



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

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Guidance Directive 2009-05

Contact Information on Identification Cards for Students

The Office of Private Sector Exchange will move to a new location at the end of the summer, resulting in new contact information for the Exchange Visitor Program. Unfortunately, new contact information will not be available to provide to sponsors before the secondary school exchange student identification cards required by 22 CFR 62.25(g)(5) will be needed for the upcoming academic year. To ensure that exchange students have access to accurate contact information, we make the following recommendation:

If possible, please remove all phone number and street address information for the Department of State from the identification card format. Instead, include on the Exchange Visitor Program email address: jvisas@state.gov. This will eliminate contact information that will soon be out of date, and provide participants with an email address that will remain in effective even after the move.

We are working to establish a 24 hour 1-800 number to report emergencies and will provide this additional contact information when it becomes available.

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for Private Sector Exchange