



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

February 9, 2012

**Au Pairs: Guidance on U.S. Address and Site of Activity**

For au pairs, enter the host family's name in the Address 1 field and the street address for this residence in the Address 2 field. Rules for host family names:

1. **Single Parent:** "[Last Name], [First Name]"
2. **Two Parents:** "[Last Name Parent 1], [First Name Parent 1] and [Last Name Parent 2], [First Name Parent 2]." This should also be used for two parents whose last names differ.

**18. Current U.S. Address:**

* Address 1:	Bravo, Joe and Bravo, Jane
Address 2:	123 Rainbow Way
* City:	New York
* State:	NEW YORK
* Zip Code:	12345 -

**Best Practice:**

In addition to entering the Host Family name in the Address1 of the Current U.S. Address section, sponsors should enter the Host Family information in the Residential Address Information section:

**Single Parent:** Enter the Last Name and First Name in the Primary Contact Fields

**Two Parents:** Enter the Last Name and First Name in Primary Contact and Secondary Contact Fields  
A telephone number may also be provided for the Host Family.

**Residential Address Information:**

Local Community Coordinator Last Name:	Johnson
Local Community Coordinator First Name:	Carolyn
Residential Address Type:	HOST FAMILY
<b>Host Family Information:</b>	
Primary Contact Last Name:	Bravo
Primary Contact First Name:	Joe
Secondary Contact Last Name:	Bravo
Secondary Contact First Name:	Jane
Telephone Number:	( 123 ) 456 - 7890 ext.

## Form DS-2019 Site of Activity

The site of activity address for au pairs is the same as the U.S. address, however, SEVIS needs to capture the host family name as well in Site of Activity Name and will be displayed on Form DS-2019. Enter the host family name in the Site of Activity and Address 1 fields and the host family street address in field Address 2.

**Required fields are marked with an asterisk (\*).**

<b>1.</b>	<b>* Site of Activity:</b>	Bravo, Joe and Bravo, Jane
<b>2.</b>	<b>Site of Activity Address:</b>	
	<b>* Address 1:</b>	Bravo, Joe and Bravo, Jane
	<b>Address 2:</b>	123 Rainbow Way
	<b>* City:</b>	New York
	<b>* State:</b>	NEW YORK
	<b>* Zip Code:</b>	12345
<b>3.</b>	<b>Remarks:</b>	

Sponsors are responsible for maintaining site of activity information for their exchange visitors. An exchange visitor must have at least one site of activity. If the exchange visitor is changing locations to a new site of activity, the sponsor should add the new site in SEVIS and mark it as the Primary Site of Activity. Existing Site of Activity information in an Active record should not be overwritten or edited unless an error in the information must be corrected by the RO or ARO. If an exchange visitor is returning to a past site of activity, the RO/ARO should perform an update in SEVIS to indicate that site as the Primary Site of Activity.

Primary Site of Activity	Site of Activity	Address	Remarks	Commands
<input checked="" type="radio"/>	Bravo, Joe and Bravo, Jane	Bravo, Joe and Bravo, Jane 123 Rainbow Way New York, NY 12345		<a href="#">Edit</a>
<input type="radio"/>	Jones, Jack and Jones, Jill	Jones, Jack and Jones, Jill 55 First Street New York, NY 12345		<a href="#">Edit</a> <a href="#">Delete</a>