



**USAID**  
FROM THE AMERICAN PEOPLE

# COMPLETE GUIDE TO USAID VISA COMPLIANCE

Version 1.06.01

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## **INTRODUCTION**

### **BACKGROUND AND PURPOSE**

Thousands of people a year are brought to the United States and enrolled in training, education and invitational travel programs funded by the US Agency for International Development (USAID). With few exceptions, each USAID-sponsored visitor to the U.S. must travel on a J-1 visa issued under one of two USAID program numbers.

The Student and Exchange Visitor Information System (SEVIS) is a web-based system for maintaining information on international students and exchange visitors in the United States. SEVIS is administered by the Student and Exchange Visitor Program (SEVP), a division of U.S. Immigration and Customs Enforcement (ICE), the largest investigative arm of the Department of Homeland Security (DHS). The purpose of SEVIS is to monitor the issuance of F, M and J visas, and to gather and monitor information about students and exchange visitors in the U.S. from entry to exit. In accordance with Department of State and Department of Homeland Security regulations, all exchange visitor program sponsors, including USAID, are required to use SEVIS to print the Certificate of Eligibility for Exchange Visitor (J-1) Status (Form DS-2019), electronically, and they must update SEVIS with information on all exchange visitors in the United States. Only approved U.S. citizens, located in the U.S., are able to have access to SEVIS. Agency policies address this need for U.S.-based centralization.

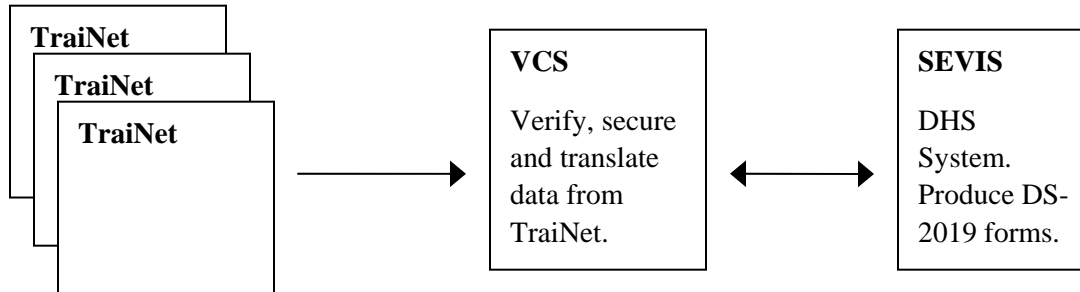
This document provides an overview of, and specific guidance regarding, procedures and systems required for J-1 visa processing for USAID sponsored participants. Detailed instructions for using the supporting computer systems are provided in accompanying appendices.

The preparation of the DS-2019 form is a critical step in the process of obtaining a visa for USAID-sponsored visitors to the United States. This form is presented to the Consular Officer, along with supporting documents, to obtain a J-1 visa prior to travel to the United States. After the Exchange Visitor is issued his or her J-1 visa and arrives in the United States, the information required on this form must be kept up-to-date or the participant will fall out of status and could be subject to action by authorities.

Policies governing participant training are contained in ADS Chapter 253, and policies governing visas for entry into the U.S. are contained in ADS Chapter 252.

### **COMPUTER SYSTEMS**

All USAID Exchange Visitors (EVs) traveling to the U.S. are subject to the policies contained in USAID's policy documents, ADS-252 and 253. USAID Missions, Washington Offices and implementing partners must use TraiNet to track and report participants to USAID/Washington. TraiNet is the sole source of information on all USAID sponsored exchange visitors. Because only U.S.-based staff may access SEVIS, the Visa Compliance System (VCS) provides an interface between TraiNet and SEVIS.



**Figure 1: Many TraiNet sites feed data into the VCS, which serves to verify, secure and translate data from TraiNet into a format understood by SEVIS. VCS then exchanges data with SEVIS to produce and update DS-2019 forms and status.**

## TRAINET

Contractors and Missions use TraiNet to capture and update data on training and exchange programs. TraiNet is the point of entry for all required data for the J-1 visa application process. In addition, TraiNet is used to update the information required by DHS during the EV's visit.

## USAID VISA COMPLIANCE SYSTEM (VCS)

VCS is a secure web-based system that facilitates the data interchange between TraiNet and SEVIS. VCS performs three functions: First, it implements a process to verify data from TraiNet. Second, it translates TraiNet data to the format required by SEVIS and manages its transmission. Lastly, it provides approval management of requests for and changes to DS-2019 information as they move through the workflow process.

VCS users must be approved centrally and assigned a role with the appropriate security precautions addressed. VCS adheres to all USAID password and login procedures, including password length, character sets and password expiration.

## STUDENT AND EXCHANGE VISITOR INFORMATION SYSTEM (SEVIS)

SEVIS is the computer system created by DHS to vet, approve and monitor students and exchange visitors in the United States. It creates a means for information collection and reporting via the Internet. VCS communicates DS-2019 information to SEVIS, which produces the actual forms. SEVIS reports back errors and alerts related to exchange visitors. All automated processes are handled through VCS; however there are instances that require the USAID/Washington Responsible Officer (RO) or an Alternate Responsible Officer (ARO) to utilize the real-time, web interface to handle particular situations.

## ROLES & RESPONSIBILITIES/WORKFLOW

Sponsoring Units are responsible for tracking the whereabouts of their participants in the United States and their return status at the conclusion of training. Current information must be provided to the USAID Washington Responsible Officers at any time upon request.

There are four roles for stakeholders involved in USAID's J-1 visa process:

- **Initiator:** Using TraiNet, is responsible for entering all required information for initiating visa applications and tracking participants. (See Appendix 1)

- **Verifier:** Using VCS, verifies participant data as transferred to VCS from TraiNet. (See Appendix 2)
- **Approver:** Using VCS, provides Mission confirmation of the legitimacy of each participant and training intervention; approves participant data after being verified by R2. (See Appendix 3)
- **Submitter:** Submits approved participant data to SEVIS for processing, manages user access to VCS, and monitors the workflow through the system.

Every exchange visitor candidate must be deemed appropriate by each of these roles before a DS-2019 form can be produced. If a candidate is rejected by the Approver or Submitter at any time during the process, the candidate is sent back to the Verifier.

## INITIATOR

This role is performed by the employee responsible for data entry in TraiNet. All participants nominated for training in the U.S. must be entered into TraiNet.

The initiator does not have to be a U.S. citizen. This role can be served by a USAID Contractor, centrally funded organization, or USAID Mission. There is no limit to the number of individuals who may be assigned to the Initiator role.

**At no time should the Initiator perform the role of the Verifier or use the username or password of the Verifier.**

Responsibilities of the Initiator include:

- Entering data in TraiNet to create new EVs and Programs.
- Transmitting TraiNet data to the global data repository.
- Updating data in TraiNet during the course of a program.
- Updating all status fields throughout the program and when it is completed in compliance with Agency guidelines.
- Correcting data in TraiNet to resolve data errors.

Initiators may receive the following email notifications from the systems indicating that immediate action may be required:

- One time notification that an EV has been terminated.
- Daily notifications of EVs who have a return status in TraiNet of “Unknown” and are one to three days past the end date of their programs.

## VERIFIER

The verifier is responsible for ensuring that data entered into TraiNet is complete and correct when imported to VCS.

The verifier does not have to be a U.S. citizen. The Verifier role can be served by a USAID contractor, centrally funded organization, or USAID Mission, but cannot be served by the same individual(s) in the Initiator role.

**At no time should the Verifier share his or her username and password with anyone.**

Responsibilities of the Verifier include:

- Verifying TraiNet data that is imported to VCS.
- Communicating data errors to the TraiNet Operator for correction in TraiNet.
- Determining disposition of participant by either removing nomination or moving to USAID Mission for approval through VCS.
- Communicating with the Approver and Submitter to determine status of questionable applications and to provide any information required for Security Risk and Fraud Inquiry (SRFI), see ADS 252.3.3.
- Ensuring that all Exchange Visitors are properly validated within three calendar days of their program start date.
- Retaining a black and white copy of stamped, endorsed DS-2019 after EV's arrival in the US.
- Providing the Submitter with information and documentation pertaining to an Exchange Visitor upon request.

Verifiers may receive the following email notifications from the systems indicating that immediate action may be required:

- Daily notifications of EVs whose data in VCS has errors preventing processing.
- Daily notifications of EVs to be reviewed and either verified or rejected in VCS.
- One time notification of EVs whose programs are scheduled to begin, sent on the day the program is scheduled to begin.
- One time notification of EVs whose programs are scheduled to end, sent on the day the program is scheduled to end.
- One time notification that an EV has been terminated.
- One time notification that an EV has been marked as "Not Returned" in TraiNet (i.e. is a non-returnee at the end of his or her program).
- Daily notifications of EVs whose return status is "Unknown" and are four to six days past the end date of their program.
- One time notification of EVs whose return status is "Unknown" and are six days past the end of their program and therefore subject to being terminated in SEVIS for non-compliance, sent six days past the program end date..

## **APPROVER**

This role must be performed by a U.S. citizen at a USAID Mission or at USAID Washington to approve participant data or data updates for Exchange Visitors.

The number of individuals assigned the Approver role is determined by the Mission Director or USAID representative.

Responsibilities of the Approver include:

- Providing Mission confirmation of the legitimacy of each Exchange Visitor who is a resident of the country, as well as confirmation of the training intervention, and certifies that a SRFI has been conducted.
- Approving data from field offices to send to USAID EGAT through VCS.
- Entering last four digits of the passport number and country of citizenship of Exchange Visitor.
- Sending disapproved applications back to the field office for correction or removal.
- Communicating potential problems to TraiNet supervisors in field offices.
- Nominating people to fill the role of Verifier.

Approvers may receive the following emails from the systems indicating that immediate action may be required:

- Daily notifications of EVs to be reviewed and either approved or rejected in VCS.
- One time notification that an EV has been terminated.
- One time notification that an EV has been marked as “Not Returned” in TraiNet (i.e. is a non-returnee at the end of his or her program).
- One time notification of EVs whose return status is “Unknown” and are six days past the end of their program and therefore subject to being terminated in SEVIS for non-compliance, sent six days past the program end date.

## **SUBMITTER**

This role is performed by the Responsible Officer (RO) or Alternate Responsible Officers (AROs) within the EGAT/ED office approved by DOS to access SEVIS.

Responsibilities of the Submitter include:

- Submitting approved VCS applications to SEVIS through batch transfer function.
- Sending disapproved applications back to Verifier for correction or removal.
- Receiving and processing alerts from SEVIS (RTI and batch).
- Communicating potential problems to TraiNet supervisors in field offices and officers at USAID Missions.
- Managing signing, printing, and shipping of DS-2019 forms back to Missions and field offices.
- Managing VCS access of Verifiers, Approvers and other Submitters.
- Managing all State Department and Department of Homeland Security reinstatements.

Submitters may receive the following emails from the systems indicating that immediate action may be required:

- Daily notifications of EVs who are not “validated” in SEVIS and are nearing the date when they will fall out of status and become “No-Show.”
- One time notification that an EV has been marked as “Not Returned” in TraiNet (i.e. is a non-returnee at the end of his or her program).
- One time notification of EVs that have a return status in TraiNet of “Unknown” and are 4 days past their program end date, sent 4 days past the program end date.
- One time notification of EVs whose return status is “Unknown” and are 6 days past the end of their program and therefore subject to being terminated in SEVIS for non-compliance, sent 6 days past the program end date.

