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Exchange Visitor Program Orientation Guide



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FACC-NY Introduction

Exchange has long been central to the mission of the French-American Chamber of Commerce (FACC) network. Through our International Career Development programs, the New York chapter of the FACC provides J-1 visa sponsorship to international students and young professionals for career-focused internships and training programs in the United States.

The FACC-NY promotes the [Fulbright-Hays Act of 1961](#), which established the Exchange Visitor Program to strengthen mutual understanding between the people of the United States and other countries through education and cultural programs.

Exchange Visitor Program Information

The French-American Chamber of Commerce – New York has helped prepare thousands of international students and young professionals for a future in the global economy. Through career-focused internships, interns and trainees gain practical experience, knowledge, linguistic competency, and cross-cultural skills critical to remaining competitive in today's international market. In return, host companies have the opportunity to add bright young professionals to their business operations and strengthen their connections to overseas markets.



The FACC-NY as Your Sponsor

The FACC-NY offers continuing support to our exchange visitors. We guide candidates and host companies step-by-step through the application process for the J-1 visa and offer helpful information. As the main contact and support for exchange visitors during their program, our role is to ensure the health, welfare, and safety of our interns and trainees as they transition smoothly into their new environment and integrate into the American culture.

FACC-NY Code of Conduct

The FACC-NY is committed to ensuring positive experiences for both the exchange visitor and the host company. As you will be sponsored by the FACC-NY, you will be representing not only your country of origin but also the FACC network. We expect all participants to conduct themselves in an appropriate and respectful manner. Participants must treat FACC-NY and host company staff with respect, courtesy, honesty, and fairness at all times. It is the exchange visitor's personal responsibility to uphold the Code of Conduct, and any violation of this code may result in disciplinary measures, including early termination.

Application Overview

Upon reception of a completed application, the application process through the FACC-NY takes on average 6-8 weeks; this does not include the wait time for your U.S. embassy appointment and visa issuance. For expedited processing, please send all the required documents with your initial application.



Step 1: Application

- Exchange visitor and host company send application materials to the FACC-NY
- The FACC-NY confirms that the application has been accepted
- The FACC-NY conducts an English phone or Zoom interview with candidate
- The FACC-NY issues and sends the Form DS-2019 and SEVIS number to candidate



Step 2: Embassy Appointment

Once you receive your SEVIS number you are able to schedule your U.S. Embassy Appointment

- Complete the [DS 160 application form](#)
- Schedule a visa appointment at the U.S. Embassy in the [US Embassy Appointment Website](#)
- Pay the [SEVIS I-901 fee](#) through the State Department website
- Attend the Consular Section appointment



Step 3: Pre-Arrival

You should receive your J-1 visa 3-5 business days after your visa appointment (Embassy dependent)

Once you receive your J-1 visa, you can then buy your plane ticket



Step 4: Immigration and Customs

Once you arrive in the U.S. Customs officials will place an admission stamp in your passport and create your Record of Admission (I-94)



Step 5: Send Arrival Documents

Within the first 5 days of your arrival in the U.S. you must upload a photocopy of your J-1 visa, Form DS-2019 (front and back), Admission stamp located in passport, Record of Admission confirmation page (www.cbp.gov/I94), and the completed [Exchange Visitor Arrival Information form](#) using the unique upload link you received at the beginning of the application process.

Travel and Entry

Essential Documents for Arrival

At the airport, be sure to carry the following documentation:

- Passport (with correct J-1 Visa)
- Form DS-2019

You cannot enter the United States without these documents, so make sure they are easily accessible when you are traveling. In addition, please make a copy of each document in case you lose the original.

Customs and Border Protection (CBP)

When you enter the country as a nonimmigrant, a U.S. immigration inspector examines your passport, J-1 visa, and DS-2019. In addition, foreign students and exchange visitors entering the United States are now required to undergo additional inspection. Please be patient and be prepared to answer all questions clearly and fully. You should be ready to explain that you are coming to the U.S. for a cultural exchange program, after which point you plan to leave the U.S.



Customs officials in the airport will no longer provide a hard copy of the I-94 (white immigration card). Customs officials will now provide an annotated admission stamp in your passport, which validates your arrival with the DHS. This stamp will indicate your Date of Entry, Duration of Stay (D/S), and Class of Admission (J-1/J-2).

