



## J-1 Visa Compliance Checklist for Camp Directors

Updated 2/6//2018

### Government Regulation

- Complied with the US Department of State's regulations by submitting documentation to my sponsor agency proving that our camp is a legitimate US business.
- Acknowledged through the philosophy, programming, and staffing pattern of my camp that the J-1 Visa Program for Camp Counselors and Summer Work Travel is a cultural exchange program and that all my cultural exchange visitors are involved in my camp's cultural exchange activities.
- Committed to advertising my camp positions to American staff before selecting J-1 participants.
- Committed that I am not using international cultural exchange visitors in place of hiring American staff.
- Completed SEVIS validation procedures with my agency, according to the agency's requirements, after the arrival of each cultural exchange visitor to my camp.
- Committed that I will comply with SEVIS procedures and will notify my agency if my cultural exchange visitor changes addresses for any reason during their camp contract.
- Determined that all cultural exchange visitors have social security numbers and cards or have recently applied for them.
- Reviewed my personnel procedures to be sure the sponsor agency will be immediately notified of any personnel action involving a cultural exchange visitor including official warnings, firings, and other disciplinary action.
- Documented all employment-related conversations with my cultural exchange visitors.
- Acknowledged that I must offer my cultural exchange visitors opportunities for cultural exchange activities that are not a part of their regular job and include activities outside of camp — and documented these offerings throughout the summer.
- Reiterated to my cultural exchange visitors that they must return home upon completion of the program and that they cannot extend their J-1 Visa.

- Complied with US Department of State regulation that J-1 camp counselors and support staff may not function in prohibited position responsibilities specific to each visa category such as nurses, health-care aides, drivers, or night watchmen (or any other overnight jobs), and cannot be used as au pairs or nannies.
- Verified that I have not violated US Department of State regulations by placing camp counselor applicants in support staff positions.
- Provided arrival orientation specifically for the cultural exchange visitor and included a session discussing the visa implications of leaving camp prior to the completion of their contracts.
- Educated my administrative staff and myself and trained my supervisors about visa regulations and determined that we understand the differences between Camp Counselor and Summer Work Travel visas.
- Ascertained that the pocket money for each cultural exchange visitor is appropriate according to sponsoring agency guidelines and that additional money has been allocated to each visitor who works beyond the agency contract.
- Ascertained that the hours worked by my Summer Work Travel participants meet all of the government laws and regulations in my state.
- Determined that my placement dates for support staff do not interfere with their university obligations and are within the visa period set by the sponsoring agency and the overseas Embassy.
- Provided an evaluation of each cultural exchange visitor to the sponsor agency upon completion of the program.
- Obtained worker's compensation insurance for cultural exchange visitors according to my state regulations.
- Determined that cultural exchange visitors are being remunerated commensurate with their American counterparts.
- Committed to providing information to the Department of State upon request.

### **Sponsor Agency and American Camp Association Recommendations**

- Sent information to my cultural exchange visitors prior to their arrival at camp indicating the specifics of their job responsibilities and general information about my camp including contact information for other staff and/or staff alumni.
- Included international staff information in my orientation for all staff.
- Obtained copies of certifications, health forms, background checks, passports, and visas for each staff member, including cultural exchange visitors.

- Provided my health center and administrative staff with information about health and accident insurance coverage for cultural exchange visitors.
- Developed a crisis plan for potential illness, injury, arrest, and death of a cultural exchange participant in partnership with my sponsor agency.
- Familiarized my administrative staff and myself with the return flight procedures of each agency and participant's country.
- Reviewed the visa dates, grace period, and projected work dates of each cultural exchange visitor to ensure all comply with the dates of placement at my camp.
- Confirmed cultural exchange visitors have been informed by their agency about rules regarding leaving and reentering the borders of the U.S. during their visa period.
- Determined that my work hours and time-off policy is the same for both cultural exchange visitors and American staff and meet requirements of my state for all categories of workers.