



## CHI WORK AND TRAVEL



255 West End Avenue  
San Rafael, CA 94901 USA



1-800-432-4643 x2  
1-415-459-5397 x2



chiwt@chinet.org



wt.chinet.org

## Job Description

### EMPLOYER INFORMATION

**Employer Name:** Albertson's Companies Inc.

**DBA:** ACME Markets

**Type of Business:** Grocery Store

**Job location:** 9507 COASTAL HWY

**Location type:** Beach town

**City:** OCEAN CITY

**State:** MD

**Zip:** 21842

**Website:** [www.acmemarkets.com](http://www.acmemarkets.com)

### Why choose us?

ACME Markets got its beginning in 1891 when two friends, opened a small neighborhood grocery store. Over 125 years later, ACME remains dedicated to providing a high-quality grocery experience that our customers have come to expect. Today, ACME Markets operates many stores throughout Pennsylvania, New Jersey, Delaware and Maryland. Our stores, were founded around the philosophy of offering customers the products they wanted to buy at a fair price, with lots of tender, loving care.

### Cultural exchange activities

Are you enthusiastic and love being a part of a busy team? Do you have a real appetite for providing outstanding customer service with a patient, level-headed, cool-under-pressure, positive attitude? Are you motivated to take on new challenges, can roll with the punches, and are great at building relationships with a diverse group of people? Are you willing to show up committed to work hard, with the self-discipline to carry out tasks in a timely and accurate manner. Are you flexible and willing to work in any department assigned to help the team get the job done. Then ACME wants you!

There are many events through out the summer available for Work & Travel participants in each majestic beach town. The greatest advantage is the close proximity of your ACME location to some of the United State's greatest cities. Make your dreams come true! Visit New York City, see the Statue of Liberty, Central Park, and the Empire State Building. Visit Philadelphia, see the Philadelphia Museum of Art (Rocky Steps), Independence Hall, and the Liberty Bell. Visit Washington DC, see the Lincoln Memorial Reflecting Pool and the world famous Smithsonian. The options for unforgettable experiences are endless.

### Position

**Job title:** OJL - Team Member - Ocean City Maryland

**Job prerequisites:** 1. Upper Intermediate English

2. Understands they must pay a \$50 one time union initiation fee, \$11.25 weekly dues.

3. Must be flexible and willing to work in any department assigned. ACME needs team members who are willing to pitch in when and where they are needed.

4. Capable of providing courteous, friendly, efficient customer service.

**Job description:** At a fast pace, scan, bag, process payment, count money, ensure correct accounting. Control backed up lines, reduce waiting time for customers. Prep fruit, vegetables, salads. Bake, decorate cakes, cookies, pies. Slice bread. Package, wrap, price products for sale. Check products for quality and freshness. Keep cases, shelves, displays clean and stocked. Breakdown deliveries using sharp knives, organize backroom, return misplaced products, refill missing items, keep aisles in good condition. Assist customers locating items. Monitor, clean, carry bags, collect carts in parking lot. \$50 one time Union initiation fee, \$11.25 weekly Union dues. ( Subject to change after 01.01.22 )

**English level required:** Upper Intermediate



## CHI WORK AND TRAVEL



255 West End Avenue  
San Rafael, CA 94901 USA



1-800-432-4643 x2  
1-415-459-5397 x2



chiwt@chinet.org



wt.chinet.org

## Job Description

Hourly wage (before taxes): 12.40

Wage comments:

Position ID: 16572

### Position Information

Tips: No

Bonus: No

Bonus comments:

Estimated hours per day: 32 Hours Per Week Until 9.5

Number of days per week: Varies

Overtime: No

Overtime details: ACME will provide 32 hours weekly. ACME does allow set schedules to allow for a second job approved by CHI.

Earliest start date: 5/16/2022

Latest start date: 6/20/2022

Earliest end date: 8/29/2022

Latest end date: 9/26/2022

Is the employer willing to hire couples? Yes

Is the employer willing to hire group of friends? Yes

Meals? No

Meals details: No Meals are Provided

Is a drug test required? Yes

Drug test comments:

Is employer interview required? No

Employer interview details: Employer prefers to review the interview sheet prior to placement.

Do students complete an additional application upon arrival? Yes

Possibility to find a second job in the area Yes

Second jobs require you to contact CHI at [chiwt@chinet.org](mailto:chiwt@chinet.org) or 1-800-432-4643 to receive the required form. The new potential employer will need to complete it. Both you and the employer will need to sign and return it to CHI for approval. You can work with a new secondary employer ONLY AFTER you have received written authorization from CHI.