This annotated admission stamp will allow you to remain in the United States for the length of time specified on the Certificate of Eligibility, plus 30 days as a tourist after the expiration of the DS-2019. It also proves that you arrived in the country legally.

Arrival Documents

Once you arrive in the United States, the FACC-NY must receive your arrival documents in order to validate your internship/training mission in the U.S. Department of State Student/Exchange Visitor Information System (SEVIS). These documents include: a copy of your J-1 visa, Form DS-2019 (front and back), Admission stamp located in passport, Record of Admission confirmation page (www.cbp.gov/I94), and the completed [Exchange Visitor Arrival Information form](#). This last form will ask for your residential address. If you do not yet have long term accommodation, please indicate your temporary accommodation (hotel, hostel... etc.) in this space. You will have the opportunity to update this information at a later date.

If these documents are not received within thirty days of the program start date noted on the DS-2019 Form, there will be a \$100 fee and your J-1 visa status could be jeopardized

Health, Welfare, and Safety

Health, Welfare, and Safety

As your sponsor, the French American Chamber of Commerce - New York (FACC-NY) is your main contact during your Exchange Visitor Program. Our number one goal is to ensure the health, welfare, and safety of each candidate, and to promote cross-cultural exchange. We want every candidate, at the end of his or her program, to return to his or her home country with memories of a positive American cultural experience.

Exchange visitors should use caution if they engage in activities such as bicycling (wear a helmet and obey all traffic signals), skiing, water sports, and/or any other extra-curricular activities. When socializing, drink responsibly, and only if you are of the legal drinking age (21 years or older). Be aware of your surroundings. Call a taxi if you are returning home late at night. Never, ever, drive after consuming alcohol. For additional safety tips, please visit the [U.S. Department of State Travel.State.Gov website](https://travel.state.gov).

When to contact your sponsor

The FACC-NY **must** be contacted in the following situations:

<ul style="list-style-type: none">• Update your update your phone number, email address, or U.S. address• Replace lost/stolen DS-2019• Travel Validation• Extension of training program• Nature of your training program has changed• Not being paid the stipend amount• Early departure of J-2 dependent(s)	<ul style="list-style-type: none">• Feel unsafe, uncomfortable, or unhappy with your program• Accommodation problems• Arrest or legal concern• Not having daily interaction with Americans• Not being exposed to American Culture• Severe illness or hospitalization• Emergency situations
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[Click here to report a change or problem](#)

Alternatively, you can contact your account manager directly or email coordinator@faccnyc.org. Please note that all in-person meetings are by appointment only.

In the event of an emergency outside of regular business hours, our emergency contact number is **347-853-8225**. A serious, unexpected, and often dangerous situation requiring immediate assistance constitutes a true emergency. You can also contact the Department of State emergency hotline: **866-283-9090**.

Program Fees and Budgeting Tips

Program Fees

As a trainee or intern, it is important to understand the program fees and additional financial costs necessary to relocate to a new country. Find below a list of program fees for both candidates and their host companies:

Candidate Fees	
SEVIS Fee	\$220 (subject to change)
MRV Fee	\$160 (subject to change)
Insurance Fees	Approximately \$43/month
Optional Fees	
J-2 Fee	\$250
Late Arrival Documents	\$100
Replacement DS-2019	\$100

Company Fees	
J-1 Processing Fee Non-VIE Intern	\$1,250
J-1 Processing Fee Non-VIE Trainee	\$1,500
J-1 Processing Fee VIE Program (Intern or Trainee) *	\$2,000
Membership Fees	Will vary depending on FACC Chapter of Membership
Potential Fees	
Site Visit	\$100 within NYC \$250 outside NYC
Extension Fee	\$500
Late Extension Fee (< 2 weeks before end of program)	\$750
Site of Activity Office Transfer	\$500

Budgeting Tips

As your visa sponsor, the FACC-NY wants to ensure that all candidates have the ability to live comfortably during their stay in the United States. All exchange visitors sponsored by the FACC-NY must be paid at least minimum wage for the duration of their program, however, we strongly recommend that exchange visitors come with additional funds to cover extra or unexpected expenses. We recommend that exchange visitors have access to at least \$5,000 upon arrival, as there are many upfront costs associated with moving to a new country.

Additionally, it is important to research the cost of living in your future location before arrival. [Cost of Living Calculators](#) are a useful resource that can help you compare the average cost of living in your home city and your U.S. city.

