



Summer Work Travel
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Summer Work Travel Participant Handbook

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1. CSB INTERNATIONAL, INC. SUMMER WORK TRAVEL PROGRAM

Dear Participant,

Welcome to the CSB International, Inc. Summer Work Travel Program! Founded in 1997, CSB International, Inc. is a non-profit, exchange organization. In addition to the Summer Work Travel Program, CSB International, Inc. has a High School Exchange Program as well. Our mission is **to encourage the development of mutual awareness, respect, concern and trust among people from different nations.** What a great goal to have as our standard of operation in bringing people of the world closer together.

The J-1 Summer Work Travel Visa Category is designed by the United States Department of State to allow foreign college and university participants the opportunity to live, work and travel in the United States for a **maximum period of 4 months**, but **within the limits of their official college, summer vacation.** All the participants will have the opportunity to experience life in the United States by sharing in its tradition and culture, an experience that is very different from that of a tourist.

Participants are admitted to the United States under section 101 (a) (15) (j) of the Immigration and Nationality Act of March 2, 1960. They enter the country based on a DS-2019 Form and on a J-1 Exchange Visitor Visa affixed to their passport by the United States Consulates. Their category is “Summer Work/Travel”.

You must read this handbook carefully. The handbook is designed to help you understand the CSB International, Inc. Summer Work Travel Program and emphasizes very important information you need to know and things you must do or respect while a participant in the program. Besides the orientation given in your home country, this manual will help you prepare for your exchange experience in the United States. If you do not understand any part of it, please contact your international representative for clarification before you leave your home country. We also recommend that you take this handbook to the United States and use it as a point of reference during your exchange experience.

We are very excited to have you in our program and we are looking forward to your arrival in the United States. As a sponsor, we will provide you support throughout your experience and answer any questions you might have. We are wishing you a safe a safe trip.

Kind regards,

CSB International, Inc.

2. GETTING READY FOR YOUR EXCHANGE EXPERINCE

Obtaining your J-1 Visa

All participants of the CSB International, Inc. Summer Work Travel program will need to **obtain a J-1 visa**. After CSB International, Inc. reviews your program application, a package containing the Form DS-2019 (Certificate of Eligibility for Exchange Visitor Status) will be sent to your international representative. You can then contact your local United States Consulate to schedule an appointment to obtain your visa. Please ask the Consulate to find out the specific procedures in your home country, and to find out what other documents, such as passport, school transcripts and SEVIS fee receipt, you will need to have ready. Your representative will also help you do this.

A J-1 Visa is permission given by the United Sates Consular officer to enter the United States to perform specific activities - summer work/travel. In addition, the J-1 Visa is given to the participants with the understanding that **at the end of the program they will return home**. Sometimes the expiration date on your visa might be different from the dates on the Form DS-2019. **Your program end date is the expiration date on the Form DS-2019.**

The duration of the program

The J-1 Summer Work Travel Visa Category is designed by the Government as a program that lasts for a **maximum period of 4 months**. However, the dates on the Form DS-2019 may be less than 4 months. **The dates on the form are based on the dates of your official vacation from studies and on the job offer letter.**

Once you have reached the program end date, you are no longer eligible to work in the United States. However, there is an additional 30-day grace period during which you can travel, but cannot work. Please be aware that if you travel outside the United States during this time, you will not be allowed to re-enter. Also, if you stay longer than the grace period, you may be subject to immigration sanctions.

Job placement

CSB International, Inc. requires that all participants in the Summer Work Travel Program have secure jobs and housing prior to arrival in the United States. **There are two ways to have a job offer in your application:** independently, choosing the **Self-placement** option or with CSB International, Inc. Work Assistance, choosing the **CSB-placement** option. **The rules and procedures of the program are the same for both options.**

Participants must report to the host site within 5 business days of entry in the United States. If the participants do not report on the day they agreed upon and does give an acceptable reason for the delay, CSB International, Inc. may, at its discretion, terminate sponsorship.

