

A GUIDE FOR RESPONSIBLE OFFICERS AND ALTERNATE RESPONSIBLE OFFICERS

U.S. Department of State

Bureau of Educational and Cultural Affairs

Office of Private Sector Exchange

Exchange Visitor Program

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1. Introduction

This guide is intended for Responsible Officers (ROs) and Alternate Responsible Officers (AROs) of designated program sponsors in exchange programs administered by the U.S. Department of State (Department) pursuant to 22 C.F.R. Part 62. ROs and AROs, such as you, have been appointed by the sponsor, and approved by the Department, to help administer a sponsor's exchange visitor program by performing duties specified in the regulations. We hope the information and resources in this guide will be helpful to you, whether you are a veteran of the program or a newly assigned officer.

The Department's Exchange Visitor Program provides opportunities for more than 300,000 foreign nationals per year to experience United States society and culture and engage with Americans. There are fifteen categories under the Exchange Visitor Program, of which, thirteen categories include privately-funded programs that are implemented under the auspices of the Office of Private Sector Exchange in the Department's Bureau of Educational and Cultural Affairs. The Department has designated approximately 1,500 academic, for-profit, non-profit, or federal, state, and local government entities to conduct private sector exchange programs. Exchange visitors on private sector programs may study, teach, conduct research, share their specialized skills, or receive on-the-job training for periods ranging from a few weeks to several years. In addition to the thirteen private sector exchange categories listed below, the Exchange Visitor Program also includes two categories that are publicly funded: International Visitors and Government Visitors (which is only available to government entities). To view more information about these categories, please visit the Exchange Visitor Program website at j1visa.state.gov.

The Exchange Visitor Program is administered by the Office of Private Sector Exchange:

- Private Sector Exchange Designation (D)– Academic and Government Programs Division (AG) and Private Sector Programs Division (PS): Analyzes applications for new designations and redesignations; distributes annual Form DS-2019 allotments and evaluates program expansion requests; conducts outreach by assisting sponsors with J-visa related administrative, policy, and regulatory questions, inquiries, and requests.
- Private Sector Exchange Program Administration (OPA): Monitors the health, safety, and welfare of exchange visitors and responds to complaints and incidents.
- Exchange Coordination and Compliance (ECC): Oversees the operations and management of SEVIS, coordinates with law enforcement, and reviews sponsors' regulatory compliance. ECC may recommend and impose sanctions on a sponsor's program based on regulatory non-compliance.
- Policy and Program Support (P): Develops regulations, identifies strategic goals, connects alumni services, and provides administrative support to the Office of Private Sector Exchange.

Contact Information (Also see Resources Section 7.1)

- Office of Private Sector Exchange Designation:
 - Academic and Government Programs Division (AG)
AGexchanges@state.gov

- Private Sector Programs Division (PS)
Alien Physician: DesignationAlienPhys@state.gov
Au Pair: DesignationAuPair@state.gov
Camp Counselor: DesignationCC@state.gov
Intern: DesignationIntern@state.gov
Secondary School: DesignationSSSP@state.gov
Summer Work Travel: DesignationSWT@state.gov
Teacher: DesignationTeacherPr@state.gov
Trainee: DesignationTrainee@state.gov
- Office of Private Sector Exchange Program Administration:
For reporting incidents, use the following mailboxes:
 - Academic and Government Programs: AGalert@state.gov
 - Au Pair: AuPairProgram@state.gov
 - Camp Counselor: CCsponsors@state.gov
 - Intern & Trainee: InternTraineeNotify@state.gov
 - Secondary School: HighSchoolExchanges@state.gov
 - Summer Work Travel Category: SWTSponsors@state.gov
 - Teacher and Physician Category: Teacher_Physician@state.gov

2. Student and Exchange Visitor Information System (SEVIS)



The Student and Exchange Visitor Information System (SEVIS) is a secure Internet-based information management system administered by the Department of Homeland Security (DHS). It is intended for use in maintaining accurate and current information on nonimmigrant students (F and M visas) exchange visitors (J visa), and their spouses/dependents (F-2, M-2, J-2 visas, respectively) in the United States. SEVIS enables schools and sponsors to transmit mandatory

information to the DOS and DHS throughout the participants' time in the United States.

With access to SEVIS, ROs and AROs can update sponsor information, create and update J-1 and J-2 exchange visitor records, and submit updates that require approval to the Department. ROs and AROs must log into the system regularly.

For detailed information and instructions, see the corresponding sections in User Manual for Exchange Visitor Program Sponsor Users (RO/ARO) of SEVIS Volume I and User Manual for Exchange Visitor Program Sponsor Users (RO/ARO) of SEVIS Volume II. The manuals provide an overview of basic SEVIS information including actions and SEVIS statuses.

2.1 SEVIS Statuses

Various events affect the status of an exchange visitor record in SEVIS. It is important for sponsors to take timely necessary actions to ensure that the SEVIS status of an exchange visitor and any accompanying spouse and dependents remains in valid status. Below is a list of the possible SEVIS statuses:

- Initial
- Active
- Invalid
- No Show
- Transferred
- Inactive
- Terminated

All exchange visitor applicants must have a SEVIS-generated “Certificate of Eligibility for Exchange Visitor (J-1) Status (Form DS-2019)” issued by a Department of State designated sponsor in order to apply for an exchange visitor J-1 visa. After a sponsor official creates and submits the Form DS-2019, the SEVIS status changes to Initial. If the exchange visitor is participating in an internship, student internship, or training program, a Form DS-7002 (Training/Internship Placement Plan – T/IPP) is also entered into SEVIS. Consular Officers verify the Form DS-2019 record in order to process the exchange visitor visa application. Errors in the creation of SEVIS records may affect the exchange visitor’s ability to obtain a visa and gain admission to the United States.

Unless otherwise exempt, an exchange visitor whose Form DS-2019 was issued on or after September 1, 2004, must pay a SEVIS I-901 Fee to the Department of Homeland Security for each individual exchange program. The fee may be paid either through the www.fmjfee.com website, via Western Union, or by mail. (See Resources Section 6.2.11 for detailed information on the SEVIS I-901 fee).

When the exchange visitor pays the SEVIS I-901 fee, receives a J-1 visa, enters the United States as an exchange visitor, and reports to the sponsor, the RO or ARO has 30 days from the program begin date to validate the exchange visitor record in SEVIS. Upon validation, the status of the SEVIS record changes to “Active.” If the record is not validated within 30 days of the program begin date and there is no port of entry data on the record, the status is automatically changed to “Invalid.” When there is port of entry data on the record, indicating that the exchange visitor entered the United States, and the record is not validated within 30 days of the program begin date, the status is automatically changed to “No Show.”

If the exchange visitor obtains J-1 status via approval for a change of nonimmigrant status request to the United States Citizenship and Immigration Service (USCIS), the sponsor must validate the exchange visitor’s record within 30 days of the benefit start date noted on the Form I-797 Notice of Action.

An eligible exchange visitor can transfer to another sponsor under the post-secondary academic programs or can be transferred into a program on the effective date of transfer entered by the releasing program sponsor. In the case of an exchange visitor transferring in, the status of the exchange visitor and dependents will change from Transferred to Active when the exchange visitor’s participation in the new program has been validated, which must take place no later than

30 days after the effective date of transfer. Failure to validate the exchange visitor's participation within 30 days will cause the status of the SEVIS record(s) to change to No Show. Transfers are not permitted under the private sector program categories of exchange.

The RO and AROs are expected to maintain SEVIS records. The actions available depend on the category and SEVIS status of the exchange visitor or spouse/dependent. When the program end date is reached, the status of the record will change to "Inactive." If the exchange visitor's program is terminated by a sponsor, the RO and AROs should update the record to "Terminated," which can have negative consequences for the exchange visitor.

If the SEVIS status of a record is incorrect, RO and ARO have the ability to correct the record's status or request a reinstatement, if necessary.

2.2 Form I-515A

Exchange visitors who enter the United States may be issued a Form I-515A by the Department of Homeland Security's Customs and Border Protection. This allows temporary admission into the United States for 30 days. Situations that may cause a Form I-515A to be issued include, but are not limited to, entry without proper documentation. During this time, exchange visitors should immediately contact their RO or ARO to mail the required documentation to the Department of Homeland Security:

- Form I-515A
- Form DS-2019 with original signatures
- Form I-94
- Copy of passport with admission stamp
- I-901 SEVIS Fee receipt

Exchange visitors who fail to respond within 30 days and remain in the country will be subject to Form I-515A Noncompliance Termination Procedure. The exchange visitor will then have 15 days to leave the country and may be flagged as a visa violator.

Sponsors should contact the Office of Private Sector Exchange Designation if, as a part of this process, the exchange visitor's SEVIS record also needs to be reinstated. See section 4.5 for reinstatements.

2.3 SEVIS Alerts

SEVIS provides alerts to assist sponsors in maintaining records. If an alert exists for the exchange visitor, this is a reminder to review the record and determine if any action needs to be taken. Please make it a practice to manually log in to SEVIS and review the alerts.

2.4 SEVIS Training Videos

The SEVIS team has developed a series of training videos for actions taken in SEVIS. You can find the videos at the following link:

<https://j1visa.state.gov/sponsors/current/sevis/sevis-training-videos/>

3. Exchange Visitor Program Regulations [22 CFR Part 62]

The regulations governing the Exchange Visitor Program are found in Title 22 of the Code of Federal Regulations (CFR), Part 62. The link to the online CFR is provided in the Resources section, Appendix A.

22 CFR Part 62 is divided into subparts. Subpart A outlines general program requirements applicable to the programs of all sponsors, regardless of the program category or categories for which they are designated, obligations of sponsors, rules on program administration, and duties of the RO and ARO(s). Subpart B outlines category-specific requirements. Subpart C outlines the regulations on adjustments to the status of exchange visitors (i.e., extensions, reinstatements, transfers, change of category). Subpart D covers sanctions and Subpart E covers termination of programs.

This section provides a brief overview of the regulations in Subpart A relevant to existing sponsors.

3.1 Designation [22 CFR 62.6]

Designation is the authorization by the Department of State to conduct an exchange visitor program as a sponsor. In order to receive approval as a sponsor, applicants must demonstrate the ability to comply with all applicable provisions of 22 CFR Part 62 and meet its financial obligations and responsibilities attendant to a successful exchange program. The duration of designation (one or two years) is stated in the letter of designation upon approval. Designations are not transferable or assignable.

Sponsors are assigned a program number within a designation code according to program type:

Designation Code	Program Type
G-1	Programs sponsored by the Department of State
G-2	Programs sponsored by the Agency for International Development (USAID)
G-3	Other U.S. Federal agencies
G-4	International agencies or organizations in which the U.S. Government participates
G-5	Other national, State, or local government agencies
G-7	Federally funded national research and development center or a U.S. Federal laboratory
P-1	Educational institutions, e.g., schools, colleges, universities, seminaries, libraries, museums, and institutions devoted to scientific and technological research
P-2	Hospitals and related institutions
P-3	Nonprofit organizations, associations, foundations, and institutions (academic institutions conducting training programs can be classified as a P-3, as long as they are considered nonprofit)
P-4	For-profit organizations (business and industrial concerns)

Once designated, the sponsor receives an initial allotment of Forms DS-2019 – Certificate of Eligibility for Exchange Visitor (J-1) Status. Form DS-2019 is the formal document required to support an application for an exchange visitor visa (J-1/J-2) and to gain admission to the United States.

Note: To add new categories or occupational categories to your Designation, please see Section 4.2 on Amendments.

3.2 Redesignation [22 CFR 62.7]

Sponsors must apply for redesignation no more than six months and no fewer than three months prior to the designation expiration date.

The RO or ARO must submit a request for redesignation in SEVIS. Refer to the User Manual for Exchange Visitor Program Sponsor Users (RO/ARO) of SEVIS Volume I Forms DS-3036 and DS-3037 for further instructions. An example of a completed Form DS-3036 can be viewed in Appendix B.

In addition to the SEVIS request, sponsors must complete the redesignation application fee payment through Pay.gov.



Pay.gov – New sponsors must contact the Office of Private Sector Exchange Designation to request an account with Pay.gov to pay program fees. Sponsors must have at least two individuals with registered Pay.gov accounts. The RO/AROs, any employee of the sponsor, and any agent working on behalf of the sponsor can have a registered account.

To request a new account, contact the Office of Private Sector Exchange Designation via the category-specific email addresses (See Contacts under Section 6.1). If a user does not log in to their account at least once every 90 days, the account password will need to be reset. To reset the password, call Pay.gov customer service at 1-800-624-1373, option 2.

When paying a program fee, sponsors must use the EVP Fee Payment form. This is also called “the private form.” Using any other form in Pay.gov to pay a fee will require that a refund be made and the fee to be resubmitted using the private form. For detailed instructions on how to locate the private form and make the payment, see APPENDIX B, Section 7.3.

The RO or ARO must email the pay.gov receipt, together with the completed Form DS-3036 and the required supporting documentation, to the Office of Private Sector Exchange Designation. A full list of required documentation to support an application for redesignation can be found under 22 CFR 62.7(c). A sponsor that has submitted a redesignation application within the prescribed timeframe may continue to conduct its exchange program unless and until notified by DoS of a decision not to re-designate the sponsor.

3.3 General Program Requirements [22 CFR 62.8]

Sponsors must meet the general program requirements which include, but are not limited to:

- Size of program – Sponsors, other than Federal government agencies, must have no fewer than five exchange visitors in Active status per reporting cycle (Academic, Calendar, Fiscal Year), unless this requirement is waived by the Department. For information on reporting cycles, see 3.10 Annual Reports.
- Minimum duration of program for exchange visitors – Sponsors, other than the Federal government agencies, shall provide each exchange visitor, except short-term scholars, with a minimum period of participation in the United States of three weeks. Refer to the Maximum and Minimum Duration of Participation Rules chart in the Appendix B for more information.

- Reciprocity – Sponsors must make a good faith effort to facilitate reciprocal exchange (i.e., Americans going abroad).
- Cross-cultural activities – Sponsors must make cross-cultural programs or activities available to their exchange visitors and their spouses/dependents in order for them to experience American society, culture, and institutions.

3.4 General Obligations of Sponsors [22 CFR 62.9]

The general obligations include, but are not limited to, the requirements that sponsors:

- Maintain the same legal status they held when initially designated. Refer to the User Manual for Exchange Visitor Program Sponsor Users (RO/ARO) of SEVIS Volume I for detailed instructions.
- Maintain current requisite licenses and accreditation, if applicable.
- Provide accurate, complete, and timely information, to the extent lawfully permitted, to its exchange visitors, the Department of State, the Department of Homeland Security, host entities to include host families, host organizations, and host employers, and to the public regarding their exchange visitor program(s), exchange visitors, and any accompanying spouses / dependents.
- Maintain the capability of meeting the financial obligations and responsibilities of administering a successful exchange visitor program.
- Provide adequate staff and support services, with appropriate qualifications and training, to administer the program in compliance with regulations.
- Maintain an RO and at least one ARO. If an RO or ARO departs, the sponsor must request approval of a replacement within 10 calendar days.
- Per 62.9(g), a sponsor redesignated for two years must ensure that the proposed Responsible Officer and Alternate Responsible Officer(s) have undergone a criminal background check within the past four years to determine their suitability for these positions. Responsible Officers and Alternate Responsible Officers must be U.S. persons.



3.5 Program Administration [22 CFR 62.10]

Sponsors are responsible for the administration of their program including, but not limited to:

- Selection of exchange visitors – Sponsors are required to establish and utilize a system to screen and select prospective exchange visitors to ensure, among other things, the suitability of their program for prospective participants, and that applicants have sufficient proficiency in the English language to participate in their programs. Category-specific regulations may provide additional criteria. Consult the regulations for each program category for details on additional screening requirements.

- Pre-arrival and Orientation – Sponsors must offer pre-arrival information and orientation for all exchange visitors and spouses/dependents that include the required elements listed in the regulations. Some categories require additional pre-arrival and/or orientation information; refer to the category-specific regulations for additional pre-arrival information and/or orientation requirements.
 - Sponsors are required to provide exchange visitors with the Department of State's Exchange Visitor Program Welcome Brochure. The brochure is available at <https://j1visa.state.gov/sponsors/current/regulations-compliance/>.
 - Sponsors are required to provide the Wilberforce Pamphlet on the Rights and Protections for Temporary Workers. It is strongly recommended that all sponsors provide the pamphlet, regardless of category. The brochure is available for download at <https://j1visa.state.gov/sponsors/current/regulations-compliance/>.
- Monitoring exchange visitors – Sponsors are required to monitor the progress and welfare of exchange visitors and ensure that their activities are consistent with the category indicated on their Form DS-2019. Sponsors must require exchange visitors to keep them apprised of their current addresses and phone numbers; any changes must be reported in SEVIS within 10 business days of notification. As part of orientation, sponsors are required to provide all participants with emergency contact information. Refer to the regulations for each category for any additional, category-specific requirements.
- Though not a regulatory requirement, sponsors should have a plan in place for contacting and providing safety information to exchange visitors and their dependents in the event of a natural disaster or national emergency. Sponsors should enter into SEVIS the foreign address of potential exchange visitors waiting to enter the United States so they may be contacted in the event of a disaster or emergency.

Sponsors should be prepared to respond to any inquiry received by the Department of State. An inquiry can be in the form of requesting information on a complaint or incident, information to complete an extension request, information related to a compliance review. Sponsors must, to the extent lawfully permitted, furnish such information and must cooperate with any inquiry of investigation undertaken by the DOS or DHS.

- Retention of records – Sponsors must retain all records related to their exchange visitor program and exchange visitors and dependents for a minimum of three years following the completion of the exchange visitor's program.

3.6 Duties of Responsible Officers [22 CFR 62.11]

ROs are responsible for the training and supervision of their AROs. The RO and all AROs must be thoroughly familiar with the Exchange Visitor Program regulations, properly monitor exchange visitors, and follow all other duties under 22 CFR 62.11.

3.7 Control of Forms DS-2019 [22 CFR 62.12]

Only ROs and AROs are authorized to access SEVIS on behalf of a sponsor and must be physically present in the United States to print and sign Forms DS-2019. PDF versions, or other electronic copies, of Forms DS-2019 may not be electronically transmitted to any entity other than DoS or DHS. Presently, SEVIS only permits sponsors to print Form DS-2019 in “Initial” or “Active” status. Additional guidance will be provided on a case-by-case basis for instances where a sponsor may need to print Form DS-2019 for exchange visitors who have completed their programs (i.e., not in “Initial” or “Active” status).

Prior to issuance of a Form DS-2019, a sponsor must verify that the prospective exchange visitor meets all eligibility criteria. Once printed, Form DS-2019 must be signed in blue ink to denote that it is the original document.

- Allotments – A sponsor’s authorized allotment level refers to the annual number of Forms DS-2019 approved for a program, which is provided in a sponsor’s letter of designation. For more information on allotment processing, please see Section 4.1.
- Permission to Issue – For sponsors with the academic program categories, the RO has the discretion to request permission to issue a Form DS-2019 on behalf of an institution without an Exchange Visitor Program. For submission of such requests, please see section 4.7.

3.8 Notification Requirements [22 CFR 62.13]

Sponsors must follow the notification requirements which include but are not limited to:



- Validation – Sponsors must validate an exchange visitor’s participation in SEVIS within 30 days of the exchange visitor’s “Program Begin Date.”

If a sponsor fails to validate an exchange visitor within 30 days of the Program Begin Date, their SEVIS record status will automatically change to “No Show” or “Invalid.” When exchange visitors are in “No Show” status, it will negatively impact the exchange visitor and any spouse/dependents. Sponsors should immediately correct the record to reflect the accurate status if such change is in error. If the status has changed to “Invalid” or “No Show” within the past 30 days, the “Correct SEVIS Status” option may be used. See the User Manual for Exchange Visitor Program Sponsor Users

(RO/ARO) of SEVIS Volume II Forms DS-3036 and DS-3037 for additional information.

- Reinstatement Update SEVIS Status – If the SEVIS status change to “Invalid” or “No Show” occurred more than 30 days after the exchange visitor’s entry into the United States, the sponsor must request reinstatement in order to change such status. For instructions on submitting the request through SEVIS, refer to the User Manual for Exchange Visitor Program Sponsor Users (RO/ARO) of SEVIS Volume II Forms DS-3036 and DS-3037.

With a request for reinstatement in SEVIS, sponsors must pay a nonrefundable fee (see 22 CFR § 62.17(b)(1)) to the U.S. Department of State and email the following documentation to the Office of Designation:

- A brief explanation of the requested status change and confirmation that the exchange visitor is actively participating in the program;
- Pay.gov receipt;
- Repayment of the SEVIS fee (for “Inactive” and “Terminated” records) See Section 6.2.11;
- Copy of the exchange visitor’s stamped Form DS-2019, visa, passport, and I-94 record.

Sponsors should allow up to four weeks for the processing of reinstatement requests.

- Status of the Exchange Visitor – Sponsors must notify the Department via SEVIS of other actions, which may include shortening an exchange visitor’s program and terminating an exchange visitor’s program. Such actions will change the SEVIS status of an exchange visitor and/or spouse/dependent record. See User Manual for Exchange Visitor Program Sponsor Users (RO/ARO) of SEVIS Volume II for additional information.

- Changes in sponsor’s circumstance – Sponsors must notify the Department within 10 business days of any change in the composition of the organization or change in ownership that affects its status as a United States Person, change in financial circumstances that may render it unable to comply with its obligations under 22 CFR 62.9, loss of licensure or accreditation, any material facts or events that have an impact on the sponsor’s ability to properly administer or conduct its exchange visitor program, change in contact information, or change in RO or ARO. Several of these notification actions may be handled in SEVIS: see User Manual for Exchange Visitor Program Sponsor Users (RO/ARO) of SEVIS Volume I, for additional information.

- Serious problem or controversy – Sponsors are required to notify the Department promptly (on or before the next business day) of any serious problem or controversy which could be expected to bring the Department or the sponsor's program into notoriety or disrepute, including:

- Potential litigation related to a sponsor’s exchange visitor program, in which the sponsor or exchange visitor may be a named party;
- Death of an exchange visitor;
- Serious injury of an exchange visitor; and

o Sexual abuse allegations

- In the event of such serious problem or controversy, a sponsor should complete an OPA Incident Report and email it to the Office of Private Sector Program Administration. Please refer to the Incident Reporting Rubric and Report Form that was sent by your OPA Program Officer and included with your most recent letter of designation or redesignation.

3.9 Insurance [22 CFR 62.14]

Sponsors must require that all exchange visitors and spouse/dependents have insurance in effect that covers them for sickness or accidents during the time of their program. The period of required coverage is the actual duration of the exchange visitor's participation in the sponsor's exchange visitor program as recorded in SEVIS in the "Program Begin Date," and as applicable, the "Program End Date," "Effective Date or Completion," "Effective Date of Transfer," or "Effective Date of Termination" fields. Coverage must satisfy the requirements of 22 CFR 62.14.

3.10 Annual Reports [22 CFR 62.15]

Sponsors are required to electronically submit an annual report to the Office of Private Sector Exchange Designation each reporting period. Annual Reports should be emailed to the respective Office of Private Sector Exchange Designation (See Resources Section 6.1)

Due dates for the annual report vary depending on the program reporting period, and is noted on a sponsor's original designation letter and on subsequent letters of redesignation:

- Calendar year (Jan 1 – Dec 31): due by January 31
- Academic year (Jul 1 – Jun 30): due by July 31
- Fiscal year (Oct 1 – Sep 30): due by October 31

The annual report is comprised of three components: a narrative, certification of compliance with insurance coverage, and Form DS-3097, which is a SEVIS-generated statistical summary of Form DS-2019 use.

The narrative must address the six questions on Form DS-3097:

1. Summary: Provide a brief summary of the activities in which exchange visitors were engaged, including an evaluation of program effectiveness. What new directions, trends, or significant changes have occurred in your program during the report period? Are you planning to implement any new initiatives in the upcoming year?
2. Challenges: What challenges are you having that are working against the quality and quantity of exchanges in your program and in the broader Exchange Visitor

The image shows a sample of Form DS-3097, titled "ANNUAL REPORT of Exchange Visitor Program". The form is divided into several sections. Section 1, "Summary", contains a table with columns for "Category", "Total Number of Exchange Visitors", and "Number of Exchange Visitors by Reporting Period". Section 2, "Challenges", contains a table with columns for "Challenge", "Description", and "Number of Exchange Visitors". Section 3, "Program Effectiveness", contains a table with columns for "Program Effectiveness", "Description", and "Number of Exchange Visitors". The form also includes a "Remarks" section at the bottom.

Program? Examples: Credible employers, job availability, wages, housing, Consular Official/Visa issues, etc.

3. Reciprocity: Describe the nature and extent of reciprocity occurring in the sponsor's exchange visitor program during the reporting year. If none that year, state: none.
4. Cross-Cultural Activities: provide a summary of the cross-cultural activities you provided for your exchange visitors.
5. Staff: Identify the number of staff used in the administration of your exchange visitor program.
6. Other comments: Report any matters deemed necessary/ relevant to your exchange program that require the Department's attention.

Sponsors are encouraged to submit exchange visitor highlights and photos, with permission. For an example narrative, see Appendix B.

3.11 Management Review [22 CFR 62.15 (b)]

A management review is a program-specific management audit in a format approved by the Department of State that is conducted by an independent auditor who is not an employee or a third party contractor of the sponsor, to identify weaknesses in operating procedures in the conduct of an organization's business and in meeting regulatory requirements in the administration of a sponsor's exchange visitor program. This includes a review of internal operating procedures of the sponsor and the files of a statistically valid sampling of the sponsor's exchange visitors.

The Department provides sponsors with the instructions, format and schedule of the management review timeframe. Each sponsor whose authorized allotment level is twenty (20) or more exchange visitors must conduct a management review once during the two-year designation period. The Department does not currently require management reviews for sponsors whose annual allotment is fewer than 20 exchange visitors or whose exchange programs are funded by federal, state, or local governments (e.g., public school systems).

3.12 Placement Reports

Sponsors should refer to specific program regulations for any additional requirements. Currently three program categories—Camp Counselor (once a year), Secondary School Student (twice a year), and Summer Work Travel (twice a year)—require sponsors to submit placement reports. In addition, sponsors in the Summer Work Travel category must send an annual participant price list to the Department; sponsors in the Secondary School Student category must submit a change of placement report. Please refer to the category-specific regulations for information on additional reporting requirements.

3.13 Employment [22 CFR 62.16]

Exchange visitors may receive compensation from the sponsor for employment when it is part of the exchange visitor's program activity. Some categories (e.g., Secondary School Student) may not be employed on either a full- or part-time basis (however, Secondary Schools Students may accept sporadic or intermittent employment such as babysitting or yard work). Any exchange visitor who engages in

unauthorized employment shall be deemed in violation of program status and is subject to program termination.

Spouses and dependents of exchange visitors (J-2 visa holders) may apply for an “Employment Authorization Document” (EAD) with DHS while in the United States. The spouse/dependent may not work until they receive an EAD and may work part-time or full-time as long as their EAD is valid. Work permission is typically granted for a period of one year (or to the end of the J-1’s program, whichever is earlier).

4. Sponsor Requests to the Office of Private Sector Exchange Designation

Sponsors may submit two kinds of requests: those on behalf of the sponsor and those on behalf of exchange visitors. Sponsor requests may include applications for Designation, Redesignation, Allotment, Amendment, and Add Official/Replace RO. Exchange visitor requests may include Change of Category, Reinstatement, Extension Beyond Maximum Duration of Participation, and Permission to Issue.

You can find information on how to submit requests under the SEVIS section, Exchange Visitor Program Regulations section, and in the SEVIS manuals. This section also provides further guidance on several requests:

4.1 Allotment

A sponsor’s allotment refers to the authorized number of exchange visitors in a sponsor’s exchange visitor program. A sponsor’s allotment corresponds to the number of Forms DS-2019 a sponsor is authorized to issue annually (authorized allotment level). The program size originally approved at the time of designation is based, among other factors, on the sponsor’s request, financial viability, and proof of sufficient staff. This authorized allotment level can be found in the sponsor’s Letter of Designation.



With the creation of each Form DS-2019, a sponsor’s current allotment of forms will decrease by one. In order to maintain the authorized allotment level from year-to-year, the sponsor must, following the initial allotment, request an additional allotment of Forms DS-2019 through SEVIS as needed. Step by step instructions can be found in the User Manual for Exchange Visitor Program Sponsor Users (RO/ARO) of SEVIS Volume I Forms DS-3036 and DS-3037.

The Office of Private Sector Exchange Designation recommends that allotment requests are submitted annually. When submitting a request for Forms DS-2019, sponsors may receive an allotment up to their authorized allotment level.

The timing of the request may coincide with the annual report submission, as necessary for some categories. Sponsors should allow up to four weeks for processing. To increase the number of exchange visitors in its program, a sponsor must submit an expansion request to the Office of Private Sector Exchange Designation, with justification for the increase in size, pursuant to 22 CFR § 62.12(d)(2). Criteria for an expansion request can be found in the User Manual for Exchange Visitor Program Sponsor Users (RO/ARO) of SEVIS Volume I Forms DS-3036 and DS-3037.

The Department of State has the sole discretion to determine the number of Forms DS-2019 to be issued to a sponsor.

4.2. Amendment – Adding a Category

For programs under the Academic and Government Programs Division, sponsors may request to add a category to their existing program through an Application for Amendment. Instructions for submitting an application for amendment through SEVIS can be found in the User Manual for Exchange Visitor Program Sponsor Users (RO/ARO) of SEVIS Volume I Forms DS-3036 and DS-3037. There is no fee associated with an amendment request.

In addition to the SEVIS request, sponsors must submit supporting documentation specific to the proposed administration of the request category including:

- Method of Selection
- Arrangements for Financial Support of Exchange Visitor while in the U.S.
- Purpose or Objective
- Outline of Proposed Activities
- Arrangements for Supervision
- Role of Other Organizations Associated with Programs (if any)

Sponsors may answer these questions in a separate document as SEVIS only allows 500 characters. In addition, sponsors will need to submit an updated Form DS-3036. All documentation should be signed, scanned and submitted to the Office of Private Sector Exchange Designation by email. (see Resource 6.1).

4.3 Amendment – Adding an Occupational Category for the Trainee and Intern Categories and Adjusting the Restrictions and Limitations

Applications for Amendment are permitted in the trainee and intern categories for the purposes of (1) adding one or more authorized occupational categories, as identified in [22 CFR §62.22\(c\)\(2\)](#), to the existing designated program, and/or (2) adjusting the ‘Restrictions and Limitations’ of the program (i.e. increasing the maximum duration of internships/traineeships in one or more authorized occupational categories).

Section 8.1 of the SEVIS manual describes the process by which the Application for Amendment is completed and submitted electronically within SEVIS. This includes submitting the completed application, which must be emailed, with supporting documentation indicating the selection of occupational categories (in SEVIS, click the box next to the name of the occupational category or categories that are being sought).

Additionally, scan and submit the signed copies of the Form DS-3036 and, in order for the Department to assess the merit of the application, please include sample Forms DS-7002 (T/IPPs) for each requested category for the proposed program durations. Also prepare a letter of justification with a narrative explaining why the extra categories are needed and what your organization expects to do with the new

categories. This supplemental documentation and information can be emailed directly to DesignationIntern@state.gov or DesignationTrainee@state.gov (as applicable). Do not mail hard copies.

4.4 Add Official/Replace RO

When adding an official, in addition to the SEVIS request, sponsors must submit the following documentation to the Office of Private Sector Exchange Designation via email. For SEVIS instructions on adding and replacing an official, refer to the User Manual for Exchange Visitor Program Sponsor Users (RO/ARO) of SEVIS Volume I.

In addition to the SEVIS request, sponsors must email the following documentation to the Office of Private Sector Exchange Designation:

- Signed Form DS-3037.
- Proof of U.S. Citizenship (birth certificate or passport) or Legal Permanent Residency status.
- A signed certification on letterhead from the RO (when adding an ARO) or the President, CEO, or Executive Director (when replacing the RO) certifying that the individual has undergone a criminal background check within the past four years. Do not submit the actual background check results/transcripts.

While there is no required template for the certification of background check, please see the following example (**on institution letterhead**):

I certify that the sponsor, [NAME OF SPONSOR], is requesting to add [NAME OF EMPLOYEE] as a Responsible and/or Alternate Responsible Officer and has completed a timely criminal background check within the past four years on this/these Officer(s) and has determined their suitability for these positions.

_____(signature)
_____(title)

4.5 Reinstatement

Sponsors should request reinstatement if:

- The exchange visitor record becomes “Inactive” or “Terminated” prior to the expiration date of the exchange visitor’s program;
- The exchange visitor’s SEVIS status changes to “Invalid” or “No Show” more than 30 days after the exchange visitor’s entry into the United States because the sponsor did not validate the exchange visitor’s record within 30 days of the program start date (rendering the sponsor unable to utilize the 30-Day Correction option in SEVIS);
- Other circumstances arise as contemplated under 22 CFR 62.45.

Sponsors request reinstatement through SEVIS. Instructions can be found in the User Manual for Exchange Visitor Program Sponsor Users (RO/ARO) of SEVIS Volume II.

In addition to the submission of the SEVIS request, sponsors must pay a nonrefundable fee to the U.S. Department of State, as required by 22 CFR 62.17, and email the following documentation to the Office of Private Sector Exchange Designation:

- A brief explanation of the requested status change and confirmation that the exchange visitor is actively participating in the program;
- Pay.gov receipt;
- Proof of SEVIS fee (for Inactive and Terminated records only); and
- Copy of the stamped DS-2019 Form, visa, passport, and I-94 record.

Sponsors should allow up to four weeks for the processing of reinstatement requests.

4.6 Change of Category

Any change of category must be clearly consistent with, and closely related to, the exchange visitor's original exchange objective, and necessary due to unusual or exceptional circumstances. Exchange visitors should address all inquiries regarding change of category to the responsible officer of their programs. The Private Sector programs: Teacher, Alien Physician, Intern, Trainee, Secondary School Student, Au Pair, Camp Counselor and Summer Work Travel cannot pursue a change of category. The process for requesting a change of category is the same as the process for requesting reinstatement: see Section 4.5 above.

Sponsors must request the change of category through SEVIS. Instructions can be found in the User Manual for Exchange Visitor Program Sponsor Users (RO/ARO) of SEVIS Volume II.

If the Department grants the request, the sponsor must issue a new Form DS-2019 that reflects the change. If the request is denied, the exchange visitor is expected to return home no later than 30 days from the date of the Department's notice or the program's end date indicated on the Form DS-2019, whichever is later.



4.7 Permission to Issue

For sponsors within academic program categories, the RO has the discretion to request permission to issue a Form DS-2019 on behalf of an institution without an Exchange Visitor Program. Sponsors are required to submit a nonrefundable fee payable to the U.S. Department of State, as required by 22 CFR 62.17. A request must be submitted for each individual exchange visitor and are reviewed on a case by case basis.

To submit a request, email the following documentation to AGexchanges@state.gov:

- Pay.gov receipt;
- Written request with program category indicated;
- Invitation letter from the school making the request;

- Name of entity on whose behalf the sponsor is requesting to issue a DS-2019 Form;
- Current letter of accreditation for institution hosting the proposed exchange visitor;
- Name of proposed exchange visitor, gender, and country of citizenship; and
- Description of exchange visitor's intended activity including site of activity and date of proposed visit.

4.8 Transfers

Transfers of exchange visitors from one sponsor to another under post-secondary academic programs (college and university student, professor, or research scholar) are completed through SEVIS. See SEVIS Manual for instructions. Sponsor transfers among private sector program categories are not permitted.

The responsible officer of the program to which the exchange visitor is transferring:

- (1) Shall verify the exchange visitor's visa status and program eligibility;
- (2) Execute the Form DS-2019; and
- (3) Secure the written release of the current sponsor.

Frequently Asked Questions

5. Program Category Information

5.1 *What Department of State forms are used by ROs and AROs for the administration of a J-1 program?*

- Form DS-2019 – This form, also known as the Certificate of Eligibility for Exchange Visitor (J-1) Status, permits a prospective exchange visitor to seek an interview at a U.S. embassy or consulate in order to obtain a J visa to enter the United States. The Form DS-2019 identifies the exchange visitor and their designated sponsor and provides a brief description of the exchange visitor's program, including the start and end date, category of exchange, and an estimate of the cost of the exchange program.
- Form DS-3036 – Used by a sponsor to apply for designation, redesignation, or an amendment.
- Form DS-3037 – Used by a sponsor to update information on its exchange visitor programs in SEVIS, including the addition of ARO or replacement of RO.
- Form DS-3097 – The statistical SEVIS report submitted to the Office of Designation as part of the Annual Report.
- Form DS-7002 – The Training/Internship Placement Plan (T/IPP) is used by sponsors of Trainees, Interns, and Student Interns to outline an exchange visitor's program activities.



5.2 *Which Documents Are Most Important for the Exchange Visitor?*

The critical documents that each exchange visitor, his or her spouse, and the dependents must retain for the duration of their stay in the United States include:

- All Forms DS-2019 issued
- Passport
- Visa
- Form I-94 Arrival/Departure Record which is now available electronically
- Social Security card (if applicable)
- Form DS-7002, T/IPP (if applicable)
- EAD card (if applicable)

The RO/ARO should communicate to the exchange visitor what each of these documents signifies. The RO/ARO should advise the exchange visitor to retain a copy of their Form DS-2019 beyond the end of their program for their records.

5.3 *How does an exchange visitor “Maintain Program Status”?*

Exchange visitors are admitted to the United States for a specific period of time to engage in a particular program /activity, as described on their Forms DS-2019. Exchange visitors must take care during their stay to maintain (J-1) program status, as failure to do so can have serious consequences. Key Reminders:

- Exchange visitors must participate in the program stated on the Form DS-2019, consistent with applicable regulatory (and category-specific) requirements. Failure to do so may result in termination from the program.

Exchange visitors must adhere to the expiration date of their program (the end date in section 3 of the DS-2019 Form) and the expected departure date. If the exchange visitor's program is extended, the sponsor must use SEVIS to change the program end date on the Form DS-2019 prior to the expiration date of the original Form, reprint the Form, sign it in blue ink, and provide it to the exchange visitor. Failure to do so may result in premature termination of the exchange visitor's program status in SEVIS and the need to seek program reinstatement.

- When traveling outside the United States, exchange visitors must first obtain a "travel signature" from the RO on the Form DS-2019 to facilitate re-entry. The travel signature is valid for a period of six months. Exchange visitors should be reminded to retain all copies of Form DS-2019 with their other relevant documents (see 5.2). Without a valid travel signature, the exchange visitor may be unable to re-enter the United States.

- Exchange visitors must never accept unauthorized employment. Unauthorized employment may result in termination from the program.

- Exchange visitors must comply with the Department's health insurance requirements for J-1 visa holders and their families. Willful disregard of this requirement will result in termination from the program.

- Exchange visitors must keep their passports valid. Passports can be renewed by foreign embassies in Washington, D.C. and foreign consulates in other cities. For information about embassies, see the Resources Section 6.2.12 of this Guide.

5.4 What Does the Notation "D/S" on the I-94 record mean?

The image shows a screenshot of the U.S. Customs and Border Protection (CBP) website's "I-94 Number Retrieval" form. The header includes the CBP logo and the text "U.S. Customs and Border Protection" and "Securing America's Borders". Below the header, there are two tabs: "Get I-94 Number" and "I-94 FAQ". The "Get I-94 Number" tab is selected. The form is titled "Admission (I-94) Number Retrieval". It contains several input fields for retrieving an I-94 record: "Admission (I-94) Record Number:", "Admit Until Date (MM/DD/YYYY):", "Details provided on Admission(I-94) form:", "Family Name:", "First (Given) Name:", "Birth Date (MM/DD/YYYY):", "Passport Number:", "Passport Country of Issuance:", "Date of Entry (MM/DD/YYYY):", and "Class of Admission:". The form is designed to help users find their I-94 record using various identifying information.

Exchange visitors (J-1) are admitted to the United States for the period of time necessary to complete their program and are given the notation "D/S" (Duration of Status) on their I-94 Arrival/Departure Record at the port of entry. Exchange visitors are permitted to stay to the end date listed on the Form DS-2019 plus, in general, a 30-day grace period.

5.5 What are my responsibilities toward my exchange visitors in the event of a national emergency or natural disaster?

Sponsors are required to monitor the physical location and the progress and welfare of each exchange visitor. Sponsors should have a plan in place in the event of a natural disaster or national emergency for contacting and providing information, assistance, and instructions to exchange visitors and their accompanying spouses and dependents.

5.6 What do I do if one of my exchange visitors loses his or her passport?

An exchange visitor in the United States who loses his or her passport should immediately contact his or her embassy or consulate to report the loss and replace it. Refer to Resources Section 7.2.12 for information about embassies.

5.7 What do I do when a dependent turns 21?

A dependent child who turns 21 years of age is no longer eligible to be in the United States as a dependent in J-2 status, and must depart the country or apply for a change to another class of admission.

5.8 What is the “Grace Period” for Exchange Visitors (J-1)?

The Department of Homeland Security allows exchange visitors an additional period of 30-days following the end date on his or her Form DS-2019 to prepare for departure. During the “grace period,” exchange visitors are no longer in J-status and are under the jurisdiction of the Department of Homeland Security (DHS). The purpose of the grace period is to allow exchange visitors to settle their affairs and to prepare to return to their home country, and to travel. Exchange visitors may no longer continue and/or complete exchange activities, nor may they work. Although they may travel in the United States, it is recommended that they do not travel outside the United States as they may not be permitted reentry. Please see 8 CFR 214.2(j)(1)(ii) for further information.

If an exchange visitor is terminated from his or her exchange visitor program, they are expected to leave the country immediately and are not eligible for the 30 day grace period.

5.9 What are the important dates to remember for administration of my program and for properly monitoring exchange visitors?

For program administration:

- Replacing an Official – Within 10 calendar days from the date of the RO’s or ARO’s departure, the sponsor must file a request in SEVIS for the approval of a replacement and submit the required documentation to the Department.
- Providing supporting documentation – Within 30 days of submitting most SEVIS requests, the sponsor must electronically submit supporting documentation to the Department, otherwise the request will expire.



- **SEVIS Sponsor Official Verification** – Due annually, March 2. ROs are required to verify all the AROs in the SEVIS are still employees and/or officers of the program and require access to the system. The open period for verification is December 2 - March 2.
- **Annual Report** – Once a year, based on the reporting cycle. Refer to Section 2, Annual Reports for information on reporting cycles.
- **Allotment** – Once a year, sponsors are encouraged to submit an allotment request for the upcoming year one time during the year. While we understand that there are circumstances that warrant additional requests during the program year, ROs and AROs are strongly encouraged to plan for the year ahead and submit any expansion request at the same time as their annual allotment request.
- **Placement Reports** – Secondary School Student Program: All final academic year and semester program participant placements by August 31 for the upcoming academic year or January 15 for the Spring semester and calendar year; Camp Counselor all participant placements due July 1; Summer Work Travel placement reports due January 31 and July 31.
- **Annual Participant Price List** – Only for the Summer Work Travel Program; due on January 31.
- **Redesignation** – Sponsors must apply for redesignation no later than 3 months and no earlier than 6 months prior to the designation expiration date.

For monitoring exchange visitors:

- **Validation** – Within 30 days of the program begin date, sponsors must validate exchange visitor participation. If an exchange visitor is delayed beyond that period, the sponsor must update the program begin date.
- **Changes to an exchange visitor's contact information** – Within 10 days, exchange visitors must report to the sponsor any changes to their telephone number, email address, physical address, or site of activity.
- **Shorten Program** – If an exchange visitor's departure from their exchange program is more than 15 calendar days before the date printed on the current Form DS-2019, the sponsor must shorten the program in SEVIS.
- **Terminate Program** – Under certain circumstances, described at 22 CFR 62.40, the sponsor shall terminate the exchange visitor. If an exchange visitor is terminated the exchange visitor is expected to leave the country immediately and cannot utilize his or her 30 day grace period.

5.10 I made a mistake on the Form DS-3036 for my redesignation application. Can I fix it?

Yes, an RO or ARO can recall previously submitted, but still pending, applications in SEVIS by proceeding to Pending Requests in the Actions menu, and then selecting “cancel/delete the application.” The sponsor can then submit an updated application (sponsors do not need to resubmit the fee).

5.11 Can an exchange visitor transfer to another sponsor?

There are times under post-secondary academic programs in which sponsors may transfer an exchange visitor to another academic institution per §62.42. However, due to the contractual relationships that

exchange visitors under private sector programs have with their sponsors, and sometimes host organizations and host families, the Department does not contemplate the transfer of exchange visitors among designated sponsors outside of post-secondary academic programs.

5.12 What can an exchange visitor do if he or she is informed by a border official that there is flag on their record?

The exchange visitor can report such matters to the SEVP Response Center or file a complaint with DHS TRIP. See the Resources Section 6.2.14 for more information.

5.13 What is Form I-515A?

Exchange visitors who enter the U.S. without proper documentation may be issued Form I-515A by U.S. Customs and Border Protection. This allows temporary admission into the United States for 30 days. During this time, exchange visitors should immediately contact their RO or ARO to mail the required documentation to SEVP:

- Form I-515A
- Form DS-2019 with original signatures
- Form I-94
- Copy of passport with admission stamp
- I-901 SEVIS Fee receipt

Exchange visitors who fail to respond within 30 days and remain in the country will be subject to Form I-515A Noncompliance Termination Procedure. The exchange visitor will then have 15 days to leave the country and may be flagged as a visa violator [if they fail to leave the country in that time].

Sponsors should contact the Office of Private Sector Exchange Designation if, as a part of this process, the exchange visitor's SEVIS record also needs to be reinstated.

5.14 Alien Physicians

Q: Can you give me specifics on the J1 visa and employment.

A: The J-1 “physician” category is reserved for individuals participating in clinical graduate medical education (GME) at ACGME-accredited institutions in the United States. It is used for clinical training only; it is not an employment visa.

Q: I am currently living in another country. Can I get a Statement of Need from this country?

A: The Statement of Need must be submitted by the Ministry of Health in the country where you most recently held legal permanent residency status before coming to the United States. Details on the

Statement of Need requirement are available at <https://www.ecfmg.org/evsp/applicants-regulations-statement-need.html>. In addition, please feel free contact ECFMG directly at EVSP-support@ecfmg.org with any additional questions.

5.15 Au Pairs

Q: When is an au pair eligible for a program extension?

A: Au pair exchange visitors who successfully complete their initial program are eligible for extensions of six, nine, or 12 months on one-time basis. Changes to the extension period or additional extensions are not permitted. Applications to the Department for extensions of six, nine, or 12 months, must be received by the Department not less than 30 calendar days prior to the expiration of the exchange visitor's initial authorized stay in either the Au Pair or EduCare program (*i.e.*, 30-calendar days prior to the program end date listed on the exchange visitor's Form DS-2019)

Q: Which documentation need to be submitted to the Department for the review and processing of a program extension?

A: The following supporting documentation must be submitted to the Department on the sponsor's organizational letterhead and contain the following information:

- (1) Au pair's name, SEVIS identification number, date of birth, the length of the extension period being requested;
 - (2) Verification that the au pair completed the educational requirements of the initial program;
- and
- (3) Payment of the required non-refundable fee (see 22 CFR 62.90) via Pay.gov.

Q: Is an au pair, who turned 27 during her initial program, eligible for a program extension?

A: An au pair, who turned 27 during her initial program, is eligible for a program extension since she was 26 as of her initial program start date.

Q: Can an au pair be placed with host family, where a family member may be au pair's distant relative?

A: The Department of State policies that govern the au pair program stipulate that au pairs are not to be placed in the homes of family/relatives, irrespective of the distance in relations.

Q: Is there a maximum host child eligibility age? Can special needs or disability of a child be considered if the au pair's age exceeds the maximum?

A: The au pair program policy limits the host child eligibility age to 17 and younger without exception for any reason, including disability or special needs.

Q: Is it possible to amend the au pair program extension deadline?

A: In keeping with the federal regulations that govern the au pair program, our office does not amend program extension request deadlines. Please contact your sponsor for further clarification of this policy.

Q: An au pair requested a 9 months program extension, but later decided that she wanted to extend for 12 months. Is it possible to change her approved extension period?

A: Au pairs are eligible to apply for a one-time program extension, conditional to the successful completion of the original term of the program. Since your au pair has already applied and was granted a XX month extension, it cannot be amended to YY months. This policy remains the same even if the sponsor is at fault for miscommunication.

Q. Can au pairs take online classes to fulfill the educational requirement?

A. Under the current au pair program regulations, online classes are not eligible to fulfill the au pair educational requirement. Au pairs must be enrolled in an accredited post-secondary institution and attend classes in person in order to fulfill the program educational requirement. You can find the database of accredited institutions on the U.S. Department of Education website, at <https://ope.ed.gov/accreditation>.

Q. Can au pairs take full time classes while on the program?

A. According to the regulations that govern the au pair program, au pairs do not take classes fulltime due to their child care responsibilities and scheduling conflicts with the host families. During their

initial period of program participation, au pair participants must complete not less than six semester hours (or their equivalent) of academic credit in formal educational settings at accredited U.S. post-secondary institutions. EduCare participants must complete not less than 12 semester hours (or their equivalent) of academic credit in formal educational settings at accredited U.S. post-secondary institutions.

Q: Can local coordinators conduct monthly personal contact by phone, through Skype, or through Facetime application?

A: As stated in the federal regulations that govern the au pair program 22 CFR 62.31(I)(1), sponsors must require monthly personal contact by the local counselor with each au pair and host family for which the counselor is responsible. For the purposes of the au pair program, phone, Skype or Facetime conversations are not considered personal contact.

5.16 Camp Counselors

Q: Per the camp counselor regulations, sponsors must conduct an in-person interview. With the updated Subpart A regulations and interim SWT rules there is mention of videoconferencing is this something sponsors can utilize with camp exchange visitors?

A: Sponsors must follow the regulations which require conducting an in-person interview until the regulations have been updated.

5.17 Interns

Q: The date of which ‘event’ (e.g., issuance of the certificate/diploma, conduction of the ceremony, defense of the thesis/dissertation) should be used to calculate whether or not a prospective Intern category participant’s Program Begin Date will be within 12 months of his or her graduation from a post-secondary academic institution outside the United States?

A: Internships facilitated under the Exchange Visitor Program are intended to enhance the skills and expertise of exchange visitors in their academic fields by serving to “bridge the gap” between formal education and practical work experience. For foreign nationals that have graduated, these work-based learning opportunities are generally expected to occur and offer exposure to American techniques, methodologies, and technology prior to the initiation of their professional careers. In order to be aligned with the purpose of the category and to better ensure eligibility, then, an internship should be scheduled to begin no later than one year after the date on which a candidate’s coursework concluded.

Q: In what circumstances are additional internship programs permissible and able to be authorized for the same individual?

A: The program, being facilitated for a foreign national that is still eligible for participation in the intern category of the Exchange Visitor Program (i.e., enrolled full-time and pursuing studies at degree- or certificate-granting post-secondary academic institutions outside the United States or graduated from such institutions no more than 12 months prior to the start of their proposed program), must additionally meet both of the following criteria:

- Its participant, having successfully completed a recognized course of study during which time he or she participated in a previous internship program, is now currently enrolled and is pursuing studies at the next higher level of academic study [or is now pursuing studies in a different field of academic study].
- Its goals and objectives, appropriate to the higher level of coursework, provide the previous internship program participant with a new role that allows him or her to address the development of more advanced skills [or the development of skills in the different field of expertise].

An internship program cannot be used as a substitute for ordinary employment and must never displace American workers; rather, it is intended and required to provide hands-on experience in the participant's specific field of study by building upon his or her academic framework. A series of multiple internship programs during the pursuit of a single degree in which the role of the participant is unable to progress does not fulfill the purpose of the category and could instead be seen to be simply filling a labor need, a prohibited action.

5.18 Research Scholars

Q: If a J-2 is in the U.S. for less than 6 months and ends his/her program, is s/he still subject to the bars if the J-1 is still completing the program?

A: The bars on repeat participation apply to the J-2 even if the J-1 is still actively participating in the program. However, J-2s can have their SEVIS record moved back to Active status and complete research as a J-2 while the J-1 is active.

Q: If a proposed research scholar has a previous J-1 research scholar program that ended on 7/31/15, can the sponsor create a new Form DS-2019 with a program start date of 8/1/17 and can that exchange visitor enter the U.S. 30 days early?

A: Yes, the two year bar requirement will have been met and the sponsor can create the Form DS-2019 with a program begin date of 8/1/17. Exchange visitors are permitted entry up to 30 days prior to the program begin date.

Q: Can a J-1 research scholar with J-2 dependents travel back home frequently (to maintain the job at home) and leave the J-2 dependents here? What would be considered too frequently?

A: On average, more than 30 days is considered a break in program activity.

- The Department advises J-2 spouse and dependents to accompany the primary J-1 outside the country whenever possible.
- Sponsors are responsible for monitoring both J-1 and J-2 exchange visitors and determining appropriate activities.
- Professor and Research Scholar exchange visitors are permitted to participate outside the United States if they are in pursuit of current and relevant program activities. Sponsors must determine the appropriate use of the Out of Country function. But again, if the exchange visitor is out of the country for an extended period of time, the dependents should accompany him/her.

5.19 Short-term Scholars

Q: Are Short-Term Scholars required to have a bachelor's degree?

A: It is the Department's expectation that scholars have a minimum of a bachelor's degree although it is not a written regulation.

Q: It is our understanding that Exchange Visitors pursuing a program in the Short-Term Scholar category cannot return immediately to start a new J-1 program with the same program objectives. Is there any guidance as to how long a J-1 Short-Term Scholar must be outside the U.S. between Short-Term Scholar stays?

A: The Department expects Short-Term Scholars to participate in the exchange visitor program and return home for the period of time necessary to share their experiences prior to returning to begin a new program. Another short-term scholar program is expected to have a new objective. Back to back programs is not a work-around during the repeat bar for previous research scholars.

Q: Is there guidance on what is Occasional or Incidental? Is two or three times during a semester, but not once a week for a whole year (as in an adjunct teaching position at another institution) appropriate?

A: Per CFR 62.20 (3)(g), ...Such lectures and consultations must be incidental to the exchange visitor's primary program activities. If wages or other remuneration are received by the exchange visitor for such activities, the exchange visitor must act as an independent contractor, as such term is defined in 8 CFR 274a.1(j), and the following criteria and procedures must be satisfied: the occasional/ incidental

activities must be directly related to the objectives of the EV's program, be incidental to the EV's primary program activities, not delay the EV's completion date, and must be documented in SEVIS

In addition to adding the site of activity and funding source in SEVIS, the sponsor must also ensure that the EV meets the eligibility requirements specified in §62.20 (3)(g) Occasional lectures or consultations.

- You may print a new Form DS-2019 to reflect the new Site of Activity, but it's not mandatory. As a reminder, only primary sites of activity print on the Form DS-2019. Therefore, if the newly added lecture site is not marked as primary, it will not print on the paper form.
- The Exchange Visitor Program requires that incidental activity not exceed the EV's primary program activities, (e.g., time spent at the second Site of Activity). Not mandatory, but we recommend documenting EV-related program activities while in the United States.

5.20 Students – College and University

Q: Can a PhD student at one university transfer to another to pursue a Master's program?

A: No, the exchange visitor cannot complete a transfer to reverse matriculate.

Q: Academic training - Is there any guidance on collection and retention of information about Academic Training sites, as well as evaluation expectation and or content?

Many exchange visitors in the college and university student category are eligible to participate in academic training as part of their exchange program. Per the regulations, certain requirements, including securing written approval from the responsible officer, must be met prior to beginning any training program See §62.23 (f) and (f)(3)(iv) of the regulations.

Our assessment of academic training defines the sites of activities as third party entities. Sponsors should begin putting a process in place to screen the third parties to ensure they understand the purpose of the Exchange Visitor Program. Sponsors should also put a monitoring plan in place to ensure the exchange visitor's health, safety and welfare. Because academic training usually occurs off campus, it is imperative sponsors have sufficient oversight of the exchange visitor's program and that includes monitoring the exchange visitors and knowing the host entity is meeting the purpose of the Exchange Visitor Program.

5.21 Secondary School Students

Q: Where can I find the most recent secondary school student program advisory letters for distribution?

A: Updated advisory letters for the exchange visitor program can now be found on our [website](#) under the "Advisory Letters" tab. There should be three for the SSSP program (participant, host family, and

school).

Q: I have a potential family who are distant relatives (3rd cousins) of the student they are looking to host in the United States. Would this be allowed? What constitutes a “relative” according to the regulations?

A: Unfortunately, this placement would not be authorized. When it comes to the determination of what constitutes a “relative,” we use a pretty broad definition. Basically, if the exchange visitor’s ancestry can be traced to the proposed family, then they would not be permitted to host. At this time there is no limit to the amount of degrees between the exchange visitor and host family that would permit this placement.

Q: I understand that local coordinators must be less than 120 miles away from the exchange visitors they monitor. Is this distance calculated “as the bird flies” or by standard driving distance?

A: This distance is calculated by standard driving distance. If an emergency occurs, the LC must be able to respond appropriately and in a timely fashion. For example, an LC could be 75 miles away from an EV “as the bird flies,” but if the driving distance takes them around multiple geographic features (i.e. mountains, lakes, rivers) or through areas with inadequate roads, they could potentially be over the 120 mile mark. To determine if an LC is under 120 miles, use Google Maps and calculate the driving distance between the EV’s and LC’s home zip code.

Q: In the Wilberforce Pamphlet, there is only a small section on one (1) page that applies to our high school exchange program as our students are truly in the United States on an educational exchange and do not work. Could you please send what you expect us to provide the inbound students when it comes to the Wilberforce Pamphlet.

A: The Wilberforce pamphlet is a requirement for all exchange visitors regardless of the program category. §62.10 (c)(8) *Orientation*. A sponsor must offer and record participation in an appropriate orientation for all exchange visitors. Sponsors are encouraged to provide orientation for the exchange visitor's accompanying spouse and dependents, especially for those exchange visitors who are expected to be in the United States for more than one year. Orientation must include, but is not limited to, information concerning: Wilberforce Pamphlet on the Rights and Protections for Temporary Workers. While the pamphlet does focus on temporary worker, there is invaluable information within the pamphlet that is applicable to all exchange visitors regarding human trafficking and travel tips. Please see Wilberforce Pamphlet.

5.22 Specialists

Q: What is the duration of time for a Specialist?

A: 3 weeks to one year.

Q: Is the J-1 visa Specialist category subject to the 24-month bar?

A: A specialist is not subject to the 24-month repeat bar, which is found under the professor and research scholar categories. However, the exchange visitor should request an advisory opinion to determine subject to the 212(e) two-year home residence requirement based on their funding and/or skill.

5.23 Summer Work and Travel

Q: Can a host employer hire an exchange visitor to work at their location as a second job?

A: It is possible for an exchange visitor to work a second job while they are on their program. Before that can happen, you are advised to contact the participant's sponsor in order to be vetted as a suitable host employer. The sponsor will be able to provide more information on their vetting procedure and any responsibilities you have as a secondary employer. Please be advised that if the sponsor concludes that a host employer is not suitable, the exchange visitor should not pursue a job with them. If the exchange visitor begins working for an unapproved job placement, they may be subject to program repercussions. These repercussions would be measured at the discretion of the sponsor.

Q: If a graduating senior has completed their coursework and does not have any courses can they extend past the program end date for their particular country.

A: No, the exchange visitors must end their program by the end date that is published by the State Department in consultation with U.S. Embassies.

5.24 Teachers

Q: The regulations define an accredited primary or accredited secondary school as any publicly or privately operated primary or secondary institution for educating children in the United States that offers mainly academic programs and is duly accredited by the appropriate academic accrediting authority of the jurisdiction in which such institution is located. It is clear that the regulations state that teachers must be placed with schools that are accredited. How can sponsors verify that a U.S. school is accredited?

A: Sponsors are required, in accordance with 22 C.F.R. 62.24(f)(4), to place exchange teachers at accredited primary and secondary schools. Sponsors should ask each host school for proof of

accreditation. The goal of accreditation is to ensure that education meets acceptable levels of quality. Accrediting agencies, which are private educational associations of regional or national scope, develop evaluation criteria to assess whether or not those criteria are met. Schools and/or programs that request an agency's evaluation and that meet an agency's criteria are then "accredited" by that agency. Within the United States, there is no federal government list of recognized accreditation agencies for primary or secondary schools. There are, however, regional accreditors in the United States that generally accredit elementary schools, junior high or middle schools, and high schools. U.S. public schools must follow requirements set by state governments.

Q: May a teacher begin his or her exchange at a time that does not correspond to the U.S. academic calendar?

A: Yes. The Department understands that there may be rare instances where a teacher may seek to conduct an exchange in the United States on a different year-cycle than the regular U.S. academic year, which usually runs from July/August/September to May/June. As set forth in 22 C.F.R. 62.24(f)(2), in such a situation, sponsors must notify and receive approval from the Department if a host school has an exchange teacher beginning his or her exchange after the start of the U.S. academic year. The sponsor must ensure that the host school includes such alternative dates in its contract with the exchange teacher. In general, however, teachers, in accordance with paragraph 62.24(f)(2), are expected to conduct exchanges that correspond to the U.S. academic year.

Q: Do J-1 teachers have any restrictions in regards to participating in a teacher strike.

A: Sponsor must ensure that exchange teachers comply with any applicable collective bargaining agreement. But whether this provision is relevant would depend on whether there is an applicable bargaining agreement. A sponsor must first determine if there is a bargaining agreement and, if so, would it somehow preclude the exchange teacher from participating in a teacher strike? If there isn't one, or if there isn't anything in the agreement pertinent to this issue, then there is nothing in the regulations that would restrict the exchange teacher from participating in a strike.

5.25 Trainees

Q: What does the Department of State recommend when screening professional work history? As sponsors are looking at applicant resumes who do not have a degree, should we ask the candidate if their professional work experience was full-time in order to count 5 years of related experience? And if was part-time, should we consider it in terms of half-time as we count it towards the 5 year requirement?

A: The sponsor should ask the applicant to outline within the application the specific five years of work experience upon which his or her program eligibility rests. The sponsor then should review the collective five years of experience in the relevant occupational field and agree or not agree to the

applicant's eligibility. Part-time work can and should be factored in, and can count as half-time, or more or less time, as appropriate, towards the five year requirement.

Q: What is the difference between the two-year waiting period between training programs and home-country physical presence requirement?

A: There are two different regulations that have a 2-year residency requirement: INA 212(e), which applies to certain exchange visitors under the Skills List and 22 CFR 62.22(n), which applies to ALL J-1 trainees.

First, the *home-country physical presence requirement* is the requirement that an exchange visitor, and any accompanying spouse and dependents, who are within the purview of section 212(e) of the Immigration and Nationality Act, as amended, or Public Law 94-484 (substantially quoted in 22 CFR 41.63), must reside and be physically present in the country of nationality or last legal permanent residence for an aggregate of at least two years following departure from the United States before the exchange visitor is eligible to apply for an immigrant visa or permanent residence, a non-immigrant K visa as the fiancé(e) of a U.S. citizen, a non-immigrant H visa as a temporary worker or trainee, or a non-immigrant L visa as an intracompany transferee, or a non-immigrant H or L visa as the spouse or minor child of a person who has been granted status in H or L non-immigrant classification as a temporary worker or trainee or an intracompany transferee.

In other words, Section 212(e) of the Immigration and Nationality Act (INA), as amended establishes that certain exchange visitors (J-1) must return to their country of nationality or last legal permanent residence for two years after they complete their exchange programs. These individuals cannot change status to H, L, K, or IV (legal permanent resident) unless they return to their country of nationality or last legal permanent residence for two years or receive a waiver of the requirement. Section 212(e) of the INA, as amended, applies to participants in a government-funded exchange program (Fulbright, USAID), foreign medical graduates coming to the U.S. for graduate medical education/training, and exchange visitors with a specialized knowledge or skill (refer to the Skills List) necessary for the development of the exchange visitor's home country. Each country determines whether or not to have a Skills List and which skills are necessary. Exchange Visitors subject to the two-year residency requirement [212(e)] are not prohibited from traveling to the United States during this period, but they do not qualify for certain employment and family-based visas until they satisfy the residency requirement.

Per 22 CFR 62.22(n) titled "Additional training and internship program participation," for interns and trainees wanting to participate in a training opportunity, the CFR indicates that "trainees are eligible for additional training programs after a period of at least two years residency outside the United States following completion of their training programs. Participants who have successfully completed internship programs and no longer meet the selection criteria for an internship program may participate

in a training program if they have resided outside the United States or its territories for at least two years.”

In summary, once an individual completes a J-1 internship or traineeship, he/she must reside outside the United States or its territories for at least two years before attempting to complete a subsequent Exchange Visitor Program training program.



6. Bureau of Consular Affairs

Issuance of the J-1 visa, like all non-immigrant visas, is at the discretion of Consular Officers reviewing visa applications at U.S. embassies and consulates abroad.

Each exchange visitor who applies for a visa at a U.S. Embassy or Consulate must pay the nonimmigrant visa application processing fee. Read more about current [fees for State Department services](#) and review the [visa reciprocity tables](#) to determine if an additional visa reciprocity fee must be paid upon visa issuance and the amount of the fee.

For additional information on J-1 visa application, fees, and interview process, exchange visitors are encouraged to visit the consular affairs website at travel.state.gov or contact the nearest U.S. Embassy or Consulate.

APPENDIX A: RESOURCES

7.1 Office of Private Sector Exchange Designation

To obtain help with questions related to administering your exchange visitor program, or to discuss specific exchange visitor or programmatic issues, contact the Department of State's Office of Private Sector Exchange Designation, Bureau of Educational and Cultural Affairs. The Office of Private Sector Exchange Designation has two divisions: Academic and Government Programs Division (AG) and Private Sector Programs Division (PS). Please be sure your message or letter is addressed to the appropriate division and category and to include the program name, number (for example, P-1-01234), and category in all correspondence.

General inquiries should be directed to JVisas@state.gov.

7.1.1 Academic and Government Programs Division (AG)

Academic and Government Programs Division (AG) – oversees the administration of the following categories: Government Visitor, International Visitor, Professor, Research Scholar, Short-Term Scholar, Specialist, and Student (College/University)

Mailbox: • AGexchanges@state.gov

Toll free number: 1-833-467-0315

7.1.2 Private Sector Programs Division (PS)

Private Sector Programs Division (PS) – oversees the administration of the following categories: Alien Physician, Au Pair, Camp Counselor, Intern, Student (Secondary/High School), Summer Work Travel, Teacher, and Trainee.

Mailboxes: • Alien Physician: DesignationAlienPhys@state.gov
• Au Pair: DesignationAuPair@state.gov
• Camp Counselor: DesignationCC@state.gov
• Intern: DesignationIntern@state.gov
• Secondary School: DesignationSSSP@state.gov
• Summer Work Travel: DesignationSWT@state.gov
• Teacher: DesignationTeacherPr@state.gov
• Trainee: DesignationTrainee@state.gov

Toll free number: 1-844-300-1824

7.1.3 Office of Private Sector Exchange Program Administration

In case of an emergency, contact 1-866-283-9090. In cases of immediate physical danger, call 911. For reporting incidents, use the following mailboxes:

- Academic and Government Programs: AGalert@state.gov
- Au Pair: AuPairProgram@state.gov
- Camp Counselor: CCsponsors@state.gov
- Intern/Trainee: InternTraineeNotify@state.gov
- Secondary School: HighSchoolExchanges@state.gov
- Summer Work Travel: SWTsponsors@state.gov

7.1.4 Office of Coordination and Compliance

For SEVIS technical questions: jsevis@state.gov

7.2 Online Resources

The following are the web links to the online resources referenced in this document:

7.2.1 Exchange Visitor Program

[J-1 Visa Exchange Visitor Program](#)

7.2.2 Electronic Code of Federal Regulations

eCFR.gov

7.2.3 The Federal Register

[Federal Register](#)

7.2.4 Current Rulemaking Documents

[Rulemaking Documents](#)

7.2.5 Fees for State Department Services

[Fees for DoS Services](#)

7.2.6 Visa Reciprocity Tables

[Visa Reciprocity Tables](#)

7.2.7 SEVIS User Manuals

[SEVIS User Manuals for Exchange Visitor Program Sponsors](#)

User Manuals are available to help ROs and AROs navigate SEVIS. The manuals are designed to explain in step-by-step detail how to perform procedures in SEVIS.

- [User Manual for Temporary Users of SEVIS](#) (How to Complete and Submit the Form DS-3036, Exchange Visitor Program Application). This manual is written as a resource for users who wish to complete the Department of State Form DS-3036, Exchange Visitor Program Application, to apply to the Department for designation as a new program sponsor.
- [User Manual for Exchange Visitor Program Sponsor Users \(RO/ARO\) of SEVIS Volume I Forms DS-3036 and DS-3037](#). This manual contains instructions for accessing SEVIS with a permanent user ID and password; creating and processing Forms DS-3036 and DS-3037 to perform program updates, viewing alerts, and viewing and printing a variety of reports.
- [User Manual for Exchange Visitor Program Sponsor Users \(RO/ARO\) of SEVIS Volume II Form DS-2019](#). This manual addresses procedures for creating, issuing, and modifying Forms DS-2019 for exchange visitors and spouses / dependents.
- [A series of training videos for actions taken in SEVIS](#).

7.2.8 SEVP Response Center

For general SEVP questions, case-specific questions and SEVIS technical help, contact the SEVP Response Center. Please be advised that if your question or issue requires research, they will respond as quickly as possible.

- Call: (703)-603-3400 or (800) 892-4829 for general and case-specific questions
- Email: sevishelpdesk@ice.dhs.gov to contact the SEVP Response Center.

7.2.9 The Exchange Visitor Program Welcome Brochure

[The Exchange Visitor Program Welcome Brochure](#)

7.2.10 SEVIS Name Standards

[SEVIS Name Standards](#)

7.2.11 SEVIS I-901 Fee Information

[Student And Exchange Visitor Program \(SEVP\) SEVIS I-901 Fee Processing Website](#)

7.2.12 Information about Embassies

embassy.org

7.2.13 Information about Visas

[U.S. Visas](#)

7.2.14 Travel Tips

- usembassy.gov
- [ICE - Student and Exchange Visitor Program](#)
- [File a Travel Complaint \(DHS TRIP\)](#)

8. APPENDIX B: CHARTS, EXAMPLES, AND FURTHER GUIDANCE

8.1 DoS Maximum and Minimum Duration of Participation Rules

Exchange Visitor Category	Minimum Duration of Participation	Minimum Duration of Participation for Sponsors with Program Serial G-1, G-2, or G-3	Maximum Duration of Participation	Extension Beyond Maximum Duration of Participation Request is Permitted
Alien Physician	3 weeks	N/A	7 years	Yes
Au Pair	1 year	N/A	1 year	Yes
Camp Counselor	3 weeks	N/A	4 months	No
Government Visitor	3 weeks	N/A	18 months	Yes
Intern	3 weeks	N/A	1 year	Yes
International Visitor	N/A	N/A	1 year	Yes
Professor	3 weeks	N/A	5 years	No, except for serials beginning with G-7
Research Scholar	3 weeks	N/A	5 years	No, except for serials beginning with G-7
Short-Term Scholar	N/A	N/A	6 months	No
Specialist	3 weeks	N/A	1 year	Yes
Student:				
Student Associate	3 weeks	N/A	N/A	N/A
Student Bachelors	3 weeks	N/A	N/A	N/A
Student Masters	3 weeks	N/A	N/A	N/A
Student Doctorate	3 weeks	N/A	N/A	N/A
Student Non-Degree	3 weeks	N/A	2 years	No
Student Intern	3 weeks	N/A	1 year	No
Secondary School Student	One academic semester (5 months)	One academic semester (5 months)	1 year	No
Summer Work Travel	3 weeks	N/A	4 months	No
Teacher	3 weeks	N/A	3 years	Yes
Trainee	3 weeks	N/A	18 months	Yes

8.1.1 Minimum duration of participation

Sponsors, other than the Federal Government agencies (identified by the program serial, G-1, G-2 and G-3), shall provide each exchange visitor, except short-term scholars, with a minimum period of participation in the United States of 3 weeks.

8.1.2 Maximum duration of participation

The maximum duration of participation for a trainee is 18 months for all occupational categories except in the occupational fields of “Agriculture, Forestry, and Fishing” and “Hospitality and Tourism.” Training in the fields of Hospitality and Tourism are limited to a maximum of 12 months. Training in the fields of Agriculture, Forestry, and Fishing is limited to 12 months, unless 6 months contain an academic classroom component, which allows a maximum of 18 months. The Department may limit the designation to a lesser amount of time, for example, a 6 or 12-month training program. An extension of a program beyond the 18 months would be considered an extension beyond the maximum duration of participation and require Department of State approval (22 CFR 62.43).

8.2 Bars on Repeat Participation

Previous J-1 Exchange Visitor (EV) Status	Length of Previous J-1 Program in U.S.	How many months after the date of completion* can an EV begin a new program as a Professor/Research Scholar?
Any J-1 category other than Professor/ Research Scholar	More than 6 months	After 12 months
J-1 Research Scholar/Professor	Any time	After 24 months
J-2 Dependent of any J-1 category other than Research Scholar/Professor	More than 6 months	After 12 months
J-2 Dependent of a J-1 Research Scholar/ Professor	Any time	After 24 months

* *Completion of program* is defined as either the EV’s program end date on Form DS-2019 or EVs who are no longer participating in program activities in Inactive or Terminated status. Countdown of the bars begins the day after the SEVIS status becomes Inactive or Terminated.

8.3 Pay.gov

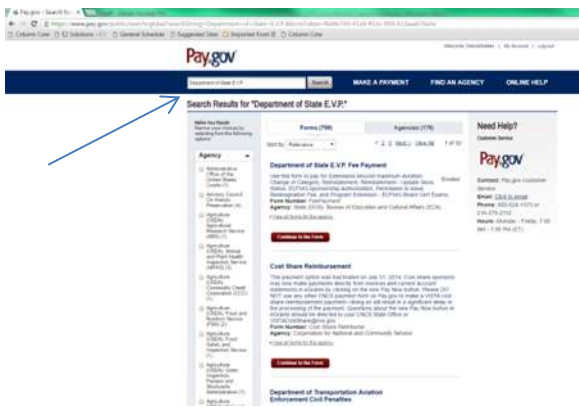
To pay program fees, sponsors must first contact the Office of Private Sector Exchange Designation in order to request an account with Pay.gov. Two individuals from the sponsor organization are required to create an account. The RO/AROs, any employee of the sponsor, and any agent working on behalf of the sponsor can have a registered Pay.gov account. If a user does not log in to their account for a 90-day period, the account password will need to be reset. To reset the password, call Pay.gov customer service at 1-800-624-1373, option #2.

To pay a program fee, follow these instructions to locate and complete the private EVP Fee Payment form.

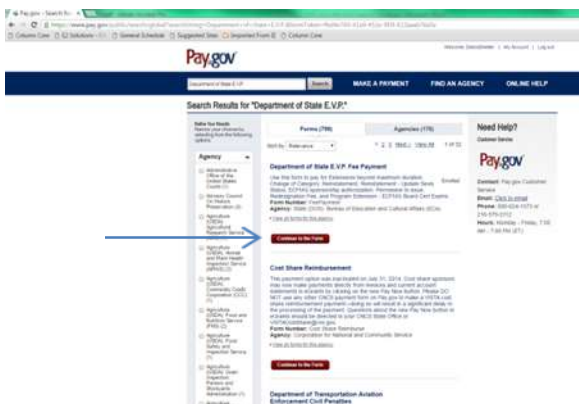
Log in using this website: <https://www.pay.gov/public/home>



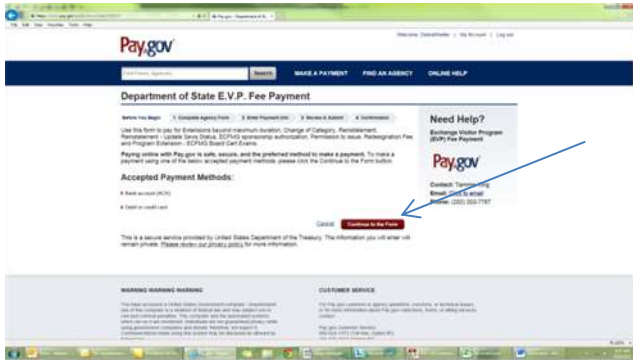
Enter *Department of State E.V.P.* in the search bar at the top of the screen



The Department of State E.V.P Fee Payment form will be the first form in the list.
Select the form by clicking on the **red** button



On the next page, again, click on the red button.



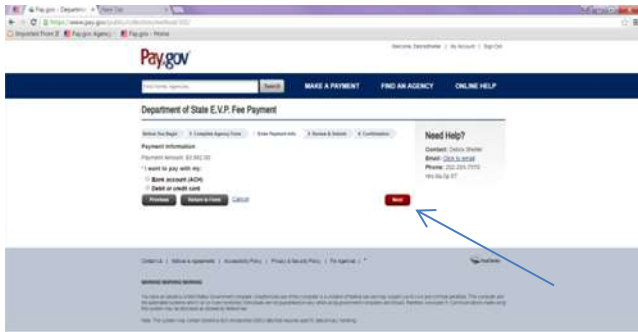
Complete the form shown below:

A screenshot of the 'Department of State E.V.P. Fee Payment' form. The form contains several input fields for 'Request Information', 'Request Number', 'Exchange Rate Program Name', 'Pay to (Agency)', and 'Request Total'. Below these fields is a table with columns for 'Request ID', 'Request Type', 'Request Date', and 'Request Amount'. A blue arrow points to the 'Request Type' dropdown menu, which is currently set to 'Redesignation'.

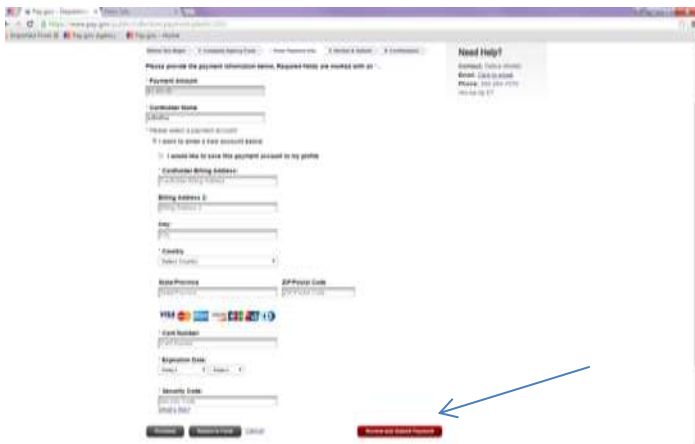
Note that you must select a “Request Type” from the dropdown menu. If “Redesignation” is selected, no table entries are required. Click the “Submit Data” button at the bottom of the screen:

A screenshot of the 'Department of State E.V.P. Fee Payment' form with the 'Request Type' dropdown menu open. The dropdown menu shows options: 'Redesignation', 'Renewal', 'Extension', 'Change of Category', 'Change of Status', 'Change of Agency', 'Change of Program', 'Change of Requester', 'Change of Requester Email', 'Change of Requester Phone', 'Change of Requester Address', 'Change of Requester City', 'Change of Requester State', 'Change of Requester Zip', 'Change of Requester Country', 'Change of Requester Currency', 'Change of Requester Language', 'Change of Requester Time Zone', 'Change of Requester Date Format', 'Change of Requester Time Format', 'Change of Requester Time Zone Offset', 'Change of Requester Date Time Format', 'Change of Requester Date Time Zone Offset', 'Change of Requester Date Time Zone Offset', 'Change of Requester Date Time Zone Offset'. A blue arrow points to the 'Submit Data' button at the bottom of the form.

The payment page will appear. Select the method of payment and click the red “Next” button:

A screenshot of the Pay.gov website showing the 'Department of State E.V.P. Fee Payment' page. The page has a dark blue header with the Pay.gov logo and navigation links like 'MAKE A PAYMENT', 'FIND AN AGENCY', and 'ONLINE HELP'. Below the header, there's a section for 'Payment Information' with fields for 'Payment Amount' and 'Payment Method'. A red 'Next' button is visible on the right side of the page, with a blue arrow pointing to it.

Enter your payment information and click the red “Review and Submit” button.

A screenshot of the Pay.gov website showing the payment page. The page displays various payment details, including the 'Payment Amount', 'Payment Method', and 'Billing Address'. At the bottom of the page, there is a red 'Review and Submit' button, which is highlighted with a blue arrow.

A confirmation of your payment will be emailed to you. This receipt must be submitted as part of the required paperwork for all requests that require payment.

8.4 Annual Report Narrative (Program Evaluation)

The second page of the Form DS-3097 Program Evaluation lists six questions that sponsors must answer to complete their program evaluation:

- (1) **Summary:** Provide a brief summary of the activities in which exchange visitors were engaged, including an evaluation of program effectiveness. What new directions, trends, or significant changes have occurred in your program during the report period? Are you planning to implement any new initiatives 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 the sponsor's exchange visitor program during the reporting year. If none, state: none.

(4) Cross-Cultural Activities: Provide a summary of the cross-cultural activities you provided for your exchange visitors.

(5) Staff: Identify the number of staff used in the administration of your exchange visitor program.

(6) Other comments: Report any matters deemed necessary/ relevant to your exchange program that require the Department's attention.

8.4.1 Annual Report Narrative (Program Evaluation) Example

1. SUMMARY	<p><i>Program Effectiveness</i>: During the past year, the program has remained effective. The sponsor hosted 20 exchange visitors. Before the participants arrived, we electronically provided pre-arrival materials. After arrival, the office met with each participant in-person to conduct an orientation session to review DoS regulations as well as our college's rules. We have recently improved our orientation to include more local resources. During the year, we monitored the programs through regular check-ins and kept in close contact through a variety of events. After the participants completed their programs, we solicited feedback through evaluations. Exchange visitors reported that they achieved their program goals and engaged with Americans throughout their time in the United States. We would like to briefly share two success stories:</p> <ul style="list-style-type: none"> • Exchange Visitor A published a paper after completing research on her project topic. This paper was an important achievement and was printed in several journals. A link to the paper is at the end of the report. • Exchange Visitor B organized a book donation to help build the local library's collection of children's literature. The visitor held several events to promote his cause and assisted with the donation of more than 500 books! We are including photos that were taken at one of the donation events. <p><i>Trends/Changes</i>: During the past year, the program experienced growth in the number of areas but a decrease others. This is due in large part to changes in our budget. The office has focused on a new direction and provided new opportunities in several areas.</p> <p><i>New Initiatives</i>: In the upcoming year, we are planning to organize more cross-cultural activities in order to increase involvement. Also, we will be working with other offices to ensure that the relevant parties are up to date on program regulations and policies.</p>
2. DIFFICULTIES	Our program has experienced several difficulties including lack of available housing for our short term visitors. We hope the new on-campus housing will alleviate this issue in the future. Also, several exchange visitors experienced visa delays, causing our office to delay the program start dates.
3. RECIPROCITY	Through partnerships that we have with foreign institutions, we had 10 individuals participate in programs abroad. Although not traditional exchanges, 5 staff members traveled abroad to participate in conferences, attend workshops, and explore exchange agreements with potential partnership institutions.
4. ACTIVITIES	Our institution provides cross-cultural activities to all exchange visitors and dependents. We have increased our efforts to include staff members in events this year. During the reporting period, we hosted several programs to help exchange visitors become oriented to the city, and others with a more academic focus. These events included weekly coffee hours hosted by our office, trips to the local museum, a lecture series on entrepreneurship, and a Thanksgiving dinner hosted by staff members. Throughout the year, exchange visitors also made presentations to the college community on their culture, and some cooked dishes representing their home countries. We included a calendar of events and photos from several activities at the end of the report.
5. STAFF	The program is supported by the RO (full-time) and two AROs (part-time) within the office. Also, one individual in the budget office is a registered pay.gov user.
6. COMMENTS	We attached several resources for you; additional examples of our EVP successes are on our website.

8.5 Sample Completed DS-3036 for Redesignation (Form generated through SEVIS)