



## 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:** Albertson's Companies Inc.

**DBA:** ACME Markets

**Type of Business:** Grocery Store

**Job location:** 6212 LANDIS AVE

**Location type:** Beach town

**City:** SEA ISLE CITY

**State:** NJ

**Zip:** 08243

**Website:** [www.acmemarkets.com](http://www.acmemarkets.com)

### Why choose us?

ACME Markets got its beginning in 1891 when two friends, opened a small neighborhood grocery store. Over 125 years later, ACME remains dedicated to providing a high-quality grocery experience that our customers have come to expect. Today, ACME Markets operates many stores throughout Pennsylvania, New Jersey, Delaware and Maryland. Our stores, were founded around the philosophy of offering customers the products they wanted to buy at a fair price, with lots of tender, loving care.

### Cultural exchange activities

Are you enthusiastic and love being a part of a busy team? Do you have a real appetite for providing outstanding customer service with a patient, level-headed, cool-under-pressure, positive attitude? Are you motivated to take on new challenges, can roll with the punches, and are great at building relationships with a diverse group of people? Are you willing to show up committed to work hard, with the self-discipline to carry out tasks in a timely and accurate manner. Are you flexible and willing to work in any department assigned to help the team get the job done. Then ACME wants you!

There are many events through out the summer available for Work & Travel participants in each majestic beach town. The greatest advantage is the close proximity of your ACME location to some of the United State's greatest cities. Make your dreams come true! Visit New York City, see the Statue of Liberty, Central Park, and the Empire State Building. Visit Philadelphia, see the Philadelphia Museum of Art (Rocky Steps), Independence Hall, and the Liberty Bell. Visit Washington DC, see the Lincoln Memorial Reflecting Pool and the world famous Smithsonian. The options for unforgettable experiences are endless.

### Position

**Job title:** Meat, Deli, Seafood Associate - Sea Isle City - Early - OJL

**Job prerequisites:** 1. Advanced English

2. Participants must understand they will live in Wildwood NJ and work in Avalon NJ. (35 - 45 minutes drive) Employer provides transportation at no cost to the student.

3. Must be flexible and willing to work in any department assigned. ACME needs team members who are willing to pitch in when and where they are needed.

4. Capable of providing courteous, friendly, efficient customer service.

**Job description:** At a fast pace, provide high-quality service, greeting customers in a friendly manner. Create a welcoming experience for customers. Control backed up lines, reduce waiting time for customers. Must have respect working with diverse and sometimes difficult customers. Operate scales and hot oil fryers. Prepare food, including fried food, soups, and salads. Display and stock deli cases. Clean cases, shelves, displays, dishes. Inform customers about products, promote sales. Inventory stock, restock, move bulk product from storage areas to sales floor. \$11.04 weekly union dues.

**English level required:** Advanced



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## Job Description

Hourly wage (before taxes): 12.00

Wage comments:

Position ID: 14042

### Position Information

Tips: No

Bonus: No

Bonus comments:

Estimated hours per day: 32 Hours Per Week Until 9.04

Number of days per week: Varies

Overtime: No

Overtime details: ACME will provide 32 hours weekly. ACME does allow set schedules to allow for a second job approved by CHI.

Earliest start date: 5/12/2021

Latest start date: 5/26/2021

Earliest end date: 9/6/2021

Latest end date: 9/13/2021

Is the employer willing to hire couples? Yes

Is the employer willing to hire group of friends? Yes

Meals? No

Meals details: No Meals are Provided

Is a drug test required? Yes

Drug test comments:

Is employer interview required? No

Employer interview details: Employer prefers to review the interview sheet prior to placement.

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 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. ACME's job offer will end on 09.04.21. Students who have longer DS dates may continue to work their approved second job until their DS date ends.

When will work begin? Your official start date will be scheduled once you arrive to the employer.

Arrival Instructions: Your official start date will be scheduled once you arrive to the employer. Start dates may vary several days from your DS date. Please be patient and allow the employer to integrate you into the schedule.

Is training required? Yes

Conditions of training: Training at your assigned store is paid at the hourly rate. Training may take up to two weeks.



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### Job Description

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. Students will be required to work on peak business days, Friday, Saturday, and Sundays. Transportation from Wildwood to Avalon will cease on 09.04.21. This is the final working day available at this location. Please see attached disclaimer regarding housing and transportation. Students who have longer DS dates may continue to work their approved second job until their DS date ends.

**Is there possibility to change positions?** Yes

**Uniform required?** Yes

**Does employer provide uniform?** Yes

**Cost of uniform:** Free to Participant

**Is uniform refundable?** No

**Uniform provided details:** Participants will be provided shirts. Students should bring sweatshirts and a coat for working in the store until adjusted to the temperature.

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

**If so, details for clothing:** Full uniform required to start training. Long black or tan trousers are required, no jeans, no yoga or stretch pants. Black, close-toed, slip resistant safety shoe is required. ACME provides shirts, aprons and hat.

