User Manual for Temporary Users of SEVIS (How to Complete and Submit the Form DS–3036, Exchange Visitor Program Application)

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U.S. Department of State

U.S. Immigration and Customs Enforcement

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- Cover: Release number and date have been updated

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- Section 7.1.1: Purpose of the Exchange Visitor Program
- Global: Change name to Office of Private Sector Exchange Designation

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- Section 8.3.1: Add New Program Sponsor Official

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- Appendix E: SEVIS Address Fields

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

TABLE OF CONTENTS

1. INTRODUCTION 1
1.1 U.S. Department of State Contact Information 1
1.2 Purpose of SEVIS 2
1.3 Department of Homeland Security Consent 2
1.4 Security Reminder 2
1.5 Acronyms 3
1.6 Disclaimer 3

2. SEVP RESPONSE CENTER 3

3. ACCESS SEVIS 3
3.1 How to Obtain a SEVIS User ID 3
3.2 Password Guidelines 5
3.3 How to Create an Initial Password 6
3.4 Request Password Reset 7
3.5 Change Password 7
3.6 Change Password Reminder 7

4. PAGE COMPONENTS 8
4.1 SEVIS Page Components 9

5. LOG INTO/OUT OF SEVIS 9
5.1 Log Into SEVIS 9
5.2 Log Out of SEVIS 10
5.3 Additional Information About SEVIS User IDs 10

6. SEVIS COMMUNICATIONS 11
6.1 Broadcast Messages 11
6.2 View Broadcast Messages 11

7. EXCHANGE VISITOR PROGRAM REQUIREMENTS 12
7.1 Applicant Prerequisites 13
7.1.1 Purpose of the Exchange Visitor Program 13
7.1.2 Previous Experience in the Field of International Exchange 13
7.1.3 Financial Requirements 13
7.1.4 Application Fee 14
7.2 Exchange Visitor Program Categories 14
7.2.1 Alien Physician 14
7.2.2 Au Pair 14
7.2.3 Camp Counselor 15
7.2.4 Government Visitor 15
7.2.5 Intern 15
7.2.6 International Visitor 15

7.2.7 Professor 15
7.2.8 Research Scholar 16
7.2.9 Short-Term Scholar 16
7.2.10 Specialist 16
7.2.11 Student: College/University 16
7.2.12 Student: Secondary School (High School) 17
7.2.13 Summer Work/Travel 17
7.2.14 Teacher 17
7.2.15 Trainee 17

8. COMPLETE THE DESIGNATION APPLICATION 18
8.1 Designation Application Page 1 18
8.2 Designation Application Page 3 23
8.2.1 Additional Information: Method of Selection and Arrangements for Financial Support 26
8.3 Designation Application Page 4 29
8.3.1 Add New Program Sponsor Official 29
8.3.2 Add Existing Official 31
8.3.3 Update Program Sponsor Official's Data 31
8.3.4 Delete Program Sponsor Official 32
8.3.5 Print Designation Application 32

9. COMPLETE THE APPLICATION PROCESS 32
9.1 Submit Form DS-3036 32
9.2 Electronic Submission of Application Fee 35
9.3 Supporting Documentation and Information to be Forwarded to DoS 35
9.3.1 Secondary School Student (High School) Programs 37
9.3.2 Teacher Programs 37
9.3.3 Training and Internship Programs 37
9.4 Mailing Instructions 38
9.5 Notification of Approval/Denial 38

10. OPERATING INSTRUCTIONS 39
10.1 Initiate Operation 39
10.2 Maintain Operation 39
10.3 Terminate and Restart Operations 39

11. ERROR HANDLING 39

APPENDIX A—ACRONYMS AND ABBREVIATIONS 40

APPENDIX B—DOWNLOAD THE LATEST VERSION OF ADOBE READER 41

APPENDIX C—PARTICIPATION BY CATEGORY LISTING 42

APPENDIX D—SAMPLE COPY OF A FORM DS-3036 44

APPENDIX E —SEVIS ADDRESS FIELDS 48

EXHIBITS

Exhibit 1: SEVIS Login Page 4
Exhibit 2: Register for a New SEVIS Account Page 5
Exhibit 3: Welcome to the SEVIS System 6
Exhibit 4: Designation Application Page 1 and Page Components 8
Exhibit 5: Navigation Bar - Logout Link 10
Exhibit 6: Broadcast Message Page 11
Exhibit 7: View Broadcast Message Page 12
Exhibit 8: Designation Application Page 1 19
Exhibit 9: Designation Application Page 2 22
Exhibit 10: Designation Application Page 3 24
Exhibit 11: Designation Application Page 4 - Officials Added 29
Exhibit 12: Add Official Page 29
Exhibit 13: Add Existing Official Page 31
Exhibit 14: Designation Application - Update Official Page 31
Exhibit 15: RO and ARO Citizenship Certification Form 34

1. INTRODUCTION

This manual is a resource for temporary users of the Student and Exchange Visitor Information System (SEVIS). It provides instructions for completing the Department of State (DoS) Form DS-3036, Exchange Visitor Program Application.

1.1 U.S. Department of State Contact Information

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

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 includes the program name, number (for example, P-1-01234), and category in all correspondence.

- **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
  - Mailing address:

    U.S. Department of State

    Office of Private Sector Exchange Designation

    State Annex SA-4E

    2201 C Street NW

    Washington, DC 20520
- **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
  - Mailing address:

    U.S. Department of State

    Office of Private Sector Exchange Designation

    State Annex SA-4E

    2201 C Street NW

Washington, DC 20520

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

For technical questions regarding SEVIS, send an email to mailto:jsevis@state.gov.

1.2 Purpose of SEVIS

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

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

This manual contains instructions for accessing SEVIS to obtain a temporary user identification (ID) and password, and to complete and submit a Form DS-3036. Entities use this Form when applying to DoS for approval to admit J visa applicants or exchange visitors. The instructions in this manual apply to organizations that are seeking initial approval to admit exchange visitors.

1.3 Department of Homeland Security Consent

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

1.4 Security Reminder

SEVIS was developed to maintain multiple levels of security to help protect against unauthorized access. One of the most important actions that you can take is to safeguard your user ID and password. Your SEVIS user ID and password are for your use only. Do not share your user ID and password with any other person and do not keep a written record of your user ID and/or password in a location that can be accessed by others.

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

If you believe that an unauthorized person has obtained access to SEVIS, notify the DHS Help Desk immediately at 888-347-7762. The DHS Help Desk is staffed 24 hours a day and can assist with security

concerns only. Call the SEVIS Response Center at 800-892-4829 for all other SEVIS concerns or questions.

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

1.5 Acronyms

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

1.6 Disclaimer

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

2. SEVP RESPONSE CENTER

To report SEVIS-related issues or technical problems, contact the SEVP Response Center (SRC) at 800-892-4829 during the hours of 8 a.m. and 6 p.m. Eastern time, Monday through Friday, except federal holidays.

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

3. ACCESS SEVIS

SEVIS requires the following:

- Access to the Internet
- Laser Postscript printer with 32 MB of random access memory (RAM) (96 MB is recommended) or a Laser printer with 32 MB of RAM (64 MB is recommended)
- Adobe Reader—Adobe Reader must be installed on the computer to generate and view forms. If the latest version of Adobe Reader is not installed on the computer being used, see Appendix B, Download the Latest Version of Adobe Reader, for instructions.

A user ID and password are required to access SEVIS. The following sections provide instructions for obtaining a temporary user ID, creating a SEVIS password, and completing the electronic Form DS-3036.

3.1 How to Obtain a SEVIS User ID

Users access SEVIS via the Internet (https://egov.ice.gov/sevis/). Exhibit 1: SEVIS Login Page is an example of the *SEVIS Login* page. It contains a button used to obtain a temporary user ID and password. Using a temporary user ID and password, you can access SEVIS and complete the Form DS-3036 for your organization.

Exhibit 1: SEVIS Login Page

To obtain a temporary user ID, perform the following:

1. Click **Register for New Account** on the *SEVIS Login* page. The *Register for a New SEVIS Account* page opens. Exhibit 2: Register for a New SEVIS Account Page is an example of the page.

Exhibit 2: Register for a New SEVIS Account Page

2. Click the **Apply for New Program Designation by DoS to admit J Exchange Visitors** radio button. Several new fields display.
3. Enter your last name in the **Last Name** field. Completion of this field is required.
4. Enter your first name in the **First Name** field. Completion of this field is required.
5. Enter your middle name in the **Middle Name** field. Completion of this field is optional.
6. Enter your valid electronic mail address in the **Email Address** field.

   Note: SEVIS correspondence will be sent to this email address, including your SEVIS temporary user ID and password instructions.
7. Enter a telephone number in the **Telephone Number** fields. Include an extension, if available.
8. Enter the name of the school or organization applying for designation as an Exchange Visitor Program sponsor.
9. Click **Submit**. If the required data was entered correctly, a message displays confirming that the temporary user account has been created. A temporary user ID and password instructions will be sent in two separate emails to the email address entered on the *Register for a New SEVIS Account* page.
10. Click the **Close** button in the upper-right corner of the browser window to close the message page.

    Note: A person who needs to complete both a School Certification application (Form I-17) and an Exchange Visitor Program application (Form DS-3036) must create two separate temporary user accounts.

3.2 Password Guidelines

See the email that you received from SEVIS for the specific requirements for SEVIS passwords. General guidelines for SEVIS passwords are as follows:

- You cannot reuse your previous eight passwords.
- Passwords may not contain a dictionary word or proper noun.
- Passwords must be at least 12 characters long.
- SEVIS passwords have a maximum life span of 90 days. After this time, you will be required to change your password. See Change Password Reminder for instructions.

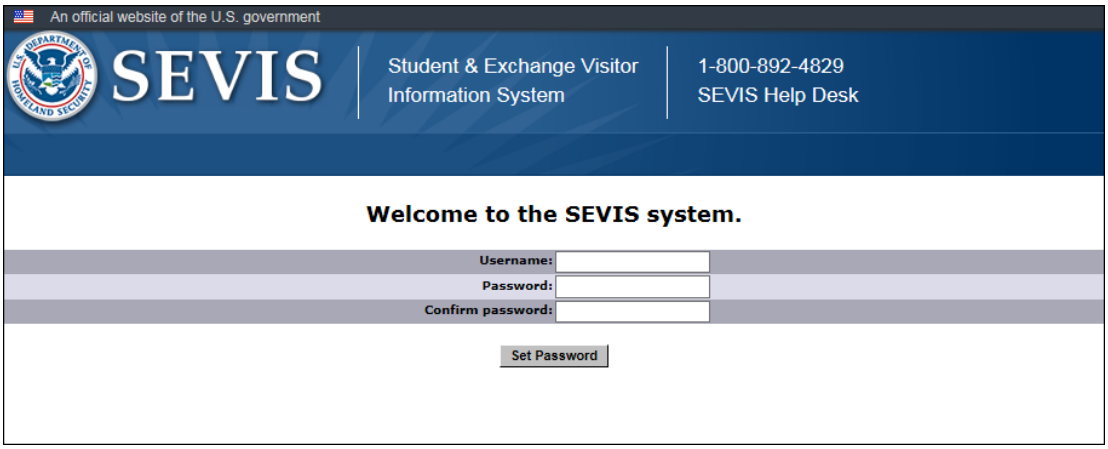
- Protect your password. If at any time you feel that your password has been compromised and you are unable to change it using **Forgot Your Password** on the *SEVIS Login* page or **Change Password** on the navigation bar, contact the SRC (800-892-4829) to have it reset.
- SEVIS user IDs and passwords are suspended after three unsuccessful log-in attempts. Use **Forgot Your Password** on the *SEVIS Login* page (see Request Password Reset for instructions) or contact the SRC (800-892-4829) to have your access to SEVIS reinstated.
- Following submission of the Form DS-3036, you must log into SEVIS at least once every 45 days to keep your SEVIS user ID active. Your user ID will be deactivated after 45 days of inactivity or when DoS has completed processing the designation application.
- Do not share your user ID and password. At no time and under no circumstances is your SEVIS user ID and password to be shared with anyone.

3.3 How to Create an Initial Password

After receiving your temporary user ID, you will receive an email containing a secure link to SEVIS. This link is associated with your user ID. It is only used to create a password for your user ID. To use this link and create your password, perform the following:

1. Click the link contained in the email. The *Welcome to the SEVIS system* page opens, as shown in Exhibit 3: Welcome to the SEVIS System.

Exhibit 3: Welcome to the SEVIS System



2. Enter your user ID (contained in the email) in the **Username** field.
3. Enter your password in the **Password** field. See Password Guidelines for instructions on creating a password.
4. Enter your password again in the **Confirm Password** field.
5. Click **Set Password**. The system displays a message advising that you have successfully created a password. Otherwise, a message indicating the reason will display and you will be able to enter the appropriate data.
6. Click **OK** to go to the *SEVIS Login* page. If you do not want to use SEVIS at this time, click the **Close** button on the browser window to exit SEVIS.

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

3.4 Request Password Reset

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

- You have forgotten your SEVIS password.
- Your SEVIS account is locked due to three unsuccessful log-in attempts.
- You feel that your SEVIS password has been compromised and you are unable to use the Change Password function.

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

1. Click **Forgot Your Password** on the *SEVIS Login* page. The *Request Password Reset* page opens.
2. Enter your SEVIS user ID in the **User Name** field.
3. Click **Submit**. A message displays advising that the request has been submitted in SEVIS.

Note: An email is sent to the email address associated with the SEVIS user name. It provides instructions for creating a new SEVIS password.

3.5 Change Password

To change your password when logged into SEVIS, perform the following:

1. Log into SEVIS.
2. Click **I Have Read and Understand This Notice**. Page 1 of the Designation Application opens.
3. Click **Change Password** on the navigation bar. The *Change My Password* page opens.
4. Enter your current password in the **Current Password** field.
5. Enter your new password in the **New Password** field.

