

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

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

**Date:** Nov. 18, 2019

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

**Number:** 1911-05

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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).

SEVP received positive feedback during the first phase of this project, which focused on merging the SEVIS accounts of active school and sponsor officials. The first phase of this merging process is on-going, and school and sponsor officials may still submit requests to merge their SEVIS accounts at any time.

SEVP strongly encourages SEVIS users to merge their accounts, if applicable. At this time, it is not mandatory for school and sponsor officials to merge their accounts; however, SEVP expects the merging of all SEVIS accounts will become mandatory in the coming year.

The benefits of merging multiple SEVIS accounts include:

- Allowing users to log in with just one username to all their associated schools or programs.
- Easing the adjudication process of any changes to their personal information (e.g. name changes).
- Helping ensure that school and sponsor officials receive credit for completing SEVP External Training Application (SETA) courses.

Should you have concerns about merging multiple SEVIS accounts, please email SEVP at [SEVP@ice.dhs.gov](mailto:SEVP@ice.dhs.gov) with the subject line "Merge Accounts." User feedback on the first phase of the SEVIS account merging process will help SEVP improve future SEVIS functionality.

If you have only one active SEVIS username, no action is required.

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

To merge your SEVIS accounts:

- 1. Select the username from the SEVIS account you prefer to use in accessing all your schools and programs.**

**Note:** The title and email address associated with this username 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.”

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

**Note:** You must complete this step before proceeding to step 3. If your names do not match, see 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 requires SEVP adjudication. Submit your request to merge your accounts after the name change is completed in SEVIS.

**3. 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 this table below when submitting your merge request.

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

- c. Include in your merge request:
  - Your last name and first name.
  - Your currently active SEVIS usernames, the respective organizations, and your user roles.
  - Whether each organization uses the batch process.
  - Which username you wish all accounts to be merged under, as this will be the login username you use after the merge is completed.

**Note:** See the [SEVIS Job Aid: Merging SEVIS Accounts](#) for more detailed information.

**Example of completed table:**

Last Name	First Name	Active Usernames	School or program Name(s)	School or program number	User Role (PDSO, DSO, RO, or ARO)	Batch	Username Going Forward (Y/N)
Smith	Jon	Jsmith12345	SEVP University	WAS1234567890	DSO	Y	Y
Smith	Jon	Jsmith12345	SEVP Research Institute	P-1-12345	ARO	Y	Y
Smith	Jon	Jsmith67890	SEVP University of the South	ATL9875641230	DSO	N	N

Requests will be processed in the order in which they are 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 may contact the SEVP Response Center via email [SEVP@ice.dhs.gov](mailto:SEVP@ice.dhs.gov) or telephone 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 1911-05 Comment” entered in the subject line.

### Disclaimer

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