



## 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:** Adventureland  
**DBA:** Adventureland  
**Type of Business:** Hotel & Resort  
**Job location:** 3200 ADVENTURELAND DR  
**Location type:** Metropolitan area  
**City:** ALTOONA  
**State:** IA  
**Zip:** 50009  
**Website:** [www.adventureland-inn.com](http://www.adventureland-inn.com)

### Why choose us?

Employee perks (free admission to amusement park), close to Des Moines area, employee appreciation days, Prairie Meadows Racetrack and Casino. We work as a team and respect and appreciate our workers.

### Cultural exchange activities

The employer and your Program Coordinator will help plan many fun events during the summer: baseball games, movie night at local theater, activities in the park, etc. You can also visit Des Moines and enjoy the great restaurants, visit numerous museums, tour Iowa State Capitol, participate in festivals or the Iowa State Fair, plus much more. Also cities located within a 4 hour drive include: Omaha, Nebraska (Omaha Zoo), Bloomington, Minnesota (Mall of America). and Chicago, Illinois.

### Position

**Job title:** Front Desk Agent

**Job prerequisites:** Advanced to fluent English. You MUST be able to converse easily in English to work in this very busy front desk position at Adventureland. Prior Front Desk experience is helpful. Start date must be 5/19, 5/26, 6/2, 6/9, 6/16, 6/23, 6/30, 7/7

**Job description:** Advanced to fluent English. Advanced computer skills needed. Will greet guests, handle phones, reservations, checking guests in and out. Knowledge of American currency & credit card transactions. Must handle guest complaints with understanding & compassion, in a friendly & helpful way. Must be very customer service oriented. General knowledge of hotel including amenities and being able to assist with guest needs regarding the hotel, amusement park, campground, and surrounding area as far as local businesses, all in a courteous and friendly manner. Top priority is customer service – you must make guests feel welcome and ensure their needs are met. Attention to detail and strong communication, organizational, and interpersonal skills are very important. Also, strong mathematical skills are needed for the payment processing and bookkeeping responsibilities. You may be cross-trained in other areas to assist with if needed. You will be standing for most of the shift. The position is for a minimum of 32 hrs per week. During very busy weeks you will be required to work 40 hrs per week (approx. May 31 through August 22).

Most positions require little or no experience. All positions involve being on your feet and remaining active while interacting with our guests. Positions are indoors, semi-outdoors or completely outdoors. Most indoor positions are not air-conditioned. You must be able to tolerate the heat and humidity of the Iowa summer. No matter what the weather conditions, all positions are vital to developing the fun culture our guests have come to expect here when visiting Adventureland Park.

**English level required:** Proficient



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## Job Description

Hourly wage (before taxes): 10.50

Wage comments:

Position ID: 16298

### Position Information

Tips: No

Bonus: Yes

**Bonus comments:** Requirements for bonuses; 1. Must work until contracted end date. 2. no more than 1 no call/no show. 3. No more than 3 communicated absences to your department head. 4. No written discipline documentation throughout the season. 5. No issues at housing throughout the duration of stay. 6. This will also be per manager discretion.

The bonus is based on the total number of hours worked during the pay periods listed in the General Team Member Handbook. This bonus is a percentage of your regular earnings for the pay periods listed in the General Employee Handbook. The thresholds for the percentages are as follows: 0-399 hrs worked will receive 3% of total regular earnings, 400-599 hrs worked will receive 6% of total regular earnings, 600+ hrs worked will receive 9% of total regular earnings.

Estimated hours per day: 4-8

Number of days per week: 4-6

Overtime: Slight

**Overtime details:** There is slight chance overtime may be available. Any overtime must be pre-approved by your employer

**Earliest start date:** 5/19/2022

**Latest start date:** 7/7/2022

**Earliest end date:** 8/22/2022

**Latest end date:** 9/24/2022

Is the employer willing to hire couples? Yes

Is the employer willing to hire group of friends? Yes

Meals? No

**Meals details:** Discounted cost for meals.

Is a drug test required? No

**Drug test comments:**

Is employer interview required? No

**Employer interview details:**

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:** This job must be your first priority. A second job cannot interfere with your scheduled hours. Please contact CHI with for information/process regarding getting a 2nd job.

