

EARN&GO USA™

WISEHUNTERS INTERNATIONAL DOOEL · SKOPJE

PROGRAM PARTICIPATION AGREEMENT

EARN&GO USA – TRAINEE USA · J-1 Exchange Visitor Program

Agreement No.: EGU-TRN-____ / 20____

Concluded on ____ . ____ . 20____ in Skopje

Season 2027 edition

IMPORTANT NOTICE

EARN&GO USA™ and WiseHunters International DOOEL Skopje are NOT a U.S. Department of State designated Sponsor organization. All J-1 program administration, DS-2019 issuance, SEVIS registration and program authorization are performed exclusively by authorized U.S. Sponsor organizations designated under the BridgeUSA Exchange Visitor Program.

WiseHunters International ДООЕЛ · ул. Петар Поп Арсов 14, Скопје · contact@wisehunters.mk · +389 76 226 655

ON PARTICIPATION IN THE EARN&GO USA – TRAINEE USA PROGRAM

concluded on ____ . ____ .20 ____ in Skopje, by and between:

The company for consulting and services WISEHUNTERS INTERNATIONAL DOOEL Skopje (WiseHunters International), with its registered seat at 35/1-1 Borka Talevski St., Skopje – Centar, Company Registration No. (EMBS): 7816456, Tax Identification No. (EDB): 4080024627878, holder of the private employment agency "WISEHUNTERS INTERNATIONAL" Skopje with its office at 14 Petar Pop Arsov St., Skopje, established by Decision No. 12-842/3 of 12 March 2025 of the Ministry of Economy and Labour of the Republic of North Macedonia, represented by its Director Margarita Bakev (hereinafter: the "Agency") and

Full name: _____

Personal ID No. (EMBG): _____ Passport No.: _____

Address: _____

Phone: _____ E-mail: _____

Degree / Professional Qualification: _____

Professional Field and Years of Experience: _____

(hereinafter: the "Participant"). The Agency and the Participant are hereinafter jointly referred to as the "Contracting Parties".

1. SUBJECT OF THE AGREEMENT

This Agreement governs the mutual rights, obligations and responsibilities of the Contracting Parties in connection with the Participant's participation in the EARN&GO USA – TRAINEE USA program, which is implemented through an authorized U.S. Sponsor organization within the J-1 Exchange Visitor Program of the United States of America, category Trainee (22 CFR 62.22).

The purpose of the program is:

— professional development; — the advancement of professional skills; — the acquisition of international experience; — the development of leadership abilities; — familiarization with U.S. business practices; — advancement of the Participant's career. The program is delivered through structured advanced training at a U.S. host organization (Host Organization), on the basis of an official DS-7002 Training Plan. The Agency undertakes to provide intermediation, coordination, administrative and career support. The Participant undertakes to fulfil all conditions, obligations and financial commitments established by this Agreement and its Annexes.

2. DEFINITIONS

"Program" — the Trainee USA program, implemented within the J-1 Exchange Visitor Program, category Trainee. "Sponsor" — a U.S. organization designated by the U.S. Department of State to administer the J-1 program. "Host Organization" — a U.S. company or organization at which the Participant undertakes advanced training in accordance with the DS-7002. "DS-7002 (T/IPP)" — the Training/Internship Placement Plan — the official training plan of the U.S. Department of State, signed by the Participant, the Host Organization and the Sponsor, which defines the objectives, phases, tasks, supervision, mentorship and evaluation of the training. "DS-2019" — the official document issued by the Sponsor, required for applying for a J-1 visa. "SEVIS" — the Student and Exchange Visitor Information System, through which the participant's status in the program is monitored. "J-1 Visa" — a U.S. non-immigrant visa issued for participation in the Exchange Visitor Program. "Supervisor / Mentor" — the person at the Host Organization responsible for the day-to-day supervision, mentorship and evaluation of the Participant. "Stipend / Remuneration" — monetary remuneration for the training, as determined in the DS-7002 and the offer. "Grace Period" — a period of up to 30 days following completion of the program for tourist travel within the USA, without the right to train or work. "Program Price" — the fee paid by the Participant for the services specified in this Agreement.

3. STATUS OF THE AGENCY

The Participant confirms that he/she is fully informed and understands that the Agency:

- ☒ is not a U.S. employer or a Host Organization;
- ☒ is not a Sponsor organization;
- ☒ does not issue DS-2019 or DS-7002 documents;
- ☒ does not issue visas;
- ☒ is not part of the U.S. Embassy;

✗ is not a U.S. government authority.

The Agency acts exclusively as:

- ✓ the local representative of the program;
- ✓ an intermediary between the candidate, the Sponsor organization and the Host Organization;
- ✓ the coordinator of the process;
- ✓ a provider of administrative, advisory and career support.

The Participant confirms that the final decisions relating to: acceptance into the program, approval of the placement, execution of the DS-7002, issuance of the DS-2019, issuance of the J-1 visa and participation in the program are made exclusively by the Sponsor organization, the Host Organization and the competent U.S. authorities.

4. ELIGIBILITY REQUIREMENTS

The Participant must satisfy ONE of the following conditions (tick as appropriate):

- ☐ **OPTION 1 — Degree + experience — the Participant holds a degree or professional certificate from an accredited higher education institution outside the USA AND has at least 1 year of relevant professional work experience outside the USA in the field of the Trainee program.**
- ☐ **OPTION 2 — Experience — the Participant does not hold a higher education degree, but has at least 5 years of relevant professional work experience outside the USA in the field of the Trainee program.**

In addition, the Participant represents and warrants that he/she:

1. is at least 18 years of age; 2. holds a valid passport with validity of at least 6 months beyond the planned end of the program; 3. has sufficient knowledge of English for professional and managerial communication in a business environment; 4. is capable of living and working independently in an international environment; 5. has no legal impediments to travelling to the USA; 6. will comply with the rules of the program, the DS-7002 plan and the instructions of the Sponsor organization.

5. TRAINEE PRO ELIGIBILITY

The Participant's work experience must be directly related to the field in which the Trainee program will be delivered. This relevance is verified and confirmed by the Sponsor organization and the Host Organization on the basis of the CV, references and evidence of work experience.

The following fields are particularly suitable:

- ✓ Hospitality & Tourism: Hotel Management, Hospitality Management, Front Office Management, Rooms Division, Tourism Operations, Resort Management,

Guest Relations, Revenue Management, Food & Beverage Management, Restaurant Management

- ✓ Culinary & Food Service: Executive Chef, Sous Chef, Kitchen Management, Culinary Operations, Catering Management
- ✓ Business & Management: Business Administration, Operations Management, Human Resources, Marketing, Sales, Finance, Accounting, Project

Management

- ✓ Technology & Engineering: Information Technology, Software Development, Engineering, Technical Operations

— or another related professional field approved by the Sponsor organization. The Participant is required to submit: a diploma/certificate (for Option 1), evidence of work experience (employer confirmations, M1/M2 forms or their equivalent, references) and a professional CV, together with an English translation where required.

6. DS-7002 TRAINING PLAN

The Participant is informed that the Trainee USA program is implemented exclusively on the basis of an official DS-7002 Training Plan, signed by the Participant, the Host Organization and the Sponsor organization prior to issuance of the DS-2019.

The DS-7002 defines:

— the objectives of the training — the phases of the training — professional development — the expected results — supervision — mentorship — evaluation — the cultural component of the program The Participant is required to follow all activities set out in the DS-7002 and not to deviate from the plan without the prior written approval of the Sponsor organization. Trainee programs

are structured in multiple phases with a clear progression of skills. The training must not duplicate the Participant's prior work experience — it must enable the development of more advanced skills and competencies. For programs in the field of Hospitality & Tourism with a duration of 6 months or longer, the DS-7002 must include at least 3 phases/rotations through different departments.

7. NATURE AND PURPOSE OF THE PROGRAM

The Participant understands that Trainee USA is NOT ordinary employment, but an Executive program of advanced professional development.

The purpose of the program is:

- ✓ professional advancement
- ✓ advanced training
- ✓ acquisition of U.S. business experience
- ✓ international career development
- ✓ development of managerial competencies

The training is delivered on a full-time basis of at least 32 hours per week, under the continuous supervision and mentorship of experienced staff of the Host Organization. The position exists primarily for the training of the Participant and not to fill a labour need, and must not displace U.S. workers.

8. DURATION OF THE PROGRAM

The Trainee program may last a minimum of 6 months and a maximum of 18 months, subject to the approval of the Sponsor organization and the dates stated in the DS-2019. Exception: for Trainee programs in the field of Hospitality & Tourism and in agriculture, the maximum duration is 12 months, in accordance with U.S. regulations (22 CFR 62.22). An extension of the program is possible only within the maximum permitted duration, subject to a new/amended DS-7002, the approval of the Sponsor and additional costs, which shall be borne by the Participant. Upon completion of the program, the Participant is entitled to a Grace Period of up to 30 days for tourist travel within the USA, without the right to train or work, after which he/she is required to leave the territory of the USA and return to his/her home country.

