



## **Guidelines for the Administration of the New Zealand and Australia Twelve-Month Student Work and Travel Pilot Programs**

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### **SEVIS Implementation**

Sponsors approved to participate in the Pilot will receive a separate program designation under which the Pilot Programs will be administered.

Sponsors must complete the Form DS-3036, Exchange Visitor Program Application via SEVIS. There is no fee for the completion of the Application. In completing the Form, please:

- Indicate an estimate of the number of participants expected for the initial 12-month period of the Pilot, by country (if applicable).
- Complete questions 6, 7, 8, 9 and 10 of the Form DS-3036 with the following information:
  - *12-Month Pilot Proposal Submitted to Department of State (DoS). See P-X-XXXXX for additional Summer Work Travel program information and documentation (current Program Number assigned to the current SWT program).*
- The Application must be signed, notarized and submitted to Department of State (DoS), Office of Exchange Coordination and Designation - Private Sector Program Division, 301 4<sup>th</sup> Street SW, Room 734, Washington DC 20547. The application Form should be accompanied by a copy of the program materials to be used to advertise/promote these programs. The materials should include the name and address of your agent/partner organizations in Australia and New Zealand, a copy of the agreement(s) with your partner organizations, and a breakdown of all costs and fees to be paid by participants.

Upon receipt of the DoS letter of designation and email notification of SEVIS authorization, sponsors shall:

- Create SEVIS records for a four-month program. *Do not print the Form.*
- The day following the creation of the four-month SEVIS record prints the Form DS-2019. This Form will reflect the 12-month maximum pilot program duration.
- Sign the Form in blue ink and forward it to the potential participant in order to permit the individual to pay the SEVIS I-901 Fee and apply for a J-visa.

### **Program Administration**

Citizens of New Zealand and Australia traveling to the United States to participate in the Pilot programs will do so under the Department's existing Summer Work and Travel Program regulations, and applicable sponsor program rules. There are some aspects of program administration that deviate from the current 4-month Summer Work Travel Program requirements (e.g., selection and screening criteria, program length, program costs, program supervision, and reporting requirements).

To provide participants equal opportunity and flexibility afforded to the Americans traveling to Australia and New Zealand, sponsors must determine whether a participant will obtain employment at a single location per the 12-month period or plans to travel throughout the United States.

### **Screening and Selection of Participants**

Screening and selection of participants is the responsibility of designated sponsors and may be conducted by the sponsor or in cooperation with the sponsor's overseas partners/agents. All participants must be interviewed in-person and must meet the following program eligibility requirements:

- Be a citizen of New Zealand or Australia.
- Be a bona fide post-secondary student or recent graduate. To be considered a bona fide post-secondary student, the potential participant must have completed his/her freshman year. A recent graduate is defined as an Australian or New Zealand citizen who has graduated from a post-secondary college/university in their home country within the last 12 months. The applicant must provide evidence of student status.
- Vocational students pursuing studies at a tertiary level accredited educational institution are eligible for participation.
- Provide proof of sufficient financial resources, prior to coming to the United States, to support themselves during a search for employment or between breaks in employment.

### **Pre-Arrival Material**

Sponsors must state in their Pre-arrival Material that participants cannot be accompanied by their spouse or dependents.

### **Program Costs**

Sponsors must ensure that program costs to participants are comparable to Americans participating in Australia or New Zealand's Twelve-Month Student Work and Travel Program. Sponsors shall provide participants a cost breakdown of the following:

Program and Administrative Fees (including fees to be paid to foreign agents/partners):

- SEVIS I-901 Fee:
- MRV Fee:
- Reciprocity Fee:
- Insurance Costs:
- Approximate Cost of (Round Trip) Air Fare:
- In Country Travel Costs:
- Other costs that exchange visitors will likely incur while in the United States:

### **Participant Placement**

Pre-Placed and Self-placed - Prior to the issuance of a Form DS-2019, sponsors shall ensure that the employment being offered is viable and that participants' pay is commensurate with that offered to Americans, confirm pay, number of work hours per week, and other employment details with employers, if prior employment has been arranged.

Non Placed Participants - Participants arriving in the United States without pre-arranged employment must provide sponsors a job offer agreement or travel and/or employment plans within 10 days of arrival.

**Monitoring of Participants and Participant Support**

Within 10 days of the arrival in the United States, sponsor-placed or self-placed participants are required to notify the sponsor of their arrival, their U.S. residential address, and confirm that they have begun their program. After receiving the participants' information, the sponsor must validate the participant's SEVIS record to reflect current U.S. address and primary site of activity.

Sponsors of participants entering without job placement are to assist them in locating employment or a job offer.

Sponsors shall contact each participant and their employer within the first 60 days to monitor participant and employer satisfaction and re-confirm participants' current U.S. address.

Sponsors shall continue to contact participants and employers every 60 days thereafter throughout the duration of their participation in the sponsor's program.

Sponsors shall promptly update SEVIS with any changes of U.S. address or approved changes of site of activity. Sponsors are reminded to identify the "primary" site of activity in the event the participant has multiple sites.

Sponsors are to "End the Program for EV" of a participant who leaves the program (without incident) prior to the expiration of the new 12-month Program End Date by entering an effective date of completion. This will ensure that the participant is not negatively impacted.

Program terminations will continue to be completed as stipulated by the regulations.

All other Summer Work Travel Program regulations continue to apply.