   Note: You cannot reuse your previous eight passwords.
6. Enter your new password again in the **Re-enter New Password** field.
7. Click **Change Password**. A message displays advising that the password has been changed.
8. Click **OK** to return to SEVIS.

Note: If at any time, you feel that your password has been compromised and you are not able to change it using **Forgot Your Password** on the *SEVIS Login* page or **Change Password** on the navigation bar, contact the SRC (800-892-4829) to have your password reset.

3.6 Change Password Reminder

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

- **Yes**, the *Change Password* page opens. See the steps below for instructions.
- **No**, you will be logged into SEVIS.

Note: When you log into SEVIS after 90 days, you have no choice. You must immediately change your password.

To change your password, perform the following:

1. Enter your current password in the **Old Password** field.
2. Enter your new password in the **New Password** field.

   Note: You cannot reuse your previous eight passwords.
3. Enter your new password again in the **Confirm New Password** field.
4. Click **Change Password**. The system displays a message advising that the password has been changed.
5. Click **OK** to access SEVIS.

6. Click **I Have Read and Understand This Notice** to continue using SEVIS, or click **Logout** to exit.

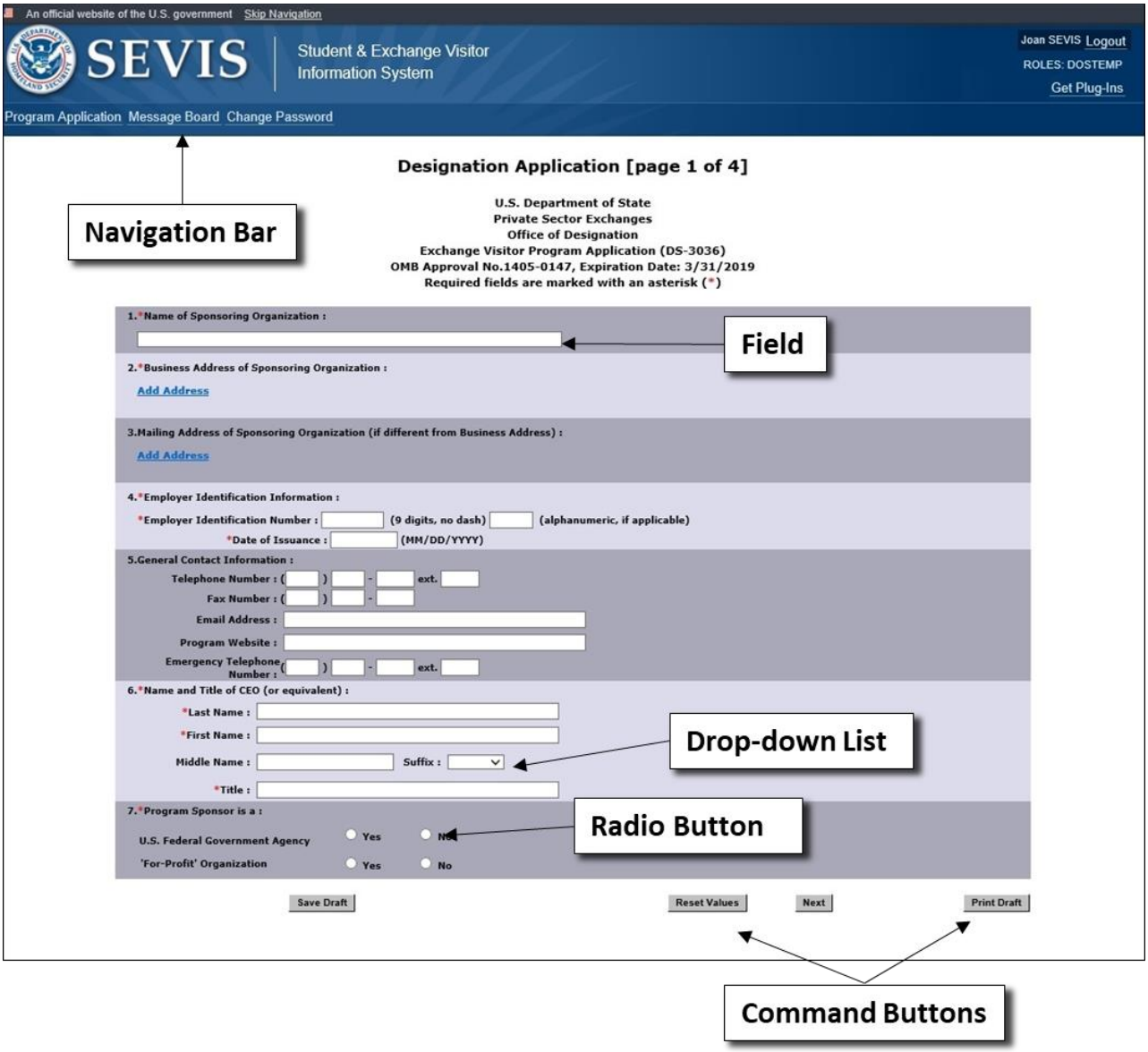
Note: If at any time you feel that your password has been compromised and you are not able to change it using **Forgot Your Password** on the *SEVIS Login* page or **Change Password** on the navigation bar, contact the SRC (800-892-4829) to have your password reset.

4. PAGE COMPONENTS

This section provides information about the SEVIS pages, including a basic explanation of page components and instructions on how to navigate through the application.

Exhibit 4: Designation Application Page 1 and Page Components, is an example of the first page of the electronic Form DS-3036. It includes fields that must be completed, radio buttons, and command buttons. The page components are labeled with the terms used in this manual.

Exhibit 4: Designation Application Page 1 and Page Components



4.1 SEVIS Page Components

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

- **Navigation Bar:** The navigation bar shows the user role on the right side, and the following functions:
  - **Program Application:** Used to access the Form DS-3036
  - **Message Board:** Used to view SEVIS messages from DHS and/or DoS
  - **Change Password:** Used to change your SEVIS password
  - **Get Plug-Ins:** (right side of the navigation bar) Used to access the plug-ins used by SEVIS
  - **Logout:** (right side of the navigation bar) Used to exit SEVIS

  Note: Use the SEVIS navigation bar and the links and buttons in the SEVIS application rather than the browser toolbar. Errors may occur and information can be lost if the SEVIS buttons and navigation bar options are not used.

- **Buttons:** Used to process data and move between pages. SEVIS uses the following types of buttons:
  - **Command Buttons:** Click to execute a command. For example, clicking the **Print Draft** button enables you to print a draft copy of the Form DS-3036.
  - **Radio Buttons:** Click to make one selection. Only one radio button can be selected at a time.

- **Fields:** Areas on the pages where data may be typed or selected or in which system-generated data is displayed.
- **Links:** Used to advance to a different page within SEVIS when you click the underlined text.

- **Scroll Bar:** The part of a window that enables you to see additional information. SEVIS uses scrollbars on the bottom and/or the right side of some pages.

- **Other Input Methods**
  - **Check Boxes:** Click to make one or more selections. Click the box again to remove the check mark.
  - **Drop-Down Lists:** Click the **down arrow** to display a list and then make a selection.

5. LOG INTO/OUT OF SEVIS

You may use your temporary user ID to begin and retrieve an existing designation application (Form DS-3036). Only one new application can be created using this temporary user ID.

5.1 Log Into SEVIS

To log into SEVIS, perform the following:

1. Access the *SEVIS Login* page at: https://egov.ice.gov/sevis/.
2. Enter your user ID in the **User Name** field.
3. Enter your password in the **Password** field.

   WARNING: Be careful when entering a password.

   - **Caps Lock:** Passwords are case sensitive. When you create a password using a mix of uppercase and lowercase letters, it must always be entered that way. If you have the **Caps**

Lock key on the keyboard turned on and you intend to enter "abcdeF9#" the system reads the following password: ABCDEf9#. To SEVIS, these passwords are not the same.

– **Numeric Keypad:** If using the numeric keypad to enter numbers, be sure to turn on the **Num Lock** key. Otherwise, enter numbers using the keys above the top row of alphabetic characters on the keyboard

4. Press **Enter** or click **Login**. The system displays a Warning page.
5. Read the information and then click **CONTINUE** to continue.
6. The system displays the Paperwork Reduction Act notice.
7. Read the information and then click **I Have Read and Understand This Notice** to continue.

Note: If the Form DS-3036 is not submitted in SEVIS, it will be deleted 45 days after the last update to the Form. Your temporary user ID will be deactivated and the data that was entered on the Form will be lost. Once submitted, the Form DS-3036 will not be available for addition or revision of data. You may view or print a copy of the designation application, even after it is submitted, until it has been reviewed (approved or denied) by DoS.

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

Additional information about the *SEVIS Login* page follows:

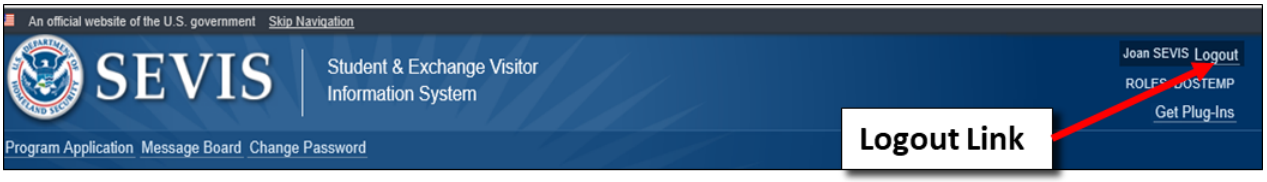
- **Register for New Account:** Used to obtain a temporary user ID to complete the Form DS-3036, Exchange Visitor Program application. This link is ***not*** used to obtain a permanent user ID and password for program sponsor officials.
- **Forgot Your Password:** Use this link if you have forgotten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

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

5.2 Log Out of SEVIS

To exit the SEVIS application at any time, click **Logout** on the navigation bar, as shown in Exhibit 5: Navigation Bar - Logout Link.

Exhibit 5: Navigation Bar - Logout Link



5.3 Additional Information About SEVIS User IDs

You must log into SEVIS a minimum of once every 45 days to keep your SEVIS user ID active.

If the Form DS-3036 is not submitted in SEVIS, it will be deleted 45 days after the last update to the Form. Your temporary user ID will be deactivated and the data that was entered on the Form DS-3036 will be lost.

You may view or print a copy of the designation application, even after it is submitted, until it has been reviewed (approved or denied) by DoS.

You will be notified via email when your application has been processed. If the application is approved, the RO and AROs listed on the application will receive an email containing a permanent user ID. Each will also receive a separate email containing password information. Notification of denial will be sent via mail. Once the application has been processed by DoS, you will not be able to use your temporary user ID to access the system.

6. SEVIS COMMUNICATIONS

6.1 Broadcast Messages

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

Exhibit 6: Broadcast Message Page, is an example of the page.

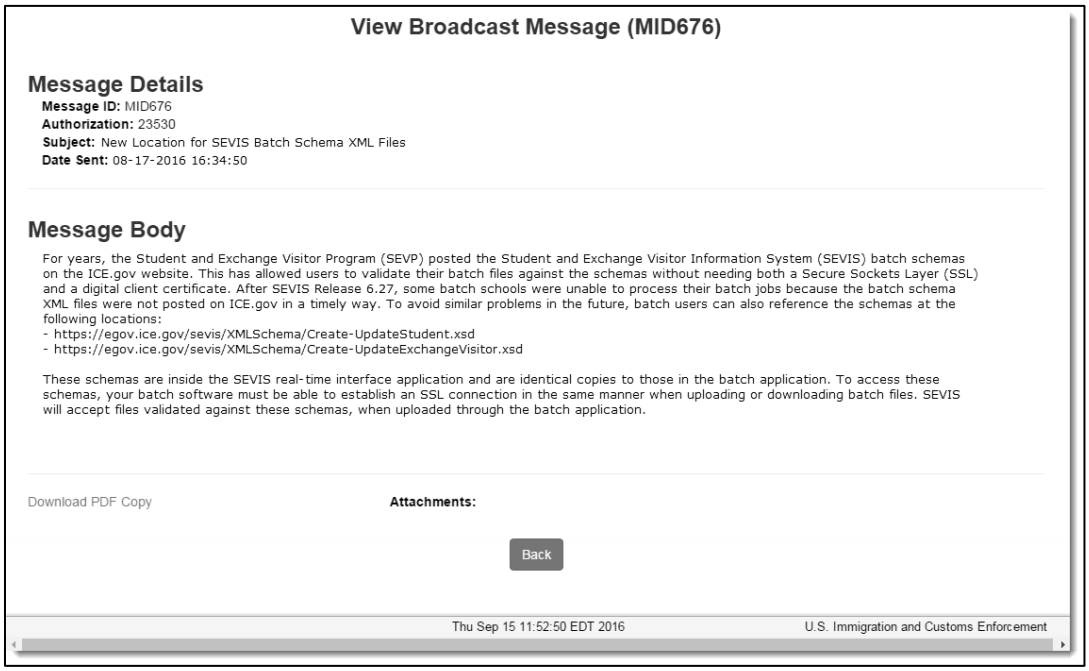
Exhibit 6: Broadcast Message Page

6.2 View Broadcast Messages

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

1. Click **View** in the **Contents** column on the *Broadcast Messages* page. The *View Broadcast Message* page opens. Exhibit 7: View Broadcast Message Page is an example of the page.

Exhibit 7: View Broadcast Message Page



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

7. EXCHANGE VISITOR PROGRAM REQUIREMENTS

To be eligible for designation as a program sponsor, the applicant must demonstrate, to the Department of State's satisfaction, its ability to comply and remain in continual compliance with all provisions of the Exchange Visitor Program regulations [22 CFR Part 62] and, at all times, to meet its financial obligations and responsibilities attendant to successful sponsorship of its exchange program; see 22 CFR 62.3(b) and 22 CFR 62.5(b) of the regulations. Also, with the submission of an application to DoS, it is expected that the organization will be fully prepared to begin the administration of the program upon designation from the Department.

