

# **User Manual for School Users of the Student and Exchange Visitor Information System (SEVIS): Form I-20**

Version: 2

Date: July 8, 2016



**Homeland  
Security**



## REVISION HISTORY

As of March 18, 2016, the update of this manual is no longer exclusively tied to the deployment of new releases in SEVIS. This allows for more timely updates of information in this manual and also removes the need to release a new version of the manual if a particular SEVIS release did not change any functions in SEVIS for the user.

Version	Date	Name of Author(s)	Summary of Changes
2	07/08/2016	Ingrid Mercer Richard H. Maloney Helene Robertson Rita Feet	Updated <a href="#">Personal Information</a> , <a href="#">Update Program Information for F-1 students</a> ; <a href="#">Listing of Schools page</a> ; <a href="#">Student Information Page</a> , <a href="#">Registration</a> . Added <a href="#">Mass Actions</a> , <a href="#">Mass Actions: Mass Reprint</a> , and <a href="#">Mass Actions: Registration</a> sections; added <a href="#">Travel, Passport and Visa</a> section; combined and updated the <a href="#">Alerts and Student Lists</a> sections; revised <a href="#">Reinstatement</a> section; changed Defer Attendance section to <a href="#">Manage Initial Program and Sessions Dates</a> ; revised the <a href="#">Downloads Page</a> ; revised <a href="#">Update Financial Information</a> section;
1.1	5/13/2016	Ingrid Mercer  Richard H. Maloney,	Updated <a href="#">STEM OPT</a> Section to reflect new regulations Edited Email Address field and added a Phone Number field to table on <a href="#">Update Personal Information</a> table
1	3/18/2016	Helene Robertson Ingrid Mercer	Added section on <a href="#">F-1 Cap Gap Extensions</a> Added section on <a href="#">Transfer Out</a>

## Previous Versions

Version	Date	Name of Author	Summary of Changes
6.23	02/02/2016	Rita Feet	Updated to reflect Actual OPT dates on <a href="#">list of students on OPT</a> and on <a href="#">list of students on 17-month extension of OPT</a> , instead of USCIS Approved.
6.23	01/14/2016	Ingrid Mercer	Updated <a href="#">Corrections Menu</a> , <a href="#">General Information</a> , <a href="#">Corrections the PDSO Can Make</a> , <a href="#">Correction Requests that Can Be Submitted through SEVIS</a> , <a href="#">View Pending Correction</a>

Version	Date	Name of Author	Summary of Changes
			<a href="#">Requests</a> , <a href="#">Track Correction Request Processing</a> , <a href="#">Cancel Pending Correction Requests</a> .
6.23	12/04/2015	Ingrid Mercer, Jared Allen, Helene Robertson, Rita Feet	<a href="#">New navigation bar SEVIS ID search</a> , <a href="#">updated Student/Dependent Termination Reasons</a> , Screenshot updates to reflect new Student Information header, revised <a href="#">Event History</a> , <a href="#">Employment Information page</a> , rewritten sections on: <a href="#">F/M student employment overview</a> , <a href="#">Recommend F-1 OPT</a> , <a href="#">Extend F-1 STEM OPT</a> , <a href="#">M-1 Practical Training</a> , <a href="#">Add, edit, delete Employer Information</a> , Updated <a href="#">screenshot of page components and page item descriptions</a>
6.21	6/26/2015	Rita Feet	Topics: <ul style="list-style-type: none"> <li>• <a href="#">Section 4</a> – Changed <i>Listing of Schools</i> page</li> <li>• <a href="#">Section 5</a> – Added SEVIS Name Standards; linked names information from other sections to</li> <li>• <a href="#">Section 6</a> – Updated SEVIS Email Standards</li> <li>• <a href="#">Section 7</a> – Added SEVIS Address Validation section; linked entry of address information from other sections to</li> <li>• <a href="#">Section 12.1</a> – Replaced existing Search</li> <li>• <a href="#">Section 21</a> – Updated alerts list to include un-validated addresses alert</li> <li>• <a href="#">Section 22</a> – Added Request Mass Reprint</li> <li>• <a href="#">Section 22</a> – Added Download</li> </ul> Graphics: <ul style="list-style-type: none"> <li>• Replaced New Look graphics with revised SEVIS Name Standards</li> <li>• <a href="#">Section 24.2</a> – Replaced Help on Help graphic</li> <li>• Appendix D – Replaced Form I-20 graphics</li> </ul>
6.20	4/8/2015	Robin Ciapponi	<a href="#">Password</a> content updated. <a href="#">Employment</a> Information page content added. Added revised <a href="#">student SEVIS statuses</a> table and revised <a href="#">student/dependent termination reasons</a> table.
6.19	12/17/2014	Ingrid Mercer	No content changes made.

Version	Date	Name of Author	Summary of Changes
6.18	12/17/2014	Rita Feet	Corrected formatting and numbering.
	12/1/2014	Ingrid Mercer	Reorganized manual to reflect a more intuitive I-20 creation and maintenance process.
	10/31/2014	Helene Robertson	Changed manual formatting; modified <a href="#">OPT Dates</a> to account for Completion of record; modified; modified <a href="#">Report OPT Participation</a> to refer to OPT Policy Guidance if unemployed.
6.17	7/23/2014	Robin Ciapponi	Changed Release number and Date on cover to reflect release date.
	5/28/2014	Helene Robertson	Added topics for <a href="#">OPT Dates</a> and <a href="#">OPT Status Indicator</a> ; updated Request/Authorization Details page shot, text for reusing <a href="#">passwords</a>
6.16	4/16/2014	Rita Feet	<a href="#">Changed text for doing a student or dependent search by SEVIS ID</a>
	4/16/2014	Jared Allen	<a href="#">Updated Student List Section for Return to List functionality</a>



## TABLE OF CONTENTS

<b>1</b>	<b>INTRODUCTION .....</b>	<b>24</b>
1.1	Resources.....	24
1.2	Purpose of SEVIS.....	24
1.3	Privacy Act Considerations .....	25
1.4	Security Reminder .....	25
1.5	Acronyms .....	26
1.6	Disclaimer .....	26
<b>2</b>	<b>ACCESSING SEVIS.....</b>	<b>26</b>
2.1	Guidelines for Passwords .....	27
2.1.1	General Password Information .....	27
2.1.2	Password Standards .....	27
2.1.3	Password Reminder .....	28
2.1.4	Change Password .....	28
2.1.5	Password Reset .....	30
2.1.6	PDSO Password Reset for a DSO.....	33
2.2	Log into SEVIS .....	36
2.3	Log Out of SEVIS .....	38
<b>3</b>	<b>COMMUNICATIONS FROM SEVIS.....</b>	<b>38</b>
3.1	Broadcast Messages .....	38
3.2	Message Board .....	39
3.2.1	View Message Board Postings.....	39
3.2.2	Print Message Board Postings .....	40
<b>4</b>	<b>PROCESSING F/M STUDENTS AND DEPENDENTS .....</b>	<b>40</b>
4.1	Listing of Schools Page.....	40
4.2	Create a Student Record (Form I-20) .....	42
4.2.1	Complete Page 1 of Form I-20 – Student Biographical Information.....	42
4.2.2	Complete Page 2 of Form I-20 – Student Contact and Program Information ....	48
4.2.3	Complete Page 3 of Form I-20 – Financial Information.....	51
4.2.4	Complete Page 4 of Form I-20 – Dependent Information .....	54
4.3	Dependents .....	55

4.3.1 Add Dependents.....	55
4.3.2 Delete Dependent.....	58
4.3.3 Cancel Dependent .....	58
<b>5 SEVIS NAME STANDARDS .....</b>	<b>59</b>
5.1 SEVIS Name Fields.....	59
5.2 SEVIS Name Standards Tied to Standards for Machine-readable Passport .....	61
5.3 Applying the Name Standards.....	61
5.4 Machine-readable Passport Name Standards .....	62
5.4.1 Understanding the Machine-readable Passport.....	62
5.4.2 Name Standards in the Visual Inspection Zone (VIZ).....	63
5.4.3 Name Standards in the Machine-readable Zone (MRZ).....	63
5.4.4 Transliteration of Names.....	65
5.5 Comparison of Names in Standard Passports.....	68
5.6 Exceptional Situations.....	70
5.6.1 Missing Passport MRZ .....	70
5.6.2 SEVIS Name Order.....	70
5.6.3 Unclear Name Order .....	71
<b>6 SEVIS EMAIL STANDARDS .....</b>	<b>72</b>
<b>7 U.S. ADDRESS STANDARDS.....</b>	<b>73</b>
7.1 SEVIS Address Entry .....	74
7.2 SEVIS Address Entry .....	74
7.3 Adding SEVIS Address.....	75
7.4 Campus Addresses .....	80
7.5 Address Status and Type in Student Records.....	81
7.5.1 Address Status.....	82
7.5.2 Address Type .....	83
<b>8 PRINT A FORM I-20 .....</b>	<b>83</b>
8.1 Reprint a Form I-20.....	84
<b>9 CREATE FORM I-20 (FOR TRANSFER).....</b>	<b>85</b>
9.1 Additional Transfer In Information .....	93

<b>10</b>	<b>MANAGE INITIAL PROGRAM AND SESSION DATES (FORMERLY DEFER ATTENDANCE)</b>	<b>94</b>
10.1	Key Terms	95
10.2	Changing Dates	95
<b>11</b>	<b>CANCEL STUDENT</b>	<b>97</b>
<b>12</b>	<b>SEARCH FOR F/M NONIMMIGRANT RECORDS</b>	<b>99</b>
12.1	Navigation Bar – SEVIS ID Search	100
12.2	Search Student & Dependents page	101
12.3	Quick Search	102
12.4	Advanced Search	103
12.4.1	Include Section	103
12.4.2	Search Criteria Section	103
12.4.3	Refine By Section	106
12.4.4	Sort Results By Section	112
12.5	Search Results	113
<b>13</b>	<b>STUDENT INFORMATION PAGE</b>	<b>114</b>
	Access Student Information	115
	Student Information and Print Options	116
	Student Information with Edit Access	117
	Action Links	119
	Demonstrations	122
<b>14</b>	<b>SEVIS STUDENT STATUS</b>	<b>123</b>
<b>15</b>	<b>REGISTRATION</b>	<b>123</b>
15.1	Relevant Federal Regulations	124
15.2	Registration Terminology	125
15.3	Key SEVIS Registration Dates	126
15.4	Pre-Requisites for Registration	128
15.4.1	Initial Registration	128
15.4.2	Continuing Registration	128
15.5	Registration Flags	128
15.5.1	I-901 SEVIS Fee	128

15.5.2	Personal / Contact Information .....	129
15.6	Finding Students Not Eligible for Registration .....	130
15.7	Confirm Session and Break Lengths .....	131
15.7.1	Confirm Session Length .....	131
15.7.2	Confirm Break Length .....	132
15.8	Register a Record in SEVIS .....	132
15.8.1	Initial Student Registration .....	132
15.8.2	Continuing Student Registration .....	144
15.8.3	Mass Registration.....	147
15.8.4	Between School Sessions.....	147
15.9	Manage Registration.....	148
15.9.1	Student Alerts.....	148
15.9.2	Student Lists.....	149
15.9.3	Defer Initial Students and Students with Pending Change of Status Applications .....	150
15.9.4	Cancelling Initial Students .....	151
15.9.5	Reduced Course Load .....	151
15.10	View Current and Past Registration Actions .....	151
15.11	Correcting Registration .....	152
<b>16</b>	<b>REDUCED COURSE LOAD .....</b>	<b>153</b>
16.1	Reasons for Reduced Course Loads .....	153
16.1.1	RCL Reasons and Guidelines for F-1 Students .....	153
16.1.2	RCL Reasons and Guidelines for M-1 Students .....	155
16.2	Authorizing a Reduced Course Load Process at a Glance .....	155
16.3	Authorize a Reduced Course Load/“Drop Below Full Course” in SEVIS .....	156
16.4	Update Authorize to Drop Below Full Course .....	160
16.5	Cancel Authorize to Drop Below Full Course .....	164
16.6	Correcting Information about an Approved RCL .....	166
<b>17</b>	<b>UPDATING FORMS I-20 DURING STUDENT ACADEMIC CAREER .....</b>	<b>166</b>
17.1	Personal Information .....	166
17.1.1	Update Student’s Personal and Contact Information.....	166
17.2	Update Financial Information .....	175

17.2.1	Financial Section.....	176
17.2.2	Expenses Section .....	176
17.2.3	Funding Section .....	177
17.2.4	Updating SEVIS Financial Information.....	179
17.3	Program Information .....	181
17.3.1	Update Program Information for an F-1 Student.....	181
17.3.2	Update Program Information for an M-1 Student.....	188
17.4	Travel, Passport and Visa Information .....	190
17.4.1	Visa and Passport Information for Dual Citizens .....	191
17.4.2	Add, Update, or Edit the Travel, Passport, or Visa Information .....	191
17.4.3	Correcting Travel, Passport, and Visa Information .....	194
17.5	Update Dependent .....	194
17.5.1	Add Dependent to Existing Record .....	194
17.5.2	Reactivate Dependent .....	196
<b>18</b>	<b>ACTIONS TO TAKE AT END OF AUTHORIZED PERIOD/ PROGRAM OF STUDY</b>	<b>196</b>
18.1	Extend Program.....	196
18.1.1	Additional Information for M-1 Extension Requests .....	197
18.1.2	Cancel Extend Program Request for an M-1 Student.....	198
18.2	F-1 Cap Gap Extensions.....	198
18.2.1	General Information about Cap Gap Extensions .....	198
18.2.2	Add, Update, or Cancel Cap Gap Extension to Reflect H-1B Petition Status.....	202
18.2.3	Correcting Cap Gap Information in SEVIS to Reflect H-1B Petition Status.....	204
<b>19</b>	<b>CHANGE EDUCATION LEVEL .....</b>	<b>204</b>
19.1	Create I-20 for Change of Education Level .....	205
19.1.1	Program.....	207
19.1.1.2	Major Code 1 .....	209
19.1.1.3	Major Code 2 .....	209
19.1.1.4	Minor Code .....	210
19.1.1.5	New Program Start Date.....	210
19.1.1.6	New Program End Date .....	210
19.1.1.7	Initial Session Start Date.....	210

19.1.1.8	English Proficiency .....	211
19.1.2	Financial.....	211
19.1.2.1	Estimate costs and funding for ____ months .....	213
19.1.2.2	Expenses .....	213
19.1.2.3	Funding .....	213
19.1.3	Remarks about the Student .....	214
19.2	Submit Change of Education Level.....	214
19.3	Cancel Change of Education Level .....	215
<b>20</b>	<b>SHORTEN PROGRAM .....</b>	<b>217</b>
20.1	Transfer Out .....	217
20.1.1	Transfer Terminology .....	218
20.1.2	F-1 Transfer-Out .....	218
20.1.3	M-1 Transfer-Out.....	227
20.2	View Pending Transfer.....	236
20.3	Correcting Transfer Information .....	239
20.3.1	Data Fix Correction.....	239
20.3.2	PDSO Transfer Correction for F-1 Students Only.....	239
20.3.3	Other Transfer Corrections .....	239
20.4	Complete Program.....	239
20.5	Disciplinary Action .....	240
20.6	Terminate Student .....	240
20.6.1	Terminate Dependent.....	242
20.6.2	Student/Dependent Termination Reasons .....	242
<b>21</b>	<b>STUDENT EMPLOYMENT AND PRACTICAL .....</b>	<b>250</b>
21.1	Employment and Practical Training Overview for F-1 and M-1 Students .....	250
21.1.1	F-1 Employment and Practical Training.....	251
21.1.2	M-1 Practical Training.....	252
21.1.3	Process Overview: Applications Filed with USCIS .....	253
21.1.4	Social Security Numbers.....	253
21.1.5	Taxes .....	254
21.2	Employment Information Page .....	254
21.2.1	Employer Information.....	256

21.2.2	Navigation on Employment Information Page .....	257
21.3	CPT Employment Authorization.....	258
21.3.1	Cancel CPT Employment Authorization .....	260
21.3.2	Edit CPT Employment Authorization.....	261
21.4	Off-Campus Employment .....	261
21.4.1	Cancel OCE Request.....	264
21.4.2	Edit OCE Request.....	265
21.5	Optional Practical Training .....	265
21.5.1	Regulations and Policy Guidance .....	265
21.5.2	OPT Types .....	266
21.5.3	OPT Request Statuses .....	266
21.5.4	OPT Eligibility.....	267
21.5.5	OPT Process at a Glance.....	267
21.5.6	Form I-765 Filing Deadlines Once DSO Requests OPT in SEVIS .....	269
21.5.7	Recommend Optional Practical Training.....	269
21.5.8	Edit OPT Request .....	273
21.5.9	Cancel/Withdraw OPT Request.....	276
21.5.10	Report OPT Participation .....	278
21.5.11	OPT-Related SEVIS Alerts and Lists .....	279
21.5.12	View OPT Employment Information.....	280
21.5.13	H-1B Cap-Gap Extension of OPT.....	280
21.5.14	Correcting OPT Data: Correction Requests and Data Fixes .....	280
21.6	Extend F-1 OPT.....	281
21.6.1	Regulations and Policy Guidance .....	282
21.6.2	Process Overview.....	282
21.6.3	Recommend STEM OPT Extension .....	283
21.6.4	Record-keeping Requirements during STEM OPT .....	290
21.6.5	Reporting Requirements during STEM OPT.....	290
21.6.6	STEM OPT Extension and Unemployment.....	294
21.6.7	Related SEVIS Alerts and Lists .....	294
21.6.8	H-1B Cap-Gap Extension of STEM OPT.....	296
21.6.9	Correcting OPT Data: Correction Requests and Data Fixes.....	297
21.7	M-1 Practical Training .....	297



21.7.1	Regulations .....	297
21.7.2	Practical Training Request Statuses.....	297
21.7.3	Practical Training Process at a Glance.....	298
21.7.4	Recommend Practical Training in SEVIS .....	302
21.7.5	Edit Practical Training Request .....	306
21.7.6	Cancel/Withdraw Practical Training Request in SEVIS .....	310
21.7.7	Report Practical Training Participation .....	312
21.7.8	Periods of Unemployment .....	313
21.7.9	Correcting Practical Training Data: Correction Requests and Data Fixes ..	313
21.8	Add, Edit, Delete F-1 OPT/M-1 Practical Training Employer .....	313
21.8.1	Add Employer .....	313
21.8.2	Special Employment Circumstances.....	317
21.8.3	Edit Employer Information .....	317
21.8.4	Delete Employer .....	321
21.8.5	Correct Employer Data: Correction Requests and Data Fixes.....	323
21.9	Practical Training Indicators and Three Sets of Dates .....	324
21.9.1	Understanding the Indicators for F-1 Optional Practical Training and M-1 Practical Training .....	324
21.9.2	OPT Dates .....	325
<b>22</b>	<b>REINSTATEMENT .....</b>	<b>326</b>
22.1	Overview of Reinstatement .....	326
22.1.1	Options to regain Active Status in SEVIS .....	326
22.1.2	Regulations and Policy Guidance .....	327
22.1.3	Process at a Glance .....	327
22.1.4	Reinstatements and the “Five-Month Deadline” .....	328
22.1.5	Alerts and Student Lists .....	329
22.2	Recommend Reinstatement.....	331
22.2.1	Student Reinstatement: Contact and Program Information Page .....	333
22.2.2	Student Reinstatement: Financial Information Page.....	339
22.3	Submit Request Reinstatement.....	343
22.4	Edit Reinstatement Request.....	344
22.5	Cancel Reinstatement Request .....	344
22.6	Withdraw Reinstatement Request Pending with USCIS.....	346

<b>23</b>	<b>VIEW MENU.....</b>	<b>346</b>
23.1	Event History.....	346
23.2	Request/Authorization Details .....	349
23.3	Transfer History .....	351
<b>24</b>	<b>CORRECTIONS MENU .....</b>	<b>352</b>
24.1	General Information .....	352
24.2	Corrections the PDSO Can Make.....	353
24.2.1	Return to Initial Status .....	354
24.2.2	Extend Program after Program End Date .....	358
24.2.3	Transfer Out.....	361
24.3	Terminate Student .....	363
24.4	Correction Requests That Can be Submitted through SEVIS .....	365
24.4.1	Request Change to Program Dates .....	365
24.4.2	Request Change to Student Request .....	367
24.4.3	Request Change to Student Status .....	372
24.4.4	Request Change to Termination Reason.....	377
24.5	View Pending Correction Requests.....	380
24.6	Track Correction Request Processing .....	382
24.7	Cancel Pending Correction Requests .....	383
<b>25</b>	<b>ALERTS AND STUDENT LISTS .....</b>	<b>384</b>
25.1	Using the Alerts and Student Lists .....	385
25.2	Alert Lists .....	387
25.3	Student Lists .....	392
<b>26</b>	<b>REPORTS, DOWNLOADS, AND REPRINTS.....</b>	<b>396</b>
26.1	Generating and Printing Reports Using the Internet Explorer Browser.....	396
26.2	Copy and Paste a Report .....	398
26.3	SEVIS Downloads.....	399
26.3.1	SEVIS Downloads Page .....	399
26.3.2	System Downloads – Reports for School Users .....	400
<b>27</b>	<b>SEVIS MASS ACTIONS .....</b>	<b>401</b>
27.1	Mass Registration .....	402

27.1.1	Relevant Federal Regulations .....	403
27.1.2	Mass Action: Registration – Records Search Terminology.....	403
27.1.3	Mass Action: Registration Terminology.....	405
27.1.4	Process Mass Registration .....	406
27.1.5	Retrieve Registration Report from SEVIS Downloads Page.....	413
27.2	Requested Form Reprints – Form I-20 Mass Reprint .....	415
27.2.1	Mass Actions – Request Forms I-20 Mass Reprint .....	415
27.2.2	Downloads – Requested Form Reprints .....	420
<b>28</b>	<b>OPERATING INSTRUCTIONS .....</b>	<b>420</b>
28.1	Initiate Operation.....	420
28.2	Maintain Operation.....	421
28.3	Terminate and Restart Operations .....	421
<b>29</b>	<b>OVERVIEW OF SEVIS PAGE COMPONENTS.....</b>	<b>421</b>
29.1	Standard Page Components.....	422
29.2	Expand/Collapse Views .....	424
29.2.1	Expanded View .....	424
29.2.2	Collapsed View .....	425
<b>30</b>	<b>ONLINE HELP FUNCTIONS.....</b>	<b>425</b>
30.1.1	Online Help Table of Contents .....	426
30.1.2	Online Help Index.....	426
30.1.3	Search Online Help .....	427
30.1.4	Links .....	427
30.1.5	Close Online Help.....	427
30.1.6	Printing Online Help Topics .....	427
30.1.7	Tutorials .....	428
<b>31</b>	<b>ERROR HANDLING.....</b>	<b>428</b>
<b>32</b>	<b>HELP FACILITIES .....</b>	<b>428</b>

## **LIST OF APPENDICES**

Appendix A: Acronyms and Abbreviations.....	429
Appendix B: SEVIS Help Icons .....	430
Appendix C: Download the Latest Version of Adobe Reader.....	431
Appendix D: Sample Student Eligibility Application (Form I-20) .....	432

## LIST OF EXHIBITS

Exhibit 1: SEVIS – Set Password Page .....	27
Exhibit 2: Password Change Reminder .....	28
Exhibit 3: SEVIS Change Password Link .....	29
Exhibit 4: SEVIS Change Password Window .....	29
Exhibit 5: SEVIS Sign In Page with Forgot Your Password Link .....	30
Exhibit 6: Request Password Reset Page.....	31
Exhibit 7: Request Password Reset Page with Instructions.....	32
Exhibit 8: Request Password Reset OK.....	32
Exhibit 9: SEVIS Change Password .....	33
Exhibit 10: SEVIS Change Password Confirmation .....	33
Exhibit 11: PDSO Password Reset for DSO Link .....	34
Exhibit 12: PDSO Password Reset DSO List .....	34
Exhibit 13: PDSO Password Reset Button .....	35
Exhibit 14: DSO Password Reset Confirmation .....	35
Exhibit 15: SEVIS Sign In Page .....	37
Exhibit 16: Main Page for School and Program Sponsor User .....	38
Exhibit 17: Logout Link.....	38
Exhibit 18: Message Board Page .....	39
Exhibit 19: System Message Page .....	39
Exhibit 20: Listing of Schools .....	41
Exhibit 21: Form I-20 Page 1 – Personal Information.....	43
Exhibit 22: Form I-20 Page 2 – Personal and Program Information .....	48
Exhibit 23: Form I 20 Page 3 – Financial Information .....	51
Exhibit 24: Form I 20 Page 4 – Dependents .....	54
Exhibit 25: Add Dependent Page.....	56
Exhibit 26: SEVIS Name Standards Decision Points .....	62
Exhibit 27: Sample Passport Face Page.....	63
Exhibit 28: MRZ-Allowable Characters.....	64
Exhibit 29: Breakdown of the MRZ Name Field.....	65
Exhibit 30: Registration Page to Add Address .....	76
Exhibit 31: Add Address Modal .....	76

Exhibit 32: Add Address Suggestions .....	77
Exhibit 33: Student Information Page Address .....	77
Exhibit 34: Add Address Zip Code Error .....	78
Exhibit 35: Edit Address Over-ride Validation Option .....	79
Exhibit 36: Edit Address Over-ride Reasons .....	80
Exhibit 37: Student Information Page Example .....	82
Exhibit 38: Create Form I-20 for Transfer (Page 1) .....	86
Exhibit 39: Create Form I-20 for Transfer (Page 2) .....	91
Exhibit 40: Student Information page .....	96
Exhibit 41: Manage Initial Program and Session Dates page .....	96
Exhibit 42: Update Successful Message .....	97
Exhibit 43: Cancel Student Page .....	98
Exhibit 44: Navigation Bar – SEVIS ID Search Field .....	100
Exhibit 45: Invalid SEVIS ID Entry Alert Message .....	100
Exhibit 46: No Matching Records Found SEVIS ID Message .....	101
Exhibit 47: Search Student & Dependents Page .....	101
Exhibit 48: Quick Search SEVIS ID – Invalid Entry .....	102
Exhibit 49: Quick Search by SEVIS ID or Surname/Primary Name .....	103
Exhibit 50: Advanced Search Criteria Section .....	103
Exhibit 51: Search Criteria Options .....	104
Exhibit 52: Refine by Section – Search Page .....	106
Exhibit 53: Search Date of Birth Field – Invalid Entry .....	107
Exhibit 54: Sort Results by Section .....	112
Exhibit 55: Clear Form Button for Search Students & Dependents .....	113
Exhibit 56: Search Button for Search Students & Dependents .....	113
Exhibit 57: Search Results Page .....	114
Exhibit 88: Student Information Page .....	115
Exhibit 58: I-901 SEVIS Fee Flags .....	129
Exhibit 59: I-901 Fee Registration Prohibited Modal .....	129
Exhibit 60: Initial Status Student List .....	130
Exhibit 61: Active Status Student List in Excel Spreadsheet .....	131
Exhibit 62: Confirm Session Length Checkbox .....	131
Exhibit 63: Confirm Break Length Checkbox .....	132

Exhibit 64: Student Information page.....	133
Exhibit 65: Initial Student Registration Page.....	134
Exhibit 66: Initial Student Registration- Session Dates section .....	138
Exhibit 67: Initial Student Registration- Contact section .....	139
Exhibit 68: Address Modal .....	140
Exhibit 69: Initial Student Registration Page Complete .....	141
Exhibit 70: Update Successful message .....	143
Exhibit 71: Student Information Page after Registration.....	144
Exhibit 72: E-mail Address and Telephone Number Flag.....	145
Exhibit 73: Active Student Registration page.....	146
Exhibit 74: Annual Break in Session Dates .....	147
Exhibit 75: Annual Vacation in Session Dates .....	148
Exhibit 76: Registration Event History .....	152
Exhibit 77: Student Information Page with Authorize to Drop Below Full Course Link Called Out.....	156
Exhibit 78: Authorize to Drop Below Full Course – Page 1 .....	157
Exhibit 79: Authorize to Drop Below Full Course – Page 2 .....	158
Exhibit 80: Update Successful Message .....	159
Exhibit 81: Student Information Page with Authorize to Drop Below Full Course Link Called Out.....	161
Exhibit 82: Update Authorization to Drop Below Course – Page 1 .....	162
Exhibit 83: Update Successful .....	163
Exhibit 84: Authorization Reason.....	164
Exhibit 85: Current Authorizations on Page 2 of Form I-20 .....	164
Exhibit 86: Student Information Page with “Authorize To Drop Below Full Course” Link .....	165
Exhibit 87: Authorize To Drop Below Full Course – Page 1 .....	165
Exhibit 89: Student Information Page.....	167
Exhibit 90: Update Personal Information Page .....	168
Exhibit 91: Name Section of the Personal Information Page .....	169
Exhibit 92: Demographics Section of the Personal Information Page .....	170
Exhibit 93: Contact Section of the Personal Information Page .....	172
Exhibit 94: Telephone Section of the Personal Information Page .....	174
Exhibit 95: Update Personal Information Buttons.....	175



Exhibit 96: Update Successful Message .....	175
Exhibit 97: Financial Section on Student Information Page.....	179
Exhibit 98: Update Financial Informamation Page .....	180
Exhibit 99: Update Successful Message .....	181
Exhibit 100: Student Information page.....	183
Exhibit 101: Update Program Information page.....	184
Exhibit 102: Update Program Information page- Program section .....	185
Exhibit 103: Accpetable CIP Code modal .....	185
Exhibit 104: Update Program Information page- English Proficiency section. Proficiency is not required by the school.....	186
Exhibit 105: Update Program Information page- English Proficiency section. Proficiency is required by the school.....	187
Exhibit 106: Update Successful message .....	187
Exhibit 107: Update Program Information Page for an M 1 Student .....	189
Exhibit 108: Secton of the <i>Student Information</i> page showing the Travel, Passport and Visa Sections .....	191
Exhibit 109: Travel, Visa and Passport Information Update page .....	192
Exhibit 110: Update Successful Message .....	193
Exhibit 111: Excerpt from the Student Information Page showing the Cap gap indicator at the top right of the page and the comments about the extension at the bottom of the page in SEVIS .....	200
Exhibit 112: Comment in the Cap Gap Extension Section of Request/Authorization Details Page .....	201
Exhibit 113: Change of Status/Cap Gap Extension Comment on Page 2 of the Form I-20 .....	201
Exhibit 114: Student Information Page with Cap Gap Extension Link.....	203
Exhibit 115: Cap-Gap Extension Page .....	203
Exhibit 116: Change Education Level link call out .....	205
Exhibit 117: Create I-20 for Change of Education Level page .....	206
Exhibit 118: Create I-20 for Change of Education Level page Program Section.....	207
Exhibit 119: The CIP (Classification of Instructional Programs) Picker .....	209
Exhibit 120: Financial Section of Create I-20 Change Education Level page .....	212
Exhibit 121: Create Successful message.....	214
Exhibit 122: Cancel Change Education Level call-out.....	215
Exhibit 123: Cancel Change Education Level Page .....	216

Exhibit 124: Transfer Out Option on Student Information Page .....	222
Exhibit 125: Transfer Out Page .....	222
Exhibit 126: School/Campus Search Page.....	223
Exhibit 127: Search Button on <i>School/Campus Search</i> Page.....	223
Exhibit 128: <i>School/Campus Search</i> Page with School Code Error.....	224
Exhibit 129: <i>School/Campus Search</i> Page with School Code Results .....	224
Exhibit 130: <i>Transfer Out</i> Page .....	225
Exhibit 131: <i>Update Successful</i> message.....	225
Exhibit 132: Cancel Transfer Option on <i>Student Information</i> Page .....	226
Exhibit 133: <i>Cancel Transfer Event</i> page.....	226
Exhibit 134: <i>Update Successful</i> message.....	227
Exhibit 135: <i>Student Information</i> page with Transfer Out option .....	230
Exhibit 136: <i>Transfer Out</i> page .....	231
Exhibit 137: <i>School/Campus Search</i> page.....	231
Exhibit 138: <i>School/Campus Search</i> page.....	232
Exhibit 139: <i>School/Campus Search</i> page with school code error .....	232
Exhibit 140: <i>School/Campus Search</i> page with School Code results.....	233
Exhibit 141: <i>Transfer Out</i> page .....	233
Exhibit 142: <i>Update Successful</i> message.....	234
Exhibit 143: <i>Student Information</i> page with the Cancel Transfer option .....	235
Exhibit 144: <i>Cancel Transfer Event</i> page.....	235
Exhibit 145: <i>Confirm</i> message.....	236
Exhibit 146: <i>Update Successful</i> message.....	236
Exhibit 147: Request/Authorizations Link on Student Information Page .....	237
Exhibit 148: <i>Current Request/Authorization</i> page with the transfer details .....	238
Exhibit 149: Employment Information Page .....	255
Exhibit 150: Add CPT Employment Page .....	258
Exhibit 151: CPT Employment Page.....	260
Exhibit 152: Add Off-Campus Employment Page .....	262
Exhibit 153: Off-Campus Employment Page .....	264
Exhibit 154: OPT Employment Page.....	270
Exhibit 155: Add OPT Employment Page.....	270
Exhibit 156: Employment Update Successful .....	272

Exhibit 157: OPT Employment with Requested OPT Employment Added.....	273
Exhibit 158: OPT Employment Page with Edit Link .....	274
Exhibit 159: Edit OPT Employment Page .....	275
Exhibit 160: OPT Employment Page.....	277
Exhibit 161: Confirm Cancelation of Request Page .....	277
Exhibit 162: <i>Student Information</i> page .....	284
Exhibit 163: <i>OPT Employment</i> page.....	285
Exhibit 164: <i>Extend OPT Employer</i> page.....	286
Exhibit 165: Update Successful Message .....	288
Exhibit 166: <i>OPT Employment</i> Page .....	289
Exhibit 167: <i>Student Information</i> page .....	292
Exhibit 168: <i>Report OPT Participation</i> page .....	292
Exhibit 169: Update Successful Message .....	293
Exhibit 170: OPT Employment Page.....	303
Exhibit 171: Add OPT Employment Page.....	303
Exhibit 172: Update Successful Page .....	305
Exhibit 173: OPT Employment Page with Requested Practical Training Employment Added.	306
Exhibit 174: OPT Employment Page Listing Existing Practical Training Request with Edit Button.....	308
Exhibit 175: OPT Employment Page.....	309
Exhibit 176: OPT Employment Page with Cancel Request.....	311
Exhibit 177: Confirm Cancelation of Request Message.....	311
Exhibit 178: Student Information Page with OPT Request Link .....	314
Exhibit 179: OPT Employment Page.....	314
Exhibit 180: Add OPT Employer Page.....	315
Exhibit 181: Student Information Page with OPT Request Link .....	318
Exhibit 182: OPT Employment Page.....	318
Exhibit 183: Edit OPT Employment Page .....	319
Exhibit 184: Student information Page with OPT Request Link.....	322
Exhibit 185: OPT Employment Page with Employers Listed .....	322
Exhibit 186: Delete Employer Confirmation Window .....	323
Exhibit 187: OPT Employment Page with Employer Deleted .....	323
Exhibit 188: OPT Status Indicator on the Student List for OPT .....	324

Exhibit 189: OPT Status Indicator on the Student Information Page .....	324
Exhibit 190: OPT Dates .....	325
Exhibit 191: Alert: Terminated Students Nearing Their Reinstatement Deadline .....	330
Exhibit 192: Student List - Students Requesting Reinstatement .....	331
Exhibit 193: Student Information page with the Request Reinstatement link called out .....	332
Exhibit 194: Student Reinstatement: Contact and Program Information page .....	333
Exhibit 195: Contact Section on Student Reinstatement: Contact and Program Information Page .....	334
Exhibit 196: Telephone Section on Student Reinstatement: Contact and Program Information Page .....	335
Exhibit 197: Program Section on Student Reinstatement: Contact and Program Information Page .....	336
Exhibit 198: English Proficiency Section of Student Reinstatement: Contact and Program Information Page with Yes Response .....	339
Exhibit 199: English Proficiency Section of Student Reinstatement: Contact and Program Information Page with No Response .....	339
Exhibit 200: Student Reinstatement Financial Information Page .....	340
Exhibit 201: Financial Section on the Student Reinstatement Financial Information Page .....	340
Exhibit 202: Expenses Section on Student Reinstatement: Financial Information Page .....	341
Exhibit 203: Funding Section on Student Reinstatement: Financial Information Page .....	342
Exhibit 204: Update Successful page for Reinstatement .....	344
Exhibit 205: Student Information Page .....	345
Exhibit 206: Cancel Reinstatement Request Page .....	345
Exhibit 207: Student Information Page with Event History Called Out .....	347
Exhibit 208: Event History Page .....	348
Exhibit 209: Current Request/Authorization Details Page .....	351
Exhibit 210: Student Information Page on Canceled Record with Return to Initial Status Called Out .....	355
Exhibit 211: Student Information Page on Active Record with Return to Initial Status Called Out .....	356
Exhibit 212: Confirmation Message .....	357
Exhibit 213: Return to Initial Status Page .....	357
Exhibit 214: Student Information Page with Extend Program Called Out .....	359
Exhibit 215: Confirmation Message .....	360
Exhibit 216: Extend Program Page .....	360

Exhibit 217: Student Information page with PDSO Transfer Out Correction Option.....	362
Exhibit 218: Confirmation Message .....	362
Exhibit 219: PDSO Transfer Out Correction page .....	363
Exhibit 220: Confirm Page .....	364
Exhibit 221: Terminate Student Page .....	364
Exhibit 222: Student Information Page with Request Change to Program Dates Called Out....	366
Exhibit 223: Request Change to Program Dates Page.....	366
Exhibit 224: Submit Successful Message .....	367
Exhibit 225: Student Information Page with Request Change to Student Request Called Out..	369
Exhibit 226: Request Change to Student Request Page.....	370
Exhibit 227: Request Correction Page .....	370
Exhibit 228: Submit Successful Message .....	371
Exhibit 229: Student Information Page with Request Change to Student Status Called Out.....	373
Exhibit 230: Request Change to Student Status Page.....	374
Exhibit 231: Submit Successful Message .....	377
Exhibit 232: Student Information Page with Request Change to Termination Reason Called Out .....	378
Exhibit 233: Request Change to Termination Reason Page .....	378
Exhibit 234: Termination Drop-down Menu .....	379
Exhibit 235: Submit Successful Message .....	380
Exhibit 236: Student Information Page with View and Cancel Pending Correction Request Called Out .....	381
Exhibit 237: Pending Correction Requests Page with View Called Out .....	381
Exhibit 238: View Correction Request Page .....	382
Exhibit 239: Student Lists with Students With a Pending Data Correction Request Called Out	383
Exhibit 240: Pending Correction Requests Page with Cancel Request Called Out.....	384
Exhibit 241: Request Has Been Canceled Message .....	384
Exhibit 242: Sample Student List annotated to number the different parts of the page .....	386
Exhibit 243: Listing of Schools page with Alerts tab call out .....	387
Exhibit 244: Alerts page .....	388
Exhibit 245: DSO Reports Page .....	396
Exhibit 246: Internet Explorer Page Setup Window.....	397
Exhibit 247: Detailed Student Report – Initial and Active Status – HTML Format .....	398

Exhibit 248: Caret (^) Characters Used to Separate Columns of Data .....	399
Exhibit 249: Listing of Schools page, Downloads button .....	400
Exhibit 250: Two Sections on the SEVIS Downloads page .....	400
Exhibit 251: System Downloads File Types .....	401
Exhibit 252: Downloads Open or Save Dialogue Box .....	401
Exhibit 253: Mass Actions Link .....	402
Exhibit 254: Mass Actions Page .....	402
Exhibit 255: Listing of Schools page .....	407
Exhibit 256: Mass Actions page .....	407
Exhibit 257: Mass Registration Records Search page .....	408
Exhibit 258: Mass Registration Selected Records page .....	409
Exhibit 259: Mass Actions- Registration modal .....	411
Exhibit 260: Mass Registration- Confirm Break Length modal .....	412
Exhibit 261: Mass Registration Confirmation message .....	412
Exhibit 262: SEVIS Downloads page .....	413
Exhibit 263: Open/ Save Document bar .....	414
Exhibit 264: Mass Registration Report in Excel .....	415
Exhibit 265: Mass Actions Link on Listing of Schools Page .....	416
Exhibit 266: SEVIS Mass Actions page .....	416
Exhibit 267: Mass Reprint Forms I-20 Search page .....	416
Exhibit 268: Mass Reprint Forms I-20: Search Results page .....	418
Exhibit 269: Reprint Confirmation .....	419
Exhibit 270: Requested Mass Form Reprints .....	420
Exhibit 271: Downloaded Forms Open or Save ZIP File .....	420
Exhibit 272: SEVIS Sign In Page .....	422
Exhibit 273: Standard Page Components .....	422
Exhibit 274: Expanded View of Nonimmigrant's Personal Information .....	424
Exhibit 275: Collapsed View of Nonimmigrant's Personal Information .....	425
Exhibit 276: Help Page .....	426
Exhibit 277: SEVIS Help Icons .....	430

## 1 INTRODUCTION

This manual was written as a resource for school users—that is, Principal Designated School Officials (PDSOs) and Designated School Officials (DSOs)—of the Student and Exchange Visitor Information System (SEVIS). The manual is presented in two separate volumes to delineate the Form I-17 and Form I-20 processes. This volume addresses the Form I-20 process. Attachment A, Sample Student Eligibility Application (Form I-20), provides a sample of the Form. 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:

- Department of Homeland Security (DHS) Help Desk: (888) 347-7762, 24 hours a day, 7 days a week. Contact the DHS Help Desk to report security concerns.
- School User 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.
- 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 technical concerns or questions and password issues.
- SEVIS Certification Branch email address: [Schoolcert.SEVIS@dhs.gov](mailto:Schoolcert.SEVIS@dhs.gov). This address is available to receive emails regarding SEVIS certification questions.
- I-901 Fee Payment email address: [fmjfee.SEVIS@dhs.gov](mailto:fmjfee.SEVIS@dhs.gov). This address is available to receive emails regarding I-901 fee questions and payment issues.
- Student and Exchange Visitor Program (SEVP) Office: The SEVP Office provides user role clarification. Contact information can be found on the SEVP 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.
- SEVIS Policy email address: [sevis.source@dhs.gov](mailto:sevis.source@dhs.gov). This address is available to receive emails concerning SEVIS policy and general SEVP questions.
- **Web-Based Training Course:** [http://www.ice.gov/sevis/schools/existing\\_schools/index.htm#](http://www.ice.gov/sevis/schools/existing_schools/index.htm#). Click the **DSO Training Course** link to access the web-based training course for school officials.

### 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 throughout a student's or EV's program in the United States.

SEVIS allows schools to submit school certification applications, update certification information, submit updates to the DHS that require adjudication, and create and update F-1



(academic) and M-1 (vocational) student and dependent records. DHS Managers and Adjudicators have the capability to adjudicate updates made to school records using SEVIS, and PDSOs are notified through SEVIS of the adjudication results.

This manual contains instructions for accessing SEVIS with a permanent user identification (ID) and password enabling users to process Forms I-20 (Certificate of Eligibility for Nonimmigrant Student Status), view alerts on students, and view and print a variety of reports.

All Forms I-20 issued by the school for initial attendance by a new student must be created in and issued from SEVIS. Once a student is registered in SEVIS, the school must update the student's record and report on the events required by SEVIS. DHS published a final rule in the Federal Register, 67 FR 76256 (December 11, 2002) to implement the new SEVIS requirements and establish a process for electronic reporting by DSOs. This rule outlines the student events reporting and information collection required by schools using SEVIS. Additionally, each school official associated with a school enrolled in SEVIS is sent information regarding the specific reporting requirements with his/her permanent SEVIS user ID.

### 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, you can reset it using the **Change Password** link on the *Navigation Bar* or the **Request Password Reset** link on the *SEVIS Login* page located at <https://egov.ice.gov/sevis>. Alternatively, you can contact the SEVIS Help Desk at (800) 892-4829 (8 a.m. to 8 p.m. Eastern Time, Monday through Friday) to have your password reset.

If you believe that an unauthorized person has obtained access to international student or exchange visitor data in one of your internal systems (for example, local batch system) or if you believe an unauthorized person has gained access to SEVIS, please notify the DHS Help Desk immediately at (888) 347-7762. The DHS Help Desk is staffed 24 hours a day and can assist with security concerns only. All other SEVIS concerns or questions should still be directed to the SEVIS Help Desk at (800) 892-4829 (8 a.m. to 8 p.m. Eastern Time, Monday through Friday).

When calling the DHS Help Desk to report a security concern, it will be helpful to have the name(s) and contact information for the PDSO/DSO, Responsible Officer/Alternate Responsible Officer (RO/ARO), and school or program technical and security contacts, as appropriate.

The DHS Help Desk will contact SEVP immediately. SEVP will work with you to take appropriate steps to protect and prevent loss of SEVIS information. Such actions to be taken may include issuing new SEVIS user IDs and passwords as well as loading new security certificates for the SEVIS batch upload process, if applicable. Additionally, school and sponsor officials who believe that their internal systems may have been compromised should follow their local formal security procedures.

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, includes a list of abbreviations and acronyms used in this document.

## 1.6 Disclaimer

All people, schools, 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 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 B, *Download the Latest Version of Adobe Reader*.

You must have a user ID and password to access SEVIS. When approved to use SEVIS, you receive two email messages, one containing your user ID and a second message containing a secure link to SEVIS. That link is associated with your user ID. It can only be used to create a password for your user ID.

To use the link and create your password, perform the following steps:

1. Click the link contained in the email message. The system opens the *Set Password* page.

## Exhibit 1: SEVIS – Set Password Page

Welcome to the SEVIS system.

Username:

Password:

Confirm password:

2. Enter your user ID in the *Username* field.
3. Enter your password in the *Password* field. Specific password guidelines are provided in the email message you received from SEVIS. The section on [Guidelines for Passwords](#) provides general password guidelines.
4. Enter your password again in the *Confirm Password* field.
5. Click the **Set Password** button. The system displays a message indicating that you have successfully created a password. If the password is not successfully created, a message displays the reason and you will be able to enter the appropriate data.
6. Click **OK** and the system opens the *SEVIS Login* page.

**Note:** After creating your password, use the *SEVIS Login* page (<https://egov.ice.gov/sevis>) to access SEVIS and perform all of your SEVIS-related tasks.

## 2.1 Guidelines for Passwords

### 2.1.1 General Password Information

As a U.S. government 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.

### 2.1.2 Password Standards

Must Contain	Must NOT Contain
<ul style="list-style-type: none"> <li>• 8-16 characters</li> <li>• At least one alphabetic character               <ul style="list-style-type: none"> <li>• One numeric character</li> <li>• One of the following special characters: @, #, or \$</li> </ul> </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>

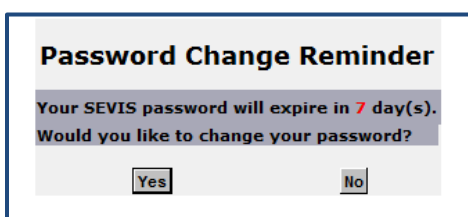
**Note:** Do not re-use any of the past eight passwords.



### 2.1.3 Password Reminder

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

#### Exhibit 2: 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.



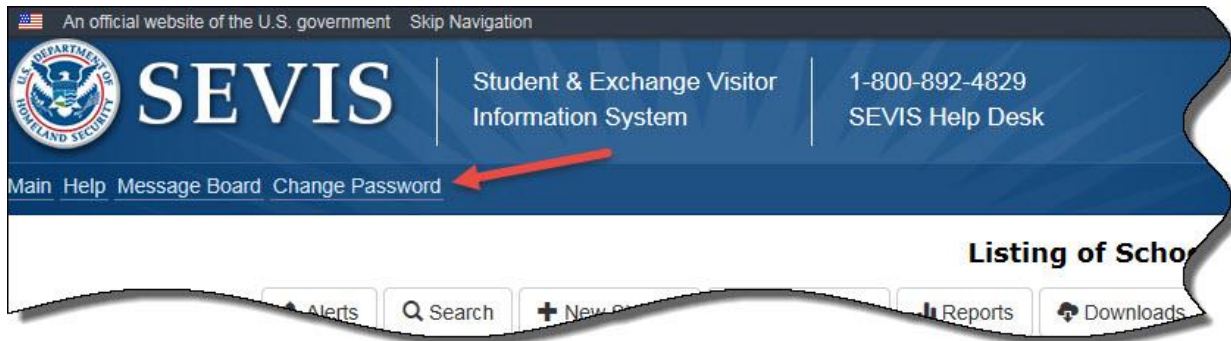
### 2.1.4 Change Password

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

To change a password voluntarily:

1. Log into SEVIS. The *SEVIS Navigation Bar* displays on the *SEVIS Listing of Schools* page (or any other page).

### Exhibit 3: SEVIS Change Password Link



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

### Exhibit 4: SEVIS Change Password Window

#### Change Password

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

\*Old password:

\*New password:

\*Confirm new password:

3. Complete all three required fields:

*User Name:	Your <b>User ID</b> .
*New password:	A unique password. Follow the <a href="#">password standards</a> to develop a password.
*Confirm new password:	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**.

### 2.1.5 Password Reset

Reset your password from the *SEVIS Login* page if:

- You forgot your password.
- Your SEVIS account is locked due to three unsuccessful login attempts.
- Your password was compromised and the Change Password function cannot be used.
- You want to change your password without logging in to SEVIS.
- You are a PDSO who has not logged in to SEVIS in 45 days.

To reset your own SEVIS password:

1. Open the *SEVIS Login* page. [SEVIS URL: <https://egov.ice.gov/sevis>]

### Exhibit 5: SEVIS Sign In Page with Forgot Your Password Link

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?](#)

2. Click the **Forgot Your Password** link. *The Request Password Reset page opens.*

### Exhibit 6: Request Password Reset Page

An official website of the U.S. government

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

## Request Password Reset

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

**User Type\***

- ☐ Certification by DHS to admit F and/or M Students
- ☐ Designation by DoS to admit J Exchange Visitors
- ☐ Government User

3. Select the radio button of your **User Type**. An expanded *Request Password Reset* page opens with instructions.



## Exhibit 7: Request Password Reset Page with Instructions

An official website of the U.S. government

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

### Request Password Reset

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

**User Type\***

☒ Certification by DHS to admit F and/or M Students  
☐ Designation by DoS to admit J Exchange Visitors  
☐ Government User

**Certification by DHS to admit F and/or M Students**

This function is for PDSO/DSO, RO/ARO, and temporary users of SEVIS only  
 Use this function to create a new password if:

- You have forgotten your password.
- Your SEVIS account is locked.
- You feel your password has been compromised and you are unable to use the Change Password function.

**Instructions:**

1. Enter your SEVIS User Name.
2. Click the Submit button or Cancel.

An email will be sent to the email address associated with this SEVIS user name. It will provide instructions for creating a new password.

SEVIS User Name\*

4. Enter your User ID in the *SEVIS User Name* field.
5. Click **Submit**. The Request Password Reset message confirms your request is being processed. SEVIS will email instructions for creating a new password.

**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.

## Exhibit 8: Request Password Reset OK

**Request Password Reset**

Your request is being processed.  
 You will receive an email containing instructions for creating a new password.

**Note:** You do not have to click **OK**. However, if you do, the *SEVIS Login* page re-opens.

6. Locate and open the email message from SEVIS. It contains the link necessary to reset your password. The link is located at the bottom of the message.
7. Click the **Reset Password** link. The *Change Password* page opens.

## Exhibit 9: SEVIS Change Password

8. Enter information into the **three required 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.

9. Click **Change Password** or **Cancel**:

- **Change Password:** Submits the change. SEVIS does one of the following:
  - Displays the *Change password confirmation* message, which indicates the password was changed successfully. Go to Step 9.

## Exhibit 10: SEVIS Change Password Confirmation

- Displays the message: “*User is inactive due to 45 days of inactivity. Contact your PDSO or RO to request a password reset.*”
  - **Cancel:** Returns the user to the *SEVIS Login* page.
10. Click **Ok**. The *SEVIS Login* page opens. Use your new password to log into SEVIS.



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

### 2.1.6 PDSO Password Reset for a DSO

PDSOs can request a password reset for DSOs who have not logged in to SEVIS in 45 days.

As a PDSO, to request a password reset for a DSO:

Navigate to the *School Information* page.

## Exhibit 11: PDSO Password Reset for DSO Link

**Robertson Institute for Applied Learning**

**Actions:**  
[Edit School](#)  
[Register for Batch Processing](#)  
[Request Password Reset for DSOs](#) (circled in red)  
[View Event History](#)

**Views:**

**Certification Expiration Date:** 01/08/2016  
**School Status:** APPROVED  
**Next User Verification Date:** 11/12/2015  
**Current School Code:** WAS214F21211000  
**Previous School Code:** N/A  
**Seeking Approval for:** Academic and Language students  
 Vocational Students  
**Mailing Address:** 1 Crystal Drive  
 Arlington, VA 22202  
**Telephone:**

1. Click the **Request Password Reset for DSOs** link. It is located on the left side of the page. The *School Official Information* page opens.

## Exhibit 12: PDSO Password Reset DSO List

School Official Information				
Official Name	Title	Telephone	Email Address	Command
Jared Allen	PDSO	222-222-2222	jared.allen@robertson-institute.org	<a href="#">Request Password Reset</a>
Roy Braine	PDSO	202-333-1452	roy.braine@robertson-institute.org	
Robin Ciapponi	PDSO	222-222-2222	robin.ciapponi@robertson-institute.org	
Rita Feet	PDSO	222-222-2222	rita.feet@robertson-institute.org	
Bob Johnson	Advisor	555-555-5555	bob.johnson@robertson-institute.org	<a href="#">Request Password Reset</a>
Ingrid Mercer	Advisor	703-585-5555	ingrid.mercer@robertson-institute.org	
Amy Moffitt	PDSO	222-222-2222	amy.moffitt@robertson-institute.org	
Helene Robertson	DSO	222-222-2222	helene.robertson@robertson-institute.org	
Sandra Winston	International Student Advisor	555-555-5555	sandra.winston@robertson-institute.org	<a href="#">Request Password Reset</a> (circled in red)
Sam Yosemite	Advisor	222-222-2222	sam.yosemite@robertson-institute.org	<a href="#">Request Password Reset</a>
<a href="#">Return</a>				

2. Click the **Request Password Reset** link for the person who needs a password reset. It is located in the Command column. The *Request Password Reset* page opens.

**Note:** The **Request Password Request** link only displays for DSOs who have not logged into SEVIS for more than 45 days.

### Exhibit 13: PDSO Password Reset Button

#### Request Password Reset

**Last Name:** Winston  
**First Name:** Sandra  
**Middle Name:**  
**Suffix:**  
**The Official is:** UNITED STATES CITIZEN  
**Title:** International Student Advisor  
**Contact Information:**  
**Address 1:** 1 Crystal Drive  
**Address 2:**  
**City:** Arlington  
**State:** VIRGINIA  
**Zip Code:** 22209  
**Telephone Number:** 555-555-5555  
**Email Address:** [sandra.winston@sevis.state.gov](mailto:sandra.winston@sevis.state.gov)

By clicking the Request Password Reset button, an email will be sent to the email address for the user listed above, with instructions for resetting his/her password.

3. Click **Request Password Reset**. The *School Official Information* page opens.

**Note:** The **Request Password Reset** link is now gone from next to the DSO's name, on which you just requested a password reset.

### Exhibit 14: DSO Password Reset Confirmation

#### School Official Information

Official Name	Title	Telephone	Email Address	Command
Jared Allen	PDSO	222-222-2222	<a href="mailto:jared.a.allen@sevis.state.gov">jared.a.allen@sevis.state.gov</a>	<a href="#">Request Password Reset</a>
Roy Braine	PDSO	202-333-1452	<a href="mailto:roy.braine@sevis.state.gov">roy.braine@sevis.state.gov</a>	
Robin Ciapponi	PDSO	222-222-2222	<a href="mailto:Robin.Ciapponi@sevis.state.gov">Robin.Ciapponi@sevis.state.gov</a>	
Rita Feet	PDSO	222-222-2222		
Bob Johnson	Advisor	555-555-5555		<a href="#">Request Password Reset</a>
Ingrid Mercer	Advisor	703-585-5555		
Amy Moffitt	PDSO	222-222-2222		
Helene Robertson	DSO	222-222-2222		
Sandra Winston	International Student Advisor	555-555-5555		
Sam Yosemite	Advisor	222-222-2222	<a href="mailto:sam.yosemite@sevis.state.gov">sam.yosemite@sevis.state.gov</a>	<a href="#">Request Password Reset</a>

The DSO's [Request Password Reset](#) link no longer displays.

4. SEVIS will:

- Send the DSO an email with a link to create a new SEVIS password.



If the DSO does not create a new password within 30 days of the date on the email, the reset link is no longer available to a PDSO. The DSO must then contact the SEVIS Help Desk that will send them an email with another reset link.

- Send an email to each PDSO for all the school/campuses to which the DSO is associated. The email states:
  - Name of the SEVIS user.

- “This is to advise you that a password reset request has been submitted for the user named above. This request was submitted because the user has not logged into SEVIS in 45 days or longer.”
- The user will receive an email with a link to a secure site that will allow him/her to reset their password and regain access to the system.
- If the user is no longer associated with your school or program, you need to remove the user from your list of officials.

## 2.2 Log into SEVIS

When you access SEVIS via the Internet (<https://egov.ice.gov/sevis>), a *Security Alert* page may display. Click the **Yes** button to continue to the *SEVIS Login* page.

**Note:** After creating your password, you will use the SEVIS website to access SEVIS and perform all of your SEVIS-related tasks.

**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.

## Exhibit 15: SEVIS Sign In Page

A screenshot of a web browser displaying the SEVIS Login Page. The browser's address bar shows the URL "https://egov.ice.gov/sevis/". The page header includes the U.S. Department of Homeland Security logo, the text "SEVIS", and "Student & Exchange Visitor Information System". A navigation bar contains links for JIRA, Help Team SP, Help Team AC, External OPs AC, Interfaces AC, and User Stories AC. The main content area features a "Sign In" section with a "User Name:" field (indicated by a red dashed border), a "Password:" field, a "Login" button, and a "Register for New Account" button. Below the login fields is a link for "Forgot Your Password?". A "Department of Homeland Security Consent" section follows, containing a detailed disclaimer about the use of the system. The browser's status bar at the bottom indicates a 100% zoom level.

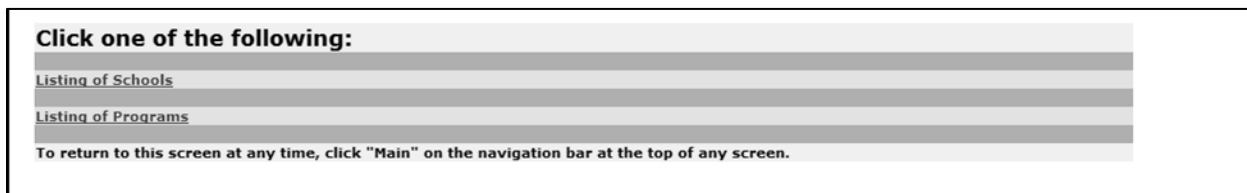
To log into SEVIS, perform the following steps:

1. Access the *SEVIS Login* page at <https://egov.ice.gov/sevis>.
2. Enter your user ID in the *User Name* field.
3. Enter your password in the *Password* field.
4. Press **Enter** or click the **Login** button. The system opens the *Listing of Schools* page for the school user.

**Note:** The *SEVIS Login* page has a link to create a new account (addressed in further detail in the User Manual for Temporary Users of the Student and Exchange Visitor Information System). The **Register for New Account** link is **not** used to obtain a permanent user ID and password for school officials. The section on [Password Reset](#) provides the instructions for using the **Forgot Your Password** link.

If you perform as both a school official and a program sponsor official, a page opens for the School and Program Sponsor User with links to select either the *Listing of Schools* or the *Listing of Programs* for which you have access.

## Exhibit 16: Main Page for School and Program Sponsor User



Click one of the following:

[Listing of Schools](#)

[Listing of Programs](#)

To return to this screen at any time, click "Main" on the navigation bar at the top of any screen.

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

## 2.3 Log Out of SEVIS

To exit SEVIS at any time, click the **Logout** link on the *Navigation Bar*. If you are entering data, click the **Save**, **Save Draft**, or **Next** button to ensure that no data are lost before you click the **Logout** link.

## Exhibit 17: Logout Link



**WARNING:** If you click the **Close** button in the upper-right corner of the browser window, 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 following message displays: “A user is already logged on with this user name.”

## 3 COMMUNICATIONS FROM SEVIS

### 3.1 Broadcast Messages

SEVP sends broadcast messages to share important information with DSOs. Topics include:

- Changes in policy guidance
- System outages
- System upgrades
- Webinars and other resources
- Changes within SEVP
- Etc.

## 3.2 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 opens, 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*.

### Exhibit 18: Message Board Page

Message Board			
Posting Begin Date	Posting End Date	Subject	Commands
02/27/2011	02/28/2011	Temporary System Outage	<a href="#">View</a>
			<a href="#">View/Print All</a>

### 3.2.1 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 opens. The exhibit of the *System Message* page provides an example, if you choose to view a single message.

### Exhibit 19: System Message Page

System Message	
<b>Posting Begin Date:</b>	02/27/2011
<b>Posting End Date:</b>	02/28/2011
<b>Subject:</b>	Temporary System Outage
<b>Roles:</b>	DHS HQ, School Users, DHS Field, Temporary Users
<b>Message:</b>	This is to inform you that SEVIS will be temporarily down for System Maintenance from 11 p.m. until 11:30 p.m. on 02/27/2011.
<b>Attachment:</b>	<a href="#">System Outage 02/27/2011.doc</a>
<input type="button" value="Return"/>	

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
    - o Click the link to view the attachment. The attachment will open in a new browser window.
    - o To print the attachment, click **File** in the browser toolbar, then click **Print**. The *Print* window opens. Ensure that the proper printer is highlighted. Click the **Print** button.
    - o When finished viewing and/or printing the attachment, click the **Close** (X) button in the upper-right corner of the page to close the window.
3. Click the **Return** button to return to the *Message Board* page.

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

## 4 PROCESSING F/M STUDENTS AND DEPENDENTS

PDSOs and DSOs are responsible for entering and updating information in SEVIS on their school's F-1 and M-1 students and their dependents in compliance with student reporting requirements in the current regulations of 8 *Code of Federal Regulations (CFR) 214.2(f), 214.2(m), and 214.3*. A PDSO or DSO may create, submit, and print new Forms I-20. Once a student record is created in SEVIS, a PDSO or DSO must update the student's record with current information and must report on all events required by the current and proposed SEVIS regulations.

### 4.1 Listing of Schools Page

After logging into SEVIS, a list of schools and campuses for which you have been designated as an official displays. Each campus is a separate entry in the list.




## Exhibit 20: Listing of Schools

**Listing of Schools**






1 Alerts Search + New Student Student Lists Reports Downloads Mass Actions

2 SEVP School for Advanced SEVIS Studies BAL214F44444000 Select a school to see a list of campuses for that school

3 [SEVP School for Advanced SEVIS Studies BAL214F44444000](#)

Select	Name of Campus	Campus Code	Location (City, State)	Role
4  	SEVP School for Advanced SEVIS Studies	BAL214F44444000	Ft. Washington, MD	DSO
	SMU Technical Institute	BAL214F44444001	Fredericksburg, VA	DSO

5

-  Indicates an alert for that campus
-  Indicates that the PDSO of the main campus has to apply for recertification
-  Indicates that the ability of the school's officials to create new student records has been disabled by SEVP
-  Indicates that the school's ability to accept transfer-in student records has been disabled by SEVP
-  Indicates that the ability of the school's officials to transfer out student records has been disabled by SEVP

The *Listing of Schools* page allows users to view and take action on any or all of the schools and campuses with which they are associated. It has the following five features:

Feature	Function
<b>1. Action Buttons</b>	<p>Opens the corresponding SEVIS pages for the selected campus:</p> <ul style="list-style-type: none"> <li>• <b>Alerts</b> – Opens the <i>Student Alerts</i> page.</li> <li>• <b>Search</b> – Opens the <i>Search Students &amp; Dependents</i> page.</li> <li>• <b>New Student</b> – Opens the <i>Create Certificate of Eligibility for Nonimmigrant Students (Form I-20)</i> page.</li> <li>• <b>Student Lists</b> – Opens the <i>Student Lists</i> page.</li> <li>• <b>Reports</b> – Opens the <i>DSO Reports</i> page.</li> <li>• <b>Downloads</b> – Opens the <i>SEVIS Downloads</i> page (such as Requested Form Reprints).</li> <li>• <b>Mass Actions</b> – Opens the <i>SEVIS Mass Actions</i> page (such as the Mass Registration function).</li> </ul>
<b>2. School Menu Drop-down List</b>	Lists all of the schools with which the principle/designated school official (P/DSO) is associated. Select the school whose record(s) you want to access.
<b>3. School Name Link</b>	Takes the P/DSO to the school's Form I-17 page.
<b>4. School Campuses List</b>	<ul style="list-style-type: none"> <li>• Lists all of the campuses at the selected school where the P/DSO is associated. The listing includes: <ul style="list-style-type: none"> <li>○ Select campus radio button.</li> <li>○ Name of campus.</li> <li>○ SEVIS campus code.</li> </ul> </li> </ul>

Feature	Function
	<ul style="list-style-type: none"> <li>○ Location of the campus, including city and state.</li> <li>○ Role of the current SEVIS user.</li> <li>● Select a particular campus by clicking the radio button before the campus name.</li> <li>● When returning to the <i>Listing of Schools</i> page, the campus selection defaults to the original choice. The default campus selection will change when the user either: <ul style="list-style-type: none"> <li>○ Changes campuses by clicking a different radio button in the School Campuses List.</li> <li>○ Searches for a student at a different campus using the SEVIS ID Search field in the Navigation Bar header.</li> </ul> </li> </ul>
<b>5. Symbols Legend</b>	Explains the warning/alert symbols that may appear with a specific school or campus.

**Note:** If you have access to more than one school/campus, all schools will be listed on the *Listing of Schools* page. Also, if you are authorized as both a school official and a program sponsor official, you will be directed to a page that has two links: **Listing of Schools** and **Listing of Programs**. You would then click on the **Listing of Schools** link to access the *Listing of Schools* page, which lists all schools and/or campuses to which you are assigned.

The subsequent sections provide step-by-step instructions for completing and/or updating the Form I-20.

## 4.2 Create a Student Record (Form I-20)

You have the option to create a “New Student” (create a SEVIS record for a student, and issue that student a SEVIS-generated Form I-20) for any of the schools for which you are assigned a role.

**Note:** Creating new students includes creating records for the following:

- Initial status students
- Initial status students requesting a change of visa status (classification)

Perform the steps in the following sections to create a student record in SEVIS and issue the Form I-20 for a new (initial) student or a new student requesting a change in visa status

### 4.2.1 Complete Page 1 of Form I-20 – Student Biographical Information

Page 1 of the Form I-20 is used to collect personal information for the student.

**Note:** Records for students transferring to your school from another SEVIS school are created using another process, defined in the section on [Create Form I-20 \(for Transfer\)](#).

1. On the *Listing of Schools* page, click radio button to the left of campus where the student is registering, and then click the **New Student** button below the listing of schools. The system opens the *Create Student Record* page.

## Exhibit 21: Form I-20 Page 1 – Personal Information

**SEVP Fairfax School**

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

\*Visa type:

The Surname/Primary Name is required. If the person has only one name, use this field. Do not use any special characters. Only letters A to Z and spaces are allowed. Do not use an abbreviation such as FNU or LNU to indicate a name is unknown. See Help for more information.

1. \*Surname/Primary Name:

Use this field for names other than the Surname/Primary names such as first and middle names. If the person has only one name, this field may be left blank. Do not use any special characters. Only letters A to Z and spaces are allowed. Do not use an abbreviation such as FNU or LNU to indicate a name is unknown. See Help for more information.

2. Given Name:

3. Suffix:

Passport Name is optional but highly recommended. Enter the names found in the machine readable section of the passport, leaving out the separator character "<". Enter them in the order shown on the passport. See Help for more information.

4. Passport Name:

This field allows names to be written in the order preferred in the person's home country. It may contain letters with diacritical markings such as ?? or ?'. It may also contain hyphens, apostrophes, and a comma before the suffix. If you do not enter a Preferred Name, SEVIS will automatically enter the given name, surname/primary name, and a suffix, if applicable. See Help for more information.

5. Preferred Name:

6. \*Date of Birth:  (MM/DD/YYYY)

7. \*Gender:

8. \*Country of Birth:

9. \*Country of Citizenship:

10. \*Issue Reason:

☐ Initial Attendance

☐ Initial Attendance - Change of Status Requested

Save Draft Reset Values Next

Public Reporting Burden

Reporting burden for this collection of information is estimated to average 30 minutes per response. If you have comments regarding the accuracy of this estimate, or suggestions for simplifying this information collection send them to: SEVP@dhs.gov ; OMB No.: 1653-0038. DO NOT MAIL COMPLETED FORMS TO THIS ADDRESS.

2. Below is a list of the sections/fields on this page and a brief description or explanation for each section/field. An \* (asterisk) precedes the fields that must be completed. To complete this page, enter the following data:

Section/Field	Description/Explanation
* Visa Type	Select either F-1 for academic students or M-1 for vocational students. (Dependent spouses and children of F-1 and M-1 students are F-2 and M-2 dependents respectively, and are added to a student's record later in the Form I-20 creation process.) <b>Note:</b> This field is restricted to the visa types for which your

Section/Field	Description/Explanation
	school has been certified.
* <b>Surname/Primary Name</b>	<p>Enter the surname or primary name of the student. If the student has only one name, enter it in this field.</p> <p>This field has a 40-character limit.</p> <p>See the section on <a href="#">SEVIS Names Standards</a> for detailed names information.</p>
<b>Given Name</b>	<p>Enter the given name of the student. If desired, include middle name of the student with the given name.</p> <p>This field has an 80-character limit.</p>
<b>Suffix</b>	If applicable, select a title from the drop-down list, such as Junior, that may display at the end of a person's name.
<b>Passport Name</b>	<p>Enter the passport name of the student, as written in the Machine-readable Zone (MRZ).</p> <p>This field has a 39-character limit.</p>
<b>Preferred Name</b>	<p>Enter the preferred name used by the student, if different from the fields above.</p> <p>This field has a 145-character limit.</p>
* <b>Date of Birth</b>	Enter the student's date of birth in MM/DD/YYYY format.
* <b>Gender</b>	Select the student's gender: <b>Male</b> or <b>Female</b> .
* <b>Country of Birth</b>	Select the name of the country in which the student was born from the drop-down list.
* <b>Country of Citizenship</b>	Select the name of the country in which the student maintains citizenship from the drop-down list.
* <b>Issue Reason</b>	<p>The reason for issuing the Form I-20 for the student. The following options are available on Page 1 of the electronic Form I-20 (see the next two rows of this table for detailed information):</p> <ul style="list-style-type: none"> <li>Initial Attendance</li> <li>Initial Attendance – Change of Status Requested</li> </ul> <p>Once the Form I-20 is created, SEVIS will automatically change the issue reason in keeping with the student's status and with the updates that are being made by the PDSO or DSO.</p> <p>Below are additional types of issue reasons that may print on students' Forms I-20:</p> <ul style="list-style-type: none"> <li><b>Continued Attendance:</b> Prints on the Forms for all students whose status is Active.</li> <li><b>Transfer Pending From:</b> &lt;Name of School&gt;: Prints on</li> </ul>

Section/Field	Description/Explanation
	<p>Forms for students who are transferring in from another SEVIS school.</p> <ul style="list-style-type: none"> <li>• <b>Transfer From School:</b> &lt;Name of School&gt;: Prints on Forms for students who transferred from a non-SEVIS school.</li> </ul> <p><b>Note:</b> This option is no longer available; however, this reason may still appear on older Forms I-20.</p> <ul style="list-style-type: none"> <li>• <b>Reinstatement Requested:</b> Prints if the student's status is Completed or Terminated and he/she has requested reinstatement.</li> <li>• <b>Other:</b> May print on some Forms.</li> </ul> <p><b>Note:</b> This option is no longer available; however, this reason may still appear on older Forms I-20.</p> <ul style="list-style-type: none"> <li>• <b>Use by Dependents for Entering United States:</b> Prints on the Forms for dependents.</li> </ul>
<b>Initial Attendance</b>	<p>Select this issue reason for any student who is initially applying for nonimmigrant status and would likely be admitted to the United States as an M or F student.</p> <ul style="list-style-type: none"> <li>• The student is not transferring from another school, is not currently a student at your school, and is not, to your knowledge, applying for a change of status in the United States.</li> <li>• The student generally has been accepted for, but has not yet begun, a program.</li> <li>• These students generally reside overseas and use the Form I-20 for visa issuance and initial entry through a DHS port of entry.</li> <li>• If you know that the student is already in the United States under another immigrant status, and is applying for a change of status with this Form I-20, choose the issue reason described below in Initial Attendance - Change of Status Requested.</li> </ul> <p>A student that has "Initial Attendance" chosen as his/her issue reason is in Initial status in the system. This indicates that the student has been admitted to, but has not yet begun, the program or course of study. Once the student registers, his/her status will change and the system will automatically display and print another issuance reason as appropriate.</p> <p><b>Note:</b> Once "Initial Attendance" is selected as the issuance reason, the system will continue to indicate this in Field 3 of the printed Form I-20 and on the <i>Student Information</i> page in SEVIS</p>

Section/Field	Description/Explanation
	until the student changes status by having his/her record registered, canceled, or terminated.
<b>Initial Attendance – Change of Status Requested</b>	<p>Select this issuance reason if the student is currently in the United States and has a nonimmigrant visa that is neither an F nor M visa type, or does not have the student visa type that he/she needs for a new program. The student is requesting a change to F or M status from the Service Center.</p> <p>At this time, SEVIS does not allow you to enter the “change from” visa class directly when choosing this as an issue reason. However, if you wish to add details concerning the change of status, you may do so in the <b>Remarks</b> field.</p> <p><b>Note:</b> Remarks typed in any <b>Remarks</b> field throughout the electronic Form I-20 will be appended to any existing remarks and will print in the <b>Remarks</b> field of the printed Form I-20.</p> <p>Indicating a change of status request is useful for purposes of the student’s change of status application with the Service Center, but is not necessary if you do not know that the student is changing status to attend your school.</p> <p>Choosing this issue reason will create a student record in Initial status, in a manner identical to choosing “Initial Attendance” as an issuance reason. It will not automatically put the student on any of the “change of status pending” related lists and alerts in the system. The student’s record will display on the <i>Change of Status Pending</i> lists and alerts only after SEVIS receives notification from the Service Center that the change of status application has been filed.</p> <p>As long as the change of status application is pending with the Service Center, the student’s name will display on the associated lists even if the student is registered and thus changes from Initial to Active status.</p> <p>Indicating this issue reason will not bar the student from being “registered” in the system.</p> <p>Nonimmigrants, other than those in a B-1 or B-2 status, may register while their change of status application is still pending. The pending change of status will remain as a note on the student’s record in the system, the student’s record will still display on the <i>Change of Status Pending</i> list, and you may add comments pertaining to the pending change of status if you wish.</p> <p>For B students changing to an F or M status, the change of status application must be approved prior to the student starting the program (registering). The change of status will be denied if the DHS officer is able to determine that a B status applicant for F or</p>

Section/Field	Description/Explanation
	<p>M status has registered and begun the academic or vocational program.</p> <p><b>Note:</b> An issue reason of “Initial Attendance – Change of Status” will never be automatically filled in by the system. If a school officer chooses this as the issue reason, it will continue to display on the Form I-20 and the <i>Student Information</i> page until the student changes status to either Active (via registration), Terminated, or Canceled.</p>

3. Review the information on Page 1 and then click one of the following buttons:

- **Save Draft:** After completing the required fields on Page 1, you may click this button to save the data that you have entered on this page.

**Note:** You do not need to click this button before advancing to the next page of the Form I-20. SEVIS automatically saves data when you click the **Next** button. However, saving prior to moving on to the next page ensures that all required fields have been completed because if there is an invalid entry, SEVIS will return a validation message. It also allows you to review the information before moving on.

- **Reset Values:** Click this button to return all new entries on the page to their previous values.
- **Next:** Click this button to automatically save the data that you have entered, changed, or added, and advance to the next page of the Form I-20. If you have entered an invalid value in a field, SEVIS will return a validation message.



## 4.2.2 Complete Page 2 of Form I-20 – Student Contact and Program Information

## Exhibit 22: Form I-20 Page 2 – Personal and Program Information

**SEVP School for Advanced SEVIS Studies**  
SEVIS, Student

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

10. Email Address:

11. \* Foreign Address:

Address 1:

Address 2:

City:

Province/Territory:

Postal Code:

Country:

12. U.S. Address:

A U.S. Address is not required for Border Commuters.

Commuter Student ☐ If checked, U.S. address is not required.

[Add Address](#) Not Entered

13. \* Education Level:

If Other, enter here:

14. \* Primary Major Code:

15. \* Secondary Major Code:

16. \* Minor Code:

17. \* Normal Length of Study:  (Months)

18. \* Program Start Date:  (MM/DD/YYYY)

19. \* Program End Date:  (MM/DD/YYYY)

20. \* English Proficiency:

Is English proficiency required by the school?

If Yes, does the student have the required English proficiency?

If No, explain why the school does not require English proficiency.

1. Below is a list of the sections/fields on this page and a brief description or explanation for each section/field. An \* (asterisk) precedes the fields that must be completed. To complete this page, enter the following data:

Section/Field	Description/Explanation
<b>Email Address</b>	Enter a <a href="#">properly formatted electronic mail address</a> for the student. Completion of this field is optional. See the section on <a href="#">SEVIS Email Standards</a> for detailed email address information.
<b>*Foreign Address</b>	Enter the student's foreign address. All nonimmigrant students must have a foreign address, even if they are currently in the United States.

Section/Field	Description/Explanation
<b>U.S. Address</b>	<p>Enter a <a href="#">properly formatted U.S. address</a> for the student, if they have one.</p> <p>See the section on <a href="#">SEVIS Address Standards</a> for detailed address information.</p> <p><b>Note:</b> If the student is a commuter student whose country of citizenship is Mexico or Canada, click in the <b>Commuter Student</b> checkbox. The U.S. address is not required for these students. However, if the student has a U.S. address, it should be entered.</p>
<b>*Education Level</b>	<p>Select the level of education pursued by the student from the drop-down list.</p> <p><b>Note:</b> Once the Form I-20 has been submitted, this field may not be updated for M students.</p>
<b>*Primary Major Code</b>	<p>Enter the student's Primary Major code or use the Search function to select the code, as follows:</p> <ol style="list-style-type: none"> <li>Click the <b>Select</b> button. The <i>Primary Major Selection</i> page opens.</li> <li>Enter the major/minor name. Note: to search for a major/minor, enter at least three letters of the major/minor preceded and followed by the * (asterisk) wildcard.</li> <li>Click the <b>Search</b> button to display a list of majors and minors.</li> </ol> <p><b>Note:</b> Appendix F, Lookup Tables for the Student and Exchange Visitor Information System Batch Interface, of the Application Program Interface (API) document for the SEVIS Batch Interface contains a complete listing of the 2010 categories and major/minor codes and is located at <a href="http://www.ice.gov/sevis/schools/batch.htm">http://www.ice.gov/sevis/schools/batch.htm</a>.</p> <ol style="list-style-type: none"> <li>Click the code to the left of the major/minor. The selected code displays on the <i>Form I-20 Page 2—Program Information</i> page.</li> <li>If necessary, repeat Steps a through d to select another code.</li> </ol>
<b>*Secondary Major Code</b>	<p>Some students have a secondary major, usually in a related field. Use this field to select the student's second major. To complete this field, follow the instructions given for the <b>Primary Major Code</b> field (18). If the student has no secondary major, either enter 00.0000 in the field or click the <b>No Secondary Major</b> button.</p>

Section/Field	Description/Explanation
<b>*Minor Code</b>	This field is used to select the student's minor field of study, if applicable. To complete this field, follow the instructions given for the <b>Primary Major Code</b> field (18). If the student has no minor, either enter 00.0000 in the field or click the <b>No Minor</b> button.
<b>*Normal Length of Study</b>	Enter the period of time, expressed in months that a person would normally take to complete the program in which the student is enrolling.
<b>*Program Start Date</b>	Enter the date on which the student is expected to begin his/her program. <b>Note:</b> Once the Form I-20 has been submitted to SEVIS, this field cannot be updated at any time, unless a PDSO or DSO defers the attendance of an Initial status student that has not yet entered the United States.
<b>*Program End Date</b>	Enter the expected date of completion of the academic or vocational program. (SEVIS will calculate the post-completion grace periods and any post-completion Optional Practical Training [OPT] separately.) <b>Note:</b> See the section on <a href="#">Student Information Page and Student Update Links</a> , for instructions on updating this field once the Form I-20 has been submitted in SEVIS.
<b>*English Proficiency</b>	Select “ <b>yes</b> ” or “ <b>no</b> ” to indicate whether your school requires English proficiency. <ul style="list-style-type: none"> <li>• If “<b>yes</b>,” you must select “<b>yes</b>” or “<b>no</b>” to indicate whether the student is or is not proficient in the English language.</li> <li>• If “<b>no</b>,” enter an explanation in the field provided (1,000 character limit) as to why the school does not require English proficiency.</li> </ul>

7. Review the information on Page 2 and then click one of the following buttons:

- **Save Draft:** Click this button to save the data that you have entered on this page.

**Note:** You do not need to click this button before advancing to the next page of the Form I-20. SEVIS automatically saves data when you click the **Next** button. However, saving prior to moving on to the next page ensures that all required fields have been completed because if there is an invalid entry, SEVIS will return a validation message. It also allows you to review the information before moving on.

- **Prev (Previous):** Click this button to return to Page 1 of the Form I-20.

**WARNING:** Be sure to save the data entered on this page before clicking the **Prev** button. If you do not save first, the new data that you entered on this page will be lost.

- **Reset Values:** Click this button to return all new entries on the page to their previous values.
- **Next:** Click this button to automatically save the data that you have entered and advance to Page 3 of the Form I-20. If you have entered an invalid value in a field, SEVIS will return a validation message.
- **Print Draft I-20:** Click this button to print a draft copy of the Form I-20. Printing a draft enables you to review a paper copy of all of the data saved thus far.

### 4.2.3 Complete Page 3 of Form I-20 – Financial Information

Page 3 of the Form I-20 is used to collect financial information for the student.

### Exhibit 23: Form I 20 Page 3 – Financial Information

**SEVIS** Student & Exchange Visitor Information System  
Skip Navigation

Main | Help | Tutorial | Logout  
Message Board | Change Password

**HdG Community College**  
Bowl, Roma

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

21. \* Number of Months in Academic Term:

22. Expenses:

\*Tuition and Fees: \$

\*Living Expenses: \$

Expenses for dependents: \$

Other costs: \$

Specify other costs:

Total expenses: \$0.00

23. Funding:

\*Student's personal funds: \$

Funds from this school: \$

School fund type:

Funds from other sources: \$

Other source type:

On-Campus employment: \$

Total funding: \$0.00

24. Remarks:

Save Draft Prev Reset Values Next Print Draft I-20

1. Below is a list of the sections/fields on this page and a brief description or explanation for each section/field. An \* (asterisk) precedes the fields that must be completed. To complete this page, enter the following data:

Section/Field	Description/Explanation
<b>*Number of Months in Academic Term</b>	Select the length of the student's academic term, up to 12 months, from the drop-down list. This information is the basis for determining the student's expenses and funds for a term.
<b>Expenses:</b>	Enter the student's expenses for one academic term. <b>Note:</b> All dollar amounts must be entered in SEVIS without commas and periods, and should be rounded to the nearest dollar. For example, \$25,057.89 should be entered in SEVIS as 25058.
<b>*Tuition and Fees</b>	Enter the estimated average cost for tuition for the academic term. This field has a 10-character limit.
<b>*Living Expenses</b>	Enter the student's estimated total living expenses for one academic term. This field has a 10-character limit.
<b>Expenses for Dependents</b>	Enter the student's expenses for his/her dependents, if any, during one academic term. This field is required if the student has any dependents. This field has a 10-character limit. <b>Note:</b> Dependents for a student are added on Page 4 of the Form I-20, as discussed in the section on <a href="#">Complete Page 4 of the Form I-20—Dependent Information</a> .
<b>Other Costs</b>	Enter an estimate of any other known student's expenses, if any, during one academic term. This field has a 10-character limit.
<b>Specify Other Costs</b>	If a figure is given for <b>Other Costs</b> , an explanation must be provided. This field has a 1,000-character limit; however, the printed Form I-20 has limited space and all comments may not appear on the printed Form. This description prints on the Form I-20.
<b>Funding:</b>	Enter the student's funding for one academic term. <b>Note:</b> The total amount in Section 23 must be equal to or greater than the total amount in Section 22. <b>Note:</b> All dollar amounts must be entered in SEVIS without commas and periods, and should be rounded to the nearest dollar. For example, \$25,057.89 should be entered in SEVIS as 25058.

Section/Field	Description/Explanation
<b>*Student's Personal Funds</b>	Enter the personal funds available to the student in one academic term to defray his/her educational expenses. This field has a 10-character limit.
<b>Funds From This School</b>	Enter the amount of funding, if any, that the school will provide to the student in one academic term to help defray educational expenses. This field has a 10-character limit.
<b>School Fund Type</b>	If a number is entered in the <b>Funds From This School</b> field, an explanation must be provided. This field has a 1,000-character limit; however, the printed Form I-20 has limited space and all comments may not appear on the printed Form. This description prints on the Form I-20.
<b>Funds From Other Sources</b>	Enter the amount of funding, if any, that is available to the student during one academic term from sources not otherwise specified. This field has a 10-character limit.
<b>Other Source Type</b>	If a figure is entered in the <b>Funds From Other Sources</b> field, an explanation must be provided. This field has a 1,000-character limit; however, the printed Form I-20 has limited space and all comments may not appear on the printed Form. This description prints on the Form I-20.
<b>On-Campus Employment</b>	Enter the amount of funding, if any, the F-1 student will receive from on-campus employment. This field has a 10-character limit.
<b>Remarks:</b>	Enter any applicable remarks regarding the student. This field has a 1,000-character limit.  <b>Note:</b> Remarks typed in any <b>Remarks</b> field throughout the electronic Form I-20 will be appended to any existing remarks and will print in the <b>Remarks</b> field of the printed Form I-20.

2. Review the information on Page 3 and then click one of the following buttons:

- **Save Draft:** Click this button to save the data that you have entered on this page.

**Note:** You do not need to click this button before advancing to the next page of the Form I-20. SEVIS automatically saves data when you click the **Next** button. However, saving prior to moving on to the next page ensures that all required fields have been completed because if there is an invalid entry, SEVIS will return a validation message. It also allows you to review the information before moving on.

- **Prev (Previous):** Click this button to return to Page 2 of the Form I-20.

**WARNING:** Be sure to save the data entered on this page before selecting the **Prev** button. If you do not save first, the new data that you entered on this page will be lost.

- **Reset Values:** Click this button to return all new entries on the page to their previous values.
- **Next:** Click this button to automatically save the data that you have entered and advance to Page 4 of the Form I-20. If you have entered an invalid value in a field, SEVIS will return a validation message.
- **Print Draft I-20:** Click this button to print a draft copy of the Form I-20. Printing a draft enables you to review a paper copy of all the data saved thus far.

#### 4.2.4 Complete Page 4 of Form I-20 – Dependent Information

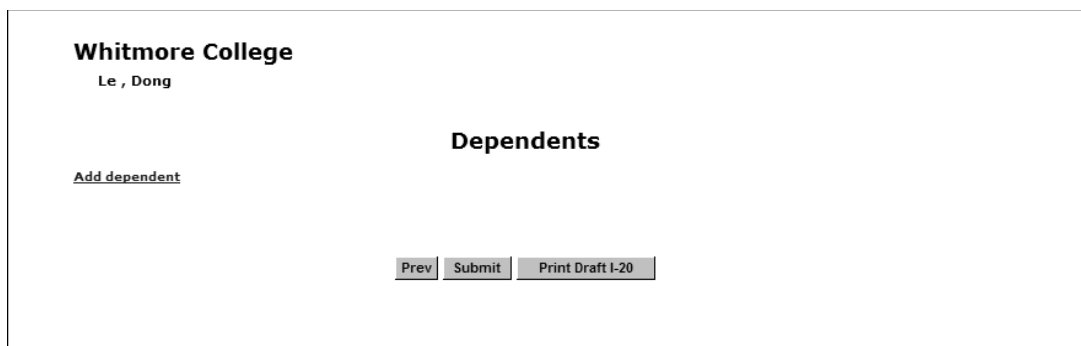
Page 4 of the Form I-20 is used to add a dependent spouse or children to a student record. (Financial information for the dependents is entered on Page 3 of the Form I-20, as discussed in the section on [Complete Page 3 of the Form I-20—Financial Information](#).)

This page opens the data for any dependents already added to the student's record and enables the PDSO or DSO to add dependents. By adding dependent information to the student's record, SEVIS creates a separate dependent Form I-20 (F-2 or M-2) and assigns a unique SEVIS ID to each of these dependent records. This Form will serve as the dependent's eligibility documentation for visa issuance and for entering the United States as a dependent of a student.

- If there are no dependents associated with this student, print a draft of the Form I-20, review it for accuracy, make any necessary changes, and click the **Submit** button to submit the new Form I-20.
- If you need to add dependents to the student's Form I-20, refer to the section on [Add Dependents](#).

**Note:** This exhibit provides an example of the page where one dependent has already been added.

#### Exhibit 24: Form I 20 Page 4 – Dependents



Whitmore College  
Le, Dong

**Dependents**

[Add dependent](#)

Prev Submit Print Draft I-20

5. After completing the dependent information, or if the student does not have any dependents, select one of the following buttons on Page 4:

- **Prev** (Previous): Click this button to return to Page 3 of the Form I-20.

**Note:** SEVIS automatically saves your data when you are on Page 4 and select the **Prev** button or log off of the system.

- **Submit:** Click this button to submit the new Form I-20 to the SEVIS database. A message displays indicating that the submission was successful. This page also shows the SEVIS ID, surname/primary name, and given name (if applicable) for the student and each dependent. Click **OK** to return to the *Student Information* page.

**Note:** If the student will be attending a flight school, the *Confirm Compliance* page will display. You must click the **Yes** checkbox and then click the **Continue** button to submit the new Form I-20.

- **Print Draft I-20:** Click this button to print a draft copy of the Form I-20. The word “draft” displays on the top of the Form, and the bar code will not be printed until the record is submitted. (See the section on [Print a Form I-20](#).)

## 4.3 Dependents

You have the option to add a new dependent, edit an existing dependent record, or terminate/reactivate dependents. If a student record is terminated or completed, the associated dependent record(s) are automatically terminated. However, when a dependent terminates his/her status independent of the student, the dependent record itself can be terminated.

### 4.3.1 Add Dependents

The *Add Dependent* page is used to collect information regarding any dependent spouse or children of a student. This page enables the PDSO or DSO to add dependents. By adding dependent information to the student’s record, SEVIS creates a separate dependent Form I-20 (F-2 or M-2), and assigns a unique SEVIS ID to each of these dependent records. This Form will serve as the dependent’s eligibility documentation for visa issuance and for entering the United States as a dependent of a student.

Perform the following steps to add a dependent to a new student record:

1. Click the **Add Dependent** link on Page 4 of the electronic Form I-20 to display the *Add Dependent* page, which contains relevant data on the principal and fields in which to enter data for a new dependent.



## Exhibit 25: Add Dependent Page

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

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

Jared Infield Logout ROLES: PDSO Get Plug-Ins FQTE-RESIN-1

Main Help Message Board Change Password Enter SEVIS ID

---

**The Infield School**  
Dogood, Silence (N0004714218)

**Add Dependent**

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

F-1 Student **The Infield School - The Infield School Crystal City** Status: **ACTIVE**  
**Dogood, Silence** Start Date: 09/16/2015 End Date: 09/06/2018 SEVIS ID: N0004714218

GENDER	FEMALE	EMAIL	
DOB	11/19/1980		
PREFERRED NAME	Silence Do-Good	U.S. ADDRESS	7119 CIPRIANO SPRINGS DR
PASSPORT NAME			LANHAM, MD 20706
COUNTRY OF BIRTH	UNITED KINGDOM		
CITIZENSHIP	UNITED KINGDOM		

The Surname/Primary Name is required. If the person has only one name, use this field. Do not use any special characters. Only letters A to Z and spaces are allowed. Do not use an abbreviation such as FNU or LNU to indicate a name is unknown. See Help for more information.

1.\* Surname/Primary Name:

Use this field for names other than the Surname/Primary names such as first and middle names. If the person has only one name, this field may be left blank. Do not use any special characters. Only letters A to Z and spaces are allowed. Do not use an abbreviation such as FNU or LNU to indicate a name is unknown. See Help for more information.

2. Given Name:

3. Suffix:

Passport Name is optional but highly recommended. Enter the names found in the machine readable section of the passport, leaving out the separator character "<". Enter them in the order shown on the passport. See Help for more information.

