

Student and Exchange Visitor Information System (SEVIS) School User Manual

Version: 5

Date: October 2, 2023



Homeland
Security



REVISION HISTORY

As of March 2019, the instructions for the principal designated school official (PDSO) and designated school official (DSO) to use the School and Exchange Visitor Information System (SEVIS) were moved to the [SEVIS Help Hub](#). This SEVIS School User Manual now serves solely as a quick, hyperlinked table of contents for finding both SEVIS school and student information.

Version	Date	Name of Author(s)	Summary of Changes
1	03/01/2019	Blake Sidon	Initial version
2	03/05/2019	Ingrid Mercer	Added condensed Table of Content
3	09/03/2020	Ingrid Mercer	Revised to reflect new Help Hub articles and rearrangement from summer 2020 Drupal migration.
4	07/20/2023	Rita Feet	<ul style="list-style-type: none">Deleted “CIP Conversion 2020” topic.Completed periodic review.
5	10/02/2023	Help Team	Completed periodic review and reorganized to use as the SEVIS Help Hub User Guide.

SEVIS Help Hub Navigation

School official instructions for SEVIS functionality and information are located on the [SEVIS Help Hub](#). Click on the topic heading to follow the hyperlink to the Help Hub for detailed assistance.

SEVIS Basics

System Access and Security

- [Terms and Conditions of Accessing SEVIS](#)
 - Purpose of SEVIS
 - Privacy Act Considerations
 - Security Reminder
- [SEVIS Passwords](#)
- [Log in and Out of SEVIS](#)

System Data Entry Standards

- [Names Standards](#)
 - [Name Fields Job Aid](#)
- [Address Standards](#)
- [Email Standards](#)

Key SEVIS Pages

- [SEVIS Listing of Schools](#)
- [Student Information Page](#)
- [Nonimmigrant Search](#)
- [Alerts and Lists](#)
- [SEVIS Downloads](#)
- [Mass Actions](#)
 - [Mass Registration](#)
 - [COE \(Form I-20\) Mass Reprint](#)
- [Broadcast Messages](#)

Key SEVIS Elements

- [Elements of SEVIS Pages](#)
- [Error Messages](#)
- [SEVIS Help Icons Job Aid](#)

School Records

School Comparison Chart: Full course of Study and Employment

PDSO and DSO Role Comparison

Sample Forms I-17

View School Information

Form I-17 Listing of Available Degrees

School Certification

- [Form I-17 - Initial Certification](#)
 - Overview of Initial School Certification Process
 - Create Temporary User Account in SEVIS
 - Create Password
 - Prepare the Petition
 - Accreditations and Recognitions – Kindergarten through Grade 12 Schools
 - Accreditations and Recognitions – F-1 Post-secondary and M-1 Schools
 - School Calendar, Costs and Demographics
 - Campuses and Instructional Sites
 - School Officials
 - Final Steps to File for Initial Certification
 - SEVP Processing
- [Update School Information](#)
 - [Form I-17 Petition Update – Overview](#)
 - [Form I-17 Petition Update – Contact Information](#)
 - [Form I-17 Petition Update – Programs of Study](#)

- [Form I-17 Petition Update – Add-Remove Program Degrees](#)
- [Form I-17 Petition Update – School Calendar, Cost, and Demographics](#)
- [Form I-17 Petition Update – Instructional Sites](#)
- [Form I-17 Petition Update – Manage School Officials](#)
 - [SEVIS Job Aid: Update School Officials Process Flow Sketches](#)
 - [SEVIS Job Aid: Update School Officials](#)
- [Form I-17 Petition Update – Submit](#)
- [Form I-17 – Recertification](#)
 - [Recertification Process](#)
 - Next Steps
- [Form I-17 – Upload Evidence](#)
 - Upload Evidence: SEVP Initial Certification
 - Upload Evidence: Form I-17 Petition Updates
 - Upload Evidence: SEVP Recertification
 - Upload Evidence: Requests for Evidence
 - Upload Errors
- [Form I-17 – Pay Fees](#)

Form I-17 – View and Print

Filing an Appeal or Motion-Pay Fees

School History

- [View School History](#)
- [Event History Functionality](#)

PDSO/DSO Annual Verification

Student Records

F/M SEVIS Statutes Job Aid

Classification of Instructional Programs

Student Report for School Officials

F-1 Cap Gap Extension

Student Event History

Certificates of Eligibility (Form I-20)

- [Create Initial Certificate of Eligibility \(COE\) \(Form I-20\)](#)
- [Reinstatement Print COE \(Form I-20\)](#)
- [Change Education Level](#)
- [SEVIS Remarks about the Student](#)
- [Reprint Form I-20](#)
- [COE \(Form I-20\) Mass Reprint](#)

Update Student SEVIS Records

- [Personal Information](#)
- [Program Information](#)
- [Travel, Visa, and Passport Information](#)
- [Financial Information](#)
- [Report School Disciplinary Action as Result of Student Crime](#)

Manage Program Dates, Registration and Course Load

- [Manage Initial Program and Session Dates](#)
- [Registration](#)
- [Mass Registration](#)
- [Understanding SEVIS Program and Session Dates](#)
- [Cancel SEVIS Record in Initial Status](#)
- [Reduced Course Load \(RCL\)](#)
- [Extending the F-1 Student Form I-20](#)
- [Extending the M-1 Student Form I-20](#)
- [Shorten Program](#)

Completions and Terminations

- [Complete Program](#)
- [Terminate Student](#)
- [Termination Reasons](#)

F/M Student Employment

- [Student Employment Overview](#)
- [View Employment Information](#)
- [F-1 Off-Campus Employment and International Organization Internship](#)
- [F-1 Curricular Practical Training \(CPT\)](#)
- [F-1 Optional Practical Training \(OPT\)](#)
 - [Planning Tool for Post Completion OPT](#)
- [F-1 Cap Gap Extension](#)
- [F-1 STEM Optional Practical Training \(OPT\) Extension](#)
 - [Planning Tool for 24-Month Extension of STEM OPT](#)
- [F-1 Add, Edit, Delete Optional Practical Training \(OPT\) Employer](#)
- [M-1 Practical Training](#)
- [Unemployment Counter](#)
- [SEVIS and the SEVP Portal](#)
 - [SEVP Portal Email Notices to Students](#)

Transfers

- F-1 Students
 - [Manage Transfer of F-1 SEVIS Record](#)
 - [Initiate Transfer of F-1 SEVIS Record](#)
 - [Complete Transfer of F-1 SEVIS Record](#)
- M-1 Students
 - [Manage Transfer of M-1 SEVIS Record](#)
 - [Initiate Transfer of M-1 SEVIS Record](#)
 - [Complete Transfer of M-1 SEVIS Record](#)
- [Initiate Transfer for Students in Initial Status](#)

Dependents

- [Managing Dependents Overview](#)
- [View Dependent](#)
- [Add Dependent](#)

- [Update Dependent](#)
- [Terminate or Reactivate a Dependent Record](#)
- [Print Dependent's Form I-20](#)

Corrections and Correction Requests

- [Correction Requests Overview](#)
- [Corrections by PDSO or DSO](#)
 - [PDSO Record Correction](#)
 - [Terminate a Completed or Canceled Record](#)
- [Correction Requests \(CR\)](#)
 - [Correct Program Dates](#)
 - [Correct Student SEVIS Status](#)
 - [Correct Termination Reason](#)
 - [Correct SEVIS Status of USCIS Request](#)
 - [Upload Evidence for Correction Requests](#)