



International YMCA

We build strong kids,
strong families,
strong communities.

SUMMER WORK & TRAVEL PROGRAM

2006 Participant Orientation

Over View

The YMCA Movement & the International YMCA

YMCA International Summer Work & Travel Program

Tools for Success, Your DS-2019, J-1 Visa, & I-94

SEVIS & Reporting to the YMCA

Social Security, Payroll, & U.S Income Tax

Health Care, Insurance, & Emergency Assistance

Community Resources, Banking, & Housing


Travel, U.S. Laws, Safety, & Program Rules

Life & Customs in the U.S.

Welcome Brochure & Contacting the YMCA



The YMCA Movement:

- George Williams founded the Young Men's Christian Association (YMCA) in England in 1844.
 - Today there are more than 12,000 YMCAs in over 120 countries.
 - The YMCA is the U.S.'s largest non-profit community organization.
 - In the U.S., YMCAs provide a range of programs and activities to enable all people to develop the fullest potential of mind, body and spirit.
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The International YMCA:

- International YMCA began as the Committee of Friendly Relations Among Foreign Students in 1911.
 - The International YMCA officially began to administer its first exchange visitor program in 1948 after receiving a grant from the Ford Foundation to bring trainees to the United States.
 - The International YMCA sponsors Camp Counselor, Secondary School, Summer Work Travel, and Trainee J-1 visas.
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International YMCA Programs:

- YMCA International Camp Counselor Program
 - YMCA International Career Advancement Program
 - YMCA Summer Work & Travel Program
 - YMCA Trainee Program
 - YMCA ELES AIR
 - YMCA Global Teens
 - YMCA Go Global
 - YMCA International Arrivals Program
 - YMCA and the United Nations
 - YMCA Flying Circus
- 




The Purpose of the YMCA Summer Work & Travel Program

- To provide post-secondary students the opportunity to work and travel in the United States for a period of four months during their summer vacations.
 - To enhance mutual understanding between people of the U.S. and your country.
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The Purpose of the YMCA Summer Work & Travel Program *(continued)*

- To participate actively in cross-cultural activities with Americans.
 - To return home to share your experience and increased knowledge of the U.S.
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Tools for Success

- Read your program manual
 - Understand YMCA program regulations
 - Do your best
 - Have an open mind
 - Learn and explore
 - Have fun
 - Ask questions
- 



Important Documents Sent with DS-2019

- Very important information sheet
 - Participant letter
 - Visa application information
 - I-901 proof of SEVIS payment
 - Embassy letter
 - Employer letter
 - Social security letter/application
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Important Documents

DS-2019

- Certificate of Eligibility
 - Present to US Visa Officer
 - Present to US Immigration Official at Border
 - Your visa is only valid when accompanied by the DS-2019
 - Specifies the purpose of your stay
 - Specifies the dates of your sponsorship
- 



U.S. Department of State
CERTIFICATE OF ELIGIBILITY FOR EXCHANGE VISITOR(J-1) STATUS

