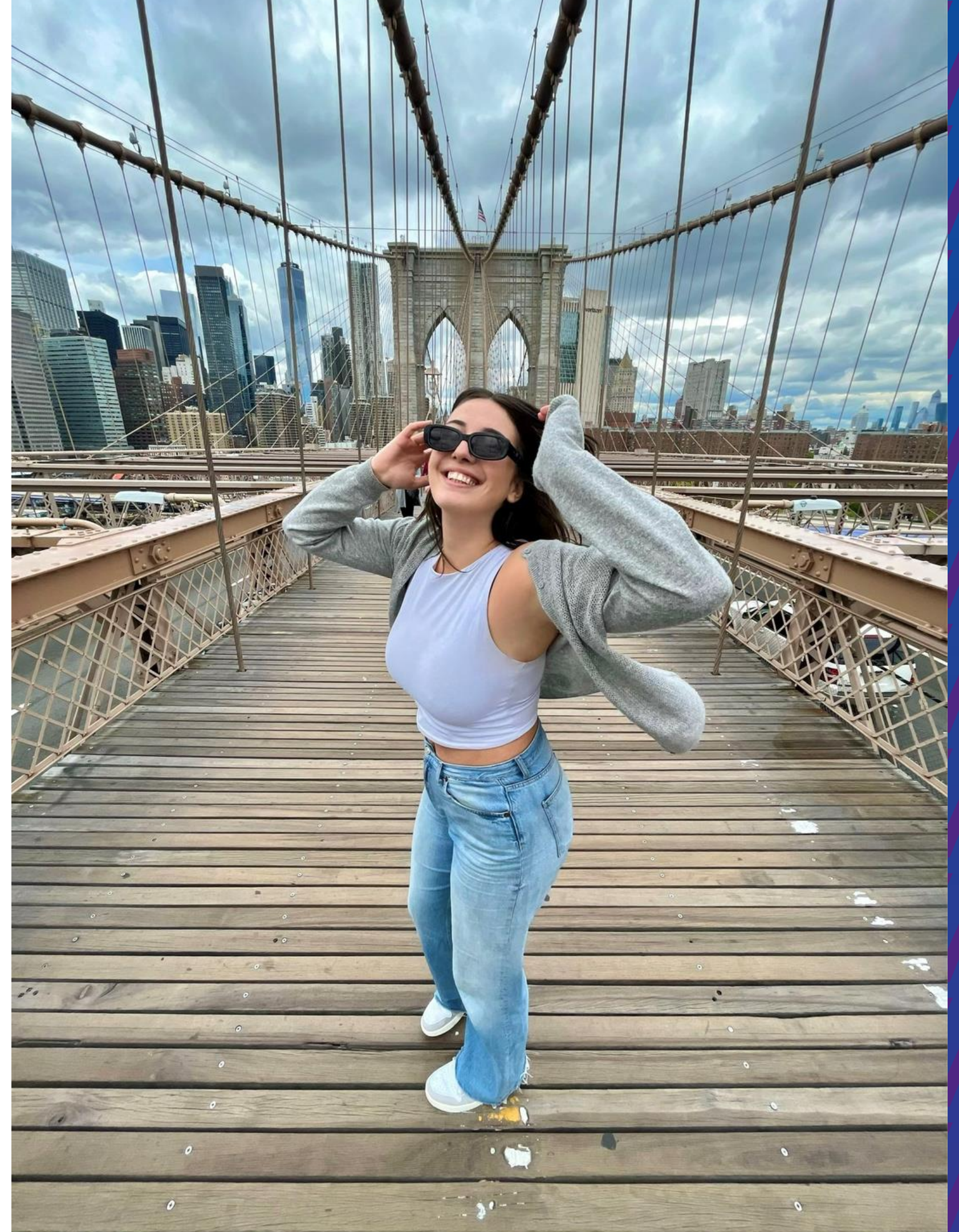


ALLIANCE ABROAD

Summer Work Travel
Pre-Departure
Orientation



Today's Agenda



**Sponsor Role
and Support
you'll receive
during
program**



**Summer
Work &
Travel
Program
Rules**



**Key
Reminders,
Safety Tips,
& Housing
Guidelines**



**Questions
& Answers**



Summer Work Travel Program Purpose

The purpose of this program is to provide foreign college and university students with opportunities to interact with U.S. citizens, experience U.S. 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.”

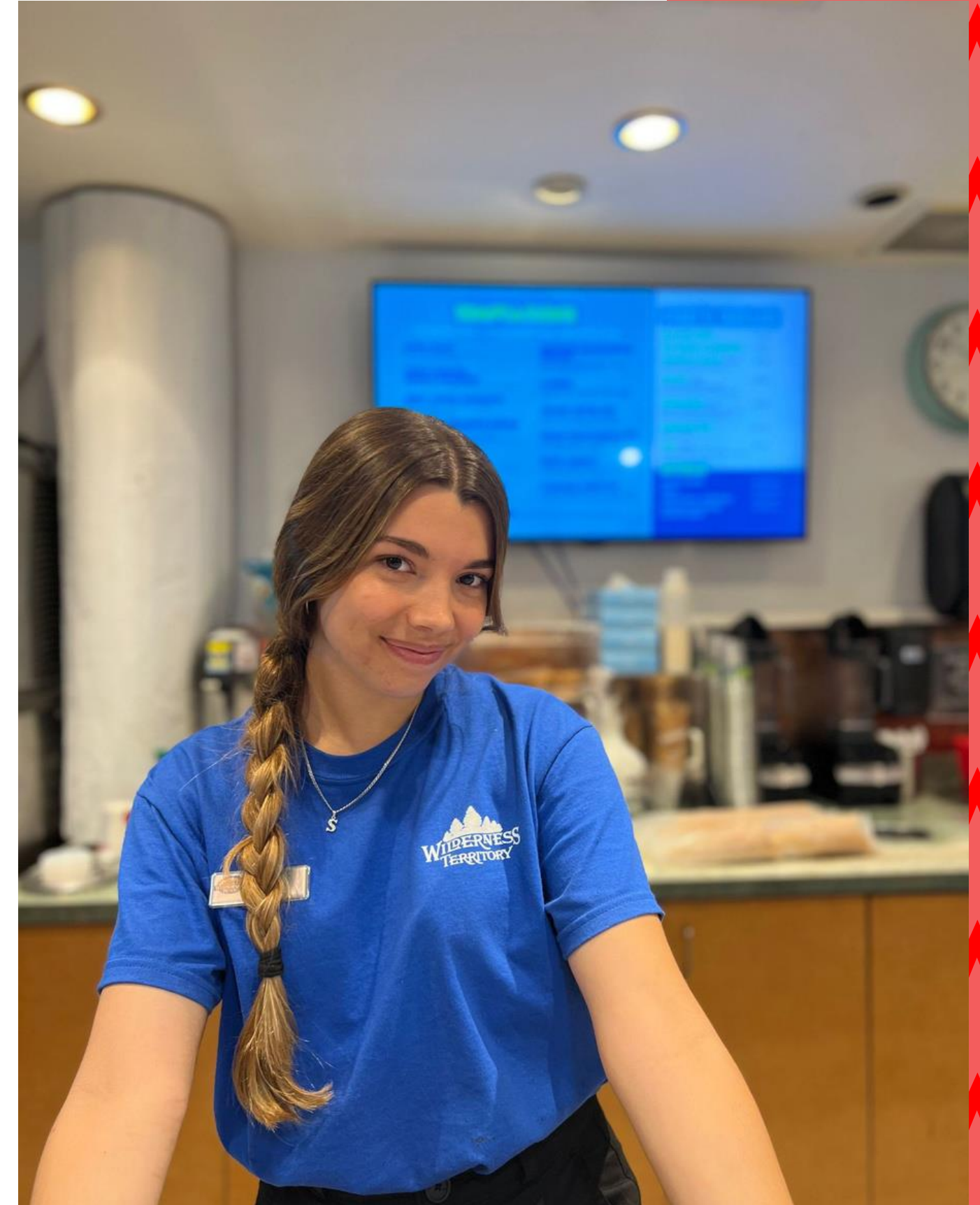
{62.32 (b)} Summer Work Travel



Program Overview

Program Requirements:

- You must be sufficiently proficient in English, able to successfully interact in an English speaking environment;
- You must be a student currently enrolled in and actively pursuing a degree or other full-time course of study at an accredited and ministerially recognized post secondary academic institution outside the United States;
- Job placements are considered entry level, and seasonal or temporary;
- Pay and benefits commensurate with American counterparts
- Program duration cannot be longer than 4 months
- Your J1 visa CANNOT be extended
- You may travel in the U.S. for 30 days after successfully completing your program, as long as the travel corresponds with university vacation dates.





Who's Who During Your Program

- Your Visa Sponsor or Program Sponsor- Alliance Abroad
- Partner Agency or Overseas Agency
- Host Company- Your employer where you are completing your program
- U.S. Department of State- part of the U.S Government that oversees the BridgeUSA Programs.





