

Banking

There is no national bank in the United States. This means that banks in the city where you arrive may not exist in your employer's town or city. Therefore, you should select a bank located where you will work and one that allows you to access your account worldwide if you are traveling after work. When you arrive in your new hometown, search for a bank that is easily accessible, and take the following considerations into account.

How do I open a bank account?

- Visit local banks and gather information regarding fees for checking and savings accounts. You should be able to find an account that can be maintained for a low fee or at no cost.
- Most Banks require a deposit [anywhere from USD \$100-\$500], and two forms of identification [passport, social security card, credit card, or student identification] to open an account. Each bank will have different requirements for opening accounts so verify this information with the bank before going to set up your account.

Checking/Savings Account

- The two different types of accounts you may establish are a checking account and/or savings account.
- A checking account enables you to deposit and withdraw money freely, often at no charge. You are also given checks you can use to buy items, pay bills, etc. Most checking accounts come with Automated Teller Machine cards [ATM].
- An ATM card allows you to withdraw money from an ATM machine at locations around the United States [and the world] 24 hours a day. ATM cards have links [Cirrus, Star, Plus, NYCE to name a few] that allow you to take money out of your account from machines at other banks, as well as many grocery stores, restaurants and shops. You may be charged from \$.25 to \$2.00 for these transactions. Use ATM cards wisely—do not spend money that you don't have in your account, and make sure to subtract all transactions from your checkbook.
- A savings account is a more restrictive way to use your money. This type of account accrues interest over time, and often limits the amount of money you can withdrawal at any given time. A savings account is beneficial if you want to save the money you earn throughout the winter.
- When opening an account, make sure the bank is aware that you are a student. Banks often offer reduced fees to student customers.



CCUSA strongly recommends that you open a checking or savings account in the United States. Many employers offer “direct deposit”, which means they can pay your wages directly into this account. Even if this is not possible, having a U.S. checking or savings account is the easiest way to have your last paycheck paid. We do not recommend that you have your employer mail your last paycheck to you. Many participants have not received their last paycheck because their checks have been stolen from the mail and cashed illegally. In these cases, the employer is NOT legally required to reissue the check.

Credit Cards

If you do not already have a credit card, you may want to apply for one in your home country before leaving for the U.S. Credit cards are a common method of payment and widely accepted throughout the U.S. In fact, you may be requested to pay for some items with a credit card, as some businesses do not accept cash or checks. Credit cards are helpful in case of an emergency when you must pay for something but have no money in your account at that time [an emergency airfare ticket, etc.]. If the credit card is from your home country, purchases made in the U.S. will be converted into your home country's currency, so remember the exchange rate. Visa, Master Card, and American Express are accepted almost everywhere in the USA.

Debit Cards

You may wish to apply for a debit card once you have a bank. A debit card is similar to a credit card with a MasterCard or Visa logo on it, in addition to your bank's logo. Instead of receiving a bill/invoice each month, the money is deducted directly from your checking account. It can be used anywhere a credit card is used. Your limit is determined by the amount of money in your checking account. Using this card requires you to be responsible and subtract money spent from your checkbook regularly to avoid spending money that you do not have.

Travelers Checks

Don't bring a lot of cash with you. Keep your money in a safe place, as your insurance policy will not cover the loss of cash. Instead, buy travelers checks, a convenient and safe way to maintain access to money while traveling. Make sure these checks are in U.S. dollars [not your country's currency]. Traveler's checks are refundable if lost or stolen and may be purchased at any bank. Keep a record of your travelers check serial numbers separate from the actual checks.

CCUSA is not responsible for participants who come to the U.S. without money, nor is your employer. Employers will not offer you an advance on your wages if you do not arrive financially prepared.

Insurance

Your Coverage

You must be covered by an insurance policy for the length of time indicated on your DS2019 [3 or 4 months] from the day you depart from your home country. Specific policy information will be given to you at the orientation session in your home country. Any injuries sustained while under the influence of alcohol or drugs will not be covered by your insurance. Please refer to the insurance booklet for details on your coverage. You may also be able to access this information on Footprints.

This insurance coverage is a "traveler's" insurance policy and is neither intended to nor does cover all medical costs. It only insures you against "new" things, mostly accidents, which might happen while you are on the program. It will NOT cover pre-existing conditions [asthma, diabetes, etc] from which you have suffered before the beginning of your CCUSA program. We do NOT recommend that you let your normal health coverage lapse while on the CCUSA program. The insurance will not cover all costs and will always reserve the right to return you to your home country for serious medical needs.

Submitting a Claim Form

- To file a claim form, refer to the information given to you at your orientation session.
- When insurance coverage is needed and you are unable to use one of the network providers, you must complete the claim form and submit any original bills and invoices you received from the doctor, hospital, or police department. Photocopies or faxes of these receipts are NOT acceptable; they must be originals.
- You must also call the insurance company before you receive any treatment that requires insurance assistance. The insurance pamphlet gives you an idea of what the insurance will and will not cover, but each case is reviewed individually.
- Claims take time to process, so be patient. Make certain the address you give the insurance company is correct to ensure that you receive all pertinent information and reimbursement.



Not all doctors and clinics will accept your insurance information in lieu of payment. Instead they may require you to pay for any services received. You MUST come to the U.S. with enough money to cover any circumstances, including unexpected medical expenses. It is VERY common in the U.S. to pay for medical treatment at the time it occurs and file a claim with the insurance company afterwards. Remember: the U.S. does NOT have a national health care system.

Insurance Extensions

If you are planning to stay in the U.S. for more than the dates on your DS2019, we recommend that you extend your insurance coverage for the 30-day grace period. Information on how to do this was given to you at the orientation session. To extend your insurance coverage, you will need to have a credit card and must request the extension BEFORE your included coverage expires. The insurance company does reserve the right to refuse the request for extension.

Problem Solving While on the Program

If you are lucky, you will not experience any serious problems while on the program but if you do, you should contact CCUSA Work Experience in the U.S. as soon as possible. We may not be able to fix the problem for you but we most likely will be able to tell you how to fix it yourself.

Some common problems situations are:

1. Losing Your Passport, DS2019 form and I-94 form

The most important thing you can do to safeguard your documents is to make copies of all of them. This will make the replacement process much easier.

- a. Your passport: at the end of this handbook is a list of all embassies in the United States. You will need to contact the embassy for your country to request a replacement passport.
- b. Your DS2019 form: if you lose or fail to bring your DS2019 form to the US with you, CCUSA can send you a reprinted form with an original signature. However, this form will not have the U.S Embassy stamp or the U.S. Immigration stamp if you lose it after entry. Social Security should accept this reprinted form but some offices may be reluctant to do so. If this happens, contact CCUSA for assistance.

