



USSE USA Summer Work and Travel Orientation

Purpose:

The purpose of this program is to provide foreign college and university students with opportunities to interact with U.S. citizens, experience U.S. culture while sharing their own cultures with Americans they meet, travel in the United States, and work in jobs that require minimal training and are seasonal or temporary in order to earn funds to help defray a portion of their expenses. The Exchange Visitors Program helps strengthen the ties in which unite us with other nations by demonstrating the educational and cultural interests, developments, and achievements of the people of the United States and other nations.

Description:

The Work and Travel program is up to 4 months including work and travel time. You must be in your home country by the time the U.S. embassy in your country requires you to return. Jobs are temporary only; you cannot stay permanently. Pay is equal to American counterparts at the same position, with the same amount of prior experience.

United Studies, Inc. is required to make sure you understand the program rules and to monitor your location and condition while in the U.S. We are available 24/7.

Travel and Entry into the United States:

Travel arrangements to and from the U.S. need to be made as soon as possible AFTER you have received your official acceptance to the Work and Travel Program. Flights typically get more expensive as you get closer to your departure date so buying airline tickets sooner is usually better. It is also typically cheaper to purchase round trip airfare to and from the same departure and destination points than purchasing one way or open ended tickets. There are several ways to purchase airfare including travel agents, travel websites, and individual airlines that travel from your country to the U.S. If this is your first trip flying or leaving your home country, an experienced travel agent will have more knowledge about airlines and choosing flights best suited for your needs. Most major international airlines come to the United States and partner with U.S. airlines that serve smaller cities not serviced by an international carrier. American Airlines, United Airlines, and Delta Airlines are the three major U.S. based carriers with international operations.

As you make your travel plans, you will need to determine the closest airport to your final destination. If you are working in a location like San Diego, California, you will be able to fly directly into San Diego. They only have one major airport. An area like New York City has multiple major airports in close proximity. However, if you are working in a location like Branson, Missouri, you may have to take multiple connecting flights to get to the Branson airport. Depending on your schedule, you may only be able to fly into Springfield, Missouri which is about a 45 minute drive away. Use Google Maps to get a clear picture of where you're going. If you have multiple legs for your flight make sure you know how much time you have between those flights (layover) and if you have to change air carriers during those legs make sure you have enough time to disembark your aircraft, get your luggage and check in with the other airline.

Once you've made it to the U.S., you'll have to get to where you'll be living. If your arrival airport is in the city where you'll be working, a "taxi" (also known as a "cab") will probably provide the simplest solution. You can always ask the taxi desk how much it should cost to get to an exact location or popular destination. If the taxi costs too much, you may be able to get a seat on a "ride-share" shuttle.



These shuttles pick up a number of pre-arranged passengers, and then drop them off at their destinations, from closest to furthest away. You can get quotes and book seats on a shuttle prior to your arrival. See Super Shuttle for more information. Other options are Amtrack, Greyhound, Bolt, and Megabus.

If you're in a major metropolitan area, like Washington DC, New York City, or Chicago, there may be public transportation available. Public transportation can involve trains, buses or subways that travel specific routes. Pay close attention to maps at train stations and bus stops so you can find the correct route and get where you need to go. This can involve changing trains or buses and while it can get confusing there are attendants there to help. For more information about transit systems in popular cities click the link for the city you're traveling to:

Do not forget to contact USSE, your home country partner, and U.S. employer with your flight information!

Housing:

You might find a flat that is in your budget, but there are other things to consider. Be sure to have an answer to all of these questions before you agree to live anywhere.

- What is the total cost each month including power and water?
- Is the location safe?
- How far is it from work?
- How far is the nearest public transportation?
- Do I have to purchase or rent furniture, or is it included?
- Is there a security deposit I must pay before moving in?
- Is there a lease or rental agreement, and how long is it?
- Are there laundry facilities?

Temporary: Upon arrival, your permanent housing might not be available or what you were expecting. In this case, an inexpensive hotel may be necessary, for a couple of days. Many hotel chains have "extended stay" hotels with weekly or monthly rates.

