



Working Adventures Worldwide

Work America

Work America allows full time students to obtain a visa to work in America for four months between June and September. You have the flexibility to work and travel anywhere in America. Please read the following information carefully, if you have any questions please call BUNAC **before** you apply for the programme. We would also recommend that you read the Work America web site too for detailed help and advice.

Eligibility

Please check our web site for full eligibility requirements before applying (link to web page)
NB. If you have ever been arrested, cautioned, have had visa issues previously or feel that you may have problems with your visa application then you must call the *Work America* Department **before** you apply to BUNAC. We can advise you as to whether we think you may have problems at the visa stage.

If you do not hold an EU passport you should read the Overseas Passport holder information on our web site before applying (*link*)

Work

On Work America you can either pre-arrange a job before you go or job hunt on arrival. For more details on job hunting please see the jobs section on the [Work America web site](#).

Important notes:

- 1) If you are from a non visa waiver country you must have a pre-arranged job in America before you apply for your visa.

Andorra	Hungary	New Zealand
Australia	Iceland	Norway
Austria	Ireland	Portugal
Belgium	Italy	San Marino
Brunei	Japan	Singapore
Czech Republic	Latvia	Slovakia
Denmark	Liechtenstein	Slovenia
Estonia	Lithuania	South Korea
Finland	Luxembourg	Spain
France	Malta	Sweden
Germany	Monaco	Switzerland
Greece	the Netherlands	United Kingdom

- 2) Jobs you cannot do on Work America include:
 - Football coach/camp counsellor
 - Au Pair
 - Domestic Help
 - Concession work
 - Travelling fairs
 - Factory work
 - Driving
 - Work which predominantly involves night shifts
 - Medical Intern or provide medical treatment
 - Voluntary, unpaid training or work

Apart from these you can do almost any job, anywhere in any of the 50 states in America.*

- 3) Your job in America must pay minimum wage for all the hours you work. Therefore you cannot accept a commission only position.
- 4) The employer must be covered by 'Workers Compensation'. This is standard for legitimate employers.
- 5) BUNAC is not a placement organisation; however we can offer help & advice. Ultimately you choose where you work & live in America.

*GeoVisions, the programme sponsor has the right to refuse to sponsor a job if the employer is deemed unsuitable and/or the job does not fulfil the above criteria.

Flights and Insurance

BUNAC does not recommend booking any flights until you have received your passport and visa back from the US Embassy. You should never book a non-transferable, non-refundable ticket. Most participants find that their travel plans change over the summer and it is a false economy to buy cheap tickets that you cannot change.

BUNAC's insurance is compulsory for all participants and includes medical and baggage cover for when you are working and travelling which is a necessity for any trip to America!

US Visa

Full instructions on applying for the visa will be given to you once you are at the visa stage but you should be aware that most people have to submit their paperwork in person at an interview at the US Embassy in London or Belfast. If you held a J-1 visa in 2012 then you may be able to submit a postal application. Some points you should be aware of are;

- The DS-2019 (Certificate of Eligibility) is a US Government document which you need when you apply for your J-1 visa. BUNAC will obtain this document for you from the programme sponsor, GeoVisions once you have purchased your insurance from BUNAC.
- If you have ever been arrested, cautioned, have had visa issues previously or feel that you may have problems with your visa application then you must call the *Work America* Department BEFORE you apply to BUNAC so we can advise you as to whether we think you may have problems at the visa stage.
- Your visa is not issued on the day of your interview at the US Embassy. They will hold onto your passport and return it once your visa has been issued. The Embassy will also inform you if there are any visa issues and if your application is being held for additional processing. BUNAC cannot always foresee visa problems or if an application will be held for additional processing. In such cases this will increase the processing time of your visa and there is no guarantee that you will be granted the visa at the end of this period (on average about 40 days).
- As your passport is not returned instantly please be aware if you are planning any overseas trips before you go to America that you will have to be without your passport for a period of time.
- Interview dates fill up quickly, the later you begin at the visa process the later you go for your interview and the later you can travel to America. BUNAC cannot be held responsible if the embassy interview dates fill quickly.
- Ultimately the J-1 visa will be issued by the US Embassy and put into your passport, the DS-2019 will also be returned to you and you must keep both together for the duration of your stay in America as they are only valid when together.