OMB APPROVAL NO.1405-0119
 EXPIRES: 02-28-2005
 ESTIMATED BURDEN TIME: 45 min
 *See Page 2

1. Family Name: _____		First Name: _____	Middle Name: _____	Gender: MALE	N000245			
Date of Birth (mm-dd-yyyy): 09-28-	City of Birth: Volyn	Country of Birth: UKRAINE	Citizenship Country Code: UP	Citizenship Country: UKRAINE	J-1 			
Legal Permanent Residence Country Code: UP	Legal Permanent Residence Country: UKRAINE	Position Code: 215	Position: UNIVERSITY UNDERGRADUATE STUDENTS					
U.S. Address: 15400 18th Ave Minneapolis, MN 55447								
2. Program Sponsor: International Branch, YMCA of Greater NY								
Participating Program Official Description: SUMMER TRAVEL/WORK								
Exchange Visitor Program Number: P-3-04336								
Purpose of this form: Begin new program; accompanied by number (0) of immediate family members.								
3. Form Covers Period:		4. Exchange Visitor Category:						
From (mm-dd-yyyy): 06-25-2005		SUMMER TRAVEL/WORK						
To (mm-dd-yyyy): 09-25-2005		Subject/Field Code: 32,0101 Subject/Field Code Remarks: none						
5. During the period covered by this form, the total estimated financial support (in U.S. \$) is to be provided to the exchange visitor by: All other organizations providing support : \$5,040.00 Personal funds : \$2,000.00 Total : \$7,040.00								
6. U.S. DEPARTMENT OF STATE: INS USE OR CERTIFICATION BY RESPONSIBLE OFFICER THAT A NOTIFICATION COPY OF THIS FORM HAS BEEN PROVIDED TO THE U.S. DEPARTMENT OF STATE (INCLUDE DATE).		7. Eugene McKinney Name of Official Preparing Form 5 West 63rd Street 2nd Floor New York, NY 10023 Signature of Responsible Officer or Alternate Responsible Officer		Alternate Responsible Officer Title 212-727-8800 ext. 4321 Telephone Number 04-06-2005 Date (mm-dd-yyyy)				
8. Statement of Responsible Officer for Releasing Sponsor (FOR TRANSFER OF PROGRAM) Effective date (mm-dd-yyyy): _____, Transfer of this exchange: visitor from program number _____ sponsored by _____ to the program specified in item 2 is necessary or highly desirable and is in conformity with the objectives of the Mutual Educational and Cultural Exchange Act of 1961, as amended. _____ Date (mm-dd-yyyy) of Signature Signature of Responsible Officer or Alternate Responsible Officer								
PRELIMINARY ENDORSEMENT OF CONSULAR OR IMMIGRATION OFFICER REGARDING SECTION 212(e) OF THE IMMIGRATION AND NATIONALITY ACT AND PL 94-484, AS AMENDED (see item 1(a) of page 2). The Exchange Visitor in the above program: 1. <input type="checkbox"/> Not subject to the two-year residence requirement. 2. <input type="checkbox"/> Subject to two-year residence requirement based on: A. <input type="checkbox"/> Government financing and/or B. <input type="checkbox"/> The Exchange Visitor Skills List and/or C. <input type="checkbox"/> PL 94-484 as amended Name _____ Title _____ Signature of Consular or Immigration Officer _____ Date (mm-dd-yyyy) _____			(ALL USAID PARTICIPANTS G-2-0263 AND ALL ALIEN PHYSICIANS SPONSORED BY P-3-4510 ARE SUBJECT TO THE TWO-YEAR HOME RESIDENCE REQUIREMENT)			TRAVEL VALIDATION BY RESPONSIBLE OFFICER (Maximum validation period is one year*) *EXCEPT: Maximum validation period is up to six months for Short-term Scholars and four months for Camp Counselors and Summer Travel/Work. (1) Exchange Visitor is in good standing at the present time _____ Date (mm-dd-yyyy) Signature of Responsible Officer or Alternate Responsible Officer (2) Exchange Visitor is in good standing at the present time _____ Date (mm-dd-yyyy) Signature of Responsible Officer or Alternate Responsible Officer		
THE U.S. DEPARTMENT OF STATE RESERVES THE RIGHT TO MAKE FINAL DETERMINATION REGARDING 212 (e).								
EXCHANGE VISITOR CERTIFICATION: I have read and agree with the statement on item 2 on page 2 of this document.								
Signature of Applicant _____			Place _____ Date (mm-dd-yyyy) _____					

Important Documents


J-1 Visa

- Permits you to enter the United States
- Issued by the US Visa Officer
- Having the DS-2019 does not automatically grant you the J-1 visa
- Affixed in passport
- Invalid without DS-2019
- Issued with the understanding you will return to your home country at the end of stay
- May require a two-year home residency before eligible for immigrant category visa



Important Documents

I-94

- Completed on the plane
 - Record of entry and departure
 - Determines how long you may stay in the US
 - D/S
 - Surrendered when you leave US
- 

Departure Number
502465729 00

Immigration and
Naturalization Service
I-94
Departure Record

14. Family Name	
15. First (Given) Name	16. Birth Date (Day, Mo, Yr)
17. Country of Citizenship	


See Other Side

STAPLE HERE

Sample



What is SEVIS?

