

# A New Era in Cultural Exchange



iceo

International Cultural Exchange Organization Inc.

The following packet contains the ICEO Work/Travel Program application for the Summer season of 2010. Please complete each section of the application to the best of your ability using accurate, detailed and precise information.

Should you have any questions about any portion of the application please contact the local office that is handling the processing of your paperwork for the program.

Please note that any section found to be incomplete, inaccurate or invalid will delay the process in receiving your DS - 2019 form. Please pay careful attention and ask questions if you are unsure how to complete a section.

Thank you for your time, congratulations on your first step to becoming part of the 2010 ICEO Work/Travel Program and we look forward to seeing you on the program soon!

Sincerely,  
ICEO

## APPLICATION CHECKLIST

1. Complete Application \*

- proof of sufficient funds
- proof of student status
- English language ability

All documents in other languages must have a certified English translation with your packet.



Please place a check-mark in the box/circle once you have completed that section of the application.

2. Interview Sheet

3. Valid Passport Copy

4. Previous Visa(s) Copy

5. Participant's Photo (4)

6. Resumes (2 copies)

7. Cover Letter (2 copies)

8. Criminal Record (with certified English translation)

9. Birth Certificate (with certified English translation)

Once you have completed the checklist, please print your name and sign:

Participant's Name: \_\_\_\_\_

Participant's Signature: \_\_\_\_\_

### Agent Section (to be signed by person checking application)

Office Location: \_\_\_\_\_

Agent printed name: \_\_\_\_\_

Agent Signature: \_\_\_\_\_

Date (day/month/year): \_\_\_\_/\_\_\_\_/20\_\_\_\_

\* You may complete pages 2 and 3 and/or submit official documentation from your university with all required signatures and stamps.



FOR ICEO USE ONLY

#

PERSONAL DETAILS - AS THEY APPEAR IN YOUR PASSPORT

Please complete the following form clearly and legibly using only English symbols and capital letters.

Last Name: \_\_\_\_\_

First Name: \_\_\_\_\_

Middle Name: \_\_\_\_\_ Gender: Male  Female

Passport Number: \_\_\_\_\_

Country Issuing Passport: \_\_\_\_\_

Passport Issued: \_\_\_\_/\_\_\_\_/\_\_\_\_ | Passport Expiration: \_\_\_\_/\_\_\_\_/\_\_\_\_  
Day Month Year Day Month Year

City of Birth: \_\_\_\_\_ | Date of Birth: \_\_\_\_/\_\_\_\_/19\_\_\_\_  
Day Month Year

Country of Birth: \_\_\_\_\_

Country of Citizenship: \_\_\_\_\_

Country of Legal Residence: \_\_\_\_\_

CONTACT

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ Country: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Home Telephone: (country code) (city code) \_\_\_\_\_ Cellular: ( ) \_\_\_\_\_

Email Address: \_\_\_\_\_ @ \_\_\_\_\_

2nd Email: \_\_\_\_\_ @ \_\_\_\_\_

EMERGENCY CONTACT

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Relationship: \_\_\_\_\_ Address: \_\_\_\_\_

City: \_\_\_\_\_ Country: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Home Telephone: (country code) (city code) \_\_\_\_\_ Cellular: ( ) \_\_\_\_\_

Email: \_\_\_\_\_ @ \_\_\_\_\_

PREVIOUS J-1 VISAS

Have you ever received a J-1 visa to enter the USA? yes  no  If yes, how many times? \_\_\_\_\_

If yes, please complete the following for each previous J-1 visa

1. Name of Program: \_\_\_\_\_ Sponsoring Organization: \_\_\_\_\_

Years: \_\_\_\_/\_\_\_\_ Sponsor's Program Number: \_\_\_\_\_

2. Name of Program: \_\_\_\_\_ Sponsoring Organization: \_\_\_\_\_

Years: \_\_\_\_/\_\_\_\_ Sponsor's Program Number: \_\_\_\_\_

\* Have you ever been convicted of a crime in the United States or your home country? yes  no

\* Have you ever applied for a visa to emigrate permanently to the United States? yes  no

\* Have you ever been refused a visa by a United States Embassy? yes  no

\* If you have answered Yes to any of the following questions please provide a written explanation and attach it to your application.



