

# User Manual for DHS HQ Users, DHS Officers, DHS Inspectors, DHS SRC Users, and SEVP PICS Officers of the Student and Exchange Visitor Information System (SEVIS)

Version: 6.23

Date: December 4, 2015



Homeland  
Security



## Revision History

Version	Date	Name of Author	Summary of Changes
6.23	12/04/2015	Ingrid Mercer, Helene Robertson	Added <a href="#">Navigation Bar SEVIS ID Search</a> and updated <a href="#">Termination Reasons</a> Revised <a href="#">Event History</a> , revised <a href="#">Employment Information Page</a> , added <a href="#">Create</a> and <a href="#">Manage SEVIS User Profile</a> section, revised <a href="#">Exchange Visitor and Spouse/Dependent Search</a> , revised <a href="#">Exchange Visitor Event History</a> , revised Appendix G: Exchange Visitor Statuses
6.21	6/26/2015	Ingrid Mercer	Added sections on SEVIS <a href="#">naming standards</a> , <a href="#">U.S. address validation</a> , revised sections on <a href="#">student and dependent search</a> and <a href="#">exchange visitor and dependent Search</a> , and updated screen shorts to reflect changes to student information block.
6.20	4/8/2015	Robin Ciapponi Helene Robertson	<a href="#">Password</a> content updated. <a href="#">Employment Information</a> page content added. Added revised <a href="#">student statuses</a> chart and revised <a href="#">student/dependent termination reasons</a> .
6.19	12/3/2014	Ingrid Mercer	Updated for current style.
6.18	10/31/2014	Helene Robertson	Updated <a href="#">OPT Dates</a> section to reflect change to Actual OPT end date when record Completes.
6.17	7/23/2014	Robin Ciapponi	Changed Release number and Date on cover to reflect release date.
	5/29/2014	Helen Robertson	Added Section on <a href="#">OPT Status Indicator</a> <a href="#">OPT Dates</a> , updated <a href="#">Request/Authorization Details</a> screenshot; updated text on <a href="#">re-using passwords</a>
6.16	4/16/2014	Rita Feet	Changed text to report the “N” and any leading zeros are optional on a SEVIS ID <a href="#">student/dependent/EV search</a> .

## **TABLE OF CONTENTS**

<b>1 INTRODUCTION.....</b>	<b>1</b>
1.1 Resources .....	1
1.2 Purpose of SEVIS .....	1
1.3 Privacy Act Considerations.....	1
1.4 Security Reminder.....	2
1.5 Acronyms.....	2
1.6 Disclaimer .....	2
<b>2 DESCRIPTION OF SYSTEM FUNCTIONS .....</b>	<b>2</b>
2.1 Overview of Page Components.....	2
2.1.1 Main Page Components .....	3
2.1.2 Additional SEVIS Page Components .....	4
2.1.3 Navigation Bar .....	5
2.2 Online Help Functions .....	5
2.2.1 Online Help Table of Contents .....	6
2.2.2 Online Help Index.....	6
2.2.3 Search Online Help.....	6
2.2.4 Hide/Show the Left Pane .....	7
2.2.5 Hyperlinks.....	7
2.2.6 Close Online Help.....	7
2.2.7 Printing Online Help Topics .....	7
2.2.8 Tutorial.....	8
<b>3 ACCESSING SEVIS .....</b>	<b>8</b>
3.1 Create SEVIS Profile .....	8
3.1.1 Process Overview.....	9
3.1.2 Create Your Profile .....	9
3.1.3 Security Question.....	12
3.1.4 Profile Submission.....	12
3.1.5 Federal Supervisor Actions.....	12

3.2	Manage My SEVIS User Profile.....	14
3.3	Guidelines for Passwords.....	16
3.3.1	Password Standards .....	16
3.3.2	Password Change Reminder .....	16
3.3.3	Change Password.....	17
3.3.4	Request Password Reset .....	18
3.4	Logging Into SEVIS.....	19
3.4.1	Additional Information About the SEVIS Login Page.....	21
3.4.2	Logging Out of SEVIS.....	21
3.5	Message Board.....	22
3.5.1	View Message Board Postings.....	22
3.5.2	Print Message Board Postings .....	23
<b>4</b>	<b>NONIMMIGRANT NAMING STANDARDS.....</b>	<b>24</b>
<b>5</b>	<b>U.S. ADDRESS VALIDATION.....</b>	<b>25</b>
5.1	U.S. Address Field Names .....	25
5.2	Address Status.....	26
5.3	Address Type .....	27
<b>6</b>	<b>SEVIS MAIN PAGE AND SEARCH OVERVIEW .....</b>	<b>27</b>
<b>7</b>	<b>SCHOOL SEARCH.....</b>	<b>28</b>
7.1	Print Form I-17.....	32
<b>8</b>	<b>SEARCH FOR F/M NONIMMIGRANT RECORDS.....</b>	<b>33</b>
<b>9</b>	<b>NAVIGATION BAR SEVIS ID SEARCH.....</b>	<b>34</b>
<b>10</b>	<b>STUDENTS AND DEPENDENTS SEARCH.....</b>	<b>35</b>
10.1	Quick Search .....	36
10.2	Advanced Search.....	38
<b>11</b>	<b>VIEW STUDENT AND DEPENDENT RECORDS .....</b>	<b>50</b>
<b>12</b>	<b>VIEW STUDENT OR DEPENDENT EVENT HISTORY .....</b>	<b>52</b>
<b>13</b>	<b>VIEW STUDENT REQUEST/AUTHORIZATION DETAILS.....</b>	<b>55</b>
<b>14</b>	<b>STUDENT STATUSES .....</b>	<b>58</b>

---

<b>15</b>	<b>STUDENT/DEPENDENT TERMINATION REASONS.....</b>	<b>59</b>
15.1	Student Termination Reasons Available in SEVIS to DSOs .....	59
15.2	Dependent Termination Reasons Available in SEVIS to School Officials.....	63
15.3	System-Only Termination Reasons.....	64
<b>16</b>	<b>STUDENT EMPLOYMENT INFORMATION.....</b>	<b>64</b>
16.1	Employment Information Page .....	65
16.1.1	Employer Information.....	67
16.1.2	Navigation on Employment Information Page .....	67
16.2	F-1 Employment Types .....	68
16.3	The OPT Status Indicator .....	69
16.4	OPT Dates .....	70
<b>17</b>	<b>PROGRAM SEARCH .....</b>	<b>71</b>
<b>18</b>	<b>EXCHANGE VISITOR/ DEPENDENT SEARCH .....</b>	<b>74</b>
18.1	Quick Search .....	75
18.2	Advanced Search.....	76
18.3	Exchange Visitor Search Results Page.....	79
<b>19</b>	<b>VIEW EXCHANGE VISITOR OR DEPENDENT INFORMATION PAGES .....</b>	<b>80</b>
<b>20</b>	<b>VIEW EXCHANGE VISITOR OR DEPENDENT EVENT HISTORY .....</b>	<b>82</b>
<b>21</b>	<b>VIEW EVENT HISTORY .....</b>	<b>83</b>
<b>22</b>	<b>PORT OF ENTRY SEARCH .....</b>	<b>85</b>
<b>23</b>	<b>ALERTS.....</b>	<b>86</b>
<b>24</b>	<b>REPORTS.....</b>	<b>88</b>
24.1	Generate and Print a Report Using the Internet Explorer Browser .....	88
24.2	Copy and Paste a Report .....	90
<b>25</b>	<b>SEVP PICS OFFICER CREATION AND SEARCH .....</b>	<b>92</b>
25.1	PICS Users Link.....	92
25.2	Create PICS User.....	93
25.3	Search for PICS User in SEVIS .....	94
25.4	PICS User Command Links .....	96

---

25.4.1 Add Adhoc Role .....	96
25.4.2 Remove Adhoc Role .....	97
25.4.3 Change User Account Information .....	97
25.4.4 Disable Logon .....	98
25.4.5 Enable Logon .....	99
25.4.6 Reset Password .....	100
<b>26 SCHOOL/SPONSOR USERS LINK .....</b>	<b>101</b>
26.1 Search for School/Sponsor Users in SEVIS .....	101
26.2 School/Sponsor Users Command Links .....	102
26.2.1 Approve Account .....	102
26.2.2 Delete Account .....	103
26.2.3 Disable Logon .....	103
26.2.4 Enable Logon .....	104
26.2.5 View Roles .....	105
26.3 View a SEVIS User's Event History .....	105
<b>27 OPERATING INSTRUCTIONS .....</b>	<b>106</b>
27.1 Initiate Operation .....	106
27.2 Maintain Operation .....	106
27.3 Terminate and Restart Operations .....	106
<b>28 ERROR HANDLING .....</b>	<b>107</b>
<b>29 HELP FACILITIES .....</b>	<b>107</b>

**LIST OF APPENDICES**

Appendix A: Acronyms and Abbreviations..... 108  
Appendix B: Download the Latest Version of Adobe Flash Player ..... 109  
Appendix C: Download the Latest Version of Adobe Reader..... 110  
Appendix D: School Statuses..... 111  
Appendix E: Program Statuses ..... 112  
Appendix F: EV Category and Occupational Category..... 114  
Appendix G: Exchange Visitor/Dependent Statuses ..... 115

## **LIST OF EXHIBITS**

Exhibit 1: Main Page – Components .....	3
Exhibit 2: Navigation Bar for DHS Inspectors .....	5
Exhibit 3: Navigation Bar for DHS HQ Users and DHS SRC Users .....	5
Exhibit 4: Navigation Bar for DHS Officers .....	5
Exhibit 5: Navigation Bar for SEVP PICS Officers .....	5
Exhibit 6: Help Page .....	6
Exhibit 7: Create a New Government User Profile page .....	10
Exhibit 8: Password Change Reminder .....	16
Exhibit 9: Change Password Link on Navigation Bar .....	17
Exhibit 10: Change Password Prompt .....	17
Exhibit 11: SEVIS Log On page.....	19
Exhibit 12: SEVIS Login Page .....	20
Exhibit 13: Set Password Page .....	20
Exhibit 14: Navigation Bar – Logout Link .....	22
Exhibit 15: Message Board Page .....	22
Exhibit 16: System Message Page .....	23
Exhibit 17: Main Page .....	28
Exhibit 18: Port of Entry Search Page .....	28
Exhibit 19: DHS HQ Users, DHS SRC Users, and DHS Officers School Search Page .....	29
Exhibit 20: DHS Inspectors School Search Page .....	29
Exhibit 21: SEVP PICS Officers School Search Page.....	29
Exhibit 22: School Search Results Page .....	31
Exhibit 23: School Information Page.....	32
Exhibit 24: Print Form I-17.....	33
Exhibit 25: Search Students and Dependents Page.....	36
Exhibit 26: Quick Search .....	38
Exhibit 27: Advanced Search – Include.....	39
Exhibit 28: Advanced Search – Search Criteria .....	39
Exhibit 29: Advanced Search – Refine By .....	42
Exhibit 30: Advanced Search – Sort By .....	48
Exhibit 31: Search Results Page .....	49

---

Exhibit 32: Student Information Page with Dependent Link.....	50
Exhibit 33: Student Dependent Information Page .....	52
Exhibit 34: Student Information page with the Event History link called out.....	53
Exhibit 35: Event History page.....	54
Exhibit 36: Current Request/Authorization Details Page .....	57
Exhibit 37: Employment Information page .....	65
Exhibit 38: OPT Status Indicator on the Student Information Page.....	69
Exhibit 39: OPT Dates on the Request/Authorization Details Page.....	70
Exhibit 40: Program Search Page .....	71
Exhibit 41: Program Search Results Page .....	73
Exhibit 42: Program Information Page .....	74
Exhibit 43: Search Exchange Visitors & Dependents Page.....	75
Exhibit 44: Exchange Visitor Search Results Page .....	79
Exhibit 45: Exchange Visitor Information Page.....	81
Exhibit 46: Exchange Visitor Dependent Information Page.....	82
Exhibit 47: Exchange Visitor Event History Page.....	84
Exhibit 48: Port of Entry Search Result Page.....	86
Exhibit 49: Port of Entry Search Success Page .....	86
Exhibit 50: Student Alerts Page – DHS HQ and DHS SRC Users.....	87
Exhibit 51: Alerts Page – PICS Users.....	87
Exhibit 52: DHS Reports Page .....	88
Exhibit 53: Report Criteria Page.....	89
Exhibit 54: Internet Explorer Page Setup Window.....	90
Exhibit 55: SEVIS Summary Student Report by District – HTML Format .....	91
Exhibit 56: PICS Users in SEVIS Page .....	93
Exhibit 57: Create PICS User in SEVIS Page .....	93
Exhibit 58: Search for PICS User in SEVIS Page .....	94
Exhibit 59: Search Results Page .....	95
Exhibit 60: Add Adhoc Role Page.....	96
Exhibit 61: User Account Information Page.....	96
Exhibit 62: Remove Adhoc Role Page .....	97
Exhibit 63: Change User Account Information Page .....	98

---

Exhibit 64: Disable Logon Page .....	99
Exhibit 65: Enable Logon Page .....	99
Exhibit 66: Confirm Password Page .....	100
Exhibit 67: Search for School/Sponsor User in SEVIS Page .....	101
Exhibit 68: Approve Account Page .....	102
Exhibit 69: Delete Account Page .....	103
Exhibit 70: Disable Logon Page .....	104
Exhibit 71: Enable Logon Page .....	104
Exhibit 72: View Roles Page .....	105
Exhibit 73: Event History Page.....	106

## 1 INTRODUCTION

This manual was written as a resource for Department of Homeland Security (DHS) users of the Student and Exchange Visitor Information System (SEVIS). Specifically, this manual was written for DHS Headquarters (HQ) users, DHS Officers, DHS Inspectors, DHS Student and Exchange Visitor Program (SEVP) Response Center (SRC) users, and SEVP Password Issuance and Control System (PICS) Officers. This user manual reflects the changes to SEVIS effective with Release 6.13.

### 1.1 Resources

The following are additional resources to assist with your use of SEVIS:

- **DHS HQ Users, DHS Officers, DHS Inspectors, DHS SRC Users, and SEVP PICS Officers Online Help** is available by clicking the **Help** link in the navigation bar when logged into the SEVIS application. This Online Help is updated every release.
- **DHS Help Desk:** (888) 347-7762, 24 hours a day, 7 days a week. Contact the DHS Help Desk to report security concerns.
- **SEVP PICS Officer:** An SEVP PICS Officer is available to address password issues.
- **SEVIS Help Desk:** (800) 892-4829, 8 a.m. to 8 p.m. Eastern Time, Monday through Friday. The SEVIS Help Desk is available to address SEVIS concerns or questions other than security or passwords.
- **Student and Exchange Visitor Program (SEVP) Office:** The SEVP Office provides user role clarification. Contact information can be found on their website (see below).
- **SEVP website:** <http://www.ice.gov/sevis>. It is recommended that you visit this site often to stay informed regarding events affecting SEVIS.
- **I-901 Fee Payment email address:** fmjfee.SEVIS@dhs.gov. This address is available to receive emails regarding I-901 fee questions and payment issues.

### 1.2 Purpose of SEVIS

SEVIS is an Internet-based application that facilitates timely electronic reporting and monitoring of international students and exchange visitors (EVs) and their dependents in the United States. SEVIS enables schools and program sponsors to transmit electronic information to DHS and the Department of State (DoS) throughout a student's or EV's program in the United States.

This manual contains instructions for accessing SEVIS with a permanent user identification (ID) and password, enabling DHS users to perform a wide variety of functions, depending on their access rights.

### 1.3 Privacy Act Considerations

SEVIS is for the use of authorized users only. Individuals using SEVIS without authority, or in excess of their authority, are subject to having all of their activities on this system monitored and recorded by system personnel. In the course of monitoring individuals improperly using this

system, or in the course of system maintenance, the activities of authorized users may also be monitored. Anyone using SEVIS expressly consents to such monitoring and is advised that if such monitoring reveals possible evidence of criminal activity, system personnel may provide the evidence of such monitoring to law enforcement officials. DHS has designated SEVIS to be a Privacy Act system of records and SEVIS information will be used and disclosed in accordance with 5 U.S.C. §552a, Privacy Act of 1974, as amended.

## **1.4 Security Reminder**

SEVIS was developed to maintain multiple levels of security in both the real-time and batch systems to help protect against unauthorized access. One of the most important actions that you can take is to safeguard your user ID and password. Your SEVIS user ID and password are intended for your use only. Do not share your user ID and password with any other person, and do not keep a written record of your user ID and/or password in a location that can be accessed by others.

If you suspect that your password has been compromised, contact an SEVP PICS Officer to have your access to SEVIS reset.

System security is a serious matter. SEVP is committed to addressing any system security concerns or issues that may arise.

If you need assistance, please contact the DHS Help Desk at (888) 347-7762.

## **1.5 Acronyms**

Appendix A, Acronyms and Abbreviations, contains a list of abbreviations and acronyms used in this document.

## **1.6 Disclaimer**

All people, schools, programs, email addresses, and events depicted in this document are fictitious, and no similarity with any real persons or entities, living or deceased, is intended or should be inferred.

# **2 DESCRIPTION OF SYSTEM FUNCTIONS**

This manual was written as a resource for DHS users of SEVIS. The subsequent sections provide information on using this Internet-based application, including descriptions of page components and instructions on navigating through the application. Also, included are instructions for searching for student, school, program, and EV records, as well as generating reports, and accessing the Online Help and tutorials.

## **2.1 Overview of Page Components**

This section provides detailed information about the SEVIS pages, including a basic explanation of page components and instructions on how to navigate through the application.



## Exhibit 1: Main Page – Components

### 2.1.1 Main Page Components

Depending upon your user role, you may see different options when you access the *Main* page. The following is a list of the *Main* page components:

- **Browser Toolbar:** This is the toolbar displayed by the browser used to access SEVIS.
- **Navigation Bar:** The navigation bar displays the user's SEVIS ID and lists the main functions:

**Note:** The navigation bar has been removed from many of the SEVIS pages depicted in this manual.

- **Main (for DHS Officers, DHS HQ users, DHS SRC users and SEVP PICS Officers):** *Return to the Main* page
- **Port of Entry (for DHS Inspectors only):** Search the SEVIS database, using a valid SEVIS ID, when a student enters the country
- **Schools:** Search the SEVIS database for a specific school or a list of schools
- **Students:** Search the SEVIS database for a specific student (or dependent) or a list of students (or dependents)
- **Programs:** Search the SEVIS database for a specific EV program or a list of EV programs

- o **Exchange Visitors:** Search the SEVIS database for a specific EV (or dependent) or a list of EVs (or dependents)
- o **PICS Users:** (for SEVP PICS Officers only) Create and search for SEVIS PICS users, delete PICS users SEVIS accounts, enable/disable SEVIS logon IDs, view a SEVIS user's event history, add and remove the ability to access the SEVIS Statistical Reporting module, reset a user's SEVIS password, and change SEVIS user account information
- o **School/Sponsor Users:** (for SEVP PICS Officers only) Search for SEVIS school users and sponsor users, approve and delete SEVIS accounts, enable/disable SEVIS logon IDs, view a SEVIS user's event history, and view a user's role.
- o **Alerts (for DHS HQ users, DHS SRC users, and SEVP PICS Officers):** Used to view lists of actions needed to be taken
- o **Reports:** Access the Reports module to generate and print reports
- o **Help:** Access Online Help for SEVIS
- o **Tutorial:** View a demonstration of how to perform various SEVIS tasks
- o **Logout:** Exit the system
- o **Message Board:** Used to access any message board postings applicable to your role
- o **Change Password:** Used to voluntarily change your SEVIS password.

**Note:** Your password can only be changed once every 7 days.

- o **Get Plug-Ins:** Used to access the plug-ins used by SEVIS.

## 2.1.2 Additional SEVIS Page Components

Additional page components include the following:

- **Scroll Bar:** The part of a window that enables you to see additional information. SEVIS uses scrollbars on the bottom and/or the right side of some windows.
- **Fields:** Areas on the windows where data may be typed or selected or in which system-generated data are displayed.
- **Buttons:** These allow you to process data and move between pages. SEVIS uses the following types of buttons:
  - o **Command Buttons:** Click to execute a command. For example, clicking the print I-17 Form button enables the user to print a copy of the Form I-17.
  - o **Radio Buttons:** Click to make a selection. Only one button may be selected at a time.
- Other Input Methods
  - o **Check Boxes:** Click to make one or more selections. Click again to remove the check mark.
  - o **Drop-Down Lists:** Click the down arrow to display a list and then make a selection.
- **Links:** Click on underlined text to advance to a different page within SEVIS.

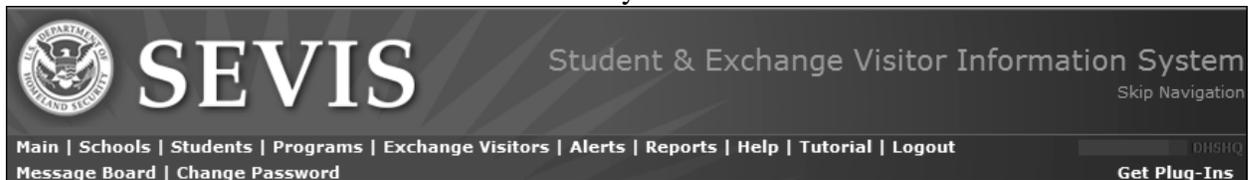
### 2.1.3 Navigation Bar

The navigation bar at the top of SEVIS pages contains menu options. These menu options may vary depending on the role you perform as a SEVIS user. All of the options available to the various DHS personnel are explained in this manual.



**Exhibit 2: Navigation Bar for DHS Inspectors**

Okay



**Exhibit 3: Navigation Bar for DHS HQ Users and DHS SRC Users**



**Exhibit 4: Navigation Bar for DHS Officers**



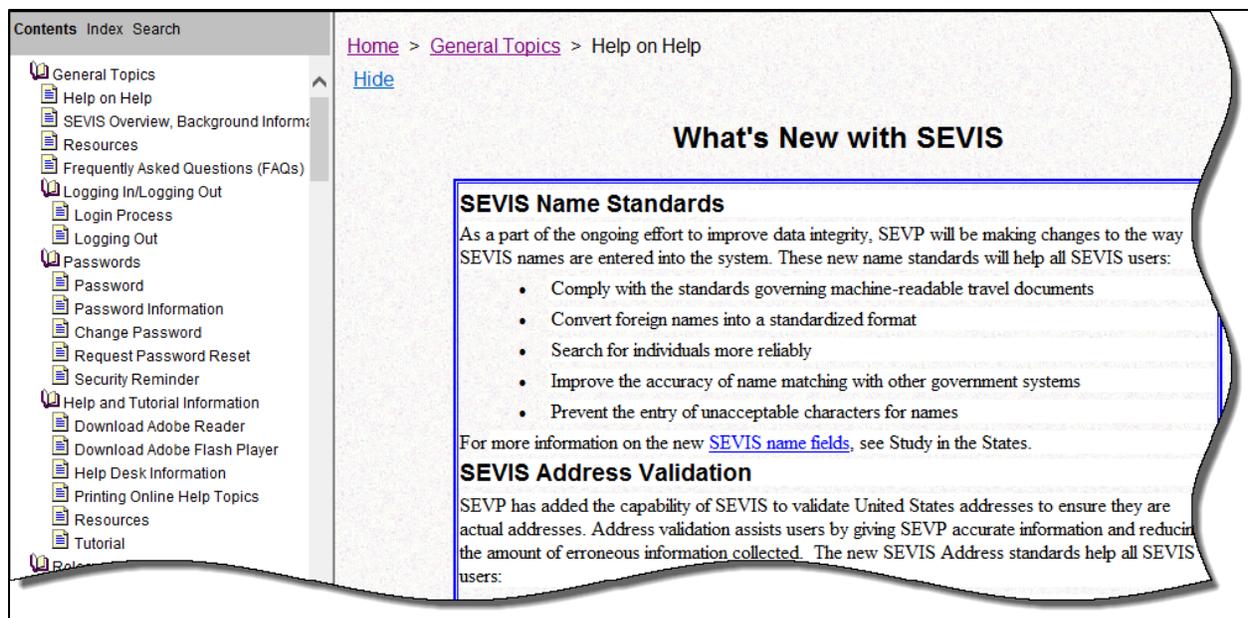
**Exhibit 5: Navigation Bar for SEVP PICS Officers**

To access any of the options on the navigation bar, click the title. For example, to access the Reports module, click the **Reports** link on the navigation bar.

## 2.2 Online Help Functions

Online Help is always available by clicking the **Help** link on the navigation bar at the top of SEVIS pages. This opens a new browser window containing Online Help. The left pane (part of the window) contains a list of Online Help topics, and the right pane contains the text associated with the Online Help topic selected.

---



**Exhibit 6: Help Page**

**Note:** The Online Help requires the use of Java Script; it does not function properly if Java Script is disabled.

### 2.2.1 Online Help Table of Contents

To use the Online Help, perform the following steps:

1. Click the **Help** link on the navigation bar. The Online Help opens in a new browser window and the table of contents displays in the left pane.
2. Click a topic name to view the Online Help text for that topic in the right pane.
3. Click **Contents** in the upper-left side of the navigation pane to access the table of contents from the index or search pane.

### 2.2.2 Online Help Index

To use the index, perform the following steps:

1. Click **Index** in the upper-left side of the navigation pane to access the index.
2. Click a letter of the alphabet to display the index entries for words beginning with the letter selected.
3. Click a topic name to view the Online Help text for that topic in the right pane.
4. Click **Index** in the navigation pane to access the index from the contents or search pane.

### 2.2.3 Search Online Help

To search on a word or phrase, perform the following steps:

1. Click **Search** in the upper-left side of the navigation pane to access the search function.

2. Click a letter of the alphabet to display the Online Help topics that contain a word that begins with the letter selected.
3. Click a topic name to view the Online Help text for that topic in the right pane. If a topic title is followed by numbers, click a number to view a topic that contains the word that you are searching for. You may also click one number, then press and release the **Shift** key and then press and release the **Enter** key to scroll through the topics containing the word that you are searching for.
4. Click **Search** in the navigation pane to access the search function from the contents or index pane.

#### **2.2.4 Hide/Show the Left Pane**

To hide and show the left pane, perform the following steps:

1. To hide the left pane, click the **Hide** link in the upper-left corner of the right pane.
2. Click the **Show** link to restore the left pane.

#### **2.2.5 Hyperlinks**

Click an underlined word or phrase to jump to a new topic. To return from a jump, click the **Back** button on the browser toolbar.

**Note:** Some underlined phrases are web links. They are identified by the text that precedes them. When finished viewing the page, click the **Close** button in the upper-right corner of the browser window.

#### **2.2.6 Close Online Help**

Close Online Help by clicking the **Close** button in the upper-right corner of the *Help* page.

#### **2.2.7 Printing Online Help Topics**

You cannot print the entire Online Help. You can only print the topic you are currently viewing (that is, one topic at a time).

To print an Online Help topic using the Internet Explorer browser, perform the following steps:

1. Click anywhere in the right pane.
2. Click the **Print** button on the browser toolbar. The topic you are currently viewing prints to the designated printer.

Another method to print an Online Help topic using the Internet Explorer browser is by doing the following:

1. Click anywhere in the right pane.
2. Select **Print** from the **File** menu. A *Print* window displays (the **General** tab is on top).
3. Ensure that the appropriate printer is selected in the *Select Printer* list. If not, select the correct printer from the list.
4. Click the **Print** button to print to the designated printer.

## **2.2.8 Tutorial**

To view a SEVIS demonstration, click the **Tutorial** link on the navigation bar. Follow the instructions on the demonstration pages. To close the demonstration at any time, click the **Close** button in the upper-right corner of the page.

**Note:** You must have Adobe Flash Player installed on your computer in order to view the tutorial. If you do not already have Adobe Flash Player installed on your computer, refer to the instructions in Appendix B, *Download the Latest Version of Adobe Flash Player*.

**Note:** For best results, the online tutorial should be viewed using a 17-inch or larger monitor with a monitor setting of 1024x768.

## **3 ACCESSING SEVIS**

SEVIS requires the use of Internet Explorer Version 5.0 (or higher), the latest version of Adobe Reader, and a Laser printer – a Laser Postscript printer with 32 MB of Random Access Memory (RAM) (96 MB is recommended) or a Laser printer with 32 MB of RAM (64 MB is recommended).

**Note:** If you do not have the latest version of Adobe Reader installed on your computer, refer to the instructions in Appendix C, *Download the Latest Version of Adobe Reader*.

You must have a valid user ID and password to access the system. Contact your manager to obtain access to SEVIS.

**Note:** When logging into the system for the first time, you will be required to change the password after entering your ID and the initial password.

