

**SPONSOR**  
**Green Heart**



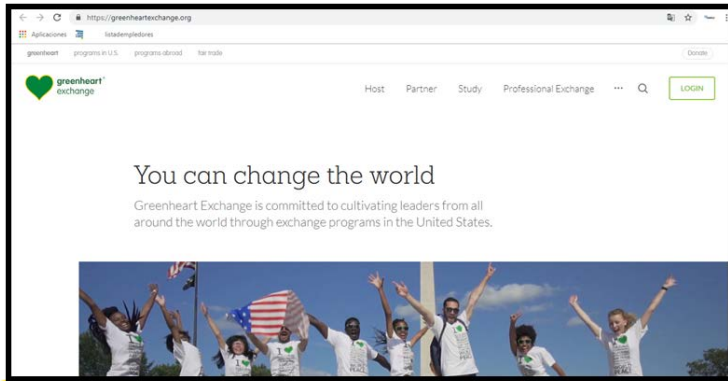
**greenheart<sup>®</sup>**  
exchange

**GEO**

Greenheart Exchange Online



**DARGUI**  
Intercambios Culturales



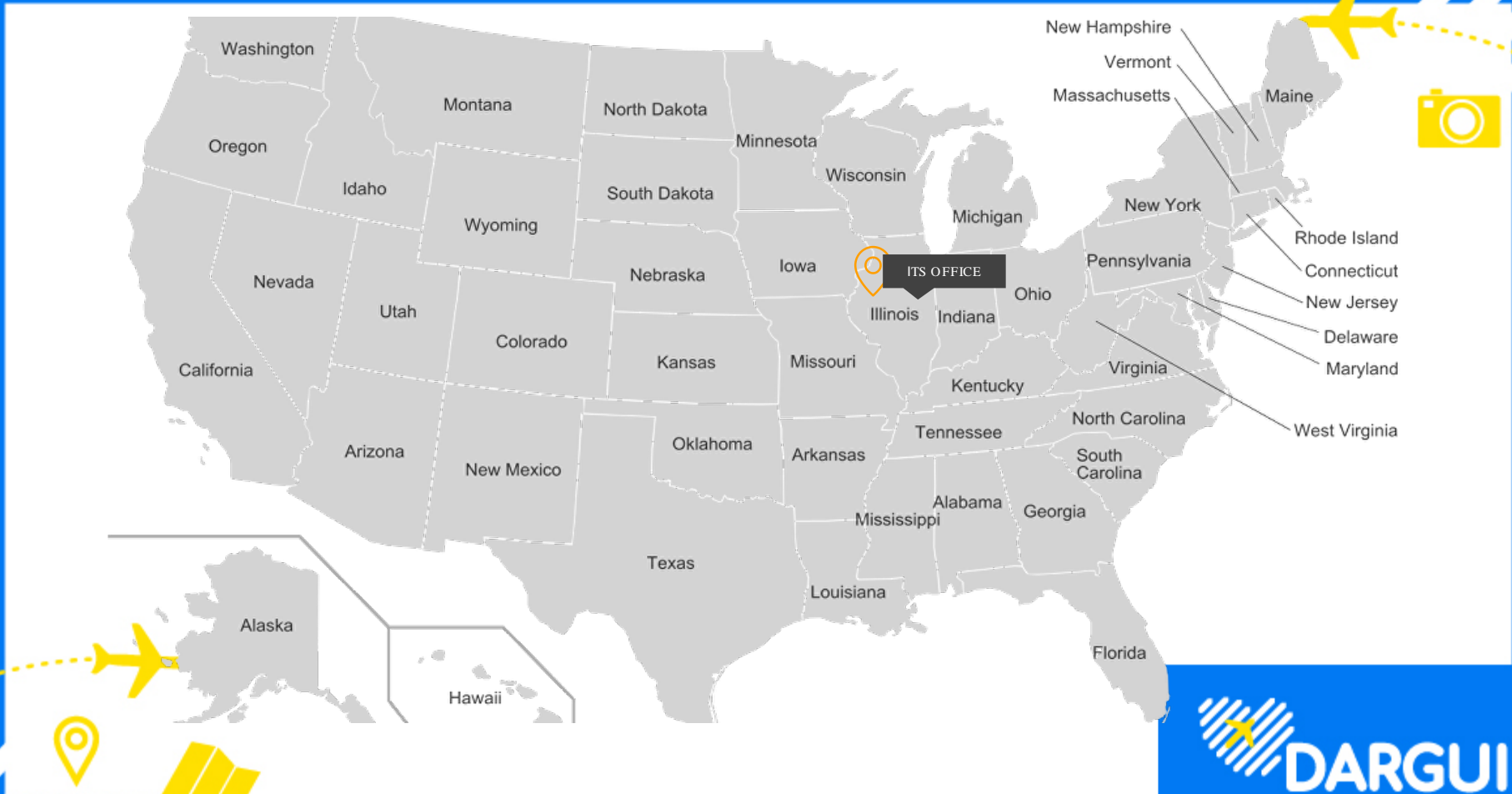
**Emergency line 24 hours:**  
1-855-767-5642

