

# Pre-Arrival Summary

Sponsor Information:  
Dynamic Global Exchange



## Pre-Arrival Summary Document

Please read, complete, and scan to DGE.

Keep this page 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** (located 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. You are enrolled in insurance once you've SEVIS validated.
- ✓ 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 ([alexis@dynamicglobalexchange.com](mailto:alexis@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 and security deposit)
  - Pay for airport shuttle, hotel until permanent housing is acquired (if not provided), and living expenses until first pay is received (up to 3 weeks)
- ✓ 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 your Sponsor's website and complete your program validation. Refer to your pre-arrival packet for detailed information. You **must** do this in order to confirm your arrival and validate your visa.
- ✓ 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 **ORIGINAL** flight and **FINAL** leg of your journey to your Host Company:

**Original Flight from Home Country** Airline: \_\_\_\_\_ Flight Number: \_\_\_\_\_

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

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

**Final Flight of your Journey** Airline: \_\_\_\_\_ Flight Number: \_\_\_\_\_

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

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

Transportation from airport to job site:

Participant **must** arrange his/her own transportation and will arrive at the Host Company on \_\_\_\_\_. (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: \_\_\_\_\_

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

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