



Work Experience USA Interview Checklist Placement/Job Fair Category

Applicant Name _____

CCUSA ID #

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Date of Interview: _____

If the applicant is still missing any sections of their application (e.g. photo, student status school proof) explain that he/she will not be accepted to the program until all items are received in the CCUSA Office. Please discuss ALL of the following program information with the applicant (tick boxes as you go):

General Information

- Do you understand that as a summer work/travel J1 participant, you have a number of responsibilities to ensure a successful program?
 - 1. validating your visa
 - 2. always keeping CCUSA informed of your physical living address
 - 3. checking in with CCUSA every 30 days
 - 4. participating in cultural activities outside of work once a week
 - 5. never working for an unverified employer
 - 6. advising CCUSA if you decide to end your program before your end date.
- Have you read and signed the Work Experience USA program agreement?
- Do you understand that your program can be terminated? The reasons and the consequences?
- Homesickness and dealing with difficult situations on your own.

Costs

- Work Experience USA fees
- Insurance
- J1 Visa
- Flights
- Spending \$ to cover housing deposit, first few weeks in the USA, food, etc.

Insurance

- This must be purchased through your CCUSA country office
- You must be covered by the CCUSA approved policy for the full dates on your DS2019 form. We strongly recommend that you purchase additional insurance coverage for any time before or after these dates, including your 30 day grace period.

J1 Visa

- CCUSA will provide the DS2019 form needed to get the J1 Visa. You will be asked to verify your personal information before the form is printed. If the form must be reprinted due to mistakes you should have corrected, you will be charged _____ for the reprint.
- You can only work in the USA for the dates of your DS2019. It cannot be extended beyond your individual university break dates. You MAY receive 30 days at the end of your visa for further travel IN the USA unless you work until your scheduled return to university classes or you do not successfully complete your program.
- To validate your visa, you must log onto Footprints no later than 10 days after the start date on your DS2019 and enter your physical living address. If you do not enter the US within 10 days of your visa start date, you are required to request and pay for a visa date change. Your visa start date must match your start work date.
- You must remain in contact with CCUSA throughout your stay in the US and notify us of any changes to your living or working situation. You are not allowed to change employers until you have followed all of CCUSA procedures for doing so. Please refer to your program agreement, the CCUSA Handbook or your Footprints support site.
- You are required to check in with CCUSA every 30 days to confirm your living and working addresses, answer questions about your program and provide details of the cultural activities you have done. Checking in late or failing to check in at all will result in the termination of your CCUSA Work Experience program and require an immediate departure from the USA.

Employment In The USA

- CCUSA will do our best to meet your job preferences on the Placement Option via our US office.
- If Employer Fairs are offered in your country, details will be announced by the country office.
- If you attend the Job Fairs, this is a Job Interview with a US employer. Please present yourself in a professional manner.
- If you are offered a job and sign a Job Offer at the CCUSA Job Fair, you are considered placed at this employer. This employer will be expecting you to work for your agreed work dates.
- Once you are placed, either on the Placement option or through a Job Fair, you can download your Participant Job Information on your Footprints account. You must sign and return this form to CCUSA immediately in order to confirm your placement and before your DS2019 form will be issued.
- When you accept a placement, both CCUSA and your employer are expecting you to complete the dates on the job offer. You cannot leave your employer without following all CCUSA policies for doing so. Failure to follow these will result in the termination of your CCUSA program.
- CCUSA must be notified of any date changes or departure delays. If you must change the work dates, you must confirm the change with the employer, and contact CCUSA with an email copy from the Employer who signed the Job Offer accepting the change.
- The Summer Work Travel J1 visa is a balanced combination of work and cultural activities. Failure to pursue both activities can result in the ending of your program.

Orientation And Program Information

- A mandatory Orientation meeting will be held in your home country. You can be cancelled without refund if you do not attend this meeting.
- You must also review the CCUSA Staff Handbook located on your Footprints account. You are responsible for fully understanding all the rules and requirements of the program.

Social Security

- A Social Security number is needed to work and to be paid in the USA. Legally your employer can hire and pay you with a copy of your SS receipt. CCUSA will not approve jobs at employers who will not pay wages while waiting for the SS card to be issued. It is your responsibility to provide your employer with a copy of your SS receipt letter.
- The Department of Homeland Security has to verify you in their system before your SS number can be processed. You should NOT apply for the Social Security card until you have validated your program with CCUSA, your status on your Footprints account is "validated" and you have successfully downloaded your electronic I-94 printout. This process can be delayed by problems with your arrival information.
- If your employer is not willing to hire and pay you while your SS number is being processed you should find an employer who is.

This is to certify that the CCUSA Interviewer has made me fully aware of the conditions of the CCUSA Work Experience program and has discussed all the above details with me.

Applicant's Name: _____ Signature: _____

Interviewer's Name: _____ Signature: _____