Who is ALLIANCE ABROAD

- U.S. Department of State Designated Sponsor for 5 BridgeUSA Programs with 30 years of industry experience
- Promoter of Cultural Exchange Opportunities
- We Help People Write Their Own Stories
- Headquarters in Austin, TX



Designated Sponsor's Obligations

- Comply with and educate all parties on BridgeUSA Program Regulations
- Train and provide personalized support to all program participants
- Monitor the safety, health and welfare of each Alliance Abroad-sponsored participant
- Provide effective 24-hour support to all program participants



Program Welcome Brochure

SUMMER WORK TRAVEL

The Summer Work Travel program enables *college and university students from around the world* to experience U.S. culture and share their culture and ideas with the people of the United States through temporary work and travel opportunities.



If you follow the guidelines listed in this brochure and those provided by your U.S. Sponsor, you should have a very safe and successful experience in the United States with memories to treasure for a lifetime.

IMPORTANT CONTACTS

**IN CASE OF EMERGENCY:*

PLEASE CONTACT YOUR U.S. SPONSOR

**IF YOU ARE IN DANGER:*

PLEASE CONTACT 911

**DEPARTMENT OF STATE EMERGENCY HELPLINE:*

1-866-283-9090

**DEPARTMENT OF STATE EMAIL:*
JVISAS@STATE.GOV

**NATIONAL HUMAN TRAFFICKING RESOURCE CENTER:*
1-888-373-7888

PLEASE CONTACT YOUR U.S. SPONSOR IF YOU ARE FACING ANY ONE OF THE FOLLOWING ISSUES:

1. EMPLOYMENT PROBLEMS: All employers in the United States must abide by state and federal labor laws that specify how much you must be paid, the hours that you may work and how your employer should treat you. In addition, participants should not be working in a prohibited placement. All jobs including second jobs **MUST** be vetted by the U.S. Sponsor before you begin to work. Please inform your U.S. sponsor if are looking for a second job.
2. CHECK-IN PROBLEMS: All participants **MUST** maintain contact with their U.S. sponsor every 30 days while they are in the United States. Failure to do so will negatively affect your program.
3. LIVING CONDITIONS ISSUES: Summer Work Travel participants are expected to have affordable, suitable, and safe living accommodations while in the United States, that meet local codes and ordinances.
4. TRANSPORTATION CONCERNS: It is important that you have reliable, affordable, and convenient transportation to your job.
5. LOST OR STOLEN TRAVEL DOCUMENTATION
6. MEDICAL EMERGENCIES AND ASSISTANCE WITH INSURANCE ISSUES: Medical insurance that is provided by or through your U.S. Sponsor has very specific rules that must be followed in order to assure payment of medical bills. Make sure you understand your insurance coverage.
7. INVOLVEMENT OF POLICE: If you find yourself involved with the police in any way and if you are the victim or perpetrator of a crime.
8. LACK OF CULTURAL ACTIVITIES: All participants must have the opportunity to engage in cultural activities and interact with Americans throughout the workday.

J-1 VISA EXCHANGE VISITOR PROGRAM: SUMMER WORK TRAVEL

WELCOME BROCHURE



U.S. Department of State
Bureau of Educational
and Cultural Affairs
2200 C Street, N.W.
Washington, D.C. 20522



HOW TO APPLY

PROGRAM SPONSORS DESIGNATED BY THE U.S. DEPARTMENT OF STATE OPERATE THE SUMMER WORK TRAVEL PROGRAM. FOR MORE INFORMATION, PLEASE VISIT OUR WEBSITE AT:
<http://j1visa.state.gov/>



Program Welcome Brochure

U.S. DEPARTMENT OF STATE CONTACT INFORMATION

Office of Private Sector Exchange (ECA/EC)

J-1 Visa Hotline (Emergencies): 1-866-283-9090

Fax Number: 202-453-8961

Email (General Inquires): jvisas@state.gov

Website: <http://j1visa.state.gov/>

Program Welcome Brochure Highlights

- Jobs that are Not Allowed
- Safety Tips & Preparation for a Successful Experience
- First Point of Contact: Your Designated Sponsor, Alliance Abroad



Your Rights as a Temporary Worker

You have the right to:

- Be treated fairly.
- Be paid for hours of work as listed on your Job Offer.
- Not be held in against your will.
- Not to have an employer keep your passport or other personal identification documents without your permission.
- Report harassment or wrong doing without retaliation.
- Not do something illegal or against the law even if an employer asks you.
- Seek justice in U.S. court systems.

Important Documents

Please keep these documents safe

- Passport & Visa
- DS-2019 Form
- I-94 Form
- Social Security Card
- Sponsor Letter
- Insurance ID Card (will be emailed to you)



Support Team

- Support team members dedicated to assist you while in the U.S.
- A direct contact to your designated sponsor (Alliance Abroad) that you can reach out to. They will address any questions you may have about your program or life in the U.S.

**...You will hear from
Support Team before
arrival in the United States!**

**For Emergencies,
call the 24 hour
Emergency Support Line
1-866-622-7623**

Regular inquiries: Please Submit a Support Ticket in Participant Portal



24 hr Support Line

Toll Free Number: 1 – 866 622-7623

Email: support@allianceabroad.com

Address: 2021 E 5th Street, #110 Austin, Texas 78704

Normal Business Hours: 8:30am – 5:30pm Central Standard Time

During Business Hours (8:30am-5:30pm CST), an Alliance Abroad Representative will be happy to assist you

After Business Hours (Evenings and Weekends): All health, safety and welfare emergencies will be patched through to Alliance Abroad Representative.

Messages will be taken for non-emergencies and will be responded to the next business day.

Responsible Officer: Adam Cooper

Alternative Responsible Officer: Zhanna Saparova



Emergencies

1-866-622-7623

Call us at any point if:

- You are lost on arrival.
- You are arrested.
- You are hospitalized with a serious injury.
- You are the victim of a violent crime or in immediate danger - **CALL 911 FIRST!**
- Another participant needs immediate help.



Non-Emergencies

1-866-622-7623

Call us during Business hours (Monday-Friday 8:30am-5:30pm) if:

- **You lose your passport or other documents.**
- **You have concerns about housing.**
- **You have employer concerns or you are fired from your job.**
- **If you leave a message, be sure to speak slowly and include:**
 - **Your Full Name**
 - **AAG ID number**
 - **Your Host Company Name**
 - **Phone Number where you can be reached**



Participant Handbook

Participant Handbook includes 40 plus pages of helpful information as you prepare for your program experience, including:

- Key Regulatory Responsibilities
- Safety Tips
- Employer Expectations
- Cultural Exchange Recommendations
- And much more...

<https://participants.allianceabroad.com/resources/>



Alliace Abroad Terms & Conditions



IMPORTANT: THIS IS A LEGALLY BINDING AGREEMENT. PLEASE READ THOROUGHLY AND SIGN AFTER COMPLETING THIS APPLICATION.

If you have any questions, please ask your Alliance Abroad Group (AAG) representative before you sign these Terms and Conditions. Neither voluntary nor willful ignorance will release you from your responsibilities.

Program Purpose: The purpose of this program is to provide foreign college and university students with opportunities to interact with U.S. citizens, experience U.S. 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.

Eligibility:

_____ Initial here certifies that:

- I am between the ages of 18 and 26 years.
- I am a full-time student at a post-secondary (college or university) institution outside the United States.
- If I am in my last year of studies, I will graduate not more than 3 months before I participate in the program.
- I will have successfully completed at least one semester, or equivalent, of post-secondary academic study.
- I must be on my official university holiday to participate; I am not allowed to leave school early or return to school late in order to participate in the program.
- I speak and understand English at an intermediate or higher level so that I will be able to succeed on my program. This will be determined by an in-person or Skype/Video Interview by my agency or sponsor.
- I will participate in cultural activities while living in the U.S. and will provide documentation of my participation to my sponsor.

Jobs Allowed Under the Program:

_____ Initial here certifies that I understand and agree that I will NOT work:

- As a camp counselor, nanny, au pair, or any position for which there is another category of J-1 visa.
- In any position that could bring shame, notoriety or disrepute to the Exchange Visitor Program.
- In a job that requires me to invest my own money for the purpose of door-to-door sales.
- Work as a taxi cab or riding chair drive or operator, as a driver or operator or as an operator of vehicles or vessels that carry passengers for hire and/or for which drivers' licenses are required.
- In any position related to clinical care that involves patient contact.
- In any position in the adult entertainment industry.
- In positions which require work predominantly from 10:00 pm to 4:00 am.
- In positions declared hazardous to youth as declared by the Secretary of Labor.
- In positions that require sustained physical contact with other people and/or adherence to the Centers for Disease Control and Prevention's Universal Blood and Body Fluid Precautions guideline.
- In positions that are substantially commission-based and thus do not guarantee that I will be paid.
- Minimum wage in accordance with federal and state standards.
- In positions involved in gaming and gambling that include direct participation in wagering and/or betting.
- In positions in chemical pest control, warehousing, catalogue/online order distribution, centers.
- In positions with traveling fairs or itinerant concessions.
- In positions in the North American Industry Classification System's (NAICS) Goods-Producing.
- Industry occupational categories industry sector 11, 21, 23, 31-33 numbers (set forth at http://www.bls.gov/ipeds/toplog_index_naics.htm).
- For my family or relatives in the U.S. is not allowed.
- In new or second jobs until they have been screened and approved by AAG.

