

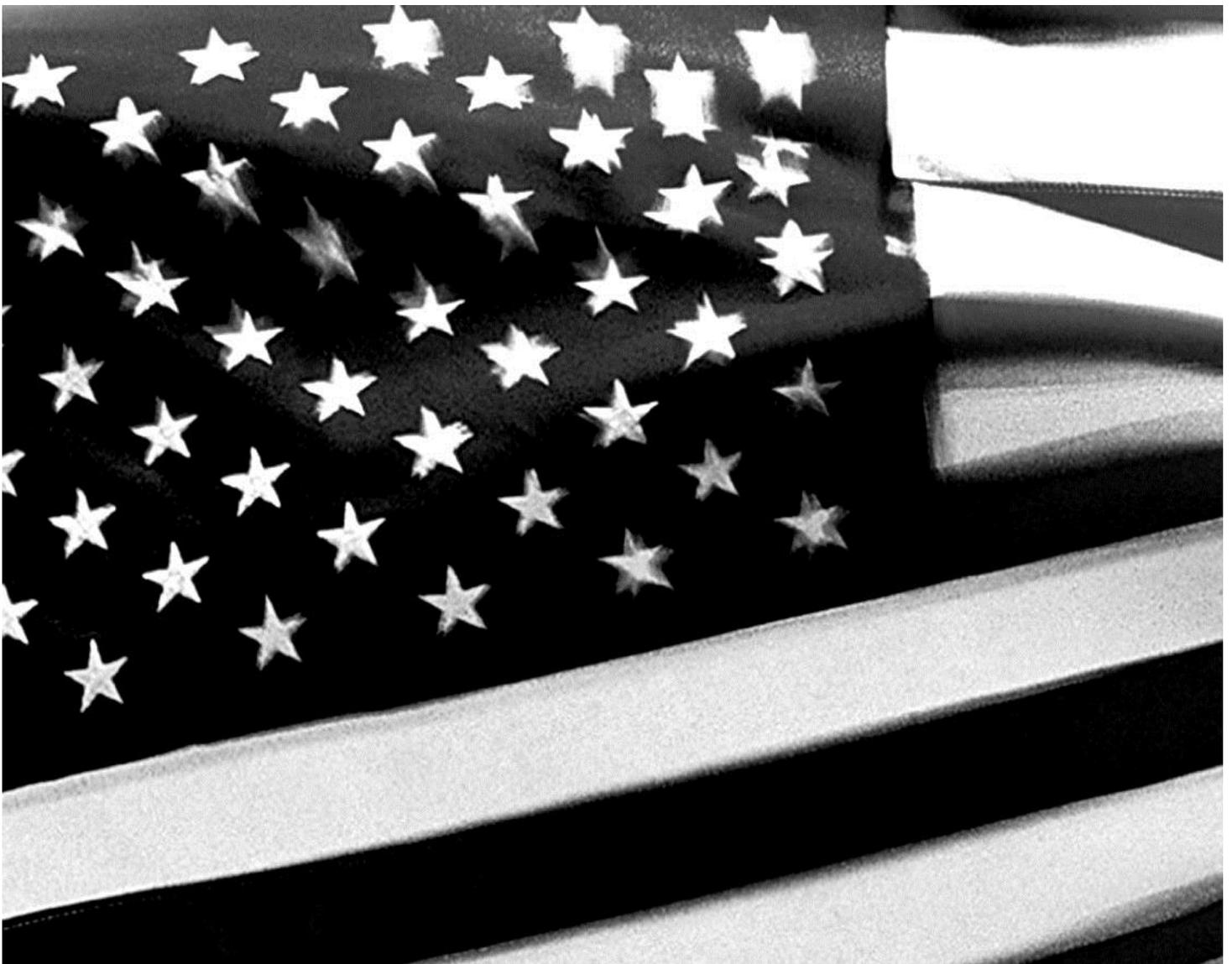
# User Manual for DHS Managers, Adjudicators, and Support Users of the Student and Exchange Visitor Information System (SEVIS)

Version: 1.1

Date: July 8, 2016



## Homeland Security



## Revision History

As of March 18, 2016, the update of this manual is no longer 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  |
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| 1.1     | 7/8/2016  | Helene Robertson  | Updated the Student and Dependent Information page section to reflect screen changess |
| 1       | 3/18/2016 | Rita Feet         | Added section on <a href="#">Annual Verification of Government Users</a> .            |

## Previous Revisions

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| 6.23    | 02/12/2016 |                                    | No changes  |
| 6.23    | 12/04/2015 | Helene Robertson                   | Added revised <a href="#">Event History</a> , <a href="#">Employment Information page</a> ; <a href="#">Create and Manage Government User SEVIS Profile</a> ; <a href="#">Request Password Reset</a> , <a href="#">Exchange Visitor/Dependent Search</a> , revised <a href="#">Exchange Visitor Event History</a> , Appendix H: Exchange Visitor Statuses; added section for <a href="#">DHS Adjudicators on Add, Update, and Delete School Officials</a> . |
| 6.21    | 6/26/2015  | Helene Robertson                   | Added sections on <a href="#">SEVIS name standards</a> and <a href="#">U.S. address validation</a> . Updated <a href="#">student and dependent search</a> ; <a href="#">exchange visitor and dependent search</a> ; and various screen shots to match the new template for student/exchange visitor information blocks at the top of each page.   |
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| 6.16 | 4/16/2014 | Rita Feet        | <a href="#">Changed text for nonimmigrant search (with optional N and leading zeros) for SEVIS ID.</a>  |
|      | 4/16/2014 | Jared Allen      | <a href="#">Added Section 2.4.13 on update CED</a>  |
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## 1. INTRODUCTION

This manual was written as a resource for Department of Homeland Security (DHS) Managers, Adjudicators, and Support Users of the Student and Exchange Visitor Information System (SEVIS). This user manual reflects the changes to SEVIS effective with Release 6.13.

### 1.1 Resources

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

- **DHS Help Desk:** (888) 347-7762, 24 hours a day, 7 days a week. Contact the DHS Help Desk to report security concerns.
- **DHS Manager, Adjudicator, Support 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 other than security or passwords.
- **Student and Exchange Visitor Program (SEVP) Password Issuance and Control System (PICS) Office:** The SEVP PICS Officer is available to address password issues.
- **Student and Exchange Visitor Program (SEVP) Office:** The SEVP Office provides user role clarification. Contact information can be found on their website (see below).
- **SEVP website:** <http://www.ice.gov/sevis/>. It is recommended that you visit this site often to stay informed regarding events affecting SEVIS.
- **I-901 Fee Payment email address:** [fmjfee.SEVIS@dhs.gov](mailto:fmjfee.SEVIS@dhs.gov). This address is available to receive emails regarding I-901 fee questions and payment issues.

### 1.2 Purpose of SEVIS

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

SEVIS enables DHS Managers, Adjudicators, and Support Users to search for and process initial school certification applications (Forms I-17), updates made to applications, and recertification applications. School officials will be notified through SEVIS of the adjudication results. DHS Managers, Adjudicators, and Support Users also have the ability to search for and view school, student/dependent, program, and EV/dependent records.

This manual contains instructions for accessing SEVIS with a permanent user identification (ID) and password, enabling users to adjudicate initial, updated, and recertification applications, submitted by schools in SEVIS. Users are also able to view and print a variety of reports. The instructions in this manual apply to users authorized to use SEVIS as DHS Managers, Adjudicators, and Support Users.

### **1.3 Privacy Act Considerations**

SEVIS is for the use of authorized users only. Individuals using SEVIS without authority, or in excess of their authority, are subject to having all of their activities on this system monitored and recorded by system personnel. In the course of monitoring individuals improperly using this system, or in the course of system maintenance, the activities of authorized users may also be monitored. Anyone using SEVIS expressly consents to such monitoring and is advised that if such monitoring reveals possible evidence of criminal activity, system personnel may provide the evidence of such monitoring to law enforcement officials. DHS has designated SEVIS to be a Privacy Act system of records and SEVIS information will be used and disclosed in accordance with 5 U.S.C. §552a, Privacy Act of 1974, as amended.

### **1.4 Security Reminder**

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

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

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

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

### **1.5 Acronyms**

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

### **1.6 Disclaimer**

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

## 2. OVERVIEW OF SCREEN COMPONENTS

This manual was written as a resource for SEVIS DHS Managers, Adjudicators, and Support Users. The subsequent sections provide information on using this Internet-based application, including descriptions of screen components and instructions on navigating through SEVIS. Also included are instructions for adjudicating initial applications (Forms I-17), updates to existing applications, and recertification applications.

This section provides detailed information about the SEVIS screens, including a basic explanation of screen components and instructions on navigating through SEVIS.

### Exhibit 1: Main Screen



## 2.1 Main Screen Components

The following is a list of the *Main* screen components:

- **Browser Toolbar:** This is the toolbar displayed by the browser used to access SEVIS.
- **Navigation Bar:** This bar displays the user's SEVIS ID and lists the following primary functions:
  - **Main:** Used to access the *Main* screen
  - **Schools:** Used to search the SEVIS database for a specific school or a list of schools
  - **Students:** Used to search the SEVIS database for a specific student or a list of students
  - **Programs:** Used to search the SEVIS database for a specific Exchange Visitor Program or a list of programs
  - **Exchange Visitors:** Used to search the SEVIS database for a specific EV or a list of EVs
  - **Alerts:** Used to view lists of actions needed to be taken
  - **Reports:** Used to access the Reports module and generate and print reports
  - **Help:** Used to access Online Help for SEVIS
  - **Tutorial:** Used to view a brief demonstration of how to perform various SEVIS tasks
  - **Logout: Used to exit the system**
  - **Message Board:** Used to access any message board postings applicable to your role
  - **Change Password:** Used to voluntarily change your SEVIS password.

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

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

## 2.2 Additional SEVIS Screen Components

Additional screen components include the following:

- **Scroll Bar:** This is the part of a window that enables you to see additional information. SEVIS uses scrollbars on the bottom or the right side of some windows.
- **Fields:** These are areas on the windows where data may be typed or selected or in which system-generated data are displayed.
- **Buttons:** These buttons allow you to process data and move between screens. SEVIS uses the following types of buttons:
  - **Command Buttons:** Click to execute a command. For example, clicking the Print I-17 Form button enables the user to print a copy of the Form I-17.
  - **Radio Buttons:** Click to make a selection. Only one button may be selected at a time.

Other Input Methods:

- **Check Boxes:** Click to make one or more selections. Click again to remove the check mark.
- **Drop-Down Lists:** Click the **down arrow** to display a list and then make a selection.
- **Links:** Click underlined text to advance to a different screen within SEVIS.
- **List Box:** Click to make one or more selections from the list. Click again to remove a selection.

## 2.3 Navigation Bar

The navigation bar at the top of SEVIS screens contains menu options.

### Exhibit 2: Navigation Bar

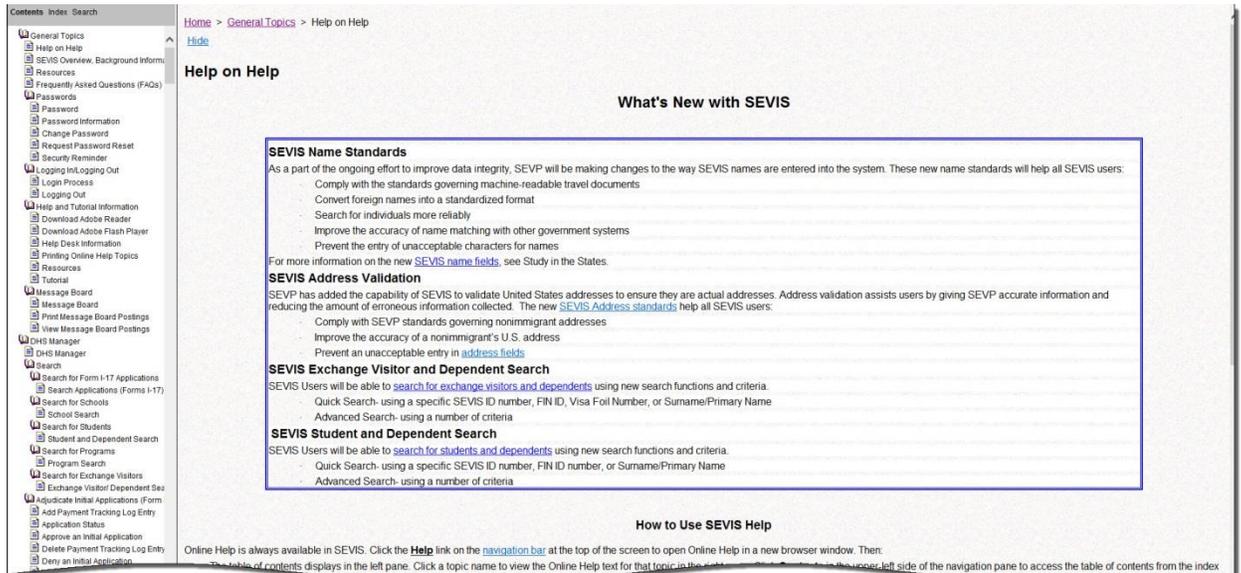


To access any of the options on the navigation bar, click the title. For example, to access the reports module, click the [Reports](#) link.

## 3. ONLINE HELP FUNCTIONS

Online Help is always available by clicking the [Help](#) link on the navigation bar at the top of SEVIS screens. 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 3: Help Screen



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

### 3.1 Online Help Table of Contents

To use the Online Help, perform the following steps:

1. Click a topic name to view the Online Help text for that topic in the right pane.
2. Click **Contents** in the upper-left side of the navigation pane to access the table of contents from the index or search pane.

### 3.2 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.

### 3.3 Search Online Help

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.

4. 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.
5. Click Search in the navigation pane to access the search function from the contents or index pane.

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

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

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

### **3.5 Jumps**

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

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

### **3.6 Close Online Help**

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

### **3.7 Printing Online Help Topics**

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

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

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

*or*

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

## 4. ACCESSING SEVIS

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

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

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

**Note:** When logging into the system for the first time, you will be required to change the password after entering your ID and the initial password that will be provided to you when you become an authorized SEVIS user.

