Entering US Training Data

Participants Attending US Programs
Introduction

This document gives instruction on how to use TraiNet/Web, USAID's internet-based tool for reporting training programs and maintaining visa compliance. It is divided into a number of sections describing different common scenarios, with each section explaining what you will need to get started and then giving step-by-step data entry instructions.

This document is not a policy document. For the policy and requirements related to USAID-sponsored training, please refer to ADS Chapter 253 and The Complete Guide to USAID Visa Compliance. Both of these documents are available on the web at http://usaidtraining.net.
Get An Account

To get an account on TraiNet/Web, you need to contact the TraiNet/VCS Helpdesk either by phone at +1.703.527.4340, or by email at jvisa@devis.com. You will need to provide your name, organization, full contact address including email and telephone. You will also need to identify the Mission or USAID Office with whom you work.

The Helpdesk will confirm that your organization is an active USAID partner and then create the account for you on TraiNet/Web. Your username and password will be emailed separately.
Getting Started in TraiNet/Web

This section described the information you will need and the steps you must take to use TraiNet/Web to manage the information for one participant attending a single training provider in the U.S.

Following the steps below will not only enter the participant in USAID's training database, it will also begin the process of requesting a DS-2019 form so that your participant can get a J-1 visa. You will use TraiNet/Web to keep the information about this participant up-to-date through the life of his or her program.

What You Will Need

Before you start to enter information about your participant, you should have the following information at hand:

A copy of participant's passport,
The participant's employment position (job title and sector of employment),
Address where the participant will stay in the U.S.,
Training provider name and address of the location of training,
The budget for the USAID funded portion of the training program,
The dates of training,
The subject/field of training (also known as the field of study).

Finally, you will need to determine the visa category for the participant. If the program is less than 22 days long, the category will be "Short Term Scholar." If the participant is a student pursuing a degree, the category will be one of the "Student" categories. Otherwise, the participant will be a "Trainee," either specialty or non-specialty, depending on their education level. In some cases you may be advised to categorize the participant as a "Government Visitor" or "Specialist."

Collect all this information before you begin and the rest will go quickly!
What To Do

Understanding the TraiNet/Web Web Page Interface

The TraiNet/Web system runs in your internet browser and follows the same navigation logic familiar to web-users. Each of the web pages in the system is structured similarly, and understanding this structure can help you fully utilize all the features of the system as designed.

A sample TraiNet/Web page is presented below, with boxes highlighting the important sections of a typical screen. Note: some pages may not contain all the screen elements presented below.

Here's what each of these sections on the web page provides to you:

- **Logged In User Information** - This area of the screen provides information about you, the logged in user, and lists the TraiNet sites that you have been granted access to work with. Contact the help desk if any of this information appears incorrect. The Help Desk Engineers may ask you to provide the information in the area if you are experiencing a problem.

- **System Task List** - This area provides a list of actions that you may perform from the current web page. Generally, clicking on one of the listed actions will
open a new web page and provide instructions on how to complete the selected action.

- **Icon Legend** - This informational area provides a quick reference to the meaning of icons that are presented on the web page.

- **Navigation Tabs** - These folder links allow you to navigate between data lists and related actions that have been logically subdivided for this section of the system.

- **Item Listings** - This area provides summary data listing for the items in this section of the system. By clicking on the actual item, a page will open displaying detailed information about the item that was selected. Clicking on one of the icons on the same item line will allow you to perform an action on the selected item.

- **Item Task Links** - Clicking on one of these icons will initiate the related task for the item specified in the same line. See **Icon Legend** for a description of the tasks.
Understanding the TraiNet/Web Wizard Interface

The TraiNet/Web system provides a step-by-step interface to simplify the task of entering data in the system, known as wizards. The wizard organizes the task of entering data into logical subsets, and provides detailed instructions on the screen about how you need to enter data. Your data is saved when you complete all screens provided by the wizard and you can cancel your session without saving at any time.

A sample wizard interface is presented below:

Here's what each of these sections on the wizard provides to you:

- **Logged In User Information** - This area of the screen provides information about you, the logged in user, and lists the TraiNet sites that you have been granted access to work with. Contact the help desk if any of this information appears incorrect. The Help Desk Engineers may ask you to provide the information in the area if you are experiencing a problem.

- **System Task List** - This area provides a list of actions that you may perform from the current web page. Generally, clicking on one of the listed actions will
open a new web page and provide instructions on how to complete the selected action.

- **Icon Legend** - This informational area provides a quick reference to the meaning of icons that are presented on the web page.
- **Wizard Graphic** - This graphical element and text identifies the wizard you are using.
- **Data Entry Instructions** - The wizard provides detailed data entry instructions right on the screen you are working on.
- **Wizard Data Entry** - Enter the data for the wizard screen in this area according to the instructions provided on the screen.
- **Wizard Navigation Buttons** - The buttons at the bottom of the screen allow you to navigate to the next wizard screen when the current one is complete or navigate backward to modify the previous screen, or even to cancel all the data entry from this wizard entry.
Log on to TraiNet/Web

The first screen you will see is the TraiNet/Web welcome screen, which provides introductory information for using the system.

To log in, click on the Login link from the System Tasks menu on the left of the screen.

You will now see the Login screen.
Enter the Login ID and Password assigned to you and press the Submit button to login.

You will then be shown the Unclassified Government Site Disclosure page and the Rules of Behavior page. To continue and use TraiNet/Web you must agree to abide by the rules of behavior.

Press the I Accept button on each page. After accepting the terms and conditions, you will be fully authenticated in TraiNet/Web and be able to manage your participants.
Once logged in, you can begin to enter a new program by clicking the "Create a Single Participant Program" link in the System Tasks menu on the left.

Create the program/participant

Program Information

TraiNet/Web will open the Program wizard interface, asking you to supply information in a stepped fashion. Note: information will not be saved until you complete the wizard's final page.
Enter the data in the wizard as described below:

**Program Name** - Enter a name for the training program. This name is what you will use in the future to look up the program. A good program name would include the name of the participant and a brief title of the training. For example:

1. Abdou Wade - Masters in Public Health
2. Basheer Majid - International Trade Seminar

**Program Start Date** - *This is required for SEVIS.* Enter the date that the training will begin. This is the day that the participant will depart from his or her home country.

