Cape and Islands J1 Handbook

Summer Work Travel Program
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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. Hyannis is the largest village and is the commercial and transportation hub for Cape Cod and the islands. The year-round population of 215,000 booms to more than 500,000 during the busy summer tourist season and direct spending by travelers exceeds $1.3 billion annually.

- **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)
- **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 is important that you contact them to get their advice. Contact information is on the last page of this handbook.
Lighthouses of Cape Cod
1. Race Point Light, Provincetown
2. Woods End Light, Provincetown
3. Long Point Light, Provincetown
4. Highland Light (Cape Cod Light), N. Truro
5. Nauset Light, Eastham
6. Three Sisters Lighthouses, Eastham
7. Chatham Light
8. Monomoy Point Light, Chatham
9. Stage Harbor Light, Chatham
10. Bass River Light
11. Hyannis Harbor Light, Hyannis
12. Sandy Neck Light
13. Nobska Light, Woods Hole
J-1 Summer Work Travel 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. The State Department designates sponsor organizations 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 active on Cape Cod are: Alliance Abroad Group, Greenheart Exchange, CCUSA, Cultural Homestay International, CIEE, Intrax, InterExchange and Spirit Cultural Exchange. Summer Work and Travel participants or employers that need help or information should call the sponsor – they are there to help!

**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 is important that you contact them to get their advice. Contact information is on the last page of this handbook.

**Arrival in the USA**

**Call Home!**
Make all your important phone calls! You will want to call home to tell your friends and family that you have arrived safely 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 to arrive at the job site. Make sure to ask about what clothing you should wear to work.

**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 also tell your Sponsor where you are staying and a valid US mailing address!
Obtain a Social Security Card
Summer Work & Travel (SWT) program participants should 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.

You will need to bring the following documents with you: Passport with J-1 visa, DS-2019 form. Employers may pay Summer Work & Travel program participants when they provide a receipt from Social Security that their application is accepted and is being processed. SWT program participants need to have a suitable mailing address where they can receive their Social Security card 10-14 days after filing their application.

Office Hours
- Monday, Tuesday, Thursday, and Friday 9:00 AM - 4:00 PM
- Wednesday 9:00 AM - 12:00 PM

** If you are on Martha’s Vineyard or Nantucket you should go to the Falmouth office**

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. The form is also available at the Social Security Office

**MARTHA’S VINEYARD and NANTUCKET**
In late May and early June there will be Social Security Satellite Days at Oak Bluffs Public Library, Martha’s Vineyard, and the Nantucket Atheneum Library:

Oak Bluffs Public Library (56R School St, Oak Bluffs):
- May 23 from 11 AM - 3 PM
- June 13 from 11 AM – 3 PM

Nantucket Atheneum (1 India St, Nantucket):
- May 24 from 11 AM – 3 PM
- June 14 from 11 AM – 3 PM

<table>
<thead>
<tr>
<th>Social Security Office Locations</th>
<th>Towns served:</th>
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<tbody>
<tr>
<td>HYANNIS: 100 Independence Dr., Hyannis</td>
<td>From Barnstable to Provincetown.</td>
</tr>
<tr>
<td>FALMOUTH: 48 Research Road, East Falmouth</td>
<td>This office serves Sandwich, Falmouth, Bourne, and Sagamore.</td>
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</table>

| Office Hours for Hyannis and Falmouth | Monday & Tuesday: 9 AM – 4 PM Wednesday: 9 AM – 12 PM Thursday & Friday: 9 AM – 4 PM Saturday & Sunday: CLOSED |
Housing Information

It is very difficult to find housing on Cape Cod during the summer months. Some employers offer housing for students. If they do, you will find out when you are hired. Even if they do not offer housing, employers should help with information about the cost, and may be able to recommend places to stay. Most importantly, you need to secure housing BEFORE you arrive on Cape Cod. Do not arrive in the U.S. without any pre-arranged housing. For additional help with finding housing on Cape Cod, please visit: www.capecodj1housing.org

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 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, Provincetown, and Martha’s Vineyard, based on their availability.

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 is due, how and where it is paid)
  - security deposit (if applicable)
  - conditions for returning of your security deposit
  - amenities available at extra cost
  - 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 re-schedule.
▪ 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 do not 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.

