



Work & Travel USA

2007 Application Form Please fill in form using all capital letters.

USIT Branch Name: _____ USIT Agent Name: _____

Date (day/month/year): _____

Proof of Student Status This section must be completed by an official or registrar from your educational institution

I certify that the named student is registered in our institution as a full time student for the academic year 2006/2007. Gap Year, Exam only and 1 year post graduate students are NOT eligible to participate on the programme. Please check www.usit.ie for alternative work abroad programmes.

Name of Student (print) _____

Date of Birth _____

College _____

Course _____

Course Duration Year Erasmus/Socrates Prog Yes No

Name of College official (print) _____

Official College Stamp

Signature of College official (print) _____

Date _____

Programme Options & Funding Please tick if you are a First Time or Repeat Applicant.

You MUST also tick one of the two programme options below.

J1 Programme Application First Time Second Time/Repeat Applicant

J1 Programme Option Classic

As a Classic "Meet & Greet" participant on the 2007 Summer Work & Travel Programme I understand and hereby declare that I will have a minimum of US\$950 in my possession if I don't have a job when entering the USA. If I do have employment I will have a minimum of US\$475. I am aware that I will have to travel to the US on a designated USIT flight and must attend the mandatory CIEE Orientation from 9.00am until 12 noon taking place the morning after my arrival in the US.

J1 Programme Option Independent

As an Independent Participant on the 2007 Summer Work & Travel Programme I understand and hereby declare that I will have a minimum of US\$950 in my possession if I don't have a job when entering the USA. If I do have employment I will have a minimum of US\$475. I understand that I must complete the mandatory orientation online before departure to the US. My failure to complete the online orientation by 10 May 2007 may result in me having to change to the Classic Programme.

Documentation Checklist (Please tick the boxes to ensure you have submitted all necessary documentation)

In person applications must be accompanied by all the following documentation together with this completed application form.

Online applicants must submit all the following documentation by post to:

USIT J1, 19/21 Aston Quay, Dublin 2

This form, signed, stamped and dated by your college & signed and dated by yourself

A photocopy of the personal details (photograph) page of your passport

"Final Year students" - you will need to submit evidence of your return to Ireland in autumn 2007 - this can be in the form of a guaranteed job offer or a letter confirming that you intend to continue further studies. You must be able to present this at your US Embassy interview.

Third Country Nationals - Copy of Irish Visa (if applicable)

Copies of your previous US visas as specified on your application form (if applicable)

STUDENT DECLARATION: I have read the US Summer Work and Travel Programme Terms and Conditions and agree to be bound by them including the financial requirements as well as additional payments to the US Embassy for processing/visa fee(s) and US Government SEVIS Fee. I understand and agree that I am bound by all new programme regulations or eligibility criteria that may be introduced at any time and without notice. I understand that USIT, the programme sponsors CIEE and the US Embassy reserve the right to cancel my participation on this programme (without refund) if at any time I do not meet the programme eligibility criteria or if I do not abide by the terms and conditions of the Programme including SEVIS compliance. I further declare that I will leave the United States of America at the end of the Student Work and Travel Programme 2007 and that I have no intention of staying in the United States after that date. I give permission to my College to give details of my student status to USIT or CIEE.

SIGNED: _____

DATE: _____

If under 18 at time of signing application please ensure that a parent or legal guardian co-signs the form.

Work & Travel Dates Please read carefully

Arrival date in US _____

Classic participants may not enter US before 01 June 2007 and Independent participants may not enter before 24 May 2007. Please DO NOT select an arrival date more than 5 days prior to or after the date you select below as your DS-2019 start date.

DS-2019 start date _____

Before entering DS-2019 Start Date, please read notes at end of application form *

Date of departure from US _____

Before entering Date of Departure from US, please read notes at end of application form **

Personal Details Exactly as they appear on your passport

First name _____

Middle name _____

Last name _____

Female Male

City of birth _____

Country of birth _____

Citizen of _____

Legal permanent resident of _____

Passport Number _____

Passport Expiry date _____

Contact Information Permanent home address Please print in clear capitals

Address Line 1 _____

Address Line 2 _____

Town/City _____

County/Postcode _____

Country _____

(only an address in ROI or NI is acceptable for correspondence)

Email (mandatory) _____

Second Email (mandatory) _____

Telephone _____

Mobile (mandatory) _____

Next of Kin / Emergency Contact

Last name _____

First Name _____

Relationship to participant _____

Address _____

Town/City _____

County/Postcode _____

Country _____

Email (if available) _____

Telephone _____

Mobile _____

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

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

If yes, please complete the following for each previous J-1 visa

Name of programme _____

Name of sponsoring organisation _____

Programme number: _____

Dates of previous DS-2019: from _____ to _____

Other Visa Information

Have you ever applied for a visa to emigrate permanently to the US? Yes No

If you answered yes to any of these questions, please refer to www.j1online.ie for further information

