

Program Application & Terms and Conditions



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
(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 Placement Australia Pty 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 Placement Australia Pty Ltd. In general these include:

1. **INT USA** - open to full time students over 18 years of age who are currently enrolled at university or 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 university or TAFE.
4. **WAT USA x 12** - be over 18 years of age and a full time student at a TAFE or university 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 Placement Australia Pty 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.

Program Application & Terms and Conditions

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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

All 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 Placement Australia Pty 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 \$A350.

Responsibility

Student Placement Australia Pty 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 Placement Australia Pty 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.

Account Name: Student Placement Australia New Zealand Pty Ltd
BSB: 032 196 Account: 299572 (Contact us for our NZ Bank details)
Bank: Westpac
Address: Shop 23 Pittwater Place, 10 Park Street, Mona Vale NSW

3. Credit Card

Paid Online Date of Payment

Payment can be made by Visa or Mastercard by visiting our online payment system which is available from our website, or by simply entering in your credit card details in the fields below.

Card Holder's Name

Card Number

Exp Date

CVC

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 questions please call us on 1300 135 331 (Australia) or 0800 440 079 (New Zealand)

Work & Travel USA

Winter 2009 Application



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 US (DD/MM/YYYY):

Can be no more than five days prior to DS start date.

DS-2019 start date (DD/MM/YYYY):

Date you want to be eligible to work in the US.

DS-2019 end date (DD/MM/YYYY):

Last day you are eligible to work in the US. Can be no more than 4 months after DS start date.

Date of departure from US (DD/MM/YYYY):

Can be no more than 30 days after DS end date and no more than 5 months after arrival date.

Personal Details Exactly as they appear on your passport

Last Name:

First Name:

Middle Name:

Gender: Female Male

Date of Birth (DD/MM/YYYY):

City of Birth:

Country of Citizenship:

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've had more than one previous visa, use additional forms. Please attach copy of previous visa(s).

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):

Other Visa Information

Have you ever applied for a visa to emigrate permanently to the US? Yes* NoHave you ever been arrested and convicted of a crime? Yes* NoHave you ever been refused a visa by a US Embassy? Yes* No

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

Work & Travel USA

Winter 2009 Application



Name of CIEE Representative:

Country:

Interviewed by (name):

Representative Code:

Date (day/month/year):

PLEASE FILL IN FORM USING ALL CAPITAL LETTERS.

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 years of university-level study will you have completed by the time of your departure to the US?:

Will you be a full-time university-level student at the time you leave to the US?:

Will you be a full-time university-level student when you return to your country of residence?:

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.

I certify that the named student is registered in our institution as a full time student for the academic year 2008 is returning to full time studies in the semester following the program.

Name of Student:

Name of the Official signing the Form:

Title:

Signature:

School Seal/Stamp:

Date (DD/MM/YYYY):

English Language Ability This section must be completed by an English teacher.

Oral English Ability 1 Beginner 2 Intermediate 3 Advanced

Written English 1 Beginner 2 Intermediate 3 Advanced

Listening Comprehension 1 Beginner 2 Intermediate 3 Advanced

Additional comments about the student's knowledge of English and his/her ability to function in an English-speaking work place:

Name of Teacher (Please Print):

Name of Educational Institution (Please Print):

Teacher's Signature:

Date (DD/MM/YYYY):

How did you find out about Work & Travel USA?

1 www.ciee.org

5 Other Website:

2 CIEE Representative

6 Placement Agency - Name:

3 Friends/Relatives

7 Other:

4 School/University

Work & Travel USA Winter 2009 Application



Name of CIEE Representative:

Country:

Interviewed by (name):

Representative Code:

Date (day/month/year):

Terms and Conditions / Participant Declaration

This form is important. It 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.

Participant Responsibilities

1. Each 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.
2. 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.
3. 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 US. Each participant must take full responsibility in the event that laws, regulations, or customs are broken, regardless of foreknowledge.
4. The participant agrees to pay all fees in accordance with the requirements of the CIEE Representative through whom he or she is submitting an application.
5. Applicants are responsible for submitting all requested documentation (including passport) 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 a flight) due to delays by participants in submitting documentation or delays by the US Embassy in issuing a visa.
6. Each applicant must pay the local visa fee to the US Embassy. Applicants are responsible for any additional visa fees that might apply at the US 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.
7. All applicants must attend an interview and complete language screening in order to participate on the program.
8. Each participant is required to attend a CIEE Orientation.
9. 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.
10. The participant must supply CIEE with the name and contact details of next of kin, to be contacted in the case of emergency. These details must be included on the application form.
11. 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.
12. 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.
13. If, during the course of the program the participant encounters any difficulties with safety, health, the job, 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, 24 hours a day, 7 days a week.
14. Participants on Work & Travel USA are required to comply with all US Government visa and immigration requirements including the SEVIS tracking as follows: a) notification of arrival at US Employer to CIEE within 20 days of DS-2019 program start date. b) notification to CIEE of any change in US home address within 10 days of change.

