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**BRING YOUR
FRIENDS
BACK!**

After your amazing J1 experience
you will have made firm friends
with many Americans who may
want a taste of life in Ireland.

Full-time U.S. college students
and recent graduates can have an
Irish "J1" experience through the
Work in Ireland Program. Log on to
www.workandtravelireland.org
for more details.

WORK & TRAVEL USA PROGRAMME

The Work & Travel USA Programme makes it possible for international students to experience life in the United States first-hand as seasonal employees in businesses throughout the country. The Work & Travel USA programme benefits you by allowing you to immerse yourself in American culture, earn money and act as a cultural ambassador for your home country.

As a programme participant, you will embark on an exciting adventure that will grant you insight into the way that Americans live, work and have fun. For all of the critical information and latest news about the Work & Travel USA programme visit www.ciee.org/wat

Through this website you will find information on CIEE as your programme sponsor, tips on finding a job, an overview of US culture, and links to some of the most popular US destinations. You will also find links on housing as well as information about the state to which you will be travelling.

THE BENEFITS OF THE PROGRAMME

Every year, thousands of university students are able to gain invaluable international experience through USIT's Work & Travel USA programme. Here is a reminder of the advantages and opportunities available to you as a programme participant:

- total immersion into US culture;
- insight into US workplace;
- the opportunity to educate Americans about your home country and culture;
- a chance to develop job skills and improve your CV through international work experience;
- the ability to earn enough money to cover living and travelling expenses;
- an opportunity for personal growth; and
- an opportunity to make new, life-long friends

In this sense, participation in the Work & Travel USA program provides you with the opportunity to grow both personally and professionally through in-depth international experience. By choosing this programme, you will open yourself up to an

array of new and exciting experiences and enhance your ability to thrive in a culturally diverse world.

USIT AND CIEE SERVICES:

As you prepare for the programme and throughout the duration of your stay in the US, USIT and CIEE offer a variety of services to assist you along the way. These services include:

- CIEE sponsorship, which allows you to work legally in the US
- USIT assistance with necessary programme documents
- CIEE assistance with obtaining a Social Security number and card
- USIT jobs database that includes listings of jobs available to our participants.
- USIT US Employment Road Shows
- USIT pre-departure support and assistance as you prepare for your program
- USIT optional Arrival Packages - including Airport transfer and 1 nights accommodation
- CIEE mandatory online orientation for all participants;
- USIT pre-departure and CIEE post arrival support staff to answer participant questions
- CIEE 24-hour emergency assistance
- USIT New York number for assistance on Insurance, flights and programme support

PROGRAMME RULES AND CONDITIONS

In order to ensure that you have a successful and safe experience in the US, it is important that you understand the government regulations that will affect you as an exchange visitor to the US. The US government has made a number of regulatory changes which impact the way that USIT and CIEE operate the Work & Travel USA programme. This has led to greater responsibilities for you as a participant, CIEE as your legal sponsor and USIT as your programme operator. The following information will help you understand these new regulations as you prepare for your stay in the US on this programme .

WHAT IS A J-1 VISA?

As a participant in this programme, officially classified as Exchange Visitor Programme P-3-04320, you will enter the US on a J-1 Exchange Visitor Visa which allows you to travel to the USA and work legally for a four-month consecutive period starting from the date printed on the DS-2019. You may stay in the US on tourist status for a total of 30 days after your four-month work period. The visa allows you to travel anywhere in the US and to hold as many jobs as you like. The opportunities are limitless.

THE J-1 VISA PROGRAMME PROHIBITS YOU TO WORK IN THE FOLLOWING POSITIONS:

- Au Pair, Mother's Helper, Child Carer, Nanny, Babysitter, Maid or other jobs of a domestic nature in private homes.
- Child Care of any kind.
- Medical Services (medical interns or anything involving hands-on therapy, counselling, administering treatment or making diagnoses of medical, psychiatric or psychological patients).
- Veterinary Science (making medical diagnoses or administering treatment to animals).
- Teaching as: Language teacher or Teaching assistant or a full-fledged trained teacher
- Coaching positions or as a Personal Trainer
- Beauty Therapy jobs, including massage, hairdressing, manicurist positions or any jobs involving 'hands-on' therapy of any kind.
- Camp Counsellor.
- Crew member on ship on aeroplane or as pilots.
- Certain Casino Positions.
- Pyramid-selling.
- Employment with a Staffing agency.
- Commission only positions.
- Adult Industry positions.
- Positions involving any start up fee to the participant or with a travelling concession business.

PARTICIPANT TRACKING

As a participant on the programme, it is your legal obligation to inform CIEE of updates to your employment or housing information and any other changes while you are here. CIEE is required to verify that all participants begin their work programmes as scheduled. CIEE must also update SEVIS regarding any participant's change of address, employer, termination, and other details. As a result, it is VERY IMPORTANT that you register with SEVIS as soon as you begin your programme. To learn how to register, read 'How can I register my details in SEVIS' very carefully. It is also important that you update SEVIS EVERY TIME you change your address during your programme. Failure to follow SEVIS requirements will result in termination of your programme. Make sure you read and understand the SEVIS requirements and instructions.

SEVIS REGULATIONS AND WHAT IS SEVIS?

The Student and Exchange Visitor Information System (SEVIS) is a computerised process to collect, maintain and manage information about international foreign students and exchange visitors during their stay in the United States. The US Department of Homeland Security (USDHS) manages the

system and registering your details in the SEVIS is a mandatory part of your programme.

REGISTERING WITH SEVIS

In order to report this information, log onto www.mysevis.com and follow the directions. (Make sure you have your DS-2019 with you when you log on.) Once you provide your US address to SEVIS, a screen will appear confirming this and saying 'thank you.' If you are suspicious that your registration did not work or do not have an Internet connection, you can register by calling CIEE at 1-888-COUNCIL (1-888-268-6215), or using your Orange Sevis Postcard, sent in the post. The only other time you need to worry about SEVIS is if you change your US address. For example, if your contact information or employment details should change, you must inform CIEE by logging onto www.mysevis.com immediately after the change. Failure to follow these simple, yet very important rules, will result in the participant's loss of sponsorship and legal status. More details concerning SEVIS will be discussed and updated through your online orientation.

EMPLOYMENT AGREEMENT

When you accept your job in the US, you join into an agreement with your employer. In signing your "Employment Agreement Form," (download from www.j1online.ie) you agree to honour your employment commitment for your entire work abroad experience. In most cases you have also represented to a U.S. Visa or Immigration Officer that you plan to work for this employer as part of your acceptance on the programme. If you are having difficulties at work, are not getting paid what you expected, or are experiencing emotional problems, please call CIEE at 1-888-COUNCIL (1-888-268-6215). Participants who found their job through personal contact(s) or USIT should give careful consideration before changing employer and MUST immediately inform CIEE.

If Your Employer Ends Your Employment or if you are fired, or made redundant, please contact CIEE at 1-888-COUNCIL (1-888-268-6215). In these cases, it may be possible to get a new job, and CIEE may be able to assist you with this process.

BEFORE YOU GO!

WHAT YOU CAN DO

Actually, there's lots you can do before you go. Although an American summer is much longer than the two days of sunshine we get here, the time will fly. So some preparation is vital if you don't want to waste time and money when you get there.

- Check the status of your application to make sure your application is progressing OK (www.jlonline.ie).
- Make sure you have all paperwork sorted out before you travel (visa, documents, insurance, etc).
- Think hard about where you'd like to live and work.
- Get a job!
- Save enough money to get yourself set up.
- Pre-arrange accommodation & employment.

Waste no sunshine-time in the US and pre-arrange a job before you travel. For tips and ideas on how to start, read the chapter on Finding a Job.

NOTIFY USIT OF YOUR JOB

Before you depart for the US and if you have received a job offer please complete the Employer Offer Agreement Form & fax to USIT Programmes (01) 602 1709.

TOP 6 THINGS TO DO NOW

1. Read this Participant Handbook cover-to-cover and the extra information available on www.jlonline.ie
2. Think laterally about where to go in the US this summer (see Where to Go).
3. Gather advice and contacts for employment and accommodation from family, friends, university professors and especially previous participants.
4. Surf the Net for job offers, accommodation and local work (see Finding a Job).
5. Take our advice on pre-arranging accommodation. If you are absolutely set on working and living in a city, such as San Diego, it is vital that you organise long-term housing before you go.
6. Update your CV, rename it a resume, photocopy your references, check out the USIT online US Jobs Database on www.jlonline.ie and start sending emails or writing letters!

TRAVELLING TO THE USA!

CHECKLIST FOR YOUR CARRY-ON BAG

In case your luggage goes astray en route, pack a change of clothes in your carry-on bag, along with the following:

- Passport with J-1 Visa and DS-2019 (If your passport is less than 1 year old, you should also bring a copy of your Birth Certificate)
- Passport & J-1 Visa photocopies
- Travel tickets **OR** e-confirmation number
- Sevis receipt and proof of funds info (\$475 if you have pre-arranged job and \$1,000 without a job pre-arranged. (This is the minimum amount we suggest to bring to the USA.)
- Travellers cheques (record slip separate)
- US cash (small change) & Credit card
- Details of emergency fund arrangements with your family / bank
- Driving licence (national and international)
- ISIC card and 2 other photo IDs
- Medication (along with doctor's note) if applicable
- Participant Handbook + insurance policy (available online)
- Employment Offer Agreement Form (EOAF)
- CV / resume (hardcopy & on disc), references, etc.

FLIGHT CHECK-IN

YOUR FLIGHT TICKETS

All flight tickets will be sent to you by post or if you are on an e-ticket you will receive your confirmation number by email and you can also access this via your online J1 tracking account on www.jlonline.ie

DELAYS AND CANCELLATIONS

All airlines make every effort to provide seats for which bookings have been made. However, no absolute guarantee of a seat is denoted by the terms, 'reservations', 'bookings', 'OK', 'confirmed', and the times attached to them. USIT cannot be held responsible for airline cancellation or overbooking. In the unlikely event of you being transferred to another flight please contact USIT.

If you are travelling to the US directly from Ireland you will pre-clear US Immigration at Dublin or Shannon airport. Participants travelling via London clear US Immigration at their first point of arrival in the US.

Please note: If you are not there on time, the flight may leave without you!

IMPORTANT DOCUMENTS

Please read carefully through this section as you need to understand the importance of programme documents and forms.

1. DS-2019 FORM + SEVIS RECEIPT

The J-1 Exchange Visitor Programme is known by different names in different countries. The official US Government name is "Exchange Visitor Program." Upon acceptance to the programme, you will be issued a DS-2019 form by CIEE. This DS-2019 form is a "Certificate of Eligibility for Exchange Visitor (J-1) Status" from the Department of State, which is an agency of the US Government. It officially identifies CIEE as your programme sponsor, describes the purpose of the programme, and lists the exact period during which you are allowed to work. The number in the top right corner of your DS-2019 beginning with 'N000 ...' is your SEVIS number. You will need this number when you log into www.mysevis.com and when you call CIEE. Without a DS-2019 form, you are not able to apply for your visa or enter the US.

SEVIS RECEIPT

This receipt should also be available for inspection by any US official. Please keep it with your DS-2019 as proof of your US\$35 payment.

