



## CHI WORK AND TRAVEL

255 West End Avenue  
San Rafael, CA 94901 USA

1-800-432-4643 x2  
1-415-459-5397 x2

chiwt@chinet.org

wt.chinet.org

### Job Description

#### EMPLOYER INFORMATION

**Employer Name:** AC Ocean Walk  
**DBA:** Ocean Resort Casino  
**Type of Business:** Hotel & Resort  
**Job location:** 500 Boardwalk  
**Location type:** Beach town  
**City:** ATLANTIC CITY  
**State:** NJ  
**Zip:** 08401  
**Website:** www.theoceanac.com

#### Why choose us?

The iconic Ocean Resort Casino sits on the New Jersey Boardwalk and is the tallest building in Atlantic City, offering unparalleled ocean views from each of its 1,399 guest rooms and suites.

#### Cultural exchange activities

You will have constant customer interaction, as well as a chance to meet local residents and vacationing tourists (tourists primarily visit during the spring and summer) from all over the US and abroad. Steps from the ocean, casinos and nightlife, Atlantic City is one of New Jersey's best summer tourist destinations on the Jersey Shore.

Atlantic City has an excellent transportation system and Work & Travel participants from all over the world. Atlantic City is only 2.5 hours from NYC, 1 hour from Philadelphia, and 3 hours from Washington D.C.. Spend your summer living near the beach and working by the ocean. Enjoy world class shopping, casinos, nightlife, and free citywide weekly events.

Atlantic City with its close proximity to Washington D.C., Philadelphia, and New York offers participants the ability to visit great United States cities on their days off. Visit museums, memorials, Lucy the Elephant, Absecon Lighthouse, America's first Boardwalk.

#### Position

**Job title:** Bartender - Must Have Experience - Limited Training - OJL

- Job prerequisites:**
1. Advanced English
  2. Must be outgoing, friendly
  3. Students must be willing to clean and remove rubbish
  4. Students must be comfortable in an urban/city environment
  5. Must arrange own housing
  6. Must have previous experience as a bartender
  7. Thorough knowledge of mixology

**Job description:**



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The bartender will prepare ordered drinks with proper portions and ingredients. Bartenders will always comply with and enforce alcohol awareness laws and procedures. Adhere to established procedures, including but not limited to guest service, cashiering, portion control, sanitation, and organization. Maintain established company and departmental uniform, appearance, and hygiene standards at all times. Maintain a clean and organized bar at all times. Side work, cleaning, and stocking duties must be completed as assigned and also completed in an efficient, accurate, and timely manner. Recognize and correctly make a variety of beverages, adhere to recipes, and specified measured pouring portions with appropriate garnish, accurate pricing, use of proper glassware, and proper wine service. Thorough knowledge of mixology. Knowledge of operation and cleaning of various equipment including but not limited to frozen beverage machine, dishwasher, ice machine, pouring gun, and other related beverage equipment. Ability to handle all types of guest related situations. Greets guests with a smile, in a friendly manner. Must be physically strong. Ability to handle multiple tasks in a fast-paced environment with minimal supervision. Must have previous experience as a bartender.

English level required: Proficient

Hourly wage (before taxes): 9.10

Wage comments: \$9.10 + tips

Position ID: 14396

### Position Information

Tips: Yes

Bonus: No

Bonus comments:

Estimated hours per day: 32 Hours Per Week Minimum

Number of days per week: Varies

Overtime: No

Overtime details:

Earliest start date: 4/30/2021

Latest start date: 6/21/2021

Earliest end date: 8/23/2021

Latest end date: 10/4/2021

Is the employer willing to hire couples? Yes

Is the employer willing to hire group of friends? Yes

Meals? No

Meals details: Participants will receive one free meal per shift.

Is a drug test required? Yes

Drug test comments:

Is employer interview required? Yes

Employer interview details: Required Skype interview with employer.

