



CSB
INTERNATIONAL

CSB Trainee Program

Applicant Information Handbook

2009-10



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CSB International, Inc.

119 Cooper Street - Babylon, NY 11702

Toll Free: 866-822-1095 - Tel: 631-893-4540

Fax: 631-893-4550

Dear Applicant,

CSB International, Inc. is proud to invite you to our Trainee Program. We designed this program to offer you an opportunity to learn about American business practices, get a taste of American culture and, most importantly, advance your career skills. We at CSB believe that upon the completion of this program you will be better qualified for your professional, and undoubtedly successful, future.

To determine if a candidate is eligible for the CSB Trainee Program, CSB qualifies candidates according to two distinct categories:

1. Applicants that have a degree or professional certificate from a post-secondary academic institution outside the United States and at least one year of prior related work experience in their occupational field acquired outside the United States
2. Applicants that do not have a degree or professional certificate from a post-secondary academic institution outside the United States but have five years of work experience outside the United States in their occupational field.

Candidates that are qualified according to either of the above categories have the option of applying to one of two programs:

- The placement assistance (full placement) program
- The self-placement program

Training programs can be 6, 12 or 18 months in length (with flexible start dates), depending on the occupational category of the training. A wide variety of Training programs are available within CSB's training categories of **Management, Business, Commerce and Finance** and **Hospitality and Tourism**. For a complete list of the related subject fields, please turn to the back of this manual.

We invite you to review this manual to learn more about the exciting opportunities available in the CSB Trainee Program and to see if this program is of interest to you. If you have any additional questions, please feel free to contact our office at any time. We will be glad to assist you!

Sincerely,

Sergei Chernyshov
Trainee Program Manager

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Purpose of the Program

The primary objectives of the CSB Trainee Program are to enhance your skills and expertise in your academic or occupational field through participation in structured and guided work-based training program in the United States. The program strives to improve your knowledge of American techniques, methodologies, and expertise. CSB Trainee Program is also intended to increase your understanding of American culture and society and to enhance Americans' knowledge of your unique skills and culture through an open interchange of ideas between you and your American associates in the workplace. A key goal of the Fulbright-Hays Act, which authorizes this program, is that participants will return to their home countries and share their experiences with their countrymen.

Only with your commitment as the next CSB Trainee can we achieve these objectives and continue on our mission of educating a future generation of leaders.

CSB Application Instructions

Before you fill out and submit the CSB Application Form, please make sure you take a look at this small eligibility questionnaire.

Eligibility Questions

PLACEMENT ASSISTANCE PROGRAM: the program in which CSB attempts to find the trainee a qualified training position. To be eligible for the full-placement program, a trainee must answer "yes" to all of the following questions:

- 1.) Are you between 20-30 years of age?
- 2.) Do you have either a degree or professional certificate from a post-secondary academic institution outside the United States and at least one year of prior related work experience **or** five years of work experience outside the United States in an occupational field related to the CSB training designation of **Management, Business, Commerce and Finance / Hospitality and Tourism**?
- 3.) Are you willing to search for accommodation in the United States?
- 4.) Do you have a Home Sponsor who willing to provide you with independent funds of at least \$750.00 per month, if necessary?
- 5.) Do you have practical and functional command of the English language in both oral & written capacities? All trainees must have verifiable English language skills sufficient to function on a daily basis in the training environment.
- 6.) Will you be returning to your country after completing the program to share with your countrymen the skills you learned in America?

SELF-PLACEMENT PROGRAM: the program in which applicants secure their own qualified trainee position within an American host company. To be eligible for the self-placement program, a trainee must answer “yes” to the following questions:

- 1.) Are you between 20-35 years of age?
- 2.) Do you have either a degree or professional certificate from a post-secondary academic institution outside the United States and at least one year of prior related work experience **or** five years of work experience outside the United States in an occupational field related to the CSB training designation of **Management, Business, Commerce and Finance / Hospitality and Tourism**? Is the training position you found for yourself related to one of the CSB training designations?
- 3.) Do you have a Home Sponsor who willing to provide you with independent funds of at least \$750.00 per month, if necessary?
- 4.) Do you have practical and functional command of the English language in both oral & written capacities? All trainees must have verifiable English language skills sufficient to function on a daily basis in the training environment.
- 5.) Will you be returning to your country after completing the program to share with your countrymen the skills you learned in America?

