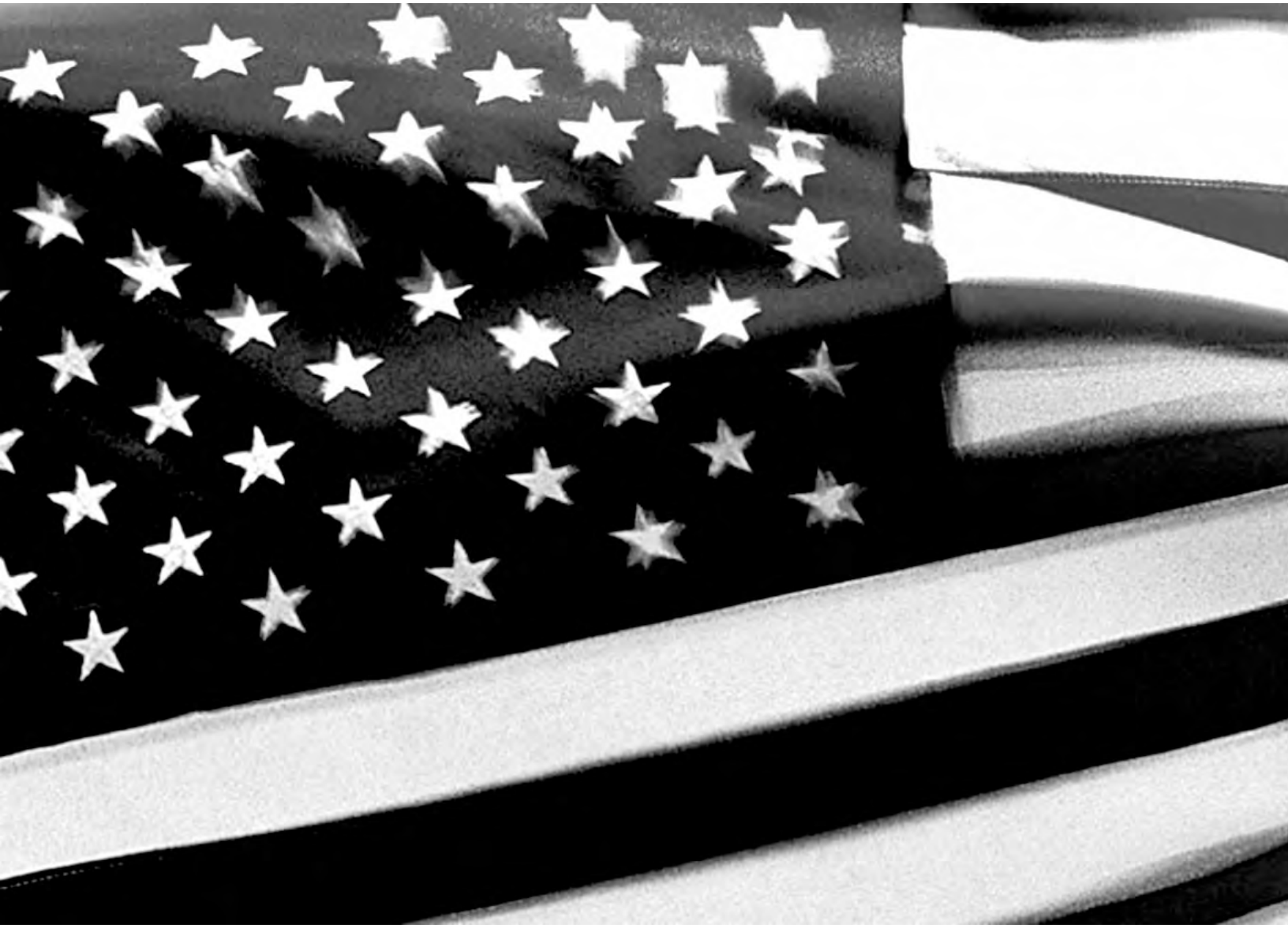
User Manual for Exchange Visitor Program Sponsor Users (RO/ARO) of SEVIS Volume I, Forms DS-3036 and DS-3037

Version 6.29
September 30, 2016

U.S. Department of State

U.S. Immigration and Customs Enforcement



Revision History

The following changes have been made to this manual for release 6.29:

- Cover: Release number and date have been updated
- Section 5: SEVIS Communications, has been renamed and updated

Disclaimer: The user manual provides guidance for using SEVIS. It does not replace the Exchange Visitor Program regulations [22 Code of Federal Regulations (CFR) Part 62]. To obtain administrative guidance on the Exchange Visitor Program, the Exchange Visitor Program regulations [22 CFR Part 62], or program or exchange visitor issues and concerns, contact the Department of State's Office of Designation, Private Sector Exchange.

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1. INTRODUCTION

This manual is a resource for Exchange Visitor Program Sponsor users, that is, Responsible Officers (ROs) and Alternate Responsible Officers (AROs) of the Student and Exchange Visitor Information System (SEVIS). It is presented in two separate volumes in order to delineate the Form DS-2019, and Form DS-3036, DS-3037, and other program updates. This volume addresses the procedures for performing program updates.

This manual provides guidance for using SEVIS. It does not replace the Exchange Visitor Program regulations [22 Code of Federal Regulations (CFR) Part 62]. To obtain administrative guidance on the Exchange Visitor Program, the Exchange Visitor Program regulations [22 CFR Part 62], or program or exchange visitor issues and concerns, contact the Department of State's Office of Designation, Private Sector Exchange.

1.1 U.S. Department of State Contact Information

To obtain administrative guidance on the Exchange Visitor Program, the Exchange Visitor Program regulations [22 CFR Part 62], or program or exchange visitor issues or concerns, contact the appropriate Office of Designation, Private Sector Exchange, Bureau of Educational and Cultural Affairs, Department of State (DoS):

- **Academic and Government Programs Division**

  U.S. Department of State
  Office of Designation
  Academic and Government Programs Division
  ECA/EC/D, SA 44, Room 668
  Washington, DC 20547-4406

  Fax: 202-203-7779

  Email: Agexchanges@state.gov

  Responsible for the administration and oversight of the following categories:

  - Government Visitor
  - International Visitor
  - Professor
  - Research Scholar
  - Short-Term Scholar
  - Specialist
  - Student (College/University)

- **Private Sector Programs Division**

  U.S. Department of State
  Office of Designation
  Private Sector Programs Division
  ECA/EC/D, SA 44, Room 668
  Washington, DC 20547-4406

  Fax: 202-203-7779

  Responsible for the administration and oversight of the following categories:

  - Alien Physician (email: DesignationAlienPhys@state.gov)
  - Au Pair (email: DesignationAuPairPro@state.gov)
  - Camp Counselor (email: DesignationCC@state.gov)
  - Intern (email: DesignationIntern@state.gov)

- Secondary Student (email: DesignationSSSP@state.gov)
- Summer Work Travel (email: DesignationSWT@state.gov)
- Teacher (email: DesignationTeacherPr@state.gov)
- Trainee (email: DesignationTrainee@state.gov)

Contact the appropriate division within DoS for all issues or questions related to 22 CFR Part 62, the interpretation of the regulation or DoS policy.

See Appendix B, Resources, for additional resource information.

1.2 Purpose of SEVIS

SEVIS facilitates timely reporting and monitoring of international students, exchange visitors (EVs), and their spouse/dependents in the United States. SEVIS is an Internet-based application for electronically monitoring and reporting on these individuals. SEVIS enables program sponsors and schools to transmit electronic information to the U.S. Department of Homeland Security (DHS), Immigration and Customs Enforcement (ICE) bureau and DoS throughout a student's or exchange visitor's program in the United States.

SEVIS enables the submission of applications for designation. Once designated as an Exchange Visitor Program sponsor, users may update program sponsor information, submit updates to the Department of Date that require approval, and create and update J-1 exchange visitor and J-2 spouse/dependent records. The DoS Office of Designation, Private Sector Exchange, has the capability to review and approve updates made to program sponsor and exchange visitor records using SEVIS, and notify ROs and AROs of the results.

1.3 Department of Homeland Security Consent

You are accessing a U.S. Government information system, which includes (1) this computer, (2) this computer network, (3) all computers connected to this network and (4) all devices and storage media attached to this network or to a computer on this network. This information system is provided for U.S. Government-authorized use only. Unauthorized or improper use or access of this system may result in disciplinary action, as well as civil and criminal penalties. By using this information system, you understand and consent to the following: You have no reasonable expectation of privacy when you use this information system; this includes any communications or data transiting, stored on, originated from or directed to this information system. At any time, and for any lawful government purpose, the government may monitor, intercept, search and seize any communication or data transiting, stored on, originated from or directed to or from this information system. The government may disclose or use any communications or data transiting, stored on, originated from or directed to or from this information system for any lawful government purpose. You are NOT authorized to process classified information on this information system.

1.4 Security Reminder

SEVIS was developed to maintain multiple levels of security to help protect against unauthorized access. One of the most important actions that you can take is to safeguard your user ID and password. Your SEVIS user ID and password are for your use only. Do not share your user ID and password with any other person and do not keep a written record of your user ID and/or password in a location that can be accessed by others. For sponsor officials, the Exchange Visitor Program regulations [22 CFR 62.12(e)] specifically address this issue.

If you feel that your password has been compromised, you can reset it using the **Forgot Your Password** link on the *SEVIS Login* page located at https://egov.ice.gov/sevis/ or the **Change Password** link on the navigation bar within the SEVIS application. Alternatively, you can call the SEVIS Help Desk at 800-892-4829 to have your password reset.

If you believe that an unauthorized person has obtained access to SEVIS, notify the DHS Help Desk immediately at 888-347-7762. The DHS Help Desk is staffed 24 hours a day and can assist with security concerns only. Direct all other SEVIS concerns or questions to the SEVIS Help Desk at 800-892-4829.

The DHS Help Desk will contact the Student and Exchange Visitor Program (SEVP) office immediately. SEVP will work with you to take appropriate steps to protect and prevent loss of SEVIS information. Such actions to be taken may include issuing a new SEVIS user ID and password. System security is a serious matter. SEVP is committed to addressing any system security concerns or issues that may arise. If you need assistance regarding security issues, call the DHS Help Desk at 888-347-7762.

1.5 Acronyms and Abbreviations

Appendix A, Acronyms and Abbreviations, includes a list of terms, abbreviations, and acronyms used in this document.

1.6 Disclaimer

All people, schools, programs, email addresses, and events depicted in this document are fictitious, and no similarity with any real persons or entities, living or deceased, is intended or should be inferred.

2. SEVIS HELP DESK

To report SEVIS-related issues or technical problems, call the SEVIS Help Desk at 800-892-4829. The SEVIS Help Desk is available during the hours of 8 a.m. to 6 p.m. Eastern Time, Monday through Friday, except federal holidays.

To obtain administrative guidance on the Exchange Visitor Program, the Exchange Visitor Program regulations [22 CFR part 62], or program or exchange visitor issues or concerns, contact the Office of Designation, Private Sector Exchange, Bureau of Educational and Cultural Affairs, Department of State (see U.S. Department of State Contact Information).

3. ACCESS SEVIS

As a federal database, SEVIS is subject to the Federal Information Security Management Act (FISMA). FISMA requires the annual review and verification that all users who access federal systems have both the business need and the authorization to access the system. To comply with FISMA, ROs must annually verify that they, and every ARO, are still employed by the organization and require continued access to SEVIS. If the officials are not validated by the deadline, they will lose access to SEVIS and will be unable to update nonimmigrant records. If applicable, Batch access will also be lost.

A user ID and password are required to access SEVIS. The system also requires use of the following:

- Internet access
- Adobe Reader: If Adobe Reader is not installed on the computer being used, see Appendix C, Download the Latest Version of Adobe Reader, for installation instructions.
- Laser printer: Laser Postscript printer with 32 MB of random access memory (RAM) (96 MB is recommended) or a Laser printer with 32 MB of RAM (64 MB is recommended).

Only authorized users with an active password may access SEVIS. Users may be associated with a program sponsor that has a status of Active or Suspended, or at least one exchange visitor whose status is Active and the program's status is one of the following:

- Denial Pending
- Revocation Pending
- Termination Pending
- Withdrawn

3.1 Password Guidelines

The email you receive from SEVIS when approved to use the system, and the Online Help, provide specific requirements for SEVIS passwords. General guidelines for SEVIS passwords are as follows:

- You cannot reuse any of your previous eight passwords.
- Passwords may not contain a dictionary word or proper noun.
- SEVIS passwords have a maximum life span of 90 days. When logging into SEVIS after 90 days, the *Change My Password* page opens. See Change Password Reminder for instructions.
- Protect your password. If you feel that your password has been compromised and you are unable to change it using the **Change Password** link on the navigation bar or the **Forgot Your Password** link on the *SEVIS Login* page, call the SEVIS Help Desk at 800-892-4829 to have your password reset.
- SEVIS user IDs and passwords are suspended after three unsuccessful log-in attempts. Use the **Forgot Your Password** link on the *SEVIS Login* page (see Request Password Reset for instructions) or call the SEVIS Help Desk at 800-892-4829 to have your access to SEVIS reinstated.
- Deactivation will occur if your account is inactive (unused) for 45 consecutive days. In this case, ROs may use the **Forgot Your Password** link on the *SEVIS Login* page, and AROs must contact their RO to request a password reset.
- Do not share your user ID and password. At no time and under no circumstances is your SEVIS user ID and password to be shared with anyone, either on a transitory or permanent basis.

REMINDER: You must log into SEVIS at least once every 45 days to keep your SEVIS user ID active.

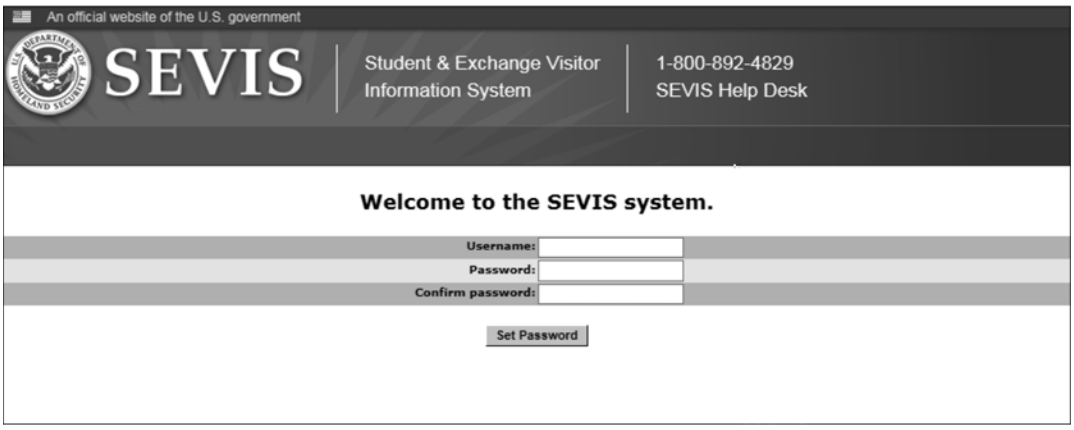
3.2 Create Your Initial SEVIS Password

An authorized user must have a permanent user ID and password to access SEVIS. When approved to use SEVIS, you will receive an email message containing your user ID and a second message containing a secure link to SEVIS. The secure link is associated with your user ID only and is active for 30 days. It can only be used to create a password for your user ID.

To use the link and create your password, perform the following:

1. Click the link contained in the email message. The *Set Password* page opens, as shown in Exhibit 1: SEVIS—Set Password Page.

Exhibit 1: SEVIS—Set Password Page



2. Enter your user ID in the **Username** field.
3. Enter your password in the **Password** field. Refer to Password Guidelines for instructions on creating a password.
4. Enter your new password again in the **Confirm Password** field.
5. Click the **Set Password** button. A message displays advising that you have successfully created a password. If the password is not successfully created, a message indicating the reason will display and you will be able to enter the appropriate data.
6. Once the password is successfully created, click **OK**. The *SEVIS Login* page opens. Exhibit 2: SEVIS Login Page, is an example of the page.

Note: After creating your password, use the *SEVIS Login* page (https://egov.ice.gov/sevis/) to access SEVIS and perform all of your SEVIS-related tasks.

REMINDER: You must log into SEVIS at least once every 45 days to keep your SEVIS user ID active.

Exhibit 2: SEVIS Login Page

3.3 Change Password

The navigation bar contains a link that enables you to change your password. To change your password, perform the following:

1. Log into SEVIS.
2. Click the **Change Password** link on the navigation bar. The *Change My Password* page opens.
3. Enter your current password in the **Old Password** field.
4. Enter your new password in the **New Password** field.
   Note: You cannot reuse your previous eight passwords.
5. Enter your new password again in the **Confirm New Password** field.
6. Click the **Change Password** button. A message displays advising that the password has been changed.
7. Click **OK** to return to SEVIS.

REMINDER: You must log into SEVIS at least once every 45 days to keep your SEVIS user ID active.

3.4 Change Password Reminder

You must change your password every 90 days. When you log into SEVIS after 75 days (and up until 90 days), SEVIS displays a message. It asks if you would like to change your password. If you click:

- **Yes**, the *Change Password* page opens.
- **No**, you will be logged into the system.

When logging into SEVIS after 90 days, you have no choice. You must change your password.

To change your password, perform the following:

1. Enter your current password in the **Old Password** field.
2. Enter your new password in the **New Password** field.
   Note: You cannot reuse your previous eight passwords.
   WARNING: Be careful when entering a password.
   - **Caps Lock:** Passwords are case sensitive. When creating a password using a mix of uppercase and lowercase letters, it must always be entered that way. If the **Caps Lock** key on the keyboard is turned on and you intend to enter “abcdeF9#”, the system reads the following password: ABCDEf9#. To SEVIS, these passwords are not the same.
   - **Numeric Keypad:** If using the numeric keypad to enter numbers, be sure to turn on the **Num Lock** key. Otherwise, enter numbers using the keys above the top row of alphabetic characters on the keyboard.
3. Enter your new password again in the **Confirm New Password** field.
4. Click the **Change Password** button. A message displays advising that the password has been changed.
5. Click **OK** to access SEVIS.

Note: If at any time you feel that your password has been compromised and you are not able to change it call the SEVIS Help Desk at 800-892-4829 to have your password reset.

REMINDER: You must log into SEVIS at least once every 45 days to keep your SEVIS user ID active.

3.5 Request Password Reset

The Forgot Your Password option is available for users to request a new SEVIS password. Use this function for any of the following reasons:

- You have forgotten your SEVIS password.
- Your SEVIS account is locked

- You feel that your SEVIS password has been compromised and you are unable to use the Change Password function.

Note: When an ARO has not logged into SEVIS for more than 45 days, his/her user ID will be inactivated. An inactive ARO cannot use the **Forgot Your Password** link on the *SEVIS Login* page to request a password reset. See Request Password Reset for ARO for information on how an ARO can request to have his/her password reset.

To request to have your password reset, perform the following:

1. Click the **Forgot Your Password** link on the *SEVIS Login* page. The *Request Password Reset* page opens.
2. Click the **Designation by DoS to admit J Exchange Visitors** radio button.
3. Enter your SEVIS user ID in the **User Name** field.
4. Click the **Submit** button. A message displays advising that the request has been submitted to SEVIS. However, if an ARO has not logged into SEVIS for more than 45 days, this message will display, "User is inactive due to 45 days of inactivity. Contact your RO to request a password reset." See Request Password Reset for ARO for information on how an ARO can request to have his/her password reset.

Note: An email will be sent to the email address associated with the SEVIS user ID. It will provide instructions for creating a new SEVIS password. The email will be valid for 30 days; a password must be created within 30 days of the date on the email.

REMINDER: You must log into SEVIS at least once every 45 days to keep your SEVIS user ID active.

3.6 Request Password Reset for ARO

Users must log into SEVIS at least once every 45 days or they will lose access to SEVIS. When a user has not logged into SEVIS for 30 days, the following will occur:

- An alert will be generated to inform the RO and AROs of the programs to which the user is associated that this user has not logged into SEVIS within the past 30 days. The alert will list the RO and any AROs who have not logged into SEVIS for 30 days.
- An email reminding the user to log into SEVIS will be sent to the RO and AROs of the programs to which the user is associated. If the user is also a PDSO or DSO for a school or campus, all users at those schools/campuses will receive the email, too.

When an ARO has not logged into SEVIS for 45 days, his/her user ID is inactivated. An inactive ARO cannot use the **Forgot Your Password** link on the *SEVIS Login* page to request a password reset. However, he/she may contact the RO to request a password reset.

To request a password reset for an ARO, the RO must perform the following:

1. On the *Listing of Programs* page, click the link in the **Name of Program** column for the program whose ARO is requesting a password reset.
2. Click the **Add/Update Officials** link on the **Edits** menu. The *Official Information* page opens.
3. Click the **Request Password Reset** link in the **Actions** column for the ARO who is requesting a password reset. The *Request Password Reset* page opens.
   Note: The **Request Password Reset** link will only display when an ARO has not logged into SEVIS for more than 45 days.
4. Click the **Request Password Reset** button. The following will occur:
   - An email is sent to the email address associated with this SEVIS user. It provides instructions for creating a new SEVIS password. The email is valid for 30 days; a password must be created within 30 days of the date on the email.
   - An email informing users that a password reset has been requested for this ARO is sent to each RO for the programs to which this user is associated. If the ARO is also a PDSO or DSO for a

school or campus, the email is sent to each PDSO at the schools/campuses to which the user is associated, as well.

4. LOG INTO/OUT OF SEVIS

The next two sections provide instruction on how to log into and out of SEVIS.