Note: See Supporting Documentation and Information to be Forwarded to DoS for a list of supporting documentation that must be submitted to DoS. Also, a copy of the pay.gov confirmation page showing payment of the non-refundable fee [22 CFR 62.17, Fees and Charges] must accompany the signed Form DS-3036.

If you have questions regarding the application process or the regulations regarding the category of exchange in which you are interested, contact the Office of Private Sector Exchange Designation (see U.S. Department of State Contact Information).

7.1 Applicant Prerequisites

Designation as an Exchange Visitor Program sponsor will be considered only if an applicant can meet the two prerequisites below, which are discussed in detail in the following sections:

- Purpose of the Exchange Visitor Program
- Previous experience in the field of international exchanges
- Financial requirements

7.1.1 Purpose of the Exchange Visitor Program

The purpose of the Exchange Visitor Program is to provide foreign nationals with opportunities to participate in educational and cultural programs in the United States and return home to share their experiences, and to encourage Americans to participate in educational and cultural programs in other countries. Exchange visitors enter the United States on a J visa [22 CFR 62.1(b)].

An application must contain an explanation on the relevance to the Department's national security and foreign policy priorities for program growth. As such, applicants may propose program growth that demonstrates that such growth in their exchange program would align with U.S. government strategic plans or U.S. government-driven growth initiatives, as described in publicly available government sources and/or as announced by the Department of State, including ECA/EC and other parts of the Bureau of Educational and Cultural Affairs and posts abroad, or by other government entities.

7.1.2 Previous Experience in the Field of International Exchange

A complete application must set forth, in detail, the applicant's proposed exchange program activity and must demonstrate, to the Department of State's satisfaction, the applicant's ability to comply and remain in continual compliance with the Exchange Visitor Program regulations. Include evidence that the organization has experience in operating a successful business, and that the organization or proposed RO has a minimum of 3 years of experience in international exchange with the application [22 CFR 62.5(c)(2)].

To adequately demonstrate the ability to administer an exchange program, applicants are requested to provide the following:

- Biographical information (resume or curriculum vitae) for the proposed RO and AROs.
- Detailed information on experience in the selection, screening, orientation, placement, and oversight of foreign nationals in exchange activities. The information provided should also specify the different types of visas used to carry out the international exchange.

Note: The act of securing visas in itself does not adequately demonstrate the ability to administer an exchange program.

7.1.3 Financial Requirements

Department regulations require that an applicant demonstrate its ability to meet, at all times, the financial obligations and responsibilities attendant to successful sponsorship of its exchange visitor program, and evidence that it can comply with 22 CFR 62.9, General Obligations of Sponsors, and provide any supplemental or explanatory financial information the Department of State may request. An established

entity must present a current audit report with audit notes prepared by an independent certified public accounting Firm [22 CFR 62.5(c)(3)(i)].

A newly formed entity must present a compilation (that is, a balance sheet, statement of cash flows and all disclosures, revenues, expenditures, and notes to financial statements) prepared by an independent certified public accounting firm demonstrating that the entity has been capitalized with sufficient funds to cover [22 CFR 62.5(c)(3)(ii)]:

- General operating expenses (for example, rent, salaries, phones, equipment)
- Costs associated with an exchange program (for example, program fees, visa fees, application fees, fully-paid round-trip travel arrangements, prepaid medical insurance coverage, etc.)

Initial designations are effective for one or two years at the sole discretion of the Department of State.

7.1.4 Application Fee

The required application fee for designation as an Exchange Visitor Program sponsor is non-refundable. Submit the fee electronically using the pay.gov website. Also, submit a copy of the pay.gov confirmation page to DoS. See 22 CFR 62.17, Fees and Charges, for additional information, including the required fee amount.

One copy of the completed application (Form DS-3036) must be printed via SEVIS, signed, and submitted to DoS. Supporting documentation and a copy of the pay.gov confirmation page showing payment of the non-refundable fee [22 CFR 62.17 Fees and Charges] must be included with the application. See U.S. Department of State Contact Information for the appropriate mailing address.

7.2 Exchange Visitor Program Categories

An organization can request authorization to sponsor exchange visitors in one or more of fifteen categories. Below is a list of the categories, and a brief description of each. See the regulations for detailed information about each category.

7.2.1 Alien Physician

Complete a separate application (Form DS-3036) for this category.

The Educational Commission for Foreign Medical Graduates (ECFMG) is the only sponsor authorized to use this category.

Participation in this category [22 CFR 62.27] is for foreign physicians who are graduates of a school of medicine who come to the United States under a program in which they will receive graduate medical education or training conducted by accredited U.S. schools of medicine or scientific institutions.

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

The maximum duration of participation for the Alien Physician category shall not exceed 7 years.

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

7.2.2 Au Pair

Complete a separate application (Form DS-3036) for this category.

Participation in this category [22 CFR 62.31] is for foreign nationals who come to the United States for the purpose of residing with an American host family and participating directly in their home life, while providing limited childcare services. The au pair participant is also required to enroll in a U.S. post-

secondary accredited academic institution for not less than 6 semester hours of academic credit or its equivalent.

The EduCare Program component of this category limits work hours to 30 hours per week, and requires 12 semester hours of academic credit or its equivalent.

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

7.2.3 Camp Counselor

Complete a separate application (Form DS-3036) for this category.

Participation in this category [22 CFR 62.30] is for foreign nationals who are selected to be counselors in summer camps in the United States (for example, during the U.S. summer months).

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

7.2.4 Government Visitor

Reserved for use by U.S. federal, state, or local government agencies.

Participation in this category [22 CFR 62.29] is for foreign nationals who are recognized as influential or distinguished persons, and who are selected by U.S. federal, state, or local government agencies for the purpose of consulting, observing, training, or demonstrating special skills in the United States.

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

7.2.5 Intern

Complete a separate application (Form DS-3036) for this category.

Participation in this category [22 CFR 62.22] is for foreign nationals who will participate in a structured and guided work-based internship program in their specific academic field and who either:

- Are currently enrolled full-time and pursuing studies at a degree- or certificate-granting post-secondary academic institution outside the United States, or
- Graduated from such an institution no more than 12 months prior to the exchange visitor program begin date reflected on the person's Form DS-2019

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

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

7.2.6 International Visitor

This category is reserved for use by the U.S. Department of State.

Participation in this category [22 CFR 62.28] is for foreign nationals who are recognized or potential leaders, and are selected by the Department of State for the purpose of consulting, observing, conducting research, training, or demonstrating special skills in the United States.

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

7.2.7 Professor

Participation in this category [22 CFR 62.20] is for foreign nationals whose primary purpose is teaching, lecturing, observing, or consulting at post-secondary accredited academic institutions, museums, libraries, or similar types of institutions. A professor also may conduct research where authorized by the sponsor.

The maximum duration of participation for this category is not to exceed 5 years.

7.2.8 Research Scholar

Participation in this category [22 CFR 62.20] is foreign nationals whose primary purpose is conducting research, observing, or consulting in connection with a research project at research institutions, corporate research facilities, museums, libraries, post-secondary accredited academic institutions, or similar types of institutions. A research scholar also may teach or lecture where authorized by the sponsor provided that these activities are incidental and do not extend the period of participation beyond the maximum duration.

The maximum duration of participation for this category is not to exceed 5 years.

7.2.9 Short-Term Scholar

Participation in this category [22 CFR 62.21] is for professors, research scholars, or persons with similar education or accomplishments who enter the United States for a short-term visit for the purpose of lecturing, observing, consulting, training, or demonstrating special skills at research institutions, museums, libraries, post-secondary accredited academic institutions, or similar types of institutions.

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

7.2.10 Specialist

Participation in this category [22 CFR 62.26] is for foreign nationals who are experts in a field of specialized knowledge or skills who enter the United States for the purpose of observing, consulting, or demonstrating special knowledge or skills.

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

7.2.11 Student: College/University

Participants in this category must be pursuing a full course of study at post-secondary accredited academic institutions in the United States [22 CFR 62.23]. Academic training is permitted [22 CFR 62.23(f)], if approved by the program sponsor, but study must be the primary purpose of the exchange visitor's program in the United States. Students are eligible for participation when they are not substantially supported by personal funds and when they meet the funding requirements outlined in 22 CFR 62.23(c).

The duration of participation for college and university students is unlimited, as long as they are enrolled full-time in programs that lead to a degree. If enrolled in a non-degree program, the duration of participation shall not exceed 24 months, including academic training.

Student Intern [22 CFR 62.23]: Participation in this category is for foreign nationals who are enrolled in and pursuing a degree at a post-secondary accredited academic institution outside the United States. They will participate in a student internship program in the United States that will fulfill the educational objectives for their current degree program at their home institution. Participants in this category must meet the following five criteria:

- In addition to satisfying the general requirements set forth in 22 CFR 62.10(a), the student intern must have sufficient English language skills to function on a day-to-day basis in the internship environment.
- He/she is primarily in the United States to engage in a student internship program.
- He/she has been accepted into a student internship program at the post-secondary accredited academic institution listed on his/her Form DS-2019.
- The student intern is in good academic standing with the post-secondary academic institution outside the United States from which he/she is enrolled in and pursuing a degree.
- The student intern will return to the academic program and fulfill and obtain a degree from such academic institution after completion of the student internship program.

The maximum duration of participation for student interns shall not exceed 12 months.

7.2.12 Student: Secondary School (High School)

Complete a separate application (Form DS-3036) for this subcategory.

Participation in this category [22 CFR 62.25] is for foreign secondary students who will study in the United States at accredited public or private secondary schools while living with an American host family. Participants in this category must meet the following three requirements:

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

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

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

7.2.13 Summer Work/Travel

Participation in this category [22 CFR 62.32] is for foreign nationals who are bona fide foreign post-secondary students, who at the time of application are enrolled in and actively pursuing a degree or a full-time course of study at a foreign ministerially-recognized post-secondary academic institution and whose purpose is work and travel in the United States for up to 4 months during the break between academic years.

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

7.2.14 Teacher

Complete a separate application (Form DS-3036) for this category.

Participation in this category [22 CFR 62.24] is for a foreign national with the equivalent of a U.S. Bachelor's degree in either education or the subject matter (or related subjects) he/she intends to teach and a minimum of the equivalent of two years of post-degree full-time teaching experience, who is employed as a teacher at the time of application for the program, for the purpose of teaching full-time in a primary or secondary accredited academic institution.

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

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

7.2.15 Trainee

Complete a separate application (Form DS-3036) for this category.

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

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

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

Sponsors must also ensure continuous supervision and periodic evaluations are completed.

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

Maximum Duration of Participation: Refer to 22 CFR 62.22(k) for the maximum duration or participation permitted for the Trainee category.

8. COMPLETE THE DESIGNATION APPLICATION

The Department of State's Office of Private Sector Exchange Designation, designates U.S. organizations to administer exchange visitor programs.

As a Temporary User representing a new applicant, you will apply for designation, on behalf of your organization, by accessing SEVIS and completing the Form DS-3036. You will submit the application electronically; then print it and mail a signed copy, supporting documentation, and a copy of the pay.gov confirmation page showing payment of the required non-refundable fee [22 CFR 62.17], to DoS.

As part of the designation application for a new applicant, in SEVIS, you must identify the individual who will be the chief point of contact between your program and the Department of State. This official is the Responsible Officer (RO). Multiple Alternate Responsible Officers (AROs) may also be identified. You may or may not want to list yourself as an RO or ARO. ROs and AROs must be either U.S. citizens or lawful permanent residents (LPRs) of the United States.

After electronically submitting the Form DS-3036, you can view and print the Form. However, you cannot make any further changes.

DoS will use SEVIS to process the application. When a decision has been made, your temporary user ID and password will be disabled. You and the person identified as the RO will be notified by email if the application is approved. The RO and approved AROs will each be provided with their own SEVIS user ID and instructions for creating a password. They will be able to access SEVIS and begin processing Exchange Visitor Eligibility forms (Form DS-2019) for J-1 visitors and their J-2 spouse and dependents.

The subsequent sections provide step-by-step instructions for completing the electronic Form DS-3036, Exchange Visitor Program application.