- Student and Exchange Visitor Information System
 - Tracks students and exchange visitors in the US
 - Your responsibilities
 - Failure to comply will result is the YMCA canceling sponsorship of your visa
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Reporting to the YMCA

- Within 5 days of arrival at work site, inform YMCA of US address
- The YMCA will validate your record in SEVIS
- Inform YMCA of new address within 5 days of change

Reporting to the YMCA 3 Ways

- www.internationalymca.org
- click on "Summer Work & Travel" and then "SEVIS"
- 1-888-477-9622
- ies@ymcanyc.org

Getting a Social Security Number


- Why do you need a SSN?
- Apply immediately in person at Social Security Office
- Bring passport, visa, DS-2019, I-94, social security letter, and job confirmation
- You are a legal alien allowed to work
- Use address where Social Security card can be mailed
- Fill in your name as it appears in your passport
- “Mother’s maiden name” means her name before marriage

Getting a Social Security Number

- Must be “active” in SEVIS
- Must have been in US for 10 days
- Ask for proof of application (SSA-5028)
- 3-12 Weeks to process
- You can work before getting SSN by providing proof of application to employer
- Problems? Call the YMCA
- www.ssa.gov or 1-800-772-1213




Filling Out the W-4 & I-9 Form

- You are single (even if you are married)
 - You claim one personal allowance (even if you have dependents)
 - You request an additional \$7.60/week to be withheld
 - You are not exempt from taxes
 - I-9 employment authorization
- 




Understanding Taxes Withheld

- All income earned in the United States is subject to tax
 - Taxes may include Federal, State, and Local income tax
 - You do not pay Social Security & Medicare tax
 - Form 8233 and tax treaties
- 



Getting a W-2 Form

- Employer must send by Jan 31 for previous year
 - You must leave your address
 - Must show Social Security Number
 - Copy is sent by employer to Internal Revenue and State Tax Office
 - Contact employer if not received
- 



Filing 1040NR-EZ Form

- If a W-2 form is sent to IRS, you must file tax return
- Download from www.irs.gov
- Can file electronically




Filing State Income Tax Return

- Resident/Non-Resident/Part Year Resident Tax Status determined by State law
- Filing requirements determined by State law
- Link to State Revenue web sites from www.irs.gov



Keeping Records

- Keep photocopy of J-1 visa
 - Keep original copy of DS-2019
 - Keep Social Security Card
 - Keep copy of W-2 form.
 - Keep copy of completed 1040NR-EZ.
 - Keep detailed record of all contact with IRS.
- 




Available Health Care

- DoctorFinder & the American Medical Association Web Site
 - doctordirectory.com
 - State Health Care Providers
- 



Insurance

- Covers Accidents or Injuries
 - Does not cover pre-existing conditions, eye care, dental care, on-the-job injuries
 - On-the-job injuries covered by Workers Compensation
 - \$10 deductible for each accident or illness
 - Must use claim form
 - Always carry your insurance ID with you
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**AMERICAN INTERNATIONAL COMPANIES
YMCA CLAIM FORM — ICCP OR WORK TRAVEL
POLICY # GLB 9019705**

Name of insured Social Security #
(if applicable)
Permanent Address - Home
Parent or guardian if claimant is under 21
Name of camp or organization
Address, if other than above - U.S.A.
Date of illness or accident Name of illness or injury
If illness, have you had it before? When?—Dates of last medical treatment
If accident, how did it happen?

If accident, is it job related? Yes No If yes, is coverage available under your employer's Worker's Compensation insurance?
If no, your employer must enclose a letter of denial from his Worker's Compensation insurance company so that we may process the claim.

Check should be sent to: Doctor Hospital Claimant Other

Name and address of physician:

If payment is to other than provider (Doctor or Hospital) attach proof of payment.


PHYSICIAN, SURGEON OR HOSPITAL AUTHORIZATION

I hereby authorize any hospital, physician, or other person who has attended me or examined me, to furnish to American International Companies or its representative, any and all information with respect to any illness or injury, medical history, consultation, prescriptions or treatment, and copies of all hospital or medical records. A photostatic copy of this authorization shall be considered as effective and valid as the original.

Date Signature



Emergency Assistance

- Call the International YMCA:
 - 1-212-727-8800
 - 1-888-477-9622 (toll-free)
 - Call the International YMCA Emergency Telephone:
 - 1-917-841-4498 (evenings, weekends, & holidays)
 - Carry identification card, from your participant manual, at all times.
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What to do if...