**Program End Date** - *This is required for SEVIS.* Enter the date that the training will end. This is the day that the participant is expected to return to his or her home country.

**Program Training Type** - Select the description that most closely fits the type of training that will happen with this program. The choices are:

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<table>
<thead>
<tr>
<th>Degree Programs:</th>
<th>Associate or other degree received after successfully completing a two-year academic course of study.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Two-year degree</td>
<td>Bachelor or other degree received after successfully completing a four-year academic course of study.</td>
</tr>
<tr>
<td>Masters Degree</td>
<td>Masters degree in any field.</td>
</tr>
<tr>
<td>Doctoral Degree</td>
<td>Doctor of Philosophy (Ph.D.) or equivalent degree.</td>
</tr>
<tr>
<td>Professional Degree</td>
<td>A non-academic program that results in a professional or other certificate.</td>
</tr>
</tbody>
</table>

---

<table>
<thead>
<tr>
<th>Non-Degree Programs:</th>
<th>English language courses outside of, or in addition to, some other course of study: for example, in preparation for academic study.</th>
</tr>
</thead>
<tbody>
<tr>
<td>English Language Training</td>
<td></td>
</tr>
<tr>
<td>Other Academic</td>
<td>Training that includes academic coursework not leading to a degree</td>
</tr>
<tr>
<td>---------------</td>
<td>--------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Short Course</td>
<td>A shortened survey or overview course of a given discipline or skill area</td>
</tr>
<tr>
<td>Tailored Program</td>
<td>A set of courses, or a program of study designed specifically for the unique needs of the participant(s).</td>
</tr>
<tr>
<td>Internship</td>
<td>A short-term, unpaid position in a business or other establishment for the purpose of learning a job or skill.</td>
</tr>
<tr>
<td>On-the-job Training</td>
<td>Training program organized to allow participants to learn new knowledge, skills, or attitudes in the course of performing their jobs.</td>
</tr>
</tbody>
</table>

**Meetings/Tours:**

<table>
<thead>
<tr>
<th>Conference</th>
<th>A gathering of participants from government, academia, or the private sector for the purpose of exchanging ideas about a particular topic, issue, or problem.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Observational Study Tour</td>
<td>A trip that allows observation of real-world approaches to policy implementation, business processes, or other topics through observation and interaction with businesses, government, or other organizations.</td>
</tr>
<tr>
<td>Seminar</td>
<td>Classes or courses on specific topic taught by experts in the subject matter.</td>
</tr>
<tr>
<td>Workshop</td>
<td>An informal meeting or series of sessions organized to allow participants to learn about a particular subject in an informal setting.</td>
</tr>
</tbody>
</table>

Click Next to continue to the next screen. Click Cancel to abort data entry for this program and close the wizard.
Training Location

Training Location Instructions:

1. Select a Training Provider from the drop-down list. If the required Training Provider is not in the list, then contact the TraiNet/VCS Helpdesk.

2. Enter the address where the training will take place. You must enter a street address. Post office boxes or other address types are not allowed.

3. Enter a city name.

4. Select State from the drop-down list. Note: if the address is in Washington, D.C., enter "Washington" as the City and select "District of Columbia" from the State drop-down list.

5. Enter a postal code (zip code in the U.S.)

6. Optionally, enter the telephone number at the address you entered above.

The wizard will now ask about the training provider and where the training will take place. Click the Next button to continue to the next screen. Click the Cancel button to abort data entry for this program and close the wizard. Click the Previous button to return to the prior screen.

Training Provider - Required for SEVIS. Select the training provider from the dropdown list. If the required training provider is not in the list, please contact the TraiNet/VCS Helpdesk at +1.703.527.4340 or jvvisa@devis.com.

Training Provider Address - Required for SEVIS. Enter the address of the location of training. You must enter a street address. Post office boxes or other address types are not allowed. Enter at least one line, city, state, country and zip code.
Subject/Field Code

The wizard will now ask about the Program Field Category and Subject Field that are related to the program. You must select from the predefined selections approved by USAID.

<table>
<thead>
<tr>
<th>Program Subject</th>
</tr>
</thead>
<tbody>
<tr>
<td>Subject Instructions</td>
</tr>
<tr>
<td>1. Select a Subject Field Category from the Subject Field Category dropdown.</td>
</tr>
<tr>
<td>2. Click Search. A list of relevant Subjects will be displayed for the selected Subject Field Category.</td>
</tr>
<tr>
<td>3. Select the appropriate Subject from the list.</td>
</tr>
</tbody>
</table>

Subject Field Category

Health Professions and Related Clinical Sciences

Legend

- **Required field in TraiNet**
- **Required field in VCS**

- Chiropractic (DC)
- Clinical Hospital and Managed Care Pharmacy (MS PhD) (NEW)
- Clinical and Industrial Drug Development (MS PhD) (NEW)
- Clinical/Medical Social Work
- Community Health/Nurse/Education (NEW)
- Community Health and Preventive Medicine (NEW)
- Dental Clinical Sciences General (MS PhD)
- Dental Hygiene/Hygienist
- Dental Laboratory Technology/Technician
- Pharmacy (PharmD) (USA) PharmD 85/86 (Canada)
- Physical Therapy/Therapist
- Radiation Medicine/Radiology (DWM)
- Public Health General (MPH MPH)
- Public Health Other
- Rehabilitation and Therapeutic Professions Other
- Speech-Language Pathology/Pathologist
- Therapeutic Recreation/Recreational Therapy
- Veterinary Medicine (DVM)
- Veterinary Sciences/Veterinary Clinical Sciences General (Cert MS PhD)
- Yoga Teacher Training/Yoga Therapy (NEW)

Select Subject Field Category and Subject Field for your participant as follows:

Subject Field Category - This is required for SEVIS. Subject/Field codes are arranged in categories. You must first select an appropriate Subject Field Category from the drop-down list and then click on the Search button. The search will provide you with a more detailed Subject list.

