



Cape and Islands J-1 Handbook



J-1 Summer Work Travel Program

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 (97 Km) from Boston MA. It is also approximately 60 miles long from Sandwich to Provincetown, with many little seaside villages along the way.

- Upper Cape - Towns nearest to the bridges that lead to Cape Cod. (Bourne, Sandwich, Falmouth, and Mashpee)
- Mid Cape - The Commercial Center. (Barnstable – includes Hyannis, Centerville and other villages, Dennis, and Yarmouth)
- Lower Cape - Towns near the elbow of the peninsula. (Orleans, Brewster, Chatham, Eastham, and Harwich)
- Outer Cape - Towns at the end of the peninsula and location of most of the Cape Cod National Seashore. (Provincetown, Truro, Wellfleet)

Table of Contents

Welcome to Cape Cod!.....	Cover
Table of Contents	2
Cape & Islands Map	3
Arrival in the USA /Getting Here/Register with SEVIS/Text Shortcuts/Contacts.....	4
Summer Work Travel Information/Emergency/Temporary Housing	5
Local Places to Know	5 - 6
Interesting Facts about Cape Cod & The Islands.....	6
Transportation	6 - 8
Getting a Social Security card.....	8
Libraries/Free WIFI	8 - 9
Bank Accounts	9 - 10
Healthcare/Health Insurance	10 - 11
Welcome Events & Local Activities	11
Personal Safety.....	11 - 12
Housing.....	12 - 14
USA Work Information – Rights/ W4/ Wages/ Tips	15 - 16
Tax Information	16
Sponsor Contact Information	16 - 17

***Decent affordable housing is VERY difficult to find on the
Cape & Islands.***

***We strongly advise that you do not risk coming without a
secure housing arrangement!***

Don't forget to keep in touch with your Sponsor.

And remember - Registration is required for all J-1 visa holders.

If you have a problem with your employer – or your housing, call your sponsor for advice!

MAP OF CAPE COD, MARTHA'S VINEYARD, & NANTUCKET



If you have a problem with your employer – or your housing, call your sponsor for advice!

ARRIVAL IN THE USA - GETTING TO CAPE COD

Boston to Cape Cod

1. **Plymouth & Brockton** Bus Lines and **Peter Pan** Bus Lines provide direct transportation services from **Logan International Airport (BOS)** and **South Station Boston** to Sagamore, Barnstable and Hyannis, and Bourne, Falmouth and Woods Hole. Visit their web sites at www.p-b.com and www.peterpan.com for routes and schedules. **Both require tickets to be purchased online. From the International Terminal, go to Exit E107, and look for signs.**
2. A number of hosts and sometimes landlords may offer to pick you up – and may ask you to get off at Barnstable, the stop before the Hyannis Transportation Center.
3. There are different ways to get to **Nantucket** and **Martha's Vineyard**. Ferries to Nantucket leave from Hyannis Pier by The Steamship Authority <https://www.steamshipauthority.com/> and Hi-Line Cruises <https://hylinecruises.com/> – a 15 minute walk from the Hyannis Transportation Center. Ferries to Martha's Vineyard leave from Woods Hole and Falmouth. Check out the Cape Cod Chamber website to see all the different ways: <https://www.capecodchamber.org/getting-here/ferry/cape-cod-islands-ferry-schedules/>
4. **CapeFLYER**, a weekend passenger train service from **South Station Boston** to Buzzards Bay and Hyannis and back are 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.

Call Home!

- Call home to tell your friends that you have arrived safely.
- Contact your local employer to let them know you have arrived and find out when you should plan to arrive at the job site. Ask what documents you need to bring to work and what you should wear.

Register with SEVIS! Contact your Sponsor. Registration is required for all J-1 visa holders.

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 Summer Work & Travel program. Please refer to your sponsor letter for contact information.

Please tell your Sponsor where you are staying (street address and town) and provide a valid US mailing address. Many Cape homes use post office boxes to receive their mail, so make sure you have the correct mailing address.

Shortcuts in text:

SWT = Summer Work & Travel Program

Participants = Students in the SWT Program

RTA = Cape Cod Regional Transit Authority

"J-1" and "J1" are used interchangeably, so be careful when entering URLs for web pages!

