



## 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:** Boudin Bakery  
**Type of Business:** Bakery/Cafe/Ice Cream  
**Job location:** 2890 TAYLOR ST  
**Location type:** Metropolitan area  
**City:** SAN FRANCISCO  
**State:** CA  
**Zip:** 94133  
**Website:** www.boudinbakery.com

#### Why choose us?

Boudin Bakery is a famous restaurant/store located in the heart of Fisherman's Wharf! It is a fun, fast-paced environment. They enjoy hiring Work & Travel students and have had students return from summer to summer! During the season they have various cultural activities in the workplace like employee potluck, celebrating birthdays, participating on J-Day in August, plus more!

#### Cultural exchange activities

You will be near the famous San Francisco Wharf area, Pier 39 and the Embarcadero. There is no shortage of fun things to do! San Francisco is a very culture rich city, providing interaction and exchange with people from all over the world. Besides the numerous museums, famous landmarks, there are wonderful neighborhoods to explore, shopping and outdoor activities as well.

#### Position

**Job title:** 5/30 Orientation - Cashier, Busser, Kitchen, Dishwasher - Chowder Hut  
**Job prerequisites:** Adv. English. Must be 21 years or older. Must complete online application within 2 weeks of being placed in your position. Your CHI Program Coordinator will give you more details after being hired. You must also apply for your SS card BEFORE attending your Orientation.  
**Job description:** Cashier: operate cash registers, handle American currency, wait on customers; stocking, cleaning, etc. Busser: Assist servers with all food service, clear dirty tables & re-set, help clean restaurant each night. Dishwasher: clean, wash, & stock restaurant supplies, maintain clean work area. Wash pots & pans by hand in hot water, use dishwashing machine for glasses, dishes, & cutlery. Must be able to work in fast paced environment, follow directions & read safety manual. Additional tasks or duties as requested will include sorting garbage products into proper containers, removing trash, etc. Must like working with the public. You will be cross trained on all positions as needed, as well as Cocktail Server. Must be 21 yrs old.

You may be assigned to any of the following locations: Boudin Fisherman's Wharf, Chowder Hut or Boudin at Pier 39. You also may be moved to another location. You may be handling pork products. Must be quick on your feet. This is very physical, hard work so you must be able to lift heavy items, bend, stoop, reach items on high shelves and be able to stand for 8 hours. Must have great customer service and language skills. Must be flexible - shifts may vary including mornings, afternoons & evenings. You may be walking in the city late at night. \*\* Housing is very difficult to secure in San Fran. Do not delay and arrange your housing early! \*\*

**English level required:** Advanced  
**Hourly wage (before taxes):** 14.00  
**Wage comments:**  
**Position ID:** 5891



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### Position Information

Tips: no

Bonus: No

Bonus comments:

Estimated hours per day: 6-8

Number of days per week: 4-5

Overtime: No

Overtime details:

Earliest start date: 5/30/2018

Latest start date: 5/30/2018

Earliest end date: 9/5/2018

Latest end date: 9/30/2018

Is the employer willing to hire couples? No

Is the employer willing to hire group of friends? Yes

Meals? Yes

Meals details: 50% off meals while working a shift

Is a drug test required? No

Drug test comments:

Is employer interview required? No

Employer interview details:

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: Yes, but a 2nd job must not interview with your schedule at Boudin Bakery. You must inform CHI & Boudin BEFORE you accept a 2nd job and start working.

When will work begin? Within a few days - must apply for ss card BEFORE attending orientation

Arrival Instructions: You must validate immediately & apply for ss card BEFORE attending orientation. You also must bring your application receipt with you to orientation. Come to orientation in proper uniform including shoes. Please bring your documents with you (passport, DS 2019, visa, Job Offer, etc). It is best to arrive on Saturday or Sunday and validate same day in the database. CHI will work with you upon arrival, but once you validate our goal is to complete all steps needed so you can go to Social Security on Tuesday to apply for your card. Your CHI Program Coordinator will work with you through this process.

Is training required? Yes

Conditions of training: Training will be provided.