### **3.1 Create SEVIS Profile**

When you log into SEVIS for the first time after the December 2015 Release, you must create a SEVIS government user profile. The SEVIS profile includes:

- Your contact information
- Your Federal Government Supervisor's contact information
- Security questions

Creating your profile is a three-step process:

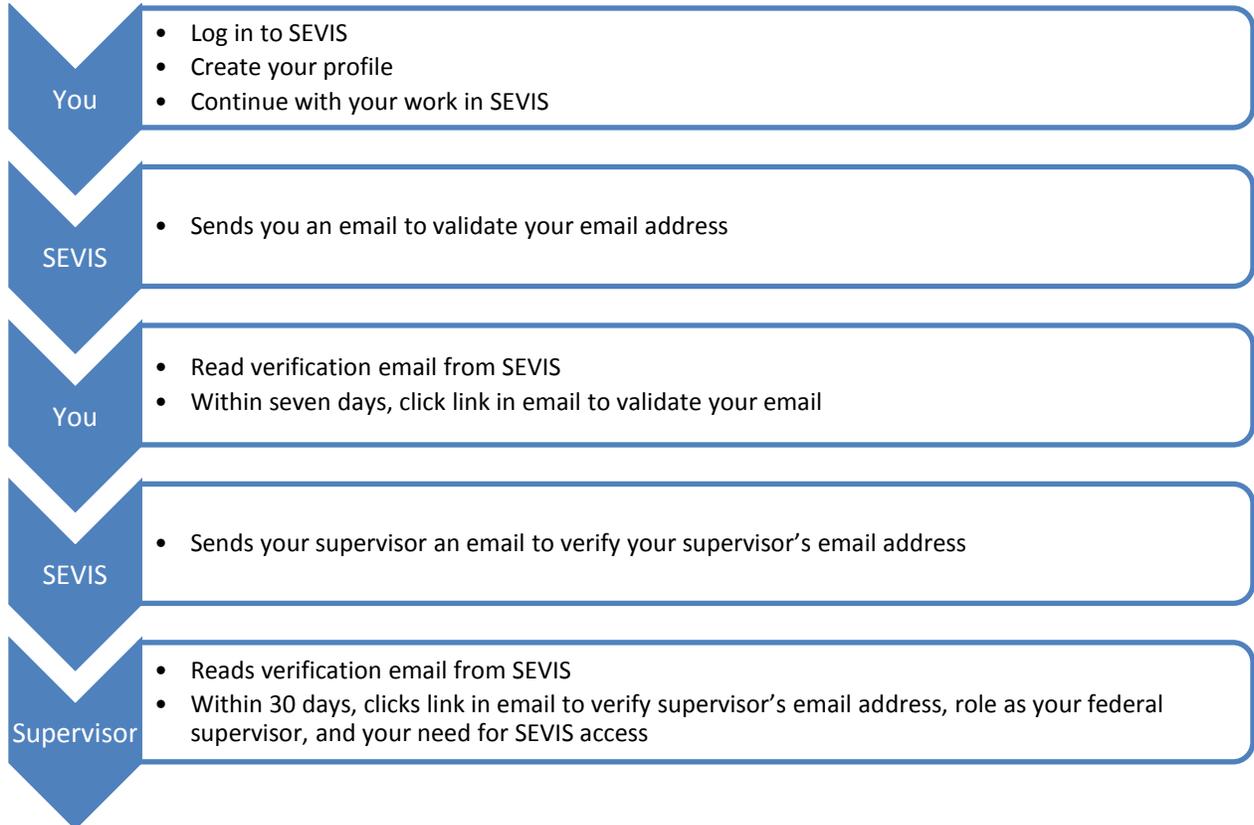
1. Completion of the *Create a New Government User Profile* page.
2. Verification of your email address.
3. Confirmation of SEVIS profile information by your government supervisor.

**Note:** When you log into SEVIS, your identifying account information on file in SEVIS is listed near the top of the page. It includes your full name, SEVIS user ID, and SEVIS role. This information cannot be edited.



You must have an active user name and role in SEVIS before you can create a user profile. The SEVIS Account Management Team manages a separate process to [obtain SEVIS access and user roles](#).

### 3.1.1 Process Overview



### 3.1.2 Create Your Profile

To create your SEVIS government user profile, log into SEVIS. The *Create a New Government User Profile* page opens.

## Exhibit 7: Create a New Government User Profile page

An official website of the U.S. government Skip Navigation

 **SEVIS** | Student & Exchange Visitor Information System

John Sevis [Logout](#)  
ROLES: ISSADMIN, DHSISS

### Create a New Government User Profile

Required fields are marked with an asterisk (\*).

Use this page to create your SEVIS user profile. Under Federal Supervisor, list your first line supervisor if you are a Federal employee. If you are a Federal Contractor list the Federal employee authorized to grant you access to SEVIS. Click Submit when you are finished. Click Cancel to log out of SEVIS.

User Full Name John SEVIS	User Name ISSADMIN	User Role ISSADMIN, DHSISS	<a href="#">Why can't I edit these fields?</a>
------------------------------	-----------------------	-------------------------------	------------------------------------------------

#### Profile Information

Telephone Number \* ( ) - Ext.      Government Email Address \*      Re-enter Email Address \*

Government Agency \*  
Select One  
Other

Work Address \*  
[Add U.S. Address](#)      [Add Foreign Address](#)

#### Federal Government Supervisor

Last Name \*      First Name      Middle Name

Supervisor Email Address \*      Re-enter Email Address \*

**Warning!** Your supervisor must validate your profile within 30 days or your profile information will be deleted and you will have to resubmit your information.

#### Security Question

Choose a question from each list below and provide an answer that only you will know. Answer must be longer than 2 characters and not more than 60 characters. Answers are not case sensitive.

Question #1 * Select One	Answer #1 * 
Question #2 * Select One	Answer #2 * 
Question #3 * Select One	Answer #3 * 

[Submit Profile](#)      [Cancel](#)

10/19/2015 (Monday)

### 3.1.2.1 Profile Information

Complete the following required fields in the *Profile Information* section:

- **Telephone Number:** Enter a valid phone number, including extension, if any.
- **Government Email Address:** Enter your valid government email address. The address is not case sensitive.

- **Re-enter Email Address:** Enter your government email address again.
- **Government Agency:** Select the applicable agency from the drop-down list, or select **Other**.
- **Other:** If **Other** is selected as the Government Agency, enter the agency name. Otherwise, leave this field blank.
- **Work Address:** Enter either a U.S address or foreign address.
  - To enter a U.S address, complete the following steps:
    - Click **Add U.S. Address**. The *Add U.S. Address* window opens.
    - At a minimum, enter the street address and zip code. Completion of the other fields is optional.
    - Click **Submit**. One of two things will occur:
      - The suggested address from the U.S. Postal Service (USPS) database and the entered address display on the *Add U.S. Address* window. Click **Select** to accept the address from the Postal Service and return to the *Create a New Government User Profile* page; or click **Edit Address** to change the address.
      - A message displays indicating that the address could not be found. Click **Over-ride Validation** to save the address. Select a reason for using the address as entered. If **Other** is selected, enter an explanation in the text box. Click **Submit** to save the address and return to the *Create a New Government User Profile* page.
  - To enter a foreign address, complete the following steps:
    - Click **Add Foreign Address**. The *Add/Edit Foreign Address* window opens.
    - At a minimum, enter the street address and select a country. Completion of the other fields is optional.
    - Click **Submit**. The address displays on the *Create a New Government User Profile* page.

### **3.1.2.2 Federal Government Supervisor**

Complete the following fields in the *Federal Government Supervisor* section:

- **Last Name:** Enter your government supervisor's last name. Completion of this field is required.
- **First Name:** Enter your government supervisor's first name. Completion of this field is optional.
- **Middle Name:** Enter your government supervisor's middle name. Completion of this field is optional.

- **Supervisor Email Address:** Enter your government supervisor’s email address. Completion of this field is required.  
**Note:** This email address must have a “.gov” or “.mil” extension. The address is not case sensitive.
- **Re-enter Email Address:** Enter your government supervisor’s email address again. Completion of this field is required.

### **3.1.3 Security Question**

In the *Security Question* section, select a question from each of the three lists, and then enter the answer in the corresponding field.

### **3.1.4 Profile Submission**

Once you enter your profile information, click **Submit Profile**:

- A message displays advising you have created your profile and must verify your email address within seven days.
- You will receive an email from SEVIS with instructions for verifying your email address.
- After verifying your email address, your supervisor will receive an email. He/she must verify your SEVIS profile within 30 days.

**Note:** If you do not verify your email address within seven days, your profile will be deleted. You will be required to create your profile again the next time that you access SEVIS. If your supervisor does not verify your profile information within 30 days of receipt of the SEVIS email, your profile will be deleted. You will be required to create your profile again the next time that you access SEVIS.

### **3.1.5 Federal Supervisor Actions**

Once you have verified your email address, SEVIS emails your federal supervisor.

*User Manual for DHS HQ Users, DHS Officers, DHS Inspectors,  
DHS SRC Users, and SEVP PICS Officers of SEVIS*

---

From:  Sevis, SysAdmin Sent: Tue 11/10/2015 11:08 AM  
To:  SEVIS Technical Feedback  
Cc:  
Subject: DEADLINE December 10, 2015 Supervisor's Verification Requested for DHSADJUDICATORFname DHSADJUDICATORLname's Access to

\*\*\* DO NOT RESPOND TO THIS E-MAIL \*\*\*

DHSADJUDICATORFname DHSADJUDICATORLname created a user profile in SEVIS and indicated that you have the authority to determine if he/she should have continued access to SEVIS. This means, for a federal employee that you are the first line supervisor or for a federal contractor, that you provide federal oversight for access to SEVIS. This person currently has the DHS ADJUDICATOR role in SEVIS.

The Student and Exchange Visitor Program is required to do an annual verification of all users in SEVIS to confirm that they need continued access to SEVIS in the designated role. The information the user provides, including your name and email address as the federal supervisor, will be used for this annual verification.

THIS IS NOT THE ANNUAL VERIFICATION. This is to confirm the user's profile information.

By clicking on the verify link you are confirming that this is your correct email address, that you are DHSADJUDICATORFname DHSADJUDICATORLname's federal supervisor and that he/she requires access to SEVIS in the DHS ADJUDICATOR role. No action is required if you cannot verify this information.

Click on the "Verify" link <http://10.168.1.193/infield/sevis/action/common/getSupervisorVerifyEmailPage?type=187071> to start the verification process. You have until December 10, 2015 to complete this process.

Your federal supervisor must click **the link in th email**. The supervisor's version of the *Verification for Government User* page opens.

An official website of the U.S. government Skip Navigation

**SEVIS** Student & Exchange Visitor Information System FQT-RESIN-1

## Verification for Government User

Verification Due Date: December 5, 2015 (30 days left)

**User Information**

User Role  
**IMMIGRATION SYSTEM SUPPORT, ISS ADMINISTRATOR**

Full Name  
**ISSName FName**

Email Address  
[redacted]@associates.ice.dhs.gov

Government Agency  
**DHS ICE - SEVP**

Your supervisor should review the information and click **Verify User** if the information is correct.

	<p>The supervisor must complete this process within 30 days. SEVIS will delete the profile you created.</p> <p>You will still be able to access SEVIS, but will be required to create your profile again.</p>
-------------------------------------------------------------------------------------	---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

### 3.2 Manage My SEVIS User Profile

You may edit your SEVIS government user profile at any time. To do so, complete the following steps:

1. Log into SEVIS.
2. Click **Profile** in the top, right corner of the navigation bar. The *Manage My SEVIS User Profile* page opens:

An official website of the U.S. government
Skip Navigation

**Student & Exchange Visitor  
Information System**

John Sevis [Logout](#)  
ROLES: ISSADMIN, DHSISS  
[Get Plug-Ins](#)

Main
Program Search
Exchange Visitor Search
Program Application Search
EV Request Search
Reports
Help
Message Board
Change Password
Enter SEVIS ID

## Manage My SEVIS User Profile

Required fields are marked with an asterisk (\*).

Use this page at any time to update your SEVIS user profile. Click Submit when you are finished to save your updates. If you update your Supervisor's email address, the supervisor will be asked to verify that they are your first line supervisor if you are a Federal employee or the Federal contractor authorized to grant you access to SEVIS if you are a Federal Contractor. If you Cancel, no profile information will be saved.

<b>User Full Name</b>	<b>User Name</b>	<b>User Role</b>	
John SEVIS	ISSADMIN	ISSADMIN, DHSISS	Why can't I edit these fields?

### Profile Information

<b>Telephone Number *</b>	<b>Government Email Address *</b>	
( <input type="text" value="222"/> ) <input type="text" value="222"/> - <input type="text" value="2222"/> Ext. <input type="text"/>	john.q.sevis@associates.ice.dhs.gov	Why can't I edit this field?

**Government Agency \***

DHS ICE - SEVP
▼

**Other**

**Work Address \***

[Edit U.S. Address](#)
[Delete](#)
[Add Foreign Address](#)

4400 UNIVERSITY DR  
FAIRFAX VA 22030 - 4422

### Federal Government Supervisor

<b>Last Name *</b>	<b>First Name</b>	<b>Middle Name</b>
<input type="text" value="Blarghy"/>	<input type="text" value="Flarghy"/>	<input type="text"/>

<b>Supervisor Email Address *</b>	<b>Re-enter Email Address *</b>
<input type="text" value="blargh@dhs.gov"/>	<input type="text" value="blargh@dhs.gov"/>

**Warning!** Your supervisor must validate your profile within 30 days or your profile information will be deleted and you will have to resubmit your information.

### Security Question

Choose a question from each list below and provide an answer that only you will know. Answer must be longer than 2 characters and not more than 60 characters. Answers are not case sensitive.

<b>Question #1 *</b>	<b>Answer #1 *</b>
<input type="text" value="In what city did you graduate high school?"/>	<input type="text" value="Roanoke"/>
<b>Question #2 *</b>	<b>Answer #2 *</b>
<input type="text" value="What city were you born in?"/>	<input type="text" value="Fairfax"/>
<b>Question #3 *</b>	<b>Answer #3 *</b>
<input type="text" value="What is a street name in your city?"/>	<input type="text" value="Market"/>

Submit Profile

Cancel

10/19/2015 (Monday)

3. Edit the profile data, as necessary:

**Note:** You cannot edit your name or SEVIS user role. Your name and user role were entered into SEVIS when your account was approved. Only a SEVIS PICS Officer can change this information. You cannot change your email address after it has been verified. A change in your email address is likely to indicate a change in job, which would require an external review by a PICS Officer.

4. Click **Submit Profile**. The *Update Successful* page opens.

If your role or email address has changed, follow the [SEVIS Access Instructions](#) at ICE.Gov to update your PICS information.

### 3.3 Guidelines for Passwords

As a U.S. government system, the Student and Exchange Visitor Information System (SEVIS) must conform to the federal government’s security procedures. Every user who accesses SEVIS must follow these procedures. SEVIS User IDs are assigned to each user. Each user must keep the User ID secure and create a good, strong password. Do not share your SEVIS User ID and password. Keep your SEVIS User ID and password secure.

#### 3.3.1 Password Standards

Must Contain	Must NOT Contain
<ul style="list-style-type: none"><li>• 8-16 characters</li><li>• At least one alphabetic character</li><li>• One numeric character</li><li>• One of the following special characters: @, #, or \$</li><li>• Non-numeric characters in the first and last positions</li></ul>	<ul style="list-style-type: none"><li>• Two consecutive identical characters</li><li>• More than three consecutive characters from the previous password</li><li>• Dictionary word or proper noun</li><li>• Not be the same as the User ID</li></ul>

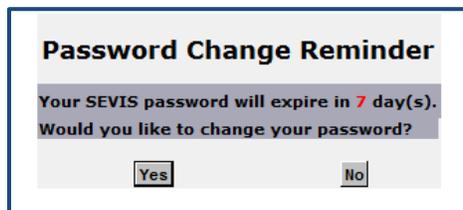
**Note:** Do not re-use any of the past eight passwords.



Passwords are **case sensitive**. If you create a password using a mix of upper and lowercase letters, you **must always** enter it the same way.

#### 3.3.2 Password Change Reminder

Every 90 days your SEVIS password must be changed. When you log into SEVIS after 75 days (and up until 90 days), SEVIS displays a message. It asks if you would like to change your password.



### Exhibit 8: Password Change Reminder

If you click **No**, you are logged into SEVIS. If you click **Yes**, the *Change Password* page opens. (See [Change Password](#), Step 2, for more information.)

**Note:** When you log into SEVIS after 90 days, you have no choice. You must immediately change your password.



Log into SEVIS at least every 45 days. This keeps your SEVIS User ID active. If your User ID is active, you can reset your own password.



Individuals who have not logged into SEVIS in 90 days must call the SEVIS Help Desk at **1-800-892-4829** to regain access.

### 3.3.3 Change Password

Use the **Change Password** function in SEVIS, if your password has been compromised or you want to voluntarily change it.

**Note:** You must wait at least seven days between password changes.

To change a password voluntarily:

1. Log into SEVIS. The SEVIS Header displays on the *SEVIS Message Board* page (or any other page).



#### Exhibit 9: Change Password Link on Navigation Bar

2. Click **Change Password**. The *Change Password* page opens.

The image shows the 'Change Password' form with the following fields and a button:

**Change Password**

Required fields are marked with an asterisk (\*).

\*Old password:

\*New password:

\*Confirm new password:

#### Exhibit 10: Change Password Prompt

3. Complete all three fields:

<b>*User Name:</b>	Your <b>User ID</b> .
<b>*New password:</b>	A unique password. Follow the <a href="#">password standards</a> to develop a password.
<b>*Confirm new password:</b>	The same unique password entered in the field above it.



If you change your mind and do not want to change your password, click on another link in the SEVIS header to leave this page.

4. Click **Change Password** to submit the change. A *Change password confirmation* message opens.



Passwords are **case sensitive**. If you create a password using a mix of upper and lowercase letters, you **must always** enter it the same way.

**Note:** Use the new password the next time you want to log into SEVIS.



If you have trouble using SEVIS to change a password, contact the SEVIS Help Desk at **1-800-892-4829**.

### 3.3.4 Request Password Reset

The *SEVIS Login* page contains a link that may be used to request a password reset. Use the **Forgot Your Password** function if you are an active user in SEVIS and:

- You have forgotten your password.
- Your SEVIS account is locked.



Only users who are active in SEVIS can reset their password this way. If you have not logged in to SEVIS for 45 or more days and your account is locked, you must work with the [SEVIS Account Management Team to regain access to SEVIS](#).

To request a password reset, perform the following:

5. Click **Forgot Your Password?** on the *SEVIS Login* page. The *Request Password Reset* page opens.

## Exhibit 11: SEVIS Log On page

An official website of the U.S. government

**SEVIS** Student & Exchange Visitor Information System 1-800-892-4829 SEVIS Help Desk

**Sign In**

**User Name:**

**Password:**

By clicking "Login", you agree to our Security Consent

[Forgot Your Password?](#)

6. Click the **Government User** radio button.

**Note:** After the radio button is selected, Government User password reset instructions appear.

7. Enter your SEVIS User ID in the **SEVIS User Name** field.
8. Click **Submit**.

**Note:** An email will be sent to the email address associated with this SEVIS user name. It will provide instructions for creating a new SEVIS password. The email will be valid for 30 days. A password must be created within 30 days of the date on the email.

### 3.4 Logging Into SEVIS

You access SEVIS via the U.S. Immigration and Customs Enforcement (ICE) Intranet. To log into SEVIS, perform the following steps:

1. Access SEVIS at the following Intranet address <https://sevis.ice.dhs.gov/sevis>. The *SEVIS Login* page displays.

SEVIS Student & Exchange Visitor Information System

OMB 1653-0038  
OMB 1405-0147  
OMB 1405-0119

**Student & Exchange Visitor Information System (SEVIS)**

WARNING

This system is for the use of authorized users only. Individuals using this computer system without authority, or in excess of their authority, are subject to having all of their activities on this system monitored and recorded by system personnel. In the course of monitoring individuals improperly using this system, or in the course of system maintenance, the activities of authorized users may also be monitored. Anyone using this system expressly consents to such monitoring and is advised that if such monitoring reveals possible evidence of criminal activity, system personnel may provide the evidence of such monitoring to law enforcement officials. DHS has designated the Student and Exchange Visitor Information System (SEVIS) to be a Privacy Act system of records and SEVIS information will be used and disclosed in accordance with 5 U.S.C. Section 552a, Privacy Act of 1974, as amended. You have no reasonable expectation of privacy when you use this information system; this includes any communications or data transiting or stored on this information system. At any time, and for any lawful government purpose, the government may, without notice, monitor, intercept, search and seize any communication or data transiting or stored on this information system.

User Name:

Password:

[Register for New Account](#)  
[Request Password Reset](#)

## Exhibit 12: SEVIS Login Page

2. Enter your PICS ID (for example, COW1234A) in the **User Name** field.
3. Enter your password in the **Password** field.
4. Press **Enter** or click the **Login** button. The first time that you access the system, SEVIS automatically displays the *Set Password* page, and you must change your password.

SEVIS Student & Exchange Visitor Information System

Welcome to the SEVIS system.

Username:

Password:

Confirm password:

## Exhibit 13: Set Password Page

5. Enter your user ID in the **Username** field.

6. Enter your new password in the **Password** field.

**WARNING:** Be careful when entering a password. See the information below regarding use of the **Caps Lock** and **Num Lock** keys on the computer keyboard.

- **Caps Lock:** Passwords are case sensitive. When you create a password using a mix of uppercase and lowercase letters, it must always be entered that way. If you have the **Caps Lock** key on the keyboard turned on and you intend to enter “abcdeF9#”, the system reads the following password: ABCDEf9#. To SEVIS, these passwords are not the same.
- **Numeric Keypad:** If you are using the numeric keypad to enter numbers, be sure to turn on the **Num Lock** key. Otherwise, enter numbers using the keys above the top row of alpha characters on the keyboard.

7. Reenter your password in the **Confirm Password** field.

8. Click the **Set Password** button. A confirmation page displays.

9. Click **OK**. The system displays the SEVIS Login page. Be sure to enter your SEVIS user name and new password to access the system.

**Note:** After changing your password, when you log into the system, the *Main* page or the *Message Board* page displays, instead of the *Set Password* page.

**Note:** After 18 minutes of inactivity, a message will display informing you that your session is about to expire. Click **OK** to continue working in SEVIS. If you click this button after 20 minutes of inactivity, a message will display to inform you that your session has expired. Click **OK** to display the *SEVIS Login* page. Any unsaved data will be lost.

**REMINDER:** You must log into SEVIS at least once every 45 days to keep your SEVIS user ID active.

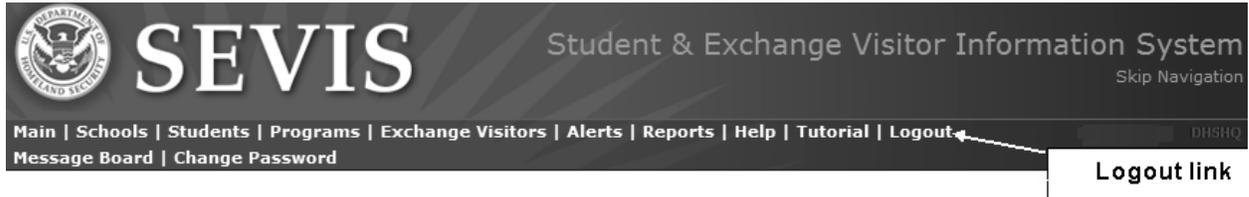
### 3.4.1 Additional Information About the SEVIS Login Page

The following information is applicable to the *SEVIS Login* page:

- **Reset** button: Click this button to return all entries to the previous values.
- **Register for New Account** link: **DO NOT** use this link. It is not valid for DHS users.
- **Request Password Reset** link: **DO NOT** use this link. It is not valid for DHS users.

### 3.4.2 Logging Out of SEVIS

To exit the SEVIS application at any time, click the **Logout** link on the navigation bar.



## Exhibit 14: Navigation Bar – Logout Link

**WARNING:** If you click the **Close** button on the browser window instead of logging out, you must wait 20 minutes before you can log back into SEVIS. If you try to access the system before the end of 20 minutes, the system displays the following message: “A user is already logged on with this user name.”

### 3.5 Message Board

The message board allows users to view system-wide postings that are applicable to a user’s SEVIS role. The *Message Board* page automatically displays if there are any current message postings for a user’s role. The *Message Board* page may be accessed at any time by clicking the **Message Board** link in the navigation bar.

Posting Begin Date	Posting End Date	Subject	Commands
05/01/2013	06/30/2013	Sample Message Board Posting	<a href="#">View</a>

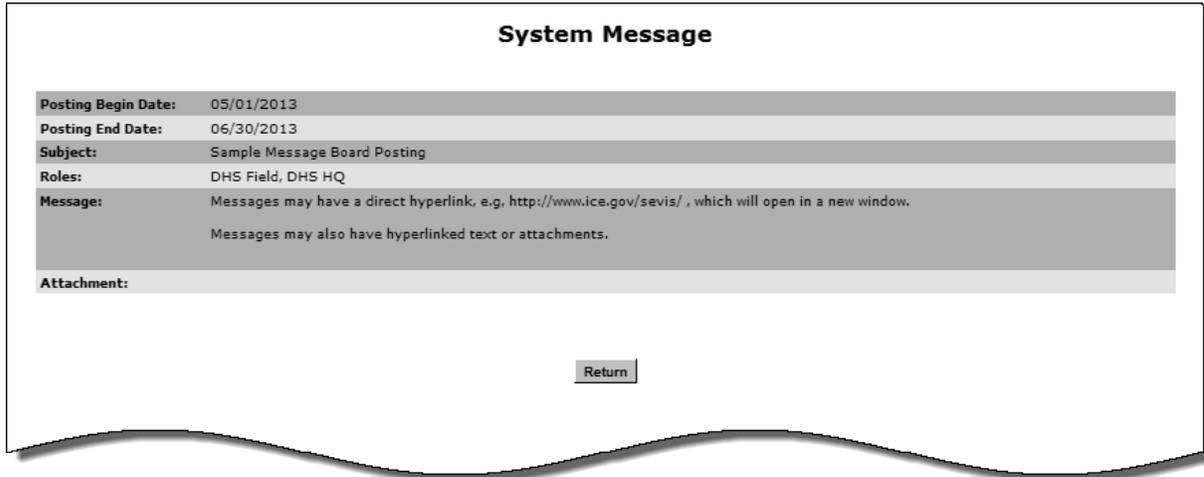
[View/Print All](#)

## Exhibit 15: Message Board Page

### 3.5.1 View Message Board Postings

Perform the following steps to view the details of a message board posting:

1. From the *Message Board* page, click either the **View** link to the far right of a specific message or the **View/Print All** link at the bottom of the **Commands** menu. The *System Message* page displays.



### Exhibit 16: System Message Page

2. View the details of the listed message board postings.
  - **Posting Begin Date:** The date that the message board posting will begin displaying on the message board
  - **Posting End Date:** The last day that the message board posting will display on the message board
  - **Subject:** A brief summary of the message board posting
  - **Roles:** The users to whom the message board posting applies
  - **Message:** The detailed message to the users
  - **Attachment:** Additional supporting documentation for the message board posting
    - Click the link to view the attachment. The attachment will open in a new browser window.
    - To print the attachment, click **File** in the browser toolbar, then click **Print**. The *Print* window displays. Ensure that the proper printer is highlighted. Click the **Print** button.
    - When finished viewing and/or printing the attachment, click the **Close** button in the upper-right corner of the page to close the window.
4. Click the **Return** button to return to the *Message Board* page.

#### 3.5.2 Print Message Board Postings

Perform the following steps to print a message board posting:

1. Select whether you want to print just one message board posting or all current message board postings.
  - To print only one message board posting, click the **View** link to the far right of the applicable posting. The *System Message* page displays.

- To print all message board postings, click the **View/Print All** link at the bottom of the **Commands** menu. The *System Message* page displays.
2. From the *System Message* page, click **File** in the browser toolbar, then click **Print**. The *Print* window displays.
  5. Ensure that the proper printer is highlighted.
  6. Click the **Print** button.

## 4 NONIMMIGRANT NAMING STANDARDS

As of June 29, 2015, SEVP uses a new set of standards for all nonimmigrant names entered into SEVIS. The new name standards will help SEVIS users:

- Comply with the standards governing machine-readable passports.
- Convert foreign names into standardized formats.
- Get better results when searching for names in government systems.
- Improve the accuracy of name matching with other government systems.
- Prevent the unacceptable entry of characters found in some names.

The following table explains the new name fields, their restrictions and how they relate to the former name fields.

Field Names	Standards
<p><b>Surname/Primary Name</b> (standardizes the Family Name field)</p> <p>(40 character limit)</p>	<ul style="list-style-type: none"> <li>• Surname or the primary identifier, as represented in the MRZ of the passport</li> <li>• LNU, Unknown, Not Applicable, and None are not valid entries</li> <li>• UNK and NA entries will require confirmation of being the nonimmigrant's name</li> <li>• Surname/primary name field is required</li> </ul>
<p><b>Given Name (standardizes and combines the First and Middle Name fields)</b></p> <p>(80 character limit)</p>	<ul style="list-style-type: none"> <li>• Names that are not in the Surname/Primary name</li> <li>• Secondary identifier in the MRZ</li> <li>• FNU, Unknown, Not Applicable, and None are not valid entries</li> <li>• UNK and NA require confirmation that this is actually the nonimmigrant's name</li> </ul>
<p><b>Suffix</b></p>	<ul style="list-style-type: none"> <li>• Drop-down list in SEVIS (no changes)</li> <li>• Not in the MRZ</li> </ul>
<p><b>Preferred Name</b></p> <p>(145 character Limit)</p>	<ul style="list-style-type: none"> <li>• Will be pre-populated in SEVIS if left blank</li> <li>• Can be edited</li> <li>• Allows entry in SEVIS of the name used by the school/sponsor, if different from the fields above. Examples:                             <ul style="list-style-type: none"> <li>○ Susan Zhang, as opposed to, Yibin Zhang</li> <li>○ Hélène Müller-Garçon</li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>• Comma and one space allowed before a suffix</li> <li>• Period is allowed in suffix</li> <li>• Allows alphabetical characters with the following diacritical marks: “, ^, ` , ‘ , ° , ,</li> </ul>
<b>Passport Name</b>  (39 character limit)	<ul style="list-style-type: none"> <li>• SEVIS will not pre-populate this field</li> <li>• Written in the following order: Surname/Primary Name Given Name</li> <li>• Name may be truncated</li> <li>• Name should reflect the primary and secondary identifiers, as written in the MRZ</li> </ul>

## 5 U.S. ADDRESS VALIDATION

The Student and Exchange Visitor Information System (SEVIS) uses a U.S. Postal Service (USPS)-certified software product called Address Doctor to ensure all U.S. addresses in the system are valid. With this user guide, school officials can:

- Become familiar with SEVIS address standards.
- Discover how standards will affect school policies about F/M addresses with other officials.
- Apply standards when updating records for F/M students.

