



INTERNSHIP USA
PROFESSIONAL CAREER TRAINING USA



PARTICIPANT HANDBOOK

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ABOUT CIEE

Congratulations on securing an internship/training position in the United States, and thank you for choosing CIEE: Council on International Educational Exchange as your legal sponsor during your upcoming program. We are confident that your experience will be a positive one, and will provide you with the type of professional experience that will allow you to achieve your long-term career goals. Our program represents not just a chance to gain experience in U.S. business techniques, or to apply your unique professional skills; it is also a chance to meet new people, immerse yourself in a culture different from your own, and share your own unique outlook and way of life with those around you. As you prepare to embark on this exciting journey, it is important that you understand the roles and responsibilities of all parties involved, including CIEE, the Host Organization, and you. This handbook is designed to serve as a general resource for you throughout your stay, and should cover most of the questions you might have pertaining to your Intern/Trainee Program.

CIEE is a not-for-profit, non-governmental organization that has been designated by the U.S. Department of State to sponsor international Interns/Trainees under the J-1 Exchange Visitor Program. Established in 1947, CIEE is a world leader in international exchange services. Each year, CIEE sponsors over 25,000 young professionals, university students, and high school students, helping them to grow personally and develop their potential through participation in a wide variety of exchange programs across the globe. As a legal sponsor, CIEE serves two major roles. First, CIEE ensures that all Interns/Trainees, Host Organizations, and International Representatives comply with specific U.S. Department of State regulations. Second, CIEE provides assistance and support to all of its sponsored participants throughout their stay in the U.S.

The Intern/Trainee Program is subject to Department of State regulations provided in Title 22 of the Code of Federal Regulations. In order to support and oversee this program, as well as fulfill its role as legal sponsor, CIEE maintains a team of trained staff members who stand ready to assist each Intern/Trainee and his or her Host Organization Supervisor throughout the program. A quick phone call to our support staff will generally solve most of your program-related concerns. CIEE staff are eager to help improve your experience, so please don't hesitate to call!



CIEE provides all Intern/Trainee Program participants with the following services:

Pre-Departure Orientation: Before you travel to the U.S. you will be provided with an online orientation and this Intern/Trainee Program Handbook that will answer many of the questions that may come up during a typical training experience.

Health and Travel Insurance: CIEE provides most sponsored Interns/Trainees with coverage against the typical risks associated with international travel.

For detailed information on this policy, please visit www.ciee.org/insurance.

Toll-Free Customer Service: Trained CIEE support staff can help you answer any program-related question you might have. Simply call the Customer Service line at 1-888-268-6245.

24-Hour Emergency Support: In the event of an emergency, you can also reach CIEE at any time at 1-888-268-6245.

Online Program Evaluations: To help you have the best experience possible, CIEE and the U.S. Department of State require that Host Organizations and Interns/Trainees complete program evaluations at the mid-point and end of the training program. These evaluations are confidential and not shared with your host organization. By reviewing these evaluations, CIEE is able to ensure that the internship/training program is meeting both parties' expectations.

J-2 Visas for Dependents: All dependents of CIEE-sponsored Interns/Trainees are eligible for a J-2 Visa. Applications for J-2 Visas can be submitted with your official CIEE Intern/Trainee Program Application.

PROGRAM DOCUMENTS

These are the key documents that you will need throughout the duration of your internship/training program. You will be required to present these documents at various points during your program, so please keep them in a secure location. Scan or make photocopies of your program documents, and keep the copies separate from the originals. If you lose the documents, contact CIEE immediately at 1-888-268-6245 for advice on replacing them.

DS-2019 Form: This document serves as your internship/training permit. It indicates that you have the sponsorship and support of CIEE, and should be taken to the U.S. Embassy in your home country when you apply for your J-1 Visa. The document contains the dates of your internship/training program, as well as your sponsorship identification number. If you intend to travel outside the U.S., CIEE will need to fill out the travel validation box on your DS-2019 form, and issue you a Letter of Good Standing. Please make sure that you have signed and dated the bottom of this document.

J-1 Exchange Visitor Visa: This document is issued by the U.S. Embassy in your home country. It is required for entry into the U.S. Additionally, your J-1 Visa will specify the number of times you are allowed to enter, or reenter, the U.S.

I-94 Arrival Number: In order to prove lawful admission to the United States, you may be required to present your I-94 number when you apply for a Social Security number. You may go to the U.S. Customs and Border Protection's I-94 site at www.cbp.gov/I94 after you have arrived to download and print a copy of your I-94.

Intern/Trainee Handbook: This should serve as your primary resource during your program. It provides in-depth coverage of all the issues presented in the online orientation, as well as many more. Please be sure to read this handbook thoroughly, and refer back to it often.

Confirmation of Insurance Form: This CIEE-issued document serves as a confirmation of your health insurance coverage dates. You should not be in the United States outside of these dates because you will not have insurance coverage. The document also contains your Insurance ID card.

Insurance ID card: This card is located on the bottom right hand corner of your Confirmation of Insurance form. This card is your proof of insurance and contains your insurance ID number. It should be carried with you at all times. You will be required to show this card anytime you seek medical treatment.

Letter to Social Security Officer: This letter, which can be downloaded from our website www.ciee.org/intern, explains your J-1 Exchange Visa status to the Social Security Officer who will process your Social Security application.

SEVIS Fee Receipt: This form serves as the official receipt of your payment of the mandatory SEVIS fee, which CIEE has paid on your behalf as part of the program fee. You will need to take this form with you to your embassy interview.

DS-7002 Form: This outlines the training that you and your Host Organization have agreed to. Be sure to reference this document throughout your program to be certain you are staying on track.

PROGRAM REQUIREMENTS

As a participant in the J-1 Exchange Visitor Program you will be expected to complete a very specific set of program requirements. Some of these requirements, like the Intern/Trainee Program Orientation, must be completed prior to your arrival in the U.S. Other requirements must be met at various points throughout your program, or once you have returned home.

