



galileo

# ***INTERNATIONAL HIRES GUIDE***

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Does Galileo hire international employees? Yes, we do! However, there are some requirements all international candidates should keep in mind. Review the guide below, and email [hr@galileo-learning.com](mailto:hr@galileo-learning.com) or call 510.423.9210 if you have any questions.

## **What are the International Hiring Requirements?**

International staff must be able to provide proof of employment eligibility (as outlined in [this list of acceptable documents](#)), and must have a visa that allows the holder to work for any employer in the United States. Galileo is not a visa-sponsoring employer, and you'll need to find a sponsor for your visa.

So in brief: you need the **correct documentation**, and a **sponsor** to help get your **visa**.

Galileo pays an hourly wage with weekly paychecks, and does not offer housing or living stipends to our staff. Given this, make sure that any sponsor you are talking to is aware of this, as many require some sort of housing or stipend. This also means that you will need to secure your own housing while working for Galileo.

We require availability for our full summer season, which is generally early-June to mid-August.

## **How Do I Find a Visa Sponsor?**

Galileo has worked with two visa sponsors in the past, but we also encourage you to do some research on visa sponsors that would work best for your situation. [Start your search now!](#)

- **[American Work Experience \(AWE\)](#)**: AWE works with candidates who have never worked in the U.S. before. If you fit this criteria, email [hr@galileo-learning.com](mailto:hr@galileo-learning.com) so we can connect you with our representative at AWE.
- **[Camp Leaders](#)**: If you would be returning to the U.S. after a previous work experience, we partner with an organization called Camp Leaders that can sponsor your visa. If you fit this criteria, email [hr@galileo-learning.com](mailto:hr@galileo-learning.com) so we can connect you with our representative at Camp Leaders.
- *Note: In order to be connected with a visa sponsor through Galileo, you will need to [apply for a position](#) through our website first.*



More info on next page!



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## **What Type of Visa Do I Need?**

Nearly all international candidates that are interested in working at Galileo over the summer will need to obtain a **J-1 Camp Counselor Visa**. Review the rundown of the J-1 visa below, and if you determine that your situation requires a different visa (i.e. you are a Canadian citizen or are currently in the U.S. on a visa program), email the People Services Team at [hr@galileo-learning.com](mailto:hr@galileo-learning.com).

There are many resources out there on this topic, so please do some independent research to ensure the J-1 Camp Counselor Visa is right for you. Listed below are some resources we have found to better explain how the J-1 Camp Counselor Visa program works:

- [Overview of J-1 Camp Counselor Visa](#)
- [Regulations of J-1 Camp Counselor Visa](#)

## **So, What's Next?**

You should start taking action on this now! The wait time for an interview and processing for a J-1 Visa varies from country to country and is based on your individual circumstances ([more information](#) about interview wait and processing times), and from our experience it can take at least a month.

- Apply for the position you are interested in through [Galileo's website](#).
- If you think AWE or Camp Leaders might work, let us know, or:
- [Begin researching](#) a visa sponsor that will work for you.
- **Keep in mind:** The visa process can take some time, and Galileo cannot hold the position you're applying for. We will only be able to continue the interview process once we confirm that you are able to work with an approved visa sponsor. We suggest that you **do not** pay any fees to the visa sponsor you are working with until you receive an official offer letter from Galileo.

## **From a high level, here are your next steps:**

- [Apply for a summer job with Galileo!](#)
- You'll hear from us within 2 weeks about the status of your candidacy.
- If you're invited forward in our process, connect with a sponsor to start the visa process.
- Verify that the visa sponsor can work with Galileo by emailing [hr@galileo-learning.com](mailto:hr@galileo-learning.com).

