

# HOW TO REGISTER FOR SWAP USA '10



## REGISTERING IS SIMPLE! Just follow the steps below.

- Step 1** → Refer to the SWAP USA summer section on our website and eligibility information below, to ensure you meet all the requirements for the program.
- Step 2** → Read the Registration Conditions listed on the SWAP Registration Form.
- Step 3** → Print out and carefully complete the SWAP Registration Form and all supplementary documents. Don't forget to sign and date the form.
- Step 4** → Take all of your SWAP documents to your nearest Travel CUTS/Voyages Campus, Adventure Travel Company or Odyssey Travel office. Our travel counsellors are there to process your registration and provide you with assistance at all times. See the Contact Us page of our website for a list of our offices.

## SWAP ELIGIBILITY

### FULL TIME POST-SECONDARY 2010 GRADUATES ARE ELIGIBLE!

#### BEFORE REGISTERING, ENSURE YOU MEET THE FOLLOWING CRITERIA:

To be eligible for SWAP USA, you must be:

- Aged 18 years or over.
- A full-time student (college/CEGEP/university) of 2009/2010 school year.
- A Canadian citizen, permanent resident or foreign student. Eligibility for non-Canadians varies depending on your citizenship. You must ask your agent at Travel CUTS/Voyages Campus for advice.

PLEASE NOTE THE FOLLOWING IMPORTANT POINTS:

- Repeat participants and former J-1 visa holders may apply to the SWAP USA program.
- You may apply with or without a job. Summer Internships and volunteer placements are also allowed.
- There will be an additional \$35USD fee, over and above the SWAP registration fee, that will be paid to SEVIS (Student and Exchange Visitor Information System) before departure to the United States.
- Information on SEVIS and the DS-2019 Certificate of Eligibility can be found in the electronic Welcome Pack letter.  
**IT IS ESSENTIAL TO READ AND FOLLOW ALL RULES ON SEVIS.**

**ENSURE THAT YOU PROVIDE YOUR TRAVEL CUTS COUNSELLOR WITH YOUR CORRECT PERSONAL EMAIL ADDRESS** (Please no school or work addresses). Within 3 business days of registration SWAP will email you a Welcome Pack letter.

# FREQUENTLY ASKED QUESTIONS



Have a lingering question about living and working in the USA with SWAP?  
*Take the time out to read these Frequently Asked Questions!*



## WHERE DO I REGISTER?

After you fill out the forms, bring your documents to a Travel CUTS/Voyages Campus, The Adventure Travel Company or Odyssey Travel office, they will help you coordinate your SWAP experience. There are over 40 locations to choose from and many of them are located right on your campus! If you live in an area that is not near one of our offices, you may mail your SWAP application to the office of your choice or call 1-866-246-9762. See the Contact Us page at [www.swap.ca](http://www.swap.ca).

## IS IT DIFFICULT TO BE ACCEPTED FOR SWAP USA?

To successfully register for the SWAP Summer USA program, you must meet all program requirements and submit your complete registration pack. Please note that these forms will be used to process your visa documents, so they must be complete on registration, as well as neatly filled out in black or blue ink. Missing or incomplete documents will delay the processing of your application. Registration is not competitive, and though we do have a limited amount of visas, there is sufficient for all applicants.

## HOW WILL I KNOW IF MY REGISTRATION IS SUCCESSFUL?

Once you have completed all documents downloaded from our website bring them into your nearest Travel CUTS office. If you meet all requirements and have completed all documents thoroughly your Travel CUTS/Voyages Campus counsellor will process your registration. Within 3 business days, you will receive an Electronic Welcome Pack letter. This letter explains the SWAP USA program, rules and regulations for SEVIS and other important issues about living and working in the United States. **Please remember, this letter will be sent to the email address you provided to your travel counsellor, ensure that the email address you provide is correct and has no security blockage on it – this is extremely important for this step of the registration and for the entire time you are in the US.** If for some reason you do not receive this email within 3 business days, simply give your travel counsellor a call to check on the status of your application.

## DO I NEED TO HAVE A PRE-ARRANGED JOB?

Applicants may apply with or without work, either paid or unpaid. Applicants with summer Internships or volunteer placements are qualify. Please note the required support funds also different depending on your job status.

## WHAT IF I ALREADY HAVE INSURANCE?

The US Department of State requires all participants to be insured while in the USA and has very specific coverage requirements for all J-1 visa holders, which are not typical of the average Canadian travel insurance policy. Bon Voyage insurance meets these requirements, and for this reason we have included the cost of the insurance in the registration fee. Should you already have insurance coverage for your entire stay in the USA, you are responsible to provide proof of your coverage amounts in order to register. Should you register and your insurance proves not sufficient, you will be required to change your registration, and purchase Bon Voyage. Please see the Insurance Waiver (pg 13) for the required coverage amounts.