Subject - You must select a specific Subject from the list after selecting and searching the appropriate Subject Field Category. This is similar to the Field of Study in TraiNet2. The list used by TraiNet/Web has been revised and adopted by the Department of Education and the State Department. Unlike in TraiNet2, this list of Subject/Field codes cannot be extended. You must choose from the available options.
Click Next to continue to the next screen. Click Cancel to abort data entry for this program and close the wizard. Click Previous to return to the prior screen.

USAID Funding

USAID Funding Instructions:

1. Enter the amount of money budgeted for this Participant that comes from USAID funding sources. Enter the amounts in U.S. Dollars. The total budget from USAID funding sources must be greater than $0.00.

   Budget amounts must be identified using the following expense types:
   - Tuition expenses include the costs directly incurred to acquire knowledge or impart training, such as:
     - Books, equipment, supplies, course handouts
     - Rent/Room/Conference/Workshop registration fees
   - Travel expenses include those costs directly incurred to meet the personal needs and program requirements of the individual participant, such as:
     - Per diem, medical examinations, visa fees
   - Travel expenses include those costs directly incurred transporting the Participant from the home country to the training country and back, as well as costs related to travel within the training country.

   Funding amounts example: $1,000.00 Enter that commas and dollar signs are not allowed and decimal places are not required. Negative funding amounts are not permitted and the maximum funding amount for each line item is $1,000.00.

<table>
<thead>
<tr>
<th>Expense Type</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>USAID Instruction</td>
<td>500.00</td>
</tr>
<tr>
<td>USAID Trainee</td>
<td>1,000.00</td>
</tr>
<tr>
<td>USAID Travel</td>
<td>1,000.00</td>
</tr>
</tbody>
</table>

The wizard will now ask about the program's funding from USAID. Note: do not use commas and dollar signs when entering amounts; decimals are optional.

Enter USAID Funding Amounts as follows:

USAID Instruction - This is required for SEVIS. Enter USAID funded money for costs of instruction.

USAID Trainee - This is required for SEVIS. Enter USAID funded money for costs to meet personal needs and requirements for trainee.

USAID Travel - This is required for SEVIS. Enter USAID funded money for costs of travel related items.

Click Next to continue to the next screen. Click Cancel to abort data entry for this program and close the wizard. Click Previous to return to the prior screen.
Non-USAID Funding

Non-USAID Funding Instructions:

Programs may be funded by sources other than USAID. If your program is funded by any of the sources listed below, please answer Yes to the question on this page. Otherwise, please answer No to the question on this page. Clicking the Next button on this page will take you to the next appropriate screen based on your answer:

- Direct funding from the U.S. government
- Direct funding from the host country government
- Private funding (e.g., from a private company)
- Other funding (e.g., from non-USAID sources)
- Other funding (e.g., from non-USAID sources that do not fit in another category)

Is this program funded by Non-USAID sources?

- Yes
- No

Legend:

- Required field

The wizard will now ask if the training is funded by sources other than USAID.

Is this program funded by Non-USAID sources - Select Yes if there are other funding sources (the wizard will next ask about these funding sources). Select No if USAID is the only funding source for the training (the wizard will next ask about biographical information).

Click Next to continue to the next screen. Click Cancel to abort data entry for this program and close the wizard. Click Previous to return to the prior screen.
Non-USAID Funding Details

You will see this screen only if you answered Yes to non-USAID funding for this program on the previous screen. The wizard will now ask you for the non-USAID funding source details. Note: do not use commas and dollar signs when entering amounts; decimals are optional.

Non-USAID Funding

Non-USAID funding instructions:

1. Enter the amount of money budgeted for this participant that comes from non-USAID funding sources. Enter the amounts in U.S. Dollars.

   Non-USAID funding sources can be:
   - Host Country Government funding in salary mode available to the Participant and/or his/her government
   - Private funding of money made available from private sources (such as the Participant’s employers)
   - Other funding made available by other non-USAID sources that do not fit in another category

   Budget amounts must be identified using the following expense type:

   Instruction expenses include those funds directly related to training knowledge or skill building, such as:
   - Books, equipment, supplies, course handbook
   - Seminar/Food/Frame/Workshop registration fees
   - University academic tuition and fees

   Travel expenses include those costs directly incurred to meet the personal needs and Program requirements of the individual Participant, such as:
   - Airfare/Train/Bus/Motor/Van/Car
   - Health and accident insurance premiums
   - Funeral, death and burial expenses

   Travel expenses include those costs directly incurred transporting the Participant from the home country to the training country and back, as well as costs related to travel within the country.

   Funding formatted example: 1200.00

   Please note that zeros and dollar signs are not allowed; and decimal places are not required. Negative funding amounts are not permitted, and the minimum funding amount for each item is 0.00.

<table>
<thead>
<tr>
<th>Expense Type</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Host Country Government Instruction</td>
<td>1200</td>
</tr>
<tr>
<td>Host Country Government Train</td>
<td>777</td>
</tr>
<tr>
<td>Host Country Government Travel</td>
<td>1200</td>
</tr>
<tr>
<td>Private Instruction</td>
<td>0</td>
</tr>
<tr>
<td>Private Travel</td>
<td>0</td>
</tr>
<tr>
<td>Other Instruction</td>
<td>0</td>
</tr>
<tr>
<td>Other Train</td>
<td>0</td>
</tr>
<tr>
<td>Other Travel</td>
<td>0</td>
</tr>
</tbody>
</table>

[Program Name] [Add Date/As needed] - [International Field Workshop] | Start Date: [22/04/2004] | End Date: [22/04/2004]

Enter non-USAID funding sources as follows:

Host Country Government Instruction, Trainee, Travel - Enter the amounts funded by the participant's government.

Private Instruction, Trainee, Travel - Enter the amounts funded by private sources.

Other Instruction, Trainee, Travel - Enter the amounts funded by any other sources.

