

ARS Foreign Visitor Program:

Area Guidance and Instructions



Updated 05.11.2011

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1. TRACKING OF FOREIGN NATIONALS

In February 2003, in response to Departmental Directives, ARS began a comprehensive program of tracking the presence of Foreign Nationals in its offices and in its laboratory facilities. Although there have been numerous changes to the actual process over the years, the core responsibilities have not changed. The USDA Foreign National Data Sheet (Form ARS-230, **dated June 2007**) must be submitted through the respective Area Point of Contact (POC) to Foreign-Visitor-Program@ars.usda.gov in advance of any visit by a Foreign National who will be **working** in ARS facilities. Visitors (generally **visiting** for one (1) to five (5) days) must sign a location visitor log and provide the requested information when visiting ARS facilities. A visitor does not need to submit an ARS-230 unless his/her visit is more than five (5) consecutive days or if the visit is more than five (5) non-consecutive days within a 30-day period.

Note: ARS can host visitors from most countries. Visitors from countries listed as State Sponsors of Terrorism may be permitted on a case-by-case basis. For a current listing of State Sponsors of Terrorism, please check the State Department's website: <http://www.state.gov/s/ct/c14151.htm>.

Note: There are additional requirements for any Foreign National who will be located at a BSL-3 Facility.

LISTING OF CURRENT ARS AREA POC's:

BA --	Denise Skinner-Marshall Dan Thessen	Denise.Marshall@ars.usda.gov Dan.Thessen@ars.usda.gov
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SAA --	Irene Fortson Earl Griffin	Irene.Fortson@ars.usda.gov Earl.Griffin@ars.usda.gov
SPA --	Phil Smith Edna Taylor	Phil.Smith@ars.usda.gov Edna.Taylor@ars.usda.gov

1. TRACKING OF FOREIGN NATIONALS (continued)

This guidance applies to **all** ARS facilities/spaces (even when co-located on a university campus). Following are the definitions of both visitors and workers:

- 1a. Visitors** - Generally, a visitor is on-site for one (1) to five (5) days but **will not conduct** any hands-on work/research. Visits can be for training, seminars, tours, meetings, interviews, etc. Foreign Nationals who visit ARS facilities/spaces (even when co-located on a university campus) MUST fully complete the visitor log upon arrival. A copy of the electronic visitor log is included as **EXHIBIT 1**. Visitors do **not** need to complete the ARS-230 if their stay is five (5) or less consecutive days. If their stay is more than five (5) consecutive days or five (5) non-consecutive days within a 30-day period, an ARS-230 must be submitted (See Section 3).
- 1b. Workers** - A worker can be a volunteer, an unpaid student intern, a research collaborator, or an employee (post-doc, student or L/A appointments only). In the case of “workers,” the first step is submission of the ARS-230 form. The ARS-230 should be submitted no sooner than **120** but not less than **90** calendar days before the expected arrival date. A copy of the ARS-230 is included as **EXHIBIT 2**.

***Justification for timeframe:** If the ARS-230 is submitted further out than 120 days, then we risk not obtaining a timely clearance. If the ARS-230 is submitted less than 90 days before the expected arrival of the Foreign National, then we may not have enough time to obtain the clearance. Clearing the ARS-230 usually takes between 15 and 30 days from the date of submission to the Foreign Visitor Program. However, clearing an ARS-230 in some instances could take as long as 60 to 90 days from the date of submission to the Foreign Visitor Program. Once the DS-2019 has been issued, the Foreign National has up to 90 days to schedule his/her visa interview.*

NOTE: It is important to note that the ARS-230 is not intended to be a one-time-only submission. At a minimum, the ARS-230 will be submitted 3 times:

- 1. Prior to arrival**
- 2. At arrival**
- 3. At departure**

The initial ARS-230 submitted prior to arrival is used to obtain a name trace clearance for the Foreign National and to track the Foreign National’s stay with ARS.

2. TYPES OF WORKER VISITS

Following are the kinds of visits that will be made to ARS laboratories/facilities and the documents required in support of each visit. The majority will likely be considered “Worker Only.” The ARS-230 must be submitted via email through the respective Area Point of Contact (POC). The Area POC will then review the ARS-230 and submit it to Foreign-Visitor-Program@ars.usda.gov, and the subject line should be formatted as such: Visitor Last Name, Visitor First Name – Area Abbreviation – “New” or “Updated” 230 – Nature of Request.

Examples: Smith, John – PWA – New 230 – Sponsor Visa Funded
 Doe, John – SPA – Updated 230 – Arrival w/Scan of Arrival Documents
 Johnson, James – BA – Updated 230 – Final Departure

Refer to Section 3 for instructions on how to submit an ARS-230.

2a. WORKER ONLY – The Foreign National already has a valid visa sponsored by a non-USDA source and also has his or her own source of funding. In most cases, the foreign national is already in the United States.

Documents Required (all electronic – no hard copies):

1. ARS-230.
2. Copies of all applicable documentation listed in Section II of the ARS-230 (*submitted within 24 hours of arrival at the lab/facility*).