9. REMUNERATION

Trainee positions are, as a rule, paid. The Participant's position is: ☐ paid ☐ unpaid The amount of the remuneration depends on: the industry, the Host Organization, the position, the location, and the Participant's qualifications and experience, and is determined in the DS-7002 and the offer. The Agency does not guarantee any specific salary, bonus or subsequent employment. The Participant is responsible for fulfilling his/her tax obligations in the USA in respect of any income earned, including applying for a Social Security Number where applicable and filing a tax return.

10. CAREER DEVELOPMENT — NO-GUARANTEE DISCLAIMER

The Participant expressly confirms that he/she understands that the program does NOT guarantee:

- ✗ employment upon completion of the program
- ✗ an H-1B visa
- ✗ a Green Card or any immigration status whatsoever
- ✗ an extension of stay in the USA beyond the end of the program
- ✗ an offer of permanent employment from the Host Organization

The purpose of the program is exclusively professional development. The Participant is aware that certain J-1 programs may be subject to the Two-Year Home-Country Physical Presence Requirement (INA 212(e)), the applicability of which is determined by the annotation on the visa and the DS-2019. The Participant is further aware that, for participation in an additional Trainee program, U.S. regulations require residence outside the USA for at least 2 years following completion of the previous one. The detailed declaration is set out in Annex H.

11. LEADERSHIP AND TRAINEE PRO STANDARDS

Given the senior character of the program, the Participant undertakes:

- ✓ to conduct himself/herself professionally at all times
- ✓ to comply with the corporate policies of the Host Organization
- ✓ to observe the business standards of the industry
- ✓ to comply with the rules of the Host Organization, including the dress code and business etiquette
- ✓ to maintain a high level of professional ethics and integrity
- ✓ to set an example for younger colleagues and participants

12. DECLARATION OF ACCURACY OF INFORMATION

The Participant confirms that all submitted documents, diplomas, confirmations of work experience, CVs, references, attestations and personal data are accurate, true and valid. Should it be established at any stage that the Participant has submitted false, inaccurate or forged documents (including exaggerated or fabricated work experience), the Agency shall be entitled to terminate the process immediately, without any obligation to reimburse the costs already incurred.

13. SERVICES OF THE AGENCY

The Agency undertakes to provide the Participant with administrative, organizational, advisory and career support throughout the process. Within the scope of

its services, the Agency provides:

13.1 Registration and Application Processing

— receipt of the application; — verification of eligibility and professional eligibility; — verification of documentation and evidence of work experience; — opening of the candidate file.

13.2 Executive Career Preparation

— preparation of a professional CV to U.S. standards; — preparation of a professional portfolio and references; — advice on managerial presentation; — LinkedIn optimization and Leadership Coaching (depending on the selected package).

13.3 Interview Preparation

— preparation for the interview with the Host Organization; — preparation for the Sponsor interview; — preparation for the interview at the U.S. Embassy.

13.4 Coordination with the Sponsor and the Host Organization

— submission of documentation; — coordination of the preparation and signing of the DS-7002; — monitoring of the application and placement status; — support during the DS-2019 procedure.

13.5 Pre-Departure Orientation

— information on life in the USA; — obligations under the DS-7002 and program rules; — U.S. business and corporate culture; — safety guidelines; — taxes, insurance and SEVIS obligations.

13.6 Pre-Departure Support

— travel guidance; — accommodation guidance; — Social Security Number (SSN) guidance; — guidance on opening a bank account; — U.S. eSIM (mobile data) — provided by the Agency, with activation instructions; — emergency contact details.

14. OBLIGATIONS OF THE PARTICIPANT

14.1 To submit, in a timely manner, all documents and information requested by the Agency, the Sponsor organization and the Host Organization.

14.2 To observe all deadlines set by the Agency, the Sponsor organization and the U.S. Embassy.

14.3 To regularly monitor his/her e-mail and communication via telephone, WhatsApp, Viber and e-mail.

14.4 To attend all scheduled interviews professionally prepared.

14.5 To comply with the rules of the program, the DS-7002 plan, the Host Organization and the Sponsor organization.

14.6 To take part in all mandatory evaluations in accordance with Article 19.

14.7 To refrain from any actions that could cause harm to the Agency, the Sponsor organization, the Host Organization or the Program.

15. INTERVIEW AND SELECTION PROCESS

The Participant acknowledges that participation in an interview does not constitute a guarantee of: receiving a Trainee offer, signing of the DS-7002, issuance of a DS-2019, obtaining a visa, or participation in the program. Interviews with the Host Organization are, as a rule, conducted online (video call), and the Participant is required to ensure appropriate technical conditions, a professional appearance and punctuality. For senior positions, several rounds of interviews may be conducted. In the event of an unjustified failure to appear at an interview, the Agency shall be entitled to terminate the process.

16. SPONSOR ORGANIZATION, DS-2019 AND DS-7002

The Participant acknowledges that the Sponsor organization has sole authority over: approval of the candidate and the placement, vetting of the Host Organization, signing of the DS-7002, issuance of the DS-2019, monitoring of program status and oversight of participation in the program. The DS-2019 is issued only after a placement has been secured and the DS-7002 has been fully signed by all parties. The Participant confirms that the Agency has no authority to influence the decisions of the Sponsor organization. If the Sponsor organization rejects the application due to: failure to meet the eligibility requirements, insufficient professional relevance, insufficient knowledge of English, incomplete documentation, an unsatisfactory interview or other reasons determined by the Sponsor — the Agency shall bear no responsibility for such a decision.

17. VISA PROCEDURE

17.1 The decision to grant or deny a J-1 visa is made exclusively by the Consular Officer of the Embassy of the United States of America.

17.2 The Agency does not guarantee: obtaining an appointment, obtaining a visa, a positive visa decision, or the duration of processing.

17.3 In the event of a visa denial, the Agency shall not be liable for the Participant's financial expenses, lost earnings, lost opportunities or additional costs.

17.4 The Participant is required to attend the interview at the U.S. Embassy in person, with complete documentation (including the DS-2019 and the DS-

7002), and to provide truthful information.

17.5 Any attempt to provide false or inaccurate information may result in visa denial, termination of the process and exclusion from the program.

18. HOST ORGANIZATION

The Participant understands that the Host Organization is responsible for delivering the training in accordance with the DS-7002, providing continuous supervision and mentorship, and carrying out the evaluations. The Host Organization may make reasonable adjustments within the scope of the program (schedule, shifts, specific tasks within the phases) in line with its business needs, provided that any material deviation from the DS-7002 must be reported to and approved by the Sponsor organization. If the Host Organization withdraws the offer before departure, or terminates the training for reasons not attributable to the Participant, the Agency and the Sponsor organization will use reasonable efforts to find an alternative placement, but do not guarantee a new position on identical terms.

19. EVALUATIONS AND REPORTS

The Participant is informed that, during the program, he/she may be subject to:

— monthly evaluations; — quarterly evaluations; — evaluations by the mentor/supervisor; — evaluations by the Sponsor organization. The following are mandatory under U.S. regulations: a final evaluation (Final Evaluation) for all programs and a midpoint evaluation (Midpoint Evaluation) for programs longer than 6 months. Failure to take part in the evaluations constitutes a violation of the program rules and may result in termination of the program. The Participant is required to notify the Sponsor organization of any deviation from the DS-7002 and any change of supervisor, location or training content.

20. PROGRAM PRICE

The Participant undertakes to pay the program price in accordance with the selected package and the applicable EARN&GO USA price list.

The total program price amounts to: USD _____ or EUR _____, in accordance with the signed Annex A — Trainee USA Packages and Price List.

Unless otherwise specified in Annex A, the program price does NOT include:

- ☒ the SEVIS fee;
- ☒ the visa fee;
- ☒ the airline ticket;
- ☒ excess baggage;
- ☒ the accommodation deposit;
- ☒ local transport;
- ☒ personal expenses;
- ☒ passport costs;
- ☒ costs of translation, nostrification or certification of documents.

