



U.S. Department of State  
Bureau of Educational and Cultural Affairs  
Private Sector Exchange

September 10, 2014

## Guidance Directive 2014-02

### **Summer Work Travel Category: Foreign Entity Report (FER)**

This Guidance Directive provides further clarification to Summer Work Travel (SWT) sponsors on the purpose of, and proper procedures for submitting, their Foreign Entity Reports (FERs) to the Department pursuant to 22 CFR §62.32(p)(2). The Office of Private Sector Exchange Administration consolidates the information from the FERs submitted and maintains a Foreign Entity List of all inactive and active vetted foreign entities utilized by designated SWT sponsors that “assist in fulfilling the sponsor’s core programmatic functions outside the United States” (*id.*). Sponsors must submit a new version of their FERs whenever they need to modify the information for their active foreign entities.

#### ***Legal Authority and Requirements of Exchange Visitor Program Sponsor Entities***

In accordance with §22 CFR 62.32(p)(2), sponsors must “maintain listings of all active foreign agents or partners on the Foreign Entity Report by promptly informing the Department of any additions, deletions, or changes to foreign entity information by submitting new versions of their reports that reflect all current information. Reports must include the names, addresses, telephone numbers, and e-mail addresses of all foreign entities that assist the sponsors in fulfilling the provision of core programmatic services. Sponsors must utilize only vetted foreign entities identified in the Foreign Entity Report to assist in fulfilling the sponsors’ core programmatic functions outside the United States, and they must inform the Department promptly when and why they have cancelled contractual arrangements with foreign entities....”

#### ***Submitting an FER***

Upon initial designation of a SWT program sponsor in the Exchange Visitor Program, the Office of Designation will provide that new sponsor with an FER template (i.e., an Excel spreadsheet) that is included as part of a “Designation Packet.” A sponsor will submit the completed FER by attaching it to an e-mail and sending it to [SWTSponsors@state.gov](mailto:SWTSponsors@state.gov).

Once a sponsor chooses to work with a foreign entity, it must submit a FER containing current information about that foreign entity before issuing any Form DS-2019s to applicants applying for the SWT program through that foreign entity.

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When a sponsor develops a new relationship with a foreign entity, the sponsor must properly vet that entity pursuant to 22 CFR §62.32(l)(1) and (m), and then submit a new, revised version of its FER. Sponsors are required to submit revised FERs only when they need to report updates, i.e., any additions, deletions of changes to their foreign entity information. However, in accordance with 22 CFR §62.32 (m), sponsors must vet foreign entities, old and new, on an annual basis.

Sponsors must submit a FER that lists current foreign entities that will assist the sponsor for upcoming SWT program season.

*Adding new entities:* Sponsors must highlight, in yellow, any entities that have been newly added to the report. Notes about the new entities should be provided in the body of the e-mail that accompanies the FER.

*Updating entity information:* When contact information for an active foreign entity has changed, the sponsors should enter the new information in the chart’s cells and note the changed information in the body of the e-mail that accompanies the FER.

*Deleting entities:* When a sponsor removes an entity, the sponsor should provide an explanation in the body of the e-mail that accompanies the FER. Failure to do so will result in the return of the FER to the sponsor.

**Entering Data into the FER**

Please follow the formatting instructions below when completing the FER. The same format should be applied consistently throughout the template to allow the FER to be properly uploaded to the Foreign Entity List.

- Please do not alter the template in any way.
- Please do not add or delete columns.
- Please do not edit column headings. For example, an extra space added after “Partner” in Column J (see image below) would prevent the FER from being uploaded to the Foreign Entity List.

	J	K	L	M
Partner	Point of Contact	Partner Phone Number	Partner Email Address	Partner Website URL

- Spell country names correctly; be careful not to switch the city and country names.
- Spell the full, unabbreviated sponsor name. (Acronyms may be provided, but please be consistent when updating the FER.)
- Provide the full, unabbreviated name of the foreign entity. If the foreign entity is also known by its acronym, place it in parentheses at the end of the entity’s name (e.g., “Summer Work Travel (SWT)”).

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- Do not include the country in the name of the foreign entity, unless the country name is included in the company's name on its business license and/or registration documents.
- If there are multiple points of contact for a given foreign entity, enter each point of contact name in the same cell, separating the entries with a semi-colon. Enter names as 'First and Last Name' (e.g., "Janet Smith").
- If there are multiple e-mail addresses and phone numbers (using only digits, not other characters), enter each in the same cell, separating them with a semi-colon.
- Do not add additional notes to the template. Please follow the stated guidelines and provide notes in the body of the email that accompanies the FER.

Failure to follow these instructions will result in the return of the FER to the sponsor for appropriate action.

Thank you for your careful attention to this matter. If you have any questions, please send an email to [jvisas@state.gov](mailto:jvisas@state.gov) with the subject line "Foreign Entity Report".



Robin J. Lerner  
Deputy Assistant Secretary  
for Private Sector Exchange