

Global Current/AIESEC US Orientation

**Welcome to your
J-1 Trainee/Intern Program**





Purpose of the J-1 Exchange Visitor Program

The J-1 Program promotes mutual understanding between the people of the United States (U.S.) and the people of other countries by educational and cultural exchanges. The purpose of the program is to enhance the skills and expertise of exchange visitors in their academic or occupational fields through participation in structured and guided work-based training and internship programs and to improve participants' knowledge of American techniques, methodologies, and technology. Such training and internship programs are also intended to increase participants' understanding of American culture and society and to enhance Americans' knowledge of foreign cultures and skills through an open interchange of ideas between participants and their American associates. A key goal of the Fulbright-Hays Act, which authorizes these programs, is that participants will return to their home countries and share their experiences with their countrymen.



Exchange Visitor Frequently Asked Questions (FAQs)

<https://j1visa.state.gov/basics/common-questions>

Our Responsibilities to You

- To serve as advisors and sources of information and to address your urgent needs whenever possible.
- To ensure that you are receiving the skills, knowledge, and competencies set forth in your Form DS-7002 through routine evaluations.
- To ensure you are comfortable, confident, and safe during your time in the U.S.
- To provide you with information in order to take full advantage of the cultural opportunities available in the U.S.
- To facilitate the best overall J-1 visa sponsorship experience available.



Your Responsibilities to Us

- **You are expected to return all requested materials/information on time:**
 - Pre-arrival and Program Validation Forms, along with copies of your Form DS-2019, [I-94 record](#), entry stamp, and J-1 visa, are due *within 10 calendar days* of your program start date as listed on your Form DS-2019.
 - Report any changes in your telephone number, email address, actual and current U.S. address *within 10 calendar days*. If you change your address during your program, you must also complete an AR-11 (Alien's Change of Address Card), found [here](#).
 - Depending on the length of your J-1 Exchange Visitor Program, you will have 1, 2, or 3 program evaluation forms to complete.
- You must train/intern with the same host company through the duration of your program unless doing so will jeopardize your safety and wellbeing.
- You must inform us in the event of an emergency in which your health, safety, or welfare are at risk.
- Follow all U.S. laws, regulations, and customs; if in doubt, ask.



Your Responsibilities to Us

- You may *not* accept a second job or be enrolled in a university or school that offers credits towards a degree during your program.
- You must you to return home for at least two years after your exchange visitor program if you are subject to the Section 212(e) Home Country Physical Presence Requirement. If you are subject to rule, your J-1 visa will say so.
- You must enroll in Global Current's health insurance plan. In doing so, you will have insurance that meets the standards required by program regulations (22CFR 62.14) for the duration of your program.
- You must notify us ***within 10 days*** of any site of activity, supervision, or Form DS-7002 changes, and ***immediately*** if you plan to withdraw from your program earlier than the date listed on your Form DS-2019.
- You must notify us if you travel outside of the U.S. during your program and verify that your Form DS-2019 has been validated for travel prior to departure.
- You are expected to exit the country at the conclusion of your program. You will be required to submit a copy of your exit itinerary prior to your departure.



Important Documents

Form DS-2019

This document is a controlled document from the U.S. Department of State, and it is important that you keep it safe as you will need it to enter and exit the U.S. Should you misplace your Form DS-2019, please contact us immediately to arrange the replacement fee.

Form DS-7002

This is your training plan. It outlines the objectives, tasks, and methods of evaluation for each phase of your program.

Your J-1 Visa*

Form I-94 Arrival-Departure Record

This is available online and needed for your Social Security Application and will be retained by USCIS when you depart the U.S. You will be issued a new I-94 each time you enter the U.S.

Note: Should you travel outside of the U.S. during your program, please be sure to **check your I-94 record to ensure that you were admitted under the correct status** when you return: <https://i94.cbp.dhs.gov/i94/#/home>.

