



INTERNATIONAL STUDENT EXCHANGE

ISE Training Experience Program

Applicant Information Handbook

2012-13



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International Student Exchange

119 Cooper Street - Babylon, NY 11702

www.iseusa.com

Dear Applicant,

International Student Exchange is proud to invite you to our Training Experience 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 ISE believe that upon the completion of this program you will be better qualified for your professional, and undoubtedly successful, future.

To determine if any candidate is eligible for the ISE Training Experience Program, ISE 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 available from ISE:

- The placement assistance 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 ISE'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 the entire contents of this manual to learn more about the exciting opportunities available in the ISE Training Experience Program and to see if this program is suitable for you. If you have any additional questions, please feel free to contact us to help assist you in any way we can.

Sincerely,

Sergei Chernyshov
Program Manager
International Student Exchange
119 Cooper Street
Babylon, NY 11702
Phone: 631.893.4540
Fax: 631.893.4550
www.csb-usa.com

Purpose of the Program

The primary objectives of the ISE Training Experience Program are to enhance your skills and expertise in your academic or occupational field through participation in structured and guided work-based training program. The program strives to improve your knowledge of American techniques, methodologies, and expertise. The Training Experience Program is also intended to increase your understanding of American culture and society and to enhance Americans' knowledge of your 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 ISE Trainee can we achieve these objectives and continue on our mission of "Educating Tomorrows' Leaders".

ISE Application Instructions

Before you fill out and submit the ISE Application form, please make sure you take a look at this small eligibility questionnaire according to the program you are interested in applying for.

Eligibility Questions

PLACEMENT ASSISTANCE PROGRAM: the program in which ISE 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 ISE training designation of **Management, Business, Commerce and Finance / Hospitality and Tourism**?
- 3.) Will you be able to research available housing to find housing accommodations?
- 3.) Do you have a home sponsor who will promise to supply you with independent funds of at least \$750.00 US 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 day-to-day basis in the training environment.
- 5.) Will you be returning to your country after you have successfully completed the program to share with your countrymen the skills you learned in America?

SELF-PLACEMENT PROGRAM: the program in which applicants supply 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 ISE training designation of **Management, Business, Commerce and Finance / Hospitality and Tourism**? Is the training position you found for yourself related to one of the ISE training designations?
- 3.) Do you have a home sponsor who will promise to supply you with independent funds of at least \$750.00 US 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 day-to-day basis in the training environment.
- 5.) Will you be returning to your home country after you have successfully completed the program to share with your countrymen the skills you learned in America?

Participant Requirements

All ISE Training Experience 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 Format & Instructions

When the ISE office presents a candidate to an American company, ISE sends the candidate's resume to be evaluated by the potential host company. For this reason it is extremely important for all candidates to have a good, presentable resume. The candidate's resume must catch the attention of the potential host company upon first glance. Below are some helpful tips to get your 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 position in the field of ... (A position as a...)

Education

Bachelor of Science, Major, May 2001-May 2005
University of South Alabama
Mobile, Alabama

Employment Experience

Job Title, August 1994 - Present

Company Name, City, State

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

Job Title, June 1992– July 1994

Company Name, City, State

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

Job Title, June 1990– July 1992

Company Name, City, State

- Worked in DataOrder 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

ISE 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 Embassy or Consulate where you will apply.

Form DS-2019

All ISE Training Program participants entering the USA must enter on a J-1 visa in the trainee category. 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. This Form DS-2019 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 ISE immediately.

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 entry card, the Form DS-2019 is part of your proof of lawful admittance to the U.S. as a participant on an ISE Training program.