21. PAYMENT TERMS

The Participant may pay: ☐ in a single payment ☐ in instalments

Where payment is made in instalments, it shall be made in accordance with the following schedule:

- ☐ **Instalment 1 — Upon registration: USD _____**
- ☐ **Instalment 2 — Upon confirmed placement / signed DS-7002: USD _____**
- ☐ **Instalment 3 — Upon issuance of the DS-2019: USD _____**
- ☐ **Instalment 4 — Upon visa approval: USD _____**

Failure to observe the payment deadlines may result in: termination of the process, suspension of the application or cancellation of participation. The Participant expressly agrees not to initiate unjustified reversals of payment transactions (chargebacks) with any bank or payment card issuer in respect of services already rendered or funds already transferred to the Sponsor organization or third parties. Any unjustified chargeback request shall be deemed a breach of this Agreement, and the Agency shall be entitled to compensation for all damage and costs arising therefrom. The Participant expressly waives the right to initiate unjustified payment chargebacks after services have been rendered or funds have been transferred to the Sponsor organization or third parties.

22. NON-REFUNDABLE COSTS

The Participant acknowledges that certain costs are incurred immediately upon their occurrence and cannot be recovered. The following are deemed non-

refundable:

— administrative processing; — interview and selection costs; — payments to the Sponsor (including Host Organization vetting fees and DS-7002 processing fees); — the SEVIS fee; — DS-2019 fees; — funds transfer charges; — visa fees; — insurance, where already issued; — costs payable to third parties. The non-refundable costs are set out in detail in Annex B.

23. CANCELLATION BY THE PARTICIPANT

The Participant is entitled to withdraw voluntarily from the program at any time. The withdrawal must be submitted in writing by: e-mail, a signed request or registered mail. The date of withdrawal shall be deemed to be the date of receipt of the written notice.

24. REFUND POLICY

In the event of voluntary withdrawal by the Participant, refunds shall be made by phase:

- ☐ **Phase 1 — Before the interview with the Host Organization: the registration fee and administrative costs incurred are retained; the remaining amount may be refunded.**

- **Phase 2 — After the interview and receipt of a Trainee offer / signed DS-7002: administrative costs, selection costs and costs payable to the**

Sponsor are retained.

- **Phase 3 — After issuance of the DS-2019: all costs payable to the Sponsor, DS-2019 costs, the SEVIS fee and administrative costs are retained.**
- **Phase 4 — After the J-1 visa has been granted: the Participant is not entitled to a refund of program costs already incurred.**
- **Phase 5 — After the airline ticket has been purchased or after departure: no refund is available.**

The detailed conditions are set out in Annex B — Refund Policy, which shall prevail in the event of any discrepancy.

25. REJECTION BY THE SPONSOR

If the Sponsor organization rejects the Participant's application due to: failure to meet the eligibility requirements, insufficient professional relevance, insufficient knowledge of English, an unsuccessful interview, unsuitability for the program, disciplinary reasons or false information — the Agency shall have no obligation to refund the costs already incurred. If there is an unused portion of the funds that has not been paid to the Sponsor or to third parties, it may be refunded in accordance with Annex B.

26. VISA DENIAL

If the U.S. Embassy denies the J-1 visa application, Installment 4 (payment upon visa approval) is not charged. From Installments 1–3 already paid, the Agency retains an administrative amount of USD 500, or the amount retained by the Sponsor organization in case of visa denial where that amount is higher than USD 500. The amount retained by the Sponsor organization for each program is set out in the Schedule to Annex B, which the Participant signs before paying Installment 1. Government fees paid directly to the U.S. authorities — the DS-160 visa fee and the SEVIS fee — are by their nature non-refundable. The entire remaining balance is refunded to the Participant within 30 days of submission of proof of the visa denial. The Participant must notify the Agency of the denial in writing within 48 hours of the visa interview; if this deadline is not met, the higher retention amount charged by the Sponsor organization in such cases shall apply.

27. OBLIGATIONS OF THE PARTICIPANT DURING THE STAY IN THE USA

27.1 To comply with all laws of the United States of America.

27.2 To comply with the rules of the Sponsor organization, the Host Organization, the accommodation facility and the local authorities.

27.3 To perform the tasks set out in the DS-7002 conscientiously, professionally and responsibly, on a full-time basis of at least 32 hours per week.

27.4 To conduct himself/herself in a manner that will not damage the reputation of EARN&GO USA, WiseHunters International, the Sponsor organization, the

Host Organization or the Republic of North Macedonia.

27.5 Not to engage in: illegal activities, physical violence, verbal abuse, discrimination, harassment or damage to property.

27.6 To take an active part in the cultural component of the program envisaged in the DS-7002.

28. PROHIBITED ACTIVITIES AND WORK OUTSIDE THE DS-7002

During the program, the following are strictly prohibited:

- ✗ training or working at an organization other than the Host Organization specified in the DS-7002;
- ✗ parallel, second or additional employment of any kind whatsoever without express prior approval in accordance with the rules of the program;
- ✗ possession, use or distribution of illegal narcotic substances;
- ✗ criminal offences of any kind;
- ✗ use of false documents or misrepresentation;
- ✗ any conduct that could result in the loss of J-1 status.

Working outside the scope of the DS-7002 constitutes a serious violation of J-1 status and results in immediate termination of the program.

29. OBLIGATION TO COMMUNICATE WITH THE SPONSOR

29.1 To complete check-in with the Sponsor organization in a timely manner upon arrival in the USA.

29.2 To report his/her residential address, and any change thereto, in a timely manner.

29.3 To keep up to date any changes of: address, telephone number, e-mail address, supervisor and training location.

29.4 To respond to the requests of the Sponsor organization within a reasonable time and to take part in regular check-ins and evaluations.

30. HEALTH CONDITION AND INSURANCE

30.1 The Participant confirms that he/she is fit to travel and reside abroad independently.

30.2 The Participant does not conceal any health information that could affect his/her participation in the program.

30.3 The Participant will maintain valid health insurance meeting the J-1 standards for the entire duration of the program; a lapse in insurance constitutes a violation of status.

30.4 The Participant shall bear all costs not covered by the insurance policy.

30.5 The health insurance required by the BridgeUSA program, in accordance with U.S. Department of State requirements (22 CFR 62.14), is included in the program price stated in Annex A, for the entire program duration indicated on the DS-2019 form. The insurance is provided by the Sponsor organization.

30.6 The Participant must disclose all pre-existing medical conditions at the time of application, including conditions that are dormant or in remission. Failure to disclose may result in dismissal from the program, with the costs of the resulting early return borne by the Participant.

30.7 Extension of insurance coverage beyond the dates indicated on the DS-2019 form is not included in the program price and is paid separately.

31. TERMINATION OF PROGRAM PARTICIPATION

The Participant's participation may be terminated by the Sponsor organization, the Host Organization or the competent U.S. authorities in the event of:

— violation of the law; — violation of the rules of the program or deviation from the DS-7002; — provision of false information; — use of illegal substances; — violent behaviour; — unjustified abandonment of the training; — failure to take part in the mandatory evaluations; — loss of J-1 status; — failure to comply with the requirements of the Sponsor organization. In such a case, all additional costs shall be borne by the Participant.

32. EARLY WITHDRAWAL FROM THE PROGRAM

If the Participant voluntarily leaves the program before its completion, he/she: shall not be entitled to a refund of the program fees paid; shall bear the costs of returning to his/her home country independently; and shall be obliged to notify the Sponsor organization and the Host Organization in a timely manner.

33. LIMITATION OF LIABILITY

The Participant confirms that he/she participates in the program voluntarily and at his/her own risk. The Agency shall not be liable for:

— decisions of the U.S. Embassy; — decisions of the Sponsor organization; — decisions of the Host Organization; — termination of the training; — the content and quality of the training at the Host Organization; — the amount of the salary/remuneration; — labour market conditions; — personal financial losses; — health problems; — accidents; — injuries; — theft; — loss of personal belongings; — problems with accommodation provided by third parties; — cancelled or delayed flights.

34. FORCE MAJEURE

Neither Contracting Party shall be liable for a failure to perform its obligations caused by events that could not reasonably have been foreseen or prevented. Force majeure shall include: natural disasters, earthquakes, floods, fires, pandemics, epidemics, acts of war, terrorist attacks, strikes, border closures, changes in U.S. immigration policy and decisions of state authorities. In such cases, the Agency shall have no obligation to compensate for damage or lost profit.

35. INDEMNIFICATION OF THE AGENCY

The Participant agrees to indemnify the Agency for any damage, cost or claim arising as a result of: the provision of false information, a breach of this Agreement, a breach of the DS-7002, a violation of the rules of the Sponsor organization, or unlawful activities of the Participant.

36. PERSONAL DATA PROTECTION

The Participant declares that he/she is informed of and consents to his/her personal data being collected, processed, stored and transferred by the Agency exclusively for the purposes of the program. Personal data may be provided to: the Sponsor organization, the Host Organization, the U.S. Embassy, insurance companies, state institutions and service providers necessary for the implementation of the program. The Agency undertakes to process personal data in accordance with the applicable personal data protection regulations. The detailed conditions are set out in Annex D.

