

## Checklist of Required Steps for any NCRSP Hosted Exchange Student

### Stage 1: Student Selection:

- Selection and screening according to criteria from ME (Tufts). Includes:
  - Guidelines for posting position openings
  - Specific screening and selection criteria
  - Post degree/ job placement strategy
- Required Forms to be used for selection:
  - Biographic Data Form (AID 1380-1)
  - Conditions of Sponsorship (AID 1381-6)
  - Training Template (Includes stakeholder compact)
  - Current CV
  - 2 Letters of Recommendation from mentors (At least 1 from participant's home country)
  - Dependent Certification form (AID 1380-5)

### Stage 2: Candidate Review:

- Partner organization reviews above documents for recommended students, sends to ME
- ME reviews all student documents
- ME sends documents to AOR for further confirmation if needed (Required for any ME recommended students with an ME staff as advisor)
- ME either approves or denies student recommendation
- ME decision sent back to partner via email

**IMPORTANT: From Stage 3 forward the partner institution assumes total responsibility for their student's processing and monitoring.**

### Stage 3: Trainet entry and Referral of Student to Program for J-1 visa processing:

Send accepted student information packet to AOR and home country USAID mission, and enter information into Trainet.

Additional guidance for J-1 visa processing procedures can be found in USAID ADS Chapter 252 "Visa Compliance for Exchange Visitors" (<http://transition.usaid.gov/policy/ads/200/252.pdf>), and ADS Chapter 253 "Participant Training for Capacity Development" (<http://transition.usaid.gov/policy/ads/200/253.pdf>)

- R1 enters information into Trainet and forwards it to VCS (R2)
- R2 Verifier verifies information in VCS, uploads all documents, and requests any necessary changes from R1
- R2 Verifier approves and information goes to SEVIS where a DS-2019 form is generated
- All information is also forwarded concurrently to the AOR and USAID mission in the home country. This includes:

- CV
  - Training Template
  - Letters of support
  - Scans of passport and any existing visa information
  - Official letter of acceptance from ME or partner institution if studying in the US
  - Biographic Data (AID 1380-1)
  - Conditions of Sponsorship (AID 1381-6: )
  - Medical Examination and Certificate Form (AID 1382-1)
  - Dependent Certification Form (AID 1380-5)
- R3 Approver at the home country USAID mission checks VCS entry, performs a Security Risk and Fraud Inquiry (SRFI) and forwards to the R4 Submitter
  - R4 Submitter at USAID D.C. checks and submits the visa application for the candidate
  - NCRSP Host institution ensures that student follows appropriate visa interview and logistics procedures at the US Embassy or Consulate in their home country.
  - **IMPORTANT: All students are required to acquire their visa from their home country, and are not allowed to apply for visa status changes from the US or any other country.**

Stage 4: Pre-Departure procedures after visa is granted:

- Purchase insurance compliant with USAID standards
- Fulfill pre-orientation seminar in country before departing for the US (completion of pre-orientation manual: [http://transition.usaid.gov/our\\_work/education\\_and\\_universities/participant\\_training/PreDeparture\\_Guide\\_US\\_Based\\_Participant\\_Training\\_Exchange\\_Visitor\\_Programs\\_October\\_2010.pdf](http://transition.usaid.gov/our_work/education_and_universities/participant_training/PreDeparture_Guide_US_Based_Participant_Training_Exchange_Visitor_Programs_October_2010.pdf))
- Ensure that participant will not arrive more than 48 hours before the beginning of their program

Stage 5: Program progress monitoring:

- All participants must be met upon arrival and their arrival confirmed immediately (within 3 days) in Trainet through a change in status
- Program start dates in Trainet are based upon the day the participant leaves his/her home country
- Participants must not take detour stops on their way to the program
- Exact address, email, and phone number information must be entered into Trainet and kept up-to-date throughout the duration of the participant's stay.
- Any changes in participant status or loss of contact with participant must be reported immediately to the AOR
- Any departure from the US by the participant for vacation, research, or any other purpose must be accompanied by a letter from the host institution that is USAID verified and approved

- All participants are required to file federal and state income taxes for any financial stipend received in the course of the program using a ITIN or SS number (<http://www.irs.gov/pub/irs-pdf/fw7.pdf>)
- Each year participant tax information must be forwarded from the host institution to USAID

Stage 6: Ensuring return of participant:

- Participant must be required to depart the US no more than 1 week after the completion of their program
- Participant must be confirmed to leave the US (airport drop-off advisable)
- Participant must be confirmed to arrive in their home country (airport meeting by in-country representative required)
- Participants must return directly to their home country, not stopping in any other location along the way

Trainet Contact List:

Institution	Name	Email	Phone Number
Tufts	Elizabeth Marino-Costello (R1/R2)	Elizabeth.Marino_Costello@tufts.edu	617.636.3774
Tufts	Maggie Holmesheoran (R1)	Margaret.Holmes@tufts.edu	
Tufts	Shibani Ghosh (R2)	Shibani.Ghosh@tufts.edu	
Harvard	Elizabeth Jackson (R1)	<a href="mailto:ejackson@hsph.harvard.edu">ejackson@hsph.harvard.edu</a>	
Harvard	(R2)		
Purdue	Laura Bergdoll (R1)		
Purdue	Karen Santiago (R2)	<a href="mailto:ksantiago@purdue.edu">ksantiago@purdue.edu</a>	(765) 494-0795
Johns Hopkins	Swetha Manohar	<a href="mailto:smanohar@jhsph.edu">smanohar@jhsph.edu</a>	
Johns Hopkins	Rolf Klemm (R2)	<a href="mailto:rklemm@jhsph.edu">rklemm@jhsph.edu</a>	
Tuskegee	Joan Wynn (R1)		
Tuskegee	(R2)		