### UNIVERSITY DETAILS

Name of Institution: \_\_\_\_\_

Type of Institution: \_\_\_\_\_ Major: \_\_\_\_\_

Address: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Country: \_\_\_\_\_ City: \_\_\_\_\_

Telephone: (country code) (city code) \_\_\_\_\_ Web: \_\_\_\_\_

Fax: (country code) (city code) \_\_\_\_\_ Email: \_\_\_\_\_ @ \_\_\_\_\_

- How many years will you be at your university, in order, to obtain your degree? \_\_\_\_\_ years
- At the completion of this application, how many years have you completed? \_\_\_\_\_ years
- Upon departure to the United States, will you be a full-time university student?    yes     no
- Upon returning to your home country, will you be a full-time university student?    yes     no

### PROOF OF STUDENT STATUS - this section must be completed by an accredited official from your university / institution

I hereby certify that the below named student is registered in the above-named institution as a full-time student for the academic year of 2009/2010 and will be traveling within the university/institution vacation dates.

Student Name: \_\_\_\_\_ last name \_\_\_\_\_ first name \_\_\_\_\_

Accredited Official's Name (completing form): \_\_\_\_\_

Title: \_\_\_\_\_

Official's Signature: \_\_\_\_\_

Date (day/month/year): \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Telephone: (country code) (city code) \_\_\_\_\_

Email: \_\_\_\_\_ @ \_\_\_\_\_

please place university stamp / seal here

Additional Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### APPLICANT'S SIGNATURE

I, \_\_\_\_\_, as the Work & Travel applicant, hereby certify that the information contained on this, Proof of Student Status sheet is accurately completed according to the rules and regulations set forth and all information is provided valid and truthful.

Applicant's Signature: \_\_\_\_\_

Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
          day           month           year



PROOF OF ENGLISH LANGUAGE ABILITY

Work/Travel Application 2010

Name of Institution: \_\_\_\_\_
Type of Institution: \_\_\_\_\_
Address: \_\_\_\_\_ Postal Code: \_\_\_\_\_
Country: \_\_\_\_\_ City: \_\_\_\_\_
Telephone: (country code) (city code) \_\_\_\_\_ Web: \_\_\_\_\_
Fax: (country code) (city code) \_\_\_\_\_ Email: \_\_\_\_\_ @ \_\_\_\_\_

This section must be completed by your English Professor / Instructor from your University / Institution

Oral English Ability (if English is the native language of your country please mark Native and proceed to the bottom)

[ ] Native Speaking [ ] Intermediate
[ ] Advanced [ ] Basic to low

Written English

[ ] Advanced [ ] Intermediate [ ] Basic/low

Listening Comprehension

[ ] Comprehends when spoken at an accelerated speed
[ ] Comprehends when spoken at a conversational speed
[ ] Comprehends when spoken slowly

please place
university/institution's
stamp / seal
here

Student completed TOIEC exam? [ ] yes [ ] no score: \_\_\_\_\_
Student completed TOEFL exam? [ ] yes [ ] no score: \_\_\_\_\_
Student achieve Cambridge cert. [ ] yes [ ] no score: \_\_\_\_\_ type: \_\_\_\_\_

PROFESSOR / INSTRUCTOR'S SIGNATURE

Professor/Instructor's Name (completing form) print: \_\_\_\_\_
Name of University / Institution: \_\_\_\_\_
Telephone: (country code) (city code) \_\_\_\_\_ Fax: \_\_\_\_\_
Email: \_\_\_\_\_ @ \_\_\_\_\_
Professor/Instructor's Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_
day month year
Additional Comments: \_\_\_\_\_

APPLICANT'S SIGNATURE

I hereby certify that the following document was completed by my University/Institution's English Professor/Instructor.

Applicant's Signature: \_\_\_\_\_
Date: \_\_\_\_/\_\_\_\_/\_\_\_\_
day month year



ADDITIONAL INFORMATION

1. How did you hear about the ICEO Work & Travel Program?

- Website (www.iceoinc.org)       Advertisement       Friend       Television  
 Other: \_\_\_\_\_

2. Why do you want to take part in the ICEO Work & Travel Program?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. What do you feel are your strongest qualities that you would like to display to the United States during your program?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. What do you feel are the best qualities to have as a Participant of a cultural exchange program?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5. What do you feel are your greatest weaknesses?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

6. If you've never been to America, what do you think it will be like?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

7. What are you most proud of yourself for achieving, so far in your life?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

8. What career do you aspire to achieve upon graduation?

\_\_\_\_\_  
\_\_\_\_\_



### PROOF OF SUFFICIENT FUNDS

The following document is to be prepared and completed by a parent/legal guardian, financial grantor or legal representative (i.e. bank officer, attorney). This document will show proof that you will have a minimum of \$800, in order, to be monetarily self-sufficient upon arrival to the US.

I, the undersigned (please print): \_\_\_\_\_

declare that I am a  Parent  Legal Representative of: \_\_\_\_\_  
Name of Participant

who is applying for the ICEO Work & Travel Program. I guarantee that he/she will have a minimum of \$800 upon arrival to US soil.

