



A Division of American Pool Enterprises, Inc.



United Work and Travel

A Division of American Pool Enterprises, Inc.

11515 Cronridge Drive, Suite Q,

Owings Mills, MD 21117

(410) 581-7788

Toll Free: 1-866-446-2872 (USGS)

www.unitedworkandtravel.com

www.facebook.com/myuwt



A Division of American Pool Enterprises, Inc.

J-1 Summer Work/Travel PARTICIPANT HANDBOOK

CULTURAL EXCHANGE PROGRAM REFERENCE GUIDE

2018 PROGRAMS



www.unitedworkandtravel.com



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Participant Handbook for J-1 Summer Work/Travel
Intended for use of United Work and Travel J-1 Summer Work/Travel program
participants only

Introduction

United Work and Travel, a division of American Pool Enterprises, Inc. has been designated by the United States Department of State to sponsor participants in the J-1 summer work/travel cultural exchange program.

We offer cultural exchange programs to foreign university students from around the world. United Work and Travel has been operating since 2002 and specializes in smaller, more secure programs for our J-1 program participants. You have joined a J-1 summer work/travel cultural exchange program. The purpose of this program is for you to learn about American society and way of life, while living and working alongside Americans, and teaching others about your culture. The job that you will work during this program will allow you to earn funds to support your stay in the USA. The intention of this program is not to make money.

Contact Information

United Work and Travel - Headquarters 11515 Cromridge Drive, Suite Q Owings Mills, MD 21117 Phone: (410) 581-7788 Email: service@unitedworkandtravel.com	United Work and Travel - Ocean City, MD 5700 Coastal Highway, Suite #202 Ocean City, MD 21842 Phone: (443) 664-6519 Email: service@unitedworkandtravel.com
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Toll Free in USA: 1-866-1602USA (1-866-446-2872)

www.unitedworkandtravel.com

U.S. Department of State's 24/7 toll free exchange visitor help line: 1-866-283-9090

General Office Hours

May 1, 2018 – September 7, 2018: Monday – Friday 8:00am – 10:00pm EST

September 8, 2018 – April 30, 2019: Monday – Friday 8:00am – 5:00pm EST

We are available to you 24 hours a day, seven days a week for any emergency! However, after hours, if the situation is not an emergency, please wait until the next business morning to ask your question. Please note that program check-in is not considered an emergency. For emergency assistance after hours, please call 1-866-1602USA and follow the instructions for an emergency. Call the main office phone number for after hours emergencies and you will be connected to a team member.

Program Check In

You are required to check in with United Work and Travel within 72 hours of arrival to student housing in the U.S. and every thirty (30) days thereafter. **This is program requirement. We will not accept voicemail or email check in.**

Upon arrival, we need to update your status in SEVIS (student exchange visitor information system) with your program housing and activate your health insurance. This will not happen unless you check in for your program by contacting United Work and Travel, by logging onto your student account (sign in page shown below) at www.myuwt.com and clicking on the "Check In" tab or if you do not have access to the internet, you may check in by calling the office and speaking to a UWT Team Member at (410) 581-7788, Monday – Friday from 8:00am – 5:00pm (EST). If you do not know your password, please contact our office or click the password reset link on the check in web page – **DO NOT** create a new application.



Once logged in you will look to the right of the screen for program check in.

Program Documents | Travel Info | **US Arrival Check In** | 30 Day Check In | 90 Day Check In

Information

First Name	Last Name	Gender	Country of Birth
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
City of Birth	State	Country of Birth	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
Passport Expiration Date (mm/dd/yyyy)	Passport Issued Date (mm/dd/yyyy)	Home Address	Mobile Number
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Home Area Code	Mobile Area Code	Mobile Number	
<input type="text"/>	<input type="text"/>	<input type="text"/>	

Once you click Program Check In, you must completely fill in each field and click "Submit".