It is fully expected that there will be communication among these different roles. Verifiers, for instance, are expected to communicate with their TraiNet Operator and Approver. **However, it is never (repeat, never) appropriate to give an Exchange Visitor contact information for a Mission’s Approver without prior consent of the Approver.**

## VCS USER AUTHORIZATION

The Responsible Officer designates one or more Alternate Responsible Officers to serve as VCS User Managers. VCS User Managers are responsible for assigning user access to the VCS. Since it is impossible for one person to physically know every potential world-wide user of the system, the authorization process requires that each VCS role authorize and verify the roles that report to them. The processes for authorizing VCS users are detailed below:

### Submitter Authorization Process

1. Submitters are the State Department-approved USAID Responsible Officer (RO) and Alternate Responsible Officers (AROs).
2. The RO is responsible for assigning access to other Submitters.
3. Submitters, as designated by the USAID RO, can be set-up as a VCS User Manager. VCS User Managers assign access to other VCS users and handle all requests for resetting passwords.

### Approver Authorization Process

1. The Mission Director must nominate a U.S. Citizen who is a Mission Employee as the Approver or Alternate Approver in an email addressed the USAID RO. The email must include the full name and email address for the nominated individual. Washington Assistant Administrators or Deputy Assistant Administrators may nominate Washington Office Directors.
2. The VCS User Manager will provide the nominee, via email, his or her user ID, instructions on roles and responsibilities as well as a citizenship certificate which must be filled out by the nominee, NOTARIZED and returned to the VCS User Manager.



3. Upon receipt of the nominee's notarized citizenship certificate, the VCS User Manager creates a user profile. The R3 will then receive an email including his or her VCS password.
4. Any requests for passwords or resetting of passwords must be sent directly to the VCS User Manger.
5. Requests to remove an Approver or Alternate Approver must be sent by the Mission or USAID/Washington office to the USAID RO.

#### **Verifier Authorization Process**

1. Approvers must nominate Verifiers by email to the TraiNet/VCS helpdesk at [jvisa@devis.com](mailto:jvisa@devis.com) and the VCS User Manager.
2. A username and password are assigned and separately communicated to the new Verifier.
3. Any requests for passwords or resetting of passwords must be sent directly to the VCS User Manager.
4. Requests to remove a Verifier should be sent to the TraiNet/VCS Helpdesk and VCS User Manager.

#### **Initiator Authorization Process**

1. Initiator's access to Trainet is set by each TraiNet site administrator (individual designated when TraiNet site ID is assigned).
2. Missions, offices and partners who do not yet have TraiNet access should contact the TN/VCS Helpdesk at [jvisa@devis.com](mailto:jvisa@devis.com).

## **WORKFLOW AND MAJOR EVENTS**

The information flow in the workflow process is linear. Data originates in TraiNet and is transferred to the VCS. After verification and approval, the data is then submitted to SEVIS. Incorrect or erroneous data is corrected directly in TraiNet. When SEVIS completes data processing, it sends a file back to the VCS with the results of its processing. This allows the following major events to be centrally managed and controlled:

- **Issuance of DS-2019:** In order to create a Form DS-2019, information about the prospective EV is entered in TraiNet and transferred to VCS for verification and approval. Authorized USAID personnel electronically submit data from VCS to SEVIS. The Form DS-2019 is generated by SEVIS, downloaded, printed and signed in Washington before being sent to USAID Missions.
- **Participant Status Changes:** Throughout a participant's stay in the United States, USAID is required to transmit changes in the participant's status to SEVIS. Among the most important of these status changes are "Validation", "Program end" and "Return to home country." Key dates and timeframes are noted in the chart below.

Event	Initiator	Verifier	Approver	Submitter
DS-2019 Request	Enters all data. It is recommended that this step be done 4-6 weeks before the interview at the Consulate. This timeframe may vary by country.	Verifies that information is complete, correct, error free. Communicate errors to Initiator for correction.	Manages Security Risk and Fraud Inquiry, approves request.	Submits request to SEVIS, prints and signs DS-2019 form, ships signed forms to the field.
Validation	Updates EV status to “In Training” within 3 business days of the arrival.	Verifies status within 3 business days of arrival.	n/a	Submits validation to SEVIS
Program End	ASAP update of completion status upon confirmation of return to home country.	n/a	n/a	n/a
Return to home country	ASAP update of return status to returned or not returned, once confirmed.	Receives notification if Initiator does not update TraiNet within 3 days.	Receives notification if visitor will be terminated in SEVIS for non-compliance.	Terminates visitor if he or she does not return to home country.

### INITIATION PROCESS

A Sponsoring Unit intends to request a DS-2019 to allow a participant to apply for a J-1 visa. The organization provides full training intervention and participant biographical information to the TraiNet Operator who enters the request into TraiNet. When necessary, the organization must report changes in the participant’s data to the TraiNet Operator to update the system. Data from TraiNet is transferred to VCS, and VCS provides some automated data validation.

### VERIFICATION PROCESS

The Verifier checks information transferred to VCS from TraiNet on a daily (or as needed) basis. The Verifier may either:

1. Communicate any error to the Initiator for correction in TraiNet,
2. Reject the application outright, or

3. Verify that the information is correct, and send the application to the Mission for approval of the R3.

### **APPROVAL PROCESS**

The USAID Mission receives the verified application data from the Verifier and can:

1. Approve, indicating that the data is correct and that the participant and intervention are legitimate, or
2. Reject the application and send it back to the Verifier.

### **SUBMISSION PROCESS**

The USAID Responsible Officer (or Alternate Responsible Officer) in the U.S. receives the application and can:

1. Review and submit the approved application to SEVIS, or
2. Reject the application and send it back to the Verifier

The Responsible Officer (RO) in the U.S. is notified by DHS that the DS-2019 is approved or that there are errors. If approved, the RO prints, signs and ships the DS-2019 form as specified in ADS-252. If errors exist, the RO communicates the error to the Verifier for correction.

Signed DS-2019 forms must remain in the control of the USAID Sponsoring Unit (or implementer, as designated) until they are submitted with supporting documents to the U.S. Consulate, where the J-1 visa is issued. The organization must ensure that if a participant does not depart for training as planned, the DS-2019 form is expeditiously returned to the Responsible Officer for disposal with an explanatory cover memo. DS-2019 forms may not be destroyed outside the borders of the U.S. and must be accounted for by the USAID Responsible Officer.

### **WHERE TO GET HELP**

Inquiries regarding system access, password resets, VCS user issues and DS-2019s should be directed to Linda Walker at [lwalker@usaid.gov](mailto:lwalker@usaid.gov). Inquiries regarding ADS-252 policy may be directed to James McDonald at [jmcdonald@usaid.gov](mailto:jmcdonald@usaid.gov) or to James Nindel at [jnindel@usaid.gov](mailto:jnindel@usaid.gov). Inquiries regarding visa and immigration issues may be directed to Ms. Marina Gelles, Esq. at [mgelles@devis.com](mailto:mgelles@devis.com).

The TraiNet/VCS helpdesk is available to answer technical and usability questions:

Email: [jvisa@devis.com](mailto:jvisa@devis.com)

Phone: +1.703.527.4340

Website: <http://trainet.usaid.org>

Website references:

USAID Visa Compliance System: <https://vcs.usaid.gov>

TraiNet/Web: <http://trainetweb.usaid.gov>

USAID ADS Chapters 252 and 253: <http://www.usaid.gov/policy/ads/200>.



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APPENDIX I – THE INITIATOR

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## **APPENDIX I: RI-INITIATOR (TRAINET OPERATOR)**

The Initiator is the first person involved in the J-1 visa application process. This person is responsible for entering required information for the Exchange Visitor into TraiNet and transmitting it to Visa Compliance System (VCS) for review by the Verifier and Approver. For each Exchange Visitor, the Initiator is responsible for both the initial input of data for the J-1 visa application as well as any required status changes and updates to information related to the Exchange Visitor during the program duration.

A summary of the roles and responsibilities for the R1: Initiator (TraiNet Operator) is as follows:

### **ROLE**

The employee responsible for data entry in TraiNet performs the role of R1 Initiator. All Exchange Visitors nominated for training in the U.S. must be entered in TraiNet and transmitted to the VCS. This person does not have to be a U.S. citizen.

### **RESPONSIBILITIES**

Uses TraiNet system to:

- Do data entry in TraiNet to create new Exchange Visitors and programs.
- Transmit TraiNet data to the data repository and the VCS.
- Update data in TraiNet during the course of a program.
- Correct data in TraiNet to resolve data errors.

### **HOW TO GET HELP**

Inquiries regarding system access, password resets, VCS user issues and DS-219s should be directed to Linda Walker at [lwalker@usaid.gov](mailto:lwalker@usaid.gov). Inquiries regarding ADS-252 policy may be directed to James McDonald at [jmcdonald@usaid.gov](mailto:jmcdonald@usaid.gov) or to James Nindel at [jnindel@usaid.gov](mailto:jnindel@usaid.gov). Inquiries regarding visa and immigration issues may be directed to Ms. Marina Gelles, Esq. at [mgelles@devis.com](mailto:mgelles@devis.com).

The TraiNet/VCS Help Desk is available to answer technical and usability questions:

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Phone: +1.703.527.4340

Website: <http://trainet.usaid.org>

Website references:

USAID Visa Compliance System: <https://vcs.usaid.gov>

TraiNet/Web: <http://trainetweb.usaid.gov>

USAID ADS Chapters 252 and 253: <http://www.usaid.gov/policy/ads/200>.

## **USING TRAINET**

All Exchange Visitors requiring a J-1 visa must be initially entered into TraiNet by the Initiator. TraiNet provides the only access for initial data entry in the J-1 visa approval process (see the Complete Guide for more details). TraiNet must be used for USAID visa compliance.

### **Cycle of the Process**

For every Exchange Visitor coming to the U.S. on a J visa, you must perform certain steps in TraiNet to ensure compliance with USAID and other U.S. federal government regulations. The rest of this appendix discusses the steps you must take.

In general, for every Exchange Visitor, you must create, validate and end the program, in that order by entering a visitor in TraiNet, updating his or her status to in-training once the program begins, and then updating his or her status to Achieved and noting his or her return home at the conclusion of the program. In addition, you might need to cancel or terminate, postpone, or extend Exchange Visitors as well as update their address over the life of the program. Timelines for these required updates are contained in ADS 252. After each of these changes, the information must be transmitted from TraiNet to VCS for further review.

### **Initial Steps**

Before you can enter data about your programs and Exchange Visitors into TraiNet, you must get access to the top tier of the USAID Mission or office that sponsors the contract, grant, or cooperative agreement funding the training. Top tier refers to the Activities (your USAID project/contract), Strategic Objectives (SOs) and Intermediate Results (IRs). Depending on whether you're using TraiNet Web or TraiNet Desktop, the way in which you go about getting access to this top tier data is different. Contact your TraiNet/VCS technical support staff at [jvisa@devis.com](mailto:jvisa@devis.com) if you have any questions. This information is provided in the initial emails that are sent out when setting up your TraiNet site.