2. PASSPORT AND J-1 VISA

All applicants will have to attend a face-to-face interview with the US Embassy or Consulate that USIT will schedule for you. Once you have had your interview and you have been approved, the J-1 visa will be placed in your passport with the programme number marked on it.

Your J-1 visa is valid for a period of 4 months and cannot be extended under any circumstances. Your DS-2019, Passport and J-1 visa must all be valid upon entry. Please make two copies of all of your documents.

Carry your originals and have them ready for inspection at all times when travelling to the USA. Leave one set of copies at home and pack the other set in your luggage, separate from the originals.

ENTERING THE USA

WHAT IS THE DIFFERENCE BETWEEN MY VISA AND MY DS-2019?

The **Visa** is stamped into your passport by the US Embassy. It is a multiple entry visa that allows you to enter and re-enter the country until the printed expiry date. You will need this to be valid whenever you enter the US. Please make sure the US Embassy has stamped your Visa Expiry date no earlier than the final date on your DS-2019. You will not be allowed to leave and re-enter the US after the expiry date on your visa.

The **DS-2019** is the form that allows you to legally work in the US. You should only be working within the time period on your DS-2019 in BOX 3. You are allowed a 30-day travel period after this last date in box 3 for domestic travel in the U.S. You cannot work during this travel period. Note that this is NOT a MONTH; it is 30 days! Participants who remain after this 30-day period are subject to arrest and deportation! In addition, violation of Immigration Laws may prevent you from obtaining future US visas. As a guest in the US, it is important that you co-operate fully with the Immigration Officer and answer all questions clearly and respectfully. The officer may ask you for some general details about your visit.

For example: this is for illustration purposes only!

Arrive in the US on 01 June, DS-2019 start date 02 Jun, DS-2019 end date: 01 Oct, means you **must** stop working on the 01 Oct but may legally stay in the USA and travel for a further 30 days making sure you leave the US on or before the 31 Oct.

THE PROCEDURE FOR ENTERING THE US

1. PRESENT YOUR DS-2019, PASSPORT AND J-1 VISA

When you arrive in the US, present your DS-2019 form and your J-1 visa in your passport to an Immigration Officer at your point of entry. The Immigration Officer will stamp your DS-2019 form & return it to you.

2. PROOF OF FUNDS

Students must be able to show proof of a minimum of \$475 if you have a job pre-arranged and US\$1000 if you do

not have a job pre-arranged. Travellers cheques are recommended, bank statements are not accepted.

3. PRESENT YOUR I-94 CARD

You will receive an I-94 card from the airline, either at check-in or on board before arriving in the US. It is a small, white card also known as the "Arrival/Departure Record". Complete this form and give it to the US Immigration Officer with your passport. You will be asked for your American address on the I-94 form. If you do not have a permanent address in the US or the address of a close relative or employer, you can use the address of the hostel where you will be spending the first night. One part of the I-94 should be stapled to your passport and the other part will be kept by Immigration as a record of your arrival. Make sure you get your I-94 card back from the Immigration Officer. If you lose or do not receive an I-94, you will have to leave and re-enter the USA to get a new one! You need this document to apply for Social Security!

Please note: You should not fill out a green visa waiver form.

Note: The red stamp on your I-94 card or DS-2019 may be stamped with the letters "J-1 Stay" and "D/S." "D/S" stands for "Duration of Status" and means that you are authorised to work for a maximum of 4 months from your date of entry into the US.

Check your I-94 card before leaving the USCIS (Immigration) desk. Make sure your card is not torn and that the entire number in the top left corner is readable. When you depart the US, your I-94 card will be taken and sent to the USCIS. This is a record that you departed the country by the end of your authorised stay.

EMPLOYMENT OFFER AGREEMENT FORM

If you have a job pre-arranged, the Immigration Officer may also ask to see your proof of employment so please have your EOAF - Employer Offer Agreement Form (download from www.j1online.ie) available as you pass through immigration in case the officer requests this information. Always take all of your documents with you when travelling. Once you've entered the US according to the above steps, you are in valid J-1 status in the US.

PARTICIPANT TRACKING - SEVIS

Your next important piece of paperwork is SEVIS. Once you enter the US as a J-1 Visa holder you will automatically be tracked by the USCIS as part of the mandatory participant tracking system SEVIS. Please read the relevant SEVIS sections in this handbook on SEVIS and the registration process.

NB! TAKE CARE OF YOUR DOCUMENTS!

Please take very good care of your passport, your DS-2019 and the I-94 form: you will not be able to apply for your Social Security Number unless you have all three of these documents. If you lose them before you apply for your Social Security number, you will have to leave the US and re-enter to validate your new documentation (and any travel costs incurred will not be covered by your insurance policy). So staple everything into your passport and take good care of it.

EXITING & RETURNING TO THE US

Participants wishing to visit neighbouring countries while on the Work & Travel USA programme must inspect their documents carefully before leaving the US. Check the expiration date of your J-1 visa in your passport and whether or not it allows you to make multiple entries. This will be indicated by the letter "M" under the word "ENTRIES" on your J-1 visa. This will allow you to re-enter the US more than once, as long as your J-1 visa and DS-2019 form are both valid*. If your J-1 visa does NOT have an "M," you may not re-enter the US on J-1 visa status. Inspect the expiration date on your DS-2019 form (line 3 of that form). If your J-1 visa or your DS-2019 form is expired, you will NOT be able to re-enter the US under J-1 visa status. In some cases, you may not even be able to re-enter the country at all. Before your trip please contact CIEE Portland if you are unclear about this.

THE 30 DAY TRAVEL PERIOD

The U.S. Immigration authorities typically grant J-1 Visa holders an additional 30 day travel period to stay in the US and travel. Bearing in mind that you must return in time for your college start in September or October, you can use this travel period in the domestic US only. The 30 Day period begins at the end of your programme (programme end date listed on your DS-2019). If you leave the country after the end date on this form, you will not be permitted back in. Therefore, it is not permissible to travel outside of the US during your 30-day travel period after your four month work period.

*30 DAY RULE

Do not ever spend more than thirty days outside the US during your work period. If you do, you may have trouble re-entering the country, your programme may be terminated, or you may be deported.

*DS-2019 SIGNED BY CIEE

You must have your DS-2019 form signed by a "Responsible Officer" in CIEE's Portland Office if you are planning to visit any country and return to the US to continue your programme under the J-1 visa status.

HOW TO OBTAIN A SIGNATURE ON YOUR DS FORM?

Option 1

If you are in Portland, bring your passport and DS-2019 form to the CIEE office in Portland to have it signed immediately, and also receive a "Letter of Good Standing." Please call ahead to let CIEE know that you are coming by dialing 1-888-COUNCIL (1-888-268-6245)

Option 2:

Mail your DS-2019 form AT LEAST 2 WEEKS BEFORE YOU TRAVEL using the following steps:

- Write a short note indicating the dates you will be travelling, your destination, name, and contact information in the US.
- Obtain a PREPAID, SELF-ADDRESSED, CERTIFIED ENVELOPE (UPS, FEDEX, or US Postal Service). If you do not include this in your mailing to Portland, CIEE will not be able to return your DS form to you.
- Using Certified Mail, UPS or FedEx, send your DS-2019 form, short note, and prepaid, self-addressed envelope to this address:
CIEE. Attn: Customer Service Center, 300 Fore Street, Portland, Maine, ME 04101
- Using Certified Mail, UPS or FedEx secures your DS-2019 form, so that it will never be lost in the mail. It is very important that you use these services when sending your DS-2019 form. Your documents will be returned to you and you MUST have them before you travel.

Upon your return to the US, the Immigration Officer will need to see your signed DS form and "Letter of Good Standing" to prove that you are allowed to re-enter the country. You will then be issued a new I-94 card with your new entry date. Welcome back!

Please note: The signature from the Responsible Officer is valid for TWO MONTHS only. Therefore, do not get your form signed more than two months before you plan to leave the country. If you are travelling out of the country again after two months have passed, you will need a new signature.

VISAS TO ENTER CANADA OR MEXICO

Canada and Mexico do require many nationalities to obtain a travel visa to visit their countries. It is important that you find out if you need a visa to enter either of these countries

before you plan your trip. You may contact the Canadian or Mexican Embassy in Washington, D.C. for more information. (Irish and British nationals do not need to apply for a visa to travel to either of these countries). When you present your valid, multiple entry J-1 visa and your copy of the DS-2019 form at the border, be sure to explain that you will be re-entering the US to continue your programme. Please remember even if travelling to Mexico or Canada you still need to have your DS-2019 signed by CIEE.

NB. You cannot travel to Mexico or Canada while on your 30 days travel period after the last date on your DS-2019. This travel period is for within the USA only. We've been told that you will NOT be allowed back into the USA, even on a tourist visa so please don't risk it!

EXTENDING YOUR STAY

It is almost impossible to extend your stay in the US beyond the end of the programme. CIEE cannot continue to sponsor you, as the Work & Travel USA programme is only authorised to operate during designated periods. CIEE has no authority to issue DS-2019 forms for sponsorship of students outside of the set times.

When you joined this programme, you did so with the agreement that you would leave the US upon programme completion and USIT, CIEE and the US Government expects you to honour this agreement. Changing status is complicated and, in most cases, impossible. CIEE reports all unauthorised stays to Immigration.

ARRIVAL SURVIVAL YOUR FIRST NIGHT

Two in-flight meals, several snacks, movies and a few magazines later, you'll arrive in the USA to begin your J1 summer. Either bursting with excitement or drained from the flight, the overwhelming arrivals hall in any airport can be a little daunting, especially after an eight hour flight. Never fear though, in this section we've got you covered and will help see you through your first 24hrs after touchdown!

J1 PARTICIPANTS - ARRIVAL PACKAGE OPTION

A J1 arrival package sets you up with pre-arranged accommodation to make sure you'll be all set for the summer of your life! By now you may have chosen from New York, San Francisco or Boston so the following paragraphs are to help those on an Arrival Package get to your hostel from the airport. Before departing for the US you would have been given a voucher printed on USIT headed paper to confirm your hostel booking and a voucher/pass/card for the transport companies that you will need to hand over when getting on the appropriate transport.

For participants who've decided to go it alone and find your own way around, it's worth reading this section for bus, train and cab tips.

BOSTON ARRIVALS - LOGAN AIRPORT

Once you've stepped into the big wide world of the USA it's time to get yourself to the hostel. Located on the campus of Boston University, it's in the very heart of the city. The Charles River, Fenway Park (and its baseball games) and famous Newbury Street are all nearby. Less than a block from the Kenmore subway and bus station, getting to and from the airport is quite easy. Your hostel details:

- Hostelling International- Boston (Fenway)
575 Commonwealth Ave.
Boston , MA, 02115
Tel: 617-267-8599

Getting there - With your MBTA Charlie Card:

All cabs, buses and shuttles at Logan Airport leave from the "Ground Transportation Area" of the airport. Your Charlie Card will get you all the way to Kenmore Station on the

subway. From the arrivals level, take the Logan Shuttle to the MBTA Blue Line. With your MBTA Charlie Card, take the Blue Line train downtown to Government Centre T Station and transfer to the Green Line. From there take West-bound B, C or D train to Kenmore stop. The hostel is located one block west.

