

**Catalog of Information Collection Requirements Under 22 CFR Part 62, the Exchange Visitor Program (J-1 Visa)
Collection Vehicle: the Student and Exchange Visitor Information System (SEVIS)**

Section	Description	Respondents	# Respondents	# Responses	Hours / Response	Total Hours	Cost / Response	Total Cost	Comments
62.9(d)(3)	Provide informational materials to prospective exchange visitors which clearly explain the activities, costs, conditions, and restrictions of the program;	Sponsors	1460	275,000	.5 hr	137,500	\$5	\$1,375,000	Third-party information disclosure
62.9(e)(2)	The Department of State may require nongovernment sponsors to provide evidence satisfactory to the Department of State that funds necessary to fulfill all obligations and responsibilities attendant to sponsorship of exchange visitors are readily available and in the sponsor's control, including such supplementary or explanatory financial information as the Department of State may deem appropriate such as, for example, audited financial statements.	Sponsors	5	5	1	5	\$0	\$0	Reporting requirement. Usually less than 5 respondents per year. In some instances an audit may be required, although in many cases this would not impose an additional burden since many organizations have audits performed on a regular basis. Given the small number of respondents (fewer than 10), we estimate the cost burden to be \$0.
62.10(b)	Pre arrival information. Sponsors shall provide exchange visitors with pre arrival materials including, but not limited to, information on: (1) The purpose of the Exchange Visitor Program; (2) Home country physical presence requirement; (3) Travel and entry into the United States; (4) Housing; (5) Fees payable to the sponsor; (6) Other costs that the exchange visitor will likely incur (e.g., living expenses) while in the United States; (7) Health care and insurance; and (8) Other information which will assist exchange visitors to prepare for their stay in the United States.	Sponsors	1460	275,000	.5 hr	137,500	\$10	\$2,750,000	Third-party information disclosure
62.10(c)	Orientation. Sponsors shall offer appropriate orientation for all exchange visitors. Sponsors are encouraged to provide orientation for the exchange visitor's immediate family, especially those who are expected to be in the United States for more than one year. Orientation shall include, but not be limited to, information concerning: (1) Life and customs in the United States; (2) Local community resources (e.g., public transportation, medical centers, schools, libraries, recreation centers, and banks), to the extent possible; (3) Available health care, emergency assistance, and insurance coverage; (4) A description of the program in which the exchange visitor is participating; (5) Rules that the exchange visitors are required to follow under the sponsor's program;	Sponsors	1460	275,000	1 hour	275,000	\$10	\$2,750,000	Third-party information disclosure

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	(6) Address of the sponsor and the name and telephone number of the responsible officer; and (7) Address and telephone number of the Exchange Visitor Program Services of the Department of State and a copy of the Exchange Visitor Program brochure outlining the regulations relevant to the exchange visitors.								
62.10(f)	Requests by the Department of State. Sponsors shall, to the extent lawfully permitted, furnish to the Department of State within a reasonable time all information, reports, documents, books, files, and other records requested by the Department of State on all matters related to their exchange visitor programs.	Sponsors	20	20	4	80	\$50	\$1,000	Reporting requirement.
62.10(h)	Retention of records. Sponsors shall retain all records related to their exchange visitor program and exchange visitors for a minimum of three years.	Sponsors	1460						Recordkeeping burden. Almost all EV records are maintained in SEVIS, eliminated virtual all costs associated with this provision. The cost of maintaining any other paper records would be minimal, and considered a customary and routine business practice.
62.12(d)	(3) Notify the Department of State promptly by telephone (confirmed promptly in writing) or facsimile of the document number of any completed Form DS-2019 that is presumed lost or stolen or any blank Form DS-2019 lost or stolen	Sponsors	5	5	5 min	0.42	\$0	\$0	Less than 5 notifications of this type are received per year. Reporting requirement.
	(4) Forward the completed Form DS-2019 only to an exchange visitor, either directly or via an employee, officer, or agent of the sponsor, or to an individual designated by the exchange visitor	Sponsors	5	5	5 min	0.42	\$0	\$0	The only cost incurred by this requirement would be the cost of postage, which is very minimal.
62.13(b)	(b) Serious problem or controversy. Sponsors shall inform the Department of State promptly by telephone (confirmed promptly in writing) or facsimile of any serious problem or controversy which could be expected to bring the Department of State or the sponsor's exchange visitor program into notoriety or disrepute.	Sponsors	Less than 5 per year	5	Avg 1 hour	5 hours	\$0	\$0	Reporting burden
62.14(e)	At the request of a non governmental sponsor of an exchange visitor program, and upon a showing that such sponsor has funds readily available and under its control sufficient to meet therequirements of this section, the Department of State may permit the sponsor to self insure or to accept full financial responsibility for such requirements.	Sponsor	0	0	15 min	0	\$0	\$0	