Additional comments regarding second job: Second jobs must NOT conflict with the primary job schedule! Work & Travel participants are not permitted to begin work before their Sponsor has approved any secondary employer. If you are found starting any new job without permission from CHI your program will be terminated. This is for your safety. A second job offer and instructions will be provided in your welcome letter. Your CHI program coordinator is always available to help you with this process. ACME's job offer will not guarantee 32 hours after 09.05.22. Students who have longer DS dates may continue to work their approved second job until their DS date ends.

When will work begin? Your official start date will be scheduled once you arrive to the employer.

Arrival Instructions: Your official start date will be scheduled once you arrive at the employer. Start dates may vary several days from your DS date. Please be patient and allow the employer to integrate you into the schedule.

Is training required? Yes

Conditions of training: Training at your assigned store is paid at the hourly rate. Training may take up to two weeks.



## CHI WORK AND TRAVEL



255 West End Avenue  
San Rafael, CA 94901 USA



1-800-432-4643 x2  
1-415-459-5397 x2



chiwt@chinet.org



wt.chinet.org

### Job Description

Students may not receive full hours until training period is complete. No job, or hours at a job, can be 100% guaranteed. Regardless of what your work contract states, there is always a possibility that you will work more or less hours. Participants should expect to have less hours during the first two weeks of training. Students will be required to work on peak business days, Friday, Saturday, and Sundays. Students who have longer DS dates may continue to work their approved second job until their DS date ends.

**Is there possibility to change positions?** Yes

**Uniform required?** Yes

**Does employer provide uniform?** Yes

**Cost of uniform:** Free to Participant

**Is uniform refundable?** No

**Uniform provided details:** Participants will be provided shirts. Students should bring sweatshirts and a coat for working in the store until adjusted to the temperature.

**Do students need to purchase specific clothes or footwear?** Yes

**If so, details for clothing:** Full uniform required to start training. Long black or tan trousers are required, no yoga or stretch pants. Black, close-toed, slip-resistant safety shoe is required. ACME provides shirts, aprons, and hat.

**Grooming:** No visible piercings (no tongue rings). Employees with long hair must pull it up. A hair net will be provided for everyone working in a service department such as bakery, produce or deli. Beards are allowed, must be covered with a beard net while serving food. No visible tattoos. Nails must be well groomed. Uniforms must be clean at all times, you are a representative of ACME. Body odor will not be tolerated.

**Important points of job:** ACME's job offer will end on 09.05.22. Students who have longer DS dates may continue to work their approved second job until their DS date ends. Participants who accept the position, Will be exposed to extreme temperatures, wet conditions. (ovens, freezer, outdoors). Freezer spaces -17°C or 0°F, refrigerated spaces 4°C or 40°F.

**Additional position information:** WHAT TO EXPECT AT WORK: When you arrive in the United States you will go to your housing and then visit the store for a date and time to return for orientation. Your first few days at ACME will be cold. In the United States, we have regulations that require food to be kept at much lower temperatures than in other countries. This will be shocking to you after your first few days. We suggest you bring warm clothes for your first couple of weeks on the program, but you will adjust to the temperature after working for a few weeks. If you do not like to be cold or are prone to chronic bronchitis or have health concerns that are exacerbated by cold temperatures you should not accept this position. In the United States we do not have any chairs to sit on in our markets, you will be standing for long periods of time. This is a very busy market, you will have to work at a fast pace and deal with impatient customers with a smile. You will be exposed to extreme temperatures, wet conditions. (ovens, freezer, outdoors) You must have physical ability to lift and carry 22kgs, manual dexterity, bend, stoop, twist, and reach. You must be able to operate, sanitize sharp equipment in a safe manner. Multi-task in a very fast-paced environment. Support, encourage, respect colleagues. Provide courteous, friendly, efficient customer service. Flexible and willing to work in any department assigned without complaint. Team Player The employer does not guarantee 32 hours after 09.05.22. However, if you have a CHI approved second job you may continue to work until your DS Date ends. Second jobs can not conflict with your ACME schedule.

**MEDICAL ISSUES:** If you travel to the U.S. knowing that you have a medical condition that would prevent you from working at your pre-arranged job, CHI will terminate your program. Please disclose any allergies (food, dust, or chemical) or pre



## CHI WORK AND TRAVEL



255 West End Avenue  
San Rafael, CA 94901 USA



1-800-432-4643 x2  
1-415-459-5397 x2



chiwt@chinet.org



wt.chinet.org

### Job Description

-existing conditions that may affect your ability to fulfill your commitments at your pre-arranged job. If you have a sudden medical problem that prevents you from working at your pre-arranged job, you must get a note from a doctor in the U.S. before you take any action to leave your pre-arranged job. If the medical condition is serious or is not covered by your insurance, CHI may ask that you return to your home country, for your health and safety.