## WHAT IS A FINAL KIT?

SWAP prepares all necessary work documentation for the final approval of IENA, your official US sponsor. Once we receive your DS-2019 from IENA, we send a Final Kit (pre-departure pack) to the Travel CUTS office you registered at.

## WHO ARE MY SPONSORS WHILE IN THE USA?

IENA is your official programme sponsor. BUNAC and IENA (International Exchange of North America) have worked together for years to provide J-1 programs for international students. IENA issues your DS-2019, the legal documentation that enables Canadians to enter the US and obtain the J-1 visa classification. BUNAC is your first contact while in the United States for any assistance needed.

## ARE THERE ANY ADDITIONAL FEES?

In 2003, the United States Government introduced a 'tracking measure' for foreign students studying and working in their country, which is known as the Student Exchange Visitor Information System or SEVIS. There is a charge of \$35USD per participant over and above the established SWAP USA Registration Fee. Details about how and when this fee will be collected will be included in your electronic SWAP USA Welcome Pack letter and Final Kit.

## HOW LONG BEFORE I GET MY VISA?

SWAP requires 4 weeks to process your visa from the time you submit your correctly completed registration pack and all documents on the checklist. Please take this into account when planning

your summer departure. **However, please keep in mind that Final Kits will not be available until 2-4 weeks prior to departure.**

## CAN MY VISA BE MAILED TO ME IN THE USA?

**Absolutely not!** Your DS-2019 (the visa allowing you to work in the USA) must be activated at the border by a US immigration officer. Having your work documentation mailed to the US is illegal. Furthermore, not having your visa activated will mean that you will not be able to successfully obtain a Social Security card or be paid.

## CAN I PICK-UP MY FINAL KIT AT ANOTHER TRAVEL CUTS/VOYAGES CAMPUS LOCATION IN CANADA?

Yes, absolutely. Just let the office you are dealing with know at which location you would like to collect your Final Kit.

## I'VE READ THROUGH THIS REGISTRATION PACK, BUT I STILL HAVE SOME QUESTIONS. WHAT SHOULD I DO?

Please review all details on our SWAP USA Summer website page about the program and specifically about the DS-2019 (USA VISA). If you would like more information about SWAP, please contact one of our shops. Our travel counsellors are SWAP and budget travel specialists. They can provide you with information about working abroad and with excellent budget travel advice. Visit our website, [www.swap.ca](http://www.swap.ca), for more details about SWAP Talks and more FAQs.

# SWAP USA REGISTRATION DOCUMENT CHECKLIST

**Ensure to bring this checklist and ALL of these documents with you at time of registration. Your application will not be accepted otherwise.**

- Completed SWAP Registration Form, signed and dated. **Please take this commitment seriously, no refunds will be provided, except for unforeseen emergency situations.**
- Copy of typed resume in English.
- Reference letter. You may choose to use the standard SWAP Reference Form available on our website under the 'How To Register Section'.
- A readable photocopy of your valid Canadian passport picture page. If you do not have a current passport, you must apply for one as soon as possible. Ensure your passport is valid until December 2010.
- The original copy of 'Proof of Student Status' letter for the present semester; signed and dated and stamped by your registrars office.
- Signed and dated 2010 SWAP USA & IENA Participant Agreement. Ensure to read this entire document to fully understand your responsibilities on this program.
- USA Visa Application Requirements form.
- Attach a Proof of Support Funds (Bank Letter). With a pre-arranged job, your funds must be a minimum of \$1000, without a job offer a minimum of \$1,500, with an unpaid internship a minimum of \$2,000. Ensure to maintain these funds up until your departure.
- If you've already organized employment, a copy of the Employer Job Offer Agreement Form, signed by both you and your employer.

## INSURANCE – PLEASE TICK YOUR CHOICE OF SWAP PROGRAM

### SWAP USA OPTIONS:

- Option A:** \$597 with 4-months of Plan B Bon VoyageTravel™ Insurance.
- Option B:** \$485, Bon Voyage Travel™ Insurance **not included.** If you are purchasing Option B you must show proof of equal insurance coverage of signing an insurance waiver and including a copy of your existing insurance policy.

PLEASE REFER TO THE ATTACHED SWAP USA INSURANCE WAIVER FORM FOR FURTHER DETAILS.