Getting there - Without a Voucher:

Taxi: A taxi service to the Hostel costs approximately \$35. This is the easiest way to get there and participants can split the cost of it if travelling in a group. This option isn't included in the arrival package.

SAN FRANCISCO ARRIVALS

After your long flight to the West Coast get yourself quickly and easily to your city centre hostel. You'll be staying in the heart of the city, a block from Union Square! Hostelling International-San Francisco Downtown is close to the best cafes, clubs, theatres and shopping. With four-bed dorms, free daily tours, free WiFi and continental breakfast, once you arrive you'll be ready to have a great J1!

Your hostel details:

- Hostelling International San Francisco 'Downtown'
312 Mason Street
San Francisco, CA 94102
TEL: 415 788 5604

Getting there - With your BART Voucher:

From the arrivals level, take the AirTrain from any terminal to Garage G/BART Station stop. With your BART voucher, take the BART train service to Powell Street station. Walk 2 blocks north on Powell, turn left into O'Farrell Street, then turn right into Mason Street. The hostel is on the right-hand side.

Getting there - Without a Voucher

Taxi: A taxi service to the airport costs around \$35-\$40 and takes between 30-60 minutes.

NEW YORK ARRIVALS

New York is huge, so arriving can be a little daunting if you don't know where you're going. Your city centre hostel is located steps from the subways and minutes from Times Square and other major NYC attractions.

From an all-day walking tour to a viewing of a New York movie in our cozy TV room to a quiet cup of coffee in our café, Hostelling International has everything you need to make your stay a great one. Play the latest games on Play Station 2. Check your email without leaving the hostel. Wash and dry your clothes in our new laundry room on the second floor.

Your hostel details:

- Hostelling International - New York
891 Amsterdam Ave (at 103rd street)

New York, NY 10025-4403
Tel: 212-932-2300

Getting there -

FROM JFK INTERNATIONAL AIRPORT WITH A NYAS VOUCHER:

Once you've collected your bags, exit any terminal building to find a 'New York Airport Services' representative (blue uniform) who will direct you to the appropriate bus. You will find a rep outside every terminal building in JFK. If you have trouble finding the NYAS coaches, proceed to Ground Transportation services which are located in each terminal apart from 4 and 5. They will then direct you to NYAS. The coach will take you directly to the hostel.

Which terminal will I fly into? (as per JFK website)

British Airways - Terminal 7
Delta Air Line - Terminal 3
United Airlines - Terminal 7
Virgin Atlantic - Terminal 4

FROM JFK INTERNATIONAL AIRPORT WITHOUT A VOUCHER:

Taxi: A taxi to Columbia will cost around \$45+ tolls.

Bus: Take the "New York Airport Service Bus" to Port Authority Bus Terminal. (\$13.) Then from Port Authority you can take a taxi cab to Columbia (\$15), or take the subway. Take the 1 or 9 UPTOWN TRAIN and get off at 103rd Street and walk one block east. Hostelling International is on the corner of 103rd Street and Amsterdam Avenue. The bus runs every 15-20 minutes. The travel time is around 45-65 minutes, longer during peak hours.

FROM LA GUARDIA AIRPORT WITH A NYAS VOUCHER:

Once you've collected your bags, proceed to the exit of any terminal building to find a 'New York Airport Services' representative (blue uniform) who will direct you to the appropriate bus. If you have trouble finding the NYAS coaches, proceed to Ground Transportation services located on the Arrivals level of each terminal building and they will then direct you to NYAS coaches. The coach will take you directly to the hostel.

Which terminal will I fly into? (as per La Guardia website)

Delta Air Lines - Delta Air Lines Terminal
United Airlines - Terminal C
US Airways - US Airways Terminal

FROM LA GUARDIA AIRPORT WITHOUT A VOUCHER:

Taxi: This will cost about \$25-\$30 + tolls.

Bus: Take the M60 towards Manhattan then get off at 106th Street and Amsterdam Avenue. Walk south 3 blocks.

SuperShuttle Manhattan: take the shuttle to 891 Amsterdam

Avenue. The rate is from \$15-\$22. The shuttle is on demand between 7:00AM to 11:00PM. Call 1(800) 358-5826

FROM NEWARK AIRPORT WITH A NYAS VOUCHER:

On arrival, collect your bags and proceed to the Ground Transportation services located on the Arrivals level in Terminal A and B and on Lower Level in Terminal C. Present your voucher and a representative will then direct you to the appropriate bus. At Newark, New York Airport Services schedule is operated by 'Olympia Trails' (Airport Express). The coach will take you directly to the hostel.

FROM NEWARK AIRPORT WITHOUT A VOUCHER:

Taxi: Newark to Amsterdam Ave cost \$60.

Bus: Olympia Airport Express bus - take the bus to Port Authority connect to the 1 or 9 UPTOWN TRAIN to 103rd Street and Amsterdam Avenue. Walk one block east and Hostelling International is located on the corner of 103rd Street and Amsterdam Avenue. It is \$12 and it runs between 4:15AM through 11:00PM. The travel time is 20-30 minutes, longer during peak hours.

SuperShuttle Manhattan: take the shuttle to 891 Amsterdam Avenue. The rate is between \$15-\$19. Call 1(800) 258-3826 to get on demand service. The travel time is approximately 30-60 minutes and it is longer during peak hours.

ONLINE ORIENTATIONS BEFORE YOU LEAVE!

All J1ers travelling on the Programme and including 2nd timers must complete an Online Orientation before departure to the USA.

Instructions will be sent by email during April on how to complete the mandatory orientation which takes approximately 45 minutes.

ORIENTATIONS: WHAT YOU WILL LEARN?

- CIEE sponsorship information
- Support services available to you in the US
- How to find housing in the USA?
- SEVIS Rules and how to register?
- How to apply for a Social Security Card?
- What US taxes apply to you and how to file a tax return?
- How to solve common employment problems?
- How to open a bank account?
- Consequences of breaking US alcohol laws
- Practical advice and safety tips
- What to do in an emergency?
- Updates on employment trends
- Practical advice on: local transport systems etc.

WORK DOCUMENTS AND FORMS

SOCIAL SECURITY

Your Social Security number is used by the government to track tax payments and is a crucial form of identification. You must go to your local Social Security office to apply for your card as soon as you arrive at your destination*.

To find the nearest Social Security office, look in the telephone book under "Social Security Administration," Call toll-free: 1-800-772-1213 or visit the Social Security website at www.ssa.gov

* USIT recommends you apply for your SS card at your final US destination where you will live and work for the Summer.

HOW TO APPLY FOR A SOCIAL SECURITY CARD?

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

- "Dear Social Security Officer" letter, (please download this from www.ciee.org/wat/general/downloads.html)
- "Dear Employer" sponsorship letter, (please download this from www.ciee.org/wat/general/downloads.html)
- DS-2019 form
- Passport with your J-1 Visa and I-94 card

Note: If your passport is less than one year old, be sure to bring another official government document that is at least one year old (e.g. birth certificate, driver's license with photo) to the Social Security office to serve as proof of age. Be sure to fill out the form correctly or your card will take several weeks to process.

IMPORTANT! ADVICE FROM USIT STAFF ...

"It is imperative that you write CLEARLY and in print! We had a number of cards that we received late last year where names such as Ciara Murphy became Clara Murphy and Emer became Elmer because SSA misread the forms. You also need to clearly fill out the section with your parent's information, even if your parent is deceased. This is another mistake many participants made and their applications were held up for a few weeks!"

And finally please **MAKE SURE** to get a receipt from the Social Security office proving that you have applied for a Social Security number!!

Please note that once you have applied for your Social Security card, it is legal to be paid by your Employer. Please download the CIEE 'legal opinion letter' from www.ciee.org/wat/general/downloads.html and give to your employer if they have any questions.

Use one of the following addresses on your Social Security application:

- Your new home or apartment in the US;
- Your employer's address, or friend's, or relative's address

CIEE address:

CIEE, Work & Travel USA
300 Fore Street, Portland,
Maine, ME 04101
Tel: 1-888-COUNCIL (1-888-268-6245)

Only use CIEE's address if you have no other options. If you use CIEE's address make sure you contact CIEE with your updated address as soon as possible so that they can send your card to you!

Please Note: There will be a considerable delay in receiving your Social Security card if you use CIEE's address.

Note: Social Security will mail the card to whichever US address you have listed on your application form, so make sure the address is correct. Once you have applied for your card, the mailing address cannot be changed.

IMPORTANT UPDATE REGARDING SOCIAL SECURITY

There have been many changes in the Social Security application process that may affect you. USCIS (INS) now requires a more extensive method of verification for all J-1 Visa-holding Social Security applicants. The Social Security Administration (SSA) has put an escalation process in place. After you submit your application and paperwork to the Social Security Officer, the following will occur.

- The Social Security Officer will confirm your point of entry into the US, and see if your details are registered. If everything is in order, the Social Security Office will issue you a Social Security Card.
- If you are not verified at your point of entry, the Social Security Office will contact their Los Angeles Social Security Office to verify if you are registered with SEVIS.

This will take about 2-3 days. If you are registered correctly, the application will go through, and you will soon receive your card.

- If you are not registered for SEVIS correctly, the Los Angeles Social Security Office will contact a Social Security office in Washington, D.C., which will then investigate the situation.

HOW LONG DOES IT TAKE?

In general, it can take anywhere from 2 weeks to 10 weeks to receive your card. However, with these new escalation measures in place, we are hopeful that the process will be much more efficient.

The following are ways to speed this process along:

1. Make sure you register in SEVIS as soon as you arrive to the U.S.
2. Apply for your Social Security Card at your local office. In some cases, offices in smaller towns will have fewer applicants and will, therefore, process your application more rapidly. To locate the nearest Social Security Office, dial 1-800-772-1213, or visit their website at www.ssa.gov.
3. When you apply for a Social Security Card, be sure to ask the officer for a "receipt/ proof of application." This is helpful if your employer is hesitant to pay you without a card. CIEE has also provided you with a "Legal Opinion Letter" from a lawyer. This letter states that **YOU ARE ELIGIBLE FOR A PAYCHECK EVEN IF YOUR CARD HAS NOT YET ARRIVED!**
4. If you encounter any problems applying for a Social Security Card, please contact CIEE at 1-888-COUNCIL (1-888-268-6215). Please provide us with the name of the Social Security Officer with whom you spoke and the office where you applied. We encourage you to call Social Security (1-800-772-1213) about 10-15 business days after you have applied to check the status of your application. Please note that the S.S.A. will not give you the number over the phone due to new regulations. If Social Security does not have a record of your application, you may need to re-apply. However, please wait for their indication that you must do this. If you apply more than once, and the Social Security Administration receives both versions of your application, they will not issue you a card. Remember, this is your Social Security Number for life, and you can use it as long as you have valid work authorisation. Commit it to memory and save it after you depart the US. If you ever return, you will use the same number. Your employer needs this number for tax filing and payroll purposes. Be sure to inform all employers of your Social Security Number.

