
From: Stephanie Fields
Sent: Friday, March 18, 2022 1:17 PM
To: Joe Esparza
Cc: Corey Rose; Kim Bergmann
Subject: FW: ASSE Exchange Student Austin Capital Tour
Attachments: ASSE_WORLD HERITAGE.pdf; ASSE PROGRAM DESCRIPTION.pdf; US DEPARTMENT OF STATE LETTER.pdf

Deputy,

Are you able to handle request below? The Secretary will be working from Fort Worth the day of the students visit to the Capitol.

Per Lian, there will be about 30 students in the group. See info attached.

Thanks,
Stephanie

From: Lian Lynn [REDACTED]
Sent: Wednesday, March 2, 2022 11:06 AM
To: Corey Rose <CRose@sos.texas.gov>; Stephanie Fields <SFields@sos.texas.gov>
Subject: Re: ASSE Exchange Student Austin Capital Tour

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Good Morning,

I have attached a couple documents about our exchange program. I am getting a list of students and their countries that will be attending, Were you able to find out if April 4th 2022 will be okay for us to come?

Thank you,
Lian Lynn
ASSE Area Representative

On Tue, Feb 22, 2022 at 12:12 PM Lian Lynn <[REDACTED]> wrote:

Hi I just wanted to follow up on this, do you think this would be possible? Please let me know

Thank you
Lian Lynn
ASSE Area Representative
830.480.2737

On Fri, Feb 11, 2022 at 13:49 Lian Lynn <[REDACTED]> wrote:

----- Forwarded message -----

From: **Lian Lynn** [REDACTED]
Date: Mon, Feb 7, 2022 at 9:03 AM
Subject: ASSE Exchange Student Austin Capital Tour
To: <crose@sos.texas.gov>

Hello,

My name is Lian Lynn and I'm an area representative for ASSE International Exchange Program. In the past we have organized bringing in some of our current exchange students for a tour of the capital and to meet with the Secretary of State and receive a certificate stating they were honorary Texans. It is part of the students' program to go to the capital of the state they are in while on program here. I'm looking to see if Monday April 4th would possibly work for y'all? Or if the Capital is even back open for touring? Please let me know your thoughts, thank you and I look forward to hearing from you.

Regards,
Lian Lynn



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Cambridge Network

CHRISTOPHER B. PAGE,
Executive Director

February 1, 2022

ASSE World Heritage International
228 North Coast Highway
Laguna Beach, CA 92651

Dear Gwen McNallan,

The Council on Standards for International Educational Travel (CSIET) has found ASSE and World Heritage International to have fulfilled all the requirements for CSIET Certification and grants your organization a **Full J-1 Inbound Certification** for the *2022-2023 Advisory List of International Educational Travel and Exchange Programs*.

Recall that for the *2022-2023 Advisory List of International and Educational Travel & Exchange Programs*, there are three separate certification categories. The certification categories are as follows:

- Inbound J-1 Programs
- Inbound F-1 Programs
- Outbound Programs

*CSIET certification entitles an organization to publicize the fact that its program is conducted in accordance with the published standards. Further, certified organizations are entitled to use the CSIET certification mark during the period it is listed in the publication in accordance with CSIET policy (see attached “CSIET Trademark Policy” document).

*CSIET certification entitles your organization to have your program description(s), contact information, and website URL on your program profile on the CSIET website, and in the [CSIET Advisory List Online](#). **CSIET Staff will update all online program profiles by May 2, 2022.**

2021-22 Review Process

Programs were evaluated based on the following J-1 Requirements for CSIET Certification:

1. Programs must be paid CSIET Members;
2. Programs must complete the appropriate Application for Certification and pay the associated application fees;
3. Programs must be bona fide Department of State designees, but cannot be a school/school district so designated by the Department of State;
4. Programs must inform CSIET if they: a. cease operation; b. merge with or become acquired by another organization; c. have/received sanctions by the U.S. Department of State (including but not limited to letter of reprimand, probation, suspension, and/or forms reduction);
5. Programs that have received a greater sanction (suspension of program, loss of designation, a reduction of more than 15% of forms) by the Department of State in the year since the previous Certification will be subject to further review by the CSIET Accreditation Committee;

