



CULTURAL HOMESTAY INTERNATIONAL

CHI BRINGS PEOPLE TOGETHER SINCE 1980!

JOB DESCRIPTION

USA WORK & TRAVEL PROGRAM



Employer Information

Employer name: Denali Visions 3000
Type of business: Restaurant
Job location: Denali 49th State Brewing Company
City: Healy
State: AK
Zip: 99743
Website: www.denaliparksalmonbake.com

Why choose us?

We are an independently owned local business right outside Denali National Park that focuses on ensuring our employees have a great Alaskan experience. Denali Visions 3000 encompasses four restaurants a hotel. Our employees have a great opportunity to get a second job if desired, participate in local activities hosted by our neighboring tour companies at a discounted rate and meet new friends from around the world. In Denali Visions 3000 restaurants we emphasis on its high quality menu items, a large selection of spirits & craft beers, nightly entertainment and outstanding customer service.

Cultural exchange activities

Our HR team will hosts trips to Fairbanks, movie night, craft night, guided hikes into the park, and employee BBQ's & softball. The Denali Park Salmon Bake hosts a J1 dance party every Wednesday night. The neighboring tour companies offer discounted tours & expeditions to all local employees. Some tours are rafting trips down the Nenana River, atv rides, flight seeing tours of Denali, husky homestead dog sled demonstrations and tour etc.

Position

Job title: 49th State Brewing Co.- Dishwasher & Front House Utility, Early May

Job description and required skills: Your primary role is dishwasher; however, based on your performance you will be able to work as a Front of House Utility (busser/food runner/expo) for 1-2 shifts a week which will give you an opportunity to earn tips. Duties include but are not limited to; washing pots & pans by hand in very hot water & use the dishwasher for glasses, dishes & cutlery and then stack clean items in appropriate area. The kitchen needs to be sanitary, tidy & clean at all times. Responsible for removing trash, cleaning grease traps, & mopping the kitchen area. Your hands will be exposed to sanitizer. Very hard physical work; must be able to lift 50lbs/23kg.

English level required: intermediate

Hourly wage (before taxes): 11.00/9.75

Position ID: 33817



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Position Information

Tips:	No dish/yes Utility
Bonus:	no
Estimated hours per day:	6-8 (32hrs/wk)
Number of days per week:	5
Possibility of students getting more than estimated hours:	slight
If so, is overtime paid at the rate of 1.5 hourly, after 40 hours of work per week?	yes
Earliest start date:	05/01/2017
Latest start date:	05/07/2017
Earliest end date:	09/01/2017
Latest end date:	09/07/2017
Is the employer willing to hire couples?	no
Is the employer willing to hire group of friends?	yes
Are meals included?	no
Meals details (discount, cost, # of meals):	Employee Meal Plan available at a subsidized price
Is a drug test required?	no
Is Skype interview required?	no
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 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:	If they perform well in their first job we will offer a 2nd job to them.
How soon after arrival will participants begin working?	Within a day or two of arrival.
Specific instructions for arrival to employer:	Please see Welcome Letter.
Conditions of training:	Training will be provided.
Is there possibility to change positions?	no
Are students required to wear a uniform?	yes
Does employer provide uniform?	yes
Cost of uniform:	\$20
Is uniform refundable?	yes



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Do students need to purchase specific clothes or footwear?

yes

If so, details for clothing:

You must bring non-slip, close toe & heel shoes, chef pants or black slacks. 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 clothes.

Additional information:

We are looking for hard working, detail oriented, fast-paced, quick learning, fun-loving individuals who want to spend their summer in Denali, Alaska. This establishment is a non-smoking business. Only non-smokers, please. Must have previous work experience. You also must be willing to do additional tasks as assigned by your managers. Employer guarantees a minimum of 32 hours a week.

Housing Information

Housing name:

Denali Park Salmon Bake

Housing address:

238.5 George Parks Hwy

City:

Denali, AK 99755

907-277-7727

Fax:

Contact:

Leanne Davis

Email:

hr@dv3corp.com

Website:

www.denaliparksalmonbake.com

Housing assisted by:

Employer

Is student required to sign a separate housing contract?

yes

Type of housing:

Dormitory

Number of people to a room:

2

Bedrooms:

2

Bath:

1

Estimated cost of housing per week:

\$84 a week

Is housing cost deducted from paycheck?

yes

Is housing deposit required?

yes

Deposit amount:

\$200

Housing deposit due date:

Arrival

Instructions for deposit payment:

Upon arrival as a check or money order. Employer is willing to deduct from first paycheck for students.

