

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

Section	Description	Respondents	# Respondents	# Responses	Hours / Response	Total Hours	Cost / Response	Total Cost	Comments
62.5(a)	Any entity meeting the eligibility requirements set forth in 62.3 may apply to the Department of State for designation as a sponsor. Such application shall be made on Form DS-3036 ("Exchange Visitor Program Application) and filed with the Department of State's Exchange Visitor Program Services.\	Potential Sponsors	60	60	8	480	\$100	\$6,000	This information is collected on Department of State Form DS-3036 through SEVIS.
62.5(b)	Proposed exchange program activity and shall demonstrate its prospective ability to comply with Exchange Visitor Program regulations.								On Form DS-3036. Refer to 62.5(a) for burden.
62.5(c)(1)	(1) Evidence of legal status as a corporation, partnership, or other legal entity (e.g., charter, proof of incorporation, partnership agreement, as applicable) and current certificate of good standing;	Potential Sponsors	60	60	1	60	\$0	0	Routine business record
62.5(c)(2)	(2) Evidence of financial responsibility as set forth at Sec. 62.9(e);								Refer to 62.5c(1)
62.5(c)(3)	(3) Evidence of accreditation if the applicant is a post-secondary educational institution;								Refer to 62.5c(1)
62.5(c)(4)	(4) Evidence of licensure, if required by local, state, or federal law, to carry out the activity for which it is be designated;								Refer to 62.5c(1)
62.5(c)(5)	(5) Certification by the applicant (using the language set forth in appendix A) that it and its responsible officer and alternate responsible officers are citizens of the United States as defined at Sec. 62.2; and								On Form DS-3036. Included in burden in 62.5(a)

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62.5(c)(6)	(6) Certification signed by the chief executive officer of the applicant that the responsible officer will be provided sufficient staff and resources to fulfill his/her duties and obligations on behalf of the sponsor.								On Form DS-3036. Included in burden in 62.5(a)
62.7(b)	To apply for redesignation, a sponsor shall advise the Exchange Visitor Program Services by letter or by so indicating on the annual report.	Sponsors	700	700	0.5	350	\$3,987	\$2,790,900	Form DS-3036 used. Each sponsor must apply for redesignation once every two years. This burden is not included in the totals 62.5(a).
62.7(d)	A sponsor seeking redesignation should notify the Department of State, as set forth in (b) of this section, no less than four months prior to the expiration date of its designation. A sponsor seeking redesignation may continue to operate its program(s) until such time as the Department of State notifies it of a decision to amend or terminate its designation.								SEVIS sends an automatically generated email reminder to the sponsors, so that the burden in this provision is not imposed. It will be eliminated in the rewrite.
62.12(d)	(1) Annual Form DS-2019 allotment. Sponsors must submit an electronic request via SEVIS to the Department of State for an annual allotment of Forms DS-2019 based on the annual reporting cycle (e.g., academic, calendar, or fiscal year) stated in their letter of designation or redesignation. The Department of State has sole discretion to determine the number of Forms DS-2019	Sponsors	1415	1450	0.5	725	0	\$0	1-2 submitted per sponsor per year through SEVIS.
62.12(e)	(e) Safeguards and controls. (3) Sponsors must use the reprint function in SEVIS when exchange visitors' Forms DS-2019 are lost, stolen, or damaged, regardless of whether they are transmitting forms electronically or mailing them. (4) Sponsors must destroy any damaged and/or unusable Forms DS-2019 (e.g., forms with errors or forms damaged by a printer).(1) Maintain a record of all Forms DS-2019 received and/or issued by the sponsor (2) Make a record of damaged and unusable Forms DS-2019 prior to destruction.								Automatically tracked by SEVIS. The DS-2019 is generated by SEVIS so there is no longer a chance of forms being damaged before use.

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62.13(a)	Written Notification of: (1) Change of its address, telephone, or facsimile number;	Sponsors	1415	200	15 min	50.00	0	0	This information is collected on Department of State Form DS-3037. Submitted through SEVIS. 1-2 responses per sponsor per year.
62.13(a)	(2) Change in the composition of the sponsoring organization which affects its citizenship as defined by Sec. 62.2								Refer to 62.13(a)
62.13(a)	(3) Change of the responsible officer or alternate responsible officers;								Refer to 62.13(a)
62.13(a)	(4) A major change of ownership or control of the sponsor's organization;								Refer to 62.13(a)
62.13(a)	(5) Change in financial circumstances which may render the sponsor unable to comply with its obligations as set forth in Sec. 62.9(e)								Refer to 62.13(a)
62.13(a)	(6) Loss of licensure or accreditation;	Sponsors	0	0					There have been no occurrences since the implementation of SEVIS.
62.13(a)	(7) Loss or theft of Forms DS-2019 as specified at Sec. 62.12(d)(3);								Automatically tracked by SEVIS.
62.13(a)	(8) Litigation related to the sponsor's exchange visitor program, when the sponsor is a party	Sponsors	0	0					There have been no occurrences since the implementation of SEVIS.
62.13(a)	(9) Termination of its exchange visitor program.	Sponsors	2	2	15 min	0.50	\$0	\$0	Submitted through SEVIS
62.13(c)	Written Notification when (1) The exchange visitor has withdrawn from or completed a program thirty (30) or more days prior to the ending date on his or her Form DS-2019 (2) The exchange visitor has been terminated from his or her program	Sponsor	1415	10,000	15 min	2,500	\$0	\$0	10,000 per year is the average number of responses received.
62.15(a)	Submission to include: (a) Program report and evaluation. A brief summary of the activities in which exchange visitors were engaged, including an evaluation of program effectiveness	Sponsors	1415	1415	1	1,415	\$0	\$0	Form DS-3097 (OMB #1405-0151). Submitted through SEVIS.
62.15(b)	Reciprocity. A description of the nature and extent of reciprocity occurring in the sponsor's exchange visitor program during the reporting year;	Sponsors							Refer to 62.15(a)