8.1 Designation Application Page 1

To begin filling in the designation application, perform the following:

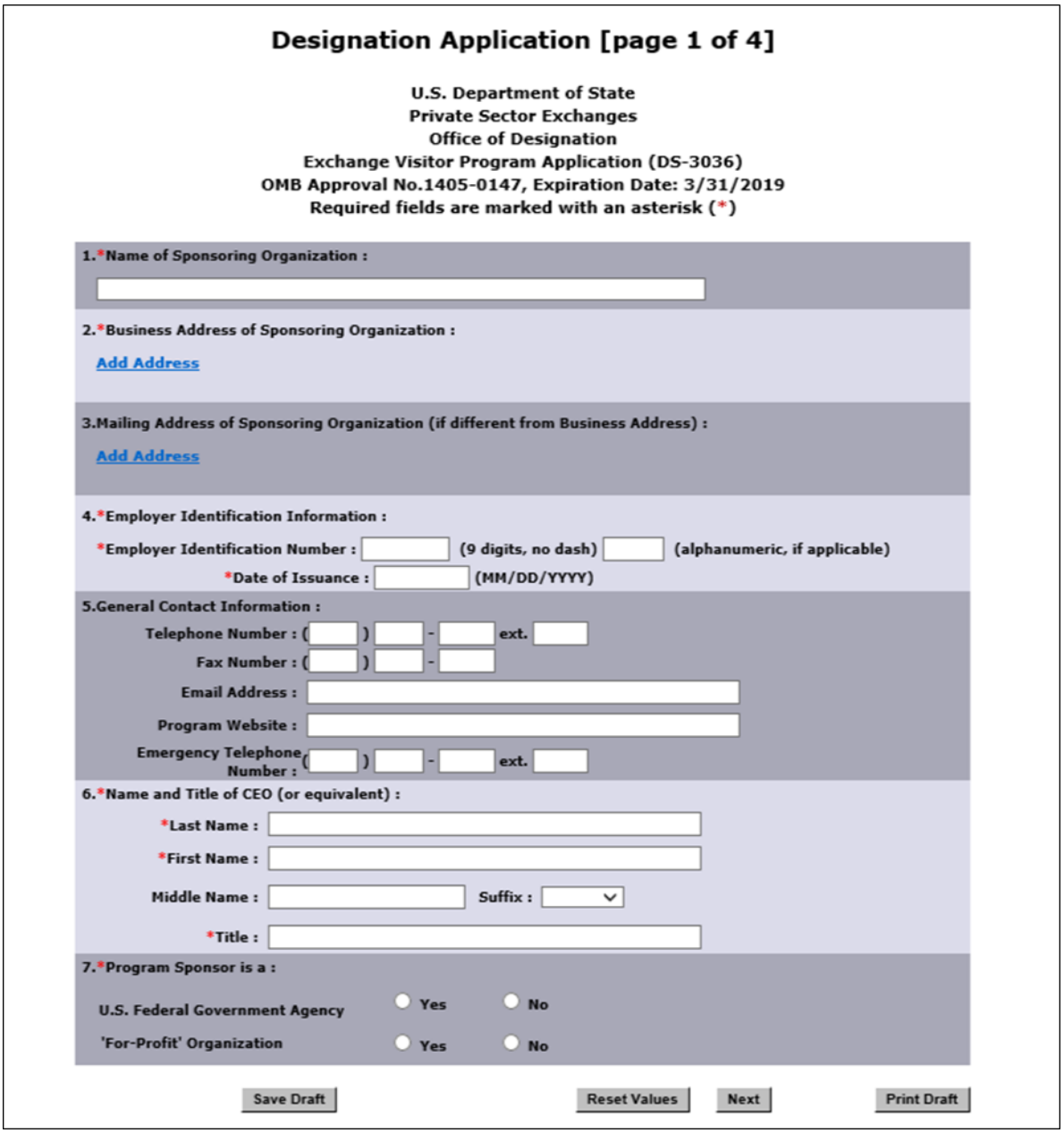
1. Log into SEVIS (https://egov.ice.gov/sevis/). The page containing the Paperwork Reduction Act notice opens. Review the information and then click **I Have Read and Understand This Notice** to access SEVIS. If there are no system messages, the first page of the designation application opens.

   If the *Message Board* page opens, click **Program Application** on the navigation bar to open Page 1 of the Form DS-3036. If Page 1 has been completed, the data entered will be displayed on the page.

2. Exhibit 8: Designation Application Page 1 is an example of the first page of the designation application.

   Note: See Broadcast Messages for information on system messages.

Exhibit 8: Designation Application Page 1



Designation Application [page 1 of 4]

U.S. Department of State
Private Sector Exchanges
Office of Designation
Exchange Visitor Program Application (DS-3036)
OMB Approval No.1405-0147, Expiration Date: 3/31/2019
Required fields are marked with an asterisk (*)

1.*Name of Sponsoring Organization :

2.*Business Address of Sponsoring Organization :
Add Address

3.Mailing Address of Sponsoring Organization (if different from Business Address) :
Add Address

4.*Employer Identification Information :
*Employer Identification Number : (9 digits, no dash) (alphanumeric, if applicable)
*Date of Issuance : (MM/DD/YYYY)

5.General Contact Information :
Telephone Number : ( ) - ext.
Fax Number : ( ) -
Email Address :
Program Website :
Emergency Telephone Number : ( ) - ext.

6.*Name and Title of CEO (or equivalent) :
*Last Name :
*First Name :
Middle Name : Suffix :
*Title :

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

Save Draft Reset Values Next Print Draft

3. Below is a list with explanations of the sections/fields on Page 1. An asterisk (*) precedes the sections/fields that must be completed. Do the following to complete Page 1 of the electronic Form DS-3036:

   - ***Name of Sponsoring Organization:** Enter the full name, without abbreviations, of the organization applying for designation as an Exchange Visitor Program sponsor. This is the name that will print on the Forms DS-2019.
     Note: The maximum number of characters that can be entered into this field is 60. Contact the Program Office for instructions on how to abbreviate the organization's name, if necessary.

- ***Business Address of Sponsoring Organization:** The address that represents the physical location of the sponsoring organization. Do not enter a post office box number in this section. Click the **Add Address** link. The *Add Business Address* window opens. Do the following:
  a. At a minimum, enter the street address and zip code. (See Appendix E, SEVIS Address Fields, for additional information.)
     Note: The **Other** field is not validated. Use it to enter information such as suite or room numbers.
     - ***Street Address:** The address is required. Do not include a post office box number in this field.
     - **Other:** Additional address information.
     - **City:** The city the site is located in. Completion of this field is optional.
     - **State:** The state the site is located in. Completion of this field is optional.
     - *** Zip:** The zip code for the organization. Completion of this field is required.
  b. Click the **Submit** button. The address is validated against a U.S. Post Office database. The results of the database query display. One of two things will occur:
     - The *Add Business Address* window will display the suggested address from the U.S. Postal Service and the entered address. Click **Select** to accept the address from the Postal Service. Or, click **Edit Address** to change the entered address.
     - The *Add Business Address* window will display a message advising that the address could not be found. Click **Over-ride Validation** to save the address. Select a reason for using the address as entered. If **Other** is selected, enter an explanation in the text box. Click **Submit**.
  c. The address displays on the *Designation Application* page.
     -

- ***Mailing Address of Sponsoring Organization:** Completion of this field is required if the mailing address is different from the business address. Enter a mailing address only if it differs from the business address. A post office box number is valid in this section. To enter an address, click the **Add Address** link. The *Add Mailing Address* window opens. Do the following:
  d. At a minimum, enter the street address and zip code. (See Appendix E, SEVIS Address Fields, for additional information.)
     Note: The **Other** field is not validated. Use it to enter information such as suite or room numbers.
     - ***Street Address:** The address is required. Do not include a post office box number in this field.
     - **Other:** Additional address information. A post office box number may be entered into this field.
     - **City:** The city the site is located in. Completion of this field is optional.
     - **State:** The state the site is located in. Completion of this field is optional.
     - *** Zip:** The zip code for the organization. Completion of this field is required.
  e. Click the **Submit** button. The address is validated against a U.S. Post Office database. The results of the database query display. One of two things will occur:
     - The *Add Mailing Address* window will display the suggested address from the U.S. Postal Service and the entered address. Click **Select** to accept the address from the Postal Service. Or, click **Edit Address** to change the entered address.
     - The *Add Mailing Address* window will display a message advising that the address could not be found. Click **Over-ride Validation** to save the address. Select a reason for using the address as entered. If **Other** is selected, enter an explanation in the text box. Click **Submit**.

- The address displays on the *Designation Application* page.
- *__Employer Identification Information:__ Completion of this section is required. Enter the following:

– **Employer Identification Number:** Enter the nine-digit Employer Identification Number (EIN) with no dash in the first field. Completion of the second field is required for those EINs that have alphanumeric characters following the nine digits.

– **Date of Issuance:** Enter the date (MM/DD/YYYY format) on which the Internal Revenue Service issued the EIN.

- **General Contact Information:** Completion of this section is optional. Use this section to enter general information that may be used by prospective exchange visitors or the general public to contact the sponsoring organization. If this application (Form DS-3036) is approved, the information entered into these fields will be published on the Department of State's Exchange Visitor Program website, which lists all designated sponsors. Completion of these fields is optional but considered to be beneficial in the administration of a designated program.

Note: Enter generic contact information in these fields. **ONLY** enter the contact information for the prospective RO or ARO in these fields if you want him/ her to be contacted directly.

Enter the following general contact information, if available:

– **Telephone Number:** A valid telephone number, including the three-digit area code, and an extension if applicable. This should be a general telephone number for the sponsoring organization. If this application is approved, this telephone number will be posted on the Exchange Visitor Program website as part of a listing of designated sponsors.

– **Fax Number:** A telephone number, including area code, for a facsimile (fax) machine. This fax number can be a general fax number for the sponsoring organization. If this application is approved, this fax number will be posted on the Exchange Visitor Program website as part of a listing of designated sponsors.

– **Email Address:** A valid electronic mail address. This should be a general email address for the sponsoring organization. If this application is approved, this address will be posted on the Exchange Visitor Program website as part of a listing of designated sponsors.

– **Program Website:** A valid website address for your organization, which must begin with: **http://www** (for example, http://www.j1visa.state.gov). If this application is approved, this web address will be posted on the Exchange Visitor Program website as part of a listing of designated sponsors.

– **Emergency Telephone Number:** A valid telephone number, including the three-digit area code, and an extension, if applicable. This is a number that exchange visitors and the general public may use to contact the sponsor after hours.

- *__Name and Title of CEO (or equivalent):__ Completion of this section is required. Complete the following fields for the person with the title of Chief Executive Officer (CEO), President, or other executive with legal authority to make commitments on behalf of the applicant organization (as identified in the organization's governing documents).

– **Last Name:** Enter the surname of the person.

– **First Name:** Enter the first name of the person.

– **Middle Name:** Enter the middle name of the person. This field may be left blank if the person has no middle name, or the middle name is unknown.

– **Suffix:** If necessary, select a title, such as Junior, that follows a person's full name.

- **Title:** Enter the name of the position held by the person representing a sponsor or sponsor application. Enter the title in full, without abbreviations (for example, Chief Executive Officer not CEO).
  - ***Program Sponsor is a:** Completion of this section is required. Complete this section as follows:
- **U. S. Federal Government:** Federal agencies click **Yes**. Profit-making organizations click **No**. State government organizations, and non-profit, non-governmental organizations, click **No**.
- **For Profit Organization:** Federal agencies click **No**. Profit-making organizations click **Yes**. State government organizations, and non-profit, non-governmental organizations, click **No**.

4. Click one of these buttons:
   - **Save Draft** to save the data entered.

   Note: You **do not** need to click this button before advancing to the next page of the Form. SEVIS saves data when you click **Next**.

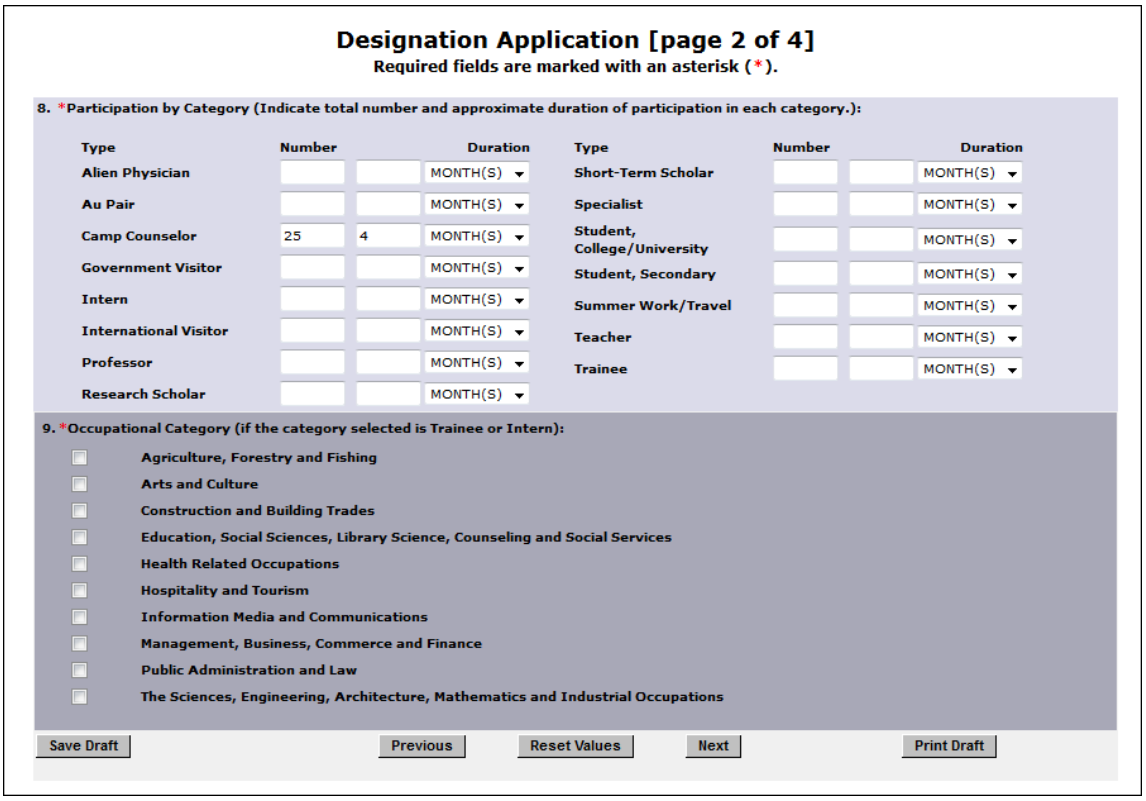
   - **Reset Values** to return unsaved data on this page to the previous values.
   - **Next** to save the data entered on this page and go to Page 2 of the designation application.

- **Print Draft** to print a draft copy of the designation application. It is recommended that you print a draft copy of the Form and review it for accuracy before submitting it in SEVIS.

Designation Application Page 2

Exhibit 9: Designation Application Page 2, is an example of Page 2 of the Form DS-3036.

Exhibit 9: Designation Application Page 2



Designation Application [page 2 of 4]
Required fields are marked with an asterisk (*).