**When will work begin?** Student Orientation/ Start Dates are on Thursday's (5/19, 5/26, 6/2, 6/9, 6/16, 6/23, 6/30, 7/7)

**Arrival Instructions:** Housing move-in dates are on Wednesday's (5/18, 5/25, 6/1, 6/8, 6/15, 6/22, 6/29, 7/6).



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### Job Description

Student Orientation/ Start Dates are on Thursday's (5/19, 5/26, 6/2, 6/9, 6/16, 6/23, 6/30, 7/7)  
Department Orientations on Friday's ( 5/20, 5/27, 6/3, 6/17, 6/24, 7/1, 7/8)

Is training required? Yes

Conditions of training: Employer will provide training.

Is there possibility to change positions? No

Uniform required? Yes

Does employer provide uniform? Yes

Cost of uniform: 0.00

Is uniform refundable? No

Uniform provided details: Employer will provide logo shirt and name tag.

Do students need to purchase specific clothes or footwear? Yes

If so, details for clothing: Employee provides tan or black pants, capris, shorts, or skirts. Shorts or skirts must have a 7-inch inseam. Acceptable footwear is a neutral color athletic shoe such as black, gray, or white. Sandals and Crocs are not permitted.

Grooming: Hairstyles must be neat and clean. Any hairstyle that is not a natural color must be covered by a hat. Hair longer than shoulder length must be tied back. Any hair accessories must be a neutral color that matches the uniform. Facial hair must be a fully grown in, well-maintained mustache, beard, or goatee. Otherwise, you must be clean-shaven daily.

Jewelry should be minimal and conservative. Pierced jewelry will be allowed only in the ear and nose. Earrings must be no more than one inch in length and diameter. Nose piercings must be a stud. No other body piercing can be visible.

Good hygiene must be maintained, including daily showering, use of deodorant, and laundered and pressed (ironed) uniforms.

Important points of job: You will be working with American currency and must be outgoing, approachable, and helpful. Strong customer service is top priority for a Front Desk Agent.

Additional position information:

### Housing Information

Housing name: WoodSpring Suites - Adventureland

Housing address: 1525 METRO EAST DR

City: Pleasant Hill

Phone: (000) 000-0000

Fax:

Contact: April Sauls

Email: HR@adventurelandpark.com

Website:

Housing assisted by: Employer

Is student required to sign a separate housing contract? Yes

If so, contract details: See housing contract in files.



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### Job Description

Type of housing:	Motel
Number of people to a room:	3
Bedrooms:	1
Bath:	1
Cost Type:	Week
Cost Amount:	\$95.00
Cost Details	per week per participant (\$13.57 a day)
Is housing cost deducted from paycheck?	No
Is housing deposit required?	Yes
Deposit amount:	100
Housing deposit due date:	upon arrival
Instructions for deposit payment:	
Is housing deposit refundable?	No
Conditions for deposit refund:	
Utilities included:	Yes
If so, utilities details:	Water, electricity, tv with DirecTV, and internet are included.
Utilities estimated cost per month:	NA
Is the housing mandatory?	Yes
Can students find alternative housing during their stay?	No
Method of transportation from housing to work site:	EmployerProvides
Transportation details:	Adventureland will provide a free bus at specific times to and from work. You must not be late and miss the bus. If you do you will be responsible to find your own way to or from work. This bus will not take you to any other locations than work and your housing at WoodSpring Suites.
Additional housing features:	In each room is 1 full-size bed and 1 twin size bunk bed. You will be responsible for all of your own towels, linens, bed sheets, blankets, and pillows. There is a refrigerator, sink, and microwave and a small burner for cooking. You will be rooming with participants from different countries. This will help you to learn about each other's cultural differences. Since this is only for a few short months, you need to learn how to cohabitate with your roommates.
Comments:	All first time and returning participants are required to live at WoodSpring Suites. Your employer will assign your housing to you. You can move in on Wednesdays only. If you arrive on a Monday you are responsible for your own lodging until Wednesday. No changing rooms! You may be assigned to live at another WoodSpring Suites at 6703 SE Bellagio Drive, Ankeny, Iowa 50021. Both WoodSpring Suite locations are arranged by your employer. If this is your third year returning you may choose your own housing arrangements but Adventureland will not help with this process or provide transportation to and from work



