

# WELCOME TO AAG

Work & Travel Orientation



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## ★ YOU SHOULD HAVE ALREADY RECEIVED:

- Participant Handbook
- Insurance ID Card and Brochure
- Exchange Visitor Flyer
- Acknowledgment Form
- Top Facts to Remember
- SEVIS Flyer
- I-94 Instructions
- Summer Work & Travel Program Brochure
- Summer Work & Travel Participant Letter
- Social Security Information and Form

View Documents online:

[www.allianceabroad.com/docs](http://www.allianceabroad.com/docs)

## ★ TODAY'S ORIENTATION WILL COVER:

- Program Overview
- Life in the U.S. - what to expect
- How to do to prepare for your trip
- What to do once you arrive in the U.S.
- Tips and things to remember
- Important Contact info

# ★ WORK/TRAVEL PROGRAM OVERVIEW

The Summer Work Travel program enables college and university students from around the world to share their culture and ideas with the people of the United States through temporary work and travel opportunities.

Participants Summer Work Travel Students must be:

- Sufficiently proficient in English to successfully interact in an English speaking environment
- Post-secondary school students enrolled in and actively pursuing a degree or other full-time course of study at an accredited post-secondary educational institution outside the U.S.
- Have successfully completed at least one semester or equivalent of post-secondary academic study
- Pre-placed prior to entry unless from a visa waiver country



## ★ YOUR PROGRAM FEES COVER:

- Job placement (unless you have found your own job)
- Paperwork coordination: J-1 Visa documentation.
  - Detailed participant handbook that contains all information relative to the program
- Health/Travel Insurance
- Orientation in the U.S.
- Housing assistance
- Personal support 24 hours a day / 7 days a week

## ★ LEARN THE AAG LANGUAGE!

### Partner Agency

Your Exchange Organization in your country

### Sponsor Agency

Alliance Abroad Group (AAG)

### Host Company (HC)

Company where you will work in U.S.

### SEVIS

Student and Exchange Visitor Information System

### Outreach Coordinator (OC)

AAG Representative Assigned to Support You

# PREPARING FOR LIFE IN THE U.S.

Housing & what to expect



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# ★ EXPECT THE UNEXPECTED IN THE U.S.

## Be Prepared to Adjust:

- Most people face culture shock upon arrival. It's normal!
- Allow time to adjust & miss family and friends.
- It's COLD in the winter and HOT in the summer!
- Research your location in the U.S. to get a feel for the culture and climate in your home away from home!

## Culture Shock Advice:

- The program is what you make of it... Get involved!
- Be independent, but seek help if you need it.
- Keep a journal/diary of your memories.

Click here to check out our website for cultural components:

[www.allianceabroad.com/usalinks](http://www.allianceabroad.com/usalinks)

## ★ INDEPENDENT LIVING: BUDGET YOURSELF

- Costs upon arrival to the U.S.:

Initial \$1,500 USD

Transportation to training site

1st month's rent & housing deposit

- Other housing costs

Utilities

Telephone service

Cable T.V.

- Living costs

Meals

Toiletries

Laundry

Entertainment



## ★ EMPLOYER ARRANGED HOUSING

- Read the training offer. If your position includes housing, you must accept the housing offered. You may not find your own housing.
- Pay rent on time and stay for your entire contract.
- Alliance Abroad Group is not your landlord. Look on your job offer or ask your employer to find out the name and contact information of landlord.
- Bring enough money for your deposit and first month's rent to pay upon arrival to prevent problems!
- Provide your landlord with your address in your home country.

## ★ PARTICIPANT ARRANGED HOUSING

- Email or call housing leads NOW, so housing is available when you arrive!
- If you arrive to the training site and do not have housing, it is NOT your host company's responsibility.



## BEFORE YOU LEAVE FOR THE US...

READ YOUR PARTICIPANT HANDBOOK

### DOCUMENTS TO BRING WITH YOU:

- Travel & entry into the U.S.
- DS 2019 form
- I-94 form
- Passport with J-1 stamp/sticker
- AAG Sponsor letter
- Mondial insurance card
- Training Plan (DS-7002)
- Birth certificate (or other official picture ID at least 1 year old)

US VISIT PROGRAM:  
New procedures  
require that you be  
fingerprinted when  
applying for your Visa  
and when entering  
the U.S.

Make sure you update your arrival information.

If your company does not know when you're arriving, they won't know when to expect you! Confusion with arrival dates can cause delays in your ability to start working since most companies schedule new-hire orientation based on arrival dates.

