

Important Contact Information

Intrax Work Travel

Telephone: 1-888-224-0450
(toll free, within the U.S.)
1-415-434-5440 (outside the U.S.)
Fax: 1-415-434-5430
600 California Street Fl 10
San Francisco, CA 94108
Email: info@intraxinc.com
Website: www.experienceintrax.com

Additional Resources

Directory of foreign embassies
and consulates in the US:
www.embassy.org

Medical Insurance

Accident and Sickness Insurance is provided by
USI Travel Insurance Services. For information
about how to find a doctor, submitting claims and
emergency medical assistance, go to:
<http://www.travelinsure.com/partners/intrax>

Government Offices

Social Security Administration
Telephone: 1-800-772-1213 (toll free)
Website: www.ssa.gov
U.S. CITIZENSHIP AND IMMIGRATION
SERVICES (USCIS)
Telephone: 1-800-375-5283 (toll free)
Website: www.uscis.gov
INTERNAL REVENUE SERVICE (IRS)
Telephone: 1-800-829-1040 (toll free)
Website: www.irs.gov

Tax Filing and Refunds

Taxes must be filed by April 15. Participants must provide employer with a valid mailing address in home country to receive W-2 form needed to file for a tax return. Participants are encouraged to research the internet for a tax consulting service such as Taxback.com; www.taxback.com

911 - National Emergency Help Line – Police, Fire or Ambulance

In the event of a serious crime, fire or accident call 911 for immediate emergency or medical assistance. After calling 911, contact Intrax on our 24 hour toll free number, 1-888-224-0450. For non emergencies call Intrax during normal business hours, 8:30 AM until 5:00 PM Pacific Time.

10 Steps to a Successful J1 Program

- 1 Apply for your visa.
- 2 Prepare for travel.
 - a Research your destination. Know where you are going and how to get there.
 - b Secure your housing before you leave home.
 - c Bring enough money (\$1000.00) to support yourself before you get your first paycheck.
 - d Make copies of all documents. Leave a copy with your family/friend, pack one copy in your suitcase and take the other copy with you on the plane.
- 3 Send your travel and housing information to your agency and employer.
- 4 Upon entering the US make sure the immigration officer stamps your I-94 and DS-2019 and attaches I-94 to your passport. The I-94 card is **REQUIRED** to apply for Social Security. A lost I-94 results in a replacement processing fee.
- 5 **CHECK IN** with Intrax upon arrival to the US to activate your program and insurance. Failure to check in successfully will result in program termination and you will be required to return to your home country. Check in online at www.experienceintrax.com or by calling Intrax headquarters toll free at 1-888-224-0450.
- 6 Apply for Social Security card **AFTER** you check in with Intrax. **Social Security Administration recommends that you wait 10 days after arrival to submit your application.** Applying too early may result in a delay in issuing the card. Save the application receipt in a safe place as you will need to show it to your employer to begin working. Documents required for Social Security application include:
 - Original DS-2019 Form signed by Intrax
 - Passport with valid J-1 Visa
 - I-94 Card
 - Additional identification such as copy of birth certificate if your passport is less than one year old.
- 7 Report to the employer listed on your DS-2019 form or risk dismissal from the program and return to your home country.
- 8 Remain at the employer listed on your DS-2019 form for the entire duration of your program. Leaving your employer without written authorization from Intrax could put you at risk for dismissal.
- 9 Inform Intrax of any changes in your US living address within 10 days of the change. Failure to keep Intrax updated on your address could result in dismissal and program termination in SEVIS.
- 10 Enjoy your program and return home in order to complete the program successfully.