



U.S. Department of Justice
Immigration and Naturalization Service

Washington, DC 20536

425 I Street NW

Process for Using the SEVIS Batch-File Transfer

1. Contact the SEVIS Help Desk at 1-800-892-4829 to obtain a test school or program user-id to begin Batch Beta Testing. Detailed procedures for conducting SEVIS Batch Beta Testing are documented in the *Interface Control Document for the Student and Exchange Visitor Information System Batch Interface* that is posted on the INS Web site at <http://www.ins.gov/graphics/services/tempbenefits/sevp.htm>.
2. Create and upload test batch files and validate the functionality of your vendor or organization software designed to perform SEVIS Batch processing.
3. Contact the SEVIS Help Desk to report that your testing has been completed and you are ready to begin SEVIS Batch processing in a production mode.
4. Using the SEVIS Real Time Interactive System, register for SEVIS Production Batch Processing.
5. Print the *Customer Agreement for Using the SEVIS Batch-File Transfer Process* [CA] posted on the aforementioned Web site and have it signed by the appropriate representative for your organization.
6. Fax the completed CA to (202) 414-8299.
7. The SEVIS Help Desk will provide confirmation of the receipt of the CA to the E-mail address specified in the CA.
8. An INS representative will verify the CA and approve it. If the INS representative has any questions regarding the CA, they will contact the requestor immediately.
9. Upon approving the CA, the INS representative will direct the SEVIS Help Desk to send an E-mail message to the requestor that: 1) states the requestor has been approved; 2) provides the necessary Web address information for the requestor to begin production batch-file processing; and, 3) directs the requestor to mail the original signed copy of the CA within 7 business days to the enclosed address.