Cape & Islands
Summer Work Program Resource Guide

WELCOME TO CAPE COD!
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Welcome!

Welcome to Cape Cod! We are very excited that you are here and we look forward to sharing and learning with you. Cape Cod is a peninsula located about 60 miles from Boston MA. It is also approximately 60 miles long from Sandwich to Provincetown, with many little seaside villages along the way. Hyannis is the largest village and is the commercial and transportation hub for Cape Cod and the islands.

- **Upper Cape** - towns nearest to the bridges that lead to Cape Cod. (Sandwich, Falmouth)
- **Mid Cape** - the commercial center. (Barnstable, Hyannis, Dennis)
- **Lower Cape** - towns near the elbow of the peninsula. (Orleans, Chatham)
- **Outer Cape** - towns at the end of the peninsula and location of most of the Cape Cod National Seashore. (Provincetown, Truro, Wellfleet)
- **The Islands** -- Martha’s Vineyard, and Nantucket.

REMEMBER: If you have any questions or problems while you are in the United States, please remember that your U.S. sponsor is there to help you. It’s important that you contact them to get their advice. All their contact information is on the last page of this handbook.
What to Do When You Get Here

Call Home!

Make all your important phone calls! You will want to call home to tell your friends and family that you have arrived safety in Cape Cod. If you have not done so already, you should also contact your local employer to let them know you have arrived and find out when you should plan on arriving at the job site. Make sure to ask about what clothing you should wear to work.

Register with SEVIS

Register your United States address in the Student and Exchange Visitor Program (SEVIS). Registration in SEVIS must happen within 10 days of your arrival into the United States. Failure to register in SEVIS will result in cancellation of your visa, making it illegal for you to work in the United States. Please follow your visa sponsor’s recommendation on how to register in SEVIS. Your sponsor organization is available to help you with problems or questions during your work and travel program. Please refer to your sponsor letter or DS-2019 form for contact information.

Obtain a Social Security Card

Original documentation must be provided, Passport, Letter from sponsor on sponsor letterhead with original signature authorizing employment

Students should wait a few days after arriving and registering with SEVIS (Student and Exchange Visitor Information System) before coming to SSA to insure that all government systems interfaces have taken place.

Employers should begin to pay the students when the students provide them with their receipt from Social Security that their application has been accepted and is being processed.

Students need to have a suitable mailing address where they can receive their Social Security card 7-10 days after filing their application.

Required Documents:

- IMMIGRATION STATUS: I-94 admission/identity card
  - Stamped by Customs
  - Shows J-1 status and entry date
- DS-2019 Certificate of Eligibility for Exchange Visitor Status by sponsor using SEVIS
- IDENTIFY: passport
- LETTER: from your sponsor to the Social Security Officer
AGE: Birth Certificate if ready available, if not, passport.
FORM: Social Security Form SS-5 Application that can be filled out and printed

Location: 259 North Street, Building B in Hyannis. Buses that go to Hyannis will bring you close to the Social Security Office.

Hours
- Monday, Tuesday, Thursday and Friday 9:00 AM - 3:00 PM
- Wednesday 9:00 AM - 12:00 PM

Social Security Fact Sheet

Housing Information

It is very difficult to find housing on Cape Cod during the summer months. Some employers offer housing for J1 students; many do not. So, it is important that you start to look for housing as soon as you have a confirmed job. Most importantly, you need to have secured housing BEFORE you arrive on Cape Cod. Don’t arrive in the U.S. without any pre-arranged housing. Check with your sponsoring agency and your Cape Cod employer to see if they can help you locate summer housing. If you are looking for housing in the towns of Harwich, Brewster Chatham, Orleans, or Eastham, the Lower Cape J-1 Summer Host Housing Program may be able to help you find housing. However, they do not guarantee that they will find you a place to live.