- You are arrested
- You are in an auto accident
- You are the victim of a crime
- You are injured





Community Resources


- Public transportation
 - Medical centers
 - Libraries
 - Additional government information & resources
 - Your local area YMCA
 - Finding a bank
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Banking

- To open a checking account, bring your passport and DS-2019, SSN, and letter from your employer
- Bank system is regional
- Ask about fees (ATM, checks, monthly)
- Direct deposit




Accommodations

- Ask employer, co-workers, everyone
 - Apartment shares and sub-lets
 - Classifieds
 - Universities
 - Rental agencies (fees apply)
 - Internet
 - www.craigslist.com
- 



Travel Outside the US

- YMCA in New York must sign DS-2019
 - Send DS-2019 and description of travel plans by FedEx, UPS, etc.
 - Include pre-paid certified return envelope (FedEx, UPS, etc.)
 - Valid visa with multiple entries
 - Travel up to 30 days only
 - Emergency service available
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US Laws and Safety



- Use or possession of drugs
- Purchasing/drinking alcohol under 21
- DWI (Driving While Intoxicated)
- Open bottles
- Hitchhiking
- Sexual harassment
- Shoplifting
- Legal age of consent: 18
- AIDS and STDs



Concern for Safety of Children



- Mandatory background checks for all working with children
- Physical abuse is illegal
- Neglect is illegal
- Emotional abuse is illegal
- In some states, dating a minor can be illegal
- Sex with a minor (under 18) can be considered statutory rape



Participant Agreement



- Participants must abide by the terms of the Exchange Visitor visa: to work only at the site approved by the YMCA and to return home before the expiration date of the J-1 program.
- Participants must attend pre-departure orientation provided by a representative of the YMCA, complete the YMCA's on-line orientation, and carefully read and adhere to the guidelines of the YMCA's participant manual.


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- Participants must accept the placement arrangements made by their employers; carry out responsibilities to the best of their abilities, and adhere to the policies and regulations of the employers.
 - Participants must maintain sickness and accident insurance, for their entire stay in the U.S., which meets U.S. government regulations.
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- Participants must inform the YMCA of their U.S. residential addresses within 5 days of arrival in the U.S. and inform the YMCA of any subsequent changes of address within 5 days. The YMCA will terminate sponsorship of J-1 visas for participants who do not.
 - Participants must apply for a social security number or bring a U.S. social security card with them if they already have a number.
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- Participants may not change jobs or accept second jobs without first: a) contacting the YMCA; b) submitting a new Employer Offer Agreement Form; and c) receiving written permission of the YMCA. The YMCA will terminate sponsorship of J-1 visas for participants who change jobs without prior written permission from the YMCA.
 - Participants are responsible for all personal or incidental expenses before, during, and after the work commitment.
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- Participants must complete a program evaluation (web site download) prior to returning to their home country.
 - The YMCA cannot intervene for participants that have legal difficulties while under YMCA sponsorship.
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- The YMCA will terminate sponsorship of a participant's J-1 visa should any application information be found to be untruthful.
 - Any attempt to remain in the U.S. after the expiration date of the J-1 program may be viewed as a misuse of the program. The YMCA may terminate sponsorship of J-1 visas of such participants and the intent to stay reported to the U.S. Department of Homeland Security.
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Immediate & Long-Term consequences for violating program rules

- Termination of Visa Sponsorship
 - Immediate return to your home country
 - Difficulty obtaining J-1 visas in the future
 - Possible difficulty obtaining any visa to travel to the United States
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Living in the United States

- Cultural history sites
 - Parks
 - Museums
 - Theaters
 - Sport venues
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Cultural Characteristic of Americans

- Informality
- Tact
- Direct
- Materialism
- Touching
- Time
- Roles
- Assertive
- Servants
- Uninformed
- Friendly
- Security

Culture Shock

- Homesickness
- Irritability
- Boredom
- Withdrawal
- Hostility Towards Host Educational Institution
- Crying
- Illness
- Excessive Sleeping
- Exaggerated Cleanliness
- Chauvinism




Success at Work

- Positive attitude
- Understand differences
- Work hard
- Have fun






Meeting People/Making Friends

- Take time to get involved in the community
 - Introduce yourself, don't wait to be asked
 - Make the most of your time
- 



Before You Leave

- International driver's license
 - Bring money!
 - Bring program manual
 - YMCA 24-hour emergency: 1-888-477-9622
 - Employer agreement
 - Travel instructions to work site
 - A change of clothes
 - Your passport and DS-2019
 - A blue or black ink pen
- 




Upon Arrival

- Call your parents
- Call your employer
- Contact the YMCA to register with SEVIS





