

# Program Application Work & Travel USA

TO BE COMPLETED BY THE **APPLICANT** (print in black ink)

PAGE 1 of 2

Program Application: please tick relevant box/es

## Internship & Trainee USA Programs

Internship USA (INT USA)

Trainee USA (PCT USA)

## Work & Travel USA Programs

Summer Work & Travel USA - 4 months (WAT USA x 4)

Work & Travel USA - 12 months (WAT USA x 12)

Comprehensive Insurance Upgrade (WAT USA x 4 ONLY)  
(Standard Insurance included in program fee)

Early Bird Discount (A \$250 Early Bird Discount is available for all WAT USA x 12 applications received at least 5 months prior to the scheduled departure date)

## Personal Details

Last Name *(as per passport)*

First Name *(as per passport)*

Address

Suburb

State

Postcode

## Acceptance into Program

Consideration of the application will only be made after receipt of the fully completed application form and payment of the required deposit. The applicant will be formally accepted into the program only after:

1. Student Exchange Australia New Zealand Ltd has determined that the application meets all requirements for the nominated program.
2. The sponsoring organisation in the US, Council on International Educational Exchange (CIEE), has reviewed and accepted the application.

## Included in the Program

- The legal sponsorship necessary to obtain your J-1 visa
- Assistance with obtaining your visa (you must pay the visa related costs)
- Advice on jobs, housing and transport
- Program Handbook providing tips on working and travelling around the US
- 24/7 help line on a toll-free number whilst in the US

Travelex Visa Cash Passport Card

International calling card

Medical and baggage insurance cover for the duration of your stay

GST

If you purchase a specially discounted airfare from our travel provider you will also receive:

Free International Student Identity Card (ISIC) or International Youth Travellers Card (IYTC) if eligible, which entitles you to discounts on entertainment and travel while you are overseas

Free password protected 'Web wallet' which allows you to keep track of your budget and itinerary and store important information like credit card and passport numbers, etc.

## Not Included in the Program

Round trip transportation to the US, passport and visa fees, SEVIS fee, all items of a personal nature including expenses for entertainment, meals, transportation to and from your employment, housing, insurance for trip cancellation or trip interruption.

## Eligibility Criteria

Applicants must meet all eligibility criteria as set down by CIEE and Student Exchange Australia New Zealand Ltd. In general these include:

1. **INT USA** - open to full time students over 18 years of age who are currently enrolled at Polytechnic University/TAFE or who have graduated within the past 12 months.
2. **PCT USA** - open to young professionals between 20 - 40 years of age who are recent graduates with at least 1 year related work experience or who have 5 years of related practical work experience.
3. **WAT USA x 4** - be between 18 and 30 years of age and be registered as a full time student on a course of study of at least 2 years duration at a Polytechnic University/TAFE.
4. **WAT USA x 12** - be over 18 years of age and a full time student at a Polytechnic University/TAFE who has completed at least their first year of studies or who has graduated from such an institution within the past 12 months.

Applicants must familiarise themselves with all the relevant eligibility criteria as outlined on our web site or in our printed materials.

## Employment

All applicants are responsible for sourcing and securing their own placements. Student Exchange Australia New Zealand Ltd will provide advice and assistance but the final decision on whether to accept an offer of employment is yours alone.

## Proof of Funds

INT USA & PCT USA applicants who are paid less than US\$750 per month whilst on the program must submit at the time of application, proof that they will have access to at least that amount to cover day-to-day living expenses and other costs not included in the program.

# Terms & Conditions Work & Travel USA

TO BE COMPLETED BY THE **APPLICANT** (print in black ink)

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## Passport

All applicants must have a current passport with a minimum validity of six months after the anticipated return date.

## Inoculations

All applicants must ensure they meet the health requirements of the US government. You should consult your GP or local health authority for the latest requirements in the US.

## Insurance

WAT x 12 applicants are provided with comprehensive insurance. All other applicants are provided with personal accident and medical coverage, as well as travel and public liability insurance while participating in the program. You should review the policy to ensure the cover is adequate for your purposes as some exclusions or special conditions may apply. Policy details will be provided before departure.

## Payment Schedule

1. A \$250 deposit is required when you submit your application.
2. You will be invoiced for the balance of the program fee and compulsory insurance when you are accepted on to the program.