2b. HIRE – ARS is going to hire a Foreign National as a Federal employee (post-doc, student, or L/A appointments only). **Refer to the “Employment of Foreign Nationals” guide found on the AFM website at: <http://www.afm.ars.usda.gov/hrd/jobs/visa/>.**

Documents Required (all electronic – no hard copies):

1. ARS-230.
2. Copies of all applicable documents listed in Section II of the ARS-230 (submitted within 24 hours of arrival at the lab/facility if it was not provided prior to the entrance-on-duty date-(EOD)).

2. TYPES OF WORKER VISITS (continued)

2c. SPONSOR VISA (FUNDED) – ARS is going to sponsor a **J-1 Exchange Visitor Visa** for a Foreign National (issuance of a DS-2019) and provide support funding via a reimbursable agreement. This will require a request to Forest Service–International Programs (FSIP) or to Foreign Agricultural Service (FAS), along with the associated paperwork.

Submit a complete package for clearance to the respective Area POC.

Once the Area POC has received and ensured that the appropriate signatures are included in the Assistance Memo, he/she will process by sending the complete package to the Foreign-Visitor-Program@ars.usda.gov, with a cc to either the FSIP or FAS contact. FSIP requests should be sent to Rima Eid (reid@fs.fed.us) for BA, NAA, SAA, and MSA -or- to Misty Sidhu (msidhu@fs.fed.us) for PWA, NPA, SPA, and MWA. All FAS requests should be sent to Jean Good (jean.good@fas.usda.gov). A complete package consists of the following:

Documents Required (all electronic – no hard copies):

1. Assistance Request Memo for Issuance of a DS-2019 and Sufficient Support Funding (a sample is attached as [EXHIBIT 3](#)).
2. ARS-230.
3. Electronic scan of the passport data page (in color if possible). Include a copy for each family member accompanying the Foreign National.
4. Letter of invitation (from ARS to Foreign National).
5. Student transcripts (if a student) or curriculum vitae (if not a student).
6. AD-672 (prepared by the Area Budget Office or the Area Extramural Agreements Division upon submittal of an AD-700 from the location).
7. Proof of health insurance that meets the requirements of the J-1 exchange visitor program. If health insurance will not be obtained until the Foreign National arrives in the United States, then this document does not need to be included with the package. However, the visitor must validate Proof of Insurance within three (3) calendar days of arrival in the United States.
8. Copies of all applicable documents listed in Section II of the ARS-230 (*submitted within 24 hours of arrival at the lab/facility*).

NOTE: All documents must be in English (i.e., CV, transcripts, health insurance certificate, etc.).

NOTE: FSIP or FAS will only issue the DS-2019 after receiving notification from the ARS Foreign Visitor Program that the Name Trace Request has CLEARED.

2. TYPES OF WORKER VISITS (continued)

2d. SPONSOR VISA (UNFUNDED) – ARS is going to sponsor **a J-1 Exchange Visitor Visa** for a Foreign National (issuance of DS-2019) but will not provide support funding. This will require a request to Forest Service–International Programs (FSIP) or to Foreign Agricultural Service (FAS), along with the associated paperwork.

Once the Area POC has received and ensured the appropriate signatures are included in the Assistance Memo, he/she will process by sending the complete package to the Foreign-Visitor-Program@ars.usda.gov, with a cc to either the FSIP or FAS. FSIP requests should be sent to Rima Eid (reid@fs.fed.us) for BA, NAA, SAA, and MSA -or- to Misty Sidhu (msidhu@fs.fed.us) for PWA, NPA, SPA, and MWA. All FAS requests should be sent to Jean Good (jean.good@fas.usda.gov). A complete package consists of the following:

Documents Required (all electronic – no hard copies):

1. Assistance Request Memo for Issuance of a DS-2019 (a sample is attached as **EXHIBIT 4**).
2. ARS-230.
3. Electronic scan of the passport data page (in color if possible). Include a copy for any family member accompanying the Foreign National.
4. Letter of invitation (from ARS to Foreign National).
5. Student transcripts (if a student) or curriculum vitae (if not a student).
6. Proof of sufficient funding.
7. Proof of health insurance that meets the requirements of the J-1 exchange visitor program. If health insurance will not be obtained until the Foreign National arrives in the United States, then this document does not need to be included with the package. However, the visitor must validate Proof of Insurance within three (3) calendar days of arrival in the United States.
8. Copies of all applicable documentation listed in Section II of the ARS-230 (*submitted within 24 hours of arrival at the lab/facility*).

NOTE: All documents must be in English (i.e., CV, transcripts, health insurance certificate, and proof of funding).

NOTE: FSIP or FAS will only issue the DS-2019 after receiving notification from the ARS Foreign Visitor Program that the Name Trace Request has CLEARED.

2. TYPES OF WORKER VISITS (continued)

2e. FUNDING ONLY (Living Allowance and/or Health Insurance) – The Foreign National has or will obtain a valid visa sponsored by a non-USDA source, and ARS will provide only support funding via a reimbursable agreement. This will require a request to Forest Service–International Programs (FSIP) or to Foreign Agricultural Service (FAS), along with the associated paperwork.

