



## 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:** Hyatt Regency  
**Type of Business:** Hotel & Resort  
**Job location:** 333 MAIN ST  
**Location type:** Metropolitan area  
**City:** GREEN BAY  
**State:** WI  
**Zip:** 54301  
**Website:** [www.greenbay.regency.hyatt.com/en/hotel/home.html](http://www.greenbay.regency.hyatt.com/en/hotel/home.html)

#### Why choose us?

Of all hotels in the area, Hyatt Regency is the only one to claim the KI Convention Center as its adjoining neighbor. Experience comfortable luxury and Midwest hospitality in Wisconsin's oldest city, home of the Packer's history-rich Lambeau Field. Hyatt builds and sustains a culture where everyone is embraced and valued for who they are so they can be their best. This enables Hyatt to provide authentic hospitality that cares for and engages every guest and every colleague. We believe the more globally inclusive we are, in terms of culture, race, ethnic origin, gender, sexual orientation, age, abilities, perspectives and styles of thinking, the stronger, more culturally invested and valued Hyatt will be globally as we continue to care for people to be their best.

#### Cultural exchange activities

Green Bay is the home of the Green Bay Packers, Lambeau Field, which has a unique history and is well known throughout the US as a devoted fan base for their football team. Bay Beach Amusement Park, Green Bay Botanical Gardens, Green Bay Packer Hall of Fame, the NEW Zoo, Bay Beach Wildlife Sanctuary, downtown Green Bay Shopping center.

#### Position

**Job title:** Housekeeping - Early Arrival

**Job prerequisites:** 1. Must stand entire shift-bending, kneeling, clean floors on hands and knees for entire shift-very physically job! 2. Need to lift and carry 35 lbs (16 kg) supplies (linens, etc). 3. Any allergies to cleaning chemicals or lotions? 4. Any physical limitations to the job? 5. Able to work on weekends. 6. Able to work independently and in a teamwork setting. 7. Must have some customer service experience. 8. Must arrange housing immediately. NO DELAY! 9. It is important that you stay until your end date. 10. Employer Skype interview required.

**Job description:** Housekeepers: Clean guest rooms, change linens, dust, clean toilet, tub/shower, sinks and mirror. Vacuum, wash bathroom floors on hands/knees, dust. Laundry: Fast paced position. Removing & sorting laundry, loading washers & dryers; folding & counting linen; placing linens. Houseman: Maintain public areas, lobby, meeting rooms, breakfast area, public restrooms, & grounds. Remove trash. Run errands for housekeepers and take requested items to guest rooms. No PHONES while working. Must have some customer service experience. Must be able to work weekends. Employer Skype Interview Required.

**English level required:** Intermediate

**Hourly wage (before taxes):** 9.50

**Wage comments:**

**Meals:** No

**Meals details:**

**Position ID:** 4988



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### Position Information

**Tips:**

**Bonus:** No

**Bonus comments:**

**Estimated hours per day:** 6-8

**Number of days per week:** 5-6

**Overtime:** Yes

**Overtime details:**

**Earliest start date:** 5/10/2017

**Latest start date:** 5/25/2017

**Earliest end date:** 8/15/2017

**Latest end date:** 8/31/2017

**Is the employer willing to hire couples?** No

**Is the employer willing to hire group of friends?** Yes

**Are meals included?** No

**Is a drug test required?** Yes

**Drug test comments:**

**Is Skype interview required?** Yes

**Do students complete an additional application upon arrival?** Yes

**Possibility to find a second job in the area** No

**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:** This is a large area and opportunities for second job are good. This employer offers 32-40 hours per week and more if you'd like extra hours.

**When will work begin?** Students will discuss this with employer.

**Arrival Instructions:**

**Is training required?** Yes

**Conditions of training:** Training is paid at an hourly rate.

**Is there possibility to change positions?** No

**Uniform required?** Yes

**Does employer provide uniform?** Yes

**Cost of uniform:** \$0 - \$25

**Is uniform refundable?** No

**Uniform provided details:**

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

**If so, details for clothing:** Must purchase or bring professional black pants with no holes or tears and black, non-slip shoes. One shirt is provided to you by the hotel at no charge. Additional shirts may be purchased. Uniform must be clean and neat for every shift.



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### Job Description

**Grooming:**

**Important points of job:**

**Additional position information:** Students should be open to working other duties as assigned by the supervisor, which could include working as a laundry attendant.



