Exchange Visitor Visa Compliance:
Checklist for TEAMS Users
R2 Country Verifier and R3 Approver

An Additional Help for ADS Chapter 252

Purpose: The following checklist is a guide for Mission staff, R2 Country Verifiers, and R3 Approvers as they gather, prepare, and submit all the necessary information needed for a USAID Exchange Visitor (EV). To ensure a smooth process, keep in mind that the estimated timeframe from the time EV data is first entered into TEAMS until the completed and signed DS-2019 form (needed to obtain a visa) arrives at the Mission is two to four weeks. Factor in additional time if you are new to the role, as well as the time it takes to schedule a visa appointment with the consulate.

NEW TO VISA COMPLIANCE

Step 1. Familiarize yourself with available resources and current policy.

Review [ADS Chapter 252, Visa Compliance for Exchange Visitors](#) to familiarize yourself with USAID's policy towards EVs and learn the various roles and responsibilities for the Role 1 (R1) Initiator, Role 2 (R2) Award Verifier, Role 2 (R2) Country Verifier, Role 3 (R3) Approver, and Role 4 (R4) Responsible Officer (RO) / Alternate RO.

Step 2. Set up in TEAMS.

Set up R2 Country Verifiers (optional):

- The R3 Approver emails the RO/ARO at **EVpolicy@usaid.gov** (cc: the TEAMS Helpdesk at **TEAMS@usaid.gov**) requesting an account in TEAMS for the R2 Country Verifier. *Note*: Missions are not required to have an R2 Country Verifier.
- Set up for R3 Approver:
  - Mission Directors, or designees, appoint R3 Approvers by emailing the RO/ARO with their nomination at **EVpolicy@usaid.gov**.

Contact the TEAMS Helpdesk (**TEAMS@usaid.gov**) for assistance accessing the system and for help with TEAMS issues.

Complete the [TEAMS online training tutorials](#).

EXISTING TEAMS USERS

Step 1: Monitoring for Requested Actions and Verifying the DS-2019 Workflow in TEAMS.

- R2 Country Verifiers and R3 Approvers should continuously monitor their TEAMS dashboards for new DS-2019 requests.
- For each DS-2019 request: After the information has been verified by the R2 Award Verifier, the R2 Country Verifier (if applicable) and R3 Approver verify the following information is entered or uploaded to the EV's record and is complete and accurate:

  The face page of the EV's passport;

  [AID Form 252-1, Conditions of Sponsorship for U.S.-Based Activities](#) [English-version] (signed by both the EV and USAID Official - either the R3 Approver or the COR/AOR) (see section [252.3.5.1](#));

  Health and Accident Insurance documentation for EV/dependents (see section [252.3.5.3](#));

  Biographical data information, including names and contact information of family members residing in the United States;

  English language proficiency documentation (see section [252.3.5.4](#));

  Program Costs;

  Other documentation (if required by the USAID Contracting Officer's Representatives/Agreement Officer's Representatives (COR/AOR) and/or Mission/Operating Unit [OU]);

Step 2: Ensure the DS-2019 form is sent to the Mission and schedule a visa appointment with the consulate.

The R3 Approver reviews the DS-2019 request workflow. Then, the R4 RO/ARO submits, electronically signs, and uploads the DS-2019 form to TEAMS[1].

The USAID Mission or IP provides the signed DS-2019 form to the EV. Contact the RO/ARO at **EVpolicy@usaid.gov** if any or issues arise.

Schedule a visa appointment with the Consulate/Embassy on behalf of the EV (if applicable).

Ensure the EV has their DS-2019 form printed to take to their visa appointment.

Ensure the EV attends their appointment and obtains a visa. If the EV is denied a visa, communicate to the R1 Initiator that they need to cancel the EV's program in TEAMS.

Step 3. The EV arrives in the United States to Participate in Their Program on an Approved J-1 Visa.

- R3 Approvers should ensure that R1 Initiators and R2 Award Verifiers complete the "arrival validation" workflow in TEAMS. The workflow must be completed **no later than 30 calendar days after their program start date listed in TEAMS**. Note: If the EV's departure date is less than 30 days after their arrival date (ex. short-term programs), the R1 and R2 (and RO/ARO) must validate their arrival **no later than the EV's program end date listed in TEAMS**. The R2 Country Verifier and R3 Approver does not need to take action in TEAMS for arrival validations.
- Be available to provide assistance or information in the event that issues arise while the EV is in the United States.

Step 4. The EV departs the United States and returns to their home country.

- Once the EV departs the United States, R3 approvers should ensure that the R1 completes the "complete program" workflow in TEAMS for each EV. OUs, or IPs in accordance with the terms of their awards, must confirm that the EV has completed their program and that EVs/dependents depart the United States within 30 calendar days of the program end date indicated on the EV's DS-2019 form.
- In the event an EV/dependent does not complete their program and/or does not depart the United States within 30 calendar days of the program end date, the OU, and IPs in accordance with the terms of their awards, must report the EV/dependent **immediately** to the R4 RO/ARO at **EVpolicy@usaid.gov**.
- We encourage you to document any lessons learned and/or success stories to highlight on USAID's social media/communications products.

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[1] The R3 Approver may request the R4 RO/ARO physically sign and ship the DS-2019 form to Missions via postal mail, instead of digitally signing and uploading the form to TEAMS, by contacting the RO/ARO team (**EVpolicy@usaid.gov**). However, as this process takes an additional one to two weeks, the R4 RO/ARO highly recommends the use of digital signatures to avoid delays.

ADDITIONAL RESOURCES:
- [ADS 252 Visa Compliance for Exchange Visitors](#)
- [ADS 252maa, Training & Exchanges Automated Management System (TEAMS) User's Manual](#)
- [ADS 252saa, Exchange Visitor Visa Compliance: ADS 252 Frequently Asked Questions](#)
- Policy Interpretation: **EVpolicy@usaid.gov**
- TEAMS Helpdesk: **TEAMS@usaid.gov**

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