**Hello, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

My name is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and I am a local exchange coordinator with EF High School Exchange Year. I am hoping to connect with you to share a bit more about our exchange program and what value our students can offer your schoolcommunity.

Would you be available to meet, either virtually or in-person, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_?  
I am available \_\_\_\_\_\_\_\_\_ or \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. Please let me know what works best.

**In advance of us meeting, here are a few resources that may be helpful:**

**Program overview:** We are designated by the US Department of State as an official J-1 visa sponsor, meaning our program assumes responsibility for the students and families. I’ve also attached a brochure for your information [or read more on our website.](https://efexchangeyear.org/benefits-of-hosting-an-international-exchange-student-in-your-school/)

**CSIET listing:** We current have full listing with this organization that oversees all J-1 exchange programs.

**Response to COVID-19:** [https://efexchangeyear.org/update/feed-usa/](https://eur01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fefexchangeyear.org%2Fupdate%2Ffeed-usa%2F&data=04%7C01%7C%7C0e6b378eb10d490eca1108d9fc64f88a%7Cf0d1c6fddff0486a8e91cfefefc7d98d%7C0%7C0%7C637818332858284581%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000&sdata=vGnTQcC5fBXkPYDjf5NOfc83bLj756cQkv706UyVbYY%3D&reserved=0). The “Frequently Asked Questions” section has great information pertinent to students and schools.

**Information about student and host family preparation:** In addition to the regular preparation that students and host families receive (orientations, online resources, etc.), they also now are guided to resources for “exchange during the COVID-19 pandemic.” These resources include, but are not limited to:

* Pre-departure/pre-arrival online courses (view students’ COVID-19 module [here](https://eur01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fefexchangeyear.schoolkeep.com%2Fc%2Fd9809e59fe20b8ebd64093179dd71e09e6bb6760&data=04%7C01%7C%7C0e6b378eb10d490eca1108d9fc64f88a%7Cf0d1c6fddff0486a8e91cfefefc7d98d%7C0%7C0%7C637818332858284581%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000&sdata=Yz9k8Hxri9K%2FNwqkP4tKzy4qIBLL%2BMKwUXLYIX4At70%3D&reserved=0), and the host family one can be found at [http://efhostfamily.northpass.com](https://eur01.safelinks.protection.outlook.com/?url=http%3A%2F%2Fefhostfamily.northpass.com%2F&data=04%7C01%7C%7C0e6b378eb10d490eca1108d9fc64f88a%7Cf0d1c6fddff0486a8e91cfefefc7d98d%7C0%7C0%7C637818332858284581%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000&sdata=IA0xWOO16nYdlx%2B%2BRaDWlY9V4hp8syEeLAvkTxdAIDs%3D&reserved=0))
* Online webchats with EF staff
* Email newsletters

Please feel free to reach out with any questions regarding this information or our program in general. I look forward to meeting with you at your earliest convenience.

All the best,