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Overview

SEVIS is a federal database subject to the Federal Information Security Management Act (FISMA). FISMA requires the annual review and verification of every user with access to a federal system. Users must have both a business need and the authorization for system access. To comply with FISMA, government supervisors must annually verify that any government employee or contractor with access to SEVIS under their management:

- Is still employed at the same federal government agency.
- Requires continued access to SEVIS in the current role.

SEVP strongly encourages federal supervisors of SEVIS government users to complete the verification process as soon as possible after receiving the verification request email. The process is easy. There is no value to postponing the task.



Key Facts

SEVIS Government Verification	
Frequency of Verification	Annually
Length of Verification Period	60 Days
Verification Period	<ul style="list-style-type: none">Each user will be assigned a Next Annual Verification Date based on the month and year their SEVIS account was created [not their profile]. The day for the Next Annual Verification Date will be the 15th of the verification month. <p>Exception – Users who have been granted access to SEVIS between January and April 2016 will not be subject to verification until the 2017 verification period.</p> <ul style="list-style-type: none">Deadline for the Next Annual Verification Date is the day after the 15th of the verification month at 12:01 AM (ET).
Notification Methods	<ul style="list-style-type: none">Federal Supervisor – Emails are sent to the SEVIS government user's supervisor beginning 60 days before the deadline.SEVIS Government User – Upon log-in, if the user's Next Annual Verification Date is 70 days or less in the future, the user will see a notice displayed as a banner on the <i>Message Board</i> page below the messages. The banner will read, "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. Your annual user verification is due by <user verification date>." Ensure your profile is up to date. Your profile provides information on the federal supervisor that will be needed to verify your continued access in your current role. Your supervisor must complete the verification process by the deadline, or you will lose access to SEVIS. See Help for more detailed information." The banner displays for 70 days and counts down daily from 70, until the government user profile is verified."



Officials Authorized to Complete the Government User Verification



Only the federal supervisor can validate the SEVIS government user's account.

Annual Verification Period at a Glance

Date	Actions
60 Days Before Annual Verification Date	<ul style="list-style-type: none">• SEVIS government user verification period begins.• Federal supervisor receives initial email of verification requirement.
Verification Period	<ul style="list-style-type: none">• Supervisor receives reminder emails of the user's verification requirement at increments of 45, 30, 15, and 5 days.• Once the user's supervisor verifies, the email verification reminders will end.
15th of Month of SEVIS Annual Verification Date	<ul style="list-style-type: none">• Verification deadline.• Government user can still access SEVIS.
Day after Annual Verification Date	<ul style="list-style-type: none">• SEVIS deletes the government user's profile and role.• SEVIS emails both government user and supervisor that the government user's access has been revoked.

Basic Verification Process

Sixty days before the SEVIS user's Next Annual Verification Date, the supervisor of the SEVIS user will receive an email notifying of the coming annual verification for the SEVIS government user.



From: SEVIS [<mailto:sevis@ice.dhs.gov>]
Sent: Thursday, March 17, 2016 1:02 AM
To: Vamasiri, Anintite A
Subject: Annual Verification for Continued Access to SEVIS for ISSFname ISSLname 60 Day Notice.
Importance: High

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

ISSFname ISSLname indicated that you are the person with authority to determine if he/she should have 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 IMMIGRATION SYSTEM SUPPORT role(s) in SEVIS.

As a federal database, SEVIS is subject to the Federal Information Security Management Act (FISMA). FISMA requires the annual review and verification that all users who access federal systems have both the business need and the authorization to access the system. To comply with FISMA, government supervisors must annually verify that any government employee or contractor under their management:

1. Is still employed at the same federal government agency.
2. Requires continued access to SEVIS in the current role.

After clicking on the verification link at the end of this email, you will have three choices:

- * Approve continued access. In this case, the user will continue to have access to SEVIS in their current role.
- * Deny continued access. In this case, the user will no longer have access to SEVIS.
- * Indicate that you are no longer the person's supervisor. In this case, the person will no longer have access to SEVIS because they have not kept their supervisor information current.

Government users who lose access during this process may go through the account creation process through their PICS office to apply for SEVIS access.

