

Participant Information

AAG ID:

Student Name:

Overseas Agency:

Birth date (mm/dd/yyyy):

____/____/____

English level: Native Speaker Excellent (Advanced) Good (conversational) Fair (intermediate)

Host Company Information

Host company name:

Primary contact person:

Title:

Department:

Work phone:

Alternate phone:

Work e-mail:

Fax:

Corporate office address:

Web site:

Address of work site (the address of where you go to work every day. Should not be company headquarters if you do not work there on site):

Job Offer & Housing

Job title:

Job description:

Supervisor:

Department:

Earliest start date:

Latest start date:

Earliest end date:

Latest end date:

English level: Good Excellent

Experience: None 1 + Years

Guaranteed salary/wage per hour before deductions:

Hours/week:

Specific skills needed:

Overtime:

Employer Identification Number (EIN):

Worker's Compensation Policy #:

Expiration Date:

Name of Provider:

Phone Number of Provider:

YOUR HOUSING INFORMATION (this is required in order for this form to be complete)

Type of housing (hotel / motel):
Street (including apartment / unit number):
City, State, Zip Code:
Weekly cost/rent per student:
Cost of utilities:
Deposit amount:

Housing name:

Number of students per room?
Can housing be co-ed?

Does company provide this housing? yes no

Signatures

By signing below, I CONFIRM THAT I MEET ALL THE NECESSARY REQUIREMENTS AND PREREQUISITES AS OUTLINED. I understand and accept all conditions as outlined. I acknowledge that I accept all of the terms and conditions listed on my original application. Once program attendance has begun, no refunds will be granted, regardless of the length of time remaining for the scheduled program(s). I FULLY REALIZE THAT I MAY NOT CHANGE HOST COMPANIES OR TERMINATE A HOUSING AGREEMENT WITHOUT WRITTEN AUTHORIZATION FROM ALLIANCE ABROAD GROUP L.P. I understand that I must contact and discuss any problem I may encounter at my job site or with my housing with my Alliance Abroad Group, L.P. Representative. Alliance Abroad Group, L.P. does not have the authority to grant visas.

Participant Name (please print):
Participant Signature:

Date (mm/dd/yyyy): ____/____/____

Host company contact name (please print):

Host company signature:

Date (mm/dd/yyyy): ____/____/____

The State Department J-1 Work Travel Program is an Exchange Visitor Program designed to achieve the educational objectives of international and cultural exchange by involving young adults in the daily life of the host country through temporary employment opportunities and to return home to share their experiences, and to encourage Americans to participate in the educational and cultural programs in other countries.

Workers will receive the federal minimum wage set by the Fair Labor Standards Act (FLSA). Federal Minimum Wage is \$7.25/hour. Employers of "tipped employees" must pay a cash wage of at least \$2.13/hr if they claim a tip credit against their minimum wage obligation. If an employee's tips combined with the employer's cash wage of at least \$2.13/hr do not equal the minimum hourly wage, the employer must make up the difference. Any international workers employed will be paid the equivalent of their American counterparts. Participants may not be employed as domestic employees in U.S. households or in positions that require them to invest their own money to provide themselves with inventory for the purpose of door-to-door sales.

Self-Arranged Employer Information – Terms & Conditions

Welcome to the J-1 Work & Travel Program!

We hope that you will find this program to be a wonderful supplement to your regular workforce. International students come to the United States during their summer holiday to participate in the American workforce, as well as to get to know American culture.

The U.S. State Department oversees the Work Travel program, and requires employers to follow certain regulations when they hire Work Travel students. The requirements in these Terms and Conditions are based on the Work Travel regulations.

Purpose of the Program:

The State Department J-1 Work Travel Program is an Exchange Visitor Program designed to achieve the educational objectives of international and cultural exchange by involving young adults in the daily life of the host country through temporary employment opportunities and to return home to share their experience. It also aims to encourage Americans to participate in the educational and cultural programs in other countries.

What types of jobs are not allowed?

- In any position in the adult entertainment industry,
- In sales positions that require participants to purchase inventory that they must sell in order to support themselves,
- In domestic help positions in private homes (e.g., child care, elder care, gardener, chauffeur),
- As pedicab or rolling chair drivers or operators,
- As operators of vehicles or vessels that carry passengers for hire and/or for which commercial driver's licenses are required,
- In any position related to clinical care that involves patient contact, or
- In any position that could bring notoriety or disrepute to the Exchange Visitor Program

Participants from the "J-1 Pilot Program" countries may not work in Staffing or Employment Agencies (Russia, Moldova, Ukraine, Romania, Bulgaria, and Belarus)

When are students available? Students are allowed to participate in the program during their university holiday for no more than four months.