J-1 Work/Travel Program Participant Terms & Conditions

General Agreements:

_____ Initial here certifies that:

- All of the information provided in this application is true to the best of my knowledge, and acknowledge that any false or misleading information may lead to immediate dismissal from the program.
- I will not begin work earlier than the Start Date or work beyond the End Date on my DS-2019 form.
- I will agree to the terms, conditions, start and end dates of my employment offer.
- I will do my best to complete the Work & Travel Program successfully. I understand that if I do not participate successfully, AAG will not allow me to continue to participate and that I must return home immediately at my own expense.
- If I cancel or change my program and that if any refund is due to me, it will be granted through my home country agency 4-6 weeks after the end of the season.
- I will cooperate with AAG staff and to follow any instructions they may give me. If I do not do so, I understand that I may not be allowed to continue my program.
- I will comply with all medical vaccination and immunization requirements.
- I will obey all U.S. federal, state, and local laws. If I break the laws, I understand that AAG cannot help me and that I will be terminated from my program.
- If my placement is self-arranged or requires that I locate my own housing, I must submit proof of my housing address to my local agent and AAG at least 30 days prior to my arrival in the U.S.
- Pregnant applicants may not participate in any AAG programs because I will not be granted a visa if I am pregnant. I agree that if I become pregnant or am found to be pregnant while on the Work & Travel Program, I will return home immediately at my own expense.
- I have no medical or psychological condition which will prevent me from doing the job I agreed to. This includes allergies or injuries. If I cannot complete my job duties due to a pre-existing condition I will be required to return home immediately.
- AAG sends my visa updates and other important messages through the email address I submitted on my application. I agree to check my email at least once a week and respond to AAG within 48 hours if requested.
- All photos or testimonials provided to AAG during my participation in the program can be used for AAG promotional purposes unless I decline and provide written notification.
- AAG may provide a participant's information to third parties for marketing purposes.
- AAG is the sponsor of my visa and is here to support me throughout my program. If I am having any issue with my program that is affecting my health, safety or welfare, I will contact my AAG Outreach Coordinator or AAG's Emergency Line (1-800-448-5542) immediately.
- I will receive at least a monthly inquiry from AAG regarding the status of my program experience, possibly more often, and that I am required by the Department of State to respond to at least the monthly inquiry in the manner requested by AAG.
- AAG may terminate my visa if I fail to comply with reporting my arrival, U.S. home address, change of address, do not respond to the monthly check-in or if I start work (second job or new job) at a placement not verified by AAG.

Application and Visa Process:

_____ Initial here certifies that:

- I should submit a complete application and full payment of at least 4 weeks prior to the date I plan to arrive in the U.S. to begin my program. If I submit my application late, I will not hold AAG responsible for any delay in my visa process or any cancellation of my job.
- I have a valid passport and I will bring all necessary documents that I am instructed to have for visa

application. I understand my DS-2019 form is NOT a visa and that I must take the DS-2019 form and other required documents to the U.S. Embassy or consulate to apply for a J-1 visa in my home country.

- I cannot participate in the Work & Travel Program without a valid J-1 visa in my passport.
- The J-1 Work & Travel visa cannot be extended beyond the date on the DS-2019 form for any reason.
- I am responsible for good care of DS-2019 form and for the cost of replacing the lost or damaged form (\$100 USD). I will notify my home agency or AAG immediately if a replacement DS-2019 form is needed.
- Once I arrive in the U.S. AAG cannot amend the program dates as listed on DS-2019 for any reason and it is my responsibility to check prior to travel that the dates and all information are correct.
- If I need to leave the U.S. at any point in my program I must have the Travel Validation section of my DS-2019 form signed by one of AAG's Alternate Responsible Officers.

Work:

_____ Initial here certifies that:

- By accepting a position, I am making a commitment to that Host Company. If I leave before my commitment has ended without written permission from the Host Company and from AAG, I put my visa at risk and may not be allowed to continue my program.
- If I have an AAG job placement, I will contact my Host Company according to the instructions requested in my Job Offer.
- I must follow my Host Company's Handbook Guidelines and general rules and policies.
- If I work outdoors, I may not be scheduled to work in times of bad weather and agree to arrive with sufficient funds to cover my expenses.
- If I accept an AAG job placement, I am committing to work at that placement throughout the dates requested on the Job Offer.
- I will not be allowed to continue my program if I break the contract between myself, AAG, and my Host Company.
- If I am fired from my job for any specific reason concerning my English level, attitude or actions, I may not be allowed to continue my program and must return home immediately at my own expense.
- If it is my responsibility to contact AAG immediately if I am having problems at my job that may lead to me being fired from job or breaching my agreement.
- I may not change my job without permission from my Host Company and from AAG.
- Work & Travel participants are paid the same amount as American workers in the same jobs.
- Federal minimum wage in the U.S. is \$7.25 per hour for most jobs and \$2.13 per hour plus tips for jobs that include gratuity. State minimum wages may be higher. In which case the State minimum wage will prevail.
- Federal, state, and local law dictate when I must be paid a different pay rate for overtime work, and I agree to contact AAG if I suspect my employer is not abiding by its overtime pay obligations.
- It may take 4-6 weeks to receive my Social Security card, but that my host company is required to pay me for time worked. I will contact AAG immediately if I have any problems with applying for Social Security or receiving payment from my host company.
- I must contact AAG immediately if I am not receiving the hours confirmed on my job offer, am not being paid appropriately, if overtime payment is required, or if I have any other concerns related to the conditions of my job offer not being met.

Insurance: Please initial by each statement to certify understanding that:

_____ Initial here certifies that:

- I must have appropriate medical and travel insurance while I participate in the Work & Travel Program and agree to accept the insurance plan provided by AAG.



J-1 Work/Travel Program Participant Terms & Conditions

- My insurance policy covers only the period of time listed on my DS-2019 (one day before and one day after) and that I am responsible for extending my insurance if I wish to travel for up to 30 days after the period on my DS-2019 form.
- My medical insurance provided by AAG does not cover any medical conditions that exist prior to my departure (pre-existing conditions).
- I must contact my insurance company prior to seeking treatment unless it is an emergency. The phone number 1-800-251-1712.
- The medical coverage provided by AAG covers me in accidents from participation in snow sling but no other extreme sports. If I plan to participate in extreme sports, I understand that I need to purchase additional insurance that will cover me for these activities.

Participant Expenses:

_____ Initial here certifies that:

- I understand I am responsible for all of my own travel expenses, including travel within the U.S.
- Agree to bring a minimum of \$750 USD cash or travelers checks in addition to any money needed for domestic travel, required housing deposit or rent because I may not receive my pay until at least 2 weeks after I have started working.
- I agree to provide proof of my financial ability upon request, which may include but not be limited to copies of bank account statements, pay stubs, deposit slips, or traveler's checks.
- I understand that I must respect the property of my Host Company and housing facilities and agree to pay for any damage I may cause.
- I understand that if I am evicted from my housing or move out of housing offered by my employer or AAG, I may not be allowed to continue my Work & Travel Program.

Arrival and Orientation:

_____ Initial here certifies that:

- I agree to participate in all scheduled orientation sessions held by AAG and my home country agency.
- I understand that this scheduled orientation may be held either in my home country, in the U.S. or online according to AAG's schedule.
- I agree to notify AAG if I have not received all of the following information before I depart my home country:
 - (1) A copy of the Department of State's Summer Work Travel Participant Letter
 - (2) A copy of the Department of State's Summer Work Travel Program Brochure
 - (3) The Department of State's toll-free help line telephone number
 - (4) AAG's 24/7 immediate contact telephone number
 - (5) Information advising me of my obligation to notify my sponsor within ten days after I arrive in the United States and within ten days after I initially secure or change residence;
 - (6) Information advising me that I may not begin working at initial, replacement, or additional jobs until my sponsor has verified the terms and conditions of such employment and fully verified my host employer;
 - (7) For participants with jobs secured prior to departing from selected home countries, documentation explaining the terms and conditions of the job and information about available housing and transportation to and from work;
 - (8) Information explaining the cultural component of the Summer Work Travel Program, including guidance on how to best experience U.S. culture and/or descriptions of cultural opportunities arranged by the sponsor; and
 - (9) Information explaining that sponsor will terminate the programs of participants who fail to comply with

- reporting arrival;
- reporting changes of residence;
- not starting work at unverified jobs;
- responding to sponsor monthly outreach/monitoring efforts.

- I agree to confirm my arrival information online as soon as I have it, with at least two weeks' notice prior to my arrival in the U.S.
- I agree to provide onward travel information from my part of entry airport to my host company and confirm my exact date of arrival to my host company at least two weeks before my arrival.
- After arrival in the U.S. but before going to my Host Company, I will call my employer to ensure that they know when I am coming and to make arrangements for arrival.
- I understand that I can arrive at my host company no more than a week prior to the start date on my DS-2019 with permission from the host company.
- I understand that cultural information about my community (transportation, libraries and other useful information) can be found on the AAG website www.allianceabroad.com.