- c. Your I-94 form: replacing this form unless you have made a copy of the original is an expensive and time-consuming process. Contact the CCUSA office for details on this process.

2. Being Arrested

The best way to handle an arrest is to AVOID the behavior that will result in an arrest. Do NOT drink if you are underage; do not drink in a public space if you are old enough to drink; do not shoplift or engage in any types of theft.

If you are arrested, you should call CCUSA immediately. We are NOT able to post bail for you or locate a lawyer but we can give advice and act as a contact person for the U.S. authorities.

3. Losing your job

While CCUSA will not place you in a new job, we can refer you to other employers who are looking for employees. Contact us for this information. In most case, it will require that you move to another area.

CCUSA will not assist you in locating a new job if you were fired because your performance as an employee was not appropriate. All employers will fire employees who do not show up for work, who do not perform the duties assigned to them or otherwise behave in an inappropriate manner.

USA Culture

What are Americans like?

We recommend that you read "Almost Heaven" by Martin Fletcher [Abacus Books]. This book about life in small town America will give you greater insight into the American culture.

DIVERSE

American society is composed of people from many social, cultural, ethnic, and national backgrounds, different economic situations, and vastly different philosophies of life. This, coupled with the varied geography within the United States, creates a culture of such diversity, that it is difficult to generalize American culture. As you interact with Americans while traveling and working with them, you will understand that each American resident has his/her own customs and social traditions. Although the United States has the reputation of being a melting pot, Americans prefer to consider their nation as a salad bowl in which every new culture adds flavor and individuality.

INDIVIDUALS

More important than an American's background is that each American is treated as an individual. To strive for individuality and individual rights is the foundation upon which this country was built.

COMPETITIVE

Americans tend to appreciate individual goals and success, which can lead to a competitive society. Competition is considered a healthy motivation to reaching a goal. You will find friendly and not so friendly competition everywhere. It is apparent not only in sporting activities, but also in the workplace, social life and conversation. You may find competition offensive but it is a natural part of the American culture.

Americans utilize this competitive attitude within groups to promote teamwork. You may find that your department in your workplace forms a team that competes with other sections of the company. This type of competition creates an incentive for employees to reach a common goal, developing cooperation and teamwork. There is often an emphasis on achievement and self-growth for both the individual and the working team.

DIRECT

Most people in the United States are very outgoing. Americans may even share their personal lives with you during a casual conversation. People often like to discuss their problems or ask about your feelings. If an American recognizes that you are silent and introverted, he/she may ask you to express yourself. You may find this type of behavior rude and intrusive, but this is not the intention.

FRIENDLY

Americans are very friendly and possess strong social skills. It is important to remember that it takes a long time to build a genuine friendship. Americans tend to have many casual acquaintances, which are classified as friends at work, friends at school, family friends, etc. You will observe strong bonds of friendship at work. This may be a little intimidating, but after a while you should feel that same strong bond with your co-workers. Be open to meeting people and talk to anyone you find interesting. Americans value friendliness and a positive attitude.

RESPECTFUL

Although America is a country in which people are very friendly, personal privacy is still respected. In some other cultures it is considered a sign that something is wrong if you are by yourself. In America, people understand that you may need to be away from social activity and companionship. If an American approaches you and is concerned, simply explain that you need a bit of quiet time.

.....
• Remember: It was your choice to come to the United States. It will NOT be the same •
• as your culture and you may not like parts of it. You must remember that you are not in •
• your culture and try to adapt or at least accept the way Americans live and work in their •
• own country. •
.....

TIME CONSCIOUS

Time moves quickly in America. You may notice that people are constantly on the move, especially in the larger cities. One philosophy that may seem foreign is that time not spent being productive is considered time wasted. The United States is an active society, full of movement and change. Americans are very time conscious and energetic people. They live according to a schedule and may always seem to be in a hurry. Much emphasis is placed on being on time for work. If you are used to a more leisurely pace, you may find the pace exhausting; on the other

the US on the J-1 visa if they decide that you have already completed the activity (work) of the visa. If you must travel outside of the US during the active dates of your visa, CCUSA STRONGLY recommends that you do so for only a short time and in the middle of your visa dates.

You will also need to follow these steps:

- send your DS2019 to the CCUSA office so that we can sign it, indicating that you are in good standing on our program.
- include either a prepaid method for us to return your DS2019 to you or a credit card number to which we can charge the cost of returning it via a courier service
- send the form with plenty of time to return it to you before you leave the U.S.
- Please note: if you are leaving the US and NOT intending to return to be an active participant - that is, to work - CCUSA cannot sign your DS form. You must be returning to work after your trip. If you are planning to travel to another country and then return to the US just to fly home, you MUST apply for another visa - such as a tourist visa or transit visa before you travel to the US the first time. CCUSA cannot advise you on this procedure. CCUSA also reserves the right to refuse to sign your form for a variety of reasons, including but not limited to: excessive amount of time away from the employer, travel dates too close to the end of the program and repeated trips.



If you fail to follow these procedures, you may not be able to return to the U.S. The immigration officer at the U.S. border has the final decision of whether or not to allow you to re-enter the USA.

PLEASE NOTE: once you have started your 30-day grace period, you CANNOT leave the United States and re-enter [even to board a flight home] on your J-1 visa. You must have another visa in order to re-enter the U.S. at this point. Your J-1 visa expires on the end date on your DS2019 form or early if you decide to end your program before the scheduled end date.

Traveling in the USA

If you choose to stay in the USA and travel after work, there are many options available to you. Keep in mind that you will undoubtedly make friends with whom you may wish to travel. It's best to keep your travel plans somewhat flexible. However, there are many discounted transportation tickets for foreigners that must be purchased before leaving home. Do your research now and find out what's available! If you need additional money from home for your travel budget, please have it wired directly to a bank close to your residence or to your U.S. bank account. For detailed information about methods of travel, accommodations and tour companies, refer to the CCUSA Traveling in the USA handbook which is located on <http://footprints.ccusa.com>. Going Home

Extending Your Stay

As stated previously, your J-1 visa CANNOT be extended! As a visitor on the J-1 work/travel visa, it is your duty to leave the U.S. no later than the last day of your one-month grace period. CCUSA cannot continue to sponsor you after your visa date expires. The U.S. State Department does not authorize our company to renew or re-issue DS2019 forms for this reason. It is also NOT possible for you to transfer from the J-1 summer/work travel visa to another J-1 category.

