

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	0.5	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	Usually less than 5 respondents per year. 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	0.5	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	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					\$0	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(c)	(1) Sponsors may transmit Forms DS-2019 either electronically (e.g., via email) or by mailing them (e.g., via postal or delivery service) to only the following individuals or entities: exchange visitors; accompanying spouses and dependents, if any; legal guardians of minor exchange visitors; sponsor staff; Fulbright Commissions and their staff; and Federal, state, or local government agencies or departments. (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	1415	5	0.25	\$5	\$0	\$1,770	Online or in paper form
62.12(c)	(3) Sponsors may provide third parties acting on their behalf with password-protected access to the sponsors' computer network systems and/or data	Sponsors	5	5	0.8	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	15 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	0	0	\$0	\$0	Negligible occurrence

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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	155	2	310	\$30	\$9,300	

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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	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>(f) 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	30,000	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> <p>(3) An estimate of living expenses during the duration of the trainee's stay; and</p>	Sponsors	155	30,000	1	30,000	\$10	\$300,000	Third-party information disclosure

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	(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	Reporting burden
62.23(e)	<p>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:</p> <p>(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.</p> <p>(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.</p>	Exchange visitor	100	100	0.5	50	\$0	\$0	
62.23(f)	<p>(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.</p> <p>(3) Criteria. (iv) The student receives written approval in advance from the responsible officer for the duration and type of academic training.</p> <p>(4) Time limitations. The exchange visitor is authorized to participate in academic training for the length of time necessary to complete the goals</p> <p>and objectives of the training, provided that the amount of time for academic training:</p> <p>(i) Is approved by the academic dean or advisor and approved by the responsible officer;</p>								<p>See 62.23 (f) (5) below for burden.</p> <p>See 62.23 (f) (5) below for burden.</p>

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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	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	800	10,000	0.5	5,000	\$0	\$0	

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62.23(g)	Student employment. Exchange visitor students may engage in part time employment when the following criteria and conditions are satisfied. (2) Exchange visitor students may engage in employment as provided in paragraph (g)(1) of this section if the: (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.	Sponsors	800	1000	0.5	500	\$20	\$20,000	
	Description	Respondents	# Respondents	# Responses	Hours / Response	Total Hours	Cost / Response	Total Cost	Comments
62.24(d) and (e)	Teacher proof of eligibility: (d)(i) Meets the qualifications for teaching primary, including pre-kindergarten, or secondary levels in schools in his or her home country and is working as a teacher in his or her home country at the time of application, and has at least two years of full-time teaching experience or (ii)...has had at least two years full-time teaching experience within the past eight years, and, within 12 months of ...his or her application submission date for the program has or will	Exchange visitors	1200	1200	6	7200	\$26.00	\$187,200	Teacher cost est.
62.24(d), (e), (f)	Sponsor check of teacher eligibility and host school match: (d) (i) Meets the qualifications for teaching primary, including pre-kindergarten, or secondary levels in schools in his or her home country and is working as a teacher in his or her home country at the time of application, and has at least two years of full-time teaching experience or (ii)...has had at least two years full-time teaching experience within the past eight years, and, within 12 months of ...application; submission has or will have completed an advanced degree (beyond a degree equivalent to a U.S. bachelor's degree) in education or in an academic subject matter that individual intends to teach or that is directly related to his/her teaching subject field; (d)(2) and related letter indicating a home country school that will work with the teacher on the cultural component. At a minimum has a degree equivalent to a U.S. Bachelor's degree in either education or the academic subject field in which he/she intends to teach; (3) Satisfies the teaching eligibility standards of the U.S. state in which he or she will teach, to include any required criminal background or other checks; check submission of host school letter stating school's willingness to work with exchange teacher on cultural component, if relevant to application; (f) (4) and (5) Verify that teaching positions in host schools are temporary and	Sponsors	62	1,200	2	2,400	\$31.50	\$75,600	\$18,900 new cost for sponsor. 0.5 new burden hours.
62.24(d)(1)(ii)	Teacher additional documentation if qualifying differently: (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	Exchange visitors	62	50	2	100	\$26.26	\$2,626	Teacher cost (previously not included)
62.24(f)(4) and (5)	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 must also ensure that (4) exchange teacher appointments to positions within accredited primary or secondary schools are temporary, and (5) Teaching positions, including duties, responsibilities, hours of employment, and compensation are commensurate with similarly-situated U.S. teachers in the school district or host	Sponsors	62	1200	0.5	600	31.5	18,900	