In order to participate in the Intern/Trainee Program you must:

- Be in possession of all required program documentation
- Complete the Intern/Trainee Program Orientation prior to your arrival in the U.S.
- Register your U.S. address in the SEVIS database upon arrival in the U.S.
- Apply for and receive your U.S. Social Security number
- Complete all mandatory program evaluations
- Maintain sufficient funds during your program
- Not be out of training or outside of the U.S. for more than 30 days during your program.
- File a U.S. income tax return if your internship/training program is paid, or file a Form 8843 if your internship/training program is not paid
- Observe all travel restrictions associated with the J-1 Visa

Failure to comply with any of the above requirements may result in withdrawal or termination from the J-1 program.

This section explains each of the following program requirements in greater depth. You will also learn more about the possibility of extending your current internship/training program. Please read this information thoroughly. If you have any questions or concerns, please do not hesitate to contact a CIEE Customer Service Representative by phone at 1-888-268-6245.

The Program Orientation

Thirty days prior to your program start date, CIEE will send you an email that includes instructions on how to access and view the Orientation online. You should have received these instructions by now. If you have not, please contact your local CIEE Representative.

The Intern/Trainee Program Orientation covers a variety of topics that are of great importance to the success of your internship or training experience. Failure to complete the CIEE Intern/Trainee Program Orientation before you arrive in the U.S. may result in your withdrawal from the program.

SEVIS

SEVIS, the Student and Exchange Visitor Information System, is the database in which your exchange visitor information is recorded by the U.S. government. As soon as you are issued a DS-2019 form, you have a record in the SEVIS database.

You must wait until you have arrived in the U.S., and it is on or after your DS-2019 start date, before you can register in SEVIS. You cannot register before you have arrived in the U.S. or before your DS-2019 start date.

You must then register no later than 20 days after your DS-2019 start date. You should register as soon as possible to avoid any problems. If you fail to register within 20 days, you could be withdrawn from the program and be required to return home early.



If your arrival to the U.S. is delayed and you cannot register in SEVIS within 20 days after your DS-2019 start date, contact your local CIEE Representative to request a new DS-2019. This will give you time to register once you arrive in the U.S.

CIEE provides a toll free number for you to register in SEVIS: 1-888-268-6245

To register, you will need to know your DS-2019 number, and provide your address, email address, and phone number. If you have not yet secured housing, you can use a temporary address.

Finally, any time you change your address you must update this information in SEVIS within 10 days of the change.

Please follow the above instructions carefully to avoid any problems with your program.

Social Security

All participants need to apply for and receive a Social Security number (SSN) by visiting their local Social Security office. A successful Social Security application may take between four and six weeks to process. To avoid delays in the application process, we advise that you follow these directions:

1. Register your U.S. address with SEVIS as soon as possible and do not apply for a Social Security number until two days after you register in SEVIS.
2. The Social Security Administration recommends that you wait ten days after entering the country before filing a Social Security application to avoid potential delays in processing. Remember, you must also wait two days after registering with SEVIS before submitting the application.



3. To apply for a Social Security number you must take the following documents (originals, not copies) to the local Social Security office:
 - a. DS-2019
 - b. I-94 number
 - c. J-1 visa
 - d. Your passport
4. At the Social Security office you will be provided with a Social Security Application. Be sure to enter a valid U.S. mailing address to which your Social Security card can be shipped. To locate a Social Security office near you, visit www.ssa.gov/locator.
5. After successful filing of the Social Security application, you will receive a Proof of Application receipt from the Social Security officer assisting you. Keep this document in case any follow-up is required.

Resolving Social Security Application Problems

Some Interns/Trainees experience a delay in the issuance of their SSN and card. Most

issues arise because the Intern/Trainee has failed to provide the government with documentation proving their identity and immigration status, or because there has been a data entry error at their Port of Entry to the U.S.

Every Intern/Trainee should check the status of their application within seven to ten days of submission by visiting a Social Security office. The Social Security office will inform the Intern/Trainee of any specific issues that are holding up the issuance of a SSN. Please call CIEE at 1-888-268-6245 to discuss how these issues can be resolved.

Sometimes Host Organizations are not aware that it is possible to pay participants while they wait to receive a SSN. You can be paid before receiving your SSN. If this happens, participants should feel free to call CIEE at 1-888-268-6245 for assistance. Also, CIEE recommends that you bring additional funds in U.S. currency so that you are covered in the event that any delays occur.

Evaluations

CIEE conducts program evaluations at your program mid-point and end date. Completing the evaluation is a U.S. Department of State requirement of the Intern/Trainee program.

Evaluations are composed of two separate questionnaires; one is to be completed by you and the other is to be completed by your supervisor. The information collected will be used to assess your program and to improve the overall quality of CIEE Intern/Trainee programs. Your response will not be shared with your Host Organization.

The evaluations are administered online. CIEE will email you instructions and links to complete the evaluations. Therefore, it is important to provide a valid email address during SEVIS registration. If you do not receive any correspondence with respect to evaluations, or if you have any questions about the evaluation process, contact CIEE by email at contact@ciee.org.

Maintaining Sufficient Funds

As a component of your Intern/Trainee Program application you were asked to provide evidence that you will have at least \$1000 dollars available for each month of your program. It is important that you manage your finances wisely. Cost of living can vary greatly from city to city in the U.S., and it will take some time for you to learn how much you will need each month for basic living costs (such as rent, food, and transportation), and how much you will have left over for social or personal spending. Managing your funds wisely will help ensure that you have an enjoyable and stress-free stay in the U.S., and may also allow you to set aside some money for travel at the end of your program.

Second Position

Although you might be interested in supplementing your income while in the U.S., the J-1 Intern/Trainee Program does not permit participants to take a second position during their stay in the U.S. Doing so may result in your withdrawal from the Intern/Trainee Program.

Taxes and Tax Returns

Any program participant who has a paid internship/training position must pay U.S. income tax. Failure to pay any taxes owed could cause problems for you in the future if you plan on returning to the U.S. on a new visa. Therefore, please make sure that these taxes are being withheld from your paycheck and that you file a U.S. income tax return.

Interns and Trainees on this program are not permitted to be paid under 1099 or Independent Contractor status. Be sure to confirm with your Host Organization that any compensation you receive is being paid through payroll with proper taxes withheld.