SEVIS (Student & Exchange Visitor Information System) and I-901 SEVIS fees:

_____ Initial here certifies that:

- I must pay a separate SEVIS fee of \$35 USD to the U.S. Government. This fee is not refundable after my DS-2019 form is issued for any reason, including visa denial.
- The SEVIS fee payment receipt (I-901) must be presented to consular officials during the visa application process.
- I MUST to contact AAG within 3 days of my arrival to the U.S. in order to report my arrival and current residential address (the physical address of where I live in the U.S.) for SEVIS. This should be done through the AAG website: http://www.allianceabroad.com/participants/updates_for_visas.aspx.
- If I wait longer than 3 days to contact AAG, SEVIS will not have my correct information and Social Security will not be able to process my application for a card.
- My program may be at risk if I do not visit the AAG website to report my current work and home addresses within 3 days of my arrival or if my home address changes during my program.
- If I am reported as Out of Status or Terminated with the SEVIS system, I cannot be reinstated and that this may have consequences for future visa requests.

Job Cancellation - Please initial by each statement to certify understanding that:

_____ Initial here certifies that:

- No position can be guaranteed and that from time to time, employers may cancel or reduce the number of participants they can employ, either before or after I leave my home country for a variety of reasons.
- AAG will do the best it can to stay in touch with these employers and communicate any changes to me and my home agency as quickly as possible.
- AAG will make an attempt to find another job for me as close as possible to my original job, in terms of type of position, wage, location and conditions. However, AAG cannot guarantee an equivalent job, or similar job in the same region as last job.
- In cases where a similar job cannot be offered by AAG, I will be offered the option of accepting a different AAG placement or finding my own job. AAG will provide resources to assist me with finding my own job, if that is the option I choose.
- AAG is not responsible for loss of wages, location transfer costs, or any other transportation or accommodation expenses incurred due to job cancellation.
- If I would like to change my job or find a second job after arriving in the U.S., I will report the change immediately. An AAG report will be sent back to a sponsor

updated job information. I understand that AAG must approve and verify my initial, replacement or additional job placement within 72 hours before I can begin employment.

- If I am a self-arranged participant, with a position arranged by myself or my home country agency, and my job is cancelled, I will be offered support (within material) to assist with finding a new job, but I may not be offered an AAG placement.

Agreement to Solely Use Alternative Dispute Resolution

I agree that any dispute, claim, controversy, or other matter in question between the parties hereto arising out of, or in any way related to this agreement or any breach or termination of this agreement, any dealings or relationships between the parties, whether past or present shall be settled by binding arbitration administered under the rules of the American Arbitration Association. The laws of the State of Texas, USA shall govern the construction of this agreement. The locale of the arbitration proceeding shall be Austin, Texas. A demand for arbitration shall be made within a reasonable time after the dispute, claim, controversy, or other matter in question has arisen. In no event shall the demand for arbitration be made after the date when institution of legal or equitable proceedings based on such claim, controversy, dispute or other matter in question would be barred by the applicable statutes of limitations. There shall be only one arbitrator. The decision of the arbitrator shall be final and binding on both parties and the award of the arbitrator shall be enforceable according to law. Any award issued by the arbitrator shall be enforceable by any competent court having jurisdiction over the party against which it is entered in accordance with the terms of the NEW YORK (NY) CONVENTION FOR THE RECOGNITION AND ENFORCEMENT OF FOREIGN ARBITRAL AWARDS. The terms and provisions of this paragraph shall survive any breach or termination of this agreement.

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My Initial above and my signature below confirm that I have read, understand and agree to abide by the rules, terms and conditions of AAG Work & Travel Program. In signing these Terms and Conditions, I acknowledge that I have read, understood and agree to all of the terms and conditions with my own free will as stated above.

Print Participant's Name:

Participant's Signature:

Date:



Participant Terms & Conditions

You've signed the Alliance Abroad Terms and Conditions to join the program. The terms and conditions cover important details about your program including:

- By accepting the job offer you are making a commitment to your host company.
- You confirmed that you have no medical conditions that might prevent you from performing required job duties.
- No position can be guaranteed. It's important to understand that the Host Company may cancel or reduce the number of participants they can employ either before or after you leave your home country.
- You should bring, or have access to, a minimum of \$1,500 US Dollars in addition to your housing deposit and any associated rent fees per your housing agreement.
- Throughout the duration of your program, you should have access to \$1,000 US Dollars for any emergencies, unexpected or unplanned expenses.
- It is your responsibility to call AAG at 1-866-622-7623 if you have any concerns or problems during your program.
- All photos, videos or testimonials provided to Alliance Abroad during or after your program can be used for promotional purposes unless you choose to decline with a written statement to Alliance Abroad



TOP 10 PROGRAM STEPS & RULES TO REMEMBER



STEP 1: Read your Job Offer Letter

Read your Job Offer letter in its entirety.

Pay attention to:

- Program Dates
- Job requirements
- Hours
- Pay
- Host Company Requirements
- Housing Information
- Arrival instructions

This information is provided to you, to ensure that you have a successful start to your program.



STEP 2: Understand Your Housing

Alliance Abroad or the Host Company has provided you with temporary or permanent housing options listed in your Job Offer.

If you have housing arranged by the Host Company, be sure you know the deposit requirements. If your housing is Host Company provided/Host Company assisted, you may not find your own housing.

If your housing is Participant Arranged, please arrange and confirm your Housing BEFORE you depart for the United States. You must have housing for the entire duration of your program. If you arrive in the US without pre-arranged and confirmed housing, you will have to stay in a nearby hostel/motel and pay for your room per each day, which is very expensive.

Make sure you know if your housing rent cost includes utilities (gas, water, electricity, wifi, etc), or if you have to plan for these additional expenses.

Once you make a commitment to housing, please understand that you are obligated by U.S. law to pay rent on time and through the end of your contract/lease. Bring enough money to cover your housing deposit and first month's rent.

If you change your housing during your program you are required to update AAG with your new address within 10 days.



STEP 3: Bring Enough Money

In the Participant Terms and Conditions you signed, you agreed to bring enough money with you to support yourself until you receive your first paycheck. You may not get paid for several weeks after you have started working.

Alliance Abroad recommends that **you bring at least \$1,500** to cover your initial living expenses.

Please note: The Alliance Abroad recommended amount of \$1,500 does not include the cost of traveling to your job site or any initial housing costs (first month rent and the deposit).

In addition, you must always have access to at least \$1,000 at any point throughout your program, for any unexpected or unforeseen expenses.



STEP 3: Bring Enough Money

Explore the cost of living in your new city as well as the average costs of restaurants, grocery stores/markets, transportation, utilities and sports and leisure offerings.

To determine average cost of living in the area where you will be completing your program, please visit:

https://www.numbeo.com/cost-of-living/country_result.jsp?country=United+States

EXAMPLE FOR AUSTIN TEXAS



Coke/Soda/Sprite	\$2.36
Bottle of water	\$1.79
Milk- One Gallon (3.8 L)	\$4.06
Eggs- One Dozen (12)	\$3.59
Loaf of Bread	\$2.49
Meal- Fast Food Meal Combo	\$8.70
Meal- Inexpensive Restaurant	\$17.00
Bus Ticket- One Way Only	\$1.38
Gas- One Gllon (3.8 L)	\$3.95
Basic Utilities (gas, water, electricity) per month	\$151.96
Apartment- 1 Bedroom	\$1,519
Internet	\$64.98
Cinema- 1 Movie Ticket	\$12.75



STEP 4: Register With Sevis

Submit your Arrival Information to Alliamce Abroad and your Host Company as soon as you book and confirm your ticket. You may provide this information by going to your Participant Portal: <https://aag.hanovercrm.com/>

After you arrive in the US, you MUST register in the SEVIS system within 3 days:

- Login to your profile in [Participant Portal](#) and go to Housing section first
- Provide your U.S. home address, including your apartment or room number (where you sleep)
- Proceed to the SEVIS Check In section and complete your SEVIS Check-In

You cannot register with SEVIS before the start date on your DS-2019 form

SEVIS registration is required to maintain good status with the U.S. Government. Failure to Register with SEVIS may have serious consequences for your program.

SEVIS registration is necessary to apply for Social Security card. If you do not register in time, your Social Security card will be delayed.

You must notify Alliance Abroad within 10 days if your housing address, email or US phone number changes during your program.

You can submit this information in Participant Portal.