Before you leave your home country, please remember to:

- **Make two copies of your documents.** Leave one copy with family in your home country just in case your documents are lost or stolen in the United States.
- **Bring one document that is at least one year old!** This might be required of you at the time that you will apply for your social security number. (i.e. birth certificate, driver's license).
- **Bring enough money to live off of for at least 2-3 weeks in the USA** (minimum \$900 USD) in addition to any rent and housing deposit due upon arrival. Once you begin working, your first paycheck will not arrive for at least two weeks.
- **Plan ahead! Ask questions before leaving for the USA.** The more prepared you are and the more questions that we can answer for you in advance, the smoother the transition will be for you.
- **Arrange travel plans in advance.** Arrival to employers must be Monday through Friday, 9am to 5pm (unless previously confirmed directly with UWT or employer).
- **Make certain that you are healthy.** It is important to ensure that you are in good physical and mental health before departing your home country. All pre-existing conditions must be reported prior to arrival in the USA. Pre-existing conditions are not covered under your J-1 Program health insurance policy.

Relax and take in the USA upon your arrival! It is very natural to have feelings of culture shock once you arrive. One way to assist with culture shock is to practice your English skills every day prior to your arrival in the U.S. You are here to have a wonderful learning experience and United Work and Travel is here to assist you in every way possible. Good luck and remember - if you are unsure of something, **just ask!**



Participant Check List

What Clothing do I bring?

- ☐ 1 professional or dress outfit
- ☐ 1 pair of jeans
- ☐ 1 or 2 pairs of nice pants
- ☐ 1 sweater
- ☐ 3-4 pairs of shorts
- ☐ 6-8 casual shirts
- ☐ 7-9 pairs of underwear
- ☐ 1 sweatshirt
- ☐ 1 baseball cap or hat
- ☐ 1 dress shirt or blouse
- ☐ 1 rain jacket
- ☐ 1 pair of athletic shoes
- ☐ 1 pair of dress shoes
- ☐ 1 pair of open toe shoes
- ☐ 1 bathing suit
- ☐ 7-9 pairs of socks

Additional Items to bring

- ☐ Pillow
- ☐ Linens (if not provided)
- ☐ Calling card/SIM Card for US phone
- ☐ Toothbrush
- ☐ Soap
- ☐ Deodorant
- ☐ Hair Brush
- ☐ Sunglasses
- ☐ Sun Screen
- ☐ Razor Blades
- ☐ Electric Plug Adapter
- ☐ Travel Journal
- ☐ Camera
- ☐ Battery Operated Alarm Clock
- ☐ All Program Documents
- ☐ Required Money for Living
- ☐ Any Required Housing Deposit

What do I put in my carry-on bag?

- ☐ Passport/Visa Documents
- ☐ Airplane Ticket
- ☐ Health Insurance Information
- ☐ Employer Information
- ☐ All program documents - DS 2019
- ☐ Any Prescription Medication
- ☐ Personal Valuables
- ☐ Social Security letter
- ☐ Program Communication Flyer
- ☐ J-1 Participant Handbook

U.S. Department of State
OFFICE OF LEGAL ATTACHÉ FOR EXCHANGE VISITOR STATUS (OASOM/EMB/AND)

SEVIS ID: [REDACTED]

1. Personal Information

Full Name: [REDACTED]
Date of Birth: [REDACTED]
Country of Birth: [REDACTED]
Current Address: [REDACTED]
Phone: [REDACTED]
Email: [REDACTED]

2. Program Information

Program Name: [REDACTED]
Program Start and End Dates: [REDACTED]
Program Sponsor: [REDACTED]

3. Financial Information

Source of Funds: [REDACTED]
Amount: [REDACTED]
Date: [REDACTED]

4. Travel Information

Travel Agency: [REDACTED]
Travel Dates: [REDACTED]
Travel Itinerary: [REDACTED]

5. Other Information

Other: [REDACTED]

Email Communication

Email is an excellent source of communication. United Work and Travel exclusively communicates important program information to you through email. Prior to arrival in the USA please set up a valid email account that you will check regularly. If you do not have a computer or access to the Internet where you live, all Public Libraries, many coffee shops and cafés in the United States have free use of the Internet!

Important program compliance will be sent via email to you and you are responsible as a participant of the program to check this regularly. If your email address changes, please notify our office immediately.