37. CONSENT TO THE USE OF PHOTOGRAPHS AND VIDEO MATERIALS

The Participant consents to the Agency using photographs, video materials, testimonials and statements created during participation in the program for:

promotional activities, marketing campaigns, the website, social media, printed materials and media appearances. The Participant shall not be entitled to financial compensation for the use of such materials.

Declaration of the Participant (tick one box):

- ☐ I AGREE
- ☐ I DO NOT AGREE

38. CONFIDENTIALITY

The Participant undertakes not to publish or share, without prior written consent: confidential information, price lists, internal procedures, agreements, documentation, information about Sponsor organizations, information about the Host Organization, or business secrets and internal data of the Host Organization to which he/she gains access during the training. This obligation shall remain in force after the completion of the program.

39. DISPUTE RESOLUTION

The Contracting Parties shall endeavour to resolve any disagreements through negotiation and mutual understanding. If an amicable resolution is not possible, the Basic Civil Court in Skopje shall have jurisdiction over the dispute. All matters not governed by this Agreement shall be subject to the applicable laws of the Republic of North Macedonia. This Agreement shall be governed by and construed in accordance with the laws of the Republic of North Macedonia. Any dispute arising out of or in connection with this Agreement shall be subject to the exclusive jurisdiction of the Basic Civil Court in Skopje, Republic of North Macedonia.

40. COMMUNICATION, NOTICES AND ELECTRONIC COMMUNICATION

All communication related to the program may be conducted by: e-mail, WhatsApp, Viber, telephone and written correspondence. The Participant expressly agrees that: e-mail messages, WhatsApp and Viber communication, electronic documents and electronic confirmations shall be deemed a valid and legally binding form of communication between the Contracting Parties. Electronic signatures, digitally signed documents and scanned copies of this Agreement and its Annexes shall have the same legal force and effect as original handwritten signatures. This Agreement may be executed in counterparts, including by electronic means. A message sent to the Participant's most recently provided contact details shall be deemed duly delivered. The Participant is required to notify the Agency in writing, without delay, of any change to his/her contact details.

41. ASSUMPTION OF RISK

The Participant confirms that he/she is aware that international mobility and professional training abroad entail certain risks, including: cultural differences, different working practices, financial risks, health risks and risks related to travel. The Participant voluntarily accepts these risks and participates in the program by his/her own choice. The detailed conditions are set out in Annex F.

42. INTEGRAL PARTS OF THE AGREEMENT

The following documents constitute an integral and inseparable part of this Agreement:

— Annex A — Trainee USA Packages and Price List — Annex B — Refund Policy — Annex C — Code of Professional and Leadership Conduct — Annex D — Personal Data Processing Consent — Annex E — Medical Declaration — Annex F — Assumption of Risk Declaration — Annex G — Pre-Departure Checklist — Annex H — Career Development Acknowledgement The DS-7002 Training Plan, the DS-2019 and the Trainee offer of the Host Organization also form part of the program documentation.

43. FINAL PROVISIONS

By signing this Agreement, the Participant confirms that he/she: has read the Agreement in its entirety; has understood all rights and obligations; has had the opportunity to ask questions; signs the Agreement voluntarily; and accepts all terms set out in the Agreement and its Annexes. This Agreement is executed in two identical counterparts, one for each Contracting Party.

PRE-SIGNATURE DECLARATION

The signatory confirms that he/she:

- ✓ has read the Agreement in its entirety
- ✓ understands all of its provisions
- ✓ has had the opportunity to ask questions
- ✓ signs the Agreement voluntarily
- ✓ has not been misled in any way
- ✓ accepts all obligations set out in the Agreement

PROGRAM INFORMATION ACKNOWLEDGEMENT (required by the U.S. Sponsor) I confirm that WiseHunters International (EARN&GO USA) has provided me with accurate program information and materials before signing this agreement and paying any non-refundable fees, including recruitment materials and/or the website of my potential sponsor. This information explained program activities and terms and conditions of program, including the terms and conditions of any employment activities (job duties, number of work hours, wages and compensation, and any typical deductions for housing and transportation), included an itemized list of all fees charged to me (i.e., fees paid to the sponsor,

host company, and international agency), insurance costs, other typical costs, conditions, and restrictions of the exchange visitor program(s), and the type, duration, nature and importance of the cultural components of the program. I understand that my stipend or wages might not cover all of my expenses and that I should bring additional personal funds.

- ✓ I confirm the above.

FOR THE AGENCY

БАИС ХУНТЕРС ИНТЕРНАЦИОНАЛ ДООЕЛ Скопје · EARN&GO
USA™

Маргарита Бакев, Директор

Датум: _____.____.20____ М.П.

FOR THE PARTICIPANT

(name, surname and signature)

Date: _____.____.20____

Date: _____.____.20____ Stamp (L.S.)

ANNEX A

TRAINEE USA PACKAGES, PRICE LIST AND PAYMENT TERMS EARN&GO USA – TRAINEE USA · This Annex constitutes an integral and inseparable part of the Program Participation Agreement.

1. SELECTED PROGRAM PACKAGE

The Participant selects the following package:

- ☐ **TRAINEE PRO**
- ☐ **TRAINEE EXECUTIVE**
- ☐ **TRAINEE PLATINUM**

2. TRAINEE PRO

Total price: USD 4,900 (or the equivalent in EUR at the middle exchange rate of the National Bank of the Republic of North Macedonia (NBRNM) on the date of payment)

The package includes:

- ✓ registration and opening of the candidate file
- ✓ verification of professional eligibility, documentation and evidence of work experience
- ✓ preparation of a professional CV to U.S. standards
- ✓ a Trainee placement with a vetted Host Organization (Placement)
- ✓ coordination of the preparation of the DS-7002 Training Plan
- ✓ coordination with the Sponsor organization (Sponsor Processing)
- ✓ support during the DS-2019 procedure (DS-2019 Processing)
- ✓ preparation for the interview with the Host Organization (Interview Preparation)
- ✓ visa preparation (Visa Preparation)
- ✓ pre-departure orientation
- ✓ administrative support until departure
- ✓ Sponsor + Placement fee — INCLUDED in the price
- ✓ SEVIS fee (USD 220) — included
- ✓ health insurance for the entire program duration indicated on the DS-2019, in accordance with 22 CFR 62.14 — included in the price
- ✓ U.S. eSIM — provided by the Agency before departure, with activation instructions

Not included:

- ✗ airline ticket
- ✗ transport to the airport
- ✗ transfer in the USA
- ✗ DS-160 visa fee (USD 185)
- ✗ Visa Integrity Fee (USD 250)
- ✗ accommodation and deposit
- ✗ local transport
- ✗ personal expenses

3. TRAINEE EXECUTIVE

Total price: USD 5,990 (or the equivalent in EUR at the middle exchange rate of the National Bank of the Republic of North Macedonia (NBRNM) on the date of payment)

The package includes:

- ✓ all services from TRAINEE PRO

- ✓ U.S. eSIM — provided by the Agency before departure, with activation instructions
- ✓ airline ticket (Air Ticket, economy class)
- ✓ airport transfers (Airport Transfers) — transport to the airport in North Macedonia and transfer in the USA, where available
- ✓ accommodation assistance (Accommodation Assistance)
- ✓ Social Security Number support (SSN Support)
- ✓ bank account opening support (Bank Account Support)
- ✓ post-arrival support in the USA (Arrival Support)
- ✓ career coaching (Career Coaching)
- ✓ personalized interview preparation
- ✓ 24/7 support for the duration of the program
- ✓ priority communication with the EARN&GO USA team

Not included:

- ✗ DS-160 visa fee (USD 185)
- ✗ Visa Integrity Fee (USD 250)
- ✗ accommodation deposit
- ✗ personal expenses
- ✗ excess baggage above the permitted allowance

4. TRAINEE PLATINUM

Total price: USD 6,450 (or the equivalent in EUR at the middle exchange rate of the National Bank of the Republic of North Macedonia (NBRNM) on the date of payment) Executive Global Career package — the package includes all services related to participation in the program, with the exception of the Participant's personal

expenses:

- ✓ all services from TRAINEE EXECUTIVE
- ✓ U.S. eSIM — provided by the Agency before departure, with activation instructions
- ✓ Sponsor fee (Sponsor Fee)
- ✓ SEVIS fee (SEVIS Fee)
- ✓ full visa support, including the DS-160 visa fee (USD 185) — included in this package (Visa Support incl. DS-160)
- ✓ airline ticket (Air Ticket)
- ✓ airport transfers (Airport Transfers)
- ✓ accommodation assistance (Accommodation Assistance)
- ✓ confirmed accommodation before departure, where provided by the Host Organization (Accommodation Support Before Departure)
- ✓ executive career coaching (Executive Career Coaching)
- ✓ leadership coaching (Leadership Coaching)
- ✓ LinkedIn profile optimization (LinkedIn Optimization)
- ✓ CV optimization (CV Optimization)
- ✓ an individual mentor (Individual Mentor)
- ✓ guidance on additional professional opportunities — exclusively where permitted by the Sponsor organization and applicable regulations (Additional