# WELCOME TO THE U.S.

What to do when you arrive



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# ★ SEVIS CHECK-IN

I'm in your AAG Sponsor Letter!

**PARTICIPANT LOGIN SITE FOR ARRIVAL INFO & SEVIS CHECK-IN** Alliance abroad group

Welcome to AAG Participant Log-in Site!  
To login, please enter your AAG ID and DS-2019# and click "Log-in" button.

Can't Log-in?  
You must be able to log in to validate your program status in SEVIS. Your AAG ID and DS-2019# can be found on your [AAG ID Card](#), or [click here](#) to receive your log in information to your email.

Log in

Load Page!

escape  
TO NEW OPPORTUNITIES

Find me on your DS-2019 Form!

- Log in with your AAG ID Number and DS-2019 number. You can find your ID on your AAG sponsor letter and your DS-2019 number on your DS-2019 form.
- You cannot register for SEVIS until the start date on your DS-2019 form.
- If you try to log into SEVIS before your start date, you will be asked for your arrival information. THIS IS NOT YOUR SEVIS CHECK IN!

## ★ SEVIS CHECK-IN

- Register your U.S. home address and work address online within 7 days of your program start date at: [www.allianceabroad.com/sevis](http://www.allianceabroad.com/sevis)
- This registration is required to maintain good status with the U.S. Government.
- SEVIS registration is necessary to apply for your Social Security number. You must wait 7-10 days after SEVIS registration to apply for Social Security.
- You MUST update AAG within 10 days if you change your home address or host company at any time during the program.

THIS STEP MUST BE COMPLETED UPON ARRIVAL  
OR YOUR VISA STATUS MAY BE IN JEOPARDY



## ★ SOCIAL SECURITY CARD

- Your Social Security Card is issued by the local Social Security Administration.
- Wait at least 10 days to apply after registering with SEVIS.
- Find your local Social Security Office
- Take 2 copies of each document below and the originals:
  - Social Security Application form
  - I-94 form (front and back)
  - J-1 Visa, training plan (DS-7002) and sponsor letter.
  - Birth certificate or official picture ID that is at least 1 year old
  - DS-2019 form (front and back)
  - Passport (photo/signature page)
- Keep your Social Security application receipt and show it to your employer.
- Apply for social security at the beginning of your program! If you apply in the last month of your program, you will be rejected!



## ★ THE AMERICAN WORKPLACE

- Look good & smile!
- Be equally respectful to your co-workers, supervisors & customers. Supervisors can be both men and women!
- The boss knows best.
- Say "Please" & "Thank you".
- Always make requests - never argue or make demands with your boss or co-workers.
- Always be on time to work & meetings!
- Ask about smoking rules in the workplace and housing.
- Good hygiene is important - shower every day, keep uniforms clean and brush your teeth twice a day!
- The most important part of your program is learning to work and be with people. Remember "you never get a second chance to make that first impression."

## ★ GO TO YOUR ASSIGNED JOB

- Check training offer or training plan (DS-7002) for contact information, directions and arrival instructions.
- Go to your host company and contact them before 9:00 p.m. on Monday-Friday only.
- During the training, pay attention to company rules.
- Remember your commitment is to your Host Company who invited you to the U.S. Your visa does not allow you to secure a second training or job while in the U.S.
- Communication is key! Resolve problems with your host company first; call your AAG Outreach Coordinator if you cannot resolve it.
- Do a good job and don't put your visa status at risk!

## ★ GETTING PAID

- Make sure that you have a timecard for all of your hours worked, you need to keep this for your own records.
- Paid weekly? You will wait two weeks to receive your 1st paycheck. Paid every two weeks? Then it will take 4 weeks.
- Come to the U.S. with enough money to cover your expenses for at least one whole month. First paychecks are often delayed for a variety of reasons, so be prepared!

## ★ JOBS

Jobs that are **NOT** allowed:

- You may not work for your relatives.
- You cannot work as a nanny, babysitter or any domestic job in someone else's house.
- You cannot use your own money to sell items door-to-door.
- You may not work:
  - in the adult entertainment industry
  - in positions that are substantially commission-based and thus do not guarantee that you will be paid minimum wage
  - in sales positions that require you to purchase inventory
  - in domestic help positions in private homes
  - as pedicab or rolling chair drivers or operators
  - as operators of vehicles or vessels that carry passengers for hire and/or for which commercial drivers licenses are required
  - in any position related to clinical care that involves patient contact
  - in any position that could bring notoriety or disrepute

## ★ WAGES

- Federal minimum wage (pay) = \$7.25/hour
- "Tipped employees" (waiter/waitress) must be paid a cash wage of at least \$2.13/hr. Total wage (after tips) must be at least minimum wage (\$7.25/hr).
- You are paid the same as your American co-worker who is doing the exact same job and should be paid the same wage that is listed on your job offer.
- Never get paid in cash (except for tips!). It is not legal. Contact Alliance Abroad if you have any concerns about your paycheck.

