



SUMMER WORK & TRAVEL PROGRAM

International YMCA

We build strong kids,
strong families,
strong communities.

2006 Partner Manual

YMCA SUMMER WORK & TRAVEL PROGRAM CONTACT INFORMATION

International YMCA

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IMPORTANT

The YMCA expects partner organizations to maintain high standards in all aspects of program management. This manual outlines all program procedures for the YMCA Summer Work & Travel Program. It is an integral part of the agreement between the YMCA and partner organizations and outlines responsibilities, requirements of the U.S. Department of State, program procedures, and other important information. Please review all information carefully and distribute to all staff involved in administration of the YMCA Summer Work & Travel Program. Keep a copy handy for future reference.

THE INTERNATIONAL YMCA and the SUMMER WORK & TRAVEL PROGRAM

YMCA History

George Williams founded the Young Men's Christian Association (YMCA) in England in 1844 and today there are more than 14,000 YMCAs in over 120 countries. Although the YMCA is Christian in origin and purpose, it is open to all and has no formal ties to any church or government. 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 boys, girls, women and men of every age, race, color, creed and economic status to develop the fullest potential of mind, body and spirit. To find a YMCA near you or in the U.S., refer to: <http://www.ymca.net>.

YMCA International Summer Work and Travel Program

The YMCA International Summer Work and Travel Program was established as a cultural exchange program recognized by the United States Government. The intent of the program is to give students from around the world, who might otherwise not be able to afford to participate in an exchange program to the United States, the opportunity to experience life in the U.S. during their summer school break.

Participants are admitted to the United States under section 101 (a) (15) (j) of the Immigration and Nationality Act of March 2, 1960. They enter the country on a J-1 Exchange Visitor Visa which is affixed to their passport. Their Exchange Visitor category is "Summer Work/Travel." The International YMCA administers this Exchange Visitor Program.

For information on the J-1 Exchange Visitor Program, visit: <http://exchanges.state.gov/>. To download the Exchange Visitor Program Welcome Brochure, visit: http://exchanges.state.gov/education/jexchanges/about/welcome_brochure.htm.

SUBMITTING PARTICIPANT APPLICATIONS to the YMCA

Recruitment and Participant Eligibility

Partner organizations recruit, interview, and preliminarily screen suitable candidates for participation in the Exchange Visitor Program.

Prospective participants must be eighteen years or older at the time of application. They must also be currently enrolled full-time post-secondary students and intend to return to their studies upon return to their home countries. Final-year students are not eligible for participation. Undergraduate students in their final year are eligible for participation only if they can show proof that they are accepted and enrolled in a full-time graduate program and will begin their studies upon return to their home countries. Foreign students studying in the U.S. are not eligible for participation.

Applicants must be able to comprehend most English conversation the first time heard at normal speaking speed. Though participants will improve their English skills while in the U.S., the purpose of the program is not to learn English.

All participants must be pre-placed prior to issuance of the DS-2109 form and their arrival in the United States. The participant's actual place of work must be listed on the DS-2019 form. DS-2019 starting and ending program dates will be based on the job offer.

Repeat participation in the Summer Work & Travel program is permitted. All summer work & travel participants who successfully completed their program, had positive evaluations, and returned to their home country without overstaying their visa may apply for repeat participation provided they are bona fide full-time students and provided they meet all eligibility requirements. Participants applying for subsequent programs will be checked against the records maintained by the YMCA.

Partner organizations will recruit participants regardless of religion or ethnic origin. It is hoped that the participant selection will be representative of the diversity in the countries from which the organization has been authorized to recruit.