Is housing deposit refundable?

yes

Conditions for deposit refund:

Must leave the room in the manner they received it. Room Inspection required.

Utilities included:

yes



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If so, utilities details:	Electricity, Water, Garbage, Wifi, Transportation to and from work, simple continental breakfast, use of a rec room.
Utilities estimated cost per month:	0
Is the housing mandatory?	yes
Can students find alternative housing during their stay?	no
Method of transportation from housing to work site:	Employer provides
Transportation details:	Shuttle service provided.
Additional housing features:	Employees live in dormitory style housing with access to hot showers, bathrooms, internet, rec room, transportation to work and continental breakfast included. Basic accommodations in atco style housing. Bathhouse is in adjacent building. Not attached to rooms.
Location of work site best described as:	National Park
Location details:	<p>Denali National Park and Preserve surrounds Mt. McKinley (the largest mountain in North America) with over 5 million acres of wilderness. The Park is a natural home for dozens of wildlife species including Dall Sheep, Grizzly Bear, Black Bear, Wolf, Fox, Beaver, Moose, and Caribou.</p> <p>The Park is located 120 miles south of Fairbanks and 240 miles north of Anchorage on the George Parks Highway. There are very few towns or facilities between these two major cities, and therefore, the Park area is somewhat isolated.</p> <p>Lodges, restaurants, gift shops, gas stations, convenience stores, and various other visitor-related services can be found spread out within a few miles of the Park entrance road. But with 5,000 visitors and 1,000 employees in the Park area each day.</p> <p>Local activities include hiking and camping in and around the Park, wildlife viewing, flight-seeing, jet boating, fishing, golfing, photography, river rafting, and the Park Service shuttle bus tours.</p>
Average daily temperature:	Summer: High 72F (22C); Low 45F (7C)
Community or regional website:	Do a Google search - tons of websites
Nearest cities:	Fairbanks
Distance to nearest cities:	121 miles (195K) / population: 32,312
What to wear:	Summer: Light and warm clothing, shorts, t-shirts, jacket
Available public transportation:	---
Public transportation access:	Tour buses
Accessible amenities (by walking or public transportation):	
Food market:	yes
Shopping mall:	no
Post office:	yes
Bank:	yes
Movie theater:	no
Restaurants:	yes
Fitness center:	no
Laundry:	yes
Internet café:	no
Public library:	no
Comments:	



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From airport take train or shuttle to Denali Park & a local shuttle will get you to housing.



Suggested Travel Information

Nearest international airport:	Anchorage International Airport (ANC) or Fairbanks International Airport (FAI)
Transportation from airport to employer and / or housing:	Third party shuttle or train
Bus information (web site):	alaskashuttle.com
Train information (web site):	alaskarailroad.com
If participant arrives after hours suggested, overnight accomodation:	Bent Prop Hostel
Cost per night:	\$30 (estimated)
Specific instructions:	Please see the Arrival Instructions Letter.

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:	We issue paychecks bi-weekly. (NO Direct Deposit)
Where is the closest Social Security office?	Anchorage or Fairbanks
Specific instructions:	Employer requires you to apply for your Social Security card in Anchorage or Fairbanks when you land. Anchorage Social Security Office: ROOM A11, 222 W 8TH AVE, ANCHORAGE, AK 99513 - 5.5 miles (8.9K) from Anchorage International Airport). Fairbanks Social Security Office: RM 138, 101 12TH AVENUE, FAIRBANKS, AK 99701 - 5.8 miles (9.3K) from Fairbanks International Airport. Both Social Security Offices Hours: Mon-Tues 9am-3pm; Wed 9am-12pm; Thurs-Fri 9am-3pm. Do not travel to your employer without your Social Security receipt that you applied. You must validate yourself in SEVIS immediately upon arrival in the USA. Please see the Arrival Instructions Letter for more information.



