



## CHI WORK AND TRAVEL

255 West End Avenue  
San Rafael, CA 94901 USA

1-800-432-4643 x2  
1-415-459-5397 x2

chiwt@chinet.org

wt.chinet.org

### Job Description

#### EMPLOYER INFORMATION

**Employer Name:** Aramark  
**DBA:** Aramark  
**Type of Business:** Concession/Food Service  
**Job location:** 41 Seaver Way  
**Location type:** Metropolitan area  
**City:** Flushing  
**State:** NY  
**Zip:** 11368  
**Website:** [www.mlb.com/mets/ballpark](http://www.mlb.com/mets/ballpark) | [www.milb.com/brooklyn](http://www.milb.com/brooklyn)

#### Why choose us?

Aramark is excited to welcome enthusiastic Work & Travel participants to join our Food Service Team at Citi Field and Maimonides Park. Ideal candidates are motivated, dependable, and eager to provide exemplary guest service in a lively, fast-paced environment. This is a part-time, event-based position, where participants work during home games for the New York Mets or Brooklyn Cyclones. Since hours are determined by the home game schedule, participants should expect fluctuating weekly hours, with no guarantee of 32 hours per week. Some weeks may have no scheduled work. This position is ideal for independent participants who can secure a second job to supplement their hours; however, any additional employment must be approved by CHI before starting.

#### Cultural exchange activities

New York City, the most visited city in the United States, is a vibrant and unparalleled destination renowned for its cultural diversity, iconic landmarks, and limitless experiences. As a global epicenter, it embodies a world of cultures, languages, and culinary delights. The city offers experiences as varied as breathtaking views from the Empire State Building, museum visits starting with The Metropolitan Museum of Art, and sampling dim sum in Chinatown and cannoli in Little Italy. Its cultural richness extends to jazz clubs in Harlem, artist galleries in Chelsea, and legendary shopping along Fifth Avenue. Central Park alone offers a full day of activities, from exploring the zoo to rowing on its scenic lakes. For sports fans, the city hosts events like the US Open tennis championship, adding to its appeal. With countless film and TV locations, New York City is also a cinematic backdrop, offering fans a sense of connection to iconic productions. Yet, the most memorable moments may be the unexpected ones stumbled upon in the vibrant, bustling streets. In New York, whatever you seek, you are sure to find it, and it is a place that captivates all who visit.

#### Position

**Job title:** (OJL) – Citi Field – Stand Associate – Limited Hours/Game Day Position  
**Job prerequisites:** Advanced English proficiency is required.  
Participants must be outgoing and willing to perform cleaning tasks, including removing rubbish.  
Participants should understand that New York City has a very high cost of living.  
Comfortable working in an urban/city environment.  
Required to work all scheduled home games.  
Responsible for arranging personal housing.  
Basic math skills are necessary; familiarity with U.S. currency is required before arrival.  
Social Security numbers are preferred.  
Ability to stand and work continuously in confined spaces for extended periods.  
Good judgment is essential to strictly follow alcohol policies, including ID checks and adherence to drink limits.

**Job description:**



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### Job Description

The Aramark Stand Associate at Citi Field is responsible for efficiently handling merchandise and food service transactions, maintaining accurate records of sales, delivering exceptional customer service, and adhering to strict food safety and sanitation procedures.

**Cashier Duties:** Operates a register, processes credit card transactions, and follows all cashless transaction policies.

**Customer Service:** Greets and assists customers, proactively anticipating their needs to ensure guest satisfaction. Maintains a friendly and positive attitude toward guests, customers, and team members.

**Food Preparation:** Prepares and builds food items according to standardized recipes and instructions, storing food appropriately in compliance with food safety guidelines.

**Station Setup and Clean-Up:** Sets up workstations, including prep tables, service counters, hot wells, and steam tables. Breaks down, cleans, and sanitizes workstations after service.

**Food Service:** Serves food to customers, replenishes food items to maintain stock levels, and adheres to proper portioning and presentation.

**Safety and Sanitation:** Follows all Aramark safety policies, food safety, and sanitation procedures to ensure a clean and safe environment.

**Additional Responsibilities:** Completes other duties and tasks as assigned by the manager.

This role requires attention to detail, excellent customer service skills, and the ability to work in a fast-paced environment.

**English level required:** Advanced

**Hourly wage (before taxes):** 19.00

**Wage comments:**

**Position ID:** 27239

**Union:** Yes

**Union Dues:**

**Payroll Period:**

**Payroll Period Comments:**

### Position Information

**Tips:** No

**Bonus:** No

**Bonus comments:**

**Estimated hours per day:** Event Based Position

**Number of days per week:** Varies

**Overtime:** No

**Overtime details:** This is a part-time position where participants will work home games and events at Citi Field from May to September 2025. Participants must work all home games and concerts, with a reporting time of 3.5 to 4 hours before game time. Note that 32 hours per week are not guaranteed, and workdays and hours will vary based on the schedule.

**Is the employer willing to hire couples?** Yes

**Is the employer willing to hire group of friends?** Yes

**Meals?** Yes

**Meals details:** One free meal is provided per shift.

**Is a drug test required?** No

**Drug test comments:**



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Employees may be subject to pre-employment, random, reasonable cause, and/or post-accident drug testing.

Is employer interview required? No

Employer interview details:

Do students complete an additional application upon arrival? Yes

Possibility to find a second job in the area Yes

Second jobs require you to contact CHI at [chiwt@chinet.org](mailto:chiwt@chinet.org) or 1-800-432-4643 to receive the required form. The new potential employer will need to complete it. Both you and the employer will need to sign and return it to CHI for approval. You can work with a new secondary employer ONLY AFTER you have received written authorization from CHI.

**Additional comments regarding second job:** Participants must seek a second job to supplement their income, as this role provides only 11 to 15 workdays per month based on the home game schedule. All additional employment requires prior approval from CHI. This second job must not interfere with your primary commitment to Maimonides Park, where you are expected to prioritize scheduled shifts, especially on home game days. You are responsible for managing any scheduling conflicts. Failure to prioritize this position may lead to reduced hours or termination. To request approval for a second job, submit the new employer's business license and workers' compensation details to CHI. CHI will approve or deny your request within 72 hours after verifying the new employer. Working a second job without prior CHI approval will result in termination of your program.

**When will work begin?** Your official start date will be scheduled once you arrive at the employer.

**Arrival Instructions:** Your official start date at Citi Field will be scheduled upon arrival at the employer's location and may vary by several days from the DS start date. Please be patient as the employer integrates you into the schedule. To ensure a smooth onboarding process, complete all electronic paperwork before arriving, and check your email regularly for important instructions.

If you need to apply for a Social Security card, plan to arrive 7 days before your start date, as this process may delay your start by 4–7 days. You will participate in on-the-job training and a classroom orientation. On orientation day, please bring your passport, DS-2019, and I-94, as these documents are essential for a seamless start to your employment at Citi Field.

Is training required? Yes

**Conditions of training:** As a participant in the program, you have a contract with your agency and CHI, committing to follow all program rules and regulations. Your contract ensures that if you are selected and recommended to one of our valued host employers, you are expected to put forth your best effort. Since you are working in tourism, you will be expected to work during all home games.

This opportunity is a privilege. While your employer provides an offer of employment, this is not a formal contract; it is an employment opportunity. It is your responsibility to maintain your employment through consistent attendance and dedication to your role. CHI will not advocate on your behalf if you are late, call out, or if your hours are affected due to additional employment. Keep in mind that you can be terminated at any time for any reason.

It is crucial to approach this opportunity with respect. Poor attendance, unacceptable behavior, dishonesty about your availability or dates, theft, or prioritizing other opportunities over your primary employer can jeopardize your status in the program.