Some typical living expenses that should be considered include transportation (private or public), rent, phone, utilities (gas, electricity, water), leisure activities, and, of course, food.

You may find it helpful to [create a budget](#) for your stay in the U.S. While your stipend should primarily cover your housing, transportation, and food costs, you may want to bring additional money to cover vacations, activities, restaurants, etc.

Getting Settled

Phone



If you are planning to be in the United States for more than a month, you should consider purchasing a cell phone through one of the major telephone carriers, such as Verizon, AT&T, T-Mobile, Sprint, and MetroPCS. Your personal cell phone may work in the U.S., but keep in mind that it may be costly to use.

The company [J-1 SIM](#) offers SIM cards exclusively to exchange visitors on J-1 visas and operates on the T-Mobile network, a large US carrier. Plans offering unlimited domestic calling,

international texting, and data start at \$25/month.

If you are calling to France, you will need to dial 011 + 33 + French number. If you are calling to another country, [click here](#) to find the calling code.

Social Security

Once your arrival documents have been reviewed and approved, you will receive an email confirmation from the FACC-NY. The U.S. Government recommends that you wait at least two federal business days after this confirmation to apply for a Social Security Number; otherwise your application might be rejected. You should not apply for a Social Security Number during the first two weeks after your arrival in the United States as the government needs time to process your arrival. You are not required to apply for a Social Security Number; however, many companies require you to obtain one in order to receive your monthly stipend. Please consult our [Social Security for Exchange Visitors](#) document or visit the Social Security [website](#) for more information.

Banking

Before you arrive in the U.S., you should prepare different options to access money, such as traveler's checks and credit cards. Avoid carrying large amounts of cash. Your HR department should assist you in establishing a bank account in your local area. Some of the most popular banks are HSBC, Wells Fargo, Citibank, Chase, Capital One, and Bank of America, but this will vary depending on your location. It is a good idea to visit several banks and compare their services before making a final choice. If you choose [HSBC](#), you can set-up your bank account in France and then have access to the same account in the U.S. In addition, [BNP Paribas](#) allows free cash withdrawals in Bank of America ATMs. For most program participants, a simple checking account with debit card access is sufficient. Banking hours vary, but in most cases are Monday to Friday 9.00am - 6.00pm. Many banks are open on Saturday morning as well.

Electrical Appliances

The electricity supply throughout the United States is between 110 - 120 volts AC using a standard three pin plug. Some visitors may need an adaptor socket. 220-volt appliances such as hairdryers and electric shavers cannot be used without a transformer.

Life and Customs in the United States

Language

You may at first be uncomfortable with your English skills, however the only way to improve is to practice. Make an effort to watch television and movies and also to attend plays, concerts, and other English language activities while in the U.S. As a J-1 visa holder, you are also eligible to take English classes part-time as long as they do not interfere with your training program. While you will surely improve your English language skills during your stay in the U.S., it is wise to practice English as much as possible before you arrive. Three free websites that are helpful to practice your English are busuu.com, anglaisfacile.com, and <https://fr.duolingo.com/>. The U.S. government recommends these [free courses](#) as well.

Culture

The United States is made up of a diverse array of cultures. Each cultural group has its own history, customs, and values, which combine to form the “melting pot” of American culture and society. American culture is continually reshaped and redefined by its varying populations. There will be an adjustment period in your transition to the United States, but the most successful approach will be to dive right into American culture. Make an effort to make American friends and take every opportunity possible to enhance your experience abroad. [Meetup.com](https://www.meetup.com/) is a great website to find local events.

Tips for adapting to the U.S. culture:

1. Arrive with an open mind! You will find that Americans may have a different way of doing things, especially in the workplace. It may take some time to adapt to these changes but always remain understanding and flexible.
2. Don't be afraid to ask questions. Americans love sharing their culture and practices with others.
3. Make an effort to practice your English.
4. Explore different areas of the U.S. as much as possible. Each region of the U.S. is different with unique sub-cultures and places to visit.

Tipping



In the United States service is not “compris” as it is in France, and tipping is expected. The general rule is to tip anyone in the service industry, including restaurants, hotels, taxis and bars. Individuals who work in these areas receive lower wages and depend on tips as a main source of income. Please respect this practice. A tip of 18% to 20% is standard in restaurants; a tip of 15% for taxi fares and food delivery, and \$1 to \$2 is typical for a beverage and hotel service.