## Cancellation Policy

Cancellations will only be accepted in writing and will be effective at the date received by Student Exchange Australia New Zealand Ltd. Refunds will be made according to the following schedule:

1. If your application does not meet our eligibility criteria you will be refunded in full.
2. If you withdraw from the program:
  - Prior to being issued with your DS2019 form you will be refunded in full less \$A250.
  - After being issued with your DS2019 form you will be refunded in full less \$A550.
3. If you fail to enter the USA by your scheduled departure date there will be no refund.

## Responsibility

Student Exchange Australia New Zealand Ltd, its subsidiaries and representatives act only as customers to the various companies, owners, or providers of other services. All tickets, coupons, and orders are provided to you subject to any and all terms under which such services are issued by the relevant provider. Your acceptance of such tickets, coupons and orders shall be deemed to be your consent to the additional condition that Student Exchange Australia New Zealand Ltd, its subsidiaries and representatives shall not in any way be liable for any injury, damage, loss, delay or irregularity however caused or arising, and whether out of any defect in any vehicle, or as a consequence of the default of any company, owner or supplier of transportation, accommodation or other service.

## Law of the Contract

This Contract is governed in all respects by the law of the State of New South Wales and any legal action arising under the Contract shall be litigated only in the appropriate Court having jurisdiction in that State.

## Deposit

**A \$250 deposit has been paid or is enclosed**

Please indicate your payment method by ticking the relevant box below

### 1. Cheque or Money Order

**Cheque or Money Order enclosed**

### 2. Direct Deposit

**Direct Deposit**

Please quote invoice number and name. You must pay the exact amount on the invoice plus any remittance costs incurred.

#### AUSTRALIA

Bank Westpac Banking Corporation  
Address of branch 10 Park Street, Mona Vale NSW  
Account Name Student Exchange Australia New Zealand Ltd  
Account BSB: 032 196 Account: 299 564

#### NEW ZEALAND

Bank Westpac New Zealand Limited  
Address of branch 79 Queens St, Auckland Central, Auckland  
Account Name Student Exchange Australia New Zealand Ltd  
Account BSB: 03 0252 Account: 0815935 025

### 3. Credit Card

**Paid Online** Date of Payment

Payment can be made by Visa or Mastercard by visiting the Student Exchange Australia New Zealand website <http://workandtravelusa.com.au/programs/online-payments> or by completing the form below:

Card Holder's Name

Card Number

Exp Date

CV

Card Holder Signature

Dated

### Signature of Applicant

I have read, understood and accept the above terms and conditions.

Signed by Applicant

Date

If you have any queries please contact one of our program staff on 1300 135 331 (Australia) or 0800 440 079 (New Zealand)



# WORK & TRAVEL USA APPLICATION

A Cultural Exchange Program  
12 Month Australia / New Zealand

Name of CIEE Representative:

Country:

Interviewed by (Name):

Representative Code:

Date (day/month/year):

PLEASE FILL IN FORM USING ALL CAPITAL LETTERS.

## DEPARTURE AND RETURN DATES

Arrival Date in U.S. (DD/MM/YYYY):

Date you want to be eligible to start working in the U.S.

DS-2019 Start Date (DD/MM/YYYY):

When do you want to start work in the U.S.?

DS-2019 End Date (DD/MM/YYYY):

Last day you want to be eligible to work in the U.S. Can be no more than 12 months after DS-2019 start date.

Date of Departure From U.S. (DD/MM/YYYY):

Can be no more than 30 days after DS-2019 end date and no more than 13 months after arrival date.

## PERSONAL DETAILS (Print exactly as they appear on your passport. Please include a copy of your passport's ID page with your application.)

Last Name:

Middle Name:

First Name:

Gender:  Female  Male

Date of Birth (DD/MM/YYYY):

City of Birth:

Country of Birth:

Country of Citizenship:

Country of Study:

Country of Legal Residence:

Passport Number:

Passport Expiration Date (DD/MM/YYYY):

## CONTACT INFORMATION (Permanent home address)

Home Mailing Address:

Postal Code:

City:

Country:

Phone Number (Country code - City code - Number):

Mobile Number:

Email (Mandatory):

## EMERGENCY CONTACT

Last Name:

First Name:

Relationship to Participant:

Address:

Postal Code:

City:

Country:

Phone Number (Country code - City code - Number):

Mobile Number:

Email:

## PREVIOUS VISAS (If you have previously received more than one J-1 Visa, please use an additional sheet of paper to provide the same information as below for each one.)

Have you ever received a J-1 Visa to enter the USA?  Yes  No If yes, how many?