Additional Payments and Documents

Please note that there may be additional fees at the U.S. Embassy or Consulate when applying for the J-1 visa. Please use the following list to help make sure you have all other necessary documents for your visa interview:

- Your passport (valid for the duration of your Training program)
- Training Placement Plan (Form DS-7002)
- Certificate of Eligibility (Form DS-2019)
- I-901 receipt for payment of the SEVIS fee
- Visa Application Form (DS-156, DS-158 or DS-157)
- Any required visa processing fees

Sevis Fee

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

Prior to this appointment you will need to pay the required SEVIS fee and collect a printed receipt to verify this fee has been paid. Please find the necessary information below in order to pay the required SEVIS fee (\$180 USD) 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>

For a PDF version of form I-901 and the instructions for completing this form, please visit:

<http://www.ice.gov/graphics/sevis/pdf/I-901.pdf>

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

Name

Last: Always use the same information as your passport and Form DS-2019

First: Always use the same information as your passport and Form DS-2019

Middle: Always use the same information as your passport and Form DS-2019

Address: Enter the address you wish the SEVIS receipt to be mailed to.

Date of Birth: mm/dd/yyyy (please note MM/DD/YYYY is the required format)

Gender: Male or Female

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

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

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

Exchange Visitor Program Number: P-3-10071

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

Passport Number (if available): Use the passport the J-1 visa will be received in.

Exchange Visitor Category: TRAINEE (\$180.00)

Embassy Interview Tips

1. TIES TO YOUR HOME COUNTRY. U.S. Government regulations require consular officers to assume that all nonimmigrant visa applicants are intending to immigrate to the U.S. You are responsible for proving to the consular officer that you plan to return home after completing your exchange experience. The consular officer will want proof that you have "compelling ties" to your home country, such as: close family members who still live in your home town, school or university classes to attend locally, a job confirmed for your return, bank statement showing financial assets in your home country and/or anything else that indicates your clear intention to leave the U.S. at the end of your program.
2. ADDITIONAL DOCUMENTATION. You may bring supporting documents to help you prove that you are appropriately placed on the program and that you have sufficient ties to your home country to support your intentions to return upon completion of the program. Examples include: your placement papers, a bank statement, university papers showing student status, a job offer for your return home, etc. You will need to be prepared with these papers in the event the consular officer requests such documentation.
3. WHO SHOULD ATTEND THE INTERVIEW? Do not bring parents, family members or friends 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 a cultural exchange program.

4. THE LANGUAGE OF THE INTERVIEW. You will need to speak to the consular officer in English, not in your native language. In preparation for your program you should be practicing English every day. This practice will help you to prepare for your interview at the embassy. Do NOT prepare speeches for the interview! Be your self and relax.
5. BE CALM AND ANSWER THE QUESTIONS DIRECTLY. Consular officers often feel pressure to conduct quick interviews because there are many people applying for visas. Then, they must immediately decide whether or not to grant you a visa after speaking to you for only a few minutes. Remain calm and try not to be nervous. Do not be afraid to speak English and answer the consular officer's questions as best as you can.
6. KNOW WHY YOU WISH TO PARTICIPATE IN THE TRAINEE PROGRAM. You should be able to identify the purpose of your program and articulate the reasons you wish to participate in the program. Please note that **the J-1 Visa is for TRAINING and not for employment. Do not use the words "working" or "job"**. The primary objectives of the ISE Training Experience Program are to enhance your skills and expertise in your academic or occupational field through participation in structured and guided work-based training program. This is important for you to explain to the Consular Officer if asked.
7. Ask for a multiple entry visa.
8. ALL COUNTRIES ARE NOT EQUAL. Applicants from developing countries and applicants from countries where past participants have overstayed their visa period will have more difficulties obtaining visas. Individuals who overstay their J-1 visas make it more challenging for you to get your visa. If you are granted your visa, please do not abuse this special opportunity to train in the U.S. There will be other young people who want the same experience in the future and they are counting on you to return to your country immediately upon completing your training.
9. BE POLITE AND POSITIVE. Do not argue with the consular officer. If you are denied the J-1 visa, ask the consular officer for a list of documents he or she would suggest you should provide in order to overcome the refusal.
10. CALL ISE OR YOUR AGENT IMMEDIATELY FOLLOWING THE INTERVIEW. We should be the very first to know whether you have been granted or denied visa. If your J-1 visa is granted, the J-1 visa will be added to your passport and the Consulate/Embassy will return your passport to you with the visa along with your stamped Form DS-2019.

