

Broadcast Message: Reminder: Register All Students in SEVIS

To: All K-12 SEVIS Users

Date: Oct. 11, 2019

Re: Reminder: Register All Students in SEVIS

Number: 1910-02

General Information

The K-12 designated school official is typically the first line of defense in ensuring the health, safety and welfare of their international students while they are in the United States. While these minor students are studying in the United States, they are under the supervision of DSOs and host families. Each Student and Exchange Visitor Program (SEVP)-certified school can take steps to ensure the health, safety and welfare of their K-12 international students.

K-12 DSOs can help their students by following their regulatory requirement to register students in the Student and Exchange Visitor Information System (SEVIS) at least twice during an academic year. Additionally, SEVP recommends that K-12 DSOs verify a student's U.S. physical address and have contact information for the student's host family, if applicable.

Regular student registration in SEVIS is necessary to track the regulatory compliance of international students and SEVP-certified schools. Failure to register students at the beginning of each school session jeopardizes F and M students' nonimmigrant status.

Schools that repeatedly fail to register their students should anticipate receiving a Remedial Action Plan from SEVP and then, if the plan is not responded to appropriately, more severe action.

Registration Tips

The registration deadline is **30 days** after the initial session start date listed in SEVIS for Initial students and the next session start date listed for Active students. This is the regulatory deadline to register all fully enrolled:

- Initial students with port of entry (POE) records.
- Transfer-in students.
- Change of education level students.
- Active students enrolled in a full course of study.
- Initial and Active students authorized for a reduced course load.

It is also the regulatory deadline to:

- Terminate unenrolled Initial status records with POE records.

- Cancel or defer all Initial status records without POE records.
- Terminate records for active students who failed to enroll.

SEVIS will not allow a DSO to register a student's record if it is missing certain information, such as proof of their I-901 SEVIS fee payment and a U.S. physical address. SEVP recommends that DSOs verify a student's U.S. physical address and have contact information for the student's host family, if applicable.

To learn more about the registration process, watch the [Demonstration on How to Register Initial and Active Students](#) on the [SEVIS Help Hub](#). Bookmark the [F-1 and M-1 Registration User Guide](#) for detailed SEVIS registration instructions, links to relevant federal regulations and more.

If you have failed to register your students within 30 days of the start of the school session, please review the [Correction Request Overview](#) for the steps you must take to fix students' SEVIS records.

Comments

To comment on this Broadcast Message, please email SEVP@ice.dhs.gov with "Broadcast Message 1910-02 Comment" entered in the subject line.

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