### 4.1 Create and Manage Government User SEVIS Profile

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

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

Creating your profile is a three-step process:

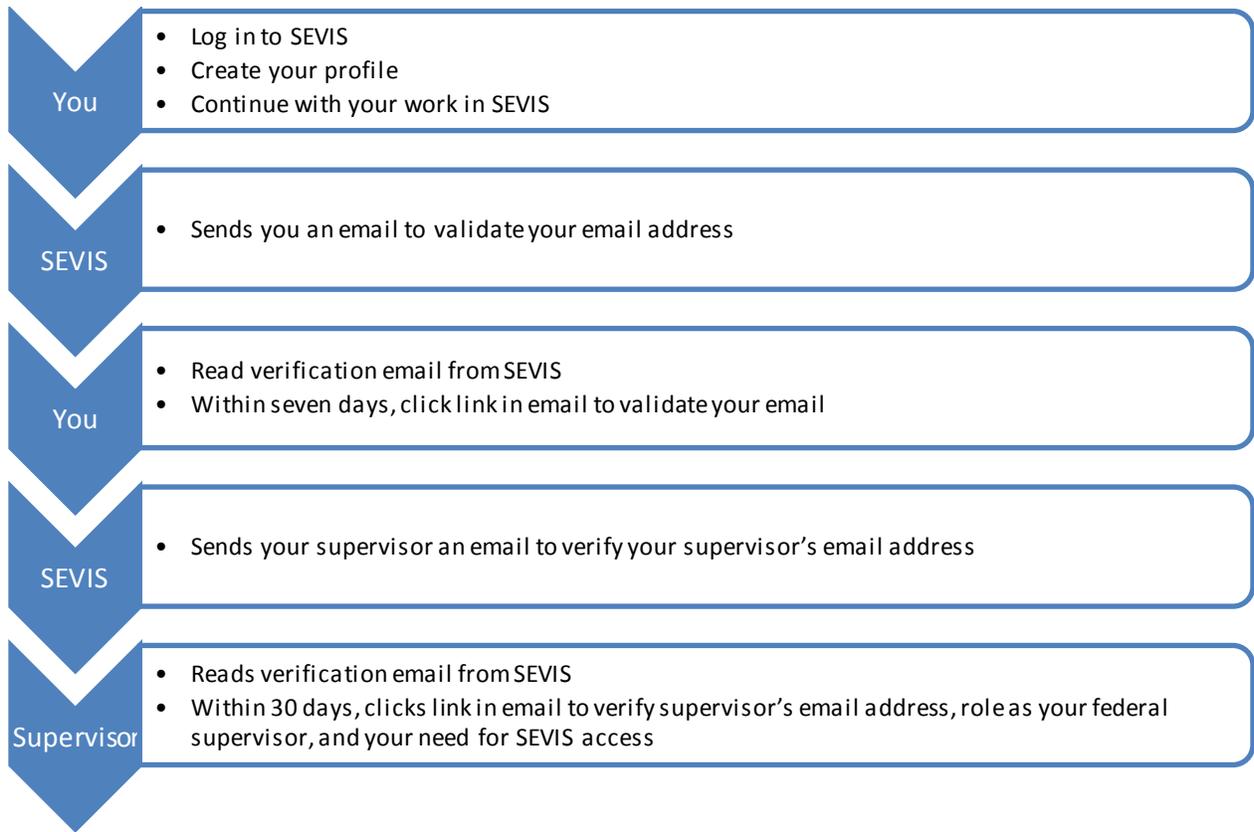
1. Completion of the *Create a New Government User Profile* page.
2. Verification of your email address.
3. Confirmation of SEVIS profile information by your government supervisor.

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



You must have an active user name and role in SEVIS before you can

#### 4.1.1 Process Overview



#### 4.1.2 Create Your Profile

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

## Exhibit 4: Create a New Government User Profile page

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

# SEVIS

Student & Exchange Visitor Information System

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

### Create a New Government User Profile

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

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

|                              |                        |                               |                                |
|------------------------------|------------------------|-------------------------------|--------------------------------|
| User Full Name<br>John SEVIS | User Name<br>ISSADMIN6 | User Role<br>ISSADMIN, DHSISS | Why can't I edit these fields? |
|------------------------------|------------------------|-------------------------------|--------------------------------|

#### Profile Information

**Telephone Number \***

(  )  -  Ext.

**Government Email Address \***

**Re-enter Email Address \***

**Government Agency \***

Select One

Other

**Work Address \***

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

#### Federal Government Supervisor

**Last Name \***

**First Name**

**Middle Name**

**Supervisor Email Address \***

**Re-enter Email Address \***

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

#### Security Question

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

|  |   |
|--|---|
| <p><b>Question #1 *</b></p> <p>Select One <input type="text"/></p> | <p><b>Answer #1 *</b></p> <input style="width: 100%;" type="text"/> |
| <p><b>Question #2 *</b></p> <p>Select One <input type="text"/></p> | <p><b>Answer #2 *</b></p> <input style="width: 100%;" type="text"/> |
| <p><b>Question #3 *</b></p> <p>Select One <input type="text"/></p> | <p><b>Answer #3 *</b></p> <input style="width: 100%;" type="text"/> |

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### Profile Information

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

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

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

### ***Federal Government Supervisor***

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

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

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

#### 4.1.3 Security Question

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

#### 4.1.4 Profile Submission

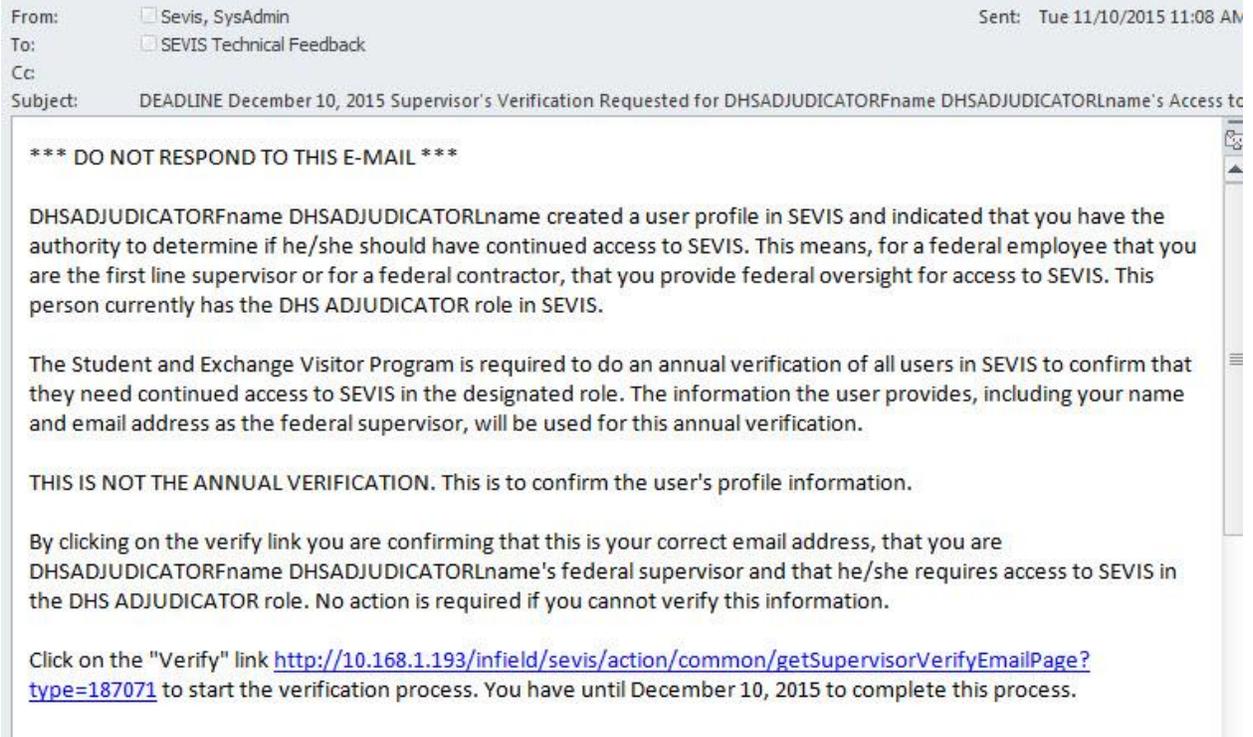
Once you enter your profile information, click **Submit Profile**:

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

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

#### 4.1.5 Federal Supervisor Actions

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



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

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

U.S. DEPARTMENT OF HOMELAND SECURITY

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

FQT-RESIN-1

## Verification for Government User

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

User Information

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

Full Name  
**ISSName FName**

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

Government Agency  
**DHS ICE - SEVP**

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

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

## 4.2 Manage My SEVIS User Profile

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

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

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

**SEVIS** Student & Exchange Visitor Information System

John Sevis Logout  
ROLES: ISSADMIN, DHSISS  
Get Plug-Ins

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

### Manage My SEVIS User Profile

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

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

|                              |                        |                               |  |
|------------------------------|------------------------|-------------------------------|--|
| User Full Name<br>John SEVIS | User Name<br>ISSADMIN6 | User Role<br>ISSADMIN, DHSISS | <a href="#">Why can't I edit these fields?</a> |
|------------------------------|------------------------|-------------------------------|--|

#### Profile Information

**Telephone Number \*** ( 222 ) 222 - 2222 Ext.  **Government Email Address \*** john.q.sevis@associates.ice.dhs.gov [Why can't I edit this field?](#)

**Government Agency \***  
DHS ICE - SEVP  
Other

**Work Address \***  
[Edit U.S. Address](#) [Delete](#) [Add Foreign Address](#)  
4400 UNIVERSITY DR  
FAIRFAX VA 22030 - 4422

#### Federal Government Supervisor

|   |   |  |
|---|---|--|
| <b>Last Name *</b><br>Blarghy                       | <b>First Name</b><br>Flarghy                      | <b>Middle Name</b><br><input type="text"/> |
| <b>Supervisor Email Address *</b><br>blargh@dhs.gov | <b>Re-enter Email Address *</b><br>blargh@dhs.gov |  |

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

#### Security Question

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

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

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3. Edit the profile data, as necessary:

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

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

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

## 4.3 Guidelines for Passwords

### 4.3.1 General Password Information

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

### 4.3.2 Password Standards

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

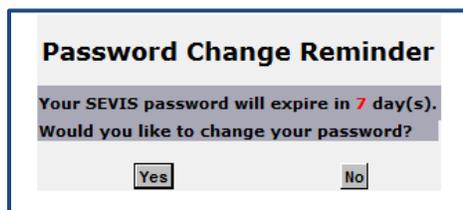
**Note:** Do not re-use any of the past eight passwords.



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

### 4.3.3 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 displays a message. It asks if you would like to change your password.



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

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



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



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

#### 4.3.4 Change Password

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

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

To change a password voluntarily:

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



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

**Change Password**

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

\*Old password:

\*New password:

\*Confirm new password:

3. Complete all three fields:

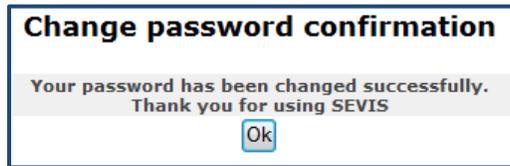
|                               |   |
|-------------------------------|---|
| <b>*User Name:</b>            | Your <b>User ID</b> .   |
| <b>*New password:</b>         | A unique password. Follow the <a href="#">password standards</a> to develop a password. |
| <b>*Confirm new password:</b> | The same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

|  |           |
|--|-----------|
|  | above it. |
|--|-----------|



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

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



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

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



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

#### 4.3.5 Request Password Reset

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

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



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

To request a password reset, perform the following:

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

## Exhibit 5: SEVIS Log On page

An official website of the U.S. government

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

**Sign In**

**User Name:**

**Password:**

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

[Forgot Your Password?](#)

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

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

3. Enter your SEVIS User ID in the **SEVIS User Name** field.
4. Click **Submit**.

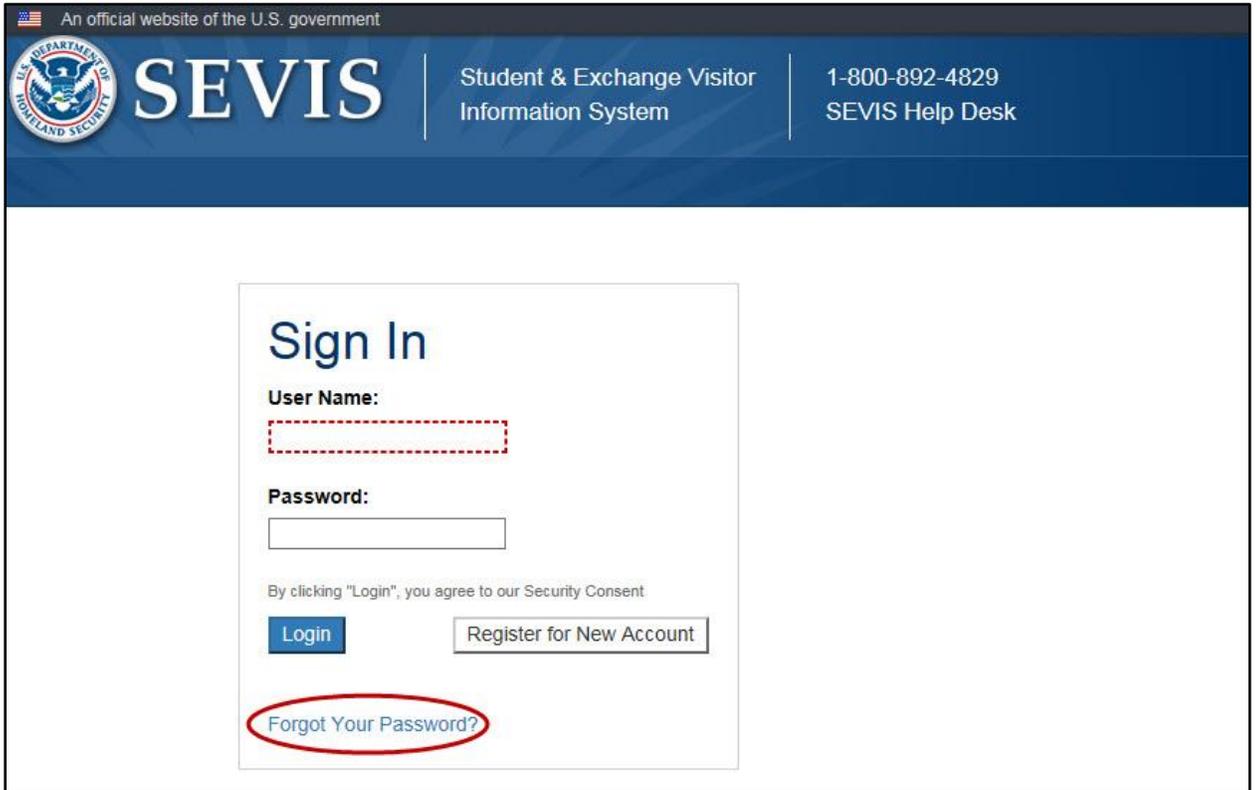
**Note:** An email will be sent to the email address associated with this SEVIS user name. It will provide instructions for creating a new SEVIS password. The email will be valid for 30 days. A password must be created within 30 days of the date on the email.