Professional Opportunity Guidance)

- ✓ VIP support (VIP Support)
- ✓ priority document processing
- ✓ 24/7 priority support (24/7 Priority Support)
- ✓ a professional development plan for after the program

- ✓ Executive LinkedIn Branding
- ✓ Personal Career Strategy Session
- ✓ International Reference Letter Support
- ✓ Post-Program Career Consultation
- ✓ Alumni Network Membership (membership of the EARN&GO Alumni network)
- ✓ Priority Access to Future EARN&GO Global Programs
- ✓ Executive Networking Session with Industry Professionals
- ✓ Return-to-Home-Country Career Planning

Not included:

- ✗ personal expenses
- ✗ tourist travel
- ✗ excess baggage above the permitted allowance
- ✗ fines, penalties or costs caused by the Participant
- ✗ costs not directly related to the program

5. PAYMENT SCHEDULE

The Participant undertakes to make payment in accordance with the following schedule:

If the U.S. Embassy denies the J-1 visa application, Installment 4 (payment upon visa approval) is not charged. From Installments 1–3 already paid, the Agency retains an administrative amount of USD 500, or the amount retained by the Sponsor organization in case of visa denial where that amount is higher than USD 500. The amount retained by the Sponsor organization for each program is set out in the Schedule to Annex B, which the Participant signs before paying Installment 1. Government fees paid directly to the U.S. authorities — the DS-160 visa fee and the SEVIS fee — are by their nature non-refundable. The entire remaining balance is refunded to the Participant within 30 days of submission of proof of the visa denial. The Participant must notify the Agency of the denial in writing within 48 hours of the visa interview; if this deadline is not met, the higher retention amount charged by the Sponsor organization in such cases shall apply.

6. LATE PAYMENT

If the Participant is more than 7 calendar days late with a payment, the Agency shall be entitled to: suspend the application, halt communication with the Sponsor organization and the Host Organization, postpone the processing of documentation and cancel participation in the program. All consequences of the delay shall be borne by the Participant.

7. METHOD OF PAYMENT

All payments shall be made to: WISEHUNTERS INTERNATIONAL DOOEL

Bank: _____

Transaction account: _____

Payment reference: EARN&GO USA TRAINEE — Participant's Full Name

8. DECLARATION OF THE PARTICIPANT

By signing this Annex, the Participant confirms that he/she:

- ✓ is fully familiar with the selected package
- ✓ understands all services that are and are not included
- ✓ accepts the payment terms
- ✓ accepts the payment deadlines
- ✓ understands the financial obligations arising from the Agreement

FOR THE AGENCY

FOR THE PARTICIPANT

БАИС ХУНТЕРС ИНТЕРНАЦИОНАЛ ДООЕЛ Скопје · EARN&GO
USA™

Маргарита Бакев, Директор

Датум: _____.____.20____ М.П.

(name, surname and signature)

Date: _____.____.20____

Date: _____.____.20____ Stamp (L.S.)

ANNEX B

REFUND AND CANCELLATION POLICY EARN&GO USA – TRAINEE USA · This Annex constitutes an integral and inseparable part of the Program Participation Agreement.

1. GENERAL PROVISIONS

The Participant acknowledges that, in the course of the application and preparation process, the Agency, the Sponsor organization, the Host Organization and other third parties incur costs that cannot be recovered. A refund may be made only in respect of funds that have not been spent, have not been transferred to third parties and do not represent services already rendered.

2. REGISTRATION FEE

The registration fee constitutes consideration for: opening the candidate file, administrative processing, verification of documents and professional eligibility, initial evaluation and candidate registration. The registration fee is non-refundable in all cases.

3. VOLUNTARY WITHDRAWAL BY THE PARTICIPANT

PHASE 1 — Before the interview with the Host Organization

Retained: the registration fee and administrative costs incurred. Refundable: the remainder of the funds paid.

PHASE 2 — After the interview, but before confirmed placement

Retained: the registration fee, administrative costs, and interview and selection costs. Refundable: the unused portion of the funds.

PHASE 3 — After confirmed placement / signed DS-7002

Retained: the registration fee, administrative costs, costs payable to the Sponsor organization (including Host Organization vetting and DS-7002 processing fees) and selection costs. Refundable: the unused portion of the funds.

PHASE 4 — After issuance of the DS-2019

Non-refundable: Sponsor fees, DS-2019 fees, administrative costs and all costs already incurred. A refund is possible only in respect of funds that have not been used and have not been transferred to third parties.

PHASE 5 — After a visa interview has been scheduled at the U.S. Embassy

Non-refundable: visa fees, Sponsor fees, DS-2019 costs and administrative costs.

PHASE 6 — After the J-1 visa has been granted

Once the J-1 visa has been granted, the Participant is not entitled to a refund of the program funds.

PHASE 7 — After the airline ticket has been purchased

No refund of costs already incurred. Any recovery of ticket funds depends exclusively on the terms and conditions of the airline.

PHASE 8 — After departure to the USA

Upon arrival in the USA and activation of the program, the Participant is not entitled to any refund.

4. VISA DENIAL

If the U.S. Embassy denies the J-1 visa application, Installment 4 (payment upon visa approval) is not charged. From Installments 1–3 already paid, the Agency retains an administrative amount of USD 500, or the amount retained by the Sponsor organization in case of visa denial where that amount is higher than USD 500. The amount retained by the Sponsor organization for each program is set out in the Schedule to Annex B, which the Participant signs before paying Installment 1. Government fees paid directly to the U.S. authorities — the DS-160 visa fee and the SEVIS fee — are by their nature non-refundable. The entire remaining balance is refunded to the Participant within 30 days of submission of proof of the visa denial. The Participant must notify the Agency of the

denial in writing within 48 hours of the visa interview; if this deadline is not met, the higher retention amount charged by the Sponsor organization in such cases shall apply.

5. REJECTION BY THE SPONSOR OR THE HOST ORGANIZATION

If the Sponsor organization or the Host Organization rejects the Participant's application due to: failure to meet the eligibility requirements, insufficient professional relevance, insufficient knowledge of English, an unsatisfactory interview, false information or unsuitability for the program — the Agency shall be entitled to retain all costs already incurred. Any remaining unused funds may be refunded.

6. REJECTION DUE TO FALSE INFORMATION

If it is established that the Participant has submitted false documents, concealed material information, provided untrue data or forged documentation — the Participant shall not be entitled to any refund whatsoever.

7. WITHDRAWAL BY THE HOST ORGANIZATION

If the Host Organization withdraws the offer before the Participant's departure, the Agency and the Sponsor organization will use reasonable efforts to secure an alternative placement. If this proves impossible, a calculation of the costs actually incurred will be made and any unused portion of the funds may be refunded.

8. FORCE MAJEURE

In the event of: a pandemic, war, border closures, a natural disaster, changes to U.S. legislation or suspension of the program by U.S. authorities — the Agency does not guarantee a full refund. A calculation shall be made on the basis of the costs actually incurred and non-recoverable.

9. METHOD OF REFUND PAYMENT

Any approved refund shall be paid: to the Participant's bank account, in the currency in which the payment was made, within 30 business days from the date on which the request is approved.

10. FINAL DECLARATION

By signing this Annex, the Participant confirms that he/she:

- ✓ has read the Refund Policy
- ✓ understands the conditions for the return of funds
- ✓ understands the non-refundable costs
- ✓ voluntarily accepts these terms
- ✓ has no further remarks or objections

FOR THE AGENCY

БАИС ХУНТЕРС ИНТЕРНАЦИОНАЛ ДООЕЛ Скопје · EARN&GO
USA™

Маргарита Бакев, Директор

Датум: _____.____.20____ М.П.

FOR THE PARTICIPANT

(name, surname and signature)

Date: _____.____.20____

Date: _____.____.20____ Stamp (L.S.)

11. SCHEDULE — AMOUNT RETAINED BY THE SPONSOR ORGANIZATION IN CASE OF VISA DENIAL

This Schedule is signed together with the Agreement, before payment of Installment 1. The amount retained by the Sponsor organization depends on which organization administers the Participant's program.

