



alliance abroad group

work/travel
participant application

Welcome to the Alliance Abroad Group Work/Travel Program

Program Purpose:

The J-1 Work/Travel Program is an Exchange Visitor Program designed to achieve the educational objectives of international and cultural exchange by involving young adults in the daily life of the host country through temporary employment opportunities and to return home to share their experiences, and to encourage Americans to participate in the educational and cultural programs in other countries.

Instructions to fill out the Work/Travel Application electronically:

- Before you start completing the form, please save it in your computer's hard drive
- Click on the line or check box next to each question and type your answer
- Complete pages 1 to 3
- Once you are done completing these first 3 pages of the application, save again and print out a copy
- Read Terms & Conditions pages and sign and date page 6
- Pages 7 & 8 need to be completed by agency or university representative
- Make sure that the application is complete and signed
- Send Application to your local agency
- Keep a copy for your records

Remember to always save your work.

Student's Application Checklist:

- Complete W/T Application
- Signed Terms & Conditions
- 2 passport photos
- Parent's or guardian's signature appears on application if student is under 21 years of age
- In person English Interview Report (to be completed by agency or university representative)
- Current proof of student status (verified by overseas partner agency)
- Photocopy of valid passport
- Signed employment job offer (AAG placements) or letter offering employment (self-placements)
- Housing agreement (if required)
- Additional employment agreement (if required)

We look forward to seeing you in the U.S.!



All sections must be filled in completely in order for your application to be accepted

alliance abroad group ID: _____ (Please get this from your local agency)

Name of overseas agency: _____

personal data please print clearly

Family Name _____ First Name _____ Middle Name _____

Email: _____

Gender: Male Female Date of Birth: _____ City of Birth: _____

Country of Birth: _____ Country of Citizenship: _____

Country of Legal Permanent Residency: _____

Have you ever been convicted of a crime? Yes No

Have you ever participated in J1 Work/Travel Program? Yes No If yes, year _____

Place worked _____ Position _____

Sponsor _____

Do you have a U.S Social Security Number? Yes No If yes, what is it? _____ - _____ - _____

Have you ever been denied a visa to travel to the U.S.? Yes No

past work or volunteer experience

Company Name: _____ Your Job Title: _____

Describe Duties and Responsibilities: _____

Date of Employment: From _____ to _____ Supervisor Name: _____

Company Address: _____

Company Name: _____ Your Job Title: _____

Describe Duties and Responsibilities: _____

Date of Employment: From _____ to _____ Supervisor Name: _____

Company Address: _____

List additional information on courses, training, certificate, school activities or leadership experience.

Other languages spoken fluently (do not include English): _____

Tell us about your interests, hobbies or activities: _____

travel experiences

Have you been to U.S.? Yes No If yes, when? _____ With what visa? _____

Other travels (not in the U.S.): _____

contact information

Participant Contact Information

Current Mailing Address (Not Post Office Box) _____ City/Province _____ Postal Code _____

Country: _____

Phone: _____

Fax: _____

Mobile: _____

Email: _____ (required)

Participant's Parent Contact Information

Name: _____ Mobile Phone: _____

Mailing address: _____

Home Phone: _____ Work Phone: _____

Email: _____

Father's Occupation: _____ Speaks English: Yes No

Mother's Occupation: _____ Speaks English: Yes No

Student's Emergency Contact Information

Name: _____ Mobile Phone: _____

Mailing address: _____

Phone: _____ Email: _____

Speaks English: Yes No Student's relationship to the emergency contact person: _____

medical history

General state of applicant's health: Excellent Good Fair Poor

Any allergies? Yes No If yes, specify: _____

Are you currently pregnant? Yes No

Are you presently on any medication? Yes No If yes, explain: _____

Have you ever suffered a nervous breakdown or other mental disorder(s)? Yes No

questionnaire

Please answer all questions thoroughly. Your application will be considered incomplete and will not be processed without full answers for each question.