Tenants’ Rights

Questions/Problems
If you find yourself without a place to stay please find a temporary room at a nearby motel and call your sponsor as soon as possible. If you have a problem locating housing or if the housing you located is not suitable, you should address all questions and concerns to your U.S. sponsoring organization. Your Form DS-2019 contains the name and telephone number of your sponsor. To locate a designated sponsor, please visit the State Department’s list of designated sponsors.

Emergency/Temporary Housing
If you arrive in Hyannis and you have no transportation to your housing -- you can stay at the Hyannis Travel Inn, which is about a 10-minute walk from the Transportation Center. They generally have a special rate for J-1 students, and they are very helpful. If you arrive in the Lower Cape area and your accommodations are not yet available, you may be able to make arrangements to stay for a few nights at the Youth Hostels in Eastham, Hyannis, Truro and on Martha’s Vineyard and Nantucket, based on their availability. However, they do not open for the season until mid-June.
Nantucket Housing Information
It is often very difficult for visiting students and workers to find affordable summer housing. Please check with your prospective employers, as many may offer employee housing at reduced rates, or have information regarding landlords who have rented to their employees in the past. Otherwise, you'll need to look in the same places as Nantucket natives: in the classifieds section of our local newspaper “The Inquirer and Mirror” or on their associated website www.ack.net, or on the local website www.nantucket.net. People who are looking for housing can post information about themselves on nantucket.net.

We do not recommend that you plan your stay on Nantucket before securing housing. If you do, the local youth hostel on Surfside Beach allows students to stay for no more than two weeks while searching. They can be reached at http://www.hiusa.org/massachusetts/nantucket.

Before you move in:

- Before you move in, inspect the entire apartment. Note the condition of the apartment and all the amenities available.
- Check for existing damage or problems and make a list of these items. If you decide to rent the apartment, discuss your list of problems and damage with the landlord, until everyone is in agreement.
- Take pictures of your apartment (bedroom, living room, bathroom, hallway, etc); make sure to capture any prior damage. Make sure TV, refrigerator, microwave, etc. are in working condition.
- Get your landlord’s contact information. Write down the address of the house.
- Talk to your landlord about:
  - weekly rent (how much, when it’s due, how and where it’s paid)
  - security deposit (if applicable)
  - conditions for returning of your security deposit
  - amenities available at extra cost (for example air conditioning)
  - maximum amount of the people allowed to stay in one apartment
  - rules and regulations of the house (visitors, smoking, etc.)
- After signing and paying a deposit, you are expected to honor your agreement. Follow all rules the landlord has posted.
- **Pay your rent on time. Make sure to ask for receipt (a written note with the amount of rent/deposit, date paid and landlord’s signature) when you pay your landlord in cash. Ask for receipt each time you pay.**
- Do not damage your apartment, appliances or furniture. Do not overcrowd your apartment with extra students. This is usually a violation of city building and fire codes.
- Damaging the apartment, overcrowding, not paying your rent on time or violations of housing rules could result in you not getting your deposit refunded. You can also be evicted!
Before you move out:

- Do not move out without first informing your landlord.
- Schedule a check out and make sure the apartment is clean and ready for a walk-through. Be on time for your check out as your landlord might not be able to reschedule.
- Security deposit should be returned to you upon the inspection of the premises by your landlord, provided no damage was done to the apartment, you don’t owe the back-rent, etc.
- Take pictures of your apartment before you move out in case problems arise with the return of your security deposit.

Safety & Security

Each town on Cape Cod has its own Police Department and Fire Department. They are always ready to serve you. You do not need to pay for their services, and you can trust them.

In an emergency, dial 911.

If you prefer to speak with someone in a non-emergency situation, you can visit any police station; there is always a representative at the front desk. Cape Cod’s regional government also has a Human Rights Commission. If you think that you have been involved in an act of discrimination, contact Elenita Muniz at hrc@barnstablecounty.org.