Click Next to continue to the next screen. Click Cancel to abort data entry for this program and close the wizard. Click Previous to return to the prior screen.
Participant Biographical Data

The Participant screen allows you to enter biographical information about the participant scheduled to attend your program.

<table>
<thead>
<tr>
<th>Participant Bio Data Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Enter the participant’s title such as Mr., Ms., or Dr.</td>
</tr>
<tr>
<td>2. Enter the Participant’s first and last names exactly as they appear in the participant’s passport.</td>
</tr>
<tr>
<td>3. Enter the Participant’s middle name if it appears in the participant’s passport, otherwise optional.</td>
</tr>
<tr>
<td>4. Select Male or Female gender.</td>
</tr>
<tr>
<td>5. Enter the Participant’s birth date (ex. MM/DD/YYYY).</td>
</tr>
<tr>
<td>6. Enter the city and select the country where the participant was born.</td>
</tr>
<tr>
<td>7. Select the country of legal permanent residence.</td>
</tr>
<tr>
<td>8. Select the country which issued the Participant’s passport.</td>
</tr>
<tr>
<td>9. Select an option from the list that most closely matches the Participant’s position in his or her home country.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Status</th>
<th>Candidate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title</td>
<td>Dr.</td>
</tr>
<tr>
<td>First Name</td>
<td>Abdul</td>
</tr>
<tr>
<td>Last Name</td>
<td>Kazimaki</td>
</tr>
<tr>
<td>Middle Name</td>
<td>Juan</td>
</tr>
<tr>
<td>Gender</td>
<td>Male</td>
</tr>
<tr>
<td>Birthdate</td>
<td>01/01/1955</td>
</tr>
<tr>
<td>City of Birth</td>
<td>Amsterdam</td>
</tr>
<tr>
<td>Country of Birth</td>
<td>Iceland</td>
</tr>
<tr>
<td>Country of Residence</td>
<td>Albania</td>
</tr>
<tr>
<td>Country of Citizenship</td>
<td>Albania</td>
</tr>
</tbody>
</table>

Enter biographical data about the participant for this program as follows:

Name, Gender, Birth Date, City, and Country - These are required for SEVIS. Enter the name, gender and birth information into TraiNet/Web exactly as they appear on the participant’s passport.

Country of Residence - Required by SEVIS. This is the participant’s country of legal permanent residence. In most cases, it will be the same as the country of citizenship.
Be careful to differentiate between the permanent and temporary residence. A Moroccan studying for two years in Egypt may be a temporary resident of Egypt, but he is still a legal permanent resident of Morocco.

Country of Citizenship - Required for SEVIS. The citizenship country is the country that issued the participant's passport. Choose the appropriate country from the available list.

Position - Required for SEVIS. Select the closest match to the participant's current position from the list.

### U.S. Contact Address

<table>
<thead>
<tr>
<th>Participant Address Data Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Enter the address where the participant can be contacted while in the U.S.</td>
</tr>
<tr>
<td>2. You must enter a street address. Post office boxes or other address types are not allowed.</td>
</tr>
<tr>
<td>3. Enter city name.</td>
</tr>
<tr>
<td>4. Select State from the dropdown list.</td>
</tr>
<tr>
<td>Note: If the address is Washington D.C., enter &quot;Washington&quot; as the City and select &quot;District of Columbia&quot; from the State dropdown list.</td>
</tr>
<tr>
<td>5. Enter a postal code (zip code in the U.S.)</td>
</tr>
<tr>
<td>6. Optionally, enter the telephone number where the participant can be contacted while in the U.S.</td>
</tr>
</tbody>
</table>

#### Address Line 1
123 Clarendon Blvd

#### Address Line 2

#### City
Clarendon

#### State
Virginia

#### Country
United States

#### Postal Code
22201

#### Phone
703-703-7033

Participant Address - Required for SEVIS. Enter the address where the participant can be contacted while in the U.S. You must enter a street address. Post office boxes or other address types are not allowed. Enter at least one line, city, state, country and zip code.
Visa Information

Participant Visa Instructions

1. Select the J visa category for the Participant.
   - For programs under 22 days in length, choose Short Term Scholar. Otherwise, unless the Participant is a Student pursuing a degree, select one of the Trainee categories.
   - Select Trainee - Specialty Participant has completed a four-year degree or a recognized professional certificate in the field. Otherwise choose Trainee - Non-Specialty.
2. Enter the Participant’s complete passport number.

Visa Category - Required for SEVIS. Enter the visa category for the participant. USAID participants can fall into one of a number of different categories. Use the following guidelines to choose the proper category in the Wizard:

- Student - used when participant is entering the U.S. for a period to last as long as they pursue a full course of study (as defined by the college or university) towards:
  - Associate degree (2 year degree)
  - Bachelor’s degree
  - Master’s degree
  - Post-doctorial degree
  - Non-degree program
- Trainee - used when participant is entering the U.S. for a period of at least 22 days up to 18 months to enhance knowledge, skills, and attitude (KSAs) in their “specialty” or “non-specialty” occupation through participation in structured training activities. [Note - if the training lasts for a period of less than 21 days, categorize the participant as a Short-term Scholar, not a Trainee]
- Short-term Scholar - used when participant is entering the U.S. for a period of 21 days or less to lecture, observe, consult, participate in seminars, workshops, conferences study tours, professional meetings, or similar types of educational and professional activities. [Note - if the training lasts for a period of 22 days up to 18 months and is not academic in nature, categorize the participant as a Trainee, not a Short-term Scholar.
- Specialist - used when the participant is deemed to be an expert in their profession and is entering the U.S. for a period of up to one year to observe, consult, or demonstrate special skills.
- Researcher - used when participant has already a degree of higher education and is entering the U.S. for a period of up to 3 years to conduct research, teach, and lecture with their American colleagues, to participate actively in cross-cultural activities with Americans, and ultimately to share with their fellow citizens their experiences and increased knowledge about the U.S. and their substantive fields.
- Government Visitor - used when participant is recognized as influential or distinguished and is entering the U.S. for a period of up to 18 months to participate in observational study tours, discussions, consultations, professional meetings, conferences, or workshops.

