



February 2, 2012

Guidance Directive 2012-01

Summer Work Travel Program – 2012 Placement Season

This Guidance Directive is issued to all sponsors conducting Summer Work Travel (SWT) programs to provide additional guidance on the upcoming 2012 placement season. The Office of Private Sector Exchange has worked closely with Consular Affairs to provide sponsors tips on a smooth visa process. Note that this Guidance Directive remains in effect until further notice by policy or regulation.

1. Form DS-2019 Site of Activity

Sponsors are responsible for maintaining site of activity information for their exchange visitors. An exchange visitor must have at least one site of activity. Multiple sites are permissible in certain categories, but one site must be identified by the RO/ARO as the Primary 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"/>	The XYZ Company	The XYZ Company 11258 Jackson Avenue Washington, DC 12345		Edit
<input type="radio"/>	The Dime Store	The Dime Store 345 First Street Washington, DC 12345		Edit Delete

If the host employer places SWT participants directly at the employer’s site, the employer name and address are to be displayed on Form DS-2019. Enter the employer name in the Site of Activity and Address 1 fields and the employer street address in field Address 2.

Required fields are marked with an asterisk (*).

1. * Site of Activity:	The XYZ Company
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2. Site of Activity Address:	
* Address 1:	The XYZ Company
Address 2:	11258 Jackson Avenue
* City:	Washington
* State:	DISTRICT OF COLUMBIA
* Zip Code:	12345
3. Remarks:	

If the host employer places SWT participants at another host site, both the host employer and the name of the host site organization should be identified on the Form DS-2019 in both the Site of Activity field and the Address 1 field. The address of the actual site of activity (host organization) should be entered in the Address 2 field.

Edit Site of Activity	
Required fields are marked with an asterisk (*).	
1. * Site of Activity:	ABC Staffing at The XYZ Company
2. Site of Activity Address:	
* Address 1:	ABC Staffing at The XYZ Company
Address 2:	11258 Jackson Avenue
* City:	Washington
* State:	DISTRICT OF COLUMBIA
* Zip Code:	12345
3. Remarks:	

2. Job Titles

The job title for each participant must be entered as soon as it is known in the Subject/Field Remarks field in SEVIS. The job title should be descriptive of the work the participant will be doing. Sponsors creating Forms DS-2019 for students from visa waiver countries who do not have a job offer prior to issuance of Form DS-2019 must enter “Exempt from Pre-Placement” in the Subject/Field Remarks box.

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17. *
Subject/Field Description: Retailing and Retail Operations

*
Subject/Field Remarks: The text may be truncated on the printed Form DS-2019 if it is longer than the available space. However, you will be able to view the entire text in SEVIS.

Sales Associate

3. Documents to Bring to the Visa Interview

Please emphasize to the J-1 SWT visa applicants that they should be prepared to present the following documents at the time of the visa interview:

- Form DS-2019 that shows the Employer, Site of Activity and Job Title. The job title should match the Job Offer and be listed under the Subject/Field Remarks box.
- Job Offer. The first few lines of the Job Offer should contain the name of the exchange visitor, job description/title being offered, hourly wage, the name of the host employer, whether the host employer is placing the participant at another host site, and, if so, the relationship between the host employer and the alternate host site. The job offer should clearly explain the roles and responsibilities of the participant, sponsor, host employer and any third party, if applicable.
- A letter from the sponsor on business letterhead that explains the relationship with the host employer, if the site of activity is different from the host employer's address.

NOTE: The Department has proposed a new Form DS-7007 (76 FR 72996 dated November 28, 2011) - Job Placement Verification Form. This form is not currently a regulatory requirement. Sponsors are encouraged to use their own version of a form until the official form is published.

4. Job Verification

“Sponsors must adequately vet all potential host employers of Summer Work Travel program participants to confirm that the job offers are viable...” (22 CFR 62.32(l)(1)).

The Office continues to see evidence of inadequate vetting of host employers. In addition, the SEVIS records should contain all available information before being updated from Draft to Initial status. In order to keep the visa process moving quickly, consular officials must have complete and accurate information to allow timely verification of the SEVIS record. Entering partial information will cause delays and may result in visa refusal.

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Sponsor requirements for vetting host employers include:

- (i) Making direct contact in person or by telephone with host employers to verify the business owners'/managers' names, telephone numbers, email addresses, street addresses, and professional activities (the job verification form should include this information);
- (ii) Utilizing publicly available information (i.e., web sites of Secretaries of States, advertisements, brochures, employers' web sites, and/or feedback from prior participants) to confirm that all job offers have been made by viable business entities (the job verification form should provide evidence of the publicly available information the sponsor used to verify the business entity);
- (iii) Obtaining and verifying the host employers' Employer Identification Numbers used for tax purposes; and
- (iv) Verifying the Worker's Compensation Insurance Policy, or equivalent, in each state where a participant will be placed or, if applicable, evidence of that state's exemption from requirement of such coverage (the job verification form should provide evidence of the policy or evidence of the exemption).

The Department hopes to make this a successful placement season, with thorough sponsor due diligence and full cooperation on applying the requirements above. Any Form DS-2019 that does not contain a job title or all the required information about a host employer will undergo extensive scrutiny, or worse yet, may result in a visa refusal for the applicant.



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for Private Sector Exchange, Acting