<table>
<thead>
<tr>
<th>Barnstable Police Department</th>
<th>Chatham Police Department</th>
<th>Dennis Police Department</th>
<th>Eastham Police Department</th>
<th>Falmouth Police Department</th>
<th>Harwich Police Department</th>
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</thead>
<tbody>
<tr>
<td>491 Main St Hyannis, MA (508) 534-9397</td>
<td>249 George Ryder Rd, West Chatham, (508) 945-1213</td>
<td>90 Bob Crowell Rd, South Dennis, (508) 394-1313</td>
<td>2550 State Hwy, Eastham, (508) 255-0551</td>
<td>750 Main St, Falmouth, (508) 548-1212</td>
<td>183 Sisson Rd Harwich, MA (508) 430-7541</td>
</tr>
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<tr>
<th>Orleans Police Department</th>
<th>Provincetown Police Department</th>
<th>Truro Police Department</th>
<th>Sandwich Police Department</th>
<th>Wellfleet Police Department</th>
<th>Yarmouth Police Department</th>
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Healthcare

Health Insurance

All Summer Work Travel students have insurance in effect which covers the exchange visitor for sickness or accident while they are participating in the program. There are various plans available and the U.S. healthcare system can be particularly difficult for foreign visitors to navigate. The student’s visa sponsor can help the student if they have questions about the plan that they have purchased.

Hospitals

Cape Cod Hospital
27 Park Street; Hyannis, MA 02601
508-771-1800

Falmouth Hospital
100 Ter Heun Drive, Falmouth, MA 02540
508-548-5300

Urgent Care & Walk-in Care Locations

UPPER CAPE
Rogers Outpatient Center (formerly Mashpee Health Center)
5 Industrial Drive, Mashpee, MA 02649
508-539-6170

Stoneman Outpatient Center (formerly Sandwich Health Center)
2 Jan Sebastian Way (Route 130), Sandwich, MA 02563
774-338-5000

CareWell Urgent Care - S. Dennis
484 Massachusetts 134, South Dennis, MA 02660 (508) 694-7908

MID-CAPE
Mid Cape Medical Center
489 Bearses Way, MA 02601 ~ 508) 771-4092

Cape Cod Medical Center
65 Route 134, Dennis, MA ~ 508-394-7113

Fontaine Medical Center
525 Long Pond Drive, Harwich, MA ~ 508-432-4100

LOWER CAPE
Orleans Medical Center
225 Route 6A at Bayberry Square, Orleans, MA ~ 508-255-9577
Nantucket
For emergency care, go to the Nantucket Cottage Hospital (57 Prospect Street). You may also walk in to the Emergency Department for non-critical situations. Most visitors will go to the hospital, rather than making an appointment with a doctor. Doctors here often see only their own patients, and it takes a long time to be added to a doctor’s patient list. Many year-round Nantucket residents had to wait six months to a year to be added to a doctor’s patient list! Find out more about the hospital at www.nantuckethospital.org.

Beach Safety
Stretching the entire length of Cape Cod's Atlantic shoreline from Chatham to Provincetown, the National Seashore operates ocean beaches through six towns along this coast. Called the "outer beach" by locals, the surf-washed sands and ocean rollers are bordered by a continuous sweep of sandy cliffs and windswept dunes. Of course the National Seashore isn't the only place to enjoy a beautiful beach. The Cape has more than 150 saltwater and freshwater beaches, offering something for everyone.

Sunburn, heat stroke and dehydration are the 3 most common problems for people enjoying the summer beaches on Cape Cod or anywhere. The summer in Cape Cod tends to be warm. The nights can get down to 50 F though so be sure to have some long sleeve clothing with you. The average summer temperature is 85 F. The temperature in the United States is measured in Fahrenheit instead of Celsius: 32 F = 0 C 68 F = 20 C 95 F = 35 C

Tips to remain cool during hot weather:
1. Drink plenty of fluids
2. Replace salt and minerals (sports drinks like Gatorade or Powerade)
3. Wear appropriate clothing, UVA/UVB protection sunscreen, sun glasses and a hat.
4. Pace yourself

Heatstroke or sunstroke:
Heat stroke results from prolonged exposure to high temperatures -- usually in combination with dehydration -- which leads to failure of the body's temperature control system. If you suspect someone has heatstroke, call 911 and help cool the person down: Do not give the victim fluids to drink. Fan air over the patient while wetting his or her skin with water from a sponge or garden hose. Apply ice packs to the patient's armpits, groin, neck, and back. Because
these areas are rich with blood vessels close to the skin, cooling them may reduce body
temperature. Immerse the patient in a shower or tub of cool water, or an ice bath.

