

A photograph of three smiling volunteers at an outdoor booth. The man on the left wears a red cap with a white 'e' and a blue polo shirt. The woman in the middle wears a red cap with a white 'e' and a grey t-shirt with 'Chatter's' written on it. The woman on the right wears a grey t-shirt with 'West' written on it. A brown paper bag with a green heart logo and 'greenheart' text is in the foreground. The background shows a white tent and a sign with 'UPS'.

Work and Travel Pre-Departure Orientation Greenheart Exchange

Mission of Greenheart Exchange

Greenheart Exchange's Work and Travel department facilitates cultural exchange by connecting international students with U.S. businesses to develop future leaders through volunteerism.



Purpose of Program: Cultural Exchange

Since 1985, Greenheart Exchange has offered cultural exchange programs in the U.S. that connect Americans with international participants. Through our unique Greenheart Club, Greenheart Exchange encourages our American and international participants to become global leaders through active participation in environmental and social service projects.



Who is who?

Sending Partner

Your support system while you are in your home country (before and after your program).

J-1 Visa Sponsor

Your support system while you are in the United States. Greenheart Exchange is your visa sponsor.

Department of State

The government branch that oversees and creates regulations for the Summer Work Travel program.

Host Organization

Your employer while in the United States. They are responsible for paying you and ensuring your job offer is honored.

Local community

Your local American community while you are working in the United States.

What is Included in Your Program?

What is included?

- ✓ Verified job offer for up to 4 months
- ✓ DS-2019 form
- ✓ HCC medical insurance during dates listed on your DS-2019 form
- ✓ 24-hour support from the Greenheart Exchange office
- ✓ Volunteer opportunities
- ✓ Cultural activities and opportunities to meet Greenheart Exchange staff

What is **NOT** included?

- ✗ Housing fees (ex: deposit, cleaning fee, rent)
- ✗ Meals
- ✗ International and domestic transportation and airport transfers
- ✗ Public transportation to and from work
- ✗ Spending money
- ✗ HCC insurance does NOT cover: Routine dental work, pregnancy coverage, mental health coverage, pre-existing conditions, and coverage outside of DS-2019 program dates.

Submit Housing Before Arrival

- 1) You should log into your GEO account and enter your housing information 30 days before your DS-2019 Start Date.
- 2) Click on the SEVIS tab.
- 3) Enter all required fields marked with a red asterisk*.
- 4) Click submit.

* If apartment or room number is not known, please enter "Not Applicable"

Home My Application Flight / Visa Information **SEVIS** Resources Help

SEVIS

SEVIS - STUDENT EXCHANGE VISITOR INFORMATION SYSTEM: Upon arrival to your site of activity, you must validate your program in SEVIS. You will not be able to submit validation info until 3 days before your program start date. NOTE: You must be validated in SEVIS to receive a Social Security number.

Completion of this page does not fulfill your requirement to check in with your program sponsor by the deadlines indicated on your Greenheart online homepage. In order to check in on time, follow the "Complete my Check-In now" link from the top of your homepage.

Housing Information

Validate your housing address in SEVIS. Please remember the US address format can be different from your home country. If you live in a hotel, motel, inn, dormitory, or apartment building, please provide the name of the building in the Building Name field below.

Here is an example of how to provide this information:
Building Number and Street Name: 1800 Pennsylvania Avenue NW
Building Name: The White House
City: Washington
State: D.C.
Zip: 20505

SEVIS validated housing information: Anas Mubd Ahmad Abdullah

Home/Housing Address:
Physical address only, no P.O. Boxes

*Building Number and Street Name: 1234 Docker St

*Building Name: Docker Building

*Apartment or Room number: 94942

*City: Chicago

*State/Zip: IL 60606

Phone Number: 312-555-0690

*Indicates Required Field

Submit

Enter your pre-season housing information here

IMPORTANT: This does not count as successfully validating your program.

Check-in and Validations

Arrival Check-in

- Greenheart Exchange requires you to check in no later than **3 days after you arrive in the United States**.
- You may do this through GEO or by email or phone. This is true for validations and monthly check-ins.

Validations

- It is a Department of State regulation that you **MUST** validate your program with your J-1 visa sponsor.
- Greenheart Exchange requires that you must validate your program no later than **7 days after your DS-2019 Start Date**. Note: You are unable to validate more than 3 days before your DS-2019 Start Date.
- You must submit your housing address and work address. Failure to do so will result in a **NO SHOW SEVIS** status!

Monthly Check-ins

- It is a Department of State regulation that you **MUST** stay in contact with your J-1 visa sponsor monthly.
- Greenheart Exchange requires that you check in **every 30 days** through GEO until your program has ended (DS-2019 End Date).

Failure to do the above, puts your program status at risk, of Termination!

Arrival Check-in

Home My Application Flight / Visa Information **SEVIS** Resources Help

SEVIS
► SEVIS

Your next Check-In is required by 3/23/2018.
Click the button below to complete your Check-In.

[Complete your Check-In Now](#)

Also click here to:
[Update SEVIS \(employer or housing addresses\)](#)
[Report my arrival](#)

SEVIS - STUDENT EXCHANGE VISITOR INFORMATION SYSTEM: Upon arrival to your site of activity, you must validate your program in SEVIS. You will not be able to submit validation info **until 3 days before** your program start date. *NOTE: You must be validated in SEVIS to receive a Social Security number.*

Completion of this page does not fulfill your requirement to check in with your program sponsor by the deadlines indicated on your Greenheart online homepage. In order to check in on time, follow the "Complete my Check-In now" link from the top of your homepage.

Sevis Status: Initial Sevis ID#: N0028208930 [View SEVIS Update Log](#)

Are you already in the United States? ☐ Yes ☐ No

The date on which you arrived to the United States:

[Save/Edit](#)

How to Check-in:

- Use your Greenheart Exchange Online Account (GEO)
geo.greenheart.org
- Call Greenheart Exchange
- Email Greenheart Exchange

1. Enter the date you arrived in the U.S.

Arrival Check-in Requirements

Complete within **3 DAYS** of arriving in the U.S.

Step One: Confirm your arrival date (see above)

Validating Your Program

1. Enter your housing address in the U.S. here.

Housing Information

Validate your housing address in SEVIS. Please remember the US address format can be different from your home country. If you live in a hotel, motel, inn, dormitory, or apartment building, please provide the name of the building in the Building Name field below.

Here is an example of how to provide this information:
Building Number and Street Name: 1600 Pennsylvania Avenue NW
Building Name: The White House
City: Washington
State: D.C.
Zip: 20006

SEVIS validated housing information:

Home/Housing Address:

Physical address only, no P.O. Boxes

*Building Number and Street Name:

Building Name:

*Apartment or Room number:

*City:

*State,*Zip:

Phone Number:

I confirm that the housing address I report here is, to the best of my knowledge, in compliance with all applicable local laws and regulations.

*Indicates Required Field

Work Information

Validate your employer address in SEVIS

This is your SEVIS validated Primary job site:

555 Sunrise Blvd.
Ocean City, MD 55555

Please confirm or edit the job site information above by selecting the answer, below, that best fits your situation:

- ☒ This information matches my Employer and primary work location.
☐ The employer listed is CORRECT, but this does NOT match my current primary work location.
☐ I am not working for this employer.