**REMEMBER TO KEEP A COPY OF ALL DOCUMENTS FOR YOUR RECORDS!**

### DEADLINES

**We require a minimum of 4 weeks to process an application.**

**Final Kits with DS-2019 (USA VISA) will not be available until 2-4 weeks prior to departure.  
Earliest work start date is May 1st, 2010.**



## SECTION ONE

PLEASE COMPLETE IN INK USING BLOCK LETTERS. It is very important that the information written on this page is correctly spelled and accurate. This information will later transfer to visa documents; therefore, it is important that your name matches the name written in your passport (do not use any nicknames). Please also verify that you have not reversed the day and month of your date of birth.

MS  MR   
 LAST NAME \_\_\_\_\_  
 FIRST NAME \_\_\_\_\_  
 MIDDLE NAME \_\_\_\_\_

### PERMANENT ADDRESS

STREET \_\_\_\_\_  
 CITY \_\_\_\_\_ PROV \_\_\_\_\_ PC \_\_\_\_\_  
 TELEPHONE ( ) \_\_\_\_\_  
 CELL ( ) \_\_\_\_\_

EMAIL (required) \_\_\_\_\_  
*It is essential that you provide your correct E-mail address. Provide an E-mail address that you can be contacted on throughout the summer months.*

### MAILING ADDRESS (PO BOXES ARE NOT PERMITTED)

STREET \_\_\_\_\_  
 CITY \_\_\_\_\_ PROV \_\_\_\_\_ PC \_\_\_\_\_  
 TELEPHONE ( ) \_\_\_\_\_ VALID UNTIL \_\_\_\_\_

### EMERGENCY CONTACT

NAME \_\_\_\_\_  
 RELATIONSHIP TO YOU \_\_\_\_\_  
 TELEPHONE ( ) \_\_\_\_\_  
 CELL ( ) \_\_\_\_\_  
 EMAIL ( ) \_\_\_\_\_

YOUR DATE OF BIRTH DAY \_\_\_\_\_ MONTH \_\_\_\_\_ YEAR \_\_\_\_\_  
 GENDER  MALE  FEMALE

CITY OF BIRTH \_\_\_\_\_  
*(as written in your passport)*

COUNTRY OF BIRTH \_\_\_\_\_  
*(as written in your passport)*

ARE YOU A CANADIAN CITIZEN?  YES  NO  
 If NO, list country \_\_\_\_\_  
 If NO, are you a permanent resident of Canada?  YES  NO

DO YOU HOLD A VALID CANADIAN PASSPORT?  YES  NO  
*(If NO, please apply for one immediately. You may NOT register for SWAP at this time. If YES, please ensure that the passport is signed and is valid for at least one year.)*

DO YOU HOLD ANY OTHER PASSPORTS?  YES  NO  
 If YES, list country \_\_\_\_\_

STATUS  SINGLE  MARRIED  DIVORCED  
*(If your status is not 'SINGLE', check with your travel counsellor to see if you meet the visa requirements)*

HAVE YOU EVER BEEN DENIED A VISA OR ENTRY TO THE USA?  
 YES  NO (If yes, please attach explanatory letter)

HAVE YOU EVER BEEN ARRESTED/CONVICTED OF AN OFFENCE OR CRIME?  
 YES  NO (If yes, please attach explanatory letter)  
 If you have answered YES to one of the last two questions, contact your Travel CUTS office for eligibility.

## SECTION TWO

POST-SECONDARY STUDENT STATUS. Must be a full-time student in 2010. I am currently in my:

1st  2nd  3rd  4th  
 UNDERGRADUATE  POST-GRADUATE

### SCHOOL TYPE

UNIVERSITY  COLLEGE/CGEP  
 CAREER COLLEGE  
 OTHER (be specific)

SCHOOL \_\_\_\_\_

COURSE NAME \_\_\_\_\_

## SECTION THREE

HAVE YOU PARTICIPATED IN SWAP BEFORE?  YES  NO  
 (If YES, list country and year)

HAVE YOU EVER HELD A JOB IN CANADA?  YES  NO

HAVE YOU PREVIOUSLY HELD A J-1 VISA FOR THE USA?  
 YES  NO

If YES, did you obtain the J-1 visa through SWAP?  YES  NO

If YES, list year(s): \_\_\_\_\_

If NO, please list the organization(s) and year(s): \_\_\_\_\_

DEPARTURE DATE \_\_\_\_\_

*Be very specific with your departure date. The date you choose will be on your USA Visa. If you do not enter the US within 10-15 days of this date, a new DS-2019 may be required (at additional cost to you).*

## SECTION FOUR

HOW DID YOU FIRST HEAR OF SWAP? Check one

Travel CUTS/Voyages Campus  SWAP Newspaper  
 Teacher  Friend/Family  
 Media Article  Surfing the Net  
 School Career Office  Government Info  
 The Student Traveller Magazine  Other \_\_\_\_\_

WHERE DID YOU PICK UP A COPY OF THE SWAP BROCHURE?