On Going Home Again

- Close your return ticket far in advance
 - Confirm return flight 2-3 days in advance
 - Must leave U.S. within 30 days of end date on DS-2019
 - YMCA does not support change of visa status requests
 - It's your responsibility to return home in time to start classes
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**The Office of Exchange
Coordination and Designation of
the Department of State & the
Exchange Visitor Program
Welcome brochure:**

- [Http://exchanges.state.gov/education/jexchanges/about/welcome_brochure.htm](http://exchanges.state.gov/education/jexchanges/about/welcome_brochure.htm)
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WAIVERS AND THE TWO-YEAR HOME-COUNTRY PHYSICAL PRESENCE REQUIREMENT [212(E)]

TWO-YEAR HOME-COUNTRY Physical Presence Requirement [212(e)] — Some Exchange Visitor Program participants and family members who were admitted to the U.S. or who adjusted their visa status to J after admission must return home for a minimum of two years after completing their educational or cultural exchange program before they can change or adjust their status. This requirement applies to those whose:

- (1) Exchange program was financed to some extent by the U.S. Government or your home country government;
- (2) skill appears in the Exchange Visitor Skills List as identified by their home country government; or,
- (3) purpose in coming to the United States was to receive graduate medical education or training. For details, see [(22 CFR 62.44 (e))] or contact your responsible officer.

Waivers— Contact information for the Waivers Review Branch is as follows:

Waiver Review Public Inquiry Number: (202) 663-1225
Waiver Review FAX number (202) 663-8666
Microlog number for status check on waiver requests:
(202) 663-1600

Visa Office Homepage: <http://travel.state.gov>



Exchange Visitor Program

Bureau of Educational
and Cultural Affairs

United States
Department of State

SA-44, Room 734
301 4th Street, S.W.
Washington, D.C. 20547

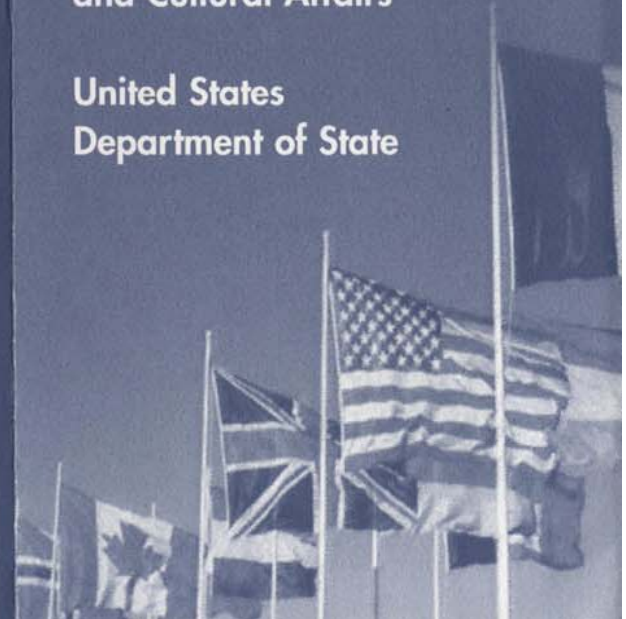
TEL: (202) 401-9810
FAX: (202) 401-9809

The Exchange Visitor Program

WELCOME BROCHURE

Bureau of Educational
and Cultural Affairs

United States
Department of State



The Department of State welcomes you to the United States. We are pleased to receive you as an exchange visitor. This brochure is designed to help you understand the purpose and operation of the Exchange Visitor Program and to introduce you to some of the major requirements of the Exchange Visitor Program regulations that are most relevant to you.

THE EXCHANGE VISITOR PROGRAM

THE U.S. DEPARTMENT OF STATE administers the Mutual Educational and Cultural Exchange Act of 1961, as amended. The Act promotes mutual understanding between the people of the United States and other countries by means of educational and cultural exchange. The Exchange Visitor Program provides foreign nationals with opportunities to participate in exchange programs in the United States and then return home to share their experiences.

Sponsors — The U.S. Department of State designates sponsors to administer individual exchange visitor programs. Sponsors are U.S. organizations such as government agencies, academic institutions, educational and cultural organizations, and corporations. They screen and select exchange visitors participating in their programs, provide them with pre-arrival information, an orientation, and monitor their activities.

Sponsors offer exchange visitors cross-cultural activities that will expose them to American society, culture, and institutions. Exchange visitors are encouraged to voluntarily participate in activities that provide them with an opportunity to share their language, culture, and history with Americans.