Participant Application Package

Partner organizations should submit hard copies of applications in complete form. Applications that arrive incomplete will cause delays in processing forms DS-2019. All documents should be in English. Original documents accompanied by an English translation, certified by partner organization, are also acceptable. A complete application for summer work & travel must include the following:

1. **YMCA Application Form with Personal Data:** Name, address, telephone, sex, birth date, place of birth, citizenship, residency, e-mail, etc.
2. **Participant Agreement Form:** Completed and signed by the participant.
3. **Budget Sheet:** Completed by the participant. Participants should know their net income after deductions and after paying all mandatory living expenses. (Note: The YMCA highly recommends that participants complete the budget sheet, however, applications without the budget sheet will be accepted.)
4. **Contract with the Participant:** Completed and signed by the partner organization and the participant. (Note: Partner organizations may submit one sample agreement; no need to submit signed agreements for each participant.)
5. **2006 YMCA Employer Offer Form:** Completed and signed by the employer and signed by the participant. In lieu of the YMCA form, the employer may submit the following information on the employer's business letterhead: placement site name, address and phone number; job title and brief description of job tasks and responsibilities; salary per hour, minimum hours guaranteed if participant stays at the site as per the contract; overtime conditions and shifts expected (graveyard, weekends etc.); beginning and ending dates of the job offer; whether or not it is an "at will" contract; penalties, if any, for not staying until the end of the term; and conditions of lodging, meals and transportation (if no benefits of this kind are given, contract must state this fact). Falsified employer offers will result in the YMCA rejecting the participant's entire application.
6. **Proof of Student Status Form:** Completed by the participant and signed by the university showing proof of enrolled full-time post-secondary student status and dates of official university break. Participants that have completed their degrees are not eligible for participation. In lieu of the form, participants may submit any other documentation signed by a university representative that includes all information in the YMCA form.
7. **References:** Participants must provide at least one reference from a professor or employer.
8. **English Assessment:** Completed YMCA form by interviewer or assessor.
9. **Interview Report:** Completed YMCA form completed by interviewer.
10. **Police Background Check:** A police background check is required of all participants. If a police background check is not possible, the YMCA and partner organizations will make alternative arrangements. No exceptions will be made for any participants that will have contact with children (e.g., life guards, camp kitchen and maintenance staff).

Any falsified participant document will result in the rejection of the entire application.

Forms

Partner organizations may substitute their own forms (application, supporting application documents, etc.) for related YMCA forms. Any such substituted forms must contain all information required in the related YMCA form and clearly indicate that participants or employers are applying or participating in a program sponsored by the YMCA.

Submitting Applications

Partner organizations send participant applications to the YMCA at the partners' expense. In addition to sending hard copies of applications, partner organizations submit participant information electronically. The YMCA will provide an MS Excel spreadsheet and instructions.

SCREENING PROCEDURES and ISSUING FORMS DS-2019

Screening Participant Applications

The YMCA will screen all applications after receiving the hard copies. The YMCA reserves the right to reject any applicants whose applications are not complete, or whom the YMCA feels are not qualified for the program, or who the YMCA believes will not return home at the conclusion of the program.

Screening Employers

Partner organizations are responsible for pre-screening employers. The YMCA will also screen all employers. The YMCA reserves the right to reject any employer that the YMCA feels is not suitable.

The YMCA does not sponsor participants working for employers in the following areas:

1. Promote or work on any casino gambling floors as a slot host, cashier or dealer. This includes other gambling venues, such as horse tracks and sports betting parlors;
2. Work as camp counselors under any circumstance;
3. Work in positions that require that they treat patients, have patient contact, or provide in-home childcare;
4. Work as domestic employees;
5. Work in positions that require purchase of inventory, fuel, or the leasing of equipment;
6. Work for temporary or staffing agencies, which collect fees from client companies;
7. Work in door-to-door sales; or
8. Work at their place of residence (telemarketing, on-line business, travel agencies, etc.).

Issuing Forms DS-2019

The YMCA will enter all participant information into the Student and Exchange Visitor Information System (SEVIS), as mandated by the U.S. Government, and will endeavor to issue forms DS-2019 within 10 business days of receipt of complete application materials.

Sending Forms DS-2019 and Participant Materials

The YMCA will forward pre-departure documents to partner organizations along with participants' forms DS-2019. The YMCA sends all forms DS-2019 by FedEx (standard international delivery). Partner organizations forward all materials to participants.