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### Job Description

#### Housing Information

**Housing name:** Hyatt Regency - Must arrange own

**Housing address:** 321 S WASHINGTON ST

**City:** Green Bay

**Phone:**

**Fax:**

**Contact:** Placeholder Contact

**Email:** chiwt@chinet.org

**Website:**

**Housing assisted by:** Must Arrange Own

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

**If so, contract details:**

**Type of housing:** Hotel

**Number of people to a room:** 3-5

**Bedrooms:** 0

**Bath:** 1

**Cost Type:** Week

**Cost Amount:** \$125.00

**Cost Details:** \$125 per week per student (approx)

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

**Is housing deposit required?** Yes

**Deposit amount:** \$150 per student

**Housing deposit due date:** upon arrival

**Instructions for deposit payment:**

**Is housing deposit refundable?** Yes

**Conditions for deposit refund:** Deposit will only be refunded if the housing is left in excellent condition.

**Utilities included:** No

**If so, utilities details:**

**Utilities estimated cost per month:** 0

**Is the housing mandatory?** No

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

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

**Transportation details:** It is very easy to bike around the city. There is public transportation Monday through Saturday, it does not run on Sundays.

**Additional housing features:**

**Comments:** Housing will be arranged on own. We have included some suggestions. You are able to stay at the Hyatt upon arrival for one week only. After that, you will need to arrange housing on your own or arrange housing with some of the suggestions that we have provided.



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### Job Description

#### Location Area Information

**Location type:** Metropolitan area

**Location of work site best described as:**

**Location details:** Did you know that Green Bay, Wisconsin is the smallest city in the United States to host a professional sports team? The Green Bay Packers are known around the world, and Lambeau Field is hallowed ground to most sports fans. Now that's unique. But it's the "greater" part of Green Bay that surprises most.

Local and national entertainment regularly takes the stage. Wineries grow their own grapes to produce wines right here. Artists find their inspiration here. We have botanical gardens and a zoo. Walleye fishermen say we have some of the best water. And our museums take a little different approach to making history "come alive."

**Average daily temperature:** Summer: High 95F (35C); Low 70F (21C)

**Community or regional website:** [www.greenbay.com/things-to-do](http://www.greenbay.com/things-to-do)

**Nearest cities:** Green Bay / Population: 104,779

**Distance to nearest cities:** Job is located in the city center

**What to wear:** Summer: Shorts; pants; short sleeve shirts; tennis shoes, sandals, light jacket, light slacks.

**Available public transportation:** Bus (does not run on Sundays)

**Public transportation access:** Bus

#### 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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### Job Description

#### Suggested Travel Information

**Nearest international airport:** Chicago O'Hare International Airport  
**Nearest airport:** Green Bay Austen Straubel  
**Transportation from airport to employer and / or housing:** Taxi, Uber or Bus  
**Nearest bus station (to the airport):** Greyhound  
**Bus information (web site):** [www.greyhound.com](http://www.greyhound.com)  
**Nearest train information (to the airport):** Amtrak  
**Train information (web site):** [www.amtrak.com/home](http://www.amtrak.com/home)  
**If participant arrives after hours suggested, overnight accomodation:** Hotel  
**Cost per night:** \$40-\$89  
**Transportation to overnight accomodation:** Taxi, Uber or Bus  
**Transportations cost:** Taxi or Uber: \$20-\$30 Bus: \$2-\$3  
**Travel Instructions:**

#### 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:**  
**Where is the closest Social Security office?** 1561 Dousman St, Green Bay, WI  
**How far is the Social Security office from the work place?** 2.7 miles or 8 mins  
**Specific instructions:** You must validate yourself in SEVIS within 3 days of arriving in the USA! Either log into [www.sevis.org](http://www.sevis.org) or call CHI at 1-800-432-4643 to validate. Then after 10 business days you can go to Social Security to apply for your Social Security card. Be sure to get a receipt, it is the only proof that you have applied. Telephone: 1-800-772-1213; Hours: Mon & Tue 9am-4pm, Wed 9am-12pm, Thu & Fri 9am-4pm, except Federal holidays. Please get a receipt, it is the only proof you have that you applied for your Social Security number!



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 Jodi Blank. I am the Regional Manager for the Midwest 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,

*Jodi Blank*

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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.
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## 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.
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## 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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