Employer Support Information

SOCIAL SECURITY

Participants must apply for their Social Security number once they arrive in the US. They can locate the nearest SSA office by calling 1 800 772 1213 or going to www.ssa.gov. The SSA advises that participants have validated their visa in SEVIS prior to applying and that they wait 10 days after arrival into the US to start the application process. Participants can check on the progress of their application by calling the number on the SS application receipt. SSA will NOT release numbers over the phone. For more detailed information, review the "CCUSA Social Security and the J-1: What you need to know" sheet.

TAXES

All CCUSA participants are required to pay Federal, State and local taxes, however, they are exempt from Medicare, Social Security and Federal Unemployment Taxes. Because they are classified as nonresident aliens, and as such are not eligible for these benefits, they do not have to pay FICA, FUTA or Medicare. These taxes should not be deducted from their paychecks. For the relevant tax legislation refer to: Publication 15 - Circular E, Employers Tax Guide Section 15 - Special rules for various types of services and payments Special Classes of Employment - Student, scholars, trainees, teachers, etc. Point 5 - Nonimmigrant alien holding F-1, J-1, M-1 or Q-1 visas. All CCUSA participants should be issued a W-2 form so they can file tax returns through the CCUSA Tax Service that CCUSA provides for them or independently on their own.

CCUSA Tax Service: 800 277 8062

Internal Revenue Service: 800 829 1040

EMBASSY AND CONSULATE

Participants should contact their embassy or consulate for serious legal problems & lost / stolen passports. Visit www.embassyworld.com to find contact information for embassies or consulates within the USA. This site also provides links to find further information regarding a specific country.

W-4

When completing Form W-4 nonresident aliens are required to:

- Not claim exempt from income tax.
- Request withholding as if they are single, regardless of marital status.
- Claim only one allowance.

Additional Withholding Changes: Please review 2013 Tax Publication 15, Circular E, page 21 and 22 for specifics about the additional withholdings for J-1 participants. Please make sure your pay roll department understands how to do this.

INSURANCE

All CCUSA participants are covered by a travel insurance policy which covers accidents and illnesses. Each participant has been provided with an insurance card with policy information, a copy of the insurance policy, and access to claim procedures before their departure to the US. Participants from different countries will be covered by different insurance companies. Each participant can provide you with their individual insurance information. Should you have any questions regarding the insurance information, please contact CCUSA at 888 449 3872.

CULTURAL COMPONENT

Summer Work Travel participants are required to complete cultural activities during their program duration in the USA. CCUSA defines a "cultural activity" as an activity participants are physically engaging in outside of work, so that they may experience American Culture on American soil and/or with Americans. The cultural component is a requirement through the Department of State. CCUSA Work Experience requires that our participants complete at least one cultural activity each week, as well as check-in with CCUSA every 30 days to share with us their cultural experiences.

Employer Support Information

J-1 VISA REGULATIONS

Participants are on the J-1 Summer/Work Travel Exchange Visitor Program which allows them to participate in the program during their "summer" break from university. The actual dates each participant receives are a combination of the approved program dates for their country as set by the US Department of State, the break dates of their university and their own availability dates. The maximum length of the visa is 4 months which CANNOT be extended.

Participants are issued a DS-2019 form with dates they are legally allowed to participate. To meet I-9 requirements, employers should make copies of the DS-2019 form, the participant's passport and J-1 visa pages as well as the I-94 they complete upon entry to the US. The number on the I-94 form is a required part of the E-verify process.

All Summer Work/Travel J1 participants can ONLY work for an employer that their sponsor (CCUSA Work Experience) has verified as directed by State Department regulations.

SEVIS VALIDATION

All J-1 participants must comply with SEVIS (Student and Exchange Visitor Information System) regulations and validate in the SEVIS system with their site of activity (work location) and physical housing address, within 10 days of the start of the visa dates printed on the DS-2019 form. Failure to provide the SEVIS with accurate information within 10 days will result in automatic and immediate cancellation of the visa as required by the State Department regulations for the visa. CCUSA J-1s must log in at http://footprints.ccusa.com to validate.

2-WEEK NOTICE POLICY

All Summer Work/Travel participants do have the right to change jobs while on the program and the sponsor cannot prohibit this. However, CCUSA requires that participants work for 2 weeks prior to providing a mandatory 2-week Notice Form and give CCUSA another Job Offer form that we can verify before they are authorized to leave any employer. CCUSA reserves the right to terminate our sponsorship of any participant who fails to follow the program rules.

EMERGENCIES

Call 888 449 3872 in an emergency, a CCUSA staff member may be contacted 24 hours a day, 7 days a week. Emergencies include: death, injury, arrest & legal issues. For other inquiries, please call during office hours: Monday through Friday, 8am to 4:30pm (Pacific Time).

CCUSA PROGRAM DESIGNATION

CCUSA Work Experience students are on a Summer Work / Travel J-1 visa. This program category is overseen by the US Department of State.

US Department of State Email: jvisas@state.gov

BUREAU OF CITIZENSHIP AND IMMIGRATION SERVICES

For any questions regarding visa restrictions, or travel outside of the USA, please contact the USCIS at 800 375 5283.