REPEAT J1ers

If you have previously been on a J1 programme then you will use the same Social Security number and you do not need to re-apply for a new one. If you have lost your Social Security card then please visit www.ssa.gov for instructions on how to obtain a replacement card.

PLEASE NOTE: The S.S.A. is a government agency that is not affiliated with CIEE or USIT in any way. CIEE & USIT do not have permission to obtain information about your application, number or card.

DISCLAIMER: At the time of this publication, the above regulations and procedures were in place. However, all of these are subject to change at any time. Representatives at CIEE will do their best to inform you of changes with S.S.A. that may affect you.

W-4 FORM

When you begin your job, your employer will give you a W-4 form (Employee's Withholding Allowance Certificate) to fill out to ensure that you are not overtaxed. Your employer will keep this form on file and will use the information to determine how much tax should be withheld from your pay-check.

If you do not fill out your W-4 form properly, you may have to pay more tax when you file your tax return at the end of the year. The following instructions on filling out your W-4 form are from IRS Publication 515 (rev. 12/97) 'Withholding of Tax on Non-resident Aliens and Foreign Corporations'. Please note that these instructions apply to you as a non-resident alien, so the instructions shown on the W-4 form do not apply.

1. Tick 'Single' marital status on line 3 (regardless of actual marital status).
2. Claim only 1 withholding allowance on line 5.
3. Request that additional tax of \$7.60 per week be withheld on line 6. If the pay period is two weeks, request that \$15.20 be withheld instead.
4. Do not claim 'Exempt' withholding status on line 7.

NB! You are required to complete a new W-4 form if you change employers or have more than one job. Please note: you are required to complete a new W-4 form for every job you have.

I-9 EMPLOYMENT ELIGIBILITY VERIFICATION FORM

Upon being offered a job, your employer will give you an I-9 Employment Eligibility Verification form to complete. You must also show your employer your lawful employment authorisation (your passport, I-94 form, and DS-2019 form) and he/she then certifies that the documents have been inspected and are in order. If your employer is uncertain as to how to fill out your I-9 form, ask them to contact CIEE.

LOSS OF FORMS AND DOCUMENTS

We request that you hold onto your important documents at all times. However, in case of lost or stolen documents, please follow the steps below. **DO NOT CALL THE EMERGENCY CELL PHONE** if you have lost your documents, as it is not an emergency.

LOSS OF PASSPORT

Contact your Consulate/Embassy for a new passport. Please see contact details on the last two pages.

LOSS OF DS-2019 FORM

Contact CIEE by calling 1-888-COUNCIL (1-888-268-6215). A Customer Service Representative will assist you in acquiring a new DS-2019 form. There will be a charge to replace this form.

LOSS OF SOCIAL SECURITY CARD

Contact your local Social Security Office to apply for a replacement card. Do not apply for a new card.

LOSS OF I 94 card

You will receive an I-94 card from the airline, either at check-in or on board before arriving in the US. It is a small, white card also known as the "Arrival/Departure Record". One part of the I-94 should be stapled to your passport and the other part will be kept by Immigration as a record of your arrival. Make sure you get your I-94 card back from the Immigration Officer. If you lose or do not receive an I-94, you will have to leave and re-enter the USA to get a new one! You need this document to apply for Social Security!

EXITING & RETURNING TO THE US

Participants wishing to visit neighbouring countries while on the Work & Travel USA programme must inspect their documents carefully before leaving the US. Please see page 6 of this handbook for full details on steps to follow.



After your amazing J1 experience

you will have made firm friends

with many Americans who may

want a taste of life in Ireland.

Full-time U.S. college students

and recent graduates can have an

Irish "J1" experience through the

Work in Ireland Program. Log on to

www.workandtravelireland.org

for more details.

USIT & CIEE have been sending participants on the Work & Travel USA programme for over 40 years & during this time we have seen significant changes in the world's cultural climate. While we are fully committed to ensuring that you have an enjoyable and successful time on our programme, it is also important that we adapt to changes made by the US Government who regulates the J-1 Exchange Visitor visa.

SEVIS

The most significant of recent changes is the introduction of SEVIS, which requires all J-1 visa holders to register their US home and work address. This enables CIEE and the US Department of Homeland Security to keep track of you while you are in the United States. You must comply with these regulations or risk immediate deportation from the US.

SEVIS REGULATIONS

WHAT IS SEVIS?

The Student and Exchange Visitor Information System (SEVIS) is a computerised process to collect, maintain and manage information about international foreign students and exchange visitors during their stay in the United States. The US Department of Homeland Security (USDHS) manages the system and registering your details in the SEVIS is a mandatory part of your programme. Failure to register with SEVIS as outlined below can result in your deportation from the US.

What information is collected in SEVIS?

- Your Biographical data
- US home address
- US employer address

WHEN SHOULD YOU REGISTER IN SEVIS?

You must confirm with your US Sponsor, CIEE that you have begun your work exchange programme and provide them with your US home address. You must do this within 20 days of the programme start date printed in Box 3 of your Certificate of Eligibility for Exchange Visitor Status (DS-2019) form. Even if you have not settled into a permanent address, you will still need to provide CIEE with the address of your temporary living space (a hotel, hostel, etc.).

You must provide CIEE with your new address within 10 days of changing your home address. This must be done every time you change your US address.

**MANDATORY
REQUIREMENTS
UPON ARRIVAL
TO THE USA**

PLEASE READ

WHY SHOULD I REGISTER IN SEVIS?

If you do not provide this information to CIEE in the required time frames, the USDHS will automatically terminate your programme. Once your programme is terminated, you must return home immediately and you will have problems securing future visas to enter the US. CIEE will not be able to assist you in appealing your case to the USDHS if you fail to follow these rules

HOW CAN I REGISTER MY DETAILS IN SEVIS?

There are three ways to register for SEVIS.

1. The quickest and most accurate way is to visit CIEE's SEVIS web site: www.mysevis.com Once there, you can easily enter all of the required information. Please have your DS-2019 form with you when you log on to this site. You will need to enter the number in the upper right corner beginning with 'N000...'
2. The second way to register is with the ORANGE SEVIS POSTCARD. You will receive this postcard in the post. Simply fill out the information and put it in the mail; postage is not necessary! But please do not mail it until you are in the US!
3. If you do not have access to the Internet and do not have a postcard, you can call CIEE Customer Support Center at 1-888-COUNCIL (1-888-268-6245) and one of their representatives will assist you.

**Please note:
You cannot register for SEVIS until
AFTER your arrival in the US.**

FINDING A JOB

Waste no sunshine-time in the US and pre-arrange a job before you travel. We cannot emphasise strongly enough how important it is this year to have a job pre-arranged. The many, many good reasons for pre-arranging a job include:

- Immediate SEVIS compliance. Your visa must be validated by having a job, so to avoid unnecessary pressure in the first two-weeks after arrival, have a job set up before you go
- Less time to wait before your first pay-check (thus eating less into those savings)
- Employment while waiting for your Social Security Number (which may take anything from 3-8 weeks plus)* see Social Security section
- Many employers offer accommodation or at least help organise housing
- Not having to compete with thousands of other participants for jobs left upon arrival
- A definite US contact to whom you can refer and ask questions before departure

IMPORTANT:

PLEASE SEND US YOUR JOB OFFER/DETAILS AS SOON AS YOU FIND ONE. (NO MATTER HOW CLOSE TO YOUR DEPARTURE DATE). FAX YOUR EMPLOYER AGREEMENT OFFER FORM TO USIT PROGRAMMES: 01 602 1709 OR DROP IT INTO YOUR LOCAL USIT BRANCH!

PRE-ARRANGING A JOB

WHERE DO I START?

The keyword is contacts! Gather names and addresses from every available source. All are bound to have some practical advice and suggestions for further detective work. Talk to other students who have been on the J1 programme in the last couple of years for useful names and addresses of employers / accommodation sources.

INTERNET JOB SITES

There are many Internet resources which can help you find a job. Here are a few favourites:

USIT J1 Employers Database on www.j1online.ie

To access enter your Reference Number & Email address

- www.craigslist.com
- www.monster.com
- www.newsdirectory.com
- www.longisland.com
- www.localcareers.com
- www.seasonaljobs.net
- www.sdreader.com
- www.wetfeet.com
- www.resortjobs.com
- www.collegegrad.com
- www.jjobs.com
- www.us-national-parks.net
- www.snagajob.com
- www.backdoorjobs.com
- www.aboutjobs.com
- www.coolworks.com
- www.bestjobsusa.com
- www.collegegrad.com/job
- www.hotjobs.com

YOUR OWN COMPANY SEARCH

Use one of the following to find a business in your area, ie if you want to work in a beach club on Rhode Island, then insert that criteria using:

Yellow Book on www.yellowbook.com

Super Pages on www.superpages.com

If it looks like a company you would like to work for locate the appropriate contact details and email or post your resume.

CALL your potential employer and emphasise your interest to work for them this summer. ** (mention that you sent them your resume a few days ago). **IMPORTANT:** They may not agree to employ you over the phone but ask if you could come in for an interview when you arrive. Set up as many interviews as you think you will need to land a job.

USIT EMPLOYMENT DIRECTORY - WWW.J1ONLINE.IE

Every year, USIT contacts employers in the US who are willing to take on Irish students for the summer.

- Unless otherwise specified, all of the employers listed have indicated that they are willing to offer employment to students who write to them from Ireland.

NB! The job specifications have been supplied by employers, not USIT - we cannot take responsibility for employment secured through the directory. Note that students who go to the more popular areas to work (eg San Diego) encounter considerable difficulty securing affordable housing, as accommodation is rented out at premium prices in these major resort areas. Job offers that include accommodation or offer housing at a reasonable price are therefore well worth considering.

GUIDEBOOKS

There are many reference publications specifically aimed at students wishing to find jobs in the USA. Here are three:

Summer Jobs USA (Peterson's / Vacation Work Publications)

Seasonal job opportunities, including resort work. *The Guide to Internet Job Searching* (Public Library Assoc.) An authoritative guide on how to make the most of this vast resource. *Summer Jobs Abroad* (Vacation Work Publications).

U.S. NEWSPAPERS, JOURNALS AND PERIODICALS

The above are all excellent resources as they carry specific job advertisements as well as general information about industries and regional locations. For a comprehensive list of newspaper Internet sites check out: ajrnewslink.org

PERSONAL CONTACTS

"Networking" is a very common way to find a position in the USA. Talk to friends, relatives, and past participants. You may be surprised by how many of them have friends/colleagues in the US that can help you find a job.

'POUND THE PAVEMENT' / WALK-IN:

The original & most effective way to find work anywhere in the world! Simply walk into shops, restaurants, hotels, laundries, garages and warehouses and ask the manager if there are any temporary jobs available. You will probably make the stressed employer who has just been let down by another employee very happy!

JOB HUNTING STRATEGIES

When looking for a position keep the following tips in mind: Always make it clear that you will have legal status to work in the United States. When contacting an employer, you should explain: "I will be participating on the Work & Travel USA Program sponsored by the Council of International Educational Exchanges (CIEE). As my sponsor, CIEE is authorised by the US government to issue the necessary documentation for me to obtain a J-1 visa, allowing me to work legally within the US for up to four months." When applying for an advertised vacancy be sure to carefully follow their instructions as to how to apply for the position. Most employers will require you to post, fax or email a copy of your information.