Section	Description	Respondents	# Respondents	# Responses	Hours / Response	Total Hours	Cost / Response	Total Cost	Comments
62.24(f) (1) and(4)	Offer letters by host schools. 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.(4) Exchange teacher appointments to positions within accredited primary or secondary schools are temporary, even if the teaching positions are permanent, and do not lead to tenure; exchange teachers must be employees of either the host or home school during their exchange. (5) Teaching positions, including duties, responsibilities, hours of employment, and compensation, are commensurate with those of similarly-situated U.S. teachers in the school district or host school where that exchange teacher is assigned to teach;	Host Schools	1200	1200	1	1,200	43.12	\$51,744	host schools
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. (7) At the time a foreign teacher is selected into the program	Sponsors	62	4,000	1	4,000	\$31.50	\$126,000	0.5 hour requested increase (\$63,000 new cost for sponsor) 0.5 new burden hours.
62.24(h)	(h) Cross-cultural activity components. In addition to the requirements of 22 CFR 62.10: (1) Sponsors must require each exchange teacher to complete within the United States each academic year of program participation at least one cross-cultural activity from each of the following two categories: (i) An activity for the teacher's classroom, larger school population, or the community at large designed to give an overview of the history, traditions, heritage, culture, economy, educational system and/or other attributes of his or her home country. Sponsors of exchange teachers placed at international schools must require their exchange teachers to conduct at least one cross-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 (ii) An activity that that involves U.S. student dialogue with schools or students in another country, preferably in the exchange teacher's home school, through virtual exchange or other means, in order to supplement the goals of the in-person exchange. (2) Sponsors must collect annual reports from their exchange teachers detailing the cross-cultural activity components of their exchange program. The annual report does not have to be in a specific format, but must include the exchange teacher's full name and the program sponsor's name. The report section about the cross-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.	Exchange visitors	6,000	6,000	3	18,000	\$26.00	\$468,000	Teacher cost

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62.24(h)	<p>(h) Cross-cultural activity components. In addition to the requirements of 22 CFR 62.10:</p> <p>(1) Sponsors must require each exchange teacher to complete within the United States each academic year of program participation at least one cross-cultural activity from each of the following two categories:</p> <p>(i) An activity for the teacher's classroom, larger school population, or the community at large designed to give an overview of the history, traditions, heritage, culture, economy, educational system and/or other attributes of his or her home country. Sponsors of exchange teachers placed at international schools must require their exchange teachers to conduct at least one cross-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) An activity that that involves U.S. student dialogue with schools or students in another country, preferably in the exchange teacher's home school, through virtual exchange or other means, in order to supplement the goals of the in-person exchange.</p> <p>(2) Sponsors must collect annual reports from their exchange teachers detailing the cross-cultural activity components of their exchange program. The annual report does not have to be in a specific format, but must include the exchange teacher's full name and the program sponsor's name. The report section about the cross-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>	Sponsors	62	6,000	1	6,000	\$31.50	\$189,000	Includes \$30,000 for keeping the cultural activity reports of 6,000 teachers x \$5 per teacher

Section	Description	Respondents	# Respondents	# Responses	Hours / Response	Total Hours	Cost / Response	Total Cost	Comments
62.24(k)	(k) Program extensions. (1) Sponsors may request from the Department an extension of an exchange teacher's exchange by either one or two years, but not by a semester or by other fractions of academic years. (2) The sponsor's request for extension must include: (i) a letter of reference on official letterhead written by the host school or district administrator responsible for overseeing the exchange teacher describing the exchange teacher's performance during the previous three years of the exchange.	Host Schools	500	500	1	500	\$43.00	\$21,500	host schools
62.24(k)	(k) Program extensions. (1) Sponsors may request from the Department an extension of an exchange teacher's exchange by either one or two years, but not by a semester or by other fractions of academic years. (2) The sponsor's request for extension must include: (i) a letter of reference on official letterhead written by the host school or district administrator responsible for overseeing the exchange teacher describing the exchange teacher's	Sponsor	62	1,500	1	1,500	\$31.50	\$47,250	Sum includes keeping files of 1500 extending teachers annually at \$5 per file dequalling \$75,000..
			22,853						