Hurricane Emergency Plans

The Atlantic hurricane season is June 1 to November 30. The National Hurricane Center issues, when
necessary, hurricane watches and
warnings. Due to population density
during the summer months, Cape
Cod may recommend going to a
shelter before a hurricane watch is
issued.

When a hurricane hits land, it brings
very strong winds – more than 75
miles an hour! Rain, high waves,
flooding, and sometimes tornados
can occur. Even places far inland
from the ocean may feel the impact
of a hurricane with rain and
flooding.

• Leave your local housing immediately when a hurricane emergency is called and go to the
  nearest Shelter. Keep your phone on if you have one: details will be given to you on how to get
  there.
• Bring your documents (passport, DS-2019) with you. You will be permitted to take only one
  back-pack or carry-on with you, so please bring only the items that are necessary to you
  (prescriptions, change of clothes, laptop, and small electronics).
• You will be instructed to leave your luggage at your rental unit or with your employer, because
  you cannot take it with you during the evacuation (you are permitted to take only a back-pack
  or small carry-on). Please make sure your luggage that is left behind is properly labeled with
  your identification clearly on it.
• Evacuation orders will be issued over local radio and television stations, on the Internet at
  www.bcrepc.org. Police and other emergency officials may also notify people.
• Call your sponsor for assistance and concerns. Stay in touch with your family. Contact your
  sponsor and family before the arrival of the storm and let them know where will be at a local
during the storm.

Tropical Storm – a storm with winds 39-73 mph

Hurricane – a warm core tropical cyclone in which maximum sustained surface winds exceed 73 mph

Hurricane Watch – when hurricane conditions are possible and may threaten an area for the following 36 hours

Hurricane Warning – when winds, high water, and rough seas are expected in 24 hours or less with winds of 74 mph or higher
<table>
<thead>
<tr>
<th>SHELTER LOCATIONS</th>
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<tbody>
<tr>
<td>Barnstable Intermediate School</td>
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<tr>
<td>895 Falmouth Road, Barnstable</td>
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<tr>
<td>Cape Cod Regional Technical School</td>
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<tr>
<td>351 Pleasant Lake Avenue, Harwich</td>
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<tr>
<td>Dennis-Yarmouth High School</td>
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<tr>
<td>210 Station Avenue, South Yarmouth</td>
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<tr>
<td>Falmouth High School</td>
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<tr>
<td>874 Gifford Street, Falmouth</td>
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<tr>
<td>Nantucket High School</td>
</tr>
<tr>
<td>10 Surfside Road, Nantucket</td>
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<tr>
<td>Nauset Regional High School</td>
</tr>
<tr>
<td>100 Cable Road, Eastham</td>
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<tr>
<td>Sandwich High School</td>
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<tr>
<td>365 Quaker Meetinghouse Road, Sandwich</td>
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Wages and Compensation

What is a “Wage?” A wage is payment or compensation earned by an employee for work performed under an employer’s direction, or with the employer’s knowledge or consent. Generally, wages are paid as currency (U.S. Dollars) representing a length of time worked.

Minimum Wage under Massachusetts Law: $8.00 per hour for non-tipped employees.

Tipped Employees: Tipped employees must be paid a minimum of $2.63 per hour provided that with tips, the employee receives at least $8.00 per hour including tips. If the total hourly rate for the employee, including tips does not equal $8.00, then the employer must make up the difference.

