

# US Department of State Responsible Officer



# Association for Teen-Age Diplomats

The US Department of State Responsible Officer will be a member of the ATAD Board of Directors, appointed by the President. The Officer should not be the President or the Chairman of the Board. The Officer must be a US citizen, or someone lawfully admitted for permanent residence to the US. The role of the Officer is to be the ATAD liaison and representative of the US Department of State rules and policies to ATAD.

An Alternate US Department of State Responsible Officer will also be appointed by the President. The Alternate Officer does not have to be a member of the ATAD Board, but must be approved by the US Department of State if not on the Board. This person will have all the same responsibilities as the US Department of State Responsible Officer unless otherwise noted.

## **Responsibilities:**

- 1) To serve as the official point of contact with the US Department of State regarding all communications and requirements.
- 2) To be responsible to the US Department of State and ATAD for ATAD's compliance with the regulations set forth in the most recent version of the **Federal Registry 22 CFR Part 62: Exchange Visitor Program** and the **SEVIS Regulations**.
- 3) To be thoroughly familiar with the US Department of State **SEVIS User's Manual** for Responsible Officers.
- 4) To train and supervise Alternate US Department of State Responsible Officer(s).
- 5) To apply for US Department of State redesignation as required.
- 6) To designate the number of DS-2019 forms to be allotted to ATAD from the US Department of State based on the estimated number of incoming year and semester students.
- 7) To maintain a strict account and security of all DS-2019 forms.
- 8) After receiving the forms listed below from a Host Family Committee member, to complete and sign Form DS-2019 for each inbound year or semester student.
  - a) Host Family Notification Form, signed
  - b) First two pages of Host Family Application
  - c) School Acceptance Form, signed
  - d) Copy of the first page of the International Student dossier
- 9) To complete and submit Form I-901 to SEVIS with the appropriate fee. SEVIS will then send Form I-797 as confirmation of payment.
- 10) To send the following completed documents to the International Student or the Program Liaison in the Partner City, as directed by the Program Chair:
  - a) Signed cover letter, International Pre-Departure Letter from ATAD (ISO8)
  - b) International Student Pre-Departure Orientation Checklist (ISO9) and all relevant documents
  - c) Form DS-2019, signed
  - d) Form I-901
  - e) First two pages of Host Family Application
  - f) Student identification card
  - g) Department of State brochure

- 11) To validate the arrival of each year and semester International Student by updating the SEVIS record upon the student's arrival, assure the student does not stay past the time limit set for the exchange program, and update the SEVIS record upon the student's departure.
- 12) To submit to the US Department of State by July 31st of each year a signed report that shall include the following from the recently completed exchange year:
  - a) activities in which exchange visitors were engaged, including an evaluation of program effectiveness
  - b) nature and extent of any reciprocity
  - c) cross-cultural activities provided to exchange students
  - d) certification of compliance with insurance coverage requirements
  - e) Form DS-2019 usage, including number of forms voided or destroyed, issued, and remaining as allotted to ATAD
  - f) number, by category, of all exchange visitors participating in the program
- 13) To complete the placement reports for inbound students annually (year students due 8/31, second semester students due 1/15), to include exchange student's name, school, and host family placement and print for CSIET.
- 14) Be available to sign DS-2019 forms for students who will travel out of the country and return to the United States on their multiple entry visa.
- 15) To notify the US Department of State in writing of any of the following circumstances:
  - a) any material changes to ATAD organizational structure which affect the citizenship requirements in Section 514.2, and overall ownership and control
  - b) change in ownership or control, e.g. by 51% or more of the ATAD Board of Directors being replaced within a 12 month period
  - c) change in ATAD address, phone number, e-mail address, or facsimile number
  - d) change in US Department of State Responsible Officers
  - e) change in financial circumstances which may make ATAD unable to comply with its obligations as set forth in Section 512.9
  - f) loss or theft of Form DS-2019
  - g) litigation of ATAD
  - h) termination of the exchange visitor program
  - i) any serious problem which may bring the exchange visitor program into disrepute
  - j) any participant's early completion or withdrawal from the exchange visitor program by updating the SEVIS record for the student. This notification must also be printed for CSIET representative, for CSIET audit.
  - k) any change of address for a student by updating the SEVIS record for the student
- 16) To retain all records related to the exchange visitor program and to the exchange students for a minimum of three (3) years.
- 17) To cooperate with any inquiry, audit or investigation that may be undertaken by the US Department of State and to furnish all information, reports, documents, books, files and/or other records requested by the US Department of State on all matters related to the exchange student program.
- 18) To keep the ATAD Board informed of all changes required or proposed by the US Department of State.