4.1 Log Into SEVIS

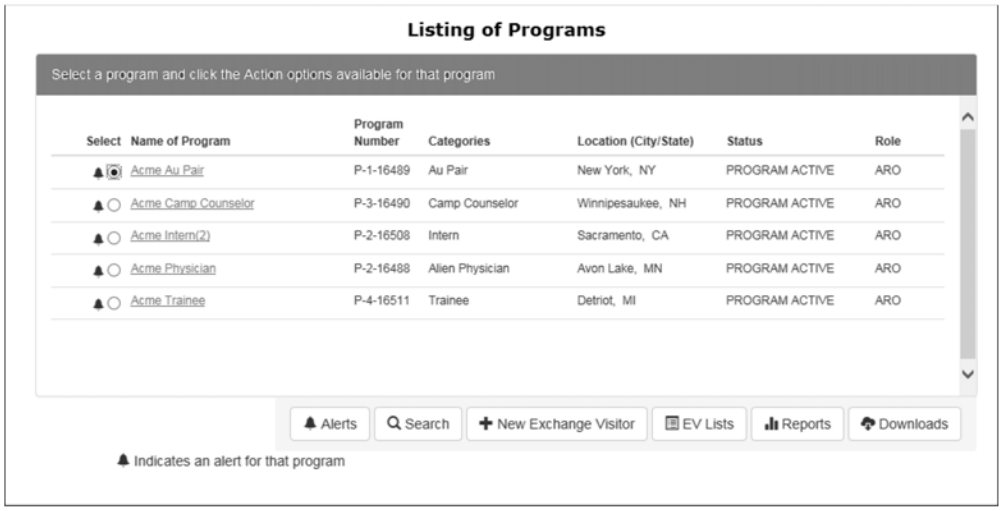
Only authorized users with an active password may access SEVIS. A user may be associated with a program sponsor that has:

- A status of Active or Suspended, or
- At least one exchange visitor in Active status, and the program's status is one of the following:
  - Denial Pending
  - Revocation Pending
  - Termination Pending
  - Withdrawn

To log into SEVIS, perform the following:

1. Access the *SEVIS Login* page at https://egov.ice.gov/sevis/.
2. If a *Security Alert* window opens, click **Yes** to continue to the *SEVIS Login* page (Exhibit 2).
3. Enter your user ID in the **User Name** field.
4. Enter your password in the **Password** field.
   WARNING: Be careful when entering a password.
   - **Caps Lock:** Passwords are case sensitive. When creating a password using a mix of uppercase and lowercase letters, it must always be entered that way. If the **Caps Lock** key on the keyboard is turned on and you intend to enter "abcdeF9#", the system reads the following password: ABCDEf9#. To SEVIS, these passwords are not the same.
   - **Numeric Keypad:** If using the numeric keypad to enter numbers, be sure to turn on the **Num Lock** key. Otherwise, enter numbers using the keys above the top row of alphabetic characters on the keyboard.
5. Press the **Enter** key or click the **Login** button. The *Paperwork Reduction Act* page opens.
6. Read the information and then click the **I Have Read and Understand This Notice** button to continue. One of the following will occur:
   - If there are message board postings, the *Message Board* page opens.
   - If there are ***no*** message board postings and you are authorized as an:
     - RO or ARO only, the *Listing of Programs* page opens. Exhibit 3:Listing of Programs Page, is an example of the page.
     - RO or ARO and a school official (that is, Principal Designated School Official [PDSO] or Designated School Official [DSO]), the *Main* page opens. You must select a link to view the *Listing of Programs* page or the *Listing of Schools* page.

Exhibit 3:Listing of Programs Page



Note: After 18 minutes of inactivity, a message displays advising that your session is about to expire. Click **OK** to continue working in SEVIS. If you click this button after 20 minutes of inactivity, a message displays advising that your session has expired. Click **OK** to return to the *SEVIS Login* page. Any unsaved data will be lost.

REMINDER: You must log into SEVIS at least once every 45 days to keep your SEVIS user ID active.

4.2 Log Out of SEVIS

To exit SEVIS at any time, click the **Logout** link on the navigation bar. Exhibit 4: Navigation bar—Logout Link, shows the location of the link.

Exhibit 4: Navigation bar—Logout Link

Note: If the system should lockup at any time, click the **Close** button in the upper-right corner of the browser window to exit SEVIS.

4.3 Additional Information About the SEVIS Login Page

Additional information about the *SEVIS Login* page follows:

- **Register for New Account** link: This link is used to create a temporary user ID and password and complete the Form DS-3036, Exchange Visitor Program Application. This link is ***not*** used to obtain a permanent user ID and password.
- **Forgot Your Password** link: Use this link if you have forgotten your password or your SEVIS account is locked. See Request Password Reset for instructions.

Note: After 18 minutes of inactivity, a message displays advising that your session is about to expire. Click **OK** to continue working in SEVIS. If you click this button after 20 minutes of inactivity, a message displays advising that your session has expired. Click **OK** to return to the *SEVIS Login* page. Any unsaved data will be lost.

5. SEVIS COMMUNICATIONS

5.1 Broadcast Messages

The message board allows you to view up to two years of broadcast messages from the Department of State and/or DHS. The *Broadcast Messages* page opens when you log into SEVIS. Otherwise, click **Message Board** on the navigation bar at any time to access the *Broadcast Messages* page.

Exhibit 5: Broadcast Messages Page, is an example of the page.

Exhibit 5: Broadcast Messages Page

5.2 View Broadcast Messages

Perform the following steps to view the details of a broadcast message:

1. Click the **View** link in the **Contents** column on the *Broadcast Messages* page. The *View Broadcast Message* page opens. Exhibit 6: View Broadcast Message Page, is an example of the page.

Exhibit 6: View Broadcast Message Page

2. View the details of the message. Below is a brief description/explanation of the message details.
   - **Message ID:** A system-generated identification number.
   - **Authorization:** A Student and Exchange Visitor Program (SEVP) identification number.
   - **Subject:** A brief description of the message.
   - **Date Sent:** The date the message was sent to users.
   - **Message Body:** The message details.
   - **Download PDF Copy:** Click this link to download a pdf copy of the message.
   - **Attachments:** Additional supporting documentation for the message. Click the file name to download or view the attachment.
3. Click the **Back** button to return to the *Broadcast Messages* page.
1.

6. PAGE COMPONENTS AND ONLINE HELP

This section provides descriptions of the SEVIS page components and online help functions.

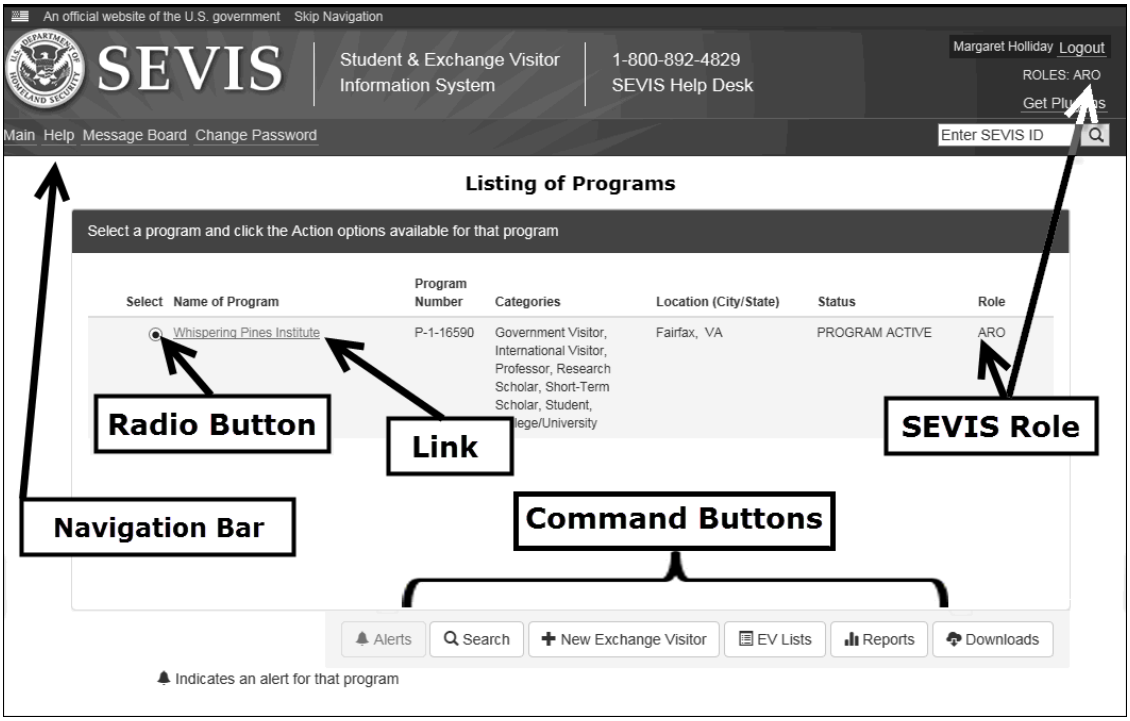
6.1 Overview of Page Components

This section explains SEVIS pages, page components, and how to navigate through the application.

Exhibit 7: Listing of Programs Page and Page Components, is an example of a page that opens when logged into SEVIS. It includes various options that are available on the navigation bar and links that are

available from within the list of program sponsors. The page components are labeled with the terms used in this manual.

Exhibit 7: Listing of Programs Page and Page Components



6.1.1 SEVIS Page Components

The following is a list of components that may be available on SEVIS pages:

- **Navigation Bar:** The menu bar lists the role(s) for the logged-in user on the right side and the following functions:
  - **Main:** Used to access the *Main* page or, if authorized as an RO or ARO and an official for a SEVIS school (that is, Principal Designated School Official [PDSO] or Designated School Official [DSO]), the page from which you select either the **Listing of Programs** (J visa) or **Listing of Schools** (F and M visas) link to open the list of programs or schools for which you are an authorized user
  - **Listing of Schools:** Used to access the listing of schools for which you are authorized if you are an RO or ARO and an official for a SEVIS school (that is, PDSO or DSO)
  - **Listing of Programs:** Used to access the listing of programs for which you are authorized if you are an RO or ARO and an official for a SEVIS school (that is, PDSO or DSO)
  - **Help:** Used to access Online Help for SEVIS
  - **Message Board:** Used to view SEVIS messages from DHS and/or DoS
  - **Change Password:** Used to change your SEVIS password (see Change Password for instructions)
  - **Get Plug-Ins:** Used to access the plug-ins used by SEVIS
  - **Logout:** Used to exit the system (see Log Out of SEVIS)

  Note: The navigation bar has been removed from many of the SEVIS pages depicted in this manual.

- **Links:** Click underlined text to advance to a different page within SEVIS.

6.1.2 Additional SEVIS Page Components

Additional page components that display on some SEVIS pages include the following:

- **Scroll Bar:** This is the part of a window that enables users to see additional information. SEVIS uses scrollbars on the bottom and/or the right side of some pages.
- **Fields:** These are areas on the pages where data may be typed or selected or in which system-generated data is displayed.
- **Buttons:** These buttons allow users to process data and move between pages. SEVIS uses the following types of buttons:
  - **Command Buttons:** Click to execute a command. For example, clicking the **Print DS-2019** button enables you to print a copy of the Form DS-2019.
  - **Radio Buttons:** Click to make a selection. Only one radio button can be selected at a time.
- **Other Input Methods**
  - **Check Boxes:** Click to make one or more selections. Click the box again to remove the check mark.
  - **Drop-Down Lists:** Click the down arrow to display a list and then make a selection.

6.2 SEVIS Online Help Functions

Online Help is always available by clicking the **Help** link on the navigation bar. Doing so opens a new browser window containing Online Help. The left pane (part of the window) contains a list of Online Help topics, and the right pane contains the text associated with the topic selected. Exhibit 8: Help Page, is an example of the Help on Help topic.

Note: The Online Help requires the use of Java Script; it does not function properly if Java Script is disabled.

Exhibit 8: Help Page

6.2.1 Online Help Table of Contents

To use the Online Help table of contents, perform the following:

1. Click the **Help** link on the navigation bar. The Online Help opens in a new browser window. The table of contents displays in the left pane.
2. Click a topic name to view the Online Help text for that topic in the right pane.
3. Click **Contents** in the upper-left side of the navigation pane to access the table of contents from the index or search pane.

6.2.2 Online Help Index

To use the index, perform the following:

1. Click **Index** in the upper-left side of the navigation pane to access the index.
2. Click a letter of the alphabet to display the index entries for words beginning with the selected letter.
3. Click a topic name to view the Online Help text for that topic in the right pane.
4. Click **Index** in the navigation pane to access the index from the contents or search pane.

6.2.3 Search Online Help

To search on a word or phrase, perform the following:

1. Click **Search** in the upper-left side of the navigation pane to access the search function.
2. Click a letter of the alphabet to display the Online Help topics that contain a word that begins with the letter selected.
3. Click a topic name to view the Online Help text for that topic in the right pane. If a topic title is followed by numbers, click a number to view a topic that contains the word that you are searching for. You may also click one number, then press and release the **Shift** key and then press and release the **Enter** key to scroll through the topics containing the word that you are searching for.
4. Click **Search** in the navigation pane to access the search function from the contents or index pane.

6.2.4 Show/Hide Left Pane

To hide and show the left pane of the *Help* page, perform the following:

1. To hide the left pane, click the **Hide** link in the upper-left corner of the right pane.
2. Click the **Show** link to restore the left pane.

6.2.5 Jumps

To use the jump feature, perform the following:

1. When viewing the Online Help text for a topic in the right pane, click an underlined word or phrase to jump to a new topic.
2. To return from a jump, click the **Back** button on the browser toolbar.

Note: Some underlined phrases are web links. They are identified by the text that precedes them. When clicked, the appropriate web page opens in a new browser window. When finished viewing a web page, click the **Close** button in the upper-right corner of the browser window.

6.2.6 Close Online Help

Close Online Help by clicking the **Close** button in the upper-right corner of the *Help* page.

6.2.7 Print Online Help Topics

The entire Online Help cannot be printed. Only the topic currently being viewed may be printed (that is, one topic at a time). To print an Online Help topic using Internet Explorer, perform the following:

1. Click anywhere in the right pane.

2. Click the **Print** button on the browser toolbar. The topic currently being viewed prints to the designated printer.

   or

1. Click anywhere in the right pane.
2. Select **Print** from the **File** menu. A *Print* window opens.
3. If necessary, click the **General** tab to move it on top of the other tabs.
4. Ensure that the appropriate printer is selected in the *Select Printer* list. If not, select the correct printer from the list.
5. Click the **Print** button to print to the designated printer.

7. PROGRAM INFORMATION

Descriptions of the program statuses and program sanction information follow.

7.1 Program Statuses

The possible statuses for Exchange Visitor Program sponsors are listed below in alphabetical order.

- **Active:** The entity has been designated by DoS as an Exchange Visitor Program sponsor and approved to use SEVIS.
- **Cancelled:** The sponsor's previous status was Withdrawn and DoS has noted that there are no exchange visitors in active status. The sponsor's officials no longer have SEVIS access to the program's records.
- **Denial Pending:** The sponsor's redesignation request has been denied by DoS. No new exchange visitor records can be created, and records in draft status cannot be updated or submitted. The program status will change to Denied once there are no exchange visitors in active status.
- **Denied:** The sponsor's previous status was Denial Pending and DoS has noted that there are no exchange visitors in active status. The sponsor's officials no longer have SEVIS access to the program's records.
- **Revocation Pending:** The sponsor's designation as an Exchange Visitor Program has been revoked by DoS. No new exchange visitor records can be created, and records in draft status cannot be updated or submitted. The program status will change to Revoked once there are no exchange visitors in active status.
- **Revoked:** The sponsor's previous status was Revocation Pending and DoS has noted that there are no exchange visitors in active status. The sponsor's officials no longer have SEVIS access to the program's records.
- **Suspended:** The sponsor's SEVIS participation as an Exchange Visitor Program has been temporarily suspended. No new exchange visitor records can be created, and records in draft status cannot be updated or submitted.
- **Terminated:** The sponsor's previous status was Termination Pending and DoS has noted that there are no exchange visitors in active status. The sponsor's officials no longer have SEVIS access to the program's records.
- **Termination Pending:** The sponsor's designation as an Exchange Visitor Program has been terminated by DoS. No new exchange visitor records can be created, and records in draft status cannot be updated or submitted. The program status will change to Terminated once there are no more exchange visitors in active status.
- **Withdrawn:** The sponsor has chosen to discontinue participating as an Exchange Visitor Program, or DoS has ended the program's participation as an Exchange Visitor Program. No new exchange visitor records can be created, and records in draft status cannot be updated or submitted. The program status will change to Cancelled once there are no exchange visitors in

active status.
Note: The date that displays to the right of "Withdrawn" on the *Program Information* page is the effective date of withdrawal of the program's designation as an exchange visitor program.

7.2 Sanctions, and Termination and Revocation of Programs Information

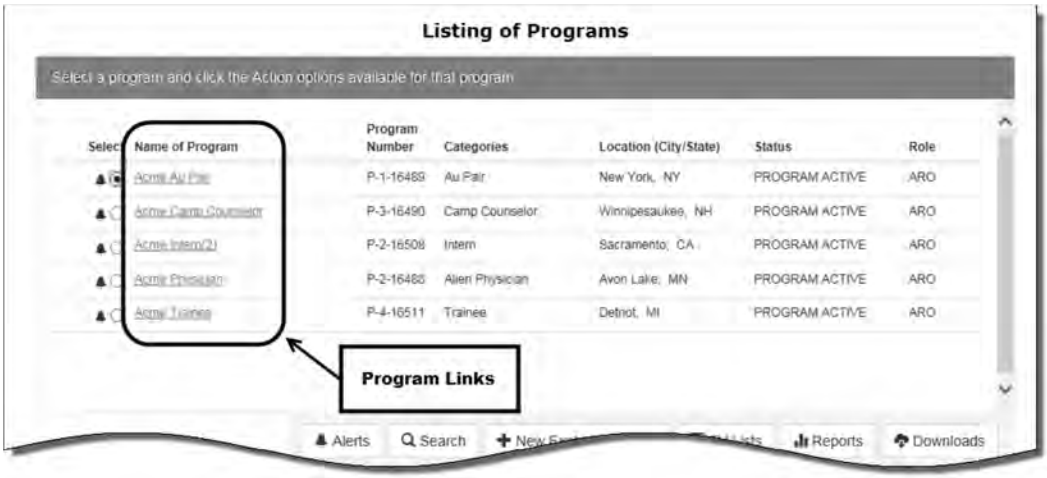
DoS may sanction, terminate, or revoke a program for noncompliance with the Exchange Visitor Program regulations [22 CFR 62.50 and 22 CFR 62.60]. The following sanction, termination, or revocation information may display on the *Program Sponsor Information* page (see Exhibit 10: Program Sponsor Information Page):

- **Sanction Alert:** The type of sanction alert for the program sponsor. One of the following may display in the **Sanction Alert** field on the *Program Information* page:
  - **Denial Recommended With an Approved Probation:** The sponsor is currently on probation. However, DoS has recommended denial of the sponsor's redesignation request. On the effective date of denial, which also displays on the page, the probationary period ends/is terminated and the program's status will change to Denial Pending.
  - **On Probation:** The sponsor has been placed on probation for a specified period of time. There are no restrictions on the sponsor.
  - **Revocation Recommended With an Approved Probation:** The sponsor is currently on probation. However, DoS has recommended revocation of the sponsor's SEVIS participation as an Exchange Visitor Program. On the effective date of revocation, which also displays on the page, the probationary period ends/is terminated, and the program's status will change to Revocation Pending.
- **Probation Begin Date:** The date on which a sponsor's probation starts.
- **Probation End Date:** The date on which a sponsor's probation ends.
- **Lesser Sanctions - Reduction:** 'Pending' will display in this field if DoS has recommended a reduction in the sponsor's next allotment of Forms DS-2019.
- **Percentage of Reduction:** If a sponsor's allotment of Forms DS-2019 will be reduced, the percentage of the reduction.
- **Suspension Begin Date:** The date on which a sponsor's suspension starts. When a program's status is Suspended, the sponsor's officials are unable to create new exchange visitor records, or update and submit records that are in draft status.
- **Suspension End Date:** The date on which a sponsor's suspension ends.
- **Effective Date of Revocation:** The date on which a sponsor's designation will be revoked.
- **Effective Date of Termination:** The date on which a sponsor's designation will be terminated.
- **Effective Date of Denial:** The date on which a sponsor's designation will be terminated because the redesignation request was denied.

8. PROGRAM ACTIONS/EDITS

SEVIS enables ROs and AROs to use the Form DS-3037 to update program information and perform tasks such as requesting an allotment of Forms DS-2019, and adding, updating, and deleting AROs. To perform these tasks, begin by selecting the appropriate program sponsor in the **Name of Program** column on the *Listing of Programs* page. Exhibit 9: Listing of Programs Page—Program Links, is an example of the page.

Exhibit 9: Listing of Programs Page—Program Links



Certain program information can be updated by the RO or an ARO without DoS approval. However, submitted changes for other updates must be reviewed and approved by DoS. The tasks requiring DoS approval also require you to print the Form DS-3036 or DS-3037 and submit the Form and supporting documentation, if any, to DoS. Once DoS reviews and approves or denies the change or request, the program sponsor record is updated, as necessary.

Exhibit 10: Program Sponsor Information Page, is an example of the page that provides links to submit requests to DoS and make changes to the program information. The page contains summary information for the selected program, including program officials' information. The left side of the page contains three menus: **Actions**, **Edits**, and **Lists/Reports**. The options, or links, on each menu provide you with the capability to complete a variety of tasks. The procedures for making requests and/or changes to program information are described in the following sections.

Note: Click an official's email address link on the *Program Sponsor Information* page to quickly initiate an email to the selected official.

Exhibit 10: Program Sponsor Information Page

Actions:
Amendment
Redesignation
Change Program Sponsor Name
Request Allotment of DS-2019
Request Brochures
Cancel Program
Pending Requests
Resume for Batch Processing

Edits:
Add Foreign Entity Information
Add/Update Officials
Update Program Sponsor Information
Update CEO Information

Lists/Reports:
Search Exchange Visitor
Create Exchange Visitor
Exchange Visitor Lists
Reports

View:
Allotment History

Whispering Pines Institute

Program Number:	P-1-00468
Program Status:	ACTIVE
Next User Verification Date:	03/02/2017
Sanction Alert:	
Probation Begin Date:	
Probation End Date:	
Lesser Sanctions - Reduction:	
Percentage of Reduction:	
Suspension Begin Date:	
Suspension End Date:	
Effective Date of Relocation:	
Effective Date of Termination:	
Effective Date of Denial:	
Name of Sponsoring Organization:	Whispering Pines Institute
Business Address:	1223 Main St. FAIRFAX , VA 20108 - 0001
Mailing Address:	PO Box 5000 FAIRFAX , VA 20080
Employer Identification Number:	093287560
Employer Identification Number Date of Issuance:	08/24/1950
Name of CEO:	Mary Smith
Title of CEO:	President
Approved Categories:	Government Visitor, International Visitor, Professor, Research Scholar, Specialist, Student, College/University
Approved Occupational Categories:	
Number of DS-2019 Forms from the Most Recent Allotment:	10
Number of DS-2019 Forms Remaining:	12
Date of Original Designation:	07/18/1905
Date of Most Recent Redesignation:	11/25/2015
Annual Reporting Cycle:	ACADEMIC
Status of Current Annual Report:	SUBMITTED
Date Last Annual Report Received:	07/17/2015
Number of Active J1 Exchange Visitors:	3
Number of Active J2 Exchange Visitors:	0
Program Website:	www.WPI.edu
Emergency Telephone Number:	999-888-6666

Official Information

Official Name	Title	Telephone Number	Fax Number	Email Address	Role
Anna Austin	Student Advisor	111-222-3333		[illegible]	RO
Jane Doe	Assistant Dean of Students	111-222-2222		[illegible]	ARO

8.1 Amendment

The Amendment option enables a program sponsor to add more categories to its initial designation, as long as those categories comply with DoS business rules (see Appendix D, Participation by Category Listing).