### 4.4 Logging Into SEVIS

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

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

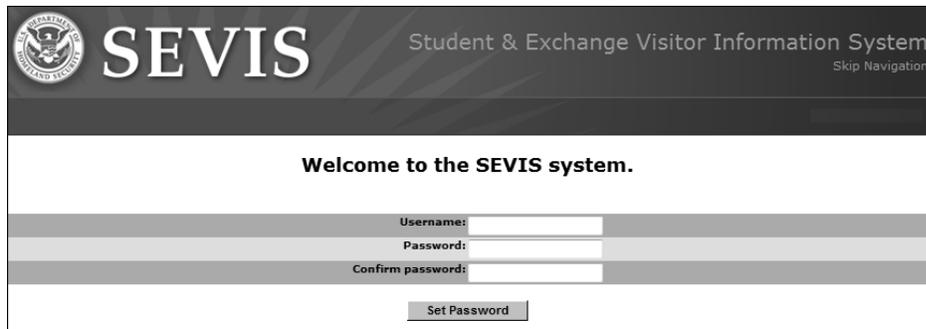
## Exhibit 6: SEVIS Login Screen



The screenshot shows the SEVIS login interface. At the top, it says "An official website of the U.S. government" and features the Department of Homeland Security logo. The main header includes "SEVIS" in large letters, "Student & Exchange Visitor Information System", and the phone number "1-800-892-4829" along with "SEVIS Help Desk". The central area is titled "Sign In" and contains a "User Name:" field with a red dashed border, a "Password:" field, and a "Forgot Your Password?" link circled in red. Below the fields is a "Login" button and a "Register for New Account" button. A small note states: "By clicking 'Login', you agree to our Security Consent".

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

## Exhibit 7: Set Password Screen



The screenshot shows the SEVIS "Set Password" screen. It features the SEVIS logo and the text "Student & Exchange Visitor Information System" with a "Skip Navigation" link. The main heading is "Welcome to the SEVIS system." Below this, there are three input fields: "Username:", "Password:", and "Confirm password:". A "Set Password" button is located at the bottom of the form.

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

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

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

- **Caps Lock:** Passwords are case sensitive. When you create a password using a mix of uppercase and lowercase letters, it must always be entered that way. If you have the Caps Lock key on the keyboard turned on and you intend to enter “abcdeF9#”, the system reads the following password: ABCDEf9#. To SEVIS, these passwords are not the same.
  - **Numeric Keypad:** If you are using the numeric keypad to enter numbers, be sure to turn on the Num Lock key. Otherwise, enter numbers using the keys above the top row of alpha characters on the keyboard.
1. Reenter your password in the **Confirm Password** field.
  2. Click the **Set Password** button. A confirmation screen displays.
  3. Click **OK**. The system displays the *SEVIS Login* screen. Be sure to enter your SEVIS user name and new password to access the system.

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

**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* screen. Any unsaved data will be lost.

The following additional information is applicable to the *SEVIS Login* screen:

- **Reset** button: Click this button to clear any data you entered.
- **Register for New Account** link: DO NOT use this link. This link is not valid for DHS users.
- **Request Password Reset** link: DO NOT use this link. This link is not valid for DHS users.

## 4.5 Logging Out of SEVIS

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

## Exhibit 8: Logout Link



Log out link

**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 will display: “A user is already logged on with this user name.”

## 5. ANNUAL VERIFICATION OF GOVERNMENT USERS

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

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



### 5.1 Key Facts

| SEVIS Government Verification |          |
|-------------------------------|----------|
| Frequency of Verification     | Annually |
| Length of Verification Period | 60 Days  |

## SEVIS Government Verification

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

### 5.2 Officials Authorized to Complete the Government User Verification



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

### 5.3 Annual Verification Period at a Glance

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

### 5.4 Basic Verification Process

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

## **Exhibit 9: 60 Day Email Notice of Annual Verification for Continued Access**

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

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

ISSFname ISSLname indicated that you are the person with authority to determine if he/she should have access to SEVIS. This means, for a federal employee that you are the first line supervisor or for a federal contractor, that you provide federal oversight for access to SEVIS. This person currently has the IMMIGRATION SYSTEM SUPPORT role(s) in SEVIS.

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

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

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

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

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

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

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

SEVIS Help Desk  
1-800-892-4829

To complete the verification process, the supervisor will:

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

After clicking on the verification link at the end of the email, the *Annual Verification for Government User* page opens. At the top of the page, under the title is a banner that shows the user's Next Annual Verification Date as Verification Due Date. It also shows the number of days remaining until the verification deadline. Under the Government User Information section of the page, the following non-editable date elements are displayed:

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

## Exhibit 10: Annual Verification for Government User Selection Page

### Annual Verification for Government User

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

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

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

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

#### Government User Information

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

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

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

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



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

#### 5.4.1 User Needs Continued Access

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

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

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

### Exhibit 11: Annual Verification for Government User



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

#### 5.4.2 User No Longer Needs Access to SEVIS

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

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

2. Click the **Submit** button.

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

- After clicking **Submit**:
  - Supervisor receives annual verification completion notice that user will no longer have access to SEVIS.

## Exhibit 12: Annual Verification Completion Response – User No Longer Has Access



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

### 5.4.3 I Do Not Supervise This Person

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

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

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

- After clicking **Submit**:
  - Supervisor receives annual verification completion notice that user will no longer have access to SEVIS, because they have not kept their supervisor information current.

## Exhibit 13: Annual Verification Completion Response – User No Longer Has Access

### Annual Verification for Government User

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

- SEVIS will revoke the user profile and set the user role to deleted.
- SEVIS sends a SEVIS Access Revoked email to the government user that states, “The person you indicated as your Federal supervisor, indicated that he/she was not your government supervisor. As you did not keep your profile current, the FISMA requirement for an annual supervisor’s verification of your continued need to access SEVIS has not been met. As a result, your SEVIS access has been deleted. If you need continued SEVIS access, you must restart the SEVIS account creation process.”

#### 5.4.4 No Action by Supervisor



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

### 5.5 Supervisor Notices

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

#### 5.5.1 User Already Verified

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

## Exhibit 14: User Already Verified This Year

### Annual Verification for Government User

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

#### Government User Information

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

### 5.5.2 User Access Revoked

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

## Exhibit 15: User's Access to SEVIS Has Been Revoked

### Annual Verification for Government User

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

#### Government User Information

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

### 5.5.3 Request Expired

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

## **Verification for Government User**

---

**Request Expired: This request expired on March 15, 2016**

### **5.6 Annual Verification in Event History**

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

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

In Remarks, "The person designated as the user's supervisor, <supervisor first name> <supervisor last name> failed to verify this user. Access was revoked due to failure to complete the annual verification.

## **6. DHS MANAGER FUNCTIONALITY**

As a DHS Manager, you have the ability to search and view school, exchange visitor program, student/dependent, and EV/dependent records. You also have the ability to view, print, cancel, and adjudicate initial, updated, and recertification applications (Forms I-17).

Depending on the status of the application, you may take the following actions:

- Add comments through the tracking log
- Add payment tracking log entries
- Approve or deny an application
- Delete payment tracking log entries
- Escalate an application to a DHS Manager for review
- Mark an application as Filed
- Mark an application as pending a site visit
- Mark an application as pending review
- Mark an application ready for adjudication
- Record a non-payment for an application
- Cancel initial, updated, and recertification applications
- Request evidence from a school regarding an application
- Request payment on a submitted application
- Return an application to Filed status
- Update payment tracking log entries
- Update site visit information
- View payment tracking log entries
- View Request for Evidence (RFE) comments
- View tracking log comments
- View the event history for schools

When searching and viewing a school's record, you have the ability to:

- Approve a denied or withdrawn school
- Disable and enable an approved school's official's ability to create new student records.
- Disable and enable an approved school's official's ability to transfer out student records.
- Disable and enable an approved school's ability to accept transfer-in student records.
- Disable and enable a withdrawn school's ability to transfer out students (the school must have a future access termination date).
- Update access termination date
- Update appeal status
- Withdraw a school

### 6.1.1 Search for I-17 Applications

The *I-17 Application Search* screen is the first screen that displays for DHS Managers when they log into SEVIS (if there are no message board postings). This screen allows users to search for any initial, updated, or recertification applications in need of adjudication.

## Exhibit 17: I-17 Application Search Screen

1. Enter the necessary search criteria. The following is a list of, and explanations for, the sections and fields on this screen.

| Section/Field              | Description/Explanation   |
|----------------------------|---|
| <b>Sort Option</b> section | The sort options are required fields; both fields must be completed.  |
| <b>Sort By</b>             | Select an option from the drop-down list. <ul style="list-style-type: none"> <li>• Application Status</li> <li>• Application Submit Date</li> <li>• Certification Expiration Date</li> <li>• School Name</li> </ul> |
| <b>Sort Direction</b>      | Select either <b>Ascending</b> or <b>Descending</b> .   |

| Section/Field                        | Description/Explanation  |
|--------------------------------------|--|
| <b>1. Search Criteria</b> section    | In the <b>Search Criteria</b> section, one option must be selected. To do so, click the radio button to the left of the type of search you wish to perform. Some of these options may also require additional information.   |
| <b>Application ID</b>                | Click this radio button and enter an application ID. This option is for initial applications only.   |
| <b>Application Information</b>       | Click this radio button and enter your search criteria in the following fields to narrow your search.  |
| <b>Application Type</b>              | Select <b>Initial</b> , <b>Recertification</b> , or <b>Update</b> from the drop-down list to search by a specific application type. If you want to search on all three application types, leave this field blank.  |
| <b>Application Status</b>            | Click one of the available radio buttons. <ul style="list-style-type: none"> <li>• Click the <b>All</b> radio button to search on all application status values.</li> <li>• Click the <b>Selected Below</b> radio button if you wish to search by a specific application status. You may select multiple application statuses by pressing the <b>Ctrl</b> key and clicking on multiple selections. Appendix D, Application Statuses, defines all statuses that an application may be in while being adjudicated.</li> </ul>  |
| <b>Geographic Area</b>               | Click one of the available radio buttons. <ul style="list-style-type: none"> <li>• Click the <b>All</b> radio button to search on all geographic areas.</li> <li>• Click the <b>District</b> radio button if you wish to search by a specific district. You may select multiple districts by pressing the <b>Ctrl</b> key and clicking on multiple selections.</li> <li>• Click the <b>Territory</b> radio button if you wish to search by a specific territory. You may select multiple territories by pressing the <b>Ctrl</b> key and clicking on multiple selections.</li> </ul> |
| <b>Application Submit Date</b>       | Enter from and to dates in MM/DD/YYYY format.  |
| <b>Certification Expiration Date</b> | Enter from and to dates in MM/DD/YYYY format.  |
| <b>School Name</b>                   | Enter the name of the school you wish to search for.<br><b>Note:</b> If you are unsure of the exact spelling of a school name, you may enter the * (asterisk) wildcard preceding and/or followed by at least three characters. <ul style="list-style-type: none"> <li>• “*school” may return a list containing schools such as</li> </ul>  |

| Section/Field      | Description/Explanation  |
|--------------------|--|
|                    | <p>National Flight School and Scranton Business School.</p> <ul style="list-style-type: none"> <li>• “<b>John*</b>” may return a list containing Johns Hopkins School of Medicine, Johnson School of Nursing, Johnson Agricultural School.</li> <li>• “<b>*mai*</b>” may return a list containing Maine University, Portland Maine School of Technology, College of Botmai.</li> </ul> |
| <b>School Code</b> | Enter the DHS-assigned school code in AAA214Fnnnnnxxx format. This field is only for updated and recertification applications.   |

2. Once you have entered all of your search criteria, click the **Search** button. The *List of I-17 Applications* screen displays.

### Exhibit 18: List of I-17 Applications Screen

| List of I-17 Applications   |                |                  |                                   |                        |                    |                        |                               |
|---|----------------|------------------|-----------------------------------|------------------------|--------------------|------------------------|-------------------------------|
| <a href="#">New Search</a> <a href="#">Refine Search</a><br><b>Search Criteria:</b><br>Application Status = all<br>School Name = *college*<br>Geographic Area = all |                |                  |                                   |                        |                    |                        |                               |
| Application Submit Date   | Application ID | Application Type | School Name                       | Location (City, State) | Application Status | Application Date Filed | Certification Expiration Date |
| 04/01/2010  | 4168           | INITIAL          | <a href="#">Rushmore College</a>  | Harrisonburg, VA       | SUBMITTED          |                        |                               |
| 04/02/2010  | 4169           | INITIAL          | <a href="#">RomeL College</a>     | Harrisonburg, VA       | SUBMITTED          |                        |                               |
| 04/19/2010  | 4812           | INITIAL          | <a href="#">U.S. College</a>      | Anson, VA              | SUBMITTED          |                        |                               |
| 04/29/2010  | 65067          | INITIAL          | <a href="#">Techworld College</a> | Washington, DC         | SUBMITTED          |                        |                               |
| 05/26/2010  |                | RECERTIFICATION  | <a href="#">Annapolis College</a> | Annapolis, MD          | SUBMITTED          |                        | 08/24/2010                    |
| 5 Recs  |                |                  |                                   |                        |                    |                        |                               |

**Note:** Click the **New Search** link at the top of the *List of I-17 Applications* screen to return to the *I-17 Application Search* screen and begin a new search (all search criteria will be cleared from the screen). Click the **Refine Search** link to return to the *I-17 Application Search* screen and enter additional search criteria, or change the existing search criteria and perform another search.

3. Click the appropriate link in the School Name column to view the detailed information regarding that school’s application. The buttons at the top of the screen and the links under the Actions menu to the left of the screen will differ depending on the status of the school’s application and your user role. From this screen, you will be able to perform all required actions on the application.

