



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

**May 15, 2015**

## Guidance Directive 2015-02

### **Formatting Guidelines for Au Pair and Secondary School Student Program Sponsors– Entering Host Family U.S. Address in the Residential Address Information Fields in SEVIS**

This Guidance Directive provides updated SEVIS formatting guidelines in reference to host family addresses for the Au Pair and Secondary School Student categories. This Guidance Directive replaces Page 6 (Formatting Guidelines – Entering U.S. Address) of Guidance Directive 2011-06 dated December 15, 2011, *Maintaining SEVIS Records*.

With the upcoming SEVIS Release 6.21, Secondary School Student and Au Pair Program sponsors will no longer be allowed to enter the host family name and address in the Current U.S. Address line 1 field as previously recommended. Au Pair and Secondary School Student Program Sponsors must enter host family names in the primary and secondary contact name fields within the “Residential Information” section of the Form DS-2019. The host family address must be entered in the U.S. Address (Physical Address) section.

SEVIS will also impose a set of standards for U.S. Addresses associated with exchange visitors. The following fields are available in the address modal:

- **Street Address** – field length is limited to 64 characters.
- **#** - field length is limited to 6 characters to capture suite or apartment number
- **Other** - used to add special location information (i.e. host family names, building/dormitory names, PO Box, etc.). Contents entered into the ‘Other’ field will not be validated.
- **City**
- **State** – drop down field
- **Zip** – field length is limited to 5 numbers

Attached is an Addendum with a screenshot of the formatting guidelines of adding a U.S. address in SEVIS.

We thank you for your continued commitment to international exchanges and to the Department's public diplomacy mission. Your contribution is vital, and we value your partnership.

A handwritten signature in black ink, appearing to read "Robin J. Lerner". The signature is stylized and cursive.

Robin J. Lerner  
Deputy Assistant Secretary  
for Private Sector Exchange

## Formatting Guidelines – Entering U.S. Address Information into SEVIS

<b>Physical Address</b>	<p><u>Secondary School Students and Au Pairs:</u> For secondary school students, enter the street address of the host family or boarding school in the 'Street Address' field and the name of the host family or boarding school in the 'Other' field.</p> <p>For au pairs, enter the street address of the host family in the 'Street Address' field and the name of the host family in the 'Other' field.</p>	<p><b>If two parent host family:</b></p> <p>Add U.S. address information. Only Street Address and Zip Code are required. SEVIS will automatically add the plus four zip where available. Use the number field for apartment numbers, suite numbers, etc. that follow the street address.</p> <div style="border: 1px solid #ccc; padding: 10px;"> <div style="text-align: right; font-size: small;">Suite/Apt #</div> <p>* <b>Street Address:</b> <input type="text" value="123 Rainbow Way"/> #</p> <p><b>Other:</b> Bravo, Joe and Bravo, Jane The contents of this field are not validated. Use it to add special location information (i.e. host family names, building/dormitory names, etc.). See Help for more details.</p> <p><b>City:</b> <input type="text" value="New York"/></p> <p><b>State:</b> <input type="text" value="NEW YORK"/> ▼</p> <p>* <b>Zip:</b> <input type="text" value="12345"/></p> <p style="text-align: center;"> <input type="button" value="Cancel"/> <input style="float: right;" type="button" value="Submit"/> </p> </div>
<b>Residential Address Information</b>	<p>In addition to entering the name of the host family/boarding school in the 'Other' field, sponsors should enter the Host Family information in the Residential Address Information section:</p> <p><b>Single Parent:</b> Enter the Last Name and First Name in the 'Primary Contact' fields</p> <p><b>Two Parents:</b> Enter the Last Name and First Name in the Primary Contact and Secondary Contact Fields</p> <p>A telephone number may also be provided for the Host Family</p>	<p><b>Residential Address Information:</b></p> <p>Local Community Coordinator Last Name: <input type="text" value="JOHNSON"/></p> <p>Local Community Coordinator First Name: <input type="text" value="MARY"/></p> <p><b>Host Family Information:</b></p> <p>Residential Address Type: <input type="text" value="HOST FAMILY"/> ▼</p> <p>Primary Contact Last Name: <input type="text" value="BRAVO"/></p> <p>Primary Contact First Name: <input type="text" value="JOE"/></p> <p>Secondary Contact Last Name: <input type="text" value="BRAVO"/></p> <p>Secondary Contact First Name: <input type="text" value="JANE"/></p> <p>Telephone Number: ( <input type="text" value="123"/> ) <input type="text" value="456"/> - <input type="text" value="7890"/> ext.</p> <p><b>Boarding School Information:</b></p> <p>Boarding School Name: <input type="text"/></p> <p>Telephone Number: ( <input type="text"/> ) - <input type="text"/> ext.</p>