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### C. DEFINITIONS

Alternate Responsible Officers (ARO) University employees who are recognized and authorized by the U.S. Department of State and U.S. Citizenship and Immigration Services to represent the University in relation to Federal immigration regulations, and to execute Federal forms related to the status and activities of such individuals.

Authorizing University Representative University employees who have completed training for certificate of eligibility for J-1 (F1 students) and/or DS-2019 (J-1 Exchange Visitors) processing and approval. Designated School Officials (DSO) and Alternate Responsible Officers (ARO) are also





[Visiting Scholar/Volunteer Policy](#)  
[H-1B Visa Application](#)

**POLICY HISTORY**

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**Policy Final Cite (PFC) & Responsible Officer**

**Date:**

/s/ Robbin Fulmore  
Responsible Officer

May 8, 2017  
Date

**Policy Review Cite (PRC) Approval Date:**

/s/ Donna W. Meeks  
Chair, Policy Review Committee (PRC)

March 14, 2017  
Date

**Executive Policy Review Cite (EPRC) Approval Date:**

/s/ Augustine O. Agho  
Responsible Oversight Executive

May 16, 2017  
Date

**University Council Approval Date:**

/s/ R. Earl Nance  
University Counsel

May 16, 2017  
Date

**Presidential Approval Date:**

/s/ John R. Broderick  
President

May 17, 2017  
Date

**Policy Revisions:** November 15, 2004; May 17, 2017

**Scheduled Review Date:** May 17, 2022