Travel Tip:

Make a photocopy of your passport, J-1 Visa, DS-2019, and your I-94 record. Should you lose your original paperwork, these should be sufficient while you wait for replacements.

Special note for Filipino participants: ensure you complete the required [Pre-Departure Registration and Orientation Seminar](#) prior to your flight.



* Special Notice for Canadian Citizens

You are not required to apply for a visa prior to traveling to the U.S. At the time of immigration inspection, you should request to enter the U.S. with a J-1 Visa. You must also request an I-94 form. Be sure J-1, D/S is written clearly on your I-94 and your DS-2019 is signed by the immigration official.



Getting Started with Your Host Firm

Now that you have arrived and started your internship or training program with your host firm, you will be required to complete additional paperwork:



- ✓ Form I-9 Employment Eligibility Form
- ✓ Form W-4 Employees Withholding Allowance Certificate
- ✓ Social Security Number, as required

Please note that you must wait ***approximately 7-10 days*** after we validate your program in SEVIS before applying for a Social Security Number. While you await your SSA, your host firm is legally allowed to issue your stipend, if applicable.

For more detailed instructions on how to complete these forms, please review your program handbook.



Social Security Number and Taxes

If you will receive a stipend from an American source during your program, you will need to apply for a Social Security Number. Before applying, please make sure you have contacted us to have your SEVIS record validated, after which you should wait **approximately one week** to allow the systems to update.

At the time you visit your closest [Social Security Office](#) to apply for your SSN, as required, you must bring the following original documents PLUS one copy of each:

- Completed Social Security application (available [here](#))
- Your passport and J-1 visa, as applicable
- Your AIESEC United States sponsorship letter
- Your Company Offer Letter
- Your Form DS-2019
- Your I-94 record



As a trainee or intern receiving a stipend, you are considered a wage earner in the U.S. and **must** file a Federal Income Tax return, in addition to a [Form 8843](#). You may also be required to file a State and/or City Income Tax return. Tax returns for the previous tax year (January 1 – December 31) must be filed on or before **April 15** of the following year. If you are training during two different calendar years, you must file taxes twice. Failing or refusing to file your tax return is illegal. If you fail to file your tax return, you will receive no refund of your withholdings and could face difficulties on future visits to the U.S. **Sprintax General J1 Orientation/Pre Departure Tax Information:**
https://makeitlook.cool/_pdf/sprintax/J1_Orientation_Tax_Information.html

Life and Customs in the United States

Adapting to life in the U.S. may be difficult for some visitors. You will be surprised to find that the U.S. does not often reflect the America portrayed in television and movies. It is a large, complex, and diverse country with distinct regional identities. As such, some concepts may be quite different from what you expect, including:



- [Personal Expression](#) and [Personal Space](#)
- [Work](#) and [Leisure](#) Time
- Cultural Awareness
- [Tipping](#) and [Driving](#)
- [Laws and Regulations](#)
- [Alcohol consumption](#), [vaping](#), and [drug usage](#)
- Social Norms ([Sexual Orientation](#), [Gender](#), [Race](#), [Religion](#), [Geographical Location](#), [Abilities](#), etc.)

For a more detailed discussion of these topics, please refer to your program handbook.

Culture Shock and Adjustment

While your program will be new and exciting, it is not unusual to experience some form of culture shock as you adjust to your new surroundings. Common symptoms may include:

- Homesickness
- Feelings of Isolation and Loneliness
- Reluctance to communicate in English
- Depression
- Excessive Sleeping
- Reluctance to adjust to your new schedule, foods and lifestyle, etc.

To begin adjusting to your new environment, we encourage you to try the following:

- **Get involved** with your local community and host firm, which should help you to become more comfortable in your surroundings.
- **Connect** with other international professionals through the Global Current Facebook Group, which will allow you to share experiences and knowledge of cultural events in your area.
- **Practice self care**, which can include [healthy eating](#), [exercise](#), turning to family and friends for support, [taking a walk in nature](#), [breathing exercises](#), meditation and yoga, [journaling](#), or dancing/listening to music.