Do students complete an additional application upon arrival? Yes

Possibility to find a second job in the area Yes

Second jobs require you to contact CHI at [chiwt@chinet.org](mailto:chiwt@chinet.org) or 1-800-432-4643 to receive the required form. The new potential



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employer will need to complete it. Both you and the employer will need to sign and return it to CHI for approval. You can work with a new secondary employer ONLY AFTER you have received written authorization from CHI.

**Additional comments regarding second job:** Second jobs must NOT conflict with the primary job schedule! Work & Travel participants are not permitted to begin work before their Sponsor has approved any secondary employer. Working without authorization may jeopardize your Work & Travel program. A second job offer and instructions will be provided in your welcome letter. Your CHI program coordinator is always available to help you with this process.

**When will work begin?** Employer will schedule you for orientation on arrival.

**Arrival Instructions:** Students are required to apply for Social Security first before fingerprinting. Bartenders are required to register/fingerprinting with the New Jersey Division of Gaming Enforcement. This registration cost the participant \$95. The New Jersey Division of Gaming Enforcement will not allow you to register prior to your DS Start Date. Students will be given a date to start training as soon as their paperwork is processed through E-Verify.

**Is training required?** Yes

**Conditions of training:** Training paid at the hourly rate. Students may be trained in several different positions. Training may take up to two weeks. Students may not receive full hours until training period is complete. No job, or hours at a job, can be 100% guaranteed. Regardless of what your work contract states, there is always a possibility that you will work more or less hours. Participants should expect to have less hours during the first two weeks of training. Some days will be slower than others. Students will be required to work on peak business days, Friday, Saturday, and Sundays.

**Is there possibility to change positions?** No

**Uniform required?** Yes

**Does employer provide uniform?** Yes

**Cost of uniform:** Free

**Is uniform refundable?** No

**Uniform provided details:** Participants should be advised to bring a pair of black trousers.

**Do students need to purchase specific clothes or footwear?** Yes

**If so, details for clothing:** Participants will be issued uniforms. Participants will need to purchase black, non-skid, close-toed shoes. You must have skid-resistant shoes to work. Your employer will provide a full uniform.

**Grooming:** No visible piercings (including no tongue rings). Girls may wear one stud earring in each ear but nothing else. Any employee with long hair must have it up and off their shoulders. Men must be clean shaven. Conservative hairstyle and hair color. Only clear nail polish is permitted; nails must be kept short and well groomed. No visible tattoos. Culturally in the US, it is considered unsanitary not to shower every day.

**Important points of job:** Provide excellent customer service by taking orders, preparing them efficiently, and building a rapport with clientele keep an eye on patron intoxication levels and respond appropriately clean the bar and the surrounding area of spills and other messes as needed other duties as requested.

**Additional position information:** Ability to effectively communicate in English. Must have basic math skills as it relates to American currency. Able to lift up to 50 pounds and sit, walk, stand, bend, lift, reach, pull, push, kneel, squat, and grasp. Must be able to walk and stand for eight hours. Ability to reach into coolers by bending over and/or kneeling repeatedly. Exposure to casino related environmental factors including but not limited to second-hand smoke, excessive noise, and stress-related to servicing customers in a high pressure and fast-paced environment. Must work Friday, Saturday and Sundays. Orientations are held on Monday regardless of your DS



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Start date. Students should consider arriving on a Tuesday, Wednesday or Thursday prior to your DS Start date, to find your housing, complete paperwork and rest from your travels to be prepared for Monday orientations. Please be patient and allow the employer to integrate you into the schedule. You will need to have money for your expenses for at least three weeks .

