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## IWTS COMPANY LIMITED

Welcome to the **IWTS Company Limited**. **IWTS Company Limited** is promoting the United States of America (USA) Cultural Exchange Programme under the business name **International Work and Travel Services (IWTS)**. IWTS operates at 237 Old Hope Road, Suite 9 Technology Innovation Centre, Kingston 6, Jamaica.

It is a pleasure for us to provide you with the opportunity to work, travel and earn an income while you experience and learn the different cultures in the USA. We extend our sincere appreciation to you 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 and licensed by the Ministry of Labour and Social Security as a legitimate operator to recruit Jamaicans for international placement.

IWTS recruits full-time tertiary students and recent hospitality 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 Programme is not a money-making venture, though it has paying jobs. The purpose of the programme is to promote a mutual understanding between the people of the USA and all participant from around the world. The Exchange Programme enable the participants to live temporarily in the USA, 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. These 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:

### Step 1: **Registration information for the J1 Summer Work and Travel Programme**

#### What should I do first?

- A. Pay the **non-refundable registration fee** of JM\$2 500.00 and attend the Professional Development Seminar. The payment receipt should be sent to [itravelservices@yahoo.com](mailto:itravelservices@yahoo.com) before you attend the session. This will allow you to attend the Professional Development Seminar and select your job.
- B. **Professional Development Seminar schedule: September 6, 2019. 11:00am to 1:00pm**  
**Location: 237 Old Hope Road, Kingston 6 (UTech's Main Campus-Papine), Technology Innovation Centre – Conference Room**

The purpose of the Professional Development Seminar is to discuss the programme details and IWTS Contract, question and answer session, background information about the programme.

No client will be processed if they disagree with the contract. The signing of the contract will form a binding agreement between the client and IWTS Company Ltd.

**No participant should submit any document to IWTS before he/she has attended the Professional Development Seminar.**

## **STEP Two (2)**

Registration requirements and programme fee deposit:

**Programme fee deposit: JM\$62 500.00 is due immediately, once the client decides to continue the process. This includes the agency fee. See details below.**

**A deposit on the programme fee is required to process the job selected at step one. The full programme fee can be paid at registration or any time prior to the deadline. There is no discount.**

### **What is included in the programme fee deposit?**

**This deposit includes the non-refundable agency and administration fee.**

- (i) **Agency Fee** of JM\$6,500.00
  - ✚ JM\$3,500.00 Orientation fee
  - ✚ JM\$3,000.00 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 and miscellaneous fee

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

- (1) 1 Copy of your School Identification Card (**valid**)
- (2) 1 smiling passport size picture
- (3) Copy of your valid passport's information page
- (4) Certified Status Letter from your school
- (5) Updated resume
- (6) Completed Application Form

**Additional documents from the visa sponsor will be requested during the process to aid the processing of the Ds 2019 package.**

**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.

### Step Three (3)

Banking Information: **National Commercial Bank**

Account name: **IWTS Company Ltd** ---- **All fees should be paid to this account name**

A/C#: **065 136 759** **All payments should be made to this account number** Branch: **Duke Street**

**Early Bird Registration Deadline:  
November 1, 2019**

**Late registration deadline:  
December 20, 2019**

**Programme Fee balance: JMD\$168,000.00**

**Programme Fee Deadlines: December 20, 2019 (This is the main programme fee deadline)**

**January 17, 2020  
(first extension)**

**February 21, 2020  
(second and final extension)**

**Note: all J1 Summer Work and Travel participants will pay (JM\$233 000.00) in total.  
Fee details: Registration fee (JM\$2 500.00) + Administration Fee (JM\$56 000) + agency fee (JM\$6 500.00) + programme fee balance (JM\$168 000.00)**

Payments 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 a copy of the bank receipt(s) to [itravelservices@yahoo.com](mailto:itravelservices@yahoo.com) and submit the physical receipt immediately to the office.**

**The programme fee includes:**

**Programme Fee:** Ds 2019 Form, Insurance, 1-901 Sevis, sponsor's administrative fee and deposit, support throughout the programme, housing and job arrangement, IWTS 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**

**(Insurance)-** This is for medical coverage in the of an emergency. Contact your programme for details after you have received the J1 Work Visa.

**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 Three (4)

### Prepare for you job 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.

There a few employers who delegate all hiring responsibilities to IWTS and the sponsor. In this case, IWTS or the sponsor will make all the selections on behalf of the employer.

**The client will be rescheduled for an alternative and available job until an employment is secured.**

### **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 Five (5)**

### **Receive and sign your job offer form**

Once hired, the employer or sponsor will forward the completed job offer form to IWTS. The participant should review the document and research the intended area of work. As soon as the participant is comfortable with the job, the document should be signed and return to IWTS within the time period specified. IWTS will request additional documents from the participant, compile and submit a full application to the visa sponsor, once the programme fee is paid in full. The sponsor will start the processing and vetting of the application. See the vetting process explained in the next step.

## **STEP Six (6)**

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

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. Instead, IWTS should be contacted 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 cambio, 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 Seven (7)**

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

Once the Ds-2019 package has arrived at IWTS'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. Note, IWTS may advise the participant to pay the embassy fee prior to the arrival of the Ds Form 2019 package as well.

### **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\$30 000.00 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 below.**

Account name: IWTS Company Ltd (All cash and cheque payments should be made to this name)

Account #: 065 136 759

Bank: NCB

Branch: Duke Street

## **STEP Eight (8)**

### **Embassy Interview**

Prior to the embassy interview date, applicants will be asked to collect their Embassy Package at IWTS's Office. The package will include the Ds 2019 Form, Insurance documents, SEVIS Receipt and other relevant documents from the visa sponsor.

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. You will also receive an email within 3-5 working days updating you about your passport pick-under normal processing.

## **STEP Nine (9)**

### **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 their Kingston Document Centre. You can retrieve your passport within 3-5 working days at the Unit #19, 1st Floor 7 - 9 Ardenne Road, Kingston, 10, JM  
(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, IWTS has made it a requirement that applicants book their flight through IWTS's services in order to ensure that a copy of the itinerary will be made available to IWTS.

***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 Ten (10)

### Departure and Arrival in the USA

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 J1 Cultural Exchange Programme. Failure to comply with these protocols can and will result in the termination of your visa sponsorship. Termination of the programme will require you to leave the USA within the timeline that the sponsor outlined.

## STEP Eleven (11)

### 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 5<sup>th</sup> to September 7<sup>th</sup> of each year for Jamaican student to participate in the programme. The 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 should return to school for their first day of scheduled class. Applicants are required to update their SEVIS account with their scheduled departure date. Every applicant should report to 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.

### Refund Policies

Refund before the Ds 2019 Form is issued

Registration fee: No refund

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	JMD\$89,300.00 the total payment
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



**STEP Twelve (12)**

**See you soon.**

**Please re-register as soon as possible for the upcoming summer.....2021.**

**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: August 28, 2019