Lease: Your rental agreement is called a "lease" and has very specific terms. You should read through any lease thoroughly, and know exactly when you can move in and out, and what is required of you. Ask any questions you might have. Most leases are 6 months to a year, but you'll only be there for 3 months. Try to find somewhere that allows a monthly lease, giving you the flexibility to move out, if needed.

Renting With a Friend: A common housing solution is to "sublet" or rent a room, from someone. This can be very inexpensive, but also very dangerous, if you haven't verified the arrangement ahead of time. These choices are usually very flexible and can offer the least amount of personal cost, if something goes wrong. If you can't afford somewhere on your own, you may need to find a roommate. Look online for others trying to find roommates, in the city where you'll be working. Remember, if you get a roommate, you'll need to respect them and their space. Be clean, keep your things put away or in your room. Don't take anything of theirs without asking. It is likely that you may know someone from your country, participating in Work and Travel. Find out who is going to your area and consider sharing housing with them. This is often the easiest option as there is less of a cultural barrier to overcome with your roommate.

Fees Payable to USSE:



There are no fees payable directly to USSE.

Other Costs:

- Transportation into the United States
 - o This can be very expensive. Most flights from Europe to the U.S. are around \$1500.
- Rent and Utilities
 - o Depending on where you live, rent can range anywhere from less than \$100 per month up to thousands of dollars. Rent may or may not include water, electricity, phone, television, or internet.
 - o Utilities (Water, Electricity...) can range from \$20 – \$500 based on the place you live in. Ask other residents or the landlord for an estimate.
- Public transportation to and from work
 - o This varies based on the distance from your home to your work, as well as the city you live in.
 - o If public transit is available, plan on at least \$10 per day to get around town.
 - o If public transit is not available, taxis might be your only option, beyond biking or driving.
- Meals
 - o Food can be very expensive, if you eat out frequently.
 - o Plan on at least \$20 per day for food.
- Medicine
 - o Have your prescriptions filled before you arrive, but if you need medicine while you're in the U.S., pharmacies are typically very accessible.
 - o Most over-the-counter medication is between \$5 – \$15
- Spending Money
 - o Bring at least \$1,000 with you
 - o Don't forget that you might not be getting a paycheck for up to a month due to payroll schedules!

Keep your money safe! We suggest opening up an American bank account.

Health Care and Insurance:

United Studies, Inc. must be informed if any participant needs medical attention. Contact us as soon as possible. If you need help finding medical care you can search online or in a local phone book for clinics and urgent care facilities in your area. Neighbors, fellow employees, employers and local law enforcement can also provide information and referrals for medical services.

All participants must have Health Insurance. This can be obtained through USSE or through your local agency. Insurance coverage is only valid for the dates on your DS-2019. Keep your insurance card with you at all times and call the number listed to find doctors which are covered by your insurance.

Pre-existing conditions, dental, and routine check-ups or physicals are not covered by insurance. Schedule your routine check-up, dental work, and have your prescriptions filled BEFORE you come to the United States!



Program Rules

You signed an agreement with United Studies, Inc. when you applied to the program, which lists all rules and regulations you must comply with, in order to remain as a program participant. The text of this agreement will be listed at the end of this document.

Life and Customs in the United States:

Please expect your first couple weeks to be difficult as you will have to adjust to both your job and cultural differences. Do not hesitate to contact us if you need assistance during this time.

This is not a vacation. This is a real job and if you are not prepared to work hard, you will not grow in this program. America is a diverse place with people of different nationalities, beliefs and personal preferences. Respect the values and beliefs of anyone you come in contact with and take care not to intentionally hurt someone's feelings based on something that makes them different than you.

Local Community Resources:

Most cities have libraries with public access to books, computers, music and movies usually for free. Some cities have museums, water parks and shopping options; take some time and research the area you'll be living in.

Culture:

Explore the culture in the state you are in! You will also have a chance to travel to nearby cities, towns or local sites on your days off. Smaller towns and regions of the United States have so much to see, you've just got to take the time to explore them and see every aspect of America!

