

SWT Participant Checklist

✓ Pre-Arrival

- Review the Pre-Arrival Training
- Email your arrival itinerary to USSE
- Make sure you have packed in your carry-on bag:
 - DS-2019 Form
 - SEVIS Receipt
 - Passport and J-1 Visa
 - Confirmation of Insurance and Insurance I.D. Card

✓ Orientation

- Sign in and review the on-line Orientation course
- Complete the assessment

✓ Arrival Check-In

- Complete the on-line Arrival Check-In using the USSE website
- You have 5 days to complete the on-line Arrival Check-In

✓ Social Security Card

- J-1 participants must apply for and receive a Social Security Number to be paid and to file a tax return. It is recommended by the Social Security Administration that you wait 10 days after your arrival in the U.S. and be registered in SEVIS for 48 hours before applying for your Social Security Number. After applying, it can take up to six weeks for you to receive your card with your Social Security Number.
- What to Take to the Social Security Office:
 - Passport and J-1 Visa
 - DS- 2019
 - I-94 card
 - Social Security Form SS-5 Application

✓ Monthly Check-In

- Complete the Monthly Check-In Report the 1st of every month.
- FAILURE to submit regular Monthly Check-In Reports can result in USSE terminating you from the SWT program.

✓ Other Notifications

- Change of U.S. Residential Address
 - Complete an Update of Information Report within 10 days of a relocation using the USSE website.
 - Your records will be updated accordingly.
 - Failure to contact USSE of your residential change within 10 days will result in USSE terminating you from the program.

- Change of Employer / Additional Employers
 - You cannot begin working at replacement or additional job sites until USSE has vetted and approved the employer. USSE must be notified if you intend to change employers during your time in the United States. Call USSE at 1-800-869-8585 or e-mail us at info@unitedstudies.org with the subject: Request to Change Employer OR Request for Additional Employment.
 - You may only begin your new employment after USSE has approved your new employer and offered job.
 - Participants who begin employment at unapproved U.S. employers will immediately be terminated from the program by USSE.

✓ Cultural Activities

- It is important to make time in your schedule to participate in activities during your SWT experience.
- You should report visits, experiences, or travels on your Monthly Check-In Reports.

✓ Traveling Outside the U.S.

- You must submit a travel request form for all travels where you will be departing and re-entering the U.S. within your program dates.
- Do not plan to travel outside of the U.S. once your DS-2019 dates have expired. You will not be able to reenter the U.S. at any port of entry after your DS-2019 dates have ended.
- Travel should not exceed 30 days and you must be in good standing with USSE and the Department of State.

✓ Completing the Program Early

- If you decide to finish your USSE Program 30 or more days before the program end date on your DS-2019 Form, contact USSE by e-mailing to info@unitedstudies.org with the subject: Early Program Completion.
- The e-mail must also include your departure date and USSE will update your SEVIS record to indicate your program completion.

✓ Submit Departure Itinerary

- Email your departure itinerary to USSE before you leave the U.S.

✓ Final Evaluation

- Complete the Final Program Evaluation through the USSE website.
- We are interested in knowing about your experience and would love for you to share photographs of your adventures.