Once the Area POC has received and ensured the appropriate signatures are included in the Assistance Memo they will process by sending the complete package to the Foreign-Visitor-Program@ars.usda.gov, with a cc to either the FSIP or FAS. FSIP requests should be sent to Rima Eid (reid@fs.fed.us) for BA, NAA, SAA, and MSA -or- to Misty Sidhu (msidhu@fs.fed.us) for PWA, NPA, SPA, and MWA. All FAS requests should be sent to Jean Good (jean.good@fas.usda.gov). A complete package consists of the following:

Documents Required (all electronic – no hard copies):

1. Assistance Request Memo for Funding Action (sample attached as **EXHIBIT 5**).
2. ARS-230.
3. AD-672 (prepared by the Area Budget Office or the Area Extramural Agreements Division upon submittal of an AD-700 from the location).
4. Copies of all applicable documentation listed in Section II of the ARS-230 (*submitted within 24 hours of arrival at the lab/facility*).

2f. EXTENSION OF AN ARS-SPONSORED VISA – The Foreign National has an ARS-sponsored J-1 Exchange Visitor Visa which was obtained through either FSIP or FAS. A need for an extension of the Foreign National’s stay has been identified; however, the Foreign National’s DS-2019 is approaching expiration. Submit an Extension Request Package to the respective Area POC. Ensure that the request is addressed to the same organization which issued the original DS-2019 (either FSIP or FAS).

Extension requests should be submitted as soon as they are known to be needed.

Once the Area POC has received and ensured the appropriate signatures are included in the Extension Request Memo, he/she will process by sending the complete package to the Foreign-Visitor-Program@ars.usda.gov, with a cc to either the FSIP or FAS. FSIP requests should be sent to Rima Eid (reid@fs.fed.us) for BA, NAA, SAA, and MSA -or- to Misty Sidhu (msidhu@fs.fed.us) for PWA, NPA, SPA, and MWA. All FAS requests should be sent to Jean Good (jean.good@fas.usda.gov). A complete package consists of the following:

Documents Required (all electronic – no hard copies):

1. Extension Request Memo (sample attached as **EXHIBIT 6**).
2. ARS-230 (with updated expected departure date – explain in comments section that this is an extension of the DS-2019).
3. Copy of the current DS-2019.
4. Any new funding or health insurance documents, if applicable.

2. TYPES OF WORKER VISITS (continued)

2g. SPONSORING VISA RESULTING FROM AN OFFICE OF INTERNATIONAL RESEARCH PROGRAMS (OIRP) COLLABORATION

Sometimes a Foreign National worker is coming to ARS through a collaborative program with OIRP. OIRP identifies project resources (to include a Location Host Scientist) and provides project management and financial oversight for the particular collaboration. In these cases, the OIRP Program Manager often works very closely with the Foreign National, and the OIRP Program Manager might obtain all supporting documentation needed for the Foreign National to obtain an ARS-sponsored J-1 visa. However, the assistance request memo for issuance of a DS-2019 should be authored by the Location Host Scientist and then routed through the appropriate Area level channels before being submitted (by the Area POC only) to the ARS Foreign Visitor Program. If need be, the OIRP Program Manager can assist the Location Host Scientist with drafting the memo. In other words, although the OIRP Program Manager is involved, the assistance request package (including the ARS-230) must be routed from the Location Host SY through the Area approval channels just as would occur if OIRP was not involved.

It is suggested that the following steps are followed:

The Host Scientist and/or the OIRP Program Manager gather all required documents for issuance of an ARS-Sponsored J-1 Visa (this includes the Assistance Request Memo which should be authored by the Host Scientist). **The Host Scientist and the OIRP Program Manager work together to create a complete package.** This entire request package is then routed from the Host Scientist through the appropriate Area level channels of approval **BEFORE** it is submitted to the ARS FVP mailbox and to FSIP or FAS (whichever organization was chosen).

NOTE: Although OIRP may be heavily involved, the submittal of these packages to the ARS Foreign Visitor Program and to FSIP or FAS must be through the Host Scientist's Location Area POC.

3. General Information and Instructions on use of the ARS-230

All ARS-230s and any associated documents or questions should be sent to Foreign-Visitor-Program@ars.usda.gov through the respective Area Points of Contact.

REMINDER: ARS-230s should be submitted no sooner than 120 but not less than 90 calendar days before the expected arrival date.

REMINDER: It is important to note that the ARS-230 is not intended to be a one-time-only submission. At a minimum, the ARS-230 will be submitted 3 times: prior to arrival, at arrival, and at departure. The ARS-230 is used to obtain a name trace clearance for the Foreign National and to track the Foreign National's stay with ARS.

Only the Area POC should forward documentation to the Foreign-Visitor-Program@ars.usda.gov, and the subject line should be formatted as such: Visitor Last Name, Visitor First Name – Area Abbreviation – “New” or “Updated” 230 – Nature of Request.