Name (completing form): \_\_\_\_\_

Address: \_\_\_\_\_ Zip Code: \_\_\_\_\_

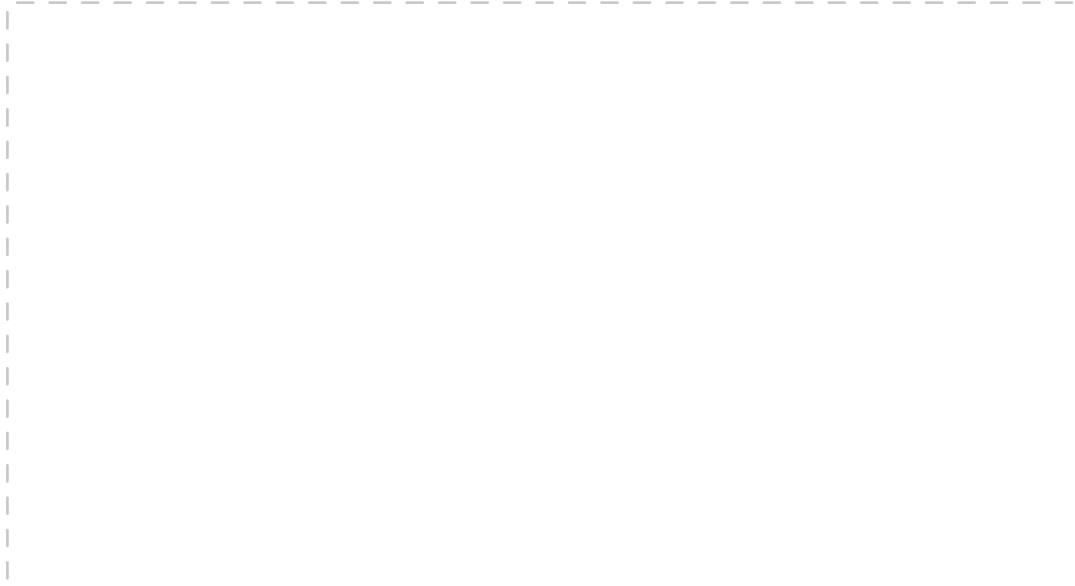
Country: \_\_\_\_\_ City: \_\_\_\_\_

Telephone: (country code) (city code) \_\_\_\_\_ Fax: (country code) (city code) \_\_\_\_\_

Cellular Phone: \_\_\_\_\_ Email: \_\_\_\_\_@\_\_\_\_\_

Signature (completing form): \_\_\_\_\_ Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
day month year

Please place a casual photo of yourself in the box below:



### PROGRAM DATES DETAILS

Date of Departure to US (day/month/year)	201
Planned Employment Start Date (day/month/year)	201
Anticipated Employment End Date (day/month/year)	201
Date of Departure from US (day/month/year)	201

**Participant Responsibilities**

1. Each applicant agrees that all the information provided in the application is true to the best of his/her knowledge, and acknowledges that any false or misleading information may lead to immediate dismissal from the ICEO Work /Travel Program. (Hereinafter Program)
2. The applicant is responsible for considering his/her personal health and safety needs when applying for or accepting a place on the Program. If the applicant suffers from any health or other condition that would create a risk for him/her while abroad, he/she should not apply.
3. The participant is responsible for reading and carefully considering all materials made available that relate to safety, health, legal, environmental, political, cultural and religious customs and conditions in the US. Each participant must take full responsibility in the event that laws, regulations, or customs are broken, regardless of foreknowledge.
4. The participant agrees to pay all fees in accordance with the requirements of the ICEO Representative through whom he or she is submitting an application.
5. Applicants are responsible for submitting all requested documentation (including passport) to the ICEO Representative in a timely fashion for visa processing. ICEO cannot be held responsible for any additional costs incurred (including the cost of rebooking a flight) due to delays by participants in submitting documentation or delays by the US Embassy in issuing a visa.
6. Each applicant must pay the local visa fee to the US Embassy. Applicants are responsible for any additional visa fees that might apply at the US Embassy or Consulate in the country where they are applying for the visa, as well as the government SEVIS fee collected as part of the application.
7. All applicants must attend an interview and complete language screening in order to participate on the program.
8. Each participant is required to attend an ICEO Orientation.
9. It is the responsibility of the participant to exercise due care once in possession of the legal documentation (DS- 2019) and visa. The cost of replacing these items must be borne by the participant.
10. The participant must supply ICEO with the name and contact details of next of kin, to be contacted in the case of emergency. These details must be included on the application form.
11. The participant is responsible for all of his or her acts along with any loss or damage resulting there from while on the Program. The Participant agrees to indemnify and hold harmless ICEO and any other party that has suffered a loss by reason of the participant's conduct.
12. All travel before, during and after the Program is at the participant's own risk. Any participant who chooses to operate motorized vehicles is responsible for obtaining the necessary license, permission and insurance and does so at his/her own risk.
13. If, during the course of the program the participant encounters any difficulties with safety, health, the job, housing, including charges or fees for housing, sanitary conditions, over crowding, etc. or any other problem, the participant must notify ICEO as soon as possible by phoning ICEO at 1-916-985-4826 during business hours or in an emergency at 1-877-ICEOINC, 24 hours a day, 7 days a week.
14. Participants on ICEO's Work/Travel Program are required to comply with all US Government visa and immigration requirements including the SEVIS tracking as follows: a) notification of arrival at US Employer to ICEO within 20 days of DS-2019 program start date. b) notification to ICEO of any change in US home address within 10 days of change.

