



Name of Representative:

Business Travel Club/POLAND

Work & Travel USA

Application Form 2018 (complete only with the entire online profile filled out along with student proof of status and passport copy)

Personal Details:					
Last Name:		First Name:		Middle Name:	
Gender:	Date of Birth (dd/mm/yyyy):		City of Birth:		
Country of Citizenship:			Country of Legal Residence:		
Passport number:			Passport Expiration date (dd/mm/yyyy):		
Contact Information:					
Home Mailing Address:			City:		
Postal Code:			Country:		
Phone Number:			Mobile Number:		
Email:					
Emergency Contact Information:					
Last Name:		First Name:		Relationship:	
Home Mailing Address:			City:		
Postal Code:			Country:		
Phone Number:			Mobile Number:		
Email:					
Previous J-1 Visas:					
Have you ever received a J-1 visa to enter the USA? YES NO If yes, how many?					
If yes, complete the following for last J-1 visa:					
Name of Program:			Program Number:		
Name of Sponsoring Organization:			City:		State:
DS-2019 start date(dd/mm/yyyy):			DS-2019 end date(dd/mm/yyyy):		
Other Visa Information:					
Have you ever applied for a visa to emigrate permanently to the US? YES NO					
Have you ever been arrested and convicted of a crime? YES NO					
Have you ever been refused a visa by a US Embassy? YES NO					
Have you ever overstayed in the US? YES NO					
University College:					
Name of Institution:					
City:					
Major Field of study:					
What is the course length of your study (in years):					
How many years will of university level will you have completed by the time of your departure to the US?					
Will you be a full-time student at the time you leave to the US?					
Will you be a full-time student when you return to your home country of residence?					
Additionally submit:					
PASSPORT COPY			COPY OF VALID visa/ residency card (if applicable)		
PROOF OF STUDENT STATUS (in English preferred)			COD- Code of Conduct. Program Terms (signed)		
FEES Acknowledgment (signed)			SELF: JOB OFFER FORM (complete with copy of BL and WC)		

I confirm that the information provided above is accurate and true.

Participant Name:

Signature:



Greenheart Exchange Work and Travel Program

Participant Code of Conduct

GENERAL:

1. I understand that Greenheart Exchange is my J-1 SWT sponsor and I accept the decisions made by Greenheart Exchange in regards to all aspects of my program including visa sponsorship.
2. As a participant sponsored by Greenheart Exchange, I understand that it is my responsibility to be aware of all rules and regulations (22 CFR part 62) in association with this visa, outlined here: <http://www.greenheartexchange.org/work-travel-regulations/>
3. I understand that I am responsible for all information provided in the mandatory Participant Virtual Orientation, which I must complete on my online account prior to U.S. arrival, and I will abide by all rules and requirements.
4. I understand that Greenheart Exchange has identified cultural opportunities that I can explore while on my program, and information about these opportunities can be viewed at: <http://www.greenheartexchange.org/swt-cultural-opportunities/>
5. I understand that the primary purpose of my J-1 SWT program is cultural exchange. I have been given the opportunity to learn about American culture and it is my intention to maximize my exposure to it throughout my entire program.
6. I intend to regularly participate in activities that will culturally enhance my experience in the United States. I will report these activities to Greenheart Exchange in my check-ins via my online account. I know that Greenheart Exchange is available to help me identify cultural opportunities.
7. I am aware that I can join Greenheart Exchange's Greenheart Club at any time and that, when I do so, Greenheart Exchange is available to help me secure opportunities to volunteer in my host community and/or engage in an independent environment or community outreach project of my choosing.

MY GREENHEART EXCHANGE ONLINE (GEO) ACCOUNT:

1. I know my username and password for the Greenheart Exchange Online (GEO) system (<https://geo.greenheart.org>) and am committed to keeping it confidential.
2. I understand that my online account is where I can complete my arrival check-in, validate my program, check my SEVIS status, complete my monthly check-in, access important resource documents and, keep track of future check-in deadlines, update U.S. housing address, work site and access employment information.
3. I agree to meet all deadlines posted in my GEO account.
4. I understand that my sending agency may act on my behalf for certain actions within my GEO account. I agree to accept any actions my sending agency takes as though they were my own.