# ★ ATTITUDE!

Attitude is extremely important! Host Companies are looking for friendly employees that come to work with a good attitude!

Employers will **NOT** tolerate :

- Poor work ethic (laziness)
- Not showing up to work on a scheduled day with out calling the Host Company first
- Disrespectful or rude behavior
- Lack of English level needed for the job

If you lose your position due to the above, AAG will not be able to recommend you for a new position. Depending upon the situation you will either need to find your own position or return home. If you lose your job you will not be eligible to travel.

Remember that you can learn how to do any type of job. Your attitude is what will make you successful in your program...and in life!

# ★ TAXES: W-4 AND W-2 FORMS

- Federal, State, Local Taxes = 15% - 20% of your paycheck
- Do NOT pay Social Security or Medicare/Medicaid taxes
- W-4 tax form Employee's Withholding
- W-2 tax form sent to you in January
- Leave your address with employer
- File for refund online before April 15 of next year

Get here and give Form W-4 to your employer. Keep the top part for your records.

Form <b>W-4</b>		<b>Employee's Withholding Allowance Certificate</b>		OMB No. 1545-0047
Department of the Treasury Internal Revenue Service		* Whether you are entitled to claim a certain number of allowances or exemption from withholding is subject to review by the IRS. Your employer may be required to send a copy of this form to the IRS.		<b>2006</b>
1 Type or print your first name and middle initial.		Last name		2 Your social security number
Home address (number and street or rural route)		3 <input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Married, but withheld at higher single rate. Note: If married, but legally separated, or spouse is a nonresident alien, check for "Single" box.		
City or town, state, and ZIP code		4 If your last name differs from that shown on your social security card, check here. You must call 1-800-752-3212 for a new card. <input type="checkbox"/>		
5 Total number of allowances you are claiming (from line 10 above or from the applicable worksheet on page 2)		6 Additional amount, if any, you want withheld from each paycheck		7
7 I claim exemption from withholding for 2006, and I certify that I meet both of the following conditions for exemption. • Last year I had a right to a refund of all federal income tax withheld because I had no tax liability and • This year I expect a refund of all federal income tax withheld because I expect to have no tax liability. If you meet both conditions, write "Exempt" here.		8		
Under penalties of perjury, I declare that I have examined this certificate and to the best of my knowledge and belief, it is true, correct, and complete. Employee's signature (name is not valid unless you sign it.)				
9 Employer's name and address (Employer: Complete lines 9 and 10 only if sending to the IRS.)		10 Office code (optional)		11 Employer identification number (EIN)
Date				

For Privacy Act and Paperwork Reduction Act notice, see page 2.      Cat. No. 102000      Form **W-4** (2006)

# ★ HEALTH INSURANCE

**MONDIAL USA**  
**1-866-646-7887**

MONDIAL USA - Assistance Center  
2805 North Parham Road  
Richmond, VA 23294, USA  
Toll free (USA) : 1-866-646-7887

[Assistance.Group@mondialUSA.com](mailto:Assistance.Group@mondialUSA.com)

**ALWAYS CALL THE INSURANCE COMPANY  
BEFORE RECEIVING TREATMENT!**

## WHAT IS COVERED DURING YOUR WORK PERIOD:

- Medical Treatment, inpatient/outpatient
- Medical Evacuation and Repatriation
- We recommend that you purchase travel insurance for your 30 day travel period; you will get a reminder to sign up!

\* Print the insurance brochure from your orientation & keep it with you!

## Deductible:

- \* \$100 USD per visit
- \* \$250 deductible for Emergency Room visits (waived if admitted)

**PERIOD OF COVERAGE:**  
**05-2019 Start Date to 05-2019 End Date**

## ★ HEALTH INSURANCE

- If you do not call insurance before you go to the doctor, you will be responsible for paying for the whole doctor's visit cost. The one exception is if it is a true emergency.
- Do not visit an Emergency Room (ER) unless it's a true emergency! Just walking into an ER costs at least \$1,000, so it's always best to avoid the ER if possible.
- If you have a true emergency, you should seek immediate medical attention, but you must notify the insurance company about your medical treatment within 48 hours. Have a friend call if you cannot.
- When you call, they will assign you a "case number." Write this number down!
- Visit AAG's website for specific insurance details and review your Orientation Materials!