**Passport Number** - Required for SEVIS. Enter the passport number exactly as it appears on the participant's passport.

Click Finish to complete entry of the participant and save all data entered. Click Cancel to abort data entry for this program and close the wizard. Click Previous to return to the prior screen.

**Scenario 2: Entering a Multiple Participant Program**

Once logged in, you can enter your multiple participant program by clicking the **Create a Multiple Participant Program** link in the System Tasks menu on the left of the Manage Programs screen.
Create the Program and Participants

Program Information

TrainNet Web

Program Instructions

1. Enter a name for the Training Program.
   A good name would include the name of the Participant and a brief title of the training. For example:
   "Abdou Johnson - Masters in Public Health"
   "Batshere Masier - International Trade Seminar"

2. Enter the dates the training will begin and end.
   Note: for foreign nationals the training start date would be the day the participant departed their home country, and the
   end date would be the date of arrival back in the home country. The Training Program dates must take travel into
   account for visa requirements.

3. Choose a Training Type from the dropdown.
   Click the Help button beside the dropdown for an explanation of the different Training Types.

The information entered into this wizard will not be saved until the final page. Clicking the cancel button will remove all data
previously entered during the course of the wizard.

Program Name: International Government Conference 2004
Program Status: Planned
Start Date: 1/10/2004
End Date: 12/10/2004
Training Type: Field

The system will provide a wizard interface, asking you to supply information in a stepped fashion. Note: information will not be saved until you complete
the wizard's final page.

Enter the data in the wizard as described below:

Program Name - Enter a name for the training program. This name is what you will use in
the future to look up the program. A good program name would include the name of
the participant and a brief title of the training. For example: "Abdou Johnson - Masters
in Public Health"

Program Start Date - This is required for SEVIS. Enter the date that the training will
begin. This is the day that the participant will depart from his or her home country.

Program End Date - This is required for SEVIS. Enter the date that the training will
end. This is the day that the participant is expected to return to his or her home
country.

Program Training Type - Select the description that most closely fits the type of
training that will happen with this program. The choices are:

Degree Programs:
Two-year degree
Associate or other degree received after successfully completing a two-year academic course of study.
<table>
<thead>
<tr>
<th>Degree Type</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Four-year Degree</td>
<td>Bachelor or other degree received after successfully completing a four-year</td>
</tr>
<tr>
<td></td>
<td>academic course of study.</td>
</tr>
<tr>
<td>Masters Degree</td>
<td>Masters degree in any field.</td>
</tr>
<tr>
<td>Doctoral Degree</td>
<td>Doctor of Philosophy (Ph.D.) or equivalent degree.</td>
</tr>
<tr>
<td>Professional Degree</td>
<td>A non-academic program that results in a professional or other certificate.</td>
</tr>
</tbody>
</table>

**Non-Degree Programs:**

<table>
<thead>
<tr>
<th>Program Type</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>English Language Training</td>
<td>English language courses outside of or in addition to some other course of</td>
</tr>
<tr>
<td></td>
<td>study: for example, in preparation for academic study.</td>
</tr>
<tr>
<td>Other Academic</td>
<td>Training that includes academic coursework not leading to a degree.</td>
</tr>
<tr>
<td>Short Course</td>
<td>A shortened survey or overview course of a given discipline or skill area.</td>
</tr>
<tr>
<td>Tailored Program</td>
<td>A set of courses or a program of study designed specifically for the unique</td>
</tr>
<tr>
<td></td>
<td>needs of the participant(s).</td>
</tr>
<tr>
<td>Internship</td>
<td>A short-term, unpaid position in a business or other establishment for the</td>
</tr>
<tr>
<td></td>
<td>purpose of learning a job or skill.</td>
</tr>
<tr>
<td>On-the-Job Training</td>
<td>Training program organized to allow participants to learn new knowledge,</td>
</tr>
<tr>
<td></td>
<td>skills, or attitudes in the course of performing their jobs.</td>
</tr>
</tbody>
</table>

**Meetings/Tours:**

<table>
<thead>
<tr>
<th>Event Type</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Conference</td>
<td>A gathering of participants from government, academia, or the private</td>
</tr>
<tr>
<td></td>
<td>sector for the purpose of exchanging ideas about a particular topic, issue,</td>
</tr>
<tr>
<td></td>
<td>or problem.</td>
</tr>
<tr>
<td>Observational Study Tour</td>
<td>A trip that allows observation of real-world approaches to policy</td>
</tr>
<tr>
<td></td>
<td>implementation, business processes, or other topics through observation</td>
</tr>
<tr>
<td></td>
<td>and interaction with businesses, government, or other organizations.</td>
</tr>
<tr>
<td>Seminar</td>
<td>Classes or courses on specific topic taught by experts in the subject matter.</td>
</tr>
<tr>
<td>Workshop</td>
<td>An informal meeting or series of sessions organized to allow participants to</td>
</tr>
<tr>
<td></td>
<td>learn about a particular subject in an informal setting.</td>
</tr>
</tbody>
</table>

Click Next to continue to the next screen. Click Cancel to abort data entry for this program and close the wizard.
Training Location
The wizard will now ask about the training provider and where the training will take place.

Training Provider - Required for SEVIS. Select the training provider from the dropdown list. If the required training provider is not in the list, please contact the TraNet/VCS Helpdesk at +1.703.527.4340 or jvisa@devis.com.

Training Provider Address - Required for SEVIS. Enter the address of the location of training. You must enter a street address. Post office boxes or other address types are not allowed. Enter at least one line, city, state, country and zip code.

Click the Next button to continue to the next screen. Click the Cancel button to abort data entry for this program and close the wizard. Click the Previous button to return to the prior screen.
Subject/Field Code

The wizard will now ask about the Program Field Category and Subject Field that are related to the program.

Subject Field Category - This is required for SEVIS. Subject/Field codes are arranged in categories. You must first select an appropriate Subject Field Category from the drop-down list and then click on the Search button. The search will provide you with a more detailed Subject list.

