

The University of Texas at San Antonio

# UTSA International Services

Unit of Global Initiatives

The Exchange Visitor Program is administered by the U.S. Department of State. The institutions that wish to receive exchange visitors must apply for and receive sponsor designation from the U.S. Department of State.

It is the policy of International Student and Scholar Services that negative incidents involving exchange visitors or their dependents will be reported to the U.S. Department of State within one business day of learning of the event in compliance with 22 CFR 62.13 (d). The Office of International Services must comply with federal regulations designed to ensure the safety and well-being of all exchange visitors in the United States and the reputation of the Exchange Visitor Program governed by the U.S. Department of State. Federal regulations require that the Office of International Programs inform the U.S. Department of State within one day of learning of any event that may endanger the health, safety, or well-being of an exchange visitor or otherwise could be expected to bring the U.S. Department of State, the Exchange Visitor Program, or UTSA's exchange visitor program into notoriety or disrepute.

## J-1 Incident Reporting Rubric

Additional incidents can be copied onto webpage from above link

Examples of reportable incidents or allegations of misconduct include, but are not limited to:

- Medical emergencies (accident, illness, injury)
- Exchange Visitor missing (sudden departure, long absence, has not returned to UTSA as planned)
- Litigation
- Incident involving the criminal justice system (arrest, charges, law enforcement, etc.)
- Theft of intellectual property or violation of export controls
- Sexually-related incidents or abuse
- Negative press involving a sponsor's exchange visitor program
- Foreign government involvement
- Exchange Visitor death
- Other situations impacting Exchange Visitor safety (natural disasters, civil unrest, outbreaks of violence)

**Use the following form to report an incident to the UTSA International Services. Please email the completed incident report to both Tanya Orndorff and International Scholar Services.**

**Incident Report Form**