**Note:** It is not necessary for schools to purchase Address Doctor. It runs through SEVIS.

### 5.1 U.S. Address Field Names

The SEVIS Address entry window has six fields: Street Address, Suite/Apt, Other, City, State, and Zip; with only the Street Address and Zip fields being required. The fields are described in the following table:

U.S. Address Field Name	Description
<b>Street Address*</b>	<b>* Required field</b> <ul style="list-style-type: none"> <li>• SEVIS validates field text for a valid street name within the Zip Code area</li> <li>• Follows USPS street and secondary unit abbreviations</li> <li>• 64-character limit</li> </ul>
<b>Suite/Apt</b>	<ul style="list-style-type: none"> <li>• Number field used for apartment numbers, suite numbers, etc. that follow the street address</li> <li>• 6-character limit</li> </ul>
<b>Other</b>	<ul style="list-style-type: none"> <li>• SEVIS does not validate Other field text</li> <li>• Allows university names, residence names, hotel names, room numbers, PO Box numbers, or any non-standard</li> </ul>

	<p>address designations</p> <ul style="list-style-type: none"> <li>• Comma delimited</li> <li>• 64-character limit</li> </ul> <p><b>Note:</b> If the Street Address is accepted, the Other field text never rejects.</p>
<b>City</b>	<ul style="list-style-type: none"> <li>• SEVIS validates field text for a valid city name</li> </ul>
<b>State</b>	<ul style="list-style-type: none"> <li>• SEVIS validates field text for a valid U.S. state or possession name</li> <li>• Follows USPS states and possessions abbreviations</li> </ul> <p><b>Note:</b> The State field is a drop-down list selection.</p>
<b>Zip*</b>	<p><b>* Required field</b></p> <ul style="list-style-type: none"> <li>• Zip code must be five digits</li> </ul> <p><b>Note:</b> SEVIS will automatically add the plus four zip routing number, where available.</p> <ul style="list-style-type: none"> <li>• If the zip code is incorrect, the address will be considered invalid, even if all the other address fields are correct.</li> </ul>

**Note:** SEVIS will not validate Foreign Address fields.

## 5.2 Address Status

The address status indicates whether the address was recognized immediately by SEVIS as an existing, valid address or if a DSO had to override Address Doctor to enter it.

Address Status	Explanation
<b>Valid</b>	<ul style="list-style-type: none"> <li>• Address Doctor verified the address upon initial entry</li> </ul>
<p><b>Override -</b></p> <ul style="list-style-type: none"> <li>• <b>Campus business address</b></li> <li>• <b>Campus housing address</b></li> <li>• <b>Campus mailing address</b></li> <li>• <b>New address, mailing</b></li> <li>• <b>New address, physical location</b></li> <li>• <b>Other (When selected, the DSO must enter an override explanation between 5 and 200 characters in length.)</b></li> </ul>	<ul style="list-style-type: none"> <li>• DSO requested an override of SEVIS Address Doctor. This confirms that the address is valid based on the chosen reason.</li> </ul>
<b>Un-validated; no override</b>	<ul style="list-style-type: none"> <li>• Address was entered during an outage of the</li> </ul>

	SEVIS Address Doctor and must be validated later.
--	---------------------------------------------------

### 5.3 Address Type

The Address Type indicates the type of mail receiving facility or dwelling to which the address belongs.

Address Type	Explanation
B	Mailbox at a building
F	Mailbox at a company or firm
G	General delivery address
H	High-rise default address
L	Mailbox at a large volume receiver
M	Military address
P	Post office box in the address
R	Rural route mailbox
S	Mailbox at a street address

## 6 SEVIS MAIN PAGE AND SEARCH OVERVIEW

The *Main* page provides descriptions of the links in the navigation bar. The subsequent sections describe these links in detail.

## Exhibit 17: Main Page

Please select one of the links on the navigation bar above. Below is an explanation of each link.	
<b>Main:</b>	Click this link to return to this screen.
<b>Schools:</b>	Click this link to search for a school's summary information.
<b>Students:</b>	Click this link to retrieve and view a student's summary information.
<b>Programs:</b>	Click this link to retrieve and view a program sponsor's summary information.
<b>Exchange Visitors:</b>	Click this link to retrieve and view an exchange visitor's summary information.
<b>Alerts:</b>	Click this link to view system alerts.
<b>Reports:</b>	Click this link to generate, view, and print reports.
<b>Help:</b>	Click this link to obtain online help for using SEVIS.
<b>Tutorial:</b>	Click this link to launch a tutorial on SEVIS.
<b>Logout:</b>	Click this link to exit SEVIS.
<b>Message Board:</b>	Click this link to view the Message Board.
<b>Change Password:</b>	Click this link to change your password.
<b>Get Plug-Ins:</b>	Click this link to download plug-ins used by SEVIS.

When you log in as an Inspector, the first page you see is the *Port of Entry Search* page (rather than the *Main* page). Here you can search for a student, EV, or dependent by SEVIS ID and complete their entry data (see Section 18, Port of Entry Search, for details about the Port of Entry Search process).

## Exhibit 18: Port of Entry Search Page

**Port of Entry Search**  
Required fields are marked with an asterisk (\*).

\* SEVIS ID:

## 7 SCHOOL SEARCH

**Note:** This option is available to all DHS personnel authorized to use SEVIS; however, the available school search criteria are specific to each SEVIS user role.

SEVIS allows you to perform a search on all SEVIS schools. The search results enable you to view data for the schools that match your search criteria. To access the School Search module, perform the following steps:

1. Click the **Schools** link on the navigation bar. The *School Search* page displays.

### **Exhibit 19: DHS HQ Users, DHS SRC Users, and DHS Officers School Search Page**

**School Search**

**Search Criteria**

School Name:	<input type="text"/>	(prepend or postpend "*" for wildcard)
School Code:	<input type="text"/>	
District:	<input type="text"/>	
Status:	<input type="text"/>	

### **Exhibit 20: DHS Inspectors School Search Page**

**School Search**

**Search Criteria**

School Name:	<input type="text"/>	(prepend or postpend "*" for wildcard)
School Code:	<input type="text"/>	
District:	<input type="text"/>	

### **Exhibit 21: SEVP PICS Officers School Search Page**

**School Search**

**Search Criteria**

School Name:	<input type="text"/>	(prepend or postpend "*" for wildcard)
School Code:	<input type="text"/>	
District:	<input type="text"/>	
Status:	<input type="text"/>	
Disabled Functionality: (Press the Ctrl key and click to highlight multiple selections.)	CREATE NEW STUDENT RECORDS ACCEPT TRANSFER IN STUDENT RECORDS TRANSFER OUT STUDENT RECORDS	
Withdrawal Type:	<input type="text"/>	
Appeal Status:	<input type="text"/>	

2. Enter or select at least one of the available search criteria:

- **School Name**

**Note:** If you are unsure of the exact spelling of a school name, you may enter the \* (asterisk) wildcard preceding and/or followed by at least three characters.

- “\*school” may return a list containing schools such as National Flight School and Scranton Business School.
  - “john\*” may return a list containing Johns Hopkins School of Medicine, Johnson School of Nursing, Johnson Agricultural School.
  - “\*mai\*” may return a list containing Maine University, Portland Maine School of Technology, College of Botmai.
  - **School Code:** Enter a specific school code (in AAA214Fnnnnnxxx format) to search for the school associated with that code. The complete school code comprises a three-character district identifier, the four-character sequence “214F,” a five-digit school identifier, and the campus suffix, if applicable.
  - **District:** Select a specific district to search on schools within that district.
  - **Status:** (available to all user except DHS Inspectors) Select a status from the drop-down list. Appendix D, School Statuses, defines the values for school status.
  - **Disabled Functionality:** (available to SEVP PICS Officers) Click to highlight the disabled function. More than one function may be selected by pressing the Ctrl key and clicking multiple selections at the same time. Deselect an entry by pressing the Ctrl key and clicking the selected entry at the same time.
  - **Withdrawal Type:** (available to SEVP PICS Officers) Select a withdrawal type, if applicable. The **Status** field must also be set to Withdrawn for this selection. The withdrawal types include:
    - Automatic no Appeal Rights
    - Automatic with Appeal Rights
    - Recertification Denied
    - Voluntary
    - Withdrawn on Notice no Appeal Rights
    - Withdrawn on Notice with Appeal Rights
  - **Appeal Status:** (available to SEVP PICS Officers) Select an Appeal status, if applicable. The **Status** field must also be set to Withdrawn for this selection. The Appeal Status selections include:
    - Appeal Approved
    - Appeal Dismissed
    - Appeal Not Received
    - Appeal Pending
3. Click the **Search** button. The system displays a list containing the schools that meet your search criteria, if any.

## Exhibit 22: School Search Results Page

**School Search Results**

[New Search](#) [Refine Search](#)

**Search Criteria:**  
School Name = \*univ\*

Name of school	School code	Location (City, State)	Status
<a href="#">Montgomery University</a>	WAS214F68468000	Washington, DC	APPROVED
<a href="#">University of Western New York</a>	PHI214F51800000	Lancaster, PA	WITHDRAWN
<a href="#">DeVry University</a>	BAL214F22210000	Baltimore, MD	WITHDRAWN
<a href="#">Johns Hopkins University</a>	BAL214F22224000	dc, DC	WITHDRAWN
<a href="#">Montgomery University</a>	WAS214F68741000	Bowie, DC	WITHDRAWN
<a href="#">Keller Graduate School of Management of DeVry University</a>		Baltimore, MD	PENDING
<a href="#">Universal Technical Institute</a>	BAL214F11114000	Baltimore, MD	WITHDRAWN
<a href="#">University of Phoenix</a>	BAL214F11113000	Baltimore, MD	WITHDRAWN
<a href="#">Candler University</a>	CHI214F25256000	Chicago, IL	WITHDRAWN
<a href="#">Makena University</a>	WAS214F87658000	Washington, DC	WITHDRAWN
<a href="#">Dravrah University</a>	ATL214F87609000	Quiettown, GA	WITHDRAWN
<a href="#">Cardinal University</a>	WAS214F00002000	Washington, DC	WITHDRAWN
<a href="#">Johnson University</a>	WAS214F55245000	Washington, DC	WITHDRAWN
<a href="#">Plater University</a>	BAL214F45025000	Baltimore, MD	WITHDRAWN
<a href="#">Crayburn University</a>	WAS214F18468000	Bowie, DC	WITHDRAWN
<a href="#">Miami Shores/Barrv University</a>	BAL214F33335000	Baltimore, MD	WITHDRAWN
<a href="#">Training University</a>	WAS214F22447000	Washington, DC	APPROVED
<a href="#">Charleston University</a>	WAS214F24713000	Washington, DC	APPROVED
<a href="#">Testing University</a>	DEN214F00076000	Colo Spgs, CO	APPROVED
<a href="#">Woodward University</a>	WAS214F31684000	Washington, DC	APPROVED

34 Recs 1 [2](#) [\[Next>>\]](#)

4. Click the appropriate link in the **Name of School** column to view that school's data on the *School Information* page.

## Exhibit 23: School Information Page

Return to List    Print I-17 Form

### Charleston University

Certification Expiration Date: <b>05/01/2013</b>	
School Status: <b>APPROVED</b>	
Current School Code: <b>WAS214F13300000</b>	
Previous School Code: <b>N/A</b>	
Seeking Approval for: <b>Academic and Language students</b>	
Mailing Address: <b>5849 University Drive Washington, DC 20001</b>	
Telephone Number: <b>050-420-1111</b>	
Fax Number:	
Location Address: <b>5849 University Drive Washington, DC 20001</b>	
Type of Institution: <b>Public</b>	
This School is Engaged in: <b>HIGHER EDUCATION (issuing one or more of the following degrees: associates, bachelors, masters, Ph.D.)</b>	
School's Sessions are Primarily Based on: <b>Semesters</b>	
School Established on: <b>12/08/1972</b>	
School Operates Under the Following Authorization: <b>Federal Education Board</b>	
School is Approved Under the Following Association or Agency: <b>State Education Board</b>	
Areas of Study: <b>EDUCATION</b>	
Degrees Available: <b>DOCTOR OF EDUCATION BACHELOR OF SCIENCE IN EDUCATION MASTER OF SCIENCE</b>	
Higher Education Conferring Degrees: <b>Higher education, it confers recognized bachelor's, master's, professional, or divinity degrees.</b>	
Credit Transfer: <b>Higher education, its credits are recognized by and transferable to institutions of study which confer degrees.</b>	
English Language Training: <b>English language training, it is engaged in English language training.</b>	
Sessions are Held: <b>Day, Night</b>	
Requirements for Admission: <b>High School Diploma, GED, placement test</b>	
Courses of Study and Time Necessary to Complete: <b>120 study hours. See our web site (charleston.edu)</b>	
Requirements for Graduation: <b>Successful completion of coursework.</b>	
Causes for Expulsion: <b>Felony conviction</b>	
Average Annual Numbers: <b>Classes - 1,500 Students - 15,000 Teachers and Instructors - 275 Non-Teaching Employees - 550</b>	
Average Annual Cost of Room, Board, and Tuition Per Student: <b>\$24,000.00</b>	

#### Campus Information

Charleston University

School Code: WAS214F13300000

Mailing Address: 5849 University Drive Washington, DC 20001

Location Address: 5849 University Drive Washington, DC 20001

Officials: Official Name	Title	The Official is	A-Number	Telephone Number	Email Address	Role
Barry Channing	Dean of Admissions	U.S. Citizen		555-555-5555	<a href="mailto:barrv.channing@cu.edu">barrv.channing@cu.edu</a>	DSO
Mary Sue Hafer	Director of International Students	U.S. Citizen		111-111-1111 Extn. 101	<a href="mailto:maryv.hafer@cu.edu">maryv.hafer@cu.edu</a>	PDSO

**Note:** Users may click an official's email address link on the *School Information* page to quickly initiate an email to the selected official.

5. Click the **Return to List** button to return to the *School Search Results* page.

**Note:** DHS HQ users, DHS SRC users, and SEVP PICS Officers also see a **Print I-17 Form** button on the *School Information* page. These users may print the school's Form I-17 using this button. See Section 7.1, Print Form I-17, for instructions on printing a copy of the Form I-17.

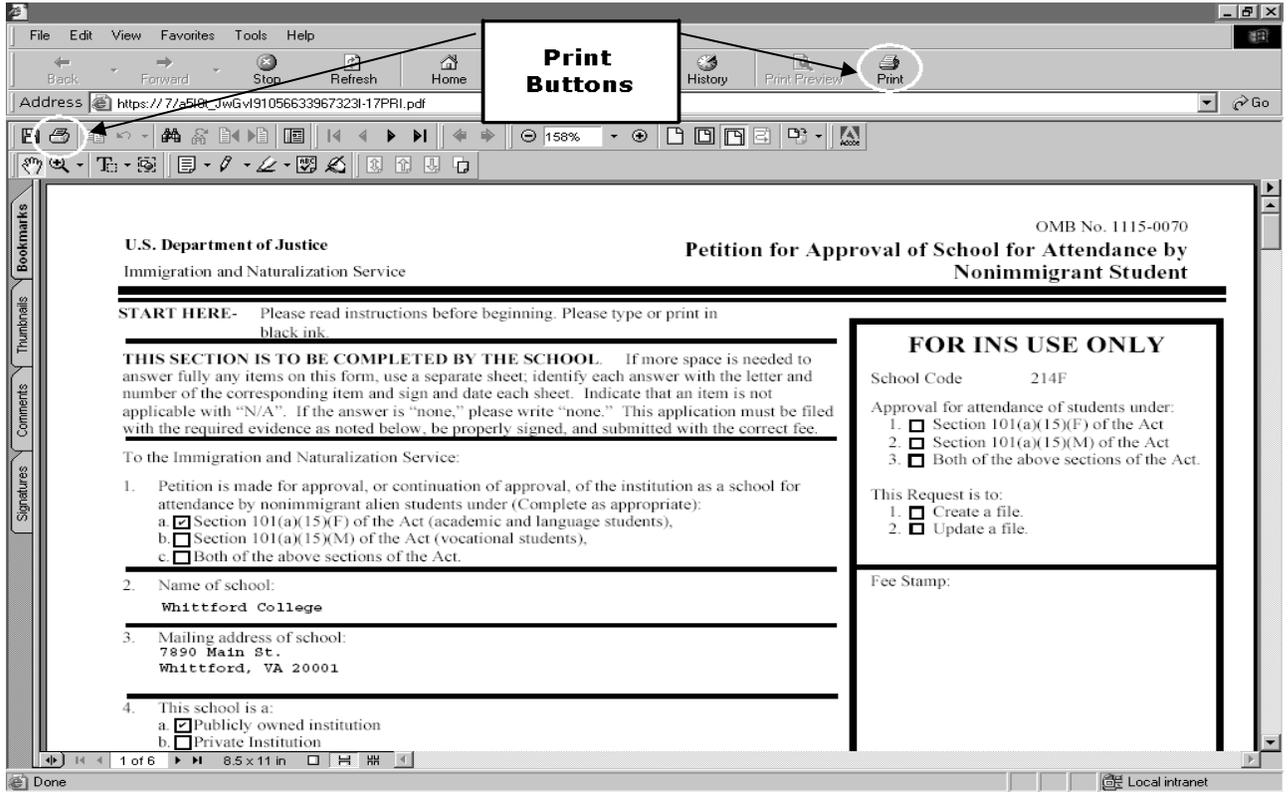
### 7.1 Print Form I-17

This print function is available to DHS HQ users, DHS SRC users, and SEVP PICS Officers.. SEVIS enables DHS HQ users, DHS SRC users, and SEVP PICS Officers to print Forms, such as the Form I-17, to a designated printer through Adobe Reader. If you do not already have Adobe Reader Version 5.0 or higher installed on your computer, refer to the instructions in Appendix C, Download the Latest Version of Adobe Reader.

To print a copy of the Form I-17, perform the following steps:

1. On the *School Information* page, click the **Print Form I-17** button. A new browser window opens with the Form I-17 in Adobe Acrobat Portable Document Format.

## Exhibit 24: Print Form I-17



2. There are two ways to print the Form I-17:
  - a. Click the **Print** button in the browser toolbar. The Form prints to the designated printer.
  - b. Click the **Print** button available in the Adobe Reader toolbar. A *Print* window appears. Click **OK** to send the Form to the designated printer.
3. Click the **Close** button on the *Adobe Reader* window to return to SEVIS.

## 8 SEARCH FOR F/M NONIMMIGRANT RECORDS

SEVIS offers a specific search option on the Navigation Bar and a Search Student and Dependents page. These allow DHS users to find a particular nonimmigrant or group of nonimmigrants.

Type	Functions
<b>Navigation Bar SEVIS ID Search</b>	Uses a specific SEVIS ID to search for a student or exchange visitor in any of the P/DSO and/or RO/ARO's approved schools and programs.

<b>Quick Search</b>	Searches for one student using one of the following criteria: <ul style="list-style-type: none"><li>• SEVIS Identification (ID)</li><li>• Fingerprint Identification Number (ID)</li><li>• Exact Surname/Primary Name</li></ul> <b>Note:</b> The Quick Search Surname/Primary Name can only search for students. The Surname/Primary Name field cannot be used to search for dependents.
<b>Advanced Search</b>	Searches for either of the following: <ul style="list-style-type: none"><li>• One individual, using additional search criteria</li><li>• Groups of individuals who all meet the same search criteria</li></ul> Advanced Search contains options to search with other data, refine the search options, and display the results as desired. Advanced Search has four sections to enter the required parameters: Include, Search Criteria, Refine By, and Sort Results By.

## 9 NAVIGATION BAR SEVIS ID SEARCH

This search function is always available in the Navigation Bar for any user in SEVIS. Use a specific SEVIS ID to search for a student or exchange visitor in any of school or program.

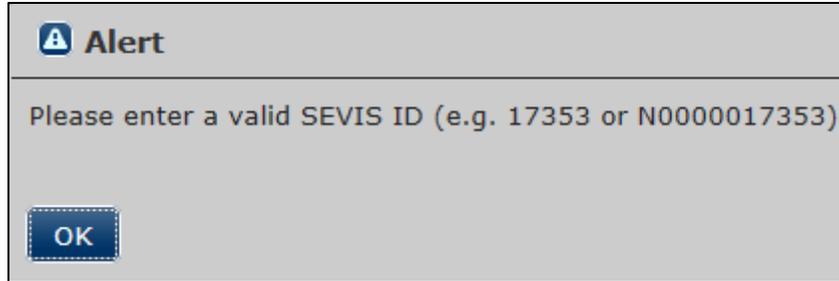


Enter the student's SEVIS ID number. The *SEVIS ID* field features include:

- The "N" and any leading zeros are optional.
- To erase the entire field, place the cursor in the box and click the **X** on the right side of the field.



An Alert modal will appear, in case of incorrect entry format or if no matching nonimmigrant record is found.



## 10 STUDENTS AND DEPENDENTS SEARCH

SEVIS allows you to perform a search on all SEVIS students and dependents. There are two search types which allow DHS personnel to find a particular nonimmigrant or group of nonimmigrants. Both the Quick Search and Advanced Search options are located on the *SEVIS Search Student and Dependents* page. The search results enable you to view data for the students that match your search criteria. To access the *Search Students and Dependents* page, perform the following steps:

1. Click the **Students** link on the navigation bar. The *Search Students and Dependents* page displays.

### Search Students & Dependents

**Quick Search:**

SEVIS ID:

FIN ID:

Surname/Primary Name:   Searches for student names only. Wildcards cannot be used.

---

**Advanced Search**

Include:  F-1/M-1 (Students)  F-2/M-2 (Spouse/Dependents)

Search Criteria:  Surname/Primary Name:  (40 Character max - allows a trailing wildcard e.g. Joh\*)  
The Surname/Primary Name is required. If the person has only one name, use this field.

Given Name:  (Optional - 80 Character max)  
Do not use any special characters. Only letters A to Z are allowed. Do not use an abbreviation such as FNU or LNU to indicate a name is unknown. See Help for more information.

Passport Name:  (39 Character max - allows a trailing wildcard e.g. Joh\*)

Preferred Name:  (145 Character max - allows a trailing wildcard e.g. Joh\*)

Legacy Family Name:  (40 Character max - allows a trailing wildcard e.g. Joh\*)  
The Legacy Family Name is required. If the person has only one name, use this field.

Legacy First Name:  (Optional - 40 Character max)  
This searches names that were in SEVIS prior to 12/12/1212 that contain special characters no longer allowed, or that were otherwise standardized. See Help for more information.

All Records  
Requires selection of "School" or "State of Student's Residence" plus one of the other fields in the Refine By Section. If you select both a "School" and the "State of Student's Residence" no other selections from the Refine By section are necessary.

---

Refine By: School Information:  School Code   School Name   
 Campus:

A school must be selected in order to select a campus. The default search is for all campuses.

Student's State of Residence:

Date of Birth: From:  /  /  (MM/DD/YYYY) To:  /  /  (MM/DD/YYYY)

Program Start Date Range: From:  /  /  To:  /  /  (MM/DD/YYYY)

Program End Date Range: From:  /  /  To:  /  /  (MM/DD/YYYY)

Status:

Country of Birth:

Country of Citizenship:

Student Termination Reason:

Dependent Termination Reason:

Termination Date Range: From:  /  /  (MM/DD/YYYY) To:  /  /  (MM/DD/YYYY)

Student Request Type:

Student Request Status:

Adjudication Date Range: From:  /  /  (MM/DD/YYYY) To:  /  /  (MM/DD/YYYY)

---

Sort Results By:   Ascending  Descending

## Exhibit 25: Search Students and Dependents Page

### 10.1 Quick Search

The Quick Search is a simple search to find a nonimmigrant, using a SEVIS ID, FIN ID, or Surname/Primary Name.

Type	Functions
------	-----------

<b>Quick Search</b>	<p>Searches for one student using one of the following criteria:</p> <ul style="list-style-type: none"> <li>• SEVIS Identification (ID)</li> <li>• Fingerprint Identification Number (ID)</li> <li>• Exact Surname/Primary Name</li> </ul> <p><b>Note:</b> The Quick Search Surname/Primary Name can only search for students. The Surname/Primary Name field cannot be used to search for dependents.</p>
<b>Advanced Search</b>	<p>Searches for either of the following:</p> <ul style="list-style-type: none"> <li>• One individual, using additional search criteria</li> <li>• Groups of individuals who all meet the same search criteria</li> </ul> <p>Advanced Search contains options to search with other data, refine the search options, and display the results as desired. Advanced Search has four sections to enter the required parameters: Include, Search Criteria, Refine By, and Sort Results By.</p>

1. Navigate to the *Search Student and Dependents* page.
2. Enter **one** of the following in the top *Quick Search* section:

Field	Description
<b>SEVIS ID</b>	<p>Enter the student’s SEVIS ID number. The <i>SEVIS ID</i> field features include:</p> <ul style="list-style-type: none"> <li>• The “N” and any leading zeros are optional.</li> <li>• To erase the entire field, place the cursor in the box and click the <b>X</b> on the right side of the field.</li> <li>• A red dotted line around the box indicates an incorrect entry format.</li> <li>• Roll the mouse over the field for an error explanation message.</li> </ul> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p><b>Quick Search:</b></p> <p>SEVIS ID: <input style="border: 1px dashed red;" type="text" value="1597486+955"/> <input type="button" value="Search"/></p> <p>FIN ID: <input type="text" value="Invalid Entry. Enter a value in the proper format. (e.g. 17353 or N0000017353)"/></p> <p>Surname/Primary Name: <input type="text"/> <input type="button" value="Search"/> <input type="button" value="Search"/></p> </div>
<b>FIN ID</b>	<p>Enter the student’s FIN ID number.</p> <ul style="list-style-type: none"> <li>• To erase the entire field, place the cursor in the box and click the <b>X</b> on the right side of the field.</li> <li>• A red dotted line around the box indicates an incorrect entry</li> </ul>

Field	Description
	<p>format.</p> <ul style="list-style-type: none"> <li>Roll the mouse over the field for an error explanation message.</li> </ul>
<b>Surname/Primary Name</b>	<p>Enter the student’s exact Surname/Primary Name. The <i>Surname/Primary Name</i> field features include:</p> <ul style="list-style-type: none"> <li>Wildcards are not allowed.</li> <li>40-character maximum.</li> <li>Special characters are not allowed.</li> <li>Use only letters A to Z:                             <ul style="list-style-type: none"> <li>To erase the entire field, place the cursor in the box and click the <b>X</b> on the right side of the field.</li> <li>A red dotted line around the box indicates an incorrect entry format.</li> <li>Roll the mouse over the field for an error explanation message.</li> </ul> </li> </ul>

### Exhibit 26: Quick Search

- Click **Search** to the right of the field to find the SEVIS record.

## 10.2 Advanced Search

The Advanced Search is a way to find one nonimmigrant, or a group of nonimmigrants, using different search options and refinements.

