



International

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Work and Travel Services

## INTERNATIONAL WORK AND TRAVEL SERVICES

Welcome to the **IWTS Company Limited**. **IWTS Company Limited** is promoting the United States of America (USA) Cultural Exchange Programmes under the business name **International Work and Travel Services (IWTS)**.

It is a pleasure for us to provide you with the opportunity to work, travel and earn an income while you experience the different cultures in the USA. We would like to thank you sincerely for making IWTS your programme of choice and do hope that we can work together in order to make your experience with us a remarkable one.

IWTS is registered with the United States local embassy and is a legitimate recruiter. The agency is also registered with and licensed by the Ministry of Labour and Social Security. IWTS operates at 237 Old Hope Road, Suite 9 Technology Innovation Centre, Kingston 6, Jamaica.

IWTS executes recruitment procedures for full-time tertiary students and recent graduates for International Job Placement in the United States of America (USA) for its H2B, J1 Internship, J1 Trainee and J1 Summer Work and Travel (SWT)-Cultural Exchange Programme.

The J1 Cultural Exchange Programmes are not a money making venture, though they have paying jobs. The purpose of the programme is to promote a Mutual Understanding among full-time tertiary students and tertiary graduates around the world. The programme enable participants to live temporarily and obtain an international work experience, internationalize their resume, travel and work in the USA while learning about its food, language and lifestyle, learn about the culture of the USA while interacting with Americans and other students in the programme.

The information below is a guideline about the J1 Summer Work and Travel Programme. The steps were organized in order to guide you through the process. Therefore, we urge you to pay keen attention to what is being asked of you. Please ask as many questions as you see fit so that you can have a clear understanding of the programme.

The complete process is in a nutshell- from registration to departure and when you return are as follow:

IWTS charges two (2) non-refundable fees. They are:

- (i) Agency Fee of JMD\$8500 (Registration fee:
  - ✚ JMD\$3500 Orientation fee
  - ✚ JMD\$2500 Registration Fee
  - ✚ JMD\$2500 Professional Development Seminar
- (ii) Administration Fee of JMD\$56,000 (Review of IWTS and the sponsor's application forms, dialogue with the sponsors; employers and third party job provider, screening and interviewing of clients for job consideration, banking and wire transfer fees, printing; photocopying and scanning of documents, resume editing, phone calls and sending email on clients behalf, assistance to place clients into a temporary job, consultation and guidance throughout the application process)

## STEP ONE (1)

Registration and Deposit Requirements:

**Deposit of JMD\$100,000.00 is required for all clients. This includes the agency fee.**

**A deposit on the programme fee is required at registration. The full payment can be made at registration or any time prior to the deadline.**

The following items are needed to complete the initial registration process:

1. A. Agency Fee is JMD\$8,500.00  
B. The bank deposit or the online transfer receipt for the Agency Fee must be submitted to the office. This is needed to verify your payment. I.W.T.S will issue a company receipt to you.
- (2) 1 Copy of your School Identification Card (**valid**)
- (3) 1 smiling passport size picture
- (4) Copy of your valid passport's information page
- (5) Certified Status Letter from your school
- (6) Updated resume
- (7) Completed Application Form

**A photocopy of the status letter and School ID will be accepted, however the original documents must be submitted to the office for verification.**

The documents above can be scanned and email to [itravelservices@yahoo.com](mailto:itravelservices@yahoo.com). They should be sent in one email in order to maintain accuracy and efficiency. Each client should send **ONLY** their documents. Every client should have their name clearly written on the NCB Deposit slip.

Banking Information

**National Commercial Bank**

IWTS JMD A/C#: **065 136 759** **All fees should be paid to this account**

Branch: **Duke Street**

**Programme Fee: JMD\$224,000.00** **Early Bird Special: JMD\$217,000 (must be Paid in full by December 21, 2018)**

**Registration Deadline: November 30, 2018**

**Programme Fee Deadline: December 21, 2018**

A payment to the appropriate account can be made at any (NCB) National Commercial Bank island-wide. The applicant must pay the full programme fee before the Ds-2019 package can be issued.