In the U.S., the federal government imposes an income tax on all wage earners. The Host Organization withholds income tax from a participant's salary and pays it directly to the government.

Taxes You Must Pay

As an Intern/Trainee in the U.S., you will have to pay some of the taxes that a U.S. citizen is required to pay.

Interns/Trainees do pay:

- Federal Income Tax
- State Income Tax
- Local Income Tax (if applicable)

Interns/Trainees do not pay

- Social Security & Medicare Tax (FICA)
 - Federal Unemployment Tax (FUTA)
-

Filling out Form W-4

On the first day of your program, you and your supervisor will complete your IRS Form W-4 (Employee's Withholding Allowance Certificate). Your supervisor will use the information on this form to determine how much tax should be withheld from your paycheck.

While you are an Intern/Trainee in the U.S., you are classified as a "non-resident alien." Therefore, the instructions shown on Form W-4 do not apply. When you and your Host Organization Supervisor fill out Form W-4 you should follow these directions:

1. Disregard the Personal Allowances Worksheet. This section is for U.S. citizens only.
2. On the bottom half of Form W-4:
 - a. **Box 1:** Enter your personal information including U.S. address as instructed.
 - b. **Box 2:** Enter your Social Security Number (SSN). If you have not been issued a SSN but have applied for one, write "Applied For."
 - c. **Box 3:** Check mark or fill in withholding as "single," regardless of actual marital status.
 - d. **Box 4:** Leave blank.
 - e. **Box 5:** Enter "1." There are no exceptions to this.
 - f. **Box 6:** Write "NR" to indicate NonResident Alien status.
 - g. **Box 7:** Leave blank. Nonresidents cannot claim "Exempt."
 - h. **Boxes 8–10:** Leave blank.
 - i. Sign and date the form.

What to do with a W-2 Form

If you are participating in a paid internship/training program, you **MUST** file a U.S. income tax return by April 15 for the previous calendar year. In order to do this, you must have a W-2 Form. At the end of the calendar year, Host Organizations send all paid employees and Interns/Trainees their W-2 form. This form details total wages received and total taxes withheld. The information

outlined in the W-2 form is essential for accurately completing your U.S. income tax return. If you do not receive your W-2 Form by February 15, you must contact your Host Organization for a replacement.

How to File Your Tax Return

If you have received a wage from your Host Organization, you are legally required to file a tax return, even if you have already returned home. If you did not receive compensation from your Host Organization, you will be required to file Form 990 (see next page).

To file a tax return, you may use a tax filing service, such as TaxBack (www.taxback.com/ciee) or complete the tax return yourself.

If you choose to complete your tax return independently, you will need the following forms:

- **W-2 Form:** This is sent by your Host Organization and details the total wages and the amount of each tax that was withheld.
- **1040NR-EZ Form:** This form is specifically for non-resident aliens. It can be obtained, together with instructions for filling it out, on the Internal Revenue Service website at www.irs.gov/Forms-&-Pubs
- **State Income Tax Form:** These forms differ for each of the 50 states in the U.S., and you will need to complete the form for the state(s) in which you trained. A list of state tax sites is available at the website listed above ("State Tax Forms").
- **Local Income Tax Form:** These taxes will only be withheld in certain cities. Check with your Host Organization about local statutory requirements and, if relevant, where to locate the necessary forms.

The standard deadline for filing tax return forms is April 15 for the previous calendar year. The earlier you file your tax return, the sooner you will receive any applicable refund.

Note: CIEE cannot provide you with assistance as our Customer Service staff members are not qualified tax professionals.

Tax Returns for Unpaid Interns/Trainees

Interns/Trainees that receive no U.S.-source income or no income at all from their Host Organization, as well as any J-2 dependents, must file Form 8843 to report their presence in the United States. To find and download the current form, please go to www.irs.gov and search for '8843'.

The space for the taxpayer identification number on Form 8843 should be filled in if you have a Social Security number or an Individual Tax Identification Number (ITIN). If you have neither a SSN nor ITIN, this can be left blank. Complete Parts I and II and send Form 8843 to the address indicated on the form before the June 15th deadline. Be sure to keep a copy for your records.

Note: If you have received interest income from a U.S. bank account and have no other U.S. source income, you may still use Form 8843. (U.S. bank interest received by non-residents is considered to be a foreign source of income.)

ARRIVING IN THE U.S.

When you arrive at your Port of Entry here in the U.S., you should be prepared to present a U.S. Customs Agent with all of your relevant travel documentation. The Customs Agent will ask you many questions related to the information you have provided on your Customs Declaration Form (Form 6059B), as well as about the nature of your citizenship, your trip, and any unusual items you are bringing into the U.S.

U.S. Customs and Border Protection (CBP) has automated the I-94 card. CBP will stamp the J-1 Exchange Visitors' passport directly, and will not provide the paper I-94. If you need to print out a paper version of the I-94, you can do so at: www.cbp.gov/I94

Expect to have your baggage opened for examination, and make sure that you have declared any non travel-related goods that you have with you.

“Declaring” Your Possessions

When you “declare” something, you indicate that you have a specific type of goods in your possession. This is done by filling out the Form 6059B you will be given during transit, prior to arriving in the U.S. You will not be required to itemize your personal effects, such as clothing, toiletry, or portable electronics. You must, however, declare the value of any gifts or articles you have in your possession that are not for your own personal use. Remember, some types of goods are completely restricted (including most agricultural products), and may not be brought into the U.S. under any circumstances. You also may be required to pay a duty, or tax, on certain items. However, there are many exceptions that will allow you to bring a fixed amount of some goods with you to the U.S. For more information on restricted goods, please visit www.cbp.gov.

The following four tips, taken from the U.S. CBP website www.cbp.gov, should help you avoid most difficulties that can arise during a typical Customs inspection. Keep these pointers in mind, and you should be able to pass into the U.S. with relative ease.

- Keep key travel documents with you at all times. It is best to always carry your passport and visa materials on your person—never pack them.
- Don't forget to declare any food products you are bringing with you.



- Declare everything you've purchased outside the U.S. that is not for your specific personal use. Remember, advice from friends and shopkeepers about what you must declare is often wrong. You must declare duty-free goods, even if you purchased them in a duty-free store.
- Don't assume. Find out if the items you plan on bringing to the U.S. are acceptable. There are very specific restrictions on fruits, vegetables, meat, fish, live plants and animals, trademarked goods, and animal trophies to name a few.

