

# GEOVISIONS



## **J1 Summer Work and Travel Exchange Visitor Program Participant Orientation**

**WELCOME!**

# Agenda – what we'll talk about today

---

- J1 Exchange Visitor program basics
- Program rules and guidelines
- Cultural Exchange
- Review and Questions



# Department of State

---

- Exchange Visitor Program Website: [J1VISA.STATE.GOV](https://j1visa.state.gov)
- National Human Trafficking Resource Center: [1.888.373.7888](tel:18883737888)
- Department of State Email Address: [JVISAS@STATE.GOV](mailto:JVISAS@STATE.GOV)
- Department of State Emergency Hotline: [1.866.283.9090](tel:18662839090)





# J1 Exchange Visitor Summer Work and Travel Program

Mutual Educational and Cultural Exchange Act of 1961, or Fulbright-Hays Act

*The purpose of the Act is to increase mutual understanding between the people of the United States and the people of other countries by means of educational and cultural exchanges.*



# Who's Who?

---

> Host Company  
Employer

> Partner Agency  
In-country partner

> Visa sponsor

> Where you work

> In your home country

> In the U.S.



# Host Company Responsibilities

---

- Treat you fairly, the same as any employee in a similar role
- Follow the terms on your Job Offer agreement – hours, pay, job description
- Provide interaction with U.S. employees
- Help you learn about your local area, share local culture
- Keep GeoVisions informed about your program
- Deduct taxes from your paycheck and provide tax documents at the end of the year



# Partner Agency Responsibilities

---

- Provide pre-departure orientation
- Assist with securing housing (Participant-arranged)
- Provide flight and arrival details to GeoVisions
- Assist in arranging Host Company and visa appointment interviews
- Collect application documents and program fees
- Partner with GeoVisions while you are in the U.S.



# Sponsor Responsibilities

---

- **Health, Safety, Welfare!**
- Answer questions and resolve concerns throughout your time in the U.S.
- Provide complete and accurate program and placement information
- Maintain correct records for all GeoVisions Exchange Visitors
- Partner with Host Companies, Exchange Visitors, and partner agencies to ensure a quality J1 program experience
- Provide cultural exchange opportunities and information





# Sponsor: Health, Safety, Welfare

---

- Maintain contact with all Exchange Visitors
- Ensure basic medical insurance coverage for all EVs
- Review any new job BEFORE you begin working – second or primary
- **24/7 emergency program support: 1.888.830.9455**



# COVID-19 Guidelines

- Review state and local travel restrictions for where you are going to be living and working on the program. For up-to-date information and travel guidance, check the [state or local health department](#) where you are, along your route, and at your planned destination.
- Read and review your COVID-19 Terms and Conditions that you signed prior to departure.
- Make sure to register with your consulate. Let GeoVisions know if you do not have their contact information.
- If you need to get tested, check with your employer and insurance company regarding this. A lot of pharmacies have drive thru testing, or urgent cares do testing as well. Your employer can help find a place that may be free.



# Exchange Visitor Responsibilities

---

- Check into SEVIS within 3 days
- Keep your contact information up to date – notify GeoVisions of any address changes
- **Check your email!**
- Complete Monthly Check-Ins
- Contact GeoVisions any time you have questions or problems
- Submit new job documents **BEFORE** you begin working



# GeoVisions Participant Profile

Browser tabs: Login | geovision

Address bar: <https://geovisions.hanovercrm.com/?locale=ww>

**GEOVISIONS**

**Sign in to your account**


Email Address

Password

[SIGN IN](#)

[FORGOT YOUR PASSWORD?](#)

Signed out X



# Your home profile page

The screenshot shows a web browser window with the following elements:

- Browser Tab:** Participants | Geovisions
- Address Bar:** [https://geovisions.hanovercrm.com/ww/participants/application\\_containers/4416](https://geovisions.hanovercrm.com/ww/participants/application_containers/4416)
- Header:** Now masquerading as Cleversteam Test
- Left Sidebar:**
  - Current Application:** SWT 2019
  - SWT:**
    - Home
    - Basic Information
    - Application
    - Documents
    - Visa
    - Flight Information
    - Housing
    - SEVIS Check-in
    - Second Jobs