Important Contacts:

- Your sponsor (on your DS-2019 form – Save it on your phone)
- Hello Summer J1: <https://www.facebook.com/groups/442913945727201>
- J-1 Housing Program: www.capecodj1housing.org

J-1 SUMMER WORK TRAVEL PROGRAM INFORMATION

If you have a problem with your employer – or your housing, call your sponsor for advice!

[The Summer Work Travel program](#) is administered by the U.S. Department of State's Bureau of Educational and Cultural Affairs. The State Department designates [sponsor organizations](#) to operate the program. The sponsor organization is the main point of contact in the SWT program for participants and the businesses that employ them. *See the end of this Handbook for sponsors active on Cape Cod.*

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. Participants are able to offset the cost of participation through temporary work in seasonal jobs. Several thousand participants visit Cape Cod every summer and are part of the summer tradition on the Cape.

Emergency/Temporary Housing

If you arrive at the Hyannis Transportation Center after the last local bus (www.capecodrta.org) leaves, and you have no transportation to your housing – you can try the [Hyannis Travel Inn](#), which is about a 10-minute walk from the Transportation Center. They are very helpful and generally have a special rate for J-1 students, but you need a credit card to book ahead. They usually close the front desk at 10 pm, so contact them ahead of time. There is also the Hyannis Hostel if you find yourself without a place to stay. <https://www.hiusa.org/find-hostels/massachusetts/hyannis-111-ocean-street>, but they take reservation all year so may be full. Otherwise, find a temporary room at a nearby motel and **call your US sponsor as soon as possible**. If the housing you found is not suitable and cannot be resolved, call your US sponsor and explain your concern. Your Form DS-2019 contains their name and telephone number. For more information, visit the [State Department's list of designated sponsors](#), and/or see the list at the end of this manual.

***If you need help or information, call your sponsor!
They are here to help!***

LOCAL PLACES TO KNOW

The Upper Cape is actually the area that you encounter first and is in fact the most southern part of the Cape. Bourne, Sandwich, Sagamore, Falmouth, Mashpee, Cotuit, Osterville, Centerville, and Marstons Mills are considered to be part of the Upper Cape.

Woods Hole near Falmouth is the home of the famous [Woods Hole Oceanographic Institution](#) and several other research organizations. It is also one of the main places to catch a ferry over to Martha's Vineyard.

The Mid-Cape area features many beautiful beaches, including warm-water beaches along Nantucket Sound, e.g., Kalmus Beach in Hyannis. Hyannis and Hyannis Port are the economic engines of Cape Cod with a large shopping complex Cape Cod Mall and many chain stores.

The Lower Cape is the narrower portion of the Cape, where it bends sharply to the north. This section includes the towns of Harwich, Brewster, Chatham, and Orleans. Orleans is where you go for groceries, pharmacies, and many great specialty shops.

The Outer Cape: Here you will find the towns of Eastham, Wellfleet, Truro, and Provincetown. This area includes the [Cape Cod National Seashore](#). This national park comprising much of the

If you have a problem with your employer – or your housing, call your sponsor for advice!

outer Cape including the entire east-facing coast, is home to some of the most popular beaches in the whole United States, such as Coast Guard Beach and Nauset Light Beach in Eastham.

Nantucket: It is an island, a town, and a county with 82 miles of beaches. In the mid-1700s, Nantucket was the whaling capital of the world. Today, the year - round population swells from 10,000 to 56,000 over the summer months. The Whaling Museum is worth a visit.

Martha's Vineyard: The largest island in New England, with six main communities, including Aquinnah, Edgartown, Oaks Bluffs and Vineyard Haven. Popular tourist attractions include the Aquinnah Cliffs, lighthouses, and Cranberry Acres, one of the nation's only organic cranberry bogs. Most accommodation is located around the commercial center of Vineyard Haven, the lively town of Oaks Bluffs, and in the historic Edgartown area.

Visitors have been coming to the Cape for a long time, but the land belonged to the Wampanoag Tribe "People of the First Lights" for more than 12,000 years before Europeans arrived. <https://nativeamerica.travel/experiences/wampanoag-history-cape-cod>. According to some historians, the Vikings may have been the first to visit, but we know that Bartholomew Gosnold arrived in the early seventeenth century. It was he who bestowed the name "Cape Cod" to the tip of the Cape, near present-day Provincetown.