6. Programs that have outstanding/pending/unresolved complaints with CSIET will be subject to further review by the CSIET Accreditation Committee;
7. Programs must reaffirm their commitment to CSIET Standards every year and comply with CSIET Standards and Department of State regulations;
8. Programs that did not meet one or more of the requirements in the previous cycle must submit a management response addressing each deficiency and any corrective action taken to remedy that issue in order to receive a Full Certification in the *2022-2023 Advisory List*;
9. Programs that received a Conditional Certification in the previous cycle must meet all requirements in the current cycle to receive a Full Certification. If a program with a previous cycle Conditional Certification does not meet the requirements in the current cycle, it will be excluded from the *Advisory List*. Any program that has not submitted a management response that meets the review of the Accreditation Committee will be subject to further review and may be excluded from the *Advisory List*.

*Newly applied J-1 organizations will be issued a Provisional Certification if they meet all the above criteria. Provisionally certified organizations must earn the Provisional Certification for a period of two evaluation cycles in order to be eligible for a Full Certification. Provisionally certified organizations can reduce this period to one evaluation cycle by attending required training sessions at the CSIET Annual Conference. Contact the CSIET offices for more information.

Congratulations on your new certification! Thank you for your support of CSIET and its mission. Your cooperation in this voluntary process, your demonstrated compliance with the Standards, and your professionalism and goodwill throughout the process are very much appreciated.

Sincerely,

A handwritten signature in black ink, appearing to read "Chris B. Page", written in a cursive style.

Christopher B. Page
Executive Director



CERTIFICATE of ACCEPTANCE

This is to certify that the Council on Standards for International Educational Travel has completed its review of applications for certification in the *2022-2023 Advisory List for International Educational Travel & Exchange Programs*.

**ASSE and World Heritage International
is hereby granted a Full J-1 Inbound Certification in the
2022-2023 edition of the *Advisory List*.**

**Christopher Page
Executive Director**

ASSE PROGRAM DESCRIPTION

ASSE is an Exchange Program that was originally established as American Scandinavian Student Exchange to provide opportunities for student exchange between Sweden and the USA. It cooperates closely with the provincial Ministries of Education in Canada. In the USA, ASSE is designated by the United States Department of State as an “Exchange Visitor Program” and adheres strictly to its regulations. Since its inception 34 years ago, ASSE has also been granted full listing by the U.S.A. Council on Standards for International Educational Travel (CSIET).

Today ASSE programs include exchanges amongst:

Sweden	Germany	Kuwait	Senegal	Lithuania	Turkmenistan	Japan
Norway	Switzerland	Lebanon	Pakistan	Latvia	Tajikistan	China
Denmark	Italy	Morocco	Gaza	Georgia	Kyrgyzstan	Korea
Finland	Hungary	Israel	Egypt	Montenegro	Kazakhstan	Mongolia
Great Britain	Czech Republic	Tunisia	Ghana	Armenia	South Africa	Hong Kong
Holland	Slovakia	Bahrain	India	Ukraine	Canada	Taiwan
Belgium	Greece	Bangladesh	Kenya	Moldova	USA	Thailand
Spain	Turkey	Mali	Nigeria	Serbia	Mexico	Australia
Portugal	West Bank	Indonesia	Philippines	Romania	Argentina	New Zealand
France	Jordan	Suriname	Estonia	Azerbaijan	Brazil	

Incoming ASSE exchange students are girls and boys, 15, 16, 17 or 18 years of age who are carefully screened and selected by the ASSE Representatives abroad. School administrators, teachers, and ASSE Representatives evaluate the students. Only those who can demonstrate excellent character, deportment, and proficiency in the English language are chosen. All ASSE exchange students have at least three or more years of English study (or the equivalent) in their home countries.

