



# CULTURAL HOMESTAY INTERNATIONAL

255 WEST END AVENUE, SAN RAFAEL, CA 94901

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## CHI

## USA WORK & TRAVEL

## APPLICATION FORM



### PERSONAL DATA

(PLEASE WRITE IN CAPITALS)

Family name (as spelled in Passport) \_\_\_\_\_

First and middle name (as spelled in Passport) \_\_\_\_\_

Female  Male  Date of birth \_\_\_\_\_

*month/day/year*

Place of birth (city) \_\_\_\_\_ Place of birth (country) \_\_\_\_\_

Country of citizenship \_\_\_\_\_ Country of legal permanent residence \_\_\_\_\_

Student's current mailing address \_\_\_\_\_

City \_\_\_\_\_ Country \_\_\_\_\_ Postal code \_\_\_\_\_

Tel: ( \_\_\_\_\_ ) \_\_\_\_\_ E-mail: \_\_\_\_\_

*Area Code / Number*

Emergency contact name: \_\_\_\_\_ Tel: \_\_\_\_\_

Have you ever been on a J-1 work / travel program?  YES  NO *(Country Code / City Code / Number)*

If YES, what was the name of the program? \_\_\_\_\_ Which Years? \_\_\_\_\_

### UNIVERSITY INFORMATION

(PLEASE WRITE IN CAPITALS)

Name and address of your university / institution of higher learning: \_\_\_\_\_

Major field of study: \_\_\_\_\_

How many years of University level studies will you have completed? \_\_\_\_\_ years

When do you expect to receive your diploma/degree? \_\_\_\_\_

*month*

*year*

### PROOF OF STUDENT STATUS

(PLEASE WRITE IN CAPITALS) to be completed by a school official

I certify that Mr./Ms. \_\_\_\_\_ is registered in our institution as a full time student for the academic year \_\_\_\_\_

/ \_\_\_\_\_ with summer vacation between (e.g. 25/Jun/2016 and ...) \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ and \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Name \_\_\_\_\_ Title \_\_\_\_\_ Phone/fax \_\_\_\_\_ E-Mail \_\_\_\_\_

Date \_\_\_\_\_ Signature \_\_\_\_\_ School Seal \_\_\_\_\_

## PROOF OF SUFFICIENT FUNDS

The following statement is to be completed and signed by a parent/guardian or legal representative (i.e. bank officer; attorney).

This will document proof that you will have a minimum USD\$1000 in order to be monetarily self-sufficient upon arrival in the U.S.

I, the undersigned \_\_\_\_\_

declare that I am:  Parent  Legal Representative of: \_\_\_\_\_ who is enrolled in CHI's

USA Work & Travel program. I guarantee that he/she will be leaving for the U.S. with a minimum USD\$1000.

Parents' or Legal Representative's name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Signature of Parent or Legal Representative \_\_\_\_\_ Date: \_\_\_\_\_

## **ORIENTATION**

- 1) Participation at the CHI orientation meeting is mandatory.
- 2) Included in the orientation meeting is information about living and working in the U.S.

Participant's Signature \_\_\_\_\_ Date: \_\_\_\_\_

## **ACKNOWLEDGEMENT OF CULTURAL PROGRAM**

### **PARTICIPANT PRIMARY FOCUS**

I understand that as a participant in CHI's USA Work & Travel Program, my sole and primary focus is to gain a better understanding of the customs and lifestyle in the U.S. through interaction with U.S. citizens while sharing my own culture with Americans that I meet through travel and work opportunities.