**If yes, please complete the following for each previous J-1 Visa:**

Name of Program:

Program Number:

Name of Sponsoring Organization:

City:

State:

Dates of Previous DS-2019 Form: From (DD/MM/YYYY):

To (DD/MM/YYYY):



# WORK & TRAVEL USA APPLICATION

A Cultural Exchange Program  
12 Month Australia / New Zealand

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Name of CIEE Representative: \_\_\_\_\_

Country: \_\_\_\_\_

Interviewed by (Name): \_\_\_\_\_

Representative Code: \_\_\_\_\_

Date (day/month/year): \_\_\_\_\_

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## OTHER VISA INFORMATION

Have you ever been denied entry into the U.S.?  Yes\*  No

Have you ever applied for a visa to immigrate permanently to the U.S.?  Yes\*  No

Have you ever been refused a visa by a U.S. Embassy?  Yes\*  No

Have you ever been arrested and/or convicted of a crime in your home country?  Yes\*  No

Have you ever been arrested and/or convicted of a crime in the U.S.?  Yes\*  No

\*If you answered Yes to any of these questions, please contact your CIEE Representative.

## UNIVERSITY/COLLEGE

Name of Institution (e.g., university, polytechnic): \_\_\_\_\_

City: \_\_\_\_\_

Major Field of Study: \_\_\_\_\_

What is the course length of your major field of study (in years)? \_\_\_\_\_

How many full semesters of university study have you already completed? \_\_\_\_\_

How many years of university study will you have completed by the time of your departure to the U.S.? \_\_\_\_\_

Will you be a full-time university student at the time you leave for the U.S.?  Yes  No

Will you be a full-time university student when you return to your country of residence?  Yes  No

## PROOF OF STUDENT STATUS (This section must be completed by an official from your educational institution. If your educational institution will not sign this form, you must attach an official letter on university letterhead verifying this same information.)

### Option A: University Graduate

I certify that I have graduated from university within the last twelve months. A copy of my diploma is attached.

I graduated on (DD/MM/YYYY): \_\_\_\_\_

### Option B: Current University Student

I have not yet graduated, but I am a current student and have completed at least one year of university level study. I understand that an official from my educational institution must complete the following section OR an official letter on university letterhead verifying the same information.

Name of Student: \_\_\_\_\_

Name of the Official Signing the Form: \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_

School Seal/Stamp: \_\_\_\_\_ Date (DD/MM/YYYY): \_\_\_\_\_

See additional proof of student status documents attached.



WORK & TRAVEL USA  
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Name of CIEE Representative:

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Date (day/month/year):

**APPLICANT PERSONAL STATEMENT**

Why do you want to participate in the Work & Travel USA program?

What do you hope to see/learn in the U.S.?

What cultural activities do you want to do in the United States?

**APPLICANT DECLARATION OF INTENT**

**I understand the objectives of the CIEE Work & Travel USA program as a U.S. Department of State authorized Exchange Visitor Program. I attest that I am applying for this program with the intent to participate in American cultural activities and to interact with American citizens. I will, to the best of my ability, participate in any cultural activities arranged by CIEE or my employer, and will actively seek out opportunities to interact with Americans and participate in cultural activities independently. I understand that failure to uphold the intent of this cultural exchange program and comply with program rules and regulations could result in the withdrawal or termination of my J-1 visa status, which would require my immediate return home.**

Applicant's Name (Please Print):

Applicant's Signature:

Date (DD/MM/YYYY):



WORK & TRAVEL USA  
**APPLICATION**

A Cultural Exchange Program  
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Name of CIEE Representative:

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Country:

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Interviewed by (Name):

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Representative Code:

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Date (day/month/year):

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**MEDICAL HISTORY**

Have you ever been hospitalized?  Yes  No

If yes, please explain:

Have you ever been advised to have surgery which has not been done?  Yes  No

If yes, please explain:

Have you ever consulted a neurologist, psychiatrist, psychologist, or any other specialist in nervous or emotional disorders?  Yes  No

If yes, please explain:

When, and for what reason, did you last consult a physician?

What diseases, ailments, or injuries have you had in the last year?

Please mention any allergies, the severity of the allergy, and indicate if and how they are currently being treated.

Do you have any physical limitations?  Yes  No

If yes, please explain:

Please indicate any medication you are currently taking and the purpose of using these drugs.  
(Note: A supply of medication should be taken in clearly labeled containers indicating the drug's generic name.)

If you are allergic to any drugs or medications, please list them here.

Please indicate any other pertinent medical information that may have been omitted. (such as abnormal blood pressure, weight problems, etc.)