There are many nationally celebrated holidays which you should take some time to experience:

- May 26th – Memorial Day – A day to honor the men and women of the military who died while serving the U.S. This is celebrated by picnics and other summer activities like water sports.
- July 4th – Independence Day – The day we celebrate the signing of the Declaration of Independence which signified America's break with Great Britain and led to the American Revolution. Celebrated with fireworks and community parties.
- September 1st – Labor Day – A day to celebrate the achievements of American workers. This holiday also marks the end of the summer season. Celebrated with outdoor activities and many retail stores have large sales on merchandise.

Safety:

Being safe is mostly common sense. Use these tips to make sure your experience is successful:

- Don't go out alone late at night.
- If you are out late be sure you have a safe way to get home.
- Always know where you are! If you don't, get directions before you leave your location.
- Don't get in cars with strangers.
- Don't drink and drive. If you do drink, make sure you have a safe way to get home.
- Don't ride with someone who has been drinking.
- Don't explore empty or poorly lit alleyways or back roads.
- Don't show off money - keep it hidden until you need to use it.
- Keep a close watch on your possessions.



- Don't leave personal belongings at work or in public places.
- Lock your doors and windows when you're home and away.
- Be cautious around subways and buses - pickpockets love large, crowded areas.
- People will ask you for money - politely decline and keep moving.
- Watch out for scams! Never give out your personal information!

Driving: Driving may be a necessary means of transportation if public transit is unavailable. This will require that you rent a car and obtain auto insurance in accordance with state law. Please note that each state has different minimum automobile insurance coverage laws. Health insurance provided by United Studies, Inc. does not suffice as auto insurance. Many rental companies will not rent vehicles to anyone under 25 and those that do typically charge much higher rates for renters under that age. You will need a valid driver's license and possibly an international permit. The local Department of Motor Vehicles (DMV), local police department or state Department of Transportation (DOT) can provide you with additional information regarding insurance requirements and rules of the road. If you choose to drive in the U.S. you are subject to all traffic laws and their punishments so be sure to know the rules of the road before you go! Insurance and driver's license requirements also apply to the operation of motorcycles. Use the links below to prepare for driving in the U.S. and don't forget - we drive on the right hand side of the road!

Biking: Bicycles are an inexpensive, effective means of transportation. They are readily available in most major superstores (Walmart and Target) and sporting good stores (Academy and Dick's). Used bicycles are also easily found online (Craigslist and eBay) and in the classified section of local newspapers. Newspapers and online listings are also effective ways to sell your bike when your program is complete. While bikes are cheap and can meet your transportation needs, they can be dangerous. Follow these safety tips:

- Wear a helmet and bright clothes every time you ride
- Make sure your bike has reflectors on both the front and back
- Get a bike lock and use it to secure your bicycle when it is parked outside
- If riding at night, install lights on the front and back and only ride at night if you must
- Ride on the road and not on the sidewalks and use bike lanes when available
- Learn and use hand signals to indicate a change in direction
- Ride with traffic not against it and avoid riding in the middle of the road
- Don't assume someone can see you or will stop for you

Email will be a very important means of communication BUT if we have the wrong e-mail, you will NOT get any updates. So PLEASE provide us with the correct U.S. email address and check it regularly! We will also be contacting you via phone/text/sms, so please provide your correct U.S. phone number.



Contact Information:

United Studies, Inc. is your SPONSER. That means we are responsible for you while you are in the U.S. Please contact us in the event of any problem or emergency, as quickly as possible. We are the first call you should make, while in the U.S.

NOTE: If United Studies, Inc. contacts you, you must respond, or face program termination.

