



WORK AND TRAVEL USA PROGRAM

Application Procedure

STAGE 1 – Application

1. You can apply for the program online at www.intrinsic.com.hk.
2. Scan ALL the following documents and submit them together with the online application by uploading the documents. In addition, please keep the original copy of each document in case further verification may be necessary.
 - (a) Non-refundable administration fee HKD100
 - You can submit the payment by bank transfer to our HSBC a/c, then upload the transfer receipt; or
 - You can mail a check payable to "Intrinsic Limited" (within 7 days of application)
 - (b) Recent passport-size photo (2" x 1.5" with at least 150 dpi resolution)
 - (c) Student Status Proof
 - This is a document which can be obtained from your school officials such as the Student Affair Offices, to certify your student status.
 - (d) HKID or Macau ID card
 - For students studying in HK, please provide us with your HKID card
 - For students studying in Macau, please provide us with your Macau ID card
 - (e) Passport (only the page containing your picture and personal data)
 - Valid for at least 6 months beyond program return date
 - A passport is a travel document issued by a national government that usually identifies the bearer as a national of the issuing state and requests that the bearer be permitted to enter and pass through other countries. You should apply for a passport in your home country.
 - (f) Student ID card
 - (g) English public exam result (HKALE / HKCEE / TOEFL / IELTS / PETS / University Entrance Test...etc)
 - For those who are not able to provide any of them, please submit an explanation letter
 - (h) Previous U.S. visa (if any): If you have applied for a J-1 visa before, please also provide us with a copy of your previous DS-2019 form
3. You will be informed of the Selection details via email within 14 days after submitting the online application and relevant documents.

STAGE 2 – Candidate Selection

1. Selection will be required for all applicants of the WATUSA Program to ensure basic program suitability and proper motivation and intent. Date will be fixed by Intrinsic.
2. You are reminded to attend the Selection on time and be well-prepared. Those who are absent from selection without an approved reason will be regarded as automatic withdrawal from the program. For those who could present a proof of absence such as a doctor's note, they will be arranged to another selection.
3. Result of selection would be announced within 7 days via email. If you don't receive the result within 7 days, please contact us directly. Successful applicants have to download the following documents from our website:



- (a) PCF (Program Confirmation Form)
- (b) CIEE Application Form

You should return the following materials by post within 14 days after receiving result of selection:

- (a) Signed PCF
- (b) Completed and signed CIEE Application Form
- (c) 1st Installment of program fee (HKD10,000)
 - You can submit the payment by bank transfer to our HSBC a/c and mail the receipt together with the documents; or
 - You can mail a check payable to “Intrinsic Limited” together with the documents

For those who failed to submit any of the above on time will be regarded as automatic withdrawal from the program. You may have to restart the application process by submitting a new application.

STAGE 3 – Job Selection

1. Early applicants will have the chance to attend a hiring event called **ROAD SHOW** in which the U.S. employers travel to Hong Kong to hire students directly. Road Show only occurs in specific countries at specific times, so be sure to pay attention if we offer you this option.
 - i. **Employer Profile(s)** will be sent to you once we receive your 1st installment and signed papers. Each Profile contains detailed information about each employer and the employment on offer. Carefully read it through and then rank your job preferences. Ranking should be made online within 3 days after receiving the Profile(s).
 - ii. If you wish to work with your friends under the same employer, you have to provide us full name of your friends at the same time when you submit the ranking. We may try to arrange you as you requested, but it is not guaranteed that you can work with your friends.
 - iii. Upon submitting your ranking, you will be assigned to have an interview with one of the U.S. employers at the Road Show. This arrangement will be made based on your ranking and also various other factors, such as the employer's preference and your performance during the selection.
 - iv. Once you pass the interview with the assigned employer, you will sign an **Employment Offer Agreement Form (EOAF)** with the employer immediately to confirm the job. The EOAF, in effect is a work contract, contains employment data such as job start and end dates, company name, contact information, job title and hourly wage.
2. If you miss the Road Show, you can still get a job through the following steps:
 - i. Employer Profile(s) will be sent to you once we receive your 1st installment and signed papers (only after the Road Show). This Profile contains detail information about each employer and the employment on offer. Carefully read it through and then rank your job preferences. Ranking should be made online within 3 days after receiving the Profile.
 - ii. According to past experiences, students who missed the Road Show may risk no job offer as the jobs provided are first-come-first-serve based.
 - iii. If you wish to work with your friends under the same employer, you have to provide us full name of your friends at the same time when you submit the ranking. We may try to arrange you as you requested, but it is not guaranteed that you can work with your friends.
 - iv. After receiving your ranking, we will send your application and other relevant materials to the U.S. employers for screening in respect to your ranking.



