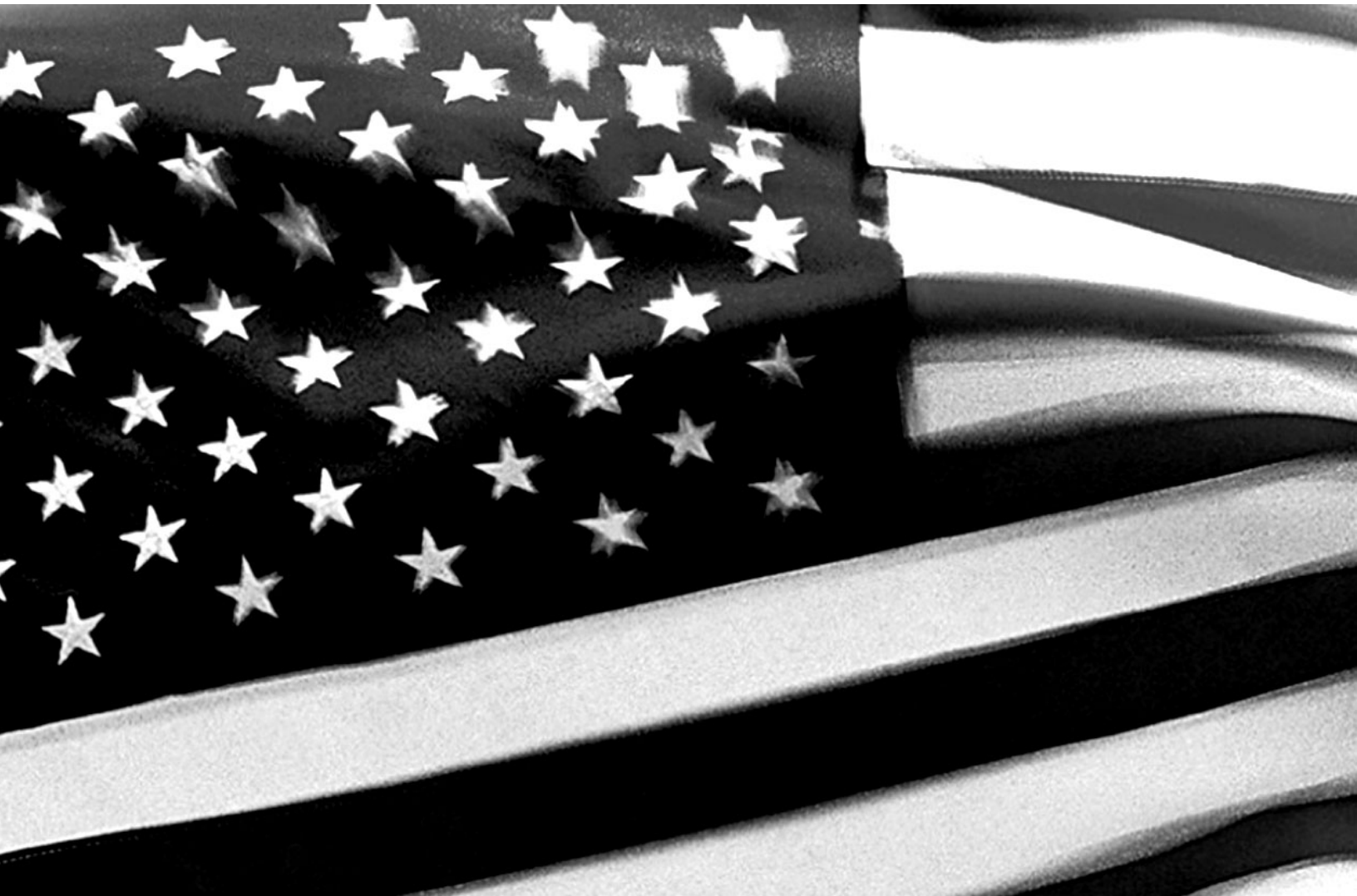
User Manual for Temporary Users of SEVIS Version 5.7 (How to Complete and Submit the Form DS-3036, Exchange Visitor Program Application)

December 14, 2007

Homeland Security



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1. INTRODUCTION

This manual was written as a resource for temporary users of the Student and Exchange Visitor Information System (SEVIS). It provides instructions for users who wish to complete the Department of State (DoS) Form DS-3036, Exchange Visitor Program Application. This user manual reflects the changes to SEVIS effective with Release 5.7, and includes information regarding the new regulation 22 CFR (Code of Federal Regulations) 62.17, Fees and Charges.

1.1 Resources

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 Exchange Coordination and Designation**, Bureau of Educational and Cultural Affairs, Department of State:

- Academic and Government Programs Division (AG)

  United States Department of State
  Office of Exchange Coordination and Designation
  ECA/EC/AG - SA-44, Room 820
  301 4th Street, S.W.
  Washington, DC 20547
  Telephone: 202-203-5029
  Fax: 202-453-8640

  Responsible for the administration and oversight of the following categories:
  - Government Visitor
  - International Visitor
  - Professor
  - Research Scholar
  - Short-Term Scholar
  - Specialist
  - Student (College/University)

- Private Sector Programs Division (PS)
  United States Department of State
  Office of Exchange Coordination and Designation
  ECA/EC/PS - SA-44, Room 734
  301 4th Street, S.W.
  Washington, DC 20547
  Telephone: 202-203-5096
  Fax: 202-203-5087

  Responsible for the administration and oversight of the following categories:
  - Alien Physician
  - Au Pair
  - Camp Counselor
  - Intern
  - Student (Secondary)
  - Summer Work/Travel
  - Teacher
  - Trainee

To obtain guidance on use of SEVIS, contact the SEVIS Help Desk (800-892-4829). The help desk is available form 8 a.m. to 8 p.m. Eastern Time, Monday through Friday. Calls received outside these hours will be recorded for response the next business day.

1.2 Purpose of SEVIS

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

SEVIS enables the submission of designation applications. Once designated as a program sponsor, users may update program sponsor information, submit updates to DoS that require approval, and create and update J-1 EV and J-2 dependent records (that is, accompanying spouse and dependent children records). The DoS Office of Exchange Coordination and Designation has the capability to review and approve updates made to program sponsor and EV records using SEVIS, and the Responsible Officers (RO) and Alternate Responsible Officers (AROs) will be notified via email of the results.

This manual contains instructions for accessing SEVIS to obtain a temporary user identification (ID) and password that will enable you to complete and submit a Form DS-3036. This Form is

used by entities when applying to DoS for approval to admit J visa applicants or EVs. The instructions in this manual apply to organizations that are seeking initial approval by DoS to admit EVs.

1.3 Privacy Act Considerations

Access to SEVIS is restricted to authorized users. SEVIS contains confidential information concerning foreign students, EVs, and their dependents. Unauthorized access to and disclosure of this information could affect the privacy to which individuals are entitled under Section 552a of Title 5, U.S. Code. This information is protected by the Privacy Act, as well as by Federal and agency regulations. Exhibit 1, Criminal Penalties, provides information on the penalties for unauthorized access and/or disclosure of this information.

Exhibit 1: Criminal Penalties

Criminal Penalties
(1) Any officer or employee of an agency, who by virtue of employment or official position, has possession of, or access to, agency records which contain individually identifiable information, the disclosure of which is prohibited by U.S. Code Section 552a or by rules or regulations established thereunder, and who knowing that disclosure of the specific material is so prohibited, willfully discloses the material in any manner to any person or agency not entitled to receive it, shall be guilty of a misdemeanor and fined not more than $5,000.
(2) Any officer or employee of any agency who willfully maintains a system of records without meeting the requirement to publish a notice in the Federal Register regarding the existence and character of the system of records, shall be guilty of a misdemeanor and fined not more than $5,000.
(3) Any person who knowingly and willfully requests or obtains any record concerning an individual from an agency under false pretenses shall be guilty of a misdemeanor and fined not more than $5,000.

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 intended 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 suspect that your password has been compromised, you can reset it using the **Request Password Reset** link on the *SEVIS Login* screen or the **Change Password** link on the navigation bar. Alternatively, you can contact the SEVIS Help Desk (800-892-4829) to have your password reset.
If you believe that an unauthorized person has gained access to SEVIS, please 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. All other SEVIS concerns or questions should still be directed to the SEVIS Help Desk at 800-892-4829.

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, please contact the DHS Help Desk at 888-347-7762.

1.5 Acronyms

Appendix A, Acronyms and Abbreviations, includes 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. EXCHANGE VISITOR PROGRAM REQUIREMENTS

To be eligible for designation as a program sponsor, an organization must demonstrate, to the satisfaction of DoS, 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 Section 3.7.6, Supporting Documentation and Information to be Forwarded to DoS, for a list of supporting documentation that must be mailed to DoS along with the signed and notarized Form DS-3036 and a copy of the Pay.gov confirmation page showing payment of the non-refundable fee (22 CFR 62.17, Fees and Charges).

If you have questions regarding the application process or the regulations regarding the category of exchange in which you are interested, call the Office of Exchange Coordination and Designation and ask to speak to a Program Designation Officer. Contact information is available on the Internet at: http://exchanges.state.gov/education/jexchanges/contact.htm.

2.1.1 Applicant Prerequisites

Designation as an Exchange Visitor Program sponsor will not be considered if an applicant cannot meet the two prerequisites below, which are discussed in detail in the following sections:

- Previous experience in the field of International Exchange

- Financial requirements

See Attachment A, Supporting Documentation Checklist, for a list of supporting documentation to be forwarded to DoS.

2.1.1.1 Previous Experience in the Field of International Exchange

The application shall set forth, in detail, the applicant's proposed exchange program activity and shall demonstrate its ability to comply with the Exchange Visitor Program regulations. Accordingly, evidence of experience in operating a successful business, including a minimum of 1 year of experience in international exchange, must be submitted for the organization or the proposed RO.

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.

2.1.1.2 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 EVs. Established organizations must present a current audit report with *audit notes* prepared by an independent Certified Public Accounting Firm.

Newly formed organizations must present a compilation (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 organization has been capitalized with sufficient funds to cover:

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

Designation of newly incorporated organizations/companies will be limited to 1 year and will require the presentation of the first year of operations year-end financials.

2.1.2 Application Fee

The required application fee for designation as an Exchange Visitor Program sponsor is non-refundable. The fee must be electronically submitted to DoS using the Pay.gov web site, and a copy of the Pay.gov confirmation page must be submitted to DoS. See 22 CFR 62.17, Fees and Charges, for additional information, including the fee amount that must be submitted to DoS.

One copy of the completed application must be printed via SEVIS, signed, notarized, 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 Section 1.1, Resources, for the appropriate mailing address.