Interesting Facts about the Cape & Islands

- Cape Cod forms one of the biggest barrier islands in the world.
- Although the Wampanoag people lived peaceably enough with many settlers and taught them how to fish and grow crops, over time their lands were "bought" or taken, and the settlers' illnesses for which they had no immunity greatly reduced their numbers.
- Land that was taken by white settlers has been restored in the Towns of Mashpee and Aquinnah through federal recognition of those tribes.
- The first landing of the Pilgrims in 1620 was in Provincetown before they moved on to Plymouth.
- Provincetown's Pilgrim Monument, at 252.75 ft (77 meters), is the tallest all-granite structure in the U.S.
- The paper bag was first created in Dennis on Cape Cod.
- Cape Cod Potato Chips in Hyannis – some say the world's BEST – is a great place to visit for a tour.

TRANSPORTATION

CAPE COD

The Cape Cod Regional Transit Authority is the Cape's public transportation system, providing limited year-round fixed and other transportation services in all fifteen towns of Cape Cod, and additional summer services. Most stop running by 9:30 pm at the latest. Some of the names of the

If you have a problem with your employer – or your housing, call your sponsor for advice!

buses are: The H2O Bus, The Sealine, The Barnstable Villager, the Flex, The Bourne Run, The Sandwich Route and the Hyannis Loop. The Cape Cod RTA's trip planner on their [website](#) has an unlimited monthly pass program and utilizes an electronic fare system and NextBus technology for schedule information. It also provides a general public door-to-door **Dial-A-Ride Transportation (DART)** service that can be used for any purpose and operates Monday through Saturday with limited service on Sundays.

A Boston Hospital Transportation service 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, call them at 800-352-7155, or visit their Information Booth at the Hyannis Transportation Center.

Bicycles

Biking is what most J-1 participants do to get around and to work on Cape Cod. **The Cape Cod J-1 Road Safety Program** raises money to purchase reflective backpacks and safety lights for you, which are crucial to keeping you safe on the Cape's unlit roads. You can get them at Hello Summer J1 Welcome Dinners and Events. *Please note that a white front light and red back light are **required** in MA on bikes from sunset to sunrise.* Your employer can now request safety equipment from **Hello Summer J1** (<https://www.facebook.com/groups/442913945727201/>) to be delivered before participants arrive. So, check with your employer. The police departments may also have some free safety lights, and some hosts and landlords may provide bikes, or they can be asked for on Hello Summer J1 or bought cheaply at various stores or yard sales.

Taxis

Central Cape Taxi: 508-775-5555

Cape Cab: 508-487-2222

Town Taxi: 508-771-5555

THE ISLANDS: Transportation to Martha's Vineyard and Nantucket Islands is provided by the Steamship Authority www.steamshipauthority.com and Hy-Line Cruises <https://hylinecruises.com/>. Also, via Cape Air - flycapeair.com.

MARTHA'S VINEYARD

Buses and Shuttles

Martha's Vineyard offers a comprehensive bus system [Vineyard Transit Authority \(VTA\)](#) that connects all towns, Edgartown, Oak Bluffs, Vineyard Haven, Aquinnah, Chilmark, and West Tisbury. Frequency of service varies with the season, but buses run regularly year-round and are a great cost-effective way to see the beauty of the Island. You can pay as you go, or purchase 1-day, 3-day, or 1-week bus passes, at the Steamship Authority or at Edgartown Visitors Center, which also sells 1-month and annual passes. Also ask if there is a 100 - day pass for \$100. <https://www.vineyardtransit.com/home/news/new-100-day-digital-pass-great-seasonal-employees>. Buses may be boarded at stops or flagged in safe places (not at an intersection or on a curve). 508-693-9440

- Ride-On Mopeds and Bikes: 9 Oak Bluffs Ave, Vineyard Haven, (508) 693-2076

If you have a problem with your employer – or your housing, call your sponsor for advice!

- Adventure Rentals: 19 Beach Rd, Vineyard Haven, (508) 693-1959
- Anderson's Bike Rentals: 23 Circuit Ave Ext, Oak Bluffs, (508) 693-9346

Bicycles

Martha's Vineyard is extremely bicycle friendly. With designated bicycle paths throughout the island and bicycle tours that showcase the beauty and intrigue of the Island, two wheels may be all you need. Miles of off-road trails crisscross the Island: <https://www.mvy.com/biking-on-mv/>.