Participant's Signature \_\_\_\_\_ Date: \_\_\_\_\_

## **ACKNOWLEDGEMENT OF PROGRAM RULES, TERMS AND CONDITIONS**

### **GENERAL CONDITIONS**

- 1) CHI's USA Work & Travel offers either a Self-Placed option in which the participants find their own job or a Job Assisted option in which CHI assists with the selection of job placement. For both options, the job offer must be vetted and approved by CHI. Participant requires CHI approval before beginning primary or secondary employment.
- 2) The participant is required to fulfill his or her intention to participate in the cultural aspects of the Summer Work & Travel Program
- 3) USA Work & Travel participants are required to have a job offer secured prior to arriving in the U.S. The participant and the U.S. employer are required to submit a job offer before the DS-2019 is issued. CHI will only approve placements that meet DoS job vetting guidelines and regulations.
- 4) The participant is solely responsible for following all housing contract guidelines and is financially responsible for any housing and transportation guidance as appropriate. Only in some instances do employers provide housing.
- 5) The participant is required to complete the basic USA Work & Travel application and submit proof of active student enrollment as well as document proof of sufficient funds (minimum of USD\$1,000) in order for the participant to demonstrate ability to supplement and access funds beyond Work & Travel Program employment.
- 6) The Work and Travel program must adhere to the date requirements announced by each country's Embassy and DoS.
- 7) The USA Work & Travel Program participant is responsible for validation of his/her visa after arrival into the U.S. and is required to report to CHI, the sponsor agency within 3 days of arrival to the U.S. Failure to adhere to this policy will result in cancellation of the participant's Work & Travel Program. The participant is required to report all changes in housing within 10 days. The Self-Placed and Partner Assisted participants are required to report to CHI their intend to change their job and provide a new Self-Placed Job Offer for CHI vetting and approval before accepting the job.
- 8) The Work & Travel Program is subject to termination and/or early completion by the sponsor. Reasons for termination and/or early completion include, but are not limited to:
  - violation of DoS and/or sponsor rules as outlined in Work & Travel Student Handbook;
  - criminal activity, violation of State and/or Federal laws;
  - failure to respond to CHI communication request on timely basis;
  - failure to fulfill the requirements of participation in the cultural aspects of Summer Work & Travel Program
- 9) Although federal program regulations state participants cannot be held in a job against their will, CHI's program policy requires participants to communicate directly with both their employer AND CHI to give a one week notice in writing which indicates when they plan to leave their job placement and their reason for leaving. Should the participant "no call/no show" at the work placement, this action will be considered a violation of the program sponsor's (CHI) rules, and may result in a participant's negative program status. Participants must consult with CHI before taking any action to leave their job.

Participant's Signature \_\_\_\_\_ Date: \_\_\_\_\_

## PROHIBITED POSITIONS IN THE USA WORK & TRAVEL PROGRAM

In accordance with U.S. visa regulations, the USA Work & Travel participant is restricted from working in the following positions/fields:

- In positions that could bring notoriety or disrepute to the Exchange Visitor Program;
- In sales positions that require participants to purchase inventory that they must sell in order to support themselves;
- In domestic help positions in private homes (e.g., child care, elder care, gardener, chauffeur);
- As pedicab or rolling chair drivers or operators;
- As operators or drivers of vehicles or vessels for which drivers' licenses are required regardless of whether they carry passengers or not;
- In positions related to clinical care that involves patient contact;
- In any position in the adult entertainment industry (including, but not limited to jobs with escort services, adult book/video stores, and strip clubs);
- In positions requiring work hours that fall predominantly between 10:00 pm and 6:00 am;
- In positions declared hazardous to youth by the Secretary of Labor at Subpart E of 29 CFR part 570;
- In positions that require sustained physical contact with other people and/or adherence to the Centers for Disease Control and Prevention's Universal Blood and Body Fluid Precautions guidelines (e.g. body piercing, tattooing, massage, manicure);
- In positions that are substantially commission-based and do not guarantee that participants will be paid minimum wage in accordance with federal and state standards;
- In positions involved in gaming and gambling that include direct participation in wagering and/or betting;
- In positions in chemical pest control, warehousing, catalogue/online order distribution centers;
- In positions with traveling fairs or itinerant concessionaires;
- In positions for which there is another specific J category (e.g. camp counselor, intern, trainee);
- In positions in the North American Industry Classification System (NAICS) in the following occupational sectors: Agriculture, Forestry, Fishing, Hunting, Mining, Quarrying and Oil and Gas Extraction, Construction and Manufacturing;
- In positions that are not seasonal or temporary;
- In positions that require licensing;
- Program participants are not allowed to work for staffing agencies, nor as independent contractors;
- In positions in isolated or remote locations, excluding National Parks and Summer Camps;
- In positions with Laundry Services;
- In positions with Movers/Moving Services;
- In Janitorial positions as defined in NAICS 561720 - including business offering housekeeping and maid service;

Participant's Signature \_\_\_\_\_ Date: \_\_\_\_\_

## VISA AND INSURANCE

- 1) The entire program fee balance must be paid in full and the job acceptance letter completed BEFORE CHI can issue the DS-2019 form.
- 2) The DS-2019 form is NOT a visa. The participant must take the DS-2019 form and apply for the J-1 visa at the nearest U.S. Consulate in the participant's home country. Without a current J-1 visa stamped in the passport, participation in the program is invalid.
- 3) The J-1 visa allows the participant to enter and legally work in the U.S. for up to 4 months maximum.
- 4) An optional 30-day travel period is available upon successful completion of the program, during which the participant may travel around the 50 states and the District of Columbia.
- 5) Included in the program fee is compulsory comprehensive insurance for the duration of the program as indicated on the DS-2019 form. The U.S. government required that all participants have insurance coverage during the program period. Insurance for the optional 30-day travel period can be purchased for an additional fee through CHI. Participants are fully responsible for arranging insurance to cover any additional times as a tourist.
- 6) The participant agrees to begin work no earlier than the date indicated on his/her DS-2019 form AND agrees to terminate work relations in the U.S. no later than the date indicated on his/her DS-2019 form.
- 7) I hereby apply for insurance under the Global Secutive LLC policy, for the period coinciding with the start and end dates on my DS-2019 form. I understand the terms and conditions of the insurance plan.