MY COMMITMENT TO CONTACT GREENHEART EXCHANGE:

1. I understand that Greenheart Exchange must know how to contact me at any time throughout the program duration as indicated in my online account. I understand I need an individual valid email address, and provide a U.S.-based mobile phone number, if available.
2. I agree to check my GEO account at least every 7 days, throughout my program duration, for important updates from Greenheart Exchange. I agree to use the GEO online system for all non-emergency communication with Greenheart Exchange that is not an emergency.
3. I agree to check-in with Greenheart Exchange within 3 days of my arrival to the U.S. and understand that my sponsorship may be terminated if I do not.
4. I agree to validate my program by submitting my U.S. housing address to Greenheart Exchange within 7 days from my DS-2019 form start date.
5. I agree to complete monthly check-ins with Greenheart Exchange every 30 days while on program.
6. I agree to contact Greenheart Exchange within 24 hours:
 - a. If my safety is in jeopardy, including hazards in the workplace
 - b. If my housing address or the location of my work changes
 - c. If the conditions of my employment are not being met
 - d. Upon termination of employment
7. I agree to contact Greenheart Exchange:
 - a. Prior to changing my job or working additional jobs
 - i. I must submit Self-Arranged Job Offer (SAJO) to Greenheart Exchange by emailing it to sajo@greenheart.org
 - ii. I cannot begin working at any job until it has been fully vetted and approved by Greenheart Exchange
 - b. If I have any concerns about my job or program
 - c. By the deadline visible on my GEO homepage
 - d. After my program is validated in SEVIS, I must check in with Greenheart Exchange at least once every 30 days. I may not have to check in with Greenheart Exchange more than every 30 days, however, it is my responsibility to track this by logging into my account at least every 7 days to be sure of my next deadline.

SEVIS:

1. I understand that I can check my SEVIS status at any time from within my GEO account.
2. Should my SEVIS status not be in good standing, it is my responsibility to cooperate with Greenheart Exchange's directives, including returning to my home country, if applicable.
3. I understand that the information I provide to Greenheart Exchange for SEVIS (housing and employment details) must be accurate at all times.
4. I must arrive in the U.S. with a valid passport, visa, DS-2019 form, signed Greenheart Exchange-approved job offer, and a changeable ticket to return to my home country at the end of the program.
5. I may remain in the U.S. up to 30 days beyond my DS-2019 program end date, as long as I return to my home country in time for classes and am in compliance with the U.S. Embassy date restrictions in my home country.
6. I am expected to return to my home country upon completion of my program and Greenheart Exchange will not aid in a change of visa status.

CONSEQUENCES OF RULE VIOLATION:

1. I understand that the reasons Greenheart Exchange may terminate my program sponsorship include but are not limited to:
 - a. Failure to arrive to my pre-approved employer with intention to remain employed there throughout my entire program duration
 - b. Failure to complete my arrival check-in with Greenheart Exchange within 3 days of my arrival in the United States
 - c. Failure to contact Greenheart by any deadline visible on my GEO account homepage
 - d. Working for an employer that was not explicitly screened, vetted and pre-approved by Greenheart Exchange as an acceptable employer. This includes second or additional jobs, as well as hours spent training.
 - e. Failure to report change of housing address within 24 hours of any move, via my online account
 - f. Violating any local, state, or federal laws
 - g. Displaying behavior deemed unacceptable for an exchange visitor
 - h. Violating any Greenheart Exchange program rule
 - i. Misrepresenting personal or medical information in Greenheart Exchange application
2. I understand that if Greenheart Exchange terminates my program sponsorship, I must return to my home country, at my own expense, immediately. Should the program termination be caused by my violation of U.S. law I will be subject to repatriation as soon as I fulfill legal obligations following the charges.
3. I understand that if Greenheart Exchange terminates my program sponsorship, I will not receive a refund for my program.
4. I understand that if my visa sponsorship is terminated, it will negatively impact my chances (and the chances of my family members) of receiving another visa to return to the United States.
5. I understand that Greenheart Exchange is obligated to report any activities that are interpreted as being in defiance of visa or program regulations to the U.S. Department of State and/or Homeland Security. Under certain circumstances, Greenheart Exchange will place me on additional monitoring, rather than terminate my program. When this happens, it means that I am required to be in more frequent communication with Greenheart Exchange and my deadlines are always visible to my GEO account homepage.