## Exhibit 19: School Information Screen

[Return to List](#)    [Print I-17 Form](#)

### Rushmore College

|   |  |
|---|--|
| <b>Actions:</b>                                 | Application ID: <b>4168</b>  |
| <a href="#">Update Tracking Log</a>             | Application Status: <b>FILED</b>   |
| <a href="#">Update Site Visit Information</a>   | Application Submit Date: <b>03/30/2007</b>   |
| <a href="#">Add/Update Payment Tracking Log</a> | Date Filed: <b>07/07/2010</b>  |
| <a href="#">Request for Evidence</a>            | RFE Date:  |
| <a href="#">Mark Pending Site Visit</a>         | Date Site Visit Received:  |
| <a href="#">Mark Pending Review</a>             | Application Requires Site Visit:   |
| <a href="#">Mark Ready for Adjudication</a>     | School Status: <b>PENDING</b>  |
| <a href="#">Escalate to Manager</a>             | Current School Code: <b>N/A</b>  |
| <a href="#">Approve</a>                         | Previous School Code: <b>N/A</b>   |
| <a href="#">Deny</a>                            | Seeking Approval for: <b>Academic and Language students</b>  |
| <a href="#">Cancel Application</a>              | Mailing Address: <b>1400 Rushmore Campus Dr<br/>Harrisonburg, VA 22801</b>   |
| <b>Views:</b>                                   | Telephone Number: <b>540-909-9000</b>  |
| <a href="#">View Event History</a>              | Fax Number: <b>540-909-9999</b>  |
| <a href="#">View Tracking Log</a>               | Location Address: <b>1400 Rushmore Campus Dr<br/>Harrisonburg, VA 22801</b>  |
| <a href="#">View Payment Tracking Log</a>       | Type of Institution: <b>Public</b>   |
|   | This School is Engaged in: <b>HIGHER EDUCATION (issuing one or more of the following degrees: associates, bachelors, masters, Ph.D.)</b>   |
|   | School's Sessions are Primarily Based on: <b>Quarters</b>  |
|   | School Established on: <b>09/15/1932</b>   |
|   | School Operates Under the Following Authorization: <b>None</b>   |
|   | School is Approved Under the Following Association or Agency: <b>Mid-Atlantic Board of Colleges and Universities</b>   |
|   | Areas of Study: <b>LIBERAL ARTS<br/>FINE ARTS<br/>LANGUAGE<br/>RELIGIOUS<br/>SCIENCE<br/>EDUCATION<br/>BUSINESS<br/>ENGINEERING<br/>Other: Interstellar Teleportation</b>  |
|   | Degrees Available: <b>BA DEGREE<br/>DOCTOR OF EDUCATION<br/>BACHELOR OF SCIENCE<br/>BACHELOR OF FINE ARTS<br/>BACHELOR OF BUSINESS ADMINISTRATION<br/>BACHELOR OF SCIENCE IN EDUCATION<br/>MASTER OF ARTS<br/>MASTER OF SCIENCE<br/>MASTER OF BUSINESS ADMINISTRATION<br/>DOCTOR OF PHILOSOPHY<br/>Other: Certificate of Completion for Audited Curriculum</b> |
|   | Primary Education: <b>Elementary or Secondary, it does qualify its graduates for acceptance by accredited schools of higher educational level.</b>   |
|   | Higher Education Conferring Degrees: <b>Higher education, it confers recognized bachelor's, master's, professional, or divinity degrees.</b>   |
|   | Credit Transfer: <b>Higher education, its credits are recognized by and transferable to institutions of study which confer degrees.</b>  |
|   | English Language Training: <b>English language training, it is engaged in English language training.</b>   |
|   | Other Education: <b>Vocational or Technical education, it does not qualify its graduates for employment in the occupations for which preparation is offered.</b>   |
|   | Sessions are Held: <b>Day, Night</b>   |
|   | Requirements for Admission: <b>SAT - 1400+; In person interview; Unanimous Board Approval of Written Application</b>   |
|   | Courses of Study and Time Necessary to Complete: <b>Determined by academic discipline and level of study.</b>  |
|   | Requirements for Graduation: <b>Determined by academic discipline and level of study.</b>  |
|   | Causes for Expulsion: <b>Cheating, Felony convictions, listening to rap music.</b>   |
|   | Average Annual Numbers: <b>Classes - 600<br/>Students - 12,000<br/>Teachers and Instructors - 75<br/>Non-Teaching Employees - 300</b>  |
|   | Average Annual Cost of Room, Board, and Tuition Per Student: <b>\$66,000.00</b>  |

|  |                      |              |                        |                 |                         |                      |             |
|--|----------------------|--------------|------------------------|-----------------|-------------------------|----------------------|-------------|
| <b>Campus Information</b>  |                      |              |                        |                 |                         |                      |             |
| <b>SLV Campus</b>  |                      |              |                        |                 |                         |                      |             |
| School Code: <b>N/A</b>  |                      |              |                        |                 |                         |                      |             |
| Mailing Address: <b>1400 Rushmore Campus Dr, Harrisonburg, VA 22801</b>  |                      |              |                        |                 |                         |                      |             |
| Location Address: <b>1400 Rushmore Campus Dr, Harrisonburg, VA 22801</b> |                      |              |                        |                 |                         |                      |             |
| <b>Officials:</b>  | <b>Official Name</b> | <b>Title</b> | <b>The Official is</b> | <b>A-Number</b> | <b>Telephone Number</b> | <b>Email Address</b> | <b>Role</b> |
|  | Cosby Bill           | King Kikapu  | U.S. Citizen           |                 | 540-909-8012            | steven.viers@eds.com | PDSO        |

|  |                      |  |                        |                 |                           |                      |             |
|--|----------------------|--|------------------------|-----------------|---------------------------|----------------------|-------------|
| <b>North Fork Campus</b>   |                      |  |                        |                 |                           |                      |             |
| School Code: <b>N/A</b>  |                      |  |                        |                 |                           |                      |             |
| Mailing Address: <b>3535 River Rd, North Fork Admin Building Arlington, VA 22201-2201</b>  |                      |  |                        |                 |                           |                      |             |
| Location Address: <b>3535 River Rd, North Fork Admin Building Arlington, VA 22201-2201</b> |                      |  |                        |                 |                           |                      |             |
| <b>Officials:</b>  | <b>Official Name</b> | <b>Title</b>                                       | <b>The Official is</b> | <b>A-Number</b> | <b>Telephone Number</b>   | <b>Email Address</b> | <b>Role</b> |
|  | Floyd Smooth         | Director of Foreign Student and Visitor Admissions | LPR                    | A98877665       | 703-504-9000<br>Extn. 524 | steven.viers@eds.com | PDSO        |

### 6.1.2 Approve an Application (Form I-17)

The procedures for approving an initial, an updated, and a recertification application vary, as detailed in the subsequent sections.

### 6.1.3 Approve an Initial Application (Form I-17)

At this time, SEVIS does not allow for the approval or denial of individual campuses. Clicking the **Approve** button approves and assigns both a school and campus code to all campuses listed on the electronic Form I-17.

If you wish to approve only certain campuses on the submitted Form, use the Request for Evidence process (Section 6.1.17) and request that the submitter of the application remove the

other campuses. The ability to approve and deny individual campuses will be added to SEVIS at a later date.

Once an initial application has been marked Filed, you may approve the application. Perform the following steps to approve an initial application:

1. Perform a search on Form I-17 applications to locate the appropriate school applying for certification. See Section 6.1.1, Search for I-17 Applications.
2. From the *List of I-17 Applications* screen, click the appropriate link in the **School Name** column. The *School Information* screen displays.
3. From the *School Information* screen, click the **Approve** link. The *Approve Application* screen displays.
4. Enter the unique numeric school identifier code in AAA214Fnnnnnxxx format. The complete school code comprises your three-character district identifier, the four-character sequence “214F,” a five-digit school identifier, and the campus suffix, if applicable.
5. Verify the **Approval for Students Under** field. This is the type of approval the school is requesting: F for academic study, M for vocational study, or both. If both types of approval are requested, you may update this section to approve only one (F or M), if necessary.
6. Select either **Yes** or **No** from the **Application Required Site Visit** field, if not already completed.
7. Enter any relevant remarks in the **Comments** field, if necessary.
8. Click one of the following buttons:
  - **Approve:** Click this button to confirm the approval. A confirmation screen displays indicating that the approval was successful. Click the **Return to List** button. The *School Listing* screen displays. The school no longer displays on the pending list because it has been approved. An email notification of this approval is sent to the school’s Principal Designated School Officials (PDSOs) and Designated School Officials (DSOs).
  - **Cancel:** Click this button to take no action and return to the School Information screen.

#### **6.1.4 Approve an Updated Application (Form I-17)**

On the school’s *Update* screen, the fields for which an update is being requested are highlighted yellow. Once the updated application has been marked as Filed, you may approve the updates/changes to the school’s application. Perform the following steps to approve an updated application:

1. Perform a search on Form I-17 applications to locate the appropriate school requesting an update to their application. See Section 6.1.1, Search for I-17 Applications.
2. From the *List of I-17 Applications* screen, click the appropriate link in the **School Name** column. The *Update* screen displays.

3. From the *Update* screen, click the **Approve** link. The *Approve Application* screen for the selected school displays.
4. Select either **Yes** or **No** from the **Application Required Site Visit** field, if not already completed.
5. Enter any applicable comments in the **Comments** field.
6. Click one of the following buttons:
  - **Approve:** Click this button to confirm the approval. A confirmation screen displays indicating that the approval was successful. Click the **Return to List** button. The *School Listing* screen displays. The school no longer displays on the list because the requested updates have been approved. An email notification is automatically sent to the school's PDSOs and DSOs containing information regarding the update.
  - **Cancel:** Click this button to take no action and return to the school's *Update* screen.

#### **6.1.5 Approve a Recertification Application (Form I-17)**

At this time, SEVIS does not allow for the approval or denial of individual campuses. Clicking the **Approve** button approves and assigns both a school and campus code to all campuses listed on the electronic Form I-17.

If you wish to approve only certain campuses on the submitted Form, use the Request for Evidence process (Section 6.1.17) and request that the submitter of the application remove the other campuses. The ability to approve and deny individual campuses will be added to SEVIS at a later date.

Once the recertification application has been marked as Filed, you can approve a school's recertification application by performing the following steps:

1. Perform a search on Form I-17 applications to locate the appropriate school applying for recertification. See Section 6.1.1, Search for I-17 Applications.
2. From the *List of I-17 Applications* screen, click the appropriate link in the **School Name** column. The *School Information* screen displays.
3. From the *School Information* screen, click the **Approve** link. The *Approve Application* screen for the selected school displays.
4. Verify the **Approval for Students Under** field. In addition to the school code, this screen displays the type of approval the school is requesting—F for academic study, M for vocational study, or both. If both types of approval are requested, you may update this section to approve only one (F or M), if necessary.
5. Select either **Yes** or **No** from the **Application Required Site Visit** field, if not already completed.
6. Enter any applicable comments in the **Comments** field.
7. Click one of the following buttons:
  - **Approve:** Click this button to confirm the approval. A confirmation screen displays indicating that the approval was successful. An email notification is

automatically sent to the school's PDSOs and DSOs containing information regarding the approval of the recertification application.

- **Cancel:** Click this button to take no action and return to the *School Information* screen.

### 6.1.6 Cancel an Application (Form I-17)

You may cancel a school's initial, updated, or recertification application in any status by performing the following steps:

1. Perform a search on Form I-17 applications to locate the school whose application you wish to cancel. See Section 6.1.1, Search for I-17 Applications.
2. From the List of I-17 Applications screen, click the appropriate link in the School Name column. The School Information screen displays.
3. On the School Information screen, click the Cancel Application link. The Cancel Application screen displays. Enter the required information:
  - **School Code:** An Initial application requires the entry of the unique five-digit numeric school identifier code.

**Note:** An Updated or Recertification application has the entire school identifier code displayed in this field.

- **Application Required Site Visit:** Select either **Yes** or **No**.
  - **Reason for Cancellation:** Enter the reason for the cancellation. This text will display in the email notification sent to the school.
4. Click one of the following buttons:
  - **Cancel Application:** Click this button to proceed with canceling the application. A system message displays informing you that the school application has been canceled. Click the **Return to List** button. The *List of I-17 Applications* screen displays. Note that the canceled school has been removed from the list.
  - **Cancel:** Click this button to return to the *School Information* screen.

### 6.1.7 Deny an Application (Form I-17)

The procedures for denying an initial, an updated, and a recertification application vary, as detailed in the subsequent sections.

### 6.1.8 Deny an Initial Application (Form I-17)

At this time SEVIS does not allow for the approval or denial of individual campuses. Completing the instructions below will deny all the campuses listed on the application.

If you wish to deny only certain campuses on the submitted application, use the Request for Evidence process (Section 6.1.17) and request that the submitter of the application remove the indicated campus(es). The ability to approve and deny individual campuses will be added to SEVIS at a later date.

To deny an initial application, perform the following steps:

1. Perform a search on Form I-17 applications to locate the appropriate school applying for certification. See Section 6.1.1, Search for I-17 Applications.
2. From the *List of I-17 Applications* screen, click the appropriate link in the **School Name** column. The *School Information* screen displays.
3. From the *School Information* screen, click the **Deny** link. The *Deny Application* screen displays.
4. Enter the unique numeric school identifier code in AAA214Fnnnnnxxx format. The complete school code comprises your three-character district identifier, the four-character sequence “214F,” a five-digit school identifier, and the campus suffix, if applicable.
5. Select either **Yes** or **No** from the **Application Required Site Visit** field, if not already completed.
6. Enter any relevant remarks in the **Reason for Denial** field. This text displays in the email notification sent to the PDSOs and DSOs.
7. Click one of the following buttons:
  - **Deny:** Click this button to confirm the denial. The *School Listing* screen displays. Note that school no longer displays on the pending list because it has been denied. An email notification of this denial is sent to the school’s PDSOs and DSOs, including information on appeal rights.
  - **Cancel:** Click this button to return to the *School Information* screen without denying the application.

### 6.1.9 Deny an Updated Application (Form I-17)

On the school’s *Update* screen, the fields for which an update is being requested are highlighted yellow. Once the updated application has been marked as Filed, you may deny the updates/changes to the school’s application. Perform the following steps to deny an updated application:

1. Perform a search on Form I-17 applications to locate the appropriate school requesting an update to their application. See Section 6.1.1, Search for I-17 Applications.
2. From the *List of I-17 Applications* screen, click the appropriate link in the **School Name** column. The *Update* screen displays.
3. From the school’s *Update* screen, click the **Deny** link. The *Deny Application* screen displays.
4. Select either **Yes** or **No** from the **Application Required Site Visit** field, if not already completed.
5. Enter the reason for denial in the **Reason for Denial** text box. (This field is required.) This text will display in the email notification sent to the school.
6. Click one of the following buttons:
  - **Deny:** Click this button to confirm the denial of the update to the application. A confirmation screen displays indicating that the update has been denied. An email notification of this denial is automatically sent to the PDSO and DSOs.

- **Cancel:** Click this button to take no action and return to the school's *Update* screen.

#### 6.1.10 Deny a Recertification Application (Form I-17)

At this time, SEVIS does not allow for the approval or denial of individual campuses. Completing the instructions below will deny all the campuses listed on the application.

If you wish to deny only certain campuses on the submitted application, use the Request for Evidence process (Section 6.1.17) and request that the submitter of the application remove the indicated campus(es). The ability to approve and deny individual campuses will be added to SEVIS at a later date.

Once the application is marked Filed, you may deny the application. After reviewing the school's data, perform the following steps:

1. Perform a search on Form I-17 applications to locate the appropriate school applying for recertification. See Section 6.1.1, Search for I-17 Applications.
2. From the *List of I-17 Applications* screen, click the appropriate link in the **School Name** column. The *School Information* screen displays.
3. From the *School Information* screen, click the **Deny** link. The *Deny Application* screen displays.
4. Select either **Yes** or **No** from the **Application Required Site Visit** field, if not already completed.
5. Enter the reason for denial in the **Reason for Denial** text box. (This field is required.) This text will display in the email notification sent to the school.
6. Click one of the following buttons:
  - **Deny:** Click this button to confirm the denial of the school's recertification application. The following occurs:
    - A confirmation screen displays indicating that the application has been denied.
    - The school's status is changed to Withdrawn, with a withdrawal type of Recertification Denied, with appeal rights.
    - The school's access termination date is set to the current date plus 30 days.
    - An email notification of this denial is automatically sent to all PDSOs and DSOs.
  - **Cancel:** Click this button to take no action and return to the School Information screen.

