

**U.S. Department of State
Bureau of Educational and Cultural Affairs**

OFFICE OF EXCHANGE COORDINATION AND DESIGNATION

Cover Letter For The Application CHECKLIST

August, 2002

Dear Applicant:

Thank you for your interest in international educational and cultural exchanges. This checklist has been developed to assist you in completing an application for designation as an Exchange Visitor Program sponsor (Form DS-3036, formerly Form IAP-37). By applying to become a designated sponsor, you join the Department in carrying out its mission of mutual understanding between the people of the United States and other countries by means of educational and cultural exchanges.

There are very specific regulatory requirements that an organization must meet in order to receive designation. Please read the checklist thoroughly. Failure to submit requested material will prevent the review of your application.

In order to be eligible for designation as a sponsor, an organization must demonstrate, to the satisfaction of the Department, its ability to comply with and remain in continual compliance with all provisions of 22 CFR Part 62 and to meet at all times its financial obligations and responsibilities attendant to successful sponsorship of its exchange program. To meet this requirement, an applicant must adequately demonstrate the ability to administer an exchange program, and requires that the organization or the appointed Responsible Officer provide proof of having run a successful business, including a minimum of one-year experience in international exchange. In order to demonstrate financial solvency, it has been a long-standing policy of the Exchange Visitor Program to require an applicant to provide a current audit [or audited financial statements].

The Exchange Visitor Program consists of thirteen categories. Please carefully review the checklist and regulations to identify a category best suited for your proposed program. The Exchange Visitor Program regulations preclude direct patient contact in any category except that of alien physician whereby graduate medical education and training is permitted only through the sponsorship of the Educational Commission for Foreign Medical Graduates (ECFMG) for the purposes of participation in an approved residency program leading to Board Certification.

If you have any additional questions, please contact our office at 202-401-9810 or visit our website at <http://exchanges.state.gov/education/jexchanges/>.