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Dear Employer:

This student is an exchange visitor to the United States sponsored by GeoVisions as a participant in Exchange Visitor Program P-4-6110 designated by the U.S. Department of State. Exchange visitors are admitted to the U.S. under section 101 (A) (15) (J) of the Immigration and Nationality Act.

If you would like to confirm the participant's eligibility for employment, you may ask to see the Form DS-2019 issued by GeoVisions, and the participant's passport showing J-1 visa status and lawful entry to the U.S. We recommend that you take a copy of these documents for your records.

The purpose of this program is to allow university students to gain an understanding of the U.S. by living, working and traveling in America. The students may work for the period specified on their DS-2019 and then have up to 30 days to travel after the program period.

If this student has applied for a Social Security card, Form SSA-5030 will be evidence that it has been applied for. If this student does not have Form SSA-5030 or a Social Security card, please assist the student with the application process at the nearest Social Security office. The student has information on the documents required for application. The Social Security Administration attempts to verify the status of students within 10 business days after the student has checked in with GeoVisions. Cards are sent centrally from Baltimore, not the office where the student applies.

Employers should be aware that exchange visitors **are not** subject to social security or Medicare deductions or federal unemployment taxes. Exchange visitors are, however, subject to regular federal, state and city taxes. The student has additional information on how to fill out a W-4. The procedure is somewhat different from the way American citizens fill out their W-4s.

If you have any questions on these procedures, please do not hesitate to contact GeoVisions at 1-888-830-9455.

Thank you for employing this student. We hope that all parties will benefit from this international cultural exchange experience.

Sincerely,

The GeoVisions Team