#### Housing Information

**Housing name:** MUST ARRANGE OWN

**Housing address:** 1740 ATLANTIC AVE

**City:** Atlantic City

**Phone:**

**Fax:**

**Contact:** City House Hostels: Atlantic City

**Email:** atlanticcity@cityhousehostels.com

**Website:** <https://www.facebook.com/groups/430009777160300/>,  
<https://www.facebook.com/groups/772753829512033/>

**Housing assisted by:** Must Arrange Own

**Is student required to sign a separate housing contract?** No

**If so, contract details:**

**Type of housing:** Apartment

**Number of people to a room:** 3+

**Bedrooms:** 2+

**Bath:** 1+

**Cost Type:** Week

**Cost Amount:** \$95.00

**Cost Details** \$95 to \$100

**Is housing cost deducted from paycheck?** No

**Is housing deposit required?** Yes

**Deposit amount:** \$385 to \$400

**Housing deposit due date:** On Arrival

**Instructions for deposit payment:** We recommend you reserve a hotel room for the first night or two. Look at the available housing options before paying a security deposit. The return of a security deposit is subject to the terms and conditions of the landlord/tenant agreement. If a tenant leaves their housing prior to the end of the negotiated term, the security deposit may be kept by the landlord. Program Coordinators cannot negotiate the return of a security deposit if the landlord/tenant agreement has been broken.

**Is housing deposit refundable?** No

**Conditions for deposit refund:**



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A security deposit, also called a damage deposit, is security for the landlord. Each tenant is responsible for all of the conditions of the landlord/tenant agreement. If one tenant damages the premises, the landlord may deduct the damages from the tenant who caused the damage, or the landlord may choose to deduct money from all of the tenants' deposits. Participants should understand the return of this deposit is conditional and may not be returned. This deposit may be retained by the landlord for the following: any unpaid rent or utility bills; payment for damages to the premises; any cleaning; failure to remove any collected trash and food waste from the premises at least once a week; failure to remove trash from the premises which requires pest control professionals; failure to remove ALL collected trash and food waste from the premises before departure; failure to remove collected trash in the yard or street area around or near to the premises, including trash disturbed by birds or animals; disturbances to neighboring premises from parties or loud noise; leaving the premises prior to the end of the negotiated term. Program Coordinators cannot negotiate the return of a security deposit if the landlord/tenant agreement has been broken.

**Utilities included:** No

**If so, utilities details:** Most housing includes some utilities.

**Utilities estimated cost per month:** Arrange Own

**Is the housing mandatory?** No

**Can students find alternative housing during their stay?** No

**Method of transportation from housing to work site:** Walking

**Transportation details:** Walking, Bicycle, [www.jitneyac.com](http://www.jitneyac.com), [www.njtranist.com](http://www.njtranist.com)

**Additional housing features:** Most housing is furnished with a kitchen. Coin-operated laundry services are available throughout the city. Internet is provided at the two free Atlantic City Public Library locations, several Starbucks locations, and McDonald's.

**Comments:** We recommend you reserve a hotel room for the first night or two. Look at the available housing options before paying a security deposit. Program Coordinators cannot negotiate the return of a security deposit if the landlord/tenant agreement has been broken.



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#### Location Area Information

**Location type:** Beach town

**Location of work site best described as:** Exciting beach town on the Jersey Shore.

**Location details:** Stroll along the famous boardwalk with its numerous amusements and eateries or visit the historic, Absecon Lighthouse, New Jersey's tallest lighthouse. Beach and water-based activities including parasailing, charter fishing and tall ship cruises. 8 casinos and premier nightclubs, featuring DJs like Tiesto. MUST BE 21. Close proximity to New York, Philadelphia, & Washington DC.

**Average daily temperature:** 18 - 37 C, 64 - 99 F (Summer)

**Community or regional website:** [www.atlanticcitynj.com](http://www.atlanticcitynj.com)

**Nearest cities:** NYC and Philadelphia

**Distance to nearest cities:** 2.5 hours (NYC) and 1 hour (PHL)

**What to wear:**

**Available public transportation:** [www.njtransit.org](http://www.njtransit.org), [www.jitneyac.com](http://www.jitneyac.com)

**Public transportation access:** Excellent

#### Accessible amenities (by walking or public transportation)

**Food market:** Yes

**Shopping mall:** Yes

**Post office:** Yes

**Movie theater:** Yes

**Restaurants:** Yes

**Fitness center:** Yes

**Laundry:** Yes

**Internet café:** Yes

**Public library:** Yes

#### Suggested Travel Information

**Nearest international airport:** Philadelphia International Airport (PHL)

**Nearest airport:** Atlantic City International Airport (ACY)

**Transportation from airport to employer and / or housing:** Taxi, Bus, Train, Uber, [www.rome2rio.com](http://www.rome2rio.com)

