



## J1 Summer Work and Travel Site Supervisor and Manager Basics

**GeoVisions** – GeoVisions is the program sponsor for a J-1 visa work and travel exchange visitor you are supervising. We are here to help. This cultural exchange program requires that students practice their English-speaking skills, work alongside other Americans in seasonal positions, and experience cultural activities. Notify GeoVisions immediately if there is a problem with their job, housing, health, or safety.

**Job Changes** – Notify GeoVisions immediately if a student leaves their job, changes job title or work location, is fired from a job, or finds a new job. GeoVisions is required by the Department of State to update their records. Students may not be threatened by employers to be sent home. Students may not begin work without permission from GeoVisions. New and second job offers and copies of business documents (license and worker's compensation policy dates of coverage) must be emailed to GeoVisions. Our team will call the employer to verify the job PRIOR to starting work. Prohibited jobs are listed [here](#).

**Arrival Check In** – Students check in with GeoVisions within 3 days of their arrival in the US by visiting our website at [www.gvsevis.org](http://www.gvsevis.org) and providing their exact mailing address, including room or apartment number and US telephone number. They cannot apply for a Social Security number until they check-in.

**Social Security** – Students need to wait to apply for their Social Security Number 10 DAYS after they have checked in with GeoVisions. Most students need assistance getting to the nearest Social Security Office.



**Cultural Exchange** – Students are visiting the US on a cultural exchange visa, so employers need to either coordinate **Monthly Cultural Activities** or provide information and encourage students to attend local events. Ideas include: holiday celebrations, festivals, concerts, museums, national parks, BBQs, and sports.

**I-94 Admissions Record** – Students need to print their I-94 Arrival Record [here](#). Employers and the Social Security Office will need a copy of this. Remember the student's name should be spelled exactly as it is on their passport, and enter the student birthday: month/day/year.

**Culture Shock** – Recognize that students may be nervous and require patience during the first few weeks. They are learning new words, new skills, living in a new country with new food. It is often the first time away from family. Take time to get to know students so that they clearly understand your expectations and do not make assumptions. Treat them fairly and never threaten a student.

**GeoVisions Monthly Check-in** – Students must complete a monthly check-in with GeoVisions between the 10<sup>th</sup> and the 15<sup>th</sup> of each month of their program by visiting: [www.mygeovisions.org](http://www.mygeovisions.org)

**Travel Period** – Students may travel a maximum of 30 days around the US after the end date on their DS-2019 form, but they are not authorized to work after the end date on their DS-2019 form. They must return home in time for their University classes.

**Taxes** – Students are exempt from paying Social Security, Medicare, and Federal Unemployment taxes.