



**U.S. Headquarters**  
1250 H Street NW  
Suite 300  
Washington, DC 20005

To Whom It May Concern:

This is to certify that the individual listed on the DS-2019 form presented to you has been admitted into the United States on a J-1 Visa, under the sponsorship of Cultural Vistas, to pursue a program of teaching, as per the provisions of BridgeUSA.

Please issue this individual a Social Security Card coded appropriately for an international teacher who will undertake teaching in the United States for the period stated on the DS-2019. For reference, use the Program Operating Manual System, published by the Social Security Administration, Manual Section **RM 10211.345.A** which contains evidence on exchange visitors.

A J1 is employment authorized and **a sponsor letter is not required** if Item 4 on the DS-2019 identifies one of the following 12 categories. To enter these in the Enumeration system, select "Other" for the category in the Proof of Legal Alien Status. For more information, see [RM 10211.365D](#).

- Teacher

As of April 27, 2023 as per Public Notice 12016 in the Federal Register, the DS-2019 may be issued electronically via scanned email copies. **An original form signed in blue ink is no longer necessary.** "Sponsors may print and physically sign paper forms in ink (blue ink not required), scan and save them (e.g., as portable document format (PDF) files), and electronically transmit them (e.g., via email). OR Sponsors may use digital signature software to sign Forms DS-2019 and then electronically transmit them (e.g., via email) or mail them."

If you have any questions, please do not hesitate to contact me.

Sincerely,

A handwritten signature in black ink that reads "Caroline Gillam". The signature is written in a cursive, flowing style.

Caroline Gillam  
Program Director, J-1 Training and Compliance  
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cgillam@culturalvistas.org  
www.culturalvistas.org