Participants are expected to complete their program with the employer listed on their DS-2019 Form. **You are not free to change the primary site of activity.** Permission to change jobs will be granted only if the employer has violated the terms of the job offer. If a participant leaves without permission (in writing) from CSB International, Inc., his/her program may be terminated and he/she will be required to return home. Such termination may create legal difficulties that will affect his/her future travel, study or work in the United States at any time in the future.

⇒ **Self-placement option**

Choosing this option, participants will have flexibility in finding and locating a job independently. The only requirement is that you must provide CSB International, Inc. with a copy of your job offer agreement. The only **jobs that are not acceptable** are:

- Au pair/Nanny/Babysitting/Domestic labor (housekeeper in someone's house)
- Camp counselor and Teacher
- Medical services
- Crew members on ships or airplanes
- Sales jobs involving purchasing sales merchandise to resell

⇒ **CSB-placement option**

CSB International, Inc. has made arrangements with several companies throughout the United States to allow us to fill their positions with Summer Work Travel participants. We will arrange a basic, entry-level or seasonal-work job much like one a student in the United States would have during the school vacation. Mainly, **our jobs fall into these categories:**

- Restaurants and fast-food stores
- Hotels and casinos (if you are over 21 years old)
- Country clubs and resorts
- Amusement Parks and National Parks

CSB International, Inc. will provide a list of jobs that will include the name of the company, its location, positions available, employment benefits and housing information. It may take up to 1 week before you begin working. The exact location, position and responsibilities may vary due to arrival date, position availability, English level, skills required, weather conditions and other events out of the employer's control. If you accepted a job offer from CSB International, Inc., please understand that the job offer could change prior to your program start date. Should your position or conditions of employment be changed, CSB International, Inc. will assist you in finding alternative employment, but CSB International, Inc. makes no guarantee that it can find a similar job in a similar location.

Housing/Living accommodations

In addition to job placement, CSB International, Inc. requires that all participants participating in the Summer Work Travel Program have **housing arrangements prior to their arrival in the United States**. Most employers will offer or arrange housing at an affordable cost, in a safe area. Together with the job offer, they will provide specific details about the living accommodations. If employer housing is not available, then either your employer will assist you in finding local housing or you will have to find it on your own. We suggest you ask the employer or CSB International, Inc. for suggestions of housing near the job location.

There are different arrangements made for housing or living accommodations. Some examples of the types of housing are:

- Apartment in a private house
- Hotel or motel
- College dormitory
- On the employer's property

All participants should expect the basics. The participants will normally share a bedroom, a bathroom and a kitchen with other participants, participants in the program. No linens, towels, and kitchen utensils are provided.

⇒ **Self-placement option**

If you have a job secured on your own, you must read carefully the conditions of employment in order to make sure of your housing situation. In some cases, your employer will not provide housing and in this case you should ask your employer or CSB International, Inc. for suggestions of where to look for housing **before you depart to the United States**.

⇒ **CSB-placement option**

Almost all of the companies CSB International, Inc. is working with offer housing and **you will be required to use this housing** as the employer may have made a financial commitment to the site. The housing is usually located in apartment communities or employee/student-type dormitories. Upon arrival you will be required to pay the housing deposit and the first month rent. Also, the cost of housing might be deducted by the employer from your paycheck and if not, you are responsible to pay the rent on time. Please make sure you read the specific housing information provided with your job offer.

Transportation

All the participants participating in the CSB International, Inc. Summer Work Travel Program **are responsible to cover all the expenses of transportation while on site.** The participants are also responsible to get to work on time and they **should not assume that they will be within walking distance to work or that they will be able to rely on co-workers who may have their own transportation.** If so, they may find themselves unable to get to work on occasion and this may cause frustration that will further diminish their experience.

If the housing provided by your employer is not within walking distance of your job, you must find out what type of transportation is available. This information has also been included in your orientation packet. The housing site has been selected based on different criteria such as cost, availability, location to work and location to shopping centers. Because of the many criteria involved in the process of finding suitable housing, it is not possible to meet them all and we may not be able to always secure housing within walking distance to work and supermarkets.