Participant Requirements

All CSB Trainee Program applicants must:

- Complete the ISE Training application form with 2 passport photos
- Submit an application for an approved Accident and Sickness Insurance policy
- Submit a Home Sponsor Letter to verify financial integrity
- Read, agree and sign all program guidelines and agreements
- Submit a personal essay, learning objectives statement and letter to the potential Host Company
- Submit an updated resume/CV with a passport size profile picture
- Submit 2 letters of reference written by previous employers or professors
- Submit copy of a university degree or professional certificate with English translation
- Submit photocopy of your passport and copy(ies) of all previous US visas

American Resume Instructions and Format

When CSB presents a candidate to an American Host Company, CSB first sends the candidate's resume for evaluation. For this reason it is extremely important that the candidate has a competitive, concise and presentable resume. The candidate's resume must catch attention of the potential Host Company upon first glance. Below are some helpful tips to get your candidate's resume noticed.

- 1) **KEEP THE RESUME TO ONE or TWO PAGES ONLY.** This is most important as the HR director usually does not have time to read through several pages on each candidate. The one page resume will pique interest just enough for them to ask for more.
- 2) Use common font type and size. Font styles "Times New Roman" or "Arial" are most common. Also, the resume should use small font sizes such as 10 or 12 point font. Remember...the resume should be one or two pages only.
- 3) Do not use text boxes, frames, backgrounds, etc. The resume should be clear and professional.
- 4) Do not title the resume CURRICULUM VITAE. This title is reserved for multiple page resumes filled with specific work experiences in the higher levels of employment such as attorneys, doctors, and scientists, etc.
- 5) Insert a small business photo on the right upper corner of the resume. We recommend that men wear a shirt and tie or suit and that women wear business attire. Please avoid t-shirts, sweat-shirts, hats, religious garments, low neckline blouses, etc.
- 6) Do not put age, gender or marital status on the resume. That information is mandatory on the visa application but inappropriate on a resume. Most, if not all, American companies follow a strict Equal Opportunity Employer code. Listing age and gender on a resume could potentially result in discrimination claims against a host company.
- 7) Pay attention to how the dates are listed on a resume. Remember that in the United States the month comes before the day. Also, the U.S. uses the Roman calendar.
- 8) List university degrees. University degrees should be listed with the years of graduation, but not the courses taken. American employers are more interested in the university degree and work experience than they are in specific courses.
- 9) List work Experience in chronological order, starting from the most recent position. If numerous positions can be included, a resume should list the last three. Also, a detailed description of the responsibilities in each position should be listed.
- 10) Don't include references on the resume. References should be kept on a separate page and provided to the potential host company only if requested.

Note: In the objectives listed on the resume, don't list "to enhance English skills" as a reason or goal in entering the trainee program. The program requires all candidates to be fluent in English so this statement is never appropriate for a resume. It is common to list this objective on an application but never in a resume.

Please see a resume sample on the next page.

American Resume Format

Passport size
photo.
Smiling and
in business
attire!

Name in Bold

Address
Telephone
E-mail Address

**Career
Objective**

A trainee position in the field of ... (A trainee position as a...)

Education

Bachelor of Business Management

May 2001-May 2005
University of South Africa
Cape Town, South Africa

**Employment
Experience**

Job Title, August 2005 - Present

Company Name, City, Country

- Responsibilities of the position
- Accomplishments in the position
- Skills and abilities gained in the position

Job Title, June 2001– July 2005

Company Name, City, Country

- Trained, scheduled, and supervised 15 employees
- Achieved superior safety performance ratings
- Performed troubleshooting and quality control procedures for all equipment

Job Title, September 2000 – June 2001

Company Name, City, Country

- Worked in Data Order inventory tracking system to integrate international orders into domestic operations
- Coordinated efforts in shipping, receiving and processing departments
- Supervised 3 part-time staff in processing department