The students have excellent medical and liability insurance. They receive pocket money from their natural parents, and the host family is expected to include the exchange student as a member of the family.

Beginning in the Autumn, the official student application packets for each exchange student who is accepted into the program are sent to the appropriate ASSE office. These application packages include a two-page typewritten autobiographical essay prepared by the student, the official application form, academic records, a collage of photographs of the student, and a Health Certificate. Electronic and paper copies of the student applications are available to ASSE Area Representatives and potential host families who have completed the application and approval process.

ASSE believes it is important that the host families be qualified as soon as possible during the year so that correspondence between the host family and student can begin early and continue until the student's arrival.

Each host family applicant is personally interviewed by the ASSE Area Representative. Potential host families are required to complete a detailed application, covering many facets of their background and lifestyle. The application includes an official agreement form confirming that they have read and agree to support the ASSE Student Rules. ASSE and the United States Department of State also require that the host family applicant undergoes a criminal background check in addition to furnishing three letters of reference, one from a community organization (church, temple, service club or other such organization) and the other two from friends or neighbors who know the family - attesting to the stability and good reputation of the family.

The ASSE Area Representative takes photos of the host family home and completes the ASSE Home Visit Screening Form with an indication of his/her impressions of the household and the neighbourhood.

Host families are required by the ASSE program to participate in the selection of the student who will be with them for the academic year or semester. Once the family has qualified and made the important student selection, the ASSE Area Representative will contact the School Administrator or School Board to ensure acceptance of the student at the local high school. The placement is not confirmed until the school has approved the student and signed the School Acceptance Letter. Then the procedure is set in motion to obtain the student's visa.

ASSE Area Representatives hold a mandatory Host Family Orientation Meeting prior to the students' arrival. Host families meet the students at the nearest major airport on arrival.

Within 2 weeks after the student's arrival, the ASSE Area Representative will conduct a comprehensive Student Orientation Meeting using as a guide our established Agenda and other orientation material. At this critical meeting, students and families are prepared for the rules of behavior and official guidelines within which the program functions. Each student speaks privately to the ASSE Area Representative in order to establish a close relationship, which is so important to the success of the placement.

Every student and host family is furnished with the name, address and telephone number of the ASSE Area Representative, as well as the information about their appropriate ASSE Coordinating Office and Regional and/or National Office, and in the USA with the United States Department of State "Regulations Governing Exchange Visitor Programs." All ASSE offices have a 24-hour answering service in case an emergency arises outside normal business hours.

Each month, the ASSE Area Representative contacts each student and host family to establish that everything is satisfactory. Communication is maintained throughout the year. Three times during the school year students and families get together with the ASSE Area Representative for cross-cultural activities and/or holiday gatherings.

In addition to the incoming academic year and semester programs described above, ASSE also sponsors an outbound year and semester program as well as summer programs designed for high school age students who may wish to spend four or six weeks abroad during the months of July and August, either living with a host family in a Language and Cultural Immersion Program or participating in a Summer Homestay Language Camp. All students who apply for participation as an ASSE Exchange Student abroad for any of these programs are interviewed individually and with their parents by the ASSE Area Representative. ASSE requires letters of reference, from teachers, from a member of the school's administrative staff and from a church or civic organization, supporting the student's qualification to participate. The ASSE Exchange Student Applicant must also furnish a two-page, typewritten, autobiographical essay, signed transcripts of the last two years in school, a certificate of health, one passport-sized photograph, and a photo collage.

ASSE believes that through cultural exchange programs and homestay programs, a greater international understanding is achieved among people and countries.