Passing through U.S. Customs

The general steps you will follow once you arrive at your Port of Entry are as follows:

1. Present the Immigration Agent with all of your relevant travel documents, particularly your J-1 Visa.
2. You will be asked a variety of questions. Expect to be asked about the purpose and duration of your stay and your address while training in the U.S. Your identification will be documented by fingerprint and retinal scan. Finally, you will present your Customs declaration form (6059B).
3. All visa holders (with few exceptions) will be required to submit to digital finger scans and a digital photograph as part of the provisions of program US-VISIT (U.S. Visitor and Immigrant Status Indicator Technology).
4. Be sure that the agent stamps your passport. This is your record of arrival, as well as a nice travel souvenir.
5. You will then likely encounter a baggage check point. You may be asked to open your luggage and allow U.S. Customs Officials to investigate your belongings. The purpose of this search is to ensure that you have not brought any restricted items with you into the U.S.



HEALTH CARE AND HEALTH INSURANCE

The U.S. health care system is probably quite different from what you are used to in your home country. Because it can be very complicated and confusing, CIEE has a designated team to assist participants in navigating the system.

Most doctors and hospitals are privately owned and health care is usually paid for by private insurance companies. It is best to familiarize yourself with the details of your insurance coverage before you enter the U.S.

Your travel insurance policy is designed to cover your medical expenses during a temporary stay abroad and therefore some limitations and exclusions apply. As a general rule, medical emergencies and most sicknesses are covered, whereas routine examinations, vaccinations, regular dental treatment, or vision services are excluded. As is usual with these types of policies, **there is no coverage for pre-existing conditions.** If you suffer from a chronic disease (such as asthma or diabetes), you need to ensure that your health insurance at home covers you for any costs arising from such sicknesses while in the U.S.

The specific policy provided by CIEE includes higher benefits than U.S. regulations require. The U.S. Code of Federal Regulations (22 CFR §62.14) requires all exchange visitors to have insurance that covers them at a certain level for sicknesses and accidents that occur during their participation in the exchange program. The Federal Code states that this insurance must provide medical benefits of at least \$50,000 per accident or illness as well as medical evacuation and repatriation of remains to the home country, if necessary. Your CIEE insurance policy comes with a maximum benefit of \$1,000,000.

In addition to being covered while you are in the U.S., you will also be covered on any trips you might take to Canada, Mexico, Puerto Rico, or the U.S. Virgin Islands (St. Croix, St. John, and St. Thomas) during your dates of insurance coverage. You are not covered on trips to any other countries. If you are traveling somewhere else, be sure to purchase additional insurance to cover you during your trip.

The dates of your coverage period are indicated on the “Confirmation of Insurance” form that you received with your other program documents. You have also been issued an insurance ID card. This is your proof of insurance and you should carry it with you at all times while in the U.S. You will find it located on your Confirmation of Insurance. Any trips taken to your home country are not covered by this insurance policy, and coverage expires as of the expiration date stated on your Confirmation of Insurance, or if you withdraw or are dismissed from the program early.

Insurance policies in the U.S. come in different forms, providing different benefits, and very few people have the same coverage. If you have insurance questions, or you need medical attention, you should contact CIEE at 1-888-268-6245. Your insurance policy is most likely very different from those your co-workers have, so you should not rely on their information or advice. CIEE has trained staff available to assist you with all of your medical and insurance needs. You must contact CIEE if you need medical attention. The number is listed on your insurance ID card for your convenience.

YOUR INTERNSHIP/ TRAINING PROGRAM

The U.S. workplace can be very different from the workplace in your home country, so CIEE would like to take the time to prepare you for some of the new experiences you will have during your internship/training program.

Your Responsibilities

Your first responsibility is to inform your Host Organization of when they should expect your arrival. It is a good idea to get in contact with your Host Organization Supervisor and to forward him/her your arrival details. Your Host Organization may even be able to provide you with transportation and accommodation, so we encourage you to use them as a reference before you arrive.

Your second major responsibility is to become familiar with the Training/Internship Placement Plan that you read and signed as part of the application process. This plan is a general outline of the training that you can expect to receive. However, this plan does not always list every one of your duties. You may occasionally be asked to take on tasks not originally outlined in your training plan. It is important that you remain flexible, because this is the nature of doing business in the U.S.

If your Host Organization is not meeting the basic conditions of your internship/training program, or if you feel your Host Organization is not providing you with the experiences you expected, talk to your supervisor immediately. Most issues that arise between Interns/Trainees and their Host Organizations are the result of miscommunication, or failure to understand company expectations.

Host Organization Expectations

When you accept an internship/training position at a U.S. Host Organization, you are expected to make a real effort to adjust quickly to your new environment, and learn to excel at your responsibilities. While it may take a few weeks for you to become completely comfortable at your Host Organization, there are a number of things you can keep in mind to make your transition much easier.

First, you will be expected to fulfill the terms of your internship/training agreement, take direction from your supervisors, and complete your responsibilities in a timely and professional manner.

Second, try to maintain a positive attitude and show enthusiasm about the position you accepted. Your Host Organization is looking for someone who is enthusiastic and willing to learn. Flexibility, enthusiasm, and teamwork are very important in the U.S. workplace.

Third, always try to be team-oriented. Americans are accustomed to working as a team and it is important that you are able to adjust and fit into this atmosphere. Help your co-workers, and don't be afraid to ask for their help when you need it!

Fourth, always be on time. Being on time is essential, and arriving for work earlier than expected can make a good impression on your Host Organization. If you are often late, you will be seen as a person who does not take your program seriously.

Fifth, take notice of the working atmosphere at your Host Organization. Business climates vary greatly, and each company has its own unique views on what is considered appropriate dress. Look at how others dress to see what is considered appropriate attire and behavior.

Finally, be prepared for different social relations at your Host Organization. Supervisors may share personal information that you would normally share only with close friends and may allow you to call them by their first name. U.S. business culture values open expression, and if you act reserved, some colleagues may think you are unfriendly.