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62.14(g)	An accompanying spouse or dependent of an exchange visitor is required to be covered by insurance in the amounts set forth in Sec. 62.14(a) above. Sponsors shall inform exchange visitors of this requirement, in writing, in advance of the exchange visitor's arrival in the United States.								Refer to 62.10(b) for burden.
62.20 (g)	(i) To obtain authorization to engage in occasional lectures or short term consultations involving wages or other remuneration, the exchange visitor shall present to the responsible officer (A) A letter from the offeror setting forth the terms and conditions of the offer to lecture or consult, including the duration, number of hours, field or subject, amount of compensation, and description of such activity (B) A letter from his or her department head or supervisor recommending such activity and explaining how it would enhance the exchange visitor's program.	Exchange Visitor	100	100	1	100	\$20	\$2,000	
	(ii) The responsible officer shall review the letters required in Sec. 62.20(g)(2)(i) above and make a written determination whether such activity is warranted and satisfies the criteria set forth in Sec. 62.20(g)(1).	Sponsors	80	100	15 min	25	\$0	\$0	
62.20(i)	(2) ... A sponsor seeking to conduct a discrete activity requiring more than the permitted three years of program duration, but less than six years of program duration, shall make written request to the Department of State and secure written Department of State approval. Such request shall include (i) A detailed explanation of the discrete exchange activity (ii) A certification that the participation of selected research scholars will be financed directly by United States or foreign government funds	Sponsor	2	2	2	4	\$0	\$0	
62.22(d)	(d) Obligations of training program sponsors. (1) Sponsors designated by the Department of State to provide training to foreign exchange visitors shall: (iii) Develop, prior to the start of training, a detailed training plan geared to defined objectives for each trainee or group of similarly situated trainees.	Sponsors	155	30,000	1	30,000	\$30	\$900,000	
	(iv) Ensure that continuous supervision and periodic evaluation of each trainee is provided	Sponsors	155	30,000	2	60,000	\$0	\$0	

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62.22 (e)	(e) Use of third parties. (1) The sponsor may utilize the services of third parties in the conduct of the designated training program.	Sponsors	155	10,000	1	10,000	\$30	\$300,000	Training programs are conducted by third parties for approximately 10,000 Evs
	(e)(1) (cont.) If a third party is utilized, the sponsor and the third party shall execute a written agreement which delineates the respective obligations and duties of the parties and specifically recites the third party's obligation to act in accordance with these regulations. The sponsor shall maintain a copy of such agreement in its files.	Sponsors	155 training sponsors	465	0.5	233	\$30	\$13,950	Recordkeeping burden.
62.22(e)	(2)(i) An applicant shall provide the Department of State with documentary evidence of its competence to provide the training for which designation is sought. (ii) If third parties are to be used to conduct one or more aspects of the activities for which designation is sought, the applicant shall provide the Department of State with forms and procedures which will be used by the sponsor to ensure third party compliance with all applicable regulations and fulfillment of the goals and purposes of the sponsor's exchange visitor program. (iii) If the applicant intends to utilize the services of third parties to conduct the training, a copy of an executed third party agreement or, if one has not yet been executed, an illustrative copy of the type of agreement the applicant intends to execute with third parties shall be submitted with the application.	Potential sponsors	40	40	20	800	\$400	\$16,000	
62.22(e)	(3) If the training program is accredited in accordance with Sec. 62.22(n), the applicant shall include a copy of the accreditation in its application. (4) The application shall include a certification that: (i) Sufficient physical plant, equipment, and trained personnel will be dedicated to provide the training specified; (ii) The training program is not designed to recruit and train aliens for employment in the United States; (iii) Trainees will not be placed in positions which displace full time or part time employees.								
	(5) As to each occupational division for which the applicant seeks designation, the applicant shall indicate whether it intends to provide training in specialty or non specialty occupations, or both.								Refer to burden listed on Attachment 1, Section 62.5(a).