Frequency of Pay: Employees in Massachusetts must be paid at least once every two weeks.

Wage Payment at Termination: When Final Pay Due Each employer shall pay an employee, or authorized representative of an employee, all wages due for work that the employee performed before the termination of employment, on or before the day on which the employee would have been paid the wages if the employment had not terminated (the next scheduled payday.)

Wages Paid On Time: Generally, an employer must set regular paydays, and pay all earned wages of an employee on time regardless of whether the employee has turned in a time sheet or punch card, quit without notice, or provided any other form or document required by the employer.

Compensable Time: For What Time Must an Employee Be Paid? All of the time an employer requires an employee to be at work is compensable time, whether or not the employee is officially “on the clock.”

Holding Wages: “One Pay in the Hole” An employer may not keep any part of the wage of an employee, either by withholding an entire paycheck, part of a paycheck, or by way of incremental wage deductions from several paychecks, as security against some future or contingent occurrence. This practice amounts to a confiscation of pay and is a direct violation of the law requiring timely payment of earned wages.

Bounced Paychecks: Paying wages with a bad check is the same as failing to pay wages and may subject an employer to civil and criminal penalties under the Wage Payment and Collection Law.

Pay for Lunch and Other Breaks: There is no law requiring an employer to provide breaks, including lunch breaks, for workers over 18 years of age. An employer who chooses to provide a break, however, does not have to pay wages for lunch periods or other breaks in excess of 20 minutes where the employee is free to leave the worksite (or workstation), in fact takes their lunch or break (whether freely choosing to leave or remain at the worksite), and the employee does not actually perform work during this period. If employees are told their pay will be reduced each day by one-half hour for lunch, and they are not free to take this lunch period, they must be paid for the time.

Overtime: Overtime is payment to an employee of one and one-half.
Transportation

Boston to Cape Cod

CapeFLYER weekend passenger train service from South Station Boston to Buzzards Bay and Hyannis is provided by the Cape Cod Regional Transit Authority, from Memorial Day to Labor Day. Visit their web site at www.capeflyer.com for schedule information. Logan Express transportation services from Logan Airport and South Station Boston to Sagamore, Hyannis and Provincetown, is provided by the Plymouth & Brockton Bus Lines. Visit their web site at www.p-b.com for schedule information. Transportation services from Boston to Bourne and Falmouth is provided by Peter Pan Bus Lines. Visit their web site at www.peterpanbus.com for schedule information.

Transportation on Cape Cod

The Cape Cod Regional Transit Authority is the Cape’s public transportation system, providing year round fixed route transportation services in all fifteen towns of Cape Cod, and provides additional summer services to accommodate the many summer visitors and student workers who visit to our beautiful region to work and play. The Cape Cod RTA number one focus is “customer service” and provides a trip planner on their web site, has an unlimited monthly pass program, utilizes an electronic fare system, along with the NextBus technology for next bus and schedule information. The Cape Cod RTA also provides a general public door-to-door Dial-A-Ride Transportation service that can be used for any purpose, and operates Monday through Saturday with limited service on Sundays. A Boston Hospital Transportation service, that provides transportation to 16 Boston Hospitals Monday through Friday. This is a ride by appointment service that is open to Cape Cod residents and visitors. For more information visit www.capecodrta.org, or call them at 800-352-7155, or visit their Information Booth at the Hyannis Transportation Center.

Biking on Cape Cod

Biking is a popular mode of transport on Cape Cod and we have many bike paths. However, the roads can be very dangerous. Barnstable County Commission and MassBike are running a bike safety campaign throughout the summer. There will be several areas where seasonal workers can obtain bike lights, which are crucial to keeping you safe on the Cape’s unlit roads. Check with your employer, local police, local library and the RTA for a free bike light. Some housing may provide bikes to students, or they can be bought cheaply at various stores or yard sales.
Transportation to the Islands

Transportation Martha’s Vineyard and Nantucket Islands is provided by the Steamship Authority, visit their website at www.steamshipauthority.com and Hy-Line Cruises, visit their website at www.hylinecruises.com. Also, via Cape Air - visit their website at flycapeair.com.

