



EGAT/ED, Participant Training Team

TraiNet/VCS Newsletter

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NEWS

Hello TraiNet/VCS Users,

We focus in this issue on how to assign categories in the system:

Category Instructions

USAID participants can fall into one of a number of different categories. Use the following guidelines to choose the proper category in the TraiNet Visa Wizard.

Student - used when participant is entering the U.S. for a period to last as long as they pursue a full course of study (as defined by the college or university) towards:

- Associate degree (2 year degree)
- Bachelor's degree
- Master's degree
- Post-doctorial degree
- Non-degree program

Trainee - used when participant is entering the U.S. for a period of at least 21 days up to 18 months to enhance knowledge, skills, and attitude (KSAs) in their "specialty" or "non-specialty" occupation through participation in structured training activities. [Note - if the training lasts for a period of less than 21 days, categorize the participant as a Short-term Scholar, not a Trainee]

Short-term Scholar - used when participant is entering the U.S. for a period of up to six months to lecture, observe, consult, participate in seminars, workshops conferences study tours, professional meetings, or similar types of educational and professional activities. [Note - if the training lasts for a period of 21 days up to

HINTS & TIPS

Rejecting a Participant - Verifiers: when you reject a participant in VCS from further participation in a program, make sure that the TraiNet Operator changes the Trainee Status to Cancelled in TraiNet. Otherwise TraiNet will resubmit the record to VCS and she/he will reappear in your list.

Sorting Lists in VCS - You can sort your Verifier and Approver lists by clicking on the heading of the column that you want to sort. For example, if you want to sort you list of participants by Program, click on the words: Program Name on top of the column. Now all your participants will be ordered and grouped by the Program in ascending order. Click again to sort in descending order.

TraiNet Program Validation - Validate that a participant has started the program by setting the Trainee Status to In-Training in TraiNet within 3 days of the start of training. You will need to do this even for participants whose programs have ended in order to prevent SEVIS from marking them as a 'No Show'. If a trainee is marked as a No Show, it implies that they entered the U.S. but never reported to their place of training, which could jeopardize future training opportunities.

Common Errors - There are a number of participants who are missing passport numbers. This is currently one of the

18 months and is not academic in nature, categorize the participant as a Trainee, not a Short-term Scholar.

Specialist - used when the participant is deemed to be an expert in their profession and is entering the U.S. for a period of up to one year to observe, consult, or demonstrate special skills.

Researcher - used when participant has already a degree of higher education and is entering the U.S. for a period of up to 3 years to conduct research, teach, and lecture with their American colleagues, to participate actively in cross-cultural activities with Americans, and ultimately to share with their fellow citizens their experiences and increased knowledge about the U.S. and their substantive fields.

Government Visitor - used when participant is recognized as influential or distinguished and is entering the U.S. for a period of up to 18 months to participate in observational study tours, discussions, consultations, professional meetings, conferences, or workshops.

J-2 Dependent Status

The current approval and data systems were not designed to handle dependent information and therefore dependents cannot be processed at this time. New policies, procedures, and hard-copy forms to handle dependent approval and information have been developed, and are currently in the clearance process. There will be a future enhancement to the systems to accommodate the processing of dependents.

As usual, we welcome any and all feedback about the services provided by the helpdesk. Please feel free to email comments to me directly (ckagy@devis.com).

Best regards,
-Chris

most common errors in the VCS that is preventing participants from being Verified.

Verifiers - If your TraiNet Operator updates data for a participant after a DS-2019 has been issued, you should not verify the changes until the program is Validated (see above). The exception to this is if you need to request a replacement or updated DS-2019.