


# CULTURAL HOMESTAY INTERNATIONAL **WORK&TRAVEL**



A photograph of a person in a dark jacket standing on a hillside, looking out over the Golden Gate Bridge and San Francisco Bay. The bridge's red structure and suspension cables are prominent on the left side of the frame. The water is a deep blue, and the city of San Francisco is visible in the distance under a hazy sky.

Welcome to the CHI  
Global Family of Cultural Exchange!  
Founded - 1980 by Tom & Lilka Areton.



# USA Work & Travel Opportunities:

- Experience
- Meet Americans
- Explore
- Improve English
- Share your culture



# Document Checklist

1. DS 2019 Form
2. Valid passport
3. J-1 visa
4. CHI sponsor letter
4. Employer Job Offer
5. Proof of insurance



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

ONE APPROVAL TO 140-6119  
#110-004  
ESTIMATED WORKING TIME: 41 sec  
See Page 1

**Personal Information**

Country Code: THAILAND  
City of Birth: SAMUT PRAKARN  
Country of Birth: THAILAND  
City of Issuance: THAILAND  
Legal Permanent Resident Country Code: TH  
Legal Permanent Resident Country: THAILAND  
Position Code: 215  
Position: UNIVERSITY UNDERGRADUATE STUDENTS  
Present Site of Address: SAKSATTI/PURASIM CHANG BANSAI  
PURASIM CHANG BANSAI, HWY 193  
DRAIS, WALKWAY, CA 93318

**SEVIS ID (DS Number)**

SEVIS ID: 10-09-2013  
DS: 10-09-2014

**Your Sponsor**

Program Dates (Legal Work Dates)

From: 10-09-2013  
To: 10-09-2014

Exchange Visitor Category: INTERN  
Subject/Field Code: 12-0533  
Subject/Field Code Remarks: ONLINARY ACTS and Related Services, OCHAS

Alternate Responsible Officer  
Name: [Redacted]  
Title: [Redacted]  
Address: 415-653-5397 ext. 114  
Telephone Number: 09-18-2013  
Date: 09-18-2013

**Program Dates (Legal Work Dates)**

PRELIMINARY ENDORSEMENT OF CONSULAR OR SUBCONSULAR OFFICER REGARDING SECTION 1(b) OF THE REGULATION AND NATIONALITY ACT AND 22, 16, 48, 41 AND 208 (see note on page 2)  
The Exchange Visitor in the above program:  
1.  Not subject to the new two incidence requirement  
2.  Subject to the new two incidence requirement based on:  
A.  Government financing and/or  
B.  The Exchange Visitor Health Law and/or  
C.  DS-16-48 as amended  
3.  ALL of the above

Signature of Consular or Subconsular Officer: [Redacted]  
Date: 09-18-2013

THE U.S. DEPARTMENT OF STATE RESERVES THE RIGHT TO MAKE FINAL DETERMINATION REGARDING THE EXCHANGE VISITOR CERTIFICATION. I have read and agree with the statement in item 2 on page 2 of this document.

Signature of Applicant: [Redacted]  
Date: 09-18-2013

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Personal Information

SEVIS ID (DS Number)

Your Sponsor

Program Dates  
(Legal Work Dates)

Program Dates  
(Legal Work Dates)







## CULTURAL HOMESTAY INTERNATIONAL

Opening Doors to the World since 1960!

A NON-PROFIT EXCHANGE PROGRAM  
104 BUTTERFIELD ROAD, SAN ANSELMO, CA 94960-1565, USA

Tel.: (800) 452-6642 • Fax: (415) 452-2192

### WORK & TRAVEL JOB OFFER

The participant named below has been offered a temporary position with our company and the salary and other terms are commensurate with those of his/her US counterparts. I will disclose any job-related deductions, as well as non-job related deductions (i.e. housing, food etc.) in advance. I understand that the CHI Partner and CHI will contact me to confirm the details below. Employers should contact CHI at 1-800-452-6642 with any questions.

