



Participant Handbook

Intrax Work Travel

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Participant Handbook for the Summer Work and Travel Program

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Work Travel Program

Welcome to the Intrax Work Travel program. You will have the chance to immerse yourself into American life by experiencing challenging work as well as the chance to travel throughout the United States (US).

Throughout the program, you will improve your English skills, gain valuable international work experience; make new friends; and discover new sights as you travel through the US.

If your intention for participating in the program is primarily to make money, then you could be disappointed and your US Work and Travel experience would not be a success. If your intention is to come to the US with an open mind and have an exciting adventure full of challenges and new experiences, then your time in the US will be a success and you will be all the richer for it.

Work Travel Program Highlights

- Independent (self-arranged or partner-arranged) and Premium (placements arranged by Intrax) seasonal jobs for up to 4 months
- Wide variety of industries with seasonal jobs, including ski resorts, amusement parks, national parks, fast food restaurants, retail stores, and more
- Paid positions such as ski lift operators, cashiers, kitchen help, housekeeping staff, lifeguards, front desk personnel, and retail
- Pre-departure orientation
- Management of visa and administrative details (i.e. issuance of DS-2019 Form)
- Electronic resources to secure housing and make travel arrangements
- Insurance coverage from arrival in the US through the Program End Date (also called the SEVIS End Date).
- Ongoing support and 24-hour emergency line

Work Travel Program Requirements

- Current enrollment in a university or four-year college
- Between 18 and 28 years of age
- Have at least a conversational level of English
- Independence and maturity
- Flexibility and willingness to learn
- Commitment to fulfilling job duties for duration of program

Work Travel Program Options

Intrax offers you two ways to participate in the Work Travel program. You may choose a summer job from a list at your local representative's office (Premium Program), or you can find your own job, and have us verify it for you (Independent Program).

Premium Work Travel Program

The Premium Work Travel Program is designed to make it easier for you to connect with host companies who are seeking international staff. The Intrax team works closely with you and the host companies to ensure that you are placed in a job where you will gain the full benefit of our program, and that host companies have seasonal workers who meet their particular needs.

What is included in the Premium Work Travel Program?

- Job Placement opportunity
- DS-2019 Form (Certificate of Eligibility)
- Health insurance coverage from arrival in the US through the SEVIS End Date
- Participant Handbook
- Participant ID card
- Compass Orientation
- 24-hour support and emergency assistance
- The option for an additional month of health insurance for \$50

Independent Work Travel Program

The Independent Work Travel Program allows you to secure your own job with a company in the US in the location of your choosing. Intrax verifies each Independent job to ensure that it meets the criteria of the US Department of State regulations and reserves the right to decline a host company that does not meet the Department of State or Intrax's own internal requirements.

According to the US Department of State regulations and/or Intrax rules, the following jobs are not permitted:

- Where Host Companies have experienced layoffs in the preceding 120 days and have workers on lockout or on strike.
- Where Host Companies displace domestic US workers at worksites where they will place program Participants.
- Requiring work hours that fall predominantly between 10:00 pm and 6:00 am.
- Declared [hazardous to youth](#) including poultry and meat processing; work involving heavy construction machinery or commercial bakery equipment, with the exception of portable counter top mixers and certain pizza dough rollers
- That would require sustained physical contact with others (e.g., body piercing, tattooing, massage).
- Involved in gaming or gambling that include direct participation in wagering and/or betting.
- In chemical pest control, warehousing, catalogue/online order distribution centers.
- With travelling fairs or itinerant concessionaires (i.e. travelling carnival crew).
- For which there is another specific J visa category (e.g., camp counselors, babysitters, teachers, unpaid internship)
- In NAICS [Goods-Producing Industries occupational categories](#), including, but not limited to, construction, manufacturing, and seafood processing.
- Adult entertainment industry jobs, even in a retail role
- Any position that could bring notoriety or disrepute to the Exchange Visitor Program.
- Au pair / Nanny
- Babysitting
- Camp - as a counselor or even work within a camp or environment primarily surrounded by children
- Coach of children
- Crew member on ships or airplanes, or as pilots
- Domestic labor
- Factories, manufacturing, warehouses, retail shipping-packing operations
- Independent contractors (i.e. "1099" filers)
- Mall kiosk jobs (retail stores within a mall are alright)
- Medical or veterinary work
- Operators of vehicles or vessels that carry passengers for hire and/or for which commercial drivers' licenses are required
- Pedicab or rolling chair drivers or operators

- Pharmaceutical services or any job that requires direct patient contact or dispensing of medication
- Positions that are substantially commission-based and thus do not guarantee that a Participant will be paid minimum wage in accordance with federal and state standards for all hours worked
- Sales jobs involving purchasing sales merchandise to resell (door-to-door sales)
- Seafood processing
- Staffing agencies - employment through a staffing agency
- Teacher

What is included in the Independent Work Travel Program?

- Placement verification (“Validation and Confirmation”)
- DS-2019 Form (Certificate of Eligibility)
- Health insurance coverage from arrival in the US through the SEVIS End Date
- Participant handbook
- Participant ID card
- Compass Orientation
- 24-hour support and emergency assistance
- The option for an additional month of health insurance for \$50

Preparing for Your Adventure

One of the best ways to be prepared is research. Research not only helps make you better prepared but it can also save you lots of money and a lot of time. The US is a very big country with a tremendous amount of diversity in its people, climate, geography, etc. It is important that you be prepared for where you are going and what you are going to do.

Information you should research about the area you intend to work and live in:

- Climate
- Safety
- Public Transportation Options
- Locations of Medical Facilities
- Entertainment Possibilities

The Internet is a great resource and provides Work Travel Participants with the opportunity to research everything from airfares to housing to cheap travel deals. The “Useful Information” section provides some helpful websites for general research but it is up to you to search for specific sites relating to your destination.

Another great source of information and good money saving tips are travel guide books. Guide books can be written for specific US states like California or Florida but they can also be more general. For instance, there can be a book about the East or West Coast or about National Parks. If you do not wish to purchase a book, it can be helpful to go to your local library to read about chapters that interest you.

Securing a Job and How to Report It While You Are in Your Home Country

For Independent Program Participants Who Are Still in Their Home Country and are Reporting a Job Placement

For Participants who decide to participate in the Work Travel program as an Independent Participant, before you are issued a DS-2019 Form, you must first have your placement validated and authorized by Intrax. In order for Intrax to validate and authorize your placement you must take the following steps:

- First: Find a job. Once you have found a job inform your Home Agency.
- Second: Have your Host Company complete the Job Placement Agreement Form (must be signed by you and the Host Company before it is submitted to Intrax)
- Third: Have your Host Company submit the Job Placement Agreement Form, Business License and Workers' Compensation Policy to your Home Agency.
- Fourth: Have Home Agency input all of the Job Placement and Host Company's information by submitting a Job Change request in Compass.

Once you have completed the steps listed above, Intrax will review the information you have submitted and either approve or rejected your Job Placement. Intrax's decision as to whether to approve or reject your Job Placement is based on the following considerations:

- Is the Information you provided in your Job Change Request accurate?
 - Company's Name
 - Is this a legally registered company in good standing?
 - Company's Contact Information
 - Company's address (Is this a valid address for this company?)
 - Company's contact email address (Is this a valid contact email address?)
 - Company's contact phone number (Is this a valid contact phone number?)
 - Valid Job Description
 - Valid Hourly Pay Rate
 - Does it meet Federal and State minimum wage standards?
- Is all the information on the Job Placement Agreement Form complete and accurate?
 - Must include EIN (Employer Identification Number)/Tax ID
 - Must include Workers' Compensation Policy Number
 - Must include both Host Company's and Participant's signatures
- Does this position and Host Company meet Department of State requirements, including the requirement that only temporary or seasonal jobs be filled?

After a Job Change has been approved, Intrax will send you a confirmation email stating that Intrax has reviewed the information you have provide and Intrax has approved your Job Change Request.

ALERT: Although you have received a confirmation email stating that Intrax has accepted your Job Change Request, this does not mean that your placement has been authorized. Your placement will only be authorized once Intrax has completed the validation process.

The next step is to have Intrax contact your Host Company over the phone. Intrax must confirm the information you and the Host Company have provided, this is called the "Validation" process. This phone call allows Intrax to not only confirm your placement with the Host Company but to also clarify any questions Intrax may have in regards to your placement. Once Intrax has contacted your Host Company and confirmed that this position meets all Intrax and Department of State requirements, and Intrax has verified that you and your supervisor have submitted a 1) job offer signed by you and your supervisor; 2) a copy of the Workers' Compensation policy; 3) and a copy of

the Business License, Intrax will mark your placement as “Confirmed”. By confirming your placement, Intrax has officially authorized your placement and has also successfully completed the “Validation” process.

A successful “Validation” allows Intrax to upload your job information to the US Department of State, and other US government databases that will need accurate information during your stay, including Social Security; Immigration and Customs Enforcement (SEVIS); employer databases (E-Verify); US Embassies; and Departments of Motor Vehicles.

Prohibited Jobs

As a reminder, the following jobs are not allowed on the Work Travel Program; this list is not exhaustive. Under program regulations and/or Intrax’s own program rules, Participants cannot be employed in the following positions:

- Where host companies have experienced layoffs in the preceding 120 days and/or have workers on lockout or on strike.
- Where host companies displace domestic US workers at worksites where they will place program Participants.
- Requiring work hours that fall predominantly between 10PM and 6AM.
- Declared [hazardous to youth](#) including poultry and meat processing; work involving heavy construction machinery or commercial bakery equipment, with the exception of portable counter top mixers and certain pizza dough rollers.
- That would require sustained physical contact with others (e.g., body piercing, tattooing, massage).
- Involved in gaming or gambling that include direct participation in wagering and/or betting.
- In chemical pest control, warehousing, catalogue/online order distribution centers.
- With travelling fairs or itinerant concessionaires (i.e. travelling carnival crew).
- For which there is another specific J visa category (e.g., camp counselors, babysitters, teachers, unpaid internship).
- In NAICS [Goods-Producing Industries occupational categories](#), including, but not limited to, construction, manufacturing, and seafood processing (fishery jobs).
- Adult entertainment industry jobs, even in a retail role.
- Any position that could bring notoriety or disrepute to the Exchange Visitor Program.
- Au pair, Babysitting, Nanny
- Camp - as a counselor or working within a camp or environment primarily surrounded by children
- Coaching children
- Crew member on ships or airplanes, or as pilots
- As domestic help in private homes.
- Factories, manufacturing, warehouses, retail shipping-packing operations
- Independent contractors (i.e. “1099” filers)
- Mall kiosk jobs (retail stores within a mall are alright)
- Medical or veterinary work
- Operators of vehicles or vessels that carry passengers for hire and/or for which commercial drivers’ licenses are required
- Pedicab or rolling chair drivers or operators

- Pharmaceutical services or any job that requires direct patient contact or dispensing of medication
- Related to clinical care that involves patient contact.
- Positions that are substantially commission-based and thus do not guarantee that a Participant will be paid minimum wage in accordance with federal and state standards for all hours worked
- Sales jobs involving purchasing sales merchandise to resell (door-to-door sales)
- Staffing agencies - employment through a staffing agency

Securing Safe Suitable Housing

Finding an affordable place to live is one of the biggest challenges for all Participants on the Work Travel Program. In order to be sure that you have a place to live, it is important that you make all housing arrangements prior to coming to the US. How a Participant can secure housing will vary depending on whether he/she is on the Premium or Independent Program.