- Main Content Area:**
- Welcome Cleversteam Test!**
- We hope your program is off to a great start.
- Please use this portal to communicate with Geovisions.
- We ask that you log into the portal at least once a day, to make sure you receive notifications and information from Geovisions in a timely manner.
- Warm Regards,  
Geovisions
- Need help?**
  - [Request help with your program](#)
- You have an outstanding check-in**
  - [Complete your monthly Check-In](#)
- Do you have a second job?**
  - [Let us know about your second job](#)
- Want to know about our insurance policy?**
  - [Go to our site](#)




# Program Resources

## Current Application

Summer Work Travel - Winter 2020

- 🏠 Home
- 📁 Social Media
- 🔒 Exchange Visitor Information
- 🔒 Online Orientation Acknowledgement Form
- 🔒 Application
- 📁 Documents
- Visa
- Flight Information
- Housing
- 🕒 SEVIS Check-in
- 📖 Program Resources

## Program Resources

Download / Access Link	Description
<a href="#">Access link</a>	I-94 Information
<a href="#">Access link</a>	Applying for Social Security
<a href="#">Access link</a>	Prohibited Jobs List
<a href="#">Access link</a>	Tax Information
<a href="#">Access link</a>	Cultural Activities List
<a href="#">Access link</a>	Traveling outside the US
<a href="#">Access link</a>	Housing Standards
<a href="#">Access link</a>	Bike Safety
<a href="#">Access link</a>	Budgeting Money
<a href="#">Access link</a>	Arriving to the US
<a href="#">Access link</a>	Life in the US
<a href="#">Access link</a>	US Laws
<a href="#">Access link</a>	Filling out your W4
<a href="#">Download file</a>	Student Handbook
<a href="#">Access link</a>	Insurance Extension
<a href="#">Access link</a>	Contact info for Foreign Embassies & Consulates



# Rules to remember

---



- SEVIS – check in and keep your details up to date
- Monthly Check In – each calendar month throughout your program
- Second jobs **MUST** be reviewed and approved by GeoVisions **BEFORE** you begin working
- Apply for your Social Security Number – give to your Host Company
- Work at your Host Company until your program end date
- Contact GeoVisions if you have any problems



# How to have a GREAT U.S. experience

---

1

Interview > Receive  
Job Offer

2

Submit application  
documents

3

Research housing  
& your "new  
hometown"

4

Receive DS 2019  
form

5

Attend visa  
interview > receive  
passport with visa

6

Finalize housing  
details and prepare  
your deposit

7

Book your flight

8

Contact your Host  
Company

9

Check into SEVIS



# Important Documents



- Job Offer
- DS 2019 form
- Passport with U.S. visa stamp
- Insurance ID card
- I-94
- Social Security card

**GEOVISIONS**

**Host Organization Information**

Company Name  
Site of Activity Address  
Description  
Website  
Primary Contact Name  
Job Title  
Phone 1  
Phone 2  
Fax  
Email

**Position Information**

Job Title  
Position Category  
Earliest Start Date Latest Start Date  
Earliest End Date Latest End Date  
Special Requirements  
Resume Required? Interview by  
Gender Requirement  
Please note: Employers of "tipped employees" will need to pay a cash wage of at least \$2.13/hour if they do not pay their minimum wage obligation. If an employee's tips combined with the employer's cash wage of at least \$2.13/hour do not equal the minimum wage, the employer must make up the difference.  
Position Description  
Supervisor  
Training Shift  
Training Shift Details  
Stipend Frequency  
Payroll Schedule  
Hours per week Overtime Availability  
Is this a tipped position? Average Tip p/ Hour  
Bonuses and incentives description  
Non-Monetary Compensation  
Required experience in industry  
Company Name  
Site of Activity Address  
Description  
Website  
Primary Contact Name  
Job Title  
Phone 1

**GEOVISIONS**

**J-1 WORK AND TRAVEL PROGRAM**  
**Job Offer Agreement Form**

**HOST ENTITY INFORMATION**  
Host Entity Name: \_\_\_\_\_  
Site of Activity Address: \_\_\_\_\_

**JOB INFORMATION**  
Job Title: \_\_\_\_\_  
Guaranteed salary/wage per hour before deductions: \_\_\_\_\_  
Average hours per week: \_\_\_\_\_

**EXCHANGE VISITOR SECTION**

Exchange Visitor Printed Name: \_\_\_\_\_ Date of birth: \_\_\_\_\_  
Program Start Date: \_\_\_\_\_ Program End Date: \_\_\_\_\_  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Name of sponsor or agency representative: \_\_\_\_\_ Date: \_\_\_\_\_

I confirm that I have read, understood, and agreed to the conditions outlined in this job offer. I agree to adhere to all GeoVisions and Department of State program rules regarding employment and program participation, including the Terms and Conditions which were part of my program application. If I change jobs without receiving prior permission from GeoVisions, or if I violate other GeoVisions rules or 2-1 program regulations, GeoVisions may end my program early, and I will be required to return home. I understand that any program ends due to regulation violations may have a negative impact on future U.S. visa applications.