**Nearest bus station (to the airport):** 10th & Filbert Streets Philadelphia

**Bus information (web site):** [www.njtransit.com](http://www.njtransit.com), [us.megabus.com](http://us.megabus.com), [www.greyhound.com](http://www.greyhound.com)

**Nearest train information (to the airport):** [www.amtrak.com](http://www.amtrak.com), 30th Street Station Philadelphia

**Train information (web site):** [www.njtransit.com](http://www.njtransit.com), [www.amtrak.com](http://www.amtrak.com)

**If participant arrives after hours suggested, overnight accomodation:** [www.hihostels.com](http://www.hihostels.com), [www.applehostels.com](http://www.applehostels.com)

**Cost per night:** \$55 +

**Transportation to overnight accomodation:** Taxi, Bus, Train, Uber, [www.rome2rio.com](http://www.rome2rio.com)

**Transportations cost:** \$45 +

**Travel Instructions:** Directions will be sent in your Welcome Letter. [www.rome2rio.com](http://www.rome2rio.com)



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#### Social Security Information

Does the company require students to have Social Security number before arriving to the work place? No

Does the company provide Social Security application assistance? No

**If so, details:** Participants who do not have Social Security numbers may see a delay in their first paycheck. You must take the bus to Social Security. Directions in Welcome Letter. Be prepared to have enough spending for one month.

**Where is the closest Social Security office?** Egg Harbor Township, NJ

**How far is the Social Security office from the work place?** 45 Minutes by Bus

**Specific instructions:** Students can take the 508 NJ Transit bus runs to the Social Security Office from Atlantic City's Main Bus Terminal (Atlantic & Ohio Avenue) 3 times daily.

Office Address:  
SOCIAL SECURITY  
1350 DOUGHTY RD  
EGG HARBOR TWP, NJ 08234

Office Hours: Monday, Tuesday, Thursday, Friday - 9 am - 4pm Wednesday - 9 am - 12 pm





CULTURAL HOMESTAY INTERNATIONAL

# Welcome Letter

WORK & TRAVEL

Dear Student,

Hello and Welcome! We are so happy that you will be visiting our country. Work & Travel can be difficult, especially in the beginning, but we believe you will find your experience rewarding and unforgettable. CHI is here to help! Please read carefully through this Welcome Letter.

My name is Jennifer Campbell. I am the Regional Manager for the Mid - Atlantic & Ohio Regions for Cultural Homestay International (CHI). My team and I will be happy to answer any questions you might have and we will also be available throughout your stay to assist with any problems that may occur. Please remember to check your email daily for important communications.

You must stay in contact with your CHI representative.

Have the best summer of your life!

Warm Travel Wishes,

*Jennifer Campbell*

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**Please read the CHI Student Handbook, which you should have received at orientation or from your student agency. You are responsible for following all rules in this handbook. The rules are in place for your health, safety, and welfare. Failure to follow the rules may result in a participant's negative program status.**

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## Be Prepared

- Make photocopies of important documents and leave a copy with loved ones.
- Back up your digital photos, in case your phone is stolen or broken.
- Leave things you could not bear to lose at home.
- Bring your welcome letter, your important documents, two extra sets of clothes and your necessary medicine in your carry on luggage. Checked luggage is often lost. The airline will deliver your bag to your US housing or employer once found, but it could take 3 or 4 days.
- \*If your luggage is lost, send it to your employers address to ensure delivery.



