

**SUPPORTING STATEMENT FOR
PAPERWORK REDUCTION ACT SUBMISSION**

***Annual Report - J-NONIMMIGRANT Exchange Visitor Program
OMB # 1405-0151, DS-3097***

A. JUSTIFICATION

1. *Why is this collection necessary and what are the legal authorities that allow this?*

The Bureau of Educational and Cultural Affairs of the U.S. Department of State (Department) administers the Exchange Visitor Program (J-Visa) under the provisions of the Mutual Educational and Cultural Exchange Act of 1961, as amended (Public Law 87-256, 22 U.S.C. 2451 *et seq.*). Pursuant to 22 C.F.R. 62.15, Department-designated sponsors must report annually on a variety of educational and cultural exchange activities.

The Annual Report - J-NONIMMIGRANT Exchange Visitor Program (Form DS-3097) provides a means for sponsoring organizations to report a summary of exchange visitor activity and an accounting of the number of Forms DS-2019 used. (DS-2019 is the Certificate of Eligibility for Exchange Visitor (J-NONIMMIGRANT) Status.) It also provides a means for assisting the Department in maintaining appropriate oversight of the Exchange Visitor Program.

This collection of information utilizes one form: Form DS-3097 – Annual Report - J-NONIMMIGRANT Exchange Visitor Program.

2. *What business purpose is the information gathered going to be used for?*

Department-designated sponsors (United States government agencies and private sector for-profit and not-for profit organizations) use the Form DS-3097 to annually report their activities and program effectiveness to the Department. Approximately 1,425 annual reports are received each year. The information provided is used to monitor and maintain appropriate oversight of how the sponsors conduct their exchange visitor programs.

3. *Is this collection able to be completed electronically (e.g., through a website or application)?*

Sponsors cannot submit Form DS-3097 electronically. However, they may e-mail it to the Office of Private Sector Exchange Designation at the Department

using E-Forms, or they may sign by hand and scan their report to the Department via e-mail. Sponsors already receive their annual report of statistical information on their program from the Student and Exchange Visitor Information System (SEVIS) to fill out the Form DS-3097.

4. *Does this collection duplicate any other collection of information?*

Designated sponsors are required to file this form on an annual basis. This information is not otherwise available.

5. *Describe any impacts on small business.*

This collection does not have significant economic impact on a substantial number of small businesses or other small entities.

6. *What are consequences if this collection is not done?*

If the collection of information were not conducted, the Department could not administer the Exchange Visitor Program effectively. The Department would not be aware of details of existing sponsor program activities that it uses to assist sponsors in conducting successful exchange programs. Additionally, the Department uses Form DS-3097 data to monitor activities to ensure compliance with Exchange Visitor Program governing regulations (22 CFR Part 62). Without Form DS-3097, there would be no means for a designated sponsor to reconcile the use of Forms DS-2019 or to request additional forms necessary to conduct their exchange programs.

7. *Are there any special collection circumstances?*

There are no special circumstances. The collection of information indicated on the annual report form is an annual submission, filed either on an academic, calendar or fiscal year basis, as directed by the Department in its letter of designation.

8. *Document publication (or intent to publish) a request for public comments in the Federal Register*

The Department published a 60-day notice in the *Federal Register* on April 16, 2026 (91 FR 20556) to solicit public comments. The comment period closed on June 15, 2026.

The Department received one comment, submitted by a designated program sponsor. The commenter expressed no objection to the proposed revisions to Form DS-3097. The comment instead requested clarification on three matters of program administration and reporting practice: the continued alignment of

the revised form with the fields automatically populated from the Student and Exchange Visitor Information System (SEVIS); the scope of the term “Sponsor Official” for purposes of the certification signature; and the meaning of the term “host sites” as used in the staffing item.

Because the comment raised questions of program administration and terminology rather than comments on the collection itself or on the proposed revisions, the Department is proceeding with the revisions to Form DS-3097 as published in the 60-day notice. The Department will respond directly to the commenter and will address the questions raised through its ordinary guidance to program sponsors. The Department is separately incorporating the revised form language into SEVIS so that the automatically populated fields remain aligned with the form.

The Department will publish a notice in the *Federal Register* soliciting public comments for a period of 30 days.

9. Are payments or gifts given to the respondents?

Respondents are not provided with any gifts or payments.

10. Describe assurances of privacy/confidentiality

There is no assurance of confidentiality provided other than that contained in applicable statutes such as the Privacy Act.

11. Are any questions of a sensitive nature asked?

There are no questions of a sensitive nature included in the data required by the annual report form (Form DS-3097).

12. Describe the hour time burden and the hour cost burden on the respondent needed to complete this collection

The number of responses expected for the Form DS-3097 is approximately 1,425 annually. This form takes approximately 2 hours to complete. The annual burden for this form is estimated to be 2,850 hours (1,425 sponsors x 2). The annualized hourly burden cost to respondents is estimated at \$179,550 (2850 annual hours x \$63¹ weighted wage).

¹ Source: [Federalpay.org](https://federalpay.org/gs/locality/Washington-DC), “General (GS) Pay Schedule Table for 2026, Washington, DC locality pay,” federalpay.org/gs/locality/Washington-DC.

13. Describe the monetary burden to respondents (out of pocket costs) needed to complete this collection.

There is no additional cost to the respondents over and above their normal business practices. Since this data collection is an element of program administration, the Department expects that respondents currently have full capacity to complete, process, and send the form to the Department as part of their current usual and customary business practices. Other costs that may potentially be incurred are part of customary and usual business practices. No fee is charged in connection with this form and there are no shipping costs.

14. Describe the cost incurred by the Federal Government to complete this collection.

The Department estimates that the annualized cost to the Federal Government is limited to the salary and benefits of Department officials responsible for the administrative oversight of the 1,425 designated sponsors submitting this information. Ten employees (GS-9 to GS-12) with an average weighted hourly wage of \$63.00² will spend approximately five percent of their time, or 100 hours, processing the forms (acknowledging receipt, tracking, reviewing reports, and filing) which yields an annual cost of \$6,300.00 (100 hours x \$63.00 hourly wage). Costs for equipment, overhead, printing or other costs associated with the processing of this information collection are expected to be negligible.

15. Explain any changes/adjustments to this collection since the previous submission

The number of designated Exchange Visitor Program sponsors has decreased since 2020. The total estimated burden for the annual report is 2,850 hours. There are no changes to the form calculation or format, however the physical address has been removed in the PRA Statement, as submission shall now be submitted to the Department via email. The term report period has been changed to reporting cycle as identified in SEVIS. These changes do not impact the hour burden of the collection.

16. Specify if the data gathered by this collection will be published.

The Department will not publish the information collected.

² Source: federalpay.org, "General (GS) Pay Schedule Table for 2026, Washington, DC locality pay," federalpay.org/gs/locality/Washington-DC.

17.If applicable, explain the reason(s) for seeking approval to not display the OMB expiration date.

The Department will display the OMB expiration date.

18.Explain any exceptions to the OMB certification statement below.

The Department is not requesting any exceptions to the certification statement.

B. COLLECTION OF INFORMATION EMPLOYING STATISTICAL METHODS

This collection does not employ statistical methods.