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DS-2019 E-Signature Project

Project Overview

The U.S. Department of State has granted permission to visa sponsors to apply electronic signatures to DS-2019 Forms and deliver those forms electronically directly to participants (not third-party entities like international representatives).

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Manual versus Auto Release

Each LOA cycle and by product, international representatives ("IR") can now opt into either Manual or Auto release of DS-2019 forms. CIEE will default to Manual Release for all IR LOAs and products. International representatives who opt into Auto Release by product will have forms immediately available to their participants upon processing by CIEE/SEVIS.

Manual Release

Once the Manage DS-2019 Forms status in the Manage DS-2019 Forms Grid = Processed by CIEE, the DS-2019 form is ready to be distributed to the participant. To do so, the international representative must:

1. Sign into Beacon,
2. Navigate to the Manage Manage DS Forms Grid page
3. Find the record with the status "Processed by CIEE" and click "Release Form."

   This enables the participant to have access to the DS Forms page, and the ability to download the form.

Auto-Release

As soon as CIEE has received a complete DS-2019 form from SEVIS, the form is automatically available to the participant in Beacon. The participant receives an email indicating that their DS-2019 form is available for download, and they can navigate to Beacon to retrieve it.

This option might be better for international representatives who do not want to be the gatekeeper for the participant's DS-2019 and instead want the participant to be able to access it as soon as CIEE has processed it.

E-signatures on forms

CIEE purchased a certificate to be authorized to apply authenticated digital signatures to DS-2019 forms through our interface with SEVIS. Our signatures are applied to forms in compliance with U.S. Department of State regulations.

In this testing environment, the user's signature was Oscar the Grouch which is shown on the sample DS-2019 form. (This is obviously not a valid signature, but indicates where a valid one would be located.)

Beacon Manage DS-2019 Forms

A new grid has been added to Beacon which lists the participant information as well as the status of their DS-2019 form. International representatives will see all the records of participants who have been Created in SEVIS are processed after the release date in early August 2023. If no sorting and filters are selected, the most recently updated participant record will appear by default at the top of the grid.

International representative users will only see records of participants associated with their agency and by access group (if using access groups).

The user has the ability to use omni search to search for participants based on their DS Number, Atlas ID, Exchanges ID, or Email Address.
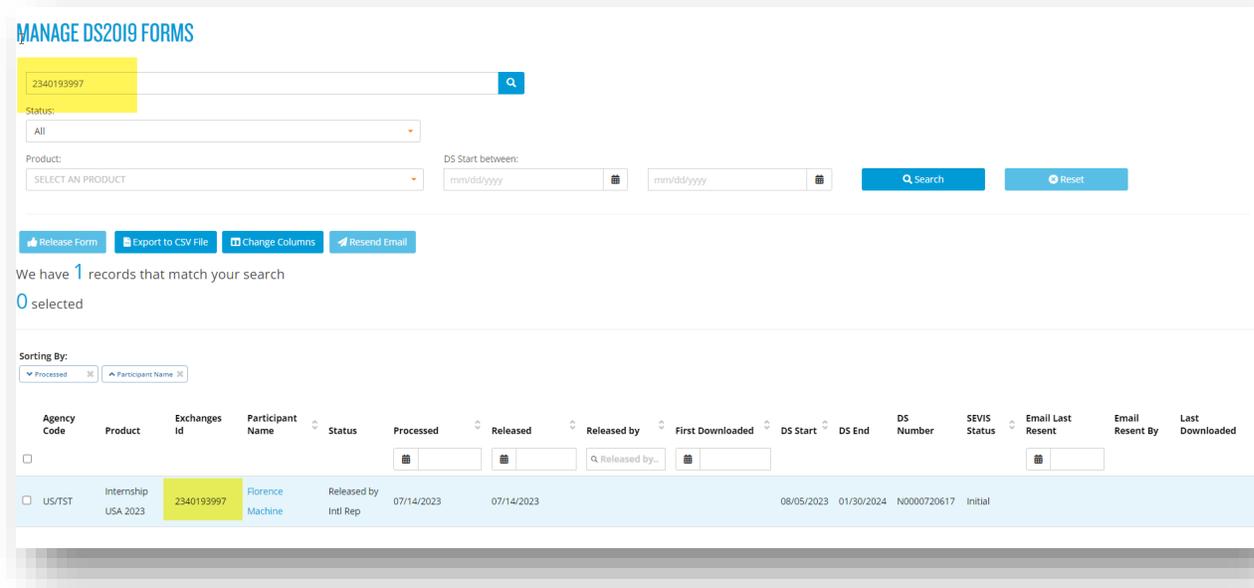
Processed by CIEE Status