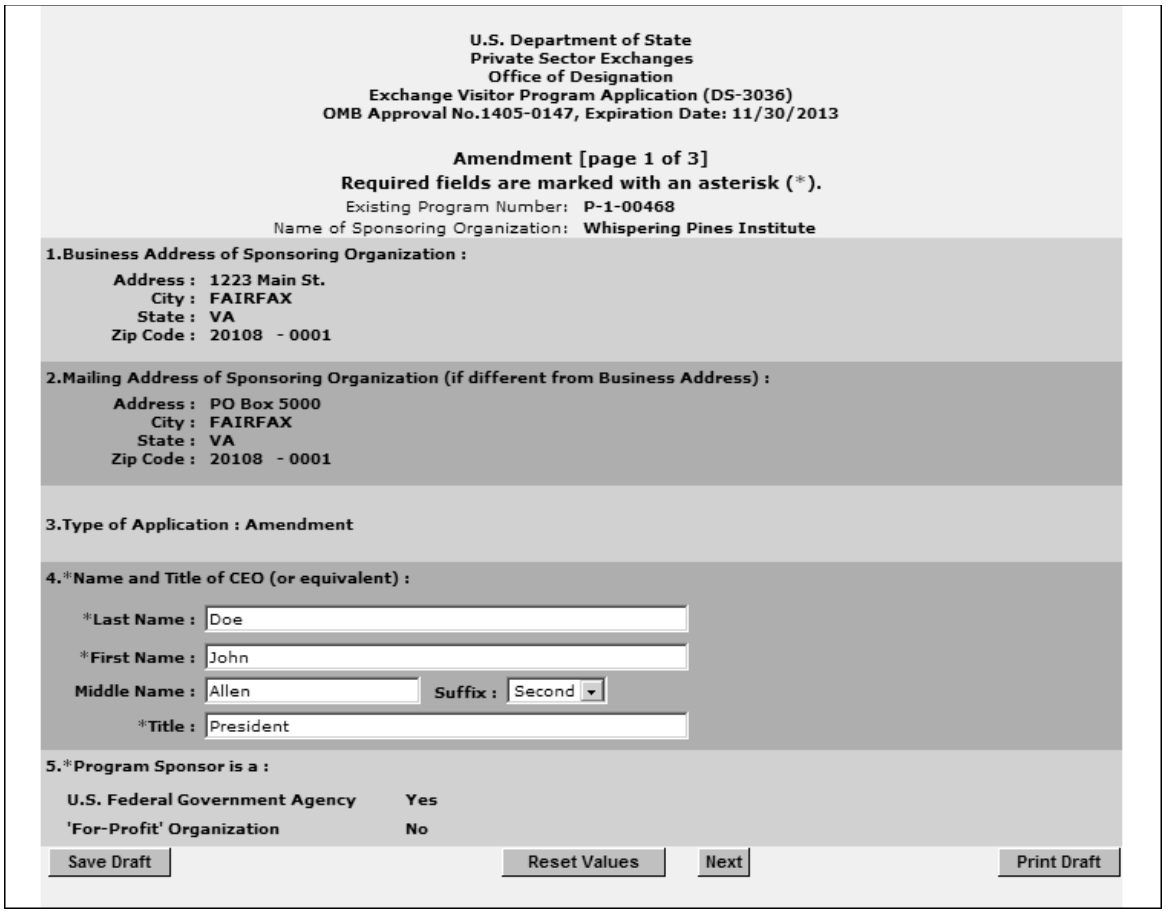
The amendment process is similar to the initial designation process. An RO or ARO must complete and submit an amendment to the program's original Form DS-3036 using SEVIS. The completed application must also be printed and mailed with supporting documentation to the appropriate Division of DoS. No fee is required and only one request can be submitted at a time. If the application is approved, the program's designation will be updated to include the additional categories.

8.1.1 Complete Amendment Page 1

To complete Page 1 of the Amendment request, perform the following:

1. On the *Listing of Programs* page, click the link in the **Name of Program** column for the program whose current program designation is being amended. The *Program Sponsor Information* page opens.
2. Click the **Amendment** link on the **Actions** menu. The first page of the three-page electronic Form DS-3036, as depicted in Exhibit 11: Amendment Page 1, opens. The page includes current data for the selected program.

Exhibit 11: Amendment Page 1


U.S. Department of State
Private Sector Exchanges
Office of Designation
Exchange Visitor Program Application (DS-3036)
OMB Approval No.1405-0147, Expiration Date: 11/30/2013

Amendment [page 1 of 3]
Required fields are marked with an asterisk (*).
Existing Program Number: P-1-00468
Name of Sponsoring Organization: Whispering Pines Institute

1.Business Address of Sponsoring Organization :
Address : 1223 Main St.
City : FAIRFAX
State : VA
Zip Code : 20108 - 0001

2.Mailing Address of Sponsoring Organization (if different from Business Address) :
Address : PO Box 5000
City : FAIRFAX
State : VA
Zip Code : 20108 - 0001

3.Type of Application : Amendment

4.*Name and Title of CEO (or equivalent) :
*Last Name : Doe
*First Name : John
Middle Name : Allen
Suffix : Second
*Title : President

5.*Program Sponsor is a :
U.S. Federal Government Agency Yes
'For-Profit' Organization No

Save Draft | Reset Values | Next | Print Draft

3. If necessary, modify Section 4, Name and Title of CEO [Chief Executive Officer] (or equivalent).
4. Click one of these buttons:
   - **Save Draft:** After completing the required fields on Page 1, click this button to save the data entered on this page.

     Note: You **do not** need to click this button before advancing to the next page of the Form DS-3036. SEVIS saves data when the **Next** button is clicked.
   - **Reset Values:** Click this button to return all unsaved entries on the page to the previous values.
   - **Next:** Click this button to save the data entered on Page 1 and advance to Page 2 of the amendment request.
   - **Print Draft:** Click this button to print a draft copy of the amendment request.

     It is recommended that you print the draft Form DS-3036 prior to submission of the Form in SEVIS. Printing the draft Form allows you to review a paper copy of the data for accuracy. Necessary corrections may be made prior to submission of the Form. See Print Form DS-3036, Form DS-3037, or Draft Form for printing instructions.

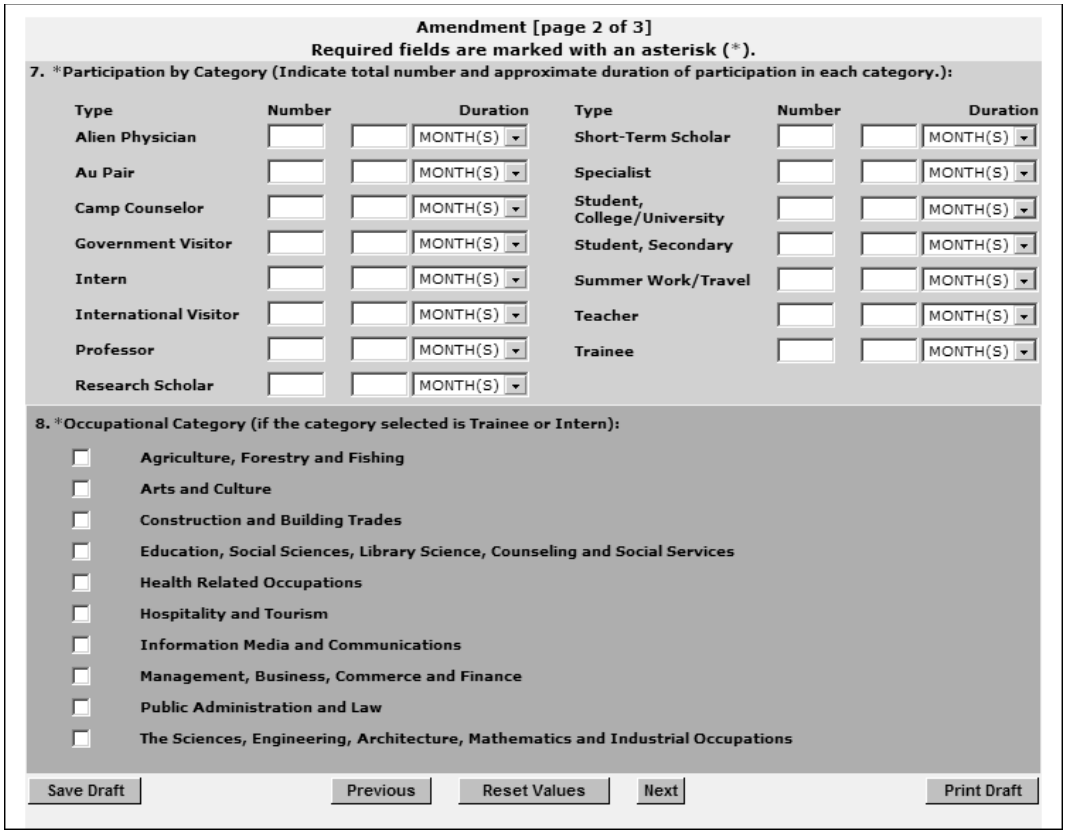
8.1.2 Complete Amendment Page 2

Exhibit 12: Amendment Page 2, is an example of the page used to enter information regarding the category(ies) to be added. Refer to Participation by Category Listing for guidance on which categories may be added to the program.

Note: The Exchange Visitor Program regulations provide for specific categories for education and cultural exchanges. Each of the 15 categories has specific requirements, set forth in 22 CFR Part 62 Subpart B. Currently designated sponsors with approval to accept participants in certain categories cannot amend their programs. Although SEVIS may enable you to complete and submit an amendment request, these programs should not be amended. DoS will deny the amendment request. The categories that cannot be amended are as follows:

- Alien Physician
- Au Pair
- Camp Counselor
- Secondary School Student
- Summer Work/Travel
- Teacher

Exhibit 12: Amendment Page 2


Amendment [page 2 of 3]
Required fields are marked with an asterisk (*).

7. *Participation by Category (Indicate total number and approximate duration of participation in each category.):

Type	Number	Duration	Type	Number	Duration
Alien Physician		MONTH(S)	Short-Term Scholar		MONTH(S)
Au Pair		MONTH(S)	Specialist		MONTH(S)
Camp Counselor		MONTH(S)	Student, College/University		MONTH(S)
Government Visitor		MONTH(S)	Student, Secondary		MONTH(S)
Intern		MONTH(S)	Summer Work/Travel		MONTH(S)
International Visitor		MONTH(S)	Teacher		MONTH(S)
Professor		MONTH(S)	Trainee		MONTH(S)
Research Scholar		MONTH(S)			

8. *Occupational Category (if the category selected is Trainee or Intern):

- Agriculture, Forestry and Fishing
- Arts and Culture
- Construction and Building Trades
- Education, Social Sciences, Library Science, Counseling and Social Services
- Health Related Occupations
- Hospitality and Tourism
- Information Media and Communications
- Management, Business, Commerce and Finance
- Public Administration and Law
- The Sciences, Engineering, Architecture, Mathematics and Industrial Occupations

Save Draft | Previous | Reset Values | Next | Print Draft

To complete Section 7, **Participation by Category**, perform the following:

1. You may request authorization to sponsor exchange visitors in 1 or more of 15 categories. For each additional category being applied for, enter the number of exchange visitors expected in that category in the **Number** column. **Do not** include the previously approved categories for the program.
2. In the next box, enter the duration of the exchange visitor participation (that is, the amount of time required to complete the program), then select the appropriate time period: days, weeks, months, or years.

   See Exchange Visitor Categories for detailed information about each category.

3. Section 8, Occupational Category, must be completed when the **Trainee** or **Intern** category is selected in Section 7, Participation of Category. Trainee or Intern may be selected on an amendment application only if the program is currently designated for that category and the program sponsor wants to add occupational categories. To select occupational categories, click the box next to the name of the occupational category or categories that are being applied for.
4. Click one of these buttons:
   - **Save Draft** to save the data entered on this page.
   - **Previous** to return to the previous page of the amendment request.

     WARNING: The data entered on this page will be lost. Be sure to save the data entered on this page before selecting the **Previous** button.
   - **Reset Values** to return all unsaved entries on the page to the previous values.
   - **Next** to save the data entered and advance to Page 3 of the amendment request.
   - **Print Draft** to print a draft copy of the amendment request.

     It is recommended that you print the draft Form DS-3036 prior to submission of the Form in SEVIS. Printing the draft Form allows you to review a paper copy of the data for accuracy. Necessary corrections may be made prior to submission of the Form. See Print Form DS-3036, Form DS-3037, or Draft Form for printing instructions.

8.1.2.1 Exchange Visitor Categories

The following sections provide a brief description/explanation of each category.

8.1.2.1.1 ALIEN PHYSICIAN

This category is mutually exclusive; currently designated sponsors with approval to accept participants in this category cannot amend this program.

The Educational Commission for Foreign Medical Graduates (ECFMG) is the only sponsor authorized to use this category. This category [22 CFR 62.27] is for a foreign national who is a graduate of a school of medicine who comes to the United States under a program in which he/she will receive graduate medical education or training conducted by accredited U.S. schools of medicine or scientific institutions.

All foreign physicians in this category must successfully complete ECFMG-administered examinations that measure their command of the medical sciences. All foreign physicians are subject to the Two-Year Home-Country Physical Presence Requirement as stipulated in Section 212(e) of the Immigration and Nationality Act and Public Law 94-484.

Note: The J visa does not provide for programs with hands-on or direct-patient contact, such as veterinarian, dental, or nursing training.

The maximum duration of participation for the alien physician category shall not exceed 7 years.

8.1.2.1.2 AU PAIR

This category is mutually exclusive; currently designated sponsors with approval to accept participants in this category cannot amend this program.

The Au Pair Program [22 CFR 62.31] is designed to give foreign nationals the opportunity to live with an American host family and participate directly in the home life of that family while providing limited child-care services. Also, during their initial period of program participation, all EduCare au pair participants are required to complete not less than 12 semester hours (or their equivalent) of academic credit in formal educational settings at accredited U.S. post-secondary institutions. All other au pair participants are required to complete not less than six semester hours (or their equivalent) of academic credit in formal educational settings at accredited U.S. post-secondary institutions.

The maximum duration of participation for this program shall not exceed 1 year.

8.1.2.1.3 CAMP COUNSELOR

This category is mutually exclusive; currently designated sponsors with approval to accept participants in this category cannot amend this program.

The Camp Counselor Program [22 CFR 62.30] facilitates the entry of foreign nationals to serve as counselors in U.S. summer camps. Under no circumstances shall program sponsors facilitate the entry into the United States of a participant for whom a camp placement has not been pre-arranged.

The maximum duration of participation for this program shall not exceed 4 months. No extensions will be permitted.

8.1.2.1.4 GOVERNMENT VISITOR

This category [22 CFR 62.29] is reserved for use by Federal, State, or local Government agencies.

Participation in this category is for participants who are recognized as influential or distinguished persons, and who are selected by a Federal, State, or local Government agency to participate in observation tours, discussions, consultations, professional meetings, conferences, workshops, and travel.

The maximum duration of participation for this category shall not exceed 18 months.

8.1.2.1.5 INTERN

Currently designated sponsors with approval to accept participants in this category can submit an amendment to add occupational categories only.

An intern [22 CFR 62.22] is a foreign national who either:

- Is currently enrolled in and pursuing studies at a degree- or certificate-granting post-secondary academic institution outside the United States, or
- Graduated from such an institution no more than 12 months prior to his/her Exchange Visitor Program begin date

and who enters the United States to participate in a structured and guided work-based internship program in his/her specific academic field.

The maximum duration of participation for this category shall not exceed 12 months.

Note: For program exclusions, see 22 CFR 62.22(j).

8.1.2.1.6 INTERNATIONAL VISITOR

This category [22 CFR 62.28] is reserved for use by the U.S. Department of State. International visitors are potential or recognized leaders in their own countries.

The maximum duration of participation for this category shall not exceed 1 year.

8.1.2.1.7 PROFESSOR

This category [22 CFR 62.20] is for individuals who are involved primarily in teaching, lecturing, observing, or consulting at post-secondary accredited academic institutions, museums, libraries, or similar types of institutions. A professor also may conduct research where authorized by the sponsor.

The maximum duration of participation for this category shall not exceed 60 months.

8.1.2.1.8 RESEARCH SCHOLAR

Research scholars [22 CFR 62.20] primarily conduct research, observe, or consult in connection with a research project at research institutions, corporate research facilities, museums, libraries, accredited post-secondary accredited academic institutions, or similar types of institutions. The research scholar may also teach and lecture where authorized by the sponsor.

The maximum duration of participation for this category shall not exceed 60 months.

8.1.2.1.9 SHORT-TERM SCHOLAR

A short-term scholar [22 CFR 62.21] is a professor, research scholar, or person with similar education or accomplishments coming to the United States on a short-term visit to lecture, observe, consult, train, or demonstrate special skills at research institutions, museums, libraries, post-secondary accredited academic institutions, or similar types of organizations.

The maximum duration of participation for this category shall not exceed 6 months. No extensions will be permitted.

8.1.2.1.10 SPECIALIST

This category [22 CFR 62.26] is for experts who will exhibit specialized knowledge or skills while in the United States. These foreign nationals enter the United States for the purpose of observing, consulting, or demonstrating special knowledge or skills.

The maximum duration of participation for this program shall not exceed 1 year. Extension requests may be submitted to DoS for approval.

8.1.2.1.11 STUDENT: COLLEGE/UNIVERSITY

- **College and University Students** [22 CFR 62.23]**:** Participants in this category must be pursuing a full course of study leading to or culminating in the award of a U.S. degree from a post-secondary accredited academic institution, or engaged full-time in a prescribed course of study of up to 24 months (non-degree) duration conducted by:
  - A post-secondary accredited academic institution, or
  - An institute approved by or acceptable to the post-secondary accredited academic institution, where the student is to be enrolled upon completion of the non-degree program.

  The maximum duration of participation for college and university students is unlimited, as long as they are enrolled full time in programs that lead to a degree. If enrolled in a non-degree program, the duration of participation shall not exceed 24 months, including academic training.
- **Student Intern** [22 CFR 62.23]**:** The student intern is a foreign national enrolled in and pursuing a degree at an post-secondary accredited academic institution outside the United States and is participating in a student internship program in the United States that will fulfill the educational objectives for his/her current degree program at his/her home institution. Participants in this category must meet the following five criteria:
  a. In addition to satisfying the general requirements set forth in 22 CFR 62.10(a), the student intern must have sufficient English language skills to function on a day-to-day basis in the internship environment.
  b. He/she is primarily in the United States to engage in a student internship program.
  c. He/she has been accepted into a student internship program at the post-secondary accredited academic institution listed on his/her Form DS-2019.
  d. The student intern is in good academic standing with the post-academic institution outside the United States from which he/she is enrolled in and pursuing a degree.
  e. The student intern will return to the academic program and fulfill and obtain a degree from such academic institution after completion of the student internship program.

  The maximum duration of participation for student interns shall not exceed 12 months. No extensions will be permitted.

8.1.2.1.12 STUDENT: SECONDARY SCHOOL (HIGH SCHOOL)

This category is mutually exclusive; currently designated sponsors with approval to accept participants in this category cannot amend this program.

A separate application (Form DS-3036) must be completed for this subcategory, which affords students an opportunity to study at accredited public or private secondary schools while living with an American host family. Participants in this category must meet the following three requirements [22 CFR 62.25]:

1. Secondary school students who have not completed more than 11 years of primary and secondary schooling, excluding kindergarten, in their home country
2. At least 15 but not more than 18-1/2 years of age on the date the student will begin his/her program
3. Without previous participation as an exchange visitor for high school studies in the United States

Factors such as English language proficiency, maturity, character, and scholastic aptitude are critical.

The maximum duration of participation for secondary school students (high school students) is a minimum of 1 academic semester and a maximum of 1 academic year.

8.1.2.1.13 SUMMER WORK/TRAVEL

This category is mutually exclusive; currently designated sponsors with approval to accept participants in this category cannot amend this program.

The Summer Work/Travel Program [22 CFR 62.32] is designed to provide a bona fide foreign post-secondary student, who at the time of application is enrolled in and actively pursuing a degree or a full-time course of study at a ministerially-recognized post-secondary academic institution the opportunity to work and travel in the United States for a 4-month period during his/her break between academic years.

The maximum duration of participation for this program shall not exceed 4 months. No extensions will be permitted.

8.1.2.1.14 TEACHER

This category [22 CFR 62.24] is for foreign nationals with:

- The equivalent of a U.S. Bachelor's degree in either education or the subject matter (or related subjects) he/she intends to teach and
- A minimum of the equivalent of two years of post-degree full-time teaching experience,

who is employed as a teacher at the time of application for the program, for the purpose of teaching full-time in a primary or secondary accredited academic institution.

Copies of the approval letters obtained from the State Department of Education for each state in which foreign teachers will be placed must be submitted to DoS with this application.

The maximum duration of participation for this category shall not exceed 3 years.

8.1.2.1.15 TRAINEE

Currently designated sponsors with approval to accept participants in this category can submit an amendment to add occupational categories only.

A trainee [22 CFR 62.22] is a foreign national participating in a structured and guided work-based training program in his/her specific occupational field (in an occupational category for which a sponsor has obtained designation) who has either:

- A degree or professional certificate from a foreign ministerially-recognized post-secondary academic institution and at least one year of prior related work experience in his/her occupational field acquired outside the United States; or
- Five years of work experience in his/her occupational field acquired outside the United States.

Although training often occurs in a workplace setting, the training must be bona fide, and not merely employment. A generic training plan for each requested training occupational category and duration of training being offered must be submitted with the amendment application. Designated program sponsors are required to ensure that individualized Trainee/Internship Placement Plans (Form DS-7002) are

prepared for selected trainees and forwarded to them prior to entry into the United States. Sponsors must also ensure continuous supervision and periodic evaluations are completed.

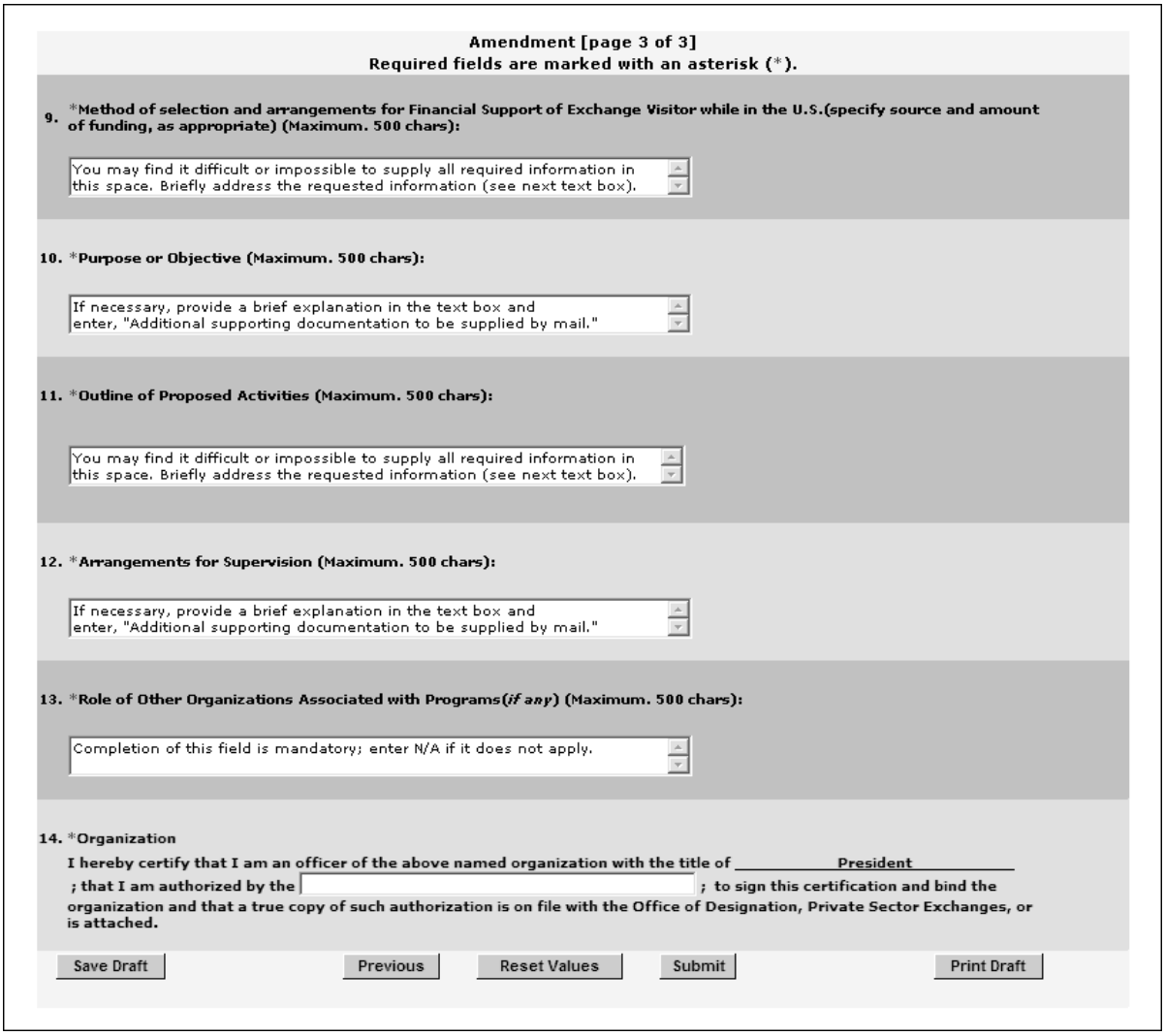
Note: Refer to 22 CFR 62.22(j) for program exclusions.

Refer to 22 CFR 62.22(k) for the maximum duration or participation permitted for the Trainee category.

8.1.3 Complete Amendment Page 3

Exhibit 13: Amendment Page 3, is an example of Page 3 of the amendment request.

Exhibit 13: Amendment Page 3


Amendment [page 3 of 3]
Required fields are marked with an asterisk (*).

9. *Method of selection and arrangements for Financial Support of Exchange Visitor while in the U.S.(specify source and amount of funding, as appropriate) (Maximum. 500 chars):

You may find it difficult or impossible to supply all required information in this space. Briefly address the requested information (see next text box).

10. *Purpose or Objective (Maximum. 500 chars):

If necessary, provide a brief explanation in the text box and enter, "Additional supporting documentation to be supplied by mail."

11. *Outline of Proposed Activities (Maximum. 500 chars):

You may find it difficult or impossible to supply all required information in this space. Briefly address the requested information (see next text box).

12. *Arrangements for Supervision (Maximum. 500 chars):

If necessary, provide a brief explanation in the text box and enter, "Additional supporting documentation to be supplied by mail."

13. *Role of Other Organizations Associated with Programs(*if any*) (Maximum. 500 chars):

Completion of this field is mandatory; enter N/A if it does not apply.

14. *Organization

I hereby certify that I am an officer of the above named organization with the title of President ; that I am authorized by the ; to sign this certification and bind the organization and that a true copy of such authorization is on file with the Office of Designation, Private Sector Exchanges, or is attached.

Save Draft | Previous | Reset Values | Submit | Print Draft

1. Below is a list with explanations of the sections on this page. All of the sections must be completed for the new categories being applied for. To complete this page, enter the following data:
   - *** Method of Selection and Arrangements for Financial Support of Exchange Visitor while in the U.S.:** Use the text box to address, at least briefly, each of the six categories listed below.
     - Selection of Exchange Visitors [22 CFR 62.10(a)]
     - Program Costs/Fees and Deposits/Refunds

- Program Funding/Financial Support
- Health Care Insurance [22 CFR 62.14]
- Orientation [22 CFR 62.10]
- Consortium Information

Mail the relevant documents with the signed copy of the Form DS-3036 and other supporting documentation within 30 calendar days of submitting the electronic Form DS-3036 in SEVIS. **Note:** No more than 500 characters can be entered into this text box and you may find it difficult or impossible to supply all the requested information in this space. In such cases, provide a brief explanation for each of the six categories in the text box, and enter the following statement as necessary: *Additional supporting documentation to be supplied by mail*.

- *** Purpose or Objective:** Provide information about the purpose and objectives of the program. Explain how the program will promote better understanding and improve communications between people in the United States and other nations of the world through international educational and cultural exchange.

  Note: No more than 500 characters can be entered into this text box, and you may find it difficult or impossible to supply all the requested information in this space. In such cases, provide a brief explanation in the text box and enter the following statement: *Additional supporting documentation to be supplied by mail*.

- *** Outline of Proposed Activities:** Provide an outline of proposed cross-cultural activities for each category selected. While there is no set number of such activities required, program sponsors must offer a reasonable number of cross-cultural activities, such as sports, cultural, and social activities. Describe the planned cross-cultural activities that would acquaint participants with American society, culture, and institutions.

  Note: Due to the nature of the Short-Term Scholar category, such cross-cultural activities are encouraged but not required.

  Note: No more than 500 characters can be entered into this text box, and you may find it difficult or impossible to supply all the requested information in this space. In such cases, provide a brief explanation in the text box and enter the following statement: *Additional supporting documentation to be supplied by mail*.

- *** Arrangements for Supervision:** Provide the following information regarding the supervision, direction, evaluation, and monitoring of the programs [22 CFR 62.10].
  - Describe provisions for the supervision, evaluation, and monitoring of the participants and host families, as applicable. For Secondary School programs, also include information on the approximate ratio of program sponsor representatives to students within the 120-mile radius specified by regulations 22 CFR 62.25(d)(5).
  - Provide details on, in case of emergency, how participants can easily contact the sponsor.
  - Provide details regarding where participants will stay while in the United States. Include information on arrangements or procedures to be used to place prospective participants in private homes, as applicable.
  - If there are written materials that define precisely the purpose and objectives of the program, as well as the financial arrangements under which the program is to be administered, enclose a copy with the application.
  - Post-secondary academic institutions shall include a copy of any current agreements, if applicable.

  Note: No more than 500 characters can be entered into this text box, and you may find it difficult or impossible to supply all the requested information in this space. In such cases, provide a brief explanation in the text box and enter the following statement: *Additional supporting documentation to be supplied by mail*.

- *** Role of Other Organizations Associated with Programs (if any):** Provide the names and addresses of the organization's foreign affiliates/partners/offices, if any, and the names of their key officers who may be associated with the overall administration of the program. In addition, include a list of domestic affiliated organizations and companies, if any, with whom the organization is cooperating in exchange activities. Advise if any of these organizations have their own designations to carry out an exchange program.

  Note: Completion of this field is mandatory; enter "N/A" if it does not apply.

  Note: No more than 500 characters can be entered into this text box, and you may find it difficult or impossible to supply all the requested information in this space. In such cases, provide a brief explanation in the text box and enter the following statement: *Additional supporting documentation to be supplied by mail*.
- *** Organization:** In the empty text box, fill in the title of a person or group (for example, Board of Trustees or Board of Directors). Do not enter a person's name. This information may be obtained from your organization's Articles of Incorporation.

2. Click one of these buttons:
   - **Save Draft** to save the data entered on this page.
   - **Previous** to return to the previous page of the amendment request.

     WARNING: The data entered on this page will be lost. Be sure to save the data entered on this page before selecting the **Previous** button.
   - **Reset Values** to return all unsaved entries on the page to the previous values.
   - **Submit** to submit the amendment request to DoS for review. Once submitted, the amendment application cannot be changed; it can only be viewed and printed. See Submit the Amendment Request for additional information.
   - **Print Draft** to print a draft copy of the amendment request.

     It is recommended that you print the draft Form DS-3036 prior to submission of the Form in SEVIS. Printing the draft Form allows you to review a paper copy of the data for accuracy. Necessary corrections may be made prior to submission of the Form. See Print Form DS-3036, Form DS-3037, or Draft Form for printing instructions.

8.1.4 Submit the Amendment Request

The amendment process is similar to the initial designation process. The RO or ARO must complete and submit an amendment to the program's original designation using SEVIS. There is no fee for submitting an amendment request, and only one amendment request can be submitted at a time.

The completed application must also be printed, signed, and mailed with supporting documentation to the appropriate address. (See U.S. Department of State Contact Information or Appendix B, Resources, for the appropriate address.) DoS must receive these materials before the request will be reviewed.

Note: The submitter of the request will receive email notification when DoS notes in SEVIS receipt of the completed and signed application, and the supporting documentation.

DoS will use SEVIS to view and process the amendment request; the following outcomes are possible:

- **Approved:** Approval notification will be sent by email to the submitter of the request. The additional categories will be added to the program.
- **Request for Information:** Additional information is required for processing the request. An email will be sent to the submitter of the request advising that additional information is required for the review to continue. A letter outlining the need for additional information will be sent by fax or the U.S. Postal Service. When DoS marks in SEVIS that the information has been received, an email will be sent to the submitter of the request advising that the material has been received and the review process will continue.

- **Denied:** The RO will receive notification by a mailed letter that will provide specific information regarding the basis for denial. There are no means to appeal this decision.

  Note: An application that is denied cannot be appealed.

8.2 Cancel Program

An Exchange Visitor Program with a SEVIS status of Active may cancel its participation as a designated program. Sponsors who want to discontinue participation in the Exchange Visitor Program must inform DoS of this decision.

To cancel a program, perform the following:

1. On the *Program Sponsor Information* page, click the **Cancel Program** link. The *Cancel Program* page opens.
2. Click the **Cancel Program** button.
   WARNING: The program will be immediately canceled when the **Cancel Program** button is clicked. The status of the program immediately changes to Withdrawn.

   Note: Proper steps must be taken to transfer the existing participants out of the program. You may also allow the exchange visitors to complete their programs, at which time their records will become Inactive. When DoS notes in SEVIS that there are no exchange visitors in active status, the remaining users (RO and AROs) will receive an email informing them that their access to SEVIS for the canceled program has been deactivated.

   Note: When there are no more exchange visitors in active status and DoS marks in SEVIS that the program is canceled, the remaining SEVIS officials (RO and AROs) will receive an email informing them that their access to SEVIS for the canceled program has been deactivated.

8.3 Change Program Sponsor Name

A program sponsor requesting a name change must submit a signed Form DS-3037 and new Articles of Incorporation to DoS. However, change of ownership requires the completion and submission of a new Designation Application (Form DS-3036).

To submit a request to change the name of the sponsor organization, perform the following:

1. On the *Listing of Programs* page, click the link in the **Name of Program** column for the program requesting a name change. The *Program Sponsor Information* page opens.
2. Click the **Change Program Sponsor Name** link on the **Actions** menu.
3. Enter the required information.
4. Click the **Change Name** button. A message displays advising that the request has been successfully submitted to SEVIS.
5. On the message page, click the **Print DS-3037** button to print a copy of the Form. (See Print Form DS-3036, Form DS-3037, or Draft Form for printing instructions.)
6. The signed Form and new Articles of Incorporation must be mailed to the appropriate Division of DoS. See U.S. Department of State Contact Information for the appropriate address. If DoS does not note in SEVIS receipt of the Form DS-3037 and Articles of Incorporation within 30 calendar days of submission of this request in SEVIS, the request will be automatically deleted from SEVIS.

Following receipt of the Form and the Articles of Incorporation, DoS will process the request. The following outcomes are possible:

- **Application Approved:** The submitter of the request will receive approval notification by email.
- **Request for Information:** The submitter of the request will receive an email advising that additional information must be provided so that DoS can continue processing the request. A letter outlining the need for additional information will be sent by fax or the U.S. Postal Service. When DoS receives the information and updates the request in SEVIS, the system will send an email to the submitter of the request advising that the material has been received and the review process

will continue. However, a request with a status of Awaiting Additional Information for more than 30 calendar days will be automatically deleted from SEVIS.

- **Application Denied:** The RO will receive notification by a mailed letter that will provide specific information regarding the basis for denial.

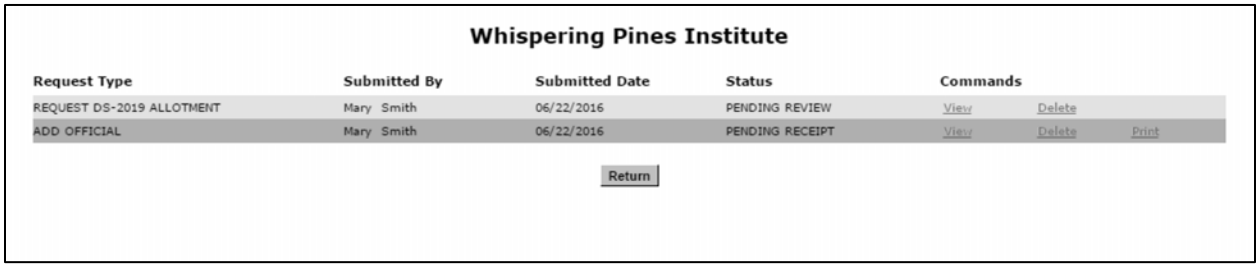
8.4 Pending Requests

You may view, print, and delete requests that are pending. Such requests include a request for Forms DS-2019, updating and adding program sponsor officials, and redesignation.

To view the requests that are pending, perform the following:

1. On the *Listing of Programs* page, click the link in the **Name of Program** column for the program whose pending requests you want to view, print, or delete. The *Program Sponsor Information* page opens.
2. Click the **Pending Request** link on the **Actions** menu. Exhibit 14: Pending Requests Page, is an example of the page.

Exhibit 14: Pending Requests Page



3. Click one of these links, if available, in the **Commands** column:
   - **View** to view the request that has been submitted to DoS.
   - **Delete** to delete the request that has been submitted to DoS.
   - **Print** to print a copy of the selected request. See Print Form DS-3036, Form DS-3037, or Draft Form for printing instructions.

8.5 Redesignation

Exchange Visitor Programs are approved to operate for a specific period of time. Program sponsors may seek redesignation for another 1- or 2-year term by:

1. Submitting a redesignation request in SEVIS 3 months in advance of the program's designation expiration date
2. Paying the required non-refundable fee [22 CFR 62.17, Fees and Charges] via the Pay.gov website
3. Submitting a copy of the signed Form DS-3036, supporting documentation, and a copy of the Pay.gov confirmation page showing payment of the fee to DoS

Six months before a program's approval to operate expires, SEVIS will provide an alert advising that the program's designation expiration date is nearing. Another alert will display 3 months prior to the expiration date. Both alerts will include the program's expiration date.

Note: When there is an alert for a program, the bell symbol displays on the *Listing of Programs* page. SEVIS does not send email notification for alerts. You must use SEVIS to view and process alerts. (See Alerts for additional information about SEVIS alerts.) Exhibit 15: Listing of Programs Page—Alerts Button, shows the location of the **Alerts** button on the page.

Exhibit 15: Listing of Programs Page—Alerts Button

To view the list of alerts for a program, click the **Alerts** button on the *Listing of Programs* page. Exhibit 16: Alerts for Hill School, is an example of the page that displays the current alerts for this program. The alert in Exhibit 16 indicates that the designation authorization for Hill School will expire on August 18, 2016. The alert will be removed when the Redesignation request is submitted or the program's designation expiration date is in the past.

Exhibit 16: Alerts for Hill School

A sponsor who has submitted a redesignation request, including supporting documentation, may continue to operate the program until DoS notifies the program of a decision to extend or terminate its length of designation.

Note: The required non-refundable fee must be submitted via the Pay.gov website, and a copy of the confirmation page submitted to DoS before this request will be processed. See 22 CFR 62.17, Fees and Charges, for the amount due for redesignation.

The subsequent sections provide instructions for completing and submitting the redesignation application in SEVIS.

8.5.1 Complete Redesignation Application

To complete the redesignation process, perform the following:

1. On the *Listing of Programs* page, click the link in the **Name of Program** column for the program requesting redesignation. The *Program Sponsor Information* page opens.
2. Click the **Redesignation** link on the **Actions** menu. Exhibit 17: Redesignation Page, is an example of the page that opens.

Exhibit 17: Redesignation Page

U.S. Department of State
Private Sector Exchanges
Office of Designation
Exchange Visitor Program Application (DS-3036)
OMB Approval No.1405-0147, Expiration Date: 11/30/2013

Redesignation
Required fields are marked with an asterisk (*)

Program Number: P-4-12158
Name of Sponsoring Organization: Au Pairs USA, Inc.

1. *Type of Application: Redesignation

2. *Organization

I hereby certify that I am an officer of the above named organization with the title of _____; that I am authorized by the _____; to sign this certification and bind the organization and that a true copy of such authorization is on file with the Office of Designation, Private Sector Exchanges, or is attached.

Submit Cancel

3. Enter the required information, specifically your title in relation to the sponsoring organization and the name of the authorizing body (for example, Board of Trustees).
4. Click the **Submit** button to send the redesignation request to DoS.
5. On the message page that displays, click the **Print DS-3036** button and print a copy of the Form. This Form must be signed and mailed to DoS. (See Print Form DS-3036, Form DS-3037, or Draft Form for printing instructions.)
6. Access the Pay.gov website (https://www.pay.gov/) and submit your electronic payment following the instructions provided by DoS. A copy of the Pay.gov confirmation page showing payment of the required non-refundable fee, and the signed application must be received by DoS before the review process will begin.

   See Submit the Redesignation Request for additional information.

8.5.2 Electronic Submission of Payment

DoS has entered into an agreement with the U.S. Department of Treasury's Financial Management Service (FMS) to participate in an electronic payment system known as "Pay.gov." All Exchange Visitor Program fee payments must be submitted via the Pay.gov website. Currently, the following requests, which are processed using SEVIS, require payment of a non-refundable fee:

- Redesignation
- Change of Category
- Extension Beyond the Maximum Duration of Participation
- Reinstatement
- Reinstatement – Update SEVIS Status

Pay.gov is a secure, Government-wide financial management transaction portal managed by FMS, and developed in cooperation with Cleveland Federal Reserve Bank and Bank of America. The Department accepts payments from checking and savings accounts via Automated Clearing House (ACH) at

Cleveland Federal Reserve Bank and credit card collections with settlement provided by Bank of America. The ACH is a funds transfer network that provides for interbank clearing of electronic entries by participating financial institutions.

Your organization must identify at least two Pay.gov users to DoS to register to use the "Exchange Visitor Program (EVP) Fee Payment" form via Pay.gov. This form is private and exclusively for the use of J-1 designated sponsors to submit requests for services (that is, redesignation, extensions, reinstatements, reinstatement – update SEVIS status, and change of category). Contact DoS to obtain registration information and instructions for submitting payments electronically via Pay.gov.

Note: "ECFMG Sponsorship" and "Permission to Issue" requests are not CURRENTLY processed using SEVIS. However, fee payments for "ECFMG Sponsorship" and "Permission to Issue" must also be made via the Pay.gov website.

8.5.3 Submit Redesignation Request

Following submission of the redesignation request in SEVIS, a signed copy of the request (Form DS-3036), and a copy of the Pay.gov confirmation page showing payment of the required fee, must be mailed to the appropriate Division of DoS. See U.S. Department of State Contact Information for the appropriate address.

DoS will use SEVIS to view and process the redesignation request; the following outcomes are possible:

- **Approved:** The RO and the submitter of the request, if different, will receive approval notification by email. The email will contain the length of time (1 or 2 years) for which the program has been approved.

  DoS will send a letter of redesignation by fax or the U.S. Postal Service. The redesignation term will take effect on the date that appears on the redesignation letter.

- **Request for Information:** Additional information is required for processing the request. The submitter of the request will receive an email advising that additional information must be provided so that DoS can continue processing the request. A letter outlining the need for additional information will be sent by fax or the U.S. Postal Service. When DoS receives the information and updates the redesignation request in SEVIS, an email is sent to the submitter of the request advising that the material has been received and the review process will continue.

  Note: A request with a status of Awaiting Additional Information for more than 60 calendar days will be automatically deleted from SEVIS.

- **Denial Recommended:** An EVPD Manager or Officer has recommended denial of the redesignation request.
- **Denied:** The RO will receive notification by a mailed letter that will provide specific information regarding the basis for denial. There are no means to appeal this decision. The status of the program will change to Denial Pending on the effective date of denial. Once an EVPD Manager or Officer notes in SEVIS that there are no exchange visitors in active status, the RO and AROs will no longer have access to this program sponsor's records.

  Note: A redesignation request that is denied cannot be appealed.

8.6 Register for Batch Processing

Program sponsors and schools may use the batch data exchange to interface with SEVIS. Authorized organizations can utilize systems external to SEVIS to create and update student, exchange visitor, and spouse/dependent (visa types F, M, and J) records and upload the records to SEVIS. Organizations may develop systems in-house or purchase third-party products to communicate with SEVIS and upload and download information (system-to-system).

The batch data exchange (batch interface) process is the method for automated exchange of data between SEVIS and programs, using the Internet. This exchange requires the registration of a digital certificate in SEVIS for those organizations that want to use batch. The RO or an ARO for a program

wanting to use batch must register the digital certificate. Organizations that sponsor multiple programs must register the digital certificate for each program.

Note: Prior to registering the digital certificate for use with SEVIS, download the certificate files with the "**.cer**" and "**.pem**" extensions to a secure location on a local area network. The procedures to download the certificate files will vary depending on the type of browser being used.

To register a digital certificate, perform the following:

1. On the *Listing of Programs* page, click the link in the **Name of Program** column for the program that is being registered. The *Program Sponsor Information* page opens.
2. Click the **Register for Batch Processing** link on the **Actions** menu. The *Acceptance of Batch Interface Security Requirements* page opens.
3. After reading the requirements, click the **Accept** button to proceed with the registration process. The *Batch Process Registration* page opens.
4. To select the path name of the program's digital certificate, click the **Browse** button and locate the files with the "**.cer**" or "**.pem**" extension.
5. Highlight the appropriate file name and click the **Open** button. The *Upload Certificate* page shows the path name in the text box.
6. Click the **Upload Certificate** button. If the certificate and the RO or ARO's credentials are confirmed by SEVIS, a *Confirmation* page opens. However, if the system cannot validate the certificate and credentials, an error message will display. Remember, only digital certificates issued by VeriSign are valid for use with SEVIS.

Note: The SEVP website and the Online Help contain additional information regarding the SEVIS Batch Interface process. The Universal Resource Locator (URL) for the batch information is http://www.ice.gov/sevis/schools/batch.htm.

REMINDER: You must log into SEVIS at least once every 45 days to keep your SEVIS user ID active. Using only Batch will not keep your SEVIS user ID active.

8.7 Request Allotment of Forms DS-2019

DoS allots a specific number of Forms DS-2019 to each Exchange Visitor Program. For an exchange visitor beginning a new program, when his/her Form is submitted, SEVIS automatically reduces the currently allotted total by one. SEVIS also increments the allotment of Forms by one when the status of an exchange visitor (record is in Initial status) is changed to Invalid with the reason of "Form Canceled," or the system changes the status of the exchange visitor to Invalid. See Allotment History for additional information.

Each program may apply for an additional allotment as needed. SEVIS provides program sponsors a notice alerting them that 80% or more of their electronic Form DS-2019 allotment has been used; the alert shows the number of Forms remaining. However, a request for an allotment of Forms DS-2019 may be submitted to DoS at any time. DoS has the discretion to determine the number of Forms to provide to the program sponsor.

Note: When there is an alert for a program, the bell symbol displays on the *Listing of Programs* page. SEVIS does not send email notification for alerts. You must use SEVIS to view and process alerts. (See Alerts for additional information about SEVIS alerts.) Exhibit 18: Allotment Alert, is an example of the alert generated by SEVIS when a sponsor has used 80% or more of their allotment of Forms.

Exhibit 18: Allotment Alert

Note: When using the Request Allotment feature to request an increase in the number of program participants, written justification must also be submitted to DoS. See Request an Increase in the Number of Program Participants for instructions on requesting approval to increase the number of program participants.

To request additional Forms DS-2019, perform the following:

1. On the *Listing of Programs* page, click the link in the **Name of Program** column for the program requesting an allotment of Forms. The *Program Sponsor Information* page opens.
2. Click the **Request Allotment of DS-2019** link on the **Actions** menu. The *Request Allotment* page opens.
3. Enter the number of Forms requested.
4. Click the **Request Allotment** button.

   Note: If unable to submit this request, view the *Pending Requests* list for this program to determine whether the request has already been submitted. Only one request can be processed at a time.

This request must be reviewed and approved by DoS; the following outcomes are possible:

- **Approved:** An email is sent to inform the submitter of the request that the request has been approved. The number of Forms allotted to the sponsor is included in the email.
- **Request for Information:** Additional information is required for processing the request. A letter outlining the need for additional information will be sent by fax or the U.S. Postal Service. When DoS receives the information, the review process will continue. However, a request with a status of Awaiting Additional Information for more than 30 calendar days will be automatically deleted from SEVIS.
- **Denied:** An email is sent to inform the RO and the submitter of the request, if different, that the request has been denied. DoS will send a formal letter by fax or the U.S. Postal Service explaining the reason the request was denied.

8.8 Allotment History

The Allotment History option is available on the *Program Information* page. To view the allotment history for a program, perform the following steps:

1. Log into SEVIS and access the *Program Information* page.
2. Click the **Allotment History** link on the **View** menu. The *Allotment History* page opens. It contains the date(s) and number of Forms Ds-2019 allotted, or deleted by DoS.
3. Click the **Return** button to open the *Program Information* page.

8.9 Request Brochures

Although this option is available in SEVIS, do not use it. Brochures can be obtained at the http://j1visa.state.gov/ website or by contacting the Department of State.

8.10 Request Increase in the Number of Program Participants

This section explains the procedures for requesting an increase in the allotment of Forms DS-2019 for the purpose of expanding the number of participants in a program.

DoS is vested with the discretion to determine the number of participants in a given sponsor's program. In determining this number, the Department considers current program size, projected expansion of program size, and the current administration of the specific program. The Department is particularly concerned with requests for a significant expansion in a relatively short period of time. Requesting an increase in the number of program participants is a two-step process, including an electronic submission through SEVIS and written justification.

WARNING: DoS must receive the written justification within 30 calendar days of submission of the request in SEVIS. Otherwise, the request will be denied. See Request Allotment of Forms DS-2019 for the procedures for the electronic submission of a request for an allotment of Forms.

When making a request for an increase in the number of Forms, information that demonstrates the ability to select, place, and supervise additional exchange visitors must be submitted to DoS. The request must be:

1. Prepared on the program sponsor's letterhead, and
2. Mailed or faxed to the appropriate Division of the Office of Designation, Private Sector Exchange, for processing

The written justification must address the following:

1. The reason for the request for program expansion
2. Staff increases relevant to this anticipated program increase including before and after staffing patterns/personnel structures
3. Confirmation/assurance that the new employees/representatives have been adequately trained in order to assume their respective duties and responsibilities associated with this program expansion
4. Current financial information (including year-end financial statements/reports and a proposed business plan)
5. Any other information on how this program growth will be absorbed

Mail the materials to DoS; see U.S. Department of State Contact Information for the appropriate address.

8.11 Add/Update Foreign Entity Information

You may add information to SEVIS regarding foreign entities (that is, overseas agents or partners). Multiple entities may be added; the data can be updated, too. The next two sections provide instruction on adding and updating foreign entity data.

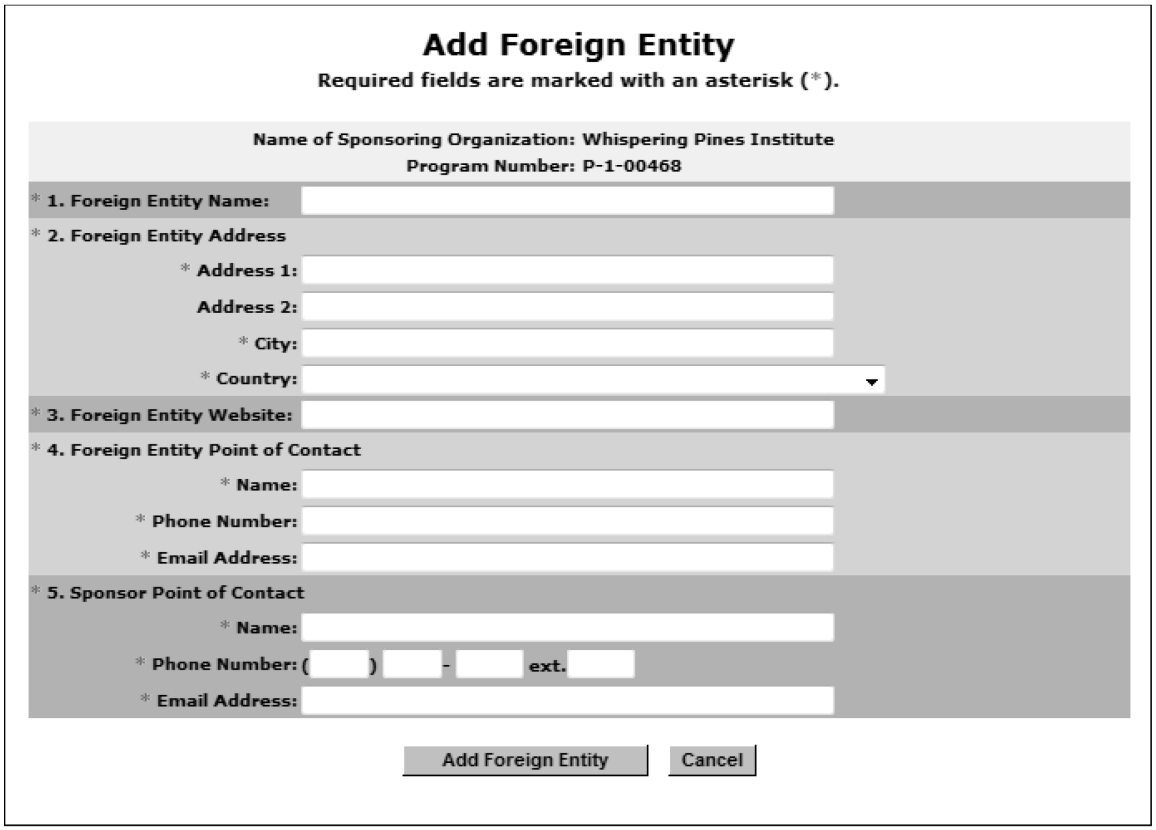
8.11.1 Add Foreign Entity Information

To add foreign entity information, perform the following:

1. On the *Program Sponsor Information* page, click the **Add Foreign Entity Information** link on the **Edits** menu. The *Add Foreign Entity Information* page opens, as shown in Exhibit 19: Add Foreign Entity Page.

   Note: Once foreign entity data has been added, the **Add Foreign Entity Information** link changes to **Add/Update Foreign Entity Information**.

Exhibit 19: Add Foreign Entity Page



2. Perform the following:
   - **Foreign Entity Name:** Enter the name of the overseas agent or partner associated with the Exchange Visitor Program.
   - **Foreign Entity Address:** Enter line one of the address and the city, and select the country from the drop-down list. Completion of line two of the address is optional.
   - **Foreign Entity Website:** Enter the web address for the overseas agent or partner.
   - **Foreign Entity Point of Contact:** Enter the name, international phone number, and email address for the foreign entity point of contact.
   - **Sponsor Point of Contact:** Enter the name, U.S. phone number, and email address for the sponsor point of contact.
3. Click the **Add Foreign Entity** button to save the data. The confirmation page opens.
4. Click the **Return** button on the confirmation page to view the *Foreign Entity Information* page.

Note: The system automatically sets the status of the foreign entity to Active. Once foreign entity information is added to SEVIS, it cannot be deleted; however, the entity can be set to Inactive status. See the next section for instruction on how to set a foreign entity to Inactive status.

8.11.2 Update Foreign Entity Information

Once foreign entity information is added to a sponsor's SEVIS record, the **Add Foreign Entity Information** link on the *Program Information* page changes to **Add/Update Foreign Entity Information**.

To update data on an existing foreign entity record, perform the following:

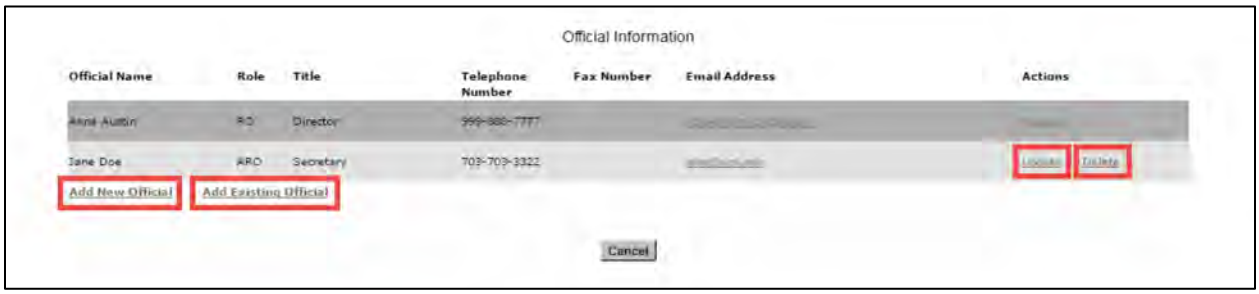
1. On the *Program Sponsor Information* page, click the **Add/Update Foreign Entity Information** link on the **Edits** menu. The *Foreign Entity Information* page opens.
2. Click the **Update** link on the **Commands** menu for the appropriate entity. The *Update Foreign Entity* page opens.
3. Update the information as necessary.
4. To change the status of the entity, click the appropriate **Status** button.
5. Click the **Update Foreign Entity** button to save the data. The confirmation page opens.
6. Click the **Return** button on the confirmation page to view the *Foreign Entity Information* page.

8.12 Add/Update Officials

You may update an existing official's information in SEVIS, and add new or existing officials. Also, the RO and ARO may submit a request to replace the RO. The *Official Information* page is used to add/update officials. Exhibit 20: Official Information Page, is an example of the page.

Note: Each program sponsor must have one RO and may have multiple AROs; however, DoS reserves the right to limit the number of AROs.

Exhibit 20: Official Information Page



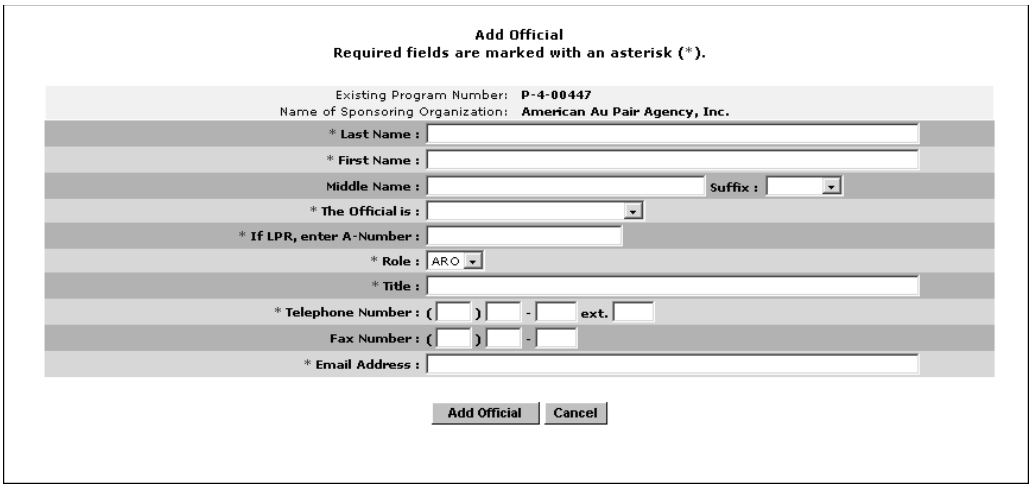
8.12.1 Add New Official as an ARO

All program sponsor personnel who will access SEVIS and perform tasks must have a record in SEVIS. A new ARO is someone who does not have a record in SEVIS, and does not have a SEVIS user ID and password. Each program sponsor may have multiple AROs; however, DoS reserves the right to limit the number.

To add a new ARO, perform the following:

1. On the *Listing of Programs* page, click the link in the **Name of Program** column for the program to which a new ARO is being added. The *Program Sponsor Information* page opens.
2. Click the **Add/Update Officials** link on the **Edits** menu. The *Official Information* page opens (Exhibit 20).
3. Click the **Add New Official** link below the **Official Name** column. Exhibit 21: Add Official Page, is an example of the page that opens.

Exhibit 21: Add Official Page



4. Enter the following information (an asterisk (*****) precedes the fields that must be completed).
   - *** Last Name:** Enter the surname or family name of the person.
   - *** First Name:** Enter the first name of the person.
   - **Middle Name:** Enter the middle name of the person. This field may be left blank if the person has no middle name, or the middle name is unknown.
   - **Suffix:** Enter a title, such as Junior, that may follow a person's name.
   - *** The Official is:** Select the appropriate option, **United States Citizen** or **Legal Permanent Resident** (LPR).
     Note: All program sponsor officials must be citizens or LPRs of the United States.
   - *** If LPR, enter A-Number:** Enter the alien number if the prospective ARO is an LPR. Enter the complete A-Number, including the "A" (for example, **A123456789**).

     If an error message displays advising that the A-Number is not valid, you may have entered an eight-digit number. The system requires a nine-digit number. Take the following actions:

     a. Check the original number carefully. If it has nine digits, correct the SEVIS entry.

     b. If it has eight digits, it may be a valid number. Enter it into SEVIS by adding a zero to the beginning of the number (many existing A-Numbers are only eight digits long), for example, **A012345678**. If it has less than eight digits, it is invalid.

     c. Query the prospective official to obtain his/her valid A-Number.
   - *** Role:** Select the ARO role for the official.
   - *** Title:** Enter the name of the position held by the person representing the sponsor. Titles should be given in full, without abbreviations (for example, Chief Executive Officer, not CEO).
   - *** Telephone Number:** Enter a valid telephone number, including the three-digit area code and an extension, if applicable.
   - **Fax Number:** Enter a fax number, including area code, for a fax machine. While this is not mandatory, it is encouraged to assist in communicating with DoS.
   - *** Email Address:** Enter a valid electronic mail address. SEVIS correspondence will be sent to this email address, including the SEVIS user ID and password instructions for new users.

     Note: An email address is not secure if it can be accessed by more than one person (for example, info@ABCcollege.edu).

5. Click the **Add Official** button at the bottom of the page. A message displays advising that the request has been successfully submitted to SEVIS.
6. On the message page, click the **Print DS-3037** button. See Print Form DS-3036, Form DS-3037, or Draft Form for printing instructions. The printed Form includes a section to be filled out and signed by the new ARO, certifying his/her citizenship status. This Form DS-3037 must be signed before it is submitted to DoS.

   Note: If the Form is not printed immediately after submitting the request in SEVIS, it may be printed by accessing the *Program Sponsor Information* page. Click the **Pending Requests** link on the **Actions** menu, and then click the **Print** link for the appropriate request.
7. Mail the completed Form to the appropriate Division of DoS; see U.S. Department of State Contact Information for the appropriate address. If DoS does not note in SEVIS receipt of the Form DS-3037 and the signed Certification Citizenship Form within 30 calendar days of submission of this request in SEVIS, the request will be automatically deleted from SEVIS.

DoS will use SEVIS to review and process this request; the following outcomes are possible:

- **Approved:** The submitter of the request will automatically receive approval notification by email. The new ARO will receive two email messages from SEVIS, one containing his/her SEVIS user ID and the second providing instructions for creating a SEVIS password.
- **Request for Information:** Additional information is required for processing the request. A letter outlining the need for additional information will be sent by fax or the U.S. Postal Service. When DoS receives the information, the review process will continue.
- **Denied:** The submitter of the request will receive email notification about the denial decision. He or she will also receive a fax or mailed letter providing specific information regarding the denial decision.

8.12.2 Add Existing Official as ARO

All program sponsor personnel who will access SEVIS and perform tasks must have authorization to use SEVIS. Each program sponsor may have multiple AROs; however, DoS reserves the right to limit the number.

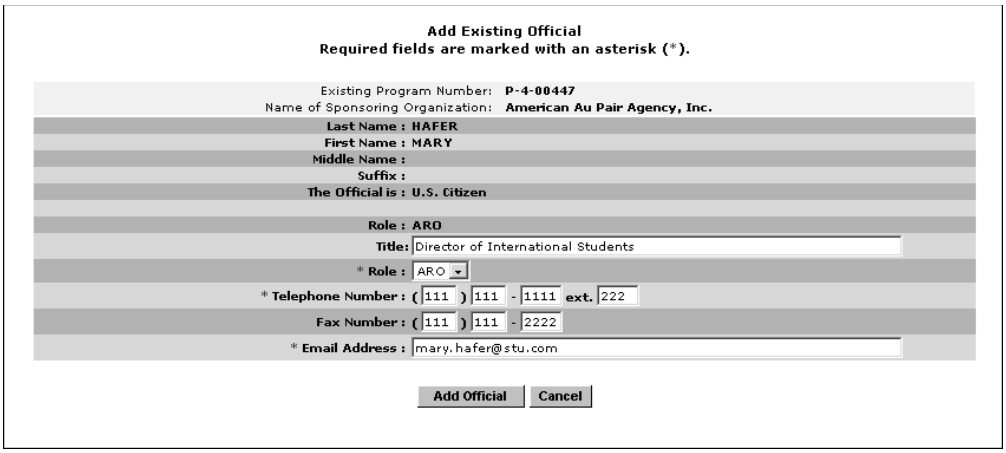
There are program sponsor and school personnel (that is, RO, ARO, and PDSO/DSO) who already have access to SEVIS because of their affiliation with another program or school. They are considered existing officials.

Note: An official who performs duties for more than one Exchange Visitor Program sponsor or who is a PDSO or DSO for a school can have **only one** title, telephone number, fax number, and email address in SEVIS. Therefore, if you are adding an existing official so that he/she can access other sponsor or school records with one SEVIS ID, the information associated with the current SEVIS ID will populate all relative fields for other programs and schools. If you update these fields, the new data will be the same for **all** sponsors and schools with which the official is associated. Also, for PDSOs and DSOs, **the title entered will print on all student Forms I-20**.

To add an existing official and assign him or her to a role as an ARO, perform the following:

1. On the *Listing of Programs* page, click the link in the **Name of Program** column for the program to which the ARO is being added. The *Program Sponsor Information* page opens.
2. Click the **Add/Update Officials** link on the **Edits** menu. The *Official Information* page opens.
3. Click the **Add Existing Official** link below the **Title** column. The *Add Existing Official* page opens.
4. Enter the active user's SEVIS user ID in the **User Name** field.
5. Click the **Add Official** button. The *Add Existing Official* page opens. Exhibit 22: Add Existing Official Page, is an example of the page.

Exhibit 22: Add Existing Official Page



6. Make the necessary changes to the official's data.

   Note: An official who performs duties for more than one Exchange Visitor Program sponsor or who is a PDSO or DSO for a school can have **only one** title, telephone number, fax number, and email address in SEVIS. If these fields are updated, the new data will be the same for **all** sponsors and schools with which the official is associated. Also, for PDSOs and DSOs, **the title entered will print on all student Forms I-20**.

7. Click the **Add Official** button. A message displays advising that the request has been successfully submitted to SEVIS, and

   - If the existing official is an RO or ARO, the application is automatically approved. When the official accesses SEVIS, he/she will have access to the new program.
   - If the existing official is a PDSO or DSO, click the **Print DS-3037** button on the message page and print the Form. (See Print Form DS-3036, Form DS-3037, or Draft Form for printing instructions.) The Form DS-3037, including the signed Citizenship Certification Form, must be submitted to DoS for review.

8. Mail the original signed Form DS-3037 for a PDSO or DSO to the appropriate Division of DoS. See U.S. Department of State Contact Information for the appropriate address.

   Note: If the Form is not printed immediately after submitting the request in SEVIS, it can be printed by accessing the *Program Sponsor Information* page. Click the **Pending Requests** link on the **Actions** menu, and then click the **Print** link for the appropriate request.

DoS will use SEVIS to review and process this request; the following outcomes are possible:

- **Approved:** The submitter of the request and the newly added ARO will receive approval notification by email. The next time the ARO logs into SEVIS, he/she will have access to the data for the additional program.
- **Request for Information:** Additional information is required for processing the request. A letter outlining the need for additional information will be sent by fax or the U.S. Postal Service. When DoS receives the information, the review process will continue.
- **Denied:** The submitter of the request will receive email notification about the denial decision. He/she will also receive a fax or mailed letter providing specific information regarding the denial decision.

8.12.3 Update Existing Official's Information

Updating an active official's data in SEVIS includes changing his/her name, telephone or fax number, and/or email address. Changes to the official's telephone number, fax number, and email address take

effect immediately. However, changing the official's name (for example, the official got married) requires review and approval by DoS.

To update an official's record, perform the following:

1. On the *Listing of Programs* page, click the link in the **Name of Program** column for the program whose official's record is being updated. The *Program Sponsor Information* page opens.
2. Click the **Add/Update Officials** link on the **Edits** menu. The *Official Information* page opens.
3. Click the **Update** link to the right of the name of the official whose information is being updated. The *Update Official* page opens.

   Note: Only an RO can update the RO's information.

   Note: An official who performs duties for more than one Exchange Visitor Program sponsor or who is a PDSO or DSO for a school can have **only one** title, telephone number, fax number, and email address in SEVIS. If these fields are updated, the new data will be the same for all programs and schools with which the official is associated. Also, for PDSOs and DSOs, **the title entered will print on all student Forms I-20**.
4. Make the necessary changes to the official's data.

   WARNING: If the official's name **and** other data must be updated, make all changes *except* the name change and click the **Update Official** button. Those changes will take effect immediately. Name-change requests must be reviewed and approved by DoS (for example, the user changed his/her first, middle, or last name).
5. Click the **Update Official** button. A message displays advising that the request has been submitted. If the title, telephone number, fax number, and/or email address fields were updated, those changes will take effect immediately.
6. When submitting a request for a name change, click the **Print Form DS-3037** button on the message page to print the Form. See Print Form DS-3036, Form DS-3037, or Draft Form for printing instructions.
7. The RO and proposed official must sign the Form (Certification of Citizenship), before submitting it to DoS.

   Note: If changing only the official's middle name and/or suffix, those changes do not print on the Form; however, they do require DoS approval.
8. Mail the original signed Form to the appropriate Division of DoS; see U.S. Department of State Contact Information for the appropriate address. If DoS does not note in SEVIS receipt of the Form DS-3037 and the signed Citizenship Certification Form within 30 calendar days of submission of this request in SEVIS, the request will be automatically deleted from SEVIS.

DoS will use SEVIS to review and process this request; the following outcomes are possible:

- **Approved:** The submitter of the request and the ARO whose name has been changed will receive approval notification by email.
- **Request for Information:** Additional information is required for processing the request. A letter outlining the need for additional information will be sent by fax or the U.S. Postal Service. When DoS receives the information, the review process will continue. However, a request with a status of Awaiting Additional Information for more than 30 calendar days will be automatically deleted from SEVIS.
- **Denied:** The submitter of the request will receive email notification about the denial decision. He or she will also receive a fax or mailed letter providing specific information regarding the denial decision.

8.12.4 Delete Existing ARO

Deleting an official will remove the individual's record from association with a specific Exchange Visitor Program altogether and the official will no longer be able to perform SEVIS tasks for that program sponsor. To delete an official, perform the following:

1. On the *Listing of Programs* page, click the link in the **Name of Program** column for the sponsor whose ARO you want to delete. The *Program Sponsor Information* page opens.
2. Click the **Add/Update Officials** link on the **Edits** menu. The *Official Information* page opens.
3. Click the **Delete** link to the right of the email address of the official whose access to SEVIS you want to delete. The *Delete Official* page opens.
4. Review the data that displays on the page. Be sure that this is the official whose access to SEVIS is to be terminated.
5. Enter a reason for deleting this official in the text box provided. Completion of this field is optional.
6. Click the **Delete Official** button. The deletion will take effect immediately.

   Note: If this is the only ARO for the program, a warning displays. Every Exchange Visitor Program must have one RO and may have multiple AROs. Continue to delete the ARO, or click the **Cancel** button to return to the *Official Information* page without taking any action on the official.

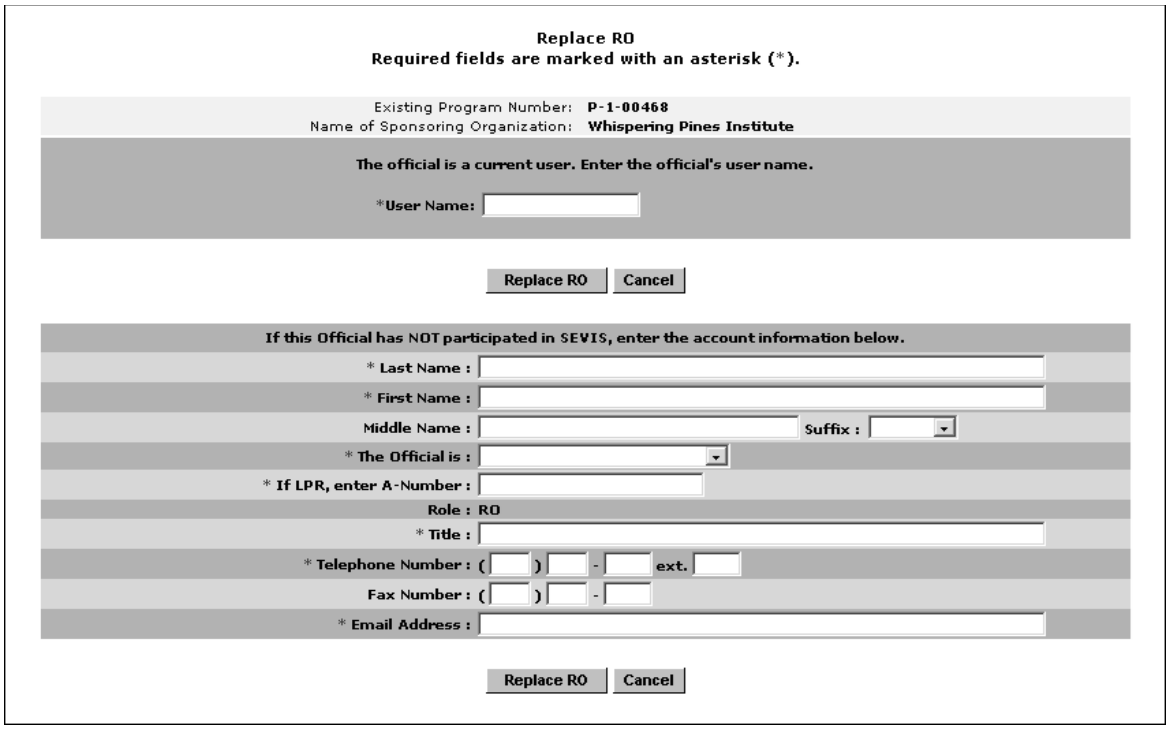
8.12.5 Replace RO With Existing SEVIS User

The RO or an ARO for the program may submit a request to replace the RO. When the request is submitted by an ARO or an RO submits a request to be replaced by a PDSO or DSO, the request must be reviewed and approved by DoS. However, if the RO submits a request to be replaced by an existing RO or ARO, the replacement takes effect immediately.

To request to replace the RO with an existing SEVIS user, perform the following:

1. On the *Listing of Programs* page, click the link in the **Name of Program** column for the program whose RO you want to replace. The *Program Sponsor Information* page opens.
2. Click the **Add/Update Officials** link on the **Edits** menu. The *Official Information* page opens.
3. Click the **Replace** link to the right of the current RO's email address. The *Replace RO* page opens, as shown in Exhibit 23: Replace RO Page.

Exhibit 23: Replace RO Page



4. Enter the current SEVIS user's ID in the **User Name** field near the top of the page.
5. Click the **Replace RO** button below the **User Name** field to view summary information for the existing user.
6. If this is the official who will replace the RO, click the **Replace RO** button. The following will occur:
   - If the RO submits the request in SEVIS, and the new RO is:
     - Already an RO or ARO (for another program) or an ARO for this program, the *Submit Successful* page will display a message advising that the replacement will take effect immediately. The new RO and the outgoing RO will also receive email notification of this change. When the new RO logs into SEVIS, the new program will be included on the *Listing of Programs* page.
     - A PDSO or DSO only, the *Submit Successful* page will display a message advising that the submitter of the request will receive an email when the request has been processed. Continue with Step 7 below.
   - If an ARO submits the request in SEVIS, and the new RO is:
     - Already an RO or ARO (for another program) or an ARO for this program, the *Submit Successful* page will display a message advising that the submitter of the request will receive an email when this request has been processed. Continue with Step 7 below.
     - A PDSO or DSO only, the *Submit Successful* page will display a message advising that the submitter of the request will receive an email when the request has been processed. Continue with Step 7 below.
7. Click the **Print DS-3037** button on the message page to print the Form (see Print Form DS-3036, Form DS-3037, or Draft Form for printing instructions).

   Note: The signed Form DS-3037 must be sent to DoS.
8. Mail the original signed Form DS-3037 to the appropriate Division of DoS; see U.S. Department of State Contact Information for the appropriate address. If DoS does not note in SEVIS receipt of the

Form DS-3037 and supporting documentation within 30 calendar days of submission of the request in SEVIS, the request will be automatically deleted from SEVIS.

If the request must be processed by DoS, the following outcomes are possible:

- **Approved:** The submitter of the request and the new RO will automatically receive approval notification by email.
- **Request for Information:** Additional information is required for processing the request. A letter outlining the need for additional information will be sent by fax or the U.S. Postal Service. When DoS receives the information, the review process will continue. However, a request with the status of Awaiting Additional Information for more than 30 calendar days will be automatically deleted from SEVIS.
- **Denied:** The RO will receive email notification about the denial decision. He or she will also receive a fax or mailed letter providing specific information regarding the denial decision.

8.12.6 Replace RO With New SEVIS User

An existing RO or ARO may submit a request to replace the RO with a new SEVIS user, someone who is not authorized to use SEVIS. The request must be reviewed and approved by DoS.

To request the replacement of an RO with a new SEVIS user, perform the following:

1. On the *Listing of Programs* page, click the link in the **Name of Program** column for the program whose RO is being replaced. The *Program Sponsor Information* page opens.
2. Click the **Add/Update Officials** link on the **Edits** menu. The *Official Information* page opens.
3. Click the **Replace** link to the right of the current RO's email address. The *Replace RO* page opens.
4. Complete the following information on the lower part of the page (an asterisk (*****) precedes the fields that must be completed):
   - *** Last Name:** Enter the surname or family name of the person.
   - *** First Name:** Enter the first name of the person.
   - **Middle Name:** Enter the middle name of the person. This field may be left blank if the person has no middle name, or the middle name is unknown.
   - **Suffix:** Enter a title, such as Junior, that may display at the end of the person's name.
   - *** The Official is:** Select the appropriate option, **United States Citizen** or **Legal Permanent Resident** (LPR).
     Note: All program sponsor officials must be citizens or LPRs of the United States.
   - *** If LPR, enter A-Number:** Enter the alien number if the prospective ARO is an LPR. Enter the complete A-Number, including the "A" (for example, **A123456789**).
     If an error message displays advising that the A-Number is not valid, you may have entered an eight-digit number. The system requires a nine-digit number. Take the following actions:
     a. Check the original number carefully. If it has nine digits, correct the SEVIS entry.
     b. If it has eight digits, it may be a valid number. Enter it into SEVIS by adding a zero to the beginning of the number (many existing A-Numbers are only eight digits long), for example, **A012345678**. If it has less than eight digits, it is invalid.
     c. Query the prospective official to obtain his/her valid A-Number.
   - *** Role:** Select the ARO role for the official.
   - *** Title:** Enter the name of the position held by the person representing the sponsor. Titles should be given in full, without abbreviations (for example, Chief Executive Officer, not CEO).
   - *** Telephone Number:** Enter a valid telephone number, including the three-digit area code and an extension, if applicable.

- **Fax Number:** Enter a fax number, including area code, for a fax machine. While this is not mandatory, it is encouraged to assist in communicating with DoS.
- *** Email Address:** Enter a valid electronic mail address. SEVIS correspondence will be sent to this email address, including the SEVIS user ID and password instructions for new users. **Note:** An email address is not secure if it can be accessed by more than one person (for example, info@ABCcollege.edu).

5. Click the **Replace RO** button at the bottom of the page. A message displays advising that the information has been successfully submitted to SEVIS.
6. To print the Form, click the **Print DS-3037** button on the message page (see Print Form DS-3036, Form DS-3037, or Draft Form for printing instructions). The printed Form includes a section to be filled out and signed by the prospective RO, certifying his/her citizenship status. DoS will not begin processing this request until they receive the signed Form.

   Note: If the Form is not printed immediately after submitting the request in SEVIS, it can be printed by accessing the *Program Sponsor Information* page. Click the **Pending Requests** link on the **Actions** menu, and then click the **Print** link for the appropriate request.
7. Mail the Form DS-3037, along with the signed Certification Citizenship Form, to DoS. See U.S. Department of State Contact Information for the appropriate address. The signed Form must be submitted to DoS before the review process will begin. If DoS does not note in SEVIS receipt of the Form DS-3037 and signed Certification Citizenship Form within 30 calendar days of submission of this request in SEVIS, the request will be automatically deleted from SEVIS.

DoS will use SEVIS to review and process this request; the following outcomes are possible:

- **Approved:** The submitter of the request will receive approval notification by email. The new RO will receive two email messages from SEVIS, one containing his/her SEVIS user ID and the second providing instructions for creating a SEVIS password.
- **Request for Information:** Additional information is required for processing the request. A letter outlining the need for additional information will be sent by fax or the U.S. Postal Service. When DoS receives the information, the review process will continue. However, a request with a status of Awaiting Additional Information for more than 30 days will be automatically deleted from SEVIS.
- **Denied:** The RO will receive an email notification and a mailed letter that will provide specific information regarding the denial decision.

8.13 User Verification

As a federal database, SEVIS is subject to the Federal Information Security Management Act (FISMA). FISMA requires the annual review and verification that all users who access federal systems have both the business need and the authorization to access the system. To comply with FISMA, ROs must annually verify that they, and every ARO, are still employed by the organization and require continued access to SEVIS. If the officials are not validated by the date listed in the message, they will lose access to SEVIS and will be unable to update nonimmigrant records. If applicable, Batch access will also be lost.

Ninety days before the program's user verification date, a message will display on the *Message Board* and the *Program Information* pages. The RO message will include a link to confirm that users require access to SEVIS. Only the RO can complete this task.

SEVIS will generate automatic email reminders 30, 15, and 5 days before the verification deadline if the RO has not confirmed that users require access to SEVIS. Users will lose access to SEVIS, including Batch, if user verification is not completed by the deadline.

To complete user verification, perform the following:

1. On the *Program Information* or *Message Board* page, click the **required to verify** link in the message box. The *ARO Verification* page opens. If a person is an RO at multiple programs, all of the programs

will be listed on the left side of the page. The program links will be removed once user verification is submitted.

2. For each ARO listed, select:
   - **Yes** if the person is still employed by your program and requires continued access to SEVIS.
   - **No** if the person does not require access to SEVIS. The person will be unable to log into SEVIS, but will be able to finish an active session. When a user loses access to SEVIS, he will also be unable to process batch files.

     Note: Selecting the **Clear Selections** link will remove the selected option for all AROs.
3. Click the **Submit** button to update SEVIS. Once all users have been verified, the message will no longer display on the *Program Information* and *Message Board* pages. Also, the program link will be removed from the *ARO Verification* page.

8.14 Update Program Sponsor Information

The program sponsor's address, employer identification number, and general contact information may be updated at any time.

Note: General contact information may be used by exchange visitors and the general public to contact the program sponsor. The information entered into the General Contact Information section will be published on the DoS Exchange Visitor Program website as part of the listing of designated sponsors. Completion of these fields is optional but considered to be beneficial in the administration of a designated program.

To update the program's address or employer identification number, and add/or update general contact information, perform the following:

1. On the *Listing of Programs* page, click the link in the **Name of Program** column for the program whose information you want to update. The *Program Sponsor Information* page opens.
2. Click the **Update Program Sponsor Information** link on the **Edits** menu. The *Update Program Sponsor Information* page opens.
3. Enter or edit the information in the Business Address of Sponsoring Organization section. Completion of the business address is required.
4. Enter or edit the information in the Mailing Address of Sponsoring Organization section. Completion of this section is required if the sponsor's business address is different from the mailing address.
5. Completion of the Employer Identification Information section is optional. However, if the Employer Identification Date of Issuance is entered, the Employer Identification Number is required.
6. Completion of the General Contact Information section is optional.

   REMINDER: The information entered into the General Contact Information section will be published on the DoS Exchange Visitor Program website as part of the listing of designated sponsors. Also, the Emergency Telephone Number may be used by exchange visitors and the general public to contact the sponsor after hours. This number will be published to the DoS Exchange Visitor Program website.
7. Click the **Update Information** button. These updates will take effect immediately; they do not require review by DoS.

8.15 Update CEO Information

Updating the CEO's information includes changing his/her name and/or title. To update this information, perform the following:

1. On the *Listing of Programs* page, click the link in the **Name of Program** column for the program whose CEO information is being updated. The *Program Sponsor Information* page opens.
2. Click the **Update CEO Information** link on the **Edits** menu. The *Update CEO Information* page opens.
3. Make the necessary changes to the CEO's data.

4. Click the **Update CEO Information** button. A message displays advising that the request does not require processing (by DoS) and will take effect immediately.
5. Click the **Return** button to return to the *Program Information* page. The new information for the CEO will display on the page.

9. PRINT FORM DS-3036, FORM DS-3037, OR DRAFT FORM

The **Print DS-3036**, **Print Draft**, and **Print DS-3037** buttons are located on various SEVIS pages. Selecting one of these buttons will open Adobe Reader, from which a copy of the selected Form may be sent to a designated printer.

Note: If the latest version of Adobe Reader is not installed on the computer being used, see Download the Latest Version of Adobe Reader for installation instructions.

To print a copy of a Form, perform the following:

1. Click the **Print DS-3036**, **Print Draft**, or **Print DS-3037** button. Another browser window opens and the Form displays using Adobe Reader, from which a copy of the Form may be sent to a designated printer.
2. When the Form displays in the *Adobe Reader* window, use the scroll bar on the right side of the window to view additional pages.
3. Click the **Print** button on the Adobe Reader toolbar. The *Print* window opens.
4. Ensure the name of the printer you want to use is listed in the **Name** field of the *Print* window. If it does not show the correct printer, click the **down arrow** to the right of the field and select the correct printer.
5. Click **OK** and the Form prints to the designated printer.
6. Click the Close button on the *Adobe Reader* window to close the window.

10. LISTS/REPORTS MENU

When on the *Program Information* page, the options available on the **Lists/Reports** menu provide another method of accessing certain SEVIS functionality. Each option is described below.

- **Search Exchange Visitor:** Click this link to access the **Search** module. Step-by-step details for performing a search are contained in Volume II of this manual.
- **Create Exchange Visitor:** Click this link to access the first page of the Form DS-2019 and begin to create a record for a new exchange visitor. Instructions for creating a new exchange visitor record are contained in Volume II of this manual.
- **Exchange Visitor Lists:** Click this link to access the *Exchange Visitors and Dependents Menu* page. Explanations and instructions for processing the lists on this menu are contained in Volume II of this manual. See Exchange Visitor Lists for a brief description of the EV Lists option.
- **Reports:** Click this link to access the **Reports** module. See Reports for additional information about SEVIS reports.

11. EXCHANGE VISITOR LISTS

SEVIS enables you to quickly access lists of exchange visitors to view using the **EV Lists** option on the *Listing of Programs* page. From these lists, you may also access exchange visitor records to process. These lists provide a quick method for program sponsor officials to access exchange visitor and spouse/dependent records.

Exhibit 24: Listing of Programs Page—EV Lists Button, shows the location of option on the page. To view the available lists, click the **EV Lists** button. Exhibit 25: Exchange Visitors and Dependents Menu Page, is an example of the page that displays for an Exchange Visitor Program designated for the college/university student category.

Exhibit 24: Listing of Programs Page—EV Lists Button

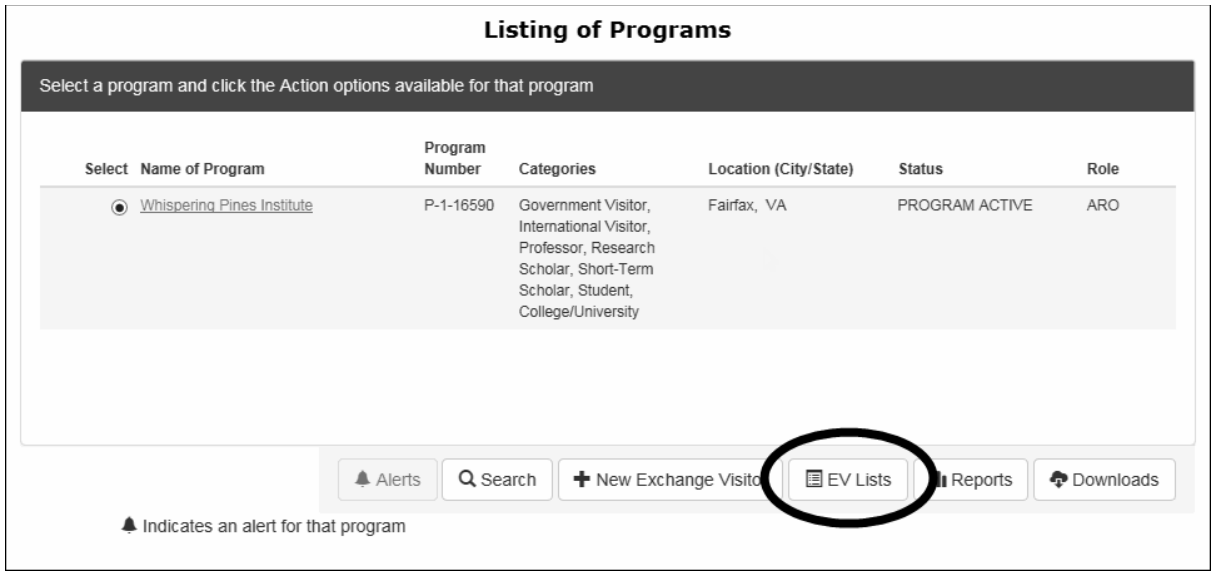
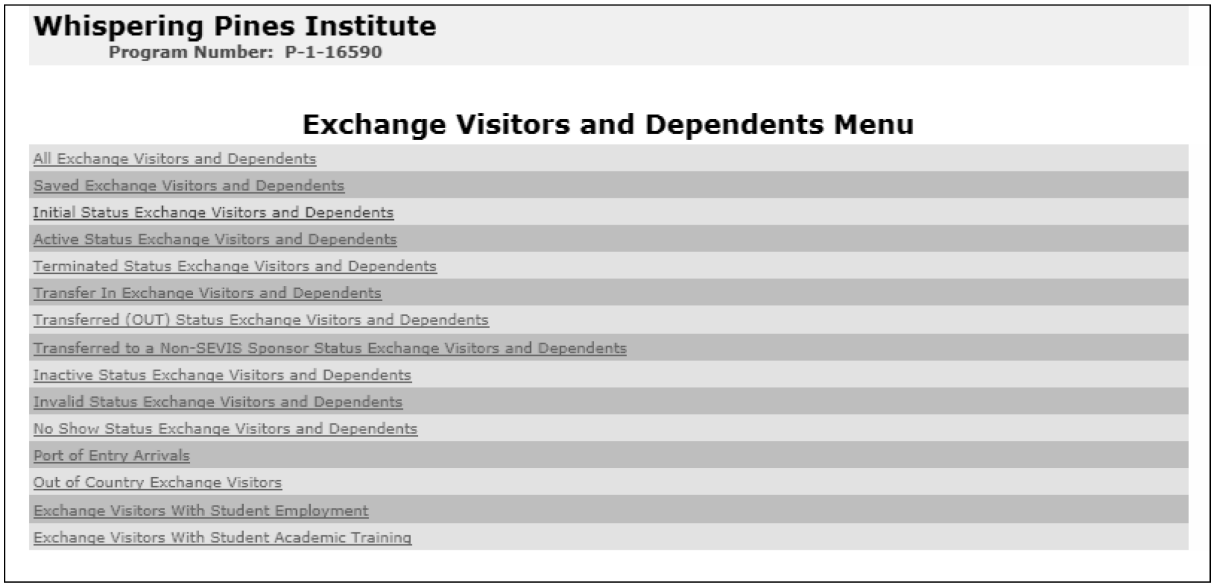


Exhibit 25: Exchange Visitors and Dependents Menu Page



Detailed explanations of the lists are provided in Volume II of this manual. The lists may be sorted and exported in a variety of formats. Instructions for sorting and exporting are also provided in Volume II.

12. ALERTS

Alerts are notices to users identifying tasks that need to be completed in SEVIS. In most cases, these alerts are indicators that, according to the information currently in the system, a deadline is approaching for some type of process. For example, 6 months before a program's designation expires, SEVIS provides an alert indicating that the redesignation date is nearing. Another alert will display 3 months prior to the redesignation date.

Note: When an alert exists, the bell symbol displays on the *Listing of Programs* page, to the left of the Name of Program column. SEVIS does not send email notification for alerts. You must access SEVIS to view and process alerts.

Exhibit 26: Listing of Programs Page—Alerts Button, shows the location of the **Alerts** button on the page. The bell symbol only displays on the *Listing of Programs* page if there is an alert for the program.

Exhibit 26: Listing of Programs Page—Alerts Button

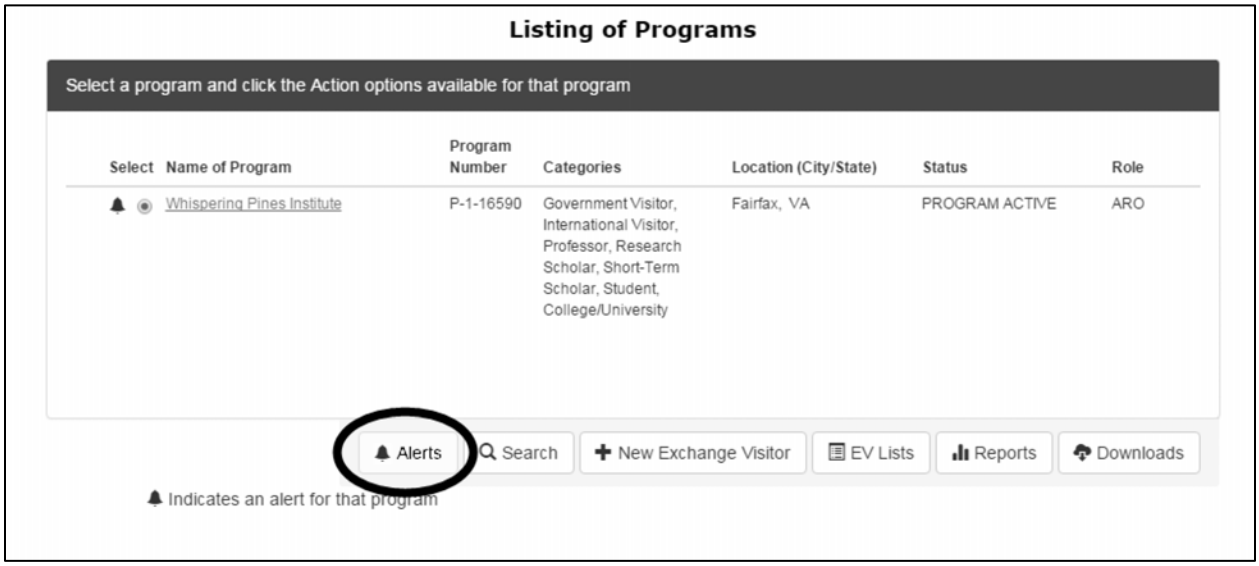


Exhibit 27: Alerts for Whispering Pines Institute, is an example of an alerts page. In Exhibit 27, the first alert is a reminder that the sponsor has twelve DS-2019 Forms remaining. The second alert is a reminder that the program's designation will expire on November 25, 2016, and the redesignation application must be submitted in SEVIS at least 3 months before that date. The third alert is for three exchange visitor records that require validation of program participation. See Volume II for details on processing the exchange visitor alerts.

Exhibit 27: Alerts for Whispering Pines Institute

Below is an alphabetical listing of the Exchange Visitor Alerts, including the alert title, description, and explanation of the action required. Alerts for exchange visitors and dependents are discussed in detail in Volume II of this manual. Also, see Volume II for instructions on sorting and exporting lists.

- **3-Month Redesignation** alert (See Redesignation for details on the redesignation process.) This reminder displays 3 months before a program's designation authorization expires. The alert includes the program's designation expiration date.
  Action Required: Complete the redesignation process in SEVIS, and submit a signed copy of the request (Form DS-3036) to DoS.
- **6-Month Redesignation** alert (See Redesignation for details on the redesignation process.) This reminder displays 6 months before a program's designation authorization expires. The alert includes the program's designation expiration date.
  Note: An application for redesignation must be submitted in SEVIS 3 months in advance of the expiration date.
  Action Required: Complete the redesignation process in SEVIS, and submit a signed copy of the request (Form DS-3036) to DoS.
- **80% of Program's Allotment for DS-2019s Used** (See Request Allotment of Forms DS-2019 for details on requesting additional forms.) This reminder displays when a program has used 80% or more of its total allotment of Forms DS-2019. The alert shows the number of Forms remaining.
  Action Required: Complete the allotment request in SEVIS.
- **Annual Report Due in 30 Days or Less** (See Complete the Annual Report for instructions on completing and submitting the Annual Report to DoS.) This reminder displays on the first day of the month in which the annual report is due. It will be removed when DoS enters the date the report was received into SEVIS or when the due date is in the past.
  Action Required: Generate and print the report using SEVIS. Submit the report to DoS each year by the date stipulated on the program's designation or redesignation letter.
- **Annual Report Past Due Date** (See Complete the Annual Report for instructions on completing and submitting the Annual Report to DoS.) This reminder displays the day following the annual report due date if DoS has not entered the date the report was received into SEVIS. The reminder will be removed once the receipt date is entered or the next annual report is due.
  Action Required: Generate and print the report using SEVIS. Submit the report to DoS as soon as possible.
- **Child Dependent(s) Nearing Their 21st Birthday in 90 Days:** This reminder displays 90 days prior to a dependent child's 21st birthday.
  Action Required: An RO or ARO may notify the exchange visitor to take appropriate action, such as request change of status for the dependent, or have the dependent prepare to leave the United States.
- **Exchange Visitor(s) 30 Days Before Academic Training End Date:** This reminder displays when an exchange visitor's current segment of academic training will end in 30 days or less.
  Action Required: An RO or ARO may update the academic training end date. If no action is taken by the RO or ARO, the segment of training that triggered the alert will end and the exchange visitor's SEVIS status will remain Active.
- **Exchange Visitor(s) Nearing the Program End Date in 60 Days or Less:** This reminder displays 60 days prior to the exchange visitor's program end date listed in SEVIS.
  Action Required: An RO or ARO may complete an extension within the maximum duration of participation or submit a request to DoS for an extension beyond the maximum duration of participation. If no action is taken by an RO or ARO, the exchange visitor's status will change from Active to Inactive the day after the program end date identified in SEVIS.
- **Exchange Visitor(s) Requiring Validation:** Names of exchange visitors display on this reminder if one of the following conditions is met:
  - Status is Initial and the current date is 10 days or more after the program begin date
  - Status is Initial and the current date is 10 days or more after the program begin date and the exchange visitor has a pending change of status
  - Status is Initial and the current date is 10 days or more after the benefit start date and the exchange visitor has an approved change of status

- Status is Transferred and the current date is 10 days or more after the effective date of transfer

The reminder will provide a reason the exchange visitor's record is on the alert of Initial, Pending Change of Status, Approved Change of Status or Transfer.

Action Required: This is based on the reason the exchange visitor's record displays:

- If the status is Initial, an RO or ARO may change the status of the exchange visitor's record to Active (validate program participation), No Show or Invalid. They may also amend the program begin and/or end date if it is known the exchange visitor will be arriving in the U.S. at a later date.
- If the status is Pending Change of Status, an RO or ARO may amend the program begin and/or end date if the change of status will not be approved before the program begin date.
- If the status is Approved Change of Status, an RO or ARO may change the status of the exchange visitor's record to Active (validate program participation), No Show or Invalid.
- If the status is Transferred, an RO or ARO must validate the exchange visitor's program participation; otherwise, the system will automatically send the status of the exchange visitor and any dependents to No Show 30 days after the effective date of transfer.

- **Out of Country Exchange Visitors:** This reminder displays 30 days prior to the out of country end date for professor and research scholar exchange visitors who are currently participating in their programs outside the United States.
  Action Required: An RO or ARO may update the out of country end date. If no action is taken by an RO or ARO, the out of country reason will be removed from the exchange visitor's SEVIS record on the out of country end date. The exchange visitor's SEVIS status will remain Active if the exchange visitor's program end date is later than the out of country end date.
- **Professor(s)/Research Scholar(s) in a G-7 Program Within 90 Days of Program End Date** (See 22 CFR 62.20 for additional information.) This reminder displays for professor and research scholar exchange visitors in programs with a program serial of G-7. Their status in SEVIS is Active, their program is 5 years or more in length, and it will end in 90 days or less.
  Action Required: An RO or ARO may submit a request to DoS for an extension beyond the maximum duration of participation. If no action is taken by an RO or ARO, the exchange visitor's status will change from Active to Inactive the day after the program end date identified in SEVIS.
- **Professor(s)/Research Scholar(s) in a G-7 Program Within 180 Days of Program End Date** (See 22 CFR 62.20 for additional information.)**:** This reminder displays for professor and research scholar exchange visitors in programs with a program serial of G-7. Their status in SEVIS is Active, their program is 5 years or more in length, and it will end in 180 days or less.
  Action Required: An RO or ARO may submit a request to DoS for an extension beyond the maximum duration of participation. If no action is taken by an RO or ARO, the exchange visitor's status will change from Active to Inactive the day after the program end date identified in SEVIS.
- **RO/ARO Users Who Have Not Logged In to SEVIS in 30 Days:** This reminder displays for all ROs and AROs who have not logged into SEVIS for 30 days.
  Action Required: The RO or ARO must log into SEVIS. If the RO or ARO does not log into SEVIS for more than 45 days, his/her user ID will be inactivated.
- **Saved Record(s) not Submitted for 15 Days:** This reminder displays when exchange visitor records are in draft status and the current date is 15 days or more past the date of the last update in SEVIS.
  Action Required: Complete and submit the records in SEVIS. Otherwise, the system will automatically delete any records in draft status if action is not taken on the records within 45 days.

13. REPORTS

SEVIS provides the capability to generate and print a variety of reports that reflect current SEVIS information for the data elements that are included in the report. Please note that the types of reports currently available are subject to change as a result of enhancements to the reporting capabilities of the system.

Below is an alphabetical list with descriptions of the reports that are available at this time.

- **Annual Report - J1 Exchange Visitor Program U.S. Department of State:** Provides the annual report for the program. This report must be generated and mailed to DoS each year by the date stipulated on the program sponsor's designation or redesignation letter. See Complete the Annual Report for instructions on completing and submitting the Annual Report to DoS.

  Note: SEVIS displays an alert to the RO and AROs on the first day of the month in which the annual report is due reminding the sponsor to complete and submit the report to DoS. The reminder will be removed when DoS enters the date the report was received into SEVIS. If the receipt date is not entered by the last day of the month in which the report is due, the reminder will be replaced with an annual report past due alert.

- **Category Levels - Counts for Category by Purpose Code and Country:** Provides detailed information about exchange visitor category levels by purpose code and country.
- **Country Levels Report - Country Levels by Program Sponsor:** Provides detailed information about the program's exchange visitors based on the visa type selected.
- **DoS No Show Report:** Provides information about nonimmigrants in No Show status for the program based on the visa type, start date, and end date selected.
- **EV Enter POE Before/After Program Start Date Report:** Provides information for the selected program about exchange visitors who entered the port of entry (POE) either before or after their program's start date.
- **Secondary Student Placement Report:** Provides information about secondary student placements for the program based on the start date and end date selected.

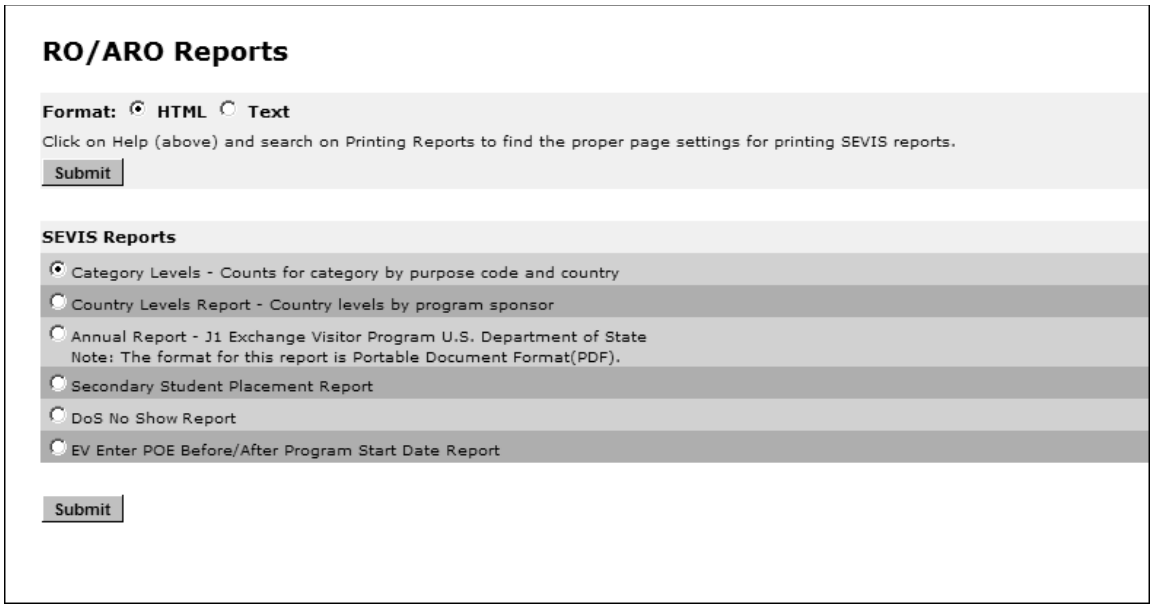
The following section contains instructions for generating and printing reports. See Complete the Annual Report for instructions on completing and submitting the Annual Report.

13.1 Generate a Report

Reports are snapshots of parts of the SEVIS database. They reflect current SEVIS information for the data elements included in the report. To generate a report, perform the following:

1. On the *Listing of Programs* page, click the **Reports** link for a specific program. The *RO/ARO Reports* page opens, as shown in Exhibit 28: Reports Page.

Exhibit 28: Reports Page



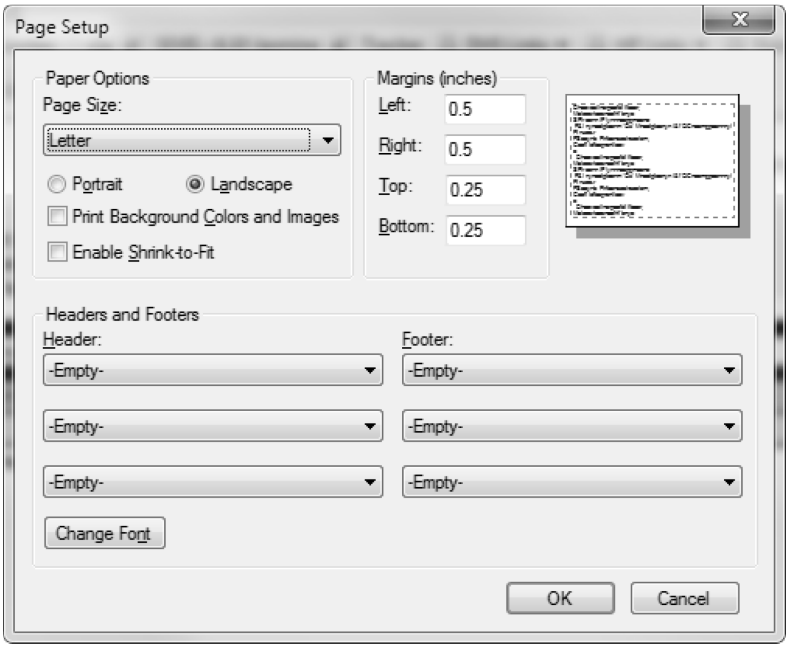
2. To select a report title, click the radio button adjacent to the report title.
3. Select an output format: **HTML** (Hypertext Markup Language, a web-page format) or **Text** (a format that can be easily pasted into a word processor for additional formatting and editing).
4. Click the **Submit** button. If there are no search criteria for the selected report, the report will be generated and will display in a new browser window.
5. If search criteria must be chosen for the selected report, the *RO/ARO Reports—Report Criteria* page opens. Select the search criteria, and click the **Submit** button to generate the report, which will display in a new browser window.

13.2 Print a Report

To print a report using Internet Explorer, perform the following:

1. For best results when printing, make the following changes to the print settings:
   a. Click the Print icon on the Internet Explorer toolbar, or press Alt+P.
   b. Select **Page Setup**. The *Page Setup* window opens, as shown in Exhibit 29: Internet Explorer Page Setup Window.

Exhibit 29: Internet Explorer Page Setup Window



c. If necessary, delete all data that displays in the **Header** field.
d. If necessary, delete all data that displays in the **Footer** field.
e. In the **Orientation** section, click the **Landscape** button.
f. Set the top and bottom margins to **0.25"** and the left and right margins to **0.5"**.
g. Click **OK**.

2. Select **Print** from the **File** menu. The *Print* window opens.
3. Ensure the name of the printer listed in the **Name** field is the printer from which the report should print. If it does not show the correct printer, click the **down arrow** to the right of the field and select the correct printer.
4. Click **OK** and the report will be printed on the designated printer.
5. Click the **Close** button in the upper-right corner of the browser to close the window and return to SEVIS.

13.3 Copy and Paste a Report

Reports can be generated using the "Text" format option. Perform the following steps to copy and paste the report into another application:

1. Generate (in HTML format) and print the report so that you can see the layout of the report and the column labels. See Copy and Paste a Report and Paste a Report into an Excel Spreadsheet for instructions on generating and printing SEVIS reports. Exhibit 30: SEVIS No Show Report—HTML Format, is an example of a report generated using the HTML format.

Exhibit 30: SEVIS No Show Report—HTML Format

SEVIS No Show Report

Report Date & Time:
Program Sponsor: Youth Camps of America, Inc. (P-4-01371)
From: 01/01/2015 To: 05/13/2015

Program Name Program Number	Last Name, First Name Gender	SEVIS ID COB	No Show Date Visa Status
Youth Camps of America, Inc.	Boyrdee, Francis	N0004659366	04/03/2015
P-4-01371	MALE	ITALY	J-1
Youth Camps of America, Inc.	Winters, Spring	N0004664679	05/01/2015
P-4-01371	FEMALE	SAINT BARTHELEMY	J-1

Total Principal Names in the program: 2

Grand Total: 2

Page 1 of 1

2. Click the **Close** button to close the browser window in which the report (in HTML format) displays.
3. On the *RO/ARO Reports* page, select **Text** as the format for the report and generate the report.
4. Click and drag the mouse to highlight the entire report.
5. Select **Copy** from the **Edit** menu.
6. Open a word processing application (for example, Microsoft Word) and select **Paste** from the **Edit** menu to paste the report into a new document. Exhibit 31: SEVIS No Show Report—Text Format, is an example of the report shown in Exhibit 30.

   Note: The caret (^) characters are used to separate the columns of data.

Exhibit 31: SEVIS No Show Report—Text Format

P-4-01371 ^ Youth Camps of America, Inc. ^ N0004659366 ^ Boyrdee ^ Francis ^ ^ MALE ^ ITALY ^ J-1 ^ 05/01/2015 ^
P-4-01371 ^ Youth Camps of America, Inc. ^ N0004664679 ^ Winters ^ Spring ^ ^ FEMALE ^ SAINT BARTHELEMY ^ J-1 ^ 05/01/2015 ^

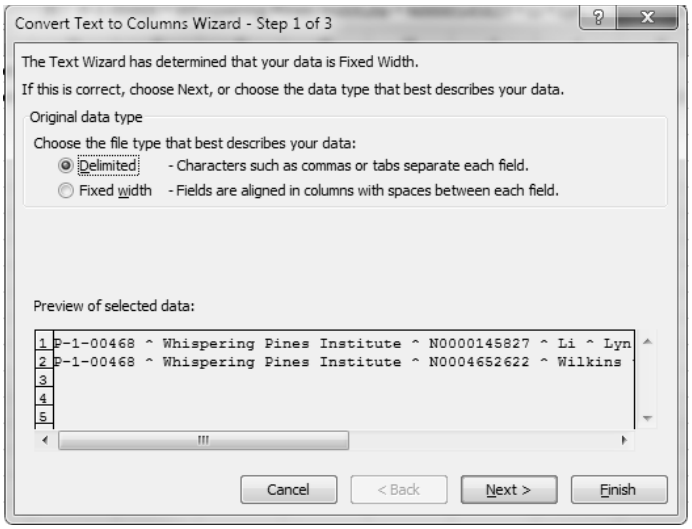
7. Use the printed copy of the report generated in HTML format to create the new report using another application.
8. Be sure to save the report using the other application.

13.4 Paste a Report into an Excel Spreadsheet

To paste a report into an Excel spreadsheet, perform the following:

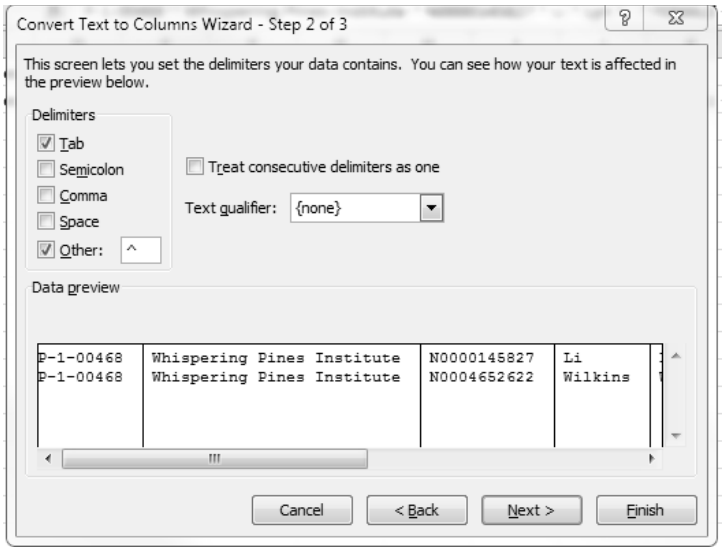
1. Complete Steps 1 through 5 in Section 13.3, Copy and Paste a Report.
2. Open the Excel application.
3. Select **Paste** from the **Edit** menu to paste the report into Excel. The whole report is contained in cell A1.
4. To convert the text to columns, select **Text to Columns** from the **Data** menu. The *Convert Text to Columns Wizard* window opens, as shown in Exhibit 32: Convert Text to Columns Wizard.

Exhibit 32: Convert Text to Columns Wizard



5. Click the **Delimited** radio button, and then click the **Next** button. Exhibit 33: Page 2 of the Convert Text to Columns Wizard, is an example of the window that opens.

Exhibit 33: Page 2 of the Convert Text to Columns Wizard



6. Click the **Other** check box and enter the caret (^) character in the box to the right of **Other** (see Exhibit 33). If there are other delimiters checked (for example, **Tab**), click the box to remove the check mark. Only the **Other** check box should be checked.
7. If necessary, change the Text qualifier to None {none}.
8. Click the **Next** button. Page 3 of the *Convert Text to Columns Wizard* window opens.
9. Click the **Finish** button. The wizard closes and the report is formatted into columns.

13.5 Complete the Annual Report

Sponsors must submit an annual report to DoS. The report must be filed on an academic, calendar, or fiscal year, as stipulated on the program's designation or redesignation letter. The annual reporting cycle and status of the report are listed on the *Program Information* page. The due dates for the annual report are:

- Academic Year ends: June 30
  Report due to DoS: July 31
- Calendar Year ends: December 31
  Report due to DoS: January 31
- Fiscal Year ends: September 30
  Report due to DoS: October 31

The following may display in the **Status of Current Annual Report** field on the *Program Information* page:

- **Due** if the annual report is currently due and DoS has not received the report, or the report has been received but a DoS user has not entered the date the annual report was received into SEVIS
- **Submitted** if DoS has received the report and entered the date the annual report was received into SEVIS
- The field will be blank for a recently designated Exchange Visitor Program sponsor whose first annual report is not due

See 22 CFR 62.15, Annual Reports, for details on what to include in the annual report.

SEVIS displays an alert on the first day of the month in which the annual report is due. The alert will be removed when a DoS user enters the date the report was received into SEVIS. The alert will be replaced by a past due alert if the receipt date is not entered into SEVIS by the due date.

See Sample Annual Report and Explanation of the Report Data for additional information regarding the report.

To complete the annual report, perform the following:

1. On the *Listing of Programs* page, click the **Reports** link in the **Commands** column. The *RO/ARO Reports* page opens, which contains the list of available reports for the selected program.

   Note: The *RO/ARO Reports* page can also be accessed by clicking the **Reports** link on the **Lists/Reports** menu on the *Program Sponsor Information* page.
2. Click the radio button next to **Annual Report - J1 Exchange Visitor Program U.S. Department of State**.
3. Click the **Submit** button. The *Report Criteria* page opens.
4. Select the year from the drop-down list. SEVIS will retrieve the information for the report based on the program's annual reporting cycle.

   Note: The year is associated with the program's annual reporting cycle. The 2016 reports will be generated as follows:

   - Academic cycle: July 1 2015 to June 30, 2016
   - Calendar cycle: January 1, 2016 to December 31, 2016
   - Fiscal cycle: October 1, 2015 to September 30, 2016

   Note: Important information regarding the annual report data:

   - The report data is refreshed every Saturday night; it will be up to date as of 12:01 Sunday morning. For example, if you generate the annual report on a Wednesday, before the end of the reporting cycle, the data will be up to date as of Sunday morning. Sections 1 (Activity by

Category) and 2 (Reconciliation of Forms DS-2019) of the report will not include any data changes made on Sunday, Monday, or Tuesday.

- The data will also be up to date on the day following the end of the reporting cycle (i.e., 12:01 a.m. January 1, July 1, and October 1).
- When generating an annual report for previous reporting cycles, the data is up to date as of the end of the reporting cycle. However, data in the reports generated for 2006 will be up to date for programs on a calendar year cycle only. The data in the reports generated for 2007 and later will be up to date for all programs.

5. Click the **Submit** button to generate the Annual Report in Portable Document Format (PDF). The report will display in a new browser window. See Sample Annual Report and Explanation of the Report Data for an example of the report.
6. To save the report, click **File** on the *Adobe* window.
7. Select **Save As**. The *Save a Copy* window opens.
8. Click the **Save in** down arrow and find the location to which the report will be saved.
9. Enter a file name in the **File Name** field, and click the **Save** button.
10. To print the report, click **File** on the *Adobe* window, and select **Print**.
    Note: The RO must sign page 2 of the report.
11. Click the **Close** button in the upper-right corner of the *Adobe* window to return to SEVIS.
12. Using a word processing application (such as, Microsoft Word), type a brief narrative in response to the questions on page 2 of the SEVIS–generated report. (See 22 CFR 62.15, Annual Reports, for details on what to include in the annual report.)
    Note: Include the Program Sponsor Number and Reporting Period on all pages (see the upper-right section of page 1 of the printed Annual Report).
13. Save the file.
14. Print the file and attach the narrative to the printed copy of the SEVIS–generated report.
15. Submit the entire report, along with all supporting documentation, to the appropriate address. See U.S. Department of State Contact Information for the appropriate address.

14. OPERATING INSTRUCTIONS

14.1 Initiate Operation

Access SEVIS via the Internet. A SEVIS user ID and password are required to access the system.

To log into SEVIS, perform the following:

1. Access the Internet and go to the *SEVIS Login* page at https://egov.ice.gov/sevis/.
2. Enter your user ID in the **User Name** field.
3. Enter your password in the **Password** field.
4. Press the **Enter** key or click the **Login** button.

Note: SEVIS may respond faster or slower depending on the number of users accessing SEVIS.

14.2 Maintain Operation

After 18 minutes of inactivity, a message displays advising that your session is about to expire. Click **OK** to continue working in SEVIS. If you click this button after 20 minutes of inactivity, a message displays advising that your session has expired. Click **OK** to return to the *SEVIS Login* page. Any unsaved data will be lost.

14.3 Terminate and Restart Operations

You may log off SEVIS at any time by clicking the **Logout** link on the navigation bar. To close the browser window, click the **Close** button in the upper-right corner of the browser window.

Should there be an unscheduled termination of your SEVIS session due to external causes such as a timeout, power failure, or a computer malfunction, repeat the login procedures described in Section 14.1, Initiate Operation.

SEVIS user IDs and passwords are suspended after three unsuccessful login attempts. Call the SEVIS Help Desk at 800-892-4829 to have access to SEVIS reinstated.

15. ERROR HANDLING

SEVIS includes automatic validation of the data entered into many fields. For example, if the date is entered in an incorrect format, the system will prompt you to correct the error by providing the proper format. These messages are self-explanatory and are not addressed in this manual.

The system also includes a SEVIS Connection Error. The message reads, "Your connection to SEVIS was unsuccessful. Please try your request again. If the error persists and you need assistance, please contact the SEVIS Help Desk at 800-892-4829."

You will be redirected to the *SEVIS Login* page. When returned to the *SEVIS Login* page, log into the system and continue working. If the message displays again, call the SEVIS Help Desk.

APPENDIX A—ACRONYMS AND ABBREVIATIONS

Acronym Abbreviation	Definition
ACH	Automated Clearing House
ARO	Alternate Responsible Officer
CEO	Chief Executive Officer
CFR	Code of Federal Regulations
DHS	U.S. Department of Homeland Security
DoS	U.S. Department of State
DSO	Designated School Official
ECFMG	Educational Commission for Foreign Medical Graduates
EV	Exchange Visitor
EVP	Exchange Visitor Program
FISMA	Federal Information Security Management Act
FMS	Financial Management Service
HTML	Hypertext Markup Language
ICE	Immigration and Customs Enforcement
ID	Identification
LPR	Legal Permanent Resident
MB	Megabyte
PDSO	Principal Designated School Official
POE	Port of Entry
RAM	Random access memory
RO	Responsible Officer
SEVIS	Student and Exchange Visitor Information System
SEVP	Student and Exchange Visitor Program
SRC	SEVP Response Center
URL	Universal Resource Locator
U.S.	United States
U.S.C.	United States Code

APPENDIX B—RESOURCES

The following are additional resources to assist with the administration of your U.S. Department of State designated-exchange visitor program.

EXCHANGE VISITOR PROGRAM (J-VISA)

Visit the U.S. Department of State's Exchange Visitor Program website:

http://j1visa.state.gov/sponsors/current/sevis/

To obtain administrative guidance on the Exchange Visitor Program, the Exchange Visitor Program regulations (22 CFR Part 62), or program or exchange visitor issues or concerns, contact the appropriate Office of Designation at the Department of State:

- **Academic and Government Programs Division**

  U.S. Department of State
  Office of Designation
  Academic and Government Programs Division
  ECA/EC/D, SA 44, Room 668
  Washington, DC 20547-4406

  Fax: 202-203-7779

  Email: Agexchanges@state.gov

  Responsible for the administration and oversight of the following categories:

  - Government Visitor
  - International Visitor
  - Professor
  - Research Scholar
  - Short-Term Scholar
  - Specialist
  - Student (College/University)

- **Private Sector Programs Division**

  U.S. Department of State
  Office of Designation
  Private Sector Programs Division
  ECA/EC/D, SA 44, Room 668
  Washington, DC 20547-4406

  Fax: 202-203-7779

  Responsible for the administration and oversight of the following categories:

  - Alien Physician (email: DesignationAlienPhys@state.gov)
  - Au Pair (email: DesignationAuPairPro@state.gov)
  - Camp Counselor (email: DesignationCC@state.gov)
  - Intern (email: DesignationIntern@state.gov)
  - Secondary School Student (email: DesignationSSSP@state.gov)
  - Summer Work Travel (email: DesignationSWT@state.gov)
  - Teacher (email: DesignationTeacherPr@state.gov)
  - Trainee (email: DesignationTrainee@state.gov)

STUDENT AND EXCHANGE VISITOR INFORMATION SYSTEM (SEVIS)

- **Department of State:** For questions regarding SEVIS functionality related to the Exchange Visitor Program, send an email to jsevis@state.gov
- **SEVIS Batch Issues:** For batch issues, send an email to SEVIS.Batch@ice.dhs.gov
- **SEVIS Help Desk:** To report SEVIS-related issues or request a password reset, call the SEVIS Help Desk at 800-892-4829 during the hours of 8 a.m. to 6 p.m. Eastern Time, Monday through Friday. You may also send an email to SEVISHelpdesk@ice.dhs.gov. The SEVIS Help Desk is available to address SEVIS concerns or questions other than security. Contact the appropriate division within DoS for all issues or questions related to 22 CFR Part 62, the interpretation of the regulation or DoS policy.
- **SEVIS Technical Issues:** To report technical problems with SEVIS, send an email to SEVISTechnicalFeedback@ice.dhs.gov
- **SEVIS Security Concerns**: For system security and data integrity issues, call the DHS Help Desk at 888-347-7762, 24 hours a day, 7 days a week.
- **SEVP Website:** http://www.ice.gov/sevis/index.htm/. It is recommended that you visit this site often to stay informed regarding events affecting SEVIS.
- **SEVIS I-901 Fee Website:** http://www.ice.gov/sevis/i901/index.htm
- **Online Help** is available by clicking the **Help** link on the navigation bar when logged into the SEVIS application. The Online Help is updated every release.
- **User Manuals** are available on the Internet at: The J-1 Visa Exchange Visitor Program website (http://j1visa.state.gov/sponsors/current/sevis/)

SOCIAL SECURITY ADMINISTRATION

- **Main Page:** The Official Website of the U.S. Social Security Administration: http://www.ssa.gov/
- **Employer Reporting & Instruction Information:** Telephone Numbers for Wage Reporting Assistance: http://www.ssa.gov/employer/wage_reporting_specialists.htm
- **Employer Responsibilities When Hiring Foreign Workers:** http://www.socialsecurity.gov/employer/hiring.htm

U.S. DEPARTMENT OF STATE

- **Main Page:** http://www.state.gov/
- **Bureau of Educational and Cultural Affairs:** http://exchanges.state.gov/
- **Bureau of Consular Affairs:** http://www.travel.state.gov/

  Visa Services, Public Inquiries Division: Telephone: 202-663-1225
  Website: http://travel.state.gov/content/visas/english/contact.html
- **Internet Visa Information Sources:**
  - Bureau of Consular Affairs (Visas): http://www.travel.state.gov/content/travel/english.html
  - Visa Waiver Information: http://travel.state.gov/content/visas/english/visit/visa-waiver-program.html#vwp
  - National Visa Center (NVC) public: (immigrant visa inquiries, including assistance regarding the new DS-260, Immigrant Visa and Alien Registration Application) call: (603) 334-0700 (7:00 a.m. EST to 12:00 midnight EST) or e-mail: mailto:asknvc@state.gov

U.S. DEPARTMENT OF HOMELAND SECURITY

- **Main Page:** http://www.dhs.gov
- **U.S. Immigration and Customs Enforcement:** http://www.ice.gov/index.htm
- **U.S. Citizenship and Immigration Services:** http://www.uscis.gov/portal/site/uscis

- **U.S. Customs and Border Protection:** http://www.cbp.gov

APPENDIX C—DOWNLOAD THE LATEST VERSION OF ADOBE READER

SEVIS enables you to print Forms, such as the Form DS-3036, to a designated printer through Adobe Reader. Perform the following steps to download the latest version of Adobe Reader:

1. Click the **Get Plug-Ins** link on the SEVIS navigation bar. The *SEVIS Plug-Ins* page opens.
2. Click the **Adobe Reader** button. A message displays advising that you are leaving SEVIS.
3. Click **OK**. The Adobe Reader web page (http://get.adobe.com/reader/) opens in a new browser window.
4. Follow the instructions on the Adobe Reader web page to install the Adobe Reader.

APPENDIX D—PARTICIPATION BY CATEGORY LISTING

Some categories require the completion of a separate application (Form DS-3036). Other categories can be applied for on the same application (Form DS-3036). All of the categories are listed in the table below in the left column. Additional categories that can be included on the same application are listed in the right column. If a separate application is required, "None" displays in the right column.

Desired Category	Additional categories that can be selected:
Alien Physician	None
Au Pair	None
Camp Counselor	None
Government Visitor	• International Visitor • Professor • Research Scholar • Short-Term Scholar • Specialist • Student: College/University
Intern	None
International Visitor	• Government Visitor • Professor • Research Scholar • Short-Term Scholar • Specialist • Student
Professor	• Government Visitor • International Visitor • Research Scholar • Short-Term Scholar • Specialist • Student
Research Scholar	• Government Visitor • International Visitor • Professor • Short-Term Scholar • Specialist • Student

Desired Category	Additional categories that can be selected:
Short-Term Scholar	• Government Visitor • International Visitor • Professor • Research Scholar • Specialist • Student
Specialist	• Government Visitor • International Visitor • Professor • Research Scholar • Short-Term Scholar • Student
Student: College/University	• Government Visitor • International Visitor • Professor • Research Scholar • Short-Term Scholar • Specialist
Student: Secondary School (High School)	None
Summer Work/Travel	None
Teacher	None
Trainee	None

APPENDIX E—SAMPLE ANNUAL REPORT AND EXPLANATION OF THE DATA IN THE REPORT

The following is a sample copy of the Annual report and a description of the report sections.

U.S. Department of State

ANNUAL REPORT

J-NONIMMIGRANT Exchange Visitor Program

OMB Approval No. 1405-0151
Expires: 04/30/2017
Estimate Burden: 2 Hours

Responsible Officer Mary Hafer
Sponsoring Organization Whispering Pines Institute
Address 1223 Main St.
Fairfax, VA 20108

Program Number P-1-16590
Reporting Period 07/01/2014 - 06/30/2015

Include This Information on Any Attachments

STATISTICAL REPORT

1. Activity by Category		
Category	Total Number of Records Created in Each Category to begin a New Program	
	J - 1	J - 2
1. GOVERNMENT VISITOR	0	
2. INTERNATIONAL VISITOR	0	
3. [illegible]OR	0	
4. RESEARCH SC[illegible]	0	
5. SH[illegible]TERM S[illegible]	0	
6. STUDE[illegible] AS[illegible]CIATE	0	
7. STUDENT BACHELORS	0	
8. STUDENT DOCTORATE	0	
9. STUDENT INTERN	0	
10. STUDENT MASTERS	0	
11. STUDENT NON-DEGREE	0	
Total Number of Records	0	0

2. Reconciliation of Forms DS-2019	
Use of Forms DS-2019 During the Reporting Period	Number of Forms DS-2019
A. Allotment Carried Over from Previous Reporting Period	0
B. Allotment Received from DOS During Reporting Period	25
C. Number of Records Available During the Reporting Period *(Add A + B)*	25
D. Number of Records DS-2019 Created During the Reporting Period	0
E. Total Number of Invalid Re[illegible]	0
F. R[illegible] Records Availa[illegible] at End[illegible] Report[illegible]d (C - [illegible]	

3. Record Statuses	Number of Records
A. Active Records	9
B. Inactive Records	0
C. No Show Records	4
D. Terminated Records	1
E. Initial Records	2
F. Invalid Records	0
G. Transferred Records	3

Sample Report

Paperwork Reduction Act (PRA) Statement

Public reporting burden for this collection of information is estimated to average two hours per response, including time required for searching existing data sources, gathering the necessary documentation, providing the information and/or documents required, and reviewing the final collection. You do not have to supply this information unless this collection displays a currently valid OMB control number. If you have comments on the accuracy of this burden estimate and/or recommendations for reducing it, please send them to: U.S. Department of State, Office of Designation SA-44, 6th Floor, 301 4th Street, SW, Washington, DC 20547.

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PROGRAM EVALUATION

A core mission of the Exchange Visitor Program is to promote mutual understanding between people of the United States and other countries through educational and cultural exchanges. Your comments and assessments help us present the success of our shared mission of exchange to Congress, interested government agencies, and International agencies and organizations. Please provide brief responses to the following questions.

1. **Summary:** Provide a brief summary of the activities in which exchange visitors were engaged, including:
   1A. **Program Effectiveness:** Please provide an evaluation of program effectiveness including a description of one or two brief success stories that occurred during the reporting period.
   1B. **Trends/Changes:** Describe any new directions, trends or significant changes that have occurred in your program during the reporting period.
   1C. **New Initiatives:** Describe any new initiatives that you are planning in the upcoming year.
2. **Difficulties:** What difficulties are you having that are working against the quality and quantity of exchanges in your program and in the broader Exchange Visitor Program?
   Examples: Credible employers, job availability, wages, housing, Consular Official/Visa issues, etc.
3. **Reciprocity:** Describe the nature and extent of reciprocity occurring in your exchange visitor program during the reporting year. If none, state: none.
4. **Cross-Cultural Activities:** Provide a summary of the cross-cultural activities you as a sponsor provided for your exchange visitors during the reporting year and your other efforts as a sponsor to ensure cultural exchange for your exchange visitors.
5. **Staff:** Identify the number of staff *(full and part time)* used in the administration of your exchange visitor program.
   Examples: Private sector entities should include total local and regional representatives, independent contractors, third parties, foreign agents , and volunteers.

Comments:

Sample Report

CERTIFICATION

I certify that the information in this report is complete and correct to the best of my knowledge and belief; and that the above named program sponsor has complied with all health and accident insurance requirements for exchange visitors and their accompanying spouses and dependents [22 CFR 62.14].

Mary Hafer

Name of Responsible Officer (*Printed or Typed*)

Signature of Responsible Officer (*Signed*)

Date (*mm-dd-yyyy*)

SEVIS Run Date: Tue Jun 30 08:13:32

Submission of Form DS-3097 shall be sent to:

U.S. Department of State
Office of Designation
SA-44, 6th Floor
301 4th Street, SW
Washington, DC 20547

Or By Email: EVPadministration@state.gov or AGExchanges@state.gov

DS-3097
01-2013

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Exhibit 34: Explanation of Data in the Annual Report

U.S. Department of State
ANNUAL REPORT
J-NONIMMIGRANT Exchange Visitor Program

OMB Approval No. 1405-0151
Expires: 04/30/2017
Estimate Burden: 2 Hours

Responsible Officer Mary Hafer
Sponsoring Organization Whispering Pines Institute
Address 1223 Main St.
Fairfax, VA 20108

Program Number P-1-16590
Reporting Period 07/01/2014 - 06/30/2015
Include This Information on Any Attachments

STATISTICAL REPORT

1. Activity by Category		
Category	Total Number of Records Created in Each Category to begin a New Program	
	J - 1	J - 2
1. GOVERNMENT VISITOR	0	
2. INTERNATIONAL VISITOR	0	
3. PROFESSOR	0	
4. RESEARCH SCHOLAR	0	
5. SHORT-TERM SCHOLAR		
6. STUDENT ASSOCIATE		
7. STUDENT BACHELORS		
8. STUDENT DOCTORATE	0	
9. STUDENT INTERN	0	
10. STUDENT MASTERS	0	
11. STUDENT NON-DEGREE	0	
Total Number of Records	0	0

A B C

2. Reconciliation of Forms DS-2019	
Use of Forms DS-2019 During the Reporting Period	Number of Forms DS-2019
A. Allotment Carried Over from Previous Reporting Period	0
B. Allotment Received from DOS During Reporting Period	25
C. Number of Records Available During the Reporting Period *(Add A + B)*	25
D. Number of Records DS-2019 Created During the Reporting Period	0
E. Total Number of Invalid Records	0
F. Remaining Records Available at End of Reporting Period *(C - D + E =F)*	0

3. Record Statuses	Number of Records
A. Active Records	9
B. Inactive Records	0
C. No Show Records	4
D. Terminated Records	1
E. Initial Records	2
F. Invalid Records	0
G. Transferred Records	3

Paperwork Reduction Act (PRA) Statement
Public reporting burden for this collection of information is estimated to average two hours per response, including time required for searching existing data sources, gathering the necessary documentation, providing the information and/or documents required, and reviewing the final collection. You do not have to supply this information unless this collection displays a currently valid OMB control number. If you have comments on the accuracy of this burden estimate and/or recommendations for reducing it, please send them to: U.S. Department of State, Office of Designation SA-44, 6th Floor, 301 4th Street, SW, Washington, DC 20547.

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SECTION 1: ACTIVITY BY CATEGORY

In the Activity by Category section of the report, the data is based on the sponsors reporting cycle:

- Academic: July 1 – June 30
- Calendar: January 1 – December 31
- Fiscal: October 1 – September 30

Note: The values in Section 1 are valid as of the most recent data refresh (that is, 12:01 a.m. Sunday morning), or the day following the end of the reporting cycle (that is, 12:01 a.m. January 1, July 1, and October 1).

The values in this section of the report are determined as follows:

A. The number of exchange visitor records created (Forms DS-2019 set to Initial status) in each category to begin a new program. The current status of the exchange visitor records is not taken into consideration—the records were submitted at some point during the reporting cycle.

B. The total number of exchange visitor records created (Forms DS-2019 set to Initial status) during the reporting cycle.

C. The total number of spouse/dependent records created (Forms DS-2019 set to Initial status) during the reporting cycle. The number of spouse/dependent records is not broken down by category.

SECTION 2: RECONCILIATION OF FORMS DS-2019

Note: The values in Section 2 are valid as of the most recent data refresh (that is, 12:01 a.m. Sunday morning), or the day following the end of the reporting cycle (that is, 12:01 a.m. January 1, July 1, and October 1).

The values in this section of the report are determined as follows:

A. The number of forms carried over from the previous reporting cycle—the number available on the first day of the reporting cycle.

B. The number of forms allotted minus any form reductions during the reporting cycle.

C. Add lines A and B to obtain the value for line C, the number of forms available during the reporting cycle.

D. The number of exchange visitor records created (Forms DS-2019 status set to Initial) during the reporting cycle. This value should be equal to the value identified as “B” in Section 1 in the above exhibit.
Note: The exchange visitor’s program begin date is not taken into consideration.

E. The total number of records that became invalid (Forms DS-2019 status set to Invalid) during the reporting cycle and are still in Invalid status as of the most recent data refresh. (When a record becomes Invalid, the sponsors form allotment is increased by one.)

F. The number of forms available at the end of the reporting cycle (the value on line C-D+E).

Note: The values in Section 2 do not take into account records that were manually data fixed.

SECTION 3: RECORD STATUSES

The values in section 3 reflect the current counts by status. They are valid as of the date/time on which the report is generated.