Business/Employer Address:

Physical address only, no P.O. Boxes

*Business Name:

*Street Address:

*City:

*State,*Zip:

Phone Number:

*Indicates Required Field

2. Your approved work site address is shown here.

3. Select the appropriate statement to confirm or update the address where you will be physically working.

Submit

Validation Requirements:

Complete within **7 DAYS** of your DS-2019 start date

1. Confirm your U.S. housing address
2. Confirm your work address

Example Housing Address:

746 N. LaSalle Dr (street address)
Unit 2 (room/apartment number)
Chicago, IL (city, state)
60654 (postal/zip code)







Validating Your Program

My Program Statuses

Application Checklist				
Complete?	Requirement	Info	Status	Action
✓	Budget Sheet	i	Completed	
✓	Virtual Orientation	i	Completed	Review Virtual Orientation <i>Ensure your browser has the most up-to-date version installed. Must have flash to take and view orientation. Flash can be downloaded here:</i> https://get.adobe.com/flashplayer/
✓	Original University Letter	i	Completed	
✓	Passport	i	Passport Copy Received	

Program Checklist				
Complete?	Requirement	Info	Status	Action
✓	Sevis Status	i	Active	Validate/Update SEVIS Information
✓	Visa Status	i	Not Approved	Enter Visa Information
✓	Arrival Flight	i	Not Completed	Enter flight information
✓	Insurance Coverage	i	Greenheart provided	

Your Job Placements					
Complete?	Employer/Site	Info	Placement Status	SEVIS	Action
✓	Wilderness Hotel and Golf Resort	i	Placed	Recorded in SEVIS	Placement Agreement

Important Documents (must be accepted)	
Document	Print
Participant ID Card:	
SEVIS Info:	
Letter to the Embassy:	
Letter to Social Security:	
Self-Arranged Job Offer:	
SAJO Best Practices:	
Insurance:	Pending
Insurance Plan Number: WT15G10200	
24-hour Assistance: USA Toll-free (855) 767-5642	
Student-Zone Brochure	
In-network Provider Search Engine	
Claims Form	
Additional Insurance Request Form	

Greenheart Club



Log Volunteer Hours

Are you already a Greenheart Club member? If Yes, you are able to access your Greenheart Club account directly at <http://greenheartclub.org>, and you are encouraged to continue using your account even after your GH program is complete!

Check Your SEVIS Status:

- It will take 2-3 business days on average to process your validation.
- Please check your GEO account for SEVIS status updates (including from Initial to Active) before going to Social Security Administration.

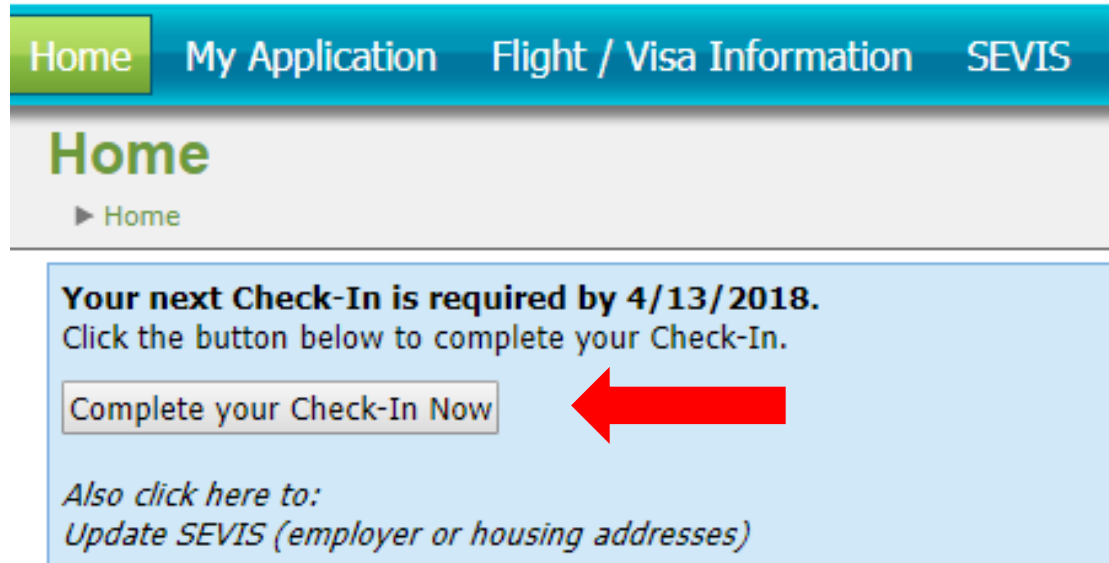
Validating Your Program: Reminders

Failure to notify Greenheart Exchange will
**PUT YOUR PROGRAM STATUS AT
RISK OF TERMINATION.**

Greenheart Exchange is **REQUIRED** to
report all participants who do not provide
updated, accurate information.

NO EXCEPTIONS

Monthly Check-ins



- You must check in **every 30 days** until your DS-2019 End Date.
- This check-in can be completed through GEO, by phone or by email.
- Your check-in deadline will be displayed on GEO.
- Failure to stay in contact with your sponsor will put your program status at risk of termination.
- Check your GEO account at least once per week for updates.

THIS IS NOT YOUR VALIDATION, AND MUST BE COMPLETED SEPARATELY!

SEVIS Statuses

INITIAL

You have not yet started the Summer Work Travel program. This status will remain until the you are validated in SEVIS.

ACTIVE

You have validated your program and has adhered to all Greenheart Exchange procedures.

INACTIVE

You are no longer sponsored by Greenheart Exchange for one of the following reasons:

- You have shortened your program.
- The DS-2019 End Date has passed.

Remember: Inactive participants will no longer be able to work under this SEVIS status.

Negative SEVIS Statuses

NO SHOW

You are no longer sponsored by Greenheart Exchange because **you failed to report your host organization and housing addresses on time.**

This may have a negative effect on the your future chances of returning to the U.S., even if on a different visa.

TERMINATED

This is a severe status. If you status is Terminated this means you are no longer sponsored by Greenheart Exchange. This can be for numerous reasons, for example:

- Being found guilty of a crime OR plead guilty to any criminal charges.
- Failing to stay in timely contact with Greenheart Exchange.
- Working at an unapproved job.

A “Terminated” status may have a negative effect on the your future chances of returning to the U.S. on any type of visa.

When the status is No Show or Terminated, you must stop working and leave the U.S. immediately.

Monthly Check-ins

You are required to complete your monthly check-in every 30 days. During this check-in you **must** notify Greenheart of any concerns, questions, and cultural activities. If there are changes with your job, housing, or if you have health issues, you must report this immediately.

Failure to do so, puts your program status at risk of termination.

Check-In

1. Do you have a health, welfare, or safety concern that you need help with?

(If this is an EMERGENCY issue, please call Greenheart at 1-866-684-9675. Or, if after business hours, at 1-866-788-7804)

☐ No, I'm fine. ☐ Yes, I need help with something.

(Please specify your concerns below)

750 Characters remaining

2. Have the conditions of your job changed from what was on the Greenheart job offer form?

☐ No ☐ Yes

(Please specify your changes below)

750 Characters remaining

3. Please select from the drop-down lists provided, 2 examples of cultural experiences you've had on your program since your last check-in. Give details and/or list alternate cultural experiences you've had while on the program in the note fields below.

(NOTE: both the drop-down selections and the note fields are required to complete.)

1)

Please provide details here:

250 Characters remaining

2)

Please provide details here:

Second Job Requirements

STEP 1: Contact Greenheart Exchange before you start working a new job.

STEP 2: Submit a Self-Arranged Job Offer form (SAJO) and business documents to the sajo@greenheart.org. Please make sure all fields are completed.

STEP 3: You **CANNOT BEGIN WORKING UNTIL YOUR JOB IS APPROVED**. Greenheart Exchange must confirm the job details first. Failing to comply with this rule may lead to program status termination.

STEP 4: Once you receive an approval email from Greenheart Exchange you may begin working.

Remember: You can have a second job, but your first job is your primary responsibility. Your hours should not overlap.