Finding Housing vs. Arranged Housing

In some cases you will need to arrange your own housing (and transportation to your housing). In other cases your Host Company may offer you a housing option. This is mostly the case with Premium Participants. In some cases the Housing that a Host Company provides may be a requirement of the job. You should check your Job Description for more details. Independent Host Companies may provide you with housing, but you must discuss that with your Host Company. Intrax does provide helpful links and resources on locating housing in your Compass account.

Premium Participants

Most Premium placements come with at least one housing option. This housing option is either arranged by the Host Company or Intrax staff. Although Intrax or your Host Company might arrange housing for you, there are sometimes additional steps that you must take in order to secure the accommodations. This could require you to send a housing deposit or complete a housing agreement by a certain date prior to your arrival. Instructions on what you need to do will be supplied in your Job Description but it is up to you to take these final steps to secure your accommodation.

Make sure that you pay all required housing deposits and complete all required forms and agreements by the specified deadlines or you risk having no place to live and no job.

Why is Premium placement housing sometimes more expensive than housing that I can find myself?

Housing that is arranged in advance as part of a Premium placement is sometimes more expensive than housing that you may find when you get to the US for three main reasons. The first reason is because it has been arranged in advance. Much like when you go on holiday and book accommodation in advance, it may cost more than if you wait until after you arrive. However, if you wait until you arrive, then you risk the possibility of having nowhere to live. The second reason is because the accommodation is arranged for a short period of time. For most places in the US, in order to obtain the cheapest rate for housing, you must rent for at least one year - something called a lease. Anything less than one year will be more expensive. For instance, staying in a hotel for just one day may cost you \$100 but renting a shared room for one month may only cost \$400. The third reason is that the housing that is arranged can be located in a safe location closer to your Host Company than less expensive housing.

Why, in certain cases, can't I leave the housing that my Host Company has arranged?

In certain cases, a Premium Participant will be required to take the housing option offered with the Premium placement and required to remain there for the duration of the program unless approval to change is granted by Intrax. In order to make sure that you have a place to live when you get to the US, your Host Company has oftentimes already paid out of their pocket for a portion or all of your rent in advance. In fact, sometimes your Host Company has paid more for your rent than they ask you to pay because it is that important for them to have you come work with them and be able to live in safe accommodations. If you leave your housing before your scheduled date, then your Host Company may not be able to find another tenant to pay the rent and therefore they will lose all the money that they advanced on your behalf.

Please consult your Job Description for additional information about your individual placement, housing requirements and options.

Communicating Your Travel Arrangements

Before you come to the US, you must make sure that you have updated Compass with your confirmed travel and housing arrangements at least 2 weeks before you arrive. This will prevent your job from being cancelled. Once a host company has your travel information, they will know for certain that your visa has been approved.

Premium Participants

In the case of Premium Participants, your host company has access to your confirmed travel and housing arrangements via Compass. If you do not update Compass with your travel plans two weeks before your agreed-upon job start date, then you risk your job being cancelled.

Independent Participants

In the case of Independent Participants, Intrax keeps the confirmed travel and housing information in case of emergency. It is your responsibility to keep in direct contact with your Host Company and to provide them with this information. If you lose your Independent job opportunity because you have neglected to keep your Host Company informed of your travel plans, then you will run the risk of losing the chance to come to the US.

You can arrive 2 weeks prior to the start date on your DS-2019 Form but you cannot start working until the start date on your DS-2019 Form. If you do choose to arrive early, then please make sure that you have secured housing for the early arrival date.

Packing Properly and Making Copies of Your Documents

Before you do anything else though, make copies of all your important documents. Take the originals on the plane, pack one copy in your luggage and leave one with a family member at home.

Why do I need to make copies of my important documents?

Every year thousands of Work Travel Participants come to the US and every year hundreds of Participants lose their documents or some even less fortunate have their documents stolen. Those Participants who have made copies of their documents and kept those copies in a safe place are able to replace those documents faster than those who do not. So, if you want to be able to

replace your lost or stolen passport in a timely manner, it is important to make copies of all documents.

Also, if your passport is less than one year old, then you must bring another form of identification like a National Identification Card, your original birth certificate or an expired passport.

To help you make decisions about what to pack in your luggage we have compiled a helpful list below. Remember to bring clothing suitable for your training.

Clothing	Medicine and Toiletries	Miscellaneous
<ul style="list-style-type: none"> • 1 outfit for professional office jobs, if required • 1 pair of dress shoes • 1 pair of casual shoes • 1 pair of tennis shoes or sneakers • 2 or 3 dress shirts or blouses • 6 casual/comfortable shirts • 1 pair of sandals (depending on location and time of year) • 1 sweater • 1 sweatshirt • 2 pairs of jeans • Dress socks and athletic socks • 1 jacket • 6 or 7 pairs of underwear • 1 or 2 pairs of shorts • Sun hat or baseball cap 	<ul style="list-style-type: none"> • Non-prescription medication • First aid kit • Toothbrush and toothpaste • Contraceptives/condoms • Soap and shampoo • Comb and/or hairbrush • Sunscreen, moisturizers, cosmetics • Razor blades or electric razor • Deodorant • Sunglasses • Contact lenses and cleaning solution <p>IMPORTANT NOTE</p> <p>If you are taking prescription medication and will be bringing it into the country, please bring a note from your doctor, written in English, explaining the situation.</p>	<ul style="list-style-type: none"> • Participant Handbook • Sleeping bag • Purse or extra wallet • Address book • Umbrella • Travel Journal (notebook) • Luggage lock and identification tags • Pocket calculator • Battery-operated clock • Electric plug adapter • Books, guides, and maps • Small backpack • Pen or pencil

Bringing Enough Money

Some Participants experience delays in obtaining a Social Security Number or difficulty in finding a second job. For these reasons, it is important that you have at least \$1,000 available to you. This \$1,000 should not be used to pay for a bus or plane ticket to your final destination nor should it be used to pay for any housing deposits or first month's rent. This is to make sure you will be able to pay for your food and rent while you wait for your first paycheck. If you do not bring emergency funds, then you risk running out of money and having to return home.

For safety and security, it is advisable whenever possible to bring at least a portion of your \$1,000 in traveler's checks as they can be replaced if they are lost or stolen. It is also advisable that you take a credit card with you. This card can be used in emergency situations. If you do not bring a credit card and you end up needing additional funds, then your family will have to wire money to you which can be expensive and time-consuming. Your agency in your home country might already have a program with companies that provide a "money card" service. If they do not, then Intrax can provide details on that service.

Entering the US

ALERT: The Expiration Date for the visa should not be confused with the authorized length of your stay in the US, given to you by the US immigration inspector at port-of-entry, on the Arrival-Departure Record, Form I-94, or I-94W for the Visa Waiver Program. The visa expiration date has nothing to do with the authorized length of your stay in the US for any given visit

What is "US Visit"?

Upon entering the US foreign visitors have their two index fingers scanned and a digital photo taken to match and authenticate their travel documents at the port of entry.

While on board the airplane to the US you will be given an I-94 Card (a small white card also known as the Arrival and Departure Record). Complete the I-94 Card with close attention to detail, ensuring that your information on the I-94 card matches your passport, thereby lowering the chance of any Social Security delays later.

Speaking to an immigration officer in any country can make anyone a little anxious but the more prepared you are the better off you will be. The immigration officer will ask you questions. Be sure to answer them accurately and truthfully. When you go through US Immigration you will have to provide the following documents to the immigration officer:

- I-94 - which will be stamped, ripped, then stapled to your passport
- Passport - which will be stamped
- DS-2019 Form - will no longer be stamped

Make sure that you receive all three documents back before you proceed to US Customs and Border Protection (CBP).

Be sure to keep your copy of the I-94 card safe and make copies as soon as possible. You will need this card during your stay when you apply for your Social Security Card. You will also need to provide it to immigration officials when you leave the US as proof that you did not overstay. If you lose your I-94 card it is difficult and time-consuming to replace.

What Do You Do if You Did Not Receive an I-94 Card When You Got Off the Plane?

If you truly believe that you were never issued your original I-94 Card or if the card had an error upon issuance, then you may want to contact the CBP. It is possible (but not guaranteed) that they will be able to re-issue a card.

Intrax recommends calling the CBP office on the day you intend on visiting them and check what the best time to come in is, as they have busy schedules. We also recommend asking for directions on how to reach their office as they are sometimes located in large airports and it may take you a long time to locate them on your own. You can find your nearest CBP office by visiting http://www.cbp.gov/xp/cgov/toolbox/contacts/deferred_inspection/

If this does not work, then you will have to go with one of the 2 following options, which are 1) re-applying and paying \$330, or 2) getting a travel validation from Intrax and crossing the border to get a new card.

Please note that this option will only work if they truly did not issue you an I-94 Card upon arrival or if they issued you a card with an error. If you lost your I-94 Card after receiving it at the airport or made an error and did not report it immediately to the officer who issued you your I-94 Card, then the CBP will not be able to help you and you will have to continue with your 2 original options. The sort of proof that the individual officer may require for non-receipt of your I-94 Card could vary, as this is an extremely rare situation. You should bring with you your passport with your visa stamp and your DS-2019 Form and they will ask you for SEVIS confirmation.

From the CBP Site:

“The Deferred Inspection Sites will only correct errors made at the time of entry. You must contact US Citizenship and Immigration Services (USCIS) if you wish to: replace a lost, stolen, or mutilated Arrival-Departure Record, CBP Form I-94, or Crewman's Landing Permit, CBP Form I-95; apply to extend your stay in the United States; or, change your immigration status. Specific information can be found on the USCIS Web site. (USCIS)”

Were You Given an I-515A Form When You Came into the Country?

The Department of Homeland Security provides Form I-515A, typically done when a Participant neglects to show the DS-2019 Form upon arrival to the US.

Please make sure to follow their instructions precisely.

- If by some chance you no longer have your DS-2019 Form in your possession, please follow the instructions on how to replace your DS-2019. However, it would be faster if you did a careful search to find your original DS-2019 Form.

Once you follow the I-515A instructions and send in the necessary material they will process everything, issue you a new I-94 card, and stamp your DS-2019. This typically takes 12-18 days, but can take up to a month and a half.

Those documents will be sent to your sponsor (Intrax) and your sponsor (Intrax) will send them to you at the US address (not a Post Office Box) that you report in your Compass account.

“Checking In”

Every Participant on the Work Travel Program is required to report their arrival to Intrax once they arrive, called the "Check-In". In order to assist you with this process we offer an online Check-In Form through your Compass Account. This is the fastest and easiest way for you to let us know that you have arrived in the US so that we can register you with the federal Student & Exchange Visitor Information System (SEVIS).

Per Intrax program rules, all Intrax Participants must “Check In” within 3 days of arrival to the US (Note: Although the Department of State requires Participants to “Check In” within 10 day of arrival to the US, Intrax has a 3 day policy in order to expedite the Social Security procedure and to better assist Participants in the event of an invalid/incomplete “Check-In” submission). A successful “Check-In” requires:

- A valid US Arrival Date (Date you entered the country)
- A valid Housing Address

- Must Include Apartment/Unit/Room Number (in Line 2 of Address Section) if applicable
- Housing address must not be more than 20 miles from job site



Intrax Work Travel Check-in Form

[Logout](#)

Welcome to the United States! Please fill out the following form so that we can check you in and validate your immigration status. Your Student ID Number is located on the Intrax ID card you received before coming to the US. Once your check-in has been approved, you will receive a confirmation email.