Taxis

Cape Cod
Central Cape Taxi: 508-775-5555
Cape Cab: 508-487-2222
Town Taxi: 508-771-5555
Dennisport taxi 508-394-1550
Hyannis Taxi: 508-775-0400

Taxis

Nantucket
Taxi Stands:
Hyline and Main Street
Val’s Cab & tours: 508-228-9410
AAA Taxi: 508-901-1825

Taxis

Martha’s Vineyard
Admiral Taxi: 508-693-2020
Alpha Taxi: (508) 693-8399
BlueFish Taxi: (508) 627-7373

Bank Accounts

The following national banks have locations all over Cape Cod.

TD Bank

<table>
<thead>
<tr>
<th>Centerville</th>
<th>Hyannis</th>
<th>Hyannis</th>
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<tr>
<td>1708 Falmouth Rd</td>
<td>307 Main St</td>
<td>226 Falmouth Rd</td>
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<tr>
<td>Centerville, MA</td>
<td>Hyannis, MA</td>
<td>Hyannis, MA</td>
</tr>
<tr>
<td>(508) 771-1332</td>
<td>(508) 862-0800</td>
<td>(508) 778-7182</td>
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Bank of America:

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<thead>
<tr>
<th>Hyannis</th>
<th>Hyannis Financial</th>
<th>Chatham</th>
<th>Orleans</th>
<th>South Dennis</th>
</tr>
</thead>
<tbody>
<tr>
<td>291 Barnstable Rd</td>
<td>749 Main Street</td>
<td>168 Old Harbour Rd</td>
<td>30 S Orleans Rd</td>
<td>430 Route 134</td>
</tr>
<tr>
<td>Hyannis MA</td>
<td>Hyannis MA</td>
<td>Chatham MA</td>
<td>Orleans Rd (Rte. 28 &amp; Cove Rd) Orleans MA</td>
<td>South Dennis MA</td>
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<tr>
<td>South Yarmouth</td>
<td>Yarmouthport</td>
<td>Cotuit</td>
<td>Nantucket</td>
<td>Falmouth</td>
</tr>
<tr>
<td>1326 Main St</td>
<td>125 Main Street</td>
<td>3856 Falmouth Rd</td>
<td>61 Main Street</td>
<td>871 East Main Street</td>
</tr>
<tr>
<td>South Yarmouth</td>
<td>Yarmouth Port MA</td>
<td>Marstons Mills MA</td>
<td>Nantucket MA</td>
<td>Falmouth MA</td>
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Welcome Parties, Information and Cultural Activities

There will be several welcome events for students all over the Cape in June. Please check with your employers or your sponsor for all the details. Also, you are encouraged to join Face Book groups to find out about events and activities in the area.

<table>
<thead>
<tr>
<th>Date</th>
<th>Location</th>
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</thead>
<tbody>
<tr>
<td>June 12, 6-9 PM</td>
<td>Harwich Community Center 100 Oak street</td>
</tr>
<tr>
<td>June 15, Sunday 6-9 PM</td>
<td>Bryant Park, Nantucket</td>
</tr>
<tr>
<td>June 19, Thursday 6-9 PM</td>
<td>Orleans, Rock Harbor Beach</td>
</tr>
<tr>
<td>June 24, Tuesday 6-9 PM</td>
<td>Oyster Pond, Chatham</td>
</tr>
<tr>
<td>June 24, Tuesday 6-9 PM</td>
<td>Outer Cape Christian Church 17 Pond Rd, Truro</td>
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</tbody>
</table>

Local Places to Know

Libraries
The library is a great way to get easy access to numerous resources. Nearly all branches supply free internet, reference services and access to a huge selection of: books, CDs, DVDs, Government Publications, Magazines, Newspapers, and more. To obtain a resident Cape Cod library card, please bring ID to any branch showing proof of residency (letter sent to your address, such as your social security card letter).