**E mail:**  
[workandtravel@greenheart.org](mailto:workandtravel@greenheart.org)

**Website:**  
<https://greenheartexchange.org/>

**Address:**  
746 N. LaSalle Drive, Chicago, IL 60654,  
USA







01 **FLIGHT INFORMATION**

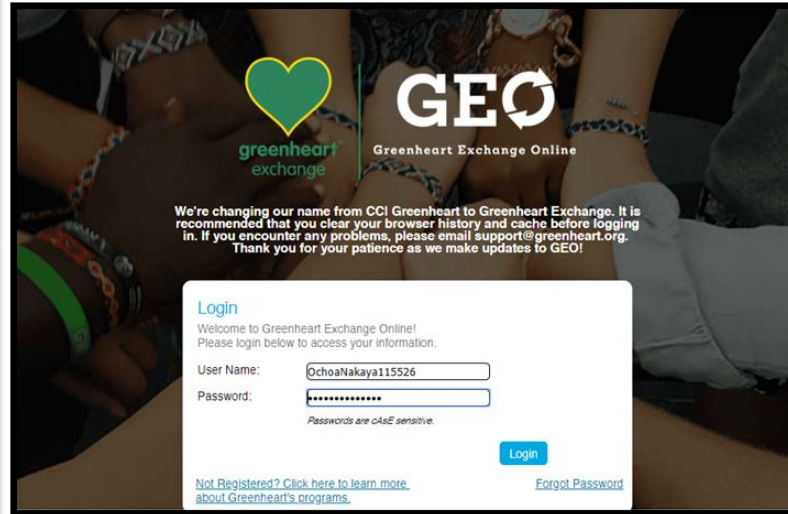
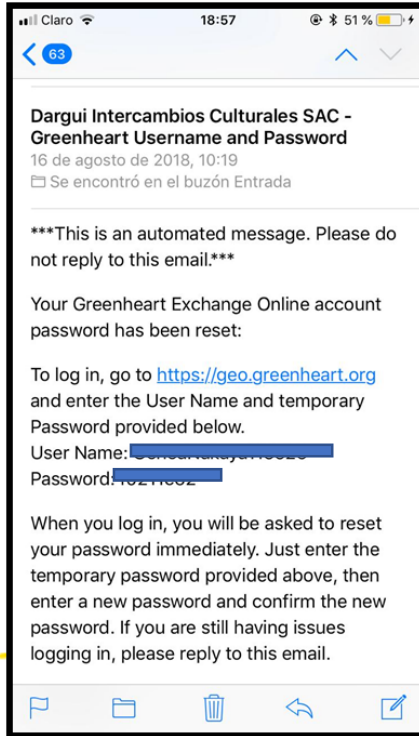
02 **ARRIVAL CHECK IN**

03 **MONTHLY CHECK IN**

04 **INSURANCE**









# LOG IN TO YOUR ACCOUNT



- Ingresar tu usuario (*username*)
- Ingresar tu contraseña (*password*)
- Dar clic en *sign in*

<https://geo.greenheart.org/General/applogin.aspx>

## Important Documents (must be accepted)

Document	Print
Participant ID Card:	
SEVIS Info:	
Letter to the Embassy:	
Letter to Social Security:	
Self-Arranged Job Offer:	
SAJO Best Practices:	
Insurance:	<a href="#">Pending</a>

Insurance Plan Number: *WT15G10200*

24-hour Assistance: *USA Toll-free (855) 767-5642*

[Student-Zone](#)

[Brochure](#)

[In-network Provider Search Engine](#)