### Include Section

- Navigate to the *Search Student and Dependents* page.
- Select one of the nonimmigrant options:
  - F-1/M-1 (Students)** – Searches only F-1/M-1 students
  - F-2/M-2 (Spouse/Dependents)** – Searches only F-2/M-2 spouses or dependents

**Exhibit 27: Advanced Search – Include**

**Search Criteria Section**

3. Select one of the *Search Criteria* options to perform a search:

**Exhibit 28: Advanced Search – Search Criteria**

Field	Description
<b>Surname/Primary Name</b>	<p>Searches for the name in the <i>Surname/Primary Name</i> field of a SEVIS record. The <i>Surname/Primary Name</i> field features include:</p> <ul style="list-style-type: none"> <li>• This is a required field; that is, if the <i>Surname/Primary Name</i> radio button is selected, you must enter a name in the field.</li> <li>• 40-character maximum.</li> </ul>

Field	Description
	<ul style="list-style-type: none"> <li>• Do not use special characters.</li> <li>• Use only letters A to Z.</li> <li>• Allows a trailing wildcard, for example, Joh* after three letters are entered.</li> <li>• Do not use abbreviations, such as FNU, to indicate an unknown name.</li> <li>• If the nonimmigrant has only one name, enter it in this field.</li> </ul>
<b>Given Name</b> (second field of <i>Surname/Primary Name</i> field)	<p>Searches for the name in the <i>Given Name</i> field of a SEVIS record. The <i>Given Name</i> field features include:</p> <ul style="list-style-type: none"> <li>• This is an optional field.</li> <li>• 80-character maximum.</li> <li>• Use only letters A to Z.</li> <li>• Allows a trailing wildcard, for example, Joh* after three letters are entered.</li> </ul>
<b>Passport Name</b>	<p>Searches for the name in the <i>Passport Name</i> field of a SEVIS record. The <i>Passport Name</i> field features include:</p> <ul style="list-style-type: none"> <li>• This is a required field; that is, if the <i>Passport Name</i> radio button is selected, you must enter a name in the field.</li> <li>• Can search using any name appearing in the <i>Passport Name</i> field of SEVIS record.</li> <li>• 39-character maximum.</li> <li>• Do not use special characters.</li> <li>• Use only letters A to Z.</li> <li>• Allows a trailing wildcard, for example, Joh* after three letters are entered.</li> </ul>
<b>Preferred Name</b>	<p>Searches for the name in the <i>Preferred Name</i> field of a SEVIS record. The <i>Preferred Name</i> field features include:</p> <ul style="list-style-type: none"> <li>• This is a required field; that is, if the <i>Preferred Name</i> radio button is selected, you must enter a name in the field.</li> <li>• Can search using any name appearing in the Preferred Name field of SEVIS record.</li> <li>• 145-character maximum.</li> <li>• Do not use special characters.</li> <li>• Use only letters A to Z.</li> <li>• Allows hyphens and apostrophes.</li> <li>• Allows a trailing wildcard, for example, Joh* after three</li> </ul>

Field	Description
	letters are entered.
<b>Legacy Family Name</b>	Searches for the name in the <i>Legacy Family Name</i> field of a SEVIS record. The <i>Legacy Family Name</i> field features include: <ul style="list-style-type: none"> <li>• This is a required field; that is, if the <i>Legacy Family Name</i> radio button is selected, you must enter a name in the field.</li> <li>• 40-character maximum.</li> <li>• Do not use special characters.</li> <li>• Use only letters A to Z.</li> <li>• Allows a trailing wildcard, for example, Joh*, after three letters are entered.</li> </ul>
<b>Legacy First Name</b> (second field of <i>Legacy Family Name</i> )	Searches for the name in the <i>Legacy First Name</i> field of a SEVIS record. The <i>Legacy First Name</i> field features include: <ul style="list-style-type: none"> <li>• This is an optional field.</li> <li>• 40-character maximum.</li> <li>• Do not use special characters.</li> <li>• Use only letters A to Z.</li> <li>• Do not use trailing wildcard.</li> </ul>
<b>All Records</b>	Searches all names in the school or campus’s SEVIS ID records. <b>Note:</b> Requires the selection of at least one additional field in the Refine By section. Refining the <i>Campus</i> field does not count.

### Refine By Section

1. You must select “School Information” or “Student’s State of Residence,” plus at least one additional field in the *Refine By* section to use the *All Records* selection in the *Search Criteria* section.

**Note:** Refine of the *Campus* field does not count.

**Exhibit 29: Advanced Search – Refine By**

Field	Description
<b>School Information</b>	<p>Searches for a specific school. You may select one or all campuses at the selected school. To find and select a school and campuses:</p> <ul style="list-style-type: none"> <li>• Select the radio button next to your preferred school search method, <i>School Code</i> or by <i>School Name</i>. <ul style="list-style-type: none"> <li>○ When selecting the <i>School Code</i> radio button, enter the exact school code in the field.</li> </ul> </li> </ul> <p><b>Note:</b> All letters must be capitalized. Example: WAS214F85963000</p> <ul style="list-style-type: none"> <li>○ When selecting the <i>School Name</i> radio button: <ul style="list-style-type: none"> <li>▪ Click the <a href="#">Select School</a> hyperlink. The <i>School Search</i> window opens.</li> <li>▪ Enter the exact school name, or enter at least three letters of the school name using the wildcard asterisk before and/or after your entry.</li> <li>▪ Click <b>Submit</b> to submit your entry, or <b>Cancel</b> to return to the <i>Search Student and Dependents</i> page.</li> <li>▪ Click on the hyperlinked school name to choose a school.</li> </ul> </li> <li>○ Select a preferred campus or <b>All</b> to search all campuses.</li> <li>• Click <a href="#">Clear School</a> to start the school search again.</li> </ul> <p><b>Note:</b> Default setting of <b>All</b> will search all campuses at the chosen school.</p>
<b>Student's State of Residence</b>	<p>Searches by U.S. state or territory of residence.</p> <ul style="list-style-type: none"> <li>• To find and select a preferred state or territory: <ul style="list-style-type: none"> <li>○ Click the drop-down arrow to open the <i>States</i> menu.</li> <li>○ Use the scroll bar to find the preferred state or territory.</li> </ul> </li> </ul>

Field	Description
	<ul style="list-style-type: none"> <li>○ Select the preferred state or territory.</li> <li>● To clear the chosen state:               <ul style="list-style-type: none"> <li>○ Click the drop-down arrow to open the <i>States</i> menu.</li> <li>○ Click <b>Select One</b>.</li> </ul> </li> </ul>
<b>Date of Birth</b>	<p>Searches by a birth date. The <i>Date of Birth</i> field parameters include:</p> <ul style="list-style-type: none"> <li>● Enter all dates in format MM/DD/YYYY.</li> <li>● Search a specific birth date by entering it in the <i>From</i> field.</li> <li>● Search a range of birth dates by entering the earliest date in the <i>From</i> field and the latest date in the <i>To</i> field.</li> <li>● When completing the <i>date</i> fields, a red dotted line will surround the box. This indicates the entry is incomplete or in an incorrect format. When all boxes are filled correctly, the red lines will disappear. Roll mouse over partially completed fields for specific error message.</li> </ul> <div style="border: 1px solid #ccc; padding: 5px; margin: 10px 0;"> <p>Date of Birth: From: <input style="border: 1px dotted red;" type="text" value="13"/> / <input style="border: 1px dotted red;" type="text" value="12"/> / <input style="border: 1px dotted red;" type="text" value="1990"/> (MM/DD/YYYY)</p> <p>To: <input type="text"/> / <input type="text"/> / <input type="text"/></p> <div style="background-color: yellow; border: 1px solid black; padding: 2px; display: inline-block;">Invalid Entry. Enter a valid date in the format MM/DD/YYYY.</div> </div> <p><b>Note:</b> Entering a date only in the <i>To</i> field (without a date in the <i>From</i> field) returns an error message.</p>
<b>Program Begin Date Range</b>	<p>Searches by a student’s program start date. The <i>Program Begin Date Range</i> field parameters include:</p> <ul style="list-style-type: none"> <li>● Enter all dates in format MM/DD/YYYY.</li> <li>● Search a specific <b>Program Start Date</b> by entering it in the <i>From Program Begin Date</i> field.</li> <li>● Search a range of <b>Program Begin Dates</b> by entering the earliest date in the <i>From</i> field and the latest date in the <i>To</i> field.</li> <li>● When completing the date fields, a red dotted line will surround the box. This indicates the entry is incomplete or in an incorrect format. When all boxes are filled correctly, the red lines will disappear. Roll mouse over partially completed fields for specific error message.</li> </ul> <p><b>Note:</b> Entering a date only in the <i>To</i> field (without a date in the <i>From</i> field) returns an error message.</p>
<b>Program End Date Range</b>	<p>Searches by a student’s program start date. The <i>Program End Date Range</i> field parameters include:</p> <ul style="list-style-type: none"> <li>● Enter all dates in format MM/DD/YYYY.</li> <li>● Search a specific <b>Program End Date</b> by entering it in the <i>From Program End Date</i> field.</li> <li>● Search a range of <b>Program End Dates</b> by entering the earliest date</li> </ul>

Field	Description
	<p>in the <i>From</i> field and the latest date in the <i>To</i> field.</p> <ul style="list-style-type: none"> <li>• When completing the date fields, a red dotted line will surround the box. This indicates the entry is incomplete or in an incorrect format. When all boxes are filled correctly, the red lines will disappear. Roll mouse over partially completed fields for specific error message.</li> </ul> <p><b>Note:</b> Entering a date only in the <i>To</i> field (without a date in the <i>From</i> field) returns an error message.</p>
<b>Status</b>	<p>Searches by a student’s SEVIS record status.</p> <ul style="list-style-type: none"> <li>• <i>Status</i> field options include: <ul style="list-style-type: none"> <li>○ Active</li> <li>○ Canceled</li> <li>○ Completed</li> <li>○ Deactivated</li> <li>○ Initial</li> <li>○ Terminated</li> </ul> </li> <li>• To find and select the SEVIS Status: <ul style="list-style-type: none"> <li>○ Click the drop-down arrow to open the <i>Status</i> menu.</li> <li>○ Select up to three options by clicking the checkboxes.</li> </ul> </li> <li>• To deselect any option, click the checked box.</li> </ul>
<b>Country of Birth</b>	<p>Searches by the nonimmigrant’s country of birth. The <i>Country of Birth</i> field parameters include:</p> <ul style="list-style-type: none"> <li>• To find and select the country of birth: <ul style="list-style-type: none"> <li>○ Click the drop-down arrow to open the <i>Country</i> menu.</li> <li>○ Use the scroll bar to find the country of birth.</li> <li>○ Select the country of birth.</li> </ul> </li> <li>• To clear the chosen country of birth: <ul style="list-style-type: none"> <li>○ Click the drop-down arrow to open the <i>Country</i> menu.</li> <li>○ Click <b>Select One</b>.</li> </ul> </li> </ul>
<b>Country of Citizenship</b>	<p>Searches by the nonimmigrant’s country of citizenship. The <i>Country of Citizenship</i> field parameters include:</p> <ul style="list-style-type: none"> <li>• To find and select the country of citizenship: <ul style="list-style-type: none"> <li>○ Click the drop-down arrow to open the <i>Country</i> menu.</li> <li>○ Use the scroll bar to find the country of citizenship.</li> <li>○ Select the country of citizenship.</li> </ul> </li> <li>• To clear the chosen country of citizenship: <ul style="list-style-type: none"> <li>○ Click the drop-down arrow to open the <i>Country</i> menu.</li> </ul> </li> </ul>

Field	Description
	<ul style="list-style-type: none"> <li>○ Click <b>Select One</b>.</li> </ul>
<b>Student Termination Reason</b>	<p>Searches by the student's termination reason on SEVIS record.</p> <ul style="list-style-type: none"> <li>● <i>Student Termination Reason</i> field options include: <ul style="list-style-type: none"> <li>○ Absent from Country for Five months</li> <li>○ Authorized Drop Below Full Course Time Exceeded</li> <li>○ Authorized Early Withdrawal</li> <li>○ Change of Nonimmigrant Classification</li> <li>○ Change of Nonimmigrant Classification Denied</li> <li>○ Change of Status Approved</li> <li>○ Change of Status Denied</li> <li>○ Change of Status Withdrawn</li> <li>○ Costs Exceed Resources</li> <li>○ Death</li> <li>○ Denied Transfer</li> <li>○ Expulsion</li> <li>○ Extension Denied</li> <li>○ Failure to Enroll</li> <li>○ Failure to Report While on OPT</li> <li>○ Failure to Report While on OPT – System Termination</li> <li>○ No-Show – Manual Termination</li> <li>○ No-Show – System Termination</li> <li>○ Otherwise Failing to Maintain Status</li> <li>○ School Withdrawn</li> <li>○ Suspension</li> <li>○ Transfer Student No Show</li> <li>○ Transfer Withdrawn</li> <li>○ Unauthorized Employment</li> <li>○ Unauthorized Withdrawal</li> <li>○ Unauthorized Withdrawal Below Full Course</li> <li>○ Violation of Change of Status Requirements</li> </ul> </li> <li>● To find and select the student's termination reason: <ul style="list-style-type: none"> <li>○ Click the drop-down arrow to open the <i>Student Termination Reason</i> menu.</li> <li>○ Use the scroll bar to find the student's termination reason.</li> <li>○ Select the termination reason.</li> </ul> </li> <li>● To clear the chosen student's termination reason:</li> </ul>

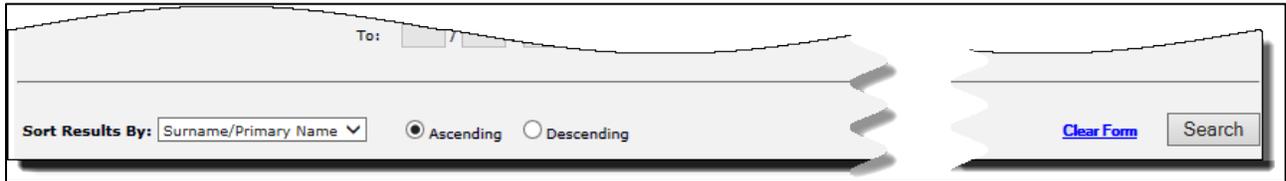
Field	Description
	<ul style="list-style-type: none"> <li>○ Click the drop-down arrow to open the <i>Student Termination Reason</i> menu.</li> <li>○ Click <b>Select One</b>.</li> </ul>
<b>Dependent Termination Reason</b>	<p>Searches by dependent's termination reason on SEVIS record.</p> <p><b>Note:</b> You can only use this search, if you have selected to search F-2/M-2 Spouse/Dependents in the <i>Advanced Search Include</i> section.</p> <ul style="list-style-type: none"> <li>• <i>Dependent Termination Reason</i> field options include: <ul style="list-style-type: none"> <li>○ Child Over 21</li> <li>○ Conviction of a Crime</li> <li>○ Death</li> <li>○ Divorce</li> <li>○ Other</li> <li>○ Principal Status Completed</li> <li>○ Principal Status Terminated</li> <li>○ Unauthorized Employment</li> </ul> </li> <li>• To find and select the dependent's termination reason: <ul style="list-style-type: none"> <li>○ Click the drop-down arrow to open the <i>Dependent Termination Reason</i> menu.</li> <li>○ Select the termination reason.</li> </ul> </li> <li>• To clear the chosen dependent's termination reason: <ul style="list-style-type: none"> <li>○ Click the drop-down arrow to open the <i>Dependent Termination Reason</i> menu.</li> <li>○ Click <b>Select One</b>.</li> </ul> </li> </ul>
<b>Termination Date Range</b>	<p>Searches by the date a SEVIS record is terminated. The <i>Termination Date Range</i> field parameters include:</p> <p><b>Note:</b> You can only use this search, if you have selected a <i>Student Termination Reason</i>.</p> <ul style="list-style-type: none"> <li>• Enter all dates in format MM/DD/YYYY.</li> <li>• Search a specific Termination Date by entering it in the <i>From Termination Date Range</i> field.</li> <li>• Search a range of Termination Dates by entering the earliest date in the <i>From</i> field and the latest date in the <i>To</i> field.</li> <li>• When completing the date fields, a red dotted line will surround the box. This indicates the entry is incomplete or in an incorrect format. When all boxes are filled correctly, the red lines will disappear. Roll mouse over partially completed fields for specific error message.</li> </ul> <p><b>Note:</b> Entering a date only in the <i>To</i> field (without a date in the <i>From</i> field)</p>

Field	Description
	returns an error message.
<b>Student Request Type</b>	<p>Searches by a student's request type.</p> <ul style="list-style-type: none"> <li>• <i>Student Request Type</i> field options include: <ul style="list-style-type: none"> <li>○ Change of Status</li> <li>○ Extension</li> <li>○ OPT</li> <li>○ Off-Campus Employment</li> <li>○ Reinstatement</li> <li>○ Transfer</li> </ul> </li> <li>• To find and select the student's request type: <ul style="list-style-type: none"> <li>○ Click the drop-down arrow to open the <i>Student Request Type</i> menu.</li> <li>○ Select the student's request type.</li> </ul> </li> <li>• To clear the chosen student's request type: <ul style="list-style-type: none"> <li>○ Click the drop-down arrow to open the <i>Student Request Type</i> menu.</li> <li>○ Click <b>Select One</b>.</li> </ul> </li> </ul>
<b>Student Request Status</b>	<p>Searches by the current status of a student's request status.</p> <p><b>Note:</b> You can only use this search, if you have chosen a <i>Student Request Type</i>.</p> <ul style="list-style-type: none"> <li>• <i>Student Request Status</i> field options include: <ul style="list-style-type: none"> <li>○ Approved</li> <li>○ Cancelled</li> <li>○ Denied</li> <li>○ Pending</li> <li>○ Requested</li> <li>○ Withdrawn</li> </ul> </li> <li>• To find and select the student's request status: <ul style="list-style-type: none"> <li>○ Click the drop-down arrow to open the <i>Student Request Status</i> menu.</li> <li>○ Select the student's request status.</li> </ul> </li> <li>• To clear the chosen student's request status: <ul style="list-style-type: none"> <li>○ Click the drop-down arrow to open the <i>Student Request Status</i> menu.</li> <li>○ Click <b>Select One</b>.</li> </ul> </li> </ul>
<b>Adjudication</b>	Searches by the student request's date of approval or denial. The

Field	Description
<b>Date Range</b>	<p><i>Adjudication Date Range</i> field parameters include:</p> <p><b>Note:</b> You can only use this search, if you have chosen a <i>Student Request Type</i>.</p> <ul style="list-style-type: none"> <li>Enter all dates in format MM/DD/YYYY.</li> <li>Search a specific Adjudication Date by entering it in the <i>From Adjudication Date Range</i> field.</li> <li>Search a range of Adjudication Dates by entering the earliest date in the <i>From</i> field and the latest date in the <i>To</i> field.</li> <li>When completing the date fields, a red dotted line will surround the box. This indicates the entry is incomplete or in an incorrect format. When all boxes are filled correctly, the red lines will disappear. Roll mouse over partially completed fields for specific error message.</li> </ul> <p><b>Note:</b> Entering a date only in the <i>To</i> field (without a date in the <i>From</i> field) returns an error message.</p>

### Sort Results By Section

2. You can sort search results by topic and order of descent. To prepare the display of search results:



### Exhibit 30: Advanced Search – Sort By

- Click the drop-down arrow in *Sorts Results By* field and select one of the following:

- Date of Birth
- Date of Last Event

**Note:** The *Date of Last Event* is the most recent date a DSO has taken an action on the record.

- Given Name
- Program End Date
- Program Start Date
- SEVIS ID
- Student Status
- Surname/ Primary Name

- Visa Type
  - Click the **Ascending** or **Descending** radio button for the order of display.
3. Review the entered *Search Students & Dependents* information. Click one of the following:
- **Clear Form** (a hyperlink, located on the bottom right corner of the page): Resets all of the chosen criteria fields to original empty values.
  - **Search** (located on the bottom right corner of the page): Opens a list of all nonimmigrant records fitting the chosen criteria.

## Search Results

Your search results will appear on the *Search Results* page, along with the criteria you used for your search.

<b>Search Results</b>								
<a href="#">New Search</a> <a href="#">Refine Search</a> <b>Search Criteria:</b> Visa Type = F-1/M-1 School Name = Buckley School of Speaking and Motorcycling Campus = All Student's State of Residence = VIRGINIA								
SEVIS ID	Visa Type	Surname/Primary Name	Given Name	Date of Birth	Program Start Date	Program End Date	Status	Date of Last Event
N0004688926	F-1	<a href="#">Franklin</a>	Roger	05/20/1985	11/25/2012	11/26/2013	COMPLETED	01/26/2015
N0004689243	F-1	<a href="#">Kane</a>	Lana	03/31/1975	11/19/2014	12/31/2020	ACTIVE	03/03/2015
N0004689235	F-1	<a href="#">Stone</a>	Hunter	08/25/1999	11/19/2014	05/31/2019	ACTIVE	11/21/2014
N0004688939	F-1	<a href="#">Weissmuller</a>	John	06/02/1904	11/19/2014	05/31/2020	ACTIVE	12/24/2014
4 Recs								

## Exhibit 31: Search Results Page

Review the information. Click one of the following:

- **New Search:** Returns you to an empty *Search Students and Dependents* page.
  - **Refine Search:** Returns you to the *Search Students and Dependents* page displaying the search criteria you just chose. This allows you to keep some of the criteria and change other criteria.
  - **Hyperlinked-name in the Surname/Primary Name column:** Opens the *Student Information* page for that nonimmigrant.
7. Click the appropriate link in the **Surname/ Primary Name** column to view the student's data. The *Student Information* page displays. Section 9 View Student and Dependent Records, provides further details.

## 11 VIEW STUDENT AND DEPENDENT RECORDS

See Section 8 for finding and opening student and dependent records. The student information page is in Exhibit 36.

**View:**  
[Event History](#)

[Form I-17](#)

[Request/Authorization Details](#)

[Transfer History](#)

[Employment Information](#)

### Student Information

[Return To Search Results](#)

Personal Information	
SEVIS ID:	<b>N0004688939</b>
FIN ID :	
Surname/Primary Name:	<b>Weissmuller</b>
Given Name:	<b>John</b>
Suffix:	
Passport Name:	
Preferred Name:	<b>John Weissmuller</b>
SEVIS Legacy Name:	<b>John Weissmuller</b>
Country of Birth:	<b>ROMANIA</b>
Date of Birth:	<b>06/02/1904</b>
Country of Citizenship:	<b>ROMANIA</b>
Gender:	<b>MALE</b>
Foreign Address:	<b>Strada Iugoslaviei 43 Timisoara ROMANIA</b>
U.S. Address:	<b>3523 Grove Ave Richmond VIRGINIA 23221</b>
Address Status:	<b>Not Validated</b>
Email Address:	

Financial Information	
Number of Months:	<b>09</b>
Tuition Fees:	<b>\$30,000.00</b>
Living Expenses:	<b>\$10,000.00</b>
Dependent Expenses:	<b>\$5,000.00</b>
Other Costs:	
Other Costs Comment:	
<b>Total Expenses:</b>	<b>\$45,000.00</b>
Student's Personal Funds:	<b>\$1,000.00</b>
Funds From This School:	<b>\$45,000.00</b>
School Fund Type:	<b>swimming scholarship</b>
Funds From Other Sources:	
Source Type:	
On-Campus Employment:	
<b>Total Funding:</b>	<b>\$46,000.00</b>

Program Information	
Status:	<b>ACTIVE</b>
Date of Last Event :	<b>06/14/2015</b>
Termination Reason:	
Visa Type:	<b>F-1</b>
School Status:	<b>APPROVED</b>
School Name:	<b>SEVP School for Advanced SEVIS Studies</b>
School Code:	<b>BAL214F4444000</b>
Campus Name:	<b>SEVP School for Advanced SEVIS Studies</b>
I-20 Issue Reason:	<b>CONTINUED ATTENDANCE</b>
Education Level:	<b>MASTER'S</b>
Major:	<b>50.0702 - Fine/Studio Arts, General</b>
Secondary Major:	<b>00.0000 - None</b>
Minor:	<b>00.0000 - None</b>
Program Start Date:	<b>06/02/2015</b>
Program End Date:	<b>05/31/2018</b>
Normal Length of Study:	<b>36</b>
Current Session End Date:	<b>12/15/2015</b>
Next Session Start Date:	<b>01/15/2016</b>
School Requires English Proficiency:	<b>Yes</b>
Student Has English Proficiency:	<b>Yes</b>
English Is Not Required Because:	
Remarks:	

Travel Information	
Passport Number:	
Passport Expiration Date:	
Visa Number:	
Visa Issue Date:	
Visa Expiration Date:	
Visa Issue Post:	
Port of Entry:	
Date of Entry:	
I-94/Admission Number:	
Admit Until Date:	
Port of Departure:	
Date of Departure:	

I-901 SEVIS Fee Payment Information	
Transaction Type:	
Transaction Date:	
Transaction Amount:	
Fee Payment/Cancellation Receipt Number:	

**Click on this link to access the Dependent Information**

Dependents:							
Sevis ID	Surname/Primary Name	Given Name	Relationship	Gender	Status	Date of Last Event	
<a href="#">N0004688942</a>	Weissmuller	Janie	SPOUSE	FEMALE	ACTIVE	06/02/2015	

Student Requests:		
Request Type	Request Status	Receipt Number
Transfer	APPROVED	

**Exhibit 32: Student Information Page with Dependent Link**

**Note:** If an F-1 student receives a Pending or Approved Change of Status (COS) request from an F-1 to an H1-B visa through Computer Linked Application Information Management System (CLAIMS), a comment will display at the bottom of the *Student Information* page. This comment addresses changes to the student's authorized length of stay in the United States and

employment authorization (if applicable) pursuant to 8 Code of Federal Regulations (CFR) 214.2(f)(5)(iv) and 8 CFR 274a.12(b)(6)(iv). The comment will only display as long as the student is in Active status.

**Note:** F-1 students with an Active status, and with a Denied or Withdrawn COS request from the F-1 to H1-B visa type, are automatically updated in SEVIS to a Completed status 60 days **after** the later of one for the following:

- the latest post-completion OPT end date
- the program end date
- the Change of Status Denied or Withdrawn receipt date

The Completion status reason is automatically displayed on the *Student Information* page in the **Remarks** field, and the student's Event History is updated.

**Note:** If an F-1 student has a Filed or Waitlisted Cap-Gap Extension, a comment will display at the bottom of the *Student Information* page. This comment addresses changes to the student's authorized length of stay in the United States and employment authorization (if applicable) pursuant to 8 CFR 214.2(f)(5)(iv) and 8 CFR 274a.12(b)(6)(iv).

1. Click one of the following buttons or links, if available. (These links and buttons are presented in alphabetical order, not necessarily the order in which they display on the page.)
  - **Event History** link: Displays the student's *Event History* page. Section 10, Event History, provides further details.
  - **FIN ID History** link: Displays the student's *FIN ID History* page. Click the **Return** button to return to the *Student Information* page.

**Note:** This link will only display if a FIN ID has been associated with this student.

- **Form I-17** link: Opens the *School Information* page associated with this student in a new browser window. When finished viewing the page, click the **Close** button.
- **Request/Authorization Details** link: Proceeds to the *Current Request/Authorization Details* page. Section 11, Request/Authorization Details, provides further instruction.
- **Return to Search Results** button: Returns to the *Search Results* page.
- **SEVIS ID** link for dependent: Proceeds to the *Dependent Information* page.
- **Transfer History** link: Displays the student's *Transfer History* page, which lists each approved, completed transfer for a student.

**Note:** This link will only display if this student has transferred schools.

Perform the following steps to view a student dependent's information page:

1. From the *Student Information* page, scroll to the bottom and click the appropriate link in the **SEVIS ID** column for the dependent whose information you wish to view. The *Dependent Information* page displays.

## Exhibit 33: Student Dependent Information Page

### Student Information

[View: Event History](#)

Return to Student

<b>F-1 Student</b> (Surname/Primary Name, Given Name)		Last Event: 06/14/2015
<b>Weissmuller, John</b> MALE   DOB: 06/02/1904		Status: <b>ACTIVE</b> SEVIS ID: <b>N0004688939</b>
Preferred Name: John Weissmuller		SEVIS Legacy Name: John Weissmuller
Passport Name:		Email Address:
School Name: <b>SEVP School for Advanced SEVIS Studies - SEVP School for Advanced SEVIS Studies</b>		U.S. Address: 3523 Grove Ave Richmond / VA 23221
Program Start/End: 06/02/2015 - 05/31/2018		
Country of Birth: ROMANIA		
Country of Citizenship: ROMANIA		

### Dependent Information

<b>F-2 Dependent</b> (Surname/Primary Name, Given Name)		Last Event: 06/02/2015
<b>Weissmuller, Janie</b> FEMALE   DOB: 11/30/1910   Relationship: SPOUSE		Status: <b>ACTIVE</b> SEVIS ID: <b>N0004688942</b>
Preferred Name: Janie Weissmuller		SEVIS Legacy Name:
Passport Name:		Email Address:
Country of Birth: ROMANIA		Port of Entry: I-94/Admission Number:
Country of Citizenship:		Port of Departure:
Remarks:		Visa Number:
		Passport:
		FIN ID:

2. Click one of the following:

- **Event History** link: Displays the student and dependent's *Event History* page. Section 10, Event History, provides further details.
- **FIN ID History** link: Displays the student and dependent's *FIN ID History* page. Click the **Return** button to return to the *Dependent Information* page.

**Note:** This link will only display if a FIN ID has been associated with this student dependent.

- **Return to Student** button: Returns to the *Student Dependent Information* page.

## 12 VIEW STUDENT OR DEPENDENT EVENT HISTORY

1. Navigate to the *Student Information* page.

## Exhibit 34: Student Information page with the Event History link called out

**Student Information**

Reprint I-20    Print Draft I-20

**Actions:**  
[Authorize To Drop Below Full Course](#)  
[Change Education Level](#)  
[Complete Program](#)  
[Disciplinary Action](#)  
[Extend Program](#)  
[Registration](#)  
[Shorten Program](#)  
[Terminate Student](#)  
[Transfer Out](#)  
**Edits:**  
[Dependents](#)  
[Financial Information](#)  
[Personal Information](#)  
[Program Information](#)  
**View:**  
[Event History](#)  
[Request/Authorization Details](#)  
[Employment/Transfer](#)

**Personal Information**  
SEVIS ID: N0004705861  
Surname/Primary Name: Testy  
Given Name: Test  
Suffix:  
Passport Name:  
Preferred Name: Test Testy  
SEVIS Legacy Name: Jay SamThree  
Country of Birth: UNITED KINGDOM  
Date of Birth: 02/05/1957  
Country of Citizenship: UNITED KINGDOM  
Gender: MALE  
Foreign Address: 4432 FrnAddrAC  
Ste 340  
FrnCityAC  
FrnProvinceAC  
2203404  
CAMBODIA  
U.S. Address: 126 N Wayne St  
Arlington  
VIRGINIA  
22201  
Address Status: Not Validated  
Email Address: TTS@xyz.com  
Telephone:  
U.S. Number: 555-555-5555  
Foreign Number:

**Program Information**  
Status: ACTIVE  
Date of Last Event: 10/18/2015  
Termination Reason:  
Visa Type: F-1  
School Name: SEVP School for Advanced SEVIS Studies  
School Code: BAL214F4444000  
Campus Name: SEVP School for Advanced SEVIS Studies  
I-20 Issue Reason: CONTINUED ATTENDANCE  
Education Level: MASTER'S  
Major: 14.1101 - Engineering Mechanics  
Secondary Major: 14.3401 - Forest Engineering  
Minor: 14.3401 - Forest Engineering  
Program Start Date: 04/24/2012  
Program End Date: 04/24/2016  
Normal Length of Study: 36  
Current Session End Date: 12/01/2015  
Next Session Start Date: 01/01/2016  
School Requires English Proficiency: Yes  
Student Has English Proficiency: Yes  
English Is Not Required Because:  
Remarks:

**Event History**

2. Click **Event History** in the menu on the left side of the page. The *Event History* page opens, which contains:

a. Columns:

- **Event Name:** A brief description of the change to the SEVIS record.
- **Event Date:** The date the change occurred.
- **Resulting Status:** The status to which the record changed when the event occurred.
- **Performed By:** This can be any of the following:
  - Name of the school official who made the change to the record.
  - “DHS Official” if someone from the DHS updated the record.
  - “System Interface” if the change occurred because of information received from an application outside SEVIS.
  - “SEVIS Maintenance” if the change occurred because of automated system processing (for example, on the effective date of transfer listed on a nonimmigrant’s record, the nonimmigrant’s status automatically changes to Transferred) or because of a manual data change (data fix).