United Studies, Inc. Student Exchange is located at:

- 100 Ridgeway Street, Suite 1A
Hot Springs, AR 71901

We receive mail at:

- P.O. Box 22863
Hot Springs, AR 71903

We are accessible 24 hours a day, 7 days a week via phone:

- Toll Free (pick up any phone and call, free of charge): 1.800.869.8585
- Phone: 1.501.321.2000
- Fax: 1.501.321.2001

And through email:

- info@unitedstudies.org

Our website has all of this information and our Twitter and Facebook have general updates:

- Website: www.unitedstudies.org
- Twitter: [@usse_staff](https://twitter.com/usse_staff)
- Facebook: facebook.com/unitestudiesinc

If our staff is not resolving your problem or you have further issues, please contact the Exchange Visitor Program Services of the Department of State:

- Secondary School Student and Summer Work Travel Helpline: 1.866.283.9090

Documents:

Please visit <http://www.unitedstudies.org/work-and-travel/prepare/important-documents> to obtain:

- Work and Travel Manual
- Work and Travel Program Brochure (Dept. of State)
- Work and Travel Welcome Letter (Dept. of State)
- Rights and Protections of Temporary Workers.

We are required to provide you with these documents and you need to review them.

You will also need:

- Your signed USSE Agreement
- DS-2019
- J-1 Visa
- SEVIS Receipt
- Passport
- Employment Offer
 - o Review this to ensure you know your work hours, required uniform, required duties, and housing assistance information.
- I-94 Arrival Card (Provided on your incoming flight to the U.S.)
- Customs Form 6059B (Provided on your incoming flight to the U.S.)
- Social Security Card
 - o Contact the Social Security Administration office in your area for more information.



Program Rules and Agreement Text:

“Standards of Conduct

1. **Consumption of Alcohol:** Persons under 21 years of age are not permitted to consume or purchase alcoholic beverages. The legal age to purchase and consume alcoholic beverages in the United States is 21. Any purchase or consumption under this age constitutes breaking state and federal laws.
2. **Illegal Use of Drugs:** Participants are not allowed to purchase or use illegal drugs. Unauthorized use of controlled and/or illegal drugs is against the law in all states, in the U.S. Prescription drugs issued to the student by a qualified medical professional would be considered the only authorized form of drug use.
3. **Firearms:** Participants are not allowed to purchase or use firearms. Aside from the obvious dangers involved in the improper use of firearms, the participant health and accident insurance will not cover any injury resulting from the participant's use of a firearm.
4. **Governmental Laws:** Participants must abide by the laws of the United States on federal, state and local levels. International participants are expected to abide by all laws governing American citizens. Failure to abide by any law could result in legal action which would not be within program control.
5. **Driving:** Participants are allowed to drive a motorized vehicle provided they have a valid driver's license and proof of insurance.
6. **Cooperation:** Participants must give every effort to cooperating with United Studies staff including office staff, regional staff and area representatives. The United Studies staff is trained to work with the participants to help provide the best possible work/travel experience. The staff's efforts can be severely limited by lack of participant cooperation with decisions and advice.
7. **Participants:** Participants must make every effort to be a quality employee, for their employer. They must make every effort to be at work on time and as scheduled. Participants must complete the length of employment as agreed upon prior to their acceptance of the position.
8. **Participant Moves:** Participants are allowed to relocate during the exchange, however, participants must notify the United Studies office within 3 days of a relocation providing current information.
9. **Compliance:** Participants must obey the decisions made by the United Studies Staff, as all rules are made for the benefit and protection of the participants, as well as the criteria of the United States Department of State as they pertain to exchange visitor programs.
10. **Travel:** Participants are allowed to travel as a part of their exchange, however, participants must satisfy their obligation to their U.S. employer prior to such travel. Prior to travel, students must satisfy any legal obligations they have with landlords, etc. and must provide their return flight information to the United Studies office.
11. **Employment:** If for any reason a participant is terminated from their assigned U.S. employment, they must notify the United Studies office immediately. Depending on the reasons for termination, the participant will either be replaced with another employer or their participation in the program will be terminated.

I have read and fully understand the program standards of conduct and agree to adhere to the United Studies, Inc. Rules for Program Participants and the United Studies, Inc. Program. I further



understand that violation of any of the above policies may result in probation and/or dismissal from the program.

U.S.S. Inbound Program Agreement

United Studies, Inc. its agents, principals, sponsors, affiliates, directors, officers, employees and attorneys (collectively “United Studies, Inc.”), the undersigned applicant (“Applicant”), understand and agree to the terms and conditions stated in this agreement (“Agreement”) relating to Applicant’s participation in United Studies, Inc.’s summer work/travel program (“Program”).