#### HOW TO AVOID PROGRAM TERMINATION:

Within 24 hours after arrival complete the "SEVIS VALIDATION" in your online CHI Portal. ( wt.chinet.org )

As early as possible, but no later than one week after changing addresses or phone numbers, update them in your CHI portal. ( wt.chinet.org )

Before starting work or training at a new or second job, you must get permission from CHI. Respond to all emails from CHI. You are responsible for ensuring emails from CHI do not go to spam.

Monthly Evaluations must be completed each month you are on the Work Travel program.

### Housing Information

**Housing name:** 2022 Must Arrange Own Ocean City, Maryland

**Housing address:** TBD

**City:** Ocean City

**Phone:**

**Fax:**

**Contact:** Must Arrange Own

**Email:** mustarrangeown@gmail.com

**Website:** www.allfriends.co, www.ocstudentcenter.com, www.bgisland.net

**Housing assisted by:** Must Arrange Own

**Is student required to sign a separate housing contract?** No

**If so, contract details:** Students should sign a lease agreement to protect themselves. Before making any commitment on housing, ask to see the accommodations. Carefully read and listen to all terms and conditions set by the property owner.

**Type of housing:** Dormitory

**Number of people to a room:** 1 +

**Bedrooms:** 1 +

**Bath:** 1 +

**Cost Type:** Month

**Cost Amount:** \$135.00

**Cost Details** \$135 - \$150

**Is housing cost deducted from paycheck?** No

**Is housing deposit required?** No

**Deposit amount:** \$400 to \$500

**Housing deposit due date:** On Arrival

**Instructions for deposit payment:** We recommend you reserve a hotel room for the first night or two. Look at the available housing options before paying a security deposit. The return of a security deposit is subject to the terms and conditions of the landlord/tenant agreement. If a tenant leaves their housing



## CHI WORK AND TRAVEL



255 West End Avenue  
San Rafael, CA 94901 USA



1-800-432-4643 x2  
1-415-459-5397 x2



chiwt@chinet.org



wt.chinet.org

### Job Description

prior to the end of the negotiated term, the security deposit may be kept by the landlord. Program Coordinators cannot negotiate the return of a security deposit if the landlord/tenant agreement has been broken. Do research on housing prior to departing your home country. Have a housing and arrival plan.

**Is housing deposit refundable?** No

**Conditions for deposit refund:** A security deposit, also called a damage deposit, is security for the landlord. Each tenant is responsible for all of the conditions of the landlord/tenant agreement. If one tenant damages the premises, the landlord may deduct the damages from the tenant who caused the damage, or the landlord may choose to deduct money from all of the tenants' deposits. Participants should understand the return of this deposit is conditional and may not be returned. This deposit may be retained by the landlord for the following: any unpaid rent or utility bills; payment for damages to the premises; any cleaning; failure to remove any collected trash and food waste from the premises at least once a week; failure to remove trash from the premises which requires pest control professionals; failure to remove ALL collected trash and food waste from the premises before departure; failure to remove collected trash in the yard or street area around or near to the premises, including trash disturbed by birds or animals; disturbances to neighboring premises from parties or loud noise; leaving the premises prior to the end of the negotiated term. Program Coordinators cannot negotiate the return of a security deposit if the landlord/tenant agreement has been broken.

**Utilities included:** No

**If so, utilities details:** Must Arrange Own

**Utilities estimated cost per month:** Arrange Own

**Is the housing mandatory?** No

**Can students find alternative housing during their stay?** No

**Method of transportation from housing to work site:** Own

**Transportation details:** Shore Transit Bus: [www.shoretransit.org](http://www.shoretransit.org)  
DART First State: [www.beachbus.com](http://www.beachbus.com)  
Coastal Highway Transit Bus 5.25 - 9.25  
Bicycle (Always wear a helmet )

**Additional housing features:** Must Arrange Own - [www.beachhouseoc.com](http://www.beachhouseoc.com), [www.portnstarboardapts.com](http://www.portnstarboardapts.com)