Responsible Officers — Sponsors appoint individuals as responsible officers and alternate responsible officers to advise and assist exchange visitors. These officers issue the Certificates of Eligibility (Form DS-2019, formerly IAP-66), and conduct official communications with the Department and the Immigration and Naturalization Service (INS) on your behalf. Should you have questions about the regulations or any aspect of your exchange program, your initial and primary contact is the responsible officer whose name you can find in Block 7, at the bottom right of the DS-2019 form.

Exchange Visitors — An exchange visitor is a foreign national selected by a sponsor to participate in an exchange program, and is issued a J-1 visa. An accompanying spouse and any unmarried children under 21 years of age, may apply for J-2 visas, with the permission of your sponsor.

RULES – REGULATIONS

IT IS IMPORTANT THAT YOU understand and abide by the Exchange Visitor Program regulations, U.S. laws and sponsor rules. Regular contact with your responsible officer will help you keep current of any changes which may affect your J status. Some requirements of the Federal regulations and where to find them are indicated below.

Activities and Program Provisions — You entered the United States in one program category, and are required to engage in that category and subject/field of activity listed on your form DS-2019 (formerly the IAP-66). You must comply with the specific program provisions of the regulations relating to your program category.

Insurance — You are required to have medical insurance in effect for yourself and any dependents in J-visa status for the duration of your program. Some sponsors provide the required insurance for their participants. Other sponsors may allow you to make your own arrangements or may help to identify insurance carriers. Consult with your responsible officer before the start of your program.

(a) **Minimum Coverage** — Insurance shall cover: (1) medical benefits of at least \$50,000 per person per accident or illness; (2) repatriation of remains in the amount of \$7,500; and (3) expenses associated with medical evacuation in the amount of \$10,000.

(b) **Additional Terms** — A policy secured to fulfill the insurance requirements shall not have a deductible that exceeds \$500 per accident or illness, and must meet other standards specified in the regulations.

(c) **Maintenance of Insurance** — **Willful failure on your part to maintain the required insurance will result in the termination of your exchange program.**

Transfers — Exchange visitors may transfer from one sponsor to another only if they are released by the first sponsor as required by the regulations. A transfer must be clearly consistent with the intent and purpose of the original program objective and category. A transfer does not extend the length of the maximum program duration of the category. Insurance may be obtained with the new sponsor.

Extensions — An exchange visitor's program may be extended at the sponsor's discretion to the extent permitted by the regulations. Sufficient funds must be available to support you and any dependents if a new Form DS-2019 (formerly IAP-66) is to be issued. Insurance is also required.

Maintenance of Status — You are required to have a valid and unexpired Form DS-2019 (formerly IAP-66). Sponsors may terminate an exchange visitor's program for violating U.S. laws, Exchange Visitor Program regulations or the sponsor's rules governing their particular program.

Notification — You must inform your responsible officer if you change your address or telephone number, or complete or withdraw from your program early. Doing so assists your sponsor in complying with their notification and reporting requirements to the U.S. Department of State.

Current Regulations — The Exchange Visitor Program regulations are located in the Code of Federal Regulations, (22 CFR, Part 62 — formerly Part 514). The regulations are generally available for review at the offices of responsible officers, universities, law schools, or large public libraries. They are also available on the Internet at:

<http://www.exchanges.state.gov/jvisa>

For Further Information — Additional requirements that may apply to you are set forth in the Exchange Visitor Program Regulations. Review a copy of the current regulations and consult with your responsible officer.

The address, telephone and fax numbers and web site address of the Exchange Visitor Program, Bureau of Educational and Cultural Affairs, United States Department of State is:

SA-44, Room 734
301 Fourth Street, SW
Washington, DC 20547

TEL: 202-401-9810 FAX: 202-401-9809

Internet address:
<http://www.exchanges.state.gov/jvisa>



International Branch YMCA of Greater New York

Mailing Address: 5 West 63rd Street
2nd floor
New York, NY 10023
Scott Curry, Responsible Officer

Web Address: www.internationalymca.org

E-mail Address: scurry@ymcanyc.org

Telephone: 1-888-477-9622 Ext. 4311 (toll free)
1-212-727-8800 Ext. 4311

Emergency Telephone: 1-917-841-4498 (evenings,
weekends, and holidays)

Fax: 1-212-727-8814

