



United States Department of State

*Bureau of Educational and Cultural Affairs
Washington, D.C. 20547*

www.state.gov

June 19, 2020

Ms. Keri Dooley
Chief Government Relations & Sponsored Programs Officer
AFS USA, Inc.
120 Wall Street, 4th Floor
New York, NY 10005

Dear Ms. Dooley:

The U.S. Department of State is pleased to inform you that **AFS USA, Inc.** is re-designated as a sponsor of an exchange visitor program in accordance with the administrative regulations issued under the Mutual Educational and Cultural Exchange Act of 1961 (Public Law 87-256, also known as the Fulbright-Hays Act). The program is identified as Exchange Visitor Program No. **P-3-00033**. This number is to be used in all communications to identify the program to the Department of State and the Department of Homeland Security. The following information is provided to assist you in the administration of your program:

Approved Category on Form DS-2019: Student, Secondary
Annual Report Due Date: Academic Year—July 31 annually
Placement Report Due Date: August 31 and January 15
Change of Placement Report Due Date: July 31

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

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

You are listed in the Department's records as the Responsible Officer (RO). Ms. Stephanie Cashmore, Ms. Lauren Kramer, Ms. Rosemarie Vibar, and Ms. Robin Weber are listed as the Alternate Responsible Officer (AROs) for this program. The RO and AROs are the only officials authorized to sign the issued Form DS-2019. These individuals are also the only officials with whom this office conducts business regarding this program. All communications originating from this program must be submitted and signed by the RO or the AROs.

22 CFR Part 62.11 of the Department's administrative regulations outlines the duties of the Responsible Officer. These regulations also apply to the Alternate Responsible Officers, who assist the RO in the administration of the Program. The RO is ultimately responsible for ensuring that the Program is administered according to the Department's regulations and the Student and Exchange Visitor Information System (SEVIS). Some of the duties are:

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

Please read and acquaint yourself with the regulations governing the Exchange Visitor Program and your facilitation of exchange activities. The Exchange Visitor Program Code of Federal Regulations, SEVIS User Manuals (two volumes), and Department Guidance Directives are available from our website at <http://i1visa.state.gov>. It is important that you take the time to read these documents. If you have any questions, please contact the Office of Private Sector Exchange Designation at DesignationSSSP@state.gov.

Your designation has been extended for a period of **two years** from the most recent date of re-designation noted in SEVIS. You are responsible for applying for re-designation no more than six months and no fewer than three months before the designation expiration date [22 CFR §62.7(a)]. Designation as a sponsor does not imply approval, sponsorship or promotion of your organization by the U.S. Government and should not be so implied in advertisements, business cards, websites, etc.

Thank you for your interest in and support of international educational and cultural exchange.

Sincerely,



G.K. Saba
Director, Policy & Program Support
for Private Sector Exchange