Be sure not to check in until after you have arrived in the US. If you check in before you arrive, you may not be allowed to enter the country.

You must check in to activate your health insurance and your record in SEVIS. If you do not check in, your health insurance will not be activated, your program will be canceled, your J-1 visa will be out of status, and you will have to return home.

Personal Information

US Arrival Date * : 12 / DEC / 2012
 I-94 Number * : 55752312465

Address Where You Will Be Living In The U.S.

Address Line 1 * : 123 Fake Street
 Address Line 2 : Apt 4
 City * : North Cape May
 State * : New Jersey
 Zip Code * : 08204
 Phone Number : (303) 123 -4567
 Phone Type : CELL

Placement Information

Host Company Information

Host Company: McDonald's (Cape May, NJ)
 Address Line 1: 3857 Bayshore Rd
 Address Line 2:
 City: North Cape May
 State: NJ
 ZipCode: 08204-3207
 Phone: 8840840

Job details

Job Title: Crew Member
 Pay Rate: \$8.00 per hour

Is the information regarding your Host Company and Job still correct?:

Yes
 No

If you have any questions about the check-in process, please check your Participant Handbook. To speak directly with an Intrax representative, please call us at 1-888-224-0450 from 8:30 AM until 5:00 PM Pacific Time, Monday through Friday. You can also reach us through lwtsupport@intraxinc.com.

I have already arrived in the United States:

Submit

A successful "Check-In" means that you have submitted a "Check-In" Request via your Compass account and Intrax has approved your "Check-In" Request based on the requirements listed above. Once you have successfully "Checked In" you are able to submit your Social Security Application.

Failure to complete the "Check-In" Form online or failure to complete the "Check-In" by phone (1-888-224-0450, Monday through Friday, 8:30 AM to 5:00 PM Pacific Time) will result in a "Termination" of your SEVIS status - a status in the federal database that would not allow you to be sponsored by Intrax; would not allow Social Security to issue you a card; and would not allow you to appear eligible for employment in databases used by Host Companies, like E-Verify, requiring you to leave the US.

ALERT: US Addresses may be formatted differently than in your home country. In the US housing address are listed as follows:

Recipients Name: Name of Person you are sending letter to
Line 1: Building Number followed by Street Name
Line 2: Unit Number/Room Number/Suite Number or Apartment Number
Line 3: City, State, Postal Code

i.e.
Intrax Work Travel
600 California Street
10th Floor
San Francisco, CA 94108

For more information on US Address formatting, visit http://bitboost.com/ref/international-address-formats/united_states/

Monthly Contact

Intrax is also required and interested in maintaining monthly contact with Participants and keeping documentation of such contact. As a result, Intrax has designed a Monthly Contact survey which is available to all Intrax Participants in their Compass accounts. Participants are required to complete this on a monthly basis, even if no assistance from Intrax is needed. **Intrax is required by the US State Department to Terminate, in SEVIS, the programs of Participants who fail to respond to monthly contacts within 30 days, so please complete your Monthly Contacts in a timely manner, which can be done fastest through your Compass account.**

Your Work Address

Intrax would also like to take a moment to remind you that **the Department of State requires that a Participant's SEVIS record be updated with the precise address where a Participant is working.** Some Host Companies may have you work at a different location from the location stated in your DS-2019. This can be easily reported by filling out a Monthly Contact form in Compass. Please explain that you are still working for your original company and that you are currently working at an additional location, or have been permanently relocated to another one. In either case, Intrax requires a complete physical address (no P.O. boxes accepted) and an explanation. Once Intrax has obtained this information Intrax can report all of the details that might have changed to SEVIS.

ALERT: The Department of State and Intrax conduct visits to Host Companies and Participants throughout the duration of the Work Travel program to Check In on Participants' well-being, also comparing information contained in the Participants' SEVIS records with the information collected while conducting these visits. It is imperative that Participants cooperate closely with Intrax to ensure that all information required by the Department of State is accurate in the Participant's SEVIS record to avoid any issues.

Applying for Your Social Security Card

Each year, some Participants in the Work and Travel program as well as other exchange programs experience very long delays in obtaining their Social Security Numbers. Some Participants have waited up to 12 weeks. Although you must apply for a Social Security Card before you begin work, you must keep in mind that your Host Company may not be able to pay you until you receive your Social Security Number. This varies from one employer to another.

To apply for a Social Security Card, take the following items and visit your local Social Security Office to fill out an application:

- Social Security Application, found in your Compass account
- The letter from Intrax to the Social Security Administration, found in your Compass account (<http://icd.intraxinc.com/pxr/ext/login.action> > "HELP & DOCS" > "DOWNLOAD" or before arriving in the U.S., print out the Support Letter in Compass under "JOB INFO" > "SUPPORT LETTER".)
- DS-2019 Form
- Passport with your J-1 Visa
- I-94 card
- Additional identification documents if your passport is less than one year old

ALERT: As a general rule, the Department of State recommends that you wait 10 days after successfully checking-in with your sponsor (with a real, non-P.O. Box housing address) to submit your application. Applying within 10 days of check-in may result in a delay in issuing the card. An exception to this should only be made if your Job Description specifically states otherwise (i.e. special procedure for certain national parks).

The fastest way you can Check In with Intrax is through your Compass account, reporting your current residence (not a Post Office Box address) through (<http://icd.intraxinc.com/pxr/ext/login.action> > "UPDATES" > "CHECK IN").

To Find the Social Security Office Nearest You

- Visit <https://secure.ssa.gov/apps6z/FOLO/fo001.jsp>
- Call 1-800-772-1213 (Toll-free)
- Look in the telephone book under "Social Security Administration"

Social Security Offices are not usually found in smaller cities. You may have to apply for your Social Security Card prior to reaching your final destination.

Make sure that you request an official receipt letter from the Social Security Administration confirming your attempt to apply for a Social Security Card. This notice will serve as proof that you applied for your Social Security Card and should be shown to your Host Company before beginning work.

Once you receive your Social Security Number you must report this number to your Host Company immediately. If you fail to report your Social Security Number to your Host Company, then you will have difficulty filing your tax return documentation. If you leave your place of employment after receiving a paycheck, but before receiving your Social Security Number, you are still required to report your Social Security Number to your former Host Company. After showing your Social Security Card to your Host Company you should keep it in a safe place, as it is hard to obtain a replacement. You should also be sure to bring your Social Security Card home with you in order to file taxes.

Please note that the Social Security Administration will not issue you a Social Security Card if you are less than 2 weeks away from your SEVIS End date.

Are You Having Problems Obtaining Your Social Security Card?

Please note that, unless your job offer indicates otherwise, you should only apply for your Social Security Card 10 days after successfully checking in with Intrax, in order to avoid delays in obtaining your Social Security Card.

If you follow the steps in the previous section above, also detailed in your Compass Orientation, then you can expect to receive the card within 2-4 weeks of the date that you applied. If you have not received the card after 30 days, then there may be a problem with your application.

In this case, please first contact the local Social Security Administration Office where you originally applied to attempt to resolve the problem directly. It is highly probable that they did 1 of 2 things: 1) Told you that they are rejecting your application because you are not registered in the SEVIS system. 2) Told you that they would recheck within 2 business days to see if you are registered.

If you are unable to resolve the problem and only after you have contacted the local office where you applied, please submit a Monthly Contact in Compass with the following information or contact Intrax for assistance from 8:30am - 5:00pm Pacific Time at 1-888-224-0450 or email us at iwtsupport@intraxinc.com.

Please collect the following information so that we may assist you.

- Social Security Number (if you happen to know the number but have yet to receive the card) - Last 4 Digits only
- Intrax ID
- SEVIS ID
- I-901 SEVIS Fee Payment Receipt Number
- I-94 Number (Arrival/Departure Card)
- Family Name
- First Name
- Middle Name
- Address of SSA Office you Visited
- Name of Person you spoke with at SSA
- SSA Application Receipt Letter Reference#
- Phone Number in the US

- Email Address
- Date of Entry into the US
- Port of Entry (example: San Francisco, CA)
- Visa Type (type J-1)
- Passport Number
- Visa Number
- Visa Issue Date
- Visa Issue Post (example: Paris, FRANCE)
- Program Begin Date (SEVIS Start Date)
- Program End Date (SEVIS End Date)
- Gender
- Date of Birth
- City of Birth
- Country of Birth
- Country of Citizenship
- Country of Legal Permanent Residence

Completing Tax Documentation

When you arrive at your job your Host Company will ask you to complete two important tax documents, the I-9 Employment Eligibility Verification Form and the W-4 Employee's Withholding Allowance Certificate. Both forms should be completed according to the examples provided here.

Sample I-9 Employment Eligibility Verification Form

OMB No. 1615-0047, Expires 08/31/12
Form I-9, Employment Eligibility Verification

Department of Homeland Security
U.S. Citizenship and Immigration Services

Read instructions carefully before completing this form. The instructions must be available during completion of this form.

ANTI-DISCRIMINATION NOTICE: It is illegal to discriminate against work-authorized individuals. Employers CANNOT specify which document(s) they will accept from an employee. The refusal to hire an individual because the documents have a future expiration date may also constitute illegal discrimination.

Section 1. Employee Information and Verification (To be completed and signed by employee at the time employment begins.)

Print Name: Last First Middle Initial Maiden Name
 Address (Street Name and Number) Apt. # Date of Birth (month/day/year)
 City State Zip Code Social Security #

I am aware that federal law provides for imprisonment and/or fines for false statements or use of false documents in connection with the completion of this form.

I attest, under penalty of perjury, that I am (check one of the following):
 A citizen of the United States.
 A permanent resident of the United States (see instructions).
 A lawful permanent resident (Alien #) _____
 An alien authorized to work (Alien # or Admission #) _____
(omit signature date, if applicable - month/day/year)

Employee's Signature _____ Date (month/day/year) _____

Preparer and/or Translator Certification (To be completed and signed if Section 1 is prepared by a person other than the employee.) I attest, under penalty of perjury, that I have assisted in the completion of this form and that to the best of my knowledge the information is true and correct.

Preparer's/Translator's Signature _____ Print Name _____
 Address (Street Name and Number, City, State, Zip Code) _____ Date (month/day/year) _____

Section 2. Employer Review and Verification (To be completed and signed by employer. Examine one document from List A OR examine one document from List B and one from List C, as listed on the reverse of this form, and record the title, number, and expiration date, if any, of the document(s).)

List A	OR	List B	AND	List C
Document title: _____		_____		_____
Issuing authority: _____		_____		_____
Document #: _____		_____		_____
Expiration Date (if any): _____		_____		_____
Document #: _____		_____		_____
Expiration Date (if any): _____		_____		_____

CERTIFICATION: I attest, under penalty of perjury, that I have examined the document(s) presented by the above-named employee, that the above-listed document(s) appear to be genuine and to relate to the employee named, that the employee began employment on (month/day/year) _____ and that to the best of my knowledge the employee is authorized to work in the United States. (State employment agencies may omit the date the employee began employment.)

Signature of Employer or Authorized Representative _____ Print Name _____ Title _____
 Business or Organization Name and Address (Street Name and Number, City, State, Zip Code) _____ Date (month/day/year) _____

Section 3. Updating and Reverification (To be completed and signed by employer.)