Have you ever been arrested and convicted of a crime? Yes No

Have you ever been refused a visa by a US Embassy? Yes No

***DS-2019 START DATE:** This is the work start date that will be printed on official work authorisation document (DS-2019). This date cannot be changed so please consider very carefully. Please note, your flight date to enter the US cannot be booked or changed to exceed 5 days either side of the DS-2019 start date you select on this form. The end date on your DS-2019 will automatically be calculated as 4 months from the start date you select (i.e. Start Date 01 Jun will give you an End Date of 30 Sep). The last date participants can work in the US is 10 Oct. Any start date after 11 Jun will automatically have this end date.

****Date of Departure from US:** You must depart the US within 30 days of your DS-2019 end date and no more than 5 months after your arrival date into the US (i.e. Arrive in US on 01 Jun, Start Date 02 Jun, End Date 01 Oct, means you must stop working on 01 Oct but may legally stay in the country (USA only) and travel for a further 30 days making sure you leave the US on or before 31 Oct). The last date any participant can legally stay in the US is 09 Nov, 30 days from the last possible DS-2019 end date of 10 Oct 2007.

USIT Student Work & Travel Programme USA 2007 Terms and Conditions / Participant Declaration

All applicants must read and sign the 'Terms and Conditions' to confirm acceptance of the conditions. Experience has shown that the single most important factor in assuming a safe and successful experience abroad is the sensible and cautious behaviour of the applicant/participant to act in accordance with these guidelines. This information forms the basis of agreement between you and USIT Ireland Ltd. and/or its subsidiary or associated companies. It includes Terms and Conditions and releases USIT and CIEE (Council on International Educational Exchange) from liability. Please read carefully and sign the Student Declaration on the application form showing you have read and agree to the terms and conditions and that they are binding on you and that your adherence to them is imperative.

Participant Responsibilities

1. Each applicant agrees that all the information provided in the application is true to the best of his/her knowledge, and acknowledges that any false or misleading information may lead to immediate dismissal from the Programme.

2. Each applicant must hold a passport valid for travel to the US for the full duration of the programme when submitting an application (EU passports must be valid until date of return from US. Non EU passports must be valid for 6 months beyond return date from the USA). Full name and details exactly as on the passport you will use to travel to the USA must be used on the programme application form, flight booking and subsequent enquiries relating to your application.

3. The applicant is responsible for considering his/her personal health and safety needs when applying for or accepting a place on the Programme. If the applicant suffers from any health or other condition that would create a risk for him/her while abroad, he/she should not apply.

4. The participant is responsible for reading and carefully considering all materials made available that relate to safety, health, legal, environmental, political, cultural and religious customs and conditions in the US. Each participant must take full responsibility in the event that laws, regulations, or customs are broken, regardless of foreknowledge.

5. The participant agrees to pay all fees in accordance with the requirements of USIT. Your application form must be accompanied by a deposit on the programme or payment in full, as appropriate, to make this agreement binding.

6. Applicants are responsible for submitting all requested documentation (including a valid passport) to USIT in a timely fashion for visa processing. USIT & CIEE cannot be held responsible for any additional costs incurred (including the cost of rebooking a flight or reissuing a DS-2019) due to delays by participants in submitting documentation, changing flight dates, delays by the US Embassy in issuing a visa, delays by US Authorities in issuing a DS-2019 or delays due to changes in their regulations.

7. Each applicant must pay the local visa fee to the US Embassy. Applicants are responsible for any additional visa fees that might apply at the US Embassy or Consulate in the country where they are applying for the visa, as well as the government SEVIS fee collected as part of the application. These fees are non-refundable.

8. In addition to the US Embassy interview, all applicants must appear in person in a USIT office either at the time of application, or at the US Embassy on the day of their appointment, in order to undergo a programme interview as this is a mandatory requirement in order to participate in the J-1 summer work and travel programme. The only exceptions to this are students who are normally Irish residents but who are studying in a UK college or who are temporarily studying abroad on an Erasmus or Socrates programme. Such students will be facilitated with a telephone interview but will have to make a subsequent personal appearance at a USIT office before they travel.

9. USIT can accept applications from students who are normally Irish residents but are studying in a UK college or who are temporarily abroad on an Erasmus or Socrates programme as long as they comply with all programme application requirements, US Government programme regulations and US Embassy visa application requirements. For example, attending the mandatory Embassy interview and being able to submit and leave their passport with the US Embassy for as long as required to process their J-1 visa application.