### **Required Data**

The following information is required for U.S. Exchange Visitors before data can be submitted to the Department of Homeland Security's SEVIS system to request a DS-2019 certificate of eligibility. TraiNet will require that you enter other information as well, but only the fields below are used as part of the visa compliance process.

### **Trainee Information:**

- Last Name (first and last name *must* match the first and last name as they appear on the passport)
- Gender
- Birth Date
- Birth City
- Birth Country
- Residence Country
- Citizenship Country

- Address (for TraiNet Desktop, this would be the U.S. School Address )
  - Line 1
  - City
  - State
  - Zip Code (must be at least five digits)
  - Country
- Position Code
- Visa Type
- Visa Category (category selection is based on professional background, education level and purpose of visit)
- Passport Number

**Program Information**

- Field of Study
- U.S. Training Component Start and End Dates
- Training Provider (facility) name
- Training Provider (facility) address
  - Line 1
  - City
  - State
  - Zip Code (must be five digits)
  - Country
- Status (For new visitors the status must be Planned, Candidate or Alternate)
- (For TraiNet Desktop users only) In U.S. Component, visitor’s name must have a check next to it to indicate they are attending the portion of the program held in the U.S.

**Funding Information:**

- Budgeted Funding amount (must be greater than zero), showing USAID’s contribution to the instruction, trainee and travel expenses.
- Non-USAID contributions, if entered, must be greater than zero, however this is not a required field.
- These amounts will be divided equally among the Exchange Visitors on the program. Cancelled Exchange Visitors are ignored.



### **Required Updates during the Program**

During the course of an Exchange Visitor's program, the following information must be updated if there are changes or if errors are discovered:

- Address (for TraiNet Desktop, this would be the U.S. School Address<sup>\*</sup>)
- Last Name
- Birth Date
- Gender
- Country of Birth
- City of Birth
- Country of Residence
- Position Code
- Current Site of Activity [current training provider's name and address]<sup>†</sup>
- Field of Study
- Program Start and End Dates
- USAID or Other Funding contributions
- Participant Status – Update Exchange Visitor status to In Training and then Completed
- Termination Status – Update Exchange Visitor status to Terminated and update Termination Reason
- Return Status

### **USING TRAINET: CREATING A U.S. TRAINING**

TraiNet organizes information into programs that contain information on Exchange Visitors, what they will study, where and with whom they will study it and how much it will cost.

#### **What constitutes a Program?**

A program can be long-term degree programs (MBA, PhD, Bachelor's degree), or non-degree technical training like seminars, conferences or workshops to name just a few types.

Programs can be delivered traditionally, with the all parties in the same location, or by distance learning methods. A program has defined start and end dates. There are very few, if any, gaps between its components. Hint – if you have a program where there are long gaps between components you should probably break the program apart into a number of individual programs.

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<sup>\*</sup> For short-term programs with multiple site visits, where the Exchange Visitor's current address will change frequently, the U.S. address of the implementer administering the training program may be used. (Also see "Tracking Exchange visitors")

<sup>†</sup> If the training provider has not yet been identified at the time of initial data entry, the implementer's name and U.S. address may be used until such time as the training provider is known. Once known, training provider information should be provided as a site of activity update via TraiNet.

Further, a program can take place in the U.S. a third country or in an individual's home country (some programs take place in several venues).

Individuals do not need J-1 visas from the U.S. Consulate for in-country or third-country programs, so you do not need to request a DS-2019 form for these programs. You do still need to enter data in TraiNet, however.

Any time an individual will come to the United States under the partial or full sponsorship of USAID, directly or indirectly funded by USAID, you must enter his or her information and information about the program into TraiNet and submit it to the VCS.

If you have a number of students attending academic programs (MBA, PhD, or Bachelor's degrees), create a separate training program for each student

A program is **not** a project or an activity that has a training component. Projects and Activities may, however, provide funding for programs.

Projects and Activities are entered in TraiNet under the Activities screen.

Data entry guides for TraiNet Desktop and Web are available on the technical support web site at <http://trainet.usaid.org/Documents>. If you are unable to download either of these documents, email the Help Desk for assistance at [jvisa@devis.com](mailto:jvisa@devis.com).

#### **Common Errors and Resolutions**

**Error:** Program Start Date can only be updated when the participant is in Request Status

**Cause:** Once the visitor has arrived and has been validated, SEVIS does not allow an update to the program start date.

**Resolution:** Change the start date to the original date and resubmit data from TraiNet.

**Error:** Verifier receives a message that a required field is missing (this error will only occur with TraiNet Desktop users. TraiNet Web will not transmit data to the VCS unless all fields required by the system are populated).

**Cause:** Information that is required to proceed has not been entered in TraiNet

**Resolution:** Most often, this error is caused by missing information in one of the required addresses. Check the address of the training provider and the address of the participant in the US (called the US School address in TraiNet/Desktop) and resubmit data from TraiNet.

**Error:** Trainee in SEVIS but not validated; trainee must have a status of In-Training and validated in SEVIS before this update can be processed.

**Cause:** Most likely the visitor's status in TraiNet was changed directly from Pending to Achieved, skipping In-Training. There was no confirmation that the visitor arrived and began training.

**Resolution:** Contact the Help Desk ([jvisa@devis.com](mailto:jvisa@devis.com)) for guidance.

#### **VALIDATION OF EXCHANGE VISITORS**

Once an Exchange Visitor has arrived in the U.S. and has begun his or her program, TraiNet must be updated to reflect this. Doing so results in an update to the Exchange Visitor's information in VCS that must be sent to SEVIS and is called "Validating" the Exchange Visitor. If this is not done in a timely manner as specified in the ADS policies, the Department of Homeland Security and the State Department will automatically assume that the Exchange Visitor has violated terms

of his or her program and will consider the Exchange Visitor a No-Show. This could severely jeopardize current and future programs and lead to difficulty when entering the U.S.

Within three days of the beginning of the training program the validation process must be complete. To begin this process, the TraiNet operator should update the visitor's status in TraiNet to "In-Training" and transmit this update for processing in the VCS to be verified for submission.

## **OTHER UPDATES AND EVENTS FOR EXCHANGE VISITORS**

Descriptions of the most common other updates follows.

### **Correcting or Changing Information**

Sometimes information about a visitor changes or an error needs to be corrected. In these cases you do not need to recreate the program and other information you have entered. Simply edit the existing information, making any changes or corrections that are necessary, and transmit the data. VCS will import the changes to be reviewed.

### **Extending or Shortening the Program**

If the end date of the program changes, either due to an extension or an early completion, simply change the end date in TraiNet and transmit this new information to the VCS.

### **Cancellation**

An Exchange Visitor who drops out of a program or is removed from a program *before it begins* is a cancelled Exchange Visitor. If an Exchange Visitor has been validated (see above) then you cannot cancel the Exchange Visitor, he or she must be terminated.

If the Exchange Visitor has not been submitted to SEVIS to request a DS-2019, the cancellation will be processed automatically by the VCS and no action will be required by your Verifier *for this person*. If there is more than one visitor on this program, you should consider modifying the budget so as to not force a re-verification of the other visitors – please see the paragraph below about budgets and cancellations.

### **Termination**

An Exchange Visitor who drops out of a program or is removed from a program *before it begins* is a cancelled Exchange Visitor. If an Exchange Visitor has been validated (see above) then you cannot cancel the Exchange Visitor, he or she must be terminated.

Update the appropriate status type in TraiNet.

### **Cancellations, Terminations and Budgets**

If you terminate or cancel an Exchange Visitor and there is more than one visitor on the training program, VCS will automatically redistribute the total budget of the training program across the remaining Exchange Visitors and present this new budget amount to the Verifier and Approver for review. This may mean that Exchange Visitors that were verified once will have to be re-verified with a different budget amount. Please review them and take appropriate action. You can prevent this by reducing or increasing the budget in TraiNet (depending on whether you're adding an Exchange Visitor to the group, or terminating or cancelling one) so that the per-person amount stays constant.

## **RETURN STATUS MONITORING**

ADS 252 states that Exchange Visitors must leave the United States within three calendar days (seven calendar days for long-term training programs) of the program end date indicated on their DS-2019 forms. When an EV's program end date passes, the VCS will begin monitoring TraiNet for confirmation that the visitor has completed his or her program and returned home. Verifiers will be notified via email if this return status confirmation has not been entered into TraiNet in a timely fashion. TraiNet operators should update Return Status immediately upon receiving confirmation the Exchange Visitor has returned to their country of origin. Submit or transfer this update to the VCS immediately.



**USAID**  
FROM THE AMERICAN PEOPLE

# COMPLETE GUIDE TO USAID VISA COMPLIANCE

APPENDIX 2 – THE VERIFIER

Version 1.06.01

August, 2007

## THE VERIFIER

### ROLE

The supervisors of TraiNet Operators usually perform this role. They are responsible for ensuring that data entered into TraiNet is complete, correct and error-free when imported to VCS. They communicate with the TraiNet Operators, Approvers and Submitters as necessary.

### RESPONSIBILITIES

Uses VCS System and:

- Verifies TraiNet data imported to VCS is complete, correct and error free.
- Communicates data errors to TraiNet Operator for correction in TraiNet.
- Determines disposition of Exchange Visitor by either removing nomination or forwarding it to USAID Mission for approval through VCS.
- Communicates with Approvers and Submitters to determine status of questionable applications. Note that Exchange Visitors should not be given contact information for Approvers.
- Can, if designated by Approver, receive signed DS-2019 forms from Approver.

### HOW TO GET HELP

Inquiries regarding system access, password resets, VCS user issues and DS-219s should be directed to Linda Walker at [lwalker@usaid.gov](mailto:lwalker@usaid.gov). Inquiries regarding ADS-252 policy may be directed to James McDonald at [jmcdonald@usaid.gov](mailto:jmcdonald@usaid.gov) or to James Nindel at [jnindel@usaid.gov](mailto:jnindel@usaid.gov). Inquiries regarding visa and immigration issues may be directed to Ms. Marina Gelles, Esq. at [mgelles@devis.com](mailto:mgelles@devis.com).

The TraiNet/VCS Help Desk is available to answer technical and usability questions:

Email: [jvisa@devis.com](mailto:jvisa@devis.com)

Phone: +1.703.527.4340

Website: <http://trainet.usaid.org>

Website references:

USAID Visa Compliance System: <https://vcs.usaid.gov>

TraiNet/Web: <http://trainetweb.usaid.gov>

USAID ADS Chapters 252 and 253: <http://www.usaid.gov/policy/ads/200>.

### SUMMARY OF VCS USE

1. Log in to <https://vcs.usaid.gov>;
2. Click an Exchange Visitor's name to view his or her data;

3. Ensure that the information, including updates and any information on non-USAID funding is complete, correct and error-free;
4. Click Verify if it is complete, correct and error-free; otherwise, communicate the necessary changes to your TraiNet Operator and, optionally, enter a rejection reason and click Reject.

