



International

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Work and Travel Services

INTERNATIONAL WORK AND TRAVEL SERVICES

Welcome to the **International Work and Travel Services (I.W.T.S)** Cultural Exchange Programme. It is a pleasure for us to provide you with the opportunity to work, travel and earn an income while you experience the culture of the United States of America. We would like to thank you sincerely for choosing our programme and do hope that we can work together in order to make your experience with us a remarkable one.

IWTS is registered with the United States local embassy and is a legitimate recruiter for the J1 Cultural Exchange Programme. The agency is also registered with and licensed by the Ministry of Labour and Social Security. IWTS operates at 237 Old Hope Road, Suite 7-Technology Innovation Center, Kingston 6, Jamaica. IWTS executes recruitment procedures for full-time tertiary students and recent graduates for International Job Placement in the United States of America (USA) for its J1 Internship, Trainee and J1 Summer Work and Travel (SWT) programmes.

The J1 Cultural Exchange Programme is not a money making venture, though it has paying jobs. Its main purpose is to promote a Mutual Understanding among full-time tertiary students around the world, enable participants to live temporarily and obtain an international work experience, internationalize their resume, travel and work in the USA while learning about its food, language and lifestyle, learn about the culture of the USA while interacting with Americans and other students in the programme.

The information below is a guideline about the Programme. The steps were organized in order to guide you through the process. Therefore, we urge you to pay keen attention to what is being asked of you, and that you ask as many questions as you see fit so that you can have a clear understanding of the programme.

The complete process is in a nutshell- from registration to departure and when you return are as follow:

STEP ONE (1)

Registration and Deposit Requirements:

Self-Placed Students: USD\$350

Job Assisted Students: USD\$500

A deposit on the programme fee is required at registration. The full payment can be made at any time prior to the deadline.

The following items are needed to complete the initial registration process:

- 1.A. Agency Fee is JMD\$5,000.00 for Job-Assisted applicants. This fee is broken down into orientation and registration in the amount of JMD\$2,500.00 each. Self-Placement applicants are required to pay the Agency Fee of JMD\$2,500.00.
- B. The bank deposit or the online transfer receipt for the Agency Fee must be submitted to the office. This is needed to verify your payment. IWTS will issue a company receipt to you.
- (2) 1 Copy of your School Identification Card (**valid**)
- (3) 1 smiling passport size picture
- (4) Copy of your valid passport's information page
- (5) Certified Status Letter from your school

- (6) Updated resume (**from Job Assisted students only**)
- (7) Two (2) minutes introduction video (script is provided) needed by selected Job Assisted students only.

Banking Information

National Commercial Bank

Registration Fee JMD A/C#: 064 717 871

Programme Fee USD A/C#: 064 717 898

Branch: Duke Street

Programme Fees USD\$

Self-Placement: Programme Fee \$900

Job Assisted: Programme Fee \$1300

Early Bird Discount: USD\$50 (applicable only between June 6 to September 30, 2016) The discount is applicable only if the required deposit is paid.

Registration Deadline: November 30, 2016

Programme Fee Deadline: December 30, 2016

A payment to the appropriate account can be made with any currency at any (NCB) National Commercial Bank island-wide. However, it must be equivalent to the fee that is being paid. The applicant must pay the full programme fee before the Ds-2019 package can be issued.

Effective December 31, 2016, a **MANDATORY** late fee of USD\$50 will be added to the Self Placement and Job Assisted programme fees, respectively. In the event where the full programme fees are not paid by the stipulated deadline, the fee which will be added regardless of when the applicant registered or the amount of money that was paid on the applicant's programme fee.

Applicants are asked to submit their bank receipt at the IWTS's Office to show proof of payment. IWTS will issue a company receipt to the applicant upon collection of the bank's receipt.

The programme fees include:

Self-Placement Programme Fee: Insurance, 1-901 Sevis Fee, Ds 2019 Form, support throughout the applicant's programme, IWTS Administration fee, banking and wire transfer fees, printing, photocopying of documents, phone calls, email sending, consultation and guidance throughout the application process.

Job-Assisted Programme Fee: Ds 2019 Form, Insurance, 1-901 Sevis, support throughout the programme, housing and job arrangement, IWTS administration fee, banking and wire transfer fees, printing, photocopying of documents, phone calls, email sending, consultation and guidance throughout the application process.

(Ds 2019 Form) - The verification document for an applicant's work permit. It includes the start and end date of the work period for the applicant's job, employer's name, address, contact and other information about the job.