HEALTH and ACCIDENT INSURANCE

Health and Accident Insurance

The YMCA will arrange for health and accident insurance for participants that meets the regulations set by the U.S. Department of State (22 C.F.R. § 62.14}. The YMCA will purchase insurance covering participants for 17 weeks and bill the total amount to partner organizations. The YMCA will provide partner organizations with a copy of the insurance policy and instructions for making a claim. Alternative insurance arrangements may be made upon request by partner organizations, provided that the same complies with all applicable regulations. If a partner organization arranges alternative insurance, it must provide, for YMCA approval: 1) a statement of health and accident insurance coverage; 2) a copy of the insurance policy; and 3) a copy of the claim form or information describing how to file a claim.

Partner organizations that provide insurance for participants must provide complete information to participants before departure including: insurance coverage; company address and telephone numbers; policy or group number; and detailed information for filing a claim.

VISA APPLICATION PROCEDURES

Applying for J-1 Exchange Visitor Visa

The U.S. Consulate will provide specific instructions for applying for a J-1 Exchange Visitor visa and advise of any special requirements. It is highly recommended that partner organizations establish a relationship with the Consulate to ensure that participant visa applications are processed as quickly as possible.

If the U.S. Consulate has special requirements that may affect issuing forms DS-2019, please inform the YMCA. Such requirements might include providing earliest program start dates or latest possible end dates.

If a participant does not receive a visa until a very late date and plans to arrive in the U.S. more than 2 weeks after the start date on form DS-2019, partner organizations should contact the YMCA. It may be necessary to amend the program start date.

SEVIS Payment

The Student and Exchange Visitor Information System (SEVIS) is a web-based system for maintaining information on international students and exchange visitors in the United States. It is administered by the Student and Exchange Visitor Program (SEVP), a division of U.S. Immigration and Customs Enforcement (ICE), the largest investigative arm of the Department of Homeland Security (DHS). U.S. sponsoring organizations, such as the YMCA are required to maintain participants' information in SEVIS and update information as needed.

All Summer Work & Travel participants are required to pay a non-refundable fee of \$35 before they apply for their visas.

Beginning in 2006, the YMCA will pay the fee for all participants and bill partner organizations \$35 plus a service charge of \$5 for each participant. The YMCA will send form I-901 (proof of SEVIS payment) to participants along with forms DS-2019.

Recruiting organizations that do not want the YMCA to pay SEVIS fees must submit a request in writing.

Visa Denials

In the case of participants being denied visas, recruiting organizations must inform the YMCA as soon as possible. Partner organizations should complete the cancellation form (see below) to ensure proper credit to their accounts.

2-Year Home Country Physical Presence Requirement 212(e)

Some J-1 Exchange Visitors may be required to return home and reside in their home countries for a minimum of 2 years after completing the program. This requirement applies to those whose:

1. program was financed by a government source; or
2. skill appears in the Exchange Visitor Skills list as identified by their home government.

CANCELLATIONS

If an applicant cancels before the YMCA issues the form DS-2019, there is a cancellation fee of US\$50. After the YMCA issues the form DS-2019 there is no refund. Exceptions may be made, at the discretion of the YMCA, for participants who can document evidence of major cause (visa denial, family death, or illness). In these instances the fee will be US\$50. For each cancelled participant, Org1 will complete and forward to the YMCA a cancellation form and return the form DS-2019. ***Full program administration fees apply if the YMCA does not receive a cancellation form and accompanying form DS-2019 within 30 days of the cancellation.***

ORIENTATION

All participants are required to attend an orientation arranged by partner organizations before departure to, or upon arrival in, the U.S. In addition, partner organizations will provide participants with pre-departure information covering, at a minimum, the following topics: the purpose of the Exchange Visitor Program; home country physical presence requirements; travel to and entry into the U.S.; SEVIS requirements (see Address Reporting below); YMCA policies regarding changing jobs and reporting addresses (see participation agreement); expenses (budget sheet); health care and insurance; basic information on the YMCA; 24-hour emergency telephone number; and other helpful information. Partner organizations will maintain participant sign-in sheets for all orientations and provide copies thereof to the YMCA no later than May 31. Participants are also required to complete an on-line orientation, located on the YMCA web site, before traveling to the U.S.

ARRIVING in the U.S.

