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# **Welcome To Your Teacher Exchange Program Orientation**



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## **You should have already received your:**

- Cover Letter
- Sponsor letter
- DS2019
- State Department brochure
- Insurance brochure and card
- PAX handbook
- Cultural information about the city you will be teaching in

**If you have not received these documents, please contact AAG  
right away!**



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## Orientation will cover:

- Purpose of the Teacher Exchange Program
- Teacher Exchange Program Description
- Program Fees
- Independent Living in the United States
- Terms and Conditions
- AAG Contact Information
- Culture Shock
- The American Workplace
- Emergency Information
- Your AAG Outreach Coordinator
- SEVIS Information
- Dealing With Host School Problems
- Housing
- Evaluations
- Family Members
- Rules and Regulations
- Two-Year J-1 Visa Rule
- Social Security Card
- Taxes
- Traveling
- Health Insurance
- Tips



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## **Purpose of the Teacher Exchange Program:**

- To increase your understanding of American culture and society.
- To enhance Americans' knowledge of foreign cultures and skills through an open interchange of ideas between participants and your American associates.
- To return home and share your experiences with family, friends and fellow countrymen.
- To develop practical skills which will enhance your future career.



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## Program Description:

- The J-1 Teacher Visa can be issued for no more than one year, but may be extended to a maximum of 3 years.
- You may travel in the U.S. for 30 days at the end of the program, but you may not work during that period.



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## Program Fees:

- Teaching placement
- J-1 visa sponsorship including visa documentation
- Medical insurance during your program (*paid as a separate fee*)
- Orientation
- 24/7 Support during your program



# Independent Living

## Budget your time and money

- **Costs upon arrival to the U.S.:**

Transportation to jobsite, 1<sup>st</sup> month's rent & housing deposit, money to live on until you receive your salary

- **Other housing costs**

Utilities, telephone service & cable T.V.

- **Living costs**

Meals, toiletries, laundry & entertainment



Penny  
1 cent



Dime  
10 cents



Nickel  
5 cents



Quarter  
25 cents



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# Terms and Conditions

## **Partner Agency**

Exchange program in your country

## **Sponsor Agency**

Alliance Abroad Group (AAG)

## **Host School**

School where you will work in U.S.

## **SEVIS**

Student and Exchange Visitor Information System

## **Outreach Coordinator**

AAG Representative who is there to support you during your program



# Terms and Conditions

## Key Points to Remember From Your Teacher Exchange

### Contract:

- **I understand that I must return home at the end of my program, which will be dependent on my host school's willingness to extend contracts to me (for a maximum of three years).**
- **I seek to come to the United States for the purpose of full-time teaching at a primary or secondary accredited educational institution in the United States.**
- **I understand that this program is designed to enhance mutual understanding between people of the United States and other countries; however, I also understand that my host school is expecting me to fill a need as a teacher of their students.**



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## 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.IM IN USA - (1.866.464.6872)

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

### **United States 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: 202 203-5096

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



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# Culture Shock: Expect the Unexpected!

## Be Prepared to Adjust:

- Most face culture shock upon arrival. It's normal!
- Allow time to adjust & to miss family and friends.
- It's COLD in the winter and HOT in the summer!

## Cultural 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.
- Check out our website for cultural activities & ideas:  
[www.allianceabroad.com](http://www.allianceabroad.com)



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# The American Workplace

## Attitude is everything!

- Look good, smell good & smile!
- Be respectful to your colleagues, supervisor and school staff.
- The boss knows best (especially the Principal!).
- Please & thank you are helpful to achieve cooperation.
- Always be on time to your classroom & meetings.
- Follow smoking rules; Americans are not very tolerant of smoking.
- Good hygiene is important; Americans usually shower every day!



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**Emergencies: 1-866-IM IN USA**  
**(1-866-464-6872)**

## **Call us at any hour if...**

- You are lost upon arrival.
- You are arrested.
- You are hospitalized with a serious injury.
- You are the victim of a violent crime or in immediate danger - **CALL 911 FIRST!**
- Another participant needs immediate help.



