

Catalog of Information Collection Requirements
Collection Vehicle: the Student and Exchange Visitor Information System (SEVIS)

Section	Description	Respondents	# Respondents	# Responses	Hours / Response	Total Hours	Cost / Response	Total Cost
62.9(d)(3)	Provide informational materials to prospective exchange visitors which clearly explain the activities, costs, conditions, and restrictions of the program;	Sponsors	1415	275,000	.5 hr	137,500	\$5	\$1,375,000
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
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	1415	275,000	.5 hr	137,500	\$10	\$2,750,000
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	1415	275,000	1 hour	275,000	\$10	\$2,750,000

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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
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	1415					
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
	(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
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
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.							
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
	(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
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.							

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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
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

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	(3) An estimate of living expenses during the duration of the trainee's stay; and (4) A summary of the training program which recites the training objectives and all significant components of the program.							
62.22(m)	Evaluation. In order to ensure the quality of the training program, the sponsor shall develop procedures for the ongoing evaluation of each training segment. Such evaluation shall include, as a minimum, midpoint and concluding evaluation reports from the trainee and his or her immediate supervisor, signed by both parties. For training courses of less than three months duration, evaluation reports are required upon conclusion of the training program.	Sponsors	155	30,000	1	30,000	\$10	\$300,000
62.23(e)	Full course of study requirement. Exchange visitor students shall pursue a full course of study at a post secondary accredited educational institution in the United States as defined in Sec. 62.2, except under the following circumstances: (2) Medical problem. If the student is compelled to reduce or interrupt a full course of study due to an illness or medical condition and the student presents to the responsible officer a written statement from a physician requiring or recommending an interruption or reduction in studies. (3) Bona fide academic reason. If the student is compelled to pursue less than a full course of study for a term and the student presents to the responsible officer a written statement from the academic dean or advisor recommending the student to reduce his or her academic load to less than a full course of study due to an academic reason.	Exchange visitor	Avg. 100	100	0.5 hours	50	\$0	\$0
62.23(f)	(1) A student may participate in academic training programs during his or her studies, without wages or other remuneration, with the approval of the academic dean or advisor and the responsible officer. (3) Criteria. (iv) The student receives written approval in advance from the responsible officer for the duration and type of academic training. (4) Time limitations. The exchange visitor is authorized to participate in academic training for the length of time necessary to complete the goals and objectives of the training, provided that the amount of time for academic training: (i) Is approved by the academic dean or advisor and approved by the responsible officer;							

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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>Teacher selection. Sponsors must adequately screen teachers prior to accepting them for the program. Such screening, in addition to the requirements of Sec. 62.10(a), must include: (2) Securing references from one colleague and one current or former employer of the foreign teachers, attesting to the teachers' good reputations, character, and teaching skills;</p> <p>(3) Ensuring that foreign teachers possess sufficient proficiency in the English language to function in American classrooms on a day-to-day basis. Sponsors must verify applicants' English language proficiency through one of the following: (i) A recognized English language test; (ii) By obtaining signed documentation from academic institutions or English language Teaching Position. Sponsors must ensure: (1) Forms DS-2019 are not issued until potential exchange teachers have received and accepted written offers of full-time teaching positions of not less than 32 hours per week from the primary or secondary (K-12) accredited academic institutions in which they will</p>	Sponsors; Exchange visitors	59	1,200	1.5	1,800	\$20	\$36,000
62.24(e)	<p>Program disclosure. Before programs begin and prior to finalization of any contracts, sponsors must provide each exchange teacher, in addition to the requirements set forth in §62.10(b), with the following information in writing: (1) The length of program participation; the name and location of the</p>	Exchange visitors	1,200	1,200	0.5	600	\$20	\$12,000
62.24(f)	<p>Program disclosure. Before programs begin and prior to finalization of any contracts, sponsors must provide each exchange teacher, in addition to the requirements set forth in §62.10(b), with the following information in writing: (1) The length of program participation; the name and location of the</p>	Sponsors	59	1,200	1	1,200	\$20	\$24,000
62.24(g)	<p>Cultural activity component. (1) Sponsors must require each exchange teacher to complete a cultural activity component each year of program participation (e.g., making a presentation in a public setting where there is direct interaction with the school community or the American public, designed to give an overview of the history, traditions, heritage, dance, art, economy, educational system and/or other attributes of their home country; or maintaining an online interactive classroom dialogue with students in schools in his or her home country to foster an active cross-cultural learning experience for students); and (2) Sponsors must require each exchange teacher to submit an annual report detailing the cultural activity component of his or her exchange program. The report does not have to be in a specific format, but must contain the following information: (i) Date(s) of the activity; (ii) Teacher's full name; (iii) Program sponsor's name; and (iv) Location, attendance, topic, impact and general overview of the activity.</p>	Sponsor (recordkeeping); Exchange Visitors	59 2500	2500 2500	0.5 2.0	1250 5000	\$10 \$0	\$ 12,500 \$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	59	6,000	0.5	3,000	\$20	\$120,000