Subject - You must select a specific Subject from the list after selecting and searching the appropriate Subject Field Category. This is similar to the Field of Study in TraiNet2. The list used by TraiNet/Web has been revised and adopted by the Department of Education and the State Department. Unlike in TraiNet2, this list of Subject/Field codes cannot be extended. You must choose from the available options.

USAID Funding

The wizard will now ask about the program's funding from USAID. Note: do not use commas and dollar signs when entering amounts, decimals are optional.
USAID Funding

USAID Funding Instructions:

1. Enter the amount of money budgeted for this Participant that comes from USAID funding sources. Enter the amounts in U.S. Dollars. The total budget from USAID funding sources must be greater than 0.00.

   Budget amounts must be identified using the following expense types:

   - Instruction expenses include those costs directly incurred to convey knowledge or impart training, such as:
     - Books, equipment, supplies, course handouts;
     - Seminar/Conference/Workshop registration fees;
     - Other academic tuition and fees.

   Training expenses include those costs directly incurred to meet the personal needs and program requirements of the individual Participant, such as:

     - Per diem, medical examinations, visa fees;
     - Health and accident insurance premiums;
     - Federal, state and local income taxes.

   Travel expenses include those costs directly incurred transporting the Participant from the home country to the training country and back, as well as costs related to travel within the training country.

   Funding format example: $100,000. Please note that commas and dollar signs are not allowed, and decimal places are not required. Negative funding amounts are not permitted and the maximum funding amount for each line item is 400,000.


<table>
<thead>
<tr>
<th>Expense Type</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>USAID Instruction</td>
<td>$20000</td>
</tr>
<tr>
<td>USAID Trainee</td>
<td>$5000</td>
</tr>
<tr>
<td>USAID Travel</td>
<td>$4500</td>
</tr>
</tbody>
</table>

Enter USAID Funding Amounts as follows:

USAID Instruction - This is required for SEVIS. Enter USAID funded money for costs of instruction.

USAID Trainee - This is required for SEVIS. Enter USAID funded money for costs to meet personal needs and requirements for trainee.

USAID Travel - This is required for SEVIS. Enter USAID funded money for costs of travel related items.

Click Next to continue to the next screen. Click Cancel to abort data entry for this program and close the wizard. Click Previous to return to the prior screen.
The wizard will now ask if the training is funded by sources other than USAID.

Is this program funded by Non-USAID sources - Select Yes if there are other funding sources (the wizard will next ask about these funding sources). Select No if USAID is the only funding source for the training (the wizard will next ask about biographical information).

Click Next to continue to the next screen. Click Cancel to abort data entry for this program and close the wizard. Click Previous to return to the prior screen.
Non-USAID Funding Details

You will see this screen only if you answered Yes to non-USAID funding for this program on the previous screen. The wizard will now ask you for the non-USAID funding source details. Note: do not use commas and dollar signs when entering amounts, decimals are optional.

Enter non-USAID funding sources as follows:

Host Country Government Instruction, Trainee, Travel - Enter the amounts funded by the participant's government.

Private Instruction, Trainee, Travel - Enter the amounts funded by private sources.

Other Instruction, Trainee, Travel - Enter the amounts funded by any other sources.

Click Next to continue to the next screen. Click Cancel to abort data entry for this program and close the wizard. Click Previous to return to the prior screen.
Program Confirmation

TrainNet/Web will now ask for confirmation about the data you have entered for your program. Here you can review the data that the wizard has collected and can make modifications if you need to change any data that has been entered.

Confirmation Instructions
- After reviewing the information on this page, you will need to make a decision as to what to do next. Your options include:
  - Preview will take you back to the last page of data entry.
  - Cancel will cancel the entire wizard operation. No data will be saved and you will be returned to the Manage Programs Page.
  - Continue will save all of the information you have entered up to this point in the wizard. The wizard will continue to the participants section and you will be able to enter all of the participants for this program.
  - Finish will save all of the information you have entered up to this point in the wizard. After the page has completed you will be returned to the Manage Programs page. You can add participants to this program at a later date by clicking the Manage Program Participants link and using the Add Participant link.

Based on these descriptions of your options, please click the appropriate button at the bottom of the page.

Program Information Edit

Program Name
- International Government Conference 2004

Program Status
- Planned

Start Date
- 11/10/2004

End Date
- 12/10/2004

Training Type
- Conference

Training Location Edit

Training Provider Name
- Chemonics International

Address Unit 1
- 9 Address Lane

City
- Town City

State
- Alabama

Country
- United States

Postal Code
- 00000

Program Subject Edit

Subject Field Code
- Category Name
- Security and Protective Services

Subject Field Code Name
- Criminal Justice/Police Science

Funding Edit

GSAID Total
- 29500.0

Shared Country Total
- 3000.0

Private Total
- 3300.0

Other Total
- 000.0

To change any program data, click on the Edit link in the section title above the data you need to change. This will open a screen that will allow you to re-enter the desired data.

Clicking the Previous button will allow you to step back to the prior screen in the wizard. Clicking the Cancel button will abort this attempt to enter the program without saving any data. Clicking the Finish button will accept the data about this program and close the wizard (participant data can be entered later). Clicking Continue will save the program data and start the Participant wizard that will allow you to assign participants for this program.
Adding Participants to the Program

The Participant screen will allow you to enter and manage participants that are scheduled to attend the selected program.

Manage Participants Wizard Instructions

1. To add a participant to this program, click on the Add Participant link.
2. If you would like to correct or remove a trainsee from this program before finishing the wizard click the Edit or Remove links next to the participant's name.
3. After you have completed entering the participants for this program, click the Finish button to return to the Manage Programs page.

To add a participant, click the Add Participant link to open the Add Participant screen.

Participant Biographical Data

The Add Participant wizard allows you to enter information about the participant scheduled to attend your program.
Name, Gender, Birth Date, City, and Country - *These are required for SEVIS.* Enter the name, gender and birth information into TraiNet/Web **exactly** as they appear on the participant’s passport.