HEALTH AND SAFETY:

1. I am aware of the details of my health insurance policy, including all coverage, limitations, and exclusions, such as pre-existing conditions and pregnancy (review insurance brochure to access the full list of limitations and exclusions).
2. I am responsible for all costs not covered by the insurance policy in place.
3. I understand the importance of bicycle safety while in the United States and that it is my responsibility to wear a helmet and abide by local bicycle laws and laws of reason (i.e., it is not safe to ride my bike along a rural highway at 2:00 a.m.).
4. I understand that I must have medical insurance coverage the entire time I am in the U.S. Greenheart Exchange provides emergency medical insurance coverage during my program (from the program start date until the program end date indicated on DS-2019 form). I am responsible for purchasing an extension to my emergency medical insurance for my travel period. I may choose to purchase additional insurance through Greenheart Exchange.
5. If I am found to be unable to work and, therefore, unable to participate and fulfill the purpose of the program, yet medically cleared to travel, I will return to my home country at my own expense immediately.
6. Greenheart Exchange reserves the right to dismiss me if my mental or physical health, as documented by a trained professional, (e.g., eating disorders, depression, or chronic illness or condition), requires this action.
7. Greenheart Exchange also reserves the right to shorten my program in SEVIS without a probationary period if I undergo a major lifestyle change that impacts my ability to continue my program (e.g., marriage, pregnancy, etc.). If my program is shortened under these circumstances, I understand I will not



Greenheart Exchange Work and Travel Program

Participant Code of Conduct

- receive a refund.
- I understand that I must secure motor vehicle insurance coverage prior to driving a car. I understand that the law of each state in the U.S. is different in regards to requirements for motor vehicle insurance coverage. I agree that I cannot and will not operate a motor vehicle of any sort in the U.S. unless I obtain proof of the legally required insurance sufficient to satisfy all local legal requirements for said operation.
 - I will not operate any motor vehicle after the use of any legal or illegal drugs which may impair the ability to operate a motor vehicle.
 - I will not occupy any motor vehicle being operated by a person who has used any legal or illegal drugs which may impair the ability to operate a motor vehicle.
 - I understand that I may smoke only in accordance with the rules of my workplace and housing.
 - I understand that the legal age to consume alcohol in the U.S. is 21 years old.

MONEY:

- I will bring a minimum of 1,000 USD (one thousand) to survive in the U.S. without a steady income for the first month of my program.
- I am responsible for any program-related fees charged by the U.S. Department of State, SEVIS, or Greenheart Exchange.
- I agree to reimburse all outstanding debts incurred while on the program. This includes, but is not limited to: housing bills (security deposit, rent, etc.), medical bills, and phone.
- I acknowledge that certain tax deductions are required by the U.S. and state-specific laws. I understand that the net amount I will receive, after taxes, will be less than the gross amount my employer agreed to pay.

MEDICAL RELEASE:

- I authorize Greenheart Exchange and its representatives to consent to any X-ray examinations, anesthesia, medical or surgical diagnosis rendered or treatment or hospital care for me, which is deemed advisable by, and is rendered under the general supervision of any licensed medical professional. This authorization is given to provide authority and power on the part of aforementioned agents to give consent to any and all such diagnosis, treatment, or hospital care which the aforementioned medical professional, in the exercise of his/her best judgment, may deem advisable. I further agree to hold Greenheart Exchange, its staff, and representatives harmless for its actions relating to my treatment.
- I understand that I am responsible for paying for any medical treatment administered that is not covered by insurance, even if the bill comes after I have returned home.
- I authorize Greenheart Exchange to access my medical information, should I be hospitalized for any reason.