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62.25(d)	(1)Sponsors must demonstrate the individual's successful completion of all initial training requirements and that annual refresher training is also successfully completed.	Sponsors	84	4,000	0.5	2,000	\$5	\$10,000

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	(3) Sponsors must ensure that all organizational officers, employees, representatives, agents, and volunteers acting on their behalf have been vetted annually through a criminal background check (which must include a search of the Department of Justice's National Sex Offender Public Registry) ; (d)(11) Sponsors must maintain, at minimum, a monthly schedule of personal contact with the exchange student. The first monthly contact between the local coordinator and the exchange student must be in person. All other contacts may take place in-person, on the phone, or via electronic mail and must be properly documented. The sponsor is responsible for ensuring that issues raised through such contacts are promptly and appropriately addressed.	Sponsors	84	4,000	0.5	2,000	\$10	\$20,000
62.25(g)	(g)(5) A detailed profile of the school and community in which the exchange student will be placed. The profile must state whether the student will pay tuition (g)(6) Sponsors must provide an identification card, that lists the exchange student's name, United States host family placement address and telephone numbers (landline and cellular) , sponsor name and main office and emergency telephone numbers, name and address of the sponsor, and the school's name and address.	Sponsors	84	26,000	1	26,000	\$10	\$260,000
62.25(j)	(j)Host family screening (2) Sponsors must at a minimum utilize a standard application form developed by the sponsor that includes, at a minimum, all data fields provided in Appendix F, "Information to be Collected on Secondary School Student Host Family Applications". The form must include a statement stating that: "The income data collected will be used solely for the purposes of determining that the basic needs of the exchange student can be met, including three quality meals and transportation to and from school activities." Such application form must be signed and dated at the time of application by all potential host family applicants. The host family application must be designed to provide a detailed summary and profile of the host family, the physical home environment (to include photographs of the host family home's exterior and grounds, kitchen, student's bedroom, bathroom, and family or living room) , family composition, and community environment. Exchange students are not permitted to reside with their relatives. (j)(4) Ensure that the host family is capable of providing a comfortable and nurturing home environment and that the home is clean and sanitary; that the	Sponsors	84	26,000	2	52,000	\$20	\$1,040,000

Section	Description	Respondents	# Respondents	# Responses	Hours / Response	Total Hours	Cost / Response	Total Cost
	(j) (9) Ensure that a potential single adult host parent without a child in the home undergoes a secondary level review by an organizational representative other than the individual who recruited and selected the applicant. Such secondary review should include demonstrated evidence of the individual's friends or family who can provide an additional support network for the exchange student and evidence of the individual's ties to his/her community. Both the exchange student and his or her natural parents must agree in writing in advance of the student's placement with a single adult host parent without a child in the	Sponsors	84	2,600	2	5200	\$10	\$52,000