Travel CUTS/Voyages Campus  Friend/Family  
 Online @ www.swap.ca  Did not pick one up  
 School Career Offices  Other \_\_\_\_\_  
 Youth Employment Centre

DID YOU ATTEND A SWAP PRESENTATION/TALK?  YES  NO

HOW LONG AFTER YOU HEARD ABOUT SWAP DID YOU APPLY?

Less than 6 months  6 to 12 months  1 to 2 years  
 over 2 years  over 4 years

HAVE YOU TRAVELLED OVERSEAS BEFORE?  YES  NO

DID YOU KNOW ABOUT TRAVEL CUTS/VOYAGES CAMPUS BEFORE LEARNING ABOUT SWAP?  
 YES  NO

WHERE DO YOU CURRENTLY LIVE?

At a school residence  In a shared apt./house  
 I live alone  With Family



## SECTION FIVE

### CALCULATING YOUR REGISTRATION PAYMENT

REGISTRATION FEE \$ \_\_\_\_\_

Tax - For BC, the Prairies, ON and PEI), add 5% GST

- For the Atlantic (excluding PEI), add 13% HST

- For QC, add 5% GST. Then take the total of the  
Registration Fee and the GST and add 7.5% QST. + \_\_\_\_\_

**TOTAL** \$ \_\_\_\_\_

### FORM OF PAYMENT

CASH       MONEY ORDER\*       INTERAC

MASTERCARD       VISA

CREDIT CARD #: \_\_\_\_\_

EXPIRY: \_\_\_\_\_ month \_\_\_\_\_ year

CARD HOLDERS NAME \_\_\_\_\_

CARD HOLDERS SIGNATURE \_\_\_\_\_

(Personal cheques are not accepted.)

\* Money orders are payable to "Travel CUTS/Voyages Campus", "The Adventure Travel Company" or "Odyssey Travel".

## SECTION SIX

### PARTICIPANT AGREEMENT

I certify that I meet the eligibility criteria listed in this online package for SWAP USA and that I have truthfully completed this registration.

Furthermore, I have read the brochure and website information, in particular, the How to Register and Registration Condition sections, and agree to be bound by the contents. I understand that travel medical insurance is mandatory for the full duration of my SWAP Working Holiday. I UNDERSTAND THAT MY REGISTRATION FEE IS NON-REFUNDABLE AND THAT ANY REQUEST FOR A REFUND WILL BE DENIED.

NAME \_\_\_\_\_

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

*If you are under the age of majority in the province in which you reside, this form must also be signed by a parent of legal guardian.*

NAME \_\_\_\_\_

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

RELATIONSHIP TO REGISTRANT \_\_\_\_\_

# USA REGISTRATION CONDITIONS

1. If Canadian, participants must have a valid Canadian passport. Eligibility for non-Canadians varies depending on your citizenship. You must ask your counsellor at Travel CUTS/Voyages Campus, Adventure Travel Company or Odyssey Travel office\* for advice. All participants must further meet all other eligibility criteria specified in this Registration Pack. These criteria are the requirements of the host governments and there are no exceptions.

2. SWAP Working Holidays will assist foreign participants to obtain the DS-2019, however; this does not guarantee a participant the J-1 visa from the American Embassy. The American Embassy's fees are payable directly to them and are over and above the established SWAP USA Registration fee. Further restrictions and additional fees apply.

3. All round-trip transportation must be purchased from Travel CUTS/Voyages Campus. Dependents of airline staff who qualify for free or greatly reduced flights may be exempted from this policy. SWAP USA participants are exempted from this policy if they prefer to drive.

4. The information provided at www.swap.ca is accurate as of December 2007. Foreign governments may change regulations that may affect SWAP after this date, and this is beyond SWAP's control. In such circumstances, SWAP will do its utmost to update participants of any changes. Participants also agree to cooperate with SWAP regarding these changes.

5. Participants agree to allow SWAP and Travel CUTS/ Voyages Campus to represent their visa application to the appropriate foreign government on their behalf. Participants furthermore agree not to interfere with this process in any way. SWAP cannot guarantee the issuance of a SWAP visa.