Why do you want to participate in this program? _____

What are your strongest qualities? _____

What is the most rewarding experience you have had? _____

What are three good characteristics people say you have? _____

What are two things that you think people do not like about you? _____

What are three words that you think of when you think about Americans? _____

What would you do if your boss became angry and started yelling at you? _____

Describe in detail one of the most difficult problems that you have encountered. How did you resolve this problem?

terms and conditions of alliance abroad group work/travel program

This is a legal and binding agreement. [Requirements, Qualifications and General Conditions]

IMPORTANT: PLEASE READ THOROUGHLY AND SIGN AFTER COMPLETING THIS APPLICATION. If you have any questions, please ask your local agency or Alliance Abroad Group before you sign this terms and conditions. Voluntary ignorance will not release you of your responsibilities.

Eligibility

- I am between the ages of 18 & 28 years.
- I am a full-time student at a post secondary (college or university) institution and will not be graduating before I participate in the program.
- I understand I must be on my official university holiday: I am not allowed to leave school early or return to school late in order to participate in the program.
- I speak and understand English at an intermediate or better level so that I will be able to succeed on my program. This will be determined by an **"in-person"** interview.

Jobs Allowed Under The Program

- I understand that I may not work as a camp counselor, nanny, au pair, housekeeper or helper in a private home, in the hospital or medical field, or work with airplanes on the Work/Travel Program.
- I understand that working for my family or relatives in the USA is not allowed.
- I understand that I may not work in employment that requires me to invest my own money for the purpose of door-to-door sales.

General Agreements

- I agree not to begin work earlier than the start date or work beyond the end date on my DS-2019 form.
- I understand that by accepting a position found for me by Alliance Abroad, I am making a commitment to that company. If I leave before my commitment has ended without permission from the host company and from Alliance Abroad, my program will be terminated.
- I agree to do my best to complete the Work/Travel Program successfully. I understand that if I do not participate successfully, Alliance Abroad will not allow me to continue to participate & that I must return home immediately at my own expense.
- I agree to cooperate with Alliance Abroad staff & follow any instructions they may give me. If I do not do so, I understand that I may not be allowed to continue my program.
- I agree to comply with all medical vaccination & immunization requirements.
- I agree to obey all US federal, state, & local laws. If I break the laws, I understand that Alliance Abroad cannot help me and that I will be terminated from my program.
- I understand that if my placement is self-arranged or requires that I locate my own housing, I must submit proof of my housing address to my local agent at least 30 days prior to my arrival in the USA.
- I understand that pregnant applicants may not participate in any Alliance Abroad Group programs. I agree that if I become pregnant or am found to be pregnant while on the Work/Travel Program, I will return home immediately at my own expense.
- I understand that Alliance Abroad sends my visa updates and other important messages through the email address I submitted on my application. I agree to check my emails at least once a week.
- I understand that all photos or testimonials provided to Alliance Abroad Group during my participation in the program can be used for Alliance Abroad promotional purposes unless I decline and provide written notification.

Application And Visa Process

- I understand I should submit a complete application and full payment at least 8 weeks prior to the date I plan to arrive in the USA to begin my program. If I submit my application late, I will not hold Alliance Abroad responsible for any delay in my visa process or any cancellation of my job.
- I understand that the normal processing time for my DS-2019 Form is 4-8 weeks after Alliance Abroad has received my complete application and full program fee.
- I have a valid passport and I will bring all necessary documents that I am instructed to have for visa application. I understand my DS-2019 Form is NOT a visa and that I must take the DS-2019 Form and other required documents to the US Embassy or consulate to apply for a J1 visa in my home country.

- I understand I cannot participate in the Work/Travel Program without a valid J-1 visa in my passport.
- I understand that the J1 Work/Travel visa cannot be extended beyond the date on the DS-2019 form for any reason.