#### PARTICIPANT INFORMATION

This is a job offer for (participant Name): \_\_\_\_\_ (M / F)

participant's Country of Residence: \_\_\_\_\_ Primary Job \_\_\_\_\_ Additional Job \_\_\_\_\_

#### COMPANY INFORMATION

Company Name: \_\_\_\_\_  
Company DBA (Doing Business As): \_\_\_\_\_  
Company Address (mailing): \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
Work Site Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
Supervisor / Manager: \_\_\_\_\_  
Phone #: \_\_\_\_\_ Fax#: \_\_\_\_\_  
Email Address: \_\_\_\_\_ Website: \_\_\_\_\_  
Tax ID# (EIN): \_\_\_\_\_  
Workers' Comp Insurance Company Name: \_\_\_\_\_  
Workers' Comp Policy #: \_\_\_\_\_ Workers' Comp Policy Dates: \_\_\_\_\_

\*\*\* Copy of BUSINESS LICENSE and WORKERS' COMP POLICY sent to CHI \*\*\*

As a matter of compliance with the Department of State program regulations, the Employer understands and agrees to:

NOT engage in, permit the use of, or otherwise cooperate or contract with staffing/employment agencies or subcontractors for the purpose of recruiting or outsourcing any core program functions (i.e. screening, selection and orientation of program participants).

NOT to receive incentives from agencies to accept program participants for job placements.

NOT to facilitate any participants with invalid job offers or DS-8019 forms in making visa or travel arrangements.

NOT to engage in or facilitate fraudulent placements, submission of fraudulent job offers or admits.

Provide CHI a copy of a proof of business licensing and/or registration to enable it to conduct business in the venue(s) where it operates.

#### EMPLOYMENT TERMS

Job Title: \_\_\_\_\_  
Dates of Employment: \_\_\_\_\_ Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_  
Requirements of Position: \_\_\_\_\_  
English Level Required: \_\_\_\_\_ Intermediate \_\_\_\_\_ Advanced \_\_\_\_\_  
Wage Per Hour: \$ \_\_\_\_\_ Average number of hours per week: \_\_\_\_\_ Tips: (Yes / No) \_\_\_\_\_

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Employer Section

Dates of Employment

Job Information





# Proof of Insurance

- Included as part of the program
- Coverage based on your program dates
- Set up your insurance account online
- Carry your insurance card at all times
- Notify CHI of any medical emergency



# QUIZ TIME:

- What document shows the dates that you can legally work in the U.S.?
- What document shows that you understand and agree to go to a job when you arrive in the U.S.?
- What document do you apply for at the U.S. Embassy?



# Why am I required to bring at least \$1,000?

**BE PREPARED:** It can take up to **4 weeks** before you receive **your first paycheck**

## **Basic living expenses:**

- Housing deposit and rent
- Transportation
- Food



# I-94 Stamp: Admission to the U.S.

- Upon arrival, U.S. Customs and Border Protection (CBP) records your arrival electronically.
- CBP officially admits you to the U.S. by placing an I-94 stamp in your passport.
- Go to <https://i94.cbp.dhs.gov/I94/#/home> to download and print a copy of your I-94.



Welcome to the U.S!  
*“Now what do I do?”*



# WWW.SEVIS.ORG

There are two ways:

- 1) Log on to: [WWW.SEVIS.ORG](http://WWW.SEVIS.ORG) OR
- 2) Call the CHI toll free number during business hours:

**1-800-432-4643**

Upon arrival you must complete your SEVIS validation within 3 days.

You need:

- Your DS 2019 Number
- The U.S. address where you are living
- Your email address
- Your phone number



# Updating CHI & SEVIS

- You must be validated in SEVIS in order to apply for your Social Security number
- If you change your address, phone number or email address at any time during the program, you must contact CHI within 3 days of the change.
- Also, you must inform CHI if you find a second job.
- **REMEMBER:** Validate in SEVIS on-time. CHI does not like having to send someone home early, but we have no choice.







