



A New Era in Cultural Exchange

International Cultural Exchange Organization Inc.

Employment Confirmation Letter 2008 Participant ID # []

Student Information _____ Desired Program Dates: (month/day/year) ____/____/____ to ____/____/____

Last Name: _____ Date of Birth: ____/____/____
First: _____ Middle: _____
Mailing Address: _____
University: _____ Major: _____
Country: _____ Email: _____@_____
Home Phone: (country code)(city code) _____ Cell Phone: (country code)(city code) _____

By signing below, I indicate my understanding and agreement with the following terms:

1. Any position offered to me is not a firm, irrevocable offer and may be revoked at any time before I commence employment. In the event that the employer revokes this offer, ICEO will assist me in my effort to find alternative employment, but ICEO makes no guarantee that its efforts will be successful. I will be an employee-at-will, and my employment relationship may be terminated at any time by the employer. 2. The terms below are general in nature and my hours and duties are subject to change. I will report to the employer listed below within five days of arrival in the United States. I will work for a period that will not exceed the end date on my DS 2019 form. If I wish to change employers, I must receive permission from both ICEO and my ICEO Partner prior to doing so. 3. I will adhere to all ICEO and ICEO Partner rules regarding employment and program participation. Should I change jobs without receiving prior permission from ICEO and my ICEO Partner, or if I violate other ICEO or ICEO Partner rules, ICEO may terminate its sponsorship of me and I will be required to return home. I also understand that such termination may prevent me from receiving future US visas.

Student

Print Name: _____
Signature: _____ Date: ____/____/____

Employer Information _____ Program Dates: (month/day/year) ____/____/____ to ____/____/____

Company: _____ Contact Name: _____
Title: _____ Email: _____
Mailing Address: _____
City: _____ State: _____ Zip Code: _____
Phone: () _____ Fax: () _____

Employment Information _____ Uniform & appearance standards attached

Job Title: _____ *** Wage (per hour): _____ Average Hours: (per week) _____
Position Description: _____
* The following position being offered is seasonal, provides no benefits, bonuses or additional salary, other than that which is related to your hourly wage.

Housing Information _____

Is housing available? yes [] no [] Cost of Housing: (per month) _____ Deposit: _____
Is housing shared? yes [] no [] Is housing furnished? yes [] no []

The student named above has been offered a temporary position with our company and the salary and other items are commensurate with those of his/her US counterparts. I understand that the ICEO Partner and ICEO will contact me to confirm the details above. Employers should contact ICEO with any questions at: 916.922.3781.

Employer

Print Name: _____
Signature: _____ Date: ____/____/____