

WELCOME to the *CAN-CAMP* program - for Canadian citizens who must obtain a Certificate of Eligibility (Form DS-2019) in order to apply for J-1 status at the US border. *If you are not a citizen but a resident in Canada (either permanent or temporary), please call us on 1-800-462-8622 for advice before applying.*

This program is for camp counselor and support worker positions only. Applicants who are hired as health centre/nursing staff **CANNOT enter the US on this J-1 program.**

Your camp director should be aware that you are using *CAN-CAMP* to obtain your work visa. If s/he has not employed staff through BUNAC's programs before, please ask them to contact us today to register.

IENA (International Exchange of North America) is the official U.S. program sponsor, and you will receive sponsorship notes from IENA at the time your DS-2019 is issued.

CAUTION: US immigration regulations change frequently. **RETURNING STAFF** are advised to read carefully about any changes that have occurred since their last summer of participation on *CAN-CAMP* or a similar program.

ELIGIBILITY for CAN-CAMP

To be eligible for *CAN-CAMP* you must be:

- 18 years old by your date of entry into the US, and
- A Canadian citizen (with valid passport), or
- Hold permanent residency in Canada and possess a valid passport, or be on a student visa or a temporary work visa. Call BUNAC for separate instructions.

To be a support worker on camp (kitchen/maintenance), you must **ALSO** be:

- a *full-time, degree-level* student at an accredited university or college. Proof of 2009-2010 enrolment must be provided.

DOCUMENTS REQUIRED FOR THE APPLICATION

Here's what we need from you *before* we can issue your DS-2019:

- CAN-CAMP* 2010 Application Form for DS-2019 (attached) fully completed and signed.
- Copy of police background check dated after 1st January 10. (See page 2).
- Copy of your official camp agreement/contract signed by you and your camp director.
- Completed *CAN-CAMP* Reference Form (see form attached).
- Program fee, and insurance premium (if applicable). Fees are payable to **BUNAC**, in US dollars only, by cashiers check, or your camp may pay for you with a camp check. Please go to PAGES 4 & 5 for full details on FEES and INSURANCE.
- For applicants *returning to a different camp* in 2010, a short written recommendation from your former camp director (an email is acceptable).
- A copy of the personal details page in your passport.

PASSPORTS

Since June 1st, 2009, all participants have been required to show a passport for entry into the US. If you do not have one, go to Passport Canada at www.ppt.gc.ca.

GETTING YOUR POLICE BACKGROUND CHECK

All applicants, both first-time and returning, must get an up-to-date police background check from their local police station. Enclose a copy with your *CAN-CAMP* application and send a copy to your camp. The background check must be dated no earlier than 1st January 2010. Ask for a Vulnerable Sector Screening. Fees for this service may vary (\$0-\$50). Issuance of this certificate can take a few weeks in some areas, so **please request the background check today - we cannot issue your DS-2019 without it!** Applicants who live in the jurisdiction of the *York Regional Police* will need a specific form signed by a BUNAC officer, so please call us before you request the background check.

REFERENCE FORM

The *CAN-CAMP* reference form is attached to the Applicant Pack. Ask a person who has educated or employed you to complete the form. That person could be a supervisor at your current or recent place of work; or your college professor or high school teacher/principal; a sports coach or scout leader. Your referee cannot be any person connected with your US camp, nor a friend, neighbour or family member. The referee should ensure that all the questions on the form are answered. **BUNAC will not accept references in any other format.** If necessary, completed reference forms may be faxed, or scanned and emailed to BUNAC.

If you are returning to a different camp in 2010, you must supply, in addition to the reference form, a short, written recommendation for the program from your previous camp director.

SEVIS

SEVIS is the US government tracking system for student exchange program participants. The fee for SEVIS is US\$35 and is not refundable, but camp should reimburse you on completion of your contract. When you receive the package from BUNAC containing your Form DS-2019 and sponsorship notes, you will then be required to go on-line to a government website (www.fmjfee.com) to pay your \$35 SEVIS fee by credit or debit card, and to print out the receipt for it immediately. Full details about this will be included with your DS-2019 package. If you decide not to go to camp, you must inform BUNAC immediately that you are cancelling so that your SEVIS record can be updated.

WHAT HAPPENS AT THE BORDER?

At the US port of entry (border or airport), Canadian citizens present the receipt for the SEVIS payment (Form I-797), your Form DS-2019, your passport, and your camp agreement. You will be asked to pay a \$6 processing fee for your I-94 entry/departure record card. You will then be admitted to the US on J-1 status. Your arrival at camp must be confirmed by your camp director with BUNAC so that your J-1 status may be validated within the SEVIS system. You are permitted to enter the US up to 30 days prior to the program start date printed on your DS-2019 and camp agreement, but for the purposes of travel *only*. Non-Canadian participants will be required to show their passport containing the J-1 visa stamp, along with all of the above documents.