WELCOME LETTER
Cultural Homestay International

Denali Park Salmon Bake
238.5 George Parks Hwy
Denali, Alaska 99755
www.denaliparksalmonbake.com

Employer Contact Information:
David McCarthy & Kina Perez
Email: hr@dv3corp.com; mccarthy@dv3corp.com
Phone: 907-947-7390

Hello Participants,

I will be your Program Coordinator during your Work & Travel program. My name is **Kathy Mears**. We are here to help you prepare for your exciting in **Denali, Alaska** working for **Denali Park Salmon Bake!** This packet contains very important information regarding your travels, so please be sure to READ IT IN FULL, and print a copy to bring with you to the United States.

* If you have not yet purchased a plane ticket, you should do so as soon as possible. **Log into www.Sevis.Org and enter your Flight information as soon as you purchase your ticket.**

***IF YOU WERE DENIED YOUR VISA AND ARE RECEIVING THIS EMAIL RESPOND TO THE SENDER AND LET THEM KNOW YOU ARE NOT COMING!**

If you have any question, please don't hesitate to me, or my Employment Services Manager; **MARY WOLFE (chimaryw@chinet.org)** or our Administrative Assistant **LINDSEY BUCKLE (chilindsey@chinet.org)** .

For general questions and emergencies, you may always contact CHI's Main Office at 1(800) 432-4643.

Have a safe trip!

Sincerely,

Kathy Mears
Program Coordinator
Work & Travel Department
CHI Cultural Homestay International
[Facebook](#)

1. BEFORE DEPARTURE

Read your CHI Student Handbook. You should have received this from your agency.

Bring:

- Documents: Passport, J- 1 Visa, DS 2019, sponsorship letter, job offer
- \$1000 US available (transportation from airport, housing deposits, food, etc.)
- Carry On (a change of clothes, medicines, copy of this letter) Always keep your important paperwork with you while traveling. Do NOT pack it!
- Contact your employer by email to notify him/her of your specific arrival time.
- 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 hostel to stay overnight.
- **Log into www.sevis.org as soon as you know your flights so you can enter your flight information!**

2. CONTACT YOUR EMPLOYER

The contact person at **Denali**; you must contact **Kina Perez** and **CHI** and let us know your flight information and when EXACTLY you will be arriving!

Please email **Kina** immediately at hr@dv3corp.com. **Please also email your Program Coordinator, Kathy at chikathleen@chinet.org with your exact arrival information and to confirm receipt of this letter!**

3. HOUSING:

Rent is estimated to be \$150.00 per month. Shared kitchen, living space and baths. Dorm style in The Cowboy Bunkhouse. Included are Electricity, Water, Garbage, Internet, TV. We are excited to show our area to all students. They have the opportunity for additional hours at our restaurant.

4. DIRECTIONS FROM THE AIRPORT TO YOUR HOUSING

YOU MUST CONTACT YOUR EMPLOYER AT LEAST 2 WEEKS PRIOR TO ARRIVAL WITH ALL YOUR TRAVEL ARRANGEMENTS! The train offers up to a 50 percent discount to Denali Park employees and the shuttle bus also offers a discount but you must contact your employer first to get the discount.

Arrival at Anchorage International Airport (ANC) or Fairbanks International Airport (FAI). You will need to stay in Anchorage or Fairbanks for a few days while applying for your social security card.

YOU MUST APPLY FOR YOUR SOCIAL SECURITY CARD IN ANCHORAGE OR FAIRBANKS BEFORE HEADING TO YOUR EMPLOYER! (see info below under SOCIAL SECURITY INFO)

Hotels in Anchorage:

Bent Prop Inn (907) 276-3635 or email: downtown@bentpropinn.com

This is a popular option in downtown where you can walk around easily. Their beds are \$30 a night. People Mover bus #7, takes you from the airport to the downtown transit center, which is across the street from the hostel. A taxi is probably between \$15-\$20.

Ramada Anchorage (907)-272-7561 or www.ramada.com/anchorage 115 East 3rd Ave, Anchorage, AK 99501 US This motel is right in downtown Anchorage, close to the train and they offer a free airport shuttle. Call for current pricing. \$60-\$80 a night in the early season.