Your Salary and Paycheck

If you are in a paid internship/training position, you must understand the terms of your compensation. You will most likely be paid monthly or sometimes twice per month. Check with your Host Organization to find out the exact pay period and when you can expect to receive a check. Remember that you will always receive less than your gross salary, as there will be deductions taken out of each check. Deductions are the taxes taken out of your pay each pay period that go directly to federal, state, and local governments.

Your Host Organization should give you a salary statement, pay stub, or pay slip, which will explain exactly what taxes and/or fees are taken out. Depending on your agreement with your Host Organization, you might also have uniform, housing, union membership dues, and other work-related items deducted from your salary. After you receive your first paycheck, be sure to review it to ensure your Host Organization has not made any mistakes, and politely speak with your supervisor if you feel they have.

The traditional U.S. workday runs from 9am to 5pm (although many organizations have different working hours), and this visa requires that you train at least 32 hours per week. Be open to working extra hours. Many organizations will pay you one-and-a-half times more than the normal wage rate for extra hours. If they do not, you might receive time off in compensation for overtime. Ask your Host Organization for company overtime policies. However, overtime will likely not apply to Interns/Trainees who are

receiving fixed stipends or salaries. Also, for these types of positions, you may occasionally be asked or expected to stay late on certain days, depending on your responsibilities. Your pay will not increase in this case.

Finally, you should consider opening a U.S. bank account in which to deposit your paychecks. Detailed information on opening a bank account can be found in the “Living in the United States” section of this handbook. Once you have opened a bank account, ask your Host Organization Human Resources department to set you up for “direct deposit,” where your paycheck will be automatically placed in your bank account every pay period. This is a convenient service that your Host Organization should be happy to provide.

At Your Host Organization

Your Rights and Legal Protections

As an Intern/Trainee, you have most of the same rights as any of your colleagues. American employers and employees do not usually sign contracts, so employers can hire and terminate employees at will. Job benefits that you may be accustomed to in your home country are not guaranteed by U.S. law. Vacations, sick leave, medical insurance, and other items are sometimes provided by Host Organizations, but they will vary. Ask your supervisor early on in your program if you are entitled to any additional benefits. This will avoid any misunderstanding as your program progresses.

Sexual Harassment and Racial Discrimination

Remember that sexual harassment and racial discrimination are very serious matters in the U.S. If you feel that you have been the victim of either sexual harassment or racial discrimination at your Host Organization, please contact the U.S. Equal Employment Opportunities Commission (EEOC) at 1-800-669-4000 or CIEE at 1-888-268-6245 for advice.



Workplace Safety

All Host Organizations are required to provide their Interns/Trainees with a workplace free of recognized hazards that may cause serious illness or death, according to the Occupational Safety and Health Act (OSHA) of 1970. All Interns/Trainees must comply with safety and health regulations as per OSHA. If you feel something about your workplace is unsafe, mention it to your supervisor. If your Host Organization is asking you to take on tasks that you consider to be unsafe, please contact CIEE for advice.

Drug Testing

Host Organizations have the right to request that Interns/Trainees take a drug test. Interns/Trainees can be tested before starting training as well as at any point during their program. You may also be tested if you are involved in an accident. If you test positive for drugs, you should expect to be terminated by your Host Organization and to return to your home country immediately.



Coping with Problems

If you are having a problem with a supervisor or colleague, try to resolve it in a professional manner. In any training position, you may meet people you do not like, or feel you cannot work with. You may find that speaking to the person directly will help take care of the problem. If problems persist, we recommend that you speak with your supervisor.

In the rare circumstance where a change of Host Organization may be necessary, you must first contact CIEE at 1-888-268-6245 for assistance and for instruction as to the appropriate steps to follow. A change of Host Organization will only be approved by CIEE in special circumstances and in no case should be done without the express prior consent of CIEE. Failure to notify us prior to leaving your initial Host Organization will result in your withdrawal from the program, and you will be required to return to your home country.

Early Withdrawal

If you need to end your internship/training program early and return home for any reason, you must talk to your Host Organization so they are aware of your plans. You also need to notify the CIEE Customer Service Center immediately and submit a request for early withdrawal from your program by email (contact@cieee.org) or fax (1-207-553-5299). Your request should include the following information:

- A brief explanation of your reasons for leaving early
- Your planned last day at your Host Organization
- The date you will leave the U.S.
- A summary of your departure flight details
- Your DS-2019 number
- Your supervisor's full name and telephone number

Please also be sure to contact the CIEE Representative in your home country to notify them of your program cancellation. If you have any additional questions, please call the Customer Service Center at 1-888-268-6245.

Extending Your Program

As your internship/training program comes to an end, you might discover that your Host Organization has much more to teach you. If you feel that you could benefit from additional training, requiring an extended stay at your Host Organization, it is important for you to keep in mind that program extensions are only granted under specific conditions. CIEE is supportive of Interns/Trainees who have had a positive experience at their Host Organization and wish to extend, but we must ensure that any extension offered to you by your Host Organization will involve training that advances your professional development and is in no way a repetition of your original internship/training experience.



- Participants in Internship USA are generally eligible to extend their programs up to a maximum of 12 months only.
- Participants in Professional Career Training USA are generally eligible to extend their program up to a maximum of 18 months. The major exception is for Trainees in the fields of hospitality and tourism, who will normally not be allowed to extend their program beyond 12 months.

If your Host Organization is interested in extending your program and you have not yet reached your program maximum, it is possible to extend your program. Application materials for an extension may be obtained from your home country CIEE Representative. Please keep in mind that the extension application process can take several weeks. If you are interested in continuing your Intern/Trainee experience, be sure to start the application process well in advance of your scheduled training end date, to ensure that you do not jeopardize your program status. Please note: It is **not** possible to extend your program once your original DS dates have expired.

There is no lifetime maximum for coming to the United States on a J-1 Visa. Extension maximums apply only to your current program. While we encourage repeat participation, there are some restrictions on this. For example, the program must not be a repeat of previous training and must further the career goals of the participant. Please go to www.ciee.org/intern or contact your home country CIEE Representative for more information on returning to the U.S. on a J-1 Intern/Trainee Visa.

