

2022 FTE FAQs

Amazon Student Programs

OFFER RESPONSE

- **How do I submit my offer decision?** Just respond to your offer email from asphiring-offers@amazon.com confirming your decision. Within 2 business days you will get a reply confirming your decision and information about next steps.
- **If I accept, do I need to sign and return the offer letter now?** No. You will have the opportunity to digitally sign your offer letter, confidentiality, non-competition, and invention assignment agreement documents about three weeks prior to your start date.
- **What is my offer deadline?** Your offer letter contains your specific offer deadline date. Your decision to our team needs to be emailed by 11:59 PM PT on the date listed.
- **What if I need more time to decide? Can I extend my offer deadline?** In general, we are not able to grant extensions. As the recruiting season progresses, we need candidates' decisions to inform additional recruiting efforts. Unless your school has a specific policy we are not aware of currently, we are not able to grant extensions. We are able to consider extenuating circumstances on a case-by-case basis. Extenuating circumstances do not include time to complete additional interviews.
- **What happens if I change my mind after I have declined my offer?** Contact us as soon as you have changed your mind. If positions are still available, you may need to interview again at a later date.
- **What happens if I change my mind after I have accepted?** We strongly encourage you to be certain in your decision before accepting your offer. Once you have accepted our offer, Amazon begins making financial commitments to employ you. If you have questions, please reach out to asphiring-offers@amazon.com before making your final decision.
- **I'm considering graduate school. How does that impact my offer?** If you are considering graduate school, but have not been accepted or are still unsure, it is best to accept your offer. If you decide to pursue further studies, please contact asphiring-offers@amazon.com to discuss the possibility of converting your full-time offer into an internship offer once you confirm your acceptance to graduate school. Depending on the timing in the season, we may not have internship positions available so please let us know as soon as possible.
- **If my graduation date changes, does that impact my offer?** If your graduation date moves to a date in the next year, you may be eligible for an internship offer instead of a full-time offer. If your graduation date moves to a later date in the same year, you still may be eligible for a full-time offer. To make this change, please email asphiring-offers@amazon.com. We will assess your graduation date against our basic qualifications to determine if your start date needs to be changed, or if your offer needs to be converted. Depending on the timing in the season, we may not have internship positions available.
- **Can I defer my offer?** Your offer is for the fiscal year it has been extended in. For example, if your offer has been extended with a start date in 2022, you must start at Amazon in 2022.
- **Can I change the start date on my offer?** Student Programs generated your initial offer letter with a start date based on your graduation date. If you have questions regarding your start date, please email asphiring-offers@amazon.com.
- **Is it possible that details in my offer could change (location, compensation, etc.) after I accept?** Amazon does everything we can to limit changes to your offer. However, as a growing company, we do see changes in team locations that could impact your offer details. In the rare instance that details of your offer will change, we will contact you via email as soon as possible to assess next steps.

PLACEMENT

- **How is my placement determined?** Team placement is based on a variety of factors including Amazon's business needs. Specific organization details will not be confirmed until 60 days prior to your start date.
- **Can I change functions?** You were assessed based on a particular function/job title, so we are unable to accommodate change to another role.

COMPENSATION

- **Is my compensation negotiable?** Our offer packages are standard, reviewed on an annual basis, and not negotiable. The contract you received is specific to Student Programs hiring at Amazon. You may have offers from other employers that appear to outpace Amazon's offer, and we encourage you to assess the total compensation offered by Amazon (inclusive of base salary, sign on bonuses, and RSU grants) as you compare to offers.
- **Does my compensation depend on the degree I am earning or my previous experience?** Student Programs compensation is based on the role in which you were offered. The offer for each role does not differ based on the degree someone is pursuing or previous experience.
- **What does the annual compensation review look like at Amazon?** The annual compensation review process takes place in April each year. This is when managers and HR representatives review factors related to compensation and adjust total compensation, as appropriate. Amazon values and invests in all employees who meet our high bar. Eligibility for a base pay increase and/or stock unit grants is dependent on your start date, and your eligibility timeline will be included in your Amazon offer letter. Please note that a change in your start date may impact your eligibility timeline.
- **What is the pay frequency at Amazon?** Amazon pays most full-time, corporate employees once per month on the last business day of the month, excluding federal holidays. If the last day of the month falls on a federal holiday or the weekend, employees are paid on the last business day of the month.
- **Will my compensation change after I sign my offer letter?** The compensation in the offer extended to you is based on the location of your job. Should your final location change, your compensation may increase or decrease. Student Programs will contact you should there be a change to your compensation.
- **My offer letter shows my Restricted Stock Unit (RSU) award as a dollar value. How is the number of RSUs calculated for my award?** The number of RSUs awarded to you is calculated as:

$$\left(\begin{array}{c} \text{US dollar* grant value} \\ \text{in your offer letter} \end{array} \right) \div \left(\begin{array}{c} \text{Average Amazon.com closing price} \\ \text{from the 30 trading days as of the} \\ \text{Friday preceding the 15}^{\text{th}} \text{ day of the month,} \\ \text{prior to your month of hire} \end{array} \right)$$

NOTE: If the RSU grant is in another currency, Amazon will convert that to US dollars, in order to calculate your total RSUs awarded as shown here.

For example, if you start working with Amazon on September 7, 2020, then the Friday preceding the 15th day of the month prior to your hire month is August 14, 2020. The number of RSUs awarded is calculated using the 30-day trailing average closing price from July 6, 2020, through August 14, 2020.

July 2020						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

August 2020						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

September 2020						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

- **What rounding rules apply to the Restricted Stock Unit (RSU) calculation above?** When calculating the number of RSUs awarded to you:
 - If the decimal place is .4 or lower, we round down to the nearest whole number of RSUs.
 - If the decimal place is .5 or higher, we round up to the nearest whole number of RSUs.

For example, if the RSU award value is \$95,000 and the 30-day trailing average closing price is \$1,850, the calculation is $\$95,000 / \$1,850 = 51.35$ or 51 RSUs. If the RSU award value is \$96,000 and the 30-trading-day trailing average closing price is \$1,850, the calculation is $\$96,000 / \$1,850 = 51.89$ or 52 RSUs.

NOTE: All grant values and stock prices are shown for illustrative purposes only.

- **After my first year with Amazon, 5% of my RSUs are scheduled to vest. What happens if 5% of my RSU award is less than one share?** The number of RSUs scheduled to vest on a given vesting date will be rounded down to the nearest whole share. If the number of RSUs vesting is less than one whole share, you will not receive any shares until the next scheduled vesting date.

BENEFITS

- **Can I get more information about Amazon's benefits?** Please visit [US Benefits Overview](#) to learn more about Amazon benefits, including medical, dental, vision, 401k, Restricted Stock Units (RSUs), time off, and other available benefits.
- **When do my benefits start?** Should you decide to join Amazon, your benefits start on Day One! You will receive information about how to make benefit elections at New Hire Orientation (NHO).
- **How and when do I select my benefits?** Once you start, you will be invited to use a self-service tool to determine the best benefits package for you. This tool will allow you to compare coverage side-by-side and speak to a benefits specialist, if needed. You will have 30 days from your start date to make your benefit selection; you are not able to make updates to that selection until open enrollment in March/April, unless you have a qualifying life event (e.g., marriage, the birth of a child, etc.).
- **How does paid time off (PTO) work?** Please visit [US PTO Overview](#) to learn more about our PTO policy at Amazon.

RELOCATION

- **How do I know if I qualify for relocation assistance?** To receive relocation assistance within the U.S., external and internal candidates must relocate 50 miles or more from their home location to their job location (home location is the location indicated as your permanent address in your application). Candidates and employees who do not meet this threshold, or do not intend to relocate, are ineligible for relocation support.
- **When will I be contacted by Graebel to begin the relocation process?** Graebel, our relocation partner, will contact you 30-45 days prior to your start date to begin the relocation process. You will be assigned a relocation consultant who can answer relocation-specific questions.
- **What are my options for relocation services?** Please see the relocation documents in this packet outlining your assistance package(s) for your role.
- **I live with someone who also received an Amazon offer and we are relocating together to the same address. Do we each get a relocation package?** No – only one relocation package is offered per household. There are no exceptions to this policy.

IMMIGRATION (Not Applicable to all Roles)

- **How do I know if I require immigration-related support or sponsorship from Amazon?** If you will need Amazon to file an immigration petition or application to employ you in the country in which you will be working, prior either to onboarding or in the future, then you may require immigration-related support from Amazon. On your candidate application, you indicated whether you would need immigration-related support or sponsorship from Amazon to work in the U.S., now or in the future. If you are not sure if you answered this question correctly, please contact asphiring-offers@amazon.com as soon as possible.
- **Does Amazon provide immigration support?** Possibly, depending on the role. Once you accept your offer, we will begin preparations for your immigration support, if applicable. We manage this process through several external partners who will reach out to begin the application process in early Q1 (January-March) or 45-60 days prior to your start date. They will be your point of contact for all immigration-related questions.
- **Where can I go for more help?** Your university's international student services office (or equivalent) can support you in answering questions and connecting you to further resources.