When housing within walking distance to your job or local shopping centers is not available, you must find out what type of transportation is available in your area. We recommend that participants use one of the following means of transportation, depending on distance:

- Bicycle
- Public transportation (bus, trolley or metro)
- Transportation arranged by the employer (employee van)
- Taxi ride (share the ride with friends)

If you want to travel around the United States at the end of your program, the following various options are open to you:

- Bus - Greyhound is the major bus transporter in the United States. at www.greyhound.com
- Train - Amtrak is the biggest national railway transporter in the United States. www.amtrak.com
- Airplane - Travelocity www.travelocity.com , Expedia www.expedia.com or Orbitz www.orbitz.com

Additional expenses

While a participant in the Summer Work Travel Program, you will be responsible for some additional fees as described below:

EXTRA EXPENSES	APPROXIMATE COST
Air fare	\$1,000.00 (round trip)
Housing	\$\$350.00/month
Transportation	\$100.00/month
Food	\$250.00/month
Personal spending	\$200.00/month

Program rules

All participants participating in the CSB International, Inc. Summer Work Travel Program must observe and respect all the rules and the procedures of the program as well as United States Government and State Laws.

Please read carefully all of the following rules. Some of the items are excerpted from the CSB International, Inc. application form, but some of them are added to the agreement you have signed as a part of your application.

- The program is designed to increase understanding among people of the world and is not to be used for the sole purpose of foreign language training or working
- You must have housing and job placement secured prior to your arrival
- The J-1 Visa allows you to work only during the dates specified on the Form DS-2019
- You must leave the United States upon completion of the program, no later than 30 days after the end date listed on the DS-2019 Form
- You must check-in with the CSB International, Inc. main office in New York upon your arrival in the United States either online at www.csb-usa.com or by phone
- You must report to the employer within five days of arrival in the United States
- Permission to change jobs will be granted only if the employer has violated the terms of the job offer. Leaving without permission (in writing) from CSB International, Inc. will result in your program termination and you will be required to return home
- You must obey all local, state and federal regulations
- You must follow all the employer guidelines, rules and regulations
- You must respect the property of others, the work and travel site and the housing facility. Destruction and/or theft of property will be grounds for eviction and/or disciplinary sanctions
- You must contact the CSB International, Inc. main office in Babylon, New York before any change in job status or housing address within ten days
- Consumption of alcoholic beverages is prohibited by anyone under the age of 21
- The possession of illegal drugs is prohibited

3. ARRIVAL IN THE UNITED STATES

Immigration at the Port of Entry in the United States

On the airplane en route to the United States, you will be given an I-94 Form. Complete the form very carefully and make sure that your name is spelled exactly as it is on your Form DS-2019. The I-94 will be the record of your arrival and departure into and out of the United States and it will be validated and attached to your passport after your documents are reviewed by Immigration upon your arrival to the United States.

At the Port of Entry in the United States, you must pass through Immigration. **There are five important documents you must have in your possession and present to an Immigration Officer:**

- Valid passport
- Valid J-1 Visa
- Original Form DS-2019
- SEVIS fee receipt
- I-94 card

The Immigration Officer is going to review all your documents. The Officer might also ask you some questions, so please **remember to communicate respectfully**. Your Form DS-2019 will be validated and your I-94 card will be attached to your passport. The officer will then return all documents to you.

It is important that you keep all documents with you at all times and as soon as you receive them back from the Immigration Officer please keep them in a safe place.

Visa validation / Check-in

In order to work and travel legally in the United States you must validate your visa or activate your status within 30 days from the start date of the DS-2019 Form.

Therefore, **you must check-in with your Program Sponsor, CSB International, Inc. within 10 days of your date of arrival in the United States, confirming your housing address as well as the fact that you have arrived to your place of employment.** Failure to adhere to this policy will result in automatic cancellation of your J-1 program in the SEVIS computer system. If your visa is not validated on time, you may also have problems in applying and/or obtaining your Social Security Number.