CANCELLATION FROM CAN-CAMP

If you decide not to go to camp *after* the DS-2019 form has been issued, there is **no refund** of the program fee. Your insurance premium is fully refundable if you have returned your DS-2019 form to BUNAC and did not enter the US. **YOUR SEVIS RECORD MUST BE UPDATED IF YOU CANCEL - SO REMEMBER TO LET US KNOW.**

PLEASE NOW READ THE *CAN-CAMP TERMS & CONDITIONS* CAREFULLY ON PAGE 3

CAN-CAMP 2010 - TERMS AND CONDITIONS

It is important for you to read carefully the following points BEFORE you complete and sign the *CAN-CAMP* application for Form DS-2019. Your signature on the form indicates that you fully understand the terms and conditions of this program.

1. The J-1 status allows you, as part of a cultural exchange program, to enter the USA in order to work either as a camp counselor or as a kitchen/maintenance worker (as applicable) and ONLY at the camp specified in your application. It is NOT a general work permit and does NOT allow you to take any other position in the USA (whether paid or unpaid), or to switch from counselor to support staff or vice versa. Health Centre or Nursing staff are not eligible for these J-1 programs.
2. The Certificate of Eligibility Form DS-2019 is a government document. **If you are in possession of the Form DS-2019 and fail to enter the USA, you are obligated to inform BUNAC so that your J-1 status can be cancelled in the SEVIS tracking system. You are also obligated to return the DS-2019 to BUNAC immediately.** See also the *CANCELLATION* section below.
3. The program is for a maximum of 4 months, beginning no earlier than 01 May 2010 and ending no later than 10th October 2010. It is **not** extendable.
4. If you have any reason to believe that you may be refused a visa or entry to the United States, IMMEDIATELY phone BUNAC for advice. A visa application may be refused if you have suffered serious mental illness or been inflicted with a serious communicable disease, have had a previous visa or immigration application refused, have had a criminal or drug-related conviction, have a suspended sentence or hearing pending, have been deported from the USA, have overstayed a previous visa, have renounced US citizenship for any reason, have had affiliations with the Nazi government of Germany, or have sought to engage in terrorist activities.
5. You cannot enter the USA on this program without showing proof of adequate insurance cover. BUNAC offers a group policy (details on page 4) which more than meets US government regulations. **The insurance policy provides coverage for up to 4 months, but in any case expires on 10th October 2010.** If you choose to take your own policy, however, your coverage must be comparable in ALL categories with the BUNAC policy. Specifically, what is termed *Preparation and Transportation of Remains* coverage of not less than US\$7,500 is required by the regulations. If you are not buying the BUNAC policy, both you and your family agree to make up any extra costs to comply with the regulations. Your insurance details must be written in the space provided on the *CAN-CAMP* Application form.
6. **You agree to:**
 - i) Provide a satisfactory reference, to support your application, from a professional who has known you for at least 6 months and who has supervised or educated you.
 - ii) Obtain a police background check and send a copy both to BUNAC and to your camp.
 - iii) Conduct yourself at all times while in the USA so as not to bring discredit to the camp, BUNAC or IENA.
 - iv) Honor the terms and conditions of your camp contract until the agreed end of service.
 - v) *(For kitchen or maintenance staff only)* Enclose with your application a registrar's letter confirming your current full-time student status at a university/college.
7. **CANCELLATION**
 - a) If you contact BUNAC to cancel BEFORE your DS-2019 has been processed, you will receive a full refund. If you cancel after processing has taken place, but before the DS-2019 has been printed, you are entitled to \$80 refund (\$70 returner applicants). Note: complete applications are usually processed **the same day** they are received in the BUNAC office. There is NO REFUND if you cancel AFTER the DS-2019 has been issued.
 - b) If you cancel, **you are required to notify BUNAC immediately and to return your DS-2019 to BUNAC. IENA is required to cancel your visa status in SEVIS. Failure to inform and return the DS-2019 could result in considerable problems later with U.S. immigration.**
 - c) If you are denied a visa or refused entry at the border, there is NO REFUND as we will have done the full amount of work on your behalf as promised. **You are required to notify BUNAC and to return the DS-2019 to BUNAC.**
 - d) The insurance premium is refundable if you do not enter the USA and once you have returned the DS-2019 form to BUNAC.
8. BUNAC reserves the right to reject, at any stage, any application which is not considered to be in the best interests of the program.