4. Passport Name:

This field allows names to be written in the order preferred in the person's home country. It may contain letters with diacritical markings such as Á or Ñ. It may also contain hyphens, apostrophes, and a comma before the suffix. If you do not enter a Preferred Name, SEVIS will automatically enter the given name, surname/primary name, and a suffix, if applicable. See Help for more information.

5. Preferred Name:

6.\* Date of Birth:  (MM/DD/YYYY)

7.\* Country of Birth:

8. Country of Citizenship:

9.\* Gender:

10.\* Relationship:

11. Email Address:

12. Remarks:

Complete the *Add Dependent* page. Below is a list of the sections/fields on this page and a brief description or explanation for each section/field. An \* (asterisk) precedes the sections/fields that must be completed. To complete this page, enter the following data:

Section/Field	Description/Explanation
<b>* Surname/Primary Name</b>	Enter the surname or primary name of the dependent. If the student has only one name, enter it here. This field has a 40-character limit. See the section on <a href="#">SEVIS Names Standards</a> for detailed names information.
<b>Given Name</b>	Enter the given name of the dependent. If desired, include middle name of the dependent with the given name. This field has a 80-character limit
<b>Suffix</b>	If appropriate, select a title from the drop-down list, such as Junior, that may display at the end of a person's name.
<b>Passport Name</b>	Enter the passport name of the dependent, as written in the Machine-readable Zone (MRZ). This field has a 39-character limit.
<b>Preferred Name</b>	Enter the preferred name used by the dependent, if different from the fields above. This field has a 145-character limit.
<b>*Date of Birth</b>	Enter the dependent's date of birth in MM/DD/YYYY format.
<b>*Country of Birth</b>	Select the name of the country in which the dependent was born from the drop-down list.
<b>Country of Citizenship</b>	Select the name of the country in which the dependent maintains citizenship from the drop-down list.
<b>*Gender</b>	Select the dependent's gender from the drop-down list: <b>Male</b> or <b>Female</b> .
<b>*Relationship</b>	From the drop-down list, select the relationship of the dependent nonimmigrant to the principal nonimmigrant. The only two valid relationships are "spouse" and "child." A dependent child must be younger than 21 years of age.
<b>Email Address</b>	Enter an electronic mail address for the dependent. Completion of this field is optional. See the section on <a href="#">SEVIS Email Standards</a> for detailed email address information.
<b>Remarks</b>	If necessary, enter comments regarding the dependent. This field has a 1,000-character limit. This field is optional.

**Note:** All other fields on the dependent Form I-20 will reflect the student's information.

- Click one of the following buttons:

- **Add Dependent:** Click this button to add this dependent to the student's record. A message displays indicating that the addition of the dependent was successful. You may click the **Print Draft I-20** button to obtain a draft copy of the Form I-20. Click the **Return to Dependent Listing** button and the system will return to Page 4 of the electronic Form I-20.

**Note:** The dependent is now listed on the page.

- **Reset Values:** Click this button to clear all fields on the page.
- **Cancel:** Click this button to return to Page 4 without adding a dependent to the student's record.

#### 4.3.2 Delete Dependent

This option is only available prior to the submission of the student's Form I-20. If you are still in the record where you just added a dependent, perform the following steps to delete a dependent:

1. After adding a dependent, the **Delete** link displays in the Commands column on the *Dependents* page. Click the **Delete** link, and the *Dependent Information* page opens.
2. Click the **Delete Dependent** button on the *Dependent Information* page to complete the process. A message displays indicating that the update was successful.
3. Click the **Return to Dependent Listing** button to view the student's SEVIS record.

If you are retrieving a saved record and you wish to delete a dependent, perform the following steps:

3. From the *Listing of Schools* page, click the **Student Lists** link. The *Student Lists* page for your school displays.
4. Click the **Saved Students** link. The *List of Saved Students* page opens.
5. Click the appropriate link in the **Surname/Primary Name** column. The *Student Information* page opens.
6. Click the **Edit Student** link. Page 1 of the electronic Form I-20 opens.
7. Click the **Next** button until you advance to the *Dependents* page.
8. Click the **Delete** link next to the dependent you wish to delete, and the *Dependent Information* page opens.
9. Click the **Delete Dependent** button on the *Dependent Information* page to complete the process. A message displays indicating that the update was successful.
10. Click the **Return to Dependent Listing** button to return to Page 4 of the Form I-20.

#### 4.3.3 Cancel Dependent

If both the dependent and the student are in Initial status and have not entered the United States, you may cancel a dependent's record independently of the student's record by performing the following steps.

**Note:** If the dependent has entered the United States and his/her record needs to be terminated, refer to the section on [Terminate Dependent](#).

1. From the *Student Information* page, click the **Dependents** link. The *Dependents* page opens.
2. Click the **Cancel** link to the far right of the dependent you wish to cancel. The *Cancel Dependent* page opens.
3. Select one of the following reasons from the *Cancellation Reason* drop-down list:
  - Dependent Will Not Accompany Student
  - Record Created in Error
4. Enter any applicable comments in the **Remarks** field.
5. Click one of the following buttons:
  - **Cancel Dependent:** Click this button to cancel the dependent's record. A message displays informing you that the update was successful. Click the **Return to View Record** button to return to the *Student Information* page.
  - **Reset Values:** Click this button to clear all fields on the page.
  - **Cancel:** Click this button to return to the *Student Information* page without canceling the dependent's record.

## 5 SEVIS NAME STANDARDS

Name standards 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.

### 5.1 SEVIS Name Fields

SEVIS name fields will be long enough to capture the full name. Use the information entered in the Machine-Readable Zone (MRZ) of a passport as a guide when entering names in SEVIS.

Field Names	Standards
<b>Surname/Primary Name</b> (40-character limit)	<ul style="list-style-type: none"><li>• Surname or the primary identifier as shown in the MRZ of the passport</li><li>• Invalid entries:<ul style="list-style-type: none"><li>○ LNU</li><li>○ Unknown</li></ul></li></ul>

Field Names	Standards
	<ul style="list-style-type: none"> <li>○ Not Applicable</li> <li>○ None</li> <li>• UNK and NA entries will require confirmation that this is actually the nonimmigrant's name</li> <li>• Required</li> </ul>
<b>Given Name</b> (80-character limit)	<ul style="list-style-type: none"> <li>• Names not in the Surname/Primary name</li> <li>• Secondary identifier in the MRZ</li> <li>• Invalid entries: <ul style="list-style-type: none"> <li>○ FNU</li> <li>○ Unknown</li> <li>○ Not Applicable</li> <li>○ None</li> </ul> </li> <li>• UNK and NA entries will require confirmation that this is actually the nonimmigrant's name</li> </ul>
<b>Suffix</b>	<ul style="list-style-type: none"> <li>• Drop-down list in SEVIS (no changes)</li> <li>• Not in the MRZ</li> </ul>
<b>Preferred Name</b> (145-character limit)	<ul style="list-style-type: none"> <li>• Pre-populated in SEVIS, if left blank</li> <li>• Editable</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, instead of, Yibin Zhang</li> <li>○ Helene Muller-Garcon, instead of, Hélène Müller-Garçon</li> </ul> </li> <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>• Not pre-populated</li> <li>• Surname/Primary Name written first followed by the Given Name without a comma</li> <li>• May be truncated</li> <li>• Should reflect the primary and secondary identifiers as written in the MRZ</li> </ul>

## 5.2 SEVIS Name Standards Tied to Standards for Machine-readable Passport

Standards for machine-readable passports were put together by an international organization. Read about them here: [Document 9303 Machine-readable Travel Documents Volume 1: Machine-readable Passports](#). These standards have been adapted worldwide.

Here are the SEVIS name standards:

- Upper or lower case Roman alphabet only
- No special characters
- No hyphens, apostrophes, or commas; except in the Preferred Name field
- One space between names

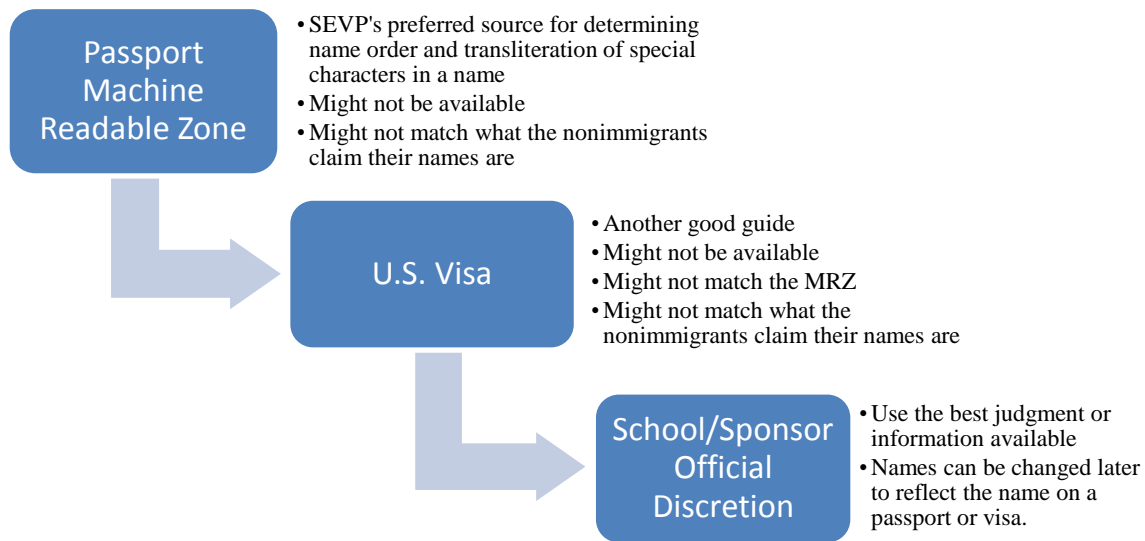
SEVIS names will be consistent with the standards in a passport's MRZ, with a few exceptions.

## 5.3 Applying the Name Standards

Nonimmigrant names entered in SEVIS should match the name in the passport's MRZ. The MRZ reflects the names entered in the Visual Inspection Zone (VIZ) of the biographic page. However, this is not always true.

1. Replace any letters with special characters with its SEVIS equivalent. The nonimmigrant's country has determined how to transliterate any special characters. That transliteration is shown in the MRZ, if available. Refer to the [Transliteration of Names](#) in a following paragraph, if it is not.
2. Determine which parts of a nonimmigrant's name belongs in which SEVIS name field. Use the MRZ as a guide to use to determine the order of the names. The nonimmigrant's country has determined which parts of the name it considers to be the primary name.

**Note:** The MRZ is not always reliable. School and sponsor officials must use their discretion.

**Exhibit 26: SEVIS Name Standards Decision Points****5.4 Machine-readable Passport Name Standards****5.4.1 Understanding the Machine-readable Passport**

The face page of a machine-readable passport has two parts:

- Visual Inspection Zone (VIZ)
- Machine-readable Zone (MRZ)


Passport names are broken down into two components used in the VIZ and the MRZ:

1. Primary identifier
2. Secondary identifier

Issuing countries determine how names are broken down into primary and secondary identifiers. The primary identifier may be the surname/primary name or include the entire name. Names not combined with the primary identifier may become part of the secondary identifier. Refer to the *Sample Passport Face Page* exhibit below to determine how a name is shown in the MRZ.

The two sections of the page have different rules about the spelling of names.

### Exhibit 27: Sample Passport Face Page<sup>1</sup>

<p>Passport/ Passeport</p> 	<h1>UTOPIA</h1>	<p>Type/ Type      Country code/ Code de pays      Passport No./ N° de passeport</p> <p>P                  UTO                  L898902 C</p> <p>Surname/ Nom ERIKSSON</p> <p>Given Name/ Prénoms ANNA MARIA</p> <p>Nationality/ Nationalité UTOPIAN</p> <p>Date of birth/ Date de naissance      Personal No./ N° personnel</p> <p>06 AUG/AOÛT 69                  Z E 184226 B</p> <p>Sex/ Sexe      Place of birth/ Lieu de naissance</p> <p>F                  ZENITH</p> <p>Date of issue/ Date de délivrance      Authority/ Autorité</p> <p>24 JUN/JUIN 89                  PASSPORT OFFICE</p> <p>Date of expiry/ Date d'expiration      Holder's signature/ Signature du titulaire</p> <p>23 JUN/JUIN 94                  <i>Anna Maria Eriksson</i></p>
--	-----------------	---

#### 5.4.2 Name Standards in the Visual Inspection Zone (VIZ)

The VIZ contains the passport holder's:

- Biographic information
- Photograph
- Signature
- Information about the passport itself

National characters are allowed in the VIZ. Transliterations into Roman-based characters should be provided for any names not written in Roman-based characters.

### 5.4.3 Name Standards in the Machine-readable Zone (MRZ)

The MRZ follows strict rules that determine how passport information is shown. The country that issues the passport converts non-Roman characters into Roman characters. These changes are based on two items:

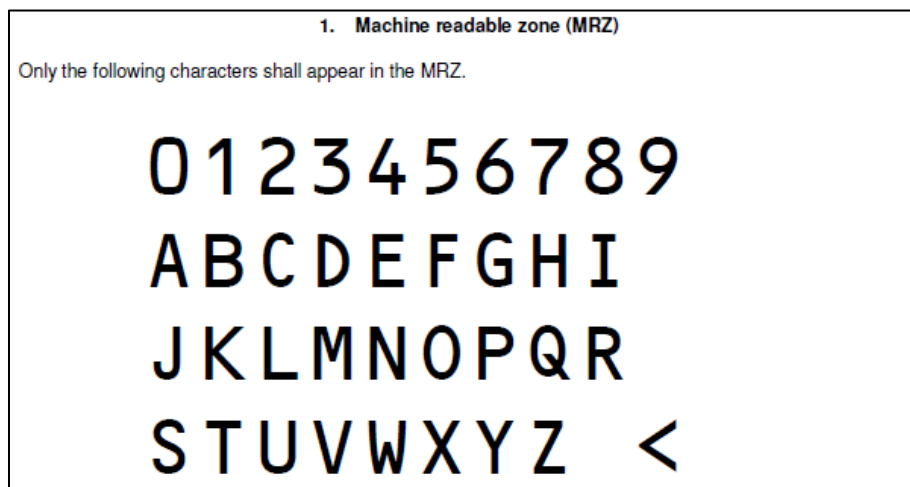
1. List of acceptable characters
2. Rules for the conversion of names

See the section on [Transliteration of Names](#) for descriptions of this information.

<sup>1</sup> Appendix 5 to Section IV to *Machine-readable Travel Documents Part 1: Machine-readable Passports*. Montreal: International Civil Aviation Organization, 2006.



## Exhibit 28: MRZ-Allowable Characters<sup>2</sup>



The following rules apply to the Name field in the MRZ:

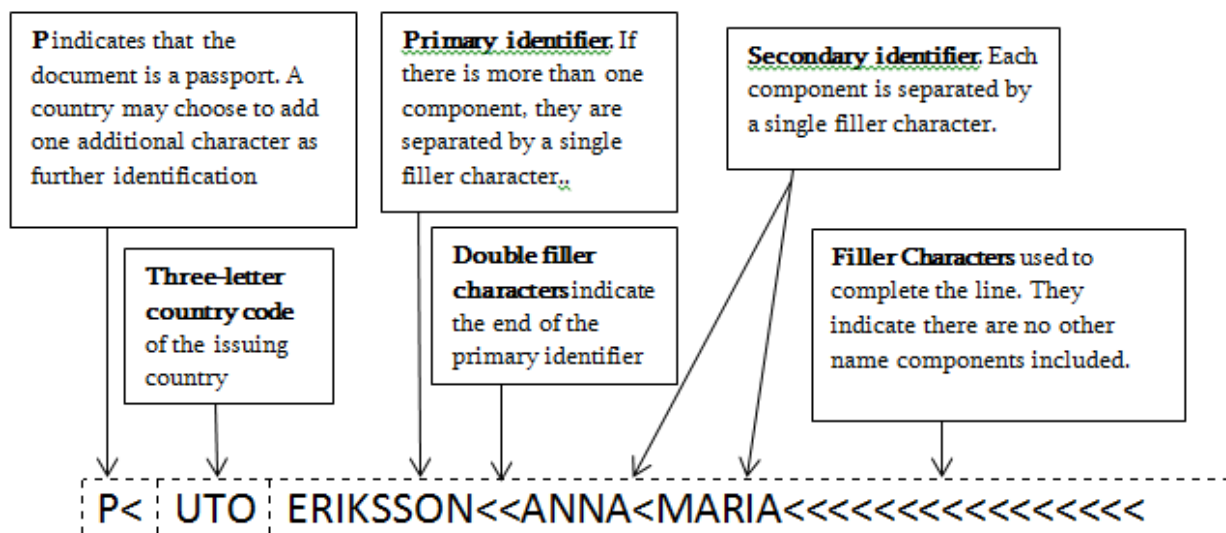
- Prefixes and suffixes are omitted
- Numeric characters cannot be used
- Punctuation cannot be used:
  - Apostrophes are omitted; O'CONNOR becomes OCONNOR
  - Hyphens are replaced by a filler character; MARIE-THERESE becomes MARIE<THERESE

Names in the MRZ are shown on the first line and limited to 39 characters. As a result, a name might be truncated to fit.

---

<sup>2</sup> Ibid., Appendix 8.

### Exhibit 29: Breakdown of the MRZ Name Field<sup>3</sup>



#### 5.4.4 Transliteration of Names<sup>4</sup>

The following table is a guide used to convert names that have special characters not allowed in the MRZ.

SEVP recommends using the same transliteration for names with the following exceptions:

- $\tilde{\mathbf{N}}$  would be  $\mathbf{N}$  or  $\mathbf{n}$  not  $\mathbf{NXX}$
- $\ddot{\mathbf{U}}$  would be  $\mathbf{Ue}$  or  $\mathbf{ue}$  not  $\mathbf{UXX}$

Sequence Number	National character	Description	MRZ Recommended transliteration
1	Á	A acute	A
2	À	A grave	A
3	Â	A circumflex	A
4	Ä	A diaeresis	AE
5	Ã	A tilde	A
6	Å	A breve	A
7	Ä	A Ring	AA
8	Ā	A macron	A
9	Ą	A ogonek	A
10	Ć	C acute	C
11	Ĉ	C circumflex	C
12	Č	C caron	C

<sup>3</sup> Ibid., Appendix 3.

<sup>4</sup> Ibid., Appendix 9.

Sequence Number	National character	Description	MRZ Recommended transliteration
13	Ċ	C dot accent	C
14	Ç	C cedilla	C
15	Ð	Eth	D
16	Ď	D caron	D
17	É	E acute	E
18	È	E grave	E
19	Ê	E circumflex	E
20	Ë	E diaeresis	E
21	Ě	E caron	E
22	Ė	E dot accent	E
23	Ē	E macron	E
24	Ę	E ogonek	E
25	Ĕ	E breve	E
26	Ĝ	G circumflex	G
27	Ğ	G breve	G
28	Ġ	G dot accent	G
29	Ģ	G cedilla	G
30	Ĥ	H bar	H
31	ĥ	H circumflex	H
32	ı	I without dot (Turkey)	I
33	Í	I acute	I
34	ì	I grave	I
35	î	I circumflex	I
36	ï	I diaeresis	I
37	İ	I tilde	I
38	Ĭ	I dot accent	I
39	Ī	I macron	I
40	Į	I ogonek	I
41	Ĳ	I breve	I
42	Ĵ	J circumflex	J
43	Ķ	K cedilla	K
44	Ł	L slash	L
45	Ĺ	L acute	L
46	Ľ	L caron	L
47	Ļ	L cedilla	L
48	Ļ	L dot	L
49	Ñ	N acute	N
50	Ñ	N tilde	N
51	Ñ	N caron	N
52	Ñ	N cedilla	N
53	Đ	Eng	N

Sequence Number	National character	Description	MRZ Recommended transliteration
54	Ø	O slash	O
55	Ó	O acute	O
56	Ô	O grave	O
57	Õ	O circumflex	O
58	Ö	O diaeresis	OE
59	Ë	O tilde	O
60	Ö	O double acute	O
61	Ō	O macron	O
62	Ö	O breve	O
63	Ŕ	R acute	R
64	Ŗ	R caron	R
65	Ŗ	R cedilla	R
66	Š	S acute	S
67	Ŝ	S circumflex	S
68	Š	S caron	S
69	Ş	S cedilla	S
70	Ŧ	T bar	T
71	Ť	T caron	T
72	ŧ	T cedilla	T
73	Ú	U acute	U
74	Û	U grave	U
75	Ů	U circumflex	U
76	Ü	U diaeresis	UE
77	Û	U tilde	U
78	Ů	U breve	U
79	Ű	U double acute	U
80	Ů	U ring	U
81	Ū	U macron	U
82	U	U ogonek	U
83	Ŵ	W circumflex	W
84	Ý	Y acute	Y
85	Ŷ	Y circumflex	Y
86	ÿ	Y diaeresis	Y
87	Ž	Z acute	Z
88	Ž	Z caron	Z
89	Ž	Z dot	Z
90	Þ	Thorn (Iceland)	TH
91	Æ	Ligature A E	AE
92	IJ	Ligature IJ	IJ
93	Œ	Ligature OE	OE
94	ß	Double s (Germany)	SS



**Passport Name:** Van Der Muellen Martin

**Passport Name:** Arkfreith

**Passport Name:** Nilavadhanananda Chayapa Dejthamrong K

**Passport Name:** Smith Sam MMA

**Passport Name:** Fan Hsiu Chiao

## 5.6 Exceptional Situations

Not all passports comply with MRZ standards. Some are missing an MRZ altogether. The following examples offer guidance on how to handle those types of passports.

**Note:** School/sponsor officials always have the ability to make the final decision when entering names.

### 5.6.1 Missing Passport MRZ

#### EXAMPLE

**Name:** Fatima Haidari (Name as written on school application)  
**VIZ:** FATIMA HAIDARI D/O MIR AHMAD (Note: d/o = daughter of)  
**MRZ:** No MRZ available  
**SEVIS:** **\*Surname/Primary Name:** Haidari  
**Given Name:** Fatima  
**Preferred Name:** Fatima Haidari  
**Passport Name:**

**Name:** Fardeen Osmany (Name as written on school application)  
**VIZ:** FARDIN S/O ABDULLAH (Note: s/o = son of)  
**MRZ:** No MRZ available  
**SEVIS:** **\*Surname/Primary Name:** Abdullah  
**Given Name:** Fardin  
**Preferred Name:** Fardin Osmany  
**Passport Name:**

In this case, the nonimmigrant explained that his given name is spelled either “Fardeen” or “Fardin.” Osmany is his surname. Abdullah is his father. There is no U.S. visa or passport MRZ to follow as a guide. In this case, use what is in the passport VIZ until you see a government document that shows something different. The name can be changed in SEVIS later.

### 5.6.2 SEVIS Name Order

#### *Burma (Myanmar), India and Kuwait*

Passports from Burma, India, and Kuwait list names in given to surname order in both the VIZ and MRZ. Follow the student’s request if:

- You have information from the student on the correct order of his/her name.
- The student’s information is backed up by a U.S. visa.

**Note:** Even if a U.S. visa is not available, but the name follows the pattern above, it is probably safe to use that format. If you need to change the name in SEVIS later, you can do that.

#### EXAMPLE





- The U.S. Consulate correctly identified the surname and given names in the visa. However, at least one case has surfaced where the surname appears first in the passport MRZ. For Malaysian names, it seems safe to follow the nonimmigrants' recommendations for the name order. Check that the passport and U.S. visa agree with the example:

**Name:** Benjamin Hien Pin Lo (All appearing under given name. Nonimmigrant indicated Benjamin Hien Pin is given (and middle) name and Lo is surname.)

[illegible]

**Given Name:** Benjamin Hien Pin

**Passport Name:** Benjamin Lo Hien Pin

In a passport's VIZ and MRZ, Vietnamese names seem to be consistently ordered:

- However, the U.S. visa shows the name in the correct order. For Vietnamese names, it seems safe to follow the nonimmigrants' recommendations for the name order. Check that the passport and U.S. visa agree with the example:

[illegible]

**Given Name:** Hang Thu

**Passport Name:** Ngo Thu Hang

P/DSOs use SEVIS to store students' and dependents' email addresses. In order to make sure email addresses in SEVIS are correct, follow these standards.

**Note:** Other valid email extensions are allowed, such as, .edu, .net, etc.

PDSOs and DSOs may not enter email addresses used by more than one person, for example, [info@AVCollege.edu](mailto:info@AVCollege.edu).

SEVIS will auto-correct emails with certain common email address errors: “@@”; “space”; “.@”; “@.”; “comma”; etc.

Email Component	System Limitations
<b>Username</b>	<ul style="list-style-type: none"> <li>• Cannot exceed 64 characters.</li> <li>• Characters allowed for the <b>username</b> portion: <ul style="list-style-type: none"> <li>○ Uppercase and lowercase English letters (a-z, A-Z)</li> <li>○ Digits 0 to 9</li> <li>○ Special characters: ! # \$ % &amp; ‘ * + - = ? ^ _ ` {   } ~</li> <li>○ Dot .</li> </ul> </li> </ul> <p><b>Note:</b> The dot cannot be the first or last character and cannot appear two or more times in sequence.</p>
<b>Domain Name</b>	<ul style="list-style-type: none"> <li>• May have a maximum of 240 characters</li> <li>• Characters allowed in the <b>domain name</b> portion: <ul style="list-style-type: none"> <li>○ Uppercase and lowercase English letters (a-z, A-Z)</li> <li>○ Digits 0 to 9</li> <li>○ Hyphen –</li> <li>○ Dot .</li> </ul> </li> </ul> <p><b>Note:</b> The dot cannot be the first or last character and cannot appear two or more times in sequence.</p>
<b>Entire Email Address</b>	<ul style="list-style-type: none"> <li>• Cannot exceed 255 characters.</li> <li>• Only one email address will be accepted in each email field.</li> </ul>

## 7 U.S. ADDRESS STANDARDS

SEVP has added the capability of SEVIS to validate United States addresses to ensure they are actual addresses. Address validation assists users by giving SEVP accurate information and reducing the amount of erroneous information collected. The SEVIS Address standards help all SEVIS users:

- Comply with SEVP standards governing nonimmigrant addresses
- Improve the accuracy of a nonimmigrant’s U.S. address
- Prevent an unacceptable entry in address fields

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

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

## 7.1 SEVIS Address Entry

The SEVIS Address entry window has six fields: Street Address, Suite/Apt, Other, City, State, and Zip. Only the Street Address and Zip fields are 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., which 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 address designations</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>	<b>* Required field</b> <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>

## 7.2 SEVIS Address Entry

Users can add and edit a student's U.S. addresses on these pages:

- Initial Registration

- Registration
- Create New Student
- Update Personal Information
- Student Reinstatement

After a user enters an address in the Address window, SEVIS will use Address Doctor to check if the address is valid. If the address is valid, the address will display in the U.S. Address section of the *Student Information* page.

If the address is not valid, SEVIS will suggest an address. The user may:

- Choose the suggested address.
- Return to edit the address.
- Use the address as entered and provide a reason. (A valid city, state, and zip code are required.)
- Cancel the entry.

The “Other” field can be used for school residences or other places with standard U.S. addresses. For example, for a school residence, enter the school name, residence hall, and room number in the "Other" field. (Example: Book University, Random Hall, Room 215.)

### **7.3 Adding SEVIS Address**

This manual uses SEVIS Registration as an example. To add a student’s U.S. address in SEVIS, follow the steps below:

## Exhibit 30: Registration Page to Add Address

**Registration**

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

**F-1 Student** (Surname/Primary Name, Given Name) Last Event: 04/24/2015

<b>Obama, Tendai</b>	Status: <b>INITIAL</b>
FEMALE   DOB: 08/25/1990	SEVIS ID: <b>N0004705863</b>
Preferred Name: Tendai Obama	SEVIS Legacy Name:
Passport Name:	Email Address:

School Name: **SEVP School for Advanced SEVIS Studies - SEVP School for Advanced SEVIS Studies** U.S. Address:

Program Start/End: 08/15/2015 - 05/31/2019

Country of Birth: MALI

Country of Citizenship: MALI

1. \* Current Session End Date:  (MM/DD/YYYY)

2. \* Next Session Start Date:  (MM/DD/YYYY)

☐ The student is in the last session of his/her program. If checked, do not enter Next Session Start Date.

3. \* **U.S. Address:** A U.S. Address is not required for Border Commuters.

Commuter Student ☐ If checked, U.S. address is not required.

[Add Address](#) Not Entered

4. Foreign Address:

\* Address 1:

\* Address 2:

1. Click **Add Address** under the U.S. Address section of the *Registration* page.

## Exhibit 31: Add Address Modal

### Add Address

Add U.S. address information. Only Street Address and Zip Code are required. SEVIS will automatically add the plus four zip where available. Use the number field for apartment numbers, suite numbers, etc. that follow the street address.

\* **Street Address:**  Suite/Apt #

**Other:**

The contents of this field are not validated. Use it to add on-campus residence information or other special location information. See Help for more details.

**City:**

**State:**

\* **Zip:**

[Cancel](#)

2. Enter the student's address in the *Add Address* window.

**Note:** Text may be upper or lower case. Numbers in a street address should always be entered numerically; for example: One Nassau Place should be entered 1 Nassau Place.

**Note:** Use the **Other** field to add campus residence information or other special location information.

3. Click **Submit**.
  - a. If the address is recognized, the DSO will have the option to select the Suggested Address (default Address Doctor address format) or override the suggested address for the originally Entered Address.
    - **Select:** Accepts the SEVIS Suggested Address.
    - **Over-ride Suggested Address:** Allows the DSO to choose the originally entered address.
    - **Edit Address:** Changes the address.

### Exhibit 32: Add Address Suggestions

#### Add Address

You can select the suggested address, edit it, or over-ride the suggested address and give a reason. You may also cancel.

<p><b>Suggested Address:</b></p> <p>126 N WAYNE ST APT 6 ARLINGTON VA 22201 - 1516</p> <p><a href="#">Select</a></p>	<p><b>Entered Address:</b></p> <p>126 N. Wayne St. # 6 Arlington VA 22201</p> <p><a href="#">Over-ride Suggested Address</a>   <a href="#">Edit Address</a></p>
--	---

Once the address is chosen and the student record is updated, the address displays in the U.S. Address section of the *Student Information* page.

### Exhibit 33: Student Information Page Address

**3. \*U.S. Address:**

A U.S. Address is not required for Border Commuters.

Commuter Student ☐ If checked, U.S. address is not required.

[Edit Address](#)

126 N WAYNE ST APT 6  
ARLINGTON VA 22201 - 1516

- b. If the zip code or street address was not entered, an error message displays, “**The zip code is required as part of the address.**” The DSO must either **Cancel** the address or enter the Zip code and click **Submit**.

### Exhibit 34: Add Address Zip Code Error

**Add Address** **The zip code is required as part of the address.**

The zip code is required as part of the address.

Add U.S. address information. Only Street Address and Zip Code are required. SEVIS will automatically add the plus four zip where available. Use the number field for apartment numbers, suite numbers, etc. that follow the street address.

\* **Street Address:** 126 N. Wayne St. Suite/Apt # 6

**Other:**   
The contents of this field are not validated. Use it to add on-campus residence information or other special location information. See Help for more details.

**City:** Arlington

**State:** VIRGINIA

\* **Zip:**

[Cancel](#) [Submit](#)

- c. If the address is not accepted and SEVIS does not suggest an address, it is because the address could not be found. SEVIS opens an *Edit Address* window. Options include:
- **Cancel**: Allows the DSO to cancel this Edit Address attempt and return to the *Registration* page.
  - **Submit**: Allows the DSO to edit the correct City, State or Zip fields.
  - **Over-ride Validation**: Allows the DSO to maintain the entered address.

**Note:** The **Over-ride Validation** link will only be available for addresses with a valid City, State, and Zip code.

## Exhibit 35: Edit Address Over-ride Validation Option

### Edit Address

This address could not be found. You may choose to edit the street address field or **you may over-ride the validation and provide a reason**. This address currently has a valid City, State, and Zip Code combination. If you would like to edit the City, State, or Zip fields, select to cancel and re-enter the new address.

\* Street Address:

10000 Nancy Lane

x

Suite/Apt #

Other:

The contents of this field are not validated. Use it to add on-campus residence information or other special location information. See Help for more details.

City:

Fort Washington

State:

MARYLAND

\* Zip:

20744

[Cancel](#)

[Over-ride Validation](#)

Submit

When choosing **Over-ride Validation**, the DSO must:

- Select a reason from the **Reason for using address as entered** drop-down list:
  - New address, mailing
  - New address, physical location
  - On-campus business address
  - On-campus housing address
  - On-campus mailing address
  - Other
- If **Other** is selected, enter the reason for over-riding the address validation with between 5 and 200 characters.



## Exhibit 36: Edit Address Over-ride Reasons

### Edit Address

You must provide a reason for over-riding the address validation.

**\*Reason for using address as entered:**

- New address, mailing
- New address, physical location
- On-campus business address
- On-campus housing address
- On-campus mailing address
- Other

**Entered Address:**  
10000 Nancy Lane  
Fort Washington MD 20744

[Edit Address](#)

Characters Remaining: 200

[Cancel](#)

**Submit**

- Click **Submit**.
- Click **Update Information** at the bottom of the page to complete updating the nonimmigrant's address.

Addresses may be added or edited in one of the following SEVIS process pages:

- Initial Registration*
- Registration*
- Create New Student*
- Update Personal Information*
- Student Reinstatement*

## 7.4 Campus Addresses

Some campus addresses may not be recognized by Address Doctor. Many large schools have their own zip code. The zip code is associated with a specific street address or set of addresses. Typically, this is the main mailing address for the school, the president's office, or the emergency address used in the 9-1-1 system. If one of those "official" street addresses is not entered, the address is not recognized. Campus addresses validate if entered in the following format:

Official street address  
Residence hall name and number  
City, State Zip code

Example:

2131 Frist Center

123 Scully Hall  
Princeton, NJ 08544

Or

3700 O Street  
Georgetown Univ., 123 Kennedy Hall, Box 550077  
Washington, DC 20057



**Note:** Since the Other field does not validate, the school name, the residence hall address, and the mail box can be entered here.



To find the U.S. Postal Service's address for your school:

1. Go to the [USPS web site](#).
2. Click **Quick Tools**.
3. Click **Look Up a Zip Code**. The Zip Code look up tool displays.
4. Click the **By Company** tab.
5. Enter:
  - a. School name
  - b. Street address that you have
  - c. City
  - d. State
6. Click **Find**.

## 7.5 Address Status and Type in Student Records

Once a U.S. address is entered in a student SEVIS record, it will appear on the *Student Information* page. There are two additional fields that may classify the address: Address Status and Address Type.

### Exhibit 37: Student Information Page Example

**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](#)

**Personal Information**  
**SEVIS ID: N0004705863**  
Surname/Primary Name: **Obama**  
Given Name: **Tendai**  
Suffix:  
Passport Name:  
Preferred Name: **Tendai Obama**  
SEVIS Legacy Name:  
Country of Birth: **MALI**  
Date of Birth: **08/25/1990**  
Country of Citizenship: **MALI**  
Gender: **FEMALE**  
Foreign Address: **2596 Greenfield St.  
Bamako  
MALI**  
U.S. Address: **126 N WAYNE ST APT 6  
ARLINGTON  
VIRGINIA  
22201 - 1516**

**Address Status:** Valid  
**Address Type:** H - High-rise default address  
Email Address:

#### 7.5.1 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
Valid	<ul style="list-style-type: none"> <li>Address Doctor verified the address upon initial entry</li> </ul>
Override – <ul style="list-style-type: none"> <li>Campus business address</li> <li>Campus housing address</li> <li>Campus mailing address</li> <li>New address, mailing</li> <li>New address, physical location</li> <li>Other (When selected, the DSO must enter an override explanation between 5 and 200 characters in length.)</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>
Un-validated; no override	<ul style="list-style-type: none"> <li>Address was entered during an outage of the</li> </ul>

Address Status	Explanation
	SEVIS Address Doctor and must be validated later.

### 7.5.2 Address Type

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

Address Type	Definition
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

## 8 PRINT A FORM I-20

You can print a draft or final copy of the Form I-20 when the **Print Draft I-20** or **Print 1-20 Form** button is available. A draft copy of the SEVIS Form I-20 can be identified by the word “draft” printed at the top of the Form. The SEVIS ID and bar code do not display on the draft Form. The draft Form I-20 can be printed prior to submission of the Form. The final Form I-20 will contain the SEVIS ID and bar code.

**Note:** Printing the Form I-20 requires that Adobe Reader be installed on your computer. If you do not have the latest version of Adobe Reader installed on your computer, refer to the instructions in Appendix B, *Download the Latest Version of Adobe Reader*.

To print the Form I-20, perform the following steps:

1. Click the **Print Draft I-20** or **Print 1-20 Form** button. Another browser window opens and the Form I-20 opens using Adobe Reader, from which the Form may be sent to a designated printer.

**Note:** During the launch of Adobe Reader, a *File Download* window may display. To eliminate this window from displaying in the future, click the **always ask before opening this type of file** checkbox to remove the check mark. Select the **Open** button to view the Form I-20.

2. When the Form I-20 opens in the *Adobe Reader* window, use the scroll bar on the right side of the window to view additional pages of the Form.

3. Click the **Print** button on the Adobe Reader toolbar. The *Print* window opens.
4. Ensure that the name of the printer you wish to print from is listed in the **Name** field in the *Print* window. If it does not show the correct printer, click the **down arrow** to the right of the field and select the correct printer.
5. Click **OK** and the Form I-20 prints to the designated printer.
6. Click the **Close** button on the *Adobe Reader* window to close the window.

## 8.1 Reprint a Form I-20

You can reprint a copy of the student Form I-20 for the following reasons: damaged, lost, stolen, travel, or updated.

**Note:** If the student already has a Form I-20 that can be signed for additional travel authorization, the Form does NOT need to be reprinted for travel. This reprint reason should be used when the student has a Form I-20 that no longer has current travel authorization, and no additional travel authorization signature lines are available.

**Note:** Reprinting the Form I-20 requires that Adobe Reader be installed on your computer. If you do not have the latest version of Adobe Reader installed on your computer, refer to the instructions in Appendix B, *Download the Latest Version of Adobe Reader*.

To reprint the Form I-20, perform the following steps:

1. From the *Student Information* page, click the **Reprint I-20** button. The system opens the *Reprint I-20* page, on which you must select a reason for reprinting the Form.
2. Select a reprint reason (damaged, lost, stolen, travel, or updated).
3. If you wish, enter comments in the **Remarks** field.

**Note:** Remarks typed in any Remarks field throughout the electronic Form I-20 will be appended to any existing remarks and will print in the Remarks field of the printed Form I-20.

4. Click the **Next** button. The system opens another page indicating that the reprint reason has been recorded or saved with the student's record.
5. Click the **Reprint I-20** button. Another browser window opens and the Form I-20 is displayed using the Adobe Reader, from which a copy of the Form I-20 may be sent to a designated printer.

**Note:** During the launch of Adobe Reader, a *File Download* window may display. To eliminate this window from displaying in the future, click in the **always ask before opening this type of file** checkbox to remove the check mark. Select the **Open** button to view the Form I-20.

6. When the Form I-20 opens in the *Adobe Reader* window, use the scroll bar on the right side of the window to view additional pages of the Form.
7. Click the **Print** button on the Adobe Reader toolbar. The *Print* window opens.
8. Ensure that the name of the printer you wish to print from is listed in the **Name** field in the *Print* window. If it does not show the correct printer, click the **down arrow** to the right of the field and select the correct printer.

9. Click **OK** and the Form I-20 prints to the designated printer.
10. Click the **Close** button on the *Adobe Reader* window to close the window.


## 9 CREATE FORM I-20 (FOR TRANSFER)

This option is available for Transfer In students only. (The section on [Additional Transfer In Information](#) provides more details about the transfer process.) A PDSO or DSO may use this link to create the Form I-20 for F students transferring in from a SEVIS school once the transfer release date is reached. It is also used to create the Form I-20 for M students as soon as the transfer-out school makes the Transfer Out update.

Perform the following steps to create a Form I-20 for a transfer-in student:

1. From the *Student Information* page, click the **Create I-20** link. The *Create I-20 for Transfer (Page 1)* page opens with some of the student's basic information already filled in.

## Exhibit 38: Create Form I-20 for Transfer (Page 1)



# SEVIS

Student & Exchange Visitor Information System

Skip Navigation

[Main](#) | [Help](#) | [Tutorial](#) | [Logout](#)  
[Message Board](#) | [Change Password](#)

**FQTE-RESIN-1**    **DSO, PDSO**  
[Get Plug-Ins](#)

## Create I-20 for Transfer

School: SEVP Robertson School for Advanced Study  
SEVIS ID: N0004705858  
Required fields are marked with an asterisk (\*).

**Visa type: F-1**

The Surname/Primary Name is required. If the person has only one name, use this field. Do not use any special characters. Only letters A to Z and spaces are allowed. Do not use an abbreviation such as FNU or LNU to indicate a name is unknown. See Help for more information.

**1. \* Surname/Primary Name:**

Use this field for names other than the Surname/Primary names such as first and middle names. If the person has only one name, this field may be left blank. Do not use any special characters. Only letters A to Z and spaces are allowed. Do not use an abbreviation such as FNU or LNU to indicate a name is unknown. See Help for more information.

**2. \* Given Name:**

**3. \* Suffix:**

Passport Name is optional but highly recommended. Enter the names found in the machine readable section of the passport, leaving out the separator character "<". Enter them in the order shown on the passport. See Help for more information.

**4. \* Passport Name:**

This field allows names to be written in the order preferred in the person's home country. It may contain letters with diacritical markings such as Ã© or Ã¨. It may also contain hyphens, apostrophes, and a comma before the suffix. If you do not enter a Preferred Name, SEVIS will automatically enter the given name, surname/primary name, and a suffix, if applicable. See Help for more information.

**5. \* Preferred Name:**

**6. \* Date of Birth:**  (MM/DD/YYYY)

**7. \* Gender:**

**8. \* Country of Birth:**

**9. \* Country of Citizenship:**

**10. \* Email Address:**

**11. \* Foreign Address:**

**Address 1:**

**Address 2:**

**City:**

**Province/Territory:**

**Postal Code:**

**Country:**

**12. \* U.S. Address:**

A U.S. Address is not required for Border Commuters.

**Commuter Student** ☐ **If checked, U.S. address is not required.**

[Add Address](#) Not Entered

**13. \* Education Level:**

If Other, enter here:

**14. \* Primary Major Code:**

**15. \* Secondary Major Code:**

**16. \* Minor Code:**

**17. \* Normal Length of Study:**  (Months)

**18. \* Program Start Date:**  (MM/DD/YYYY)

**19. \* Program End Date:**  (MM/DD/YYYY)

**20. \* English Proficiency:**

Is English proficiency required by the school?

If Yes, does the student have the required English proficiency?

If No, explain why the school does not require English proficiency.

06/24/2015 (Wednesday)

2. Complete Page 1 of the *Create I-20 for Transfer* page. Below is a list of the sections/fields on this page and a brief description or explanation for each section/field. An \* (asterisk) precedes the fields that must be completed. To complete this page, enter the following data:

Section/Field	Description/Explanation
<b>*Visa Type</b>	The only valid visa types for SEVIS students are F-1 for academic students and M-1 for vocational. (Dependent spouses and children of F-1 and M-1 students are F-2 and M-2 dependents respectively, and are added to a student's record later in the Form I-20 creation process.) <b>Note:</b> This field is pre-populated by SEVIS and cannot be updated.
<b>*Surname/Primary Name</b>	Enter the surname or primary name of the student. This field has a 40-character limit. <b>Note:</b> This field is pre-populated by SEVIS. This field can be edited if necessary. See the section on <a href="#">SEVIS Names Standards</a> for detailed names information.
<b>Given Name</b>	Enter the given name of the student. This field has an 80-character limit. <b>Note:</b> This field is pre-populated by SEVIS if the information was completed on the original Form I-20. This field can be edited if necessary.
<b>Suffix</b>	If applicable, select a title from the drop-down list, such as Junior, that may display at the end of a person's name. <b>Note:</b> This field is pre-populated by SEVIS if the information was completed on the original Form I-20. This field can be edited if necessary.
<b>Passport Name</b>	Enter the passport name of the student, as written in the Machine-readable Zone (MRZ). This field has a 39-character limit. <b>Note:</b> This field is pre-populated by SEVIS if the information was completed on the original Form I-20. This field can be edited, if necessary.
<b>Preferred Name</b>	Enter the preferred name used by the student, if different from the fields above. This field has a 145-character limit. <b>Note:</b> This field is pre-populated by SEVIS if the information was completed on the original Form I-20. This field can be edited, if necessary.



Section/Field	Description/Explanation
<b>*Date of Birth</b>	Enter the student's date of birth in MM/DD/YYYY format. <b>Note:</b> This field is pre-populated by SEVIS. This field can be edited if necessary.
<b>*Gender</b>	Select the student's gender from the drop-down list. <b>Note:</b> This field is pre-populated by SEVIS. This field can be edited if necessary.
<b>*Country of Birth</b>	Select the name of the country in which the student was born from the drop-down list. <b>Note:</b> This field is pre-populated by SEVIS. This field can be edited if necessary.
<b>*Country of Citizenship</b>	Select the name of the country in which the student maintains citizenship from the drop-down list. <b>Note:</b> This field is pre-populated by SEVIS. This field can be edited if necessary.
<b>Email Address</b>	Enter an electronic mail address for the student. Completion of this field is optional. See the section on <a href="#">SEVIS Email Standards</a> for detailed email address information.
<b>*Foreign Address</b>	<b>Note:</b> If the student is a commuter student whose country of citizenship is Mexico or Canada, click the <b>Commuter Student</b> checkbox. The U.S. address is not required for these students. However, if the student has a U.S. address, it should be entered below in section 11, U.S. Address. Enter the student's foreign address. All nonimmigrant students must have a foreign address, even if they are currently in the United States. <b>Note:</b> This field is pre-populated by SEVIS. This field can be edited if necessary.
<b>U.S. Address</b>	Enter the student's U.S. address. See the section on <a href="#">SEVIS Address Standards</a> for detailed address information.
<b>*Education Level</b>	Select the level of education pursued by the student from the drop-down list. <b>Note:</b> Once the Form I-20 has been submitted, this field may not be updated for M-1 students. <b>Note:</b> This field is pre-populated by SEVIS. This field can be edited for F-1 students, if necessary.

Section/Field	Description/Explanation
<b>*Primary Major Code</b>	<p>Enter the student's Primary Major code or use the Search function to select the code, as follows:</p> <ol style="list-style-type: none"> <li>Click the <b>Select</b> button. The <i>Primary Major Selection</i> page opens.</li> <li>Enter the major/minor name or enter a minimum of three letters of the major/minor preceded and/or followed by the * (asterisk) wildcard.</li> <li>Click the <b>Search</b> button to display a list of majors and minors.  Appendix F, Lookup Tables for the Student and Exchange Visitor Information System Batch Interface, of the API document for the SEVIS Batch Interface contains a complete listing of the 2010 CIP categories and major/minor codes and is located at <a href="http://www.ice.gov/sevis/schools/batch.htm">http://www.ice.gov/sevis/schools/batch.htm</a>.</li> <li>Click the code to the left of the major/minor. The selected major code displays on the <i>Create I-20 for Transfer</i> page.</li> <li>If necessary, repeat Steps a through d to select a different code.</li> </ol>
<b>*Secondary Major Code</b>	<p>Some F-1 students have a secondary major, usually in a related field. Use this field to select the student's second major. To complete this field, follow the instructions given for the <b>Primary Major Code</b> field (16). If the student has no secondary major, either enter 00.0000 in the field or click the <b>No Secondary Major</b> button.</p>
<b>*Minor Code</b>	<p>This field is used to select the F-1 student's minor field of study, if applicable. To complete this field, follow the instructions given for the <b>Primary Major Code</b> field (16). If the student has no minor, either enter 00.0000 in the field or click the <b>No Minor</b> button.</p>
<b>*Normal Length of Study</b>	<p>Enter the period of time, expressed in months that a person would normally take to complete the program in which the student is enrolling.</p>
<b>*Program Start Date</b>	<p>Enter the date on which the student is expected to begin his/her program.</p> <p><b>Note:</b> Once the Form I-20 has been submitted to SEVIS, this field cannot be updated.</p>

Section/Field	Description/Explanation
<b>*Program End Date</b>	Enter the expected date of completion of the actual academic or vocational program. (SEVIS will calculate the post-completion grace periods and any post-completion OPT separately.)
<b>*English Proficiency</b>	Select “ <b>yes</b> ” or “ <b>no</b> ” to indicate whether your school requires English proficiency. <ul style="list-style-type: none"><li>• If “<b>yes</b>,” you must select “<b>yes</b>” or “<b>no</b>” to indicate whether the student is or is not proficient in the English language.</li><li>• If “<b>no</b>,” enter an explanation in the field provided (1,000 character limit) as to why the school does not require English proficiency.</li></ul>

3. After you have completed the page, click one of the following buttons:
  - **Reset Values:** Click this button to return all new entries on the page to their previous values.
  - **Next:** Click this button to advance to the next page in order to complete the transfer in process.
  - **Cancel:** Click this button to cancel the action and return to the *Student Information* page.
4. Complete Page 2 of the *Create I-20 for Transfer* page.

## Exhibit 39: Create Form I-20 for Transfer (Page 2)

Allen, Jay  
School: SEVP Robertson School for Advanced Study  
SEVIS ID: N0004705858

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

20. \* Number of Months in Academic Term:

21. Expenses:

\* Tuition and Fees: \$

\* Living Expenses: \$

Expenses for dependents: \$

Other costs: \$

Specify other costs:

Total expenses: \$ 0.00

22. Funding:

\* Student's personal funds: \$

Funds from this school: \$

School fund type:

Funds from other sources: \$

Other source type:

On-Campus employment: \$

Total funding: \$ 0.00

23. Remarks:

Prev Reset Values Submit Cancel Save Draft Print Draft I-20

06/24/2015 (Wednesday)

5. Below is a list of the sections/fields on this page and a brief description or explanation for each section/field. An \* (asterisk) precedes the fields that must be completed. To complete this page, enter the following data:

Section/Field	Description/Explanation
<b>*Number of Months in Academic Term</b>	Select the length of the student's academic term, up to 12 months, from the drop-down list. This information is the basis for determining the student's expenses and funds for a term.
<b>Expenses</b>	Enter the student's expenses for one academic term. <b>Note:</b> All dollar amounts must be entered in SEVIS without commas and periods, and should be rounded to the nearest dollar. For example, \$25,057.89 should be entered in SEVIS as 25058.
<b>* Tuition and Fees</b>	Enter the estimated average cost for tuition for the academic term. This field has a 10-character limit.

Section/Field	Description/Explanation
<b>* Living Expenses</b>	Enter the student's estimated total living expenses for one academic term. This field has a 10-character limit.
<b>Expenses for Dependents</b>	Enter the student's expenses for his/her dependents, if any, during one academic term. This field has a 10-character limit.
<b>Other Costs</b>	Enter an estimate of the student's miscellaneous expenses, if any, during one academic term. This field has a 10-character limit.
<b>Specify Other Costs</b>	If a figure is given for <b>Other Costs</b> , an explanation must be provided. This field has a 1,000-character limit; however, the printed Form I-20 has limited space and all comments may not appear on the printed Form.
<b>Funding</b>	Enter the student's funding for one academic term. <b>Note:</b> The total amount in Section 22 must be equal to or greater than the total amount in Section 21. <b>Note:</b> All dollar amounts must be entered in SEVIS without commas and periods, and should be rounded to the nearest dollar. For example, \$25,057.89 should be entered in SEVIS as 25058.
<b>* Student's Personal Funds</b>	Enter the personal funds available to the student in one academic term to defray his/her educational expenses. This field has a 10-character limit.
<b>Funds From This School</b>	Enter the amount of funding, if any, that the school will provide to the student in one academic term to help defray educational expenses. This field has a 10-character limit.
<b>School Fund Type</b>	If a number is entered in the <b>Funds From This School</b> field, an explanation must be provided. This field has a 1,000-character limit; however, the printed Form I-20 has limited space and all comments may not appear on the printed Form.
<b>Funds From Other Sources</b>	Enter the amount of funding, if any, that is available to the student during one academic term from sources not otherwise specified. This field has a 10-character limit.
<b>Other Source Type</b>	If a figure is entered in the <b>Funds From Other Sources</b> field, an explanation must be provided. This field has a 1,000-character limit.

Section/Field	Description/Explanation
<b>On-Campus Employment</b>	Enter the amount of funding, if any, the F-1 student will receive from on-campus employment. This field has a 10-character limit.
<b>Remarks</b>	Enter any applicable remarks regarding the student. This field has a 1,000-character limit. <b>Note:</b> Remarks typed in any Remarks field throughout the electronic Form I-20 will be appended to any existing remarks and will print in the Remarks field of the printed Form I-20.

6. After reviewing the information, click one of the following buttons:

- **Prev (Previous):** Click this button to return to the previous page of the Form I-20.

**WARNING:** Be sure to save the data entered on this page before selecting the **Prev** button. If you do not save first, the new data that you entered on this page will be lost.

- **Reset Values:** Click this button to clear all fields on the page.
- **Submit:** Click this button to submit the updated Form I-20 for the transfer-in student. A message displays indicating that the submission was successful.
  - Click the **Print I-20** button to print a copy of the Form I-20. Then give the printed copy to the student for his/her records.
  - Click **OK** to view the student's SEVIS record.
- **Cancel:** Click this button to cancel the action and return to the *Student Information* page.
- **Save Draft:** Click this button to save the data that you have entered on this page.
- **Print Draft I-20:** Click this button to print a draft copy of the Form I-20. Printing a draft enables you to review a paper copy of all of the data saved thus far.

## 9.1 Additional Transfer In Information

The transfer release date, entered by the “transfer-out” school, is the date on which a student's SEVIS record transfer takes effect.

**For F-1 students,** once the transfer release date entered by the transfer-out school has been reached, the transfer-in school can complete the transfer Form I-20 and then enroll and register the student. A PDSO or DSO at the transferring-in school sees the student's name on the *Students in Transfer Status* list as soon as the transfer-out school makes the transfer update. The record is not available for update by the transfer-in school until the release date. From this list, the PDSO or DSO can select that student and create the initial Form I-20 for the student to attend the new school.

The system automatically fills in the Transfer-in Form I-20 with the following information from the prior school:

- Surname/Primary Name
- Given Name
- Suffix
- Passport Name
- Preferred Name
- Date of Birth
- Gender
- Country of Birth
- Country of Citizenship
- Email Address
- Foreign Address
- Education Level (M-1 students only)

The remaining fields on the Transfer-in Form I-20 must be completed by the transfer-in school to reflect the financial and program information relevant to the student's new program. When printed, this Form I-20 indicates that the student is in Initial status and is transferring to your school. The transfer is completed, and "Transfer" no longer displays on the F-1 student's Form I-20, once you register the student at your school.

**For M-1 students**, once the transfer-out school updates the student's record to indicate that a transfer out will occur and has identified the transfer-in school, a PDSO or DSO at the transferring-in school sees the student's name on the *Students in Transfer Status* list. From this list, the PDSO or DSO can select that student and create the initial Form I-20 for the student to attend the new school. Because M-1 transfers require adjudication, the transfer Form I-20 created by the transferring-in school must be printed, signed, and sent to the Service Center with other supporting documentation.

In SEVIS, the transfer-in request for an M-1 student displays as Pending on the *Student Information* page and on the *Students in Transfer Status* list. Once the adjudication result is received from the Service Center, the result displays on the *Student Information* page and the *Service Center Adjudication* alert list. The result displays on the *Service Center Adjudication* alert list for 30 days after the Service Center decision date.

**Note:** An M-1 student can be registered at the Transfer-in school prior to the Service Center's adjudication of the transfer request. If the transfer is denied, the student will be terminated at the transfer-in school.

## 10 MANAGE INITIAL PROGRAM AND SESSION DATES (FORMERLY DEFER ATTENDANCE)

Once a designated school official (DSO) creates a certificate of eligibility (COE), the DSO must maintain the record. Sometimes, a DSO must edit the dates associated with the student's F-1 or M-1 program of study in SEVIS because:

- Student is going to start the program of study at a later term
- Student is coming for an earlier term
- DSO entered the wrong dates
- The student's application to change status to F or M status is still pending with the U.S. Citizenship and Immigration Services (USCIS).



Students with a pending change of status application – other than those in B-1 or B-2 status – may enroll in classes at the school, but DSOs should not register them in SEVIS until the students actually hold F-1 or M-1 status. F-2s changing to F-1 status can only study part time until the change of status is approved.

The Manage Initial Program and Session Dates link was labeled Defer Attendance prior to June 2016.

DSOs can change the Initial Session Start Date, the Program Start Date, and Program End Date, as long as the record is in Initial status and the Initial Session Start Date is in the future. It does not matter if the DSO created the COE for an initial student, a student changing educational level, or a transfer student.

## 10.1 Key Terms

Term	Definition
<b>Initial Session Start Date</b>	The first day of class for the student's first term or session at the school.
<b>Program Start Date</b>	The date the student is expected to begin his/her program. <b>Note:</b> The Program Start Date may be the date of any required orientations or other activities before the start of classes.
<b>Program End Date</b>	The date the student is expected to complete the academic or vocational program. <b>Note:</b> The Program End Date does not include any grace periods or future employment authorizations.

## 10.2 Changing Dates

To change a student's Initial Session Start Date, Program Start Date or Program End date:

1. Navigate to the *Student Information* page for the student record you need to change.



## Exhibit 40: Student Information page

**Student Information**

Reprint I-20  
Print Draft I-20

F-1 STUDENT  
**Laarson, Steig**

SEVP School for Advanced SEVIS Studies - SEVP School  
for Advanced SEVIS Studies  
Start Date: **August 2, 2016** End Date: **May 30, 2020**

Status: **INITIAL**  
Status Change Date: **May 6, 2016**  
SEVIS ID: **N0004719739**  
I-20 ISSUE REASON: **INITIAL**

I-901 Fee due  
Needs: U.S address

**View:**  
Event History

**Request/Authorization Details**  
Employment Information

**Actions:**  
Cancel Student  
**Manage Initial Program and Session Dates**  
Terminate Student

**Personal / Contact** Edit

Gender: **MALE**  
Date of Birth: **November 19, 1995** Age **20**  
Country of Birth: **ALBANIA**  
Country of Citizenship: **ALBANIA**  
U.S. Telephone: **355 - 1134**  
Foreign Telephone: **355 - 1134**

U.S. Address  
Address Status  
Foreign Address  
**159 Dresdovna Str.  
Tirana ALBANIA**

- Click **Manage Initial Program and Session Dates** link. The *Manage Initial Program and Session Dates* page opens.

## Exhibit 41: Manage Initial Program and Session Dates page

**SEVP School for Advanced SEVIS Studies**  
**Manage Initial Program and Session Dates**

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

F-1 Student  
**Laarson, Steig**

SEVP School for Advanced SEVIS Studies - SEVP School  
for Advanced SEVIS Studies  
Start Date: 08/02/2016 End Date: 05/30/2020

Status: **INITIAL**  
SEVIS ID: **N0004719739**

Initial Session Start Date: \*  /  /  (MM/DD/YYYY)

New Program Start Date: \*  /  /  (MM/DD/YYYY)

New Program End Date: \*  /  /  (MM/DD/YYYY)

Remarks about the Student

Max 1000 characters (1000 remaining)

- Edit the field(s) that need to be changed:
  - Initial Session Start Date:**
    - This field is pre-filled with the original Initial Session Start Date.
    - Edit the date, if needed.
    - This is a required field.
  - New Program Start Date:**

- SEVIS will not allow entry of a date more than 30 days before the Initial Session Start Date.
  - This is a required field.
  - **New Program End Date:** This is a required field.
  - **Remarks about the Student:**
    - Enter any remarks to explain the update to the record. Any remarks entered here will print on page one of the Form I-20.
    - This field is limited to 1,000 characters.
    - This field is optional.
4. Click either **Update Information** or **Cancel**:
- **Update Information:** An *Update Successful* message opens with two option choices; either **Return to View Record** or **Print I-20**:

### Exhibit 42: Update Successful Message



- **Return to View Record:** If chosen, choose **Reprint I-20** button once on the *Student Information* page.
- **Print I-20:** If chosen, a Form I-20 prints that contains the change in Program Information.



- When information on the Form I-20 changes, it is best to print and sign a new Form I-20 for the student before returning to view the student record.
  - Students are expected to keep all Forms I-20 issued during their academic career.
  - [8 CFR 214.2\(f\)\(2\)](#)
- **Cancel:** Returns the user to the *Student Information* page without making any changes.

## 11 CANCEL STUDENT

When a school is informed that a student who was issued a Form I-20 for initial attendance will not be registering to attend that institution, a PDSO or DSO can cancel the student's record. The

cancel function can also be used when a record is created in error (for example, a duplicate). This action is only available for students who are in Initial status. This option should be used only when, to the school's knowledge, the student is not planning to attend the school. If the school knows that the student entered the United States to attend the school, and the student fails to arrive, a PDSO or DSO should terminate the record, rather than canceling it. (The section on [Terminate Student](#) provides instructions on terminating a record.)

**Note:** SEVIS will automatically cancel the student's record if a PDSO or DSO does not register a student who has been issued a Form I-20 for initial attendance within the required timeframe, and there is no record in the system of the student having entered to attend that institution.

### Exhibit 43: Cancel Student Page

**The Infield School**

**Cancel Student**

F-1 Student  
**Hosseini, Omar Mohammed**  
 The Infield School - The Infield School Crystal City  
 Start Date: 11/01/2015 End Date: 11/01/2017

Status: **INITIAL**  
 SEVIS ID: **N0004716020**

GENDER	MALE
DOB	11/19/1987
PREFERRED NAME	Omar Mohammed Al-Hosseini
PASSPORT NAME	Hosseini Omar
COUNTRY OF BIRTH	SAUDI ARABIA
CITIZENSHIP	SAUDI ARABIA

EMAIL  
 U.S. ADDRESS

1. \* Cancellation Reason:

2. Remarks:

Perform the following steps to cancel an Initial status student:

- From the *Student Information* page, click the **Cancel Student** link (available for students in Initial status only). The *Cancel Student* page opens with the student's basic personal and program information.
  - Select one of the following reasons from the *Cancellation Reason* drop-down list. (This reason displays on the *Student Information* page.)
  - Offer Withdrawn
  - Record Created in Error
  - Student Arrived Under Different SEVIS ID

- Student Not Attending
  - Student Registered Under Different SEVIS ID
  - Visa Issued for Different SEVIS ID
2. Enter any applicable comments in the **Remarks** field.
  3. After reviewing the information, click one of the following buttons:
    - **Cancel Student:** Click this button to complete the process and cancel the student's record. A message displays indicating that the update was successful. Click the **Return to View Record** button to view the student's SEVIS record.
    - **Reset Values:** Click this button to clear all fields on the page.
    - **Cancel:** Click this button to cancel the action and return to the *Student Information* page.

## 12 SEARCH FOR F/M NONIMMIGRANT RECORDS

SEVIS offers a specific search option on the *Navigation Bar* and a *Search Student & Dependents* page. These allow DSOs 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 (on Search Students &amp; Dependents page)</b>	Searches for one student using one of the following criteria: <ul style="list-style-type: none"> <li>• SEVIS Identification (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 (on Search Students &amp; Dependents page)</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.

## 12.1 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 the P/DSO and/or RO/ARO's approved schools and programs.

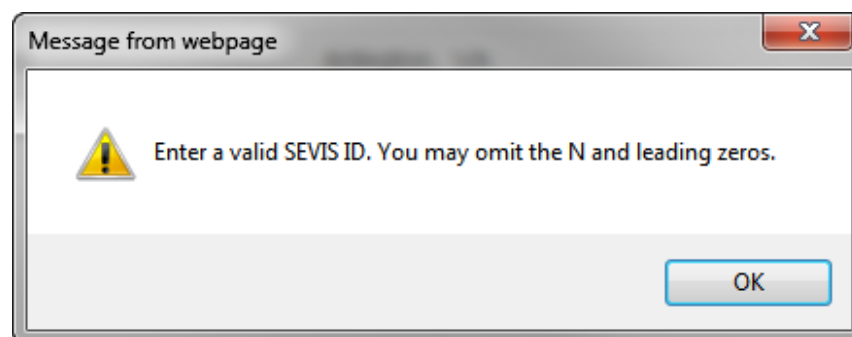
### Exhibit 44: Navigation Bar – SEVIS ID Search Field



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

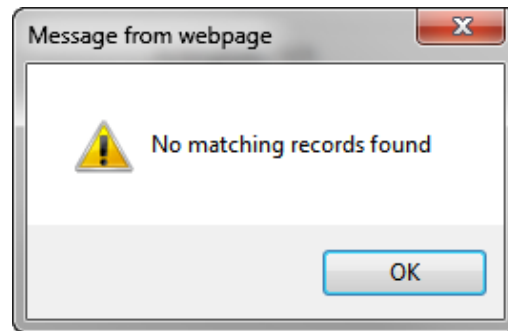
- The "N" and any leading zeros are optional.
- To erase the entire field, place the cursor in the box and click the **X** on the right side of the field.
- An Alert message appears with an invalid entry:
  - If you enter an incorrectly formatted SEVIS ID, you will receive an error message advising of the incorrect entry.

### Exhibit 45: Invalid SEVIS ID Entry Alert Message



- If SEVIS cannot find a matching SEVIS ID number, you will receive a no matching record found message.

## Exhibit 46: No Matching Records Found SEVIS ID Message



## 12.2 Search Student & Dependents page

Both the **Quick Search** and **Advanced Search** options are located on the *SEVIS Search Student & Dependents* page. To navigate to the *Search Student & Dependents* page, click **Search** on the *SEVIS Main* page.

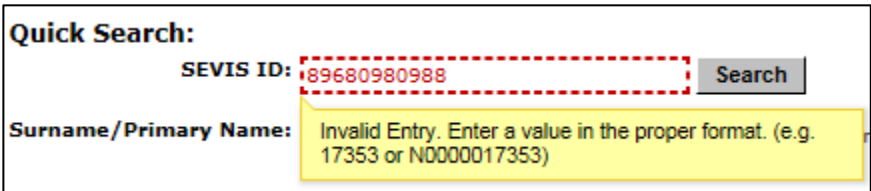
## Exhibit 47: Search Student & Dependents Page

Search Students & Dependents	
<b>Quick Search:</b> SEVIS ID: <input type="text"/> <input type="button" value="Search"/> Surname/Primary Name: <input type="text"/> <input type="button" value="Search"/> Searches for exact student names only. Wildcards cannot be used.	
<b>Advanced Search</b> Include: <input checked="" type="radio"/> F-1/M-1 (Students) <input type="radio"/> F-2/M-2 (Spouse/Dependents)	
<b>Search Criteria:</b> <input checked="" type="radio"/> <b>Surname/Primary Name:</b> <input type="text"/> (40 Character max - allows a trailing wildcard e.g. Joh*) The Surname/Primary Name is required. <input type="radio"/> <b>Given Name:</b> <input type="text"/> (Optional - 80 Character max, allows a trailing wildcard e.g. J*) <input type="radio"/> <b>Passport Name:</b> <input type="text"/> (39 Character max - allows a trailing wildcard e.g. Joh*) <input type="radio"/> <b>Preferred Name:</b> <input type="text"/> (145 Character max - allows a trailing wildcard e.g. Joh*) <input type="radio"/> <b>Legacy Family Name:</b> <input type="text"/> (40 Character max - allows a trailing wildcard e.g. Joh*) The Legacy Family Name is required. <input type="radio"/> <b>Legacy First Name:</b> <input type="text"/> (Optional - 40 Character max) <input type="radio"/> <b>All Records</b> 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. School Users: Requires selection of at least one additional field in the Refine By Section.	
<b>Refine By:</b> School Information: Buckley School of Speaking and Motorcycling Campus: <input type="text" value="All"/> The default search is for all campuses. Student's State of Residence: <input type="text" value="Select One"/> Date of Birth: From: <input type="text"/> / <input type="text"/> / <input type="text"/> (MM/DD/YYYY) To: <input type="text"/> / <input type="text"/> / <input type="text"/> (MM/DD/YYYY) Program Start Date Range: From: <input type="text"/> / <input type="text"/> / <input type="text"/> To: <input type="text"/> / <input type="text"/> / <input type="text"/> (MM/DD/YYYY) Program End Date Range: From: <input type="text"/> / <input type="text"/> / <input type="text"/> To: <input type="text"/> / <input type="text"/> / <input type="text"/> (MM/DD/YYYY) Status: <input type="text" value="Select options"/> Country of Citizenship: <input type="text" value="Select One"/> Country of Birth: <input type="text" value="Select One"/> Student Termination Reason: <input type="text" value="Select One"/> Dependent Termination Reason: <input type="text" value="Select One"/> Termination Date Range: From: <input type="text"/> / <input type="text"/> / <input type="text"/> (MM/DD/YYYY) To: <input type="text"/> / <input type="text"/> / <input type="text"/> (MM/DD/YYYY) Student Request Type: <input type="text" value="Select One"/> Student Request Status: <input type="text" value="Select One"/> Adjudication Date Range: From: <input type="text"/> / <input type="text"/> / <input type="text"/> (MM/DD/YYYY) To: <input type="text"/> / <input type="text"/> / <input type="text"/> (MM/DD/YYYY) Border Commuter Students: <input type="checkbox"/>	
Sort Results By: <input type="text" value="Surname/Primary Name"/> <input checked="" type="radio"/> Ascending <input type="radio"/> Descending <input type="button" value="Clear Form"/> <input type="button" value="Search"/>	

## 12.3 Quick Search

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

1. Navigate to the *Search Student & 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> <p><b>Exhibit 48: Quick Search SEVIS ID – Invalid Entry</b></p>  <p><b>Quick Search:</b></p> <p>SEVIS ID: 89680980988 Search</p> <p>Surname/Primary Name: Invalid Entry. Enter a value in the proper format. (e.g. 17353 or N0000017353)</p>
<b>Surname/Primary Name</b>	<p>Enter the student's exact Surname/Primary Name. The Surname/Primary Name 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 49: Quick Search by SEVIS ID or Surname/Primary Name

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

## 12.4 Advanced Search

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

### 12.4.1 Include Section

1. Navigate to the *Search Student and Dependents* page.
2. 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 50: Advanced Search Criteria Section

### 12.4.2 Search Criteria Section

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



## Exhibit 51: Search Criteria Options

**Search Criteria:**

- ☒ **Surname/Primary Name:**  (40 Character max - allows a trailing wildcard e.g. Joh\*) The Surname/Primary Name is required.
- ☐ **Given Name:**  (Optional - 80 Character max, allows a trailing wildcard e.g. Joh\*)
- ☐ **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.
- ☐ **Legacy First Name:**  (Optional - 40 Character max)
- ☐ **All Records**

This searches names that were in SEVIS prior to 12/12/2012 that contain special characters no longer allowed, or that were otherwise standardized information.

School Users: Requires selection of at least one additional field in the Refine By Section.

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 <b>Surname/Primary Name</b> 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> <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, J*.</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 <b>Passport Name</b> 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> </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> </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 <b>Preferred Name</b> 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 letters are entered.</li> </ul>
<b>Legacy Family Name</b>	<p>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:</p> <ul style="list-style-type: none"> <li>This is a required field; that is, if the <b>Legacy Family Name</b> 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> )	<p>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:</p> <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>	<p>Searches all names in the school or campus's SEVIS ID records.</p> <p><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.</p>

### 12.4.3 Refine By Section

1. You must select 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 52: Refine by Section – Search Page

☐ All Records

Requires Selection of at least one of the fields in the Refine By Section. If you select Both, no other selections from the Refine By section are necessary.

**Refine By:** School Information: Buckley School of Speaking and Motorcycling

**Campus:** All (The default search is for all campuses.)

**Student's State of Residence:** Select One

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

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

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

**Status:** Select options

**Country of Birth:** Select One

**Country of Citizenship:** Select One

**Student Termination Reason:** Select One

**Dependent Termination Reason:** Select One

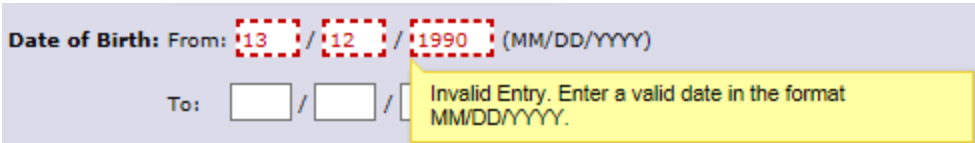
**Termination Date Range:** From: / / (MM/DD/YYYY) To: / / (MM/DD/YYYY)

**Student Request Type:** Select One

**Student Request Status:** Select One

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

Field	Description
<b>Campus</b>	<p>Searches a specific campus or all campuses at the selected school. To find and select a campus:</p> <ul style="list-style-type: none"> <li>• Click the drop-down arrow to open the <i>Campus</i> menu.</li> <li>• Select a preferred campus or <b>All</b> to search all campuses.</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> <li>○ Select the preferred state or territory.</li> </ul> </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> </ul>

Field	Description
	<ul style="list-style-type: none"> <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> <p><b>Exhibit 53: Search Date of Birth Field – Invalid Entry</b></p>  <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 <b>To</b> 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 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>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> <li>○ Click <b>Select One</b>.</li> </ul> </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> </ul> </li> </ul>

Field	Description
	<ul style="list-style-type: none"> <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>○ Exceeded Unemployment Time</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 Drop Below Full Course</li> <li>○ Unauthorized Employment</li> <li>○ Unauthorized Withdrawal</li> <li>○ Violation of Change of Status Requirements</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: <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> </li> </ul>
<b>Dependent Termination</b>	Searches by dependent’s termination reason on SEVIS record.

Field	Description
<b>Reason</b>	<p><b>Note:</b> You can only use this search, if you have selected to search F-2/M-2 Spouse/Dependents in the Advanced Search <i>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 Student Termination Reason.</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> </ul> <p>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.</p> <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>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> </ul> </li> </ul>

Field	Description
	<ul style="list-style-type: none"> <li>○ Extension</li> <li>○ OPT</li> <li>○ Off-Campus Employment</li> <li>○ Reinstatement</li> <li>○ Transfer</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 Student Request Type.</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 Date Range</b>	<p>Searches by the student request's date of approval or denial. The <i>Adjudication Date Range</i> field parameters include:</p> <p><b>Note:</b> You can only use this search, if you have chosen a Student Request Type.</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</i></li> </ul>



Field	Description
	<p><i>Adjudication Date Range</i> field.</p> <ul style="list-style-type: none"> <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>

#### 12.4.4 Sort Results By Section

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

#### Exhibit 54: Sort Results by Section

The screenshot displays the search results sorting options. At the top, there is a 'To:' field with a date range. Below it, the 'Sort Results By:' dropdown menu is set to 'Surname/Primary Name'. There are two radio buttons: 'Ascending' (selected) and 'Descending'. To the right, there are 'Clear Form' and 'Search' buttons.

- 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.
- Review the entered *Search Students & Dependents* information. Click one of the following:

- **Clear Form** (a link located on the bottom right corner of the page): Resets all of the chosen criteria fields to original empty values.

### Exhibit 55: Clear Form Button for Search Students & Dependents

**Search Students & Dependents**

**Quick Search:**  
 SEVIS ID:    
 Surname/Primary Name:   Searches for student names only. Wildcards cannot be used.

**Advanced Search**  
☒ M-1 (Students) ☐ F-2/M-2

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

- **Search** (located on the bottom right corner of the page): Opens a list of all nonimmigrant records fitting the chosen criteria.

### Exhibit 56: Search Button for Search Students & Dependents

**Search Students & Dependents**

**Quick Search:**  
 SEVIS ID:    
 Surname/Primary Name:   Searches for student names only. Wildcards cannot be used.

**Advanced Search**  
☒ M-1 (Students) ☐ F-2/M-2

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

## 12.5 Search Results

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

## Exhibit 57: Search Results Page

Search Results								
<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								

Review the information. Click one of the following:

- **New Search:** Returns you to an empty *Search Students & Dependents* page.
- **Refine Search:** Returns you to the *Search Students & 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.

## 13 STUDENT INFORMATION PAGE

The *Student Information* page is the main hub for actions a designated school official (DSO) can take on a student record. This page displays current information in SEVIS about a student's specific program of study. It provides easy access to update the student's record, when needed.



The page lists all information for a specific program of study. It does **NOT** display information on:

- Prior programs of study under the same SEVIS ID.
- Programs of study pursued by the same individual under a different SEVIS ID.

The *Student Information* page has multiple sections for easy viewing and access of student information:

- Student Information header
- Print buttons
- Alerts/Flags/Indicator section
- Personal/Contact
- Overall Remarks
- Program
- Registration
- English Proficiency
- I-901 SEVIS Fee Payment
- Additional Names
- School
- Travel
- Visa
- Passport

- Financial
- Dependents
- Student Requests
- Correction Requests
- Left panel action links

### **Access Student Information**

To access a student record in SEVIS:

1. [Search for the student record](#) from the *Navigation Bar SEVIS ID Search* field or the *Search* page.
2. Click on the student's last name for the desired record.

The student's record opens to the *Student Information* page.

### **Exhibit 58: Student Information Page**

**Student Information**

2 Reprint I-20  
Print Draft I-20

1 F-1 STUDENT  
Griffin, Melody  
SEVP School for Advanced SEVIS Studies -  
SEVP School for Advanced SEVIS Studies  
Start Date: August 8, 2011 End Date: June 30, 2015  
Status: ACTIVE  
Status Change Date: June 24, 2015  
SEVIS ID: N0004708499

View:  
Event History  
Request/Authorization Details  
Employment Information  
Actions:  
Authorize To Drop Below Full Course  
Change Education Level  
Complete Program  
Disciplinary Action  
Shorten Program  
Terminate Student  
Transfer Out  
Employment/Training:  
CPT Employment Authorization  
Off-Campus Employment  
OPT Request  
Corrections:  
Request Change to Student Request  
Request Change to Student Status  
View and Cancel Pending Correction Request

Active Post-Completion OPT  
I-901 Fee Paid  
I-20 ISSUE REASON: CONTINUED ATTENDANCE

Personal / Contact  
Gender: FEMALE  
Date of Birth: August 20, 1980 Age 35  
Country of Birth: BAHAMAS, THE  
Country of Citizenship: BAHAMAS, THE  
Telephone: Student does not have a telephone number.  
Email Address: mgmail@gmail.com

U.S. Address: 2450 Crystal Drive, Arlington, VA 22202  
Address Status: Not Validated  
Foreign Address: 15 Main Street, Nassau BAHAMAS, THE

Overall Remarks  
This student will be eligible for the OPT STEM extension.

Program  
Education Level: BACHELOR'S  
Major 1 and Name: 14.1901 - Mechanical Engineering  
Major 2 and Name: 00.0000 - None  
Minor and Name: 00.0000 - None  
Program Start Date: August 8, 2011  
Program End Date: June 30, 2015

Registration  
Initial Session Start Date: August 15, 2011  
Current Session End Date: June 24, 2015  
Next Session Start Date: July 25, 2015  
Length of Next Break/Vacation: 30  
Last Session: Study/Research Abroad  
Thesis/Dissertation

English Proficiency  
School Requires English Proficiency for This Program: Yes  
Student Has English Proficiency: Yes

I-901 SEVIS Fee Payment  
Transaction Type: Payment  
Transaction Date: June 6, 2015  
Transaction Amount: \$200.00  
Fee Payment / Cancellation Receipt Number: EECO7485693256

Additional Names  
Passport Name: Melody Griffin  
Preferred Name: Melody Griffin  
SEVIS Legacy Name: Melody Griffin

School  
School Name: SEVP School for Advanced SEVIS Studies  
School Code: BAL214F4444000  
Campus Name: SEVP School for Advanced SEVIS Studies  
School Status: APPROVED

Travel  
Port of Entry:   
Date of Entry:   
I-94 Admission Number:   
Port of Departure:   
Date of Departure:   
Passport  
Passport Number:   
Passport Expiration Date:   
Country of Issuance:   
Financial  
Expenses  
Estimated Average Cost for Tuition and Fees: \$10,000.00  
Living Expenses: \$6,000.00  
Dependents Expenses:   
Other Costs:   
Other Costs Comment:   
Total Expense: \$16,000.00  
Funding  
Student Funding for Student's Personal Funds: \$20,000.00  
Funds From This School:   
School Fund Type:   
Funds From Other Sources:   
Source Type:   
On-Campus Employment:   
Total Funding: \$20,000.00  
Dependents  
Student Requests  
Request Type: OPT Extension  
Request Status: APPROVED  
Receipt Number: abc  
Correction Requests  
Request Type: Program Date Change  
Request Status: PENDING  
Request ID: 121695

## Student Information and Print Options

The top area of *Student Information* Page displays key student information and provides print options for the student's Form I-20:

#	Section	Description
1	<b>Student Information header</b>	Provides information on the student's nonimmigrant status, name, school and campus, start and end dates, status within SEVIS, status change date, and SEVIS ID number.
2	<b>Print buttons</b>	Provides print functionality for the student with two Form I-20 print buttons:

#	Section	Description
		<ul style="list-style-type: none"> <li>• <b>Reprint I-20:</b> Opens the <i>Reprint I-20</i> page.</li> <li>• <b>Print Draft I-20:</b> Opens the Form I-20 as a PDF document. The document's two pages have the word DRAFT as a background watermark.</li> </ul>
3	<b>Alerts/Flags/Indicator</b>	Provides information on any alerts regarding the student record.

**Note:** The numbers in the first column of the table corresponds to the *Student Information* page graphic for highlighting areas and are not found on the *Student Information* page.

### Student Information with Edit Access

The center panel of the *Student Information* page displays student information and provides buttons for quick access to edit the information. Data in most of these sections can be edited by use of the Edit button appearing to the right of the section heading.

**Note:** The numbers in the first column of the table corresponds to the *Student Information* page graphic for highlighting areas and are not found on the *Student Information* page.

#	Section	Description
4	<b>Personal/Contact</b>	<ul style="list-style-type: none"> <li>• Contains the student's Gender, Date of Birth, Country of Birth, Country of Residence, U.S. and Foreign Telephone Numbers, Email Address, and U.S. Address information.</li> <li>• Click <b>Edit</b> to change these fields.</li> </ul>
5	<b>Overall Remarks</b>	<ul style="list-style-type: none"> <li>• Remarks typed in any <i>Remarks about the student</i> field when creating or editing a student record appears in this section.</li> <li>• This field cannot be edited from the <i>Student Information</i> page.</li> </ul>
6	<b>Program</b>	<ul style="list-style-type: none"> <li>• Contains information on the student's current program of study enrollment, including Education Level, Major(s) and Minor, Program Start and End Dates.</li> <li>• Click <b>Edit</b> to change these fields.</li> </ul> <p><b>Note:</b> The <i>Program Information</i> page is available to the PDSO and DSO to edit the student's program information, when the student is in Initial or Active status.</p>
7	<b>Registration</b>	<p>Provides information on the student's registration, including Initial Session Start and End Dates, Current Session Start and End Dates, Next Session Start and End Dates, Length of Next Break/Vacation, and whether this is the student's Last Session.</p> <p><b>Note:</b> A PDSO or DSO must update a student's record each term or session to indicate that the student is enrolled for that semester and to indicate the next term or session start date. A PDSO or</p>

#	Section	Description
		DSO will not be allowed to register a student if the SEVIS I-901 fee has not been paid.
8	English Proficiency	<ul style="list-style-type: none"> <li>Contains information on whether the school requires English proficiency and whether the student has it.</li> <li>Edit this field from the Program section.</li> </ul>
9	I-901 SEVIS Fee Payment	<p>Contains information on type of Transaction made and Fee Payment / Cancellation Receipt Number.</p> <p><b>Note:</b> This field cannot be edited from the <i>Student Information</i> page. To make changes to this section, you must call the SEVIS Help Desk at the number provided at the top of the <i>Student Information</i> page.</p>
10	Additional Names	<ul style="list-style-type: none"> <li>Provides information on the student's Passport Name and Preferred Name, and SEVIS Legacy Name.</li> <li>Click <b>Edit</b> to change the name fields on the <i>Update Personal Information</i> page.</li> </ul> <p><b>Note:</b> See the section on <a href="#">SEVIS Names Standards</a> for detailed information on names.</p>
11	School	<ul style="list-style-type: none"> <li>Contains the School Name, School Code, Campus Name, and School Status in SEVIS.</li> <li>This field cannot be edited.</li> </ul>
12	Travel	<ul style="list-style-type: none"> <li>Provides information on the student's Port and Date of Entry, I-94 Admission Number, and Port and Date of Departure.</li> <li>Click <b>Edit</b> to update information on the <i>Travel, Passport, and Visa Information Update</i> page.</li> </ul>
13	Visa	<ul style="list-style-type: none"> <li>Contains the student's Visa Number, Issuance and Expiration Dates, and Issuance Post.</li> <li>Click <b>Edit</b> to update information on the <i>Travel, Passport, and Visa Information Update</i> page.</li> </ul>
14	Passport	<ul style="list-style-type: none"> <li>Contains the student's Passport Number, Expiration Date, and Country of Issuance.</li> <li>Click <b>Edit</b> to update information on the <i>Travel, Passport, and Visa Information Update</i> page.</li> </ul>
15	Financial	<ul style="list-style-type: none"> <li>Contains the student's Expenses and Funding for the time period specified.</li> <li>Click <b>Edit</b> to update the student's financial information on the <i>Update Financial Information</i> page.</li> </ul>

#	Section	Description
16	<b>Dependents</b>	<ul style="list-style-type: none"> <li>Provides information on all dependents registered on the student's SEVIS record.</li> <li>Click <b>Edit</b> to add, update, terminate or cancel dependents on the <i>Dependents</i> page.</li> </ul>
17	<b>Student Requests</b>	<p>Provides information on requests made by the student that must be filed with USCIS. Examples:</p> <ul style="list-style-type: none"> <li>Change of status</li> <li>OPT</li> <li>Off-campus employment</li> <li>Reinstatement</li> </ul> <p><b>Note:</b> This section does not display, if the DSO has not made any Student Requests. DSOs can use the <a href="#">Request Change to Student Request</a> link under Corrections to change this data.</p>
18	<b>Correction Requests</b>	<p>Displays pending correction requests for the student.</p> <p><b>Note:</b> This section cannot be edited.</p>

## Action Links

The action links on the left side of the *Student Information* page [number 19 on the included page graphic] provide access to the pages used to view or update the student's record. You can update the student's personal data, extend the student's program, transfer the student's SEVIS record, and perform many other procedures. The Action Links Panel is broken into separate sections:

Section	Link	Function
<b>View</b>	<b>Event History</b>	<ul style="list-style-type: none"> <li>Opens the <i>Event History</i> page, which allows users to view information about all actions taken on a nonimmigrant's record since it was created.</li> <li>DSOs can only view events that occurred at their school or at that program level.</li> </ul>
<b>View</b>	<b>Request/Authorization Detail</b>	<ul style="list-style-type: none"> <li>Opens the <i>Current Request/Authorization Details</i> page.</li> <li>Only pending requests or approved requests with future end dates appear on this page.</li> </ul> <p><b>Note:</b> The student's past history does not display.</p>
<b>View</b>	<a href="#">Employment Information</a>	<ul style="list-style-type: none"> <li>Opens the <i>Employment Information</i> page.</li> <li>This page lists all authorizations for an individual</li> </ul>



Section	Link	Function
		SEVIS ID. <b>Note:</b> It does <b>not</b> list any authorizations for the same individual with another SEVIS ID.
<b>Actions</b>	<a href="#">Authorize to Drop Below Full Course</a>	<ul style="list-style-type: none"> <li>• Opens the <i>Authorize to Drop Below Full Course</i> page.</li> <li>• Lists any existing Authorizations and reason(s).</li> <li>• Provides link to create a New Authorize to Drop Below Full Course.</li> </ul>
<b>Actions</b>	<b>Change Education Level</b>	<ul style="list-style-type: none"> <li>• Opens the <i>Create I-20 for Change Education Level</i> page.</li> <li>• Use this link when a student finished one program of study at your school and will begin another one.</li> </ul> <b>Note:</b> To correct the student's education level, because of an error in the record, edit the <a href="#">Program Information</a> .
<b>Actions</b>	<b>Complete Program</b>	<ul style="list-style-type: none"> <li>• Opens the <i>Complete Program</i> page.</li> <li>• Use this link when a student has completed his/her stay in the United States and has departed, or will depart in the immediate future.</li> </ul>
<b>Actions</b>	<b>Disciplinary Action</b>	<ul style="list-style-type: none"> <li>• Opens the <i>Disciplinary Action</i> page.</li> <li>• Use this page to report a disciplinary action taken, because the student was convicted of a crime.</li> <li>• This update will not affect the student's status.</li> <li>• SEVIS displays this link on records in Active status.</li> </ul>
<b>Actions</b>	<b>Extend Program</b>	<ul style="list-style-type: none"> <li>• Opens the <i>Extend Program</i> page.</li> <li>• Use this page to change a student's Program End Date to reflect that additional time is needed to complete the course, because of medical or academic circumstances.</li> </ul>
<b>Actions</b>	<b>Shorten Program</b>	<ul style="list-style-type: none"> <li>• Opens the <i>Shorten Program</i> page.</li> <li>• Use this page to update a student's Program End Date to reflect an early end to their program.</li> <li>• The <i>Shorten Program</i> option is available when students are currently in Active status.</li> </ul>
<b>Actions</b>	<a href="#">Terminate Student</a>	<ul style="list-style-type: none"> <li>• Opens the <i>Terminate Student</i> page.</li> <li>• Use this link for students who will/are not maintaining their F or M status.</li> </ul>

Section	Link	Function
		<ul style="list-style-type: none"> <li>This option displays on records in Active or Initial status.</li> </ul> <p><b>Note:</b> See <a href="#">Terminate a Student/Dependent</a> in SEVIS Help Hub for detailed guidance on this function.</p>
<b>Actions</b>	<a href="#">Transfer Out</a>	<ul style="list-style-type: none"> <li>Opens the <i>Transfer Out</i> page.</li> <li>Use this link when a student will transfer their SEVIS record to another school.</li> </ul>
<a href="#">Employment/Training</a>	<b>CPT Employment Authorization</b>	<ul style="list-style-type: none"> <li>Opens the <i>CPT Employment</i> page.</li> <li>Use this link to authorize an F-1 student for curricular practical training (CPT) that directly relates to the student's major area of study.</li> </ul> <p><b>Note:</b> Employment/Training section only displays if the student is in Active status.</p>
<b>Employment/Training</b>	<b>Off-Campus Employment</b>	<ul style="list-style-type: none"> <li>Opens the <i>Off-Campus Employment</i> page.</li> <li>Use this link to recommend an F-1 student for Off-Campus Employment.</li> <li>Off-campus employment must be authorized by USCIS through the issuance of an Employment Authorization Document (EAD).</li> </ul> <p><b>Note:</b> Employment/Training section only displays if the student is in Active status.</p>
<b>Employment/Training</b>	<a href="#">OPT Request</a>	<ul style="list-style-type: none"> <li>Opens the <i>OPT Employment</i> page.</li> <li>Use this link to <a href="#">add, update</a>, or <a href="#">extend optional practical training</a> (OPT), as well as <a href="#">reporting employer information</a>.</li> </ul> <p><b>Note:</b> Employment/Training section only displays if the student is in Active status.</p>
<a href="#">Corrections</a>	<a href="#">Request Change to Program Dates</a>	<ul style="list-style-type: none"> <li>Opens <i>Request Change to Program Dates</i> page.</li> <li>Use this link to ask SEVP to change a student's program dates in SEVIS, if you cannot make the change yourself. However, SEVP must approve this type of request.</li> </ul> <p><b>Note:</b> Do not confuse this program date correction with:</p> <ul style="list-style-type: none"> <li>Extend Program</li> <li>Shorten Program</li> <li>Complete Program</li> </ul>

Section	Link	Function
Corrections	<a href="#">Request Change to Student Request</a>	<ul style="list-style-type: none"> <li>• Opens <i>Request Change to Student Request</i> page.</li> <li>• Use this link to request a change to the status of a student request in SEVIS, once the student has provided evidence of the correct status.</li> </ul>
Corrections	<a href="#">Request Change to Student Status</a>	<ul style="list-style-type: none"> <li>• Opens <i>Request Change to Student Status</i> page.</li> <li>• Use this link to request a change to a student's status. While school officials can change the status of some records, SEVP must approve most status changes.</li> </ul> <p><b>Note:</b> DSOs may not request a change from Terminated status for transfer-in students in Terminated status. This requires a data fix or a reinstatement.</p>
Corrections	<a href="#">View and Cancel Pending Correction Request</a>	<ul style="list-style-type: none"> <li>• Opens <i>Pending Correction Requests</i> page.</li> <li>• Use this link to view and cancel a pending correction request.</li> </ul>
Corrections	<a href="#">Request Change to Termination Reason</a>	<ul style="list-style-type: none"> <li>• Opens <i>Request Change to Termination Reason</i> page.</li> <li>• Use this link to request a change to a termination reason.</li> </ul>
Corrections	<a href="#">Return to Initial Status</a>	<ul style="list-style-type: none"> <li>• Opens <i>Confirm</i> message to either Agree or Cancel request.</li> <li>• Use this link to request a return to a student to Initial status.</li> </ul> <p><b>Note:</b> DSO must provide a reason for return to Initial status.</p>
Corrections	<a href="#">Extend Program</a>	<ul style="list-style-type: none"> <li>• Opens <i>Confirm</i> message to either Agree or Cancel request.</li> <li>• Use this link to request an extension to a student's program.</li> <li>• <b>Note:</b> DSO must provide a reason for the extension.</li> </ul>

**Note:** Links on the *Student Information* page allow DSOs to change or correct a student record. The viewable links vary, depending on the status of the student record.