**Language
Skills**

English
Fluent

French
Intermediate

German
Basic

**Computer
Skills**

Internet
MSDOS
C++

Microsoft Word
Windows XP
Peachtree

**Other
Information**

Driver License A/B

Trainee Program Categories

CSB Training Categories:

Management, Business, Commerce and Finance

Hospitality and Tourism

Occupational Subjects/Fields

Accounting
Accounting and Business/Management
Accounting and Finance
Accounting and Related Services, Other
Apparel and Accessories Marketing Operations
Auctioneering
Auditing (NEW)
Banking and Financial Support Services
Business Administration and Management, General
Business Administration, Management and Operations, Other
Business Operations Support and Secretarial Services, Other
Business Statistics
Business and Personal/Financial Services Marketing Operations
Business, Management, Marketing, and Related Support Services, Other
Business/Commerce, General
Business/Corporate Communications
Business/Managerial Economics
Construction Management
Credit Management
Customer Service Management
Customer Service Support/Call Center/Teleservice Operation
E-Commerce/Electronic Commerce
Entrepreneurial and Small Business Operations, Other
Entrepreneurship/Entrepreneurial Studies
Fashion Merchandising
Fashion Modeling
Finance and Financial Management Services, Other
Finance, General
Financial Planning and Services
Franchising and Franchise Operations
General Merchandising, Sales, and Related Marketing Operations, Other
Hospitality Administration/Management, General
Hospitality Administration/Management, Other
Hospitality and Recreation Marketing Operations
Hotel/Motel Administration/Management
Human Resources Development
Human Resources Management and Services, Other
Human Resources Management/Personnel Administration, General
Information Resources Management/CIO Training
Insurance
International Business/Trade/Commerce
International Finance

International Marketing
Investments and Securities
Knowledge Management
Labor Studies
Labor and Industrial Relations
Logistics and Materials Management
Management Information Systems and Services, Other
Management Information Systems, General
Management Science, General
Management Sciences and Quantitative Methods, Other
Marketing Research
Marketing, Other
Marketing/Marketing Management, General
Merchandising and Buying Operations
Non-Profit/Public/Organizational Management
Office Management and Supervision
Operations Management and Supervision
Organizational Behavior Studies
Parts, Warehousing, and Inventory Management Operations
Public Finance
Purchasing, Procurement/Acquisitions and Contracts Management
Real Estate
Resort Management
Restaurant/Food Services Management
Retailing and Retail Operations
Sales, Distribution, and Marketing Operations, General
Selling Skills and Sales Operations
Small Business Administration/Management
Special Products Marketing Operations
Specialized Merchandising, Sales, and Related Marketing Operations
Taxation
Tourism Promotion Operations
Tourism and Travel Services Management
Tourism and Travel Services Marketing Operations
Traffic, Customs, and Transportation Clerk/Technician
Transportation/Transportation Management
Vehicle and Vehicle Parts and Accessories Marketing Operations

Visa Application Instructions

It is very important that you research and follow the most current procedures and requirements for J-1 Visa applications at the U.S. Embassy or Consulate where you will apply for your trainee visa.

Form DS-2019

All CSB Trainee Program participants entering the United States must enter the country on a J-1 trainee visa (change of status within the US is not permitted on the CSB Trainee Program). The Form DS-2019 will allow you to apply for a J-1 Exchange Visitor Visa at the American Embassy or Consulate. Please make sure you have BOTH sides of the form, the "Certificate of Eligibility for Exchange Visitor Status" (page 1) and the instructions (page 2) if it has not been printed on one single page. The Form DS-2019 is a very important document.

Prior to the embassy interview, please check the information typed on your Form DS-2019 (e.g. your name, dates, etc.). If there are mistakes on your Form DS-2019 please inform CSB immediately as we will need to issue a new DS-2019 with the correct information before you go to the embassy.

Once you have been granted the J-1 visa, you can book your flight to the US. Let us know your arrival date and your current US address so that we activate your J-1 record and health insurance.