Prohibited Jobs

All Summer Work Travel (SWT) placements are subject to Greenheart Exchange approval. Jobs not listed herein may still be found inappropriate for the SWT program. Greenheart Exchange reserves the right to disallow any placement. In addition to jobs prohibited by the Department of State, Greenheart Exchange prohibits participants from working:

- In positions in kiosks
- In positions with moving companies
- With third-party organizations. The participant must be hired, paid, and directly supervised by the company they are hired for
- With lifeguard companies that have not first completed a Greenheart Exchange questionnaire
- In positions that involve door-to-door or traveling sales
- In positions where manual labor is the primary focus, requires a high-level of skill, presents safety concerns, and the facilitation of cultural exchange is lacking
- In positions with tent companies
- In laundry-only positions, or other positions with extensive periods of time in rotation.
- In positions that require sustained physical contact with other people (ex: applying henna tattoos)

For a more comprehensive list, please visit Greenheart Exchange's [website](https://www.greenheartexchange.org).

[HireWithGreenheart.org](https://www.HireWithGreenheart.org)



Prohibited Geographical Areas

Greenheart Exchange will no longer allow Self-Placed positions in the below areas. Second and new jobs during the program are reviewed on case by case basis.

- The state of **North Dakota**
- Destin, **Florida**
- Panama City Beach, **Florida**
- Harrisburg/Hershey, **Pennsylvania**

No placements for any program option will be considered for the following areas:

- Williston, Dickinson, Watford City, and New Town, **North Dakota**
- Baltimore, **Maryland**
- Detroit, **Michigan**
- **Hawaii**

Placements in the **Gulf Coast areas of Louisiana, Alabama, Mississippi, and the Florida panhandle (from Gulf Shores, Alabama to Mexico Beach, Florida including Panama City and Destin)** will be considered on a case-by-case basis. To be considered by Greenheart Exchange, host organizations in these areas must provide excellent housing and extensive cultural activities for the Summer Work Travel participants.

These areas are subject to change at any point. Please see the [website](#) for the current regulations on geographical areas.

U.S. Department of State

Prohibited Jobs

A full list of Summer Work Travel program regulations can be found here:

<https://greenheartexchange.org/host/host-hire-seasonal-staff/#/tab/regulations>

1. In positions with employers that fill non-seasonal or non-temporary job openings with participants with staggered vacation schedules;
2. In positions that could bring notoriety or disrepute to the Exchange Visitor Program;
3. In sales positions that require participants to purchase inventory that they must sell in order to support themselves;
4. In domestic help positions in private homes (e.g., child care, elder care, gardener, chauffeur);
5. As pedicab or rolling chair drivers or operators;
6. As operators or drivers of vehicles or vessels for which drivers' licenses are required regardless of whether they carry passengers or not;
7. In positions related to clinical care that involves patient contact;
8. In any position in the adult entertainment industry (including, but not limited to jobs with escort services, adult book/video stores, and strip clubs);
9. In positions requiring any shift where hours will fall predominantly between 10:00 p.m. and 6:00 a.m.

U.S. Department of State

Prohibited Jobs

10. In positions declared hazardous to youth by the Secretary of Labor at Subpart E of 29 CFR part 570;
11. In positions that require sustained physical contact with other people and/or adherence to the Centers for Disease Control and Prevention's Universal Blood and Body Fluid Precautions guidelines (e.g., body piercing, tattooing, massage, manicure);
12. In positions that are substantially commission-based and thus do not guarantee that participants will be paid minimum wage in accordance with federal and state standards;
13. In positions involved in gaming and gambling that include direct participation in wagering and/or betting;
14. In positions in chemical pest control, warehousing, catalogue/online order distribution centers;
15. In positions with travelling fairs or itinerant concessionaires;
16. In positions for which there is another specific J category (e.g., camp counselor, intern, trainee); or
17. After November 1, 2012, in positions in the North American Industry Classification System's (NAICS) Goods-Producing Industries occupational categories industry sectors 11, 21, 23, 31–33 numbers (set forth at http://www.bls.gov/iag/tgs/iag_index_naics.htm)

English in the United States

In the United States, you will be surrounded by a language different from your home country. It is important to practice your English skills during this time for the following reasons:

- It will help you get around and learn new skills.
- Your host organization expects you to speak English while working.
- Speaking English will improve your professional skills.
- You'll gain more confidence in English comprehension.
- Your English will not improve if you talk to your friends in your native language all the time.

Greenheart Exchange suggests that you read books in American English or watch American TV to practice your speaking and listening skills.

American Diversity

- The United States is founded on the basis of freedom for ALL.
- Diversity is widely accepted and celebrated.
- You are expected to participate in the Summer Work Travel program with an open mind at all times.
- There is no such thing as gender specific work; everyone is expected to perform the duties of their job description.
- Supervisors and colleagues should be respected, regardless of their gender, race, religious preference, or sexual preference.
- If you experience any form of discrimination or harassment, please let Greenheart Exchange and your host organization know immediately so that it can be appropriately addressed.

Your Host Organization Expects You To..

1. **Stay until the end date listed on your DS-2019 form.** Remember your host organization relies on you!
2. **Come to work on time.** Even arriving at work 5 minutes late is not acceptable. Being punctual is VERY important in the United States.
3. **Work hard and perform your duties well.**
4. **Ask questions** when you do not understand something.
5. **Be polite, have a positive attitude, practice good hygiene, be respectful, and keep your housing clean.**
6. **Communicate in English.**
7. **Share your concerns and your successes!** Any issues or concerns you have with your job must be discussed with your host organization. If you and your host organization cannot find a solution to the matter, please contact Greenheart Exchange so they can assist.

What You Should Expect From Your Host Organization

- The job agreement conditions are upheld
- Getting paid per the terms on your job agreement
- The number of agreed upon hours in your job agreement
- Your supervisor should work with you to make your program a success
- A safe work environment
- Safe housing, if provided by host organization.

Know Your Rights

- You will be working an average of 32 hours or more per week for the duration of your program.
- All positions must pay at least the federal minimum wage, with the possible exception of positions in Georgia and Wyoming. The federal minimum wage can be found here: www.dol.gov/whd/minwage/america.htm#content.
- The minimum wage for each state varies. Look [online](#) to verify the current minimum in the state where you will be working.
- For more information on Rights and Protections for Temporary Workers, please review the [William Wilberforce Trafficking Victims Protection Reauthorization Act \(Public Law 110-457\)](#). Please reference addendum number 1 for pamphlet details.
- U.S. Department of State [J-1 Exchange Visitor Program Summer Work Travel Welcome Brochure](#). Please reference addendum number 2 for brochure details and welcome letter.

Employment Eligibility Verification I-9 Form

The Employment Eligibility Verification Form I-9 is a U.S. Citizenship and Immigration Services form. It is used by a host organization to verify an employee's identity and to establish that the worker is eligible to accept employment in the United States. This needs to be completed at the beginning of your employment at every host organization. Please be prepared to present your host organization with the following:

- Passport
- I-94 Number <http://www.cbp.gov/travel/international-visitors/i-94-instructions>
- Social Security Number or indicate "applied for SSN"

Supplemental Form W-4 Instructions Form for
Nonresident Aliens

<https://www.irs.gov/pub/irs-pdf/n1392.pdf>



Instructions for Employment Eligibility Verification

Department of Homeland Security
U.S. Citizenship and Immigration Services

USCIS
Form I-9
OMB No. 1615-0047
Expires 03/31/2016

Read all instructions carefully before completing this form.