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## Your Outreach Coordinator

### Call us during business hours if...

- You lose your passport or other documents.
- You have concerns about housing.
- You have concerns about your teaching position or job status.
- If you leave a message, be sure to speak slowly & include: *your name, AAG ID number, host school name & telephone number.*

**1 (866) IM IN USA or 1 (866) 464 - 6872**



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## SEVIS Check-in

- Register your U.S. home address within **7 days** of arrival by calling AAG Headquarters and updating the Teacher Exchange staff with your address.
- This registration is required to maintain good status with the U.S. Government.
- SEVIS registration is necessary to apply for social security card. If you apply for the card before your SEVIS registration has taken place, your application may be rejected.
- You cannot register for SEVIS until the first (start) date on your DS-2019 form.



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## How to Resolve Problems at Your Host School

- Try to work out any issues first with your Supervisor or Director of Human Resources.
- Call your AAG Coordinator if you need additional help. We will set up a meeting with your Supervisor to help resolve any issues.
- Make sure to review your job offer and the school's expectations to be sure you are staying on track.



# Housing

- Housing can be a real challenge. If you don't already have final housing secured, your AAG representative and your host school colleagues may be able to help.
- Check your local [www.craigslist.org](http://www.craigslist.org) for housing and roommate listings.
- Understand that housing is more expensive when you rent for less than one year.
- Pay rent on time and stay for your entire contract.
- Alliance Abroad Group is not the landlord.
- Pay deposit if required.



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## Evaluations



- **AAG will send you and your supervisor a mid-point and final evaluation to get an honest overview of the program. Please return your answers promptly to AAG's headquarters.**
- **Please contact AAG directly if you have important feedback; don't wait for the evaluation!**



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## Bringing Family Members to the United States

- If you plan to bring your spouse or children with you on the program, they will need to apply for a J-2 Visa.
- While on a J-2 visa, they are not allowed to work in the United States unless they have applied for a work permit, which cannot be guaranteed and takes several months after arrival.
- You will be required to show that you have an additional savings per month for each family member you plan to bring with you, at least for the first year of the program.
- Children will be allowed to attend public school at no cost.
- You are required to purchase medical insurance for any dependents for the duration of the program.



## Rules, Laws & Regulations

### Stay out of trouble!

- **STAY SAFE:** stay out of deserted 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 (or serving alcohol to anyone under the age of 21), driving under the influence of alcohol can all get you arrested, fired and will definitely get you sent home!



## Two-Year Rule on J-1 Visas

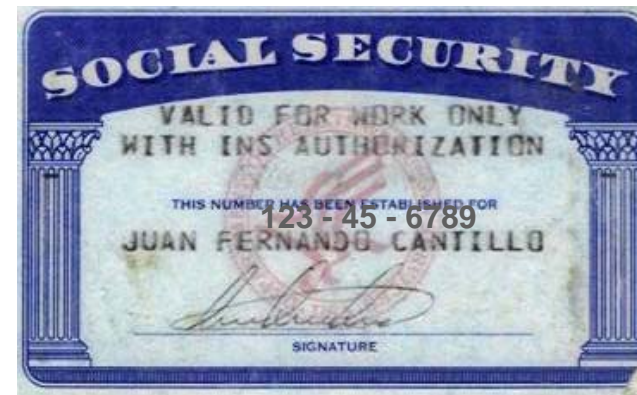
- The 'Two-Year Rule' is the common term used for a section of immigration law which requires that many exchange visitors return to their home country and be physically present there for at least two years after the conclusion of their exchange visit before they can be issued certain types of nonimmigrant visas, specifically H-1, L-1, K-1 and immigrant visas.



## Social Security Card

### What is it?

- Your school cannot pay you unless you have applied for a Social Security card.
- Issued by the local Social Security Administration.
- Wait at least 10 days to apply after registering with SEVIS.
- Keep your Social Security application receipt.





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## Social Security Card

### How to get it:

- Register with SEVIS by calling AAG Headquarters. If you have not registered, your application will probably be rejected by the Social Security Administration.
- You will need to have 2 copies of each document below:
  - ✓ Social Security Application form
  - ✓ I-94 form (front & back)
  - ✓ J-1 visa, job offer and Sponsor letter
  - ✓ Birth certificate or official picture ID that is at least one year old
  - ✓ DS 2019 form (front & back)
  - ✓ Passport (photo/signature page)

For more information visit our [website](#).



