



USAID
FROM THE AMERICAN PEOPLE

COMPLETE GUIDE TO USAID VISA COMPLIANCE

APPENDIX 2 – THE VERIFIER

Version 1.06.02

December, 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. Inquiries regarding ADS-252 policy may be directed to James Nindel at jnindel@usaid.gov. Inquiries regarding visa and immigration issues may be directed to Ms. Marina Gelles, Esq. at mgelles@devis.com.

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

Email: jvisa@devis.com

Phone: +1.703.527.4340

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

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.



USAID Visa Compliance System

Verify Trainees

[Correct TraiNet Data](#)

[Verify Dependents](#)

[Correct Dependent Data](#)

[Participant Dashboard](#)

[Participant Search](#)

[List of Approvers](#)

[Change My Password](#)

[Logout](#)

Sites:
 USJVCS
 USXGUZ
 USXAED
 USXUEA
 EGXDT2
 USXtam
 BUXWLI
 MKXWLI
 USXWLI

Verify Trainees

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

Displaying 1- 14 of 14

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

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 TraiNet Data Errors! Click on Correct TraiNet Data." This indicates that data has been sent to VCS containing errors. These errors must be corrected in TraiNet and resent before they can be Verified. To view the error, click on the **Correct TraiNet Data** link from the menu on the left (see Correct TraiNet 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.



USAID
FROM THE AMERICAN PEOPLE

USAID Visa Compliance System

Verify Exchange Visitors
[Correct TraiNet 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 DS2019	
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
Total Funds	\$ 6002.00

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	
CK Passport 04.JPG	Passport Scan	01/08/2007 11:20:39	Download/view
WorkshopAnnouncement.doc	Training Request	01/08/2007 11:21:40	Download/view

[Manage exchange visitor documents](#)
[Add Document](#)

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
FROM THE AMERICAN PEOPLE

USAID Visa Compliance System

- [Verify Trainees](#)
- [Correct Trainet Data](#)
- [Verify Dependents](#)
- [Correct Dependent Data](#)
- [Participant Dashboard](#)
- [Participant Search](#)
- [List of Approvers](#)
- [Change My Password](#)
- [Logout](#)

Sites:
USJVCs
USXGU2
USXAED
USXUEA
EGXDT2
USXtam
BUXWLI

Correct Trainet Data

Displaying 1- 9 of 9

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

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.



USAID
FROM THE AMERICAN PEOPLE

USAID Visa Compliance System

- [Verify Trainees](#)
- [Correct Trainet Data](#)
- [Verify Dependents](#)
- [Correct Dependent Data](#)
- [Participant Dashboard](#)
- [Participant Search](#)
- [List of Approvers](#)
- [Change My Password](#)
- [Logout](#)

Correct Trainet Data for David Francois

Trainet Data Irregularities

The field(s) below contain errors that will need to be fixed before this trainee can be verified. Please notify your Trainet Operator of these problems. The Trainet operator will need to correct these in Trainet 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 Type J-1

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: This is a required field (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 (jevusa@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, TraiNet 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.



USAID Visa Compliance System

Verify Trainees
[Correct TrainNet Data](#)
Verify Dependents
[Correct Dependent Data](#)
[Participant Dashboard](#)
[Participant Search](#)
[List of Approvers](#)
[Change My Password](#)

Logout

Sites:
 USJPCS
 USXGU2
 USXAED
 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		

Shortly after the training program has begun, your TraiNet Operator should update the visitor’s status in TraiNet 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 TraiNet 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 departed the United States. 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.



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

Verify Dependents

Displaying 1- 1 of 1

Dependent				Exchange Visitor				
Last Name	First Name	Middle Name	Action	Last Name	First Name	Middle Name	Birth Date	Program Start D.
Goitom	Rezene	Bahre	New	Ketema	Ghenet	Weldeselassie	08/06/1961	08/17/2001

[About VCS](#) | [Privacy](#) | [Cookie Policy](#) | [Site Disclosure](#) | [Contact Us](#)
 The United States Agency for International Development

Click Correct Dependent Errors to see a list of dependents with data errors. As with Exchange Visitors, these errors must be corrected in TrainNet 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.



- [Verify Trainees](#)
 - [Correct TrainNet Data](#)
 - [Verify Dependents](#)
 - [Correct Dependent Data](#)
 - [Participant Dashboard](#)
 - [Participant Search](#)
 - [List of Approvers](#)
 - [Change My Password](#)
- [Logout](#)
- Sites:
 US3VCS
 USXGU2
 USXAED
 USXUEA
 EGXDT2
 USXtam
 EUXWLI
 MKXWLI
 USXWLI

Verify New Dependent

Dependent Information

VISA Type	J-2	First Name	Rezene
Last Name	Goitom	Middle Name	Bahre
Gender	M	Birth Date	03/18/1988
Birth City	ARAREB	Birth Country	Eritrea
Citizenship Country	Eritrea	Residence Country	Eritrea
Relationship to Exchange Visitor	Child		

Exchange Visitor Information

VISA Type	J-1	First Name	Ghenet Weldeselassie
Last Name	Ketema	Middle Name	
Gender	F	Birth Date	08/06/1961
Birth City	ASMARA	Birth Country	Eritrea
Citizenship Country	Eritrea	Residence Country	Eritrea
US Start Date	08/17/2001	US End Date	06/30/2005

Action

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.



USAID
FROM THE AMERICAN PEOPLE

USAID Visa Compliance System

- [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)
USJVCS	0	0	0	0	0	0
MGXJRP	3	1	0	0	1	3

[About VCS](#) | [Privacy](#) | [Cookie Policy](#) | [Site Disclosure](#) | [Contact Us](#)
The United States Agency for International Development

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.



USAID
FROM THE AMERICAN PEOPLE

USAID Visa Compliance System

- [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

[About VCS](#) | [Privacy](#) | [Cookie Policy](#) | [Site Disclosure](#) | [Contact Us](#)
The United States Agency for International Development

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.



USAID Visa Compliance System

- [Verify Trainees](#)
- [Correct TrailNet 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

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.

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.