Housing & Transportation:

Housing is very important to the success of the program. Students need to be housed safely and legally (according to occupancy rules and good sense) in affordable housing. Housing should cost no more than 25-30% of the student's monthly wage. Housing options can include motels, furnished apartments, hostels and shared houses. Housing needs to be located either close to the workplace (walking or biking distance), on a public transportation route, or else the students must have some way to get to and from work easily, safely and affordably. If host companies do not provide housing, we ask they provide at least one housing lead in the area.

Insurance:

All students have basic medical coverage during their program. Detailed information can be found at:

<http://www.allianceabroad.com/participants/insurance.htm>

Support during the Program: Alliance Abroad Group will provide support for you and the student before, during and after the program. We have 24/7 hour emergency lines.

Arrival Process and Checking in (SEVIS):

When the student arrives, he or she is required to register their whereabouts with the Dept. of Homeland Security through the SEVIS (Student & Exchange Visitor Information System) via the Alliance Abroad Group website within the first 8 days of arrival. Please check with your students to be sure that they have done this. Failure to comply will result in termination of their visa. Please ensure that your participants are in communication with AAG upon their arrival in order to prevent this.

Obligations of Employers:

As an employer of Work Travel students, the State Department regulations require that:

- You provide AAG with the business owners'/managers' names, telephone numbers, email addresses, street addresses, and professional activities;
- You provide AAG with your Federal Employer Identification Number, also known as a Federal Tax ID and documentation verifying this;
- You either provide AAG with proof of a valid Worker's Compensation Policy for each state in which your students will work, or proof of a state exemption from requirement of such coverage;
- You provide participants at least the number of hours of paid employment per week as identified in this Company Application;
- You pay those participants eligible for overtime worked in accordance with applicable state or federal law;
- You pay participants the higher of the applicable state (if any) or Federal minimum wage,
- You notify AAG promptly when:
 - participants arrive at the work site to begin their programs,
 - when there are any changes or deviations in the job placements during the participants' programs
 - when participants are not meeting the requirements of their job placements,
 - or when participants leave their position ahead of their planned departure.
- You contact AAG immediately in the event of an emergency involving the participants or any situation that impacts the welfare of participants

Social Security: When students arrive at your workplace, they will mostly likely not yet have their social security cards. If they attended a US-based Alliance Abroad Group orientation, they will have applied. If they attended an orientation in their home country, they will need to apply after arrival. We hope that you can assist them in getting to the nearest Social Security Office to apply right away. As long as the student's program has begun (please ask to see their DS 2019 form) and they have applied for a social security card, it is legal for the students to begin working and to be paid. For more information, please see the Social Security Administration's website:

<http://www.ssa.gov/employer/hiring.htm>

Payroll and Taxes: All participants in the J-1 Work & Travel Program are exempt from social security taxes (FICA) and Medicare taxes. They must pay federal, state and local taxes (as appropriate).

Employer Declaration:

With the submission of this application, I acknowledge that I understand and agree with the purpose and regulations of this program. I understand that Alliance Abroad Group will do its best to provide students to work for my company according to my needs but that it cannot guarantee the exact number of students who will finally work for me (due to recruitment, visa denials, etc.). I agree to all of the Terms and Conditions listed here, and specifically to all of the Obligations of Employers listed above. I understand that if I am not complying with these obligations, AAG will reroute the participants to a new employer. I agree to indemnify and hold AAG harmless from any and all damages that

may result to AAG or the participants from not abiding by these Terms and Conditions. I understand that the request(s) for international students that I am submitting through this application will be renewed automatically unless written notification of cancellation is sent to AAG. I understand that the terms and conditions above only expire upon submitted changes from AAG. I understand that, by providing my signature below, I give Alliance Abroad Group the authority to reproduce my signature electronically on Alliance Abroad Group job offer form(s). I understand that my signature will not be used for any other documentation.

Host Company Name: _____

Host Company Representative: _____

Host Company Representative Signature: _____

Date (mm/dd/yyyy): ____/____/_____