



USAID | WEST BANK/GAZA

FROM THE AMERICAN PEOPLE

May 25, 2010
2010-WBG-09

To: All USAID/West Bank and Gaza Contractors, Grantees and Recipients

Subject: Reminder - Steps to take when a USAID- funded US-bound Exchange Visitor becomes a 'no-show' or 'non-returnee'

Dear Implementing Partners,

In accordance with ADS 252.3.8.3 and Mission policy it is required that implementing partners (Contractors and Grantees) monitor and confirm the arrival and departure of their exchange visitors. In the event that an exchange visitor becomes a "No-Show" or a "Non-Returnee", the implementing partner must immediately do the following:

- Inform the USAID responsible officer in EGAT/ED (jnindel@usaid.gov) as soon as they become aware of such circumstances. Please also "cc" Linda Walker in EGAT/ED (lwalker@usaid.gov);
- Make every attempt to contact the Exchange Visitor who has been identified as a non-returnee in order to convince them to depart the U.S. and return home.

If a Sponsoring Unit or implementer cannot locate an Exchange Visitor, the Sponsoring Unit or Implementer must do the following:

- Expeditiously notify the USAID Responsible Officer or Alternate Responsible Officer in writing, for possible program termination in SEVIS (Student and Exchange Visitor Information System).
- Solicit information regarding an Exchange Visitor's whereabouts from all available sources, including fellow students, friends, and relatives; and report such information both to police and to the USAID Responsible Officer or Alternate Responsible Officer;
- File a "missing persons" police report, if feasible.

Exchange Visitors (EV) who are No-Shows or who disappear after arriving in the U.S. will be terminated in SEVIS for failing to pursue program activities. An Exchange Visitor who does not depart the United States within three calendar days of the end of their program will be classified as a non-returnee, absent prior approval of an extension by USAID, and will be terminated in SEVIS for violating sponsor rules governing the program.

Tel Aviv: American Embassy
71 Hayarkon Street
Tel: 972-3-511-4848
Fax: 972-3-511-4888

Jerusalem: American Consulate General
P.O. Box 290
Tel: 972-2-622-7230
Fax: 972-2-625-9484

It is important for exchange visitors to understand that:

- Non-returnees and no-shows are reported to the Department of Homeland Security by USAID.
- Individuals whose record is terminated in SEVIS are subject to arrest and incarceration.
- Termination in SEVIS is likely to affect their ability to re-enter the United States again in the future.
- USAID may attempt to recover its investment in the EV's training or education through a bill of collection.



Non-returnees, no-shows and individuals who disappear during a program, must be terminated immediately. In order to terminate an EV's program in SEVIS, the R-1, R-2 and R-3 must do the following:

- The R-1 changes the status of the exchange visitor to "terminated" in Trainet and selects the termination "end reason" and "end effective date". The change is then submitted to the R2;
- The R-2 reviews the participant file in the VCS and verifies that the data, including the reason for termination, is correct. The R-2 submits the file to the R-3;
- The R-3 approves the changes and submits it to the R4;
- The R-4 in Washington submits the termination to the Department of Homeland Security.

Individuals are not permitted to remain in the U.S. for personal business or vacation following a program.

Should you have any questions or concerns with regard to this notice please contact Ms. Kimberlee Bell at kbell@usaid.gov.

Sincerely,

Roy Plucknett
Director, Office of Contracts Management
USAID West Bank & Gaza