



# SUMMER WORK TRAVEL PROGRAM

Thank you for your interest in the BridgeUSA cultural exchange program! Cenet is designated by the U.S. Department of State as an authorized J-1 Visa sponsor. Cenet's mission is to inspire a safer, more prosperous, and compassionate world through international education and cultural exploration.

As a host organization and representatives of your local community, you and your staff have the opportunity to facilitate a rich exchange experience for Summer Work Travel participants.

## **Program Overview**

- The Summer Work Travel Program is a cultural exchange program with a work component. The work is meant to offset the costs of the program, thus affording a larger and more diverse group of individuals the opportunity to participate.
- The program gives participants the opportunity to immerse themselves in U.S. culture while living and working in the U.S. for up to four months during their summer vacation.
- Participants are allowed to work at second jobs during their program. However, all positions must be vetted and approved by Cenet before the participant can legally begin working. Additionally, their second position must not interfere with their primary employment.

## **Host Company Documentation**

- All host companies are required to submit a current business license and proof of workers compensation insurance coverage, in addition to a fully completed Cenet job offer form. Other documentation may be requested on an as-needed basis.
- All positions must be seasonal or temporary in nature. Cenet may require further information to confirm the seasonality of the position.
- Host companies are also responsible for ensuring that Summer Work Travel participants are not displacing any full-time or part-time U.S. workers. We may ask for evidence of the advertisements you use to promote your positions to local workers.

## **Requirements for Summer Work Travel Participants**

- Participants must receive an average of 32 hours per week for the duration of their program to ensure they can meet the cost of living.
- Students must make the same wage as their U.S. counterparts employed in the same position.
- Overtime pay must be provided in accordance with federal regulations.
- Participants should not be scheduled in overnight shifts.

## **Host Company Obligations**

- Provide a supportive environment for the participant.
- Create opportunities for the participant to be exposed to U.S. culture, both at the workplace and off duty.
- Keep lines of communication open so we can work together to provide the participant with the best experience possible. Cenet will be in contact with you prior to the participant's arrival and throughout the duration of the program.
- Contact Cenet at any time with specific program inquiries or with issues concerning work performance, participant health, etc.

*For more information, please visit our website at [www.cenet.org](http://www.cenet.org), call the Cenet office at 573-335-7111, or email us at [summer@cenet.org](mailto:summer@cenet.org).*

***We look forward to hearing from you!***

# Summer Work Travel Job Offer

## Section A: Host Company & Position Information

|   |                                   |   |  |
|---|-----------------------------------|---|--|
| Host Company Name                             |                                   | Position Title  |  |
| Number & Street Address of Placement Site     |                                   | Position Description <i>(You may sometimes be asked to perform duties in other departments.)</i>  |  |
| City, State and Postal Code of Placement Site |                                   | Position Start Date   | Position End Date                        |
| Website                                       | EIN                               | Are these dates flexible?   | Frequency of Pay (e.g., weekly, monthly) |
| Name of Contact Person Hiring Employees       | Title of Contact Person           | Rate per Hour / Salary  | Training Period Rate                     |
| Phone   | Email                             | Is this a tipped position?<br>Yes    No    Occasionally   | Availability of Overtime and Rate        |
| Name and Title of On-Site Supervisor          | <b>Tick here if same as above</b> | Paychecks issued before SSN received? How long until 1st paycheck received?<br>Yes    No  |  |
| Phone   | Email                             | AVERAGE Hours per Week<br><i>Due to the nature of seasonal employment, some weeks may be above the recommended 32 hours per week &amp; some weeks below it.</i> |  |
| Other Comments/Notes                          |                                   |   |  |

**Note: Per 26CFR31.6011(b)-2, participants can legally work and receive pay as soon as they apply for the Social Security card.**

|   |  |  |                                      |
|---|--|--|--------------------------------------|
| Dress Code  | Deductions from Pay (e.g., uniforms) <i>Pay deductions discouraged by State Department.</i>      |  |                                      |
| Meals Provided or Meal Discounts  | Availability of Second Positions in the Area/Rules Regarding Second Positions                    |  |                                      |
| Transportation to and from Host Company <i>(please describe/explain)</i>  | Public Transport Options <i>If none, indicate other travel options (e.g., to grocery store).</i> |  |                                      |
| List the cultural activities or events that you plan to organize for or suggest to participants for their program. <i>(Activities subject to change.)</i> |  |  |                                      |
| Month 1   |  |  |                                      |
| Month 2   |  |  |                                      |
| Month 3   |  |  |                                      |
| Are students required to pay union fees?  | Do you arrange/provide housing?  |  |                                      |
| No    Yes    If yes, fee?   | Yes <i>(complete Section B below)</i>  |  | No <i>(complete Section C below)</i> |

## Section B: If you DO arrange/provide housing, please provide details.

|   |  |                                       |   |
|---|--|---------------------------------------|---|
| Housing Cost Per Person   | Housing Cost is Per <i>(tick one)</i>          | What is the address?                  |   |
|   | Week    Bi-weekly    Month                     |                                       |   |
| Housing Deposit   | Housing Deposit Conditions (e.g., refundable?) |                                       |   |
| How many share a bedroom?   | How many share a bathroom?                     | Distance of Housing to Placement Site | If you provide housing, attach housing lease.<br>Yes, attached. |
| Type of Housing & Furnishings   |  |                                       |   |
| What items are students responsible for bringing/buying (e.g., dishes, bed linens, towels)? |  |                                       |   |

## Section C: If you DO NOT arrange/provide housing, please provide 2 area housing suggestions which students may consider.

|                                 |                                 |                              |                  |
|---------------------------------|---------------------------------|------------------------------|------------------|
| Apartment Complex/Property Name | Apartment Complex/Property Name |                              |                  |
| Address                         | Address                         |                              |                  |
| Phone or Website                | Phone or Website                |                              |                  |
| Distance from Placement Site    | Approximate Rent                | Distance from Placement Site | Approximate Rent |

