



alliance abroad group®

J-1 WORK/TRAVEL PROGRAM participant application

Please attach one
passport photo here

Alliance Abroad Group Participant ID: _____ Name of overseas agency: _____
(Please get this from your local agency)

All sections must be filled in completely in order for your application to be accepted. Please print clearly

ARRIVAL AND DEPARTURE DATES (Total program duration cannot exceed 4 months)

Arrival Date in the U.S: Day / Month / Year (no more than a week prior to program start date)

Program Start Date: Day / Month / Year (cannot be beyond your vacation dates on your proof of student status and should match with your job start date)

Program End Date: Day / Month / Year (cannot be beyond your vacation dates on your proof of student status and should match with your job end date)

Departure Date from the U.S: Day / Month / Year (no more than 30 days after program end date)

PERSONAL DATA

Last Name First Name Middle Name

Gender: ☐ Male ☐ Female Date of Birth: Day / Month / Year 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 the J-1 Work/Travel Program? ☐ Yes ☐ No If yes, which year(s): _____

Place(s) worked: _____ Position(s): _____ Sponsor(s): _____

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

Have you ever been denied a visa by a U.S. Embassy? ☐ Yes ☐ No

How did you find out about the Alliance Abroad Group J-1 Work/Travel Program?

☐ Recruiting Fairs

☐ www.allianceabroad.com

☐ My school

☐ Friends/Relatives

☐ Agency in my country

☐ Other: _____

PARTICIPANT'S CONTACT INFORMATION

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

Country: _____ Phone: _____ Fax: _____

Mobile: _____ Email: * _____ (mandatory)

*Email address must be valid now and also through the whole program so we can reach you.

EMERGENCY CONTACT INFORMATION

Name: _____ Mobile Phone: _____

Mailing address: _____

Phone: _____ Email: _____

IN PERSON INTERVIEW REPORT & LEVEL TEST

To be completed by agency or English teacher

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).

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

Oral English Ability:	<input type="checkbox"/> Excellent	<input type="checkbox"/> Good	<input type="checkbox"/> Fair	<input type="checkbox"/> Poor
Written English:	<input type="checkbox"/> Excellent	<input type="checkbox"/> Good	<input type="checkbox"/> Fair	<input type="checkbox"/> Poor
Listening Comprehension:	<input type="checkbox"/> Excellent	<input type="checkbox"/> Good	<input type="checkbox"/> Fair	<input type="checkbox"/> Poor
Overall Level of English:	<input type="checkbox"/> Excellent	<input type="checkbox"/> Good	<input type="checkbox"/> Fair	<input type="checkbox"/> Poor

Further comments about student's knowledge of English and his/her ability to function in an English speaking workplace.

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

Organization: _____

Interviewer's Signature : _____ Date: _____

PROOF OF STUDENT STATUS

To be completed, signed and stamped by a university or overseas agency representative. If completed by an official overseas agency representative, an original university letter confirming enrollment status MUST accompany this form.

Student name: _____ Major Field of Study: _____

Education Institution Name: _____ City/Country: _____

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

When does he/she expect to receive his/her degree? Month / Year

What are the scheduled dates for his/her school's official summer holiday? **From:** Day / Month / Year **To:** Day / Month / Year

I certify that the named student is currently registered in this institution above as a full time student, and will be returning to full-time studies in the semester following participation in the Alliance Abroad Group Work/Travel Program.

_____ Name of university or overseas agency representative	_____ Signature	_____ Date
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Agency/School Seal

TERMS AND CONDITIONS

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 Alliance Abroad Group representative before you sign these Terms and Conditions. Voluntary ignorance will not release you of your responsibilities.

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.

Eligibility

- I am between the ages of 18 and 28 years.
- I am a full-time student at a post secondary (college or university) institution and will graduate not more than 3 months before I participate in the program.
- I understand that 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 higher level so that I will be able to succeed on my program. This will be determined by an in-person interview with my home country agency.

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 U.S. 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.
- I understand that jobs not secured by Alliance Abroad Group must be screened and approved by Alliance Abroad Group before employment is approved.

