

## #17-6 Responsible Officers

Responsible Officers (ROs) and Alternate Responsible Officers (AROs) are employees or officers appointed by designated sponsors and approved by the US Department of State to carry out the duties outlined in 22 CFR 62.11. They serve as the primary point of contact for exchange visitors and their hosts regarding program-related matters.

Here are some key highlights:

### Qualifications

- Possess US citizenship or permanent residency
- Have thorough knowledge of policies, regulations, and all other operations relevant to the EVP
- Be familiar with relevant immigration laws and regulations

### General duties

- Develop and implement procedures to maintain program integrity and comply with regulations
- Screen and select qualified foreign nationals for the program
- Monitor compliance of exchange visitors and take corrective action when necessary
- Maintain accurate records and submit reports to the DOS and DHS
- Evaluate program effectiveness to identify areas for improvement

### Program operations

- Provide pre-arrival information and orientation to participants
- Monitor program activities and cultural events
- Assist exchange visitors in navigating cultural differences
- Issue and sign necessary forms such as DS-2019 and DS-7002
- Offer guidance and assistance in case of emergencies or issues

For assistance, contact FUSIA at +1 718 643 0311 ext. 11 (office) or +1 917 244 2600 (WhatsApp chat).

FUSIA is a Department of State Exchange Visitor Program designated sponsor in the J-1 intern category.

