



PARTICIPANT ORIENTATION SIGN-OFF

SUMMER WORK TRAVEL PROGRAM
36 Park Avenue - Bay Shore, NY 11706
P: 1-877-669-0717 | F: 1-631-893-4547
support@csb-usa.com | www.csb-usa.com

Participant: _____ ID#: _____ Country: _____

Employer: _____

International Representative: _____

I attended the mandatory orientation on _____, I was told and I understood all program conditions and rules, including, but not limited to, the below aspects:
Date (month/day/year)

As an exchange visitor in the United States, I am a representative of my country and I know that I am expected to conduct myself in a respectable manner, obeying the laws and rules of the United States, my community, my employer and the rules as set down for me by my sponsor. I further understand that any violation of any of the guidelines listed below, in my Program Agreement, Job Offer and in the Participant Handbook, could result in a "Termination" of my exchange program. If I am "Terminated", I will be required to return home within 48 (forty-eight) hours. I read all the materials provided to me, including the entire CSB Program Agreement and CSB Participant Handbook for a full understanding of the program and its rules.

CSB International, Inc. (CSB) - Summer Work Travel Program (SWT)

PLEASE READ CAREFULLY

- CSB International, Inc. (CSB) is a United States Department of State designated BridgeUSA sponsor for the Summer Work Travel (SWT) Program and the CSB participant is responsible to report to CSB while enrolled in the program and while in the United States.
- The SWT Program is a cultural exchange program, part of BridgeUSA experiences connecting global leaders. The purpose of the program is to provide foreign college and university students the opportunity to interact with United States citizens, experience United States culture while sharing their own culture with Americans they meet, travel in the and work in jobs that require minimal training and are seasonal or temporary, in order to earn funds to help defray a portion of the expenses.
- Participants hereby confirm their intention to participate in all cultural aspects of the SWT Program. The balance between work and free time, the interaction with American people and participating in activities meant to familiarize them with important features of the United States culture and/or history are essential for the successful completion of the program.
- The Form DS-2019 is not a visa and participants must take the form and other required documents to the United States Consulate in their home country, to apply for the J-1 visa. Participants cannot participate in the program without a valid J-1 visa in their passport. The J-1 visa cannot be extended.

Participant Name: _____ Signature: _____ Date (month/day/year): _____

Getting ready for the exchange experience in the United States)

PLEASE READ CAREFULLY

- Participants must have a vetted primary job placement secured prior to arrival.
- Participants must carefully read the job offer form, understand and meet all qualifications. Participants must follow all the employer guidelines, rules and regulations, as all other full-time employees.
- The job placement is always a basic skills, entry-level, seasonal job, much like one that a student in the United States would have during a school break. The job placement will not provide training for future careers, but will help learn more about America and defray a portion of the program expenses.
- Participants are eligible to work solely within the program dates specified on the Form DS-2019, not earlier and not later.
- **Participants must report directly to their primary site of activity according to the Form DS-2019 start date** and respect the arrival instructions, no later than 3 (three) business days after the start date on the form. Attention: Failure to report to the primary site of activity on time or at all (no show) will lead to the program being "Terminated" and the participant will be required to return home within 48 (forty-eight) hours.
- Participants are employed at-will, like all American counterparts. The job offer could be revoked prior to or during the program, for reasons not prohibited by law or out of the employer's control such as low business demand, weather, etc. Should the position or conditions of employment be revoked, CSB will assist in finding alternative employment, but CSB makes no guarantee that it will be successful and that it can find a similar job, with similar conditions in a similar location. If deemed appropriate, the program may be "Shortened". If the program is shortened, participants can still remain in the United States for additional 30 (thirty) days for travelling purposes, as long as they return home on time for the first day of school.
- Participants must read the housing conditions and prepare accordingly. Most of the pre-arranged jobs include shared housing and the participants should expect the basics.
- Participants will be required to bring or purchase items necessary for a healthy lifestyle (for example, linens, towels, kitchen utensils and cookware). If participants are placed in a site that provides and/or assists with housing, it is recommended that they use this housing facility for the duration of the program. If participants are placed in a site that does not provide housing, they must carefully read and sign the "No Housing Form" provided by CSB before accepting the job offer, as they will be required to locate housing on their own and submit a proof of the housing address ("Housing Arrangements Form") with at least 15 (fifteen) business days prior to their arrival in the United States.
- Participants should prepare for their experience based on the Participant Handbook and further research the details of their destination, prepare and pack accordingly, including making arrangements for arriving/departing to/from the United States.
- Participants must bring a minimum of \$1600 to support them once they arrive in the United States. This amount is exclusive of the housing expenses (first month rent and housing deposit) and transportation. It may take up to 3 (three) weeks until the first paycheck will be issued.
- Participants must bring CSB emergency contact information (1-877-669-0717), along with the Department of State helpline (1-866-283-9090), and keep them in a safe place
- Participants must bring all the insurance information (card, brochure and website information) and keep it in a safe place.
- **Participants must read, understand and follow at all times all program provisions, host employer provisions and local and federal guidelines pertinent to COVID-19.**