A. New Name (if applicable) _____ B. Date of Birth (month/day/year) (if applicable) _____
 C. If employee's previous grant of work authorization has expired, provide the information below for the document that establishes current employment authorization.

Document Title	Document #	Expiration Date (if any)
_____	_____	_____

I attest, under penalty of perjury, that to the best of my knowledge, this employee is authorized to work in the United States, and if the employee presented document(s), the document(s) I have examined appear to be genuine and to relate to the individual.

Signature of Employer or Authorized Representative _____ Date (month/day/year) _____

Form I-9 (Rev. 08/07/09) Y Page 4

Sample W-4 Form

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

OMB No. 1545-0074
2008

Form **W-4** **Employee's Withholding Allowance Certificate**

Department of the Treasury Internal Revenue Service

Whether you are entitled to claim a certain number of allowances or exemption from withholding is subject to review by the IRS. Your employer may be required to send a copy of this form to the IRS.

1 Type or print your first name and middle initial. Last name
Maria Johnson

2 Your social security number
123 45 6789

Home address (number and street or rural route)
123 Main Street

City or town, state, and ZIP code
City State Zip Code

3 Single Married Married, but withhold at higher Single rate.
 Note, if married, but legally separated, or spouse is a nonresident alien, check the "Single" box.

4 If your last name differs from that shown on your social security card, check here. You must call 1-800-772-1213 for a replacement card.

5 Total number of allowances you are claiming (from line H above OR from the applicable worksheet on page 2) **5 1**

6 Additional amount, if any, you want withheld from each paycheck **6 \$ NRA**

7 I claim exemption from withholding for 2008, and I certify that I meet both of the following conditions for exemption.
 • Last year I had a right to a refund of all federal income tax withheld because I had no tax liability and
 • This year I expect a refund of all federal income tax withheld because I expect to have no tax liability.
 If you meet both conditions, write "Exempt" here **7**

Under penalties of perjury, I declare that I have examined this certificate and to the best of my knowledge and belief, it is true, correct, and complete.

Employee's signature _____ Date _____
 (Form is not valid unless you sign it.)

8 Employer's name and address (Employer: Complete lines 8 and 10 only if sending to the IRS.)
 9 Office code (optional) _____ 10 Employer identification number (EIN) _____

For Privacy Act and Paperwork Reduction Act Notice, see page 2. Cat. No. 10220Q Form **W-4** (2008)

If you do not complete your W-4 Form correctly, needed by your Host Company, then you may have to pay more taxes in the future. To ensure that this is not the case, please refer to the instructions below:

- Line 3: Check only "Single" marital status (regardless of whether you are married or divorced)
- Box 4: Leave blank
- Line 5: Claim only one (1) withholding
- Line 6: Write "Nonresident Alien" or "NRA" above the dotted line
- Line 7: Leave line 7 blank.

Be sure to indicate your permanent address in your home country when completing the W-4 Form. This will ensure that your Host Company has the correct address to send your W-2 Statement of Earnings at the end of the year. You should not plan on having Intrax forward checks or tax documents to you abroad because that will result in delays for you, which can result in paychecks expiring and other issues.

Do You Have to Pay for All Taxes? Which Taxes You Are Not Required to Pay?

J-1s are not required to have Medicare and Social Security taxes withheld. If your Host Company's payroll department believes otherwise please share the links below with them for their reference. Your agency in your home country might have partnered with a tax preparation company and can provide more information. Intrax too can provide more details in addition to what is below.

Taxes you should NOT pay	Taxes you MUST pay
Social Security Tax	Federal Income Tax
Medicare	State Income Tax
Federal Unemployment	City Income Tax (If applicable)

SOURCE	TEXT
IRS	<p>"Social Security and Medicare Taxes"</p> <p><i>Students and Exchange Visitors</i></p> <p>Generally, services performed by you as a nonresident alien temporarily in the United States as a nonimmigrant under subparagraph (F), (J), (M), or (Q) of section 101(a)(15) of the Immigration and Nationality Act are not covered under the Social Security program if the services are performed to carry out the purpose for which you were admitted to the United States. This means that there will be no withholding of Social Security or Medicare taxes from the pay you receive for these services. These types of services are very limited, and generally include only on-campus work, practical training, and economic hardship employment.</p> <p>Social Security and Medicare taxes will be withheld from your pay for these services if you are considered a resident alien as discussed in chapter 1, even</p>

though your nonimmigrant classification ("F," "J," "M," or "Q") remains the same..."

"Exchange Visitors"

Nonresident aliens are temporarily admitted to the United States as nonimmigrant exchange visitors under section 101(a)(15)(J) of the Immigration and Nationality Act through the sponsorship of approved organizations and institutions that are responsible for establishing a program for the exchange visitor and for any later modification of that program. Generally, an exchange visitor who has the permission of the sponsor can work for the same reasons as the students discussed above.

Social Security and Medicare taxes are not withheld on pay for services of an exchange visitor who has been given permission to work and who possesses or obtains a letter of authorization from the sponsor unless the exchange visitor is considered a resident alien.

In all other cases, services performed by an exchange visitor are not considered as performed to carry out the purpose for which the visitor was admitted to the United States. Social Security and Medicare taxes are withheld from pay for the services unless the pay is exempt under the Internal Revenue Code.

If you are a "J-1" visa holder, your spouse or child may be permitted to work in the United States with the prior approval of the USCIS and issuance of Form I-688B or Form I-766.

Nonresident aliens temporarily admitted to the United States as Participants in international cultural exchange programs under section 101(a)(15)(Q) of the Immigration and Nationality Act may be exempt from Social Security and Medicare taxes. The Host Company must be the petitioner through whom the alien obtained the "Q" visa. Social Security and Medicare taxes are not withheld from pay for this work unless the alien is considered a resident alien. Aliens with "Q" visas are not permitted to engage in employment outside the exchange program activities. "

[Internal Revenue Service, last checked on 12/19/2012, http://www.irs.gov/publications/p519/ch08.html#en_US_publink1000222689]

INTRAX	"J-1 Participants are temporary visitors with nonresident, nonimmigrant status and are not eligible to receive the benefits of US social programs such as Social Security, Medicare and Federal Unemployment and are therefore exempt from paying these taxes."
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"If Social Security tax and Medicare were withheld in error from pay received which was not subject to the taxes, you must first contact the Host Company who withheld the taxes for reimbursement. If you are unable to get a refund from the Host Company, file a claim for refund

with the Internal Revenue Service on [Form 843](http://www.irs.gov/pub/irs-pdf/f843.pdf) (<http://www.irs.gov/pub/irs-pdf/f843.pdf>), *Claim for Refund and Request for Abatement*.

You must attach the following to your claim:

- a copy of your [Form W-2](http://www.irs.gov/pub/irs-pdf/fw2.pdf) (Please note this is only a sample [<http://www.irs.gov/pub/irs-pdf/fw2.pdf>]), *Wage and Tax Statement*, to prove the amount of tax withheld;
- a copy of USCIS Form I-94, Arrival/Departure Record, if you are still in the United States;
- a copy of your valid entry visa;
- Form 8316, *Information Regarding Request for Refund of Social Security Tax*, or a signed statement stating that you have requested a refund from the Host Company and have not been able to obtain one; and
- a copy of [Form 1040NR](http://www.irs.gov/pub/irs-pdf/f1040nr.pdf) (<http://www.irs.gov/pub/irs-pdf/f1040nr.pdf>), US Nonresident Alien Income Tax Return (or [Form 1040NR-EZ](http://www.irs.gov/pub/irs-pdf/f1040nre.pdf) [<http://www.irs.gov/pub/irs-pdf/f1040nre.pdf>]), for tax the year in question. Processing of your claim may be delayed if you submit it less than six weeks after you filed Form 1040NR or 1040NR-EZ.

In addition to the documentation listed above foreign student visa holders should also attach the following:

- a copy of your DS-2019, Certificate of Eligibility, endorsed by Intrax and stamped by the Bureau of Citizenship and Immigration Services

File the claim, with attachments, with the IRS where the Host Company's returns were filed. If you do not know where the Host Company's returns were filed, send your claim to the Internal Revenue Service Center, Philadelphia, PA 19255.

- For more information, refer to [Publication 519](http://www.irs.gov/publications/p519/index.html) (<http://www.irs.gov/publications/p519/index.html>) *US Tax Guide for Aliens*.
 - **References:**
 - [Form 843](http://www.irs.gov/publications/p519/index.html) (<http://www.irs.gov/publications/p519/index.html>), *Claim for Refund and Request for Abatement*
 - [Publication 519](http://www.irs.gov/publications/p519/index.html) (<http://www.irs.gov/publications/p519/index.html>), *US Tax Guide for Aliens*

Paying Your Taxes

Like everyone else who works in the US you too have to pay your taxes but you do not have to pay all of them. Unless State law indicates otherwise, the J-1 industry advises Participants of the following:

Taxes you should NOT pay	Taxes you MUST pay
Social Security Tax	Federal Income Tax
Medicare	State Income Tax
Federal Unemployment	City Income Tax (If applicable)

For amounts and additional information, refer your Host Company to the Internal Revenue Service's "Publication 15: Employer's Tax Guide" (<http://www.irs.gov/pub/irs-pdf/p15.pdf>). As with other tax deductions, these withholdings may be returned to you when you file for a tax refund at the end of the tax year. If you do not take this additional amount out of your paycheck, then you may end up owing the government money when you file your taxes.

Filing Your Taxes

One reason you should file your tax return is because for most Participants it means getting some of your money back from the US government. A second reason for filing your tax return is because it is required by law. Failure to file your taxes with the Internal Revenue Service (IRS), the federal agency responsible for collecting taxes, could affect your ability to re-enter the US in the future.

You must file two tax forms:

- State and City forms - The state and city income tax forms are different for each location which is why we recommend obtaining all forms before you depart if you plan on filing on your own.
- Federal Form - The Federal Income tax form is the same for each Participant. This form is called the 1040NR-EZ, which is specifically for non-resident aliens earning less than \$50,000 per year.

All forms are available from banks and post offices in the US or on the Internet at www.irs.gov. Although it is recommended that you obtain all necessary tax forms from the responsible agency (Federal Government, State Government or City Authority) or from your Host Company before leaving the US, federal tax forms can be obtained at the US Embassy in your home country. It is also possible to file taxes electronically in most US States.

Securing a Job and How to Report It While You Are in the US

Are you required to find a job?

Intrax would like to remind Participants that per program rules and Department of State (DoS) regulations, all Participants of the Work Travel program must be actively seeking employment while in the Work Travel program, if the Participant does not already have a Job Placement. Per Intrax rules, Participants from visa-waiver countries that enter the US without a Job Placement have two weeks to find a Job Placement from the date of their arrival. If you have been unsuccessful in finding a Job Placement within the two week time frame, and you wish not to continue your search for employment while on the Work Travel Program, then returning to your home country will be a good option to avoid any hardship for you. Please recall that even before you arrive in the US, Intrax has uploaded lists of seasonal job leads into your Compass account as well as a CV and Cover Letter guide.

For Participants who decide to end their job search, on some occasions, Intrax will agree to end the Participant's program and mark the Participant as an Early Departure. Participants that decide to end the program as an Early Departure will no longer be required to continue their job search, but will have to return home immediately. These Participants will also be forfeiting their 30 day grace period.

If a Participant would like to continue participating in the program and not be marked as an Early Departure, the Participant must continue his/her job search in order to be in compliance with Intrax program rules and Department of State regulations and would have to update Intrax about job leads pursued.