10. All participants are required to complete a CIEE Orientation. This is a US government mandatory requirement. 'Independent' and 'Repeat' participants are currently permitted to complete an online orientation in Ireland before departure. However, if US regulations change and it becomes mandatory to attend the orientation in the USA, all 'Independent' participants will be obliged to change to the 'Classic' option and travel to the USA on a designated USIT (J1) flight which includes the arrival/orientation package. The participant will be responsible for paying the additional fee for the 'Classic' option as well as for any necessary flight or date changes and for any transfer fees incurred.

11. It is the responsibility of the participant to exercise due care once in possession of the legal documentation (DS-2019) and visa. The cost of replacing these items must be borne by the participant and paid directly to USIT before departure and to CIEE if this occurs while in the USA on the programme.

12. It is mandatory for each participant to supply USIT with a valid email address, which will be used by you for the duration of your stay in the US. It is also mandatory to supply USIT with the name and contact details of next of kin, to be contacted in the case of emergency. These details must be included on the application form.

13. The participant is responsible for all of his or her acts along with any loss or damage resulting there from while on the Programme. The Participant agrees to indemnify and hold harmless USIT & CIEE and any other party that has suffered a loss by reason of the participant's conduct.

14. All travel before, during and after the Programme is at the participant's own risk. Any participant who chooses to operate motorized vehicles is responsible for obtaining the necessary license, permission and insurance and does so at his/her own risk.

15. If, during the course of the programme the participant encounters any difficulties with safety, health, the job, housing, including charges or fees for housing, sanitary conditions, overcrowding, etc. or any other problem, the participant must notify CIEE as soon as possible by phoning CIEE at 1-888-268-6245 during business hours or in an emergency at 617-646-7300, 24 hours a day, 7 days a week.

16. Participants on Work & Travel USA programme are required to comply with all US Government visa and immigration requirements including the SEVIS tracking as follows:

a) notification of arrival at US Employer to CIEE within 20 days of DS-2019 programme start date.

b) notification to CIEE of any change in US Employer and home address within 10 days of change. Failure to do so will result in Programme termination, possible deportation and probable US Visa refusal in the future.

17. All programme participants agree to abide by the programme conditions, including financial requirements and to return to Ireland at the end of the programme.

Employment or Job Related Conditions

18. CIEE cannot accept applications from participants intending to work in the US as au pairs, child carers, teachers, teaching assistants, camp counselors, in private households, as ship or aircraft crew members, certain casino positions, pyramid sales persons, positions involving any advance or start up fee to the participant or as medical staff having patient contact.

19. Under no circumstances are job positions guaranteed. Even in the case when an employer represents that a job is being held, this does not constitute a binding contract that the job will be available when the participant arrives. The employer's commitment is one of good faith only. In addition, if the participant is not fluent in English and/or does not arrive on time and/or has misrepresented any statement in the application, there is an extremely high likelihood the position will not be available to the participant. In addition, if the participant does not meet the contractual obligations with the employer, USIT or with CIEE, the sponsorship agreement with CIEE may, at CIEE's sole discretion, be terminated.

20. Participants must work for the employer listed on their Employment Offer Agreement Form. If, for any reason, a change of employer becomes necessary, participants must immediately contact CIEE. Failure to do this may result in CIEE revoking its legal sponsorship from the participant, which will result in the termination of his/her programme and his/her legal right to remain in the US.

21. Participants on the Work & Travel USA programme are required to maintain communication with their employer prior to arrival, notify them in advance of their arrival and departure dates, and advise them of any changes to their travel itinerary due to visa delays or any unforeseen circumstances.

22. Due to weather conditions, or other factors beyond CIEE's control, some jobs have uncertain start dates and hours of work. The participant must be able to support himself/herself in the US until he/she gets his/ her first paycheck, and/or in the event of reduced working hours, and must have at least \$475 with themselves upon arrival in the US. (Travellers cheques are recommended - a bank statement is not acceptable).

23. CIEE and USIT are not responsible for the participants expenses incurred if for any reason the participant has not started work by the agreed date due to weather conditions or delays in obtaining Social Security numbers at his/her place of employment or for any other reason not under the direct control of CIEE or USIT.

24. If a participant accepts a position with a CIEE-sourced employer he/she agrees to stay at that place of employment for the duration of the programme. If he/she wishes to leave a position after he/she starts work or to decline to start work after accepting a position, he/she must notify CIEE in writing and he/she must obtain its written permission to do so. Except in extraordinary circumstances, such permission will not be granted. If he/she does not receive prior written approval to change jobs, and if he/she leaves this employment without the prior written approval of CIEE, CIEE reserves the right to revoke his/her legal sponsorship which will result in the termination of his/her programme and his/her legal right to remain in the US.