Take the Form DS-2019 with you to the United States and keep it in a safe place at all times. Along with your passport, your J-1 Visa, and your I-94 card (given at the US airport), the Form DS-2019 is proof of your lawful admittance to the U.S. as a participant on the CSB Trainee Program.

Additional Payments and Documents

Please note that you may incur additional fees at the U.S. Embassy or Consulate when applying for the J-1 trainee visa. Please use the following list to help make sure you have all other necessary documents (and enough of money) during the embassy interview:

- DS-2019 (Certificate of Eligibility)
- DS-7002 (Training Placement Plan)
- Valid Passport
- Embassy Application Forms: DS-156, DS-158 and DS-157 (for males only)
- Money to pay for embassy processing fees (may vary depending on the embassy)
- 5cm square photo (taken within last 6 months, color, smiling and facing camera)
- CSB Enrollment Confirmation Letter
- I-901 receipt for SEVIS Fee Payment

In most cases, these are all the items you need to be granted a J-1 trainee visa. However, each U.S. embassy is different; therefore to make an early appointment at the U.S. consular office in case they request you to return with additional documentation prior to issuance of the J-1 trainee visa.

Before you leave for America, please send us your flight information as well as the US address where you will be staying during your Trainee Program. If this is not done, we cannot activate your J-1 status in the SEVIS database and you may be denied entry into the United States. Keep in touch!

SEVIS Fee

Once you have received the Form DS-2019, please schedule an appointment to apply for the J-1 visa at the U.S. Embassy or Consulate in your home country.

The SEVIS fee must be paid before applying for the J-1 visa at the U.S. Embassy or Consulate. You will need to bring the receipt with you for your visa interview.

Below you will find the necessary information on how to pay the SEVIS fee (\$180) to the United States Department of Homeland Security (DHS).

This fee can be paid by accessing form I-901 at the following web site:

<https://www.fmjfee.com/index.jhtml>

Below is the information needed to complete form I-901 exactly as it appears on the DS-2019 form issued by CSB:

Last Name, First Name, Middle Name: Type the name exactly as it appears in your passport and on the form DS-2019

Address: Please enter the CSB address: 119 Cooper Street, Babylon, NY 11702

Date of Birth: mm/dd/yyyy (please note "month/day/year" is the required format)

Gender: Male or Female

City of Birth: Always use the same information as in your passport and DS-2019

Country of Birth: Always use the same information as in your passport and DS-2019

Country of Citizenship: Always use the same information as in your passport and DS-2019

Exchange Visitor Program Number: P-3-10071

SEVIS Identification Number: N000XXXXXXX - found in upper right corner of the Form DS-2019 (Certificate of Eligibility)

Passport Number (if available) this is not a required field

Exchange Visitor Category: TRAINEE (\$180.00)

Embassy Interview Tips

TIES TO YOUR HOME COUNTRY. US government regulations require consular officers to assume that all nonimmigrant visa applicants are intending to immigrate to the United States. Although this may not be your intent, you are still responsible for proving to the consular officer that you plan to return home after completing your trainee program. The consular officer will want proof that you have "compelling ties" to your home country, including but not limited to: immediate family members who still live in your home country; enrollment in college or university programs; a job lined up upon your return from the U.S.; documents showing your loan or mortgage commitments; documents proving private property/business ownership in your home country; and anything else that indicates your clear intention to leave the U.S. at the end of your program.

ADDITIONAL DOCUMENTATION. You may choose to bring additional supporting documents to help you prove ties to your home country and strengthen your eligibility for a J-1 trainee visa. Examples include: a bank statement from you/your parents demonstrating that you will have sufficient funds to support yourself in the U.S.; copies of round trip flight tickets; a letter of acceptance for a job or an academic program in your home country due to start when return from the trainee program; copies of your university transcripts, diplomas and certificates of achievement that are related to your field of training and make you an exceptional trainee visa candidate; trainee offer letter from your host company outlining your duties, responsibilities and benefits to you and to the host company from having you as a trainee; to familiarize the consular officer with your host company, you might also want to bring host company marketing materials and information brochures and have them available during your visa interview.