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

Type	Number		Duration	Type	Number		Duration
Alien Physician			MONTH(S)	Short-Term Scholar			MONTH(S)
Au Pair			MONTH(S)	Specialist			MONTH(S)
Camp Counselor	25	4	MONTH(S)	Student, College/University			MONTH(S)
Government Visitor			MONTH(S)	Student, Secondary			MONTH(S)
Intern			MONTH(S)	Summer Work/Travel			MONTH(S)
International Visitor			MONTH(S)	Teacher			MONTH(S)
Professor			MONTH(S)	Trainee			MONTH(S)
Research Scholar			MONTH(S)				

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

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

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

The Exchange Visitor Program regulations provide for specific categories for education and cultural exchanges. Each of the 15 categories has specific requirements; set forth in 22 CFR Part 62 Subpart B. Multiple categories may be applied for on the same application as long as the categories comply with the Department of State's business rules (see Appendix C, Participation by Category Listing). However, the following categories require separate applications (Forms DS-3036) and fees:

- Alien Physician
- Au Pair
- Camp Counselor
- Intern
- Student: Secondary School (High School)
- Summer Work/Travel
- Teacher
- Trainee

1. To complete Page 2 of the Form DS-3036, enter the following data:
   - ***Participation by Category** (Indicate total number and approximate duration of participation in each category)**:** An entity can request authorization to sponsor exchange visitors in 1 or more of 15 categories. For each category being applied for, enter the number of exchange visitors expected in that category in the **Number** column. See Exchange Visitor Program Categories for a description of the categories.

   In the next field, enter the duration of the exchange visitor's participation (that is, the amount of time required to complete the program), then select the appropriate time period: days, weeks, months, or years.

   Note: The regulations [22 CFR 62.8] require program sponsors other than the Federal Government to have no less than five exchange visitors per calendar year and a program of a minimum duration of 3 weeks.

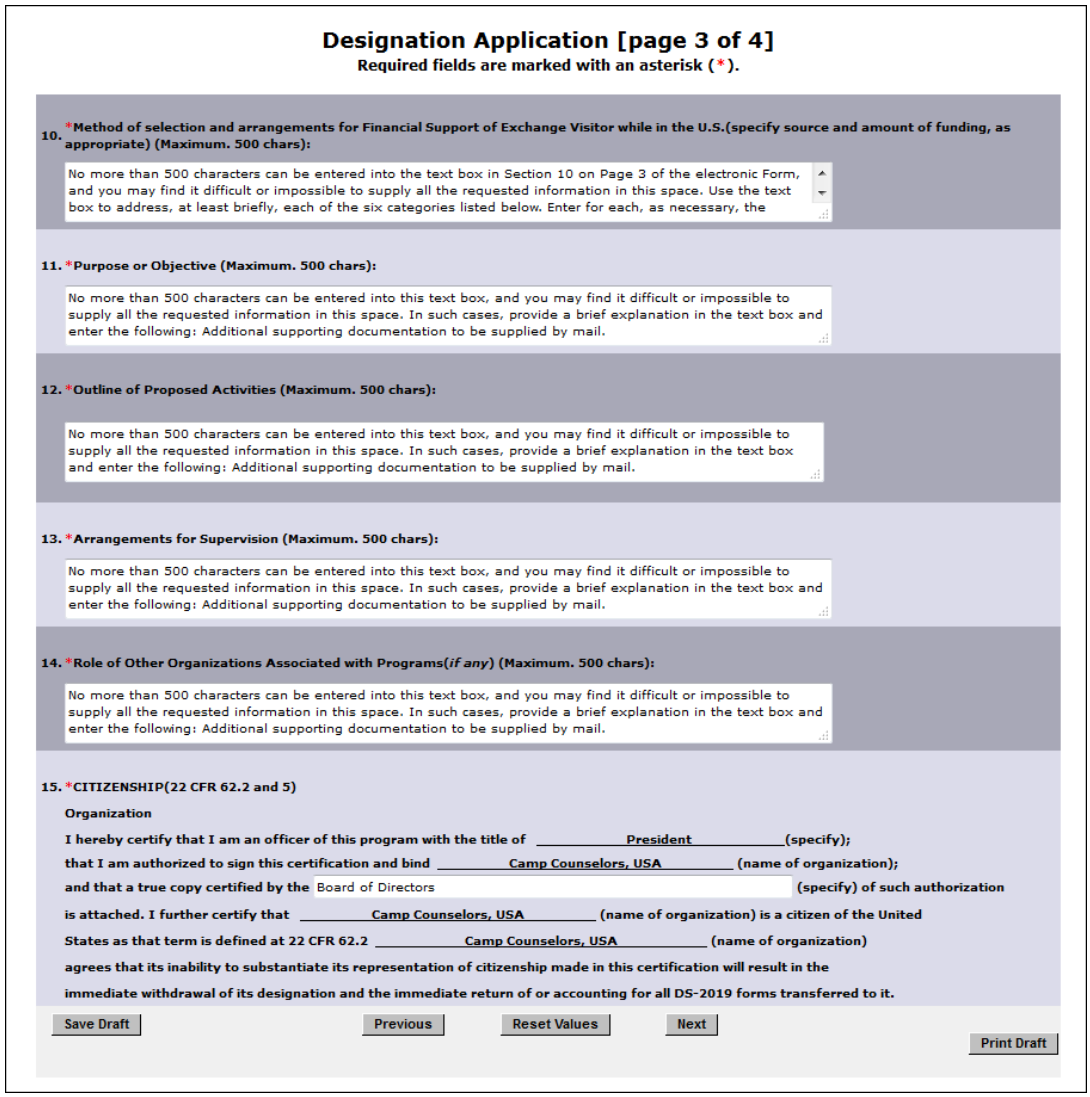
   - ***Occupational Category** (if the category selected is Trainee or Intern)**:** Trainee and Intern programs will be limited to the occupational category or categories for which the sponsor wants to obtain the Department's designation. Select one or more occupational categories in Section 9.
2. Click one of these buttons:
   - **Save Draft** to save the data entered on this page.
   - **Previous** to return to the previous page of the designation application. **WARNING:** Save the data entered on this page before selecting **Previous**. The unsaved data entered on this page will be lost if not saved first.
   - **Reset Values** to return unsaved data on the page to the previous values.
   - **Next** to save the data entered and go to Page 3 of the designation application.
   - **Print Draft** to print a draft copy of the designation application. It is recommended that you print a draft copy of the Form and review it for accuracy before submitting it in SEVIS.

8.2 Designation Application Page 3

Exhibit 10: Designation Application Page 3, is an example of Page 3 of the Form DS-3036.

Note: You must respond in detail and/or provide documentation in response to all of the questions on Page 3. No more than 500 characters can be entered into the fields on Page 3, and you may find it difficult or impossible to supply all the requested information in this space. In such cases, provide a brief explanation in each text box and enter the following: *Additional supporting documentation to be supplied by mail.*

Exhibit 10: Designation Application Page 3



Designation Application [page 3 of 4]
Required fields are marked with an asterisk (*).

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

No more than 500 characters can be entered into the text box in Section 10 on Page 3 of the electronic Form, and you may find it difficult or impossible to supply all the requested information in this space. Use the text box to address, at least briefly, each of the six categories listed below. Enter for each, as necessary, the

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

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

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

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

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

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

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

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

15. ***CITIZENSHIP(22 CFR 62.2 and 5)**

Organization

I hereby certify that I am an officer of this program with the title of President **(specify);**
that I am authorized to sign this certification and bind Camp Counselors, USA **(name of organization);**
and that a true copy certified by the Board of Directors **(specify) of such authorization**
is attached. I further certify that Camp Counselors, USA **(name of organization) is a citizen of the United**
States as that term is defined at 22 CFR 62.2 Camp Counselors, USA **(name of organization)**
agrees that its inability to substantiate its representation of citizenship made in this certification will result in the
immediate withdrawal of its designation and the immediate return of or accounting for all DS-2019 forms transferred to it.

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

All sections on Page 3 of the designation application must be completed. To complete Page 3, enter the following data:

1. ***Method of Selection and Arrangements for Financial Support of Exchange Visitor while in the U.S.:** No more than 500 characters can be entered into the text box in Section 10 on Page 3 of the electronic Form, and you may find it difficult or impossible to supply all the requested information in this space. Use the text box to address, at least briefly, each of the six categories listed below. Enter for each, as necessary, the following: *Additional supporting documentation to be supplied by mail.*

   The six categories are (see Additional Information: Method of Selection and Arrangements for Financial Support of Exchange Visitors While in the United Sates for details about these categories):

   a. Selection of Exchange Visitors [22 CFR 62.10(a)]

b. Program Costs/Fees and Deposits/Refunds

c. Program Funding/Financial Support

d. Health Care Insurance [22 CFR 62.14]

e. Pre-arrival and Orientation Information [22 CFR 62.10(b) and 22 CFR 62.10(c)]

f. Consortium Information

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

   Provide information regarding the purpose and objectives of the program, and explain how the program will promote better understanding and improve communications between people in the United States and other nations of the world through international educational and cultural exchange.

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

   Provide an outline of proposed cross-cultural activities for each category chosen in Section 8 on Page 2 of the designation application. While there is no set number of such activities required, sponsors are required to offer a reasonable amount of cross-cultural activities, such as sports, cultural, and social activities. Describe the planned cross-cultural activities that would acquaint participants and their accompanying spouse/dependents with American society, culture, and institutions.

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

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

   Provide the following information regarding the supervision, direction, evaluation, and monitoring of the program [22 CFR 62.10].

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

5. ***Role of Other Organizations Associated with Programs (if any):** No more than 500 characters can be entered into this text box, and you may find it difficult or impossible to supply all the requested information in this space. In such cases, provide a brief explanation in the text box and enter the following: *Additional supporting documentation to be supplied by mail.*

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

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

6. ***Citizenship:** In the text box in Section 15, Citizenship [22 CFR 62.2 and 5], on Page 3 of the electronic Form, fill in the title of a person or group (for example, Board of Trustees or Board of Directors). Do not enter a person's name.

   Note: This information may be obtained from the organization's Articles of Incorporation.

7. Click one of these buttons:
   - **Save Draft** to save the data entered on this page.
   - **Previous** to return to the previous page of the designation application. **WARNING:** Save the data entered on this page before selecting **Previous**. The unsaved data entered on this page will be lost if not saved first.
   - **Reset Values** to return unsaved data on the page to the previous values.
   - **Next** to save the data entered and go to Page 4 of the designation application.
   - **Print Draft** to print a draft copy of the designation application. It is recommended that you print a draft copy of the Form and review it for accuracy before submitting it in SEVIS.

8.2.1 Additional Information: Method of Selection and Arrangements for Financial Support

The following sections provide additional details on the information that may be provided when completing Section10, Method of Selection and Arrangements for Financial Support of Exchange Visitor while in the U.S., on Page 3 of the designation application.

8.2.1.1 Selection of Exchange Visitors [22 CFR 62.10(a)]

Describe the screening and selection process for each category selected in Section 8 on Page 2 of the designation application [22 CFR 62.10(a)]. Answer all of the following questions for each category requested. For example, if you selected the Student and Research Scholar categories, answer the six questions below for both categories.

1. How and by whom are the participants selected?
2. What criteria are used in the selection process?
3. If participants are being admitted to an educational institution, what are the admission requirements?
4. How much previous education or training is required of the participants?
5. Participants are required to possess a sufficient proficiency in the English language to enable them to participate in their program and to function effectively in an English-speaking environment. What method is used to test English language competency of the participant?
6. Will English language training be part of the program?

Note: When requesting the Secondary School Student category, submission of the application must also include a copy of the student application for the prospective Exchange Visitor Program.

8.2.1.2 Program Costs/Fees and Deposits/Refunds

Provide **all** costs/fees charged to the participants, such as administrative costs, room and board, transportation, medical insurance, and air fare.

- What other costs will the participant likely incur while in the United States (for example, living expenses)?

- When and for what reason(s) can a participant cancel or withdraw from the program and receive a refund of program fees?
- Are participants required to make a deposit in connection with program application or participation? If, yes, when and how is the refund of deposit made in the event of program cancelation?

In addition, provide all costs/fees charged to participants by your organization's foreign partner(s).

8.2.1.3 Program Funding/Financial Support

Provide the following information:

- How much financial support will be provided to the participant by your organization or other sources?
- Does your organization receive funding, directly or indirectly, for the sole purpose of furthering international educational and cultural exchanges, from any of the following:

  – U.S. Government or foreign government

  – An international organization (such as the United Nations) that receives funds from the U.S. Government or a foreign government

  – A private institution or organization that receives funds from the U.S. Government or a foreign government

- Will the participant be required to work outside of the original program objective in order to meet expenses?

Note: An exchange visitor may receive compensation from the sponsor or the sponsor's appropriate designee for employment when such activities are part of the exchange visitor's program [22 CFR 62.16].

8.2.1.4 Insurance [22 CFR 62.14]

Each exchange visitor and accompanying spouse/dependent is required to have insurance in effect that covers them for sickness and accidents during the period of participation in the program. Provide information on how your organization will comply with the Exchange Visitor Program medical insurance regulations [22 CFR 62.14], which include the following:

- At least $100,000 per person per accident/illness
- $25,000 for repatriation coverage
- $50,000 for medical evacuation coverage
- A deductible not to exceed $500 per accident/illness

Additionally, confirm that the insurance company to be used by your organization meets the requisite rating, as stated at 22 CFR 62.14(c).

If your organization is insuring the participants, provide a copy of the policy and/or brochure, including exclusions and the rating of the policy.

8.2.1.5 Pre-arrival and Orientation Information [22 CFR 62.10(b) and (c)]

Briefly explain the pre-arrival, orientation, and cross-cultural activities planned for the exchange visitor and his/her immediate family, if applicable.

- Pre-arrival information should include, but is not limited to, the following:

  – Purpose of the Exchange Visitor Program

  – Home-country physical presence requirement

- Travel and entry into the United States
- Housing
- Fees payable to the program sponsor
- Other costs that the exchange visitor will likely incur while in the United States (for example, living expenses)
- Health care and insurance
- Arrival notification requirements (for example, procedures that exchange visitors and spouse/dependents are to follow upon entry into the United States in reporting their arrival to the sponsor and reporting to the location of their program)
- Other information that will assist exchange visitors to prepare for their stay in the United States
    - Orientation information should include, but is not limited to, the following:
- Life and customs in the United States
- Local community resources (for example, public transportation, medical centers, schools, libraries, recreation centers, and banks) to the extent possible
- Available health care, emergency assistance, and insurance coverage
- A description of the program in which the exchange visitor is participating
- Rules that exchange visitors are required to follow, under the sponsor's program
- Address of the sponsor and the name and telephone number of the RO
- Name, address, and telephone and fax numbers of the Office of Private Sector Exchange Designation, of the Department of State. Also, a copy of the "Exchange Visitor Program Brochure" or the DoS materials appropriate or required.
- Wilberforce Pamphlet on the Rights and Protections for Temporary Workers
- The requirement that an exchange visitor must report to the sponsor or sponsor designee within ten calendar days any changes in his/her telephone number, email address, actual and current U.S. address (that is., physical residence), and site of activity (if the exchange visitor is permitted to make such change without prior sponsor authorization).