Booking or Confirming Your Return Flight

You must call your airline in order to book, change or confirm your return flight date to your home country. The exact conditions of your ticket were given to you in your home country so refer to that information when making or changing your return flight. CCUSA in the US cannot assist you with your flight arrangements as we were not involved in the booking of the flights. If you have questions or problems, you must contact the CCUSA office or partner organization in your home country.

Lost Tickets

Most airline tickets are now issued electronically which means that you do not have to keep track of a paper ticket. All you need is your photo identification (passport) and the airline can retrieve your travel record. However, some airlines do still issue paper tickets for international travel. Make sure you know which type of ticket you have. If you have a paper ticket, please keep your return flight ticket in a safe place. If you lose your ticket, you will need to contact the airline for details on how to replace it. There is almost ALWAYS a fee to replace a lost ticket, ranging from \$100 to \$250. In some cases, you may need to purchase a new ticket altogether. If you have a copy of your ticket, it will facilitate its replacement if lost.

Validating Your Departure From the United States

In order to maintain your good standing in the SEVIS system and with the U.S. government, you must surrender the I-94 card, which the U.S. immigration officer stapled in your passport upon your arrival. Give this card to the airline representative upon check-in at the airport or to an U.S. immigration officer if you are leaving the U.S. through the Canadian or Mexican borders with the U.S.

Failure to do this will affect your ability to return to the United States in the future. If you do not validate your departure by doing this, you will have to prove to the U.S. government that you left at the end of your visa. Information on this procedure can be found at Footprints, <http://footprints.ccusa.com/>.

General Information About Living in the USA

Sales Tax

A sales tax is added to the retail price of most items in the U.S. including shops, restaurants and hotel accommodations. The tax is added to the marked price. Taxes vary from state to state, and range from 3% to 15%. Please remember that this is a sales tax, not a service charge and payment of this tax is not optional.

Tipping

Tipping for service is a common practice in the United States. American wages in the service industries are based on a calculation of wages combined with tips. Tipping customs vary in the USA. The following guidelines should assist you when leaving a tip.

In Restaurants

In the USA, gratuities [tips] are not usually added to the restaurant bill, as is customary in many other countries. You are expected to leave about 15% of the bill on the table as a tip for the waiter or waitress who has served you. More generous tips [20%] are expected in large metropolitan areas and better restaurants, or where service has been exceptionally good. When dining at high-end restaurants, or those where your party is 6 people or greater, the gratuity may be added to the bill. Simply check the bottom or ask the wait staff if the gratuity was already added. When tipping at a bar, \$1 per drink or \$2-3 per round is a good tip. Waiters and waitresses [including bartenders and cocktail waitresses] working in the USA make a very low wage per hour. It is considered very rude not to tip your server, and by not tipping you are depriving the wait staff of their major source of income. It is unnecessary to tip in fast food or self-service establishments such as McDonald's or a cafeteria.

Taxis

Taxi drivers expect tips of 10% to 15% of the fare that shows on the meter. Drivers may add a fee for handling luggage.

Other Services

Airport and hotel porters expect a tip of \$1.00 for each bag carried. Hairdressers/barbers should be tipped 10% to 15% of the bill.

Who Not to Tip

Never offer tips to public officials, police officers or government employees. This is against the law in the USA because it is considered bribery. Hotel desk clerks, bus drivers, theater ushers, sales people, flight attendants, and gas station attendants are also not tipped.

Personal Safety

While in the USA, you should feel reasonably secure while you are traveling. When in large cities, take precautions that you would normally take in your own country. Do not give money to beggars and do not flash money or expensive personal belongings such as cameras or watches in public places. Do not change money for people [you don't want them to see how much money you have] and keep your personal belongings in your possession at all times. If you have questions regarding instructions or directions, seek help from an employee nearby, a police officer, or a nearby store owner. When using the public transportation system, do not enter an empty subway car and always try to ride in the car closest to the driver. Never hitchhike or accept a ride from a stranger. Don't be afraid—just be careful. Most people are nice and will want to help you, but it's better to be safe than sorry!

Women Travelers

Women who plan to travel alone need to be aware of risks to their personal safety. It is best to stay in centrally located accommodations, avoid late-night travel, and never hitchhike! Trust your instincts—if you feel uncomfortable somewhere or with a certain person, move on to a better situation. If you are verbally harassed in an urban environment, the best response is to ignore the person harassing you. Never hesitate to ask a police officer or even a passerby for help if you do not feel safe. Traveling alone can be a great adventure. Just remember to be alert and aware to maintain your safety in your surroundings.

Forms of Identification

During your stay in the U.S., you may encounter situations that require you to provide multiple forms of identification. The following are accepted as valid ID because they contain your name and your photo.

Passport

Make certain you keep your passport in a safe place at ALL times. It is wise to make copies of your passport and DS2019 form before leaving your home country [keep a copy with you and leave one with a responsible person at home]. If you lose these documents but have copies, replacing them will be much easier.



Section 264 of the Immigration and Nationality Act provides that, “Every alien, eighteen years of age and over, shall at all times carry with him and have in his personal possession any certificate of alien registration or alien registration receipt card issued to him. Any alien who fails to comply with [these] provisions shall be guilty of a misdemeanor.” This means that you must carry your passport and I-94 card with you at all times. Under no circumstances should you give these forms to your employer or anyone else. Call CCUSA for assistance if your employer is requiring that you do this.

State Identification Cards & Driver's License

While your passport is one source of identification, some bars and other establishments will not accept a passport and will instead require a state identification card.

- Most State Department of Motor Vehicles [DMV] will provide state identification cards for a small fee. The DMV is operated by each individual state, and can be found in various locations throughout each state. Check the local phone book [white pages] for the number and location of the DMV nearest to you. You will need to contact the DMV for the state where you are living to determine if they will issue these ID cards for internationals.
- Social Security cards are not accepted as proper forms of identification in the U.S., as they do not contain a photo ID. You should also not give your Social Security number to anyone but your employer or financial institutions that might require it.

Transportation

The U.S. is a large country. You may require transportation to get to work, or to travel around the U.S. You may live in areas that provide excellent public transportation, including local buses or shuttle vans or the extensive trains or subway systems of large cities.

Those living in areas without public transportation will need to find other means to be mobile. Perhaps some sort of employee shuttle may be arranged if your housing is off-site. The schedule may be limited and you may have to be flexible. Another option is to make friends with an employee who has a car. You may offer to help pay for gas in exchange for obtaining a ride to work.