# Social Security Number : (SSN)

- Apply for a SSN so that your **employer can pay you.**
- Apply for your SSN **10 days after you validate in SEVIS.**

For the SSN application you need:

- Your passport
- DS 2019 form
- Proof of your I-94 stamp
- Job Offer
- CHI sponsor letter

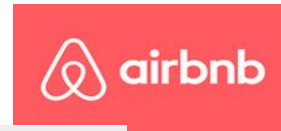
Card - mailed in approximately 30-60 days.



# Housing

Read you Welcome Letter and Job Description:

- Housing arranged by the employer
- If not - CHI will provide assistance through the CHI website
- If housing isn't provided do your research and make a reservation before you arrive!



CL > SF bay area > housing

all SF bay area

rent:



# Housing: What You Need To Know

- Security deposit
- Is the deposit refundable and under what conditions?
- Is the apartment furnished?
- Do I have to buy towels, linens and cookware?
- Be sure the location is safe.
- Read the lease agreement carefully.
- Contact CHI if you have any problems with your housing.



# “YES” Housing



# “NO” Housing



# Housing Conduct

Follow housing rules. Read your housing contract.

You may be asked to leave (evicted) or pay if you:

- Damage housing property
- Are loud and noisy
- Have late-night parties
- Break housing rules

If living in employer housing and you are fired from your job, you may be asked to leave the housing.



# Your Pay Stub: Tax Deductions

## Non Exempt Taxes

- Federal Income Tax
- State Income Tax
- City/local Income Tax

## Exempt Taxes

- Social Security & Medicare Tax (FICA)
- Federal Unemployment Tax (FUCA)

123 - John R. Doe				Pay Period 06/02/06 to 06/16/06		Required Deductions	
Earnings				Federal Income Tax	00.00	00.00	
Hours	Rate	This Period	YTD	FICA - Medicare	06.08	12.16	
50	9.00	450.00	900.00	WI State Income Tax	00.00	00.00	
Gross Pay				FICA - Social Security	25.92	51.84	
				Other Deductions			
				Health Insurance	00.00	00.00	
				401k	00.00	00.00	
				Parking	00.00	00.00	
				<b>NET PAY</b>	<b>\$418.00</b>	<b>\$836.00</b>	

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Your Employer  
1234 Some Street  
Milwaukee, WI ZIPCODE

Check Number: XXXXXX  
Pay Date: 06/19/06

PAY \*\*\*Four hundred eighteen dollars and 00 cents\*\*\*\*\*\$418.00

To the Order of  
John R. Doe  
555 Some Street  
Milwaukee, WI ZIP CODE



# Payment and Wages

- Federal min. wage = \$7.25/hour
- “Tipped employees” (restaurant servers) base wage of at least \$2.13/hour.
- The same wage that is listed on your Job Offer.
- Never get paid in cash, except for tips.
- **3 to 4 week** before you receive your first check.



# Opening a Bank Account

Keep your money safe!

## Tips:

- Make sure the bank you select is near your housing or employer.
- Be aware: some banks charge a fee to open an account. Look for a free checking account option.
- Ask your employer if they can do *direct deposit* into your bank account. It's safe!





# Your Job, Your Employer!



# You MUST Go To Your Selected Employer

## *Why?*

- If you don't go you'll be **breaking your promise and trust** with your employer AND CHI.
- If you don't go, U.S. Immigration and Customs, and the Department of State, considers your actions as **visa fraud and abuse** by entering the U.S. under ***false intentions***.



# CHI's Monthly Program Evaluations

- You are required to respond to CHI's Monthly Evaluations.
- Complete the simple questionnaire at [www.SEVIS.org](http://www.SEVIS.org) or call CHI at: **1-800-432-4643**

Failure to respond to the Monthly Evaluations and to notifications may result in program termination.

CHI WANTS TO HEAR ABOUT YOUR EXPERIENCES!



# Changing or Adding Jobs

You must have **approval** from CHI:

- If you want **to** leave your job.
- If you want to work a new or second job.