3. DESCRIPTION OF SYSTEM FUNCTIONS

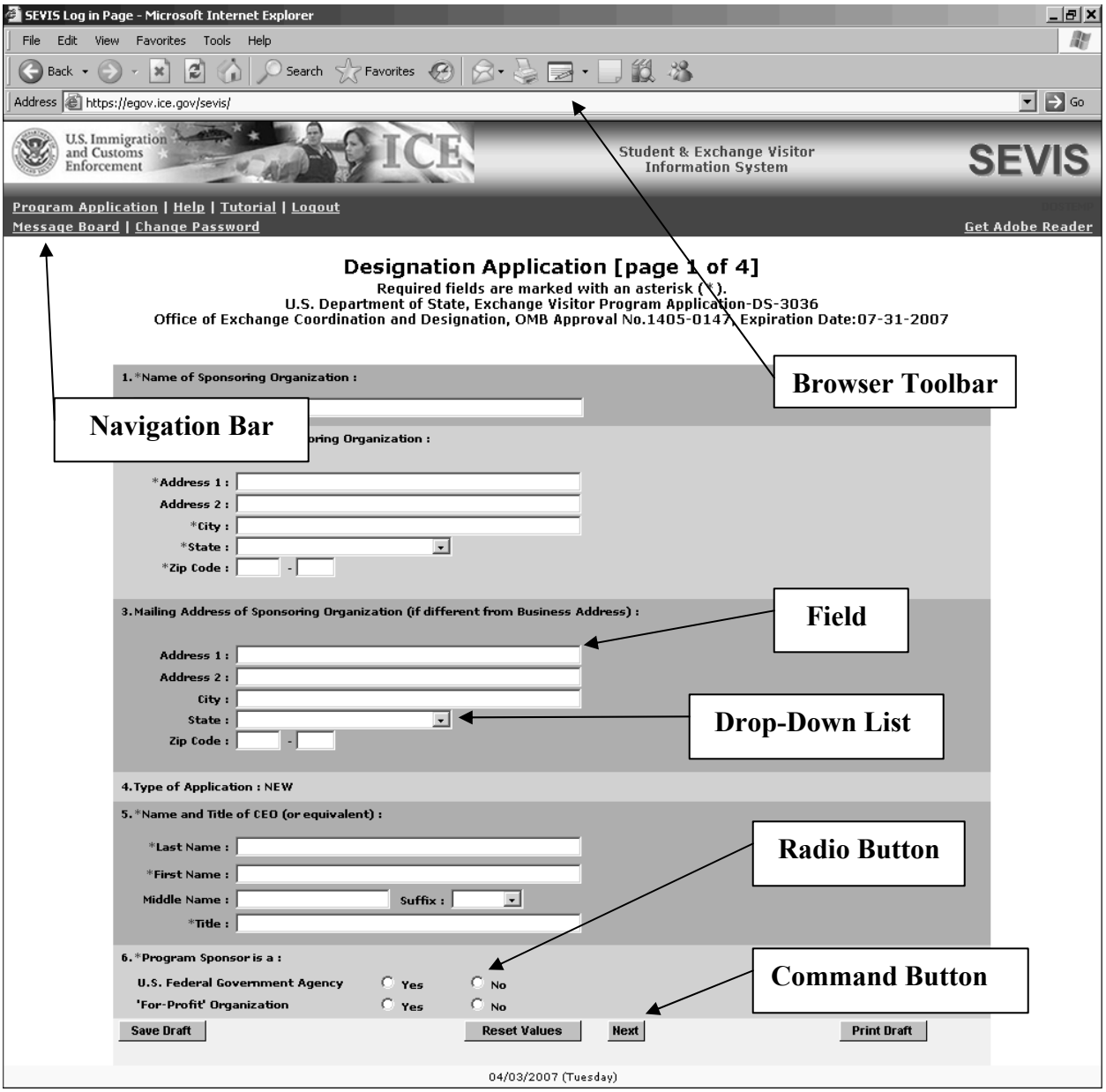
The following sections provide step-by-step instructions for using SEVIS. Included are directions for obtaining a temporary user ID and password, and directions for completing the electronic Form DS-3036 (designation application).

3.1 Overview of Screen Components

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

Exhibit 2, Designation Application Page 1 and Screen Components, is an example of the first screen that displays after accessing SEVIS to complete the electronic Form DS-3036. It includes fields that must be completed, radio buttons, and command buttons. The screen components are labeled with the terms used in this manual.

Exhibit 2: Designation Application Page 1 and Screen Components



3.1.1 SEVIS Screen Components

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

- **Browser Toolbar**—This is the toolbar displayed by the browser used to access SEVIS.

  Note: Use the navigation bar and click the buttons in the SEVIS application rather than the toolbar on the Internet Explorer or Netscape browser. Errors may occur and

information can be lost if the navigation bar and buttons are not used. However, when using Online Help, you may use the navigation buttons on the browser toolbar.

- **Navigation Bar**—The navigation bar lists the user role on the right side of the navigation bar, and the following functions:
  - **Program Application**—Used to access the Form DS-3036
  - **Help**—Used to access Online Help for SEVIS
  - **Tutorial**—Used to view a brief demonstration of how to use SEVIS
  - **Logout**—Used to exit the system
  - **Message Board**—Used to view SEVIS messages from DHS and/or DoS
  - **Change Password**—Used to change your SEVIS password
  - **Get Adobe Reader**—Used to access the Adobe web site and download the Adobe Reader
- **Links**—Used to advance to a different screen within SEVIS when the <u>underlined</u> text is clicked.

3.1.2 Additional SEVIS Screen Components

Additional screen components that display on some SEVIS screens include the following:

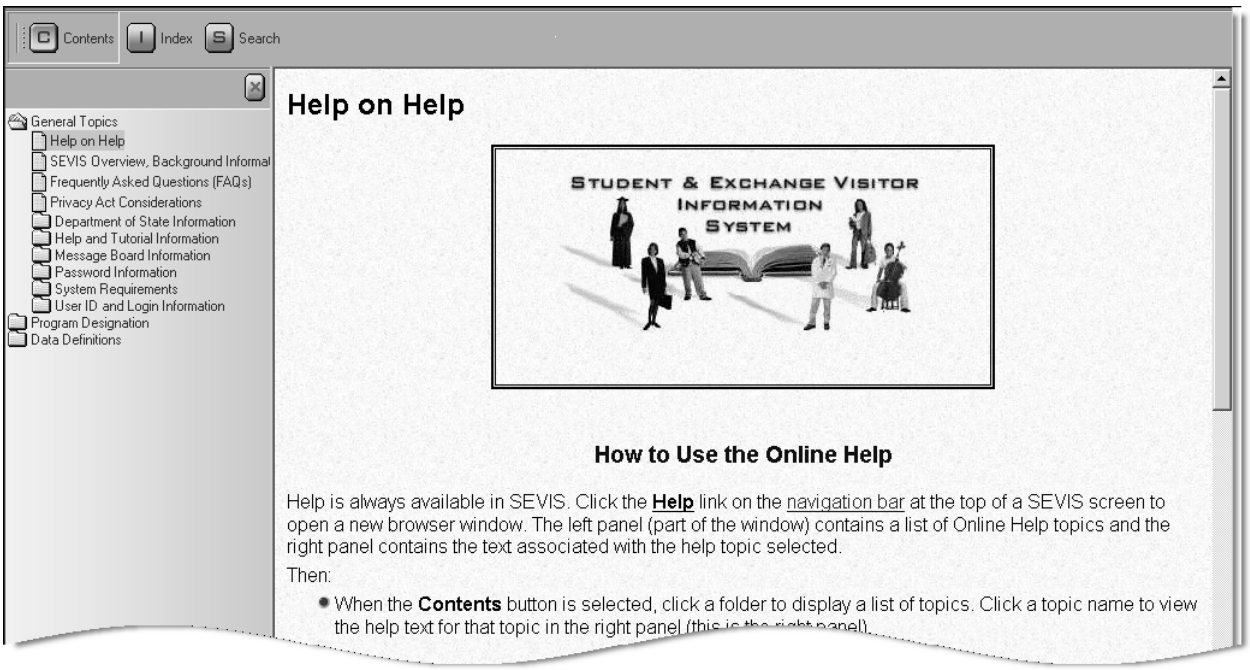
- **Scroll Bar**—This is the part of a window that enables you to see additional information. SEVIS uses scrollbars on the bottom and/or the right side of some windows.
- **Fields**—These are areas on the windows where data may be typed or selected or in which system-generated data are displayed.
- **Buttons**—These allow users to process data and move between screens. SEVIS uses the following types of buttons:
  - **Command Buttons**—Click to execute a command. For example, clicking this button [Print Draft] 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.
- **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.

3.2 Online Help Functions

Online Help is always available by clicking the **Help** link on the navigation bar at the top of a SEVIS screen. Doing so opens a new browser window containing Online Help. The left panel (part of the window) contains a list of Online Help topics (table of contents), and the right panel contains the text associated with the topic selected. Exhibit 3, Help Screen, is an example of the screen that displays when the **Help** link is clicked.

Note: The Online Help requires the use of Java Script; it does not function properly if Java Script is disabled.

Exhibit 3: Help Screen



3.2.1 Online Help Table of Contents

To use the Online Help table of contents, perform the following:

1. Click the **Contents** ( ) button.
2. In the left panel, click a folder to display a list of topics.
3. Click a topic name to view the help text for that topic in the right panel.

3.2.2 Online Help Index

To use the Online Help index, perform the following:

1. Click the **Index** ( ) button.

2. Enter a keyword or partial keyword in the text box provided,
   or
   Scroll through the list using the scroll bar on the right side of the left panel.
3. Select a keyword in the left panel to view the Online Help text for the topic in the right panel.

3.2.3 Search Online Help

To search on a word or phrase, perform the following:

1. Click the **Search** ( ) button.
2. Type search criteria in the text box provided and press the **Enter** key. The results of the search display as a list of topics containing the word or phrase entered.
3. Click a topic name to view the Online Help text for that topic in the right panel.

3.2.4 Hide/Show the Left Panel

To hide and show the left panel of the *Online Help* screen, perform the following:

1. To hide the left panel, click the **Hide** ( ) button in the upper-right corner of the left panel.
2. Click the **Contents** ( ), **Index** ( ), or **Search** ( ) button to restore the left panel.

3.2.5 Jumps

To use the jump feature, perform the following:

1. Click an <u>underlined</u> word or phrase to jump to a new topic.
2. To return from a jump, click the **Back** button on the browser toolbar.

Note: Some underlined phrases are web links. They are identified by the text that precedes them. When clicked, the appropriate web page opens in a new browser window. When finished viewing a web page, click the **Close** ( ) button on the browser window.

3.2.6 Close Online Help

To close Online Help, click the **Close** ( ) button in the upper-right corner of the *Help* screen.

3.2.7 Print the Online Help Topics

Printing the Online Help is different for Internet Explorer and Netscape users. It is important to note that the entire Online Help cannot be printed, no matter which browser is used. Only the topic currently being viewed can be printed (that is, one topic at a time).

3.2.7.1 Internet Explorer Users

Perform the following steps to print an Online Help topic using Internet Explorer:

1. Click anywhere in the right panel.

2. Click the **Print** button on the browser toolbar. The topic currently being viewed prints to the designated printer.

   or

1. Click anywhere in the right panel.
2. Select **Print** from the **File** menu. A *Print* window displays.
3. If necessary, click the **General** tab to move it on top of the other tabs.
4. Ensure that the appropriate printer is selected in the *Select Printer* list. If not, select the correct printer from the list.
5. Click the **Print** button to print to the designated printer.

3.2.7.2 Netscape Users

Perform the following steps to print an Online Help topic using Netscape:

1. Click anywhere in the right panel.
2. Click the **Print** button on the browser toolbar. The topic currently being viewed prints to the designated printer.

   or

1. Click anywhere in the right panel.
2. Select **Print** from the **File** menu. A *Print* window displays (the **General** tab is on top).
3. Ensure that the appropriate printer is selected in the *Printer Name* drop-down list. If not, select the correct printer from the list.
4. Click **OK** to print to the designated printer.

3.2.8 Tutorial

To view a SEVIS demonstration, click the **Tutorial** link on the navigation bar. Follow the instructions on the screens of the demonstration. Click the **Close** (☒) button in the upper-right corner of the window to close the demonstration at any time.

Note: The tutorial cannot be viewed using versions of Netscape lower than 4.79. If using an older version, go to the Netscape web site and download Version 4.79 (or higher). Also, for best results, the online tutorial should be viewed using a 17-inch or larger monitor with a monitor setting of 1024x768.

Note: Adobe Flash Player must be installed on the computer in order to view the tutorial. If Adobe Flash Player is not installed on the computer, see Appendix B, Download the Latest Version of Adobe Flash Player, for downloading instructions.