25. If the CIEE-sourced position is not available, through no fault of the participant's own, CIEE will assist the participant in finding another position but CIEE makes no guarantee with regard to being able to do so. Nor does CIEE make any representation that it will be able to find work for the participant in the same geographical area or of the same type of work the participant prefers.

26. In case of change of job or of premature termination of job, or if the employment is terminated before the end of the programme for any reason, or if the participant decides to return home early, no fees will be refunded.

27. If a participant is fired from his or her job for violation of

employer policies, he or she will be terminated from the programme.

28. If the participants original job ends before the legal working dates listed on the DS 2019 (programme end date) for any reason, it is the participant's responsibility to inform CIEE's US office and ideally, get approval for any new job.

Contractual Terms

29. This English language version of the Contract is the binding contract between the participant and CIEE and USIT.

30. USIT and CIEE make no presentation or warranty of any kind, expressed or implied, as to the suitability of the Programme for any participant and USIT/CIEE disclaims all such warranties to the full extent of the law.

31. The conduct of the Work & Travel USA Programme is subject to US government approval and may change without notice.

32. USIT and CIEE do not own or operate any entity which is to or does provide goods or services for the programme including, for example, arrangements for or ownership or control over houses, apartments or other lodging facilities, airline, vessel, bus or other transportation companies, food service or entertainment providers, etc. All such persons and entities are independent contractors. As a result, CIEE and USIT are not liable for any negligent or willful act or failure to act of any such person or entity, or of any third party. Without limitation, CIEE and USIT are not responsible for any injury, loss, or damage to person or property, death, delay or inconvenience in connection with the provision of any goods or services occasioned by or resulting from, but not limited to, acts of God, force majeure, acts of war or civil unrest, insurrection or revolt, strikes or other labour activities, criminal or terrorist activities of any kind, overbooking or downgrading of accommodations, structural or other defective conditions houses, apartments or other lodging facilities (or in any heating, plumbing, electrical or structural problem therein), mechanical or other failure of aeroplanes or other means of transportation or for any failure of any transportation mechanism to arrive or depart timely, dangers associated with domestic or wild animals, sanitation problems, food poisoning disease, lack of access to or quality of medical care, difficulty in evacuation in case of medical or other emergency, or for any other cause beyond the direct control of CIEE and USIT.

33. The participant agrees that any dispute concerning, relating, or referring to the Employment Offer Agreement Form, to the Work & Travel USA Application, to any other literature concerning the programme, or the programme itself shall be resolved exclusively by binding arbitration in Massachusetts, according to then existing rules of the American Arbitration Association. Such proceedings will be governed by substantive Massachusetts law.

Programme-Related Conditions

34. CIEE and USIT reserve the right to refuse any applicant who does not meet the Programme eligibility requirements or any applicant that CIEE/USIT does not deem appropriate to accept in the general interests of the Programme. In the event that CIEE/USIT refuses an applicant and acceptance on the Programme, full cancellation fees will apply. Applicants are responsible for and obliged to check eligibility on the USIT website www.j1online.ie or in your local USIT branch before submitting an application form.

35. Participation on the Programme begins when the participant legally enters the US and terminates on the day of departure from the US (within the legal Programme dates). Participation on the Programme will end a maximum of 5 months from arrival in the US (10th October is the last day that any student participating on the programme can work). Participants can arrive 5 days prior to their DS Programme start date and remain in the US up to 30 days beyond their DS programme 'end dates', as long as their total stay in the US does not exceed 5 months. Participants must return to their home country in time for the start of their university classes.

36. CIEE may issue a DS-2019 form if a participant meets the Work & Travel USA Programme requirements, but USIT and CIEE cannot guarantee that the US Embassy or Consulate in a participant's country of residence will issue a J-1 visa. USIT are not responsible in the event that US Embassy refuses to issue a visa and full cancellation fees apply.

37. Once a participant has commenced his/her travel to the US CIEE/USIT cannot amend the programme dates as listed on the DS 2019 for any reason. It is the participant's responsibility to check prior to travel that the dates are correct.

38. Individuals who have recently held a J-1 visa for the US may have to remain in their home country for a minimum of 90 days before CIEE can issue a DS-2019 for Work & Travel USA programme. Please contact USIT or US Embassy for details.