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.	Sponsor	64	4,000	0.5	2,000	\$5	\$5,000	
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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	64	4,000	0.5	2,000	\$10	\$20,000
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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 ,and (g)(6) Sponsors must provide an identification card, that lists the exchange student's name, United States host family placement address and telephone numbers, sponsor name and main office and emergency telephone numbers, name and telephone numbers (landline and cellular) of the local coordinator and area representing the telephone number of Department's Office of	Sponsors	64	16,375	1	16,375	\$10	163,750	

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62.25(j)	<p>(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.</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 exchange student's bedroom contains a separate bed for the student that is neither convertible nor inflatable in nature; and that the student has adequate storage space for clothes and</p> <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 home.</p>	Sponsors	64	16,375	2	32,750	\$10	\$163,750	
		Sponsors	64	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	64	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-2019 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	64	64	0.5	32	\$20	\$640	
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 _____. (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.	Foreign governments	100	2500	0.5	1250	\$50	\$125,000	
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	

Section	Description	Respondents	# Respondents	# Responses	Hours / Response	Total Hours	Cost / Response	Total Cost	Comments
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	25,000	\$10	\$250,000	

Section	Description	Respondents	# Respondents	# Responses	Hours / Response	Total Hours	Cost / Response	Total Cost	Comments
	(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	25	30,000	1	30,000	\$20	\$600,000	
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	25	30,000	1	30,000	\$10	\$300,000	

Section	Description	Respondents	# Respondents	# Responses	Hours / Response	Total Hours	Cost / Response	Total Cost	Comments
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	14	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	14	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	14	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	14	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	14	15,000	0.25	3,750	\$5	\$18,750	
62.31 (l)	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;	Sponsors	14	15,000	1	15,000	\$10	\$150,000	

Section	Description	Respondents	# Respondents	# Responses	Hours / Response	Total Hours	Cost / Response	Total Cost	Comments
	(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 apprised of their obligation to report unusual or serious situations or incidents involving either the au pair or host family; and (4) Promptly report to the Department of State any incidents involving or alleging a crime of moral turpitude or violence.								
	Description	Respondents	# Respondents	# Responses	Hours / Response	Total Hours	Cost / Response	Total Cost	Comments
62.32(d)(9)	Recruitment transparency - A sponsor must include in its recruiting material, and post on its main website, examples of the typical monthly budgets of exchange visitors placed in various regions of the United States to illustrate wages (based on the minimum-required 32 hours of work at a typical host placement) balanced against estimated fees and costs.	Sponsors	41	41	1	41	\$20	\$820	
62.32(e)(1)	Candidate screening for eligibility and selection. (1) Sponsors must verify that each exchange visitor: (i) Is age 18 by the program start date; (ii) Is a foreign national post-secondary student, who at the time of application is enrolled in and actively pursuing a full-time course of study toward a degree at a foreign classroom-based post-secondary academic institution that is ministerially-recognized within the national education system where the student is enrolled. (iii) Has not participated in more than two previous Summer Work Travel program visits to the United States; (iv) Has at least a level of English language proficiency, determined in accordance with 22 CFR 62.10(a)(2), that allows him or her to communicate effectively when speaking with co-workers and community members, understand work requirements, discuss autobiographical information, and comprehend both written and oral instructions related to work, housing and transportation; and (v) Intends to participate in sponsor, host-entity or self-initiated cross-cultural activities while in the United States. (2) Prior to selecting exchange visitors, a sponsor must conduct interviews with potential exchange visitors either in-person or by video-conference, and where requested by the host entity or exchange visitor, facilitate a video-conference between the host entity and the exchange visitor.	Sponsors	41	100,000	0.5	50,000	\$20	\$1,000,000	

Section	Description	Respondents	# Respondents	# Responses	Hours / Response	Total Hours	Cost / Response	Total Cost	Comments
62.32(e)(1)	<p>Exchange visitor screening for eligibility and selection (applicant provision of documents/interview time).</p> <p>(1) Sponsors must verify that each exchange visitor:</p> <p>(i) Is age 18 by the program start date;</p> <p>(ii) Is a foreign national post-secondary student, who at the time of application is enrolled in and actively pursuing a full-time course of study toward a degree at a foreign classroom-based, post-secondary academic institution that is ministerially-recognized within the national education system where the student is enrolled.</p> <p>(iii) Has not participated in more than two previous Summer Work Travel program visits to the United States;</p> <p>(iv) Has at least a level of English language proficiency, determined in accordance with 22 CFR 62.10(a)(2), that allows him or her to communicate effectively when speaking with co-workers and community members, understand work requirements, discuss autobiographical information, and comprehend both written and oral instructions related to work, housing and transportation; and</p> <p>(v) Intends to participate in sponsor, host-entity or self-initiated cross-cultural activities while in the United States.</p> <p>(2) Prior to selecting exchange visitors, a sponsor must conduct interviews with potential exchange visitors either in-person or by video-conference, and where requested by the host entity or exchange visitor, facilitate a video-conference between the host entity and the exchange visitor.</p>	Exchange Visitors	100,000	100,000	1	100,000	\$1	\$100,000	