NANTUCKET: From May-October, there is a seasonal bus service, the NRTA. Go to https://nrtawave.com/pdfs/WAVE_SysMap2019.pdf for information on routes and pricing. One of the best ways to tour Nantucket is by bicycle! The island is only 14 miles long by 3.5 miles wide and a dedicated cyclist can bike around the entire island in a day.

Taxis: Hy-line and Main Street: Val's Cab & tours, 508-228-9410; AAA Taxi, 508-901-1825

GETTING YOUR SOCIAL SECURITY CARD

Wait at least five (5) business days after registering with SEVIS (Student and Exchange Visitor Information System) before going to a Social Security office to ensure that all government systems interfaces are up to date with your information.

Required Documents:

- **PASSPORT WITH J-1 VISA**
- **I-94 ADMISSION STAMP** for Immigration Status: Stamped by Customs in your passport upon arrival and shows J-1 status and entry date.
- **DS-2019** Certificate of Eligibility for Exchange Visitor Status by sponsor using SEVIS.
- **FORM:** Social Security Form SS-5 Application that can be filled out and printed online. <https://www.ssa.gov/forms/ss-5.pdf>. The form is also available at the Social Security Office.

Once Social Security gives you a receipt that your application has been accepted and is being processed, you can show it to your employer and be paid! You need to have a suitable mailing address where you can receive your Social Security card 10-14 days after filing your application.

Social Security Offices

Locations	Towns served:
HYANNIS: 100 Independence Dr., Hyannis	From Barnstable to Provincetown.
FALMOUTH: Technology Park, 48 Research Road, East Falmouth	Sandwich, Falmouth, Bourne, Sagamore and the Islands.
Office Hours Both:	Monday – Friday: 9 AM – 4 PM; Saturday & Sunday: CLOSED

** If you are working on Martha's Vineyard, you can go to the Falmouth office.

In late May and early June there may be Social Security Satellite Days in:

If you have a problem with your employer – or your housing, call your sponsor for advice!

MARTHA'S VINEYARD, NANTUCKET, ORLEANS, PROVINCETOWN

Look for information on Hello Summer J1's Facebook page

LIBRARIES and FREE WI-FI

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). Every town has one.

Nantucket: Atheneum Library has free English classes in the evenings!

OTHER FREE 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 in Hyannis
- Coffee shops like the following:
 - ✓ Nirvana, Barnstable Village
 - ✓ Rendezvous, Hyannis
 - ✓ Great Awakenings Coffee House, Hyannis
 - ✓ Wired Puppy, Provincetown
 - ✓ Hot Chocolate Sparrow, Orleans
 - ✓ Chatham Coffee Company, North Chatham
 - ✓ Espresso Love, Edgartown, Martha's Vineyard

BANKS

The following national banks have locations all over Cape Cod:

TD Bank: <https://www.td.com/us/en/personal-banking/store-locator#/>

Bank of America: <https://locators.bankofamerica.com/?q=02601>

NANTUCKET ATM & Bank Locations other than TD Bank and Bank of America

Downtown:

Cape Cod Five Cents Savings Bank, Zero Main Street

Nantucket Bank, 2 Orange Street

Out of Town:

Cape Cod Five Cents Savings Bank, 112 Pleasant Street

Nantucket Bank, 104 Pleasant Street & 1 Amelia Drive

Nantucket Memorial Airport, 14 Airport Road

Sconset Market, Siasconset

MARTHA'S VINEYARD ATM & Bank Locations

Bank of America ATM: Post Office Square - Edgartown

If you have a problem with your employer – or your housing, call your sponsor for advice!

Rockland Trust:

Edgartown Upper Main St Branch: 257 Upper Main St. (508) 627-1140

Edgartown Main Branch: 2 South Water St. (508) 627-7038

Oak Bluffs Branch: 57 Circuit Ave. (508)-693-7800

Vineyard Haven Branch: 257 Edgartown Rd. (508)-696-0974

Santander Bank:

260 Edgartown-Vineyard Haven Road, Edgartown (508) 627-7331

ATMs

3 Oak Bluffs Avenue, Oak Bluffs

16 Union Street, Vineyard Haven

458 State Road, Indian Hill, West Tisbury

Cape Cod Five Cents Savings Bank: (508) 693-1452

412 State Road, Vineyard Haven

HEALTHCARE

INSURANCE – Be sure to tell healthcare providers that you are NOT self-pay. Call your sponsor if you have trouble with signing in.

