



To: Designated Sponsors of Trainee and Intern Programs

Subject: Instructions for Obtaining D-U-N-S

Thank you for making the Exchange Visitor Program a success through your active participation as a designated sponsor. The Department continues to strengthen program oversight to ensure that the exchange programs are living up to the mission of improving the participant's knowledge of American techniques, methodologies, and expertise while ensuring the welfare of program participants. The most recent improvement has occurred within training and internship programs. The Interim Final Rule regarding these categories was published in the Federal Register on June 19, 2007. The Rule will go into effect on July 19, 2007.

A new requirement of the trainee and intern categories is that all designated sponsors are required to obtain a Dun & Bradstreet D-U-N-S[®] Number for all Third Parties. Third Parties include, but are not limited to host organizations, partners, local businesses, governmental entities, academic institutions, and other foreign or domestic agents that assist sponsors in conducting their designated training and internship programs.

For Third Parties that operate as businesses, sponsors must obtain relevant home country documentation, such as business registration or certification, and Dun & Bradstreet identification number (unless the host organization is an academic institution, government entity or family farm).

To enhance Trainee and Intern category oversight, the Department of State has partnered with Dun & Bradstreet (D&B). D&B collects and verifies information into some 113 million public and privately held companies in over 200 countries around the world. The information provided by D&B is the result of the company's unique DUNSRight(tm) process for collecting and maintaining its world-class commercial database. Thousands of information sources are reviewed by D&B to construct and maintain timely and complete information about companies. This vast network of sources enables D&B to corroborate specific information about each business through multiple verification steps.

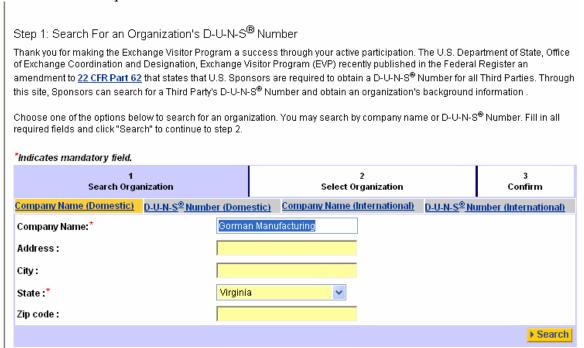
The Department has already purchased and received a report on each designated sponsor. We will receive alerts as information on a sponsor changes. Sponsors must, per this recent regulation, obtain a D&B D-U-N-S Number on each third party organization involved in the administration of their exchange program. The presence of a D-U-N-S number and updated

information on an organization will assist the Department and a sponsor that a third party is an established organization and financially viable.

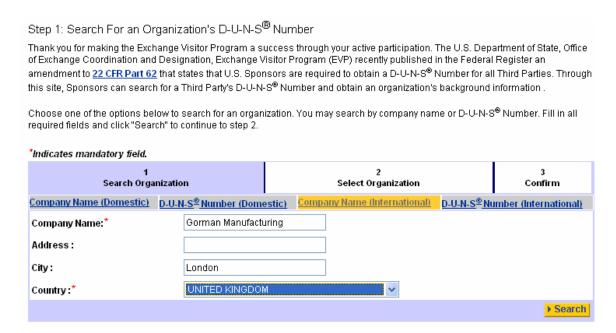
D&B has established the Exchange Visitor Program Compliance site to assist you in complying with this regulation. In order to obtain a D-U-N-S® Number and verification report on each third party, a sponsor shall follow these four easy steps:

STEP1: Search For an Organization's D-U-N-S® Number

Go to http://sor.dnb.com/sor/logon.do?SORTAG1=DS37hS64&SORTAG2=DO74sS16. For a domestic third party, fill in at minimum the Organization's Name and the State in which their headquarters are located. Click on the search button.



For an International third party, please hit the Company Name (International) link and proceed to fill in at minimum the Organization's Name and Country they are located in. Click on the search button.

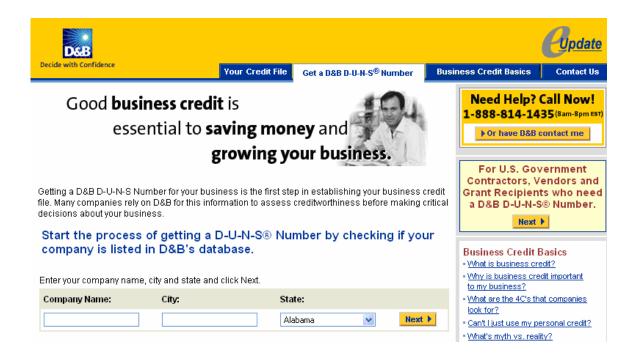


Step 2: Select Organization

After you enter your search criteria and hit the select button for either a Domestic or International Third Party, you shall view a list of companies that match your criteria. Select the button to the left of the company that matches your organization.

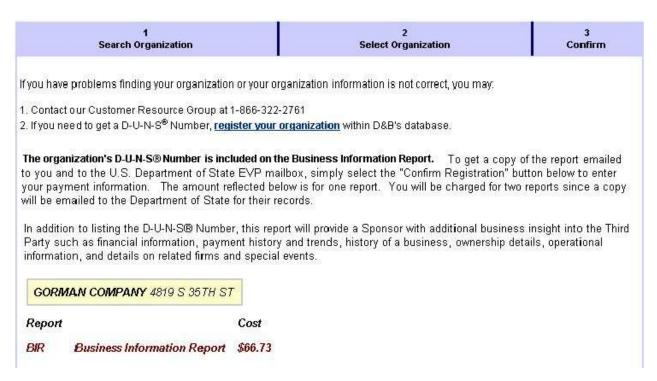


If you do not see the organization in the list you may revise your search, start a new search, or inform the organization to register their company by going to the following site: https://eupdate.dnb.com/requestOptions.html?cm_ven=SupplierOnRamp&cm_ite=SupplierOnRamp.



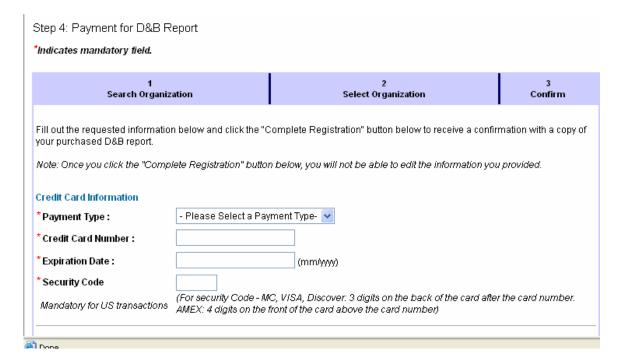
Step 3: Confirm

After you complete the search process and locate the Third Party, you are able to view the organization's D-U-N-S[®] Number and procure D&B Business Report. This report will be emailed to you as well as a copy to the Department of State. The cost for the report is displayed beside the third party organization name. You will be charged for two reports. Click on the confirm registration button to finalize your D&B confirmation.



Step 4: Payment for D&B Report

Please fill in your payment information. Upon submission of your credit card information, you will be emailed the D&B report to the email address you provide. A copy of your report will be emailed to the Department of State.



Optional Step: Electronic Batch Submission of Third Parties

Sponsors that have ten Third Parties or more can submit a batch submission. For further information contact D&B Support Representatives Sharon Kuck at 703-807-5096 or Leslie Ferragut at 703-807-5736.

The D&B Support Representatives are able to assist with questions and are developing a F.A.Q. sheet in which the Department will post on the Exchange Visitor Program website.