- ✓ LifeTRAVELED — USD 500

- ✓ Spirit Cultural Exchange — USD 250
- ✓ CETUSA — USD 450
- ✓ J1 Abroad — USD 500
- ✓ American Work Adventures (AWA) — USD 500
- ✓ Hospitality Placements USA (HPUSA) — USD 2,100 (registration fee USD 600 and 50% of the program fee)

Sponsor organization administering the Participant's program: _____

Amount retained by the Sponsor organization: USD _____ · Total non-refundable amount: USD _____

Participant's signature: _____ Date: _____.____.20____

ANNEX C

CODE OF TRAINEE PRO AND LEADERSHIP CONDUCT EARN&GO USA – TRAINEE USA · This Annex constitutes an integral and inseparable part of the Program Participation Agreement. By signing this Annex, the Participant confirms that he/she will comply with all of the rules set out below.

1. GENERAL RULES

The Participant is an ambassador of: EARN&GO USA, WiseHunters International, the Sponsor organization and the Republic of North Macedonia. The Participant is required to conduct himself/herself professionally, responsibly and lawfully throughout the entire duration of the program.

2. TRAINEE PRO OBLIGATIONS AT THE HOST ORGANIZATION

- ✓ to attend the training regularly and punctually
- ✓ to observe the schedules and phases set out in the DS-7002
- ✓ to follow the instructions of the supervisor and the mentor
- ✓ to perform the tasks under the Training Plan professionally
- ✓ to observe the business dress code of the Host Organization
- ✓ to maintain the confidentiality and business secrets of the Host Organization
- ✓ to treat colleagues, customers and business partners with respect

3. UNJUSTIFIED ABSENCE

The following are strictly prohibited:

- ✗ unjustified absence from the training
- ✗ leaving the training without permission
- ✗ refusing tasks under the DS-7002 without a valid reason
- ✗ repeated lateness

The Participant is required to notify the supervisor and the Sponsor organization immediately if he/she is unable to attend due to illness or an emergency.

4. PROHIBITION OF ADDITIONAL EMPLOYMENT

In the Trainee category, second, parallel or additional employment is NOT permitted without express prior approval in accordance with the rules of the program. The training is carried out exclusively at the Host Organization specified in the DS-7002. Any work outside the scope of the DS-7002 constitutes a serious violation of J-1 status and results in immediate termination of the program.

5. ACCOMMODATION

- ✓ to keep the accommodation tidy
- ✓ to observe the house rules
- ✓ to respect the other residents
- ✓ to pay rent and other obligations on time
- ✓ not to cause material damage

Any damage caused by the Participant shall be borne by the Participant.

6. ALCOHOL AND ILLEGAL SUBSTANCES

The following are strictly prohibited:

- ✗ use of narcotic substances
- ✗ possession of narcotic substances
- ✗ sale of, or facilitating the sale of, narcotic substances

- ✗ arriving at the training under the influence of alcohol or drugs
- ✗ consuming alcohol at the training location

Any violation may result in: termination of the training, termination of the program, loss of J-1 status, deportation and criminal liability.

7. VIOLENCE AND DISCRIMINATION

The following are strictly prohibited:

- ✗ physical violence
- ✗ verbal abuse
- ✗ threats
- ✗ sexual harassment
- ✗ discrimination on the basis of: sex, race, nationality, religion, sexual orientation or age

8. SOCIAL MEDIA AND TRAINEE PRO REPUTATION

- ✓ not to publish untrue information about the program
- ✓ not to publish confidential or internal information of the Host Organization
- ✓ not to publish content that could damage the reputation of the Host Organization, the Sponsor organization, EARN&GO USA or WiseHunters International

ARTICLE 8-A

PHOTOGRAPHS, VIDEO MATERIALS AND TRAINEE PRO REFERENCES

The Participant agrees that, during the program, he/she may voluntarily take part in:

- ✓ photographs
- ✓ video interviews
- ✓ professional testimonials (Testimonials)
- ✓ case studies (Case Studies)
- ✓ leadership and success stories (Success Stories) for the promotional purposes of EARN&GO USA and WiseHunters International. The Participant consents to such materials being published on:
- ✓ websites
- ✓ LinkedIn
- ✓ social media
- ✓ presentations
- ✓ conferences
- ✓ marketing materials without additional financial compensation. The Participant is entitled, at any time, to request in writing that his/her future materials not be used for promotional purposes. Withdrawal of consent shall not affect materials published prior to receipt of the written request.

9. COMMUNICATION WITH THE SPONSOR AND EVALUATIONS

- ✓ to respond to the requests of the Sponsor organization
- ✓ to provide information in a timely manner
- ✓ to keep his/her residential address up to date
- ✓ to take part in the midpoint and final evaluations without exception
- ✓ to report all significant changes and deviations from the DS-7002

10. TRAVEL DURING THE PROGRAM

- ✓ to comply with the Sponsor organization's rules on travel and re-entry (travel validation)
- ✓ to ensure attendance at the training in accordance with the schedule

- ✓ to notify the supervisor and the Sponsor organization in a timely manner when travelling for an extended period

11. COMPLIANCE WITH U.S. LAWS

The Participant is required to comply with all federal laws, state laws and local regulations. Any violation is the personal responsibility of the Participant.

12. REPORTING PROBLEMS

The Participant is required to report immediately: any problem with the training or the supervisor, any deviation from the DS-7002, any problem with the accommodation, injury, illness, an accident, a police incident, a threat or discrimination. Reports are made to: the Sponsor organization, EARN&GO USA and the Host Organization (where applicable).

13. DISCIPLINARY MEASURES

- ✓ Level 1: Written warning
- ✓ Level 2: Report to the Sponsor organization
- ✓ Level 3: Termination of the program
- ✓ Level 4: Loss of J-1 status
- ✓ Level 5: Withdrawal of further support from EARN&GO USA

14. DECLARATION OF THE PARTICIPANT

By signing this Annex, I confirm that:

- ✓ I have read the Code of Professional and Leadership Conduct
- ✓ I understand all of the rules
- ✓ I agree to comply with them
- ✓ I understand that non-compliance may result in termination of the program
- ✓ I voluntarily accept all of its provisions

FOR THE AGENCY

БАИС ХУНТЕРС ИНТЕРНАЦИОНАЛ ДООЕЛ Скопје · EARN&GO
USA™

Маргарита Бакев, Директор

Датум: _____.____.20____ М.П.

FOR THE PARTICIPANT

(name, surname and signature)

Date: _____.____.20____

Date: _____.____.20____ Stamp (L.S.)

ANNEX D

CONSENT TO THE PROCESSING OF PERSONAL DATA AND INTERNATIONAL DATA TRANSFER EARN&GO USA – TRAINEE USA · This Annex constitutes an integral and inseparable part of the Program Participation Agreement.

1. SUBJECT OF THE CONSENT

By signing this Annex, the Participant gives his/her explicit consent for his/her personal data to be collected, processed, used, stored and transferred for the purposes of the implementation of the program. Data processing is carried out exclusively for purposes related to: registration in the program, application with a Sponsor organization, securing a Trainee placement, preparation of the DS-7002, the visa procedure, insurance, travel arrangements, accommodation arrangements and compliance with legal obligations.

2. PERSONAL DATA CONTROLLER

WISEHUNTERS INTERNATIONAL DOOEL Skopje · WiseHunters International Address: 14 Petar Pop Arsov St., Skopje E-mail: contact@wisehunters.mk Phone: +389 76 226 655

3. CATEGORIES OF PERSONAL DATA

Personal data: full name, date of birth, place of birth, citizenship, personal identification number (EMBG), residential address, telephone number, e-mail address. Identification documents: passport, identity card, student identity card. Educational data: confirmation of full-time student status, diploma, certificates, academic transcript, attestations. Professional data: CV, work experience, references, certificates, LinkedIn profile. Program data: Trainee offer, DS-7002, DS-2019, SEVIS information, visa information, evaluations.

4. RECIPIENTS OF THE DATA

The Participant consents to his/her data being provided to:

- ✓ U.S. Sponsor organizations — including, but not limited to: Spirit Cultural Exchange, CETUSA, J1 Abroad, LifeTRAVELED, HPUSA and other authorized

Sponsor organizations;

- ✓ U.S. Host Organizations — for the purposes of interviewing, selection, placement, training and accommodation;
- ✓ The U.S. Embassy — for the purposes of the visa procedure;
- ✓ Insurance companies — for the purposes of health insurance;
- ✓ State institutions — where required by law.

5. INTERNATIONAL DATA TRANSFER

The Participant is informed of and consents to the transfer of his/her personal data outside the Republic of North Macedonia, including to: the United States of America, the countries in which the Sponsor organizations are located and the countries in which the servers of the systems used for the implementation of the program are located. The Participant is aware that personal data protection regulations in those countries may differ from the regulations of the Republic of North Macedonia.