Is there possibility to change positions? No



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**Uniform required?** Yes

**Does employer provide uniform?** Yes

**Cost of uniform:** \$0

**Is uniform refundable?** No

**Uniform provided details:** Aramark provides a uniform shirt and hat for all employees.

**Do students need to purchase specific clothes or footwear?** Yes

**If so, details for clothing:** Uniform: Aramark provides a uniform shirt and hat.

Pants: Employees must purchase khaki-colored pants; capri pants and shorts are not allowed.  
Footwear: Black, closed-toe, closed-heel, slip-resistant shoes are mandatory. "Shoes for Crews" in black slip-resistant options are available for free. Crocs with holes are not permitted as closed-toe shoes.

Bag Policy: All bags brought into the facility must be clear. Employees must use clear plastic bags for their belongings, subject to a bag search.

ID Requirement: All employees must wear their Citi Field ID on a lanyard around their neck before entering the ballpark.

Purse Size: Women's purses should not exceed 16"x16"x8" in size and are not allowed in the ballpark.

Thermos Bags: Thermos bags are acceptable but must be opened at the checkpoint for inspection.

Non-Compliance: Employees who do not comply with these policies will be prohibited from entering Citi Field, with no exceptions.

Prohibited Bags: Non-clear bags, including duffel bags, backpacks, shopping bags, purses, and handbags, are not permitted in the ballpark.

**Grooming:** In the United States, adherence to cultural norms includes daily showering and the use of antiperspirant. Visible tattoos are acceptable as long as they do not display objectionable words or imagery. Maintaining clean and well-manicured fingernails of either short or moderate length is expected. Employees with long hair are required to keep it tied up and off their shoulders to ensure workplace hygiene and safety.

**Important points of job:** This is an event-based position where participants are required to secure their own second job, which must be approved by CHI. Participants must have full availability for all games listed on the summer 2025 calendar, with a reporting time approximately 3.5 to 4 hours before game time. Participants may also be scheduled to work at various concerts.

**Additional position information:** Arrival and Position Assignment

You should arrive 4 to 7 days before your DS start date to allow time for Social Security application processing if needed. Note that you cannot change your assigned position upon arrival and will be expected to fulfill the responsibilities outlined for your role as a Stand Associate at Citi Field. You will not be entitled to work or switch to any other venue.

#### Attendance Policy

Timely attendance is essential. Participants must notify supervisors at least 4 hours before any absence and arrive no later than 15 minutes after their scheduled time to avoid disciplinary action.

#### Event-Based Timing

Schedules are event-based, meaning hours align with game days and special events, and consistent weekly hours are not guaranteed. Hours per week will vary depending on the event schedule, and 32 hours are not guaranteed.



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As a J-1 Work and Travel participant, you'll have the opportunity to work in New York City, but this position is event-based and does not provide the standard 32-hour work week. Your role at Citi Field is focused solely on home games, with work scheduled in 5–6 day blocks from May to September. Hours are limited to these game periods, and consistent weekly hours are not guaranteed.

To supplement your income, you will need to secure an additional job that accommodates the Citi Field schedule. Balancing a second job can be challenging, as it must not conflict with home game shifts. This arrangement is ideal for independent, adaptable participants who are prepared to navigate New York City's fast-paced environment, manage the high cost of living, and take on the responsibility of finding their own supplementary employment.

#### Monthly Game Schedule

April/May: 13 days

April 29 - May 1: 3 days

May 9 - May 14: 6 days

May 23 - May 28: 6 days

May 30 - June 1: 3 days (included in May count)

June: 9 days

June 10 - June 15: 6 days

June 23 - June 26: 4 days

July: 12 days

July 1 - July 6: 6 days

July 18 - July 23: 6 days

August: 14 days

August 1 - August 6: 6 days

August 12 - August 17: 6 days

August 25 - August 31: 7 days

September: 8 days

September 12 - September 14: 3 days

September 16 - September 21: 6 days

#### What to Expect at Work

A day as a cook at Citi Field involves preparing food in a fast-paced, high-volume kitchen environment centered around New York Mets games and special events. Cooks start by setting up stations with all necessary ingredients and equipment, handling tasks like chopping vegetables, measuring ingredients, and organizing workspaces, followed by cooking and preparing large quantities of food according to recipes. During peak times, they work rapidly to fulfill orders, often managing multiple tasks under high heat and around hot stoves, grills, and fryers. Safety is crucial, with constant handling of sharp knives, hot pans, and boiling liquids, and kitchen cleanliness is essential, as everyone participates in cleaning and sanitizing work areas and equipment. After the event, cooks assist in breakdown and final cleanup, leaving the kitchen ready for the next shift. Working at Citi Field is physically



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demanding, with long periods on your feet, but it's a dynamic environment where teamwork and high energy make each day unique and rewarding.

#### Living in New York City

For participants living and working in New York City, it is essential to be prepared for the challenges and unique experiences that come with urban life. Commuting can be a significant part of the daily routine. Public transportation in NYC is extensive but often crowded and occasionally delayed, so planning for potential transit issues is advisable. Living in the city means adapting to a fast-paced, vibrant environment, filled with constant activity, noise, and a diversity of people and cultures.

Housing in New York, particularly in Manhattan, is known for its high costs. Many participants find more affordable accommodations in outer boroughs or even New Jersey, which may increase commute times. After covering rent and basic expenses, there may be limited disposable income, so financial planning is crucial. The city's energy is invigorating but can be overwhelming for those unaccustomed to a dense urban setting. Participants will find opportunities for personal growth and independence as they navigate city life, making it a valuable learning experience both personally and professionally.

Hospitality: In the world of hospitality, guest interaction can make all the difference. Key elements to remember:

- A warm smile and a welcoming demeanor are the foundation of memorable guest interactions.
- Make eye contact to establish a genuine connection and show attentiveness to guests' needs.
- Effective communication, both verbal and non-verbal, contributes to their comfort and satisfaction.

#### Medical and Mental Health Issues

If you enter the U.S. with a known medical or mental health condition that prevents you from fulfilling your duties, your program will be terminated by the employer. Disclose any allergies (to food, dust, chemicals) or pre-existing medical or mental health conditions that could impact your job performance. If a sudden medical or mental health issue arises that affects your ability to work, you must provide a note from a U.S.-based doctor. In cases where the condition is severe or not covered by your insurance, returning to your home country may be recommended for your health and safety.

#### How to Avoid Employment Termination

**Update Contact Information:** If your phone number or address changes, inform your employer within three days.

**Report to Your Assigned Employer:** Arrive at the job your employer arranged for you.

**Get Permission for New Jobs:** If you want to work at a new or second job, seek approval from your employer first.

**Respond to Employer Emails:** Ensure all emails are answered promptly and not sent to spam.

**Act with Integrity:** Always be honest in your actions, even when unsupervised.

**Maintain Good Attendance:** Show up for work on time and avoid absences without valid reasons.

**Follow Instructions:** Respectfully follow your supervisor's directions without refusal.



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Complete Monthly Evaluations: Submit your evaluation forms for each month of the program.

Key Considerations for a Successful Work and Travel Experience:

- **Mobile Device Use:** Store your mobile device in a designated area to avoid distractions. Refrain from using it during orientations or training sessions. If you find yourself checking your phone during work or orientations, consider how it might be affecting your focus and self-control.
- **Punctuality and Attendance:** Ensure you attend work regularly and arrive on time. Tardiness can be seen as a lack of commitment. If you cannot attend, inform your employer. Failing to show up without notifying may lead to termination, and CHI will not secure another job for you.
- **Job Responsibilities:** Your job offer may not include every task you'll be asked to perform. Stay adaptable and be willing to take on any duties assigned, even if they were not listed in your initial offer. Saying that something is "not in your job offer" is unacceptable and can give the impression that you lack commitment.
- **Entry-Level Position:** Your role is entry-level, meaning you do not have decision-making authority. Always follow management's instructions regarding your work location, schedule, and duties. You may not always be scheduled to work with friends, but it's important to accept this professionally.
- **Adapting to New Tasks:** Starting a new job can be challenging and may feel overwhelming initially. Be patient and don't expect others to make everything easy for you. With time and dedication, you will become more comfortable and proficient.
- **Handling Stress:** Feeling stressed or anxious when facing new tasks is natural. These feelings push us out of our comfort zones and help us handle challenges. Accepting these feelings as part of the learning process can help you adapt and improve.
- **Interpersonal Skills:** This program offers frequent opportunities to interact with colleagues, supervisors, and customers. Building trust and rapport through communication and teamwork is essential. Earn respect by being dependable and striving to do your best.
- **Personal and Professional Growth:** This experience will help you discover your strengths, weaknesses, and values, contributing to both personal and professional growth. Although the program may not provide high financial returns, the personal and professional development you gain is invaluable.
- **Global Bridges Academy:** The Work and Travel program can be challenging, but CHI is here to help you succeed. Attend CHI's Global Bridges Academy online sessions to enhance your experience, and regularly check your email for important dates and times.