Participant Name: _____ Signature: _____ Date (month/day/year): _____

Arrival in the United States

PLEASE READ CAREFULLY

- The I-94 is the record of arrival/departure into/out of the United States. Participants should retrieve a copy of the I-94 electronic record from <http://www.cbp.gov/I94>
- **Check-in on the CSB website after arrival.** In order to work and travel legally in the United States, participants must Check-in with CSB within 10 (ten) business days of their arrival in the United States via www.csb-usa.com, confirming the housing address as well as the fact that they arrived at the primary place of employment. If they do not have Internet access, participants must call CSB at 1-877-669-0717 (toll-free). This is an extremely important step to remain in valid status and in the process of applying for the Social Security Number. **Attention:** Failure to Check-in within 10 (ten) days from arrival will lead to the program being "Terminated" and participants will be required to return home within 48 (forty-eight) hours. Such action may create legal difficulties that will affect any future travel, study or work in the United States at any time in the future.
- After 3-5 business days from the date of the Check-in with CSB, participants must apply for a Social Security Number (SSN) at the nearest Social Security Administration (SSA) office. The nearest SSA office can be located by calling 1-800-772-1213 (Toll-free) or by visiting the SSA website at <http://www.ssa.gov>

Participant Name: _____ Signature: _____ Date (month/day/year): _____



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Daily life in the United States

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- Participants should have both realistic and practical expectations in order to ensure the best experience and return home with many memories. Communication is always the key to a positive experience. Participants should always ask CSB if in doubt – never assume the correct answer.
- Problems must be solved by first asking the direct supervisor for help. The supervisor is a person that is prepared to handle the issues that might occur and knows different procedures in order to solve problematic situations. If the problem continues, participants must contact CSB immediately for assistance.
- **CSB Support Team information – Email: support@csb-usa.com / Telephone Number: 1-877-669-0717 (dial 0 for the operator).**
- Participants must respect the property of others, the work site and the housing facility. Destruction and/or theft of property will be grounds for eviction and/or disciplinary sanctions.
- Participants must observe and obey all United States federal, state and local laws. Attention: If participants break the law, they will be “Terminated” from the program and they will be required to return home within 48 (forty-eight) hours.
- Participants must respect all CSB and the United States Department of State Program rules, in regards with employment and program participation, including the rules of conduct required by the employer. Attention: If the participants breach the program rules, they will be “Terminated” from the program and they will be required to return home within 48 (forty-eight) hours.
- Important reminder about the law: Consumption of alcoholic beverages by anyone under the age of 21 is prohibited. Never drink and drive. (DUI is an acronym for driving under the influence. DWI stands for driving while intoxicated. In some cases, depending on state law, the two terms are both used to describe impaired or drunken driving, punishable by law). Shoplifting or stealing is a crime. Excessive noise from a party can be reported to the Police. The possession or use of illegal drugs is prohibited (Even though marijuana use is legal in certain states under the state law, it is still ILLEGAL under federal law. Do not consider that you are safe from law enforcement on public consumption nor that you are exempt from workplace drug testing, if applicable – which could cost you your job).