# ★ HEALTH INSURANCE

## WHAT IS NOT COVERED:

- Pre-existing conditions or illnesses prior to arrival
- Asthma, diabetes and toothaches are not covered!
- Routine medical check-ups
- Pregnancy and childbirth, elective abortion
- Dental and eye care
- Injuries from hazardous activities including: sailing, diving, and skiing
- Psychiatric care
- Physical therapy
- Cash, Personal Papers, flight tickets, computers and bicycles are not covered under your baggage insurance.
- For more information, read insurance information here [www.allianceabroad.com/insurance](http://www.allianceabroad.com/insurance)

## ★ PLANNING TO TRAVEL?

Don't take an extra risk...  
**BUY TRAVEL AND/OR SKI INSURANCE!**

- Additional insurance is available for your 30-day travel period. Visit [www.allianceabroad.com/insurance](http://www.allianceabroad.com/insurance) for more info!
- Your AAG travel insurance plan does NOT cover skiing or snowboarding, so if you think that there is a chance that you will be doing these activities during your program, we strongly encourage you to buy this low-cost insurance.
- A broken arm or broken leg can cost \$10,000 or more without insurance.
- You can purchase Ski Insurance! To do this, follow the instructions found on the AAG website. A quick & easy step-by-step process is included: Visit [www.allianceabroad.com/insurance](http://www.allianceabroad.com/insurance)
- Cost: \$60 for duration of program, additional Travel & Ski Insurance available at an additional cost.
- If you have questions, please contact your Outreach Coordinator!

# HAVE THE BEST EXPERIENCE

Things to remember while in the U.S.



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## ★ HAVE FUN BUT STAY OUT OF TROUBLE

**STAY SAFE:** Stay out of lonely and dark areas, don't take big risks.

**STAY LEGAL:** Know the laws of the U.S.: Drugs, shoplifting, drinking under the age of 21, driving under the influence of alcohol can all get you arrested, fired and will definitely get you sent home!

**NO SHOPLIFTING!** There are cameras watching you at all times. If you take something that is not yours, you **WILL GET CAUGHT!**

- **SEXUAL RELATIONSHIPS:** While on this program, AAG highly recommends you do not engage in sexual activity. If you do be careful in sexual activities to prevent you from having any unwanted pregnancies or infections. It's important to understand your host company's policy on sexual relationships with coworkers - please reference their handbook.

- If you are arrested, you could go to jail, which is not fun. If you go to jail, it will ruin your program, and cost you a lot of money. AAG cannot get you out of jail!



## ★ THEFT

To avoid having your personal belongings and valuables stolen, it is a good idea to purchase a small lockbox. Lockboxes are sold at most major retailers. Make sure to keep all important documents and valuables locked in your lockbox. Keep the key to your lockbox with you at all times and do not tell anyone where you keep your lockbox hidden.

## ★ BIKING AND WALKING

Many participants walk or bike to/from work. This is a good, affordable option but it can be dangerous when walking near highways and roads where there are cars.

### Remember:

- Always wear a helmet while on a bike.
- Always look both ways before crossing a street. Make sure to cross only when it is the pedestrian's turn.
- It is normal to walk at night due to work schedules, but walking at night with a friend is best!
- If you ride a bike at night, be sure your bike has proper reflectors so that car traffic can see you!

## ★ DEALING WITH PROBLEMS ON THE JOB

There is a very specific process for how you should deal with problems on the job:

First, speak with your Supervisor or Human Resources Department of your Host Company about the issue.

Second, send an email or call your AAG Outreach Coordinator (OC) to discuss the issue.

If needed, your OC will then call your Host Company to discuss.

If still a problem, you, your OC and your Host Company will all participate in a conference call to discuss and resolve the issue.

## ★ HOME COUNTRY PHYSICAL PRESENCE REQUIREMENT

Home-country physical presence requirement means the requirement that an exchange visitor who is within the purview of section 212(e) of the Immigration and Nationality Act (substantially quoted in §62.44) must reside and be physically present in the country of nationality or last legal permanent residence for an aggregate of at least two years following departure from the United States before the exchange visitor is eligible to apply for an immigrant visa or permanent residence, a nonimmigrant H visa as a temporary worker or trainee, or a nonimmigrant L visa as an intra-company transferee, or a nonimmigrant H or L visa as the spouse or minor child of a person who is a temporary worker or trainee or an intra-company transferee.