Employment or Job Related Conditions

15. CIEE cannot accept applications from participants intending to work in the US as au pairs, child carers, teachers, teaching assistants, camp counselors, in private households, as ship or aircraft crew members, or as medical staff having patient contact. From time to time the list of prohibited jobs is updated and listed on our website.
16. 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. In addition, if the participant is not fluent in English and/or does not arrive on time and/or has misrepresented any statement in the application, there is an extremely high likelihood the position will not be available to the participant. In addition, if the participant does not meet the contractual obligations with the employer or with CIEE, the sponsorship agreement with CIEE may, at CIEE's sole discretion, be terminated.
17. Participants must work for the employer listed on their Employment Offer Agreement Form. If, for any reason, a change of employer becomes necessary, participants must contact CIEE and get approval

BEFORE changing jobs.

18. Participants on the 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.
19. Due to weather conditions, or other factors beyond CIEE's control, some jobs have uncertain start dates and hours of work. The participant must be able to support himself/herself in the US until he/she gets his/her first paycheck, and in the event of reduced working hours, and must have at least \$475 with themselves upon arrival in the US.
20. CIEE/Representative are not responsible for the participant's expenses incurred if for any reason the participant has not started work by the agreed date due to weather conditions at his/her place of employment or for any other reason not under the direct control of CIEE/Representative.
21. Once a participant accepts a position with a CIEE-sourced employer he/she agrees to stay at that place of employment for the duration of the program. If he/she wishes to leave a position after he/she starts work or to decline to start work after accepting a position, he/she must notify CIEE in writing and he/she must obtain its written permission to do so. Except in extraordinary circumstances, such permission will not be granted. If he/she does not receive prior written approval to change jobs, and if he/she leaves this employment without the prior written 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 US.
22. If a CIEE-sourced job position is no longer available, through no fault of the participant's own, after a signed EOAF has been issued to 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 participants in the same geographical area or of the same type of work or pay as the original CIEE-sourced job.
23. In case of 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.
24. If a participant is fired from his or her job for violation of employer policies, including their failure of a company required drug test at the commencement of or anytime during employment, he or she will be withdrawn from the program with no refund of program or CIEE Job Service fees.
25. If the participant's original job ends before the legal working dates listed on the DS-2019 (program end date) for any reason, it is the participant's responsibility to inform CIEE's US office and get approval for any new job.

Contractual Terms

26. This English language version of the Contract is the binding contract between the participant and CIEE.
27. 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.
28. The conduct of the Work & Travel USA Program is subject to US government approval and may change without notice.
29. 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) which result from any such occurrence.
30. CIEE does not own or operate any entity which 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 of any kind, overbooking or downgrading of accommodations, structural or other defective conditions 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 timely, dangers associated with domestic

or wild animals, sanitation problems, food poisoning disease, 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.

31. The participant agrees that any dispute concerning, relating, or referring to the Employment Offer Agreement Form, 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 Maine, according to then existing rules of the American Arbitration Association. Such proceedings will be governed by substantive Maine law.