6. DURATION OF PROCESSING

Personal data will be retained: for the duration of the program, for the duration of the applicable legal obligations and for the period necessary to protect the legal interests of the Agency. Upon expiry of the statutory retention periods, the data will be deleted or anonymized in accordance with the applicable regulations.

7. RIGHTS OF THE PARTICIPANT

- ✓ to request access to his/her data
- ✓ to request rectification of inaccurate data
- ✓ to request restriction of processing where permitted by law
- ✓ to lodge a complaint with the competent authority

- ✓ to obtain information on the manner in which the data is processed

8. WITHDRAWAL OF CONSENT

The Participant may withdraw this consent in writing. If the withdrawal of consent makes the implementation of the program impossible, the Agency shall be entitled to terminate the application process or the participation in the program. Withdrawal of consent shall not affect the lawfulness of processing carried out prior to the date of withdrawal.

9. DATA SECURITY

The Agency undertakes to implement reasonable organizational and technical measures to protect personal data against unauthorized access, misuse, loss, destruction and unauthorized disclosure.

10. DECLARATION OF THE PARTICIPANT

- ✓ I have been informed of the manner in which my personal data is processed
- ✓ I voluntarily give my consent to the processing of my personal data
- ✓ I voluntarily give my consent to the international transfer of my personal data
- ✓ I am aware of my rights
- ✓ I accept the terms set out in this Annex

FOR THE AGENCY

БАИС ХУНТЕРС ИНТЕРНАЦИОНАЛ ДООЕЛ Скопје · EARN&GO
USA™

Маргарита Бакев, Директор

Датум: _____.____.20____ М.П.

FOR THE PARTICIPANT

(name, surname and signature)

Date: _____.____.20____

Date: _____.____.20____ Stamp (L.S.)

ANNEX E

MEDICAL AND HEALTH DECLARATION EARN&GO USA – TRAINEE USA · This Annex constitutes an integral and inseparable part of the Program Participation Agreement.

1. PURPOSE OF THE DECLARATION

The purpose of this declaration is to establish whether the Participant is able to participate safely in the program, to travel independently, to live abroad and to perform the training activities envisaged by the placement.

2. DECLARATION OF THE PARTICIPANT

I, _____

holder of passport number _____

hereby declare, under full material and criminal liability, that:

- ☐ I have no health limitations that would prevent me from working and living independently in the United States of America.
- ☐ I have a health condition which is disclosed in this declaration.

If the second box is ticked, the condition must be specified:

3. CHRONIC CONDITIONS

The Participant is required to indicate whether he/she has any of the following:

- ☐ Diabetes
- ☐ Asthma
- ☐ Epilepsy
- ☐ Heart disease
- ☐ Hypertension
- ☐ Severe allergies
- ☐ Autoimmune disease
- ☐ Other

If the answer is "Yes", the condition must be specified:

4. REGULAR MEDICATION

Do you take regular medication? ☐ NO ☐ YES

Name of medication: _____

Reason: _____

Will the medication be available during your stay in the USA? ☐ YES ☐ NO

5. PSYCHOLOGICAL AND PSYCHIATRIC HISTORY

Within the past 5 years, have you been treated for any of the following:

- ☐ Anxiety
- ☐ Depression
- ☐ Panic attacks
- ☐ A psychiatric disorder

- ☐ **Addiction**
- ☐ **Other**
- ☐ **None of the above**

If additional explanation is required:

6. ALLERGIES

Do you have any allergies? ☐ NO ☐ YES

If yes, please specify:

7. PHYSICAL ABILITY

The Participant confirms that he/she:

- ✓ is able to undertake the training on a full-time basis (minimum 32 hours per week)
- ✓ is able to perform the activities set out in the DS-7002
- ✓ is able to travel independently
- ✓ is able to live independently abroad
- ✓ is able to communicate in English in a professional environment

8. EMERGENCY CONTACTS

Person to be contacted in case of emergency:

Full name: _____

Relationship: _____ Phone: _____

E-mail: _____

9. RELEASE OF LIABILITY

The Participant confirms that: all information provided is accurate and complete; he/she has not knowingly concealed any health condition; and he/she has not knowingly concealed any psychological or psychiatric condition that could affect his/her participation in the program. If it is established that the Participant has concealed material health information, the Agency shall bear no liability for any consequences that may arise during the program.

10. CONSENT TO EMERGENCY MEDICAL PROCEDURES

In the event of a medical emergency, the Participant consents to the Sponsor organization, healthcare institutions and competent authorities taking the measures necessary to protect his/her health and life in accordance with the applicable regulations.

11. DECLARATION OF THE PARTICIPANT

- ✓ I have read all of the questions
- ✓ I have given accurate and truthful answers
- ✓ I have not concealed any health information
- ✓ I understand that inaccurate information may affect my participation in the program
- ✓ I sign this declaration voluntarily

FOR THE AGENCY

БАИС ХУНТЕРС ИНТЕРНАЦИОНАЛ ДООЕЛ Скопје · EARN&GO
USA™

FOR THE PARTICIPANT

(name, surname and signature)

Маргарита Бакев, Директор

Date: _____.____.20____

Датум: _____.____.20____ М.П.

Date: _____.____.20____ Stamp (L.S.)

ANNEX F

ASSUMPTION OF RISK AND RELEASE OF LIABILITY EARN&GO USA – TRAINEE USA · This Annex constitutes an integral and inseparable part of the Program Participation Agreement. By signing this Annex, the Participant confirms that he/she is fully informed of the nature of the program and of the potential risks associated with travelling, residing and undertaking professional training abroad, and voluntarily accepts those risks.

1. VOLUNTARY PARTICIPATION

The Participant confirms that he/she:

- ✓ applied for the program voluntarily
- ✓ voluntarily accepted the Trainee offer and the DS-7002 Training Plan
- ✓ is travelling to the United States of America voluntarily
- ✓ is aware of all rights and obligations arising from the program
- ✓ made the decision to participate independently

2. RISKS RELATED TO TRAVEL

The Participant understands that international travel entails risks that cannot be fully foreseen or controlled. These risks include, but are not limited to: flight delays, flight cancellations, loss of luggage, missed connections, adverse weather, strikes, administrative procedures of border authorities, decisions of airlines and decisions of immigration officers.

3. RISKS RELATED TO THE TRAINING

The Participant understands that the training in the USA may involve: physical and mental effort, shift work, work on weekends and holidays (particularly in the hospitality industry), interaction with customers, stressful situations and high professional standards. The Participant accepts that the specific content of the training within the DS-7002 phases depends on the business needs of the Host Organization.

4. FINANCIAL RISK

The Participant confirms that he/she understands that: the amount of the stipend/remuneration (where provided) is determined in the DS-7002 and the offer; bonuses and tips are not guaranteed; personal expenses may be higher than expected; and an unpaid placement means that the Participant bears all living costs independently. The Agency does not guarantee any specific amount of earnings, nor that income will cover the total cost of the program.

5. RISKS RELATED TO ACCOMMODATION

The Participant understands that: accommodation conditions are determined by the Host Organization or the housing provider; the Participant may be accommodated with several other persons; conditions may differ from those in the home country; and accommodation prices may vary. The Agency is not the owner, manager or provider of the accommodation.

6. HEALTH RISKS

The Participant understands that during the program the following may occur: illness, injury, accident, the need for medical treatment or the need for hospitalization. The Participant confirms that he/she is familiar with the terms of the insurance coverage and that some costs may not be covered by the insurance.

7. RELEASE OF LIABILITY

The Participant declares that he/she will not seek damages from WiseHunters International, EARN&GO USA, or their employees, associates or representatives

for events beyond their direct control. This applies in particular to:

— visa denial — decisions of the Sponsor organization — decisions of the Host Organization — termination of the training — the content and quality of the training — the amount of the stipend/remuneration — injuries — illness — accidents — loss of luggage

— theft — damage to personal property — problems with accommodation — natural disasters — changes to laws or immigration rules

8. LIMITATION OF THE AGENCY'S LIABILITY

The maximum aggregate liability of the Agency on any basis whatsoever shall not exceed the amount of the program fee actually paid by the Participant. The Agency shall not be liable for: indirect damage, loss of earnings, loss of opportunity, non-material damage or consequential damage.

9. FORCE MAJEURE

The Participant understands that the Agency bears no liability for consequences arising from: a pandemic, an epidemic, war, an act of terrorism, a natural disaster, governmental restrictions, border closures, suspension of the program by U.S. authorities or changes to immigration rules.

