



## EXEMPTION OF REQUIREMENT TO USE USAID-SPONSORED J-1 VISA (AID 252-2)

(FOR INTERNAL USE ONLY)

### PRIVACY NOTICE

**Authority:** 22 U.S. Code (USC) § 2451 (2022); 22 Code of Federal Regulations (CFR) § 62 (2024); and Executive Order 13055 (1997).

**Purpose:** To exempt certain foreign nationals from the requirement to enter the United States under a USAID-sponsored J-1 visa for the purpose of participating in a U.S.-based exchange visitor program, based on criteria allowed in Federal regulations, statutes, and USAID policy.

**Routine Uses:** Information provided will be used solely to facilitate USAID exemptions from J-1 visa sponsor requirements.

**Disclosure:** Disclosure of information is voluntary, but failure to do so may result in the inability to receive an exemption from USAID-sponsored J-1 visa requirements for participation in a U.S.-based exchange visitor program.

### INSTRUCTIONS

1. The USAID Mission Role 3 (R3) Approver or the award Agreement/Contracting Officer's Representative (AOR/COR) should consult [Automated Directives System \(ADS\) Chapter 252: Visa Compliance for Exchange Visitors](#) for exemptions to USAID policy requiring the use of a USAID-sponsored J-1 visa for eligible foreign nationals traveling to the United States.
2. If one or more exemption criteria apply, the R3 Approver or AOR/COR should complete Part 1.
3. The responsible Mission Director or USAID/Washington Office Director must then review Part 1, and complete and sign Part 2.
4. The R3 Approver or AOR/COR should send the signed form via email to USAID's Responsible Officer (RO) for Visa Compliance at [EVpolicy@usaid.gov](mailto:EVpolicy@usaid.gov).

### Part 1: Completed by USAID Mission R3 Approver or AOR/COR

1. Full Name of Individual(s) Sponsored by USAID: *[for large groups, please attach a list]*

2. Sponsoring Operating Unit (Mission or USAID/Washington Office):

3. Name, Brief Description, and Physical Location of the U.S.-Based Program:

4. Name of Implementing Partner and Contact Information (Phone and Email Address):

<b>5. Program Start Date:</b>	<b>6. Program End Date:</b>
<p><b>7. Exemption Criteria for Individual(s):</b> <i>[select one]</i></p> <ul style="list-style-type: none"> <li>a. Sponsored by USAID/Mexico for a short-term program of no more than 14 calendar days (from program start date to program end date). Individual(s) are traveling to the United States with a B-1/B-2 Border Crossing Card (BBBCC) or B-1/B-2 Border Crossing Visa (BBBCV).</li> <li>b. Travel is required to meet urgent, sensitive, and high-priority OU program requirements.</li> <li>c. Granting the exemption is deemed to be in the best interest of the Agency.</li> </ul>	
<p><b>8. Brief Justification:</b> <i>[if selecting exemption criteria (b) or (c) above]</i></p>	
<p><b>Part 2: Completed by the Responsible USAID Mission Director or USAID/Washington Office Director</b></p>	
<p><b>In accordance with the exemption criteria in ADS Chapter 252, I hereby exempt the individual(s) specified above from USAID policy requiring use of a USAID-sponsored J-1 visa. Furthermore, I confirm that my mission or office will:</b></p> <ul style="list-style-type: none"> <li>1. Track the whereabouts of the individual(s) at all times while in the United States;</li> <li>2. Provide a current U.S. phone number and email for the individual(s) to the USAID RO upon request; and,</li> <li>3. Ensure that the individual(s) depart the United States in a timely fashion.</li> </ul>	
<b>9. Name</b>	<b>10. Signature (ink or electronic signature)</b>
<b>11. Title</b>	<b>12. Date Signed</b>

**USAID Staff:** Send questions and completed forms via email to the USAID RO for Visa Compliance at [EVpolicy@usaid.gov](mailto:EVpolicy@usaid.gov).