



**U.S. Department of State
Bureau of Educational and Cultural Affairs
Private Sector Exchange**

Originally issued: May 21, 2008

Guidance Directive 2008-04

Secondary School Student Program: Form DS-2019 Allotment for the 2009-2010 Academic Year

To assist in resource planning for the 2009/2010 academic year, the Department is prepared to provide preliminary approval, in August 2008, of the number of participants a sponsor can accept into their program for the 2009/2010 academic year. The forms will be released to sponsors in early January 2009. The Department will necessarily reserve the right to adjust the number of forms released if sponsor performance issues during the 2008/2009 academic year require administrative sanction.

Our established practice for determining program size remains unchanged. The annual allotment is determined, in part, based on the number of participants that entered the United States in your program the previous year. The Department also considers projected program expansion, and the administration and performance of your program during the previous period.

PROCEDURE

No Change in Program Size

A sponsor who does not intend to seek program expansion for the 2009/2010 academic year should submit an allotment request in SEVIS by June 30, 2008. In January 2009, the Department will release an allotment of Forms DS-2019 to match the number of participants that entered the United States in the sponsor's exchange program during the 2008/2009 academic year.

Program Expansion

Sponsors who seek an increase in the number of program participants must submit an allotment request in SEVIS and provide a written justification sufficient to support the requested expansion by June 30, 2008. The justification must demonstrate the sponsor's ability to select, place, and supervise additional students, as well as assurance of the availability of schools and host families necessary to support the expansion. In addition, to the electronic request in SEVIS, you will need to mail or fax, to the Office of Exchange Coordination and Designation, the following:

- The reason for the program expansion
- Staff increases relevant to the anticipated program increase, including before and after staffing patterns/personnel structure
- Confirmation/assurance that the new employees/representatives have been adequately trained in order to assume their respective duties and responsibilities associated with this program expansion
- Current financial information (including year-end financial statements/reports and a proposed business plan), and
- Any other information on how this program growth will be absorbed.

Clear guidance for requesting an expansion is set out in the *User Manual for Exchange Visitor Program Sponsor Users (RO/ARO) of SEVIS (Volume 1 Section 2.3.1.7)* which may be found on our [website](#).

Stanley S. Colvin
Deputy Assistant Secretary
for Private Sector Exchange