



HOST EMPLOYER WORK & TRAVEL PARTICIPATION AGREEMENT & ACKNOWLEDGEMENT OF PROGRAM REGULATIONS

Participant Name: \_\_\_\_\_

The purpose of International Educational Exchange's (IEE) Summer Work and Travel Program is to provide foreign nationals with opportunities to participate in educational and cultural programs in the United States and return home to share their experiences and to encourage Americans to participate in educational and cultural programs in other countries. This program is not to exceed 4 months. Dates are established by the students official university summer break dates.

All IEE sponsorships are approved based on pre-arranged employment prior to students entering the United States. By signing this participation agreement, Host employers are agreeing to notify IEE within 48 hours if a participant is terminated from employment, either voluntarily or involuntarily. If a participant is terminated by either IEE or their Host organization due to failure to comply with company rules and regulations, or rules and regulations set forth by IEE and the Department of State, their program will be terminated and they will be required to return to their home country immediately. Failure to do so will result in the participant being reported to Homeland Security.

- The Host Employer will ensure that participants notify IEE, Inc. within 24 hours of their arrival to the Host Employer site. Failure for a participant to contact IEE will result in a delay in obtaining their social security number and may result in program cancellation.
• If housing is arranged by the host employer, the host employer agrees to notify IEE, Inc. immediately should they change the address and phone number of the participant.
• The Host Employer understands that the participants have agreed to abide by all U.S. laws and regulations governing exchange visitors while residing in the United States, and to abide by the rules and regulations of International Educational Exchange's J-1 visa Program. Failure to do so could result in termination in their program. Examples of reasons for termination: 1) Convicted of a crime, 2) Disciplinary action, 3) Engaging in unauthorized employment, 4) Failure to maintain health insurance, 5) Failure to pursue EV program activities, 6) Failure to submit change of current address to Sponsor within 10 days, 7) Involuntary suspension of program, 8) Violating Exchange Visitor program regulations, and 9) Violating sponsor rules governing the program.
• Employer acknowledges that the participant must abide by the terms of the stated Agreement established by International Educational Exchange, Inc. and is only allowed to remain in the U.S. for an agreed upon period of time not to exceed 4 months.
• The Host Employer will provide the participant with their salary and/or stipend amount as well as the number of hours the participant can expect to work prior to acceptance of employment. DOS regulations state that participants must average 32 hours per week during their participation in the program.
• The employer agrees to inform International Educational Exchange should the employment status of their participants change in any manner during their stay in the United States.
• The Host Employer has been informed that participants have agreed not to pursue a change in visa category during or upon completion of their program.
• As program Sponsor, International Educational Exchange is bound to uphold the program requirements as indicated by the regulations governing the Exchange Visitor Work and Travel Program.
• International Educational Exchange will ensure that participants receive complete orientation information upon arrival in the United States.
• The Department of State requires that all participants in the work and travel program contact their sponsor, at a minimum, each month they are on the program. Failure to do so will result in immediate termination and they will have to return to their home country. IEE asks that all host employers assist us with this process to avoid the termination of any of the participants.

As program Sponsor, International Educational Exchange is bound to uphold the program requirements as indicated by the regulations governing the Exchange Visitor Internship/Training Program. International Educational Exchange will ensure that participants receive complete program and orientation information in their home country prior to their arrival in the United States. Participants and host companies will receive ongoing support from International Educational Exchange's staff for the duration of the J-1 program.

By signing below, the host company agrees to the conditions stated above and agrees to abide to the obligations and responsibilities as stated in this agreement. IEE will not continue its sponsorship of any company or participant who does not abide by the spirit of the J-1 visa program.

\_\_\_\_\_  
Employer Representative Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date