

Catalog of Information Collection Requirements
Collection Vehicle: Not in the Student and Exchange Visitor Information System (Non-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	1415	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	1415	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	1415	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	1415						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(e)	<p>Teacher selection. Sponsors must screen foreign teachers carefully before accepting them for the program. In addition to the requirements of 22 CFR 62.10(a) and all security checks required by U.S. state Departments of Education and host schools, sponsor screening must include:</p> <p>(1) Evaluating the qualifications of each foreign teacher to determine whether he/she satisfies the criteria set forth in paragraph (d) of this section;</p> <p>(2) Securing references from one colleague and one current or former employer of each foreign teacher, attesting to that teacher's good reputation, character, and teaching skills; and</p> <p>(3) Ensuring that each selected foreign teacher applicant possesses sufficient proficiency in the English language to function in American classrooms on a day-to-day basis, in accordance with the provision for selection of exchange visitors set forth at 22 CFR 62.10(2);</p>	Sponsors; Exchange visitors	54	1,200	1.5	1,800	\$31.50	\$56,700	No requested increase in hours/weighted wage inserted rather than non-weighted.
62.24(e)	<p>(4) Ensuring that each foreign teacher who is eligible for the program under paragraph (d)(1)(ii) above has a letter from the head of a school in another country, preferably the teacher's home country, stating that school's willingness to work with an exchange teacher on the cultural activity components set forth in paragraph (h)(1)(ii). The foreign school with which the exchange teacher plans to work must be at the same academic level as the foreign teacher's proposed host school. The letter submitted as part of the foreign teacher's application package must be on the foreign school or school district's letterhead; the official signing the letter must list both e-mail and telephone contact information. The letter may be submitted in English or in the original language of the home country with an English translation; the name, title/organization, and contact information of the translator must be noted on the translation.</p>	Sponsors/ exchange visitors	54	50	0.5	25	\$31.50	\$788	Requested increase of 0.5 hours/weighted wage inserted

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62.24(f)	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 from the accredited primary (including pre-kindergarten level) or secondary schools in which they will teach.	Sponsors	1,200	1,200	0.5	600	\$31.50	\$18,900	No requested increase in hours/weighted wage inserted.
62.24(g)	Program disclosure: (1) As part of recruitment, in addition to the information required by 22 CFR §62.10(b) and (c), sponsors must provide on their main websites and in their recruiting materials a summary of all fees and other costs for the program. This summary should include, but not be limited to, visa fee, the Student and Exchange Visitor Information System (SEVIS) fee, insurance costs, estimates for food, housing and transportation costs, foreign agent or partner fee, sponsor fee, expected work-related deductions, and estimates of all other fees charged for and significant general costs related to participation in the teacher exchange program. (2) At the time a foreign teacher is selected into the program and prior to the signing of any contracts, sponsors must provide a document with placement, cost, and fee information for each individual exchange teacher. The document must include the summary of all fees and other costs provided in accordance with paragraph (g)(1); the length of program participation; the name, location, and brief description of the host school; terms and conditions of compensation (including deductions from the exchange teacher's gross salary); any provisions affecting the ability of the teacher to be accompanied abroad by a spouse or dependents (including any assistance and allowances offered therewith); and a summary of the significant components of the program (including a statement of the teaching requirements and related professional obligations, as well as the required cultural activity components, as set forth in paragraph (h)). Teacher compensation, unless provided directly to the exchange teachers through government funding or through continued support from the exchange teacher's home school, must be paid directly by the home schools or school districts in which the exchange teachers are placed. (3) Sponsors must ensure that, together with the host school contract, host schools send a document with specific information on the fees and costs that the exchange teacher will need to pay while on exchange in that school district to each exchange teacher selected for the program. This document should include information on at a minimum, anticipated	Sponsors; host organizations	54	6,000	1	6,000	\$31.50	\$189,000	0.5 hour requested increase.