## Exhibit 35: Event History page

**Event History**

F-1 Student **Testy, Test**      SEVP School for Advanced SEVIS Studies - SEVP School for Advanced SEVIS Studies      Status: **ACTIVE**  
 SEVIS ID: **N0004705861**  
 Start Date: 04/24/2012    End Date: 04/24/2016

---

Enter the date range and click the button to filter by event date

Expand All      Search:       From:  To:  Filter

Event Name	Event Date	Resulting Status	Performed By																		
<span style="color: green;">+</span> Registration	10/18/2015 20:18:05	ACTIVE	Helene Robertson																		
<span style="color: red;">-</span> Address Update	10/18/2015 20:15:23	ACTIVE	Helene Robertson																		
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Field Changed</th> <th style="text-align: left;">Old Value</th> <th style="text-align: left;">New Value</th> </tr> </thead> <tbody> <tr> <td>Address 1</td> <td>105 N PORT ST</td> <td>126 N Wayne St</td> </tr> <tr> <td>Address 2</td> <td>Address2</td> <td>null</td> </tr> <tr> <td>City</td> <td>Baltimore</td> <td>Arlington</td> </tr> <tr> <td>State</td> <td>MARYLAND</td> <td>VIRGINIA</td> </tr> <tr> <td>Postal Code</td> <td>21224</td> <td>22201</td> </tr> </tbody> </table>				Field Changed	Old Value	New Value	Address 1	105 N PORT ST	126 N Wayne St	Address 2	Address2	null	City	Baltimore	Arlington	State	MARYLAND	VIRGINIA	Postal Code	21224	22201
Field Changed	Old Value	New Value																			
Address 1	105 N PORT ST	126 N Wayne St																			
Address 2	Address2	null																			
City	Baltimore	Arlington																			
State	MARYLAND	VIRGINIA																			
Postal Code	21224	22201																			
Personal Information Updated	10/18/2015 20:15:22	ACTIVE	Helene Robertson																		
Off-Campus Employment Requested	10/18/2015 20:13:16	ACTIVE	Helene Robertson																		
CPT Employment	10/18/2015 19:58:34	ACTIVE	Helene Robertson																		
OPT Employment Request Canceled	09/29/2015 19:12:06	ACTIVE	Helene Robertson																		
OPT Employment Updated	09/29/2015 19:08:35	ACTIVE	Helene Robertson																		
OPT Recommendation for Pre-Completion OPT	09/29/2015 18:47:35	ACTIVE	Helene Robertson																		
Personal Information Updated	09/29/2015 18:41:49	ACTIVE	Helene Robertson																		
E-Mail Address Update	09/29/2015 18:41:49	ACTIVE	Helene Robertson																		
<span style="color: green;">+</span> Name Updated	09/29/2015 18:41:49	ACTIVE	Helene Robertson																		
of Session Dates	09/29/2015 18:41:49	ACTIVE	Official																		
<span style="color: green;">+</span> Address	2015 11:11:10		Ann v...																		
Record Created	04/24/2015 11:11:10	INITIAL	Ann Vamasiri																		

Return

b. Features:

Feature	Function
<b>1. Expand All</b>	Expands all events in the history for which additional details are available.
<b>2. Search</b>	<ul style="list-style-type: none"> <li>Allows users to filter the list to only display certain types of events.</li> <li>Enter the name of the type of events you want displayed. SEVIS will begin to filter the list as you type.</li> </ul> <div style="display: flex; align-items: center; margin-top: 10px;"> <div style="background-color: #e6f2ff; padding: 5px; border: 1px solid #add8e6;"> <p>Try to use terms that appear in the actual event names. Typing “practical training” will display nothing. Typing “OPT” will display only events relating to</p> </div> </div>

Feature	Function
	optional practical training. Typing “employment” will display events relating to any type of employment – OPT, CPT, Off-campus employment.
<b>3. From: and To: Date fields</b>	Allows the user to limit the list to events that happened between two specific dates.
<b>4. Up and down arrows in the Column Headers</b>	<ul style="list-style-type: none"> <li>• Allows the user to sort the list by the selected column in either ascending or descending order.</li> <li>• Click the <b>Up</b> or <b>Down Arrow</b> following the name of the column by which you want the list sorted.</li> </ul>
<b>5. Plus/Minus Sign Icon</b>	<ul style="list-style-type: none"> <li>• Appears next to events that have additional details.</li> <li>• Click the <b>Plus Sign</b> to display more detail. SEVIS will expand the event listing to display values of changed fields. The icon changes to a minus sign.</li> <li>• Click the <b>Minus Sign</b> to hide the details.</li> </ul>
<b>6. Expanded event detail section</b>	Displays the before and after values of fields where data was changed. This allows for a better audit trail.



- The ability to see more event detail is available only for some events that occur after December 4, 2015.
- Users cannot view more detail for all events that occur after December 4, 2015. This feature will be expanded to more events as SEVIS is enhanced.

Click the **Return** button to return to the *Student Information* or *Dependent Information* page

## 13 VIEW STUDENT REQUEST/AUTHORIZATION DETAILS

The *Student Information* page contains a link to view the following information for a student, if any:

- Optional Practical Training Employment
- Curricular Practical Training Employment (only for F-1 students)
- Off-Campus Employment (only for F-1 students)
- Authorized to Drop Below Full Course
- Requested/Pending M-1 Extension (only for M-1 students)
- Transfer
- Disciplinary Action Recorded
- Cap-Gap Extension (only for F-1 students)
- Change of Status
- Pending Correction Requests

Only current requests display on the *Current Request/Authorization Details* page. A past history does not display, only pending requests or approved requests with future end dates. If “No

<Authorization> Recorded for Student” displays for an authorization type, that does not mean that the student has never had that type of authorization; it means that the student has no current authorizations.

**Note:** If an F-1 student receives a Pending or Approved COS request from an F-1 to an H1-B visa through CLAIMS, a comment will display in the Change of Status section. This comment addresses changes to the student’s authorized length of stay in the United States and employment authorization (if applicable) pursuant to 8 CFR 214.2(f)(5)(iv) and 8 CFR 274a.12(b)(6)(iv).

**Note:** F-1 students with an Active status, and with a Denied or Withdrawn COS request from the F-1 to H1-B visa type, are automatically updated in SEVIS to a Completed status 60 days **after** the later of one for the following:

- the latest post-completion OPT end date
- the program end date
- the Change of Status Denied or Withdrawn receipt date

The Completion status reason is automatically displayed on the *Student Information* page in the **Remarks** field, and the student's Event History is updated.

**Note:** If an F-1 student has a Filed or Waitlisted Cap-Gap Extension a comment will display in the Cap-Gap Extension section. This comment addresses changes to the student’s authorized length of stay in the United States and employment authorization (if applicable) pursuant to 8 CFR 214.2(f)(5)(iv) and 8 CFR 274a.12(b)(6)(iv).

To view these data, perform the following steps:

1. Click the **Request/Authorization Details** link on the *Student Information* page. The *Current Request/Authorization Details* page.

Current Request/Authorization Details	
<b>F-1 Student</b> (Surname/Primary Name, Given Name)	Last Event: 05/28/2015
<b>Vargicova, Ana</b> FEMALE   DOB: 04/03/1990	Status: <b>ACTIVE</b> SEVIS ID: <b>N0004704562</b>
Preferred Name: Ana Vargicova	SEVIS Legacy Name: Ana Vargicova
Email Address:	
School Name: <b>SEVP School for Advanced SEVIS Studies - SEVP School for Advanced SEVIS Studies</b>	U.S. Address: 3201 PATTERSON AVE RICHMOND / VA 23221
Program Start/End: 08/15/2015 - 05/15/2019	
Country of Birth: SLOVAKIA	
Country of Citizenship: SLOVAKIA	
<b>OPT Employment:</b>	No Current OPT Employment
<b>CPT Employment:</b>	No Current CPT Employment
<b>Off-Campus Employment:</b>	No Current Off-Campus Employment
<b>Authorized To Drop Below Full Course:</b>	
Start Date: 08/20/2015	
End Date: 12/15/2015	
Reason: UNFAMILIARITY WITH AMERICAN TEACHING METHODS	
<b>Transfer:</b>	No Current Transfer Request
<b>Disciplinary Action Recorded:</b>	No Record of Disciplinary Action
<b>Cap-Gap Extension:</b>	No Current Cap-Gap Extension
<b>Change of Status:</b>	No Pending Change of Status Request
<b>Pending Correction Requests:</b>	No Pending Correction Request
<a href="#">Return</a>	

## Exhibit 36: Current Request/Authorization Details Page

2. Click the **Return** button to return to the *Student Information* page.

## 14 STUDENT STATUSES

Status	Meaning
<b>Initial</b>	<p>A DSO has issued a Form I-20. A DSO has not yet reported in SEVIS the student's arrival at the school.</p>
<b>Canceled</b>	<p>A DSO or DHS canceled a student's record because:</p> <ul style="list-style-type: none"> <li>• There is no record of entry to the United States on the record.</li> <li>• There is no record of registration.</li> </ul> <p><b>Note:</b> A dependent's record will auto-cancel when the status of a student record changes to Canceled. However, a DSO can cancel a dependent's record independently of the student's record.</p>
<b>Active</b>	<p>A DSO has entered the student's registration in SEVIS. The record indicates the student is in status.</p> <p><b>Note:</b> A dependent's record will auto-activate when the status of a student's record changes to Active.</p>
<b>Deactivated</b>	<p>This status applies to a student's original record after the student has either:</p> <ul style="list-style-type: none"> <li>• Transferred to another school.</li> <li>• Changed educational level</li> </ul> <p><b>Note:</b> A dependent's record will auto-deactivate when the status of a student's record changes to Deactivated.</p>
<b>Terminated</b>	<p>A DSO or DHS has terminated the record for a reason other than "Program Completion."</p> <p><b>Note:</b> A dependent's record will auto-terminate when the status of a student's record changes to Terminated. However, a DSO can terminate a dependent's record independently of the student's record.</p>
<b>Completed (student only)</b>	<p>The student has completed:</p> <ul style="list-style-type: none"> <li>• Studies at the school <b>and</b></li> <li>• Any approved post-completion OPT</li> </ul> <p><b>Note:</b> A dependent's record will auto-terminate when the status of a student's record changes to Completed.</p>

## 15 STUDENT/DEPENDENT TERMINATION REASONS

This job aid is a quick-reference for termination reasons noted in Student and Exchange Visitor Information System (SEVIS).

### 15.1 Student Termination Reasons Available in SEVIS to DSOs

Reason	Use when...
<b>Absent from Country for Five Months</b>	<p>Both of the following statements are true:</p> <ul style="list-style-type: none"> <li>• The student is known to be outside the United States.</li> <li>• The student has been outside the United States for five months or longer.</li> </ul> <p><b>Note:</b> Do not use this reason for:</p> <ul style="list-style-type: none"> <li>• A temporary absence – use Authorized Early Withdrawal.</li> <li>• A student who fails to enroll after a break or vacation – use Failure to Enroll.</li> </ul>
<b>Authorized Drop Below Full Course Time Exceeded</b>	<p>Both of the following statements are true:</p> <ul style="list-style-type: none"> <li>• A reduced course load (RCL) was approved by the DSO for the student for the previous session.</li> <li>• The student did not enroll for a full course of study when the approved RCL period ended.</li> </ul>
<b>Authorized Early Withdrawal</b>	<p>The following statement is true:</p> <ul style="list-style-type: none"> <li>• A request to withdraw from an academic program was approved for the student by a school official.</li> </ul> <p>This reason is also used if:</p> <ul style="list-style-type: none"> <li>• The student will interrupt studies for the term.</li> <li>• The student cannot maintain enrollment at the school during the term.</li> </ul> <p><b>Note:</b></p> <ul style="list-style-type: none"> <li>• Student must leave the United States within 15 days of the termination date.</li> <li>• Do not use this reason to terminate a student leaving the United States during a period of earned vacation. Instead, change the next session start date on the Registration page in SEVIS to reflect the next date the student is expected to enroll.</li> </ul>
<b>Change of Status Approved</b>	<p>The SEVIS record is in Active status and <b>any</b> of the following statements is true:</p> <ul style="list-style-type: none"> <li>• USCIS approved the student’s change of status out of F or M status.</li> <li>• USCIS approved the student’s adjustment of status to Permanent Residency.</li> <li>• The student left the United States and returned in a different immigration status. The student does not plan to travel again to return in F/M status.</li> </ul> <p><b>Note:</b> SEVIS will note this termination reason when the CLAIMS interface indicates USCIS approved a student’s change of status or adjustment of status application.</p>

Reason	Use when...
<b>Change of Status Denied</b>	<p><b>Students Changing to F or M Status:</b> DSOs should not need to use this reason. Prospective F or M status students should not be registered in SEVIS until USCIS approves the change of status to F or M. The student’s record should remain in Initial status until the adjudication is made.</p> <p><b>Note:</b> SEVIS will automatically terminate the nonimmigrant’s SEVIS record for the reason above when the CLAIMS interface indicates a denial of the change of status. If it does not, terminate the record, use this reason, and explain what happened.</p> <p><b>Students Changing from F or M Status to another:</b> The SEVIS record is in Active status and all of the following statements are true:</p> <ul style="list-style-type: none"> <li>• The student applied for change from F or M status to another.</li> <li>• USCIS denied the application to change to the other status.</li> </ul> <p><b>Note:</b> SEVIS will note this reason when it auto-terminates the student’s SEVIS record when the USCIS denial is received from CLAIMS.</p>
<b>Change of Status Withdrawn</b>	<p><b>Students Changing to F or M Status:</b> DSOs should not need to use this reason. Prospective F or M status students should not be registered in SEVIS until USCIS approves the change of status to F or M. The student’s record should remain in Initial status until the adjudication is made.</p> <p><b>Note:</b> SEVIS will automatically terminate the nonimmigrant’s SEVIS record for the reason above when the CLAIMS interface indicates a denial of the change of status. If it does not, terminate the record, use this reason, and explain what happened.</p> <p><b>Students Changing from F or M Status:</b> The SEVIS record is in Active status and all of the following statements are true:</p> <ul style="list-style-type: none"> <li>• The student applied for change from F or M to another nonimmigrant status.</li> <li>• The application for the change of status was withdrawn by the student.</li> </ul> <p><b>Note:</b> SEVIS will note this reason when it auto-terminates a record because the USCIS withdrawal was received through the CLAIMS interface.</p>
<b>Death</b>	<p>The student died.</p> <p><b>Note:</b> Do not use this reason if anyone else in the student’s family died.</p>
<b>Denied Transfer</b>	<p>All of the following statements are true:</p> <ul style="list-style-type: none"> <li>• The student is an M-1 student.</li> <li>• The student’s SEVIS record indicates a request to transfer.</li> <li>• The student filed Form I-539 with USCIS for approval to transfer to new school.</li> <li>• USCIS denied the Form I-539 approval to transfer.</li> <li>• The program end-date at the old (transfer-out) school is in the past or the student began studying at the new (transfer-in) school.</li> <li>• The SEVIS record is in Active status.</li> </ul>

Reason	Use when...
	<p><b>Note:</b> SEVIS will note this reason when it auto-terminates a record because the USCIS denial is received through the CLAIMS interface.</p>
<b>Expulsion</b>	<ul style="list-style-type: none"> <li>• The student was expelled from his or her current program of study.</li> </ul>
<b>Extension Denied</b>	<p>All of the following statements are true:</p> <ul style="list-style-type: none"> <li>• The student is in M-1 status.</li> <li>• The student’s SEVIS record indicates an extension request.</li> <li>• The student filed Form I-539 with USCIS for approval to extend the program of study.</li> <li>• USCIS denied the Form I-539 request to extend the program of study.</li> <li>• The program end-date is in the past.</li> <li>• The SEVIS record is in Active status.</li> </ul> <p><b>Note:</b> SEVIS will note this reason when it auto-terminates a record because the USCIS denial is received through the CLAIMS interface.</p>
<b>Failure to Enroll</b>	<p>All of the following statements are true:</p> <ul style="list-style-type: none"> <li>• The student is a continuing student</li> <li>• The SEVIS record is in Active status.</li> <li>• The student is not in a period of earned vacation</li> <li>• The student fails to enroll in a full course of study the next session the student is expected.</li> </ul> <p><b>Note:</b> SEVIS will note this reason to terminate a student’s SEVIS record if:</p> <ul style="list-style-type: none"> <li>• A DSO has not registered the student in SEVIS for the term, and</li> <li>• The 90 days after the Next Session Start Date.</li> </ul> <p><b>Do not</b> use this reason if a student cannot enroll because:</p> <ul style="list-style-type: none"> <li>• The student is suspended – use Suspension.</li> <li>• The student is expelled – use Expulsion.</li> </ul> <p>The student requested an Authorized Withdrawal for that session—use Authorized Early Withdrawal</p>
<b>Failure to Report While on OPT</b>	<p>The following statements are true:</p> <ul style="list-style-type: none"> <li>• The student’s SEVIS record is Active</li> <li>• The student is in a period of approved 17-month OPT extension.</li> <li>• The student has not filed the validation report with the DSO (required at 6 and 12 months).</li> </ul>
<b>No Show – Manual Termination</b>	<p>All of the following statements are true:</p> <ul style="list-style-type: none"> <li>• The student’s SEVIS record is in Initial status.</li> <li>• The student is <b>not</b> a Transfer student.</li> <li>• The SEVIS record shows the student entered the United States.</li> <li>• The student did not report to the school by the program start date.</li> </ul> <ul style="list-style-type: none"> <li>• <b>Note: Do not</b> use this reason if a student is a transfer student – use Transfer</li> </ul>

Reason	Use when...
	Student No Show.
<b>Otherwise Failing to Maintain Status</b>	Both of the following statements are true: <ul style="list-style-type: none"> <li>• The student has not maintained status.</li> <li>• None of the other terminations reasons apply.</li> </ul> <p>• <b>Note:</b> Clearly explain how the student failed to maintain status in the Remarks field on the Terminate Student page.</p>
<b>School Withdrawn</b>	DSOs should <b>NEVER</b> use this reason. SEVIS notes this reason to terminate student SEVIS records when the school loses SEVP certification and is withdrawn from SEVP.
<b>Suspension</b>	The student is suspended from school and can no longer maintain a full course of study.
<b>Transfer Student No Show</b>	Both of the following statements are true: <ul style="list-style-type: none"> <li>• The student transferred from another school.</li> <li>• The student failed to report to the transfer-in school as required by the program start date.</li> </ul> <p><b>Note:</b> SEVIS also notes this termination reason when it auto-terminates a transfer student's SEVIS record because:</p> <ul style="list-style-type: none"> <li>• A DSO has not registered the student in SEVIS for the term, and The date is 60 days after the program start date.</li> </ul>
<b>Transfer Withdrawn</b>	All of the following statements are true: <ul style="list-style-type: none"> <li>• The student is an M-1 student.</li> <li>• The student's SEVIS record indicates a transfer request.</li> <li>• The student filed Form I-539 with USCIS for approval to transfer to a new school.</li> <li>• The student withdrew his or her request to transfer with USCIS.</li> <li>• The program end date is in the past.</li> <li>• The student's SEVIS record is in Active status.</li> </ul> <p>• <b>Note:</b> SEVIS will note this reason when it auto-terminates a record because the withdrawal is received from USCIS through CLAIMS.</p>
<b>Unauthorized Drop Below Full Course</b>	Both of the following statements are true: <ul style="list-style-type: none"> <li>• The student is not currently enrolled in a full course of study.</li> </ul> <p>A reduced course load was not approved by the DSO in advance.</p>
<b>Unauthorized Employment</b>	Both of the following statements are true: <ul style="list-style-type: none"> <li>• The DSO has evidence the student is or was employed.</li> <li>• The DSO knows the student does or did not have work permission for all or part of that employment.</li> </ul>
<b>Unauthorized Withdrawal</b>	Both of the following statements are true: <ul style="list-style-type: none"> <li>• The student withdrew from school or stopped attending classes in the middle of a</li> </ul>

Reason	Use when...
	<p>term.</p> <ul style="list-style-type: none"> <li>The student did not get prior DSO approval for the withdrawal his or her program of study.</li> </ul>
<b>Violation of Change of Status Requirements</b>	<p>Both of the following statements are true:</p> <ul style="list-style-type: none"> <li>USCIS approved a student’s change of status from B-1, B-2, or F-2 or M-2 to F-1 or M-1 status.</li> <li>The student began his or her full course of study before the change of status was approved by USCIS.</li> </ul>

## 15.2 Dependent Termination Reasons Available in SEVIS to School Officials

Reason	Use when...
<b>Child Over 21</b>	<p>All of the following statements are true:</p> <ul style="list-style-type: none"> <li>The dependent is a child of a student.</li> <li>The dependent is 21 years old.</li> <li>The dependent’s SEVIS record is in Active status.</li> </ul> <p><b>Note:</b> DSOs should not need to use this reason. SEVIS should automatically terminate these records on the dependent’s 21<sup>st</sup> birthday. If it does not, use this reason to terminate the record.</p>
<b>Death</b>	<p>The dependent died.</p> <p><b>Note:</b> Do not use this reason if anyone else in the family died.</p>
<b>Divorce</b>	<p>Both of the following statements are true:</p> <ul style="list-style-type: none"> <li>The dependent is the spouse of a student.</li> <li>The student and the spouse are divorced.</li> </ul>
<b>Other</b>	<p>Both of the following statements are true:</p> <ul style="list-style-type: none"> <li>The dependent’s has not maintained status.</li> <li>None of the other termination reasons apply.</li> </ul>
<b>Principal Status Completed</b>	<p>Both of the following statements are true:</p> <ul style="list-style-type: none"> <li>The dependent’s record is related to a student whose SEVIS record is in Completed status.</li> <li>The dependent’s SEVIS record is in Active status.</li> </ul> <p><b>Note:</b> SEVIS automatically terminates dependent SEVIS records for this reason when a the status of a student’s SEVIS record changes to Completed.</p>
<b>Principal Status Terminated</b>	<p>Both of the following statements are true:</p> <ul style="list-style-type: none"> <li>The student’s SEVIS record is in Terminated status.</li> <li>The dependent’s SEVIS record is in Active status.</li> </ul>

Reason	Use when...
	<b>Note:</b> SEVIS automatically terminates dependent SEVIS records for this reason when a the status of a student’s SEVIS record changes to Terminated.
<b>Status changed due to J-1 Change of Status</b>	DSOs should <b>NEVER</b> use this reason. This termination reasons is for dependents of J-1 status holders, not for those in F or M status.
<b>Unauthorized Employment</b>	Both of the following statements are true: <ul style="list-style-type: none"> <li>• The DSO has reliable evidence the dependent is or was employed.</li> <li>• The DSO knows the dependent does not or did not have any form of work permission.</li> </ul>

### 15.3 System-Only Termination Reasons

Reason	Use when...
<b>Exceeded Unemployment Time – DHS Official</b>	A SEVIS adjudicator may note this termination when the following apply: <ul style="list-style-type: none"> <li>• The student’s SEVIS record is Active.</li> <li>• The student is in the first 12 months of approved post-completion OPT and has accrued more than 90 days of unemployment.</li> <li>• The student is in the additional 17-month OPT extension has accrued more than 120 days of unemployment during the total period of post-completion OPT.</li> </ul>
<b>Failure to Report While on OPT – System Termination</b>	SEVIS notes this termination reason if the following apply: <ul style="list-style-type: none"> <li>• The student’s SEVIS record is Active.</li> <li>• The student is in a period of approved 17-month OPT extension.</li> <li>• The DSO has not updated SEVIS to reflect the student submitted the required validation report.</li> <li>• The date is 32 days after the DSO’s deadline to report those students who validated their information.</li> </ul>
<b>No Show – System Termination</b>	SEVIS notes this termination reason if all the following statements are true: <ul style="list-style-type: none"> <li>• The student’s SEVIS record is in Initial status.</li> <li>• The student is <b>not</b> a Transfer student.</li> <li>• The SEVIS record shows the student entered the United States.</li> <li>• The DSO did not register the student in SEVIS.</li> <li>• The date is 60 days past the program start date.</li> </ul>

## 16 STUDENT EMPLOYMENT INFORMATION

Students have limited options for work authorization. SEVIS provides government users with a variety of employment-related information about a student.

## 16.1 Employment Information Page

The *Employment Information* page shows a history of a student's employment authorizations and employer(s). Access this page from the **Employment Information** link on the *Student Information* page.

### Exhibit 37: Employment Information page

F-1 Student  
**Araya, Karin**

SEVP School for Advanced SEVIS Studies - SEVP School for Advanced SEVIS Studies  
Start Date: 10/15/2013 End Date: 12/31/2014

Status: **ACTIVE**  
SEVIS ID: N0004705534

---

**Employment Information**

All Employment

Filter by types of employment (limited to employment authorizations for each student record)

Sort by Columns

DSO Recommended Actual

Start Date End Date Start Date End Date

Active	Employment Type	FT/PT	Status	School	Start Date	End Date	Start Date	End Date	Level	Receipt
+	<a href="#">STEM OPT</a>	FULL TIME	CANCELLED	SEVP School for Advanced SEVIS Studies	01/01/2016	06/01/2017			BACHELOR'S	
+	<a href="#">STEM OPT</a>	FULL TIME	REQUESTED	SEVP School for Advanced SEVIS Studies	01/01/2016	06/01/2017			BACHELOR'S	
-	<a href="#">POST-COMPLETION OPT</a>	FULL TIME	APPROVED	SEVP School for Advanced SEVIS Studies	01/01/2015	12/31/2015	01/01/2015	12/31/2015	BACHELOR'S	WAC215438 79564

Employer Name (EIN)	Job Title	FT/PT	Start Date	End Date	City	State	Zip	Explanation
<a href="#">Colorific</a>	Colom...	FT	05/01/2015	11/30/2015	Richmon	VA	23221	Student will mix colors using chemicals.

**Unemployment**

**0**  
Days

Last Employment  
11/30/2015

PRE-COMPLETION OPT PART TIME CANCELLED SEVP School for Advanced SEVIS Studies 10/09/2015 12/12/2015 BACHELOR'S

The following information is available on the *Employment Information* page:

Column Name	Description and Information to Note	
<b>[Blank]</b>		Expand icon to display employer information.
		Collapse icon to hide employer information.

Column Name	Description and Information to Note
<b>Active [OPT]</b>	<p>Displays a dark dot when a student is in an active period of OPT, as shown below; otherwise, the field is empty.</p> <div style="text-align: center;">  </div> <p>(<b>ALT Text:</b> Screenshot of the Active column with a black dot indicating a student is on active OPT.)</p>
<b>Employment Type</b>	<p>Describes the type of employment authorization:</p> <ul style="list-style-type: none"> <li>• CPT</li> <li>• Pre-Completion OPT</li> <li>• Post-Completion OPT</li> <li>• STEM OPT</li> <li>• Off-Campus</li> </ul> <p><b>Note:</b> There is no indicator for on-campus employment.</p>
<b>FT/PT</b>	<p>Shows the employment is either:</p> <ul style="list-style-type: none"> <li>• Full-time (FT) or</li> <li>• Part-time (PT)</li> </ul>
<b>Status</b>	<p>Displays the status of the employment request:</p> <ul style="list-style-type: none"> <li>• Requested</li> <li>• Approved</li> <li>• Denied</li> <li>• Canceled</li> <li>• Pending</li> <li>• Withdrawn</li> </ul>
<b>School</b>	School whose DSO entered the employment request in SEVIS.
<b>DSO Recommended Start and End Dates</b>	Dates requested by the DSO for the student to work.
<b>Actual Start and End Dates</b>	Dates a work authorization segment actually begins and ends.
<b>Level</b>	Student's level of study at the time of the employment request.
<b>Receipt</b>	Receipt number assigned by USCIS to an employment application.



The page lists all employment authorizations for an individual's SEVIS ID. It does **NOT** list any authorizations for another SEVIS ID.

### 16.1.1 Employer Information

Click on the green Expand icon to display the employer information. The following Employer Information is available:

Column Name	Description and Information to Note
<b>Employer Name</b>	Displays the name of the employer. <b>Note:</b> This could be the company name.
<b>Job Title</b>	Displays the student's job title.
<b>FT/PT</b>	Shows the employment is either: <ul style="list-style-type: none"><li>• Full-time (FT) or</li><li>• Part-time (PT)</li></ul>
<b>Start/End Dates</b>	Provides the dates the student began and ended work with this employer.
<b>City, State, and ZIP</b>	Displays the address of the employer; to include city, state, and ZIP code.
<b>Explanation</b>	Describes how the student's program of study and this employment is related.
<b>Unemployment Days</b>	Displays the number of <b>consecutive days</b> where there is no employer information per OPT authorization.