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	<p>(6) In order to meet the requirements of this subsection and to evidence the competence of the applicant and/or third parties conducting one or more aspects of the applicant's exchange visitor program to provide training, the applicant for designation may submit any one of the following types of training plans for each division for which designation is sought;</p> <p>(i) If the applicant has already designed a structured training plan to use in the proposed exchange visitor program, a copy of such training plan may be submitted with the application;</p> <p>(ii) If the applicant has not yet prepared a new training plan, but has been engaged previously in the type of training, directly or through third parties, for which designation is being sought, the applicant may demonstrate its capability to conduct such training by submitting a copy of a previously used training plan;</p> <p>(iii) If the applicant proposes to create individualized training plans for as yet unidentified trainees, then the applicant may submit a hypothetical training plan which illustrates the training the applicant proposes to provide, directly or through third parties.</p>								
62.22(g)	<p>The training plan. Each training plan required to be prepared for a trainee or group of trainees pursuant to Sec. 62.22(d)(1)(iii) above, shall include, at a minimum,</p> <p>(1) A statement of the objectives of the training; (2) The skills to be imparted to the trainee; (3) A copy of the training syllabus or chronology;</p> <p>(4) A justification for the utilization of on the job training to achieve stated course competencies; and</p> <p>(5) A description of how the trainee will be supervised and evaluated.</p>	Sponsors	155	30000	1	30000	\$30	\$900,000	
62.22(i)	<p>(i) Records. Sponsors shall retain for three years all records pertaining to individual trainees, training plans, trainee evaluations, and agreements with third parties. Such records shall be made available to the Department of State upon the Department of State's request.</p>	Sponsors	155	30,000	1	30,000	\$10	\$300,000	Recordkeeping burden.
62.22(l)	<p>Sponsors shall provide trainees, prior to their arrival in the United States, with:</p> <p>(1) A written statement which clearly states the stipend, if any, to be paid to the trainee;</p> <p>(2) The costs and fees for which the trainee will be obligated;</p>	Sponsors	155	30,000	1	30,000	\$10	\$300,000	Third-party information disclosure

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	(iii) For post doctoral training, does not exceed a total of thirty six (36) months, inclusive of any prior academic training in the United States as an exchange visitor, or the period of the full course of study in the United States, whichever is less. A new Form DS-2019 shall be issued for each eighteen (18) month period.								
	(5) Procedures. To obtain authorization to engage in academic training: (i) The exchange visitor shall present to the responsible officer a letter of recommendation from the student's academic dean or advisor setting forth: (A) The goals and objectives of the specific training program; (B) A description of the training program, including its location, the name and address of the training supervisor, number of hours per week, and dates of the training; (C) How the training relates to the student's major field of study; and (D) Why it is an integral or critical part of the academic program of the exchange visitor student.	Exchange visitor	Avg. 10,000	10,000	0.5	5,000	\$0	\$0	
	(ii) The responsible officer shall: (A) Determine if and to what extent the student has previously participated in academic training as an exchange visitor student, in order to ensure the student does not exceed the period permitted in Sec. 62.23(f); (B) Review the letter required in paragraph (f)(5)(i) of this section; and (C) Make a written determination of whether the academic training currently being requested is warranted and the criteria and time limitations set forth in Sec. 62.23(f) (3) and (4) are satisfied. (6) Evaluation requirements. The sponsor shall evaluate the effectiveness and appropriateness of the academic training in achieving the stated goals and objectives in order to ensure the quality of the academic training program.	Sponsors	Avg. 800	10,000	0.5	5,000	\$0	\$0	