Note: Applications for the Secondary School Student category must also include the orientation information that will be provided to secondary school students and their host families, prior to the students' departure from their home countries and after their arrival in the United States [22 CFR 62.25(d) and 62.25(g)].

8.2.1.6 Consortium Information

If the program is a consortium [22 CFR 62.2], provide a list of its members and indicate the institution/organization that will have primary responsibility. Include letters from the members agreeing to participate in the consortium clearly indicating knowledge of the Exchange Visitor Program and its regulations.

In accordance with 22 CFR 62.5(c) of the regulations, if the consortium is not a corporation (for example, a partnership or other legal entity), include the partnership agreement or other organizational documents with the application (for example, Articles of Incorporation and By-Laws). Provide evidence of accreditation for all participating institutions of the consortium (all members of the consortium must be accredited), and indicate which member institutions have their own Exchange Visitor Program designation.

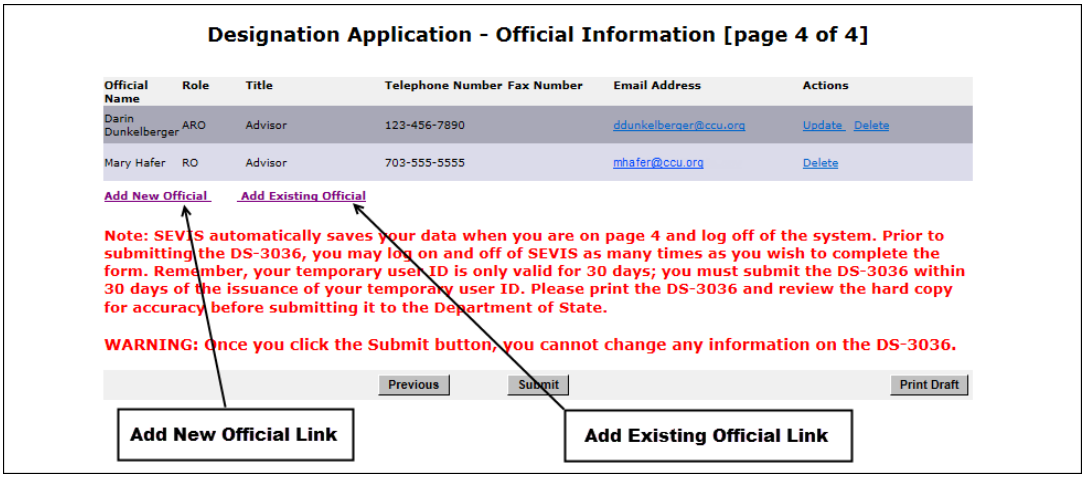
8.3 Designation Application Page 4

Page 4 is used to add or update the program sponsor officials' data, or delete records prior to submitting the Form DS-3036. You must add at least one official as the Responsible Officer (RO) and one Alternate Responsible Officer (ARO). SEVIS allows the addition of multiple AROs for each program; however, the Department of State reserves the right to limit the number [22 CFR 62.9(g)].

Note: SEVIS saves data when you are on Page 4 and log out of the system. Prior to submitting the Form DS-3036, you may log in and out of SEVIS as many times as you want. If the Form is not submitted in SEVIS, 45 days after the last update to the Form, it will be deleted. All data entered on the electronic Form will be lost and your user ID will be disabled.

Exhibit 11: Designation Application Page 4 - Officials Added, shows a sample copy of Page 4 of the application, which includes the list of officials that have been added for the organization.

Exhibit 11: Designation Application Page 4 - Officials Added



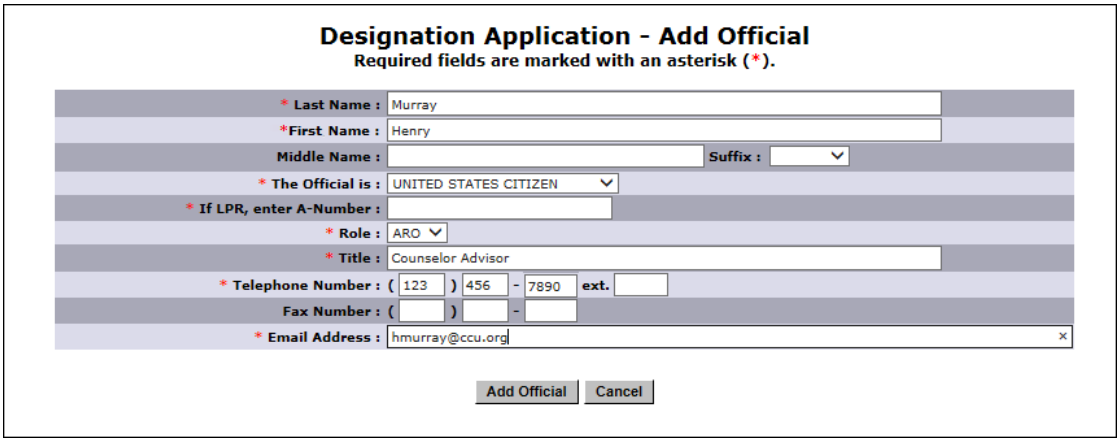
8.3.1 Add New Program Sponsor Official

All program sponsor personnel who will access SEVIS and perform tasks must be authorized to use SEVIS. New program sponsor officials are persons who are *not* currently authorized to use SEVIS. The Add New Official function is used to add program sponsor officials and assign them a SEVIS role.

To add officials, perform the following steps:

1. Click **Add New Official** below the **Official Name** column. The *Designation Application–Add Official* page opens. Exhibit 12: Add Official Page, is an example of the completed page.

Exhibit 12: Add Official Page



2. Below is a list with explanations of the fields/buttons on this page. An asterisk (*) precedes the fields that must be completed.

    - ***Last Name:** Enter the surname or family name of a person.
    - ***First Name:** Enter the first name of a person.
    - **Middle Name:** Enter the middle name of a person. This field may be left blank if the person has no middle name, or the middle name is unknown.
    - **Suffix:** Select a title from the drop-down list, such as Junior, that follows a person's full name.
    - ***The Official is:** Click the appropriate option, **United States Citizen** or **Legal Permanent Resident** (LPR). All program sponsor officials must be U.S. citizens or LPRs of the United States.
    - ***If LPR, enter A-Number:** Enter the alien number if the prospective RO or ARO is an LPR of the United States. Enter the complete A-Number, including the "A". If you receive an error message indicating that the A-Number is not valid, you may have entered an eight-digit number. The system requires a nine-digit number. Take the following actions:

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

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

    c. If it is less than eight digits, it is invalid. Query the prospective RO or ARO to obtain his/her valid A-Number.

    - ***Role:** Each official identified on a designation application must perform one of two roles: RO or ARO. Only one RO is allowed per program. Select the appropriate role from the drop-down list.
    - ***Title:** Enter the name of a position held by a person representing a sponsor or sponsor's application. Enter the title in full, without abbreviations (for example, Director of International Students).
    - ***Telephone Number:** Enter a valid telephone number, including the three-digit area code and an extension, if applicable.
    - **Fax Number:** Enter a telephone number, including area code, for a facsimile (fax) machine. While this is not mandatory, it is encouraged to assist in communicating between DoS and your organization.
    - ***Email Address:** Enter a valid electronic mail address. SEVIS user ID and password instructions will be mailed to this address. Email addresses are not valid if they can be accessed by more than one person (for example, info@ABCcollege.edu).

3. Click **Add Official** to save the data entered for this prospective sponsor official. The information for the official is included in the list of officials on Page 4 of the application. To continue adding new program sponsor officials, click **Add New Official** and repeat the steps described above.

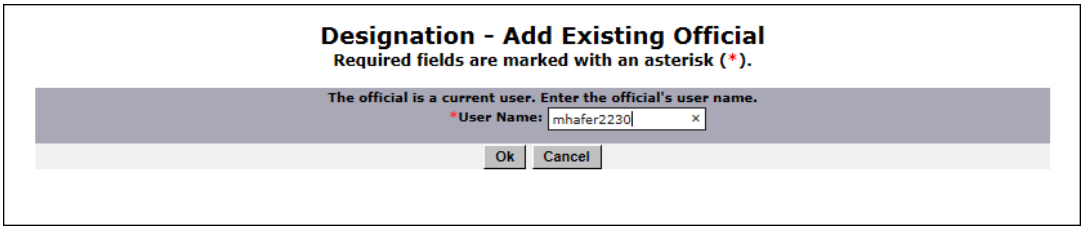
    Note: If the user being added has the same Last Name and First Name as a current SEVIS user, a validation message will display. Check to make sure the person being added does not already have a role in SEVIS. If they do not have a current SEVIS role, click **Add Official** again. If they do have a current SEVIS role, click **Cancel** and use the **Add Existing Official** link (See Section 8.3.2 Add Existing Official).

8.3.2 Add Existing Official

There are program sponsor and school personnel (that is, RO, ARO, Principal Designated School Official, or Designated School Official) who are active SEVIS users because of their affiliation with another program or school; they are considered existing officials. To add an existing official (that is, someone who is currently an active SEVIS user) and assign him/her a SEVIS role for your program, perform the following steps:

1. Click **Add Existing Official** below the **Official Name** column on Page 4 of the designation application. The *Designation–Add Existing Official* page opens. Exhibit 13: Add Existing Official Page, is an example of the completed page.

Exhibit 13: Add Existing Official Page



2. In the **User Name** field, enter the SEVIS user ID—the ID that the official uses to access SEVIS.
3. Click **OK**. The system displays the current SEVIS user's name and a field for selecting his/her role for your program.
4. Select the role of the official: RO or ARO.
5. Click **Add Official** to save the data entered for this program sponsor official. The information for the official is included in the list of officials on Page 4 of the application. To continue adding existing officials, click **Add Existing Official** and repeat the steps described above.

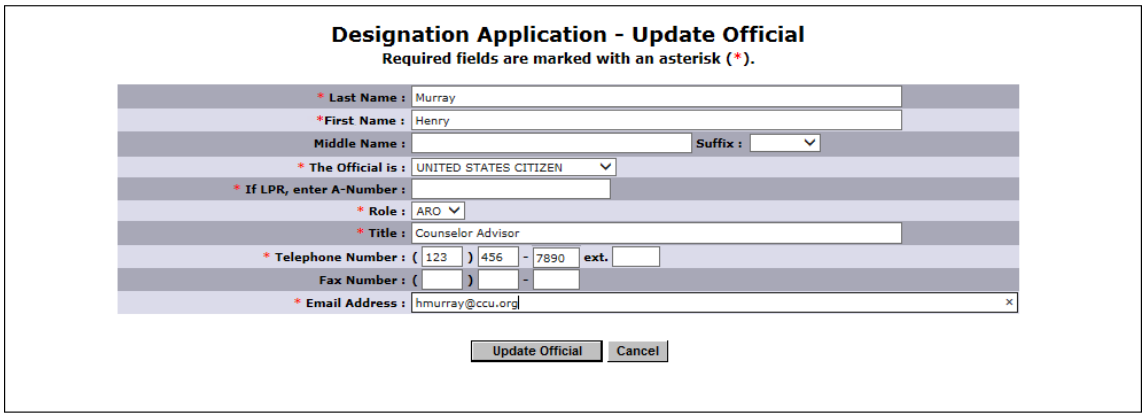
8.3.3 Update Program Sponsor Official's Data

The data for a new program sponsor official may be updated on Page 4 (for example, enter a correct email address) before submitting the Form DS-3036. However, when an existing SEVIS user is added, the **Update** link is not available.

To update a new program sponsor official's data, perform the following:

1. Click **Update** to the right of the official's email address on Page 4 of the electronic Form. The *Designation Application–Update Official* page opens. It includes the official's current data. Exhibit 14: Designation Application - Update Official Page, is an example of the page.

Exhibit 14: Designation Application - Update Official Page



2. Make the necessary changes to the data. You may also change the user's role using this page.
3. Click **Update Official** to save the changes.

   Note: Prior to submission of the Form DS-3036, more than one official may be listed as an RO on Page 4 of the application. However, only one official may be designated as the RO when the Form DS-3036 is submitted.

8.3.4 Delete Program Sponsor Official

You may delete a program sponsor official before submitting the Form DS-3036 to the Department of State. Use this procedure only if this official will not be a SEVIS user for your program. To delete a program sponsor official, perform the following steps:

1. Click **Delete** to the right of the official's email address on Page 4 of the designation application. The *Designation Application–Delete Official* page opens. It includes the official's data.
2. Click **Delete Official** to confirm deletion of this official. The official's name is no longer on the list of officials on Page 4 of the designation application.

8.3.5 Print Designation Application

You may print a draft copy of the Form DS-3036 from any page that has a **Print Draft** button. "Draft" is printed at the top of each page of the Form. Following submission of the Form DS-3036, use these same procedures to print a final copy of the Form using the **Print DS-3036** button.

Note: Printing the Form requires the Adobe Reader software. If Adobe Reader is not installed on the computer being used, see Appendix B, Download the Latest Version of Adobe Reader, for downloading instructions.

To print the Form DS-3036, perform the following steps:

1. Click **Print Draft** or **Print DS-3036** on any page. Another browser window opens, and the Form DS-3036 displays using Adobe Reader, from which a copy of the Form may be sent to a designated printer.