The US Social Security Administration office varies based on your housing location.

Important: Do not visit the Social Security office until you receive the CHI email stating: "Validation information approved. Your validation information, housing, and first monthly evaluation have been approved." You must complete your Social Security application to start your employment.

The office will be closed on Memorial Day Monday, May 26, 2025 and Juneteenth Thursday, June 19, 2025.

Office hours:

Monday, Tuesday, Wednesday, Thursday, Friday: 9:00 AM - 4:00 PM

Always check your local office hours before planning your trip to avoid any inconvenience.

A Social Security Number SSN serves as a permanent identifier used for reporting income tax. Individuals who have not obtained an SSN through prior participation in Work and Travel



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programs must apply for one before starting employment. To ensure a timely start, participants are advised to schedule their arrival on either Sunday or Monday. The process for obtaining an SSN is straightforward but requires several steps, so please allow time for completion. J-1 participants must follow these steps:

#### Visa Validation

Upon arrival in the USA, log into your CHI portal at [wt.chinet.org](http://wt.chinet.org) to complete your SEVIS validation and download your I-94 form. If you are staying in temporary housing, such as a motel or hostel, use that information for validation and update your SEVIS once you secure permanent housing. You may use your employer's phone number, (718) 595-8158, if needed. Once validated, it will take 5-7 days for CHI to process and approve your SEVIS validation. Please note, SEVIS is not processed on weekends Saturday and Sunday.

You MAY NOT visit the Social Security office until you receive the CHI email stating: "Validation information approved. Your validation information, housing, and first monthly evaluation have been approved." Visiting the Social Security office before your SEVIS approval may result in a 60-day delay in processing your SSN.

#### Social Security Office Appointment

Once your SEVIS validation is approved, you will need to visit the local Social Security office located near your housing, or contact them at (800) 772-1213 available Monday through Friday from 9 AM to 4 PM with the following required documentation:

Form SS-5 You can start online at Social Security Application

Form DS-2019 Certificate of Eligibility

Sponsor Letter Available on the CHI portal under Program Resources

Passport with your J-1 visa

Ensure all information on your application receipt is correct before leaving the Social Security office. Use your permanent summer address. If you do not have a permanent address yet, then use ( 41 Seaver Way, Flushing, NY 11368 ) as your mailing address on the SS-5 form. Please note that the Social Security office will be closed on Memorial Day Monday, May 26, 2025 and Juneteenth Thursday, June 19, 2025. Plan accordingly if you are applying around these dates.

If you do not receive your SSN card within 4 weeks, return to the Social Security office with your passport, DS-2019, and receipt to check on the status of your application.

#### Additional Information for Employment Start

After completing the Social Security application, present your receipt, DS-2019 form, passport, and I-94 document at ( Aramark ) to confirm your official start date. Please note that it may take between ( 4 to 7 days ) to receive your official work schedule. Ensure you have sufficient financial resources to cover four weeks of living expenses before receiving your initial paycheck.

Estimated hours per day: 32 Hrs ( Effort, Attendance )

Payroll Period Comments: Employees are encouraged to set up direct deposit for timely and secure receipt of wages.

What to wear: For participants from warmer climates, early summer may feel unexpectedly cool, especially along the coast. For cooler evenings and windy nights, pack sweaters, sweatshirts, jeans, and a few lightweight layers for comfort. Bring lightweight clothing like shorts, tank tops, t-shirts, and sundresses for warmer days, along with swimwear for beach activities. A light rain jacket is also recommended, as coastal weather can be unpredictable. Dressing in layers will help you stay comfortable as temperatures change throughout the day.

### Housing Information





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**Housing name:** 2025 Must Arrange Own NYC

**Housing address:** 179 MOORE ST

**City:** BROOKLYN

**Phone:** (347) 227-8634

**Fax:**

**Contact:** Temporary housing is available in NYC to allow participants time to find long-term housing.

**Email:** info@nymoorehostel.com

**Website:** Only seek housing through trusted platforms like Junehomes.com, Airbnb.com, and VRBO.com

**Housing assisted by:** Must Arrange Own

**Is student required to sign a separate housing contract?** Yes

**If so, contract details:** Always ensure that you have a formal lease agreement when securing housing. This helps confirm the legitimacy of your rental and protects your rights.

What's Generally Included in a Lease:

The agreed-upon rent and when it is due.

The length of the lease, typically expressed in weeks or months.

An amount paid upfront to cover potential damages or unpaid rent.

Information on which utilities (e.g., water, gas, electricity) are included in the rent and which are the tenant's responsibility.

Specific rules about the property, such as cleanliness, noise restrictions, and overnight guest policies.

Conditions under which the lease can be terminated early and any penalties involved, such as losing your deposit.

If you leave before the end of the lease term, you are responsible for paying the remaining rent and will lose your security deposit. This deposit is meant to cover any unpaid rent or damages.

Leaving early without fulfilling the lease terms can result in forfeiture of the security deposit and potential legal action from the landlord.

Failing to honor the lease terms may affect your visa status as not paying rent is considered theft and is unacceptable.

**Type of housing:** Dormitory

**Number of people to a room:** 4 +

**Bedrooms:** 4 +

**Bath:** 1 +

**Cost Type:** Day

**Cost Amount:** \$1,100.00

**Cost Details:** \$1,100 to \$2,500 per month

**Is housing cost deducted from paycheck?** No

**Is housing deposit required?** Yes

**Deposit amount:** \$1,100 to \$2,500 per month

**Housing deposit due date:** Use reputable sites that guarantee refunds.

**Instructions for deposit payment:** For those urgently seeking housing, here are common internet scams to watch out for:  
Fake Listings: Scammers post attractive, low-priced housing offers to lure people quickly. These listings are often copied from legitimate sites with only minor changes.



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**Upfront Payment Requests:** Scammers ask for deposits, first month's rent, or application fees through untraceable methods like PayPal Friends and Family, Western Union, or gift cards. Legitimate landlords rarely ask for payment before a signed contract or viewing.

**"Wire Transfer" Scams:** These scammers insist on wire transfers, often internationally, making funds nearly impossible to retrieve.

**No Viewing Allowed:** Scammers often claim to be "out of town" to avoid showing the property in person. Avoid anyone rushing you to decide without a viewing.

**Fake Rental Agencies:** Some scammers create fake websites claiming to be rental agencies. They may seem professional but often request high fees upfront. Always verify the legitimacy of agencies and read reviews.

**Too-Good-to-Be-True Deals:** Offers far below market rates are often scams. Always verify deals that seem suspiciously cheap.

**Best Practices:**

Use reputable websites that verify listings and offer guarantees.

Avoid untraceable payment methods like wire transfers or non-refundable PayPal payments.

Book a short-term rental, such as through Airbnb, to meet the landlord and view the property in person upon arrival in New York.

**Is housing deposit refundable?** Yes

**Conditions for deposit refund:** We recommend reserving a short-term Airbnb upon arrival. This allows you to explore housing options before committing to a security deposit. The return of a security deposit depends on the specific terms of your landlord/tenant agreement. If a tenant leaves their housing before the agreed term ends, the landlord may retain the deposit. Program Coordinators cannot assist with recovering deposits if the landlord/tenant agreement is broken.

