







THE SUMMER WORK TRAVEL PROGRAM (SWT)

The SWT is for college and university students at foreign universities to gain first-hand experience as they work in seasonal or temporary jobs and travel in the U.S during their summer while providing the opportunity to experience U.S culture. The positions need to be seasonal or temporary. Under the SWT, students may work in the U.S for up to **4 months** during their vacation break between academic years. J1 exchange visitors may not exceed the program period plus **30 days** for the purposes of travel unless an extension or change has been granted.



WHAT IS THE GOAL OF THE PROGRAM?

The Summer Work Travel program provides foreign students with the opportunity to work and live in the United States. This gives them the opportunity to experience our culture and way of life in the U.S by being exposed to the people here. Cultural experiences are a big part of the program and one of the main reasons that many foreign students chose to participate in this program. They are not here just to work. It is important that they experience cultural activities and we can play a big role in this. Examples of cultural activities are:

- Taking a day trip
- Going to a local celebration (such as 4th of July)
- Having dinner with a group of U.S citizens

The list is endless. Let your imagination wonder and have fun. The more cultural experiences we can provide them with the better their experience will be and ours.

STEPS ON BECOMING A HOST EMPLOYER

1. Decide what type of participant you would like to hire from one of the 14 program categories.
2. Contact one of the 39 Sponsors about your chosen program.
 - Sponsors verify contact information, obtain and verify an employer's tax ID number, obtain copies of their business license and workers' compensation policy, and verify that the jobs will be at a reputable business. Employers must not have experienced layoffs in the past 120 days and must not have workers on lockout or strike. The sponsor will ensure that the placement to SWT participants will not displace U.S workers.
 - Although many sponsors do not charge a fee to the employer, there may be a fee depending on the sponsor you choose to use.

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DO J1 STUDENTS PAY TAXES?

Employers must follow all federal and state labor laws when employing J1 students. J1 students are subjected to federal, state, and local taxes. J1 students are exempt from the Federal Insurance Contributions Act (FICA) taxes (for Social Security and Medicare). J1 students do not pay Social Security, Medicare or Federal Unemployment taxes. Employers do not have to match these taxes. The end result is a savings for the employers. The students will need to obtain a social security number for tax purposes.



PAPERWORK THAT NEEDS TO BE COMPLETED UPON ARRIVAL OF STUDENT

It is vital to start the paperwork as soon as possible once the student arrives.

- Have the students verify the information in SERVIS (Student and Exchange Visitor Information System) right away. This is validating their living address and work address. They will need to do this in order to apply for the social security card. The SERVIS system can take a couple of days to update.
- Obtain a photocopy of their foreign passport, DS2019, I-94, and their visa. Please note that some students have more than 1 type of visa so make sure that you get the copy of the J1 visa.
- Once SERVIS has updated the verified information, take the student to the social security office to apply for a social security number. It is helpful to take all of their documentations listed ahead of time or stop to pick up necessary forms. Fill out the forms before you go. This will enable you to go through the forms with the student in a less pressured environment.
- Students also need to fill out a W-4 and an I-9 form.

PROHIBITED JOBS

Some Specific jobs are banned by the SWT regulations. Prohibited jobs include:

- Positions in private homes
- Jobs related to clinical patient care
- Any position in the adult entertainment industry
- Jobs that require work hours at night
- Jobs declared hazardous to youth
- Jobs that are substantially commission based
- Any position involved in gaming or gambling
- Pest control
- Traveling fairs
- Any position in agriculture, forestry, fishing & hunting, mining, quarrying, oil & gas extraction, construction, and manufacturing.



- Some sponsors may have additional prohibited jobs according to their policies.
- SWT participants may only work in jobs that are seasonal or temporary that provide opportunities for interaction with U.S. citizens and allow for experiencing U.S. culture.

USEFUL INFORMATION TO KEEP IN MIND

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| <ul style="list-style-type: none"> • Housing • Wages • Full-Time jobs • Time frame for approval process • To and from airport | <ul style="list-style-type: none"> • Contact before arrival • Staff meeting • Grocery Shopping • Cashing pay checks • Holidays |
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