39. Travel Insurance - Insurance is mandatory for all participants on the programme. We have arranged that passengers can obtain immediate insurance cover if the correct insurance premium is paid at the time of booking. As the insured person you must guarantee all of the following: a) You are not aware of any reason why the trip could be cancelled or curtailed or of any medical condition which could result in a claim - The Medical condition refers to YOU the Participants and ANY IMMEDIATE Family members.

b) Where you are undergoing medical treatment as a hospital out-patient at the date the final cost of the trip is due to be paid, a 'certificate of fitness' confirming your ability to travel and endure the trip must be obtained.

c) Where you have received treatment as a hospital in-patient or outpatient, during the six months prior to the booking of the trip, you must obtain medical advice on the advisability of taking the trip.

d) You are not receiving or awaiting treatment as a hospital in-patient. If any claim arises directly or indirectly from this treatment, it will not be covered.

e) You are not travelling against the advice of a medical practitioner or for the purpose of obtaining medical treatment or where a terminal prognosis has been given. You must notify the insurance company if any of the reasons listed above arise between the date the policy is issued and the first day of the trip. Please note that the Insurance must be issued BEFORE you sit your initial exam otherwise the Exam Failure cover (as listed in Section P) will be null and void.

N.B. The insurers must be informed of any fact, which is likely to influence the Insurers in the acceptance, assessment or continuance of this insurance. Failure to do so may invalidate this insurance leaving you with no right to make a claim.

Full details of the USIT cover are included in the insurance policy booklet. It is a legal requirement of the US Government that each participant have adequate Travel Insurance cover for the total duration of their stay in the USA: 4 months as dates indicated on the DS-2019 plus a further 30 days, totalling 5 months.

Under the US government's Health Insurance Portability and Accountability Act (HIPAA), CIEE is restricted in its access to certain medical information or records in the event that a participant has an accident in the US. In order for CIEE to assist participants to the fullest extent possible with any insurance-related issues, CIEE will need to have a signed Privacy and Confidentiality Release Form from the participant. This form is optional and the participant can choose whether or not CIEE is granted access to this information. This release form and additional information about the HIPAA requirements are included as part of the Work & Travel application pack. If you did not receive this information or release form, please contact your CIEE representative.

40. USIT and CIEE reserve the right to dismiss from the Programme any participant who is deemed by CIEE/USIT to be a danger to him/herself or others or whose conduct is deemed to be detrimental to the Programme. In the event of such a dismissal, USIT/CIEE shall not be held responsible for any airfare, charges or any other expense incurred by the participant, and shall not be required to return any fees paid by the participant.

41. Once a DS-2019 has been issued and an appointment with the US Embassy/Consulate arranged for the applicant, there will be no refund should the participant leave the Programme. There will also be no refund should CIEE withdraw sponsorship.

42. CIEE and USIT do not provide housing. If an employer does offer housing it is usually on a first-come first-served basis. Whether the participant arranges housing independently or through the employer the participant will be required to sign a lease and pay a deposit, which usually amounts to the first and last month's rent and may include an additional security deposit.

43. If you have to cancel from the programme you must either confirm this in writing or in person and return your travel tickets, DS-2019, insurance policy and receipt of booking to USIT. Your cancellation will be effective from the date it is received in the office where the booking was made, and the relevant cancellation fees will apply. Please ask for details of cancellation fees at time of booking. Refunds normally take 10 working days from the time all appropriate documentation is received into the Programme Department.

44. Prices and fares quoted in our publicity material are valid at time of printing. Because of uncertainty in fuel prices and currency fluctuations, changes or additions by any US Government Agency to Programme regulations or fees it is possible that increases may be advised before the date of travel. Except where otherwise guaranteed, we reserve the right to impose currency or fuel surcharges as necessary.

45. If you wish to change your dates or routes in any way after your booking has been confirmed, we will do our utmost to help you. However, transfer fees may be payable, depending on the services on which you are booked. The more notice you give of changes, the smaller the transfer fees. If you change route, or airline, this may be considered as a cancellation and rebooking. Request relevant details at time of booking.

46. USIT is not responsible for the airport collection of any 'Classic' participant who is delayed or is re-routed as the direct result of a strike or any other problem with the airline carrier. In such cases, the participant should make his/her own way at his/her own expense to the accommodation centre. Accommodation is booked and paid well in advance of departure, if a 'Classic' participant does not avail of the accommodation or chooses to make an alternative arrangement, there will be no refund on the price of the programme fee. There is an obligatory 'Accommodation Waiver Form' that must be signed and submitted to USIT by the participant should he/she wish not to use the accommodation provided. In such cases, the participant is still legally responsible to attend the mandatory Orientation in the US.