# Important Documents - DS 2019 form



- Authorization to participate as a J1 Summer Work and Travel Exchange Visitor
- Program start and end dates
- Host Company details
- Must be signed for international travel during program dates
- You'll need it for: Embassy interview, entering the U.S., SSN office, Host Company
- **DON'T LOSE THIS FORM!!**

U.S. Department of State  
CERTIFICATE OF ELIGIBILITY FOR EXCHANGE VISITOR(J-1) STATUS

OMB APPROVAL NO. 1445-0119  
EXPIRES 02-28-2005  
ESTIMATED BURDEN TIME: 45 min  
\*See Page 2

1. Form Name: **TRIS**  
First Name: [REDACTED] Middle Name: [REDACTED] Gender: **MALE** N000123

2. Date of Birth (dd/yyyy): **12-02-1961** City of Birth: **Linden** Country of Birth: **GUYANA** Citizenship Country Code: **GY** Citizenship Country: **GUYANA**

Legal Permanent Residence Country Code: **GY** Legal Permanent Residence Country: **GUYANA** Position Code: **213** Position: **UNIVERSITY TEACHING STAFF INCLUDING RESEARCHERS**

U.S. Address: P.O. Box 248093  
Coral Gables, FL 33124-4650

3. Program Sponsor: **THE UNIVERSITY OF MIAMI** Exchange Visitor Program Number: **P-3 - 00212**

Participating Program Official Description: **PROFESSOR; RESEARCH SCHOLAR; SHORT-TERM SCHOLAR; SPECIALIST; STUDENT ASSOCIATE; STUDENT BACHELORS; STUDENT DOCTORATE; STUDENT MASTERS; STUDENT NON-DEGREE**

4. Form Covers Period: From (mm-dd/yyyy): **08-18-2005** To (mm-dd/yyyy): **05-13-2010**

4. Exchange Visitor Category: **STUDENT DOCTORATE**

Subject/Field Code: **16-0905** Subject/Field Code Remarks: **Parent of PhD. in Spanish at the University of Miami**

5. During the period covered by this form, the total estimated financial support (U.S. \$) is to be provided to the exchange visitor by:  
Sponsor: Program Sponsor: **Funds** - \$16,744.00  
Personal: **Funds** - \$12,151.00  
Total: **\$28,895.00**

6. U.S. DEPARTMENT OF STATE / INS USE OR CERTIFICATION BY RESPONSIBLE OFFICER THAT A NOTIFICATION COPY OF THIS FORM HAS BEEN PROVIDED TO THE U.S. DEPARTMENT OF STATE (INCLUDE DATE):  
Signature: **Cristina Flores** Alternate Responsible Officer  
Title: **305-284-2928**  
Address: **5600 Merrick Drive, 217**  
**Coral Gables, FL 33124**  
Telephone Number: **04-24-2005**  
Date: (mm-dd/yyyy)

8. Signature of Responsible Officer or Alternate Responsible Officer: **[Signature]** Date: (mm-dd/yyyy)

PRELIMINARY ENDORSEMENT OF CONSULAR OR IMMIGRATION OFFICER REGARDING SECTION 216(a) OF THE IMMIGRATION AND NATIONALITY ACT AND PL 94-484, AS AMENDED (see how to use page 2).  
The Exchange Visitor in the above program:  
1.  Not subject to the two-year residence requirement.  
2.  Subject to two-year residence requirement based on:  
A.  Government financing and/or  
B.  The Exchange Visitor Skills List and/or  
C.  PL 94-484 as amended.

Signature of Consular or Immigration Officer: **Benjamin C. Canavan** Title: **Vice Consul**  
Date: **19 JUL 2005**

Signature of Responsible Officer: **[Signature]** Title: **[REDACTED]**  
Date: (mm-dd/yyyy)

Signature of Applicant: **Georgetown** Date: **07-18-2005**

THE U.S. DEPARTMENT OF STATE RESERVES THE RIGHT TO MAKE FINAL DETERMINATION REGARDING 216(a).  
EXCHANGE VISITOR CERTIFICATION: I have read and agree with the statement on item 2 on page 2 of this document.