Employer information is editable on the *OPT Employment* page, which is accessed by the **OPT Request** link on the *Student Information* page.

### 16.1.2 Navigation on Employment Information Page

- To open/close the Employer Information section:
  - Click the green, plus "+" icon to view additional employer information, if available.
  - Click the red, minus "-" icon to close the section.
- To filter by the types of employment authorizations on the list:
  - Select the employment authorization type from the drop-down list above the table.
  - Click **Filter**.

- To sort the employment list by a table column, click the **Up** or **Down Arrow** (ascending or descending) next to the desired column name

For students on post-completion OPT, SEVIS will count the **consecutive** days, where there is no corresponding employer information. SEVIS will flag records with over 90 consecutive unemployment days for termination.



USICE and SEVP retain the ability to run reports on student records that accrue more than 90 **cumulative** days of unemployment.

## 16.2 F-1 Employment Types

The following types of employment are listed on the Employment Information page:

**Curricular Practical Training (CPT)** CPT is training that is a required part of the student's curriculum.



[8 CFR 214.2 \(f\)\(10\)\(i\)](#)

### Optional Practical Training (OPT)

OPT allows undergraduate and graduate students to get practical training in their field of study. Types:

- Pre-completion OPT: used *before* the student's program end date.
- Post-completion OPT: used *after* the student's program end date.
- 17-month Extension of OPT (STEM OPT): Used after regular OPT is completed. Only for students who majored in DHS-approved Science, Technology, Engineering, and Math (STEM) degrees.
- Cap-Gap OPT Extension: For students whose future employer files a qualifying H-1B petition.



[8 CFR 214.2\(f\)\(10\) through \(13\)](#)

### Off-campus Employment

This type of employment is for individual students with severe financial hardship. It can also apply to groups of students identified as experiencing hardship from unexpected circumstances.



[8 CFR 214.2 \(f\)\(9\)\(ii\)](#)

### Internship with an International Organization

This is work with an organization covered by the [International Organizations Immunities Act](#).



[8 CFR 214.2\(f\)\(9\)\(iii\)](#)  
[22 U.S.C. § 288](#) 59 Stat. 669

## 16.3 The OPT Status Indicator

When a student is in an active period of authorized OPT, an indicator displays in SEVIS. It displays when the student's OPT authorization is active. It will not display:

- In the days before the Actual OPT start date.
- In the days following the Actual OPT end date.

The OPT status indicator on the Student Information page is highlighted text. It clearly describes the type of active OPT.

### Exhibit 38: OPT Status Indicator on the Student Information Page

Program Information
<b>Active Post-Completion OPT</b>
Status: <b>ACTIVE</b>
Date of Last Event : <b>05/27/2014</b>
Termination Reason:
Visa Type: <b>F-1</b>

Active Pre-Completion OPT: The student is working while studying towards the degree.

Active Post-Completion OPT: The student is working under regular OPT after the program end date in SEVIS.

Active STEM OPT: The student is working for an e-verify employer following an approved STEM extension of post-completion OPT.



Date	How is it entered into SEVIS
	<ul style="list-style-type: none"> <li>• This is received from USCIS via interface.</li> </ul>
<b>Actual OPT Start Date</b>	<ul style="list-style-type: none"> <li>• This is the date the OPT legally began.</li> <li>• SEVIS populates this field.</li> <li>• By default, it is the same as the USCIS-Approved start date.</li> </ul>
<b>Actual OPT End Date</b>	<ul style="list-style-type: none"> <li>• This is the date OPT legally ends.</li> <li>• SEVIS populates this field.</li> <li>• Initially, it is the same as the USCIS-Approved end date.</li> <li>• It is modified to reflect:                             <ul style="list-style-type: none"> <li>○ Transfer Release Date when student transfers to another school</li> <li>○ Registration date when Student Changes Educational Level</li> <li>○ Cap Gap extension, if qualifying H-1B petition was filed with USCIS</li> <li>○ Completion of record</li> <li>○ Termination of a student record in SEVIS</li> </ul> </li> </ul>

## 17 PROGRAM SEARCH

**Note:** This option is available to all DHS personnel authorized to use SEVIS.

SEVIS allows you to perform a search on all Exchange Visitor programs. The search results enable you to view data for the programs that match your search criteria. To access the Program Search module, perform the following steps:

1. Click the **Programs** link on the navigation bar. The *Program Search* page displays.

### Exhibit 40: Program Search Page

**Program Search**

Program Name:	<input type="text"/>	<small>(prepend or postpend "*" for wildcard)</small>
Program Number:	<input type="text"/>	
Program Status:	<input type="text"/>	<input type="button" value="v"/>
Category:	<input type="text"/>	<input type="button" value="v"/>
Occupational Category:	<input type="text"/>	

2. Enter or select at least one of the available search criteria:

- **Program Name**

**Note:** If you are unsure of the exact spelling of a program name, you may enter the \* (asterisk) wildcard. Enter at least three characters of the program name, preceded and/or followed by \*; for example:

- o “**joh\***” may return a list containing program names such as Johns Hopkins School of Medicine, Johnson School of Nursing, and Johnson Agricultural School.
- o “**\*school**” may return a list containing program names such as National Flight School and Scranton Business School.
- o “**\*tech\***” may return a list containing program names such as Technology Institute of Madison, Seattle Tech, and Portland Technological Institute.
- **Program Number:** The program number is an exchange visitor program’s unique identifier in SEVIS. Program numbers follow this format: **X-m-nnnnn**, where:
  - o **X** is the letter ‘P’ (for Private organization) or ‘G’ (for Government organization)
  - o **m** is a digit in the range 1 through 7
  - o **n** is a digit in the range 0 through 9
- **Program Status** (Appendix G, Program Statuses, defines the values for program status).
- **Category** (Appendix H, EV Category and Occupational Category, defines the values for EV categories and occupational categories).
- **Occupational Category** (Appendix H, EV Category and Occupational Category, defines the values for EV categories and occupational categories).

**Note:** Click the **Reset Values** button to clear the data entered or selected and then enter/select new search criteria.

7. Click the **Search** button. The system displays a list containing the programs that meet your search criteria, if any.

**Note:** Click the **New Search** link at the top of the *Search Results* page to return to the *Program Search* page and begin a new search (all search criteria will be deleted from the page). Click the **Refine Search** link to return to the *Program Search* page and enter additional search criteria, or change the existing search criteria, and perform another search.

## Exhibit 41: Program Search Results Page

**Program Sponsor Search Results**

[New Search](#) [Refine Search](#)

**Criteria:**  
Category: Au Pair

Program Sponsor Number	Program Sponsor Name	Program Status	Categories	Action
<a href="#">G-1-00418</a>	AAA Au Pairs	ACTIVE	Au Pair	
<a href="#">P-1-01387</a>	All Around AP Agency	ACTIVE	Au Pair	
<a href="#">P-1-01755</a>	Allegheny Au Pairs	WITHDRAWN	Au Pair	
<a href="#">P-4-00447</a>	American Au Pair Agency, Inc.	ACTIVE	Au Pair	
<a href="#">P-3-00991</a>	Au Pairs, Inc.	ACTIVE	Au Pair	
<a href="#">P-3-00992</a>	Au Pairs, USA	ACTIVE	Au Pair	
<a href="#">P-3-00453</a>	Au Pairs Worldwide	ACTIVE	Au Pair	
<a href="#">G-1-01674</a>	Belagio Au Pairs	ACTIVE	Au Pair	
<a href="#">P-3-00401</a>	CAL Au Pair, Inc.	ACTIVE	Au Pair	
<a href="#">P-3-00121</a>	Cedars AP Agency	ACTIVE	Au Pair	
<a href="#">P-2-01812</a>	Christian Au Pairs	CANCELLED	Au Pair	
<a href="#">P-1-00823</a>	Clara Lewis Au Pair Service	ACTIVE	Au Pair	
<a href="#">G-2-01920</a>	Domestics & Au Pairs	ACTIVE	Au Pair	
<a href="#">G-1-00347</a>	Gubmint Au Pairs	ACTIVE	Au Pair	
<a href="#">P-4-00346</a>	International Au Pair, Org.	ACTIVE	Au Pair	
<a href="#">G-1-00454</a>	LA Au Pairs	ACTIVE	Au Pair	
<a href="#">P-4-00830</a>	Nannies in the U.S.	ACTIVE	Au Pair	
<a href="#">P-4-00587</a>	Osborn Au Pairs	CANCELLED	Au Pair	
<a href="#">G-6-01805</a>	Regency AP Group	CANCELLED	Au Pair	
<a href="#">G-2-00419</a>	The Best Au Pairs	ACTIVE	Au Pair	

28 Recs 1 [2](#) [Next>>]

8. Click the appropriate link in the **Program Sponsor Number** column to view detailed information about the selected program.

## Exhibit 42: Program Information Page

**International School of Taxidermy**

[Return To Search Results](#)

Program Number:	<b>P-1-00891</b>
Program Status:	<b>ACTIVE</b>
Business Address:	<b>123 Deerlake Lane Doeville, VT 20001</b>
Mailing Address:	<b>123 Deerlake Lane Doeville, VT 20001</b>
Employer Identification Number:	
Employer Identification Number Date of Issuance:	
Approved Categories:	<b>Specialist</b>
Approved Occupational Categories:	
Number of DS-2019 Forms Allotted to Date:	<b>15</b>
Number of DS-2019 forms from the Most Recent Allotment:	<b>15</b>
Number of DS-2019 Forms Remaining:	<b>7</b>
Restrictions and Limitations:	
Date of Original Designation:	<b>05/08/2006</b>
Date of Most Recent Redesignation:	<b>05/10/2013</b>
Date Designation Expires:	<b>05/10/2014</b>
Date of Last Allotment:	<b>05/08/2006</b>
Date Last Annual Report Received:	<b>06/15/2010</b>
Annual Reporting Cycle:	<b>ACADEMIC</b>
Number of Active J1 Exchange Visitors:	<b>1</b>
Number of Active J2 Exchange Visitors:	<b>0</b>
Name of Chief Executive Officer:	<b>Lanny Blake</b>
Title of Chief Executive Officer:	<b>President</b>
Program Website:	
Emergency Telephone Number:	

Official Information					
Official Name	Title	Telephone Number	Fax Number	Email Address	Role
Linda Aupair	Dean of Students	202-202-2020	202-202-2020	<a href="mailto:linda.aupair@IST.org">linda.aupair@IST.org</a>	RO
Celeste Franklin	Dean of Students	111-222-3333		<a href="mailto:celeste.franklin@IST.org">celeste.franklin@IST.org</a>	ARO
Mary Hafer	Director of International Students	222-999-8888		<a href="mailto:mary.hafer@IST.org">mary.hafer@IST.org</a>	ARO

**Note:** Users may click an official’s email address link on the *Program Information* page to quickly initiate an email to the selected official.

**Note:** A **Foreign Entity Information** link will be available to DHS Officers to view the foreign entity (i.e., overseas agent or partner) information for an organization associated with an Exchange Visitor Program. Foreign entity information includes the name, address, and website for the entity; point of contact name, international phone number, and email address; and sponsor point of contact name, U.S. phone number, and email address. A program may have multiple foreign entities.

- Click the **Foreign Entity Information** link and the *Foreign Entity Information* page displays.
  - Click the **Return** button to go back to the *Program Information* page.
9. Click the **Return to Search Results** button to return to the *Program Search Results* page.

## 18 EXCHANGE VISITOR/ DEPENDENT SEARCH

There are two types of searches that can be performed in SEVIS:

- **Quick Search:** Use this option to obtain a specific exchange visitor or spouse/dependent record, or records with the same surname/primary name.
- **Advanced Search:** Use this option to obtain a list of exchange visitor or spouse/dependent records that meet your search criteria.

The following sections provide instructions for performing these searches.

## 18.1 Quick Search

To search for a record with a specific SEVIS ID, FIN ID, Visa Foil Number, or records with the same surname/primary name, do the following:

1. Click the **Exchange Visitor** link on the navigation bar. The *Search Exchange Visitors & Dependents* page opens, as depicted in Exhibit 42.

### Exhibit 43: Search Exchange Visitors & Dependents Page

**Search Exchange Visitors & Dependents**

**Quick Search:**

SEVIS ID:

FIN ID:

Visa Foil Number:

Surname/Primary Name:   Allows a trailing wildcard (e.g. Joh\*)

**Advanced Search:**

Include:  J-1 (Exchange Visitors)  J-2 (Spouse/Dependents)

---

**Search Criteria:**  Surname/Primary Name:  (40 Character max - allows a leading and/or trailing wildcard e.g. \*Joh\*)

The Surname/Primary Name is required. If the person has only one name, use this field.

**Given Name:**  (Optional - 80 Character max, allows a trailing wildcard e.g. J\*)

Do not use any special characters. Only letters A to Z are allowed. Do not use an abbreviation such as FNU to indicate a name is unknown. See Help for more information.

**Passport Name:**  (39 Character max - allows a trailing wildcard e.g. Joh\*)

**Preferred Name:**  (145 Character max - allows a trailing wildcard e.g. Joh\*)

**Legacy Family Name:**  (40 Character max - allows a trailing wildcard e.g. Joh\*)

The Legacy Family Name is required. If the person has only one name, use this field.

**Legacy First Name:**  (Optional - 40 Character max)

This searches names that were in SEVIS prior to 12/12/1212 that contain special characters no longer allowed, or that were otherwise standardized. See Help for more information.

**All Names** Requires Program selection and either Status or Category

---

**Refine By:**

**Program Information:** [Select Program](#)

**Date of Birth:** From:  /  /  (MM/DD/YYYY) **Program Begin Date Range:** From:  /  /  To:  /  /  (MM/DD/YYYY)

To:  /  /  (MM/DD/YYYY) **Program End Date Range:** From:  /  /  To:  /  /  (MM/DD/YYYY)

**Status:**  **Country of Birth:**

**Category:**  **Country of Citizenship:**

**Primary Site of Activity State:**  **Country of Legal Permanent Residence:**

---

**Sort Results By:** Surname/Primary Name  Ascending  Descending [Clear Form](#)

2. Enter one of the following in the Quick Search section:
  - **SEVIS ID:** The preceding N and zeros are optional
  - **FIN ID:** A valid fingerprint identification number between 1 and 20 characters

- **Visa Foil Number:** Up to 25 letters or numbers)
  - **Surname/Primary Name:** A surname/primary name, or partial name followed by an asterisk (\*)
3. Click the **Search** button. The *Exchange Visitor Search Results* page displays. It contains a list of the records that match the search criteria, if any. Exhibit 43 is an example of the results list.

**Note:** Click the **New Search** link at the top of the *Exchange Visitor Search Results* page to return to the *Search Exchange Visitors & Dependents* page and begin a new search (all search criteria will be deleted from the page). Click the **Refine Search** link to return to the *Search Exchange Visitors & Dependents* page and enter additional search criteria, or change the existing search criteria, and perform another search.

## 18.2 Advanced Search

The Advanced Search is a way to find one nonimmigrant, or a group of nonimmigrants, using different search options and refinements.

1. Click the **Exchange Visitor Search** link on the navigation bar. The *Search Exchange Visitor & Dependents* page displays, as depicted in Exhibit 42.
2. Enter or select the necessary search criteria. Below is a list with explanations of the fields and sections on this page. Provide as many search criteria as possible to obtain a manageable list of results. The system may require additional time to obtain the results of a search that includes only one search criterion.

Section/Field	Description/Explanation
<b>Include</b> section	Click a box to select J-1 (Exchange Visitors) or J-2 (Spouse/Dependents). Click both boxes to select both exchange visitors and spouse/dependents.
<b>Search Criteria</b> section	Click a radio button and complete the associated text box, if applicable:
<b>Surname/Primary Name</b>	Enter up to 40 letters (no special characters), or enter at least three letters preceded and/or followed by an asterisk (*). For example: <ul style="list-style-type: none"> <li>• <b>joh*</b> may return a list containing names such as Johannes and Johanson.</li> <li>• <b>*son</b> may return a list containing names such as Mathison and Gleson.</li> <li>• <b>*ang*</b> may return a list of names such as Angelus and Wang.</li> </ul>
<b>Given Name</b>	Enter up to 80 letters (no special characters), or enter at least one letter followed by an asterisk (*). Completion of this field is optional when selecting <b>Surname/Primary Name</b> .

Section/Field	Description/Explanation
<b>Passport Name</b>	Enter up to 39 letters (no special characters). Enter one space between names. The asterisk (*) wildcard character may be used. Enter at least three letters of the name followed by the *. For example, joh* may return a list containing names such as Johannes, Johanson, and Johnson.
<b>Preferred Name</b>	Enter up to 145 characters. The asterisk (*) wildcard character may be used. Enter at least three letters of the name followed by the *. For example, joh* may return a list containing names such as Johannes, Johanson, and Johnson.
<b>Legacy Family Name</b>	Enter up to 40 characters. The asterisk (*) wildcard character may be used. Enter at least three letters of the name followed by the *. For example, joh* may return a list containing names such as Johannes, Johanson, and Johnson.  This is a name entered in to SEVIS prior to name standardization. This field may contain special characters no longer allowed in SEVIS.
<b>Legacy First Name</b>	Enter up to 40 characters. Completion of this field is optional when selecting <b>Legacy Family Name</b> .  This is a name entered in to SEVIS prior to name standardization. This field may contain special characters no longer allowed in SEVIS.
<b>All Names</b>	Click this radio button, and in the <b>Refine By</b> section: <ul style="list-style-type: none"> <li>• Select a program and</li> <li>• Complete either the <b>Status</b> or <b>Category</b> fields</li> </ul>
<b>Refine By</b> section	The below search criteria may be entered or selected to narrow down the search results.
<b>Program Information</b>	To select a specific program, do the following: <ol style="list-style-type: none"> <li>a. Click the <b>Select Program</b> link. The <i>Program Search</i> page opens.</li> <li>b. Complete one or more fields to generate a list of programs and then choose a program: <ul style="list-style-type: none"> <li>• <b>Program Name:</b> Enter the name, or partial name preceded or followed by an asterisk (*) wildcard.</li> <li>• <b>Program Number:</b> Enter the program number in X-m-nnnnn format.</li> <li>• <b>Program Status:</b> Select an option from the drop-down list.</li> </ul> </li> </ol>

Section/Field	Description/Explanation
	<ul style="list-style-type: none"> <li>• <b>Category:</b> Select an option from the drop-down list.</li> <li>• <b>Occupational Category:</b> Select an option from the drop-down list.</li> </ul> <p>c. Click the <b>Search</b> button. The <i>Program Sponsor Search Results</i> page opens.</p> <p>d. Click the <b><u>Program Sponsor Number</u></b> link for a specific program. The <i>Search Exchange Visitors &amp; Dependents</i> page opens and the program number and name are listed on the page. (Click <b><u>Clear Selection</u></b> to remove the program from the search page or <b><u>Edit Selection</u></b> to change the search options.)</p>
<b>Date of Birth</b>	Enter a date range in the <b>From</b> and <b>To</b> fields in MM/DD/YYYY format.
<b>Status</b>	Click the down arrow and then click a box to select a status. Up to three statuses may be selected.
<b>Category</b>	Click the down arrow and then click a category.
<b>Primary Site of Activity State</b>	Click the down arrow and begin typing the state name. Then select the state from the list.
<b>Program Begin Date Range</b>	Enter a date range in the <b>From</b> and <b>To</b> fields in MM/DD/YYYY format.
<b>Program End Date Range</b>	Enter a date range in the <b>From</b> and <b>To</b> fields in MM/DD/YYYY format.
<b>Country of Birth</b>	Click the down arrow and begin typing the country name. Then select the country from the list.
<b>Country of Citizenship</b>	Click the down arrow and begin typing the country name. Then select the country from the list.
<b>Country of Legal Permanent Residence</b>	Click the down arrow and begin typing the country name. Then select the country from the list.
<b>Sort Results By</b> section	Select an option from the drop-down list to change how the search results will display. Click <b>Descending</b> to sort the search results from highest to lowest. For example, alphabetical order from Z to A, or highest SEVIS ID number to lowest number.

3. Click **Search**. The *Exchange Visitor Search Results* page displays. It contains a list of the records that match the search criteria, if any. Exhibit 43 is an example of the results list.
4. Click a link in the **Surname/Primary Name** column to view the record of a specific person.

**Note:** The **Return to Search Results** button will display on the *Exchange Visitor Information* page, allowing you to return to the search results. This button will also display after editing the record and returning to the *Exchange Visitor Information* page.

**Note:** Click **New Search** at the top of the *Exchange Visitor Search Results* page to return to the *Search Exchange Visitors & Dependents* page and begin a new search (all search criteria will be deleted from the page). Click **Refine Search** to return to the *Search Exchange Visitors & Dependents* page and enter additional search criteria, or change the existing search criteria, and perform another search.

## 18.3 Exchange Visitor Search Results Page

The *Exchange Visitor Search Results* page contains a list of exchange visitor and/or spouse/dependent records that match the search criteria, if any. Exhibit 43 is an example of the results list.

**Exhibit 44: Exchange Visitor Search Results Page**

Exchange Visitor Search Results											
<a href="#">New Search</a> <a href="#">Refine Search</a>											
<b>Search Criteria:</b> Visa Type = J-1 Program Number/Name = P-1-16590 Whispering Pines Institute Status = 'ACTIVE'											
SEVIS ID	Surname/Primary Name	Given Name	Date of Birth	Visa	Status	Category	Program Number	Program Name	Program Begin	Program End	Date of Last Event
N0000137935	<a href="#">Babinchok</a>	Franklin	11/01/1987	J-1	ACTIVE	STUDENT MASTERS	P-1-16590	Whispering Pines Institute	10/23/2013	12/15/2017	01/20/2015
N0000143876	<a href="#">Browne</a>	Betty	11/12/1994	J-1	ACTIVE	STUDENT BACHELORS	P-1-16590	Whispering Pines Institute	10/25/2014	11/01/2018	10/31/2014
N0000149789	<a href="#">Connelly</a>	Katherine	09/12/1980	J-1	ACTIVE	STUDENT DOCTORATE	P-1-16590	Whispering Pines Institute	08/15/2015	06/15/2020	09/01/2015
N0000143801	<a href="#">Fallon</a>	Brad	09/01/1995	J-1	ACTIVE	STUDENT BACHELORS	P-1-16590	Whispering Pines Institute	01/25/2015	12/15/2019	10/28/2014
N0000138100	<a href="#">Liu</a>	Wenn	01/01/1990	J-1	ACTIVE	STUDENT BACHELORS	P-1-16590	Whispering Pines Institute	11/01/2013	12/15/2017	01/14/2015
N0000147244	<a href="#">Smink</a>	Harry	05/09/1975	J-1	ACTIVE	RESEARCH SCHOLAR	P-1-16590	Whispering Pines Institute	05/01/2015	04/30/2020	04/13/2015
N0000134240	<a href="#">Smith</a>	John Boy	01/17/1990	J-1	ACTIVE	STUDENT BACHELORS	P-1-16590	Whispering Pines Institute	12/11/2012	05/12/2013	07/22/2014
N0000142424	<a href="#">Smiths</a>	Sandy	01/29/1995	J-1	ACTIVE	STUDENT BACHELORS	P-1-16590	Whispering Pines Institute	08/14/2014	05/15/2018	01/14/2015
N0000143274	<a href="#">Thomboish</a>	Alice	04/24/1990	J-1	ACTIVE	STUDENT DOCTORATE	P-1-16590	Whispering Pines Institute	11/15/2014	05/31/2017	06/16/2015
N0000137934	<a href="#">Wang</a>	LingLyn	09/01/1990	J-1	ACTIVE	STUDENT BACHELORS	P-1-16590	Whispering Pines Institute	06/19/2015	11/01/2018	08/17/2015
N0000150633	<a href="#">Zelinski</a>	Andrew	11/20/1975	J-1	ACTIVE	INTERNATIONAL VISITOR	P-1-16590	Whispering Pines Institute	08/01/2014	07/30/2015	07/21/2015
11 Recs											

**Note:** Click the **New Search** link at the top of the *Exchange Visitor Search Results* page to return to the *Search Exchange Visitors & Dependents* page and begin a new search (all search criteria will be deleted from the page). Click the **Refine Search** link to return to the *Search Exchange Visitors & Dependents* page and enter additional search criteria, or change the existing search criteria and perform another search.

On the *Exchange Visitor Search Results* page, click the appropriate link in the **Surname/Primary Name** column to view detailed information about a specific EV and/or spouse/dependent.

## **19 VIEW EXCHANGE VISITOR OR DEPENDENT INFORMATION PAGES**

1. Click a link in the **Surname/ Primary Name** column to view the record of a specific EV or dependent. The *Exchange Visitor Information* page displays. Currently, there are two information pages depending on which type of record you select from the *Search Results* page: Exchange Visitor – Exhibit 48, Dependent – Exhibit 49
  - On the *Exchange Visitor Information* page, click one of the following, if available. **Event History** link – the *Event History* page displays.
  - **FIN ID History** link – the *FIN ID History* page displays.
  - **Out of Country History** link – the *Out of Country History* page displays.
  - **Program Information** link – a new browser window displays containing summary information about the program associated with the EV. To close the window, click the **Close** button.
  - **Return to Search Results** button – the *Search Results* page displays.
  - **Student Academic Training History** link – the *Student Academic Training History* page displays.
  - **Student Employment History** link – the *Student Employment History* page displays.

## Exhibit 45: Exchange Visitor Information Page

View: [Event History](#) [Program Information](#)

**Exchange Visitor Information**

[Return To Search Results](#)

Personal Information		Status Information			
SEVIS ID: N0004703663	FIN ID:	Status: ACTIVE	Date of Last Status Change: 04/09/2015		
Surname/Primary Name: Bradford	Given Name: Brandon	212(e): Government Financing			
Passport Name:	Preferred Name: Brandon Bradford	Program Information			
SEVIS Legacy Name: Brandon Bradford	Gender: MALE	Program Number: P-2-14608	Program Sponsor: DoS University Program		
Date of Birth: 08/13/1985	City of Birth: City	Program Status: ACTIVE	Category: PROFESSOR		
Country of Birth: UNITED KINGDOM	Country of Citizenship: UNITED KINGDOM	Occupational Category:	Student Intern Foreign Degree:		
Country of Legal Permanent Residence: UNITED KINGDOM	Email Address: bbradford@gmail.com	Student Intern Foreign Field of Study:	Subject/Field Description: Urban Education and Leadership		
Telephone Number: 555-789-4567	Position: 116 - LEGISLATOR IN CENTRAL GOVERNMENT	Subject/Field Remarks: remarks			
Active/Initial Dependent Count: 2					
Contact Information		Program Dates			
Foreign Address:	Address 1:	Initial Program Begin Date:	IAP-66 Number:		
Address 2:	City:	Program Begin Date: 04/10/2015	Program End Date: 12/02/2017		
Country:	Province/Territory:	Reinstatement Program Begin Date:	Previous Program End Date:		
Postal Code:	Address 1: 9650 MAIN ST	Effective Date of Transfer:	Effective Date of Completion:		
Physical Address:	Address 2: address line 2	Completion Reason:	Completion Remarks:		
City: FAIRFAX	State: VIRGINIA	Effective Date of Terminations:	Termination Reason:		
State: VIRGINIA	Zip Code: 22031 - 3748	Termination Remarks:			
Address Status: Valid	Address Type: H - High-rise default address				
Mailing Address:	Address 1: 2451 Crystal Drive	I-901 SEVIS Fee Payment Information			
Address 2:	City: Arlington	Transaction Type:	Transaction Date:		
State: VIRGINIA	State: VIRGINIA	Transaction Amount:	Fee Payment/Cancelation Receipt Number:		
Zip Code: 22202	Address Status: Override - On-campus housing address				
Visa/POE Information					
Visa Type: J-1	Passport Number: 142453222				
Passport Expiration Date: 02/08/2020	Visa Foil Number: 45562544				
Visa Issue Date: 01/01/2015	Visa Expiration Date: 01/01/2020				
Visa Issue Post: ABU DHABI	Port of Entry: ALBURG VT				
Date of Entry: 03/28/2015	I-94/Admission Number:				
Admit Until Date:	Port of Departure:				
Date of Departure:					
Funding Information					
<b>Funds:</b>					
Program Sponsor:			\$1,000.00		
U.S. Government Agency:	OTHER - Organization		\$1,001.00		
	OTHER - Another Org		\$1,002.00		
<b>International Organization:</b>			\$1,003.00		
OTHER - International Org			\$1,004.00		
OTHER - Int Org			\$1,005.00		
Exchange Visitor's Government:			\$1,006.00		
Binational Commission of the Exchange Visitor's Country:			\$1,007.00		
<b>All other organizations providing support:</b>			\$1,008.00		
FinancialInfo.OtherFunds.Other.Name			\$9,036.00		
Personal Funds:					
<b>Total:</b>					
Primary Site of Activity	Site of Activity	Address	Remarks	Site of Activity ID	
<input type="radio"/>	Regular Site	9650 MAIN ST FAIRFAX, VA 22031 - 3748	remarks	3626054	
		Address Status: Valid			
		Address Type: H - High-rise default address			
<input type="radio"/>	Another Site	222 abc Gaithersburg, MD 20878	testing remarks	3626055	
		Address Status: Override - On-campus housing address			
Dependents					
SEVIS ID	Surname/Primary Name	Given Name	Relationship	Gender	Status
N0004705577	Bradford	Beatrice	CHILD	FEMALE	ACTIVE
N0004703866	Bradford	Brenda	SPOUSE	FEMALE	ACTIVE

2. Click one of the following from the *EV Dependent Information* page:

**Event History** link: Displays the EV dependent’s *Event History* page. Section 17, Event History, provides further details.