Anti-Discrimination Notice. It is illegal to discriminate against any work-authorized individual in hiring, discharge, recruitment or referral for a fee, or in the employment eligibility verification (Form I-9 and E-Verify) process based on that individual's citizenship status, immigration status or national origin. Employers CANNOT specify which document(s) they will accept from an employee. The refusal to hire an individual because the documentation presented has a future expiration date may also constitute illegal discrimination. For more information, call the Office of Special Counsel for Immigration-Related Unfair Employment Practices (OSC) at 1-800-255-7688 (employees), 1-800-255-8155 (employers), or 1-800-237-2515 (TDD), or visit www.justice.gov/crt/about/osc.

What Is the Purpose of This Form?

Employers must complete Form I-9 to document verification of the identity and employment authorization of each new employee (both citizen and noncitizen) hired after November 6, 1986, to work in the United States. In the Commonwealth of the Northern Mariana Islands (CNMI), employers must complete Form I-9 to document verification of the identity and employment authorization of each new employee (both citizen and noncitizen) hired after November 27, 2011. Employers should have used Form I-9 CNMI between November 28, 2009 and November 27, 2011.

General Instructions

Employers are responsible for completing and retaining Form I-9. For the purpose of completing this form, the term "employer" means all employers, including those recruiters and referrers for a fee who are agricultural associations, agricultural employers, or farm labor contractors.

Form I-9 is made up of three sections. Employers may be fined if the form is not complete. Employers are responsible for retaining completed forms. Do not mail completed forms to U.S. Citizenship and Immigration Services (USCIS) or Immigration and Customs Enforcement (ICE).

Section 1. Employee Information and Attestation

Newly hired employees must complete and sign Section 1 of Form I-9 no later than the first day of employment.

Section 1 should never be completed before the employee has accepted a job offer.

Provide the following information to complete Section 1:

Name: Provide your full legal last name, first name, and middle initial. Your last name is your family name or surname. If you have two last names or a hyphenated last name, include both names in the last name field. Your first name is your given name. Your middle initial is the first letter of your second given name, or the first letter of your middle name, if any.

Other names used: Provide all other names used, if any (including maiden name). If you have had no other legal names, write "N/A."

Address: Provide the address where you currently live, including Street Number and Name, Apartment Number (if applicable), City, State, and Zip Code. Do not provide a post office box address (P.O. Box). Only border commuters from Canada or Mexico may use an international address in this field.

Date of Birth: Provide your date of birth in the mm/dd/yyyy format. For example, January 23, 1950, should be written as 01/23/1950.

U.S. Social Security Number: Provide your 9-digit Social Security number. Providing your Social Security number is voluntary. However, if your employer participates in E-Verify, you must provide your Social Security number.

E-mail Address and Telephone Number (Optional): You may provide your e-mail address and telephone number. Department of Homeland Security (DHS) may contact you if DHS learns of a potential mismatch between the information provided and the information in DHS or Social Security Administration (SSA) records. You may write "N/A" if you choose not to provide this information.

Employee's Withholding Allowance Certificate W-4 Form

When you arrive at your host organization, you need to complete a W-4 form. W-4 forms are used to withhold the proper amount of federal income tax from your paycheck.

W-4 Instructions:

<https://www.irs.gov/individuals/international-taxpayers/aliens-employed-in-the-u-s>

Separate here and give Form W-4 to your employer. Keep the worksheet(s) for your records.

Form W-4 Department of the Treasury Internal Revenue Service		Employee's Withholding Allowance Certificate ▶ Whether you're entitled to claim a certain number of allowances or exemption from withholding is subject to review by the IRS. Your employer may be required to send a copy of this form to the IRS.		OMB No. 1545-0074 2018	
1 Your first name and middle initial		Last name		2 Your social security number	
Home address (number and street or rural route)		3 <input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Married, but withhold at higher Single rate. Note: If married filing separately, check "Married, but withhold at higher Single rate."			
City or town, state, and ZIP code		4 If your last name differs from that shown on your social security card, check here. You must call 800-772-1213 for a replacement card. ▶ <input type="checkbox"/>			
5 Total number of allowances you're claiming (from the applicable worksheet on the following pages)		5		6 \$	
6 Additional amount, if any, you want withheld from each paycheck		6		7	
7 I claim exemption from withholding for 2018, and I certify that I meet both of the following conditions for exemption. <ul style="list-style-type: none">• Last year I had a right to a refund of all federal income tax withheld because I had no tax liability, and• This year I expect a refund of all federal income tax withheld because I expect to have no tax liability. If you meet both conditions, write "Exempt" here ▶		7			
Under penalties of perjury, I declare that I have examined this certificate and, to the best of my knowledge and belief, it is true, correct, and complete.					
Employee's signature (This form is not valid unless you sign it.) ▶					
Date ▶					
8 Employer's name and address (Employer: Complete boxes 8 and 10 if sending to IRS and complete boxes 8, 9, and 10 if sending to State Directory of New Hires.)		9 First date of employment		10 Employer identification number (EIN)	

For Privacy Act and Paperwork Reduction Act Notice, see page 4. Cat. No. 10220Q Form **W-4** (2018)

Applying for Social Security

Please review your Job Agreement for the nearest Social Security (SSA) office and instructions. You may also visit the **SSA Office Locator** website at: www.socialsecurity.gov/locator



The screenshot shows the official Social Security Administration website. At the top left is the SSA logo. The main heading is "Social Security" with the tagline "The Official Website of the U.S. Social Security Administration". Below this is a section titled "Social Security Office Locator". On the left, there is a form to "Find the Office for this ZIP Code." with a "ZIP:" input field, a "Locate" button, and links for "Zip Code Look Up" and "Services Outside the United States". In the center, a box titled "Using our online services, you can:" lists three bullet points: "Apply for most types of benefits", "Estimate your future benefits", and "Do so much more". It also includes a link to "What You Can Do Online". On the right, a box titled "Phone Number" displays the "Toll-Free: 1-800-772-1213". The footer contains links for "Privacy Policy", "Website Policies & Other Important Information", "About Us", "Site Map", and "FAQs".

It is recommended that you wait at least **10 days** to visit the Social Security office after your SEVIS status is listed as : “Active” in your Greenheart Exchange Online (GEO) Account <https://geo.greenheart.org>.

Please collect a receipt once you apply for your Social Security number and present it to your host organization for verification purposes. Cards are typically issued in 2–4 weeks.

Applying for Social Security

Form SSA-132

Greenheart Exchange recommends that you complete the **SSA-132** form and present the information to the Social Security Administration when submitting your application. This form will allow your host organization to contact the office directly and receive your Social Security number for wage reporting purposes, in the event that you did not give them this number.

<https://www.ssa.gov/>

Social Security Administration		Form Approved OMB No. 0960-0778	
Notification of a Social Security Number (SSN) to an Employer for Wage Reporting Purposes			
A. Employer Information			
Employer's Name:			
Employer's Address: Street:			
City: State: Zip:			
Employer's Identification Number (EIN):			
B. To be completed by the SSN applicant			
I request that SSA notify my employer of my SSN upon assignment.			
Printed Name:			
Signature: Date:			
(MM/DD/YYYY)			
C. For SSA use only			
An SSN has been assigned and a Social Security card was mailed to the following person who requested we notify you directly of the SSN.			
First Name:			
Middle Name:			
Last Name:			
Social Security Number:			
NOTE: This notification may only be used for original SSN applications when SSA has not yet assigned an SSN.			
Form SSA-132 (05-2010)		1	

Applying for Social Security

Before going to Social Security, be sure that you know the accurate mailing address that you want your card to be shipped to in the United States. Be sure to also bring the following:

- ✓ Passport (original + 1 copy)
- ✓ I-94 ** (These cards are available electronically)
- ✓ Job Offer
- ✓ DS-2019 form (original + 1 copy)
- ✓ Letter of Sponsorship (available through your GEO account)

If there are delays receiving your card, follow up with the Social Security Administration directly. When you do receive your card, share the number with your host organization.