RESTRICTIONS ON RETURNING TO THE U.S.

Section 212(e) Two-Year Home Country Physical Presence Re- quirement

Internship or Professional Career Training participants can be subject to the U.S. government's two-year home country physical presence requirement, known as Section 212(e) of the U.S. Immigration & Nationality Act. The criteria for Section 212(e) is based on the Exchange Visitor Skills List, which is a list of fields of specialized knowledge and skills that are deemed necessary for the development of an exchange visitor's home country. When an individual participates in an Intern/Trainee program, if their training skill is on their home country's Skills List, they are subject to this requirement. This means that upon completion of their program, they must return to their home country for at least two years before returning to the United States on certain types of visas.

Individuals who receive government funding for their program will also be subject to Section 212(e). If you have government funding and you are on your country's Skills List, you will be subject to the rule for two reasons. J-2 dependents can also be subject to Section 212(e) because a J-2 dependent's status is directly related to the status of the J-1 principal.

The Section 212(e) requirement is applied at the sole discretion of the Consular Officer performing your J-1 Visa interview. You can tell if you are subject to Section 212(e) by looking at your DS-2019 in the lower left hand corner and it will also be marked on your J-1 Visa stamp. The Consular Officer who performs your Visa interview should indicate that you are “subject to the two-year resident requirement” as well as the reason why.

Participants that are subject to Section 212(e) can apply for a waiver to this requirement if they seek to remain in the United States beyond the end date of their training program or if they wish to submit an application to the U.S. Citizenship & Immigration Services (USCIS) for a change in visa status. Please visit http://travel.state.gov/visa/temp/info/info_1296.html for more information.

Professional Career Training Participants

Individuals that complete a Professional Career Training (PCT) program and wish to participate on a second PCT program are required to reside outside the United States for a mandatory minimum of two years between programs. This is true even if the participant is not subject to Section 212(e). The individual can complete an unlimited number of trainee programs.

LIVING IN THE UNITED STATES

Cultural Adjustment

If this is your first visit to the U.S., you should be prepared for a period of cultural adjustment. You may notice differences from your life at home. Some of these differences

may be positive, and some may be negative. The best way to cope is to engage fully in your new life. If you find that you are having difficulties managing, please call CIEE (1.888.268.6245) to ask for our assistance.

Laws

For the duration of your training program, you will be subject to all U.S. laws, regardless of the legality of certain behaviors in your home country. It is not uncommon for Interns/Trainees to experience some degree of uncertainty regarding U.S. laws, and some may strike you as peculiar or even “unjust.” It is important for you to familiarize yourself with the laws that will directly affect you during your stay in the U.S. These include all major federal laws, as well as the laws of the state in which you are training, and the town where you will be living. Some U.S. laws change from city to city, and state to state. This lack of uniformity may be frustrating, but you should be able to avoid nearly all legal missteps by exercising a bit of common sense, and consulting with your peers, friends, or co-workers. You will learn more about important U.S. laws when you complete your program’s online orientation.

If you do not adhere to all U.S. laws, you risk the withdrawal of CIEE sponsorship and may be forced to end your program early. You do not want to endanger your internship/training experience by committing an illegal act.

Banking

A local bank account can be very useful. Your Host Company should be able to deposit your earnings directly into your account, saving you a trip to cash or deposit a check. Additionally, most banks now offer online banking.

Opening a Bank Account

In order to open a U.S. bank account, you may need to take the following documents and forms of identification with you. Check with your local branch for details.

- Passport
- Driver's license or state identification card (not required for all banks)
- Social Security card
- Proof of address, such as your rental lease
- Letter from your Host Company verifying your status as an Intern/Trainee

Types of Bank Accounts

The two main types of bank accounts available to you are checking and savings. The specific services provided by these types of accounts will vary from bank to bank. A checking account allows you to deposit and withdraw money from your bank account with great ease. You can write checks to pay bills, and make purchases as well. Most banks offer Automated Teller Machine (ATM) cards as a service (ask for it when you open a bank account). With this card, you can access your account to check your balance or withdraw money 24 hours a day from any ATM owned by your bank.

You can also withdraw money from nearly any ATM of a competitor bank, but keep in mind that these ATMs will charge a small fee for this service (usually \$2-\$4 per transaction). A savings account earns interest over time, but there are more restrictions on how (and how often) you can access your money.

Credit Cards

Credit cards can be a convenient, safe way to make purchases or to get cash advances from your bank. We suggest you bring one from home. Remember to ask your credit card company if you can use your card in the U.S. It is almost impossible for an Intern/Trainee to apply for a credit card here in the U.S.

Housing

If your Host Organization has not offered you housing as part of your internship/training program, you will need to secure your own living quarters during your stay in the U.S. There are many excellent resources for locating apartments in the U.S. Your Host Organization should be able to provide you with some local resources to assist you in your search, including the names and phone numbers of major area realty companies if you are willing to pay for this type of service. A realtor will assist you with finding housing in an area that meets your needs. Additionally, consulting with a realtor is an excellent way to learn about neighborhood characteristics and price ranges in particular cities and towns.

If you have an idea where you want to live during your program, you can certainly attempt to find housing on your own. Most U.S. cities and towns have web listings where vacant apartments and homes are posted. Any community posting board, such as www.craigslist.org, will allow you to search through a large number of vacancies and find housing that is appropriate to your needs. (Craigslist.org operates a community posting board in many major U.S. cities, and is not limited to housing searches. Depending on where you are located, this site could prove to be an extremely useful resource during your stay in the U.S.)

While you are welcome to find your own apartment or home to live in during your program, you should also know that it is possible to share housing with others. It is common for students and young professionals to share an apartment. Having a roommate is an excellent way to make your stay here in the U.S. more affordable, and to develop your social network with relatively little effort. Many websites, such as Craigslist or www.easyroommate.com, can be used to facilitate your roommate search. Choose your roommate carefully, as it will not be

easy to break a lease and find new housing once you have started your program.

It also may be a good idea to purchase renter's insurance. This can protect your belongings in case of theft or damage. Personal belongings are not covered under health insurance.