Independent Program Participants Who Are in the US and are Reporting a Job Placement

For Participants who decided to participate in the Work Travel program as an Independent Participant, and are from a visa-waiver country, in order for Intrax to validate and authorize your placement you must follow these steps:

First: Find a job. Once you have found a job you must inform Intrax immediately in Compass.

- Per Intrax program rules you have two weeks from your arrival date to find a job, unless otherwise specified by Intrax.

Second: Have your Host Company complete the Independent Job Offer Form (must be signed by you and the Host Company before it's submitted to Intrax)

Third: Have your Host Company, or you, submit the Independent Job Offer Form, Business License and Workers' Compensation Policy to Intrax.

Fourth: Input all of the Job Placement and Host Company's information by submitting a Job Change request in Compass.

Once you have completed the steps listed above, Intrax will review the information you have submitted and either approve or reject your Job Request. Intrax's decision as to whether to approve or reject your job request is based on:

- Is the Information you provided in your Job Change Request accurate?
 - Name
 - Is this a legitimate company?
 - Company's Contact Information
 - Company's address (is this a valid address for this company?)
 - Company's contact email address (is this a valid contact email address?)
 - Company's contact phone number (is this a valid contact phone number?)
 - Valid Job Description
 - Valid Hourly Pay Rate
 - Does it meet Federal and State minimum wage standards?
- Is all the information on the Independent Job Offer Form complete and accurate?
 - Must include EIN/Tax ID
 - Must include Worker's Compensation Policy Number
 - Must include both Host Company's and Participant's signatures
- Does this position and Host Company meet Department of State requirements, including the requirement that only temporary or seasonal jobs be filled??

After a Job Change has been approved, Intrax will send you a confirmation email stating that Intrax has reviewed the information you have provided and Intrax has approved your Job Change Request.

ALERT: Although you may receive a confirmation email stating that Intrax has accepted your Job Change Request, this does not mean that your placement has been authorized. Your placement will only be authorized once Intrax has completed the validation process.

The next step is to have Intrax contact your Host Company over the phone. Intrax must confirm the information you and the Host Company have provided, this is called the "Validation" process. This

phone call allows Intrax to not only confirm your placement with the Host Company but to also clarify any questions Intrax may have in regards to your placement. Once Intrax has contacted your Host Company and confirmed that this position meets all Intrax and Department of State requirements, and Intrax has verified that you and your supervisor have submitted a 1) job offer signed by you and your supervisor; 2) a copy of the Workers' Compensation policy; 3) and a copy of the Business License, Intrax will mark your placement as "Confirmed". By confirming your placement, Intrax has officially authorized your placement and has also successfully completed the "Validation" process.

A successful "Validation" allows Intrax to upload your job information to the US Department of State, and other US government databases that will need accurate information during your stay, including Social Security; Immigration and Customs Enforcement (SEVIS); employer databases (E-Verify); US Embassies; and Departments of Motor Vehicles. A successful "Validation" also means you can start working for your Host Company.

ALERT: State Department regulations prohibit Participants from commencing employment without Intrax's authorization, and the only way to obtain authorization, is to have completed the steps above. This is done with the best interests of Participants in mind. If a Participant begins a Job Placement without Intrax's authorization, then per Department of State regulations, this Participant must be dismissed from the Work Travel program. Dismissal would mean: losing Intrax sponsorship; losing J-1 emergency insurance, for which the terms require good standing; losing eligibility for Travel Validation (needed on DS-2019 Forms to show good standing upon reentering the US after international trips).

Prohibited Jobs

As a reminder, the following jobs are not allowed on the Work Travel Program; this list is not exhaustive. Under program regulations and/or Intrax's own program rules, Participants cannot be employed in the following positions:

- Where host companies have experienced layoffs in the preceding 120 days and/or have workers on lockout or on strike.
- Where host companies displace domestic US workers at worksites where they will place program Participants.
- Requiring work hours that fall predominantly between 10PM and 6AM.
- Declared [hazardous to youth](#) including poultry and meat processing; work involving heavy construction machinery or commercial bakery equipment, with the exception of portable counter top mixers and certain pizza dough rollers.
- That would require sustained physical contact with others (e.g., body piercing, tattooing, massage).
- Involved in gaming or gambling that include direct participation in wagering and/or betting.
- In chemical pest control, warehousing, catalogue/online order distribution centers.
- With travelling fairs or itinerant concessionaires (i.e. travelling carnival crew).
- For which there is another specific J visa category (e.g., camp counselors, babysitters, teachers, unpaid internship).
- In NAICS [Goods-Producing Industries occupational categories](#), including, but not limited to, construction, manufacturing, and seafood processing (fishery jobs).
- Adult entertainment industry jobs, even in a retail role.
- Any position that could bring notoriety or disrepute to the Exchange Visitor Program.

- Au pair, Babysitting, Nanny
- Camp - as a counselor or working within a camp or environment primarily surrounded by children
- Coaching children
- Crew member on ships or airplanes, or as pilots
- As domestic help in private homes.
- Factories, manufacturing, warehouses, retail shipping-packing operations
- Independent contractors (i.e. "1099" filers)
- Mall kiosk jobs (retail stores within a mall are alright)
- Medical or veterinary work
- Operators of vehicles or vessels that carry passengers for hire and/or for which commercial drivers' licenses are required
- Pedicab or rolling chair drivers or operators
- Pharmaceutical services or any job that requires direct patient contact or dispensing of medication
- Related to clinical care that involves patient contact.
- Positions that are substantially commission-based and thus do not guarantee that a Participant will be paid minimum wage in accordance with federal and state standards for all hours worked
- Sales jobs involving purchasing sales merchandise to resell (door-to-door sales)
- Staffing agencies - employment through a staffing agency

Independent or Premium Participants Who Are Reporting a Second or Leaving Primary Job for a Better Paying Job

Many of you might be very eager to earn as much money as possible, either securing a second job or leaving your original job (for which you received your visa) to secure a better paying job. Whatever the reason, the purpose of the Summer Work Travel Program per the Department of State is as follows:

"The purpose of this program is to provide foreign college and university students with opportunities to interact with US citizens, experience US culture while sharing their own cultures with Americans they meet, travel in the United States, and work in jobs that require minimal training and are seasonal or temporary in order to earn funds to help defray a portion of their expenses." (State Department Regulations, § 62.32 Summer Work Travel, p.27609, <http://j1visa.state.gov/wp-content/uploads/2012/05/2012-swt-ifr.pdf>)

New regulations for the Work Travel program went into effect on May 11, 2012, and impact numerous areas, including appropriate Job Placements; renewed focus on cultural exchange; monitoring of Participants; and host company cooperation. A complete listing of regulations can be found on the State Department website above.

Also, a second or third job is not necessarily going to be approved by Intrax. We must be certain that your commitment to your primary Host Company, for which the US Embassy issued you a visa, is being kept.

Before you can start a second job you first must receive Intrax's authorization. In order for Intrax to authorize your second job:

- You must submit your request to Intrax

- You must be in good standing with the Work Travel Program
 - Successfully Checked In
 - Updated your housing information
 - Completed all of your Monthly Contacts
- Second Job cannot interfere with primary job
- Intrax has successfully completed the “Validation” process for the second job

For more information regarding the “Validation” process please review the “For Independent Program Participants Who Are in the US and are Reporting a Job” section.

ALERT: Per Intrax program rules, Participants are not allowed to leave their primary job without Intrax’s authorization. If a Participant were to leave his/her primary job without Intrax’s authorization, then this Participant risks being dismissed from the Work Travel program. Dismissal would mean: losing Intrax sponsorship; losing J-1 emergency insurance, for which the terms require good standing; losing eligibility for Travel Validation (needed on DS-2019 Forms to show good standing upon reentering the US after international trips).

What to do if You Are Having an Issue with Your Host Company.

The first thing you should do is speak to your supervisor about your concern. Often you can work out issues on your own if you try to reach a reasonable compromise.

If after speaking to your supervisor you are not able to reach a compromise, then you should call Intrax.

Intrax would speak to your Host Company on your behalf and try to work through whatever the issue is. Sometimes both parties just need to talk through what is frustrating them so that they can reach an understanding.

Changing Your Job or Housing

Changing Jobs

Under the Intrax Work Travel Program, only under extreme circumstances are Participants allowed to change their job. This is because, for non-visa-waiver countries, US consulates only issue a visa when they know that a specific job has been reserved, and screened, for you. Before you are allowed to change jobs, you must contact Intrax to discuss the situation and if appropriate receive instructions about completing necessary paperwork prior to leaving the Host Company listed on the DS-2019 Form.

ALERT: If you were to abandon your job without Intrax authorization, then you would risk being dismissed from the program, which would mean losing Intrax sponsorship and the chance at a Travel Validation signature which is necessary for reentering the US after international trips as a J-1 Participant.

For those instances where Intrax approves your job change, you must complete the Intrax Job Change Form in your Compass account so that we can keep your record updated with the US Department of State, and other US government databases that will need accurate information during your stay, including Social Security; Immigration and Customs Enforcement (SEVIS); employer databases (E-Verify); and Departments of Motor Vehicles.

To avoid issues with your current host company, Intrax recommends that, if you get approval from Intrax to change your job, you give your current host company two weeks' notice (inform them that you will be ending your employment two (2) weeks from the date you inform them).

You would have 14 days to report your new job details, unless otherwise specified by Intrax.

Intrax will then "Validate" your placement by calling your Host Company to pose questions required by the US State Department, ensuring that the company is appropriate.

Regulations require that Participants only begin working after the visa sponsor has verified the placement - a step that Intrax calls "Validation". The intention of those regulations is to protect Participants from working for companies that are not legally registered with authorities and which therefore would be risky for your well-being.

If you are a Premium Participant and you decide that you want to leave your position, Intrax will not be able to find you a second position. You must find the job either independently or through the use of Intrax job search resources located in your Compass account (<http://icd.intraxinc.com/pxr/ext/login.action> > "HELP & DOCS" > "DOWNLOAD").

More details would be provided in the event that you are authorized to change your job.

Using Your Medical Insurance

After you complete the Intrax check-in procedure, you will have health insurance that applies from your date of arrival in the US through your Program End Date listed on the DS-2019 (SEVIS End Date). Make sure that you review your medical insurance for details on coverage and claims procedures. It is important to realize that the insurance provided on this program represents the minimum amount of accident and medical insurance that you are required to have as a Participant on the J-1 Work/Travel program. Purchasing supplemental insurance is recommended.

Who is my Insurance Carrier?

To clarify a common misconception, Intrax is not your insurance company. If the Intrax partner in your home country has obtained insurance for you through Intrax, then the back of your Intrax ID card will show you details related to insurance.

- You will also find a brochure for insurance secured through Intrax in your Compass account and at <http://icd.intraxinc.com/pxr/ext/login.action> --> "HELP & DOCS" > Insurance".
- Insurance covers you, for emergencies, from the date of arrival in the US through the SEVIS End Date shown in your Compass account.
- If you choose to stay beyond the SEVIS End Date and into the 30 day grace period, then additional four weeks of medical insurance can be purchased from Intrax prior to your SEVIS End Date by filling out the "IWT AVI Insurance Extension Request Form" found in the Downloads section of Compass or calling Intrax once in the US.
- If the Intrax partner in your home country is providing you with insurance, please inquire directly with them about your insurance information.
- Make sure the doctor you see knows what insurance company to contact to file a claim.

Non-Emergency

If you need to see a doctor but you do not have an emergency, then you should:

- Call your insurance company for a recommendation of a medical facility nearest you
- Receive Treatment
- Pay Medical Bill (In many cases you will have to pay the doctor first)
- Save receipts and records
- File a claim with your insurance company
- Wait for the reimbursement decision

If you are going to see a doctor for a non-emergency medical problem, check your health insurance policy to make sure that type of treatment is covered. For example, most international health insurance policies limit coverage for pre-existing medical conditions and do not cover things such as general checkups or sexually transmitted diseases. Check the list of exclusions in your insurance brochure before arriving in the US.

Extending Your Medical Insurance Coverage in into the Grace Period

Many Participants choose to stay up to an additional 30 days in the US after they have finished working. The 30-day period after the SEVIS End Date is called the Grace Period. It is required that all Participants have health insurance throughout their stay. Therefore, it is the Participant's responsibility to contact Intrax to extend their insurance coverage. An additional four weeks of medical insurance can be purchased from Intrax by completing the Insurance Extension Request Form located in your Compass account at <http://icd.intraxinc.com/prx/ext/login.action> --> "HELP & DOCS" > "DOWNLOAD". This purchase must be made before the program end date on your DS-2019 Form. If you have insurance through your overseas agency, please consult with them on extensions.

Traveling

Can You Travel Outside of the US While on the Work Travel Program?

You are allowed to travel internationally as long as you are in good standing with the Work Travel program, have a valid visa, you have completed and submitted a Travel Validation Form, and you are not past your SEVIS end date (the Travel Validation Form can be downloaded at <http://icd.intraxinc.com/prx/ext/login.action> > "HELP & DOCS > DOWNLOAD").

There is a fee of \$25 dollars for administrative and mailing cost if the Travel Validation is being shipped back to you within the US. If the Travel Validation must be shipped to you outside of the US, the processing and shipping fee will be \$75 instead.

The original DS-2019 Form, a signed and completed Travel Validation Form and payment must arrive in our office 2 weeks before the intended international Travel Date.

ALERT: International Travel during the Intrax Program is limited to a maximum of 1 month with host company approval. You can only travel outside of the US within your program dates on your DS-2019 Form. We will not require a copy of your visa but you must make certain that your visa has not expired by the time you reenter the United States.

Please mail the following to Intrax:

- Original DS-2019 Form (We do not need your SEVIS receipt but you should travel with it).
- Signed Travel Validation Form (Signed by you and your primary host company).
- Payment (Visa, Master, Discover or Money Order)

If you are paying using a credit card (Visa, Master or Discover) you must include a credit card number, in order to charge the processing fee, on your request form. If you are paying using a Money Order, please make the Money Order payable to Intrax Work & Travel. Intrax will ship your travel validated DS-2019 Form within two business days from receipt.

Completing this procedure properly will result in Intrax signing your DS-2019 Form for international travel purposes, signaling to US Customs and Border Protection that, when you reenter the US, you are in good standing with the program.

Can You Travel Outside of the US During Your Grace Period?

Unfortunately once you reach the SEVIS End Date you are no longer in J-1 status. Travel outside of US will not be possible at that stage in your J-1 visa status.

Your Grace Period is meant to allow you to travel within the US before you have to return home.

If you travel outside the US during your Grace Period, even if it is just to Canada or Mexico, you will most likely not be let back into the country. If you book a Cruise or trip that goes past your SEVIS End Date you will most likely not be allowed to board the ship and you may not be eligible to receive a refund for your missed trip.

Nonetheless, if you choose to risk international travel on an expired visa, not recommended by Intrax and something that we inform all Participants about in the Orientation, before traveling outside of the country, Intrax advises you to review the following information on "Automatic revalidation for certain temporary visitors" from US Customs and Border Protection as well as the Travel Validation information from Intrax.

Dealing with an Emergency

The first thing to do in the event of an emergency is to dial 911 from the nearest phone. The people who will answer your phone call are trained professionals in dealing with emergencies. Make sure you answer all their questions clearly and carefully. Speak slowly and make sure you stay on the line until they tell you it is ok to hang up.

1-888-224-0450 - Intrax 24-Hour Toll-Free Telephone

In the event of a serious emergency, after calling 911, you should call Intrax on the 24-hour toll-free line, 1-888-224-0450 and press option 1 for Work Travel. If you have an emergency outside of our business hours, which are Monday through Friday, 8:30 AM to 5:00 PM Pacific Time, then you should call the 24-hour toll-free telephone number. If you do not have an emergency, you should call us during normal business hours.

To help you determine what is and is not an emergency we have included this helpful list below:

Emergency

- If you are seriously ill or have been injured
- If you are the victim of a serious or violent crime
- If you have been arrested or detained

Not an Emergency (Intrax can assist during normal business hours of 8:30am to 5:00pm Pacific Time, Monday through Friday)

- Lost or stolen DS-2019, passport or other important documents
- Loss of passport - contact your home country's consulate in the US for a replacement
- Housing concerns (dissatisfaction with housing, rent/deposit disputes, condition of housing, etc.)
- General information about job or housing
- Basic legal information and advice for procedures and contacts
- Victim of theft or a non-violent crime (lost valuables, luggage, etc.)
- Host Company/Participant concerns (tax questions, final paycheck, scheduling, etc.)
- Social Security and tax problems
- Forwarding your Social Security Card or W-2 Form
- Basic travel during your program
- Medical insurance Inquires - contact insurance company directly
- Change of flight - contact the airline company directly (and then Intrax and host company)
- Delay with Social Security Card - call the toll-free number for Social Security

Dealing with General Issues

Lost or Stolen Documents

A common problem that Work Travel Participants experience is losing their documents after their arrival and having to replace them. Make copies of all your documents in order to make the process easier on you. If you do happen to lose one of your important documents you should follow the simple instructions in the table below.

DOCUMENT	WHAT TO DO
DS-2019	<p>If you lose your DS-2019 after your arrival, then fill out the document called "DS-2019 Replacement Request Form (Lost-Stolen-Biographical Error)" which is found in your Compass account (http://icd.intraxinc.com/pxr/ext/login.action > "HELP & DOCS" > "DOWNLOADS").</p> <p>You can then email the completed "DS-2019 Replacement Request Form" to iwtsupport@intraxinc.com, or fax it to 1-415-434-5430, with your Intrax ID number and an explanation of the circumstances.</p> <p>There is a fee of \$25 for the new form for administrative and shipping purposes.</p>
Passport and J-1 visa	<p>If you lose your passport you should contact your embassy or consulate to request forms and instructions for replacing your passport. Locate the office in your state's jurisdiction at the following Department of State website link http://www.state.gov/s/cpr/rls/fco/.</p> <p>Your J-1 visa cannot be replaced once you have entered the US. As the purpose of the visa is only for entry into the US it should not be a problem that it cannot be replaced. If requested, Intrax will issue a letter confirming your participation on the program. If you lose your original passport with your J-1 visa you should carry your photocopied passport with your original visa along with your new passport at all times.</p>

I-94 Arrival
and
Departure
Card

If you lose your I-94 Card before applying for your Social Security Card or starting work, contact Intrax for further assistance. Applying for a replacement card through USCIS can take up to 8 weeks and costs \$330; the fee charged by the US government.

If you have not already applied for your Social Security you must wait for your replacement I-94 Card. It is quite probable that while you are waiting you will not be allowed to work.

In order to replace it you will need to file a Form I-102 with USCIS. This form, including its instructions, can be located at <http://www.uscis.gov/files/form/i-102.pdf>.

If you have questions regarding the lost I-94 Card process, please visit the www.uscis.gov or call the USCIS directly at 1-800-375-5283.

If you need your I-94 Card strictly for the purpose of recording your departure you do not necessarily need to apply for a replacement. You may ask the ticketing agent at the Airport to record your departure. In this case you should also hold onto your boarding pass indicating that you have left the country and bring it with you next time you travel to the US, just in case.

To read more about that visit the Question and Answer section of the US Customs and Border Protection website ("How to record departure from the United States after the fact", https://help.cbp.gov/app/answers/detail/a_id/752/kw/I-94).

Intrax is also available to help you from 8:30am - 5:00pm Pacific Time at 1-888-224-0450 or email us at iwtsupport@intraxinc.com.

Social
Security
Card

If you lose your Social Security Card, contact the Social Security Administration directly (1-800-772-1213) or visit www.ssa.gov to obtain instructions for applying for a replacement card.

Going Home

Early Departure

Intrax would like to take this opportunity to remind you of your commitment to the J-1 program and to your Host Company. In order for you to enroll in the Intrax Work Travel program you were required to have a pre-arranged job approved by Intrax, with the exception of some Participants. You, as a Participant on the J-1 Work Travel program, made a serious commitment to the host company that enabled you to enroll in the program. It is important that you keep your commitment and remain at your original host company for the time you agreed.

The future of the J-1 Work Travel program is dependent on the behavior of each and every J-1 Work and Travel Participant and all the host companies who hire them. If you leave your job prior to the agreed upon date, then that host company not only loses you, a valuable member of their staff, and that host company will not be as likely to hire J-1 Work Travel Participants in the future. Without host companies to hire J-1 Work Travel Participants, there is no program.

If you decide to end your program early, you should notify Intrax in advance of your scheduled departure for approval. In the event that Intrax approves your early departure you must provide Intrax the following information:

- Your Full Name
- Intrax ID Number
- Flight Number
- Airline
- Departure Date
- Departure City/Airport
- Your Contact Number

Your eligibility to work and your insurance coverage will end on the date you provide us.

Intrax will update your SEVIS record to reflect your early departure.

You may reach Intrax toll-free at 1-888-224-0450, or email us at iwtsupport@intraxinc.com.

Grace Period

At the end of your program, if you completed the program successfully, you are permitted to remain in the US for 30 days beyond the dates listed on your DS-2019 Form. This period is often referred to as the "grace period" and is meant to give you the opportunity to pack, close your affairs and travel. During this time you are not allowed to continue working nor are you allowed to travel outside of the US with the intention of returning to the US, even with Travel Validation. This is because your visa would have expired after your SEVIS End Date. Should you have questions about the grace period do not hesitate to contact Intrax.

Understanding US Culture

The American Workplace

Host Companies have certain expectations when they offer you a job. They have a business to run and you are an important part of their operation. When you accept a job, you are making a commitment, and it is important for you to act responsibly. Below are a few things to keep in mind.

Expectations: If you tell a Host Company you will work until a certain date, keep your promise. In the case of most countries, US consulates issue your visa because a specific job offer has been extended to you and verified by Intrax and in many cases also verified by the US State Department's Kentucky Consular Center or the consulate itself.

Types of Jobs: The types of jobs you will be doing on the J-1 Work and Travel program are and can only be seasonal, temporary jobs. Seasonal, temporary jobs can be more physically challenging than mentally challenging.

Attitude: You should always have an open mind and positive attitude about your job and your coworkers.

Hierarchy: Supervisors may share personal information that you would normally share only with close friends, and may allow you to call them by their first name. Socializing on the job is common, and your boss will often join in. Despite any friendliness, however, you are always expected to do your job and act appropriately.

Time: Being on time is essential, and showing up earlier than expected is even an advantage, as it makes a good impression on your Host Company.

Dress and Behavior: Many positions require uniforms or have a specific dress code. If you arrive and are still not sure about the appropriate attire for your job, look at how other coworkers dress to see what they are wearing or simply ask your Host Company. Also, read your Job Description for details.