**Comments:** [www.allfriends.co](http://www.allfriends.co)  
[www.ocstudentcenter.com](http://www.ocstudentcenter.com)  
[www.bgisland.net](http://www.bgisland.net)  
[www.beachhouseoc.com](http://www.beachhouseoc.com)  
[www.portnstarboardapts.com](http://www.portnstarboardapts.com)  
[www.cbvacations.com](http://www.cbvacations.com)  
[www.ococean.com](http://www.ococean.com)  
[www.northbeachrealtors.com](http://www.northbeachrealtors.com)



## CHI WORK AND TRAVEL



255 West End Avenue  
San Rafael, CA 94901 USA



1-800-432-4643 x2  
1-415-459-5397 x2



chiwt@chinet.org



wt.chinet.org

## Job Description

### Location Area Information

**Location type:** Beach town

**Location of work site best described as:** Beach Town on the Jersey Shore

**Location details:** Nobody does fun better than Ocean City, Maryland. Enjoy 10 miles of free beach, a three-mile boardwalk, 200+ restaurants. [ocworkforce.com](http://ocworkforce.com) Ocean City provides many free events for international students.

**Average daily temperature:** 18 - 37 °C (Summer), 64 - 98 °F (Summer)

**Community or regional website:** [www.ocworkforce.com](http://www.ocworkforce.com), [www.ococean.com](http://www.ococean.com)

**Nearest cities:** Salisbury, MD 51 km - 31 miles, Washington D.C. 220 km - 136 miles

**Distance to nearest cities:** Salisbury, 41 Minutes, Washington D.C. 3 Hours

**What to wear:** The summer is cool to very hot and humid. Sweatshirts & jeans for May and early June. Short pants, t-shirts & don't forget a bathing suit for the remainder of the summer. At work, freezer storage spaces must be kept at -17°C or 0°F, refrigerated storage spaces must be kept at 4°C or 40°F. Depending on the position you are assigned, you will be very cold while working until an adjustment is made to the cold temperatures. Please bring a sweatshirt and a coat to wear while working.

**Available public transportation:** Good

**Public transportation access:** [ocworkforce.com](http://ocworkforce.com), Bicycle (Always wear a helmet!)

### Accessible amenities (by walking or public transportation)

**Food market:** Yes

**Shopping mall:** Yes

**Post office:** Yes

**Movie theater:** Yes

**Restaurants:** Yes

**Fitness center:** Yes

**Laundry:** Yes

**Internet café:** Yes

**Public library:** Yes



## CHI WORK AND TRAVEL



255 West End Avenue  
San Rafael, CA 94901 USA



1-800-432-4643 x2  
1-415-459-5397 x2



chiwt@chinet.org



wt.chinet.org

## Job Description

### Suggested Travel Information

**Nearest international airport:** Baltimore ( BWI ), Washington DC (IAD)

**Nearest airport:** Salisbury - Ocean City Wicomico Regional (SBY)

**Transportation from airport to employer and / or housing:** Taxi or Bus, [www.rome2rio.com](http://www.rome2rio.com), [www.ocstudentcenter.com](http://www.ocstudentcenter.com)

**Nearest bus station (to the airport):** [www.bayrunnershuttle.com](http://www.bayrunnershuttle.com)

**Bus information (web site):** [ourbus.com](http://ourbus.com), [www.greyhound.com](http://www.greyhound.com), [busbud.com](http://busbud.com)

**Nearest train information (to the airport):** BWI Amtrak, MARC Shuttle

**Train information (web site):** [www.amtrak.com](http://www.amtrak.com), [www.njtransit.com](http://www.njtransit.com)

**If participant arrives after hours suggested, overnight accomodation:** [www.hiusa.org](http://www.hiusa.org)

**Cost per night:** \$55 +

**Transportation to overnight accomodation:** Taxi or Bus, [www.rome2rio.com](http://www.rome2rio.com), [www.ocstudentcenter.com](http://www.ocstudentcenter.com)

**Transportations cost:** \$50 +

**Travel Instructions:** Students should arrive in the daytime and take [www.bayrunnershuttle.com](http://www.bayrunnershuttle.com) to Ocean City, MD.  
Further instructions in Welcome Letter.

[www.allfriends.co](http://www.allfriends.co)

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

[www.bgisland.net](http://www.bgisland.net)





## CHI WORK AND TRAVEL



255 West End Avenue  
San Rafael, CA 94901 USA



1-800-432-4643 x2  
1-415-459-5397 x2



chiwt@chinet.org



wt.chinet.org

## Job Description

### Social Security Information

Does the company require students to have Social Security number before arriving to the work place?

No

Does the company provide Social Security application assistance?