As a final reminder, please remember to book short-term accommodation prior to your departure from your home country if you have not already secured long-term housing. Availability of short-term housing cannot always be guaranteed and you want to make sure you have a place to stay during your first few days in the U.S.

Safety

The United States has a reputation internationally for being a violent country. Many visitors are shocked at the proliferation of guns and gun-related crime. While it is true that the crime rate is higher in the U.S. than in some other countries, it is unlikely that you will experience any problems during your stay in the U.S. However, a little caution, common sense, and some basic street smarts will go a long way in preventing any problems.

Here are some tips for staying safe:

- You may be approached by people asking for money. You are, of course, entitled to refuse, but please be polite.
- Avoid deserted streets, subway stops, and bus stops. Always travel where other people are close by.
- Make sure you know something about the areas and neighborhoods you visit at night.
- Walk in a confident and purposeful manner.
- Do not show large amounts of cash in public.

- Keep your possessions in a firm grasp.
- Be especially careful in railway and bus stations. These places tend to attract pickpockets.
- Car thieves are common—do not leave any luggage or valuables in your car.
- Trust your instincts, and always remain cautious.

Driving in the U.S.

In the United States, driving a car is often the fastest, and many times, the only way to get from one place to another. Even if not part of your daily routine, you may choose car travel as a way to enjoy different activities during your free time. However, before deciding to drive in the U.S., you should carefully consider the responsibility you are taking on and the risks associated with driving. Even if you are an experienced driver, the specific rules, signs, and practices of driving in the U.S. will be different from those you are accustomed to at home.

In recent years, CIEE has seen an increase in the number of program participants involved in serious automobile accidents while in the U.S. In many of these cases, serious injury or even death could have been avoided if participants had made the simple choice to wear seatbelts.

Before you make the decision to drive in the U.S., please review the important safety tips and information below:

- All automobiles must be insured. Car insurance is required for every car on the road in the U.S. This is a separate policy from your program health insurance. If you get into an accident in an uninsured car, you may be personally liable for the medical and repair costs of all parties involved in the accident.

- If renting a vehicle, CIEE strongly recommends purchasing the optional highest level of insurance coverage to protect you in the event of an accident.
- Please note that the insurance provided by CIEE is NOT automobile insurance. If you choose to drive while in the U.S. you will need to purchase separate insurance (not provided by CIEE).
- Motorcycles and mopeds – these motor vehicles are excluded from your insurance policy. If you are riding on a motorcycle or moped and have an accident, your medical bills will not be covered by the health insurance provided on this program. You will have to purchase additional insurance if you choose to use mopeds or motorcycles during your program.
- Be sure to check driver's license requirements for the state you are driving in.
- When riding in a car, wear your seatbelt.
- Don't drink alcohol and drive or get in a car with anyone who is under the influence of drugs or alcohol.
- Do not exceed legal speed limits.
- Respect others on the road. Watch out for pedestrians, motorbikes, and bicycles. Be courteous to these road users at all times.
- Be prepared for bad weather and treacherous roads.
- Take frequent breaks. Never drive tired and take breaks every two hours on long journeys.
- Know the rules of the road. Familiarize yourself with the U.S. driving laws and customs.



Bicycle Safety

Cycling is a great way to get around. Following these tips will help to make sure that your experience is a safe one.

- Wear a bicycle helmet
- Dress in bright clothing
- Avoid riding at night; if you must, use lights and wear bright, reflective clothing
- Ride with the flow of traffic
- Make sure that the bike you ride is well-maintained
- Choose a safe route that avoids major streets whenever possible
- Never ride on the highway or where there isn't a bike lane or wide shoulder.

Not all communities are bike friendly. In some parts of the country, drivers are not used to seeing cyclists on the road. Remember this whenever you ride.

Travel

CIEE encourages you to take full advantage of your time in the U.S. to broaden your horizons by visiting many of the unique cultural and natural attractions that the U.S. has to offer. North America is a vast continent with a huge diversity of attractions and activities—please take the time to explore them! However, while there are no regulations limiting your ability to travel within the U.S., there are certain restrictions on your ability to travel outside the U.S.

Please be aware that CIEE Insurance covers travel to Canada, Mexico, Puerto Rico, and the U.S. Virgin Islands (St. Croix, St. John, and St. Thomas) only!

You are not covered on trips to any other countries. If you are traveling somewhere else, be sure to purchase additional insurance to cover you during your trip.

Traveling Outside the U.S.

If you plan on traveling outside of the U.S. during your internship/training program, you must first notify CIEE and request permission to travel. This involves CIEE signing your DS-2019 form, and issuing you a “Letter of Good Standing” that indicates that you are a current Intern/Trainee and will be returning to the U.S. to continue your program. While the travel signature on your DS-2019 remains valid for six months, the good standing letter is only valid for three months. Therefore, each time you plan to travel outside of the U.S., you need to be certain that both items are still valid for the entire duration of your stay outside of the U.S. If you travel outside the U.S. during your internship/training program with a DS-2019 form that is not signed, you will be required to mail your DS-2019 to the Department of Homeland Security within 30 days of your return to the United States to verify your program.

The verification process takes one to two months and you will not be allowed to travel outside the United States during this time.

To travel outside the U.S., you must send CIEE your DS-2019 form, along with a pre-paid, self-addressed, trackable mail envelope and a note stating your travel dates, destination, mailing address, and phone number. Please send this material at least two weeks before you intend to travel outside of the U.S. These materials should be sent using a trackable shipping method (FedEx or UPS are best) to:

CIEE

Attn: Customer Service
300 Fore Street
Portland, ME 04101 USA

You are welcome to come to our office in Portland, Maine in order to get the DS-2019 signed in person, but please call us (1.888.268.6245) beforehand to let us know when to expect you.

If traveling overseas, please make sure that your J-1 Visa and DS-2019 are valid upon your reentry to the U.S. If your J-1 Visa has expired, you will need to renew your J-1 Visa in your home country before you reenter the U.S. Also, before traveling make sure you are allowed to enter the U.S. more than one time (it will be indicated on your visa under the word “entries” by the letter M for “multiple”). You are not allowed to enter the United States more times than indicated.