Contacting Home

To call home directly, you will need to dial 011+ your country code + city code + number. (For example: 011-359-4633051)

- Viber & WhatsApp** – are free applications that eliminate the expense of dialing home and allow you the flexibility to chat, call, send pictures, and more while abroad.
- Mail** - In order to mail a letter from the USA to your home country, you will need to purchase stamps. Mailing a letter from the USA to another country will take approximately 10 days. Mailing a letter within the United States will take approximately 3 to 4 days to arrive to its destination.
- Skype** – Allows you to set up an account and call home through the computer. You can dial another Skype account and send messages for free or you can dial a telephone for approximately \$0.03 per minute (depending on your calling destination). Most internet cafés have headsets available for use at a small fee.

Change of Address

Once you check in for your program, we will have an address for you where we will be able to reach you while you are in the USA. If you wish to move to another residence for any reason, you are required to contact your sponsor for authorization. Sponsor approval is needed prior to any move. All housing changes must be approved by UWT. This is for your health, safety and welfare.

Housing must be vetted by your Sponsor and you will be required to fill in housing compliance documents and provide full photo documentation of any housing you wish to have vetted. Please note that the purpose of this program is not to live with family members, or friends from your home country, and such requests will not be approved.

Failure to follow these instructions will result in immediate dismissal from the program.

Cultural Exchange

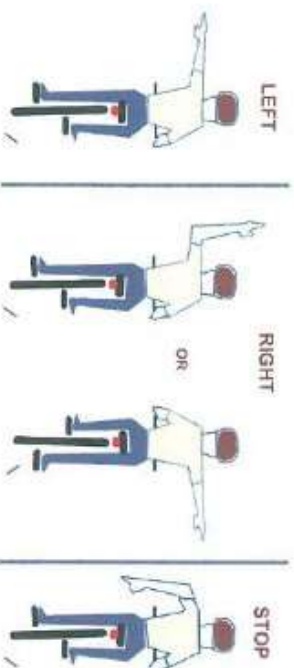
By signing up for a J-1 Program you understand that this is a cultural exchange program and not a program used to make money. UWT and your host company will assist with providing cultural exchange activities however, you are responsible for participating and engaging during and in addition to these events. A cultural activity can be anything from a company sponsored event to an independently organized trip, but could also include seeing an American Movie, eating at an American Restaurant, participating in volunteer activities, attending sporting events, etc.

Bike Safety

Always wear a helmet! In some states it is illegal to not wear a helmet but it is always best to wear one for safety. Bikes have a right to ride in the street but must do so carefully. That means you must signal every turn (use your arms to alert other drivers which way you are traveling). When riding at night, you and your bike must have reflective gear or a blinking light. It is best to attach a light to the back AND front of your bike.

Since bikes have the right to ride with other vehicles, you must obey all traffic signs and lights. That means stopping at red lights and stop signs and only riding on the portions of the road you are allowed to. NEVER ride a bike on a highway or any road that has a speed limit of more than 30 MPH.

Please view the following safety video presented by the United States Department of State: <https://www.youtube.com/watch?v=QUUp4eZ55No>



Bank Account

Please open a U.S. bank account to secure all money. This bank account should be kept open once you return home until all checks and program earnings are deposited.

Employment Concerns

You are prohibited from beginning a new employment position without Sponsor approval and giving a two (2) week notice to your current host company. All job changes MUST be verified and authorized by United Work and Travel. This is for your safety as your housing, employment and well-being must be accounted for at all times. If you are having a problem with your employer contact United Work and Travel and speak directly to an associate. If you cannot get in touch with an associate please leave a voicemail speaking slowly and clearly with your name and phone number. For the most effective assistance students should call directly and refrain from having friends or relatives call to relay the issue. **United Work and Travel is your first contact for any issues or concerns while in the USA.**

Leaving your host company employer without authorization and giving a 2 week notice will result in dismissal from the program. You are prohibited from beginning a new employment position without Sponsor approval and giving a two (2) week notice to your current host company. All job changes MUST be verified and authorized by United Work and Travel. This is for your safety as your housing, employment and well-being must be accounted for at all times.

Second Jobs

You may have a second job as long as it is verified by your sponsor prior to beginning this job. This is a program requirement. All second jobs must be approved and registered with United Work and Travel. Host Company employers will be required to fill in a job offer and provide full compliance before the placement will be considered by UWT. Second jobs may not interfere with your primary employment. If you engage in a 2nd job without sponsor approval your J-1 program will be dismissed. This includes training.

Zero Tolerance Policy

UWT has a zero tolerance policy for violence, theft, and illegal behavior while on your J-1 Program. Participants who display violent behavior or violate Sponsor/Local/State/Federal laws will be dismissed from the program and required to return home within 7 days. Participants incarcerated for violation of said laws will be dismissed from the program and required to return home within 7 days of any pending court case(s). Theft of any kind (food, cash, merchandise, etc.) for any amount will result in immediate program dismissal with a maximum of 7 days to return home.

Participation in a J-1 Program is a privilege, not a right. You are expected to uphold certain criteria to remain an active participant in good standing on our program. If you fail to do so, you will be dismissed and required to return home at your sponsor's discretion.

Sample Form W-4

Form W-4 (2017)



100

1. **Country of origin** (country of origin of the author)

2. **Author's name** (last name, first name, middle name)

3. **Author's address** (street, house number, city, state, zip code)

4. **Author's phone number** (country code, area code, number)

5. **Author's fax number** (country code, area code, number)

6. **Author's e-mail address** (e-mail address)

7. **Author's affiliation** (institution, department, address)

8. **Author's title** (title, position)

9. **Author's biography** (short biography)

10. **Author's photo** (photo)

11. **Author's signature** (signature)

12. **Author's contact information** (contact information)

13. **Author's other information** (other information)

14. **Author's consent** (consent)

15. **Author's agreement** (agreement)

16. **Author's acknowledgment** (acknowledgment)

17. **Author's disclaimer** (disclaimer)

18. **Author's waiver** (waiver)

19. **Author's release** (release)

20. **Author's indemnification** (indemnification)

21. **Author's assignment** (assignment)

22. **Author's license** (license)

23. **Author's copyright** (copyright)

24. **Author's trademark** (trademark)

25. **Author's patent** (patent)

26. **Author's invention** (invention)

27. **Author's discovery** (discovery)

28. **Author's creation** (creation)

29. **Author's work** (work)

30. **Author's product** (product)

31. **Author's service** (service)

32. **Author's business** (business)

33. **Author's industry** (industry)

34. **Author's profession** (profession)

35. **Author's occupation** (occupation)

36. **Author's career** (career)

37. **Author's job** (job)

38. **Author's position** (position)

39. **Author's rank** (rank)

40. **Author's grade** (grade)

41. **Author's level** (level)

42. **Author's degree** (degree)

43. **Author's diploma** (diploma)

44. **Author's certificate** (certificate)

45. **Author's license** (license)

46. **Author's permit** (permit)

47. **Author's authorization** (authorization)

48. **Author's approval** (approval)

49. **Author's consent** (consent)

50. **Author's agreement** (agreement)

51. **Author's acknowledgment** (acknowledgment)

52. **Author's disclaimer** (disclaimer)

53. **Author's waiver** (waiver)

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124. **Author's release** (release)

125. **Author's indemnification** (indemnification)

126. **Author's assignment** (assignment)

127. **Author's license** (license)

128. **Author's copyright** (copyright)

7. In an election town where 50,000 people live, the mayor took the census for the following reasons:
- Local residents could not vote and money received from the tax on its identity.
 - This year a census of the local economy was held because it was used to pay the 100%.
 - If a census took census, it was "solved" this.
8. The census took place in the town and in the town of the census and the census in the town.

For Primary AGG and Secondary Production AGG, see page 7.

- Insurance**
United World

You will receive a detailed explanation of your insurance coverage and claims successfully check in upon arrival in the USA.

