

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

Version: 1.0

Date: March 1, 2019



Homeland
Security



REVISION HISTORY

As of March 2018, the instructions for the principal designated school official (PDSO) and designated school official (DSO) to use the School and Exchange Visitor Information System (SEVIS) have 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

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
 - [Name Standards](#)
 - [Name Fields Job Aid](#)
 - [SEVIS Name Standards: Frequently Asked Questions \(FAQ\)](#)
- Addresses
 - [Address Standards](#)
 - [Address FAQ](#)
- [Email Standards](#)
- [Error Messages](#)

Key SEVIS Pages

- [Elements of SEVIS Pages](#)
- [SEVIS Listing of Schools](#)
- [Student Information Page](#)
- [Nonimmigrant Search](#)
- [Alerts and Lists](#)
- [SEVIS Downloads](#)
 - [Student Report for School Officials](#)

- [DSO Reports](#)
- [Mass Actions](#)
 - [Mass Registration](#)
 - [Mass Reprint](#)
- [Broadcast Messages](#)

School Records

School Certification

- [Form I-17 - Initial Certification](#)
- [Form I-17 – Petition Updates](#)
 - [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 – Select Degrees](#)
 - [Form I-17 Listing of Available Degrees](#)
 - [Form I-17 Petition Update – Accreditations and Recognitions](#)
 - [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](#)
 - [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](#)

School History

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

PDSO/DSO Annual Verification

DSO Reports

- SEVIS Batch (future article)

Student Records

F/M SEVIS Statuses

Create Initial Certificate of Eligibility (COE) (Form I-20)

- [System Data Entry Standards](#)
- General Information
- [Create Initial Form I-20](#)
 - [Class of Admission and Personal Information Page](#)
 - [Contact and Program Information Page](#)
 - [Dependents Page](#)
 - [Financial Information Page](#)
 - [Remarks about the Student](#)
 - [Save Draft I-20](#)
 - [Issue and Print the Certificate of Eligibility \(Form I-20\)](#)
 - [Reprint Form I-20](#)

Manage Program Dates, Registration and Course Load

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

- [Extending the M-1 Student Form I-20](#)
- [Shorten Program](#)
- [Terminate Student/Dependent](#)
- [Terminate a Completed or Canceled Record](#)

Update Student SEVIS Records

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

F/M Student Employment

- [Student Employment Overview](#)
- [F-1 Off-Campus Employment and International Organization Internship](#)
- Practical Training
 - [F-1 Curricular Practical Training \(CPT\)](#)
 - [F-1 Optional Practical Training \(OPT\)](#)
 - [F-1 Cap Gap Extension](#)
 - [F-1 STEM Optional Practical Training \(OPT\) Extension](#)
 - [F-1 Add, Edit, Delete Optional Practical Training \(OPT\) Employer](#)
 - [M-1 Practical Training](#)
 - [Practical Training Indicators and Dates](#)
- [View Employment Information](#)
- [Unemployment Counter](#)
- [SEVIS and the SEVP Portal](#)

Actions to Take at the End of an Authorized Period or Program of Study

- [Extend F-1 Student](#)
- [Extend M-1 Student](#)
- [Shorten Program](#)

- [F-1 Optional Practical Training \(OPT\)](#)
- [M-1 Practical Training](#)
- [F-1 Cap Gap Extension](#)
- [Complete Program](#)
- [Change Education Level](#)
- [Reinstatement Print COE \(Form I-20\)](#)
 - General Information
 - Recommend Reinstatement

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](#)

Corrections and Correction Requests

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

Student Event History