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62.24(h)	<p>Cultural activity components: (1) Sponsors must require and should assist exchange teachers to complete within the United States each academic year of program participation at least one cultural activity from each of the following two categories:</p> <p>(i) Organize an activity in a public setting where there is direct interaction with the host school students or community designed to give an overview of the history, traditions, heritage, music, dance, art, economy, educational system and/or other attributes of their home country. Sponsors of exchange teachers placed at international schools should encourage their exchange teachers to conduct at least one cultural activity per academic year outside the host school in nearby schools or communities where international opportunities may be more limited than those found in their host school; and</p> <p>(ii) Maintain and involve U.S. students in dialogue or other activities with schools or students in another country, preferably those in the teacher's home school, through virtual exchange or other means, in order to supplement the goals of the in-person exchange and integrate global knowledge, cultural awareness and/or foreign language into the classroom.</p> <p>(2) Sponsors must require exchange teachers to submit annual reports detailing the cultural activity components of their exchange program. The annual report does not have to be in a specific format, but must include the teacher's full name and the program sponsor's name. The report section about the cultural activity components must contain the following information: (i) date(s) of each activity; (ii) location of each activity; (iii) audience for and participants in each activity; (iv) a general overview of each activity, including the topic; and (v) estimated impact of each activity.</p>	Sponsor Exchange Visitors	54	4,000	0.5	2,000	\$31.50	\$98,000	Sum also includes in addition \$35,000 for keeping the cultural activity reports of 7,000 teachers x \$5 per teacher

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62.24(j)	<p>(2) Requests for extension must be submitted to the sponsor no later than four months before the extension period would begin for the exchange teacher and must include a cover letter on official letterhead written by the host school or district administrator responsible for overseeing the exchange teacher for whom the extension is requested. The cover letter must state the length of the requested extension period, why an extension is needed, and how the exchange teacher will meet the school's need during the extension period. The request for extension must also include documentation that the exchange teacher has contributed at an exceptionally high level all of the following program components each year during the initial three year exchange period by:</p> <p>(i) providing high quality teaching in the host school as measured through, e.g., knowledge of subject-matter taught, pedagogical preparation and organization, ability to engage students using a variety of instructional methods, creativity of instructional method, and communicating with students, parents, and colleagues; and</p> <p>(ii) engaging the wider host school and community through the cultural activity components in an especially effective way, including cultural activities in the broader community for exchange teachers who have been placed at schools with an international focus.</p> <p>(3) A sponsor, upon receipt of the material submitted by the host school, must review the extension request to ensure that it meets the requirements of paragraph (j)(2) above and approve or deny the request.</p> <p>(4) Sponsors must forward host school extension requests that they approve to the Department with a cover memo on the sponsor's letterhead indicating the reasons for approval of the requested extension period. Sponsors' cover letters also must contain the following information: (i) the exchange teacher's name, (ii) the exchange teacher's SEVIS identification number, (iii) the exchange teacher's date of birth, and (v) proof of payment of the required non-refundable extension fee as set forth in 22 CFR 62.17. Sponsors must submit a host</p>	Sponsor	54	250	1	250	\$31.50	\$11,625	Requested increase of 1 hour/weighted wage included for a total of \$7875. Sum in column I includes in addition \$3,750 for keeping 750 files of 250 extending teachers per year for three years at \$5 per file
62.25(d)	<p>(1) Sponsors must demonstrate the individual's successful completion of all initial training requirements and that annual refresher training is also successfully completed.</p>		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.

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

Sponsors	8400%	2600000%	100%	2600000%	1000%	26000000%
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62.25(j)	<p>(j)Host family screening</p> <p>(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.</p> <p>(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</p>	Sponsors	84	26,000	2	52,000	\$20	\$1,040,000	
	<p>(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</p>	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 specialty 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	

Section	Description	Respondents	# Respondents	# Responses	Hours / Response	Total Hours	Cost / Response	Total Cost	Comments
	(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	

Section	Description	Respondents	# Respondents	# Responses	Hours / Response	Total Hours	Cost / Response	Total Cost	Comments
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	

Section	Description	Respondents	# Respondents	# Responses	Hours / Response	Total Hours	Cost / Response	Total Cost	Comments
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	Comments
	<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	Comments
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	1000	0.5	500	\$10	\$5,000	

Section	Description	Respondents	# Respondents	# Responses	Hours / Response	Total Hours	Cost / Response	Total Cost	Comments
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 by at a minimum	Sponsors	44	20,000	0.5	10,000	\$20	\$200,000	

Section	Description	Respondents	# Respondents	# Responses	Hours / Response	Total Hours	Cost / Response	Total Cost	Comments
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 foreign entities; and (3) Submit annual participant price lists to the Department on January 31 of each year in a format approved by the Department to provide itemized breakdowns of the costs that exchange visitors must pay to both foreign agents and sponsors to participate in the Summer Work Travel Program on a country-specific basis.	Sponsors	44	88	2	176	\$20	\$3,520	
62.42 (c)	(and, if appropriate, foreign agents) 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	
TOTAL BURDEN			190,000= Respondents	1,551,319	Total hours:	1,296,140	Total Cost:	\$16,697,823	