Participant Name: _____ Signature: _____ Date (month/day/year): _____

Important program rules during the program

PLEASE READ CAREFULLY

- **Notify CSB of any change of housing and/or work address.** Participants must maintain contact with CSB for the entire duration of the program and report any change in the housing and/or work address within 10 (ten) business days, or any issues experienced while in the United States. Attention: Failure to report such changes will lead to the program being “Terminated” and the participant will be required to return home within 48 (forty-eight) hours.
- **Permission to change jobs.** Participants must have permission (in writing) from CSB in order to change the primary job (site of activity). CSB must investigate any claim before taking a decision. Attention: If participants leave without permission (in writing) from CSB, their program will be “Terminated” and they will be required to return home within 48 (forty-eight) hours. Such action may create legal difficulties that will affect any future travel, study or work in the United States at any time in the future. If permission to change the primary job is granted, participants must submit a new signed job offer within 1 (one) week and they may start working only after CSB has vetted (verified) and approved the new job offer, by contacting the employer. CSB will normally vet the job within 3 (three) business days Attention: If participants start work in an unverified and unapproved job, CSB will “Terminate” their program and they will be required to return home within 48 (forty-eight) hours. If participants are not able to secure a job within the 1 (one) week timeline, they must accept CSB assistance; however, if deemed appropriate, their program may be “Shortened”. If the program is shortened, participants can still remain in the United States for additional 30 (thirty) days for traveling purposes, as long as they return home on time for the first day of school.
- **Change in work status.** If participants are fired from the job for any specific reason, they must notify CSB within 5 (five) days. Depending on the reason, participants may not be allowed to continue their program and they may be asked to return immediately home at their own expense. Attention: If they fail to notify CSB, their program will be “Terminated” and they will be required to return home within 48 (forty-eight) hours.
- **Second/additional jobs.** Additional jobs are not guaranteed to anyone. CSB must vet (verify) and approve any secondary/additional job before participants may start work. CSB will normally vet such jobs within 3 (three) days. Attention: If participants start work in any unverified and unapproved job, CSB will “Terminate” their program and they will be required to return home within 48 (forty-eight) hours.
- **Prohibited job placements.** The following job positions are prohibited: 1) Positions that could bring notoriety or disrepute to the Exchange Visitor Program; 2) Sales positions that require participants to purchase inventory that they must sell in order to support themselves; 3) Domestic help positions in private homes (e.g., child care, elder care, gardener, chauffeur); 4) As pedicab or rolling chair drivers or operators; 5) Operators or drivers of vehicles or vessels for which drivers' licenses are required regardless of whether they carry passengers or not; 6) Positions related to clinical care that involves patient contact; 7) Any position in the adult entertainment industry (including, but not limited to jobs with escort services, adult book/video stores, and strip clubs); 8) Positions requiring work hours that fall predominantly between 10:00 pm and 6:00 am; 9) Positions declared hazardous to youth by the Secretary of Labor at Subpart E of 29 CFR part 570; 10) 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); 11) 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; 12) Positions involved in gaming and gambling that include direct participation in wagering and/or betting; 13) Positions in chemical pest control, warehousing, catalogue/online order distribution centers; 14) Positions with travelling fairs or itinerant concessionaires; 15) Jobs that do not allow participants to work alongside United States citizens and interact regularly with United States citizens and to experience United States culture during the workday portion of their SWT program; 16) With employers that fill non-seasonal or non-temporary job openings with exchange visitors with staggered vacation schedules; 17) In positions that require licensing; 18) In positions for which there is another specific J visa category (e.g., Camp Counselor, Trainee, Intern); 19) In positions with staffing agencies, unless the placements meet the following three criteria: i. Participants must be employees of and paid by the staffing agencies; ii. Staffing agencies must provide full-time, primary, on-site supervision of the participants; iii. Staffing agencies must effectively control the work sites, e.g., have hands-on management responsibility for the participants; 20) After November 1, 2012, 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/iaq/tgs/iaq_index_naics.htm); 21) Additional job placements prohibited by CSB include but are not limited to: jobs in the state of Alaska, jobs found through third parties, jobs with staffing agencies, independent contractor jobs, door to door sales jobs, mover jobs, laundry facility jobs, janitorial jobs, jobs in isolated or remote areas, jobs with pool management companies, etc.
- **Participants must check their email at least once a week** after their arrival in the United States. CSB sends updates and other important messages through the email.
- **Monthly evaluations.** Participation in all aspects of the program, including the monthly evaluation, is mandatory. As required by the US Department of State, CSB will send a monthly evaluation request by email and all participants are required to respond within 10 (ten) business days. Attention: Failure to respond to the CSB outreach efforts will lead to a program “Termination” and participants will be required to return home within 48 (forty-eight) hours.
- Reach out to CSB, as instructed and per deadline.