Before Travel

In addition to orientation, partner organizations must ensure that participants have the most up-to-date information about their employers, housing arrangements, and flight information. Partner organizations should encourage participants to correspond with their employers before they travel and download the program manual from the YMCA web site. If at any time partner organizations or participants discover any problems related to employers, housing, or any other program details, the YMCA must be informed before participants travel to the U.S.

Forms DS-2019, I-94, and the J-1 Visa

It is very important that partner organizations understand all documents and ensure that participants understand as well.

J-1 Exchange Visitor Visa: A J-1 Visa is permission given by the U.S. Consular Officer to enter the United States to perform specific activities—summer work & travel. Participants cannot get a visa to enter the United States if they are already in the United States. The J-1 Visa is not permission to work; it is permission to enter the U.S. within the dates written in the visa.

Form DS-2019 is not valid without the J-1 Visa and the J-1 Visa is not valid without form DS-2019. Participants must keep the two together at all times.

Form DS-2019: Form DS-2019 is evidence that participants have been sponsored by the International YMCA for a J-1 Visa. This form allows participants to apply at the American Embassy or Consulate for an Exchange Visitor Visa (J-1). Participants may only work in the U.S. between the dates indicated on form DS-2019.

Form I-94: Form I-94 is issued at the port of entry into the U.S. (usually an airport) and is stapled into participants' passports by a U.S. Immigration officer. The white card (I-94) states the length of time participants are allowed to stay in the U.S. In most cases it will be marked

"D/S." This stands for "Duration of Stay." It means that participants may stay in the U.S. until the expiration date on you DS-2019 form plus 30 days for travel. Participants may not work during the 30-day travel period, they may only work until the program end date on form DS-2019.

Arrival

Participants are expected to begin their programs at the site indicated in the original job confirmation. They are also expected to begin their program on, or shortly after, the program start date indicated on form DS-2019. If participants do not appear in their placement site on the day agreed upon and if the participants fail to report whereabouts and give an acceptable reason for the delay, the YMCA may, at its discretion, terminate sponsorship of the J-1 visa. Partner organizations will notify the YMCA of any participant who does not follow arrival protocol.

Address Reporting

Within 5 days of arrival—**but no later than 30 days from the start date on form DS-2019**—participants must inform the YMCA of their United States address and other program information by completing an on-line form on the YMCA web site. Participants must inform the YMCA of any subsequent address or e-mail changes within 5 days. Failure to do so may result in the YMCA terminating sponsorship of the J-1 visa.

Amended Program Dates

If for any reason a participant is not able to travel to the U.S. within 30 days of the program start date on form DS-2019, partner organizations must inform the YMCA. The YMCA will amend program dates in the Student and Exchange Visitor Information System (SEVIS).

STUDENT and EXCHANGE VISITOR INFORMATION SYSTEM

The Student and Exchange Visitor Information System (SEVIS) is a web-based system for maintaining information on international students and exchange visitors in the United States. SEVIS is administered by the Student and Exchange Visitor Program (SEVP), a division of U.S. Immigration and Customs Enforcement (ICE), the largest investigative arm of the Department of Homeland Security (DHS).

The mission of SEVIS is to balance Homeland Security with facilitating foreign student and exchange visitor participation.

The YMCA often searches for participants by their SEVIS identification number. The SEVIS ID is the number in the upper right-hand corner of form DS-2019 and starts with "N" followed by 10 numbers (e.g., N00099999999). When corresponding with the YMCA, it is helpful for partner organizations to provide SEVIS IDs and participants' names.

Following are some of the terms used in SEVIS concerning participants and their meanings.

Participant Status	Meaning
SEVIS ID	Unique identification number on form DS-201 for a participant.
Site of Activity	Company where participant is working.
Initial	DS-2019 issued, but participant has not yet reported U.S. address.
Active	Participant has reported U.S. address and is participating in the program.
Validate	Process of changing participant status from "Initial" to "Active."
Inactive	Participant completed program successfully.
Invalid	Participant was denied visa or did not travel after receiving visa (did not inform YMCA).
No Show	Participant arrived in the U.S., but did not report to site of activity.
Terminated	Participant violated program sponsor and/or exchange visitor regulations.