There are three ways to check-in in order to validate your visa or activate your status after you have entered the United States:

- 1) **Internet:** Go to www.csb-usa.com and follow the directions on the **pop-up window for check-in**. Fill in all the fields and carefully check all information you have entered before submitting. **We strongly recommend that you use this method.**
- 2) **E-Mail:** If you are unable to use the website check-in method described above, please send an E-mail to CSB International, Inc. at csb@csb-usa.com Please remember that your information must be correct! In sending an E-Mail to us please use the following format:
Subject: VALIDATION - YOUR NAME (for example, VALIDATION - JOHN SMITH)

And in the BODY OF THE E-Mail please include:

Participant ID number

SEVIS number:

Last name:

First name:

Middle name:

E-Mail:

-Employer Information -

Company Name:

City: State: Zip:

Primary Contact /Supervisor:

Phone Number:

- Housing Information -

Street:

City: State: Zip:

Phone number:

- 3) **By phone:** If you are unable to use the computer in order to check-in, please call CSB International, Inc. at **1-877-669-0717** (Toll-free) to inform us that you have arrived and to update your housing information. Make sure that you have all the personal information needed in order to check-in.

Change of employer / address

Permission to change jobs will be granted only if the employer has violated the terms of the job offer. If a participant leaves without permission (in writing) from CSB International, Inc., his/her program may be terminated and he/she will be required to return home. Such termination may create legal difficulties that might affect the future travel, study or work in the United States at any time in the future.

To keep your information updated in the SEVIS system while you are in the United States, you must notify CSB International, Inc. of any changes related to your housing address, or contact numbers. In case permission to change jobs is granted, you must submit a new housing address and a new job offer to CSB International, Inc. within 10 days.

You are required to submit any notification of a change of employer/address using one of the next three options:

- 1) **Internet:** Go to www.csb-usa.com and follow the directions on the **pop-up window for change of employer/address**. Scroll down the window and fill in all the fields and submit the new information.
- 2) **E-Mail:** If you are unable to use the website check-in method described above, please E-mail CSB International, Inc. at csb@csb-usa.com When sending an E-Mail to us please use the following format:
Subject: CHANGE OF EMPLOYER/ADDRESS (depending on case)

And in the BODY OF THE E-MAIL please include:

Participant ID number

SEVIS number:

Last name:

First name:

Middle name:

E-Mail:

- New Employer Information -

Company Name:

Street:

City: State: Zip:

Primary Contact /Supervisor:

Phone Number:

- New Housing Information -

Street:

City: State: Zip:

Phone number:

- 3) **By phone:** If you are unable to use the computer in order to check-in, please call CSB International, Inc. at **1-877-669-0717** (Toll-free) to update your information.

Applying for your Social Security Number (SSN)

After 3-5 days from the date you have checked-in with CSB International, Inc., you may apply for a Social Security Number (SSN) at the nearest Social Security Administration (SSA) office. You can locate the nearest SSA office by calling 1-800-772-1213 (Toll-free) or by looking on the Social Security Administration's web site at <http://www.ssa.gov>

When you apply for a SSN, you will need the following **original** documents:

- Passport with enclosed valid J-1 Visa and I-94 Card
- Form DS-2019
- Job offer agreement
- The program sponsor letter provided together with your documents

When you are filling out the application form, make sure that you write your name exactly like it is written on your passport. You must also mark on the application that you are a *Legal Alien Allowed to Work*. Please remember to have the card containing the SSN mailed to your Summer Work Travel site.

The process of applying for a SSN is short and you will be given a receipt at the time of the application. You can work without a SSN but the employer might hold your pay until you are given a SSN. The normal time to receive the card is 2-3 weeks, but sometimes receiving the card might be delayed due to the large number of individuals applying for SSN numbers. If you do not receive the SSN card in one month from the date of application, then you should contact the SSA office.