- You are required to bring \$1000 with you from your country. We recommend you bring \$1200. The first few weeks of Work & Travel you will need these funds to establish yourself in a new country. You will need to pay your housing deposit, pay a week or two of rent, buy a sim card, purchase pillows, sheets, and blankets, food, uniforms, a bicycle, or have transportation money. It takes a few weeks to start working, be trained, become integrated into the schedule and get your first paycheck. You will be nervous and out of money when your first paycheck arrives. Be prepared, you are moving to another country.
- 

## Be Safe

- Exercise adequate discretion, stay aware of your belongings, and avoid putting yourself into risky situations (such as unlit, deserted areas at night).
  - Open a bank account, on the first day you check into your US housing, to keep the recommended \$1200 you brought from your country safe and secure. You will need this money. Never keep large amounts of money in your student housing no matter how much you trust your roommates.
  - Once in the United States, never carry large amounts of money. You will have a debit card from the bank, if lost, this can always be cancelled. Do not give your PIN (personal identification number) to anyone. If you lose your cash, it can not be replaced.
  - Once in the United States, never carry your important documents or valuables to work. Keep your documents, including passport, safely hidden in your room. Never give your passport or documents to anyone (such as a landlord or employer) to keep. It is illegal for anyone to take your passport or documents from you for any reason.
  - Bring an ID from your country to carry with you that can easily be replaced (University ID, residency card, drivers license). Passports are difficult and expensive to replace, and losing your passport can ruin your travel period plans.
  - Establish a “do not lose it” discipline. Travelers are more likely to inadvertently lose their bags than to have them stolen. I have heard of students leaving passports under pillows, bags on the overhead rack on the bus, and documents in the taxi. Always take a look behind you before leaving any place or form of transport.
  - When you are out and about, never casually or carelessly set down any small valuable item, such as a phone or wallet. Either hold it in your hand or keep it tucked away. At cafés, do not place your phone on the tabletop or purse on the back of the chair where it will be easy to snatch – keep phones and valuables in your front pocket. Make it a habit to be careful with your things; it will become second nature.
  - Stay vigilant in crowds and steer clear of disturbances near you.
  - Participants should use common sense, stay with a partner or friend, especially at night. It is recommended participants let a friend know where they are.
  - Bicycle riders with helmets had an 85 percent reduction in their risk of head injury and an 88 percent reduction in their risk of brain injury. If you ride a bicycle in the US, wear a helmet.
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## Communicate Your Arrival Information

- Check your email frequently for important information.
  - Plan your flight accordingly: if your final destination is 5 hours away, make sure your flight arrives early in the day OR you have made a reservation at a hotel or hostel to stay overnight.
  - Do not arrive late at night! You may not be able to get into your housing after 20:00.
  - You must contact your CHI representative, to let them know when you will be arriving.
  - You must log into [www.sevis.org](http://www.sevis.org) to enter your flight information, as soon as you book your ticket.
- 

## Student and Exchange Visitor Information System (SEVIS) | [wt.chinet.org](http://wt.chinet.org)

- You must log into [wt.chinet.org](http://wt.chinet.org) to enter your flight information, as soon as you book your ticket.
  - You are required to access [wt.chinet.org](http://wt.chinet.org) within three days of arrival into the United States to check in, use the SEVIS tab on the left hand side of the [wt.chinet.org](http://wt.chinet.org) portal.
  - You are required to access [wt.chinet.org](http://wt.chinet.org), every month following your initial check in, for the duration of your program to complete a monthly report.
  - Failure to complete SEVIS check-ins, may result in a participant's negative program status.
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## Arriving at a United States Airport

The following documents you **MUST** have in your possession and present to the U.S. immigration officials upon arrival in the U.S.:

- Valid passport
- DS-2019 Form, the original copy signed with blue ink. Do not accidentally give your loved ones the original copy for safekeeping.
- I-901 SEVIS fee receipt
- J-1 Visa
- Job Offer
- Sponsor Letter

### Arrival Tips:

- The immigration officer will review all documents, validate, and place a stamp on your DS-2019 form and your passport. The officer will then return all validated documents to you, including the DS-2019 form.
  - Use your “do not lose it” discipline, remember to collect all documents from the immigration officer. This is a place students often misplace documents. Students are nervous, excited and fail to check they have received everything back before leaving the area.
  - Wait to check-in on social media or take a selfie until you check you have all your documents.
  - You should have no problem entering the U.S. as long as you have all the proper documentation, cooperate and communicate respectfully with the U.S. immigration officers at the airport.
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## Traveling to your Final Destination