Your 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 departure 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 days (also called the *grace period*) for you to depart the country upon successful completion of the Trainee Program. 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 Training Experience Program you **MUST** notify ISE of your arrival to the United States within 30 days of the DS-2019 start date (please see the line #3 of your DS form). Please be prepared to provide us with your current housing address and contact phone number so that we are able to reach you at all times after your arrival.

SEVIS Record Activation (EXTREMELY IMPORTANT)

It is important that your arrival dates are confirmed with ISE within a 30-day period from the Program Start Date listed on your Form DS-2019. If you fail to notify ISE of your arrival within 30 days of the Program Start Date listed on your Form DS-2019, your SEVIS record may be canceled and you may not be able to enter the U.S. upon arrival. If you enter the U.S. and fail to notify ISE of your arrival within 30 days of the Program Start Date listed on your Form DS-2019, you may be forced to leave the United States within 7 days of the cancellation of your SEVIS record.

Dismissal from the Program

All trainees must strictly follow all host company, ISE Program, Department of State rules & 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 reason you and your host company will be notified immediately and you will no longer be allowed to actively participate in any further training. You will be allowed 30 days to depart the U.S. after the date of your program dismissal.

Your Health Insurance

As a training program participant you are responsible for notifying ISE of your arrival schedule in order to be insured properly. You must be covered by *Global Secutive*, an insurance provider that all ISE trainees are currently insured with. **The period of coverage starts 30 days before the official start date of the training program to cover the grace period and ends on the last date of the training program as stated on your DS2019.** This is why you MUST let us know your US housing and/or mailing address so that we may deliver your insurance card immediately upon your arrival. Below is a description of the coverage provided by the *Global Secutive* insurance policy available for purchase through ISE. **If you want to be insured for your grace period after the program, you must contact ISE in advance and provide payment (\$35/month).**

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

Insurance Certificate - Travel Insurance Plan Comfort50®

Valid from February 01, 2011 to January 31, 2013

CSB

Certificate# 1190028

Medical Insurance

| Schedule of Benefits | USD |
|---|---|
| Insured amount per person (per accident or illness) maximum | 100,000 |
| Elective co-payment per out-patient claim | 50 |
| Emergency Room – Deductible (applies only in the US) | For injury: 0 For illness resulting in direct hospitalization: 0 For illness which does not result in direct hospitalization: 250 |
| Hospitalization | 100% |
| Outpatient treatment by a doctor/specialist | 100% |
| Prescribed medicines | 100% |
| Prescribed treatment by a physiotherapist/chiropractor | 2,500 |
| Provisional pain-stilling dental treatment | 200 (per incident / tooth) |
| Ambulance transportation | 100% |
| Medical Evacuation/Repatriation | 100% |
| Return Trip | 100% |
| Compassionate Emergency Repatriation | 100% |
| Next-of-Kin Accompaniment | 100% |
| Compassionate emergency visit | 100% |
| Board, lodging & local transport for a person who is summoned or accompany the insured, per day | 300 |
| Statutory arrangements in case of death | 100% |
| Home transportation of the deceased | 100% |
| Personal accident – death and disability | 15,000 |

This plan is issued by LAMP Services Limited, the Coverholder, and Underwritten by Catlin Insurance Company (UK) Ltd, part of Catlin Group Limited.

Catlin Insurance Company (UK) Ltd has been assigned financial strength ratings of "A" (Excellent) by A.M. Best, as well as financial strength ratings of "A" (Strong) by Standard & Poor's.

The US Preferred Provider Organization Network and Claims Administration is provided by UnitedHealthcare.



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 ISE Sponsorship Letter and the documents proving your employee status at your host company. 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 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 office. Your host company may then 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 International Student Exchange Training Experience Program participants are exempt from Social Security, Medicare withholding and federal unemployment tax. Participants of this program are, however, subject to all applicable federal, state and local tax withholdings. For further information regarding employer responsibilities when engaging foreign personnel, please visit: <http://www.ssa.gov/employer/hiring.htm>

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.