LIABILITY RELEASE AGREEMENT:

- As a participant of the Greenheart Exchange program, I understand that circumstances may arise that are outside of Greenheart Exchange's control.
- I renounce any claims against Greenheart Exchange and its representatives that may arise from circumstances outside of Greenheart Exchange's direct control.
- I acknowledge that Greenheart Exchange cannot assure my personal security other than to vet the employer in the manner required by the Department of State.
- Greenheart Exchange encourages participants on all of their exchange programs to volunteer while in the United States. Should I do any volunteer work, whether coordinated by Greenheart Exchange or otherwise, I agree to follow directions given by the volunteer coordinator, stay safe, and to only perform tasks or responsibilities that I feel comfortable with. I agree to hold Greenheart Exchange harmless from any and all liability, injury, and damages resulting from my experience as a volunteer.
- I authorize Greenheart Exchange to access my records of U.S. travel

history maintained in the U.S. Custom and Border Protection (CBP's) Nonimmigrant Information System (NIIS).

- I understand that it is my responsibility to inform Greenheart Exchange of any circumstances that may cause me harm or bring notoriety to Greenheart Exchange or the U.S. Department of State.
- I understand that Greenheart Exchange is not required to provide counsel for civil, criminal, or administrative proceedings filed against me.
- I agree to accept the final judgment of Greenheart Exchange for job assignments and decisions made by Greenheart Exchange in regards to my program.
- I will not hold Greenheart Exchange responsible for any civil or criminal liability incurred by me while on my program.
- I understand and respect that there will be major differences between the lifestyle of my home country and the U.S.
- The laws of the State of Illinois (without giving effect to its conflict of laws principles) shall govern all matters arising out of or relating to this Agreement, including, without limitation, its interpretation, construction, performance, and enforcement. The parties hereby consent to the jurisdiction and venue of the United States District Court for the Northern District of Illinois and any courts of the County of Cook in the State of Illinois in which any suit, action, or proceeding shall be brought under this agreement.
- I waive any and all rights to argue that this choice of forum provision is or has become unreasonable; and any and all right to trial by jury in any action, proceeding or counterclaim related to or arising out of this agreement.
- I affirm that the provisions of this agreement are severable and, in the event any term or condition hereof is found by a court of competent jurisdiction to be void or unenforceable, the remaining terms and conditions of this agreement shall, if permitted by law, remain in full force and effect. This agreement shall bind, and inure to the benefit of, the respective affiliates, relatives, heirs, trustees, and successors and assigns of the parties hereto.
- I authorize Greenheart Exchange, its representatives, and its affiliates the irrevocable use of any photographs accompanying this application or any photographs/video taken while participating on a Greenheart Exchange program for promotion or publicity. I understand that I will not receive compensation for the use of my photograph(s)/video(s). I agree that Greenheart Exchange may use such photographs/videos of me with or without my name and for any lawful purpose, including, but not limited to such purposes as brochures, advertising, and website content.

TRANSPARENCY ACKNOWLEDGEMENT:

- I confirm that I have received all of the following information before entering into agreements and/or paying non-refundable fees:
 - Clear explanation of program activities and terms and conditions of the program, including the terms and conditions of any anticipated and typical employment activities (job duties, number of work hours, wages and compensation, and any typical deductions for housing, transportation, training, and uniforms or equipment);
 - An itemized list of all fees charged to me (i.e., fees paid to the sponsor and sending agency);
 - Other topical costs, conditions, and restrictions of the exchange visitor program;
 - The type, duration, nature and importance of the cultural components of the program;
- I understand it is my responsibility to thoroughly review, research and understand my placement conditions outlined on Placement Agreement or Self-Arranged Job Offer (SAJO) prior to acceptance of any position.
- I understand any wages outlined on my Placement Agreement or Self-Arranged Job Offer might not cover all of my expenses and that I am required to bring at least 1,000 USD (one thousand) with me to the U.S.

RECOGNITION OF AGREEMENT: By submitting this form as part of my application, I confirm that I have read, understood and agree to abide by the conditions above. There is no reason (pre-existing health condition, emotional, or behavioral problems, etc.) why I should not be able to participate in the program. I confirm that I have not been convicted of any felony, and that falsifying or withholding of any information on the application could result in program dismissal. I agree to print this form and sign it in front of my sending organization.