Examples: Smith, John – PWA – New 230 – Sponsor Visa Funded
 Doe, John – SPA – Updated 230 – Arrival w/Scan of Arrival Documents
 Johnson, James – BA – Updated 230 – Final Departure

3a. How to Submit an ARS-230 (Initial Submission) – The USDA Host **MUST** be a permanent, career or career conditional ARS employee, a U.S. citizen and have a valid NACI on file. To validate if a NACI is on file, contact the ARS, Personnel Security Staff. The Host should provide the ARS-230 to the Foreign National as soon as it is known that the Foreign National will be coming. The Foreign National must complete Section I (and Section II, if already in the U.S.) before returning the form to the prospective USDA Host. The Host must send the ARS-230 through his/her respective Area Point of Contact (POC) (see attached as [EXHIBIT 7](#)).

It is the responsibility of the Foreign Visitor to provide complete and accurate information on the form. It is the responsibility of the Host Scientist or the location administrative personnel to quality assure the information provided by the Foreign National. The form is then forwarded to the Area POC for review and forwarding to the Foreign-Visitor-Program@ars.usda.gov. Once the Foreign Visitor Program receives clearance of the ARS-230, notification will be sent to the Area POC. It is the Area POC's responsibility to notify the Hosts and others deemed appropriate.

3. General Information and Instructions on use of the ARS-230 (continued)

3b. Within 24 hours of arrival at the ARS location – Foreign Nationals will be required to complete Section II immediately upon arrival at the facility they have listed in Section I. **The actual arrival date at the ARS facility must be noted in Section IV.** Foreign Nationals arriving from outside the continental United States should have all of the items in Section II with them at the time they arrive. Those already in the country should be instructed that they will not be granted facility access if they cannot produce the documents necessary to complete Section II. NOTE: Lawful Permanent Residents (Green Card-holders) should be similarly notified that they will be expected to arrive with the requested documents. A copy of both the front and the back of the Legal Permanent Resident Card is required. Copies of any applicable documents listed in Section II and the Foreign National’s actual arrival date must be provided to the Area Office no later than one (1) calendar day after their arrival. The documentation should be scanned electronically and in color, if possible. Submission to Foreign-Visitor-Program@ars.usda.gov and to either FSIP or FAS is required. Scanned documents must be legible enough to read and show some detail in any photographs. See Section 3a, above, for instructions on submitting an “updated” ARS-230 and Section II documentation.

3c. Within 24 hours after departure – The Foreign National’s actual departure date must be noted in Section IV of the ARS-230 no later than one business day after they have departed the facility. See Section 3a, above, for instructions on submitting an updated ARS-230.

NOTE: If a Foreign National departs the facility for the final time but returns for another visit later, that ARS-230 would be a “new” submission.

4. DOCUMENTING CHANGES THAT OCCUR DURING THE VISIT ON THE ARS-230.

It is important to note that the ARS-230 is not intended to be a one-time-only submission. At a bare minimum, the ARS-230 will be submitted 3 times: prior to arrival, at arrival, and at departure. It is the responsibility of the Host Scientist or location administrative personnel to ensure that an updated ARS-230 is submitted to the Area POC at the time of arrival and at the time of departure (based on anticipated arrival/departure dates). It is possible that the form would be updated several more times since any change to visa, passport, duration of stay, home address, or home phone number must be provided as soon as the change is known.

Changes to Section II information will be noted in Section III or IV. Any changes to the information on the ARS-230 must be appropriately documented and e-mailed within two business days of such change.

NOTE: An updated ARS-230 must be submitted whenever the Foreign National leaves the country for any reason (business or personal). The ARS-230 must be updated as soon as the Foreign National returns to the ARS laboratory or facility.

NOTE: Whenever a Foreign National changes his/her U.S. home address, he/she is required to complete and submit an AR-11 (Alien's Change of Address Card) and mail it to the address listed on the Form. Form AR-11 can be found on the US Citizenship and Immigration Services website, www.uscis.gov.

5. LISTING OF FORMS

AR-11	Alien's Change of Address Form (required for all foreign nationals, including legal permanent residents).
DS-2019	Certificate of Eligibility for Exchange Visitors.
I-797A	Notice of Action on Petition (can also be an I-797B, I-797C, or I-797D) <i>Bottom Portion is I-94 -- Departure Record and Receipt</i> Authorization to work is given for a specific employer only. Note: Approval of the Petition does not guarantee visa issuance to a foreign national abroad. A copy of the I-797 may be used to apply for a new visa during the validity period of the petition.
I-94	Departure Record and Receipt -- <i>this is the bottom portion of the I-797A</i> or form completed by a foreign national at a border crossing.
I-129	Petition for Nonimmigrant Worker.
I-539	Application to Extend/Change Nonimmigrant Status (for Family Members of foreign nationals whose H-1B or TN Visa is being extended)
I-551	Permanent Resident Card (commonly referred to as a "green card")
I-766	A laminated card issued by USCIS showing the holder has been authorized to work.
I-907	Request for Premium Processing Service
Visa	Visas are only issued in foreign countries by U.S. consuls and permit a person to come to the U.S. port of entry or inspection point where they can apply to be admitted to the U.S. for the purpose of the particular visa. Customs and Border Protection has authority to deny admission.
Petitions	Foreign nationals already in the U.S. "petition" USCIS for change in status – in the case of employment authorizations they are sent an I-797 (Notice of Action) which may be used to obtain a "visa" (see above). A foreign national already in the U.S. granted an employment authorization who departs the country for any period during their authorized period of work must apply for a visa before returning. The I-94 section of their Notice of Action (I-797) must be presented to the Consular Officer before a visa will be issued.