**Utilities included:** Yes

**If so, utilities details:** Utilities offered vary by accommodation.

**Utilities estimated cost per month:** Varies

**Is the housing mandatory?** No

**Can students find alternative housing during their stay?** No

**Method of transportation from housing to work site:** Public

**Transportation details:** [www.nycgo.com/transportation](http://www.nycgo.com/transportation)  
[www.rome2rio.com](http://www.rome2rio.com)

**Additional housing features:** CHI will create WhatsApp groups two months before your arrival to help you connect with others interested in shared accommodations. If you're uncertain or suspect a scam, trust your instincts—it likely is. Always check with your coordinator before sending any money if you are unsure.

**Comments:** Educational Housing Services (EHS)

Website: [studenthousing.org](http://studenthousing.org)

Description: Offers student-only and intern-friendly housing in multiple NYC neighborhoods with fully furnished rooms and amenities.

Outpost Club

Website: [outpost-club.com](http://outpost-club.com)



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Description: Provides co-living spaces in trendy NYC districts with flexible lease terms, ideal for students and young professionals.

#### Furnished Quarters

Website: [furnishedquarters.com](http://furnishedquarters.com)

Description: Offers all-inclusive, fully furnished apartments with flexible monthly leases, suitable for students with larger budgets.

#### FOUND Study

Website: [foundstudy.com](http://foundstudy.com)

Description: Specializes in student housing with flexible leases, furnished units, and convenient locations across NYC.

#### June Homes

Website: [junehomes.com](http://junehomes.com)

Description: Offers fully furnished apartments with flexible lease terms, perfect for students and young professionals.

#### Furnish Finder

Website: [furnishedfinder.com](http://furnishedfinder.com)

Description: Primarily caters to travel professionals, but also provides short-term rental options in NYC for students.

#### VRBO

Website: [vrbo.com](http://vrbo.com)

Description: A vacation rental platform with numerous short-term housing options in NYC, ideal for flexible stays.

#### Cohabs

Website: [cohabs.com](http://cohabs.com)

Description: Offers co-living housing with fully furnished rooms and flexible terms, suitable for students.

#### NYC Intern

Website: [nycintern.org](http://nycintern.org)

Description: Tailored for interns and students, with amenities like Wi-Fi and laundry, providing short-term housing options.

#### Nooklyn

Website: [nooklyn.com](http://nooklyn.com)

Description: A platform for shared apartments across NYC, ideal for students and interns looking for sublet options.

#### Roomgo

Website: [roomgo.net](http://roomgo.net)

Description: Matches roommates and short-term rentals, popular among students seeking shared housing in NYC.

#### Student Housing Works



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Website: [studenthousingworks.com](http://studenthousingworks.com)

Description: Provides affordable, furnished short-term housing for students, with options in Manhattan.

J1Accom

Website: [j1accom.com](http://j1accom.com)

Description: Offers a popular option for J-1 participants, with housing on the Upper East Side in Manhattan. Join over 200 Irish J-1ers in a prime location with affordable rates.

### Location Area Information

**Location type:** Metropolitan area

**Location of work site best described as:** Located in Queens, one of the five boroughs of New York City. Queens is a dynamic borough with multicultural neighborhoods, parks, and great food.

**Location details:** New York City is a large Metropolis with lots to do and see. A great cultural experience for adult participating in Work and Travel. Citifield is located near Flushing Meadow Park, just southeast of La Guardia Airport.

**Average daily temperature:** 18 - 37 °C (Summer), 64 - 98 °F (Summer)

**Community or regional website:** [www.nyc.gov](http://www.nyc.gov) | [www.nycgo.com](http://www.nycgo.com)

**Nearest cities:** New York City

**Distance to nearest cities:**

**What to wear:** Lightweight clothing like breathable cotton shirts and shorts, along with comfortable sandals, is a great choice for the hot and humid summers in New York City. Carrying a light jacket or sweater for cooler evenings or unexpected temperature drops is also a wise idea, as NYC weather can be quite variable even in the summer.

**Available public transportation:** Uber, Taxi, MTA New York City Transit

**Public transportation access:** New York City has an extensive and well-developed public transportation system that includes subways, buses, and commuter trains. This system makes it relatively easy to navigate the city and its boroughs without the need for a car.

### Accessible amenities (by walking or public transportation)

**Food market:** Yes

**Shopping mall:** Yes

**Post office:** Yes

**Movie theater:** Yes

**Restaurants:** Yes

**Fitness center:** Yes

**Laundry:** Yes

**Internet café:** Yes

**Public library:** Yes



## CHI WORK AND TRAVEL

255 West End Avenue  
San Rafael, CA 94901 USA

1-800-432-4643 x2  
1-415-459-5397 x2

chiwt@chinet.org

wt.chinet.org

### Job Description

#### Suggested Travel Information

- Nearest international airport:** John F. Kennedy International (JFK), LaGuardia (LGA), Newark Liberty International (EWR)
- Nearest airport:** John F. Kennedy International (JFK), LaGuardia (LGA), Newark Liberty International (EWR)
- Transportation from airport to employer and / or housing:** Train, Bus, or Taxi, [www.rome2rio.com](http://www.rome2rio.com)
- Nearest bus station (to the airport):** Port Authority Bus Terminal, 625 8th Ave, New York, NY 10018
- Bus information (web site):** [tripplanner.mta.info](http://tripplanner.mta.info), [www.nycgo.com/transportation](http://www.nycgo.com/transportation)
- Nearest train information (to the airport):** Subway, Pennsylvania Station
- Train information (web site):** [tripplanner.mta.info](http://tripplanner.mta.info), [www.nycgo.com/transportation](http://www.nycgo.com/transportation)
- If participant arrives after hours suggested, overnight accomodation:** [www.nymoorehostel.com](http://www.nymoorehostel.com), [www.hostelworld.com](http://www.hostelworld.com)
- Cost per night:** 80 +
- Transportation to overnight accomodation:** Train, Bus, or Taxi, [www.rome2rio.com](http://www.rome2rio.com)
- Transportations cost:** JFK is connected to the NYC Public Transportation Network: \$11.15 (AirTrain Exit + Subway Fare).
- Travel Instructions:** The best way to get from the airport to your destination in New York depends on your arrival airport and the location of your accommodation. Here are some convenient options for each airport:

From John F. Kennedy International Airport (JFK):

**AirTrain and Subway:** Take the AirTrain to connect with the subway system. From there, take a subway train to your destination in the city. This is a cost-effective option.

**Taxi or Ridesharing:** Taxis and rideshares are readily available at JFK, providing a direct ride to your destination.

From LaGuardia Airport (LGA):

**Public Bus:** Public buses connect LaGuardia to nearby subway lines or other city destinations.

**Taxi or Ridesharing:** Taxis and rideshares are available at LGA and offer convenience to reach your destination directly.

From Newark Liberty International Airport (EWR):

**AirTrain and NJ Transit:** Take the AirTrain to connect with NJ Transit, which travels to New York Penn Station and other city destinations.

**Taxi or Ridesharing:** Taxis and rideshares are also available at EWR for direct transportation.

**Airport Shuttle Services:** Shared shuttle services are available at each airport and can take you directly to your accommodation, though they may take longer due to multiple stops.

**Safety Tip:** Avoid accepting transportation offers from solicitors in the terminal, as these services are often unlicensed and uninsured. For legitimate ground transportation, visit the Port Authority Welcome Center in the arrivals area of each terminal, where uniformed staff can assist you. For taxi service, go directly to the taxi stand outside each terminal. Only seek assistance with baggage from uniformed porters.

#### Social Security Information

No



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### Job Description

**Does the company require students to have Social Security number before arriving to the work place?**

**Does the company provide Social Security application assistance?** No

**If so, details:** A Social Security Number (SSN) is essential for income tax reporting in the United States. For participants working at Citi Field, the nearest Social Security Card Center is located at:

Social Security Administration  
155-10 Jamaica Ave, 3rd Floor, Queens, NY  
Hours: Monday to Friday, 9:00 AM to 4:00 PM

Please visit a Social Security office, known as a card center, after your SEVIS (Student and Exchange Visitor Information System) record has been validated, ideally within two weeks of arriving in the United States. Although you may begin working without the physical SS card, it is your responsibility to provide your employer with the SS card as soon as it arrives. This helps ensure accurate tax reporting and employment verification.