## Demonstrations

See the [Demonstrations](#) page on the SEVIS Help Hub for demonstrations on this and other student and school related topics.

## 14 SEVIS STUDENT STATUS

Status	Meaning
<b>Initial</b>	A DSO has issued a Form I-20. A DSO has not yet reported in SEVIS the student's arrival at the school.
<b>Canceled</b>	A DSO or DHS canceled a student's record because: <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> <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.
<b>Active</b>	A DSO has entered the student's registration in SEVIS. The record indicates the student is in status. <b>Note:</b> A dependent's record will auto-activate when the status of a student's record changes to Active.
<b>Deactivated</b>	This status applies to a student's original record after the student has either: <ul style="list-style-type: none"> <li>• Transferred to another school.</li> <li>• Changed educational level</li> </ul> <b>Note:</b> A dependent's record will auto-deactivate when the status of a student's record changes to Deactivated.
<b>Terminated</b>	A DSO or DHS has terminated the record for a reason other than "Program Completion." <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.
<b>Completed (student only)</b>	The student has completed: <ul style="list-style-type: none"> <li>• Studies at the school <b>and</b></li> <li>• Any approved post-completion OPT</li> </ul> <b>Note:</b> A dependent's record will auto-terminate when the status of a student's record changes to Completed.

## 15 REGISTRATION



In this document:

- School session refers to school terms, semesters and/or school sessions.
- Designated school official (DSO) refers to both principal designated school official (PDSO) and DSO, unless otherwise noted.

DSOs must determine if every active F-1 and M-1 student is still pursuing an academic or vocational program is eligible for registration. SEVIS registration must be completed on all appropriate SEVIS records within 30 days of the start of each session.

## 15.1 Relevant Federal Regulations



Before taking action on a student's record, DSOs must understand the federal regulatory, full course of study requirements for their type of school.



- [SEVP Policy Guidance for Adjudicators 1408-01: Academic Year](#)
- [SEVIS Reporting Requirements for Designated School Officials \(ICE.gov\)](#)
- F-1 full course of study – [8 CFR 214.2\(f\)\(a\)\(6\)](#)
- M-1 full course of study – [8 CFR 214.2\(m\)\(9\)\(i-vi\)](#)
- SEVIS Recordkeeping and reporting requirements – [8 CFR 214.3\(g\)](#)

## 15.2 Registration Terminology

Terminology	Description
<b>Program Start Date (PSD)</b>	The date by which the student is expected to report to the school. <b>Note:</b> May be up to 30 days before the Initial Session Start Date.
<b>Program End Date (PED)</b>	The date the student should complete the program.
<b>Initial Session Start Date (ISSD)</b>	The date the student's first session will begin.
<b>Current Session Start Date (CSSD)</b>	The date the current session began. <ul style="list-style-type: none"> <li>For Initial records the CSSD reflects the ISSD.</li> <li>For Active records the CSSD reflects the Next Session Start Date (NSSD), once that NSSD passes.</li> </ul>
<b>Current Session End Date (CSED)</b>	The date the student's current session ends.
<b>Next Session Start Date (NSSD)</b>	The date the student's next session will begin.
<a href="#">Initial Registration</a>	<p>Applies to a student who has either just:</p> <ul style="list-style-type: none"> <li>Arrived in the United States to attend school for the first time.</li> <li>Arrived in the United States with a newly created Form I-20 issued for Initial Attendance after a SEVIS record termination or break in status.</li> <li>Been approved for a change of status to F or M status.</li> </ul> <p>Registration indicates the student has checked in with the DSO and is enrolled in a full course of studies or has been authorized for a <a href="#">Reduced Course Load</a> (RCL). Noted changes are:</p> <ul style="list-style-type: none"> <li>Student's SEVIS record status changes from Initial to Active.</li> <li>Form Issue Reason field changes from Initial Attendance to Continued Attendance.</li> </ul>

<a href="#">Transfer In Completion Registration</a>	<p>Applies to a student who has transferred from a previous school to a new school; including students who have graduated from one school and will continue studies at another. The DSO completes the transfer during the registration process. Noted changes are:</p> <ul style="list-style-type: none"> <li>• Student's SEVIS record status changes from Initial to Active.</li> <li>• Form I-20 Issue Reason changes from Transfer to Continued Attendance.</li> </ul> <p><b>Note:</b> While U.S. Citizenship and Immigration Services (USCIS) process M-1 transfers, M-1 students may enroll in the new school and DSOs must register those M-1 student records in SEVIS.</p> <p><b>Code of Federal Regulations:</b> <a href="#">8 CFR 214.2(m)(11)(ii)(B)</a></p>
<a href="#">Change of Academic Level</a>	<p>Applies to a student who remains at the school, but begins a new course of study. For example, the student switches from a bachelor's to a master's degree or if a student begins a second master's after completing a first. Noted changes are:</p> <ul style="list-style-type: none"> <li>• Student's SEVIS record status changes from Initial to Active.</li> <li>• Form I-20 Issue Reason changes from Initial to Continued Attendance.</li> </ul>
<a href="#">Continuing Attendance Registration and Resuming a Full Course Load</a>	<p>Applies to a student who has been enrolled for at least one session and already has an active SEVIS record. This indicates the student is enrolled per regulations.</p> <p><b>Note:</b> The Form I-20 Issue Reason does not change.</p>

### 15.3 Key SEVIS Registration Dates

Date	Action
<b>30 days before Program Start Date</b>	<p>Earliest date that students in Initial status may enter the United States.</p> <p><b>Code of Federal Regulations:</b> <a href="#">8 CFR 214.2(f)(5)(i)</a></p>
<b>Within 15 days of the Program Start Date</b>	<p>Students transferring into the school must report to the DSO within 15 days of the Program Start Date.</p> <p><b>Code of Federal Regulations:</b> <a href="#">8 CFR 214.2(f)(8)(ii)(C)</a></p>
<b>Program Start Date in SEVIS</b>	<p>Deadline for all students in Initial status to report to the DSO. This includes:</p>

Date	Action
	<ul style="list-style-type: none"> <li>• First-time Initial status students with port of entry (POE) records to the United States.</li> <li>• Students transferring in to the institution.</li> </ul>
<b>30 Days after Initial Session Start Date (Initial Student Records)</b>	<ul style="list-style-type: none"> <li>• DSO deadline to register all fully-enrolled: <ul style="list-style-type: none"> <li>○ Initial status students with POE records.</li> <li>○ Students transferring in.</li> <li>○ Change of level students.</li> </ul> </li> <li>• DSO deadline to register all Initial status students authorized for a Reduced Course Load.</li> <li>• DSO deadline to terminate unenrolled Initial status records with POE records – No Show.</li> <li>• DSO deadline to cancel or defer all Initial status records without POE records.</li> </ul> <p><b>Code of Federal Regulations:</b> <a href="#">8 CFR 214.3(g)(2)(iii)</a></p>
<b>30 Days after Next Session Start Date (Continuing Student Records)</b>	<ul style="list-style-type: none"> <li>• DSO deadline to register all continuing students, who are either: <ul style="list-style-type: none"> <li>○ Enrolled in a full course of study.</li> <li>○ Authorized for a Reduced Course Load.</li> </ul> </li> <li>• DSO deadline to terminate records for continuing students who failed to enroll.</li> <li>• DSO deadline to complete records for all students who have completed their program and will not seek a new degree or Optional Practical Training.</li> </ul> <p><b>Note:</b> Code of Federal Regulations <a href="#">8 CFR 214.3(g)(2)(iii)</a> concerns the approval of schools for enrollment of F and M nonimmigrants.</p>
<b>60 Days after Program Start Date</b>	<ul style="list-style-type: none"> <li>• SEVIS terminates record for No Show: <ul style="list-style-type: none"> <li>○ All Initial status records for students with POE records.</li> <li>○ All transfer-in records for students who have not reported to the DSO.</li> </ul> </li> <li>• SEVIS terminates for Failure to Enroll all active students who have not been registered by the DSO in SEVIS.</li> <li>• SEVIS cancels all initial students without POE records.</li> </ul>



## **15.4 Pre-Requisites for Registration**

SEVIS will not allow registration for initial and continuing students whose records are missing certain information.

### **15.4.1 Initial Registration**

SEVIS will not allow registration for students in Initial status if the record lacks:

- I-901 SEVIS Fee (unless they remain on a SEVIS record that was created before September 1, 2004).
- U.S. Physical Address.

### **15.4.2 Continuing Registration**

To be eligible for continuing registration, the student record must have:

- I-901 SEVIS Fee payment. (This is not required for students who remain on a SEVIS record that was created before September 1, 2004.)
- U.S. Physical Address.
- Properly formatted e-mail address. (This is not required for F-1 students in K-12 or for M-1 students under the age of 14.)
- U.S. or foreign telephone number, or a confirmation that the student does not have a telephone. (This is not required for F-1 students in K-12 or for M-1 students under the age of 14.)

## **15.5 Registration Flags**

### **15.5.1 I-901 SEVIS Fee**

Students who have not paid the I-901 SEVIS Fee will have a red I-901 Fee Due flag on their *Student Information* page. Once the fee is paid, the flag will change to a green I-901 Fee Paid flag.

### Exhibit 59: I-901 SEVIS Fee Flags

I-901 SEVIS Fee Unpaid	I-901 SEVIS Fee Paid
<p>SEVP School for Advanced SEVIS S SEVP School for Advanced SEVIS S Start Date: <b>August 4, 2016</b> End Date 2020</p> <p>I-901 Fee due</p>	<p>SEVP School for Advanced SEVIS S SEVP School for Advanced SEVIS S Start Date: <b>January 15, 2016</b> E 2019</p> <p>I-901 Fee Paid</p>

SEVIS displays an error message if a DSO tries to register a record with an I-901 flag.

### Exhibit 60: I-901 Fee Registration Prohibited Modal

**Student Information**

1 STUDENT  
**Bartos, Kornelia**

SEVP School for Advanced SEVIS Studies -  
SEVP School for Advanced SEVIS Studies  
Start Date: **August 4, 2016** End Date: **May 31, 2020**

I-901 Fee due

**Cannot Register**

- The record shows that the I-901 fee has not been paid. The student must pay the I-901 fee before Initial reporting/registration is permitted.

OK

**Personal / Contact**

Gender  
**MALE**

Date of Birth  
**March 31, 1995** Age **21**

Country of Birth  
**HUNGARY**

Country of Citizenship  
**HUNGARY**

U.S. Telephone Number

U.S. Address

Address Status

Foreign Address  
**Parliament  
Budapest H**

#### 15.5.2 Personal / Contact Information

Continuing students without a valid U.S. address, email address, or confirmed telephone information will have corresponding red flags on their Student Information pages.

## 15.6 Finding Students Not Eligible for Registration



The term “not eligible” for registration in this context means simply that the student’s record does not have all the information needed to complete the registration process.

To find students who are not eligible for registration, check the following lists and alerts:

- Initial Status Students List
- Active Status Students List
- Active Students Requiring Registration Alert List

The final column in each of these lists indicates whether the student is eligible for registration or still requires more information. A green check mark indicates registration eligibility. A red X indicates ineligibility. SEVIS displays the ineligibility reason when a DSO rolls his/her mouse over the red X.

### Exhibit 61: Initial Status Student List

Initial Status Students						
SEVP School for Advanced SEVIS Studies - SEVP School for Advanced SEVIS Studies						
<p>This document is FOR OFFICIAL USE ONLY (FOUO). It contains information that may be exempt from public release under the Freedom of Information Act (5. U.S.C. 552). It is to be controlled, stored, handled, transmitted, distributed, and disposed of in accordance with DHS policy relating to FOUO information and is not to be released to the public or other personnel who do not have a valid "need-to-know" without prior approval of an authorized DHS official. This information shall not be distributed beyond the dhs.gov network without prior authorization of the originator. If the "Eligible for Registration" column indicates that the student is not eligible, the student's record must be updated before registration. The Student Information page shows what information is needed. See Help for more details.</p>						
<p>  Eligible for Registration   Not eligible for Registration         </p>						
Show <input type="text" value="20"/> entries						
SEVIS ID	Class of Admission	Name Surname/Primary	Given	Date I-20 Submitted	Program Start	Eligible for Registration
N0004719395	F-1	Bartos	Kornelia	03/10/2016	08/04/2016	X
N0004719396	F-1	Tsvetkov	Rayko	03/10/2016	06/04/2016	X
N0004719473	F-1	Allen	Jared	03/18/2016	04/16/2016	X Not eligible for registration. Needs: U.S address, 901 fee payment
N0004719768	F-1	Murray	Gwen	03/29/2016	08/20/2016	X
N0004719774	F-1	Kmoskova	Drahomira	03/30/2016	06/01/2016	X
N0004719801	F-1	Surprise	Quelle	04/05/2016	04/15/2016	X
N0004719834	F-1	Swift	Johnsthan	04/08/2016	08/15/2016	X
N0004720002	F-1	Goodlad	SEVIS	04/12/2016	08/15/2016	X
<div>Excel CSV PDF Print Copy</div>						
Showing 1 to 8 of 8 entries						
<div>First Previous 1 Next Last</div>						

After exporting these lists into Microsoft Excel format, the ineligibility reason appears in the final column of each record.

## Exhibit 62: Active Status Student List in Excel Spreadsheet

SEVIS - Active Status Students - Microsoft Excel															
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	SEVIS ID	Class of A	Surname/Primar	Given	Last Status Change	Start	End	Eligible for Registration							
2	N0000108108	F-1	Lee	Bill	04/30/2015	04/30/2015	04/30/2018	Not eligible for registration. Needs: E-mail address, Telephone number							
3	N0004703370	F-1	Finn	Huckleberry	04/13/2015	09/01/2014	08/21/2015	Not eligible for registration. Needs: 901 fee payment							
4	N0004703962	F-1	Skłodowska Cur	Marie Salomea	05/04/2015	09/01/2009	10/01/2016	Not eligible for registration. Needs: E-mail address, Telephone number, 901 fee payment							
5	N0004705574	M-1	Doe	John	09/23/2015	11/26/2014	11/25/2015	Not eligible for registration. Needs: U.S address, E-mail address, Telephone number, 901 fee payment							
6	N0004705859	F-1	Sample STEM	Student	06/22/2015	09/01/2011	05/30/2015	Not eligible for registration. Needs: 901 fee payment							
7	N0004705860	F-1	SamTwo	Jay	06/22/2015	04/24/2013	05/15/2015	Not eligible for registration. Needs: E-mail address, Telephone number, 901 fee payment							

## 15.7 Confirm Session and Break Lengths

When international students are in the United States, their primary responsibility is to attend school. Regular student registration in SEVIS is necessary to track international student regulatory compliance. Therefore, DSOs will have to confirm session dates to particularly long school sessions or breaks.



The ability to confirm SEVIS registration for long sessions and breaks does not mean that it is something DSOs should do regularly.

SEVIS registration is the tool DSOs use to report full-time enrollment for their F-1 and M-1 students. It is best practice to conduct SEVIS registration at least two times during the school year. If there are not two distinct school sessions that are defined by a school registration or classes beginning and ending, then use the beginning of a common school break to mark the end of one session and the return from that break to mark the start of a new session.

### 15.7.1 Confirm Session Length

If during student SEVIS registration, DSOs request a session that lasts longer than 183 days, yellow in-line date error messaging and a confirmation check box will appear. The DSOs will click the box to confirm the entered session dates are correct, or correct the session dates.

## Exhibit 63: Confirm Session Length Checkbox

<b>Current Session Start Date</b> 06/10/2016		<b>Current Session End Date *</b> 02 / 01 / 2017	
<b>Length of the session</b> 236 days	<b>Length of the break</b> 46 days	The current session is more than 183 days long. If this is correct, confirm the session dates. Otherwise, correct the session dates as appropriate. You need to confirm that session dates are correct. You will also need to confirm the dates if there is more than one session.	
<input type="checkbox"/> Confirm Session Date			

### 15.7.2 Confirm Break Length

If during student SEVIS registration, DSOs request a school break that lasts longer than 152 days, yellow in-line date error messaging and a confirmation check box will appear. The DSOs will click the box to confirm the entered session dates are correct, or correct the session dates.

#### Exhibit 64: Confirm Break Length Checkbox

The screenshot displays the SEVIS registration interface for a school break. At the top, there are two date fields: "Current Session End Date \*" and "Next Session Start Date \*". The "Current Session End Date" is set to 05/15/2016. The "Next Session Start Date" is set to 01/01/2017. Below these fields, a yellow warning box states: "The current break between sessions is more than 152 days long. If this is correct, confirm the session dates. Otherwise, correct the session dates as appropriate." To the left of the warning box, the text "Length of the break" is followed by "230 days" in large red font. Below this, there is a checkbox labeled "Confirm Break Date".

## 15.8 Register a Record in SEVIS

### 15.8.1 Initial Student Registration

To register an initial student in SEVIS:

1. Navigate to the *Student Information* page.



Students who have not paid their I-901 SEVIS Fee will not be eligible for registration. Notice the I-901 Fee flags on the *Student Information* page:

- Green I-901 Fee Paid flag, as shown below, informs the DSO that the student has paid the required I-901 SEVIS Fee.
- Red I-901 Fee Due flag warns of non-payment of I-901 SEVIS Fee.

## Exhibit 65: Student Information page


Student Information		
F-1 STUDENT <b>Tahtinen, Aurora Minna</b>	SEVP School for Advanced SEVIS Studies - SEVP School for Advanced SEVIS Studies Start Date: <b>January 5, 2016</b> End Date: <b>December 31, 2019</b>	Status: <b>INITIAL</b> Status Change Date: <b>June 16, 2016</b> SEVIS ID: <b>N0004734254</b>
I-901 Fee Paid Needs: U.S address		I-20 ISSUE REASON: <b>INITIAL</b>
<b>Personal / Contact</b>		<a href="#">Edit</a>
Gender <b>FEMALE</b>	U.S. Address	
Date of Birth <b>June 5, 1997</b> Age 19	Address Status	
Country of Birth <b>FINLAND</b>	Foreign Address <b>Albertinkatu 36 B Helsinki, 00180, FINLAND</b>	
Country of Citizenship <b>FINLAND</b>		
Telephone <b>Student does not have a telephone number.</b>		
Email Address <b>auroraminnatahtinen@gmail.com</b>		
<b>Overall Remarks</b>		
<b>Program</b>	<a href="#">Edit</a>	<b>Registration</b>
Education Level <b>BACHELOR'S</b>		Initial Session Start Date <b>January 15, 2016</b>
Major 1 and Name <b>26.0301 - Botany/Plant Biology</b>		Current Session End Date
Major 2 and Name <b>00.0000 - None</b>		Next Session Start Date
Minor and Name <b>00.0000 - None</b>		Length of Next Break/Vacation <b>0</b>
Program Start Date <b>January</b>		Last Session
		Study/Research Abroad
		Thesis/Dissertation

2. Click **Registration**. The *Registration* page opens.

## **Exhibit 66: Initial Student Registration Page**

An official website of the U.S. government

Skip Navigation



**SEVIS**

Student & Exchange Visitor  
Information System

1-800-892-4829  
SEVIS Help Desk

Ingrid Mercer [Logout](#)  
ROLES: DSO, PDSO, ARO  
[Get Plug-Ins](#) [Debug](#) [FQT-RESIN-1](#)

[Main](#) [Listing of Schools](#) [Listing of Programs](#) [Help](#) [Message Board](#) [Change Password](#)

Enter SEVIS ID

**Current Session Start Date**  
01/15/2016

**Current Session End Date \***  
MM / DD / YYYY

**Next Session Start Date \***  
MM / DD / YYYY

**Length of the session**

**Length of the break**

You need to confirm that session dates are correct if the sessions are more than 183 days. You will also need to confirm the dates if there is more than 152 days between sessions.

☐ **The student is in the last session of his/her program**

☐ **Study/Research Abroad** The student will be engaged in study and/or research abroad.

☐ **Thesis/Dissertation** The student will be engaged in research or writing for a thesis or dissertation.

**Foreign Address \***

**Address \***  
Albertinkatu 36 B

**Address 2**

**City**  
Helsinki

**Province/Territory**  
00180

**Postal Code**

**Country: \***  
FINLAND

**U.S Address \***

**U.S Address is not required for Border Commuter**

☐ **Border Commuter**

[Add Address](#)

**Remarks about the Student (Displays on the Student Information page and page 1 of the Form I-20.)**

Characters Remaining: 300

Update Information

Cancel



## 3. Enter the registration information:

Fields	Relevant Information
<b>Current Session End Date (CSED) *</b>	<p>Date the school's current session ends:</p> <ul style="list-style-type: none"> <li>Allows a date in the past, as long as it is not before the Program Start Date.</li> <li>Allows a date on or after today's date, as long as it is not after the Program End Date.</li> <li>Must be in MM/DD/YYYY format.</li> <li>If the CSED is more than 183 days from the Current Session Start Date, SEVIS will request DSO-confirmation that the dates are correct.</li> <li>This is a required field.</li> </ul>
<b>Next Session Start Date (NSSD) *</b>	<p>Date the student's next session begins:</p> <ul style="list-style-type: none"> <li>Allows a date on or after today's date, as long as it is not after the Program End Date.</li> <li>Must be in MM/DD/YYYY format.</li> </ul> <p><b>Note:</b></p> <ul style="list-style-type: none"> <li>If this is the student's last session, leave this field blank and click the <b>Student is in the last session of his/her program</b> check box.</li> <li>SEVIS uses this date to determine which records appear on various registration alert lists.</li> <li>When entering the NSSD, for data consistency the DSO should be mindful of the session start dates, which the school reported on the Form I-17. The DSO may need to update the Form I-17, if all session dates are not listed.</li> <li>Remember to account for <a href="#">session breaks</a> and <a href="#">annual vacations</a>.</li> <li>If the NSSD is more than 152 days from the CSED, SEVIS will request DSO-confirmation that the dates are correct.</li> <li>This is a required field.</li> </ul>
<b>The student is in the last session of his/her program</b>	Click this check box if this is the student's last session.
<b>Study/Research Abroad</b>	Click this check box if the student will be engaged in study and/or research abroad.

Fields	Relevant Information
<b>Thesis/Dissertation</b>	Click this box if the student will be engaged in research or writing for a thesis or dissertation.
<b>Foreign Address*</b>	<ul style="list-style-type: none"> <li>• Student's foreign address.</li> <li>• All nonimmigrant students must have a foreign address, even if they are currently in the United States.</li> <li>• This is a required field.</li> </ul>
<b>U.S. Address*</b>	<ul style="list-style-type: none"> <li>• <a href="#">Student's U.S. Address.</a></li> <li>• This is a required field.</li> </ul> <p><b>Note:</b> If the student is a commuter student whose country of citizenship is Mexico or Canada, click in the <b>Commuter Student</b> check box. A U.S. address is not required for border commuter students.</p>
<b>Remarks</b>	<ul style="list-style-type: none"> <li>• Any useful remarks about the student's situation. This field has a 1,000-character limit.</li> <li>• These remarks display on the <i>Student Information</i> page and page 1 of the Form I-20.</li> <li>• This is a required field.</li> </ul> <p><b>Note for transfer students:</b> DSOs should indicate that the transfer was completed and provide the date it was completed. Example: "Transfer completed 08/20/2015."</p>

## Exhibit 67: Initial Student Registration- Session Dates section

### Registration: Initial Student

Required fields are marked with an asterisk (\*)

F-1 Student <b>Tahtinen, Aurora Minna</b>	<b>SEVP School for Advanced SEVIS Studies - SEVP</b> <b>School for Advanced SEVIS Studies</b> Start Date: 01/05/2016    End Date: 12/31/2019	Status: <b>INITIAL</b> SEVIS ID: <b>N0004734254</b>
--	--	--

+

See Help for more information on the SEVIS rules for initial registration.

<b>Current Session Start Date</b> 01/15/2016	<b>Current Session End Date *</b> <div style="display: flex; align-items: center;"> <div style="border: 1px solid #ccc; padding: 2px 5px; margin-right: 5px;">05</div> <div style="margin: 0 5px;">/</div> <div style="border: 1px solid #ccc; padding: 2px 5px; margin-right: 5px;">16</div> <div style="margin: 0 5px;">/</div> <div style="border: 1px solid #ccc; padding: 2px 5px; margin-right: 5px;">2016</div> </div>	<b>Next Session Start Date *</b> <div style="display: flex; align-items: center;"> <div style="border: 1px solid #ccc; padding: 2px 5px; margin-right: 5px;">08</div> <div style="margin: 0 5px;">/</div> <div style="border: 1px solid #ccc; padding: 2px 5px; margin-right: 5px;">16</div> <div style="margin: 0 5px;">/</div> <div style="border: 1px solid #ccc; padding: 2px 5px;">2016</div> </div>
---	--	--

<b>Length of the session</b> 122 days	<b>Length of the break</b> 91 days	You need to confirm that session dates are correct if the sessions are more than 183 days. You will also need to confirm the dates if there is more than 152 days between sessions.
--	---------------------------------------	---

☐ **The student is in the last session of his/her program**

☐ **Study/Research Abroad**    The student will be engaged in study and/or research abroad.

☐ **Thesis/Dissertation**    The student will be engaged in research or writing for a thesis or dissertation.



There are three fields that are auto-filled:

- **Current Session Start Date (CSSD):**
  - Calculated for the Initial student from the Initial Session Start Date.
  - Calculated for the Active student from the Next Session Start Date.**Note:** SEVIS will not display the CSSD during a break between sessions.
- **Length of Session:** Calculated from the Current Session Start Date and Current Session End Date. (Requires [DSO confirmation if current session is more than 183 days.](#))
- **Length of the break:** Calculated from the Current Session End Date and the Next Session Start Date. (Requires [DSO confirmation if length of break is more than 152 days.](#))

4. Enter required U.S. Address information through the modal.

**Exhibit 68: Initial Student Registration- Contact section**

### Contact

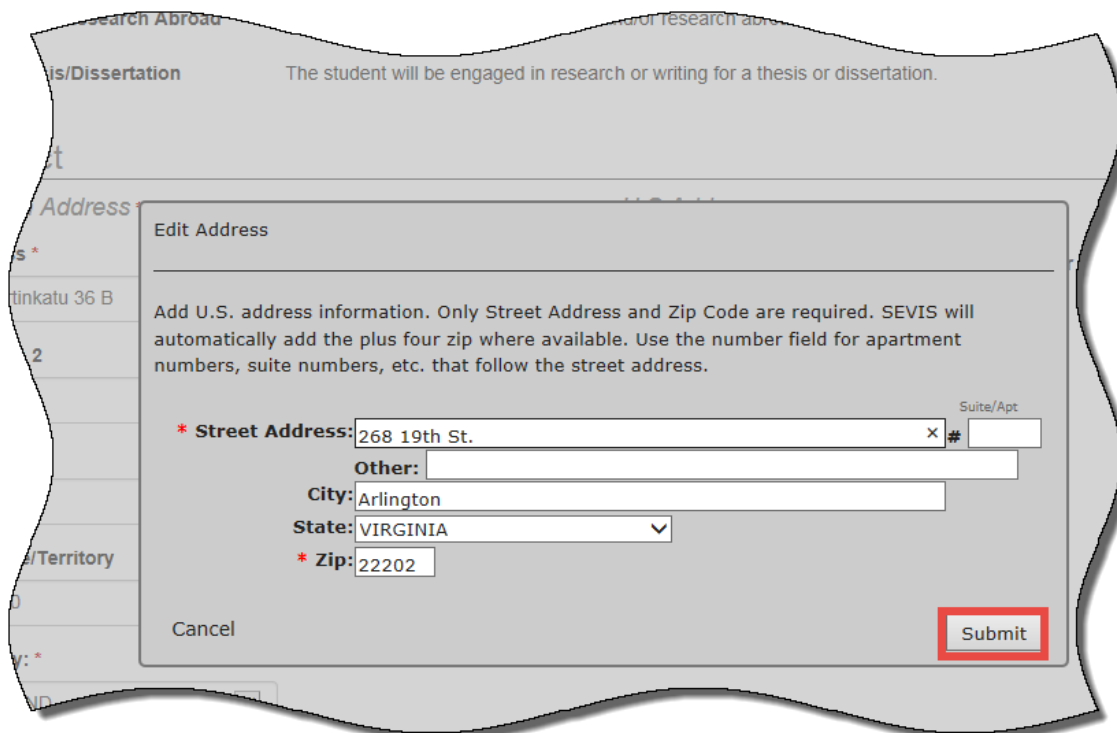
**Foreign Address \***  
**Address \***  
  
**Address 2**  
  
**City**  
  
**Province/Territory**  
  
**Postal Code**  
  
**Country: \***

**U.S Address \***  
**U.S Address is not required for Border Commuter**  
☐ **Border Commuter**  
[Add Address](#)

**Remarks about the Student (Displays on the Student Information page and page 1 of the Form I-20.)**  

Characters Remaining: 300

## Exhibit 69: Address Modal



The screenshot shows a modal window titled "Edit Address" overlaid on a blurred background of the SEVIS interface. The modal contains the following elements:

- Title:** Edit Address
- Instructions:** Add U.S. address information. Only Street Address and Zip Code are required. SEVIS will automatically add the plus four zip where available. Use the number field for apartment numbers, suite numbers, etc. that follow the street address.
- Fields:**
  - \* Street Address:** A text input field containing "268 19th St." with a small "x" icon to the right.
  - Suite/Apt:** A small text input field with a "#" icon to its left.
  - Other:** A text input field.
  - City:** A text input field containing "Arlington".
  - State:** A dropdown menu showing "VIRGINIA".
  - \* Zip:** A text input field containing "22202".
- Buttons:** "Cancel" and "Submit" (the "Submit" button is highlighted with a red border).

5. Click **Submit**. Review the information.

## **Exhibit 70: Initial Student Registration Page Complete**

## Registration: Initial Student

Required fields are marked with an asterisk (\*)

F-1 Student

Tahtinen, Aurora Minna

SEVP School for Advanced SEVIS Studies - SEVP  
School for Advanced SEVIS Studies

Start Date: 01/05/2016 End Date: 12/31/2019

Status: INITIAL

SEVIS ID: N0004734254



See Help for more information on the SEVIS rules for initial registration.

Current Session Start Date

01/15/2016

Current Session End Date \*

05 / 16 /  
2016

Next Session Start Date \*

08 / 16 / 2016

Length of the  
session

122 days

Length of the break

91 days

You need to confirm that session dates are correct if the sessions are more than 183 days. You will also need to confirm the dates if there is more than 152 days between sessions.

☐ The student is in the last session of his/her program☐ Study/Research Abroad The student will be engaged in study and/or research abroad.☐ Thesis/Dissertation The student will be engaged in research or writing for a thesis or dissertation.

## Contact

Foreign Address \*

Address \*

Albertinkatu 36 B

Address 2

City

Helsinki

Province/Territory

00180

Postal Code

Country: \*

FINLAND



U.S Address \*

U.S Address is not required for Border Commuter

☐ Border Commuter[Edit Address](#)268 19th St.  
Arlington VA 22202

Remarks about the Student (Displays on the Student Information page and page 1 of the Form I-20.)

Characters Remaining: 300

Update Information

Cancel

6. Click one of the following:

- **Cancel:** Cancels the action and returns the user to the *Student Information* page.
- **Update Information:** Submits the registration. A message indicates the update was successful.

### Exhibit 71: Update Successful message



- **Print I-20:** Prints the Form I-20. The Form I-20 Issue Reason changes from Initial to Continued Attendance.



The Form I-20 Issue Reason for M-1 transferring students remains “Transfer” until USCIS approves the Transfer.



DSOs are not required to print the Form I-20. If you choose to print the form, remember to sign it before giving the form to the student. The student should also sign the Form I-20.

- **Return to View Record:** Returns the user to *Student Information* page. The newly added information is now listed.



## Exhibit 72: Student Information Page after Registration

Student Information		
<b>F-1 STUDENT</b> <b>Tahtinen, Aurora</b> <b>Minna</b>	<b>SEVP School for Advanced SEVIS Studies -</b> <b>SEVP School for Advanced SEVIS Studies</b> Start Date: <b>January 5, 2016</b> End Date: <b>December 31, 2019</b>	Status: <b>ACTIVE</b> Status Change Date: <b>June 16, 2016</b> SEVIS ID: <b>N0004734254</b>
<b>I-901 Fee Paid</b> <b>Needs: Telephone number</b>		<b>I-20 ISSUE REASON: CONTINUED ATTENDANCE</b>
<b>Personal / Contact</b> <span>Edit</span>		
Gender <b>FEMALE</b> Date of Birth <b>June 5, 1997</b> Age <b>19</b> Country of Birth <b>FINLAND</b> Country of Citizenship <b>FINLAND</b> U.S. Telephone  Foreign Telephone  Email Address <b>auroraminnatahtinen@gmail.com</b>	U.S. Address <b>268 19th St., Arlington, VA 22202</b> Address Status <b>Override - New address, physical location</b> Foreign Address <b>Albertinkatu 36 B</b> <b>Helsinki, 00180, FINLAND</b>	
<b>Overall Remarks</b>		
<b>Program</b> <span>Edit</span>	<b>Registration</b> <span>Registration</span>	
Education Level <b>BACHELOR'S</b> Major 1 and Name <b>26.0301 - Botany/Plant Biology</b> Major 2 and Name <b>00.0000 - None</b> Minor and Name <b>00.0000 - None</b> Program Start Date <b>January 5, 2016</b> Program End Date <b>December 31, 2019</b>	Initial Session Start Date <b>January 15, 2016</b> Current Session End Date Next Session Start Date <b>August 16, 2016</b> Length of Next Break/Vacation <b>91</b> Last Session <b>No</b> Study/Research Abroad <b>No</b> Thesis/Dissertation <b>No</b>	
<b>English Proficiency</b> Select English Proficiency for This Program	<b>I-901 SEVIS Fee Payment</b>	



The Current Session End Date will disappear from the field under the Registration section after that actual date passes.

### 15.8.2 Continuing Student Registration

DSOs report continuing registration the same way they report [initial registration](#). The following information is required upon continuing registration:

- U.S. Physical Address.

- E-mail address. (This is not required for F-1 students in K-12 or M-1 students under the age of 14.)
- U.S. or foreign telephone number, or confirmation that the student does not have a telephone. (This is not required for F-1 students in K-12 or M-1 students under the age of 14.)

Records missing the above information will have a flag at the top of the *Student Information* page.

### Exhibit 73: E-mail Address and Telephone Number Flag

The screenshot shows the SEVIS Student Information page for a student named Michal. The page has a header 'Student Information' and a table with the following data:

STUDENT oricz, Michal	SEVP School for Advanced SEVIS Studies - SEVP School for Advanced SEVIS Studies Start Date: March 5, 2016 End Date: February 28, 2020	Status Change SEVIS
--------------------------	---	------------------------

Below the table, there is a green box that says 'I-901 Fee Paid' and a red box that says 'Needs: E-mail address, Telephone number'. To the right of the red box, it says 'I-20 ISSUE REASON: CONTINUED'.

DSOs can register active students (continuing registration), with E-mail address and/or Telephone number flags by entering the email address and telephone number:

- Into the **Personal/Contact** information and then registering the record.
- Directly into the *Registration: Active Student* page at the point of registration. (See below.)

To register an active student in SEVIS:

1. Navigate to the Student Information page.
2. Click **Registration**. The *Registration: Active Student* page opens.



When registering an active student, the CSSD will be:

- The CSSD, if the CSED has not passed.
- Blank during the session break.
- The NSSD, if the NSSD has passed.

## Exhibit 74: Active Student Registration page

### Registration: Active Student

Required fields are marked with an asterisk (\*)

F-1 Student <b>Weissmuller, John</b>	<b>SEVP School for Advanced SEVIS Studies - SEVP</b> <b>School for Advanced SEVIS Studies</b> Start Date: 08/15/2014   End Date: 05/31/2017	Status: <b>ACTIVE</b> SEVIS ID: <b>N0004688939</b>
---	---	---

+

See Help for more information on the SEVIS rules for continuing registration.

<b>Current Session Start Date</b> 09/01/2016	<b>Current Session End Date *</b> 12 / 19 / 2016	<b>Next Session Start Date *</b> 01 / 15 / 2017
---	---	--

**Length of the session**  
 109 days

**Length of the break**  
 26 days

You need to confirm that session dates are correct if the sessions are more than 183 days. You will also need to confirm the dates if there is more than 152 days between sessions.

☐ **The student is in the last session of his/her program**

☐ **Study/Research Abroad**    The student will be engaged in study and/or research abroad.

☐ **Thesis/Dissertation**    The student will be engaged in research or writing for a thesis or dissertation.

#### Telephone

You must select one or more of the three telephone options for all students except F-1 K-12 or M-1 under the age of 14. \*

☐ The student has provided information that he/she does not have phone number.

**U.S. Telephone**

( 804 ) 555 - 3152

**Email Address**

jweissmuller@gmail.com

E-mail is required for all students except F-1 K-12 or M-1 under the age of 14.

#### Contact

**Foreign Address \***

**Address \***

Strada Iugoslaviei 43

**Address 2**

**City**

Timisoara

**Province/Territory**

**Postal Code**

**Country: \***

ROMANIA ▼

**U.S Address \***

**U.S Address is not required for Border Commuter**

☐ **Border Commuter**

[Edit Address](#)

3523 Grove Ave  
Richmond VA 23221

**Remarks about the Student (Displays on the Student Information page and page 1 of the Form I-20.)**

Characters Remaining: 300

Update Information
Cancel

7. Enter the required registration information:
  - Current Session End Date – Date the school’s current session ends.
  - Next Session Start Date – Date the students next academic session begins.
  - Telephone information, if necessary; and the field is not already completed.
  - E-mail information, if necessary; and the field is not already completed.
8. Enter any other information that may have changed.
9. Click **Update Information**. The *Update Successful* message displays.
10. Click **Return to view record**, or **Print I-20**.

### 15.8.3 Mass Registration

It is possible to register groups of students simultaneously. For information on [Mass Registration](#), see the SEVIS Help Hub on Study in the States.

### 15.8.4 Between School Sessions



If the break between school sessions is more than 152 days, [SEVIS will request DSO-confirmation that the dates are correct](#).

#### 15.8.4.1 Annual Breaks

Schools have different annual breaks. These periods generally occur during school sessions, like Thanksgiving in the fall or spring breaks. These breaks can be included in school sessions without creating another registration event around them. F-1 and M-1 students are in legal status during annual breaks.

Here is an example of fall registration that includes a winter break:

#### Exhibit 75: Annual Break in Session Dates

The screenshot shows a registration form with the following fields and values:

Current Session Start Date	Current Session End Date *	Next Session Start Date *
08/15/2016	12 / 15 / 2016	01 / 15 / 2017

Below the dates, the form displays:

- Length of the session: **122 days** (in green)
- Length of the break: **31 days** (in red)

A note on the right states: "You need to confirm that session dates are correct if the sessions are more than 183 days. You will also need to confirm the dates if there is more than 152 days between sessions."

### 15.8.4.2 Annual Vacations

Annual vacations vary between schools. F-1 students are in legal status during annual vacations, once they have been enrolled for a full academic year. In addition to being eligible for annual vacation, the F-1 students must plan to register for the next session.



M-1 students do not have annual vacation periods. They must stay fully enrolled, except for any periods between back-to-back sessions.

Annual vacations can also be included in registration dates. Here is an example of an F-1 summer vacation that is calculated into spring registration:

#### Exhibit 76: Annual Vacation in Session Dates

<b>Current Session Start Date</b> 02/03/2016	<b>Current Session End Date *</b> 05 / 15 / 2016	<b>Next Session Start Date *</b> 08 / 15 / 2016
<b>Length of the session</b> 102 days	<b>Length of the break</b> 92 days	You need to confirm that session dates are correct if the sessions are more than 183 days. You will also need to confirm the dates if there is more than 152 days between sessions.



- [Annual Vacation 8 CFR214.2\(f\)\(5\)\(iii\)](#)
- [SEVP Policy Guidance for Adjudicators 1408-01: Academic Year](#)

## 15.9 Manage Registration

### 15.9.1 Student Alerts

SEVIS generates alert lists for schools with student records that need attention. Several of these alerts are related to the registration process.



DSOs are strongly encouraged to check the alert lists on a regular basis.

Alert Name	Description	Possible Actions to Be Taken
<b>Active Students Requiring Registration</b>	<ul style="list-style-type: none"> <li>Continuing students whose records are in Active status.</li> <li>Next Session Start Date is</li> </ul>	<ul style="list-style-type: none"> <li>Transfer students wishing to transfer to another SEVIS school.</li> <li>Register students enrolled in a full course of study and those</li> </ul>

Alert Name	Description	Possible Actions to Be Taken
	<p>in the past.</p> <ul style="list-style-type: none"> <li>• Today's date is prior to the student's Program End Date.</li> </ul>	<p>authorized for a Reduced Course Load.</p> <ul style="list-style-type: none"> <li>• Terminate or complete the remaining SEVIS records for students who are not enrolled.</li> </ul>
<b>Students in Initial Status with Port of Entry Records</b>	Students in Initial status who have U.S. port of entry records and are attending your school.	<ul style="list-style-type: none"> <li>• Transfer students wishing to transfer to another SEVIS school.</li> <li>• Register students enrolled in a full course of study and those authorized for a Reduced Course Load.</li> <li>• Terminate the Initial status records for No Show.</li> </ul>
<b>Students Past Program Start Date Awaiting Change of Status</b>	<p>Students whose change of status to F-1 or M-1 is pending with U.S. Citizenship and Immigration Services.</p> <p><b>Note:</b> DSOs must know which <a href="#">nonimmigrants are allowed to study</a> while waiting change of status to F-1 or M-1.</p>	<p><a href="#">Defer the Program Start Date</a> to the next available session.</p> <p><b>Note:</b> DSOs should not register students in SEVIS until their change of status to F-1 or M-1 has been approved. However, SEVIS will auto-cancel records in Initial status within 60 days after the Program Start Date. Therefore, these pending change of status records should be deferred until the next available session.</p>
<b>Transfer-In Students Not Registered By Program Start Date</b>	Students who have transferred to your school and whose records have been changed from Draft to Initial status.	<ul style="list-style-type: none"> <li>• Transfer students wishing to transfer to another SEVIS school.</li> <li>• Register students enrolled in a full course of study and those authorized for a Reduced Course Load.</li> <li>• Terminate remaining Initial status records for Transfer Student No Show.</li> </ul>

### 15.9.2 Student Lists

Each school has several lists that categorize their F-1 and M-1 students. The following lists are related to the registration process. The lists give an idea of how many students may need attention at the next registration process.



DSOs are strongly encouraged to check the student lists on a regular basis.

List Name	Description/Explanation
<b>Initial Status Students</b>	<ul style="list-style-type: none"> <li>Students in Initial status.</li> <li>Students who have not registered for the current session.</li> </ul>
<b>Active Status Students</b>	Students who are registered and are in status.
<b>Students With a Pending Change of Status Request</b>	Students with a pending change of status to F-1 or M-1.
<b>Students With a Requested or Pending Extension Request</b>	<ul style="list-style-type: none"> <li>M-1 students with a Requested or Pending extension request.</li> <li>These students are registered and in status.</li> </ul>
<b>Students Authorized to Drop Below Full Course</b>	<ul style="list-style-type: none"> <li>Students on a <a href="#">reduced course of study</a>.</li> <li>These students are registered and in status.</li> </ul>
<b>Students Transferring In</b>	<p>Students in the process of transferring into your school.</p> <p><b>Note:</b> This list may contain both completed Forms I-20 and Forms I-20 still in Draft status.</p>
<b>Students Requesting Reinstatement</b>	Students waiting for reinstatement adjudication.

### 15.9.3 Defer Initial Students and Students with Pending Change of Status Applications



- DSOs may need to defer a student's Program Start Date to a later date, in order to avoid SEVIS auto-cancellation for certain records in Initial Status. The [Manage Initial Program and Session Dates](#) topic on the SEVIS Help Hub describes how to do this. For example:
  - Student is not able to arrive in time to begin the program as scheduled.
  - USCIS has not approved the student's change of status to F or M status in time to begin the session.
- Deferring the Program Start Date allows the student to continue to use the same SEVIS ID and I-901 SEVIS Fee payment.



DSOs cannot defer the program for transfer-in students. This requires a request to [Change to Program Dates](#).

### 15.9.4 Cancelling Initial Students



- DSOs should cancel a student's SEVIS record if:
  - Student will not attend the school.
  - Student has not entered the United States.
- Cancelling a student's SEVIS record prevents the student from using that particular Form I-20 to enter the country at a later time.

### 15.9.5 Reduced Course Load

Before registering students who are not taking a full course load, determine whether those students are eligible for a Reduced Course Load. DSOs must know the school's full course load policy, as it relates to federal regulations. If a student needs a [Reduced Course Load](#), the DSO should process an Authorization to Drop Below Full Course for the student's record at the point of registration.



[Full-time Enrollment 8 CFR 214.2\(f\)\(6\)\(i\)-\(ii\)](#)



[Full-time Enrollment 8 CFR 214.2\(m\)\(9\)\(i\)-\(v\)](#)

## 15.10 View Current and Past Registration Actions

When DSOs need to see any previous registration actions, they can view the action in the student's Event History. The DSO uses the following, sortable Event History columns to get details about a specific registration event:

Column	Description
<b>Event Name</b>	Registration, either Initial or Active.
<b>Event Date</b>	Date and time the action (registration) was conducted.
<b>Resulting Status</b>	Student's record status after the action was taken.
<b>Performed By</b>	School official who took the action (registration).

To open the correct registration action, click the green plus sign to open the field. SEVIS displays the old (previous) value and the new (current) value for the following fields:

- Current Session End Date.
- Next Session Start Date.
- Last Session – Indicates if the student is/was in the last session of the program.
- Thesis/Dissertation – Indicates if the student is/was working on a thesis or dissertation.



- Study/Research Abroad – Indicates if the student is/was studying or conducting research outside of the United States.
- Length of Next Break/Vacation.

### Exhibit 77: Registration Event History

**Event History**

F-1 Student  
**Mizuno, Aya**

SEVP School for Advanced SEVIS Studies -  
 SEVP School for Advanced SEVIS Studies  
 Start Date: 04/23/2015   End Date: 04/22/2019

Status: **ACTIVE**  
 SEVIS ID: **N0004705535**

+

Search:

Enter the date range and click the button to filter by event date  
 From:  To:

Event Name	Event Date	Resulting Status	Performed By																					
<div style="display: flex; align-items: center;"> <div style="border: 1px solid red; border-radius: 50%; width: 15px; height: 15px; margin-right: 5px;"></div>           Registration - Continuing         </div>	06/16/2016 12:29:53	ACTIVE	Ingrid Mercer																					
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 30%;">Field Changed</th> <th style="width: 35%;">Old Value</th> <th style="width: 35%;">New Value</th> </tr> </thead> <tbody> <tr> <td>Current Session End Date</td> <td>15-MAY-16</td> <td>15-DEC-16</td> </tr> <tr> <td>Next Session Start Date</td> <td>15-AUG-16</td> <td>15-JAN-17</td> </tr> <tr> <td>Last Session</td> <td></td> <td>N</td> </tr> <tr> <td>Thesis/Dissertation</td> <td></td> <td>N</td> </tr> <tr> <td>Study/Research Abroad</td> <td></td> <td>N</td> </tr> <tr> <td>Length of Next Break/Vacation</td> <td>91</td> <td>30</td> </tr> </tbody> </table>				Field Changed	Old Value	New Value	Current Session End Date	15-MAY-16	15-DEC-16	Next Session Start Date	15-AUG-16	15-JAN-17	Last Session		N	Thesis/Dissertation		N	Study/Research Abroad		N	Length of Next Break/Vacation	91	30
Field Changed	Old Value	New Value																						
Current Session End Date	15-MAY-16	15-DEC-16																						
Next Session Start Date	15-AUG-16	15-JAN-17																						
Last Session		N																						
Thesis/Dissertation		N																						
Study/Research Abroad		N																						
Length of Next Break/Vacation	91	30																						
Financial Information Updated	06/15/2016 15:06:02	ACTIVE	Rita Feet																					
Financial Information Updated	06/15/2016 15:06:02	ACTIVE	Rita Feet																					
OPI Record Completion Date	04/23/2015 12:15:34	ACTIVE	Jared Fister																					
Registration	04/23/2015 11:54:57	ACTIVE	Jared Fister																					
Record Created	04/23/2015 11:41:34	INITIAL	Jared Fister																					

## 15.11 Correcting Registration

DSOs can correct or update registration session dates by entering another [registration](#).

However, if a DSO finds a student record that is in the wrong status, there are several ways to correct this data in a student record.

- If an initial student record was registered or canceled within the last 15 days, [PDSO Correction Requests](#) allow the PDSO to return the record to Initial status.
- DSOs may also [request a Change to Student Status](#).

- [For more complicated data fixes, the P/DSO can submit a SEVIS Help Ticket \(Data Fix\) by calling](#) the SEVIS Help Desk (1-800-892-4829).

## 16 REDUCED COURSE LOAD

Designated school officials (DSOs) must be familiar with Department of Homeland Security (DHS) standards for what equals a full course of study at their schools. F-1 and M-1 students normally must enroll in a full-time course load each term to keep their F-1 and M-1 status. Sometimes a DSO may excuse a student from this rule.



If an F-1 student is having specified initial academic difficulties<sup>5</sup>, a temporary illness or medical condition, or needs fewer courses than a full course load in his/her last term to complete the program of study, DSOs may authorize a reduced course load (RCL).



An M-1 student may only receive RCL for illness or a medical condition.

DSOs authorize RCL by completing an action in SEVIS called “Authorizing a Drop Below Full Course.” The DSO authorizes RCL for one term and may extend it, if needed, the following term if the student is still eligible. RCL allows F-1 and M-1 students to attend classes part-time. In addition, for illness or medical cases, a DSO may excuse a student from all classes for up to 12 months for an F-1 or five months for an M-1. During this time, they remain in F-1 and M-1 status. This document explains when a student may be allowed an RCL, how to authorize it, and how to modify an RCL in SEVIS.



[SEVIS Registration User Guide](#)  
[SEVP Training for Designated School Officials](#)

### 16.1 Reasons for Reduced Course Loads

Regulations provide limited reasons for granting an RCL. Reasons for an RCL differ between F and M students.

#### 16.1.1 RCL Reasons and Guidelines for F-1 Students



Reasons	Guidelines
<b>Illness or Medical Condition</b>	<ul style="list-style-type: none"> <li>• Cannot exceed 12 month aggregate per program level</li> <li>• May excuse a student from all classes if</li> </ul>

<sup>5</sup> See “RCL Reasons and Guidelines for F-1 Students,” below.

Reasons	Guidelines
	<p>medically necessary</p> <ul style="list-style-type: none"> <li>• Student must provide medical documentation from a licensed: <ul style="list-style-type: none"> <li>○ Medical Doctor</li> <li>○ Doctor of Osteopathy</li> <li>○ clinical psychologist</li> </ul> </li> <li>• DSO must renew the RCL each term, based on new or continuing medical information</li> <li>• May be used nonstop or at different times during a program level</li> </ul>
<b>Academic Difficulties, including:</b> <ul style="list-style-type: none"> <li>• Improper course level placement</li> <li>• Initial difficulty with reading requirements</li> <li>• Initial difficulty with the English language</li> <li>• Unfamiliarity with U.S. teaching methods</li> </ul>	<ul style="list-style-type: none"> <li>• Can only be used for the initial academic term per program level</li> <li>• Student must maintain a minimum six-credit course load, or half the clock hours required for a full course of study<sup>6</sup></li> <li>• Student must begin a full course of study at the next offered term</li> </ul>
<b>To Complete Course of Study In Current Term</b>	<ul style="list-style-type: none"> <li>• Used in a student's final term if he/she can complete the program with fewer classes</li> <li>• Student must be enrolled in at least one required class</li> </ul>
<b>Part-time Commuter Student</b>	<ul style="list-style-type: none"> <li>• May be used in case of F-1 commuter student attending school within 75 miles of the U.S. border.</li> <li>• Student must maintain a minimum six-credit course load, or half the clock hours required for a full course of study<sup>7</sup></li> </ul>

You can find the regulations addressing reduced course loads for F-1 students at:

<sup>6</sup> Per semester, trimester or quarter hour system; adjusted proportionally for sessions of other duration.

<sup>7</sup> Per semester, trimester or quarter hour system; adjusted proportionally for sessions of other duration.



[Title 8 Code of Federal Regulations \(CFR\) 214.2\(f\)\(6\)\(iii\)-\(iv\)](#)

### 16.1.2 RCL Reasons and Guidelines for M-1 Students



Reasons	Guidelines
<b>Illness or Medical Condition</b>	<ul style="list-style-type: none"> <li>• Cannot exceed five months per entire course of study</li> <li>• May excuse a student from all classes for an entire academic term</li> <li>• Student must provide medical documentation from a licensed:               <ul style="list-style-type: none"> <li>○ Medical Doctor</li> <li>○ Doctor of Osteopathy</li> <li>○ Clinical Psychologist</li> </ul> </li> <li>• DSO must renew the RCL each term, based on new or continuing medical information</li> <li>• May be used nonstop or at different times during a period of study</li> </ul>
<b>Part-time Commuter Student</b>	<ul style="list-style-type: none"> <li>• May be used in case of M-1 commuter student attending school within 75 miles of the U.S. border.</li> <li>• Student must maintain a minimum six-credit course load, or half the clock hours required for a full course of study<sup>8</sup></li> </ul>

You can find the regulations addressing reduced course loads for M-1 students at:



[Title 8 Code of Federal Regulations \(CFR\) 214.2\(m\)\(9\)\(v\)-\(vi\)](#)

## 16.2 Authorizing a Reduced Course Load Process at a Glance

For students to keep F-1 and M-1 status, a DSO must approve all RCLs. The DSO does this by entering the RCL reason and RCL start and end dates in the “Authorize to Drop Below Full Course” option on the student’s SEVIS record. Once the DSO submits the information to SEVIS, the RCL is approved and the student may drop the requested courses.

<sup>8</sup> Per semester, trimester or quarter hour system; adjusted proportionally for sessions of other duration.

Event	Steps
<b>Student Has Problem</b>	<ul style="list-style-type: none"> <li>Visits doctor, or</li> <li>Speaks with teacher, or academic advisor for all nonmedical reasons.</li> </ul>
<b>Student Requests RCL</b>	<ul style="list-style-type: none"> <li>Brings letter from doctor, or</li> <li>Explains academic problem to DSO</li> </ul>
<b>DSO Authorizes RCL</b>	<ul style="list-style-type: none"> <li>DSO authorizes RCL in SEVIS prior to the student commencing the reduction:</li> <li>Selects reason, and</li> <li>Enters start and end dates</li> </ul>
<b>Student Is On RCL</b>	<ul style="list-style-type: none"> <li>Student maintains F-1/M-1 status during the segment of RCL.</li> </ul>
<b>DSO Updates Student Full-Time Study</b>	<ul style="list-style-type: none"> <li>At end of the authorized segment of RCL, student must resume full course load, unless further RCL is needed and the student has remaining eligibility</li> <li>DSO must update SEVIS registration to full course load within 21 days of the student's commencement of full course of study.</li> </ul>

### 16.3 Authorize a Reduced Course Load/"Drop Below Full Course" in SEVIS

- Navigate to the *Student Information* page.

#### Exhibit 78: Student Information Page with Authorize to Drop Below Full Course Link Called Out

**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](#)

**Student Information**  
 Reprint I-20    Print Draft I-20

**Personal Information**  
 SEVIS ID: **N0004704562**  
 Surname/Primary Name: **Vargicova**  
 Given Name: **Ana**  
 Suffix:  
 Passport Name:  
 Preferred Name: **Ana Vargicova**  
 SEVIS Legacy Name:  
 Country of Birth: **SLOVAKIA**  
 Date of Birth: **04/03/1990**  
 Country of Citizenship: **SLOVAKIA**  
 Gender: **FEMALE**  
 Foreign Address: **1423 Broskynova Ul.  
 Nitra  
 94901  
 SLOVAKIA**  
 U.S. Address: **3201 PATTERSON AVE  
 RICHMOND  
 VIRGINIA  
 23221 - 2316**  
 Address Status: **Valid**  
 Address Type: **S - Mailbox at a street address**  
 Email Address:

**Program Information**  
 Status: **ACTIVE**  
 Date of Last Event: **04/15/2015**  
 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: **BACHELOR'S**  
 Major: **14.1001 - Electrical and Electronics Engineering**  
 Secondary Major: **00.0000 - None**  
 Minor: **00.0000 - None**  
 Program Start Date: **08/15/2015**  
 Program End Date: **05/15/2019**  
 Normal Length of Study: **48**  
 Current Session End Date: **12/15/2015**  
 Next Session Start Date: **01/15/2016**  
 School Requires English Proficiency: **Yes**  
 English Proficiency: **Yes**

2. Click **Authorize To Drop Below Full Course**. The *Authorize to Drop Below Full Course* page one opens.

### Exhibit 79: Authorize to Drop Below Full Course – Page 1

**The Infield School**

**Authorize To Drop Below Full Course**

F-1 Student  
**Dogood, Silence**  
The Infield School - The Infield School Crystal City  
Start Date: 09/16/2015 End Date: 09/06/2018

Status: **ACTIVE**  
SEVIS ID: **N0004714218**

GENDER	FEMALE
DOB	11/19/1980
PREFERRED NAME	Silence Do-Good
PASSPORT NAME	
COUNTRY OF BIRTH	UNITED KINGDOM
CITIZENSHIP	UNITED KINGDOM

EMAIL

U.S. ADDRESS

7119 CIPRIANO SPRINGS DR  
LANHAM , MD 20706

No data found

You have accessed the page in SEVIS from which you may authorize an F or M student to take less than a full course of study for a specified period of time. The requirements for F-1 and M-1 students to drop below the mandatory full-course load involve a detailed set of regulations. If you have any questions concerning this student's eligibility to be authorized, and the requirements for the student to maintain status during this period of reduced course load, please refer to:

- The SEVIS On-line Help, which provides regulatory and procedural details on the update you are making; or
- 8 CFR 214.2(f)(6)(iii) and 214.2(m)(9)(vi).

[New Authorize to Drop Below Full Course](#)

[Return](#) [Print I-20](#)

3. Click **New Authorize to Drop Below Full Course**. The *Authorize to Drop Below Full Course* page two opens.

## Exhibit 80: Authorize to Drop Below Full Course – Page 2

**The Infield School**

**Authorize to Drop Below Full Course**

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

F-1 Student

**Dogood, Silence**

The Infield School - The Infield School Crystal City

Start Date: 09/16/2015    End Date: 09/06/2018

Status: **ACTIVE**

SEVIS ID: **N0004714218**

---

GENDER	FEMALE	
DOB	11/19/1980	
PREFERRED NAME	Silence Do-Good	
PASSPORT NAME		
COUNTRY OF BIRTH	UNITED KINGDOM	
CITIZENSHIP	UNITED KINGDOM	
		EMAIL
		U.S. ADDRESS
7119 CIPRIANO SPRINGS DR		
LANHAM , MD 20706		

1. \* Authorization Reason:

UNFAMILIARITY WITH AMERICAN TEACHING METHODS

2. \* Authorization Start Date:

10/6/2015

(MM/DD/YYYY)

3. \* Authorization End Date:

1/30/2016

×

(MM/DD/YYYY)

4. Remarks:

Authorize

Reset Values

Cancel

4. Enter information relevant to the RCL authorization.

**Note:** An \* (asterisk) indicates required fields.

<p><b>* Authorization Reason</b></p>	<ul style="list-style-type: none"> <li>For F-1 students, select one of the following: <ul style="list-style-type: none"> <li>Illness or Medical Reason</li> <li>Improper Course Level Placement</li> <li>Initial Difficulty with Reading Requirements</li> <li>Initial Difficulty with the English Language</li> <li>To Complete Course of Study in Current Term</li> <li>Unfamiliarity with American Teaching Methods</li> </ul> </li> <li>For M-1 students, select one of the following: <ul style="list-style-type: none"> <li>Illness or Medical Condition</li> <li>Part-time Commuter Student</li> </ul> </li> </ul>
<p><b>* Authorization Start Date</b></p>	<p>The date the authorization is to start. SEVIS allows the entry of a start date that is in the past, if the RCL end date has not also passed.</p> <p>Format: MM/DD/YYYY</p>
<p><b>* Authorization End Date</b></p>	<p>The date the authorization is to end. This date cannot be beyond the program end date. This date cannot be in the past.</p> <p>Format: MM/DD/YYYY</p>
<p><b>Remarks</b></p>	<p>This is optional. Enter any remarks regarding the student's situation; for example, "Student is in first semester of academic course work and is having trouble with English."</p>

5. Review the information. Click one of the following:

- Authorize:** Submits the RCL request. A message with two options indicates if the update was successful:

### Exhibit 81: Update Successful Message

**Update Successful**

Return to Authorization List

Print I-20



- **Return to Authorization List:** Returns user to the *Authorize to Drop Below Full Course* page. The newly added RCL is now listed. It is located under the Authorization Reason title.

- **Print I-20:** Prints the Form I-20. The authorization appears the Form I-20.

**Note:** If you choose to print the Form I-20, do not forget to sign it before you give it to the student.

- **Reset Values:** Returns the previous values to the fields. In this case, the new information is deleted and the fields are left empty.
- **Cancel:** Cancels the action and returns the user to the *Authorize to Drop Below Full Course* page one.

6. Review the information on the *Authorize to Drop Below Full Course* page one. If you need to make changes to the existing RCL Authorization request, see [Update Authorize to Drop Below Full Course](#).

**Note:** If you need to recommend an additional segment of RCL, repeat Steps 4 and 5. Periods of approved RCL cannot overlap.

7. Click either:

- **New Authorization to Drop Below Full Course:** Returns the user to the *Authorize to Drop Below Full Course* page two.
- **Print I-20:** Prints the Form I-20.

## 16.4 Update Authorize to Drop Below Full Course

DSOs can take different actions even after submitting an RCL segment:

RCL Dates	Available Actions in SEVIS
<b>Start Date is Still in the Future</b>	<ul style="list-style-type: none"> <li>● View Request</li> <li>● <a href="#">Update</a> Request <ul style="list-style-type: none"> <li>○ Change Authorization Reason</li> <li>○ Change Authorization Start Date to Today or Future Date</li> <li>○ Change Authorization End Date to Any Day After Start Date Within 12 months</li> <li>○ Student Remarks</li> </ul> </li> <li>● <a href="#">Cancel</a> Request</li> <li>● Recommend another RCL segment as long as the dates do not overlap</li> </ul>
<b>Start Date Has Passed but End Date is Still in the Future</b>	<ul style="list-style-type: none"> <li>● View Request</li> <li>● <a href="#">Update</a> Request <ul style="list-style-type: none"> <li>○ Change Authorization Reason</li> <li>○ Change Authorization End Date to Any Date Within 12</li> </ul> </li> </ul>

RCL Dates	Available Actions in SEVIS
	<p>Months of Start Date</p> <ul style="list-style-type: none"> <li>○ Student Remarks</li> <li>● Recommend another RCL segment as long as the dates do not overlap</li> </ul>

To update an Authorize to Drop Below Full Course request:

1. Navigate to the *Student Information* page.

## Exhibit 82: Student Information Page with Authorize to Drop Below Full Course Link Called Out

**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](#)

**Student Information**  
 Reprint I-20    Print Draft I-20

**Personal Information**  
 SEVIS ID: **N0004704562**  
 Surname/Primary Name: **Vargicova**  
 Given Name: **Ana**  
 Suffix:  
 Passport Name:  
 Preferred Name: **Ana Vargicova**  
 SEVIS Legacy Name:  
 Country of Birth: **SLOVAKIA**  
 Date of Birth: **04/03/1990**  
 Country of Citizenship: **SLOVAKIA**  
 Gender: **FEMALE**  
 Foreign Address: **1423 Broskynova UL.  
 Nitra  
 94901  
 SLOVAKIA**  
 U.S. Address: **3201 PATTERSON AVE  
 RICHMOND  
 VIRGINIA  
 23221 - 2316**  
 Address Status: **Valid**  
 Address Type: **S - Mailbox at a street address**  
 Email Address:

**Program Information**  
 Status: **ACTIVE**  
 Date of Last Event: **04/15/2015**  
 Termination Reason:  
 Visa Type: **F-1**  
 School Name: **SEVP School for Advanced SEVIS Studies**  
 School Code: **BAL214F44444000**  
 Campus Name: **SEVP School for Advanced SEVIS Studies**  
 I-20 Issue Reason: **CONTINUED ATTENDANCE**  
 Education Level: **BACHELOR'S**  
 Major: **14.1001 - Electrical and Electronics Engineering**  
 Secondary Major: **00.0000 - None**  
 Minor: **00.0000 - None**  
 Program Start Date: **08/15/2015**  
 Program End Date: **05/15/2019**  
 Normal Length of Study: **48**  
 Current Session End Date: **12/15/2015**  
 Next Session Start Date: **01/15/2016**  
 School Requires English Proficiency: **Yes**  
 English Proficiency: **Yes**

2. Click **Authorize To Drop Below Full Course**. The *Authorize to Drop Below Full Course* page one opens.

**Exhibit 83: Update Authorization to Drop Below Course – Page 1**

**Authorize To Drop Below Full Course**

F-1 Student  
**Dogood, Silence**  
 The Infield School - The Infield School Crystal City  
 Start Date: 09/16/2015    End Date: 09/06/2018

Status: **ACTIVE**  
 SEVIS ID: **N0004714218**

---

GENDER	FEMALE	
DOB	11/19/1980	
PREFERRED NAME	Silence Do-Good	
PASSPORT NAME		
COUNTRY OF BIRTH	UNITED KINGDOM	
CITIZENSHIP	UNITED KINGDOM	
		EMAIL
		U.S. ADDRESS
7119 CIPRIANO SPRINGS DR LANHAM , MD 20706		

You have accessed the page in SEVIS from which you may authorize an F or M student to take less than a full course of study for a specified period of time. The requirements for F-1 and M-1 students to drop below the mandatory full-course load involve a detailed set of regulations. If you have any questions concerning this student's eligibility to be authorized, and the requirements for the student to maintain status during this period of reduced course load, please refer to:

- The SEVIS On-line Help, which provides regulatory and procedural details on the update you are making; or
- 8 CFR 214.2(f)(6)(iii) and 214.2(m)(9)(vi).

[New Authorize to Drop Below Full Course](#)

Authorization Reason	Authorization Start Date	Authorization End Date	Command
UNFAMILIARITY WITH AMERICAN TEACHING METHODS	10/06/2015	01/30/2016	<span style="border: 1px solid red; padding: 2px;">Update</span>

3. Click **Update**. It is located in the Command column to the right of the RCL segment you want to edit. The *Authorize to Drop Below Full Course* page two opens.
4. Enter any updates relevant to the RCL authorization.

**Note:** An \* (asterisk) indicates required fields.

<p><b>* Authorization Reason:</b></p>	<ul style="list-style-type: none"> <li>For F-1 students, select one of the following:             <ul style="list-style-type: none"> <li>Illness or Medical Reason</li> <li>Improper Course Level Placement</li> <li>Initial Difficulty with Reading Requirements</li> <li>Initial Difficulty with the English Language</li> <li>To Complete Course of Study in Current Term</li> <li>Unfamiliarity with American Teaching Methods</li> </ul> </li> <li>For M-1 students, select one of the following:             <ul style="list-style-type: none"> <li>Illness or Medical Reason</li> <li>Part-time Commuter Student</li> </ul> </li> </ul>
<p><b>* Authorization Start Date (only if the current start date has not passed):</b></p>	<p>The date the authorization is to start. This date should not be before the student has submitted the reduced course load request.</p> <p>Format: MM/DD/YYYY</p>
<p><b>* Authorization End Date</b></p>	<p>The date the authorization is to end. This date cannot be beyond the program end date.</p> <p>Format: MM/DD/YYYY</p>
<p><b>Remarks</b></p>	<p>This is optional. Enter or update remarks regarding the student.</p>

5. Click one of the following:

- Authorize:** Submits the RCL request.

A message with two options indicates if the update was successful:

### Exhibit 84: Update Successful

**Update Successful**

Return to Authorization List
Print I-20

- **Return to Authorization List:** Returns user to the *Authorize to Drop Below Full Course* page one. The updated RCL is now listed. It is located under the Authorization Reason title.

## Exhibit 85: Authorization Reason

Authorization Reason	Authorization Start Date	Authorization End Date	Command
IMPROPER COURSE LEVEL PLACEMENT	03/20/2015	05/30/2015	<a href="#">Update</a> <a href="#">Cancel</a>

- **Print I-20:** Prints the Form I-20. The updated authorization appears on the Form I-20.

## Exhibit 86: Current Authorizations on Page 2 of Form I-20

Department of Homeland Security U.S. Immigration and Customs Enforcement		I-20, Certificate of Eligibility for Nonimmigrant Student Status OMB NO. 1653-0038	
SEVIS ID: N0004704562 (F-1)		NAME: Ana Vargicova	
<b>EMPLOYMENT AUTHORIZATION</b>			
EMPLOYMENT STATUS	TYPE		
EMPLOYMENT START DATE	EMPLOYMENT END DATE		
EMPLOYER NAME	EMPLOYER LOCATION		
COMMENTS			
<b>CHANGE OF STATUS/CAP-GAP EXTENSION</b>			
REQUESTED VISA TYPE	REQUEST/PETITION STATUS	RECEIPT NUMBER	BENEFIT START DATE/REQUEST DATE
<b>EVENT HISTORY</b>			
EVENT NAME	EVENT DATE		
Registration	15 APRIL 2015		
<b>OTHER AUTHORIZATIONS</b>			
AUTHORIZATION	START DATE	END DATE	
Authorized to Drop Below Full Course	20 AUGUST 2015	15 DECEMBER 2015	
<b>TRAVEL ENDORSEMENT</b>			
This page when properly endorsed, may be used for reentry of the student to attend the same school after a temporary absence from the United States. Each certification signature is valid for one year.			
SCHOOL OFFICIAL	TITLE	SIGNATURE	DATE ISSUED
		X	

- **Reset Values:** Returns the previous values to the fields. In this case, the fields are returned to the original RCL information.
- **Cancel:** Cancels the action and returns the user to the *Authorize to Drop Below Full Course* page one.

## 16.5 Cancel Authorize to Drop Below Full Course

An Authorize to Drop Below Full Course request can be cancelled at any point before the approved Authorization Start Date.

To cancel an Authorize to Drop Below Full Course request:

1. Navigate to the *Student Information* page.

## Exhibit 87: Student Information Page with “Authorize To Drop Below Full Course” Link

**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](#)

**Student Information**  
 Reprint I-20    Print Draft I-20

Personal Information	Program Information
SEVIS ID: <b>N0004704562</b>	Status: <b>ACTIVE</b>
Surname/Primary Name: <b>Vargicova</b>	Date of Last Event: <b>04/15/2015</b>
Given Name: <b>Ana</b>	Termination Reason:
Suffix:	Visa Type: <b>F-1</b>
Passport Name:	School Name: <b>SEVP School for Advanced SEVIS Studies</b>
Preferred Name: <b>Ana Vargicova</b>	School Code: <b>BAL214F4444000</b>
SEVIS Legacy Name:	Campus Name: <b>SEVP School for Advanced SEVIS Studies</b>
Country of Birth: <b>SLOVAKIA</b>	I-20 Issue Reason: <b>CONTINUED ATTENDANCE</b>
Date of Birth: <b>04/03/1990</b>	Education Level: <b>BACHELOR'S</b>
Country of Citizenship: <b>SLOVAKIA</b>	Major: <b>14.1001 - Electrical and Electronics Engineering</b>
Gender: <b>FEMALE</b>	Secondary Major: <b>00.0000 - None</b>
Foreign Address: <b>1423 Broskynova Ul. Nitra 94901 SLOVAKIA</b>	Minor: <b>00.0000 - None</b>
U.S. Address: <b>3201 PATTERSON AVE RICHMOND VIRGINIA 23221 - 2316</b>	Program Start Date: <b>08/15/2015</b>
Address Status: <b>Valid</b>	Program End Date: <b>05/15/2019</b>
Address Type: <b>S - Mailbox at a street address</b>	Normal Length of Study: <b>48</b>
Email Address:	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>
	English Proficiency: <b>Yes</b>

2. Click **Authorize To Drop Below Full Course**. The *Authorize to Drop Below Full Course* page one opens.

## Exhibit 88: Authorize To Drop Below Full Course – Page 1

You have accessed the page in SEVIS from which you may authorize an F or M student to take less than a full course of study for a specified period of time. The requirements for F-1 and M-1 students to drop below the mandatory full-course load involve a detailed set of regulations. If you have any questions concerning this student's eligibility to be authorized, and the requirements for the student to maintain status during this period of reduced course load, please refer to:

- The SEVIS On-line Help, which provides regulatory and procedural details on the update you are making; or
- 8 CFR 214.2(f)(6)(iii) and 214.2(m)(9)(vi).

[New Authorize to Drop Below Full Course](#)

Authorization Reason	Authorization Start Date	Authorization End Date	Command
UNFAMILIARITY WITH AMERICAN TEACHING METHODS	08/30/2015	12/15/2015	<a href="#">Update</a> <a href="#">Cancel</a>

Return    Print I-20    [Cancel](#)

3. Click **Cancel** in the Command column to the right of the RCL segment you want to cancel. The *Update Successful* message box opens. It indicates the update was successful.
4. Click one of the following:
  - **Return:** Returns the user to the authorization list on the *Authorize to Drop Below Full Course* page one.
  - **Print I-20:** Prints the updated Form I-20.

## 16.6 Correcting Information about an Approved RCL

Sometimes DSOs need to change RCL information in SEVIS. They can update the RCL reason and end date if the RCL segment has not yet ended. They cannot:

- Correct an RCL start date if the start date has passed.
- Add an RCL when the start and end dates are both in the past.
- Correct the RCL reason if the RCL end date is in the past.
- Remove an RCL from the record if the RCL start date is in the past and the student did not actually use it.

In these cases, the DSO should call the SEVIS Help Desk (1-800-892-4829) and submit a Help Ticket (Data Fix).

## 17 UPDATING FORMS I-20 DURING STUDENT ACADEMIC CAREER

Once a student record is created in SEVIS, a PDSO or DSO must update the student's record with current information and must report all events as required by the current proposed SEVIS regulations. The subsequent sections address how to update student records in SEVIS.

### 17.1 Personal Information

An F-1/M-1 student's personal, demographic, and contact information, as seen on the *Student Information* page, can be edited on the *Update Personal Information* page. The student's personal information is available for editing by the designated school official (DSO), when the student is in an Initial or Active status. DSOs are required to update this information in SEVIS within 21 days of the change.



8 CFR 214.3(g)(2)



SEVIS will not allow DSOs to submit an update to personal information if the record lacks:

- Telephone information
- Email address

This is true even if the record is in Initial status.

#### 17.1.1 Update Student's Personal and Contact Information

The fields on the *Update Personal Information* page are pre-populated by SEVIS, if the information was provided on the original Form I-20. These fields can be edited by typing in the field or selecting from a drop-down list. When completed, click the **Update Information** button at the bottom of the page.

To update a student's personal and contact information:

1. Navigate to the *Student Information* page.

## Exhibit 89: Student Information Page

Student Information		
F-1 STUDENT <b>Trottier, Alice</b>	SEVP School for Advanced SEVIS Studies - SEVP School for Advanced SEVIS Studies Start Date: <b>May 4, 2015</b> End Date: <b>May 4, 2019</b>	Status: <b>ACTIVE</b> Status Change Date: <b>May 13, 2016</b> SEVIS ID: <b>N0004684777</b>
<b>I-901 Fee Paid</b>		I-20 ISSUE REASON: <b>CONTINUED ATTENDANCE</b>
<div> <div>Personal / Contact</div> <div> <div>Gender <b>FEMALE</b></div> <div>Date of Birth <b>January 1, 1991</b> <b>Age 25</b></div> <div>Country of Birth <b>FRANCE</b></div> <div>Country of Citizenship <b>FRANCE</b></div> <div>Telephone <b>Student does not have a telephone number.</b></div> <div>Email Address <b>at@gmail.com</b></div> </div> <div> <div>U.S. Address <b>1111 ARMY NAVY DR, ARLINGTON, VA 22202 - 2053</b></div> <div>Address Status</div> <div>Foreign Address <b>1 Main Street ANGOLA</b></div> </div> </div> <div>Edit</div>		

- Click the **Edit** button to the right of the **Personal / Contact** section header. The *Update Personal Information* page opens.



## Exhibit 90: Update Personal Information Page

### Update Personal Information

SEVP School for Advanced SEVIS Studies

Required fields are marked with an asterisk (\*)

<b>F-1 Student</b> <b>Trottier, Alice</b>	<b>SEVP School for Advanced SEVIS Studies - SEVP School for Advanced SEVIS Studies</b> Start Date: 05/04/2015   End Date: 05/04/2019	Status: <b>ACTIVE</b> SEVIS ID: <b>N0004684777</b>
--	---	---

GENDER: FEMALE DOB: 01/01/1991 PREFERRED NAME: Alice Trottier PASSPORT NAME: COUNTRY OF BIRTH: FRANCE CITIZENSHIP: FRANCE	EMAIL: <a href="mailto:at@gmail.com">at@gmail.com</a> U.S. ADDRESS: 1111 ARMY NAVY DR ARLINGTON, VA 22202	
--	---	--

---

**Name**

**Surname/Primary Name \***

**Given Name**

**Suffix**

Select One ▼

**Passport Name**

**Preferred Name**

**Demographics**

**Birth Date \***      **Country of Birth \***      **Country of Citizenship \***

/  / 

The nonimmigrant student was born on January 1st, 1991 and is 25 years old

**Gender \***

☒ FEMALE  
 ☐ MALE  
 ☐ UNKNOWN/OTHER

**Contact**

**Foreign Address \***

**Address \***



**City**

**Province/Territory Postal Code**

**Country: \***

**U.S Physical Address**

**U.S Address is not required for Border Commuter**

☐ **Border Commuter**

[Edit Address](#)

1111 ARMY NAVY DR  
 ARLINGTON VA 22202 - 2053

**U.S Mailing Address**

☐ **Same as Physical Address**

[Add Mailing Address](#)

**Email Address: \***

Enter an email address where the student can be reached. This can be a personal or school-issued email address. Email is not required for F-1 students in K-12 or M-1 students under the age of 14.

**Telephone**

You must select one or more of the three telephone options for all students except F-1 K-12 or M-1 under the age of 14. \*

☒ **Student does not have a telephone number.**

**Foreign Telephone**

+  -

Country    Number  
Code

**US Telephone**

(  )  -

**Remarks about the Student** (Prints on page 1 of the Form I-20 in the "Remarks" section.)

Characters Remaining: 1000

Update Information
Cancel
Print Draft I-20

The *Update Personal Information* page has four sections to update:

- Name
- Demographics
- Contact
- Telephone

3. Complete the *Update Personal Information* page. The following tables provide a brief description for each section and field on this page.

## Name

Complete the fields in the *Name* section, as necessary:

### Exhibit 91: Name Section of the Personal Information Page

Name	
<b>Surname/Primary Name *</b> <input type="text" value="Trottier"/>	<b>Surname/Primary Name</b> The Surname/Primary Name is required. If the person has only one name, use this field. Do not use any special characters. Only letters A to Z and spaces are allowed. Do not use an abbreviation such as FNU to indicate a name is unknown. See Help for more information.
<b>Given Name</b> <input type="text" value="Alice"/>	<b>Given Name</b> Use this field for names other than the Surname/Primary names such as first and middle names. If the person has only one name, this field may be left blank. Do not use any special characters. Only letters A to Z and spaces are allowed. Do not use an abbreviation such as FNU to indicate a name is unknown. See Help for more information.
<b>Suffix</b> <input type="text" value="Select One"/>	
<b>Passport Name</b> <input type="text"/>	<b>Passport Name</b> Passport Name is optional but highly recommended. Enter the names found in the machine readable section of the passport, leaving out the separator character "<". Enter them in the order shown on the passport. See Help for more information.
<b>Preferred Name</b> <input type="text" value="Alice Trottier"/>	<b>Preferred Name</b> This field allows names to be written in the order preferred in the person's home country. It may contain letters with diacritical markings such as Ä, Ö, or Å. It may also contain hyphens, apostrophes, and a comma before the suffix. If you do not enter a Preferred Name, SEVIS will automatically enter the given name, surname/primary name, and a suffix, if applicable. See Help for more information.

Field	Description/Explanation
<b>Surname/ Primary Name*</b>	<ul style="list-style-type: none"> <li>• Enter the surname or primary name of the student. If the student has only one name, enter it in this field.</li> <li>• This field has a 40-character limit.</li> <li>• This is a required field.</li> </ul> <p><b>Note:</b> See the <a href="#">SEVIS Name Standards User Guide</a> for detailed name standards information.</p>
<b>Given Name</b>	<ul style="list-style-type: none"> <li>• Enter the given name of the student. The student's middle name can be included in the Given Name field.</li> <li>• This field has an 80-character limit.</li> </ul>

Field	Description/Explanation
<b>Suffix</b>	If applicable, select a title from the drop-down list, such as Junior, which may display at the end of a person's name.
<b>Passport Name</b>	<ul style="list-style-type: none"> <li>Enter the passport name of the student, as written in the Machine-readable Zone (MRZ) of the passport.</li> <li>This field has a 39-character limit.</li> </ul> <b>Note:</b> The Passport Name is optional, but highly recommended.
<b>Preferred Name</b>	<ul style="list-style-type: none"> <li>Enter the preferred name used by the student, if different from the fields above.</li> <li>This field has a 145-character limit.</li> </ul>



See [SEVIS Name Standards User Guide](#) on the Study in the States' SEVIS Help Hub.

## Demographics

Complete the fields in the *Demographics* section:

### Exhibit 92: Demographics Section of the Personal Information Page

Demographics

**Birth Date \***  
 /  /

**Country of Birth \***

**Country of Citizenship \***

The nonimmigrant student was born on January 1st, 1991 and is 25 years old

**Gender \***  
☒ FEMALE   ☐ MALE   ☐ UNKNOWN/OTHER

Field	Description/Explanation
<b>Birth Date*</b>	<ul style="list-style-type: none"> <li>Enter the student's date of birth in MM/DD/YYYY format.</li> <li>This is a required field.</li> </ul> <b>Note:</b> When entering the Birth Date, SEVIS shows the age of the student, as entered.
<b>Country of Birth*</b>	<ul style="list-style-type: none"> <li>Select the name of the student's country of birth from the drop-down list.</li> <li>This is a required field.</li> <li>If the United States or any of its territories is selected in the Country of Birth field, a list of options displays that requires the DSO to</li> </ul>

Field	Description/Explanation
	<p>indicate if the nonimmigrant is or is not a U.S. citizen or national. Click the required radio button to indicate if the nonimmigrant:</p> <ul style="list-style-type: none"> <li>○ At the time of birth, the nonimmigrant was the child of a foreign diplomat serving in the United States.</li> <li>○ An expatriate who formally revoked United States citizenship.</li> <li>○ Is a United States citizen or national.</li> </ul> <p><b>Note:</b> A Validation Error occurs if the <b>Is a United States citizen or national</b> radio button is selected and the <b>Update Information</b> button is selected. The error states that this person is not eligible for F or M status.</p> <p>If the change to the student's country of birth reflects the fact that this person is in fact a U.S. Citizen, then this person's record should be terminated for Other reasons. The comment should state the person is a U.S. Citizen, not a nonimmigrant. Check the student's documents carefully before making this change.</p> <p><b>Note:</b> Entering the first few letters of a country's name in the Country of Birth field will filter the list during a search.</p>
<b>Country of Citizenship*</b>	<ul style="list-style-type: none"> <li>• Select the name of the student's country of citizenship from the drop-down list.</li> <li>• This is a required field.</li> </ul> <p><b>Note:</b> Entering the first few letters of a country's name in the Country of Citizenship field will filter the list during a search.</p>
<b>Gender*</b>	<ul style="list-style-type: none"> <li>• Select the student's gender: <b>Female, Male</b> or <b>Other/Unknown</b>.</li> <li>• This is a required field.</li> </ul>

## Contact

Complete the fields in the *Contact* section:

## Exhibit 93: Contact Section of the Personal Information Page

Contact		
<b>Foreign Address *</b>	<b>U.S Physical Address</b>	<b>U.S Mailing Address</b>
<b>Address *</b>	<b>U.S Address is not required for Border Commuter</b>	<input type="checkbox"/> <b>Same as Physical Address</b>
1 Main Street	<input type="checkbox"/> <b>Border Commuter</b>	<a href="#">Add Mailing Address</a>
	<a href="#">Edit Address</a>	
<b>City</b>	1111 ARMY NAVY DR	
	ARLINGTON VA 22202 - 2053	
<b>Province/Territory Postal Code</b>		
<b>Country: *</b>		
ANGOLA		
<b>Email Address: *</b>	Enter an email address where the student can be reached. This can be a personal or school-issued email address. Email is not required for F-1 students in K-12 or M-1 students under the age of 14.	
at@gmail.com		

Field	Description/Explanation
<b>Foreign Address*</b>	<ul style="list-style-type: none"> <li>Enter the student's foreign address.</li> <li>All nonimmigrant students must have a foreign address, even if they are currently in the United States. <ul style="list-style-type: none"> <li><b>Address</b> and <b>Country</b> are required fields for the Foreign Address.</li> <li><b>City</b> and <b>Province/Territory Postal Code</b> are not required.</li> </ul> </li> </ul>
<b>U.S. Address</b>	<ul style="list-style-type: none"> <li>Click <b>Edit Address</b> to update the U.S. address, if necessary.</li> <li>U.S addresses are subject to validation. Enter a <a href="#">properly formatted U.S. address</a> for the student.</li> </ul> <p><b>Note:</b> For detailed information, see the SEVIS Help Hub topic on <a href="#">SEVIS Address Standards</a> or the <a href="#">Address Standards</a> in the User Manual for School Users of SEVIS: Volume II Form I-20.</p> <ul style="list-style-type: none"> <li>If the student is a commuter student whose country of citizenship is Mexico or Canada, click the <b>Border Commuter</b> checkbox.</li> </ul> <p><b>Note:</b> The U.S. address is not required for these students. However, if the student has a U.S. address, it should be entered.</p>

Field	Description/Explanation
<b>U.S. Mailing Address</b>	<ul style="list-style-type: none"> <li>If the U.S. Mailing Address is the same as the U.S. Physical Address, click <b>Same as Physical Address</b> checkbox to use the U.S. Physical Address.</li> <li>Click either <b>Add Mailing Address</b> to add a U.S. Mailing Address or <b>Edit Mailing Address</b> to edit the mailing address, if necessary.</li> <li>Enter a properly formatted U.S. mailing address for the student.</li> </ul> <p><b>Note:</b> For detailed information, see the SEVIS Help Hub topic on <a href="#">SEVIS Address Standards</a> or the <a href="#">Address Standards</a> in the User Manual for School Users of SEVIS: Volume II Form I-20.</p>
<b>Email Address*</b>	<ul style="list-style-type: none"> <li>Enter a <a href="#">properly formatted electronic mail (email) address</a> for the student.</li> </ul> <p><b>Note:</b> For detailed email address information, see the SEVIS Help Hub topic <a href="#">SEVIS Email Standards</a> or the <a href="#">Email Standards</a> in the User Manual for School Users of SEVIS: Volume II Form I-20.</p> <ul style="list-style-type: none"> <li>Completion of this field is required when updating student information or for continuing registration.</li> </ul> <p><b>Note:</b> DSOs do not need to report email address information for F-1 students who are in K-12 schools or for M-1s who are younger than 14 years of age.</p>

- For SEVIS address standards information, see the SEVIS Help Hub topic [SEVIS Address Standards](#) or the [Address Standards](#) in the User Manual for School Users of SEVIS: Volume II Form I-20.
- For email address information, see the SEVIS Help Hub topic [SEVIS Email Standards](#) or the [Email Standards](#) in the User Manual for School Users of SEVIS: Volume II Form I-20.

## Telephone

Complete the fields in the *Telephone* section:

## Exhibit 94: Telephone Section of the Personal Information Page

Telephone

You must select one or more of the three telephone options for all students except F-1 K-12 or M-1 under the age of 14. \*

☒ Student does not have a telephone number.

Foreign Telephone

US Telephone

+

(

)

-

Country

Number

Code

Remarks about the Student (Prints on page 1 of the Form I-20 in the "Remarks" section.)

Characters Remaining: 1000

Update Information

Cancel

Print Draft I-20

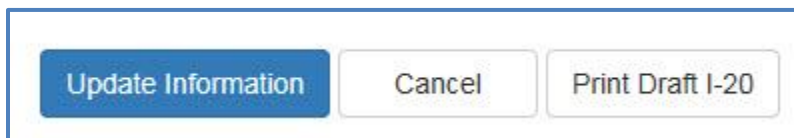
Field	Description/Explanation
<b>Telephone*</b>	<ul style="list-style-type: none"> <li>When entering student telephone information, DSOs must select at least one of the following options: <ul style="list-style-type: none"> <li><b>Student does not have a telephone</b> checkbox.</li> <li><b>Foreign Telephone</b> number.</li> <li><b>U.S. Telephone</b> number.</li> </ul> </li> <li>Completion of this field is required when updating student information or for continuing registration.</li> </ul> <p><b>Note:</b> DSOs do not need to report student telephone information for F-1 students who are in K-12 schools or for M-1s who are younger than 14 years of age.</p>
<b>Remarks about the Student</b>	<ul style="list-style-type: none"> <li>Enter any applicable remarks regarding the student.</li> <li>This field has a 1,000-character limit with a <b>Characters Remaining</b> counter.</li> <li>Remarks typed in any <b>Remarks</b> field throughout the electronic Certificate of Eligibility (COE) (Form I-20) will append to any existing remarks and will print in the <b>Remarks</b> field of the printed COE (Form I-20).</li> </ul>

## Update Information and Print Form I-20



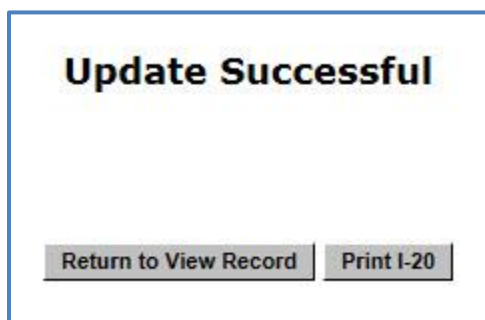
When all necessary information is updated in the *Update Personal Information* page, click one of the following buttons:

### Exhibit 95: Update Personal Information Buttons



- **Update Information:** Updates the student's personal and contact information. A message displays indicating that the update was successful.

### Exhibit 96: Update Successful Message



- Click **Print I-20** to print an updated copy of the COE (Form I-20). Give the printed copy to the student for his/her records.
- Click **Return to View Record** to view the student's SEVIS record.
- **Cancel** return to the *Student Information* page without making any changes.
- **Print Draft I-20:** Prints a draft copy of the COE (Form I-20). Printing a draft enables the DSO to review a paper copy of all of the data saved thus far.

## 17.2 Update Financial Information

An F/M student may experience changes in his or her financial situation during the course of a degree program. The DSO must update the student's financial information in the Student and Exchange Visitor Information System (SEVIS) when the information changes. The changes must be entered within 21 days, so the updated information is reflected in the student's SEVIS record and Form I-20.



Refer to the U.S. Code of Federal Regulations (CFR) for more details:

- [8 CFR 214.3\(g\)\(2\)\(ii\)\(E\)](#)
- [8 CFR 214.2\(f\)\(4\)](#)
- [8 CFR 214.2\(f\)\(1\)](#)



The *Update Financial Information* page is separated into three sections: Financial, Expenses, and Funding.