WHO SHOULD ATTEND THE INTERVIEW. Do not bring your parents, friends or family members with you to the interview. The consular officer wants to interview YOU, not your family or friends. If you are not willing to speak on your own behalf, you will not appear mature enough to participate in the Trainee Program.

LANGUAGE OF THE INTERVIEW. You will speak to the consular officer in English, not in your native language. In preparation for your program, you should be practicing English on a daily basis. This practice will also prepare for your interview at the embassy. Do NOT memorize speeches for the interview. Be yourself and relax.

BE CALM AND ANSWER QUESTIONS DIRECTLY. Consular officers often feel pressure to conduct interviews quickly due to a high volume of U.S. visa applicants. After speaking with you for only a few minutes, the officer has to decide whether or not to grant you a visa. Try not to be nervous. Do not be afraid to speak English and answer the consular officer's questions as clearly and concisely as you can.

KNOW WHY YOU WISH TO PARTICIPATE IN THE TRAINEE PROGRAM. You should be able to identify the purpose of your program, articulate the reasons you wish to take part in it, and explain how the program relates to your career goals.

ALL COUNTRIES ARE NOT EQUAL. Applicants from developing countries and applicants from countries where previous participants have overstayed their visa period will have more difficulties obtaining U.S. visas. Individuals who overstay their J-1 visas make it more challenging for you to get your visa. If you are granted the J-1 visa, please do not abuse this special opportunity. There will be other young people who will want the same experience in the future, and they are counting on you to return to your home country and share your experience with your countrymen.

BE POLITE AND POSITIVE. Do not argue with the consular officer. If you are denied the J-1 visa, calmly ask the consular officer for a list of documents he or she would suggest you bring next time in order to overcome the refusal.

CONTACT CSB/YOUR INT'L AGENCY/ HOST COMPANY. We should be the very first to know whether you have been granted or denied a U.S. visa. Keep in touch with us and GOOD LUCK!

Arrival and Beginning of the Training Experience

I-94 Card

Upon your arrival to the United States, the passport control officer will attach the **I-94 card** to your passport. This card authorizes the duration of stay as noted on your Form DS-2019. The authorized length of stay does not include an additional 30-day *grace period*, which you can use for travel and leisure purposes before departing the United States. The D/S, or Duration of Status, stamp indicates that you may lawfully remain in the U.S. until the end date of your program as listed on the Form DS-2019. The border official will record your entry into the SEVIS (Student Exchange Visitor Information System) system, stamp page 1 of your DS-2019 form and return it to you along with your passport and the I-94 card.

Arrival Schedule

Please note that as a participant of the CSB Trainee Program, you are responsible for informing CSB and your host company supervisor of your flight information and arrival details. Your Host Company may arrange your transportation from the airport to the training location. For this reason we encourage you to keep us and your host company updated on your arrival.

SEVIS Record Activation (EXTREMELY IMPORTANT)

It is important that your arrival dates are confirmed with CSB within a 30-day period from the Program Start Date listed on your Form DS-2019. Failure to notify CSB of your arrival within 30 days of the Program Start Date listed on your Form DS-2019 will result in cancellation of your SEVIS record, meaning that you may not be able to enter the United States upon arrival. Entrance to the U.S. and failure to notify CSB of your arrival within 30 days of the Program Start Date, may also result in cancellation of your SEVIS record, meaning that you may be forced to depart the United States within 7 days of the SEVIS record cancellation.

Dismissal from the Program

All trainees must strictly follow all Host Company, CSB and Department of State rules and regulations. Below are examples of situations that might result in immediate program dismissal:

- Conviction of a crime
- Engaging in unauthorized employment
- Failure to pursue Exchange Visitor program activities
- Violation of any local, state or federal law
- Violation of any host company rules, regulations or codes of conduct

If you are dismissed from the program for any of the above reasons, you and your host company will be notified immediately and you will no longer be allowed to participate in the trainee program. You will need to depart the U.S. immediately after the date of your program dismissal.

Your Health Insurance

As a training program participant you are responsible for notifying CSB of your arrival schedule in order to be insured properly. You must be covered by *Global Secutive*, an insurance provider that all CSB trainees are currently insured with. The period of coverage begins on the program's start date and ceases on the program's end date as stated on the applicant's DS2019 Form. Below is a description of the coverage provided by the *Global Secutive* insurance policy available for purchase through CSB.