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62.15 (c)	Cross-cultural activities. A summary of the cross-cultural activities provided for its exchange visitors during the reporting year;	Sponsors							Refer to 62.15(a)
62.15 (d)	Proof of insurance. Certification of compliance with insurance coverage requirements set forth in Sec. 62.14.								Submitted through SEVIS on Form DS-3097. Refer to 62.15(a) for the burden.
62.15 (e)	Form DS-2019 usage includes: (1) The total number of blank Forms DS-2019 received; (2) The total number of Forms DS-2019 voided or destroyed; (3) The total number of Forms DS-2019 issued to potential exchange visitors that were returned to the sponsor or not used for entry into the United States; and (4) The total number and document identification number sequence of all blank Forms DS-2019 in the possession of the sponsor on the date of the report.								Submitted through SEVIS on Form DS-3097. Refer to 62.15(a) for burden.
62.15 (f)	Program participation. A numerical count, by category, of all exchange visitors participating in the sponsor's program for the reporting year.								Submitted through SEVIS on Form DS-3097. Refer to 62.15(a) for burden.
62.15 (g)	Redesignation. Sponsors may indicate their desire for redesignation, pursuant to Sec. 62.7, by marking the appropriate box on their annual report.	Sponsors	700	700	Avg. 15 min	175	\$0	\$0	Submitted through SEVIS.
62.20(j)	Professors and research scholars may be authorized program extensions as follows: (1) Responsible officer authorization. A responsible officer may extend, in his or her discretion and for a period not to exceed six months, the three year period of program participation permitted under Sec. 62.20(i). The responsible officer exercising his or her discretion shall do so only upon his or her affirmative determination that such extension is necessary in order to permit the research scholar or professor to complete a specific project or research activity.	Sponsor	800	5,000	.5 hour	2,500	\$0	\$0	Submitted through SEVIS. The average number of respondents is 800, with an average of 5000 responses submitted per year

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	<p>(2) A request for Department of State authorization to extend the period of program participation for a professor or research scholar shall: (i) Be submitted to the Department of State, unless prevented by extraordinary circumstance, no less than 60 days prior to the expiration of the participant's permitted three year period of program participation;</p> <p>(ii) Present evidence, satisfactory to the Department of State, that such request is justified due to exceptional or unusual circumstances and is necessary in order to permit the researcher or professor to complete a specific project or research activity.</p>								
62.25(m)	Placement report. In lieu of listing the name and address of the host family and school placement on a participant's Form DS-2019, sponsors must, no later than August 31st of each academic year, submit to the Department of State a report of all academic year program participants. Such report shall set forth the participant's name, school, and host family placements. A report of semester participants entering United States schools during the January to June term shall be submitted to the Department of State by January 15th.	Sponsors	120	120	.5 hour	60	\$0	\$0	"Secondary Student Placement Report." Submitted through SEVIS. Reporting requirement.
62.30 (i)	Placement report. In lieu of listing the name and address of the camp facility at which the participant is placed on Form DS-2019, sponsors shall submit to the Department of State, no later than July 1st of each year, a report of all participant placements. Such report shall reflect the participant's name, camp placement, and the number of times the participant has previously participated in a camp counselor exchange.	Sponsors	25	25	1 hour	25	\$20	\$500	

