

WORK AND TRAVEL AGREEMENT

It is very important that you read and understand these rules. If you have any questions please ask WISE *before* you sign this agreement.

I _____, undersigned, understand and agree to the following:

Pre-Arrival

- ❖ I understand and agree that the purpose of this program is cultural exchange. I do not expect to earn more money than to cover the cost of my basic needs while in the United States (U.S.) such as food, public transportation, and housing. I do not expect to be able to save money to take home. I understand I will probably not earn enough money to pay for my program costs. I do understand and expect that I will make a basic wage in accordance with State and Federal Labor laws, but that this amount is not expected to be much more than my living expenses.
- ❖ I will arrive to the U.S. with enough money to cover food, housing cost, transportation, deposits, etc. (at least \$1000), and I understand that it may be 4 weeks before I receive my first paycheck.
- ❖ I must read and respond, if necessary, to all documentation from WISE and the overseas agency before I go to the U.S., including this agreement, the WISE Participant Manual, the pre-departure orientation information presented to me by my agency, and all Pre-Arrival Orientations sent to me from WISE. I will ask for explanation of any part that I have questions about before I go to the U.S.
- ❖ I understand and agree that I am over 18 years of age, which, in the U.S., makes me an adult. This means that I will be held responsible for the forms that I sign. It is my responsibility to make sure that I understand everything I am signing, as WISE will hold me to this agreement.

Communication

- ❖ I have to give WISE an e-mail address that I will check upon turning in my application and while in the U.S. I have to check this email address every week to communicate with WISE. I must answer these emails and communicate with WISE on time. I have to give WISE a phone number where I can be reached though out the duration of my program.
- ❖ I have to validate my visa within 72 hours of arriving to my employer. This means that I must contact WISE and give them my living address and cell phone number.
- ❖ Within 7 days of my validation, I will receive a Post-Arrival Orientation. Completing this orientation is required to continue in my program.
- ❖ I have to communicate with WISE every month through the e-mails/surveys that WISE sends through Google Forms. Incomplete answers will not be accepted.
- ❖ I understand this is a cultural exchange program and I will use the information and advice that WISE gives me to participate in cultural exchange activities while in the U.S.
- ❖ If issues arise while in the U.S., my first point of contact is the WISE Foundation.

Work

- ❖ I agree to follow the rules and expectations of my employer. I have to obey reasonable request by the employer to stop wrong behavior to ensure all rules and expectations are followed,
- ❖ I understand that there are certain jobs in which I may not work. If WISE tells me that I cannot work in a certain job, I agree not to do so.
- ❖ I am aware that I am not guaranteed the option of overtime. I will refer to the job offer for additional details on working hours.
- ❖ I cannot change or quit jobs without first getting permission from WISE. I understand that I will be responsible for finding a new job for myself in the time that WISE will give me. I cannot begin working in the new job until WISE gives me permission. I understand that if I begin working in a job without first giving WISE the vetting documents and getting WISE's permission, or if I do not send the information and required documents to WISE by the time WISE will give me, I will be breaking the rules of the WISE Work & Travel Program, which might mean that I lose my program sponsorship.
- ❖ I can begin working at a 2nd job while on the program only after informing WISE, receiving permission from WISE, and completing the vetting documents.
- ❖ I understand that WISE expects me to work until the last day stated on my DS-2109 form. If I need to leave my job early, I must contact WISE first to discuss the situation with them, and only with WISE's permission

(which includes getting permission from the employer) may I take steps to leave early. I also understand that I may lose housing deposit refunds, etc. in employer-provided housing according to the housing contract that I signed with the employer.

- ❖ If I want to leave my current job to work for a new employer or to end the work portion of the program to begin traveling, I must give my current employer two weeks' notice of my last day of work unless WISE tells me otherwise.

Housing

- ❖ I understand that rent and housing deposit will be payable per my job offer and housing agreement. If I have concerns about my housing, I will contact WISE.
- ❖ If I do not bring the required money including housing deposit, rent, and money to cover my living expenses until I receive my first paycheck, I may need to end my program and return home.
- ❖ I must respect the property of others, including the Work & Travel site and the housing facilities. Damaging and/or stealing property can cause eviction and/or disciplinary action.
- ❖ I must follow all housing rules that I sign and agree to in my housing contracts.
- ❖ I understand that all housing must be approved by WISE in advance. If I decide to change housing during the program, I must submit to WISE the address, pictures (inside and out) and any further requested information to WISE for their approval prior to moving to new housing.
- ❖ If WISE deems that I may not live in a particular housing location, I must not live there and must follow their instructions and guidance to ensure I am living in housing that is acceptable to the standards of the program.

Visa Requirements

- ❖ I must arrive to my employer on the DS-2019 start date for work, and if I do not communicate with WISE about why I am not at my employer, WISE will have to change my program status to "NO SHOW" in SEVIS which could affect future visits to the U.S.
- ❖ I will obey all local, state and federal laws. I understand that WISE has the right to terminate a participant's program if the participant's behavior or actions are thought to be dangerous to themselves, the Work & Travel employer, or the public at large. The participant will return to his/her home country at his/her own expense within 7 days.
- ❖ I have a maximum travel time of 30 days after my program has ended. I understand that the local U.S. Embassy and official university summer holiday dates may shorten my maximum travel time. I have discussed my dates with my local agency.
- ❖ I understand that my J-1 visa cannot be extended. I declare that I have no intention of staying in the U.S. after the final date allowed by this program.
- ❖ If any dispute should arise out of my relationship with WISE, I understand that it will be governed by the laws of Tennessee and Madison County Circuit Court will have sole jurisdiction. The prevailing party will be entitled to all costs including, but not limited to, reasonable attorneys' fees.

In signing this agreement, I acknowledge that I have read, understood, and agree to all the terms and conditions of my own free will stated above. Again, please remember: even if you don't read these rules, you still have to follow them!

Participant's Signature: _____

Date: (month/day/year) / /