An international representative user can release a participant's DS-2019 form only if their form is in "Processed by CIEE" status. The "Release Form" button will be available only for records selected in this status.

The international representative user can select the record for which they need to "Release Form." If they need to release forms for several participants at once, they can multi-select, or use the "Select All" checkbox at the top left of the grid.

Released by Int'l Rep Status

The DS-2019 form is available for the participant to download on the Participant's Beacon Forms page, but the participant has not yet downloaded it.

Downloaded by Pax Status

The participant has logged into Beacon and downloaded their DS-2019 form at least one time. Once downloaded, the column called "First Downloaded" will update with the date of download. If the participant downloads the file more than once, the column labeled "Last Download" will also have a date generated with the most recent date of download.

Export CSV File

The IR user can export the data from the grid into a CSV file using the "Export CSV" button. Clicking this button will download the file to the user's computer. Please note that any columns selected to appear on the grid will also appear in the file.
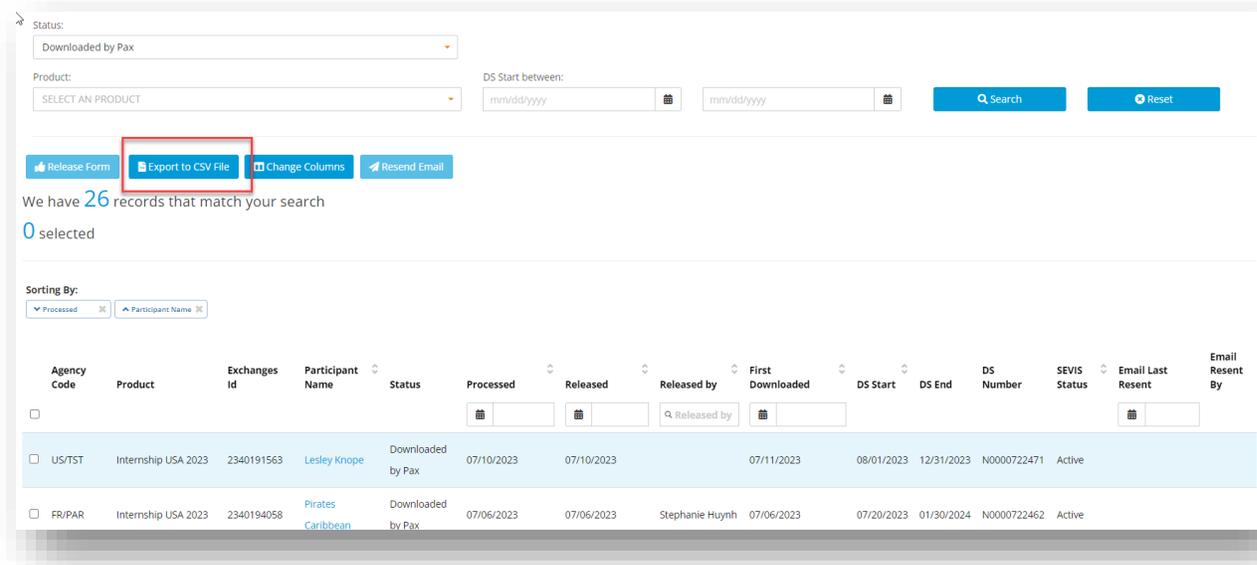
Change Columns Button

