§ 62.11 Duties of responsible officers.

Responsible officers shall train and supervise alternate responsible officers. Responsible officers and alternate responsible officers shall:

(a) Knowledge of regulations and codebook. Be thoroughly familiar with the Exchange Visitor Program regulations and the Department of State’s current Codebook and Instructions for Responsible Officers.

(b) Advisement and assistance. Ensure that the exchange visitor obtains sufficient advice and assistance to facilitate the successful completion of the exchange visitor’s program.

(c) Communications. Conduct the official communications relating to the exchange visitor program with the Department of State, the United States Immigration and Naturalization Service, or the United States Department of State. Reference to the sponsor’s program number shall be made on any correspondence with the Department of State.


Forms DS–2019 shall be used only for authorized purposes. To maintain adequate control of Forms DS–2019, responsible officers or alternate responsible officers shall:

(a) Requests. Submit written requests to the Department of State for a one-year supply of Forms DS–2019, and allow four to six weeks for the distribution of these forms. The Department of State has the discretion to determine the number of Forms DS–2019 to be sent to a sponsor. The Department of State will take into consideration the current size of the program and the projected expansion of the program in the coming 12 months. If requested, the Department of State will consult with the responsible officer prior to determining the number of Forms DS–2019 to be sent to the sponsor. Additional forms may be requested later in the year if needed by the sponsor.

(b) Verification. Prior to issuing Form DS–2019, verify that the exchange visitor:

(1) Is eligible, qualified, and accepted for the program in which he or she will be participating;
§ 62.13 Notification requirements.

(a) Change of circumstances. Sponsors shall notify the Department of State promptly in writing of any of the following circumstances:

(1) Change of its address, telephone, or facsimile number;

(2) Change in the composition of the sponsoring organization which affects its citizenship as defined by §62.2;

(3) Change of the responsible officer or alternate responsible officers;

(4) A major change of ownership or control of the sponsor’s organization;

(5) Change in financial circumstances which may render the sponsor unable to comply with its obligations as set forth in §512.9(e);

(6) Loss of licensure or accreditation;

(7) Loss or theft of Forms DS–2019 as specified at §62.12(d)(3);

(8) Litigation related to the sponsor’s exchange visitor program, when the sponsor is a party; and

(9) Termination of its exchange visitor program.

(b) Serious problem or controversy. Sponsors shall inform the Department of State promptly by telephone (confirmed promptly in writing) or facsimile of any serious problem or controversy which could be expected to bring the Department of State or the sponsor’s exchange visitor program into notoriety or disrepute.

(c) Program status of exchange visitor. Sponsors shall notify the Department of State in writing when:

(1) The exchange visitor has withdrawn from or completed a program thirty (30) or more days prior to the ending date on his or her Form DS–2019; or

(2) The exchange visitor has been terminated from his or her program.