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62.23(g)	<p>Student employment. Exchange visitor students may engage in part time employment when the following criteria and conditions are satisfied.</p> <p>(2) Exchange visitor students may engage in employment as provided in paragraph (g)(1) of this section if the:</p> <p>(iv) The responsible officer has approved the specific employment in advance and in writing. Such approval may be valid up to twelve months, but is automatically withdrawn if the student's program is terminated.</p>	Sponsors	Up to 800	1000	0.5	500	\$20	\$20,000	
62.24(d)	<p>Visitor selection. Sponsors shall adequately screen teachers prior to accepting them for the program. Such screening, in addition to the requirements of Sec. 62.10(a), shall include:</p> <p>(1) Evaluating the qualifications of the foreign applicants to determine whether the criteria set forth in Sec. 62.24(c) are satisfied; and</p> <p>(2) Securing references from colleagues and current or former employers, attesting to the teachers' good reputation, character and teaching skills.</p>	Sponsors	70	6,000	2	12,000	\$20	\$120,000	
62.24(e)	<p>Teaching position. Prior to the issuance of the Form DS-2019, the exchange visitor shall receive a written offer and accept in writing of a teaching position from the primary or secondary accredited educational institution in which he or she is to teach. Such position shall be in compliance with any applicable collective bargaining agreement, where one exists. The exchange visitor's appointment to a position at a primary or secondary accredited educational institution shall be temporary, even if the teaching position is permanent.</p>	Exchange visitor	6,000	6,000	0.5	3,000	\$0	\$0	
62.24(f)	<p>Program disclosure. Before the program begins, the sponsor shall provide the teacher, in addition to what is required in Sec. 62.10(b), with: (1) Information on the length and location(s) of his or her exchange visitor program; (2) A summary of the significant components of the program, including a written statement of the teaching requirements and related professional obligations; and (3) A written statement which clearly states the compensation, if any, to be paid to the teacher and any other financial arrangements in regards to the exchange visitor program.</p>	Sponsors	70	6,000	0.5	3,000	\$20	\$120,000	

Section	Description	Respondents	# Respondents	# Responses	Hours / Response	Total Hours	Cost / Response	Total Cost	Comments
62.25(f)	<p>(1) Sponsors shall secure prior written acceptance for the enrollment of any student participant in a United States public or private secondary school. Such prior acceptance shall:</p> <p>(i) Be secured from the school principal or other authorized school administrator of the school or school system that the student participant will attend; and</p> <p>(ii) Include written arrangements concerning the payment of tuition or waiver thereof if applicable.</p> <p>(2) Sponsors shall maintain copies of all written acceptances and make such documents available for Department of State inspection upon request.</p>	Sponsors	120 secondary student sponsors	28,000	1	28,000	\$0	\$0	
62.25(f)	(3) Sponsors shall submit to the school a written English language summary of the student's complete academic course work prior to commencement of school.	Sponsors	120	28,000	0.25	7,000	\$10	\$280,000	
62.25(g)	<p>Student orientation. In addition to the orientation requirements set forth herein at Sec. 62.10, all sponsors shall provide students, prior to their departure from the home country, with the following information:</p> <p>(1) A summary of all operating procedures, rules, and regulations governing student participation in the exchange program;</p> <p>(2) A detailed profile of the school, family, and community in which the student is placed;</p> <p>(3) A detailed summary of travel arrangements;</p> <p>(4) An identification card which lists the student's name, United States home placement address and telephone number, and a telephone number which affords immediate contact with both the Department of State and sponsor in case of emergency. Such cards may be provided in advance of home country departure or immediately upon entry into the United States.</p>	Sponsors	120	28,000	1 hour	28,000	\$10	\$280,000	
62.25(j)	Host family selection. Sponsors shall adequately screen all potential host families and at a minimum shall: (1) Provide potential host families with a detailed summary of the exchange program and the parameters of their participation, duties, and obligations;	Sponsors	120	28,000	2	56,000	\$100	\$2,800,000	