**Where is the closest Social Security office?** Locate the nearest SS office based on your ZIP code: [www.ssa.gov/locator/](http://www.ssa.gov/locator/)

**How far is the Social Security office from the work place?** Varies

**Specific instructions:**



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chiwt@chinet.org

wt.chinet.org

### Job Description

#### Social Security Number (SSN) Application Process for Citi Field Employees

Obtaining an SSN as a J-1 participant is straightforward but involves several steps, so it is important to follow each carefully to avoid delays.

#### Visa Validation

Upon arrival in the USA, log into your CHI Work & Travel Participant account to complete SEVIS validation and download your I-94 form. If staying in temporary housing (e.g., motel or hostel), use that address for validation, then update it once you secure permanent housing. You may use the employer's phone number, (718) 507-8499, if needed. Allow 5-7 days for CHI to process your validation; SEVIS validations are not processed on weekends. Do not visit the Social Security Office until you receive an email from CHI stating: "Validation information approved. Your validation information, housing, and first monthly evaluation have been approved." Visiting the SS office before SEVIS approval can delay your card by up to 60 days.

#### Social Security Office Appointment

After receiving validation approval, visit a local Social Security Office with the following documents:

Form SS-5 (begin application at [ssa.gov/number-card/request-number-first-time](https://ssa.gov/number-card/request-number-first-time))

Form DS-2019 (Certificate of Eligibility)

Sponsor Letter (available on the CHI portal under Program Resources)

I-94 Record Printout

Passport with J-1 visa

Job Offer from Citi Field

I-901 SEVIS Fee Receipt

Verify all information on your receipt before leaving the office, and bring it to your employer as proof of your application.

#### Wait for SSN Card

Your SSN card should arrive within 4 weeks at the address provided on Form SS-5. If permanent housing is not secured, you may use Citi Field's mailing address, Citi Field, 41 Seaver Way, Queens, NY 11368, if permitted by your employer. Provide your employer with a copy of your SS card as soon as you receive it. If you do not receive the card within 4 weeks, return to the Social Security Office with your passport, DS-2019, and receipt to check the status of your application.

# 2025 SCHEDULE

## MARCH/APRIL

SUN	MON	TUES	WED	THURS	FRI	SAT
23	24	25	26	HOU 27	28	HOU 29
HOU 30	MIA 31	MIA 1	MIA 2	3	4	5
6	7	8	9	10	ATH 11	ATH 12
ATH 13	MIN 14	MIN 15	MIN 16	17	18	19
20	P 21	P 22	P 23	24	WSH 25	WSH 26
WSH 27	WSH 28	A 29	A 30			

## MAY

SUN	MON	TUES	WED	THURS	FRI	SAT
				A 1	STL 2	STL 3
STL 4	ARI 5	ARI 6	ARI 7	8	9	10
11	P 12	P 13	P 14	15	NYN 16	NYN 17
NYN 18	BOS 19	BOS 20	BOS 21	22	LA 23	LA 24
LA 25	26	27	28	29	30	31

## JUNE

SUN	MON	TUES	WED	THURS	FRI	SAT
CR 1	LAD 2	LAD 3	LAD 4	LAD 5	COL 6	COL 7
COL 8	9	W 10	W 11	W 12	TB 13	TB 14
TB 15	16	ATL 17	ATL 18	ATL 19	PHI 20	PHI 21
PHI 22	A 23	A 24	A 25	A 26	PIT 27	PIT 28
PIT 29	30					

## JULY

SUN	MON	TUES	WED	THURS	FRI	SAT
		1	2	3	4	5
6	7	BAL 8	BAL 9	BAL 10	KC 11	KC 12
KC 13	14	ASG 15	16	17	18	19
20	A 21	A 22	A 23	24	SF 25	SF 26
SF 27	SD 28	SD 29	SD 30	31		

## AUGUST

SUN	MON	TUES	WED	THURS	FRI	SAT
					SF 1	SF 2
SF 3	C 4	C 5	C 6	7	MIL 8	MIL 9
MIL 10	11	A 12	A 13	A 14	S 15	S 16
S 17	18	WSH 19	WSH 20	WSH 21	ATL 22	ATL 23
ATL 24	P 25	P 26	P 27	M 28	M 29	M 30
M 31						

## SEPTEMBER

SUN	MON	TUES	WED	THURS	FRI	SAT
	DET 1	DET 2	DET 3	4	CIN 5	CIN 6
CIN 7	PHI 8	PHI 9	PHI 10	PHI 11	T 12	T 13
T 14	15	S 16	S 17	S 18	W 19	W 20
W 21	22	CHC 23	CHC 24	CHC 25	MIA 26	MIA 27
MIA 28	29	30				

**KEY** ■ HOME ■ AWAY ■ ASG





CULTURAL HOMESTAY INTERNATIONAL

# Welcome Letter

## WORK & TRAVEL

Dear Participant,

Welcome to the United States and to the 2025 Work & Travel program! We're excited to have you here and look forward to helping you create a rewarding, challenging, and memorable experience. Moving to a new country can be both thrilling and overwhelming, but we believe with preparation and a positive attitude, you'll have a successful summer.

I'm Jennifer Campbell, Senior Regional Manager for the Mid-Atlantic & Ohio Regions at Cultural Homestay International (CHI). My team and I are here to assist you throughout your stay. However, it's important to remember that your success in this program depends on your own accountability and preparation.

Please review this Welcome Letter carefully, as it contains key information about your time in the U.S., your responsibilities, and what you need to do to get started.

Have the best summer of your life!

Warm Travel Wishes,

*Jennifer Campbell*

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Please read the CHI Participant Handbook, which you should have received at orientation or from your home country agency. It is your responsibility to follow all the rules outlined in this handbook, as they are in place to ensure your health, safety, and welfare during the program. Failure to follow these rules may result in negative program status, which could impact your participation in the Work & Travel program. Make sure you familiarize yourself with the guidelines to have a smooth and successful experience.

## Be Safe

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- **Exercise Discretion:** Be aware of your surroundings and belongings. Avoid risky situations, such as walking in unlit or deserted areas at night.
- **Open a Bank Account:** Upon arrival in the U.S., open a bank account as soon as you check into your housing. Keep the \$1,500 you brought from home safe and secure in the account. Never keep large amounts of money in your participant housing, even if you trust your roommates.
- **Carry Minimal Cash:** Once in the U.S., never carry large amounts of money. Use a debit card for transactions, and if it's lost or stolen, it can be easily cancelled. Do not give your PIN to anyone. Cash, if lost, cannot be replaced.
- **Keep Important Documents Safe:** Never carry your important documents, such as your passport, with you to work or out and about. Keep your passport and documents hidden in a secure place in your room. It is illegal for anyone, including landlords or employers, to take your passport or documents for any reason.
- **Use a Secondary ID:** Carry an ID that is easy to replace, such as a university ID, residency card, or driver's license. Passports are difficult and expensive to replace—losing your passport could disrupt your travel plans.
- **"Do Not Lose It" Discipline:** Be mindful of your belongings. Travelers are more likely to lose bags than have them stolen. Make a habit of checking your surroundings before leaving any place or transport. Participants have misplaced passports under pillows, left bags on buses, and forgotten documents in taxis—always double-check!
- **Secure Your Valuables:** When out and about, never casually set down small valuable items, such as your phone or wallet. Either hold them securely in your hand or keep them tucked away. At cafés, do not place your phone on the table or hang your purse on the back of your chair—this makes them easy to snatch. Keep valuables, like phones, in your front pocket for added security. By developing a habit of being careful with your belongings, it will become second nature.
- **Stay Vigilant in Crowds:** Be mindful in crowded areas, as they are prime spots for theft. Stay alert and steer clear of any disturbances near you.
- **Use Common Sense and Stay Together:** Participants should always use common sense and try to stay with a friend or partner, especially at night. If you're going somewhere alone, make sure a friend knows where you're going and when you plan to return.
- **Bicycle Safety:** If you plan to ride a bicycle in the U.S., wear a helmet. Statistics show that wearing a helmet can reduce your risk of head injury by 85 percent and your risk of brain injury by 88 percent. Safety should always be a priority when biking.
- **Scooter Safety:** Scooters are not recommended due to the sharp increase in accidents—up by 275%. However, if you do choose to ride a scooter, wear a helmet and be extra cautious. Scooters can be dangerous, especially in busy areas, and safety should be your top priority.