<https://www.ssa.gov/>

Opening a Bank Account



When opening a bank account in the United States, keep in mind that you now have to provide your Social Security number as well as the tax ID number you use in your home country.

Each country is different, so be sure to confirm this information before your arrival in the United States.

Your Paycheck

Your Job Agreement will provide information on your average work hours and days per week, pay rate, how often you will be paid and over-time wages if provided.

Check with your host organization if you have any questions after receiving your first paycheck.

DO NOT ACCEPT THIS CHECK without confirming presence of Artificial Watermark on back. Other security features are listed on back.

YOUR BUSINESS
1501 INGERSOLL AVE SUITE 101
P.O. BOX 611
DES MOINES, IA 50309

CHECK DATE 02/24/2000 **CHECK NUMBER** 1173

PAYROLL CHECK

PAY... FIVE HUNDRED SIXTY SIX DOLLARS 52 CENTS

\$ ***566.52**

SPL2 31 500 1173

TO: **SANDY COWAN**
THE: **7811 PLEASANT AVENUE**
ORDER OF: **DES MOINES, IA 50321**

AUTHORIZED SIGNATURE _____

⑈001173⑈ ⑆073000820⑆1234567⑈

SANDY COWAN				YOUR BUSINESS			
EMPLOYEE	31	BRANCH	539-82-8556	PERIOD BEGIN	02/06/2000	CHECK COMMENTS	PTO
CHECK NO	SPL2	DEPARTMENT	04/01/1993	PERIOD END	02/19/2000	MAX OF 5 LINES	36.34 HOURS
CHECK NO	1173	DEPARTMENT	52/52	CHECK DATE	02/24/2000	CAN CHANGE FOR EACH P/R	

EARNINGS						TAXES AND DEDUCTIONS			
DESCRIPTION	RATE	HOURS	CURRENT	YEAR TO DATE	LOCATION AND JOB OVERRIDES	DESCRIPTION	CURRENT	YEAR TO DATE	
REGULAR	97500	8000	78000	78000		FEDERAL W/H	5770	5770	
COMMISSION				50000		OASDI	4836	7936	
401K			-7800	-12800		MEDICARE	1131	1856	
CO 401K MATCH-M			1404	2304		STATE W/H IA	1811	1811	
GROSS EARNINGS		8000	70200	115200		TOTAL DEDUCTIONS	13548	17373	
			78000	128000	TRUE GROSS	NET PAY	56652	97827	

Do Not Forget To...



Before you leave your employment in the United States:

- ✓ Leave your home country address with **every** host organization that you work for while in the United States.
- ✓ Clearly print your name and home address on an envelope so that your host organization can send you your final paycheck and tax forms once you return home.

Taxes

Anyone who works in the United States pays taxes. It is **ILLEGAL** to work in the U.S. without paying taxes.



Taxes

Taxes You Must Pay:

- Federal Tax
- State Tax
- Local Income Tax

Taxes You DO NOT Pay:

- Social Security Tax
- Medicare Tax
- FICA/FUTA Tax

NOTE: If you are taxed incorrectly, this is a mistake that needs to be corrected. Please tell your host organization and contact Greenheart Exchange.

Filing Taxes

- After your program, you may be eligible for a tax refund. This means that you may get some money back.
- You should expect to receive your W-2 form early the following year. This may be sent to you by postal mail, or may be available online. If you do not receive your W-2 form in a timely manner, it is your responsibility to contact your host organization directly.
- You must file your taxes by April 15 of the following year. This can be done online through the IRS website:
<https://www.irs.gov/uac/free-file-do-your-federal-taxes-for-free>
- Failure to file your taxes could prevent future travel to the United States.

Currently Seeking Employment

- If you have concerns about your employment and plan to leave your job, you must consult Greenheart Exchange before quitting.
- If you quit a job or are fired, you have **2 weeks** to submit a new job offer and find new housing, if applicable.
- While you are without a job, you will be on additional monitoring with Greenheart Exchange and you are not allowed to work during this time. You must stay in contact with Greenheart Exchange.
- If you are unable to secure a new placement within 2 weeks or fail to submit a Self-Arranged Job Offer (SAJO), your program will be shortened in good standing.

Stay in touch with Greenheart Exchange at least once a week, via email, phone, or GEO to make sure that you are getting all the updates you need.

Greenheart Exchange Online has Everything You Need!

Visit geo.greenheart.org for participant resources and timely updates

HomeMy ApplicationFlight / Visa InformationSEVISResourcesHelp

Resources

► Resources

Your next Check-In is required by 4/13/2018.
Click the button below to complete your Check-In.

[Complete your Check-In Now](#)

Also click here to:
[Update SEVIS \(employer or housing addresses\)](#)

Sponsor Contact Info
Greenheart Exchange staff is available to assist you with any issues that might arise with your program. Toll Free: 1-866-684-9675 Local: (After normal work hours): 1-855-767-5642

[Informational Videos »](#)

[About the Program »](#)

[About Greenheart Exchange »](#)

[SEVIS & Your Responsibilities »](#)

[Work »](#)

[Prepare »](#)

[Arrive »](#)

[Get Settled »](#)

[Housing »](#)

[Stay Active! »](#)

[Stay Safe »](#)

[Insurance »](#)

HomeMy ApplicationFlight / Visa InformationSEVISResourcesHelp

Home

► Home

Your next Check-In is required by 4/13/2018.
Click the button below to complete your Check-In.

[Complete your Check-In Now](#)

Also click here to:
[Update SEVIS \(employer or housing addresses\)](#)

Welcome to your Greenheart homepage
Through this web site you can complete your application, view the status, and send visa results and flight information to us. For Job Board participants, this is where you can look for a job and communicate with your employer. As a Greenheart participant, you are required to check your account and email weekly.

Application Status: Congratulations! You have been accepted to participate in the Greenheart Work and Travel Program.
Accepted

My Program Statuses

Application Checklist				
Complete?	Requirement	Info	Status	Action
✓	Budget Sheet	ⓘ	Completed	
✓	Virtual Orientation	ⓘ	Completed	Review Virtual Orientation <small>Ensure your browser has the most up-to-date version installed. Must have flash to take and view orientation. Flash can be downloaded here: https://get.adobe.com/flashplayer/</small>
✓	Original University Letter	ⓘ	Completed	
✓	Passport	ⓘ	Passport Copy Received	

Program Checklist				
Complete?	Requirement	Info	Status	Action
✓	Sevis Status	ⓘ	Active	Validate/Update SEVIS Information
✓	Visa Status	ⓘ	Not Approved	Enter Visa Information
✓	Arrival Flight	ⓘ	Not Completed	Enter flight information
✓	Insurance Coverage	ⓘ	Greenheart provided	

Your Job Placements					
Complete?	Employer/Site	Info	Placement Status	SEVIS	Action
✓	Wilderness Hotel and Golf Resort	ⓘ	Placed	Recorded in SEVIS	Placement Agreement

Important Documents (must be accepted)

Document	Print
Participant ID Card:	
SEVIS Info:	
Letter to the Embassy:	
Letter to Social Security:	
Self-Arranged Job Offer:	
SAJO Best Practices:	
Insurance:	Pending
Insurance Plan Number: W715610200	
24-hour Assistance: USA Toll-free (855) 767-5642	
Student-Zone Brochure	
In-network Provider Search Engine	
Claims Form	
Additional Insurance Request Form	

Greenheart Club

Log Volunteer Hours

Are you already a Greenheart Club member? If Yes, you are able to access your Greenheart Club account directly at <http://greenheartclub.org> and you are encouraged to continue using your account even after your GH program is complete!