United States Department of State

*Bureau of Educational and Cultural Affairs
Washington, D.C. 20547*

www.state.gov

October 16, 2020

Mr. William Gustafson
President and CEO
ASSE International, Inc.
228 North Coast Highway
Laguna Beach, Ca 92651

Dear Mr. Gustafson:

The U.S. Department of State is pleased to inform you that **ASSE International, Inc.** is re-designated as a sponsor of an exchange visitor program in accordance with the administrative regulations issued under the Mutual Educational and Cultural Exchange Act of 1961 (Public Law 87-256, also known as the Fulbright-Hays Act). The program is identified as Exchange Visitor Program No. **P-3-04714**. This number is to be used in all communications to identify the program to the Department of State and the Department of Homeland Security. The following information is provided to assist you in the administration of your program:

Approved Category on Form DS-2019: Student, Secondary
Annual Report Due Date: Academic Year—July 31 annually
Placement Report Due Date: August 31 and January 15
Change of Placement Report Due Date: July 31

The sponsor of an exchange visitor program is contributing to educational and cultural exchange as authorized by the Fulbright-Hays Act, the objective of which is to increase mutual understanding between the people of the United States and the people of other countries and to assist in the development of friendly, sympathetic, and peaceful relations between the United States and other nations. This objective is best met by ensuring that participants in the exchange visitor program return abroad to exercise the skills and knowledge acquired in the United States thereby strengthening the ties and communications that unite us with the other nations of the world.

In addition, reciprocity is an integral component of the exchange visitor program and sponsors are required to make every effort to achieve the fullest possible reciprocity [22 CFR 62.8(c)]. Given this objective, many participants in any exchange visitor program may be subject to the provisions of Section 212(e) of the Immigration and Nationality Act, as amended. For further details, see Section 22 CFR 41.63.

You are listed in the Department's records as the Responsible Officer (RO). **Ms. Bodil Dencker, Mr. Peter Hayes, Cynthia Keeney, Ms. Diane Mathuny, Ms. Gwen McNallan, Ms. Marie-Noelle Monaghan, and Ms. Celia Parker** is listed as the Alternate Responsible Officers (AROs) for this program. The RO and AROs are the only officials authorized to sign the issued Form DS-2019. These individuals are also the only officials with whom this office conducts business regarding this program. All communications originating from this program

must be submitted and signed by the RO or the AROs.

22 CFR Part 62.11 of the Department's administrative regulations outlines the duties of the Responsible Officer. These regulations also apply to the Alternate Responsible Officers, who assist the RO in the administration of the Program. The RO is ultimately responsible for ensuring that the Program is administered according to the Department's regulations and the Student and Exchange Visitor Information System (SEVIS). Some of the duties are:

- a) training and supervision of the Alternate Responsible Officer(s);
- b) ensuring that Forms DS-2019 are issued responsibly;
- c) ensuring that Forms DS-2019 are signed in blue ink;
- d) ensuring that the SEVIS Sponsor Profile is updated to reflect any changes in address, telephone number, fax number, and email addresses of RO and ARO(s);
- e) validating the arrival and participation of each exchange visitor in your program;
- f) requiring that all exchange visitors have health/accident insurance for themselves and any dependents;
- g) ensuring that an exchange visitor's stay in the U.S. does not exceed the set time limit for his/her category; and
- h) meeting all requirements set forth in the Exchange Visitor Program regulations, such as submitting an annual report.

Please read and acquaint yourself with the regulations governing the Exchange Visitor Program and your facilitation of exchange activities. The Exchange Visitor Program Code of Federal Regulations, SEVIS User Manuals (two volumes), and Department Guidance Directives are available from our website at <http://i1visa.state.gov>. It is important that you take the time to read these documents. If you have any questions, please contact the Office of Private Sector Exchange Designation at DesignationSSSP@state.gov.

Your designation has been extended for a period of **two years** from the most recent date of re-designation noted in SEVIS. You are responsible for applying for re-designation no more than six months and no fewer than three months before the designation expiration date [22 CFR §62.7(a)]. Designation as a sponsor does not imply approval, sponsorship or promotion of your organization by the U.S. Government and should not be so implied in advertisements, business cards, websites, etc.

Thank you for your interest in and support of international educational and cultural exchange.

Sincerely,



G.K. Saba
Director, Policy & Program Support
for Private Sector Exchange