Participant's Signature \_\_\_\_\_ Date: \_\_\_\_\_

## **CANCELLATION POLICY**

- 1) Cancellations received between the time of application submission and issuance of the DS-2019 form are subject to a cancellation fee. Cancellations received after issuance of the DS-2019 form are subject to a partial refund of the program fee upon receipt of the unused DS-2019 form. Please refer to the regulations as set forth by your agency in your home country.
- 2) In case of visa denial, the unused DS-2019 form must be returned to CHI with proof of denial, after which partial refund will be issued. Please refer to the regulations as set forth by your agency in your home country.
- 3) The participant is not eligible for a refund once he/she has entered the U.S. This includes: changing of jobs, termination of employment and or/early departure from the U.S. back to the home country.

## **COMMUNICATION DURING THE PROGRAM**

- 1) Failure to notify CHI of any changes in employment or residence may result in putting the participant's program status at risk.
- 2) The participant understands and agrees to maintain a valid e-mail account in the U.S. during the program as a means to communicate with CHI.
- 3) Failure to request CHI authorization before beginning any type of employment may jeopardize the participant's program status.
- 4) In accordance to DoS regulations CHI is required to maintain monthly contact with each USA Work & Travel participant. The participant agrees to respond to any e-mail communication sent from CHI including but not limited to monthly evaluation requests and requests to report fulfillment of the cultural aspects of the USA Work & Travel program. Failure to respond to CHI communication may jeopardize the participant's program status.

## **LIABILITY RELEASE STATEMENT**

In consideration of being accepted by CHI's USA Work & Travel Program, I hereby release, forever discharge and agree to hold harmless, Cultural Homestay International, its overseas Partner organizations and/or principals thereof from any and all liability claims or demands for personal injury, sickness or death, as well as property damage and expenses of any nature whatsoever which may be incurred by the undersigned that may occur while participating in the USA Work & Travel program. I understand that by signing this Release, I fully and completely waive and relinquish all claims I may have against Cultural Homestay International, its employees and its overseas Partner organizations thereof, and release them from any liability they may otherwise have toward me, whether known to me or not. I authorize all medical providers to release my personal medical information in the event of an accident medical treatment or hospitalization, to CHI as my visa sponsor. I authorize CHI to use my photograph in its promotional materials for the USA Work and Travel program.

Participant's Signature \_\_\_\_\_ Date: \_\_\_\_\_

## **ARBITRATION CLAUSE**

In the event of any dispute between the parties concerning the performance, enforcement or interpretation of this Agreement, such dispute shall be determined by binding arbitration before the American Arbitration Association or Judicial Arbitration and Mediation Services in San Rafael, Marin County, California, USA, upon the petition of either party. The decision of the arbitrator shall be final and binding and may be enforced in any court of competent jurisdiction on the petition of either party. The undersigned agrees that Marin County, California, USA is a fair and reasonable venue for resolution of any such dispute and it submits to jurisdiction of the Courts of the State of California because, among other reasons, this Agreement was negotiated in large part in California, and CHI is domiciled in Marin County, California.

## **ACKNOWLEDGEMENT OF PROGRAM RULES, TERMS AND CONDITIONS**

I have read the rules, conditions and eligibility requirements of CHI's USA Work & Travel program and the Participant Handbook and agree to abide by them. I agree to comply with my U.S. employer's rules and policies, including, but not limited to policies, such as personal grooming and drug testing. I understand that all employment arrangements made by me, with the help of CHI, prior to my arrival, are subject to change or cancellation. In the event of relocation, I understand that wage, position type and location may be different and that participation in the program requires my flexibility in evaluating the work opportunities offered by CHI. I understand that work hours may vary depending on weather conditions affecting the level of business/occupancy of the host employer. I agree to report to my pre-assigned job and fulfill my work duties as agreed on the Job Offer and/or on to additional agreements I also understand that CHI will follow U.S. Department of State guidelines provided to Sponsors when determining a program termination, or reporting out-of-status participants to the Federal Government. By participating in CHI's USA Work & Travel, my actions are governed by U.S. national and local laws. If I am involved in any legal consequence, I am responsible for any necessary legal action as well as any and all expenses incurred. I will not engage in payment to U.S. host employers, staffing agencies or any third party to provide or facilitate a Job Offer, and I will not submit an invalid/fraudulent job offer with my application. I further declare that all application information submitted is true. I understand that any false declaration on my part or submission of inaccurate documents may result in forfeiture of my place on this program with no entitlement to any refund.

Participant's Signature \_\_\_\_\_ Date: \_\_\_\_\_