**PRIVACY, HIPAA, AND CONFIDENTIALITY RELEASE FORM**

By completing this form, you give consent to CIEE, your parents or guardian, and your physicians and/or other medical providers to discuss your medical and/or insurance issues with CIEE. You also consent to CIEE utilizing any such material as necessary in treating any medical condition that may arise. You also consent that CIEE may notify your emergency contact listed in this application of any situation that we deem to be an emergency. In addition, you consent that CIEE may notify the official CIEE designated agency from whom you purchased this program of any situation that we deem to be an emergency.

This authorization is valid for two years from the date signed.

Under no circumstances can CIEE release medical information from your physician or provider of service to you or anyone. Your medical information has been disclosed to us from your physician or provider of service, and we are prohibited by federal law from further disclosure. Please contact your physician or provider of service for your medical information.

I give CIEE permission to release any or all of the following information as appropriate in the event of a medical condition.  
(Please initial and check each box.)

Initial:  All financial and claim information related to medical bills or Claimant's Statement and Authorization.

Initial:  Provider name, date of service, total charge, total paid, and date of payment.

Initial:  Insurance ID number and/or social security number.

Print Patient Name:

Signature of the Patient, Adult Parent, or Guardian:

Date (DD/MM/YYYY):



Name of CIEE Representative:

Country:

Interviewed by (Name):

Representative Code:

Date (day/month/year):

## TERMS AND CONDITIONS/PARTICIPANT DECLARATION

This form includes Terms and Conditions and releases CIEE (Council on International Educational Exchange) from liability. It must be signed by all participants.

I agree that the following terms and conditions are binding on me and my adherence to them is imperative.

### Applicant Responsibilities

- The applicant agrees that all the information provided in the application is true to the best of his/her knowledge, and acknowledges that any false or misleading information may lead to immediate dismissal from the program.
- The applicant acknowledges the aims and objectives of the CIEE Work & Travel USA program as a U.S. Department of State authorized Exchange Visitor Program, with the purpose of providing qualified students with cultural exchange opportunities in the United States.
- The applicant is responsible for considering his/her personal health and safety needs when applying for or accepting a place on the program. If the applicant suffers from any health or other condition that would create a risk for him/her while abroad, he/she should not apply.
- The applicant agrees to pay all fees in accordance with the requirements of the CIEE Representative through whom he/she is submitting an application.
- The applicant is responsible for submitting all requested documentation to the CIEE Representative in a timely fashion for visa processing. CIEE cannot be held responsible for any additional costs incurred (including the cost of rebooking or canceling a flight) by the applicant due to delays in submitting documentation, verifying employment, or delays caused by the U.S. Embassy in processing visa applications, scheduling a visa interview, issuing a visa, or visa denial.
- Each applicant must pay the local visa fee to the U.S. Embassy. Applicants are responsible for any additional fees that might apply at the U.S. Embassy or Consulate in the country where they are applying for the visa, as well as the government SEVIS fee collected as part of the application.
- All applicants must attend an interview and complete language screening in order to participate on the program.

### Participant Responsibilities

- The participant understands that he/she is expected to actively participate in American cultural activities during the program. The participant agrees to make a good faith effort to seek out and participate in American cultural activities, and to interact with American citizens.
- The participant understands that he/she is expected to return home at the end of the program.
- The participant is responsible for reading and carefully considering all materials made available that relate to safety, health, legal, environmental, political, cultural and religious customs, and conditions in the U.S. Each participant must take full responsibility in the event that laws, regulations, or customs are broken, regardless of foreknowledge.
- Each participant is required to complete a CIEE Orientation.
- It is the responsibility of the participant to exercise due care once in possession of the legal documentation (DS-2019) and visa. The cost of replacing these items must be borne by the participant.
- The participant must supply CIEE with the name and contact details for an emergency contact, to be contacted in the case of emergency. These details must be included on the application form.