32. CIEE reserves the right to provide you with information on tax and related services.

CIEE Program-Related Conditions

33. 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 and acceptance on the Program, any refund will be made via the CIEE Representative through whom the original application was submitted.
34. Participation on the Program begins when the participant legally enters the US and terminates on the day of departure from the US (within the legal Program dates). Participation on the Program will end a maximum of 5 months from arrival in the US. Participants can arrive 5 days prior to their DS Program start date and remain in the US up to 30 days beyond their DS Program end dates, as long as their total stay in the US does not exceed 5 months. Participants must return to their home country in time for the start of their university classes.
35. CIEE may issue a DS-2019 form if a participant meets the Work & Travel USA Program requirements, but cannot guarantee that the US Embassy or Consulate in a participant's country of residence will issue a J1 visa.
36. Once a participant has commenced his/her travel to the US 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.
37. Individuals who have recently held a J-1 visa for the US 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 US Embassy for details.
38. Insurance is provided for the dates confirmed by CIEE, by CIEE's 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.
39. Under the US 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 US. 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 application pack. If you did not receive this information or release form please contact your CIEE representative.
40. CIEE reserves the right to dismiss from the Program any participant who is deemed by CIEE to be a danger to him/herself for 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.
41. Once the participant has departed for the US, there will be no refund should the participant leave the Program. There will also be no refund should CIEE withdraw sponsorship.
42. CIEE/Representative do not provide housing. If an employer does offer housing it is usually on a first-come first-served basis. Whether the participant arranges housing independently or through the employer the participant will be required to sign a lease and pay a deposit, which usually amounts to the first and last month's rent and may include an additional security deposit.
43. CIEE may provide the participant's contact information to third parties for marketing purposes.

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

Participant's name:

Participant's signature:

Date (DD/MM/YYYY):

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

Work & Travel USA

Winter 2008/2009 Application



Name of CIEE Representative:

Country:

Interviewed by (name):

Representative Code:

Date (day/month/year):

Please fill in form using all capital letters.

Addendum to Terms and Conditions / Participant Declaration

This form is important. It 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 name:

Applicant e-mail address:

I understand that CIEE and (local representative name): _____
have authorized me to participate on the Work & Travel USA program and travel to the US without a pre-arranged job.

By signing below, I indicate my understanding and agreement with the following terms:

- It is my responsibility to find an eligible Work & Travel job upon arrival in the US
- Immediately after finding a job in the US I will report this information to CIEE via the following website: www.mysevis.com.
- I understand that CIEE will contact my prospective employer to verify employment details and that CIEE reserves the right to disallow my job if for any reason it is an unauthorized employer or job type. (Please refer to the Employment section on our website: www.ciee.org/wat for unauthorized job types.)
- I currently have two (2) employer contacts in the US through which I can seek work upon arrival.
- I verify that my English is fluent and I feel comfortable using English to find my own job.
- I understand that I must be able to support myself upon my arrival in the US until such time as I find a job and receive my first paycheck. The minimum amount that I will be taking with me to the US in cash and/or traveler's checks is \$975 and I have access to additional funding as necessary.

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

Applicant's Signature:

Date (DD/MM/YYYY):

Work & Travel USA

Interview Form Winter 2008/2009



Name of CIEE Representative:

Country:

Interviewed by (name):

Representative Code:

Date (day/month/year):

Applicant Details

Last Name:

First Name:

Middle Name:

Interview Details

To be filled out by a CIEE Representative based on in-person interview.

Have you ever been to the US before?

 Yes No

If yes, for what purpose?:

What are the benefits to you of spending a summer living and working in the US?:

Do you already have a job in the US?

 Yes No

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

Do you have friends or relatives currently living in the US?

 Yes No

Do you plan to travel in the US during your stay?

 Yes No

Return from the US

What do you plan to do upon your return from the US?

 Continue studying Other (please specify):

Would you consider doing an internship in the US in the future?

 Yes No

Interviewed by

Full name:

Title:

Signature:

Date (DD/MM/YYYY) :

Privacy, HIPAA and Confidentiality Release Form Winter 2008/2009

By completing this form, you consent to CIEE, CIEE's designated insurance claims management company, your physician's and/or other medical providers to discuss medical and/or insurance issues with CIEE or CIEE's designated insurance claims management company.

You also consent to CIEE that we may notify your emergency contact listed in this application of any situation that CIEE deems to be an emergency. You also consent to CIEE that CIEE may notify your official CIEE Partner from whom you purchased this program of any situation that CIEE deems to be an emergency.

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

I give CIEE permission to release any or all of the following information. (Please initial and select)

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.

Under no circumstances can CIEE release medical information obtained 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 for further disclosure. Please contact your physician or provider of service for your medical information.

Print Patient Name:

Signature of the Patient, Adult Parent or Guardian:

Date (DD/MM/YYYY) :

Work & Travel USA

Employment Offer Agreement Form Winter 2008/2009



Name of CIEE Representative:

Country:

Interviewed by (name):

Representative Code:

Date (day/month/year):

Please fill in form using all capital letters.