Anchorage Hostels:

Anchorage International Hostel is located downtown at the corner of 7th and H Streets, one block from the city bus station and six blocks from the train station. Telephone: 907-276-3635. Cab fare from the airport is around \$25. Dormitory beds are \$25 per night. The latest check in time is 11pm. You should make reservations at: www.anchoragehostel.org.

Other options: Arctic Adventure Hostel, located at 337 W. 33rd Avenue, telephone: 907-317-2415 (www.arcticadventurehostel.com). Dormitory rooms are \$25 a night.

- Spenard Hostel International 907-562-0263. Located at: 2845 West 42nd Pl.

- Jason's International Hostel- 907-562-0263. Located at: 3324 EIDE Street. Email jasonsih@aol.com.

- Anchorage Guesthouse – 907-274-0408. Located at: 2001 Hillcrest Drive.

- Common Ground Guest House- 907-562-5682. Located at: 3801 Spenard Road.

- International Backpackers Inn- 907-274-3870. Located at: 3601 Peterkin Avenue.

Fairbanks Hostels:

- Fairbanks International Hostel, telephone: 907-479-7300; located at: 4316 Birch Lane, Fairbanks, AK 99709. \$25.00 Per Bed. nfo@fairbankshostel.com

- Billie's Backpackers Hostel, telephone: 907-479-2034; located at 2895 Mack Blvd, Fairbanks, AK 99709. \$27.78* / Night *shared dorm room. www.alaskahostel.com

- Glacier House Hostel, telephone: 907-322-4946, located at: 535 Glacier Ave, Fairbanks AK 99701. \$27.00 night. <http://hostelfairbanksalaska.com/index.html>

**Please note any rates are subject to change and that the hostels fill up quickly in summertime. Please contact the establishment to obtain current rates and availability.

AFTER you have applied for your social security card and have your receipt to show your employer, please take a shuttle bus or the train to your employer.

From Anchorage you can take a shuttle bus on Alaska/Yukon Trails (alaskashuttle.com/index.htm). From all Anchorage hostels to The Bakes front door we recommend Alaska/Yukon Trails Shuttle (1-800-770-7275). They pick-up between 6:30am and 7am at both hostels as well as the airport if you arrive early AM. Their cost is \$65, but if you show them a copy of your contract you will pay \$55. Make a reservation and tell them you're a Bake employee. If you don't like hostels they can recommend a hotel where they can pick you up.

You can also take the train (www.alaskarailroad.com). At the beginning of the season the train only runs up to Denali on Saturdays. Please check their website for actual dates and times. It is about a 7 hour leisure trip. If you are interested in this option please email hr@dv3corp.com so we can assist you in getting 50% off your ticket as an employee. For the 50% off, please email directly to me your name, departure date, location, credit card number, billing address & phone number. Denali is 5 hours north of Anchorage and they will drop you off at our front door. Sit on the Driver's window side for best views of Mt. McKinley and the Alaska Range.

From Fairbanks the shuttle bus is about 2 1/2 hours and is approx. \$55.

From Fairbanks the train ride is about 4 hours and cost is approx. \$70

SEVIS

Before you arrive in USA- Log in to www.sevis.org and enter your flight information as soon as you purchase your flight ticket.

After you arrive in USA - Log into the SEVIS system within THREE days of your arrival to the United States!

Any delay can affect your Social Security Card application, which then affects WHEN YOU CAN START WORKING! VALIDATE YOUR SEVIS STATUS IMMEDIATELY!

- a. Log in to www.sevis.org upon arrival in the USA. If you can't log in then you need to call us.
- b. Call CHI at 1(800) 432-4643 if you can't log on to complete the SEVIS validation process.
- c. Refer to your Student Handbook if you need specific instructions about how to log in. (Most public libraries have internet access – speak with library staff about your temporary stay in the US.)
- d. **Log back in after 3 days to make sure your visa status has been validated – this is a requirement BEFORE applying for a social security number!**

5. APPLYING FOR A SOCIAL SECURITY NUMBER

- Validate your Visas in SEVIS.
- YOU MUST REGISTER WITH SEVIS IMMEDIATELY UPON ARRIVAL IN THE USA! THIS MUST BE DONE AT LEAST 3 TO 5 DAYS BEFORE GOING TO THE SOCIAL SECURITY OFFICE TO APPLY FOR YOUR CARD OR YOU WILL BE DENIED!