OTHER

- **Who is my recruiter?** To provide the timeliest responses, you will have a team of recruiters available to answer your questions rather than a single point of contact. Please email any offer or onboarding related questions to asphiring-offers@amazon.com, and we will respond to you within three business days.
- **My leasing office/lender needs to verify my employment; what do I do?** To verify your employment, prior to starting at Amazon, we can provide a signed offer letter on company letterhead. We are not able to complete any requests sent to our team to verify employment either via email or over-the-phone.
- **How can I learn more about Amazon's Affinity Groups and efforts with diversity and inclusion?** Please visit <https://www.amazon.com/diversity> to learn more about the Amazon affinity groups and the initiatives we are supporting to make Amazon an even better, more diverse place to work.
- **How can I refer a friend?** Only Amazon employees are able to refer potential candidates. Once you complete NHO, and have an employee login, you will be able to refer friends.

Global Lump Sum Relocation Policy

Overview

AMAZON GLOBAL RELOCATION SERVICES

Congratulations on your new position! In order to support you during the relocation process, Amazon.com, Inc. & Subsidiaries (“Amazon”) has retained the services of Graebel Relocation Services Worldwide (“Graebel”). Soon after accepting your job offer, you will be contacted by a Graebel Relocation Consultant (“Consultant”). Your Consultant will help coordinate the details of your move and will be your primary point of contact throughout the process. They can answer questions about the relocation process, expense submission, aligning services, and troubleshooting issues which may arise.

Graebel and Amazon have partnered to create a tool, Global Connect (“gC”), to provide you a one-stop shop for all your move needs. This tool provides access to helpful relocation information and details for your move:

<https://myrelocation.graebel.com>

Features and benefits of the tool include:

- Secured site to ensure that personal information is protected
- Online access to information regarding your relocation
- Relocation expense data, including tax documentation for US based employees
- Tips, tools, and timelines to help make informed decisions
- Online expense submission and reimbursement for relocation-related expenses • Action items to be completed before your move

Global Connect generates a unique online User ID and Password for access to your personal information, and includes instruction to access the system at any time. This will be provided to you by your Consultant.

ELIGIBILITY

This relocation policy document is intended for those receiving a Lump Sum Relocation benefit. Please contact your recruiter immediately if this does not apply to your situation.

You and your spouse/domestic partner, as well as dependent children under 26, are eligible for relocation assistance.



Amazon provides one relocation policy per household. In the event that both you and your spouse/domestic partner are offered relocation policies, please alert your Consultant.



Relocation benefits must be utilized within 12 months of your start date.

POLICY AT-A-GLANCE

The relocation benefits outlined below include comprehensive relocation support provided by Amazon. Please direct benefits questions to your Consultant, as they are your best resource during the move.

Program Components	Description
<u>Lump Sum Payment</u>	• A one-time payment to be used for your move
<u>Final Travel</u>	• Economy airfare or mileage reimbursement to your new city
<u>Immigration</u>	• Reimbursement for immigration-related expenses (if applicable)
<u>Tax Policy</u>	<ul style="list-style-type: none">• Tax Assistance is a benefit provided by Amazon via Payroll to help offset some of the tax burden associated with receiving taxable relocation benefits• Tax Consultation and Tax Return Preparation for individuals relocating across an international border

[LUMP SUM PAYMENT](#)

You will receive a lump sum payment of \$7,000 USD.

This cash amount will be provided to you in one payment and will be tax assisted (see “Tax Assistance” benefit below). These funds will be paid by Graebel via direct deposit as early as 30 days prior to your start date, pending visa and work authorization approval when applicable.



Amazon does not require receipts once these funds have been utilized; however it is recommended that you keep copies for tax filing purposes.

Final Travel

[FINAL TRAVEL](#)

Amazon will provide travel services from point of origin to your final destination according to Amazon Travel Policy.

