

# OBTAINING YOUR VISA

## Camp Kippewa 2010

We are thrilled you are joining us at Kippewa this summer and want to make sure you get started on the visa process right away!!!

Below we have outlined the basic steps in applying for your visa. Please read them carefully. Your visa sponsorship is being processed by our visa department, GreatCampJobs. It is very important that you move quickly, as sometimes the embassy takes over a month to process your information:

1. Go online to <https://j1staffing.wufoo.com/forms/greatcampjobs-j1-sponsorship-application>. (If the link does not work, please copy and paste it into your browser.)
  2. In completing the sponsorship application, you will be asked to provide the following documentation. You can upload them directly into the application (best) or ***if this cannot be done you can fax them (267-350-9134) or email them to [kristin@greatcampjobs.com](mailto:kristin@greatcampjobs.com)*** :
    - a. A copy of the front page of your contract,
    - b. A copy of your Passport Biographical Page,
    - c. Proof of student status (for summer work travel participants only – not applicable to camp counselors).
  3. In addition to the electronic application, you will need to **agree to the Terms and Conditions** of the program. You can do this in one of two ways.
    - a. Upon submission of the electronic form, you will see an automatic pop up with a link to the terms and conditions. You can agree to the Terms and Conditions by clicking on that link.
    - b. An automatic email will also be sent to you confirming receipt of your application and with it will be a link to view and agree to the Terms and Conditions.
  4. Once our visa department has received your information and confirmed it with us here at Kippewa, **DS 2019** papers will be issued and mailed to you. Included in the package will be a brochure explaining all of the procedures for obtaining a visa and all of the paperwork you will need.
  5. Once you receive the DS 2019 form and information papers from our visa department, you will schedule a meeting with your nearest US Embassy (this usually takes about a week, but can take over a month). Information for locating the nearest US Embassy, as well as how to anticipate embassy wait-times is *also* found on our sponsorship site, <http://www.greatcampjobs.com/j1visa.htm>.
- Note: Canadians do not need to apply for a visa at a US Embassy, just bring your DS 2019 papers (and the other materials as outlined in the brochure) to the border with you.**
6. Once you have gathered all of the necessary forms and receipts (as outlined in the brochure you receive from the visa office), including your copy of your contract, go to the embassy. **Important note:** some nations have additional fees on their side of the visa process. Please check with the local US embassy for details.
  7. After the embassy approves you, they will send your final visa to you in the mail. Make copies of all forms you submit to officials and keep them for your records.

If you have any questions about this process, you can email Steve at the Kippewa office ([steve@kippewa.com](mailto:steve@kippewa.com)) or contact Kristin Huber at the GreatCampJobs visa office on 1-813-654-1090 or [kristin@greatcampjobs.com](mailto:kristin@greatcampjobs.com).

Warmly,



Stephen Clare  
Director,  
Camp Kippewa for Girls.