Housing/ Accommodations

Finding Housing

Looking for housing is a difficult task for anyone in a new city. Many young people choose to share a space with roommates in order to save money. Hotels can be rather expensive, and it is not recommended to stay more than a few nights upon arrival in a hotel unless your company is paying for your stay. Ask your HR department, as well as any current trainees or interns at your host company, for advice.

Keep in mind that Americans typically do not spend more than 30% of their pre-tax income on rent.

Housing Requirements:

1. No more than 50 miles from your site of activity
2. Accessible to transportation

Short-term housing: orbitz.com, hostelworld.com, homestay.com, unhousing.com, www.airbnb.com

Long-term housing: craigslist.org, easyroommate.com, apartments.com, padmapper.com

Be careful: There are many scams on the internet and we strongly discourage you from sending any money via check, wire transfer, credit card, etc. before you have seen the apartment and have a signed contract.

Before signing a lease or rental agreement:

1. Read the lease carefully! Keep a copy of the signed lease and any deposits for your records.
2. Check when rent is due
3. Understand the consequences of breaking the lease – how much notice is required? Are there any fees associated with breaking the lease early?
4. If you are living with roommates, ensure that all parties are listed on the lease/rental agreement
5. Explore the neighborhood – do you feel safe? Is it close to transportation?

See our [appendices](#) for more information on specific cities

Helpful Vocabulary

amenities: équipement, installation

apartment: appartement

appliance: appareil, électroménager

bedroom: chambre

building manager: concierge

elevator, lift: ascenseur

floor, story: étage

for rent: à louer

gas heating: chauffage au gaz

inventory/walk through of property: état des lieux

kitchen: cuisine

lease: bail

living room: séjour

owner: propriétaire

realtor: agence

rent: loyer **renter:** locataire

room: pièce

sleeps x people: capacité x personnes

square foot (square meter): pied carré (mètre carré)

utilities: charges

The FACC-NY accepts no liability to any person for any loss or damage as a consequence of any reliance upon the information provided in this brochure in regard to accommodation.

Health Insurance and Health Care

Preventative Measures

Before you arrive for your program, have a routine checkup. If you are on any medication, it is a good idea to bring at least a month's supply to ensure you have time to find a doctor in your new city. Learning specific terminology in English regarding any condition you have will be useful when receiving medical care. Ask your HR department if there are any corporate health benefits available to you. Joining a gym while in the U.S. can assist in maintaining a healthy lifestyle.



Insurance Requirements

Exchange visitors must enroll with one of our pre-approved insurance providers for the full duration of their stay in the United States. All VIE candidates will be covered by insurance through April Mobilité. All other candidates must enroll with [Envisage Global Insurance](#). Please note that your insurance coverage will include only basic coverage. We also suggest you purchase more comprehensive insurance that covers dental, vision, prescriptions, etc.

***Exchange visitors who willfully fail to maintain their insurance coverage while participating in Exchange Visitor Programs will be subject to early termination of their J-1 visa status. ***

Seeking Medical Care

Before heading to the doctor's office, call your insurance company and ask what steps you need to follow to ensure that your doctor's visit will be covered by your insurance. Many times, you will need to pay upfront for an appointment and then be reimbursed. If this is the case, your doctor will need to fill out a claim form during your appointment that you will later submit to your insurance company.

Hospital Locator: UShospitalfinder.com
Doctor Locator: ZocDoc.com
Walk-in Clinics: [CVS Minute Clinic](#), [Duane Reade Walk-in](#), [Walmart Clinic](#)

Hospitals are meant for emergency situations. If you have a specific or ongoing medical concern, you should find a doctor in that specialty area. Walk-in clinics are a better and more affordable option for common ailments, such as sore throat, fever, flu, etc.

Emergency Resources

In case of serious emergency such as fire, crime, or medical emergency, dial 911 and you will be transferred directly to an emergency services dispatcher in your area. It is free to dial 911 from any personal phone or public payphone. If you become severely ill or have an accident you must notify your host company and the FACC-NY immediately.

In case of an emergency outside of business hours, the FACC-NY emergency contact number is **347-853-8225**. A serious, unexpected, and often dangerous situation requiring immediate assistance constitutes an emergency.

Exchange Visitor Emergency Hotline: 1-866-283-9090. This line is for use by exchange visitors and third parties in the case of urgent situations. A Department of State representative is available 24 hours a day.