Rights and Responsibilities at Work: As a temporary employee, you have the same rights as any of your American co-workers and you do not have any extra benefits.

Wages: The law states that you must be paid wages to date if you quit work. The law also regulates the minimum amount of money you can be paid and the number of hours you should work.

Minimum wage laws vary by State and city but you are entitled to at least the federal minimum wage of \$7.80 per hour (still accurate as of January 2013).

Your Paycheck and Pay Stub: There is no maximum amount of money you can earn. You will most likely be paid once every two weeks. Check with your Host Company.

Drug Testing: Some Host Companies require that all employees be screened for drug use prior to starting their position.

Customer Service: As most J-1 Work and Travel Participants are working with the public it is necessary that you have a pleasant manner and good customer service at all times.

Loss of Employment: You could be laid off for any number of reasons (i.e. because business levels are low), which may not reflect on your own performance at that job.

American People

You will find many ethnic neighborhoods and concentrations of immigrant groups, all of whom retain many foreign customs and social traditions. While many merge into the American mainstream in some aspect of life, they may keep many of their own ethnic customs socially and at home.

Pace & Time: When you arrive in the US, it may at first seem like everyone is in a rush. Although this may appear to you to be rude, do not take it personally. Americans often live by schedules and will want you to be places by a certain time.

Openness: America is not a nation of fences, hedges, walls, and gates. Spaces are often open and not very crowded.

Silence: Many Americans find silence uncomfortable. They like to fill any silence if it extends for more than a moment.

Personal Space and Privacy: Americans have some different views around personal space and privacy. Americans tend to keep people at arm's length, and will often refer to their "Personal Bubble". If someone shares something with you and you ask some more personal questions, they may decline to answer. This does not necessarily mean you did something wrong, just that they do not wish to share that detail.

Getting Comfortable

For almost everyone, adjusting to a new society is an exciting, and sometimes challenging process. "Culture shock" can be difficult to deal with at times, but this is a perfectly normal reaction, as you have been taken from your familiar environment and placed in a new setting. It is always tough coming to a new country, especially one on the other side of the world. However, meeting new people and doing things outside your comfort zone are a great way get yourself acclimated.

Culture shock; difficulty adapting to a new climate; homesickness - these are all very important challenges and we would be happy to speak to you about them, though please note that none of these are acceptable reasons for abandoning one's job or not Checking In.

Try to make American and international friends. Be open and friendly in order to meet new people. If this is not your usual personality, challenge yourself. You are bound to benefit from the effort. Try to actively participate in conversations, even if you do not feel 100% comfortable with your language skills. Practicing with native speakers will help you improve your English and make new friends along

the way. Cross-cultural conversations are one of the great benefits of the program. Americans will likely be interested in learning about you.

Money

Living on a Budget: Plan to bring at least enough money to live for one month (approximately \$1,000 USD) with you on the airplane in the form of cash; access to credit cards; and Travelers' Checks.

Banking: Open a bank account as soon as possible.

Currency: The basic unit of US currency is the US Dollar (\$1.00). Coins are in the value of 1 cent (one cent or a penny), 5 cents (a nickel), 10 cents (a dime), 25 cents (a quarter), and 50 cents (a half dollar).

Credit Cards: Be careful about overspending as you will have to pay your debts. We suggest that you secure an international credit card before you arrive in the US for emergencies.

Travelers' Checks: Travelers' checks are perhaps the most convenient and safest way to access emergency funds during your travel.

Sales Tax: Sales taxes vary from state to state and from city to city, approximately between 3% and 10%.

Tippling: Americans generally tip the server 15% to 20% of the price of the meal. The same practice applies to bartenders, taxi drivers, hair stylists, and other service industry individuals. Tips are usually not included in the final bill and it would be perceived as rude to not tip.

Communication - Staying in Touch

Email and Skype: There are many Internet cafes or places of employment that have Internet connections. Many public libraries also have Internet access free of charge but they often have a time limit.

Telephones: Pay phones differ across regions of the US and the dialing procedure depends on the local telephone company.

Phoning Home: Let your family know you are safe, and keep them updated on your activities.

Calling Cards: Pre-paid calling cards are generally the cheapest way of making long-distance calls from a local payphone.

Mail: Mail within the country usually takes between a day and a week to arrive; to northern Europe, and Central and South America, a week to 10 days; to southern Europe, one to two weeks; to Eastern Europe, two to three weeks; to Asia and South East Asia 10 to 14 days, and to Jamaica, approximately two weeks.

Transportation

Air: The quickest way to travel in the US is by air. Check the Internet for the latest and lowest airline fares.

Bus: Bus travel is an inexpensive and popular way to travel around the US. Major bus companies can help you connect to local bus systems in order to reach even remote towns.

Train: Amtrak, the national railroad (railway), offers a rail pass similar to Europe's Inter-rail pass. The US Rail Pass is valid for either 15 or 30 days.

Notice Boards (Carpool Notices): Most colleges, universities, and youth hostels have a bulletin board in the "student union" or common area for notices of rides wanted/rides offered.

Tours: Organized tours can be a great way of traveling if you are on your own or if time is limited.

Car: You must have a valid driver's license from your home country in order to drive in the US. You will also need an International Driver's License, available in your home country from motoring organizations. If you are asked for a letter of support, then you can use the Support Letter in your Compass account.

General Information

Safety

General Tips

To avoid any financial or legal hardship, as well as physical harm, please:

- Always wear a helmet when riding a bicycle or motorcycle
- Always wear your seatbelt in a moving vehicle
- Do not drink alcohol if you are under the age 21
- Drink responsibly if you are over the age of 21
- Avoid physical fights with anyone

Bicycle and Motorcycle Safety

When riding a bicycle, it is very important that you take precautionary steps before every ride. Make sure you:

- Wear your helmet
- Get noticed by drivers by wearing bright clothing and reflectors
- Check your breaks and tune your gears

Once you are on the road, remember you are no longer a pedestrian. You are now operating a moving vehicle and must abide by traffic rules as if you were driving a car. Some rules may vary from state to state, but generally, bike riders should always:

- Use hand signals when turning, stopping or merging into lanes
- Stop at red lights and Stop signs
- Ride in the bike lane (on the right side if there is no designated bike lane)
- Ride in the direction of traffic, not against (nor across traffic without notice)
- Use bike lights when it is dark

For more information on your state's bike riding requirements and rules, please visit the Governors' Highway Safety Association at http://www.ghsa.org/html/stateinfo/laws/helmet_laws.html and select your state.

For a demonstration on riding a bike in traffic, watch Kevin Livingston show a few examples of safely riding in traffic here <http://www.youtube.com/watch?v=SU2fSV8WtHM>.

Another excellent video was created by the cities of Wisconsin Dells and Lake Delton in the state of Wisconsin. This video (<http://www.youtube.com/watch?v=nbPe4ltaoag&feature=youtu.be>), while specific to Wisconsin, has numerous safety guidelines that are applicable across the US. In all cases, please familiarize yourself with local safety laws.

If you plan on riding a scooter or a motorcycle, you are required to have a driver's license to operate this vehicle and follow a few general rules. Although the rules Intrax recommends may not be required by law in your state, they have been recommended to you for your well-being. Please remember to:

- Always wear a helmet
- Follow the speed limit

- Stay visible to other drivers
- Slow down when approaching speed bumps

“Click it or Ticket!”

The “Click it or Ticket” campaign requires that every driver wear their seatbelt to avoid a costly ticket, or worse, a fatality. Do not wait for a police officer to stop you and remind you to wear your seatbelt. Most states will issue a ticket to a driver who is not wearing a seatbelt, while other states will give a ticket to the driver for each *passenger* not wearing his/her seatbelt, even if the driver is wearing theirs. Whether the rule applies to you or not, we recommend everyone riding in a vehicle, at any speed no matter the distance, to always wear their seatbelt. It will save you from a ticket and legal troubles, but more importantly it can save your life.

For information on your state’s specific seatbelt laws, visit the Governors Highway Safety Association at http://www.ghsa.org/html/stateinfo/laws/seatbelt_laws.html.

Drinking Responsibly

The legal drinking age in the US is 21. You are not allowed to buy or consume alcohol if you are under the age of 21. Although you may be 21 and legal to drink alcohol, it is illegal to buy alcohol for someone under the age of 21.

If you are 21 and you plan on drinking alcohol, plan your night wisely by not operating a vehicle. Bring extra cash to take a taxi back home. Driving under the influence of alcohol is illegal in all states. In that same respect, do not ride in a car if you know the driver has been drinking.

Driving under the influence of drugs or alcohol has very serious consequences; more serious than not wearing your seatbelt or helmet. Driving under the influence not only puts your life at risk, it also puts the life of other people on the road at risk.

Intrax cannot assist in covering the legal fees that result from a Drunk Driving (DUI) charge (jail, bail, court fees, lawyer, or car damages).

Please check your local state law for Drunk Driving penalties through the Governors Highway Safety Association at http://www.ghsa.org/html/stateinfo/laws/impaired_laws.html.

Public Fighting

Physical altercations can lead to very serious charges, fines, physical injury, and high medical costs. If you feel you are being threatened by someone, call 911. Avoid the person challenging you to fight. If you find yourself in a situation where you feel you need to physically defend yourself, you must still do everything you can to reach the police to restrain or arrest your attacker.

Physically attacking someone is a serious offense and can lead to serious legal issues both while you are in the Work Travel program and after completing the Work Travel program. Avoid any physical altercation by all means.

Electricity

The US electrical system uses 110 volts, 60 hertz (cycles). If you are bringing appliances from home, they are probably designed for Europe’s electrical system, which uses 220 volts. You will need to

purchase a transformer and plug adapter that can accommodate the wattage of the particular appliance you will be using. These can be purchased upon arrival at any hardware or electronic store.

Time Zones

The continental US is divided into four time zones - Eastern, Central, Mountain, and Pacific. When it is 12:00 noon Eastern Time, it is 11:00 am Central Time, 10:00 am Mountain Time, and 9:00 am Pacific Time. The headquarters for Intrax operates on Pacific Standard Time (PST) and is open from 8:30 am to 5:00 pm PST. The US keeps Daylight Savings Time by turning the clocks forward one hour in early April and turning them back one hour in late October.



Housing

Your Compass account will have the most updated housing resources and below you can find general guidance

Short-Term Housing

For the first few nights at your US arrival destination, you may need short-term accommodation before settling into your longer-term housing. We suggest you make a reservation before you arrive at your final destination to ensure a bed or room upon arrival. Check the Internet for information on affordable accommodations. Housing costs vary across the US but you can expect to pay 30% to 50% of your monthly income on housing. Be prepared as housing is not cheap.

Accommodations While Traveling

Youth Hostels: There are about 300 youth hostels (dormitory style rooms with shared amenities) operated by Hostelling International, which are scattered throughout the US. In order to use AYH facilities, you must be a member of the organization. The price of a membership is inexpensive and can be purchased over the Internet at <http://www.hiusa.org/>.

YMCA/YWCA: YMCA's and YWCA's also provide affordable temporary lodging. For information, call "Y's Way International" at 212-308-2899 or visit their website www.ymca.net

Motels: There are many low-cost motel chains throughout the US. Motels are also good for small groups, as you usually pay for the room, not per person. Most rooms contain two large-size beds.