Section	Description	Respondents	# Respondents	# Responses	Hours / Response	Total Hours	Cost / Response	Total Cost	Comments
	(2) Utilize a standard application form for all host family applicants which provides a detailed summary and profile of the host family, the physical home environment, family composition, and community environment; (3) Conduct an in person interview with all family members residing in the home;	Host family	27,500	27,500	1	27,500	\$0	\$0	
	(5) Ensure that the host family is a good reputation and character by securing two personal references for each host family from the school or community, attesting to the host family's good reputation and character; (6) Ensure that the host family has adequate financial resources to undertake hosting obligations; and (7) Maintain a record of application forms, evaluations, and interviews for all selected host families for a period of three years.	Sponsors							Refer to burden for 62.25(j)(1) above.
62.25 (k)	Host family orientation. In addition to the orientation requirements set forth in Sec. 62.10, sponsors shall: (1) Inform all host families of the philosophy, rules, and regulations governing the sponsor's exchange program; (2) Provide all selected host families with a copy of Department of State-promulgated Exchange Visitor Program regulations; and (3) Advise all selected host families of strategies governing cross-cultural interaction and conduct workshops which will familiarize the host family with cultural differences and practices.	Sponsors	120	28,000	1 hour	28,000	\$10	\$280,000	
62.25 (l)	Host family placement. (2) Sponsors shall advise both the student and host family, in writing, of the respective family compositions and backgrounds of each and shall facilitate and encourage the exchange of correspondence between the two prior to the student's departure from the home country. (3) In the event of unforeseen circumstances which necessitate a change of host family placement, the sponsor shall document the reasons necessitating such change and provide the Department of State with an annual statistical summary reflecting the number and the reason for such change in host family placement.	Sponsors	120	55,500	0.5	27,750	\$10	\$555,000	
62.27 (b)	Clinical exchange programs. The Educational Commission for Foreign Medical Graduates must sponsor alien physicians who wish to pursue programs of graduate medical education or training conducted by accredited U.S. schools of medicine or scientific institutions.	Foreign governments	100	2500	0.5	1250	\$50	\$125,000	

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	<p>Such Foreign Medical Graduates shall: (6) Provide a statement of need from the government of the country of their nationality or last legal permanent residence. Such statement must provide written assurance, satisfactory to the Secretary of Health and Human Services, that there is a need in that country for persons with the skills the alien physician seeks to acquire and shall be submitted to the Educational Commission for Foreign Medical Graduates by the participant's government. The statement of need must bear the seal of the concerned government and be signed by a duly designated official of the government. The text of such statement of need shall read as follows: Name of applicant for Visa: _____. There currently exists in (Country) a need for qualified medical practitioners in the speciality of _____.</p> <p>(Name of applicant for Visa) has filed a written assurance with the government of this country that he/she will return to this country upon completion of training in the United States and intends to enter the practice of medicine in the specialty for which training is being sought. Stamp (or Seal and signature) of issuing official of named country Dated: _____ Official of Named Country.</p>								
62.27 (b)	(7) Submit an agreement or contract from a U.S. accredited medical school, an affiliated hospital, or a scientific institution to provide the accredited graduate medical education. The agreement or contract must be signed by both the alien physician and the official responsible for the training.	U.S. medical schools	105	2500	1	2500	\$50	\$62,500	
62.29 (e)	<p>Program disclosure. Before the beginning of the program, the sponsor shall provide the government visitor with:</p> <p>(1) Information on the length and location(s) of his or her exchange visitor program;</p> <p>(2) A summary of the significant components of the program; and</p>	Sponsors	100	25,000	1 hour	25,000	\$10	\$250,000	

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	(3) A written statement which clearly states the stipend, if any, to be paid to the government visitor.								
62.30(c)	Participant selection. In addition to satisfying the requirements in Sec. 62.10(a), sponsors shall adequately screen all international candidates for camp counselor programs and at a minimum: (1) Conduct an in-person interview; and (2) Secure references from a participant's employer or teacher regarding his or her suitability for participation in a camp counselor exchange.	Sponsors	33	18,000	1	18,000	\$20	\$360,000	
62.30 (d)	Participant orientation. Sponsors shall provide participants, prior to their departure from the home country, detailed information regarding: (1) Duties and responsibilities relating to their service as a camp counselor; (2) Contractual obligations relating to their acceptance of a camp counselor position; and (3) Financial compensation for their service as a camp counselor.	Sponsors	33	18,000	1 hour	18,000	\$10	\$180,000	
62.31 (c)	Program eligibility. Sponsors designated by the Department of State to conduct an au pair exchange program shall; (6) Require that each local organizational representative maintain a record of all personal monthly contacts (or more frequently as required) with each au pair and host family for which he or she is responsible and issues or problems discussed	Sponsors & local reps	7	12,000	0.5	6,000	\$10	\$120,000	
62.31 (d)	Au pair selection. In addition to satisfying the requirements of Sec. 62.10(a), sponsors shall ensure that all participants in a designated au pair exchange program: (5) Have been personally interviewed, in English, by an organizational representative who shall prepare a report of the interview which shall be provided to the host family; and (6) Have successfully passed a background investigation that includes verification of school, three, non-family related personal and employment references, a criminal background check or its recognized equivalent and a personality profile. Such personality profile will be based upon a psychometric test designed to measure differences in characteristics among applicants against those characteristics considered most important to successfully participate in the au pair program.	Sponsors	7	12,000	2	24,000	\$50	\$600,000	

