



**USAID**  
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# COMPLETE GUIDE TO USAID VISA COMPLIANCE

APPENDIX 3 – THE APPROVER

Version 1.06.02

December, 2007

## APPENDIX 3: R3-APPROVER (USAID MISSION)

### ROLE

This role is performed by a USAID direct-hire employee who is a U.S. citizen in a USAID Mission or Washington Office. The Approver reviews and approves participant-specific information that is forwarded to her/him by USAID contractors, grantees and cooperative agreement recipients, and by USAID Mission and Washington office staff.

### RESPONSIBILITIES

Uses the VCS system and:

- Provides Mission confirmation of the legitimacy of each Exchange Visitor and intervention.
- Certifies that the required security risk and fraud inquiry (SFRI) has been completed.
- Approves exchange visitor data from field offices and sends to USAID EGAT through VCS.
- Approves new applications by entering last four digits of passport number of applicant.
- Sends disapproved exchange visitor data back to the entering entity for correction or removal.
- Communicates potential problems to TraiNet Supervisors in field offices.
- Receives signed DS-2019 forms from EGAT/ED.
- Nominates people to fill the Verifier Role.

### 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](mailto:lwalker@usaid.gov). Inquiries regarding ADS-252 policy may be directed to James Nindel at [jnindel@usaid.gov](mailto:jnindel@usaid.gov). Inquiries regarding visa and immigration issues may be directed to Ms. Marina Gelles, Esq. at [mgelles@devis.com](mailto:mgelles@devis.com).

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

Email: [jvisa@devis.com](mailto: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>.

## NOMINATING PEOPLE FOR THE VERIFIER ROLE

It is the responsibility of the Approver (USAID Mission) to recommend appropriate people to fill the Verifier role. The Verifier should be the supervisor of people entering training information into TraiNet. A Verifier may be in the Mission or in a contractor or grantee or recipient office. They do not need to be a U.S. citizen.

To nominate an individual to be a Verifier, email the candidate's name and contact information (be sure to include an email address and telephone numbers) to [jvisa@devis.com](mailto:jvisa@devis.com). Please identify your Mission and state that you are the designated Approver.

## HOW TO USE VCS

The USAID Visa Compliance System (VCS) is used to review data that has been received from TraiNet. Within VCS you can accept 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 Verifier or TraiNet Operator to correct the data and have it re-transmitted to Washington so that 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 approve an Exchange Visitor multiple times if there are changes to the stored data. For instance, if you approve an Exchange Visitor, and then the dates of the program are changed before the information is sent to SEVIS, you will be required to approve the Exchange Visitor again with the new dates.

Twice a day you will receive an email notification if the VCS has received data from TraiNet that is ready for your review. You should then 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.

When you log into VCS you will be presented with a screen like this, listing the Exchange Visitors who are queued-up for your action.



### USAID Visa Compliance System

**Approve Trainees**

**Approve Dependents**

**Participant Dashboard**

**Participant Search**

**Change My Password**

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**Logout**

Countries:

JO

MO

SG

MG

BK

#### Approve Trainees

Displaying 1 - 12 of 12

Last Name	First Name	Date of Birth	Program Name	Program Start Date	Action	Trainet Site
<a href="#">Cerimagic</a>	<a href="#">Anel</a>	06/17/1977	Retail Food Marketing Training/Food Marketing Institute Show	04/20/2005	New	World Learning/BIH
<a href="#">Gombosuren</a>	<a href="#">Udval</a>	06/10/1964	GOBI Forage project	04/01/2005	New	TEXAS A & M Research Foundation
<a href="#">Ivastanin</a>	<a href="#">Robert</a>	03/30/1971	Retail Food Marketing Training/Food Marketing Institute Show	04/20/2005	New	World Learning/BIH
<a href="#">Kondic</a>	<a href="#">Tatiana</a>	03/24/1978	Retail Food Marketing Training/Food Marketing Institute Show	04/20/2005	New	World Learning/BIH
<a href="#">Nikolic</a>	<a href="#">Daric</a>	06/18/1979	Retail Food Marketing Training/Food Marketing Institute Show	04/20/2005	New	World Learning/BIH
<a href="#">Omerbegovic</a>	<a href="#">Adisa</a>	09/30/1973	GBEP/SGSB Faculty Development Program at the University of Delaware	03/25/2005	New	World Learning/BIH
<a href="#">Pasic</a>	<a href="#">Mugdim</a>	04/08/1961	GBEP/SGSB Faculty Development Program at the University of Delaware	03/25/2005	New	World Learning/BIH
<a href="#">Salimeur</a>	<a href="#">Fahrudin</a>	08/19/1978	Retail Food Marketing Training/Food	04/20/2005	New	World Learning/BIH

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** buttons to page through all of the queued up Exchange Visitors 10 at a time.

To review an Exchange Visitor and then accept or reject his or her information, click on the Exchange Visitor's name.

## NEW EXCHANGE VISITORS

If this is a new Exchange Visitor, one whose data is being submitted for the first time, you will see the Approve New Exchange Visitor screen.



**Approve Trainees**  
**Approve Dependents**  
**Participant Dashboard**  
**Participant Search**  
**Change My Password**  
  
**Logout**  
  
 Countries:  
 JO  
 MO  
 SG  
 MG  
 BK

### Approve New Exchange Visitor

You are attempting to Approve a new participant within four weeks of the start of his or her program. You may not receive the completed DS-2019 form in time for all other processing to take place, such as the consulate interview. You may want to consider changing the start date of the program. The Verifier has also received this message.

Visitor Information			
VISA Type	J-1	Previous IAP66 or DS2019	
Last Name	Gombosuren	First Name	Udval
Gender	F	Birth Date	06/10/1964
Birth City	ULAANBAATAR	Birth Country	Mongolia
Citizenship Country		Residence Country	Mongolia
Position Code	213	Position	UNIVERSITY TEACHING STAFF INCLUDING RESEARCHERS
US Address	TAMU 2126 COLLEGE STATION, Texas 77843		
Training Information			
Exchange Visitor Category	TRAINEE (SPECIALTY)		
US Start Date	04/01/2005	US End Date	04/29/2005
Subject/Field	03.0101- Natural Resources/Conservation General		
Subject/Field Remarks			
Sites			
Site of Activity Name	TEXAS AandM UNIV COLL STA MAIN CAMPUS		
Address Line 1	Address Line 2	City	State Zip code
INTERNATIONAL PROGRAMS	BIZZELL WEST	COLLEGE STATION	TX 77843-4251
Funding			
US Government Agency	AID		
US Government Funds	\$ 5000.00		
Exchange Visitor Government Funds	\$ 0.00		
Other Organization Funds	\$ 0.00		
Total Funds	\$ 5000.00		
Verified			
Verified By	Violetta Cook, No Organization		Verified Date 02/15/2005
Action			

On this screen you can review all of the information about the Exchange Visitor that USAID is required to report to the Bureau for Immigration and Citizenship Enforcement (BICE). This includes biographical information about the Exchange Visitor, information about the program she/he is attending, including the training providers, and information on the funding for the program. USAID policy requires that you confirm the legitimacy of each Exchange Visitor using the passport face page and training request or description of activity. Scans or faxes of these documents may also be used.

## 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.

If the Verifier has uploaded documents for this Visitor, you will see them listed here. You can download (and print) these if you wish. You may wish to consider explicitly asking the Verifier

to upload documentation that you require. Examples of documents 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;
- 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.