IF YOU DO NOT COMPLETE THE VERIFICATION FOR THIS USER BY MIDNIGHT EST ON May 15, 2016, THE USER WILL AUTOMATICALLY LOSE ACCESS TO SEVIS.

Click link <http://10.168.1.193/koburnus/sevis/action/gotoGovVerification?userId=187114> to begin the annual verification process for ISSFname ISSLname.

SEVIS Help Desk
1-800-892-4829

To complete the verification process, the supervisor will:

- Click the link at the bottom of the verification email to begin the annual verification process for the SEVIS user.

After clicking on the verification link at the end of the email, the *Annual Verification for Government User* page opens. At the top of the page, under the title is a banner that shows the user's Next Annual Verification Date as Verification Due Date. It also shows



the number of days remaining until the verification deadline. Under the Government User Information section of the page, the following non-editable date elements are displayed:

- Government User Name
 - User Role(s)
 - User Phone Number
 - User Email Address
 - Federal Supervisor Name
 - Government Agency
- At the bottom of the *Annual Verification for Government User* page, the supervisor is given three choices:

Annual Verification for Government User

Verification Due Date: March 15, 2016 (21 days left)

The Federal Information Security Management Act (FISMA) requires the annual review and verification of all users who access federal systems to ensure they have both the business need and the authorization to access the system. Government supervisors must annually verify that a government employee or contractor under their management:

- is still employed at the same federal government agency and
- requires continued access to SEVIS in their current role.

You are listed in SEVIS as the user's federal supervisor. To complete the verification, select the appropriate radio button below.
NOTE: the user will lose access to SEVIS if you select one of the bottom two options.

Government User Information

User Name	ISSFname ISSLname
User Role(s)	IMMIGRATION SYSTEM SUPPORT
Telephone Number	(111) 111 1111
Email Address	anintite.a.vamasiri@associates.ice.dhs.gov
Federal Government Supervisor	asdgasdgs gasdg
Government Agency	DHS ICE - Other

☐ **User needs continued access**

☐ **User no longer needs access to SEVIS**

☐ **I do not supervise this person**

Submit

Cancel

- **User needs continued access**
- **User no longer needs access to SEVIS**
- **I do not supervise this person**



NOTE: The user will lose access to SEVIS, if his/her supervisor selects one of the bottom two options.



Government users who lose access during this process must go through the account creation process again with the PICS office to reapply for SEVIS access.

User Needs Continued Access

The **User Needs Continued Access** option approves continued access for the government user to SEVIS in their current role.

- To approve the SEVIS government user's annual verification for continued access:
 1. Click the radio button **User needs continued access** to approve continued access.
 2. Click the **Submit** button.

Note: If the federal supervisor clicks the **Cancel** button, the supervisor is logged-out of the page and no change is made to the user's account.
- After clicking **Submit**:
 - Supervisor receives a confirmation message that the user has been verified for continued access to SEVIS.

Annual Verification for Government User

Thank you for completing the verification process, this user will continue to have access to SEVIS.

- User's Next Annual User Verification Date will be incremented by one year.
- SEVIS sends an email to the government user advising of continued access.

User No Longer Needs Access to SEVIS

The **User no longer needs access to SEVIS** option denies continued access. In this case, the user will no longer have access to SEVIS.

- To disapprove because the SEVIS government user does not need continued access:
 1. Click the radio button **User no longer needs access to SEVIS**.
 2. Click the **Submit** button.

Note: If the federal supervisor clicks the **Cancel** button, the supervisor is logged-out of the page and no change is made to the user's account.
- After clicking **Submit**:



- Supervisor receives annual verification completion notice that user will no longer have access to SEVIS.

Annual Verification for Government User

Thank you for completing the verification process, this user no longer has SEVIS access.

- SEVIS will revoke the user profile and set the user role to deleted.
- SEVIS sends a SEVIS Access Revoked email to the government user that states, "The person you indicated as your Federal supervisor, indicated that you no longer need access to SEVIS in your current role. As a result, your SEVIS access has been deleted. If you need continued SEVIS access, you must restart the SEVIS account creation process."

I Do Not Supervise This Person

The **I do not supervise this person** option indicates that you are no longer the user's supervisor. In this case, the government user will no longer have access to SEVIS, because they have not kept their supervisor information current.