Employer Section

Company Name:

Street:

City: State: Zip:

Phone: Fax: TaxID:

Website: How many international students do you intend to hire?:

Offer made to Please fill out one application per student.

First name: Middle initial:

Last name:

Job Information

Worksite address (if different from above) Street:

City: State: Zip:

Dates of employment: from (DD/MM/YYYY): to (DD/MM/YYYY): Maximum of four (4) months

Manager's name: Manager's phone:

Manager's e-mail: Off season phone:

Student job title: Job description:

Wage per hour: Average number of hours per week:

Is an end of season bonus available? Yes No If yes, how much:

Does employer provide housing? Yes No If yes, cost of housing:

Housing deposit: Type of accommodation (house/hotel/etc):

How many people share room?: How many people share house?: Is housing furnished?:

The student named above has been offered a temporary position with the company by an authorized company representative and the salary and other terms are commensurate with those of his/her US counterparts. I have reviewed the attached Employer Declaration and agree to abide by its terms. (If an Employer Declaration was not provided, please contact CIEE at 1.888.268.6245 or visit www.ciee.org/employer/declaration.)

Name of person completing this form: Title:

Signature: Date (DD/MM/YYYY):

Are you an employee of the company listed above? Yes No

If no, please complete Company name: Telephone:

Are you an Employment agency Staffing company Other:

Work & Travel Participant Section

By signing below, I indicate my understanding and agreement with the following terms:

1. Any position offered to me is not a firm, irrevocable offer and may be revoked at any time before I commence employment. In the event that the employer revokes this offer, CIEE will assist me in my effort to find alternative employment, but CIEE makes no guarantee that its effort will be successful. I will be an employee-at-will, and my employment relationship may be terminated at any time by the employer.
2. I understand that it is my responsibility to consult the full Employer Profile for additional information on any CIEE-sourced job. The terms above are general in nature and my hours and duties are subject to change. I will report to the employer listed above within five days of arrival in the United States. I will work for a period that will not exceed the end date on my DS-2019 form. If I wish to change employers, I must receive permission from both CIEE and my CIEE Representative prior to doing so.
3. I will adhere to all CIEE and CIEE Representative rules regarding employment and program participation, including the Terms and Conditions / Participant Declaration which forms part of my program application. Should I change jobs without receiving prior permission from CIEE and my CIEE Representative, or if I violate other CIEE or CIEE Representative rules, CIEE may terminate its sponsorship of me and I will be required to return home. I also understand that such termination may prevent me from receiving future US visas.

Name:

ATLAS ID:

Signature: Date (DD/MM/YYYY):

How did you find your job? CIEE Representative Employment Agency Directly with employer

Internet Other:

THE PARTICIPANT MUST SEND THE ORIGINAL SIGNED AGREEMENT TO HIS/HER CIEE PARTNER.

THE PARTICIPANT MUST ALSO SEND A COPY TO THE EMPLOYER AND KEEP A COPY FOR HIS/HER OWN RECORDS.

Work & Travel USA

Interview Form Winter 2008/2009



Name of CIEE Representative:

Country:

Interviewed by (name):

Representative Code:

Date (day/month/year):

Employer Information and Declaration

Dear Employer,

Thank you for your decision to become a host employer for our Work & Travel USA program. Your participation in this program continues a long tradition of US employers who have capitalized on a unique opportunity to bring an international dimension to their workplace while providing a life-changing experience to foreign students.

About CIEE and the Work & Travel USA Program

Established in 1947, the Council on International Educational Exchange (CIEE) is a world-leader in language learning and cultural exchange services. CIEE is authorized by the US State Department under section 101 (A)(15)(J) of the Immigration and Nationality Act to provide the necessary legal sponsorship that allows eligible foreign nationals to obtain the J-1 "Exchange Visitor" visa. The Work & Travel USA program is offered to bona fide university students screened for maturity and ability to get maximum benefit from undertaking casual seasonal work for up to 4 months during their university holiday time. The Exchange Visitor Program Regulations in full can be found in the Code of Federal Regulations (22 CFR Part 62).

Jobs that are NOT allowed are:

Au pair / nanny / babysitting / domestic labor / camp counselor / teacher / coach / medical, veterinary, pharmaceutical services, or any job that requires direct patient contact or dispensing of medication / adult entertainment industry jobs / crew member on ships or airplanes, or as pilots / sales jobs involving purchasing sales merchandise to resell (e.g. door-to-door sales) / employment through employment agencies.