Participant Signature:	Date (mm/dd/yyyy):
Participant Name Printed:	



Greenheart Exchange Work and Travel Program

Fees Transparency Acknowledgement

Each Work and Travel program participant must review and sign the following agreement prior to paying any non-refundable fee.
Complete only one column, pending program option.

Participant Name:		Greenheart Exchange ID:	
Fee Type	Full Placement Option (placement arranged by Sponsor)	Self-Placed Option (placement arranged by Participant or Sending Partner)	
Total Program Fee	Local currency:	Local currency:	
	USD:	USD:	
Does the total program fee include the following? Check YES/NO. If NO, you MUST include amount in USD			
Interview/Screening Fee	<input type="checkbox"/> YES <input type="checkbox"/> NO:	<input type="checkbox"/> YES	<input type="checkbox"/> NO:
English Eligibility Test	<input type="checkbox"/> YES <input type="checkbox"/> NO:	<input type="checkbox"/> YES	<input type="checkbox"/> NO:
Translation of School Documents	<input type="checkbox"/> YES <input type="checkbox"/> NO:	<input type="checkbox"/> YES	<input type="checkbox"/> NO:
Health Insurance for Work Period	<input type="checkbox"/> YES <input type="checkbox"/> NO:	<input type="checkbox"/> YES	<input type="checkbox"/> NO:
Health Insurance for Travel Period	<input type="checkbox"/> YES <input type="checkbox"/> NO:	<input type="checkbox"/> YES	<input type="checkbox"/> NO:
Expedited Processing	<input type="checkbox"/> YES <input type="checkbox"/> NO:	<input type="checkbox"/> YES	<input type="checkbox"/> NO:
Pre-Departure Orientation	<input type="checkbox"/> YES <input type="checkbox"/> NO:	<input type="checkbox"/> YES	<input type="checkbox"/> NO:
Employer Interview Training	<input type="checkbox"/> YES <input type="checkbox"/> NO:	<input type="checkbox"/> YES	<input type="checkbox"/> NO:
Visa Interview Training	<input type="checkbox"/> YES <input type="checkbox"/> NO:	<input type="checkbox"/> YES	<input type="checkbox"/> NO:
Job Offer	<input type="checkbox"/> YES <input type="checkbox"/> NO:	<input type="checkbox"/> YES	<input type="checkbox"/> NO:
Flight to United States	<input type="checkbox"/> YES <input type="checkbox"/> NO:	<input type="checkbox"/> YES	<input type="checkbox"/> NO:
Cancellation Fees			
Greenheart Exchange general cancellation policy: 50 USD for entire program fee (depending on the time of placement or program cancelation)	Local Currency:	Local Currency:	
	USD:	USD:	
Missing flight/visa information fee			
Missing visa information Greenheart Exchange policy: 20 USD fee for missing visa information 3 weeks prior to programs start date	Local Currency:	Local Currency:	
	USD:	USD:	
Missing flight information Greenheart Exchange policy: 20 USD fee for missing or incorrect flight information 2 weeks prior to programs start date	Local Currency:	Local Currency:	
	USD:	USD:	
Additional Fees (List type of fee. Examples: visa fee, application fee, courier fee, SEVIS fee, flight, travel insurance, etc.)			
Additional fee:	Local Currency:	Local Currency:	
	USD:	USD:	
Additional fee:	Local Currency:	Local Currency:	
	USD:	USD:	
Additional fee:	Local Currency:	Local Currency:	
	USD:	USD:	



Greenheart Exchange Work and Travel Program Fees Transparency Acknowledgement

I agree to the fee schedule listed above as a participant in Greenheart Exchange Work and Travel program in the U.S. All applicable program fees were provided to me prior to any non-refundable payment that I have made.

In addition, I confirm that I have received the following information about Greenheart Exchange's Work and Travel program, prior to entering into any agreement or submitting payment of non-refundable fees:

1. *Program activities and terms and conditions of program, including the Greenheart Exchange Participant Code of Conduct.*
2. *Terms and conditions of anticipated and typical employment activities: duties, wages, compensation, hours, housing provisions and any typical deductions for housing, transportation, training and uniforms or equipment.*
3. *The type, duration, nature and importance of cultural components of the program.*

Participant Signature:	Date (mm/dd/yyyy):
Participant Name Printed:	



Greenheart Exchange Work and Travel Program

Fees Transparency Acknowledgement

Each Work and Travel program participant must review and sign the following agreement prior to paying any non-refundable fee.
Complete only one column, pending program option.