- To indicate that supervisor does not supervise this person:
 1. Click the radio button **I do not supervise this person**.
 2. Click the **Submit** button.

Note: If the federal supervisor clicks the **Cancel** button, the supervisor is logged-out of the page and no change is made to the user's account.
- After clicking **Submit**:
 - Supervisor receives annual verification completion notice that user will no longer have access to SEVIS, because they have not kept their supervisor information current.

Annual Verification for Government User

Thank you for completing the verification process, this user no longer has SEVIS access.

- SEVIS will revoke the user profile and set the user role to deleted.
- SEVIS sends a SEVIS Access Revoked email to the government user that states, "The person you indicated as your Federal supervisor, indicated that he/she was not your government supervisor. As you did not keep your profile current, the FISMA requirement for an annual supervisor's verification of your continued



need to access SEVIS has not been met. As a result, your SEVIS access has been deleted. If you need continued SEVIS access, you must restart the SEVIS account creation process.”

No Action by Supervisor



- Failure of the supervisor to take action results in denied access for the SEVIS government user.
- Government users who lose access must go through the account creation process again with the PICS office to reapply for SEVIS access.

Supervisor Notices

When an action has already been taken to change the status of the SEVIS government user, the supervisor may receive one of the following notices when trying to verify:

User Already Verified

If the SEVIS government user has already been verified for the year, the supervisor clicking the link will see a message stating, "**User Already Verified:** The user was verified on <month, date, and year>. The user continued to have access to SEVIS."

Annual Verification for Government User

User Already Verified: This user was verified on February 23, 2016. The user continued to have access to SEVIS.

Government User Information

User Name	ISSFname ISSLname
User Role(s)	IMMIGRATION SYSTEM SUPPORT
Email Address	anintite.a.vamasiri@associates.ice.dhs.gov
Government Agency	DHS ICE - Other

User Access Revoked

If the user's access was revoked, the supervisor clicking the link will see a message stating, "**User Already Verified:** The user was verified on <month, date, and year>. The user's access to SEVIS has been revoked."



Annual Verification for Government User

User Already Verified: This user was verified on February 23, 2016. The user's access to SEVIS has been revoked.

Government User Information

User Name	ISSFname ISSLname
Email Address	anintite.a.vamasiri@associates.ice.dhs.gov
Government Agency	DHS ICE - SEVP

Request Expired

If the SEVIS government user's profile has been deleted, the supervisor clicking the link will see, "Request Expired: This request expired on <month, date, and year>." The date on the message is the date user's profile was deleted.

Verification for Government User

Request Expired: This request expired on March 15, 2016

Event History

SEVIS will capture the following government user information in Event History:

- Upon sending a notice to the government user:
 - Event name will be "Government User Verification Email."
 - In Remarks, "Sent to: <email of recipient> with subject line of <Subject line>."
- When the user's access to SEVIS is verified:
 - Event name will be "Government User Annual Access Verification."
 - In Remarks, "The user was verified by <supervisor first name> <supervisor last name> via a link from an email sent to <supervisor's email address>."
- When the user's access to SEVIS is revoked, because the supervisor attests the user no longer needs access to SEVIS:
 - Event name will be "Government User Access Revoked."
 - In Remarks, "The user's supervisor, <supervisor first name> <supervisor last name> indicated via a link from an email sent to <supervisor's email address> that this user no longer needs access to SEVIS."
- When the user's access to SEVIS is revoked, because the designated supervisor attests he or she does not supervise the user:



- Event name will be “Government User Access Revoked.”
- In Remarks, "The person designated as the user's supervisor, <supervisor first name> <supervisor last name> indicated via a link from an email sent to <supervisor's email address> that he/she does not supervise this user. Access was revoked due to failure to complete the annual verification.”
- When the user's access to SEVIS is revoked, because the supervisor did not verify the user by the Next Annual Verification Date:
 - Event name will be “Government User Access Revoked.”
 - In Remarks, "The person designated as the user's supervisor, <supervisor first name> <supervisor last name> failed to verify this user. Access was revoked due to failure to complete the annual verification.”

Icon Guide

See the [SEVIS Help Icons](#) on the SEVIS Help Hub for a quick-reference of the icons used in this user guide.

Document Revision History

Date	Revision Summary
March 3, 2016	Initial Release