## **HOW TO USE VCS**

The USAID Visa Compliance System (VCS) is used to review data that has been received from TraiNet 2.x or TraiNet Web. Within VCS you can accept (verify) an Exchange Visitor's data, thereby allowing it to progress to the next step, or reject it, thereby removing it from the process. If there are errors in the data, you should communicate with the TraiNet Operator to correct the data and re-transmit it to Washington so that the VCS can be updated.

USAID policy requires that any data transmitted from VCS to SEVIS must be verified and approved in its entirety. Because of this, it may be necessary to verify an Exchange Visitor multiple times if there are changes to the stored data in TraiNet. For instance, if you verify an Exchange Visitor, and then the dates of the exchange visitor event are changed before the information is sent to SEVIS, you will be required to verify the visitor again with the new dates.

Use a web browser to go to the VCS web site (<https://vcs.usaid.gov>) and log in using your username and password. On your first login you will be asked to change your password.

Important points to remember when changing your password:

1. Follow the password creation guidelines at the bottom of the page – minimum number of characters, combination of letters and numbers, etc.
2. Use the Tab key to move from field to field, or use the mouse to click to the next field. If you use the ENTER key the default action is cancel, which is what may be happening to you.
3. Passwords and usernames are case-sensitive.



**Verify Trainees**

[Correct TrainNet Data](#)

**Verify Dependents**

[Correct Dependent Data](#)

**Participant Dashboard**

[Participant Search](#)

[List of Approvers](#)

[Change My Password](#)

**Logout**

Sites:  
 USJVCS  
 USXGU2  
 USXAED  
 USXUEA  
 ESKDT2  
 USXtam  
 BUXWLI  
 MKXWLI  
 USXWLI

### Verify Trainees

You have trainees with TrainNet Data Errors! Click on Correct TrainNet Data.

Displaying 1- 14 of 14

Last Name	First Name	Middle Name	Date of Birth	Program Name	Program Start Date	Action	Trainet Site
<a href="#">Abdelmaquid</a>	<a href="#">Yassein Soliman Ahmed</a>		06/22/1948	School-to-Work Study Tour II	02/19/2006	New	AED Headquarters, DC - United States
<a href="#">Ahmed</a>	<a href="#">Tawfek Soqhavar Yasin Aly</a>		01/27/1962	School-to-Work Study Tour II	02/19/2006	New	AED Headquarters, DC - United States
<a href="#">Ebrahim</a>	<a href="#">Shehata Abdou Barakat</a>		09/06/1965	School-to-Work Study Tour II	02/19/2006	New	AED Headquarters, DC - United States
<a href="#">El Metaafi</a>	<a href="#">Asmail Abdel-Rahman Shatei</a>		12/27/1950	School-to-Work Study Tour II	02/19/2006	New	AED Headquarters, DC - United States
<a href="#">El Shamndy</a>	<a href="#">Hassan Mohamed</a>		06/18/1962	School-to-Work Study Tour II	02/19/2006	New	AED Headquarters, DC - United States
<a href="#">Elsheikh</a>	<a href="#">Omar Nabih Omar</a>		01/20/1949	School-to-Work Study Tour II	02/19/2006	New	AED Headquarters, DC - United States

**Figure 2: The verifier's initial screen in the VCS system. The left side of the screen contains a navigation menu, and the rest of the screen is devoted to a listing of individual exchange visitors queued for review and action.**

When you first log into VCS you will be presented with a screen like this, listing the Exchange Visitors who are in the queue for your action.

The first 20 Exchange Visitors to be reviewed will be displayed. You can use the buttons **First** and **Last** to go to the top and bottom of the list. Use the **Previous 20** and **Next 20** links to page through all of the queued up Exchange Visitors 20 at a time.

To review an Exchange Visitor and then accept or reject the information, click on the Exchange Visitor's name.

You may see a notice at the top of the screen in red displaying the words: "You have trainees with TrainNet Data Errors! Click on Correct TrainNet Data." This indicates that data has been sent to VCS containing errors. These errors must be corrected in TrainNet and resent before they can be Verified. To view the error, click on the **Correct TrainNet Data** link from the menu on the left (see Correct TrainNet Data Section.).

### VERIFYING NEW EXCHANGE VISITORS

If this is a new Exchange Visitor, one whose data is being submitted for the first time, you will see the Verify New Exchange Visitor screen.



**Verify Exchange Visitors**

[Correct TrainNet Data](#)

[Verify Dependents](#)

[Correct Dependent Data](#)

[Exchange Visitor Dashboard](#)

[Exchange Visitor Search](#)

[List of Approvers](#)

[Change My Password](#)

[Logout](#)

Sites:  
USJVCs  
USXMOS  
USXTST  
USXAED

### Verify New Exchange Visitor

#### Visitor Information

VISA Type	J-1	Previous IAP66 or D52019	
Last Name	Smith	First Name	John
		Middle Name	
Gender	M	Birth Date	10/10/1978
Birth City	Rabat	Birth Country	Morocco
Citizenship Country	Morocco	Residence Country	Morocco
Position Code	314	Position	EMPLOYEE OF PRIVATE BUSINESS
US Address	1223 M st. NW Washington, District Of Columbia 22201		

#### Training Information

Exchange Visitor Category	GOVERNMENT VISITOR		
US Start Date	04/01/2007	US End Date	05/01/2008
Subject/Field	01.0102- Agribusiness/Agricultural Business Operations		
Subject/Field Remarks			
Termination Reason			

#### Sites

Site of Activity Name	AMER UNIV			
Address Line 1	Address Line 2	City	State	Zip code
1223 M. St NW		Washington	DC	22201

#### Funding

US Government Agency	AID
US Government Funds	\$ 6002.00
Exchange Visitor Government Funds	\$ 0.00
Other Organization Funds	\$ 0.00
<b>Total Funds</b>	<b>\$ 6002.00</b>

#### Documents

This area provides you with the ability to upload, download, and manage (view, edit, delete, print) documents and forms pertinent to the exchange visitor's J visa application process. These documents are available to all roles in the J visa application process (R-2, R-3 and R-4. Storage of pertinent documents (e.g. the face-page of the exchange visitor's passport, training request, and security risk documentation). R-2.s may wish to consult with their cognizant Mission or Washington Office Approver (R-3) to determine which other documents should be uploaded in order to facilitate timely Approval.

- To add a document to this exchange visitor, click Add Document.
- To download, view or print an existing document, click Download/view next to the document you wish to view or print.
- To manage (i.e. add, view, edit, print or delete) documents, click Manage exchange visitor documents.

Filename	Description	Uploaded on	
<a href="#">CK Passport 04.JPG</a>	Passport Scan	01/08/2007 11:20:39	<a href="#">Download/view</a>
<a href="#">WorkshopAnnouncement.doc</a>	Training Request	01/08/2007 11:21:40	<a href="#">Download/view</a>

[Manage exchange visitor documents](#)

**Figure 3: The Verify New Exchange Visitor screen in the VCS system. The left side of the screen contains a navigation menu, and the rest of the screen is devoted to a listing of the data about a prospective exchange visitor.**

On this screen you can review all of the information about the Exchange Visitor that USAID is required to report to the Department of Homeland Security (DHS). This includes biographical information about the Exchange Visitor, information about the program she or he is attending, including the training providers, and information on the funding for the program.

#### Non-USAID Funding Sources

If there is non-USAID funding (e.g. cost sharing) associated with the program, you will see the total displayed. Click the **Add Other Funding** link and enter the name of the organization and the amount of funding they are contributing for this person. Click **Save** to return to the Verify New Exchange Visitor Screen.

Note: If you click the Verify button and there is non-USAID funding for this Exchange Visitor, you will receive an error message in red in the Funding section of the Verify Exchange Visitor

screen. You will need to enter the Other Funding information before verifying the Exchange Visitor; otherwise, the EV will not progress to the Approver's queue.

#### **Uploading and Managing Documents**

You can also upload, download (and print) and manage documents and forms pertinent to the Exchange Visitor's J visa application process. These documents will be visible to the Verifier, Approver and Submitter. Storing required documents in this area can facilitate the application process for the DS-2019 Certificate of Eligibility. Examples of documents you may want to upload include those which, according to ADS-252 must be given to the Approver:

- Security Risk and Fraud Inquiry (SFRI) documentation;
- Signed Conditions of Sponsorship for J-1 Visa Holders Form, AID 1381-6, dated 8/05 or later;
- A clear scan of the face page of the potential visitor's passport, clearly showing the face, passport number, and country of citizenship;
- A Training Request or description of Exchange Visitor activity; and
- If applicable, a Dependent Certification Form AID 1380-5, approved by the Mission.

Beyond that, other documentation that may or may not be provided prior to VCS approval could include:

- Nomination/Exchange Visitor selection documentation;
- Exchange Visitors' bio data information;
- Security risk inquiry documentation;
- English language proficiency documentation;
- Medical clearance confirmation (unless HAC Plan C is used);
- Signed Conditions of Sponsorship for J-1 Visa Holders Form, AID 1381-6;
- Pre-departure orientation checklist;
- SEVIS identification number, and
- All other documentation/correspondence related to visa compliance.

To add a file to this archive, click **Add Document**, then enter a short description of the item and click the browse button to locate and select the item to be uploaded from your computer or network.

To download, view or print an existing document, click **Download** next to the item you wish to view.

To replace or remove documents, click **Manage visitor documents**.

You can work with a visitor's documents any time the record is in your queue.

### Completing the Verification

Take one of the actions based upon your final assessment of the Exchange Visitor's record:

- If this Exchange Visitor is, in fact, traveling to the U.S. on this program and all the information on screen is complete, correct and error-free you should click the **Verify** button at the bottom of the screen.
- If this Exchange Visitor is NOT traveling to the U.S. on this program, you should enter a Rejection Reason in the area provided and then click the **Reject** button.
- If the information presented on screen is incorrect, communicate this to your TraiNet Operator and have him or her correct the information and resubmit. Optionally, enter a Rejection Reason in the area provided and click the **Reject** button.

Note: VCS does not generate an automated message to the TraiNet Operator when the Verifier rejects the candidate. The R2 must communicate directly, either by email or other means, to let them know the disposition of the Exchange Visitor, or what data needs to be corrected and then resubmitted to VCS.

### Warnings

If the start date of the Exchange Visitor's program is between two and four weeks away, you will receive a warning that there may not be sufficient time to receive the requested DS-2019 form and complete any additional required processing (i.e. consular interviews). This does not prevent the approval and submission process from proceeding. This is a warning message only.

If the start date of the Exchange Visitor's program is less than or equal to two weeks away, you will receive a warning that the request for a DS-2019 will not be sent to DHS because there is insufficient time to request the form, send it to the Mission, and complete any additional required processing (i.e. consular interviews).

In both cases, it will be recommended that you work with the TraiNet Operator to reschedule the program to allow sufficient lead time for processing the DS-2019 request. Submit requests for DS-2019s no less than six weeks prior to the anticipated date of consular filing.

## CORRECT TRAINET DATA

When you click on the **Correct Trainet Data** link, you will see a list of Exchange Visitors that have been entered and transmitted from Trainet to VCS, but contain data validation errors. This data cannot be verified until it has been corrected in Trainet and transferred back to VCS.