NOTE: This list is not all-inclusive. Rather, this list includes forms commonly referenced when dealing with foreign national visitors and workers.

U.S. DEPARTMENT OF AGRICULTURE FOREIGN NATIONAL DATA SHEET

SECTION I (REQUIRED)	(USDA Office Use Only) <input type="checkbox"/> NEW REQUEST <input type="checkbox"/> UPDATE/CHANGE	(ARS Office Use Only)	
NAME (Family Name, First and Middle Name with no abbreviations):			
OTHER SURNAMES USED (Maiden, Religious, Professional, Aliases):		OTHER FIRST OR MIDDLE NAMES USED:	
DATE OF BIRTH (MM/DD/YYYY):	PLACE OF BIRTH (City & Country):	CITIZENSHIP OR NATIONALITY:	MARITAL STATUS:
SEX: <input type="checkbox"/> MALE <input type="checkbox"/> FEMALE	COUNTRY OF RESIDENCE:	PASSPORT COUNTRY (If you do not yet have one, the country that will issue it):	
HOME ADDRESS (include apartment or house number, street, city, state or province, postal code, and country):			
HOME TELEPHONE NUMBER:		MOBILE/CELLULAR TELEPHONE NUMBER:	
FACSIMILE (FAX) NUMBER:		E-MAIL ADDRESS:	
RESIDENTIAL ADDRESSES IN OTHER COUNTRIES DURING THE PAST 7 YEARS (Where did you live and how long did you live there):			
OCCUPATION (If a student, write "student"):		NAME OF PRESENT EMPLOYER OR SCHOOL:	
EMPLOYER/SCHOOL'S ADDRESS:			
EMPLOYER/SCHOOL'S TELEPHONE NUMBER:		EMPLOYER/SCHOOL'S FAX NUMBER:	
IF YOU ARE A STUDENT WHAT IS YOUR SUBJECT OF STUDY:			
USDA FACILITY YOU WISH TO ACCESS (Facility Name, Address, Building Number, Room Number(s), City, State, and Zip code):			
USDA HOST'S NAME:	HOST'S TELEPHONE NUMBER:	HOST'S E-MAIL ADDRESS:	
PURPOSE OF YOUR TRIP TO THE USDA FACILITY LISTED ABOVE (One paragraph summary):			
DATE YOU EXPECT TO ARRIVE AT THIS FACILITY (MM/DD/YYYY):		DATE YOU EXPECT TO DEPART THIS FACILITY (MM/DD/YYYY):	
WHO WILL FUND THIS TRIP:		AMOUNT PROVIDED (in U.S. Dollars): \$	
WILL ANYONE ACCOMPANY YOU ON THIS TRIP?: <input type="checkbox"/> NO <input type="checkbox"/> YES (if yes, please complete the following questions for each person)			
First, Middle and Last Name	Birth Date (MM/DD/YYYY):	Place of Birth (City & Country)	Relationship
DO YOU CURRENTLY HAVE HEALTH INSURANCE ACCEPTED IN THE U.S.: <input type="checkbox"/> NO <input type="checkbox"/> YES (Insurance is REQUIRED for Exchange Program participation. Please see the U.S. Department of State's website state.gov for specific insurance requirements.)			
COMMENTS:			

SECTION II (REQUIRED: if you do not yet know answers to the questions below, you will have an opportunity to provide them upon arrival at the facility listed in Section I)

AT WHAT ADDRESS WILL YOU STAY WHILE IN THE U.S. (include the apartment, house, or building number, street, city, state, postal code, and country):

TELEPHONE NUMBER FOR THE ADDRESS ABOVE:

Photocopies will be made of the documents listed below so please ensure you have them with you upon arrival

PASSPORT NUMBER:	COUNTRY OF ISSUE:	EXPIRATION DATE (MM/DD/YYYY):
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VISA TYPE:	VISA #:	EXPIRATION DATE (MM/DD/YYYY):
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U.S. EMBASSY OR CONSULATE LOCATION WHERE THIS VISA WAS ISSUED (City & Country):

DATE OF ENTRY INTO U.S.:	U.S. PORT OF ENTRY (City & State):
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WHAT IS YOUR IMMIGRATION STATUS? (if checking a box with more than one choice listed please also circle the applicable status):
 NON-IMMIGRANT ASYLEE/REFUGEE/TEMPORARY PROTECTED STATUS (TPS) IMMIGRANT/LAWFUL PERMANENT RESIDENT

