

Summer Work & Travel Job Offer

Participant information	
Participant's Name	Country of Residence
Male <input type="checkbox"/>	Female <input type="checkbox"/>
Company & Position Information	
Company Name	Position Title
Name and Title of Contact Person	Position Start Date
	Position End Date
Number & Street Address	Average Number of Hours per Week
Phone	Wage per Hour
Tax ID # (EIN)	Availability of Overtime and Wage
Email	Dress Code
Website (if available)	Do you arrange/provide housing? Yes <input type="checkbox"/> No <input type="checkbox"/>
If you arrange/provide housing, please provide details	
Housing Cost per Month per Person	Housing Deposit
Type of Accommodation and Furnishings	Is the housing shared?
	How many per bedroom?
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.	
Additional Comments	
Company Disclosures & Agreement	
Total number of participants you are hiring at this location for this season	I understand that I must notify UofL of any changes in this participant's employment status Yes <input type="checkbox"/> No <input type="checkbox"/>
	I confirm that exchange visitor participants will not displace any US workers at this placement site Yes <input type="checkbox"/> No <input type="checkbox"/>

Summer Work & Travel Job Offer (continued)

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 cooperate with the sponsor in all efforts to monitor this participant's program; 12) if the participant leaves the host company, 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-2019 until this agreement has been confirmed directly with the host company; three attempts will be made to verify this agreement).

Company Contact's Signature

Date

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.

Participant's Printed Name

Participant's Signature

Date