

## Work Experience USA Independent Program - Interview Checklist

(Non-visa waiver nationalities)

Applicant Name \_\_\_\_\_

CCUSA ID # Date of Interview: \_\_\_\_\_

If the applicant is still missing any sections of their application (e.g. photo, student status school proof) explain that he/she will not be accepted to the program until all items are received in the CCUSA Office.

Please discuss ALL of the following program information with the applicant (tick boxes as you go):

### General Information

- Have you read and signed the Work Experience USA program agreement?
- Do you understand that your visa can be terminated? The reasons and the consequences?
- Homesickness and dealing with difficult situations on your own.

### Costs

- Work Experience USA fees
- Insurance
- J-1 Visa
- Flights
- Spending \$ to cover housing deposit, first few weeks in the USA, food, etc.

### Insurance

- This must be purchased through your CCUSA country office
- You must be covered with the approved insurance policy offered by the CCUSA country office for the full duration of your J-1 Visa from the day you enter the US to the last date on your DS2019 form.

### J-1 Visa

- CCUSA will provide the DS2019 form needed to get the J-1 Visa once you provide a CCUSA Independent Job Offer form that we can verify. You will be asked to verify your personal information before the form is printed. If the form must be reprinted due to mistakes you should have corrected, you will be charged \_\_\_\_\_ for the reprint.
- You can only work in the USA for the dates of your visa. It cannot be extended. You receive 30 days at the end of your visa for further travel IN the USA.
- To validate your visa, you must log onto Footprints no later than 3 days after the start date on your DS2019 and enter your physical living address. If you do not enter the US within 8 days of your visa start date, you are required to request and pay for a visa date change. Your visa start date must match your start work date.
- You must remain in contact with CCUSA throughout your stay in the US and notify us of any changes to your living or working situation.
- You are required to check in with CCUSA every 30 days to confirm your work location and physical address. Failure to do so will result in the ending of your visa and require an immediate departure from the USA.

### Employment in the USA

- You are required by visa regulations to find a job prior to traveling to the USA.
- Start your job search as soon as you are accepted to the program.
- Upon obtaining a job, you must provide CCUSA with written proof of employment by submitting a CCUSA 2012 Job Offer Form completed and signed by the Employer and you. If all sections are not complete, the form will be returned to you. This is a requirement of the CCUSA program.
- You must provide the CCUSA Job Offer Form by March 1, 2012 but no later than 30 days before the day you would like to start your program. You must contact CCUSA if you cannot find a job within this time. CCUSA will verify your job offer details with your employer. Your Form DS2019 will be printed once your job offer is verified and will include your employer name and job position.
- IF CCUSA is unable to verify the job offer, you may submit another job offer for verification but will be charged \_\_\_\_ (US\$50). If your job offer is determined to be fraudulent during the verification process, you will be cancelled from the program.
- You must contact CCUSA in advance should you wish to leave your employer. You are required to provide a new Job Offer form to CCUSA which CCUSA must verify prior to leaving your employer. You may not leave your employer without first discussing with CCUSA your reasons for doing so. Failure to do will result in the termination of your visa.



- The primary intention of this visa is that you work. Participants must abide by US laws. Be respectful
- of your surroundings, other cultures, your coworkers and neighbors. Represent your country
- positively and be courteous to your employers.

**Orientation**

- A mandatory Orientation meeting will be held in your home country. If you do not attend, your program can be cancelled without refund.

**Social Security**

- A Social Security number is needed to work and to be paid in the USA. Legally your employer can hire and pay you with a copy of your SS receipt. It is your responsibility to make sure that your employer is willing to employ you while you wait for your SS number to be processed. It is your responsibility to provide your employer with a copy of your SS receipt. The Department of Homeland Security has to verify you in their system before your number can be processed. Your visa must be validated. This process can be delayed by problems with your arrival information. If your employer is not willing to hire and pay you while your SS number is being processed you should find an employer who is. Please discuss this with your employer at the time of the job offer.

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

Applicant's Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Interviewer's Name: \_\_\_\_\_ Signature: \_\_\_\_\_

