

Create Certificate of Eligibility for Exchange Visitor (Form DS-2019)

Q&A from April 15, 2016 Webinar

Disclaimer: This document contains questions/answers from the Department of State Webinar held on April 15, 2016 in regards to the creation of the Form DS-2019 following the anticipated SEVIS 6.27 Release on June 24, 2016. Questions related to J-1 program policy and future stages of SEVIS development are not addressed in this document.

Create Certificate of Eligibility (COE)

- 1. The biographical information must be exactly as it appears on the passport. If the J-1's first name and middle name are on separate lines on the passport, the first name/given name printed on the DS-2019 Form should be only the first name, excluding the middle name. Is that correct?**

A: If the exchange visitor has a middle name, enter it in the Given Name field. In SEVIS, the Surname/Primary name is the person's last name. The first name and middle name are considered the Given Name. Insert a space between the first and middle names.

- 2. Q: Will preferred name be visible on the Form DS-2019? What are the character limitations for the name fields?**

A: Although the Preferred Name may be entered in SEVIS, it does not print on the DS-2019 Form. The SEVIS name standards are available in the *User Manual for Exchange Visitor Program Sponsor Users (RO/ARO) of SEVIS, Volume II, Form DS-2019* (<http://j1visa.state.gov/sponsors/current/sevis>), online help, and the Study in the States website (<https://studyinthestates.dhs.gov/sevis-help-hub/learn-more/sevis-job-aids/name-fields-job-aid>).

- 3. Are the age limitations imposed based on the age at the time the record is created or the age at the start of the program? For example, if a secondary student applicant is 14 at the time the record is created, but will be 15 by the time the program starts, will we receive an error during creation?**

A: The current age restrictions are imposed based on the age as of the Program Begin Date. In this example, if the secondary student is 15 as of the Program Begin Date, no error will display. These rules have not changed.

In the June release, the system will display the exchange visitor's age in years as of the day the record is created. SEVIS will not allow a record to be created for an exchange visitor if they are under the age of 4 or over the age of 100 as of the current date.

- 4. Will the exchange visitor's foreign address be required on the biographical information page?**

A: No. Completion of the Foreign Address fields is optional.

- 5. What do we enter for Contact and Program Information - international office contact information or departmental (site of activity) information?**

A: The exchange visitor's contact and program information. That is, the exchange visitor's telephone number, email address, and physical and mailing addresses.

- 6. When should the exchange visitor's phone number be entered?**

A: The field has been added to the Contact and Program Information page, and completion is optional at the time of record creation. However, completion of the field is required when the exchange visitor's program participation is validated unless the exchange visitor is participating in a G program.

- 7. Is there an option to enter their phone number from another country? For example, Thailand, which includes the code of +66.**

A: No. SEVIS accepts only U.S. telephone numbers for exchange visitors.

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8. If the exchange visitor's telephone number changes, can it be changed in SEVIS after validation?

A: Yes. After the June release, select the Contact and Program Information link on the Edits menu to change the exchange visitor's telephone number.

9. Q: For Au Pair, is local coordinator position information required?

A: No. Once the exchange visitor's program participation is validated, you may use the Residential Information link on the Edits menu to add Local Coordinator and Host Family information. However, this information is not required.

10. Are there any changes to the source of funding fields on the Financial Information Page?

A: The Financial Information page has been reformatted; there are no new fields. However, this new information will display near the bottom of the page:

- 212(e) indicator
- Total Funding

11. Will deleting a draft record enable us to retain that form in our allotment of DS-2019 Forms?

A: Yes. Creating a draft record does not impact a sponsor's allotment of DS-2019 Forms. The sponsor's allotment is decreased when you click the Submit DS-2019 button on the Financial Information page, and the exchange visitor's status changes to Initial.

12. For Secondary School Student, a residential address is now required prior to validation. However, the record is locked once a visa is issued. Can you confirm that updating the residential address and validation can happen at the same time?

A: Yes. Starting in June, the Residential Information link on the Edits menu will be available to add residential information. The link will be available when the record is in Initial status even if a visa has been issued to the exchange visitor. You will need to click the Residential Information link and update the data, and then click the Validate Program Participation link to validate the exchange visitor's program participation.

13. The Secondary School Student has a new field, Host Family Indicator with options for: Arrival/Permanent. Is completion of this field mandatory at creation, or validation, or not mandatory?

A: Completion of this field along with the other Local Coordinator and Residential Address fields is optional when the record is created. Completion of the fields is required prior to validating the exchange visitor's program participation.

14. Is there a mechanism in place so program sponsors cannot erroneously validate a J record more than 30 days before the program begin date?

A: Yes. The fields on the Validate Program page are not available if the Program Begin Date is more than 30 days in the future.

Spouse/Dependents

15. Does the minimum age of 4 apply to J-2 dependent children?

A: No. There is no minimum age for a child dependent. However, the child dependent must be under the age of 21 and the spouse must be under the age of 100.

16. Is an email address required for spouse/dependents?

A: No. The spouse/dependent's email address is not required. Completion of the Email Address field is optional for the spouse/dependent.

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212(e)

17. Will the dynamic 212(e) information be based solely on financial information or will it also include country/skills list? Can the Consular Officer still impose 212(e) rules at his own discretion?

A: The 212(e) function in SEVIS has not changed. The country/skills list is not built in to SEVIS. The Consular Officer determines if the person is subject to 212(e). The information in SEVIS is just an indicator that the nonimmigrant may or may not be subject.

In the June release, the SEVIS Section 212(e) indicator will display before you submit the record. Due to the information entered in SEVIS, the Section 212(e) indicator will display the following:

- **Not Subject** if the exchange visitor is not subject to the requirement
- **Government Financing** if the exchange visitor is subject due to government financing
- **Alien Physician category** if the exchange visitor is participating in the Alien Physician category

18. If government funding is entered in error, can we edit without triggering the 2-year home residence requirement (also known as 212(e))?

A: Yes, as long as the government funding is removed before selecting the Submit DS-2019 button. Once the record is submitted, the 212(e) indicator **cannot** be removed in SEVIS.

Form DS-2019

19. Do exchange visitors need a version of the DS-2019 issued after June 26, 2015 if they are still active participants on July 1, 2016?

A: No. Last June, the Form DS-2019 was updated to accommodate the name changes (that is, surname/primary name and given name) and the bar code was removed. Exchange visitors may continue using the old version of the Form; a new one does not need to be printed.

20. Will the DS-2019 Form be further revised beyond the removal of the bar code? In other words, will we see a new DS-2019 soon the way the I-20 was restructured?

A: Not at this time. Due to the lengthy OMB process to revise the Form DS-2019, the current Form will remain as is.

Secondary Students Without Residential Address List

21. For sponsors with the Secondary School Student category designation, where will we find the list of students without residential address information?

A: The list is available on the Exchange Visitors and Dependents Menu (select the EV Lists button on the Listing of Programs page). The *Initial Status Exchange Visitors Without Residential Address Information* list displays when at least one student is in Initial status and lacks the information on his/her SEVIS record.

SEVIS to SEVIS Transfer Link

22. It looks like the SEVIS transfer link/option on the Exchange Visitor Information page for an individual record has changed or been renamed. Is that true?

A: No. The SEVIS to SEVIS Transfer link has not changed.