Health Insurance

The link in your account will take you to Greenheart Exchange's insurance provider's website, HCC Insurance.

You will receive your insurance card automatically from HCC two weeks before your DS-2019 Start Date. If you need additional information, you can find it in the Insurance section of your home page.

Your insurance covers the duration of your program – from the start till the end date of your DS-2019 form.

[Home](#) [My Application](#) [Job Board](#) [Flight / Visa Information](#) [SEVIS](#) [Resources](#) [Help](#)

Home

► Home

⚠ You have changes that have been rejected by Greenheart. Click here to View them.

Welcome to your Greenheart homepage

Through this web site you can complete your application, view the status, and send visa results and flight information to us. For Job Board participants, this is where you can look for a job and communicate with your employer. As a Greenheart participant, you are required to check your account and email weekly.

Application Status: Accepted Congratulations! You have been accepted to participate in the Greenheart Work and Travel Program.

My Program Statuses

Application Checklist				
Complete?	Requirement	Info	Status	Action
✓	Budget Sheet	ⓘ	Completed	
✓	Virtual Orientation	ⓘ	Completed	Review Virtual Orientation <small>Ensure your browser has the most up-to-date version installed. Must have flash to take and view orientation. Flash can be downloaded here: https://get.adobe.com/flashplayer/</small>
✓	Original University Letter	ⓘ	Completed	
✓	Passport	ⓘ	Passport Copy Received	

Program Checklist				
Complete?	Requirement	Info	Status	Action
⚠	Sevis Status	ⓘ	Inactive	Validate/Update SEVIS Information
✓	Visa Status	ⓘ	Approved - 3/27/2018	
✓	Arrival Flight	ⓘ	Completed	
✓	Insurance Coverage	ⓘ	Greenheart provided	

Your Job Placements					
Complete?	Employer/Site	Info	Placement Status	SEVIS	Action
⚠	Dutch Springs	ⓘ	Left Employer	Recorded in SEVIS	
⚠	Seeking Employment	ⓘ	Not Applicable	Recorded in SEVIS	
⚠	Leannya Enterprises LCC Mobil	ⓘ	Placement Rejected	Not Yet Recorded in SEVIS	

Important Documents (must be accepted)

Document	Print
Participant ID Card:	
SEVIS Info:	
Letter to the Embassy:	
Letter to Social Security:	
Self-Arranged Job Offer:	
SAJO Best Practices:	
Insurance:	Enrolled
Proof of Insurance:	
Insurance Plan Number: WT15310200 24-hour Assistance: USA Toll-free (855) 767-5642 Student-Zone Brochure In-network Provider Search Engine Claims Form Additional Insurance Request Form	

Greenheart Club

Log Volunteer Hours

Are you already a Greenheart Club member? If Yes, you are able to access your Greenheart Club account directly at <http://greenheartclub.org>, and you are encouraged to continue using your account even after your GH program is complete!

Health Insurance Identification Card

Participants can also request an ID card directly through HCC Student Zone by visiting:

<http://www.envisageglobalinsurance.com/student-zone/greenheart/documents.php>

Envisage
Global Insurance

About Us Products Difference Events Student Zone Contact

Greenheart International | MyDocuments

You will have been issued with a copy of your insurance ID card and policy documents prior to your commencement of your travels. However if you would like another copy of these documents, you can access them all here at anytime here.

Simply enter in your first name, last name and date of birth and you will be able to access:

- Insurance ID card
- Insurance Visa Letter
- Plan Brochure
- Full Policy Certificate

First Name * Middle Name Last Name *

Date of Birth *

Search Now


Student Zone

Learn more about using and managing your international insurance plan:

- Video Overviews
- Healthcare Tips
- Seeking Treatment
- Provider Search
- Claim Forms
- MESA - Online Claims Tracking
- MyDocuments
- Contact Us

1. Visit the website provided above.
2. Enter your first and middle name in the “first name” field and then enter your last name in the “last name” field. Once that is completed, enter date of birth.
3. Click “search now”.
4. Download your insurance card and present it at the doctor’s office.

Health Insurance Network



*"Quality, value and accessibility -
your national choice for PPO
network solutions"*

Locate a ProviderEnglish | Español

Home - Network selection - Search criteria

Type of provider

What type of provider are you looking for?

☐ Provider type:☐ Physician☐ Hospital☐ Urgent care center☐ Lab and radiology☐ All providers

Search by

Do you want to search by ZIP or state?

☐ Select ZIP or state :☒ Search by ZIP code☐ Search by state

*ZIP

Zip code

Please enter a valid ZIP code. [Find a Zip code.](#)

within:

10

miles

Adjust slider to increase or decrease distance

Distance:

Minimum 5 miles
Maximum 100 miles

[\[+\] Show more options](#)

Use the [\[+\] Show more options](#) link to search by provider, specialty or condition.

[Clear criteria](#)[Search now](#)

* indicates required field

HCC Provider Network Search: To find a HCC physician, visit:

<http://www.providerlookuponline.com/coventry/po7/Search.aspx>

Use the link above to search for physicians in your area.

Your Health Insurance

Insurance Contact Information	Plan Information	Important Documents
<p>HCC Medical Insurance Services P. O. Box 2005 Farmington Hills, MI 48333-2005 USA</p> <p>Email: service@hccmis.com</p> <p>U.S Toll Free Phone: +01 (866) 400-0080</p> <p>International Phone: +01 (317) 221-8078</p> <p>Fax: +01 (317) 267-2140</p>	<p>Policy Max: \$150,000</p> <p>Deductible: \$25 per doctor's visit/urgent care</p> <p>ER Fee: \$250 (nonrefundable if not admitted to the hospital)</p>	<p>The following insurance documents are available on the Student Zone website: http://www.envisageglobalinsurance.com/student-zone/greenheart/claims.php</p> <ol style="list-style-type: none">1. Insurance Brochure2. Claims Form (MESA)3. Accident Report Form4. Claims Appeal Form5. Insurance Cards

What Does HCC Insurance Cover?

HCC Insurance Covers	Participant Out of Pocket Cost	HCC Insurance <u>Does Not Cover</u>
✓ Doctor/ Urgent Care Visits	\$ 25 copay	X Accidents at work X Pregnancy X Pre-existing conditions (including mental health disorders)
✓ Emergency Room Visits	\$ 250 copay if participant is NOT admitted to hospital	X Non-emergency dental care or visits
✓ Prescriptions	\$ Participant must pay full cost out of pocket and then s/he is reimbursed by HCC Insurance	X Purchasing over the counter medicine

Insurance Timeline

Step 1

You are injured your back falling in the shower at home.

Step 2

You visit your healthcare provider, with a copy of insurance card. You pay \$25 co-pay at doctor's office. Doctor prescribes pain killer.

Step 3

You fill the prescription at local pharmacy. You pay out of pocket for the entire cost of the prescription, and keep the receipt.

Step 4

You complete the following forms within 30 days of receiving care:

1 HCC Claim form for Doctor's Visit

1 HCC Claim Form for their Prescription

1 HCC Accident Form

Step 5

You submit all 3 forms to HCC Insurance directly via e-mail (service@hccmis.com) or MESA (the online claims filing system).

Step 6

You are reimbursed by HCC Insurance. You finish your program and have an amazing summer in the United States!