Important: The United States Social Security Numbers are permanent. If you have one, you do not need to re-apply.

Opening a bank account

After you begin your job, please open a bank account to ensure that your money will be in a safe place. You will be able to do this at any local bank, but the type of accounts and the services and fees may vary from bank to bank. Please ask for this information before opening any bank account.

You will need to bring the following forms of identification with you:

- Passport;
- Social Security card;
- Proof of your address (phone bill, lease);
- Job offer agreement

4. DAILY LIFE IN THE UNITED STATES

Expectations and the American way of life

As a participant in the Summer Work Travel Program, you will have the opportunity to experience life in the United States by sharing in its tradition and culture in a different way: working and traveling. **Having both realistic and practical expectations is one of the most important aspects of the program in order to ensure the best experience and return home with many memories.**

Expectations about culture in the United States

Being a part of an exchange program will result in a series of emotional stages. On one side, there is the excitement of seeing new places, meeting new people and being independent, but on the other side, there is frustration, due to your reaction to language, new culture and a new way of life (time, accommodations, food). In order to ensure an easy adjustment, you must keep in mind that:

- American people are friendly, respectful, direct, flexible and informal
- Communication with others is an efficient way of reducing unpredictability. You must ask questions whenever you think it is necessary
- Lowering your expectations about your new way of life in the United States is essential in adapting easily and responding to a new environment. You do not have to expect to understand and/or agree with everything about the American society and/or culture
- Having an open-mind and a positive attitude is key in an exchange experience. Listen and express yourself with respect

Expectations toward employment in the United States

You have received and signed an employment agreement containing specific information about your job in the United States. A job offer has the same value as one of a contract and therefore, signing it means commitment and responsibility toward it.

- The Summer Work Travel job will be a basic, entry-level job, much like one that a United States participant would have during a school break
- The average participant receives the minimum wage or slightly higher depending on the location chosen. It is important to budget your money in order to make sure you cover meals, housing, transportation and any other living expenses
- Overtime, good tips or a second job is not guaranteed
- You must follow through on your employment commitment since the job was reserved for you
- You must be punctual, have a positive attitude and dress appropriately

Employment eligibility and Income taxes - I-9 and W-4 Form

All employers are required by law to verify that all employees, including J-1 participants, are **eligible to work**. Thus, **the participants will complete and sign I-9 Form, which proves their eligibility to work**. Along with the form, the employer will ask copies after the J-1 Visa, Form DS-2019 and I-94 card.

All working American citizens are required to pay Income Taxes. **As a participant of the Summer Work Travel Program in the United States, you are also required to pay taxes too**. However, because you are an exchange visitor and holder of a J-1 visa and status, you are categorized as a **Non-Resident Alien** and you do not need to pay all of the Income Taxes. Ref: **IRS Publication 519**, pages 2, 45 and 46.

You are **required** to pay **Federal Income Taxes** and **State Income Taxes**. Depending on where you work, you may also be required to pay **City Income Taxes**. The Income Taxes, usually a total 10-15% of your total wage, will be automatically deducted from each paycheck.

You **do not** have to pay **Social Security and Medicare Taxes (FICA)** and/or **Federal Unemployment Taxes (FUTA)**. You are EXEMPT from paying these two taxes and if you notice that these deductions are being made from your paycheck, please notify your employer immediately.

It is important that you look at your paycheck carefully to ensure that your employer is making the correct deductions. If your employer should have any questions, they can contact CSB International, Inc. at 1-866-822-1095 (Toll-free).

