



U.S. DEPARTMENT OF STATE  
BUREAU OF EDUCATIONAL AND CULTURAL AFFAIRS

*Connecting People, Creating Understanding*

# **U.S. DEPARTMENT OF STATE**

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# Office of Designation Secondary School Student Program

- James Alexander – Program Analyst
- Karen Fjeld – Program Analyst



# Compliance with DOS: Session #1

- Introduction – Session #1 & #2
- General Overview of the Department of State
- J-1 Visa
- Issuing of DS2019
- SEVIS Database



# DOS Overview: Why You Should Care

- DOS Oversees the Exchange Programs
  - J-1 Visa Programs – 15 categories
    - Summer Work & Travel, etc.
  - 300,000 visitors each year
    - 28,000 Secondary Students
  - Designate Sponsors
  - Allot & Release DS2019
    - Ticket to a Visa



# Role of Designation: Philosophy

- **Oversee Secondary School Student Program**
- **Partner to the Sponsors**
  - Want you to succeed
  - Helping to keep Sponsors in compliance
- **Give guidance, answer questions, etc.**
- **Program Integrity**
- **Health, Safety, Welfare of Students**
  - Physical safety
  - Appropriate Living/Educational Environment



# Rising Regulatory Expectations...

## □ Expect more from DOS...

- Scranton 2009
- NBC Rock Center 2011-12
- Congressional, media interest
- PIE Suspension, withdrawal

## □ Re-organization of Office

- Nearly doubling in size
- Designation & Compliance
  - Roles
- Third office: Program Administration

## □ Public Diplomacy is key...

- Program must continue, but...



# Key Regulatory Issues/Changes Past 2 Yrs

- Multiple Changes – Effects
  - Promotion of Programs
    - Limiting access
  - Incident Reporting
    - More Transparent, Attention
    - Reporting Requirements
  - Data for use/ Our reporting
  - Training/ Traincaster
    - Not errors of omission



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<http://j1visa.state.gov/programs/secondary-school-student>

The screenshot shows a dual-monitor setup. The left monitor displays a Microsoft PowerPoint presentation titled 'NAVEN.PPTX'. The slide content includes the U.S. Department of State logo and the text 'Click to add title' and 'Click to add text'. The right monitor displays the J-1 Visa Exchange Visitor Program website. The website header includes the U.S. Department of State logo and the text 'J-1 VISA EXCHANGE VISITOR PROGRAM'. The navigation menu includes 'J-1 VISA BASICS', 'PROGRAMS', 'PARTICIPANTS', 'PROGRAM SPONSORS', and 'HOST FAMILIES/EMPLOYERS'. The 'PROGRAMS' menu is expanded, showing a list of program types: Au Pair, Camp Counselor, College and University Student, Government Visitor, Intern, International Visitor, Physician, Professor and Research Scholar, Secondary School Student, and Short-Term Scholar. The 'Secondary School Student Program' is highlighted, with a description: 'Secondary school students travel to the United States to study at an accredited public or private high school and live with an American host family or at an accredited boarding school.' The website also features a search bar and social media links for Twitter and Facebook.





# J-1 Resources

## J-1 Visa Basics

[Facts & Figures](#)  
[About J-2 Visa](#)  
[Other U.S. Student Visas](#)  
[Common Questions](#)

## Programs

## Participants

[How to Apply](#)  
[Current Participants](#)  
[Participant Experiences](#)  
[Common Questions for Participants](#)  
[Videos](#)

## Program Sponsors

[Become a Sponsor](#)  
[Current Sponsors](#)  
[How to Administer a Program](#)  
[Common Questions for Program Sponsors](#)

## Host Families/Employers

[For Host Families](#)  
[For Employers](#)  
[For Schools](#)  
[Common Questions for Host Families/Employers](#)

## RESOURCES

[SEVIS login](#)  
[SEVIS Manual \(PDF\)](#)  
[DS-2019](#)  
[Sanctioned Sponsors \(PDF\)](#)  
[Regulations and Compliance Administration](#)  
[Contacts](#)  
[About Us](#)  
[Get Adobe Reader](#)





# Regulations and Guidance Directives

The image shows a screenshot of a computer desktop with two windows open. On the left is a Microsoft PowerPoint window titled 'NAYEN.PPTX - Microsoft PowerPoint'. The main slide area contains a large text box with the placeholder text 'Click to add title' and a smaller text box at the bottom with 'Click to add notes'. On the right is a Microsoft Internet Explorer window titled 'Regulations and Compliance Administration | Program Sponsors | J-1 Visa - Microsoft Internet Explorer provided by Department of...'. The browser address bar shows 'http://j1visa.state.gov/sponsors/current/regulations-compliance/'. The website content includes a sidebar with 'Program Sponsors' and 'Regulations and Compliance Administration' highlighted by a yellow arrow. The main content area lists various categories with expandable arrows: 'Related Legislation', 'Electronic Code of Federal Regulations or E-CFR', 'Rulemaking Documents', 'Guidance Directives', 'Advisory Letters', 'Participant Brochures:', 'Pilot Programs', 'William Wilberforce Act', 'Compliance Administration', and 'Information Bulletins'. A green arrow points to the 'Rulemaking Documents' link in the sidebar.