(SEVIS-Fee) is a mandatory fee charged by the American Government. It is a government system that keeps track of all Exchange Students in the United States of America. This fee is already included in the applicants' programme fee.

SEVIS: Student Exchange Visitor Information System

STEP TWO 2

Mandatory Requirements for Self Placement applicants

All Self Placement applicants must submit to IWTS a valid and complete Job Offer Form (IWTS will email the blank form to students, the form is also available on IWTS's website at www.iwtsja.com), a copy of their employer's Workers Compensation Insurance policy, Business License and a document with the employer's EIN (Employer Identification Number). These documents are called '**Employer Documents**.'

The documents outline above must be received in order to process the Ds 2019 package. IWTS aims to vet all applications thoroughly in order to ensure accuracy and completeness before submitting them to the visa sponsor for processing. Please note that any incomplete application that is received by the visa sponsor or IWTS will not be processed, regardless of when the applicant registered or how much money was paid on their programme fee. (See **IWTS Contract**)

NB. As it relates to the Job Assisted applicants, IWTS and the sponsor will obtain the Employer Documents directly from the employer.

STEP THREE (3)

Choose Job and Prepare for Interview

All Job Assisted applicants must pay their full programme fee in order to secure a job. An interview with the sponsor and or employer will be scheduled for the applicant. At this point in time, average hours per week, wages (if applicable), utilities and travel arrangements will be discussed. During the interview, the applicant is expected to ask as many questions as possible in order to have a clear understanding of the job's contract. IWTS will confirm the interview result with the client, once the information becomes available.

Self-Placement applicants must submit the Employer Documents to IWTS's Office-as outlined above. IWTS will confirm verify the payment made on the programme fee and submit the application to the sponsor.

STEP FOUR (4)

Wait for the DS-Form 2019 package to Arrive

Once the programme fee paid, the applicant has done the necessary job interview(s) and has secured a valid job offer and the applicant's documents have been submitted to the designated visa sponsor for processing, the next step is to wait for the Ds- 2019 package to arrive. This process normally takes 4-7 weeks, unless the sponsor needs additional information from the employer.

All participants are asked to register urgently, submit all the relevant documents and pay the required fees as early as possible in order to avoid any unnecessary delays regarding the processing of their Ds 2019 package.

During this period, it is important for the applicant to research the organization and its environment so as to obtain as much knowledge as possible about their intended destination. Internet research can be done to find out places of interest in that area. Such as, shopping malls, restaurants, parks, banks and

cambios, the language; slang and terminologies that locals use, hazardous areas to avoid, warnings and advisories, places of safety in the case of emergencies, emergency contact numbers, local rules and regulations, restrictions and permits among other pertinent information. A history of the area you plan to stay in would be a great tool to help facilitate social relations with locals and others in the country. At this point in time, all applicants should be making arrangements for the payment of their **MRV visa voucher, interview appointment, traveling money and airfare.**

Vetting Process

The US Department of State has a **MANDATORY** requirement for all sponsors to verify every job offer form and employer, regardless of the employer(s) status, location and experience with the J1 Cultural Exchange programme. This process can be lengthy and tedious as it aims to confirm the legitimacy of the employer. The sponsor's need for additional information from the employer (seasonality chart, pictures of student housing, financial document(s) and job confirmation) can cause the vetting process to be longer than usual. Their inability to acquire the document(s) or information needed to print the Ds 2019 package can lead to the programme's cancellation by IWTS, employer or the sponsor. IWTS has a right to verify the potential employer so as to aid the vetting process with the sponsor. The sponsor must be satisfied and convinced that the employer is suitable to hire a J1 Exchange Student prior to the issuance of the Ds 2019 package (Ds 2019 Form, Sevis Receipt and Insurance policy). IWTS and the sponsor reserve the right to reject job offers from sites unconditionally as well as clients who are deemed unqualified or those who will not return home at the conclusion of their programme. Should IWTS or the sponsor determine a site is unsuitable, not permitted by the US Department of State or by any means, including a negative reputation in the exchange community, the Ds 2019 package will not be issued. Replacements of employment offers are not promised or guaranteed by IWTS or the sponsor. The policies above are effective for both Self Placed and Job Assisted clients. However, should a cancellation occur at any time during this process, though it may be a rare case, IWTS's cancellation fee will apply.

STEP FIVE (5)

Pay Embassy Appointment and Visa Voucher Fee.

Once the Ds-2019 package has arrived at IWTS's Office, the applicant will be contacted and instructed via email to pay for their MRV visa voucher and to complete the Non-immigrant Ds 160 Application Form.