No

If so, details:

Students may arrive any day of the week, Sundays there will be no orientation. Upon arrival participants should report to Acme. Participants will fill out all necessary documents. Participants should expect this process to take a minimum of 5 hours. All participants must attend orientation. Instructions for Social Security will be furnished to the participant at orientation.

Where is the closest Social Security office?

SALISBURY, MD

How far is the Social Security office from the work place?

40 Minutes

Specific instructions:

Students may organize a taxi or Uber to Social Security. [www.ocstudentcenter.com](http://www.ocstudentcenter.com)

Students will apply at the Social Security Administration's (SSA) office located at 2414 Northgate Drive, Salisbury, MD. The office is approximately 30 miles from Ocean City. The office is open 9:00 AM to 4:00 PM, except Wednesdays (office closes at 12 PM on Wednesdays).

Transportation to the SSA office in Salisbury:

Students may take the Shore Transit bus from WOC Park and Ride lot. Routes 451 or 431 will travel between Ocean City & Salisbury. A bus change must be made at the Salisbury Transfer Point to Route 111 to go to the SS office. The fare is \$3.00 per bus or \$12.00 round trip. Allow two hours to get to the SS office. (Prices subject to change)

Validate in SEVIS at least 5 business days before applying. Apply in person at a Social Security Office. Bring your passport and DS-2019 ( original copy signed in blue ink ), as well as a valid mailing address. Check with your landlord for an accurate address. Check all of your information is correct on your receipt/proof of application before leaving the Social Security Office. You should receive their SSN within 2 weeks. If you do not receive a letter or card in the mail in 3 weeks, you should return to the office with your passport, DS-2019, and application receipt to check on the status of your number. Check your local office hours before taking the trip. Most offices are open weekdays only: Monday, Tuesday, Thursday, Friday - 9am - 4pm and Wednesday - 9am - 12 pm.





CULTURAL HOMESTAY INTERNATIONAL

# Welcome Letter

## WORK & TRAVEL

Dear Student,

Hello and Welcome! We are so happy that you will be visiting our country. Work & Travel can be difficult, especially in the beginning, but we believe you will find your experience rewarding and unforgettable. CHI is here to help! Please read carefully through this Welcome Letter.

My name is Jennifer Campbell. I am the Regional Manager for the Mid - Atlantic & Ohio Regions for Cultural Homestay International (CHI). My team and I will be happy to answer any questions you might have and we will also be available throughout your stay to assist with any problems that may occur. Please remember to check your email daily for important communications.

You must stay in contact with your CHI representative.

Have the best summer of your life!

Warm Travel Wishes,

*Jennifer Campbell*

---

**Please read the CHI Student Handbook, which you should have received at orientation or from your student agency. You are responsible for following all rules in this handbook. The rules are in place for your health, safety, and welfare. Failure to follow the rules may result in a participant's negative program status.**

---

### Be Prepared

- Make photocopies of important documents and leave a copy with loved ones.
- Back up your digital photos, in case your phone is stolen or broken.
- Leave things you could not bear to lose at home.
- Bring your welcome letter, your important documents, two extra sets of clothes and your necessary medicine in your carry on luggage. Checked luggage is often lost. The airline will deliver your bag to your US housing or employer once found, but it could take 3 or 4 days.
- \*If your luggage is lost, send it to your employers address to ensure delivery.

- You are required to bring \$1000 with you from your country. We recommend you bring \$1200. The first few weeks of Work & Travel you will need these funds to establish yourself in a new country. You will need to pay your housing deposit, pay a week or two of rent, buy a sim card, purchase pillows, sheets, and blankets, food, uniforms, a bicycle, or have transportation money. It takes a few weeks to start working, be trained, become integrated into the schedule and get your first paycheck. You will be nervous and out of money when your first paycheck arrives. Be prepared, you are moving to another country.
- 