Section	Description	Respondents	# Respondents	# Responses	Hours / Response	Total Hours	Cost / Response	Total Cost	Comments
62.32(f)	Exchange visitor pre-placement at host entities. (1) In advance of issuing a Form DS-2019, a sponsor must secure for each exchange visitor a host placement(s) that (i) Is seasonal or temporary in nature; (ii) Requires minimal training; (iii) Requires daily interaction with, and work alongside, American guests, customers, co-workers and supervisors, as an integral part of the host placement function; (iv) Provides the exchange visitor with at least the required number of hours in no more than two host placements in accordance with 22 CFR 62.32(f)(4); (v) Meets the requirements for compensation in accordance with 22 CFR 62.32(f)(6); (vi) Is with a host entity that has been vetted in accordance with 22 CFR 62.32(i); (vii) Is with a host entity that cooperates in accordance with 22 CFR 62.32(j); (viii) Is not on the program exclusions list set forth at 22 CFR 62.32(k). (ix) Is with a host entity that, when applicable, meets the standard for providing exchange visitor accommodations as set forth in 22 CFR 62.32(l); (x) Is with a host entity that has been fully oriented about the public diplomacy purpose and requirements of the exchange visitor program, the host entity's duties within the program and toward the individual exchange visitor and to whom the sponsor has explained the governing regulations (and policy), including updates, and (xi) Is located where a sponsor employee can reach the exchange visitor in person within eight hours. Check of ownership relationship and of ongoing strikes: (2) Sponsors must divulge to the Department where a partial or full ownership relationship exists between the sponsor and the host entity. In these instances, the sponsor must identify an individual who will act as an independent advocate for the exchange visitor, such as an ombudsperson, should the Department determine there is a need. (3) During the	Sponsors	41	90,000	1	90,000	\$10	\$900,000	Not a new cost to sponsors
62.32(g)(1)	Door-to-door sales placements: Sponsors placing exchange visitors in door-to-door sales positions must, in addition to the requirements set forth in 22 CFR 62.32(f): (1) Fully execute an agreement that explains in detail the exchange visitor's placement duties and expectations, who will obtain and pay for any necessary state or local permits or reimburse the exchange visitor for such permits, the geographical area the host placement encompasses, and how exchange visitors, while traveling, may access housing that has been pre-arranged by the sponsor. The agreement must be included as an appendix to Form DS-7007 and must be accepted in writing by the exchange visitor before he or she receives a Form DS-2019.	Sponsors	1	1,325	0.5	664	\$5	\$3,313	

Section	Description	Respondents	# Respondents	# Responses	Hours / Response	Total Hours	Cost / Response	Total Cost	Comments
62.32(h)	Exchange visitor host re-placement. A sponsor must (1) Provide assistance within three business days to an exchange visitor's reasonable request (e.g., one where the new placement would be consistent with the exchange visitor's abilities, one located in the same city or a nearby city to the previous placement, one located in an economic sector where host entities are hiring, one made before the final four weeks of the exchange visitor's program) to change host placements by finding or vetting a new host placement. Sponsors may not charge the exchange visitor fees for re-placement. (2) Ensure that host re-placements meet the requirements applicable to the original placement. (3) Complete and secure the requisite signatures on a new Form DS-7007 prior to an exchange visitor's beginning work at a host re-placement.	Sponsors	41	2,500	0.5	1,250	\$10	\$12,500	
62.32(j)	Sponsor vetting of host entities: Sponsors must:(1) A sponsor must exercise all due diligence in vetting host entities and their managers and supervisors working with exchange visitors to ensure that exchange visitor health, safety, and welfare will be protected and that the host entity will not bring the Exchange Visitor Program into notoriety or disrepute. In conducting due diligence, a sponsor must confirm that host entities are legitimate and reputable businesses by taking, at a minimum, the following steps annually to vet a host entity: (i) Check, through direct contact in person or by telephone with potential host entities, the names of the entity's owner(s) and manager(s), business telephone numbers, email addresses, street addresses, and professional activities;(ii) Use publicly available information (e.g., state registries, advertisements, brochures, web sites, court registries, State sex-offender registries), and feedback sponsors have obtained from prior exchange visitors) to confirm that all host placement offers have been made by financially viable and reputable host entities with reputable managers and supervisors of the exchange visitor;(iii) Record potential host entities' Employer Identification Numbers (EIN) and obtain copies of their current business or professional license or permit, or certificate issued by the jurisdiction where the business operates granting the host entity the right to operate in that jurisdiction; (iv) Check whether the host entity will use any third parties to conduct the exchange visitor program and verify whether these third parties are legitimate and reputable; (v) Verify that each potential ho	Sponsors	41	25,000	0.5	12,500	\$20	\$250,000	