While the grid displays the most pertinent information by default, there are several additional optionsthat may be added as columns. These include SEVIS Status, Email Last Resent, Email Resent By, Last Downloaded, Date of Birth, Email Address of Participant, and Atlas ID. The IR user can add these by clicking "Change Columns," selecting the check box for the columns desired, and clicking "Save Selection".
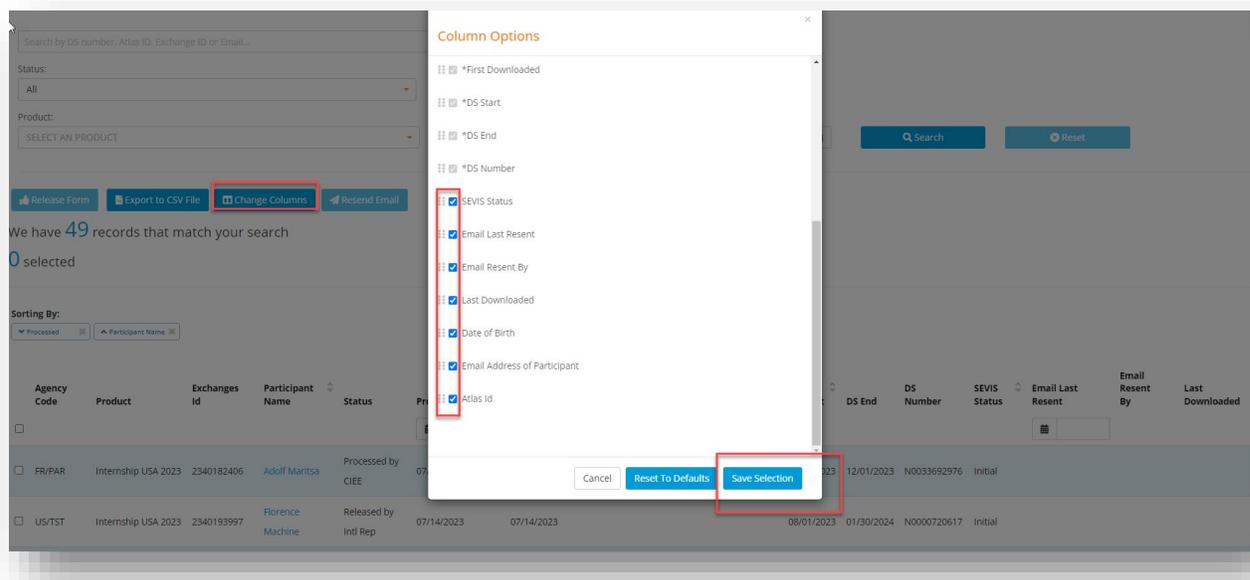
Resend Email Button

This button allows the international representative to resend the Participant Notification Email to the participant. The IR might want to do this to ensure the participant has received their DS-2019 form, and

to remind them to log into Beacon to download. Once this button is clicked, the record is updated with the date that the Email was Last Resent and which IR in the "Email Last Resent By" column. If the data is null for these columns, that means an email has not been resent to the participant.

	Agency Code	Product	Exchanges Id	Participant Name	Status	Processed	Released	Released by	First Downloaded	DS Start	DS End	DS Number	SEVIS Status	Email Last Resent	Email Resent By	Last Downloaded
☐						📅	📅	🔍 Released by	📅					📅		
☐	BU/USI	2023 Summer	2360185532	Hargreave Time	by Pax	06/30/2023	06/30/2023	Sotirova	06/30/2023	07/01/2023	09/30/2023	N0000722177	Active			06/30/2023
☐	TU/UNI	Work & Travel USA 2023 Summer	2360183960	Sugarman Hilliard	Downloaded by Pax	06/30/2023	06/30/2023	Rutherford Peggy	06/30/2023	07/01/2023	10/01/2023	N0000722159	Initial			06/30/2023
☐	RO/STU	Work & Travel USA 2023 Summer	2360183761	Ogglebie Geneva	Downloaded by Pax	06/26/2023	06/26/2023	Annie Hooper	06/27/2023	07/04/2023	09/12/2023	N0000722152	Initial			06/28/2023
☐	US/TST	Work & Travel USA 2023 Summer	2360194057	Timmy Turner	Downloaded by Pax	06/26/2023	06/30/2023	Stephanie Huynh	06/30/2023	07/01/2023	10/01/2023	N0000722154	Initial	07/07/2023	Rep User	
☐	FR/PAR	Internship USA 2023	2340193998	Didi Pickles	Downloaded by Pax	06/21/2023	06/22/2023	Annie Hooper	06/30/2023	07/14/2023	12/01/2023	N0000721504	Active			07/14/2023
☐	UK/BNC	Camp Exchange USA 2023	2390194021	Ethan Maisel	Downloaded by Pax	06/21/2023	06/21/2023	Stephanie Huynh	06/29/2023	07/20/2023	09/20/2023	N0000721795	Initial	06/27/2023	Stephanie Huynh	

Participant Notification Email

When the DS-2019 form is released, either automatically or manually, the participant receives an email with the subject line "CIEE Your Documents are Ready for Download". The content of this email appears
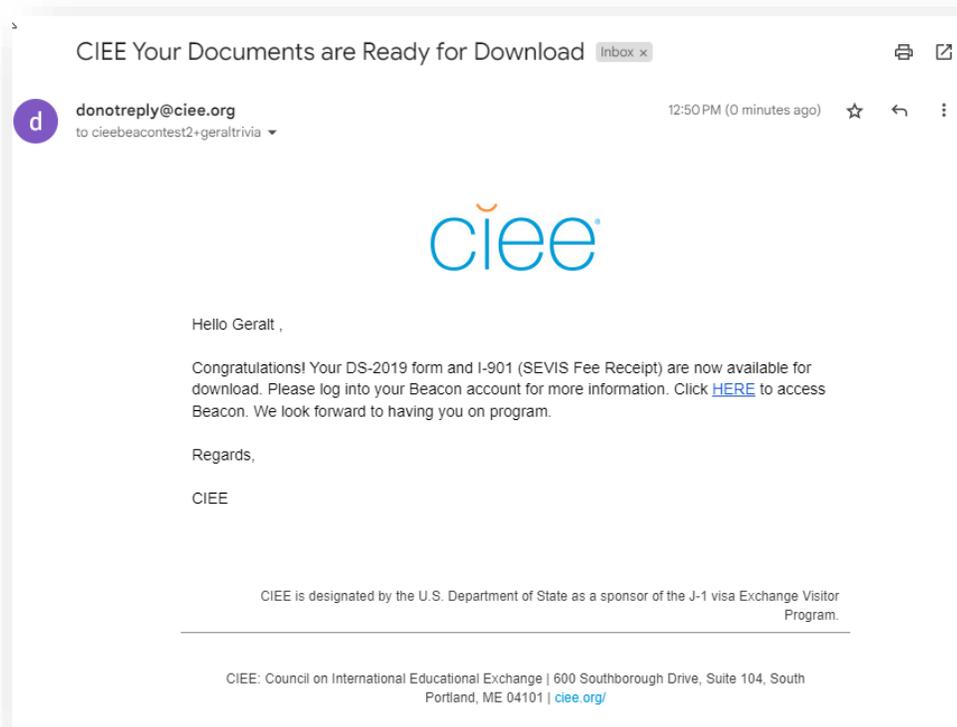
as follows:

The "HERE" hyperlink sends the user to the Beacon log in page: https://beacon.ciee.org/login/.

Beacon Participant Splash Screen

When the participant logs into their Beacon account after the release of their DS-2019 form, the initial landing page (also called the "Splash Screen") appears. (Note: Depending on the DS-2019 Start Date, the participant may also see the SEVIS Registration panel on their Splash Screen.)

Mobile View
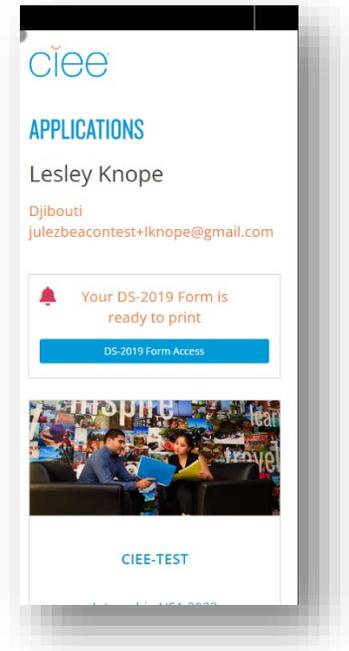
Desktop View
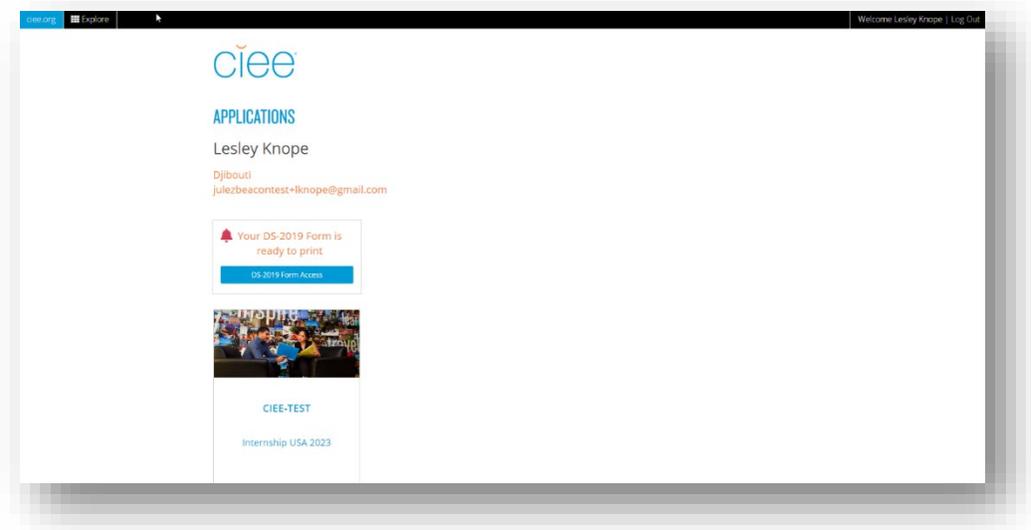
The participant can click on the DS-2019 Form Access button to navigate to the dedicated forms page. (Note: Participants will not see this button until their form has been released.)

Beacon Application DS-2019 Form Button

The participant can also navigate to their Forms page through their Application, by clicking the DS-2019 Form button.
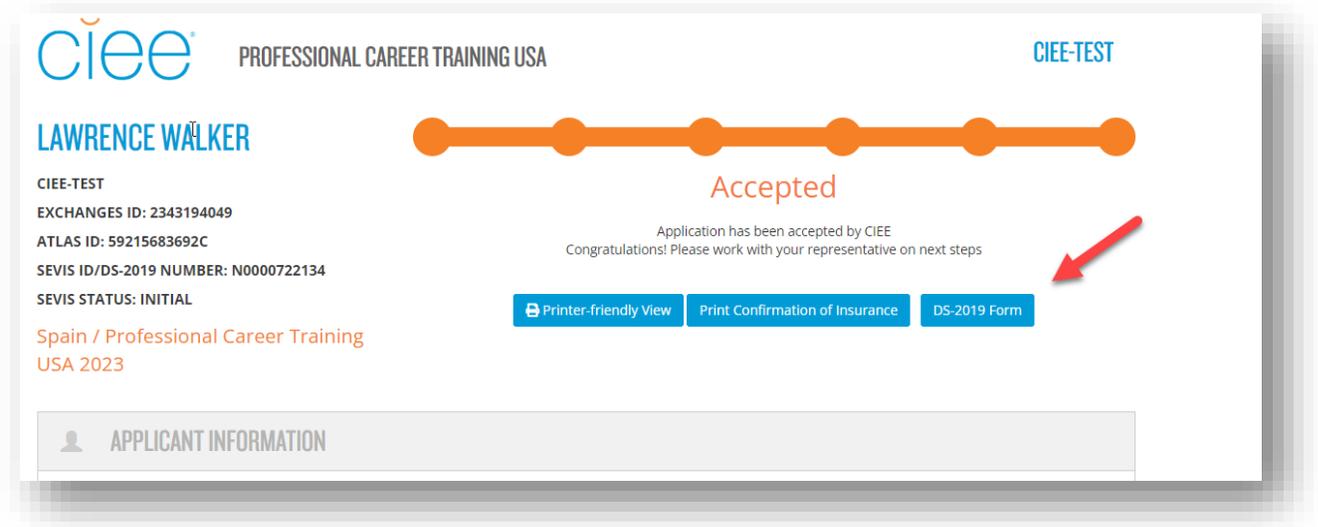
Participant's Beacon Forms Page