#### 6.1.11 Escalate Application to Manager

Once the school's application (Form I-17) has been marked as Filed, you may escalate the application to the DHS Manager. Perform the following steps to escalate an application to the DHS Manager:

1. From the *School Information* screen, click the **Escalate to Manager** link in the **Actions** menu. The *Escalate to Manager* screen displays.

2. Enter any applicable remarks in the **Comments** field. These comments are viewable by DHS Managers, Adjudicators, and Support Users.
3. Click one of the following buttons:
  - **Escalate to Manager:** Click this button to escalate the application to a DHS Manager. An *Update Successful* screen displays. Click the **Return to I-17** button. The *School Information* screen displays. Note that the application status is now Escalated to Manager.
  - **Cancel:** Click this button to take no action and return to the *School Information* screen.

Once the school's application is set to Escalated to Manager, you may view/update the tracking log, view/print the application, mark an application as Filed, request further evidence, view RFE comments, update site visit information, add/update/delete/view payment tracking log entries, mark Pending Review, or mark Ready for Adjudication. Additionally, you may approve or deny the application at this point.

#### 6.1.12 Mark Application Filed

Initial and recertification applications (Forms I-17) must be set to Filed before the adjudication process may be completed. Updated applications only need to be set to Filed if a campus was added or there was a change in the private school owner's name or Public/Private school type indicator. If any of these fields were not updated, the system automatically sets the application to Filed.

Marking the application Filed indicates that the school has submitted its application and payment has either been received or is not required. The application must be marked as Filed before the adjudication process can continue. To mark a school's application as Filed, from the *School Information* screen, click the **Mark Application Filed** button. The following occurs:

- The School Information screen displays.
- The application status changes to Filed.
- An email notification is automatically sent to the temporary user (if applicable) and all PDSOs and DSOs informing them that the school's application has been Filed. The school official cannot respond to this system-generated email.
  - Once the school's application is marked as Filed, you may:
    - View/print the application
    - View/update the tracking log
    - Add/update/delete/view payment tracking log entries
    - Request further evidence
    - View RFE comments
    - Mark that the school has a pending site visit
    - Mark the application Pending Review
    - Mark that the application is ready for adjudication
    - Update site visit information, and/or
    - Escalate the application to a DHS Manager.
    - Approve or deny the application.

### 6.1.13 Mark Application Pending Review

Once the school's application (Form I-17) has been marked as Filed, you can indicate that the application is pending review. Perform the following steps to mark an application Pending Review:

1. From the School Information screen click the Mark Pending Review link. The Mark Pending Review screen displays.
2. Enter the appropriate remarks in the **Comments** field. These comments are viewable only by the DHS Manager, Adjudicator, or Support User.
3. Click one of the following buttons:
  - **Mark Pending Review:** Click this button to complete the action. A confirmation screen displays indicating that the action was successful.
  - **Cancel:** Click this button to take no action and return to the *School Information* screen.

Once the school's application is marked Pending Review, you may view/print the application, view/update the tracking log, add/update/delete/view payment tracking log entries, request further evidence, update the site visit information, mark the application Ready for Adjudication, and escalate the application to the DHS Manager. You may also approve or deny the application at this point.

### 6.1.14 Mark Application Pending Site Visit

Before adjudicating an application (Form I-17), DHS may perform a site visit to ensure that the school's petition is authentic. When a school's application has been marked as Filed, you may indicate that the application is pending a site visit. Marking an application as Pending Site Visit indicates that DHS is awaiting the site visit package needed before the adjudication process can proceed.

Perform the following steps to mark that an application is pending a site visit:

1. From the *School Information* screen, click the **Mark Pending Site Visit** link. The *Mark Pending Site Visit* screen displays.
2. Enter the appropriate remarks in the **Comments** field. These comments are viewable only by DHS Managers, Adjudicators, or Support Users.
3. Click one of the following buttons:
  - **Mark Pending Site Visit:** Click this button to complete the action. A confirmation screen displays indicating that the action was successful.
  - **Cancel:** Click this button to take no action and return to the *School Information* screen.

Once the school's application is marked for a pending site visit, you may:

- View/print the application.
- View/update the tracking log.
- Add/update/delete/view payment tracking log entries.
- Request further evidence.

- Update site visit information.
- Mark that the application is pending review.
- Mark that the application is ready for adjudication, or escalate the application to a DHS Manager.

#### **6.1.15 Mark Application Ready for Adjudication**

Once the school's application (Form I-17) has been marked as Filed, you may indicate that it is ready for adjudication. Perform the following steps to mark an application Ready for Adjudication:

1. From the *School Information* screen click the **Mark Ready for Adjudication** link. The *Mark Ready for Adjudication* screen displays.
2. Enter the appropriate remarks in the **Comments** field. These comments are viewable only by DHS Managers, Adjudicators, or Support Users.
3. Click one of the following buttons:
  - **Mark Ready for Adjudication:** Click this button to complete the action. A confirmation screen displays indicating that the action was successful.
  - **Cancel:** Click this button to take no action and return to the *School Information* screen.

Once the school's application is marked ready for adjudication, you may view/print the application, view/update the tracking log, add/update/delete/view payment tracking log entries, mark the application as Filed, request further evidence, update site visit information, mark the application as Pending Review, and escalate the application to a DHS Manager. Additionally, you may approve or deny the application.

#### **6.1.16 Record Non-Payment**

You may record that a school has not paid the fees associated with its initial or recertification application (Form I-17). The application may not be considered Filed until payment is received. Perform the following steps to record non-payment:

1. From the *School Information* screen, click the **Record Nonpayment** link. The *Record Nonpayment* screen displays. **Note:** The **Record Nonpayment** link is only available when the application status is Payment Requested.
2. Enter any applicable remarks in the **Comments** field. These comments are viewable only by DHS Managers, Adjudicators, or Support Users.
3. Click one of the following buttons:
  - **Record Nonpayment:** Click this button to complete the action. A confirmation screen displays indicating that the action was successful.
  - **Cancel:** Click this button to take no action and return to the *School Information* screen.

Once the school's application is set to No Payment Received, you may view/update the tracking log, add/update/delete/view payment tracking log entries, view/print the application, mark an application as Filed, or reject (initial)/cancel (recertification) the application.

### 6.1.17 Request for Evidence

You may find it necessary to request further evidence from the school before adjudicating its certification application.

#### 4.6.15.1 Request for Evidence on an Initial Application (Form I-17)

To request additional information from the school regarding an initial application, perform the following steps:

1. On the *School Information* screen, click the **Request for Evidence** link. The *Request for Evidence* screen displays. This screen includes the name of the school that is requesting approval.
2. In the **Evidence Requested** text box, enter an explanation of the additional information that the school must provide. This text will display in the email notification sent to the school.

**IMPORTANT REMINDER:** You must also inform the school officials whether they need to send additional information via mail or contact you. If they must send information or contact you, be sure to include your address and/or telephone number in the text box. The system places your name in the signatory area of the email sent to the school. This is to provide the school officials with a point of contact because they will not be able to respond to the email notification.

3. Select either **Yes** or **No** in the **Select Yes to Return the Application to the PDSO for Editing** field if you wish to return the application to the temporary user for modification.
  - If you select Yes, the application's status will be RFE - Edit I-17.
  - If you select No, the application's status will be RFE.
4. Click one of the following buttons:
  - **Request for Evidence:** Click this button to confirm your request for additional information. The *School Information* screen displays. An email notification of this request is automatically sent to the temporary user, PDSOs, and DSOs.
  - **Cancel:** Click this button to take no action and return to the *School Information* screen.

#### 4.6.15.2 Request for Evidence on an Updated Application (Form I-17)

On the school's *Update* screen, the fields for which an update is being requested are highlighted yellow. After reviewing the school's data, you may request additional information from the school before you approve/deny the updates/changes to the school's application. Perform the following steps:

1. On the school's *Update* screen, click the **Request for Evidence** link. The *Request for Evidence* screen displays. This screen includes the name of the school that is requesting approval.
2. In the Evidence Requested text box, enter an explanation of the additional information that the school must provide. This text will display in the email notification sent to the school.

**IMPORTANT REMINDER:** You must also inform the school officials whether they need to send additional information via mail or contact you. If they must send information or contact you, be sure to include your address and/or telephone number in the text box. The system places your name in the signatory area of the email sent to the school. This is to provide the school officials with a point of contact because they will not be able to respond to the system-generated email.

3. Select **Yes** in the **Select Yes to Return the Application to the PDSO for Editing** field if you wish to return the application to the PDSO of the main campus for modification. The application's status will be RFE - Edit I17. If you select **No**, the application's status will be RFE.
4. Click the **Request for Evidence** button to confirm the request for additional information. The following occurs:
  - a. The Update screen displays indicating that the action was successful.
  - b. An email notification of this request is automatically sent to all PDSOs and DSOs. If Yes was selected, the application status will be RFE-Edit I17.
  - c. If No was selected, the application status will be RFE.
  - d. The school's status will not change, and the requested update alert will remain on the List of I-17 Applications screen until the DHS user takes an action on the record (that is, approve or deny).

*or*

  - e. Click the Cancel button to take no action and return to the school's Update screen.

#### **4.6.15.3 Request for Evidence on a Recertification Application (Form I-17)**

To request additional information from the school regarding a recertification application, perform the following steps:

1. On the school's *Recertification* screen, click the **Request for Evidence** link. The *Request for Evidence* screen displays. This screen includes the name of the school that is requesting approval.
2. In the **Evidence Requested** text box, enter an explanation of the additional information that the school must provide. This text will display in the email notification sent to the school.

**IMPORTANT REMINDER:** You must also inform the school officials whether they need to send additional information via mail or contact you. If they must send information or contact you, be sure to include your address and/or telephone number in the text box. The system places your name in the signatory area of the email sent to the school. This is to provide the school officials with a point of contact because they will not be able to respond to the email notification.

3. Select either **Yes** or **No** in the **Select Yes to Return the Application to the PDSO for Editing** field if you wish to return the application to the PDSO of the main campus for modification.
  - If you select Yes, the application's status will be RFE - Edit I-17.

- If you select No, the application's status will be RFE.
4. Click the **Request for Evidence** button to confirm the request for additional information. The school's *Recertification* screen displays and the following occurs:
- An email notification of this request is automatically sent to all PDSOs and DSOs.
  - If Yes was selected, the application status will be RFE-Edit I17.
  - If No was selected, the application status will be RFE.
- or*
- Click the Cancel button to take no action and return to the school's Update screen.

### 6.1.18 Request Payment

You may request payment on an application (Form I-17) that has not yet been marked as Filed. The SEVP does not consider an application Filed until payment is received. Perform the following steps to request payment:

1. From the *School Information* screen, click the **Request Payment** link. The *Request Payment* screen displays.
2. Enter the amount the school owes and any other necessary information in the text box provided. This text displays in the email notification that is sent to the school.
3. Click one of the following buttons:
  - **Request Payment:** Click this button to complete the action. A confirmation screen displays indicating that the action was successful. An email notification, including instructions for making payment, is automatically sent to the temporary user (if applicable) and all PDSOs and DSOs. The school official cannot respond to this system-generated email.
  - **Cancel:** Click this button to take no action and return to the *School Information* screen.

Once the school's application is set to Payment Requested, you may view/update the tracking log, add/update/delete/view payment tracking log entries, view/print the application, request payment, mark an application as Filed, or record non-payment (for initial and recertification applications only). Additionally, you may reject (initial)/deny (updated)/cancel (recertification) an application.

### 6.1.19 Update Certification Expiration Date

The Certification Expiration Date is the date that a school's Student and Exchange Visitor Program's (SEVP) certification expires. By this date, the school must apply for recertification or the school will be subject to the Withdrawal process.

To update a school's Certification Expiration Date, from the School Information Screen:

1. Select **Update Certification Expiration Date**.
2. Enter the **New Certification Expiration Date** in MM/DD/YYYY format. (It must be a future date.)

3. Enter a **Reason for Updating Certification Expiration Date**. (Comments are required and are limited to 1000 characters.)
4. Click **Submit** button.

**Note:** If successful, a confirmation notice displays at the top of School's Status Screen. If unsuccessful, the update failure notice displays at top of the Update Certification Expiration Date screen and gives the validation error reason.

## Exhibit 20: Update Certification Date

The screenshot shows a web application interface for updating a school's certification expiration date. The page title is "Update Certification Expiration Date" for "School A". A navigation bar at the top includes links for Main, Schools, Students, Programs, Exchange Visitors, Alerts, Reports, Help, Tutorial, Logout, Message Board, and Change Password. The user is identified as SEVISFQTEAPP01, a DHS MANAGER, with a "Get Plug-Ins" link. The form displays current information: Certification Expiration Date: 06/29/2014, School Status: APPROVED, and School Code: WAS214F12232000. Below this, there are two required fields: "New Certification Expiration Date:" with a date input field and "(MM/DD/YYYY)" format, and "Reason for Updating Certification Expiration Date:" with a text area. At the bottom are "Submit" and "Cancel" buttons.

### 6.1.20 Tracking Log

You may use the tracking log to record and view pertinent comments made by the DHS Manager, Adjudicator, or Support User. Enter any comments you believe are needed to facilitate the processing of a school's application (Form I-17). You may view or update the tracking log at any time throughout the application's adjudication process.

#### 4.6.18.1 Update Tracking Log

Perform the following steps to update a school's tracking log:

1. From the *School Information* screen, click the **Update Tracking Log** link. The *Update Tracking Log* screen displays.
2. Enter any comments you believe will aid in the processing of the application in the **Comments** field.
3. Click one of the following buttons:
  - **Update Tracking Log:** Click this button to complete the action. A confirmation screen displays indicating that the action was successful.

- **Cancel:** Click this button to take no action and return to the *School Information* screen.

#### **4.6.18.2 View Tracking Log**

Perform the following steps to view the tracking log:

1. From the *School Information* screen, click the **View Tracking Log** link. The Tracking Log screen displays. The tracking log provides a chronological listing of the following:
  - Date the comment was entered
  - Name of the user who entered the comment
  - Status of the school's application at the time of the comment
  - Action that was performed on the school's application at the time the comment was entered
  - Comments entered by the DHS Manager, Adjudicator, or Support User
2. Click the **Return to I-17** button to return to the *School Information* screen.

#### **6.1.21 Update Site Visit Information**

Once the school's application (Form I-17) has been marked as Filed, you may update the site visit information. Perform the following steps to update the site visit information for a school:

1. From the *School Information* screen click the **Update Site Visit Information** link. The *Update Site Visit Information* screen displays.
2. Enter the date on which the site visit was assigned in the **Date Site Visit Assigned** field.
3. Enter the date on which the site visit is due to occur in the **Date Site Visit Due** field.
4. Enter the date on which the site visit actually occurred in the **Date Site Visit Received** field.
5. Select either **Yes** or **No** from the **Application Requires Site Visit** field.
6. Enter any applicable remarks in the **Comments** field. These comments are viewable only by the DHS Manager, Adjudicator, or Support User.
7. Click one of the following buttons:
  - **Update Site Visit Information:** Click this button to complete the action. A confirmation screen displays indicating that the action was successful.
  - **Cancel:** Click this button to take no action and return to the *School Information* screen.