### USAID Visa Compliance System

Correct Trainet Data							
Displaying 1- 9 of 9							
	Last Name	First Name	Middle Name	Date of Birth	Program Name	Program Start Date	Trainet Site
<a href="#">Fleurissaint</a>	<a href="#">Guirlene</a>			02/20/1978	Fleurissaint, Guirlene	08/12/2003	Georgetown U./CASS
<a href="#">Francois</a>	<a href="#">David</a>			10/01/1981	Francois, David	08/13/2003	Georgetown U./CASS
<a href="#">Mucwaqwa</a>	<a href="#">Matonqa</a>			09/04/1955	Associate of Computer Science	07/09/2004	AED Headquarters, DC - United States
<a href="#">Nadeem</a>	<a href="#">Shaheen</a>			07/23/1959	ESL Teacher Training	05/01/2005	AED Headquarters, DC - United States
<a href="#">Nikolov</a>	<a href="#">Tchavdar</a>			12/10/1951	Management & Structure of Info Systems Service Delivery in Revenue Administration	07/16/2005	World Learning
<a href="#">Patkov</a>	<a href="#">Victor</a>			07/24/1971	USTTI Training, IP-Based Networks - Victor Patkov	10/28/2005	World Learning
<a href="#">Pierre</a>	<a href="#">Yveline</a>			07/08/1982	Pierre, Yveline	08/12/2003	Georgetown U./CASS
<a href="#">Reyes</a>	<a href="#">Ingris</a>			08/08/1982	Reyes, Ingris	08/11/2003	Georgetown U./CASS
<a href="#">Val</a>	<a href="#">Thony</a>			01/06/1978	Val, Thony	08/12/2003	Georgetown

**Figure 4: The Correct Trainet Data screen lists exchange visitors whose data contains errors of one type of another.**

To see the data errors for a particular Exchange Visitor, click on the Exchange Visitor's name from the list. This will open a new screen with detailed information about the Exchange Visitor.

At the top of this screen you will see a list of data validation problems for this Exchange Visitor. In addition, you will be able to review the data that has been entered into Trainet for this Exchange Visitor. Please communicate these data problems back to the appropriate Trainet Operator for correction and have them re-submit the corrected data back to VCS.

[Verify Trainees](#)

[Correct TrainNet Data](#)

[Verify Dependents](#)

[Correct Dependent Data](#)

[Participant Dashboard](#)

[Participant Search](#)

[List of Approvers](#)

[Change My Password](#)

[Logout](#)

### Correct TrainNet Data for David Francois

#### TrainNet Data Irregularities

The field(s) below contain errors that will need to be fixed before this trainee can be verified. Please notify your TrainNet Operator of these problems. The TrainNet operator will need to correct these in TrainNet and resubmit the data to Washington.

Error Table	Field	Error Description
Exchange Visitor (Participant)	traineeestatus	Trainee in SEVIS but not validated; trainee must have a status of In-Training and validated in SEVIS before this update can be processed
Exchange Visitor (Participant)	traineeestatus	Program Start Date can only be updated when the participant is in Request status.

[Visitor Information](#)

VISA Tvpe J-1

**Figure 5: The top of the Correct TrainNet Data screen lists data irregularities for an exchange visitor.**

**Common Errors and Resolutions**

**Error:** Program Start Date can only be updated when the participant is in Request Status  
**Cause:** Once the visitor has arrived and has been validated, SEVIS does not allow an update to the program start date.  
**Resolution:** Change the start date to the original date and resubmit data from TrainNet.

**Error:** This is a required field (this error will only occur with TrainNet Desktop users. TrainNet Web will not transmit data to the VCS unless all fields required by the system are populated).  
**Cause:** Information that is required to proceed has not been entered in TrainNet

**Resolution:** Most often, this error is caused by missing information in one of the required addresses. Check the address of the training provider and the address of the participant in the US (called the US School address in TrainNet/Desktop) and resubmit data from TrainNet.

**Error:** Trainee in SEVIS but not validated; trainee must have a status of In-Training and validated in SEVIS before this update can be processed.

**Cause:** Most likely the visitor’s status in TrainNet was changed directly from Pending to Achieved, skipping In-Training. There was no confirmation that the visitor arrived and began training.

**Resolution:** Contact the Help Desk ([jvisa@devis.com](mailto:jvisa@devis.com)) for guidance.

**VERIFYING A VALIDATION FOR EXCHANGE VISITORS**

Once an Exchange Visitor has arrived in the US and has begun his or her program, TrainNet must be updated to reflect this. This results in an update to the Exchange Visitor’s information in VCS that must be sent to SEVIS and is called “Validating” the Exchange Visitor. If this is not done in a timely manner as specified in ADS-252, the Department of Homeland Security and the State Department will automatically assume that the Exchange Visitor has violated terms of his or her program and will consider the Exchange Visitor a No-Show. This could jeopardize current and future programs and lead to difficulty when entering the U.S.

[Verify Trainees](#)

[Correct TrainNet Data](#)

[Verify Dependents](#)

[Correct Dependent Data](#)

[Participant Dashboard](#)

[Participant Search](#)

[List of Approvers](#)

[Change My Password](#)

[Logout](#)

Sites:

USJVC5

USXGU2

USXAD

USXUEA

EGXDT2

USXtam

BUXWLI

MKXWLI

USXWLI

### Verify Updated Exchange Visitor

#### Visitor Information

	Previous Data	Updated Data
VISA Type	J-1	J-1
Previous IAP66 or DS2019		
Trainee Status	Validate	Validate
Last Name	Mwangwela	Mwangwela
First Name	Agnes	Agnes
Middle Name	MName	MName
Gender	F	F
Birth Date	07/23/1973	07/23/1973
Birth City	BLANTYRE	BLANTYRE
Birth Country	Malawi	Malawi
Citizenship Country	Malawi	Malawi
Residence Country	Malawi	Malawi
Position Code	213	213
Position	UNIVERSITY TEACHING STAFF INCLUDING RESEARCHERS	UNIVERSITY TEACHING STAFF INCLUDING RESEARCHERS
US Address	International Programs COLLEGE STATION, Texas 77843	International Programs COLLEGE STATION, Texas 77843

#### Training Information

	Official Information	Changed Information
Exchange Visitor Category	RESEARCH SCHOLAR	RESEARCH SCHOLAR
US Start Date	02/25/2005	02/25/2005
US End Date	04/30/2005	04/30/2005
Subject/ Field	01.1299 - Soil Sciences Other (NEW)	01.1299 - Soil Sciences Other (NEW)
Subject/ Field Remarks		

*Official Status*

**Figure 6: The Verify Updated Exchange Visitor screen contains two columns of information about the exchange visitor. The column on the left contains the data currently in the VCS, while the right column contains the new information which is to be reviewed. Updates are highlighted both in text and in color to more easily identify what is to be reviewed.**

Shortly after the training program has begun, your TrainNet Operator should update the visitor’s status in TrainNet and submit this update for processing. You must review and verify this update in the VCS so that it can be approved and sent to SEVIS within the timeframe specified in the ADS policies, or before the end of the program, whichever comes first. Under no circumstance should you validate someone who has not yet begun training.

In the VCS you will be presented with the Verify Updated Exchange Visitor screen. This screen is different from the New Exchange Visitor screen in that it shows you both the original information already in VCS and the NEW information that is to be verified for submission.

Confirm that the Trainee Status in the rightmost column (Updated Data) is Validate.

- If the new information on this Exchange Visitor is correct, you should click the **Verify** button at the bottom of the screen.
- If the new information for this Exchange Visitor is NOT correct, you should tell your TrainNet Operator to correct the information and resubmit. Optionally, enter a Rejection Reason in the area provided and then click the **Reject** button.

## VERIFYING OTHER UPDATES AND EVENTS FOR EXCHANGE VISITORS

If this Exchange Visitor has already been submitted to SEVIS, you will be presented with the Verify Updated Exchange Visitor screen.

As discussed in the section on Validation, this screen is different from the New Exchange Visitor screen in that it shows you both the original information already in VCS and the NEW information that is to be verified for submission. At the bottom of this screen is a checkbox you can click to request that a new DS-2019 form be issued with the updated information.

- If the new information on this Exchange Visitor is correct, you should click the **Verify** button at the bottom of the screen.
- If the new information for this Exchange Visitor is NOT correct, you should enter a Rejection Reason in the area provided and then click the **Reject** button.

Other types of major events may be handled slightly differently from this general scenario of reviewing and verifying updated data. Descriptions of the most common other events follows.

### Cancellation

An Exchange Visitor who drops out of a program or is removed from a program *before it begins* is a cancelled Exchange Visitor. If an Exchange Visitor has been validated (see above) then you cannot cancel the Exchange Visitor, he or she must be terminated.

If the Exchange Visitor has not been submitted to SEVIS to request a DS-2019, the cancellation will be processed automatically by the VCS and no action will be required *for this person*. If there is more than one visitor on this program, you may need to re-verify the other visitors – please see the paragraph below about budgets and cancellations.

In the VCS you will be presented with the Verify Updated Exchange Visitor screen.

Confirm that the Trainee Status in the rightmost column (Updated Data) is Void.

- If the new information on this Exchange Visitor is correct and you do wish to cancel the person, you should click the **Verify** button at the bottom of the screen.
- If the new information for this Exchange Visitor is NOT correct and you do NOT wish to cancel this person, you should enter a Rejection Reason in the area provided and then click the **Reject** button.

If you have received a DS-2019 form for this Exchange Visitor, return it to USAID/Washington along with a cover memo stating that the form will not be used because the Exchange Visitor has been cancelled.

### Termination

An Exchange Visitor who drops out of a program or is removed from a program *before it begins*, is a cancelled Exchange Visitor. If an Exchange Visitor has been validated (see above), you cannot cancel the Exchange Visitor, he or she must be terminated.

In the VCS you will be presented with the Verify Updated Exchange Visitor screen.

Confirm that the Trainee Status in the rightmost column (Updated Data) is Terminate.

- If the new information on this Exchange Visitor is correct and you do wish to terminate the person, you should enter the reason for termination in the available Remarks field and then click the **Verify** button at the bottom of the screen.
- If the new information for this Exchange Visitor is NOT correct and you do NOT wish to terminate this person, you should enter a Rejection Reason in the area provided and then click the **Reject** button.

### Cancellations, Terminations and Budgets

If you terminate or cancel an Exchange Visitor and there is more than one visitor on the training program, VCS will automatically redistribute the total budget of the training program across the remaining Exchange Visitors and present this new budget amount to the Verifier and Approver for review. This may mean that Exchange Visitors you have verified once will have to be re-verified with a different budget amount. Please review them and take appropriate action. You can prevent this by having your TraiNet operator reduce the budget in TraiNet so that the per-person amount stays constant.

### RETURN STATUS MONITORING

When an EV's program end date passes, the VCS will begin monitoring TraiNet for confirmation that the visitor has completed his or her program and returned home. Verifiers will be notified via email if this return status confirmation has not been entered into TraiNet in a timely fashion. Notify your TraiNet operator immediately so this critical update can be made in TraiNet and submitted to the VCS.

### VERIFYING DEPENDENTS

Dependents have their own section of VCS. In the menu on the left of the screen are two dependent options: Verify Dependents and Correct Dependent Data.