Section	Description	Respondents	# Respondents	# Responses	Hours / Response	Total Hours	Cost / Response	Total Cost	Comments
62.32(l)	Exchange visitor housing: (1) Every sponsor-approved placement must include acceptable housing, identified before approving the placement and issuing the form DS-2019. Housing must be fully and accurately described (2) Acceptable housing must meet all applicable housing codes and ordinances and be: (i) affordable for the exchange visitor; (ii) in a safe location; (iii) within a reasonable distance from the exchange visitor's host placement(s) (iv) in an area with regular safe, and affordable transportation options;(v) in a location that is neither isolated, nor difficult to access; and (vi) in reasonable proximity to commercial infrastructure and necessities. The requirements in subparagraphs (iv), (v) and (vi) above do not apply if the host entity provides reliable, safe, and affordable transportation during off-hours, and has a transportation plan in cases of emergency. (3) Sponsors placing exchange visitors in remote national parks, ski or mountain resorts, and summer camps must document the host entity's written arrangement for transportation for those exchange visitors during their off hours and in case of emergency. (4) Sponsors and their host entities may not require exchange visitors to pay a separate fee to identify housing; housing is a necessary and intrinsic part of an authorized placement. (5) In the event that the exchange visitor chooses to secure his or her own housing, the sponsor must verify compliance with the requirements of subparagraph (2) prior to the exchange visitor's arrival in the United States and document if the exchange visitor opts out of any requirement. (6) If either the sponsor or the Department determines that an exchange visitor's housing situation is problematic, the sponsor must identify new suitable housing within one week of this determination or the placement may become unauthorized and in violation of this regulation.	Sponsors	41	100,000	1	100,000	\$10	\$1,000,000	
62.32(n)	Exchange visitor pre-departure orientation and documentation. (1) In addition to satisfying the requirements set forth at 22 CFR 62.10(d)-(f), a sponsor must provide, prior to each exchange visitor's departure from his or her home country, an orientation, either in person or online, or a combination of both, that includes the following information and documentation: (i) An explanation of the sponsor's role during the program, including monitoring, and of host entity responsibilities; (ii) The Department of State's Summer Work Travel Exchange Visitor Welcome Letter and Diversity Flyer; (iii) The sponsor's 24/7 immediate (i.e., non-answering machine) contact telephone number; (iv) A description of exchange visitor and host entity obligations and responsibilities, including a list of program obligations and responsibilities as set forth in subparagraph (2) below; (v) Information explaining the cross-cultural component of the Summer Work Travel program, including the exchange visitor's obligation to participate in sponsor- and host entity-arranged cross-cultural activities and how best to experience local or national U.S. culture; (vi) Information on how to identify and report workplace abuse, sexual abuse, or exploitation; (vii) Information on pedestrian, bicycle, transportation, and general personal safety; (viii) An identification card with a photo of the exchange visitor listing the exchange visitor's name, the sponsor's name, and main office and emergency telephone numbers, 911, the telephone number of the Department's J-1 visa toll-free emergency help line, the J-1 visas e-mail address, and the name and policy number of the health insurance provider; and (ix) Information on how to seek medical care in the United States (e.g., information on insurance deductibles, the differences between emergency room visits and regular hospital visits) and location of nearest medical facilities.	Sponsors	41	100,000	0.5	50,000	\$20	\$1,000,000	