**Eldredge Public Library, Chatham**
Sections on investment information, local authors, books on Cape Cod and Chatham, and good information on searching the internet.

**Falmouth Public Library**
One of the first libraries on the Internet, find access to CLAMS (Library Loan), a good list of books for children, and a weekly HAPPENINGS schedule.

**The Hyannis Public Library** - 508-775-2280 - 401 Main Street, Hyannis
General information about the library, its hours, and special collections. There are 5 internet terminals available to the public here.

**Yarmouth Town Libraries**
Computer and Internet services, story hour calendar, a history of the libraries in town.
Free WIFI
For a longer list of Cape Wi-Fi spots, go to: [www.capecodonline.com/wifi](http://www.capecodonline.com/wifi)

- Cape and Islands ferry terminals, ferries: The Steamship Authority, Hy-Line and Island Queen in Falmouth have Wi-Fi on their ferries and in their terminals.
- Mashpee Commons: A large retail complex in Mashpee, Mashpee Commons has free Wi-Fi in its outdoor areas.
- Cape Cod Community College, West Barnstable.
- Willy’s Gym, Route 6, Eastham
- Bookstores like Barnes and Nobles and Borders in Hyannis
- Coffee shops like the following:
  - Rendezvous, Main Street Hyannis
  - Nirvana, Barnstable Village
  - Wired Puppy, Provincetown
  - Hot Chocolate Sparrow, Orleans
  - Chatham Coffee Company, North Chatham
  - Espresso Love, Edgartown, Martha’s Vineyard

J-1 Program Information

The J-1 Visa Summer Work Travel program provides opportunities for university students from other countries to come to the United States to share their culture with people they meet here and to learn about life in America. Students are able to offset the cost of participation through temporary work in seasonal jobs. Several thousand visit Cape Cod every summer and are part of the summer tradition on the Cape.

The Summer Work Travel program is administered by the U.S. Department of State’s [Bureau of Educational and Cultural Affairs](https://www.state.gov). The State Department designates [sponsor organizations](https://www.state.gov) to operate the program.

The sponsor organization is the main point of contact for the students who participate in the Summer Work Travel program and the businesses that employ the students. Some of the sponsor organizations that are particular active on Cape Cod are: [Alliance Abroad Group](https://www.allianceabroad.com), [CCI/Greenheart](https://www.greenheart.com), [CCUSA](https://www.ccusa.org), [CHI](https://www.chi.org), [CIEE](https://www.ciee.org), [Intrax](https://www.intrax.com), [InterExchange](https://www.interexchange.org) and [Spirit Cultural Exchange](https://www.spiritculturalexchange.org)

J-1 students or employers that need help or information should call the sponsor – they are there to help!
H2B Program Information

The H-2B visa program allows U.S. businesses to lawfully employ foreign workers, on a temporary basis (up to 10 months), predicated upon the seasonal, peak load, intermittent or one-time needs of the employer’s business, so long as U.S. workers are unavailable for the position.

Generally, to sponsor a foreign worker for an H-2B visa, petitioning employers must demonstrate the following: (1) a business cycle (revenues) reflecting seasonality or a temporary period of need for workers in a specific occupation and at a specific location; (2) an attestation to pay the prevailing wage (set by the U.S. Department of Labor) and to create no adverse conditions to U.S. workers; and (3) proof that U.S. workers are not able, willing, or available for the position or to fill all positions needed.

Know your rights as an H2B worker:

Worker’s Rights Under H2B in English
Worker’s Right Under H2B in Spanish

- Your employer is to supply at least 30 hours of paid work per week of employment.
- Workers are to receive prevailing wage; this is the wage you were told when the job was offered to you and that you told the U.S. Embassy during your appointment. You are only allowed to work the job that you are brought here to do. Your employer cannot place you at another job or work location. H2B workers are to be paid the prevailing wage. Your employer must deduct lawful taxes from your paychecks.
- Employers cannot make you pay for any of the expenses they paid under the H2B job.
- If you are terminated, your employer is required to offer return transportation to your home country.
- You should keep a record of the hours worked so you can check your paychecks.