**Employment or Job Related Conditions**

15. ICEO cannot accept applications from participants intending to work in the US as au pairs, child carers, teachers, teaching assistants, camp counselors, in private households, as ship or aircraft crew members, as medical staff having patient contact, in the adult entertainment industry, or any other employment positions ICEO deems inappropriate. The list of prohibited jobs is updated and available through ICEO.
16. Under no circumstances are job positions guaranteed. Even in the case when an employer represents that a job is being held, this does not constitute a binding contract that the job will be available when the participant arrives. The employer's commitment is one of good faith only. In addition, if the participant is not fluent in English and/or does not arrive on time and/or has misrepresented any statement in the application, there is an extremely high likelihood the position will not be available to the participant. In addition, if the participant does not meet the contractual obligations with the employer or with ICEO, the sponsorship agreement with ICEO may, at ICEO's sole discretion, be terminated.
17. Participants must work for the employer listed on their Employment Confirmation Letter. If, for any reason, a change of employer becomes necessary, participants must contact ICEO and get approval BEFORE changing jobs.
18. Participants on the ICEO Work/Travel Program are required to maintain communication with ICEO prior to arrival, notify them in advance of their arrival and departure dates, and advise them of any changes to their travel itinerary due to visa delays or any unforeseen circumstances.
19. Due to weather conditions, or other factors beyond ICEO's control, some jobs have uncertain start dates and hours of work. The participant must be able to support himself/herself in the US until he/she gets his/her first paycheck, and in the event of reduced working hours, and must have at least \$800 with themselves upon arrival in the US.
20. ICEO/Representative are not responsible for the participant's expenses incurred if for any reason the participant has not started work by the agreed date due to weather conditions at his/her place of employment or for any other reason not under the direct control of ICEO/Representative.
21. Once a participant accepts a position with a ICEO-sourced employer he/she agrees to stay at that place of employment for the duration of the program. If he/she wishes to leave a position after he/she starts work or to decline to start work after accepting a position, he/she must notify ICEO in writing and he/she must obtain its written permission to do so. Except in extraordinary circumstances, such permission will not be granted. If he/she does not receive prior written approval to change jobs, and if he/she leaves this employment without the prior written approval of ICEO, ICEO reserves the right to revoke his/her legal sponsorship which will result in the termination of his/her program and his/her legal right to remain in the US.
22. If the position is not available, through no fault of the participant's own, ICEO will assist the participant in finding another position but ICEO makes no guarantee with regard to being able to do so. Nor does ICEO make any representation that it will be able to find work for the participant in the same geographical area or of the same type of work the participant prefers.
23. In case of change of job or of premature termination of job, or if the employment is terminated before the end of the program for any reason, or if the participant decides to return home early, no fees will be refunded.
24. If a participant is fired from his or her job for violation of employer policies, he or she will be terminated from the program.
25. If the participant's original job ends before the legal working dates listed on the DS 2019 (program end date) for any reason, it is the participant's responsibility to inform ICEO's US office and get approval for any new job.

**Contractual Terms**

26. This English language version of the Contract is the binding contract between the participant and ICEO.
27. ICEO makes no presentation or warranty of any kind, expressed or implied, as to the suitability of the Program for any participant and ICEO disclaims all such warranties to the full extent of the law.
28. The conduct of the ICEO Work/Travel Program is subject to US government approval and may change without notice.