FORM I-94 (ARRIVAL-DEPARTURE RECORD)#:	ADMITTED UNTIL DATE:
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I-20/DS-2019 (CERTIFICATES OF ELIGIBILITY) PREPARED BY (Program Sponsor and Number): (Box 2 information: I-20 School name and Code)	I-20/DS-2019 #: (Located in the top-right corner)	EXPIRATION DATE (MM/DD/YYYY): ("not later than" on I-20 or "To" on DS-2019)
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SOCIAL SECURITY OR INDIVIDUAL TAXPAYER IDENTIFICATION #:

EMPLOYMENT AUTHORIZATION #:	EXPIRATION DATE (MM/DD/YYYY):
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ALIEN REGISTRATION NUMBER (A# on your Green Card):	GREEN CARD#:	EXPIRATION DATE (MM/DD/YYYY):
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COMMENTS:

SECTION III (complete this section only if your information has changed while at USDA)
If reporting a change that involves a document (i.e. a new visa) please provide it to your Host for photocopying

U.S. RESIDENCE ADDRESS CHANGE:	CHANGE OF HOME TELEPHONE NUMBER:
	E-MAIL ADDRESS CHANGE:

EXTENSION OF A VISA/I-20 OR DS-2019 (state the reason for extension):	CURRENT EXPIRATION DATE (MM/DD/YYYY):
	NEW EXPIRATION DATE (MM/DD/YYYY):

VISA TYPE CHANGED TO: NEW VISA #:	State the reason for the change:
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SOCIAL SECURITY OR INDIVIDUAL TAXPAYER IDENTIFICATION #:

IMMIGRATION STATUS HAS CHANGED TO: ASYLEE/REFUGEE LAWFUL PERMANENT RESIDENT NATURALIZED CITIZEN
 (checking ASYLEE/REFUGEE please also circle which) EFFECTIVE DATE (MM/DD/YYYY):

ALIEN REGISTRATION NUMBER (A# on your Green Card):	GREEN CARD#:	EXPIRATION DATE (MM/DD/YYYY):
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ANY CHANGE NOT LISTED ABOVE:

SECTION IV (for USDA use only)

ACTUAL USDA ARRIVAL DATE (MM/DD/YYYY):	ACTUAL USDA DEPARTURE DATE (MM/DD/YYYY):
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COMMENTS:

INSTRUCTIONS FOR FILLING OUT THE FORM ARS-230

This form provides information for the system ARS uses to track facility access and, when necessary for USDA's Foreign Agricultural Service (FAS) or Forest Service International Programs to prepare a DS-2019 (Certificate of Eligibility for Exchange Visitor Status) to assist you in obtaining a J-1 Visa at an U.S. Embassy or Consulate, and if sponsored by FAS, to notify the Department of Homeland Security of changes in your status. All foreign nationals desiring access to a facility owned, operated, or controlled by USDA are required to complete this form. The form should be completed by the individual requesting access however circumstances may require someone else to complete the form on their behalf. If you are preparing the form on behalf of someone else, you must indicate this in the comment box at the bottom of Section I. Most of the form's questions are self-explanatory and for others we were able to provide clarification on the form. However, there are additional questions which without additional information would remain unclear. Explanations for those questions are addressed below.

Once you have completed Section I and if possible Section II, please return this form to your prospective USDA host.

Section I - Information required by USDA and the FAS/Forest Service.

- **Name:** your family or surname, first or given name (that name which distinguishes you from other members of your family) and complete middle name with no initials or abbreviations. If you have no middle name please indicate this by writing NMN (no middle name). If however your middle name is only an initial, please note this in parenthesis.
- **Country of Residence:** the name of the country which has granted you permission to legally reside within its borders whether permanently or for a fixed period.
- **Marital status:** please indicate if you are single (never married), married, divorced, separated, or widowed.
- **USDA facility:** the name of the research unit or office to which you are requesting access (when entering the facility's name, do not abbreviate anything other than USDA or ARS). If you are unsure of this information, the USDA employee with which you will study, visit, or work can provide this information to you.
- **Expected USDA arrival/departure dates:** the date you expect to arrive at this facility and the date you expect to leave it.
- **Purpose of your trip:** a brief paragraph describing your intended activities at the facility.

Sections II - Information related to your entry into the United States.

- **Visa Type:** the category of visa that you were issued by the U.S. government such as a B1/B2. If you do not know, this information can be found on the right side of your visa under the heading Visa Type/Class.

Canadian Professional Workers: if you are a citizen of Canada eligible for a [NAFTA Professional \(TN\) Visa](#) your I-94 Form (see below) is also your visa.

Visa Waiver Program (VWP) Participants: if you are in the United States under the visa waiver program write "visa waiver program" or "VWP" where you are asked to put a visa number. If you are not from a visa waiver country and do not have a visa please explain in the comments section provided.

Lawful Permanent Residents: do not put "Green Card" in this field (a separate section has been provided for this information). The Visa Type field is for information about the visa issued to you prior to gaining Lawful Permanent Resident status--even if that visa is now expired.