6. I understand I am subject to US local, State & Federal Law. SWAP, BUNAC or IENA can only advise, not intervene for participants who have legal difficulties while under IENA sponsorship.

7. Upon payment, registration fees are non-refundable. Exceptions apply when the registrant is not accepted on a program or cancels due to family death or illness (documentation is required).

8. Because registrants are screened for their maturity and independence, all dealings regarding the registration will be made between the travel counsellor and the registrant. Information will not be divulged to third parties, including friends and/or family members.

9. Full members of the Canadian Federation of Students (CFS) receive a 15% rebate on their SWAP registration fees up to a maximum rebate of \$50 CAD. To find out if you are eligible for this rebate, check with your Travel CUTS/Voyages Campus counsellor.

10. Medical insurance in addition to a participant's provincial health insurance plan is mandatory for all SWAP destinations. Participants are expected to have coverage for the full duration of their travels (this includes medical, personal accident and repatriation of remains). Participants who are otherwise adequately covered may be exempted from this requirement as long as proof of coverage is demonstrated. Participants who let their coverage lapse while overseas waive SWAP/BUNAC/IENA and Travel CUTS/Voyages Campus of any responsibility, financial and/or otherwise.

11. Participants understand that SWAP is not a career counselling agency. All employment is located by the participants themselves. Employment will be similar to temporary/casual-type work in Canada and participants should not plan to use SWAP as a means of saving money for tuition or other financial purposes.

12. Participants understand that the J-1 visas issued are for the individual registrants only. Your US sponsor IENA (International Exchange of North America, Inc) do not permit family members or dependents to travel or work abroad.

13. All participants understand that SWAP is not a language instruction program. Participants must have a working knowledge of English.

14. Participants are responsible for reading and abiding by the information and guidelines contained in their electronic SWAP Welcome Pack and Final Kit prior to finalizing flight arrangements to ensure that their trip is well coordinated.

15. Some visa issuing offices will not grant visas to married individuals or individuals convicted of a criminal offence. Participants should consult their travel counsellor in these instances.

16. Individuals with medical conditions or those who have travelled to countries that are considered medium to high risk, may experience visa delays. Participants should consult their travel counsellor in this instance to seek advice and are advised not to book flights in such cases.

17. Registration fees cover approximately 75% of the costs required to operate SWAP. The remaining costs are for program administration and are provided by Travel CUTS/Voyages Campus. SWAP does not rely on funding from any level of government.

18. SWAP reserves the right to alter or terminate the program at any time. In the event of this unlikely occurrence, affected participants are entitled to an immediate refund of any or all monies paid for services not rendered.

SWAP is administered through the cooperation and permission of the national governments in the respective countries and operates on an exchange basis. Corresponding numbers of foreign students from receiving countries are eligible for employment in Canada, thereby eliminating any adverse effects on domestic employment opportunities.

\* The Adventure Travel Company and Odyssey Travel are Travel CUTS/Voyages Campus offices.

### AGENT USE ONLY

I, \_\_\_\_\_, \_\_\_\_\_  
(agent)

accessed \_\_\_\_\_, \_\_\_\_\_  
(pax name)

on \_\_\_\_\_ and acknowledge that  
(date)

they are a suitable participant and have an understanding of the responsibilities for this program.



**SWAP Working Holidays**

## Proof of Student Status

This is to certify that \_\_\_\_\_ is registered as a full-time  
Full name of student

student in the \_\_\_\_\_ program  
Type of program/degree

at \_\_\_\_\_, located in \_\_\_\_\_  
Name of university or college City and province

for the 2009/2010 academic year.

\_\_\_\_\_  
Please provide name and signature  
of professor or registrar office representative.

\_\_\_\_\_  
Date



School Seal

## 2010 SWAP USA & IENA PARTICIPANT AGREEMENT

As a participant on the SWAP USA program you will receive documents that will allow you to work and live in the USA. However, the right to work is not automatic and comes with certain rules and responsibilities that are outlined below. Although you may have been to the US previously, this visit will be very different; you will have to follow certain rules that tourists do not. It is important that you understand your responsibilities.

The success of the program is due in large to the positive relationship among employers, program participants and SWAP's partner organizations. To help us to protect the interests of SWAPPERS and to safeguard the existence of the program for future students, it is essential that all parties play their roles in a responsible and mutually supportive manner.

The people and organizations that work together to operate Work America include;

**PARTNER ORGANIZATION -SWAP:** Organization in your home country that assists you with your program and visa application.