## Be Safe

- Exercise adequate discretion, stay aware of your belongings, and avoid putting yourself into risky situations (such as unlit, deserted areas at night).
  - Open a bank account, on the first day you check into your US housing, to keep the recommended \$1200 you brought from your country safe and secure. You will need this money. Never keep large amounts of money in your student housing no matter how much you trust your roommates.
  - Once in the United States, never carry large amounts of money. You will have a debit card from the bank, if lost, this can always be cancelled. Do not give your PIN (personal identification number) to anyone. If you lose your cash, it can not be replaced.
  - Once in the United States, never carry your important documents or valuables to work. Keep your documents, including passport, safely hidden in your room. Never give your passport or documents to anyone (such as a landlord or employer) to keep. It is illegal for anyone to take your passport or documents from you for any reason.
  - Bring an ID from your country to carry with you that can easily be replaced (University ID, residency card, drivers license). Passports are difficult and expensive to replace, and losing your passport can ruin your travel period plans.
  - Establish a “do not lose it” discipline. Travelers are more likely to inadvertently lose their bags than to have them stolen. I have heard of students leaving passports under pillows, bags on the overhead rack on the bus, and documents in the taxi. Always take a look behind you before leaving any place or form of transport.
  - When you are out and about, never casually or carelessly set down any small valuable item, such as a phone or wallet. Either hold it in your hand or keep it tucked away. At cafés, do not place your phone on the tabletop or purse on the back of the chair where it will be easy to snatch — keep phones and valuables in your front pocket. Make it a habit to be careful with your things; it will become second nature.
  - Stay vigilant in crowds and steer clear of disturbances near you.
  - Participants should use common sense, stay with a partner or friend, especially at night. It is recommended participants let a friend know where they are.
  - Bicycle riders with helmets had an 85 percent reduction in their risk of head injury and an 88 percent reduction in their risk of brain injury. If you ride a bicycle in the US, wear a helmet.
- 

## Communicate Your Arrival Information

- Check your email frequently for important information.
  - Plan your flight accordingly: if your final destination is 5 hours away, make sure your flight arrives early in the day OR you have made a reservation at a hotel or hostel to stay overnight.
  - Do not arrive late at night! You may not be able to get into your housing after 20:00.
  - You must contact your CHI representative, to let them know when you will be arriving.
  - You must log into [www.sevis.org](http://www.sevis.org) to enter your flight information, as soon as you book your ticket.
- 

## **Student and Exchange Visitor Information System (SEVIS) | [wt.chinet.org](http://wt.chinet.org)**

- You must log into [wt.chinet.org](http://wt.chinet.org) to enter your flight information, as soon as you book your ticket.
  - You are required to access [wt.chinet.org](http://wt.chinet.org) within three days of arrival into the United States to check in, use the SEVIS tab on the left hand side of the [wt.chinet.org](http://wt.chinet.org) portal.
  - You are required to access [wt.chinet.org](http://wt.chinet.org), every month following your initial check in, for the duration of your program to complete a monthly report.
  - Failure to complete SEVIS check-ins, may result in a participant's negative program status.
- 

## **Arriving at a United States Airport**

The following documents you **MUST** have in your possession and present to the U.S. immigration officials upon arrival in the U.S.:

- Valid passport
- DS-2019 Form, the original copy signed with blue ink. Do not accidentally give your loved ones the original copy for safekeeping.
- I-901 SEVIS fee receipt
- J-1 Visa
- Job Offer
- Sponsor Letter

### **Arrival Tips:**

- The immigration officer will review all documents, validate, and place a stamp on your DS-2019 form and your passport. The officer will then return all validated documents to you, including the DS-2019 form.
  - Use your “do not lose it” discipline, remember to collect all documents from the immigration officer. This is a place students often misplace documents. Students are nervous, excited and fail to check they have received everything back before leaving the area.
  - Wait to check-in on social media or take a selfie until you check you have all your documents.
  - You should have no problem entering the U.S. as long as you have all the proper documentation, cooperate and communicate respectfully with the U.S. immigration officers at the airport.
- 

## **Traveling to your Final Destination**

- Before you leave your home country map out your trip. [www.rome2rio.com](http://www.rome2rio.com) is a great website for this research. Your CHI representative will send you exact instructions in a letter prior to your arrival. Check your email daily, it is very important.
  - When estimating your arrival time please add extra time for waiting for baggage, eating, or missing a bus or train connection.
  - Be sure to have a small amount of American currency for regional travel before leaving the airport. Do NOT accept rides from strangers at the airport!
  - Plan accordingly, if arriving late at night, please stay in a hotel or hostel and travel in the morning. (You will not be able to get into your housing if arriving late at night.)
- 

## **Arriving at your Final Destination | What do I need to do now?**

- It is very important that you log into the SEVIS system within three days of your arrival. Log into [www.sevis.org](http://www.sevis.org) or if you have no access to the web, call CHI for assistance at 1-800-432-4643. There are SERIOUS consequences if you do not validate your visa, beginning with a cancellation of your visa, so do it as soon as possible!
  - Go to your employer, let them know you have arrived safely. They will provide you with your orientation/start date.
  - 24 hours after entering the United States you will be required to retrieve a document on the internet called an I-94.
  - Wait 5 business days after checking into SEVIS and report to the Social Security office to apply for a Social Security number.
- 

## **I - 94**

The I-94 Form is the Arrival / Departure Record that is issued by the immigration officer at the airport to all foreign visitors entering the United States. All I-94 records are created electronically and accessible online 24 hours after arrival.