Traveling Abroad

- Before travelling abroad, make sure that you have a multiple entry visa.
- If you do, you must send your original Form DS-2019 to ISE for travel validation. (Not doing so may cause you to be detained at the border upon your return and/or refused entry into the United States upon your return).
- Please include a note along with your Form DS-2019 confirming the dates you will be out of the country and 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 envelope.
- You must re-enter the country before the end date listed on your Form DS-2019.
- Please note that you are only allowed to travel outside the United States for up to 30 consecutive days.

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 ISE immediately for assistance.

Changing Your Housing Address

Please notify ISE 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.

ISE 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 ISE always has your current address on file in case of the need to mail you updated insurance cards, authorized DS forms and their replacements and/or other important documents pertinent to your training and legal status within the United States. If you obtain a personal phone number through which you can be reached, please kindly confirm this information as well.

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.

Form DS-2019: Immediately contact ISE with a Form DS-2019 replacement request. Forms can be reproduced by ISE 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's US Citizenship and Immigration Services should you need an I-94 replacement.

Passport: Please contact the nearest embassy of your country of citizenship to inquire about passport replacement procedures.

Social Security Card: 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:

- Complete an Application for a Social Security Card (Form SS-5);
- Show the documents proving immigration status (Form DS-2019) and work eligibility (Home Sponsor Letter) and identity (passport with your J-1 visa)
- Take (or mail) your completed application and documents to your local Social Security Office

Useful Internet Links

Regulations and References:

| | |
|--------------------------------------|---|
| U.S. Department of State: | www.state.gov |
| Internal Revenue Service (Tax Info): | www.irs.gov |
| U.S. Embassy Links: | http://usembassy.state.gov/ |
| Social Security Administration (SSA) | www.ssa.gov |
| Department of Homeland Security | www.dhs.gov |
| International Student Exchange | http://www.csb-usa.com |
| Caremed Insurance Insurance | http://www.caremed-assistance.com/ |
| 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:

www.mapquest.com
www.mapsonus.com
www.randmcnally.com
<http://maps.google.com/maps>

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. 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 or you can have an agency that specializes in international income tax services - such as TaxBack International, file the tax return for you (there is a fee for their services). Both methods of filing your tax return are described below. Please carefully read the instructions before making a decision .

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, these form are 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 preceeding year.

Method 2: If you decide to have your tax return completed by an agency that specializes in international income tax returns, you can use the TaxBack International service. You can contact them using the information 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: | <u>www.taxback.com/us</u> |

FREQUENTLY ASKED QUESTIONS (FAQs)

"I want 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, authorizing multiple entries. If you do, you must send your DS-2019 form to ISE to be signed. (Not doing so may cause you to be detained at the border upon your return and/or refused entry into the United States upon your return). Please include a note with the dates on which you will be out of the country and the address where you would like your form returned. To have it sent express mail, include a self-addressed, pre-paid envelope. You must re-enter the country before the end date of the period covered by the DS-2019 and in less than 30 days after your most recent departure date. PLEASE NOTE: You are only allowed to travel outside the US for 30 consecutive days.

“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 withholding and Federal Unemployment Tax. 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, ISE can process an extension of your program for up to 18 months. There will be an additional charge to extend a 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 your host company. Talk to your supervisors at your host company and tell them about your concerns. If you absolutely must change your host company, contact ISE. You can not leave your host company and begin training at a new host company without ISE’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 for a second job. This visa is for training purposes only and any employment outside of your training program is considered working illegally. 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 ISE IMMEDIATELY. ISE can assist you in finding another training program. In any case that your host company cannot continue your training you must contact ISE immediately and cannot begin training at a new host company until ISE 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.



INTERNATIONAL STUDENT EXCHANGE

119 Cooper Street - Babylon - NY 11702

Tel.: 631-893-4540

Fax: 631-893-4550

Toll Free: 1-800-766-4656

www.csb-usa.com