**Figure 7: The Verify Dependents Screen contains a list of dependents to be reviewed and verified.**

Click Correct Dependent Errors to see a list of dependents with data errors. As with Exchange Visitors, these errors must be corrected in TraiNet before the dependent can be verified.

Click Verify Dependents to see a list of dependents in your queue awaiting action.



To review a dependent and either verify or reject his or her information, click the dependent's name. As with Exchange Visitors, this will open a screen where you can review dependent information and either verify or reject it.



<p><a href="#">Verify Trainees</a></p> <p><a href="#">Correct TrainNet Data</a></p> <p><a href="#">Verify Dependents</a></p> <p><a href="#">Correct Dependent Data</a></p> <p><a href="#">Participant Dashboard</a></p> <p><a href="#">Participant Search</a></p> <p><a href="#">List of Approvers</a></p> <p><a href="#">Change My Password</a></p> <p><a href="#">Logout</a></p> <p>Sites:</p> <ul style="list-style-type: none"> <li>USJVC</li> <li>USXGU2</li> <li>USXAE</li> <li>USXUEA</li> <li>EGXDT2</li> <li>USXtam</li> <li>BUXWLI</li> <li>MIXWLI</li> <li>USXWLI</li> </ul>	<p><b>Verify New Dependent</b></p> <p><b>Dependent Information</b></p> <p>VISA Type: J-2</p> <p>Last Name: Goitom      First Name: Rezene</p> <p>                                 Middle Name: Bahre</p> <p>Gender: M      Birth Date: 03/18/1988</p> <p>Birth City: ARAREB      Birth Country: Eritrea</p> <p>Citizenship Country: Eritrea      Residence Country: Eritrea</p> <p>Relationship to Exchange Visitor: Child</p> <hr/> <p><b>Exchange Visitor Information</b></p> <p>VISA Type: J-1</p> <p>Last Name: Ketema      First Name: T. Genet Waldeselassie</p> <p>                                 Middle Name:</p> <p>Gender: F      Birth Date: 08/06/1961</p> <p>Birth City: ASMARA      Birth Country: Eritrea</p> <p>Citizenship Country: Eritrea      Residence Country: Eritrea</p> <p>US Start Date: 08/17/2001      US End Date: 06/30/2005</p> <p><b>Action</b></p>
---	---

**Figure 8: The Verify New Dependent screen displays detailed biographical information about the dependent and the primary exchange visitor.**

Click the **Verify** or **Reject** button to proceed. If you reject a dependent you must provide a rejection reason. Rejected dependents are removed from VCS.

**WHAT HAPPENS NEXT?**

- Whenever you click ‘Verify’ for an Exchange Visitor, her/his status is changed to ‘Verified’ and the record is queued up to be reviewed by the Approver. The Approver can also accept or reject the Exchange Visitor’s information.
- Whenever you reject an Exchange Visitor, her/his status is set to ‘Rejected’ and she/he is removed from the system. Be sure to communicate the status of the rejected Exchange Visitor to the TrainNet Operator to update the Exchange Visitor record in TrainNet.

**OTHER FEATURES**

**Participant Dashboard**

The Participant Dashboard gives you an overall view of the status of all of your Exchange Visitors in VCS.

- [Verify Trainees](#)
- [Correct TrainNet Data](#)
- [Verify Dependents](#)
- [Correct Dependent Data](#)
- [Participant Dashboard](#)
- [Participant Search](#)
- [List of Approvers](#)
- [Change My Password](#)
- 
- [Logout](#)
- 
- Sites:  
USJVCS  
MGXJRP

**Participant Dashboard**

**Statuses**

Site ID	Rejected( 3)	DataError( 1)	Draft( 0)	Verified( 0)	Approved( 1)	Submitted( 3)
<a href="#">USJVCS</a>	<a href="#">0</a>	<a href="#">0</a>	<a href="#">0</a>	<a href="#">0</a>	<a href="#">0</a>	<a href="#">0</a>
<a href="#">MGXJRP</a>	<a href="#">3</a>	<a href="#">1</a>	<a href="#">0</a>	<a href="#">0</a>	<a href="#">1</a>	<a href="#">3</a>

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The United States Agency for International Development

**Figure 9: The Participant Dashboard lists, for each site, the number of exchange visitors in the VCS who have been rejected, identified as having data errors, read into draft status, verified, approved and submitted.**

The dashboard shows you a list of all of your Site IDs and the number of Exchange Visitors in each stage of action. Click on a number below any status name to show all the visitors in that status.

**Searching for Participants**

VCS allows you to search for Exchange Visitors by name, by country, or by name and country. To search for an Exchange Visitor, click the Participant Search link on the left side of the screen.

- [Verify Trainees](#)
- [Correct TrainNet Data](#)
- [Verify Dependents](#)
- [Correct Dependent Data](#)
- [Participant Dashboard](#)
- [Participant Search](#)
- [List of Approvers](#)
- [Change My Password](#)
- 
- [Logout](#)
- 
- Sites:  
USJVCS  
MGXJRP

**Participant Search**

Last Name

First Name

Country

Data

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The United States Agency for International Development

**Figure 10: The Participant Search screen contains a form that lets you search for participants by any combination of first and last name and country. You can search current or historical data.**

Enter all or part of the name of the Exchange Visitor you want to find in the Last Name or First Name fields. You can also select a country from the pick-list. Click the search button and VCS will return a list of Exchange Visitors who match your criteria. Note that you will only see information about Exchange Visitors that you have authority to verify.

**Find Approver**

Verifiers have access to a list of Approvers in the VCS.



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[Verify Trainees](#)

[Correct TrainNet Data](#)

[Verify Dependents](#)

[Correct Dependent Data](#)

[Participant Dashboard](#)

[Participant Search](#)

[List of Approvers](#)

[Change My Password](#)

[Logout](#)

Sites:  
USJVCS  
MGXJRP

**Approver List**

**\*\*WARNING\*\*WARNING\*\*WARNING\*\***

Verifiers should NOT distribute approvers' email addresses or copy approvers on any email correspondence with participants.

**\*\*WARNING\*\*WARNING\*\*WARNING\*\***

Last Name	First Name	E-mail	Country
Addleton	Jonathan	jaddleton@usaid.gov	Cambodia
Allen	Jeff	jallen@usaid.gov	Sri Lanka
Allen	Pamela	pallen@usaid.gov	Ghana
Anderson	Rolf	randerson@usaid.gov	Mali
Anthony	Susan	santhony@usaid.gov	Ethiopia
Approver	Test	noone@not.supplied.example.com	Bosnia and herzegovina
Approver	Test	noone@not.supplied.example.com	Jordan
Approver	Test	noone@not.supplied.example.com	Morocco
Approver	Test	noone@not.supplied.example.com	Mongolia
Approver	Test	noone@not.supplied.example.com	Senegal

**Figure 11: The Approver List screen displays a list of the approvers, their country and their email address as entered in the VCS.**

Click on the List of Approvers item in the left-hand menu and the VCS will display a paginated list of the approvers in the system. You can sort the list by name, country and email address by clicking on the column headers. By default, the list is sorted by Last Name. You can also move through the list by clicking on the First, Prev 20, Next 20 and Last links.

Please carefully note the warning on this page and do not distribute Approvers' email addresses or copy Approvers on any correspondence with Exchange Visitors.

**Change Password**

You can change your password at any time by clicking on the Change My Password item in the menu on the left of the screen.

[Verify Trainees](#)

[Correct TrainNet Data](#)

[Verify Dependents](#)

[Correct Dependent Data](#)

[Participant Dashboard](#)

[Participant Search](#)

[List of Approvers](#)

[Change My Password](#)

Logout

Sites:  
USJVCS  
MGXJRP

### Change your Password

This screen allows you to change your existing password. Please follow the guidelines at the bottom of the page when choosing a new password. Passwords that do not meet minimum requirements will not be accepted.

Current Password

New Password

Confirm Password

#### Password Guidelines

- At least 7 character passwords.

**Figure 12: The Change Your Password screen contains the form that must be filled out to change your VCS password.**

You must enter your current password, and then enter your new password twice for confirmation. Do not hit the Enter key on your keyboard, but instead use your mouse and click on the Change button to submit your new password. Hitting the Enter key can mistakenly cancel the Change Password operation. Note that your new password must match the Password Guidelines shown on screen.



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# COMPLETE GUIDE TO USAID VISA COMPLIANCE

APPENDIX 3 – THE APPROVER

Version 1.06.01

August, 2007

## APPENDIX 3: R3-APPROVER (USAID MISSION)

### ROLE

This role is performed by a USAID direct-hire employee who is a U.S. citizen in a USAID Mission or Washington Office. The Approver reviews and approves participant-specific information that is forwarded to her/him by USAID contractors, grantees and cooperative agreement recipients, and by USAID Mission and Washington office staff.

### RESPONSIBILITIES

Uses the VCS system and:

- Provides Mission confirmation of the legitimacy of each Exchange Visitor and intervention.
- Certifies that the required security risk and fraud inquiry (SFRI) has been completed.
- Approves exchange visitor data from field offices and sends to USAID EGAT through VCS.
- Approves new applications by entering last four digits of passport number of applicant.
- Sends disapproved exchange visitor data back to the entering entity for correction or removal.
- Communicates potential problems to TraiNet Supervisors in field offices.
- Receives signed DS-2019 forms from EGAT/ED.
- Nominates people to fill the Verifier Role.

### HOW TO GET HELP

Inquiries regarding system access, password resets, VCS user issues and DS-219s should be directed to Linda Walker at [lwalker@usaid.gov](mailto:lwalker@usaid.gov). Inquiries regarding ADS-252 policy may be directed to James McDonald at [jmcdonald@usaid.gov](mailto:jmcdonald@usaid.gov) or to James Nindel at [jnindel@usaid.gov](mailto:jnindel@usaid.gov). Inquiries regarding visa and immigration issues may be directed to Ms. Marina Gelles, Esq. at [mgelles@devis.com](mailto:mgelles@devis.com).

The TraiNet/VCS Help Desk is available to answer technical and usability questions:

Email: [jvisa@devis.com](mailto:jvisa@devis.com)

Phone: +1.703.527.4340

Website: <http://trainet.usaid.org>

Website references:

USAID Visa Compliance System: <https://vcs.usaid.gov>

TraiNet/Web: <http://trainetweb.usaid.gov>

USAID ADS Chapters 252 and 253: <http://www.usaid.gov/policy/ads/200>.

## NOMINATING PEOPLE FOR THE VERIFIER ROLE

It is the responsibility of the Approver (USAID Mission) to recommend appropriate people to fill the Verifier role. The Verifier should be the supervisor of people entering training information into TraiNet. A Verifier may be in the Mission or in a contractor or grantee or recipient office. They do not need to be a U.S. citizen.

To nominate an individual to be a Verifier, email the candidate's name and contact information (be sure to include an email address and telephone numbers) to [jvisa@devis.com](mailto:jvisa@devis.com). Please identify your Mission and state that you are the designated Approver.

## HOW TO USE VCS

The USAID Visa Compliance System (VCS) is used to review data that has been received from TraiNet. Within VCS you can accept an Exchange Visitor's data, thereby allowing it to progress to the next step, or reject it, thereby removing it from the process. If there are errors in the data, you should communicate with the Verifier or TraiNet Operator to correct the data and have it re-transmitted to Washington so that VCS can be updated.