## Personal Responsibility and Accountability

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As an independent adult participant, it's important to understand that CHI's role is administrative. We facilitate your job placement and assist with your visa process, but ultimately, you are responsible for managing your own personal and professional commitments. By taking ownership of your experience, you will fully benefit from the program and set yourself up for success.

Accountability is key to your success in the Work & Travel program. Whether it's reading program materials, meeting deadlines, or preparing for work, it's your responsibility. Expecting others to manage your tasks for you will only hold you back.

This program is designed to foster independence and self-sufficiency. You are expected to take care of yourself without constant reminders. If you are unable to manage these basic responsibilities on your own, you may not be ready for the demands of the Work & Travel program. Being proactive will allow you to make the most of this opportunity and ensure a positive, rewarding experience.

## **Financial Responsibility**

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It is mandatory to arrive with at least \$1,000 to cover your initial expenses, such as housing deposits, transportation, and food. CHI does not provide financial assistance for relocation or housing, so it is your responsibility to ensure you have sufficient funds to support yourself upon arrival.

If you arrive without adequate funds, you will struggle to manage essential costs like housing, and this can seriously impact your program experience. Being financially prepared is not optional—you must be ready to cover your own expenses.

By ensuring you have the necessary funds, you'll avoid unnecessary stress and set yourself up for a smoother, more successful Work & Travel experience.

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## **Employment Expectations**

As a participant in the program, you have a contract with your agency and CHI, committing to abide by the program rules and regulations. Your contract with CHI ensures that if you are selected and recommended to one of our valued host employers, you will put forth your best effort. You understand that you are working in tourism, and participants are expected to work during peak business days, including Fridays, Saturdays, Sundays, and holidays.

This opportunity is a privilege. While your employer provides an offer of employment, you do not have a formal contract with them; rather, you have an employment opportunity. It is your responsibility to maintain your employment, which includes consistent attendance and dedication to your role. CHI is not responsible for advocating for your hours if you are late, call out, or cannot be scheduled due to a second job. Please note that you can be terminated for any reason at any time.

It is essential to treat this opportunity with respect. Poor attendance, unacceptable behavior, expectations of preferential treatment, dishonesty about your dates, or prioritizing other opportunities over your employer listed on your DS form can jeopardize your standing in the program. CHI is here to support you in cases where employers are not acting appropriately, but not in situations where your conduct is inappropriate.

Host employers will always do their best to provide you with hours, but circumstances can change. No job or hours at a job can be 100% guaranteed, and there may be fluctuations in the number of hours you work. Participants should expect fewer hours during the first two weeks of training. Additionally, hours can be affected by weather or business volume.

## Workplace Conduct Guidelines

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Be honest, responsible, and respectful. Your actions reflect on your employer, CHI, and your overall program experience. Remember, you are expected to do your job without needing to be reminded or coaxed. Show professionalism in every aspect of your work.

- **Honesty** - Always be truthful in your interactions and communications. Misrepresentation or dishonesty can lead to serious consequences.
- **Accountability** - Take responsibility for your actions and decisions. Acknowledge mistakes and learn from them rather than deflecting blame.
- **Colleague Interaction** - Treat all coworkers, supervisors, and clients with respect and courtesy. Value diverse perspectives and foster an inclusive environment.
- **Conflict Resolution** - Address disagreements constructively. Approach conflicts with a focus on solutions rather than personal grievances.
- **Dress Code** - Adhere to the company's dress code and maintain a professional appearance that reflects the organization's values.
- **Communication** - Use clear and respectful language in all forms of communication, whether verbal, written, or digital. Avoid inappropriate or offensive remarks, and ensure correct language registers.
- **Timeliness** - Arrive on time for work. Consistent punctuality demonstrates commitment and respect for others' time.
- **Attendance** - Maintain reliable attendance. If unable to attend work, communicate promptly with your supervisor at least 2 hours in advance to discuss any necessary arrangements.
- **Responsibility** - Fulfill your job duties diligently. Be proactive in seeking ways to contribute positively to the team.
- **Time Management** - Utilize work hours effectively. Avoid time theft by staying focused on tasks and minimizing distractions. Never use your phone during work or orientation.
- **Compliance with Policies** - Familiarize yourself with and adhere to all company policies and procedures, including those related to conduct, safety, and compliance.
- **Reporting Violations** - If you witness unethical behavior or violations of company policies, report them to a supervisor or designated authority.
- **Safety Protocols** - Follow all safety guidelines and procedures to ensure a safe working environment for yourself and others.
- **Feedback** - Be open to receiving constructive feedback and use it to enhance your performance.
- **Time Theft** - Time theft occurs when you are paid for time you did not actually work—whether that involves wasting time, taking unnecessary breaks, or not being fully present during your shift. Time theft is a breach of trust and can jeopardize your job.
- **Physical Theft** - Taking anything that does not belong to you—whether from your employer, coworkers, or customers—will result in immediate termination and possible legal action.

## Be Prepared

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- Read Your Handbook - Review the program handbook for important policies, guidelines, and resources that will assist you during your participation.
- Read Your Job Description - Familiarize yourself with your roles and responsibilities to ensure clarity in expectations.
- Check Your Email Regularly - Stay updated on important communications from your employer and CHI.
- Communicate with Your Employer - Maintain open lines of communication to address any questions or concerns.
- Connect with Your CHI Representative - Reach out for guidance and support regarding your program. Be responsive when they contact you to plan for your arrival.
- Input Your Flight Details in the CHI Portal - Ensure all travel information is accurately recorded to facilitate your arrival process.
- Add Your WhatsApp Number to the Portal - This helps ensure you can receive important updates and connect with fellow participants.
- Attend Orientation and Global Bridges Academy - Participate actively in orientation sessions and Global Bridges Academy to enhance your program experience and build essential skills.
- Visit the Doctor and Dentist Before Coming to the U.S. - Schedule appointments to ensure you are in good health. Bring necessary medications and an extra pair of glasses. Dental care is particularly important, as emergency dental services may be limited.
- Consider Comprehensive Travel Insurance - Ensure your insurance policy covers your flight in case your job is canceled or changed, a family member passes away, or your trip is cut short, as well as dental emergencies. While CHI provides health insurance, it typically covers emergencies without including pre-existing conditions, which means it may not address all potential needs. Supplementing your coverage with a comprehensive travel insurance policy can provide valuable peace of mind and ensure you are fully protected during your time in the U.S.
- Pack Smartly - Bring your Welcome Letter, important documents, two extra sets of clothes, and any necessary medications in your carry-on luggage. Checked luggage is often delayed and may take 3-4 days to arrive at your U.S. housing or employer's address.
- Avoid Expensive Items - Do not bring expensive purses, watches, or valuable items. Leave anything at home that you could not bear to lose.
- Photocopy Important Documents - Make copies of your passport, visa, DS-2019, and other essential documents. Leave a copy with loved ones back home.
- Lost Luggage - If your luggage is lost, be ready to provide your employer's address to the airline to ensure proper delivery once found.

## Student and Exchange Visitor Information System (SEVIS) | [wt.chinet.org](http://wt.chinet.org)

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The SEVIS (Student and Exchange Visitor Information System) is an online platform managed by the U.S. Department of Homeland Security to track and monitor exchange participants in the Work and Travel program. Participants are required to report to SEVIS each month during their stay in the United States and must ensure that their addresses and phone numbers are kept up to date at all times.

