



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 26CFR31.6011(b)-2, participants can legally work and receive pay as soon as they apply for the Social Security card.

Dress Code	Deductions from Pay (e.g., uniforms) <i>Pay deductions discouraged by State Department.</i>
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 <i>If none, indicate other travel options (e.g., to grocery store).</i>

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

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