Email the bank receipt to [programfee@gmail.com](mailto:programfee@gmail.com) and submit the physical receipt as soon as possible.

**The programme fee includes:**

**Programme Fee:** Ds 2019 Form, Insurance, 1-901 Sevis, support throughout the programme, housing and job arrangement, I.W.T.S non-refundable administration fee (JMD56,000), banking and wire transfer fees, printing, photocopying and scanning of documents, resume editing, phone calls, email sending, assistance to place clients into a temporary job, consultation and guidance throughout the application process.

**(Ds 2019 Form)** - The verification document for an applicant's work permit. It includes the start and end date of the work period for the applicant's job, employer's name, address, contact and other information about the job.

**(SEVIS-Fee)** is a mandatory fee that is charged by the US Department of State. It is a government system that keeps track of all Exchange Students in the United States of America. This fee is already included in the applicants' programme fee.

**SEVIS: Student Exchange Visitor Information System**

**All participants are asked to register urgently, submit all the relevant documents and pay the required fees as early as possible in order to avoid any unnecessary delays regarding the processing of their Ds 2019 package.**

## **Step Two (2)**

Prepare for IWTS Professional Development Seminar and Orientation

IWTS will host a meeting to discuss the contract, question and answer session and background information about the programme.

## **STEP Two (3)**

### **Choose Job and Prepare for Interview**

All Job Assisted applicants must pay their full programme fee in order to secure a job. An interview with the sponsor and or employer will be scheduled for the applicant. At this point in time, average hours per week, wages (if applicable), utilities and travel arrangements will be discussed. During the interview, the applicant is expected to ask as many questions as possible in order to have a clear understanding of the job's contract. I.W.T.S will confirm the interview result with the client, once the information becomes available.

### **Prohibited Jobs under the Summer Work and Travel Programme are:**

1. Any position which is not seasonal or temporary as defined by the US Department of State; positions that do not allow students to work alongside English-speaking American citizens
2. Domestic help positions in private homes (child care, elder care, gardener, chauffeur, etc.)
3. Pedicab or rolling chair drivers or operators; drivers or operators of vehicles or vessels, even if they are not carrying passengers
4. Any position in gaming and gambling that includes direct participation in wagering, betting and the adult entertainment industry
5. Any position that requires sustained physical contact with other persons, including clinical positions, body piercing, tattooing, massage, manicure, etc.

6. Positions in agriculture, forestry, fishing, hunting, mining, quarrying, oil and gas extraction, construction and food manufacturing, poultry, fish and meat processing, pest control, commercial laundries, warehousing or catalogue/online order distribution centers, moving companies or any jobs which require heavy lifting
7. Construction work or jobs involving the use of power tools (carpentry, roofing, plumbing, electrical, etc.);
8. Positions that require significant repetitive motion (factory work, assembly line work, etc.);
9. Positions requiring work hours between 10:00 PM and 6:00 AM (Occasional work for up to four hours in that time period is allowed.);
10. Any sales position that is primarily commission-based, and does not guarantee a specific wage or guarantee the minimum wage in accordance with federal and state standards
11. Sales positions that require participants to purchase inventory that they must sell in order to support themselves
12. Travelling fairs or itinerant concessionaires
13. Any position requiring the student to become an “independent contractor”; or street performers
14. Any position that could bring notoriety or disrepute to the Exchange Visitor program
15. Any position for which there is another J-1 visa category (Camp Counselor, au pair, intern, trainee).

### **STEP Three (4)**

#### **Wait for the DS 2019 Form package to Arrive**

Once the programme fee is paid and the applicant has secured a valid job offer, the client application will be submitted to the designated visa sponsor for processing. The next step is to wait for the Ds-2019 package to be processed and issued. This process normally takes 4-7 weeks. It can be longer if the sponsor needs additional information from the employer. Though an individual package may be ready for shipment, deliver might be delayed based on the sponsor mailing procedures. The applicant is still required to wait on the package and should not call the sponsor, but contact IWTS for all updates.