General Agreements

- I agree that all the information provided in this application is true to the best of my knowledge, and acknowledge that any false or misleading information may lead to immediate dismissal from the program.
- 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, I am making a commitment to that Host Company. If I leave before my commitment has ended without written permission from the Host Company and from Alliance Abroad Group, I put my visa at risk and may not be allowed to continue my program.
- I agree to do my best to complete the Work & Travel Program successfully. I understand that if I do not participate successfully, Alliance Abroad Group will not allow me to continue to participate and that I must return home immediately at my own expense.
- I understand that if I cancel or change my program and that if any refund is due to me, it will be granted through my home country agency at the end of the season (typically when most participants return home from their program).

- I agree to cooperate with Alliance Abroad Group staff and to 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 and immunization requirements.
- I agree to obey all U.S. federal, state, and local laws. If I break the laws, I understand that Alliance Abroad Group 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 U.S.
- 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 agree that I have no medical or psychological condition which will prevent me from doing the job I agreed to. This includes allergies or injuries.
- I understand that Alliance Abroad Group 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 Group promotional purposes unless I decline and provide written notification.
- I understand that Alliance Abroad Group may provide a participant's information to third parties for marketing purposes.

Application and Visa Process

- I understand that I should submit a complete application and full payment at least 6 weeks prior to the date I plan to arrive in the U.S. to begin my program. If I submit my application late, I will not hold Alliance Abroad Group responsible for any delay in my visa process or any cancellation of my job.
- 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 U.S. Embassy or consulate to apply for a J-1 visa in my home country.
- I understand that I cannot participate in the Work & Travel Program without a valid J-1 visa in my passport.
- I understand that the J-1 Work & Travel visa cannot be extended beyond the date on the DS-2019 form for any reason.

- I understand that I am responsible for good care of DS-2019 form and for the cost of replacing the lost or damaged form (\$100 USD). I will notify my home agency or AAG immediately if a replacement DS-2019 form is needed.
- I understand that once I arrive in the U.S. Alliance Abroad Group cannot amend the program dates as listed on DS-2019 for any reason and it is my responsibility to check prior to travel that the dates and all information are correct.

Insurance

- I understand that I must have appropriate medical and travel insurance while I participate in the Work & Travel Program and agree to accept the insurance plan provided by Alliance Abroad Group.
- I understand that my insurance policy covers only the period of time listed on my DS-2019 and 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 provided by Alliance Abroad Group does not cover any conditions for which I am currently receiving treatment (pre-existing conditions).
- I understand that the medical coverage provided by Alliance Abroad Group does not cover me in accidents from participation in extreme sports like snow skiing or snowboarding. If I plan to participate in these activities, I understand that I need to purchase additional insurance that will cover me for these activities.

Participant Expenses

- I understand that I am responsible for all of my own travel expenses, including domestic travel in the U.S.
- I agree to bring a minimum of \$750 USD cash or travelers checks in addition to any domestic travel, required housing deposit or rent because I may not receive my pay until at least 2 weeks after I have started working.
- I understand that I must respect the property of my Host Company and housing facilities and 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 Group, I may not be allowed to continue my Work & Travel Program.

Arrival and Orientation

- I agree to participate in all scheduled orientation sessions held by Alliance Abroad Group and my home country agency.

- I understand that this scheduled orientation may be held either in my home country, in the U.S. or online according to Alliance Abroad Group's schedule.
- I agree to confirm my arrival information online as soon as I have it, with at least two weeks notice.
- 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 understand that I can arrive no more than a week prior to the start date on my DS-2019.
- 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 the Alliance Abroad Group 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 the U.S. Government. This fee is not refundable after my DS-2019 form is issued for any reason, including visa denial.
- 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 Group within 7 days of my arrival to the U.S. in order to report my arrival and current residential address (the physical address of where I live in the U.S.) for SEVIS. This should be done through the Alliance Abroad Group website: http://www.allianceabroad.net/participants/Login_DS2019.aspx
- I understand that if I wait longer than 7 days to contact Alliance Abroad Group, SEVIS will not have my correct information and Social Security will not be able to process my application for a card.
- I understand that my program may be terminated if I do not visit the Alliance Abroad Group website to report my current work and home addresses within 7 days of my arrival or if my home address changes during my program.
- 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 Group job placement, I will contact my Host Company according to the instructions requested in my Job Offer.
- I understand that 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 Group job placement, I will work at that placement throughout the dates requested on the Job Offer.
- I understand that I will not be allowed to continue my program if I break the contract between myself, Alliance Abroad Group, and my Host Company.
- I understand that if I am fired from my job for any specific reason concerning my English level, attitude or actions, I may 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 Group immediately if I am having problems at my job that may lead to me being fired from job or breaking my agreement.
- I understand that I may not change my job without permission from my Host Company and from Alliance Abroad Group.
- 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 U.S. is \$7.25 per hour for most jobs and \$2.13 per hour + tips for jobs that include gratuity. State minimum wages may be higher, in which case the State minimum wage will prevail.
- Social Security Cards: I understand that it may take 4-6 weeks to receive my Social Security card. Because of the delay, my Host Company may not issue paychecks until I receive my official Social Security number. I understand that it my Host Company should still pay me for time worked and I will contact Alliance Abroad Group if there is any issue(?) with payment. I will arrive to the U.S. with enough money to cover my expenses should this waiting period occur.

