



**Dear Employer,**

This individual entered the United States under the terms of the U.S. State Department's Exchange Visitor Program, P-3-4320, and with the legal sponsorship of the Council on International Educational Exchange (CIEE). Since 1969, CIEE has been designated by the U.S. State Department to administer the Work & Travel USA program. The purpose of this exchange program is to enable university students from abroad to gain a greater understanding and appreciation of the U.S. through first-hand experience as both travelers and employees. As this trip is beyond the means of most students, the U.S. Government allows them to obtain employment, not to exceed the four-month period listed on their DS-2019 form, in order to defray the cost of their travels.

Such students have been admitted under Section 101 (a) (15) (J) of *The Immigration and Nationality Act* and are eligible to work in the U.S. according to the terms of this program. The J-1 visa status of this exchange visitor is evidenced by the DS-2019 form, which specifies CIEE as the legal sponsor, as well as by the white I-94 form in his/her passport. These forms should serve as confirmation of the participant's eligibility for employment under the Immigration Reform and Control Act of 1986 (IRCA) and of his/her lawful admission into the U.S.

SEVIS and Student Tracking: As a result of recent security issues, all participants on the J-1 visa program will now be tracked by a system known as the 'Student and Exchange Visitor Information System' (SEVIS). Accordingly, CIEE is required to verify that all participants begin their work programs as scheduled. CIEE must also update SEVIS regarding any change of address, change of employer or termination of the participant. Participants will be provided with all information relevant to this system and employers will also be sent a separate SEVIS information sheet. Your help in the facilitation of this process would be greatly appreciated and will help to ensure the legal status of each participant.

Social Security Information: If this individual does not yet have a social security card, s/he should be able to present either a written notification or an uncertified copy of the application as evidence that s/he has applied. Under IRCA, either of these forms, along with the proper work authorization documents (DS-2019, J-1 visa and I-94 card), provides sufficient information to allow the student to commence employment. The student should then inform you of his/her number immediately following receipt of the card. Based on recent changes in Social Security enumeration processes, the length of time for card issuance may vary and could be belated compared to previous years.

If you prepare a report of earnings before the employee receives the Social Security card, just include the employee's name and earnings on the report. Do not complete the space for the Social Security number. The Social Security Administration will contact you at a later date for the number.

If you have any questions about this procedure, please do not hesitate to contact our Boston headquarters:  
**CIEE, Three Copley Place, Second Floor, Boston, MA 02116. ☎1-888-COUNCIL (1-888-268-6245)**

Tax Status: Employers are reminded that such exchange visitors are not subject to Social Security, Medicare or Federal Unemployment taxes, ref. Department of the Treasury, Internal Revenue Service, Publication 15, *Circular E, Employer's Tax Guide* (p.33, revised Jan. 2005; this page number may change with publication of 2004 forms. ) [www.irs.gov/pub/irs-pdf/p15.pdf](http://www.irs.gov/pub/irs-pdf/p15.pdf). As such, these taxes should not be withheld from his/her paychecks. Participants are, however, subject to federal, state and city income taxes, which should be withheld as you do for your other employees.

We hope that your employment of this individual will prove to be a mutually beneficial experience. You may retain this letter or a copy for your own files as evidence of the above information. Thank you and please do not hesitate to contact us for any questions, comments or concerns.

Regards,

CIEE Customer Service Center

**CIEE: Council on International Educational Exchange**

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