



CSB International, Inc.
 119 Cooper Street
 Babylon, NY 11702
 Phone: 1-877-669-0717
 Fax: 1-631-893-4547
 info@csb-usa.com
 www.csb-usa.com

Summer Work Travel Participant Orientation Sign-off

Participant: _____ ID #: _____ Country: _____

Employer: _____

International Representative: _____

I attended the orientation on _____. I was told and I understood the following:
 Date (month/day/year)

As an exchange visitor, I am a representative of my country and I know I am expected to conduct myself in a respectable manner, obeying the laws and rules of the United States, my community, my employer and the rules as set down for me by my sponsor. I further understand that a violation any of the guidelines listed below, in my program agreement, job offer and in the Participant Handbook, could result in termination of my exchange program. I read the entire CSB Participant Handbook for a full guideline of the program.

CSB International, Inc. (CSB) – Summer Work Travel Program

- CSB International, Inc. (CSB) is a United States Department of State designated sponsor for the Summer Work Travel Program and the participants are responsible to report to CSB while in the United States.
- The program is designed to increase understanding among people of the world and it is not to be used for the sole purpose of foreign language training or working.
- The Form DS-2019 is NOT a visa and participants must take the form and other required documents to the United States Consulate in their home country, to apply for the J-1 visa. The J-1 visa cannot be extended.

Getting ready for the exchange experience in the United States

- Participants must have a job placement secured prior to arrival, with the exception of participants who are nationals of the Visa Waiver Program countries and have applied for the program under the Walk-in option.
- Participants must carefully read the job offer form and meet all qualifications. Participants must follow all the employer guidelines, rules and regulations, as all other full-time employees.
- Participants are eligible to work solely within the program dates specified on the Form DS-2019, not earlier and not later.
- Participants must report directly to the site of activity according to their Form DS-2019 start date and respecting the arrival instructions, no later than 3 (three) business days after the start date on the form.
- Participants must read carefully the housing conditions and prepare accordingly. Most of the pre-arranged jobs include shared and basic housing. Participants may be required to bring or purchase items necessary for a healthy lifestyle (for example, linens, towels, kitchen utensils and cookware). If they are placed in a site that does not provide housing, participants will be required to locate housing on their own and submit a proof of their housing address with at least 15 (fifteen) business days prior to their arrival in the United States.
- Participants should research the details of their destination, prepare and pack accordingly, including making arrangements for arriving/departing to/from the United States.
- Participants must bring a minimum of \$800 to support them once they arrive in the United States. This amount is exclusive of the housing expenses (first month rent and housing deposit) and transportation. It may take up to 3 (three) weeks until the first paycheck will be issued.
- Participants must bring all the insurance information (card, brochure and website information) and keep it in a safe place.

Arrival in the United States

- Participants should complete the Form I-94 carefully and make sure that their name is spelled exactly as it is on their passport and Form DS-2019. The I-94 will be the record of arrival/departure into/out of the United States and it will be validated and attached to the passport after all personal documents are reviewed by the Immigration Officer upon arrival to the United States.



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- In order to work and travel legally in the United States, participants must validate their program within 10 (ten) business days from the start date of Form DS-2019. To meet this deadline, they must Check-in with CSB the next day after their date of arrival at their host site in the United States via www.csb-usa.com, confirming the housing address as well as the fact that they have arrived at their place of employment. If they do not have Internet access, they must call CSB at 1-877-669-0717 (toll-free).
- After 3-5 business days from the date of their Check-in with CSB, participants must apply for a Social Security Number (SSN) at the nearest Social Security Administration (SSA) office. The nearest SSA office can be located by calling 1-800-772-1213 (Toll-free) or by visiting the SSA website at www.ssa.gov

Daily life in the United States

- Participants should have both realistic and practical expectations in order to ensure the best experience and return home with many memories. Communication is always the key of a positive experience. Participants should always ask CSB if in doubt – never assume the correct answer.
- Participants are allowed to work in basic skills, general jobs, much like one that a student in the United States would have during a school break. The following job placements are prohibited: a) any position in the adult entertainment industry; b) sales positions that require purchase of inventory that must be further sold by the participants in order to support themselves; c) domestic help positions in private homes (e.g. child care, elder care, gardener, chauffeur); d) pedicab or rolling chair drivers or operators; e) operators of vehicles or vessels that carry passengers for hire and/or for which commercial driving licenses are required; f) any position related to clinical care that involves patient contact; and e) any position that could bring notoriety or disrepute to the Exchange Visitor Program.
- Participants must maintain contact with CSB for the entire duration of their program and report any change in their housing and/or work address within 10 (ten) business days, or any issues experienced while in the United States. Failure to report any changes in their current address may lead to a program termination and they will be required to return home. Such termination may create legal difficulties that will affect my future travel, study or work in the United States at any time in the future.
- Problems must be solved by first asking the direct supervisor for help. The supervisor is a person that is prepared to handle the issues that might occur and knows different procedures in order to solve problematic situations. If the problem continues, participants must contact CSB immediately for assistance.
- Permission to change jobs will be granted only if the employer has violated the terms of my job offer. CSB must investigate any claim before taking a decision. If participants leave without permission (in writing) from CSB, their program may be terminated and they will be required to return home.
- Participants must respect the property of others, the work site and the housing facility. Destruction and/or theft of property will be grounds for eviction and/or disciplinary sanctions.
- Participants must observe and obey all United States federal, state and local laws. If they break the law, CSB will not be able to help and they will be terminated from the program.
- Consumption of alcoholic beverages is prohibited by anyone under the age of 21. The possession or use of illegal drugs is prohibited.

Going back home

- If no earlier departure is indicated on the I-94 card, participants must leave the United States upon completion of the program, on time for the first day of school and no later than 30 (thirty) days (otherwise known as the grace period) after the end date listed on the Form DS-2019. Participants are not authorized to work during the grace period however they can enjoy travel opportunities.
- Participants must leave self-addressed and stamped envelopes so their last paychecks and Form W-2 can be sent by their employer directly to them, in their home country.

By signing below, I further acknowledge that the exchange program has fulfilled its obligation to provide an orientation session upon arrival by a designated representative to explain the rules governing the program, as per Exchange Visitor Program Regulations (22 CFR Part 62).

Participant Signature

Date (month/day/year)