- The participant is responsible for all of his or her acts along with any loss or damage resulting therefrom while on the program. The participant agrees to indemnify and hold harmless CIEE and any other party that has suffered a loss by reason of the participant's conduct.
- All travel before, during, and after the program is at the participant's own risk. Any participant who chooses to operate motorized vehicles is responsible for obtaining the necessary license, permission, and insurance and does so at his/her own risk.
- The participant agrees to comply rigorously with the monitoring schedule set up by CIEE. The participant agrees to respond in a timely manner to any CIEE communication requiring a response. Failure to comply with the CIEE monitoring schedule will result in the participant's J-1 Visa program being terminated, which may negatively impact the participant's ability to obtain future U.S. visas. The participant will report travel plans or job details to CIEE within 10 days of arrival.
- The participant agrees to report initial job details within 90 days of arrival and to not be without a job for greater than 90 days during any given period in their program. Failure to do so may result in withdrawal from the program, requiring the participant's immediate return home.
- The participant must have at least \$1,200 with him or her upon arrival in the U.S. in order to support himself or herself in the U.S. until he or she receives his/her first paycheck.
- If, during the course of the program, the participant encounters any difficulties with safety, health, job, or housing, including charges or fees for housing, sanitary conditions, overcrowding, etc., or any other problem, the participant must notify CIEE as soon as possible by phoning CIEE at 1-888-268-6245 (available 24 hours a day, 7 days a week).
- Participants on Work & Travel USA are required to comply with all U.S. Government visa and immigration requirements, including the SEVIS tracking as follows: a) notification of arrival at U.S. employer to CIEE within 10 days of DS-2019 start date; b) providing a valid address, email address, and phone number upon arrival at U.S. employer; c) notification to CIEE of any change in U.S. home address, phone number, and/or email address within 10 days of change; d) respond to CIEE check-in emails every 60 days while on the program. Failure to comply with these listed requirements will result in the participant's J-1 Visa program being terminated, which may negatively impact the participant's ability to obtain future U.S. visas.

### Employment or Job-Related Conditions

- All employment, including second jobs, must be vetted and approved by CIEE prior to work commencing. CIEE reserves the right to deny any job according to the current and/or anticipated rules, regulations, and intent of the J-1 Exchange Visitor program. Jobs must not displace year-round American workers.. Employment that does not allow for meaningful cultural exchange with Americans is not permitted. Relevant factors include the job duties, workplace, geographical location, work schedule, and hours per week. Prohibited jobs include, but are not limited to, au pair, childcare provider, teacher, teaching assistant, camp counselor, pedicab operator, ship or aircraft crew member, jobs involving sustained physical contact with other people, medical staff having patient contact, jobs involving driving a vehicle, jobs in gam-

- ing/gambling, jobs in manufacturing, jobs involving controlled hazardous substances, and jobs identified as hazardous to youth by the U.S. Department of Labor. Jobs in private households are not permitted. Jobs in the adult entertainment industry are not permitted, including but not limited to escort services, adult book/video stores, massage parlors, and strip clubs. Jobs with traveling concessions are not permitted. Jobs requiring shifts that are more than four hours between 10:00pm and 6:00am are not permitted. From time to time the list of prohibited jobs is updated. More information is available on the CIEE Work & Travel USA website, [www.ciee.org/wat](http://www.ciee.org/wat).
- Under no circumstances are job positions guaranteed. Even in the case when an employer represents that a job is being held, this does not constitute a binding contract that the job will be available when the participant arrives. The employer's commitment is one of good faith only.
- Participants must work for the employer listed on their Job Offer Form (JOF). If, for any reason, a change of employer becomes necessary, participants must contact CIEE and obtain written approval BEFORE changing jobs. If a participant leaves his/her employment without the prior written approval of CIEE, or engages in employment without the prior approval of CIEE, CIEE reserves the right to revoke his/her legal sponsorship, which will result in the termination of his/her program and his/her legal right to remain in the U.S.
- Participants on Work & Travel USA are required to maintain communication with their employer prior to arrival, notify them in advance of their arrival and departure dates, and advise them of any changes to their travel itinerary due to visa delays or any unforeseen circumstances.
- Due to weather conditions, or other factors beyond CIEE's control, some jobs have uncertain start dates and hours of work, and employment may become unavailable. CIEE and your representative are not responsible for the participant's expenses due to these factors, financial difficulties of the employer, or any other reason not under the direct control of CIEE and your representative.
- Participants are solely responsible for their own conduct and well-being both on and off the job. CIEE cannot and does not monitor the participant's personal conduct, subject, however, to Paragraphs 29 and 47. All participants must follow all United States, state, and local laws and regulations, and are subject to financial penalties, deportation, and/or incarceration for breaking laws.
- If a CIEE-sourced job position is no longer available, through no fault of the participant's own, after a signed JOF has been issued to the participant, or if for any reason CIEE deems it necessary to relocate a participant from a CIEE-sourced job either before the job commences or at any time during the job period, CIEE will assist the participant in finding another position, but CIEE makes no guarantee with respect to being able to do so. Nor does CIEE make any representation that it will be able to find work for the participant in the same geographical area or the same type of work or pay as the original CIEE-sourced job.
- In the case of a change of job or of premature termination of job, or if the employment is terminated before the end of the program for any reason, or if the participant decides to return home early, no fees will be refunded.