Exchange Visitor Email Address: Jvisas@state.gov

Exchange Visitor Program Website: www.J1Visa.state.gov

National Human Trafficking Resource Center: 1-888-373-7888

Traveling During Your Program

Inside the United States

By Air: Flying is the most convenient way to travel long distances within the United States. You can find discounted air tickets on websites such as [CheapTickets](#), [Kayak](#), [Expedia](#), and [Orbitz](#).

By Train: Travel by train in the New York region and throughout the United States is relatively easy and a great way to see the countryside.



- [U.S./Canada Rail Passes](#) provides general information about traveling in the U.S. by train.
- The [Crescent](#) train takes you from New York to New Orleans (via Atlanta) and operates on a daily basis.
- Amtrak's [Northeast Train Routes](#) travel to Miami, DC, Philadelphia, New York, and Boston, to name a few.
- The [California Zephyr](#) train links Chicago to the West, winding its way through the Rocky Mountains.
- The [Coast Starlight](#) train travels between Los Angeles and Seattle, and is a very popular and scenic train trip.
- The [Southwest Chief](#) links Los Angeles and Chicago, taking passengers through Arizona and New Mexico.

If you're looking for a shorter ride, check out [TrainWeb's](#) list of local railways throughout North America.

By Bus: Buses are one of the most affordable methods of travel. Popular companies include:

BoltBus (East and West coast)	Megabus (Nationwide)
Lux Bus America (California)	Redcoach (Georgia & Florida)
Vamoose (Northeast)	Tripper Bus (Northeast)
CoachUSA (Nationwide)	Greyhound (Nationwide)

Outside the United States

TRAVEL VALIDATION - If you are in the United States under FACC-NY J-1 visa sponsorship and plan to travel out of the country, you **must have your Form DS-2019 signed by the FACC-NY**. This signed document will allow you to re-enter the United States. Please request your validation 3 weeks before you plan to travel. If you are a VIE you must also receive approval from Business France. If you are traveling to Canada, Mexico, and/or the Caribbean Islands it is not mandatory to be validated for travel, however we do strongly recommend it. For more information concerning travel validation [click here](#). The FACC-NY must be notified every time you leave the country using the [Reporting Form](#).

Program Length and Restrictions

Non-Employment Agreement

The Exchange Visitor Program aims to provide young professionals from around the world the opportunity to gain experience working with an American company. It does not however want to take jobs from qualified American candidates. For this reason all host companies must agree not to hire the participant at any point during or immediately following the Exchange Visitor Program for a period of at 90 days (unless the candidate is subject to [212\(e\) of the Immigration and Nationality Act](#)).

Duration of Mission

Depending on your program, your mission will have a different maximum duration:

Program	Maximum Duration
Intern	12 months
Trainee	18 months

*VIE Program participant duration and eligibility are based on the candidate's status as Intern or Trainee

As long as a candidate maintains active student status outside the United States, he or she may be eligible for repeat intern visas with a minimum of 90 days between internships, and completion of 1 semester of studies or issuance of post-secondary degree /diploma. U.S. Federal regulations call for a minimum 2-year interval between an intern and trainee visa, or between two trainee visas. This two-year interval is distinct from the 212(e) rule described below.

Two-Year Home-Country Physical Presence - 212(e)

Two-year Home-country Physical Presence (Foreign Residence) Requirement Conditions - An exchange visitor is subject to the two-year home country physical presence requirement if the following conditions exist:

- **Government funded exchange program** - The program in which the exchange visitor was participating was financed in whole or in part directly or indirectly by the U.S. government or the government of the exchange visitor's nationality or last residence;
- **Graduate medical education or training** - The exchange visitor entered the U.S. to receive graduate medical education or training;
- **Specialized knowledge or skill: Skills List** - The exchange visitor is a national or permanent resident of a country which has deemed the field of specialized knowledge or skill necessary to the development of the country, as shown on the Exchange Visitor Skills List. Review the [Exchange Visitor Skills List](#).

Your J-1 visa will indicate if you are subject to rule 212(e). The FACC-NY will also confirm whether or not this rule pertains to your case when you send in your arrival documents.

U.S. Laws and Driving in the U.S.

U.S. Laws

Upon arrival in the United States, participants must familiarize themselves with local, state and federal laws. **The legal drinking age in the U.S. is 21.** The laws in America are very strict concerning the drinking age. Bars require that you show photo identification to enter and purchase alcohol. **It is also illegal to drink alcohol in public or on the streets.** If you are under 21 years of age, you must not drink while you are here on a J-1 visa. The use of narcotics in the United States is prohibited by law at any age. If you are caught using illegal substances, not only are you subject to local and state laws, you run the risk of your J-1 visa being terminated.