### 17.2.1 Financial Section

The Financial section provides a location to enter the number of months that make up the academic year or the length of the program. The fields in the Financial section include:

Field	Description
<b>Estimated costs and funding for* ## months</b>	<ul style="list-style-type: none"> <li>Number of months for the student's academic year or the length of the program, whichever is shorter.</li> <li>This length of time is used as the basis for determining the student's expenses and funding on the <i>SEVIS Update Financial Information</i> page.</li> <li>This is a required field.</li> </ul>
<b>Remarks about the Student</b>	<ul style="list-style-type: none"> <li>Any applicable remarks regarding the student.</li> <li>This field has a 1,000-character limit and has a <b>Character Remaining</b> countdown indicator.</li> <li>Comments entered in the <b>Remarks about the Student</b> field on the <i>Update Financial Information</i> page will append to existing remarks in the Form I-20 Remarks field and the Remarks for Student field, if the student has a dependent.</li> </ul> <p><b>Note:</b> In this section, the field for <b>Remarks about the Student</b> is included in the Financial section description, as it is relevant for the whole <i>Update Financial Information</i> page.</p>

### 17.2.2 Expenses Section

The Expenses section lists the student's estimated costs for the academic year or the length of the program, whichever is shorter. The fields in the Expenses section include:

Field	Description
<b>Tuition and Fees:*</b>	<ul style="list-style-type: none"> <li>Estimated average costs of tuition for the academic year or the length of the program.</li> <li>This field has a 10-character limit.</li> <li>This is a required field.</li> </ul>
<b>Living Expenses:*</b>	<ul style="list-style-type: none"> <li>Student's estimated total living expenses for the academic year or the length of the program.</li> <li>This field has a 10-character limit.</li> <li>This is a required field.</li> </ul>

Field	Description
<b>Expenses for Dependents: (*)</b>	<ul style="list-style-type: none"> <li>Student's expenses for his/her dependents, if any, during the academic year or the length of the program.</li> <li>This field has a 10-character limit.</li> <li>This field is required, if the student has any dependents.</li> <li>If the student has one or more dependents and an amount is not entered in the field, an error message displays, "Dependent expenses required when dependents exist."</li> </ul> <p><b>Note:</b> The number of dependents displays by the field name.</p>
<b>Other Costs:</b>	<ul style="list-style-type: none"> <li>Estimate of any other known student's expenses, if any, during the academic year or the length of the program.</li> <li>This field has a 10-character limit.</li> </ul>
<b>Specify Other Costs: (*)</b>	<ul style="list-style-type: none"> <li>If an amount is given for <b>Other Costs</b>, an explanation is required. If an explanation is not entered when <b>Other Costs</b> are given, the validation error displays, "If Other Costs has a value, Specify Other Costs is a required field." This error must be corrected before proceeding.</li> <li>This field has a 1,000-character limit; however, this description prints on the Form I-20 and the printed Form I-20 has limited space, so all comments may not appear on the printed form.</li> </ul>

**Note:** All dollar amounts must be entered in SEVIS without periods and should be rounded to the nearest dollar. For example, \$25,057.89 should be entered in SEVIS as 25058.

### 17.2.3 Funding Section

The Funding section is a list of student's funds and funding sources for the academic year or the length of the program, whichever is shorter.



The total amount of funding must be equal to or greater than the total amount of estimated expenses.

The fields in the Funding section include:

Field	Description
<b>Student's Personal Funds:</b> *	<ul style="list-style-type: none"> <li>Personal funds available to the student in one academic year, or the length of the program, to defray his or her educational expenses.</li> <li>This field has a 10-character limit.</li> <li>This is a required field.</li> </ul>
<b>Funds From This School:</b>	<ul style="list-style-type: none"> <li>Amount of funding, if any, that the school will provide to the student in one academic year, or the length of the program, to help defray educational expenses.</li> <li>This field has a 10-character limit.</li> </ul>
<b>School Fund Type:</b> (*)	<ul style="list-style-type: none"> <li>If an amount is given in the <b>Funds From This School</b> field, an explanation is required. If an explanation is not entered when <b>Funds From This School</b> are given, the validation error displays, "If Funds From This School has a value, School Fund Type is a required field." This error must be corrected before proceeding.</li> <li>This field has a 1,000-character limit; however, this description prints on the Form I-20 and the printed Form I-20 has limited space, so all comments may not appear on the printed form.</li> </ul>
<b>Funds From Other Sources:</b>	<ul style="list-style-type: none"> <li>Amount of funding, if any, from sources not otherwise specified, which is available to the student during one academic year or the length of the program.</li> <li>This field has a 10-character limit.</li> </ul>
<b>Other Source Type:</b> (*)	<ul style="list-style-type: none"> <li>If an amount is given in the <b>Funds From Other Sources</b> field, an explanation is required. If an explanation is not entered when <b>Funds From Other Sources</b> are given, the validation error displays, "If Funds From Other Sources has a value, Other Source Type is a required field." This error must be corrected before proceeding.</li> <li>This field has a 1,000-character limit; however, this description prints on the Form I-20 and the printed Form I-20 has limited space, so all comments may not appear on the printed form.</li> </ul>

Field	Description
<b>On-Campus Employment:</b>	<ul style="list-style-type: none"> <li>Amount of funding, if any, the F-1 student will receive from on-campus employment.</li> <li>This field has a 10-character limit.</li> </ul> <p><b>Note:</b> On-Campus Employment funding is only available for F-1 students.</p>

**Note:** All dollar amounts must be entered in SEVIS without periods and should be rounded to the nearest dollar. For example, \$25,057.89 should be entered in SEVIS as 25058.

### 17.2.4 Updating SEVIS Financial Information

The *Update Financial Information* page is only available to the DSO when the student is in Initial or Active status. To update the student's financial information:

- Navigate to the *Student Information* page.

### Exhibit 97: Financial Section on Student Information Page

**Student Information**

Reprint I-20  
Print Draft I-20

F-1 STUDENT  
Mizuno, Aya

SEVP School for Advanced SEVIS Studies - SEVP  
School for Advanced SEVIS Studies  
Start Date: August 15, 2016 End Date: May 31, 2020  
I-901 Fee Paid

Status: ACTIVE  
Status Change Date: April 23, 2015  
SEVIS ID: N0004705535  
I-20 ISSUE REASON: CONTINUED ATTENDANCE

**View:**  
Event History  
Request/Authorization Details  
Employment Information  
Actions:  
Authorize To Drop Below Full Course  
Change Education Level  
Complete Program  
Disciplinary Action  
Extend Program  
Shorten Program

**Personal / Contact** [Edit](#)

Gender: FEMALE  
Date of Birth: October 9, 1983 Age 32  
Country of Birth: JAPAN  
Country of Citizenship: JAPAN  
U.S. Telephone: 555-555-5555  
Foreign Telephone:  
Email Address: AMizuno@hotmail.com  
U.S. Address: 1980 Java Lane, Charlotte, NC 28202  
Address Status: Override - New address, mailing  
Foreign Address: 123 Hanza Yomitan, Okinawa JAPAN

**Overall Remarks**  
Student received scholarships from this school and from a charitable organization.

**Financial** [Edit](#)

Expenditures		Funding	
Estimated Average Cost for 09 months		Student Funding for 09 months	
Tuition and Fees	\$20,000.00	Student's Personal Funds	\$50,000.00
Living Expenses	\$21,600.00	Funds From This School	\$10,000.00
Dependents Expenses	\$3,600.00	School Fund Type	Scholarship
Other Costs	\$2,700.00	Funds From Other Sources	\$5,000.00
Other Costs Comment	Transportation expenses	Source Type	Scholarship
		On-Campus Employment	\$7,200.00
Total Expense	\$47,900.00	Total Funding	\$72,200.00

**Dependents** [Edit](#)

SEVIS ID	Surname/Primary Name	Given Name	Relationship	Gender	Status	Date of Last Event
N0004719682	Mizuno	Nikko	SPOUSE	MALE	ACTIVE	March 22, 2016

**Student Requests**

Request Type	Request Status	Receipt Number
CPT	APPROVED	
OPT	APPROVED	
Off-Campus Employment	APPROVED	123456789

- Click the **Edit** button in the **Financial** section. The *Update Financial Information* page opens.

## Exhibit 98: Update Financial Information Page

### Update Financial Information

SEVP School for Advanced SEVIS Studies

Required fields are marked with an asterisk (\*)

F-1 Student  
**Mizuno, Aya**

SEVP School for Advanced SEVIS Studies - SEVP School for Advanced SEVIS Studies

Start Date: 08/15/2016   End Date: 05/31/2020

Status: **ACTIVE**

SEVIS ID: **N0004705535**

---

**Financial**

Estimated costs and funding for \* 09 months Enter the estimated expenses and sources of funding for an academic year or the length of the program, whichever is shorter. Funding must meet or exceed the estimated expenses.

**Expenses**

Tuition and Fees: \* \$ 20,000

Living Expenses: \* \$ 21,600

Expenses for dependents: ① \* \$ 3,600

Other costs: \$ 2,700

Specify other costs: Transportation expenses

**Total expenses: \$ 47,900.00**

**Funding**

Student's personal funds: \* \$ 50,000

Funds from this school: \$ 10,000

School fund type: Scholarship

Funds from other sources: \$ 5,000

Other source type: Scholarship

On-Campus employment: \$ 7,200

**Total funding: \$ 72,200.00**

**Remarks about the Student** (Prints on page 1 of the Form I-20 in the "Remarks" section.)

Student received scholarships from this school and from a charitable organization.

Characters Remaining: 918

Update
Cancel
Print Draft I-20

- Enter the student's updated financial information into the fields of the *Update Financial Information* page. See the [General Information](#) section for a description of [Financial](#), [Expenses](#), and [Funding](#) fields.
- Review the financial information and click **Update**, **Cancel**, or **Print Draft I-20**:
  - Update:** Saves the data entered on this page. An *Update Successful* message opens. Click **Return to View Record** or **Print I-20**.

## Exhibit 99: Update Successful Message



- **Return to View Record:** Opens the *Student Information* page.
- **Print I-20:** Prints the student's Form I-20.
- **Cancel:** Cancels the action and returns the user to the *Student Information* page.
- **Print Draft I-20:** Prints a draft copy of the Form I-20 for review.

### 17.3 Program Information

The *Program Information* page is available to the PDSO and DSO to edit the student's program information while the student is in Initial or Active status. The following guidelines apply to updating the student's program information:

- The following fields may be updated for F-1 students: Educational Level, Primary Major, Secondary Major, Minor, Normal Length of Study, and English Proficiency.

**Note:** The Education Level field is to be used if you need to correct a student's education level; for example, he/she was accidentally designated Master's and he/she should be designated Bachelor's. If you need to change a student's education level because he/she is advancing from one level of education to another, see the section on [Change Education Level](#).

- The following fields may be updated for M-1 students: Normal Length of Study and English Proficiency.
- The program start date cannot be updated using this function. Use the **Defer Attendance** link on the *Student Information* page.
- The program end date cannot be updated using this function. Use the **Extend** or **Shorten Program** link on the *Student Information* page to change a student's program end date.
- M-1 students cannot change educational levels or their major area of study.

#### 17.3.1 Update Program Information for an F-1 Student

Designated school officials (DSOs) sometimes have to update SEVIS to reflect a change in the student's academic program or to fix an error. The DSO must update any changes to a student's

primary academic field of study within 21 days, so the updated program information is reflected in the student's SEVIS record and Form I-20.

DSOs can update the following fields:

Field	Description
<b>Education Level*</b>	<ul style="list-style-type: none"> <li>Student's level of education</li> <li>This is a required field, but the student's education level is only to be updated here to: <ul style="list-style-type: none"> <li>Correct a mistake, or</li> <li>If there really is a change in the student's level of study that did not require a separate application to the school. For example, a student is admitted to a Ph.D. program where a master's degree is given as part of the program. The DSO issued the Form I-20 for the doctoral level. The student ends the program at the masters level. The DSO updates the program to reflect the master's level.</li> </ul> </li> </ul> <p>It is not for starting a new program of study.</p> <p><b>Note:</b> Use the <b>Change Education Level</b> function if the student begins a new program of study.</p>
<b>Major Code 1*</b>	<ul style="list-style-type: none"> <li>Student's primary field of study</li> <li>Required field</li> </ul>
<b>Major Code 2*</b>	<ul style="list-style-type: none"> <li>Student's second major field of study</li> <li>Required field</li> </ul>
<b>Minor Code*</b>	<ul style="list-style-type: none"> <li>Student's minor field of study</li> <li>Required field</li> </ul>
<b>English Proficiency*</b>	<ul style="list-style-type: none"> <li>School's English proficiency requirement and whether the student meets the requirement</li> <li>Required fields</li> </ul>
<b>Remarks about the Student</b>	<p>Applicable remarks regarding the student's Program change(s)</p> <p><b>Note:</b> Comments entered in any <i>Remarks</i> field throughout the electronic Form I-20 will remain in the <i>Remarks</i> field in SEVIS and will print on page 1 of the Form I-20 in the "Remarks" section until they are deleted.</p>

[8 Code of Federal Regulations \(CFR\) 214.3\(g\)\(2\)\(ii\)](#)

- Go to the *Student Information* page.

## Exhibit 100: Student Information page

Student Information		
F-1 STUDENT <b>Ngo, Hang Thu</b>	SEVP School for Advanced SEVIS Studies - SEVP School for Advanced SEVIS Studies Start Date: <b>August 15, 2015</b> End Date: <b>May 31, 2019</b>	Status: <b>ACTIVE</b> Status Change Date: <b>May 12, 2015</b> SEVIS ID: <b>N0004705844</b>
I-901 Fee Paid		I-20 ISSUE REASON: CONTINUED ATTENDANCE
<b>Personal / Contact</b> <a href="#">Edit</a>		
Gender <b>FEMALE</b>	U.S. Address <b>1401 GREENVILLE AVE , RICHMOND, VA 23220 - 6912</b>	
Date of Birth <b>August 10, 1989</b> Age <b>26</b>	Address Status <b>Valid S - Mailbox at a street address</b>	
Country of Birth <b>VIETNAM</b>	Foreign Address <b>123/45 AP A THAN ,XA; PHU DUC TINH; VINH LONG ,HUYEN; LONG HO VIETNAM</b>	
Country of Citizenship <b>VIETNAM</b>		
Telephone <b>Student does not have a telephone number.</b>		
Email Address <b>Hangthu@gmail.com</b>		
<b>Overall Remarks</b>		
<b>Program</b> <a href="#">Edit</a>	<b>Registration</b> <a href="#">Registration</a>	
Education Level <b>BACHELOR'S</b>	Initial Session Start Date	
Major 1 and Name <b>50.0601 - Film/Cinema/Video Studies</b>	Current Session End Date <b>May 15, 2016</b>	
Major 2 and Name <b>05.0105 - Russian, Central European, East European and Eurasian Studies</b>	Next Session Start Date <b>August 15, 2016</b>	
Minor and Name <b>16.0905 - Spanish Language and Literature</b>	Last Session	
Program Start Date <b>August 15, 2015</b>	Study/Research Abroad	
Program End Date <b>May 31, 2019</b>	Thesis/Dissertation	
<b>English Proficiency</b>	<b>I-901 SEVIS Fee Payment</b>	
School Requires English Proficiency for This Program <b>Y</b>	Transaction Type	

5. Click **Edit** in the Program section. The *Update Program Information* page opens.



## Exhibit 101: Update Program Information page

Update Program Information		
SEVP School for Advanced SEVIS Studies		
Required fields are marked with an asterisk (*)		
F-1 Student <b>Ngo, Hang Thu</b>	SEVP School for Advanced SEVIS Studies - SEVP School for Advanced SEVIS Studies Start Date: 08/15/2015   End Date: 05/31/2019	Status: <b>ACTIVE</b> SEVIS ID: <b>N0004705844</b>
+		
<b>Program</b>		
<b>Education Level: *</b>		
BACHELOR'S <span>▼</span>		
<b>Major Code 1 *</b>	<b>Major Code 2 *</b>	<b>Minor Code *</b>
50.0601	05.0105	16.0905
Select	Select	Select
Film/Cinema/Video Studies	Russian, Central European, East European and Eurasian Studies	Spanish Language and Literature
	<input type="checkbox"/> No Major 2	<input type="checkbox"/> No Minor
<b>English Proficiency: *</b>		
Is English Proficiency required by the school?		Does the student have the required English Proficiency?
<input checked="" type="radio"/> Yes <input type="radio"/> No		<input checked="" type="radio"/> Yes <input type="radio"/> No
<b>Remarks about the Student</b> (Prints on page 1 of the Form I-20 in the "Remarks" section.)		
Characters Remaining: 1000		

6. Update **Program** fields, as necessary:

Since this is an update, when the *Update Program Information* page opens, all required fields contain student program information. Change only the fields that need to be updated.

## Education Level

- Click the **Education Level** drop-down arrow.
- Select the student's correct education level.



- Only update the student's education level here to correct a mistake in the education level. Do not use to start a student's new program of study.
- The student's education level for a new program of study should only be changed through the [Change Education Level](#) function on the *Student Information* page.

## Major Code 1, Major Code 2, and/or Minor Code

Update the Major Code 1, Major Code 2, and/or Minor Code in one of two ways:

- **First method** – Type the full program Classification of Instructional Program (CIP) Code in the applicable box.

### Exhibit 102: Update Program Information page- Program section

Program

Education Level: \*  
BACHELOR'S

Major Code 1 \*  
40.0203  
Select  
Planetary Astronomy and Science

Major Code 2 \*  
00.0000  
Select  
None  
☐ No Major 2

Minor Code \*  
16.0905  
Select  
Spanish Language and Literature  
☐ No Minor

- **Second method:**
  1. Click **Select** under the applicable major or minor field. The *Acceptable CIP Codes* modal opens.

### Exhibit 103: Accpetable CIP Code modal

SEVP School for Advanced SEVIS Studies

Acceptable CIP Codes

Search: plan

CIP Code	CIP Description	Group	Group Description
19.0604	Facilities Planning and Management	19.	FAMILY AND CONS...
26.0301	Botany/Plant Biology	26.	BIOLOGICAL AND ...
26.0305	Plant Pathology/Phytopathology	26.	BIOLOGICAL AND ...
26.0307	Plant Physiology	26.	BIOLOGICAL AND ...
26.0308	Plant Molecular Biology	26.	BIOLOGICAL AND ...
26.0399	Botany/Plant Biology, Other	26.	BIOLOGICAL AND ...
26.0805	Plant Genetics	26.	BIOLOGICAL AND ...
28.0604	Joint Operations Planning and Strategy	28.	MILITARY SCIENC...
40.0203	Planetary Astronomy and Science	40.	PHYSICAL SCIENC...
47.0608	Aircraft Powerplant Technology/Technician	47.	MECHANIC AND RE...

Showing 1 to 21 of 21 entries (filtered from 1,721 total entries)

Cancel

Planetary Astronomy and Science      None      Spanish Language and Literature

2. Enter in the **Search** box one of two options:

- Major/minor name or portion of the name
  - CIP code or portion of the code
3. Click the applicable CIP code in the left column, or,
  4. Click **Cancel** to cancel the action and return to the *Update Program Information* page.



- All three fields, **Major Code 1**, **Major Code 2**, and **Minor Code** are required.
- If no secondary major, click **No Major 2** check box.
- If no chosen minor field of study, click **No Minor** check box.

## English Proficiency



This field is only changed if the student has completed the required *English as a Second Language* courses and has entered full-time into the academic program.

Click the **Yes** or **No** button to indicate whether your school requires English proficiency:

- If you select **No**:
  - *Explain why the school does not require English Proficiency* comment field opens.

### Exhibit 104: Update Program Information page- English Proficiency section. Proficiency is not required by the school.

**English Proficiency: \***

Is English Proficiency required by the school?

☐ Yes ☒ No

**Explain why the school does not require English Proficiency**

ESL classes offered as part of the program.

Characters Remaining: 957

**Remarks about the Student** (Prints on page 1 of the Form I-20 in the "Remarks" section.)

Characters Remaining: 1000

Update Information Cancel Print Draft I-20

- Enter the reason why your school does not require English Proficiency in this field. This field has a 1,000-character limit.

**Note:** This explanation prints on page 1 of the student's Form I-20 in the Program of Study section, under the topic English Proficiency Notes.

- If you select **Yes** to indicate your school requires English proficiency, you must select either **Yes** or **No** to indicate if the student has the required English Proficiency.

### Exhibit 105: Update Program Information page- English Proficiency section. Proficiency is required by the school.

**English Proficiency: \***

Is English Proficiency required by the school? ☒ Yes ☐ No

Does the student have the required English Proficiency? ☒ Yes ☐ No

**Remarks about the Student** (Prints on page 1 of the Form I-20 in the "Remarks" section.)

Characters Remaining: 1000

[Update Information](#) [Cancel](#) [Print Draft I-20](#)



If you select **No**, indicating the student is not proficient in the English language; do not issue the Form I-20, as the student has not yet met all admission requirements.

### Remarks about the Student

- Enter any remarks regarding the student's Program Update in the **Remarks about the Student** section. This field has a 1,000-character limit.
- Comments entered in any *Remarks* field throughout the electronic Form I-20 will remain in the *Remarks* field in SEVIS and will print on page 1 of the Form I-20 in the "Remarks" section until they are deleted.

### Update Information

- Click the **Update Information** button. An *Update Successful* message opens.

### Exhibit 106: Update Successful message

**Update Successful**

[Return to View Record](#) [Print I-20](#)

- Select one of the two option buttons: **Return to View Record** and **Print I-20**.

- **Return to View Record:** If chosen, choose **Reprint I-20** button once on the *Student Information* page.
- **Print I-20:** If chosen, a Form I-20 prints that contains the change in Program Information.



- When information on the Form I-20 changes, it is best to print and sign a new Form I-20 for the student before returning to view the student record.
- Students are expected to keep all Forms I-20 issued during their academic career.
- [8 CFR 214.2\(f\)\(2\)](#)

- Program Information Update is completed.

Verify with the registrar's office or the school database before making the change(s) in SEVIS. This helps ensure the correct programs are chosen for updating.

When a student signs the Form I-20, he/she attests that all of the information on the form is correct and true. The student is required to report any change on the Form I-20 to the DSO.

### 17.3.2 Update Program Information for an M-1 Student

Perform the following steps to update an M-1 student's program information:

1. From the *Student Information* page, click the **Program Information** link. The *Update Program Information* page opens.

## Exhibit 107: Update Program Information Page for an M 1 Student

The Infield School

Update Program Information

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

M-1 Student

The Infield School - The Infield School Crystal City

Status: INITIAL

Incandenza, Hal

Start Date: 11/01/2015 End Date: 11/01/2016

SEVIS ID: N0004716359

GENDER

MALE

EMAIL

DOB

02/05/1975

PREFERRED NAME

Hal Incandenza

U.S. ADDRESS

PASSPORT NAME

INCANDENZA HAL

COUNTRY OF BIRTH

CANADA

CITIZENSHIP

CANADA

1.\* Normal Length of Study:

12 (Months)

2.\* English Proficiency:

Is English proficiency required by the school? Yes

If Yes, does the student have the required English proficiency? Yes

If No, explain why the school does not require English proficiency.

3.Remarks:

Reset Values

Update Information

Cancel

Print Draft I-20

2. Complete the *Update Program Information* page. Below is a list of the sections/fields on this page and a brief description or explanation for each section/field. An \* (asterisk) precedes the fields that must be completed. To complete this page, enter the following data:

Section/Field	Description/Explanation
*Normal Length of Study	<b>Note:</b> This field is pre-populated by SEVIS. This field can be edited, if necessary.
*English Proficiency	<p>Select “yes” or “no” to indicate whether your school requires English proficiency.</p> <ul style="list-style-type: none"> <li>If “yes,” you must select “yes” or “no” to indicate whether the student is or is not proficient in the English language.</li> <li>If “no,” enter an explanation in the field provided (1,000 character limit) as to why the school does not require English proficiency.</li> </ul> <p><b>Note:</b> This field is pre-populated by SEVIS. This field can be edited if necessary.</p>

Section/Field	Description/Explanation
<b>Remarks</b>	<p>Enter any applicable remarks regarding the student. This field has a 1,000-character limit.</p> <p><b>Note:</b> Remarks typed in any Remarks field throughout the electronic Form I-20 will be appended to any existing remarks and will print in the Remarks field of the printed Form I-20.</p> <p><b>Note:</b> This field is pre-populated by SEVIS if the information was completed on the original Form I-20. This field can be edited if necessary.</p>

3. After reviewing the information, click one of the following buttons:

- **Reset Values:** Click this button to return all new entries on the page to their previous values.
- **Update Information** Click this button to complete the process and update the student's program information. A message displays indicating that the update was successful.
  - Click the **Print I-20** button to print an updated copy of the Form I-20. Then give the printed copy to the student for his/her records.
  - Click the **Return to View Record** button to view the student's SEVIS record.
- **Cancel:** Click this button to cancel the action and return to the *Student Information* page.
- **Print Draft I-20:** Click this button to print a draft copy of the Form I-20. Printing a draft enables you to review a paper copy of all of the data saved thus far.

## 17.4 Travel, Passport and Visa Information

SEVIS gets data about students and dependents from other U.S. government systems. This information includes the student's:

- Passport
- U.S. visa
- Entry to or exit from the United States

SEVIS shows this information in the Travel, Passport, and Visa sections of the *Student Information* page.

Designated school officials (DSOs) can add information about any of these, if it is missing. DSOs cannot edit any information SEVIS gets from a government interface.



DSOs are not required to enter information on a student's passport, visa, and entry or exit from the United States.

### 17.4.1 Visa and Passport Information for Dual Citizens

Some students have citizenship in more than one country. The passport information in SEVIS should match the passport used both to:

- Get the F or M visa.
- Enter the United States in F or M status.

### 17.4.2 Add, Update, or Edit the Travel, Passport, or Visa Information

To add or update the passport, visa, or port of entry/departure:

1. Go to the *Student Information* page.

### Exhibit 108: Section of the *Student Information* page showing the Travel, Passport and Visa Sections

The screenshot displays the SEVIS Student Information page for a student named Rudyard Kipling. The page is divided into several sections, each with an 'Edit' button highlighted by a red box:

- Travel Section:** Includes fields for Port of Entry, Date of Entry, I-94 Admission Number, Port of Departure, and Date of Departure. The 'Edit' button is located to the right of the section header.
- Passport Section:** Includes fields for Passport Number, Passport Expiration Date, and Country of Issuance. The 'Edit' button is located to the right of the section header.
- Visa Section:** Includes fields for Visa Number, Visa Issuance Date, Visa Expiration Date, and Visa Issuance Post. The 'Edit' button is located to the right of the section header.
- Financial Section:** Includes fields for Expenses, Estimated Average, and Funding. The 'Edit' button is located to the right of the section header.

At the bottom of the page, there is a footer area with the text '09 month' and '09 months'.

2. Click **Edit** in the Travel, the Passport, or the Visa section. The *Travel, Passport and Visa Information Update* page opens.

**Note:** The **Edit** buttons in all three of the Travel, the Passport, and the Visa sections bring the user to the same *Travel, Passport and Visa Information Update* page.



## Exhibit 109: Travel, Visa and Passport Information Update page

**Travel, Passport and Visa Information Update**  
Required fields are marked with an asterisk (\*)

F-1 Student  
**Kipling, Rudyard**

**SEVP School for Advanced SEVIS Studies - SEVP School  
for Advanced SEVIS Studies**  
 Start Date: 09/01/2010   End Date: 08/31/2017

Status: **ACTIVE**  
 SEVIS ID: **N0004703369**

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Updating or adding Travel Information is optional. You will not be able to change information from an interface or government user. You can add information. If you do so, ensure that you have the documentation available to ensure accuracy.

**Travel**

**Port of Entry:**

**Date of Entry:**  
 /  /

**I-94 Admission Number**

**Port of Departure:**

**Date of Departure:**  
 /  /

**Passport**

**Passport Number:**

**Passport Expiration Date:**  
 /  /

**Passport Issuing Country:**

**Visa**

**Visa Number:**

**Visa Issue Date:**  
 /  /

**Visa Expiration Date:**  
 /  /

**Post/Country of Visa Issuance:**

3. Enter or update the information. SEVIS displays any data received from another government database as read-only text; it cannot be edited.

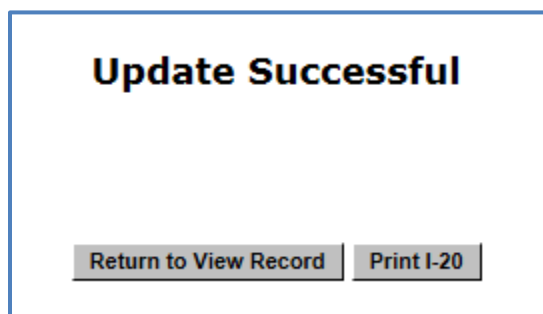
Field	Description
<b>TRAVEL SECTION</b>	
<b>Port of Entry</b>	Select the location from the drop-down list, where the student or dependent entered the United States through U.S. immigration inspection. The list contains: <ul style="list-style-type: none"> <li>Airports</li> <li>Land border crossings</li> <li>Seaports</li> <li>Pre-inspection stations outside the United States</li> </ul>

Field	Description
<b>Date of Entry</b>	Enter the date the nonimmigrant was admitted to the United States.
<b>I-94 Admission Number</b>	Enter the student's Admission Number.
<b>Port of Departure</b>	Select the location from the drop-down list, where the student or dependent left the United States. The list contains: <ul style="list-style-type: none"> <li>• Airports</li> <li>• Land border crossings</li> <li>• Seaports</li> </ul>
<b>Date of Departure</b>	Enter the date the student left the United States.
<b>PASSPORT SECTION</b>	
<b>Passport Number</b>	Enter the student's passport number.
<b>Passport Expiration Date</b>	Enter the date the passport expires.
<b>Passport Issuing Country</b>	Select the country from the drop-down list that issued the passport.
<b>VISA SECTION</b>	
<b>Visa Number</b>	Enter the visa number.
<b>Visa Issue Date</b>	Enter the date the visa was issued.
<b>Visa Expiration Date</b>	Enter the date the visa expires.
<b>Post/Country of Visa Issuance</b>	Select the U.S. consular post from the drop-down list that issued the visa.

4. Click either **Save** or **Cancel**.

- **Save** submits the changes. An *Update Successful* message opens.

### Exhibit 110: Update Successful Message



- Click **Return to View Record** to go to the *Student Information* page.
- Click **Print I-20** to print the Certificate of Eligibility (Form I-20).
- **Cancel** returns the user to the *Student Information* page without making the change.

### 17.4.3 Correcting Travel, Passport, and Visa Information

DSOs can edit any information that has been manually entered by a DSO.

DSOs cannot edit information that comes from another government database. If the information is incorrect, DSOs must call the SEVIS Help Desk (1-800-892-4829) to get it corrected.

## 17.5 Update Dependent

Perform the following steps to update the dependent's information for a student:

1. On the *Student Information* page, click the **Dependents** link. The *Dependents* page for a specific student displays.
2. Click the **Update** link in the **Commands** column to view the existing data and make changes to a dependent record.
3. Make the necessary changes and click one of the following buttons:
  - **Update Dependent** Click this button to complete the process of updating the dependent's record. A message displays indicating that the update was successful.
    - Click the **Print I-20** button to print an updated copy of the Form I-20. Then give the printed copy to the student for his/her records.
    - Click the **Return to Dependent Listing** button to view the *Dependents* page.
  - **Reset Values:** Click this button to return all new entries on the page to their previous values.
  - **Cancel:** Click this button to cancel the action and return to the *Student Information* page.

### 17.5.1 Add Dependent to Existing Record

Perform the following steps to add a dependent to an existing student record:

1. Click the **Dependents** link on the *Student Information* page to display the *Dependents* page.
2. Click the **Add Dependent** link to display the *Add Dependent* page with relevant data on the principal and fields in which to enter data for a new dependent.
3. Complete the *Add Dependent* page. Below is a list of the sections/fields on this page and a brief description or explanation for each section/field. An \* (asterisk) precedes the sections/fields that must be completed. To complete this page, enter the following data:

Section/Field	Description/Explanation
<b>*Surname/Primary Name</b>	Enter the surname or primary name of the dependent. This field has a 40-character limit. See the section on <a href="#">SEVIS Names Standards</a> for detailed names information.
<b>Given Name</b>	Enter the given name of the student. If desired, include middle name of the student with the given name. This field has an 80-character limit.
<b>Suffix</b>	If appropriate, select a title from the drop-down list, such as Junior, that may display at the end of a person's name.
<b>Passport Name</b>	Enter the passport name of the student, as written in the Machine-readable Zone (MRZ). This field has a 39-character limit.
<b>Preferred Name</b>	Enter the preferred name used by the student, if different from the fields above. This field has a 145-character limit.
<b>*Date of Birth</b>	Enter the dependent's date of birth in MM/DD/YYYY format.
<b>*Country of Birth</b>	Select the name of the country in which the dependent was born from the drop-down list.
<b>Country of Citizenship</b>	Select the name of the country in which the dependent maintains citizenship from the drop-down list.
<b>*Gender</b>	Select the dependent's gender from the drop-down list.
<b>*Relationship</b>	From the drop-down list, select the relationship of the dependent nonimmigrant to the principal nonimmigrant. The only two valid relationships are "spouse" and "child." A dependent child must be younger than 21 years of age.
<b>Remarks</b>	If necessary, enter comments regarding the dependent. This field has a 1,000-character limit. This field is optional.

**Note:** All other fields on the dependent Form I-20 will reflect the student's information.

4. Review the information and click one of the following buttons:

- **Add Dependent:** Click this button to confirm the addition of this dependent. A message displays indicating that the update was successful. The message also

includes a reminder to update the *Financial Information* page for the student's dependent expenses, if necessary.

- Click the **Print I-20** button to print an updated copy of the Form I-20. Then give the printed copy to the student for his/her records.
- Click the **Return to Dependent Listing** button to return to the page that lists all dependents for this student. The information for the newly added dependent displays on the page.
- **Reset Values:** Click this button to clear all fields on the page.
- **Cancel:** Click this button to return to the *Student Information* page without adding a dependent.

### 17.5.2 Reactivate Dependent

This function should be used in cases where a dependent was terminated independently of the student, and this dependent now wishes to apply for reentry to the United States. Perform the following steps to reactivate an independently terminated dependent:

1. From the *Student Information* page, click the **Dependents** link. The *Dependents* page opens.
2. Click the **Reactivate** link in the **Commands** column for the appropriate dependent. The *Reactivate Dependent* page opens with relevant data for both the dependent and principal.
3. Review the information and click one of the following buttons:
  - **Reactivate Dependent:** Click this button to complete the process of reactivating the dependent's record. A message displays indicating that the update was successful and reminding you to update the *Financial Information* page for the student's dependent expenses, if necessary.
    - Click the **Print I-20** button to print an updated copy of the Form I-20. Then give the printed copy to the student for his/her records.
    - Click the **Return to View Record** button to view the student's SEVIS record.
  - **Cancel:** Click this button to cancel the action and return to the *Student Information* page.

## 18 ACTIONS TO TAKE AT END OF AUTHORIZED PERIOD/ PROGRAM OF STUDY

### 18.1 Extend Program

The *Extend Program* page allows you to change a student's program end date to reflect that additional time is needed to complete the course due to medical or academic circumstances.

**Note:** PDSOs and DSOs must request a program extension for an F-1 student prior to the student's current program end date. Program extensions for M-1 students must be requested no sooner than 60 days and no later than 15 days before his/her program end date.

For F-1 students, this update does not require DHS adjudication. However, for M-1 students, the Service Center must adjudicate an extension request. Once the M-1 extension request is made in SEVIS, the Form I-20 indicating this request should be printed and sent to the Service Center along with the other necessary documentation and forms.

For an M-1 extension request, once the update is made, the extension displays as a pending request on both the student list and the individual *Student Information* page. Once the adjudication result is received from the Service Center, the result also displays on the *Student Information* page and the *Service Center Adjudication* alert list. The result displays on the *Service Center Adjudication* alert list until 30 days after the Service Center decision date.

Perform the following steps to extend a student's program:

1. From the *Student Information* page, click the **Extend Program** link. The *Extend Program* page opens with the student's basic personal and program information.
2. On the *Extend Program* page, enter the new program end date in MM/DD/YYYY format. (For M-1 students, this date may not be more than 3 years from the original program start date or 1 year from the current program end date.)
3. Enter an explanation for the medical or academic circumstances that necessitate an extension in the available text box.
4. After reviewing the information, click one of the following buttons:
  - **Extend Program:** Click this button to complete the process and extend the student's program. A message displays indicating that the update was successful.
    - For M-1 students, click the **Print I-20** button and send a copy of the Form I-20 to the Service Center along with the other necessary documentation and forms.
    - Click the **Return to View Record** button to view the student's SEVIS record.
  - **Note:** The [Additional Information for M-1 Extension Requests](#) section below provides further details for M-1 students.
  - **Reset Values:** Click this button to clear all fields on the page.
  - **Cancel:** Click this button to cancel the action and return to the *Student Information* page.

### 18.1.1 Additional Information for M-1 Extension Requests

When printing a Form I-20 for an M-1 with a Requested or Pending status extension request, the system prints the requested extended program end date in Field 5 and "Program Extension Requested" or "Program Extension Pending" in Field 3 (along with "Continued Attendance at This School") depending on the request status. When printing a Form I-20 for an M-2 whose associated student has a Requested or Pending status extension request, the system prints the

requested extended program end date in Field 5 and “Program Extension Requested” or “Program Extension Pending” in Field 3 (along with “Use by Dependents for Entering United States”), depending on the request status.

SEVIS allows you to view or request a change to the status of a request for M-1 extension that has not been adjudicated (that is, it is in Requested or Pending status). Additionally, a PDSO or DSO may cancel a request in Requested status.

### 18.1.2 Cancel Extend Program Request for an M-1 Student

SEVIS allows you to view or request a change to the status of a request for M-1 extension that has not been adjudicated (that is, it is in Requested or Pending status). Additionally, a PDSO or DSO may cancel a request in Requested status. If a request for an M-1 extension has been canceled and SEVIS receives the adjudication result from the Service Center, SEVIS updates the student's record to indicate the adjudication result. Therefore, when canceling a request for an M-1 extension, the request should not be canceled if supporting documentation has already been sent to the Service Center.

Perform the following steps to cancel a program extension request for an M-1 student:

1. From the *Student Information* page, click the **Cancel Extend Program** link. The *Cancel Extend Program Request* page opens.
2. Click the **Cancel Request** button. A *Confirmation* page opens.
3. Click the **Yes** or **No** button.
  - Click the **Yes** button if you wish to cancel the program extension request. A message displays that the update was successful. Click the **Return to View Record** button to return to the *Student Information* page.

**Note:** The student's Extension status in the Student Requests section is now Canceled.

- Click the **No** button to return to the *Student Information* page without canceling the program extension request.

## 18.2 F-1 Cap Gap Extensions

### 18.2.1 General Information about Cap Gap Extensions

Some F-1 students may extend their F-1 status beyond the end of their academic program or any authorized Optional Practical Training (OPT), if:

- An employer filed a timely Form I-129, Petition for Nonimmigrant Worker, with U.S. Citizenship and Immigration Service (USCIS) requesting a change of status to H-1B status.

**Note:** A petition asking for consular notification is not eligible for a cap gap extension.

- The H-1B petition asks for an October 1 start date.
- The student's status, including any applicable grace period ends between April 1 and September 30.

H-1B status is for workers in specialty occupations. Employers must petition USCIS for H-1B status on behalf of the worker. USCIS can only grant a limited number of H-1B statuses each year. This is known as the “H-1B cap.” New H-1Bs become available each year on October 1. Employers can file an H-1B petition with USCIS up to six months before H-1B status is to start. April 1<sup>st</sup> is the first day an employer can file an H-1B petition for an October 1 start date.

If approved for a change to H-1B status that cannot take effect until October 1, students whose F-1 status ends between April 1 and September 30 face a potential gap in their ability to stay and/or work legally in the United States. The cap gap extension allows them to:

- Stay legally in the country (with any F-2 dependents).
- Extend work authorization for any approved, post-completion OPT or Science, Technology, Engineering, and Mathematics (STEM) extension OPT that extends to or beyond April 1.



- [8 CFR 214.2\(f\)\(5\)\(vi\)](#)
- [8 CFR 274a.12\(b\)\(6\)\(v\)](#)
- [8 CFR 214.2\(h\)](#)
- INA 101(a)(15)(H), (codified in [8 U.S.C. 1101\(a\)\(15\)\(H\)](#))
- [SEVP Policy Guidance on OPT](#)
- [USCIS Guidance on Cap-Gap Extensions](#)

When SEVIS gets data about an H-1B petition from USCIS, SEVIS updates the record to show the cap gap extension. However, if the record is not updated by an automated interface, the DSO can request a cap gap extension for H-1B petitions that have been filed with, waitlisted by, or rejected by USCIS.

#### 18.2.1.1 *Significant Dates in SEVIS for Cap Gap Extensions*

Date	Significance
<b>Before April 1</b>	<ul style="list-style-type: none"> <li>• Cap gap functionality is not available in SEVIS.</li> </ul>
<b>April 1</b>	<ul style="list-style-type: none"> <li>• Cap gap season begins.</li> <li>• First date cap gap functionality can display in SEVIS.</li> </ul>
<b>Between April 1 and September 30</b>	<ul style="list-style-type: none"> <li>• SEVIS displays link for cap gap extension on individual student records, if the Program Start Date is today or in the past.</li> </ul>
<b>September 30</b>	<ul style="list-style-type: none"> <li>• Cap gap season ends.</li> <li>• Last date of cap gap extension is available in SEVIS.</li> </ul>
<b>October 1</b>	<ul style="list-style-type: none"> <li>• Government's new fiscal year begins.</li> <li>• Change of status to H-1B takes effect, if October 1 date was requested.</li> <li>• Cap gap functionality no longer available in SEVIS.</li> </ul>



### 18.2.1.2 **Cap Gap Indicators in SEVIS**

When a cap gap extension is added to the record, SEVIS:

- Displays a cap gap indicator at the top of the *Student Information* page and a comment at the bottom.

#### **Exhibit 111: Excerpt from the Student Information Page showing the Cap gap indicator at the top right of the page and the comments about the extension at the bottom of the page in SEVIS**




The screenshot displays the 'Student Information' page in SEVIS. On the left, there are links for 'Actions: Authorize To Drop Below Full Course', 'Cap-Gap Extension', 'Change Education Level', and 'Complete Program'. The main content area is divided into 'Personal Information' and 'Program Information'. Under 'Personal Information', the SEVIS ID is N0004705869, Surname/Primary Name is CarolynTwo, and Given Name is Jay. Under 'Program Information', the Cap Gap until date is 06/02/2016, Status is ACTIVE, and the Date of Last Event is 02/24/2016. At the bottom, a 'Comment' section states: 'F-1 status for this student has been automatically extended to 06/02/2016. The student is authorized to remain in the United States. This is pursuant to 8 CFR 214.2(f)(5)(iv) and 8 CFR 274a.12(b)(6)(iv), as updated April 8, 2008 in a rule published in the Federal Register (73 FR 18944). Additional information about the automatic extension can be found on the Student and Exchange Visitor Program Website at www.ice.gov/sevis.'



If the student is in a period of active post-completion or STEM OPT, the indicator will read **Active Cap Gap OPT**.

- Displays a comment in the **Cap Gap Extension** section of the *Request/Authorization Details* page.

## Exhibit 112: Comment in the Cap Gap Extension Section of Request/Authorization Details Page

Current Request/Authorization Details	
F-1 Student	
<b>CarolynTwo IV, Jay</b>	
SEVP School for Advanced SEVIS Studies - SEVP School for Advanced SEVIS Studies	
Start Date: 04/24/2015	End Date: 02/24/2016
Status: <b>ACTIVE</b>	
SEVIS ID: <b>N0004705869</b>	
CPT Employment: 	
No Current CPT Employment	
Cap-Gap Extension: 	
Petition Status:	<b>WAITLISTED</b>
Date of Request:	<b>04/14/2016</b>
Comment:	F-1 status for this student has been automatically extended to 07/28/2016. The student is authorized to remain in the United States. This is pursuant to 8 CFR 214.2(f)(5)(iv) and 8 CFR 274a.12(b)(6)(iv), as updated April 8, 2008 in a rule published in the Federal Register (73 FR 18944). Additional information about the automatic extension can be found on the Student and Exchange Visitor Program Website at <a href="http://www.ice.gov/sevis">www.ice.gov/sevis</a> .
Change of Status: 	
No Pending Change of Status Request	

- Prints a comment on Page 2 of the Form I-20.

## Exhibit 113: Change of Status/Cap Gap Extension Comment on Page 2 of the Form I-20

CHANGE OF STATUS/CAP-GAP EXTENSION			
REQUESTED VISA TYPE	REQUEST/PETITION STATUS	RECEIPT NUMBER	BENEFIT START DATE/REQUEST DATE
H1-B	FILED		14 APRIL 2016
<b>COMMENT</b> F-1 status for this student has been automatically extended to 06/02/2016. The student is authorized to remain in the United States. This is pursuant to 8 CFR 214.2(f)(5)(iv) and 8 CFR 274a.12(b)(6)(iv), as updated April 8, 2008 in a rule published in the Federal Register (73 FR 18944). Additional information about the automatic extension can be found on the Student and Exchange Visitor Program Website at <a href="http://www.ice.gov/sevis">www.ice.gov/sevis</a> .			

### 18.2.1.3 Eligibility for a Cap Gap Extension

To be eligible for a cap gap extension:

- An employer must file an H-1B petition with USCIS to change the student's status to H-1B.  
**Note:** A petition asking for consular-pick up is not eligible for a cap gap extension.
- The H-1B petition must request an October 1 start date.
- The student's Program End Date or Post-Completion/STEM Optional Practical Training End Date is between April 1 and September 30.
- The student's Program End Date is today or in the past.



Not all employers are subject to the cap on H-1Bs. The following employers are exempt from the cap:

- Institutions of higher education
- Nonprofit research organizations
- Government research organizations

Cap-exempt employers can file for H-1Bs at any time, even if the cap has been reached.

#### 18.2.1.4 **Effect of H-1B Petition on F-1 Status during Cap Gap**

A cap gap-eligible student's status is affected by one of the following statuses in an H-1B petition:

Status of H-1B Petition	Program or OPT End Date
<b>Approved</b> (Entered only through USCIS interface or SEVP data fix)	SEVIS extends the F-1 status and any authorized OPT until September 30.
<b>Canceled</b>	SEVIS reverts F-1 status or any authorized OPT end date to the original end date and removes comments about the cap gap extension from the <i>Student Information</i> page and from the Form I-20.
<b>Filed</b>	SEVIS extends F-1 status and any authorized OPT until June 1.
<b>Pending</b> (Entered only through USCIS interface or SEVP data fix)	SEVIS extends the F-1 status and any authorized OPT until September 30.
<b>Rejected</b>	SEVIS shortens F-1 status and any authorized OPT to the date of the rejection letter.
<b>Waitlisted</b>	SEVIS extends the F-1 status and any authorized OPT until July 28.

#### 18.2.2 **Add, Update, or Cancel Cap Gap Extension to Reflect H-1B Petition Status**

When a DSO learns that an employer has filed a cap gap-eligible H-1B petition for an F-1 student, the DSO can update the student's record to:

- Add the cap gap to the record.
- Update the status of any cap gap extension on the record.
- Cancel any cap gap extension on the record.

To add, update, or cancel a cap gap extension:

4. Navigate to the *Student Information* page.

### Exhibit 114: Student Information Page with Cap Gap Extension Link

**Actions:**  
[Authorize To Drop Below](#)  
[Full Course](#)  
[Cap-Gap Extension](#)  
[Change Education Level](#)  
[Complete Program](#)  
[Disciplinary Action](#)  
[Registration](#)  
[Shorten Program](#)  
[Transfer Student](#)

**Student Information**

[Reprint I-20](#) [Print Draft I-20](#)

Personal Information	Program Information
SEVIS ID: <b>N0004708499</b>	<b>Active Post-Completion OPT</b>
Surname/Primary Name: <b>Griffin</b>	Status: <b>ACTIVE</b>
Given Name: <b>Melody</b>	Date of Last Event: <b>01/11/2016</b>
Suffix:	Termination Reason:
Passport Name:	Visa Type: <b>F-1</b>
Preferred Name: <b>Melody Griffin</b>	School Name: <b>SEVP School for Advanced SEVIS Studies</b>
SEVIS Legacy Name:	School Code: <b>BAL214F44444000</b>
Country of Birth: <b>BAHAMAS, THE</b>	Campus: <b>Advanced</b>
Date of Birth: <b>08/20/1980</b>	

5. Click the **Cap Gap Extension** link. The *Cap Gap Extension* page opens.

### Exhibit 115: Cap-Gap Extension Page

**Cap-Gap Extension**

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

F-1 Student  
**Griffin, Melody**  
 SEVP School for Advanced SEVIS Studies - SEVP School for Advanced SEVIS Studies  
 Start Date: 06/24/2015 End Date: 09/30/2015  
 Status: **ACTIVE**  
 SEVIS ID: **N0004708499**

1. \* Status of H1-B Petition:

2. \* Date of Notice:  (MM/DD/YYYY)

[Extend Status](#) [Cancel](#)

6. Select the status of the H-1B petition from the drop-down list.
  - **Filed:** Select this option if an employer submitted a cap gap-eligible petition to USCIS. The **Date of Notice** is not required if this option is selected.
  - **Rejected:** Select this option if USCIS rejected the petition. The **Date of Notice** is required if this option is selected.

- **Waitlisted:** Select this option if USCIS has received the petition, but is not yet sure that it falls within the quota. The **Date of Notice** is not required if this option is selected.
- **Canceled:** Select this option if a cap gap extension was added in error or if the H-1B petition was not eligible for the cap gap extension. This option appears only if the record already has a cap gap extension in Filed or Waitlisted status.

**Note:** When the status is changed to Canceled, the OPT End Date reverts to its original date, and the comments no longer display in any location.

**Note:** The student must be able to provide proof that the petition has been filed or waitlisted.

7. Click either **Extend Status** or **Cancel**.

- **Extend Status:** Submits the extension or any update. It also extends or modifies any associated post-completion/STEM OPT. A message requests you confirm the action. Click either **Yes** or **No**.
  - **Yes:** Extends the student's status. A success message indicates the record was updated.
  - **No:** Cancels the action and returns the user to the *Student Information* page.
- **Cancel:** Returns the user to the *Student Information* page without making a change.

8. Click **Print I-20** to print an updated copy of the Form I-20. Sign the form, and then give the printed copy to the student for his/her records.

9. Click **Return to View Record** to view the student's SEVIS record.

### 18.2.3 Correcting Cap Gap Information in SEVIS to Reflect H-1B Petition Status

DSOs can use the **Cap Gap Extension** link in SEVIS to [update the status of cap gap information](#). SEVIS should be updated if the DSO learns that the status of the H-1B petition has changed. If the link is missing or if other changes are needed, the DSO must call the SEVIS Help Desk (1-800-892-4829) for a data fix.

## 19 CHANGE EDUCATION LEVEL

Students often begin a new program of study at the same school. The designated school official (DSO) uses the **Change Education Level** link to create a new Form I-20, Certificate of Eligibility for Nonimmigrant Student Status, for a student who is changing education levels to start a new program of study at the same school/campus; for example, a student moving from Bachelor's to Master's.

Changing a student's education level creates a new Initial record. This is in addition to the student's current Active record. You should continue to update the Active record, as necessary, until the student has completed his/her current education level. When the student has enrolled at the new education level, you must register the student using the Initial record. Once the student is



registered for the new education level, you will no longer be able to update the record for the previous education level.



If you only need to correct the student's education level, because of an error on the student's Form I-20, use the Update Program Information function. See the [Update Program Information User Guide](#) for further details.

## 19.1 Create I-20 for Change of Education Level

To change a student's education level in SEVIS:

- Navigate to the *Student Information* page.

### Exhibit 116: Change Education Level link call out

**Student Information**

Reprint I-20  
Print Draft I-20

F-1 STUDENT  
**Griffin, Melody**

SEVP School for Advanced SEVIS Studies - SEVP  
School for Advanced SEVIS Studies  
Start Date: **August 8, 2011** End Date: **June 30, 2015**

Status: **ACTIVE**  
Status Change Date: **June 24, 2015**  
SEVIS ID: **N0004708499**

Active Post-Completion OPT I-901 Fee Paid I-20 ISSUE REASON: CONTINUED ATTENDANCE

**View:**  
Event History

**Request/Authorization Details**  
Employment Information

**Actions:**  
Authorize To Drop Below Full Course  
Cap-Gap Extension  
**Change Education Level**  
Complete Program  
Disciplinary Action  
Shorten Program  
Terminate Student  
Transfer Out

**Employment/Training:**  
CPT Employment Authorization  
Off-Campus Employment  
OPT Request

**Personal / Contact** Edit

Gender: **FEMALE**  
Date of Birth: **August 20, 1980** Age: **35**  
Country of Birth: **BAHAMAS, THE**  
Country of Citizenship: **BAHAMAS, THE**  
Telephone: **Student does not have a telephone number.**  
Email Address: **mgmail@gmail.com**

U.S. Address: **2450 Crystal Drive, Arlington, VA 22202**  
Address Status: **Not Validated**  
Foreign Address: **15 Main Street, Nassau, BAHAMAS, THE**

**Overall Remarks**  
Student beginning Masters program based upon her Bachelors degree.

**Program** Edit

Education Level: **BACHELOR'S**  
Major 1 and Name: **14.1901 - Mechanical Engineering**  
Major 2 and Name: **00.0000 - None**  
Minor and Name: **00.0000 - None**  
Program Start Date: **August 8, 2011**  
Program End Date:

**Registration** Registration

Initial Session Start Date: **August 15, 2011**  
Current Session End Date: **July 25, 2015**  
Next Session Start Date: **July 25, 2015**  
Length of Next Break/Vacation: **30**  
Last Session: **Study/Research Abroad**  
Thesis/Dissertation:

- Click the **Change Education Level** link. The *Create I-20 for Change Education Level* page opens with two sections for changing:
  - Program
  - Financial

## Exhibit 117: Create I-20 for Change of Education Level page

### Create I-20 for Change Education Level

SEVP School for Advanced SEVIS Studies

Required fields are marked with an asterisk (\*)

F-1 Student  
**Griffin, Melody**

**SEVP School for Advanced SEVIS Studies - SEVP School for Advanced SEVIS Studies**  
Start Date: 08/08/2011   End Date: 06/30/2015

Status: **ACTIVE**  
SEVIS ID: **N0004708499**

GENDER	FEMALE	EMAIL	<a href="mailto:mgmail@gmail.com">mgmail@gmail.com</a>
DOB	08/20/1980	U.S. ADDRESS	2450 Crystal Drive Arlington , VA 22202
PREFERRED NAME	Melody Griffin		
PASSPORT NAME			
COUNTRY OF BIRTH	BAHAMAS, THE		
CITIZENSHIP	BAHAMAS, THE		

Program

**Education Level: \***

**Major Code 1 \***

**Major Code 2 \***

**Minor Code \***

☐ No Major 2      ☐ No Minor

**New Program Start Date: \***  
 /  /

**New Program End Date: \***  
 /  /

**Initial Session Start Date \***  
 /  /

**English Proficiency: \***  
Is English Proficiency required by the school?  
☐ Yes   ☐ No

The Program Start Date is the date the student will report to school. This may or may not be the same as the start of classes. The Program End Date is the date the student is expected to finish the program of study.

Initial Session Start Date: Enter the date classes begin for the student. This may be the same as the Program Start Date.

Financial

**Estimated costs and funding for \***  months  
Enter the estimated expenses and sources of funding for an academic year or the length of the program, whichever is shorter. Funding must meet or exceed the estimated expenses.

**Expenses**  
Tuition and Fees: \* \$   
Living Expenses: \* \$   
Expenses for dependents: \$   
Other costs: \$   
Specify other costs:   
**Total expenses: \$ 0.00**

**Funding**  
Student's personal funds: \* \$   
Funds from this school: \$   
School fund type:   
Funds from other sources: \$   
Other source type:   
On-Campus employment: \$   
**Total funding: \$ 0.00**

**Remarks about the Student** (Prints on page 1 of the Form I-20 in the "Remarks" section.)  

Characters Remaining: 1000

### 19.1.1 Program

The *Program* section contains fields for requesting the student's change of education level. Complete the fields in the *Program* section. An Asterisk (\*) indicates a required field.

## Exhibit 118: Create I-20 for Change of Education Level page Program Section

### Create I-20 for Change Education Level

SEVP School for Advanced SEVIS Studies

Required fields are marked with an asterisk (\*)

F-1 Student <b>Griffin, Melody</b>	<b>SEVP School for Advanced SEVIS Studies - SEVP</b> <b>School for Advanced SEVIS Studies</b> Start Date: 08/08/2011    End Date: 06/30/2015	Status: <b>ACTIVE</b> SEVIS ID: <b>N0004708499</b>
---------------------------------------	--	---

---

#### Program

**Education Level: \***

▼

**Major Code 1 \***

▼

**Major Code 2 \***

▼

**Minor Code \***

▼

☐ No Major 2

☐ No Minor

**New Program Start Date: \***

MM / DD / YYYY

**New Program End Date: \***

MM / DD / YYYY

**Initial Session Start Date \***

MM / DD / YYYY

**English Proficiency: \***

Is English Proficiency required by the school?

☐ Yes   ☐ No

**Financial**

**Estimated costs and funding for \*****months**

Enter the estimated expenses and sources of funding for an academic year or the length of the program, whichever is longer. Do not set or exceed the estimated expenses.

#### 19.1.1.1 Education Level\*

Select the level of education pursued by the student from the drop-down list. The options include:

- **Primary**



- If you select **Primary**, SEVIS will automatically enter the classification of instructional program (CIP) code for “Primary School” (90.0101) into the **Major Code 1** field.
- The Primary School CIP code cannot be edited.

- **Secondary**

If you select **Secondary**, there are ten acceptable CIP codes:

- (1) Click **Select** under the **Major Code 1** field to display the acceptable CIP codes.
- (2) Select the **CIP code number** link for the desired code.

- **Associate**

- **Bachelor’s**

- **Master’s**

- **Doctorate**

- **Language Training**

- If you select **Language Training**, SEVIS will automatically enter the “Second Language Learning” CIP code (32.0109) into the **Major Code 1** field.
- The Second Language Learning CIP code cannot be edited.

- **Other**

If you select **Other**, an **If Other, enter here** [\*] field will appear:

- Describe the education level here.
- This is a required field.

## Exhibit 119: The CIP (Classification of Instructional Programs) Picker

**Acceptable CIP Codes**

Search:

CIP Code	CIP Description	Group	Group Description
<a href="#">14.0101</a>	Engineering, General	14.	ENGINEERING
<a href="#">14.0102</a>	Pre-Engineering	14.	ENGINEERING
<a href="#">14.0201</a>	Aerospace, Aeronautical and Astronautical/Space Engineering	14.	ENGINEERING
<a href="#">14.0301</a>	Agricultural Engineering	14.	ENGINEERING
<a href="#">14.0401</a>	Architectural Engineering	14.	ENGINEERING
<a href="#">14.0501</a>	Bioengineering and Biomedical Engineering	14.	ENGINEERING
<a href="#">14.0601</a>	Ceramic Sciences and Engineering	14.	ENGINEERING
<a href="#">14.0701</a>	Chemical Engineering	14.	ENGINEERING
<a href="#">14.0702</a>	Chemical and Biomolecular Engineering	14.	ENGINEERING
<a href="#">14.0799</a>	Chemical Engineering, Other	14.	ENGINEERING

Showing 1 to 10 of 123 entries (filtered from 1,722 total entries)

First Previous **1** 2 3 4 5 ... 13 Next Last

[Cancel](#)

### 19.1.1.2 **Major Code 1\***

- Enter the CIP code of the student's primary major, or click **Select** to open the *Acceptable CIP Codes* window. Search for the CIP code by either:
  - Entering search terms to find the appropriate CIP code; for example, Communications, Business, Engineering, etc.
  - Entering the CIP code family number, for example, "14." for the Engineering programs.
- Select the CIP code by clicking the code number. The *Acceptable CIP Codes* window closes.
- After selecting a code, SEVIS enters the CIP code in the Major Code 1 field.
- This is a required field.

**Note:** You must select an Education Level before you can enter the Major Code.

### 19.1.1.3 **Major Code 2\***

Some students have a secondary major, usually in a related field. Use this field for the secondary major CIP code.

- Enter the CIP code of the student's primary major, or click **Select** to open the *Acceptable CIP Codes* window. Search for the CIP code by either:
  - Entering search terms to find the appropriate CIP code, for example, Communications, Business, Engineering, etc.
  - Entering the CIP code family number, for example, "14." for the Engineering programs.

- Select the code by clicking the code number. The *Acceptable CIP Codes* window closes.
- After selecting a code, SEVIS will enter the CIP code in the Major Code 2 field.
- If the student does not have a second major, click the **No Major 2** checkbox.
- This is a required field.

#### 19.1.1.4 **Minor Code\***

- Enter the CIP code of the student's minor, or use the search tool by clicking **Select**. The *Acceptable CIP Codes* window opens. Search for the CIP code by either:
  - Entering search terms to find the appropriate CIP code, for example, Communications, Business, Engineering, etc.
  - Entering the CIP code family number, for example, "14." for the Engineering programs.
- After selecting a code, SEVIS will enter the CIP code in the Minor Code field.
- If the student does not have a minor, click the **No Minor** checkbox.
- This is a required field.

#### 19.1.1.5 **New Program Start Date\***

- Enter the date on which the student will begin his or her program.
- This may be the date of any required orientations or other activities before the start of classes.
- This is a required field.

**Note:** Entering an invalid date will result in the following message: *Program Start Date must be on or after today and no more than a year from today.*

**Note:** Schools can choose to enter the New Program Start Date and the Initial Session Start Date as the same date. If the dates differ, the Program Start Date cannot be more than 30 days before the Initial Session Start Date.

#### 19.1.1.6 **New Program End Date\***

- Enter the expected date of completion of the academic or vocational program.
- Do not consider grace periods or any future employment authorizations.
- This is a required field.

#### 19.1.1.7 **Initial Session Start Date\***

- Enter the date that the student will begin classes.
- This date cannot be more than 30 days from the Program Start Date.

- This is a required field.

**Note:** Registration alerts are tied to this date.

### 19.1.1.8 **English Proficiency\***

In the *English Proficiency* section, answer the question “**Is English proficiency required by the school?**” Click either the **Yes** or **No** radio button:

- **Yes** – Requires a further **Yes** or **No** confirmation that the student has the required English skills.

The screenshot shows the 'English Proficiency' section of the SEVIS form. At the top, there is a date field labeled 'Initial Session Start Date' with MM/DD/YYYY dropdowns. Below this, the section title 'English Proficiency:' is followed by the question 'Is English Proficiency required by the school?'. The 'Yes' radio button is selected. To the right, the question 'Does the student have the required English Proficiency?' is followed by 'Yes' and 'No' radio buttons, both of which are unselected.

- **No** – Requires an explanation on why the school does not require the student to be proficient in English.

The screenshot shows the 'English Proficiency' section of the SEVIS form. At the top, there is a date field labeled 'Initial Session Start Date' with MM/DD/YYYY dropdowns. Below this, the section title 'English Proficiency:' is followed by the question 'Is English Proficiency required by the school?'. The 'No' radio button is selected. To the right, the question 'Explain why the school does not require English Proficiency' is followed by a large text input field. At the bottom right of the input field, it says 'Characters Remaining: 1000'.

### 19.1.2 Financial

F-1 or M-1 students must prove they have the financial resources to live and study in the United States. Enter the student’s expenses and funding for the length of the program in the Expenses and Funding sections under the *Financial* section of the page.

## Exhibit 120: Financial Section of Create I-20 Change Education Level page

### Create I-20 for Change Education Level

SEVP School for Advanced SEVIS Studies

Required fields are marked with an asterisk (\*)

F-1 Student

**Griffin, Melody**

**SEVP School for Advanced SEVIS Studies - SEVP**

**School for Advanced SEVIS Studies**

Start Date: 08/08/2011   End Date: 06/30/2015

Status: **ACTIVE**

SEVIS ID: **N0004708499**

---

**Program**

**Education Level: \***

▼

**English Proficiency: \***

Is English Proficiency required by the school?

☐ Yes   ☐ No

**Financial**

**Estimated costs and funding for \***

▼

**months**

Enter the estimated expenses and sources of funding for an academic year or the length of the program, whichever is shorter. Funding must meet or exceed the estimated expenses.

*Expenses*

**Tuition and Fees: \*** \$

**Living Expenses: \*** \$

**Expenses for dependents:** \$

**Other costs:** \$

**Specify other costs:**

**Total expenses:**     **\$ 0.00**

*Funding*

**Student's personal funds: \*** \$

**Funds from this school:** \$

**School fund type:**

**Funds from other sources:** \$

**Other source type:**

**On-Campus employment:** \$

**Total funding:**     **\$ 0.00**

**Remarks about the Student** (Prints on page 1 of the Form I-20 in the "Remarks" section.)

Characters Remaining: 1000

Submit

Cancel

**Note:** All dollar amounts must be entered in the Expenses and Funding sections without commas and periods, and should be rounded to the nearest dollar. For example, \$25,057.89 should be entered as 25058.

### 19.1.2.1 **Estimate costs and funding for \_\_\_ months\***

Enter the number of months for either the academic year or the length of the program, whichever is shorter:

- Use the drop-down list in the **Estimated costs and funding for\*\_\_ months** field to select the number of months for estimating expenses and sources of funding.
- This is a required field.

### 19.1.2.2 **Expenses**

Enter the student's expenses for one academic term:

- **Tuition and Fees\***
  - Enter the amount for the student's tuition and fees.
  - This is a required field.
- **Living Expenses\***
  - Enter the amount for the student's living expenses.
  - This is a required field.
- **Expenses for Dependents**
  - Enter the amount of expenses for any dependents.
  - The number of dependents currently associated with the student displays by the field name.
  - This is a required field.
- **Other Costs** – Enter any other costs for the months of estimated expenses.
- **Specify Other Costs** – Enter the reason for any other costs.
- **Total Expenses** – SEVIS calculates the costs and displays the total expenses at the bottom of the *Expenses* section.

### 19.1.2.3 **Funding**

Enter the student's funding for the number of months specified:

- **Student's Personal Funds\***
  - Enter the amount of the student's personal funds.
  - This is a required field.
- **Funds from this School** – Enter the amount of any funding offered by your school.
- **School Fund Type** – Enter the type of school fund offered by your school, for example, an academic scholarship.
- **Funds from Other Sources** – Enter the amount of any funding from any other sources.

- **Other Source Type** – Enter the type of funding from any other sources, for example, a private grant.
- **On-Campus Employment** – Enter the amount of the student’s on-campus employment.
- **Total Funding** – SEVIS calculates and displays the student’s total funds at the bottom of the *Funding* section.



The student’s total funds must meet or exceed the expenses, before the DSO may issue the student’s Initial Certificate of Eligibility (Form I-20).

### 19.1.3 Remarks about the Student

Enter any applicable comments about the student in the **Remarks about the Student** field:

- This field has a 1,000-character limit with a Characters Remaining counter.
- Comments entered in any **Remarks** field throughout the Form I-20 will append to any existing remarks and print on page 1 of the Form I-20.

## 19.2 Submit Change of Education Level

After entering any necessary information, submit the request to SEVIS:

1. After completing the fields, click either the **Submit** or **Cancel** button:
  - **Submit** – Creates a new Form I-20 for the new education level. The student will now have two records: one Initial and one Active, under the same SEVIS ID.
  - **Cancel** – Cancels the action without making any changes and return to the *Student Information* page.
2. If **Submit** was selected, the *Create Successful* page displays with two options, **View Record** or **Print I-20**.

### Exhibit 121: Create Successful message

**Create Successful**

You have successfully created an Initial record for this student’s new education level. You should continue to update the Active record, as necessary, until the student has completed his or her current education level. When the student has enrolled at the new education level, you must register the student using the Initial record. Once the student is registered for the new education level, you will no longer be able to update the record for the previous education level.

View Record
Print I-20

- **View Record** – Returns the user to the *Student Information* page.

- **Print I-20** – Generates the PDF of the Form I-20 that can be printed.



You cannot edit the Initial record of a student who is requesting a change of education level from their original Active record. Any changes would be made through the new Initial record.

## 19.3 Cancel Change of Education Level

You cannot cancel the Initial record of a student who is requesting a change of education level. You must cancel the change of education level request through the Active record. Perform the following steps to cancel a student's change of education level request:

1. Perform a search to locate the appropriate student's Active record. (See the SEVIS Help Hub for information on [F/M Nonimmigrant Searches](#).)
2. Click the appropriate link in the **Surname/Primary Name** column to access the student's Active record. The *Student Information* page opens.

### Exhibit 122: Cancel Change Education Level call-out

[<< Return to Active Status Students](#)

### Student Information

**Reprint I-20** **Print Draft I-20**

**F-1 STUDENT**  
**Griffin, Melody**

**SEVP School for Advanced SEVIS Studies -**  
**SEVP School for Advanced SEVIS Studies**  
Start Date: **August 8, 2011** End Date: **June 30, 2015**

Status: **ACTIVE**  
Status Change Date: **June 24, 2015**  
SEVIS ID: **N0004708499**

**View:** **Active Post-Completion OPT** **I-901 Fee Paid** **I-20 ISSUE REASON: CONTINUED ATTENDANCE**

**Event History**

**Request/Authorization Details**

**Employment Information**

**Actions:**  
**Authorize To Drop Below Full Course**  
**Cap-Gap Extension**  
**Cancel Change Education Level** (highlighted)  
**Complete Program**  
**Disciplinary Action**  
**Shorten Program**  
**Terminate Student**  
**Employment/Training:**  
**CPT Employment Authorization**  
**Off-Campus Employment**  
**OPT Request**  
**Corrections:**  
**Request Change to**

**Personal / Contact** **Edit**

Gender: **FEMALE**  
Date of Birth: **August 20, 1980** Age **35**  
Country of Birth: **BAHAMAS, THE**  
Country of Citizenship: **BAHAMAS, THE**  
Telephone: **Student does not have a telephone number.**  
Email Address: **mgmail@gmail.com**

U.S. Address: **2450 Crystal Drive, Arlington, VA 22202**  
Address Status: **Not Validated**  
Foreign Address: **15 Main Street, Nassau, BAHAMAS, THE**

**Overall Remarks**

**Student beginning Masters program based upon her Bachelors degree.**

**Program** **Edit**

Education Level: **BACHELOR'S**  
Major 1 and Name: **14.1901 - Mechanical Engineering**  
Major 2 and Name: **00.0000 - None**  
Minor and Name: **00.0000 - None**  
Program Start Date: **August 8, 2011**  
Program End Date: **June 30, 2015**

**Registration** **Registration**

Initial Session Start Date: **August 15, 2011**  
Current Session End Date: **June 24, 2015**  
Next Session Start Date: **July 25, 2015**  
Length of Next Break/Vacation: **30**  
Last Session: **Study/Research Abroad**  
Thesis/Dissertation:

**Proficiency** **Fee Payment**

3. Click the **Cancel Change Education Level** link in the Actions menu. The *Cancel Change Education Level* page opens.



## Exhibit 123: Cancel Change Education Level Page

SEVP School for Advanced SEVIS Studies

Cancel Change Education Level

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

F-1 Student

Griffin, Melody

SEVP School for Advanced SEVIS Studies

- SEVP School for Advanced SEVIS Studies

Start Date: 08/08/2011    End Date: 06/30/2015

Status: **ACTIVE**

SEVIS ID: **N0004708499**

GENDER	FEMALE	EMAIL	<a href="mailto:mgmail@gmail.com">mgmail@gmail.com</a>
DOB	08/20/1980		
PREFERRED NAME	Melody Griffin	U.S. ADDRESS	2450 Crystal Drive
PASSPORT NAME			Arlington , VA 22202
COUNTRY OF BIRTH	BAHAMAS, THE		
CITIZENSHIP	BAHAMAS, THE		

1. Remarks:

Student has had a change in plans.

Cancel Change Education Level

Reset Values

Cancel

4. Enter any applicable comments in the **Remarks** field.
5. Click either the **Cancel Change Education Level**, **Reset Values**, or **Cancel** button:
  - **Cancel Change Education Level** – Cancels the student’s change of education level request. An *Update Successful* page opens with two options, **Return to View Record** or **Print I-20**:

**Update Successful**

[Return to View Record](#) [Print I-20](#)

- **Return to View Record** – Returns to the *Student Information* page. The student's Initial record (for the new education level) is now in Deactivated status.
- **Print I-20**– Generates the PDF of the Form I-20 that can be printed.
- **Reset Values** – Clears any entries made in the **Remarks** field.

- **Cancel** – Returns to the *Student Information* page without taking any action on the student's record.

## 20 SHORTEN PROGRAM

The Shorten Program option is available when students are currently in Active status. The PDSO or DSO can update a student's program end date to reflect an early program end date.

**Note:** For M-1 students, if you shorten the student's program by mistake, you are required to request an extension to correct the error. The extension request requires adjudication by DHS.

To shorten a student's program, perform the following steps:

1. From the *Student Information* page, click the **Shorten Program** link. The *Shorten Program* page opens with the student's basic personal and program information.
2. Enter the new program end date in MM/DD/YYYY format.
3. Enter any optional comments in the **Remarks** field. This field has a 1,000 character limit.

**Note:** Remarks typed in any Remarks field throughout the electronic Form I-20 will be appended to any existing remarks and will print in the Remarks field of the printed Form I-20.

4. After reviewing the information, click one of the following buttons:
  - **Shorten Program:** Click this button to complete the process and shorten the student's program. A message displays indicating that the update was successful.
    - Click the **Print I-20** button to print an updated copy of the Form I-20. Then give the printed copy to the student for his/her records.
    - Click the **Return to View Record** button to view the student's SEVIS record.
  - **Reset Values:** Click this button to clear all fields on the page.
  - **Cancel:** Click this button to cancel the action and return to the *Student Information* page.

### 20.1 Transfer Out

At certain times during their studies, F-1 and M-1 students may want to transfer their studies to another school. In addition, some F-1 students want to transfer to a new school when completing current studies to start a different degree program. This guide explains the process for transferring a SEVIS record from one SEVIS-certified school to another. This guide and process do not affect school policy or school-owned records.

When a student begins full-time studies at another school, the student's SEVIS record must be transferred to that new school. This allows SEVIS and nonimmigrant students to maintain their original SEVIS ID and history. The new school must be SEVIS-certified to accept that student's nonimmigrant status, F or M. It is important to remember that:

- Transfer process differs between F-1 and M-1 students.

- All F-1 and M-1 students must work with their designated school officials (DSOs) to begin the transfer process.
- SEVIS transfers all related F-2 and M-2 dependents with the primary F-1 and M-1 students.
- If a SEVIS record meets requirements for transfer, DSOs may not refuse to transfer that SEVIS record for any reason.

This document will explain both F-1 and M-1 transfer processes and the regulations governing them.

### 20.1.1 Transfer Terminology

Terminology	Description
<b>Transfer-Out School</b> (“Transfer From School” in SEVIS)	The school that holds the student record, and after the student notifies the DSO of his/her wish to transfer, starts the transfer process.
<b>Transfer-In School</b> (“Transfer To School” in SEVIS)	The school that receives the student record upon the transfer release date.
<b>Transfer Request Date</b>	The date the DSO at the transfer-out school enters the transfer request.
<b>Transfer Release Date</b>	The date the SEVIS record is deactivated from the transfer-out school and appears at the transfer-in school.
<b>Transfer Complete Date</b>	The date the transfer-in school registers the Initial transfer-in SEVIS record and the student record changes to Active.



According to regulation, students must tell the DSO at the transfer-out school that they plan to transfer. As a best practice, F and M students should provide the DSO with all of the following:

- Written confirmation of the acceptance to the new school.
- SEVIS school code for the transfer-in [transfer-to] school.
- Contact information for the new school’s DSO.

### 20.1.2 F-1 Transfer-Out

DSOs can transfer F-1 students to another SEVP-certified school. Below are the conditions that allow and prevent an F-1 SEVIS transfer request.

DSOs may transfer an F-1 record to another SEVP-certified school when:

- Student’s SEVIS record is in one of the following statuses:
  - Active

- Completed
- Terminated



Completed and Terminated records will require a reinstatement supported by the transfer-in school.

[The principal designated school official \(PDSO\) may transfer students who have just transferred-in and remain in Initial status.](#)

- Student will start the new program with the first available session, which begins within five months of whichever following date is earlier:
  - Transfer release date
  - Current program completion date in the SEVIS record
- Student is on post-completion Optional Practical Training (OPT), and will resume classes within five months of whichever following date is earlier:
  - Transfer release date
  - Authorized OPT end date

SEVIS does not allow a DSO to transfer a record when:

- Student record has a:
  - Requested change of education level
  - Requested or pending reinstatement
  - Existing transfer request
- Transfer release date is more than six months from the current date



- [F-1 Student transfer regulations \(8 CFR 214.2\(f\)\(8\)\)](#)
- [SEVP Policy Guidance for F-1 Transfers](#)
- [Instructions for Transferring to Another School as an F-1 Student \(Study in the States\)](#)



See [Key SEVIS Registration Dates](#) for registration timeline.

#### 20.1.2.1 ***F-1 Transfer Process Stages and Student Lists***

The student name and transfer request will appear on the Transferring lists in the following statuses during the transfer process:

Stage	Transfer-Out School		Transfer-In School	
	Student Status	Students Transferring Out List – Request Status	Student Status	Students Transferring In List – Request Status

<b>Transfer Request Date Set</b>	Active	Approved	Draft	Approved
<b>Transfer Release Date Current</b>	Deactivated	Approved	Draft	Approved
<b>Transfer-In Pending/ I-20 Created</b>	Deactivated	Approved	Initial	Approved
<b>Transfer-In Completed/ I-20 Registered</b>	Deactivated	No longer on list	Active	No longer on list



Any F-1 records in Terminated or Completed status at the point of transfer will remain in Terminated or Completed status at the transfer-in school, until a reinstatement is approved by USCIS.

An alternative to transferring a Completed or Terminated record is for the terminated student to depart the United States and return with an Initial Attendance Form I-20, based on a new SEVIS record from the transfer-in school. This will reset the student's F-1 status and benefits clock, but would avoid a reinstatement.

#### 20.1.2.2 *F-1 Transfer Process Stages and Allowed DSO Actions*

The below chart indicates what actions are available to the DSOs at the transfer-out and transfer-in schools at various points of the F-1 student transfer process. The stage the record is in, during the transfer process, determines the actions a DSO can take.

Stage	Available Actions for School Officials	
	Transfer-out school	Transfer-in school
<b>Transfer Request Date</b>	<ul style="list-style-type: none"> <li>View record</li> <li>Update record (including <a href="#">cancel transfer request</a>)</li> <li>Print Form I-20</li> </ul>	View the following on draft student record: <ul style="list-style-type: none"> <li>Request/Authorization Details</li> <li>Employment Information</li> </ul>
<b>Transfer Release Date</b>	View the following on deactivated student record: <ul style="list-style-type: none"> <li>Event History</li> <li>Request/Authorization Details</li> <li>Employment History</li> </ul>	<ul style="list-style-type: none"> <li>Create the Form I-20</li> <li>View the following on draft student record:               <ul style="list-style-type: none"> <li>Request/Authorization Details</li> <li>Employment Information</li> </ul> </li> <li>Print Form I-20</li> </ul> <p><b>Note for K-12:</b> When a student</p>

Stage	Available Actions for School Officials	
		transfers from one public high school to another public high school, the new program end date may not exceed 12 months from the original program start date.
<b>Transfer Pending/ I-20 Created</b>	View the following on Deactivated student record: <ul style="list-style-type: none"> <li>• Event History</li> <li>• Request/Authorization Details</li> <li>• Employment History</li> </ul>	<ul style="list-style-type: none"> <li>• View record</li> <li>• Update record</li> <li>• Print Form I-20</li> </ul> <p><b>Note:</b> <a href="#">The PDSO may transfer F-1 students who have just transferred-in and remain in Initial status.</a></p>

### 20.1.2.3 The Effect of an F-1 Transfer on Employment

All F-1 employment (current and future) is canceled and must stop on the transfer release date.

Status of Employment on Transfer Release Date	SEVIS Action on Employment on Transfer End Date
<ul style="list-style-type: none"> <li>• Approved, active employment with time remaining</li> </ul>	<ul style="list-style-type: none"> <li>• SEVIS changes employment end date to transfer release date</li> </ul>
<ul style="list-style-type: none"> <li>• Employment start date is in future</li> </ul>	<ul style="list-style-type: none"> <li>• SEVIS cancels pending employment</li> </ul>

### 20.1.2.4 F-1 Transfer with Reduced Course Load (RCL)

Any approved RCL (current or future) is canceled on the transfer release date.

Status of RCL at Point of SEVIS Transfer Release Date	SEVIS Action on RCL on Transfer Release Date
<ul style="list-style-type: none"> <li>• RCL is active</li> </ul>	<ul style="list-style-type: none"> <li>• SEVIS changes RCL end date to transfer release date</li> </ul>
<ul style="list-style-type: none"> <li>• RCL start date is in future</li> </ul>	<ul style="list-style-type: none"> <li>• SEVIS cancels pending RCL</li> </ul>

### 20.1.2.5 Transfer F-1 Student to another School

To transfer an F-1 student to a new school:


11. Navigate to the *Student Information* page.

## Exhibit 124: Transfer Out Option on Student Information Page

Student Information																															
<b>Actions:</b> <a href="#">Authorize To Drop Below Full Course</a> <a href="#">Change Education Level</a> <a href="#">Complete Program</a> <a href="#">Disciplinary Action</a> <a href="#">Extend Program</a> <a href="#">Registration</a> <a href="#">Shorten Program</a> <a href="#">Terminate Student</a> <a href="#">Transfer Out</a> <b>Edits:</b> <span style="border: 1px solid red; padding: 2px;">Transfer Out</span> <a href="#">Dependents</a> <a href="#">Financial Information</a>	<div style="text-align: right;"> <a href="#">Reprint I-20</a>   <a href="#">Print Draft I-20</a> </div> <table border="1"> <thead> <tr> <th>Personal Information</th> <th>Program Information</th> </tr> </thead> <tbody> <tr> <td>SEVIS ID: <b>N0004706664</b></td> <td>Status: <b>ACTIVE</b></td> </tr> <tr> <td>Surname/Primary Name: <b>Bogdan</b></td> <td>Date of Last Event: <b>01/01/2016</b></td> </tr> <tr> <td>Given Name: <b>Mihaj</b></td> <td>Termination Reason:</td> </tr> <tr> <td>Suffix: <b>Jr.</b></td> <td>Visa Type: <b>F-1</b></td> </tr> <tr> <td>Passport Name:</td> <td>School Name: <b>SEVP School for Advanced Studies</b></td> </tr> <tr> <td>Preferred Name: <b>Mihaj Bogdan, Jr.</b></td> <td>School Code: <b>BAL214F44444000</b></td> </tr> <tr> <td>SEVIS Legacy Name: <b>Mihaj Bogdan</b></td> <td>Campus Name: <b>SEVP School for Advanced Studies</b></td> </tr> <tr> <td>Country of Birth: <b>ROMANIA</b></td> <td>I-20 Issue Reason: <b>CONTINUED ATTENDANCE</b></td> </tr> <tr> <td>Date of Birth: <b>05/23/1991</b></td> <td>Education Level: <b>BACHELOR'S</b></td> </tr> <tr> <td>Country of Citizenship: <b>ROMANIA</b></td> <td>Major: <b>14.0801 - Civil Engineering</b></td> </tr> <tr> <td>Gender: <b>MALE</b></td> <td>Secondary Major: <b>00.0000 - None</b></td> </tr> <tr> <td>Foreign Address: <b>1524 UI B Cluj Napoca ROMANIA</b></td> <td>Minor: <b>00.0000 - None</b></td> </tr> <tr> <td>U.S. Address: <b>1620 MONROE ST NE WASHINGTON DISTRICT OF COLUMBIA 20018</b></td> <td>Program Start Date: <b>09/15/2015</b></td> </tr> <tr> <td></td> <td>End Date: <b>05/31/2019</b></td> </tr> </tbody> </table>	Personal Information	Program Information	SEVIS ID: <b>N0004706664</b>	Status: <b>ACTIVE</b>	Surname/Primary Name: <b>Bogdan</b>	Date of Last Event: <b>01/01/2016</b>	Given Name: <b>Mihaj</b>	Termination Reason:	Suffix: <b>Jr.</b>	Visa Type: <b>F-1</b>	Passport Name:	School Name: <b>SEVP School for Advanced Studies</b>	Preferred Name: <b>Mihaj Bogdan, Jr.</b>	School Code: <b>BAL214F44444000</b>	SEVIS Legacy Name: <b>Mihaj Bogdan</b>	Campus Name: <b>SEVP School for Advanced Studies</b>	Country of Birth: <b>ROMANIA</b>	I-20 Issue Reason: <b>CONTINUED ATTENDANCE</b>	Date of Birth: <b>05/23/1991</b>	Education Level: <b>BACHELOR'S</b>	Country of Citizenship: <b>ROMANIA</b>	Major: <b>14.0801 - Civil Engineering</b>	Gender: <b>MALE</b>	Secondary Major: <b>00.0000 - None</b>	Foreign Address: <b>1524 UI B Cluj Napoca ROMANIA</b>	Minor: <b>00.0000 - None</b>	U.S. Address: <b>1620 MONROE ST NE WASHINGTON DISTRICT OF COLUMBIA 20018</b>	Program Start Date: <b>09/15/2015</b>		End Date: <b>05/31/2019</b>
Personal Information	Program Information																														
SEVIS ID: <b>N0004706664</b>	Status: <b>ACTIVE</b>																														
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Suffix: <b>Jr.</b>	Visa Type: <b>F-1</b>																														
Passport Name:	School Name: <b>SEVP School for Advanced Studies</b>																														
Preferred Name: <b>Mihaj Bogdan, Jr.</b>	School Code: <b>BAL214F44444000</b>																														
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	End Date: <b>05/31/2019</b>																														

12. Click **Transfer Out**. The *Transfer Out* page opens.

## Exhibit 125: Transfer Out Page

Transfer Out		
Required fields are marked with an asterisk (*).		
F-1 Student <b>Bogdan Jr., Mihaj</b>	<b>SEVP School for Advanced SEVIS Studies - SEVP School for Advanced SEVIS Studies</b> Start Date: 09/15/2015   End Date: 05/31/2019	Status: <b>ACTIVE</b> SEVIS ID: <b>N0004706664</b>
		
<b>1. * Transfer Release Date:</b>	<input type="text" value="01/10/2015"/> (MM/DD/YYYY)	
<b>2. * Transfer To School:</b>	<input type="button" value="Select"/>	<b>School/Campus name:</b> <b>School code:</b>
<b>3. Remarks:</b>	<input type="text"/>	
<input type="button" value="Transfer Student"/> <input type="button" value="Reset Values"/> <input type="button" value="Cancel"/>		

13. Enter the **Transfer Release Date**.

14. Click **Select**, to search for the transfer-to school and campus. The *School/ Campus Search* page opens.

## Exhibit 126: School/Campus Search Page

**School/Campus Search**

☒ **School Name:**   
(allows wildcard \* as input, e.g. \*Was\*)

☐ **School Code:**

15. Click either the School Name or School Code radio button to search by school/campus name or code.

16. Click **Search** to find school/campus.

- The School Name search allows a wildcard at the beginning and/or end of the name. If there is more than one school or campus that fits the search, it will return a list of choices.

## Exhibit 127: Search Button on *School/Campus Search* Page

**School/Campus Search**

☒ **School Name:**   
(allows wildcard \* as input, e.g. \*Was\*)

☐ **School Code:**

School/ Campus Search Results List

School Code	School Name	Campus Name	Address
<a href="#">WAS214F77779000</a>	SEVIS ADM	Campus Name	1111 Crystal Drive Arlington, VA 22202
<a href="#">WAS214F63644000</a>	SEVIS School for Advanced Security Studies	Main Campus	a Arlington, VA 22202
<a href="#">BAL214F44444000</a>	SEVP School for Advanced SEVIS Studies	SEVP School for Advanced SEVIS Studies	9002 Nancy Lane Ft. Washington, MD 20744
<a href="#">BAL214F44444001</a>	SEVP School for Advanced SEVIS Studies	SMU Technical Institute	621 Holly Corner Road Fredericksburg, VA 22406
<a href="#">WAS214F32411000</a>	University of SEVIS	University of SEVIS Arlington	2451 Crystal Drive Arlington, VA 22202

5 Recs

- The School Code search requires entry of a full, exact school code. An error message displays until the full school code is entered.



**Exhibit 128: School/Campus Search Page with School Code Error**

**School/Campus Search**

☐ School Name:   
(allows wildcard \* as input, e.g. \*Was\*)

☒ School Code:  ✖  
**Invalid Entry. Enter a value in the proper format. (e.g. ABC123F12345001)**

- When entered correctly, the school code will return one specific campus.

**Exhibit 129: School/Campus Search Page with School Code Results**

**School/Campus Search**

☐ School Name:   
(allows wildcard \* as input, e.g. \*Was\*)


☒ School Code:

School Code	School Name	Campus Name	Address
<a href="#">WAS214F74585000</a>	Crystal City University	Crystal City University	2450 Creystal Dr. Arlington, VA 22202

[WAS214F74585000](#) 1 Recs

5. Click the School Code hyperlink to choose the correct school/campus. The *Transfer Out* page opens.

**Exhibit 130: Transfer Out Page**

<b>Transfer Out</b>		
Required fields are marked with an asterisk (*).		
F-1 Student <b>Bogdan Jr., Mihaj</b>	<b>SEVP School for Advanced SEVIS Studies -</b> <b>SEVP School for Advanced SEVIS Studies</b> Start Date: 09/15/2015   End Date: 05/31/2019	Status: <b>ACTIVE</b> SEVIS ID: <b>N0004706664</b>
		
<b>1. * Transfer Release Date:</b> <input type="text" value="01/10/2016"/> (MM/DD/YYYY)		
<b>2. * Transfer To School:</b> <input type="button" value="Select"/>		
School/Campus name: Crystal City University   Crystal City University School code: WAS214F74385000		
<b>3. Remarks:</b> <input style="width: 100%;" type="text"/>		
<input type="button" value="Transfer Student"/> <input type="button" value="Reset Values"/> <input type="button" value="Cancel"/>		

6. Enter any relevant remarks and click one of the following:

- **Transfer Student:** Submits the transfer request. The *Update Successful* page opens. Click one of the following:

**Exhibit 131: Update Successful message**

<h2 style="margin: 0;">Update Successful</h2>
<input type="button" value="Return to View Record"/> <input type="button" value="Print I-20"/>

- **Return to View Record:** Opens the *Student Information* page.
- **Print I-20:** Prints student's Form I-20.
- **Reset Values:** Returns all fields to their original values.
- **Cancel:** Cancels the action and returns the user to the *Student Information* page.

### 20.1.2.6 **Cancel Pending F-1 Transfer**

A DSO can cancel an F-1 pending transfer at any point before the transfer release date. To cancel a pending transfer:

1. Navigate to the *Student Information* page:

### Exhibit 132: Cancel Transfer Option on *Student Information* Page

The screenshot shows the 'Student Information' page for a student named Bogdan Jr., Mihaj. The page is divided into three main sections: Actions, Personal Information, and Program Information. The 'Cancel Transfer' link is highlighted in a red box under the 'Actions' section. The 'Personal Information' section includes fields for SEVIS ID, Surname/Primary Name, Given Name, Suffix, Passport Name, Preferred Name, SEVIS Legacy Name, Country of Birth, Date of Birth, Country of Citizenship, Gender, Foreign Address, and U.S. Address. The 'Program Information' section includes fields for Status, Date of Last Event, Termination Reason, Visa Type, School Name, School Code, Campus Name, I-20 Issue Reason, Education Level, Major, Secondary Major, and Minor.

2. Click **Cancel Transfer**. The *Cancel Transfer Event* page opens.

### Exhibit 133: *Cancel Transfer Event* page

The screenshot shows the 'Cancel Transfer Event' page. It includes a header with the title 'Cancel Transfer Event' and a note that required fields are marked with an asterisk (\*). The page displays the student's name, SEVIS ID, and status. Below this, there is a section for '1. Remarks:' with a text area containing the text 'Student received scholarship at different school and will transfer there.' At the bottom, there are three buttons: 'Cancel Transfer', 'Reset Values', and 'Cancel'.

7. Enter any relevant remarks and click one of the following:
  - **Cancel Transfer:** Cancels the transfer request. The *Update Successful* page opens. Click one of the following:

**Exhibit 134: Update Successful message**

[Alt text: Screen shot of *Update Successful* message.]

- **Return to View Record:** Opens the *Student Information* page.
- **Print I-20:** Prints student's Form I-20.
- **Reset Values:** Returns all fields to their original values.
- **Cancel:** Cancels the action and returns the user to the *Student Information* page.

**20.1.3 M-1 Transfer-Out**

DSOs can transfer M-1 student records to another SEVP-certified M-1 school. However, before the transfer is complete, the M-1 student must submit a transfer application using the Form I-539 to U.S. Citizenship and Immigration Services (USCIS). The student may begin studying at the new school while the transfer application is pending. The following lists the conditions that allow and prevent an M-1 SEVIS transfer request.

DSOs may transfer an M-1 record to another SEVP-certified school when:

- Student's SEVIS record is in one of the following statuses:
  - Active
  - Completed
  - Terminated



Completed and Terminated records will require a reinstatement supported by the Transfer-in school. The reinstatement package must be submitted to USCIS along with the transfer application.

[The PDSO may transfer students who have just transferred-in and remain in Initial status.](#)

- Student's new program of study will begin within five months of:
  - Transfer release date
  - Current program completion date in the SEVIS record

SEVIS does not allow a DSO to transfer an M-1 record when:

- Student record has a:
  - Requested or pending reinstatement
  - Existing transfer request
- Transfer release date is more than six months from the date:
  - Of first admission
  - Of approved M-1 status



- The DSO may request a transfer after six months from the above dates, if the student can show circumstances beyond his/her control.
- The student may not change his/her initial education objective when transferring.



