

## EXCHANGE VISITOR SPONSOR RESPONSIBILITIES

The following is an excerpt from a letter written by Miller Crouch, Principal Deputy Assistant Secretary of the Bureau of Educational and Cultural Affairs on August 20, 2004:

“The sponsor of an exchange visitor program is contributing to education and cultural exchange as authorized by the Fulbright-Hays Act, the objective of which is to increase mutual understanding between the people of the United States and the people of other countries and to assist in the development of friendly, sympathetic and peaceful relations between the United States and other nations. This objective is best met by ensuring that participant in the exchange program return abroad to exercise the skills and knowledge acquired in the United States thereby strengthening the ties and communications that unite us with other nations of the world.

In addition, reciprocity is an integral component of the exchange visitor program and sponsors are required to make every effort to achieve the fullest possible reciprocity (22 CFR 62.8). Given this objective, many participants in any exchange visitor program may be subject to the provisions of Section 212(e) of the Immigration and Nationality Act, as amended. For further details, see Section 22 CFR 41.63.

Ms. Esther Gunel is listed in the Department’s records as the Responsible Officer (RO) and Ms. Sue Sohn is authorized as the Alternate Responsible Officer (ARO) for this program. The RO and ARO are the only officials authorized to sign the issued Form DS-2019.

These individuals are also the only officials with whom this office conducts business regarding this program. All communications originating from this program must be submitted and signed by the RO or the AROs.

Section 62.11 of 22 CFR of the Department’s administrative regulations outlines the duties of the Responsible Officer. The regulations also apply to the Alternate Responsible Officer who assists the RO in the administration of the program. The RO is ultimately responsible for ensuring that the Program is administered and implemented in accordance with the Department’s regulations and the Student and Exchange Visitor Information System (SEVIS). Some of the duties are:

- training and supervision of the Alternate Responsible Officer(s);
- ensuring that Forms DS-2019 are issued responsibly;
- ensuring that the Form DS-2019 is signed in blue ink;
- ensuring that the SEVIS Sponsor Profile is updated to reflect any changes in address, telephone number, fax numbers, and e-mail addresses of RO and ARO(s);
- validating the arrival, and participation of each exchange visitor in your program;
- requiring that all exchange visitors have health/accident insurance for themselves and any dependents;
- ensuring that an exchange visitor’s stay in the United States does not exceed the set time limit for his/her category; and;
- meeting all requirements set forth in the Exchange Visitor Program regulations, such as submitting an annual report.

Please read and acquaint yourself with the regulations governing the Exchange Visitor Program and your facilitation of exchange activities. The Exchange Visitor Program regulations and SEVIS User’s Manual (two volumes) are available from our website

<http://exchanges.state.gov/education/jexchanges>. If you have any questions, please call the Office of Exchange Coordination and Designation, Academic/Government Designation Division at 202 401-9810.