



USAID/EGAT/ED, Participant Training Team

NEWS

HINTS & TIPS

**SEVIS Enforcement of Participation**

A recent release to the Bureau of Immigration and Customs Enforcement (BICE) SEVIS system makes notification of a participant's arrival for training essential. SEVIS rules require that a participant's arrival in the US for training be validated within 3 days of their planned arrival. Prior to this recent change, SEVIS would accept validations past the deadline without consequence. The latest version of **SEVIS will automatically mark a participant as a No-Show** if the participant has not been validated within the 3 days of the planned arrival deadline. Being identified as a No-Show in SEVIS has the potential to create immigration issues for your participant. Therefore, it is critical to validate your participants in TraiNet and VCS to prevent a possible immigration predicament. (See *Updating Status below for more information on validating participants*).

Always remember the following rules to prevent problems in the Visa process:

**8 weeks:** Provide 8 weeks time from participant data entry into TraiNet, processing in VCS and SEVIS to receiving a DS-2019 form.

**3 days:** You have 3 days to notify SEVIS of your participant's arrival in the US for training. Do this by marking the participant's completion status to: In-Training.

**Updating Status**

TraiNet initiators provide notification of a participant's arrival in the US (i.e., validating your participant) by changing the participant's Completion Status field in TraiNet to In Training from either: Candidate, Planned, or Alternate.

Is important to understand how changing the Completion Status in TraiNet controls actions in the process. If a participant has status of Candidate, Planned or Alternate the VCS will attempt to request a DS-2019 form for the participant. This is the first step and no other action will take place in VCS unless a DS-2019 form is first requested.

There are several actions that can take place once a DS-2019 has been issued. When the status changes to In Training, the VCS will validate the participant. When the status changes to either Not Selected or Cancelled, the VCS will void the DS-2019. Finally, if the status changes to Terminated, the VCS will terminate the participant's program.

The following chart summarizes how Completion Status creates action in the VCS:

If you want the VCS to:	Set the participant's completion status to:
Request a DS-2019	Candidate, Planned or Alternate
Void a DS-2019	Not Selected or Cancelled
Validate a participant	In Training
Terminate a participant	Terminated
Notify of Completion (optional - only updates TraiNet)	Achieved

**All users:** Answers to a lot of frequently asked questions are available on the TraiNet/VCS Support website at <http://usaidtraining.devis.com>.

**TraiNet - Postponing a Program:** To postpone a program, update the start and end dates of any US components and submit the change to be verified and approved. You must do this before the original start date, though, so please act quickly when program dates change.

**TraiNet—Training Program Details:** Always enter a budget for a program with US components, even if it is a rough estimate. This program budget is divided by the number of non-cancelled trainees to create the per-person budget amount required for the VCS. VCS will create an error for participants that are missing budget amounts; this prevents the application from being verified and approved until corrected.

**Initiators, Verifiers, and Approvers:** Make sure that the name, date of birth, city of birth and passport number match the information contained in a trainee's passport exactly. This will reduce the possibility for problems at the consulate and the U.S. Port of Entry. Do not approve if the information in the VCS does not match the passport.

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

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