If you need support during your program, please know that there are resources available and ***you may reach out to us any time.***



Getting Around in the U.S.

Depending on where you reside in the U.S., there will generally be numerous transportation options available to you:



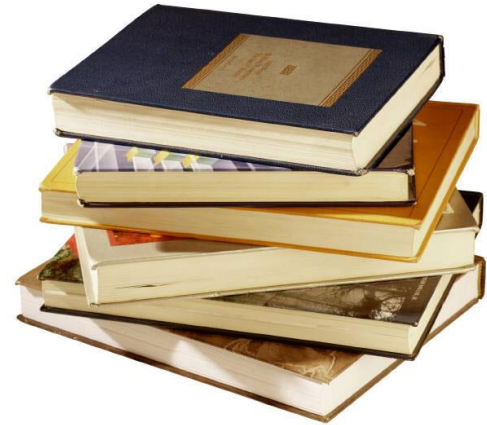
- **Driving** – We recommend that you obtain a [U.S. driver's license](#) at your local [Department of Motor Vehicles](#) if you do not have an [international driver's license](#). Be sure to pay close attention to local laws and regulations, and *do not drink and drive*.
- **Buses and Subways** – Most larger cities have reliable and safe public transportation systems, but we encourage you to research your city before you arrive.
- **Bicycle** – Cyclists share the roads with motorists. Given that many drivers disregard the rights of cyclists, it is important to exercise caution. Please consider purchasing a helmet and bike light during your program and research bike routes.



Public Services and Recreation

American cities have a wealth of public services and resources that are often free and offer valuable information and activities. They include:

- [Public Libraries and Archives](#)
- [Post Offices](#)
- [TimeOut](#) and [Thrillist](#)
- YMCA/YWCA
- City Recreational Centers
- [National Park Service](#)
- [Recreation.gov](#)
- [VolunteerMatch](#)
- [Volunteer.gov](#)



Managing Your Money

We recommend that you open a bank account while in the U.S. A local bank account will enable you to easily access your stipend payments and other funds. You may wish to research the differences in fees, locations, and [types of banking institution](#) to find the best option for you. When opening an account, it is important to remember to bring all of the following:



- ✓ Your Passport
- ✓ Your driver's license, state identification, or other form of photo identification
- ✓ Your Social Security card
- ✓ Proof of residence (i.e. utility bill, cellular phone bill)
- ✓ Letter from your host company or Global Current/AIESEC U.S. identifying you as an Exchange Visitor Program participant.

The U.S. can be an expensive place to live depending on where in the country you are based. With some fiscal planning, you should have little trouble getting by on your stipend or personal funds wherever you are. Please note that some major cities (New York, San Francisco, Miami, and Washington D.C.) are particularly expensive.

Your biggest expenses will include [housing](#) (you can research local apartment listings using sites like [apartments.com](#)), [utilities](#), [transportation](#), [food](#) (including groceries at national chains like [Kroger](#), [Whole Foods](#), [Traders Joe's](#), [Food Lion](#), [Target](#), [Stop & Shop](#), and [Jewel-Osco](#)), and [entertainment and cultural activities](#). Your host firm should assist you with getting adjusted to your new city, but please reach out to us for suggestions.

IMPORTANT: Be aware of housing and identity scams! Here are some helpful resources to protect your information:

[Identity Theft](#) from USA.gov
[Rental Scams](#) from USA.gov

[Stay Vigilant](#) from the Office of the Inspector General
[Imposter Scams](#) from the Federal Trade Commission



Traveling within the United States

The U.S. does not have a centralized tourist board. Each of our 50 states and territories have their own individual tourist board. The website for each state and territory can be found by [clicking here](#).

We encourage you to take advantage of your free time in the U.S. by exploring our diverse range of cultural, architectural, and national attractions. An excellent time to explore the U.S. is during the 30-day grace period that J-1 exchange visitors are granted after the last day of their training or internship before they return to their home country.