WHEN APPLYING FOR A JOB, IT IS HELPFUL TO SEND/HAVE THE FOLLOWING:

1. A one page "resume" (CV) emphasising your experience (see www.j1online.ie)
2. A cover letter explaining that you will have a valid work permit, a US Social Security number and insurance.
3. Letters of Reference from previous employers or academic contacts are useful.

Be honest with yourself. Don't accept a job if you feel that you will not be able to fulfil the duties expected of you. Not only will this make you look unprofessional, but it may affect

future Work & Travel USA participants' applications with this company.

Please note: When applying for a job do not send the same cover letter to each prospective employer. Remember to personalise each letter as much as possible, since you are competing with other students who will be applying for the same jobs.

The approach

Now that you know who to contact, you need to plan your approach. Since any contact from overseas is likely to be through the written word alone, how you present yourself by both letter and resume (CV) is crucial - surf over to www.j1online.ie for more details on applying for work from Ireland, including the low-down on:

- Resume - Essentially a CV with a few differences, bring your resume on disc, so you can make changes / reprint. Photocopy any references too.
- Covering letter
- Job categories

JOB-HUNTING TIPS!

- Before you go job hunting, have your passport, the 'Dear Employer' letter, your DS-2019 form, and the temporary certificate (Form SSA-5028) or your actual Social Security card. If the potential employer doesn't believe you are legal or wants more information before hiring you, contact CIEE they will be happy to help.
- Wear comfortable clothes! You will be pounding pavements in hot temperatures so light clothing, preferably cotton, is a must. Neat dress, when job hunting, is also essential.
- Bring your resume and any job references with you.
- Emphasise any previous travels to the US or other countries, and jobs related to the one you are seeking. A diverse background and the ability to speak more than one language can impress prospective employers.
- Most employers would prefer to employ someone who needs training rather than someone who thinks they know it all & who can be uncooperative!
- Don't hunt in packs! It doesn't impress an employer and you will cover more ground if you split up. An employer with one job available won't offer it to a pack of five. If he/she has five jobs, you can say that you have 4 friends and then run off and get them!
- Give prospective employers your US mobile or ISICConnect voice-mail number so that they can contact you if a job becomes available.

FIGHT FOR YOUR RIGHTS TO WORK IN THE US!

Because of US government rule changes, there may be some confusion regarding the documents you must present to employers to prove that you are permitted to work during your visit. Your J-1 visa, DS-2019 form, I-94 card, and the 'Dear Employer' sponsorship letter are the documents you need to clear you for work.

CALL BACK

Keep a neat and organised list of all contacts, interviews and appointments and follow up on all leads and possibilities. Phone employers back rather than waiting for them to call you, even if they say "not to call them - they'll call you"! Persistence often pays off!

INTERVIEW TIPS**Questions An Employer May Ask You :**

- Why do you want to come to the USA?
- Why did you choose our company?
- What do you know about our company?
- What kind of work experience do you have?
- How will your experience help our company?
- If you have limited experience, why should we hire you?
- Are you willing to work overtime?
- What level of salary are you hoping for?
- How do you handle responsibility?
- How well do you interact with colleagues?
- Give me an example of your problem-solving skills?
- Do you have any references?
- When can you start in this position?

Questions You Should Ask Your Employer Regarding Work

- What are my responsibilities?
- Who is my direct supervisor?
- Is the job easily accessible by public transportation?
- When will I start work?
- When do I receive my first pay check?
- How often will I be paid?
- Are my hours flexible?
- Will I be required to do any overtime work?
- How long does my employer expect me to stay?
- How many hours a week does the job offer on average ?

WHAT YOU OFFER US EMPLOYERS

- You are easy to hire (CIEE helps you obtain the official DS-2019 document and the J-1 working visa).
- You are flexible.
- You are motivated and have a lot of initiative - you are willing to work thousands of miles from your home country!
- You bring a new perspective to the workplace.
- Seasonal workers bring employers the advantage of a university education.
- You are eager to learn about the US work place

BEFORE YOU ACCEPT A JOB:

- Is it easy to get to work by public transport?
- Is housing provided, or readily available and reasonably priced?
- When will you be expected to start work?
- When will you get your first pay-check?
- How often will you be paid?
- How long does your employer expect you to stay?
- Are your hours flexible or fixed?
- Get agreements (eg bonus payments) in writing.

Don't necessarily write off the low paying positions waiting tables at first glance. The minimum wage for gratuity paying jobs may be lower than other jobs, but tipping is standard practice in the US!

ACCOMMODATION**ALL J1 DESTINATIONS**

www.utexas.edu/world/univ/state
(ALL US Universities **Browse University Websites for summer sublets and areas to live)
www.sublet.com
www.campusrent.com
www.internhousing.com

BOSTON

www.BostonForRent.com
www.bostonapartments.com
www.bc.edu/offices/reslife/summer.html

NEW YORK

www.studenthousing.org
www.summersubletsnyc.com
www.nyu.edu/summer/housing
www.columbia.edu/cu/housing/docs/summer-residents/interns.html

CHICAGO

www.justpassingthrough.com
www.universitycenter.com

SAN FRANCISCO

www.sfgate.com

SAN DIEGO

www.sdreader.com

HAWAII

www.vrbo.org

N.B. Don't forget that you are unofficial Irish ambassadors while you are in the US so be sure to represent your country proudly. Respect the place you live in this summer because your actions could affect future Irish J1ers.

When you accept a job you are making a commitment and it is important you act responsibly. At the same time, you should stand up for your rights as an employee.

RIGHTS AND RESPONSIBILITIES

Employers have certain expectations when they offer you a job. They have a business to run and see you as an important part of their operation.

1. If you say you will work until a certain date, try to fulfil that commitment. Employers, especially those counting on summer trade, rely on their staff to work until the agreed date so that they will not be left in the lurch at the end of the season.
2. Be positive - there are few things that irritate an employer more than a participant who arrives to work with the 'wrong' expectations. Employers are looking for workers who are enthusiastic and willing to do whatever is needed.
3. Teamwork is very important in the US workplace: Flexibility, enthusiasm and teamwork are their keywords. Anything less risks losing your job.

GETTING PAID

The law states that you must be paid wages for the hours you've worked to date even if you decide to quit work. The law also regulates the minimum amount of money you can be paid and the numbers of hours you should work. For most jobs, the US Government has set a minimum hourly wage of \$5.15. However, the law may vary in cases where the employee receives most of his wages through tips or if you must pay room and board. If you have questions about your specific case, contact the Department of Labor in the state where you are working, or call CIEE.

YOUR SALARY AND PAYCHECK

There is no maximum amount of money you can earn. You will most likely be paid weekly or sometimes twice per month. Check with your employer. You will always receive less than your "total" salary, as there will be deductions taken out of each cheque. If you have any questions, talk to your boss. Your employer should give you a salary statement, also known as a pay stub or pay slip, which will explain exactly what you earned and what you paid in taxes. It is important to remember that, as a Work & Travel participant, you should NOT have Social Security taxes and Medicare or FUTA taxes deducted from your salary. Depending on your agreement with your employer, you might also have uniform, housing, union membership dues, and other work-related items deducted from your salary. After you receive your first paycheck, be sure to review it to ensure your employer has not made any mistakes. If you have further concerns, call 1-888-COUNCIL (1-888-268-6215).

THE AMERICAN WORKPLACE**MONEY YOU'VE EARNED**

It is very important that you actually get paid for the work you do! This may sound obvious, but sometimes due to Social Security Issues, accidental errors in time-sheet calculations, or, unfortunately, employer dishonesty, it is important to make sure you are getting the money you've earned. It would be wise to keep in mind the following pointers:

- Keep track of your hours. Normally, companies will make you keep a "time card" which officially documents your hours. If there is no official documentation of your hours, you need to make a record of your own. You can ask your employer to assist you with this or keep a record yourself. It would be wise to have your employer sign your self-made time sheet on a weekly basis, stating that he/she agrees that you have worked the hours documented.
- Make copies / keep copies of your pay stubs. With your paycheck, you will receive a pay stub that explains what taxes you are paying, and your hourly wage. It is important to keep these in case you have any problems with taxes or hours you've worked in the future.
- If you're not getting paid, DO SOMETHING! When you begin work, ask your employer what dates are "paydays." If you do not receive your paycheck on payday, find out why. If you believe there is some confusion with your hours, or with your Social Security Number, try to address this BEFORE you have worked too many hours without payment. If you believe you need assistance obtaining your paycheck, contact CIEE at 1-888-COUNCIL (1-888-268-6215).
- Don't wait until the last minute to get paid! If you are not getting paid on a weekly, bi-weekly or monthly basis, do not wait until the day before your flight to do something about it! Contact CIEE immediately if you need assistance on this matter. Remember, CIEE can most effectively help you if you have proof of your hours (pay stubs, time cards, paycheck receipts, etc.).
- If your employer is providing you with housing, make sure you know how much it is costing you. This is especially important if your employer takes the money directly from your paycheck!

LAYOFFS AND FIRINGS

You could be laid off for any number of reasons, many of which will not reflect on your own performance. Layoffs are most often caused by financial issues within the company. Usually some notice is given before this occurs. Employers are never unsympathetic about having to get rid of an employee, especially a valuable one.

If you are fired, it is because the company is unhappy with you. You will rarely if ever be fired for a lack of technical skills. Most often, people are fired for being consistently uncooperative or for disciplinary reasons. If you are doing something wrong, you will usually be told so long before anything so drastic as your firing would occur. Contact CIEE about any problematic situations.

BEFORE YOU LEAVE YOUR JOB

In order to avoid any problems with your employer before you leave your job, follow these basic instructions:

- Ask for your final paycheck and wages due to you BEFORE you leave.
- If your employer has provided accommodation for you as part of your employment, ask your employer to return your security deposit BEFORE you leave.
- Ask your employer what date you should expect to receive your last paycheck and how you will receive payment (paycheck, money order, bank transfer, etc.).
- Keep your employer's contact details: a contact name, mailing address, telephone and fax number and email address in order to contact your employer in case there are any problems after you leave the US.
- Leave an address for your employer where you can receive mail. Your employer will send you forms at the end of the year which are required for processing your tax return.

US TAXES

As a foreign student in the US, you will be required to pay certain taxes but will be exempt from others.

SOCIAL SECURITY /MEDICARE / FEDERAL UNEMPLOYMENT TAX (FUTA/FICA)

Social Security Tax in the US is the equivalent of PRSI in Ireland. Even though you must have a Social Security card & number to work in the US, you are exempt from paying Social Security tax and Medicare tax. Sometimes employers make a mistake and withhold these taxes. If you see any deductions on your payslip under the heading of 'FICA' or 'FUTA', your employer has made a mistake.

- Show your 'Dear Employer' letter (available to download from www.workandtravelusa.net) to your new employer

as soon as you start your job, to ensure that these taxes are not withheld.

- If Social Security and Medicare taxes are still being deducted from your wages check, ask your employer to refer to the sponsorship ('Dear Employer') letter which cites the Internal Revenue Service (IRS) publication which explains that you are not subject to these taxes. Employers should stop deducting Social Security tax immediately.
- Employers with questions about Social Security taxation should contact CIEE

INCOME TAXES

You are subject to income and federal taxes in the US, and ultimately you are responsible for paying those taxes. Failure to pay any taxes you owe could cause problems for you in the future if you apply for any visas to return to the US.

US income taxes are imposed by the federal, state and local governments. The Internal Revenue Service (IRS) collects personal income taxes, usually on a 'pay-as-you-go' basis (similar to PAYE in Ireland). This means that your employer withholds income tax from your salary and pays it directly to the government.

Federal Income Tax - Income tax is paid to the federal government by all income-earning individuals. It is paid on income earned through wages and tips. Approximately 10-15% of your salary will be withheld for federal income tax, a portion of which you may be able to claim back as a refund at the end of the year. Work & Travel participants can expect a tax free allowance of approx. \$2,700. Any excess is taxed.

State and City Income Taxes - States and cities levy extra income tax according to local tax codes, which vary greatly (approximately 5-8%). For example, New York has state income tax, but New Hampshire does not, and New York City has city income tax as well. To find out if state or city income taxes are levied where you are living, ask your employer. These tax codes may define 'resident' and 'non-resident' differently than federal tax codes. State and local income taxes will be withheld from your pay-check. You may be able to claim a refund for a portion of these taxes at the end of the year.

W-2 FORMS

At the end of the calendar year, your employer will send you a Form W-2, which is a computerised document detailing your total wages, as well as the amount of each tax that was withheld (similar to a P60 in Ireland). The employer will send the W-2 to your address in Ireland. You must receive a W-2 form from each of your employers since you will be required to submit copies of the forms with your tax returns. Be sure that you give your address in Ireland to all employers before you leave the USA so they can send you this form. If you have not received your W-2 forms by 15 Feb 2009, you should contact your employer(s) for replacement(s).

TAX RETURN FORMS AND TAX REFUNDS

When you receive your W-2 in January, you will need to fill out separate forms for federal, state and city taxes. The federal tax form you will have to complete is the 1040NR, which is specifically for non-resident aliens (the category in which you should file). This form will be available on the IRS website, www.irs.gov Once signed and completed, the 1040NR should be sent with copies of any W2 forms to: Internal Revenue Service Centre, Philadelphia, PA 19255-0208

State or local taxes may or may not be refundable, depending on the state. To claim a refund you must obtain a State tax return form directly from the US. Write to the relevant State Tax Office to request a form or ask your employer to enclose a form when they send your W2. Contact Programmes Dept. at USIT for your State Tax Office address.

Alternatively, download the information you need from the IRS web-site at: www.irs.gov

The deadline for filing tax return forms is 15 April 2009. Use the charts sent with the tax return forms to determine the amount of tax you owe. If too little tax was withheld from your pay-checks, you must pay the balance to the US government. If too much tax was withheld (the most likely case) you will be eligible for a refund from the US government. The earlier you file, the sooner you will receive your refund.

GET YOUR TAX BACK FROM THE USA

As a J1 student you are entitled to claim a tax refund when you return home to Ireland. The average J1 student working in the US will be entitled to claim over €500 back so don't forget to contact TAXBACK.COM, based in Dublin as soon as you return home .

As a J1 Visa holder, your Visa Regulations state that ALL participants MUST file a tax return when they arrive home. Failure to file a return may result in you being denied entry into the USA at a future date.

How to Apply

Simply register on www.taxback.com/usit
Send us your W2 (issued in January) or final Payslip(s) from all your employer(s).

FREE QUOTE

TAXBACK.COM will provide you with a free tax refund estimation.

LARGER REFUND

You will be eligible to reclaim up to 4 taxes (Federal, State, Local and Fica). Taxback organise a refund of all of these taxes.

LOST PAPERWORK/NO PROBLEM

Don't worry if you no longer have your Final Payslip as TAXBACK can locate this from your employer on your behalf.

FASTER REFUND

TAXBACK will generally ensure that you get a fast refund from the US.

Contact TAXBACK.COM by phone 24 hours seven days a week at 1800 66 88 66, on their website: www.taxback.com/usit or by calling into their office just two minutes from O'Connell Bridge at 15-17 Eden House.

WHERE TO GO? DESTINATION GUIDE

J1 HOT SPOTS

Thousands of J1ers head for the East Coast shoreline every year, squashing in among the American holidaymakers in Cape Cod, Montauk, The Hamptons, Ocean City, Atlantic City, Cape May and so on. Get there early and you'll find work and accommodation, arrive later on into season & you may find it a little more difficult.

LAST RESORTS

Coastal resorts depend heavily upon students seeking seasonal work but employment is highly dependent on the weather, so bear this in mind when planning. And be warned: although jobs may be relatively easy to come by, finding accommodation may be a little more difficult. In the last few years the resort areas around Lake Michigan (easily accessed via Chicago) have become more popular with jobs & housing easy to come by.

FREEDOM OF CHOICE

Consider the type of person you are and what you hope to gain from your experience in the US. From cabin dwellings in forests to apartments in huge cities, you are bound to find somewhere that suits you. If you don't like fast cities, escape to Minnesota, Wisconsin, the resort areas around the Great Lakes or one of the numerous national parks; warm your bones in Arizona or New Mexico or check out the beauty spots in Wyoming and Montana. If you do opt for off the beaten track, be sure to do some job research before you go.

PLAN OF ACTION

Our research proves that students who have a job pre-arranged get the most from the summer.

If you have not prearranged your job / accommodation, be prepared for a difficult first few weeks while you find your feet. Don't be disheartened if you find it more difficult than you expected, just keep at it and you'll find that things will work out for you.

And remember, CIEE and USIT are there to help you! If you are finding it very hard to get work, contact us and we'll be able to give you some job leads.

ON THE NET USEFUL SITES INCLUDE:

- www.workandtravelusa.net
- www.usimmigrationsupport.org
- www.ssa.gov (Social Security Website)
- www.zip-codes.com (USA Zip Codes)
- www.usatourist.com (Info on ALL USA destinations)
- www.craigslist.org (housing/jobs in all states)
- www.grovejob.com (housing/jobs in all states)
- www.usacitylink.com (travel and 'relocation' information)
- www.roadsideamerica.com (guide to 'offbeat' attractions)
- www.newsdirectory.com (links to all US newspapers)
- www.amtrak.com (train)

OCEAN CITY MARYLAND

- www.ocean-city.com
- www.oceancity.org

MARYLAND, NJ,

- www.atbeach.com

MARYLAND, DELAWARE BEACH INFO

- www.beachvibe.com
- outerbanks.northcarolina.com
- www.outerbanks.com

CAPE COD MA

- www.capecod.com
- www.nantucket.net
- www.vineyard.net

WEST COAST

- www.californiajobs.com
- www.sandiegojobs.com
- www.cajobs.com

SANTA BARBARA

- www.newspress.com
- www.santabarbarafree.com

SANTA MONICA

- www.smobserver.com
- www.smmirror.com

HUNTINGTON BEACH

- www.huntingtonbeach.com

HAWAII

- www.gohawaii.com

BOSTON

It's the city where old-world atmosphere is mixed with present day excitement and vitality. The city of Boston is vibrant in outlook and vibrant in attitude making it the perfect J1 destination for those who want a little piece of authentic America. It's a world center for education, medicine, high technology and finance. Boston's role in shaping American History is unique among all other cities, from Paul Revere's House to the Boston Tea Party Ship; the Old State House to the Old North Church, history is on every corner.

The Boston area is known for its many colleges and universities. Founded in 1636, Harvard University, located in nearby Cambridge, is the oldest and one of the most esteemed institutions of higher learning in the United States. Massachusetts Institute of Technology (MIT), one of the world's leading research universities, is also located in Cambridge.

SOME PRACTICAL STUFF TO KNOW:

Climate:

Boston has a continental climate; summers are usually sunny, hot and humid with the temperatures in July averaging 28°C.

Time Difference:

Boston is roughly 5 hours behind our time.

Getting Around:

Walking is usually the best way to get around however public transport is very convenient and not too expensive. The main components of the Massachusetts Bay Transportation Authority are listed below and you can find details of schedules, maps, etc. on <http://www.mbta.com>.

Subway:

The T subway system is comprised of the Blue, Orange, Green, Red, and even part of the Silver Line. Riders can travel anywhere on the system in any direction for the same low fare.

Commuter train:

Boston's commuter train system is the fifth biggest in the United States, carrying 146,000 people a day.

Bus: The T Bus system is comprised of Local, Inner Express, Outer Express Buses and even part of the Silver Line.

Websites:

- www.boston-online.com,
- boston.craigslist.org,
- www.cityofboston.gov/

Boston Sights -

- Freedom Trail
- Bunker Hill Monument
- Faneuil Hall Marketplace
- John Fitzgerald Kennedy Library and Museum

CAPE COD

For such a small place Cape Cod really packs a punch when it comes to activities and entertainment. Yet to be ruined by developments the area is what coastal America is portrayed to be like in the movies. Think Dawson's Creek meets Baywatch. A journey towards Provincetown helps you appreciate the Cape as one of the most special places in the world.

The Cape can become somewhat overcrowded during the peak summer months because it's no secret to American's how special this place is. However this means there's rarely a shortage in jobs and you are practically guaranteed a constantly busy summer.

SOME PRACTICAL STUFF TO KNOW:

Climate:

Average temperatures between May and October are roughly between 16°C and 24°C (quite similar to home really) with relatively low rainfall levels.

Time Difference:

5 hours behind our time.

Getting Around:

Getting around the Cape is fairly simple; there are ample buses and trains to take you where you want to go.

Cape Cod is also a cyclist's paradise so why not rent a bicycle for the summer to keep you out of traffic and out in the fresh air?

Cape Cod and the Islands have an improved and expanding network of relatively flat and paved bike trails. A pair of scenic bike paths runs on both sides of the Cape Cod Canal.

Websites:

- www.capecodchamber.org,
- www.capecod.com,
- www.capecodonline.com

Cape Cod Things to see -

- Nantucket
- Martha's Vineyard
- Cape Cod Canal
- Migrating Whales
- Provincetown

CHICAGO

The picturesque skyline of Chicago is one of the best in the world and for the third largest city in America; it's managed to remain so large yet so charming. It is the New York of the 'mid-west' as many post-grad students, and others seeking refuge in a 'happening' city, from all neighboring states flock there in droves. The city runs along the shores of Lake Michigan and covers an area of over 200 square miles, and 20 miles of the city.

'Chi-Town' is famous for many things, especially its professional sports teams including the Chicago White Sox and Chicago Cubs baseball teams, the Chicago Bulls basketball team, the Chicago Blackhawks' hockey team, and also is notorious for housing gangsters (namely Al Capone) and skyscrapers. It was in Chicago where the world's first skyscraper, the Home Insurance Building, was erected in 1885.

SOME PRACTICAL STUFF TO KNOW:

Climate:

The change in weather between the different seasons in Chicago can be quite severe. July is the warmest month with an average high temperature of 84 °F (29 °C) and an average low of 63 °F (17 °C).

Time Difference: Chicago is 6 hours behind GMT (5 during daylight saving months).

Getting Around:

Navigating Chicago is easy with the city divided east-west by State Street and north-south by Madison Street and broken up into blocks. One block is just a street that is about 1/8th of a mile long and each block has 100 addresses.

www.transitchicago.com - Lists bus and train times including maps of routes. Would be a good idea to get an unlimited use 7-day passes that only cost \$20 when you first get there and are looking for places to live and work.

www.metrarail.com - if you plan on living in the suburbs you will probably use the metra to commute into the city.

Trolleys: Downtown there are also FREE "trolleys", used mostly by tourists. They're a quick way to get around downtown and use specially-marked bus stops, however they'll usually let you off wherever you want.

Websites:

www.choosechicago.com,
www.cityofchicago.org/tourism,
www.uchicago.edu

Chicago Sights

Lake Michigan
Millennium Park
Jazz clubs
Wrigley Field - Home of the Cubs
John Hancock Building

HAWAII

Hawaii is a tropical paradise, that part is common knowledge. Made up of several islands including Oahu, Maui, Kauai, Molokai, Lanai and the Big Island there are plenty of exploring to be done.

Each of these islands has their own unique qualities that make them an attractive destination for Jlers; at the same time, only 3% of J1 applicants went to Hawaii last year - this can make it even more attractive for some as the competition for jobs and accommodation won't be as fierce as other states but bare in mind it can be twice as costly to live in Hawaii.

SOME PRACTICAL STUFF TO KNOW:

Climate:

With a moderately tropical climate, average temperatures in Hawaii from April to November are 75°-88° F, with the water temperature averaging out at 74° F.

Time Difference: Hawaii is 10 hours behind Ireland.

Getting Around:

Public transport in Hawaii takes the form of buses and shuttle services, the majority of which cosy \$1 per journey. (one way tickets)

Unfortunately the public transport is not as efficient or even as readily available on Molokai and Lanai - rented vehicles are a must. Keep this in mind if considering traveling to one of these islands.

Getting there by air:

Honolulu is Hawaii's biggest International Airport. Flights from all over the US service Honolulu and it's your easiest and cheapest way to arrive in the islands of aloha. Getting from the airport is quite easy because it's not actually that far from the beach - it's actually right next to it! City buses run every 30mins to the airport for \$2 or you can jump on the Waikiki Express which transfers guests to hotels for \$9 each way.

Websites:

www.gohawaii.com,
www.hawaii.com,
www.seehawaii.com/index.cfm

Hawaii Sights

Waikiki Beach
North Shore
'Iolani Palace
USS Arizona Memorial
Waimea Bay

NEW YORK

Eight million people call the Big Apple home and it's not hard to see why. New York is a thriving metropolis of sights, sounds and scenes. Every world culture combines to create a city of attitude and atmosphere with every intersection offering something new. Made up of various districts including Manhattan, Brooklyn and Long Island it's a popular destination for Jlers and these areas double as the main places for students to live and work.

Famous for being the backdrop for numerous Hollywood blockbusters, you'll be sure to see somewhere familiar wherever you are in New York. Spiderman, Sex and the City, Friends, you can wander through the neighbourhoods they were filmed in! Sightseeing in this city of skyscrapers will fill many weekends.

SOME PRACTICAL STUFF TO KNOW:

Climate:

During the summer months, New York City suffers from very high humidity. If you're staying in Manhattan or Brooklyn, take a trip out to the breezy shores of Long Island to escape the stifling heat.

Time Difference: New York is 5 hours behind Ireland.

Getting Around:

Walking can be a great way to see the city; it is a relatively flat area and easy enough to navigate. If you don't want to risk getting lost on your own, there are several different walking tours that you can also take.

Subway:

It is busy, noisy and sometimes confusing, but it is still one of the quickest ways to get around 24 hours a day, although the buses are quite efficient and run from 6am until just around midnight. Both the bus and the subway cost \$2 per ride no matter how many stops you're staying on for. (Caution is advised if taking the subway after dark, taxis are a safer option then).

Websites:

www.nycvisit.com,
www.iloveny.com,
newyork.craigslist.org

New York Things to See -

Empire State Building
Statue of Liberty
Times Square
Central Park
Ground Zero

SAN DIEGO

Its superb coastline and near-perfect climate make it the quintessential Southern California beach city. Most Jlers heading for the beaches end up living in the beach towns north of the city of San Diego in places like Point Loma, Ocean Beach, Mission Beach, and Pacific Beach all of which are blessed-by-nature and within striking distance from Mexico.

For obvious reasons San Diego has a huge influx of students for the summer months, which makes for an busy, exciting student atmosphere but also makes for an extremely competitive job and housing market so make sure that you plan ahead!

SOME PRACTICAL STUFF TO KNOW:

Climate:

The San Diego area can be an incredible place to visit almost any time of the year. With coastal temperatures around 75 degrees (24°C) most of the time, the weather is ideal. The climate of Southern California is rather complex, however, and temperatures change rapidly as one travels from the coast inward, with increases as much as one degree Fahrenheit for each mile inland.

Time Difference: San Diego is 8 hours behind Ireland.

Getting Around:

The best and coolest way to get around Diego is by beach cruiser. There's nothing more enjoyable then going for a cruise along the boardwalks that line the beaches.

www.sdcommute.com for bus, trolley, and train times and locations.

Websites:

www.sandiego.org,
www.ucsd.edu,
www.sandiego.com

Things to see

San Diego Zoo
Sea World
Balboa Park

SAN FRANCISCO

San Francisco is renowned for its often chilly summer fog, steep rolling hills, an eclectic mix of Victorian and modern architecture, and its peninsular location surrounded on three sides by the Pacific Ocean and San Francisco Bay. Famous landmarks and landmarks include the Golden Gate Bridge, Alcatraz Island, the cable cars, the Transamerica Pyramid, Coit Tower, and Chinatown.

The historic center of San Francisco is the northeast quadrant of the city bordered by Market Street to the south. It is here that the Financial District is centered, with Union Square, the principal shopping and hotel district, nearby.

SOME PRACTICAL STUFF TO KNOW:

Climate:

San Francisco has a climate strongly influenced by the cool currents of the Pacific Ocean which tends to moderate temperature swings and produce a remarkably mild climate with little seasonal temperature variation. Average summertime high temperatures in San Francisco peak at 70 °F (21 °C) and are 20 °F (9 °C) lower than they are in nearby inland locations like Livermore.

Time Difference: San Francisco is 8 hours behind GMT.

Getting Around:

Public transit solely within the city of San Francisco is provided predominantly by the San Francisco Municipal Railway (Muni). The city-owned system operates both a combined light rail/subway system (the Muni Metro) and a bus network that includes both trolleybuses and standard diesel buses.

Commuter rail is provided by two complementary agencies. Bay Area Rapid Transit (BART) is the regional rapid transit system which connects San Francisco with the East Bay through the Transbay Tube. It also extends south of the city through northern San Mateo County, to the San Francisco International Airport, and Millbrae.

By air:

San Francisco International Airport (SFO), though located 13 miles (21 km) south of the city.

Websites:

www.onlyinsanfrancisco.com,
www.sanfrancisco.com,
sanfrancisco.citysearch.com

Things to see -

Golden Gate Bridge
Alcatraz
Fisherman's Wharf
Cable Cars

SOUTHERN CALIFORNIA

If you're looking for a laid back beach atmosphere with a little bit of glitz and glamour not too far away then the notorious SoCal beach scene with its chilled-out vibe is for you.

SoCal refers to all cities approximately 70 miles north of L.A down to the Mexican Border and encompasses the counties of Los Angeles, Orange, San Diego, San Bernardino, Riverside, Ventura, and Imperial. Southern California is the entertainment capital of the world and home to Hollywood, the motion picture industry center, and boasts a huge surf and skateboard culture.

Websites:

www.usc.edu,
southern.california.jobs.monster.com

HUNTINGTON BEACH

Huntington Beach is known as "Surf City" and much of surfing culture started and continues to evolve there, from surfing styles to surfing apparel companies that began started there. It has some of the largest stretches of open-sand beaches in all of California, as well as the Huntington Beach Pier (one of the longest concrete piers in the world), site of world-class surfing and volleyball events yearly. During the peak season (May to early September), the beaches on any given summer day may have as many as 500,000 visitors when it is particularly hot inland.

Websites:

www.ci.huntington-beach.ca.us,
www.surfcityusa.com

SANTA BARBARA

Santa Barbara is located about 85 miles west-northwest of Los Angeles, along the Pacific coast and is a year-round tourist destination renowned for its warm weather, downtown beaches, and Spanish architecture. With its wide, perfect beaches, highly rated wineries, and a large variety of shopping and dining choices, Santa Barbara feels light years away from the noise and congestion of busy L.A.

Websites:

www.ucsb.edu,
www.santabarbara.com

SANTA MONICA

Santa Monica is a coastal city completely surrounded by the City of Los Angeles and right near all the action. There are plenty of hotels, restaurants and entertainment options to work at or enjoy, and is readily accessible to major sights like Venice Beach (aka "Dogtown"), Malibu and Beverly Hills. Santa Monica has a mixture of very affluent, single-family neighborhoods, renters drawn by the high quality of life, lifelong surfers, young professionals and students making it ideal for a J1 summer.

Websites:

www.santamonica.com,
www.santamonicapier.org

CHANGING YOUR FLIGHT DATE

Flight changes must be made through USIT New York for the following airlines:

- British Airways
- United Airlines
- Virgin Atlantic
- Delta Airlines
- US Airways
- + Other Airlines

Availability becomes restricted on all flights within one month of departure. So for the best possible choice of dates to return back to Ireland, please transfer your flight as early as you can. Please check www.j1online.ie for further updates during the summer. Please ensure that you have insurance cover up to your new return date to Ireland. Please see page 27 "Extending your insurance" section.

By Phone:

USIT New York Toll Free: 1-866-647 3697

Summer months only June-Aug.

Open Mon - Fri 9am - 4pm EST.

Closed Sat- Sun and American public holidays.

USIT Dublin: 00 1 353 (0) 1 602 1600 (Sept/Oct)

By Email:

newyork@usit.ie
All changes will take a minimum of 2 working days to confirm.

WHEN MAKING A CHANGE OF DATE ENQUIRY INCLUDE:

- Your J1 Booking Reference (e.g AB123)
- Your full name and date of birth
- The date you wish to change to and alternative dates if your first choice is not available

FLIGHT CHANGES FEES

Flight change fees will vary depending on your flight option, please contact USIT New York for details on fees relating to the airline that you are travelling on. Please see your receipt for approx costs and rules on changing flights. Exact costs will be confirmed by USIT NY

Payment can be made by Visa, Mastercard, Laser or Debit cards only. Payments cannot be made by cash at the airport. When asked for credit card details please include the following:

- Name of credit card holder
- 16 digit credit card number
- Expiry date of card
- Last 3 digits of CCV number from reverse of card (N/A for some Laser Cards)

All changes must be made by the passenger only. Personal travel details will not be disclosed to a third party. Changes cannot be made by a third party, including family members without written (email) consent from the passenger.