DS-2019 (January 1AP-04)  
10-2004 Page 1 of 2





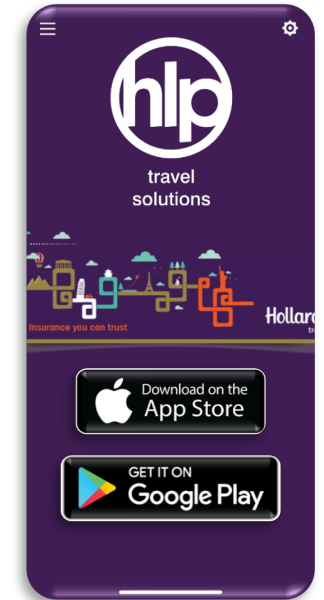
# Important Documents – Social Security card



- You must wait 10 DAYS after checking into SEVIS to apply for your SSN
- Put your HOST COMPANY'S ADDRESS on your application
- Can take 4-6 weeks to arrive in the mail
- NEVER, NEVER, NEVER share your SSN with anyone
- You will need your SSN to file taxes or to get a second job
- You cannot apply during the last month of your program – DON'T WAIT!!



# Travel Insurance Information



- **GeoVisions is NOT your travel insurance provider**
- Provides basic emergency medical coverage
- Check your email: Your insurance information is sent to your email before you arrival.
- Download the mobile App and save the digital insurance ID card.
- 24-hour emergency support for travel insurance (OnCall): **+1-877-826-2910**
- **IMPORTANT:** Authorization is required for any inpatient, ER treatment and all medical bills more than \$1,500. You must phone +1-877-826-2910 to get authorization. Participants are responsible for paying a \$100 co-pay at time of medical treatment.



# Working in the U.S.

---



- The U.S. is very time-oriented
- Ask questions – come to learn!
- Be respectful, enthusiastic, and show great customer service!
- “How can I help?” vs. “That’s not my job”
- Work until the end date on your DS-2019 form
- Drug testing



# Housing

---



- **PARTICIPANT-ARRANGED:** This means YOU are responsible for finding and securing your own housing
- **HOST COMPANY PROVIDED:** Your job and your housing are connected – lose one, lose the other
- Read your lease or housing agreement completely before signing
- Arrive in the U.S. with housing deposit and fees as required on your Job Offer or by your landlord
- Follow all housing rules
- Leave your housing clean and in good condition



# Housing

---



- Housing may be dorm-style with shared spaces
- Be flexible! Be responsible!
- Get to know your roommates
- If you find your own housing – make sure it is safe and not overcrowded
- Safe transportation to/from your Host Company
- Call GeoVisions if you have any problems





# Cultural Exchange

- Begins **BEFORE** you leave your home!
- Requires **ACTION** from you
- Keep an **open mind** and a **positive outlook**
- Read GeoVisions newsletters and ask us for ideas





# Cultural Exchange

- Attending a picnic or movie in the park
- Going ice skating, hiking, to the mall, or shopping
- Meeting new friends in and out of work
- Visiting museums, libraries, local places of worship
- Improving your English or learning a new language!

## **YOU ARE AN AMBASSADOR**

Share your culture, too!

Teach your co-workers your language

Cook them some of the foods you love

Tell **GeoVisions** about your experiences



# Cultural Exchange

- Your 30-day Travel/Grace period is a GREAT time to explore other parts of the U.S.
- Make a Bucket List – what things do you MOST want to do with your time in the U.S?
- Bring AT LEAST \$1,000 USD with you to help cover expenses and allow for fun activities
- Try new things! Get out of your comfort zone! SAY YES to new experiences!





# GEOVISIONS

## Resources

GeoVisions participant portal online:  
<https://geovisions.hanovercrm.com/>

GeoVisions participant handbook

Hanover Portal

[www.geovisions.com](http://www.geovisions.com)

Your Job Offer

Your pre-arrival email

# GEOVISIONS



**1.888.830.9455**



**[www.geovisions.com](http://www.geovisions.com)**



**1645 E. 6<sup>th</sup> St, Ste 100, Austin TX 78702**

**support@geovisions.com**