USA. If you do not receive this information, please contact our office.

insurance
all length of
she must

with you to the

Policy Coverage Information:

Insurance Company:	Axis Insurance Company
Policy Holder:	United Work and Travel, A division of APEI
Provider Search:	http://www.multipian.com
General Global Assistance	1-800-901-2755 for 24-hour USA assistance
Claims Administrator:	MCA Administrators, Inc. 1-800-427-9308
Coverage Website:	www.amastudentplans.com/uwt

Coverage Guidelines:

- Toll free emergency phone number 24 hours a day, seven days a week
- Online or telephone provider search
- Hospital bills, doctors, medical services rendered by specialists, x-rays, laboratory tests payable up to the maximum amount per occurrence, less your deductibles and co-insurance, subject to policy exclusions and limitations
- Accidental Death and Dismemberment Benefits
- Emergency Medical Evacuation Benefit
- Repatriation or Remains Benefit
- Co-payments for all prescription drugs
- Dental care necessitated by accident or injury and for alleviation of pain
- Please see insurance packet for detailed information regarding specific benefit maximums and deductibles
- Pre-existing, mental health issues, self-inflicted harm is not covered.

30-Day Grace Period Rule

Following the completion of your cultural exchange program, the period defined in section #3 of your DS-2019 form, the U.S. DHS allows you a 30-day travel period. (This is commonly referred to as the "Grace Period"). During this period, you are no longer in J-1 status. The Department of State allows this period so you may close your affairs in the USA and prepare to return to your home country. You may no longer engage in employment; however, you may travel throughout the United States. If your university begins prior to the end of your grace period, you are required to return home in time for your university obligations. We do not recommend that you travel outside the country, as you may not

be permitted to return. Extensive travel through the U.S. should be done during the grace period as you must be in full-time sponsor approved employment for the duration of your J-1 Program to remain in valid status. If you are in violation of this rule and you overstay the 30-day grace period, you will not complete the program in good standing and will limit your chances of returning.

Please Note: If you elect to end your work period early, your travel period will automatically begin after your last day of employment. If, for example, your DS 2019 Form End Date is September 30 but you elect to end your employment September 15, your 30-day grace period will begin September 15 and your DS 2019 Form End Date will be amended. UWT will check in regularly with your host company for updates on your employment.

Going Home

It is important to honor the "Terms and Conditions" of the program that you have already signed. **You must return home at the end of your stay in the USA.** Failure to return home results in immediate action from your program sponsor: United Work and Travel, a division of American Pool Enterprises, Inc. cannot help you to extend your visa.

Please do not contact United Work and Travel or American Pool Enterprises, Inc. regarding a visa status change.

Photo/Essay Contest

We have a yearly photo/video and essay contest - You can win \$300 cash for sending us the winning picture/video or essay! There is no limit to photo submissions, but only one essay and video is allowed per student. Your essay should describe a memorable experience in the USA. It should be limited to one page, typed in English. You may send entries as early as you wish but they will not be judged until December.

Results will be announced after the 1st of the year. All entries become the property of United Work and Travel. By submitting to the contest you agree that we may publish your photos and essays and use them as promotional materials to support UWT and its activities. You can submit your entries on www.unitedworkandtravel.com or send to students@unitedworkandtravel.com



Frequently Asked Questions

Q: When do I contact my sponsor?

A: You should call or email your sponsor anytime you are unsure of something. We are here to assist with all aspects of your cultural exchange program. If you have a job concern, housing concern, roommate conflicts, management conflict, paycheck issue, CONTACT OUR OFFICE. We are here to support you throughout your entire program. We are your primary point of contact when you are in the USA. We cannot assist you if we are not aware of the problem.

Q: May I request to work in a certain geographical location?

A: Yes, you can request to work in a specific location where we are offering a job. UWT will do its best to place you in this area, however we cannot guarantee the geographical placement. (UWT will not guarantee job placement offers around family or friends as all placements must be seasonal or temporary in nature)

Q: May I be placed with friends?

A: We can do our best to place friends in the same area, same housing, and in some cases the same workplace. However, we make no guarantee.

Q: Am I able to extend my J-1 visa?

A: No, there are no extensions available for your J-1 Summer Work/Travel visa.

Q: Must I use the insurance that my sponsor offers?

A: Applicants are required to use the health insurance that is offered by United Work and Travel. If you wish to hold any supplemental insurance of your own, that is alright as well.

Q: Can I change my status once I have arrived in the United States?

A: UWT will not help any participant change status. By signing the terms and conditions of the program, each participant makes the commitment to return. You must honor this commitment!

