



Office of Exchange Coordination and Designation

Bureau of Educational and Cultural Affairs

United States Department of State

How Do I Become a Designated Sponsor?

THE U.S. DEPARTMENT OF STATE administers the Exchange Visitor Program under the provisions of the *Mutual Educational and Cultural Exchange Act of 1961*, as amended (The Act). The purpose of The Act is to promote mutual understanding between the people of the United States and other countries by means of educational and cultural exchange. The Exchange Visitor Program provides foreign nationals opportunities to participate in exchange programs in the United States. The expectation is that upon completion of their exchange programs, these foreign visitors will return home to share their experiences with family, friends and fellow countrymen.

WHO ARE SPONSORS? – The U.S. Department of State designates U.S. organizations such as government agencies, academic institutions, educational and cultural organizations, and corporations to administer exchange visitor programs. Sponsors screen and select prospective exchange visitors based on the criteria set forth in the governing regulations contained in the U. S. Code of Federal Regulations ([22 CFR Part 62](#)). The Department lists all designated sponsors on our website at www.exchange.state.gov/education/jexchanges.

WHAT ARE THE EXCHANGE CATEGORIES? – There are 15 different categories of exchange: Alien Physician, Au Pair, Camp Counselor, Government Visitor, International Visitor, Intern, Professor, Research Scholar, Short-Term Scholar, Specialist, Student-Secondary,

Student-College/University, Summer Work Travel, Teacher, and Trainee. Specific regulations/requirements govern each exchange category.

WHAT ARE THE PREREQUISITES FOR DESIGNATION? – An applicant must meet two specific prerequisites for designation as a program sponsor - previous experience in the field of international exchange and financial requirements. The [User Manual for Temporary Users of SEVIS](#) includes a full discussion of the prerequisites.

Please note this additional information when considering whether your organization is eligible for designation:

Minimum Program Size: Sponsors, other than Federal government agencies, must ensure a program has no less than five exchange visitors per calendar year.

Citizen of the United States: An organization must meet the definition of Citizen of the United States as set forth in [22 CFR 62.2](#).

IS THERE A FEE ASSOCIATED WITH DESIGNATION? – Yes. The required application fee for designation as an Exchange Visitor Program sponsor is non-refundable. The fee must be submitted electronically to the Department of State using the Pay.Gov Web site. See 22 CFR 62.90 for the current fee amount.

HOW DO I BECOME A DESIGNATED SPONSOR? – The Department welcomes and encourages new organizations to become sponsors of exchange visitor programs. The application must be filed electronically through the Student and Exchange Visitor Information System (SEVIS).

If you are interested in applying with the Department of State to be considered for designation as an exchange visitor program sponsor, please refer to the [User Manual for Temporary Users of SEVIS](#). The manual provides instructions for users who wish to complete the Department of State (DoS) Form DS-3036, Exchange Visitor Program Application.

One copy of the completed application must be printed via SEVIS, signed, notarized, and submitted to DoS with supporting documentation and a copy of the Pay.Gov confirmation page showing payment of the required fee. The mailing addresses for DoS are:

- **Academic and Government Programs Division**—responsible for the following categories: Government Visitor, International Visitor, Professor, Research Scholar, Short-Term Scholar, Specialist, and Student (College/University)

Mailing Address:

U.S. Department of State
Office of Designation
Government and Academic Programs Division
ECA/EC/AG – SA-5, Floor 5
2200 C Street, NW
Washington, DC 20522-0505

Street Address (couriers):

U.S. Department of State
Office of Designation
Government and Academic Programs Division
ECA/EC/AG – SA-5, Floor 5
2200 C Street, NW
Washington, DC 20037

FAX number: (202) 632-2701

- **Private Sector Programs Division**—responsible for the following categories: Alien Physician, Au Pair, Camp Counselor, Intern, Student (Secondary/High School), Summer Work/Travel, Teacher, and Trainee

Mailing Address:

U.S. Department of State
Office of Designation
Private Sector Programs Division
ECA/EC/PS - SA-5, Floor 5
2200 C Street, NW
Washington, DC 20522-0505

Street Address (couriers):

U.S. Department of State
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FAX number: (202) 632-2701