



United States Department of State
Bureau of Educational and Cultural Affairs
Washington, DC 20522

May 1, 2019

Dear School Administrator:

On behalf of the U.S. Department of State, I want to thank you for accepting the enrollment of an exchange teacher participating in the Exchange Visitor Program. The Teacher Exchange Program is one of many ways foreign nationals participate in people-to-people exchange programs in the United States. People-to-people exchanges are a valuable tool of foreign policy. This program offers a unique opportunity for your school or school district to experience firsthand the richness and diversity of a culture different from your own, and for you to exemplify American values and culture to a foreign visitor. Through this program, you will join thousands of American educational institutions and professionals who serve as citizen ambassadors of the United States. Host schools have found the teacher exchange program to be a rewarding and enjoyable experience.

Teacher exchange programs have been a part of U.S. public diplomacy efforts since 1949. Approximately 24,000 teachers from around the world participate annually in the Exchange Visitor Program. The Teacher Exchange Program serves as an educational and cultural program and is not meant to satisfy teacher shortages. This program is not only a great opportunity for international teachers to experience the culture and diversity of the United States, but the program also allows U.S. faculty and students to expand their horizons as well. The goodwill of American schools in opening their campuses to these international visitors is vital to this program's purpose and success. We encourage you to take part in the exchange teacher's cross-cultural activity requirement that opens the American classroom to dialogue with the exchange teacher's home country as identified in the [regulations](#).

Each sponsoring organization has a representative who will oversee each exchange teacher's year in your school. They are also available to serve as a point of contact for you and the faculty. The health, safety, and well-being of the teachers who participate in this program are our highest priority.

I hope this will be a rewarding experience for you, your school, and the exchange teacher. It is critical that you notify the exchange teacher's program sponsor if you have any concerns or if the exchange teacher's personal health, safety, and/or well-being is put at risk in any way. If the sponsor is not responsive to your concerns, please contact the Department of State directly at our 24-hour toll-free Emergency Hotline (1-866-283-9090) that has been established for this purpose. In addition, the program sponsor provides each exchange teacher with information regarding telephone numbers for immediate contact with the sponsor organization and the Department of State's toll-free Emergency Hotline and email address (jvisas@state.gov). Your exchange teacher may contact us if they have any concerns about their health, safety, and/or well-being.

The Teacher Exchange Program offers you, your staff, your exchange teacher, and your local community the opportunity to create a strong lifelong relationship. I hope this will be a positive and rewarding experience for all of you. The Department of State is deeply appreciative of your part in ensuring this program reaches its maximum potential as a quality educational and cultural exchange experience.

Sincerely,

A handwritten signature in blue ink, appearing to read "G. Kevin Saba".

G. Kevin Saba
Director, Policy & Program Support
for Private Sector Exchange