If you arrive after business hours or on a weekend, log in to SEVIS on your own and validate yourself, then call CHI (1-800-432-4643) on the next business day.

You must wait no less than 3 days before going to the Social Security office, log onto SEVIS and verify your status is "S". If it is anything else, do not go to social security, but call CHI at 1-800-432-4643.

The Anchorage Social Security Administration Office is located at:

Room A11, 222 W 8th Avenue; Anchorage, AK 99513; phone: 1-866-772-3081; hours: Mon & Tue 9am to 3pm, Wed 9am to 12pm, Thu & Fri 9am to 3pm, except Federal holidays.

The Fairbanks Social Security Administration Office is located at: 101 12th Avenue, Fairbanks, AK 99701; telephone: 1-800-478-0391; hours: Mon & Tue 9am to 3pm, Wed 9am to 12pm, Thu & Fri 9am to 3pm, except Federal holidays.

You must have completed an application to obtain a Social Security Number BEFORE you leave Anchorage or Fairbanks. YOU MUST HAVE YOUR RECEIPT TO PRESENT TO YOUR EMPLOYER!

VERY IMPORTANT THINGS TO REMEMBER AT THE SOCIAL SECURITY OFFICE:

- Put your employers mailing address (PO Box 107, Denali, AK 99755) on the application; otherwise your card may not reach you!
- YOU MUST TELL THE SOCIAL SECURITY AGENT THAT YOU ARE WORKING AT A REMOTE ALASKAN LOCATION OR ELSE THEY WILL SAY IT IS TOO EARLY TO APPLY! Be polite, they are making special arrangements for J-1 students working remotely!
- Get a receipt and do not lose it! It is the only proof you have that you have applied.

Address: Room A11, 222 W 8th Avenue; Anchorage, AK 99513

Phone: 1-866-772-3081

Social Security Office Hours: MON: 09:00 AM - 04:00 PM; TUES: 09:00 AM - 04:00 PM; WED: 09:00 AM - 12:00 PM; THUR: 09:00 AM - 04:00 PM; FRI: 09:00 AM - 04:00 PM

SAT & SUN & Federal Holidays: CLOSED

PLEASE REMEMBER TO GET A RECEIPT AT THE SOCIAL SECURITY OFFICE. IT'S YOUR ONLY PROOF THAT YOU APPLIED!

We look forward to meeting you!!

For general questions and emergencies, you may always contact CHI Main Office at 1-800-432-4643



WELCOME LETTER Cultural Homestay International

Denali Park Salmon Bake

238.5 George Parks Hwy Denali, Alaska 99755
www.denaliparksalmonbake.com

Employer contact information

Leanne Davis
Email: hr@dv3corp.com
Phone: 907-277-7727

Hello Participants,

My name is Michelle Riaz, and I am your Program Coordinator from Cultural Homestay International. You can reach me at chimicheller@chinet.org. I will be helping you prepare for your exciting summer in **Denali Park, Alaska** working for the **Denali Park Salmon Bake**. This packet contains very important information regarding your travels, so please be sure to **READ IT IN FULL**, and print a copy to bring with you to the United States.

***IF YOU WERE DENIED YOUR VISA AND ARE RECEIVING THIS EMAIL RESPOND TO THE SENDER AND LET THEM KNOW YOU ARE NOT COMING!**

This letter will describe the following:

1. Things to review before departure
2. How to contact your employer
3. Where you will be living
4. How to get to your housing from the airport
(*will also be emailed to you w/ housing info*)
5. Validating your status in SEVIS
6. Where to apply for a Social Security number

Keep in mind, the I-94 is an electronic document that needs to be printed and taken to social security with you.

For general questions and emergencies, you may always contact CHI's Main Office at 1(800) 432-4643.

Sincerely,

Michelle Riaz

978-504-2016

Cultural Homestay International

Employment Services Manager

New England Region

Friend Me! <https://www.facebook.com/chimicheller>

1. **BEFORE DEPARTURE**

Read your CHI Student Handbook. You should have received this from your agency.