3.3 SEVIS System Requirements

SEVIS requires use of the following:

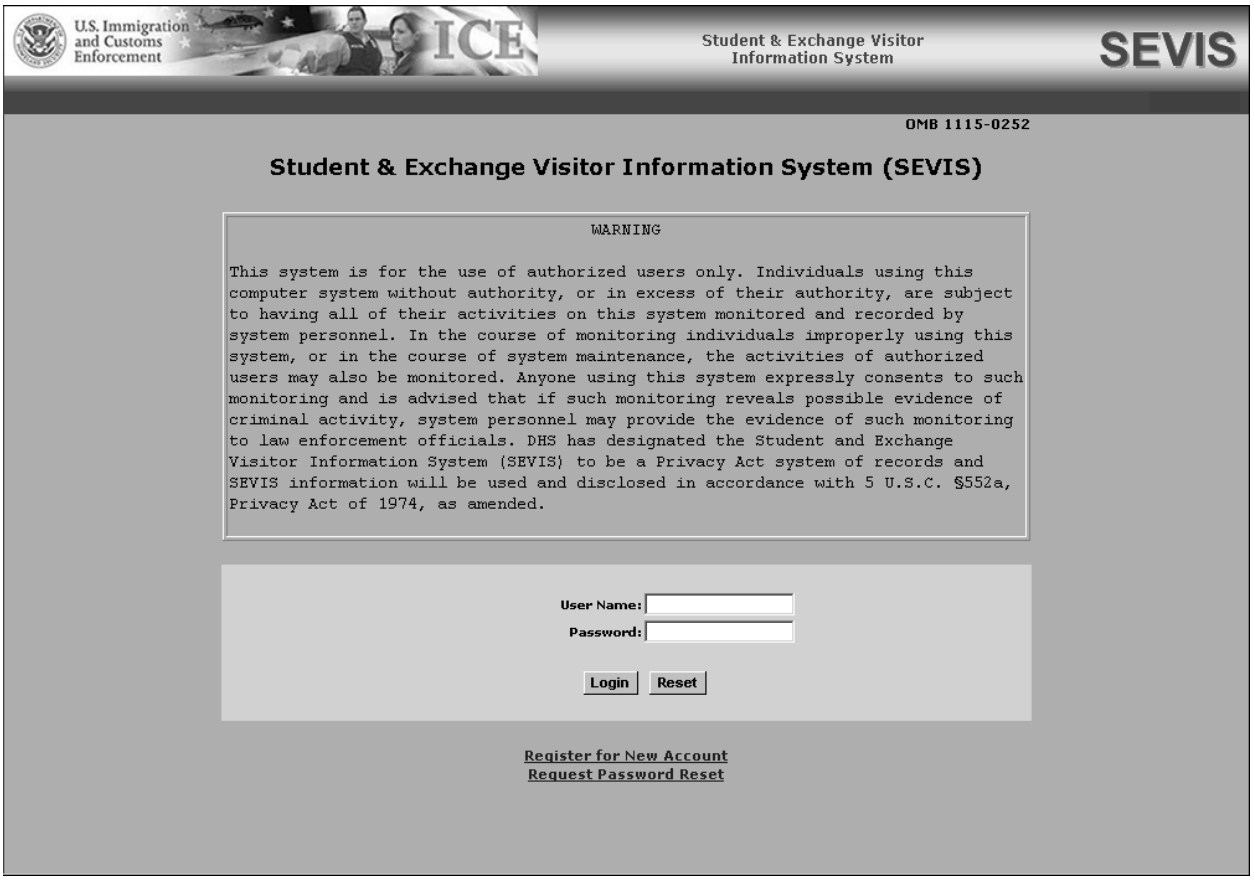
- Internet Explorer Version 5.0 or higher or Netscape Version 4.7 or higher
- Laser Postscript printer with 32MB of random access memory (RAM) (96MB is recommended) or a Laser printer with 32MB of RAM (64MB is recommended)
- Adobe Reader Version 5.0 or higher—Adobe Reader must be installed on the computer in order to generate and view forms. If Adobe Reader Version 5.0 or higher is not installed on the computer being used, see Appendix C, Download the Latest Version of Adobe Reader, for instructions.
- Adobe Flash Player—Adobe Flash Player must be installed on the computer in order to view the tutorial. If Adobe Flash Player is not installed on the computer, see Appendix B, Download the Latest Version of Adobe Flash Player, for downloading instructions.

You must have a user ID and password to access the system. The following sections provide instructions for obtaining a temporary user ID, creating a SEVIS password, and completing the electronic Form DS-3036.

3.4 How to Obtain a SEVIS User ID

You will access SEVIS via the Internet (https://egov.ice.gov/sevis/). Exhibit 4, SEVIS Login Screen, is an example of the screen that displays. The *SEVIS Login* screen contains a link that is 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 4: SEVIS Login Screen

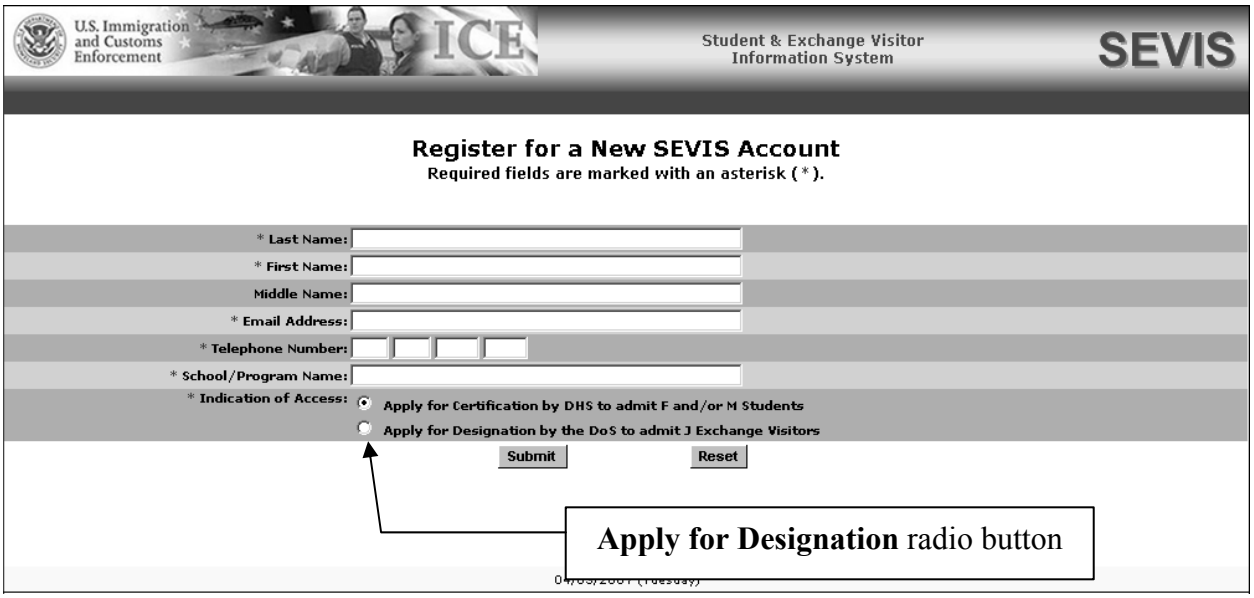


To obtain a temporary user ID, perform the following:

1. Click the **Register for New Account** link on the *SEVIS Login* screen. The system displays the *Register for a New SEVIS Account* screen, as shown in Exhibit 5, Register for a New SEVIS Account Screen.

   Note: The **Register for New Account** link is used only to obtain a temporary user ID for use to complete and submit a new Form DS-3036.

Exhibit 5: Register for a New SEVIS Account Screen



2. Enter your last name in the **Last Name** field.
3. Enter your first name in the **First Name** field.
4. Enter your middle name in the **Middle Name** field. Completion of this field is optional.
5. 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.
6. Enter a telephone number, including extension, if available.
7. Enter the name of the school or program that is applying for designation as an Exchange Visitor Program sponsor.
8. Click the **Apply for Designation by the DoS to admit J Exchange Visitors** radio button.

   Note: Clicking the **Reset** button will clear all entries on the screen.
9. Click the **Submit** button. If the required data were entered correctly, a message displays stating 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* screen.
10. Click the **Close** (✕) button on the browser toolbar to close the message screen.

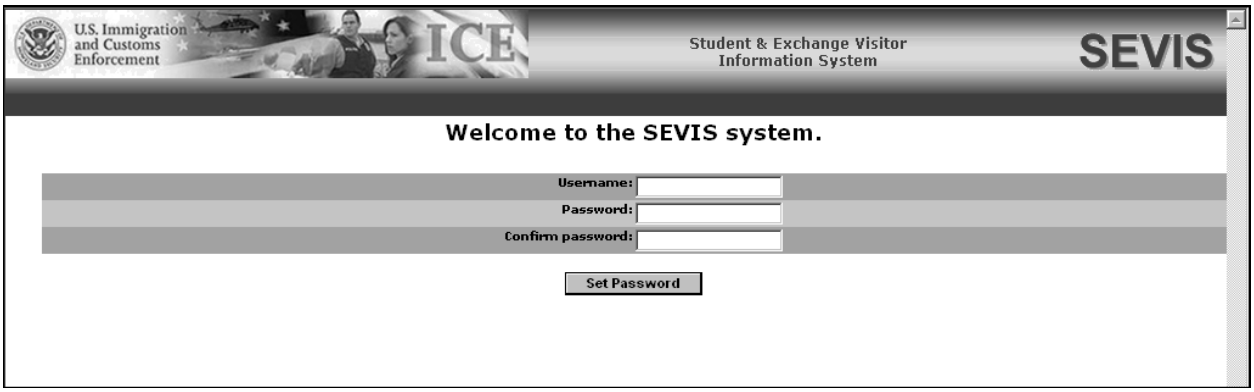
    Note: A person who needs to complete both a School Certification application (Form I-17) and an Exchange Visitor Program application (Form DS-3036) must create two separate temporary user accounts.

3.4.1 How to Create and Change Passwords

After receiving your temporary user ID, you will receive an email message containing a secure link to SEVIS. This link is associated with your user ID. It can only be 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 message. The system displays the *Set Password* screen as shown in Exhibit 6, Set Password Screen.

Exhibit 6: Set Password Screen



2. Enter your user ID (contained in the email message) in the **Username** field.
3. Enter your password in the **Password** field. See Section 3.4.1.1, Guidelines for Passwords, for instructions on creating a password.

   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 you are 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. Enter your password again in the **Confirm Password** field.
5. Click the **Set Password** button. The system displays a message stating that you have successfully created a password. If the password is not successfully created, a message indicating the reason will display and you will be able to enter the appropriate data.
6. Once the password is successfully created, click **OK** and the system will display the *SEVIS Login* screen. If you do not wish 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* screen to access SEVIS and perform all of your SEVIS-related tasks. The Universal Resource Locator (URL) is: https://egov.ice.gov/sevis/.

3.4.1.1 Guidelines for Passwords

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

- You cannot reuse your previous six passwords.
- Your password can only be changed once every 7 days. See Section 3.4.1.3, Change Password Voluntarily, for instructions.
- SEVIS passwords have a maximum life span of 90 days. After this time, you will be required to change you password. See Section 3.4.1.2, Change Password Every 90 Days, for instructions.
- Protect your password. If at any time you suspect that your password has been compromised and you are unable to change it using the **Request Password Reset** link or the **Change Password** link, contact the SEVIS Help Desk (800-892-4829) to have your password reset.
- SEVIS user IDs and passwords are suspended after three unsuccessful log-in attempts. Use the **Request Password Reset** link on the *SEVIS Login* screen (see Section 3.4.1.4, Request Password Reset, for instructions) or contact the SEVIS Help Desk (800-892-4829) to have your access to SEVIS reinstated.
- 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.

3.4.1.2 Change Password Every 90 Days

You must change your password every 90 days. After 75 days, when you log into SEVIS, the system will display a message asking if you would like to change your password at that time. If you click:

- **Yes**, the *Change Password* screen will display
- **No**, you will be logged into the system. If you click **No**, after 90 days, when you log into SEVIS, the system will automatically display the *Change Password* screen.

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 six passwords.
3. Enter your new password again in the **Confirm New Password** field.

4. Click the **Change Password** button. The system displays a message stating that the password has been changed.
5. Click **OK** to access SEVIS.
6. Click the **I Have Read and Understand This Notice** button to continue using SEVIS or click the **Logout** link to exit.

Note: If at any time, you suspect that your password has been compromised and you are not able to change it using the **Request Password Reset** link or the **Change Password** link, contact the SEVIS Help Desk (800-892-4829) to have your password reset.

3.4.1.3 Change Password Voluntarily

Your password can only be changed once every 7 days. To change your password, perform the following:

1. Log into SEVIS.
2. Click the **Change Password** link on the navigation bar. The system displays the *Change Password* screen.
3. Enter your current password in the **Old Password** field.
4. Enter your new password in the **New Password** field.

   Note: You cannot reuse your previous six passwords.
5. Enter your new password again in the **Confirm New Password** field.
6. Click the **Change Password** button. The system displays a message stating that the password has been changed.
7. Click **OK** to return to SEVIS.

Note: If at any time, you suspect that your password has been compromised and you are not able to change it using the **Request Password Reset** link on the *SEVIS Login* screen or the **Change Password** link on the navigation bar, contact the SEVIS Help Desk (800-892-4829) to have your password reset.

3.4.1.4 Request Password Reset

The Request Password Reset 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 or 90 days of inactivity.
- You suspect 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 the **Request Password Reset** link on the *SEVIS Login* screen. The *Request Password Reset* screen displays.
2. Enter your SEVIS user ID in the **User Name** field.
3. Click the **Submit Request** button. A message displays stating 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.

3.4.2 Additional Information About the SEVIS Login Screen

Additional information about the *SEVIS Login* screen follows:

- **Reset** button—Click this button to clear all entries on the screen.
- **Register for New Account** link—This link is 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.
- **Request Password Reset** link—Use this link if you have forgotten your password or your SEVIS account is locked. See Section 3.4.1.4, Request Password Reset, for instructions.

Note: After 20 minutes of inactivity, your session will time out and you will have to log in again in order to use SEVIS. If you log out of the system improperly, that is, using the **Close** (☒) button, you will have to wait 20 minutes, and then log into the system again. Use the **Logout** link on the navigation bar to properly exit SEVIS.

3.4.3 Additional Information About Your User ID

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.

Note: You must log into SEVIS a minimum of once every 30 days to keep your SEVIS user ID active.

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

3.5 Log Into SEVIS to Complete the Form DS-3036

To log into SEVIS, perform the following:

1. Access the *SEVIS Login* screen 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 the **Login** button. The system displays a screen containing the Paperwork Reduction Act notice.
5. Read the information and then click the **I Have Read and Understand This Notice** button to continue.

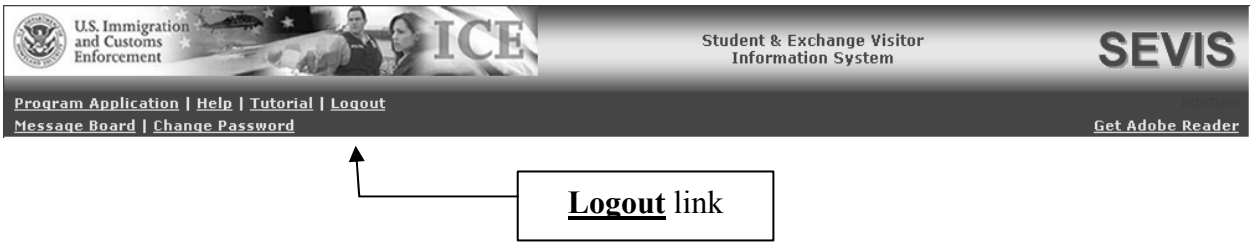
Note: If the Form DS-3036 is not submitted in SEVIS, it will be automatically deleted 45 days after the last update to the Form. Your temporary user ID will be deactivated and the data that were entered on the electronic Form DS-3036 will be lost. Once submitted, the Form DS-3036 will not be available 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 20 minutes of inactivity, your session will time out and any unsaved data will be lost. You will have to log in again in order to use SEVIS.

3.6 Log Out of SEVIS

To exit the SEVIS application at any time, click the **Logout** link on the navigation bar, as shown in Exhibit 7, Navigation Bar—Logout Link.

Exhibit 7: Navigation Bar—Logout Link



WARNING: If you click the **Close** (☒) button on the browser window, you must wait 20 minutes before you can log back into SEVIS. If you try to access the system before the end of 20 minutes, the following message will display, "A user is already logged on with this user name." Use the **Logout** link on the navigation bar to properly exit SEVIS.

3.7 Program Designation

The DoS Office of Exchange Coordination and 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 electronic Form DS-3036. You will submit the application electronically; then print it and mail a signed and notarized 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, you will be asked to identify the individual who will be the chief point of contact between your program and DoS in SEVIS. This official is the RO. Up to 10 AROs may also be identified. You may or may not wish to list yourself as an RO or ARO. ROs and AROs must be either U.S. citizens or legal 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 passwords. 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 dependents.

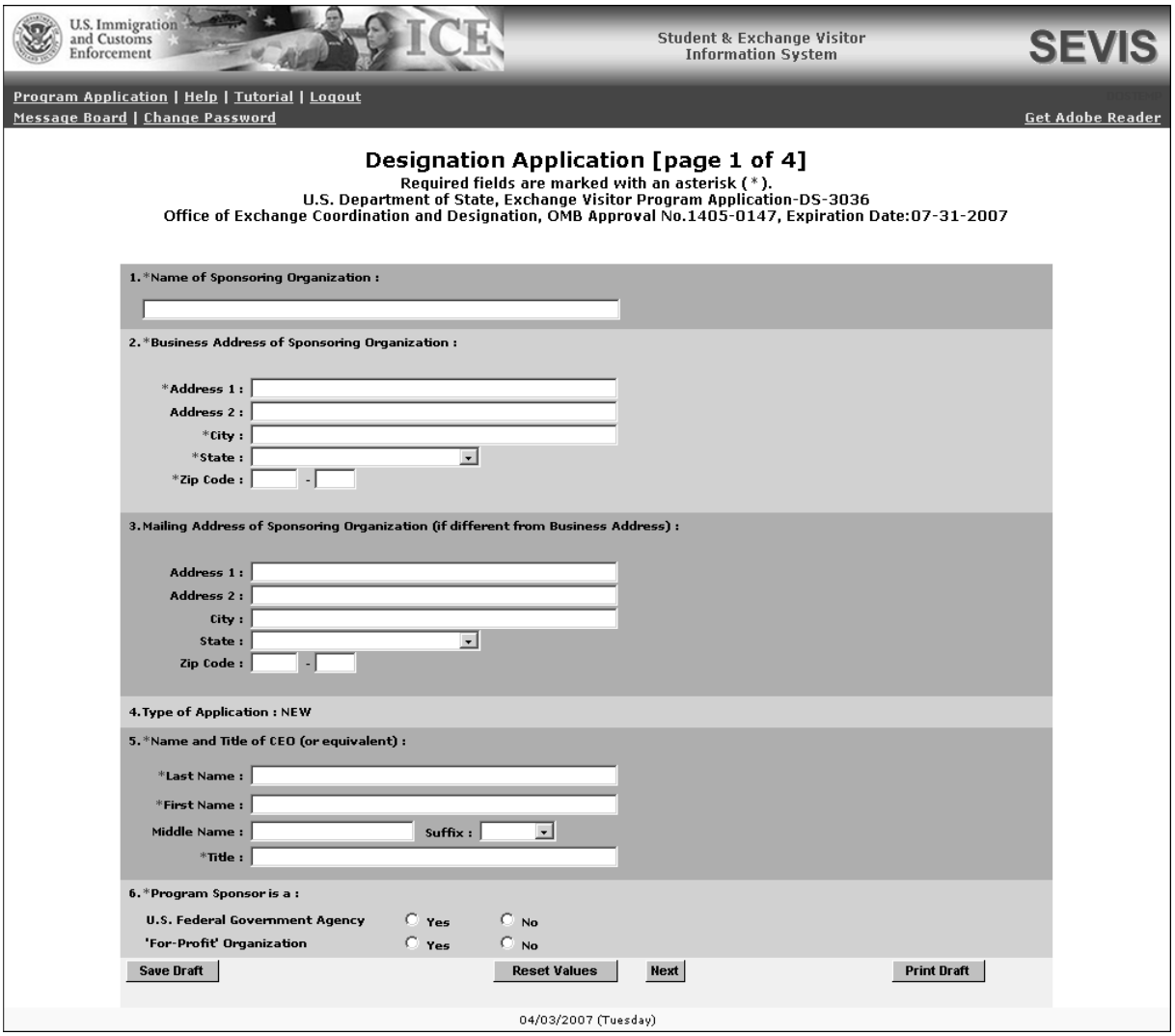
The subsequent sections provide step-by-step instructions for completing the electronic Form DS-3036.

3.7.1 Designation Application Page 1

When logging into SEVIS, a window containing information about the Paperwork Reduction Act displays. Review the information and then click the **I Have Read and Understand This Notice** button to access SEVIS. If there are no system messages, the first page of the designation application displays. If system messages exist, click the **Program Application** link on the navigation bar to display Page 1 of the electronic Form DS-3036. If Page 1 has been completed, the data entered will display on the screen. Exhibit 8, Designation Application Page 1, is an example of the screen.

Note: See Section 3.8, Message Board, for information on the system messages, which display on the Message Board.

Exhibit 8: Designation Application Page 1



Below is a list with explanations of the sections/fields on Page 1. An asterisk (*) precedes the sections/fields that must be completed.

1. To complete Page 1 of the electronic Form DS-3036, enter the following data:

Field	Description/Explanation
* **1. 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.
* **2. Business Address of Sponsoring Organization**	Enter the address that represents the physical location of the sponsoring organization. No post office box number should be used in this address.

Field	Description/Explanation
3. **Mailing Address of Sponsoring Organization (if different from Business Address)**	Enter a mailing address only if it differs from the business address. A post office box number is valid in this field.
4. **Type of Application**	All organizations completing this Form are "new." This option cannot be changed.
* 5. **Name and Title of CEO (or equivalent)**	Complete the following fields for the person with the title of Chief Executive Officer (CEO) of the applicant organization. If the organization does not use that title, enter the name of the person who occupies the equivalent position, along with the title of that position. For example, the equivalent position might be called President, Director, or Dean.
***Last Name**	Enter the surname of the CEO or person who occupies the equivalent position.
***First Name**	Enter the first name of the CEO or person who occupies the equivalent position.
Middle Name	Enter the middle name of the CEO or person who occupies the equivalent position. 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 appears at the end of a person's name.
***Title**	Enter the name of the position held by the person representing a sponsor or sponsor application. Titles should be given in full, without abbreviations (for example, Chief Executive Officer not CEO).
* 6. **Program Sponsor is a**	Complete this section as follows:
U.S. Federal Government Agency	Federal agencies should select **Yes**. Profit-making organizations should select **No**. State government organizations, and non-profit, non-governmental organizations, should select **No**.
For-Profit Organization	Federal agencies should select **No**. Profit-making organizations should select **Yes**. State government organizations, and non-profit, non-governmental organizations, should select **No**.

2. Select one of the following buttons:

Save Draft	After completing the required fields on Page 1, click this button to save the data entered. **Note:** You **do not** need to click this button before advancing to the next page of the Form. SEVIS automatically saves data when the **Next** button is clicked.
Reset Values	Click this button to return unsaved data on this page to the previous values.
Next	Click this button to automatically save the data entered on this page and advance to Page 2 of the designation application.
Print Draft	Click this button to print a draft copy of the designation application. **Note:** It is recommended that you print a draft copy of the Form and review it for accuracy before submitting it in SEVIS.

3.7.2 Designation Application Page 2

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. The following categories require separate applications (Forms DS-3036):

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

Exhibit 9, Designation Application Page 2, is a copy of Page 2 of the application.

Exhibit 9: Designation Application Page 2

U.S. Immigration and Customs Enforcement ICE
Student & Exchange Visitor Information System SEVIS
Program Application | Help | Tutorial | Logout
Message Board | Change Password
Get Adobe Reader

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

7. *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		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)			

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

- [ ] Agriculture, Forestry and Fishing
- [ ] Arts and Culture
- [ ] Aviation

if selected, enter
FAA Certification Number
under 14 CFR part 141: Expiration date: (MM/DD/YYYY)
if FAA certified, select

- ( ) Accredited with one of the 'Nationally Recognized Accrediting Agencies and Associations' or a member of the Council on Post Secondary Accreditation
- ( ) Applied for Accreditation
- (•) Clear Selection

- [ ] 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

04/03/2007 (Tuesday)

Below is an explanation of Section 7, Participation by Category, on Page 2.

1. To complete Page 2 of the electronic Form DS-3036, enter the following data:

Section	Description/Explanation
* 7. **Participation by Category** (Indicate total number and approximate duration of participation in each category.)	An entity can request authorization to sponsor EVs in 1 or more of 15 categories. For each category being applied for, enter the number of EVs expected in that category in the **Number** column. **Note:** The regulations (22 CFR 62.8) require program

Section	Description/Explanation
	sponsors other than the Federal Government to have no less than five EVs per calendar year and a program of a minimum duration of 3 weeks. In the next field, enter the duration of the EV participation (that is, the amount of time required to complete the program), then select the appropriate time period: days, weeks, months, or years.

Below is a list of the categories, including a brief description/explanation of each.

Category	Description/Explanation
Alien Physician	A separate application (Form DS-3036) must be completed for this category. The Educational Commission for Foreign Medical Graduates (ECFMG) is the only sponsor authorized to use this category. This category (22 CFR 62.27) is for foreign physicians pursuing American medical board certification through graduate education or training at accredited U.S. schools of medicine, or other U.S. institutions, through a Clinical Exchange Program. 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.
Au Pair	A separate application (Form DS-3036) must be completed for this category. The Au Pair Program (22 CFR 62.31) is designed to give foreign nationals the opportunity to live with an American host family and participate directly in the home life of that family while providing limited child-care services. The au pair participant is also required to enroll in an accredited U.S. post-secondary educational institution for not less than 6 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 hours of

Category	Description/Explanation
	academic credit or its equivalent. The maximum duration of participation for this program shall not exceed 1 year.
Camp Counselor	A separate application (Form DS-3036) must be completed for this category. The Camp Counselor Program (22 CFR 62.30) facilitates the entry of foreign nationals to serve as counselors in U.S. summer camps. Under no circumstances shall program sponsors facilitate the entry into the United States of a participant for whom a camp placement has not been pre-arranged. The maximum duration of participation for this program shall not exceed 4 months. No extensions will be permitted.
Government Visitor	This category (22 CFR 62.29) is reserved for use by Federal, State, or local Government agencies. Participation in this category is for participants who are recognized as influential or distinguished persons, and who are selected by a Federal, State, or local Government agency to participate in observation tours, discussions, consultations, professional meetings, conferences, workshops, and travel. The maximum duration of participation for this category shall not exceed 18 months.
Intern	A separate application (Form DS-3036) must be completed for this category. An intern (22 CFR 62.22) is a foreign national who either: • Is currently enrolled in 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 his or her exchange visitor program begin date and who enters the United States to participate in a structured and guided work-based internship program in his or her specific academic field. The maximum duration of participation for this category shall not exceed 12 months. **Note:** For program exclusions, see 22 CFR 62.22(j).

Category	Description/Explanation
International Visitor	This category (22 CFR 62.28) is reserved for use by the U.S. Department of State. International visitors are potential or recognized leaders in their own countries. The maximum duration of participation for this category shall not exceed 1 year.
Professor	This category (22 CFR 62.20) is for individuals who are involved primarily in teaching, lecturing, observing, or consulting at accredited post-secondary educational institutions, museums, libraries, or similar institutions. A professor may also conduct research, unless disallowed by the program sponsor. The maximum duration of participation for this category is not to exceed 5 years. See regulation (22 CFR 62.20) for additional information regarding this type of program.
Research Scholar	Research scholars (22 CFR 62.20) primarily conduct research, observe, or consult in connection with a research project at research institutions, corporate research facilities, museums, libraries, accredited post-secondary educational institutions, or similar types of institutions. The research scholar may also teach and lecture (unless disallowed by the program 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. See regulation (22 CFR 62.20) for additional information regarding this type of program.
Short-Term Scholar	A short term scholar (22 CFR 62.21) is a professor, research scholar, or person with similar education or accomplishments coming to the United States on a short-term visit to lecture, observe, consult, train, or demonstrate special skills at research institutions, museums, libraries, accredited post-secondary educational institutions, or similar organizations. The maximum duration of participation for this category shall not exceed 6 months. No extensions will be permitted.
Specialist	This category (22 CFR 62.26) is for experts who will exhibit specialized knowledge or skills in the United States. Such exchanges are primarily non-academic and provide opportunities to increase the exchange of knowledge and ideas between American and foreign specialists. The maximum duration of participation for this program

Category	Description/Explanation
	shall not exceed 1 year.
Student: College/University	Participants in this category must be pursuing a full course of study at accredited post-secondary educational institutions in the United States (22 CFR 62.23). Academic training is permitted, if approved by the program sponsor, but study must be the primary purpose of the EV'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)(4). 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: Secondary (High School)	A separate application (Form DS-3036) must be completed for this subcategory, which affords students an opportunity to study in an accredited U.S. secondary school while living with an American host family (22 CFR 62.25). Participants in this category must meet the following three requirements: 1. Secondary students who have not completed more than 11 years of primary and secondary schooling, excluding kindergarten, in their home country 2. At least 15 but not more than 18 1/2 years of age on the date the student will begin his or her program 3. 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 students (high school students) is a minimum of 1 academic semester and a maximum of 1 academic year.
Summer Work/Travel	This program (22 CFR 62.32) is designed to provide foreign post-secondary students the opportunity to work and travel in the United States for a 4-month period during summer vacations. The maximum duration of participation for this program shall not exceed 4 months. No extensions will be permitted.

Category	Description/Explanation
Teacher	A separate application (Form DS-3036) must be completed for this category. This category (22 CFR 62.24) is for individuals teaching full-time in an accredited primary or secondary educational institution. A participant in this category must satisfy all of the following: 1. Meet the qualifications for teaching in primary or secondary schools in his or her home country 2. Satisfy the standards of the U.S. state in which he or she will teach 3. Have a minimum of 3 years of teaching or related professional experience 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.
Trainee	A separate application (Form DS-3036) must be completed for this category. A trainee (22 CFR 62.22) is a foreign national who has either: • A degree or professional certificate from a post-secondary academic institution outside the United States and at least 1 year of prior related work experience in his or her occupational field in his or her home country ***or*** • Five years of work experience in his or her occupational field and who enters the United States to participate in a structured and guided work-based training program in his or her specific occupational field. 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

Category	Description/Explanation
	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.

2. An explanation of Section 8 on the electronic Form, Occupational Category, follows. This section must be completed if the Trainee or Intern category is selected in Section 7, Participation by Category. To complete Section 8, enter the following data:

Section	Description/Explanation
* **8. 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 wishes to obtain the Department's designation. Select one or more occupational categories in Section 8. The following guidelines also apply to Section 8 if **Aviation** is selected: • Enter the Federal Aviation Administration (FAA) certification number and the certification expiration date. • Specify that the program is accredited, or that an accreditation application has been submitted by selecting one of the radio buttons: – **Accredited with one of the 'Nationally Accrediting Agencies and Associations' or a member of the Council on Post Secondary Accreditation** – **Applied for Accreditation** • If necessary, click the **Clear Selection** radio button to remove this information from the screen. **Note:** Refer to the Statement of Policy on J-1 Flight Training Programs published in the Federal Register on January 24, 2006 (71 FR 3913) for additional information.

3. Select one of the following buttons:

Save Draft	Click this button to save the data entered on this page.
Previous	Click this button to return to the previous page of the designation application. **WARNING:** Be sure to save the data entered on this page before selecting the **Previous** button. The unsaved data that were entered on this page will be lost if not saved first.
Reset Values	Click this button to return unsaved data on the page to the previous values.
Next	Click this button to automatically save the data entered and advance to Page 3 of the designation application.
Print Draft	Click this button to print a draft copy of the designation application. **Note:** It is recommended that you print a draft copy of the Form and review it for accuracy before submitting it in SEVIS.

3.7.3 Designation Application Page 3

Exhibit 10, Designation Application Page 3, shows a copy of Page 3 of the designation application.

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

U.S. Immigration and Customs Enforcement ICE

Student & Exchange Visitor Information System SEVIS

Program Application | Help | Tutorial | Logout
Message Board | Change Password
Get Adobe Reader

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

9. *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):

You may find it difficult or impossible to supply all requested information in this space. Briefly address the requried information. (See next text box.)

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

If necessary, provide a brief explanation in the text box and enter, "Additional supporting documentation to be supplied by mail."

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

You may find it difficult or impossible to supply all requested information in this space. Briefly address the requried information. (See next text box.)

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

If necessary, provide a brief explanation in the text box and enter, "Additional supporting documentation to be supplied by mail."

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

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

14. *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 _____Hospitality Program_____ (name of organization); and that a true copy certified by the Board of Directors **(specify) of such authorization is attached. I further certify that _____Hospitality Program_____ (name of organization) is a citizen of the United States as that term is defined at 22 CFR 62.2 _____Hospitality Program_____ (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

04/03/2007 (Tuesday)

The following is a list with explanations of the sections on Page 3. All sections must be completed.

1. To complete Page 3, enter the following data:

Field	Description/Explanation
* **9. Method of Selection and Arrangements for Financial Support of Exchange Visitor while in the U.S.**	**Note:** No more than 500 characters can be entered into the text box in Section 9 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: • Selection of Exchange Visitors (22 CFR 62.10(a)) • Program Costs/Fees and Deposits/Refunds • Program Funding/Financial Support • Health Care Insurance (22 CFR 62.14) • Pre-arrival and Orientation Information (22 CFR 62.10(b) and 22 CFR 62.10(c)) • Consortium Information Mail the relevant documents with the signed and notarized printed copy of the Form DS-3036. Include a copy of the Pay.gov confirmation page showing payment of the required non-refundable fee and other supporting documentation. Mail these materials within 30 calendar days of submitting the electronic Form DS-3036 in SEVIS.
Selection of Exchange Visitors (22 CFR 62.10(a))	**Note:** No more than 500 characters can be entered into the text box in Section 9 on Page 3 of the electronic Form, and you may find it difficult or impossible to supply all requested information in that space. In such cases, use the text box to address, at least briefly, each of the six questions listed below. Enter for each, as necessary, the following: *Additional supporting documentation to be supplied by mail.* Describe the screening and selection process for each category selected in Section 7 on Page 2 of the designation application (22 CFR 62.10(a)). Answer all

Field	Description/Explanation
	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** category, submission of the application must also include a copy of the student application for the prospective Exchange Visitor Program.
Program Costs/Fees and Deposits/Refunds	**Note:** No more than 500 characters can be entered into the text box in Section 9 on Page 3 of the electronic Form and you may find it difficult or impossible to supply all requested information in that space. In such cases, use the text box to address, at least briefly, each of the four questions listed below. Enter for each, as necessary, the following: *Additional supporting documentation to be supplied by mail.* Provide **all** costs/fees charged to the participants, such as administrative costs, room and board, transportation, medical insurance, and air fare. 1. What other costs will the participant likely incur while in the United States (for example, living expenses)? 2. When and for what reason(s) can a participant cancel or withdraw from the program and receive a refund of

Field	Description/Explanation
	program fees? 3. 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? 4. In addition, provide all costs/fees charged to participants by your organization's foreign partner(s).
Program Funding/Financial Support	**Note:** No more than 500 characters can be entered into the text box in Section 9 on Page 3 of the electronic Form, and you may find it difficult or impossible to supply all requested information in that space. In such cases, use the text box to address, at least briefly, each of the three questions listed below. Enter for each, as necessary, the following: *Additional supporting documentation to be supplied by mail.* Provide the following information: 1. How much financial support will be provided to the participant by your organization or other sources? 2. 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 3. Will the participant be required to work outside of the original program objective in order to meet expenses? **Note:** An EV may receive compensation from the sponsor or the sponsor's appropriate designee for employment when such activities are part of the EV's program (22 CFR 62.16).

Field	Description/Explanation
Health Care Insurance (22 CFR 62.14)	**Note:** No more than 500 characters can be entered into the text box in Section 9 on Page 3 of the electronic Form, and you may find it difficult or impossible to supply all requested information in that space. In such cases, use the text box to address, at least briefly, the health insurance information requested. Enter for each, as necessary, the following: *Additional supporting documentation to be supplied by mail.* Each EV and accompanying spouse and/or dependents are required to have medical 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 $50,000 per person per accident/illness • $7,500 for repatriation coverage • $10,000 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.
Pre-arrival and Orientation Information (22 CFR 62.10(b) and (c))	**Note:** No more than 500 characters can be entered into the text box in Section 9 on Page 3 of the electronic Form, and you may find it difficult or impossible to supply all requested information in that space. In such cases, use the text box to address, at least briefly, the information requested below. Enter for each, as necessary, the following: *Additional supporting documentation to be supplied by mail.* Briefly explain the pre-arrival, orientation, and cross-cultural activities planned for the EV and his or her immediate family, if applicable.

Field	Description/Explanation
	• 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 EV will likely incur while in the United States (for example, living expenses) – Health care and insurance – Other information that will assist EVs 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 EV is participating – Rules that EVs are required to follow, under the sponsor's program – Address of the sponsor and the name and telephone number of the RO – Address and telephone number of the Office of Exchange Coordination and Designation of the Department of State and a copy of the "Exchange Visitor Program Welcome Brochure" outlining the regulations relevant to the EVs

Field	Description/Explanation
	Note: Applications for the **Secondary School** 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(g) and 62.25(d)).
Consortium Information	**Note:** No more than 500 characters can be entered into the text box in Section 9 on Page 3 of the electronic Form, and you may find it difficult or impossible to supply all requested information in that space. In such cases, use the text box to provide, at least briefly, the information requested below. Enter, as necessary, the following: *Additional supporting documentation to be supplied by mail.* 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)(1) 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.
* **10. Purpose or Objective**	**Note:** 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

Field	Description/Explanation
	promote better understanding and improve communications between people in the United States and other nations of the world through international educational and cultural exchange.
* **11. Outline of Proposed Activities**	**Note:** 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 7 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 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.
* **12. Arrangements for Supervision**	**Note:** 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 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)(2). • Provide details on how, in case of an emergency,

Field	Description/Explanation
	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. • If there are 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, enclose a copy with the application. • Post-secondary educational institutions shall include a copy of any current agreements, if applicable.
* **13. Role of Other Organizations Associated with Programs (if any)**	**Note:** 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.
* **14. Citizenship**	In the empty text box in Section 14, Citizenship, 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.

2. Select one of the following buttons:

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

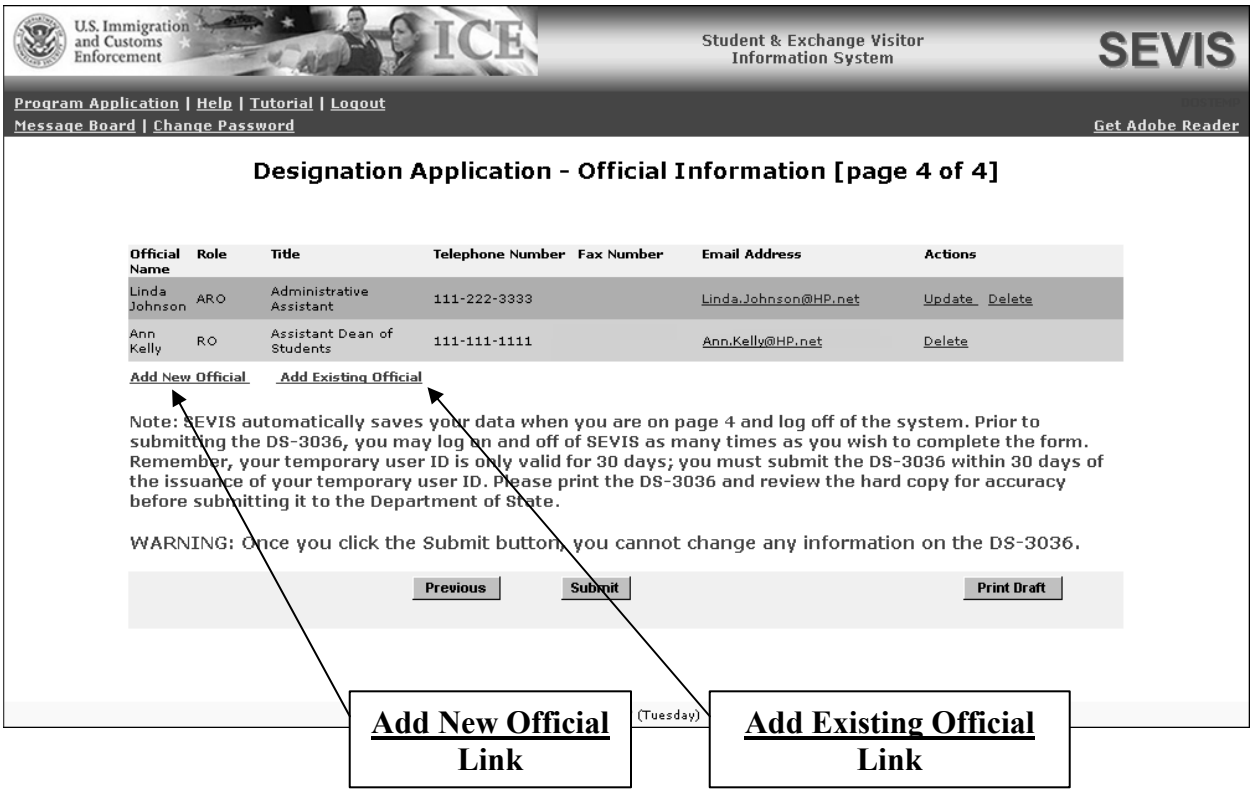
3.7.4 Designation Application Page 4

Page 4 is used to add or update the program sponsor official's data or delete his or her record prior to submitting the Form DS-3036. At least one official must be added as the RO. SEVIS allows the addition of a maximum of 10 AROs for each program; however, DoS reserves the right to limit the number.

Note: SEVIS automatically 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 wish. If the Form is not submitted in SEVIS, 45 days after the last update to the Form, it will be automatically deleted. All data that were entered on the electronic Form will be lost and your user ID will be disabled.

Exhibit 11, Designation Application Page 4—After Adding Officials, shows a sample copy of Page 4 of the designation application that includes the list of officials that have already been added for an organization.

Exhibit 11: Designation Application Page 4—After Adding Officials



3.7.4.1 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 personnel who are *not* currently authorized to use SEVIS. The Add New Official function is used to add program sponsor officials and assign each of them a SEVIS role.

To add officials, perform the following steps:

1. Click the **Add New Official** link below the **Official Name** column. The system displays the *Designation Application–Add Official* screen, as shown in Exhibit 12, Add Official Screen.

Exhibit 12: Add Official Screen

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

Field	Description/Explanation
* **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 may display at the end of a person's name.
* **The Official is**	Select the appropriate option, **United States Citizen** or **Legal Permanent Resident** (LPR). **Note:** 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 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:

Field	Description/Explanation
	1. Check the original number carefully. If it had nine digits, correct your SEVIS entry. 2. 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**. 3. If it has less than eight digits, it is invalid. Query the prospective RO or ARO to obtain his or 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 an organization's application. Titles should be given 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 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. **Note:** Email addresses are not valid if they can be accessed by more than one person (for example, info@ABCcollege.edu).

3. Select one of the following buttons:

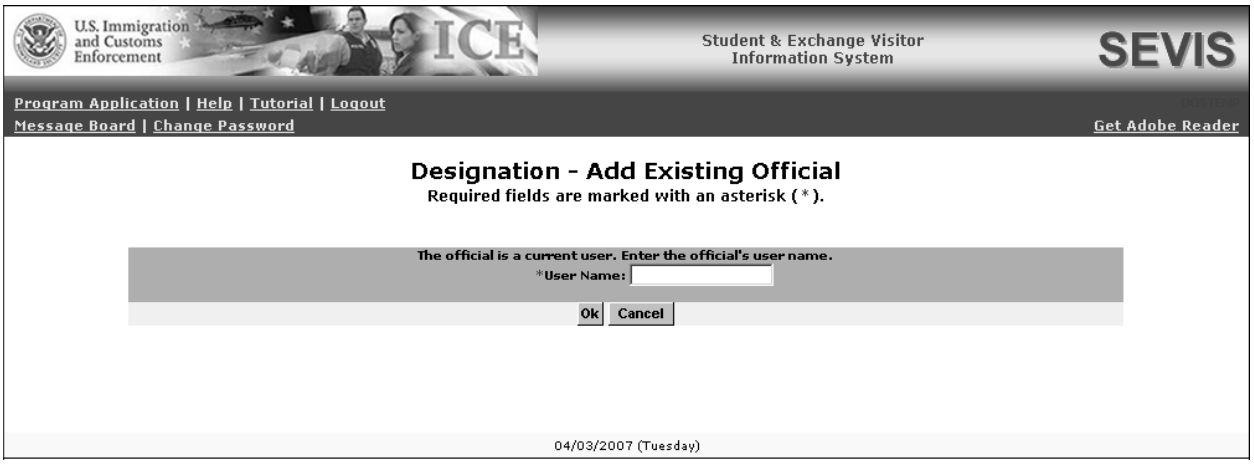
Add Official	Click this button to save the data entered for this prospective sponsor official. The system will display Page 4 of the designation application, and the information for the official who has been added will be included in the list of officials. To continue adding new program sponsor officials, click the **Add New Official** link and repeat the steps described above.
Cancel	Click this button to return to Page 4 of the designation application without adding a new official.

3.7.4.2 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 or her a SEVIS role for your program, perform the following steps:

1. Click the **Add Existing Official** link on Page 4 of the designation application. The system displays the *Designation–Add Existing Official* screen, as shown in Exhibit 13, Add Existing Official Screen.

Exhibit 13: Add Existing Official Screen



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 or her role for your program.
4. Review the user name and select the role of the official: RO or ARO.

5. Click one of the following buttons:

Add Official	Click this button to save the data entered for this program sponsor official. The system will display Page 4 of the designation application, and information for the official will be included in the list of officials. To continue adding existing officials, click the **Add Existing Official** link and repeat the steps described above.
Cancel	Click this button to return to Page 4 of the designation application without adding the official.

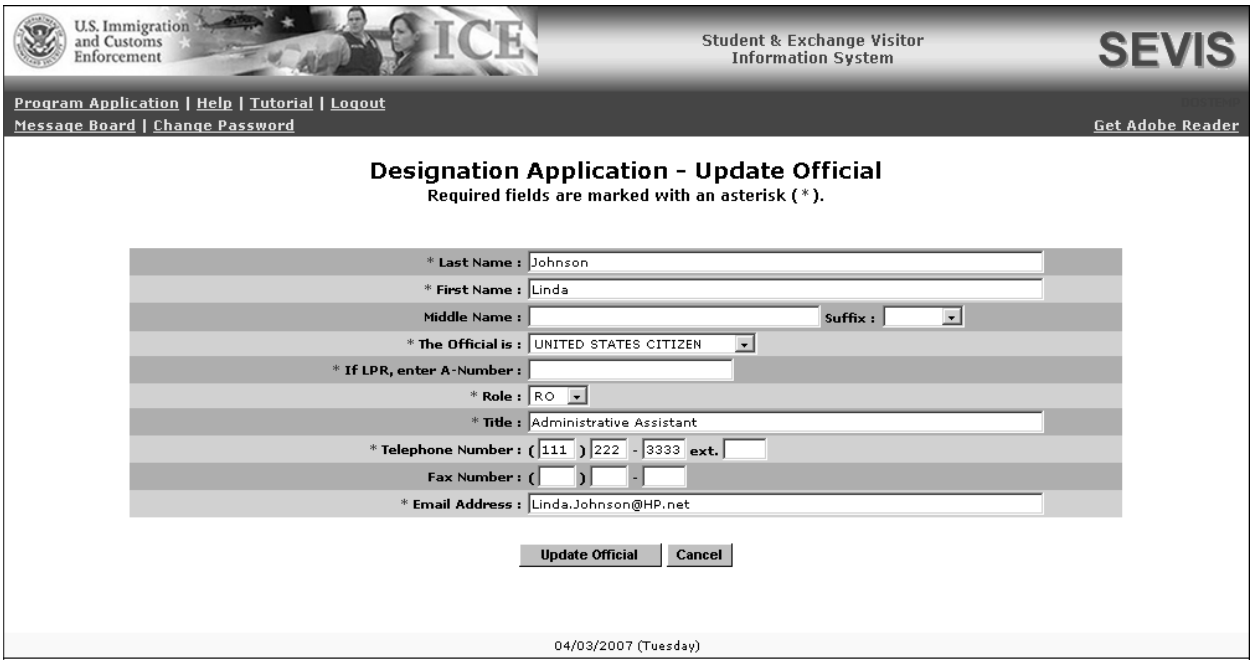
3.7.4.3 Update a Program Sponsor Official's Record

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 SEVIS record, perform the following:

1. Click the **Update** link to the right of the program sponsor official's email address on Page 4 of the electronic Form. The system displays the *Designation Application–Update Official* screen, which includes the official's current data. Exhibit 14, Update Official Screen, is an example of the screen.

Exhibit 14: Update Official Screen



2. Make the necessary changes to the record.

   Note: The user's role may also be changed using this screen.

3. Click one of the following buttons:

Update Official	Click this button to confirm the submission of the changes. The system updates the official's record, and Page 4 of the designation application displays.
Cancel	Click this button to return to Page 4 of the designation application without updating the official's data.

3.7.4.4 Delete a Program Sponsor Official

The record for a program sponsor official may be deleted before submitting the electronic Form DS-3036 to DoS. Use this procedure only if this official will not be a SEVIS user for your program. To delete a program sponsor official's SEVIS record, perform the following steps:

1. On Page 4 of the designation application, click the **Delete** link to the right of the program sponsor official's email address. The system displays the *Designation Application–Delete Official* screen, which includes the data for the official whose record is being deleted.
2. Click the **Delete Official** button to confirm the deletion of this official. The system displays Page 4, and the official's name is no longer on the list of officials.

3.7.4.5 Print the Designation Application

A draft copy of the Form DS-3036 may be printed from any screen that has a **Print Draft** button. A draft copy of the Form is identified by the word "draft" 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 Version 5.0 or higher is not installed on the computer being used, see Appendix C, Download the Latest Version of Adobe Reader, for instructions.

