

Philadelphia International Institute

Student Agreement to Conditions of Work and Travel Program

Use Block Letters

I (first name, last name) _____, the undersigned, understand and agree:

WORK GENERAL

That, I have accepted and agree:

- To work for

_____ That PII assigns me a work site upon agreement but that if a problem should arise with the site assigned, the site may be changed upon agreement with me at the same number of hours and salary or better conditions.

- To all conditions in the job offer I signed (site – position and all tasks involved – salary per hour and a guaranteed average of a minimum of 32 hours per week. lodging, if available – transportation) .
- That the positions available to me will depend upon my English level skills and interview with on site management. I understand front line positions required good oral communication skills.
- That non-compliance with any of the conditions therein is reason enough to be changed from position, or terminated from the job and also from the program.
- That being terminated from the program would render me out of visa status and would require me to return immediately to my country without receiving any kind of reimbursements.
- That I, personally, have to inform my direct supervisor if I am going to be absent whether for illness or vacation. Vacation time has to be pre-approved by the supervisor.
- That, if I do not comply with this rule, the site and PII can terminate my program at their discretion rendering my status illegal. I also understand and will follow the process to address any concerns or issues related to my job and/or visa.

GOVERNMENT and PII PROGRAM RULES

- That the government's aim with this J-1 visa program is to achieve the goals of international exchange by involving me directly in the daily life of the US through travel and temporary employment opportunity.
- That the J-1 visa only allows me to work on the dates specified on the DS-2019 not earlier or later. If no earlier departure is indicated on my I-94 card, US immigration only allows me to remain in the US up to 30 additional days as a tourist. I cannot work during those 30 days.
- That in accordance with government regulations I am NOT authorized to work in the following positions/fields: health care, child care (au pair, nanny, baby sitting, etc. aviation, crew member of a ship or an airplane.

- That I will leave the USA upon completion of my program, no later than 30 days after the ending date in the DS-21.
- That this visa category does not allow for any type of extensions.
- That if I do not report either on the phone or in person within 48 hours upon my expected arrival to the US work site or to PII, I can be terminated from the program at the discretion of PII and terminated from the program. The PII need to know my whereabouts.
- That if the employer terminates my J-1 visa program, I lose my permission to work and I must return back immediately to my country.
- That PII will secure DS-219 forms to fulfilling the Work and Travel program requirements but cannot guarantee that I will receive a J-1 Visa from the US consulate in my country. PII or their representatives have no influence over the decisions made by US consular officers.
- That PII is the program sponsor of my J-1 visa program and that in addition to the government regulations; I am also bounded by all PII conditions to participate in the program. Under the PII sponsorship 1) I am not allowed to change jobs or job sites without the consent of PII which consent could not be unreasonably denied. Changes are considered ONLY under specific situations determined by the employer. If I do change without PII approval, I will be immediately terminated from the program and reported to the Immigration and Naturalization Service.
- To complete any written and oral evaluations required by the site, the employer to comply with the Government regulations.
- That it is a J-1 visa requirement to participate in cultural activities. That PII requires me to read all cultural material and participate in activities provided by the recruiter, the host site and PII to enhance my knowledge of American culture.
- That it is a J-1 visa requirement that I attend all orientations.

KNOWLEDGE OF ISSUES

- That I am fully responsible for reading thoroughly and asking the recruiter for clarifications for all the following prior to signing the agreement: 1) all program conditions and information including lodging, work transportation arrangements and refund policies. 2) the orientation manual which includes information all information about the program, sponsors, American culture and critical issues of American laws regarding, drinking, partying and making excessive noise, child abuse, stealing, driving, emergency information, instructions to proceed upon my arrival to the US, safety issues and insurance coverage.

MEDICAL AND ACCIDENT INSURANCE

- That I have to be fully covered by insurance during my entire stay in the USA. That additional coverage may be required for any pre-existing conditions.
- That for my protection, I have to reveal in my medical form any health disorders and medication presently being taken – (diabetes, epilepsy, asthma etc.) That for my own protection, I will carry with me a copy of this form to present to doctors in case of emergencies.

- That I fully understand how to use my medical insurance and that I will carry with me at all times the insurance telephone number and card.

FINANCE

- That I have completed my budget sheet based on the minimum amount of money guaranteed by my job offer and that I have made an accurate assessment of how much money is left after I pay taxes and all expenses That I should not expect to make more money than what I calculated in my budget sheet.
- That I understand that most job sites have seasonal business work, that some weeks I will work 10 hours, others up to 60 hours if I agree. This implies that for me to receive the expected total averaged gross amount in my budget sheet I have to remain the entire time in the program and arrive no later than the starting date offered in my job offer.
- That I understand that in some cases but not all participants in all sites that there are opportunities for overtime, good tips and higher pay doing night shifts THESE OPPORTUNITIES ARE NOT GUARANTEED TO ANYONE. The site may offer these opportunities to whomever they consider suits their needs at the moment. That local USA workers have seniority over newly arrived int'l participants for the above opportunities.
- That I will need to be able to show proof of a minimum of \$300 when applying for the J-1 visa and upon entry to the USA.
- That I am responsible for my own expenses related to all travel from site at the end of the Summer Work Travel assignment and for all other personal expenses incurred from end of Summer Work Travel until I return home.

LODGING and LOCAL TRANSPORTATION to and from WORK.

- Both subjects are addressed in the job offer. I fully understand and agree to accept the costs and my responsibilities regarding both subjects.
- That for no reason, I can live under conditions that violate tenant laws, the program's or the apartment landlord's living arrangements. If I do so, I may be terminated from the program. I understand that noisy and unruly behavior in my lodging site may be cause for eviction and problems with the law and with _____ and PII.

SEVERAL

- That it is in my best interest and my full responsibility to keep a copy of all documents I sign with the recruiter, and that I am responsible for keeping them in my possession together with my budget sheet during my stay in the USA.
- That I have had a face to face interview prior to signing this agreement, that I provided proof of my student status and that my English level has been tested.
- That I authorize PII to release any information provided with this application for the following purposes: placement, medical and/or government issues. I understand that this release may take the form of a photocopy, verbal, and electronic transfer of the information contained in this application.

I have not had any person complete the application for me and I have been given plenty of time (at least 2 hours) and guidance to read all program documents, ask questions and sign. I further declare that I am not signing under any type of pressure and that my understanding of the above is clear. I recognize that any false statement on my part or submission of inaccurate documents or information may result in forfeiture of my place on this program with no entitlement to any refund of my fee or any expenditure.

Participants name: _____ Date _____
Parent's signature _____ Date _____

PII Representative: _____
City: _____ Country _____
Date: _____