[Claims Form](#)

[Additional Insurance Request Form](#)



## Greenheart Participant ID Card Summer Work Travel visa sponsor (designation #: P-3-05807)

746 North LaSalle Drive  
Chicago, IL 60654

Email: [workandtravel@greenheart.org](mailto:workandtravel@greenheart.org)  
Website: [www.greenheart.org](http://www.greenheart.org)

Toll Free: 866.684.9675  
Local: 312.944.2544  
Fax: 312.577.0692

After-hour emergencies:  
855.767.5642 (*emergencies only*)

HCC Insurance Information:  
Policy number: WT19G15200

Email: [service@hccmis.com](mailto:service@hccmis.com)  
Toll Free/Emergency Services:  
866.400.0080

HCC Student Zone:  
<http://www.workandtravelinsurance.com/student-zone/greenheart/>



This Summer Work Travel J-1 visa holder is sponsored by  
**Greenheart** and is eligible to work in the United States:

**12/18/2018-3/16/2019**

GEO ID: 115526  
Greenheart Online Username: OchoaNakaya115526  
Name: [REDACTED]  
Email: [johanna-10@hccmis.com](mailto:johanna-10@hccmis.com)  
Sending Partner: Dargui Intercambios Culturales SAC  
SEVIS ID: N0030018915  
Employer: Sun Valley Resort - Sun Valley  
Country of Citizenship: PERU

# 01

# FLIGHT INFORMATION



Home My Application **Flight / Visa Information** SEVIS Resources Help

## Flight / Visa Information

► Flight / Visa Information

Once approved, changes to your flight information must be reviewed and approved by Greenheart.

### International Flight to the United States

This is information about your flight arriving to the United States.

\*Arrival Date:  (mm/dd/yy)

\*Arrival Time:   AM  PM

\*Arrival Airline:

\*Flight #:

Arrival Airport Code:

\*Arrival City:

\*Arrival State:

Upon arrival to the United States, how will you arrive to your employer?

Date of Arrival:  (mm/dd/yy)

Mode of Transportation:  Plane  Bus  Train

*You must communicate your arrival information to your employer directly!*

Adjuntar tu itinerario de vuelo dentro de los (03) tres días hábiles después que la embajada indique que el pasaporte visado está "listo para retirar".  
De no adjuntar el itinerario, cualquier problema que esto causara será de tu entera responsabilidad.



## International Flight out of the United States

This is information about your flight leaving the United States.

Departure Date:  (mm/dd/yy)

Departure Time:   AM  PM

Departure Airline:

Flight #:

Departure Airport Code:

Departure City:

Departure State:

Completar toda la información solicitada sobre tu itinerario de vuelo.



## Visa Interview Results

Interview Date:  (mm/dd/yy)

Was your visa approved?  Yes  No  On Hold

If no, are you going to Appeal or Cancel?  Appeal  Cancel

If appeal, date?

[Update Visa Info](#)



# 02 ARRIVAL CHECK IN



Home My Application Flight / Visa Information **SEVIS** Resources Help

### SEVIS

» SEVIS

**Your next Check-In is required by 3/23/2018.**  
Click the button below to complete your Check-In.

[Complete your Check-In Now](#)

Also click here to:  
[Update SEVIS \(employer or housing addresses\)](#)  
[Report my arrival](#)

**SEVIS - STUDENT EXCHANGE VISITOR INFORMATION SYSTEM:** Upon arrival to your site of activity, you must validate your program in SEVIS. You will not be able to submit validation info **until 3 days before** your program start date. *NOTE: You must be validated in SEVIS to receive a Social Security number.*

Completion of this page does not fulfill your requirement to check in with your program sponsor by the deadlines indicated on your Greenheart online homepage. In order to check in on time, follow the "Complete my Check-In now" link from the top of your homepage.

Sevis Status: Initial      Sevis ID#: N0028208930      [View SEVIS Update Log](#)

Are you already in the United States?  Yes  No

The date on which you arrived to the United States:

1. Enter the date you arrived in the U.S.

## Arrival Check-in Requirements

Complete within **3 DAYS** of arriving in the U.S.

