

Attn: All Program Officials (ROs and AROs):

The Office of Exchange Coordination and Designation, Department of State and the Student and Exchange Visitor Program Office (SEVP), Department of Homeland Security, invite you to participate in the SEVIS Release 5.1/5.2 J Training, which will be held via a conference call on **Thursday, December 8, 2005**. Two sessions will be conducted from 9:00 AM – 11:00 AM and 1:30 PM – 3:30 PM, EST. The toll-free number for the call is **(888) 788-0126** and the passcode is: **17126**. *Please note to mute your phone by pressing *6.*

We have posted to SEVP's website (<http://www.ice.gov/graphics/sevis/>) the Release 5.1/5.2 Training Slides in PDF format. These slides, as well as other documentation relating to Release 5.1 and 5.2, are also posted on the Department of State's Exchange Visitor Program website, under the topic entitled, "Latest News:" <http://exchanges.state.gov/education/jexchanges/>.

Please feel free to download the training slides prior to the conference call. We also ask that you submit any questions *no later than 12 p.m. on December 7* to Toolbox.SEVIS@dhs.gov with the subject header: **J User Training 5.1/5.2 question(s)**. You will not have the ability to ask questions during the teleconference; however, we will address all questions received prior to the call. Additionally, all questions (including those subsequent to the call) will be addressed on the SEVIS webpage.

We ask that you limit the use of only **one** phone line per program to attend the call, as space is limited and on a first-come, first-served basis. If you are unable to attend either session listed above, please be assured that the SEVIS Help Desk has been trained on the enhancements related to this release.

We have enclosed a copy of the **J User Training 5.1** slides, as well as a final copy of the Release 5.1 Notice that highlights the approved functionality of this release.

Should you have any questions or require any further assistance with downloading the training slides, please do not hesitate to contact the SEVP Main Line at (202) 305-2346. Additionally, should you have any questions on the administration of the Department of State's Exchange Visitor Program (22 CFR Part 62), you may contact the staff of the Office of the Exchange Coordination and Designation at the following:

Academic and Government Programs Division, Margaret H. Short, Chief
Telephone: 202/203-5029
Fax: 202/453-8640

Private Sector Programs Division: Sally J. Lawrence, Chief
Telephone: 202/203-5096
Fax: 202/203-5087

We look forward to hearing from you!!!

Thank You,

Office of Exchange Coordination and Designation
Department of State

and

Student and Exchange Visitor Program (SEVP)
Department of Homeland Security