SEVIS

SEVIS is a US Department of Homeland Security (DHS) tracking system for all participants on J-1 programmes. You must ensure that you update your SEVIS record when you arrive in America or your visa will be cancelled.

- Validating your record is straightforward, all you need to do is go to a website and confirm where you are living and if you are working at that time.
- You can only validate your record once you arrive in America NOT before.
- You must validate your SEVIS record BEFORE you apply for a Social Security Card. Further details on SEVIS will be given to you once you are registered on the Work America programme.

Money Matters

Payment to BUNAC £375

Third party costs

Insurance	£147 (2012 fees)
SEVIS fee	£26 (2012 fees)
Visa Fee	£135 (2012 fees)
Support Funds	\$600 if you have a pre-arranged job \$1000 if you're job hunting on arrival

Other costs to consider

Flights

Travel to US visa interview

Application Process

1. Complete initial registration

Complete the online application and pay a deposit of £100. BUNAC will send email confirmation that you are on the programme and information on the next steps in the process. At this time you will also gain access to the Job Zone. You should begin looking for jobs now if you have not begun already!

2. Upload the following documents on you online account

- Proof of student status (this must be a recently dated letter on university headed paper confirming that you are a full-time student, your course, qualification sought and year of study).
- Participant Agreement – this is available on your BUNAC Account
- Character Reference – a template will be available on your BUNAC Account
- Copy of photo page of your passport
- Previous J-1 visa (if applicable)
- Confirmation of job offer (if applicable)

3. Pay the balance of your registration fee.

4. Phone interview

On receipt of all your paperwork & balance of the registration fee you will be called by BUNAC for a brief phone interview. We will check that you are prepared for the summer and we are happy to answer any questions you may have about living and working in America and/or the application process.

5. Insurance and DS-2019

You must purchase BUNAC insurance and pay the SEVIS fee before we can request a DS-2019 for you.

6. Embassy Interview

Once the DS-2019 has been requested BUNAC will contact you to arrange your interview with the US Embassy (usually in London or Belfast) and discuss what forms you need to complete. DO NOT book any transport to your interview until you receive email confirmation of your interview date.

7. Travel to America!

Once your visa has been issued you can book your flights and to travel to America! Before you depart you will be asked to complete an online orientation which contains advice and information which will help you make the final preparations for your American journey!

Programme Conditions

If you are unsure of any aspect of the programme please contact BUNAC before you apply.

General

- All applications will be considered in order of receipt. However, BUNAC reserve the right to decline any application, in which case all monies will be refunded. Applications must be received by **1st April 2013**
- BUNAC reserves the right to close the programme at any time and cancel participants from the programme.
- The minimum age is 18 and applicants must be 18 by **1st June 2013**.
- All costs are correct at the time of print. BUNAC reserves the right to pass onto programme participants any additional charges and/or taxes levied by governments or government agencies.
- BUNAC cannot accept liability for any loss or damage to any papers giving evidence or support in connection with your applications. It is your responsibility to contact BUNAC if you have not had a response from us after sending in information. You should photocopy everything before sending it to BUNAC.
- BUNAC strongly recommends that you pre-arrange work before you arrive in the US. Confirmation of a job must be sent to BUNAC once it is received. If you are travelling to America after July 8 2013 you must either have a job pre-arranged as jobs can be very difficult to find on arrival at this time or have enough money to support yourself on arrival.
- Work America is administered in conjunction with the authorised US sponsor, GeoVisions.

Flights

We strongly recommend that you do not book any non-transferable and/or non-refundable travel tickets in the UK or US prior to receiving your visa from the US Embassy.