#### **6.1.22 Payment Tracking Log**

You may use the payment tracking log to record, view, delete, and update school payment information.

#### **4.6.20.1 Add Payment Tracking Log Entries**

Perform the following steps to add payment information pertaining to the school's current application:

1. Using the *I-17 Application Search* screen, search for an application type of Initial, Recertification, or Update. The *List of I-17 Applications* screen displays.
2. Click the **School Name** link for the school whose payment information you wish to enter.
3. From the *School Information* screen, click the **Add/Update Payment Tracking Log** link. The *Add/Update Payment Tracking Log* screen displays.
4. Click the **Add Payment Tracking Log Entry** link. The *Add Payment Tracking Log Entry* screen displays.
5. Select the type of payment from the drop-down list. The options are **Initial, Recertification, Refund, and Update**.
6. Enter the amount of the payment in the **Payment Amount** field.
7. Enter the date payment was made, either today's date or a date in the past, in MM/DD/YYYY format.
8. Enter the **Pay.gov Tracking ID**. This entry can be up to twenty-one alpha/numeric characters in length.
9. Enter optional comments in the **Comments** field.
10. Click one of the following buttons:
  - **Add Payment** to save the payment information to SEVIS. The payment information is saved and the *Add/Update Payment Tracking Log* screen displays.
  - **Reset Values** to return unsaved data to the previous values.
  - **Cancel** to return to the *Add/Update Payment Tracking Log* screen.

#### **4.6.20.2 Delete Payment Tracking Log Entries**

Perform the following steps to delete payment information pertaining to the school's current application:

1. Using the *I-17 Application Search* screen, search for an application type of Initial, Recertification, or Update. The *List of I-17 Applications* screen displays.
2. Click the **School Name** link for the school whose payment information you wish to delete.
3. From the *School Information* screen, click the **Add/Update Payment Tracking Log** link. The *Add/Update Payment Tracking Log* screen displays.
4. Click the **Delete** link for the entry that is being deleted. The *Delete Payment Tracking Log Entry* screen displays.
5. Click one of the following buttons:
  - **Delete** to confirm deletion of the payment information. The entry is deleted and the *Add/Update Payment Tracking Log* screen displays.
  - **Cancel** to return to the *Add/Update Payment Tracking Log* screen.

#### **4.6.20.3 View Payment Tracking Log**

Perform the following steps to view the tracking log for all payments associated with a school (for all of the school's applications):

1. Using the *I-17 Application Search* screen, search for an application type of Initial, Recertification, or Update. The *List of I-17 Applications* screen displays.
  2. Click the **School Name** link for the school whose payment information you wish to view.
3. From the *School Information* screen, click the **View Payment Tracking Log** link.
4. The *Payment Tracking Log* screen displays. The payment tracking log provides a chronological listing of the following:
  - Date the payment information was entered
  - Type of payment
  - Payment amount
  - Pay.gov tracking ID
  - Name of the DHS Manager, Adjudicator, or Support user who performed the action
  - Comments entered by the DHS Manager, Adjudicator, or Support user
5. Click the Return to I-17 button to return to the School Information screen.

#### **4.6.20.4 Update Payment Tracking Log Entries**

Perform the following steps to update payment information pertaining to the school's current application:

1. Using the *I-17 Application Search* screen, search for an application type of Initial, Recertification, or Update. The *List of I-17 Applications* screen displays.
2. Click the **School Name** link for the school whose payment information you wish to update.
3. From the *School Information* screen, click the **Add/Update Payment Tracking Log** link. The *Add/Update Payment Tracking Log* screen displays.
4. Click the **Update** link for the entry that is being updated. The *Update Payment Tracking Log Entry* screen displays.
5. Update the information as necessary.
6. Click one of the following buttons:
  - **Update Payment** to save the updated information to SEVIS. The payment information is saved and the *Add/Update Payment Tracking Log* screen displays.
  - **Reset Values** to return unsaved data to the previous values.
  - **Cancel** to return to the *Add/Update Payment Tracking Log* screen.

#### **6.1.23 View Event History**

Event history is a list of the changes to a school's SEVIS record. From the *School Information* screen click the **View Event History** link. The *Event History* screen displays.

- The *Event History* screen includes:
  - **Event Name:** A brief description of the change to the SEVIS record.

- **Event Date:** The date the change occurred.
- Performed By: This data can be any of the following:
  - Name of the school official or DHS official who made the change to 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 or because of a manual data change (data fix).
- Event Comment: Information provided by the official that made the change to the record.

Click the **Return** button to go back to the *School Information* screen.

## **6.2 DHS Adjudicator Functionality**

As a DHS Adjudicator, you have the ability to search and view school, exchange visitor program, student, EV, and EV dependent records. You also have the ability to view, print, cancel and adjudicate initial applications (Forms I-17), updates to applications, and recertification applications (if they have not been escalated to a DHS Manager).

Depending on the status of the application, you may take the following actions:

- Accept an application for review
- Add comments through the tracking log
- Add payment tracking log entries
- Approve or deny an application
- Cancel initial, updated or recertification applications
- Delete payment tracking log entries
- Escalate an application to a DHS Manager for review
- Mark an application as Filed
- Mark an application as pending a site visit
- Mark an application as pending review
- Mark an application ready for adjudication
- Record a non-payment for an application
- Request evidence from a school regarding an application
- Request payment on a submitted application
- Return an application to Filed status
- Update payment tracking log entries
- Update site visit information
- View payment tracking log entries
- View RFE comments
- View tracking log comments
- View the event history for schools
- When searching and viewing a school's record, you have the ability to:
- Approve a denied or withdrawn school
- Update access termination date
- Update appeal status
- Withdraw a school

### **6.2.1 Search for I-17 Applications**

The *I-17 Application Search* screen is the first screen that displays for DHS Adjudicators when they log into SEVIS (if there are no message board postings). This screen allows users to search for any initial, updated, or recertification applications in need of adjudication.

## Exhibit 21: I-17 Application Search Screen

1. Enter the necessary search criteria. The following is a list of, and explanations for, the sections and fields on this screen.

| Section/Field                     | Description/Explanation  |
|-----------------------------------|--|
| <b>1. Sort Option section</b>     | The sort options are required fields; both fields must be completed.   |
| <b>Sort By</b>                    | Select an option from the drop-down list. <ul style="list-style-type: none"> <li>• Application Status</li> <li>• Application Submit Date</li> <li>• Certification Expiration Date</li> <li>• School Name</li> </ul>        |
| <b>Sort Direction</b>             | Select either <b>Ascending</b> or <b>Descending</b> .  |
| <b>2. Search Criteria section</b> | In the <b>Search Criteria</b> section, one option must be selected. To do so, click the radio button to the left of the type of search you wish to perform. Some of these options may also require additional information. |
| <b>Application ID</b>             | Click this radio button and enter an application ID. This option is for initial applications only.   |

| <b>Section/Field</b>                 | <b>Description/Explanation</b>   |
|--------------------------------------|--|
| <b>Application Information</b>       | Click this radio button and enter your search criteria in the following fields to narrow your search.  |
| <b>Application Type</b>              | Select <b>Initial</b> , <b>Update</b> , or <b>Recertification</b> from the drop-down list to search by a specific application type. If you want all application types in your search results, leave this field blank.  |
| <b>Application Status</b>            | Click one of the available radio buttons. <ul style="list-style-type: none"> <li>• Click the <b>All</b> radio button to search on all application status values.</li> <li>• Click the <b>Selected Below</b> radio button if you wish to search by a specific application status. You may select multiple application statuses by pressing the <b>Ctrl</b> key and clicking on multiple selections. Appendix D, Application Statuses, defines all statuses that an application may be in while being adjudicated.</li> </ul>  |
| <b>Geographic Area</b>               | Click one of the available radio buttons. <ul style="list-style-type: none"> <li>• Click the <b>All</b> radio button to search on all geographic areas.</li> <li>• Click the <b>District</b> radio button if you wish to search by a specific district. You may select multiple districts by pressing the <b>Ctrl</b> key and clicking on multiple selections.</li> <li>• Click the <b>Territory</b> radio button if you wish to search by a specific territory. You may select multiple territories by pressing the <b>Ctrl</b> key and clicking on multiple selections.</li> </ul>         |
| <b>Application Submit Date</b>       | Enter from and to dates in MM/DD/YYYY format.  |
| <b>Certification Expiration Date</b> | Enter from and to dates in MM/DD/YYYY format.  |
| <b>School Name</b>                   | Enter the name of the school you wish to search for.<br><b>Note:</b> If you are unsure of the exact spelling of a school name, you may enter the * (asterisk) wildcard preceding and/or following at least three characters. <ul style="list-style-type: none"> <li>• “*school” may return a list containing schools such as National Flight School and Scranton Business School.</li> <li>• “John*” may return a list containing Johns Hopkins School of Medicine, Johnson School of Nursing, Johnson Agricultural School.</li> <li>• “*mai*” may return a list containing Maine</li> </ul> |

| Section/Field      | Description/Explanation  |
|--------------------|--|
|                    | University, Portland Maine School of Technology, College of Botmai.  |
| <b>School Code</b> | Enter the DHS-assigned school code in AAA214Fnnnnnxxx format. This field is only for updated and recertification applications. |

- Once you have entered all of your search criteria, click the **Search** button. The *List of I-17 Applications* screen displays.

### Exhibit 22: List of I-17 Applications Screen

| List of I-17 Applications   |                |                  |                                   |                        |                    |                        |                               |
|---|----------------|------------------|-----------------------------------|------------------------|--------------------|------------------------|-------------------------------|
| <a href="#">New Search</a> <a href="#">Refine Search</a><br><b>Search Criteria:</b><br>Application Status = all<br>School Name = *college*<br>Geographic Area = all |                |                  |                                   |                        |                    |                        |                               |
| Application Submit Date   | Application ID | Application Type | School Name                       | Location (City, State) | Application Status | Application Date Filed | Certification Expiration Date |
| 04/01/2010  | 4168           | INITIAL          | <a href="#">Rushmore College</a>  | Harrisonburg, VA       | SUBMITTED          |                        |                               |
| 04/02/2010  | 4169           | INITIAL          | <a href="#">Rusnel College</a>    | Harrisonburg, VA       | SUBMITTED          |                        |                               |
| 04/19/2010  | 4812           | INITIAL          | <a href="#">U.S. College</a>      | Anson, VA              | SUBMITTED          |                        |                               |
| 04/29/2010  | 65067          | INITIAL          | <a href="#">Techworld College</a> | Washington, DC         | SUBMITTED          |                        |                               |
| 05/26/2010  |                | RECERTIFICATION  | <a href="#">Annapolis College</a> | Annapolis, MD          | SUBMITTED          |                        | 08/24/2010                    |

5 Recs

**Note:** Click the **New Search** link at the top of the *List of I-17 Applications* screen to return to the *I-17 Application Search* screen and begin a new search (all search criteria will be cleared from the screen). Click the **Refine Search** link to return to the *I-17 Application Search* screen and enter additional search criteria, or change the existing search criteria and perform another search.

- Click the appropriate link in the School Name column to view the detailed information regarding that school's application. The buttons at the top of the screen and the links in the Actions menu to the left of the screen will differ depending on the status of the school's application and your user role. From this screen, you will be able to perform all required actions on the application.

## Exhibit 23: School Information Screen

[Return to List](#)   [Print I-17 Form](#)

### Rushmore College

**Actions:**

[Update Tracking Log](#)

[Update Site Visit Information](#)

[Add/Update Payment Tracking Log](#)

[Request for Evidence](#)

[Mark Pending Site Visit](#)

[Mark Pending Review](#)

[Mark Ready for Adjudication](#)

[Escalate to Manager](#)

[Approve](#)

[Deny](#)

[Cancel Application](#)

**Views:**

[View Event History](#)

[View Tracking Log](#)

[View Payment Tracking Log](#)

|   |  |
|---|--|
| Application ID: 4168  |  |
| Application Status: FILED   |  |
| Application Submit Date: 03/30/2007   |  |
| Date Filed: 07/07/2010  |  |
| RFE Date:   |  |
| Date Site Visit Received:   |  |
| Application Requires Site Visit:  |  |
| School Status: PENDING  |  |
| Current School Code: N/A  |  |
| Previous School Code: N/A   |  |
| Seeking Approval for: Academic and Language students  |  |
| Mailing Address: 1400 Rushmore Campus Dr<br>Harrisonburg, VA 22801  |  |
| Telephone Number: 540-909-9000  |  |
| Fax Number: 540-909-9999  |  |
| Location Address: 1400 Rushmore Campus Dr<br>Harrisonburg, VA 22801   |  |
| Type of Institution: Public   |  |
| This School is Engaged in: HIGHER EDUCATION (issuing one or more of the following degrees: associates, bachelors, masters, Ph.D.)   |  |
| School's Sessions are Primarily Based on: Quarters  |  |
| School Established on: 09/15/1932   |  |
| School Operates Under the Following Authorization: None   |  |
| School is Approved Under the Following Association or Agency: Mid-Atlantic Board of Colleges and Universities   |  |
| Areas of Study: LIBERAL ARTS<br>FINE ARTS<br>LANGUAGE<br>RELIGIOUS<br>SCIENCE<br>EDUCATION<br>BUSINESS<br>ENGINEERING<br>Other: Interstellar Teleportation  |  |
| Degrees Available: BA DEGREE<br>DOCTOR OF EDUCATION<br>BACHELOR OF SCIENCE<br>BACHELOR OF FINE ARTS<br>BACHELOR OF BUSINESS ADMINISTRATION<br>BACHELOR OF SCIENCE IN EDUCATION<br>MASTER OF ARTS<br>MASTER OF SCIENCE<br>MASTER OF BUSINESS ADMINISTRATION<br>DOCTOR OF PHILOSOPHY<br>Other: Certificate of Completion for Audited Curriculum |  |
| Primary Education: Elementary or Secondary, it does qualify its graduates for acceptance by accredited schools of higher educational level.   |  |
| Higher Education Confering Degrees: Higher education, it confers recognized bachelor's, master's, professional, or divinity degrees.  |  |
| Credit Transfer: Higher education, its credits are recognized by and transferable to institutions of study which confer degrees.  |  |
| English Language Training: English language training, it is engaged in English language training.   |  |
| Other Education: Vocational or Technical education, it does not qualify its graduates for employment in the occupations for which preparation is offered.   |  |
| Sessions are Held: Day, Night   |  |
| Requirements for Admission: SAT = 1400+; In person interview; Unanimous Board Approval of Written Application   |  |
| Courses of Study and Time Necessary to Complete: Determined by academic discipline and level of study.  |  |
| Requirements for Graduation: Determined by academic discipline and level of study.  |  |
| Causes for Expulsion: Cheating, Felony convictions, listening to rap music.   |  |
| Average Annual Numbers: Classes - 600<br>Students - 12,000<br>Teachers and Instructors - 75<br>Non-Teaching Employees - 300   |  |
| Average Annual Cost of Room, Board, and Tuition Per Student: \$66,000.00  |  |

**Campus Information**

**SLV Campus**

School Code: N/A

Mailing Address: 1400 Rushmore Campus Dr Harrisonburg, VA 22801

Location Address: 1400 Rushmore Campus Dr Harrisonburg, VA 22801

| Officials: Official Name | Title       | The Official is | A-Number | Telephone Number | Email Address        | Role |
|--------------------------|-------------|-----------------|----------|------------------|----------------------|------|
| Cosby Bill               | King Kikapu | U.S. Citizen    |          | 540-909-8012     | steven.viers@eds.com | PDSO |

**North Fork Campus**

School Code: N/A

Mailing Address: 3535 River Rd. North Fork Admin Building Arlington, VA 22201-2201

Location Address: 3535 River Rd. North Fork Admin Building Arlington, VA 22201-2201

| Officials: Official Name | Title  | The Official is | A-Number   | Telephone Number          | Email Address        | Role |
|--------------------------|--|-----------------|------------|---------------------------|----------------------|------|
| Floyd Smooth             | Director of Foreign Student and Visitor Admissions | LPR             | A998877665 | 703-504-9000<br>Extn. 324 | steven.viers@eds.com | PDSO |

### 6.2.2 Accept for Review

You may mark an application (Form I-17) as Under Review by Adjudicator. This action indicates that you have responsibility for this application. To accept a school's application for review, from the *School Information* screen, click the **Accept for Review** button. The *School Information* screen redisplay. Note that the application status has changed to Under Review by Adjudicator.