CAN-CAMP 2010 PROGRAM FEES

ACCEPTED METHODS OF PAYMENT:

- Camp check (make sure you have discussed this with your camp director)
- Cashier's check drawn on a U.S. bank. Most Canadian banks offer this service. We do NOT accept money orders issued by Canada Poste because they are not drawn on a U.S. bank – sorry!
- All fees are in *U.S. dollars* and are made payable to BUNAC

(SORRY, THERE IS NO CREDIT CARD OPTION, NOR CAN WE ACCEPT PERSONAL CHECKS FROM APPLICANTS).

FIRST-TIME APPLICANTS:	\$225
RETURNING STAFF:	\$210
COURIER SHIPPING CHARGE:	\$25**
MEDICAL/TRAVEL INSURANCE:	\$200 (PLAN A) \$250 (PLAN B)

** NOTE: The DS-2019 package is shipped to *Canadian addresses* only. The courier fee is mandatory for applications submitted within 4 weeks of travel or **after 1st May 2010**, whichever is earlier. It is optional for applications submitted sooner than 1st May, though always strongly recommended for safe, expedited delivery.

INSURANCE COVERAGE IN THE USA

It is a government regulation and therefore a condition of this program, that participants show proof of adequate insurance coverage. BUNAC offers a group policy. Canadian participants (only) may choose between purchasing the BUNAC policy (Plan A or B) or one purchased from a Canadian insurer. Applicants need to provide the coverage details (company name and policy number) for their independently purchased insurance on the *CAN-CAMP* application form. Coverage must be equivalent in all categories to the BUNAC policy.

BUNAC GROUP INSURANCE COVERAGE

PREMIUM \$200 (PLAN A) OR \$250 (PLAN B) WITH NO DEDUCTIBLES

Please go to <http://www.bunac.org/uk/insurance/claim2010.pdf> to read the policy in full. This insurance covers BUNAC 2010 participants while they are active and bona fide participants in a current BUNAC exchange program in North America. If participants choose to purchase this insurance, coverage is for a period of up to 4 months but in any case **no later than 10th October 2010**. Complete details (including claim form) will be sent to participants on receipt of the premium. Cover is through the National Union Fire Insurance Company of Pittsburgh, PA – a subsidiary of Chartis.

Outline of Benefits

Accidental dismemberment	Up to \$15,000
Medical (accident or sickness)	\$1,000,000 (Plan A) \$2,000,000 (Plan B)
DENTAL TREATMENT IS LIMITED – Emergency alleviation of pain only. Please advise staff to have dental check-up before coming to camp.	
Preparation and Transportation of Remains	Up to \$7,500
Cancellation and Curtailment (travel expenses only)	Up to \$1,590
Baggage and Personal Effects	Up to \$5,000 (\$2,000 limit on Valuable Articles, \$500 on any item. Jewelry items (except watches) are NOT covered.

All figures are in U.S. dollars.

Guidelines for filling out your application for Form DS-2019:

Complete the application on screen, then print it out for the required signatures.

- **Section 1** - Each of your names should appear EXACTLY as written in your passport.
- **Section 2** - Passports are now required for travel to the US. Please ensure you have one!
- **Section 3** - Write your FULL address. If you have opted for the courier return service, please give a STREET address (house/civic number and name of street). Courier services will not deliver to a PO Box. If your mailing address is different from your permanent address, please give the date you plan to move.
- **Sections 4 & 5** – Complete with great care! The information is recorded on your DS-2019. If the answers you give are not correct, you will need to re-apply for a new DS-2019 at a cost of US\$25 (plus shipping).
- **Section 6** – If you are going to be kitchen or maintenance staff, **please attach proof of enrolment at university or college (transcript or a registrar's letter) for the 2009-2010 academic year.**
- **Section 7** – If you cannot check one of the occupations listed, please state your present or most recent occupation. You CANNOT be 'unemployed'.
- **Section 8 – Very important!** The date on which you will start work (i.e your contract start date) will be specified on your DS-2019 and this date is recorded in SEVIS. You may enter the USA for personal travel **only**, up to 30 days before the specified start date. Do not try to enter earlier than the date specified if you plan to start work. If the CBP officer (Customs & Border Protection) at the border determines that you are entering early for employment, you will be refused entry.

HEALTH BACKGROUND

If you answer yes to any of these questions, please contact BUNAC to check whether you need to send a note from your doctor.

BIOGRAPHY

Please give a summary of your family background, education, work experience, and your ambitions. Up-to-date information is required from returning applicants.