If you have questions, you can call U.S. Department of Labor at 1-866-487-9243 or go to the web site (link to www.wagehour.dol.gov)

What You Should Know About Taxes
All summer work/travel participants must pay state, federal and local taxes (approximately 10-14%). However, you have the right and opportunity to complete forms obtained from the Internal Revenue Service (IRS) so that you can get most of the taxes refunded to you at the end of the tax (calendar) year that you worked.

**Taxes you will not have to pay:**
- Social Security
- Medicare
- Federal Unemployment

After receiving your first paycheck, make sure the 3 above taxes have not been taken out of your paycheck. If you see any deductions under words “FICA”, “SS” or “Soc Sec”, or “Medicare” or “Med”, or “FUTA”, then the employer has made a mistake. You should speak to the employer about this since the law is different for J-1 students and the employer may be unaware that you are exempt from these three taxes. Go to [www.irs.gov](http://www.irs.gov) for IRS Publication 519 which explains this exemption.

**W-4 Form**

When you begin your job, the employer will ask you to complete a W-4 Form (Employee’s Withholding Allowance Certificate) to ensure that you are not overtaxed. If you do not fill out the W-4 properly, you may have to pay more tax in the future. The following instructions on filling out your W-4 Form are from the IRS Publication 515, “Withholding of Tax on Nonresident Aliens and Foreign Corporations.”

- Check only “single” marital status on Line 3 (even if you are married or divorced).
- Claim only one withholding allowance on Line 5.
- Write “Nonresident Alien” or “NRA” on the dotted line on Line 6.
- Do not claim “Exempt” withholding status on Line 7.
Tax Refunds

Everyone who earns income in the USA is required to file a tax return after the end of the calendar year. Your tax return will reflect your earnings for the previous year, the amount of taxes you paid and the total amount of taxes owed or refunded.

To file your tax return you will need your W-2 Form and Form 1040NR-EZ. At the beginning of the year following your summer work/travel program, your employer will send you a W-2 Form (required by law to mail it to you by February 15).

Make sure you provide your employer with your correct address in your home country before you leave the USA so that they can mail the W-2 Form to you. After you receive your W-2 Form, complete a 1040NR-EZ tax form. You can obtain the 1040NR-EZ form (with instructions) at the US Embassy in your home country or on the Internet at www.irs.gov. You must file your tax return no later than April 15.

Once you have completed the form, mail it to:

United States Internal Revenue Service Center
Philadelphia, PA 19255 USA
Sponsor Contact Information

Alliance Abroad Group, L.P.:
Phone: +1 866. 622.7623
Email: supportinfo@allianceabroad.com
Website: www.allianceabroad.com

Camp Counselors USA/Work Experience USA (CCUSA)
Phone: +1 888. 449. 3872
Email: info@ccusa.com
Website: www.ccusa.com

CCI/Greenheart
Phone: +1 866-CCI-0061
Website: www.cci-exchange.com

CIEE
Phone: +1.888.268.6245
contact@ciee.org
Website: www.ciee.org/WAT

Cultural Homestay International (CHI)
Phone: +1 -800-432-4643
Email: chimain@chinet.org
Website: www.chinet.org

InterExchange, Inc
Phone: +1 800.597.3675
Email: workabroad@interexchange.org
Website: www.interexchange.org

Intrax
Phone: +1 888.224.0450
Email: contact@intraxinc.com
Website: www.experienceintrax.com

Spirit Cultural Exchange
Phone: +1 800-390-0978
Email: support@spiritexchange.com
Website: www.spiritexchange.com

United Work & Travel, a Division of APEI
Phone: +1 866-IGO2USA (446-2872)
Email: Students@unitedworkandtravel.com
Website: www.unitedworkandtravel.com