### 6.2.3 Approve an Application (Form I-17)

The procedures for approving an initial, an updated, and a recertification application (Form I-17) vary, as detailed in the subsequent sections.

#### 4.7.3.1 Approve an Initial Application (Form I-17)

At this time, SEVIS does not allow for the approval or denial of individual campuses. Clicking the **Approve** button approves and assigns both a school and campus code to all campuses listed on the electronic Form I-17.

If you wish to approve only certain campuses on the submitted Form, use the Request for Evidence process (Section 6.2.12) and request that the submitter of the application remove the other campuses. The ability to approve and deny individual campuses will be added to SEVIS at a later date.

Once an initial application has been marked Filed, you may approve the application. Perform the following steps to approve an initial application:

1. Perform a search on Form I-17 applications to locate the appropriate school applying for certification. See Section 6.1.1, Search for I-17 Applications.
2. From the List of I-17 Applications screen, click the appropriate link in the School Name column. The School Information screen displays.
3. From the School Information screen, click the Approve link. The Approve Application screen displays.
4. Enter the unique numeric school identifier code in AAA214Fnnnnnxxx format. The complete school code comprises your three-character district identifier, the four-character sequence “214F,” a five-digit school identifier, and the campus suffix, if applicable.
5. Verify the Approval for Students Under field. This is the type of approval the school is requesting—F for academic study, M for vocational study, or both. If both types of approval are requested, you may update this section to approve only one (F or M), if necessary.
6. Select either Yes or No from the Application Required Site Visit field, if not already completed.
7. Enter any relevant remarks in the Comments field, if necessary.
8. Click one of the following buttons:
  - **Approve:** Click this button to confirm the approval. A confirmation screen displays indicating that the approval was successful. Click the **Return to List** button. The *School Listing* screen displays. The school no longer displays on the pending list because it has been approved. An email notification of this approval is sent to the school’s temporary user, PDSOs, and DSOs.
  - **Cancel:** Click this button to take no action and return to the *School Information* screen.

#### 4.7.3.2 Approve an Updated Application (Form I-17)

On the school’s *Update* screen, the fields for which an update is being requested are highlighted yellow. Once the updated application has been marked as Filed, you may approve the updates/changes to the school’s application. Perform the following steps to approve an updated application:

1. Perform a search on Form I-17 applications to locate the appropriate school requesting an update to their application. See Section 6.1.1, Search for I-17 Applications.
2. From the List of I-17 Applications screen, click the appropriate link in the School Name column. The Update screen displays.
3. From the Update screen, click the Approve link. The Approve Application screen for the selected school displays.
4. Select either Yes or No from the Application Required Site Visit field, if not already completed.
5. Enter any applicable comments in the Comments field.
6. Click one of the following buttons:
  - **Approve:** Click this button to confirm the approval. A confirmation screen displays indicating that the approval was successful. Click the **Return to List** button. The *School Listing* screen displays. The school no longer displays on the list because the requested updates have been approved. An email notification is automatically sent to the school's PDSOs and DSOs containing information regarding the update.
  - **Cancel:** Click this button to take no action and return to the school's *Update* screen.

#### **4.7.3.3 Approve a Recertification Application (Form I-17)**

At this time, SEVIS does not allow for the approval or denial of individual campuses. Clicking the **Approve** button approves and assigns both a school and campus code to all campuses listed on the electronic Form I-17.

If you wish to approve only certain campuses on the submitted Form, use the Request for Evidence process (Section 6.2.12) and request that the submitter of the application remove the other campuses. The ability to approve and deny individual campuses will be added to SEVIS at a later date.

Once a recertification application has been marked as Filed, you can approve a school's recertification application by performing the following steps:

1. Perform a search on Form I-17 applications to locate the appropriate school applying for recertification. See Section 6.1.1, Search for I-17 Applications.
2. From the List of I-17 Applications screen, click the appropriate link in the School Name column. The School Information screen displays.
3. From the School Information screen, click the Approve link. The Approve Application screen for the selected school displays.
4. Verify the Approval for Students Under field. This is the type of approval the school is requesting—F for academic study, M for vocational study, or both. If both types of approval are requested, you may update this section to approve only one (F or M), if necessary.
5. Select either Yes or No from the Application Required Site Visit field, if not already completed.
6. Enter any applicable comments in the Comments field.

7. Click one of the following buttons:
  - **Approve:** Click this button to confirm the approval. A confirmation screen displays indicating that the approval was successful. An email notification is automatically sent to the school's PDSOs and DSOs containing information regarding the approval of the recertification application.
  - **Cancel:** Click this button to take no action and return to the *School Information* screen.

#### 6.2.4 Cancel an Application (Form I-17)

You may cancel a school's initial, updated, or recertification application in any status by performing the following steps:

1. Perform a search on Form I-17 applications to locate the school whose application you wish to cancel. See Section 4.5, Search for I-17 Applications.
2. From the List of I-17 Applications screen, click the appropriate link in the School Name column. The School Information screen displays.
3. On the School Information screen, click the Cancel Application link. The Cancel Application screen displays.
4. Enter the required information:
  - **School Code:** An Initial application requires the entry of the unique five-digit numeric school identifier code.
  - **Note:** An Updated or Recertification application has the entire school identifier code displayed in this field.
  - **Application Required Site Visit:** Select either **Yes** or **No**.
  - **Reason for Cancellation:** Enter the reason for the cancellation. This text will display in the email notification sent to the school.
5. Click one of the following buttons:
  - **Cancel Application:** Click this button to proceed with canceling the application. A system message displays informing you that the school application has been canceled. Click the **Return to List** button. The *List of I-17 Applications* screen displays. Note that the canceled school has been removed from the list.
  - **Cancel:** Click this button to take no action and return to the *School Information* screen.

#### 6.2.5 Deny an Application (Form I-17)

The procedures for denying an initial, an updated, and a recertification application vary, as detailed in the subsequent sections.

##### 4.7.5.1 Deny an Initial Application (Form I-17)

At this time SEVIS does not allow for the approval or denial of individual campuses. Completing the instructions below will deny all the campuses listed on the electronic application.

If you wish to deny only certain campuses on the submitted application, use the Request for Evidence process (Section 6.2.12, Request for Evidence) and request that the submitter of the application remove the indicated campus(es). The ability to approve and deny individual campuses will be added to SEVIS at a later date.

To deny an initial application, perform the following steps:

1. Perform a search on Form I-17 applications to locate the appropriate school applying for certification. See Section 6.1.1, Search for I-17 Applications.
2. From the List of I-17 Applications screen, click the appropriate link in the School Name column. The School Information screen displays.
3. From the School Information screen, click the Deny link. The Deny Application screen displays.
4. Enter the unique numeric school identifier code in AAA214Fnnnnnxxx format. The complete school code comprises your three-character district identifier, the four-character sequence "214F," a five-digit school identifier, and the campus suffix, if applicable.
5. Select either Yes or No from the Application Required Site Visit field, if not already completed.
6. Enter any relevant remarks in the Reason for Denial field. This text displays in the email notification sent to the PDSOs and DSOs.
7. Click one of the following buttons:
  - **Deny:** Click this button to confirm the denial. The *School Listing* screen displays. Note that school no longer displays on the pending list because it has been denied. An email notification of this denial is sent to the school's PDSOs and DSOs, including information on appeal rights.
  - **Cancel:** Click this button to take no action and return to the *School Information* screen.

#### **4.7.5.2 Deny an Updated Application (Form I-17)**

On the school's *Update* screen, the fields for which an update is being requested are highlighted yellow. Once the updated application has been marked as Filed, you may deny the updates/changes to the school's application. Perform the following steps to deny an updated application:

1. Perform a search on Form I-17 applications to locate the appropriate school requesting an update to their application. See Section 6.1.1, Search for I-17 Applications.
2. From the List of I-17 Applications screen, click the appropriate link in the School Name column. The Update screen displays.
3. From the school's Update screen, click the Deny link. The Deny Application screen displays.
4. Select either Yes or No from the Application Required Site Visit field, if not already completed.
5. Enter the reason for denial in the Reason for Denial text box. (This field is required.) This text will display in the email notification sent to the school.

6. Click one of the following buttons:
  - **Deny:** Click this button to confirm the denial of the update to the application. A confirmation screen displays indicating that the update has been denied. An email notification of this denial is automatically sent to the PDSOs and DSOs.
  - **Cancel:** Click this button to take no action and return to the school's *Update* screen.

#### **4.7.5.3 Deny a Recertification Application (Form I-17)**

Once the application is marked Filed, you may deny the application. After reviewing the school's data, perform the following steps:

1. Perform a search on Form I-17 applications to locate the appropriate school applying for recertification. See Section 6.1.1, Search for I-17 Applications.
2. From the List of I-17 Applications screen, click the appropriate link in the School Name column. The School Information screen displays.
3. From the School Information screen, click the Deny link. The Deny Application screen displays.
4. Select either Yes or No from the Application Required Site Visit field, if not already completed.
5. Enter the reason for denial in the Reason for Denial text box. (This field is required.) This text will display in the email notification sent to the school.
6. Click one of the following buttons:
  - **Deny:** Click this button to confirm the denial of the school's recertification application. The following occurs:
    - A confirmation screen displays indicating that the application has been denied.
    - The school's status is changed to Withdrawn, with a withdrawal type Recertification Denied, with appeal rights.
    - The school's access termination date is set to the current date plus 30 days.
    - An email notification of this denial is automatically sent to all PDSOs and DSOs, including information on appeal rights.
  - **Cancel:** Click this button to take no action and return to the *School Information* screen.

#### **6.2.6 Escalate Application to Manager**

Once the school's application (Form I-17) has been marked as Filed, you may escalate the application to the DHS Manager. Perform the following steps to escalate an application to the DHS Manager:

1. From the School Information screen, click the Escalate to Manager link in the Actions menu. The Escalate to Manager screen displays.
2. Enter any applicable remarks in the Comments field. These comments are viewable by DHS Managers, Adjudicators, and Support Users.
3. Click one of the following buttons:

- **Escalate to Manager**—Click this button to escalate the application to a DHS Manager. An *Update Successful* screen displays. Click the **Return to I-17** button. The *School Information* screen displays. Note that the application status is now Escalated to Manager.
- **Cancel**—Click this button to take no action and return to the *School Information* screen.

### 6.2.7 Mark Application Filed

Initial and recertification applications (Forms I-17) must be set to Filed before the adjudication process may be completed. Updated applications only need to be set to Filed if a campus was added or there was a change in the private school owner's name or Public/Private school type indicator. If any of these fields were not updated, the system automatically sets the application to Filed.

Marking the application Filed indicates that the school has submitted its application and payment has either been received or is not required. The application must be marked as Filed before the adjudication process can continue. To mark a school's application as Filed, from the *School Information* screen, click the **Mark Application Filed** button. The following occurs:

- The *School Information* screen displays.
- The application status changes to Filed.
- An email notification is automatically sent to the temporary user (if applicable) and all PDSOs and DSOs informing them that the school's application has been Filed. The school official cannot respond to this system-generated email.

Once the school's application is marked as Filed, you may view/print the application, view/update the tracking log, add/update/delete/view payment tracking log entries, escalate the application to a DHS Manager, request further evidence, accept for review, mark that the school has a pending site visit, update site visit information, mark the application Pending Review, or mark that the application is ready for adjudication. You may also approve or deny the application at this point.

### 6.2.8 Mark Application Pending Review

Once the school's application (Form I-17) has been marked as Filed, you can indicate that the record is pending review. Perform the following steps to mark an application pending review:

1. From the School Information screen click the Mark Pending Review link. The Mark Pending Review screen displays.
2. Enter the appropriate remarks in the Comments field. These comments are viewable only by the DHS Manager, Adjudicator, or Support User.
3. Click one of the following buttons:
  - **Mark Pending Review:** Click this button to complete the action. A confirmation screen displays indicating that the action was successful.
  - **Cancel:** Click this button to take no action and return to the *School Information* screen.

Once the school's application is marked Pending Review, you may view/print the application, view/update the tracking log, add/update/delete/view payment tracking log entries, accept the application for review, request further evidence, update the site visit information, mark the application Ready for Adjudication, and escalate the application to the DHS Manager. You may also approve or deny the application at this point.

### **6.2.9 Mark Application Pending Site Visit**

Before approving an application (Form I-17), DHS may perform a site visit to ensure that the school's petition is authentic. When a school's application has been marked as Filed, you may indicate that the record is pending a site visit. Marking an application as Pending Site Visit indicates that DHS is awaiting the site visit package needed before the adjudication process can proceed.

Perform the following steps to mark that an application is pending a site visit:

1. From the School Information screen, click the Mark Pending Site Visit link. The Mark Pending Site Visit screen displays.
2. Enter the appropriate remarks in the Comments field. These comments are viewable only by DHS Managers, Adjudicators, or Support Users.
3. Click one of the following buttons:
  - **Mark Pending Site Visit:** Click this button to complete the action. A confirmation screen displays indicating that the action was successful.
  - **Cancel:** Click this button to take no action and return to the *School Information* screen.

Once the school's application is marked for a pending site visit, you may view/print the application, view/update the tracking log, add/update/delete/view payment tracking log entries, escalate the application to a DHS Manager, request further evidence, update site visit information, mark Pending Review, and mark that the application is ready for adjudication.