J-1 Summer Work/Travel Program Terms and Conditions

Program Sponsor: United Work and Travel, a division of APEI

Please read this document very carefully, and make certain that you understand it completely, as written in English, before moving forward with our J-1 Summer Work/Travel cultural exchange program. If you have any questions, regarding this document, please contact your local in country representative or call our office headquarters in Owings Mills, Maryland toll free: 1-866-446-2872 or 410-581-7788, email: students@unitedworkandtravel.com.

Please be ready to provide proof that:

- You are between the ages of 18 and 28 years old.
- You are currently enrolled in an accredited university outside of the USA.
- You are a full time student at the time that you submit your application.
- You are able to live and function in an English speaking society.
- You are able to arrive to the USA in time for your employment start date.
- You are able to remain in the USA through the duration of your program.

As a program participant you must understand the following...

Program Conditions:

- You are joining a cultural exchange program sponsored by United Work and Travel, a division of APEI. This is not a program to earn a profit. The intention of this program is to learn more about the American Culture, way of life, and to share your culture.
- You will participate in an orientation provided by your local recruitment agency and/or Sponsor in your home country.
- You must bring enough money to the USA to cover food, transportation and other personal expenses for a minimum period of up to three weeks. This should be at least \$900.00. This is in addition to the funds needed for your housing deposit and first rent payment if they are not due in advance.
- You are required to report to and work for the employer listed in section #1 of your DS-2019 form. Failure to do so will result in dismissal from the program.
- You will not work past the program end date listed on your DS-2019 form.
- The DS-2019 form that is issued to you by United Work and Travel, a division of APEI enables you to apply for a J-1 Summer Work/Travel visa. The U.S. Embassy or Consulate will either grant or deny your application for a visa. We cannot change their decision.
- Even if you receive a visa, your entrance to the USA may be denied by the USCS.
- You will apply for your social security number within 7-21 days of your program arrival check-in. Once you receive this number, you must provide your host company employer(s) with this immediately.
- If United Work and Travel, a division of APEI dismisses you from your program, you must leave the United States within 10 days or you may face further penalties from the USCS.

- You will leave the USA within 30 days (grace period) of your program end date listed on your DS 2019 form with enough time to begin your University classes. You are not able to change your visa status! Your J-1 SWT Program cannot be extended.
- You are agreeing to allow your employer, sponsor, or home country recruiter use all photographs and videos received for sponsor contests or taken during the course of the program for future website
- updates, displays, or marketing material. It is understood there will be no compensation for the use of these photos.
- You should first contact your sponsor with any issue or concern; however, you may contact the U.S. Dept. of State at any time to report an emergency, misconduct or lack of sponsor responsiveness. The number is 1-866-283-9090.

Program Monitoring:

- Once checked in to your vetted student housing, you MUST complete your first program check in with United Work and Travel, a division of APEI, Inc. within 72 hours of your arrival to the United States by telephone or online. Our toll free phone number for check in is 1-866-IGO2USA (1-866-446-2872). However, online check in is the preferred check in method. Please log into your student account at www.mylwmt.com to check in online. Email check ins are not permitted.
- You must complete an additional program check in with your sponsor every 30 days for the duration of your program. Please log into your student account at www.mylwmt.com to complete these check ins online.
- Failure to check in will result in the immediate loss of insurance and you will automatically fall out of valid J-1 status in the USA.

Employment Conditions:

- Your employment position is not 100% guaranteed and may be changed prior to arrival in the USA if a scheduled employer cancels their available job positions for any reason. In this scenario, UWT will support you in securing a new job placement.
- If your employer cancels your employment position for any reason after your arrival to the USA, UWT will make our best effort to place you in another available position.
- Employment terms, such as housing setup and location, job position, pay rate, and hours per week may be changed by your employer due to many varying factors. As changes are made, you will be informed by your employer and/or sponsor.
- Your employer may terminate your employment at any time for misconduct or poor job performance. If you are terminated from your position, we will not be responsible for finding you other employment. However, we will support your job search and assist in any way possible. You will be required to present new employer documents for approval within 10 days or your travel period will begin.
- You will only be paid for hours worked. You will not be compensated for shifts when you call out of work or do not report to work.