# WORK & TRAVEL USA APPLICATION

A Cultural Exchange Program  
12 Month Australia / New Zealand

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Name of CIEE Representative: \_\_\_\_\_

Country: \_\_\_\_\_

Interviewed by (Name): \_\_\_\_\_

Representative Code: \_\_\_\_\_

Date (day/month/year): \_\_\_\_\_

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- 29. If a participant is fired from his or her job for violation of employer policies, including his/her failure of a company-required drug test at the commencement of or anytime during employment, he or she may be withdrawn from the program with no refund of program or CIEE Job Service fees.
- 30. If the participant's original job ends before the legal working dates listed on the DS-2019 for any reason, it is the participant's responsibility to inform CIEE and get approval for any new job.

### Contractual Terms

- 31. This English language version of the Contract is the binding contract between the participant and CIEE.
- 32. CIEE makes no presentation or warranty of any kind, expressed or implied, as to the suitability of the program for any participant, and CIEE disclaims all such warranties to the full extent of the law.
- 33. The conduct of the Work &Travel USA program is subject to U.S. government approval and may change without notice.
- 34. The participant understands that perceived or actual epidemics (such as, but not limited to, SARS or bird flu) can seriously delay, disrupt, interrupt, or cause the cancellation of entire programs. The participant agrees to assume all risks and losses (including financial) that result from any such occurrence.
- 35. CIEE does not own or operate any entity that is to or does provide goods or services for the program including, for example, arrangements for or ownership or control over houses, apartments, or other lodging facilities, airline, vessel, bus, or other transportation companies, food service or entertainment providers, etc. All such persons and entities are independent contractors. As a result, CIEE is not liable for any negligent or willful act or failure to act of any such person or entity, or of any third party. Without limitation, CIEE is not responsible for any injury, loss, or damage to person or property, death, delay, or inconvenience in connection with the provision of any goods or services occasioned by or resulting from, but not limited to, acts of God, force majeure, acts of war, or civil unrest, insurrection or revolt, strikes or other labor activities, criminal or terrorist activities, or the threat thereof of any kind, overbooking or downgrading of accommodations, structural or other defective conditions in houses, apartments, or other lodging facilities (or in any heating, plumbing, electrical, or structural problem therein), mechanical or other failure of airplanes or other means of transportation, or for any failure of any transportation mechanism to arrive or depart in a timely manner, dangers associated with domestic or wild animals, sanitation problems, food poisoning, disease, epidemics, or the threat thereof, lack of access to, or quality of medical care, difficulty in evacuation in case of medical or other emergency, or for any other cause beyond the direct control of CIEE.
- 36. The participant agrees that any dispute concerning, relating, or referring to the JOF, to the Work & Travel USA Application, to any other literature concerning the program, or the program itself shall be resolved exclusively by binding arbitration in Portland, Maine, according to then-existing commercial rules of the American Arbitration Association. Such proceedings will be governed by substantive Maine law. The arbitra-

tor and not any federal, state, or local court or agency shall have exclusive authority to resolve any dispute relating to the interpretation, applicability, enforceability, conscionability, or formation of this contract, including but not limited to any claim that all or any part of this contract is void or voidable.

- 37. The participant agrees to release and hold harmless CIEE, its officers, shareholders, affiliates and employees (collectively CIEE) from and against any claims, causes of action and liability for any financial or other loss, damage, personal injury, illness or death suffered or incurred by participant, whether based on tort, breach of contract or any other theory. In addition, Participant agrees to release and hold harmless CIEE from its (CIEE's) own negligence.
- 38. CIEE reserves the right to provide participants with information CIEE deems useful to program participants, including but not limited to tax, travel, and related services.

