

# Pre-Arrival Summary

Sponsor Information:  
Dynamic Global Exchange



## Pre-Arrival Summary Document

Please read, complete, and scan to DGE

**Keep these two pages with you as you pack, throughout your travel, and on arrival!**

It briefly notes and explains **IMPORTANT** information regarding your preparation to depart for the U.S. and what you **MUST** do upon your arrival!

- ✓ **You may NOT begin work in the U.S. before your Program Start Date** (on your DS-2019). You are considered ACTIVE in your program once you've completed the SEVIS validation form located on our website and received a confirmation email from DGE. Arriving early will shorten your work program (to adhere to the maximum duration dictated by the U.S. Department of State). Your insurance is active once you are validated in SEVIS.
- ✓ Make 2 copies of ALL documents (passport, visa, DS-2019) – leave one set at home, carry the other set separate from originals. *You MUST have ALL original documents in your carry-on to be processed properly through U.S. Customs!*
- ✓ Email DGE to confirm your flight plans ([katelyn@dynamicglobalexchange.com](mailto:katelyn@dynamicglobalexchange.com)).
- ✓ Bring \$1,000 cash or **access to cash** (credit card/traveler's checks) for Summer Work and Travel. Bring \$2,000 cash or **access to cash** (credit card/traveler's checks) for Intern and Training.
- ✓ You will need these funds on arrival to:
  - Acquire housing **if not provided** (you will typically pay \$500 - \$750 immediately, depending on number of roommates) – Apartment building owners require you to pay a security/refundable deposit
  - Pay for airport shuttle
  - Pay for hotel until permanent housing is acquired (if not provided)
  - Pay for living expenses until first pay is received (up to 3 weeks)
- ✓ On the airplane you will be given an entry document (I-94) that must be completed VERY CAREFULLY! The document asks for your "Family Name." Print this EXACTLY as it appears on your passport (this may be called "Surname" or "Family Name" in your passport)! If you are unsure what to write in this section, you may ask the Customs official for assistance. Your birthday must be entered as: day/month/year. **Your passport and this document must MATCH EXACTLY!**
- ✓ When you present yourself to the Customs official, he/she will stamp your DS-2019. (If you require a paper version of your Form I-94, it will be available at [www.cbp.gov/I94](http://www.cbp.gov/I94)).
- ✓ Upon arrival: Access our website ([www.dynamicglobalexchange.com](http://www.dynamicglobalexchange.com)), click on "SEVIS Validation" icon, complete and submit form online (this is the only to complete your SEVIS validation).
- ✓ If staying in a hotel, upon entering your hotel room, lock all valuables (including original documents, cash, traveler's checks, and credit cards) in the "in-room" safe (the safe is usually in the closet). Do not carry your documents or excess cash with you (unless conducting business).
- ✓ At your housing/hotel keep all doors and windows closed and locked (including balcony doors) when you are away or sleeping.
- ✓ Notify DGE IMMEDIATELY of your apartment address and room number (State Department requirement).
- ✓ Notify DGE IMMEDIATELY of your cell phone (if you will not have one, let us know).

Flight Information - **SEND TO DGE AT LEAST ONE WEEK BEFORE ARRIVAL! You MUST purchase a round trip ticket!**

Arrival information for the FINAL flight of your journey to your Host Company (this may be different from your originating flight):

Airline: \_\_\_\_\_ Flight Number: \_\_\_\_\_

Departing City: \_\_\_\_\_ Departure Time: \_\_\_\_\_ Departure Date: \_\_\_\_\_

Arrival City: \_\_\_\_\_ Arrival Time: \_\_\_\_\_ Arrival Date: \_\_\_\_\_

### Transportation from airport to job site (check one):

Participant has arranged transportation and will arrive at job site on \_\_\_\_\_. (Date)

Transportation to employer upon arrival to the US has been arranged, participant will arrive at job site \_\_\_\_\_. (Date)

**Participant must be aware of the cost of transportation from airport to job site and must have the funds, in cash, to pay for this transportation. By signing below I acknowledge I have received an arrival orientation from my agency, received a complete Pre-Arrival Orientation Packet, completed the Pre-Arrival Quiz, and have read each above item carefully and fully understand it is my responsibility to fulfill each item. I also understand that not fulfilling an item may result in unfortunate circumstances ranging from personal inconvenience to my repatriation with no refund of fees.**

Participant Name: \_\_\_\_\_ Date: \_\_\_\_\_

Participant Signature: \_\_\_\_\_

You must scan/e-mail ([katelyn@dynamicglobalexchange.com](mailto:katelyn@dynamicglobalexchange.com)) or fax (678-261-1419) this signed page (when you receive your DS-2019 – before you depart for the U.S.)