As selection of useful websites when booking travel include:

Flights/Hotels/Rental Cars

[Kayak](#)

[Expedia](#)

[Orbitz](#)

[Travelocity](#)

[Hotwire](#)

[Priceline](#)

Rail

[Amtrak](#)

[Metro-North Railroad](#) (NY/CT) and [Long Island Rail Road](#)

[New Jersey Transit](#)

Buses

[Greyhound](#)

[Megabus](#)

[BoltBus](#)

[Peter Pan Bus Lines](#)

[Tripper Bus](#)

[Redcoach](#)

[Vamoose](#)

International Travel

If you plan on visiting your home country, or traveling outside the country during your program, you **MUST** meet the following requirements before re-entering the U.S.:

- The expiration date on your J-1 visa **must not** occur before or during your travel outside the U.S.
- You must have a multiple entry visa (The letter M will be under Entries).
- You must have the Travel Validation Section of your DS-2019 document signed by your sponsor's RO or ARO. To do this you must:
 - ☐ Return your original DS-2019 to Global Current *at least 2 weeks* prior to your departure.
 - ☐ Complete the yellow travel validation form provided to you in your welcome packet (also available online).
 - ☐ Include a prepaid waybill for UPS or FedEx envelope so that we are able to send your form back to you.



PLEASE NOTE: Travel to Cuba for tourist activities remains prohibited by statute, and most transactions between the United States, or persons subject to U.S. jurisdiction, and Cuba continue to be prohibited.

Should you travel outside of the U.S. during your program, please be sure to check your I-94 record to ensure that you were admitted under the correct status when you return: <https://i94.cbp.dhs.gov/i94/#/home>.

If you have failed to validate your program, or are not a participant in good standing, your form will be returned to you unsigned.

Health Insurance Coverage

As a Global Current/AIESEC U.S. sponsored J-1 exchange visitor, you are provided with health coverage.

In your welcome email, you will receive a brochure explaining what treatment is covered under the insurance plan. Before seeking treatment, make sure to research whether a provider (including Urgent Care facilities or a General Practitioner) accepts the policy.

Please note that upon receiving treatment, a claim form must be completed and sent with the original itemized bills to the claim administrator within 90 days. Contact information for the claims administrator is provided on the back cover of your informational brochure. You may be required to pay a co-pay, however the majority of your bill will be sent to the insurance provider.

Please DO NOT send claims to Global Current.

If you have any special medical concerns that you wish to share, please contact us directly.



In Case of an Emergency

Please contact us as soon as it is safe to do so.

Emergencies Include:

- You or another participant are arrested.
- You or another participant are hospitalized with serious injury or illness.
- You or another participant are the victim of a violent crime (**call 911 first**).
- You or another participant are stranded or need urgent help.
- The death of a participant or dependent.

Please dial our emergency
hotline for assistance
during non-business hours:
+1 (800) 357-0205



During regular business
hours, please call us at:
+1 (212) 757-3774

Preventing Harassment and Assault

Sexual Harassment is a serious offense in the United States, especially in the workplace. Every season, there are Exchange Visitors who commit acts that are considered sexual harassment by their colleagues and/or host employers. In addition, some Exchange Visitors are victims of sexual harassment by their colleagues. Cultures often perceive sexual harassment differently and have different employment laws regarding sexual harassment in the workplace.

Sexual harassment is **unwelcome verbal or physical activity of a sexual nature that makes a person feel offended, humiliated, threatened and/or intimidated**:

- The term “harassment” includes, but is not limited to, jokes, slurs, or other verbal, graphic, or physical conduct relating to a person’s race, color, sex, religion, national origin, citizenship, age or disability.
- Where a person, regardless of gender, is asked to engage in sexual activity as a condition of that person’s employment
- Situations which create an environment which is hostile, intimidating or humiliating for the person being harassed.