### Reporting Upon Arrival:

- Within 3 days of arriving in the United States, log into the CHI portal at [wt.chinet.org](http://wt.chinet.org) to report your arrival.
- You must provide the following information:
  - Your U.S. residential address
  - Your U.S. phone number
- Ensure that the information is accurate and reflects your current location.

### Temporary Accommodations:

If you are staying in temporary housing, such as a motel or hostel, use that address for validation. Once you secure permanent housing, update your CHI portal under the "SEVIS Validation" tab with your new address. Make sure to check Google Maps for your location and always include the room or apartment number.

If you do not have a U.S. phone number yet, you may use your employer's or a friend's phone number for validation purposes.

### Monthly Reporting:

- Every month, log into the CHI portal to submit a mandatory monthly evaluation.
- In your report, confirm or update:
  - Your current U.S. address
  - Your U.S. phone number
  - Your employment details (if applicable)
  -

It is essential to submit your monthly evaluation on time to remain in good standing and maintain your visa status.

## Arriving at a United States Airport

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**The following documents you MUST have in your possession and present to the U.S. immigration officials upon arrival in the U.S.:**

- Valid passport
- DS-2019 Form, the original copy signed with blue ink. Do not accidentally give your loved ones the original copy for safekeeping.
- I-901 SEVIS fee receipt
- J-1 Visa
- Job Offer
- Sponsor Letter ( Under program materials in your CHI portal [wt.chinet.org](http://wt.chinet.org) )

### Arrival Tips:

- The immigration officer will review all documents, validate, and place a stamp on your DS-2019 form and your passport. The officer will then return all validated documents to you, including the DS-2019 form.
- Use your "do not lose it" discipline and make sure to collect all your documents from the immigration officer before leaving. This is a common place where participants misplace important documents. It's easy to be nervous or excited, but take a moment to confirm you have received everything back.

- Wait to check in on social media or take a selfie until after you have ensured you have all your documents.
- You should have no issues entering the U.S. as long as you have all the required documentation, cooperate, and communicate respectfully with the U.S. immigration officers at the airport.

## Traveling to your Final Destination

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- Before you leave your home country, take time to map out your trip. [Rome2Rio](#) is a helpful website for researching travel routes.
- When estimating your arrival time, be sure to account for possible delays, such as waiting for baggage, eating, or missing a bus or train connection.
- Be sure to have a small amount of U.S. currency on hand for regional travel before leaving the airport. Do NOT accept rides from strangers at the airport!
- Plan accordingly—if you are arriving late at night, it is best to stay in a hotel or hostel and continue your travels in the morning. You will not be able to access your housing if arriving late at night.

## Arriving at your Final Destination

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It is very important that you log into the SEVIS system within three days of your arrival. Visit [www.sevis.org](http://www.sevis.org) or, if you do not have internet access, call CHI for assistance at 1-800-432-4643. There are serious consequences if you do not validate your visa, starting with the cancellation of your visa, so please complete this step as soon as possible!

After arrival, go to your employer and inform them that you have arrived safely. They will provide you with your orientation and start date.

Within 24 hours of entering the United States, you will need to retrieve your I-94 document online.

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## I - 94

The I-94 Form is the Arrival/Departure Record issued by the immigration officer at the airport to all foreign visitors entering the United States. All I-94 records are created electronically and can be accessed online 24 hours after your arrival.

### Retrieval Tips:

- Wait 24 hours after your arrival in the U.S. before attempting to retrieve your I-94 number.
- Ensure that the computer you are using is connected to a printer (such as at a local library).
- Go to <https://i94.cbp.dhs.gov>.
- Enter your name exactly as it appears in your passport.
- For the document number, you can try your DS-2019 number, passport control number, or passport number.
- You must print this document and save a copy to PDF on your phone, as your employer will need it for onboarding on your first day. It may also be required when applying for a Social Security number.

## Applying for a Social Security Number

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You are required to bring your documents in person to the nearest Social Security Office to apply for your Social Security number. This number is issued once and remains valid for life; however, it is only valid for employment when accompanied by an active DS-2019 form with valid program dates.

### Documents Needed:

- Valid passport
- DS-2019 Form
- J-1 Visa
- I - 94 Form
- Sponsor Letter

### Steps:

#### Visa Validation (Activating Your Visa):

Upon arriving in the USA, log into your CHI Portal at [wt.chinet.org](http://wt.chinet.org) to complete your SEVIS validation and download your I-94 form. If you are staying in temporary accommodations (such as a motel or hostel), use that address for validation. Once you secure permanent housing, update your CHI Portal (under the SEVIS Validation tab) with your new address. If you do not yet have a U.S. phone number, you may use your employer's phone number for validation, if needed. After completing validation, it will take 4-6 days for CHI to process and approve it. Please note that SEVIS is not processed on weekends.

#### Important:

Do not visit the Social Security office until you receive an email from the U.S. Department of State confirming that your visa status is active after completing SEVIS validation in your CHI Portal. Going to the Social Security office before your visa is active can delay your SSN card by 60 days.

#### Visiting the Social Security Office (Mandatory within 2 weeks of arrival):

Once you receive the email confirming that your visa status is active, visit a local Social Security Office to apply for your SSN. Be sure to bring the following documents:

- Form SS-5: You can start your application online [here](#), but applying online is not enough; you must bring your documents in person for verification.
- Form DS-2019 (Certificate of Eligibility)
- Passport with J-1 visa

#### Before leaving the Social Security office, ensure that:

- Your name is spelled correctly.
- You have provided the correct address, including your apartment number (if applicable). Double-check your address on Google Maps.
- You receive a receipt for your SSN application. Bring this receipt to your employer as proof of your application.



### Waiting for Your SSN:

It may take up to 3 weeks to receive your SSN by mail, which will be sent to the address you provided on the SS-5 form. If you have not secured permanent housing yet, you can use your employer's mailing address.

Once you receive your SSN, it is your responsibility to provide a copy of your card to your employer. If you do not receive your SSN within 4 weeks, return to the Social Security office for further assistance.

## Additional Employment

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Your primary responsibility is to your primary employer, and their participation in the Work & Travel program is what has allowed you to come to the United States. While working for an additional employer is possible, it comes with important conditions and expectations.

Your primary employer is not obligated to provide 32 hours of work if you do not have open availability. What does this mean? If you take any additional employment that requires you to work weekends, you are limiting your availability for your primary employer—weekends are typically high-demand workdays for many employers. By prioritizing additional employment on weekends, you are reducing the flexibility your primary employer needs to schedule you for 32 hours. They are not required to adjust their schedule to fit around your additional job.

If your additional employment limits your availability to only Monday through Thursday, it is unrealistic to expect 32 hours from your primary employer within just those days. Additionally, your primary employer is not responsible for providing overtime hours or adjusting their schedule to make it easier for you to balance another job. They can schedule you at any time, including midday shifts, which may make it difficult for you to manage both jobs.

Do not contact CHI to raise concerns if you are struggling to get hours with your primary employer due to additional employment. Your primary focus should always be your commitment to your primary employer. You came to the U.S. to work for your primary employer—not for any additional job.

### Key Reminders:

- Your primary employer has no obligation to accommodate your additional employment.
- Additional employment should not interfere with your availability for your primary job.
- Your primary employer is under no requirement to provide you with 32 hours of work if your availability is limited.
- You are not guaranteed overtime or specific shift times.

The Work & Travel program is designed for cultural exchange, and your commitment must remain with your primary employer. If you choose to take on additional employment, it is your responsibility to manage potential conflicts, not CHI's.

Failure to follow these guidelines, or not obtaining approval for additional employment, may result in negative program status, which can impact your visa.

## Health Insurance

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Health insurance is included in the cost of your Work & Travel program. Your health insurance provider will send you instructions via email on how to access and print your insurance card. It is crucial to print this card before leaving your home country to ensure you are prepared for any medical needs while in the U.S. The health insurance included in your Work & Travel program is designed to cover emergencies only and does not cover pre-existing conditions.

