W-7 Package Cover Letter

An Additional Help Document for ADS Chapter 252

New Edition Date: 08/25/2014
Responsible Office: E3
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[LETTERHEAD OF SPONSORING UNIT OR IMPLEMENTER]

[date]

United States Agency for International Development
Responsible or Alternate Responsible Officer for J-1 Visa Compliance
Office of Education (E3/ED/HEWT), PT Team
SA-44, Room 263
301 4th Street, SW
Washington, DC 20546

This letter certifies:

1. The attached completed Form W-7, Application for IRS Individual Taxpayer Identification Number and supporting documentation are for [insert EV’s full name], SEVIS ID [insert SEVIS ID number (on upper-right corner of Form DS-2019)];

2. The name and SEVIS ID number have been verified by the undersigned;

3. The undersigned has verified that the applicant is not eligible for a SSN, will not be securing employment in the United States or receiving any type of income from personal services, and is receiving only non-compensatory income from scholarships, fellowships, or grants that is subject to IRS information reporting and/or federal tax withholding requirements during the current tax year;

4. The applicant’s supporting original documents or copies certified by the issuing agency to establish identity and foreign status have been personally reviewed by the undersigned.

The applicant provided the following two originals or copies certified by the issuing agency to establish the applicant’s identity and foreign status:

☐ Passport
☐ Valid J-1 visa issued by U.S. Department of State

Attachments:
Completed and signed IRS Form W-7 – Application for IRS Individual Taxpayer Identification Number
Copy of signed Form DS-2019 Certificate of Eligibility for Exchange Visitor Status (J-1 status)
Copy of AID Form 1381-6, Conditions of Sponsorship for U.S.-Based Activities
Copy of identification documents

The undersigned is representing the above named (see letterhead) USAID Sponsoring Unit or implementer.

_______________________________________  ______________________________________
(Printed name)                                                                 (Signature)

_______________________________________  ______________________________________
(Contact Telephone Number)                (Signature Date)