**IENA:** the US J-1 Sponsor must approve all employment and are ultimately responsible for your program participation and welfare.

**BUNAC:** provides support services during your participation on the program. Whilst in America they should be your first call with questions or problems.

**EMPLOYERS:** we remind employers of their obligations to SWAP USA participants and ask them to treat you fairly and reasonably.

**YOU:** we expect you to act as responsible employees and program participants, and to abide by the program conditions. Therefore we ask you to read the following conditions and sign at the bottom to confirm that you have understood them and agree to them.

I acknowledge that the DS-2019 (certificate of eligibility for J-1 visa) for which I am applying imposes three interlinked sets of conditions.

These are (a) the SWAP USA program conditions and eligibility requirements, (b) the J-1 Sponsor (IENA) conditions and regulations and (c) the US Government J-1 Visa and SEVIS requirements. I agree to comply with all of these conditions.

### WORKING IN THE US

I understand that:

1. All jobs must be approved by the Sponsor, IENA. I must receive permission from IENA via BUNAC for each job.
2. If my acceptance to the program is based on having a pre-arranged job, I agree to honour my commitment to that employer and to do my best in the job. My employer's details will be printed on the DS-2019 in section 1/line 4.
3. If I change jobs, before or after arrival in the US, I must receive permission to leave the old job and take the new job.
4. If I take a secondary job, I may not start work there until I have received permission from IENA and my primary employer.
5. I understand that such permission will not unreasonably be withheld by IENA provided I am still in program compliance. BUNAC will provide information regarding submitting job offers for approval.
6. I must honour any contractual commitment to a US employer and must;
  - a) abide by the terms of my contract,
  - b) comply with all employer rules and company policies
  - c) behave honestly, courteously and responsibly.

### SEVIS

I agree to follow all instructions with regard to SEVIS, specifically:

1. I will notify SWAP immediately if my planned date of entry to the US changes forwards or backwards. A change in my arrival date may require a change in DS-2019; if applicable, I will be responsible for the \$50 cost for the new DS-2019.
2. I will notify SWAP immediately if, after registering for the program, my passport details change in any way or I obtain a new passport. Your passport number forms part of your [www.GoSevis.com](http://www.GoSevis.com) login and is necessary for 'Validating'.
3. I will go online to [www.GoSevis.com](http://www.GoSevis.com) to 'Validate' (i.e. provide accurate details of my American residential address, phone number and e-mail address) as soon as possible, but no later than 10 days after the FROM-date in section 3 of my DS-2019. I understand that I may be unable to obtain a Social Security Number unless I have validated.
4. I will update my GoSevis information every time I change my residential address/contact information during the work phase of my program.
5. If I cancel from the program, I agree to notify SWAP and return the DS-2019 no later than the FROM-date of the DS-2019.

### GENERAL

I fully understand that:

1. My DS-2019 work authorization is valid for up to a maximum of four months, as defined by the dates in Section 3 on my DS-2019 and no later than 10 October 2010. In addition, I may remain in the US without work authorization (as a tourist) up to 30-days "grace period" after the TO-date in Section 3.
2. I must maintain comprehensive insurance cover for the entire duration of my J-1 status in the USA; failure to do so automatically voids my J-1 and DS-2019.
3. My J-1 visa cannot be extended.
4. A Pre-departure online orientation provided by SWAP is compulsory for all participants.
5. Participants are responsible for all travel, personal or incidental expenses before, during and after the work commitment.
6. Any problems caused through my deviation from these and other Sponsor instructions are my own responsibility.
7. Any false, misleading or withheld information on my Registration Form and/or any inappropriate behavior by myself during my participation on the program that in any way damages or brings into disrepute IENA, BUNAC or the SWAP USA program may be considered grounds for immediate cancellation of my application or further participation on the program without any refund.

I understand that if I fail to comply with any of these conditions, my DS-2019 work authorization may be terminated and I may be required by the Sponsor to leave the United States immediately. I have read and agreed to abide by the terms of the Participant Agreement above and by the Program Conditions and Program Declaration on the 2010 SWAP USA Registration Form.

