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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**

**Approved:**

/s/ Robbin Fulmore  
Responsible Officer

May 8, 2017  
Date

**Policy Review Cite (PRC) Approved:**

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

March 14, 2017  
Date

**Executive Policy Review Cite (EPRC) Approved:**

/s/ Augustine O. Agho  
Responsible Oversight Executive

May 16, 2017  
Date

**University Counsel Approved:**

/s/ R. Earl Nance  
University Counsel

May 16, 2017  
Date

**President Approved**

/s/ John R. Broderick  
President

May 17, 2017  
Date

**Policy Revisits** November 15, 2004; May 17, 2017

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