Country of Residence - **Required by SEVIS.** This is the participant’s country of legal permanent residence. In most cases, it will be the same as the country of citizenship. Be careful to differentiate between the permanent and temporary residence. A Moroccan studying for two years in Egypt may be a temporary resident of Egypt, but he is still a legal permanent resident of Morocco.
Country of Citizenship - Required for SEVIS. The citizenship country is the country that issued the participant's passport. Choose the appropriate country from the available list.

Position - Required for SEVIS. Select the closest match to the participant's current position from the list.

U.S. Contact Address

Participant Address Data Instructions

1. Enter the address where the Participant can be contacted while in the U.S.
2. You must enter a street address. Post office boxes or other address types are not allowed.
3. Enter a city name.
4. Select State from the dropdown list.
   Note: If the address is Washington D.C., enter "Washington" as the City and select "District of Columbia" from the State dropdown list.
5. Enter a postal code (zip code in the U.S.)
6. Optionally, enter the telephone number where the Participant can be contacted while in the U.S.

Address Line 1
123 Clarendon Blvd

Address Line 2

City
Clarendon

State
Virginia

Country
United States

Postal Code
22201

Phone
703-703-7033

Participant Address - Required for SEVIS. Enter the address where the participant can be contacted while in the U.S. You must enter a street address. Post office boxes or other address types are not allowed. Enter at least one line, city, state, country and zip code.
Participant Visa Instructions

1. Select the visa category for the Participant.
   For programs under 22 days in length, choose Short-Term Scholar. Otherwise, unless the Participant is a Student pursuing a degree, select one of the Trainee categories.
   Select Trainee - Specially Participant has completed a four-year degree or a recognized professional certificate in the field. Otherwise choose Trainee - Non-Specialty.
2. Enter the Participant's complete passport number.

Visa Category

Government Visitor

Passport Number: 9999999999

Visa Category - Required for SEVIS. Enter the visa category for the participant. USAID participants can fall into one of a number of different categories. Use the following guidelines to choose the proper category in the Wizard:

- Student - used when participant is entering the U.S. for a period to last as long as they pursue a full course of study (as defined by the college or university) towards:
  - Associate degree (2 year degree)
  - Bachelor's degree
  - Master's degree
  - Post-doctorial degree
  - Non-degree program

- Trainee - used when participant is entering the U.S. for a period of at least 22 days up to 18 months to enhance knowledge, skills, and attitude (KSAs) in their "specialty" or "non-specialty" occupation through participation in structured training activities. [Note - if the training lasts for a period of less than 21 days, categorize the participant as a Short-term Scholar, not a Trainee]

- Short-term Scholar - used when participant is entering the U.S. for a period of 21 days or less to lecture, observe, consult, participate in seminars, workshops conferences study tours, professional meetings, or similar types of educational and professional activities. [Note - if the training lasts for a period of 22 days up to 18 months and is not academic in nature, categorize the participant as a Trainee, not a Short-term Scholar.

- Specialist - used when the participant is deemed to be an expert in their profession and is entering the U.S. for a period of up to one year to observe, consult, or demonstrate special skills.

- Researcher - used when participant has already a degree of higher education and is entering the U.S. for a period of up to 3 years to conduct research, teach, and lecture with their American colleagues, to participate actively in cross-cultural activities with Americans, and ultimately to share with their fellow citizens their experiences and increased knowledge about the U.S. and their substantive fields.
- Government Visitor - used when participant is recognized as influential or distinguished and is entering the U.S. for a period of up to 18 months to participate in observational study tours, discussions, consultations, professional meetings, conferences, or workshops.

Passport Number - Required for SEVIS. Enter the passport number exactly as it appears on the participant's passport.

Enter the passport number exactly as it appears on the participant's passport.

Click Finish to complete entry of the participant and save all data entered.
Click Cancel to abort data entry for this program and close the wizard.
Click Previous to return to the prior screen.

Entering more Program Participants
After entering a participant in the Add Participant wizard, you will return to the Manage Participant screen. This screen provides a listing of all participants that have been entered the selected program.

To add another participant to your program, click on the Add Participant link to open the Add Participant wizard. If you need to modify any data entered about any of you participants, click on the Edit link next to the name of the participant that you want to modify. If you want to remove a Participant from the program, click on the Remove link next to the participant's name.

When you are finished adding participants to your program, click on the Finish button to return to the Manage Programs screen.
Scenario 3: Maintaining Program Data

Editing Program Data

You can edit any of the information for the Participant and Program at any time after it has been accepted by the wizard. There are four icon links that allow you to edit different sections of program data:

- [ ] Edit Program information - including start/end dates and training provider and location.
- [ ] Edit Subject/Field Code Information - Category and Subject Field.
- [ ] Edit Funding Information - including USAID and non-USAID source funding.
- [ ] Edit Participant Information - including name, birth and address information.

Submitting Application to VCS

To submit a request for a visa, click the Submit Request icon on the Manage Program screen: [ ]. This will open the Submit Visa Eligibility Request screen. Click the Submit Request button to submit the application to VCS, otherwise, click Cancel to return to the Manage Program screen without submitting the request.
Submit Visa Eligibility Request

Submit Visa Eligibility Request Instructions:

To submit a request for a visa please click the Submit Request button below. The submit button will validate that the Program meets all VCS validation rules.

After the request for a visa has been processed, you may receive a list of validation errors. In order to successfully submit your visa eligibility request, you must first return to the Program screen and fix the errors before resubmitting.

If no errors are returned, you will receive a message stating that your submission has been successfully sent to the VCS system. Click OK to continue.

The Submit Request button will validate that the Program meets all VCS validation rules; you may receive a list of validation errors. If you do receive validation errors, you must return to the Manage Program screen and fix the errors before resubmitting.

If no errors are returned, you will receive a message stating that your submission has been successfully sent to the VCS system. Click OK to continue.

Extend the program

You can extend a program any time before it ends. To postpone a program, click on the Edit Program icon and change the end date to reflect the new date the program will end.