Applicant Name (print) \_\_\_\_\_

Date of Birth \_\_\_\_\_

E-mail Address \_\_\_\_\_

**This e-mail address is the address at which IENA will be able to contact me throughout my stay in North America.**

Signed and Dated \_\_\_\_\_



# USA VISA APPLICATION REQUIREMENTS

## **JOB OFFER AND AUTHORIZATION DATES: (CHECK THE BOX THAT APPLIES)**

- I'm applying with a job offer. - PLEASE ATTACH YOUR JOB OFFER LETTER TO THIS FORM.  
Start Date on Job Offer Letter \_\_\_\_\_  
(You may NOT work prior to the start date requested)
- I'm not applying with a job offer letter, and am still trying to secure employment in the US  
(Consult the USA page at [www.swap.ca](http://www.swap.ca) or log into SWAP Exchange for our exclusive job directory handbook for jobs in the USA.) I understand that I **must** forward a job offer letter if I secure employment prior to leaving Canada and receiving my DS-2019.  
List the date you would like your work authorization to start \_\_\_\_\_

**Be very specific with your work start date. The date you choose will be on the DS-2019 (USA Visa), if you do not arrive within 10-15 days of this date, you will be failing to comply with the regulations of the US State Department.**

**US ADDRESS:** Please indicate your temporary US address at this point in time; hostel addresses are acceptable (**PO Boxes not accepted**). The US Government requires this information.

Address: \_\_\_\_\_ City: \_\_\_\_\_

State: \_\_\_\_\_ Zip: \_\_\_\_\_ Ph: ( ) \_\_\_\_\_

## **INSURANCE: (CHECK THE BOX THAT APPLIES)**

I HAVE PURCHASED SWAP USA OPTION:

- Option A: \$597 with 4-months of Plan B Bon Voyage Travel™ Insurance** and have *ATTACHED A COPY* of the Bon Voyage Travel™ receipt to these application forms.  
BON VOYAGE Insurance Policy # \_\_\_\_\_
- Option B: \$485 with no insurance.** I already have sufficient insurance coverage in the US, and have signed the attached SWAP Insurance Waiver Form. I have also attached **proof** of my existing coverage, which also **states my name and amount of coverage** on the policy. Refer to the SWAP Insurance Waiver form for full details.

**KEEP A COPY OF ALL DOCUMENTS FOR YOUR FILES.**



## **BANK CONFIRMATION LETTER**

Dear Bank Representative,

The client presenting this note and attached form letter to you will be participating in the SWAP Working Holidays program and the Visa and Immigration post of the foreign embassy concerned requires a letter indicating the amount of funds in this young persons account prior to issuing the necessary visa to allow them to work in the country in question. You may complete the attached by hand but we ask that you print clearly when doing so. We also ask that you include the bank's stamp in the area indicated.

All of the Ottawa based embassies have agreed to the use of this form letter in establishing the participants level of personal support funds. And as the attached should facilitate this exercise, it would be greatly appreciated if any bank service charges might be waived or reduced. We thank you for any cooperation that you can extend to this participant.

**SWAP Working Holidays**

## **DEMANDE DE CONFIRMATION BANCAIRE**

Madame, Monsieur,

Le client qui vous présente cette lettre et le formulaire ci-joint participera au SWAP Vacances-Travail. Les services de l'immigration de l'ambassade étrangère concernée exigent de connaître le montant des fonds dont disposent ces jeunes personnes avant d'émettre le visa nécessaire pour qu'elles puissent travailler dans ce pays. Le formulaire ci-joint peut être rempli à la main, mais nous vous demandons d'écrire clairement et en lettres d'imprimerie.

Toutes les ambassades situées à Ottawa ont accepté d'utiliser ce formulaire destiné à établir l'état des finances personnelles des candidats. Nous apprécierions par conséquent, que ce service visant à faciliter cet exercice n'entraîne que peu ou pas de frais de gestion.

Nous vous remercions de votre coopération et de l'aide que vous pouvez apporter à ce participant.

**SWAP Vacances-Travail**

# SWAP | Working Holidays

# SWAP | Vacances-Travail



www.swap.ca

To whom it may concern,

This letter certifies that \_\_\_\_\_  
SWAP PARTICIPANT 'S NAME

\_\_\_\_\_ holds an account(s) at

this bank branch is located at \_\_\_\_\_

\_\_\_\_\_  
BRANCH ADDRESS

As of today's date \_\_\_\_\_,  
DATE

the account balance(s) total(s) \_\_\_\_\_

\_\_\_\_\_ and the account(s)  
ACCOUNT BALANCE

is/are in good standing.

A qui de droit,

Cette lettre certifie que \_\_\_\_\_  
Name du participant

\_\_\_\_\_ possède un (ou des)

compte(s) à la succursale de la banque située

au \_\_\_\_\_  
Adresse de la banque

\_\_\_\_\_.