STEP 5: Apply For A Social Security Number

Be sure to apply for a Social Security Number at the beginning of your program! It can sometimes take up to 2 months to receive your Social Security card in the mail. If you wait too long to apply, your application will be rejected. Here are the steps you should follow:

- Complete your SEVIS Registration
- Find your [local Social Security](#) Office. Contact the local Social Security Office to find out if you need to make an appointment.
- Complete the Online Social Security Number Application Process to help speed up your appointment with Social Security. You will still need to visit in person to present your documents, but this will reduce the amount of time you spend at the Social Security Office. (<https://www.ssa.gov/number-card/request-number-first-time>) **BE SURE TO SAVE YOUR APPLICATION NUMBER.**
- Or complete a paper application: <http://ssa.gov/online/ss-5.pdf>

Visit the Social Security Office and Bring Your:

- Completed online application receipt/number or your completed paper application
- Passport/ Visa
- Sponsor letter
- Job Offer Letter (Company Specific)
- DS-2019
- Electronic I-94 record print out (can be printed at the following link <https://i94.cbp.dhs.gov/I94/#/home>)

Provide your Host Company address on the Social Security application form. Keep your Social Security application receipt and show it to Host Company.



SOCIAL SECURITY ADMINISTRATION Application for a Social Security Card

Form Approved
OMB No. 0960-0066

1	NAME TO BE SHOWN ON CARD		First	Full Middle Name	Last
	FULL NAME AT BIRTH IF OTHER THAN ABOVE		First	Full Middle Name	Last
	OTHER NAMES USED				
2	Social Security number previously assigned to the person listed in item 1		[] [] [] - [] [] - [] [] []		
3	PLACE OF BIRTH (Do Not Abbreviate)		City	State or Foreign Country	FCI
4	DATE OF BIRTH		MM/DD/YYYY		
5	CITIZENSHIP (Check One)		☐ U.S. Citizen ☒ Legal Alien Allowed To Work ☐ Legal Alien Not Allowed To Work (See Instructions On Page 3) ☐ Other (See Instructions On Page 3)		
6	ETHNICITY Are You Hispanic or Latino? (Your Response is Voluntary)		☐ Yes ☐ No		
7	RACE Select One or More (Your Response is Voluntary)		☐ Native Hawaiian ☐ American Indian ☐ Other Pacific Islander ☐ Alaska Native ☐ Black/African American ☐ White ☐ Asian		
8	SEX		☐ Male ☐ Female		
9	A. PARENT/ MOTHER'S NAME AT HER BIRTH		First	Full Middle Name	Last
	B. PARENT/ MOTHER'S SOCIAL SECURITY NUMBER (See instructions for 9 B on Page 3)		[] [] [] - [] [] - [] [] []		☐ Unknown
10	A. PARENT/ FATHER'S NAME		First	Full Middle Name	Last
	B. PARENT/ FATHER'S SOCIAL SECURITY NUMBER (See instructions for 10B on Page 3)		[] [] [] - [] [] - [] [] []		☐ Unknown
11	Has the person listed in item 1 or anyone acting on his/her behalf ever filed for or received a Social Security number card before? ☐ Yes (If "yes" answer questions 12-13) ☐ No ☐ Don't Know (If "don't know," skip to question 14.)				
12	Name shown on the most recent Social Security card issued for the person listed in item 1		First	Full Middle Name	Last
13	Enter any different date of birth if used on an earlier application for a card		MM/DD/YYYY		
14	TODAY'S DATE MM/DD/YYYY		15 DAYTIME PHONE NUMBER Area Code Number		
16	MAILING ADDRESS (Do Not Abbreviate)		Street Address, Apt. No., PO Box, Rural Route No. City State/Foreign Country ZIP Code		
I declare under penalty of perjury that I have examined all the information on this form, and on any accompanying statements or forms, and it is true and correct to the best of my knowledge.					
17	YOUR SIGNATURE		18 YOUR RELATIONSHIP TO THE PERSON IN ITEM 1 IS: ☐ Self ☐ Natural Or Adoptive Parent ☐ Legal Guardian ☐ Other (Specify) _____		
DO NOT WRITE BELOW THIS LINE (FOR SSA USE ONLY)					
NPN		DOC	NTI	CAN	ITV
PBC	EVI	EVA	EVC	PRA	NWR DNR UNIT
EVIDENCE SUBMITTED			SIGNATURE AND TITLE OF EMPLOYEE(S) REVIEWING EVIDENCE AND/OR CONDUCTING INTERVIEW		
			DATE		
			DCL DATE		

Example Social
Security
Application
Form



Electronic I-94 Form

At the Port of Entry you were issued an Electronic I-94 Form. To retrieve your form, visit the Customs & Border Protection website:

<https://i94.cbp.dhs.gov/I94/#/home>

- Make sure you have a stamp in your passport
- Wait 24 hours after arrival to the U.S.
- Print 2 copies from the website above
- Bring a copy when applying for your Social Security Card



The screenshot shows the U.S. Customs and Border Protection website interface for retrieving an I-94 form. At the top, there is a header with the U.S. Department of Homeland Security logo and the text "U.S. Customs and Border Protection" and "Securing America's Borders". Below the header, there are two tabs: "Get I-94 Number" and "I-94 FAQ". The "I-94 FAQ" tab is selected. Under the "I-94 FAQ" tab, there is a section titled "Admission (I-94) Number Retrieval". Below this section, the following information is displayed:

Admission (I-94) Record Number: 69000888062

Admit Until Date (MM/DD/YYYY): 10/10/2012

Details provided on Admission(I-94) form:

Family Name:	LI
First (Given) Name:	LYDIA
Birth Date (MM/DD/YYYY):	01/01/1990
Passport Number:	P123123213
Passport Country of Issuance:	Mexico
Date of Entry (MM/DD/YYYY):	04/11/2012
Class of Admission:	B1



STEP 6: Complete Monthly Check-In

Each month, Alliance Abroad will remind you to complete Monthly Check In. You must complete this Check In before the 20th day of each month during your program.

- **Monthly Check-In is a mandatory part of your program and is required by the U.S. Department of State (U.S. Government).**
- **Not completing Monthly Check-In could put your program status at risk of termination, so please take this requirement seriously.**
- The link to Monthly Check In is located on your profile in [Participant Portal](#). While completing your Monthly Check-In, you must inform us of any changes to your housing address, email and phone number.

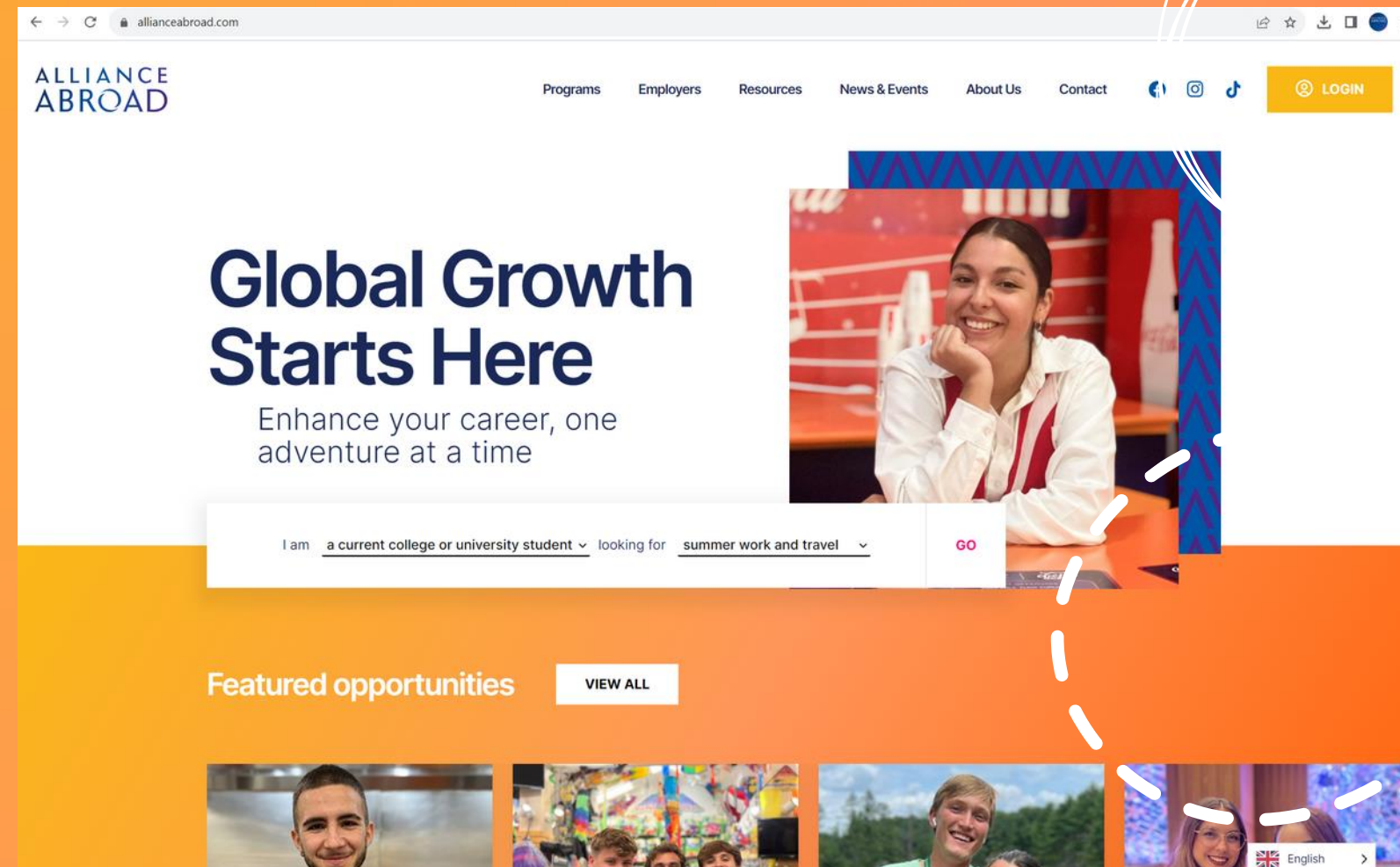


Monthly Check-In

Regulatory DOS Requirement

- Are you Safe?
 - Enjoying your Program?
 - Do you have a Second Job?
 - Do you have a New Address?
 - Cultural Activities? Give details.
-
- You will receive an email reminder on the first of every month with the link.
 - Takes a few minutes to complete
 - Please complete before the 20th day of each Month.

