



Dear Employer,

We are pleased that you have employed this student who is participating in the Exchange Visitor Program, number P-3-5380, designated by the United States State Department, Bureau of Educational and Cultural Affairs. The J-1 visa in his/her passport and the DS-2019 form are evidence of lawful admittance to the United States under section 101(A) (15) (J) of the Immigration and Nationality Act.

This Exchange Visitor Program, sponsored by InterExchange, is designed to achieve the educational objectives of international exchange by involving students in the daily life of the United States during their summer vacations. Through the temporary employment opportunities arranged by InterExchange, participants meet and work with their peers and gain greater insight into the American way of life.

The DS-2019 form has been issued by InterExchange as the program sponsor, and every student is in possession of this form, which specifies the program number and length of time he/she is authorized to legally work in the United States. In order to comply with the Immigration Reform and Control Act of 1986, please confirm each student's eligibility for employment by checking and making copies of their passports and DS-2019 forms to verify their J-1 status.

We would like to remind you that InterExchange participants are not subject to Social Security deductions (ref. Department of the Treasury, Internal Revenue Service, Circular E, Employer's Tax Guide; section on students, scholars, trainees, teachers, etc., number 5.) However, all participants are subject to federal, state, and applicable local tax withholdings.

Participants are eligible to obtain Social Security numbers for payroll purposes. It can take 4 weeks or more for the students to receive their cards. However, Internal Revenue Service's (IRS) regulations allow J-1 visa holders to begin working and receiving pay before they have received, or even applied for, their social security cards.

During card processing, the Social Security Administration typically provides applicants with proof that they have applied for their cards either in the form of a receipt, an application acknowledgment, or an uncertified copy of the application. If you wish to prepare a report of earnings before the participant has received his/her Social Security card, you may leave the space for the Social Security number blank.

We sincerely hope that this student will assimilate well to the American way of life through employment with your company.

Respectfully yours,

Casey Slamin
Program Manager