Participant Name: _____ Signature: _____ Date (month/day/year): _____



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Going back home

PLEASE READ CAREFULLY

- **Return home on time.** The participants must depart upon the completion of the program, according to the end date on Form DS-2019. In most cases, the end date on the form coincides with the end of the summer vacation and the participants must return accordingly, to be home for the first day of classes. If no earlier departure is indicated on the I-94 record and as long as the participants return home on time for the first day of classes, the participants may be eligible to remain in the United States for up to 30 (thirty) days after the program end date (otherwise known as the grace period). The participants are not authorized to work during this period of time however they can enjoy travel opportunities.
- Participants must leave self-addressed and stamped envelopes so their last paychecks and Form W-2 can be sent by their employer directly to them, in their home country.

Participant Name: _____ Signature: _____ Date (month/day/year): _____

Arrival Package - Participant Confirmation

PLEASE CHECK WHICH OF THE BELOW MATERIALS YOU HAVE RECEIVED AND READ IN FULL

Sent by Email	Date Received (month/day/year)
<input type="checkbox"/> CSB Participant ID card <i>(this card also contains the CSB Emergency Number and the Department of State HelpLine)</i>	_____ / _____ / _____
<input type="checkbox"/> CSB Letter of Sponsorship to be used at the United States Consulate / Social Security Administration	_____ / _____ / _____
<input type="checkbox"/> CSB Safe Biking Flyer	_____ / _____ / _____
<input type="checkbox"/> DOS Safe Biking Flyer	_____ / _____ / _____
<input type="checkbox"/> Exchange Visitor Program Participant Welcome Brochure	_____ / _____ / _____
<input type="checkbox"/> I-94 Form Instructions	_____ / _____ / _____
<input type="checkbox"/> Insurance Guide <i>(Insurance Brochure and ID card will be sent separately by the insurance company via a Welcome email)</i>	_____ / _____ / _____
<input type="checkbox"/> SWT - A Cultural Exchange Experience Flyer	_____ / _____ / _____
<input type="checkbox"/> SWT - Participant Handbook	_____ / _____ / _____
<input type="checkbox"/> US Department of State Summer Work Travel Participant Letter	_____ / _____ / _____
<input type="checkbox"/> US Department of State Summer Work Travel Program Brochure	_____ / _____ / _____
<input type="checkbox"/> Wilberforce Pamphlet On the Rights and Protections	_____ / _____ / _____

Sent by Mail	Date Received (month/day/year)
<input type="checkbox"/> CSB Welcome Letter and Participant ID Card	_____ / _____ / _____
<input type="checkbox"/> Original Form DS-2019 (Certificate of Eligibility)	_____ / _____ / _____

By signing below, I further acknowledge that the exchange program has fulfilled its obligation to provide an orientation session upon arrival by a designated representative to explain the rules governing the program, as per Exchange Visitor Program Regulations (22 CFR Part 62).

Please confirm your email: _____ @ _____

Participant Name: _____ Signature: _____ Date (month/day/year): _____

International Representative Confirmation

My signature below confirms that the above mentioned applicant has attended the orientation session and received all materials provided by CSB.

Name of Recruiter: _____ Signature: _____ Date (month/day/year): _____

International Representative Stamp (here)