

U.S. DEPARTMENT OF AGRICULTURE AGRICULTURAL RESEARCH SERVICE NON-CITIZEN DATA SHEET		<input type="checkbox"/> NEW <input type="checkbox"/> CHANGE		
		SEX <input type="checkbox"/> MALE <input type="checkbox"/> FEMALE	RACE	
SECTION I (REQUIRED BY FAS/FS) NAME OF NON-CITIZEN: (<i>Family Name, First, Middle</i>)		USDA FACILITY (<i>Name, Address, City, State, Zip code</i>)		
BIRTH DATE (mm/dd/yyyy)	PLACE OF BIRTH (<i>CITY & COUNTRY</i>)	CITIZEN OF	PERMANENT RESIDENT OF (COUNTRY)	
OCCUPATION (HOME COUNTRY)		VISIT FUNDED BY	AMOUNT (U.S. DOLLARS) \$	
SUBJECT OF STUDY		EXPECTED USDA ARRIVAL DATE: (mm/dd/yyyy)		
		EXPECTED DEPARTURE DATE: (mm/dd/yyyy)		
IMMEDIATE FAMILY MEMBERS ACCOMPANYING THE VISITOR? No <input type="checkbox"/> Yes <input type="checkbox"/> If yes, complete Below				
First and Last Name		BIRTH DATE (mm/dd/yyyy)	Place of Birth	Relationship
SECTION II				
ACTUAL USDA ARRIVAL DATE (mm/dd/yyyy)		ACTUAL DEPARTURE DATE (mm/dd/yyyy)		
SUMMARIZE THE WORK YOU WILL BE PERFORMING				
VISITOR'S INSTITUTION OR COMPANY NAME		TELEPHONE#		
ADDRESS		FAX#		
		E-MAIL		
U.S. SOCIAL SECURITY#				
VISA TYPE		VISA#	EXPIRATION DATE	
DS-2019/I-20 ISSUED BY		DS-2019/I-20#	EXPIRATION DATE	
GREEN CARD#		EXPIRATION DATE		
EMPLOYMENT AUTHORIZATION#		EXPIRATION DATE		
I-94#		EXPIRATION DATE		
PASSPORT#	COUNTRY OF ISSUE		EXPIRATION DATE	
DATE OF ENTRY INTO U.S.		PORT OF ENTRY		

SECTION III

HOME COUNTRY ADDRESS		TELEPHONE#
		E-MAIL
RESIDENCE ADDRESSES IN OTHER COUNTRIES DURING THE PAST 5 YEARS:		
U.S. RESIDENCE ADDRESS		HOME TELEPHONE#
		BUSINESS TELEPHONE#
		E-MAIL
USDA HOST'S NAME	TELEPHONE#	E-MAIL

SECTION IV (Changes to visa information)

U.S. RESIDENCE ADDRESS CHANGED	NAME CHANGED TO
	HOME TELEPHONE
	E-MAIL
VISA TYPE CHANGED TO	NEW VISA#
EFFECTIVE DATE (mm/dd/yyyy)	EXPIRATION DATE (mm/dd/yyyy)
ORGANIZATION TRANSFERRED TO	EFFECTIVE DATE (mm/dd/yyyy)
EXTENSION OF VISA (reason)	CURRENT EXPIRATION DATE (mm/dd/yyyy)
	EXTEND DATE (mm/dd/yyyy)
OTHER CHANGE	
COMMENTS:	

INSTRUCTIONS FOR FILLING OUT FORM ARS-230

This form provides information for the ARS non-citizen tracking system, for the USDA Foreign Agricultural Service (FAS) to prepare a DS-2019 form for the non-citizens' use in obtaining a J-1 visa at an American Consulate, and for FAS notification to the Immigration and Naturalization Service of changes in a non-visitor's status. All non-citizens working in a USDA facility for are required to complete the form. Most of the form's headings are self-explanatory; however, below are explanations for some which may be unclear.

Section I - information required by FAS and the tracking system

- Name: non-citizen's first, middle, and family names (no initials).
- Legal permanent resident of: the name of the country which has granted the non-citizen legal permanent residence (in the U.S., a green card).
- USDA facility: the name of the research unit or office in which the non-resident is/will be working.
- Expected USDA arrival/departure dates: the date the non-citizen expects to begin work in the USDA facility and the date he/she expects to complete the project and leave the facility. Appropriate date format is (mm/dd/yyyy)

Sections II and III - information for the tracking system and/or agency files

- Actual USDA arrival date: the date the non-citizen began work in the USDA facility.
- Actual departure date: to be completed when the non-citizen ends his/her association with the facility.
- Work to be performed: a description of the non-citizen's activities at the facility.
- Visitor's institution or company name: the name of the non-citizen's employer at home or the institution/company sponsoring or employing him/her in the U.S.
- Visa type: If the non-citizen is in the country but has no visa, explain in the comments section.
- Visa #: the 8-digit number in red on the lower right of the visa.
- DS-2019/I-20 issued by: the name of the institution, organization or company that issued the form.
- I-94 #: the 11-digit number on the I-94 card. If D/S (duration of status), enter D/S. (The duration of status is the longer of the periods during which the non-citizen's DS-2019, I-20, Employment Authorization Card (EAD), **or** I-94 is valid.)
- USDA host/supervisor's name: the USDA employee with whom or in whose space the non-citizen will work.

Section IV - information regarding changes in visa. Changes in name and home or facility address of non-citizens sponsored by FAS must be reported to ARS Homeland Security within 5 days.

- Changes to any section of the ARS-230 form require submission of an amended ARS-230.