- Visa #: the 8-digit number in red on the lower right of the visa. If your visa was issued between October 1989 and January 1995 the number is located near the top of your visa centered in the blue border. If however, your visa was issued prior to October 1989 the number that appears at the top next to the word "No." is your visa number.
- I-20/DS-2019 issued by: the name of the institution, organization, or company that requested the U.S. Department of State (State Department) to issue you a F-1 or J-1 Visa.
- I-94 #: You should have received this form (also called an Arrival – Departure Form) upon arrival into the United States. The form contains an 11-digit number pre-printed in the upper left-hand corner. We ask that you provide the date you have been admitted until (listed on the form as Admitted Until). This form should also include your visa category listed as "CLASS".
- Green Card: If you have not yet received your Form I-551 (Green Card) but a request is being processed please indicate this in the box that asks for the card number. If your card was issued before January 1998, it does not have a number; please write N/A in the number box. If it was issued between January 1977 and August 1989 it has neither a number nor an expiration date; please write N/A in the number and expiration date boxes. If it was issued after January 1998 the number is etched into the card on the reverse. It appears in the lower-right corner just to the left of the card's designation number (I-551).

Section III – Provided for personal information changes while at USDA.

- Changes to information provided previously in any section of the ARS-230 requires the submission of an amended form. The fields provided in this section are changes you are most likely to experience.

PRIVACY ACT NOTICE

We have asked you to provide information about yourself on this form in accordance with United States Department of Agriculture policies. United States laws give USDA specific legal rights to request this information. We will not share your information with any other U.S. Government agency except where required to process your request for access. Access to a Government facility is a privilege not a right. Therefore, failure or refusal to provide any of the information above may result in a denial of access to USDA facilities, and in the case of participation in a Government-sponsored program could result in the termination of your participation in the program.

PAPERWORK REDUCTION ACT NOTICE

We have tried to create a form that can be easily understood with instructions that provide additional information for questions that might cause unnecessary confusion. Our intention is to collect required information while imposing as little burden on you as possible.

We estimate the average time to complete this form after having gathered the necessary documents will not exceed 30 minutes. You may experience extraordinary circumstances which may require additional time to complete the form. With this in mind, we have designed the form in such a way that you may have two separate opportunities (prior to your arrival in the U.S., and upon arrival at the facility) to complete it. Additionally, we have provided a third section should your information change while at our facility.

If you have any comments regarding the accuracy of our estimate or suggestions for making this form simpler, please write to: Agricultural Research Service, Attn: Forms Manager, 5601 Sunnyside Avenue, 2-1114A, Beltsville, Maryland 20705-5141. Please include this form's title "Foreign National Data Sheet" with your correspondence. **Please do not send your completed form to this address.**

EXHIBIT 3 – Sponsor Visa (Funded) Assistance Request Memo

Date

SUBJECT: Request for FSIP or FAS Assistance for _____

TO: Valdis Mezainis, Director, FSIP

-- or --

Susan Sadocha, Branch Chief, FAS/OCBD/TSEB/SEB

THROUGH: _____, Foreign National Program Manager

Name, Director, Area

Name, Director, Institute or Center

Name, Research Leader

FROM: Name, Title (Host SY)

This memorandum is to request assistance from the Forest Service’s International Programs -- or -- Foreign Agriculture Service in the form of a Certificate of Exchange Eligibility, Form DS-2019 for _____, a citizen of Spain.

Ms. _____ is employed by the Spanish Ministry of Science and Innovation, and is working to complete a four-year program at the Ministry’s National Institute of Health. Specifically, Ms. _____ is working on the effects of high pressure/temperature in the allergenicity of legumes and nuts to assess samples for biochemical, biophysical, and immunological properties. As her research compliments my own, I am interested in hosting Ms. _____ in my laboratory, the Food Processing and Sensory Quality Research Unit (FPSQRU) in New Orleans, LA for nine months beginning on or about February 1, 2010.

We are requesting the following services:

_____	DS-2019 – Required for J-1 Visa	
_____	Living Expenses: (Note only FSIP uses Debit Card)	
_____	Debit Card	_____ US Treasury Check
_____	Maintenance Allowance (\$ /month x months)	\$
_____	Health Insurance (/months @ \$ / month)	\$
_____	Settling in Allowance (disbursed with first payment)	\$
_____	Overhead FSIP 15% -- or -- FAS -18%)	\$
	TOTAL	\$

EXHIBIT 3 – Sponsor Visa (Funded) Assistance Request Memo

Please bill FPSQRU's Overnight Carrier account: XXXX-XXXX-X to send a DS-2019 and any other required documents to Ms. _____ at the following address:

(Insert Address of Foreign National)

7 Enclosures:

ARS-230

Passport Data Page

CV -- or -- Student Transcripts

Letter of Invitation

Proof of Health Insurance (if the Foreign National already has insurance that will be accepted)

Proof of Funding

AD-672

EXHIBIT 4 – Sponsor Visa (Unfunded) Assistance Request Memo

Date

SUBJECT: Request for FSIP or FAS Assistance for Issuance of a DS-2019

TO: Valdis Mezainis, Director, FSIP

-- or --

Susan Sadocha, Branch Chief, FAS/OCBD/TSEB/SEB

THROUGH: _____, Foreign National Program Manager

Name, Director, Area

Name, Director, Institute or Center

Name, Research Leader

FROM: Name, Title (Host SY)

This memorandum is to request assistance from the Forest Service's International Programs -- or -- Foreign Agriculture Service in the form of a Certificate of Exchange Eligibility, Form DS-2019 for _____, a citizen of Spain.

