

To: CBP SEVIS Users

Date: Aug. 19, 2016

Re: SEVIS Application Access for CBP Users

Number: 1608-08

General Information

As international students begin to arrive in the United States to start the fall semester, please ensure your Student and Exchange Visitor Information System (SEVIS) account is in active status.

SEVIS accounts remain active for 45 days. If you have not logged into SEVIS for more than 45 days, your SEVIS account becomes inactive. To regain access, complete Section A of the G-872S and sign the U.S. Department of Homeland Security (DHS) Immigration and Customs Enforcement Rules of Behavior form (signature page only). Have your federal supervisor complete and sign Section C and email both documents to SEVP.Access@ice.dhs.gov.

Before requesting access, make sure that you can answer 'yes' to the following questions:

1. Do you continue to need SEVIS access to perform your official duties?
2. Will your federal supervisor confirm that you need access?

For detailed instructions on how to request access, follow the [Other Agency End Users at SEVIS Access Instructions](#).

1. Use code 2703 DHS Inspector OR code 2702 DHS Officer to indicate your role.
2. Submissions that do not include a signed Rules of Behavior form will be returned.

Information on how to create a user profile is also available at ICE.gov. As of December 2015, all government users must create a SEVIS user profile when logging into SEVIS for the first time. After completing your profile, you will receive an email asking you to validate your government email address within seven days. Once you respond and confirm your government email address, SEVIS will contact your federal supervisor by email to confirm your information. Your federal supervisor has 30 days to complete this validation. If verification is not completed within this time frame your SEVIS access will be affected.

As a general reminder, the SEVIS Account Management Team advises government users to log into SEVIS at least once a month to keep your SEVIS account active.

Comments

To comment on this Broadcast Message, please email SEVP@ice.dhs.gov with “Broadcast Message 1608-08 Comment” entered in the subject line.

Disclaimer

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