Bring:

- Documents: Passport, J- 1 Visa, DS 2019, sponsorship letter, job offer
- \$1000 US available (transportation from airport, housing deposits, food, etc.)
- Carry On (a change of clothes, medicines, copy of this letter) always have your important paperwork with you while traveling. Do NOT pack it!
- Contact your employer by email to notify him/her of your specific arrival time.
- 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 hostel to stay overnight.
- **Log into www.sevis.org as soon as you know your flights so you can enter your flight information!**

2. **CONTACT YOUR EMPLOYER**

The contact person is **Leanne Davis** you must contact **Leanne** and **CHI** and let us know your flight information and when EXACTLY you will be arriving! Please email **Leanne** immediately at hr@dv3corp.com .

You must first check into your housing. Meet with your housing manager, and bring your luggage to your room. DO NOT ARRIVE AT YOUR JOB WITH YOUR LUGGAGE OR YOU WILL BE SENT TO HOUSING

3. **Housing:**

\$200 Deposit due upon arrival in a check or money order. Employer is willing to take deposit out of your first two paychecks. Rent is deducted bi weekly from paychecks in the amount of \$168.

You will be living in dormitory style (2 per room) housing. It is very simple atco style rooms. Please do not expect the Ritz Carlton- expect suitable accommodations in the interior of Alaska. Heat, electricity, wifi, transportation and a simple continental breakfast is included in your rent. Bathrooms are on premise located in an adjacent building. Remember you are in the interior of Alaska. You are not there for the housing. You are there to work and experience one of the most beautiful places on earth.

Bring shower slippers, towels, a sleeping bag or blanket (not provided). I recommend bringing a flashlight, bugspray, combination lock and warm clothes upon arrival.

4. **DIRECTIONS FROM THE AIRPORT TO YOUR HOUSING**

Arrival at Anchorage International Airport (ANC)- You will need to apply for your social security card prior to heading to Denali. Bent Prop Hostel, Arctic Adventure Hostel or Ninth Ave Hostel or the Ramada Inn are some options.

Take the **Alaska Railroad** or the shuttle to Denali. If you are interested in taking the train please contact Leanne at hr@dv3corp.com for a 50% off discount for local employees. Must contact her in advance with credit card information.

For shuttle transport from Anchorage to Denali please contact **Yukon Trails**
<http://www.alaskashuttle.com/> \$75 plus baggage fees applied. Mention that you are a seasonal employee for a discount.

Or you can take the **Denali Park Connection** if you arrive after May 30th, 2017.
<http://www.alaskacoach.com/> Please let them know you are an employee and they will offer you a discounted rate.

I recommend purchasing laundry detergent, pharmaceuticals and snacks in Anchorage prior to heading to Denali. It will save you money.

IMPORTANT:

Please remember if you will not be able to make it to your housing during reasonable hours- 8:00am to 5:00pm, you may need to stay overnight and travel the following day.

5. SEVIS

Before you arrive in USA- Log in to www.sevis.org and enter your flight information as soon as you purchase your flight ticket.

After you arrive in USA - Log into the SEVIS system within **THREE** days of your arrival to the United States! Any delay can affect your Social Security Card application, which then affects WHEN YOU CAN START WORKING! VALIDATE YOUR SEVIS STATUS IMMEDIATELY!

- a. Log in to www.sevis.org. If you can't log in then you need to call us.
- b. IMMEDIATELY call CHI to complete the SEVIS validation process: 1(800) 432-4643.
- c. Refer to your Student Handbook for log-in instruction. There are serious consequences if you do not validate your visa, beginning with a cancellation of your visa, so please do it as soon as possible.
- d. **Log back in to Servis after 3 days to make sure your visa status has been validated – this is a requirement BEFORE applying for a social security number!**

6. APPLYING FOR A SOCIAL SECURITY NUMBER

- **Validate your Visas in SEVIS.**
- **Visit the closest social security office is:**

222 W 8th Avenue; Anchorage, AK 99513

Phone: 1-866-772-3081;

Hours: Mon & Tue 9am to 4pm, Wed 9am to 12pm, Thu & Fri 9am to 4pm, except Federal holidays.

PLEASE REMEMBER TO GET A RECEIPT AT THE SOCIAL SECURITY OFFICE. IT'S YOUR ONLY PROOF THAT YOU APPLIED!

7. CHI Policy Notice

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.