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### Location Area Information

**Location type:** Metropolitan area

**Location of work site best described as:** Very busy resort in Altoona.

**Location details:** Des Moines is the capital and the biggest city in the state of Iowa. There are multiple activities available during the summer months including free festivals, miles of trails to walk or bike and outdoor concerts. Altoona is a suburb of Des Moines. You will find the people to be very friendly. Some of the main attractions in Altoona include Adventureland Park & Resort, Prairie Meadows and the Gay Lea Wilson Trail that brings nature to an urban setting. Population of the greater Des Moines: 206,599 / population of Altoona: 14,500

**Average daily temperature:** Summer: High 86 F (30C) ; Low 62 F (16C)

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

**Nearest cities:** Chicago, IL

**Distance to nearest cities:** 325 miles (523 km)

**What to wear:** Summer: Light clothing, shorts, t-shirts, light jacket. Very hot and humid.

**Available public transportation:** DART (Des Moines Area Regional Transportation)

**Public transportation access:** [www.ridedart.com](http://www.ridedart.com)

### 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



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### Suggested Travel Information

Nearest international airport:	O'Hare International Airport (ORD)
Nearest airport:	Des Moines International (DSM)
Transportation from airport to employer and / or housing:	from Des Moines airport take taxi or Uber
Nearest bus station (to the airport):	NA
Bus information (web site):	NA
Nearest train information (to the airport):	NA
Train information (web site):	NA
If participant arrives after hours suggested, overnight accomodation:	NA
Cost per night:	NA
Transportation to overnight accomodation:	NA
Transportations cost:	NA
Travel Instructions:	Participants can move housing ONLY on Wednesday's May 18th- July 6th. If you arrive to Altoona, Iowa any other day of the week you will need to provide your own lodging/hotel/motel until Wednesday.

### 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:	It is important you call the local SSA office within your first few days so you can get your appointment scheduled.
Where is the closest Social Security office?	455 SW 5th St, Ste F, Des Moines, IA 50309; Telephone:1-800-772-1213
How far is the Social Security office from the work place?	12.5 miles (20 kilometers)
Specific instructions:	Upon arrival in America, please validate your student profile in our database. Then, the next day, call Social Security Administration (SSA) to schedule your ss card appointment. Their offices are not open to drop in; only for those with appointments. If the SSA office says they will call you back and you don't hear from the, call them again (and again if necessary). Don't wait a week or more to talk to them.

By the end of your first two weeks, you should have your appointment scheduled. On your application form, please list your employer's mailing address to ensure your card arrives in a timely manner. Don't forget to get a receipt as proof that you applied for your ss card.

## Employer Housing Agreement

**The Parties.** This agreement, entered on the \_\_\_\_ day of \_\_\_\_\_, 2022, between \_\_\_\_\_ (Insert First and Last Name) with an email address of \_\_\_\_\_ (Insert email address) (Hereinafter known as the 'Tenant'), Adventure Lands of America, Inc. with a mailing address of 305 34<sup>th</sup> Ave NW in the City of Altoona State of Iowa and an email address of [HR@adventurelandpak.com](mailto:HR@adventurelandpak.com) (Hereinafter known as the 'Employer'), and WoodSpring Suites Des Moines Pleasant Hill with a mailing address of 1525 Metro E Drive in the City of Pleasant Hill State of Iowa hereby agree to the following:

1. **Premises.** The premises are located at WoodSpring Suites Des Moines Pleasant Hill with a mailing address of 1525 Metro E Drive in the City of Pleasant Hill State of Iowa. Room Number (#) \_\_\_\_\_ (Hereinafter known as the 'Premises').
2. **Term.** The start of this lease shall begin on the \_\_\_\_ day of \_\_\_\_\_, 2022 and continue until the student's program end date in accordance with State Laws.
3. **Rent.** The rent due shall ninety-five US Dollars (\$95.00) per week payable to the Employer in the following manner:  
Tenant will be set up with a payroll deduction for bi-weekly rent of one hundred and ninety US Dollars (\$190.00). The rent will be deducted from your regularly scheduled paycheck every other Thursday.
4. **Security Deposit.** The Employer requires the Tenant to pay a nonrefundable security deposit. The security deposit will be due on the day of arrival in the amount of one hundred US Dollars (\$100.00).
5. **Occupants.** The following individuals shall be allowed to live in the Premises:  
\_\_\_\_\_ along with 2 other roommates with rental agreements with Adventure Lands of America, Inc.. Visitors should not stay overnight at the Premises. **Student may not switch roommates without first getting permission from the HR Director of Adventureland.**
6. **Services/Utilities.** The Tenant shall be entitled to the amenities of the Premises which currently include the following: Water, Electricity, Sewer, Coin Laundry, TV, and Wi-Fi. Included in the room will be a stove top, microwave, and refrigerator. **For room maintenance please contact WoodSpring Suites.**
7. **Use.** The Tenant shall only be able to use the Premises for residential purposes.
8. **Condition.** Tenant understands that they will be accepting the Premises in the "as is" condition. Tenant acknowledges that they have conducted a thorough inspection and found it to be in good repair and condition for the use as a residence.
9. **Alterations.** Tenant shall maintain and keep in good condition all appliances, furnishings, and personal property until the end period. **If the Tenant damages any part of the Premises due to negligence the Landlord may fix the issue and charge the Tenant additional rent.** Tenant shall not paint the Premises or make any modifications without the written consent of the Landlord.

10. **Pets.** The Landlord:  
Prohibits any type of pet on the Premises except for those used for special needs in accordance with State or Federal law.
11. **Liability.** The Landlord is not liable for any loss or damage to the Tenant's, or their guests, personal property. The Tenant is liable for the acts of anyone listed in this Agreement in addition to any guest that they should allow on the Premises.
12. **Entry.** Per State Law the Landlord has the right to enter the property by giving the Tenant proper notice for any repair, inspection, extermination, installation, or any entry deemed necessary. The Landlord will have the right to show the Premises to prospective Lessee's at the end of the Agreement's term with notice being given prior to every entry.
13. **Subletting.** The Employer does not authorize the Tenant to have the right to sublease the Premises unless written consent is given. The Employer has the right to withhold consent for any reason.
14. **Access.** Upon the authorization of this Agreement and all funds being made available through the items checked in Section 4 the Tenant shall receive access to the Premises on the start date. Tenant shall not alter any locks or make duplicate keys without the Landlord's prior knowledge and consent.
15. **Notices.** If any official notice shall be sent from one party to another the addresses used shall be the details located 'The Parties'. If there is to be any change of address it is to be notified by sending notice via mail with return receipt.
16. **Common Areas.** If there are areas that are maintained by the Landlord and usable by all residents the Tenant shall have the right to use said areas under the same rights as the Landlord.
17. **Governing Law.** This agreement shall be governed by the laws located in the State of Iowa.
18. **Termination of Employment.** Residency is not tied to your employment however if you are terminated from Adventureland Resort you are responsible for the entirety of the room cost of two hundred eighty five US dollars (\$285.00) per week payable to WoodSpring Suites Des Moines Pleasant Hill and payroll deduction would no longer be available.