Scheduling a Doctor's Appointment

1. Print out your insurance card from the HCC Student Zone website:
<http://www.envisageglobalinsurance.com/student-zone/greenheart/documents.php>
2. Find an HCC provider here:
<http://www.providerlookuponline.com/coventry/po7/Search.aspx>
3. Call the doctor's office to schedule an appointment
4. Download the HCC Claims form here:
<http://www.envisageglobalinsurance.com/student-zone/greenheart/claims.php>
5. Submit the HCC Claims form directly to HCC either by email or mail:

**HCC Medical
Insurance Services**
P. O. Box 2005
Farmington Hills, MI 48333-2005 USA

Email: service@hccmis.com

Housing During Your Program

- All participants must have housing while in the United States.
- If you are unable to secure permanent housing prior to your arrival, you must have temporary housing for the first two weeks of your program.
- Housing options range from shared homes, apartments, dormitories, hostels, RVs/trailers, and hotels.
- Make sure you are within a safe commuting distance to your work site based on your mode of transportation.

Questions to Ask Your Landlord

- Do you have any pictures of the accommodations?
- Is there a lease? (Make sure to read it carefully before signing)
- How much is rent? When is it due?
- Is there a security deposit? How much is it and when is the money due?
- When and how much of the deposit is refunded?
- How much will utilities cost? Are utilities included in the rent?
- How many tenants will be living in the housing? Confirm that you will have your own bed.
- Is the housing furnished?
- Does your housing meet all safety, health, and occupancy standards?
- What type of transportation is in the area?
- What is there to do in the area during your free time?

What If I Do Not Find Housing?

- If you have not secured housing six weeks prior to your DS-2019 Start Date, you must contact Greenheart Exchange, your sending partner, and your host organization.
- Provide your name, Greenheart Exchange Online (GEO) ID number, host organization name and location, along with the list of housing options you attempted to secure.
- You must submit your housing address to Greenheart Exchange at least one month (30 days) prior to your DS-2019 Start Date.
- If you are unable to find housing, your placement may be canceled.



Changes to Housing

You must update your housing address and any changes to your housing address through Greenheart Exchange Online (GEO) **within 24 hours.**

www.geo.greenheart.org.com

Changes to Housing

[Home](#) [My Application](#) [Job Board](#) [Flight / Visa Information](#) **SEVIS** [Resources](#) [Help](#)

SEVIS
▶ SEVIS

Your next Check-In is required by 9/30/2016.
Click the button below to complete your Check-In.

[Complete your Check-In Now](#)

Also click here to:
[Update SEVIS \(employer or housing addresses\)](#)
[Report my arrival](#)

Virtual Orientation must be completed before submitting your SEVIS information. Click [here](#) to review.

SEVIS - STUDENT EXCHANGE VISITOR INFORMATION SYSTEM: Upon arrival to your site of activity, you must validate your program in SEVIS. You will not be able to submit validation info **until 30 days before** your program start date. *NOTE: You must be validated in SEVIS to receive a Social Security number.*

Completion of this page does not fulfill your requirement to check in with your program sponsor by the deadlines indicated on your CCI online homepage. In order to check in on time, follow the "Complete my Check-In now" link from the top of your homepage.

Sevis Status: Initial Sevis ID#: 55555555 [View SEVIS Update Log](#)

Are you already in the United States? ☒ Yes ☐ No

The date on which you arrived to the United States:

[Save/Edit](#)

Work Information

Validate your employer address in SEVIS

This is your SEVIS validated Primary job site:

Please confirm or edit the job site information above by selecting the answer, below, that best fits your situation:

- ☒ This information matches my Employer and primary work location.
- ☐ The employer listed is CORRECT, but this does NOT match my current primary work location.
- ☐ I am not working for this employer.

☒ You are indicating that you work for the employer that CCI verified for you - no changes to your Work Information are necessary.

Business/Employer Address:
Physical address only, no P.O. Boxes

*Business Name:

*Street Address:

*City:

State, Zip:

Housing Information

Validate your housing address in SEVIS

SEVIS validated housing information:

Home/Housing Address:
Physical address only, no P.O. Boxes

*Building Number and Street Name:

*Apartment or Room number:

*City:

State, Zip:

Phone Number:

☐ I confirm that the housing address I report here is, to the best of my knowledge, in compliance with all applicable local laws and regulations.

**Indicates Required Field*

Update your housing information here.

General Safety in the United States

- Do not make arrangements to meet people from the internet.
- Do not walk alone at night.
- Be aware of your surroundings.
- Do not share personal information (ex: social security number, credit card information, etc.) to people you do not know or trust.
- Obey all federal and state laws.

Bike Safety from the Department of State



Bike Safety

Many of you will be using bicycles (bikes) as your main mode of transportation. Cyclists and drivers need to respect each other while on the road. If you choose to bike, please read and follow the below safety tips.

- **ALWAYS** wear a helmet.
- Ride along roads that have bike lanes or along bike/recreation paths.
- Obey all traffic control signs and lights.
- Ride in the same direction as traffic.
- Ride in a straight line.
- Wear bright clothes and use a reflector and lights when riding at night.
- Always use hand signals accordingly.
- Ring your bike bell or call out when passing other cyclists.
- Use city-specific bike guides or Google Maps



For more tips on bike safety and bike care, please visit these websites:

- <https://www.nhtsa.gov/road-safety/bicycle-safety>
- ❖ <http://www.bikeleague.org> ❖ <http://www.wordspacepress.com>

Swimming Safety

If you are living near the ocean or plan on visiting the beach while in the United States, please follow these tips to ensure safe swimming:

- Never swim alone.
- Only swim if a lifeguard is present.
- Obey all instructions and orders from lifeguards.
- If you are not a strong swimmer, stay in shallow areas. If in doubt, do not go in the water!
- If caught in a rip current, do not panic! Remain calm and swim parallel to the shore until you are out of the current. If you are unable to reach the shore, draw attention to yourself and yell for help.



Wildlife

- Every area is different and may have wildlife that is not common in your home country.
- It is important that you research local wildlife and appropriate strategies (ex: coyotes, bears).
- Do not feed the wildlife!
- Research the laws regarding wildlife as there are many committees that work to preserve the natural wildlife and landscapes.

Handling Natural Disasters

- Different areas of the United States experience natural disasters (ex: hurricanes, wildfires, etc.) that you may or may not be familiar with.
- Ask your host organization about potential disasters you can experience and ask for a copy of the emergency plan or strategy. It is important to review this strategy so that you are well-prepared and will remain calm.
- If you are in a community where there is a mandatory evacuation, you **MUST** leave.
- If you are in a situation where you do not feel safe, call Greenheart Exchange's emergency line: 1-855-767-5642.

Automobiles

- Auto insurance is not included in your program fees.
- You are required to have a license and auto insurance if you are driving.

Remember: You can only drive for recreational purposes.

Follow American Laws

- Every participant is expected to follow the laws of the United States.
- Each state and community has its own specific laws, on top of federal laws. For more information on this, connect with your host organization.
- As a general rule - do not steal or do anything that may cause harm to yourself or others.

If you are found guilty of a crime, your visa status may be at risk for termination.

Emergencies

If you are having a problem during the DAY, call the Greenheart Exchange Work and Travel office at:

1-866-684-9675

MONDAY – FRIDAY
9 a.m. to 5:30 p.m. CST

If you are having a serious issue or medical issue AFTER business hours, call the 24-hour Greenheart Exchange Work and Travel emergency line at:

1-855-767-5642

**THIS LINE IS FOR
EMERGENCIES ONLY**

Emergencies

If there is a serious issue, please call **911** immediately. By calling **911**, the police or fire department will respond.

Contact Greenheart
Exchange after calling **911**.

What is the Greenheart Club?

It is an online portal for volunteers exclusive to Greenheart community members. Join via your Greenheart Exchange Online (GEO) account!



Why should I join?

- Connect with fellow members of the Greenheart family (including participants, alumni, staff, host employers, host families)
- Log and track volunteer hours
- Apply for scholarships to leadership conferences and grants for service projects
- Resources for professional development and trainings
- Public forums to ask questions and start discussions

Why Volunteer?