### **Retrieval Tips:**

- Wait 24 hours following your arrival in the US before you attempt to retrieve your I-94 number.
  - Ensure that the computer you are using is connected to a printer (local library).
  - Go to the <https://i94.cbp.dhs.gov>
  - Enter the required information in all CAPITAL letters. Please make sure you enter your name exactly as it appears in your passport
  - Click Submit
  - You must print this document, it is a required document at Social Security
- 

## **Applying for a Social Security Number**

You must register with the local Social Security Office to get your card and number. **YOU MUST WAIT TO RECEIVE YOUR S STATUS**, before you apply for a Social Security card! This in most cases, takes 5 business days from the day you first checked into SEVIS.

## Required Documents:

- Valid passport
  - DS-2019 Form, the original copy signed with blue ink. Do not accidentally give your loved ones the original copy for safekeeping.
  - I-901 SEVIS fee receipt
  - J-1 Visa
  - I - 94 Form, printed from the internet at your local community library or employer.
- 

## Second Jobs

- CHI does not provide second jobs.
  - Second jobs are possible. However, your responsibility is to your primary employer. It is the primary employers participation in the Work & Travel program that has afforded you the opportunity to come to the United States.
  - A second job may not conflict with your primary CHI position in anyway.
  - If you are considering looking for a second job, please be reminded the employer must be approved by CHI for your safety.
  - Failure to have any second job approved may result in a participant's negative program status.
  - Your CHI representative will send you exact instructions in a letter prior to your arrival. Check your email daily, it is very important.
- 

## Health Insurance

**It is required that all participants of Work & Travel obtain health insurance.**

- Your health insurance provider will email your instructions to obtain your insurance card.
  - Do not leave your home country without accessing the health insurance website and printing your card.
  - In the United States, doctors and hospitals are in different buildings. Doctors generally have offices away from the hospital or work at an urgent care facility or clinic.
  - For a basic illness, you will go to a doctors office, urgent care facility or clinic, pay \$100 and your insurance will cover any costs incurred after \$100.
  - For a serious emergency, you will go to the hospital or emergency center, pay \$350 and your insurance will cover any costs incurred after \$350.
  - There is limited coverage for dental emergencies. Please visit your primary care doctor and dentist in your home country before traveling to the United States.
  - Please contact your CHI representative to report any illness or emergency you may have, so they can provide assistance.
- 

## Know the Law

- In the United States, you must be at least 21 years of age to purchase, possess or consume alcoholic beverages. Underage drinking is illegal and can have severe consequences for young people who drink and for adults who provide alcoholic beverages to those under 21.
-





# ACME Markets

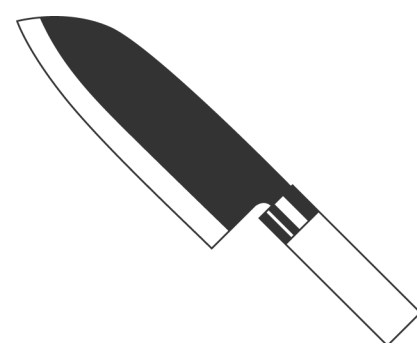
Adaptation is not always easy, working is hard, but it is important to remember that you are temporarily in the United States for a new learning experience.

The key to a successful program is to stay positive and be flexible.

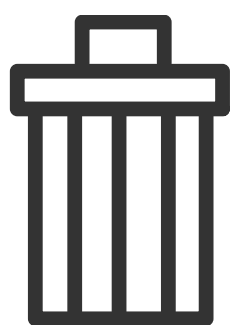
You may be assigned to any department where management has a need.



Participants who accept the position, Will be exposed to extreme temperatures, wet conditions. (ovens, freezer, outdoors). Freezer spaces  $-17^{\circ}\text{C}$  or  $0^{\circ}\text{F}$ , refrigerated spaces  $4^{\circ}\text{C}$  or  $40^{\circ}\text{F}$ .



Participants should have manual dexterity sufficient to chop, mix, blend, whip a variety of foods. Participants will come into contact with sharp knives and equipment.



Participants who accept the position, must be willing to remove trash.



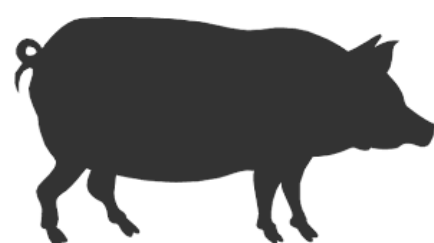
Participants who accept the position, will come into contact with boiling liquids, hot oil and hot pans.