PARTICIPANT CONCERNS and CONTACT with the YMCA

Participants who need help with minor administrative problems should first look at the YMCA web site. Information regarding insurance claims, taxes, travel outside the United States, and other related topics are also covered on the YMCA web site. Participants who require assistance with more serious issues may contact the YMCA using a toll-free number. Participants should contact the YMCA for all issues concerning their YMCA sponsorship, J-1 Exchange Visitor visa, other visa related issues, and any situation which requires immediate attention. A 24-hour emergency telephone system is also available for non-business hours. This line is for bona fide emergencies, i.e. participants in serious accidents, participants arrested, or a participant death. Partner organizations shall immediately inform the YMCA of any serious accidents, health or behavior problems, and any such report shall be following, promptly, by a written memorandum to the YMCA. Partner organizations will keep a log of all problems presented by employers and participants.

TRAVEL DURING the PROGRAM

Participants may leave and re-enter the U.S.A. without obtaining a new visa, provided their visa and form DS-2019 have not expired, they hold a multiple-entry visa, and their passport is still valid, and they have form DS-2019 in your passport.

Before participants leave the United States, International YMCA staff must sign the travel authorization section on form DS-2019 to show that participants are in good standing.

International YMCA staff will sign form DS-2019 if:

1. participants request permission for travel in writing, indicating exact date of departure and return, and reason for travel;
2. participants send the above letter to International YMCA along with form DS-2019 at least 15 days before planned departure; and
3. participants send a self-addressed pre-paid envelope for the return of form DS-2019.

In cases of emergency when there is not sufficient time to follow the above procedures, participants should contact the YMCA for alternate arrangements.

SOCIAL SECURITY, PAYROLL, and U.S. TAXES

Employment Eligibility

All employers are required by law to verify that all employees, including J-1 participants, are eligible to work. Supervisors will ask participants to complete and sign form I-9, which proves your eligibility to work. Along with form I-9 supervisors will ask for copies of participants' passport, J-1 visa, form DS-2019, and form I-94. These documents prove participant eligibility and identity.

As long as employers have documented participants' eligibility to work and participants have applied for a Social Security number, participants may begin working and employers may add participants to the payroll.

U.S. Social Security Number

To apply for a Social Security Number (SSN), participants must appear in person at the nearest office of the Social Security Administration (SSA) and present their form DS-2019, passport with your J-1 Visa, I-94 card, and the "Sponsors Letter" from the YMCA. Participants should ask for form SSA-5028 to show employers that they have applied for a Social Security number.

The local SSA will, in most cases, not process participants' applications until 10 days after the participant's arrival in the U.S. or for any participants that are not "validated" in SEVIS.

Note: It takes 48 hours from the time the YMCA "validates" participants in SEVIS until the information is available to the SSN.

U.S. Social Security Numbers are permanent. If participants return to the U.S. in the future, they should not re-apply. Doing so will cause many problems.

Taxes

The following information regarding tax issues is meant to provide general guidelines only. Tax law is constantly changing and is subject to interpretation. For more specific and up to date information, participants should contact the IRS, a tax accountant, a tax attorney, or the U.S. Embassy or Consulate.

The U.S. tax office, known as the Internal Revenue Service (IRS), refers to J-1 visa holders as 'nonresident aliens'. J-1 Visa participants are exempt from paying U.S. Social Security and Federal Unemployment taxes. However, wages they earn may be subject to U.S. Federal, state and local income taxes. State and local taxes vary depending on the state and town. Any taxes payable will be withheld from participants' pay.

Completing Form W-4 and Form 8233

All non-resident aliens must fill out in IRS Form W-4 within three days of being added to the payroll. Specific information about completing form W-4 is included in the participant manual.

A country may have a tax treaty with the United States that changes the amount of taxes participants pay on income earned in the U.S. If it does, participants must complete IRS form 8233 to claim any exemption from tax and give it to the employer with form W-4. Currently, tax treaties affect International YMCA participants from: Armenia, Austria, Azerbaijan, Belarus, Canada, Georgia, Japan, Kyrgyzstan, Luxembourg, Mexico, Moldova, Sweden, Switzerland, Tajikistan, Turkmenistan, Ukraine, and Uzbekistan. Individual treaties specify the amount of money you can earn without being subject to tax and the length of time your stay in the U.S. may not exceed to qualify for treaty benefits. International treaty language is very confusing. Participants can view information about tax treaties at www.irs.gov and may also want to check with their Consulate in the United States to find out how these treaties may affect U.S. and home country tax obligations.

Filing a U.S. Tax Return

U.S. law requires every employer to provide each employee with a Form W-2 showing the income earned and taxes withheld during the calendar year. These forms are sent out before the end of January of the following year. Form W-2 is used with Form 1040NR-EZ to file participants' U.S. tax returns. Participants can download the Form 1040NR-EZ and all other tax documents from <http://www.irs.gov/>.

Participants have until April 15 2006, to file their income tax return. Instructions on how to fill out the 1040NR-EZ and where to send it are found in IRS Publication 519. Participants may request help regarding taxes from the IRS Officer at the U.S. Embassy.

In addition to the Federal tax form 1040NR-EZ, participants must file the appropriate tax form for the state in which they live. These forms are also available on-line. The deadline is April 15, 2006.

Tax Assistance for J-1 Non-resident Aliens

Taxback provides tax advice especially for exchange program students. Visit their website at <http://www.taxback.com/>.

CHANGING EMPLOYERS and SECOND JOBS

Changing Employers

Participants are expected to complete their programs with the employers listed on their forms DS-2019. Changes of employers are exceptions. Participants may change employers only after:

1. contacting the YMCA and providing an acceptable reason for doing so;
2. the new employer has completed and submitted the YMCA job offer form; and
3. the YMCA has provided written approval of the change of employers.

The YMCA will terminate visa sponsorship for any participant who changes employers without prior YMCA permission.

Second Jobs

The same procedure for changing jobs applies to taking a second job. In addition, participants must receive permission from their primary employer.

PARTICIPANT and EMPLOYER EVALUATION

As part of its program oversight, the YMCA will furnish evaluation forms to be filled out by both the participants and the employers. These evaluations will become part of the participants' records and will be kept for a minimum of three years. The YMCA will review all evaluations and make recommendations for program improvement based on them. Evaluation may include employer visits to verify program quality, management, and J-1 visa compliance.

PROGRAM CANCELLATION, END, and TERMINATION

Program Cancellation

Before a participant travels to the U.S., the YMCA may cancel form DS-2019 in SEVIS. Canceling form DS-2019 and the program cause no negative consequences for participants.

Program End

If a participant is unable to complete a program and will return home more than 30 days before the end date on form DS-2019, the YMCA is obligated to end the participant's program in SEVIS. Ending a program invalidates form DS-2019 and the participant may not continue to work. There are no negative consequences for participants whose programs have been ended.

Program Termination

From time-to-time the YMCA must terminate sponsorship of participants' programs. Termination is a result of participants not following U.S. Department of State rules governing the Exchange Visitor Program or not following YMCA program rules.

Except in the most grievous cases, the YMCA will consult with partner organizations before canceling, ending, or terminating any participant's program.

Examples

Following are some examples of situations when the YMCA will cancel, end, or terminate a participant's form DS-2019 and program.

Action	Result
Participant is denied visa	Program Cancellation
Participant decided not to participate in program	Program Cancellation
Participant withdrew because of family emergency or illness	Program Cancellation
Participant is homesick and returns	Program End
Participant decides not to continue working	Program End
Participant does not inform YMCA of arrival and U.S. address	Program Termination
Participant does not report to employer of record	Program Termination
Participant changes jobs without pre-approval and/or new job offer	Program Termination
Participant is convicted of a crime	Program Termination

RETURN HOME

It is expected that participants will fulfill their obligations to employers and return to their home country at the conclusion of the program. The YMCA offers no assistance to participants that express an interest in staying in the U.S.

If a participant decides to return home more than 30 days before their program end date or before the end date in their job offer, they should inform the YMCA immediately.

Participants whose programs have been terminated are expected to return home immediately.

INVOICING

The YMCA will invoice partner organizations at the end of each month for all participants for whom the YMCA has issued forms DS-2019 in said month. Invoice will include charges for administration fees, insurance premiums, SEVIS fees, SEVIS administration fees, and any other miscellaneous fees. Credits will be applied as they occur and after receipt of documentation.

Invoices are due within 30 days of receipt. The only exception is the month of December when all invoices must be paid by the last business day in December.

AUDIT PROCESS

Partner organizations will assist the YMCA in providing any information required by the YMCA in order to meet audit requirements, such as those of the U.S. Department of State. Such information may include: 1) list of rejected applicants; 2) list of participants who did not return to their home countries; 3) orientation attendance sheets; and 4) partner organization selection/screening processes.

RESOURCES

International YMCA

<http://www.internationalymca.org> (password for partner organizations is: recruit)

Find a YMCA

<http://www.ymca.net/index.jsp>

U.S. Department of State, Bureau of Education and Cultural Affairs

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

Exchange Visitor Program Welcome Brochure

http://exchanges.state.gov/education/jexchanges/about/welcome_brochure.htm

Student and Exchange Visitor Information System (SEVIS)

<http://www.ice.gov/graphics/sevis/>

SEVIS Payment Instructions

<https://www.fmjfee.com/index.jhtml>

SEVIS Information for Participants

<http://www.ice.gov/graphics/sevis/students/index.htm>

Social Security Administration (SSA)

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

Internal Revenue Service (IRS)

<http://www.irs.gov/>

This site is necessary for downloading any tax form or publication required by participants and employers. Following is a list of some helpful forms.

IRS Forms

W-4	Employee's Withholding Allowance Certificate
W-2	Wage and Tax Statement
1042	Annual Withholding Tax Return for U.S. Source Income for Foreign Persons
1042S	Foreign Person's U.S. Source Income Subject to Withholding
1040NR	Non-Resident Alien Tax Return (Multiple sources of income)
1040NR-EZ	Non-Resident Alien Tax Return (Single source of income)
8233	Exemption from Withholding on Compensation for Independent Personal Services of a Nonresident Alien Individual (Use this form for claiming an exemption based on a tax treaty)

IRS Publications

515	Withholding of Tax on Nonresident Aliens and Foreign Corporations
901	U.S. Tax Treaties
519	U.S. Tax Guide for Aliens

TAXBACK.COM Assistance for J-1 Non-resident Aliens

<http://www.taxback.com/>

Taxback provides tax return assistance for exchange program students.

Find a Doctor in the U.S.

<http://www.doctordirectory.com>

Web Links for Seasonal Jobs

This is not a complete list, but a great start for participants looking for seasonal jobs.

J-1 Jobs

This is a free site dedicated to J-1 job seekers and employers. Interesting tools and a CV builder.

<http://www.j1jobs.com/>

SummerJobs.com

An entire site dedicated to summer jobs.

<http://www.summerjobs.com/>

A+ Summer Jobs

Another site of summer jobs with application tools.

<http://www.aplus-summerjobs.com/>

seasonaljobs.net

Lots and lots of links.

<http://www.seasonaljobs.net/>

About.com

This is a great resource for finding summer jobs. Type "summer jobs" into the search box for links and lots of tips.

<http://jobsearch.about.com/od/joblistings/>

Cool Works

This site provides job listings at some of the greatest places on earth, including ski resorts, summer resorts, national parks, ranches, amusement parks, and more.

<http://www.coolworks.com>

Craigs List

Not only does CL have seasonal job listings, there is lots of other information for cities across the U.S.

<http://www.craigslist.org/>

Career Builder

This site is good for specific geographic searches.

<http://www.careerbuilder.com/>

Wisconsin Seasonal Jobs

The name tells everything about this site. Lots of summer jobs in Wisconsin tourism.

<http://www.dwd.state.wi.us/dws/wec/seasonaljobs/default.htm>

SnagAJob.com

Find a job in the U.S. by ZIP code.

<http://www.snagajob.com/>

National Park Service

Summer jobs and volunteer positions with the National Park Services.

<http://www.nps.gov/personnel/>