- v. If the U.S. employer agrees to hire you, an email will be sent to you. You will then have to download the EOAF from our website. The EOAF should be signed and returned to us within 3 days so as to secure the job. If we do not receive your signed EOAF after 3 days (counting by the date on stamp chop), you will be regarded as automatic withdrawal from the program and your offer will be reserved for other students.

STAGE 4 – DS Arrival

After your job offer is confirmed by signing the EOAF, a **DS-2019 form** will be issued to you and shipped to the Intrinsic office. DS-2019 form is a “Certificate of Eligibility for Exchange Visitor (J-1) Status” from the Department of State which is a must when applying for J-1 Work/Travel visa. You will receive notification once the form has arrived and is ready for your collection.

STAGE 5 – Visa and Travel Arrangement Session

Within 3 days upon receiving our email, in order to collect your DS-2019 form, you have to complete the online **Visa and Travel Arrangement Session** which information on applying for the J-1 Work/Travel Visa to the U.S. and also your travel arrangement will be provided.

STAGE 6 – Visa Application

After completion of the Visa and Travel Arrangement Session, you should go to the U.S. Consulate to apply for the J-1 Work/Travel Visa. You can choose either:

- A. Group Interview:
 - Fixed date of interview at the U.S. Consulate with other Work and Travel USA participants.
 - Your passport, completed DS-156, 157, 158 forms, U.S. visa photos and the U.S. visa application fee receipt should be submitted to Intrinsic during DS-2019 form pick up.
- B. Individual Interview:
 - If you are not joining any of the group interview, you will have to apply for the visa individually which you have to provide us your planned date of visa application (which must be done within 3 days after receiving the DS-2019 form).
 - An email will be sent to you on the planned date of visa application asking about your visa application result.
 - As J-1 Visa applicant, you do NOT need to make an appointment in advance.

To apply for a visa, you must have the following items:

- Passport with validity of at least 6 months beyond the end of the Program
- Visa application fee receipt which can be purchased at Dah Sing Bank
- DS-2019 Form and SEVIS fee receipt (Form I-797) which can be obtained from Intrinsic
- Completed DS-156, DS-157 (for male applicants only), DS-158
- Other supporting documents including but not limited to financial proof and academic record



STAGE 7 – After Visa Application

You will find out immediately whether your application is accepted. Please inform Intrinsic about the result by signing in our website. You will have to provide us with the result and also the date of visa application.

For those whose application is successful, they should online submit the Visa Copy and the 2nd Installment within 7 days. You can submit the payment by either payment transfer to our HSBC a/c then scan and upload the transfer receipt; or you can mail us a check which is payable to "Intrinsic Limited".

STAGE 8 – Travel Plan Form (TPF)

After successful visa application, your flight detail will be given to you via email. You should start making your own travel and accommodation plan upon arrival in the U.S., i.e. transportation from the airport in U.S. to your workplace. Within 5 days after receiving the flight details, you should complete an online **Travel Plan Form (TPF)** which gives us information about your travel arrangement.

STAGE 9 – Home Country Orientation

The **Home Country Orientation (HCO)** will be conducted in Hong Kong by CIEE representatives from the U.S. The orientation session gives you the chance to meet the staff who will be there to support you during your stay in the U.S. and to ask them any questions. The Orientation will cover issues such as:

- Program Support Services
- General guidelines on making the most of your Work and Travel USA Program
- Tax details, banking, and your rights and obligations as an employee and tenant
- The information you need to apply for a Social Security Number
- SEVIS Information
- Handbooks and Orientation Material Package containing various important documents

Like all the orientations arranged during the course of the program, attendance at HCO is **compulsory** and is also required by the U.S. State Department for all J-1 Visa holders. If you are NOT able to join the HCO for whatever reason, you would be required to attend the **U.S. Orientation (USO)** in the U.S. before you start working. This would cause you an extra fee, plus you have to arrange the additional travel to the orientation location in the U.S. and you'll be also responsible for any extra cost incurred, including but not limited to transportation, accommodation, etc. Therefore, we strongly recommend you join the HCO in Hong Kong, which is free of charge.