INSURANCE

Remember to select one of the options. If purchasing the BUNAC insurance, please request dates of coverage up to a maximum of 4 months, ending no later than **10th October 2010**.

DECLARATION

Please don't forget to sign the declaration! If you are under 21, your parent/guardian must also sign in the space provided.

It is your responsibility to ensure that all the required documentation reaches BUNAC. Please call to confirm that BUNAC has received your fees and your reference form, if these are not being sent by you. Don't take it for granted that these documents have reached BUNAC. All fees are in US dollars! And try to allow at least 4 weeks, from the date your application is received, for processing and delivery, especially if you are not including the courier fee. We advise you NOT to book any non-refundable travel until you have received your DS-2019, nor to try to enter the USA without it!

**CONTACT BUNAC CAN-CAMP
DEPARTMENT ON 1-800-462-8622
MON - FRI
9 AM - 5 PM**

EMAIL applications to: cancamp@bunacusa.org if camp has paid your fees

**AIRMAIL APPLICATIONS TO:
P O BOX 430, SOUTHURY, CT 06488 USA**

**FOR COURIER DELIVERY, USE:
88 MAIN ST. SOUTH, A101, SOUTHURY, CT 06488
TEL: (203) 264-0901**

CAN-CAMP 2010 - APPLICATION FOR FORM DS-2019

PLEASE ANSWER ALL QUESTIONS CLEARLY IN BLOCK CAPITALS

① MS MR

NAME OF YOUR CAMP: _____

LAST NAME: _____ FIRST NAME: _____ MIDDLE NAME: _____

WRITE NAMES AS THEY APPEAR IN YOUR PASSPORT

② Do you have a passport valid for at least 6 months after your return date to Canada: Yes No, I am applying for one

<p>③ PERMANENT ADDRESS:</p> <p>House no. & street: Apt #</p> <p>City:</p> <p>Province: Postcode:</p> <p>Tel: Fax:</p> <p>Email:</p>	<p>MAILING ADDRESS in Canada to which DS-2019 should be sent:</p> <p>House no. & street: Apt #</p> <p>City:</p> <p>Province: Postcode:</p> <p>Tel: Fax:</p> <p>Until when:</p>
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<p>④ Date of Birth (Please write in full, e.g. 12 Nov 1992)</p> <p>Month Day Year</p>	<p>⑤ City of Birth: Country of Birth:</p> <p>Country of Citizenship:</p> <p>Legal permanent resident of which country:</p>
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⑥ Details of degree-level student status. *Support staff applicants please attach a registrar's letter:*

University/College: Year of Study: Length of course in years:

⑦ What is your current occupation:

- University postgraduate student (i.e. doctorate or masters) (214)
- University undergraduate student (215)
- Medical school student (216)
- College/vocational school students (217)
- High school student (18 yrs+) (223)
- Teacher (elementary) (231)
- Teacher (secondary) (222)
- Employee of institute, hospital, non-profit corporation (334)
- Other - you must specify your present, OR if not working, most recent occupation.

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<p>⑧ Date you will enter USA:</p> <p>Start date on your contract:</p>	<p>Date you will leave the USA (must be no more than 4 months from date of entry or Oct 10th, whichever is sooner):</p>
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⑨ Do you intend to bring dependent children with you to camp? YES NO If 'yes', please call BUNAC now!

⑩ How many DS-2019s (formerly the IAP-66) have you previously held? Counselor Staff Support Staff

In which years have you held them?

Camp(s) name, if different to this year:

Please indicate which agency provided the visa(s): BUNAC CCUSA CAMP AMERICA ICCP INTEREXCHANGE OTHER

11 a) Do you have any criminal convictions? YES NO

b) Have you ever been accused of, or involved in the sexual or physical abuse of a child? YES NO

If yes to either a) or b), please attach a separate letter of explanation.

HEALTH BACKGROUND (Please answer YES or NO and give details where applicable)

a) Have you ever had any serious or debilitating illness?

b) Have you ever had a nervous breakdown or psychiatric treatment?

c) Are you undergoing any sort of medical treatment (including taking prescribed medication)?

BIOGRAPHY - ALL APPLICANTS MUST COMPLETE THIS SECTION. Please describe your family background, interests, aims, education and experience. Please give as much detail as possible.

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INSURANCE (You must check one):

- I wish to purchase the BUNAC insurance at a cost of:
(Premium payment must accompany this application) US\$200 (Plan A) US\$250 (Plan B)

Requested dates of coverage from: month day to (no later than 10th Oct): month day
- I will provide my own insurance and hereby indemnify BUNAC against any consequent claims or costs.