If you are interested in driving in the United States you will need a driver's license. An international driver's license may be required [though some countries are allowed to drive on their licenses—check with the local DMV to be sure]. Make sure that you obtain an international drivers license before you leave your home country—you will not be able to obtain one once you arrive in the U.S. Some states may even require that you obtain the local state's license. If so, please contact your local DMV for instructions. Make certain that you are an insured driver in each and every vehicle you operate. Before driving in the U.S., go to your local DMV for a book of rules and regulations as regulations for international drivers vary widely from state to state. You are responsible for knowing the laws governing the operation of a motor vehicle in the state where you will be living and working.

Automobiles and the Law

If you are not able to use public transportation, and you either purchase a car, rent [hire] one, or use a company vehicle, you need to be aware of U.S. laws and safety guidelines. Each state [and employer] has individual laws and guidelines you will need to follow, especially in regards to the requirements of a valid driver's license. You must have valid driver's license from your home country or from the U.S. state in which you are living in order to drive in the U.S. The laws governing which license is required vary from state to state.

Car Insurance

Should you choose to buy a car during your stay in the USA, you will need to purchase insurance. It is illegal to own and operate a vehicle in the U.S. without insurance. Automobile insurance companies are listed in the telephone directory's Yellow Pages. Work Experience USA's insurance does not cover participants who are operating a motorized vehicle at the time of an accident. It is U.S. law that every car is insured [whether you rent or own your car]. Investigate insurance companies until you find one that is right for you.

Pedestrian Right-of-Way

All states require that cars, motorcycles and bicycles give the right-of-way to pedestrians. For example, if you are driving and ahead of you a pedestrian is crossing the street, it is your responsibility as a driver to stop in order to avoid an accident. This law applies to pedestrians inside and outside of the crosswalk.

Speed Zones

In the USA, there are many "speed zones", clearly marked by signs that indicate the maximum speed allowed in miles-per-hour [mph]. Observe and follow such speed limits. If you are speeding and you are caught by a police officer, you will receive a ticket and be required to pay a large fine [often \$100 or more].

Safety Belts

Most states require that all drivers and passengers use safety belts. There are expensive fines for those caught driving or riding as passengers without using safety belts. If your passenger is not wearing a seatbelt, you, as the driver, will still be fined!

Parking Laws

American communities enforce parking laws. Be aware of the following: No Parking Signs and colored curb markings designate "no parking" areas. If you park in a "no parking" area, you could receive a ticket and have to pay a fine, or your car could be towed away to a garage. If your car is towed, you will have to pay a ticket fine and a towing fine. Downtown and other busy areas often have "parking meters" located at each parking space. If you park in a metered parking space, you will need to put money in the meter in order to avoid getting a ticket. These meters run on timers, so you will need to add money if your time expires.

Alcohol and Drugs

Drinking Alcohol in the United States

The legal drinking age in the United States is 21 years old. While it may be legal for you to drink in your own country while under 21, you cannot legally drink in the United States at this age. Penalties vary from state to state, but you can be deported and even imprisoned if you are caught drinking and are under 21. False identification cards that claim you are 21 or older are illegal and can lead to imprisonment.

Driving Under the Influence of Alcohol

Driving While Intoxicated [DWI] or Driving Under the Influence [DUI] is illegal in the United States. Law enforcement officials have become very strict when it comes to “drunk driving”, thereby raising national awareness and decreasing alcohol-related automobile accidents. If you drink and drive, you are not only risking your life but also the lives of other innocent drivers. Police officers may designate “check points” on certain roads and freeways, especially during popular holidays, where they ask drivers to stop randomly and take tests to prove that they are not driving under the influence of alcohol. If you are caught drinking and driving, you will be fined and imprisoned.

- If you are in an automobile accident and have been drinking, you can be held liable for damage to any persons or objects. This means you can be responsible for all hospital bills and property damage. Note: Your CCUSA insurance will not cover any injuries incurred if you drink and drive.
- If you have been drinking, DO NOT drive. Take a taxi, walk, or wait until you are sober. Also, do not accept a ride with anyone who has been drinking. If going out with friends, appoint a “designated driver” [this individual refrains from drinking and drives for the evening].
- In most states you are not allowed to have an open alcoholic beverage container in the car, even if you are not the one drinking! If a law enforcer requests you to pull to the side of the road and finds an open container, you will be held responsible.

Drugs

The American government is attempting to end the use and distribution of illegal drugs by cracking down on anyone caught using or distributing the illicit items. You will face serious penalties if caught in the possession of illegal controlled substances. Possession of any illegal drug is subject to prosecution by law in the United States.

Cigarettes

Cigarette smoking is banned in many public areas. The U.S. enforces federal and local laws that outlaw smoking on public transportation and on all domestic flights. In some cities, smoking is now banned in restaurants, bars, and public buildings and in workplaces. Be aware and courteous of others if you smoke, and make sure you are aware of smoking restrictions in your workplace. Ask someone if you are not sure about the laws in your area.

Telephone Communication

How to Make Phone Calls

- When you make a local call within a given area code, you only need to enter the last 7-digit number.
- For calls outside your area code, but within the United States, you must dial 1 + 3-digit area code + the 7-digit number. Example: 1-415-339-2740.
- To call outside the United States, you must dial 011 + country code + city code [minus any zeros] + the local number.
- In the United States, it is common for a phone number to be given as letters rather than numbers. The letters refer to corresponding numbers on the telephone keys. For example, #2 = A, B, C and #3 = D, E, F. Thus, 1-888-44 Work Experience USA is 1-888-449-3872.

Calling From a Pay Telephone

Local calls usually cost a minimum of 50 cents. To make a long distance call, dial the number as if you were calling from a normal phone, and the operator will get on the line and tell you how much money to deposit for the first 3 minutes of your call. Dialing instructions will usually be printed on the telephone.

Collect Calls [Reverse Charges] and Person-To-Person Calls

Dial 0 + area code + local number. You will hear a tone and a recorded message asking you to enter your credit card number. Wait a short time, and the operator will come on the line and ask you for your billing. Tell the operator you would like to make a collect call or a person-to-person call. There is also an inexpensive service in the U.S. that can be used to make collect calls more affordable. To use the service, dial 1-800-COLLECT [1-800-265-5328]. You will hear a tone and a recorded message asking you to dial the area code and phone number that you would like to call. Then the tone will ask you to say your name. Next the service will ask you to wait while it tries your call. Work Experience USA will not accept collect calls, but you may use our toll-free number: 1-888-449-3872. If you have any trouble, just dial 0 for the operator and ask for help in making your call. If you are making an international collect call, dial 00. The operator will come on the line and ask for your billing or advise you of the charges.

Telephone Directory

Most pay phones, hotels, hostels, post offices, etc. will supply a copy of the town's local phone book [telephone directory]. This book contains valuable information: area codes throughout U.S., country codes, government offices, etc.

Information Numbers

- If you do not know someone's telephone number, but you know the person's or company's name and where the person or company is located, you can call 411 for directory assistance.
- All numbers that begin with 800 or 878 or 888 or 886 are toll free numbers, meaning there is no charge for the call. If you are looking for a toll free number dial 1-800-555-1212. An operator will ask you the name of the company you are trying to reach.

Work Experience USA Phone Card - eKit

YOU WILL RECEIVE A COMPLIMENTARY EKIT CARD AT YOUR ORIENTATION.

eKit keeps you in touch from 62 countries around the world and helps you to avoid huge phone bills. The service operates from any touch-tone phone and you can also access most features from their web site [www.ekit.com]. Your rechargeable eKit account provides you with the below features.

CALLING AND MESSAGING

Your all-in-one, low-cost calling and message features help keep your bills down while you receive messages from family and friends. Avoid the hassles of communicating when on the road.

INTERNET FEATURES

Cut your costs even more and communicate with friends and family online. The most unique thing about eKit is that virtually all of its services may be accessed from a phone or from the eKit web site. You may store all your eKit voicemail, email and faxmail messages and access your billing history to help you manage your budget. Below is what you will receive:

LOW COST CALLS

International and U.S. long distance calls from pay phones and hotel phones from 62 countries. Check out the Cost Calculator for eKit's low per-minute rates.

VOICEMAIL

eKit's voicemail is a central answering service easily accessible by phone or from the eKit web site, wherever you are worldwide.

- Give your eKit account number to your employer, family and friends, and they can leave you messages for FREE.
- Listen to messages over the phone [charges apply].
- Play your messages for FREE via the website, provided your computer has speakers.

EMAIL

Forward all your existing email accounts to your eKit account and eKit will alert you of new email messages over the phone! You'll know if you have new messages before you've spent the day looking for a Cyber Cafe. Choose to listen to your messages over the phone [charges apply] or read them on the eKit website. You'll receive 10mb email storage space in your inbox when you join to use eKit's free services.

FAXMAIL

Send and receive faxes from the eKit web site, as easily as you do email. You don't even need a fax machine!

- Compose and send faxes from your eKit inbox to a fax machine.
- Receive hand written faxes in your inbox from any fax machine.
- Send faxes from one fax machine to another at eKit's low-cost call rates.

TRAVEL ASSISTANCE

eKit will even give you travel, medical and legal advice and assistance should you need it. You can call eKit's Travel Assistance center 24-hours a day or email them your inquiries.

TRAVEL VAULT

eKit's online travel vault allows you to securely store details of your vital travel documents e.g. travelers checks, insurance and passport numbers—so if you lose them, you can easily organize for them to be replaced.

24-HOUR CUSTOMER SERVICE

eKit's Customer Service Center is always open. The toll-free center is multi-lingual, staffed by English, German, Spanish, French and Portuguese speakers. You may contact 24-hour Customer Service using the phone service or by emailing shout@ekit.com—365 days a year.

Electrical Appliances

Voltage in the U.S. is 110 volts/AC-60 cycles. If you use an electric hair dryer or shaver, you'll need an adapter and a voltage transformer. Try to exist without your appliances—it will save room in your backpack!

Business Hours

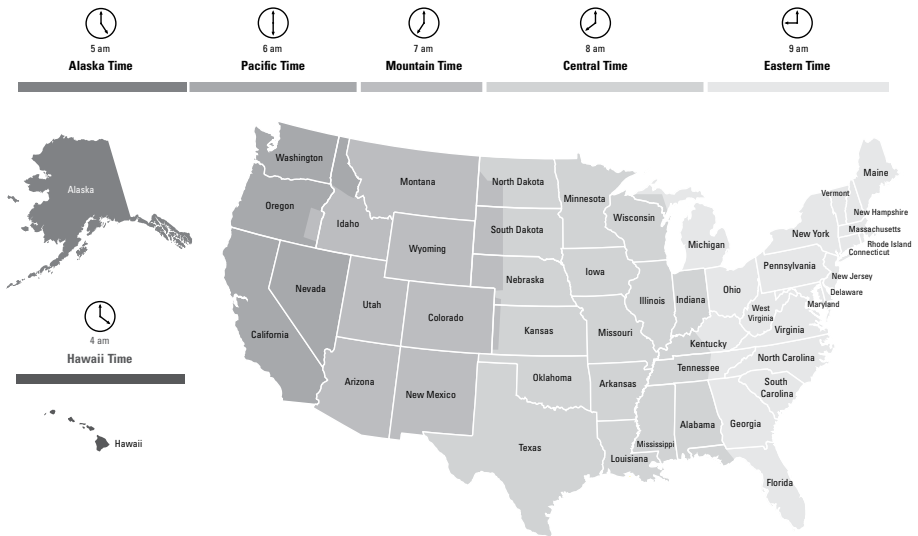
Normal business hours in the U.S. begin at 8:00 or 9:00am to 5:00 pm, Monday–Friday. It is standard to take one hour for lunch, sometime between 12:00 and 2:00pm. Many shops and grocery stores are open for extended hours and do not follow normal business hours. Some stores and fast food restaurants are open 24 hours a day.

Writing the Date

In the U.S., the date is written in the following sequence: month, day, year. Be aware of this system when using number abbreviations for writing the date. If it is November 10th, 2006, it would be abbreviated 11/10/09 NOT 10/11/09. This may be tricky at first, but you'll get used to it!

Time Zones

The U.S. is divided into 4 time zones: Pacific, Mountain, Central and Eastern Time. When it is 6:00am Pacific Standard Time, it is 7:00am Mountain Time, 8:00am Central Time and 9:00am Eastern Time. Please be aware of this time difference when calling someone in a different zone.



U.S. Currency

American currency consists of both coins and paper money. It is based on the dollar. There are 100 cents in each dollar.

Coins

Name	Value	Amount in \$
Penny	1 cent	\$0.01
Nickel	5 cents	\$0.05
Dime	10 cents	\$0.10
Quarter	25 cents	\$0.25
Half Dollar	50 cents	\$0.50

Paper Money

Dollar bills come in the following denominations: \$1.00, \$5.00, \$10.00, \$20.00, \$50.00 and \$100.00. All bills are green and are the same size. You can tell them apart by looking at the numbers in the corners [look carefully when you are in a dark bar or disco]. Each denomination displays a picture of a famous American president. We recommend you change money into smaller denominations such as \$10.00 and \$20.00. It's often hard to cash \$50 and \$100 bills in stores, restaurants, etc. Do not carry a lot of cash. Use traveler checks!

Charts and Conversion Tables

U.S. Postage

Letters: 42 cents [up to one ounce]
Postcards: 27 cents [regular size]

Postage For Overseas Mail

Letters: 72 to 94 cents [up to 1 ounce]
Postcards: 72 to 9490 cents [regular size]

[The prices depend upon what the destination country is. You should still check postage pricing at your local post office before mailing]

Temperature Conversion

Temperatures in the USA are reported in Fahrenheit degrees [°F].

To convert Fahrenheit degrees into Centigrade or Celsius degrees [°C], use the following formula:

$$\frac{[F-32]}{9} \times 5 = C \quad \text{example: } \frac{[78F-32]}{9} \times 5 = 25.5C$$

To convert Centigrade into Fahrenheit, use this formula:

$$\frac{[C+9]}{5} + 32 = F \quad \text{example: } \frac{[16C+9]}{5} + 32 = 60.8F$$

Water freezes at 32°F [0°C]. Water boils at 212°F [100°C].

Metric Conversion

1 mile=1.6 kilometers	1 liquid quart=0.95 liters	1 gallon=3.8 liters
1 yard=91.4 centimeters	1 pound=454 grams	1 foot=30.5 centimeters
1 ounce=28 grams	1 inch=2.54 centimeters	

Tip Chart

Bill	15%	20%	Bill	15%	20%	Bill	15%	20%
\$ 1	15¢	20¢	\$11	1.65	2.20	\$21	3.15	4.20
\$ 2	30¢	40¢	\$12	1.80	2.40	\$22	3.30	4.40
\$ 3	45¢	60¢	\$13	1.95	2.60	\$23	3.45	4.60
\$ 4	60¢	80¢	\$14	2.10	2.80	\$24	3.60	4.80
\$ 5	75¢	1.00	\$15	2.25	3.00	\$25	3.75	5.00
\$ 6	90¢	1.20	\$16	2.40	3.20	\$26	3.90	5.20
\$ 7	1.05	1.40	\$17	2.55	3.40	\$27	4.05	5.40
\$ 8	1.20	1.60	\$18	2.70	3.60	\$28	4.20	5.60
\$ 9	1.35	1.80	\$19	2.85	3.80	\$29	4.35	5.80
\$10	1.50	2.00	\$20	3.00	4.00	\$30	4.50	6.00

State Abbreviation Codes

Alaska = AK	Indiana = IN	Nebraska = NE	Rhode Island = RI
Alabama = AL	Iowa = IA	Nevada = NV	South Carolina = SC
Arizona = AZ	Kansas = KS	New Hampshire = NH	South Dakota = SD
Arkansas = AR	Kentucky = KY	New Jersey = NJ	Tennessee = TN
California = CA	Louisiana = LA	New Mexico = NM	Texas = TX
Colorado = CO	Maine = ME	New York = NY	Utah = UT
Connecticut = CT	Maryland = MD	North Carolina = NC	Vermont = VT
Delaware = DE	Massachusetts = MA	North Dakota = ND	Virginia = VA
Florida = FL	Michigan = MI	Ohio = OH	Washington = WA
Georgia = GA	Minnesota = MN	Oklahoma = OK	West Virginia = WV
Hawaii = HI	Mississippi = MS	Oregon = OR	Wisconsin = WI
Idaho = ID	Missouri = MO	Pennsylvania = PA	Wyoming = WY
Illinois = IL	Montana = MT		

Typical Prices for Items You Might Buy While in the USA

Soft drink	\$0.75-1.50	Ray Ban sunglasses	\$25.00-100.00
Running shoes	\$50.00-100.00	Swatch watch	\$35.00
Hamburger and fries	\$5.00	Blue jeans	\$20.00-60.00
Large pizza	\$20.00	Suntan lotion	\$6.00
Bottle of aspirin	\$4.00	Hairbrush	\$3.00
Shampoo	\$5.00	Allergy medicine	\$5.00
Toothpaste	\$3.00	Bug spray	\$5.00
35 mm film	\$6.00	Bus fare	\$1.00-\$5.00
Film development	\$10.00	Taxi ride per mile	\$1.50
Box of envelopes	\$2.00	Movie	\$8.00
Chewing gum	\$0.75	Cassette tape	\$9.00
Candy bar	\$0.75	CD's	\$20.00
Small bag of chips	\$0.75	Gasoline per gallon	\$4.00
Bread	\$2.50		

Note: Prices vary greatly from area to area, depending upon the overall cost of living in specific cities. Tax on most items is between 5-8%. Tax differs from state to state.

CCUSA Phone Directory

Listed below are telephone numbers you may find useful while in the USA.

Airlines

Aerolineas Argentinas	1-800-333-0276
AER Lingus	1-800-474 7424
Aeroflot	1-888-340-6400
Alitalia	1-800-223-5730
Air New Zealand	1-800-262-1234
Air Tran	1-800-247-8726
Alaska Air	1-800-252-7522
American	1-800-433-7300
British Airways	1-800-247-9297
Continental	1-800-523-3273
Czech Air	1-800-223-2365
Delta	1-800-221-1212
Finnair	1-800-950-5000
Frontier	1-800-432-1359
Jet Blue	1-800-538-2583
KLM	1-800-225-2525
LAN Chile	1-866-435-9526
Lufthansa	1-800-645-3880
Midwest Express	1-800-452-2022
Northwest	1-800-225-2525
QANTAS	1-800-227-4500
SAS	1-800-426-0090
Singapore	1-800-742-3333
Southwest	1-800-435-9792
Sun Country	1-800-359-6786
Swiss	1-877-359-7947
United	1-800-241-6522
US Air	1-800-428-4322
Virgin Atlantic	1-800-862-8621

Student Travel Agencies

STA Travel Agency: 1-800-781-4040

Bus Service

Greyhound 1 800 231 2222

Train Service

Amtrak 1 800 872 7245

Rental Car Agencies

Alamo	1-800-327-9633
Avis	1-800-331-1212
Budget	1-800-527-0700
Dollar	1-800-800-4000
Enterprise	1-800-325-8007
Hertz	1-800-654-3131
Thrifty	1-800-367-2277

Other Useful Numbers

eKit [phone card]	1-800-706-1333
United States Postal Service [USPS]:	1-800-275-8777
United Parcel Service [UPS]:	1-800-742-5877
U.S. Citizenship and Immigration Services [USCIS]:	1-800-375-5283
CCUSA Work Experience Emergency Hotline	1-888-449-3872
CCUSA Tax Service	1-800-277-8062

Travel Websites

www.travelocity.com
ww.hotwire.com
www.orbitz.com
www.travelplanet.com

U.S. Consulate & Non-Immigrant Visa Section

For the nearest embassy or consulate visit: <http://travel.state.gov/>

Foreign Embassies in Washington D.C.

For updates visit: www.embassy.org

Argentina

Tel: 1-202-238-6400

Australia

Tel: 1-202-797-3000

Austria

Tel: 1-202-895-6700

Belarus

Tel: 202-986-1604

Belgium

Tel: 1-202-333-6900

Brazil

Tel: 1-202-238-2700

Bulgaria

Tel: 1-202-387-0174

Canada

Tel: 1-202-682-1740

Chile

Tel: 1-202-785-1746

China

Tel: 1-202-328-2500

Colombia

Tel: 1-202-387-8338

Costa Rica

Tel: 1-202-234-2945

Croatia

Tel: 1-202-588-5899

Czech Republic

Tel: 1-202-274-9100

Denmark

Tel: 1-202-234-4300

Dominican Republic

Tel: 1-202-332-6280

Ecuador

Tel: 1-202-234-7200

Egypt

Tel: 1-202-895-5400

Finland

Tel: 1-202-298-5800

France

Tel: 1-202-944-6000

Germany

Tel: 1-202-298-4000

Ghana

Tel: 1-202-686-4520

Hungary

Tel: 1-202-362-6730

India

Tel: 1-202-939-7000

Ireland

Tel: 1-202-462-3939

Israel

Tel: 1-202-364-5500

Italy

Tel: 1-202-612-4400

Japan

Tel: 1-202-238-6700

Kazakhstan

Tel: 1-202-232-5488

Korea

Tel: 1-202-939-5663

Macedonia

Tel: 1-202-667-0501

Mexico

Tel: 1-202-728-1600

Mongolia

Tel: 1-202-333-7117

Morocco

Tel: 1-212-758-2625

Netherlands

Tel: 1-202-244-5300

New Zealand

Tel: 1-202-328-4800

Paraguay

Tel: 1-202-483-6960

Peru

Tel: 1-305-374-1305

Poland

Tel: 1-202-234-3800

Portugal

Tel: 1-202-328-8610

Romania

Tel: 1-202-332-4848

Russia

Tel: 1-202-298-5700

Serbia

Tel: 1-202-332-0333

Singapore

Tel: 1-202-537-310

Slovakia

Tel: 1-202-237-1054

Slovenia

Tel: 1-202-667-5363

South Africa

Tel: 1-202-232-4400

Spain

Tel: 1-202-452-0100

Sweden

Tel: 1-202-467-2600

Taiwan

Tel: 1-202-895-1800

Thailand

Tel: 1-202-944-3600

Turkey

Tel: 1-202-612-6700

Ukraine

Tel: 1-202-333-0606

Uruguay

Tel: 1-202-331-1313

United Kingdom/ Northern Ireland/ Scotland

Tel: 1-202-588-6500

Uzbekistan

Tel: 1-202-887-5300

Summer Work/Travel Regulations and CCUSA Processes

CCUSA Work Experience has been designated by the U.S. State Department as an official exchange visitor program. Each designated program has to follow the State Department regulations that govern their exchange visitor category. Following are the ones for the Summer Work/Travel category and how CCUSA's processes implement them.

Sec. 62.32 Summer work travel.

(a) Introduction. These regulations govern program participation in summer work travel programs conducted by Department of State-designated sponsors pursuant to the authority granted the Department of State by Public Law 105-277. These programs provide foreign post-secondary students the opportunity to work and travel in the United States for a four month period during their summer vacations. Extensions of program participation are not permitted.

(b) Participant selection and screening. In addition to satisfying the requirements set forth at Sec. 514.10(a), sponsors shall adequately screen all program participants and at a minimum shall:

- (1) Conduct an in-person interview: Unless you are a returnee on CCUSA Work Experience program in the last three years, our office or partner in your country has conducted a personal interview and completed an Interview Report Form documenting the results.
- (2) Ensure that the participant is a bona fide post-secondary school student in his or her home country. CCUSA documents your enrollment in university in one of two ways – through our own Proof of Student Status form or a stamped and signed letter from your university.
- (3) Ensure that not more than ten percent of selected program participants have previously participated in a summer work travel program. Although part of the original regulations, this one is no longer enforced. The State Department decided not to restrict the number of participants returning on the program. Instead, any participant is free to participate in the program multiple times as long as they can prove they are still a university level student.

(c) Participant orientation. Sponsors shall provide program participants, prior to their departure from the home country, information regarding:

- (1) The name and location of their employer, if prior employment has been arranged; and
- (2) Any contractual obligations related to their acceptance of paid employment in the United States, if prior employment has been arranged.

CCUSA provides all Placement and Job Fair option participants with a Job Information Form that gives employer information and conditions of the job. You are required to sign this form before leaving for the United States. Independents who locate their employer before leaving for the US are required to CCUSA an Independent Job Offer form which also gives details of the employer and the job offered. Those who use the CCUSA Independent Job Hunt site also have access to additional information about the employer, the job and the community.

(d) Participant placement. Sponsors shall ensure that not less than 50 percent of their program participants have pre-arranged employment with a U.S. employer.

For all program participants for whom pre-arranged employment has not been secured sponsors shall:

- (1) Ensure that the participant has sufficient financial resources to support him or herself during his or her search for employment;

CCUSA requires that each participant complete the Proof of Funds section of our application which states the minimum amount of money you should have available to you while searching for your job (US\$900 to US\$1500).

- (2) Provide the participant with pre-departure information that explains how to seek employment and how to secure lodging in the United States;

CCUSA gives you this information in a variety of ways: through our Footprints website, our International Staff handbook and through meetings in your home country before leaving for the US.

- (3) Prepare and provide to program participants a roster of bona fide job listings equal to or greater than the number of participants for whom pre-arranged employment has not been secured;

CCUSA does not give you a written list because job openings change all the time as some positions are filled and others open up. Instead, you have access to the CCUSA Independent Job Hunt Guide (through your Footprints account) while you are in the US. We also have a CCUSA Hot Jobs Blog where we list employers that are in urgent need of employees during each season.

- (4) Undertake reasonable efforts to secure suitable employment for any participant who has not found suitable employment within one week of commencing his or her job search.

CCUSA will give you leads for employers currently hiring if you contact our US office. These employers may not be located in the area you have selected and will require you to relocate in the US.

- (e) Participant compensation. Sponsors shall advise program participants regarding Federal Minimum Wage requirements and shall ensure that participants receive pay and benefits commensurate with those offered to their American counterparts.

CCUSA verifies with all of our Placement and Job Fair employers that our participants are paid the same wages as any US citizen performing the same tasks and with the same benefits. The Independent Job Offer form lists all the requirements of the program and requires the signature of the employer.

