



2010 SUMMER WORK AND TRAVEL (SWT)  
**BRIEFING FOR SWT PROGRAM  
RECRUITMENT AGENCIES**

United States Consulate General, Chiang Mai

October 16, 2009

# **AGENDA**

- Introductions
- Program Overview
- Application Procedure
  - Preparing applications – and applicants.
- Responsibilities
- Expectation and Communication
- Questions



# **FY10 SUMMER WORK AND TRAVEL PROGRAM (SWT) BRIEFING FOR SWT RECRUITMENT AGENCIES**

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## **Introductions: Please tell us about your agency...**

### **Basic Information**

1. Agency Name
2. Is your main office in Chiang Mai? If not, where is it?
3. Which U.S. agencies do you work with?

### **Information for Consulate use only**

4. Name and e-mail address of agency point of contact
5. Name and e-mail address of back-up agency contact
6. How many SWT participants do you anticipate in 2010?

### **Information for prospective clients**

7. Office location
8. Website
9. Telephone number
10. How much to do charge the average SWT client for your services (THB)?



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## SWT participants:

- must have completed at least their first year of post-secondary education
- may work and travel for maximum of four months during their summer vacations
- will work in low- or un-skilled service positions at resorts, hotels, restaurants, and amusement parks

**Bottom line: Fun, but not vacation!**





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## **SWT Application Process Overview**

### **1. Early in the process**

- Agency makes an appointment
- Agency prepares application packet and applicant
- Applicant prepares himself for interview.

### **2. One week before interview**

- Agency submits application packets to Consulate for screening
- Consulate screens packets, informs agency of which ones accepted
- Consulate does data entry of accepted applications

### **3. Interview day**

- Applicants come to the Consulate
- Consulate staff fingerprint, then interview applicants
- Decision on the spot; successful applicants get visas by mail



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## Application Process Overview 1: **Early in the process**

### Agency makes an appointment for an SWT applicant

- Online appointment system; group PIN
- Season: December 15, 2009-March 31, 2010
  - Most Mondays and Wednesdays from 8:00-9:00 a.m.
  - Appointment slots evenly distributed throughout season – **get in early!**
- **Agencies responsible for coordinating applicant schedules, including exams or students coming from far away.**

### Agency prepares visa application and supporting documents

### Agency prepares applicant for interview; applicant prepares himself for interview

- Once applicant signs application, he's responsible for it
- Set your clients up for success – prepare them for interviews



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## ONLINE APPOINTMENT SYSTEM

URL: <http://thailand.us-visaservices.com/>

- Use group PIN
- If you need one, contact:



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## Preparing SWT Application Packets: 1 of 2

1. **Completed** and **signed** application forms: DS-156, DS-157, and DS-158
  - Form DS-156: Must use online version available at: <http://evisaforms.state.gov/>
    - Question 40: Preparer **must** complete and sign
    - Question 41: Applicant himself **must** sign
  - Forms DS-157 and DS-158: Electronic version available at: [http://travel.state.gov/visa/frvi/forms/forms\\_1342.html](http://travel.state.gov/visa/frvi/forms/forms_1342.html)
2. Passport: Must be valid six months beyond intended departure from U.S.
3. One color photograph: 2 inches x 2 inches on a white background
  - Unretouched, ears visible, no head coverings, no color contact lenses
4. Form DS-2019 from sponsoring agency **signed** by applicant
  - DS-2019 information must match applicant's passport information.
5. Form I-901 SEVIS fee receipt

# FORM DS-156 NONIMMIGRANT VISA APPLICATION: Important Points in Preparation

U.S. Department of State  
NONIMMIGRANT VISA APPLICATION

APPLICANT'S NAME (LAST, FIRST, MIDDLE INITIAL) IN THE SPACE PROVIDED BELOW

1. Passport Number: AT23486  
2. Place of Issuance: Bangkok, THAILAND  
3. Expiration Date: 31 JANUARY 2012

4. Name of Applicant: CHAIYON  
5. Other Name(s) (Surname, Given Name, Middle Name, Initial):  
6. Date of Birth: 24 JULY 1987  
7. Place of Birth: Chiang Mai, THAILAND

