



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

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## Guidance Directive 2009-01

### **Teacher Sponsors – One Year Extension**

Given the extraordinary situation of the United States economy and its expected impact on the secondary school system in the United States, the Department has determined that it will consider a one year extension for third-year exchange visitor teachers whose program ends this academic year (June 30, 2009) provided there are exceptional circumstances which warrant their retention.

To qualify for this extension, the following conditions must be present and confirmed in a letter on school district letterhead and signed by the District Superintendent:

1. The teacher must be a bona fide exchange visitor who has confirmed their intent to return home following completion of the fourth year of program participation;
2. The teacher must be retained in the same school and the same position;
3. The position would remain unfilled if the teacher were to return home;
4. The retention of the exchange visitor teacher for a fourth year would not displace an American teacher;
5. A justification of the need for an extension beyond maximum duration of program participation as stipulated in 22 CFR 62.43.

Any exchange visitor teacher who has obtained a favorable recommendation for a waiver of the two year home residency requirement from the Department of State is not eligible for consideration.

To request an extension beyond the Maximum Duration of Program, the Sponsor must submit a request in SEVIS and provide the required supporting documentation on behalf of each teacher to be considered. Instructions for submitting a request can be found in the *User Manual for Exchange Visitor Program Sponsor Users (RO/ARO) of SEVIS: Volume II Form DS-2019*, section 2.7.1.5. The request and documentation must be received in this office no less than 30 days prior to the expiration of the exchange visitor teacher's Form DS-2019.

In submitting a request, the sponsor must:

1. Enter a request in SEVIS for each teacher, and pay the required fee of \$246.00 through pay.gov

2. Forward the exchange visitor's full name and SEVIS ID number, the pay.gov receipt, and the letter from the appropriate school District Superintendent to the Department at the following address:

Office of Designation  
Room 734 – SA-44  
U.S. Department of State  
301 4<sup>th</sup> Street, S.W.  
Washington, D.C. 20547

If you have any questions, please contact the Department at 202-203-5096

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