If traveling to any foreign country other than your own during your internship/training program, it is your responsibility to make certain that you meet the entry requirements. Depending on your home country you may be required to have an additional visa so be sure to check with your embassy before you travel.

The Travel Period

When you applied for your program, you had the opportunity to sign up for a Travel Period at the conclusion of your internship/training program. The amount of time that you have to travel is indicated on your Confirmation of Insurance form. Specifically,

your Termination Date is the last day that you are covered by CIEE Insurance and it is also the last date that you are allowed to travel during the Travel Period.

Travel to Canada, Mexico, Puerto Rico, and the U.S. Virgin Islands (St. Croix, St. John, and St. Thomas) during the Travel Period is allowed but does require travel validation. If you travel to these destinations during your Travel Period, please contact CIEE prior to your Travel Period so that you can receive a Good Standing Letter for your trip.

Finally, if you did not sign up for a Travel Period at the end of your intern/training program, then you must return to your home country immediately following the end of your program, indicated by the date on your DS-2019 form and Confirmation of Insurance.

Becoming Active in Your Community

Check out some cultural events

Cultural exchange is one of the primary goals of the U.S. Department of State supported Exchange Visitor Program. Cultural exchange can happen in myriad ways – sharing a meal, attending a performance, sporting event or lecture, volunteering for a community service organization, and learning a new recipe or skill. While cultural exchange will happen naturally in the workplace, we strongly encourage you to seek out cultural events and activities in which to participate both individually and with your Host Organization.

Each month, you will receive Culture Guide USA via email with ideas and inspiration to really get to know the U.S. and its cultural variety. CIEE and the U.S. Department of State may also invite you to cultural events in your area, so check your email regularly for invitations.

Get to know your community

Finding activities in your area will allow you to meet new people and stay busy. Stay connected! LinkedIn and Facebook are great places to find opportunities to meet other people in your area. Or reach out to local organizations such as the National Council on International Visitors (NCIV) or the Chamber of Commerce.

Developing relationships in your host community helps with the process of getting used to a new culture. In addition to the internet and local newspapers, your supervisor and colleagues can serve as great resources for finding activities that may be of interest to you.

Want to talk? Call CIEE

Please contact CIEE at 1-888-268-6245 if you're having difficulties adjusting or for help connecting with people and activities in your area.

Here are Some Ideas to Help You Get Involved

- Volunteer at a local charity.
- Attend a county fair or local trade show. Meet the local farmers, small business owners, and craftspeople.
- Do you like sports?
 - Learn how to play an American sport and then participate on a team.
 - Go to a local or professional game or match.
- Stop by your local historical society and learn about the people who first settled in your town.
- Attend a lecture at a local university or a campaign rally for a political candidate.
- Celebrate U.S. holidays with families and community groups. Talk about the meaning of the day and share your own holiday traditions with them.

BON VOYAGE!

Armed with your handbook, your necessary travel documents, your essential possessions, and a place to stay upon arrival in the U.S., you are now completely prepared to embark on an exciting experience as an Intern/Trainee! This handbook was designed to prepare you to deal with most of the challenges that you will face in the initial weeks and months of your training program, so refer back to it often. However, CIEE does recognize that you will need advice outside the scope of this handbook's contents. That's why we have skilled, experienced, and professional Customer Service and Support teams that will be at your service every business day, and during non-business hours in the event of an emergency.

Remember, any issue that might arise during your Intern or Trainee experience is best dealt with early, so please don't hesitate to call us at 1-888-268-6245. We know that your expectations are high, and that you will take full advantage of the wonderful opportunities available to you during your program. We wish you the best of luck and please let us know if we can help make your experience better in any way!



RESOURCES

The following is a list of all Internet resources that have been provided to you in this handbook, as well as a few additional resources you should find useful.

CIEE

www.ciee.org/intern

contact@ciee.org

1-888-COUNCIL (1-888-268-6245)

CIEE

Intern/Trainee Programs

300 Fore Street

Portland, Maine 04101

Health and Safety

www.ciee.org/insurance

insurance@ciee.org

Life

www.craigslist.org

Community bulletin board for many

U.S. cities

www.apartmentsearch.com

Search engine for locating housing in the U.S.

www.easyyroommate.com

Roommate location service

www.time.gov

Information on U.S. time zones

Travel

www.hiusa.org/j1

www.hostelworld.com

Online hostel booking

www.oanda.com

Currency conversion tools

www.greyhound.com

Bus transit tickets

www.expedia.com

Online travel agent

www.amtrak.com

Rail transit tickets

www.travelocity.com

Online travel agency

www.studentuniverse.com

Discounted student travel agency

www.maps.google.com

Online maps and directions

www.mapquest.com

Online maps and directions

Regulations

www.exchanges.state.gov/jexchanges

www.j1visa.state.gov

Dept. of State J-1 Exchange Visitor Programs

www.ssa.gov

Social Security Administration

www.ssa.gov/locator

Locate your nearest Social Security office

www.dhs.gov

Department of Homeland Security

www.irs.gov

Internal Revenue Service

www.taxback.com/ciee

Online tax filing assistance

U.S. Customs and Arrival

www.cbp.gov

U.S. Customs and Border Protection

CIEE is designated by the U.S. Department of State as a sponsor of Summer Work/Travel, Intern, Trainee, and Secondary School Student Exchange Visitor Programs.

CIEE
300 Fore Street
Portland, ME 04101
Tel: 888-268-6245
Fax: 207-553-5299
Email: contact@ciee.org
Web: www.ciee.org/intern

U.S. Department of State
Office of Designation
Private Sector Programs Division
ECA/EC/PS - SA-5, Floor 5
2200 C Street, NW
Washington, D.C. 20522-0505

Tel: 202-632-2805
Fax: 202-632-2701
Email: jvisas@state.gov
Web: <http://j1visa.state.gov>





Founded in 1947, CIEE is the world leader in international exchange, delivering the highest-quality programs that increase global understanding and intercultural knowledge. We provide participants with skills, competencies, and experiences that elevate their ability to contribute positively to our global community.

**Council on International
Educational Exchange**

300 Fore Street
Portland, ME 04101
207-553-4000

THE WORLD IS OUR CLASSROOM. JOIN US.™

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