- A. Admission and Placement: United Studies, Inc. considers such criteria as application packet materials, academic background, school transcripts, age, education level, physical and mental health, references, essay, and personal interviews in determining whether to admit the applicant into the Program, United Studies, Inc. has the sole discretion to determine whether the applicant will be admitted into the Program and such determination is final. All preferences and characteristics of the applicant may not be accommodated in the placement process.
- B. Living Expenses: Applicants agree to provide the minimum amount to cover initial room and board, incidentals and pocket money, with the understanding that living expenses will continue to be applicants responsibility until the end of the program using funds earned from the U.S. employment or personal funds available.
- C. Dissimilarities or Differences Abroad: In addition to learning the host country’s language the applicant is expected to adapt to the culture and lifestyle of the host country. There may be significant cultural, economic and lifestyle differences between the applicant’s home country and host country. The host country may have different health care services, living conditions, road and transportation systems, educational approaches and systems, criminal justice systems, civil liberty laws, customs and values. Some host country services, living conditions, or systems may be relatively inadequate, unsafe, or unreliable in comparison to the applicant’s home country. Other host country services, condition, or systems may be superior to the standards in the applicant’s home country. The Program offers numerous opportunities for the applicant, however, applicants must be aware and accept these differences and risks associated with traveling and living in another country. The applicant’s level of maturity must be adequate to recognize and cope with these differences and risks. Program Representatives are available by telephone to provide assistance on an ongoing basis during the applicant’s participation in the Program. However, the Program cannot and does not provide constant direct supervision of the applicant. As a condition of acceptance into the Program, the applicants agree to hold United Studies, Inc. harmless for all injuries and/or damages incurred during the applicant’s participation in the Program resulting from any risks associated with international travel and living abroad, and any negligence and/or intentional acts caused by any third party, including but not limited to any member, guest, employee or agent of the employer or other persons in the host country.

Consent Agreement

- A. Health Care Treatment: The applicant consents and authorizes United Studies, Inc., to obtain any medical, dental, surgical, psychological, psychiatric or hospital care deemed necessary by any health care provider, for the health, treatment and care of applicant during applicant’s participant in the Program. Any problems arising from inadequate or improper care shall be the responsibility of the health care provider. United Studies, Inc. shall not be liable for any failure



to secure or the adequacy of medical attention. The Applicant authorizes the health care provider to release the Applicant to United Studies, Inc. Further, the Applicant authorizes the health care provider to release all health care records relating to the Applicant to United Studies, Inc.

- B. Legal Proceedings: The Applicant consents and authorizes United Studies, Inc. to pursue or defend any legal action or proceedings regarding the applicant during applicant's participation in the Program, costs to be reimbursed by Applicant. United Studies, Inc. shall not be obligated to pursue or defend any such legal action or proceedings. The Applicant authorizes any court, law enforcement agency, or any other government agency to release the Applicant to United Studies, Inc. in the event that the Applicant is detained or held by any such entity or government agency.
- C. Use of Applicant's Name and Likeness: The Applicant consents to the use of Applicant's name, photograph, film, or video likeness of Applicant or any comments or statements of Applicant in materials or publications utilized to promote the Program.
- D. Rules for Participants: The Rules for United Studies, Inc. Participants ("Rules") have been established by United Studies, Inc. as minimum standards of participant conduct, and any infraction may result in immediate repatriation (return) of Applicant to his/her home country. Each Applicant must acknowledge that they understand and have agreed to adhere to the Rules prior to the Applicant's final program acceptance. We understand that the original English-language version of this document represents the final authoritative wording of all policies and guidelines.
- E. Problem Notification and Resolution: As the Applicant is living as independently and not under continual supervision or control of United Studies, Inc. staff, it is the responsibility of the Applicant to advise United Studies, Inc. of any significant problems, including but not limited to the health, safety or welfare of the Applicant, adjustment to employment, culture, language, etc. In addition, the Applicant must notify United Studies, Inc. of any misunderstandings or problems with the employer. United Studies, Inc. will intervene and attempt to resolve the problem. If necessary, United Studies, Inc. may in its sole discretion, seek a replacement employer, if possible within the same community. If the Applicant does not make a good faith and substantial effort to resolve the problem, United Studies, Inc. may, in its sole and absolute discretion, terminate the Applicant's participation in the Program and immediately repatriate the Applicant to his/her home country.
- F. Agreement between Participants and Originating Exchange Organization: Participants understand that United Studies, Inc. is not a party to any agreement between Participants and the originating student exchange organization through which the Participants enrolled in the Participants home country ("Originating Exchange Organization"). Participants acknowledge and agree that the laws of their home country shall exclusively govern any dispute or claim arising out of any agreement with the Originating Exchange Organization. Participants acknowledge and agree that the Originating Exchange Organization is solely responsible to the Participants for injury or damage from a violation of any such agreement. United Studies, Inc. assumes no duties or responsibilities for any acts or omissions of the Originating Exchange Organization.
- G. General Release, Indemnification and Hold Harmless Provisions: As a condition of Applicant's participation in the Program. Participants agree to release and hold harmless United Studies, Inc. for injury, loss, delay, or any other damage and expense incurred by applicants due to (i) any incident beyond United Studies, Inc.'s reasonable control, including, without limitation, acts of God, acts of war, or government actions and restrictions, (ii) any events directly or indirectly



