

### **SUMMER WORK TRAVEL PROGRAM**

Thank you for your interest in the J-1 cultural exchange program! Cultural Exchange Network (CENET) is designated by the U.S. Department of State as an authorized J-1 visa sponsor. CENET's mission is to provide opportunities to experience world cultures through education and international exchange.

As a host organization and representatives of your local community, you and your staff have the opportunity to facilitate a rich exchange experience for J-1 Summer Work Travel participants.

#### **Program Overview**

- The J-1 Work and Travel Program is a cultural exchange program with a work component. The work is meant to offset the costs of the program, thus, enabling a larger and more diverse group of individuals the opportunity to participate.
- The program gives participants the opportunity to immerse themselves in American culture while living and working in the U.S. for up to four months during their summer vacation.

#### **Host Company Documentation**

- All host companies are required to submit a current business license and proof of workers compensation insurance coverage, in addition to a fully completed CENET job offer form.
- Other documentation may be requested on an as needed basis.

#### Requirements for J-1 Work and Travel Participants

- Participants must receive an average of 32 hours per week for the duration of their program to ensure they can meet the cost of living.
- Students must make the same wage as their American counterparts employed in the same position.
- Overtime pay must be provided in compliance with federal regulations.

### **Host Company Obligations**

- Provide a supportive environment for the participant.
- Create opportunities for the participant to be exposed to American culture both at the workplace and while off duty.
- Keep lines of communication open so we can work together to provide the participant with the best experience possible. CENET will be in contact with you prior to the participant's arrival and throughout the duration of the program.
- Contact CENET at any time with questions regarding specific program inquiries or with issues concerning work performance.

For more information, please visit our website at www.culturalexchangenetwork.org, call the CENET office at 573-335-7111, or email us at summer@culturalexchangenetwork.org.

We look forward to hearing from you!



# **Summer Work Travel Job Offer**

Section A: Host Company & Position Information								
Host Company Name		Position Title & Description						
Name and Title of Contact Person (Authorized to Hire Employees)		Position Start Date	Position End Date					
Number & Street Address of Placement Site		Are these dates flexible?	Average Hours per Week					
City, State and Postal Code of Placement Site		Rate per Hour / Salary	Training Period Rate					
Phone	EIN	Availability of Overtime and Rate	Frequency of Pay (e.g., weekly, monthly)					
Email		How long until the first paycheck is received?						
Website		Will paychecks be issued before the Social Security Number is received? YES NO						
Note: Per 26CFR3	1.6011(b)-2, participants can legally work ar	ı nd receive pay as soon as they apply for the S	Social Security card.					
Dress Code		Deductions from Pay (e.g., uniforms) Pay deductions discouraged by State Department.						
Meals Provided or Meal Discounts		Availability of Second Positions in the Area/Rules Regarding Second Positions						
Transportation to and from Host Company (Please Describe/Explain)		Public Transport Options If none, indicate other travel options (e.g., to grocery store).						
What cultural events and/or excursions are available for participants (in the community and/or arranged by you)?								
Do you arrange/provide housing? Yes (complete Section B below) No (complete Section C below)								
Section B: If you DO arrange/provide housing, please provide details.								
Housing Cost per Month per Person	Housing Deposit	What is the address?						
Type of Accommodation and Furnishings		Is the housing shared?	How many per bedroom?					
What items are students responsible for bringing/buying (e.g., dishes, bed linens, towels)?								
Section C: If you DO NOT arrange/provide housing, please provide 2 area housing suggestions which students may consider.								
Apartment Complex/Property Name		Apartment Complex/Property Name						
Address		Address						
Phone		Phone						
Website		Website						
Approximate Rent		Approximate Rent						
Section D: Arrival Instructions								
Please note the appropriate airport or bus/train station, whether you will pick up the student upon arrival, best way to get from the airport, etc.								
Section E: Additional Comments								



# **Summer Work Travel Job Offer**

(continued)