8. U.S. Visa: 123045678900  
9. U.S. Visa Address: 115 1 Thaksin Road, A. Muang, Chiang Mai 50200 THAILAND

10. U.S. Visa Number: K1C180LS8G

11. Photo Standards: 2" x 2", 3/4" x 3/4", 1" x 1"

**Do not mark in this space**

**Page 2: Preparer must complete and sign no. 40. Applicant himself must complete and sign no. 41.**

**All blanks filled, all questions answered!**

**These numbers must match!**

11. Have you ever been granted a U.S. Visa? Yes [X] No [ ]

12. Have you ever been granted a U.S. Visa? Yes [X] No [ ]

13. Have you ever been granted a U.S. Visa? Yes [X] No [ ]

14. Have you ever been granted a U.S. Visa? Yes [X] No [ ]

15. Have you ever been granted a U.S. Visa? Yes [X] No [ ]

16. Have you ever been granted a U.S. Visa? Yes [X] No [ ]

17. Have you ever been granted a U.S. Visa? Yes [X] No [ ]

**Pay attention to the photo standards! This is a common reason for rejecting applications. We will send additional guidance on photographs.**

**Page 3: 2-D barcode is printed clearly, without smudges.**

18. Have you ever been granted a U.S. Visa? Yes [X] No [ ]

19. Have you ever been granted a U.S. Visa? Yes [X] No [ ]

20. Have you ever been granted a U.S. Visa? Yes [X] No [ ]

2-D Barcode: K1C180LS8G



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U.S. Department of State  
CERTIFICATE OF ELIGIBILITY FOR EXCHANGE VISITOR(J-1) STATUS

1. Name of Applicant: **SAMPLE**

2. Name of Sponsor: **SAMPLE**

3. Name of Issuing Office: **SAMPLE**

4. Signature of Applicant: **SAMPLE**

5. Signature of Sponsor: **SAMPLE**

6. Signature of Issuing Officer: **SAMPLE**

7. Signature of Representative: **SAMPLE**

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100. Signature of Representative: **SAMPLE**

Information must match applicant's passport information.

DS-2019: Applicant must sign

Confirmation and Exchange Visitor Program: SEVIS I-901 Fee  
OMB 1653-0034

Please print this page immediately for your records.

Reference the confirmation number below on all inquiries related to your I-901 status. You will receive an I-797 hard copy receipt at the address you provided. You may be required to produce this receipt on your I-797 for visa issuance, admission to any United States port of entry, for any change of non-immigrant status, or other United States immigration benefits.

When you go to the Consulate for your visa, you should bring this receipt or your I-797 to prove you have paid the SEVIS fee.

This credit card transaction will appear on your bill as "US DHS SEVIS 202-305-2346."

U.S. Department of Justice  
Department of Homeland Security

Notice of Action

THE UNITED STATES OF AMERICA

RECEIPT NUMBER: (Confirmation Number): CCC0824793241	CASE TYPE: I-901 Fee Remittance Form for F-1, F-3, M-1, M-3 and J-1 Non-Immigrants.
RECEIVED DATE: Jun 3, 2008	APPLICANT:
NOTICE DATE: Jun 3, 2008	APPLICANT:
NAME AND ADDRESS:	NOTICE TYPE: Receipt Notice

This fee payment is valid ONLY for your particular course of study or program. If you fall out of status, apply for a new F-1, F-3, M-1, M-3, or J-1 non-immigrant visa, or if you want to change your non-immigrant category to an F-1, F-3, M-1, M-3 or J-1, you may be required to pay another fee.