W-4 Form. You will be required to complete a W-4 Form - Employee's *Withholding Allowance Certificate*. You only need to complete the bottom portion of the page. Here are the instructions for completing this form:

- Sections 1 and 2—Complete
- Section 3—Check SINGLE (even if you are married or divorced)
- Section 4—SKIP this section
- Section 5—Claim 1 allowance (unless you are from Canada, Mexico, American Samoa, Japan, South Korea or India in which case a tax treaty may allow additional personal exemptions)
- Section 6—Ask your employer if you are paid weekly or bi-weekly:
 - If you are paid weekly- put \$7.60
 - If you are paid bi-weekly- put \$15.20
- Section 7— SKIP this section. DO NOT claim that you are exempt

Your insurance

All Summer Work Travel participants are required to be insured upon their arrival in the United States and they must keep the insurance in effect while on the program. The insurance will cover exactly the same period as the Form DS-2019 and can be used only within the United States. Below, please find some important information regarding the insurance:

- All insurance materials are sent out to you through your international representative prior to your departure to the United States. You should receive the **insurance packet** (insurance card, insurance policy brochure and claim forms) from your international representative at the time of your departure orientation
- Policies typically cover illness and accidents that occur in the United States while you are on the program
- Any treatment you receive while in the United States that is not covered by your insurance is your responsibility
- Typically, all pre-existing conditions are not covered

Your medical insurance is arranged through CSB International, Inc., then you will be insured by **Global Secutive** Insurance Solutions, part of the **UnitedHealthcare** network.

⇒ OUT-PATIENT TREATMENT - DOCTOR VISIT

As far as your coverage, please note that **before any visit to the doctor, you must make sure that you choose one of the United Healthcare network providers from www.myuhc.com** (see *Finding physician, Hospital or Health Care Facility in the US online*). If there are questions, you can also contact the insurance company by calling the 24-hour, toll-free **1-800-753-2696**. The insurance company works with a group of preferred providers. If you choose to use another provider, outside the network, you may have to pay the bill yourself and submit a claim afterwards. All claims should be mailed to: United Healthcare - P.O. Box 869045, Plano, TX—75086-9045 Payer ID: 87726

This policy has a \$50 Deductible, meaning that even though you have insurance, **you will have to pay \$50 of your medical cost at the time a doctor treats you and this amount will not be refunded to you**. Specific information about your insurance policy is also included in your policy booklet.

⇒ IN-PATIENT TREATMENT - HOSPITAL, EMERGENCY VISIT

In case of hospitalization, you must notify IHI immediately by calling the 24-hour, toll-free **1-888-532-6627** or by E-Mailing **emergency@ihi.com**. Please ask the hospital to forward all medical bills and records to United Healthcare - P.O. Box 869045, Plano, TX—75086-9045 Payer ID: 87726 OR IHI - 7001 SW 97th Ave, Miami, FL -33173

There is a \$250 deductible per diagnosis for any emergency room visit, meaning that even though you have insurance, you will have to pay \$250 of your medical cost and this amount will not be refunded to you.

Important:

- Make copies of all your insurance information and keep it in a safe place
- If you need an extension of your insurance, please contact CSB International, Inc. immediately

Solving problems

Being a participant in an exchange program is an adventure. All the parties in the program are here to work for your best interest and assure that you have a great experience, but you are also required to show a great **sense of responsibility** and respect during the entire length of the Summer Work Travel Program.

Most of the participants who come to the United States through the Summer Work Travel Program have a very successful experience. However, there are times, when at some point (mostly at the beginning of the program due to the adjustment process), some of the participants may face *different kinds of problems*.

If you have a problem, please try to identify what the problem is, and further please try to find possible solutions to solve the problem. Be rational. It is very important not to let your judgment be influenced by emotions or prejudgments about how things should be.

If you have a problem on your Summer Work Travel site, **first ask your supervisor for help**. The supervisor is a person that is prepared to handle the issues that might occur and knows different procedures in order to solve problematic situations. The supervisor is there, on site, and can talk with you directly. You must talk things over and if **you need our assistance, do not hesitate to contact us. We are here to help, too**.

Please keep in mind that some of the problems might not have an immediate solution and therefore, in solving them, you must be patient. If you are placed by CSB International, Inc., then you are not free to change the job site. You must first give your job site a chance and be responsible toward your employment agreement. In the event of a serious problem, please contact us immediately. **If you leave the site without permission, you might be subject to program termination**.

