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.