**FIN ID History** link: Displays the EV dependent’s *FIN ID History* page. Click the **Return** button to return to the *EV Dependent Information* page.

**Note:** This link will only display if a FIN ID has been associated with this EV dependent.

**View Exchange Visitor** button: Returns to the *Exchange Visitor Information* page.

## Exhibit 46: Exchange Visitor Dependent Information Page

**View:**  
[Event History](#)

**Dependent Information**

View Exchange Visitor
Return To Search Results

<b>J-2 Dependent</b> (Surname/Primary Name, Given Name)	Date of Last Event: 04/09/2015
<b>Bradford I, Brenda</b> FEMALE   DOB: 09/12/1987   Relationship: SPOUSE	Status: <b>ACTIVE</b> SEVIS ID: <b>N0004703366</b>
Email Address: brendab@gmail.com	
City of Birth: City Country of Birth: MACAU Country of Citizenship: MACAU Country of Legal Permanent Residence: MACAU	Port of Entry: I-94/Admission Number: Port of Departure: Visa Number: Passport:

**Exchange Visitor Information**

<b>J-1 Exchange Visitor</b> (Surname/Primary Name, Given Name)	Date of Last Event: 06/03/2015
<b>Bradford, Brandon</b> MALE   DOB: 08/13/1985	Status: <b>ACTIVE</b> SEVIS ID: <b>N0004703663</b>
Email Address: bbradford@gmail.com	
Program: <b>DoS University Program</b> P-2-14608 Program Begin/End: 04/10/2015 - 12/02/2017 Country of Citizenship: UNITED KINGDOM	Category: PROFESSOR Occupational Category: Port of Entry: <b>ALBURG VT</b> 03/28/2015

## 20 VIEW EXCHANGE VISITOR OR DEPENDENT EVENT HISTORY

The *Event History* page allows users to view information about all the actions taken on a nonimmigrant’s record since it was created. By default, events display with the most recent events on top. Users have the ability to sort the list by any of the columns and to filter the list to display only certain types of events. Users can also expand some events to view additional details about the event, including the before and after values for the fields. In addition to summary data, the *Event History* page displays the name of the event, the date the event occurred, the current student status, and who made the change.



- Government users can see all events associated with a SEVIS ID.
- DSOs can only view events that occurred:
  - at their school
  - at that program level

## **21 VIEW EVENT HISTORY**

1. Navigate to the *Student Information* page.
2. Click **Event History** in the menu on the left side of the page. The *Event History* page opens, which contains:
  - a. Columns:
    - **Event Name:** A brief description of the change to the SEVIS record.
    - **Event Date:** The date the change occurred.
    - **Resulting Status:** The status to which the record changed when the event occurred.
    - **Performed By:** This can be any of the following:
      - Name of the school official who made the change to the record.
      - “DHS Official” if someone from the DHS updated the record.
      - “System Interface” if the change occurred because of information received from an application outside SEVIS.
      - “SEVIS Maintenance” if the change occurred because of automated system processing (for example, on the effective date of transfer listed on a nonimmigrant’s record, the nonimmigrant’s status automatically changes to Transferred) or because of a manual data change (data fix).

## Exhibit 47: Exchange Visitor Event History Page

### Event History

**Exchange Visitor Information**

**J-1 Exchange Visitor** (Surname/Primary Name, Given Name) Date of Last Event: 11/27/2015

<b>Cousteau, Jaqueline</b>	Status: <b>ACTIVE</b>
FEMALE   DOB: 06/06/1979	SEVIS ID: <b>N0004672192</b>
Email Address: Jcousteau@univ.edu	
Program: <b>Robertson Research Institute</b>	Category: RESEARCH SCHOLAR
P-1-15029	Occupational Category:
Program Begin/End: 06/17/2014 - 06/16/2017	Port of Entry:
Country of Citizenship: FRANCE	

Enter the date range and click the button to filter by event date

Expand All Search:  From:  To:  Filter

Event Name	Event Date	Resulting Status	Performed By
Address Updated - Physical	11/27/2015 17:20:46	ACTIVE	Helene Robertson
Field Changed	Old Value	New Value	
Address 1	132 Main Street	606 Jacqueline Drive	
Phone Number Update	11/27/2015 17:20:46	ACTIVE	Helene Robertson
Biographical Information Updated	11/27/2015 17:20:45	ACTIVE	Helene Robertson
Validate Program Participation	06/18/2014 17:31:09	ACTIVE	Helene Robertson
Record Created	06/17/2014 10:12:45	INITIAL	Helene Robertson

Return

b. Features:

Feature	Function
<b>7. Expand All</b>	Expands all events in the history for which additional details are available.
<b>8. Search</b>	<ul style="list-style-type: none"> <li>Allows users to filter the list to only display certain types of events.</li> <li>Enter the name of the type of events you want displayed. SEVIS will begin to filter the list as you type.</li> </ul> <div style="background-color: #e6f2ff; padding: 10px; margin-top: 10px;"> <p>Try to use terms that appear in the actual event names. Typing “practical training” will display nothing. Typing “OPT” will display only events relating to optional practical training. Typing “employment” will display events relating to any type of employment – OPT, CPT, Off-campus employment.</p> </div>
<b>9. From: and To: Date fields</b>	Allows the user to limit the list to events that happened between two specific dates.

Feature	Function
<b>10. Up and down arrows in the Column Headers</b>	<ul style="list-style-type: none"> <li>Allows the user to sort the list by the selected column in either ascending or descending order.</li> <li>Click the <b>Up</b> or <b>Down Arrow</b> following the name of the column by which you want the list sorted.</li> </ul>
<b>11. Plus/Minus Sign Icon</b>	<ul style="list-style-type: none"> <li>Appears next to events that have additional details.</li> <li>Click the <b>Plus Sign</b> to display more detail. SEVIS will expand the event listing to display values of changed fields. The icon changes to a minus sign.</li> <li>Click the <b>Minus Sign</b> to hide the details.</li> </ul>
<b>12. Expanded event detail section</b>	Displays the before and after values of fields where data was changed. This allows for a better audit trail.



- The ability to see more event detail is available only for some events that occur after December 4, 2015.
- Users cannot view more detail for all events that occur after December 4, 2015. This feature will be expanded to more events as SEVIS is enhanced.

- Click the **Return** button to return to the *Student Information* or *Dependent Information* page.

## 22 PORT OF ENTRY SEARCH

**Note:** This option is available only for Inspectors.

When you log in as an Inspector, your main page is the *Port of Entry Search* page.

- On the *Port of Entry Search* page, enter a valid SEVIS ID (a capital “N” followed by 10 digits) in the text field provided.
- Click the **Search** button. The *Port of Entry Search Result* page displays with all records associated with that SEVIS ID, regardless of status.

**Note:** Records will display for both students and EVs. They will display in descending order by date of last status change.

## Exhibit 48: Port of Entry Search Result Page

**Port of Entry Search Result**  
Required fields are marked with an asterisk (\*).

SEVIS ID: N0004653182	
Family Name: Choi	
First Name: Jorge	
Gender: MALE	
Country of Birth: MACAU	
Date of Birth: 01/21/1987	
Country of Citizenship: MACAU	
Visa Type: F-1	

School Code	School Name	Program Start Date	Program End Date	Status
WAS214F54684000	Whitmore College	06/14/2011	05/20/2015	INITIAL

\* Admission Number

\* Date of Entry  (MM/DD/YYYY)

\* Class of Admission

\* Port of Entry

3. Enter a valid admission number in the text box provided.
4. Verify the date of entry provided or enter a new date in the Date of Entry field (the field automatically contains today's date).
5. Select a class of admission from the drop-down list.
6. Select a port of entry from the drop-down list. Click one of the following buttons:
  - **Submit:** The system informs you that your submission was successful and returns to the *Port of Entry Search* page.
  - **Reset Values:** Clears all unsaved data on the page.
  - **Cancel:** Stops the process and returns to the *Port of Entry Search* page.

## Exhibit 49: Port of Entry Search Success Page

Validation Error(s)  
You must correct the following error(s) before proceeding:

- Successful Port of Entry update for SEVIS ID: N0004653182

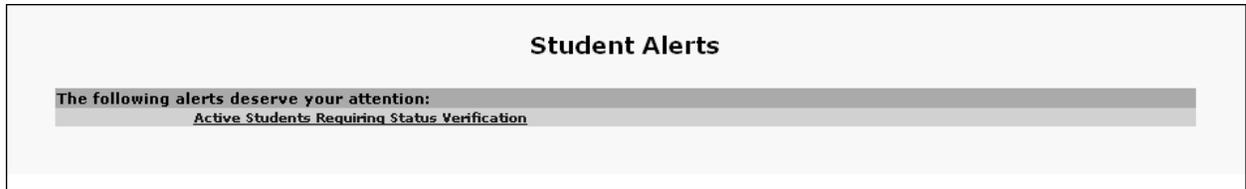
**Port of Entry Search**  
Required fields are marked with an asterisk (\*).

* SEVIS ID: <input type="text"/>	
----------------------------------	--

## 23 ALERTS

Alerts are notices that provide SEVP PICS Officers, DHS HQ users and DHS SRC users with information.

When DHS HQ users and DHS SRC users click the **Alerts** link on the navigation bar at the top of the page, the *Student Alerts* page displays.

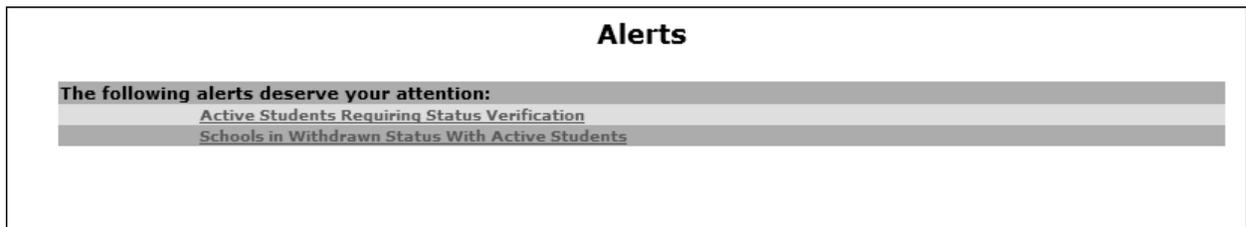


### **Exhibit 50: Student Alerts Page – DHS HQ and DHS SRC Users**

Click the **Active Students Requiring Status Verification** link to display a read-only list of all Active students whose SEVIS records have not been updated in the past 6 months. This list contains read-only information comprising the SEVIS ID for the student, visa type, surname/primary name, given name, last update date, number of months since the student’s record was updated, school name, and SEVIS code for the school.

To return to the *Student Alerts* page from the *Active Students Requiring Status Verification* page, click the **Return to Alerts** link.

When SEVP PICS Officers click the **Alerts** link on the navigation bar at the top of the page, the *Alerts* page displays. There are two links available: **Active Students Requiring Status Verification** and **Schools in Withdrawn Status with Active Students**.



### **Exhibit 51: Alerts Page – PICS Users**

Click the **Schools in Withdrawn Status with Active Students** link on the *Alerts* page to display a read-only list identifying schools with a Withdrawn Status, Active Status students, and Access Termination dates that have passed.

This list is for tracking purposes, and includes information for each school: the school name, the campus name, the school code, the date of withdrawal, the access termination date, and the number of students in active status.

To return to the *Alerts* page, click the **Return to Alerts** link.

## 24 REPORTS

SEVIS enables DHS users to generate and print a variety of reports that reflect current SEVIS information for the data elements included in the report.

**Note:** The types of reports currently available are subject to change as the result of enhancements to the reporting capabilities of the system. All reports will be labeled with “Sensitive But Unclassified.”

### 24.1 Generate and Print a Report Using the Internet Explorer Browser

To access the Reports module and generate a report using the Internet Explorer browser, perform the following steps:

1. Click the **Reports** link on the navigation bar. The *DHS Reports* page displays.

**Note:** When you access the *DHS Reports* page, you see only the reports suited to your access rights. The example below is for DHS HQ users.

#### Exhibit 52: DHS Reports Page

### DHS Reports

Format:  HTML  Text

Click on Help (above) and search on Printing Reports to find the proper page settings for printing SEVIS reports.

---

#### Student Reports

- Detailed Student Report - Terminated for No Show and In U.S.
- Detailed Student Report - Active Status by COC within District
- Detailed Student Report - Active Status by COC within State
- Detailed Student Report - Active Status by Major within District
- Detailed Student Report - Active Status by Major within State
- Detailed Student Report - Initial and Active Status
- Summary Report of Active Students - Authorized to Drop Below Full Course
- Summary Report of Active Students - with a Specific Employment Type
- Summary Report of Active Students - with Requested, Pending, or Approved Extensions
- Summary Report of Active Students - with Transfer Pending Status
- Summary Report of Terminated Students
- Summary Student Report - by District

#### Dependent Reports

- Detailed Dependent Report - Active Status
- Detailed Dependent Report - within 0-6 Months of 21st Birthday
- Summary Dependent Report - by District

#### DSO Reports

- Detailed DSO Report

#### School Reports

- Detailed School Report - Approved Status
- Summary School Report - by District

#### SEVIS Reports

- EVPD No Show Report
- ACS Interface Error Log Report
- ADIS Interface Error Log Report
- I-901 Interface Error Log Report

2. Select the format for the report.
  - The **HTML** (hypertext markup language) option generates a formatted report.
  - The **Text** option generates a report in a format that can be copied and pasted into another application and formatted the way that you wish (see Section 20.2, Copy and Paste a Report, for instructions on how to copy and paste the text to another application).
10. Make a selection from the list of reports by clicking the radio button located to the left of the appropriate report.
11. Click the **Submit** button at the top left. The system displays the *Report Criteria* page in another browser window. Depending upon the report selected, the *Report Criteria* page may contain different options.

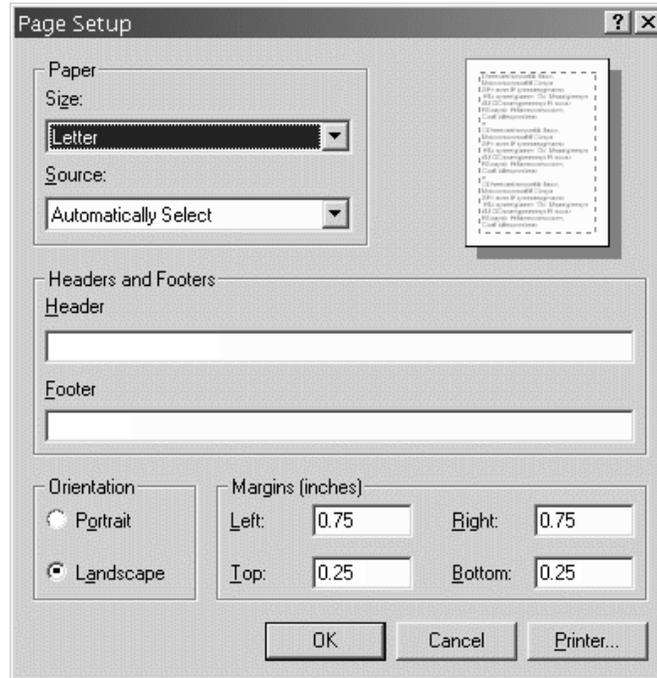
### **Exhibit 53: Report Criteria Page**



The screenshot shows a web interface titled "Report Criteria". It features two dropdown menus: "Visa Type" with "F" selected and "District" with "All Districts" selected. Below these is a note: "Note: Reports will return a maximum of 10,000 records." At the bottom are two buttons: "Submit" and "Close".

12. Enter or select search criteria on the *Report Criteria* page (for example, you may see District, Visa Type, Start Date, End Date, etc., depending upon the type of report selected).
13. Click the **Submit** button to generate and view the report. Using the browser functionality, you may send the report to a designated printer. For best results when printing, it is recommended that you make the following changes to the print settings:
  - a. Click File on the Internet Explorer menu bar.
  - b. Select Page Setup. The Page Setup window displays.

## Exhibit 54: Internet Explorer Page Setup Window



- c. Delete any data that display in the **Header** field.
  - d. Delete any data that display in the **Footer** field.
  - e. Click the Landscape radio button in the Orientation section at the lower left.
  - f. Set the left and right margins to 0.5” and the top and bottom margins to 0.25”.
  - g. Click **OK**.
14. Select **Print** from the **File** menu. The *Print* window displays.
  15. Ensure that the name of the printer listed in the **Name** field is the printer to which you want the report to print. If it does not show the correct printer, click the **down arrow** to the right of the field and select the correct printer.
  16. Click **OK** and the report prints to the designated printer.
  17. Click the **Close** button on the browser window to close the window and return to SEVIS.

## 24.2 Copy and Paste a Report

Reports can be generated using the Text format option. Perform the following steps to copy and paste the report into MS Excel:

1. Generate (in HTML format) and print one page of the report so that you can see the layout and column labels for the report. See Sections 20.1 for instructions on generating and printing reports in SEVIS.



```
ANCHORAGE AK ^ 1 ^ 0 ^ 46 ^ 0 ^ 3 ^  
ATLANTA GA ^ 14 ^ 10 ^ 45 ^ 0 ^ 4 ^  
BALTIMORE MD ^ 49 ^ 11 ^ 747 ^ 0 ^ 5 ^  
BUFFALO NY ^ 0 ^ 1 ^ 0 ^ 0 ^ 0 ^  
  
CHICAGO IL ^ 4 ^ 6 ^ 192 ^ 0 ^ 70 ^  
DENVER CO ^ 0 ^ 0 ^ 0 ^ 0 ^ 0 ^  
  
LOS ANGELES CA ^ 0 ^ 0 ^ 12264 ^ 0 ^ 5 ^  
MIAMI FL ^ 2 ^ 3 ^ 1 ^ 0 ^ 0 ^  
NEWARK NJ ^ 1 ^ 0 ^ 0 ^ 0 ^ 0 ^  
NEW ORLEANS LA ^ 0 ^ 0 ^ 25 ^ 0 ^ 1 ^  
PHILADELPHIA PA ^ 0 ^ 0 ^ 2 ^ 0 ^ 0 ^  
SEATTLE WA ^ 0 ^ 0 ^ 5 ^ 0 ^ 0 ^  
ST PAUL MN ^ 0 ^ 0 ^ 1 ^ 0 ^ 0 ^  
WASHINGTON DC ^ 1287 ^ 3237 ^ 10633 ^ 0 ^ 92 ^
```

24. To convert the text to columns, select **Text to Columns** from the **Data** menu. The *Convert Text to Columns Wizard – Step 1 of 3* window displays.
25. Click the **Delimited** radio button, and then click the **Next** button. The *Convert Text to Columns Wizard – Step 2 of 3* window displays.
26. Click the **Other** check box and enter the caret (^) character in the box to the right of **Other**. If there are other delimiters checked (for example, Tab), click the box to remove the check mark. Only the **Other** check box should be checked.
27. Click the **Next** button to display the *Convert Text to Columns Wizard – Step 3 of 3* window.
28. Click the **Finish** button. The wizard closes and the report is formatted into columns.
29. Format the spreadsheet using the column headings shown on the copy of the report generated in HTML format.

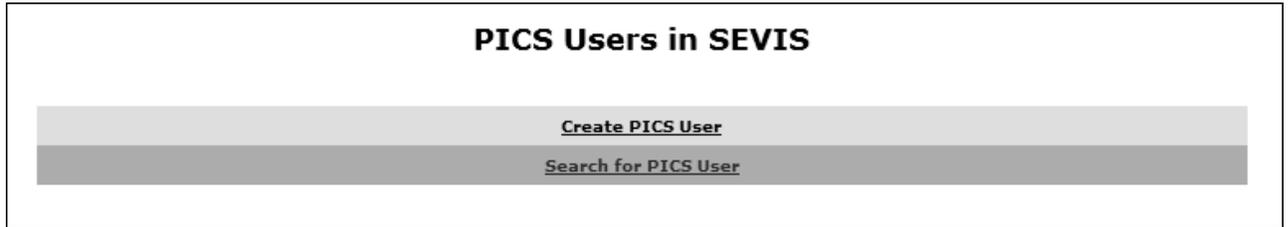
## **25 SEVP PICS OFFICER CREATION AND SEARCH**

The SEVP PICS Officers can create and search for PICS users in SEVIS, and to search for School/Sponsor users in SEVIS. Upon locating the different SEVIS users, an SEVP PICS Officer may select the available actions to maintain and update user’s SEVIS account information and access.

### **25.1 PICS Users Link**

To create and search for PICS users in SEVIS, the SEVP PICS Officer must click the **PICS Users** link from the navigation bar at the top of the page. Once the link is selected, the *PICS Users in SEVIS* page displays.

## Exhibit 56: PICS Users in SEVIS Page



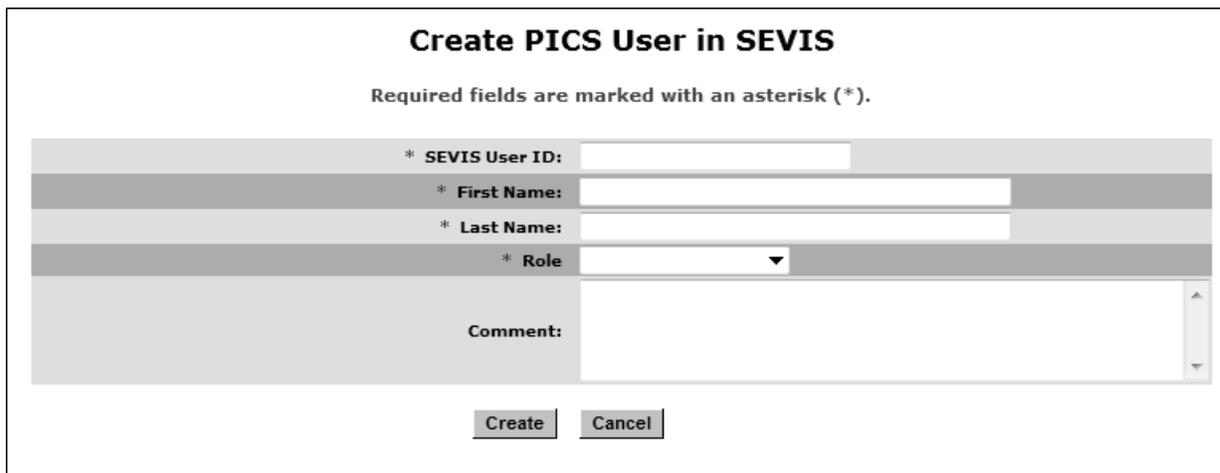
The screenshot shows a page titled "PICS Users in SEVIS". Below the title, there are two buttons: "Create PICS User" and "Search for PICS User".

### 25.2 Create PICS User

Perform the following steps to create a PICS user:

1. Click the **Create PICS User** link. The *Create PICS Users in SEVIS* page displays.

## Exhibit 57: Create PICS User in SEVIS Page



The screenshot shows a page titled "Create PICS User in SEVIS". Below the title, it says "Required fields are marked with an asterisk (\*)". The form contains the following fields:

- \* SEVIS User ID:
- \* First Name:
- \* Last Name:
- \* Role:
- Comment:

At the bottom of the form, there are two buttons: "Create" and "Cancel".

2. Complete the following fields, which are required:
  - **SEVIS User ID:** Enter a unique SEVIS User ID
  - **First Name:** Enter a user's first name
  - **Last Name:** Enter a user's last name
  - **Role:** Select the appropriate entry listing for the user's role from the drop-down list
30. Information may be entered in the optional **Comment** field, which will display in the *Event History* page.
31. Click the **Create** button, and the *Create PICS User* page displays. It contains information that must be provided to the user.
32. Click the **OK** button to return to the *PICS Users in SEVIS* page.

## 25.3 Search for PICS User in SEVIS

The SEVP PICS Officer may search for SEVIS PICS Users in SEVIS. The results include active and deleted SEVIS users. Perform the following steps to search for a PICS User in SEVIS:

1. Click the **PICS Users** link on the navigation bar at the top of the page. The *PICS Users in SEVIS* page displays.
2. Click the **Search for PICS User** link. The *Search for PICS User in SEVIS* page displays as shown in

### Exhibit 58: Search for PICS User in SEVIS Page

**Search for PICS User in SEVIS**

<b>SEVIS User ID:</b>	<input type="text"/>
<b>Last Name:</b>	<input type="text"/>
	(prepend or postpend "*" for wildcard)
<b>First Name:</b>	<input type="text"/>
	(prepend or postpend "*" for wildcard)

33. Enter at least one search criterion to retrieve information about the ID:

- SEVIS User ID
- Last Name

**Note:** Completion of the **First Name** field is optional. Also, if you are unsure of the exact spelling of a last or first name, you may enter the \* (asterisk) wildcard preceding and/or followed by at least three characters.

34. Click the **Search** button. The *Search Results* page displays.

## Exhibit 59: Search Results Page

Search Results						
SEVIS User ID	Last Name	First Name	Role	Last Logon Date	Password Change Date	Command
EVPDMANAGER1	Manager1	Evpd	EVPDMANAGER	05/13/2013 02:52:35 PM	04/23/2013 12:11:40 PM	<a href="#">Reset Password</a> <a href="#">Disable Logon</a> <a href="#">Change User Account Information</a> <a href="#">Add Adhoc Role</a> <a href="#">View Event History</a>
MANAGER1	Manager1name	Fname	DHSMANAGER	05/15/2013 11:44:08 AM	04/23/2013 12:11:40 PM	<a href="#">Reset Password</a> <a href="#">Disable Logon</a> <a href="#">Change User Account Information</a> <a href="#">Add Adhoc Role</a> <a href="#">View Event History</a>
MANAGER5	Manager1namefive	Fnamefive	DHSMANAGER	04/30/2013 12:43:16 PM	04/23/2013 12:11:40 PM	<a href="#">Reset Password</a> <a href="#">Disable Logon</a> <a href="#">Change User Account Information</a> <a href="#">Add Adhoc Role</a> <a href="#">View Event History</a>
MANAGER4	Manager1namefour	Fnamefour	DHSMANAGER	04/30/2013 12:41:12 PM	04/23/2013 12:11:40 PM	<a href="#">Reset Password</a> <a href="#">Disable Logon</a> <a href="#">Change User Account Information</a> <a href="#">Add Adhoc Role</a> <a href="#">View Event History</a>
MANAGER3	Manager1namethree	Fnamethree	DHSMANAGER	05/10/2013 02:07:19 PM	04/23/2013 12:11:40 PM	<a href="#">Reset Password</a> <a href="#">Disable Logon</a> <a href="#">Change User Account Information</a> <a href="#">Add Adhoc Role</a> <a href="#">View Event History</a>
MANAGER2	Manager1nametwo	Fnametwo	DHSMANAGER	05/02/2013 02:01:29 PM	04/23/2013 12:11:40 PM	<a href="#">Reset Password</a> <a href="#">Disable Logon</a> <a href="#">Change User Account Information</a> <a href="#">Add Adhoc Role</a> <a href="#">View Event History</a>
6 Records						
<input type="button" value="Return"/>						

The search results display user information that meets the search criteria, and includes:

- SEVIS User ID
- Last Name
- First Name
- Role
- Last Logon Date
- Password Change Date
- Command

The **Command** column can contain a number of different links, depending upon the user's current status and access. These additional links are presented in alphabetical order, in the following sections, and include:

- **Add Adhoc Role:** Used to add provide the user with access to the SEVIS Statistical Reporting Module
- **Change User Account Information:** SEVIS User ID, First Name and Last Name fields can be updated, as necessary
- **Disable Logon:** Used to remove a user's access to SEVIS
- **Enable Logon:** Used to allow access to SEVIS
- **Remove Adhoc Role:** Used to removes a user's access to the SEVIS Statistical Reporting Module
- **Reset Password:** Used to reset a user's SEVIS password
- **View Event History:** Displays a list of changes to a user's record

## 25.4 PICS User Command Links

Each link allows an SEVP PICS Officer to effect changes to a PICS user's SEVIS user account and access.

### 25.4.1 Add Adhoc Role

To provide a SEVIS user access to the SEVIS Statistical Reporting Module, perform the following steps:

1. From the *Search Results* page, click the **Add Adhoc Role** link located in the **Command** column.

#### Exhibit 60: Add Adhoc Role Page

**Add Adhoc Role**

Make sure this is the correct user

<b>SEVIS User ID:</b>	user123
<b>First Name:</b>	Sally
<b>Last Name:</b>	Green
<b>Role:</b>	INSCSSO

**Comment:**

2. The first four fields on the page display the related user information. Verify that the SEVIS user ID and user information is correct.
35. Additional information may be entered in the **Comment** field, which will display on the *Event History* page.
36. Click the **Add Adhoc Role** button. The *Add Adhoc Role* system confirmation message page displays, confirming that the user will have access to the SEVIS Statistical Reporting Module in twenty-four hours.
37. Click the **OK** button.
38. You are returned to the *User Account Information* page.