All Summer Work Travel participants have insurance 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. Some companies use different area names. Ask your sponsor if you have questions about the plan you have purchased. **Keep your insurance card on your phone!**

Please check with your sponsor and insurance company if these hospitals /clinics are “in network” for your insurance plan.

HOSPITALS – CAPE COD**Falmouth Hospital**

100 Ter Heun Drive, Falmouth, MA

508-548-5300

Cape Cod Hospital

27 Park Street; Hyannis, MA

508-771-1800

Cape Cod Urgent Care & Walk-in Care Locations**UPPER CAPE****Rogers Outpatient Center**

5 Industrial Drive, Mashpee, MA

(508) 539-6170

Stoneman Outpatient Center

2 Jan Sebastian Way, Sandwich, MA

(774)-338-5000

If you have a problem with your employer – or your housing, call your sponsor for advice!

MID-CAPE

Mid Cape Medical Center
489 Beares Way, Hyannis, MA
(508) 771-4092

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

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

LOWER/OUTER CAPE

Fontaine Medical Center
525 Long Pond Drive,
Harwich, MA 02645
(508) 432-4100

Cape Cod Healthcare Urgent Care Orleans
(seasonal)
42 Route 6A (508)
957-9270

Outer Cape Health Services
49 Harry Kemp Way,
Provincetown, MA
(508) 487-9395

Outer Cape Health Services
3130 Route 6 at Briar Way,
Wellfleet MA
(508) 349-3131

Nantucket

Nantucket Cottage Hospital Walk-in Care Clinic: 57 S. Prospect St, Nantucket (508) 825-8100
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. Find out more about the hospital at www.nantuckethospital.org.

Martha's Vineyard

Vineyard Medical Services:
364 State Rd, Vineyard Haven
(508) 693-4400

Island Health Care:
245 Edgartown-Vineyard Haven Rd,
Edgartown (508) 939-9358

WELCOME EVENTS & LOCAL ACTIVITIES

There will be Welcome Events for participants all over the Cape. Please check with your employers or your sponsor for the details. Also, you are encouraged to join Facebook groups to find out about events and activities in each area.

Free Church and Chamber events, dinners, and lunches:

Hello Summer J1: <https://www.facebook.com/groups/442913945727201/>

Local Events and Festivals:

www.CapeCodChamber.org; www.CapeCodTravelGuide.com; <http://www.insidecapecod.com>;
<http://www.capecod.com/events/>; <http://nantucket.net/events/>; <http://mvol.com/events/>;
<http://www.facebook.com/worldfestptown>

PERSONAL SAFETY

In an emergency, dial 911!

Each town on Cape Cod has its own Police Department and Fire Department. They are always ready to serve you. Their services are completely free, and you can trust them. If you prefer to

If you have a problem with your employer – or your housing, call your sponsor for advice!

Speak with a police officer in a non-emergency situation, you can visit any police station. There is always a representative at the front desk. (See below.) Also please call your sponsor support team if you need advice.

Visiting or Calling the Police:

Police Departments:

Barnstable 1200 Phinneys Ln Hyannis, MA (508) 775- 0387	Bourne 175 Main St Buzzards Bay (508) 759-4453	Brewster 631 Harwich Rd Brewster (508) 896-7011	Chatham 249 George Ryder Rd West Chatham (508) 945-1213	Dennis 90 Bob Crowell Rd, S. Dennis (508) 394-1315	Eastham 2550 State Hwy Eastham (508) 255-0551
Falmouth 750 Main St Falmouth (774) 255-4527	Harwich 183 Sisson Rd Harwich (508) 430-7541	Orleans 99 Eldredge Park Way (508) 255-0117	Provincetown 26 Shank Painter Rd Provincetown (508) 487-1212	Truro 344 U.S. 6 Truro (508) 487-8730	Sandwich 117 Route 6A Sandwich (508) 888-1212
Wellfleet 36 Gross Hill Rd, Wellfleet (508) 349-2100	Yarmouth 340 Higgins Crowell Rd West Yarmouth (508) 775-0445	Nantucket 4 Fairgrounds Rd, Nantucket (508) 228-1212	Edgartown, MV 72 Pease's Point Way South, Edgartown (508) 627-4343	Oak Bluffs, MV 2 Oak Bluffs Ave Oak Bluffs (508) 693-0750	Tisbury, MV 32 Water St, Vineyard Haven (508)-693-1212

HOUSING

Finding housing is extremely challenging on Cape Cod during the summer months. **You need to secure housing BEFORE you arrive. Do not arrive in the U.S. without pre-arranged housing.** Some employers offer housing. Ask your sponsor and potential employer about this when you have your hiring interview. Both should help you. Even if your employer cannot house you, they should help you with information, and may be able to recommend places to stay.