- You must be capable (both physically and mentally) of performing all duties and tasks outlined in your job description.
- All requests for employment changes must be reviewed and approved by UWT. If you are experiencing a problem at your job you must contact United Work and Travel, a division of APEI as soon as possible so we can assist you.
- If your employment change request is approved, standard protocol in the USA is two week notice before leaving employment. *Even if your change is approved, failure to give a 2 week notice will result in program dismissal.*
- In the event you must leave your employment position to return home, after speaking with and gaining approval from UWT, you will give your employer as close to a two week notice as possible and provide UWT with documentation of your flight to end your program in good standing.
- Should you choose to work in a "second job", different from your host company employer, this job and new host company employer must be verified and approved by your sponsor before you can begin working. Engaging in unauthorized employment will result in immediate dismissal from the program.

Housing Conditions:

- The intention of this program is not to come to the USA to live with a relative or friend from your home country. This housing arrangement will not be approved on the work period.
- Housing will vary from employer to employer. It is understood that you are accepting the fees and terms and conditions of your housing based on your specific employment position. In all cases, housing will be kept clean and damage free and rent will be paid on time to maintain good standing on the program.
- All requests for housing changes must be reviewed and approved by UWT. If you are experiencing a problem at your housing you must contact United Work and Travel, a division of APEI as soon as possible so we can assist you.
- If your housing change request is approved, we require at minimum two week notice to your current landlord before moving. *Even if your change is approved, failure to give a 2 week notice will result in program dismissal.*

Participant Behavior/Zero Tolerance Policy:

- Our programs have a zero tolerance drug, alcohol, theft, violence and sexual misconduct policy. Violation of this policy will result in program dismissal and you will be asked to leave the program and return home within 10 days.
- If you are terminated from your employment for theft, violence or illegal activity of any type, your program will be terminated and you will be required to return to your home country immediately. This is our Zero Tolerance Policy!
- While living in the USA, you will follow all federal, state, and local laws along with the rules and regulations of United Work and Travel, a division of APEI. Failure to do so will result in dismissal from the program under our Zero Tolerance Policy.
- You must inform our staff of any arrest or incarceration within 24-hours of such event.

United Work and Travel, a division of APEI, is not responsible for any legal fees or costs associated with arrests or incarceration.

Health Requirements:

- Any preexisting medical condition that may impact your ability to work is required be reported directly to your sponsor prior to program registration or as soon as you are made aware of a potential situation. This includes allergies. Doctor's notes are required.
- Pre-existing medical conditions are not covered by this program's health insurance.
- Program health insurance is for accident and injury protection only. It should not be used for check ups or routine doctor visits.
- You must not currently be pregnant, and understand that United Work and Travel, a division of APEI, will not accept you in the program if you are pregnant. This is for the health and safety of you and your unborn child. If you become pregnant prior to arrival, you will withdrawal from the program and the proper refund will be returned. If you become pregnant on the program, you will be required to return home within 7 days.
- In the event of a medical emergency requiring hospitalization, I give my full permission for the hospital staff or medical doctor to speak with a representative of United Work and Travel, a division of APEI or my assigned insurance company so that communication and any necessary arrangements with my family and home country agent may take place regarding my condition, care, and needs.

Refunds:

- In case of a visa denial or voluntary cancellation prior to job confirmation, United Work and Travel, a division of American Pool Enterprises, Inc. will refund your program fee costs. However, your application fee of \$125.00 and your \$35.00 SEVIS Fee are non refundable. (Unless alternate arrangements have been made)
- In order to receive your refund, proper notification must be provided within 48 hours of a denial or cancellation.
- There will be no refund on voluntary cancellations after your DS-2019 visa documents have been issued and your employment is confirmed.
- If you plan to reapply for a visa after a denial, you must inform your sponsor immediately.
- All program fee refunds will be issued directly back to your overseas agent in your home country 45-60 days after your program end date.
- All housing deposit refunds will be issued directly back to your overseas agent in your home country at least 60 days after successful program completion.

As a program participant, you are agreeing that:

1. In consideration of being accepted for participation in a J-1 Work/Travel Program, I understand by signing this document, I hereby forever discharge and agree to hold harmless, United Work and Travel, a division of APEI, their employees, their partner organizations, and/or principals thereof from any and all liability claims or demands for personal injury, sickness or death, as well as property damage and other expenses of any nature whether known to me or not.