- Before you leave your home country map out your trip. [www.rome2rio.com](http://www.rome2rio.com) is a great website for this research. Your CHI representative will send you exact instructions in a letter prior to your arrival. Check your email daily, it is very important.
  - When estimating your arrival time please add extra time for waiting for baggage, eating, or missing a bus or train connection.
  - Be sure to have a small amount of American currency for regional travel before leaving the airport. Do NOT accept rides from strangers at the airport!
  - Plan accordingly, if arriving late at night, please stay in a hotel or hostel and travel in the morning. (You will not be able to get into your housing if arriving late at night.)
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## Arriving at your Final Destination | What do I need to do now?

- It is very important that you log into the SEVIS system within three days of your arrival. Log into [www.sevis.org](http://www.sevis.org) or if you have no access to the web, call CHI for assistance at 1-800-432-4643. There are SERIOUS consequences if you do not validate your visa, beginning with a cancellation of your visa, so do it as soon as possible!
  - Go to your employer, let them know you have arrived safely. They will provide you with your orientation/start date.
  - 24 hours after entering the United States you will be required to retrieve a document on the internet called an I-94.
  - Wait 5 business days after checking into SEVIS and report to the Social Security office to apply for a Social Security number.
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## I - 94

The I-94 Form is the Arrival / Departure Record that is issued by the immigration officer at the airport to all foreign visitors entering the United States. All I-94 records are created electronically and accessible online 24 hours after arrival.

### Retrieval Tips:

- Wait 24 hours following your arrival in the US before you attempt to retrieve your I-94 number.
  - Ensure that the computer you are using is connected to a printer (local library).
  - Go to the <https://i94.cbp.dhs.gov>
  - Enter the required information in all CAPITAL letters. Please make sure you enter your name exactly as it appears in your passport
  - Click Submit
  - You must print this document, it is a required document at Social Security
- 

## Applying for a Social Security Number

You must register with the local Social Security Office to get your card and number. **YOU MUST WAIT TO RECEIVE YOUR S STATUS**, before you apply for a Social Security card! This in most cases, takes 5 business days from the day you first checked into SEVIS.

## Required Documents:

- Valid passport
  - DS-2019 Form, the original copy signed with blue ink. Do not accidentally give your loved ones the original copy for safekeeping.
  - I-901 SEVIS fee receipt
  - J-1 Visa
  - I - 94 Form, printed from the internet at your local community library or employer.
- 

## Second Jobs

- CHI does not provide second jobs.
  - Second jobs are possible. However, your responsibility is to your primary employer. It is the primary employers participation in the Work & Travel program that has afforded you the opportunity to come to the United States.
  - A second job may not conflict with your primary CHI position in anyway.
  - If you are considering looking for a second job, please be reminded the employer must be approved by CHI for your safety.
  - Failure to have any second job approved may result in a participant's negative program status.
  - Your CHI representative will send you exact instructions in a letter prior to your arrival. Check your email daily, it is very important.
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## Health Insurance

**It is required that all participants of Work & Travel obtain health insurance.**

- Your health insurance provider will email your instructions to obtain your insurance card.
  - Do not leave your home country without accessing the health insurance website and printing your card.
  - In the United States, doctors and hospitals are in different buildings. Doctors generally have offices away from the hospital or work at an urgent care facility or clinic.
  - For a basic illness, you will go to a doctors office, urgent care facility or clinic, pay \$100 and your insurance will cover any costs incurred after \$100.
  - For a serious emergency, you will go to the hospital or emergency center, pay \$350 and your insurance will cover any costs incurred after \$350.
  - There is limited coverage for dental emergencies. Please visit your primary care doctor and dentist in your home country before traveling to the United States.
  - Please contact your CHI representative to report any illness or emergency you may have, so they can provide assistance.
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## Know the Law

- In the United States, you must be at least 21 years of age to purchase, possess or consume alcoholic beverages. Underage drinking is illegal and can have severe consequences for young people who drink and for adults who provide alcoholic beverages to those under 21.
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