

~ what you ABSOLUTELY need to know ~

VISA

- The J1 visa is an exchange visa for on-the-job-training and is not a working visa. Despite this, the host organization expects you to perform as any other employee
- Your visa is linked to only one employer - no second job allowed
- The J1 visa cannot be extended. You will need to leave the USA after your training program

BEFORE YOUR DEPARTURE

- Don't book your flight before you have your visa AND you have coordinated your exact arrival date and time with the host employer so that they can confirm accommodation and/or (airport) pick-up
- Start looking for housing as of now. Follow the tips we have shared with you in the offer letter. We discourage you to make deposits or prepayments before you have actually visited the accommodation
- Employers are allowed to ask their staff to undertake a drug test. Drugs can be detected in your body up to 6 months after usage so DON'T do drugs (before AND during your program) as you will be sent back to your home country if you test positive
- Once you have booked your flight, share the information with HRC so that we can activate your insurance
- Double check if there is anything specific you need to bring with you (medication, uniform, shoes, knives)

DURING THE CAREER PROGRAM

- Upon arrival, go to the HR department to inform them that you have well arrived
- Please monitor the schedule of your rotations as outlined in your training plan (DS-7002)
- Please ensure that you get (an average of) at least 32 hours of work per week
- The visa sponsor is responsible for your well being during the program. Keep them abreast of your situation, positive AND negative
- Respect the chain of command. If you have an issue with a co-worker, try to work it out with him/her. If this does not work out, go to the supervisor and only if this does not solve the problem you go to the department head or HR manager.
- Don't break the law – you risk your visa getting revoked and being asked to leave the country immediately
- Do the mandatory evaluations from your visa sponsor in a timely manner
- Insurance coverage
  - o call the insurance company before you consult a doctor unless it is an emergency
  - o on the insurance website you can find a list of doctors where you can go. If you go to a doctor who is not on the list you have to pay cash and you might not get fully refunded
  - o only emergency medical coverage is covered – regular check-ups are not
  - o insurance coverage is worldwide with the exception of your home country. If you need to travel back home for an emergency make sure you purchase additional (travel) insurance
  - o pre existing illnesses are not covered
  - o dental: root canal, cavities, orthodontics and wisdom teeth removal are NOT covered. Make sure you have a medical check-up before your departure
  - o for travel outside of the USA you have to ask for a travel validation at your visa sponsor
- Make your monthly payments in time. If you do not pay in time, you risk your program being cancelled
- Behave professionally. You represent your country, your school, your visa sponsor and hrc
- Treat emails from HRC International and your visa sponsor as urgent. Regularly check your Spam box

AFTER YOUR PROGRAM

- Claim your taxes back
- Share your experience with friends, classmates, family and colleagues

(print name)

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(signature)