2. Any and all claims against United Work and Travel, a division of APEI will not result in a refund greater than the total program fees received for your program participation. (SEVIS fees, airline tickets, and Embassy interview fees will not be refunded for any reason).
3. I will abide by and follow these Terms and Conditions presented to me by my sponsor, United Work and Travel, a division of APEI.

Emergencies

Please remember that United Work and Travel is available to you 24 hours a day, 7 days a week for all emergencies. If it is not an emergency please call us during regular business hours. 1-866-416-2872 (toll free in USA).

Examples of Some Emergencies are:

- You are placed under arrest.
- You are the victim of a serious crime.
- You are seriously ill or injured.
- You have a violent conflict with a supervisor or a roommate.

Helpful tips to avoiding trouble while in the USA

- The legal drinking age in the United States is 21 years of age.
- You may not drink alcohol in public places.
- Possession of illegal drugs of any kind will result in arrest.
- Sex or any sexual activity with a minor (anyone under 18 years old) is considered statutory rape and is punishable by law.
- Additional illegal acts punishable by law in the U.S. include but are not limited to: destruction of property, theft, disorderly conduct, sexual harassment, shoplifting, disturbing the peace.

American Society

The United States is home to over 330 million people. There are many different ethnicities and cultural backgrounds. Different parts of the country offer ethnic neighborhoods and pockets of immigration groups. This is normal and may take some getting used to.

Make an effort to be friends with the American people. Be kind to those who are different than you. However, be conscious of individuals who may not have your best interests in mind. Never carry all of your money with you at once (you should open a bank account to organize your finances) and always lock the doors and windows to your house when leaving.

Please remember in the USA the common greeting is a handshake with "hello, how are you today?" You should maintain comfortable distance when speaking and try not to impose on 'personal space.' You must respect authority and remember there are equal rights for men and women. Lastly, you should avoid discussing tense social issues, politics and religion with your new friends and co-workers.

The team at United Work and Travel wishes you the best of luck on your journey. We hope that you are able to grow as a person while learning the many different ways of the American lifestyle. Be safe, be brave, make smart decisions and we promise you a cultural experience that you will never forget!

Helpful Websites

Have Questions about program regulations?	www.j1visa.state.gov
Have a question about social security?	www.ssa.gov
Have a general question/Need to open an e-mail account?	www.gmail.com
Have questions about the weather in a certain region?	www.weather.com
Want to keep in touch with family, friends & UWT?	www.facebook.com www.instagram.com
Need to get somewhere in the U.S.A.?	www.maps.google.com
Need to buy a plane ticket anywhere?	www.kayak.com
Need to buy a local plane ticket?	www.southwest.com
Need a bus ticket to anywhere in the USA?	www.greyhound.com
Need a train ticket to anywhere in the USA?	www.amtrak.com
Need help buying, trading, or looking for a place to live?	www.craigslist.com
Need to locate a hotel?	www.hotels.com
Look for cultural events across the USA	www.topeventsusa.com

For important participant information and program updates:

www.unitedworkandtravel.com

www.facebook.com/myuwt

Important Contact Information

Sponsor Contact Information:

United Work and Travel
11515 Greenridge Drive, Suite Q,
Owings Mills, MD 21117

Phone: (410) 581-7788
Fax: (410) 581-7950
Email: service@unitedworkandtravel.com

Insurance Information:

Insurance Company:	Axis Insurance Company
Policy Holder:	United Work and Travel, A division of APEI
Provider Search:	http://multiplan.com
General Global Assistance:	1-877-961-2755 for 24-hour USA assistance
Claims Administrator:	MCA Administrators, Inc. 1-800-427-9308
Coverage Website:	www.amastudentplans.com/uwt

We are available to you 24 hours a day, seven days a week for any emergency. Please call our main office at (410) 581-7788 or toll free in the USA at 1-866-4G2USA (446-2872)

U.S. Department of State's 24/7 toll free exchange visitor help line: 1 (866) 283-9090

Employer Information: (fill in when your host company is confirmed)

Employer Name: _____

Employer Address: _____

Employer Phone: _____