Failure to complete Monthly Check In each month may result in your program termination



ALLIANCE
ABROAD

Sign in to your account

Email Address

Password

SIGN IN

FORGOT YOUR PASSWORD?

STEP 7: Pre-Approve Your 2nd Job

If you want to seek a second job you must get pre-approval from Alliance Abroad prior to beginning work to ensure that the job meets regulatory requirement of your J-1 visa.

- DO NOT start a second job without Alliance Abroad's verification and approval. Doing so could be grounds for termination of your program.
- To request pre-approval, please report your Second Job by submitting a Support Ticket in your profile in [Participant Portal](#).
- You are NOT authorized to work at your second job, until Alliance Abroad informs you that your second job is approved.



STEP 8: Communicate with your HC

If you are experiencing any issues at your Host Company, you need to make sure your Host Company is aware of this. By doing so, you are giving the Host Company an opportunity to address the issue and help you have a successful experience at work.

- Please request to meet with your Human Resources representative and bring up your questions and concerns related to your job. Contact Alliance Abroad after you met with your Human Resources representative and if the issue or concern has not been resolved.
- Please contact Alliance Abroad at any time if you have any problems or concerns with your placement. It is very important to contact us before making the decision to leave your Host Company or quit your job. Doing so without communicating with Alliance Abroad will put your program status at risk.
- Remember that you may not begin working at your Host Company until the start date on your DS-2019 form.



STEP 9: Participate in Cultural Activities

Alliance Abroad highly encourages you to participate safely in as many cultural exchange opportunities as possible.

- Alliance Abroad will provide you with some opportunities and ideas for experiencing American culture in person and virtually during your program
- We encourage you to explore the area on your own and safely, whether it is trying out the different foods in your area, exploring outdoors, or even attending an online museum tour.”
- Share your experience during your Monthly Check-In, on our Facebook page or by emailing us. We are excited to hear your stories and see pictures from your adventures!



STEP 10: Understand Your Insurance

The Health Care System in the United States is very different from other countries

- Your Insurance coverage starts 5 days before your DS-2019 start date and ends 5 days after your DS-2019 end date.

Insurance Company: Envisage Global Insurance/ Point Comfort (United Healthcare network)

Insurance Phone Number: 1-833-483-0001

- Your insurance is with Envisage Global Insurance and it is administered by Point Comfort. Your insurance is part of United Healthcare provider network.
- You will receive your personalized insurance card via email from the insurance company. Save the card, so you can easily access it.
- You can request to have a Teladoc telemedicine appointment to speak with a doctor via an app. You must call insurance company to use Teladoc.
- **Call your insurance company before going to the medical facility. If you do not call the insurance company first, your medical claim might be denied and you will be responsible for all your medical bills.**
- The insurance company will assist you with locating a doctor and medical care provider in your area. If it is an emergency you should go to the emergency room first and contact the insurance company before you receive medical attention.
- **Always take your insurance card, passport, and DS-2019 form with you when you go to the doctor.**
- When you go to the doctor, you will have to pay a fee for the first visit and an additional fee for each follow up visit. This cost is called a deductible and it is normal for every insurance company. Your deductible for Urgent Care and doctor's office visit is \$75 per visit.
- Only go to a hospital in a true emergency: The deductible (fee) for a hospital is \$350 and this fee is waived if you are admitted to the hospital.



STEP 10: Understand Your Insurance

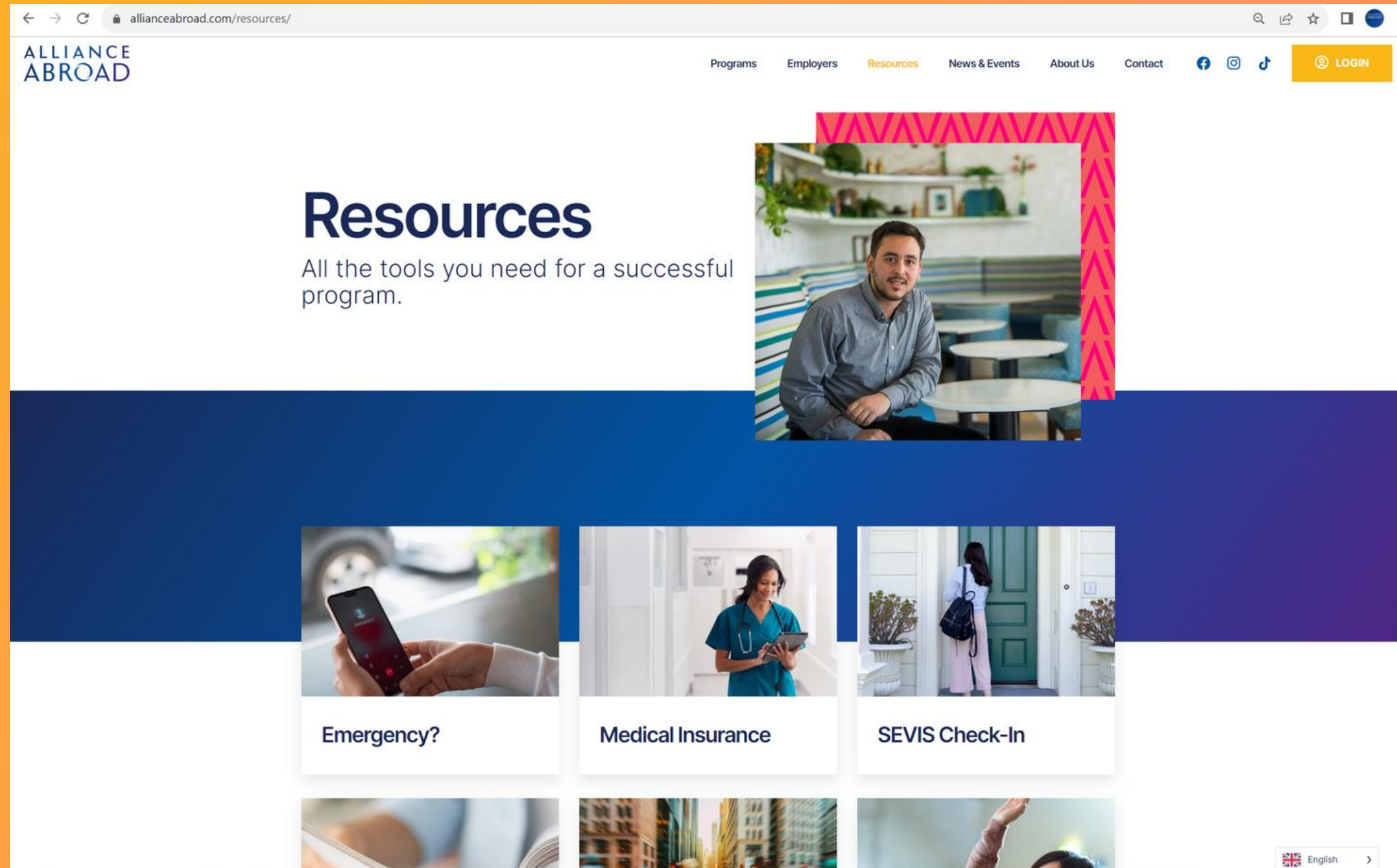
Very Important:

- Even with insurance coverage, medical care in the U.S. is NOT free. You will still be expected to cover a portion of the cost of your medical care.
- Always call the insurance company first at **1-833-483-0001** before seeking medical treatment to complete prenotification process. The insurance company will help you locate a clinic or hospital in your area that accepts your insurance.
- After receiving medical attention, you must submit your discharge paperwork and questionnaire via Student Zone portal within 24 hours of you receiving medical attention.
- If you do not call first for prenotification process and do not provide your discharge paperwork within 24 hours of receiving medical attention, your medical claim may be denied and you will be responsible for all medical bills. Medical care in the U.S. is very expensive so this may mean thousands of dollars in bills.