# Completing The Social Security Form

## SOCIAL SECURITY ADMINISTRATION Application for a Social Security Card

Form Approved  
OMB No. 0980-0066

|   |  |  |   |  |  |   |
|---|--|--|---|--|--|---|
| 1 | NAME <b>→</b><br>TO BE SHOWN ON CARD                             | First <b>CHAOWAT</b>   | Full Middle Name  | Last <b>JITKAEW</b>  |  |   |
|   | FULL NAME AT BIRTH<br>IF OTHER THAN ABOVE                        | First  | Full Middle Name  | Last   |  |   |
|   | OTHER NAMES USED   | <b>Host School's name &amp; address</b>                            |   |  |  |   |
| 2 | MAILING ADDRESS <b>→</b><br>Do Not Abbreviate                    | Street Address, Apt. No., PO Box, Rural Route No.                  |   |  |  |   |
|   |  | City   | State   | Zip Code   |  |   |
| 3 | CITIZENSHIP <b>→</b><br>(Check One)                              | <input type="checkbox"/> U.S. Citizen                              | <input type="checkbox"/> Legal Alien Allowed To Work                | <input type="checkbox"/> Legal Alien <b>Not</b> Allowed To Work (See Instructions On Page 1) | <input type="checkbox"/> Other (See Instructions On Page 1)      |   |
| 4 | SEX <b>→</b>   | <input type="checkbox"/> Male                                      | <input type="checkbox"/> Female                                     |  |  |   |
| 5 | RACE/ETHNIC DESCRIPTION <b>→</b><br>(Check One Only - Voluntary) | <input type="checkbox"/> Asian, Asian-American or Pacific Islander | <input type="checkbox"/> Hispanic                                   | <input type="checkbox"/> Black (Not Hispanic)  | <input type="checkbox"/> North American Indian or Alaskan Native | <input type="checkbox"/> White (Not Hispanic) |
| 6 | DATE OF BIRTH <b>Nov 3 1984</b><br>Month, Day, Year              | 7  | PLACE OF BIRTH <b>Bangkok, Thailand</b><br>(Do Not Abbreviate) City | State or Foreign Country   | FCI<br>Office Use Only   |   |
| 8 | A. MOTHER'S MAIDEN NAME <b>→</b>                                 | First <b>URAI</b>  | Full Middle Name <b>PATTIMA</b>                                     | Last Name At Her Birth <b>SANTITRAKUL</b>  |  |   |
|   | <b>X</b> B. MOTHER'S SOCIAL SECURITY NUMBER <b>→</b>             | □ □ □ - □ □ - □ □ □ □  |   |  |  |   |
| 9 | A. FATHER'S NAME <b>→</b>  | First <b>MANAT</b>   | Full Middle Name <b>PANU</b>  | Last <b>JITKAEW</b>  |  |   |
|   | <b>X</b> B. FATHER'S SOCIAL SECURITY NUMBER <b>→</b>             | □ □ □ - □ □ - □ □ □ □  |   |  |  |   |



# Completing the Social Security Form

|   |   |  |
|---|---|--|
| 10  | Has the applicant or anyone acting on his/her behalf ever filed for or received a Social Security number card before?<br><input type="checkbox"/> Yes (If "yes", answer questions 11-13.) <input type="checkbox"/> No (If "no", go on to question 14.) <input type="checkbox"/> Don't Know (If "don't know", go on to question 14.) |  |
| 11  | Enter the Social Security number previously assigned to the person listed in item 1. →  | <input type="text"/> <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>                             |
| 12  | Enter the name shown on the most recent Social Security card issued for the person listed in item 1. →  | First: _____ Middle Name: _____ Last: _____  |
| 13  | Enter any different date of birth if used on an earlier application for a card. →   | _____/_____/_____<br>Month, Day, Year  |
| 14  | TODAY'S DATE <u>Dec. 1, 2007</u><br>Month, Day, Year  | 15 DAYTIME PHONE NUMBER ( <u>YOUR EMPLOYER'S TEL.</u> )<br>Area Code: _____ Number: _____  |
| 16  | I declare under penalty of perjury that I have examined all the information on this form, and on any accompanying statements or forms, and it is true and correct to the best of my knowledge.  |  |
| 16  | YOUR SIGNATURE<br>▶ <i>Chaowat Jitkaew</i>  | 17 YOUR RELATIONSHIP TO THE PERSON IN ITEM 1 IS:<br><input type="checkbox"/> Self <input type="checkbox"/> Natural Or Adoptive Parent <input type="checkbox"/> Legal Guardian <input type="checkbox"/> Other (Specify) _____ |
| DO NOT WRITE BELOW THIS LINE (FOR SSA USE ONLY)   |   |  |
| NPN _____ DOC _____ NTI _____ CAN _____ ITV _____ |   |  |
| PBC _____   | EVI _____   | EVA _____ EVC _____ PRA _____ NWR _____ DNR _____ UNIT _____   |
| EVIDENCE SUBMITTED                                |   | SIGNATURE AND TITLE OF EMPLOYEE(S) REVIEWING EVIDENCE AND/OR CONDUCTING INTERVIEW<br>_____<br>DATE _____<br>_____<br>DATE _____<br>DCL _____ DATE _____  |