Insurance

- I understand that I must have appropriate medical & travel insurance while I participate in the Work/Travel Program & agree to accept the insurance plan provided by Alliance Abroad.
- I understand that my insurance policy covers only the period of time listed on my DS-2019 & that I am responsible for extending my insurance if I wish to travel for up to 30 days after the period on my DS-2019 form.
- I understand that my medical insurance does not cover any conditions for which I am currently receiving treatment (pre-existing conditions).

Participant Expenses

- I understand I am responsible for all of my own travel expenses, including domestic travel in the United States.
- I agree to bring a minimum of \$500 USD cash or traveler's checks because I may not receive my pay until at least 2 weeks after I have begun working. If I need to pay for travel from orientation to my job site or pay for any housing deposits upon my arrival to my host company, I agree to bring additional money to cover the cost.
- I understand that I must respect the property of my host company and housing facilities & agree to pay for any damage I may cause.
- I understand that if I am evicted from my housing or move out of housing offered by my employer or Alliance Abroad, I may not be allowed to continue my Work/Travel Program.

Arrival & Orientation

- I agree to attend any scheduled orientation sessions in my home country and after arrival in the USA. I understand that participation at any scheduled orientations is mandatory.
- After arrival in the U.S. but before going to my host company, I will call my employer to ensure that they know when I am coming and to make arrangements for arrival.
- I will begin work at my approved host company no more than 7 days after my arrival.
- I understand that cultural information about my community (transportation, libraries and other useful information) can be found on my job offer and the AAG website (www.allianceabroad.com)

SEVIS (Student & Exchange Visitor Information System) and I-901 SEVIS Fees

- I understand that I must pay a separate SEVIS fee of \$35 USD to cover the cost of the SEVIS tracking system. This fee is not refundable after my DS-2019 form is issued for any reason, including visa denial. This fee is paid to the US Government
- I understand that the SEVIS fee payment receipt (I-797) must be presented to consular officials during the visa application process.
- I agree to contact Alliance Abroad within 7 days of my arrival to the USA in order to report my arrival and current residential address (the physical address of where I live in the USA) for SEVIS. This should be done through the Alliance Abroad website: www.allianceabroad.com
- I understand that if I wait longer than 7 days to contact Alliance Abroad, SEVIS will not have my correct information & Social Security will not be able to process my application for a card.
- I understand that if I do not check in with Alliance Abroad through the website to report my work and home addresses (and any address changes), my program may be terminated.
- I understand that if I am reported as 'out of status' or terminated with the SEVIS system, I cannot be reinstated and that this may have consequences for future visa requests.

Work

- If I have an Alliance Abroad placement, I will NOT contact my host company before my arrival without Alliance Abroad's assistance.
- I understand I must follow my host company's rules and policies.
- I understand that if I work outdoors, I may not be scheduled to work in times of bad weather and agree to arrive with sufficient funds to cover my expenses
- I understand that if I accept an Alliance Abroad job placement, I am in agreement that I will work at that placement throughout the entire period covered on my job offer letter.
- I understand that I will not be allowed to continue my program if I break the contract between myself, Alliance Abroad, and my host company.

- I understand that if I am fired from my job for any specific reason concerning my attitude or actions, I will not be allowed to continue my program and must return home immediately at my own expense.
- I understand that it is my responsibility to contact Alliance Abroad immediately if I am having problems at my job that may lead to me being fired or breaking my promises.
- I understand that I may not change my job without permission from my employer and from Alliance Abroad.
- I understand that Alliance Abroad will allow me to change my job ONLY IF the host company is not fulfilling their part of the contract. I understand that if I make a claim against my host company that Alliance Abroad must investigate it before making a decision about allowing me to continue my program.
- I understand that Work/Travel participants are paid the same amount as American workers in the same jobs.
- I understand that federal minimum wage in the USA is \$5.15 per hour for most jobs and \$2.13 per hour + tips for jobs that include gratuity (state minimum wages maybe higher).
- **Social Security Cards:** I understand that because of new changes in the Social Security Process, I may have to wait longer than 2 weeks to get my Social Security card. Because of the delay, I understand that my host company may not issue paychecks until I receive my official Social Security number. I will arrive to the USA with enough money to cover my expenses should this waiting period occur.