Avoiding Fraudulent Housing
Fraudulent housing schemes take advantage of people who are not prepared to identify fraud, especially on the Internet, so you must conduct your housing search carefully. It is highly recommended that you secure short-term housing upon arrival (e.g., a hostel) and conduct your housing search once you are in the U.S. This will allow you to see the property and meet your landlord/lady without requiring you to wire large sums of money to someone you have never met. If you absolutely must secure permanent housing before arriving in the U.S., it is recommended that you look for an established university or residence facility rather than an individual apartment owner.

Please follow the guidelines listed below to protect yourself from fraudulent housing.

Dos

▪ Do get a signed lease with the landlord’s full name and contact information.
▪ Do a Google search for the landlord and property address. If you find the same ad listed under a different name, that is a clue it may be a fraud.
▪ Do talk to former participants and your employer about potential housing.
▪ Do request photos of the property and view the property in Google Street View. If you cannot visit an apartment or house yourself, ask someone you trust to go and confirm it is for rent. If you do not know someone who can do this, wait until you are in the U.S. so you can visit housing locations yourself.
▪ Do 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 do not send money overseas.
Don’ts

- **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.
- **Do not 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 an apartment you have not seen.
- **Do not give personal information out including your bank account or credit card numbers or Social Security number.**

The Islands:

**Nantucket:**
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 will 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.

There are bulletin boards in the following areas for accommodation where people post accommodation, so students can look there and post flyers also.
- Federal and Main street
- Hatch’s package store
- The Grain Bakery

**Martha’s Vineyard**
As in Nantucket, please check with your prospective employers, as they should 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 anyone else on Martha’s Vineyard: on the Chamber of Commerce website, www.mvy.com, or the Facebook page entitled Martha's Vineyard Housing Rentals.

**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.

**Calling the Police:**

In an emergency, dial 911.    Non Emergencies: dial 311

If you prefer to 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. Also, please call your sponsor support team if you need advice.

We are confident that you will have a rewarding stay on Cape Cod. However, if bad situations happen, you have rights and you can get help!

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, contact Elenita Muniz at hrc@barnstablecounty.org or contact your sponsor.

Police Departments:

<table>
<thead>
<tr>
<th>Barnstable</th>
<th>Bourne</th>
<th>Brewster</th>
<th>Chatham</th>
<th>Dennis</th>
<th>Eastham</th>
<th>Falmouth</th>
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<tbody>
<tr>
<td>1200 Phinneys Ln,</td>
<td>175 Main St,</td>
<td>631 Harwich Rd</td>
<td>249 George Ryder Rd, West Chatham,</td>
<td>90 Bob Crowell Rd, South Dennis,</td>
<td>2550 State Hwy, Eastham,</td>
<td>750 Main St, Falmouth,</td>
</tr>
<tr>
<td>Hyannis, MA</td>
<td>Buzzards Bay</td>
<td>Brewster Rd, West Chatham,</td>
<td>(508) 945-1213</td>
<td>(508) 394-1315</td>
<td>(508) 255-0551</td>
<td>(508), (774) 255-</td>
</tr>
<tr>
<td>(508) 775-0387</td>
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<td>(508) 896-7011</td>
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<table>
<thead>
<tr>
<th>Harwich</th>
<th>Orleans</th>
<th>Provincetown</th>
<th>Truro</th>
<th>Sandwich</th>
<th>Wellfleet</th>
<th>Yarmouth</th>
</tr>
</thead>
<tbody>
<tr>
<td>Harwich, MA</td>
<td></td>
<td>(508) 255-0117</td>
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<td>(508) 775-0445</td>
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<tr>
<td>(508) 430-7541</td>
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| Nantucket         | Edgartown, M.V., | Oak Bluffs, M.V., | Tisbury, M.V., |                     |                 |                |
|-------------------| 72 Peases Point Way South, Edgartown (508) 627-4343 | 2 Oak Bluffs Ave, Oak Bluffs (508) 693-0750 | 32 Water St, Vineyard Haven 508-693-1212 |                     |                 |                |
| (508) 228-1212    |              |               |                 |                  |                 |                |
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.