**Grooming:** No visible piercings (no tongue rings). Employees with long hair must pull it up. A hair net will be provided for everyone working in a service department such as bakery, produce or deli. Beards are allowed, must be covered with a beard net while serving food. No visible tattoos. Nails must be well groomed. Uniforms must be clean at all times, you are a representative of ACME. Body odor will not be tolerated.

**Important points of job:** ACME's job offer will end on 09.04.21. Students who have longer DS dates may continue to work their approved second job until their DS date ends. Participants who accept the position, will be exposed to extreme temperatures, wet conditions. (ovens, freezer, outdoors). Freezer spaces -17°C or 0°F, refrigerated spaces 4°C or 40°F.

**Additional position information:** Participants who are prone to chronic bronchitis or have health concerns that are exasperated by cold temperatures should not accept this position. Will be exposed to extreme temperatures, wet conditions. (ovens, freezer, outdoors). Will work with pork. No food allergies. Must have physical ability to lift and carry 22kgs, manual dexterity, bend, stoop, twist, reach and stand for long periods of time. Take action to resolve complaints of guests. Inform managers of accidents, safety hazards. Operate, sanitize sharp equipment in a safe manner. Basic math skills. Multi-task in a very fast-paced environment. Support, encourage, respect colleagues. Provide courteous, friendly, efficient customer service. Flexible and willing to work in any department assigned without complaint. Team Player

### Housing Information

**Housing name:** FIRST NIGHT HOTEL - TEMPORARY OPTION

**Housing address:** 305 E 17th Ave

**City:** Wildwood

**Phone:** (609) 522-1260

**Fax:**

**Contact:** Temporary Arrival Hotel - Must Arrange Own

**Email:** service@greciangardensmotel.com



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### Job Description

**Website:**

**Housing assisted by:** Must Arrange Own

**Is student required to sign a separate housing contract?** Yes

**If so, contract details:** Participants should plan to stay in a hotel on the first night and look at their housing to make certain it is comfortable before giving a deposit. Participants should sign a lease or agreement for their protection.

**Type of housing:** Apartment

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

**Bedrooms:** 2 +

**Bath:** 1 +

**Cost Type:** Week

**Cost Amount:** \$115.00

**Cost Details** \$115 to \$125

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

**Is housing deposit required?** Yes

**Deposit amount:** \$400 to \$500

**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?** Yes

**Conditions for deposit refund:** 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:** Yes

**If so, utilities details:** Hot Water, Cooking Gas, Electric, Wifi

**Utilities estimated cost per month:**

**Is the housing mandatory?** No

**Can students find alternative housing during their stay?** Yes

Walking



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### Job Description

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

**Transportation details:** Walking, Bicycle (Always wear a helmet), [www.njtranist.com](http://www.njtranist.com)

**Additional housing features:** 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.

**Comments:** Most housing is furnished with a kitchen. Coin operated laundry services are available throughout the city. Internet is provided at the public library, several McDonalds locations.

### Location Area Information

**Location type:** Beach town

**Location of work site best described as:** Beach Town on the Jersey Shore

**Location details:** Students will enjoy an array of activities: Beach Monster Mash Truck Races, Family Nights On the Boardwalk, Friday Night Fireworks, the New Jersey State Barbecue Championships and Anglesea Blues Festival, Classic Car Shows, the International Kite Festival, Irish and Italian American Festivals and the National Marbles Tournament are just a few of the over 180 events hosted each year.

In the Wildwoods, ( Wildwood, Wildwood Crest and North Wildwood ) day or night, there is always something to see and do. On the legendary boardwalk alone, there are three amusement piers featuring over 100 rides and attractions, including world-class roller coasters and three beachfront waterparks. Elsewhere on the island, there is jet skiing, parasailing, wave running, surfing and speedboat rentals. At night, Wildwood comes alive with adult fun. Relax with a few friends at one of the Wildwoods many dance clubs, Irish pubs, lounges, or sports bars. Must be 21 years of age to consume or purchase alcohol.

Stroll along our oceanfront Promenade, which runs from 29th to 57th Street. The Promenade has shops, eateries, arcades and many places to sit and enjoy the roar of the ocean. Later, take yourself to the south end of town, where you'll find the Townsend Inlet Waterfront Park, located at 94th Street. After walking past the pavilion and over the dune paths of T.I. Park, spend some time at the inlet, where you'll see pleasure boats, anglers catching dinner, and sunsets that will take your breath away.

**Average daily temperature:** 18 - 37 C (Summer), 64 - 98 F (Summer), 4 C - 40 F (While Working Inside the Store)

**Community or regional website:** [www.visitsicnj.com](http://www.visitsicnj.com), [www.wildwoodsny.com](http://www.wildwoodsny.com)

**Nearest cities:** Atlantic City 72 km - 44 miles, Philadelphia 144 km - 89 miles

**Distance to nearest cities:** Atlantic City 1.5 Hours, Philadelphia 3 Hours

**What to wear:** The summer is cool to very hot and humid. Sweatshirts & jeans for May and early June. Short pants, t-shirts & don't forget a bathing suit for the remainder of the summer. At work, freezer storage spaces must be kept at -17°C or 0°F, refrigerated storage spaces must be kept at 4°C or 40°F. Depending on the position you are assigned, you will be very cold while working until an adjustment is made to the cold temperatures. Please bring a sweatshirt and a coat to wear while working.

