



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: Orega Inc, Bay City Bike Rentals & Tours - SF, CA
DBA: Bay City Bike Rentals & Tours - SF, CA
Type of Business: Bike Rentals
Job location: 2661 TAYLOR ST
Location type: Metropolitan area
City: San Francisco
State: CA
Zip: 94133
Website: www.baycitybike.com

Why choose us?

Bay City Bike offers an exciting summer work environment which allows students to be outside, interacting with tourists and customers in the bustling Fisherman's Wharf area. The job can be fast-paced, yet the atmosphere is laid-back and friendly. Most of the summer staff is international, so students find themselves at home in a fun & friendly workplace. It is a chance to meet great people on the job.

Cultural exchange activities

Your work is near famed Fort Mason. Every Friday from March - November they have a food truck expo! Try out dozens of local favorites and enjoy wonderful cuisine for a very reasonable price!

You are also within walking distance of the famous San Francisco Warf area, Pier 39 and the Embarcadero. There is no shortage of fun things to do!

Position

Job title: Customer Service Attendants

Job prerequisites: Advanced English required. Ability to approach and work with the general public, stand for the duration of your shift, and knowledge of how to ride a bike, required.

Job description: Assisting customers in all aspects of the bike rental process, including greeting customers, explaining rental options, sizing riders for different bicycles, explaining various bike routes, taking payment & explaining all terms/conditions of the rental agreement. When riders return from their trip, you are responsible for checking the equipment for damages, finalizing payment, plus any other tasks requested. You MUST demonstrate exemplary customer service at all times! An upbeat, outgoing, friendly, sociable personality is required. You will be required to stand outside the shop encouraging pedestrians to come in and rent bikes.

Able to work under pressure, multi-task, & switch priorities. Able to work independently as well as in a group. Must have the ability to stand for an entire shift. This is a VERY physical, fast-paced job, must have the stamina to last a 10-hour shift standing, walking, riding, and lifting bikes. Must know how to ride bikes. You must be in great shape. You may be working at another of the employer's bike shop locations. They are all fairly close together in the area. Excellent communication skills are required to field various questions from prospective customers and encourage return customers.

English level required: Advanced

Hourly wage (before taxes): 16.32



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Job Description

Wage comments:

Position ID: 16325

Position Information

Tips: no

Bonus: Yes

Bonus comments: Bonus is based on work performance and if you fulfill your commitment to stay through the agreed-upon dates and do not leave your job early.

Estimated hours per day: 8-10+

Number of days per week: 4-6

Overtime: Slight

Overtime details: Must be approved by management

Earliest start date: 5/15/2022

Latest start date: 6/25/2022

Earliest end date: 8/30/2022

Latest end date: 9/30/2022

Is the employer willing to hire couples? Yes

Is the employer willing to hire group of friends? Yes

Meals? No

Meals details: n/a

Is a drug test required? No

Drug test comments:

Is employer interview required? Yes

Employer interview details: baycitybikemegan

Do students complete an additional application upon arrival? No

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: Second jobs are allowed with the employer's approval and CHI's vetted approval. Please ask CHI for the 2nd job offer form. Any 2nd jobs must not interfere with your primary schedule and your work performance

When will work begin? Within a day or two of arrival.

Arrival Instructions: Please contact your CHI Program Coordinator at least 2 weeks prior to travel

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

Is uniform refundable? No

Uniform provided details: Employer will provide your uniform shirt and vest.



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Job Description

Do students need to purchase specific clothes or footwear? Yes

If so, details for clothing: The student must bring athletic pants or shorts and comfortable athletic shoes. Any athletic shoes, pants, shorts, etc. are acceptable. You will also want layered jackets to keep warm.

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 and pressed (ironed) uniforms

Important points of job: Upbeat, outgoing, friendly, sociable personality required.

Additional position information:



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Job Description

Housing Information

Housing name: SF Housing Option -The Adelaide Hostel

Housing address: 5 ISADORA DUNCAN LN

City: San Francisco

Phone: (415) 359-1915

Fax:

Contact: Front Desk

Email: chiwt@chinet.org

Website: www.adelaidehostel.com/en-us

Housing assisted by: Must Arrange Own

Is student required to sign a separate housing contract? No

If so, contract details:

Type of housing: Dormitory

Number of people to a room: Varies

Bedrooms: Varies

Bath: Varies

Cost Type: Day

Cost Amount: \$50.00

Cost Details: Must check website for current rates.

Is housing cost deducted from paycheck? No

Is housing deposit required? No

Deposit amount:

Housing deposit due date:

Instructions for deposit payment:

Is housing deposit refundable? No

Conditions for deposit refund:

Utilities included: Yes

If so, utilities details: Electricity, water, garbage and possibly wifi

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: Participants can walk, take the bus, ride a bike, etc to get around.