Postpone the Program

You can postpone a program at any time before it has begun. To extend the program, click on the Edit Program icon to open the Edit Program screen.
Next, click on the Postpone Program link from the Edit Program screen.
The Postpone Program screen will allow you to recalculate and set the new program dates.

Enter the number of days that you want to postpone the program by and click the Recalculate Dates button. This will update the Start and End Dates for the program. If you entered the wrong number of days to postpone, you can re-enter the number of days to postpone again and click Recalculate Dates again, the new dates will be displayed below.

If the new dates are correct, click the Postpone Program button to change the program dates. If you really don’t want to change the program dates, then click the Cancel button to return to the Edit Program screen without changing dates.

Activate the Program

Your participant’s program must be activated once their program starts (SEVIS rules require that programs be activated within 3 work days of the program start.) To be able to activate the program, the program start date must be less than or equal to today's date and the program status must already be set to Planned.
**Edit Program Instructions**

1. Enter a new name for this Training Program. A good name would include the name of the participant and a brief title of the training. For example:  
   - "Abdul Jinni - Masters in Public Health"  
   - "Bahari Aman - International Trade Seminar"  
2. Change the Training Type from the dropdown.  
   - Click the Help button beside the dropdown for an explanation of the different Training Types.

### Program Information

<table>
<thead>
<tr>
<th>Program Name</th>
<th>Abdul Juan Kazinski - International Yoga Workshop</th>
</tr>
</thead>
<tbody>
<tr>
<td>Description</td>
<td></td>
</tr>
<tr>
<td>Program Status</td>
<td>Planned</td>
</tr>
<tr>
<td>Start Date</td>
<td>12/04/2004 (MM/DD/YYYY)</td>
</tr>
<tr>
<td>End Date</td>
<td>01/04/2005 (MM/DD/YYYY)</td>
</tr>
</tbody>
</table>

From the Edit Program screen, click the Activate Program link to open the Activate Program Screen.
The **Activate Program** screen will allow you to activate your program.

**Click the Activate Program button** to activate the program - this will change the Participant Status to *In Training*. Click the Cancel button to return to the Edit Program screen without activating the program.

**Cancel the Program**

Any program that has not yet been Activated (Status = Active) may be canceled. Normally, this would mean the program start date has not yet been reached.

**To cancel a program, click on the Edit Program icon** to open the Edit Program screen.
From the Edit Program screen, click the Cancel Program link to open the Cancel Program Screen.
Cancel Program

Cancel Program Instructions

1. In order to cancel a program the program status must already be set to Planned.
2. If this program meets the above condition, clicking the Cancel Program button below will:
   - Change the program status to Cancelled.

Program Name
Abdul Juen Kazinski - International Yoga Workshop

Program Status
Planned

Start Date
12/04/2004

End Date
01/04/2005

The Cancel Program screen will allow you to cancel your program.

Click the Cancel Program button to cancel the program - this will change both the Program Status and Participant Status to Cancelled. Click the Cancel button to return to the Edit Program screen without activating the program.

Complete the Program

When your participant has successfully completed their program, you must mark the program as complete in TraiNet. To be able to mark the program as complete, the program end date must be less than or equal to today's date and the program status must already be set to Active.

To complete the program, click on the Edit Program icon to open the Edit Program screen.
From the Edit Program screen, click the Complete Program link to open the Complete Program Screen.
The Complete Program screen will allow you to complete your program.

The following conditions need to be true in order to complete a program:
- The program and date must have passed.
- The program status must already be set to Active.
- If this program meets the above conditions, clicking the Complete Program button below will:
  - Change the program status to Complete.
  - Change the participant status to Achieved.

**Legend**
- Abdul Juan Kazinski - International Yoga Workshop
- **Active**
- **Start Date**: 11/04/2004
- **End Date**: 11/08/2005

**System Tasks**
- Complete Program
- Cancel

**Complete Program Instructions**

**Terminate the Program**

When your participant does not complete their program, you must terminate the program in TraiNet. To be able to mark the program as *Terminated*, the participant must have already been activated (the status should be *Active*).

To terminate the program, click on the Edit Program icon to open the Edit Program screen.
Edit Program Instructions

1. Enter a new name for the training program.
   A good name would include the name of the participant and a brief title of the training. For example:
   "Abdul Juan Kazinski - International Yoga Workshop"

2. Change the Training Type from the dropdown.
   Click the Help button beside the dropdown for an explanation of the different Training Types.

Program Name

Abdul Juan Kazinski - International Yoga Workshop

Description

Program Status

Active

Start Date

11/04/2004

End Date

11/08/2005

From the Edit Program screen, click the Terminate Program link to open the Terminate Program Screen.
## Terminate Program

### Terminate Program Instructions

1. In order to terminate a program the program status must already be set to Active.
2. If this program meets the above condition, clicking the Terminate Program button below will:
   - Change the program status to Terminated.

### Legend

- **Check Mark**: Required field in Training
- **Check Box**: Required field in VOS

<table>
<thead>
<tr>
<th>Program Name</th>
<th>Abdul Juan Kazinski - International Yoga Workshop</th>
</tr>
</thead>
<tbody>
<tr>
<td>Program Status</td>
<td>Active</td>
</tr>
<tr>
<td>Start Date</td>
<td>11/04/2004</td>
</tr>
<tr>
<td>End Date</td>
<td>11/08/2005</td>
</tr>
<tr>
<td>Termination Reason Type</td>
<td>Conviction of a Crime</td>
</tr>
<tr>
<td>Termination Effective Date</td>
<td>11/08/2004</td>
</tr>
</tbody>
</table>

### The Terminate Program screen will allow you to complete your program.

Enter the following information about the terminated program:

- **Termination Reason Type** - *Required for SEVIS*. Select the most appropriate reason from the list that explains why the program was terminated.
- **Termination Effective Date** - *Required for SEVIS*. Enter the official date the program was terminated.

Click the Terminate Program button to complete the program - this will change the Participant Status and Program Status to **Terminated**. Click the Cancel button to return to the Edit Program screen without terminating the program.