caused by intentional or negligent acts or omissions by any third party, including by not limited to any member, guest, employee or agent of the employer of other persons in the host country, (iii) risks associated with foreign travel and living abroad, including by not limited to risks associated with health care services, living conditions, sanitation conditions, road and transportation systems, criminal justice systems, civil liberty laws, customs, and values, (iv) any differences in the living conditions and standards between Participants' home and home country and the host home and host country, and (v) any act or omission of the Originating Exchange Organization. As a further condition of Applicant's participation in the Program, Participants agree to indemnify and hold harmless United Studies, Inc. from any liability or expense, including court costs and attorney fees, resulting from any injury, loss or any other damage or expense caused by the Applicant during his/her participation in the Program.

- H. Arbitration and Venue: This Agreement shall be deemed to have been made in the State of Arkansas, USA and its validity, construction, breach, performance and interpretation shall be governed by the laws of the State of Arkansas, USA. The parties to the Agreement acknowledge and agree that any dispute or claim arising out of this Agreement, any resulting or related transaction, or the relationship of the parties, shall be decided by neutral, exclusive and binding arbitration in Garland County, Arkansas, USA. Either party may appear telephonically at the arbitration hearing. The ward of the arbitrator may be enforced in any court of competent jurisdiction located in the United States. In the event that the arbitration clause is deemed void or inapplicable, each party expressly consents to and submits to the personal jurisdiction of the federal or state court(s) of Garland County, Arkansas, USA. In any action, including arbitration, brought for breach of this Agreement the prevailing party shall be entitled to recover reasonable attorneys' fees and costs, including but not limited to the costs of arbitration.
- I. Authority: Each participant who signs this Agreement represents and warrants that he or she, has full authority to sign this Agreement without the consent or approval of any other person, and agrees to indemnify and hold harmless United Studies, Inc. harmless for any liability or expense, including court costs and attorneys' fees resulting from any breach or claim of this representation.
- J. United Studies, Inc. Program Agreement Controls: Where there are any differences between this Agreement and any other program materials, the Agreement shall control. United Studies, Inc. cannot be legally bound or committed by any person other than a duly authorized representative. Parties are required to follow this Agreement and cannot vary from its terms.
- K. Modification: This Agreement shall not be modified except by a writing that is executed by all the parties hereto.
- L. Severability: In the event any clause, sentence, term or provision of this Agreement shall be held by any court of competent jurisdiction to be illegal, invalid or unenforceable for any reason, the remaining portions of the Agreement shall remain in full force and effect.

I have read and fully understand the program materials and agree to adhere to the United Studies, Inc. Rules for Participants and the United Studies, Inc. Program Agreement and Consent Agreements. I confirm that all information in this application is truthful. I further understand that any misrepresentation or false answer in this application can be grounds for my elimination from the program.”