Payment And Cancellation Policies

- I understand that after I have entered the US, I am not eligible for a refund for any reason, including change of employment and/or early return to my home country.
- I understand that if I cancel my participation for any reason, my original DS-2019 form MUST be returned to Alliance Abroad Group within 2 weeks of my cancellation.

Cancellation

Refund

Cancellation before my DS-2019 is issued

All Fees. Less non-refundable Application Fee of \$100.

Cancellation after my DS-2019 form is issued (original DS-2019 form must be received by Alliance Abroad within 14 days of the cancellation date)

Refund Program Fee except non-refundable Application Fee of \$100 USD, \$250 USD for processing costs & \$35 USD SEVIS fee

Due to Visa Denial (refund applied only after Alliance Abroad Group receives written proof of visa denial & the returned DS-2019 form must be received by Alliance Abroad Group within 14 days of denial)

Refund of Program Fee except non-refundable Application Fee of \$100 USD & \$35 USD SEVIS fee.

My signature below confirms that I have read, understand and agree to abide by the rules, terms and conditions of Alliance Abroad Group Work & Travel Program. In signing this Terms and Conditions, I acknowledge that I have read, understood and agree to all of the terms and conditions with my own free will state above.

Student's Signature _____ **Date** _____

Parent's Signature _____ **Date** _____
(If participant is under 21 years of age)

in person interview report & level test

(To be completed by agency or university representative)

To the interviewer: The purpose of this form is to determine the student's ability to succeed on this program, both in terms of maturity and English level. You must conduct an in-person interview, and it should be held in English. If you rate a student higher than his or her actual ability, it could result in severe problems for the student and host company and could result in having to end their program early and return home (misrepresentation is grounds for program termination).

Assess the applicant's level of English conversation and comprehension:

- Excellent:** Absolute proficiency in English or possesses near fluency.
- Good:** Student understands most conversation and the responses are not perfect but come naturally.
- Fair:** Student can carry on a basic conversation, makes mistakes but is understandable.
- Poor:** Student understands a few words or phrases but no sentence thoughts. Speaking ability is limited to a few words or phrases.

Please indicate how rating was determined:

- Interview conducted in English
- English test (please specify: SLEP, TOEFL, TOEIC, etc.): _____ Score and interpretation of score: _____

Further comments about student's English level : _____

Adaptability, maturity and motivation

Give examples of the student's ability to adapt to new situations, including facing new cultures, work settings, and a new housing situation from what they are familiar with:

- 1) _____
- 2) _____
- 3) _____

Experience

Has the student had experiences which will prepare him or her for working in another culture? Yes No

If yes, please give examples: _____

Personality

List 3 qualities which will make the student a good fit for this program:

- 1) _____
- 2) _____
- 3) _____

Name of Interviewer: _____ Title or Capacity (Relationship to student): _____

Title or Capacity (Relationship to student): _____

Organization: _____

English level of Interviewer: Excellent Good Fair Poor

Tel: _____ Email: _____

Interviewer's Signature : _____ Date: _____

proof of student status

Student name: _____

Name, address, and **phone number** of educational institution:

Country of Educational Institution: _____ Major Field Of Study: _____

How many years of university level studies will you have completed at the time of participation in the Work/Travel Program?
_____ years

When do you expect to receive your degree? _____(month)/_____(year)

What are the scheduled dates for your school's official summer holiday?

From: Month _____ Day _____ Year _____ To: Month _____ Day _____ Year _____

The section below must be completed by a university representative. Must be signed, and stamped with original University seal. (Photocopies will not be accepted)

I certify that Mr./Ms. _____ is currently registered at our institution as a full time student, and that he/she will be returning to studies following his/her participation in the Alliance Abroad Group Work/Travel Program.

Name of University Representative (please type or print)

Title: _____

Signature: _____ Date: _____

School Seal: _____