Please note: *Global Secutive* will not pay for medical expenses incurred in your home country or medical expenses related to any pre-existing conditions.

Medical Coverage	USD
Maximum per Illness / Injury	100,000 (Overall Maximum USD 1,000,000)
Coinsurance Percentages	Plan pays 100% of eligible charges
Outpatient Copayment	50
Hospital Services	
Inpatient Room & Board	100% (URC) ¹
Intensive Care	100% (URC) ¹
Emergency Room Deductible (applies only in the US)	For injury: USD 0 For illness resulting in direct hospitalization: USD 0 For illness which does not result in direct hospitalization: USD 250
Outpatient Services	
Physical Therapy	1 visit per day to a maximum of USD 2,500 per Period of Insurance
Physician Visit	100% (URC) ¹
Prescription Drugs	100% (URC) ¹
Other Services	
Eligible Medical Expenses	100% (URC) ¹
Durable Medical Equipment	100% (URC) ¹
Local Ambulance	Per Injury: 100% (URC) ¹ Per Illness (only if admitted Inpatient): 100% (URC) ¹
Dental	Sudden & Unexpected Pain: USD 200 per Occurrence (limited to 3 x per Period of Insurance) Accident exclusively involving dental treatment: USD 500 per Period of Insurance Major medical injury that also affects teeth: Medical benefits up to the Policy Limit
Emergency Medical Evacuation	Up to Maximum Limit
Emergency Reunion	USD 15,000 lifetime maximum benefit
Urgent Travel Expense (Compassionate Home Visit)	Up to USD 1,000 payable for transportation to Home Country in the event of death of a close Family Member
Return of Mortal Remains	Up to USD 25,000
Sports Coverage	100% (URC) ¹ for eligible expenses incurred while participating in organized interscholastic or club sporting activities (non professional) (Refer to Insurance Conditions for exclusions)
Accidental Death & Dismemberment	Up to USD 25,000

¹ **URC = Usual, Reasonable and Customary charges:** The amount that will be covered for a particular procedure through this plan is defined through the fee charged for a certain specified procedure by a particular type of health care provider practicing within a specified geographic area.

Applying for Social Security and Registering for Payroll

All trainees must obtain Social Security Numbers for payroll purposes. You will need to apply for a Social Security Number on your own behalf and in person at any local office of the Social Security Administration (SSA). To locate the nearest SSA office, please visit www.ssa.gov. Please bring your passport, I-94 card and the form DS-2019 for identification purposes. It may also be useful to take along the CSB Sponsorship Letter and the documents proving your trainee status. Please do not leave the originals of these important documents with the Social Security office.

You will receive a receipt indicating that you have applied for a Social Security Card. You should then receive your Social Security Card via U.S postal service within two to four weeks. The process might take up to six weeks if the Department of Homeland Security (DHS) is delayed with screening and updating your records.

Please note that you can be registered on a host company's payroll prior to being issued a Social Security Number. In this case, you must present the receipt of having submitted your application to the Social Security Administration. Your host company will then be able to enroll you in their payroll by using the temporary number on your Social Security receipt. Please inform your host company as soon as you receive your permanent Social Security Number.

Please note that CSB participants are exempt from Social Security, Medicare and Federal Unemployment Taxes. Participants of this program are, however, subject to all applicable federal, state and local tax withholdings.

Useful Information for Your Training Experience

Program Extensions

You may extend your program within the maximum period of 18 months if you are a participant on one of our **Business Management** programs.

If you are a **Hospitality and Tourism** trainee, the maximum duration of your program is 12 months and cannot be extended further.

CSB will need to receive an extended Training Placement Plan and the relevant extension fees before your extension request can be approved.

Please contact CSB with an extension request at least 30 days prior to your current program end date to allow for CSB to carefully review your documents and process the extension in a timely manner. All extension requests submitted after the completion of the arranged training period will not be considered and your SEVIS record will become invalid following the program end date originally noted on your Form DS-2019.

