

## **CSIET**

### **F-1 PROGRAMS**

#### **Data needed for F-1 agreed upon procedure engagement:**

##### **General Data:**

- 1) Program's listing in an excel spreadsheet of international student participants who attended secondary school in the United States during the academic period under review.
- 2) Copy of Program listing from CSIET website that confirms Program is designated as a bona-fide secondary school exchange program organized under the laws of one of the 50 states.
- 3) Verification that 1099 forms are being filed for paid host families. For families in sample that have hosted in previous three years, copies of 1099 forms.
- 4) Records showing information sent to student's regarding insurance and copies of student insurance policies.
- 5) Copy of most recent audited or reviewed financial statement.
- 6) Program materials, marketing materials and website (if applicable).
- 7) Evaluation records completed by students and host families. Documentation of evaluation process.
- 8) Electronic database records & documentation of backup procedures (if applicable).
- 9) Program operating & training procedures

##### **Student Files (for each student in selected sample):**

- 1) Educational institution enrollment verification.
- 2) Contact record showing monthly contact between local representatives and each student in the sample and in person contact with each student within the first month of the exchange.
- 3) Student application and orientation materials.
- 4) Student's personal references and personal interview forms.
- 5) English proficiency test results.
- 6) Student signed copy of program procedures & regulations.
- 7) Student's flight itinerary and travel arrangements.
- 8) Copy of Student's ID card, orientation attendance sheet.
- 9) Student placement form & current "in status" I-20 forms for each student.
- 10) Written English language summary of each student's complete academic course work prior to start of school.
- 11) Copies of student's insurance policies.

##### **Host Family Files (for each host family of a student in the selected sample):**

- 1) Host Family application.
- 2) Contact record showing monthly contact between local representatives and each host family and in person contact with each host family at least once each semester.
- 3) Host family interview forms.
- 4) Host family orientation & training documentation. (Separate from interview)
- 5) Documentation of criminal & sexual offender background check for each person living in host family home 18 years or older.

##### **Local Coordinator data (staff associated with participants in sample):**

- 1) Training documentation & certificates of completion.
- 2) Documentation of criminal & sexual offender background check for each local coordinator in sample.