Your Work & Travel program includes emergency health insurance for unexpected medical needs during your stay in the U.S. However, healthcare in the U.S. is not free, and you will need to cover certain out-of-pocket expenses. The insurance does not cover pre-existing conditions, so it's recommended to visit your primary care doctor before traveling.

Insurance coverage is valid for the dates listed on your DS-2019 form, plus 7 days before the start date. If you plan to arrive more than 7 days before your DS-2019 date or stay longer for travel after your program ends, you must purchase supplemental insurance. To arrange this, email [chiwt@chinet.org](mailto:chiwt@chinet.org).

### What Your Insurance Covers:

- Here's what you can expect to pay for medical services:
- Telemedicine (Teladoc): Total cost \$400 – you pay \$75, insurance covers \$325.
- Urgent Care Clinic: Total cost \$700 – you pay \$100, insurance covers \$600.
- Hospital Visit: Total cost \$1,300 – you pay \$350, insurance covers \$950.

Prescription medications are not covered directly by your insurance. You must pay for them upfront and submit receipts for reimbursement via your insurance provider.

### Medical Options: Where to Go:

- Telemedicine (Teladoc): Consult a doctor online or by phone for non-emergency conditions like colds, flu, or minor infections. It's quick, convenient, and lower in cost.
- Urgent Care Clinics: These provide prompt care for non-life-threatening issues such as minor injuries, infections, or flu symptoms. They are more affordable than hospital visits.
- Hospital (Emergency Room): For life-threatening emergencies or serious injuries, you must visit a hospital ER. It's more expensive, but necessary for severe conditions like chest pain, breathing difficulties, or major trauma.

### Prescription Medications:

If a doctor prescribes medication, you will need to pay for it out of pocket and submit your receipt for reimbursement through your insurance provider. To avoid this, bring essential medications, such as antibiotics, with you from your home country.

## General Healthcare Tips:

Before leaving for the U.S., visit your primary care doctor to avoid unexpected health issues. Always carry your printed insurance card and contact your CHI representative if you experience any medical problems during your stay.

## In Case of Emergency:

For minor health issues, use Telemedicine (Teladoc) or visit an urgent care clinic. In the case of a serious emergency, visit a hospital ER or call 911 if the situation is life-threatening. Be sure to notify your CHI representative of any emergency for assistance.

## What to Bring:

Print your insurance card and bring any necessary medications before leaving your home country. It's also a good idea to have copies of medical documents and contact information for CHI and local healthcare providers.

This guide ensures you're well-prepared to handle medical situations during your Work & Travel program. Don't forget to arrange supplemental insurance for travel after your program or if arriving more than 7 days before your DS date by emailing [chiwt@chinet.org](mailto:chiwt@chinet.org).

## Know the Law

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In the United States, you must be at least 21 years of age to purchase, possess or consume alcoholic beverages or participate in any gambling. Underage drinking or gambling is illegal and can have severe consequences for young people and for adults who provide alcoholic beverages to those under 21.

## Guidelines for a Successful Work & Travel Experience

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As a participant, it's important to understand that not everyone will immediately like you, and that's perfectly normal. What matters is how you approach relationships. You can win hearts and minds by sharing your culture, being kind, and showing respect. Don't expect special treatment—earn it through your actions.

- **Gratitude Over Expectation:** Be thankful for the opportunities you've been given, and show appreciation for your employer's efforts. A grateful attitude helps build strong connections.
- **Earn Respect:** Respect is earned through consistent actions. Arrive on time, work hard, and follow through on commitments. Dedication and reliability are always noticed.
- **Stay Humble:** Avoid assuming you're entitled to special treatment because you are a Work and Travel participant. Let your work and actions demonstrate your value, rather than expecting immediate respect.
- **Be Accountable:** Take responsibility for your actions. Always perform well at work, be punctual, and aim for perfect attendance. Accountability builds trust.
- **Think Long-Term:** Don't chase short-term monetary gains when you first arrive; give your employer a chance to train you. Sacrificing your reputation for quick rewards can backfire. Being patient and focused on long-term growth will lead to greater success.

- **Respect Professional Boundaries:** Your role is to contribute to the team and support the business in achieving its goals, not to add extra stress or make unnecessary demands. It is not the employer's responsibility to solve your personal problems. Focus on being a positive, dependable presence that helps the team succeed.
- **Keep Your Space and Relationships Clean:** Maintain a clean living space, share household responsibilities, and treat others—whether coworkers or housemates—with kindness and respect.
- **Integrity Matters:** Stealing—whether it's rent, time, or property—is completely unacceptable and will result in immediate termination. It's a violation of the trust and integrity expected in the program. You are here to build positive relationships and contribute, not to take advantage of others.

By following these principles, you'll leave a positive, lasting impression and ensure a successful and rewarding experience.

## Global Bridges Academy

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Global Bridges Academy, created by CHI, is designed to help you understand the ins and outs of working in the U.S. The course equips you with all the tools you need to succeed in the workplace and thrive in a new cultural environment. If you choose not to attend and face challenges, don't complain later! This is your chance to get prepared—don't miss out.

### List of Courses:

- Masterclass in Conversation: Communication Styles Unleashed
- Mindset Matters: Charting Your Course to Personal and Career Achievement
- Housing Diplomacy: Navigating Cultures Under One Roof
- Own Your Success: Navigating Accountability in the Workplace
- Culture Shock: Embracing Differences and Finding Your Way



# Cost of Living Acknowledgment Form

## New York, New York

New York City is home to three of the top ten areas in the USA with the highest cost of living, according to the Council for Community and Economic Research. Manhattan has the highest cost of living, followed by Brooklyn. Queens ranks number five. In Manhattan, the standard of living is more than twice the national average. Cultural Homestay International, in order to be transparent has prepared an example guide.

\*This is only a guide, exchange rates are subject to fluctuation.



Food	US Dollars
Lunchtime menu in the business district	\$19
Combo meal in fast food restaurant (Big Mac Meal or similar)	\$11
1/2 Kg (1 lb.) of boneless chicken breast	\$7.00
1 liter (1 qt.) of whole fat milk	\$1.26
12 eggs, large	\$4.26
1 kg (2 lb.) of tomatoes	\$4.27
500 gr (16 oz.) of local cheese	\$9.00
1 kg (2 lb.) of apples	\$3.19
2 kg (4,5 lb.) of potatoes	\$2.07
2 liters of Coca-Cola	\$2.63
Bread for 2 people for 1 day	\$2.96
<b>Housing</b>	
Monthly Rent Shared Room Up to 5 People	\$600 - \$800
Laundry detergent (3 l. ~ 100 oz.)	\$13
Internet	\$49
T-Mobile Pre-Paid Plan	\$40
<b>Clothes</b>	
1 pair of jeans (Levis 501 or similar)	\$50
1 summer dress in a chain store (Zara, H&M, ...)	\$38
1 pair of sport shoes (Nike, Adidas, or similar)	\$92
1 pair of leather business shoes	\$123
Transportation - 30-Day Unlimited Card	\$128
Taxi trip on a business day, basic tariff, 8 Km. (5 miles)	\$31
<b>Personal Care</b>	
Medicine against cold for 6 days (Frenadol, Coldrex, ...)	\$7
1 box of 32 tampons (Tampax, OB, ...)	\$8
Deodorant, roll-on (50ml ~ 1.5 oz.)	\$4.22
Hair shampoo 2-in-1 (400 ml ~ 12 oz.)	\$8.00
4 rolls of toilet paper	\$5.23
Tube of toothpaste	\$2.11
<b>Entertainment</b>	
Basic dinner out for two in neighborhood pub	\$65
2 tickets to the movies	\$33
1 month of gym membership	\$83
Cappuccino	\$4.96

Disclaimer: By signing this form, I understand the cost of living in New York City and the surrounding boroughs will be very expensive.

Student's Name:

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Date Signed:

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