

Instructions for Requesting Host Country Partner

Visas and Insurance to Participate in Training Activities held in the United States and TraiNet Registration for all training activities

Bringing host country nationals into the United States for long and short-term training activities in the post-9/11 era requires more advanced planning and documentation than in the past. USAID is requiring that **all training** participants who are traveling on USAID funds (either partially or completely) be registered and apply for entry visas through USAID's **TraiNet System** in order to comply with Homeland Security regulations*. Please go to <http://www.usaid.gov/policy/ads/200/253.pdf> to find USAID's guidance for participant training regulations. Your university should now have a system up and running to conform to these new requirements. If not, your university will need to initiate contact with TraiNet (Allison Kennett Allison_Kennett@sra.com or trainet-vcs@sraprod.com (703) 879-8611) to set up a TraiNet System. For further questions you may contact Linda Walker of USAID/EGAT/ED/PT at lwalker@usaid.gov.

In order to bring a host country national into the US, you will need to do two things:

- (1) register your visitor and apply for their visa with the TraiNet System through your university (please initiate this process early as it can **at least 8-10 weeks** or more to get a visa); and
- (2) arrange for health insurance (**HAC Insurance**) to cover the visitor during their stay in the U.S.

Required Fields in TraiNet

When training occurs in the host country or a third country participants still need to be entered into the TraiNet System. The following sections describe the information needed for the TraiNet System and how to apply for HAC Insurance. For details concerning the information required to complete TraiNet on-line forms please click the appropriate training location below.

[US-based Training Required Information](#) (Form 10-A)

[Third Country Training Required Information](#) (Form 10-B)

[In-country Training Required Information](#) (Form 10-C)

TraiNet changes as of 14 September 2010 – Regarding data collection and entry for In-Country, Third-Country, and Regional, please note the change to “Participant Status”: the categories now include one for “Concluded Participating Early.” The complete information is on the following forms:

[TraiNet Policy Changes on 14 September 2010](#) (PDF)

[Third-Country Program Data Entry guide](#) (PDF)

[In-Country Programs Data Entry guide](#) (PDF)

[Regional Program Data Entry guide](#) (PDF)

HAC Insurance

USAID requires that host country participants have HAC Insurance for health coverage while in the U.S. Information on HAC Insurance can be found at: <http://www.hthadvisors.com>. Enrollment Services can be contacted at: (877) 237-2390; or email: info@hthworldwide.com.

For HAC insurance for USAID-sponsored programs, the premium rate information, as well as a brief summary of the difference in plans is outlined below. The HAC Template is an Excel spreadsheet (attached) to be filled out and submitted. In order to process HAC enrollments, the information for the fields that are highlighted in orange at the top of the HAC template are the fields which need to be completed. If you put the cursor on the heading for each column it will give you a short description if you are unsure what information is needed there.

To enroll, you will first need a site ID. This will be the same site ID as you were given for use in TraiNet. If you do not yet have the site ID, please contact Diane Foraker at HTH Worldwide. She can be reached by e-mail at dforaker@hthworldwide.com or by phone at: (610) 254-8735. The enrollment ID should be unique for each member, and can be any combination of numbers and letters, up to twelve characters long.

There are three different plans to choose from and it depends if the participants are going to have a Medical Certificate or not at the time of travel (a medical checkup and a completed form from USAID). If not, they are eligible for Plan C, which is described below; otherwise, enrollment should be for Plan A or B. For further details please see the [USAID HAC Summary for 2009-10](#).