<http://www.motels.com/>
www.super8.com

Hotels:

www.orbitz.com
www.travelocity.com

Universities: Many universities and colleges offer budget accommodations in their student housing. If there is a college or university in the area you are visiting, contact the student housing office on campus. It is recommended that you call to make reservations in advance.

Campsites:

www.campsites411.com
www.koakampgrounds.com
www.acacamps.org

Long-Term Housing

Ask your Host Company or co-workers for suggestions of where you can find local housing prior to your arrival. You can also look on the Internet for housing in the town you will be living in. If you are staying in a large city in the US you can check for housing through the Internet at www.craigslist.org. You can also use this website to find out about local events, local eateries and items for sale. Some Host Companies will help you arrange housing. If this assistance is not available you might want to make a reservation for two to four weeks in short-term housing. This will give you time to look in your local area once you arrive at your final destination.

Rent, Sublet, or Share

When you begin looking for a place to live, you will find apartments available to rent, sublet, and share. When you rent an apartment, you actually sign the lease with your landlord. Leases usually last a year, so you should avoid them. When you sublet an apartment, you do not sign the lease. You rent the apartment from the leaseholder. When you share an apartment, you live with someone who has already rented the place, and you share the expenses with that person.

Intrax Work Travel Program Terms & Conditions

Intrax Work Travel is your official program sponsor while you are in the USA. Intrax Work Travel is not your Host Company and shall not be responsible for any act of omission on your part.

The Intrax Work Travel staff is available to assist you with any questions or to advise you regarding any challenges you may experience while you are participating in the Intrax Work Travel Program. In the USA, you may call Intrax Work Travel (toll-free) at 1-888-224-0450 weekdays from 8:30 a.m. to 5 p.m., Pacific Standard Time. You may call the same toll-free line at any time, 24 hours a day, 7 days a week, in case of an emergency.

Eligibility

- The information provided on your application is complete and accurate.
- You will be between 18 and 30 years old by the program start date.

- You are enrolled in a college or university outside of the US as a full time student at the time of application.
- You possess sufficient proficiency in the English language to participate in the program.
- You are physically capable of performing the tasks required as outlined in your job offer.
- You will provide Intrax Work Travel with a valid email address and you will keep it updated in the Intrax Work Travel database since this will be Intrax Work Travel's primary method of contacting you with important information while you are in the US.
- You are responsible for bringing enough money to the US to cover the cost of your food, housing and other personal expenses for at least one month. You will bring a minimum of \$1,000.00 to cover initial expenses such as transportation costs from airport to Host Company, advance payment for accommodation upon arrival, etc. Intrax Work Travel is not responsible for such expenses, delays in getting your Social Security Card or for any period of time during which you are not being paid by a Host Company. Intrax Work Travel cannot loan money to you.

Visa and Entry

A DS-2019 Form enables you to apply for a J-1 Work Travel visa. The US Consulate may grant or deny your application for a visa. In rare cases, even if you receive a J-1 Work Travel visa, you may be denied entrance into the US by the US Customs and Border Protection. Intrax Work Travel is not responsible for and cannot control or change these decisions.

Orientation

You will complete an orientation provided by Intrax Work Travel before you depart your home country. Failure to do so will result in your inability to participate in the Intrax Work Travel Program.

You have also read and understood the online Participant Handbook and will ask Intrax Work Travel or your local Intrax Work Travel representative for clarification on any point(s) that are not explicitly understood.

Travel and Housing Information

You are responsible for making your own travel and housing arrangements, and must provide your travel and housing plans at least two (2) weeks prior to arrival in the US by ensuring that your plans are submitted to the Intrax Work Travel website. Failure to report travel information may result in the loss of your Job Placement.

You must secure at least temporary housing prior to arrival.

The Intrax Work Travel Program does not include housing and Intrax Work Travel is not responsible for providing housing to you.

If housing is provided through your employment opportunity, the information and restrictions on such housing are identified in the housing section of the Premium job offer or through an independent housing agreement. You must comply with any and all requirements indicated in the housing agreement or risk termination from the Intrax Work Travel Program.

Host Company provided housing is subject to local housing laws and Intrax Work Travel makes no representations or guarantees regarding its nature or quality.

US Arrival and Check in

You must depart your home country:

- During your university summer vacation
- No more than 2 weeks prior to the start date on your DS-2019 Form
- In accordance with your local US Embassy's Program date restrictions

Within three (3) days of arriving in the US you will confirm your arrival with Intrax Work Travel by completing the on-line Check-In Form or by calling toll-free to 1.888.224.0450 and speaking to a representative during business hours.

This is the only way for your program to be activated in the Student & Exchange Visitor Information System (SEVIS). Failure to do one of the above will result in your immediate termination from the Intrax Work Travel Program.

Program Termination

If you are terminated from the Intrax Work Travel Program for any reason:

- You will be in the US illegally.
- You will be required to leave the country immediately or face possible further penalties.
- You will be reported to the Immigration and Customs Enforcement through SEVIS.
- You will have a negative mark on your immigration record which could hinder future visa applications.

Reporting to Your Host Company

You will report to and remain with the confirmed Host Company listed in SEVIS and the Intrax Work Travel database for the duration indicated on your application. Early departure from your job may result in program termination.

Terms of Employment

You understand that there are specific binding terms of employment listed in your job offer in addition to these General program terms and conditions.

You understand that your schedule and hours are dependent on your Host Company's business levels, which can be affected by numerous factors, including but not limited to weather, economic conditions, occupancy rates, etc.

Your schedule can also be affected by your job performance.

You are not permitted to work in a job that can bring you, Intrax Work Travel or the US Department of State into "notoriety or disrepute" and you may not be employed as a domestic employee (child care, chauffeurs, gardeners, etc.), in positions that require you to invest your own monies for the purpose of door-to-door sales, camp counselor, Pedicab positions or in employment involving any type of patient care. Please refer to www.state.gov for a complete list.

Changes in Employment and US Address

Some pre-arranged employment conditions, including all Intrax Work Travel -arranged placements and Premium job offers, will not permit a change of employment.

If you change employment without pre-approved written authorization from Intrax Work Travel your program will be terminated.

If Intrax Work Travel authorizes you to change your job, you are responsible for submitting your new Host Company's information to Intrax Work Travel within three (3) business days or risk having your program terminated. You will be responsible for the cost of transportation to the new Host Company's location.

If your job allows you to change housing, you will notify Intrax Work Travel of your new address within three (3) business days or risk being terminated from the program.

Termination of Employment

Intrax Work Travel is not responsible for and cannot control employment decisions made by your Host Company.

Your Host Company may terminate your employment at any time, without prior notification, with or without cause.

- With cause: Including but not limited to poor job performance, misconduct, or misrepresentation of your qualifications.
 - This will result in program termination.
- Without cause: Through no fault of your own.
 - Intrax Work Travel will offer you resources to obtain another job, but cannot guarantee new employment
 - You will be responsible for the cost of transportation to the new Host Company's location.

You agree to contact Intrax Work Travel if any job-related difficulties or disputes arise that may affect your continued employment.

Obey Laws

While in the US, you are subject to the US civil and criminal justice system. Failure to obey federal, state, and local laws may result in civil liability, criminal prosecution, fines, jail sentences or other penalties in addition to termination from the Intrax Work Travel program. Intrax Work Travel is not responsible for any civil or criminal liability you may incur or for assisting or defending you in any way in connection with any legal claims made against you.

Departure

You understand that:

- You can never work during the 30-day grace period intended to facilitate your travel plans
- You must depart within 30 days of your SEVIS end date
- You must arrive in your home country prior to the first day of classes in the next school term.

- If you overstay you risk pursuit by Immigration and Customs Enforcement; possible deportation; and/or a permanent negative mark on your immigration record.
- Your visa status and program cannot be extended or changed by Intrax Work Travel.

Refunds

You have seen and understand the breakdown of program fees paid to both your local representative and Intrax Work Travel.

You understand and agree to the Intrax Work Travel refund policy, which is available to you through your local representative.

Intrax Work Travel will pay any refund that is due pursuant to the above-mentioned Intrax Work Travel refund policy at the end of the program season for which you applied. Intrax Work Travel will make such payment only to the local Intrax Work Travel representative in your home country. Intrax Work Travel will not pay any refund directly to you. Intrax Work Travel is not responsible for ensuring that any refund it pays to the local Intrax Work Travel representative in your home country is paid to you, therefore, you and the local representative must arrange for any refund to be paid to you. All refund amounts are based on the original pricing charged to your representative agency by Intrax Work Travel as per their Partnership Agreement. For specific refund amounts please ask your local representative agency.

You Understand and Agree to the Following Dispute Resolution and Construal Provisions

Arbitration: You understand and agree that any dispute, controversy or claim in any way arising out of, related to, or connected with your participation in the Intrax Work Travel Program, the Intrax Work Travel Premium Placement Service, or these Terms & Conditions shall be decided by neutral, exclusive and binding arbitration in San Francisco, California, US. The arbitration shall be conducted before an agency or arbitrator agreed upon by you and Intrax Work Travel or, if none, before an arbitrator selected by the American Arbitration Association. Either you or Intrax Work Travel may appear telephonically at the arbitration hearing. Any award of the arbitrator may be enforced in any court of competent jurisdiction of the federal or state courts of San Francisco County, California, USA. In any action, including arbitration, brought in connection with your participation in the Intrax Work Travel Program or the Intrax Work Travel Premium Placement Service, the prevailing party shall be entitled to recover all reasonable costs and expenses incurred by such party, including attorney's fees. The non-prevailing party shall also be solely responsible for all costs of arbitration. Any dispute as to the reasonableness of such costs and expenses shall be determined by the arbitrator.

Severability: If any provision of these Terms & Conditions or their application is held to be invalid, illegal or unenforceable for any reason, the invalid, illegal or unenforceable provision or application shall not affect or impair the other provisions or applications of the Terms & Conditions which can be given effect without the invalid, illegal or unenforceable provision or application. To this end the provisions of this Agreement are declared to be severable and shall be construed and enforced accordingly.

Waiver: No waiver by Intrax Work Travel of your failure to comply with any of these Terms & Conditions shall be construed to be, or shall be, a waiver of any other failure to comply with such Terms & Conditions. No waiver shall be binding unless in writing and signed by Intrax Work Travel.

Headings Not Controlling: The headings used in the document setting forth these Terms & Conditions are used only for ease of reference and are not controlling.

Governing Law: These Terms & Conditions shall be governed by and construed under the laws of the State of California, USA, without regard to principles of conflict of laws.

Useful Websites

Travel Guides

<http://www.lonelyplanet.com>
<http://www.letsgo.com>
<http://www.budgettravel.com>
<http://www.roughguides.com>
<http://www.insiders.com>
<http://www.citysearch.com>
<http://www.craigslist.org>
<http://travel.yahoo.com>
<http://www.newyorkairports.com>
<http://www.nps.gov>
<http://www.frommers.com>

Booking Travel

www.orbitz.com
www.cheaptickets.com
www.hotwire.com
www.jetblue.com
<http://www.greyhound.com>
www.amtrak.com
www.trekamerica.com
www.statravel.com
www.carrentalexpress.com
www.carrentals.com
www.dollar.com
www.budget.com

Sending or Receiving Money Internationally

www.westernunion.com

Intrax Websites

<http://icd.intraxinc.com/pxr/ext/login.action> ("HELP & DOCS > DOWNLOAD")
<http://www.intrax.edu/work-travel/information>