In order to avoid any other problems while in the United States, please remember that you must obey all local, state and federal laws. Failure to comply with the law might cause serious problems. You might be forced to return home before the end of the Summer Work Travel Program and might even jeopardize your return to the United States in the future.

Please be responsible during the entire length of your program in the United States.

Emergency contact information

As your sponsor in the Summer Work Travel Program, CSB International, Inc. will provide you support throughout your exchange experience, help you anytime and answer any questions you might have.

For a **non-emergency** you can contact us anytime **Monday through Friday, from 8:30am to 5:30pm** EST (Eastern Standard Time). We maintain a voice mail system which permits you to leave messages. In case you leave us a voice message, please make sure you spell your name correctly and mention your ID number so we can identify your call properly.

In case of an **emergency**, we provide and maintain a **24-hour, toll-free number** where we can be reached anytime. This number is **1-877-669-0717**.

Below, please find our full contact details. Please make sure have a copy of all the information and please keep it with you at all times.

CSB International, Inc.

Attention: Summer Work Travel Program
119 Cooper Street, Suite 4
Babylon, NY 11702

Primary Staff	Craig Brewer	1-631-893-4549 craig@csb-usa.com
	Anca Radoi-Bodnarescu	1-631-893-4549 anca@csb-usa.com
Telephone	1-877-669-0717 (toll-free) 1-631-893-4549	
Emergency	1-877-669-0717	
Fax	1-631-893-4547	
Website:	www.csb-usa.com	
Office hours	Monday to Friday, 8:30am - 5:30pm	

5. GOING BACK HOME

Returning home on time

The end date on your DS-2019 Form is your program end date. Once you have reached the end date on your DS-2019 Form, you are no longer eligible to work in the United States. However, there is an additional 30-day grace period during which you can travel, but cannot work. Please be aware that if you travel outside the United States during this time, you will not be allowed to re-enter. Also, if you stay longer than the grace period, you may be subject to immigration sanctions.

We strongly advise that you return home at the end of the program and ON TIME for the first day of school. Failure to do so might jeopardize any future participation in this program.

Filing your tax return

Prior to leaving the United States, you must make sure that you provide your employer with your mailing address in your home country. This is very important because at the end of the year, your employer will be sending you a **W-2 Form - Wage and Tax Statement**. **You can expect your W-2 Form to be mailed to you in January. This form will summarize** the total amount of wages earned and taxes paid during your time in the United States. You will need this form when you file your Tax Return as a *Non-Resident Alien*.

All individuals who earn wages in the United States are required to file a tax return. **You have a choice when filing your tax return.** You can do it yourself or you can have an agency and/or company that specializes in international income tax services, such as **TaxBack International**, and can file the tax return for you (there is however a fee for their services). Both methods in filing your tax return are described on the following page. Please carefully read the instructions on the next page before making a decision .

Method 1: If you decide to file your tax return on your own, you will find below all the information regarding the documents you will need:

- **W-2 Form** - Your employer will send this form to you. You should receive this form in January
- **1040NR-EZ Form** - US Income Tax Return for Certain Nonresident Aliens. This form is used for *Federal Income Taxes*. You can get a copy of this form by logging onto the Internal Revenue Service (IRS) website <http://www.irs.gov/formspubs/> Also, these form are available at the United States Embassy in your country.
- **State Income Tax Form**- This form varies from state to state. You can log onto the IRS website <http://www.irs.gov> and search for the State Income Tax Form for the state in which you were employed

Once you have all of these above forms, you can file your Income Tax return. The IRS website <http://www.irs.gov> also includes instructions for filing these forms.

Please be aware that all tax returns must be filed by April 15 of each year.

Method 2: If you decide to have your tax return completed by an agency that specializes in international income tax returns, you can use the **TaxBack International** service. You can contact them using the information listed below:

TAXBACK INTERNATIONAL



Telephone: In the United States +1-888-203-8900
Outside the United States +353-1-670-6959
Fax: In the United States +1 312-873-4202
Email: info@taxback.com
Website: www.taxback.com/us

As previously mentioned, **there will be a fee associated with this method.** TaxBack International will send you an e-mailed reminder about their services upon completion of your Summer Work Travel Program. TaxBack International is not affiliated with CSB International, Inc..