#### Exhibit 61: User Account Information Page

User Account Information						
SEVIS User ID	Last Name	First Name	Role	Last Logon Date	Password Change Date	Command
MANAGER2	ManagerLnameTwo	FnameTwo	ADHOC, DHSMANAGER	05/02/2013 02:01:29 PM	04/23/2013 12:11:40 PM	<a href="#">Reset Password</a> <a href="#">Disable Logon</a> <a href="#">Change User Account Information</a> <a href="#">Remove Adhoc Role</a> <a href="#">View Event History</a>

### 25.4.2 Remove Adhoc Role

To remove a SEVIS user's access to the SEVIS Statistical Reporting Module, perform the following steps:

1. From the *Search Results* page, click the **Remove Adhoc Role** link located in the **Command** column.

#### Exhibit 62: Remove Adhoc Role Page

**Remove Adhoc Role**

**Make sure this is the correct user**

<b>SEVIS User ID:</b>	user123
<b>First Name:</b>	Alison
<b>Last Name:</b>	Green
<b>Role:</b>	ADHOC, INSCSSO

**Comment:**

2. The first four fields on the page display the related user information. Verify that the SEVIS user ID and user information is correct.
39. Additional information may be entered in the **Comment** field, which will display on the *Event History* page.
40. Click the **Remove Adhoc Role** button. The *Remove Adhoc Role* system confirmation message page displays, confirming that the user will have access to the SEVIS Statistical Reporting Module will be disabled in 24 hours.
41. Click the **OK** button to return to the *User Account Information* page.

### 25.4.3 Change User Account Information

The **Change User Account Information** link allows an SEVP PICS Officer to update a SEVIS User ID, First Name and Last Name for a SEVIS PICS user. Perform the following steps:

1. Click the **Change User Account Information** link to display the page.

## Exhibit 63: Change User Account Information Page

The screenshot shows the SEVIS 'Change User Account Information' page. The page header includes the SEVIS logo and navigation links. The main content area shows a form with the following fields and values:

- SEVIS User ID: ag451
- First Name: Allen
- Last Name: Smith
- Role: DOSCOMPOFFICER
- Comment: (empty)

There are 'Change' and 'Cancel' buttons at the bottom of the form.

2. Verify that the correct user information displays.
42. Modify the **SEVIS User ID**, **First Name**, and **Last Name** fields, as necessary.

**Note:** There cannot be any numbers when changing a user's first or last name.

43. Additional information may be entered in the **Comment** field, which will display on the *Event History* page.
44. Click the **Change** button and the *Change User Account Information* confirmation page displays, confirming the update to the user's account information.
45. Click the **OK** button and to return to the *User Account Information* page.

### 25.4.4 Disable Logon

To disable a SEVIS user's logon access, perform the following steps:

1. From the *Search Results* page, click the **Disable Logon** link located in the **Command** column.

## Exhibit 64: Disable Logon Page

**Disable Logon**

Make sure this is the correct user

SEVIS User ID:	user123
First Name:	Alison
Last Name:	Green
Role:	INSCSSO

Comment:

Disable Login Cancel

2. The first four fields on the page display the related user information. Verify that the SEVIS user ID and user information is correct.
46. Additional information may be entered in the **Comment** field, which will display on the *Event History* page.
47. Click the **Disable Login** button. The *Disable Logon* system confirmation message page displays, confirming that the user will no longer have access to SEVIS with that SEVIS User ID.
48. Click the **OK** button.
49. You are returned to the *User Account Information* page.

### 25.4.5 Enable Logon

To enable SEVIS user's logon access, perform the following steps:

1. From the *Search Results* page, click the **Enable Logon** link located in the **Command** column.

## Exhibit 65: Enable Logon Page

**Enable Logon**

Make sure this is the correct user

SEVIS User ID:	user123
First Name:	Alison
Last Name:	Green
Role:	INSCSSO

Comment:

Enable Login Cancel

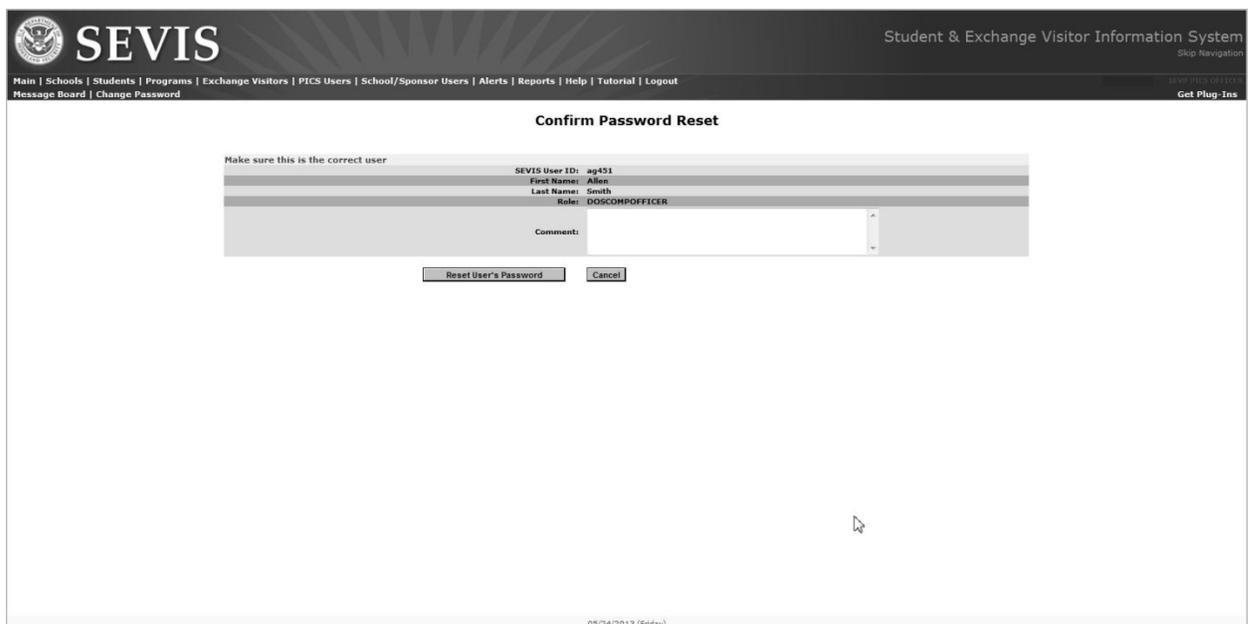
2. The first four fields on the page display the related user information. Verify that the SEVIS user ID and user information is correct.
50. Additional information may be entered in the **Comment** field, which will display on the *Event History* page.
51. Click the **Enable Login** button. The *Enable Logon* system confirmation message page displays, confirming that the user will have access to SEVIS using this SEVIS User ID.
52. Click the **OK** button to return to the *User Account Information* page.

### 25.4.6 Reset Password

SEVIS passwords can be reset for user logons where the status is approved, active, or inactive; moreover, they cannot be reset for user logons that have been deleted or disabled by an SEVP PICS Officer. Also, when this option is used, the user's existing password is removed and a temporary password is created. The temporary password must be provided to the user outside of SEVIS. The user must create a new password within 30 days, or the temporary password will expire. Perform the following steps:

1. Click the **Reset Password** link to display the page.

### Exhibit 66: Confirm Password Page



The screenshot shows the SEVIS web interface for the 'Confirm Password Reset' page. The header includes the SEVIS logo and navigation links. The main content area displays the following information:

SEVIS User ID:	ag451
First Name:	Allen
Last Name:	Smith
Role:	DOSCOMPOFFICER
Comment:	<input type="text"/>

At the bottom of the form, there are two buttons: 'Reset User's Password' and 'Cancel'. The page footer indicates the date is 05/24/2013 (Friday).

2. Verify that the correct user information displays.
53. Modify the **SEVIS User ID**, **First Name**, and **Last Name** fields, as necessary.
54. Additional information may be entered in the **Comment** field, which will display on the *Event History* page.
55. Click the **Reset User's Password** button and the *Password Reset* system confirmation page displays.
56. Click the **OK** button to return to the *User Account Information* page.

## 26 SCHOOL/SPONSOR USERS LINK

The SEVP PICS Officer has the ability to search for SEVIS School and Sponsor users. The search results will include active and deleted SEVIS users. The search results also include approved schools, withdrawn schools with a future access termination date, and programs with the following statuses:

- Active
- Suspended
- Denial Pending
- Revocation Pending
- Termination Pending
- Withdrawn with EVs in Active status

### 26.1 Search for School/Sponsor Users in SEVIS

1. Click the **School/Sponsor Users** link on the navigation bar at the top of the page. The *Search for School/Sponsor Users in SEVIS* page displays.

#### **Exhibit 67: Search for School/Sponsor User in SEVIS Page**

**Search for School/Sponsor User in SEVIS**

<b>SEVIS User ID:</b>	<input type="text"/>
<b>Last Name:</b>	<input type="text"/>
	(prepend or postpend "*" for wildcard)
<b>First Name:</b>	<input type="text"/>
	(prepend or postpend "*" for wildcard)
<input type="button" value="Search"/>	

2. Enter at least one search criterion to retrieve information about the ID:
  - SEVIS User ID
  - Last Name

**Note:** Completion of the **First Name** field is optional. If you are unsure of the exact spelling of a last or first name, you may enter the \* (asterisk) wildcard preceding and/or followed by at least three characters.

57. Click the **Search** button. The *Search Results* page displays with a list of user information that meets the search criteria and includes:
  - SEVIS User ID
  - Last Name
  - First Name
  - Last Logon Date
  - Password Change Date
  - Command

The **Command** column can contain a number of different links, depending upon the user's current status and access. These additional links are presented in alphabetical order, in the following sections, and include:

- **Approve Account**: Allows SEVIS access and displays user information on school record
- **Delete Account**: Removes SEVIS access and removes user information from school record
- **Disable Logon**: Removes SEVIS access
- **Enable Logon**: Allows SEVIS access
- **View Event History**: Displays a list of changes to a user's record
- **View Roles**: Displays a list of a user's roles at their schools and/or programs

## 26.2 School/Sponsor Users Command Links

Each link allows an SEVP PICS Officer to effect changes to a PICS User's SEVIS user account and access.

### 26.2.1 Approve Account

The SEVP PICS Officer may approve a user's account. This action allows SEVIS access and displays user information on school record. Perform the following steps:

1. From the *Search Results* page, click the **Approve Account** link to display the page.

### Exhibit 68: Approve Account Page

Make sure this is the correct user	
SEVIS User ID:	mdooha5004
First Name:	Mick
Last Name:	Doohan
Comment:	<input type="text"/>

2. Verify that the correct user information displays.
58. Additional information may be entered in the **Comment** field, which will display on the *Event History* page.
59. Click the **Approve Account** button and the *Approve Account* system confirmation page displays. The message confirms that the user is now able to access SEVIS with the account and their information will display for their associated schools/programs.
60. Click the **OK** button to return to the *User Account Information* page.

### 26.2.2 Delete Account

The SEVP PICS Officer may delete a user's account. When this option is used, the user will no longer have access to SEVIS and it deletes that user's information from the school and program record. To delete a user's account, perform the following:

1. Perform a search for a school/sponsor user.
2. On the *Search Results* page, click the **Delete Account** link to display the page.

#### Exhibit 69: Delete Account Page

**Delete Account**

**Make sure this is the correct user**

SEVIS User ID:	mdooha5004
First Name:	Mick
Last Name:	Doohan

Comment:

61. The first three fields on the page display the related user information. Verify that the SEVIS user ID and associated user information are correct.
62. Additional information may be entered in the **Comment** field, which will display on the *Event History* page.
63. Click the **Delete Account** button and the *Delete Account* system confirmation page displays. The message confirms that the user is no longer able to access SEVIS with the account and their information will not display for their associated schools/programs.
64. Click the **OK** button to return to the *User Account Information* page.

### 26.2.3 Disable Logon

To disable SEVIS logon access, perform the following steps:

1. Perform a search for a school/sponsor user.
2. From the *Search Results* page, click the **Disable Logon** link located in the **Command** column.

## Exhibit 70: Disable Logon Page

**Disable Logon**

Make sure this is the correct user

SEVIS User ID:	user123
First Name:	Alison
Last Name:	Green
Role:	INSCSSO

Comment:

Disable Login Cancel

65. The first three fields on the page display the related user information. Verify that the SEVIS user ID and user information is correct.
66. Additional information may be entered in the **Comment** field, which will display on the *Event History* page.
67. Click the **Disable Login** button. The *Disable Logon* system confirmation message page displays, confirming that the user will no longer have access to SEVIS with that SEVIS account.
68. Click the **OK** button to return to the *User Account Information* page.

### 26.2.4 Enable Logon

To enable SEVIS user's logon access, perform the following steps:

1. Perform a search for a school/sponsor user.
2. From the *Search Results* page, click the **Enable Logon** link located in the **Command** column.

## Exhibit 71: Enable Logon Page

**Enable Logon**

Make sure this is the correct user

SEVIS User ID:	mdooha5004
First Name:	Mick
Last Name:	Doohan

Comment:

Enable Login Cancel

69. The first three fields on the page display the related user information. Verify that the SEVIS user ID and user information is correct.

70. Additional information may be entered in the Comment field, which will display on the *Event History* page.
71. Click the **Enable Login** button. The *Enable Logon* system confirmation message page displays, confirming that the user will have access to SEVIS using this SEVIS account.
72. Click the **OK** button to return to the *User Account Information* page.

### 26.2.5 View Roles

SEVP PICS Officers have the ability to view School/Sponsor user's SEVIS active and deleted SEVIS roles. Perform the following steps to view a School/Sponsor user's SEVIS role:

1. From the *Search for School/Sponsor User in SEVIS Search Results* page, click the **View Roles** link located in the **Command** column. The *View Roles* page displays.

### Exhibit 72: View Roles Page

**View Roles**

---

**User Account Information**

SEVIS User ID:	lgreen8026
First Name:	Laura
Last Name:	Greene

---

Role	School Name/Campus Name	Program Name
ARO		The G-7 Program

2. Verify the correct user information displays.
73. Click the **Return** button and the *User Account Information* page displays.

### 26.3 View a SEVIS User's Event History

The SEVIS User's event history is a list of the changes to a SEVIS PICS and School/Sponsor user records. In addition to the user ID, first and last name, and user's SEVIS role, event history includes the event name date, who performed the action, and comments entered when the event occurred.

From either the *Search Results* page or the *User Account Information* page, click the **View Event History** link available in the **Command** column. The *Event History* page displays.

## Exhibit 73: Event History Page

Event History			
<b>User Account Information</b>			
SEVIS User ID: MANAGER2			
First Name: Fnametwo			
Last Name: ManagerLnametwo			
Role: ADHOC, DHSMANAGER			
<b>Event Name</b>	<b>Event Date</b>	<b>Performed By</b>	<b>Event Comment</b>
Add ADHOC role to PICS user	05/15/2013	FIRST_NAMEa LAST_NAME	
<input type="button" value="Return"/>			

This is a view-only page detailing all the previous changes to a SEVIS User ID. Click the **Return** button and the *User Account Information* page displays.

## 27 OPERATING INSTRUCTIONS

### 27.1 Initiate Operation

SEVIS requires the use of Internet Explorer Version 5.0 (or higher), the latest version of Adobe Reader, and a Laser printer – a Laser Postscript printer with 32 MB of RAM (96 MB is recommended) or a Laser printer with 32 MB of RAM (64 MB is recommended).

**Note:** If you do not have the latest version of Adobe Reader installed on your computer, refer to the instructions in Appendix C, Download the Latest Version of Adobe Reader.

You must have a valid user ID and password to access the system. When you access SEVIS, the *SEVIS Login* page displays. To log into SEVIS, perform the following steps:

1. Enter your user ID in the **User Name** field.
2. Enter your password in the **Password** field.
74. Press **Enter** or click the **Login** button. The *Main* page or the *Message Board* page displays.

### 27.2 Maintain Operation

After 18 minutes of inactivity, a message will display informing you that your session is about to expire. Click **OK** to continue working in SEVIS. If you click this button after 20 minutes of inactivity, a message will display to inform you that your session has expired. Click **OK** to display the *SEVIS Login* page. Any unsaved data will be lost.

### 27.3 Terminate and Restart Operations

To exit SEVIS at any time, click the **Logout** link on the navigation bar.

**WARNING:** If you click the **Close** button on the browser window without first logging out by using the **Logout** link, you must wait 20 minutes before you can log back into SEVIS. If you try to access the system before the end of 20 minutes, the system displays the following message: “A user is already logged on with this user name.”

Should there be an unscheduled termination of your SEVIS session due to external causes, such as a timeout, power failure, or a computer malfunction, you must repeat the logon procedures.

## **28 ERROR HANDLING**

SEVIS includes automatic validation of the data entered into many fields. For example, if you do not enter a date in the correct format, the system will prompt you to correct the error by providing the proper format. These messages are self-explanatory and are not addressed in this manual.

The system also includes a SEVIS – Connection Error. The message reads: “Your connection to SEVIS was unsuccessful. Please try your request again. If the error persists and you need assistance, please contact the SEVIS Help Desk at 1-800-892-4829.” The SEVIS Help Desk is available 8 a.m. to 8 p.m., Eastern Time, Monday through Friday.

You will be redirected to the login page in 10 seconds. When the login page displays, you should log into the system and continue working. If the message displays again, contact the SEVIS Help Desk.

## **29 HELP FACILITIES**

To report SEVIS-related issues or problems, contact the SEVIS Help Desk at (800) 892-4829 during the hours of 8 a.m. to 8 p.m., Eastern Time, Monday through Friday.

## **Appendix A: Acronyms and Abbreviations**

API	Application Program Interface
ARO	Alternate Responsible Officer
CFR	Code of Federal Regulations
CIP	Classification of Instructional Programs
CLAIMS	Computer Linked Application Information Management System
COS	Change of Status
DHS	Department of Homeland Security
DoS	Department of State
DSO	Designated School Official
ECFMG	Educational Commission for Foreign Medical Graduates
EV	Exchange Visitor
FIN ID	Fingerprint Identification Number
HQ	ICE Headquarters
HTML	Hypertext markup language
ICE	Immigration and Customs Enforcement
ID	Identification
MB	Megabyte
OPT	Optional Practical Training
PDSO	Principal Designated School Official
PICS	Password Issuance and Control System
RAM	Random access memory
RO	Responsible Officer
SEVIS	Student and Exchange Visitor Information System
SEVP	Student and Exchange Visitor Program
SRC	SEVP Resource Center
U.S.	United States
U.S.C.	United States Code

## **Appendix B: Download the Latest Version of Adobe Flash Player**

In order to view the tutorial, you must have Adobe Flash Player installed on your computer. Perform the following steps to download the latest version of Adobe Flash Player:

1. Click the **Get Plug-Ins** link on the SEVIS navigation bar. The *SEVIS Plug-Ins* page will display.
2. Click the **Adobe Flash** button. A message will display indicating that you are leaving SEVIS.
3. Click **OK** and the Adobe Flash Player web page (<http://get.adobe.com/flashplayer/>) will display in a new browser window.
75. Follow the instructions on the Adobe Flash Player web page to install the Flash Player.

## **Appendix C: Download the Latest Version of Adobe Reader**

SEVIS enables you to print forms to a designated printer through Adobe Reader. Perform the following steps to download the latest version of Adobe Reader:

1. Click the **Get Plug-Ins** link on the SEVIS navigation bar. The *SEVIS Plug-Ins* page will display.
2. Click the **Get Adobe Reader** button. A message will display indicating that you are leaving SEVIS.
3. Click **OK** and the Adobe Reader web page (<http://get.adobe.com/reader/>) will display in a new browser window.
4. Follow the instructions on the Adobe Reader web page to install the Adobe Reader.

## **Appendix D: School Statuses**

The values of school statuses are as follows:

- **Pending:** The school's Form I-17 has been submitted but not yet adjudicated.
- **Approved:** The school has been approved to use SEVIS.
- **Denied:** The school has been denied participation in SEVIS.
- **Withdrawn:** The school's SEVIS participation has been ended by DHS.

A school's status displays on the *School Information* page and the *Student Information* page.

**Note:** On the *School Information* page, the **School Status** field displays the Withdrawn status along with the school's withdrawal type description. The withdrawal type descriptions include:

- Withdrawn (Automatic With Appeal Rights)
- Withdrawn (Automatic No Appeal Rights)
- Withdrawn (Recertification Denied)
- Withdrawn (Voluntary)
- Withdrawn (Withdrawn on Notice With Appeal Rights)
- Withdrawn (Withdrawn on Notice No Appeal Rights)

Schools with a Withdrawn status, and a withdrawal type with Appeal Rights, also display the **Appeal Status** field on the *School Information* page. The appeal status description includes:

- Appeal Approved
- Appeal Pending
- Appeal Dismissed
- Appeal not Received
- blank Appeal Status field (no appeal initiated)

## Appendix E: Program Statuses

The possible status values for Exchange Visitor Program sponsors are listed below in alphabetical order.

- **Active:** The entity has been designated by the Department of State (DoS) as an exchange visitor program sponsor and approved to use SEVIS.
- **Cancelled:** The sponsor's previous status was Withdrawn and DoS has noted that there are no exchange visitors (EVs) with a status of Active. The sponsor's officials no longer have SEVIS access to the program's records.

**Note:** The date that displays to the right of "Cancelled" on the *Program Information* page is the effective date of cancellation of the program's designation as an exchange visitor program.

- **Denial Pending:** The sponsor's redesignation request has been denied by DoS. No new EV records can be created, and records in Draft status cannot be updated or submitted. The program status will change to Denied once there are no more Active EVs.
- **Denied:** The sponsor's previous status was Denial Pending and DoS has noted that there are no EVs with a status of Active. The sponsor's officials no longer have SEVIS access to the program's records.

**Note:** The date that displays to the right of "Denied" on the *Program Information* page is the effective date of denial of the program's designation as an exchange visitor program.

- **Revocation Pending:** The sponsor's designation as an exchange visitor program has been revoked by DoS. No new EV records can be created, and records in Draft status cannot be updated or submitted. The program status will change to Revoked once there are no more Active EVs.
- **Revoked:** The sponsor's previous status was Revocation Pending and DoS has noted that there are no EVs with a status of Active. The sponsor's officials no longer have SEVIS access to the program's records.

**Note:** The date that displays to the right of "Revoked" on the *Program Information* page is the effective date of revocation of the program's designation as an exchange visitor program.

- **Suspended:** The sponsor's SEVIS participation as an exchange visitor program has been temporarily suspended. No new EV records can be created, and records in Draft status cannot be updated or submitted.
- **Termination Pending:** The sponsor's designation as an exchange visitor program has been terminated by DoS. No new EV records can be created, and records in Draft status cannot be updated or submitted. The program status will change to Terminated once there are no more Active EVs.
- **Terminated:** The sponsor's previous status was Termination Pending and DoS has noted that there are no EVs with a status of Active. The sponsor's officials no longer have SEVIS access to the program's records.

**Note:** The date that displays to the right of "Terminated" on the *Program Information* page is the effective date of termination of the program's designation as an exchange visitor program.

- **Withdrawn:** The sponsor has chosen to discontinue participating as an exchange visitor program, or DoS has ended the program's participation as an exchange visitor

program. No new EV records can be created, and records in Draft status cannot be updated or submitted. The next status will be Cancelled.

**Note:** The date that displays to the right of “Withdrawn” on the *Program Information* page is the effective date of withdrawal of the program’s designation as an exchange visitor program.

## **Appendix F: EV Category and Occupational Category**

An exchange visitor program can accept EVs in 1 or more of 15 categories as designated by DoS:

- Alien Physician (reserved for Educational Commission for Foreign Medical Graduates [ECFMG] use only)
- Au Pair
- Camp Counselor
- Government Visitor (reserved for use by Federal, State, and local Government agencies only)
- Intern
- International Visitor (reserved for U.S. Department of State use only)
- Professor
- Research Scholar
- Short-Term Scholar
- Specialist
- Student, College/University
- Student, Secondary
- Summer Work/Travel
- Teacher
- Trainee

When the Trainee or Intern category is requested for authorization by an applicant organization, one or more occupational categories must be specified for authorization. The following occupational categories exist in SEVIS:

- Agriculture, Forestry, and Fishing
- Arts and Culture
- Construction and Building Trades
- Education, Social Sciences, Library Science, Counseling, and Social Services
- Health Related Occupations
- Hospitality and Tourism
- Information Media and Communications
- Management, Business, Commerce, and Finance
- Public Administration and Law
- The Sciences, Engineering, Architecture, Mathematics, and Industrial Occupations

## **Appendix G: Exchange Visitor/Dependent Statuses**

The exchange visitor and spouse/dependent SEVIS statuses are as follows:

- **Active Status:** The program sponsor has validated the exchange visitor's program. Following the validation of the exchange visitor in SEVIS, the person is considered to be in Active or valid program status.
- **Inactive Status:** An exchange visitor and/or spouse/dependent can become inactive (out of valid program status) for the following reasons:
  - The exchange visitor completes his/her program as scheduled—Form DS-2019 expires.
  - An exchange visitor in Active or Transferred status has an approved change of status request and has obtained a different visa type.

**Note:** On the earlier date, benefit start date or program end date, the status of the exchange visitor and spouse/dependent(s) in Active or Transferred status will be changed to Inactive. Also, the exchange visitor's effective date of completion will be changed to the date on which his/her status changes to Inactive.

- The RO or ARO ends the program of an exchange visitor (for example, the exchange visitor completes his/her program early, or withdraws from the program). The status of the exchange visitors' spouse/dependents will also be set to Inactive on the effective date of completion entered by the RO or ARO.
- The RO or ARO ends the status of the spouse/dependent (for example, the accompanying spouse and exchange visitor got divorced).
- The dependent's status is ended in SEVIS on the day the dependent turns 21 years of age.

**Note:** When spouse/dependents have the same SEVIS status as the exchange visitor, their status will be set to Inactive when the exchange visitor's SEVIS status is set to Inactive.

- **Initial Status:** The exchange visitor's and/or spouse/dependent's record has been created and submitted (saved to the SEVIS database), but the exchange visitor's program has not been validated by the program sponsor. Validation is the process of updating the record of an exchange visitor who is in Initial SEVIS status to show that the person:
  - Has actually arrived at the site of activity in the United States identified by the sponsor
  - Is participating in his/her exchange program

**Note:** Failure to validate an exchange visitor's participation no later than 30 days of the program start date listed in SEVIS will result in cancelation of the exchange visitor's record in SEVIS, as stipulated in the Exchange Visitor Program regulations [22 CFR 62.13].

- **Invalid Status:** An exchange visitor's status is Invalid:
  - When the exchange visitor does not use the Form DS-2019 issued by a program sponsor to obtain a visa.

- If the exchange visitor uses the Form DS-2019 to obtain a visa but does not enter the United States through a port of entry within 30 days of the program begin date identified on the Form
- If an exchange visitor in Initial status has an approved change of status request and has obtained a different visa type.
- If an exchange visitor in Initial status has a change of status pending—to change to a J visa—and the request is withdrawn or denied.
- An RO or ARO sets the exchange visitor’s record to Invalid status.

**Note:** When an exchange visitor’s Form becomes Invalid because it was not used for entry into the United States, the system increments the allotment of Forms DS-2019 available to the program by one.

**Note:** Spouse/dependent records are set to Invalid status when the exchange visitor’s SEVIS status is set to Invalid.

- **No Show Status:** The exchange visitor’s program participation has not been validated in SEVIS. An exchange visitor and spouse/dependents, if any, will attain the status of No Show for the following reasons:
  - It is 30 days after the program begin date listed on the Form DS-2019 that was issued to an exchange visitor to begin a new program and (1) the exchange visitor has entered the United States through a port of entry (2) the port of entry data is on the exchange visitor’s SEVIS record (3) and the exchange visitor has not been validated in SEVIS.
  - An exchange visitor who is in Initial status has not had his/her program participation validated 30 days after the change of status benefit start date or the program begin date, whichever is earlier.
  - In a transfer situation, the exchange visitor has not been validated in SEVIS 30 days after the effective date of transfer identified in SEVIS.
  - An RO or ARO changed the exchange visitor’s SEVIS status from Initial to No Show or Transferred to No Show.
  - When a spouse/dependent is in Initial status, an RO or ARO can set the person’s status to No Show.

**Note:** Spouse/dependent records are set to No Show when the exchange visitor’s record is set to No Show.

**Note:** When an exchange visitor’s status is No Show, the exchange visitor has violated the Exchange Visitor Program regulations. This has an *adverse* or *negative* effect on the exchange visitor’s record (and on the record of the spouse and each dependent, if any). Exchange visitors who have a status of No Show have no benefits, for example, cannot apply for an extension, reinstatement, or change of category.

- **Saved/Draft Status**—Exchange visitor and spouse/dependent records that have been saved but not submitted to the SEVIS database. These records are also considered draft records.

- **Terminated Status:** In SEVIS, the program sponsor official has terminated the exchange visitor's participation; termination implies a change from Active SEVIS status prior to program completion and for a reason other than "Program Completion." Termination has an *adverse* or *negative* effect on the exchange visitor's record, and on the record of the spouse and each dependent, if any. Terminated exchange visitors have *no* benefits and *cannot* apply for an extension, reinstatement, or change of category.

**Note:** Spouse/dependent records are terminated when the exchange visitor's participation is terminated. Also, an RO or ARO may terminate the status of a spouse/dependent prior to the end of the exchange visitor's program for reasons such as the conviction of a crime or violation of the Exchange Visitor Program regulations.

- **Transferred Status:** The exchange visitor has transferred between two program sponsors authorized to access SEVIS.

**Transferred to a Non-SEVIS Sponsor:** The ability to transfer exchange visitors to a non-SEVIS program is no longer available. However, there may be exchange visitors who will always have this status; they transferred prior to the date mandated for enrollment of all Exchange Visitor Programs in SEVIS.