#### [M-1 Student transfer 8 CFR 214.2\(m\)\(11\)](#)

##### Study in the States:

- [What M-1 Students Need to Know About Transferring](#)
- [Instructions for Transferring to Another School as an M-1 Student](#)

### 20.1.3.1 ***M-1 Transfer Process Stages and Student Lists***

The student's SEVIS record will appear on the following lists during the transfer process:

Stage	Transfer-Out School Lists		Transfer-In School Lists	
	Student Status	Students Transferring Out – Request Status	Student Status	Students Transferring In – Request Status
<b>Transfer Request Date Set</b>	Active	Requested	Draft	Requested
<b>Transfer Release Date Current</b>	Deactivated	Requested	Draft	Requested
<b>Transfer-in Pending/ I-20 Created</b>	Deactivated	Requested	Initial	Requested
<b>Transfer-in Pending/ Forms I-20 and I-539 received by USCIS</b>	Deactivated	Pending	Initial	Pending
<b>Transfer-in Pending/ Form I-20</b>	Deactivated	Pending	Active	Pending

Stage	Transfer-Out School Lists		Transfer-In School Lists	
	Student Status	Students Transferring Out – Request Status	Student Status	Students Transferring In – Request Status
Registered				
Transfer-in Completed/ USCIS Approved M-1 Transfer	Deactivated	No longer on list	Active	No longer on list



Any M-1 records in Terminated or Completed status at the point of transfer will remain in Terminated or Completed status at the transfer-in school until USCIS approves a reinstatement.



Any M-1 transfers that remain in Requested status for more than 90 days will appear on an Alert List.

#### 20.1.3.2 M-1 Transfer Process Stages and Allowed DSO Actions

The below chart indicates what actions are available to the DSOs at the transfer-out and transfer-in schools at various points of the M-1 student transfer process.

Stage	School Officials May	
	Transfer-Out School	Transfer-In School
Transfer Request Date	<ul style="list-style-type: none"> <li>View record</li> <li>Update record (including <a href="#">cancel transfer request</a>)</li> <li>Print Form I-20</li> </ul>	<ul style="list-style-type: none"> <li>Create Form I-20</li> <li>View: <ul style="list-style-type: none"> <li>Request/ Authorization Details</li> <li>Employment Information</li> </ul> </li> <li>Print draft Form I-20</li> </ul>
Transfer Release Date	View the following on Deactivated student record: <ul style="list-style-type: none"> <li>Event History</li> <li>Request/Authorization Details</li> <li>Employment History</li> </ul>	<ul style="list-style-type: none"> <li>Create Form I-20</li> <li>View: <ul style="list-style-type: none"> <li>Request/Authorization Details</li> <li>Employment Information</li> </ul> </li> <li>Print Form I-20</li> </ul>

Stage	School Officials May	
<b>Transfer Pending/ Form I-20 Created</b>	View the following on Deactivated student record: <ul style="list-style-type: none"> <li>Event History</li> <li>Request/Authorization Details</li> <li>Employment History</li> </ul>	<ul style="list-style-type: none"> <li>View record</li> <li>Update record</li> <li>Print Form I-20</li> </ul>

### 20.1.3.3 M-1 Transfer with Reduced Course Load (RCL)

Any approved RCL (current or future) is canceled on the transfer release date.

Status of RCL at Point of SEVIS Transfer Release Date	SEVIS Action on RCL on Transfer Release Date
<ul style="list-style-type: none"> <li>RCL is active</li> </ul>	<ul style="list-style-type: none"> <li>SEVIS changes RCL end date to transfer release date</li> </ul>
<ul style="list-style-type: none"> <li>RCL start date is in future</li> </ul>	<ul style="list-style-type: none"> <li>SEVIS cancels pending RCL</li> </ul>

### 20.1.3.4 Transfer M-1 Student to Another School

To transfer an M-1 student to a new school:

- Navigate to the *Student Information* page.

### Exhibit 135: Student Information page with Transfer Out option

The screenshot displays the SEVIS Student Information page. On the left, a sidebar contains various action links: Actions, Authorize To Drop Below, Full Course, Complete Program, Disciplinary Action, Registration, Shorten Program, Terminate Student, Transfer Out, Edits, Dependents, Financial Information, Personal Information, Program Information, View, and Event History. The 'Transfer Out' link is highlighted with a red box. The main content area is titled 'Student Information' and includes buttons for 'Reprint I-20' and 'Print Draft I-20'. It is divided into two columns: 'Personal Information' and 'Program Information'. The 'Personal Information' column lists details such as SEVIS ID (N0004716784), Surname/Primary Name (Areleous), Given Name (Eleni), Suffix, Passport Name, Preferred Name (Eleni Areleous), SEVIS Legacy Name, Country of Birth (GREECE), Date of Birth (08/14/2001), Country of Citizenship (GREECE), Gender (FEMALE), Foreign Address (10 Syngrou Ave., Athens 11742, GREECE), and U.S. Address (320 23RD ST S, ARLINGTON VIRGINIA 22202 - 3738). The 'Program Information' column lists details such as Status (ACTIVE), Date of Last Event (01/11/2016), Termination Reason, Visa Type (M-1), School Name (Vocational School Corners), School Code (WAS214F35737), Campus Name (Vocational School Corners), I-20 Issue Reason (CONTINUED ATT), Education Level (OTHER VOCATION), Major (47.0605 - Diesel Technology/T), Secondary Major, Minor, Program Start Date (01/10/2014), Program End Date (12/20/2016), and Normal Length of Study (12).

- Click **Transfer Out**. The *Transfer Out* page opens.

### Exhibit 136: *Transfer Out* page

Transfer Out		
Required fields are marked with an asterisk (*).		
M-1 Student <b>Areleous, Eleni</b>	Vocational School of the Four Corners - Vocational School of the Four Corners Start Date: 01/10/2016    End Date: 12/20/2016	Status: <b>ACTIVE</b> SEVIS ID: <b>N0004716784</b>
+		
1. * Transfer Release Date: <input type="text" value="01/15/2016"/> (MM/DD/YYYY)		
2. * Transfer To School: <input type="button" value="Select"/>		
		School/Campus name: School code:
3. Remarks: <input type="text"/>		
<input type="button" value="Transfer Student"/> <input type="button" value="Reset Values"/> <input type="button" value="Cancel"/>		

- Enter the **Transfer Release Date**.
- Click **Select**, to search for the transfer-in school and campus. The *School/Campus Search* page opens.

### Exhibit 137: *School/Campus Search* page

School/Campus Search	
<input checked="" type="radio"/> School Name:	<input type="text"/>
(allows wildcard * as input, e.g. *Was*)	
<input type="radio"/> School Code:	<input type="text"/>
<input type="button" value="Search"/> <input type="button" value="Cancel"/>	

- Click either the **School Name** or **School Code** radio button to search by school/campus name or code.
- Click **Search** to find school.



- The search by school name allows a wildcard at the beginning and/or end of the name. If there is more than one school or campus that fits the search, it will return a list of choices.

### Exhibit 138: School/Campus Search page

**School/Campus Search**

☒ **School Name:**   
 (allows wildcard \* as input, e.g. \*Was\*)

☐ **School Code:**

School/ Campus Search Results List

School Code	School Name	Campus Name	Address
<a href="#">WAS214F7779000</a>	SEVIS ADM	Campus Name	1111 Crystal Drive Arlington, VA 22202
<a href="#">WAS214F65644000</a>	SEVIS School for Advanced Security Studies	Main Campus	a Arlington, VA 22202
<a href="#">BAL214F44444000</a>	SEVP School for Advanced SEVIS Studies	SEVP School for Advanced SEVIS Studies	9002 Nancy Lane Ft. Washington, MD 20744
<a href="#">BAL214F44444001</a>	SEVP School for Advanced SEVIS Studies	SMU Technical Institute	621 Holly Corner Road Fredericksburg, VA 22406
<a href="#">WAS214F32411000</a>	University of SEVIS	University of SEVIS Arlington	2451 Crystal Drive Arlington, VA 22202

5 Recs

- The search by school/campus code requires entry of a full, exact school code (see error message).

### Exhibit 139: School/Campus Search page with school code error

**School/Campus Search**

☐ **School Name:**   
 (allows wildcard \* as input, e.g. \*Was\*)

☒ **School Code:**

Invalid Entry. Enter a value in the proper format. (e.g. ABC123F12345001)

When entered correctly, the school code will return one specific campus.

**Exhibit 140: School/Campus Search page with School Code results**

**School/Campus Search**

☐ School Name:   
 (allows wildcard \* as input, e.g. \*Was\*)

☒ School Code:

School Code	School Name	Campus Name	Address
<a href="#">WAS214F74585000</a>	Crystal City University	Crystal City University	2450 Creystal Dr. Arlington, VA 22202

1 Recs

7. Click the **School Code** hyperlink to choose the correct school/campus. The *Transfer Out* page opens.

**Exhibit 141: Transfer Out page**


**Transfer Out**

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

M-1 Student  
**Areleous, Eleni**

**Vocational School of the Four Corners -  
 Vocational School of the Four Corners**  
 Start Date: 01/10/2016   End Date: 12/20/2016

Status: **ACTIVE**  
 SEVIS ID: **N0004716784**



1. \* Transfer Release Date:  (MM/DD/YYYY)

2. \* Transfer To School:

School/Campus name: Crystal City University   Crystal City University  
 School code: WAS214F74585000

3. Remarks:

8. Enter any relevant remarks and click one of the following:
- Transfer Student:** Submits the transfer request. The *Update Successful* page opens. This page reminds the DSO that the transfer requires USCIS adjudication. Click one of the following:

**Exhibit 142: Update Successful message**

**Update Successful**

Submitted transfer requires adjudication. Please print the Form I-20 and send it with the appropriate documentation to the Service Center.

[Return to View Record](#) [Print I-20](#)

- **Return to View Record:** Opens the *Student Information* page.
- **Print I-20:** Prints student's Form I-20.
- **Reset Values:** Returns all fields to their original values.
- **Cancel:** Cancels the action and returns the user to the *Student Information* page.

**20.1.3.5 Cancel Pending M-1 Transfer**

A DSO can cancel an M-1 pending transfer in SEVIS at any point before the transfer release date.



If the M-1 student has already mailed the transfer application to USCIS:

- DSO must not cancel the transfer in SEVIS
- Student must contact the appropriate service center directly to withdraw the transfer application

To cancel a pending M-1 transfer in SEVIS:

1. Navigate to the *Student Information* page:

**Exhibit 143: Student Information page with the Cancel Transfer option**

**Student Information**

**Actions:**  
[Authorize To Drop Below](#)  
[Full Course](#)  
[Cancel Transfer](#) (highlighted)  
[Complete Program](#)  
[Disciplinary Action](#)  
[Registration](#)  
[Shorten Program](#)  
[Terminate Student](#)

**Edits:**  
[Dependents](#)  
[Financial Information](#)  
[Personal Information](#)  
[Program Information](#)

**Reprint I-20** **Print Draft I-20**

**Personal Information**

SEVIS ID: **N0004716784**

Surname/Primary Name: **Areleous**

Given Name: **Eleni**

Suffix:

Passport Name:

Preferred Name: **Eleni Areleous**

SEVIS Legacy Name:

Country of Birth: **GREECE**

Date of Birth: **08/14/2001**

Country of Citizenship: **GREECE**

Gender: **FEMALE**

Foreign Address: **10 Syngrou Ave.  
Athens  
11742  
GREECE**

U.S. Address: **320 23RD ST S  
ARLINGTON  
VA**

**Program Info**

Status:

Date of:

Last Event:

Termination Reason:

Visa Type:

School Name:

School Code: **WA**

Campus Name:

I-20 Issue Reason: **CO**

Education Level: **C**

Major:

Secondary Major:

Minor:

Program Start Date:

Program End Date:

- Click **Cancel Transfer**. The *Cancel Transfer Event* page opens.

**Exhibit 144: Cancel Transfer Event page**

**Cancel Transfer Event**

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

M-1 Student  
**Areleous, Eleni**

Vocational School of the Four Corners -  
Vocational School of the Four Corners  
Start Date: 01/10/2016 End Date: 12/20/2016

Status: **ACTIVE**  
SEVIS ID: **N0004716784**

**1. Remarks:** Student has decided to remain at current school.

**Cancel Transfer** **Reset Values** **Cancel**

- Enter any relevant remarks and click one of the following:
  - Cancel Transfer:** Cancels the transfer request. The *Confirm* page opens. Click one of the following:

**Exhibit 145: Confirm message**

**Confirm**

If the application and supporting documentation for this request have already been sent to the Service Center, do not cancel this request in SEVIS. Please contact the Service Center directly to have the application withdrawn. Do you want to continue?

YesNo



Do not cancel the transfer in SEVIS, if the M-1 transfer application paperwork has been sent to USCIS.

- **Yes:** Opens the *Update Successful* page. Click one of the following:

**Exhibit 146: Update Successful message**

**Update Successful**

Return to View RecordPrint I-20

- **Return to View Record:** Opens the *Student Information* page.
- **Print I-20:** Prints student's Form I-20.
- **No:** Cancels the action and returns the user to the *Student Information* page.
- **Reset Values:** Returns all fields to their original values.
- **Cancel:** Cancels the action and returns the user to the *Student Information* page.

**20.2 View Pending Transfer**

To view a pending transfer:

1. Navigate to the *Student Information* page.

## Exhibit 147: Request/Authorizations Link on Student Information Page

Student Information																																													
<b>Actions:</b> <a href="#">Authorize To Drop Below Full Course</a> <a href="#">Cancel Transfer</a> <a href="#">Complete Program</a> <a href="#">Disciplinary Action</a> <a href="#">Extend Program</a> <a href="#">Registration</a> <a href="#">Shorten Program</a> <a href="#">Terminate Student</a> <b>Edits:</b> <a href="#">Dependents</a> <a href="#">Financial Information</a> <a href="#">Personal Information</a> <a href="#">Program Information</a> <b>View:</b> <a href="#">Event History</a> <a href="#">Request/Authorization Details</a> <a href="#">Employment/Training:</a> <a href="#">CPT Employment</a>	<div>Reprint I-20</div> <div>Print Draft I-20</div> <table> <tr> <th>Personal Information</th> <th>Program Information</th> </tr> <tr> <td>SEVIS ID: <b>N0004706664</b></td> <td>Status: <b>ACTIVE</b></td> </tr> <tr> <td>Surname/Primary Name: <b>Bogdan</b></td> <td>Date of Last Event: <b>01/06/2016</b></td> </tr> <tr> <td>Given Name: <b>Mihaj</b></td> <td>Termination Reason:</td> </tr> <tr> <td>Suffix: <b>Jr.</b></td> <td>Visa Type: <b>F-1</b></td> </tr> <tr> <td>Passport Name:</td> <td>School Name: <b>SEVP Studies</b></td> </tr> <tr> <td>Preferred Name: <b>Mihaj Bogdan, Jr.</b></td> <td>School Code: <b>BAL21</b></td> </tr> <tr> <td>SEVIS Legacy Name: <b>Mihaj Bogdan</b></td> <td>Campus Name: <b>SEVP Studies</b></td> </tr> <tr> <td>Country of Birth: <b>ROMANIA</b></td> <td>I-20 Issue Reason: <b>CONTINUATION</b></td> </tr> <tr> <td>Date of Birth: <b>05/23/1991</b></td> <td>Education Level: <b>BACHELOR</b></td> </tr> <tr> <td>Country of Citizenship: <b>ROMANIA</b></td> <td>Major: <b>14.0801 - Computer General</b></td> </tr> <tr> <td>Gender: <b>MALE</b></td> <td>Secondary Major: <b>00.0000 - None</b></td> </tr> <tr> <td>Foreign Address: <b>1524 UI B Cluj Napoca ROMANIA</b></td> <td>Minor: <b>00.0000 - None</b></td> </tr> <tr> <td>U.S. Address: <b>1620 MONROE ST NE WASHINGTON DISTRICT OF COLUMBIA 20018 - 2369</b></td> <td>Program Start Date: <b>09/15/2015</b></td> </tr> <tr> <td>Address Status: <b>Valid</b></td> <td>Program End Date: <b>05/31/2016</b></td> </tr> <tr> <td>Address Type: <b>S - Mailbox at a street address</b></td> <td>Normal Length of Study: <b>48</b></td> </tr> <tr> <td>Email Address:</td> <td>Current Session End Date: <b>12/15/2015</b></td> </tr> <tr> <td>Telephone:</td> <td>Next Session Start Date: <b>01/15/2016</b></td> </tr> <tr> <td>U.S. Number:</td> <td>School Requires English Proficiency: <b>Yes</b></td> </tr> <tr> <td>Foreign Number:</td> <td>Student Has English Proficiency: <b>Yes</b></td> </tr> <tr> <td></td> <td>English Is Not Required Because:</td> </tr> <tr> <td></td> <td>Remarks:</td> </tr> </table>	Personal Information	Program Information	SEVIS ID: <b>N0004706664</b>	Status: <b>ACTIVE</b>	Surname/Primary Name: <b>Bogdan</b>	Date of Last Event: <b>01/06/2016</b>	Given Name: <b>Mihaj</b>	Termination Reason:	Suffix: <b>Jr.</b>	Visa Type: <b>F-1</b>	Passport Name:	School Name: <b>SEVP Studies</b>	Preferred Name: <b>Mihaj Bogdan, Jr.</b>	School Code: <b>BAL21</b>	SEVIS Legacy Name: <b>Mihaj Bogdan</b>	Campus Name: <b>SEVP Studies</b>	Country of Birth: <b>ROMANIA</b>	I-20 Issue Reason: <b>CONTINUATION</b>	Date of Birth: <b>05/23/1991</b>	Education Level: <b>BACHELOR</b>	Country of Citizenship: <b>ROMANIA</b>	Major: <b>14.0801 - Computer General</b>	Gender: <b>MALE</b>	Secondary Major: <b>00.0000 - None</b>	Foreign Address: <b>1524 UI B Cluj Napoca ROMANIA</b>	Minor: <b>00.0000 - None</b>	U.S. Address: <b>1620 MONROE ST NE WASHINGTON DISTRICT OF COLUMBIA 20018 - 2369</b>	Program Start Date: <b>09/15/2015</b>	Address Status: <b>Valid</b>	Program End Date: <b>05/31/2016</b>	Address Type: <b>S - Mailbox at a street address</b>	Normal Length of Study: <b>48</b>	Email Address:	Current Session End Date: <b>12/15/2015</b>	Telephone:	Next Session Start Date: <b>01/15/2016</b>	U.S. Number:	School Requires English Proficiency: <b>Yes</b>	Foreign Number:	Student Has English Proficiency: <b>Yes</b>		English Is Not Required Because:		Remarks:
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Foreign Number:	Student Has English Proficiency: <b>Yes</b>																																												
	English Is Not Required Because:																																												
	Remarks:																																												

- Click **Request/Authorization Details**. The *Current Request/Authorization Details* page opens.

## Exhibit 148: *Current Request/Authorization* page with the transfer details

Current Request/Authorization Details		
F-1 Student <b>Bogdan Jr., Mihaj</b>	SEVP School for Advanced SEVIS Studies - SEVP School for Advanced SEVIS Studies Start Date: 09/15/2015   End Date: 05/31/2019	Status: <b>ACTIVE</b> SEVIS ID: <b>N0004706664</b>
CPT Employment:	No Current CPT Employment	
Off-Campus Employment:	No Current Off-Campus Employment	
Authorized To Drop Below Full Course:	No Current Authorization	
<b>Transfer:</b>		
Release Date:	01/10/2016	
Transfer From School/Campus:	SEVP School for Advanced SEVIS Studies - SEVP School for Advanced SEVIS Studies	
Transfer From School Code:	BAL214F4444000	
Transfer To School/Campus:	Crystal City University - Crystal City University	
Transfer To School Code:	WAS214F74585000	
Request Status:	APPROVED	
Disciplinary Action Recorded:	No Record of Disciplinary Action	
Cap-Gap Extension:	No Current Cap-Gap Extension	
Change of Status:	No Pending Change of Status Request	
Pending Correction Requests:	No Pending Correction Request	
<a href="#">Return</a>		

3. Transfer information includes:

- Release date
- Transfer From School/Campus
- Transfer From School Code
- Transfer To School/Campus
- Transfer To School Code
- Request Status

4. Click **Return** to open the *Student Information* page.

## 20.3 Correcting Transfer Information

Sometimes DSOs transfer students to another school in error. Below are a couple of options for correcting the mistake.

### 20.3.1 Data Fix Correction



If the student decides to remain at the transfer-out school after the transfer release date, contact the SEVIS Help Desk ((800) 892-4829) and request that the transfer be canceled. Performing a transfer correction on a student wishing to remain at the transfer-out school will create a new student record and important information will be lost.

### 20.3.2 PDSO Transfer Correction for F-1 Students Only

See the [Transfer Out](#) section under [Corrections the PDSO Can Make](#).

### 20.3.3 Other Transfer Corrections

For more complicated data fixes, the P/DSO can submit a SEVIS Help Ticket (Data Fix) by calling the SEVIS Help Desk (1-800-892-4829).

## 20.4 Complete Program

The Complete Program process is used to indicate that a student has graduated or completed his/her course of study. This will change the student's status to Completed. A PDSO or DSO should only perform this update in cases where a student has completed his/her stay in the United States and has departed or will depart in the immediate future. No further action can be taken once this update is made, aside from applying for reinstatement. If a student plans to graduate earlier than expected, the PDSO or DSO should update the program end date (select the **Shorten Program** link on the *Student Information* page) rather than changing the student's status to Completed. The section on [Shorten Program](#) provides instructions on shortening a student's program.

**Note:** If a school official does not actively change the student's status to Completed, SEVIS will automatically change the record of an active student to Completed based on the program end date identified on the student's Form I-20. For F students, status will change to Completed 60 days past the Form I-20 program end date or 60 days past the completion of OPT, whichever is later. For M students, status will change to Completed 30 days past the program end date or 30 days past OPT, whichever is later.

Perform the following steps to complete a student's program:

1. From the *Student Information* page, click the **Complete Program** link. The *Complete Program* page opens with the student's basic personal and program information.
2. Enter any comments in the **Remarks** field regarding why you are completing the student's program. This field is optional and has a 1,000-character limit.

**Note:** Remarks typed in any Remarks field throughout the electronic Form I-20 will be appended to any existing remarks and will print in the Remarks field of the printed Form I-20.



3. After reviewing the information and entering any optional comments, click one of the following buttons:
  - **Complete Program:** Click this button to complete the process and complete the student's program. A message displays requesting that you confirm the action. Click **Yes** to complete the student's program. If you click **Yes**, a message displays indicating that the update was successful. Click **No** to cancel the action and return to the *Student Information* page. Click the **Return to View Record** button to view the student's SEVIS record
  - **Reset Values:** Click this button to clear any entries in the **Remarks** field.
  - **Cancel:** Click this button to cancel the action and return to the *Student Information* page.

## 20.5 Disciplinary Action

The Disciplinary Action option is available for students in an Active status and is used to indicate that disciplinary action was taken against the student due to the student being convicted of a crime. This update will not affect the student's status.

To record a disciplinary action against a student, perform the following steps:

1. From the *Student Information* page, click the **Disciplinary Action** link. The *Disciplinary Action* page opens with the student's basic personal and program information.
2. On the *Disciplinary Action* page, you must click to place a check mark in **The Student has had Disciplinary Action taken as a result of being Convicted of a Crime** checkbox and enter remarks in the **Explanation** text box. This update will not affect the student's status.
3. After reviewing the information, click one of the following buttons:
  - **Submit Action:** Click this button to complete the process and submit the disciplinary action against the student's record. A message displays indicating that the update was successful. Click the **Return to View Record** button to view the student's SEVIS record.
  - **Reset Values:** Click this button to clear all fields on the page.
  - **Cancel:** Click this button to cancel the action and return to the *Student Information* page.

## 20.6 Terminate Student

The Terminate Student option is available when students are currently in Active or Initial status. For Active status students, the PDSO or DSO must terminate the student when the school official knows that the student has violated the terms of his/her status, or when the student terminates his/her program prior to completion under some other authorized circumstances.

For Initial status students, a school official is required to terminate the student if the official knows that the student has entered the United States to attend this school and the student failed to register within 30 days of the school's registration deadline. This is done by terminating the Initial status record for a reason of "No Show."

The system will automatically terminate an Initial status student with a termination reason of "No Show" under the following conditions:

- If the student's change of visa status is either pending or approved. For example, if the student is requesting to change from a B-1 visa status (worker) to an F-1 visa status (student) and it is 60 days past the student's program start date.
- The student has entered the country and has not registered at a school 60 days past the program start date.
- M-1 transfer is denied by the Service Center.

**Note:** You cannot terminate the Initial record of a student who is requesting a change of education level if the previous record is still Active. You must first terminate the Active record.

Perform the following steps to terminate a student:

1. From the *Student Information* page, click the **Terminate Student** link. The *Terminate Student* page opens with the student's basic personal and program information.
2. Select a termination reason from the drop-down list. Appendix E, Student/Dependent Termination Reasons, defines the available options.
3. If you selected **Otherwise Failing to Maintain Status**, enter an explanation in the text box provided.
4. Enter any optional comments in the **Remarks** field. This field has a 1,000-character limit.

**Note:** Remarks typed in any Remarks field throughout the electronic Form I-20 will be appended to any existing remarks and will print in the Remarks field of the printed Form I-20.

5. Click one of the following buttons:
  - **Terminate Student** Click this button to complete the process and terminate the student. A message displays requesting that you confirm the termination. Click **Yes** to proceed with the student's termination.
    - Click **No** to cancel the action and return to the *Student Information* page. If you click **Yes**, a message displays indicating that the update was successful.
    - Click the **Return to View Record** button to view the student's SEVIS record.
  - **Reset Values:** Click this button to clear all fields on the page.
  - **Cancel:** Click this button to cancel the action and return to the *Student Information* page.

### 20.6.1 Terminate Dependent

If a student record is terminated or completed, the associated dependent records are automatically terminated. However, if a dependent terminates his/her status independently of the principal, the dependent record itself can be terminated if the dependent has already entered the United States.

If the student and the dependent are both in Initial status and have not entered the United States and the dependent's record was either created in error or the dependent will not be accompanying the student to the United States, you may cancel the dependent's record. The section on [Cancel Dependent](#) provides more information on canceling a dependent's record.

Perform the following steps to terminate a dependent:

1. From the *Student Information* page, click the **Dependents** link. The *Dependents* page opens.
2. Click the **Terminate** link in the Commands column for the appropriate dependent. The *Terminate Dependent* page opens with relevant data for both the dependent and principal.
3. Select a reason from the **Termination Reason** drop-down list. Appendix E, Student/Dependent Termination Reasons, defines the available options.
4. If you selected **Other**, enter an explanation in the text box.
5. After you complete the page, click one of the following buttons:
  - **Terminate Dependent:** Click this button to complete the process of terminating the dependent's record. A message displays indicating that the update was successful. Click the **Return to View Record** button to view the student's SEVIS record.
  - **Reset Values:** Click this button to clear all fields on the page.
  - **Cancel:** Click this button to cancel the action and return to the *Student Information* page.

### 20.6.2 Student/Dependent Termination Reasons

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

20.6.2.1 **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 <i>Registration</i> 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> </ul>

Reason	Use when...
	<ul style="list-style-type: none"> <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>
<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</p>

Reason	Use when...
	because the USCIS withdrawal was received through the CLAIMS interface.
<b>Death</b>	The student died. <b>Note:</b> Do not use this reason if anyone else in the student's family died.
<b>Denied Transfer</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 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> <b>Note:</b> SEVIS will note this reason when it auto-terminates a record because the USCIS denial is received through the CLAIMS interface.
<b>Expulsion</b>	The student was expelled from his or her current program of study.
<b>Extension Denied</b>	All of the following statements are true: <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> <b>Note:</b> SEVIS will note this reason when it auto-terminates a record because the USCIS denial is received through the CLAIMS interface.
<b>Failure to Enroll</b>	All of the following statements are true: <ul style="list-style-type: none"> <li>• The student is a continuing student</li> <li>• The SEVIS record is in Active status.</li> </ul>

Reason	Use when...
	<ul style="list-style-type: none"> <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 STEM 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> <p><b>Note: Do not</b> use this reason if a student <b>is</b> a transfer student – use Transfer Student No Show.</p>
<b>Otherwise Failing to Maintain Status</b>	<p>Both of the following statements are true:</p> <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 <i>Terminate Student</i> page.</p>
<b>School Withdrawn</b>	DSOs should <b>NEVER</b> use this reason. SEVIS notes this reason to

Reason	Use when...
	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> <b>Note:</b> SEVIS also notes this termination reason when it auto-terminates a transfer student's SEVIS record because: <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> <b>Note:</b> SEVIS will note this reason when it auto-terminates a record because the withdrawal is received from USCIS through CLAIMS.
<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> A reduced course load was not approved by the DSO in advance.
<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</li> </ul>



Reason	Use when...
	<p>classes in the middle of a 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>

#### 20.6.2.2 *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</p>

Reason	Use when...
	this reason when a the status of a student's SEVIS record changes to Completed.
<b>Principal Status Terminated</b>	Both of the following statements are true: <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> <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>

#### 20.6.2.3 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 STEM OPT extension has accrued more than 120 days of unemployment during the total period of post-completion OPT.</li> </ul>

Reason	Use when...
<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 STEM 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>

## 21 STUDENT EMPLOYMENT AND PRACTICAL

### 21.1 Employment and Practical Training Overview for F-1 and M-1 Students

F/M students' ability to work and train in the United States is limited by law. DSOs must know:

- Federal regulations and policies for F-1 student employment and practical training
- Federal regulations for M-1 practical training
- Any school policies that govern student employment

Students cannot start work or paid/unpaid practical training until they have the proper authorization.



- [8 Code of Federal Regulations \(CFR\) 214.2\(f\) \(9\) through \(13\)](#)
- [8 CFR 214.2\(m\)\(13\) and \(14\)](#)

A student's employment history can be viewed on the [Employment Information](#) page in SEVIS.



The *Employment Information* page lists all authorizations for an individual SEVIS ID. It does **not** list any authorizations for the same individual with another SEVIS ID.

### 21.1.1 F-1 Employment and Practical Training

The following types of employment and practical training may be available to F-1 students:

#### On-Campus Employment

In most cases, on-campus employment is work that directly supports the student body (for example, working at a school bookstore, cafeteria, or residence hall).

**Note:** On-campus employment is not recorded in SEVIS.



[8 CFR 214.1\(f\)\(9\)\(i\)](#)

#### Curricular Practical Training (CPT)

CPT is training that is an integral (i.e., required) part of the student's curriculum. It is authorized by the DSO.



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

#### Optional Practical Training (OPT)

OPT allows postsecondary 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; or for a student in a bachelor's, master's, or doctoral degree program, after completion of all course requirements for degree (excluding thesis or the equivalent).
- **[STEM 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.

OPT must be authorized by USCIS through the issuance of an Employment Authorization Document (EAD).



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

### Off-Campus Employment

Off-campus employment is for individual students with:

- Severe financial hardship.
- Emergent Circumstances
- Special student relief

Off-campus employment must be authorized by USCIS through the issuance of an Employment Authorization Document (EAD).



[Title 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](#).

Internships with an international organization must be authorized by USCIS through the issuance of an Employment Authorization Document (EAD).



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

### 21.1.2 M-1 Practical Training

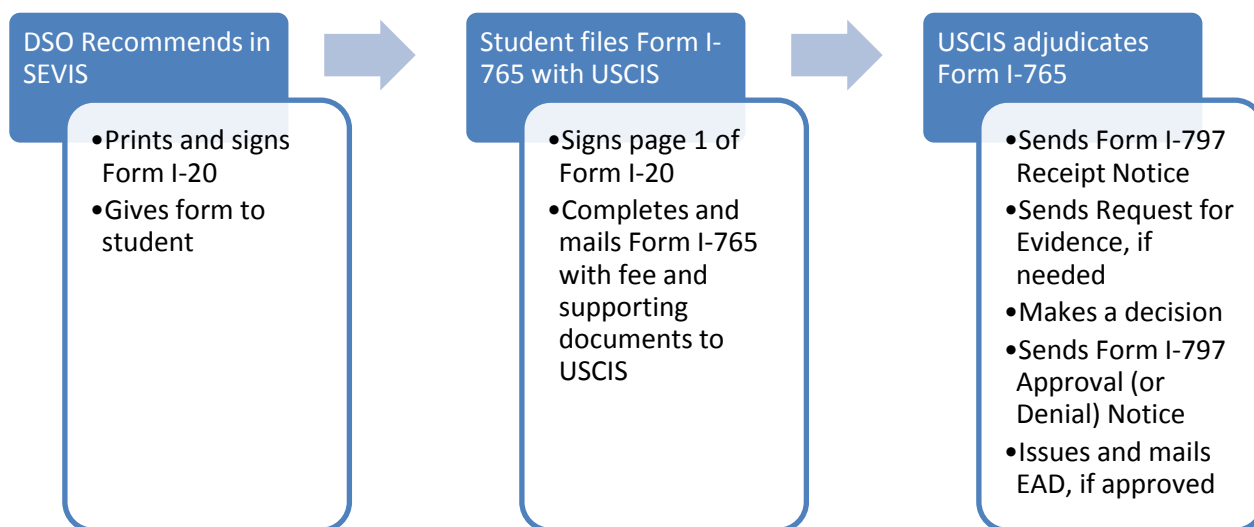
M-1 students are only eligible for [M-1 practical training](#). This training can only happen after the student is done with the program.



[8 CFR 214.2\(m\)\(13\) and \(14\)](#)

M-1 practical training must be authorized by USCIS.

### 21.1.3 Process Overview: Applications Filed with USCIS



Students cannot legally work before the start date on the USCIS-approved work authorization.



The [Form I-765](#) is available on the USCIS website.



Students should carefully read and follow USCIS instructions for filing the form. The Form I-765 has a filing fee.



Students and schools are urged to keep copies of anything filed with government agencies.

### 21.1.4 Social Security Numbers

Students who work in the United States are required to obtain a social security number (SSN).



- The Social Security Administration (SSA) verifies the student's status. The SSA will not issue an SSN, if the SEVIS record is not in Active status.
- DSOs needing assistance with Social Security-related issues may email [dmvssa@ice.dhs.gov](mailto:dmvssa@ice.dhs.gov).



- Information from the Social Security Administration:
  - [Social Security Numbers for Noncitizens](#)
  - [International Students and Social Security Numbers](#)

- Information from the Student and Exchange Visitor Program:
  - [SEVIS Name Changes and Social Security Information Fact Sheet](#)
  - [Obtaining a Social Security Number](#)
  - [Social Security Numbers – When You Need One and How You Apply for One](#)

### 21.1.5 Taxes

DSOs should be familiar with the tax-filing requirements for international students.



- The Internal Revenue Service offers detailed information for [Foreign Students and Scholars](#). This site provides information and useful tools on:
  - How to figure out if the student is a “resident alien for tax purposes,” which can differ from the student’s “nonresident” immigration status
  - Tax Payer Identification Numbers (ITINs)
  - Employer’s withholding on students and scholars
  - Income on foreign students and scholars
  - Deductions for foreign students and scholars
  - Other references
- Tax-related information from SEVP:
  - [Filing Taxes 101](#)
  - [Tips for Tax Season](#)
  - [Do I need to pay income taxes?](#)

## 21.2 Employment Information Page

Icon Guide 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 149: 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

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

Sort by Columns

All Employment

Active	Employment Type	FT/PT	Status	School	DSO Recommended Start Date	Actual 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 WAC21543879564																		
<table border="1"> <thead> <tr> <th>Employer Name (EIN)</th> <th>Job Title</th> <th>FT/PT</th> <th>Start Date</th> <th>End Date</th> <th>City</th> <th>State</th> <th>Zip</th> <th>Explanation</th> </tr> </thead> <tbody> <tr> <td>Colorific</td> <td>Colorm...</td> <td>FT</td> <td>05/01/2015</td> <td>11/30/2015</td> <td>Richmon</td> <td>VA</td> <td>23221</td> <td>Student will mix colors using chemicals.</td> </tr> </tbody> </table>										Employer Name (EIN)	Job Title	FT/PT	Start Date	End Date	City	State	Zip	Explanation	Colorific	Colorm...	FT	05/01/2015	11/30/2015	Richmon	VA	23221	Student will mix colors using chemicals.
Employer Name (EIN)	Job Title	FT/PT	Start Date	End Date	City	State	Zip	Explanation																			
Colorific	Colorm...	FT	05/01/2015	11/30/2015	Richmon	VA	23221	Student will mix colors using chemicals.																			
									<b>Unemployment</b> <b>0</b> Days Last Employment 11/30/2015																		
	<a href="#">PRE-COMPLETION OPT</a>	PART TIME	CANCELLED	SEVP School for Advanced SEVIS Studies	10/09/2015	12/12/2015		BACHELOR'S																			

Click "+" or "-" to expand or collapse employer information

CONSECUTIVE DAYS OF UNEMPLOYMENT

Return

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

Column Name	Description and Information to Note	
[Blank]		Expand icon to display employer information.
		Collapse icon to hide employer information.
Active [OPT]	Displays a dark dot when a student is in an active period of OPT, as shown below; otherwise, the field is empty. <div> </div>	



Column Name	Description and Information to Note
<b>Employment Type</b>	Describes the type of employment authorization: <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> <b>Note:</b> There is no indicator for on-campus employment.
<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>Status</b>	Displays the status of the employment request: <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.

### 21.2.1 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 access by the **OPT Request** link on the *Student Information* page.

### 21.2.2 Navigation on Employment Information Page

- To open/close the Employer Information section:
  - Click the green, **Expand** "+" icon to view additional employer information, if available.
  - Click the red, **Collapse** "-" 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.

## 21.3 CPT Employment Authorization

This function allows a PDSO or DSO to enter the necessary information and indicate authorization for an F-1 student to participate in CPT that is directly related to the student's major area of study.

Perform the following steps to authorize a student's CPT employment:

1. From the *Student Information* page, click the **CPT Employment Authorization** link. The *CPT Employment* page opens.
2. Click the **New CPT Employment** link. The *Add CPT Employment* page opens.

### Exhibit 150: Add CPT Employment Page

**Annapolis College**

**Add CPT Employment**

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

1. * Employment Start Date:	<input type="text"/> (MM/DD/YYYY)
2. * Employment End Date:	<input type="text"/> (MM/DD/YYYY)
3. * Full Time/Part Time:	<input type="text"/>
4. * Employer Name:	<input type="text"/>
5. Employer Address:	
* Address 1:	<input type="text"/>
Address 2:	<input type="text"/>
* City:	<input type="text"/>
* State:	<input type="text"/>
* Zip Code:	<input type="text"/> - <input type="text"/>
6. Explain how the employment is curricular:	<input type="text"/>
7. Employment Remarks: (This text will print on page 3 of the Form I-20.)	<input type="text"/>
8. Student Remarks: (This text will print on page 1 of the Form I-20.)	<input type="text"/>

3. You are required to enter all information relevant to the CPT authorization. This information prints on Page 3 of the student's Form I-20, which should be printed, signed, and dated at the time of the update for the student to use as CPT authorization. Below is a list of the sections/fields on this page and a brief description or

explanation for each section/field. An \* (asterisk) precedes the fields that must be completed. To complete this page, enter the following data:

Section/Field	Description/Explanation
<b>*Employment Start Date</b>	Enter the date on which the student's employment begins in MM/DD/YYYY format.
<b>*Employment End Date</b>	Enter the date on which the student's employment ends in MM/DD/YYYY format.
<b>*Full Time/Part Time</b>	Select either full time or part time employment from the drop-down list.
<b>*Employer Name</b>	Enter the business name of the employer.
<b>*Employer Address</b>	Enter the following information for the employer's business address: <ul style="list-style-type: none"> <li>• Address 1</li> <li>• Address 2 (optional)</li> <li>• City</li> <li>• State</li> <li>• Zip Code</li> </ul>
<b>Explain How the Employment is Curricular</b>	Enter an explanation regarding how the employment is related to the student's studies.
<b>Employment Remarks</b>	Enter any applicable remarks regarding the student's employment. These remarks will print on Page 3 of the printed Form I-20.
<b>Student Remarks</b>	Enter or update remarks regarding the student. <b>Note:</b> Comments entered in any <b>Student Remarks</b> field throughout the electronic Form I-20 will overwrite existing remarks and will print in field 9 of the printed Form I-20.

4. Review the information and click one of the following buttons:

- **Add Employment** Click this button to complete the process and submit the authorization for the student's CPT employment. A message displays indicating that the update was successful.
  - Click the **Print I-20** button to print an updated copy of the Form I-20. Then give the printed copy to the student for his/her records.
  - Click the **Return Employment List** button to view the *CPT Employment* page, which now lists the newly added CPT employment.
- **Reset Values:** Click this button to clear all fields on the page.

- **Cancel:** Click this button to cancel the action and return to the *Student Information* page.

## Exhibit 151: CPT Employment Page

**SEVP School for Advanced SEVIS Studies**

**CPT Employment**

F-1 Student  
**Mizuno, Aya**

SEVP School for Advanced SEVIS Studies -  
SEVP School for Advanced SEVIS Studies  
Start Date: 04/23/2015   End Date: 04/22/2019

Status: **ACTIVE**  
SEVIS ID: **N0004705535**

GENDER	FEMALE	EMAIL
DOB	10/09/1983	
PREFERRED NAME	Aya Mizuno	U.S. ADDRESS
PASSPORT NAME		1980 Java Lane
COUNTRY OF BIRTH	JAPAN	Charlotte , NC 28202
CITIZENSHIP	JAPAN	

[New CPT Employment](#)

Employer Name	FT/PT	Request Status	Employment	Command
International Equity Concepts	PT	APPROVED	Start: 08/15/2015 End: 09/30/2015	<a href="#">Edit</a>

Return

Print I-20

5. Review the information on the *CPT Employment* page. If you need to make changes to the existing CPT employment, see the section on [Edit CPT Employment Authorization](#).

**Note:** If you need to authorize additional CPT employment, perform Steps 2 through 4 again.

6. If all information is correct, click the **Print I-20** button to print an updated copy of the Form I-20. Then give the printed copy to the student for his/her records.
7. Click the **Return** button to return to the *Student Information* page.

### 21.3.1 Cancel CPT Employment Authorization

You may cancel a CPT employment request prior to the employment start date by performing the following steps:

1. From the *Student Information* page, click the **CPT Employment Authorization** link. The *CPT Employment* page opens.
2. Click the **Cancel** link to the far right of the employment request you wish to cancel. The *Cancel CPT Employment* page opens.
3. Review the information to ensure that this is the employment request you wish to cancel.
4. Click one of the following buttons:

- **Cancel Employment:** Click this button to cancel the student's CPT employment request. A message displays indicating the update was successful. Click the **Return to Employment List** button to return to the *CPT Employment* page. The employment segment will still display, but the Request Status will be Canceled.
- **Return:** Click this button to return to the *CPT Employment* page without canceling the CPT employment request.

### 21.3.2 Edit CPT Employment Authorization

You may edit a CPT employment request prior to the employment end date by performing the following steps:

1. From the *Student Information* page, click the **CPT Employment Authorization** link. The *CPT Employment* page opens.
2. Click the **Edit** link to the far right of the employment request you wish to edit. The *Edit CPT Employment* page opens.
3. Review the information and make any necessary changes. (Fields marked with an \* [asterisk] are required.)
4. Click one of the following buttons:
  - **Update Employment:** Click this button to update the student's CPT employment request. A message displays indicating the update was successful. Click the **Return to Employment List** button to return to the *CPT Employment* page.
  - **Reset Values:** Click this button to return all fields to their previous values.
  - **Cancel:** Click this button to return to *CPT Employment* page without updating the CPT employment request.

## 21.4 Off-Campus Employment

Using the *Off-Campus Employment* page, you can update an Active student's record to request Off-Campus Employment (OCE). OCE can be requested for F-1 students for three reasons under the terms of the DHS regulations: Economic Hardship, Special Student Relief, and Work with an International Organization. The PDSO or DSO must enter the OCE information, print the Form I-20, and mail it to the Service Center for adjudication.

In SEVIS, the OCE request for an F-1 student displays on the *Student Information* page and on the *Active Students with Off-Campus Employment* list.

SEVIS allows you to view, edit, and cancel requests for OCE that have not been adjudicated. If a request for OCE has been canceled and SEVIS receives the adjudication result from the Service Center, SEVIS updates the student's record to indicate the adjudication result. Therefore, when canceling a request for OCE, the request should not be canceled if supporting documentation has already been sent to the Service Center. You must contact the Service Center directly to have the application withdrawn.

To submit an OCE request for a student, perform the following steps:

1. From the *Student Information* page, click the **Off-Campus Employment** link. The *Off-Campus Employment* page opens.
2. Click the **New Off-Campus Employment** link. The *Add Off-Campus Employment* page opens.

### Exhibit 152: Add Off-Campus Employment Page

**SEVP School for Advanced SEVIS Studies**

**Add Off-Campus Employment**

F-1 Student <b>Mizuno, Aya</b>	SEVP School for Advanced SEVIS Studies - SEVP School for Advanced SEVIS Studies Start Date: 04/23/2015   End Date: 04/22/2019	Status: <b>ACTIVE</b> SEVIS ID: <b>N0004705535</b>
-----------------------------------	---	---

GENDER FEMALE	EMAIL	
DOB 10/09/1983		
PREFERRED NAME Aya Mizuno	U.S. ADDRESS	1980 Java Lane Charlotte , NC 28202
PASSPORT NAME		
COUNTRY OF BIRTH JAPAN		
CITIZENSHIP JAPAN		

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

1.* Employment Start Date:	<input type="text"/>	(MM/DD/YYYY)
2.* Employment End Date:	<input type="text"/>	(MM/DD/YYYY)
3.* Off-Campus Employment Type:	<div style="border: 1px solid black; height: 20px; width: 100%;"></div>	
4.Recommendation:	<div style="border: 1px solid black; height: 40px; width: 100%;"></div>	
5.Student Remarks: (This text will print on page 1 of the Form I-20.)	<div style="border: 1px solid black; height: 40px; width: 100%;"></div>	

3. Complete the *Off-Campus Employment* page. Below is a list of the sections/fields on this page and a brief description or explanation for each section/field. An \* (asterisk) precedes the fields that must be completed. To complete this page, enter the following data:

Section/Field	Description/Explanation
*Employment Start Date	Enter the date on which the student's employment begins in MM/DD/YYYY format.
*Employment End Date	Enter the date on which the student's employment ends in MM/DD/YYYY format.
*Off-Campus Employment Type	Select one of the following reasons from the drop-down list: <ul style="list-style-type: none"> <li>• Economic Hardship</li> <li>• International Organization</li> </ul>

Section/Field	Description/Explanation
	<ul style="list-style-type: none"><li>• Special Student Relief</li></ul>
<b>Recommendation</b>	Enter any applicable remarks. This field has a 250-character limit. These remarks will print on Page 3 of the printed Form I-20.
<b>Student Remarks</b>	Enter or update remarks regarding the student. <b>Note:</b> Comments entered in any <b>Student Remarks</b> field throughout the electronic Form I-20 will overwrite existing remarks and will print in field 9 of the printed Form I-20.

4. Review the information and click one of the following buttons:

- **Add Employment:** Click this button to submit the OCE request to the student's record.

**Note:** Then you will need to print the Form I-20 and mail it to the Service Center for adjudication. A message displays indicating that the update was successful. The following reminder also displays: "Submitted change(s) require adjudication. Please print I-20 and send it with the appropriate documentation to the Service Center."

Once OCE is requested in SEVIS, the student's request status is set to Requested. The status is updated to Pending after the Service Center acknowledges receipt of the request.

- o Click the **Print I-20** button to print an updated copy of the Form I-20. Then give the printed copy to the student for his/her records.
- o Click the **Return Employment List** button to view the *Off-Campus Employment* page, which now lists the newly added OCE employment.
- **Reset Values:** Click this button to clear all fields on the page.
- **Cancel:** Click this button to cancel the action and return to the *Student Information* page.



## Exhibit 153: Off-Campus Employment Page

SEVP School for Advanced SEVIS Studies				
Off-Campus Employment				
F-1 Student <b>Mizuno, Aya</b>		SEVP School for Advanced SEVIS Studies - SEVP School for Advanced SEVIS Studies Start Date: 04/23/2015   End Date: 04/22/2019		Status: <b>ACTIVE</b> SEVIS ID: <b>N0004705535</b>
GENDER	FEMALE	EMAIL		
DOB	10/09/1983			
PREFERRED NAME	Aya Mizuno	U.S. ADDRESS	1980 Java Lane Charlotte , NC 28202	
PASSPORT NAME				
COUNTRY OF BIRTH	JAPAN			
CITIZENSHIP	JAPAN			
-				
<a href="#">New Off-Campus Employment</a>				
Off-Campus Employment Type	Request Status	Receipt Number	Employment	Command
INTERNATIONAL ORGANIZATION	APPROVED		Start: 10/01/2015 End: 12/15/2015	<a href="#">View</a>
<a href="#">Return</a> <a href="#">Print I-20</a>				

- Review the information on the *Off-Campus Employment* page. If you need to make changes to the existing OCE request, see the section on [Edit OCE Request](#).

**Note:** If you need to authorize an additional OCE request, perform Steps 2 through 4 again.

- If all information is correct, click the **Print I-20** button to print an updated copy of the Form I-20. Then give the printed copy to the student for his/her records.
- Click the **Return** button to return to the *Student Information* page.

### 21.4.1 Cancel OCE Request

SEVIS allows the cancelation of OCE prior to adjudication; however, if supporting documentation has already been sent; do not proceed with the cancel process. You must contact the Service Center directly to have the application withdrawn.

**Note:** Any request in Requested status for more than 180 days will be automatically canceled by SEVIS.

Perform the following steps to cancel an OCE request:

- From the *Student Information* page, click the **Off-Campus Employment** link. The *Off-Campus Employment* page opens.
- Click the **Cancel Request** link. A *Confirmation* page opens.
- Click either the **Yes** or **No** button.

- Click the **Yes** button if you wish to cancel the OCE request. A message displays indicating that the update was successful. Click the **Return to View Record** button to return to the *Student Information* page.

**Note:** The student's OCE status in the **Student Requests** section is now Canceled.

- Click the **No** button to return to the *Off-Campus Employment* page without canceling the OCE request.

### 21.4.2 Edit OCE Request

Prior to adjudication, you may edit a student's OCE request by performing the following steps:

1. From the *Student Information* page, click the **Off-Campus Employment** link. The *Off-Campus Employment* page opens.
2. Click the **Edit** link to the right of the OCE request you wish to edit. The *Edit Off-Campus Employment* page opens.
3. Make any necessary changes in the fields.
4. Click one of the following buttons:
  - **Update Employment:** Click this button to update this employment request in the student's record. A message displays stating that the update was successful.
    - Click the **Print I-20** button to print the Form I-20 and mail it to the Service Center for adjudication.
    - Click the **Return to Employment List** button to return to the *Off-Campus Employment* page.
  - **Reset Values:** Click this button to return all new entries to their previous values.
  - **Cancel:** Click this button to cancel the action and return to the *Off-Campus Employment* page without updating this employment request.

## 21.5 Optional Practical Training

Optional practical training is one type of work permission available for eligible F-1 students. It allows students to get real-world work experience related to their field of study.

While a Designated School Official (DSO) recommends OPT in SEVIS, it is the student who must apply for the work permit with the U.S. Citizenship and Immigration Service (USCIS). If the OPT is approved, USCIS will issue an Employment Authorization Document (EAD). The student must not begin working before the start date on the EAD.

### 21.5.1 Regulations and Policy Guidance

Complex rules and guidance apply to OPT. Any OPT requests entered into SEVIS must comply with federal regulations. DSOs must understand the following regulations and policy guidance:



- [8 Code of Federal Regulations \(CFR\) 214.2\(f\) \(10\) through \(13\)](#)
- [8 CFR 274a.12\(c\)\(3\)](#)
- [SEVP Policy Guidance on OPT](#)

### 21.5.2 OPT Types

There are three general types of OPT:

#### OPT:

For students enrolled full-time in post-secondary schools, seminaries, conservatories, or seminaries for one full academic year. Twelve months of practical training is available for each higher level of study. (For example, a student may have 12 months for a bachelor's degree and another 12 months for a master's degree.)

- **Pre-Completion OPT:** Any portion of OPT used *before* the student's Program End Date. It may be part-time or full-time.
- **Post-Completion OPT:** Any portion of OPT used *after* the student's Program End Date. It must be full-time.

#### STEM OPT Extension:

For students who majored in designated Science, Technology, Engineering, and Math (STEM) degrees approved by DHS. This type of OPT is a STEM extension of OPT.

#### Cap-Gap OPT Extension:

For students whose prospective employers filed a qualifying H-1B cap-subject petition.

### 21.5.3 OPT Request Statuses

The table below lists the statuses used to identify the stages of OPT requests in SEVIS.

Status	Status Meaning
<b>Requested</b>	DSO requested OPT in SEVIS on behalf of the student, but USCIS has not yet received the Application for Employment Authorization (Form I-765).
<b>Pending</b>	USCIS has received the Form I-765.
<b>Approved</b>	USCIS has approved the Form I-765.
<b>Denied</b>	USCIS has denied the Form I-765.
<b>Canceled</b>	DSO has canceled the OPT request in SEVIS.
<b>Withdrawn</b>	USCIS approved the student's request to withdraw the Form I-765.

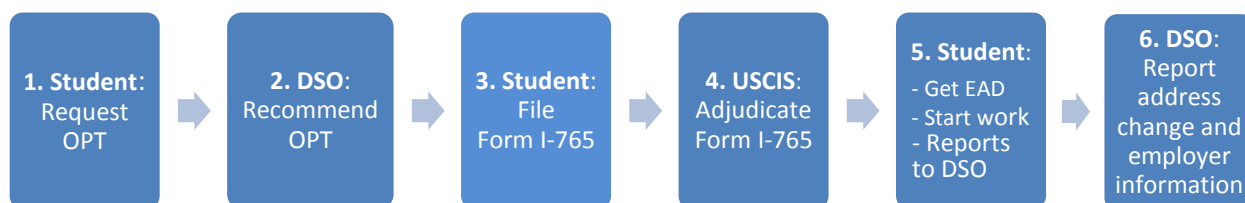
### 21.5.4 OPT Eligibility

A student is eligible for OPT if:

- The student has been a full-time student for one academic year in an SEVP-certified:
  - College
  - University
  - Conservatory
  - Seminary
- The student is not studying English as a Second Language.
- The student's proposed employment directly relates to the student's major area of study.
- The student has not used all of the practical training available at the current level of study.
- The student has not been authorized for 12 months or more of full-time Curricular Practical Training (CPT).

**Note:** Full-time CPT at a previous school at the same program level counts toward the 12-month total. CPT at another program level does not count toward the 12-month total.

### 21.5.5 OPT Process at a Glance

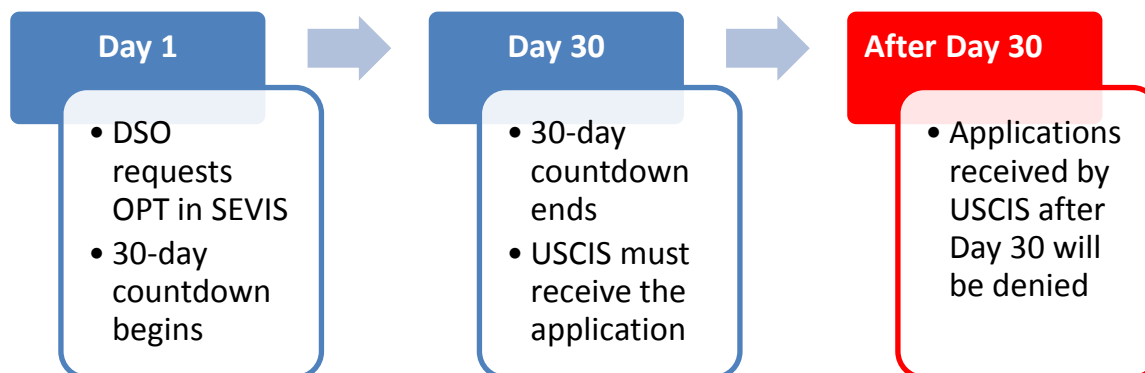


The OPT application process involves many players and several steps:

Step	Users Actions
1	Student follows school processes to submit an OPT request to the DSO.
2	<ul style="list-style-type: none"> <li>• DSO confirms eligibility, enters the request in SEVIS and prints the Form I-20.</li> <li>• The DSO signs the Form I-20.</li> <li>• The status of the OPT request in SEVIS immediately changes to Requested.</li> </ul> <p><b>Note:</b> Any OPT status updates to SEVIS are automatic and require no action on the part of the DSO.</p>
3	Required paperwork: <ul style="list-style-type: none"> <li>• The student signs the Form I-20.</li> </ul>

Step	Users Actions
	<ul style="list-style-type: none"> <li>The student completes an Application for Employment Authorization (Form I-765). The Form I-765, fee, and supporting documentation must be filed with U.S. Citizenship and Immigration Services (USCIS) within 30 days of the DSO's recommendation.</li> </ul> <p><b>Note:</b> The Form I-765 is available on the USCIS website <a href="http://www.uscis.gov/i-765">http://www.uscis.gov/i-765</a> and can be submitted electronically or by mail. The website provides instructions on both processes.</p>
4	<ul style="list-style-type: none"> <li>Upon receipt of the I-765, USCIS issues a Receipt Notice (Form I-797), which contains the receipt number assigned to the case.</li> <li>Through an interface with USCIS, the status of the OPT request in SEVIS changes to Pending.</li> <li>If USCIS needs more information, the student will receive a Request For Evidence, which states what information is needed and the deadline for submitting it. The student must respond by the deadline, or the application will be denied.</li> <li>USCIS then makes a decision on the application:               <ul style="list-style-type: none"> <li>If the application is approved, USCIS issues an EAD, and the OPT Request status in SEVIS changes to Approved.</li> <li>If the Form I-765 is denied, the OPT Request status in SEVIS changes to Denied.</li> </ul> </li> </ul>
5	<ul style="list-style-type: none"> <li>The student receives the EAD and can begin work once the authorized date arrives.</li> <li>When the student is hired, the student reports the employer information to the DSO.</li> </ul> <p><b>Note:</b> While on OPT, the student must report to the DSO within 10 days any changes in the student's name or address, and employment information.</p>
6	<p>The DSO must update SEVIS within 21 days with the employment information and any name or address changes.</p>

### 21.5.6 Form I-765 Filing Deadlines Once DSO Requests OPT in SEVIS



**Note:** If the student does not file a Form I-765, the DSO should cancel the OPT request in SEVIS.

### 21.5.7 Recommend Optional Practical Training

#### 21.5.7.1 Key Dates

DSOs must be mindful of several key dates when entering OPT in SEVIS.

1 Year after Full-Time Studies Begin	90 Days before Program End Date	Program End Date	60 days after Program End Date	14 Months after Program End date
<ul style="list-style-type: none"> <li>• First date that F-1 OPT can be requested</li> <li>• <b>Exception:</b> OPT can be requested earlier, if student will complete one academic year before OPT employment begins.</li> </ul>	<ul style="list-style-type: none"> <li>• Earliest date that Form I-765 may arrive at USCIS for post-completion OPT</li> </ul>	<ul style="list-style-type: none"> <li>• Pre-Completion OPT must end no later than this date</li> </ul>	<ul style="list-style-type: none"> <li>• Last date to request post-completion OPT in SEVIS</li> <li>• Filing deadline for USCIS to receive Form I-765</li> <li>• Latest possible requested start date for post-completion OPT</li> </ul>	<ul style="list-style-type: none"> <li>• Last possible end date for post-completion OPT</li> </ul>



[Post-Completion OPT Planning Tool](#): An Excel spreadsheet that allows users to calculate the amount of OPT available for a student and generate suggested timelines for a student, based on the Program End Date and the desired OPT start date.

#### 21.5.7.2 Recommend OPT

To recommend OPT:

1. Navigate to the *Student Information* page.
2. Click **OPT Request**. The *OPT Employment* page opens.

## Exhibit 154: OPT Employment Page

**SEVIS** Student & Exchange Visitor Information System

Helene Robertson Profile Logout  
ROLES: DSO, RO, PDSO  
Get Plug-Ins FQTE-RESIN-2  
Enter SEVIS ID [ ]

Main Listing of Schools Listing of Programs Help Message Board Change Password

F-1 Student  
**Testy, Test**

SEVP School for Advanced SEVIS Studies - SEVP School for Advanced SEVIS Studies  
Start Date: 04/24/2012 End Date: 04/24/2016

Status: **ACTIVE**  
SEVIS ID: N0004705861

GENDER	MALE	EMAIL	TT5@xyz.com
DOB	02/05/1957	U.S. ADDRESS	105 N PORT ST
PREFERRED NAME	Test Testy	Address2	Baltimore, MD 21224
PASSPORT NAME			
COUNTRY OF BIRTH	UNITED KINGDOM		
CITIZENSHIP	UNITED KINGDOM		

Prior to recommending Optional Practical Training (OPT), you must ensure that the training complies with the rules governing OPT. You must also ensure that the student is aware of his/her obligation to report changes in employment information (to include periods of unemployment) and changes in his/her address. The school must continue to maintain records on the student for the full period of OPT. The details of these rules can be found in the Code of Federal Regulations, Title 8, Sections 214.2(f) (10) to (f)(13). The CFR has been amended and the sections relevant to OPT are available at [www.ice.gov/sevis](http://www.ice.gov/sevis) (the SEVP Website).

### OPT Employment

[New OPT Request](#)

[Return](#) [Print I-20](#)

3. Click **New OPT Request**. The *Add OPT Employment* page opens.

## Exhibit 155: Add OPT Employment Page

F-1 Student  
**Testy, Test**

SEVP School for Advanced SEVIS Studies - SEVP School for Advanced SEVIS Studies  
Start Date: 04/24/2012 End Date: 04/24/2016

Status: **ACTIVE**  
SEVIS ID: N0004705861

### Add OPT Employment

SEVP School for Advanced SEVIS Studies  
Test Testy

\*Denotes required field.

#### Employment Information

☐ The student has met or will meet the one full academic year requirement by the employment start date. \*

**OPT Type \***

☐ Pre Completion  
☐ Post Completion

**Full Time / Part Time \***

☐ Full Time: more than 20 hours/week  
☐ Part Time: 20 or less hours/week

**Start Date \***  /  /  **End Date \***  /  /

**Student Remarks**  
  
Max 1000 characters (1000 remaining)

**Employment Remarks**  
  
Max 250 characters (250 remaining)

[Save](#) [Cancel](#)

4. Enter information relevant to the OPT authorization.

Field	Description
* <b>The student has met or will meet the one full academic year requirement by the employment start date.</b>	<ul style="list-style-type: none"> <li>Click the checkbox to indicate the student has met the enrollment requirement.</li> <li>This is a required field.</li> </ul>
* <b>OPT Type</b>	<ul style="list-style-type: none"> <li>Select either: <ul style="list-style-type: none"> <li><b>Pre Completion:</b> All employment occurs before the Program End Date.</li> <li><b>Post Completion:</b> All employment occurs after the Program End Date.</li> </ul> </li> <li>This is a required field.</li> </ul>
* <b>Full-time/Part-time</b>	<ul style="list-style-type: none"> <li>Select from the drop-down list: <ul style="list-style-type: none"> <li><b>Part-time:</b> Select if Pre-Completion OPT occurs when school is in session.</li> <li><b>Full-time:</b> Select full-time if: <ul style="list-style-type: none"> <li>Pre-Completion OPT occurs when school is not in session.</li> <li>Employment is Post-Completion OPT.</li> </ul> </li> </ul> </li> <li>This is a required field.</li> </ul> <p><b>Note:</b> SEVIS will not allow overlapping segments of OPT. You must specify if the OPT is pre-completion vs. post-completion OPT and must be either full versus part time.</p>
* <b>Start Date</b>	<ul style="list-style-type: none"> <li>The date that OPT authorization starts.</li> <li>This date cannot be before the student has completed one academic year of full-time study.</li> </ul> <p><b>Format:</b> MM/DD/YYYY.</p> <p><b>Post-Completion OPT:</b> Start Date must be on or after the Program End Date. It cannot be more than 60 days after the Program End Date.</p> <ul style="list-style-type: none"> <li>This is a required field.</li> </ul>
* <b>End Date</b>	<ul style="list-style-type: none"> <li>The date the OPT authorization is to end.</li> </ul> <p><b>Format:</b> MM/DD/YYYY</p> <ul style="list-style-type: none"> <li><b>Pre-Completion OPT:</b> Cannot be after the Program End Date.</li> <li><b>Post-Completion OPT:</b> Cannot enter a date more than 12 months after the Employment</li> </ul>



Field	Description
	<p>Start Date.</p> <ul style="list-style-type: none"> <li>This is a required field.</li> </ul> <p><b>Note:</b> SEVIS will not allow overlapping segments of OPT.</p>
<b>Student Remarks</b>	<p>Enter or update remarks regarding the student's planned employment. Use this field to convey important information you think the student or government officials need to know. For example: student will pursue training .related to studies.</p> <p>This field is limited to 1,000 characters.</p> <p><b>Note:</b> Comments entered here overwrite any existing remarks that print in the Remarks field on Page 1 of the Form I-20. USCIS has noted they want to see</p>
<b>Employment Remarks</b>	<ul style="list-style-type: none"> <li>Enter any applicable remarks about the student's employment. This field is limited to 250 characters.</li> <li>These remarks do not print on the Form I-20.</li> </ul>

5. Review the information. Click either **Save** or **Cancel**:

- Save:** Submits the OPT request.
- A message indicates that the update was successful.

### Exhibit 156: Employment Update Successful

**Update Successful**

Submitted change(s) require adjudication. Please print I-20 and send it with the appropriate documentation to the Service Center.

Return to Employment List
Print I-20

Click either **Print I-20** or **Return Employment List**:

- Print I-20:** Prints the Form I-20 with the OPT recommendation.

**Note:** Sign the Form I-20 and give the printed Form I-20 to the student. The student must sign the Form I-20 and submit it to USCIS with the application for work authorization.

- **Return Employment List:** Returns the user to the *OPT Employment* page. The newly added OPT employment will be on the list.

## Exhibit 157: OPT Employment with Requested OPT Employment Added

F-1 Student  
**Testy, Test**

SEVP School for Advanced SEVIS Studies - SEVP School for Advanced SEVIS Studies  
Start Date: 04/24/2012 End Date: 04/24/2016

Status: **ACTIVE**  
SEVIS ID: N0004705861

Prior to recommending Optional Practical Training (OPT), you must ensure that the training complies with the rules governing OPT. You must also ensure that the student is aware of his/her obligation to report changes in employment information (to include periods of unemployment) and changes in his/her address. The school must continue to maintain records on the student for the full period of OPT. The details of these rules can be found in the Code of Federal Regulations, Title 8, Sections 214.2(f)(10) to (f)(13). The CFR has been amended and the sections relevant to OPT are available at [www.ice.gov/sevis](http://www.ice.gov/sevis) (the SEVP Website).

### OPT Employment

[New OPT Request](#)

PRE-COMPLETION - PART TIME      Status: REQUESTED      Receipt Number:      [View](#) [Edit](#) [Cancel Request](#)

OPT AUTHORIZATION DATES      Employers      [Add Employer](#)

OPT Dates	Start	End
DSO Recommended	10/15/2015	02/28/2016
USCIS Approved		
Actual		

No employers found  
To add an employer, click on the button Add above

[Return](#)      [Print I-20](#)

- **Cancel:** Cancels the action and returns user to the *OPT Employment* page.
6. Review the information on the *OPT Employment* page. To make changes to the existing OPT request, click [Edit](#).
- Note:** To recommend an additional period of OPT, click **New OPT Request** and repeat Steps 4 and 5.



The start and end dates for segments of OPT cannot overlap.

Click either **Print I-20** or **Return**:

- **Print I-20:** Prints the Form I-20.
- **Return:** Returns the user to the *Student Information* page.

### 21.5.8 Edit OPT Request

OPT information can be edited depending on the status of the OPT request:

Request Status	Editable Fields
Requested	<ul style="list-style-type: none"> <li>• Full-time/Part-time</li> </ul>

Request Status	Editable Fields
	<ul style="list-style-type: none"> <li>Fulfillment of 1-year requirement</li> <li>Employment Remarks</li> <li>Student Remarks</li> </ul>
<b>Pending</b>	<ul style="list-style-type: none"> <li>Full-time/Part-time</li> <li>Fulfillment of 1-year requirement</li> <li>Employment Remarks</li> <li>Student Remarks</li> </ul>
<b>Approved</b>	<ul style="list-style-type: none"> <li>Employer Name</li> <li>Employer Address</li> <li>Explanation for relationship to course work</li> <li>Employment Remarks</li> <li>Student Remarks</li> </ul>

To edit an OPT request:

1. Click **OPT Request** on the *Student Information* page. The *OPT Employment* page opens.

### Exhibit 158: OPT Employment Page with Edit Link

F-1 Student  
**Testy, Test**

SEVP School for Advanced SEVIS Studies - SEVP School for Advanced SEVIS Studies  
Start Date: 04/24/2012 End Date: 04/24/2016

Status: **ACTIVE**  
SEVIS ID: N0004705861

Prior to recommending Optional Practical Training (OPT), you must ensure that the training complies with the rules governing OPT. You must also ensure that the student is aware of his/her obligation to report changes in employment information (to include periods of unemployment) and changes in his/her address. The school must continue to maintain records on the student for the full period of OPT. The details of these rules can be found in the Code of Federal Regulations, Title 8, Sections 214.2(f) (10) to (f)(13). The CFR has been amended and the sections relevant to OPT are available at [www.ice.gov/sevis](http://www.ice.gov/sevis) (the SEVP Website).

## OPT Employment

[New OPT Request](#)

PRE-COMPLETION - PART TIME	Status	Receipt Number	<a href="#">View</a>	<a href="#">Edit</a>	<a href="#">Cancel Request</a>
	REQUESTED				

**OPT AUTHORIZATION DATES**

OPT Dates	Start	End
DSO Recommended	10/15/2015	02/28/2016
USCIS Approved		
Actual		

**Employers** [Add Employer](#)

No employers found  
To add an employer, click on the button Add above

[Return](#) [Print I-20](#)

2. Click **Edit** to the right of the OPT segment to be edited. The *Edit OPT Employment* page opens.

## Exhibit 159: Edit OPT Employment Page

F-1 Student  
**Testy, Test**

SEVP School for Advanced SEVIS Studies - SEVP School for  
Advanced SEVIS Studies  
Start Date: 04/24/2012 End Date: 04/24/2016

Status: **ACTIVE**  
SEVIS ID: N0004705861

### Edit OPT Employment

SEVP School for Advanced SEVIS Studies

Test Testy

\*Denotes required field.

#### Employment Information

☒ **The student has met or will meet the one full academic year requirement by the employment start date. \***

**Full Time / Part Time \***

☐ **Full Time:** more than 20 hours/week  
☒ **Part Time:** 20 or less hours/week

**Student Remarks**

Max 1000 characters (1000 remaining)

**Employment Remarks**

Max 250 characters (250 remaining)

Save

Cancel

### 3. Make any necessary edits:

Field	Description
* <b>The student has met or will meet the one full academic year requirement by the employment start date.</b>	<ul style="list-style-type: none"> <li>Click the checkbox to indicate the student has met the enrollment requirement.</li> <li>This is a required field.</li> </ul>
* <b>Full Time/Part Time</b>	<ul style="list-style-type: none"> <li>Select from the drop-down list: <ul style="list-style-type: none"> <li><b>Part Time:</b> Select if Pre-Completion OPT occurs when school is in session.</li> <li><b>Full Time:</b> Select full-time if: <ul style="list-style-type: none"> <li>Pre-Completion OPT occurs when school is not in session.</li> <li>Employment is Post-Completion OPT.</li> </ul> </li> </ul> </li> <li>This is a required field.</li> </ul>
<b>Student Remarks</b>	Enter or update remarks regarding the student. <b>Note:</b> Comments entered here overwrite any existing remarks that print in the Remarks field on page one of the Form I-20.

Field	Description
<b>Employment Remarks</b>	Enter any applicable remarks about the student's employment.

4. Click either **Save** or **Cancel**:

- **Save:** Updates this employment request in the student's record. An **Update Successful** message indicates if the edit was successful. Click one of the following:
  - Click **Print I-20** to print the Form I-20.
    - Sign page one of the Form I-20, and give the printed Form I-20 to the student.
    - Student must also sign page one of the Form I-20 and submit it to USCIS with the application for work authorization.
  - Click **Return to Employment List** to return to the *OPT Employment* page.
- **Cancel:** Returns the user to the *OPT Employment* page without updating the employment segment.

### 21.5.9 Cancel/Withdraw OPT Request

An OPT request can be canceled in SEVIS **ONLY** if the OPT Request is in Requested status.

#### OPT Request Status in SEVIS = Requested

- P/DSO can cancel OPT in SEVIS.
- OPT Request status changes to Canceled.
- Do not cancel OPT request if the student has mailed the Form I-765 to USCIS.

#### OPT Request Status in SEVIS = Pending

- P/DSO cannot cancel OPT in SEVIS.
- Student must write USCIS to withdraw the Form I-765.
- After processing by USCIS, OPT request status in SEVIS changes to Withdrawn.

**Note:** Any request in Requested status longer than 180 days is automatically canceled by SEVIS.

#### 21.5.9.1 **Cancel OPT Request**

To cancel an OPT request:

1. Navigate to the *Student Information* page.
2. Click **OPT Request** from the *Student Information* page. The *OPT Employment* page opens.

## Exhibit 160: OPT Employment Page

SEVIS Student & Exchange Visitor Information System

Helene Robertson Profile Logout

ROLES: DSO, RO, PDSO

Get Plug-Ins FQTE-RESIN-2

Main Listing of Schools Listing of Programs Help Message Board Change Password

Enter SEVIS ID

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

Prior to recommending Optional Practical Training (OPT), you must ensure that the training complies with the rules governing OPT. You must also ensure that the student is aware of his/her obligation to report changes in employment information (to include periods of unemployment) and changes in his/her address. The school must continue to maintain records on the student for the full period of OPT. The details of these rules can be found in the Code of Federal Regulations, Title 8, Sections 214.2(f) (10) to (f)(13). The CFR has been amended and the sections relevant to OPT are available at [www.ice.gov/sevis](http://www.ice.gov/sevis) (the SEVP Website).

### OPT Employment

New OPT Request

PRE-COMPLETION - FULL TIME

Status: REQUESTED

Receipt Number

View Edit Cancel Request

OPT AUTHORIZATION DATES

OPT Dates	Start	End
DSO Recommended	10/15/2015	02/28/2016
USCIS Approved		
Actual		

Employers

No employers found

To add an employer, click on the button Add above

Add Employer

Return Print I-20

- Click **Cancel Request** next to the segment of OPT you want to cancel. A *Confirm Cancellation of Request* page opens.

## Exhibit 161: Confirm Cancellation of Request Page

### Confirm Cancellation of Request

If the application and supporting documentation for this request have already been sent to the Service Center, do not cancel this request in SEVIS. Please contact the Service Center directly to have the application withdrawn. Do you want to continue?

Yes No

- Click either **Yes** or **No**:
  - Yes:** Cancels the OPT request. An **Update Successful** message verifies that the update was successful. Click either **Return to Employment List** or **Print I-20**:

- Click **Print I-20** to print the Form I-20.
- Click **Return to Employment List** to return to the *OPT Employment* page; and then click either **Return** or **Print I-20**:
  - Click **Print I-20** to print the Form I-20.
  - Click **Return** to return to the *Student Information* page.

**Note:** The student's OPT status in the Student Requests section updates to Canceled.

- **No:** Returns the user to the *OPT Employment* page without canceling the OPT request.

#### 21.5.9.2 ***Withdraw OPT Request***

Once an OPT request status changes to Pending, the student must write USCIS to withdraw the OPT application. The request must:

- Be sent to the USCIS Service Center processing the application. The address is on the USCIS-issued Receipt Notice sent to the student.
- Include the receipt number USCIS assigned the case when it was filed.

#### 21.5.10 **Report OPT Participation**

While on OPT, a student is required to report the following to their DSO:

- Change in student's legal name.
- Change in student's address while on OPT.
- Changes in employment or interruption of employment.

DSOs update SEVIS to reflect the changes.



[8 CFR 214.2\(f\)\(12\)\(ii\)\(E\)](#)  
[SEVP OPT Policy Guidance](#)

DSOs are expected to [add, edit, or delete employer information](#) in a timely manner.

##### 21.5.10.1 ***Post-completion OPT and Unemployment***

While students are not required to have an employer when OPT is requested in SEVIS, students authorized for post-completion OPT are expected to be employed. A student on post-completion OPT can be unemployed for a total of 90 days.



A student whose record lacks employer information is considered unemployed.



- SEVIS will auto-terminate students who accrue 90 consecutive days of unemployment. SEVIS will allow for student and P/DSO reporting deadlines before terminating the record. This functionality is currently disabled.
- SEVP officials can manually terminate a student who accrues 90 total days of unemployment.

P/DSOs must [enter employer information](#) into SEVIS.



[8 CFR 214.2\(f\)\(10\)\(ii\)\(E\)](#)  
[SEVP Policy OPT Guidance](#)

### 21.5.11 OPT-Related SEVIS Alerts and Lists

The following Alert List and Student Lists in SEVIS help DSOs monitor and manage students on OPT:

Alert/List	Description
<b>Students who have Approved OPT without Current Employer Information</b>	<p>This Alert List shows:</p> <ul style="list-style-type: none"> <li>• SEVIS ID</li> <li>• Surname/Primary Name</li> <li>• Given Name</li> <li>• OPT Type (Post-completion or STEM OPT)</li> <li>• OPT Actual Start Date</li> <li>• OPT Actual End Date</li> <li>• Latest OPT employment end date</li> <li>• Number of days since the last employment date</li> </ul>
<b>Students with Requested, Pending, or Approved Optional Practical Training (OPT)</b>	<p>This Student List shows:</p> <ul style="list-style-type: none"> <li>• Active indicator</li> <li>• SEVIS ID</li> <li>• Visa Type</li> <li>• Surname/Primary Name</li> <li>• Given Name</li> <li>• DSO Recommended Start and End [Dates]</li> <li>• Actual OPT Start and End [Dates]</li> <li>• OPT Type</li> <li>• Request Status and Receipt Number</li> </ul>



Alert/List	Description
<b>Students Terminated for Exceeding the Maximum Number of Days of Unemployment</b>	<p>This Student List shows:</p> <ul style="list-style-type: none"> <li>• SEVIS ID</li> <li>• Class of Admission</li> <li>• Surname/Primary Name</li> <li>• Given Name</li> <li>• Termination Date</li> <li>• OPT Type</li> </ul>

### 21.5.12 View OPT Employment Information

DSOs can view a student's OPT information on the following pages, which are accessed through the *Student Information* page:

- *Request/Authorization Details* page that lists only current authorizations.
- [Employment Information](#) page that lists all employment authorizations linked to the SEVIS ID.



Refer to the Practical Training Indicators and Dates topic for details on:

- How the practical training indicator displays
- How SEVIS derives the three sets of dates associates with practical training

### 21.5.13 H-1B Cap-Gap Extension of OPT

SEVIS will automatically extend post-completion OPT if:

- On or after April 1, an employer files an eligible H-1B petition to change the student's status.
- The requested start date for the H-1B is October 1.
- The student's OPT ends on or after April 1.

DSOs can [add, update, or cancel a cap gap extension](#) to a student's record.

### 21.5.14 Correcting OPT Data: Correction Requests and Data Fixes

If OPT information in SEVIS does not reflect applications filed with or decisions made by USCIS, DSOs can ask to have the record corrected. There are two ways to correct data in a student record.

Method	What Can be Fixed
<a href="#">Correction Request</a>	<p>This option is used to request changes (using SEVIS) for the following:</p> <ul style="list-style-type: none"> <li>• Status of OPT Request</li> <li>• Employment Start Date</li> </ul>

Method	What Can be Fixed
	<ul style="list-style-type: none"> <li>• Employment End Date</li> </ul>
<b>Help Ticket (Data Fix)</b>	<p>This option is used for more complicated data fixes and requires DSOs to call the SEVIS Help Desk (1-800-892-4829). Types of OPT-related data fixes include:</p> <ul style="list-style-type: none"> <li>• Adding retroactive OPT to a record</li> <li>• Changing the OPT request status for an OPT request that is already in Approved status</li> <li>• Any data fix that cannot be submitted in a correction request</li> </ul>

## 21.6 Extend F-1 OPT

Students who majored in an eligible science, technology, engineering, or math field may qualify for up to two STEM extensions of post-completion optional practical training.

A student may request a first STEM OPT extension if:

- Student is in a period of Active Post-Completion OPT.
- Student's primary or secondary major was a [STEM-eligible field](#), or the student completed a previous primary or secondary major in a currently STEM-eligible field.
- Student has not already had a STEM OPT extension of any duration based on the qualifying STEM degree.
- Qualifying STEM degree was at the bachelor's, master's, or doctoral level.
- Qualifying STEM degree was earned within the ten previous years of the date the DSO recommends the STEM OPT extension.
- School where the student earned the STEM degree is currently:
  - SEVIS-certified
  - Accredited by a U.S. Department of Education accrediting organization
- Student will be, or is working, for an employer enrolled in the [E-Verify program](#).

A student may request a second STEM OPT extension if:

- Student is in a period of Active Post-Completion OPT.
- Student has a second STEM degree at a higher level than the one used for the first STEM OPT extension.
- Student has not already based any portion of a STEM OPT extension on the second STEM degree.
- Second STEM degree meets all of the above requirements.

### 21.6.1 Regulations and Policy Guidance

Any STEM OPT requests entered into SEVIS must comply with applicable federal regulations and guidance. DSOs must understand the following regulations and policy guidance:



- [8 Code of Federal Regulations \(CFR\) 214.2\(f\)\(10\) through \(13\)](#)
- [8 CFR 274a.12\(c\)\(3\)](#)
- [SEVP Policy Guidance on OPT](#)
- [F-1 Optional Practical Training \(Help Hub/Study in the States\)](#)
- [STEM OPT Hub \(Study in the States\)](#)

### 21.6.2 Process Overview

SEVIS will compute the start and end dates of the STEM OPT extension. The requested STEM OPT Start Date is the day following the current post-completion OPT End Date. The requested end date for this segment of OPT is 24 months after the requested start date. DSOs cannot change these dates.

During the full period of the extension, the school that recommended the STEM OPT must continue to:

- [Maintain records](#) on the student.
- Update required SEVIS [student reporting](#) as notified by student.

The student can continue to work for 180 days after the original USCIS Employment Authorization Document (EAD) expires if:

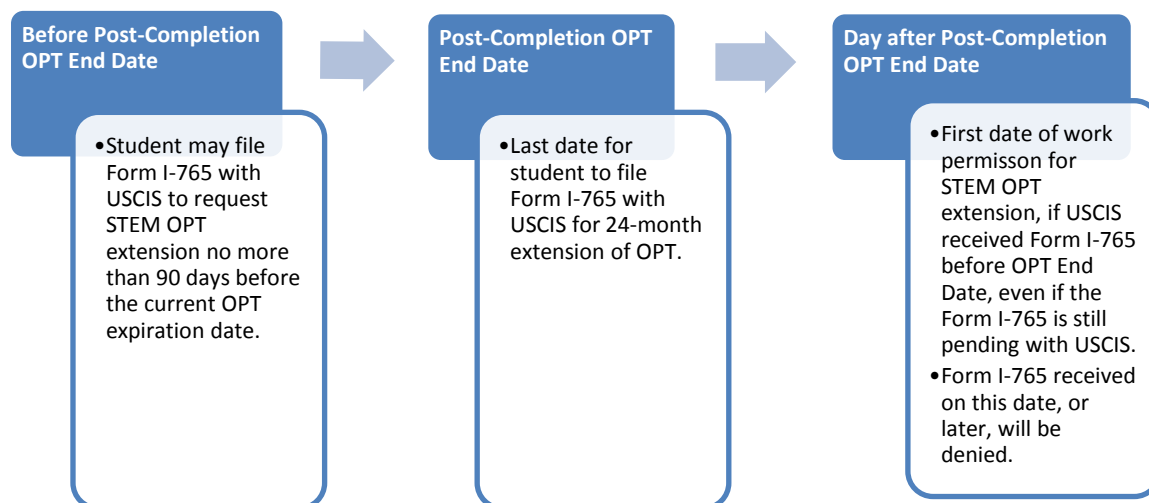
- Student filed a Form I-765 for the STEM OPT extension.
- USCIS received the Form I-765 for the extension before the EAD for the original post-completion OPT expired.



The Request Status will be listed as “Pending” in SEVIS once USCIS receives the Form I-765.



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



While a DSO recommends STEM OPT in SEVIS, it is the student who must apply for the work permit with the USCIS. If the STEM OPT is approved, USCIS will issue an EAD.



- DSOs should know the USCIS regulations that extend work permission in special cases while USCIS processes extension requests.
- [8 CFR 274a.12\(b\)\(6\)\(iv\)-\(v\)](#)

### 21.6.3 Recommend STEM OPT Extension



Students must submit a completed [Form I-983 Training Plan for STEM OPT Students](#) to the DSO before the DSO can recommend the STEM OPT extension in SEVIS. Students must submit a new Form I-983 for every new employment/training experience they accept during their STEM OPT extension.



For more information and a tutorial on completing the Form I-983, see the [STEM OPT Hub](#) on the Study in the States site.

To recommend the STEM OPT extension after receiving the completed I-983 Training Plan for STEM OPT Students, DSOs should:

5. Navigate to the *Student Information* page.

## Exhibit 162: Student Information page

Student Information																																																		
<b>Actions:</b> <a href="#">Authorize To Drop Below Full Course</a> <a href="#">Cap-Gap Extension</a> <a href="#">Change Education Level</a> <a href="#">Complete Program</a> <a href="#">Disciplinary Action</a> <a href="#">Registration</a> <a href="#">Shorten Program</a> <a href="#">Terminate Student</a> <a href="#">Transfer Out</a> <b>Edits:</b> <a href="#">Dependents</a> <a href="#">Financial Information</a> <a href="#">Personal Information</a> <a href="#">Program Information</a> <b>View:</b> <a href="#">Event History</a> <a href="#">Request/Authorization Details</a> <b>Employment/Training:</b> <a href="#">CPT Employment Authorization</a> <a href="#">Off-Campus Employment</a> <a href="#">OPT Request</a>	<div>Reprint I-20</div> <div>Print Draft I-20</div> <table border="1"> <thead> <tr> <th>Personal Information</th> </tr> </thead> <tbody> <tr><td>SEVIS ID: N0004705871</td></tr> <tr><td>Surname/Primary Name: Blokhin</td></tr> <tr><td>Given Name: Eugene</td></tr> <tr><td>Suffix: I</td></tr> <tr><td>Passport Name:</td></tr> <tr><td>Preferred Name: Eugene Blokhin, I</td></tr> <tr><td>SEVIS Legacy Name: Eugene Blokhin</td></tr> <tr><td>Country of Birth: RUSSIA</td></tr> <tr><td>Date of Birth: 02/05/1957</td></tr> <tr><td>Country of Citizenship: RUSSIA</td></tr> <tr><td>Gender: MALE</td></tr> <tr><td>Foreign Address: ul. Lsnaya d. 5, kv. 176 Moscow 2396665 RUSSIA</td></tr> <tr><td>U.S. Address: 105 N PORT ST Address2 Baltimore MARYLAND 21224</td></tr> <tr><td>Address Status: Override - On-campus business address</td></tr> <tr><td>Email Address: blokhin.e@gmail.com</td></tr> <tr><td>Telephone: The student has provided information that he/she does not have a telephone number.</td></tr> </tbody> </table> <table border="1"> <thead> <tr> <th>Financial Information</th> </tr> </thead> <tbody> <tr><td>Number of Months: 04</td></tr> <tr><td>Tuition Fees: \$1.00</td></tr> <tr><td>Living Expenses: \$2.00</td></tr> </tbody> </table>	Personal Information	SEVIS ID: N0004705871	Surname/Primary Name: Blokhin	Given Name: Eugene	Suffix: I	Passport Name:	Preferred Name: Eugene Blokhin, I	SEVIS Legacy Name: Eugene Blokhin	Country of Birth: RUSSIA	Date of Birth: 02/05/1957	Country of Citizenship: RUSSIA	Gender: MALE	Foreign Address: ul. Lsnaya d. 5, kv. 176 Moscow 2396665 RUSSIA	U.S. Address: 105 N PORT ST Address2 Baltimore MARYLAND 21224	Address Status: Override - On-campus business address	Email Address: blokhin.e@gmail.com	Telephone: The student has provided information that he/she does not have a telephone number.	Financial Information	Number of Months: 04	Tuition Fees: \$1.00	Living Expenses: \$2.00	<table border="1"> <thead> <tr> <th>Program Information</th> </tr> </thead> <tbody> <tr><td><b>Active Post-Completion OPT</b></td></tr> <tr><td>Status: ACTIVE</td></tr> <tr><td>Date of Last Event : 04/21/2015</td></tr> <tr><td>Termination Reason:</td></tr> <tr><td>Visa Type: F-1</td></tr> <tr><td>School Name: SEVP School of Studies</td></tr> <tr><td>School Code: BAL214</td></tr> <tr><td>Campus Name: SEVP School of Studies</td></tr> <tr><td>I-20 Issue Reason: CONTINUATION</td></tr> <tr><td>Education Level: MASTER'S</td></tr> <tr><td>Major: 52.0201 - Business and Management</td></tr> <tr><td>Secondary Major: 00.0000 - Not Specified</td></tr> <tr><td>Minor: 00.0000 - Not Specified</td></tr> <tr><td>Program Start Date: 09/10/2013</td></tr> <tr><td>Program End Date: 06/10/2015</td></tr> <tr><td>Normal Length of Study: 36</td></tr> <tr><td>Current Session End Date: 06/09/2015</td></tr> <tr><td>Next Session Start Date: 06/10/2015</td></tr> <tr><td>School Requires English Proficiency: Yes</td></tr> <tr><td>Student Has English Proficiency: Yes</td></tr> <tr><td>English Is Not Required Because:</td></tr> <tr><td>Remarks:</td></tr> </tbody> </table> <table border="1"> <thead> <tr> <th>Travel Information</th> </tr> </thead> <tbody> <tr><td>Passport Number:</td></tr> <tr><td>Passport Expiration Date:</td></tr> <tr><td>Visa Number:</td></tr> </tbody> </table>	Program Information	<b>Active Post-Completion OPT</b>	Status: ACTIVE	Date of Last Event : 04/21/2015	Termination Reason:	Visa Type: F-1	School Name: SEVP School of Studies	School Code: BAL214	Campus Name: SEVP School of Studies	I-20 Issue Reason: CONTINUATION	Education Level: MASTER'S	Major: 52.0201 - Business and Management	Secondary Major: 00.0000 - Not Specified	Minor: 00.0000 - Not Specified	Program Start Date: 09/10/2013	Program End Date: 06/10/2015	Normal Length of Study: 36	Current Session End Date: 06/09/2015	Next Session Start Date: 06/10/2015	School Requires English Proficiency: Yes	Student Has English Proficiency: Yes	English Is Not Required Because:	Remarks:	Travel Information	Passport Number:	Passport Expiration Date:	Visa Number:
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Country of Citizenship: RUSSIA																																																		
Gender: MALE																																																		
Foreign Address: ul. Lsnaya d. 5, kv. 176 Moscow 2396665 RUSSIA																																																		
U.S. Address: 105 N PORT ST Address2 Baltimore MARYLAND 21224																																																		
Address Status: Override - On-campus business address																																																		
Email Address: blokhin.e@gmail.com																																																		
Telephone: The student has provided information that he/she does not have a telephone number.																																																		
Financial Information																																																		
Number of Months: 04																																																		
Tuition Fees: \$1.00																																																		
Living Expenses: \$2.00																																																		
Program Information																																																		
<b>Active Post-Completion OPT</b>																																																		
Status: ACTIVE																																																		
Date of Last Event : 04/21/2015																																																		
Termination Reason:																																																		
Visa Type: F-1																																																		
School Name: SEVP School of Studies																																																		
School Code: BAL214																																																		
Campus Name: SEVP School of Studies																																																		
I-20 Issue Reason: CONTINUATION																																																		
Education Level: MASTER'S																																																		
Major: 52.0201 - Business and Management																																																		
Secondary Major: 00.0000 - Not Specified																																																		
Minor: 00.0000 - Not Specified																																																		
Program Start Date: 09/10/2013																																																		
Program End Date: 06/10/2015																																																		
Normal Length of Study: 36																																																		
Current Session End Date: 06/09/2015																																																		
Next Session Start Date: 06/10/2015																																																		
School Requires English Proficiency: Yes																																																		
Student Has English Proficiency: Yes																																																		
English Is Not Required Because:																																																		
Remarks:																																																		
Travel Information																																																		
Passport Number:																																																		
Passport Expiration Date:																																																		
Visa Number:																																																		

- Click **OPT Request** from the *Student Information* page. The *OPT Employment* page opens.