### CIEE Program-Related Conditions

- 39. CIEE reserves the right to refuse sponsorship of any applicant that CIEE deems does not meet the program eligibility requirements or any applicant that CIEE does not deem appropriate to accept in the general interests of the program. In the event that CIEE refuses an applicant acceptance on the program, any refund will be made via the CIEE Representative through whom the original application was submitted.
- 40. Participation on the program begins when the participant legally enters the U.S. and terminates on the day of departure from the U.S. (within the legal program dates). Participation on the program will end a maximum of thirteen months from arrival in the U.S. Participants can arrive five days prior to their DS-2019 start date and remain in the U.S. up to 30 days beyond their DS-2019 end dates as long as their total stay in the U.S. does not exceed thirteen months.
- 41. CIEE may issue a DS-2019 Form if a participant meets the Work & Travel USA program requirements, but cannot guarantee that the U.S. Embassy or Consulate in a participant's country of residence will issue a J-1 Visa.
- 42. Once a participant has commenced his/her travel to the U.S., CIEE cannot amend the program dates as listed on the DS-2019 for any reason. It is the participant's responsibility to check prior to travel that the dates are correct.
- 43. Individuals who have recently held a J-1 Visa for the U.S. may have to remain in their home country for a minimum of 90 days before CIEE can issue a DS-2019 for Work & Travel USA. Please contact your local CIEE Representative and local U.S. Embassy for details.
- 44. Insurance is provided for the dates confirmed by CIEE, by the CIEE insurance provider, as a mandatory part of the CIEE program for each applicant. It is the responsibility of each participant to purchase further insurance should they extend their period abroad for any reason. CIEE cannot be held responsible for any insurance claim in the event that a participant has failed to secure adequate insurance.
- 45. Under the U.S. government's Health Insurance Portability and Accountability Act (HIPAA), CIEE is restricted in its access to certain medical information or records in the event that a participant has an accident in the U.S. In order for CIEE to assist

participants to the fullest extent possible with any insurance-related issues, CIEE will need to have a signed Privacy and Confidentiality Release Form from the participant. This form is optional and the participant can choose whether or not CIEE is granted access to this information. This release form and additional information about the HIPAA requirements are included as part of the Work & Travel USA application package. If you did not receive this information or release form, please contact your CIEE Representative.

- 46. CIEE reserves the right to dismiss from the Program any participant who is deemed by CIEE to be a danger to himself/herself or others or whose conduct is deemed to be detrimental to the Program. In the event of such a dismissal, CIEE shall not be held responsible for any airfare, charges or any other expense incurred by the participant, and shall not be required to return any fees paid by the participant.
- 47. CIEE reserves the right to utilize publicly available information, including social media, that has not been directly provided to us by the participant. Information obtained through these means can be used as a basis for withdrawal, denial of a job offer, and/or any decisions made by CIEE affecting the participant's program.
- 48. Once the participant has departed for the U.S., there will be no refund should the participant leave the program. There will also be no refund should CIEE withdraw sponsorship.
- 49. CIEE and your representative do not provide housing. If the participant's employer provides housing, it may be on a first-come, first-served basis. The participant must notify CIEE if they have any concerns regarding the safety and/or suitability of the housing provided by their employer. If the participant arranges housing independently, he/she agrees to use his/her best judgment in securing housing that is safe and suitable. Housing arrangements that involve overcrowding and/or hot-bunking (multiple individuals using one bed and sleeping in shifts) are strictly prohibited. If the participant has any doubt about the suitability of his/her housing, he/she must notify CIEE immediately.
- 50. If CIEE deems, in its sole discretion, or if it is advised by the State Department that a participant's housing and/or work placement is unsafe or unsuitable, participant agrees to cooperate fully with CIEE to relocate to new housing and/or work placement without delay. Failure to cooperate may result in action by CIEE up to and including termination of a participant's program and requiring the participant to return home immediately.
- 51. CIEE may provide the participant's contact information to third parties who provide useful services to exchange program participants. Third parties receiving this information will be required to provide the participant with the opportunity to opt out after the first contact.
- 52. The participant gives CIEE permission to use any written, photographic, or video images of himself/herself in the course of reporting on and/or promoting CIEE programs.

I confirm that the statements contained in this application form are accurate to the best of my knowledge, and I understand and accept the Terms and Conditions.

Participant's Name: \_\_\_\_\_

Participant's Signature: \_\_\_\_\_

Date (DD/MM/YYYY): \_\_\_\_\_

For future reference, please make a copy of the above Terms & Conditions.





WORK & TRAVEL USA  
**APPLICATION**

A Cultural Exchange Program  
12 Month Australia / New Zealand

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Name of CIEE Representative:

Country:

Interviewed by (Name):

Representative Code:

Date (day/month/year):

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**INTERVIEW FORM** (This form should be filled out by a CIEE Representative based on an in-person interview.)

**APPLICANT DETAILS**

Last Name: \_\_\_\_\_

First Name: \_\_\_\_\_ Middle Name: \_\_\_\_\_

**INTERVIEW DETAILS**

Have you ever been to the U.S. before?  Yes  No

If yes, for what purpose? \_\_\_\_\_

What are the benefits to you of spending a year living and working in the U.S.?