Section	Description	Respondents	# Respondents	# Responses	Hours / Response	Total Hours	Cost / Response	Total Cost	Comments
62.32(o)	Cultural activities. A sponsors must: (1) Ensure that exchange visitor's host placements necessitate regular interaction with coworkers and customers and that their host entities facilitate the regular interactions of exchange visitors with U.S. citizens or residents during the workday portion of their program; (2) Plan, initiate, and/or act as a resource for host entities, domestic third parties, or local community groups participating in cultural activities that provide exchange visitors exposure to U.S. culture and/or interaction with U.S. citizens or residents throughout their programs; (3) Ensure that, at a minimum, they or their host entities arrange for their exchange visitors one cross-cultural activity within each calendar month during which they have exchange visitors on program in the United States; (4) Facilitate additional cultural activities throughout the duration of their exchange visitors' programs, and document their activities.	Sponsors (and /or host entities)	30,041	90,000	4	360,000	\$10	\$ 3,600,000	New cost to sponsors. Respondents are both sponsors and host entities together.
62.32(p)	Exchange visitor monitoring and assistance. A sponsor must: (1) Maintain, at a minimum, monthly personal contacts with exchange visitors. Such contact is permitted to be in-person, by telephone, or via exchanges of email (communications via e-mail and voicemail messages must include a written response from the exchange visitor that provides information on the exchange visitor's well-being); (2) Gauge exchange visitors' overall health, safety, and welfare and appropriately address issues identified through monitoring that involve the suitability of placements, housing and transportation, and any other issues affecting exchange visitors' health, safety, and welfare; (3) Be available to exchange visitors as facilitators, counselors, and information resources and provide appropriate assistance on an as-needed basis; (4) Document all efforts to resolve problematic placements before termination, and all efforts to contact non-responsive exchange visitors before program termination;	Sponsors	41	100,000	0.5	50,000	\$3	\$150,000	Not a new cost to sponsors

Section	Description	Respondents	# Respondents	# Responses	Hours / Response	Total Hours	Cost / Response	Total Cost	Comments
62.32(q) - (t)	Sponsor use and vetting of foreign/domestic third parties. A sponsor must, in addition to the requirements set forth in 22 CFR 62.2, meet the following requirements if they elect to use foreign third parties: (1) Select only foreign third parties that: (i) the sponsor has vetted in accordance with 22 CFR 62.32(r); (ii) have a fixed office address, employees with professional experience in the services the foreign third party provides, an organizational mission applicable to educational and cultural exchange, and a system to collect and protect the personal data of potential and actual exchange visitors; (iii) market the Summer Work Travel program as a cultural program rather than a labor program; (iv) have fees and other charges that are transparent, legal and justifiable in terms of actual services rendered to the sponsor or to the exchange visitor; and (v) do not bring the Exchange Visitor Program into notoriety or dispute, or engage in actions that would endanger the health, safety or welfare of exchange visitors. (2) Fully execute an annual written agreement with the foreign third party and work only with foreign third parties with which the sponsor has a written agreement; (3) Orient adequately its foreign third parties on the purpose and intent of the Exchange Visitor Program and the governing regulations. (4) Require, review and approve annually the marketing materials, including updated price lists or Department-required templates, for programs marketed on the sponsor's behalf by each of its foreign third parties. The price lists must include itemizations of all costs and fees charged to exchange visitors as set forth in 22 CFR 62.9(d). (5) Ensure that foreign third parties do not permit the use of or otherwise cooperate or contract with other third parties (including staffing or employment agencies or subcontractors) to work directly with prospective or current exchange visitors	Sponsors	41	20,000	1.0	2,000	\$20	\$40,000	Not a new cost to sponsors
62.32(u)	Reporting requirements. (1) Foreign third party reporting: Within 30 days of its conclusion of a ndw written agreement with a foreign third party, a sponsor must provide the Department with that third party's name and contact information (i.e., telephone number, e-mail address, street address, city address, point of contact, and website address), and the sponsor also must provide the Department with updated contact information for igs foreign third party within 30 days after receiving notice of any change in that third party's contact information. A sponsor also must notify the Department within thirty days after ceasing to work with a foreign third party previously reported. (2) Price lists: A sponsor must submit to the Department each year by December 1 itemized exchange visitor price lists with breakdowns of the costs that exchange visitors must pay each sponsor and foreign third party on a country-specific basis in order to participate in the program.	Sponsors	41	41	2	82	\$20	\$1,640	Not a new cost to sponsors
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	1415	1,415	0.5	708	\$5	\$3,540	
TOTAL			185,200	1,977,588	Total hours:	1,799,714	Total Cost:	22,351,043	

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