<p>Other Organization Funds \$ 0.00</p> <p>Total Funds \$ 600.00</p>				
<p><b>Documents</b></p> <p>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 - R2, R3 and R4. Storage of pertinent documents (e.g. the face-page of the exchange visitor's passport, training request, and security risk documentation) can facilitate the application process for the DS-2019 Certificate of Eligibility. 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.</p> <ul style="list-style-type: none"> <li>To add a document to this exchange visitor, click Add Document.</li> <li>To download, view or print an existing document, click Download/view next to the document you wish to view or print.</li> <li>To delete or edit a document, click on the filename of the document you wish to delete or edit. To edit documents you must save them locally, edit them, and then upload them.</li> <li>To list all documents for this exchange visitor, click Manage exchange visitor documents.</li> </ul> <p><a href="#">Add a document</a></p>				
<p><b>Verified</b></p> <p>Verified By Douglas Taren, University of Arizona Verified Date 08/30/2006</p>				
<p><b>Action</b></p> <p>Please review all of the INS required information about the exchange visitor. This includes biographical information about the exchange visitor, information about the program she/he is attending, including the training providers, and information on the funding for the program. USAID policy requires that you confirm the legitimacy of each exchange visitor and the training intervention using all of the following three documents: 1) passport face page; 2) training request (TIRF); and 3) exchange visitor selection document. Scans or faxes of these documents may also be used.</p> <ul style="list-style-type: none"> <li>If this exchange visitor is, in fact, to go to the US on this program and attend these training providers and all the information on screen is correct, you must enter in country that issued the exchange visitor's passport the last 4 digits of the passport number and click the Approve button at the bottom of the screen.</li> <li>If this exchange visitor is NOT to go to the US on this program, or if the information presented on screen is incorrect, you should enter a Rejection Reason in the area provided and then click the Reject button.</li> </ul> <p style="text-align: right;">*Required</p> <p>Choose Country of Citizenship *</p> <p>Mexico</p> <p><input type="button" value="Choose Country"/></p> <p>Confirm Last 4 Digits of Passport Number *</p> <p><input type="text"/></p> <table border="1"> <thead> <tr> <th>Rejection Reason</th> <th>Remarks</th> </tr> </thead> <tbody> <tr> <td><input type="text"/></td> <td><input type="text"/></td> </tr> </tbody> </table> <p><input type="button" value="Approve"/> <input type="button" value="Reject"/></p>	Rejection Reason	Remarks	<input type="text"/>	<input type="text"/>
Rejection Reason	Remarks			
<input type="text"/>	<input type="text"/>			

## COMPLETING THE APPROVAL

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 correct, you must enter the country that issued the Exchange Visitor's passport and the last four digits of the passport number. Click the **Approve** button at the bottom of the screen.
- If this Exchange Visitor is NOT traveling to the U.S. on this program, or if the information presented on screen is incorrect, you should enter a Rejection Reason in the area provided and then click the **Reject** button.

## 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).

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 reschedule the program to allow sufficient lead time for processing the DS-2019 request. Contact your USAID representative in order to determine the country-specific timeline for processing the DS-2019 and to schedule the visa appointment.



**USAID Visa Compliance System**

[Approve Trainees](#)  
[Approve Dependents](#)  
[Participant Dashboard](#)  
[Participant Search](#)  
[Change My Password](#)  
  
[Logout](#)  
  
 Countries:  
 UP  
 MO  
 SF  
 EG

**Approve Created Exchange Visitor**

**Visitor Information**

<b>Full name</b>	Mohamed Emam Abd Elrazek Moustafa		
<b>Gender</b>	M	<b>Date of Birth</b>	07/14/1967
<b>Birth City</b>	Mansoura	<b>Country of Citizenship</b>	Egypt
<b>Birth Country</b>	Egypt	<b>Country of Residence</b>	Egypt
<b>US Address Line 1</b>	Hilton Fort Collins	<b>US City</b>	Fort Collins
<b>US Address Line 2</b>	425 W. Prospect Road	<b>US State</b>	Colorado
<b>VISA Type</b>	J-1	<b>US Postal Code</b>	80526
<b>Exchange Visitor Category</b>	09	<b>Position</b>	213

**Security Risk Inquiry**

Enter the date the Security Risk Inquiry was performed. \*Required

**Security Risk Inquiry Date (MM/DD/YYYY) \***

**Action**

**Country of Citizenship**  
 Egypt

By clicking the "Certify" button, I am certifying that:

- I have read and understand ADS-252 and the Complete Guide to Visa Compliance and this exchange visit will be conducted subject to the regulations and procedures contained therein;
- A current security risk inquiry has been By clicking the "Certify" button, I am certifying that:
  - A current security risk inquiry has been conducted and is on file for the participant or dependent that I am approving;
  - I have verified the legitimacy of this training intervention and participant;
  - I am a U.S. Citizen;
  - I am a USAID Mission or USAID Washington Staff Member;
  - and I am authorized by my Mission Director OR Bureau Office Director to approve requests for DS-2019 forms for my Mission's participants.