## W-4 and W-2 Forms:

- W-4 tax form teacher's withholding
- W-2 tax form will be sent to you after end of the year
- If you have already gone home, leave your home country address with host school.
- File for taxes online before April 15 of next year

Fill in 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. 1545-0074             |
| Department of the Treasury<br>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 the "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 1-800-772-1213 for a new card. <input type="checkbox"/>   |   |                               |
| 5 Total number of allowances you are claiming (from line H above or from the applicable worksheet on page 2)   |  |   |   | 5                             |
| 6 Additional amount, if any, you want withheld from each paycheck  |  |   |   | 6 \$                          |
| 7 I claim exemption from withholding for 2006, and I certify that I meet both of the following conditions for exemption. <ul style="list-style-type: none"> <li>• Last year I had a right to a refund of all federal income tax withheld because I had no tax liability and</li> <li>• This year I expect a refund of all federal income tax withheld because I expect to have no tax liability.</li> </ul> If you meet both conditions, write "Exempt" here |  |   |   | 7                             |
| 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<br>(Form is not valid unless you sign it.)  |  |   |   | Date                          |
| 8 Employer's name and address (Employer: Complete lines 8 and 10 only if sending to the IRS.)  |  | 9 Office code (optional)  | 10 Employer identification number (EIN) |                               |
| For Privacy Act and Paperwork Reduction Act Notice, see page 2.  |  |   |   |                               |
|  |  |   | Cat. No. 10220Q                         | Form <b>W-4</b> (2006)        |



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## Traveling Outside the United States

- If you plan to visit another country or return home at any time during your program, you need to have your DS-2019 form signed by an AAG Responsible Officer.
- Near the end of your program or during your 30 days of travel after the program, it is advisable not to leave the United States, as you may not be able to get back in the country!



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# Health Insurance – Bulstrad Insurance Services

**1-800-358-9105**

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

## **What is covered:**

- Medical treatment, inpatient/outpatient
- Medical Evacuation and Repatriation
- Family visits in emergencies
- Period of Coverage: DS 2019 Start Date – DS 2019 End Date  
(as long as you are already in the United States)

## **Deductible:**

- \$50 USD for first visit
- \$25 USD for follow-ups
- \$250 deductible for  
Emergency Room visits



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## Health Insurance

### What is NOT covered:

- Routine examinations and vaccinations
- Pre-existing conditions
- Pregnancy and childbirth, elective abortion
- Sexually transmitted diseases and HIV/AIDS
- Motorcycle driving, mountain climbing, skiing or other high risk activities
- Psychiatric or dental coverage

For more information

[www.allianceabroad.com/participants/insurance.htm](http://www.allianceabroad.com/participants/insurance.htm)

and read the insurance brochure in your orientation package



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## Don't Forget...

### **Participant Handbook: Don't leave home without it!**

- How to contact AAG & the State Department
- Teacher program regulations
- Insurance
- Social Security cards
- Taxes and W-2 forms
- Life and customs in the U.S.
- Safety and much more!



## Don't Forget...

### Documents to bring with you: Travel & entry into the U.S.

- DS 2019 form
- I-94 form
- Passport with J-1 stamp/sticker
- Sponsor letter
- USI insurance card
- Job offer
- 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 & when entering the U.S.



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[WWW.ALLIANCEABROAD.COM](http://WWW.ALLIANCEABROAD.COM)



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**Good Luck and Enjoy Your Teaching  
Position in the United States!**