**Available public transportation:** Employer provided shuttle, [www.njtransit.org](http://www.njtransit.org), Bicycle (Always wear a helmet!)

**Public transportation access:** Housing is not affordable in Sea Isle City. Students will live in Wildwood, NJ. 35 - 45 minute shuttle ride. Participants will be shuttled to and from the Sea Isle City worksite from their housing in Wildwood, NJ at no cost (free) through 09.04.21.

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



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## Job Description

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 (PHL), New York (EWR), (LGA), (JFK)

Nearest airport: Atlantic City International Airport (ACY)

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

Cost per night: \$50 +

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

Transportations cost: \$45 +

Travel Instructions: Details in 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? Yes

If so, details: Participants will be transported to Wildwood, NJ for orientation (Monday-Saturday). Students may arrive any day, no orientations will be held in Wildwood on Sundays. Participants will have a paid orientation. At orientation, participants will complete documentation, be issued uniforms, take drug test, review handbook and procedures. All participants must attend orientation. Instructions for Social Security will be furnished to the participant at orientation.

Where is the closest Social Security office? RIO GRANDE, NJ

How far is the Social Security office from the work place? 40 Minutes

Specific instructions: US Social Security Administration, 1046 New Jersey 47, Rio Grande, NJ 08242

MON: 09:00 AM - 04:00 PM

TUES: 09:00 AM - 04:00 PM

WED: 09:00 AM - 12:00 PM

THUR: 09:00 AM - 04:00 PM

FRI: 09:00 AM - 04:00 PM

SAT & SUN: CLOSED





# ACME Markets

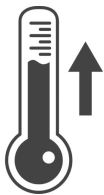


## Sea Isle City, New Jersey

Adaptation is not always easy, working is hard, but it is important to remember that you are temporarily in the United States for a new learning experience.

The key to a successful program is to stay positive and be flexible.

You may be assigned to any department where management has a need.



Participants who accept the position, Will be exposed to extreme temperatures, wet conditions. (ovens, freezer, outdoors).



Participants should have manual dexterity sufficient to chop, mix, blend, whip a variety of foods. Participants will come into contact with sharp knives and equipment.



Participants who accept the position, must be willing to remove trash.



Participants who accept the position, will come into contact with boiling liquids, hot oil and hot pans.



Participants who accept the position, must be willing to clean.



Participants who accept the position, must be physically able push, pull, and lift 22 kgs with no physical limitations.



Participants who accept the position, must be able to work with pork.



Participants who accept the position, must not have any food allergies.





Housing is not affordable in Sea Isle City, NJ. Students will live in Wildwood, NJ. 30 minutes drive. Participants will be shuttled to and from the Sea Isle City worksite from their housing in Wildwood, NJ at no cost (free) through 9.04.21. Students will not be able to change their worksites on arrival.



All positions will end on September 4th at this location.



The concept of time plays a great role in American culture. Being late consistently makes you unreliable. Come to work as scheduled and on time. Good attendance ensures your hours.



Second jobs must be approved by CHI prior to starting. Your CHI coordinator will help you with this process. Your second job can not conflict with your primary job. If you have a conflict, your primary employer will not guarantee 32 hours.



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.



You must arrange your own housing. We recommend you search for your housing prior to arrival. Be prepared with an arrival plan. Do not arrive late at night.



ACME is a fast paced, busy store. Participants must be able to keep calm and respectful, when working with diverse, impatient and sometimes difficult customers.



Supermarket snacking or sampling is stealing. Please be aware eating or drinking items before purchasing or special permission from management is grounds for termination.



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. Expect lower hours during the first two weeks of training.



Open a bank account and get a debit card. Do not carry cash, valuables or your documents with you. Bring an alternative ID to carry. Keep your passport and documents stored safely at your housing.



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.



A security deposit protects landlords from the cost associated with; parties, loud noise, damage, dirt, trash, unpaid rent, or utility bills. Participants who leave housing before the end of their program will \*NOT\* see any portion of their security deposit returned. Your refund is conditional, CHI coordinators can not negotiate a return.

Participants should be aware the United States is a melting pot. You will come into contact with all kinds of people and ways of life. All ages, shapes and sizes, levels of wealth, backgrounds, religions, sexual preferences, and ethnicities.



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.
- 

## 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.
- 

## **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.)
- 

## **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.
- 

## **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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## **ACME MARKETS**

### **SEPTEMBER 4TH**

All positions at ACME markets will end on September 4th.

Participants who have CHI approved second jobs may continue to work at their CHI approved second job until their DS end date.