- 29. ICEO does not own or operate any entity which is to or does provide goods or services for the program including, for example, arrangements for or ownership or control over houses, apartments or other lodging facilities, airline, vessel, bus or other transportation companies, food service or entertainment providers, etc. All such persons and entities are independent contractors. As a result, ICEO is not liable for any negligent or willful act or failure to act of any such person or entity, or of any third party. Without limitation, ICEO is not responsible for any injury, loss, or damage to person or property, death, delay or inconvenience in connection with the provision of any goods or services occasioned by or resulting from, but not limited to, acts of God, force majeure, acts of war or civil unrest, insurrection or revolt, strikes or other labor activities, criminal or terrorist activities of any kind, overbooking or downgrading of accommodations, structural or other defective conditions houses, apartments or other lodging facilities (or in any heating, plumbing, electrical or structural problem therein), mechanical or other failure of airplanes or other means of transportation or for any failure of any transportation mechanism to arrive or depart timely, dangers associated with domestic or wild animals, sanitation problems, food poisoning disease, lack of, access to or quality of medical care, difficulty in evacuation in case of medical or other emergency, or for any other cause beyond the direct control of ICEO.
- 30. The participant agrees that any dispute concerning, relating, or referring to the Employment Confirmation Letter, to the ICEO Work/Travel Application, to any other literature concerning the program, or the program itself shall be resolved exclusively by binding arbitration in California, according to then existing rules of the American Arbitration Association. Such proceedings will be governed by substantive California law.
- 31. ICEO reserves the right to provide you with information on tax and related services.

**ICEO Program-Related Conditions**

- 32. ICEO reserves the right to refuse sponsorship of any applicant that ICEO deems does not meet the Program eligibility requirements or any applicant that ICEO does not deem appropriate to accept in the general interests of the Program. In the event that ICEO refuses an applicant and acceptance on the Program, any refund will be made via the ICEO Representative through whom the original application was submitted.
- 33. Participation on the Program begins when the participant legally enters the US and terminates on the day of departure from the US (within the legal Program dates). Participation on the Program will end a maximum of 4 months from arrival in the US. Participants can arrive 5 days prior to their DS Program start date and remain in the US up to 30 days beyond their DS Program end dates, as long as their total stay in the US does not exceed 5 months. Participants must return to their home country in time for the start of their university classes.
- 34. ICEO may issue a DS-2019 form if a participant meets the ICEO Work/Travel Program requirements, but cannot guarantee that the US Embassy or Consulate in a participant's country of residence will issue a J-1 visa.
- 35. Once a participant has commenced his/her travel to the US, ICEO cannot amend the program dates as listed on the DS-2019 for any reason. It is the participant's responsibility to check prior to travel that the dates are correct.
- 36. Individuals who have recently held a J-1 visa for the US may have to remain in their home country for a minimum of 90 days before ICEO can issue a DS-2019 for the ICEO Work/Travel Program. Please contact your local ICEO Representative and local US Embassy for details.
- 37. Insurance is provided for the dates confirmed by ICEO, by an outside insurance company, as a mandatory part of the ICEO program for each applicant. It is the responsibility of each participant to purchase further insurance should they extend their period abroad for any reason. ICEO cannot be held responsible for any insurance claim in the event that a participant has failed to secure adequate insurance.
- 38. Under the US government's Health Insurance Portability and Accountability Act (HIPAA), ICEO is restricted in its access to certain medical information or records in the event that a participant has an accident in the US. In order for ICEO to assist participants to the fullest extent possible with any insurance related issues, ICEO will need to have a signed Privacy and Confidentiality Release Form from the participant. This form is optional and the participant can choose whether or not ICEO is granted access to this information. This release form and additional information about the HIPAA requirements are included as part of the ICEO Work/Travel application pack. If you did not receive this information or release form please contact your ICEO representative.
- 39. ICEO reserves the right to dismiss from the Program any participant who is deemed by ICEO to be a danger to him/herself or others or whose conduct is deemed to be detrimental to the Program. In the event of such a dismissal, ICEO shall not be held responsible for any airfare, charges or any other expense incurred by the participant, and shall not be required to return any fees paid by the participant.
- 40. Once the participant has departed for the US, there will be no refund should the participant leave the Program. There will also be no refund should ICEO withdraw sponsorship.
- 41. ICEO/Representative do not provide housing. If an employer does offer housing it is usually on a first-come first-served basis. Whether the participant arranges housing independently or through the employer the participant will be required to sign a lease and pay a deposit, which usually amounts to the first and last month's rent and may include an additional security deposit.

I have read all rules and regulations, fully understand all and have every intention of complying with all rules to the fullest extent.

**Participant**

Printed Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Participant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
day month year

**If Under 21 - Parent / Legal Representative**

Printed Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Parent/Legal Representative Signature: \_\_\_\_\_ Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
day month year

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International Cultural Exchange Organization Inc.

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