USAID policy requires that any data transmitted from VCS to SEVIS must be verified and approved in its entirety. Because of this, it may be necessary to approve an Exchange Visitor multiple times if there are changes to the stored data. For instance, if you approve an Exchange Visitor, and then the dates of the program are changed before the information is sent to SEVIS, you will be required to approve the Exchange Visitor again with the new dates.

Twice a day you will receive an email notification if the VCS has received data from TraiNet that is ready for your review. You should then use a web browser to go to the VCS web site (<https://vcs.usaid.gov>) and log in using your username and password. On your first login you will be asked to change your password.

When you log into VCS you will be presented with a screen like this, listing the Exchange Visitors who are queued-up for your action.

**USAID Visa Compliance System**

**Approve Trainees**

[Approve Dependents](#)

[Participant Dashboard](#)

[Participant Search](#)

[Change My Password](#)

[Logout](#)

Countries:

JO

MO

SG

MG

EK

**Approve Trainees**

Displaying 1- 12of 12

Last Name	First Name	Date of Birth	Program Name	Program Start Date	Action	Trainet Site
<a href="#">Cerimgajic</a>	<a href="#">Anel</a>	06/17/1977	Retail Food Marketing Training/Food Marketing Institute Show	04/20/2005	New	World Learning/BIH
<a href="#">Gombosuren</a>	<a href="#">Udval</a>	06/10/1964	GOBI Forage project	04/01/2005	New	TEXAS A & M Research Foundation
<a href="#">Ivastanin</a>	<a href="#">Robert</a>	03/30/1971	Retail Food Marketing Training/Food Marketing Institute Show	04/20/2005	New	World Learning/BIH
<a href="#">Kondic</a>	<a href="#">Tatiana</a>	03/24/1978	Retail Food Marketing Training/Food Marketing Institute Show	04/20/2005	New	World Learning/BIH
<a href="#">Nikolic</a>	<a href="#">Dario</a>	06/18/1979	Retail Food Marketing Training/Food Marketing Institute Show	04/20/2005	New	World Learning/BIH
<a href="#">Omerbegovic</a>	<a href="#">Adisa</a>	09/30/1973	GBEP/SGSB Faculty Development Program at the University of Delaware	03/25/2005	New	World Learning/BIH
<a href="#">Pasic</a>	<a href="#">Muqdim</a>	04/08/1961	GBEP/SGSB Faculty Development Program at the University of Delaware	03/25/2005	New	World Learning/BIH
<a href="#">Salimovic</a>	<a href="#">Fshudin</a>	08/19/1978	Retail Food Marketing Training/Food	04/20/2005	New	World Learning/BIH

**Figure 13: The approver's initial screen in the VCS system. The left side of the screen contains a navigation menu, and the rest of the screen is devoted to a listing of individual exchange visitors queued for review and action.**

The first 20 Exchange Visitors to be reviewed will be displayed. You can use the buttons: **First** and **Last** to go to the top and bottom of the list. Use the **Previous 20** and **Next 20** buttons to page through all of the queued up Exchange Visitors 10 at a time.

To review an Exchange Visitor and then accept or reject his or her information, click on the Exchange Visitor's name.

## NEW EXCHANGE VISITORS

If this is a new Exchange Visitor, one whose data is being submitted for the first time, you will see the Approve New Exchange Visitor screen.



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USAID Visa Compliance System

**Approve Trainees**

**Approve Dependents**

**Participant Dashboard**

**Participant Search**

**Change My Password**

**Logout**

Countries:

JIO

MID

SG

MG

BK

### Approve New Exchange Visitor

You are attempting to Approve a new participant within four weeks of the start of his or her program. You may not receive the completed DS-2019 form in time for all other processing to take place, such as the consulate interview. You may want to consider changing the start date of the program. The Verifier has also received this message.

#### Visitor Information

VISA Type	J-1	Previous IAP66 or DS2019	
Last Name	Gombosuren	First Name	Udval
Gender	F	Birth Date	06/10/1964
Birth City	ULAANBAATAR	Birth Country	Mongolia
Citizenship Country		Residence Country	Mongolia
Position Code	213	Position	UNIVERSITY TEACHING STAFF INCLUDING RESEARCHERS
US Address	TAMU 2126		
	COLLEGE STATION, Texas 77843		

#### Training Information

Exchange Visitor Category	TRAINEE (SPECIALTY)		
US Start Date	04/01/2005	US End Date	04/29/2005
Subject/Field	03.0101- Natural Resources/Conservation General		
Subject/Field Remarks			

#### Sites

Site of Activity Name	TEXAS AandM UNIV COLL STA MAIN CAMPUS			
Address Line 1	Address Line 2	City	State	Zip code
INTERNATIONAL PROGRAMS	BIZZELL WEST	COLLEGE STATION	TX	77843-4251

#### Funding

US Government Agency	AID
US Government Funds	\$ 5000.00
Exchange Visitor Government Funds	\$ 0.00
Other Organization Funds	\$ 0.00
<b>Total Funds</b>	<b>\$ 5000.00</b>

#### Verified

Verified By	Violetta Cook, No Organization	Verified Date	02/15/2005
-------------	--------------------------------	---------------	------------

#### Action

**Figure 14: The Approve New Exchange Visitor screen. The left side of the screen contains a navigation menu. The remainder of the screen lists detailed biographical information about an exchange visitor and his or her event, including the site and funding.**

On this screen you can review all of the information about the Exchange Visitor that USAID is required to report to the Bureau for Immigration and Citizenship Enforcement (BICE). This includes biographical information about the Exchange Visitor, information about the program she/he is attending, including the training providers, and information on the funding for the program. USAID policy requires that you confirm the legitimacy of each Exchange Visitor using the passport face page and training request or description of activity. Scans or faxes of these documents may also be used.



### Uploading and Managing Documents

You can also upload, download (and print) and manage documents and forms pertinent to the Exchange Visitor's J visa application process. These documents will be visible to the Verifier, Approver and Submitter. Storing required documents in this area can facilitate the application process for the DS-2019 Certificate of Eligibility.

If the Verifier has uploaded documents for this Visitor, you will see them listed here. You can download (and print) these if you wish. You may wish to consider explicitly asking the Verifier to upload documentation that you require. Examples of documents include those which, according to ADS-252 must be given to the Approver:

- Security Risk and Fraud Inquiry (SFRI) documentation;
- Signed Conditions of Sponsorship for J-1 Visa Holders Form, AID 1381-6;
- A clear scan of the face page of the potential visitor's passport, clearly showing the face, passport number, and country of citizenship;
- A Training Request or description of Exchange Visitor activity; and
- If applicable, a Dependent Certification Form AID 1380-5, approved by the Mission.

Beyond that, other documentation that may or may not be provided prior to VCS approval could include:

- Nomination/Exchange Visitor selection documentation;
- Exchange Visitors' bio data information;
- Security risk inquiry documentation;
- English language proficiency documentation;
- Medical clearance confirmation (unless HAC Plan C is used);
- Signed Conditions of Sponsorship for J-1 Visa Holders Form, AID 1381-6;
- Pre-departure orientation checklist;
- SEVIS identification number, and
- All other documentation/correspondence related to visa compliance.

To add a file to this archive, click **Add Document**, then enter a short description of the item and click the browse button to locate and select the item to be uploaded from your computer or network.

To download, view or print an existing document, click **Download** next to the item you wish to view.

To replace or remove documents, click **Manage visitor documents**.

You can work with a Visitor's documents any time the record is in your queue.

<p>Other Organization Funds \$ 0.00</p> <p><b>Total Funds \$ 600.00</b></p>				
<p><b>Documents</b></p> <p>This area provides you with the ability to upload, download, and manage (view, edit, delete, print) documents and forms pertinent to the exchange visitor's J visa application process. These documents are available to all roles in the J visa application process - R2, R3 and R4. Storage of pertinent documents (e.g. the face-page of the exchange visitor's passport, training request, and security risk documentation) can facilitate the application process for the DS-2019 Certificate of Eligibility. R-2's may wish to consult with their cognizant Mission or Washington Office Approver (R-3) to determine which other documents should be uploaded in order to facilitate timely Approval.</p> <ul style="list-style-type: none"> <li>To add a document to this exchange visitor, click Add Document.</li> <li>To download, view or print an existing document, click Download/view next to the document you wish to view or print.</li> <li>To delete or edit a document, click on the filename of the document you wish to delete or edit. To edit documents you must save them locally, edit them, and then upload them.</li> <li>To list all documents for this exchange visitor, click Manage exchange visitor documents.</li> </ul> <p><a href="#">Add a document</a></p>				
<p><b>Verified</b></p> <p>Verified By Douglas Taren, University of Arizona Verified Date 08/30/2006</p>				
<p><b>Action</b></p> <p>Please review all of the INS required information about the exchange visitor. This includes biographical information about the exchange visitor, information about the program she/he is attending, including the training providers, and information on the funding for the program. USAID policy requires that you confirm the legitimacy of each exchange visitor and the training intervention using all of the following three documents: 1) passport face page; 2) training request (TIRF); and 3) exchange visitor selection document. Scans or faxes of these documents may also be used.</p> <ul style="list-style-type: none"> <li>If this exchange visitor is, in fact, to go to the US on this program and attend these training providers and all the information on screen is correct, you must enter in country that issued the exchange visitor's passport the last 4 digits of the passport number and click the Approve button at the bottom of the screen.</li> <li>If this exchange visitor is NOT to go to the US on this program, or if the information presented on screen is incorrect, you should enter a Rejection Reason in the area provided and then click the Reject button.</li> </ul> <p style="text-align: right;">*Required</p> <p>Choose Country of Citizenship *</p> <p>Mexico</p> <p><input type="button" value="Choose Country"/></p> <p>Confirm Last 4 Digits of Passport Number *</p> <p><input type="text"/></p> <table border="1"> <thead> <tr> <th>Rejection Reason</th> <th>Remarks</th> </tr> </thead> <tbody> <tr> <td><input type="text"/></td> <td><input type="text"/></td> </tr> </tbody> </table> <p><input type="button" value="Approve"/> <input type="button" value="Reject"/></p>	Rejection Reason	Remarks	<input type="text"/>	<input type="text"/>
Rejection Reason	Remarks			
<input type="text"/>	<input type="text"/>			

**Figure 15: The Approve New Exchange Visitor screen's lower half contains the document management (upload/download) features, and the buttons to either Approve or Reject the visitor.**

### Completing the Approval

Take one of the actions based upon your final assessment of the Exchange Visitor's record:

- If this Exchange Visitor is, in fact, traveling to the U.S. on this program and all the information on screen is correct, you must enter the country that issued the Exchange Visitor's passport and the last four digits of the passport number. Click the **Approve** button at the bottom of the screen.
- If this Exchange Visitor is NOT traveling to the U.S. on this program, or if the information presented on screen is incorrect, you should enter a Rejection Reason in the area provided and then click the **Reject** button.

### Warnings

If the start date of the Exchange Visitor's program is between two and four weeks away, you will receive a warning that there may not be sufficient time to receive the requested DS-2019 form and complete any additional required processing (i.e. consular interviews).