US Visas

i. Your DS-2019 form must be printed with your name, date of birth, place and country of birth exactly as it is written in your passport. The DS-2019 replacement cost, due to misinformation or loss by the applicant is £75. If, once your DS-2019 has been issued, you wish to change the dates on this form; you will need to pay £75 for a new DS-2019.

ii. BUNAC cannot guarantee that you will be granted a visa. Ultimately it is at the discretion of the US Embassy to deny or issue a visa. You may have problems and experience delays if you:

- Have a caution, been arrested or convicted of a crime
- Were born in or have travelled to a Middle Eastern or Islamic country
- Have previously experienced US visa/immigration problems
- Have overstayed a visit to the US.

The US Embassy has the right to hold any application for 'additional processing', sometimes this may be for unknown reasons and they can hold your application for as long as they wish. If you know any reason why you may have problems at the visa stage, then you should inform BUNAC as soon as you apply to the programme. Although rare the US Embassy has the right to refuse anyone a visa or hold an application for 'additional processing' for as long as they feel is necessary. On occasion you may feel that as such you have no choice but to cancel from the programme, if this occurs you would not obtain a full refund.

Most applicants must present their documents in person to a US Embassy. The visa will not be issued on the same day. The Embassy will hold your passport until processing has been completed, therefore you should not book any travel abroad during the visa application stage. The Embassy will not prioritise or 'fast track' any visa application. Please do not book your embassy interview or transport to your interview until you have been told to book your interview by BUNAC and receive confirmation of your visa interview from the US Embassy.

BUNAC will aim to get you to America on your preferred flight date but cannot be held responsible if this is not possible due to any delays by yourself, the US Embassy, the postal service or courier company. The US Embassy can change visa application processes at any time. J-1 visas are issued at the discretion of the US Embassy. BUNAC is not responsible for any applications held for additional processing or refused by the Embassy.

iii. ALL participants on Work America must comply with SEVIS regulations. You must validate your SEVIS record upon arrival in America BEFORE applying for a social security card and within 10 days of the start date of your DS-2019. Any delay in validating will have serious effects on your visa and could result in your visa being cancelled and you having to leave America immediately. You must also abide by SEVIS regulations if changing or starting a new job which means gaining permission from the programme sponsor, GeoVisions beforehand and sending BUNAC the necessary paperwork.

Cancellation

Cancellations will not be acted on until written confirmation by mail or email has been received by BUNAC. If a DS-2019 has been issued it must be returned to BUNAC before any refunds are given. The refunds stated below relate to the refund of the registration fee only.

1. The deposit (£100) for the BUNAC Work America programme is non-refundable.

After you have paid balance of the registration fee the following cancellation terms apply:

2. If written notification of cancellation is received by BUNAC before your DS-2019 is requested the cancellation charge will be £100
3. If written notification of cancellation is received by BUNAC before your DS-2019 is requested and after the 1st March the cancellation charge will be £175
4. If written notification of cancellation is received by BUNAC after your DS-2019 is requested the cancellation charge will be £250
5. If you cancel due to not obtaining a job before leaving for America then the above cancellations fees will apply
6. If a visa is refused for reasons not previously disclosed to BUNAC then no refund will be given.
7. If a visa is refused then the cancellation charge in regards to the registration fees is £250
8. If your visa is held for 'extra processing' and you choose to cancel then you will incur receive a refund of £150 in regards to the payment of the registration fees.
9. If your insurance has not been paid and a DS-2019 has not been requested by 1st June 2013 then you will be deemed to be not proceeding with your application and will be cancelled from the programme and no refund will be given. No refund will be given after 1st June 2013.
10. Refund will be paid in the same manner the original payment was made. E.g. would be put back onto the same card if original payment was made by card.

In the unlikely event that you are unhappy with some aspect of your BUNAC experience, please submit your comments in writing to the Assistant Director, Programmes.