Is there possibility to change positions? No

Uniform required? Yes

Does employer provide uniform? Yes

Cost of uniform: 0



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### Job Description

**Is uniform refundable?** No

**Uniform provided details:** Employer provides the shirt and apron.

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

**If so, details for clothing:** Must bring loose-fitting khaki pants that cover the ankle; no embellishment (no cargo pants) and black slip-resistant close-toed shoes like tennis shoes (no Vans, Toms, Keds, or Converse).

**Grooming:** Hair must be pulled back at all times and clean. No visible tattoos. Ear piercing only & no more than two piercings per ear. Good hygiene must be maintained, including daily showering, use of deodorant and laundered uniforms.

**Important points of job:** This is a fast paced work environment. Be prepared to assist with any duties asked of you by management.

**Additional position information:**



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### Job Description

#### Housing Information

**Housing name:** Hotel North Beach

**Housing address:** 935 KEARNY ST

**City:** San Francisco

**Phone:** (415) 986-9911

**Fax:**

**Contact:** Front Desk Assistant

**Email:** hnb@hotelnorthbeach.com

**Website:** www.hotelnorthbeach.com

**Housing assisted by:** Must Arrange Own

**Is student required to sign a separate housing contract?** Yes

**If so, contract details:** Hotel North Beach will go over any specifics with the student directly.

**Type of housing:** Motel

**Number of people to a room:** 1-4

**Bedrooms:** 1

**Bath:** shared

**Cost Type:** Week

**Cost Amount:** \$400.00

**Cost Details:** Each additional person is \$10 per week

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

**Is housing deposit required?** No

**Deposit amount:** 196

**Housing deposit due date:**

**Instructions for deposit payment:** Please call or e-mail Nanette Mickel at groupsales@sfnhostels.com or 1-415-771-7277 30 days prior to arrival to make your reservation. Please state that you are working at Ghirardelli Chocolate and you are a CHI student. Your deposit is due 30 days prior to your arrival. Please discuss the best method of payment with Nanette.

**Is housing deposit refundable?** No

**Conditions for deposit refund:** Room left clean and no damage.

**Utilities included:** Yes

**If so, utilities details:** Electricity, garbage, water

**Utilities estimated cost per month:**

**Is the housing mandatory?** No

**Can students find alternative housing during their stay?** Yes

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

**Transportation details:** You can walk, ride a bike or take public transportation to work.

**Additional housing features:**

**Comments:** CHI has additional housing leads for you that will be supplied by your CHI Program Coordinator. Do not delay in securing your housing in SF as it is expensive and not easy to find affordable housing. Most students secure their housing months in advance of their arrival.



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### Job Description

#### Location Area Information

**Location type:** Metropolitan area

**Location of work site best described as:** Busy tourist restaurant located in Fisherman's Wharf area.

**Location details:** San Francisco has been a well-known tourist destination for decades. The city is abundant with restaurants, tours, museums, shops, and historical attractions. There are an endless array of activities to choose from such as a tour of the legendary penitentiary of Alcatraz, sample Dungeness crab in a local bistro, drive through a gargantuan Redwood tree, or ride the cable cars for a panoramic view of the city. San Francisco can be cool and foggy during the summer. Wear layers. Population: 825,863

**Average daily temperature:** Summer: High 70F (21C); Low 58F (14C)

**Community or regional website:** [www.sanfrancisco.travel](http://www.sanfrancisco.travel)

**Nearest cities:** NA

**Distance to nearest cities:** NA

**What to wear:** Summer: Layered clothing and a jacket for mornings and evenings.

**Available public transportation:** BART, bus, trolley

**Public transportation access:** Throughout the city

#### 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



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#### Suggested Travel Information

- Nearest international airport:** SFO - San Francisco International Airport
- Nearest airport:** SFO - San Francisco International Airport
- Transportation from airport to employer and / or housing:** Taxi, Uber, BART, train or shuttle
- Nearest bus station (to the airport):** BART
- Bus information (web site):** bart.org
- Nearest train information (to the airport):** BART
- Train information (web site):** bart.org
- If participant arrives after hours suggested, overnight accomodation:** Local hostel or motel
- Cost per night:** Range \$75 to \$250
- Transportation to overnight accomodation:** Taxi, Uber, BART, train or shuttle
- Transportations cost:** Varies
- Travel Instructions:** Please try to arrive in SF on Saturday or Sunday and validate online the same day. Important to do this so you can go to SSA on Tuesday and attend orientation on Wednesday with your receipt showing you applied for your ss card. You can take a taxi or Uber to your housing that you arranged for yourself. Please contact your CHI Program Coordinator letting her know you arrived safely in San Francisco.