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

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

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

Urgent Care & Walk-in Care Locations

<table>
<thead>
<tr>
<th>UPPER CAPE</th>
<th>MID-CAPE</th>
<th>LOWER CAPE</th>
</tr>
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<tbody>
<tr>
<td><strong>Rogers Outpatient Center</strong>&lt;br&gt;5 Industrial Drive, Mashpee, MA 02649&lt;br&gt;(508) 539-6170</td>
<td><strong>Mid Cape Medical Center</strong>&lt;br&gt;489 Bearses Way, Hyannis, MA 02601&lt;br&gt;(508) 771-4092</td>
<td><strong>Orleans Medical Center</strong>&lt;br&gt;225 Route 6A at Bayberry Square, Orleans, MA (508) 255-9577</td>
</tr>
<tr>
<td><strong>Stoneman Outpatient Center</strong>&lt;br&gt;2 Jan Sebastian Way, Sandwich, MA 02563&lt;br&gt;(774)-338-5000</td>
<td><strong>Cape Cod Medical Center</strong>&lt;br&gt;65 Route 134, Dennis, MA&lt;br&gt;(508) 394-7113</td>
<td><strong>Outer Cape Health Services</strong>&lt;br&gt;49 Harry Kemp Way, Provincetown, MA 02657&lt;br&gt;(508) 487-9395</td>
</tr>
<tr>
<td><strong>Fontaine Medical Center</strong>&lt;br&gt;525 Long Pond Drive, Harwich, MA (508) 432-4100</td>
<td><strong>CareWell Urgent Care</strong>&lt;br&gt;484 Massachusetts 134, South Dennis, MA 02660&lt;br&gt;(508) 694-7908</td>
<td><strong>Outer Cape Health Services</strong>&lt;br&gt;3130 Route 6 at Briar Way, Wellfleet MA 02667&lt;br&gt;(508) 349-3131</td>
</tr>
</tbody>
</table>
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. 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.

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 |

Tick Tips

Ticks are small parasitic insects that can spread disease. There are different types of ticks on Cape Cod. If you find a tick attached, remove it immediately.

**How to avoid ticks when outdoors:**
1. Wear tick repellant
2. Take a shower as soon as you can after coming indoors
3. Look for ticks on your body. Ticks can hide under the armpits, behind the knees, in the hair, and in the groin
4. Put your clothes in the dryer on high heat for 60 minutes to kill any remaining ticks

**How to Remove a Tick**
1. If a tick is attached to you, use fine-tipped tweezers to grasp the tick at the surface of your skin.
2. Pull the tick straight up and out. Do not twist or jerk the tick—this can cause the mouth parts to break off and stay in the skin. If this happens, remove the mouth parts with tweezers if you can. If not, leave them alone and let your skin heal.
3. Clean the bite and your hands with rubbing alcohol, an iodine scrub, or soap and water.
4. You may get a small bump or redness that goes away in 1-2 days, like a mosquito bite. This is not a sign that you have Lyme disease.
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 is not the only place to enjoy a beautiful beach.

The Cape has more than 150 saltwater and freshwater beaches, offering something for everyone. Sun burn, 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

Visiting the beach may be the highlight of your visit to Cape Cod National Seashore. Swimming in the sea, watching wildlife, or relaxing on the beach - there are many opportunities. Follow safe beach and ocean practices to protect the seashore... and yourself!

- Wear sun protection.
- No glass containers on life-guarded beaches.
- No rafts, rubber tubes, or masks and snorkels on life-guarded beaches.
- Sand collapses easily. Do not climb slopes and dunes or dig holes deeper than knee level.
- Stay close to the shore where rescuers can reach you.
- Use the Sharktivity app to track and report shark sightings.
- Know where the emergency call box and Stop the Bleed kits are at your beach.

In case of emergency, call 911.

There are no lifeguards on duty at national seashore beaches between Labor Day (first Monday in September) and the third week of June. Read and heed advisories at beaches. Note that white sharks remain active in fall.