(Continued)									
Section F: Host Company Disclosure	s & Agreement								
Total number of participants you are hi	Other sponsors with whom you cooperate								
During which seasons do you hire Sum location? Spring	mer Work Travel Stud Summer	dents at this Winter	Have you laid anyone off or had YES	l any wo NO	rkers on strike ii	n the past 120 days?			
I confirm that exchange visitor participate this placement site.	ants will not displace YES	e any US workers NO	I understand that CENET will be monitoring purposes.	contact	ing me periodio	cally for participant NO			
I understand that Summer Work Travel predominantly overnight shifts.	students cannot be s YES	scheduled in NO	I understand that I must notify ( employment status.	CENET of YES	f any changes ir	n this participant's NO			
I confirm that: All participants to whom this job offer is extended will be employees of and paid by the company extending this job offer. The company extending this job offer provides full-time, primary, on-site supervision of the participants. The company extending this job offer effectively controls the placement site noted in Section A of this form.									
I will accept the participant below as an employee for the dates and conditions listed above. I further understand and agree to the following: 1) the Work & Travel Program is a cultural exchange program, not a labor program, and participants are encouraged to actively engage in cultural activities and events; 2) the participant is only eligible to participate during the dates listed on the DS-2019; 3) the participant is expected to return to classes in his/her home country at the conclusion of the program; 4) the program is not a way for the participant to immigrate or change visa status; 5) the participant will receive compensation commensurate with that offered to his/her American counterparts; 6) if there is a problem between the participant and the host company or if the host company must release the participant because of downturn in business or any other unforeseen difficulty, the sponsor will be notified immediately; 7) the host company will not replace the participant prior to arrival if the original job offer dates have not lapsed, even if other participants arrive earlier and are available to work sooner; 8) travel plans and arrangements should be worked out directly between the host company and the participant and that the sponsor does not control the participant's travel arrangements; 9) the participant must apply for the J-1 Visa at the U.S. Consulate in his/her home country and there is no guarantee the visa will be approved; 10) the Work and Travel Program is strictly regulated by the U.S. Department of State and the host company will abide by these regulations; 11) the sponsor must know where each participant is at all times and the host company will notify the sponsor within three days; 13) this offer is valid and I, the undersigned, have the authority to make hiring decisions at this company; and 14) someone from the sponsoring organization will be emailing and/or calling to verify this agreement and I should reply promptly to expedite the process (the participant will not be issued the DS-201									
Host Company Contact's Signature					Date				
Section G: Participant Disclosures &	Agreement								
I understand this offer and agree to the conditions described on this form. I further understand and agree to the following 1) the Work & Travel Program is a cultural exchange program, not a labor program, and I will actively engage in cultural activities and events; 2) I will participate in all orientation and preparation programs sponsored by the host company; 3) I will comply with all government, company, sponsor, and landlord policies, regulations, and laws; 4) infractions, misconduct, or illegal acts may lead to dismissal from the program; 5) I MUST report to the host company approved by my sponsor and listed on my DS-2019 and remain with this company throughout my entire Work and Travel Program; 6) if I have problems with my host company, I must contact my sponsor for help; 7) I understand that I have been hired to fulfill my host company's business needs and there will be times when I will be expected to be flexible; 8) if I leave the host company listed on my DS-2019 without my sponsor's approval, I am subject to termination from the program; 9) if my program is terminated, I must return to my home country immediately at my own expense; 10) I am allowed to accept a second position if I choose, as long as it does not interfere with my schedule, duties, and obligations at my primary host company, and as long as my sponsoring organization approves it first; 11) I am not guaranteed a second position and I am responsible for finding my own second position; 12) I understand that a second position is difficult to find in some areas of the U.S.; 13) my host company is not obligated to change my schedule to accommodate a second position; 14) if this agreement cannot be verified within 3 phone calls/emails the sponsor must reject the offer and I will be responsible for submitting a new, verifiable position offer.									
How did you find/secure this position	n?								
Home Country Agent	W	/ebsite:							

Participant's Signature

Date

CENET

Participant's Printed Name