You can also ask for and get a lot of information answered in advance by joining Hello Summer J1's Facebook page <https://www.facebook.com/groups/442913945727201>. You will see posts from other J-1s looking for housing, J-1 alumni, and those coming for the first time looking to meet friends who might be working at or near where you are working. You can seek housing leads there too. Rev. Catherine Boyle is the co-administrator and has posted all kinds of safety tips and advice on where to look for bikes, bike safety rules, how to beware of housing scams, sunburns, etc! The J-1 Housing Manager, at the Cape Cod Chamber of Commerce, is working hard to find hosts to match with participants. christina@capecodchamber.org. www.capecodj1housing.org.

BE VERY CAUTIOUS WHEN SECURING YOUR HOUSING. Your original documents are your property (passports, DS-2019). If a landlord or hosts asks to hold them, insist on only copies.

Fraudulent housing schemes take advantage of people who are not prepared to identify fraud, especially on the Internet (craigslist.org etc.), so conduct your housing search carefully. Suggested guidelines to help you protect yourself from fraudulent housing are listed below:

If you have a problem with your employer – or your housing, call your sponsor for advice!

DO:

- **A Google search for the property address.** If you find the same address listed under a different name, this is a clue that it may be a fraud.
- **Talk to former participants and your employer about potential housing.**
- **Get a signed lease if using a landlord, with full name and contact information.**
- **Request photos of the property and view the property in Google Street View.** Try to ask someone you trust to go and confirm it is the real address and available for rent.
- **Be cautious of listings involving an agent or a lawyer or people who say they are out of the country.** Some scammers even create fake keys. Be skeptical, and **never send money overseas in advance.**

DO NOT:

- **Wire money to someone you do not know.** There is never a good reason to wire money to pay a security deposit, application fee, or first month's rent. Wiring money is the same as sending cash — once you send it, you have no way to get it back.
- **Pay a security deposit or rent before signing a lease or seeing the property.** It is never a good idea to send money to someone you have never met in person for accommodation you have not seen.
- **Give out your personal information - including your bank account or credit card numbers, or Social Security number.**

LANDLORDS AND HOST HOMES HAVE DIFFERENT EXPECTATIONS

In all cases, before you move into your housing:

- Inspect the entire accommodation. Note the condition of the place and all the amenities available.
- Check for existing damage or problems and make a list of these items. If you decide to live there, discuss your list of problems and damage with the landlord or host, until everyone is in agreement.
- Take pictures of your accommodation (bedroom, living room, bathroom, hallway, etc.) and make sure to capture any prior damage. Make sure TV, refrigerator, microwave, etc. are in working condition.
- Make sure you get your landlord or hosts' contact information and the street address and post office box of your accommodation.
- Talk to your landlord or hosts about:
 - ✓ Weekly rent (landlord) and agreed cost of home-sharing (hosts). How much, when due, how and where it is paid)
 - ✓ Make sure the cost includes everything you expect or if there are any extra costs.
 - ✓ Security deposit (if applicable)
 - ✓ Conditions for return of your security deposit
 - ✓ Maximum number of people allowed to stay in the accommodation.
 - ✓ Rules and regulations or "house rules" (visitors, smoking, quiet time, etc.)

If you have a problem with your employer – or your housing, call your sponsor for advice!

On Nantucket:

Remember that you need to secure housing before you arrive. Check with your prospective

employers when you are interviewed, as they may offer employee housing at reduced rates,

or have information about host homes, or landlords who have rented to their employees in the past. Otherwise, reasonable housing is incredibly difficult even for locals. You can try in the classifieds section of the 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 also post information about themselves on Nantucket.net or at Nantucket Seasonal and Year Round Rentals <https://www.facebook.com/groups/197260213769206/>.