This agreement has been entered on this \_\_\_\_\_, 2022 .

Tenant's Printed Name \_\_\_\_\_

Tenant's Signature \_\_\_\_\_ Date \_\_\_\_\_

Employer's Printed Name \_\_\_\_\_

Employer Representative Signature \_\_\_\_\_ Date \_\_\_\_\_



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Tenant's Printed Name \_\_\_\_\_

Tenant's Signature \_\_\_\_\_ Date \_\_\_\_\_

Employer's Printed Name \_\_\_\_\_

Employer Representative Signature \_\_\_\_\_ Date \_\_\_\_\_



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 exciting, fun, adventurous, but also overwhelming at times, 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 Mary Wolfe. I am the Regional Manager for the Western Region 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. We have a CHI Program Coordinator that will be working with you during your program. You should be hearing from that person shortly via email. Please remember to check your email daily for important communications.

To have a successful program, you must stay in contact with your CHI representative.

Have the best summer of your life!

Regards,

*Mary*

Mary Wolfe  
Regional Manager  
email: [chimaryw@chinet.org](mailto:chimaryw@chinet.org)  
phone: 1.530.715.0195  
WhatsApp: 1.530.636.3760



CULTURAL HOMESTAY INTERNATIONAL

# Program Information

WORK & TRAVEL

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.

## 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 employer's address to ensure delivery.
- You are required to bring at least \$1000 with you from your country. We recommend you bring \$1200. In 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 your 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 don't want to run out of money before your first paycheck arrives. Be prepared, you are moving to another country.

## Communicate Your Arrival Information



- Check your email frequently for important information. Respond to it.
- Plan your flight accordingly: if your final destination is far away from your arrival airport, please check that your flight allows you to make any connecting transportation needed to get to your destination. If not, please make a reservation at a local hostel or motel and plan to continue your travels the next day.
- 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 onto [www.wt.chinet.org](http://www.wt.chinet.org) to enter your flight information, as soon as you book your ticket.
- Join CHI Facebook pages and WhatsApp group and become friends with your Program Coordinator.

## 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.
- Do not 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 & 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, & documents in the taxi. Always take a look behind you as you leave.
- 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.

## Student Account Profile | [www.wt.chinet.org](http://www.wt.chinet.org)

- Validation is the second thing you need to do upon arrival in your new city, after calling your parents to report you have arrived safely.
- Log into your CHI Work & Travel profile page and complete your validation the same day you land in the USA. Many airports offer free wifi.
- If you are staying in a hotel the first days of your program, you should validate using the hotel information and update your information once you move to more permanent housing.
- If you have no access to the web, please call CHI 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!
- Validation must be officially finalized by CHI before going to Social Security.
- Participants who do not validate or do not wait for the notification from CHI that their validation information has been approved, prior to going to Social Security, will delay their Social Security card for 60 days. Do not make this costly mistake.

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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
- Vaccination card

### 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. This is a great website to use: [www.rome2rio.com](http://www.rome2rio.com). 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?

- Contact 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.
- Contact your CHI representative and let them know you arrived safely at your housing.
- Once you validate, the next day call the Social Security Administration and get an appointment to apply for your ss card.

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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

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## Applying for a Social Security Number

You must apply for your SS card at the local Social Security Office. You have to call SSA and schedule your appointment. Their offices are not open to drop in. If they do not call you back, call them again (and again if necessary). By the end of your first two weeks, you should have your appointment scheduled. It is your responsibility to get an appointment to apply for your card.

#### 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.

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## 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 doctor's office, urgent care facility, or clinic, pay \$100 and your insurance should cover any costs incurred after \$100.
- For a serious emergency, you should go to the hospital or emergency center, pay \$250 and your insurance should cover any costs incurred after \$250.
- There is no dental or vision coverage. 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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*Be Safe. Follow the rules. Have fun.*