If you are ever harassed or assaulted, **it is not your fault**.

Anyone can be a victim of sexual harassment, regardless of their gender and of the gender of the harasser. Sexual harassment may also occur between people of the same gender. If you feel you are a victim of sexual harassment, below are a few steps you can take:

- If you feel you are in danger, call 911 immediately.
- If you feel safe to do so, tell the person that you do not like the behavior and tell them to stop.
- Write down a record of all incidents and ask witnesses to write down what they saw.
- Report the behavior to your supervisor and/or to the harasser’s supervisor.
- Tell us, your sponsor, when it is safe to do so, so that we can help you determine next steps.

Exchange Visitor Program sponsors have put together **a series of videos** to provide additional information that can be used to address the issue of sexual harassment in a cultural exchange situation. You may view the [Orientation Video on Sexual Harassment](#) for a general overview and specific examples, as well as four additional videos of an actual incident involving J-1 participants and the consequences:

[When a Relationship Ends
Crossing the Line](#)

[If It Feels Wrong, It Is Wrong
All I’m Asking for Is Respect](#)

If you have questions about any of these materials, **you may reach out to us at any time**.



Important Contact Information & Documents

Global Current/AIESEC United States, Inc.

Contact:

Sheila Fomenko, RO
Phone: (212) 757-3774, Ext. 245
Email: sheilaf@aiesecus.org

Chrysalin Stanko, ARO
Phone: (212) 757-3774
Email: chrysalins@aiesecus.org

Mailing Address:

AIESEC United States/Global Current
110 Wall Street
New York, NY 10005

Regular Office Hours:

Monday - Friday
9:00 AM - 5:00 PM, Eastern Time

We look forward to hearing from you!

[National Human Trafficking Hotline](tel:1-888-373-7888): 1-888-373-7888

[National Suicide Prevention Lifeline](tel:1-800-273-8255): 1-800-273-8255

[Crisis Text Line](tel:1-800-799-7233): Text HOME to 741741

[The National Domestic Violence Hotline](tel:1-800-799-7233): 1-800-799-7233

[SAMHSA's National Helpline](tel:1-800-662-4357): 1-800-662-4357

[RAINN National Sexual Assault Hotline](tel:1-800-656-4673): 1-800-656-4673

[Know Your Rights](#) Wilberforce information pamphlet

[LGBT National Help Center](#)

Department of State non-emergency email: jvisas@state.gov

U.S. Department of State Office of Private Sector Exchange Designation [Private Sector Programs Division](#)

ECA/EC/D/PS - SA-4E, Room E-B001

2201 C Street NW, Washington, DC 20520

Phone: (844) 300-1824 ECA Fax: (202) 632-2701

IRS [Form 8843](#) Statement for Exempt Individuals and Individuals With a Medical Condition

24 Hour Department of State J-1 Visa Emergency Hotline:

1-866-283-9090



Stay Connected!

- Interested in cultural events, sharing your experiences and connecting with other participants stateside? Join the Facebook group!
 - [AIESEC US / Global Current J-1 Trainees / Interns](#)

After your program concludes, please consider contributing to the U.S. Department of State's blog, [Route J-1](#), and be sure to join the [International Exchange Alumni](#).



ENJOY YOUR EXPERIENCE!

Global Current/AIESEC US is committed to making sure your experience in the U.S. is as stress-free and enriching as possible. From the day you arrive in the U.S. through the day you return home, our staff is here to assist you when needed.

We hope that the time you spend in the U.S. will be one of the most rewarding periods of your professional career.



An aerial photograph of New York City, featuring the Chrysler Building prominently on the left. The building's iconic Art Deco architecture, including its tiered, scalloped crown and spire, is clearly visible. The surrounding cityscape is a dense collection of skyscrapers and buildings, with the Hudson River and New York Harbor visible in the background under a clear blue sky.

GOOD LUCK !

**Feel free to visit us if you
are in New York City!**