Traveling Abroad

- Before travelling abroad, make sure that you have a multiple entry visa.
- If you do, you must send your Form DS-2019 to CSB for a travel validation signature. (Not doing so may cause you to be detained at the border upon your return and/or refusal of entry into the United States).
- Please include a note along with your Form DS-2019 noting the dates of your travel as well as the address where you would like your form returned.
- To have your Form DS-2019 returned via express mail, include a self-addressed, pre-paid FedEx or UPS envelope.

- Please note that you are only allowed to travel outside the United States for up to 30 consecutive days.
- You must re-enter the US before the end date listed on your DS-2019 form (please see the line #3 of your DS form).
- The travel validation signature is valid for 6 months and your form DS-2019 needs to be reauthorized if you intend to travel abroad 6 months after the date of your most recent travel validation.

Changing Your Host Company

You are not allowed to be trained at any host company other than the company that has written your Training Placement Plan (Form DS-7002). In case your host company is no longer able to provide you with the training outlined in your Training Placement Plan, please contact CSB immediately for assistance.

Changing Your Housing Address

Please notify CSB of any changes in your permanent US address within 7 days of such changes. Failure to do so may result in your release from the program.

CSB is responsible for your safety during your stay in the U.S. Therefore, we need to remain in contact with you in case of emergency. Also, it is important that CSB has your current address on file in case of the need to mail you updated insurance cards, authorized DS forms and their replacements and other important documents pertinent to your training and legal status in the United States. If you obtain a personal phone number through which we can reach you, kindly let us know.

Restoring Your Documents

If at any time during the program you lose any of your important program documents, please follow the instructions below for assistance.

DS-2019	Immediately contact CSB with a Form DS-2019 replacement request. Forms can be reproduced by CSB in case the original is lost or stolen.
I-94 Card	This document proves your legal entrance to the United States. Please contact the Department of Homeland Security immediately in case you need I-94 replacement.
Passport	Please contact the nearest embassy of your country of citizenship to inquire about passport replacement procedures.
Social Security Card	<p>You can replace your Social Security card for free if it is lost or stolen. However, you are limited to three replacement cards in a year. To get a replacement card:</p> <ul style="list-style-type: none"> ▪ Complete an Application for a Social Security Card (Form SS-5); ▪ Show the documents proving your <u>legal status</u> (Form DS-2019) and <u>work eligibility</u> (Home Sponsor Letter) and <u>identity</u> (passport with your J-1 visa) ▪ Take (or mail) your completed application and documents to the local Social Security Office. For more information, visit www.ssa.gov

Useful Internet Resources

J-1 Program Regulations and References:

CSB International	www.csb-usa.com
U.S. Embassy Links	www.usembassy.gov
U.S. Department of State	www.state.gov
Internal Revenue Service (Tax Info)	www.irs.gov
Social Security Administration	www.ssa.gov
Department of Homeland Security	www.dhs.gov
Global Secutive Insurance	www.esecutive.com/myinsurance
US Citizenship and Immigration Services	www.uscis.gov
US Customs and Border Protection	www.cbp.gov

Finding a place to live:

www.ymca.net
www.hiayh.org
www.roommates.com
www.rent.com
www.craigslist.org
www.apartmentsearch.com
www.easyroommate.com

Maps & Directions:

maps.google.com/maps
www.mapquest.com
www.mapsonus.com
www.randmcnally.com

Travel

www.travelocity.com
www.expedia.com
www.greyhound.com
www.amtrack.com

Finding a trainee position:

www.hotjobs.com
www.monster.com
www.careerbuilder.com
www.coolworks.com
www.flipdog.com
www.internweb.com
www.interships-usa.com
www.jobweb.com
www.snagajob.com
www.rsinternships.com

Returning Home

Filing your tax return

Prior to leaving the United States, you must make sure that you provide your host company with your mailing address in your home country. This is very important since at the end of the year, your host company will be sending you a W-2 Form - *Wage and Tax Statement*. You can expect your W-2 Form to be mailed to you in January or February. This form will summarize the total amount of 'wages earned' and 'taxes paid' during your training in the United States. You will need this form when you file your Tax Return as a Non-Resident Alien.