En date d'aujourd'hui le \_\_\_\_\_,  
Date

le montant du solde total du (ou des) compte(s)

est de \_\_\_\_\_ et la situation  
Solde

financière de ce client est satisfaisante.

BANK STAMP/ CACHET DE LA BANQUE

\_\_\_\_\_  
SIGNATURE of Bank Official, du représentant de la banque.

Please attach your business card.  
Veuillez joindre votre carte professionnelle.



## **SWAP USA JOB OFFER AGREEMENT FORM**

### **For all SWAP USA Participants with pre-arranged work with a US Employer**

If you are applying with a job offer it is your responsibility to ensure that your employer fills out the USA Employer Offer Job Form.

If for whatever reason your Employer cannot complete the SWAP form, we will also accept a letter, or official job offer, as long as it covers the same basic information as the Job offer form. This letter must be on the employer's letterhead.

Original copies are not required, the form may be sent to and returned by your employer via fax or email.

Please ensure that you submit the completed SWAP Job Offer Agreement Form with the rest of your Summer USA registration forms to your travel agent.



# USA EMPLOYER OFFER JOB FORM

Name of Participant \_\_\_\_\_

COMPANY INFORMATION

Company Name \_\_\_\_\_ EIN \_\_\_\_\_  
 Name of Supervisor \_\_\_\_\_ Title \_\_\_\_\_  
 Address (not a P.O. Box) \_\_\_\_\_  
 City, State, Zip Code \_\_\_\_\_  
 Telephone \_\_\_\_\_ Fax \_\_\_\_\_  
 Cell Phone \_\_\_\_\_ E-mail \_\_\_\_\_

JOB INFORMATION

Employed from \_\_\_\_\_ to \_\_\_\_\_ Job Title \_\_\_\_\_  
 Job Duties \_\_\_\_\_  
 Other job information \_\_\_\_\_  
 Wage/hr \_\_\_\_\_ # of hours/week \_\_\_\_\_ End of season bonus? Yes/No If yes, amount? \_\_\_\_\_  
 Will you hire and pay wages before a Social Security number card has been issued? Yes \_\_\_\_\_ No \_\_\_\_\_  
*It is legal to hire and pay workers who do not have a Social Security Number but have proof they have applied for the card. See 26CFR3.6011 (b)-2 of the internal Revenue Code. The DS-2019 and I-94 card prove work authorization.*

HOUSING INFORMATION

Accommodations provided? Yes/No Cost of accommodations per month/week \_\_\_\_\_  
 Accommodations shared? Yes/No Number per room \_\_\_\_\_  
 If accommodations are not provided, company will assist by \_\_\_\_\_

SIGNATURE

### Employer Declaration

I certify that the person named above has been offered a temporary position with our company, and that all the information on this form is true.  
 I understand that international employees on a J-1 visa have the same rights and are protected under the same laws and regulations as US employees.

Print Name \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

### Participation Declaration

I understand that this job is not firm and may be revoked at any time before or after I start working. I understand that my hours of work, duties and responsibilities may change at the sole discretion of the employer. I agree to work only when I am authorized to do so by the DS-2019 and to fulfill my obligations to this employer to the best of my ability. I understand I may not change employers or take a second job without prior written consent from the Sponsor, BUNAC/SWAP.

Print Name \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_



# SWAP USA INSURANCE WAIVER

(complete only if you already have pre-existing medical coverage)

I, the undersigned, acknowledge that as a participant in the SWAP Working Holidays program, that in order to work and travel abroad I must have the following insurance coverage for the full duration of my participation in that country.

**MEDICAL EXPENSES UP TO \$1,000,000.00 CAD**  
**PERSONAL ACCIDENT UP TO \$50,000.00 CAD**  
**\*REPATRIATION OF REMAINS UP TO \$10,000.00 CAD**

I, the undersigned, am already covered by an insurance policy other than that offered to me by SWAP Working Holidays, which meets the minimum coverage as indicated above. I am attaching a copy of this policy which does indicate the level of insurance coverage.

Dates of Participation: \_\_\_\_\_

Name of my Insurance Company: \_\_\_\_\_

Policy Number: \_\_\_\_\_

My Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

***You must provide proof of your pre-existing coverage amounts with this form.***

**\* While most insurance companies provide enough medical and personal accident coverage, most do not offer \$10,000 for Repatriation of Remains. If you cannot show proof of required coverage with a copy of your policy at time of registration, your registration will not be accepted.**

Please keep in mind that SWAP is offering two options for SWAP USA Summer:

Option A: \$597 with 4-months of Plan B Bon Voyage Travel Insurance

Option B: \$485 with no insurance.