#### 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:** You will get paid bi-weekly.
- Where is the closest Social Security office?** San Francisco, CA
- How far is the Social Security office from the work place?** 2 miles (3.2K)
- Specific instructions:** Please validate in the database upon arrival in America. Our goal is to get all steps completed internally so you can go to SSA on Tuesday and then attend Orientation on Wednesday with your receipt showing you applied for your card. Social Security Office located at: 560 Kearny St., San Francisco, CA 94108; Phone: 1-800-772-1213; Hours: Mon & Tue 9am - 4pm, Wed 9am - 12pm, Thu & Fri 9am - 4pm, except Federal holidays.



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 Mary Wolfe. I am the Regional Manager for the Western Region 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,

*Mary Wolfe*

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**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.**

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### 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.
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## 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.

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## Student and Exchange Visitor Information System | WWW.SEVIS.ORG

To access [www.sevis.org](http://www.sevis.org), you need your family name as it appears on your DS-2019 form and your 11 digit DS number, starting with letter N

- You must log into [www.sevis.org](http://www.sevis.org) to enter your flight information, as soon as you book your ticket.
- You are required to access [www.sevis.org](http://www.sevis.org) within three days of arrival into the United States.
- You are required to access [www.sevis.org](http://www.sevis.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.

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## 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.

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## 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.)
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## 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
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## 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.

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## 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.

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## 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.

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## 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.
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## **HOUSING TIPS, INFORMATION, AND OPTIONS IN SAN FRANCISCO**

### **Overview:**

We are excited to welcome you to San Francisco! Because San Francisco (SF) is notoriously difficult to find housing, we recommend you start searching for housing now. With persistence and hard work, you can find housing, so give yourself time!

SF is expensive, so please keep that in mind when searching for housing.

### **General Tips**

- Housing in San Francisco is expensive! Be prepared when you search for housing. It is typical to have apartments cost around \$1300/month PER PERSON. Sometimes it's even as high as \$2500-\$3000/month if not more. **While we do not expect you to pay this much, please keep this in mind when searching.** If you want to find something cheaper, I recommend searching for housing almost every day.
- To reduce costs, try to find roommates or stay long-term in a hostel or hotel. **Hostels and hotels will probably be your cheapest option: you can sometimes find hotels/hostels cost around \$1200/per month/per room with four people, but make sure to ask for monthly rates before booking.** Hotels may require you book at a weekly rate, before you can get the monthly rate (you will have to ask for a monthly rate once you arrive in SF).
- **Be sure to direct all your questions about the hotel/hostel/apartment directly to management or potential roommates.** They will give you more information and especially when dealing with potential roommates, it's important to try and find a good fit. Again, because SF is so expensive (we are one of the most expensive cities in the world), it's so important to ask questions - be proactive with your search and don't hesitate to follow up if you do not get a response!

### **Helpful Phrases and Words to Know:**

Lease – This is the agreement between you and the landlord or property management. It is a contract that lays out responsibilities between you and the landlord. Leases usually require proof of income, a copy of your J-1 visa, and sometimes other documents.

Extended Stay – When inquiring with hotels, make sure to ask for an extended stay. This implies a longer than normal stay.

Sublet – When you rent from someone who is still on a lease, but will not live there temporarily. Sublets are typically short-term rentals. You would sometimes go through an individual rather than a landlord or property management – if so, make sure to get a written agreement from them regarding your contract.

Cosign – If your income does not meet the basic levels, you may need someone to cosign on the lease. This means someone else, like a parent or family member, would need to provide their proof of income so you can rent the apartment.

Prorated – Monthly rents can be prorated – in other words, if you do not stay the full month, you do not need to pay the full month's rent. Check to see if you can extend or shorten your stay and get prorated rates.

Refundable – in reference to deposits, this means that the money is given back to you at the end of your stay. Some deposits are only partially refundable, meaning part of it is taken out to pay for cleaning.

