

## **Broadcast Message: Merge SEVIS Official's Accounts**

**To:** DSOs and PDSOs at SEVP-certified schools; ROs and AROs at Department of State programs

**Date:** July 8, 2019

**Re:** Merge SEVIS Official's Accounts

**Number:** 1907-02

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### **General Information**

The Student and Exchange Visitor Program (SEVP) and the Department of State are working to create one person, one record in the Student and Exchange Visitor Information System (SEVIS), beginning with school and sponsor officials.

The first phase of the process will take place July 8 through Aug. 31, 2019. This phase focuses on merging SEVIS accounts for active school and sponsor officials who use more than one SEVIS username to carry out their duties in the SEVIS production environment.

While this is not mandatory, SEVP strongly encourages users take action, if applicable. This action will allow users to log in with just one username to all of their associated petitions and ease adjudications of any changes to their information. If you currently use only one SEVIS username, no action is required.

If you have more than one SEVIS username, select the username you prefer to use to access all of your schools and programs and follow the steps listed below.

**Note:** The title and email address associated with the username you select will be the one used throughout SEVIS, regardless of school or program and will appear on all forms in the system, including Forms I-20, "Certificate of Eligibility for Nonimmigrant Student Status," and Forms DS-2019, "Certificate of Eligibility for Exchange Visitor (J-1) Status." If you wish to list more than one title, the title field has a 60-character limit. Changes to email addresses and titles are done as an edit to the Form I-17, "Petition for Approval of School for Attendance by Nonimmigrant Student," or DS-3036, "Exchange Visitor Program Application."

### **Steps Required to Merge SEVIS Official's Accounts**

- 1. Make sure your name in SEVIS is the same across all accounts (middle names do not need to match or be included.)**

**Note:** You must complete this step before proceeding to step 2. If your names do not match, you can review the [SEVIS Job Aid: Update School Officials](#) for instructions on how to update your name on the appropriate Form I-17 or DS-3036. This change will require SEVP adjudication. Do not worry if the name change is not adjudicated before the end of August. Submit your request to merge your accounts after the name change is complete in SEVIS.

**2. Submit request to merge accounts.**

- a. Send an email to [SEVP@ice.dhs.gov](mailto:SEVP@ice.dhs.gov) with the subject line “Merge Accounts.”
- b. Use the table provided below to list your currently active SEVIS usernames and the respective organizations.
- c. Note whether each organization is a batch school or program.
- d. Note which username you wish all accounts to be merged under as this will be the login you use going forward after the merge is complete.

More detailed information regarding these steps can be found in the [Job Aid for Merge User Accounts](#).

Include the completed table below when submitting merge request via email.

Last Name	First Name	Active Usernames	School or Program Name	School or Program Number	User Role (PDSO, DSO, RO, or ARO)	Batch (Y/N)	Use Going Forward (choose one)

Example of completed form:

Last Name	First Name	Active Usernames	School or program Name(s)	School or program number	User Role (PDSO, DSO, RO, or ARO)	Batch	Use Going Forward (choose one)
Smith	Jon	Jsmith12345	SEVP University	WAS1234567890	DSO	Y	Y
			SEVP Research Institute	P-1-12345	ARO		
Smith	Jon	Jsmith54321	SEVP University of the South	ATL9875641230	DSO	N	N

Requests will be processed in the order in which it is received and may take up to 30 days to be processed. While your account merge is being processed you may encounter issues logging into SEVIS. If the issue continues for more than 12 hours, please contact the SEVP Response Center.

Additionally, if you have questions regarding any of the information provided in this notice, you can email [SEVP@ice.dhs.gov](mailto:SEVP@ice.dhs.gov), or contact the SEVP Response Center at 703-603-3400 or 800-892-4829, Monday through Friday, from 8 a.m. to 6 p.m. ET, except federal holidays.

### **Comments**

To comment on this Broadcast Message, please email [SEVP@ice.dhs.gov](mailto:SEVP@ice.dhs.gov) with “Broadcast Message 1907-02 Comment” entered in the subject line.

### **Disclaimer**

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