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62.31 (m)	<p>Reporting requirements. Along with the annual report required by regulations set forth at Sec. 62.17, sponsors shall file with the Department of State the following information:</p> <p>(1) A summation of the results of an annual survey of all host family and au pair participants regarding satisfaction with the program, its strengths and weaknesses;</p> <p>(2) A summation of all complaints regarding host family or au pair participation in the program, specifying the nature of the complaint, its resolution, and whether any unresolved complaints are outstanding; (3) A summation of all situations which resulted in the placement of au pair participant with more than one host family;</p> <p>(4) A report by a certified public accountant, conducted pursuant to a format designated by the Department of State, attesting to the sponsor's compliance with the procedures and reporting requirements set forth in this Subpart;</p> <p>(5) A report detailing the name of the au pair, his or her host family placement, location, and the names of the local and regional organizational representatives;</p>	Sponsors	14	14	20	280	\$100	\$28,000	
62.41 (b)	A request for change of category along with supporting justification must be submitted to the Department of State by the participant's sponsor. Upon Department of State approval the sponsor shall issue to the exchange visitor a duly executed Form DS-2019 reflecting such change of category and provide a notification copy of such form to the Department of State.	Sponsor	100	100	Avg. 15 min	25	\$246	\$24,600	
62.43 (c)	(2) Secure the prior written approval of the Department of State for such extension.	Sponsors	100	100	1	100	\$246	\$24,600	

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62.45 (c)	<p>(c) examples of technical or minor infractions which you [the sponsor] are authorized to correct:</p> <p>(4) You [the sponsor] correct the record status quo ante by issuing a Form DS-2019 or by writing an authorization letter to reflect the continuity in the program or the permission to engage in the activity that a timely issued document would have reflected.</p> <p>(i) Forms DS-2019 should be: (A) Issued to show continued authorized stay without interruption; (B) Marked in the "purpose" box with the appropriate purpose (i.e., extension, transfer, etc.) and with the additional notation of "correct the record" typed in; (C) Dated as of the date the Form was actually executed; and,</p> <p>(D) Submitted to the Department of State in the same way as any other notification.</p>	Sponsor	1000	1,000	0.5	500	\$0	\$0	Approximately 1000 corrections are made each year.
	<p>(ii) Letters or other authorization documents should be: (A) Issued according to the regulations in this part appropriate to the category and the activity; (B) Marked or annotated to show "correct the record,"</p> <p>(C) Dated as of the date the letter or document was actually executed; and, (D) Attached to the exchange visitor's Form DS-2019 and/or retained in the sponsor's file as required by the regulations in this part for that particular type of letter or document.</p>								
62.45(e)	The following are substantive violations or infractions of the regulations in this part by the exchange visitor which require you to apply to us for reinstatement to valid program status:								Refer to burden for 62.45(h) below.

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	<p>(1) Failure to maintain valid program status for more than 120 days after the end date on the current Form DS-2019;</p> <p>(2) If a student, failure to maintain a full course of study (as defined in § 62.2) without prior consultation with you and the exchange visitor's academic advisor.</p>								
62.45(h)	<p>(1) If you determine that the violation of the regulations in this part is a substantive one, and that the exchange visitor has failed to maintain valid program status for 120 days or less, you must apply to us for reinstatement of the exchange visitor to valid program status. Your application must include:</p> <p>(i) All copies of the exchange visitor's Forms DS-2019 issued to date; (ii) A new, completed Form DS-2019, showing in Block 3 the date of the period for which reinstatement is sought, i.e., the new program end date; (iii) A copy of the receipt showing that the Public Law 104-208 fee has been paid; and, (iv) A written statement (and documentary information supporting such statement): [Please see the regulation for the continuation of this text.]</p> <p>(2) If you determine that the violation of the regulations is a substantive one, and that the exchange visitor has failed to maintain valid program status for more than 120 days, then you must apply to us for reinstatement of the exchange visitor to valid program status. Your application must include:</p>	Sponsors	30	30	1	30	\$246	\$7,380	Application for reinstatement submitted through SEVIS. Paper documentation sent via mail or fax.

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	(i) Copies of all the exchange visitor's Forms DS-2019 issued to date; (ii) A new, completed Form DS-2019, showing in Block 3 the date for which reinstatement is sought, i.e., the new program end date; (iii) A copy of the receipt showing that the Pub. L. 104-208 fee has been paid; and, (iv) A written statement (together with documentary evidence supporting such statement): [Please see the regulation for continuation of this text.]								
62.90 (b)	Amounts of fees. The following fees are prescribed:								
	(1) Request for program extension \$367.	Sponsor							Refer to 62.43
	(2) Request for change of program category \$367	Sponsor							Refer to 62.41
	(3) Request for reinstatement \$367.	Sponsor							Refer to burden in 62.45(h).
	(4) Request for program designation \$3,982	Potential sponsors							Refer to burden in 62.5(a).
Appendix A	Certification of Responsible Officers								The text in Appendix A is part of Form DS-3036. See Section 62.5(a) above for burden
Appendix B	Exchange Visitor Program Application								The text in Appendix B is part of Form DS-3036. See Section 62.5(a) above for burden
Appendix C	Update of Information on Exchange-Visitor Program Sponsor								The text in Appendix C is part of Form DS-3037. See Section 62.13(c) above for burden
Appendix D	Annual Report--Exchange Visitor Services								The text in Appendix D can be found on Form DS-3097. See Section 62.15(a) above for burden.
TOTAL BURDEN:			200 Total	20,976	Total hours:	9,275.50	Total Cost:	\$2,881,980	