   Note: During the launch of Adobe Reader, a *File Download* window may open. To prevent this window from opening in the future, click the **always ask before opening this type of file** check box to remove the check mark. Click **Open** to view the Form DS-3036.
2. When the Form DS-3036 displays in the *Adobe Reader* window, use the scroll bar on the right side of the window to view additional pages of the Form.
3. Click **Print** on the Adobe Reader toolbar. The *Print* window opens.
4. Ensure that the name of the printer used to print the Form is listed in the **Name** field in the *Print* window. If it does not show the correct printer, click the **down arrow** to the right of the field and select the correct printer.
5. Click **OK** and the Form DS-3036 will be printed on the designated printer.
6. Click the **Close (X)** button on the *Adobe Reader* window to close the window.

Note: The printed Form DS-3036 consists of three pages. However, if you enter more information than will fit on Page 3 of the Form, the information will print on an additional page, which must be included when submitting the Form to the Department of State. See Appendix D, Sample Copy of a Form DS-3036, for an example of a completed Form.

9. COMPLETE THE APPLICATION PROCESS

The following sections contain instruction on submitting the Form DS-3036 in SEVIS and submitting the application fee using the pay.gov website.

9.1 Submit Form DS-3036

SEVIS saves data when you are on Page 4 and log out of the system. Prior to submitting the Form DS-3036, you may log in and out of SEVIS as many times as you want.

Note: You must submit the Form in SEVIS within 45 days of the last update. Otherwise, it will be deleted from the system. All data entered on the electronic Form will be lost and your user ID will be disabled.

WARNING: Do not click **Submit** for the purpose of saving data. You can only view the application once you click **Submit**; the data cannot be changed.

To submit the Form DS-3036, perform the following:

1. Click **Submit** on Page 4 of the electronic Form DS-3036. The system will not submit the application until all required fields are completed. After submitting the application, you may only view and print the Form.

   The system displays a message that you may want to print. It contains the following information:

   - You must print a copy of the Form DS-3036 and mail the signed Form to the appropriate address at the Department of State.
   - You must send supporting documentation to the same address. (See Supporting Documentation and Information to be Forwarded to DoS for the list of documents.)
   - You must include a copy of the pay.gov confirmation page.

2. Click **Print DS-3036** to print a final copy of the Form. See Print Designation Application for instructions.
3. Submit the following items to the Department of State. (See U.S. Department of State Contact Information for the appropriate mailing address.):

   - Signed Form
   - Supporting documentation
   - A copy of the pay.gov confirmation page showing payment of the required non-refundable application fee [22 CFR 62.17]

   Note: See Electronic Submission of Application Fee for instructions on submitting payment via that pay.gov website. See 22 CFR 62.17 for the fee amount that must be submitted to DoS.

WARNING: This application will be deleted from SEVIS within 30 calendar days of submission of the electronic Form DS-3036 if DoS does not receive the following:

- Formal signed application
- Formal signed Citizenship Certification forms for the proposed RO and AROs (see Exhibit 15: RO and ARO Citizenship Certification Form)

Note: To meet regulatory requirements, the prospective RO and AROs must be U.S. citizens or LPRs.

- Supporting documentation (see Supporting Documentation and Information to be Forwarded to DoS)
- A copy of the pay.gov confirmation page showing payment of the required non-refundable fee. See 22 CFR 62.17, Fees and Charges, for the fee amount that must be submitted via the pay.gov website.

Exhibit 15: RO and ARO Citizenship Certification Form

DRAFT

INSTRUCTIONS FOR NEW APPLICATION

If additional space is needed for answering any questions, use continuation sheets or plain white paper.

1-3. Name, address and telephone/fax numbers of organization.
4. Select type of application.
5. Select appropriate categories prior to filling out this data. (See 22 CFR 62.2 CFR 62.4 and 22 CFR 62.20-32)
6-10. Complete information on program and program sponsor.

IF APPLYING FOR THE INTERN OR TRAINEE CATEGORIES, identify the appropriate Occupational Category(ies): Agriculture, Forestry and Fishing; Arts & Culture; Construction and Building Trades; Education, and Social Sciences, Library Science, Counseling and Social Services; Health Related Occupations; Hospitality and Tourism; Information Media and Communications; Management, Business, Commerce and Finance; Public Administration and Law; and The Sciences, Engineering, Architecture, Mathematics and Industrial Occupations.

11. Certification. Citizenship for new applicants requires certification below.

CITIZENSHIP (22 CFR 62.2 and 5)

(a) Organization

I hereby certify that I am the CEO (or equivalent) of this program with title of President (specify); that I am authorized to sign this certification and bind Camp Counselors USA (Name of organization) and that a true copy certified by the Test (specify) of such authorization is attached. I further certify that Camp Counselors USA (Name of organization) is a citizen of the United States as that term is defined at 22 CFR 62.2 Camp Counselors USA (Name of organization) agrees that its inability to substantiate its representation of citizenship made in this certification will result in the immediate withdrawal of its designation and the immediate return of or accounting for all DS-2019 forms disbursed to it.

(b) Responsible Officer or Alternate Responsible Officer

I hereby certify that I am (Check One) ☑ Responsible ☐ Alternate Responsible Officer for this program and that I am a citizen of the United States (or a person lawfully admitted to the United States for permanent residence).
Name of organization Camp Counselors USA agrees that my inability to substantiate my citizenship or status as a legal permanent resident will result in the immediate withdrawal of its designation and the immediate return of or accounting for all DS-2019 forms disbursed to it.
I understand that false certification may subject me to criminal prosecution under 18 U.S.C. 1001, which reads: "Except as otherwise provided in this section, whoever, in any matter within the jurisdiction of the executive, legislative, or judicial branch of the Government of the United States, knowingly and willfully falsifies, conceals, or covers up by any trick, scheme, or device a material fact; makes any materially false, fictitious, or fraudulent statement or representation; or makes or uses any false writing or document knowing the same to contain any materially false, fictitious, or fraudulent statement or entry; shall be fined under this title or imprisoned not more than 5 years, or both."

Signed in ink (*Name*) _____ (*Print Name*) Mary Hafer

Title (RO/ARO) Advisor

Chief Executive Officer (or equivalent) Jonathan Kampella

PLEASE SEND CORRESPONDENCE TO:
Office of Designation
Bureau of Educational and Cultural Affairs
U.S. Department of State
[illegible]
[illegible]
Washington, DC [illegible]

Page 1 of 3

9.2 Electronic Submission of Application Fee

The Department of State has entered into an agreement with the U.S. Department of Treasury's Financial Management Service (FMS) to participate in an electronic payment system known as pay.gov. All Exchange Visitor Program fee payments must be submitted via the pay.gov website.

Pay.gov is a secure, Government-wide financial management transaction portal managed by FMS, and developed in cooperation with Cleveland Federal Reserve Bank and Bank of America. The Department accepts payments from checking and savings accounts via Automated Clearing House (ACH) at Cleveland Federal Reserve Bank and credit card collections with settlement provided by Bank of America. The ACH is a funds transfer network that provides for interbank clearing of electronic entries by participating financial institutions.

To submit electronic payment of the required non-refundable application fee [22 CFR 62.17, Fees and Charges], perform the following:

1. Access the pay.gov website at https://www.pay.gov/.
2. Click **Find an Agency** on the menu bar near the top of the page.
3. Click the letter "**S**" in the A to Z Index.
4. Click **State (DoS): Bureau of Education and Cultural Affairs (ECA).**
5. Click **Continue to the Form**.
6. Complete and submit the Form following the instructions provided by DoS.
7. After submitting payment, print the pay.gov confirmation page. You must forward a copy of this page with the signed application and supporting documentation.

WARNING: This application will be deleted from SEVIS 30 calendar days after submission of the electronic Form DS-3036 if DoS does not note in SEVIS receipt of the following:

- Formal signed application
- Formal signed Citizenship Certification forms for the proposed RO and AROs
- Supporting documentation
- A copy of the pay.gov confirmation page showing payment of the required non-refundable fee (See 22 CFR 62.17, Fees and Charges, for the fee amount that must be submitted to DoS via the pay.gov website.)

9.3 Supporting Documentation and Information to be Forwarded to DoS

In addition to submitting the required documentation listed below, refer to the Exchange Visitor Program regulations for additional regulatory requirements [22 CFR 62]. Also, the following sections of this manual include additional requirements:

- 7.1—Applicant Prerequisites
- 9.3.1—Secondary School Student (High School) Programs
- 9.3.2—Teacher Programs
- 9.3.3—Training and Internship Programs

After printing the Form DS-3036, and before submitting the application to DoS, ensure that:

1. Evidence of sponsor eligibility as set forth in 22 CFR 62.3(a), including evidence of legal status (for example, charter, proof of incorporation, by laws, partnership agreement) is included.
2. The President, Chief Executive Officer, or other executive with legal authority to make commitments on behalf of the sponsor (as identified in the organization's governing documents) has signed the SEVIS-generated application.

Note: That section of the application should reflect the source from which the President or Chief Executive Officer obtains the authority to bind the organization as reflected in the Articles, By-laws, etc. (for example, Board of Directors, Board of Trustees, etc.).

3. The SEVIS-generated Citizenship Certification forms for the proposed Responsible Officer and all proposed Alternate Responsible Officers (AROs) are signed and evidence that they are citizens of the United States or lawful permanent residents (for example, copy of passport, birth certificate, green card) are included.
4. A statement signed by the Chief Executive Officer, President, or other executive with legal authority to make commitments on behalf of the sponsor certifying that the sponsor has completed a criminal background check on the potential RO and ARO(s), and has determined their suitability for these positions [22 CFR 62.5(c)(8)(iii)]. The background check must be newly conducted as part of the designation application.
5. A statement signed by the Chief Executive Officer, President, or other executive with legal authority to make commitments on behalf of the sponsor certifying that the Responsible Officer will be provided sufficient staff and resources to fulfill his/her duties [22 CFR 62.5(c)(8)(iv)].
6. A copy of the pay.gov confirmation page showing payment of the non-refundable fee is included [22 CFR 62.17].
7. A copy of a current audit report with audit notes prepared by an independent certified public accounting firm is enclosed [22 CFR 62.5(c)(3)(i)].

   Newly formed organizations must present a compilation (that is, balance sheet, statement of cash flows, and all disclosures, revenues, expenditures, and notes to financial statements) prepared by an independent certified public accounting firm demonstrating that the organization has been capitalized with sufficient funds to cover general operating expenses as well as sufficient funds to cover the costs associated with an exchange program [22 CFR 62.5(c)(3)(ii)]
8. A copy of the medical insurance policy being offered to program participants is included.
9. An organizational chart and a list of the staff to be assigned to administer the exchange program, giving the full name, title, and function of each, are enclosed.
10. Sample copies of all pre-arrival and arrival orientation information [22 CFR 62.10] to be distributed to program participants are submitted.
11. A copy of the application to be completed by a participant is included.
12. Copies of all agreements or contracts to be signed by program participants or third-party organizations are included.
13. In addition, attach or append the following to your application, as applicable:
    - Articles of Incorporation (True Copy)
    - By-Laws (True Copy)
    - State Charter (True Copy)
    - Current Certificate of Good Standing or Certificate of Existence
    - Evidence of current licensure if required by local, state or federal law, to carry out the activity for which the application is seeking designation
    - Evidence of tax-exempt status (Section 501(c)(3) of the Internal Revenue Service Code)
    - An Employer Identification Number (EIN), which specifies the date of issuance
    - Evidence of Accreditation, if a secondary or post-secondary academic institution
14. If unable to include all of the information on the electronic Form, include supporting documentation regarding the method of selection and arrangements for financial support of exchange visitors while in

the United States. (See Designation Application Page 3 for details.) The following information should be included, if applicable:

- Selection of exchange visitors; describe the screening process for each category requested
- Program Costs/Fees and Deposits/Refunds; provide ***all*** costs/fees charged to the participants
- Program Funding/Financial Support
- Orientation
- Consortium Information

15. Describe efforts that your organization, if designated, will make to set up a reciprocal exchange program [22 CFR 62.8]. "Reciprocity" means the participation of a U.S. citizen in an educational and cultural program in a foreign country, in exchange for the participation of a foreign national in the Exchange Visitor Program.

The following sections contain information about additional supporting documentation required for specific programs.

9.3.1 Secondary School Student (High School) Programs

If submitting an application for a Secondary School Student Program, also provide:

- Information on the approximate ratio of sponsor representatives to students within the 120-mile radius specified by regulation 22 CFR 62.25(d)(5)
- Information/details on host family screening, procedures for criminal background checks, selection, and placement as specified by regulations 22 CFR 62.25(d)(1), 62.25(j), and 62.25(l)
- A copy of your organization's host family application for the prospective Exchange Visitor Program
- Information regarding orientation to be provided to secondary school students (high school students) and their host families, prior to the students' departure from their home countries and after students have arrived in the United States [22 CFR 62.25(d)(9) and 62.25(g)]

9.3.2 Teacher Programs

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

9.3.3 Training and Internship Programs

If submitting an application for a Training or Internship Program, also provide:

- Written confirmation that potential trainees/interns will be provided with the following general pre-arrival information
  - A written statement that clearly states the stipend, if any, to be paid to the trainees/interns
  - The costs and fees for which the trainees/interns will be obligated
  - An estimate of the living expenses for the length of the trainees'/interns' duration of participation
  - A summary of the training/internship program that lists the training/internship objectives and all significant components of the training/internship program

- A generic Training/Internship Placement Plan must be submitted for each occupational category, and duration being offered, for example, 6, 12, and 18 months for a training program or up to 12 months for an internship program.