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

1. Click the **Print Draft** or **Print DS-3036** button 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 display. To prevent this window from displaying in the future, click the **always ask before opening this type of file** check box to remove the check mark. Select the **Open** button 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 the **Print** ( ) button on the Adobe Reader toolbar. The *Print* window displays.

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** (✕) 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 with the Form when it is submitted to DoS. See Attachment B, Sample Copy of a Form DS-3036, for an example of a completed Form.

3.7.4.6 Submit the Form DS-3036

SEVIS automatically 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 wish.

Note: If the Form is not submitted in SEVIS, 45 days after the last update to the Form, it will be automatically deleted. All data that were entered on the electronic Form will be lost and your user ID will be disabled.

WARNING: Do not click the **Submit** button for the purpose of saving data. Once the **Submit** button is clicked, the application can only be viewed; the data cannot be changed.

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

1. Click the **Submit** button 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 wish to print. It contains the following information:

   - You must print a copy of the Form DS-3036 and mail the signed and notarized Form to the appropriate address shown on the screen.
   - You need to send supporting documentation to the same address. (See Section 3.7.6, Supporting Documentation and Information to be Forwarded to DoS, for the list of documents. Also, Attachment A is a checklist for the supporting documentation.)
   - Your application will be deleted from the system if DoS does not receive the formal, signed application within 30 calendar days of submission of the electronic Form DS-3036.
2. Click the **Print DS-3036** button to print a final copy of the Form. See Section 3.7.4.5, Print the Designation Application, for instructions.

3. Submit the following items to DoS (See Section 1.1, Resources, for the appropriate mailing address.):
   - Signed and notarized 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 Section 3.7.5, Electronic Submission of Application Fee, for instructions on submitting payment via that Pay.gov web site. See 22 CFR 62.17 for the fee amount that must be submitted to DoS.

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

- Formal signed and notarized application
- Formal signed and notarized Citizenship Certification forms for the proposed RO and AROs (see Exhibit 15, RO and ARO Citizenship Certification Form)
- Supporting documentation (see Section 3.7.6, 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 web site.

Exhibit 15: RO and ARO Citizenship Certification Form

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INSTRUCTIONS FOR NEW APPLICATION

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

1-3. Names, 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 62.20-30.)
6-10. Complete information on program and program sponsor.

IF TRAINING PROGRAM, identify appropriate fields: Agriculture, Forestry and Fishing; Arts & Culture; Aviation; 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.

11-12. Certification. Citizenship for new applicants requires certification below.

CITIZENSHIP (22 CFR 62.2 and 5)

(a) 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 Hospitality Program (name of organization) and that a true copy certified by the Board of Directors (specify) of such authorization is attached. I further certify that Hospitality Program (name of organization) is a citizen of the United States as that term is defined at 22 CFR 62.2 Hospitality Program (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.

(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: Hospitality Program 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 transferred to it (22 CFR 62.2).
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*) Ann Kelly

Title: Assistant Dean of Students

Subscribed and sworn to before me this _____ day of _____ _____. NOTARY PUBLIC

DOS USE ONLY
Type of Program: _____
Subtype if applicable: _____
No. Forms DS-2019: _____
Categories: _____

PLEASE RETURN FORM TO:
Office of Exchange Coordination and Designation
Bureau of Educational and Cultural Affairs
U.S. Department of State, SA-44
Washington, DC 20547

Page 1 of 3

3.7.5 Electronic Submission of Application Fee

DoS 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 web site.

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 web site at https://www.pay.gov/.
2. Click the **Agency List** link in the "What Federal Agencies Can I Pay?" section.
3. Click the letter "D" in the A to Z Index of U.S. Government Departments and Agencies.
4. Click the **Department of State** link to access the list of Forms.
5. Click the **Exchange Visitor Program Designation (EVPD)** link.
6. Complete and submit the Form.
7. After submitting payment, be sure to print the Pay.gov confirmation page. You must forward a copy of this page to DoS with the signed and notarized application and supporting documentation.

3.7.6 Supporting Documentation and Information to be Forwarded to DoS

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

- 2.3.1—Applicant Prerequisites
- 2.8.5.1—Secondary School Programs
- 2.8.5.2—Teacher Programs
- 2.8.5.3—Training and Internship Programs
- 2.8.5.4—Flight Training Programs

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

1. The President or CEO of the organization has signed the application.
2. The Citizenship Certification form for the proposed RO has been signed and notarized.
3. The Citizenship Certification forms for the proposed AROs have been signed and notarized.
4. A copy of the Pay.gov confirmation page showing payment of the non-refundable fee is included (22 CFR 62.17).
5. A copy of a current audit report with "audit notes" prepared by an independent Certified Public Accounting Firm is enclosed. This audit would comprise a report from the firm, together with audited financial statements (that is, a balance sheet, statement of changes in fund balances, statement of current funds revenues, expenditures and other changes, and

notes to financial statements).

If the organization is newly formed, submit an audited financial statement or compilation prepared by an independent Certified Public Accounting Firm and documentation to show 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.

6. A copy of the medical insurance policy being offered to program participants is included.
7. 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.
8. Sample copies of all pre-arrival and arrival orientation information (22 CFR 62.10) to be distributed to program participants are submitted.
9. A copy of the application to be completed by a participant is included.
10. Copies of all agreements or contracts to be signed by program participants or third-party organizations are included.
11. 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
    - Copies of appropriate licenses required by Federal and State Government
    - Evidence of tax-exempt status (Section 501(c)(3) of the Internal Revenue Service Code)
    - Evidence of Accreditation, if a post-secondary educational institution
12. 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 EVs while in the United States. (See Section 3.7.3, Designation Application Page 3, for details.) The following information should be included, if applicable:
    - Selection of EVs—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
13. "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. Describe efforts that your organization, if designated, will make to set up a reciprocal exchange program (22 CFR 62.8).

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

3.7.6.1 Secondary School Programs

If submitting an application for a Secondary School 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)(2)
- 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(g) and 62.25(d))

3.7.6.2 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.

3.7.6.3 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 (as outlined on Form DS-7002) 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 should 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 showing 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
- Justification for on-the-job training
- Chronology or syllabus or tasks performed during the phase
- Method of evaluation and frequency of supervision during the phase

- Notarized Certification of Training/Internship (22 CFR 62.22(f)(2)(i - v))
- Notarized Certification for training and internship programs in the field of agriculture (22 CFR 62.22(f)(2)(vi))
- A copy of a sample third-party agreement, if applicable, for both foreign agents and U.S. host organizations
- 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

3.7.6.4 Flight Training Programs

If applying for a flight-training program, include the following:

- **FAA Certificate** (22 CFR 62.22(n)(1)(i))—All ratings for flight training must be provided under FAA part 141, including the Airline Transport Pilot (ATP) Certificate
- **Accreditation** (22 CFR 62.22(n)(1)(ii) and (iii))—Documentary evidence of accreditation or proof of filing an Application for Accreditation for flight training, that is, a copy of the accreditation application marked "received" by the accrediting agency

3.7.7 Mailing Instructions

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), must be submitted to DoS. See Section 1.1, Resources, for the appropriate mailing address.
The application will not be reviewed (approved or denied) until DoS receives the following:

1. The electronic Form DS-3036 (submitted using SEVIS)
2. The signed and notarized Form DS-3036

3. Formal signed and notarized Citizenship Certification forms for the proposed RO and AROs
4. All supporting documentation
5. A copy of the Pay.Gov confirmation page showing payment of the required non-refundable fee (22 CFR 62.17, Fees and Charges)

3.7.8 Notification of Approval/Denial

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

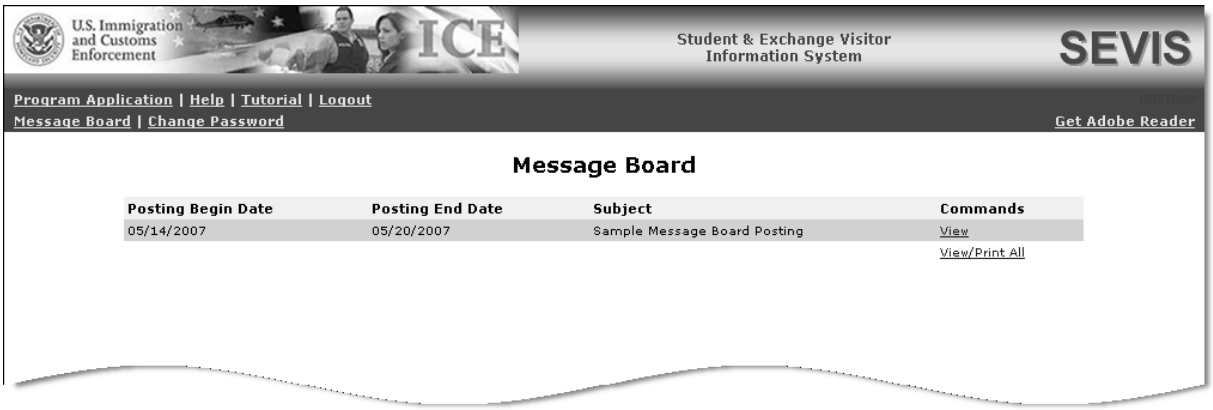
- **Application Approved**—The RO and the submitter of the electronic Form DS-3036 will receive approval notification via email. In addition, each approved program sponsor official will receive email notification of his or her permanent user ID and instructions for creating a password via email. Included in the ID-issuance emails will be information on the specific program sponsor official reporting requirements and update responsibilities associated with SEVIS. Existing SEVIS users will receive notification of their authorization to perform as an official for the new program.
- **Additional Information Required**—The temporary user will receive an email stating that additional information must be provided so that DoS 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 system will send an email to the applicant stating 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.

  Note: An application that is denied cannot be appealed.

3.8 Message Board

The message board allows you to view system-wide postings. The *Message Board* screen automatically displays when you log into SEVIS if there are any current message postings from DHS and/or DoS. The *Message Board* screen may be accessed at any time by clicking the **Message Board** link on the navigation bar. Exhibit 16, Message Board Screen, is an example of the screen.

Exhibit 16: Message Board Screen

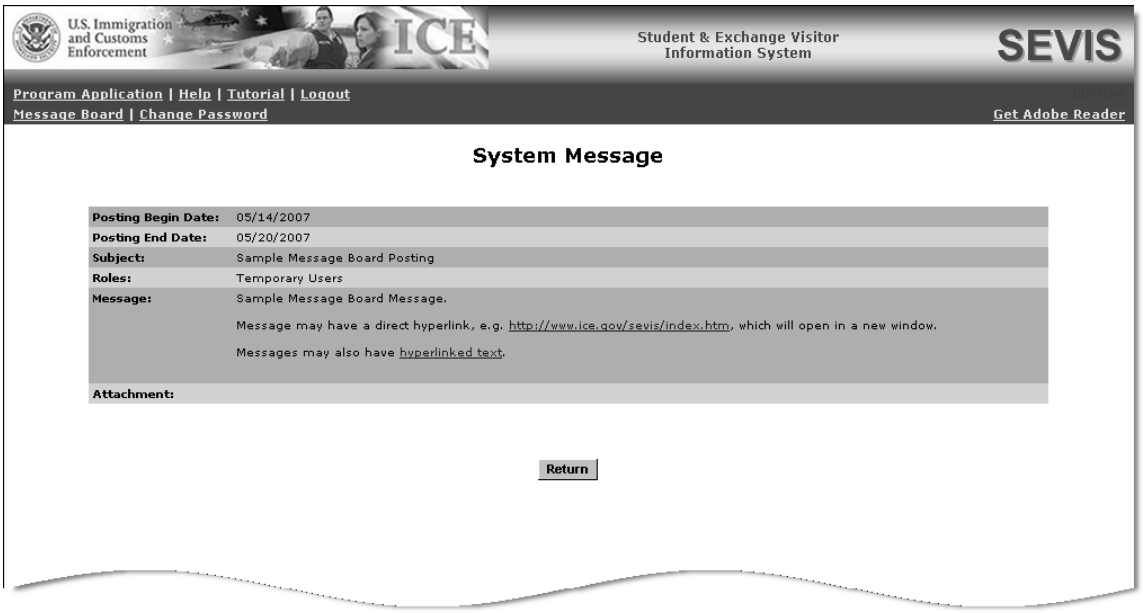


3.8.1 View Message Board Postings

Perform the following steps to view the details of a message board posting:

1. Click either the **View** link to the far right of a specific message or the **View/Print All** link in the **Commands** column on the *Message Board* screen. The *System Message* screen displays. Exhibit 17, System Message Screen, is an example of the screen.