# Guidance Directives

The screenshot displays a Microsoft PowerPoint presentation titled 'NAYEN.PPTX'. The main slide shows a screenshot of the 'Regulations and Compliance Administration' website. The website content includes:

- Current Sponsors
  - SEVIS
  - Regulations and Compliance Administration
  - Rulemaking Documents
  - Renew Designation
  - Related Links
- How to Administer a Program
- Electronic Code of Federal Regulations or E-CFR
- Rulemaking Documents
- Guidance Directives
  - RO/ARO Guide (PDF)
  - Guidance Directive 2012-06: Exchange Visitor Program – Confucius Institutes (PDF)
  - Guidance Directive 2012-05: Intern and Trainee Categories – Social Services and Social Science Activities (PDF)
  - Guidance Directive 2012-04: Secondary School Student Program – Advertising for the Recruitment of Host Families and the Use of Photographs of Potential Students (PDF)
  - Guidance Directive 2012-03: Summer Work Travel – Program Exclusions (PDF)
  - Guidance Directive 2012-02: Summer Work Travel – Implementation of May 2012 Interim Final Rule (PDF)
  - Guidance Directive 2012-01: Summer Work Travel Program – 2012 Placement Season (PDF)
  - Guidance Directive 2011-06: Maintaining SEVIS Records (PDF)
  - Guidance Directive 2011-05: Summer Work Travel Program – A Cultural Experience (PDF)
  - Guidance Directive 2011-04: Intern and Trainee Categories: Form DS-2019 Allotment For the Remaining 2011 Calendar Year, Partial Form DS-2019 Allotment, and the Transfer of Forms DS-2019 (PDF)
  - Guidance Directive 2011-03: Maintaining Current and Accurate SEVIS Records by Summer Work Travel Sponsors (October 26, 2011) (PDF)
  - Guidance Directive 2011-02: Au Pair Exchange Visitor Program: Statutory Considerations of





# DS 2019: Permission to Apply

- ❑ Each Designated Rotary Sponsor allotted forms for each calendar year
- ❑ Sponsors create in SEVIS
  - Students placed in initial status
    - ❑ Identify residential address
    - ❑ Site of Activity
- ❑ Provided to student to apply for visa
- ❑ Students must retain for duration
  - Needed to enter, to travel outside U.S.



# SEVIS: Fun Online

- DHS System for Tracking Students
  - Entry/Departure Date
  - Program begin/end date
    - Start Date
  - Reasons for Termination
- Must be updated regularly
  - Residential Address Changes
  - Site of Activity Changes
- Reinstatement/ Data Fix
- Annual Report



## Guidance Directive 2011-06: Maintaining SEVIS Records (PDF)

	Guidelines	Examples
Current U.S. Address	<p><b>Secondary School Students and Au Pairs:</b> For secondary school students, enter the name of the host family or boarding school in the Address1 field and the street address for this residence in the Address 2 field. 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:</p> <p><b>Single Parent:</b> “[Last Name], [First Name]”</p> <p><b>Two Parents:</b> “[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.</p> <p style="text-align: center;"><b><u>Best Practice:</u></b></p> <p>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:</p> <p><b>Single Parent:</b> Enter the Last Name and First Name in the Primary Contact Fields</p> <p><b>Two Parents:</b> Enter the Last Name and First Name in Primary Contact and Secondary Contact Fields</p> <p>A telephone number may also be provided for the Host Family.</p>	<p>If two parent host family:</p> <div style="background-color: #f0f0f0; padding: 5px;"> <p><b>18. Current U.S. Address:</b></p> <p>* Address 1: Bravo, Joe and Bravo, Jane</p> <p>Address 2: 123 Rainbow Way</p> <p>* City: New York</p> <p>* State: NEW YORK</p> <p>* Zip Code: 12345 -</p> </div> <p style="text-align: center;"><b><u>Best Practice:</u></b></p> <div style="background-color: #f0f0f0; padding: 5px;"> <p><b>Residential Address Information:</b></p> <p>Local Community Coordinator Last Name: Johnson</p> <p>Local Community Coordinator First Name: Carolyn</p> <p>Residential Address Type: HOST FAMILY</p> <p><b>Host Family Information:</b></p> <p>Primary Contact Last Name: Bravo</p> <p>Primary Contact First Name: Joe</p> <p>Secondary Contact Last Name: Bravo</p> <p>Secondary Contact First Name: Jane</p> <p>Telephone Number: (123 ) 456 - 7890 ext.</p> </div>



# Site of Activity

## Formatting Guidelines – Entering U.S. Address and Site of Activity Information Into SEVIS

**Secondary School Students:** Enter the name of the high school in the Site of Activity field and the school's physical address in the Address 1 field (required) and if necessary, Address 2 field (optional). Rules for the school name:

1. Enter the full name for the type of school. If it is a combined junior and senior high school, simply write the name and "High School." Do not abbreviate "High School" or omit it altogether.
2. For other types of schools, specify whether it is an Academy, Preparatory Academy, School for Performing Arts, Charter School, Christian School, etc.
3. Enter the *entire* name of the school, which may be the name of the person or the city/county after which the school is named.

**High school:**

Site of Activity: Northwest High School  
Address 1: 123 Wisconsin Ave NW

**Other type:**

Site of Activity: Washington DC Charter School  
Address 1: 123 M St SW

**Named after a person:**

Site of Activity: Lyndon B. Johnson High School  
Address 1: 123 New Jersey Ave NW

Add Site of Activity	
Required fields are marked with an asterisk (*).	
1. * Site of Activity:	<input type="text" value="Northwest High School"/>
2. Site of Activity Address:	
* Address 1:	<input type="text" value="123 Wisconsin Avenue NW"/>
Address 2:	<input type="text"/>
* City:	<input type="text" value="Washington"/>
* State:	<input type="text" value="DISTRICT OF COLUMBIA"/>
* Zip Code:	<input type="text" value="12345"/> - <input type="text"/>
3. Remarks:	<input type="text"/>



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# SEVIS II: A bridge too Far





# Case Management System

- Online system
  - Database
  - Report Repository
  - External Interface
- Workflow System
  - Incident/Complaint Tracking