Homeland Security

Process for Using the SEVIS Batch-File Transfer

1. Contact the SEVIS Help Desk at 1-800-892-4829, Option 2 to obtain a test school or program User ID to begin Batch testing in the Beta environment. Detailed procedures for conducting Batch testing in the Beta environment are documented in the *Interface Control Document for the Student and Exchange Visitor Information System Batch Interface* that is posted on the U.S. Immigration and Customs Enforcement (ICE) Web site at http://www.ice.gov/sevis/schools/batch.htm.

2. Create and upload test Batch files in the Beta environment and validate the functionality of your vendor or organization software designed to perform Batch processing.

3. Contact the SEVIS Help Desk to report that Batch testing has been completed in the Beta environment and you are ready to begin Batch processing in the Production environment.

4. Using SEVIS Real-Time Interactive (RTI) at https://egov.ice.gov/sevis/, register for Batch processing in the Production environment.

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. A Department of Homeland Security (DHS) representative will verify the CA and approve it. If the DHS representative has any questions regarding the CA, they will contact the requestor immediately.

9. Upon approving the CA, the DHS representative will direct the SEVIS Help Desk to send an e-mail message to the requestor that: 1) states the requestor has been approved and 2) provides the necessary Web address information for the requestor to begin Batch processing in the Production environment.