STEP 10: Understand Your Insurance

Please visit Alliance Abroad website for additional information about your insurance and process to follow if in need of medical attention during your program:



If you have questions about your insurance, please contact AAG



Insurance Cover Exclusions

Your Insurance Does Not Cover:

- Dental & Vision
- Pre-existing disease or conditions or complications from past injuries
- Pregnancy
- Involvement in hazardous activities including
 - motorsports
 - flying
 - hang-gliding
 - sailing and underwater sports and hobbies
 - jumps from height
 - climbing
- Injuries due to accidents while under the influence of drugs or alcohol.
- Skiing and snowboarding injuries obtain off the official trails or while not wearing proper gear



What To Do If You Need Medical Attention

Identify if you have an Emergency or Non Emergency situation.

<u>EMERGENCY</u>	<u>NON-EMERGENCY</u>
• I've been in an accident • I broke my arm / leg • I'm in severe pain	• I have a sore throat • I have back pain • I have an ear ache • I have a rash on my body



Steps To Take in Non-Emergency Situations

- Start with **Teladoc** telemedicine (virtual appointment) for non-emergency concerns. Call **Point Comfort at 1-833-483-0001** to schedule an appointment—it's often the fastest and most cost-effective option.
- For minor issues, you may also visit a pharmacy. A pharmacist can recommend over-the-counter medication (consultation is free; you pay for medication).
- If in-person care is needed, **call Point Comfort at 1-833-483-0001 first** to get authorization and find an in-network Urgent Care clinic. If you do not call in advance, your claim may be denied.
- Before visiting Urgent Care, confirm the clinic's hours. Bring your passport and insurance information, and be prepared to pay a **\$75 co-pay**.



Steps To Take in Emergency Situations

- Call Point Comfort at **1-833-483-0001** if you can. If you are unconscious and unable to call prior to going to the emergency room, you must call the insurance company as soon as you regain consciousness.
- Go to the nearest Hospital Emergency Room.
- Please make sure to have your passport and insurance card with you.
- You also need to be prepared to pay a \$350 fee. If you are admitted to the hospital and kept overnight, the \$350 fee is waived.
- Contact Alliance Abroad Group by calling our 24 Hour Support Line: 1-866-622-7623

Important

The hospital will need to contact the insurance company at 1-833-483-0001 to receive preauthorization for any surgical procedures and/or medical procedures

You must call the insurance company at 1-833-483-0001 and inform them of receiving medical attention. If you fail to do so, your claim will be denied and you will be responsible for all your medical expenses.



Your Safety During The Program

YOU- are the #1 person responsible for your safety and well-being

- Stay Informed and make informed decisions
- Use good judgement and common sense
- Trust your instincts
- Ask for Help if needed
- Follow the U.S. Laws!



General Safety Tips

- Always keep your valuables close to you or in a concealed place.
- Do not carry large amounts of cash and do not expose it in crowded places.
- Travel in a group or go out with a friend as much as possible.
- Do not use ATM machines in the dark, especially if you are alone.
- Make sure to have copies of all your important documents with you, and keep your originals in a safe place.
- Be aware of your surroundings.
- Do not behave in ways which may bring attention to others or someone who might try and take advantage of you.
- Avoid disclosing personal information on social media. Never post photos of your Social Security Card and/or paychecks on social media.
- Never post inappropriate photos of yourself or your friends on social media.
- Never invite strangers to your housing.



Walking Safety Tips

Many of you will be walking a lot during your program to get around.

- Follow the rules of the road!
- Walk against traffic, so you can see vehicles coming towards you.
- Use crosswalks & sidewalks
- Pay attention – no calls or texting
- Look both ways when crossing the street
- Wear bright, reflective clothing to ensure you are visible
- Wear appropriate clothing and prepare for bad weather (rain, snow, high heat, extreme cold).



Biking and Scooter Safety Tips

- Riding your bike or scooter can be a great way to exercise & get around.
- Biking or scooting also has risks, because you are sharing the road with motorized traffic.
- **ALWAYS WEAR A HELMET! Insurance will not cover any injuries sustained while not wearing a helmet**
- Always inspect your bike or scooter before getting on it. Make sure that the breaks are working
- Follow the rules of the road! In most states you should ride with the flow of traffic and yield when entering a roadway
- Make sure that your bike or scooter has front lights and proper reflectors
- Wear appropriate clothing: no flip flops, wear bright reflective clothing so you are visible to the car drivers on the road
- Always lock up your bike
- Take extra caution in bad weather (rain, snow, high heat, extreme cold).



Swimming Safety Tips

Swimming is a lot of fun, but can be dangerous. Here are a few tips to keep you safe:

- Learn to swim
- Never swim alone!
- Learn to perform CPR if you can
- Never dive head first into shallow or water where you cannot see the bottom.
- Never swim under the influence of drugs or alcohol
- Make sure there are lifeguards on duty
- Read and follow posted signs and rules
- Follow lifeguard's instructions



General US Laws To Follow

Drugs & Alcohol

- Never drink under the U.S. legal age of 21
- Never purchase alcohol for anyone under the 21
- Never drink in public places
- Never use or possess illegal drugs
- Marijuana it is ILLEGAL under federal law
- Workplace Drug Testing is common and can be conducted at random

Driving

- Never drink and drive
- Never drive without a valid License or car insurance
- Never get into a car if the driver is drunk or intoxicated
- Never text and drive
- Always wear a seatbelt

Violence

- Never threaten another person or touch them in an inappropriate way
- Never be involved in a fight or violence of any kind (Disorderly conduct)
- Never damage property
- Never disturb the peace

Theft

- Never shoplift or steal

*You Are a Visitor
in the US.
Be Responsible &
Respect US Laws*

Alliance Abroad Zero Tolerance Policy

Alliance Abroad has a “Zero Tolerance” policy with regard to certain types of behavior. If we receive documentation that you have done any of the following, we will end your program and request that you return home immediately. In certain instances, Alliance Abroad will take steps to Terminate your SEVIS record

- **PHYSICAL ALTERCATION** (Getting into fights with colleagues, roommates, etc.)
- **BULLYING** (intimidating someone in efforts to get them do what you want)
- **SEXUAL ASSAULT** (Sexual contact without consent)
- **SEXUAL HARASSMENT** (unwanted sexual advances or inappropriate remarks of sexual nature)
- **THREATS** made public of any kind that involve harm to other people:
 - Directly in person
 - Online and in any type of social media
 - In email/text/voicemail
- **THEFT** (Taking items that do not belong to you). Clocking in and out incorrectly on purpose is considered a theft of time and will result in immediate employment termination.

Please remember you are representing your country, and your behavior has serious consequences on your experience in the U.S.

Be Informed - Sexual Harassment

Sexual harassment is unwelcome verbal or physical activity of a sexual nature that makes a person feel offended, humiliated, threatened and/or intimidated



Unwanted Physical Contact

- Patting
- Hugging
- Kissing
- Touching
- Preventing Movement
- Forcing Sexual Contact
- Repeatedly standing or sitting very close to someone



Sexual Jokes, Comments & Threats

- Making sexual comments
- Telling sexual jokes
- Repeatedly asking for dates
- Promising favors in exchange for sex
- Threatening employment
- Threatening rape
- Threatening program termination



Sexual Gestures, Looks, Videos

- Sending texts or videos with sexual content
- Making sexual gestures
- Displaying images in the workplace with sexual content
- Looking at people sexually
- Whistling at people

Be Informed - Sexual Harassment

- Any flirting with guests at your work site is considered INAPPROPRIATE and may be viewed as SEXUAL HARASSMENT.
- Any flirting in person, via phone/text or social media with a MINOR (someone is under the age of 18) will be viewed as SEXUAL HARASSMENT
- Any comments about someone's body may be viewed as SEXUAL HARASSMENT. Know your audience and chose your words wisely

If accused of sexual harassment, you will be subject to investigation
You may lose your employment and could be dismissed from the program
You may get arrested and prosecuted

Be Informed – Sexual Assault

SEXUAL ASSAULT- Sexual contact without CONSENT.

- Consent means actively agreeing to be sexual with someone. Consent lets someone know that sex is wanted. Sexual activity without consent is rape or sexual assault.
- Without consent, sexual activity (including oral sex, genital touching, and vaginal or anal penetration) is sexual assault or rape.
- Here are the basics of consent:
 - **Freely given.** Consenting is a choice you make without pressure, manipulation, or under the influence of drugs or alcohol.
 - **Reversible.** Anyone can change their mind about what they feel like doing, anytime. Even if you've done it before, and even if you're both naked in bed.
 - **Informed.** You can only consent to something if you have the full story. For example, if someone says they'll use a condom and then they don't, there isn't full consent.
 - **Enthusiastic.** When it comes to sex, you should only do stuff you WANT to do, not things that you feel you're expected to do.
 - **Specific.** Saying yes to one thing (like going to the bedroom to make out) doesn't mean you've said yes to others (like having sex).



Preparing For Your Trip to the USA

- **Research the area where you will be going**
Look up online the location, average temperature and local landmarks
- **Pack wisely**, while keeping in mind the weather in the area where you'll be spending your program.
- **See your doctor** and refill your prescription medication (if taking any). Please keep in mind that your insurance does not cover pre-existing conditions (any conditions/injuries you have sustained prior to your arrival in the U.S).
- **Get your eyes checked out.** Bring an additional pair of glasses and prescription for glasses/contacts (your insurance in the US does not include vision coverage).
- **See a dentist** and make sure your teeth are OK (your insurance in the US does not include dental coverage).