WHAT TO DO IF YOU HAVE TO RETURN HOME EARLY DUE TO EXAM FAILURE & WISH TO RETURN TO USA:

If due to exam failure* you need to return to Ireland and wish to return back to the US to resume your programme, you

LEAVING THE USA - FLIGHT CHANGES

may claim up to €600* Gold Policy, €400* Silver Policy against the costs of the return flight to the US. (*provided you have no knowledge of exams results prior to departure to the US).

Note: You MUST notify AXA Assistance & USIT within 48 hours of receiving your exam results and prior to making any travelling arrangements. Please see overleaf for full information on how to make an exam failure claim.

NOTE: If you are only temporarily leaving the US (i.e. to re-sit exams, visit home or travel to Canada or Mexico - for no more than the permitted 30 days), with the intention of coming back to resume your programme, please do not forget to get your DS-2019 signed by CIEE. See page 6 of this handbook for more details.

CHECK LIST BEFORE YOU LEAVE US

As you are preparing to return home, please complete the following checklist to make sure you are ready to go!

- Arrange for your final paycheck. If your employer needs to send it to your address in your home country, make sure he/she knows this address!
- Prepare to file your taxes. Obtain the W-2 form and a 1040NR-EZ form from your employer, or from www.irs.gov
- If you still don't have a Social Security Card you should try to obtain your SS Card before you leave the USA. However, if you still have not received your card toward the end of your program, contact Social Security to try and find out where it is. If it was sent to CIEE, please call 1-888-COUNCIL (1-888-268-6215) to have your card sent to you as soon as possible.
- If you are leaving before the "end date" on your DS2019, please contact CIEE with your departure information.
- KEEP YOUR FORMS! All of your forms (DS-2019, Visa, Social Security Card, etc.) will be needed if you ever want to come back to the US. Tracking down these forms from previous years is very difficult therefore we would advise you to keep your forms in a safe place in case you need them in the future.

INSURANCE

Before leaving Ireland, read your insurance policy and become familiar with the cover if you need to use it. The information below is prepared for your info only and does not form any part of the policy terms and conditions.

IN CASE OF A MEDICAL EMERGENCY:

Contact Axa Assistance emergency line
FREEPHONE (USA) 1-866 7269725

- If you are admitted to hospital, please give your address in Ireland as well as your US Address

- Quote Your Unique AXA Blue USIT J1 Work & Travel Policy Ref: eg BIUSI XX/XXX (Your reference number is located on your policy documents and in your online tracking account.)

AXA Assistance USA Toll Free: 1-866-7269725

This service is available 24-hours a day, 7 days a week. You should state that you are insured through USIT. It will help AXA Assistance if you have your booking reference, state that you are a J1 USA participant and have your local phone number including area code to hand. This AXA Assistance number deals specifically with Usit insurance policy holders. You must contact AXA as soon as possible.

MINOR MEDICAL COMPLAINT:

You should also contact AXA if you are admitted as an inpatient. If you have a minor complaint, visit a local US GP or walk-in clinic and pay the medical fee. A pharmacist should be able to refer you to a recommended GP or clinic in the area. Get a doctor's note and a receipt for the appointment or any additional medical costs - you will need these to make a claim. Please note that you must make a claim within 31 days of the event or as soon as possible thereafter. If you have a major accident or illness and cannot pay your bill up front contact AXA Assistance US Toll Free 1-866-7269725 as soon as possible.

DENTAL TREATMENT:

Emergency dental treatment cover is provided up to a maximum of €250 but this cover is available for relief of pain only and the use of precious metals is excluded eg: crowns, bridgework etc. Such work must wait until you return to Ireland and will not be covered under your Work & Travel policy. If, however, you need emergency dental treatment as a result of a mugging the upper limit of cover is extended under the Personal Assault section. Fees can depend on the dentist and what procedures must be done.

WHAT TO DO IF YOU HAVE TO RETURN HOME EARLY:

If due to exam failure* or for any other insurable reason, you return to Ireland within 28 days of departure, you may claim up to €1,200 (on Gold policy) or €750 (on Silver Policy) against Programme Participation costs. You may claim up to €600 (on Gold policy) or €400 (on Silver policy) against Exam Failure costs. See Sections N and P of your policy for full details. (*provided you have no knowledge of exam results prior to departure to the USA and you did not sit any of these exam prior to purchasing your Insurance)

HOW TO MAKE A CLAIM:

You can download insurance claims forms from AXA Assistance Claims on: www.travelclaims.ie All claims should be sent to Axa Assistance Claims at the relevant address given below. If a hospital is making a claim directly against your policy you should also give them the address below to ensure that there is no delay in payment. Please ask them NOT to send bills to USIT. This will delay your claim and could result in credit problems or the voidance of your claim!

USIT Travel Claims, (Except Legal Expenses)

Axa Assistance Claims

1st Floor, c/o Abco Kovex Building
Swords Business Park,
Swords,
Co Dublin,
Tel: +353 1 883 3151

USIT Travel Claims, (Legal Expenses)

Axa Assistance Claims

4th Floor, Windsor House,
Pepper Street,
Chester
CH1 1DF
UK
Tel: +44 845 2712449

EXAM FAILURE CLAIM:

If you fail your exam, USIT will organise your flights for you, but your claim must be validated by Axa Insurance in the first instance.

1. Please contact Axa Claims Ireland on receipt of your exam results. Tel +353 1 883 3151 and download a claim form on: www.travelclaims.ie.

2. Send the completed claim form together with official confirmation of your exam failure (or advise of a website where claim results can be verified) by fax or by post to:

AXA CLAIMS IRELAND FAX + 353 1 8901654

OR BY POST TO:

Axa Claims Ireland (USIT Travel Claims)
1st Floor, Abco Kovex Building
Swords Business Park,
Swords,
Co Dublin.

3. Axa Claims Ireland will email USIT with notification that exam failure claim has been validated.

4. You must notify USIT within 48hrs of receipt of your new exam repeat dates and we will arrange new flights for you (providing your claim has been validated by Axa insurance, see above).

You must contact USIT New York on: Tel: 1-866-647 3697 or email examfailure@usit.ie

with your booking reference number, name, mobile or contact number & new preferred dates of travel.

5. Any additional payment above the insured levels must be paid directly to USIT by phone and by Credit Card only.

EXTENDING YOUR INSURANCE:

If you decide to extend your stay in the USA, you must apply for an insurance extension **BEFORE the expiry date of your current policy**, and you must also make sure that you do not overstay your J1 visa, otherwise you will not be covered for any accident or medical costs incurred after your policy expires.

You must contact USIT New York on: **Tel: 1-866-647 3697**

All extensions are at the discretion of the underwriter.

NB! Medical costs are very expensive - up to a few thousand dollars a day in North America. So make sure you are insured.

INSURANCE & EMERGENCIES

WHAT IS AN EMERGENCY?

These are emergencies -

Contact CIEE's emergency line on Tel: 1-888-COUNCIL (1-888-268-6215) for the following:

- Death or medical emergency
- If you are a victim of a crime
- If you have been arrested

Please note: the staff member on emergency phone duty may be limited as to what type of emergency services can be provided depending on the time or day of your call. Please use discretion when calling the emergency number, and limit your calls to true emergency situations only. If you are a victim of theft or non-violent crime - you must get a police report within 24 Hours to submit with your Insurance Claim

These are NOT emergencies: contact USIT New York on Toll Free 1-866 647 3697

- Insurance inquiries
- Curtailment of programme
- Lost luggage
- Exam failure - need to change flight date
- General changes of flights to Ireland
- General information about jobs and housing
- Loss of passport - contact your home country's consulate

These are NOT emergencies: contact CIEE Portland during office hours.

- You have been fired from your job
- Loss of DS-2019 and/or I-94 form
- Loss of passport - contact your home country's consulate
- Tenant / Landlord concerns (over crowding of housing, rent/deposit disputes, destruction of property, condition of housing)
- Basic legal information and advice for procedures and contacts
- Victim of theft or a non-violent crime (lost valuables, luggage, etc.)

- Employee/Employer concerns (tax questions, notice, final paycheck)
- Social Security and tax problems
- Forwarding your Social Security card
- Getting your DS-2019 signed by an authorised officer in order to leave and return to the US on the Programme.
- General information about jobs and housing
- You cannot register with SEVIS online, and you do not have a registration postcard.

USIT NEW YORK

US Toll Free 1866 647 3697

E-mail: newyork@usit.ie

Summer months only June-Aug.

Open 9am - 4pm EST Mon - Fri.

Closed Sat- Sun and American public holidays.

If calling the New York number, please be patient when trying to get through and avoid calling at busy times of the day. Morning time is the best time to get through. USIT New York is located in the Eastern Standard time zone, so if you are phoning from Central you will have to call between 08.30 and 16.30, from Mountain 07.30-15.30 and from Pacific 06.30-14.30. The New York number will not accept collect calls unless it is an extreme emergency of a medical or legal nature.

CIEE

CIEE (Council of International Educational Exchanges) is your official US sponsor and is legally responsible for you while you are in the United States. The CIEE Head Office is located in Portland and is open during office hours Mon - Friday 9:00 to 17.30 throughout the summer.

Work & Travel USA
300 Fore Street, Portland,
Maine, ME 04101

Tel: 1-888-COUNCIL (1-888-268-6245)

E-mail: wat@ciee.org

24 HOUR HELPLINE 1-888-268-6245 EMERGENCY ONLY!

POLICE

Call 911 for the Police

Avoid trouble in any way, but in an emergency situation, dial 911 for the police or other emergency services. Make sure you answer all questions clearly and carefully.

DIRECTORY ENQUIRIES:

411 (within your area code)

1-area code-555 1212 (for long distance)

US Emergency Number: 911

IRISH AND BRITISH CONSULATES

Contact your nearest Consulate if your passport goes astray. The Irish and British Embassies are in Washington, DC. Ireland also has four Consulates serving all of the US. British Consulates are located in most major cities.

New York

Consulate General of Ireland,
345 Park Avenue, 17th Floor,
New York, NY 10154-0037.
Tel: (212) 319 2555 or (212) 3192 560
Fax: (212) 980 9475

British Information Services,
845 Third Avenue, New York, NY 10022
Tel: (212) 752 5747

Boston

Consulate General of Ireland,
Chase Building, 535 Boylston Street,
Boston, MA 02116.
Tel: (617) 267 9330 or (617) 267 4470
Fax: (617) 267 6375

British Consulate-General
25th Floor, Federal Reserve Plaza,
600 Atlantic Avenue, Boston, MA 02210.
Tel: (617) 248 9555, Fax: (617) 248 9578

Chicago

Consulate General of Ireland,
400 North Michigan Avenue, Suite 911,
Chicago, IL 60611.
Tel: (312) 337 1868, Fax: (312) 337 1954

British Consulate-General,
13th Floor, The Wrigley Building,
400 North Michigan Avenue, Chicago IL 60611.
Tel: (312) 346 1810, fax: (312) 464 0667

San Francisco

Consulate General of Ireland,
44 Montgomery Street, Suite 3830,
San Francisco, CA 94104.
Tel: (415) 3924 214, fax: (415) 392 0885

British Consulate-General,
Suite 850, 1 Sansome Street,
San Francisco, CA 94104.
Tel: (415) 981 3030, fax: (415) 434 2018