**Exhibit 163: OPT Employment page**

## OPT Employment

POST-COMPLETION - FULL TIME	Status	Receipt Number	<a href="#">View</a>	<a href="#">Extend</a>
Active	APPROVED	XYZ123456789		

### OPT AUTHORIZATION DATES

OPT Dates	Start	End
DSO Recommended	06/11/2015	06/10/2016
USCIS Approved	06/11/2015	06/10/2016
Actual	06/11/2015	06/10/2016

### Employers

Employer Name	Start	End	Actions
<a href="#">SEVP Applied Labs</a>	07/01/2015	06/10/2016	<a href="#">Edit</a> <a href="#">Delete</a>

[Add Employer](#)

[Return](#) [Print I-20](#)

- Click **Extend**. The *Extend OPT Employer* page opens.

**Exhibit 164: Extend OPT Employer page**

## Extend OPT Employer

**SEVP School for Advanced SEVIS Studies**  
Eugene Blokhin

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

Prior to recommending a 24-month extension for Optional Practical Training (OPT), you must ensure the student earned a STEM designated bachelors, masters, or doctorate degree within the last 10 years from an institution that is currently SEVP certified. The STEM Designated Degree Program List is available at [www.ice.gov/sevis](http://www.ice.gov/sevis) (the SEVP Website). These students are also subject to the requirements found in the Code of Federal Regulations, Title 8, Sections 214.2(f)(10) to (f)(13). Your school must continue to maintain records on the student for the full period of the extension, including Form I-983 or successor form. The details of these rules can be found in the Code of Federal Regulations, Title 8, Sections 214.2(f)(10) to (f)(13). The CFR has been amended and the sections relevant to OPT are available at [www.ice.gov/sevis](http://www.ice.gov/sevis) (the SEVP Website).

**Explain how employment is related to student's course of study \***

Student will work in the field of engineering.  
I have reviewed the Form I-983. It is complete, signed and addresses all program requirements.  
Extension based on prior STEM degree: Civil Engineering, Bachelor's, CIP 15.0201, Awarded May 31, 2012, Virginia Commonwealth University, Richmond, VA WAS214-000000, COA: H-4|

Max 1000 characters (682 remaining)

### Employer Information

**Employer Name \*** **Employer EIN \* Highly Recommended**

**Job Title** **Start Date \*** **End Date**

**Full Time / Part Time \***

☒ **Full Time:** more than 20 hours/week  
☐ **Part Time:** 20 or less hours/week

**Employer Address \***  
Add Employer Address

### Supervisor Information

**Last Name \*** **First Name \***

**Telephone Number \*** **Email Address \***

Extend OPT Employer Cancel

8. Enter the employer information.

**Note:** An \* (asterisk) indicates required fields.

Field	Description
* <b>Explain how employment is related to student's course of study</b>	<ul style="list-style-type: none"> <li>DSOs must note in this field they have seen the Form I-983 by entering text, "I have reviewed the Form I-983. It is complete, signed, and addresses all program requirements."</li> <li>If this STEM extension is based on a prior STEM degree, the DSO will also enter the following information in this field, "Extension based on prior STEM degree:               <ul style="list-style-type: none"> <li>Degree name</li> <li>Degree level</li> <li>Degree CIP code</li> <li>Date degree awarded</li> <li>Name of school that awarded degree</li> <li>Location of school that awarded degree</li> <li>SEVIS code of school awarded degree, if available</li> <li>Class of admission at time of degree"</li> </ul> </li> </ul> <p><b>Note:</b> These remarks do not appear on the Form I-20.</p>
* <b>Employer Name</b>	<ul style="list-style-type: none"> <li>This field displays any information previously entered into SEVIS, but can be edited.</li> <li>Enter or update the business name of the employer.</li> </ul>
* <b>Employer EIN</b>	<ul style="list-style-type: none"> <li>Enter the Employer Identification Number (EIN) for the student's employer. The Internal Revenue Service (IRS) issues EINs to employers for tax reasons.</li> </ul> <p><b>Note:</b> This field is required for STEM OPT, even though <b>Highly Recommended</b> appears to the right of it.</p>
<b>Job Title</b>	<ul style="list-style-type: none"> <li>Enter the student's job title.</li> </ul>
* <b>Start Date</b>	<ul style="list-style-type: none"> <li>Enter the date the student began or will begin the job. If the student will continue work for the same post-completion OPT employer, enter the start date for the STEM OPT.</li> </ul> <p><b>Note:</b> SEVIS will not allow you to enter any date earlier than the start of STEM OPT authorization.</p> <ul style="list-style-type: none"> <li>The start date will stop SEVIS' count of consecutive days of unemployment.</li> </ul>
<b>End Date</b>	<ul style="list-style-type: none"> <li>Enter the date the student will stop working for the employer, if known.</li> <li>Leave this field blank, if the end date is not known.</li> </ul> <p><b>Note:</b> The date entered in the End Date field will not affect the overall SEVIS-calculated STEM extension end date.</p>



Field	Description
* <b>Full Time/Part Time Indicator</b>	By default, this field is pre-populated as full-time. It is not editable.
* <b>Employer Address</b>	<ul style="list-style-type: none"> <li>Click the <b>Add Employer Address</b> button. The <i>Address</i> modal opens.</li> <li>Enter the employer address following <a href="#">SEVP guidance on entering U.S. addresses</a>.</li> <li>This field validates when Address Doctor is working.</li> <li>Enter the Employer's site address as shown in Section 5 of the Form I-983.</li> </ul>
<b>Note:</b> The Supervisor Information section will be renamed to Employer Official in a future SEVIS release.	
* <b>Supervisor Last Name</b>	<ul style="list-style-type: none"> <li>Enter the last name of the student's supervisor, as shown in Section 5 of the Form I-983.</li> <li>This is a required field for STEM OPT.</li> </ul>
* <b>Supervisor First Name</b>	<ul style="list-style-type: none"> <li>Enter the first name of the student's supervisor, as shown in Section 5 of the Form I-983.</li> <li>This is a required field for STEM OPT.</li> </ul>
* <b>Supervisor Telephone Number</b>	<ul style="list-style-type: none"> <li>Enter the work/business telephone number for the student's supervisor, as shown in Section 5 of the Form I-983.</li> <li>This is a required field for STEM OPT</li> </ul>
* <b>Supervisor Email</b>	<ul style="list-style-type: none"> <li>Enter the email address for the student's supervisor, as shown in Section 5 of the Form I-983.</li> <li>This is a required field for STEM OPT.</li> </ul>

9. Click one of the following:

- **Extend OPT Employer:** Processes the recommended OPT extension in SEVIS. An *Update Successful* message displays.

### Exhibit 165: Update Successful Message

**Update Successful**

Submitted change(s) require adjudication. Please print I-20 and send it with the appropriate documentation to the Service Center.

Return to Employment List
Print I-20

- Click **Print I-20** and sign page one of the Form I-20. Give the printed Form I-20 to the student. The student must also sign page one of the Form I-20 and submit a copy of the Form I-20 to USCIS, along with the Application for Employment Authorization (Form I-765).
- Click **Return to Employment List**. The *OPT Employment* page opens with the requested extension.

### Exhibit 166: OPT Employment Page

## OPT Employment

STEM - FULL TIME	Status REQUESTED	Receipt Number	<a href="#">View</a>	<a href="#">Cancel Request</a>
------------------	---------------------	----------------	----------------------	--------------------------------

#### OPT AUTHORIZATION DATES

OPT Dates	Start	End
DSO Recommended	06/11/2016	06/11/2018
USCIS Approved		
<b>Actual</b>		

#### Employers

Employer Name	Start	End	Actions
<a href="#">Spinmechanical</a>	06/11/2016	06/11/2018	<a href="#">Edit</a> <a href="#">Delete</a>

[Add Employer](#)

POST-COMPLETION - FULL TIME	Status APPROVED	Receipt Number XYZ123456789	<a href="#">View</a>
-----------------------------	--------------------	--------------------------------	----------------------

#### OPT AUTHORIZATION DATES

OPT Dates	Start	End
DSO Recommended	06/11/2015	06/10/2016
USCIS Approved	06/11/2015	06/10/2016
<b>Actual</b>	06/11/2015	06/10/2016

#### Employers

Employer Name	Start	End	Actions
<a href="#">SEVP Applied Labs</a>	07/01/2015	06/10/2016	<a href="#">Edit</a> <a href="#">Delete</a>

[Add Employer](#)

[Return](#)
[Print I-20](#)

- **Cancel Request:** Returns to the *OPT Employment* page without adding the OPT extension request to the student's record.



USCIS highly recommends sending transcripts with the STEM OPT application if the extension is based on a prior degree.



DSOs can find additional employment authorization filing information and requirements at the USCIS [Form I-765](#) site.

### 21.6.4 Record-keeping Requirements during STEM OPT

During the STEM OPT, DSOs must maintain the following in the student's file:

- All Forms I-983 training plans submitted by the student
- All self-evaluations submitted by the student

### 21.6.5 Reporting Requirements during STEM OPT

There are three types of reporting requirements for students while on the STEM OPT extension:

- **General Reporting:** Any changes in the student's legal name, address, employer, or employment status within 10 days of the change.
- **Validation Reporting:** A 6-, 12- and 18-month validation report to the DSO that confirms the student's name, address, employer name and address, and employment status are correct.
- **Self-Evaluations:** Self-evaluations are submitted at the end of any employment and at the 12 and 24 month marks from the start date of the STEM extension.

#### 21.6.5.1 General Reporting

During the STEM OPT extension period, such as the initial 12 months of post-completion OPT, the student must:

- Report to the DSO any changes in the student's legal name, address, employer, or employment status within 10 days of the change.

##### **DSO Actions:**

- Use the **Personal Information** link on the *Student Information* page to update the student's name or address changes in SEVIS.
- Use the **OPT Request** link on the *Student Information* page to update the employer or employment status changes in SEVIS.



DSOs can always access the OPT Request and Personal Information functions. (Refer to the [F-1 Optional Practical Training Guidelines](#) for detailed OPT instructions.)



- [8 CFR 214.2\(f\)\(12\)\(ii\)\(E\)](#)
- [SEVP OPT Policy Guidance](#)

#### 21.6.5.2 Validation Reports

During the STEM OPT extension period, the student must make a 6-, 12- and 18-month validation report to the DSO that confirms the student's current name, address, employer, and employment status are correct.

**DSO Action:** Use the **Report OPT Employment** link on the *Student Information* page to report the validation has been completed.



DSOs can only access the Report OPT Employment function during the three separate reporting windows. (See [STEM OPT Validation Report Deadlines.](#))



SEVIS will auto-terminate the student record, if the following statements are true:

- Student is in a period of active STEM OPT extension.
- SEVIS record was not updated to reflect the validation report.
- Date is 46 days after the reporting deadline.

**Note:** This auto-terminate functionality is currently disabled but will be enabled in a future release. However, even though the auto-terminate is not on now, a government official can still terminate a record at any time.



The DSO is required to report the student's participation within 21 days of the established report date.



[Planning Tool for 24-Month Extension of STEM OPT](#)

This interactive tool provides a customized reporting schedule for a student.

#### 21.6.5.2.1 VALIDATION REPORT DEADLINES

DSOs must validate a student's employment data three times during the STEM OPT extension. Validation reporting is done in SEVIS. Paper documentation is NOT mailed to SEVP.

Activity	Timeline
<b>Validation Reports due</b>	<ul style="list-style-type: none"> <li>• 6 months after start of STEM OPT Extension</li> <li>• 12 months after start of STEM OPT Extension</li> <li>• 18 months after start of STEM OPT Extension</li> </ul>
<b>Report link displays in SEVIS</b>	15 days before each report due date
<b>Report link no longer displays in SEVIS</b>	<ul style="list-style-type: none"> <li>• After DSO submits validation report</li> <li>• 46 days after reporting deadline</li> </ul>

The **Report OPT Participation** link appears in the Employment/Training section on the left-hand side of the *Student Information* page.

## Exhibit 167: Student Information page

**Student Information**

Reprint I-20 | Print Draft I-20

**Actions:**  
[Authorize To Drop Below Full Course](#)  
[Cap-Gap Extension](#)  
[Change Education Level](#)  
[Complete Program](#)  
[Disciplinary Action](#)  
[Registration](#)  
[Shorten Program](#)  
[Terminate Student](#)  
[Transfer Out](#)  
[Edits](#)  
[Dependents](#)  
[Financial Information](#)  
[Personal Information](#)  
[Program Information](#)  
[View](#)  
[Event History](#)  
[Request/Authorization Details](#)  
[Employment/Trainings](#)  
[OPT Employment](#)  
[Authorization](#)  
[Off-Campus Employment](#)  
[OPT Request](#)  
[Report OPT Participation](#)  
[Employment Information](#)  
[Corrections](#)  
[Request Change to Program Dates](#)  
[Request Change to Student Request](#)  
[Request Change to Student Status](#)

**Personal Information**

SEVIS ID: N0004717307  
Surname/Primary Name: Shelly  
Given Name: Mary  
Suffix:  
Passport Name:  
Preferred Name: Mary Shelly  
SEVIS Legacy Name:  
Country of Birth: UNITED KINGDOM  
Date of Birth: 10/30/1990  
Country of Citizenship: UNITED KINGDOM  
Gender: FEMALE  
Foreign Address: 159 London Tower Rd.  
London  
UNITED KINGDOM  
U.S. Address: 130 N WAYNE ST  
ARLINGTON  
VIRGINIA  
22201 - 1518  
Address Status: Valid  
Address Type: H - High-rise default address  
Email Address: fakeaddress@fake.email.com  
Telephone:  
U.S. Number: 555-555-5555  
Foreign Number:

**Program Information**

**Active STEM OPT**  
Status: ACTIVE  
Date of Last Event: 10/30/2015  
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: DOCTORATE  
Major: 40.0202 - Astrophysics  
Secondary Major: 00.0000 - None  
Minor: 00.0000 - None  
Program Start Date: 08/13/2009  
Program End Date: 05/13/2014  
Normal Length of Study: 72  
Current Session End Date: 05/13/2014  
Next Session Start Date: 05/13/2014  
School Requires English Proficiency: Yes  
Student Has English Proficiency: Yes  
English Is Not Required Because:  
Remarks: Student will seek training in her field of study

**Financial Information**

Number of Months: 09  
Tuition Fees: \$15,000.00  
Living Expenses: \$5,000.00  
Dependent Expenses:  
Other Costs:  
Other Costs Comment:  
Total Expenses: \$20,000.00  
Student's Personal Funds: \$0.00  
Funds From This School: \$20,000.00  
School Fund Type: scholarship  
Funds From Other Sources:  
Source Type:  
On-Campus Employment:  
Total Funding: \$20,000.00

**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:  
Port of Departure:  
Date of Departure:

**I-901 SEVIS Fee Payment Information**

Transaction Type:

### 21.6.5.2.2 VALIDATE STEM OPT PARTICIPATION

To report (validate) STEM OPT participation:

- Click the **Report OPT Participation** from the *Student Information* page. The *Report OPT Participation* page opens.

## Exhibit 168: Report OPT Participation page

F-1 Student  
**Marlowe, Philip**

SEVP School for Advanced SEVIS Studies - SEVP School for Advanced SEVIS Studies  
Start Date: 06/02/2009 End Date: 03/02/2014

Status: ACTIVE  
SEVIS ID: N0004705320

GENDER: MALE  
DOB: 06/24/1983  
PREFERRED NAME: Philip Marlowe  
PASSPORT NAME:  
COUNTRY OF BIRTH: UNITED KINGDOM  
CITIZENSHIP: UNITED KINGDOM

EMAIL:  
U.S. ADDRESS: 126 N WAYNE ST APT 4  
ARLINGTON, VA 22201

**Report OPT Participation**

**Employer Information**

Employer Name (EIN)	Job Title	FT/PT	Start Date	End Date	City	State	Zip	Actions
XYZ Corp	Biochemical postdoctoral fellow	PART TIME	09/01/2015	08/02/2016	FORT WASHINGTON	MD	20744	Edit Delete
PDQ Corporation	Research Assistant	FULL TIME	03/03/2015	08/02/2016	VALRICO	FL	33594	Edit Delete

☐ By checking this box, I verify that the student has confirmed his or her current address and employment information

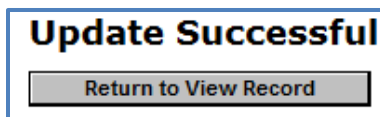
11. Review the information displayed on the screen:

- a. If the employer address or information is wrong, correct the information:
  - i. Add any missing employer.
  - ii. Edit incorrect information in an employer record.
  - iii. Delete all employer information, if the student never worked there.
- b. If the student's address is wrong, update the address on the *Personal Information* page, which is accessed from the *Student Information* page.
- c. If the address and employer information is correct, click the checkbox to verify that the student has confirmed his or her current address and employment.

12. Click either **Report OPT Participation** or **Cancel**:

- **Report OPT Participation** verifies the student has confirmed his or her current address and employment information.
  - A message indicates that the update was successful.

### Exhibit 169: Update Successful Message



- Click **Return to View Record** to view the *Student Information* page.

**Note:** The *Student Information* page will no longer display the **Report OPT Participation** link.

- **Cancel** returns the user to the *Student Information* page without validating the student's information.

#### 21.6.5.2.3 SELF-EVALUATIONS

Students must create self-evaluations that detail the progress made toward the training goals outlined on the Form I-983 for that particular employer. An employing supervisor must confirm and sign each self-evaluation. DSOs must keep these self-evaluations in the student's file. The submission timelines are below:

- **Student still works for original employer:** Must submit a self-evaluation within 10 days of the 12- and 24-month marks of the start date of STEM OPT employment authorization.
- **Student changes employers before the 12- and/or 24-month marks:**
  - Must submit self-evaluation within 10 days of ending each employment with current employer.
  - Must submit self-evaluation within 10 days of 12- and 24-month marks of the start date of STEM OPT employment authorization.

### 21.6.6 STEM OPT Extension and Unemployment

Students authorized for STEM OPT must be employed by an E-Verify-certified employer. A student on STEM OPT can be unemployed for a total of 150 days. This includes any of the remaining 90 days of unemployment allotted from the standard post-completion OPT.



- DSOs must [enter employer information](#) into SEVIS.



- Student whose record lacks employer information is considered unemployed.
- SEVIS will not auto-terminate students until the following timeframes have passed:
  - Number of days of unemployment allowed in regulation  
**Note:** SEVIS will only use consecutive days of unemployment, even though the regulatory limits are for the total days of unemployment. This will change to count aggregate days with a future SEVIS release.
  - Reporting periods for BOTH:
    - Student
    - DSO

**Note:** This auto-terminate functionality is currently disabled.



- SEVP officials can **manually terminate** a student who accrues more total days of unemployment than regulations allow.



- [8 CFR 214.2\(f\)\(10\)\(ii\)\(E\)](#)
- [SEVP Policy OPT Guidance](#)

### 21.6.7 Related SEVIS Alerts and Lists

The following Alert and Student Lists in SEVIS help DSOs monitor and manage students on STEM OPT:

Alert/List	Description
<b>Students who have Approved OPT without Current Employer Information</b>	<p>This Alert List shows:</p> <ul style="list-style-type: none"><li>• SEVIS ID</li><li>• Surname/Primary Name</li><li>• Given Name</li><li>• OPT Type (Post-completion or STEM)</li><li>• OPT Actual Start Date</li><li>• OPT Actual End Date</li><li>• Latest OPT employment end date</li><li>• Number of days since the last employment date</li></ul> <p>This Alert lists students in Active status who have:</p> <ul style="list-style-type: none"><li>• Current, approved OPT request</li><li>• No employer information in their records</li></ul>
<b>Students Requiring OPT Reporting (STEM OPT Validation Alert)</b>	<p>This Alert lists students in Active status who have:</p> <ul style="list-style-type: none"><li>• Current, approved STEM OPT extension</li><li>• Not reported on their STEM OPT within the required reporting period</li></ul> <p>If the DSO does not report participation for the student, the system automatically terminates the record with the reason of “Failure to Report While on OPT.”</p> <p><b>Note:</b> This auto-terminate functionality is currently disabled.</p>

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Alert/List	Description
<b>Students with Requested, Pending, or Approved Optional Practical Training</b>	<p>This Student List shows:</p> <ul style="list-style-type: none"><li>• Active indicator</li><li>• SEVIS ID</li><li>• Visa Type</li><li>• Surname/Primary Name</li><li>• Given Name</li><li>• DSO Recommended Start and End Dates</li><li>• USCIS Approved OPT Start and End Dates</li><li>• OPT Type</li><li>• Request Status and Receipt Number</li></ul> <p>This lists Active students who have an OPT request that is in Requested, Pending, or Approved status. Students remain on the list from the time OPT is requested until:</p> <ul style="list-style-type: none"><li>• Request is canceled or withdrawn</li><li>• USCIS denies the application</li><li>• Actual OPT End Date, if approved</li></ul>
<b>Students Terminated for Exceeding the Maximum Number of Days of Unemployment</b>	<p>This Student List shows:</p> <ul style="list-style-type: none"><li>• SEVIS ID</li><li>• Class of Admission</li><li>• Surname/Primary Name</li><li>• Given Name</li><li>• Termination Date</li><li>• OPT Type</li></ul>

### 21.6.8 H-1B Cap-Gap Extension of STEM OPT

SEVIS will automatically extend STEM OPT if:

- On or after April 1 (as directed by USCIS timely filing rules), an employer files an eligible H-1B petition to change the student's status.
- Requested start date for the H-1B is October 1.
- Student's OPT or STEM OPT extension ends on or after April 1, and the H-1B petition was filed with USCIS before the EAD expired.

### 21.6.9 Correcting OPT Data: Correction Requests and Data Fixes

If OPT information in SEVIS does not reflect applications filed with or decisions made by USCIS, DSOs can ask to have the record corrected. There are two ways to correct data in a student record:

Method	What Can Be Fixed
<a href="#">Correction Request</a>	This option is used to request changes (using SEVIS) for the following: <ul style="list-style-type: none"> <li>• Status of OPT Request</li> <li>• Employment Start Date</li> </ul>
<b>Help Ticket (Data Fix)</b>	This option is used for more complicated data fixes and requires DSOs to call the SEVIS Help Desk (1-800-892-4829). Types of OPT-related data fixes include: <ul style="list-style-type: none"> <li>• Adding retroactive OPT to a record</li> <li>• Changing the OPT request status for an OPT request that is already in Approved status</li> <li>• Any data fix that cannot be submitted in a correction request</li> </ul>

## 21.7 M-1 Practical Training

Practical training is the only type of work permission available to M-1 students. It allows students to get on-the-job training that is not available in their home country. Eligible students may have up to six months of practical training after they complete their program.

While a principal/designated school official (P/DSO) recommends practical training in SEVIS, it is the student who must apply for the work permit with the U.S. Citizenship and Immigration Service (USCIS), using the Form I-765 (Application for Employment Authorization). If the practical training is approved, USCIS will issue an Employment Authorization Document (EAD). The student must have the EAD before starting work.

### 21.7.1 Regulations

Complex rules and guidance apply to practical training. Any practical training requests entered into SEVIS must comply with federal regulations. P/DSOs must understand the following regulations:



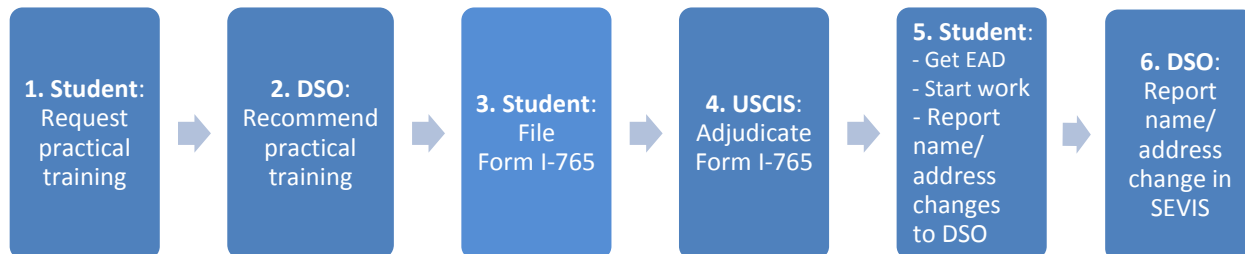
- [8 Code of Federal Regulations \(CFR\) 214.2\(m\)\(13\)-\(14\)](#)
- [8 CFR 274a.12\(C\)\(6\)](#)

### 21.7.2 Practical Training Request Statuses

The table below lists the statuses used to identify the stages of practical training requests in SEVIS:

Status	Status Meaning in SEVIS
<b>Requested</b>	DSO requested practical training in SEVIS on behalf of the student, but USCIS has not yet received the Application for Employment Authorization (Form I-765).
<b>Pending</b>	USCIS has received the Form I-765.
<b>Approved</b>	USCIS has approved the Form I-765.
<b>Denied</b>	USCIS has denied the Form I-765.
<b>Canceled</b>	DSO has canceled the practical training request in SEVIS.
<b>Withdrawn</b>	USCIS approved the student's request to withdraw the Form I-765.

### 21.7.3 Practical Training Process at a Glance



The practical training application process involves many players and several steps:

Step	User Actions
1.	Student follows school processes to submit a practical training request to the DSO.
2.	<ul style="list-style-type: none"> <li>DSO confirms eligibility, enters the request in SEVIS, and prints the Form I-20 with the practical training recommendation.</li> <li>DSO signs page one of the Form I-20.</li> <li>SEVIS immediately changes the status of the practical training request to Requested.</li> </ul> <p><b>Note:</b> Any practical training status updates to SEVIS are automatic and require no action on the part of the DSO.</p>

Step	User Actions
3.	<p>Required paperwork:</p> <ul style="list-style-type: none"> <li>• Student signs page one of the Form I-20.</li> <li>• Student completes an Application for Employment Authorization (Form I-765). The Form I-765 and supporting documents must be received by USCIS.</li> </ul> <p><b>Note:</b> The Form I-765 is available on the USCIS website <a href="http://www.uscis.gov/I-765">http://www.uscis.gov/I-765</a>. The instructions for the Form I-765 detail:</p> <ul style="list-style-type: none"> <li>• Who may file Form I-765?</li> <li>• Where to file the form?</li> <li>• What is the filing fee?</li> <li>• What supporting documents are needed?</li> </ul> <p>The USCIS definition of filed is defined in regulation <a href="#">8 CFR 103.2(a) (1)</a>.</p>
4.	<ul style="list-style-type: none"> <li>• Upon receipt of the Form I-765, USCIS issues a Receipt Notice (Form I-797) that contains the receipt number assigned to the case. It is mailed to the address entered on the Form I-765.</li> </ul> <p><b>Note:</b> The status of a case can be tracked on the <a href="#">USCIS website</a>.</p> <ul style="list-style-type: none"> <li>• Through an interface with USCIS, the status of the practical training request in SEVIS changes to Pending.</li> <li>• If USCIS needs more information, the student will receive a Request For Evidence, which states what information is needed and the deadline for submitting it. The student must respond by the deadline.</li> <li>• USCIS then makes a decision on the application: <ul style="list-style-type: none"> <li>○ If the application is approved, USCIS issues an EAD and the practical training Request status in SEVIS changes to Approved.</li> </ul> </li> <li>• If the Form I-765 is denied, the practical training Request status in SEVIS changes to Denied.</li> </ul>
5.	<p>The student receives the EAD and can begin work.</p> <p><b>Note:</b> While on practical training, the student must report to the DSO within 10 days any changes in the student's name or address.</p>
6.	<p>The DSO updates SEVIS within 21 days of the change with any changes in student information. If the student reports employer information changes, the DSO should report it in SEVIS.</p>

### 21.7.3.1 Key Dates

DSOs must be mindful of several key dates when entering practical training in SEVIS.

90 Days before Program End Date	Program End Date	Day after Program End Date	30 days after Program End Date	6 months after Program End Date
<ul style="list-style-type: none"> <li>• Earliest date SEVIS allows P/DSO to request M-1 practical training</li> <li>• Earliest date that Form I-765 may be submitted to USCIS for practical training</li> </ul>	<ul style="list-style-type: none"> <li>• Last date for P/DSO to recommend M-1 practical training in SEVIS</li> <li>• Last date for USCIS to receive Form I-765</li> </ul>	<ul style="list-style-type: none"> <li>• Earliest possible requested start date for practical training</li> </ul>	<ul style="list-style-type: none"> <li>• Last possible requested start date for practical training</li> </ul>	<ul style="list-style-type: none"> <li>• Latest possible requested end date for post-completion practical training, if student is eligible for the maximum period of M-1 practical training.</li> </ul>

M-1 practical training applications can be difficult, because the program duration dates on the Form I-20 must be sufficient to cover the amount of practical training requested.



M-1 students, who need an extension of their Form I-20 to engage in practical training, may need to file two applications with USCIS:

1. An Application for Employment Authorization (Form I-765)
  - a. Filing fee
  - b. Form I-20 with practical training recommendation
  - c. Supporting documentation specified by USCIS
2. An Application to Extend Nonimmigrant Status (Form I-539)
  - a. Filing fee
  - b. Form I-20 recommending extension of status
  - c. Supporting documentation specified by USCIS

Go to the [USCIS website](#) for the forms, fees, and specific instructions. Also check USCIS processing times.

These applications are processed by different units at the USCIS Service Center. When possible, include copies of the Form I-765 application with the extension application, and vice versa.

If...	Student Files:
Student's "Admit until date" (shown on the Form I-94) is: <ul style="list-style-type: none"> <li>• Later than the student's program end date AND</li> <li>• Allows enough time for the student to</li> </ul>	Form I-765, filing fee, and supporting documents

If...	Student Files:
finish the requested practical training	
Student's "Admit until date" (shown on the Form I-94) does not cover the requested period of practical training	<ul style="list-style-type: none"> <li>Form I-765, filing fee, and supporting documents</li> <li>Form I-539, filing fee, and supporting documents</li> </ul>



Timing is everything. SEVIS displays the links for practical training and for M-1 extensions at different times:



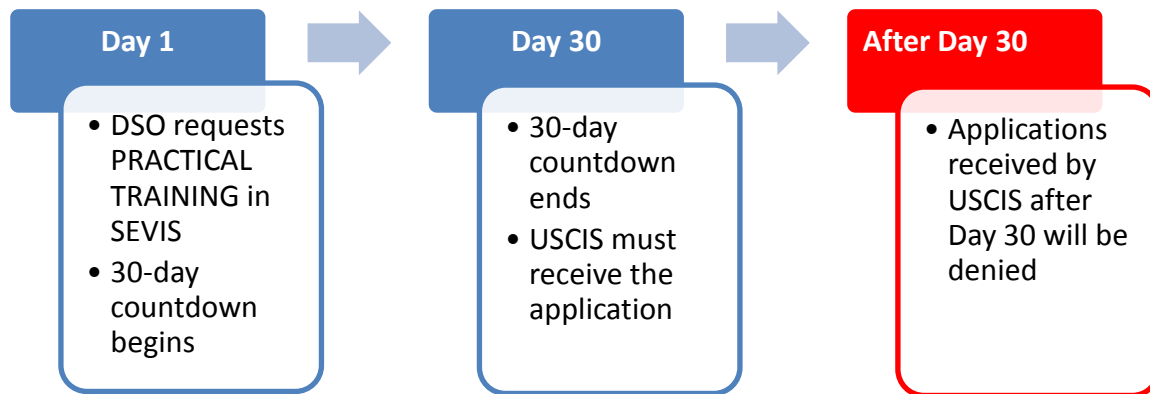
- Link to recommend practical training appears 90 days before program end date in SEVIS.
- Link to extend M-1 status appears 60 days before program end date and disappears 15 days before program end date.

### 21.7.3.2 *Length of Practical Training Available for a Student*

M-1 students are eligible for one month of post-completion practical training for every four months of full-time study, up to a maximum of six months of practical training.

Months of Study	Months of PRACTICAL TRAINING Available
4	1
8	2
12	3
16	4
20	5
24 through 30	6

### 21.7.3.3 Student's Form I-765 Filing Deadlines Once DSO Requests Practical Training in SEVIS



DSOs should cancel the practical training request in SEVIS, if the student does not file a Form I-765 with USCIS. The student's SEVIS record remains in Active status, if the practical training request remains in Recommended or Pending status with USCIS.



If a DSO cancels a practical training request, any associated extension request should be:

- Canceled, if it has not been mailed to USCIS.
- Withdrawn by the student, if the Form I-539 has been mailed to USCIS.

The student must immediately leave the United States if:

- The practical training request is canceled or denied AND
- The student's "Admit Until" date on the Form I-94 is in past.

### 21.7.4 Recommend Practical Training in SEVIS

To recommend practical training:

1. Navigate to the *Student Information* page.
2. Click **OPT Request**. The *OPT Employment* page opens.

**Exhibit 170: OPT Employment Page**

M-1 Student <b>Doe, John</b>	SEVP School for Advanced SEVIS Studies - SEVP School for Advanced SEVIS Studies Start Date: 11/26/2014 End Date: 11/25/2015	Status: <b>ACTIVE</b> SEVIS ID: <b>N0004705574</b>
---------------------------------	---	---

Prior to recommending Optional Practical Training (OPT), you must ensure that the training complies with the rules governing OPT. You must also ensure that the student is aware of his/her obligation to report changes in employment information (to include periods of unemployment) and changes in his/her address. The school must continue to maintain records on the student for the full period of OPT. The details of these rules can be found in the Code of Federal Regulations, Title 8, Sections 214.2(f)(10) to (f)(13) and 214.2(m)(14). The CFR has been amended and the sections relevant to OPT are available at [www.ice.gov/sevis](http://www.ice.gov/sevis) (the SEVP Website).

## OPT Employment

**New OPT Request**

[Return](#) [Print I-20](#)

3. Click **New OPT Request**. The *Add OPT Employment* page opens.

**Exhibit 171: Add OPT Employment Page**

M-1 Student <b>Doe, John</b>	SEVP School for Advanced SEVIS Studies - SEVP School for Advanced SEVIS Studies Start Date: 11/26/2014 End Date: 11/25/2015	Status: <b>ACTIVE</b> SEVIS ID: <b>N0004705574</b>
---------------------------------	---	---

## Add OPT Employment

SEVP School for Advanced SEVIS Studies  
John Doe

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

### Employment Information

**Full Time / Part Time \***

☐ **Full Time:** more than 20 hours/week  
☐ **Part Time:** 20 or less hours/week

**Start Date \***  /  /  **End Date \***  /  /

**Student Remarks**

Max 1000 characters (1000 remaining)

**Employment Remarks**

Max 250 characters (250 remaining)

**Save** **Cancel**



4. Enter information relevant to the OPT authorization:

Field	Description
* <b>Full Time/Part Time</b>	Click the <b>Full Time</b> radio button. <b>Note:</b> Part Time is not an option for M-1 practical training.
* <b>Start Date</b>	Enter the requested date that practical training employment authorization starts. <b>Note:</b> This date must be after the course of study ends. It cannot be more than 30 days after the end date for the course of study. <b>Format:</b> MM/DD/YYYY
* <b>End Date</b>	Enter the date the employment authorization is to end. <b>Note:</b> This date cannot be more than six months after the end date for the course of study. <b>Format:</b> MM/DD/YYYY
<b>Student Remarks</b>	Enter or update remarks regarding the student. <b>Note:</b> Comments entered here overwrite any existing remarks that print in the Remarks field on Page 1 of the Form I-20. <b>Field size:</b> 1000-character limit.
<b>Employment Remarks</b>	Enter any applicable remarks about the student's employment. <b>Note:</b> These remarks do not print on the Form I-20. <b>Field size:</b> 250-character limit.

5. Review the information. Click either **Save** or **Cancel**:

- **Save:** Submits the practical training request. A message indicates that the update was successful.

## Exhibit 172: Update Successful Page

**Update Successful**

Submitted change(s) require adjudication. Please print I-20 and send it with the appropriate documentation to the Service Center.

[Return to Employment List](#) [Print I-20](#)

Click either **Print I-20** or **Return Employment List**:

- **Print I-20:** Prints the Form I-20 with the practical training recommendation.
  - Sign page one of the Form I-20, and give the printed Form I-20 to the student.
  - Student must sign page one of the Form I-20 and submit it to USCIS with the Form I-765 and supporting documents.
- **Return Employment List:** Returns the user to the *OPT Employment* page. The newly added practical training employment will be on the list.

## Exhibit 173: OPT Employment Page with Requested Practical Training Employment Added

M-1 Student  
**Doe, John**

SEVP School for Advanced SEVIS Studies - SEVP School for Advanced SEVIS Studies  
Start Date: 11/26/2014 End Date: 11/25/2015

Status: **ACTIVE**  
SEVIS ID: **N0004705574**

Prior to recommending Optional Practical Training (OPT), you must ensure that the training complies with the rules governing OPT. You must also ensure that the student is aware of his/her obligation to report changes in employment information (to include periods of unemployment) and changes in his/her address. The school must continue to maintain records on the student for the full period of OPT. The details of these rules can be found in the Code of Federal Regulations, Title 8, Sections 214.2(f)(10) to (f)(13) and 214.2(m)(14). The CFR has been amended and the sections relevant to OPT are available at [www.ice.gov/sevis](http://www.ice.gov/sevis) (the SEVP Website).

### OPT Employment

New OPT Request

FULL TIME	Status	Receipt Number	View	Edit	Cancel Request
	REQUESTED				

#### OPT AUTHORIZATION DATES

OPT Dates	Start	End
DSO Recommended	01/01/2016	06/29/2016
USCIS Approved		
Actual		

#### Employers

No employers found

To add an employer, click on the button Add above

Add Employer

Return

Print I-20

- **Cancel:** Cancels the action and returns the user to the *Student Information* page.
- Review the information on the *OPT Employment* page. To make changes to the existing practical training request, click [Edit](#).
  - Click either:
    - **Print I-20:** Prints the Form I-20.
    - **Return:** Returns the user to the *Student Information* page.

### 21.7.5 Edit Practical Training Request

Practical training information can be edited depending on the status of the request:

Request Status	Editable Fields
<b>Requested</b>	<ul style="list-style-type: none"> <li>• Full-time/Part-time</li> <li>• Employer Name</li> <li>• Employer Address</li> <li>• Explanation for relationship to course work</li> </ul>

Request Status	Editable Fields
	<ul style="list-style-type: none"><li>• Fulfillment of 1-year requirement</li><li>• Employment Remarks</li><li>• Student Remarks</li></ul>
<b>Pending</b>	<ul style="list-style-type: none"><li>• Full-time/Part-time</li><li>• Employer Name</li><li>• Employer Address</li><li>• Explanation for relationship to course work</li><li>• Fulfillment of 1-year requirement</li><li>• Employment Remarks</li><li>• Student Remarks</li></ul>
<b>Approved</b>	<ul style="list-style-type: none"><li>• Employer Name</li><li>• Employer Address</li><li>• Explanation for relationship to course work</li><li>• Employment Remarks</li><li>• Student Remarks</li></ul>

To edit a practical training request:

1. Click **OPT Request** on the *Student Information* page. The *OPT Employment* page opens.

## Exhibit 174: OPT Employment Page Listing Existing Practical Training Request with Edit Button

M-1 Student  
**Doe, John**

SEVP School for Advanced SEVIS Studies - SEVP School for Advanced SEVIS Studies  
Start Date: 11/26/2014 End Date: 11/25/2015

Status: **ACTIVE**  
SEVIS ID: **N0004705574**

Prior to recommending Optional Practical Training (OPT), you must ensure that the training complies with the rules governing OPT. You must also ensure that the student is aware of his/her obligation to report changes in employment information (to include periods of unemployment) and changes in his/her address. The school must continue to maintain records on the student for the full period of OPT. The details of these rules can be found in the Code of Federal Regulations, Title 8, Sections 214.2(f)(10) to (f)(13) and 214.2(m)(14). The CFR has been amended and the sections relevant to OPT are available at [www.ice.gov/sevis](http://www.ice.gov/sevis) (the SEVP Website).

New OPT Request

#### OPT AUTHORIZATION DATES

OPT Dates	Start	End
DSO Recommended	12/15/2015	02/15/2016
USCIS Approved		
Actual		

#### Employers

No employers found

To add an employer, click on the button Add above

Add Employer

Return
Print I-20

- Click **Edit** to the right of the practical training segment to be edited. The *Edit OPT Employment* page opens.

## Exhibit 175: OPT Employment Page

M-1 Student  
**Doe, John**

SEVP School for Advanced SEVIS Studies - SEVP School for  
Advanced SEVIS Studies  
Start Date: 11/26/2014 End Date: 11/25/2015

Status: **ACTIVE**  
SEVIS ID: **N0004705574**

## Edit OPT Employment

SEVP School for Advanced SEVIS Studies

John Doe

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

### Employment Information

**Full Time / Part Time \***

☒ **Full Time:** more than 20 hours/week  
☐ **Part Time:** 20 or less hours/week

**Student Remarks**

student has wonderful opportunity for training that is not available in his country

Max 1000 characters (917 remaining)

**Employment Remarks**

Max 250 characters (250 remaining)

3. Make any necessary edits:

Field	Description
* <b>Full Time/Part Time</b>	Click the <b>Full Time</b> radio button. <b>Note:</b> Part Time is not an option for M-1 practical training.
<b>Student Remarks</b>	Enter or update remarks regarding the student. <b>Note:</b> Comments entered here overwrite any existing remarks that print in the Remarks field on Page 1 of the Form I-20. <b>Field size:</b> 1000-character limit.
<b>Employment Remarks</b>	Enter any applicable remarks about the student's employment. <b>Note:</b> These remarks do not print on the Form I-20. <b>Field size:</b> 250-character limit.

4. Click either **Save** or **Cancel**:

- **Save:** Updates this employment request in the student's record. A message indicates if the edit was successful. Click either **Print the updated Form I-20** or **Return to Employment List**:
  - Click **Print the updated Form I-20**, which prints the form.
    - Sign page one of the Form I-20, and give the printed Form I-20 to the student.
    - Student must sign page one of the Form I-20 and submit it to USCIS with the Form I-765 and supporting documents.
  - Click **Return to Employment List** to return to the *OPT Employment* page.
- **Cancel:** Returns the user to the *OPT Employment* page without updating the employment segment.

### 21.7.6 Cancel/Withdraw Practical Training Request in SEVIS

A practical training request can be cancelled in SEVIS **ONLY** if the request status is Requested status.

#### Practical Training Request Status in SEVIS = Requested

- P/DSO can cancel practical training in practical training Request status changes to Canceled.
- Do not cancel the practical training request, if the student has mailed the Form I-765 to USCIS.

#### Practical Training Request Status in SEVIS = Pending

- P/DSO cannot cancel the practical training request in SEVIS.
- Student must write USCIS to request withdrawal of the Form I-765.
- After processing by USCIS, practical training request status in SEVIS changes to Withdrawn.

**Note:** Any request in Requested status longer than 180 days is automatically canceled by SEVIS.

#### 21.7.6.1 **Cancel Practical Training Request in SEVIS**

To cancel a practical training request:

1. Navigate to the *Student Information* page.
2. Click **OPT Request** from the *Student Information* page. The *OPT Employment* page opens.

## Exhibit 176: OPT Employment Page with Cancel Request

M-1 Student <b>Chapelle, Lucia</b>	SEVP School for Advanced SEVIS Studies - SEVP School for Advanced SEVIS Studies Start Date: 11/01/2014   End Date: 10/31/2015	Status: <b>ACTIVE</b> SEVIS ID: N0004713089
---------------------------------------	--	--

Prior to recommending Optional Practical Training (OPT), you must ensure that the training complies with the rules governing OPT. You must also ensure that the student is aware of his/her obligation to report changes in employment information (to include periods of unemployment) and changes in his/her address. The school must continue to maintain records on the student for the full period of OPT. The details of these rules can be found in the Code of Federal Regulations, Title 8, Sections 214.2(f) (10) to (f)(13). The CFR has been amended and the sections relevant to OPT are available at [www.ice.gov/sevis](http://www.ice.gov/sevis) (the SEVP Website).

### OPT Employment

[New OPT Request](#)

FULL TIME	Status REQUESTED	Receipt Number	<a href="#">View</a>	<a href="#">Edit</a>	<a href="#">Cancel Request</a>
OPT AUTHORIZATION DATES		Employers	<a href="#">Add Employer</a>		
<b>OPT Dates</b>	<b>Start</b>	<b>End</b>	No employers found		
DSO Recommended	12/01/2015	04/30/2016	To add an employer, click on the button Add above		
USCIS Approved					
Actual					

[Return](#)   [Print I-20](#)

- Click **Cancel Request**. A *Confirm Cancellation of Request* page opens.

## Exhibit 177: Confirm Cancellation of Request Message

### Confirm Cancellation of Request

If the application and supporting documentation for this request have already been sent to the Service Center, do not cancel this request in SEVIS. Please contact the Service Center directly to have the application withdrawn. Do you want to continue?

- Click either **Yes** or **No**:
  - Yes:** Cancels the practical training request. A message verifies that the update was successful.
    - Click **Return to View Record** to return to the *Student Information* page.
    - The student's practical training status in the Student Requests section updates to Canceled.



- **No:** Returns the user to the *OPT Employment* page without canceling the practical training request.



If a DSO cancels a practical training request, any associated extension request should be:

- Canceled, if it has not been mailed to USCIS.
- Withdrawn by the student, if the Form I-539 has been mailed to USCIS.

The student must immediately leave the United States if:

- The practical training request is canceled, withdrawn, or denied AND
- The student's "Admit Until" date on the Form I-94 is in past.

#### 21.7.6.2 **Withdraw Practical Training Request with USCIS**

Once a practical training request status changes to Pending, the student must write USCIS to withdraw the practical training application. The request must:

- Be sent to the USCIS Service Center processing the application. The address is on the USCIS-issued Receipt Notice sent to the student.
- Include the receipt number USCIS assigned the case when it was filed. If the practical training request has been approved, the EAD should also be returned.



If a student withdraws a practical training request, any associated extension request should also be withdrawn.

The student must immediately leave the United States if:

- The practical training request is canceled, withdrawn, or denied AND
- The student's "Admit Until" date on the Form I-94 is in past.

#### 21.7.7 Report Practical Training Participation

While on practical training, a student is required to report to their DSO any change in their:

- Legal name
- U.S. home address while on practical training

DSOs update SEVIS to reflect the changes.



- [8 CFR 214.3\(g\)\(2\)](#)
- [8 CFR 214.2\(m\)\(18\)](#)

M-1 students are not required to report their employment while on practical training. However, if a student does [report employer information](#), the DSO should enter it into SEVIS.

### 21.7.8 Periods of Unemployment

M-1 regulations do not provide for any periods of unemployment.

### 21.7.9 Correcting Practical Training Data: Correction Requests and Data Fixes

If SEVIS does not match the status of the student's application filed with USCIS, DSOs can ask to have the record corrected. There are two ways to correct data in a student record:

Scenario	Solution
<b>Information about the underlying practical training request is not accurate. For example, the status of the request is incorrect or the practical training dates in SEVIS do not match USCIS' approved dates</b>	DSO submits a " <a href="#">Request Change to Student Request</a> " correction request. This requires SEVP review and approval.
<b>Employer information is not accurate</b>	DSOs can <a href="#">add, edit, or delete employer information</a> for up to 60 days after the Actual Practical Training end date. If it is later than that, a Help Ticket is required.
<b>Any other change</b>	Call the SEVIS Help Desk (1-800-892-4829) to open a Help Ticket.

## 21.8 Add, Edit, Delete F-1 OPT/M-1 Practical Training Employer

While on Optional Practical Training (OPT), an F-1 student is required to report the following to their DSO:

- Change in student's legal name.
- Change in student's address while on OPT.
- Changes in employment or interruption of employment.

DSOs have 21 days from the date of a change to update SEVIS to reflect the changes. M-1 students are not required to report employer information. However, if they do, DSOs should update SEVIS with the information.



- [8 CFR 214.2\(f\)\(12\)\(i\)](#)
- [8 CFR 214.2\(f\)\(12\)\(ii\)](#)
- [8 CFR 214.3\(g\)\(2\)](#)
- [SEVP OPT Policy Guidance](#)

### 21.8.1 Add Employer

To report OPT participation:

1. Navigate to the *Student Information* page.

## Exhibit 178: Student Information Page with OPT Request Link

**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/Training:**  
[OPT Employment Authorization](#)  
[Off-Campus Employment](#)  
[OPT Request](#)  
[Employment Information](#)  
**Corrections:**  
[Request Changes to Student Record](#)

**Student Information**  
 Reprint I-20    Print Draft I-20

**Personal Information**  
 SEVIS ID: N0004703369  
 Surname/Primary Name: Kipling  
 Given Name: Rudyard  
 Suffix:  
 Passport Name:  
 Preferred Name: Rudyard Kipling  
 SEVIS Legacy Name:  
 Country of Birth: INDIA  
 Date of Birth: 09/23/1983  
 Country of Citizenship: INDIA  
 Gender: MALE  
 Foreign Address: 123 Main Street  
 Mumbai  
 INDIA  
 U.S. Address: 620 MICHIGAN AVE NE  
 WASHINGTON  
 DISTRICT OF COLUMBIA  
 20064 - 0001  
 Address Status: Valid  
 Address Type: S - Mailbox at a street address  
 Email Address:

**Program Information**  
 Status: ACTIVE  
 Date of Last Event: 04/12/2015  
 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: DOCTORATE  
 Major: 23.1404 - English Literature (British and Commonwealth)  
 Secondary Major: 00.0000 - None  
 Minor: 00.0000 - None  
 Program Start Date: 09/01/2010  
 Program End Date: 05/30/2015  
 Normal Length of Study: 72  
 Current Session End Date: 05/30/2015  
 Next Session Start Date: 06/01/2015  
 School Requires English Proficiency: Yes  
 Student Has English Proficiency: Yes  
 English Is Not Required Because:  
 Remarks:

**Financial Information**  
 Number of Months: 09  
 Tuition Fees: \$15,000.00  
 Living Expenses: \$6,000.00  
 Dependent Expenses:  
 Other Costs:

**Travel Information**  
 Passport Number:  
 Passport Expiration Date:  
 Visa Number:  
 Visa Issue Date:  
 Visa Expiration Date:

2. Click **OPT Request**. The *OPT Employment* page opens.

## Exhibit 179: OPT Employment Page

**OPT Employment**

POST-COMPLETION - FULL TIME    Status: APPROVED    Receipt Number: XYZ1234678906    View    Extend

**OPT AUTHORIZATION DATES**

OPT Dates	Start	End
DSO Recommended	05/20/2015	05/19/2016
USCIS Approved	05/20/2015	05/19/2016
Actual	05/20/2015	05/20/2016

**Employers**

No employers found  
 To add an employer, click on the button Add above

**Add Employer**

Return    Print I-20

3. Click **Add Employer**. The *Add Employer* page opens.

## Exhibit 180: Add OPT Employer Page

**Add OPT Employer**

SEVP School for Advanced SEVIS Studies  
Jay SamTwo

Required fields are marked with an asterisk (\*).  
Explain how employment is related to student's course of study \*

Max 1000 characters (1000 remaining)

**Employer Information**

☐ Self Employed:

Employer Name \*      Employer EIN **Highly Recommended**

Job Title      Start Date \*      End Date

Full Time / Part Time \*

☐ Full Time: more than 20 hours/week  
☐ Part Time: 20 or less hours/week

Employer Address \*

Add Employer Address

**Supervisor Information**

Last Name      First Name

Telephone Number      Email Address

Add OPT Employer      Cancel

4. Enter the relevant information about the student's job. An \* (asterisk) indicates required fields:

Field	Description
* <b>Explain How the Employment is Related to Student's Course of Study</b>	<ul style="list-style-type: none"> <li>Describe how the employment relates to the student's major area of study. The student should be able to provide this information.</li> <li>This is a required field.</li> </ul>
<b>Self Employed checkbox</b>	<ul style="list-style-type: none"> <li>Check this box, if the student is self-employed.</li> <li>If checked, SEVIS populates the Employer Name with the student's name.</li> </ul>
* <b>Employer Name</b>	<ul style="list-style-type: none"> <li>Enter the business name of the employer.</li> <li>This is a required field.</li> </ul>
<b>Employer EIN</b>	<ul style="list-style-type: none"> <li>Enter the employer's Employer Identification Number.</li> <li>This is an optional field.</li> </ul>

Field	Description
<b>Job Title</b>	<ul style="list-style-type: none"> <li>Enter the student's job title.</li> <li>This is an optional field.</li> </ul>
<b>* Start Date</b>	<ul style="list-style-type: none"> <li>Enter the date the student began the job. This date cannot be before the Actual OPT Start Date. DSOs can enter a date that is in the past.</li> <li>This is a required field.</li> </ul> <b>Format:</b> MM/DD/YYYY
<b>End Date</b>	<ul style="list-style-type: none"> <li>Enter the date the student stopped working for the employer.</li> <li>Leave this field blank, if the end date is not known.</li> </ul> <b>Format:</b> MM/DD/YYYY
<b>* Full Time/Part Time</b>	<ul style="list-style-type: none"> <li>Click either the <b>Full Time</b> or <b>Part Time</b> radio button.</li> <li>This is a required field.</li> </ul>
<b>* Employer Address</b>	<ul style="list-style-type: none"> <li>Click the <b>Add Employer Address</b> button to enter the employer's address. This opens an address modal similar to the one used to enter a student's address. Follow the guidance on <a href="#">entering U.S. addresses</a>.</li> <li>This is a required field.</li> </ul> <b>Note:</b> SEVIS validates the employer address when Address Doctor is working.
<b>Supervisor Last Name</b>	<ul style="list-style-type: none"> <li>Enter the last name of the student's supervisor.</li> <li>This is an optional field.</li> </ul>
<b>Supervisor First Name</b>	<ul style="list-style-type: none"> <li>Enter the first name of the student's supervisor.</li> <li>This is an optional field.</li> </ul>
<b>Telephone Number</b>	<ul style="list-style-type: none"> <li>Enter the telephone number for the student's supervisor.</li> <li>This is an optional field.</li> </ul>
<b>Email Address</b>	<ul style="list-style-type: none"> <li>Enter the email address for the student's supervisor.</li> <li>This is an optional field.</li> </ul>

5. Review the information and click either **Add OPT Employer** or **Cancel**:

- Add OPT Employer:** Adds the employer to the OPT authorization. A message indicates if the update was successful. The employer should now be listed in the Employer section of the *OPT Employment* page.
- Cancel:** Cancels the action and returns the user to the *OPT Employment* page.

### 21.8.2 Special Employment Circumstances

Circumstance	How to Report
<b>Change employers</b>	<ul style="list-style-type: none"> <li>Edit existing employer to reflect end date of employment.</li> <li>Add new employer.</li> </ul>
<b>Self-employed, Independent Contractor</b>	<ul style="list-style-type: none"> <li>Enter the primary location where employment is administered. Depending on the nature of the employment, this may be a residence, office or formal business.</li> </ul>
<b>One employer, but multiple sites</b>	The employment location listed in SEVIS should be the one that is best able to meet reporting responsibilities to the school and, through DSO communication, to DHS. For administrative practicality, the school may want to list the primary location in SEVIS. To do so, they would want to ensure that administrators at the primary location, in addition to knowing their reporting responsibilities to the school, have shared those responsibilities with any ancillary locations and gotten a commitment from them to receive their support.
<b>Multiple short-term gigs [employment] in one period</b>	<ul style="list-style-type: none"> <li>Indicate the student is self-employed and in the employment remarks section indicate what the student is doing such as being a musician, actor, etc. with multiple gigs.</li> </ul>
<b>Volunteer</b>	<ul style="list-style-type: none"> <li>Enter the name and address of the company where the student volunteers.</li> <li>In the employment remarks, indicate that the student is a volunteer.</li> </ul>
<b>Unemployed</b>	<ul style="list-style-type: none"> <li>If the student did not have an employer, enter nothing.</li> <li>If the student had an employer in the past, but is currently unemployed, edit the End Date for the previous employer.</li> </ul>

### 21.8.3 Edit Employer Information

To edit employer information:

1. Navigate to the *Student Information* page.

## Exhibit 181: Student Information Page with OPT Request Link

[<< Return to Students With Requested, Pending, or Approved Optional Practical Training \(OPT\)](#)

**Actions:**  
[Authorize To Drop Below Full Course](#)  
[Cap-Gap Extension](#)  
[Change Education Level](#)  
[Complete Program](#)  
[Disciplinary Action](#)  
[Registration](#)  
[Shorten Program](#)  
[Terminate Student](#)  
[Transfer Out](#)  
[Verify Status](#)  
**Edits:**  
[Dependents](#)  
[Financial Information](#)  
[Personal Information](#)  
[Program Information](#)  
**View:**  
[Event History](#)  
[Request/Authorization Details](#)  
**Employment/Training:**  
[CPT Employment Authorization](#)  
[Off-Campus Employment](#)  
[OPT Request](#) ←  
[Employment Information](#)

### Student Information

Reprint I-20
Print Draft I-20

Personal Information	Program Information
SEVIS ID: <b>N0004670010</b>	<b>Active Post-Completion OPT</b>
Family Name: <b>Smithfield</b>	Status: <b>ACTIVE</b>
First Name: <b>Hammond</b>	Date of Last Event: <b>12/18/2014</b>
Country of Birth: <b>KENYA</b>	Termination Reason:
Date of Birth: <b>03/27/1992</b>	Visa Type: <b>F-1</b>
Country of Citizenship: <b>KENYA</b>	School Name: <b>Robertson Institute for Applied Learning</b>
Gender: <b>MALE</b>	School Code: <b>WAS214F21211000</b>
Foreign Address: <b>7009 Kingston Ave. Nairobi KENYA</b>	Campus Name: <b>Main Campus</b>
U.S. Address: <b>69 Clarendon Blvd. Arlington VIRGINIA 22209</b>	I-20 Issue Reason: <b>CONTINUED ATTENDANCE</b>
Email Address:	Education Level: <b>MASTER'S</b>
	Major: <b>31.0505 - Kinesiology and Exercise Science</b>
	Secondary Major: <b>00.0000 - None</b>
	Minor: <b>00.0000 - None</b>
	Program Start Date: <b>05/28/2012</b>
	Program End Date: <b>05/30/2014</b>
	Normal Length of Study: <b>24</b>
	Current Session End Date: <b>05/30/2014</b>
	Next Session Start Date: <b>Student in last session</b>
	School Requires English Proficiency: <b>Yes</b>
	Student Has English Proficiency: <b>Yes</b>
	English Is Not Required Because:
	Remarks:

Financial Information	Travel Information
Number of Months: <b>09</b>	Passport Number:
Tuition Fees: <b>\$3,000.00</b>	Passport Expiration Date:
Living Expenses: <b>\$2,500.00</b>	Visa Number:

- Click **OPT Request**. The *OPT Employment* page opens.

## Exhibit 182: OPT Employment Page

F-1 Student  
**SamTwo IV, Jay**

SEVP School for Advanced SEVIS Studies - SEVP School for Advanced SEVIS Studies  
 Start Date: 04/24/2013 End Date: 05/15/2015

Status: **ACTIVE**  
 SEVIS ID: **N0004705860**

Prior to recommending Optional Practical Training (OPT), you must ensure that the training complies with the rules governing OPT. You must also ensure that the student is aware of his/her obligation to report changes in employment information (to include periods of unemployment) and changes in his/her address. The school must continue to maintain records on the student for the full period of OPT. The details of these rules can be found in the Code of Federal Regulations, Title 8, Sections 214.2(f)(10) to (f)(13) and 214.2(m)(14). The CFR has been amended and the sections relevant to OPT are available at [www.ice.gov/sevis](http://www.ice.gov/sevis) (the SEVP Website).

### OPT Employment

POST-COMPLETION - FULL TIME	Status	Receipt Number	
<b>Active</b>	APPROVED	XYZ1234678906	<a href="#">View</a> <a href="#">Extend</a>

**OPT AUTHORIZATION DATES**

OPT Dates	Start	End
DSO Recommended	05/20/2015	05/19/2016
USCIS Approved	05/20/2015	05/19/2016
Actual	05/20/2015	05/20/2016

**Employers**

Employer Name	Start	End	Actions
XYZ Corporation	07/01/2015		<a href="#">Edit</a> <a href="#">Delete</a>

[Add Employer](#)

[Return](#)
[Print I-20](#)

3. Click **Edit** next to the employer whose information you want to change. The *Edit OPT Employment* page opens.

### Exhibit 183: Edit OPT Employment Page

## Edit OPT Employment

**SEVP School for Advanced SEVIS Studies**  
Jay SamTwo

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

**Explain how employment is related to student's course of study \***

Student studied Engineering Mechanics and works for an engineering firm

Max 1000 characters (929 remaining)

### Employer Information

☐ Self Employed:

**Employer Name \*** **Employer EIN Highly Recommended**

XYZ Corporation

**Job Title** **Start Date \*** **End Date**

07 / 01 / 2015

**Full Time / Part Time \***

☒ **Full Time:** more than 20 hours/week

☐ **Part Time:** 20 or less hours/week

**Employer Address \***

126 N WAYNE ST  
ARLINGTON VA 22201 - 1516

[Edit Employer Address](#)

### Supervisor Information

**Last Name** **First Name**

**Telephone Number** **Email Address**

ext.

[Update OPT Employer](#) [Cancel](#)

4. Edit the information that needs to be changed. An \* (asterisk) indicates required fields.

Field	Description
<b>* Explain How the Employment is Related to Student's Course of Study</b>	<ul style="list-style-type: none"> <li>Describe how the employment relates to the student's major area of study. The student should be able to provide this information.</li> <li>This is a required field.</li> </ul>



Field	Description
<b>Self Employed checkbox</b>	<ul style="list-style-type: none"> <li>Check this box, if the student is self-employed.</li> <li>If checked, SEVIS populates the Employer Name with the student's name.</li> </ul>
* <b>Employer Name</b>	<ul style="list-style-type: none"> <li>Enter the business name of the employer.</li> <li>This is a required field.</li> </ul>
<b>Employer EIN</b>	<ul style="list-style-type: none"> <li>Enter the employer's Employer Identification Number.</li> <li>This is an optional field.</li> </ul>
<b>Job Title</b>	<ul style="list-style-type: none"> <li>Enter the student's job title.</li> <li>This is an optional field.</li> </ul>
* <b>Start Date</b>	<ul style="list-style-type: none"> <li>Enter the date the student began the job. This date cannot be before the Actual OPT Start Date. DSOs can enter a date that is in the past.</li> <li>This is a required field.</li> </ul> <p><b>Format:</b> MM/DD/YYYY</p>
<b>End Date</b>	<ul style="list-style-type: none"> <li>Enter the date the student stopped working for the employer.</li> <li>Leave this field blank, if the end date is not known.</li> </ul> <p><b>Format:</b> MM/DD/YYYY</p>
* <b>Full Time/Part Time</b>	<ul style="list-style-type: none"> <li>Click either the <b>Full Time</b> or <b>Part Time</b> radio button.</li> <li>This is a required field.</li> </ul>
* <b>Employer Address</b>	<ul style="list-style-type: none"> <li>Click the <b>Edit Employer Address</b> button to update the employer's address. This opens an address modal similar to the one used to enter student addresses. Follow the guidance on <a href="#">entering U.S. addresses</a>.</li> <li>This is a required field.</li> </ul> <p><b>Note:</b> SEVIS validates the employer address when Address Doctor is working.</p>
<b>Supervisor Last Name</b>	<ul style="list-style-type: none"> <li>Enter the last name of the student's supervisor.</li> <li>This is an optional field.</li> </ul>
<b>Supervisor First Name</b>	<ul style="list-style-type: none"> <li>Enter the first name of the student's supervisor.</li> <li>This is an optional field.</li> </ul>
<b>Telephone Number</b>	<ul style="list-style-type: none"> <li>Enter the telephone number for the student's supervisor.</li> <li>This is an optional field.</li> </ul>

Field	Description
Email Address	<ul style="list-style-type: none"><li>• Enter the email address for the student's supervisor.</li><li>• This is an optional field.</li></ul>

5. Review the information and click either **Update OPT Employer** or **Cancel**:

- **Update OPT Employer:** Updates the employer's information. A message indicates if the update was successful.
- **Cancel:** Cancels the action and returns the user to the *OPT Employment* page.

#### 21.8.4 Delete Employer

A DSO may need to delete an employer for a variety of reasons. For example:

- Employer withdrew the job offer before the student began work.
- Student never worked for the employer.
- DSO entered an employer in error.



**For students on post-completion optional practical training,** deleting an employer may affect the status of a student's record. SEVIS will terminate student records, if the student exceeds 90 consecutive days of unemployment.

**Note:** This functionality is currently turned off.

To delete an employer:

1. Navigate to the *Student Information* page.

## Exhibit 184: Student information Page with OPT Request Link

[<< Return to Students With Requested, Pending, or Approved Optional Practical Training \(OPT\)](#)

**Actions:**  
[Authorize To Drop Below Full Course](#)  
[Cap-Gap Extension](#)  
[Change Education Level](#)  
[Complete Program](#)  
[Disciplinary Action](#)  
[Registration](#)  
[Shorten Program](#)  
[Terminate Student](#)  
[Transfer Out](#)  
[Verify Status](#)  
**Edits:**  
[Dependents](#)  
[Financial Information](#)  
[Personal Information](#)  
[Program Information](#)  
**View:**  
[Event History](#)  
[Request/Authorization Details](#)  
**Employment/Training:**  
[CPT Employment Authorization](#)  
[Off-Campus Employment](#)  
[OPT Request](#) ←  
[Employment Information](#)

### Student Information

Reprint I-20
Print Draft I-20

Personal Information	Program Information
SEVIS ID: <b>N0004670010</b>	<b>Active Post-Completion OPT</b>
Family Name: <b>Smithfield</b>	Status: <b>ACTIVE</b>
First Name: <b>Hammond</b>	Date of Last Event: <b>12/18/2014</b>
Country of Birth: <b>KENYA</b>	Termination Reason:
Date of Birth: <b>03/27/1992</b>	Visa Type: <b>F-1</b>
Country of Citizenship: <b>KENYA</b>	School Name: <b>Robertson Institute for Applied Learning</b>
Gender: <b>MALE</b>	School Code: <b>WAS214F21211000</b>
Foreign Address: <b>7009 Kingston Ave. Nairobi KENYA</b>	Campus Name: <b>Main Campus</b>
U.S. Address: <b>69 Clarendon Blvd. Arlington VIRGINIA 22209</b>	I-20 Issue Reason: <b>CONTINUED ATTENDANCE</b>
Email Address:	Education Level: <b>MASTER'S</b>
	Major: <b>31.0505 - Kinesiology and Exercise Science</b>
	Secondary Major: <b>00.0000 - None</b>
	Minor: <b>00.0000 - None</b>
	Program Start Date: <b>05/28/2012</b>
	Program End Date: <b>05/30/2014</b>
	Normal Length of Study: <b>24</b>
	Current Session End Date: <b>05/30/2014</b>
	Next Session Start Date: <b>Student in last session</b>
	School Requires English Proficiency: <b>Yes</b>
	Student Has English Proficiency: <b>Yes</b>
	English Is Not Required Because:
	Remarks:

Financial Information	Travel Information
Number of Months: <b>09</b>	Passport Number:
Tuition Fees: <b>\$3,000.00</b>	Passport Expiration Date:
Liv... <b>\$2,500.00</b>	Visa Number:

- Click **OPT Request**. The *OPT Employment* page opens.

## Exhibit 185: OPT Employment Page with Employers Listed

### OPT Employment

POST-COMPLETION - FULL TIME	Status	Receipt Number	
<b>Active</b>	APPROVED	XYZ1234678906	<a href="#">View</a> <a href="#">Extend</a>

#### OPT AUTHORIZATION DATES

OPT Dates	Start	End
DSO Recommended	05/20/2015	05/19/2016
USCIS Approved	05/20/2015	05/19/2016
<b>Actual</b>	05/20/2015	05/20/2016

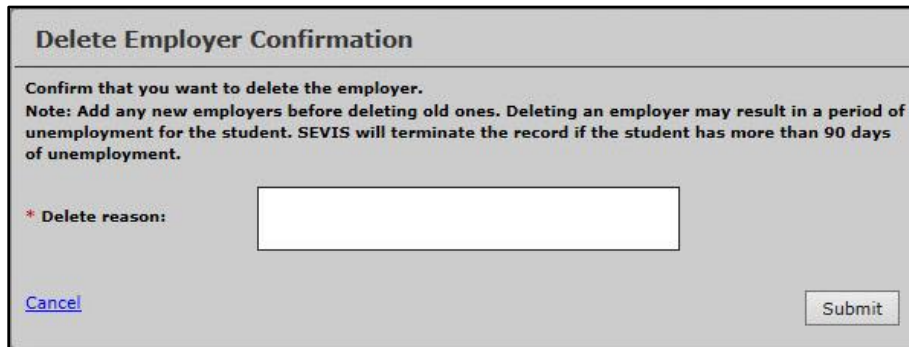
#### Employers

Employer Name	Start	End	Actions
XYZ Corporation	07/01/2015		<a href="#">Edit</a> <a href="#">Delete</a>

[Return](#)
[Print I-20](#)

- Click **Delete** next to the employer you want to delete. The *Delete Employer Confirmation* window opens.

## Exhibit 186: Delete Employer Confirmation Window



**Delete Employer Confirmation**

Confirm that you want to delete the employer.  
**Note:** Add any new employers before deleting old ones. Deleting an employer may result in a period of unemployment for the student. SEVIS will terminate the record if the student has more than 90 days of unemployment.

\* Delete reason:

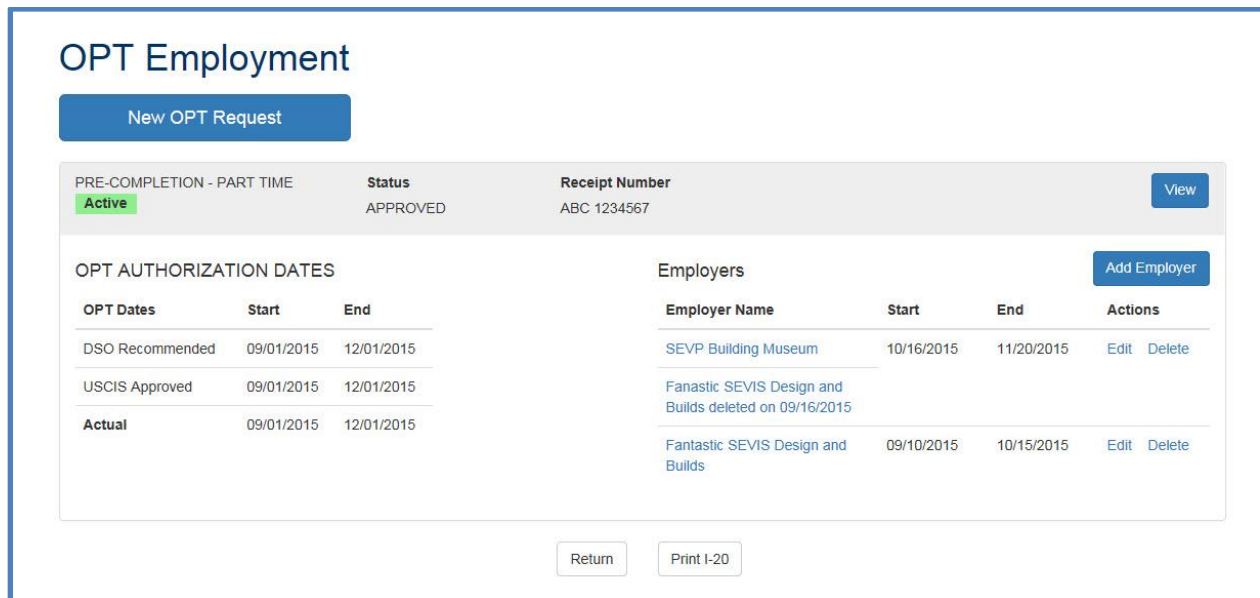
[Cancel](#)

4. Enter the **Delete Reason** and click either **Submit** or **Cancel**:

- **Submit:** Deletes the employer's information. A message indicates if the update was successful.
- **Cancel:** Cancels the action and returns the user to the *OPT Employment* page.

The deleted employer still displays on the *OPT Employment* page, but indicates the date the employer was deleted.

## Exhibit 187: OPT Employment Page with Employer Deleted



**OPT Employment**

[New OPT Request](#)

PRE-COMPLETION - PART TIME	Status	Receipt Number	<a href="#">View</a>
Active	APPROVED	ABC 1234567	

**OPT AUTHORIZATION DATES**

OPT Dates	Start	End
DSO Recommended	09/01/2015	12/01/2015
USCIS Approved	09/01/2015	12/01/2015
<b>Actual</b>	09/01/2015	12/01/2015

**Employers** [Add Employer](#)

Employer Name	Start	End	Actions
<a href="#">SEVP Building Museum</a>	10/16/2015	11/20/2015	<a href="#">Edit</a> <a href="#">Delete</a>
Fantastic SEVIS Design and Builds deleted on 09/16/2015			
<a href="#">Fantastic SEVIS Design and Builds</a>	09/10/2015	10/15/2015	<a href="#">Edit</a> <a href="#">Delete</a>

[Return](#) [Print I-20](#)

### 21.8.5 Correct Employer Data: Correction Requests and Data Fixes

If the student's employer information in SEVIS is not accurate, DSOs have two ways to correct data in a student record:

1. DSOs can add, edit, or delete OPT employer information for up to 60 days following the Actual OPT End Date.

2. Help Ticket (Data Fix): For any changes that cannot be requested through SEVIS, call the SEVIS Help Desk (1-800-892-4829) to request a data fix.

## 21.9 Practical Training Indicators and Three Sets of Dates

### 21.9.1 Understanding the Indicators for F-1 Optional Practical Training and M-1 Practical Training

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.

#### 21.9.1.1 ***OPT Status Indicator on the Request OPT Page and Students with Requested, Pending or Approved OPT List***

The OPT status indicator on these pages is a dark dot in the first column of the table.

### Exhibit 188: OPT Status Indicator on the Student List for OPT

Students With Requested, Pending, or Approved Optional Practical Training (OPT)											
<a href="#">Return to Lists</a>	Active	SEVIS ID	Visa Type	Name Family	First	DSO Recommended Start	End	USCIS Approved Start	End	OPT Type	Request Status
	●	N0004670307	F-1	<a href="#">Relish</a>	Vidalia	05/27/2014	05/26/2015	05/27/2014	05/26/2015	POST-COMPLETION	APPROVED
		N0004670010	F-1	<a href="#">Smithfield</a>	Hammond	07/01/2014	06/30/2015			POST-COMPLETION	REQUESTED

#### 21.9.1.2 ***OPT Status Indicator on the Student Information Page***

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

### Exhibit 189: 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>	

<b>Active Pre-Completion OPT:</b>	The student is working while studying towards the degree.
<b>Active Post-Completion OPT:</b>	The student is working under regular OPT after the program end date in SEVIS.
<b>Active STEM OPT:</b>	The student is working for an e-verify employer following an approved STEM extension of post-completion OPT.

**Active Cap Gap OPT:**

The student's OPT was extended because an employer filed a qualifying H-1B petition with USCIS.

**21.9.2 OPT Dates**

Three different sets of dates are associated with F-1 optional practical training (OPT) and M-1 practical training:

- DSO recommended dates
- USCIS-Approved OPT dates
- Actual OPT dates

**Exhibit 190: OPT Dates**

ACTIVE	FT/PT	Request Status	Receipt Number	DSO Recommended	USCIS Approved	Actual	OPT Type	Command
•	FT	APPROVED		Start: 05/27/2014 End: 05/26/2015	Start: 05/27/2014 End: 05/26/2015	Start: 05/27/2014 End: 05/26/2015	POST-COMPLETION	<a href="#">View</a> <a href="#">Edit</a>

Type of OPT Date	How It Is Entered into SEVIS:
<b>DSO-Recommended OPT Start Date</b>	<ul style="list-style-type: none"> <li>• Date the student wants OPT to start.</li> <li>• DSO enters this date into SEVIS.</li> <li>• For Post-Completion OPT, this cannot be earlier than the program end date.</li> </ul>
<b>DSO-Recommended OPT End Date</b>	<ul style="list-style-type: none"> <li>• Date the student wants OPT to stop.</li> <li>• DSO enters this date into SEVIS.</li> <li>• For pre-completion OPT, it cannot be after the program end date</li> </ul>
<b>USCIS- Approved OPT Start Date</b>	<ul style="list-style-type: none"> <li>• It is the date OPT is authorized to start.</li> <li>• It is reflected on the Employment Authorization Document (EAD)</li> <li>• This is received from USCIS via interface.</li> </ul>
<b>USCIS-Approved OPT End Date</b>	<ul style="list-style-type: none"> <li>• It is the date authorized OPT ends.</li> <li>• It is reflected on the EAD.</li> <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> </ul>

Type of OPT Date	How It Is Entered into SEVIS:
	<ul style="list-style-type: none"> <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>Completion of program</li> <li>Cap Gap extension, if qualifying H-1B petition was filed with USCIS</li> </ul> </li> </ul> <p><b>NOTE:</b> If the Actual OPT end date is adjusted for any of the reasons listed above, SEVIS does not automatically revert the Actual OPT end date if a Reinstatement, data fix or correction request subsequently restores the record to Active status. To restore the Actual OPT end date to mirror the USCIS-approved OPT End Date; call the SEVIS Help Desk to request a data fix.</p>

## 22 REINSTATEMENT

### 22.1 Overview of Reinstatement

Designated school officials (DSO), Department of Homeland Security (DHS) adjudicators, and the Student and Exchange Visitor Information System (SEVIS) [terminate student records for many reasons](#). Sometimes DSOs must help a student regain Active status in SEVIS after the record was terminated or completed.

#### 22.1.1 Options to regain Active Status in SEVIS

The chart below gives a very brief overview of three specific functions that can be used. The DSO must decide which option is most appropriate. This document focuses on the reinstatement process. Use the hyperlinks to learn more about the other processes.

Action	Use When
<a href="#">Correction Request to Change Student Status</a>	The student complied with regulations, but the record was terminated or completed anyway. For example, a DSO did not register the student for a session by the registration-reporting deadline when the student was actually enrolled in classes.
<b>Reinstatement</b>	<p>The student:</p> <ul style="list-style-type: none"> <li>Failed to maintain the terms of his or her immigration status; therefore, a DSO terminated the record as a result.</li> <li>Will resume full-time study.</li> </ul>

Action	Use When
	<ul style="list-style-type: none"> <li>Is able to prove eligibility for reinstatement according to F-1 or M-1 regulations.</li> </ul>
<u><a href="#">Leave the United States and re-enter on a new SEVIS record</a></u>	<ul style="list-style-type: none"> <li>The student is not eligible for reinstatement. For example, the student worked without permission.</li> </ul> <p>Or</p> <ul style="list-style-type: none"> <li>The student cannot wait for the time it takes the U.S. Citizenship and Immigration Services (USCIS) to decide a reinstatement case.</li> </ul> <p><b>Note:</b> For this option, the student must both:</p> <ul style="list-style-type: none"> <li>Get a new SEVIS number and a new Form I-20.</li> <li>Pay the I-901 SEVIS Fee again.</li> </ul> <p><b>Note:</b> For more information, see the regulations at 8 CFR 214.2(f)(8)(i).</p>

### 22.1.2 Regulations and Policy Guidance

DSOs must know the regulations and policies that apply to reinstatement for lawful immigration status.



- [For F-1 reinstatements: 8 CFR 214.2\(f\)\(16\)](#)
- [For M-1 reinstatements: 8 CFR 214.2\(m\)\(16\)](#)

### 22.1.3 Process at a Glance

The reinstatement process in SEVIS is simple; but it can take USCIS some time to adjudicate.

Step	Player	Action
1	DSO	<ul style="list-style-type: none"> <li>Recommends reinstatement in SEVIS.</li> <li>Prints and signs the Form I-20, Certificate of Eligibility for Nonimmigrant Student Status, issued for reinstatement.</li> </ul>
2	Student	<ul style="list-style-type: none"> <li>Signs Form I-20 issued for reinstatement.</li> <li>Completes and mails <a href="#">Form I-539, Application to Extend/Change Nonimmigrant Status</a>, to USCIS with fee and supporting documents.</li> </ul> <p><b>Note:</b> The <a href="#">Form I-539, Instructions for Application to Extend/Change Nonimmigrant Status</a>, lists the required documents to submit with the Form I-539.</p> <p><b>Note:</b> If the student has been out of status for more than five months, he</p>



Step	Player	Action
		<p>or she must also:</p> <ul style="list-style-type: none"> <li>• Pay the SEVIS I-901 fee again.</li> <li>• Explain why the reinstatement application could not be filed sooner.</li> </ul>
3	USCIS	<ul style="list-style-type: none"> <li>• Accepts/rejects the application.</li> <li>• Makes a decision and mails it to the student.</li> </ul> <p><b>Note:</b> USCIS may request additional information. USCIS will send all correspondence related to the application to the mailing address on the Form I-539.</p>
3a	SEVIS	<ul style="list-style-type: none"> <li>• SEVIS automatically emails the decision to the DSO who requested the reinstatement and to the PDSO.</li> <li>• If approved for reinstatement to a continuing program, SEVIS changes the status of the record to Active.</li> </ul>
4	Student	<ul style="list-style-type: none"> <li>• If approved for reinstatement to a new program, the student enrolls for the program, as indicated on the Form I-20.</li> <li>• If approved for reinstatement to a continuing program, the student resumes a full course of study, if he or she has not already done so.</li> <li>• If denied, the student follows the instructions in the denial notice.</li> </ul>
4a	DSO	<ul style="list-style-type: none"> <li>• If approved for reinstatement to a new program, the DSO must follow the <a href="#">registration</a> processes for the initial session at the school.</li> <li>• If approved for reinstatement to a continuing program, the DSO must register <a href="#">Registration</a> the student within 30 days and make sure the session dates are correct.</li> </ul> <p><b>Note:</b> SEVIS will terminate the record for failure to enroll, if the Initial or Next Session Start Date is past the regulatory deadline.</p>
4b	SEVIS	If denied, SEVIS closes the reinstatement request.

#### 22.1.4 Reinstatements and the “Five-Month Deadline”

A student can file for reinstatement at any time. These cases are harder if more than five months have passed since the record terminated or completed:

- Within the first five months, the student must explain:
  - Why the record was terminated.
  - How the student plans to maintain F-1 or M-1 status.
- After the five-month mark, the student must:
  - Pay the I-901 SEVIS Fee.

- Explain:
  - Why the record was terminated.
  - How the student plans to maintain F-1 or M-1 status.
  - Explain why the he or she could not file within the first five months.

The “Students Nearing Reinstatement Deadline” Alert List helps DSOs monitor potential cases that are exempt from another I-901 SEVIS Fee and that still qualify for the lower threshold for reinstatement.

### 22.1.5 Alerts and Student Lists

SEVIS provides two lists to help DSOs manage students who may need to be or have been recommended for reinstatement.



Read the SEVIS Help Hub article on [Alerts and Lists](#) to learn how to use alerts and lists.

#### 22.1.5.1 ***Alert List: Terminated Students Nearing Their Reinstatement Deadline***

This alert list includes student records terminated between 90 to 150 days ago. The list includes the students’:

- SEVIS ID
- Class of Admission
- Surname/Primary Name
- Given Name
- Termination Date
- Termination Reason

## Exhibit 191: Alert: Terminated Students Nearing Their Reinstatement Deadline

**Terminated Students Nearing Their Reinstatement Deadline**  
 180 Day Email School - Main Campus TEST

This document is FOR OFFICIAL USE ONLY (FOUO). It contains information that may be exempt from public release under the Freedom of Information Act (5 U.S.C. 552). It is to be controlled, stored, handled, transmitted, distributed, and disposed of in accordance with DHS policy relating to FOUO information and is not to be released to the public or other personnel who do not have a valid "need-to-know" without prior approval of an authorized DHS official. This information shall not be distributed beyond the dhs.gov network without prior authorization of the originator. If the "Eligible for Registration" column indicates that the student is not eligible, the student's record must be updated before registration. The Student Information page shows what information is needed. See Help for more details.

Show  entries

SEVIS ID	Class of Admission	Surname/Primary Name	Given Name	Termination Date	Termination Reason
N0004716970	F-1	Barnie	Calliou	01/22/2016	NO SHOW - SYSTEM TERMINATION

Excel CSV PDF Print Copy

Showing 1 to 1 of 1 entries

First Previous **1** Next Last

### 22.1.5.2 *Student List: Students Requesting Reinstatement*

This list includes the students that the DSO has requested reinstatement for; but whose reinstatement requests are pending approval by USCIS. The list includes the following for each student:

- SEVIS ID
- Class of Admission
- Surname/Primary Name
- Given Name
- Date of Request

## Exhibit 192: Student List - Students Requesting Reinstatement

### Students Requesting Reinstatement

**SEVP School for Advanced SEVIS Studies - SEVP School for Advanced SEVIS Studies**

This document is FOR OFFICIAL USE ONLY (FOUO). It contains information that may be exempt from public release under the Freedom of Information Act (5. U.S.C. 552). It is to be controlled, stored, handled, transmitted, distributed, and disposed of in accordance with DHS policy relating to FOUO information and is not to be released to the public or other personnel who do not have a valid "need-to-know" without prior approval of an authorized DHS official. This information shall not be distributed beyond the dhs.gov network without prior authorization of the originator. If the "Eligible for Registration" column indicates that the student is not eligible, the student's record must be updated before registration. The Student Information page shows what information is needed. See Help for more details.

Show  entries

SEVIS ID	Class of Admission	Name	Request Date
		Surname/Primary	Given
N0004706988	F-1	McCoy	Leonard
			06/24/2015

Showing 1 to 1 of 1 entries

## 22.2 Recommend Reinstatement

Reinstatement recommendations have two SEVIS pages:

- *Student Reinstatement: Contact and Program Information* page
- *Student Reinstatement: Financial Information* page

To recommend reinstatement:

1. Go to the *Student Information* page for the student.

## Exhibit 193: Student Information page with the Request Reinstatement link called out

Student Information			
<b>View:</b> Event History			
Request/Authorization Details	F-1 STUDENT <b>Grayte, Scott</b>	SEVP School for Advanced SEVIS Studies - SEVP School for Advanced SEVIS Studies Start Date: <b>September 1, 2015</b> End Date: <b>May 30, 2022</b>	Status: <b>TERMINATED</b> Status Change Date: <b>April 15, 2016</b> SEVIS ID: <b>N0004705846</b>
Employment Information			
<b>Actions:</b> <a href="#">Request Reinstatement</a>	<b>I-901 Fee due</b> <b>I-20 ISSUE REASON: CONTINUED ATTENDANCE</b> <b>TERMINATION REASON: FAILURE TO ENROLL - Student Automatically Terminated 90 days after next session start date</b>		
Transfer Out			
<b>Corrections:</b> <a href="#">Request Change to Program Dates</a> <a href="#">Request Change to Student Request</a> <a href="#">Request Change to Student Status</a> <a href="#">Request Change to Termination Reason</a>	<b>Personal / Contact</b>		
	Gender <b>MALE</b> Date of Birth <b>April 30, 1984</b> Age <b>32</b> Country of Birth <b>UNITED KINGDOM</b> Country of Citizenship <b>UNITED KINGDOM</b> U.S. Telephone Foreign Telephone	U.S. Address <b>10000 Nancy Lane, Fort Washington, MD 20744</b> Address Status <b>Override - New address, physical location</b> Foreign Address <b>1 Glasgow Blvd</b> <b>Glasgow, UNITED KINGDOM</b>	

2. Click **Request Reinstatement** link on the left side of the page. The *Student Reinstatement: Contact and Program Information* page opens.

## 22.2.1 Student Reinstatement: Contact and Program Information Page

## Exhibit 194: Student Reinstatement: Contact and Program Information page

**Student Reinstatement**  
 Contact and Program Information  
 SEVP School for Advanced SEVIS Studies  
 SEVIS ID: N0004705846  
Required fields are marked with an asterisk (\*)

**Class of Admission** F-1

---

**Contact**

<b>Foreign Address *</b> <b>Address *</b> <input type="text" value="1 Glasgow Blvd"/>  <b>City</b> <input type="text" value="Glasgow"/> <b>Province/Territory Postal Code</b> <input type="text" value=""/> <b>Country: *</b> <input type="text" value="UNITED KINGDOM"/>	<b>U.S Physical Address *</b> <b>U.S Address is not required for Border Commuter</b> <input type="checkbox"/> <b>Border Commuter</b> <a href="#">Edit Address</a> <input type="text" value="10000 Nancy Lane"/> <input type="text" value="Fort Washington MD 20744"/>	<b>U.S Mailing Address</b> <input type="checkbox"/> <b>Same as Physical Address</b> <a href="#">Add Mailing Address</a>
--	--	---

**Email Address:**  Enter an email address where the student can be reached. This can be a personal or school-issued email address. Email is not required for F-1 students in K-12 or M-1 students under the age of 14.

---

**Telephone**

Select one of the three telephone options for students. Telephone is not required for F-1 students in K-12 or M-1 Students under the age of 14.

☐ Student does not have a telephone number.

<b>Foreign Telephone</b> + <input type="text" value=""/> <input type="text" value=""/> Country Number Code	<b>US Telephone</b> ( <input type="text" value=""/> ) <input type="text" value=""/> - <input type="text" value=""/> Country Number Code
--	---

---

**Program**

<b>Program Start Date: *</b> <input type="text" value="09"/> / <input type="text" value="01"/> / <input type="text" value="2015"/>  <b>Program End Date: *</b> <input type="text" value="05"/> / <input type="text" value="30"/> / <input type="text" value="2022"/> <small>The length of this program is 80 months</small>	The Program Start Date is the date the student will report to school. This may or may not be the same as the start of classes. The Program End Date is the date the student is expected to finish the program of study.
--	---

<b>Initial Session Start Date *</b> <input type="text" value="MM"/> / <input type="text" value="DD"/> / <input type="text" value="YYYY"/>	Initial Session Start Date: Enter the date classes begin for the student. This may be the same as the Program Start Date.
--	---

<b>Education Level: *</b> <input type="text" value="DOCTORATE"/>	<b>Major Code 1 *</b> <input type="text" value="54.0104"/> <input type="button" value="Select"/> <small>History and Philosophy of Science and Technology</small>	<b>Major Code 2 *</b> <input type="text" value="00.0000"/> <input type="button" value="Select"/> <small>None</small> <input type="checkbox"/> No Major 2
	<b>Minor Code *</b> <input type="text" value="00.0000"/> <input type="button" value="Select"/> <small>None</small> <input type="checkbox"/> No Minor	

---

**English Proficiency:**

<b>Is English proficiency required by the school? *</b> <input checked="" type="radio"/> Yes <input type="radio"/> No	<b>Does the student have the required English Proficiency? *</b> <input checked="" type="radio"/> Yes <input type="radio"/> No
--	---

The *Student Reinstatement: Contact and Program Information* page has four sections:



- Contact
- Telephone
- Program
- English Proficiency

The fields on this page will display any existing information. The fields can be edited.

### 22.2.1.1 **Contact**

Complete or update the fields in the *Contact* section, if needed:

## Exhibit 195: Contact Section on Student Reinstatement: Contact and Program Information Page

- **Foreign Address\***
  - Enter the student's foreign address. All nonimmigrant students must have a foreign address, even if they are currently in the United States.
  - The Address and Country are required fields.
- **U.S. Physical Address**
  - Click **Add Address** to enter a U.S. address for the student, if they have one.
    - U.S. addresses are subject to validation.
    - The U.S. physical address is required for students seeking reinstatement.
  - If the student is a commuter student whose Country of Citizenship is Mexico or Canada, click the **Border Commuter** checkbox. The U.S. address is not required for these students.



See the SEVIS Help Hub article on [SEVIS Address Standards](#) for detailed information.

- **U.S. Mailing Address**

- Click **Add Mailing Address** to enter a mailing address for the student, if they have one.

**Note:** U.S. addresses are subject to validation.

- If the U.S. mailing address is the same as the U.S. physical address, click the **Same as Physical Address** checkbox.



See the SEVIS Help Hub article on [SEVIS Address Standards](#) for detailed information.

- **Email Address** – Enter a valid email address for the student.



See the SEVIS Help Hub for detailed [SEVIS Email Standards](#).

### 22.2.1.2 Telephone

Complete or update the three fields in the *Telephone* section, if needed:

## Exhibit 196: Telephone Section on Student Reinstatement: Contact and Program Information Page

Telephone	
Select one of the three telephone options for students. Telephone is not required for F-1 students in K-12 or M-1 Students under the age of 14.	
<input type="checkbox"/> Student does not have a telephone number.	
<b>Foreign Telephone</b> + <input type="text"/> - <input type="text"/> <small>Country Code    Number</small>	<b>US Telephone</b> ( <input type="text"/> ) <input type="text"/> - <input type="text"/>

**Note:** DSOs are required to provide information in only one of these fields:

- **Student does not have a telephone number** – Click checkbox, if the student has told you they do not have a telephone number.
- **Foreign Telephone** – Enter the country code and the phone number, if the student uses an international telephone number.
- **U.S. Telephone** – Enter the area code and the phone number, if the student uses a U.S. telephone number.



**Note:** Telephone is not required for F-1 students in K-12 or M-1 students under the age of 14.

### 22.2.1.3 **Program**

Complete or update the fields in the *Program* section:

## **Exhibit 197: Program Section on Student Reinstatement: Contact and Program Information Page**

**Program**

**Program Start Date: \***  
 09 / 01 / 2015  
 The Program Start Date is the date the student will report to school. This may or may not be the same as the start of classes. The Program End Date is the date the student is expected to finish the program of study.