APPLICANT STATUS: J-1  
DATE OF BIRTH: 03/13/1957  
GENDER: Male  
EXCHANGE VISITOR PROGRAM CODE: P100162  
AMOUNT RECEIVED: \$100.00  
SEVIS IDENTIFICATION NUMBER: N0005303441

Your I-901 fee transmittal form has been received. Please notify us immediately if any of the above information is incorrect.

THIS ELECTRONIC RECEIPT MAY BE USED AS EVIDENCE OF PAYMENT. IN ADDITION, YOUR OFFICIAL I-797 RECEIPT NOTICE WILL BE DELIVERED TO THE ABOVE ADDRESS BY THE RECEIPT DELIVERY METHOD YOU SELECTED.

I-901 Student/Exchange Visitor Processing Fee  
P.O. Box 970020  
St. Louis, MO 63197-0020  
Customer Service Telephone: 785-330-1048  
This form issued by U.S. Immigration and Customs Enforcement

Form DS-2019 ▲

Form I-901 ►



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## Preparing SWT Application Packets: 2 of 2

6. Letter from applicant's university confirming enrollment status
7. Academic transcripts from applicant's university
8. Pay-at-the-Post receipts for visa application (MRV) fee
  - Bring **both blue and white** copies
9. Thai Post passport passback envelope
  - **Must** purchase from Mae Ping Post Office – **not** CMU post office or any others
  - **Must** be addressed to student himself – **not** agency

**SCREENING CHECKLIST TO FOLLOW BY E-MAIL**



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## **Preparing your clients:**

*What does a good SWT applicant look like?*

English skills adequate to the job

Knows what's on his application

Good students with good grades

Clear academic plans

Parents have finances to pay for the program

Long-term student in Northern Thailand

- House registration not enough
- No short-term or foreign students, please



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## Application Process Overview 2: **Week before interview**

**Agency brings packets to Consulate for screening **seven calendar days** before appointment**

- Monday and Wednesday afternoons from 2:00-3:00 p.m.
- Agency staff member who delivers them will wait for screener to work
- At the same time, agency also sends the electronic version of mailing consignment list which has names of all applications submitted.

### **Consulate screens packets**

- Complete packets are accepted for interview the next week
  - Incomplete packets are rejected; Consulate provides checklist for each
    - **Agency has until next screening day to correct and still keep same interview day**
- Consulate informs agency by e-mail of which applicants are accepted for which interview day

**Consulate does data entry of accepted applications**



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## Application Process Overview 3: **Interview Day**

### **SWT applicants come to the Consulate at the designated time**

- Restrictions on carried items: books and papers **only**
- Applicant should bring supporting documents, including complete financial documentation

### **Consulate staff call up applicants by name**

- If we didn't accept the application, the applicant won't be called

### **Consulate staff fingerprint, then interview applicants**

- Unsuccessful applicants may apply again through their agencies
- Successful applicants receive their visas by mail within three work days
  - **But** cannot enter U.S. until 30 days before program start date





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## Responsibilities: Agency, Applicant, Consulate

### 1. Early in the process

- Agency makes an appointment
- Agency prepares application packet and applicant
- Applicant prepares himself for interview

### 2. One week before interview

- Agency submits application packets to Consulate for screening
- Consulate screens packets, informs agency of which ones accepted
- Consulate does data entry of accepted applications

### 3. Interview day

- Applicants come to the Consulate 30 minutes before appointment and prepared
- Consulate staff fingerprint, then interview applicants
- Visa approved or refused; successful applicants get visas by mail



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## **Expectations for Agencies**

You will do everything possible to set your clients up for success

- Visa process
- In the United States: expectations management

When applicants have problems, we will refer them to you

- Schedule conflicts: exams, family trips
- Can't get to interview because incomplete application
- Refused because didn't know what's on application
- Stranded at the airport because ticket problems

## **Communication**

No direct communication between applicants and Consulate until interview

- Everything through agencies
- Use e-mail address



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***Thank you for your attention***

**Questions?**

E-mail for inquiries: