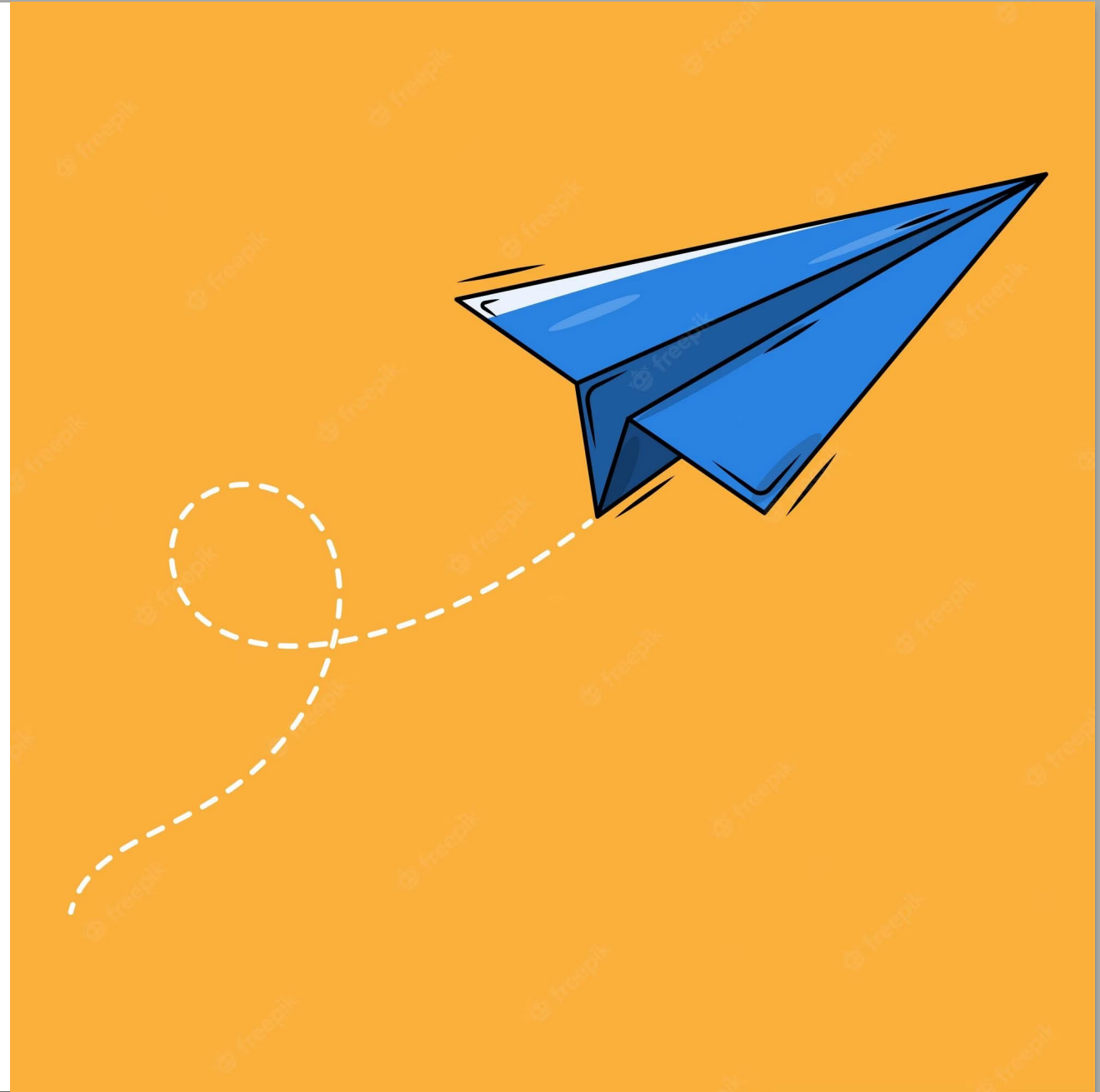# E-DS2019 Form International Representative Training

ciee

# Agenda

- Timeline
- Overview of project
- Core product features
- Demo:
  - International Representative user experience
  - Participant user experience

cĭee

# July 2023

Week | Month

◀ Today ▶

| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
|---|---|---|---|---|---|---|
| 20 | 22 | 24 | 26 | 28 | 30 | Jul 1 |
| 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| | Testing — Development work continues | | | | DONE! | |
| 9 | 10 | 11 | 12 | 13 | 14 | 15 |
| | Testing — Development work continues | | | | DONE! | |
| 16 | 17 — CIEE Training | 18 | 19 | 20 — IR Training | 21 | 22 |
| | Development work continues | | | | | |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| | Testing — Development work continues | | | | | |
| 30 | 31 — Training materials to IRRC | Aug 1 | 2 — Hold SEVIS Processing / Release 5pm | 3 — SEVIS Processing Continues | 4 — IRs can release forms! | |

START HERE

IN PROGRESS

Cheers!

# Why are we making this change?

- New regulations from Department of State allow authenticated digital signatures to be applied to DS-2019 forms and for sponsors to disseminate those forms by electronic means.



# How did we make decisions?

- Extensive meetings with CIEE program groups & IR focus groups
- Multiple surveys to IRs
- Data-driven decisions - essential vs. nice-to-have & impact to user

cĭee

# What is the same?

### International Rep Control

IRs "control" participant access to the DS-2019 form

### Printed forms for Pax

Pax need printed form and SEVIS fee receipt to apply for a visa

### ARFs

Some ARFs will continue to be processed by manual changes in SEVIS (exception = DS date changes)

# What is new?

### Beacon Grid

"Manage DS-2019 Forms" is used as IR tool to "Release" forms (CIEE Staff have access to the grid)
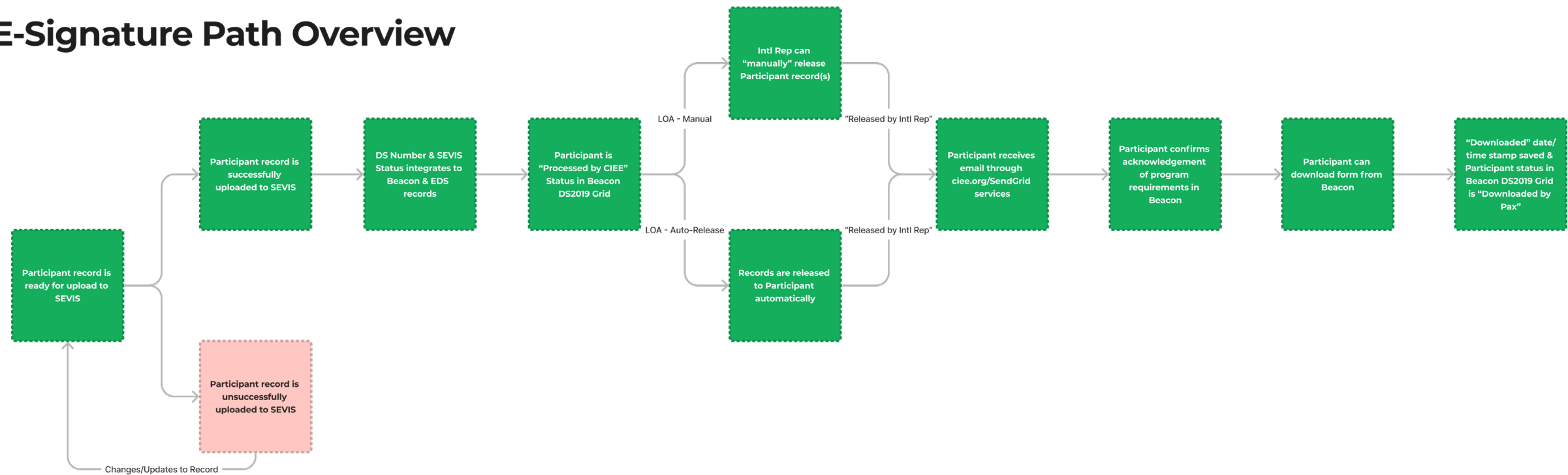
### Beacon Pax Page

Used to download DS-2019 form (Pax, CIEE Staff, and IRs view this page, only Pax and CIEE Staff can download)

### No print & ship!

Pax Services no longer print, sign, and ship initial DS-2019 forms

# E-Signature Path Overview

```
Participant record is
ready for upload to
SEVIS
```
→
```
Participant record is
successfully
uploaded to SEVIS
```
→
```
DS Number & SEVIS
Status integrates to
Beacon & EDS
records
```
→
```
Participant is
"Processed by CIEE"
Status in Beacon
DS2019 Grid
```

LOA - Manual →
```
Intl Rep can
"manually" release
Participant record(s)
```
→ "Released by Intl Rep"

LOA - Auto-Release →
```
Records are released
to Participant
automatically
```
→ "Released by Intl Rep"

→
```
Participant receives
email through
ciee.org/SendGrid
services
```
→
```
Participant confirms
acknowledgement
of program
requirements in
Beacon
```
→
```
Participant can
download form from
Beacon
```
→
```
"Downloaded" date/
time stamp saved &
Participant status in
Beacon DS2019 Grid
is "Downloaded by
Pax"
```

```
Participant record is
unsuccessfully
uploaded to SEVIS
```
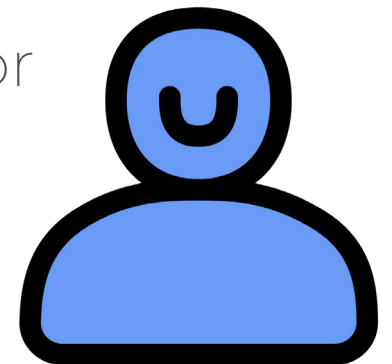Changes/Updates to Record

ciee

# What are the core features?

- The e-signature applied in CIEE's VIPER system
- Form release in Beacon (CIEE Staff & IRs)
- Form downloads in Beacon (Pax)
- Form access in Beacon (Pax, unavailable to IRs)
  - Available: SEVIS Initial Status
  - Not Available: Shortened, Inactive, Canceled, Active Status
- Changes to the form:
  - If first form is released using new system: updated forms with DS Date changes will also be available in new system & pax will receive email
  - If first form is released before new system: amended forms will not be currently available in new system.
  - Other changes (SOA, biographical, etc.) = manual updates in SEVIS, not available in new system.
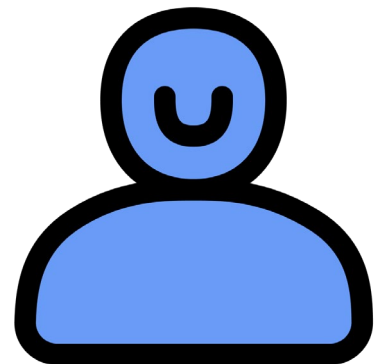
cĭee

# Participant Experience

- Receive email when IR releases the form
- Customized landing screen & button on Application page to access form
- Access "Initial" form & forms with updated DS dates
- Pax forms page:
  - Acknowledgements that serve as instructions
  - Customized by IR name for easy follow-up
  - Form access while in SEVIS Initial Status
  - NO form access while in SEVIS Canceled, Shortened, or Inactive Statuses
  - *Future* "Reprint" for pax in SEVIS Active status

ciee

# International Representative Experience

- Can opt in to manual or automatic release by LOA and product
- Manage DS-2019 Forms Grid
  - Can release form & resend email to pax records by multi & single-select
  - Can change columns, including fields required on the I-901 Form
  - Can export CSV
  - Can filter with "All" features
- DS-2019 Form Button & Pax Page
  - Can view page
  - Cannot download form (due to DoS regulations)

ciee

# DEMO

# Next Steps...

- Prefer Auto-Release of DS-2019 forms?
  - Everyone will default to manual release
  - Contact International Ops to change your settings

- ARFs (Action Request Forms)
  - International Ops will send communication with any process changes, if applicable

- Are there some DS-2019 forms that will still need to ship via FedEx?
  - International Ops will send out information on which cases (ex: reprint of a DS-2019 that was originally shipped)

- What if a pax loses their DS-2019 while on program?
  - Call CIEE to request a new one (1-888-268-6245)

# Thank you!

This is a big change for everyone, so we built a flexible product that can change over time while delivering forms more quickly to your participants and keeping the control you would have over paper forms.

We want to hear from you on how it is going. Please communicate your feedback to your contact on the CIEE International Operations and Sales teams.

ciee