All individuals who earn wages in the United States are required to file a tax return. You have a choice when filing your tax return. You can do it yourself at no cost or you can have an agency that specializes in international income tax services - such as TaxBack International, file the tax return for you (TaxBack charges a fee for their services). Both methods of filing your tax return are described below. Please read the instructions carefully before deciding which method to use.

Method 1: If you decide to file your tax return on your own, you will find below all the information regarding the documents you will need:

- **W-2 Form**- Your employer will send this form to you. You should receive this form in January.
- **1040NR-EZ Form** - US Income Tax Return for Certain Nonresident Aliens. This form is used for filing *Federal Income Taxes*. You can get a copy of this form by logging onto the Internal Revenue Service (IRS) website <http://www.irs.gov/formspubs/>. Also, this form is available at the United States Embassy in your country.
- **State Income Tax Form**- This form is used for filing state income taxes and this varies from state to state. You can log onto the IRS website <http://www.irs.gov> and search for the State Income Tax Form for the state in which you were training.

Once you have all of these above forms completed, you can file your Income Tax return. The IRS website <http://www.irs.gov> also includes instructions for filing these forms. Please be aware that all tax returns must be filed by April 15th for the preceding year.

Method 2: If you decide to have your tax return completed by an agency that specializes in international income tax returns, we recommend the services of TaxBack International. Their contact information is listed below:

TAXBACK



Telephone:	In the United States +1-888-203-8900 Outside the United States +353-1-670-6959
Fax:	In the United States +1 312-873-4202
Email:	info@taxback.com
Website:	www.taxback.com/us

FREQUENTLY ASKED QUESTIONS (FAQs)

"I would like to go home to visit my family during my training. Can I travel outside the United States?"

First, make sure that you have an M on your visa ("M" stands for 'multiple entries'). If you do, you must send your DS-2019 form to CSB to be signed. (Not doing so may cause you to be detained at the border upon your return and/or refused entry to the United States upon your return). Please include a note with the travel dates as well as the address where you would like US to send your form. To have the form sent via express mail, please include a self-addressed, pre-paid FedEx or UPS envelope. You must re-enter the United States before the end date of the period covered by the DS-2019 and in less than 30 days after your most recent departure date.

"Do I have to pay all the taxes that are deducted from my salary even being a Trainee?"

All Trainees are exempt from Social Security, Medicare and Federal Unemployment Tax. The Host Company will be informed of your exemptions, but you should also remind them of this upon arrival.

"I love my training! Can I stay longer and extend my program?"

A maximum duration of **Business Management** programs is 18 months. If you have entered the United States on a 6/12 - month program and you and your Host Company agree to continue the training program for an additional 6/12 months, CSB can process an extension of your program for up to 18 months. There will be an additional charge to extend your program.

If you are a **Hospitality and Tourism** trainee, you are not allowed to extend your program beyond 12 months.

"I'm unhappy at my training program. Can I change my Host Company?"

No. This is not a legitimate reason for breaking your contract with the current host company. Talk to your training supervisor and let them know of your concerns. If you feel you absolutely must change your host company, contact CSB. You cannot leave your host company and begin training with a new host company without CSB's approval. If you do, you may be released from the program and will be considered OUT OF STATUS immediately.

"Can I participate in J-1 Training program for the second time?"

Yes! Additional training is permitted if the additional training addresses the development of more advanced skills or a different field of expertise. All trainees are eligible for additional training programs after a period of at least two years residency outside the United States following their initial training program.

"I enjoy my training, but I'm not making much money. Can I get a second job?"

No. The J-1 training visa does not allow secondary employment. This visa is for training purposes only and any employment outside of your training program is considered illegal. Unauthorized employment may lead to your immediate release from the program.

"My host company had to let me go because they could not continue training me. What should I do?"

Contact CSB IMMEDIATELY. CSB may be able to assist you in finding another trainee position. You cannot begin training at a new host company until CSB has approved the transfer. All host company transfers must be arranged as soon as possible in order for you to remain in good status on the program.



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INTERNATIONAL

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