Additional housing features: This is a hostel with shared dorm rooms or private rooms available. Shared bathrooms. Has kitchen and laundry room available.

Comments: There are more housing options for you in San Francisco. Please see the attached Housing document for more housing options. Many students like staying at the Adelaide, The Dakota, or the Nazareth to name a few locations.



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Job Description

Location Area Information

Location type: Metropolitan area

Location of work site best described as: busy bike rental store in Fisherman's Wharf

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 75F (24C); low 50F (10C)

Community or regional website: www.sanfrancisco.travel

Nearest cities: San Francisco

Distance to nearest cities: 0 miles

What to wear: Summer: Lightweight clothing and a jacket for evenings.

Available public transportation: BART, bus, trolley, train, taxi

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:** San Francisco International (SFO)
Nearest airport: San Francisco International (SFO)
Transportation from airport to employer and / or housing: Taxi, Uber, BART, train or shuttle
Nearest bus station (to the airport): N/A
Bus information (web site): N/A
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: Varies
Transportation to overnight accomodation: Taxi, Uber, BART, train or shuttle
Transportations cost: Varies
Travel Instructions: You can take a taxi or Uber to your pre-arranged housing that you chose. Please contact your CHI Program Coordinator letting us know you arrived safely in San Francisco. Some housing requires you arrive by a certain time before they close the doors. Make sure you know if they will admit you on the day of your arrival. Keep in mind, once you land, you have to go through customs, grab your bags, secure a ride to your housing so you should add at least 1 to 1.5 hrs before you leave the airport.

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: It is important you call the local SSA office within your first few days so you can get your appointment scheduled.
Where is the closest Social Security office? 560 Kearny St., San Francisco, CA 94108; Phone: 1-800-772-1213
How far is the Social Security office from the work place? 1.5 miles (2.4K)
Specific instructions: Upon arrival in America, please validate your student profile in our database. Then, the next day, call Social Security Administration (SSA) to schedule your ss card appointment. Their offices are not open to drop in; only for those with appointments. If the SSA office says they will call you back and you don't hear from them, call them again (and again if necessary). Don't wait a week or more to talk to them.
By the end of your first two weeks, you should have your appointment scheduled. On your application form, please list your employer's mailing address to ensure your card arrives in a timely manner. Don't forget to get a receipt as proof that you applied for your ss card.



HOUSING, TIPS, INFORMATION, AND OPTIONS IN SAN FRANCISCO

Overview:

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

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 that cost around \$1200/per month/per room with four people but make sure to ask for monthly rates before booking.** Hotels may require you to 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 an 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 about 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 1st 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 rather than monthly.

Documents needed for extended stay or apartment include a copy of J-1 visa, proof of income – either a 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-california> - the website that gives you an overview of neighborhoods and accessibility. If you are concerned about what area you'll be living in, check out the reviews and information here.

You can also look at 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

Manager: M-F 10-4 Janice

Website: www.hotelnorthbeach.com (website currently not working, but you can google the hotel)

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: Starting at about \$65/night for a room with a shared bathroom

For longer stays, you can inquire directly with them.

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

The Adelaide Hostel (415) 359-1915

5 Isadora Duncan Street, Union Square, San Francisco, CA 94102

Website: <http://www.adelaidehostel.com/en-us>

Dorm rooms or private rooms are available. Shared bathrooms; full-service kitchen and laundry room with a minimal fee per machine for your convenience.

The Dakota Hotel & Hostel (415) 931-7475

606 Post St, San Francisco CA 94109

Website: <https://www.dakotahotelsf.com>

Nazareth Hotel (415) 400-9115

556 Jones St, San Francisco CA 94102

Website: <https://nazarethhotelsf.com>

Minna Hotel - (415) 863-7775

509 Minna St, San Francisco CA 94103

Website: <https://www.minnahotel.com>

Rooms include: bed(s), free Wi-Fi, TV, vanity, and dresser. Each floor has shared showers and restrooms. Rates include European style continental breakfast.

The Sweden House – (415) 3459331 - phone does not seem accurate
570 O'Farrell Street, San Francisco, CA 94102
Email: info@swedenhousehotel.com
Website: <http://swedenhousesf.com/>

Rooms include: All rooms are non- smoking and come with a small refrigerator, a work desk, microwave, television, cable TV, free WiFi, sink in each room, various sized rooms for single or double occupancy. Must share bathrooms – no private baths.

European Hostel S.F – (304) 268-8981 - does not accept calls
761 Minna St., San Francisco, CA 94103
Website: <http://www.europeanhostelsf.us/>

Dorm rooms or private rooms available. Shared bathrooms; full-service kitchen for your convenience. Use this website to search for the best price and availability.

The Amsterdam Hostel – (415) 673-3277
749 Taylor Street, San Francisco, CA 94108
Email: amsterdamsf@gmail.com
Website: <http://hostelsf.com>

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.