After you click the **Approve** button, you will be required to certify your credentials as an approver and further enter and certify the date on which the required security risk and fraud inquiry was completed. Enter the date of the security risk and fraud inquiry, read the text and click **Certify** if the statement is true. Click **Cancel** if it is not true. The Exchange Visitor will be approved only after you submit your certification.

## UPDATED EXCHANGE VISITORS

If this Exchange Visitor has already been submitted to the SEVIS, you will be presented with the Approve Updated Exchange Visitor screen.



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**Approve Trainees**  
**Approve Dependents**  
**Participant Dashboard**  
**Participant Search**  
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**Logout**  
  
**Countries:**  
UP  
MO  
SF  
EG

### Approve Updated Exchange Visitor

**Visitor Information**

	Official Information	Changed Information
<b>VISA Type</b>	J-1	J-1
<b>Previous IAP66 or DS2019</b>		
<b>Trainee Status</b>	Request	Request
<b>Last Name</b>	Jones	Jones
<b>First Name</b>	Spike	Spike
<b>Middle Name</b>		
<b>Gender</b>	M	M
<b>Birth Date</b>	03/17/1963	03/17/1963
<b>Birth City</b>	Any Town	Any Town
<b>Birth Country</b>	Ukraine	Ukraine
<b>Citizenship Country</b>	Ukraine	Ukraine
<b>Residence Country</b>	Ukraine	Ukraine
<b>Position Code</b>	200	200
<b>Position</b>	ACADEMIC COMMUNITY	ACADEMIC COMMUNITY
<b>US Address</b>	123 ST Big Town, Alabama 12345	123 ST Big Town, Alabama 12345

**Training Information**

	Official Information	Changed Information
<b>Exchange Visitor Category</b>	GOVERNMENT VISITOR	GOVERNMENT VISITOR
<b>US Start Date</b>	01/01/2006	01/01/2006
<b>US End Date</b>	03/05/2006	03/17/2006 [UPDATED]
<b>Subject/ Field</b>	01.0102 - Agribusiness/Agricultural Business Operations	01.0102 - Agribusiness/Agricultural Business Operations
<b>Subject/ Field Remarks</b>		

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's SEVIS system. This includes biographical information about the Exchange Visitor, information about the program she/he is attending including the training providers, and information on the funding for the program. At the bottom of the screen is a checkbox you can use to request that a new form be issued with this updated information. 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 approved for submission to the SEVIS.

- If the new information on this Exchange Visitor is correct, you should click the **Approve** 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.

## DEPENDENTS

Dependents have their own section of VCS. In the menu on the left of the screen is the selection Approve Dependents.

Click Approve Dependents to see a list of dependents in your queue awaiting action.



[Approve Trainees](#)

[Approve Dependents](#)

[Participant Dashboard](#)

[Participant Search](#)

[Change My Password](#)

[Logout](#)

Countries:

### Approve Dependents

Displaying 1- 1of 1

Dependent			Exchange Visitor					
Last Name	First Name	Middle Name	Action	Last Name	First Name	Middle Name	Birth Date	Program Start Date
<a href="#">Kagy</a>	<a href="#">Hannah</a>		New	Kagy	Chris		09/13/1966	08/01/2006

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To review a dependent and either approve or reject his or her information, click the dependent’s name.

As with an Exchange Visitor, this will open a screen where you can review dependent information and either approve or reject it.