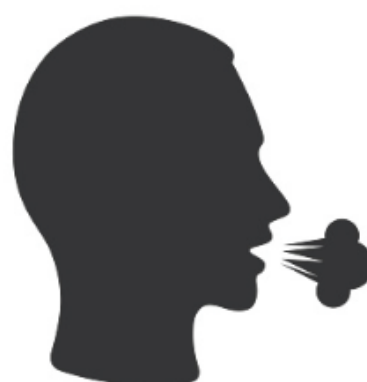
Participants who accept the position, must be willing to clean.



Participants who accept the position, must be physically able push, pull, and lift 22 kgs with no physical limitations.



Participants who accept the position, must be able to work with pork.



Participants who accept the position, must not have any food allergies.



Participants who accept the position, must bring relaxed fit trousers. NO JEANS



Participants will be required to sign up for direct deposit to receive their paycheck.

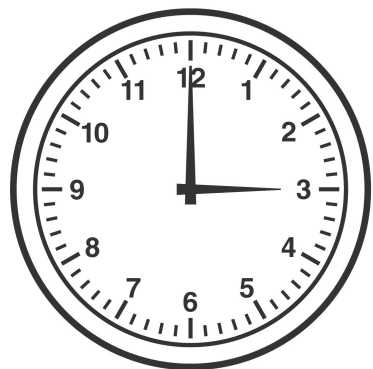




ACME's job offer will not guarantee 32 hours after 09.05.2022. Students who have longer DS dates may continue to work their approved second job until their DS date ends.



ACME is a fast paced, busy store. Participants must be able to keep calm and respectful, when working with diverse, impatient and sometimes difficult customers.



The concept of time plays a great role in American culture. Being late consistently makes you unreliable. Come to work as scheduled and on time. Good attendance ensures your hours.



Supermarket snacking or sampling is stealing. Please be aware eating or drinking items before purchasing or special permission from management is grounds for termination.



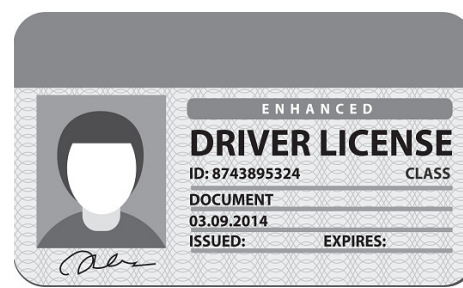
Second jobs must be approved by CHI prior to starting. Your CHI coordinator will help you with this process. Your second job can not conflict with your primary job. If you have a conflict, your primary employer will not guarantee 32 hours.



No job, or hours at a job, can be 100% guaranteed. Regardless of what your work contract states, there is always a possibility that you will work more or less hours. Expect lower hours during the first two weeks of training.



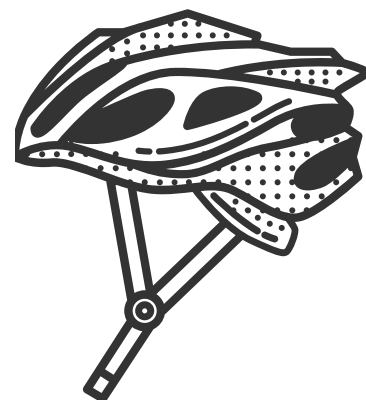
Participants should use common sense, stay with a partner or friend, especially at night. It is recommended participants let a friend know where they are.



Open a bank account and get a debit card. Do not carry cash, valuables or your documents with you. Bring an alternative ID to carry. Keep your passport and documents stored safely at your housing.



You must arrange your own housing. We recommend you search for your housing prior to arrival. Be prepared with an arrival plan. Do not arrive late at night.



Bicycle riders with helmets had an 85 percent reduction in their risk of head injury and an 88 percent reduction in their risk of brain injury. If you ride a bicycle in the US, wear a helmet.



Participants should be aware the United States is a melting pot. You will come into contact with all kinds of people and ways of life. All ages, shapes and sizes, levels of wealth, backgrounds, religions, sexual preferences, and ethnicities.



A security deposit protects landlords from the cost associated with; parties, loud noise, damage, dirt, trash, unpaid rent, or utility bills. Participants who leave housing before the end of their program will \*NOT\* see any portion of their security deposit returned. Your refund is conditional, CHI coordinators can not negotiate a return.