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USSE USA Summer Work/Travel Program

Participant Compliance

1. Pre- Arrival

- **Confirm your arrival date with USSE**

After confirming your flight arrangements please e-mail you flight information to USSE at info@unitedstudies.org with the subject: Flight Information

- **Make sure you don't forget:**

DS-2019 Form

SEVIS Receipt

Passport and J-1 Visa

Conformation of Insurance and Insurance I.D. Card

2. Within 10 Days of Arrival

You must complete two very important tasks within 10 days of your arrival in the United States.

Notify USSE of you arrival to the US and Register in SEVIS

You must contact USSE with the correct information for your registration in SEVIS by accessing our website www.unitedstudies.org or calling USSE at 1-800-869-8585.

3. Getting Your Social Security Number

All program participants must apply for and receive a Social Security Number to be paid and to file a tax return. It is recommended by the Social Security Administration that you wait 10 days after your arrival in the U.S. and be registered in SEVIS for 48 hours before applying for your Social Security Number. After applying, it can take up to six weeks for you to receive your card with your Social Security Number.

What to Take to the Social Security Office:

- Passport and J-1 Visa
- DS- 2019
- I-94 card
- Social Security Form SS-5 Application
- USSE Letter to Social Security (this will be provided upon arrival)

4. Within 30 Days of Arrival

- Contact USSE to confirm your program status by calling 1-800-869-8585 or responding to the email sent to you with the subject: IMPORTANT from USSE: Monthly Activities Report. This e-mail should be sent to you approximately 30 days after your program start date.
- Complete Monthly Activities Report every 30 days via e-mail: info@unitedstudies.org

FAILURE to respond to USSE's monthly communications within a set time period will result in USSE terminating you from their program.

5. Change of U.S. Residential Address

You must notify USSE within 10 days of your change in residence. Call USSE at 1-800-869-8585 or contact us via e-mail at info@unitedstudies.org with the subject: "Change of Address." Your records will be updated accordingly.

Failure to contact USSE of your residential change within 10 days will result in USSE terminating you from the program.

6. Change of Employer / Additional Employers

You cannot begin working at replacement or additional job sites until USSE has verified the terms and conditions of the employment and vetted and approved the U.S. employer. Participants who begin employment at unapproved U.S. employers will immediately be terminated from the program by USSE.

USSE must be notified if you intend to change employers during your time in the United States. Call USSE at 1-800-869-8585 or e-mail us at info@unitedstudies.org with the subject: Request to Change Employer OR Request for Additional Employment.

USSE will then process the information and vet the new employer and verify that the job has been offered. The documents that USSE will require are listed below:

- Summer Work and Travel Job Placement Verification Form signed by the participant and new employer

- Copy of Current Business License
- Verification of Worker's Compensation Insurance Policy
- USSE's Program Agreement Letter signed by the new employer

USSE will contact your new employer to verify the job, vet the employer, and discuss any other details within 72 hours of receiving the initial information from you, the participant, of the new employer/ job offer. USSE will notify you if your new employer/offered job is approved or not. We will provide additional information if your employer has been denied and USSE will assist you in finding a new employer.

You may only begin your new employment after USSE has approved your new employer and offered job.

7. Traveling Outside the United States While Active in USSE's Program

You must submit a travel request form for all travels where you will be departing and re-entering the United States within your program dates. Travel should not exceed 30 days and you must be in good standing with USSE and the state department. Please contact us at least 2 weeks prior to your departure.

8. Completing Program Early

If you decide to finish your USSE Program 30 or more days before the program end date on your DS-2019 Form, contact USSE by e-mailing to info@unitedstudies.org with the subject: Early Program Completion. The e-mail must also include your departure date and USSE will update your SEVIS record to indicate your program completion.

9. End of Program

Please contact USSE by sending an e-mail containing your departure information from the United States to: info@unitedstudies.org with the subject: Program Departure. USSE will update your SEVIS record to indicate you completed the program.

10. Prohibited Employment Positions

USSE Program Participants may not be allowed to be employed in the following environments/jobs:

- In the adult entertainment industry, or any position that could bring notoriety or disrepute to the Exchange Visitor Program
- In sales positions that require participants to buy goods that they must sell
- In domestic help positions in private homes
- As pedicab or rolling chair drivers or operators
- As operators of any vehicles or vessels that carry passengers, or for which a commercial driver's license is required
- In a position related to clinical care
- In positions requiring work hours that fall predominately between 10:00 pm and 6:00 am

- In positions that require sustained physical contact with people and/or adherence to the Centers for Disease Control and Prevention's Universal Blood and Body Fluid Precaution guidelines (e.g. body piercing, tattooing, massage, manicure)
- In positions that are substantially commission-based and this do not guarantee that participants will be paid minimum wage in accordance with federal and state requirements
- In positions involved in gaming and gambling that include direct participation in wagering and/or betting
- In positions in chemical pest control, warehousing, catalogue/online order distribution centers
- In positions with traveling fairs or itinerant concessionaires
- In jobs that do not allow participants to work alongside U.S. citizens and interact regularly with U.S. citizens and to experience U.S. culture during the workday portion of their Summer Work and Travel programs
- With employers that fill non-seasonal or non-temporary job openings with exchange visitors with staggered vacation schedules
- In positions that require licensing
- In positions for which there is another specific J visa category (e.g. camp counselor, trainee, intern)
- In positions with staffing agencies, unless the placements meet the following criteria:
 - o Participants must be employees of and paid by the staffing agencies
 - o Staffing agencies must provide full time, primary, on-site supervision of the participants
 - o Staffing agencies must effectively control the work sites, e.g., have hands-on management responsibility for the participants

11. Program Termination Terms

USSE must terminate participants in the program if they fail to comply with the program regulations, below but not limited to:

- Submission of false information
- Failure to report to USSE within 10 days of arrival into US
- Failure to report to USSE initially secured residence within 10 days
- Failure to report to USSE any changes in residence within 10 days
- Discontinuing initial job without USSE's approval
- Working at an unverified job
- Failure to respond to USSE's monthly communications within a set timeline
- Police Reports – Misdemeanor
- Underage Drinking (21 years old)
- Illegal handling/selling/possession/use of drugs
- Stealing, Fighting, Sexual/Racial Harassment
- Illegal Activities