Driving in the U.S.

Participants who intend to drive in the U.S. must familiarize themselves with local and state laws on driving. Most U.S. states recognize foreign driver's licenses. Typically, your license will be valid for up to three months after the date you enter the United States. Consult the [Department of Motor Vehicles \(DMV\)](#) in the state where you wish to drive to confirm its length of validity.

In the United States, a driver's license is commonly used as a form of identification as there is no national identity card. Required documentation for a driver's license will vary based on state, however the DMV will usually require:

1. Copy of your J-1 visa and DS-2019
2. Proof of address
3. Social Security Number

See our [FAQs about driving in the U.S.](#)

Exchange visitors should always purchase additional insurance if they plan on driving. If you purchase a car be sure to purchase car insurance – popular companies include Geico, Statefarm, Allstate, and Progressive. If you rent a car short-term, rental agencies will usually offer rental car insurance for an additional fee

Buying a Car

If your city does not have extensive public transportation you may need to purchase a car. Buying a used car is usually cheaper than renting a car, which can be quite expensive long-term. The FACC-NY recommends budgeting around \$10,000 for this expense to ensure that you purchase a reliable car.

Before buying a used car:

1. Check a used car website like [AutoTrader](#), [AutoList](#), or [CarMax](#). You can also find local used car dealerships with a quick Google search.
2. Use a resource like [Kelley Blue Book](#) to ensure that you are paying a reasonable price
3. Ask for a Vehicle History Report to check for prior accidents, mechanical problems, mileage, etc.
4. Test drive the car
5. Contact your local DMV for instructions on how to register the vehicle (keep copies of all relevant documentation)

*The FACC-NY accepts no liability to any person for any loss or damages as a consequence of any reliance upon the information provided in this brochure. *

Taxes in the United States

If you receive a wage during an internship or training program (excluding VIEs), you are required by law to pay federal, state, and local or city income taxes. You are not required to pay Social Security & Medicare Tax (FICA) or Federal Unemployment Tax (FUTA). All exchange visitors (including VIEs) must file a tax return with the Internal Revenue Service (IRS). The IRS is the U.S. government agency responsible for collecting taxes and publishes a yearly comprehensive [U.S. Tax Guide for Aliens](#). Please visit our [resources page](#) to access our most up-to-date tax guidance.

How to Complete your W-4 Form

When you first arrive in the United States, your employer will require that you complete a W-4 Form. Candidates paid by the French entity (ex: VIEs) do not need to complete this form. **Exchange visitor Interns/Trainees are not considered as independent contractors and should not be provided with a Form 1099.** The instructions on the W-4 Form are for U.S. residents only. As a nonresident, please follow the instructions below:

- **Box 1:** Provide your first name, middle initial, and last name spelled exactly as shown on your passport. For your home address, please indicate your permanent U.S. mailing address.
- **Box 2:** Enter your Social Security Number (SSN) in the following format: XXX-XX-XXXX. If you have not yet applied for your SSN, you can find more information on Page 7. If you have already applied but do not yet have your SSN, please inform your Human Resources department.
- **Box 3:** Check "single" regardless of your actual marital status.
- **Box 4:** Leave blank.
- **Box 5:** Write "1". If you are a resident or citizen of Canada, Japan, Mexico, or South Korea, visit the IRS website for specific instructions: <http://www.irs.gov/publications/p519/ch08.html>.
- **Box 6:** Write "NRA" in box 6, or "Nonresident Alien" on the dotted line.
- **Box 7-10:** Leave blank.
- **Sign and date the form** and return it to your Human Resources department.

Separate here and give Form W-4 to your employer. Keep the top part for your records.