Acknowledgements

Participants must read and check off the acknowledgements on this page before being able to access the "Download DS-2019 Form" button. The acknowledgements include information about their Visa Sponsor, their DS-2019 form, as well as their I-901 SEVIS Fee Receipt.

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CIEE-TEST
SEVIS ID: N0000722471
EXCHANGES ID: 2340191563
SEVIS STATUS: ACTIVE
BRIDGEUSA PROGRAM: INTERNSHIP USA

Congratulations on your eligibility for the BridgeUSA Internship USA Program! CIEE is excited to be your sponsor.

To download your DS-2019 Form, please review and confirm your understanding:

Your Visa Sponsor

CIEE – the Council on International Educational Exchange – is the J-1 visa sponsor for your program. The U.S. Department of State has approved CIEE to sponsor program participants like you. The CIEE Team is here to help you have a great experience while you visit the United States. We issue paperwork for your visa, make sure you are aware of and follow program rules, and look out for your safety and well-being during your program.

☑ I understand that CIEE is my program sponsor. *

Your DS-2019 Form

As your visa sponsor, CIEE is authorized to issue the Certificate of Eligibility for Exchange Visitor Status (DS-2019 Form). The DS-2019 Form is required to apply for the J-1 Visa. It is a two-sided document and must be printed on one piece of paper. Your DS-2019 Form must match certain information listed on your passport.

☑ I understand I must print my DS-2019 Form on one piece of paper (front and back) to bring to my embassy appointment. I will reach out to CIEE-TEST regarding specific requirements for the embassy in my location. *

Your DS-2019 Form must be accurate for a successful visa appointment and for completion of the DS-160 Form

After downloading, review your form and ensure the fields in red are accurate. Use the green fields when you or your international representative are ready to complete your DS-160 Form:

- **Red:** Fields must match your passport.
- **Green:** Required for completion of the DS-160 Form (reach out to CIEE-TEST for more information).

☑ I will review my DS-2019 Form to ensure the information is accurate. *

☑ I will notify CIEE-TEST if my DS-2019 Form requires changes prior to my arrival to the United States. *

Your 1-901 (SEVIS Fee Receipt)

In addition to your DS-2019 Form, you or your international representative will also be required to download and print your SEVIS Fee Receipt (I-901 form). To download this form, you or your international representative will need to visit this site and provide your SEVIS ID (DS-2019 number beginning with the letter 'N'), Last Name, and Date of Birth. Your international representative may be in touch with additional directions.

☑ I understand that after I download my DS-2019 Form, I must also download and bring the 1-901 (SEVIS Fee Receipt) form to my embassy appointment. *

Download DS-2019 Form

DS-2019 Form last downloaded by Lesley Knope on Jul 11 2023 7:50 PM UTC

Download DS-2019 Form Button

Only after the participant user checks off all the acknowledgements are they able to select the "Download DS-2019 Form" button. The checkboxes on the acknowledgements become gray and read-only after the Download DS-2019 Form button is clicked.

After the participant downloads the DS-2019 form, a timestamp will mark the date and time of download. The timestamp will appear in UTC time (Universal Time Coordinated/Coordinated Universal Time), which is the most precise and commonly referenced time standard. UTC time is 5 hours ahead of New York during standard time, and 4 hours ahead of New York during daylight saving time.