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62.25(l)	Host Family Placement (1) (ii) Place more than one exchange student with a host family without the express prior written consent of the host family, the natural parents, and the students being placed. Under no circumstance may more than two exchange students be placed with a host family, or in the home of a local coordinator, regional coordinator, or volunteer. Sponsors may not place students from the same countries or with the same native languages in a single home.	Sponsors	84	2000	0.5	1000	\$10	\$10,000
62.25(n)	Reporting requirements. (2) A report of all final academic year and semester program participant placements by August 31 for the upcoming academic year or January 15 for the Spring semester and calendar year. The report must be in the format directed by the Department and must include at a minimum, the exchange student's full name, Form DS-2019 number (SEVIS ID #), host family placement (current U.S. address), school (site of activity) address, the local coordinator's name and zip code, and other information the Department may request; and (3) A report of all situations which resulted in the placement of an exchange student with more than one host family or in more than one school. The report must be in a format directed by the Department and include, at a minimum, the exchange student's full name, Form DS-019 number (SEVIS ID #), host family placements (current U.S. address), schools (site of activity address), the reason for the change in placement, and the date of the move. This report is due by July 31 for the previous academic school year.	Sponsors	84	84	0.5	42	\$20	\$840
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. 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 _____.	Foreign governments	100	2500	0.5	1250	\$50	\$125,000

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	(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.							
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)	Program disclosure. Before the beginning of the program, the sponsor shall provide the government visitor 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; and	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	Sponsors	33	18,000	1	18,000	\$10	\$180,000

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	(3) Financial compensation for their service as a camp counselor.							
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>	Sponsors	7	12,000	1	12,000	\$10	\$120,000

Section	Description	Respondents	# Respondents	# Responses	Hours / Response	Total Hours	Cost / Response	Total Cost
	<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;</p> <p>(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>							
62.32(d)	<p>(1) Sponsors at a minimum must conduct and document interviews with potential participants either in-person or by video-conference; (2) Verify proficiency in conversational English and reading comprehension through either recognized language tests administered by academic institutions or English language schools or through the required documented interviews;</p> <p>(4) Confirm that at the time of application, applicants (including final year students) are enrolled full-time and pursuing studies at accredited post-secondary, classroom-based, academic institutions physically located outside of the United States and have successfully completed at least one semester, or equivalent, of post-secondary academic study</p>	Sponsors	44	92,000	0.5	46,000	\$20	\$460,000

Section	Description	Respondents	# Respondents	# Responses	Hours / Response	Total Hours	Cost / Response	Total Cost
62.32(g)	<p>Participant Placement. (2) Sponsors must confirm initial, replacement, and additional jobs placements of all Summer Work Travel Program participants before participants may start work by verifying, at a minimum, the terms and conditions of such employment and fully vetting their host employers as set forth at paragraph (n) of this section. Once participants have arrived in the United States and identified initial, replacement, or additional jobs, sponsors must vet such jobs within 72 hours.</p> <p>(9) (ii) If employers provide housing and/or transportation to and from work, job offers must include details of all such arrangements, including the cost to participants; whether such arrangements deduct such costs from participants' wages; and the market value of housing and/or transportation in accordance with the Fair Labor Standards Act regulations set forth at 29 CFR part 531, if they are considered part of the compensation packages.</p>	Sponsors	44	92,000	2	184,000	\$10	\$1,840,000
62.32(j)	<p>Monitoring. (1) Sponsor must maintain, at a minimum, monthly personal contacts with program participants. Such contact may be in-person, by telephone, or via exchanges of electronic mail (including a response from the participant) and must be properly documented.</p>	Sponsors	44	92,000	0.5	46,000	\$2	\$46,000
62.32(l)	<p>Sponsor's Use of Third Parties. (1) If sponsors utilize foreign third party entities to assist in fulfilling the core programmatic functions of screening and orientation that may be conducted outside the United States, they must first obtain written and executed agreements with such third parties.</p> <p>(2) If sponsors utilize domestic third party entities to assist in fulfilling the core programmatic functions of orientation and promoting mutual understanding, they must first obtain written and executed agreements with such third parties.</p>	Sponsors	44	1,000	0.5	500	\$10	\$5,000