Complete Online Ds 160 Non-Immigrant Embassy Application Form

The purpose of the online application is to make available the relevant and background information about the applicant to the interviewer. All visa applicants are advised to visit the US Department of State consular electronic application centre site at the URL <https://ceac.state.gov/genniv/default.aspx>. ***Online Non Immigrant Visa Application (Ds-160) should appear at the top of the page.*** You should select the region from which you are applying and your language. The next step is to proceed to the bottom of the page and select "**START APPLICATION**". You will be asked to upload a professional passport sized photograph to the application and follow the instructions thereafter.

The Embassy Appointment needs to be scheduled for the earliest date possible.

The MRV Visa Voucher fee is charged by the US Embassy and is estimated to be USD\$160.00, depending on inflation. This fee can only be paid at the National Commercial Bank or online through the embassy's website at (www.usvisa-info.com) with the use of a valid Credit Card or valid Visa Debit Card that is acceptable by the bank. The equivalent in Jamaican Dollars can be paid using the mediums outline above.

This fee is strictly non-refundable and this protocol is being reinforced by the US Embassy. The visa voucher fee is valid for one year. It is a mandatory requirement that each applicant take MRV Receipt to the embassy on the day of their interview.

IWTS offers a package fee of USD\$185 which includes the Visa MRV fee, DHL shipping fee and IWTS's administration fee.

STEP SIX (6)

Embassy Interview

Prior to the Embassy interview date, applicants will be asked to collect their Embassy Package at IWTS's Office. The package will include the Ds 2019 Form, Insurance documents, SEVIS Receipt and other relevant documents from the visa sponsor.

All applicants have the option of scheduling their own visa appointment. As it relates to dress code, school uniform is best as it shows that you are enrolled in a school and ensure that you take your valid **SCHOOL IDENTIFICATION CARD and OFFICIAL Transcript** with you-not your VOTERS ID. Work attire should suffice if you do not have a uniform. It is of vital importance that you do not wear any merinos, sleeveless or see-through type of clothing. Should your visa be granted, the consular will advise you of how and where you should go to collect your passport.

STEP SEVEN (7)

Pickup Passport & Purchase Plane Tickets

After the embassy interview, the embassy officials will retain your passport if they grant you the J1 Work Visa. (** if you leave the embassy interview with your passport it simply means that your visa application was denied*). The embassy officials will stamp the J1 Work Visa into your passport and transfer it to the DHL Courier Services. You can retrieve your passport within 3-5 working days at the Head Office at 19 Hainings Road, Kingston 5, New Kingston. DHL's contact number is (876 922 7333) and additional information for the DHL Courier Services can be found on their website at: http://www.dhl.com.jm/en/express/shipping/find_dhl_locations.html

(In some cases, the consular will advise the applicant to pick up their passport at the embassy within 48 hours.)

International Work and Travel Services will be giving applicants the privilege to book their own flight in the event that an applicant's relative wants to do it. At the same time, IWTS has made it a requirement that applicants book their flight through IWTS's services in order to ensure that a copy of the itinerary will be made available to IWTS.

It is mandatory for IWTS to have a copy of your travel itinerary at least two weeks prior to your departure! This travel itinerary is a travel document that you will receive from the airline or travel agent after you have booked your ticket.

The itinerary will be submitted to the visa sponsor and employer to notify them of the applicant's arrival.

STEP EIGHT (8)

Departure and Arrival

Applicants are required to contact IWTS as soon as possible via email or telephone to confirm that they have arrived safely at their intended destination. It is mandatory that you log into the SEVIS System within 1 to 3 days after arriving in the USA. Failure to comply with this protocol can and will result in the termination of your visa sponsorship and you will be deported immediately from the country. You should update the SEVIS System if you leave your job, the state, relocating or have change any information that has to do with you, the participant, whilst participating in the Cultural Exchange Programme.

STEP NINE (9)

Return

The J1-Visa regulation states that the applicant is not allowed to work for more than four (4) months in the United States of America. There is a thirty (30) days grace period after the visa has expired. Note that, students who have classes in September are advised to travel to places of interest before their job's start date as they will not be able to use the grace period after their job has ended since they must return to school for their first day of scheduled classes. Applicants are required to update the SEVIS System of their schedule departure date. Every applicant should report to **International Work and Travel Services (I.W.T.S)** within a week after they have returned to Jamaica so as to confirm that they have returned from the programme.

This is necessary for the company's report.

STEP TEN (10)

See you soon.

Please re-register as soon as possible for the upcoming summer.....2018.