### **Housing Policies to Know:**

Rent is usually due on the 1<sup>st</sup> of the month.

Deposits are typical before move-in when renting an apartment – when you move out, you will receive it back, though some places take a portion for cleaning. Make sure to clarify that the deposit is fully or mostly refundable.

There will be hotels and hostels that offer extended stays. However, sometimes you will have to start off with a weekly rate than monthly.

Documents needed for extended stay or apartment include: copy of J-1 visa, proof of income – either bank statement or paycheck stub. Some other documents may be required. Check with your hotel or apartment for more details.

Most people renting will conduct a Skype call with you if you are from out of town. If you get a response to an online listing and want to see the place, request a Skype call.

Call and email multiple times! If you want to find housing, you have to be persistent. Keep calling. Google is very handy to find other hotels!

### **General Neighborhoods:**

<http://www.streetadvisor.com/search/neighborhoods-in-san-francisco-san-francisco-county-calif>

[ornia](#) - website that gives you an overview of neighborhoods and accessibility. If you are concerned about what area you'll be living in, check out reviews and information here.

You can also look on the Airbnb neighborhood site:

<https://www.airbnb.com/locations/san-francisco/>

### **Transportation:**

\*Important: Please make sure you know how long it takes to get to work from your place of residence. It is important that you are at work on time!

To search for public transportation options between your potential housing and your work location, you can search through the San Francisco MTA page

<https://www.sfmta.com/getting-around/transit/schedules-trip-planners>

- Click on 511 Transit Trip Planner for a door-to-door time estimate. Here you will see what buses or trains you may have to take from your location.

### **Scams and How to Avoid**

When searching online, especially through Craigslist, there can be people trying to scam you. Please be cautious when looking at postings.

Red Flags (aka indications of potential scams)

- If you get a response from someone on Craigslist who wants to email you outside of Craigslist, this is not the best sign. Insist that you continue to talk through the Craigslist email system as they track phrases that indicate potential scams.
- Anyone who does not live there and cannot show you the apartment (ie. They live in a different state but are renting out the place) is most likely a scammer
- Always ask for photos. If they cannot provide photos or the photos appear like stock photography, do not move forward.
- Make sure to talk on the phone or online with your potential roommates before moving forward. If they do not make time to talk to you, do not move forward.

Feel free to reach out if you have any questions if you suspect a scam.

## **HOUSING OPTIONS AND LEADS**

### **HOTELS, HOSTELS, STUDENT HOUSING**

**Hotel North Beach:** (415) 986-9911

935 Kearney Street, San Francisco, CA 94133

email: [hnb@hotelnorthbeach.com](mailto:hnb@hotelnorthbeach.com)

Manager: M-F 10-4 Janice

www.hotelnorthbeach.com

Commute: approx. 1.5 miles from employer

150 hotel renovated guest rooms. All our rooms are Shared Bath guestrooms. This means a sink in each room; restrooms & showers are down the hall.

Rates\*: Start at \$400/week (including taxes), each additional person is \$10 per week for 2 queen bed room. Up to 4 students in this type of room.

Includes: 24 Hour concierge service, cable TV, complimentary Wi-Fi, direct dial telephone, voicemail, complimentary incoming calls, business services available (fax, copies, etc.), refrigerator/microwave (in most of the rooms) – make sure you ask for these!, iron and board; rollaway bed - upon request, maid service and laundry room on site

\*Rates subject to change. Please check with hotel for updated information. Month-to-month rates available after weekly stays and documentation provided.

**The Amsterdam Hostel** – (415) 673-3277

749 Taylor Street, San Francisco, CA 94108

email: amsterdamsf@gmail.com

website: <http://hostelsf.com>

Commute: approx. 1.7 miles from employer

Rates start at \$30 (including taxes) per night per person.

Includes: Wi-Fi internet access, linens & towels, daily housekeeping, cable TV, en suite bathrooms

\*Long-term options by approval of the manager, depending on availability. Email as soon as possible to find housing!

### **Europa Hotel**

Many students have stayed here in the past!

### **California Hotel**

Many students have stayed here in the past!