Shark Safety

Great White Sharks swim in the waters of Cape Cod. Be aware of your surroundings. There is always a risk of an interaction with sharks when you enter the water. Be aware of your surroundings. Look for the purple shark flags, these indicate if there has been a sighting. Learn more about shark safety.
Ocean Safety

- Be on alert for rip tides, shore break, and strong under tows.
- Never turn your back to the ocean.
- Never swim alone. Swim, kayak, paddle, and surf in groups.
- Avoid murky and low visibility water.
- Stay away from schools of fish and seals, these attract sharks.
- If caught in a rip current
- Remain calm to conserve energy and think clearly.
- Do not fight the current. Swim out of the current in a direction parallel to the shoreline.
- When out of the current, swim towards the shore.
- If you cannot swim out of the current, float or calmly tread water.
- If you cannot reach the shore, draw attention to yourself - wave your arms and yell for help.
- If you see someone in trouble - get help. Get a lifeguard or, if there is no lifeguard on duty, call 911.

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.

- **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

**SHELTER LOCATIONS**

<table>
<thead>
<tr>
<th>Barnstable Intermediate School</th>
<th>Cape Cod Regional Technical School</th>
<th>Dennis-Yarmouth High School 210 Station Avenue, South Yarmouth</th>
<th>Nantucket High School 10 Surfside Road, Nantucket</th>
</tr>
</thead>
<tbody>
<tr>
<td>895 Falmouth Road, Barnstable</td>
<td>351 Pleasant Lake Avenue, Harwich</td>
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<tr>
<td>Nauset Regional High School</td>
<td>Sandwich High School</td>
<td>Tisbury Elementary School</td>
<td></td>
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<tr>
<td>100 Cable Road, Eastham</td>
<td>365 Quaker Meetinghouse Road, Sand</td>
<td>40 W William St, Vineyard Haven, Martha’s Vineyard</td>
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<tr>
<td></td>
<td>Sandwich</td>
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Evacuation orders will be issued over local radio and television stations, on the Internet at [http://www.bcrepc.org/](http://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 you will be at a local shelter during the storm. Download the Red Cross app for more information about shelters.

Wages

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 is $15.00 per hour and the service rate (applied to workers who provide services to customers and who make more than $20 a month in tips) is $6.75.

TIP: It is a good idea to keep a written record of all the time that you work. Get a notebook and write down all of the days and hours that you worked, how much you were paid, the dates you received a payment, any deductions taken from your paycheck, and the reasons for those deductions.

SAMPLE WEEKLY WORK LOG

<table>
<thead>
<tr>
<th>Date</th>
<th>Activities</th>
<th>Hours</th>
<th>Payment</th>
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<tbody>
<tr>
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<td>In:</td>
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<td>Total:</td>
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Transportation

Boston to Cape Cod

1. 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.

2. Logan Express transportation services from Logan International Airport (BOS) 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.

3. Transportation services from Boston to Bourne and Falmouth is provided by Peter Pan Bus Lines. Visit their web site: https://peterpanbus.com/routes/boston-to-hyannis-bus/ 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 additional summer services. Names of the Bus lines 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 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 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.

Bicycles
Biking is a popular mode of transport on Cape Cod however the roads can be very dangerous. Barnstable County Commission with the police officers have 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.

Taxis

Cape Cod
Central Cape Taxi: 508-775-5555
Cape Cab: 508-487-2222
Town Taxi: 508-771-5555

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

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

Transportation to the Islands
Transportation to 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.

Nantucket Transportation
People are not encouraged to bring their own cars when visiting Nantucket. From May-October, we have a seasonal bus service, the NRTA. Go to www.nrtawave.com 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.

Martha’s Vineyard Transportation 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 on the buses, at the Steamship Authority or at the Edgartown Visitors Center, which also sells 1-month and annual passes.

Buses may be boarded at stop or flagged in route in safe places (i.e., not in an intersection or on a curve).

<table>
<thead>
<tr>
<th>Blue Fish Taxi</th>
<th>Stagecoach Taxi</th>
<th>Mopeds &amp; Bikes</th>
</tr>
</thead>
<tbody>
<tr>
<td>71 Airport Rd</td>
<td>508-627-4566</td>
<td>Ride-On Mopeds and Bikes: 9 Oak Bluffs Ave, Vineyard Haven, 508-693-2076</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Adventure Rentals: 19 Beach Rd, Vineyard Haven (508) 693-1959</td>
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<tr>
<td></td>
<td></td>
<td>Anderson’s Bike Rentals: 23 Circuit Ave Ext, Oak Bluffs (508) 693-9346</td>
</tr>
</tbody>
</table>
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/](https://www.mvy.com/biking-on-mv/)

Bank Accounts

The following national banks have locations all over Cape Cod.

**TD Bank**
- Centerville
  - 1708 Falmouth Rd Centerville, MA
  - (508) 771-1332

**Hyannis**
- 307 Main St Hyannis, MA
- (508) 862-0800

**Hyannis**
- 226 Falmouth Rd Hyannis, MA
- (508) 778-7182

**Bank of America**

**Hyannis**
- 291 Barnstable Rd.
- Hyannis MA

**South Yarmouth**
- 1326 Main St
- South Yarmouth

**Chatham**
- 168 Old Harbour Rd., Chatham MA

**Cotuit**
- 3856 Falmouth Rd. 61 Main Street

**Orleans**
- 30 S Orleans Rd.
- Orleans MA

**Nantucket**
- 61 Main Street
- Nantucket MA

**South Dennis**
- 430 Route 134
- South Dennis MA

**Falmouth**
- 871 East Main Street
- Falmouth MA

**Nantucket ATM & Bank Locations**

**Downtown:**
- Bank of America 61 Main Street
- Cape Cod Five Cents Savings Bank, Zero Main Street
- Hingham Institution for Savings, 55 Main Street
- Nantucket Bank, 2 Orange Street
- Pacific National Bank (Bank of America), 61 Main Street The Pacific Club (Bank of America ATM), 15 Main Street
- Steamship Authority Terminal (Bank of America ATM), Steamboat Wharf

**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
- Pacific National Bank (Bank of America), 15 Sparks Avenue
- Stop & Shop (Bank of America ATM), 31 Sparks Avenue
- Sconset Market, Siasconset
**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.

**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 [irs.gov](http://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

**Local Information and 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>Events</th>
<th>Location</th>
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<tr>
<td>Welcome Events</td>
<td>Check with your Sponsor and Employer</td>
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<tr>
<td>Free Church events, dinners, and lunches</td>
<td>Hello Summer J1</td>
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<td><a href="https://www.facebook.com/groups/442913945727201/">https://www.facebook.com/groups/442913945727201/</a></td>
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<tr>
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<td>Cape Cod J1 Students</td>
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<td><a href="https://m.facebook.com/groups/1907885689432409/">https://m.facebook.com/groups/1907885689432409/</a></td>
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<tr>
<td>Social Security Visit to the Islands</td>
<td>Check with your U.S. Sponsor and U.S. Employer</td>
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<tr>
<td>Local Events and Festivals</td>
<td><a href="http://www.capecodchamber.org">www.CapeCodChamber.org</a></td>
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<td><a href="http://www.capecodtravelguide.com">www.CapeCodTravelGuide.com</a></td>
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<td><a href="http://www.insidecapecod.com">http://www.insidecapecod.com</a></td>
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<td><a href="http://nantucket.net/events/">http://nantucket.net/events/</a></td>
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<td><a href="http://mvol.com/events/">http://mvol.com/events/</a></td>
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<td><a href="https://www.hellosummerj1.com">https://www.hellosummerj1.com</a></td>
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</table>
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. 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 Nantucket or 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 Hyannisport are the economic engines of Cape Cod with a large shopping complex Cape Cod Mall and many chain stores. It is also one of the few areas you will find "fast food" restaurants.

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 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. Originally the island 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 Edgartown, Oaks Bluff and Vineyard Haven. Popular tourist attractions include the Aquinnah cliffs, lighthouses, and Cranberry Lands. Most accommodation is located around the commercial center of Vineyard Haven, the lively town of Oaks Bluff, and in the historic Edgartown area.

People have been coming to the Cape for a long time. According to some historians, the Vikings may have been the first, 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.

**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:** There are 5 internet terminals available to the public here. 401 Main Street, Hyannis.

**Yarmouth Town Libraries:** Computer and Internet services, story hour calendar, a history of the libraries in town.

**Nantucket:** Atheneum Library has many events including free English classes in the evenings.

**Martha’s Vineyard:** Edgartown, Oak Bluffs and Vineyard Haven all have public libraries.

**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:
  - 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
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

**Intrax**  
Phone: +1 888.224.0450  
Email: iwtsupport@intraxinc.com  
Website: www.intraxworktravel.com

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

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

**Cultural Homestay International (CHI)**  
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, you can find them here: [J-1 Visa Designated Sponsor Organizations](#)