During this period, it is important for the applicant to research the organization and its environment so as to obtain as much knowledge as possible about their intended destination. Internet research can be done to find out places of interest in that area. Such as, shopping malls, restaurants, parks, banks and cambios, the language; slang and terminologies that locals use, hazardous areas to avoid, warnings and advisories, places of safety in the case of emergencies, emergency contact numbers, local rules and regulations, restrictions and permits among other pertinent information. A history of the area you plan to stay in would be a great tool to help facilitate social relations with locals and others in the country.

**At this point in time, all applicants should be making arrangements for the payment of their MRV visa voucher, interview appointment, traveling money and airfare.**

## Vetting Process

The US Department of State has a **MANDATORY** requirement for all sponsors to verify every job offer form and employer, regardless of the employer(s) status, location and experience with the J1 Cultural Exchange programme. This process can be lengthy as it aims to confirm the legitimacy of the employer. The sponsors need for additional information from the employer (seasonality chart, pictures of student housing, financial document(s) and job confirmation) can cause the vetting process to be longer than usual. Their inability to acquire the document(s) or information needed to print the Ds 2019 package can lead to the programme's cancellation by I.W.T.S, employer or the sponsor. I.W.T.S has a right to verify the potential employer so as to assist in the vetting process with the sponsor. The sponsor must be satisfied and convinced that the employer is suitable to hire a J1 Exchange Student prior to the issuance of the Ds 2019 package (Ds 2019 Form, Sevis Receipt and Insurance policy). I.W.T.S and the sponsor reserve the right to reject job offers from sites unconditionally as well as clients who are deemed unqualified or those who will not return home at the conclusion of their programme. Should I.W.T.S or the sponsor determine a site is unsuitable, not permitted by the US Department of State or by any means, including a negative reputation in the exchange community, the Ds 2019 package will not be issued. Replacements of employment offers are not promised or guaranteed by I.W.T.S or the sponsor. The policies above are effective for both Premium Self Placed and Job Assisted clients. However, should a cancellation occur at any time during this process, though it may be a rare case, IWTS's non-refundable administration fee will apply.

### STEP Five (5)

#### **Pay Embassy Appointment and Visa Voucher Fee.**

Once the Ds-2019 package has arrived at I.W.T.S's Office, the applicant will be contacted and instructed via email to pay for their MRV visa voucher and to complete the Non-immigrant Ds 160 Application Form.

#### **Completion of the Online Ds 160 Non-Immigrant Embassy Application Form**

The purpose of the online application is to make available the relevant and background information about the applicant to the interviewer. All visa applicants are advised to visit the US Department of State consular electronic application centre site at the URL <https://ceac.state.gov/genniv/default.aspx>. ***Online Non Immigrant Visa Application (Ds-160) should appear at the top of the page.*** You should select the region from which you are applying and your language. The next step is to proceed to the bottom of the page and select "**START APPLICATION**". You will be asked to upload a professional passport sized photograph to the application and follow the instructions thereafter.

#### **The Embassy Appointment needs to be scheduled for the earliest date possible.**

The MRV Visa Voucher fee is charged by the US Embassy and is estimated to be USD\$160.00, depending on inflation. This fee can only be paid at the National Commercial Bank or online through the embassy's website at ([www.usvisa-info.com](http://www.usvisa-info.com)) with the use of a valid Credit Card or valid Visa Debit Card that is acceptable on the website. The equivalent in Jamaican Dollars can be paid using the mediums outline above.

This fee is strictly non-refundable and this protocol is being reinforced by the US Embassy. The visa voucher fee is valid for one year. It is a mandatory requirement that each applicant take their MRV Receipt to the embassy on the day of their interview.

**IWTS offers a package fee of JMD\$25000 which includes the Visa MRV fee, DHL shipping fee and IWTS's administration fee.**

**All visa fee payments should be made to the NCB account number provided above.**

## **STEP Six (6)**

### **Embassy Interview**

Prior to the Embassy interview date, applicants will be asked to collect their Embassy Package at I.W.T.S's Office. The package will include the Ds 2019 Form, Insurance documents, SEVIS Receipt and other relevant documents from the visa sponsor.