STAGE 10 - Pre-Departure Orientation

This is the last step before departing to the U.S. – the **Pre-Departure Orientation**. This orientation is conducted by Intrinsic just before your departure to the US. It will also give you another chance to meet with other WATUSA participants. You can exchange information with each other as well as to get some valuable local information from the returnees. You will need to pick up your air ticket and other useful information from Intrinsic during the orientation.



STAGE 11 – In the U.S.

Upon arrival in the U.S., you are required to go to your pre-assigned job. You **MUST** go to the job that you originally accepted. If you do not report to the original employer, you will be reported to the Department of State, your visa will be cancelled and you will be subject to deportation. Please also remember to contact your family once arrived in U.S. in order to let them know you are fine and safe!

I. Check-In SEVIS

For security reasons, the U.S. government has developed a system called Student and Exchange Visitor Information System (SEVIS) which is designed to keep track of all J-1 participants. As a WATUSA participant, it is VERY IMPORTANT that you register with SEVIS within 20 days of your arrival. (Remember: PLEASE DO NOT REGISTER FOR SEVIS UNTIL YOU ARE IN THE U.S.) When registering for SEVIS, you will need to provide the following information:

1. Your DS-2019 number
2. The address where you are living in the U.S.
3. The address where you are working in the U.S.
4. Your supervisor's information.
5. Your email address.

There are 3 ways to register with SEVIS:

1. GO TO www.mysevis.com.
2. Call 1-888-COUNCIL (1 888 268 6245), and a Customer Service Representative will assist you.
3. Use the ORANGE POSTCARD you received at orientation. There is no need to provide postage; just fill it out and put it in the mail!

In case you change your address during your stay in U.S., you will also have to report it to SEVIS within 10 days. Please note that the Department of Homeland Security will terminate all J-1 participants who are not validated their program in the SEVIS system within 30 days of their program start date.

II. Social Security Card

During your Work and Travel USA Program you **MUST** secure a Social Security number in order to work legally in the U.S. You may apply for a Social Security card at the Social Security office nearest to your place of employment, upon arrival in the United States. You can locate the nearest Social Security office by looking on the Social Security Administration's web site at <http://s3abaca.ssa.gov/pro/foi/foi-home.html>

III. Work According To The Contract

It is always possible various employment issues will arise during the course of the Program. If the problem reaches a stage that you can't solve it, you should seek help by calling 1-888-268-2645. A Customer Service Representative will provide you with advice and assistance to resolve the situation.

Never leave a job without first contacting Intrinsic or CIEE. Otherwise it would violate the Program rules and J-1 visa contract and may result in your immediate withdrawal from the Work and Travel Program.

IV. Returning Home

Once you are done with the entire Program, you **MUST** return to Hong Kong. If you overstay your visa without proper authorization you are subject to arrest and deportation. Further more, violation of immigration regulations may jeopardize the possibility of obtaining a U.S. visa in the future.

Before you leave the country, make sure to pay all bills and cancel any services you have been using (such as telephone, electricity, cable etc.) You are also asked to keep the boarding pass of the outbound flight (i.e.



the flight leaving U.S.) and scan it to Intrinsic after returning to HK.

V. The W-2 Form And Filing Tax Returns

At the end of the tax year, your employer will mail you the W-2 form. The W-2 details your total wages and the amount of each tax that was withheld. The U.S. tax year begins on January 1 and ends on December 31. You should be receiving your W-2 form in March.

Be sure to leave your address in your home country with your employer before departing the U.S. so they can mail you the W-2 form. If you do not receive your W-2 form by March 1, you should contact your employer directly and request replacements. To file a tax return, you must complete separate forms for federal taxes and state/local taxes and you are required and responsible for filing the U.S. tax returns by April 15th.

All forms are available from banks, libraries and post offices in the U.S. If you are in your home country, federal forms are available at the U.S. Embassy / Consulate. You may also download tax forms on the Internal Revenue Service (IRS) website: www.irs.gov.

You may also contact "Tax Back" who will file your taxes for you for a small fee. Please contact Tax Back International at www.taxback.com for enrollment and further information.

BANK INFORMATION

Hong Kong HSBC A/C: 636-379232-838

Macau HSBC A/C: 001-310929-095

Overseas applicant may also submit payment by telegraphic transfer to the following bank account:

Bank name: HSBC Hong Kong

Address: 1 Queen's Road, Central, Hong Kong SAR, China

SWIFT: HSBCHKHKKH

Acct no.: 636-379232-838

Acct name: Intrinsic Ltd.