What cultural activities do you want to do in the United States?

Do you already have a job in the U.S.?  Yes  No

If no, what type of work do you hope to find?: \_\_\_\_\_

Do you have friends or relatives currently living in the U.S.?  Yes  No

Do you plan to travel in the U.S. during your stay?  Yes  No

**RETURN FROM THE U.S.**

What do you plan to do upon your return from the U.S.?  Continue studying  Other (Please Specify): \_\_\_\_\_

Would you consider doing an internship in the U.S. in the future?  Yes  No

**INTERVIEWED BY**

Full Name: \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date (DD/MM/YYYY): \_\_\_\_\_

Additional Notes/Comments: \_\_\_\_\_



WORK & TRAVEL USA  
**APPLICATION ADDENDUM**

January 2015 Addendum  
12 Month Australia / New Zealand

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Name of CIEE Representative:  
Country:  
Representative Code:  
Date (day/month/year):

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**ADDENDUM TO WORK & TRAVEL USA APPLICATION**

As a result of new governmental regulations concerning your program, the following important information and requirements must be acknowledged and accepted by you in order to participate in the program. Please read carefully and sign where indicated.

**Regarding housing, employment, and wages:**

- Employment is typically in the hospitality or tourism industries.
- Participants typically work an average of 32-40 hours per week and are paid at least the federal minimum wage.
- Housing, food, and certain transportation costs are typically not included as part of compensation for work but may be deducted from your salary.
- Wages might not cover the entirety of program and living expenses.

**Regarding cultural exchange opportunities:**

- CIEE will provide access to online learning and information about life in the U.S.
- Depending on timing and location, CIEE will provide opportunities to attend Connect USA events.
- Depending on timing, participants may be able to apply for the CIEE Civic Leadership Summit.

**PARTICIPANT AGREEMENT**

I acknowledge the aims and objectives of the CIEE Work & Travel USA program as a U.S. Department of State authorized Exchange Visitor Program, with the purpose of providing qualified students with cultural exchange opportunities in the United States. I understand the general program expectations explained above and understand that more specific details for my program will be provided to me based on my placement and/or U.S. destination. I understand that I am expected to actively participate in American cultural activities during the program. I agree to make a good faith effort to seek out and participate in American cultural activities and to interact with American citizens. I understand that complete information about cultural exchange opportunities will be made available to me at a later date.

I verify that I was provided with a copy of the CIEE Work & Travel USA application, which includes the full terms and conditions for the program. I confirm that I have reviewed the complete pricing information on the reverse side of this document and fully understood the costs of the program before I paid a non-refundable deposit. I understand that wages might not cover the entirety of program and living expenses and that I should have access to additional personal funds.

Except as specifically modified herein, the terms of the CIEE Work & Travel USA application I previously signed remains in full force and effect.

Name Printed:

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Signature: \_\_\_\_\_ Date (DD/MM/YYYY): \_\_\_\_\_

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**PLEASE REVIEW PAGE 2 FOR FEE INFORMATION.**

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WORK & TRAVEL USA  
**APPLICATION ADDENDUM**

January 2015 Addendum  
12 Month Australia / New Zealand

Name of CIEE Representative:

Country:

Representative Code:

Date (day/month/year):

**FEE DISCLOSURE** (FEES THAT WILL BE COLLECTED BY THE CIEE AGENT, CIEE OR THE U.S. GOVERNMENT)

Fee	Amount (Please specify currency: )	Inclusions
<b>Program fee</b>		- Application fee - Agent support pre-departure - U.S. Sponsor support - Orientation - Insurance Plan (for policy details visit <a href="http://www.ciee.org/insurance">www.ciee.org/insurance</a> ) - Screening for program - English eligibility test - Administrative costs - Translation of documents
<b>SEVIS fee</b>		- U.S. government administrative cost
<b>Visa interview fee</b>		- U.S. government administrative cost
<b>Promotion</b>		- Discount
<b>Placement fee</b>		- All costs related to finding a placement
<b>Expedite fee</b>		- Expedited forms and/or application review
<b>Housing fee</b>		
<b>Transportation fee</b>		
<b>Other services</b>		
<b>Total fees (excluding airfare)</b>		
<b>Flight (estimated cost)</b>		- Round-trip airfare (this is the typical cost – actual price will depend on destination and dates selected)

**Cancellation Policy:**

**Other program costs and pricing notes:**