10. CONFIRMATION BY THE PARTICIPANT

- ✓ I have read all of the provisions
- ✓ I have had the opportunity to ask questions
- ✓ I understand the risks associated with the program
- ✓ I voluntarily accept those risks
- ✓ I voluntarily release WiseHunters International and EARN&GO USA from liability within the limits established by this Annex
- ✓ I sign this declaration voluntarily

FOR THE AGENCY

БАИС ХУНТЕРС ИНТЕРНАЦИОНАЛ ДООЕЛ Скопје · EARN&GO
USA™

Маргарита Бакев, Директор

Датум: _____._____.20____ М.П.

FOR THE PARTICIPANT

(name, surname and signature)

Date: _____._____.20____

Date: _____._____.20____ Stamp (L.S.)

ANNEX G

PRE-DEPARTURE CHECKLIST AND FINAL PARTICIPANT DECLARATION EARN&GO USA – TRAINEE USA · To be signed upon completion of the application process and before departure to the USA. PART I — Confirmation of Documents Received

By signing this Annex, I confirm that I have received the following documents:

DOCUMENT	YES	NO
Trainee Offer		☐ ☐ DS-7002 Training Plan
☐ ☐ DS-2019 document	☐	☐ Host Organization and supervisor information
☐ ☐ Accommodation information		☐ ☐ Sponsor organization contact details
☐ ☐ Emergency contact details		☐ ☐ Health insurance information
☐ ☐ Arrival and check-in instructions		☐ ☐ SEVIS registration information
☐ ☐ Social Security Number (SSN) instructions		☐ ☐ U.S. eSIM and activation instructions
☐ ☐ Evaluation information (Midpoint/Final)		☐ ☐

PART II — Confirmation of Information Received

Training and position:

- ☐ **Position title and department**
- ☐ **Tasks and phases under the DS-7002**
- ☐ **Working hours and schedule**
- ☐ **Stipend/remuneration (where provided)**
- ☐ **Name and contact details of the supervisor/mentor**
- ☐ **Dress code and business rules of the Host Organization**

Accommodation:

- ☐ **Location of the accommodation**
- ☐ **Price of the accommodation**
- ☐ **Method of payment**
- ☐ **Number of persons in the accommodation**
- ☐ **House rules**

Travel:

- ☐ **Departure date**
- ☐ **Flights**
- ☐ **Airport of arrival**
- ☐ **Organized transfer (if provided)**

PART III — Financial Confirmation

I confirm that I have been informed that:

- ✓ the amount of the stipend/remuneration is determined in the DS-7002 and the offer
- ✓ bonuses and tips are not guaranteed
- ✓ my personal expenses depend on my own habits
- ✓ additional/second employment is NOT permitted without express prior approval under the rules of the program
- ✓ I have secured sufficient financial means for the entire duration of my stay, including in the event that the placement is unpaid

PART IV — Confirmation of J-1 Rules

I confirm that I am familiar with the following rules:

- ✓ I must activate the program and complete check-in with the Sponsor upon arrival
- ✓ I must keep my residential address up to date
- ✓ I must comply with the DS-7002 plan and the instructions of my supervisor

- ✓ I must take part in the mandatory evaluations
- ✓ I must not work outside the scope of the DS-7002
- ✓ I must comply with U.S. laws
- ✓ I must maintain my J-1 status and insurance
- ✓ I must return to my home country upon completion of the program
- ✓ I must report any problems or changes in a timely manner

PART V — Confirmation of Health Insurance

- ✓ I have received information on the health insurance
- ✓ I understand the terms of the insurance
- ✓ I know how to contact the insurance company
- ✓ I know what to do in the event of a medical emergency

PART VI — Emergency Contacts EARN&GO USA: Phone: +389 76 226 655 E-mail: contact@wisehunters.mk

SPONSOR ORGANIZATION — Name: _____

Phone: _____ E-mail: _____

HOST ORGANIZATION — Name: _____ Supervisor: _____

Phone: _____ E-mail: _____

PART VII — Final Declaration

I, _____, hereby declare that:

- ✓ I have received all relevant information about the program
- ✓ I have received all relevant documents, including the DS-7002 and the DS-2019
- ✓ I understand the terms of the offer and the DS-7002 plan
- ✓ I understand the terms of the accommodation
- ✓ I understand the financial terms
- ✓ I understand the rules of the Sponsor organization
- ✓ I understand the rules of the J-1 program
- ✓ I understand my rights and obligations
- ✓ I have no further questions or unresolved matters
- ✓ I am departing for the program voluntarily
- ✓ all information has been explained to me by EARN&GO USA and WiseHunters International

FINAL CONFIRMATION: By signing this Annex, I confirm that I am fully prepared to participate in the EARN&GO USA – TRAINEE USA program and that I voluntarily accept all conditions related to my participation.

FOR THE AGENCY

БАИС ХУНТЕРС ИНТЕРНАЦИОНАЛ ДООЕЛ Скопје · EARN&GO USA™

Маргарита Бакев, Директор

Датум: _____.____.20____ М.П.

FOR THE PARTICIPANT

(name, surname and signature)

Date: _____.____.20____

Date: _____.____.20____ Stamp (L.S.)

ANNEX H

CAREER DEVELOPMENT ACKNOWLEDGEMENT EARN&GO USA – TRAINEE USA · This Annex constitutes an integral and inseparable part of the Program Participation Agreement.

1. PURPOSE OF THE DECLARATION

By this declaration, the Participant confirms that he/she fully understands the nature, purpose and limitations of the Trainee USA program as a program of professional development and cultural exchange, and not as a path to employment or immigration in the USA.

2. NATURE OF THE PROGRAM

The Participant confirms that he/she understands that Trainee USA is:

- ✓ a structured program of advanced professional training based on the DS-7002
- ✓ a cultural exchange program under the oversight of the U.S. Department of State
- ✓ an opportunity for the development of leadership and managerial competencies
- ✓ an investment in the Participant's own leadership and career development and that it is NOT:
- ✗ ordinary employment or an employment relationship in the USA
- ✗ a path to permanent employment in the USA
- ✗ an immigration program

3. NO-GUARANTEE DECLARATION

The Participant expressly confirms that the program does NOT guarantee:

- ✗ employment upon completion of the program
- ✗ an H-1B visa or work visa sponsorship
- ✗ a Green Card or any immigration status whatsoever
- ✗ an extension of stay in the USA beyond the end of the program
- ✗ an offer of permanent employment from the Host Organization
- ✗ any specific career outcome or advancement

ARTICLE 3-A

TRAINEE PRO AND LEADERSHIP EXPECTATIONS

The Participant confirms that he/she understands that the success of the Trainee program depends on:

- ✓ professional engagement
- ✓ leadership abilities
- ✓ communication skills
- ✓ initiative and proactivity
- ✓ the ability to work in a multicultural environment

The Participant understands that EARN&GO USA, the Sponsor organization and the Host Organization cannot guarantee:

- ✗ promotion
- ✗ a managerial position
- ✗ a higher salary upon return
- ✗ any specific career advancement

4. OBLIGATION TO RETURN AND THE 212(E) RULE

The Participant confirms that he/she understands that:

- ✓ the purpose of the Exchange Visitor program is for the knowledge and experience gained to be applied in the home country upon return
- ✓ he/she is required to leave the territory of the USA no later than the expiry of the Grace Period and to return to his/her home country
- ✓ certain J-1 programs may be subject to the Two-Year Home-Country Physical Presence Requirement (INA 212(e)), the applicability of which is determined by the annotation on the visa and the DS-2019
- ✓ a breach of the obligation to return may have lasting consequences for future visa applications
- ✓ for participation in an additional Trainee program, U.S. regulations require residence outside the USA for at least 2 years following completion of the previous Trainee program, and the new program must provide more advanced skills or cover a different professional field

5. CAREER SERVICES OF THE AGENCY

The Participant understands that the Agency's career services (Executive Career Coaching, Leadership Coaching, CV/LinkedIn Optimization, Individual Mentor — depending on the selected package) are advisory services for preparation and professional development, and that their use does not guarantee any specific placement, position or career outcome.

6. VALUE OF THE PROGRAM AFTER RETURN

The Participant is informed that, upon successful completion of the program, the Agency may issue a certificate of participation, and the Host Organization and/or the Sponsor may issue a certificate or reference in accordance with their rules. The Participant uses the international experience gained for career development in his/her home country and beyond.

7. DECLARATION OF THE PARTICIPANT

- ✓ I have read this declaration in its entirety
- ✓ I understand the purpose and limitations of the program
- ✓ I understand that the program does not lead to employment or immigration in the USA
- ✓ I accept the obligation to return to my home country
- ✓ I sign this declaration voluntarily

FOR THE AGENCY

БАИС ХУНТЕРС ИНТЕРНАЦИОНАЛ ДООЕЛ Скопје · EARN&GO
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Маргарита Бакев, Директор

Датум: _____.____.20____ М.П.

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(name, surname and signature)

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