Section	Description	Respondents	# Respondents	# Responses	Hours / Response	Total Hours	Cost / Response	Total Cost
62.32(m)	Vetting third party foreign entities. Sponsors must undertake appropriate due diligence in the review of potential overseas agents or partners (i.e. , foreign entities) who assist in fulfilling the sponsors' core programmatic functions that may be conducted outside the United States (i.e. , screening and orientation) and must, at a minimum, annually review and maintain the following documentation for potential or existing foreign entities:(1) Proof of business licensing and/or registration to enable them to conduct business in the venue(s) where they operate; (2) Disclosure of any previous bankruptcy and of any pending legal actions or complaints against such an entity on file with local authorities; (3) Written references from three current business associates or partner organizations; (4) Summary of previous experience conducting J-1 Exchange Visitor Program activities; (5) Criminal background check reports (including original and English translations) for all owners and officers of the organizations; (6) A copy of the sponsor-approved advertising materials the foreign entities intend to use to market the sponsors' programs (including original and English translations); and (7) A copy of the foreign entity's notarized recent financial statements.	Sponsors	44	1000	0.5	500	\$20	\$10,000
62.32(n)	Vetting domestic third party entities. (2) Sponsors must ensure that potential host employers are legitimate and reputable businesses hv. at a minimum:	Sponsors	44	20,000	0.5	10,000	\$20	\$200,000
62.32(p)	Reporting requirements. Sponsors must electronically comply with the following reporting requirements utilizing Department-provided templates: (1) Submit placement reports on January 31 and July 31 of each year, identifying all Summer Work Travel Program participants who began exchange programs during the preceding six-month period. The reports must include the exchange visitors' names, SEVIS Identification Numbers, countries of citizenship or legal permanent residence, names of host employers, and the length of time it took non-pre-placed participants to secure job placements. For participants who change jobs or have multiple jobs during their programs, the report must include all such placements; (2) Maintain listings of all active foreign agents or partners on the Foreign Entity Report by promptly informing the Department of any additions, deletions, or changes to foreign entity information by submitting new versions of their reports that reflect all current information. Reports must include the names, addresses, and contact information, including physical and mailing addresses, telephone numbers, and email addresses of all foreign entities that assist the sponsors in fulfilling the provision of core programmatic services. Sponsors must utilize only vetted foreign entities identified in the Foreign Entity Report to assist in fulfilling the sponsors' core programmatic functions outside the United States, and they must inform the Department promptly when and why they have cancelled contractual arrangements with	Sposnors	44	88	2	176	\$20	\$3,520
62.42 (c)	Upon return of the completed Form DS-2019, the responsible officer of the program to which the exchange visitor has transferred shall provide: (1) The exchange visitor his or her copy of the Form DS-2019; and (2) A notification copy of such form to the Department of State.	Sponsors	1460	1,000	0.5	500	\$0	\$200,000

Section	Description	Respondents	# Respondents	# Responses	Hours / Response	Total Hours	Cost / Response	Total Cost
		TOTAL BURDEN:	190,000= Respondents	1,548,219	Total hours:	1,292,065.34	Total Cost:	\$16,514,810

Comments
Third-party information disclosure
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.
Third-party information disclosure
Third-party information disclosure

Comments
Reporting requirement.
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.
Less than 5 notifications of this type are received per year. Reporting requirement.
The only cost incurred by this requirement would be the cost of postage, which is very minimal.
Reporting burden

Comments
Refer to 62.10(b) for burden.

Comments
Training programs are conducted by third parties for approximately 10,000 Evs
Recordkeeping burden.

Refer to burden listed on Attachment 1, Section 62.5(a).

Comments

Recordkeeping burden.

Third-party information disclosure

Comments

Reporting burden

See 62.23 (f) (5) below for burden.

See 62.23 (f) (5) below for burden.

Comments

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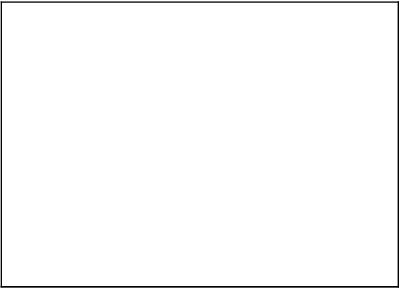
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Comments



Comments

Comments

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Comments