[Approve Trainees](#)

[Approve Dependents](#)

[Participant Dashboard](#)

[Participant Search](#)

[Change My Password](#)

[Logout](#)

Countries:  
UP  
MO  
SF  
EG

### Approve New Dependent

#### Dependent Information

<b>VISA Type</b>	J-2	<b>First Name</b>	Hannah
<b>Last Name</b>	Kagy	<b>Middle Name</b>	
<b>Gender</b>	F	<b>Birth Date</b>	12/04/2001
<b>Birth City</b>	Tishwane	<b>Birth Country</b>	South africa, republic of
<b>Citizenship Country</b>	South africa, republic of	<b>Residence Country</b>	South africa, republic of
<b>Relationship to Exchange Visitor</b>	Child		

#### Exchange Visitor Information

<b>VISA Type</b>	J-1	<b>First Name</b>	Chris
<b>Last Name</b>	Kagy	<b>Middle Name</b>	
<b>Gender</b>	M	<b>Birth Date</b>	09/13/1966
<b>Birth City</b>	Tiffin	<b>Birth Country</b>	South africa, republic of
<b>Citizenship Country</b>	South africa, republic of	<b>Residence Country</b>	South africa, republic of
<b>US Start Date</b>	08/01/2006	<b>US End Date</b>	08/24/2006

#### Verified

<b>Verified By</b>	Verifier, Test	<b>Verified On</b>	04/25/2006
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**Action**

Click the **Approve** or **Reject** button to proceed. If you reject a dependent you must provide a rejection reason. Rejected dependents are removed and returned to the Verifier for reconsideration.

### WHAT HAPPENS NEXT

- Whenever you click ‘Approve’ for an Exchange Visitor, her/his status is changed to ‘Approved’ and the record is queued up to be reviewed by the Submitter. The Submitter can also accept or reject the Exchange Visitor’s information.

- Whenever you **Reject** an Exchange Visitor, her/his status is set to ‘Draft’ and the Exchange Visitor is remanded back to the Verifier for reconsideration.

## OTHER FEATURES

### EXCHANGE VISITOR DASHBOARD

The Exchange Visitor Dashboard gives you an overall view of the status of your Exchange Visitor in VCS.



USAID Visa Compliance System

[Approve Trainees](#)

[Approve Dependents](#)

[Participant Dashboard](#)

[Participant Search](#)

[Change My Password](#)

[Logout](#)

Countries:

JO

MO

SG

MG

EK

#### Participant Dashboard

##### Statuses

Country	Rejected( 18)	DataError( 2)	Draft( 4)	Verified( 12)	Approved( 5)	Submitted( 15)
<a href="#">Jordan</a>	14	1	0	0	2	6
<a href="#">Morocco</a>	0	0	0	0	0	0
<a href="#">Senegal</a>	1	0	1	0	0	1
<a href="#">Mongolia</a>	2	1	0	1	2	2
<a href="#">Bosnia and herzagovine</a>	0	0	2	11	0	2

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The dashboard shows you a list of all of your countries and the number of Exchange Visitors in each stage of action. Click on a number below a status name to show all the Exchange Visitors in that status.

### SEARCHING FOR EXCHANGE VISITORS

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 Exchange Visitor Search link on the left side of the screen.



USAID Visa Compliance System

[Approve Trainees](#)

[Approve Dependents](#)

[Participant Dashboard](#)

[Participant Search](#)

[Change My Password](#)

[Logout](#)

Countries:

JO

MO

SG

MG

EK

#### Participant Search

Last Name

First Name

Country

Data

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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 approve.

## 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.



**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.
- Passwords must contain characters from 3 of the following 4 classes:
  - English uppercase.
  - English lowercase.
  - Westernised Arabic Numerals.
  - Special characters e.g. punctuation.
- Password may not contain any portion of the user's name in part or in full

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You must enter your current password, and then enter your new password twice for confirmation. Do not hit the Enter key on your keyboard (it will cancel the change password action), but instead use your mouse and click on the Change button to submit your new password. Note that your new password must match the Password Guidelines shown on the screen. Usernames and passwords are case-sensitive.