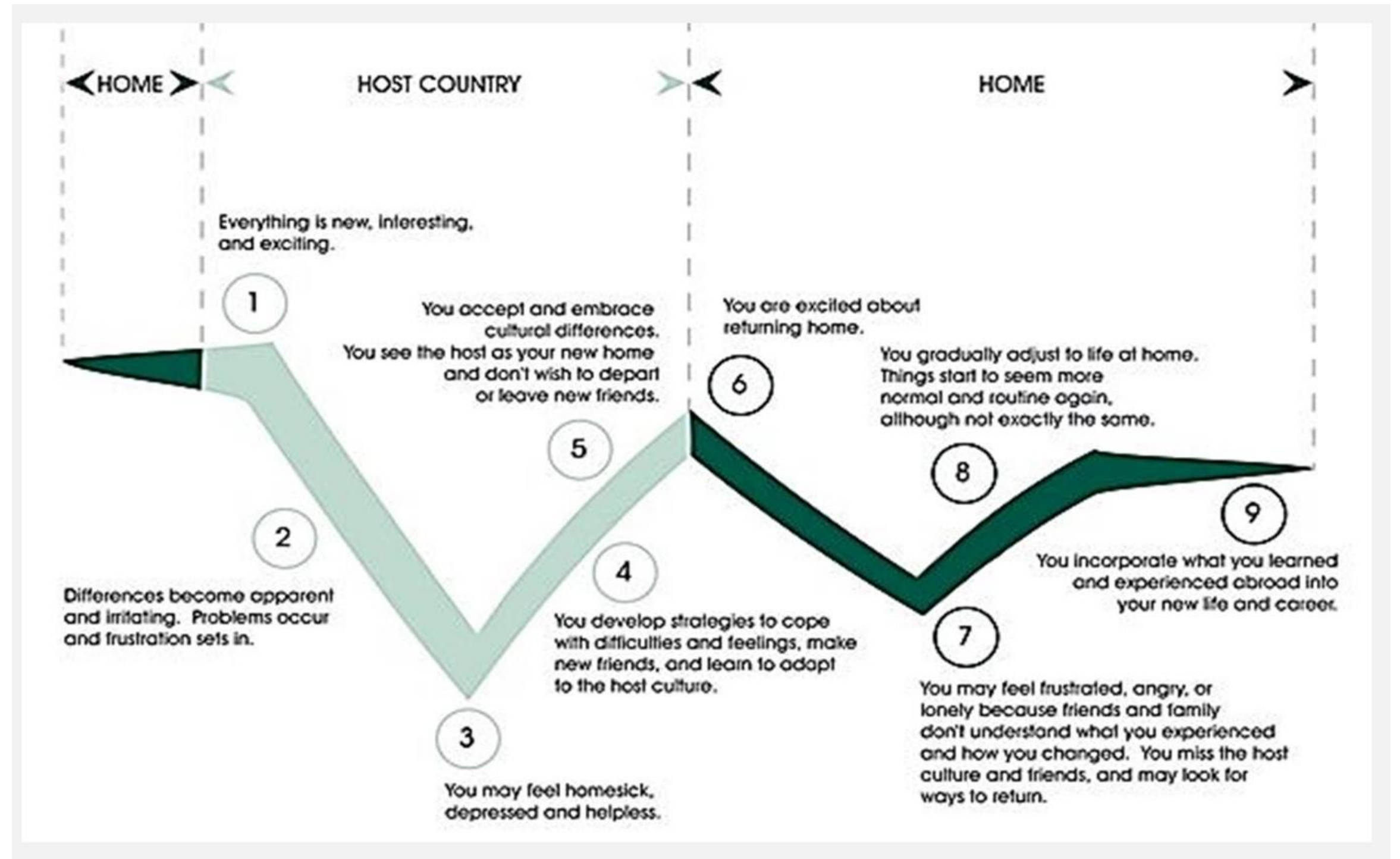


Program Purpose: Cultural Exchange

- Alliance Abroad highly encourages you to participate in as many cultural exchange opportunities as possible. This is the purpose of your Summer Work Travel program and will help with culture shock. **Your Program is what YOU make of it**
- Attend Activities Organized and promoted by Alliance Abroad!
- Get involved in your community where you live- Volunteer!
- Share food, music, and traditions from your country with your friends in the U.S.
- Stay in touch with friends and family at home (skype and Facebook)
- Get to know your co-workers and housemates!
- Alliance Abroad and your Host Company will provide you with some opportunities and ideas for experiencing American culture. You need to be open to new experiences.
- Cultural Exchange could be any event or activity that you experience for the first time (trying new food, visiting museum, spending time with your co-workers)
- **Share your experiences with us - Monthly Check In, Facebook or email.**
- We are excited to hear your stories and see pictures from your adventures



The Roller Coaster of Culture Shock





Important U.S. Cultural Characteristics

The U.S. is considered an ethnically and racially diverse country as a result of large-scale migrations from different countries throughout its history.

US Culture Characteristics include:

Diversity and Individualism

- Americans value and appreciate people of different backgrounds.
- In the US, we treat people on the individual basis.

Please Note: When you are talking to the Host Company/Sponsor and voicing your concerns, speak for yourself and convey your own concerns or questions. If your friends are in the same situation, ask them to speak with the Host Company/Sponsor directly.

Personal Space

Americans tend to require more personal space. If you try to get too close to an American during your conversation, he or she will feel that you are “in their face” and will try to back away. Acceptable distance when speaking with an American is the arm length.



Important U.S. Cultural Characteristics

Privacy

Americans value our privacy and extend the same courtesy to all the visitors to the US.

Please note:

- It is not OK to take photos of people you do not know without their permission
- It is absolutely not OK to take photos of children without parents permission
- Your Host Company will not be able to give you information about your friend's work hours, pay or paycheck , unless, Host Company was given a written permission from your friend allowing you to obtain that information
- Social Security Office will not give information about SSN application to anyone besides the applicant





Important U.S. Cultural Characteristics

Being Direct and Honest

Americans are direct and appreciate honesty.

Please Note: “No” means No. If you asked a question and received an answer that you did not like, it does not mean that you should continue asking and maybe the answer will change.

Treating Everyone with Respect

Treating people with Respect is the most fundamental component of every day life in the US.

Please Note: No matter how upset you are when talking to someone, you are still expected to be respectful

Being Friendly and Helpful

Americans love to help in anyway and as much as they can. Many Americans take part in organized Volunteer events and activities. Yet many more, help others as they go about their every day life.

Please Note: It is always best to ask for help rather than demand it. Don’t forget to say “Please” and “Thank you”!



American Work Culture & Expectations

- Arrive to your work means to arrive 10-15 min early.
- Follow Company Rules & Policies. Your company has a social media use policy. Please make sure you follow it!
- Ask Questions.
- Speak English at work. That is the only way your English will improve.
- Appropriate Conversations at your place of training.(Remember, you are surrounded by people and your conversation might be overhead)
- Maintain Dress Code & Personal Hygiene.
- Give a helping hand and focus on teamwork. There is no such thing as “It’s not my job”.
- Smile and provide prompt customer service. A smile is always Free!
- If you have completed your work, ask your supervisor what else you can do to help.



Preparing For Your Trip to the USA

Before you depart for the airport to begin your journey to the U.S., please check to make sure you have all of these important documents with you:

- Passport with your J-1 visa in it
- DS-2019
- Job Offer Letter
- Sponsor Letter (from Alliance Abroad)

In addition please make sure that you have the following information with you:

- Your Arrival Instructions- Review your job offer letter and emails from Alliance Abroad!
- Alliance Abroad 24 Hr Support Number: 1-866-622-7623
- Your U.S housing address- Know where you will be staying!
- Your Host Company contact information
- Your Landlord's contact information



Arrival Process

Upon arrival in the United States, you will be a subject to the inspection by the U.S. Customs and Border Protection (CBP) officers. CBP officers will conduct the Immigration, Customs and Agriculture components of the inspection process.

Please make sure you have the following documents ready to present to the Customs and Border Patrol (CBP) officer:

- **Passport with your J-1 visa in it**
- **U.S. Customs Declaration Form (will be given to you by the airline)**
- **DS-2019**
- **Job Offer Letter**
- **Sponsor Letter (from Alliance Abroad)**

Inability to present passport, valid J-1 visa, form DS-2019, may result in you being denied entry to the United States. Please make sure you have all of the above listed documents with you when you arrive in the United States.

After Clearing Customs and Immigration, please proceed to your final destination- the city where your Host Company is located





Complete Your Orientation Acknowledgement!

- If you've already received your invitation to your participant portal – hopefully, you've created your login. Check your email for your invitation
- Visit <https://aag.hanovercrm.com/>
- Login and Click “Online Orientation Acknowledgement” on the left side menu
- Fill out the form and click Submit!



This is just the first step

Where it takes you next is up to you
& we'll be here to help...



Got Questions?

**We have the
answers**

**ALLIANCE
ABROAD**

WWW.ALLIANCEABROAD.COM