**Trinity Management** – (415) 433-3333

Email: [aptinfo@trinitymanagement.com](mailto:aptinfo@trinitymanagement.com)

Website: [www.trinitymanagement.com](http://www.trinitymanagement.com).

Furnished apartments located at 1188 Mission St Building, 415-864-3333

Short-term leases with furnished apartments. Proof of income required. Call for more information. Note: 3-11 month leases require extra \$200/month embedded into monthly rate

Studios (up to 2) - \$2899/month and 1 Bedroom Apartments (up to 3) - \$3699/month

**San Francisco Student Housing – (415) 653-6070**

875 Post Street

San Francisco, 94109

Email: [info@sfstudenthousing.org](mailto:info@sfstudenthousing.org)

Website: <https://sanfranciscostudenthousing.com/>

Commute: Less than 2 miles from employer

Rates range from \$675-795/month, per person. Rooms range from 2, 3, 4-person dorms, and cottages.

**AMENITIES:**

Free High Speed WiFi

Free Housekeeping and Bedding Service, Kitchens

Showers and Baths Cleaned Daily

Community kitchen

Kitchenettes on every floor

Mini Refrigerator in Every Room

Free Utilities

Garden Patio

Private Gated Entry

Laundromat Two Doors Away

Bike Rack

Common Area Lounge

Free Coffee and Hot Chocolate

Requires: school documents, ie acceptance letter, application form. See website for more details

**Orange Village Union Square Hostel – (415) 409-4000**

411 O'Farrell Street. San Francisco CA 94102

Email: [info@orangevillagehostel.com](mailto:info@orangevillagehostel.com) (send applications here!)

Website: <http://orangevillagehostel.com/long-term/>

Commute: Less than 2 miles from employer



Rates range from \$880-\$950/month, per person. Maximum 2 person per room.

**AMENITIES:**

Complimentary Wi-Fi in rooms and public area & Free Internet Kiosk in the Lobby  
Blanket, Bed Linens & Hand Towel provided  
Activities & Events run by staff  
Free Pizza nights!  
Club Night with free entry!  
Complimentary Breakfast: 7am -10am (cereal, waffles, oatmeal, orange juice, milk , coffee, fresh fruit and yogurt, etc.)  
Guest Kitchen & Dining Room  
Community Lounge (Cable TV, DVD Player)  
Coin Operated Washer & Dryer and complimentary detergent  
Print Service at front desk  
Dormitory Lockers (small personal locks required for usage)  
Iron/Ironing Board  
Free Hair Dryer Rental  
Tour Info  
Airport Shuttle bus  
Elevator On Site  
Monthly Cleaning Service for long-term stays

Requires: application, security deposit, proof of income, one-time cleaning fee. See website for more details.

**San Francisco Housing Services, Latitude 38 Group – 415-850-9258**

Locations vary

Email: [sfhousingservices@L38group.com](mailto:sfhousingservices@L38group.com)

Website: <http://www.sfhousingservices.com/home>

Rates for 2-person room: \$850-\$875/month, per person; 3-person room: \$750/month, per person.

Amenities vary by location, but all locations are fully-furnished and include free utilities and wifi, and low security deposit.

Requires: Application (<http://www.sfhousingservices.com/reservations>)

**HELPFUL WEBSITES TO FIND APARTMENTS:**

**Facebook Group: Bay Area Rooms and Apartments**

<https://www.facebook.com/groups/390478684333910/>

Usually list craigslist or unlisted postings - many locals use this site to find housing. You can also find sublets (temporary rentals). Many people also look out for scams and scams are deleted very quickly.

**Airbnb – Sublets Site** (change dates for updated availability)

Search for sublets aka temporary housing via Airbnb: <https://goo.gl/5ofjwZ>

Can also search Airbnb in general

**Sublets.com** [https://www.sublet.com/city\\_rentals/sanfrancisco\\_rentals.asp](https://www.sublet.com/city_rentals/sanfrancisco_rentals.asp)

Disclaimer: I have not used this site. Please look at reviews and communicate to potential renters before booking.

**At all locations, rates are subject to change and availability is on a first come, first serve basis, so please book your reservations in advance.**

**\*Please note CHI is not recommending any businesses and can't be responsible for any choices done by the students.**

**This document is for reference only.**