Step One: Confirm your arrival date (see above)

## How to Check-in:

- Use your Greenheart Exchange Online Account (GEO) [geo.greenheart.org](http://geo.greenheart.org)
- Call Greenheart Exchange
- Email Greenheart Exchange

No olvides que el **“arrival check-in” se debe realizar** dentro de los **(03) tres primeros días que te encuentres en los Estados Unidos.**

Completar tu **“arrival check in”**, activará tu **“insurance”**. Recuerda que la cobertura de tu tarjeta de asistencia (*insurance*) no se activará, hasta que completes tu **“arrival check in”**.





# Validating your Program

## My Program Statuses

Application Checklist				
Complete?	Requirement	Info	Status	Action
✓	Budget Sheet	i	Completed	
✓	Virtual Orientation	i	Completed	<a href="#">Review Virtual Orientation</a> <i>Ensure your browser has the most up-to-date version installed. Must have flash to take and view orientation. Flash can be downloaded here:</i> <a href="https://get.adobe.com/flashplayer/">https://get.adobe.com/flashplayer/</a>
✓	Original University Letter	i	Completed	
✓	Passport	i	Passport Copy Received	

Program Checklist				
Complete?	Requirement	Info	Status	Action
✓	Sevis Status	i	Active	<a href="#">Validate/Update SEVIS Information</a>
✓	Visa Status	i	Not Approved	<a href="#">Enter Visa Information</a>
✓	Arrival Flight	i	Not Completed	<a href="#">Enter flight information</a>
✓	Insurance Coverage	i	Greenheart provided	

Your Job Placements					
Complete?	Employer/Site	Info	Placement Status	SEVIS	Action
✓	<a href="#">Wilderness Hotel and Golf Resort</a>	i	Placed	Recorded in SEVIS	<a href="#">Placement Agreement</a>

Important Documents (must be accepted)	
Document	Print
Participant ID Card:	
SEVIS Info:	
Letter to the Embassy:	
Letter to Social Security:	
Self-Arranged Job Offer:	
SAJO Best Practices:	
Insurance:	<a href="#">Pending</a>
Insurance Plan Number: <i>WT15G10200</i>	
24-hour Assistance: <i>USA Toll-free (855) 767-5642</i>	
<a href="#">Student-Zone Brochure</a>	
<a href="#">In-network Provider Search Engine</a>	
<a href="#">Claims Form</a>	
<a href="#">Additional Insurance Request Form</a>	

**Greenheart Club**

**Log Volunteer Hours**

*Are you already a Greenheart Club member? If Yes, you are able to access your Greenheart Club account directly at <http://greenheartclub.org>, and you are encouraged to continue using your account even after your GH program is complete!*

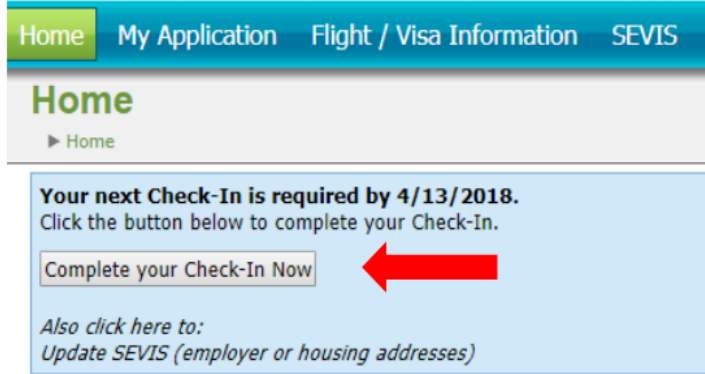
## Check Your SEVIS Status:

- It will take **2-3 business days on average** to process your validation.
- Please check your GEO account for SEVIS status updates (including from Initial to Active) before going to Social Security Administration.



## 03

## MONTHLY CHECK IN



Home My Application Flight / Visa Information SEVIS

### Home

► Home

**Your next Check-In is required by 4/13/2018.**  
Click the button below to complete your Check-In.

[Complete your Check-In Now](#)

Also click here to:  
[Update SEVIS \(employer or housing addresses\)](#)

**THIS IS NOT YOUR VALIDATION, AND  
MUST BE COMPLETED SEPARATELY!**

- You must check in **every 30 days** until your DS-2019 End Date.
- This check-in can be completed through GEO, by phone or by email.
- Your check-in deadline will be displayed on GEO.
- Failure to stay in contact with your sponsor will put your program status at risk of termination.
- Check your GEO account at least once per week for updates.