Self-Placed Job Offer - the employer must complete and submit the to CHI for screening.

Working at an **unapproved job** may result in **program termination**.

**BE SURE TO GET CHI APPROVAL BEFORE STARTING A NEW JOB!**



# Changing Your Housing

You are required to **notify CHI within 3 days** of moving into the new housing.

Report your new housing information by:

- Logging into: [www.SEVIS.org](http://www.SEVIS.org), or
- Emailing CHI at: [chiwt@chinet.org](mailto:chiwt@chinet.org), or
- Calling CHI at: 1-800-432-4643

**Failure to notify CHI** of your current housing information may result in **program termination**.

**KEEP CHI INFORMED OF YOUR WHEREABOUTS!**



# Program Review

CHI will evaluate your program in cases such as:

- Unable to verify where you are living or working
- Violation of CHI or DoS program regulations
- Inappropriate behavior
- Non-communication with CHI

During the Program Review period, you are expected to respond and maintain **timely communication** with CHI.

**A Program Review may affect your good standing in the program.**



# TERMINATE or END Program

Program Termination means:

- You no longer can live or work legally in the U.S.
- You must leave the U.S. immediately and provide proof of your departure.
- A negative effect on your ability to enter the U.S. in the future.

**Don't ruin your summer:**

**GO TO YOUR SELECTED EMPLOYER**



# Culture Shock

- Living and working in a foreign culture can be difficult.
- Be flexible and open-minded.
- Make friends. Stay active.
- Keep a journal or a blog of your experiences.
- Contact CHI if you are having difficulty adjusting.





# Transportation

## Bicycle Safety:

- Always wear a helmet.
- Always ride with the flow of traffic.
- Avoid riding at night. If you do, wear reflective clothing so drivers can see you.

**Select a safe route that does not have heavy traffic.**



## Car Safety:

- Do not drink and drive!
- Drinking and driving puts you and others in danger!

**Always wear a seat belt!**

**It's the law!**





# You and the Law

If you do get in trouble with the law:

- Call CHI for limited assistance.
- CHI is not accountable for your actions.

**If you are found guilty, the  
result may be:**

Monetary fine - Jail time - Deportation



# Avoid Problems

- Illegal drug possession
- Underage drinking of alcohol
- Public drunkenness
- Disturbing the peace
- Destruction of property
- Shoplifting or stealing



# Playing It Safe

- Travel in groups of friends – safety in numbers
- Never carry large sums of cash
- Do not hitchhike
- Let someone know where you are going



# Travel Outside The U.S.

(Canada or Mexico) :

- Check that your J-1 visa is for **“Multiple Entries”** – **“M”** stamp on your visa.
- Check if you need a visa for the country you want to visit.
- Send your DS 2019 to CHI for a Travel Validation signature at least 3 weeks before your trip.
- Make sure you return to the U.S. before your DS 2019 end date. Otherwise, you won't be allowed entry back into the U.S.



# Emergencies and Non-Emergencies:

## Emergencies:

- Life or death crisis – serious injury
- Victim of a violent crime
- Arrested
- Serious threat to your health, safety

## Dial 911 for:

- **Police**
- **Fire**
- **Medical Emergencies**

## Non-emergencies:

- Lost DS 2019 or passport
- Victim of a non-violent crime
- Employer/job concerns
- Housing concerns

## Contact CHI 24-hour toll free number:

**1-800-432-4643**

## CHI business hours:

**Monday – Friday**

**9 a.m. to 5 p.m. Pacific time**



# Tips to an awesome summer & successful program

- Keep in touch with CHI!
- Keep CHI informed of where you are living and how your job is going
- Check your email inbox often for notifications from CHI
- Tell CHI about your exciting cultural experiences!
- Send CHI your photos, videos... Stay Connected!
- Locate other international CHI friends and find out about great activities and events in your area
- Join CHI's "**Get Out There**" Facebook page





# Share your summer with CHI!