Graebel will use Amazon’s travel provider, Carlson Wagonlit, to book all flights and make necessary travel arrangements. Travel is provided for you, your spouse/domestic partner, and your eligible dependents. Amazon will cover travel expenses for the most direct route for you and your eligible dependents to your final destination.

The following travel provisions are included:

- Economy class airfare, excess baggage fees up to \$300 USD per person, ground transit to and from the airport and meal reimbursement

- If driving to destination, it is expected that travelers will drive a minimum of 350 miles / 560 kilometers per day via the most direct route. Mileage, tolls, reasonable hotel and meals are reimbursable • Up to two nights of lodging, to be used either at origin or destination, in conjunction with final trip

Please note: Relocation travel expenses should be submitted to Graebel's online system and not the internal Amazon expense system.

Graebel will be responsible to audit, approve, and process relocation expense reports for reimbursement, and make payment on Amazon's behalf.

Additional Assistance

IMMIGRATION

If you are moving across an international border, Graebel may reimburse some immigration related expenses. For information on qualifying expenses, please speak with your Consultant.

A valid passport may be required to apply for a visa or work permit for your new location, as well as for travel between countries. If you currently have a passport, you should check the expiration date as most countries require six (6) months remaining on the passport in order to enter the country. Infants and children must have their own individual passports.



Applications should be filed as soon as possible after approval and acceptance of your relocation. The passport application/renewal process can take several weeks or even months, especially during peak months.

Tax Policy

TAX ASSISTANCE

Local tax authorities consider most relocation benefits as taxable income which may result in an increased personal tax liability to you. Amazon will provide you with tax assistance in the form of a gross-up payment via payroll. This payment will go directly to the appropriate tax authority on your behalf. While this benefit is a contribution to your tax liability, it may not fully cover your overall personal tax liability.



The cutoff date for relocation expenses to be included in the current year for income tax purposes varies by country. In the US this date is October 31st. Your expense information can be found in Global Connect.

TAX CONSULTATION

If you are moving across an international border, Amazon will provide you with a tax consultation using a third party provider. This consultation will include a discussion on the tax implications of any personal income. A destination

country tax orientation may also be provided upon arrival in the host country; in some cases, this orientation may take place in your country of origin before your departure. This orientation will explain the host country filing requirements and provide information about necessary registration documents. The company providing the tax orientation review will maintain a professional relationship with you regarding the personal details of your income tax information, and Amazon makes no representations or warranties about the information provided to you during this orientation. In no event shall Amazon be liable or responsible for any direct, indirect, special, punitive, incidental, exemplary or consequential damages arising from information provided to you during this orientation.

 **You are responsible for providing accurate and truthful information to Amazon so it may conduct its own tax affairs in keeping with the highest legal standards.**

TAX RETURN PREPARATION


If you are moving across an international border, Amazon will provide on-going tax preparation services. This Amazon paid tax preparation and filing benefit for origin and destination locations where tax filing is necessary will be provided to you by one of Amazon's designated accounting firms. You will receive this assistance and filing support benefit for the year in which you incurred relocation-related expenses and any subsequent years where Amazon must report income to more than one country. This support is dependent on whether you have tax reporting and filing obligations in one or both countries. This support is not dependent on if you must personally report income in a country and only dependent on when Amazon must report income in more than one country.

If you should terminate your employment with Amazon and tax preparation for that tax year has commenced, Amazon will continue the tax preparation support until your tax filing has been submitted to the tax authorities. Once submitted, all further tax support will cease.

In the event you elect not to use an Amazon-designated tax provider for your tax filing requirements, Amazon will require you to sign a waiver indicating you have declined the service. This waiver will include acknowledgement you have elected not to utilize Amazon provided tax preparation services and you are solely responsible for meeting all tax filing requirements in all applicable jurisdictions.

Independent of your personal decision to receive tax services from an Amazon designated tax provider or not, you will be financially responsible for taxes resulting from your decision to move to another country, including any increase in taxes, and you may not seek indemnification or additional compensation from Amazon or any of its subsidiary companies for the tax implications resulting from your decision to move across national borders. This includes the tax implications for company, personal and equity-based income. You will remain completely responsible for your taxes, including tax reporting, in any jurisdiction where taxes are owed, regardless of country.

It remains your responsibility to ensure that all required tax returns are filed in a timely basis.

 **The cutoff date for relocation expenses to be included in the current year for income tax purposes varies by country. For US based employees, the cut-off date is October 31st. Please discuss country-specific tax filing requirements with your Consultant.**