

How To Use Trainet:

Overview:

Trainet is an online visa application and monitoring system that USAID and its grantees can use to process visas for educational and training exchange visitors (EVs). Using this process enables the institution to enable their EV's visa process to be cross-checked extensively to ensure that it is error free. Additionally, it ensures that the institution reports the activities and whereabouts of the visa recipient and tracks compliance of individuals that are sponsored by USAID to come to the US for study.

The process functions as follows:

1. The institution or organization that is hosting the exchange visitor acts as the INITIATOR and uses Trainet to enter the participant's information into the system. This is the electronic version of the DS-2019 form which is the application for a J-visa.
2. Another member within the institution acts as the VERIFIER to ensure that all entered information is accurate, checking it in the Trainet-VCS interface. This is then forwarded on to the USAID mission for approval.
3. The information is then accessed by a staff member acting as the APPROVER at the USAID mission office in the country of origin of the exchange visitor.
4. The USAID mission's Responsible Officer (RO) or Alternate Responsible Officer (ARO) will then act as the SUBMITTER and send the application for processing to the embassy/consulate through SEVIS.

All 4 roles (initiator, verifier, approver, and submitter) will receive emails regarding the status of visas, any mistakes in information entry, and notifications of any participant non-compliance. Detailed reporting of participant's arrival and departure from the US as well as any changes in timing or duration of programs should be entered into the Trainet system.

How to use the Trainet Interface (for both initiators and verifiers):

1. Obtain a login ID and password from Chris Brewer, who is the technical manager for the network. (CBrewer@riverainc.com, 1 202/459-1515). He needs to know:
 - a) If you are the initiator or the verifier
 - b) Which USAID mission you will be working through for your participants. (Ask him to add those missions to your interface so that you can create programs).
2. Once you receive your login and temporary password, change your password.
3. When you enter the interface, chose to create either a single or multiple participant US program. You can also "clone" or copy other identical programs.
4. Enter the name and dates of the program, type of program, and select the relevant USAID mission from the dropdown menu for "mission site". If no options appear in this dropdown menu, email Chris Brewer to request him to add your partnering USAID mission to your options.
5. Continue through the program creation wizard. You will be asked:
 - a) The activity and sub element of the program (options are given to choose from).

- b) Training provider name. If your institution is not listed, use the “create provider” function to add your name and address to the list of options.
- c) Subject field category and code (options are given to choose from).
- d) The amounts of USAID funding being used in the instruction, participant, and transportation categories.
- e) Amounts of any non-USAID funding.
- f) Exchange visitor info: (Existing participants can also be looked up by last name)
 - 1) Title
 - 2) first/middle/last names
 - 3) Gender
 - 4) Birthdate
 - 5) City of Birth
 - 6) Country of Birth
 - 7) Country of Residence
 - 8) Country of Citizenship
 - 9) Position (dropdown menu options given)
 - 10) US contact address
 - 11) Visa type
 - 12) Visa category
 - 13) Passport number
 - 14) Health and Accident Insurance coverage information (required for all participants)
6. Click finish to create your program. The program will appear on the homepage of your Trainet interface and can be edited, submitted, or deleted at any time. Clicking submit will send the entered information to the visa compliance system for verification.
7. VERIFIER:
 - a) Look up the EV by name in the Trainet-VCS interface. The verifier works through logging into VCS.
 - b) Check all info for errors
 - c) Upload scans of the face pages of the EV’s passport, the DS-2019 form, or the I-94 form if the EV is already in the US.
 - d) Confirm that all information is correct and submit the application through VCS.
 - e) The DS-2019 form will be automatically generated and sent to the USAID office in Washington D.C.
 - f) USAID D.C. will then Fedex the application to the USAID Nepal or Uganda mission who then do the in country approval and processing
 - g) Both the initiator and verifier are updated via email about the process.