Europa Hotel (415) 391-5779
310 Columbus Avenue, San Francisco CA
Email: resv@europahotelnhostel.us
Website: <http://europahotelnhostel.us>

Rates vary depending on availability. Please check online.

San Francisco Student Housing – (415) 653-6070
875 Post Street
San Francisco, 94109
Email: info@sfstudenthousing.org
Website: <https://sanfranciscostudenthousing.com/>

Commute: convenient commute to your employer

Rooms range from 2, 3, 4-person dorms, and cottages.

AMENITIES:

Free 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 (send applications here!)

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

Commute: convenient commute to your employer

AMENITIES:

Complimentary Wi-Fi in rooms and public area & Free Internet Kiosk in the Lobby

Blanket, Bed Linens & Hand Towel provided

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

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

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

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/>

Craigslist or unlisted postings - Students have found housing options using this online resource. Watch out for scams though!! Be very cautious. Do not send money unless you are POSITIVE it is not a scam.

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

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.



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 exciting, fun, adventurous, but also overwhelming at times, 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. We have a CHI Program Coordinator that will be working with you during your program. You should be hearing from that person shortly via email. Please remember to check your email daily for important communications.

To have a successful program, you must stay in contact with your CHI representative.

Have the best summer of your life!

Regards,

Mary

Mary Wolfe
Regional Manager
email: chimaryw@chinet.org
phone: 1.530.715.0195
WhatsApp: 1.530.636.3760



CULTURAL HOMESTAY INTERNATIONAL

Program Information

WORK & TRAVEL

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

Be Prepared

- Make photocopies of important documents and leave a copy with loved ones.
- Back up your digital photos, in case your phone is stolen or broken.
- Leave things you could not bear to lose at home.
- Bring your welcome letter, your important documents, two extra sets of clothes and your necessary medicine in your carry-on luggage. Checked luggage is often lost. The airline will deliver your bag to your US housing or employer once found, but it could take 3 or 4 days.
- *If your luggage is lost, send it to your employer's address to ensure delivery.
- You are required to bring at least \$1000 with you from your country. We recommend you bring \$1200. In 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 your 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 don't want to run out of money before your first paycheck arrives. Be prepared, you are moving to another country.

Communicate Your Arrival Information



- Check your email frequently for important information. Respond to it.
- Plan your flight accordingly: if your final destination is far away from your arrival airport, please check that your flight allows you to make any connecting transportation needed to get to your destination. If not, please make a reservation at a local hostel or motel and plan to continue your travels the next day.
- 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 onto www.wt.chinet.org to enter your flight information, as soon as you book your ticket.
- Join CHI Facebook pages and WhatsApp group and become friends with your Program Coordinator.

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.
- Do not 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 & 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, & documents in the taxi. Always take a look behind you as you leave.
- 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.

Student Account Profile | www.wt.chinet.org

- Validation is the second thing you need to do upon arrival in your new city, after calling your parents to report you have arrived safely.
- Log into your CHI Work & Travel profile page and complete your validation the same day you land in the USA. Many airports offer free wifi.
- If you are staying in a hotel the first days of your program, you should validate using the hotel information and update your information once you move to more permanent housing.
- If you have no access to the web, please call CHI 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!
- Validation must be officially finalized by CHI before going to Social Security.
- Participants who do not validate or do not wait for the notification from CHI that their validation information has been approved, prior to going to Social Security, will delay their Social Security card for 60 days. Do not make this costly mistake.

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
- Vaccination card

Arrival Tips:

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

Traveling to your Final Destination

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



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

- Contact 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.
- Contact your CHI representative and let them know you arrived safely at your housing.
- Once you validate, the next day call the Social Security Administration and get an appointment to apply for your ss card.

I - 94

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

Retrieval Tips:

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

Applying for a Social Security Number

You must apply for your SS card at the local Social Security Office. You have to call SSA and schedule your appointment. Their offices are not open to drop in. If they do not call you back, call them again (and again if necessary). By the end of your first two weeks, you should have your appointment scheduled. It is your responsibility to get an appointment to apply for your card.

Required Documents:

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

Second Jobs

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

Health Insurance

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

- Your health insurance provider will email your instructions to obtain your insurance card.
- Do not leave your home country without accessing the health insurance website and printing your card.
- In the United States, doctors and hospitals are in different buildings. Doctors generally have offices away from the hospital or work at an urgent care facility or clinic.
- For a basic illness, you will go to a doctor's office, urgent care facility, or clinic, pay \$100 and your insurance should cover any costs incurred after \$100.
- For a serious emergency, you should go to the hospital or emergency center, pay \$250 and your insurance should cover any costs incurred after \$250.
- There is no dental or vision coverage. Please visit your primary care doctor and dentist in your home country before traveling to the United States.
- Please contact your CHI representative to report any illness or emergency you may have, so they can provide assistance.

Know the Law

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

Be Safe. Follow the rules. Have fun.