If the start date of the Exchange Visitor's program is less than or equal to two weeks away, you will receive a warning that the request for a DS-2019 will not be sent to DHS because there is

insufficient time to request the form, send it to the Mission, and complete any additional required processing (i.e. consular interviews).

In both cases, it will be recommended that you reschedule the program to allow sufficient lead time for processing the DS-2019 request. Contact your USAID representative in order to determine the country-specific timeline for processing the DS-2019 and to schedule the visa appointment.



**USAID Visa Compliance System**

**Approve Trainees**

**Approve Dependents**

**Participant Dashboard**

**Participant Search**

**Change My Password**

**Logout**

Countries:

UP

MO

SF

EG

### Approve Created Exchange Visitor

#### Visitor Information

Full name	Mohamed Emam Abd Elrazek Moustafa		
Gender	M	Date of Birth	07/14/1967
Birth City	Mansoura	Country of Citizenship	Egypt
Birth Country	Egypt	Country of Residence	Egypt
US Address Line 1	Hilton Fort Collins	US City	Fort Collins
US Address Line 2	425 W. Prospect Road	US State	Colorado
VISA Type	J-1	US Postal Code	80526
Exchange Visitor Category	09	Position	213

#### Security Risk Inquiry

Enter the date the Security Risk Inquiry was performed. \*Required

Security Risk Inquiry Date (MM/DD/YYYY) \*

#### Action

Country of Citizenship  
Egypt

By clicking the "Certify" button, I am certifying that:

- I have read and understand ADS-252 and the Complete Guide to Visa Compliance and this exchange visit will be conducted subject to the regulations and procedures contained therein;
- A current security risk inquiry has been By clicking the "Certify" button, I am certifying that:
  - A current security risk inquiry has been conducted and is on file for the participant or dependent that I am approving;
  - I have verified the legitimacy of this training intervention and participant;
  - I am a U.S. Citizen;
  - I am a USAID Mission or USAID Washington Staff Member;
  - and I am authorized by my Mission Director OR Bureau Office Director to approve requests for DS-2019 forms for my Mission's participants.

**Figure 16: The Approve Created Exchange Visitor screen displays information about the exchange visitor who is being approved, a form in which the approver must enter the date on which the security risk and fraud inquiry was conducted, and a certification statement that must be accepted to proceed.**

After you click the **Approve** button, you will be required to certify your credentials as an approver and further enter and certify the date on which the required security risk and fraud inquiry was completed. Enter the date of the security risk and fraud inquiry, read the text and click **Certify** if the statement is true. Click **Cancel** if it is not true. The Exchange Visitor will be approved only after you submit your certification.

## UPDATED EXCHANGE VISITORS

If this Exchange Visitor has already been submitted to the SEVIS, you will be presented with the Approve Updated Exchange Visitor screen.



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### USAID Visa Compliance System

**Approve Trainees**

**Approve Dependents**

**Participant Dashboard**

**Participant Search**

**Change My Password**

**Logout**

Countries:  
UP  
MO  
SF  
EG

#### Approve Updated Exchange Visitor

##### Visitor Information

	Official Information	Changed Information
<b>VISA Type</b>	J-1	J-1
<b>Previous IAP66 or DS2019</b>		
<b>Trainee Status</b>	Request	Request
<b>Last Name</b>	Jones	Jones
<b>First Name</b>	Spike	Spike
<b>Middle Name</b>		
<b>Gender</b>	M	M
<b>Birth Date</b>	03/17/1963	03/17/1963
<b>Birth City</b>	Any Town	Any Town
<b>Birth Country</b>	Ukraine	Ukraine
<b>Citizenship Country</b>	Ukraine	Ukraine
<b>Residence Country</b>	Ukraine	Ukraine
<b>Position Code</b>	200	200
<b>Position</b>	ACADEMIC COMMUNITY	ACADEMIC COMMUNITY
<b>US Address</b>	123 ST Big Town, Alabama 12345	123 ST Big Town, Alabama 12345

##### Training Information

	Official Information	Changed Information
<b>Exchange Visitor Category</b>	GOVERNMENT VISITOR	GOVERNMENT VISITOR
<b>US Start Date</b>	01/01/2006	01/01/2006
<b>US End Date</b>	03/05/2006	03/17/2006 <b>[UPDATED]</b>
<b>Subject/ Field</b>	01.0102 - Agribusiness/Agricultural Business Operations	01.0102 - Agribusiness/Agricultural Business Operations
<b>Subject/ Field Remarks</b>		

**Figure 17: The Approve Updated Exchange Visitor screen contains two columns of information about the exchange visitor. The column on the left contains the data currently in the VCS, while the right column contains the new information which is to be reviewed by the approver. Updates are highlighted both in text and in color to more easily identify what is to be reviewed.**

On this screen you can review all of the information about the Exchange Visitor that USAID is required to report to the Department of Homeland Security’s SEVIS system. This includes biographical information about the Exchange Visitor, information about the program she/he is attending including the training providers, and information on the funding for the program. At the bottom of the screen is a checkbox you can use to request that a new form be issued with this updated information. This screen is different from the New Exchange Visitor screen in that it shows you both the original information already in VCS and the NEW information that is to be approved for submission to the SEVIS.

- If the new information on this Exchange Visitor is correct, you should click the **Approve** button at the bottom of the screen.
- If the new information for this Exchange Visitor is NOT correct, you should enter a Rejection Reason in the area provided and then click the **Reject** button.

## DEPENDENTS

Dependents have their own section of VCS. In the menu on the left of the screen is the selection Approve Dependents.

Click Approve Dependents to see a list of dependents in your queue awaiting action.



USAID Visa Compliance System

Dependent		Exchange Visitor						
Last Name	First Name	Middle Name	Action	Last Name	First Name	Middle Name	Birth Date	Program Start Date
Kagy	Hannah		New	Kagy	Chris		09/13/1966	08/01/2006

**Figure 18: The Approve Dependents Screen. The left side of the screen contains a navigation menu. The remainder of the screen is devoted to a list of dependents to be reviewed and verified.**

To review a dependent and either approve or reject his or her information, click the dependent’s name.

As with an Exchange Visitor, this will open a screen where you can review dependent information and either approve or reject it.

[Approve Trainees](#)

[Approve Dependents](#)

[Participant Dashboard](#)

[Participant Search](#)

[Change My Password](#)

[Logout](#)

Countries:

UP

MO

SF

EG

### Approve New Dependent

#### Dependent Information

VISA Type	J-2	First Name	Hannah
Last Name	Kagy	Middle Name	
Gender	F	Birth Date	12/04/2001
Birth City	Tishwane	Birth Country	South africa, republic of
Citizenship Country	South africa, republic of	Residence Country	South africa, republic of
Relationship to Exchange Visitor	Child		

#### Exchange Visitor Information

VISA Type	J-1	First Name	Chris
Last Name	Kagy	Middle Name	
Gender	M	Birth Date	09/13/1966
Birth City	Tiffin	Birth Country	South africa, republic of
Citizenship Country	South africa, republic of	Residence Country	South africa, republic of
US Start Date	08/01/2006	US End Date	08/24/2006

#### Verified

Verified By Verifier, Test    Verified On 04/25/2006

**Action**

**Figure 19: The Approve New Dependent screen. The left side of the screen contains a navigation menu. The remainder of the screen displays detailed biographical information about the dependent and the primary exchange visitor.**

Click the **Approve** or **Reject** button to proceed. If you reject a dependent you must provide a rejection reason. Rejected dependents are removed and returned to the Verifier for reconsideration.

### WHAT HAPPENS NEXT

- Whenever you click ‘Approve’ for an Exchange Visitor, her/his status is changed to ‘Approved’ and the record is queued up to be reviewed by the Submitter. The Submitter can also accept or reject the Exchange Visitor’s information.
- Whenever you **Reject** an Exchange Visitor, her/his status is set to ‘Draft’ and the Exchange Visitor is remanded back to the Verifier for reconsideration.

## OTHER FEATURES

### Exchange visitor Dashboard

The Exchange Visitor Dashboard gives you an overall view of the status of your Exchange Visitor in VCS.



USAID Visa Compliance System

**Participant Dashboard**

**Statuses**

Country	Rejected( 18)	DataError( 2)	Draft( 4)	Verified( 12)	Approved( 5)	Submitted( 15)
<a href="#">Jordan</a>	14	1	0	0	2	6
<a href="#">Morocco</a>	0	0	0	0	0	0
<a href="#">Senegal</a>	1	0	1	0	0	1
<a href="#">Mongolia</a>	2	1	0	1	2	3
<a href="#">Bosnia and herzeqovina</a>	0	0	2	11	0	5

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**Participant Dashboard**

[Approve Trainees](#)

[Approve Dependents](#)

[Participant Dashboard](#)

[Participant Search](#)

[Change My Password](#)

[Logout](#)

Countries:

- JO
- MO
- SG
- MG
- BK

**Figure 20: The Participant Dashboard screen lists, for each country, the number of exchange visitors in the VCS who have been rejected, identified as having data errors, read into draft status, verified, approved and submitted.**

The dashboard shows you a list of all of your countries and the number of Exchange Visitors in each stage of action. Click on a number below a status name to show all the Exchange Visitors in that status.

### Searching for Exchange visitors

VCS allows you to search for Exchange Visitors by name, by country, or by name and country. To search for an Exchange Visitor, click the Exchange Visitor Search link on the left side of the screen.



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**Participant Search**

Last Name

First Name

Country

Data

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**Participant Search**

[Approve Trainees](#)

[Approve Dependents](#)

[Participant Dashboard](#)

[Participant Search](#)

[Change My Password](#)

[Logout](#)

Countries:

- JO
- MO
- SG
- MG
- BK

**Figure 21: The Participant Search screen contains a form that lets you search for participants by any combination of first and last name and country. You can search current or historical data.**

Enter all or part of the name of the Exchange Visitor you want to find in the Last Name or First Name fields. You can also select a country from the pick-list. Click the search button and VCS will return a list of Exchange Visitors who match your criteria. Note that you will only see information about Exchange Visitors that you have authority to approve.

### Change Password

You can change your password at any time by clicking on the Change My Password item in the menu on the left of the screen.

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**Change your Password**

This screen allows you to change your existing password. Please follow the guidelines at the bottom of the page when choosing a new password. Passwords that do not meet minimum requirements will not be accepted.

**Current Password**

**New Password**

**Confirm Password**

**Password Guidelines**

- At least 7 character passwords.
- Passwords must contain characters from 3 of the following 4 classes:
  - English uppercase.
  - English lowercase.
  - Westernised Arabic Numerals.
  - Special characters e.g. punctuation.
- Password may not contain any portion of the user's name in part or in full

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**Figure 22: The Change Your Password screen. The left side of the screen contains a navigation menu. The remainder of the screen contains the form that must be filled out to change your VCS password.**

You must enter your current password, and then enter your new password twice for confirmation. Do not hit the Enter key on your keyboard (it will cancel the change password action), but instead use your mouse and click on the Change button to submit your new password. Note that your new password must match the Password Guidelines shown on the screen. Usernames and passwords are case-sensitive.

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