6. FREQUENTLY ASKED QUESTIONS

1. Can I come to the United States if I do not have a job?

No. CSB International, Inc. requires that all participants have jobs and housing secured prior to their arrival. Each participant will need to sign a job offer or an employment contract prior to arrival in the United States.

2. How much money should I bring with me to the United States?

CSB International, Inc. recommends that all participants bring at least \$700 to the United States. This excludes the transportation cost, the housing deposit and the first month rent. You will be responsible for your personal expenses throughout the entire program.

3. Do I need to obtain a Social Security Number (SSN)?

Yes. Each person who works in the United States should have a Social Security Number (SSN). One of the first things you should do upon your arrival is visit the local Social Security Office to apply for your SSN. If you already have a SSN, you do not need to apply for a new number.

4. Do I need to pay income taxes?

Yes. Anyone who works in the United States is required to pay Federal, State and City taxes. You will not have to pay Social Security & Medicare Tax (FICA) or Federal Unemployment Tax (FUTA). At the end of the year, you will be required to file an Income Tax Return that is due by April 15.

5. Besides my primary job placement, can I get a second job while in the program?

Yes. You can apply for a second job, as long as you respect and take as a priority the schedule of your primary site of activity.

6. Can I change my job placement?

No. You are not free to change the job site without permission (in writing) from CSB International, Inc.. Please read carefully the instructions on page 5 of this handbook.

7. Can I travel in the United States before my departure?

Yes. This program was originally designed so that participants can work in the United States for a total of 3 months and have 1 month to travel.

8. Can I leave the United States and re-enter on my J-1 Visa?

Yes. But you must meet all the following conditions: you must have a valid passport, a multi-entry valid visa and valid Form DS-2019 with the sponsor's signature for travel authorization.

9. Can I extend my status?

No. .

10. Can I participate in the Summer Work Travel Program again next year?

Yes. You can participate more than once in this exchange program.

7. IMPORTANT CONTACT LIST

CSB International, Inc. (CSB)

Main Address: 119 Cooper Street
Babylon, NY 11702
Telephone: 1-877-669-0717
E-Mail: csb@csb-usa.com
Website: <http://www.csb-usa.com>

Global Secutive Insurance

In case of an outpatient treatment (doctor visit), United Healthcare: 1-800-753-2696
In case of an inpatient (hospitalization/emergency), IHI: 1-888-532-6627

United States Social Security Administration (SSA)

Main Address: Depending on your location, you can find the field office address
at <https://s044a90.ssa.gov/apps6z/FOLO/fo001.jsp>
Telephone: 1-800-772-1213
Website: <http://www.ssa.gov>

United States Department of State (USDOS)

Main Address: 2201 C Street NW
Washington, DC 20520
Telephone: 1-202-663-1225 (visa information)
E-Mail: usvisa@state.gov (general visa information)
Website: <http://www.travel.state.gov>

Bureau of Educational and Cultural Affairs, Office of Exchange Coordination, Designation, Private Sector Program Division

Main address: U.S. Department of State
Office of Designation
Private Sector Programs
ECA/EC/D/PS—SA-5 , Floor 5
2200 C Street, NW
Washington, DC 220522-0505
Fax: 1-202-632-2701
E-Mail: jvisa@state.gov
Website: <http://www.exchanges.state.gov/education/jexchanges>

United States Citizenship and Immigration Services (USCIS)

Main Address: Depending on your location, you can find the field office address
at <http://www.uscis.gov/graphics/fieldoffices/Statemap.htm>
Telephone: 1-800-375-5283 (National Customer Service Center - NCSC)
Website: <http://www.uscis.gov>

United States Embassies, Consulates, and Diplomatic Missions

Website: <http://usembassy.state.gov>