**Program End Date: \***  
 05 / 30 / 2022  
 The length of this program is 80 months

**Initial Session Start Date \***  
 MM / DD / YYYY  
 Initial Session Start Date: Enter the date classes begin for the student. This may be the same as the Program Start Date.

**Education Level: \***  
 DOCTORATE

**Major Code 1 \***  
 54.0104  
 Select  
 History and Philosophy of Science and Technology

**Major Code 2 \***  
 00.0000  
 Select  
 None  
☐ No Major 2

**Minor Code \***  
 00.0000  
 Select  
 None  
☐ No Minor

- **Program Start Date\***
  - Enter the date on which the student will begin his or her program.
  - This may be the date of any required orientations or other activities before the start of classes.
  - This is a required field.

**Note:** Schools can choose to enter the Program Start Date and the Initial Session Start Date as the same date. In any case, the Program Start Date cannot be more than 30 days before the Initial Session Start Date.

- **Program End Date\***
  - Enter the expected date of completion of the academic or vocational program.
  - Do not consider grace periods or any future employment authorizations.
  - This is a required field.
- **Initial Session Start Date\***
  - Enter the date that the student will begin classes.
  - This date cannot be more than 30 days from the Program Start Date.
  - This is a required field.

- SEVIS allows DSOs to enter a date in the past.

**Note:** Registration deadlines and alerts are tied to this date.

- **Education Level\***

- Select the level of education pursued by the student from the drop-down list. The options include:

- **Primary**

Primary indicates the student is at a K-12 school, grades K-8 or their equivalent.

**Note:** If you select **Primary**, SEVIS will automatically enter the classification of instructional program (CIP) code for “Primary School” (90.0101) into the **Major Code 1** field. This cannot be edited.

- **Secondary**

Secondary indicates the student is at a K-12 school, grades 9-12 or their equivalent.

**Note:** If you select **Secondary**, there are ten acceptable CIP codes.

(1) Click **Select** under the **Major Code 1** field to display the acceptable CIP codes.

(2) Select the **CIP code number** link for the desired code.

- **Associate**

- **Bachelor’s**

- **Master’s**

- **Doctorate**

- **Language Training**

**Note:** If you select **Language Training**, SEVIS will enter the “Second Language Learning” CIP code (32.0109) into the **Major Code 1** field automatically. This cannot be edited.

- **Other**

**Note:** If you select **Other**, an **If Other, enter here** field appears. You must describe the education level here. This is a required field.



DSOs can only choose from three levels of education for M-1 students who seek reinstatement:

- High School
- Flight Training
- Other Vocational School

- Level of education must be selected before entering the Major codes.
- This is a required field.

- **Major Code 1\***

- Enter the CIP code of the student's primary major, or use the search tool by clicking **Select**. The *Acceptable CIP Codes* window opens.

**Note:** Search functionalities:

- Enter search terms to find the appropriate CIP code, for example, Communications, Business, Engineering, etc.
  - Search by the code family, for example, "14." for the Engineering programs.
- After selecting a code, SEVIS will enter the **CIP** code in the **Major Code 1** field.
  - This is a required field.

**Note:** You must select an Education Level before you can enter the Major code.

- **Major Code 2\***

**Note:** Some students have a secondary major, usually in a related field. Use this field for the secondary major CIP code.

- Enter the CIP code of the student's secondary major, or use the search tool by clicking **Select**. The *Acceptable CIP Codes* window opens.

**Note:** Search functionalities:

- Enter search terms to find the appropriate CIP code, for example, Communications, Business, Engineering, etc.
  - Search by the code family, for example, "14." for the Engineering programs.
- After selecting a code, SEVIS will enter the **CIP** code in the **Major Code 2** field.
  - If the student does not have a second major, click the **No Major 2** checkbox.
  - This is a required field.

- **Minor Code\***

**Note:** This field is used to select the CIP code for the student's minor field of study.

- Enter the CIP code of the student's minor program, or use the search tool by clicking **Select**. The *Acceptable CIP Codes* window opens.

**Note:** Search functionalities:

- Enter search terms to find the appropriate CIP code, for example, Communications, Business, Engineering, etc.
- Search by the code family, for example, "14." for the Engineering programs.

- After selecting a code, SEVIS will enter the **CIP** code in the **Minor Code** field.
- If the student does not have a minor, click the **No Minor** checkbox.
- This is a required field.

#### 22.2.1.4 **English Proficiency**

Complete or update the fields in the *English Proficiency* section, if needed:

1. In the *English Proficiency* section, answer the question “**Is English proficiency required by the school?**” Click either the **Yes** or **No** radio button:
  - **Yes** – Requires a further **Yes** or **No** confirmation that the student has the required English skills.

### Exhibit 198: English Proficiency Section of Student Reinstatement: Contact and Program Information Page with Yes Response

The screenshot shows the 'English Proficiency' section of the form. It contains two questions with radio button options:

- Is English proficiency required by the school? \*** with ☒ Yes and ☐ No.
- Does the student have the required English Proficiency? \*** with ☒ Yes and ☐ No.

At the bottom, there are five buttons: 'Save Draft I-20', 'Print Draft I-20', 'Back', 'Next' (highlighted in blue), and 'Delete Draft'.

- **No** – Requires an explanation on why the school does not require the student to be proficient in English.

### Exhibit 199: English Proficiency Section of Student Reinstatement: Contact and Program Information Page with No Response

The screenshot shows the 'English Proficiency' section of the form. It contains two questions:

- Is English proficiency required by the school? \*** with ☐ Yes and ☒ No.
- If No, explain why the school does not require English proficiency. \*** with a text box containing the text: 'ESL classes are offered as a part of the program.'

At the bottom right, it says 'Characters Remaining: 951'. At the bottom, there are five buttons: 'Save Draft I-20', 'Print Draft I-20', 'Back', 'Next' (highlighted in blue), and 'Delete Draft'.

3. Click **Next**. The *Student Reinstatement: Financial Information* page, the second page of the *Reinstatement* workflow opens.

#### 22.2.2 Student Reinstatement: Financial Information Page

Students must provide proof that they have the financial resources to live and study in the United States. On the *Student Reinstatement: Financial Information* page, enter or update information about the student’s expenses and funding for an academic year or the length of the program, whichever is shorter.

There are four sections on the *Financial Information* page:

- Financial
- Expenses
- Funding
- Remarks about the Student

The fields on this page will display any existing information. It can be edited.

## Exhibit 200: Student Reinstatement Financial Information Page

**Student Reinstatement**  
 Financial Information  
 SEVP School for Advanced SEVIS Studies  
 SEVIS ID: N0004705846  
Required fields are marked with an asterisk (\*)

---

Financial

Estimated costs and funding for \*  months
 

Enter the estimated expenses and sources of funding for an academic year or the length of the program, whichever is shorter. Funding must meet or exceed the estimated expenses.

*Expenses*

Tuition and Fees: \* \$

Living Expenses: \* \$

Expenses for dependents: \$

Other costs: \$

Specify other costs:

Total expenses: \$ 21,000.00

*Funding*

Student's personal funds: \* \$

Funds from this school: \$

School fund type:

Funds from other sources: \$

Other source type:

On-Campus employment: \$

Total funding: \$ 21,000.00

**Remarks about the Student** (Prints on page 1 of the Form I-20 in the "Remarks" section.)

Characters Remaining: 930

### 22.2.2.1 *Financial*

Enter or update the number of months (up to 12 months) for the estimated costs and funding in the *Financial* section.

## Exhibit 201: Financial Section on the Student Reinstatement Financial Information Page

Financial

Estimated costs and funding for \*  months
 

Enter the estimated expenses and sources of funding for an academic year or the length of the program, whichever is shorter. Funding must meet or exceed the estimated expenses.

- Use the drop-down list in the **Estimated costs and funding for\*\_\_ months** field to select the number of months for estimating expenses and sources of funding.

- Estimates should be for the length of the program or for an academic year, whichever is shorter.
- This is a required field.

#### 22.2.2.2 **Expenses**

Complete or update the fields in the *Expenses* section:

### **Exhibit 202: Expenses Section on Student Reinstatement: Financial Information Page**

The screenshot shows the 'Expenses' section of a form. It contains the following fields and values:

Field	Value
Tuition and Fees: *	\$ 15,000
Living Expenses: *	\$ 6,000
Expenses for dependents:	\$
Other costs:	\$
Specify other costs:	
<b>Total expenses:</b>	<b>\$ 21,000.00</b>

- **Tuition and Fees**
  - Enter the amount for the student's tuition and fees.
  - This is a required field.
- **Living Expenses**
  - Enter the amount for the student's living expenses.
  - This is a required field.
- **Expenses for Dependents**
  - Enter the amount of expenses for any dependents.
  - The number of dependents currently associated with the student displays by the field name.
  - This is a required field.
- **Other Costs** – Enter any other costs for the months of estimated expenses.

- **Specify Other Costs** – Enter the reason for any other costs.
- **Total Expenses** – SEVIS calculates the costs and displays the total expenses at the bottom of the *Expenses* section.

### 22.2.2.3 **Funding**

Complete or update the fields in the *Funding* section:

## Exhibit 203: Funding Section on Student Reinstatement: Financial Information Page

<b>Funding</b>	
<b>Student's personal funds: *</b>	\$ 0
<b>Funds from this school:</b>	\$ 21,000
<b>School fund type:</b>	scholarship and assistantship
<b>Funds from other sources:</b>	\$
<b>Other source type:</b>	
<b>On-Campus employment:</b>	\$
<b>Total funding:</b>	<b>\$ 21,000.00</b>

- **Student's Personal Funds\***
  - Enter the amount of the student's personal funds.
  - This is a required field.
- **Funds from this School** – Enter the amount of any funding offered by your school.
- **School Fund Type** – Enter the type of school fund offered by your school, for example, an academic scholarship.
- **Funds from Other Sources** – Enter the amount of any funding from any other sources.
- **Other Source Type** – Enter the type of funding from any other sources, for example, a private grant.

- **On-Campus Employment** – Enter the amount of funding from the student’s on-campus employment.
- **Total Funding** – SEVIS calculates and displays the student’s total funds at the bottom of the *Funding* section.

**Note:** The student’s total funds must meet or exceed the expenses, before the DSO may issue the student’s Reinstatement Form I-20.

#### 22.2.2.4 *Remarks about the Student*

Enter any comments about the student in the **Remarks about the Student** field:

Remarks about the Student (Prints on page 1 of the Form I-20 in the "Remarks" section.)

Student Automatically Terminated 90 days after next session start date

Characters Remaining: 930

Prev Request Reinstatement Cancel

- These remarks will print on the Form I-20.
- This field has a 1000-character limit.

### 22.3 Submit Request Reinstatement

After entering any necessary information, submit the request to SEVIS:

1. Click either **Prev**, **Cancel**, or **Request Reinstatement** at the bottom of the page.
  - **Prev** – Returns the user to the *Student Reinstatement: Contact and Program Information* page.
  - **Cancel** – Returns the user to the *Student Information* page without changing any information and without requesting reinstatement.
  - **Request Reinstatement** – Submits the request with any changes.
2. If **Request Reinstatement** was selected, the *Update Successful* page displays with two options, **Return to View Record** or **Print I-20**.



## Exhibit 204: Update Successful page for Reinstatement

**Update Successful**

The following Request ID was assigned to this request: 1998256

Mail this documentation to the DHS Service Center having jurisdiction over the location address of your institution. A list of addresses for these offices can be obtained via the DHS website, at [Reinstatement Filing Instructions](#).

Return to View RecordPrint I-20

- **Return to View Record** – Returns the user to the *Student Information* page.
- **Print I-20** – Generates the PDF of the form that can be printed.

### 22.4 Edit Reinstatement Request

Reinstatement requests cannot be edited. If the student has not sent the application to USCIS, cancel the request in SEVIS and submit a new one.

### 22.5 Cancel Reinstatement Request

DSOs occasionally have to cancel reinstatement requests in SEVIS. Mostly, this happens when:

- A student decides not to pursue reinstatement and has not sent the reinstatement application to USCIS.
- A DSO wrongly submitted a reinstatement request, instead of a correction request to change the student's status.
- The student has decided to leave the United States, rather than pursue the reinstatement.
- The student will not continue his or her studies at your school.



Do not cancel a reinstatement request that has already been sent to USCIS. Requests pending with USCIS must be formally withdrawn using USCIS procedures.

To cancel a reinstatement:

1. Go to the student's *Student Information* page.

## Exhibit 205: Student Information Page

**Student Information**

Reprint I-20

Print Draft I-20

**View:**  
Event History  
Request/Authorization Details  
Employment Information

**Actions:**  
**Cancel Reinstatement Request**

**Corrections:**  
Request Change to Program Dates

F-1 STUDENT  
**Grayte, Scott**

SEVP School for Advanced SEVIS Studies  
School for Advanced SEVIS Studies  
Start Date: **September 1, 2015** End Date: **2022**

**I-901 Fee due**

**Personal / Contact**  
Gender: **MALE**  
Date of Birth: **April 30, 1984** Age **32**  
Country of Birth: **UNITED KINGDOM**  
Country of Citizenship: **UNITED KINGDOM**  
U.S. Telephone: **None**

2. Click **Cancel Reinstatement Request**. The *Cancel Reinstatement Request* page opens.

## Exhibit 206: Cancel Reinstatement Request Page

**SEVP School for Advanced SEVIS Studies**  
**Cancel Reinstatement Request**

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

F-1 Student  
**Grayte, Scott**

SEVP School for Advanced SEVIS Studies -  
SEVP School for Advanced SEVIS Studies  
Start Date: 09/01/2015 End Date: 05/30/2022

Status: **TERMINATED**  
SEVIS ID: **N0004705846**

**Remarks:**

**Cancel Reinstatement** **Reset Values** **Cancel**

3. Enter any remarks to explain why the request is being cancelled.
  4. Click **Cancel Reinstatement**, **Reset Values**, or **Cancel**.
- **Cancel Reinstatement** – Submits the request to cancel the reinstatement.

- **Reset Values** – Clears any values entered into any of the fields on the page.
- **Cancel** – Returns the user to the *Student Information* page without making any changes.

## 22.6 Withdraw Reinstatement Request Pending with USCIS

DSOs should not cancel in SEVIS any Reinstatement requests that have been mailed to USCIS. The student must write USCIS to withdraw the application.

## 23 VIEW MENU

### 23.1 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

1. Navigate to the *Student Information* page.

## Exhibit 207: Student Information Page with Event History Called Out

Student Information		
<a href="#">Actions:</a> <a href="#">Authorize To Drop Below Full Course</a> <a href="#">Change Education Level</a> <a href="#">Complete Program</a> <a href="#">Disciplinary Action</a> <a href="#">Extend Program</a> <a href="#">Registration</a> <a href="#">Shorten Program</a> <a href="#">Terminate Student</a> <a href="#">Transfer Out</a> <a href="#">Edits:</a> <a href="#">Dependents</a> <a href="#">Financial Information</a> <a href="#">Personal Information</a> <a href="#">Program Information</a> <a href="#">View:</a> <a href="#">Event History</a> <a href="#">Request/Authorization Details</a> <a href="#">Employment/Transfer</a>	<div>Reprint I-20</div> <div>Print Draft I-20</div>	<div>Personal Information</div> <div>SEVIS ID: N0004705861</div> <div>Surname/Primary Name: Testy</div> <div>Given Name: Test</div> <div>Suffix:</div> <div>Passport Name:</div> <div>Preferred Name: Test Testy</div> <div>SEVIS Legacy Name: Jay SamThree</div> <div>Country of Birth: UNITED KINGDOM</div> <div>Date of Birth: 02/05/1957</div> <div>Country of Citizenship: UNITED KINGDOM</div> <div>Gender: MALE</div> <div>Foreign Address: 4432 FrnAddrAC Ste 340 FrnCityAC FrnProvinceAC 2203404 CAMBODIA</div> <div>U.S. Address: 126 N Wayne St Arlington VIRGINIA 22201</div> <div>Address Status: Not Validated</div> <div>Email Address: TT5@xyz.com</div> <div>Telephone:</div> <div>U.S. Number: 555-555-5555</div> <div>Foreign Number:</div>
		<div>Program Information</div> <div>Status: ACTIVE</div> <div>Date of Last Event: 10/18/2015</div> <div>Termination Reason:</div> <div>Visa Type: F-1</div> <div>School Name: SEVP School for Advanced SEVIS Studies</div> <div>School Code: BAL214F44444000</div> <div>Campus Name: SEVP School for Advanced SEVIS Studies</div> <div>I-20 Issue Reason: CONTINUED ATTENDANCE</div> <div>Education Level: MASTER'S</div> <div>Major: 14.1101 - Engineering Mechanics</div> <div>Secondary Major: 14.3401 - Forest Engineering</div> <div>Minor: 14.3401 - Forest Engineering</div> <div>Program Start Date: 04/24/2012</div> <div>Program End Date: 04/24/2016</div> <div>Normal Length of Study: 36</div> <div>Current Session End Date: 12/01/2015</div> <div>Next Session Start Date: 01/01/2016</div> <div>School Requires English Proficiency: Yes</div> <div>Student Has English Proficiency: Yes</div> <div>English Is Not Required Because:</div> <div>Remarks:</div>

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 208: Event History Page

**Event History**

F-1 Student  
**Testy, Test**

SEVP School for Advanced SEVIS Studies - SEVP  
School for Advanced SEVIS Studies  
Start Date: 04/24/2012 End Date: 04/24/2016

Status: **ACTIVE**  
SEVIS ID: **N0004705861**

1 **Expand All**

2 Search:

3 Enter the date range and click the button to filter by event date  
From:  To:  Filter

Event Name	Event Date	Resulting Status	Performed By																		
+ Registration	10/18/2015 20:18:05	ACTIVE	Helene Robertson																		
- Address Update	10/18/2015 20:15:23	ACTIVE	Helene Robertson																		
<table border="1"> <thead> <tr> <th>Field Changed</th> <th>Old Value</th> <th>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																		
+ Name Updated	09/29/2015 18:41:49	ACTIVE	Helene Robertson																		
of Session Dates	09/29/2015	ACTIVE	Official																		
+ Address	2015 11:11:10		Ann v.																		
Record Created	04/24/2015 11:11:10	INITIAL	Ann Vamasiri																		

6

**Return**

b. Features:

Feature	Function
1. <b>Expand All</b>	Expands all events in the history for which additional details are available.
2. <b>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> <p><b>Note:</b> 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>

Feature	Function
3. <b>From: and To: Date fields</b>	Allows the user to limit the list to events that happened between two specific dates.
4. <b>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>
5. <b>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>
6. <b>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.

## 23.2 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 of the following:

- Latest post-completion OPT end date
- Program end date
- 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 opens as depicted on the *Current Request/Authorization Details* page.



## Exhibit 209: Current Request/Authorization Details Page

Current Request/Authorization Details			
F-1 Student <b>Araya, Karin</b>		SEVP School for Advanced SEVIS Studies - SEVP School for Advanced SEVIS Studies Start Date: 10/15/2013 End Date: 12/31/2014	Status: <b>ACTIVE</b> SEVIS ID: <b>N0004705534</b>
GENDER	FEMALE	EMAIL	<a href="mailto:karaya@gmail.com">karaya@gmail.com</a>
DOB	11/08/1994		
PREFERRED NAME	Karin Araya	U.S. ADDRESS	2286 Maud Street Wilmington , DE 19802
PASSPORT NAME			
COUNTRY OF BIRTH	JAPAN		
CITIZENSHIP	JAPAN		
			
CPT Employment:		No Current CPT Employment	
Off-Campus Employment:		No Current Off-Campus Employment	
Authorized To Drop Below Full Course:			
Start Date:	10/20/2015		
End Date:	11/02/2015		
Reason:	ILLNESS OR MEDICAL CONDITION		
Transfer:		No Current Transfer Request	
Disciplinary Action Recorded:		No Record of Disciplinary Action	
Cap-Gap Extension:		No Current Cap-Gap Extension	
Change of Status:		No Pending Change of Status Request	
Pending Correction Requests:			
Request ID:	103692		
Request Type:	Student Request Change		
Request Date:	10/18/2015		
Requestor Name:	Ingrid Mercer		
Requestor Phone Number:	222-222-2222		
Student Request Type:	OPT		
Student Request Status Requested:	APPROVED		
Correction Remarks:	This student's OPT has been approved for the above dates.		
<input type="button" value="Return"/>			

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

### 23.3 Transfer History

Transfer History is a list of each approved, completed transfer for a student. From the *Student Information* page, click the **Transfer History** link on the **View** menu to view the student's transfer history.

In addition to summary data for the student, the *Transfer History* page includes the following:



Event	Description
Release Date	Date on which the student is released from the old school to the new school.
Transfer From School/Campus Name	School/campus from where the student transferred.
Transfer From School Code	Code for the school from where the student transferred.
Transfer To School/Campus Name	School/campus to where the student transferred.
Transfer To School Code	Code for the school to where the student transferred.

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

## 24 CORRECTIONS MENU

### 24.1 General Information

Corrections are actions taken on a student record to amend errors. Certain corrections are made directly by the school official, while others require review by DHS. Corrections are not normal functions included in the day-to-day maintenance of a student's record in SEVIS.

Inaccurate data in SEVIS can:

- Affect the status of a student's SEVIS record.
- Affect a student's eligibility for benefits.
- Affect a student's application for an F-1/M-1 visa.
- Affect a student's application for admission.

There are three ways for P/DSOs to correct data in SEVIS.

Method	Used When
<b>PDSO Correction</b>	<p>PDSOs can immediately correct student records for two situations by using the "PDSO Correction" option in SEVIS:</p> <ul style="list-style-type: none"><li>• Return record to Initial status for up to 15 days after cancelation or after registration.</li><li>• Extend Program up to 15 days after program end date.</li></ul> <p><b>Note:</b> PDSOs must maintain documentation of the reason for the correction in the student's file, in case it is ever requested.</p>

Method	Used When
<b>Correction Request</b>	<p>PDSOs and DSOs can request the following changes to student records by using the “Correction Request” option in SEVIS:</p> <ul style="list-style-type: none"> <li>• Change to program dates</li> <li>• Change to student status</li> <li>• Change to student request status</li> <li>• Change to termination reason</li> </ul> <p><b>Note:</b> Each request receives a correction number and is adjudicated by the SEVIS Help Desk.</p>
<b>Help Desk Ticket (Data Fix)</b>	<p>For complicated correction requests, the P/DSO can submit a Help Desk Ticket (data fix) by calling the SEVIS Help Desk (1-800-892-4829).</p>

Always check federal regulations before using any of these correction requests:

- [8 CFR 214.2\(f\)](#)
- [8 CFR 214.2\(m\)](#)

When correcting data in SEVIS, maintain good records in the student’s file. SEVP may ask a DSO to send documentation to support the change.



The links to perform the corrections will not display on the *Student Information* page unless the student’s circumstances fall within the prescribed parameters. For example, the **Return to Initial Status** link will only display in the **Corrections** menu for 15 days after the student’s record was canceled or activated providing there are no requests on the record except for change of status.

## 24.2 Corrections the PDSO Can Make

Principal Designated School Officials (PDSOs) can correct student SEVIS records in the following cases:

Situation	PDSO Correction Action
Student’s record is in Cancelled status, but should be in Initial.	PDSO can use the Return to Initial Status correction within 15 days of the record cancellation.
Student’s record is in Active status, but should be in Initial.	<p>PDSO can use the Return to Initial Status correction within 15 days of record registration.</p> <p><b>Note:</b> If the record contains any of the following requests, this PDSO record correction cannot be used:</p>

Situation	PDSO Correction Action
	<ul style="list-style-type: none"> <li>• Employment</li> <li>• Extension</li> <li>• Transfer out</li> <li>• Change of Education Level</li> </ul>
Student's program was not extended before Program End Date.	PDSO can use the Extend Program correction up to 15 days after the Program End Date.
Student's record was just transferred-in and student needs a transfer to another SEVIS-certified school.	PDSO can use the Transfer Out correction as long as the transferred-in record has not been registered and remains in Initial status.



Only the PDSO can take these actions. The links for these actions do not display for DSOs.

All of these actions will be reflected as a correction in the student's Event History and in the school's Data Correction Reports.

If a PDSO has missed the 15-day window for the first three options, he/she can correct the record by submitting a Correction Request to:

- Change Student Status
- Change to Program Dates

### 24.2.1 Return to Initial Status

To return a Cancelled or Active record to Initial status:

1. Navigate to the *Student Information* page:
  - If the record is in Canceled status, click **Return to Initial Status**, as indicated below.

## Exhibit 210: Student Information Page on Canceled Record with Return to Initial Status Called Out

[View:](#) [Event History](#) [Request/Authorization Details](#) [Employment Information](#) [Corrections:](#) [Request Change to Program Dates](#) [Request Change to Student Status](#) [Return to Initial Status](#) [Terminate Student](#)

[Return to Canceled Status Students \(past 18 months\)](#)

### Student Information

Personal Information	Program Information
SEVIS ID: <b>N0004713091</b>	Status: <b>CANCELED</b>
Surname/Primary Name: <b>Biro</b>	Date of Last Event: <b>09/09/2015</b>
Given Name: <b>Bernat Tomi</b>	Cancellation Reason: <b>SYSTEM CANCELED NOT ATTENDING</b>
Suffix:	Visa Type: <b>F-1</b>
Passport Name:	School Name: <b>Crystal City Commu</b>
Preferred Name: <b>Bernat Tomi Biro</b>	School Code: <b>WAS214F58886000</b>
SEVIS Legacy Name:	Campus Name: <b>Crystal City Commu</b>
Country of Birth: <b>HUNGARY</b>	I-20 Issue Reason: <b>INITIAL</b>
Date of Birth: <b>08/31/1990</b>	Education Level: <b>BACHELOR'S</b>
Country of Citizenship: <b>HUNGARY</b>	Major: <b>36.0110 - Art</b>
Gender: <b>MALE</b>	Secondary Major: <b>00.0000 - None</b>
Foreign Address: <b>Vajdahunyad utca 18 Budapest 1082 HUNGARY</b>	Minor: <b>00.0000 - None</b>
U.S. Address:	Program Start Date: <b>07/01/2015</b>
Email Address:	Program End Date: <b>05/31/2019</b>
	Length of Study: <b>48</b>

- If the record is in Active status, click **Return to Initial Status**, as indicated below:

## Exhibit 211: Student Information Page on Active Record with Return to Initial Status Called Out

Student Information																																																																											
<b>Actions:</b> <a href="#">Authorize To Drop Below Full Course</a> <a href="#">Change Education Level</a> <a href="#">Complete Program</a> <a href="#">Disciplinary Action</a> <a href="#">Extend Program</a> <a href="#">Registration</a> <a href="#">Shorten Program</a> <a href="#">Terminate Student</a> <a href="#">Transfer Out</a> <b>Edits:</b> <a href="#">Dependents</a> <a href="#">Financial Information</a> <a href="#">Personal Information</a> <a href="#">Program Information</a> <b>View:</b> <a href="#">Event History</a> <a href="#">Request/Authorization Details</a> <a href="#">Transfer History</a> <b>Employment/Training:</b> <a href="#">CPT Employment Authorization</a> <a href="#">Off-Campus Employment</a> <a href="#">OPT Request</a> <a href="#">Employment Information</a> <b>Corrections:</b> <a href="#">Request Change to Program Dates</a> <a href="#">Request Change to Student Status</a> <a href="#">Return to Initial Status</a>	<div> Reprint I-20 Print Draft I-20 </div> <table border="1"> <thead> <tr> <th>Personal Information</th> <th>Program Information</th> </tr> </thead> <tbody> <tr> <td>SEVIS ID: <b>N0004705863</b></td> <td>Status: <b>ACTIVE</b></td> </tr> <tr> <td>Surname/Primary Name: <b>Obama</b></td> <td>Date of Last Event: <b>09/22/2015</b></td> </tr> <tr> <td>Given Name: <b>Tendai</b></td> <td>Termination Reason:</td> </tr> <tr> <td>Suffix:</td> <td>Visa Type: <b>F-1</b></td> </tr> <tr> <td>Passport Name:</td> <td>School Name: <b>Crystal City Commu</b></td> </tr> <tr> <td>Preferred Name: <b>Tendai Obama</b></td> <td>School Code: <b>WAS214F588600</b></td> </tr> <tr> <td>SEVIS Legacy Name: <b>Tendai Obama</b></td> <td>Campus Name: <b>Crystal City Comm</b></td> </tr> <tr> <td>Country of Birth: <b>MALI</b></td> <td>I-20 Issue Reason: <b>CONTINUED ATT</b></td> </tr> <tr> <td>Date of Birth: <b>08/25/1990</b></td> <td>Education Level: <b>ASSOCIATE</b></td> </tr> <tr> <td>Country of Citizenship: <b>MALI</b></td> <td>Major: <b>54.0101 - Histor</b></td> </tr> <tr> <td>Gender: <b>FEMALE</b></td> <td>Secondary Major: <b>00.0000 - None</b></td> </tr> <tr> <td>Foreign Address: <b>2596 Greenfield St. Bamako MALI</b></td> <td>Minor: <b>00.0000 - None</b></td> </tr> <tr> <td>U.S. Address: <b>322 23RD ST S ARLINGTON VIRGINIA 22202</b></td> <td>Program Start Date: <b>08/15/2015</b></td> </tr> <tr> <td>Address Status: <b>CSZ Valid</b></td> <td>Program End Date: <b>05/31/2017</b></td> </tr> <tr> <td>Address Type: <b>U - Unvalidated; no override</b></td> <td>Normal Length of Study: <b>24</b></td> </tr> <tr> <td>Email Address:</td> <td>Current Session End Date: <b>12/15/2015</b></td> </tr> <tr> <td>Telephone:</td> <td>Next Session Start Date: <b>01/15/2016</b></td> </tr> <tr> <td>U.S. Number:</td> <td>School Requires English Proficiency: <b>Yes</b></td> </tr> <tr> <td>Foreign Number:</td> <td>Student Has English Proficiency: <b>Yes</b></td> </tr> <tr> <td></td> <td>English Is Not Required Because:</td> </tr> <tr> <td></td> <td>Remarks:</td> </tr> </tbody> </table> <table border="1"> <thead> <tr> <th>Financial Information</th> <th>Travel Information</th> </tr> </thead> <tbody> <tr> <td>Number of Months: <b>09</b></td> <td>Passport Number:</td> </tr> <tr> <td>Tuition Fees: <b>\$20,000.00</b></td> <td>Passport Expiration Date:</td> </tr> <tr> <td>Living Expenses: <b>\$10,000.00</b></td> <td>Visa Number:</td> </tr> <tr> <td>Dependent Expenses:</td> <td>Visa Issue Date:</td> </tr> <tr> <td>Other Costs:</td> <td>Visa Expiration Date:</td> </tr> <tr> <td>Other Costs Comment:</td> <td>Visa Issue Post:</td> </tr> <tr> <td>Total Expenses: <b>\$30,000.00</b></td> <td>Port of Entry:</td> </tr> <tr> <td>Student's Personal Funds: <b>\$30,000.00</b></td> <td>Date of Entry:</td> </tr> <tr> <td>Funds From This School:</td> <td>I-94/Admission Number:</td> </tr> <tr> <td>Fund Type:</td> <td>Port of Departure:</td> </tr> <tr> <td>or Sources:</td> <td>Date of Departure:</td> </tr> <tr> <td>Source Type:</td> <td></td> </tr> <tr> <td>On-Campus Employment:</td> <td></td> </tr> <tr> <td>Total Funding: <b>\$30,000.00</b></td> <td></td> </tr> </tbody> </table>	Personal Information	Program Information	SEVIS ID: <b>N0004705863</b>	Status: <b>ACTIVE</b>	Surname/Primary Name: <b>Obama</b>	Date of Last Event: <b>09/22/2015</b>	Given Name: <b>Tendai</b>	Termination Reason:	Suffix:	Visa Type: <b>F-1</b>	Passport Name:	School Name: <b>Crystal City Commu</b>	Preferred Name: <b>Tendai Obama</b>	School Code: <b>WAS214F588600</b>	SEVIS Legacy Name: <b>Tendai Obama</b>	Campus Name: <b>Crystal City Comm</b>	Country of Birth: <b>MALI</b>	I-20 Issue Reason: <b>CONTINUED ATT</b>	Date of Birth: <b>08/25/1990</b>	Education Level: <b>ASSOCIATE</b>	Country of Citizenship: <b>MALI</b>	Major: <b>54.0101 - Histor</b>	Gender: <b>FEMALE</b>	Secondary Major: <b>00.0000 - None</b>	Foreign Address: <b>2596 Greenfield St. Bamako MALI</b>	Minor: <b>00.0000 - None</b>	U.S. Address: <b>322 23RD ST S ARLINGTON VIRGINIA 22202</b>	Program Start Date: <b>08/15/2015</b>	Address Status: <b>CSZ Valid</b>	Program End Date: <b>05/31/2017</b>	Address Type: <b>U - Unvalidated; 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2. A confirmation message appears explaining the additional documentation that must be kept on file.

## Exhibit 212: Confirmation Message

**Confirm**

Your school must retain documentation in accordance with 8 CFR 214.3(g) that shows your justification for taking this action. The documentation should be signed by the PDSO. It must be provided to the SEVIS Program Office upon request.

3. Click one of the following:
  - **I Agree:** Indicates the PDSO will maintain the appropriate supporting documentation and opens the *Return to Initial Status* page.
  - **Cancel:** Cancels the correction request and opens the *Student Information* page.
4. On the *Return to Initial Status* page:
  - Click the correct **Issue Reason**.
  - Enter explanation in **Reason for Correction** field. (Field allows 500 characters.)

## Exhibit 213: Return to Initial Status Page

**Return to Initial Status**

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

F-1 Student <b>Biro, Bernat Tomi</b>	Crystal City Community College - Crystal City Community College Start Date: 07/01/2015   End Date: 05/31/2019	Status: <b>CANCELED</b> SEVIS ID: <b>N0004713091</b>
---	---	---

1.\* Issue Reason:

2.\* Reason for Correction:

Initial Attendance  
 Initial Attendance - Change of Status Requested

5. Click one of the following:
  - **Submit Correction:** A message indicates the update was successful. Chose one of the option buttons:
    - **Return to View Record:** Returns user to *Student Information* page. The status is Initial.
    - **Print I-20:** Prints the Form I-20.
  - **Reset Values:** Returns the previous values to the fields.

- **Cancel:** Cancels the Return to Initial Status correction request and opens the *Student Information* page.

### 24.2.2 Extend Program after Program End Date



Before using this correction option, PDSOs should consult the regulations regarding program extensions.

[8 CFR 214.2\(f\)\(7\)\(i-iii\)](#)

The PDSO should take this opportunity to verify continued funding for the program extensions.

To extend the program within 15 days of the Program End Date:

1. Navigate to the *Student Information* page.

## Exhibit 214: Student Information Page with Extend Program Called Out

Student Information		
<b>Actions:</b> <a href="#">Authorize To Drop Below Full Course</a> <a href="#">Cap-Gap Extension</a> <a href="#">Change Education Level</a> <a href="#">Complete Program</a> <a href="#">Disciplinary Action</a> <a href="#">Registration</a> <a href="#">Shorten Program</a> <a href="#">Terminate Student</a> <a href="#">Transfer Out</a> <b>Edits:</b> <a href="#">Dependents</a> <a href="#">Financial Information</a> <a href="#">Personal Information</a> <a href="#">Program Information</a> <b>View:</b> <a href="#">Event History</a> <a href="#">Request/Authorization Details</a> <a href="#">Employment/Training:</a> <a href="#">CPT Employment Authorization</a> <a href="#">Off-Campus Employment</a> <a href="#">OPT Request</a> <a href="#">Employment Information</a> <b>Corrections:</b> <a href="#">Extend Program</a> <a href="#">Request Change to Program Dates</a> <a href="#">Request Change to Student Status</a> <a href="#">Return to Initial Status</a>	<b>Personal Information</b> SEVIS ID: <b>N0004714215</b> Surname/Primary Name: <b>Rangi</b> Given Name: <b>Tamati</b> Suffix: Passport Name: Preferred Name: <b>Tamati Rangi</b> SEVIS Legacy Name: Country of Birth: <b>NEW ZEALAND</b> Date of Birth: <b>03/31/1990</b> Country of Citizenship: <b>NEW ZEALAND</b> Gender: <b>MALE</b> Foreign Address: <b>56 Maple Boulevard Rd 2 Wellington 6004 NEW ZEALAND</b> U.S. Address: <b>445 23RD ST S ARLINGTON VIRGINIA 22202</b> Address Status: <b>CSZ Valid</b> Address Type: <b>U - Unvalidated; no override</b> Email Address: <b>trangi@gmail.com</b> <b>Telephone:</b> U.S. Number: <b>202-135-5793</b> Foreign Number:	<b>Program Information</b> Status: <b>ACTIVE</b> Date of Last Event: <b>09/15/2015</b> Termination Reason: Visa Type: <b>F-1</b> School Name: <b>Crystal City Community College</b> School Code: <b>WAS214F58886000</b> Campus Name: <b>Crystal City Community College</b> I-20 Issue Reason: <b>CONTINUED ATTENDANCE</b> Education Level: <b>MASTER'S</b> Major: <b>14.0701 - Chemical Engineering</b> Secondary Major: <b>00.0000 - None</b> Minor: <b>00.0000 - None</b> Program Start Date: <b>08/15/2013</b> Program End Date: <b>09/14/2015</b> Normal Length of Study: <b>24</b> Current Session End Date: <b>09/14/2015</b> Next Session Start Date: <b>Student in last session</b> School Requires English Proficiency: <b>Yes</b> Student Has English Proficiency: <b>Yes</b> English Is Not Required Because: Remarks:
	<b>Financial Information</b> Number of Months: <b>09</b> Tuition Fees: <b>\$27,000.00</b> Living Expenses: <b>\$10,000.00</b> Dependent Expenses: Other Costs: Other Costs Comment: <b>Total Expenses: \$37,000.00</b> Student's Personal Funds: <b>\$0.00</b> Funds From This School: <b>\$40,000.00</b> School Fund Type: <b>graduate assistantship</b> Funds From Other Sources: Source Type:	<b>Travel Information</b> 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: Port of Departure: Date of Departure:

2. Click **Extend Program**.
3. A confirmation message appears explaining the additional documentation that must be kept.



## Exhibit 215: Confirmation Message

**Confirm**

Your school must retain documentation in accordance with 8 CFR 214.3(g) that shows your justification for taking this action. The documentation should be signed by the PDSO. It must be provided to the SEVIS Program Office upon request.

4. Click one of the following:
  - **I Agree:** Indicates the PDSO will maintain the appropriate supporting documentation and opens the *Extend Program* page.
  - **Cancel:** Cancels the correction request and opens the *Student Information* page.
5. On the *Extend Program* page, the following required fields are marked with a red asterisk (\*):
  - New Program End Date
  - Medical or Academic Circumstance That Necessitate Extension (Explanation field allows 500 characters.)
  - Reason for Correction (Explanation field allows 500 characters.)

## Exhibit 216: Extend Program Page

### Extend Program

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

F-1 Student


**Rangi, Tamati**

**Crystal City Community College - Crystal City Community College**

Start Date: 08/15/2013    End Date: 09/14/2015

Status: **ACTIVE**

SEVIS ID: **N0004714215**



<b>1. * New Program End Date:</b>	<input type="text"/>	(MM/DD/YYYY)
<b>2. * Medical or Academic Circumstances That Necessitate Extension:</b>	<input style="width: 100%;" type="text"/>	
<b>3. * Reason for Correction:</b>	<input style="width: 100%;" type="text"/>	

6. Click one of the following:

- **Extend Program:** A message indicates the update was successful. Chose one of the option buttons:
  - **Return to View Record:** Returns user to *Student Information* page.
  - **Print I-20:** Prints the Form I-20.
- **Reset Values:** Deletes the values in the fields.
- **Cancel:** Cancels the correction request and opens the *Student Information* page.

### 24.2.3 Transfer Out

If a student has been transferred to a school in error and the transfer release date has already passed at the transfer-out school, the PDSO at the transfer-in school may perform a transfer correction to transfer the student record to the correct school.

**Note:** If the student decides to remain at his/her original school (after the transfer release date), contact the SEVIS Help Desk ((800) 892-4829) and request that the transfer be canceled. Performing a transfer correction on a student wishing to remain at his/her original school will create a new student record and important information will be lost.

If the release date has not yet passed, the PDSO or DSO at the transfer-out school must cancel the transfer. (The section on [Cancel Transfer](#) provides further instruction.)



The PDSO may correct the transfer only if the student is in Initial status and the transfer has not yet been completed in SEVIS. DSOs do not have this ability. Once a student is registered, the transfer is marked complete and the **Transfer Out** link in the **Corrections** menu will no longer be available even if the student is returned to Initial status.



When creating the Initial record from the transfer-in Draft status, enter the following for the required fields:

- **Primary Major:** General Studies
- **Normal Length of Study:** 1
- **Program Start Date:** Today's date
- **Program End Date:** Tomorrow's date
- **English Proficiency:** Yes, Yes
- **Number of Months in Academic Term:** 1
- **Tuition and Fees:** 1
- **Living Expenses:** 1
- **Student's Personal Funds:** 2

Once the record is in Initial status, the PDSO should:

1. Navigate to the *Student Information* page

### Exhibit 217: Student Information page with PDSO Transfer Out Correction Option

Student Information																																													
<b>Actions:</b> <a href="#">Registration</a> <a href="#">Terminate Student</a> <b>Edits:</b> <a href="#">Dependents</a> <a href="#">Financial Information</a> <a href="#">Personal Information</a> <a href="#">Program Information</a> <b>View:</b> <a href="#">Event History</a> <a href="#">Request/Authorization Details</a> <a href="#">Employment Information</a> <b>Corrections:</b> <a href="#">Request Change to Program Dates</a> <a href="#">Request Change to Student Status</a> <a href="#">Transfer Out</a>	<div> Reprint I-20 Print Draft I-20 </div> <table> <tr> <th>Personal Information</th> <th>Program Information</th> </tr> <tr> <td>SEVIS ID: <b>N0004706664</b></td> <td>Status: <b>INITIAL</b></td> </tr> <tr> <td>Surname/Primary Name: <b>Bogdan</b></td> <td>Date of Last Event: <b>01/08/2016</b></td> </tr> <tr> <td>Given Name: <b>Mihaj</b></td> <td>Termination Reason:</td> </tr> <tr> <td>Suffix: <b>Jr.</b></td> <td>Visa Type: <b>F-1</b></td> </tr> <tr> <td>Passport Name:</td> <td>School Name: <b>Crystal City University</b></td> </tr> <tr> <td>Preferred Name: <b>Mihaj Bogdan, Jr.</b></td> <td>School Code: <b>WAS214F74585000</b></td> </tr> <tr> <td>SEVIS Legacy Name: <b>Mihaj Bogdan</b></td> <td>Campus Name: <b>Crystal City University</b></td> </tr> <tr> <td>Country of Birth: <b>ROMANIA</b></td> <td>I-20 Issue Reason: <b>TRANSFER</b></td> </tr> <tr> <td>Date of Birth: <b>05/23/1991</b></td> <td>Education Level: <b>BACHELOR'S</b></td> </tr> <tr> <td>Country of Citizenship: <b>ROMANIA</b></td> <td>Major: <b>14.0101 - Engineering, Ge</b></td> </tr> <tr> <td>Gender: <b>MALE</b></td> <td>Secondary Major: <b>00.0000 - None</b></td> </tr> <tr> <td>Foreign Address: <b>1524 UI B Cluj Napoca ROMANIA</b></td> <td>Minor: <b>00.0000 - None</b></td> </tr> <tr> <td>U.S. Address: <b>3235 PARK AVE RICHMOND VIRGINIA 23221</b></td> <td>Program Start Date: <b>01/10/2016</b></td> </tr> <tr> <td>Address Status: <b>CSZ Valid</b></td> <td>Program End Date: <b>08/31/2019</b></td> </tr> <tr> <td>Address Type: <b>U - 4 digit routing code not available</b></td> <td>Normal Length of Study: <b>9</b></td> </tr> <tr> <td>Email Address:</td> <td>Current Session End Date:</td> </tr> <tr> <td>Telephone:</td> <td>Next Session Start Date:</td> </tr> <tr> <td></td> <td>School Requires English Proficiency: <b>Yes</b></td> </tr> <tr> <td></td> <td>Student Has English Proficiency: <b>Yes</b></td> </tr> <tr> <td></td> <td>English Is Not Required Because:</td> </tr> <tr> <td></td> <td>Remarks:</td> </tr> </table>	Personal Information	Program Information	SEVIS ID: <b>N0004706664</b>	Status: <b>INITIAL</b>	Surname/Primary Name: <b>Bogdan</b>	Date of Last Event: <b>01/08/2016</b>	Given Name: <b>Mihaj</b>	Termination Reason:	Suffix: <b>Jr.</b>	Visa Type: <b>F-1</b>	Passport Name:	School Name: <b>Crystal City University</b>	Preferred Name: <b>Mihaj Bogdan, Jr.</b>	School Code: <b>WAS214F74585000</b>	SEVIS Legacy Name: <b>Mihaj Bogdan</b>	Campus Name: <b>Crystal City University</b>	Country of Birth: <b>ROMANIA</b>	I-20 Issue Reason: <b>TRANSFER</b>	Date of Birth: <b>05/23/1991</b>	Education Level: <b>BACHELOR'S</b>	Country of Citizenship: <b>ROMANIA</b>	Major: <b>14.0101 - Engineering, Ge</b>	Gender: <b>MALE</b>	Secondary Major: <b>00.0000 - None</b>	Foreign Address: <b>1524 UI B Cluj Napoca ROMANIA</b>	Minor: <b>00.0000 - None</b>	U.S. Address: <b>3235 PARK AVE RICHMOND VIRGINIA 23221</b>	Program Start Date: <b>01/10/2016</b>	Address Status: <b>CSZ Valid</b>	Program End Date: <b>08/31/2019</b>	Address Type: <b>U - 4 digit routing code not available</b>	Normal Length of Study: <b>9</b>	Email Address:	Current Session End Date:	Telephone:	Next Session Start Date:		School Requires English Proficiency: <b>Yes</b>		Student Has English Proficiency: <b>Yes</b>		English Is Not Required Because:		Remarks:
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Address Status: <b>CSZ Valid</b>	Program End Date: <b>08/31/2019</b>																																												
Address Type: <b>U - 4 digit routing code not available</b>	Normal Length of Study: <b>9</b>																																												
Email Address:	Current Session End Date:																																												
Telephone:	Next Session Start Date:																																												
	School Requires English Proficiency: <b>Yes</b>																																												
	Student Has English Proficiency: <b>Yes</b>																																												
	English Is Not Required Because:																																												
	Remarks:																																												

2. Click **Transfer Out**. A confirmation message appears explaining the additional documentation that must be kept on file.

### Exhibit 218: Confirmation Message

Confirm
<p><b>Your school must retain documentation in accordance with 8 CFR 214.3(g) that shows your justification for taking this action. The documentation should be signed by the PDSO. It must be provided to the SEVIS Program Office upon request.</b></p> <div> I Agree Cancel </div>

3. Click one of the following:

- **I Agree:** Indicates the PDSO will maintain the appropriate supporting documentation and opens the *Transfer Out* page.
- **Cancel:** Cancels the correction request and opens the *Student Information* page.

## Exhibit 219: PDSO Transfer Out Correction page

Crystal City Community College		
Transfer Out		
Required fields are marked with an asterisk (*).		
F-1 Student <b>Bogdan Jr., Mihaj</b>	Crystal City Community College - Crystal City Community College Start Date: 04/14/2016 End Date: 04/15/2016	Status: <b>INITIAL</b> SEVIS ID: <b>N0004706664</b>
+		
<b>1. * Transfer Release Date:</b> 04/14/2016 (MM/DD/YYYY)		
<b>2. * Transfer To School:</b> <input type="button" value="Select"/>		
School/Campus name: SEVP School for Advanced SEVIS Studies SEVP School for Advanced SEVIS Studies School code: BAL214F44444000		
<b>3. Remarks:</b> Student received scholarship at SEVP School for Advanced SEVIS Studies. Will transfer there for school.		
<b>*Reason for Correction:</b>		
<b>4. *Reason for Correction:</b> Student received scholarship at SEVP School for Advanced SEVIS Studies. Will transfer there for school.		
<input type="button" value="Transfer Student"/> <input type="button" value="Reset Values"/> <input type="button" value="Cancel"/>		

4. On the *Transfer Out* page, [complete the F-1 transfer](#) to the appropriate school.



Enter an explanation in the Reason for Correction field. DHS recommends that you enter the same text that you entered in the Remarks field.

## 24.3 Terminate Student

SEVIS allows for a PDSO or DSO to correct a student's record from Canceled or Completed to Terminated if the incorrect action was taken on the record.

**Note:** If, to your knowledge, a student is not planning to attend your school and he/she has not yet entered the United States, his/her record should be canceled. However, if you know that the student has entered the United States but has failed to arrive at your school for registration, the record should be terminated, rather than canceled.

Perform the following steps to terminate a student that was canceled or completed instead of terminated:

1. From the *Student Information* page, click the **Terminate Student** link in the **Corrections** menu. A *Confirm* page opens.

## Exhibit 220: Confirm Page

<p><b>Confirm</b></p> <p><b>Your school must retain documentation in accordance with 8 CFR 214.3(g) that shows your justification for taking this action. The documentation should be signed by the PDSO. It must be provided to the SEVIS Program Office upon request.</b></p> <p style="text-align: center;"> <input type="button" value="I Agree"/> <input type="button" value="Cancel"/> </p>
---

- Click the **I Agree** button to continue to the *Terminate Student* page. (Click the **Cancel** button to return to the *Student Information* page without taking any action on the student's record.)

## Exhibit 221: Terminate Student Page

<b>SEVP School for Advanced SEVIS Studies</b> <b>Terminate Student</b>			
<small>Required fields are marked with an asterisk (*).</small>			
F-1 Student <b>Eriksson, Anna Maria</b>	SEVP School for Advanced SEVIS Studies - SEVP School for Advanced SEVIS Studies Start Date: 08/15/2015   End Date: 05/31/2018	Status: <b>ACTIVE</b> SEVIS ID: <b>N0004705832</b>	
GENDER                      FEMALE DOB                            08/16/1969 PREFERRED NAME        Anna Maria Eriksson PASSPORT NAME        Anna Maria Eriksson COUNTRY OF BIRTH     ICELAND CITIZENSHIP             ICELAND	EMAIL  U.S. ADDRESS        10000 Nancy Lane Fort Washington , MD 20744		
<div style="background-color: #ffffcc; padding: 5px;"> <b>1. * Termination Reason:</b> <span style="border: 1px solid black; display: inline-block; width: 150px; height: 1.2em; vertical-align: middle;"></span> </div> <div style="background-color: #ffffcc; padding: 5px; margin-top: 5px;"> <b>If "Otherwise Failing to Maintain Status", specify here:</b>  <span style="border: 1px solid black; display: inline-block; width: 150px; height: 1.2em; vertical-align: middle;"></span> </div>			
<div style="background-color: #d9d9f3; padding: 5px;"> <b>2. Remarks:</b> <span style="border: 1px solid black; display: inline-block; width: 400px; height: 1.2em; vertical-align: middle;"></span> </div>			
<input type="button" value="Terminate Student"/> <input type="button" value="Reset Values"/> <input type="button" value="Cancel"/>			

- From the *Terminate Student* page, select a termination reason. (The section on [Student/Dependent Termination Reasons](#) defines the available options.)

**Note:** If **Otherwise Failing to Maintain Status** is selected, an explanation must be entered in the field provided.

- Enter any optional comments in the **Remarks** field.
- Enter an explanation in the **Reason for Correction** field.

6. Click one of the following buttons:

- **Terminate Student:** A message displays indicating the update was successful. Click the **Return to View Record** button to return to the *Student Information* page, or click the **Print I-20** button to print a copy of the student's Form I-20.
- **Reset Values:** Clears all fields on the page.
- **Cancel:** Returns to the *Student Information* page without terminating the student.

## 24.4 Correction Requests That Can be Submitted through SEVIS

### 24.4.1 Request Change to Program Dates

Occasionally, a student's program dates in SEVIS need to be changed. The most common example of this is when a DSO creates a transfer-in SEVIS record and enters an incorrect start date.

To change these dates, a program date correction must be completed. DSOs can submit a correction request to change the program dates. However, SEVP must approve this type of request.



Do not confuse this program date correction with:

- Extend Program
- Shorten Program
- Complete Program

See the [SEVIS Help Hub](#) for more information on those options.

To request a change to a student's program dates:

1. Navigate to the *Student Information* page.

## Exhibit 222: Student Information Page with Request Change to Program Dates Called Out

**Actions:**  
[Registration](#)  
[Terminate Student](#)

**Edits:**  
[Dependents](#)  
[Financial Information](#)  
[Personal Information](#)  
[Program Information](#)

**View:**  
[Event History](#)  
[Request/Authorization Details](#)  
[Employment Information](#)  
[Corrections:](#)  
[Request Change to Program Dates](#)  
[Request Change to Student Status](#)  
[Transfer](#)

**Student Information**  
 Reprint I-20    Print Draft I-20

Personal Information	Program Information
SEVIS ID: <b>N0004713616</b>	Status: <b>INITIAL</b>
Surname/Primary Name: <b>Alonzo</b>	Date of Last Event: <b>09/29/2015</b>
Given Name: <b>Alfredo</b>	Termination Reason:
Suffix:	Visa Type: <b>F-1</b>
Passport Name:	School Name: <b>Crystal City Community College</b>
Preferred Name: <b>Alfredo Alonzo</b>	School Code: <b>WAS214F58886000</b>
SEVIS Legacy Name:	Campus Name: <b>Crystal City Community College</b>
Country of Birth: <b>SPAIN</b>	I-20 Issue Reason: <b>TRANSFER</b>
Date of Birth: <b>08/24/1975</b>	Education Level: <b>MASTER'S</b>
Country of Citizenship: <b>SPAIN</b>	Major: <b>01.0103 - Agricultural Economics</b>
Gender: <b>MALE</b>	Secondary Major: <b>00.0000 - None</b>
Foreign Address: <b>45685 Calle Negra Toledo 12546 SPAIN</b>	Minor: <b>00.0000 - None</b>
U.S. Address:	Program Start Date: <b>03/15/2016</b>
Email Address:	Program End Date: <b>12/31/2018</b>
Telephone:	Normal Length of Study: <b>24</b>
U.S. Number:	Current Session End Date:
Foreign Number:	Next Session Start Date:
	School Requires English Proficiency: <b>Yes</b>
	Student Has English Proficiency: <b>Yes</b>
	Student Has English Proficiency Because:

- Click **Request Change to Program Dates**. The *Request Change to Program Dates* page opens.

## Exhibit 223: Request Change to Program Dates Page

**Request Change to Program Dates**

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

**Student Information**

F-1 Student <b>Alonzo, Alfredo</b>	<b>Crystal City Community College - Crystal City Community College</b> Start Date: 03/15/2016    End Date: 12/31/2018	Status: <b>INITIAL</b> SEVIS ID: <b>N0004713616</b>
---------------------------------------	--	--

**Request Information**

1.* Program Start Date:	03/15/2016	(MM/DD/YYYY)
2.* Program End Date:	12/31/2018	(MM/DD/YYYY)
3.* Correction Remarks:		

Submit Correction    Reset Values    Cancel

- Change any of the incorrect fields.

**Note:** An \* (asterisk) indicates required fields.

Field	Description
* <b>Program Start Date</b>	Date the program will begin.
* <b>Program End Date</b>	Date program will end.
* <b>Correction Remarks</b>	Explain why correction is needed. (Field allows 1000 characters.)

4. Click one of the following:

- **Submit Correction:** Submits the correction request. The *Submit Successful* page opens.

### Exhibit 224: Submit Successful Message

**Submit Successful**

The following Request ID was assigned to this correction request: **98693**

This correction request requires review by SEVP.

[Return](#)

**Note:** This page contains the unique correction request number assigned to the case. Write down the correction request number, in case you need to contact the SEVIS Help Desk to follow up on the request.

- **Reset Values:** Returns all fields to their original values.
  - **Cancel:** Cancels the action and returns the user to the *Student Information* page.
5. Click **Return** to return to the *Student Information* page.

#### 24.4.2 Request Change to Student Request

Students must apply with the U.S. Citizenship and Immigration Service (USCIS) to change their immigration status or for some types of work permission. Sometimes the Computer Linked Application Information Management System (CLAIMS) interface does not update SEVIS with USCIS' decision.



When this happens, a DSO can request a change to the status of a student request in SEVIS, once the student provides evidence of the correct status to the DSO. However, SEVP must approve all status change requests. The table below shows student status request changes that can be made through this correction request.

Possible student requests include:

- F-1 only – Off-Campus Employment
- F-1 and M-1:
  - Optional Practical Training
  - Change of Status
- M-1 only:
  - Extension
  - Transfer

Request Status in Record	Change Request Status To
<b>Requested</b>	<ul style="list-style-type: none"><li>• Approved</li><li>• Denied</li><li>• Pending</li><li>• Withdrawn</li></ul>
<b>Pending</b>	<ul style="list-style-type: none"><li>• Approved</li><li>• Denied</li><li>• Withdrawn</li></ul>

To request a change in SEVIS to the status of a student request:

1. Navigate to the *Student Information* page.

## Exhibit 225: Student Information Page with Request Change to Student Request Called Out

Student Information					
<b>Actions:</b> <a href="#">Cancel Student</a> <a href="#">Defer Attendance</a> <a href="#">Registration</a> <a href="#">Terminate Student</a> <b>Edits:</b> <a href="#">Dependents</a> <a href="#">Financial Information</a> <a href="#">Personal Information</a> <a href="#">Program Information</a> <b>View:</b> <a href="#">Event History</a> <a href="#">Request/Authorization Details</a> <a href="#">Employment Information</a> <b>Corrections:</b> <a href="#">Request Change to Program Dates</a> <a href="#">Request Change to Student Request</a> <a href="#">Request Change to Student Request</a>	<div> Reprint I-20 Print Draft I-20 </div> <table> <tr> <td> <b>Personal Information</b>  SEVIS ID: <b>N0004715419</b>  Surname/Primary Name: <b>Carme</b>  Given Name: <b>Iria</b>  Suffix:  Passport Name:  Preferred Name: <b>Iria Carme</b>  SEVIS Legacy Name:  Country of Birth: <b>SPAIN</b>  Date of Birth: <b>08/31/1990</b>  Country of Citizenship: <b>SPAIN</b>  Gender: <b>FEMALE</b>  Foreign Address: <b>Calle Aduana 29 Madrid 28070 SPAIN</b>  U.S. Address:  Email Address:  <b>Telephone:</b>  U.S. Number:  Foreign Number: </td> <td> <b>Program Information</b>  Status: <b>INITIAL</b>  Date of Last Event: <b>09/28/2015</b>  Termination Reason:  Visa Type: <b>F-1</b>  School Name: <b>Crystal City College</b>  School Code: <b>WAS214F5888</b>  Campus Name: <b>Crystal City College</b>  I-20 Issue Reason: <b>CHANGE OF STATUS</b>  Education Level: <b>ASSOCIATE</b>  Major: <b>52.0301 - ACCOUNTING</b>  Secondary Major: <b>00.0000 - NONE</b>  Minor: <b>00.0000 - NONE</b>  Program Start Date: <b>08/15/2015</b>  Program End Date: <b>05/31/2016</b>  Normal Length of Study: <b>24</b>  Current Session End Date:  Next Session Start Date:  School Requires English Proficiency: <b>Yes</b>  Student Has English Proficiency: <b>Yes</b>  English Is Not Required Because:  Remarks: </td> </tr> <tr> <td> <b>Financial Information</b>  Number of Months: <b>09</b>  Tuition Fees: <b>\$24,000.00</b>  Living Expenses: <b>\$10,000.00</b>  Dependent Expenses:  Other Costs:  Other Costs Comment:  <b>Total Expenses: \$34,000.00</b>  Student's Personal Funds: <b>\$35,000.00</b>  Funds From This School:  School Fund Type:  Funds From Other Sources:  Source Type:  On-Campus Employment:  <b>Total Funding: \$35,000.00</b> </td> <td> <b>Travel Information</b>  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:  Port of Departure:  Date of Departure:  <b>I-901 SEVIS Fee Payment Information</b>  Transaction Type:  Transaction Date:  Transaction Amount:  Fee Payment/Cancellation Receipt Number: </td> </tr> </table>	<b>Personal Information</b> SEVIS ID: <b>N0004715419</b> Surname/Primary Name: <b>Carme</b> Given Name: <b>Iria</b> Suffix: Passport Name: Preferred Name: <b>Iria Carme</b> SEVIS Legacy Name: Country of Birth: <b>SPAIN</b> Date of Birth: <b>08/31/1990</b> Country of Citizenship: <b>SPAIN</b> Gender: <b>FEMALE</b> Foreign Address: <b>Calle Aduana 29 Madrid 28070 SPAIN</b> U.S. Address: Email Address: <b>Telephone:</b> U.S. Number: Foreign Number:	<b>Program Information</b> Status: <b>INITIAL</b> Date of Last Event: <b>09/28/2015</b> Termination Reason: Visa Type: <b>F-1</b> School Name: <b>Crystal City College</b> School Code: <b>WAS214F5888</b> Campus Name: <b>Crystal City College</b> I-20 Issue Reason: <b>CHANGE OF STATUS</b> Education Level: <b>ASSOCIATE</b> Major: <b>52.0301 - ACCOUNTING</b> Secondary Major: <b>00.0000 - NONE</b> Minor: <b>00.0000 - NONE</b> Program Start Date: <b>08/15/2015</b> Program End Date: <b>05/31/2016</b> Normal Length of Study: <b>24</b> Current Session End Date: Next Session Start Date: School Requires English Proficiency: <b>Yes</b> Student Has English Proficiency: <b>Yes</b> English Is Not Required Because: Remarks:	<b>Financial Information</b> Number of Months: <b>09</b> Tuition Fees: <b>\$24,000.00</b> Living Expenses: <b>\$10,000.00</b> Dependent Expenses: Other Costs: Other Costs Comment: <b>Total Expenses: \$34,000.00</b> Student's Personal Funds: <b>\$35,000.00</b> Funds From This School: School Fund Type: Funds From Other Sources: Source Type: On-Campus Employment: <b>Total Funding: \$35,000.00</b>	<b>Travel Information</b> 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: Port of Departure: Date of Departure: <b>I-901 SEVIS Fee Payment Information</b> Transaction Type: Transaction Date: Transaction Amount: Fee Payment/Cancellation Receipt Number:
<b>Personal Information</b> SEVIS ID: <b>N0004715419</b> Surname/Primary Name: <b>Carme</b> Given Name: <b>Iria</b> Suffix: Passport Name: Preferred Name: <b>Iria Carme</b> SEVIS Legacy Name: Country of Birth: <b>SPAIN</b> Date of Birth: <b>08/31/1990</b> Country of Citizenship: <b>SPAIN</b> Gender: <b>FEMALE</b> Foreign Address: <b>Calle Aduana 29 Madrid 28070 SPAIN</b> U.S. Address: Email Address: <b>Telephone:</b> U.S. Number: Foreign Number:	<b>Program Information</b> Status: <b>INITIAL</b> Date of Last Event: <b>09/28/2015</b> Termination Reason: Visa Type: <b>F-1</b> School Name: <b>Crystal City College</b> School Code: <b>WAS214F5888</b> Campus Name: <b>Crystal City College</b> I-20 Issue Reason: <b>CHANGE OF STATUS</b> Education Level: <b>ASSOCIATE</b> Major: <b>52.0301 - ACCOUNTING</b> Secondary Major: <b>00.0000 - NONE</b> Minor: <b>00.0000 - NONE</b> Program Start Date: <b>08/15/2015</b> Program End Date: <b>05/31/2016</b> Normal Length of Study: <b>24</b> Current Session End Date: Next Session Start Date: School Requires English Proficiency: <b>Yes</b> Student Has English Proficiency: <b>Yes</b> English Is Not Required Because: Remarks:				
<b>Financial Information</b> Number of Months: <b>09</b> Tuition Fees: <b>\$24,000.00</b> Living Expenses: <b>\$10,000.00</b> Dependent Expenses: Other Costs: Other Costs Comment: <b>Total Expenses: \$34,000.00</b> Student's Personal Funds: <b>\$35,000.00</b> Funds From This School: School Fund Type: Funds From Other Sources: Source Type: On-Campus Employment: <b>Total Funding: \$35,000.00</b>	<b>Travel Information</b> 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: Port of Departure: Date of Departure: <b>I-901 SEVIS Fee Payment Information</b> Transaction Type: Transaction Date: Transaction Amount: Fee Payment/Cancellation Receipt Number:				
<b>Student Requests:</b> Request Type Change of Status	<b>Request Status</b> <b>PENDING</b>				
	<b>Receipt Number</b> was5168416216				

- Click **Request Change to Student Request**. The *Request Change to Student Request* page opens.

## Exhibit 226: Request Change to Student Request Page

Request Change to Student Request				
F-1 Student <b>Carne, Iria</b>	Crystal City Community College - Crystal City Community College Start Date: 08/15/2015   End Date: 05/31/2017	Status: <b>ACTIVE</b> SEVIS ID: <b>N0004715419</b>		
+				
<b>Student Requests:</b>				
Request Type	Request Status	Request Date	Receipt Number	Command
Change of Status	PENDING	09/28/2015	was5168416216	<a href="#">Request Correction</a>
		<a href="#">Return</a>	<a href="#">Request Correction</a>	

3. Click **Request Correction**. The *Request Correction* page opens.

## Exhibit 227: Request Correction Page

Request Correction		
Required fields are marked with an asterisk (*).		
F-1 Student <b>Carne, Iria</b>	Crystal City Community College - Crystal City Community College Start Date: 08/15/2015   End Date: 05/31/2017	Status: <b>ACTIVE</b> SEVIS ID: <b>N0004715419</b>
+		
<b>Request Information</b>		
Request Type: <b>Change of Status</b>		
Request Status: <b>PENDING</b>		
Requested Visa Type: <b>F1</b>		
Current Visa Type: <b>B2</b>		
Receipt Number: <b>was5168416216</b>		
1. * Change Request Status To:	<div> <div>APPROVED</div> <div>DENIED</div> <div>WITHDRAWN</div> </div>	
2. Benefit Start Date:	MM/DD/YYYY (Required if changing to APPROVED status.)	
3. * Correction Remarks:		
<a href="#">Submit Correction</a> <a href="#">Reset Values</a> <a href="#">Cancel</a>		

4. Edit the information:

**Note:** An \* (asterisk) indicates required fields.

Field	Description
<b>*Change Request Status To</b>	Select one of the following from the drop-down list: <ul style="list-style-type: none"> <li>• Approved</li> <li>• Denied</li> <li>• Withdrawn</li> </ul>
<b>Benefit Start Date</b> <b>Note:</b> Depending on the type of student request, the Start Date name may be different; for example, Employment Start Date. You may also see an End Date field.	Add date, if necessary. <b>Note:</b> This date is only required if changing to Approved status.
<b>*Correction Remarks</b>	Explain why the correction is needed. (This field allows 1000 characters.)

5. Click one of the following

- **Submit Correction:** Submits the correction request. The *Submit Successful* page opens.

### Exhibit 228: Submit Successful Message

**Submit Successful**

The following Request ID was assigned to this correction request: **98693**

This correction request requires review by SEVP.

[Return](#)

**Note:** This page contains the unique correction request number assigned to the case. Write down the correction request number, in case you need to contact the SEVIS Help Desk to follow up on the request.

- **Reset Values:** Returns all fields to their original values.
- **Cancel:** Cancels the action and returns the user to the *Request Change to Student Request* page.

6. Click **Return** to return to the *Student Information* page.

### 24.4.3 Request Change to Student Status

Occasionally, the status of a student record needs to be changed; for example:

- Incorrect registration of a record for a student who never entered the United States (Active to Canceled)
- Auto-canceled record of an initial student who is pursuing a full course of study (Canceled to Active)
- Auto-canceled record of an initial student who requested a deferral (Canceled to Initial)
- Incorrect termination of a student who is pursuing a full course of study (Terminated to Active)

While school officials can change the status of some records, SEVP must approve most status changes. DSOs can submit a correction request to change the status of the SEVIS record. The table below shows the types of status changes that can be requested through a correction request in SEVIS.

**Note:** The student's status can be viewed in the upper, right corner of each student's record.

Current Status	Request Change To
<b>Initial</b>	<ul style="list-style-type: none"><li>• Completed</li><li>• Terminated</li></ul>
<b>Canceled</b>	<ul style="list-style-type: none"><li>• Initial</li><li>• Completed</li><li>• Active</li></ul>
<b>Active</b>	<ul style="list-style-type: none"><li>• Canceled</li><li>• Initial</li></ul>
<b>Completed</b>	<ul style="list-style-type: none"><li>• Active</li><li>• Initial</li><li>• Terminated</li></ul>
<b>Terminated</b>	<ul style="list-style-type: none"><li>• Active</li><li>• Canceled</li><li>• Completed</li><li>• Initial</li></ul>



DSOs may not request a change from Terminated status for transfer-in students in Terminated status. This requires a data fix or a reinstatement

To request a change to student status:

1. Navigate to the *Student Information* page.

## Exhibit 229: Student Information Page with Request Change to Student Status Called Out

[<< Return to Terminated Status Students \(past 18 months\)](#)

Student Information	
<b>Actions:</b> <a href="#">Request</a> <a href="#">Reinstatement</a> <a href="#">Transfer Out</a> <b>View:</b> <a href="#">Event History</a> <a href="#">Request/Authorization Details</a> <a href="#">Transfer History</a> <a href="#">Employment Information</a> <b>Corrections:</b> <a href="#">Request Change to Program Dates</a> <a href="#">Request Change to Student Status</a> <a href="#">Request Change to Termination Reason</a>	<div> <b>Personal Information</b>            SEVIS ID: <b>N0004704562</b>            Surname/Primary Name: <b>Vargicova</b>            Given Name: <b>Ana</b>            Suffix:            Passport Name:            Preferred Name: <b>Ana Vargicova</b>            SEVIS Legacy Name: <b>Ana Vargicova</b>            Country of Birth: <b>SLOVAKIA</b>            Date of Birth: <b>04/03/1990</b>            Country of Citizenship: <b>SLOVAKIA</b>            Gender: <b>FEMALE</b>            Foreign Address: <b>1423 Broskynova UL. Nitra 94901 SLOVAKIA</b>            U.S. Address: <b>1403 GREYCOURT AVE RICHMOND VIRGINIA 23227 - 4045</b>            Address Status: <b>Valid</b>            Address Type: <b>S - Mailbox at a school</b> </div> <div> <b>Program Information</b>            Status: <b>TERMINATED</b>            Date of Last Event : <b>09/09/2015</b>            Termination Reason: <b>FAILURE TO ENROLL - Student Automatically Terminated 90 d after next session start date</b>            Visa Type: <b>F-1</b>            School Name: <b>Crystal City Community College</b>            School Code: <b>WAS214F58886000</b>            Campus Name: <b>Crystal City Community College</b>            I-20 Issue Reason: <b>CONTINUED ATTENDANCE</b>            Education Level: <b>BACHELOR'S</b>            Major: <b>51.2301 - Art Therapy/Therapist</b>            Secondary Major: <b>00.0000 - None</b>            Minor: <b>00.0000 - None</b>            Program Start Date: <b>01/15/2015</b>            Program End Date: <b>05/31/2019</b>            Normal Length of Study: <b>48</b>            Current Session End Date: <b>05/15/2015</b>            Session Start Date: <b>06/01/2015</b> </div>

2. Click **Request Change to Student Status**. The *Request Change to Student Status* page opens.

## Exhibit 230: Request Change to Student Status Page

Request Change to Student Status		
Required fields are marked with an asterisk (*).		
Student Information		
F-1 Student <b>Vargicova, Ana</b>	<b>Crystal City Community College - Crystal City Community College</b> Start Date: 01/15/2015   End Date: 05/31/2019	Status: <b>TERMINATED</b> SEVIS ID: <b>N0004704562</b>
Request Information		
<b>1.* Change Status To:</b> <span style="border: 1px solid black; padding: 2px 20px;">▼</span>		
<b>2.* Program Dates (Update if changing to Initial or Active status only.)</b>		
<b>Program Start Date:</b>	<span style="border: 1px solid black; padding: 2px 20px;">01/15/2015</span>	(MM/DD/YYYY)
<b>Program End Date:</b>	<span style="border: 1px solid black; padding: 2px 20px;">05/31/2019</span>	(MM/DD/YYYY)
<b>3.* Session Dates (Required if changing to Active status.)</b>		
<b>Current Session End Date:</b>	<span style="border: 1px solid black; padding: 2px 20px;">05/15/2015</span>	(MM/DD/YYYY)
<b>Next Session Start Date:</b>	<span style="border: 1px solid black; padding: 2px 20px;">06/01/2015</span>	(MM/DD/YYYY)
<input type="checkbox"/> The student is in the last session of his/her program. If checked, do not enter Next Session Start Date.		
<b>4.* Cancellation (Required if changing to Canceled status.)</b>		
<b>Cancellation Reason:</b>	<span style="border: 1px solid black; padding: 2px 20px;">▼</span>	
<b>5.* Termination (Required if changing to Terminated status.)</b>		
<b>Termination Reason:</b>	<span style="border: 1px solid black; padding: 2px 20px;">▼</span>	
<b>Termination Reason Comment: (Required if "Otherwise Failing to Maintain Status" is selected.)</b>		
<div style="border: 1px solid black; height: 20px; width: 100%;"></div>		
<b>6.* Correction Remarks:</b>		
<div style="border: 1px solid black; height: 20px; width: 100%;"></div>		
<span style="border: 1px solid black; padding: 2px 10px; margin: 0 5px;">Submit Correction</span> <span style="border: 1px solid black; padding: 2px 10px; margin: 0 5px;">Reset Values</span> <span style="border: 1px solid black; padding: 2px 10px; margin: 0 5px;">Cancel</span>		

3. Edit the information:

**Note:** An \* (asterisk) indicates required fields.

Field	Description
* <b>Change Status To</b>	Select a status from the drop-down list: <ul style="list-style-type: none"> <li>• Initial</li> <li>• Active</li> <li>• Canceled</li> <li>• Completed</li> <li>• Terminated</li> </ul>

Field	Description
<p><b>* Program Dates</b></p> <ul style="list-style-type: none"> <li>• <b>Program Start Date</b></li> <li>• <b>Program End Date</b></li> </ul> <p><b>Note:</b> Update if changing to Initial or Active status only.</p>	<p>Change the dates, if needed.</p> <p><b>Note:</b> M-1 student's program end date cannot be more than three years from program start date.</p>
<p><b>* Session Dates</b></p> <ul style="list-style-type: none"> <li>• <b>Current Session End Date</b></li> <li>• <b>Next Session Start Date</b></li> </ul> <p><b>Note:</b> Required if changing to Active status.</p>	<p>Change the dates, if needed.</p> <p><b>Note:</b> If this is the student's last term, leave the Next Session Start Date field blank.</p>
<p><input type="checkbox"/> <b>The student is in the last session of his/her program.</b></p> <p><b>Note:</b> If checked, do not enter Next Session Start Date.</p>	<p>Click the checkbox, if this is the student's last term.</p>
<p><b>* Cancellation Reason</b></p> <p><b>Note:</b> Required if changing to Canceled status.</p>	<p>Select a cancellation reason from the drop-down list:</p> <ul style="list-style-type: none"> <li>• Offer Withdrawn (Admissions)</li> <li>• Record Created in Error</li> <li>• Student Arrived Under Different SEVIS ID</li> <li>• Student Not Attending</li> <li>• Student Registered Under Different SEVIS ID</li> <li>• Visa Issued for Different SEVIS ID</li> </ul>



Field	Description
<p><b>* Termination Reason</b>  <b>Note:</b> Required if changing to Terminated status.</p>	<p>Select a termination reason from the drop-down list:</p> <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 Status Approved</li> <li>• Change of Status Denied</li> <li>• Change of Status Withdrawn</li> <li>• Death</li> <li>• Expulsion</li> <li>• Failure to Enroll</li> <li>• Failure to Report While on OPT</li> <li>• No Show – Manual Termination</li> <li>• Otherwise Failing to Maintain Status</li> <li>• School Withdrawn</li> <li>• Suspension</li> <li>• Transfer Student No Show</li> <li>• Unauthorized Drop Below Full Course</li> <li>• Unauthorized Employment</li> <li>• Unauthorized Withdrawal</li> <li>• Violation of Change of Status Requirements</li> </ul> <p><b>IMPORTANT NOTE: Do not use the School Withdrawn reason unless SEVP has withdrawn the school’s certification for F/M students.</b></p>
<p><b>Termination Reason Comment</b>  <b>Note:</b> Required if “Otherwise Failing to Maintain Status” is selected.</p>	<p>Explain how the student failed to maintain status.</p>
<p><b>* Correction Remarks</b></p>	<p>Explain why correction is needed.  <b>Note:</b> This field allows 1000 characters.</p>

6. Click one of the following:

- **Submit Correction:** Submits the correction request. The *Submit Successful* page opens.

### Exhibit 231: Submit Successful Message

**Submit Successful**

The following Request ID was assigned to this correction request: 98693

This correction request requires review by SEVP.

[Return](#)

**Note:** This page contains the unique correction request number assigned to the case. Write down the correction request number, in case you need to contact the SEVIS Help Desk to follow up on the request.

- **Reset Values:** Returns all fields to their original values.
- **Cancel:** Cancels the action and returns the user to the *Student Information* page.

7. Click **Return** to return to the *Student Information* page.

#### 24.4.4 Request Change to Termination Reason

Occasionally, a student or dependent's [termination reason](#) needs to be changed; for example:

- A student notifies the school that he/she is not returning for the next session. The DSO does not take action on the record; so then, SEVIS auto-terminates the record for Failure to Enroll. The DSO can request a new termination reason for the Authorized Early Withdrawal, which does not carry negative consequences.
- A student requests a temporary leave of absence and the DSO terminates the record with Authorized Early Withdrawal. However, the student is not able to return within the five-month limit. The DSO can request a termination reason change from Authorized Early Withdrawal to Absent from Country for Five Months.

DSOs can submit a correction request to change the status of a termination reason. However, SEVP must approve this type of correction request.

To request a change to a student's termination reason:

1. Navigate to the *Student Information* page.

## Exhibit 232: Student Information Page with Request Change to Termination Reason Called Out

Student Information																																									
<b>Actions:</b> <a href="#">Request</a> <a href="#">Reinstatement</a> <a href="#">Transfer Out</a> <b>View:</b> <a href="#">Event History</a> <a href="#">Request/Authorization Details</a> <a href="#">Transfer History</a> <a href="#">Employment Information</a> <b>Corrections:</b> <a href="#">Request Change to Program Dates</a> <a href="#">Request Change to Termination Reason</a> <a href="#">View and Cancel Pending Correction Request</a>	<table border="1"> <thead> <tr> <th>Personal Information</th> <th>Program Information</th> </tr> </thead> <tbody> <tr> <td>SEVIS ID: <b>N0004704562</b></td> <td>Status: <b>TERMINATED</b></td> </tr> <tr> <td>Surname/Primary Name: <b>Vargicova</b></td> <td>Date of Last Event: <b>09/11/2015</b></td> </tr> <tr> <td>Given Name: <b>Ana</b></td> <td>Termination Reason: <b>FAILURE TO ENROLL after next session</b></td> </tr> <tr> <td>Suffix:</td> <td>Visa Type: <b>F-1</b></td> </tr> <tr> <td>Passport Name:</td> <td>School Name: <b>Crystal City Community College</b></td> </tr> <tr> <td>Preferred Name: <b>Ana Vargicova</b></td> <td>School Code: <b>WAS214F5888600</b></td> </tr> <tr> <td>SEVIS Legacy Name: <b>Ana Vargicova</b></td> <td>Campus Name: <b>Crystal City Community College</b></td> </tr> <tr> <td>Country of Birth: <b>SLOVAKIA</b></td> <td>I-20 Issue Reason: <b>CONTINUED ATTENDANCE</b></td> </tr> <tr> <td>Date of Birth: <b>04/03/1990</b></td> <td>Education Level: <b>BACHELOR'S</b></td> </tr> <tr> <td>Country of Citizenship: <b>SLOVAKIA</b></td> <td>Major: <b>51.2301 - Art Therapy</b></td> </tr> <tr> <td>Gender: <b>FEMALE</b></td> <td>Secondary Major: <b>00.0000 - None</b></td> </tr> <tr> <td>Foreign Address: <b>1423 Broskynova UL. Nitra 94901 SLOVAKIA</b></td> <td>Minor: <b>00.0000 - None</b></td> </tr> <tr> <td>U.S. Address: <b>1403 GREYCOURT AVE RICHMOND VIRGINIA 23227 - 4045</b></td> <td>Program Start Date: <b>01/15/2015</b></td> </tr> <tr> <td>Address Status: <b>Valid</b></td> <td>Program End Date: <b>05/31/2019</b></td> </tr> <tr> <td>Address Type: <b>S - Mailbox at a street address</b></td> <td>Normal Length of Study: <b>48</b></td> </tr> <tr> <td>Email Address:</td> <td>Current Session End Date: <b>05/15/2015</b></td> </tr> <tr> <td></td> <td>Next Session Start Date: <b>06/01/2015</b></td> </tr> <tr> <td></td> <td>School Requires English Proficiency: <b>Yes</b></td> </tr> <tr> <td></td> <td>Student Has English Proficiency: <b>Yes</b></td> </tr> </tbody> </table>	Personal Information	Program Information	SEVIS ID: <b>N0004704562</b>	Status: <b>TERMINATED</b>	Surname/Primary Name: <b>Vargicova</b>	Date of Last Event: <b>09/11/2015</b>	Given Name: <b>Ana</b>	Termination Reason: <b>FAILURE TO ENROLL after next session</b>	Suffix:	Visa Type: <b>F-1</b>	Passport Name:	School Name: <b>Crystal City Community College</b>	Preferred Name: <b>Ana Vargicova</b>	School Code: <b>WAS214F5888600</b>	SEVIS Legacy Name: <b>Ana Vargicova</b>	Campus Name: <b>Crystal City Community College</b>	Country of Birth: <b>SLOVAKIA</b>	I-20 Issue Reason: <b>CONTINUED ATTENDANCE</b>	Date of Birth: <b>04/03/1990</b>	Education Level: <b>BACHELOR'S</b>	Country of Citizenship: <b>SLOVAKIA</b>	Major: <b>51.2301 - Art Therapy</b>	Gender: <b>FEMALE</b>	Secondary Major: <b>00.0000 - None</b>	Foreign Address: <b>1423 Broskynova UL. Nitra 94901 SLOVAKIA</b>	Minor: <b>00.0000 - None</b>	U.S. Address: <b>1403 GREYCOURT AVE RICHMOND VIRGINIA 23227 - 4045</b>	Program Start Date: <b>01/15/2015</b>	Address Status: <b>Valid</b>	Program End Date: <b>05/31/2019</b>	Address Type: <b>S - Mailbox at a street address</b>	Normal Length of Study: <b>48</b>	Email Address:	Current Session End Date: <b>05/15/2015</b>		Next Session Start Date: <b>06/01/2015</b>		School Requires English Proficiency: <b>Yes</b>		Student Has English Proficiency: <b>Yes</b>
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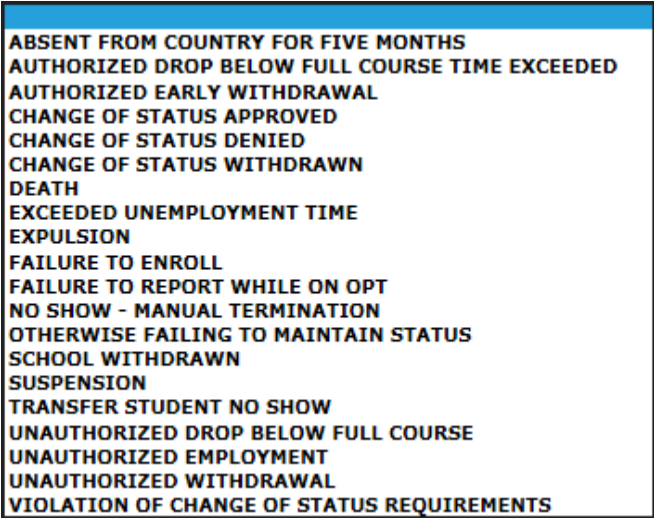
- Click **Request Change to Termination Reason**. The *Request Change to Termination Reason* page opens.

## Exhibit 233: Request Change to Termination Reason Page

Request Change to Termination Reason		
Required fields are marked with an asterisk (*).		
Student Information		
F-1 Student <b>Vargicova, Ana</b>	Crystal City Community College - Crystal City Community College Start Date: 01/15/2015 End Date: 05/31/2019	Status: <b>TERMINATED</b> SEVIS ID: <b>N0004704562</b>
+		
Request Information		
1.* Termination Reason:	<input type="text"/>	
Termination Reason Comment (Required if "Otherwise Failing to Maintain Status" is selected.)		
<input type="text"/>		
2.* Correction Remarks:	<input type="text"/>	
<input type="button" value="Submit Correction"/> <input type="button" value="Reset Values"/> <input type="button" value="Cancel"/>		

- Complete the fields:

**Note:** An \* (asterisk) indicates required fields.

Field	Description
* <b>Termination Reason</b>	<p>Select one of the following from the drop-down list:</p> <p><b>Exhibit 234: Termination Drop-down Menu</b></p>  <p><b>Note:</b> Enter a Termination Reason Comment when choosing “Otherwise Failing to Maintain Status.” (Field allows 1000 characters.)</p>
* <b>Correction Remarks</b>	Explain why correction is needed. (Field allows 1000 characters.)

4. Click one of the following:

- **Submit Correction:** Submits the correction request. The *Submit Successful* page opens.

### Exhibit 235: Submit Successful Message

**Submit Successful**

The following Request ID was assigned to this correction request: 98693

This correction request requires review by SEVP.

[Return](#)

**Note:** This page contains the unique correction request number assigned to the case. Write down the correction request number, in case you need to contact the SEVIS Help Desk to follow up on the request.

- Reset Values: Returns all fields to their original values.
  - Cancel: Cancels the action and returns the user to the *Student Information* page.
5. Click **Return** on the *Submit Successful* page to return to the *Student Information* page.

## 24.5 View Pending Correction Requests

Prior to review by DHS, the PDSO and DSO may view any pending correction requests by performing the following steps:



1. Navigate to the *Student Information* page.

## Exhibit 236: Student Information Page with View and Cancel Pending Correction Request Called Out

Student Information		
<b>Actions:</b> <a href="#">Request</a> <a href="#">Reinstatement</a>  <a href="#">Transfer Out</a>  <b>View:</b> <a href="#">Event History</a>  <a href="#">Request/Authorization Details</a>  <a href="#">Transfer History</a>  <a href="#">Employment Information</a>  <b>Corrections:</b> <a href="#">Request Change to Program Dates</a>  <a href="#">Request Change to Termination Reason</a>  <a href="#">View and Cancel Pending Correction Request</a>	<b>Personal Information</b> SEVIS ID: <b>N0004704562</b> Surname/Primary Name: <b>Vargicova</b> Given Name: <b>Ana</b> Suffix: Passport Name: Preferred Name: <b>Ana Vargicova</b> SEVIS Legacy Name: <b>Ana Vargicova</b> Country of Birth: <b>SLOVAKIA</b> Date of Birth: <b>04/03/1990</b> Country of Citizenship: <b>SLOVAKIA</b> Gender: <b>FEMALE</b> Foreign Address: <b>1423 Broskynova Ul. Nitra 94901 SLOVAKIA</b> S. Address: <b>1403 GREYCOURT AVE RICHMOND VIRGINIA 23227 - 4045</b> Address Status: <b>Valid</b> Address Type: <b>S - Mailbox at a street address</b>	<b>Program Information</b> Status: <b>TERMINATED</b> Date of Last Event: <b>09/11/2015</b> Termination Reason: <b>FAILURE TO ENROLL - Student Automatically Terminated 90 days after next session start date</b> Visa Type: <b>F-1</b> School Name: <b>Crystal City Community College</b> School Code: <b>WAS214F58886000</b> Campus Name: <b>Crystal City Community College</b> I-20 Issue Reason: <b>CONTINUED ATTENDANCE</b> Education Level: <b>BACHELOR'S</b> Major: <b>51.2301 - Art Therapy/Therapist</b> Secondary Major: <b>00.0000 - None</b> Minor: <b>00.0000 - None</b> Program Start Date: <b>01/15/2015</b> Program End Date: <b>05/31/2019</b> Days: <b>48</b>


2. Click **View and Cancel Pending Correction Request**. The *Pending Correction Requests* page opens.
3. Click **View** on the *Pending Correction Requests* page.

## Exhibit 237: Pending Correction Requests Page with View Called Out

Pending Correction Requests			
F-1 Student <b>Vargicova, Ana</b>	<b>Crystal City Community College - Crystal City Community College</b> Start Date: 01/15/2015   End Date: 05/31/2019	Status: <b>DEACTIVATED</b> SEVIS ID: <b>N0004704562</b>	
			
<b>Request Type</b> Student Status Change	<b>Request ID</b> 98693	<b>Request Date</b> 09/11/2015	<b>Command</b> <a href="#">View</a> <a href="#">Cancel Request</a>
<input type="button" value="Return"/>			

The *View Correction Request* page opens.

## Exhibit 238: View Correction Request Page

View Correction Request		
F-1 Student <b>Vargicova, Ana</b>	Crystal City Community College - Crystal City Community College Start Date: 01/15/2015   End Date: 05/31/2019	Status: <b>DEACTIVATED</b> SEVIS ID: <b>N0004704562</b>
		
<b>Request Information</b> Request ID: <b>98693</b> Requestor: <b>Ingrid Mercer, PDSO</b> Request Type: <b>Student Status Change</b> Change Status To: <b>ACTIVE</b> Program Start Date: <b>01/15/2015</b> Program End Date: <b>05/31/2019</b> Current Session End Date: <b>12/15/2015</b> Next Session Start Date: <b>01/15/2016</b> Cancellation Reason: Termination Reason: Termination Reason Comment: Correction Remarks: <b>Student was registered by her academic advisor after add/drop.</b>		
<input type="button" value="Return"/>		

## 24.6 Track Correction Request Processing

Once a DSO submits a correction request:

- The student's record will appear on the Students With a Pending Data Correction Request list for that campus.

## Exhibit 239: Student Lists with Students With a Pending Data Correction Request Called Out

**Crystal City Community College - Crystal City Community College**

**Student Lists**

<a href="#">Student Listing</a>
<a href="#">Draft Students</a>
<a href="#">Initial Status Students</a>
<a href="#">Active Status Students</a>
<a href="#">Terminated Status Students (past 18 months)</a>
<a href="#">Completed Status Students (past 18 months)</a>
<a href="#">Canceled Status Students (past 18 months)</a>
<a href="#">Students With Requested, Pending, or Approved Off-Campus Employment</a>
<a href="#">Students With Requested, Pending, or Approved Optional Practical Training (OPT)</a>
<a href="#">Students With Curricular Practical Training (CPT)</a>
<a href="#">Students With a Pending Change of Status Request</a>
<a href="#">Students With a Requested or Pending Extension Request</a>
<a href="#">Students Authorized to Drop Below Full Course</a>
<a href="#">Students Transferring In</a>
<a href="#">Students Transferring Out</a>
<a href="#">Students Requesting Reinstatement</a>
<a href="#">Students With a Pending Data Correction Request</a>
<a href="#">Students With a Pending Data Correction Request</a>

- The correction request is assigned to/chosen by a SEVIS Help Desk analyst.
- If the analyst requires more information to process the correction, he/she will start the request for information (RFI) process in SEVIS. This generates an email listing the required documentation, to the DSO who submitted the correction request. In case the PDSO did not submit the request, the campus PDSO will also receive an email.
- Once the SEVIS Help Desk analyst has evaluated the correction request, he/she will approve or deny it in SEVIS.
- SEVIS then sends an email to the DSO (and PDSO) indicating approval or denial.

The SEVIS Help Desk completes most standard correction requests within 30 days of the original DSO submission.

### 24.7 Cancel Pending Correction Requests

1. Click **Cancel Request** on the *Pending Correction Requests* page.



## Exhibit 240: Pending Correction Requests Page with Cancel Request Called Out

Pending Correction Requests			
F-1 Student <b>Vargicova, Ana</b>		Crystal City Community College - Crystal City Community College Start Date: 01/15/2015   End Date: 05/31/2019	Status: <b>DEACTIVATED</b> SEVIS ID: <b>N0004704562</b>
GENDER	FEMALE	EMAIL	
DOB	04/03/1990		
PREFERRED NAME	Ana Vargicova	U.S. ADDRESS	1403 GREYCOURT AVE RICHMOND , VA 23227
PASSPORT NAME			
COUNTRY OF BIRTH	SLOVAKIA		
CITIZENSHIP	SLOVAKIA		
-			
<b>Request Type</b> Student Status Change	<b>Request ID</b> 98693	<b>Request Date</b> 09/11/2015	<b>Command</b> <a href="#">View</a> <a href="#">Cancel Request</a>
<a href="#">Return</a>		<a href="#">Cancel Request</a>	

Confirmation message appears.