Exhibit 17: System Message Screen



2. View the details of the listed message board postings. Below is a brief description/explanation of the fields on the screen.

Field	Description/Explanation
Posting Begin Date	The date that the message board posting begins displaying on the message board
Posting End Date	The date that the message board posting will be removed from the message board
Subject	A brief summary of the message board posting
Roles	The users to whom the message board posting applies
Message	The detailed message to the users
Attachment	Additional supporting documentation for the message board posting Click the link to view the attachment. The attachment will open in a new browser window. To print the attachment, click **File** on the browser toolbar, then click **Print**. The *Print* window displays. Ensure that the proper printer is highlighted, and click the **Print** button. When finished viewing and/or printing the attachment, click the **Close (X)** button in the upper-right corner of the screen to close the window.

3. Click the **Return** button to return to the *Message Board* screen.

3.8.2 Print Message Board Postings

Perform the following steps to print a message board posting:

1. Choose whether just one message board posting or all current message board postings will be printed.
   - To print only one message board posting, click the **View** link to the far right of the applicable posting. The *System Message* screen displays.
   - To print all message board postings, click the **View/Print All** link in the **Commands** column. The *System Message* screen displays.
2. Click **File** on the browser toolbar, then click **Print**. The *Print* window displays.
3. Ensure that the proper printer is highlighted.
4. Click the **Print** button.

4. OPERATING INSTRUCTIONS

4.1 Initiate Operation

You will access SEVIS via the Internet using Internet Explorer Version 5.0 or higher or Netscape Version 4.7 or higher, and Adobe Reader 5.0 or higher. 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 web site 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 the **Login** button.

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

4.2 Maintain Operation

After 20 minutes of inactivity, the session will time out and you must log in again to use SEVIS.

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

WARNING: If you click the **Close** (☒) button on the browser window, you must wait 20 minutes before you can log back into SEVIS. If you try to access the system before the end of 20 minutes, the following message will display, "A user is already logged on with this user name." Use the **Logout** link on the navigation bar to properly exit SEVIS.

4.3 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.

5. 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 SEVIS Help Desk at 800-892-4829."

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

6. HELP FACILITIES

To report SEVIS-related issues or problems, contact the SEVIS Help Desk at 800-892-4829 during the hours of 8 a.m. and 8 p.m. Eastern time, Monday through Friday. Calls received outside these hours will be recorded for response on the next business day.

APPENDIX A–ACRONYMS AND ABBREVIATIONS

ACH	Automated Clearing House
AG	Academic and Government Division
ARO	Alternate Responsible Officer
ATP	Airline Transport Pilot Certificate
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
EV	exchange visitor
FAA	Federal Aviation Administration
FMS	Financial Management System
ICE	U.S. Immigration and Customs Enforcement
ID	Identification
LPR	legal permanent resident
MB	Megabyte
PS	Private Sector Programs Division
RAM	random access memory
RO	Responsible Officer
SEVIS	Student and Exchange Visitor Information System
SEVP	Student and Exchange Visitor Program
URL	Universal Resource Locator

APPENDIX B—DOWNLOAD THE LATEST VERSION OF ADOBE FLASH PLAYER

In order to view the tutorial, you must have Adobe Flash Player installed on the computer. Perform the following steps to download the latest version of Adobe Flash Player:

1. Access the Adobe home page (www.adobe.com).
2. Click the **Get Adobe Flash Player** (

) button.
3. On the *Adobe Flash Player Download Center* screen, click the **Yahoo! Toolbar** check box to remove the check mark.
4. Click the **Install Now** (

) button. The Adobe Flash Player software download will start automatically. However, if a dialog box displays with the option to install or not to install, click the **Install** button.

Note: Depending on the security settings on the computer, you may see a **Security Warning** dialog box. Click **Yes** to accept the ActiveX Control.

APPENDIX C—DOWNLOAD THE LATEST VERSION OF ADOBE READER

SEVIS enables you to print Forms, such as 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 the **Get Adobe Reader** link on the SEVIS navigation bar. Adobe's home page will display in a separate browser window.
2. Click the **Get Adobe Reader** ( ) button on the Adobe home page.
3. On the *Adobe Reader* screen, click the **Download** ( ) button. The Adobe Reader software download will start automatically. However, if a dialog box displays with the option to run or save, click the **Run** button.

Note: Depending on the security settings on the computer, you may see a **Security Warning** dialog box. Click **Yes** to accept the ActiveX Control.

ATTACHMENT A—SUPPORTING DOCUMENTATION CHECKLIST

Supporting Documentation Checklist

When the Form DS-3036 is submitted electronically to the Department of State (DoS), a copy must be printed, signed, notarized, and mailed to DoS along with supporting documentation and a copy of the Pay.gov confirmation page showing payment of the non-refundable application fee. The documentation can include, but is not limited to the following:

- ☐ **RO/ARO Biographical Information**
- ☐ **Financial Data**
- ☐ **Legal Documents**
- ☐ **Evidence of Accreditation, if applicable**
- ☐ **Evidence of Tax-Exempt Status, if applicable**
- ☐ **Certification of Citizenship**
- ☐ **Reciprocity Description**
- ☐ **Staff List**

For **Training/Internship programs**, the following documentation is also required, where applicable:

- ☐ **Training/Internship Placement Plan (as outlined on form DS-7002) for each occupational category and duration being offered**
- ☐ **Third-Party Agreements for both foreign agents and U.S. host organizations**
- ☐ **Mid and Final Evaluation Report Forms, which include signature lines for both the trainee/intern**
- ☐ **Notarized Certification of Training /Internship (22 CFR 62.22(f)(2)(i-v) and the immediate supervisor**
- ☐ **Notarized Certification for training and internship programs in the field of agriculture (22 CFR 62.22(f)(2)(vi)**
- ☐ **Pre-arrival Information**

For **Flight Training programs**, the following documentation is also required:

- ☐ **FAA Certificate**
- ☐ **Accreditation Application (or Notice of Filing for Accreditation)**

In addition, information too extensive to be entered into the electronic Form DS-3036 can be submitted in printed form as supporting documentation.

ATTACHMENT B—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. Names, address and telephone/fax numbers of organization.

4. Select type of application.

5. Select appropriate categories prior to filling out this data. (See 2 2 CFR 62 .2 CFR 62 . 4 and 2 2 CFR 62.20-30.)

6-10 . Complete information on program and program [illegible]

IF TRAINING PROGRAM , identify appropriate fields and specia[illegible]on-[illegible]ialities : 01 -Arts & Culture; 02 -Information Media and Communications ; 03-Education, Social Science[illegible] Science, Counseling and Social Services ; 04-Management, Business, Commerce and Finance; 05 -Hea[illegible] Related Occupations; 06-Aviation; 07-The Sciences, Engineering, Architecture, Mathematics and, Industri[illegible]s ; 08-Construction and Building Trades ; 09 -Agriculture, Forestry and Fishing; 10 -Public A[illegible]ion [illegible] Law ; 11 -Other (Specify).

11-12. Certification. Citizenship for n[illegible] appl[illegible]nts [illegible]res certification below .

CITIZENSHIP (22 CFR 62.2 and 5)

(a) Organization

I hereby certify that I am [illegible] offi[illegible] program with the title of Pr[illegible] (specify); that I am authorized to sign [illegible]ce[illegible]on and bind National Scho[illegible] Phy[illegible]al Fitness (name of organization) [illegible] copy certified by the Boar[illegible]s (specify) of such authorization is [illegible]hed. [illegible]urther certify that Nation[illegible] Sc[illegible] of [illegible]ysical Fitness (name of organi[illegible]) i[illegible]izen of the United States as that term i[illegible] 62.2 [illegible]Nati[illegible]l [illegible]ol of Physical Fitness [illegible]me of organization) agrees that its inability to substa[illegible] its [illegible]esentation of citizenship made in this certification will [illegible]t in the immediate withdrawal of its designation and th[illegible]te return of or accounting for all DS-2019 forms [illegible]sferred to it.

(b) [illegible]le Officer or Alternate Responsible Off[illegible]

[illegible]rtify that I am (Check One) ☑ Responsible [illegible] Alternate Responsible Officer for this program and tha[illegible]m a citizen of the United States (or a person law[illegible] to the Unites States for permanent residence).

[illegible]e of organization: Nation[illegible]choo[illegible]f Physical Fitness [illegible]s th[illegible]ility to substantiate my citizenship or status as a legal [illegible]ent will result in the immediate withdra[illegible] of its designation and the immediate return of [illegible] all DS-2019 forms transferred to it (22 [illegible].2).

I understand that false certification may [illegible] to criminal prosecution under 18 U.S.C. 1001, which [illegible]: "Except as otherwise provided in this se[illegible] w[illegible]er, in any matter within the jurisdiction of the executive, legislative, or judicial branch of the Governme[illegible] the [illegible]ited States, knowingly and willfully falsifies, c[illegible] or covers up by any trick, scheme, or device a [illegible]ct, makes any materially false, fictitious [illegible] fra[illegible]tement or representation; or makes [illegible]es any [illegible] writing or document knowing the same to co[illegible]ially false, fictitious, or fraudulen[illegible]ate[illegible]; shall be fined under this title or imprisoned no[illegible]e than 5 years, or both."

Signed in ink (Name): _____ (Print Name) [illegible]ar[illegible]smith

Title: Athletic Director

Subscribed and sworn to before me this _____ o[illegible] _____ _____. **NOTARY PUBLIC**

DOS USE ONLY

Type of Program: _____

Subtype if applicable: _____

No. Forms DS-2019: (formerly IAP-66) _____

Categories : _____

[illegible]A[illegible] RETURN FORM TO:

[illegible] of Exchange Coordination and Designation

[illegible]u of Educational and Cultural Affairs

U.S. Department of State, SA-44 Room 734

Washington, DC 20547

Sample Form Sample Form Sample Form

DRAFT

1. Name and Address of Sponsoring Organization National School of Physical Fitness 9000 Main St. Atlanta, GA 30320	Serial No. *(DOS Use)*
2. Name and Title of Responsible Officer Harry Smith Athletic Director	Telephone/Fax Number 111-2[illegible]33
3. Name and Title of Alternate Responsible Officer	Telephone/Fax Number
4. Type of Application *(check one)* NEW ✓ AMENDMENT (See top of Page 3) ___ REDESIGNATION *(See Page 3)* ___	

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.
1. Student:			3. Teacher	50		7. Gov't Visitor			11. Camp Counselor		
a) Secondary			4. Professor			8. Research Scholar			12. Summer Work/Travel		
b) Col/Univ			5. Int'l Visitor			9. Short-term Scholar			13. A[illegible]		
2. Trainee:			6. Alien Physician			10. Specialist					
a) Specialty			(See [illegible] Code of Federal Regulations, Part 62)								
b) Non-specialty											

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.)

********* See Appended Page. *********

SECTION II - PROGRAM [illegible]

7. Purpose of [illegible]ive

********* See Appended Page. *********

8. [illegible] Proposed Activities

********* See Appended Page. *********

9. Arrangements for Supervision

********* See Appended Page. *********

10. Role of Other Organizations Associated with Program *(if any)*
Completion of this field is mandatory. Enter N/A if it does not apply.

SECTION III - CERTIFICATION

11. Citizenship Certification of Sponsor and Responsible Officer

12. 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 this form, if applicable.

Print Name of Responsible Officer

Harry Smith

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

Print Name of Chief Executive Officer

Ahneld Schwortzenegger

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.)

Sample Form Sample Form Sample Form

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Sample Form
Sample Form
Sample Form

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.)

No more than 500 characters can be entered into the text boxes on Page 3 of the electronic Form DS-3016. Use the text boxes to address, at least briefly, the data requested. Enter for each, as necessary, "Additional supporting documentation to be supplied by mail."

7. Purpose of Objective

No more than 500 characters can be entered into the text boxes on Page 3 of the electronic Form DS-3016. Use the text boxes to address, at least briefly, the data requested. Enter for each, as necessary, "Additional supporting documentation to be supplied by mail."

8. Outline of Proposed Activities

No more than 500 characters can be entered into the text boxes on Page 3 of the electronic Form DS-3016. Use the text boxes to address, at least briefly, the data requested. Enter for each, as necessary, "Additional supporting documentation to be supplied by mail."

9. Arrangements for Supervision

No more than 500 characters can be entered into the text boxes on Page 3 of the electronic Form DS-3016. Use the text boxes to address, at least briefly, the data requested. Enter for each, as necessary, "Additional supporting documentation to be supplied by mail."

Sample Form
Sample Form
Sample Form