Agency name: Policy #

DECLARATION:

I have read the program information and agree to the Terms and Conditions. I hereby declare that the date of departure from the USA stated above is correct and that I have no intention of remaining in the USA after this date. I know of no reason why I may be refused a visa for the USA. I certify that all the remaining statements made on this form are true.

SIGNATURE of applicant: Date:

SIGNATURE of parent/guardian (REQUIRED FOR APPLICANTS UNDER 21):

APPLICATION CHECKLIST:

SEND ALL OF THE FOLLOWING DOCUMENTS. YOUR APPLICATION WILL NOT BE PROCESSED WITHOUT THEM.

- Program fee \$225 (first-time applicants) \$210 (for returners) Courier fee \$25
- Insurance premium (as indicated above) Copy of signed contract Reference form
- Police background check Reference from previous camp director (if applicable)
- Copy of personal details page of passport (if not a Canadian citizen)
- Camp has paid/is paying my fees (call BUNAC to verify)

AIRMAIL OR COURIER YOUR APPLICATION DOCUMENTS TO:
BUNAC CAN-CAMP, P O BOX 430 (88 MAIN STREET SOUTH), SOUTHURY, CT 06488 USA

SEND BY FAX: (203) 264-0251 OR EMAIL: cancamp@bunacusa.org ONLY IF CAMP HAS PAID FEES



TO WHOM IT MAY CONCERN

CAN-CAMP REFERENCE FORM

The person named on this reference form is applying to BUNAC's *CAN-CAMP* program for work authorization/J-1 visa status as a counselor or support staff on a US summer camp. This form has been given to you, as a professional (e.g. employer, supervisor, teacher, scout leader) who is familiar with the applicant's personality and skills. We would be grateful for your objective assessment of their suitability for this role. Please answer all the questions listed. If you are NOT one of the above, or have only known the applicant for fewer than 6 months, **please do NOT complete this form**. If you do not feel able to give an objective assessment, please ask the applicant to contact us for guidance on choosing a more suitable referee.

We will treat your remarks and conclusions in absolute confidence and they will not in any circumstances be passed onto the applicant. If you are aware of something in this applicant's background which possibly makes them unsuitable for working with children, we would appreciate you sharing this information with us.

It would be helpful to the applicant if you could respond by fax or email as soon as possible.

Thank you!

Philippa Ivain
CAN-CAMP PROGRAM COORDINATOR
BUNAC USA

PLEASE EITHER GIVE THIS TO THE
APPLICANT IN A SEALED ENVELOPE
OR SEND VIA FAX/EMAIL
TO BUNAC, *CAN-CAMP*

Email: cancamp@bunacusa.org FAX: (203) 264-0251

1. NAME OF APPLICANT: _____ 2. NAME OF CAMP: _____

3. Please indicate your professional connection to this applicant:

- Employer/supervisor (current or recent) Teacher/professor Sports coach/scout leader

*Friends, neighbours, co-workers, or anyone connected to the US camp named above, **MUST NOT** complete this form.*

4. If you have employed him/her, please state in what capacity: _____

5. How long have you known him/her? (Please give dates - must be more than 6 months) _____

6. How would you rate his/her personality and suitability for camp counseling/support staff work as regards:

	OUTSTANDING	GOOD	FAIR	POOR
ATTITUDE				
CO-OPERATION				
ENERGY				
ENTHUSIASM				
FLEXIBILITY				
HUMOUR				
INITIATIVE				
LEADERSHIP				
LOYALTY				
ORGANISATION				
RESPONSIBILITY				
SOCIABILITY				
TOLERANCE				
WARMTH				

7. From your knowledge, how well does the applicant relate to: a) children, b) employers, and c) co-workers?

8. What would you consider to be the applicant's best skill areas and personality strengths? How well do you think he/she could teach these skills at camp, if applicable?

9. Would you employ the applicant to teach these skills, if applicable?

10. To your knowledge, has the applicant suffered any significant physical or nervous difficulties? If so, please specify.

11. Are you aware of any circumstances in the applicant's background which may make him/her unsuitable for camp counseling or summer camp work in general, e.g. accusations of child abuse, criminal convictions, personality problems? If yes, please specify.

12. Would you recommend him/her for participation in an international program? Please explain.

13. YOUR NAME (please print): _____

YOUR SIGNATURE: _____ JOB TITLE: _____

NAME OF COMPANY/BUSINESS/INSTITUTION: _____

and STREET: _____ City: _____ Postcode: _____

TEL: _____ DATE: _____

If possible please use an official business, university, organization stamp to verify this form