

J-1 EXCHANGE VISITOR PROGRAM: ACADEMIC AND GOVERNMENT CATEGORY INCIDENT REPORTING RUBRIC

This reporting rubric should be used by Department of State–designated Exchange Visitor Program sponsors as a general guideline for reporting incidents involving J-1 exchange visitors to the U.S. Department of State pursuant to 22 CFR 62.13(d). The examples provided below are not meant to be exhaustive (e.g., there may be other serious situations, not listed below, that have or could endanger the health, safety, or welfare of an exchange visitor or otherwise could be expected to bring the Department of State, the Exchange Visitor Program, or the sponsor's exchange visitor program into notoriety or disrepute). Sponsors can download an incident report form here: <http://j1visa.state.gov/wp-content/uploads/2016/10/AG-Incident-Report-2.docx>) and should email the form to the Office of Private Sector Exchange Administration's Academic and Government (OPA-AG) unit at: AGalert@state.gov. An incident report form is preferred in all situations, but an e-mail regarding an evolving situation, to be followed later by an incident report, is acceptable.

Nature of Incident or Allegation

- Exchange Visitor Death
- Exchange Visitor Missing
- Exchange Visitor Serious Illness or Injury (e.g., brain injury, severe burn, major surgery, communicable disease, serious mental health incidents, any condition requiring hospitalization of 48 hours or more, etc.)
- Litigation (related to a sponsor's exchange visitor program, in which sponsor or an exchange visitor may be a named party)
- Incident Involving the Criminal Justice System (e.g., arrest, charges, law enforcement, etc.)
- Sexually-Related Incidents or Abuse (an incident or allegation involving sexual exploitation, harassment or abuse)
- Negative Press involving a sponsor's exchange visitor program
- Foreign Government Involvement (including embassy officials)
- Other Situations Impacting Exchange Visitor Safety (e.g., natural disasters, civil unrest, outbreaks of violence)

Report Incidents within One Business Day

22 CFR 62.13(d) *Serious problem or controversy.* Sponsors must inform the Department of State on or before the next business day by telephone (confirmed promptly in writing by facsimile or email) of any investigations of an exchange visitor's site of activity or serious problem or controversy that could be expected to bring the Department of State, the Exchange Visitor Program, or the sponsor's exchange visitor program into notoriety or disrepute, including any potential litigation related to a sponsor's exchange visitor program, in which the sponsor or an exchange visitor may be a named party.