The date of the last download is also reflected in the international representative DS Manage Forms Grid page.

Please Note: The participant will maintain access to this button while in SEVIS Initial status as long as they have agreed to the acknowledgements. The button will always download the most recent DS-2019 form CIEE has on file. If the participant is in any other SEVIS status other than SEVIS Initial (example: SEVIS Active, Shortened, Terminated, etc.), the participant will NOT be able to access the Download DS-2019 Form button and will instead see the text *"If you have a question about your form or require a new DS-2019 form, you must call CIEE at 1-888-268-6245."*

Specific Participant Scenarios

Participants with Dependents (J2s)

Initial DS-2019 form creation is now automated to include J1 and J2 participants. If a participant has a J2 dependent, the DS-2019 forms will be collated and available in Beacon for associated J1 and J2s.

Adding a J2 dependent *after* an initial DS-2019 form has been created requires a manual adjustment in SEVIS, so this DS-2019 form would not be available in Beacon and would need to be shipped (for the time being).

DS or Program Date Changes

Adjustments to DS Dates (also referred to by U.S. Department of State as "Program Dates") on the DS-2019 form should continue to be requested by ARF. Once processed, the updated DS-2019 form with the new dates will be available electronically. Once a new DS-2019 form is available, participants will receive an email to log into Beacon to retrieve the updated form. If you have a question about the status of a DS Date change ARF, you can reach out to the International Operations team. While this process will take some adjustment, we expect it to rapidly increase the speed of access to DS-2019 forms with date changes.

Adjustments to Insurance Dates (also referred to by CIEE as "CIEE Program Dates"), should continue to be requested by ARF along with DS-2019 date change requests.

Reprints while in SEVIS Active

At this time, reprints will be processed manually by CIEE Staff and will not be available through the new electronic system. As a reminder, once records are at any SEVIS status other than SEVIS Initial, participants must contact CIEE Participant Services directly to request a reprint (for example, if they lost their form) as the download button will no longer be available on their Forms page.
CIEE Participant Services Line
1-888-268-6245
Business Hours 9am-8pm EST

Travel Validations

At this time, Travel Validations will be processed manually by CIEE Staff and will not be available through the new electronic system. Participants must contact CIEE directly prior to traveling outside of the U.S. during their program.

Intern/Trainee/Camp Extensions

At this time, extensions will be processed manually by CIEE Staff and will not be available through the new electronic system.

FAQ

My participant received their first DS-2019 form by shipment, what about their ARF?

For participants not yet listed on the Manage DS-2019 Forms grid, the updated DS-2019 form will become available for them to access electronically in Beacon once an ARF for "Program"/DS date change is processed. The participant will then appear on the Manage DS-2019 Forms grid with a status of Released by Int'l Rep. The participant will receive an email notifying them to login, agree to the acknowledgements on the participant's Forms page, and retrieve their changed form via Beacon.

Requests for updated DS-2019 forms outside of date changes (examples: Site of Activity ("SOA") changes, Biographical changes) are likely to continue to be shipped for the time being, as they will not be available in Beacon.

What automatic emails are sent?

1) When a participant changes to "Released by Intl Rep" status on the Manage DS-2019 Forms grid by auto or manual release
2) When an IR clicks "Resend Email" button in Manage DS-2019 Forms grid
3) When a participant has an Amend Program (DS Date Change) request processed in SEVIS, they will receive an email notifying them to login to Beacon to retrieve their new form.

Why can't I see my participant's form?

Due to U.S. Department of State regulations, visa sponsors cannot electronically disseminate forms to third party entities, including international representatives.

Can my participants print their forms in black & white?

Yes! Blue ink and wet signatures are no longer required.

Where can I find more information?

All training materials will be available on the IRRC (International Representative Resource Center).

For questions not covered in training materials, please contact your International Operations or International Sales representative.

Can my participants access their forms in Beacon when they are in SEVIS Active/on program?

No, currently participants will only be able to access their forms in SEVIS Status Initial (e.g. before they travel on program).