## Exhibit 241: Request Has Been Canceled Message

<p><b>Request has been canceled.</b></p> <p style="margin-top: 40px;"><a href="#">Return</a></p>
--

- Click **Return** to go back to *Student Information* page.

## 25 ALERTS AND STUDENT LISTS

SEVIS provides designated school officials (DSOs) with various alerts and lists to monitor and manage student records:

- **Alerts** show records that require timely DSO review and possible action. The links displayed on the *Alerts* page will vary. SEVIS only displays the link for an alert list, if at least one student is on the list. In many cases, SEVIS will change the status of a student record if the DSO does not take action.
- **Student Lists** show records that fit the criteria for a specific list. These lists do not necessarily need action by the DSO. SEVIS always displays links to all of the student lists, even if there are not any students on the list.

## 25.1 Using the Alerts and Student Lists

Long lists are hard to manage. SEVIS allows DSOs to change how SEVIS displays the records on any list by:

- Changing the number of records displayed on the page.
- Sorting the list by column.
- Exporting the list for use outside of SEVIS.

Each alert and student list has six important features. Some have a seventh.

## Exhibit 242: Sample Student List annotated to number the different parts of the page

**Active Status Students**  
SEVP School for Advanced SEVIS Studies - SEVP School for Advanced SEVIS Studies

Students who are eligible for Registration are marked with a check mark (✓)  
Students who are ineligible for Registration are marked with an x mark (✗)

This document is FOR OFFICIAL USE ONLY (FOUO). It contains information that may be exempt from public release under the Freedom of Information Act (5 U.S.C. 552). It is controlled, stored, handled, transmitted, distributed, and disposed of in accordance with DHS policy relating to FOUO information and is not to be released to the public or other personnel who do not have a valid "need-to-know" without prior approval of an authorized DHS official. This information shall not be distributed beyond the dhs.gov network without prior authorization of the originator. If the "Eligible for Registration" column indicates that the student is not eligible, the student's record must be updated before registration. The Student Information page shows what information is needed. See Help for more details.

Show  entries

SEVIS ID	Class of Admission	Name Surname/Primary	Given	Last Status Change	Program Start	End	Eligible for Registration
N0000108108	F-1	Lee	Bill	04/30/2015	04/30/2015	04/30/2018	✓
N0000144439	F-1	Lee	Lyn	05/13/2016	04/30/2015	04/20/2018	✓
N0004659632	F-1	Smith	James	05/13/2016	07/12/2012	05/31/2017	✓
N0004684777	F-1	Trottier	Alice	05/13/2016	05/04/2015	05/04/2019	✓
N0004688939	F-1	Weissmuller	John	05/13/2016	08/15/2014	05/31/2017	✓
N0004690151	F-1	Barker	Lynda	05/13/2016	08/15/2015	05/31/2017	✓
N0004705540	F-1	Sighvatsson	Leo	05/16/2016	08/15/2014	05/31/2020	✗
N0004705541	F-1	Kharitonova	Mstislav	05/16/2016	01/15/2015	12/31/2018	✗
N0004705574	M-1	Doe	John	09/23/2015	11/26/2015	11/25/2016	✓
N0004705859	F-1	Sample STEM	Student	06/22/2015	09/01/2011	05/30/2015	✗

Excel CSV PDF Print Copy

Showing 1 to 20 of 22 entries

First Previous 1 2 Next Last

5. **Instructional text** – Tells DSOs to safeguard the information in the list. The information is For Official Use Only. DSOs must not share the list with people not authorized to use SEVIS.
6. **Show ## entries** field – Allows DSOs to change the number of records displayed on the page. By default, SEVIS displays 20 records. DSOs can use the drop-down to change the display to 10, 15, 20, 50, 100, 500, or 1,000.
7. **Sort-by-columns** feature – Allows DSOs to sort the list in ascending or descending order by column.
8. **Hyperlinked surname** feature – Allows DSOs to access a specific record, take any needed action, and return to the list.
9. **Export** feature Allows the DSO to:
  - Export the data to an Excel spreadsheet
  - Export the data as comma separated values for use in some other software application

- Export the entire list as a PDF document
- Print the entire list
- Copy only the records displayed on the page to a clipboard for use in other software



The exported document is for official use only specifically for the management of student records. It contains personally identifiable information which must be safeguarded.

10. The **navigation** feature Allows the DSO to move to another page of this list.

11. The **registration eligibility indicators** only display on lists that contain the “Eligible for Registration” column.

- **The green check mark** indicates the student is eligible for registration.
- **The red X** indicates the student is not eligible for registration. Rolling the cursor over the X displays the reason(s) a student is not eligible for registration in SEVIS. **Note:** Exported lists will include the reason(s) for ineligibility, not the icon.

## 25.2 Alert Lists

To access an alert list:

12. Go to the *Listing of Schools* page.

### Exhibit 243: Listing of Schools page with Alerts tab call out

Select	Name of Campus	Campus Code	Location (City, State)	Role
	SEVP School for Advanced SEVIS Studies	BAL214F4444000	Ft. Washington, MD	PDSO
	SMU Technical Institute	BAL214F4444001	Fredericksburg, VA	DSO

13. Click the **Alerts** tab. The *Alerts* page opens.

**Exhibit 244: Alerts page**

**Student Alerts**

SEVP School for Advanced SEVIS Studies - SEVP School for Advanced SEVIS Studies

The following alerts deserve your attention:

[F-1 Students Within 30 Days of OPT End Date](#)

[Students With Requests in Requested Status Over 90 Days](#)



SEVIS will not display any Alerts that have no students on them.

14. Click on the hyperlinked name of the Alert you want to access.

Alert	Description
<b>Active Students Requiring Registration</b>	<ul style="list-style-type: none"> <li>This alert lists the students scheduled to begin a new term or session. The DSO must verify their continued enrollment at the school. Records are included in the list if: <ul style="list-style-type: none"> <li>The status of the record in SEVIS is Active</li> <li>The Next Session Start Date (entered by the DSO during the last registration event) is in the past</li> </ul> </li> <li>DSOs must take one of the following actions or SEVIS will terminate the student records for “Failure to Enroll:” <ul style="list-style-type: none"> <li>Register the record if the student is properly enrolled or has an authorized reduced course load</li> <li>Terminate the record</li> <li></li> </ul> </li> </ul>
<b>Active Students Requiring Status Verification</b>	<ul style="list-style-type: none"> <li>This alert lists the students in Active status whose SEVIS records have not been updated in six months. They will remain in this list until: <ul style="list-style-type: none"> <li>a change is made to their record or</li> <li>a DSO verifies the student’s status using the <b><u>Verify Status</u></b> link.</li> </ul> </li> </ul>
<b>Dependent Children Within 90 Days of 21st Birthday</b>	<ul style="list-style-type: none"> <li>This alert lists the F-2 or M-2 children who will no longer be eligible for F-2 or M-2 status because they will turn 21</li> </ul>

Alert	Description
	years old within 90 days. SEVIS will terminate their record the day after their 21 <sup>st</sup> birthday.
<b>Draft Student Eligibility Records – Over 15 Days Old</b>	<ul style="list-style-type: none"> <li>This alert lists records in Draft status that have not been touched in 15 days. SEVIS will delete these records if they remain untouched for 45 days.</li> </ul>
<b>F-1 Students Within 30 Days of OPT End Date</b>	<ul style="list-style-type: none"> <li>This alert lists students whose optional practical training ends within 30 days. For students on F-1 post-completion OPT or STEM OPT, and students on M-1 practical training, this alert also serves as notice to DSOs. SEVIS will complete records:               <ul style="list-style-type: none"> <li>30 days after practical training ends for M-1 students</li> <li>60 days after OPT ends for F-1 students</li> </ul> </li> </ul>
<b>PDSO/DSO Users Who Have Not Logged In to SEVIS in 30 Days</b>	<ul style="list-style-type: none"> <li>This alert lists the PDSOs and DSOs who have not logged into SEVIS for 30 days. SEVIS will inactivate a user ID if the official does not log into SEVIS for 45 days.</li> </ul>
<b>Service Center Adjudication Results</b>	<ul style="list-style-type: none"> <li>This alert lists students for whom the U.S. Citizenship and Immigration Service has made a decision on an application filed with them:               <ul style="list-style-type: none"> <li>OPT</li> <li>Off-Campus Employment</li> <li>M-1 Transfer</li> <li>M-1 Extension</li> <li>Change of Status requests.</li> </ul> </li> <li>SEVIS includes the record on the list for 30 days after the Service Center decision date.</li> </ul>
<b>Students in Initial Status with Port of Entry Records</b>	<ul style="list-style-type: none"> <li>This alert lists students who have entered the United States and who have not yet been registered in SEVIS by a DSO. SEVIS will terminate these records for failure to register (No Show) if the DSO does not take one of the following actions:               <ul style="list-style-type: none"> <li>Register the record if the student is properly enrolled or has an authorized reduced course load</li> <li>Defer the start of the student's program using the <a href="#">Manage Initial Program and Session Dates</a> function.</li> </ul> </li> </ul>
<b>Students Past Program Start Date Awaiting Change of</b>	<ul style="list-style-type: none"> <li>Lists students in Initial status who are past their Program Start Date and have one of the following:</li> </ul>

Alert	Description
<b>Status</b>	<ul style="list-style-type: none"> <li>○ Pending change of status request.</li> <li>○ Issue reason of “Initial Attendance - Change of Status Requested” and no CLAIMS change of status request.</li> <li>• SEVIS will cancel the record 60 days after the Program Start Date, if the DSO does not:               <ul style="list-style-type: none"> <li>○ Register the record, if the student is properly enrolled or has an authorized reduced course load</li> <li>○ Defer the program, because the change of status has not yet been approved.</li> </ul> </li> </ul> <p><b>Note:</b> The Manage Initial Program and Session Dates section provides more detail.</p>
<b>Students Requiring OPT Reporting</b>	<ul style="list-style-type: none"> <li>• Lists students on active STEM OPT whose DSOs have not yet reported in SEVIS receipt of the student’s semi-annual validation report.</li> <li>• Student on active STEM OPT must report participation in the OPT every six months from the employment start date.</li> <li>• SEVIS automatically terminates the record with the reason of “Failure to Report While on OPT,” if the DSO does not validate the record.</li> </ul>
<b>Students Terminated Due to Change of Status Approved</b>	<ul style="list-style-type: none"> <li>• Lists students for whom USCIS has formally changed their nonimmigrant status out of F or M to another immigration classification.</li> <li>• SEVIS terminates these students for “Change of Status Approved.”</li> <li>• SEVIS includes the record on the list for 30 days after the Service Center decision date.</li> </ul>
<b>Students Terminated Due to Change of Status Denied</b>	<ul style="list-style-type: none"> <li>• Lists students for whom USCIS has Denied a change of status to F or M status from another immigration classification.</li> <li>• SEVIS terminates these students for “Change of Status Denied.”</li> <li>• SEVIS includes the record on the list for 30 days after the Service Center decision date.</li> </ul>
<b>Students With Pending Change of Status Requests</b>	<ul style="list-style-type: none"> <li>• Lists students for whom USCIS has a pending application to change formally their nonimmigrant status from another nonimmigrant status to F or M classification.</li> <li>• DSOs should closely monitor this list and defer the</li> </ul>

Alert	Description
	program start dates of any student who may not receive a decision before their Program Start Date.
<b>Students With Requests in Requested Status Over 90 Days</b>	<ul style="list-style-type: none"> <li>• Lists students who have an application pending with USCIS for more than 90 days.</li> </ul>
<b>Students Within 45 Days of Cancellation</b>	<ul style="list-style-type: none"> <li>• Lists records in Initial status that SEVIS will cancel within the next 45 days, if an action is not taken on their record.</li> </ul>
<b>Students Within 45 Days of Program End Date</b>	<ul style="list-style-type: none"> <li>• Lists students whose program of study ends within 45 days.</li> <li>• SEVIS will terminate these records after the Program End Date unless a DSO: <ul style="list-style-type: none"> <li>○ Completes the record.</li> <li>○ Transfers the record to another school.</li> <li>○ Processes a Change of Education Level.</li> </ul> </li> <li>• SEVIS terminates: <ul style="list-style-type: none"> <li>○ M-1 students 30 days after the Program End Date.</li> <li>○ F-1 students 60 days after the Program End Date.</li> </ul> </li> </ul> <p><b>Note:</b> A PDSO or DSO can update a student's Program End Date to reflect early completion by using the Shorten Program action. A PDSO or DSO can authorize a program extension by using the Extend Program action.</p> <p><b>Note:</b> Post-completion OPT must be requested in SEVIS prior to or on the Program End Date.</p>
<b>Students Within 45 Days of Termination</b>	<ul style="list-style-type: none"> <li>• Lists students who will be terminated by SEVIS within the next 45 days, if an action is not taken on their record.</li> </ul>
<b>Students Within 60 Days of Off-Campus Employment End Date</b>	<ul style="list-style-type: none"> <li>• Lists students in active status with current, authorized off-campus employment that will end within 60 days.</li> </ul>
<b>Students Without Valid U.S. Addresses</b>	<ul style="list-style-type: none"> <li>• Lists students with an: <ul style="list-style-type: none"> <li>○ Unvalidated address.</li> <li>○ Address that is only city/state/zip code validated.</li> </ul> </li> <li>• DSOs are not expected to correct addresses that SEVIS failed to validate.</li> </ul>
<b>Terminated Students Nearing Their Reinstatement Deadline</b>	<ul style="list-style-type: none"> <li>• Lists records terminated between 90 to 150 days ago.</li> <li>• Student may apply for reinstatement at any point, but after 150 days, the student must:</li> </ul>

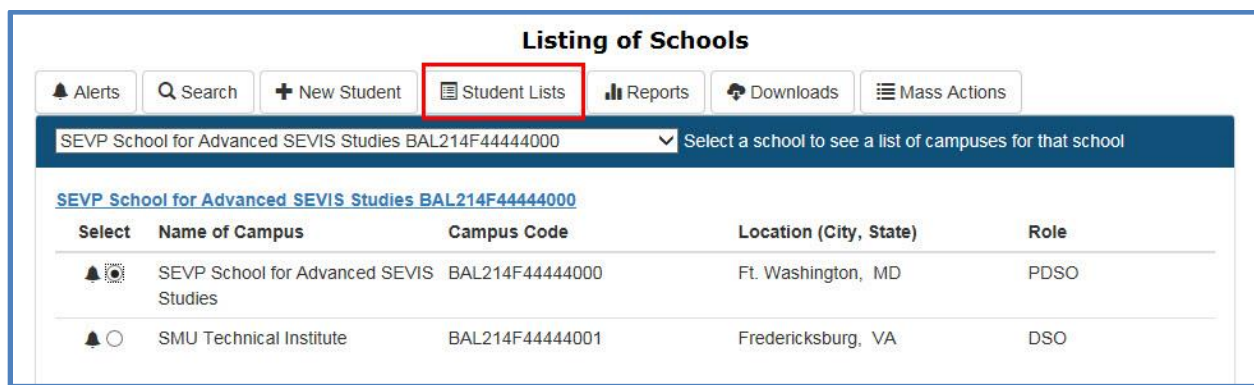


Alert	Description
	<ul style="list-style-type: none"> <li>○ Overcome a presumed ineligibility.</li> <li>○ Explain why the reinstatement request was not filed in a timely manner.</li> </ul>
<b>Transfer-In Students Not Registered By Program Start Date</b>	<ul style="list-style-type: none"> <li>• Lists students whose: <ul style="list-style-type: none"> <li>○ Transfer-in COE has been created.</li> <li>○ Program Start Date is in the past.</li> <li>○ Registration at the school has not been submitted.</li> </ul> </li> <li>• SEVIS will terminate these records as “Transfer Student No Show,” if the DSO takes no action.</li> </ul>

## 25.3 Student Lists

To access a student list:

15. Go to the *Listing of Schools* page.



**Listing of Schools**

Alerts Search + New Student **Student Lists** Reports Downloads Mass Actions

SEVP School for Advanced SEVIS Studies BAL214F4444000 Select a school to see a list of campuses for that school

[SEVP School for Advanced SEVIS Studies BAL214F4444000](#)

Select	Name of Campus	Campus Code	Location (City, State)	Role
	SEVP School for Advanced SEVIS Studies	BAL214F4444000	Ft. Washington, MD	PDSO
	SMU Technical Institute	BAL214F4444001	Fredericksburg, VA	DSO

16. Click the **Student Lists** tab. The *Student Lists* page opens.

## Student Lists

SEVP School for Advanced SEVIS Studies - SEVP School for Advanced SEVIS Studies

[Student Listing](#)

[Draft Students](#)

[Initial Status Students](#)

[Active Status Students](#)

[Terminated Status Students \(past 18 months\)](#)

[Completed Status Students \(past 18 months\)](#)

[Canceled Status Students \(past 18 months\)](#)

[Students With Requested, Pending, or Approved Off-Campus Employment](#)

[Students With Requested, Pending, or Approved Optional Practical Training \(OPT\)](#)

[Students With Curricular Practical Training \(CPT\)](#)

[Students With a Pending Change of Status Request](#)

[Students With a Requested or Pending Extension Request](#)

[Students Authorized to Drop Below Full Course](#)

[Students Transferring In](#)

[Students Transferring Out](#)

[Students Requesting Reinstatement](#)

[Students With a Pending Data Correction Request](#)

[Students With a Filed or Waitlisted Cap-Gap Extension](#)

17. Click on the hyperlinked name of the student list you want to access.

Student List (in SEVIS order of appearance)	Description
<b>Student Listing</b>	<ul style="list-style-type: none"> <li>Lists all students for the selected school, regardless of their status.</li> </ul>
<b>Draft Students</b>	<ul style="list-style-type: none"> <li>Lists all student records that have been saved, but not submitted.</li> <li>List includes transfer-in records that have not had an initial Form I-20 submitted.</li> <li>PDSO or DSO may review, edit, and submit the records to SEVIS.</li> </ul>
<b>Initial Status Students</b>	<ul style="list-style-type: none"> <li>Lists all students whose status in SEVIS is Initial.</li> <li>Student's record has been created, but the DSO has not yet registered the student in SEVIS.</li> </ul>
<b>Active Status Students</b>	<ul style="list-style-type: none"> <li>Lists all students whose status in SEVIS is Active.</li> <li>Student has registered and is enrolled in class, or</li> </ul>

Student List (in SEVIS order of appearance)	Description
	<p>is on active post-completion OPT.</p> <ul style="list-style-type: none"> <li>• Student is considered to be “in status.”</li> </ul>
<b>Terminated Status Students (past 18 months)</b>	<ul style="list-style-type: none"> <li>• Lists all students whose record was terminated by a DHS official or a DSO for a specified cause, other than completion of his/her academic program. For example, the student died or was expelled.</li> </ul> <p><b>Note:</b> This list only includes students whose status has been changed to Terminated in the last 18 months.</p>
<b>Completed Status Students (past 18 months)</b>	<ul style="list-style-type: none"> <li>• Lists all students who have completed their course of study and any approved OPT and will not continue studies at another school.</li> </ul> <p><b>Note:</b> This list only includes students whose status has been changed to Completed in the last 18 months.</p>
<b>Canceled Status Students (past 18 months)</b>	<ul style="list-style-type: none"> <li>• Lists all records in Initial status who: <ul style="list-style-type: none"> <li>○ Lack port of entry information on their records.</li> <li>○ Are at least 60 days past the Program Start Date.</li> <li>○ Have not been registered by a DSO.</li> <li>○ Have been canceled by SEVIS or by a DSO</li> </ul> </li> </ul> <p><b>Note:</b> This list only includes students whose status has been changed to Canceled in the last 18 months.</p>
<b>Students with Requested, Pending, or Approved Off-Campus Employment</b>	<ul style="list-style-type: none"> <li>• Lists students in Active status who also have on their record a request for off-campus employment in Requested, Pending, or Approved status.</li> <li>• Students remain on this list from the time that the off-campus employment is requested until the end date of the employment, if approved.</li> </ul>
<b>Students with Requested, Pending, or Approved Optional Practical Training (OPT)</b>	<ul style="list-style-type: none"> <li>• Lists students in Active status who also have on their record an OPT request in Requested, Pending, or Approved status.</li> <li>• Students will remain on this list from the time that the OPT is requested until the end date of the</li> </ul>

Student List (in SEVIS order of appearance)	Description
	employment, if approved.
<b>Students with Curricular Practical Training (CPT)</b>	<ul style="list-style-type: none"> <li>• Lists students in Active status who also have on their record a request for curricular practical training (CPT).</li> <li>• Students will remain on this list from the time that the CPT is requested until the end date of the employment.</li> </ul>
<b>Students with a Pending Change of Status Request</b>	<ul style="list-style-type: none"> <li>• Lists students who are requesting a change of status through the Service Center.</li> </ul>
<b>Students with a Requested or Pending Extension Request</b>	<ul style="list-style-type: none"> <li>• Lists Active M-1 students who have a Requested or Pending extension request.</li> </ul>
<b>Students Authorized to Drop Below Full Course</b>	<ul style="list-style-type: none"> <li>• Lists Active students who are currently approved to drop below a full course of study.</li> </ul>
<b>Students Transferring In</b>	<ul style="list-style-type: none"> <li>• Lists SEVIS records transferred to your school by another school.</li> </ul> <p><b>Note:</b> These records are partially completed. They contain the students' biographic and contact information. DSOs can update the records based on the students' new program information at your school.</p>
<b>Students Transferring Out</b>	<ul style="list-style-type: none"> <li>• Lists students whose SEVIS records have been or will be sent to another school.</li> </ul>
<b>Students Requesting Reinstatement</b>	<ul style="list-style-type: none"> <li>• Lists students who have requested reinstatement at the school, and whose reinstatement requests are pending.</li> </ul> <p><b>Note:</b> The PDSO or DSO that submitted the reinstatement request will receive email notification of the reinstatement adjudication results.</p>
<b>Students with a Pending Data Correction Request</b>	<ul style="list-style-type: none"> <li>• Lists students who have a data correction request that has not yet been adjudicated by DHS.</li> </ul>
<b>Students with a Filed or Waitlisted Cap-Gap Extension</b>	<ul style="list-style-type: none"> <li>• Lists students who have a filed or waitlisted Cap-Gap Extension.</li> </ul>

## 26 REPORTS, DOWNLOADS, AND REPRINTS

SEVIS provides you with the ability to generate and print a variety of reports that reflect current SEVIS information. Please note that the types of reports currently available are subject to change as the result of enhancements to the reporting capabilities of the system.

### 26.1 Generating and Printing Reports Using the Internet Explorer Browser

To access the DSO Reports, perform the following steps:

1. Click **Reports** at the bottom of the *Listing of Schools* page. The *DSO Reports* page opens.

#### Exhibit 245:DSO Reports Page

**DSO 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 - 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

**Dependent Reports**

- ☐ Detailed Dependent Report - Active Status
- ☐ Detailed Dependent Report - within 0-6 Months of 21st Birthday

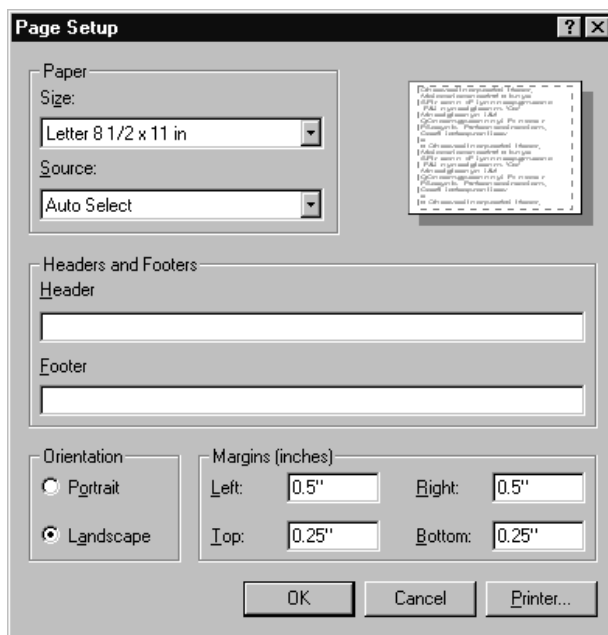
**DSO Reports**

- ☒ Detailed DSO 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 the section on [Copy and Paste a Report](#) for instructions.)
3. Review the list of reports and make a selection by clicking the radio button to the left of the appropriate report.
4. Click the **Submit** button. The next page that opens allows you to enter your report criteria.
5. Make the necessary selections on the *Report Criteria* page.

6. Click the **Submit** button to generate and view the report. Another browser window opens and the report displays. Using the browser functionality, you may send the report to a designated printer.
7. For best results when printing, it is recommended that you make the following changes to the print settings for Internet Explorer:
  - a. Click on the **File** menu on the Internet Explorer toolbar.
  - b. Select **Page Setup**. The *Page Setup* window opens.

### Exhibit 246: Internet Explorer Page Setup Window



- c. If necessary, delete all data that display in the **Header** field.
- d. If necessary, delete all data that display in the **Footer** field.
- e. Select the **Landscape** radio button in the **Orientation** section.
- f. Set the left and right margins to **0.5"** and the top and bottom margins to **0.25"**.
- g. Click **OK**.
8. Select **Print** from the **File** menu or click the **Print** button on the browser toolbar. If you opted to click the **Print** button, your report prints; if you chose **Print** from the **File** menu, the *Print* window opens. Continue to Step 9.
9. Ensure that the name of the printer listed in the **Name** field is the printer to which you wish 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.
10. Click **OK** and the report prints to the designated printer.

- Click the **Close** button on the browser title bar to close the window and return to SEVIS.

## 26.2 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:

- 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 the section on [Generating and Printing Reports](#) for instructions on printing reports in SEVIS.

### Exhibit 247: Detailed Student Report – Initial and Active Status – HTML Format

SEVIS Detailed Student Report - Initial and Active Status					
Visa Class: F/M					
Student Name	SEVIS ID	Status	Status Change Date	Visa Class	Program Start/End Date
School Name: Wordsworth Center      School Code: WAS214F00954000					
Campus Name: Wordsworth Center					
Shendos, Shelly	N0004649359	ACTIVE	02/16/2010	F-1	03/01/2010 - 09/15/2011
Smeltz, Suzann	N0004650016	ACTIVE	06/05/2010	F-1	06/15/2010 - 06/10/2014
WAS214F00954000: Total number of initial students: 0      Total number of active students: 2					
Grand total initial students: 0      Grand total active students: 2					
Report Date & Time: Mon Feb 21 10:25:54 EST 2011					
Page 1 of 1					

- Click the **Close** button to close the browser window on which the report that was generated in HTML format displays.
- Regenerate the report but select **Text** as the format for the report.
- Click **Submit** to generate the report in Text format. The report opens in another browser window.
- Click and drag the mouse to highlight the entire report.
- Select **Copy** from the **Edit** menu.
- Open the MS Excel application. Do not click anywhere in the application.
- Select **Paste** from the **Edit** menu to paste the report into Excel. The whole report will be contained in cell A1.

**Note:** The caret (^) characters are used to separate the columns of data.

**Exhibit 248: Caret (^) Characters Used to Separate Columns of Data**

Shelly ^ Shendoa ^ N0004649359 ^ ACTIVE ^ 02/16/2010 ^ F-1 ^ 03/01/2010 ^ 09/15/2011 ^ WASHINGTON DC ^  
Suzann ^ Smeltz ^ N0004650016 ^ ACTIVE ^ 06/05/2010 ^ F-1 ^ 06/15/2010 ^ 06/10/2014 ^ WASHINGTON DC ^

9. 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 opens.
10. Click the **Delimited** radio button, and then click the **Next** button. The *Convert Text to Columns Wizard – Step 2 of 3* window opens.
11. Click the **Other** checkbox 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** checkbox should be checked.
12. Click the **Next** button to open the *Convert Text to Columns Wizard – Step 3 of 3* window.
13. Click the **Finish** button. The wizard closes and the report is formatted into columns.
14. Format the spreadsheet using the column headings shown on the copy of the report generated in HTML format.

## **26.3 SEVIS Downloads**

Student and Exchange Visitor Information System (SEVIS) reports and alert lists are created for schools whose student and dependent information does not comply with SEVIS data standards. These reports and lists are located in the *SEVIS Downloads* page. In addition, the *SEVIS Downloads* page contains designated school official- (DSO) requested Forms I-20 for reprinting multiple students' Certificates of Eligibility at one time.

### **26.3.1 SEVIS Downloads Page**

To access the *SEVIS Downloads* page:

1. Navigate to the *Listing of Schools* page.
2. Click the **Downloads** button. The *SEVIS Downloads* page opens.



## Exhibit 249: Listing of Schools page, Downloads button

**Listing of Schools**

Alerts Search New Student Student Lists Reports **Downloads** Mass Actions

SEVP School for Advanced SEVIS Studies BAL214F44444000 Select a school to see a list of campuses for that school

[SEVP School for Advanced SEVIS Studies BAL214F44444000](#)

Select	Name of Campus	Campus Code	Location (City, State)	Role
<input checked="" type="radio"/>	SEVP School for Advanced SEVIS Studies	BAL214F44444000	Ft. Washington, MD	DSC
<input type="radio"/>	...	BAL214F44444001	Richmond, VA	PDSO

Two sections are on the *SEVIS Downloads* page:

- **System Downloads** – SEVIS reports for school users about a variety of topics.
- **Requested Form Reprints** – Retrievable forms that were part of a mass reprint request.

## Exhibit 250: Two Sections on the SEVIS Downloads page

**SEVIS Downloads**

SEVP School for Advanced SEVIS Studies  
Campus: SEVP School for Advanced SEVIS Studies

The documents, which are available for download below, represent either lists of nonimmigrants at your institution whose information was changed by SEVIS when data standards were imposed or zipped files of immigration documents for reprint. To download a document in Comma Separated Values format, click CSV. To download as an Excel spreadsheet, click Excel. To unzip immigration documents, click the icon beside the file name in the table and follow your software's process for accessing the individual files. See Help for more information.

Note: If you have multiple windows open, downloaded documents may open behind any windows currently open.

### System Downloads

Show 10 entries

Date Generated	Title	Description	File Type
05/12/2016	List of Active Students for Whom a Telephone Number and/or E-mail Address is Missing	Names of ACTIVE students whose telephone number and/or email address is missing. Homeland Security Council requires all active student records to contain a phone number and an email address.	<a href="#">CSV</a> <a href="#">Excel</a>
05/12/2016	Students and Dependents Without a Record of an Updated Form I-20	This report lists students and dependents where SEVIS does not have a record indicating that Form I-20 has been reprinted for them. Some students/dependents may have had a form printed for them as part of a record update. The report does not include anyone whose record was created after June 26, 2015.	<a href="#">CSV</a> <a href="#">Excel</a>

Showing 1 to 2 of 2 entries

First Previous 1 Next Last

### Requested Form Reprints

(May take up to 24 hours to generate ZIP file; Removed after 7 days)

Show 10 entries

Date Submitted	Date Generated	Status	Title	Records	Name of Requestor/Role	File
05/12/2016		Pending	Engineering Students A-M	3	Jared Alabama DSO	

Showing 1 to 1 of 1 entries

First Previous 1 Next Last

### 26.3.2 System Downloads – Reports for School Users

The top section of the *SEVIS Downloads* page contains the links for the system downloadable files, for example, reports made available by Student and Exchange Visitor Program (SEVP).

Any downloads available will have the date the download was generated, title, description of the download, and available file type. Reports can be downloaded in either comma-delimited format (.csv) or Microsoft Excel format. To download a file:

### Exhibit 251: System Downloads File Types

System Downloads			
Date Generated	Title	Description	File Type
02/26/2015	Nonimmigrants Affected by SEVIS Address Standardization	Names of ACTIVE and INITIAL nonimmigrants whose U.S. addresses were changed to meet the SEVIS address standards	<a href="#">CSV</a> <a href="#">Excel</a>

1. Click the desired file type, **CSV** or **Excel**. A dialogue box opens, asking if you want to open or save the file.

### Exhibit 252: Downloads Open or Save Dialogue Box

Do you want to open or save <b>CONVERTED_ADDR.xls</b> from 10.168.1.21?	Open	Save ▼	Cancel	✕
---	------	--------	--------	---

2. Click either:
  - a. **Open** – Opens the file.
  - b. **Save** – Saves the file to your system.
  - c. **Cancel** – Ends the download process.

## 27 SEVIS MASS ACTIONS

To make compliance with SEVIS reporting requirements easier, SEVIS allows designated school officials (DSOs) to take certain actions on a group of student records at the same time. Two group actions are available from the *SEVIS Mass Actions* page:

- Mass Registration allows DSOs to register multiple students in a similar category at one time.
- [Mass Reprint](#) allows DSOs to print Forms I-20 for multiple students and dependents.

The *Mass Actions* page is accessible from the *Listing of Schools* page.

**Listing of Schools**

Alerts Search + New Student Student Lists Reports Downloads **Mass Actions**

Laroche School WAS214F87654000 Select a school to see a list of campuses for that school

[Laroche School WAS214F87654000](#)

Select	Name of Campus	Campus Code	Location (City, State)	Role
<input checked="" type="radio"/>	Laroche School	WAS214F87654000	Arlington, VA	PDSO

### Exhibit 253: Mass Actions Link

Click on the **Mass Actions** tab. The *Mass Actions* page opens:

**SEVIS Mass Actions**

Laroche School  
Campus: Laroche School

Mass Action	Explanation
<a href="#">Registration</a>	This function allows you to register students. To be included in a mass registration the student cannot owe payment for the I-901 fee. All students, other than Border Commuters, must have a U.S. address. Continuing students must also have an e-mail address and telephone information unless the student is a K-12 F-1 student or an M-1 student under the age of 14. Students who do not meet this criteria will not be included in your results.
<a href="#">Reprint Certificate of Eligibility (Form I-20)</a>	This functionality allows you to reprint multiple Forms I-20. You will be able to select up to 1,000 records. Forms I-20 will be created as SEVIS resources permit (no more than 24 hours). You will receive the forms in zip files containing 100 forms or less. When the forms are ready, you can download them from the Downloads page.

### Exhibit 254: Mass Actions Page

The name of the school and campus displays at the top of the SEVIS *Mass Actions* page. The available actions are listed to the left with a description of the action.

## 27.1 Mass Registration



In this document:

- School session refers to school terms, semesters, and/or school sessions.
- Designated School Official (DSO) refers to both Principal School Official (PDSO) and DSO, unless otherwise noted.

DSOs must determine if every active F-1 and M-1 student still pursuing an academic or vocational program is eligible for registration. SEVIS registration must be completed on all appropriate SEVIS records within 30 days of the start of each session.

### 27.1.1 Relevant Federal Regulations



Before taking action on a student's record, DSOs must understand the federal regulatory, full course of study requirements for their type of school.



- [SEVP Policy Guidance for Adjudicators 1408-01: Academic Year](#)
- [SEVIS Reporting Requirements for Designated School Officials \(ICE.gov\)](#)
- F-1 full course of study – [8 CFR 214.2\(f\)\(a\)\(6\)](#)
- M-1 full course of study – [8 CFR 214.2\(m\)\(9\)\(i-vi\)](#)
- SEVIS Recordkeeping and reporting requirements – [8 CFR 214.3\(g\)](#)

DSOs can register students in the real-time interface (RTI) two ways:

- Individual records with the registration function.



See the SEVIS Help Hub topic on [SEVIS Registration](#) for detailed information on registering individual students.

- Multiple records simultaneously with the mass registration function.

Mass Registration allows DSOs to register multiple students in a similar category at one time. Mass Registration is a three-step process. The first step is a search for groups of students with similar attributes; the second is to select students to register from the search results; and then, the third is to register these students. The fields for searching and mass registering are described in the [Mass Action: Registration – Records Search](#) and [Mass Action: Registration](#) tables below:

### 27.1.2 Mass Action: Registration – Records Search Terminology

The Mass Action: Registration Records Search fields provides searching capabilities to find students to register with similar characteristics, for example, Current Session End Date, Next Session Start Date, or any indicators for being in the last session of study. The Records Search fields also allows sorting of records for easier use. The search and sort options include:

Field	Description
<b>Include section:</b>	
<b>Class of Admission*</b>	<ul style="list-style-type: none"> <li>• Searches for the students' nonimmigrant status.</li> <li>• Must select either F-1 or M-1.</li> <li>• This is a required field.</li> </ul>

Field	Description
<b>Level of Study</b>	<ul style="list-style-type: none"> <li>Searches for the students' level of study:               <ul style="list-style-type: none"> <li>Primary</li> <li>Secondary</li> <li>Associate</li> <li>Bachelor's</li> <li>Master's</li> <li>Doctorate</li> <li>Language Training</li> <li>Other</li> </ul> </li> <li>Can chose one or leave field blank.</li> </ul>
<b>Session Start Date From*</b>	<ul style="list-style-type: none"> <li>Searches for the date the next session will begin.</li> <li>If the Session Start Date To field is not completed, the search results will only display records with a Next Session Start Date of the date entered in the Session Start Date From field.</li> <li>If the Session Start Date To field is completed, the search results will range from date in the Session Start Date From field to the date in the Session Start Date To field.</li> <li>This is a required field.</li> </ul>
<b>Session Start Date To</b>	<ul style="list-style-type: none"> <li>If entered, this will be the end date in the range of the Session Start Dates being searched.</li> </ul>
<b>Program End Date From</b>	<ul style="list-style-type: none"> <li>Searches for the date the program will end.</li> <li>If Program End Date To field is not completed, the search results will only display records with a Program End Date of the date entered in the Program End Date From field.</li> <li>If Program End Date To field is completed, the search results will range from date in the Program End Date From field to the date in the Program End Date To field.</li> </ul>
<b>Program End Date To</b>	<ul style="list-style-type: none"> <li>If entered, this will be the end date in the range of the Program End Dates being searched.</li> </ul>
<b>Refine section:</b>	
<b>Surname/Primary Name First Letter Range</b>	<ul style="list-style-type: none"> <li>Sorts by the first letter of students' Surname/Primary Name.</li> <li>If selected, the search results will display a list of records with surnames that appear between the two letters.</li> </ul>
<b>CIP (Classification of Instructional Programs) Code</b>	<ul style="list-style-type: none"> <li>Sorts by the first two digits of the students' field of study CIP code; for example, 14 is the CIP code family for all programs that</li> </ul>

Field	Description
<b>Family</b>	<p>fall under the Engineering category.</p> <ul style="list-style-type: none"> <li>• If selected, the search results will display a list of records with CIP Codes for Major 1 and Major 2, which fall under that CIP code family.</li> </ul>
<b>Sort By</b>	<p>Sorts search results by an option:</p> <ul style="list-style-type: none"> <li>• Surname/Primary Name</li> <li>• Given Name</li> <li>• Education Level</li> <li>• Major 1</li> <li>• Major 2</li> <li>• Program End Date</li> <li>• Session Start Date</li> </ul>
<b>Ascending or Descending</b>	<p>Sorts search results in either:</p> <ul style="list-style-type: none"> <li>• Ascending order.</li> <li>• Descending order.</li> </ul>

### 27.1.3 Mass Action: Registration Terminology

The Mass Action: Registration function creates and labels the registration event, based on the student records chosen from the records search results. The mass registration options include:

Field	Description
<b>Records Selected</b>	<ul style="list-style-type: none"> <li>• SEVIS enters the number of student records selected for registration.</li> </ul>
<b>Results Report Name*</b>	<ul style="list-style-type: none"> <li>• Name given to the Mass Action Report.</li> <li>• Limited to 50 characters.</li> <li>• This is a required field.</li> </ul>
<b>Current Session End Date*</b>	<ul style="list-style-type: none"> <li>• End date of the session being registered.</li> <li>• This is a required field.</li> </ul>
<b>Next Session Start Date*</b>	<ul style="list-style-type: none"> <li>• Start date of the next (following) session.</li> <li>• This is a required field.</li> </ul>
<b>The student is in the last session of his/her program</b>	<p>Check this box if students are being registered, who are in the last session of the program.</p> <p><b>Note:</b> If checked, all students in the mass registration action will have that notation.</p>
<b>Study/Research</b>	<p>Check this box if students are being registered, who are studying or</p>

Field	Description
<b>Abroad</b>	conducting research outside of the United States. <b>Note:</b> If checked, all students in the mass registration action will have that notation.
<b>Thesis/Dissertation</b>	Check this box if students are being registered, who are working on a thesis or dissertation. <b>Note:</b> If checked, all students in the mass registration action will have that notation.
<b>Remarks about the Student</b>	<ul style="list-style-type: none"> <li>• Enter any remarks about the students being registered.</li> <li>• Limited to 300 characters.</li> </ul> <b>Note:</b> Any remarks entered will appear in the student remarks for all students.



Mass Registration is only available for SEVIS records:

- In Initial or Active status.
- That have paid the I-901 SEVIS Fee.
- With a U.S. Physical Address (required for both Initial and Active records).
- With email and telephone information:
  - Except for K-12, F-1 students or M-1 students under the age of 14.
  - Required only for active records.

#### 27.1.4 Process Mass Registration

To process a mass registration:

1. Navigate to the *Listing of Schools* page; and choose the school and campus with the records you wish to register.

## Exhibit 255: Listing of Schools page

**Listing of Schools**

Alerts
 Search
 New Student
 Student Lists
 Reports
 Downloads
 Mass Actions

SEVP School for Advanced SEVIS Studies BAL214F44444000 Select a school to see a list of campuses for that school

Select	Name of Campus	Campus Code	Location (City, State)	Role
<input checked="" type="radio"/>	SEVP School for Advanced SEVIS Studies	BAL214F44444000	Ft. Washington, MD	DSO
<input type="radio"/>	SMU Technical Institute	BAL214F44444001	Fredericksburg, VA	DSO

Indicates an alert for that campus  
 Indicates that the PDSO of the main campus has to apply for recertification  
 Indicates that the ability of the school's officials to create new student records has been disabled by SEVP  
 Indicates that the school's ability to accept transfer-in student records has been disabled by SEVP  
 Indicates that the ability of the school's officials to transfer out student records has been disabled by SEVP

- Click **Mass Actions** to open the *SEVIS Mass Actions* page.

## Exhibit 256: Mass Actions page

**SEVIS Mass Actions**

SEVP School for Advanced SEVIS Studies  
 Campus: SEVP School for Advanced SEVIS Studies

Mass Action	Explanation
<div style="border: 2px solid red; padding: 2px; display: inline-block;"><b>Registration</b></div>	This function allows you to register students. To be included in a mass registration the student cannot owe payment for the I-901 fee. All students, other than Border Commuters, must have a U.S. address. Continuing students must also have an e-mail address and telephone information unless the student is a K-12 F-1 student or an M-1 student under the age of 14. Students who do not meet this criteria will not be included in your results.
<a href="#">Reprint Certificate of Eligibility (Form I-20)</a>	This functionality allows you to reprint multiple Forms I-20. You will be able to select up to 1,000 records. Forms I-20 will be created as SEVIS resources permit (no more than 24 hours). You will receive the forms in zip files containing 100 forms or less. When the forms are ready, you can download them from the Downloads page.

- Click **Registration**. The *Mass Action: Registration – Records Search* page opens.



## Exhibit 257: Mass Registration Records Search page

**Mass Action: Registration - Records Search**  
 SEVP School for Advanced SEVIS Studies  
 Campus: SEVP School for Advanced SEVIS Studies  
Required fields are marked with an asterisk (\*)

*All selected students will be registered for the same Current Session End Date and Next Session Start Date. You will have the option to indicate that the student is in their last term, participating in study/research abroad, or engaged in thesis/dissertation. If any of the options are selected, the option will apply to all students. Students who are missing required information will not be included in the results. To be included in a mass registration list, the student cannot owe payment for the I-901 fee. All students, other than border commuters, must have a U.S. address. Students in Active status must also have an e-mail address and telephone information unless the student is a K-12 F-1 student or an M-1 student under the age of 14.*

**Include**

<b>Class of Admission *</b> <input checked="" type="radio"/> F-1 <input type="radio"/> M-1	<b>Session Start Date From *</b> <input type="text" value="08"/> / <input type="text" value="01"/> / <input type="text" value="2016"/>	<b>Program End Date From</b> <input type="text" value="MM"/> / <input type="text" value="DD"/> / <input type="text" value="YYYY"/>
<b>Level of Study</b> <input type="text" value=""/>	<b>Session Start Date To</b> <input type="text" value="08"/> / <input type="text" value="30"/> / <input type="text" value="2016"/>	<b>Program End Date To</b> <input type="text" value="MM"/> / <input type="text" value="DD"/> / <input type="text" value="YYYY"/>

**Refine By**

<b>Surname/Primary Name First Letter Range</b> <input type="text" value=""/> to <input type="text" value=""/>	<b>CIP Code Family</b> <input type="text" value="14 ENGINEERING"/>
--	---

**Sort By**

☒ Ascending   ☐ Descending

Surname/Primary Name  
 Given Name  
 Education Level  
 Major 1  
 Major 2  
 Program End Date  
 Session Start Date

4. Use the **Include** fields to define search criteria:



Selection of the following fields is required:

- Class of Admission
- Session Start Date From

- Click either the **F-1** or **M-1** radio button to choose the students' **Class of Admission**.
- Enter the Session Start Date in the **Session Start Date From** field.

The following fields are optional but help narrow search results:

- Click the **Level of Study** drop-down arrow to select the educational level.
- Create a **Session Start Date** range by completing the **Session Start Date To** field.
- Enter a **Program End Date** or create a range by completing the **Program End Date From** and **Program End Date To** fields.

5. Define sort criteria by using the **Refine By** fields:

- Click the **Surname/Primary Name First Letter Range** drop-down arrows. Select an alphabetic range of records between two letters.
- Click the **CIP Code Family** drop-down arrow. Select the educational field.
- Click the **Sort By** drop-down arrow to choose a category for sorting.
- Select a radio button to sort in **Ascending** or **Descending** order

6. Click **Search**. The *Mass Action: Registration – Selected Records* page displays.**Exhibit 258: Mass Registration Selected Records page**

**Mass Action: Registration - Selected Records**  
 SEVP School for Advanced SEVIS Studies  
 Campus: SEVP School for Advanced SEVIS Studies

[<< Return to Mass Registration Search](#)

*All selected students will be registered for the same Current Session End Date and Next Session Start Date. You will have the option to indicate that the student is in their last term, participating in study/research abroad, or engaged in thesis/dissertation. If any of the options are selected, the option will apply to all students. Students who are missing required information will not be included in the results. To be included in a mass registration list, the student cannot owe payment for the I-901 fee. All students, other than border commuters, must have a U.S. address. Students in Active status must also have an e-mail address and telephone information unless the student is a K-12 F-1 student or an M-1 student under the age of 14.*

**Search Criteria:**

- Visa Type = F-1
- Session Start Date From = 08/01/2016
- Session Start Date To = 08/31/2016
- CIP Family = 14 ENGINEERING

3 of 5 selected

Show  entries

SEVIS ID	Surname/Primary Name	Given Name	Status	Major 1	Major 2	Education Level	Program End Date	Session Start Date
N0004705534	<a href="#">Araya</a>	Karin	ACTIVE	14.4401 - Engineering Chemistry	00.0000 - None	BACHELOR'S	05/31/2020	08/12/2016
N0000108108	<a href="#">Lee</a>	Bill	ACTIVE	14.4401 - Engineering Chemistry	01.0106 - Agricultural Business Technology	BACHELOR'S	04/30/2018	08/16/2016
N0004690151	<a href="#">Parker</a>	Lynda	ACTIVE	14.0701 - Chemical Engineering	00.0000 - None	MASTER'S	05/31/2017	08/15/2016
N0004704562	<a href="#">Vargicova</a>	Ana	ACTIVE	14.1001 - Electrical and Electronics Engineering	00.0000 - None	BACHELOR'S	05/15/2019	08/16/2016
N0004688939	<a href="#">Weissmuller</a>	John	ACTIVE	50.0702 - Fine/Studio Arts, General	14.0401 - Architectural Engineering	MASTER'S	05/31/2017	08/15/2016

Showing 1 to 5 of 5 entries

First
Previous
1
Next
Last



See the Search Criteria, displayed in the red box, that states which Records Search fields were used to search.

7. Sort the results by:

- Clicking arrow in **Show ## entries** field to select number of records that will appear on the *Mass Action: Registration – Selected Records* page. Choices include **10, 20, 50, 100**, or **All** records.
- Clicking up or down arrow on a column heading to select Ascending or Descending order by category. Category options include:
  - SEVIS ID
  - Surname/Primary Name
  - Given Name
  - Status
  - Major 1
  - Major 2
  - Education Level
  - Program End Date
  - Session Start Date



See the SEVIS Help Hub topic on [Create Initial Form I-20](#) for detailed information on the student records fields.

8. Select records to mass register by either:

- Clicking on each record.  
**Note:** Clicking on a selected record, deselects that record.
- Clicking **Select all**.  
**Note:** Clicking **Deselect all** deselects any selected records.



Selected records will be highlighted. (See Araya, Lee, and Parker in the *Mass Action: Registration – Selected Records* page\_image above.)

9. Click **Submit Selections**. The [Mass Action: Registration](#) modal displays.

## Exhibit 259: Mass Actions- Registration modal

**Mass Actions: Registration**

*All information provided will be used to update the record for ALL selected students. Once submitted, a mass registration, cannot be undone. You can, however, submit a new registration event individually or en masse to make changes. After you submit the students for registration you will receive a report with the results of the mass registration. You will be able to access the report from the Downloads page.*

**Records Selected** 3

**Results Report Name \*** 
  
Characters Remaining: 32

**Current Session End Date \***  /  /

**Next Session Start Date \***  /  /

You need to confirm the session dates if the break length is more than 152 days  
**Length of the break**  
**23 days**

☐ **The student is in the last session of his/her program**

☐ **Study/Research Abroad**  
 (The student will be engaged in study and/or research abroad.)

☐ **Thesis/Dissertation**  
 (The student will be engaged in research or writing for a thesis or dissertation.)

**Remarks about the Student** (Displays on the Student Information page and page 1 of the Form I-20)

Characters Remaining: 300

[Cancel](#)

10. To create the mass registration action, complete the following:



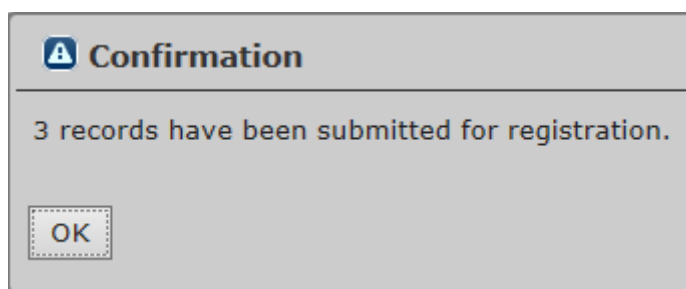
Completion of the following is required:

- Results Report Name (50 character limit)
- Current Session End Date
- Next Session Start Date

The length of the session is automatically calculated. It may not exceed 183 days. SEVIS will deny Mass Registration actions requesting a session longer than 183 days. The length of the break in between sessions is automatically calculated. It may not exceed 152 days without DSO confirmation by clicking the box.

**Exhibit 260: Mass Registration- Confirm Break Length modal**

- Click the appropriate boxes for this group of students:
    - **The student is in the last session of his/her program.**
    - **Study/Research Abroad**
    - **Thesis/Dissertation**
  - Enter any **Remarks about the students** being registered. Comments entered will appear on each record included in this mass registration.
11. Click **Submit**. A confirmation message appears stating the number of records submitted for registration.

**Exhibit 261: Mass Registration Confirmation message**

12. Click **OK** to confirm and submit the registration. The *SEVIS Downloads* page displays.



Always check the Mass Registration report from the *SEVIS Downloads* page in order to confirm successful and/or failed record registrations. SEVIS will deny Mass Registration actions requesting a session longer than 183 days.

### 27.1.5 Retrieve Registration Report from SEVIS Downloads Page

All mass registrations appear in a report on the *SEVIS Downloads* page (see image below).



Mass registration reports will remain on the *SEVIS Downloads* page for 120 days from the date of the mass registration action.



For more information about SEVIS Downloads see [Retrieve SEVIS Downloads and Mass Reprints](#) on the SEVIS Help Hub.

To retrieve the list of students registered:

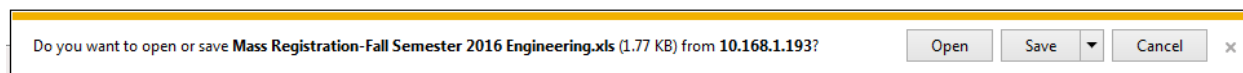
1. Navigate to the *SEVIS Downloads* page.

### Exhibit 262: SEVIS Downloads page

SEVIS Downloads			
<b>SEVP School for Advanced SEVIS Studies</b> <b>Campus: SEVP School for Advanced SEVIS Studies</b>			
<p>The documents, which are available for download below, represent either lists of nonimmigrants at your institution whose information was changed by SEVIS when data standards were imposed or zipped files of immigration documents for reprint. To download a document in Comma Separated Values format, click CSV. To download as an Excel spreadsheet, click Excel. To unzip immigration documents, click the icon beside the file name in the table and follow your software's process for accessing the individual files. See Help for more information.</p> <p>Note: If you have multiple windows open, downloaded documents may open behind any windows currently open.</p>			
System Downloads			
Show <input type="text" value="10"/> entries			
Date Generated	Title	Description	File Type
05/13/2016	Mass Registration-Ingrids first test	Results of a Mass Registration Action that lists the name of each student submitted for registration and the results.	<a href="#">CSV</a> <a href="#">Excel</a>
05/13/2016	Mass Registration-Ingrids test	Results of a Mass Registration Action that lists the name of each student submitted for registration and the results.	<a href="#">CSV</a> <a href="#">Excel</a>
05/19/2016	Mass Registration-Spring Registrations	Results of a Mass Registration Action that lists the name of each student submitted for registration and the results.	<a href="#">CSV</a> <a href="#">Excel</a>
05/19/2016	Mass Registration-spring registration2	Results of a Mass Registration Action that lists the name of each student submitted for registration and the results.	<a href="#">CSV</a> <a href="#">Excel</a>
05/25/2016	List of Active Students for Whom a Telephone Number and/or E-mail Address is Missing	Names of ACTIVE students whose telephone number and/or email address is missing. Homeland Security Council requires all active student records to contain a phone number and an email address.	<a href="#">CSV</a> <a href="#">Excel</a>
05/25/2016	Mass Registration-Fall Semester 2016 Engineering	Results of a Mass Registration Action that lists the name of each student submitted for registration and the results.	<a href="#">CSV</a> <a href="#">Excel</a>
05/25/2016	Students and Dependents Without a Record of an Updated Form I-20	This report lists students and dependents where SEVIS does not have a record indicating that Form I-20 has been reprinted for them. Some students/dependents may have had a form printed for them as part of a record update. The report does not include anyone whose record was created after June 26, 2015.	<a href="#">CSV</a> <a href="#">Excel</a>
Showing 1 to 7 of 7 entries			
First Previous <b>1</b> Next Last			

2. Find the correct mass registration action under the Title column; and click either **CSV** (comma-separated values) or **Excel** in the File Type column to request the correct format for the list.
3. Choose to **Open**, **Save** or **Cancel** the file.

### Exhibit 263: Open/ Save Document bar



4. The Excel file displays the following fields:
  - Type of Action
  - Search Criteria
  - Number of records selected
  - Number of records successfully updated
  - Number of records that failed to process successful
  - Current Session End Date
  - Next Session Start Date
  - Who performed the update
  - Date/Time (EST) the update was submitted
  - Date/Time (EST) the update was completed
  - List of records submitted with following columns
    - SEVIS ID
    - Surname/Primary Name
    - Given Name
    - Date of Birth
    - Update Status
    - Error Reason

## Exhibit 264: Mass Registration Report in Excel

The screenshot shows an Excel spreadsheet titled "Mass Registration-Fall Semester 2016 Engineering - Microsoft Excel". The ribbon includes File, Home, Insert, Page Layout, Formulas, Data, Review, View, and Acrobat. The active cell is E11, containing the formula "Update Status".

	A	B	C	D	E	F
1	Type of action = Mass Registration					
2	Search Criteria = Visa Type = F-1; Session Start Date From = 08/01/2016; Session Start Date To = 08/31/2016; CIP Family = 14 ENGINEERING					
3	Number of records selected = 3					
4	Number of records successfully updated = 3					
5	Number of records that failed to process successfully = 0					
6	Current Session End Date = 12/16/2016					
7	Next Session Start Date = 01/09/2017					
8	Who performed the update = Ingrid Mercer					
9	Date/Time (EST) the update was submitted = 05/25/2016 08:04:20 AM					
10	Date/Time (EST) the update completed = 05/25/2016 08:04:24 AM					
11	SEVIS ID	Surname/Primary Name	Given Name	Date of Birth	Update Status	Error Reason
12	N0004705534	Araya	Karin	11/8/1994	SUCCESSFUL	
13	N0000108108	Lee	Bill	1/22/1970	SUCCESSFUL	
14	N0004690151	Parker	Lynda	7/24/1951	SUCCESSFUL	
15						
16						

## 27.2 Requested Form Reprints – Form I-20 Mass Reprint

Often designated school officials (DSO) need to reprint large numbers of Forms I-20, Certificates of Eligibility, at one time. The Reprint Certificate of Eligibility (Form I-20) option under the Mass Actions tab, along with the SEVIS Downloads functionality provides an easy method to complete this task.

Reprinting large numbers of Forms I-20 is a two-step process. First, the DSO must submit a request from the *Listing of Schools* page under the Mass Actions tab. SEVIS processes the request within 24 hours. When the requested Forms I-20 are available, the DSO completes the second step of downloading the documents from the *SEVIS Downloads* page.

### 27.2.1 Mass Actions – Request Forms I-20 Mass Reprint

To request a mass reprint of Forms I-20 for multiple students at one time, navigate to the *Listing of Schools* page.



## Exhibit 265: Mass Actions Link on Listing of Schools Page

**Listing of Schools**

Alerts Search New Student Student Lists Reports Downloads **Mass Actions**

SEVP School for Advanced SEVIS Studies BAL214F44444000 Select a school to see a list of campuses for that school

[SEVP School for Advanced SEVIS Studies BAL214F44444000](#)

Select	Name of Campus	Campus Code	Location (City, State)	Role
<input type="radio"/>	SEVP School for Advanced SEVIS Studies	BAL214F44444000	Ft. Washington, MD	DSC
<input type="radio"/>	Institute	BAL214F44444001	Richmond, VA	PDSC

1. Click **Mass Actions**. The *SEVIS Mass Actions* page opens.

## Exhibit 266: SEVIS Mass Actions page

**SEVIS Mass Actions**  
SEVP School for Advanced SEVIS Studies  
Campus: SEVP School for Advanced SEVIS Studies

Mass Action	Explanation
<a href="#">Registration</a>	This function allows you to register students. To be included in a mass registration the student cannot owe payment for the I-901 fee. All students, other than Border Commuters, must have a U.S. address. Continuing students must also have an e-mail address and telephone information unless the student is a K-12 F-1 student or an M-1 student under the age of 14. Students who do not meet this criteria will not be included in your results.
<a href="#">Reprint Certificate of Eligibility (Form I-20)</a>	This functionality allows you to reprint multiple Forms I-20. You will be able to select up to 1,000 records. Forms I-20 will be created as SEVIS resources permit (no more than 24 hours). You will receive the forms in zip files containing 100 forms or less. When the forms are ready, you can download them from the Downloads page.

2. Click the **Reprint Certificate of Eligibility (Form I-20)** link. The *Mass Reprint Forms I-20: Search* page opens.

## Exhibit 267: Mass Reprint Forms I-20 Search page

**Mass Reprint Forms I-20: Search**  
SEVP Fairfax School  
Main Campus  
WAS214F07070000

Use this feature to request Forms I-20 for multiple people with the same reprint reason. SEVIS will deliver the requested forms within 24 hours to the SEVIS Downloads page. The requesting official's name will print on all delivered forms. You must select Class(es) of Admission, Level(s) of Study, and Status(es) to include in your search.

**Include:**

Class of Admission: ☐ F-1 (Students) ☐ F-2 (Dependents) ☐ M-1 (Students) ☐ M-2 (Dependents)

Level of Study - F: ☐ PRIMARY ☐ SECONDARY ☐ ASSOCIATE ☐ BACHELOR'S ☐ MASTER'S ☐ DOCTORATE ☐ LANGUAGE TRAINING ☐ OTHER

Level of Study - M: ☐ HIGH SCHOOL ☐ FLIGHT TRAINING ☐ OTHER VOCATIONAL SCHOOL

Status: ☐ Initial ☐ Active

**Optional Refining Criteria**

Enter any additional criteria to refine the search.

Criteria: Surname/Primary Name Range:  to  Program Start Date: From:  /  /  (MM/DD/YYYY) To:  /  /  (MM/DD/YYYY)

Active Post-Completion OPT: ☐ Program End Date: From:  /  /  (MM/DD/YYYY) To:  /  /  (MM/DD/YYYY)

Note: People will not appear in results if they were part of a mass reprint request in the last 7 days.

Limit Results To:  100 Search Results Options

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

3. Select at least one option from **each** of the Include search categories:
  - **Class of Admission** – F or M student or dependent.
  - **Level of Study** – Type of school or degree.
  - **SEVIS Status** – Initial or Active.
4. Enter additional criteria, if necessary, to refine the search:
  - **Surname/Primary Name Range** – Students and dependents whose surname/primary names begin with a certain letter or a range of letters.
  - **Active Post-Completion OPT** – Students currently authorized for post-completion OPT.
  - **Program Start Date / Program End Date** – Students with specific program start or end dates; or students who fall between ranges of these dates.
5. Select a **Limit Results To** option for the number of records to appear in the search results. Choices are 100, 250, 500, or 1000.
6. Select the desired **Sort Results By** option:
  - Surname/Primary Name (default option)
  - DOB (Date of Birth)
  - Given Name
7. Select either **Ascending** or **Descending** sorted list. (Ascending is default option.)
8. Click **Search**. The *Mass Reprint Forms I-20: Search Results* page opens.

## Exhibit 268: Mass Reprint Forms I-20: Search Results page

[Return to Mass Reprint Forms Search](#)

### Mass Reprint Forms I-20: Search Results

SEVP Fairfax School  
Main Campus  
WAS214F07070000

**Note:** As you go through the pages of the list, click the rows to select individuals whose forms you want to print. Click Select All to include everyone on the list. To clear all selections, click Deselect All. When your selections are done, click Submit Selections.

0 of 35 selected Record Counter

Show 10 entries Click Submit Selections when Finished Submit Selections

Select all Deselect all

SEVIS ID	COA	Surname/Primary Name	Given Name	Date of Birth	Last Reprint Request Date
N0000137167	F-1	<a href="#">Beauty</a>	Sleeping	08/13/1992	06/03/2015
N0000137245	F-1	<a href="#">Blakeney</a>	Percy	06/12/1992	06/03/2015
N0000136756	F-1	<a href="#">Buchanan</a>	Daisy	05/01/1995	06/03/2015
N0000137008	F-1	<a href="#">Bumpo</a>	Nathaniel	07/04/1992	06/03/2015
N0000137755	F-1	<a href="#">Caruso</a>	Robinson	06/18/1987	06/03/2015
N0000137004	F-1	<a href="#">Copperfield</a>	David	11/16/1992	06/03/2015
N0000137143	F-2	<a href="#">Cortes</a>	Sonja	06/11/1990	06/03/2015
N0000137241	M-1	<a href="#">Cricket</a>	Jiminy	12/07/1995	06/04/2015
N0000137254	F-1	<a href="#">Darling</a>	Wendy	12/25/1996	
N0000139290	F-1	<a href="#">Dee</a>	Tweedle Mark	11/15/1995	06/03/2015

Showing 1 to 10 of 35 entries

First Previous 1 2 3 4 Next Last

Clicking Surname/Primary name will open record in new tab or window

Click Through the pages of the list



The list can be sorted by any column except Class of Admission (COA). To see which students had Forms I-20 reprinted recently, sort by Last Reprint Request Date.

9. View, select, and submit results for printing. The *Mass Reprint Forms I-20: Search Results* viewing and selection features include:

- Click **Show Entries** drop-down list to change the number of entries displayed on page.
- Click an Up or Down arrow in the table column-heading field to sort that field's results in ascending or descending order.
- Click a row to select that record for printing.  
**Note:** Click selected row to deselect a record for printing.
- Click **Select All** to include everyone on the list.
- Click **Deselect All** to clear all selections.

- Click the nonimmigrant's name in the Surname/Primary Name field to open the record in another tab or window.
- Navigate through the pages of the list using the page links at the bottom right.
- Click **Submit Selections** after all selections are made. The *Reprint Confirmation* window opens.

### Exhibit 269: Reprint Confirmation

**Reprint Confirmation**

Select a reprint reason, enter a reference title for this reprint request and click the attestation checkbox. Click Submit when finished.

Records Selected: 3

\* Reprint Reason:

\* Reprint Job Title:

\* Attestation: ☒ **I attest** I reprinted these forms in the United States. I reviewed the students continued eligibility for attendance, I certify under penalty of perjury that the information I am submitting is true and correct to the best of my knowledge and that I am the authorized user of this account.

**Note:** Requests for more than 100 records will be split into multiple zip files to avoid potential problems with large downloads.

[Cancel](#)

10. Select a **Reprint Reason** from the drop-down list. Choices include:

- Damaged
- Lost
- Stolen
- Travel
- Updated
- Updated Form I-20 or Name Conversion

11. Enter a title for the reprint job.

12. Click **I attest** checkbox.

13. Click **Submit** when finished. SEVIS will deliver the requested forms to the *SEVIS Downloads* page within 24 hours.

### 27.2.2 Downloads – Requested Form Reprints

The bottom of the *SEVIS Downloads* page lists the school's mass reprint requests. Information about pending requests include the date submitted, date the reprint was generated, status of the request, title, number of records included, and who requested the forms. These forms are available here for all school users. Forms will stay on the page for seven days after delivery.

#### Exhibit 270: Requested Mass Form Reprints

Requested Form Reprints (May take up to 24 hours to generate ZIP file; Removed after 30 days)						
Date Submitted	Date Generated	Status	Title	Records	Name of Requestor/Role	File
7/2/15		Requested	My Active Students	250	Jared Fister, DSO	
7/1/15	7/2/15	Delivered	My Initial Students	150	Jared Fister, DSO	<a href="#">ZIP</a>

1. Click the **ZIP** link for the zipped file you want to access. A dialogue box displays, asking if you want to Open, Save, or Cancel the file.

#### Exhibit 271: Downloaded Forms Open or Save ZIP File



2. Click either:
  - a. **Open** – Opens the file.
  - b. **Save** – Saves the file to your system.
  - c. **Cancel** – Ends the download process.



## 28 OPERATING INSTRUCTIONS

### 28.1 Initiate Operation

SEVIS requires the use of Internet Explorer Version 5.0 (or higher), 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 B, *Download the Latest Version of Adobe Reader*.

You must also have a SEVIS user ID and password to access the system. When you access SEVIS, the *SEVIS Login* page opens. 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.
3. Press **Enter** or click the **Login** button. The system opens a security message.
4. Click **Yes** to access SEVIS.

## 28.2 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.

**WARNING:** If you click the **Close** button on the browser window, 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 following message displays: “A user is already logged on with this user name.” Use the **Logout** link on the *Navigation Bar* to properly exit SEVIS.

## 28.3 Terminate and Restart Operations

You may log off SEVIS at any time by clicking the **Logout** link on the *Navigation Bar*. To close the browser window, click the **Close** button in the upper-right corner of the browser window.

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 log-in procedures.

## 29 OVERVIEW OF SEVIS PAGE COMPONENTS

This section explains the page components and functions that may be available on SEVIS pages.

From the *SEVIS Sign In* page at <https://egov.ice.gov/sevis/>, enter your **SEVIS User Name** and **Password** to log in to SEVIS. The [Accessing SEVIS](#) section provides more details.

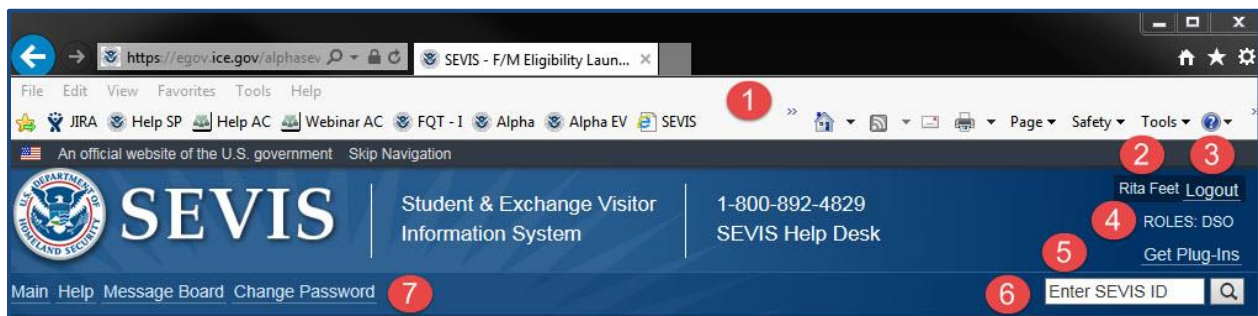
## Exhibit 272: SEVIS Sign In Page

**Note:** If you have access to more than one school/campus, when you log in all schools will be listed on the *Main* page, which is titled *Listing of Schools*. Also, if you are authorized as both a school official and a program sponsor official, you will first be directed to a page that has two links: **Listing of Schools** and **Listing of Programs**. You would then click the **Listing of Schools** link to access the *Listing of Schools* page, which lists all schools and/or campuses to which you are assigned.

## 29.1 Standard Page Components

The SEVIS page comes with the seven following standard features:

## Exhibit 273: Standard Page Components



Feature	Function
1. Browser Toolbar	Provides browser toolbar features used to access SEVIS.

Feature	Function
	<b>Note:</b> Do not use the <b>Back</b> button on the browser toolbar to navigate through SEVIS.
2. User Name	Displays name of SEVIS user.
3. Logout	Used to exit SEVIS.
4. SEVIS Roles	Displays roles of SEVIS user.
5. Get Plug-Ins	Used to access the plug-ins used by SEVIS.
6. SEVIS ID Search	Uses the SEVIS ID to search for a specific student or exchange visitor in any of the P/DSO and/or RO/ARO's approved schools and programs.
7. Navigation Bar	<p>Provides links to SEVIS pages:</p> <ul style="list-style-type: none"><li>• <b><u>Main</u></b> – Returns user to <i>Listing of Schools</i> or <i>Listing of Programs</i> page.</li><li>• <b><u>Help</u></b> – Opens the <i>SEVIS Online Help</i> page.</li><li>• <b><u>Message Board</u></b> – Opens the <i>Broadcast Message Board</i> page.</li><li>• <b><u>Change Password</u></b> – Opens the <i>Change My Password</i> page.</li></ul> <p><b>Note:</b> The Bar has been removed from many of the SEVIS screenshots used in this manual.</p>

Additional page components, which are standard windows functionality, display on some SEVIS pages. They include:



- **Scroll Bar:** This is the part of a window that enables you to see additional information. SEVIS uses scroll bars on the bottom and/or the right side of some windows to navigate to a different part of a large page.
- **Fields:** These are areas on the windows where data may be typed or selected, or in which system-generated data display.
- **Links:** Click on **underlined** text to advance to a different page within SEVIS.
- **Buttons:** These buttons allow you to process data and move between pages. SEVIS uses the following types of buttons:
  - **Command Buttons:** Click to execute a command. For example, clicking the **Print I-17** button enables you to print a copy of the Form I-17.
  - **Radio Buttons:** Click to make a selection. Only one radio button may be selected at a time.
- Other Input Methods
  - **Checkboxes:** Click to make one or more selections.



- **Drop-Down Lists:** Click the down arrow to display a list and then make a selection.

## 29.2 Expand/Collapse Views

Many SEVIS pages allow a user to expand or collapse part of the page to hide or display more information. Use the expand and collapse icons to change the views.

Icon		Purpose
	<b>Expand Icon</b>	Expands the section to display additional information, if available.
	<b>Collapse Icon</b>	Close the section to hides additional information.

### 29.2.1 Expanded View

When opening a SEVIS action page, an expanded view of the nonimmigrant's personal information displays.

#### Exhibit 274: Expanded View of Nonimmigrant's Personal Information


**Event History**

F-1 Student  
**Pryne, Hester**

SEVP School for Advanced SEVIS Studies -  
 Main Alpha Campus  
 Start Date: 07/01/2013   End Date: 05/31/2018



Status: **ACTIVE**  
 SEVIS ID: **N0000137147**

GENDER	FEMALE	EMAIL	<a href="mailto:PHester@itsme.com">PHester@itsme.com</a>
DOB	08/24/1990		
PREFERRED NAME	Hester Pryne	U.S. ADDRESS	783 Pershing Drive
PASSPORT NAME			Apt. 12
COUNTRY OF BIRTH	GEORGIA		Arlington , VA 22201
CITIZENSHIP	GEORGIA		



Expand All

Enter the date range and click the button to filter by event date  
 From:  To:

Event Name	Event Date	Resulting Status	Performed By
Personal Information Updated	01/08/2016 14:07:03	ACTIVE	Rita Feet
Telephone Information Added	01/08/2016 14:07:03	ACTIVE	Rita Feet
 E-Mail Address Update	01/08/2016 14:07:03	ACTIVE	Rita Feet
 Name Edited	01/08/2016 14:07:03	ACTIVE	Rita Feet

Approved
DHS Official

To hide the nonimmigrant's personal information, click the red, collapse icon to close the section.

### 29.2.2 Collapsed View

In the collapsed view, the nonimmigrant's personal information is hidden, which gives more room on the page without having to use the scroll bar.

## Exhibit 275: Collapsed View of Nonimmigrant's Personal Information

**Event History**

F-1 Student  
**Prynne, Hester**

SEVP School for Advanced SEVIS Studies -  
Main Alpha Campus  
Start Date: 07/01/2013 End Date: 05/31/2018

Status: **ACTIVE**  
SEVIS ID: **N0000137147**

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

Expand All Search:  From:  To:  Filter

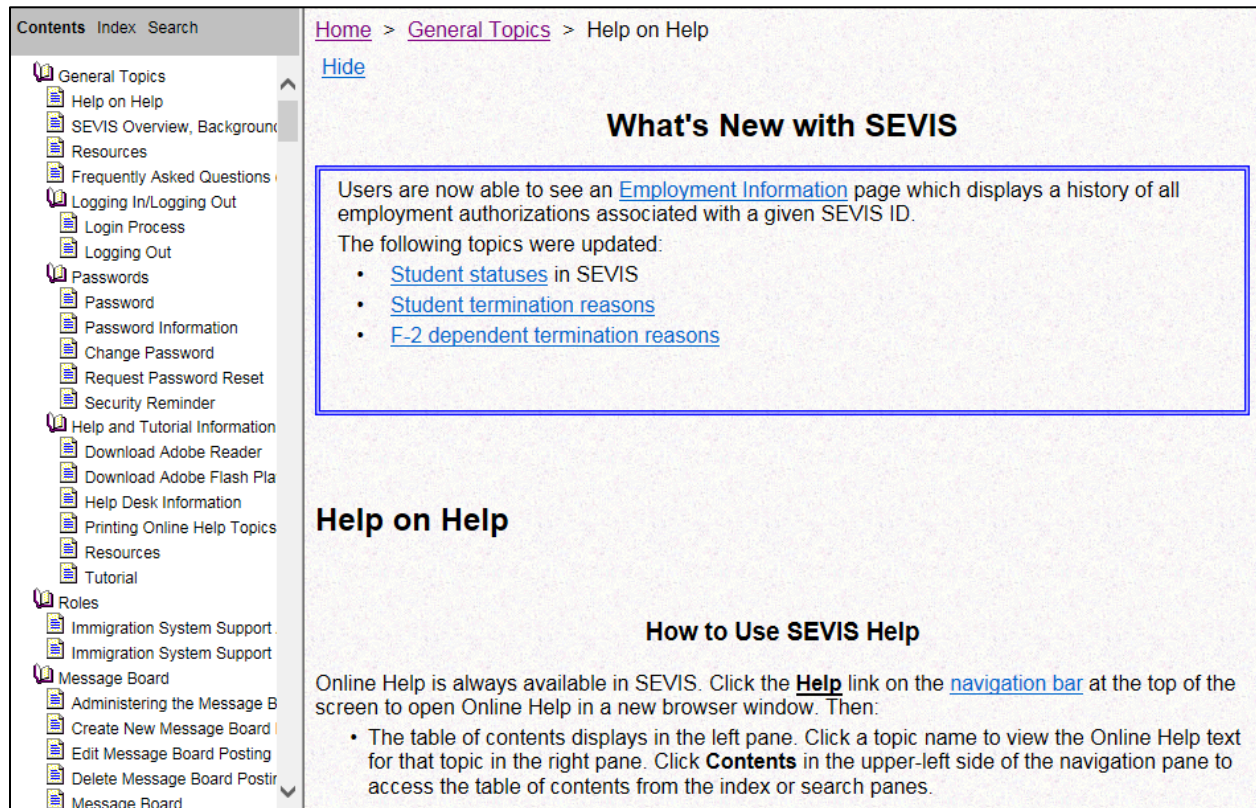
Event Name	Event Date	Resulting Status	Performed By
Personal Information Updated	01/08/2016 14:07:03	ACTIVE	Rita Feet
Telephone Information Added	01/08/2016 14:07:03	ACTIVE	Rita Feet
E-Mail Address Update	01/08/2016 14:07:03	ACTIVE	Rita Feet
Name Edited	01/08/2016 14:07:03	ACTIVE	Rita Feet
Not Approved			DHS Official

To view additional nonimmigrant's personal information, click the green, expand icon to open the section, if available.

## 30 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 276: Help Page



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

### 30.1.1 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.

### 30.1.2 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.

### 30.1.3 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.

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.

### 30.1.4 Links

Click an underlined word or phrase to go to a new topic. To return from the linked location, 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.

### 30.1.5 Close Online Help

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

### 30.1.6 Printing Online Help Topics

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

To print an Online Help topic, perform the following steps:

Option one:

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

Option two:

1. Click anywhere in the right pane.
2. Select **Print** from the **File** menu. A *Print* window opens (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.

### 30.1.7 Tutorials

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. You must have Adobe Flash Player installed on your computer in order to view the tutorial.

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

## 31 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 *SEVIS Login* page in 10 seconds. When returned to the *SEVIS Login* page, you should log into the system and continue working. If the message displays again, contact the SEVIS Help Desk at (800) 892-4829 (8 a.m. to 8 p.m. Eastern Time, Monday through Friday).

## 32 HELP FACILITIES

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

- **Links:** Click on **underlined** text to advance to a different page within SEVIS.
- **Buttons:** These buttons allow you to process data and move between pages. SEVIS uses the following types of buttons:
  - **Command Buttons:** Click to execute a command. For example, clicking the **Print I-17** button enables you to print a copy of the Form I-17.
  - **Radio Buttons:** Click to make a selection. Only one radio button may be selected at a time.

## Appendix A: Acronyms and Abbreviations










Acronym Abbreviation	Definition
ACH	Automated Clearing House
API	Application Program Interface
ARO	Alternate Responsible Officer
CFR	Code of Federal Regulations
CIP	Classification of Instructional Programs
COB	Country of Birth
COC	Country of Citizenship
COS	Change of Status
CPT	Curricular Practical Training
DHS	Department of Homeland Security
DoS	Department of State
DSO	Designated School Official
EV	Exchange Visitor
FR	Federal Register
HTML	Hypertext markup language
ID	Identification
LPR	Lawful Permanent Resident
MB	Megabyte
NFN	No First Name
OCE	Off-Campus Employment
OPT	Optional Practical Training
PDF	Portable Document File
PDSO	Principal Designated School Official
POC	Point Of Contact
RAM	Random Access Memory
RFE	Request for Evidence
RO	Responsible Officer
RTI	Real-Time Interactive
SEVIS	Student and Exchange Visitor Information System
SEVP	Student and Exchange Visitor Program
STEM	Science, Technology, Engineering, or Math
U.S.	United States
U.S.C.	United States Code



## Appendix B: SEVIS Help Icons

This is a quick-reference for the icons used in Help text for the Student and Exchange Visitor Information System (SEVIS).

### Exhibit 277: SEVIS Help Icons

Icon	Definition	Icon	Definition
	Best practice		Helpful tools are available
	Specific text within a document applies only to English as a Second Language schools or students		Additional information is available
	Specific text within a document applies only to F-1 schools or students		New material
	Specific text within a document applies only to J-1 sponsors or exchange visitors		Pay attention to an important point
	Specific text within a document applies only to elementary and secondary schools or students		Regulatory or policy resources
	Specific text within a document applies only to M-1 vocational/technical schools or students		Time-sensitive action
	Specific text within a document applies only to dependents in F-2, J-2, or M-2 status		Negative consequence
	Fee is required		

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

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:

- Click the Get Plug-Ins link on the SEVIS *Navigation Bar*. The SEVIS Plug-Ins page will display.
- Click the **Adobe Flash** button. A message will display indicating that you are leaving SEVIS.
- Click **OK** and the *Adobe Flash Player* web page (<http://get.adobe.com/flashplayer/>) opens in a new browser window.

Follow the instructions on the Adobe Flash Player web page to install the Flash Player.



## Appendix D: Sample Student Eligibility Application (Form I-20)

Department of Homeland Security  
U.S. Immigration and Customs Enforcement

I-20, Certificate of Eligibility for Nonimmigrant Student Status  
OMB NO. 1653-0038

**SEVIS ID: N0004705512**

<b>SURNAME/PRIMARY NAME</b> Doe Smith	<b>GIVEN NAME</b> John	<b>CLASS</b>  <b>F-1</b>  <b>ACADEMIC AND LANGUAGE</b>
<b>PREFERRED NAME</b> John Doe-Smith	<b>PASSPORT NAME</b>	
<b>COUNTRY OF BIRTH</b> UNITED KINGDOM	<b>COUNTRY OF CITIZENSHIP</b> UNITED KINGDOM	
<b>DATE OF BIRTH</b> 01 JANUARY 1980	<b>ADMISSION NUMBER</b>	
<b>FORM ISSUE REASON</b> INITIAL ATTENDANCE - Updated Form I-20 or Name Conversion	<b>LEGACY NAME</b>	

### SCHOOL INFORMATION

<b>SCHOOL NAME</b> SEVP School for Advanced SEVIS Studies SEVP School for Advanced SEVIS Studies	<b>SCHOOL ADDRESS</b> 9002 Nancy Lane, Ft. Washington, MD 20744
<b>SCHOOL OFFICIAL TO CONTACT UPON ARRIVAL</b> Rita Feet International Scholar Advisor	<b>SCHOOL CODE AND APPROVAL DATE</b> BAL214F4444000 03 APRIL 2015

### PROGRAM OF STUDY

<b>EDUCATION LEVEL</b> MASTER'S	<b>MAJOR 1</b> Economics, General 45.0601	<b>MAJOR 2</b> None 00.0000
<b>NORMAL PROGRAM LENGTH</b> 72 Months	<b>PROGRAM ENGLISH PROFICIENCY</b> Required	<b>ENGLISH PROFICIENCY NOTES</b> Student is proficient
<b>PROGRAM START DATE</b> 01 SEPTEMBER 2015	<b>PROGRAM END DATE</b> 31 MAY 2021	

### FINANCIALS

ESTIMATED AVERAGE COSTS FOR: 9 MONTHS		STUDENT'S FUNDING FOR: 9 MONTHS	
Tuition and Fees	\$ 23,000	Personal Funds	\$ 3,000
Living Expenses	\$ 6,000	Scholarship and Teaching Assistantship	\$ 29,000
Expenses of Dependents (1)	\$ 3,000	Funds From Another Source	\$
Other	\$	On-Campus Employment	\$
<b>TOTAL</b>	<b>\$ 32,000</b>	<b>TOTAL</b>	<b>\$ 32,000</b>

### REMARKS

Orientation begins 8/25/2015. Please report to ISSS upon arrival.

### SCHOOL ATTESTATION

I certify under penalty of perjury that all information provided above was entered before I signed this form and is true and correct. I executed this form in the United States after review and evaluation in the United States by me or other officials of the school of the student's application, transcripts, or other records of courses taken and proof of financial responsibility, which were received at the school prior to the execution of this form. The school has determined that the above named student's qualifications meet all standards for admission to the school and the student will be required to pursue a full program of study as defined by 8 CFR 214.2(f)(6). I am a designated school official of the above named school and am authorized to issue this form.

<b>X</b>	<b>DATE ISSUED</b>	<b>PLACE ISSUED</b>
SIGNATURE OF: Rita Feet, International Scholar Advisor	05 May 2015	Ft. Washington, MD

### STUDENT ATTESTATION

I have read and agreed to comply with the terms and conditions of my admission and those of any extension of stay. I certify that all information provided on this form refers specifically to me and is true and correct to the best of my knowledge. I certify that I seek to enter or remain in the United States temporarily, and solely for the purpose of pursuing a full program of study at the school named above. I also authorize the named school to release any information from my records needed by DHS pursuant to 8 CFR 214.3(g) to determine my nonimmigrant status. Parent or guardian, and student, must sign if student is under 18.

<b>X</b>	<b>DATE</b>
SIGNATURE OF: John Doe Smith	
<b>X</b>	<b>DATE</b>
NAME OF PARENT OR GUARDIAN	ADDRESS (city/state or province/country)
SIGNATURE	DATE

Department of Homeland Security  
U.S. Immigration and Customs Enforcement

I-20, Certificate of Eligibility for Nonimmigrant Student Status  
OMB NO. 1653-0038

SEVIS ID: **N0004705512 (F-1)**

NAME: **John Doe Smith**

**EMPLOYMENT AUTHORIZATION**

EMPLOYMENT STATUS	TYPE
EMPLOYMENT START DATE	EMPLOYMENT END DATE
EMPLOYER NAME	EMPLOYER LOCATION
COMMENTS	

**CHANGE OF STATUS/CAP-GAP EXTENSION**

REQUESTED VISA TYPE	REQUEST/PETITION STATUS	RECEIPT NUMBER	BENEFIT START DATE/REQUEST DATE
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**EVENT HISTORY**

EVENT NAME	EVENT DATE
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**OTHER AUTHORIZATIONS**

AUTHORIZATION	START DATE	END DATE
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**TRAVEL ENDORSEMENT**

This page when properly endorsed, may be used for reentry of the student to attend the same school after a temporary absence from the United States. Each certification signature is valid for one year.

SCHOOL OFFICIAL	TITLE	SIGNATURE	DATE ISSUED	PLACE ISSUED
		X		
		X		
		X		
		X		

**Department of Homeland Security**  
U.S. Immigration and Customs Enforcement

I-20, Certificate of Eligibility for Nonimmigrant Student Status  
OMB NO. 1653-0038

**INSTRUCTIONS TO STUDENTS**

**STUDENT ATTESTATION.** You should read everything on this page carefully. Be sure that you understand the terms and conditions concerning your admission and stay in the United States as a nonimmigrant student before signing the student attestation on page 1 of the Form I-20 A-B. The law provides severe penalties for knowingly and willfully falsifying or concealing a material fact, or using any false document in the submission of this form.

**FORM I-20.** The Form I-20 (this form) is the primary document to show that you have been admitted to school in the United States and that you are authorized to apply for admission to the United States in F-1 class of admission. You must have your Form I-20 with you at all times. If you lose your Form I-20, you must request a new one from your designated school official (DSO) at the school named on your Form I-20.

**VISA APPLICATION.** You must give this Form I-20 to the U.S. consular officer at the time you apply for a visa (unless you are exempt from visa requirements). If you have a Form I-20 from more than one school, be sure to present the Form I-20 for the school you plan to attend. Your visa will include the name of that school, and you must attend that school upon entering the United States. You must also provide evidence of support for tuition and fees and living expenses while you are in the United States.

**ADMISSION.** When you enter the United States, you must present the following documents to the officer at the port of entry: 1) a Form I-20; 2) a valid F-1 visa (unless you are exempt from visa requirements); 3) a valid passport; and 4) evidence of support for tuition and fees and living expenses while you are in the United States. The agent should return all documents to you before you leave the inspection area.

**REPORT TO SCHOOL NAMED ON YOUR FORM I-20 AND VISA.** Upon your first entry to the United States, you must report to the DSO at the school named on your Form I-20 and your F-1 visa (unless you are exempt from visa requirements). If you decide to attend another school before you enter the United States, you must present a Form I-20 from the new school to a U.S. consular officer for a new F-1 visa that names the new school. Failure to enroll in the school, by the program start date on your Form I-20 may result in the loss of your student status and subject you to deportation.

**EMPLOYMENT.** Unlawful employment in the United States is a reason for terminating your F-1 status and deporting you from the United States. You may be employed on campus at your school. You may be employed off-campus in curricular practical training (CPT) if you have written permission from your DSO. You may apply to U.S. Citizenship and Immigration Services (USCIS) for off-campus employment authorization in three circumstances: 1) employment with an international organization; 2) severe and unexpected economic hardship; and 3) optional practical training (OPT) related to your degree. You must have written authorization from USCIS before you begin work. Contact your DSO for details. Your spouse or child (F-2 classification) may not work in the United States.

**PERIOD OF STAY.** You may remain in the United States while taking a full course of study or during authorized employment after your program. F-1 status ends and you are required to leave the United States on the earliest of the following dates: 1) the program end date on your Form I-20 plus 60 days; 2) the end date of your OPT plus 60 days; or 3) the termination of your program for any other reason. Contact your DSO for details.

**EXTENSION OF PROGRAM.** If you cannot complete the education program by the program end date on page 1 of your Form I-20, you should contact your DSO at least 15 days before the program end date to request an extension.

**SCHOOL TRANSFER.** To transfer schools, first notify the DSO at the school you are attending of your plan to transfer, then obtain a Form I-20 from the DSO at the school you plan to attend. Return the Form I-20 for the new school to the DSO at that school within 15 days after beginning attendance at the new school. The DSO will then report the transfer to the Department of Homeland Security (DHS). You must enroll in the new school at the next session start date. The DSO at the new school must update your registration in SEVIS.

**NOTICE OF ADDRESS.** When you arrive in the United States, you must report your U.S. address to your DSO. If you move, you must notify your DSO of your new address within 10 days of the change of address. The DSO will update SEVIS with your new address.

**REENTRY.** F-1 students may leave the United States and return within a period of five months. To return, you must have: 1) a valid passport; 2) a valid F-1 student visa (unless you are exempt from visa requirements); and 3) your Form I-20, page 2, properly endorsed for reentry by your DSO. If you have been out of the United States for more than five months, contact your DSO.

**AUTHORIZATION TO RELEASE INFORMATION BY SCHOOL.** DHS requires your school to provide DHS with your name, country of birth, current address, immigration status, and certain other information on a regular basis or upon request. Your signature on the Form I-20 authorizes the named school to release such information from your records.

**PENALTY.** To maintain your nonimmigrant student status, you must: 1) remain a full-time student at your authorized school; 2) engage only in authorized employment; and 3) keep your passport valid. Failure to comply with these regulations will result in the loss of your student status and subject you to deportation.

**INSTRUCTIONS TO SCHOOLS**

Failure to comply with 8 CFR 214.3(k) and 8 CFR 214.4 when issuing Forms I-20 will subject you and your school to criminal prosecution. If you issue this form improperly, provide false information, or fail to submit required reports, DHS may withdraw its certification of your school for attendance by nonimmigrant students.

**ISSUANCE OF FORM I-20.** DSOs may issue a Form I-20 for any nonimmigrant your school has accepted for a full course of study if that person: 1) plans to apply to enter the United States in F-1 status; 2) is in the United States as an F-1 nonimmigrant and plans to transfer to your school; or 3) is in the United States and will apply to change nonimmigrant status to F-1. DSOs may also issue the Form I-20 to the spouse or child (under the age of 21) of an F-1 student to use to enter or remain in the United States as an F-2 dependent. DSOs must sign where indicated at the bottom of page 1 of the Form I-20 to attest that the form is completed and issued in accordance with regulations.

**ENDORSEMENT OF PAGE 2 FOR REENTRY.** If there have been no substantive changes in information, DSOs may endorse page 2 of the Form I-20 for the student and/or the F-2 dependents to reenter the United States. If there have been substantive changes, the DSO should issue and sign a new Form I-20 that includes those changes.

**RECORDKEEPING.** DHS may request information concerning the student's immigration status for various reasons. DSOs should retain all evidence of academic ability and financial resources on which admission was based, until SEVIS shows the student's record completed or terminated.

**AUTHORITY FOR COLLECTING INFORMATION.** Authority for collecting the information on this and related student forms is contained in 8 U.S.C. 1101 and 1184. The Department of State and DHS use this information to determine eligibility for the benefits requested. The law provides severe penalties for knowingly and willfully falsifying or concealing a material fact, or using any false document in the submission of this form.

**REPORTING BURDEN.** U.S. Immigration and Customs Enforcement collects this information as part of its agency mission under the Department of Homeland Security. The estimated average time to review the instructions, search existing data sources, gather and maintain the needed data, and complete and review the collection of information is 30 minutes (.50 hours) per response. An agency may not conduct or sponsor, and a person is not required to respond to an information collection unless a form displays a currently valid OMB Control number. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to: Office of the Chief Information Officer/Forms Management Branch, U.S. Immigration and Customs Enforcement, 801 I Street NW Stop 5800, Washington, DC 20536-5800. Do not send the form to this address.