- (f) Monitoring. Sponsors shall provide:

- (1) All participants with a telephone number which allows 24-hour immediate contact with the sponsor; CCUSA's toll-free number which is available after office hours for emergency situations is listed in the International Staff handbook and on Footprints.

- (2) Appropriate assistance to program participants on an as-needed emergency basis.

CCUSA's US staff is always available during our office hours to assist you with advise and ways to solve the problems you may encounter during your program.

- (g) Use of third parties. Program sponsors are responsible for full compliance with all Exchange Visitor Program regulations. If a program sponsor elects to utilize a third-party to provide U.S. hosting, orientation, placement, or other support services to participants for whom they have facilitated entry into the United States, such sponsor shall closely oversee the provision of these services by the third-party and ensure that the provision of these services satisfies all regulatory obligations.

CCUSA in the US does not use third parties for any of these services.

- (h) Placement report. In lieu of listing the name and address of the participant's pre-arranged employer on the form IAP-66, sponsors shall submit to the agency a report of all participant placements. Sponsors shall report the name, place of employment, and the number of times each participant has participated in a summer work travel program. In addition, for participants for whom employment was not pre-arranged, the sponsor shall also list the length of time it took for such participant to find employment. Such report shall be submitted semi-annually on January 30th and July 31st of each year and shall reflect placements made in the preceding six month period.

Since the SEVIS system has been used, this is no longer required. All information about placements is included in each participant's SEVIS record.

- (i) Unauthorized activities. Program participants may not be employed as domestic employees in United States households or in positions that require the participant to invest his or her own monies to provide themselves with inventory for the purpose of door-to-door sales.

This information is included in CCUSA's program agreements, International Staff Handbook, and on our website. CCUSA also prohibits its participants from accepting other types of jobs: ones that require licensing under US laws (medical profession, lawyers, health care workers), adult entertainment industry, as a crew member on ships or airplanes, as an airplane pilot, as a pedicab driver and as a camp counselor.

[64 FR 17976, Apr. 13, 1999; 64 FR 54539, Oct. 7, 1999. Redesignated at 64 FR 54539, Oct. 7, 1999]



Work Experience USA
2330 Marinship Way, Suite 250
Sausalito, CA 94965
Tel 1 888 449 3872
Fax (415) 339-2744

Information For My Family

For your own safety and protection, it is a good to leave copies of important documents and information with a parent or trusted friend in your home country. This is an optional form which we suggest you complete, attach the necessary copies, and leave with someone you trust.

Your Name _____

Your Work Experience USA ID# _____

EMPLOYER INFORMATION

Employer _____

Contact name _____

Phone # _____ Fax# _____

Employer Address _____

Web site and email address _____

Housing Information _____

Address (if pre-arranged) _____

LOCAL COUNTRY OFFICE CONTACT INFORMATION

Country Director _____

Office Address _____

Phone: _____ Fax: _____

IMPORTANT DOCUMENTS

Passport # _____

Expiration Date _____

(Make a photocopy of the inside page and attach to this sheet.)

CREDIT CARDS

Card Number _____

Type _____ Expiration Date _____

Card Number _____

Type _____ Expiration Date _____

(Make photocopies and attach to this sheet)

TRAVELERS CHECKS

Check #'s _____

Type _____

(Make photocopies and attach to the back of this sheet)

TRAVEL INFORMATION

Attach a copy of your international and domestic (if available) travel itinerary. Include flight #'s, airlines, buses, times, etc. Have a great trip and we'll see you at orientation!



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2010 Participant 2-week Notice Form

***For Regular Placement, Regular Job Fair Hires or Independents
("Contract" Participants are not eligible for 2 weeks)***

To: CCUSA-Work Experience USA

My name is _____, my CCUSA ID number is _____.

This letter is to inform you that today, ___/___/_____, I am giving my employer two weeks notice. ___/___/____ will be my last day of work. My first day of work was ___/___/_____. My employer's company name is _____ and their phone # is (___) _____.

I understand the following conditions if I decide to end my employment:

1. CCUSA requires that I submit this 2 Week Notice Form.
2. CCUSA requires that I must work for my employer for 2 weeks before giving 2 weeks notice, unless my employer releases me or CCUSA decides there are reasons to excuse me from this requirement.
3. I must discuss the entire situation with CCUSA prior to giving 2 weeks notice.
4. I agree to call the CCUSA office at 1-888-449-3872 during business hours (M-F 8:00am to 4:30pm PT) on my last day of work.
5. I have ticked my chosen option (tick one only):
 - a. I chose to find a new job. I must revalidate my visa in SEVIS (by visiting <http://footprints.ccusa.com>), enter my new physical address and submit an Independent Job Offer within 10 days of the departure date on this form.
 - b. I chose to travel around the US but not work. I understand that my J1 visa will be ended and my 30-day grace period starts. I understand that I am no longer on the J1 visa and am not required to report to SEVIS.
 - c. I chose to return home. I understand that my J1 visa will be ended.
6. If I do not follow these procedures, I understand that my visa will be terminated. This results in a negative record in the SEVIS system and requires that I leave the US immediately.

If my employer decides to waive the 2-week notice and agrees that I may leave immediately, he/she will indicate so here.

I, this participant's employer, agree to waive the 2-week notice for this participant for a non- work hour related reason, and in doing so I understand that this requires me to waive it for all other CCUSA staff.

I, this participant's employer, do not waive the 2-week notice for this participant.

Employer (please tick the appropriate box above)

(sign name)

(sign name)

(print name)

(print name)

Work Experience USA Participant

Employer

Please fax this form to (415) 339-2744



Work Experience USA
2330 Marinship Way, Suite 250
Sausalito, CA 94965
Tel 1 888 449 3872
Fax (415) 339-2744

Credit Card Authorization ID# _____

I, _____
(full name as it appears on the card)

hereby authorize Camp Counselors USA to charge US\$ _____ (amount in U.S. dollars) to my

credit card # _____ Exp. Date _____

Credit Card Billing Address + Zipcode

Reason for charge (i.e. phone card, etc.) _____

Name of cardholder _____ Date _____

Signature of cardholder _____

**PLEASE PHOTOCOPY THIS FORM ONTO A STANDARD
SIZE PIECE OF PAPER, COMPLETE IT AND MAIL OR FAX IT TO:**

Work Experience USA
2330 Marinship Way, Suite 250
Sausalito, CA 94965
Fax: (415) 339-2744



Map of the United States

World Headquarters

2330 Marinship Way, Suite 250

Sausalito, CA 94965

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