There are also bulletin boards in the following areas where hosts and landlords post accommodation, so you can look there and post flyers also if your housing does not work out:

- Federal and Main Street
- Hatch’s Package Store
- The Grain Bakery

On Martha’s Vineyard

Remember that you need to secure housing before you arrive. As in Nantucket, please check with your prospective employer at your interviews, as they may offer employee housing at reduced rates, or have information regarding host homes, or landlords who have rented to their employees in the past. Otherwise, you will need to look in the same places as anyone else on Martha’s Vineyard: on the Chamber of Commerce website, www.mvy.com. Again, make sure to notify your sponsor immediately if your housing does not work out.

ONCE YOU MOVE IN, you are expected to honor your agreement after signing and/or paying a deposit.

- Follow all rules the hosts or landlords have posted.
- Pay on time in advance.
- Make sure to ask for a receipt (a written note with the amount of rent/deposit/agreed home share, date paid, and host or landlord signature), especially if paying in cash.
- Do not let anyone stay overnight. This is usually a violation of building and fire codes.
- Do not cause any damage to the living space, appliances, or furniture. Damaging the living space, overcrowding, not paying what you owe on time or violations of house rules could result in not getting your deposit refunded. You can also be evicted!

Inform your host or landlord before you move out:

- Schedule a check out and make sure the living space is clean and ready for a walk-through. Be on time for your final leave-taking.
- Your security deposit should be returned to you provided no damage was done to the living space and/or you do not owe any past payments, etc.

If you have a problem with your employer – or your housing, call your sponsor for advice!

- Take pictures of your living space before you move out in case problems arise with the return of your security deposit.

USA WORK INFORMATION

You Have the Right to:

- Be paid fairly.
- Be free from discrimination.
- Be free from sexual harassment and sexual exploitation.
- Have a healthy and safe workplace.
- Leave an abusive employment situation.

Cape Cod's regional government also has a Human Rights Commission. If you think that you have been involved in an act of discrimination, EMAIL: hrc@barnstablecounty.org or contact your sponsor.

WAGES Definition: Compensation earned for work performed under an employer's direction or consent to be paid in US dollars. **Minimum Wage** is **\$15.00** per hour. The service rate (applied to workers whose employment contract says they can receive tips - usually restaurants, and those who make more than \$20 a month in tips) is **\$6.75**.

W-4 Form

When you begin your job, your 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.

Tips

It is a good idea to keep a record of all the time you work. Keep track of all of the days and hours you work, how much you were paid, the dates you received a payment, any deductions taken from your paycheck, and the reasons for those deductions. You may find a good app to do that in your phone.

TAX INFORMATION

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.

If you have a problem with your employer – or your housing, call your sponsor for advice!

Taxes you will not have to pay:

- Social Security
- Medicare
- Federal Unemployment

After receiving your first paycheck, make sure the 3 taxes above 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. Speak to your employer about this since the law is different for J-1 participants, and your employer may be unaware that you are exempt from these taxes. Go to <https://www.irs.gov/> for IRS Publication 519 which explains this exemption.

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 <https://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

GeoVisions

Phone: + 1 888-830-9455

Email: info@geovisions.org

Website: www.geovisions.org

Camp Counselors USA/Work Experience USA

(CCUSA) Phone: +1 888. 449. 3872

Email: info@ccusa.com

Website: www.ccusa.com

InterExchange, Inc

Phone: 1 800.621.1202

Email: worktravel@interexchange.org

Website: www.interexchange.org

CCI/Greenheart

Phone: +1-866-684-9675.

EMERGENCY ONLY: 1-866-788-7804

Website: www.ccigreenheart.org

If you have a problem with your employer – or your housing, call your sponsor for advice!

Intrax

Phone: +1 888.224.0450

Email: iwtsupport@intraxinc.com

Website: www.intraxworktravel.com

CIEE

Email: contact@cieee.org

Phone: +1.888.268.6245

Website: www.cieee.org/WAT

Cultural Homestay International

Phone : +1.800.432.4643

Email: chimain@chinet.org

Website: www.chinet.org

United Work & Travel, a Division of APEI

Phone: +1 866-IGO2USA (446-2872)

Email: Students@unitedworkandtravel.com

Website: www.unitedworkandtravel.com

If your Sponsor Organization is not on this list, click [J-1 Visa Designated Sponsors](#)

If you have a problem with your employer – or your housing, call your sponsor for advice! 17