### Program Specifics:

- The J-1 Work/Travel Visa CANNOT be extended.
- You may travel in the U.S. for 30 days at the end of the program, as long as the travel corresponds with university vacation & job offer dates.
- If you DO NOT successfully complete the work portion of the program you may not have the opportunity to travel.
- Program cannot be longer than 4 months. - You need to successfully complete your job agreement prior to traveling.
- If you plan to travel outside of the US during the program, you must contact your Outreach Coordinator!

## ★ YOUR OUTREACH COORDINATOR

CALL US DURING BUSINESS HOURS IF...

- You lose your passport or other documents.
- You have concerns about housing.
- You have employer concerns or you are fired from your job.
- When you leave a message, be sure to speak slowly & include:
  - Your name
  - AAG ID#
  - Job Location
  - Telephone number.

\*If you do not leave a message, we cannot help you!\*

AAG BUSINESS HOURS:  
Monday - Friday 8:30am-5:30pm C.S.T.

1-866-6-ABROAD  
(1-866-622-7623)

## ★ EMERGENCIES

1-866-6-ABROAD  
(1-866-622-7623)

Call us at any hour if...

- You are lost upon arrival.
- You are arrested.
- You have been injured and need immediate medical attention.

But always try to call Mondial (insurance) first!

- You are hospitalized with a serious injury.
- You are the victim of a violent crime or in immediate danger

CALL 911 FIRST!

- DO NOT CALL 911 if it is not a real, immediate emergency!

You could get in trouble!

- Another participant needs immediate help.

## ★ CONTACT INFORMATION

### Alliance Abroad Group, L.P.

1221 South Mopac Expressway, Suite #100  
Austin, Texas 78746 - USA

Tel: 1.512.457.8062

Fax: 1.413.460.3502

Toll Free Number: 1.866.6ABROAD (1.866.622.7623)

[www.allianceabroad.com](http://www.allianceabroad.com)

### U.S. Department of State Office of Exchange Coordination and Designation

ECA/EC/PS - SA-44, Room 734  
301 4th Street, S.W.  
Washington, D.C. 20547

Telephone: 1.202.203.5096

Toll-free: 1.866.283.9090

Email: [jvisas@state.gov](mailto:jvisas@state.gov)

Keep in touch with AAG:



# ★ FINAL STEP!

- Go to this link:

<http://www.allianceabroad.com/default.asp?a=participants&c=orientation>

- Click on the "orientation acknowledgment form" link at the end of this presentation, and fill out the required information.

- You will need your **AAG ID number** and **DS-2019 number** in order to submit your form.

- Don't forget to click "I certify" in each of the indicated sections on the page.

The image shows a screenshot of a web browser displaying the "J-1 ORIENTATION ACKNOWLEDGEMENT FORM". The form is titled "Please complete the following form:" and contains several input fields: "AAG ID Number", "DS-2019 Number", "First Name", "Last Name", "E-mail address", and "Country of citizenship". Below these fields, there is a disclaimer: "By filling out this form and submitting it, you are certifying that you are the participant named in the form and that you have received the information contained in the Acknowledgment form." The form then asks the user to certify that they have received the following information:

- I certify that I have received the following information:
  - A copy of the State Department Exchange Visitor Program National Handbook. [Click here.](#)
  - Alaska Periodic Green Handbook. [Click here.](#)
  - Embassy information and contact details. [Click here.](#)
- I certify that I have received the AAG participant handbook, which contains the following information:
  - The purpose of the J-1 Exchange Visitor Program.
  - A description of the program in which you are participating.
  - Rules that you are expected to follow under the Alaska Periodic Green program.
  - Names and telephone numbers of the Office of Exchange Coordination and Registration of the Department of State.
  - Federal income tax requirements.
  - How to get ongoing support in the U.S. during my stay.
  - Emergency contact information.
  - AAG Contact information and document travel information and details.
  - Possible health care, emergency assistance, and insurance coverage.
  - I do not intend to be drafted into the United States.

The form is displayed on a website with a sidebar on the left containing navigation links like "Home", "Important Dates", "Orientation", "AAG Information", "FAQs", "Contact Us", and "About Us". On the right, there are sections for "Featured Photos" and "Work with Us".

# ENDLESS OPPORTUNITIES!

TRY NEW FOOD!

MAKE NEW FRIENDS!

PRACTICE ENGLISH!

TRAVEL IN THE U.S.!

LEARN NEW SKILLS!

ONLY YOU CAN MAKE IT HAPPEN!



ARE YOU READY?



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