

## **CIEE Orientation Summary**

Thank you for attending a CIEE Orientation! We hope the session was useful to you and that you're excited for your Work & Travel Program. We have provided for you a summary of the most important points covered in the orientation. Please print this out and take it with you on your journey! We wish you the best and please contact CIEE if you need anything while in the U.S.A.

### **1. CIEE Contact Information**

1-888-268-6245

[www.ciee.org/wat](http://www.ciee.org/wat)

[wat@ciee.org](mailto:wat@ciee.org)

### **2. Important Documents**

Bring all important documents with you on the plane; do not check them in your baggage!

- DS2019 Form: Indicates program dates (eligible work dates in the U.S.)
- Passport and Visa
- Proof of Funds: \$475 with job, \$950 without job – If housing is not provided by your employer, CIEE recommends that you bring much more than this to pay for food and housing before you get your first paycheck!
- I-94 Card: Very important! You will receive this on the plane. Don't lose it! You need it to apply for Social Security. It is almost impossible to replace!
- Employer Offer Agreement Form (EOAF): Bring your job agreement with you on the plane

### **3. Arrival Planning:**

- Visit [www.ciee.org/wat](http://www.ciee.org/wat) for helpful websites for housing and travel.
- Contact your employer before and after you arrive!

### **4. SEVIS:**

You must register for SEVIS as soon as you arrive in the U.S., and not before. Failure to register could result in being sent home early from your WAT program!

We recommend registering on your first days in the country. You must register within 20 days of the start date on your DS-2019 form. Box 3 on this form shows the dates.

When registering, you need to know:

Name

SEVIS ID number: number in the upper right hand corner of your DS-2019 number that begins with the letter N.

Address in the US: a temporary address (hostel, hotel) is OK.

Important: Update your address with SEVIS when you move. You have 10 days to do this.

How to register:

CIEE has provided 4 ways to register. You only have to choose one.

1. [www.mysevis.com](http://www.mysevis.com)
2. Call CIEE at 1-888-268-6245
3. Send in Orange Postcard (free postage in US only)
4. [wat@ciee.org](mailto:wat@ciee.org)

### **5. Social Security**

You must apply for a social security card to work in the U.S.

Find an office: [www.ssa.gov](http://www.ssa.gov) or call 1-800-772-1214.

Bring all important documents (as listed above).

Visit [www.ciee.org/wat](http://www.ciee.org/wat) for application and “Dear Social Security Officer” Letter.  
Provide address in the U.S. where Social Security can send your card.  
After you apply, ask for receipt of application.  
It can take 4-6 weeks to get your card in the mail!  
You can get paid without your card. Visit [www.ciee.org/wat](http://www.ciee.org/wat) to download “Legal Opinion Letter” if your employer will not pay you.

## **6. Employment Rules**

If you have a CIEE job, you cannot change this job without CIEE’s permission. Call CIEE if you are having problems at your work. Don’t just quit! If you quit your job without CIEE’s permission, you could be sent home. Call 1-888-268-6245.

## **7. Taxes**

You will have to pay Federal, State, and local taxes. You do not have to pay social security, medicare, or unemployment taxes. If your employer is removing taxes incorrectly, download the “Dear Employer” letter at [www.ciee.org/wat](http://www.ciee.org/wat).

You will be required to file taxes. You will probably get money back! Visit [www.ciee.org/wat](http://www.ciee.org/wat).

## **8. Opening a Bank Account**

Open a **checking account** in the town where you will be working.  
Bring all documents with you!

## **9. Health and Safety**

Confirmation of Insurance Policy: dates that insurance is valid in USA, Canada, and Mexico ONLY.

Health and Safety Card: Your insurance card is on the back! Keep this with you at all times!

Find in-network doctors only: [www.ciee.org/insurance](http://www.ciee.org/insurance).

Only go to the hospital if your life and health are at risk.

Costs (Co-pays):

\$50 for a doctor’s office visit

\$100 for inpatient hospital

\$20 for prescriptions

This is a basic insurance policy and many things are not covered including dental and pre-existing conditions. Read your Health and Safety card for more details!

## **Personal Safety:**

Legal drinking age in the US: 21!

Wear a seat-belt in the car at all times!

Swim only when a life-guard is on duty.

Travel with friends, never alone.

Call CIEE if you have any problems.

## **10. Travel Period**

The last day you can be in the country is listed on your “Confirmation of Insurance” form.

You cannot travel outside of the U.S. once the dates on your DS2019 form expire.

If you want to travel outside of the country, you will need to contact CIEE.

Mail to CIEE

- DS form
- a return envelope with postage on it
- letter explaining where you’re going and why

Do this at least 2 weeks before you travel. CIEE will return the form to you with a letter of Good Standing. Do not leave the country without this if you intend to come back in. Check to see if you need a visa before traveling to another country.