- ✓ Engage with your new community & meet community members
- ✓ Improve your English
- ✓ Collect information for networking purposes
- ✓ Add volunteering to your resume/CV
- ✓ It is fun and rewarding!

Greenheart Club Awards



- Receive a letter of recommendation and certificate of completion if you volunteer at least **8 hours**.
- You can receive awards of up to **\$1,000** to do a service project in the United States or in your home country. Apply for a Service Grant on the Club website.
- Apply for the Greenheart Global Leaders Conference, a week long scholarship based conference in Washington D.C. if you log at least **8 hours**

Where to Volunteer?

- Look up places in your community
- Use VolunteerMatch.com or ask people in your community for suggestions
- Email Greenheart – we can send you information on additional cultural exchange resources including local libraries, schools, and recreation centers.



Greenheart Club Volunteer Opportunities

HOT SPRINGS, SOUTH DAKOTA

The Greenheart Club encourages you to connect with your new community through volunteerism. Below is a list of volunteer opportunities near you.

♥ Wind Cave National Park

- Interested in preserving nature's beauty? Volunteer to give tours of the National Park, beautify the landscape, or assist with clerical duties! Every type of talent is needed at this local National Park.
- Phone: 605-745-1132
- Website: <https://www.nps.gov/wica/getinvolved/volunteer.htm>

♥ Mammoth Site of Hot Springs

- Love history and the outdoors? Help maintain the history of the woolly mammoth by volunteering at this local attraction. You can give tours or clean up the site! Check out their many opportunities below!
- Phone: 605-745-3038
- Website: <http://mammothsite.com/volunteeremployment-opportunities/>

♥ Black Hills National Forest

- Protect South Dakota's wildlife by cleaning and beautifying the National Forest. Whether you are interested in planting trees, cleaning up flower beds, or picking up garbage, there is a volunteer opportunity available for every interest!

Attractions

- **Pioneer Museum**—Travel back in time by visiting Hot Springs Pioneer Museum! You can explore historic artifacts, and much more! For more information, visit: <http://www.pioneer-museum.com/>
- **Evans Plunge Mineral Springs**— Do you love to swim and make memories? Dive into fun and relaxation in this mammoth of a water resort! For more information, visit: <http://www.evansplunge.com/>
- **Mammoth Site of Hot Springs**—Discover the now extinct woolly mammoth in this huge indoor fossil playground! You can walk next to, learn about and even touch the fossil. For more information, visit: <http://mammothsite.com/>

Activities

- **Chautauqua Artisans Market**—Weekly markets are a popular event in many small towns! Explore local crafts and learn about the history of Hot Springs at this community center! Visit: <http://www.chautauquacraftsmen.org/home>
- **Bison Express Tours**— Explore South Dakota's wildlife with an extensive tour of Hot Springs! Grab a friend and buy your tickets today! More information can be found here: <http://www.bisonexpressstours.com/>

HireWithGreenheart.org



Going Greenheart Tours

The Going Greenheart Tour is when Greenheart Exchange staff travel around the United States to meet you and complete a volunteer project. If time allows, be sure to take time to meet us while we are in town! Here are the reasons:

- Complete your monthly check-in with a Greenheart Exchange staff member.
- Share your exchange program story with us.
- Have fun while volunteering.
- Get a Greenheart Exchange t-shirt!



Travel After Your Program

- If you plan to travel before your program ends, speak with your host organization. Once you have approval, inform Greenheart Exchange.
- If you plan to travel outside the United States during your program dates, should do the following:
 - Check with your embassy about your planned travels
 - Check that you have multiple entry visa (“M”)
 - If you intend to return to work, Greenheart Exchange will need to sign your DS 2019 form. Please ensure that we have two weeks to sign and return to you.
- No matter if your visa is Single or Multiple entry, follow ensure you follow all proper procedures for travel. If you have question on this, ask your local consulate office or research this before arrival.

Travel Insurance

You are expected to have insurance for the duration of your time in the United States. Contact Greenheart Exchange at least two weeks before your program end date to purchase insurance for your 30-day travel period. Additional insurance is \$15 per 7 days. Greenheart Exchange does not accept cash (only money orders and/or checks).

You are required, by law, to have insurance for the duration of your stay in the United States.



Travel

Refer to Greenheart Exchange Online “Resources” page for more useful information about travel ideas and websites.

[Done Working »](#)

[Travel the USA! »](#)

If you intend to travel at the end of your Greenheart Exchange Work and Travel program, you are free to explore the U.S. During the Greenheart Exchange Work and Travel program, you have approved time off from work during your DS-2019 dates, you are able to travel. Be sure to talk with your manager about the possibility of taking time off from work for travel. And Greenheart Exchange, you may also have a Travel Period following your official work dates, during which your program insurance coverage remains in place (up to your program's limit). This allows you to legally remain in the U.S. for an additional 30 days after your DS-2019 expires. Please visit the U.S. Department of State website for a full explanation of what the grace period is.

Travel Period »

Your DS-2019 end date is your last legal work day. If there are no date restrictions from the U.S. embassy in your home country, and your university is still on break, then you are permitted to travel. **The 30 Day Travel Period** - Most participants use their extra 30 days in the U.S. to travel and see other areas of the country. Greenheart Exchange encourages you to explore our country, have a good time to visit family in the United States, or new friends that you have met during the course of your program. Please remember that you must have insurance for the entire time you are in the U.S. during your travel period. Participants who remain in the U.S. after the 30-day travel period are subject to arrest and deportation. Violation of immigration laws while in the U.S. during your travel period, Greenheart Exchange cannot guarantee your re-entry.

Extend your Program - You may find that you would like to work in the U.S. for a longer period of time than originally planned. If the dates on your DS-2019 are for a period that is less than 4 months, there is a significant charge that you have to pay to extend to 4 months during your program. However, if you still wish to pursue this option, please contact Greenheart Exchange at 1-800-368-5888. If the dates on your DS-2019 reflect a full 4 months, you will need to provide Greenheart Exchange with special permission granted by the Department of State in order to extend your visit. If you return to your home country upon completion of the program. Any participants who attempt to extend their stay without legal status will be subject to detention and deportation by the U.S. government.

Travel Links and Tips »

After the Program

We hope that you had a great experience during the Summer Work Travel program! Please be sure to keep the following in mind:

- You are expected to return in time for university. **Do not overstay your time in the United States!**
- You should check in with your sending partner for next steps.
- You should see how to stay involved with cultural exchange! Check out Greenheart Exchange's alumni opportunities and see if there are any alumni groups in your home community.



Connect with Us on Social Media!



Youtube: [Greenheart Exchange](#)

Twitter: [GreenheartEX](#)

Instagram: [GreenheartExchange](#)

LinkedIn: [Greenheart Exchange](#)

Facebook:

[GreenheartExchangeWorkandTravel](#)

Hashtags to Use!

#GreenheartExchange

#Greenheart

#GreenheartExchangeWorkandTravel

#SWT

#CulturalExchange

Contact Information

- Greenheart Exchange's General Email: workandtravel@greenheart.org
- Greenheart Club Email: gci@greenheart.org
- Greenheart Exchange Work and Travel Phone Number: 1-866-684-9675
- Greenheart Exchange Work and Travel 24-hour Emergency Line: 1-855-767-5642
- [U.S. Department of State Bureau of Educational and Cultural Affairs](#):
2200 C Street, N.W., Washington, DC 20522
Tel: 1-866-283-9090 / Fax: 1-202-203-7779 / jvisas@state.gov
- Serious Emergencies: **911**

We highly suggest taking a photo of this screen!

Have Fun, Make Memories!



and Stay in Touch!

HireWithGreenheart.org