Each plan must be generic, that is, applicable to all trainees/interns in the specified field, and not tailored to particular individuals (individual plans are written only after designation). Each plan should subdivide the training/intern program into phases, specifying the duration and objectives of each phase, and detailing how each phase builds on the previous one. Each phase of the plan must also include the following:

- Specific objective for the phase
- Skills to be imparted for the phase
- Chronology or syllabus or tasks performed during the phase
- Justification for on-the-job training
- Method of evaluation and frequency of supervision during the phase

- Certification of Training/Internship [22 CFR 62.22(f)(2)]
  - Certification for training and internship programs in the field of agriculture [22 CFR 62.22(f)(2)(vi)]

    Note: Refer to the Statement of Policy on J-1 Agriculture Training Programs published in the Federal Register on January 24, 2006 [71 FR 3914] for additional information.
  - A copy of a sample third-party agreement, if applicable, for both foreign agents and U.S. host organizations [22 CFR 62.22(g)]
  - Name, address, and telephone numbers of the third-party organizations, if applicable
  - A copy of the mid- and final-evaluation report forms, which include signature lines for both the trainee/intern and the immediate supervisor
  - A copy of your organization's application form that will be submitted by a potential trainee

9.4 Mailing Instructions

Submit the application, along with all supporting documentation and a copy of the pay.gov confirmation page showing payment of the required non-refundable fee [22 CFR 62.17] to DoS. See U.S. Department of State Contact Information for the appropriate mailing address.

DoS will review the application when the following materials are received within 30 days of SEVIS submission:

1. The signed Form DS-3036
2. Formal signed Citizenship Certification forms for the proposed RO and AROs
3. All supporting documentation
4. A copy of the pay.gov confirmation page showing payment of the required non-refundable fee [22 CFR 62.17, Fees and Charges]

Note: DoS will not review the application if the above materials are not received within 30 days of the submission of the application in SEVIS.

9.5 Notification of Approval/Denial

When DoS views and processes the application (Form DS-3036), the following outcomes are possible:

- **Application Approved:** The RO and the submitter of the electronic Form DS-3036 will receive approval notification via email. In addition, each approved program sponsor official will receive email notification of his/her permanent user ID and instructions for creating a password. Included in the ID-issuance email will be information on the specific program sponsor official reporting requirements and

update responsibilities associated with SEVIS. Existing SEVIS users will receive email notification of their authorization to perform as an official for the new program.

- **Additional Information Required:** The temporary user will receive an email advising that additional information must be provided so that the Department can continue processing the application. This email will be followed up by a letter or fax that provides the information that is needed. When DoS receives the information and updates the application in SEVIS, the applicant will receive an email advising that the material has been received, and the review process will continue.
- **Application Denied:** The temporary user will receive notification via a mailed letter that will provide specific information regarding the basis for denial. There is no means to appeal this decision.

10. OPERATING INSTRUCTIONS

10.1 Initiate Operation

You will access SEVIS via the Internet. You must also have a SEVIS user ID and password to access the system.

To log into SEVIS, perform the following:

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

Note: SEVIS accesses and processes data in real time. The system may respond more slowly depending on the number of users on SEVIS.

10.2 Maintain Operation

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

If SEVIS locks up at any time, click the **Close (X)** button in the upper-right corner of the browser window to close the application.

10.3 Terminate and Restart Operations

Should there be an unscheduled termination of your SEVIS session due to external causes such as a timeout, power failure, or a computer malfunction, you must repeat the login procedures.

SEVIS user IDs and passwords are suspended after three unsuccessful login attempts.

11. ERROR HANDLING

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

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

You will be redirected to the *SEVIS Login* page. When returned to the *SEVIS Login* page, log into the system and continue working. If the message displays again, contact the SRC at 800-892-4829.

APPENDIX A—ACRONYMS AND ABBREVIATIONS

Acronym/ Abbreviation	Definition
ACH	Automated Clearing House
ARO	Alternate Responsible Officer
CEO	Chief Executive Officer
CFR	Code of Federal Regulations
DHS	U.S. Department of Homeland Security
DoS	U. S. Department of State
ECFMG	Educational Commission for Foreign Medical Graduates
EIN	Employer Identification Number
EV	Exchange visitor
FMS	Financial Management System
FR	Federal Register
ICE	U.S. Immigration and Customs Enforcement
ID	Identification
LPR	Lawful permanent resident
MB	Megabyte
RAM	Random access memory
RO	Responsible Officer
SEVIS	Student and Exchange Visitor Information System
SEVP	Student and Exchange Visitor Program
SRC	SEVP Response Center
URL	Universal Resource Locator
U.S.	United States
U.S.C.	United States Code

APPENDIX B—DOWNLOAD THE LATEST VERSION OF ADOBE READER

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

1. Click **Get Plug-Ins** on the SEVIS navigation bar. The *SEVIS Plug-Ins* page opens.
2. Click **Get Adobe Reader**. A message will display indicating that you are leaving SEVIS.
3. Click **OK** and the Adobe Reader web page will open in a new browser window.
4. Follow the instructions on the Adobe Reader web page to install the Adobe Reader.

APPENDIX C—PARTICIPATION BY CATEGORY LISTING

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

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

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

APPENDIX D—SAMPLE COPY OF A FORM DS-3036

DRAFT

INSTRUCTIONS FOR NEW APPLICATION

If additional space is needed for answering any questions, use continuation sheets or plain white paper.

1-3. Name, address and telephone/fax numbers of organization.
4. Select type of application.
5. Select appropriate categories prior to filling out this data. (See 22 CFR 62.2 CFR 62.4 and 22 CFR 62.20-32)
6-10. Complete information on program and program sponsor.

IF APPLYING FOR THE INTERN OR TRAINEE CATEGORIES , identify the appropriate Occupational Category(ies): Agriculture, Forestry and Fishing; Arts & Culture; Construction and Building Trades; Education, and Social Sciences, Library Science, Counseling and Social Services; Health Related Occupations; Hospitality and Tourism; Information Media and Communications; Management, Business, Commerce and Finance; Public Administration and Law; and The Sciences, Engineering, Architecture, Mathematics and Industrial Occupations.

11. Certification. Citizenship for new applicants requires certification below.

CITIZENSHIP (22 CFR 62.2 and 5)

(a) Organ

I hereby c[illegible] I am the [illegible] title [illegible] (specify); that I am author[illegible] n this c[illegible] an[illegible] d [illegible] (Name of [illegible] ivati[illegible] d t[illegible] true [illegible] cer[illegible] by t[illegible] (specify) of such author[illegible] ached. [illegible] y th[illegible] (Name of organization) is a citizen of the United States as that term is def[illegible] t 22 CFR 62.2 Camp Counselors, USA (Name of organization) agrees that its inability to substantiate its representation of citizenship made in this certification will result in the immediate withdrawal of its designation and the immediate return of or accounting for all DS-2019 forms disbursed to it.

(b) Responsible Officer or Alternate Responsible Officer

I hereby certify that I am ([illegible] ☐ Responsible ☐ Alternate Responsible Officer for this program and that I am a citizen of the Uni[illegible] tes (or a pers[illegible] dmitt[illegible] ni[illegible] residence).
Name of organization [illegible] Ca[illegible] USA agrees that my inability to substantiate my citizenship [illegible] tus as a leg[illegible] maner[illegible] den[illegible] result i[illegible] imm[illegible] wi[illegible] val of its designation and the imm[illegible] return of or [illegible] all [illegible] 019 for [illegible] isbu[illegible] o it.
I understand that false certif[illegible] may subject [illegible] inal p[illegible] ution u[illegible] 18 U[illegible] 100[illegible] which reads:
"Except as otherwise provided in this section, whoever, in any matter within the jurisdiction of the executive, legislative, or judicial branch of the Government of the United States, knowingly and willfully falsifies, conceals, or covers up by any trick, scheme, or device a material fact; makes any materially false, fictitious, or fraudulent statement or representation; or makes or uses any false writing or document knowing the same to contain any materially false, fictitious, or fraudulent statement or entry; shall be fined under this title or imprisoned not more than 5 years, or both."

Signed in ink (*Name*) _____ (*Print Name*) Mary Hafer

Title (RO/ARO) Advisor

Chief Executive Officer (or equivalent) Jonathan Kampelis

PLEASE SEND CORRESPONDENCE TO:

Office of Designation
Bureau of Educational and Cultural Affairs
U.S. Department of State
301 4th Street, SW
SA-44, Room 664
Washington, D.C., 20547-4406

Page 1 of 3

Sample Form

DRAFT

1. Name and Address of Sponsoring Organization
Camp Counselors, USA
200 Second St
Harrisburg, PA 17101

2. Name and Title of Responsible Officer Mary Rafer Advisor	Telephone/Email Address 703-555-5555 mhafer@ccu.org	4. Type of Application *(check one)* NEW ✓ AMENDMENT (See top of Page 3) ___ REDESIGNATION *(See Page 3)* ___
3. Name and Title of Alternate Responsible Officer	Telephone/Email Address	

SECTION I - PROGRAM PARTICIPANT DATA

5. Participation by Category *(indicate the total and approximate duration of participation in each category)*

Type	No.	Dur.	Type	No.	Dur.	Type	No.	Dur.	Type	No.	Dur.
Alien Physician			Au Pair			Camp Counselor	25	4 Months	Government Visitor		
Intern			International Visitor			Professor			Research Scholar		
Short-term Scholar			Specialist			Student: Col/Univ			Student: Secondary		
Summer We			Teacher			Trainee					

(See Title 22 of Fe regulations, Part 62)

SECTION II - PROGRAM DATA

6. Method of Selection, Arrangements, Financial Support of Exchange Visitors with the U.S., Specific Source of Funding, as appropriate
********* See Appended Page. *********

7. Purpose or Objective
********* See Appended Page. *********

8. Outline of Proposed Activities
********* See Appended Page. *********

9. Arrangements for Supervision
********* See Appended Page. *********

10. Role of Other Organizations Associated with Program (if any)
********* See Appended Page. *********

SECTION III - CERTIFICATION

11. I certify that the information given in this application is true to the best of my knowledge and belief and that I have completed appropriate information on page 3 of this form, if applicable.

Print Name of Responsible Officer
Mary Rafer

Signature of Responsible Officer	Date *(mm/dd/yyyy)*

Print Name of Chief Executive Officer
Jonathan Rampella

Signature of Chief Executive Officer	Date *(mm/dd/yyyy)*

(CEO's signature also certifies that the Responsible Officer will be provided sufficient staff and resources to fulfill his/her duties and obligations on behalf of the sponsor.)

Page 2 of 2

Sample Form

Sample Form

OMB NOTICE: Under the Mutual Educational and Cultural Exchange Act of 1961, as amended, the U.S. DOS has been delegated the authority to designate Exchange Visitor Programs for U.S. Government agencies, public and private organizations. The information is to be used in evaluating prospective Exchange Visitor Program sponsors. Responses are mandatory. An Agency/or organization may not conduct or sponsor, and the respondent is not required to respond to, a collection of information unless it displays a valid OMB control number. Public reporting burden for this collection of information is estimated to average eight (8) hours per response, including the time for reviewing instructions, researching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of the collection of information, including suggestions for reducing the burden to: A/GIS/DIR, U.S. Department of State, Washington, DC 20520

Page 2 of 2

6. Method of Selection and Arrangements for Financial Support of Exchange Visitor while in the U. S. (specify source and amount of funding, as appropriate)

You must respond in detail and/or provide documentation in response to all of the questions on Page 3. No more than 500 characters can be entered into the fields on Page 3, and you may find it difficult or impossible to supply all the requested information in this space. In such cases, provide a brief explanation in each text box and enter the following: Additional supporting documentation to be supplied by mail.

7. Purpose of Objective

You must respond in detail and/or provide documentation in response to all of the questions on Page 3. No more than 500 characters can be entered into the fields on Page 3, and you may find it difficult or impossible to supply all the requested information in this space. In such cases, provide a brief explanation in each text box and enter the following: Additional supporting documentation to be supplied by mail.

8. Outline of Proposed Activities

You must respond in detail and/or provide documentation in response to all of the questions on Page 3. No more than 500 characters can be entered into the fields on Page 3, and you may find it difficult or impossible to supply all the requested information in this space. In such cases, provide a brief explanation in each text box and enter the following: Additional supporting documentation to be supplied by mail.

9. Arrangeme[illegible]rvision

You must re[illegible]n de[illegible]/or provide documentation in response to all of the questions on Page 3. No mo[illegible] 500 characters can be entered into the fiel[illegible]nd you m[illegible]ult o[illegible]e rec[illegible]ion in [illegible]pace. [illegible] provide a brief explanatio[illegible]ox and enter th[illegible]wing [illegible]atio[illegible]port [illegible]cum[illegible]n to [illegible]plie[illegible]ail.

10. Role of C[illegible]ions [illegible] Pro[illegible] if a[illegible]

You must respond in detail and/or provide documentation in response to all of the questi[illegible] Page 3. No more than 500 characters can be entered into the fields on Page 3, and you may find it difficult or impossible to supply all the re[illegible]l information in this space. In such cases, provide a brief explanation in each text box and enter the following: Additional supporting documentation to be supplied by mail.

Sample Form

APPENDIX E —SEVIS ADDRESS FIELDS

U.S. addresses are validated by SEVIS with the address standards built on AddressDoctor™ software by Informatica®. AddressDoctor™ is an industry-recognized address validation software.

The SEVIS address entry window has five fields: Street Address, Other, City, State, and Zip. Only the Street Address and Zip fields are required. All of the fields are described in the below table.

U.S. Address Field Name	Description
Street Address*	*** Required field** • SEVIS validates field text for a valid street name within the Zip Code area • Follows the U.S. Postal Service (USPS) street and secondary unit abbreviations • Include apartment numbers, suite numbers, etc. in this line. Example: 123 Main St, Apt 25 • 64-character limit
Other	• SEVIS does not validate **Other** field text • Allows university names, residence names, hotel names, room numbers, PO Box • Numbers, or any non-standard address designations • Comma delimited • 64-character limit **Note:** If the Street Address is accepted, the **Other** field text never rejects.
City	• SEVIS validates field text for a valid city name
State	• SEVIS validates field text for a valid U.S. state or possession name • Follows USPS states and possessions abbreviations **Note:** The State field is a drop-down list selection.
Zip*	*** Required field** • Zip code must be five digits **Note:** SEVIS will automatically add the plus four zip routing number, where available. • If the zip code is incorrect, the address will be considered invalid, even if all the other address fields are correct.