Ms. _____ is employed by the Spanish Ministry of Science and Innovation, and is working to complete a four-year program at the Ministry's National Institute of Health. Specifically, Ms. _____ is working on the effects of high pressure/temperature in the allergenicity of legumes and nuts to assess samples for biochemical, biophysical, and immunological properties. As her research compliments my own, I am interested in hosting Ms. _____ in my laboratory, the Food Processing and Sensory Quality Research Unit (FPSQRU) in New Orleans, LA for nine months beginning on or about February 1, 2010. Ms. _____'s stay will be funded entirely by the National Institute of Health.

Please bill FPSQRU's Overnight Carrier account: XXXX-XXXX-X to send a DS-2019 and any other required documents to Ms. _____ at the following address:

(Insert Address of Foreign National)

6 Enclosures:

ARS-230

Passport Data Page

CV -- or -- Student Transcripts

Letter of Invitation

Proof of Health Insurance (if the Foreign National already has insurance that will be accepted)

Proof of Funding

Date

SUBJECT: Request for FSIP or FAS Assistance for _____

TO: Valdis Mezainis, Director, FSIP

-- or --

Susan Sadocha, Branch Chief, FAS/OCBD/TSEB/SEB

THROUGH: _____, Foreign National Program Manager

Name, Director, Area

Name, Director, Institute or Center

Name, Research Leader

FROM: Name, Title (Host SY)

This memorandum is to request the assistance of Forest Service-International Programs (FSIP) -- or -- Foreign Agricultural Service (FAS) to provide maintenance allowance for Dr. _____ (a citizen of China) for a 12-month period from October 1, 2010, through September 30, 2011. Dr. _____ is a visiting scientist in the Molecular Plant Pathology Laboratory (MPPL) in Beltsville, MD, working on identification of biomarkers and potential molecular targets for phytoplasmal and spiroplasmal disease control.

FSIP -- or -- FAS issued Dr. _____'s DS-2019 which is valid through September 30, 2011.

Per the enclosed AD-672, MPPL will fund this request with money from account XXX-XXXX-XXX (XX) according to the breakdown below:

Maintenance Allowance	(\$ _____ x 12)	\$XXXX
Health Insurance	(\$ _____ x 12)	\$XXX
FSIP -- or -- FAS Overhead	15% or 18%	\$XXXX
	Total	\$XXXXX

2 Enclosures

Arrival Documentation

AD-672

Date

SUBJECT: Request for FSIP or FAS Assistance for DS-2019 Extension

TO: Valdis Mezainis, Director, FSIP

-- or --

Susan Sadocha, Branch Chief, FAS/OCBD/TSEB/SEB

THROUGH: _____, Foreign National Program Manager

Name, Director, Area

Name, Director, Institute or Center

Name, Research Leader

FROM: Name, Title (Host SY)

This memorandum is to request Forest Service-International Programs (FSIP) -- or -- Foreign Agricultural Service (FAS) to issue a Certificate of Exchange Eligibility (Form DS-2019) extension for Dr. _____ (a citizen of Italy) to conduct research at the Genomics and Gene Discovery (GGD) Research Unit, Western Regional Research Center, for a period of approximately six months.

-- Provide short paragraph as to why the extension is necessary. --

Dr. _____ will conduct collaborative research and training on the _____ as part of her PhD program at the University of Bari Aldo Moro, Bari, Italy. Dr. _____ will receive approximately \$2,000 USD per month from her awarded scholarship which will cover her living expenses, including health insurance.

Please charge the GGD Research Unit's Overnight Carrier account: # XXXX-XXXX-X to send the DS-2019 and any other paperwork to Dr. _____. Her physical address is _____.

4 Enclosures

ARS-230

Copy of Current DS-2019

Proof of Funding

Proof of Health Insurance

Foreign Visitor Program Area Points of Contact

Beltsville Area

Denise Skinner-Marshall
Dan Thessen

Northern Plains Area

Kathi White
Lynda Jensen

Mid-South Area

Rita Keeling
Teresa Privott

Office of International Programs

Rachel Zipper

Midwest Area

Marie Bishop

Pacific West Area

Christa Meier
Veronica Laird

National Agricultural Library

Elizabeth Jackson

South Atlantic Area

Irene Fortson
Earl Griffin

North Atlantic Area

Kathy Clough
Diane Koch

Southern Plains Area

Phil Smith
Edna Taylor

Email Address: Foreign-Visitor-Program@ars.usda.gov