Job Cancellation

- I understand that no position can be guaranteed and that from time to time, employers may cancel or reduce the number of students they can employ, either before or after I leave my home country for a variety of reasons.
- I understand that Alliance Abroad Group will do the best it can to stay in touch with these employers and communicate any changes to me and my home agency as quickly as possible.
- I understand that Alliance Abroad Group will make an attempt to find another job for me as close as possible to my original job, in terms of type of position, wage, location and conditions. However, Alliance Abroad Group cannot guarantee an equivalent job, or similar job in the same region as lost job.
- I understand that in cases where a similar job cannot be offered by Alliance Abroad

Group, I will be offered the option of accepting a different Alliance Abroad Group placement or finding my own job. Alliance Abroad Group will provide resources to assist me with finding my own job, if that is the option I choose.

- Alliance Abroad Group is not responsible for loss of wages, location transfer costs, or any other transportation or accommodation expenses incurred due to job cancellation.
- I understand that if I change my job, I will report the change immediately to Alliance Abroad Group and will be required to submit updated job information.
- I understand that if I am a Self-Arranged participant, with a position arranged by myself or my home country Agency, and my job is cancelled, I will be offered support (written materials) to assist with finding a new job, but I will not be offered an Alliance Abroad Group placement.

Agreement to Solely Use Alternative Dispute Resolution

I agree that any dispute, claim, controversy, or other matter in question between the parties hereto arising out of, or in any way related to this agreement or any breach or termination of this agreement, any dealings or relationships between the parties, whether past or present shall be settled by binding arbitration administered by the American Arbitration Association pursuant to the then existing applicable rules of the American Arbitration Association. The locale of the arbitration proceeding shall be Austin, Texas. A demand for arbitration shall be made within a reasonable time after the dispute, claim, controversy, or other matter in question has arisen. In no event shall the demand for arbitration be made after the date when institution of legal or equitable proceedings based on such claim, controversy, dispute or other matter in question would be barred by the applicable statutes of limitations. There shall be only one arbitrator. The decision of the arbitrator shall be final and binding on both parties and the award of the arbitrator shall be enforceable according to law. Any award issued by the arbitrator shall be enforceable by any competent court having jurisdiction over the party against which it is enforced in accordance with the terms of the NEW YORK (UN) CONVENTION FOR THE RECOGNITION, AND ENFORCEMENT OF FOREIGN ARBITRAL AWARDS. The terms and provisions of this paragraph shall survive any breach or termination of this agreement.

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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 these Terms and Conditions, I acknowledge that I have read, understood and agree to all of the terms and conditions with my own free will as stated above.

Print Name _____

Student's Signature _____

Date _____

J1 Work & Travel Resume

**PHOTO
REQUIRED**

Please look
into camera
and smile!

Address:
Telephone Number:
Best time of day to contact:
E-mail:
Date of Birth:
Gender: Male Female
Country of Citizenship:

Why I want to participate in the J1 Work & Travel Program:

Education

Institution Name:

Location:

Institution start date:

Graduation/Expected graduation date:

Field of Study:

Experience

Company Name:

Position:

Location:

Duration: From to

Tasks/Responsibilities:

Company Name

Position:

Location:

Duration: From to

Tasks/Responsibilities:

Company Name

Position:

Location:

Duration: From to

Tasks/Responsibilities:

Skills/Qualifications

English Level:

Computer Skills:

Special Awards/Honors/Certifications:

Activities & interests:

My hobbies are:

In the future, I would like to:

Something interesting about me: