

## **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 DS2019). You are considered ACTIVE in your program the moment you arrive. 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 ON your program start date.
- Make 2 copies of ALL documents (passport, visa, DS2019) 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 (<u>deb@dynamicglobalexchange.com</u>)
- Bring \$1000 cash or access to cash (credit card/traveler's checks). We recommend \$500 in U.S. dollars and \$500 in credit card access/Traveler's Checks). 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 both your DS2019 and your I-94. He/she will keep part of the I-94 and attach the white stub (the remainder) into your passport (ask for it to be attached/stapled if the official does not). The I-94 is small (approximately 6cm x 8cm), BUT it is VERY important. If it's lost, you will be unable to apply for your Social Security number and you will have to return home!
- ✓ Upon arrival: Access our website (<u>www.dynamicglobalexchange.com</u>), click on "SEVIS Validation" icon, complete and submit form on-line (this is the only to complete your SEVIS validation!). If no internet access: Call DGE IMMEDIATELY (770-623-5976) and leave detailed voice message if our line is occupied. (State Department requirement!)
- 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. (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 from	(city)	_ at (time)	on
	(date)					
□ Par trar rea	Arriving in(city) Transportation from airport to Participant has arranged trar Transportation to employer u <i>ticipant must be aware of th</i> <i>hsportation.</i> By signing belo d each above item carefully may result in unfortunate of	b job site (check one): hsportation and will arrive upon arrival to the US has he cost of transportation w I acknowledge I have and fully understand it i	at job site on been arranged, participa from airport to job site received a complete pr is my responsibility to f	. (date) ant will arrive at job and must have to re-arrival orientati fulfill each item.	the funds, in cash, a ion and document   I also understand t	<i>to pay for this</i> packet AND have that not fulfilling an
	Participant name:		Date:			
	Participant signature:					

You must scan/e-mail (<u>deb@dynamicglobalexchange.com</u>) or fax (678-261-1419) this <u>signed</u> page (when you receive your DS2019 – before you depart for the U.S.)