Communicating Pertinent Information To Your Participants

Setting student expectations correctly is key. We strongly recommend that you pass along information to your hired workers prior to their arrival in the US. Such information could range from workplace rules and uniform requirements to details on housing to local area information and transportation instructions. CIEE recommends that you provide this advance information because it allows participants to prepare accordingly. Email is usually the best way to communicate with participants before they arrive in the US.

Housing

If you do not include housing in your offer to the students you hire, pointing participants in the right direction is helpful. This greatly eases the transition to living in a new country. We recommend that you provide this advice to participants while they are still in their home country so that they can get a jump-start on their housing plans. Past housing options for Work & Travel participants have included furnished apartments, shared houses, hostels, long-term motel rentals, and rooms in private homes. All housing should adhere to all local, state, and federal health & safety and employment laws designed to protect the participant both in the workplace and in any Employer arranged accommodations.

Transportation to work

Your international staff will probably take some time to become accustomed to transportation in the US. Please take the time to advise them on the safest and best ways to travel to work. If they are cycling, please remind them to wear a helmet, pick the best routes, and use lights when necessary.

Insurance

Each participant is provided with basic travel insurance through CIEE as part of their program (for full policy details please refer to <http://www.ciee.org/insurance>).

The First Few Days

SEVIS Regulatory Requirements All participants on J-1 exchange visas are required to register their whereabouts electronically with the Department of Homeland Security (DHS) through SEVIS- the Student and Exchange Visitor Information System. This requirement is extremely important since students Exchange program will terminate if they fail to comply. Participants have two primary responsibilities within SEVIS:

1. Within 20 days of the program start date printed on their DS-2019 Form, they must confirm with CIEE that they have begun their work exchange program

and also provide their US address (PO boxes aren't permitted).

2. Within 10 days of changing their home address during their stay, they must provide CIEE with this new address. Participants may use the CIEE website www.mysevis.com to give us this information. We will upload their entries into the US government SEVIS system. Allowing your participants to register online at your company would help to guarantee that these requirements are being met. Also, participants are given postage-paid, preaddressed postcards as another option for them to submit their details to us. A third option is for them to contact CIEE at 1-888-268-6245 to provide the required information.

You can also help to ensure that your participants are adhering to these requirements by:

1. Reminding participants of the importance of confirming the start of their program and updating their address as necessary.
2. Notifying CIEE of any students who do not arrive as scheduled or if a participant leaves work before their scheduled end date.
3. If you are looking to hire a student who is changing employers or seeking a second job, direct them to contact CIEE to secure permission authorizing them to work for you. This process will protect the interest of the original employer and make sure that both employers, the participant, and CIEE are in agreement with the new situation. The original employer's (or CIEE's) name will remain on the DS-2019 form.

Social Security and Payroll

Many participants will arrive at your workplace without having applied for a Social Security number. To obtain a Social Security number, students must complete an Application for a Social Security card (Form SS-5). To find the nearest Social Security office, look in the telephone book under "Social Security Administration," call toll-free 800-772- 1213, or visit the Social Security website at www.ssa.gov. Please note that participants should complete their SEVIS registration before applying for a Social Security card.

Although students do require a Social Security number, they are allowed to work before they have received one. The SSA provided the following advice in April 2005 (visit <http://www.ssa.gov/employer/> for more details): Provided that participants apply for a Social Security number within seven days of commencing work, they are in compliance with the law and may work and receive paychecks. Participants can demonstrate that they have applied for their Social Security Number either by (1) showing a copy of the application form that was submitted, or (2) showing any acknowledgement of receipt provided by the SSA, or (3) showing a statement signed by the employee.

Payroll

Work & Travel participants are required to pay some taxes just like any other taxpayer and are exempt from other taxes as a nonresident alien. Participants must pay:

- Federal income taxes
- State incomes taxes
- Local income taxes

Participants do not pay:

- Social Security taxes
- Medicare taxes

If you have any questions pertaining to this Employment Offer Agreement Form or need additional information please call 1-866-351-9949.

Employer Declaration

I acknowledge the aims and objectives of the CIEE Work & Travel USA program as a US Department of State authorized Exchange Visitor Program allowing qualified foreign students to undertake a period of employment of no more than four months during their college/university vacation period. I confirm that the salary and other terms offered are commensurate with the participant's US counterparts. I agree to abide by all local, state, and federal health, safety and employment laws.