All applicants have the option of scheduling their own visa appointment. As it relates to dress code, school uniform is best as it shows that you are enrolled in a school and ensure that you take your valid **SCHOOL IDENTIFICATION CARD and OFFICIAL Transcript** with you-not your VOTERS ID. Work attire should suffice if you do not have a uniform. It is of vital importance that you do not wear any merinos, sleeveless or see-through type of clothing. Should your visa be granted, the consular will advise you of how and where you should go to collect your passport.

## **STEP Seven (7)**

### **Pickup Passport & Purchase Plane Tickets**

After the embassy interview, the embassy officials will retain your passport if they grant you the J1 Work Visa. (*\* if you leave the embassy interview with your passport it simply means that your visa application was denied*). The embassy officials will stamp the J1 Work Visa into your passport and transfer it to the DHL Courier Services. You can retrieve your passport within 3-5 working days at the Head Office at 19 Hainings Road, Kingston 5, New Kingston. DHL's contact number is (876 922 7333) and additional information for the DHL Courier Services can be found on their website at: [http://www.dhl.com.jm/en/express/shipping/find\\_dhl\\_locations.html](http://www.dhl.com.jm/en/express/shipping/find_dhl_locations.html)

(In some cases, the consular will advise the applicant to pick up their passport at the embassy within 48 hours.)

IWTS will be giving applicants the privilege to book their own flight in the event that an applicant's relative wants to do it. At the same time, I.W.T.S has made it a requirement that applicants book their flight through I.W.T.S's services in order to ensure that a copy of the itinerary will be made available to I.W.T.S.

***It is mandatory for IWTS to have a copy of your travel itinerary at least two weeks prior to your departure!*** This travel itinerary is a travel document that you will receive from the airline or travel agent after you have booked your ticket.

The itinerary will be submitted to the visa sponsor and employer to notify them of the applicant's arrival.

## **STEP Eight (8)**

### **Departure and Arrival**

Applicants are required to contact IWTS and the sponsor as soon as possible via email or telephone to confirm that they have arrived safely at their intended destination. It is mandatory that you log into the SEVIS System within 1 to 3 days after arriving in the USA. You should update the SEVIS System if you leave your job, the state, relocating or have change any information that has to do with you, the participant, whilst participating in the Cultural Exchange Programme. Failure to comply with these protocols can and will result in the termination of your visa sponsorship and you will be deported immediately from the country.

## **STEP Nine (9)**

### **Return**

The J1-Visa regulation does not allow the applicant to work for more than four (4) months in the United States of America. There is a grace period that consists of thirty (30) days after the work permit has expired. Note that, the US Embassy permits the work period May to September 7 of each year for Jamaican student to participate in the programme. There students who have scheduled classes in Fall (before September 7) are advised to travel to places of interest before their job's start date as they will not be able to use the grace period after their job has ended, since they must return to school for their first day of scheduled classes. Applicants are required to update the SEVIS System of their scheduled departure date. Every applicant should report to **International Work and Travel Services (IWTS)** within a week after they have returned to Jamaica so as to confirm that they have returned from the programme.

This is necessary for the company's report.

## **STEP Ten (10)**

**See you soon.**

**Please re-register as soon as possible for the upcoming summer.....2020.**

## Refund Policies

Refund before the Ds 2019 Form is issued

Agency fee: No refund

Programme fee: Less JMD\$56,000.00 (This administration fee will be deducted from the total programme fee paid)

Refund after the Ds 2019 Form is issued

Visa Denial	Less JMD\$80,300.00 plus Agency Fee JMD\$8,500
Cancellation after the Ds 2019 form is mailed to IWTS office	No Refund
Cancellation after: visa is granted, arrival in the USA / programme termination/job cancellation after the Ds 2019 issuance/lawful or unlawful termination of a job by the employer when the client is in the USA	No Refund

**All documents submitted to IWTS Company Limited are properties of the company, whether are not the client cancels by a fault of IWTS Company Limited.**

Updated: October 1, 2018