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62.31 (e)	<p>Au pair placement. Sponsors shall secure, prior to the au pair's departure from the home country, a host family placement for each participant. Sponsors shall not: (5) Place an au pair with a host family unless a written agreement between the au pair and the host family detailing the au pair's obligation to provide child care has been signed by both the au pair and the host family prior to the au pair's departure from his or her home country. Such agreement shall clearly state whether the au pair is an EduCare program participant or not. Such agreement shall limit the obligation to provide child care services to not more than 10 hours per day or more than 45 hours per week unless the au pair is an EduCare participant. Such agreement shall limit the obligation of an EduCare participant to provide child care service to not more than 10 hours per day or more than 30 hours per week.</p> <p>(7) Place an au pair with a host family unless the host family has interviewed the au pair by telephone prior to the au pair's departure from his or her home country.</p>	Sponsors	7	12,000	0.5	6,000	\$20	\$240,000	
62.31 (f)	<p>Au pair orientation. In addition to the orientation requirements set forth at Sec. 62.10, all sponsors shall provide au pairs, prior to their departure from the home country, with the following information: (1) A copy of all operating procedures, rules, and regulations, including a grievance process, which govern the au pair's participation in the exchange program; (2) A detailed profile of the family and community in which the au pair will be placed; (3) A detailed profile of the educational institutions in the community where the au pair will be placed, including the financial cost of attendance at these institutions; (4) A detailed summary of travel arrangements; and (5) A copy of the Department of State's written statement and brochure regarding the au pair program.</p>	Sponsors	7	12,000	1 hour	12,000	\$10	\$120,000	

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62.31 (h)	<p>Host family selection. Sponsors shall adequately screen all potential host families and at a minimum shall:</p> <p>(6) Provide a written detailed summary of the exchange program and the parameters of their and the au pair's duties, participation, and obligations; and</p> <p>(7) Provide the host family with the prospective au pair participant's complete application, including all references.</p>	Sponsors	7	12,000	0.25	3,000	\$5	\$60,000	
62.31 (l)	<p>Monitoring. Sponsors shall fully monitor all au pair exchanges, and at a minimum shall: (1) Require monthly personal contact by the local counselor with each au pair and host family for which the counselor is responsible. Counselors shall maintain a record of this contact;</p> <p>(2) Require quarterly contact by the regional counselor with each au pair and host family for which the counselor is responsible. Counselors shall maintain a record of this contact; (3) Require that all local and regional counselors are appraised of their obligation to report unusual or serious situations or incidents involving either the au pair or host family; and</p> <p>(4) Promptly report to the Department of State any incidents involving or alleging a crime of moral turpitude or violence.</p>	Sponsors	7	12,000	1	12,000	\$10	\$120,000	
62.32 (c)	<p>Participant orientation. Sponsors shall provide program participants, prior to their departure from the home country, information regarding:</p> <p>(1) The name and location of their employer, if prior employment has been arranged; and</p> <p>(2) Any contractual obligations related to their acceptance of paid employment in the United States, if prior employment has been arranged.</p>	Sponsors	44	90,000	1	90,000	\$20	\$1,800,000	
62.32 (e)	<p>Participant compensation. Sponsors shall advise program participants regarding Federal Minimum Wage requirements and shall ensure that participants receive pay and benefits commensurate with those offered to their American counterparts.</p>	Sponsors	44	90,000	1	90,000	\$20	\$1,800,000	
62.42 (c)	<p>Upon return of the completed Form DS-2019, the responsible officer of the program to which the exchange visitor has transferred shall provide:</p> <p>(1) The exchange visitor his or her copy of the Form DS-2019; and</p> <p>(2) A notification copy of such form to the Department of State.</p>	Sponsors	1460	1,000	0.5	500	\$0	\$200,000	
TOTAL BURDEN:			Total responses:	1,596,847	Total hours:	1,310,297.34	Total Cost:	\$20,400,450	