- Cada mes deberán reportarse con el Sponsor, a través de su intranet en la pestaña “*monthly check -in*”
- Completar tu “*monthly check -in*” en el plazo indicando por el Sponsor.
- Tener en cuenta que, de no realizar tu “*monthly check -in*”, el Sponsor podría cancelar tu programa.

You are required to complete your monthly check-in every 30 days. During this check-in you **must** notify Greenheart of any concerns, questions, and cultural activities. If there are changes with your job, housing, or if you have health issues, you must report this immediately.

Failure to do so, puts your program status at risk of termination.

#### Check-In

1. Do you have a health, welfare, or safety concern that you need help with?

*(If this is an EMERGENCY issue, please call Greenheart at 1-866-694-9675. Or, if after business hours, at 1-866-788-7804)*

No, I'm fine.  Yes, I need help with something.

*(Please specify your concerns below)*

750 Characters remaining

2. Have the conditions of your job changed from what was on the Greenheart job offer form?

No  Yes

*(Please specify your changes below)*

750 Characters remaining

3. Please select from the drop-down lists provided, 2 examples of cultural experiences you've had or your program since your last check-in. Give details and/or list alternate cultural experiences you've had while on the program in the note fields below.

*(NOTE: both the drop-down selections and the note fields are required to complete.)*

1)

*Please provide details here:*

250 Characters remaining

2)

*Please provide details here:*



04

## INSURANCE



### Envisage Global Insurance

**Website:**

<https://www.envisageglobalinsurance.com/>

**Policy Number:**

WT19G15200

**Contact Information:**

Phone: (888) 247-1387

Email: [info@EnvisageGlobalInsurance.com](mailto:info@EnvisageGlobalInsurance.com)



# INSURANCE ACCOUNT



The screenshot shows the Envisage Global Insurance website interface. At the top left is the Envisage logo with the tagline 'Global Insurance'. To the right are links for 'About Us' and 'Proc'. The main heading is 'Greenheart Exchange | MyDocuments'. Below this, a paragraph explains that users have been issued with insurance ID cards and policy documents, and they can access them here. A clipboard icon is to the right of this text. A sub-heading says 'Simply enter in your first name, last name and date of birth and you will be able to access:'. A bulleted list follows: 'Insurance ID card', 'Insurance Visa Letter', 'Plan Brochure', and 'Full Policy Certificate'. Below the list, a link 'here' is provided to learn more about the digital ID card. The form section includes two search options: 'Search by Email' and 'Search by Name'. There are input fields for 'Email \*' and 'Date of Birth \*', and a blue 'Search Now' button at the bottom left.

<http://www.envisageglobalinsurance.com/student-zone/greenheart/documents.php>

1. Last Name
2. First Name
3. Policy Number
4. Your Date of Birth

# INSURANCE INFORMATION



**INSURED AMOUNT PER PERSON,  
PER ACCIDENT OR ILLNESS**

**150,000 USD**



**DEDUCTIBLE**

**100 USD**

# RECOMENDACIONES

- Revisar tu correo electrónico todos los días.
- Cada vez que envíes un correo electrónico a tu Sponsor, te recomendamos ponernos en copia para poder guiarte y/o ayudarte.
- Cuando envíes un correo electrónico a tu Sponsor, deja tu nombre completo en el asunto. Ejemplo: *John Smith, Hilton – Question about SEVIS.*
- Si te comunicas con el Sponsor mediante teléfono y no logras contactarte con algún representante, debes dejar un mensaje de voz brindando tu número de teléfono y nombre completo para que ellos se comuniquen contigo lo antes posible.
- La póliza de la tarjeta de asistencia te proporciona coberturas contra riesgos típicos que puedan sufrir los viajeros internacionales. Estas coberturas te sirven en caso de: accidentes, enfermedades repentinas y/o más eventualidades que puedan suscitarse dentro de tu estancia en el extranjero. Asimismo, como se trata de una póliza de seguro de viaje para una permanencia temporal en el extranjero; está sujeta a algunas limitaciones y exclusiones.
- Para más información sobre tu “insurance” revisa tu correo electrónico. En caso que aún no te envíen la información comunícate con tu Sponsor a través del correo electrónico con copia a nosotros para poder ayudarte.

**#ViveLaExperiencia**



# Have Fun, Make Memories!



# and Stay in Touch!