Form W-4 Department of the Treasury Internal Revenue Service		Employee's Withholding Allowance Certificate		OMB No. 1545-0074 2015	
1 Your first name and middle initial Catherine M.				2 Your social security number 123-45-6789	
3 <input checked="" type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Married, but withhold at higher Single rate. Note. If married, but legally separated, or spouse is a nonresident alien, check the "Single" box.					
4 If your last name differs from that shown on your social security card, check here. You must call 1-800-772-1213 for a replacement card. <input type="checkbox"/>					
5 Total number of allowances you are claiming (from line H above or from the applicable worksheet on page 2)				5 1	
6 Additional amount, if any, you want withheld from each paycheck				6 \$ NRA	
7 I claim exemption from withholding for 2015, and I certify that I meet both of the following conditions for exemption. • Last year I had a right to a refund of all federal income tax withheld because I had no tax liability, and • This year I expect a refund of all federal income tax withheld because I expect to have no tax liability. If you meet both conditions, write "Exempt" here					
Under penalties of perjury, I declare that I have examined this certificate and, to the best of my knowledge and belief, it is true, correct, and complete.					
Employee's signature (This form is not valid unless you sign it.) Catherine Bonnet				Date MM/DD/YYYY	
8 Employer's name and address (Employer: Complete lines 8 and 10 only if sending to the IRS.)				9 Office code (optional)	
				10 Employer identification number (EIN)	

For Privacy Act and Paperwork Reduction Act Notice, see page 2. Cat. No. 10220Q Form W-4 (2015)

National Network and Events

National Network

The FACC network is composed of different chapters located in all the major metropolitan areas of the United States. Each Chapter elects its own board of directors and offers activities that address the local business community. Our network is a unique and valuable business resource for young professionals with over 4,000 members nationwide.



[FACC-Atlanta](#)

[FACC-Boston](#)

[FACC-Charlotte](#)

[FACC-Chicago](#)

[FACC-Denver](#)

[FACC-Texas](#)

[FACC-New - Orleans](#)

[FRAMCO – West Florida](#)

[FACC-Miami, Florida](#)

[FACC-Detroit](#)

[FACC-Minneapolis](#)

[FACC-New York](#)

[FACC-Philadelphia](#)

[FACC-San Diego](#)

[FACC- San Francisco](#)

[FACC-Seattle](#)

[FACC- Tampa](#)

[FACC- Washington](#)

[FABCO - Orlando](#)

The French-American Chambers of Commerce are part of the organization CCI France International that gathers 25,000 international members through 107 Chambers in over 77 countries.

Contact your local chapter for local community resources, including information on public transportation, medical centers, schools, libraries, recreation centers, banks, etc.

Cultural Activities and Events

Exposure to American cultural activities is essential to successfully completing your program. Contact your local FACC chapter to find out about different events that will be held in your area. Your Host Company's HR department will also be a good source for local events held in your city.

Be proactive! If you play soccer, join a soccer league. If you enjoy reading, join a book club. To assist you in finding local activities, consult the American culture links on the next page.



American Culture Links

Book clubs: <http://www.readerscircle.org/>

Broadway tickets: <http://ppc.broadway.com/>

Local Activities: <http://www.timeout.com/>

Movie tickets: <http://www.fandango.com/>

Music events: <http://www.ticketmaster.com/>

Social Events: <http://www.meetup.com/>

Sports: <http://www.zogsports.com/>

Sports games: <http://www.stubhub.com/sports-tickets/>

News + info on local events/activities: <http://www.npr.org/stations/>

Volunteering: <http://www.volunteermatch.org/>

Employee Rights and Labor Laws

[Wilberforce Pamphlet on Rights & Protections of Temporary Workers](#)

[U.S Department of State Bureau of Consular Affairs; Rights and Protections for Temporary Workers](#)

[U.S. Department of Labor; The Fair Labor Standards Act \(FLSA\)](#)

[U.S. Department of Labor; FLSA Compliance](#)

[U.S. Department of Labor; Worker's Compensation](#)

Important Program Links

[French American Chamber of Commerce ICDP Resource Center](#)

[French American Chamber of Commerce Website](#)

[Office of Private Sector Exchange of the Department of State](#) (address, telephone number, facsimile number, and email address on website)

[U.S.D.S. Bureau of Educational & Cultural Affairs; Exchange Programs](#)

[U.S. Department of State Exchange Visitor Program](#)

[U.S. Department of State Exchange Visitor Welcome Brochure](#)

Connect Globally

[Mobility International](#)

[Global Ties U.S.](#)

[Sister Cities International](#)

[World Affairs Council of America](#)

French-American Chamber of
Commerce - NY
International Career
Development Programs
33 West 46th St, Suite 800
New York, NY 10036
Phone: 212-867-0123
Email: icdp@faccnyc.org

FACC-NY EMERGENCY CONTACT NUMBER

Please contact **347-853-8225** in a true emergency.