Participant Name:		Greenheart Exchange ID:	
Fee Type	Full Placement Option (placement arranged by Sponsor)	Self-Placed Option (placement arranged by Participant or Sending Partner)	
Total Program Fee	Local currency:	Local currency:	
	USD:	USD:	
Does the total program fee include the following? Check YES/NO. If NO, you MUST include amount in USD			
Interview/Screening Fee	<input type="checkbox"/> YES <input type="checkbox"/> NO:	<input type="checkbox"/> YES	<input type="checkbox"/> NO:
English Eligibility Test	<input type="checkbox"/> YES <input type="checkbox"/> NO:	<input type="checkbox"/> YES	<input type="checkbox"/> NO:
Translation of School Documents	<input type="checkbox"/> YES <input type="checkbox"/> NO:	<input type="checkbox"/> YES	<input type="checkbox"/> NO:
Health Insurance for Work Period	<input type="checkbox"/> YES <input type="checkbox"/> NO:	<input type="checkbox"/> YES	<input type="checkbox"/> NO:
Health Insurance for Travel Period	<input type="checkbox"/> YES <input type="checkbox"/> NO:	<input type="checkbox"/> YES	<input type="checkbox"/> NO:
Expedited Processing	<input type="checkbox"/> YES <input type="checkbox"/> NO:	<input type="checkbox"/> YES	<input type="checkbox"/> NO:
Pre-Departure Orientation	<input type="checkbox"/> YES <input type="checkbox"/> NO:	<input type="checkbox"/> YES	<input type="checkbox"/> NO:
Employer Interview Training	<input type="checkbox"/> YES <input type="checkbox"/> NO:	<input type="checkbox"/> YES	<input type="checkbox"/> NO:
Visa Interview Training	<input type="checkbox"/> YES <input type="checkbox"/> NO:	<input type="checkbox"/> YES	<input type="checkbox"/> NO:
Job Offer	<input type="checkbox"/> YES <input type="checkbox"/> NO:	<input type="checkbox"/> YES	<input type="checkbox"/> NO:
Flight to United States	<input type="checkbox"/> YES <input type="checkbox"/> NO:	<input type="checkbox"/> YES	<input type="checkbox"/> NO:
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	USD:	USD:	
Missing flight/visa information fee			
Missing visa information Greenheart Exchange policy: 20 USD fee for missing visa information 3 weeks prior to programs start date	Local Currency:	Local Currency:	
	USD:	USD:	
Missing flight information Greenheart Exchange policy: 20 USD fee for missing or incorrect flight information 2 weeks prior to programs start date	Local Currency:	Local Currency:	
	USD:	USD:	
Additional Fees (List type of fee. Examples: visa fee, application fee, courier fee, SEVIS fee, flight, travel insurance, etc.)			
Additional fee:	Local Currency:	Local Currency:	
	USD:	USD:	
Additional fee:	Local Currency:	Local Currency:	
	USD:	USD:	
Additional fee:	Local Currency:	Local Currency:	
	USD:	USD:	



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I agree to the fee schedule listed above as a participant in Greenheart Exchange Work and Travel program in the U.S. All applicable program fees were provided to me prior to any non-refundable payment that I have made.

In addition, I confirm that I have received the following information about Greenheart Exchange's Work and Travel program, prior to entering into any agreement or submitting payment of non-refundable fees:

1. *Program activities and terms and conditions of program, including the Greenheart Exchange Participant Code of Conduct.*
2. *Terms and conditions of anticipated and typical employment activities: duties, wages, compensation, hours, housing provisions and any typical deductions for housing, transportation, training and uniforms or equipment.*
3. *The type, duration, nature and importance of cultural components of the program.*

Participant Signature:	Date (mm/dd/yyyy):
Participant Name Printed:	