### **6.2.10 Mark Application Ready for Adjudication**

Once the school's application (Form I-17) has been marked as Filed, you may indicate that the application is ready for adjudication. Perform the following steps to mark an application Ready for Adjudication:

1. From the School Information screen click the Mark Ready for Adjudication link. The Mark Ready for Adjudication screen displays.
2. Enter the appropriate remarks in the Comments field. These comments are viewable only by DHS Managers, Adjudicators, or Support Users.
3. Click one of the following buttons:
  - **Mark Ready for Adjudication:** Click this button to complete the action. A confirmation screen displays indicating that the action was successful.
  - **Cancel:** Click this button to take no action and return to the *School Information* screen.

Once the school's Form I-17 is marked Ready for Adjudication, you may:

- View/update the tracking log.
- Add/update/delete/view payment tracking log entries.
- View/print the application.
- Escalate the application to a DHS Manager.
- Mark the application as Filed.
- Request further evidence.
- Update site visit information.
- Accept the application for review.
- Mark the application Pending Review.
- Approve or deny the application.

### **6.2.11 Record Non-Payment**

You may record that a school has not paid the fees associated with its application (Form I-17). The application may not be considered Filed until payment is received. The DHS Manager may choose to reject an application for which non-payment has been recorded. Perform the following steps to record non-payment:

1. From the School Information screen, click the Record Nonpayment link. The Record Nonpayment screen displays. Note: The Record Nonpayment link is only available when the application status is Payment Requested.
2. Enter any applicable remarks in the Comments field. The comments may be seen by DHS Managers, Adjudicators, and Support Users.
3. Click one of the following buttons:
  - **Record Nonpayment:** Click this button to complete the action. A confirmation screen displays indicating that the action was successful.
  - **Cancel:** Click this button to take no action and return to the *School Information* screen.

Once the school's application is set to No Payment Received, you may view/print the application, view/update the tracking log, add/update/delete/view payment tracking log entries, or mark an application as Filed. Additionally, you may cancel a recertification application.

### **6.2.12 Request for Evidence**

You may find it necessary to request further evidence from the school before adjudicating their application (Form I-17).

#### ***4.7.12.1 Request for Evidence on an Initial Application (Form I-17)***

To request additional information from the school regarding an initial application, perform the following steps:

1. On the *School Information* screen, click the **Request for Evidence** link. The *Request for Evidence* screen displays. This screen includes the name of the school that is requesting approval.

2. In the **Evidence Requested** text box, enter an explanation of the additional information that the school must provide. This text will display in the email notification sent to the school.

**IMPORTANT REMINDER:** You must also inform the school officials whether they need to send additional information via mail or contact you. If they must send information or contact you, be sure to include your address and/or telephone number in the text box. The system places your name in the signatory area of the email sent to the school. This is to provide the school officials with a point of contact because they will not be able to respond to the email notification.

3. Select either Yes or No in the Select Yes to Return the Application to the PDSO for Editing field if you wish to return the application to the PDSO for modification.
  - If you select Yes, the application's status will be RFE - Edit I-17.
  - If you select No, the application's status will be RFE.
4. Click one of the following buttons:
  - **Request for Evidence:** Click this button to confirm your request for additional information. The *School Listing* screen displays. An email notification of this request is automatically sent to the temporary user, PDSOs, and DSOs.
  - **Cancel:** Click this button to take no action and return to the *School Information* screen.

#### **4.7.12.2 Request for Evidence on an Updated Application (Form I-17)**

On the school's *Update* screen, the fields for which an update is being requested are highlighted yellow. After reviewing the school's data, you may request additional information before you approve/deny the updates/changes to the school's application. Perform the following steps:

1. On the school's *Update* screen, click the **Request for Evidence** link. The *Request for Evidence* screen displays. This screen includes the name of the school that is requesting approval.
2. In the Evidence Requested text box, enter an explanation of the additional information that the school must provide. This text will display in the email notification sent to the school.

**IMPORTANT REMINDER:** You must also inform the school officials whether they need to send additional information via mail or contact you. If they must send information or contact you, be sure to include your address and/or telephone number in the text box. The system places your name in the signatory area of the email sent to the school. This is to provide the school officials with a point of contact because they will not be able to respond to the email notification.

3. Click one of the following buttons:
  - **Request for Evidence:** Click this button to confirm the request for additional information. The following occurs:
    - A confirmation screen displays indicating that the action was successful.

- An email notification of this request is automatically sent to the PDSOs and DSOs.
- The application status will be RFE.
- The school's status will not change, and the requested update alert will remain on the *List of I-17 Applications* screen until the DHS user takes an action on the record (that is, approve or deny).
- **Cancel:** Click this button to take no action and return to the school's *Update* screen.

#### **4.7.12.3 Request for Evidence on a Recertification Application (Form I-17)**

To request additional information from the school regarding a recertification application, perform the following steps:

1. On the *School Information* screen, click the **Request for Evidence** link. The *Request for Evidence* screen displays. This screen includes the name of the school that is requesting approval.
2. In the **Evidence Requested** text box, enter an explanation of the additional information that the school must provide. This text will display in the system-generated email sent to the school.

**IMPORTANT REMINDER:** You must also inform the school officials whether they need to send additional information via mail or contact you. If they must send information or contact you, be sure to include your address and/or telephone number in the text box. The system places your name in the signatory area of the email sent to the school. This is to provide the school officials with a point of contact because they will not be able to respond to the email notification.

3. Select either **Yes** or **No** in the **Select Yes to Return the Application to the PDSO for Editing** field if you wish to return the application to the PDSO of the main campus for modification.
  - If you select Yes, the application's status will be RFE - Edit I-17.
  - If you select No, the application's status will be RFE.
4. Click one of the following buttons:
  - **Request for Evidence:** Click this button to confirm your request for additional information. The *School Information* screen displays. An email notification of this request is automatically sent to all PDSOs and DSOs.
  - **Cancel:** Click this button to take no action and return to the *School Information* screen.

#### **6.2.13 Request Payment**

You may request payment on an application (Form I-17) that has not yet been marked as Filed. The SEVP does not consider an application Filed until payment is received. Perform the following steps to request payment:

1. From the *School Information* screen, click the **Request Payment** link. The *Request Payment* screen displays.

2. Enter the amount the school owes and any other necessary information in the text box provided. This text displays in the email notification that is sent to the school.
3. Click one of the following buttons:
  - **Request Payment:** Click this button to complete the action. A confirmation screen displays indicating that the action was successful. An email notification, including instructions for making payment, is automatically sent to the temporary user (if applicable) and all PDSOs and DSOs. The school official cannot respond to this email notification.
  - **Cancel:** Click this button to take no action and return to the *School Information* screen.

Once the school's application is set to Payment Requested, you may view/update the tracking log, add/update/delete/view payment tracking log entries, view/print the application, request payment, mark an application as Filed, or record non-payment (for initial and recertification applications only). Additionally, you may deny (updated) or cancel (recertification) an application.

#### **6.2.14 Tracking Log**

You may use the tracking log to record and view pertinent comments made by DHS Managers, Adjudicators, or Support Users. Enter any comments you believe are needed to facilitate the processing of a school's application (Form I-17). You may view or update the tracking log at any time throughout the application's adjudication process.

##### **4.7.14.1 Update Tracking Log**

Perform the following steps to update a school's tracking log:

1. From the School Information screen, click the Update Tracking Log link. The Update Tracking Log screen displays.
2. Enter any comments that will aid in the processing of the application in the Comments field. The comments may be seen by DHS Managers, Adjudicators, and Support Users.
3. Click one of the following buttons:
  - **Update Tracking Log:** Click this button to complete the action. A confirmation screen displays indicating that the action was successful.
  - **Cancel:** Click this button to take no action and return to the *School Information* screen.

##### **4.7.14.2 View Tracking Log**

Perform the following steps to view the tracking log:

1. From the *School Information* screen, click the **View Tracking Log** link. The *Tracking Log* screen displays. The tracking log provides a chronological listing of the following:
  - Date the comment was entered

- Name of the user who entered the comment
  - Status of the school's application at the time of the comment
  - Action that was performed on the school's application at the time the comment was entered
  - Comments entered by DHS Managers, Adjudicators, or Support Users
2. Click the Return to I-17 button to return to the School Information screen.

### 6.2.15 Update Site Visit Information

Once the school's application (Form I-17) has been marked as Filed, you may update the site visit information. Perform the following steps to update the site visit information for a school:

1. From the *School Information* screen click **the Update Site Visit Information** link. The *Update Site Visit Information* screen displays.
2. Enter the date on which the site visit was assigned in the **Date Site Visit Assigned** field.
3. Enter the date on which the site visit is due to occur in the **Date Site Visit Due** field.
4. Enter the date on which the site visit actually occurred in the **Date Site Visit Received** field.
5. Select either **Yes** or **No** from the **Application Requires Site Visit** field.
6. Enter any applicable remarks in the **Comments** field. These comments are viewable only by the DHS Manager, Adjudicator, or Support User.
7. Click one of the following buttons:
  - **Update Site Visit Information:** Click this button to complete the action. A confirmation screen displays indicating that the action was successful.
  - **Cancel:** Click this button to take no action and return to the *School Information* screen.

### 6.2.16 Payment Tracking Log

You may use the payment tracking log to record, view, delete, and update school payment information.

#### 4.7.16.1 Add Payment Tracking Log Entries

Perform the following steps to add payment information about the school's current application:

1. Using the *I-17 Application Search* screen, search for an application type of Initial, Recertification, or Update. The List of I-17 Applications screen displays.
2. Click the **School Name** link for the school whose payment information you wish to enter.
3. From the *School Information* screen, click the **Add/Update Payment Tracking Log** link. The *Add/Update Payment Tracking Log* screen displays.
4. Click the **Add Payment Tracking Log Entry** link. The *Add Payment Tracking Log Entry* screen displays.
5. Select the type of payment from the drop-down list. The options are **Initial**, **Recertification**, **Refund**, and **Update**.

6. Enter the amount of the payment in the **Payment Amount** field.
7. Enter the date payment was made, either today's date or a date in the past, in MM/DD/YYYY format.
8. Enter the **Pay.gov Tracking ID**. This entry can be up to twenty-one alpha/numeric characters in length.
9. Enter optional comments in the **Comments** field.
10. Click one of the following buttons:
  - **Add Payment** to save the payment information to SEVIS. The payment information is saved and the *Add/Update Payment Tracking Log* screen displays.
  - **Reset Values** to return unsaved data to the previous values.
  - **Cancel** to return to the *Add/Update Payment Tracking Log* screen.

#### **4.7.16.2 Delete Payment Tracking Log Entries**

Perform the following steps to delete payment information pertaining to the school's current application:

1. Using the *I-17 Application Search* screen, search for an application type of Initial, Recertification, or Update. The *List of I-17 Applications* screen displays.
2. Click the **School Name** link for the school whose payment information you wish to delete.
3. From the *School Information* screen, click the **Add/Update Payment Tracking Log** link. The *Add/Update Payment Tracking Log* screen displays.
4. Click the **Delete** link for the entry that is being deleted. The *Delete Payment Tracking Log Entry* screen displays.
5. Click one of the following buttons:
  - **Delete** to confirm deletion of the payment information. The entry is deleted and the *Add/Update Payment Tracking Log* screen displays.
  - **Cancel** to return to the *Add/Update Payment Tracking Log* screen.

#### **4.7.16.3 View Payment Tracking Log**

Perform the following steps to view the tracking log for all payments associated with a school (for all of the school's applications):

1. Using the *I-17 Application Search* screen, search for an application type of Initial, Recertification, or Update. The *List of I-17 Applications* screen displays.
2. Click the **School Name** link for the school whose payment information you wish to view.
3. From the *School Information* screen, click the **View Payment Tracking Log** link.
4. The *Payment Tracking Log* screen displays. The payment tracking log provides a chronological listing of the following:
  - Date the payment information was entered
  - Type of payment
  - Payment amount
  - Pay.gov tracking ID

- Name of the DHS Manager, Adjudicator, or Support user who performed the action
  - Comments entered by the DHS Manager, Adjudicator, or Support user
5. Click the Return to I-17 button to return to the School Information screen.

#### **4.7.16.4 Update Payment Tracking Log Entries**

Perform the following steps to update payment information pertaining to the school's current application:

1. Using the *I-17 Application Search* screen, search for an application type of Initial, Recertification, or Update. The *List of I-17 Applications* screen displays.
2. Click the **School Name** link for the school whose payment information you wish to update.
3. From the School Information screen, click the **Add/Update Payment Tracking Log** link. The *Add/Update Payment Tracking Log* screen displays.
4. Click the **Update** link for the entry that is being updated. The *Update Payment Tracking Log Entry* screen displays.
5. Update the information as necessary.
6. Click one of the following buttons:
  - **Update Payment** to save the updated information to SEVIS. The payment information is saved and the *Add/Update Payment Tracking Log* screen displays.
  - **Reset Values** to return unsaved data to the previous values.
  - **Cancel** to return to the *Add/Update Payment Tracking Log* screen.

#### **6.2.17 View Event History**

Event history is a list of the changes to a school's SEVIS record. From the *School Information* screen, click the **View Event History** link. The *Event History* screen displays.

The *Event History* screen includes:

- **Event Name:** A brief description of the change to the SEVIS record.
- **Event Date:** The date the change occurred.
- **Performed By:** This data can be any of the following:
  - Name of the school official or DHS official who made the change to 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 or because of a manual data change (data fix).
  - Event Comment: Information provided by the official that made the change to the record.

Click the **Return** button to go back to the *School Information* screen.

### 6.3 Add, Update, and Delete School Officials

Adjudicators can add, update, or delete school officials on a school's Form I-17. Do not change any school data unless you have already received the documents needed to support the change.

**WARNING:** Changing school officials can affect pending Form I-17 updates.

To add, update, or delete school officials, the adjudicators will use the Change School User function. This functionality affects a pending Form I-17 update petition in two significant ways:

1. Creates the potential for SEVIS to create two user profiles for the same official.
2. After a school official is added or updated, the change of official is no longer seen as a change on a pending Form I-17 update.

#### Possible Duplicate User Profiles

When a user tries to add a DSO to a school's Form I-17, SEVIS will display an error message if the DSO is already an approved official at the school. SEVIS does not display an error message when the user tries to add an unapproved official who is being added on a pending Form I-17 petition update.

SEVIS will generate and send a SEVIS user name to the DSO when the adjudicator:

- Adds the official using the Change School User function.
- Approves a petition update that includes adding the DSO.

### Exhibit 24: School Information Page

Return to List | Print I-17 Form

**SEVIS School for Advanced Security Studies**

Actions:  
[Withdraw School](#)  
[Change School User](#)

Views:  
[View Approval](#)  
[Comments](#)

Certification Expiration Date: 01/01/9999  
 School Status: APPROVED  
 Next User Verification Date: 11/21/2016  
 Campuses Verified: 1 of 1 Campuses  
 Current School Code: WAS214F65644000  
 Previous School Code: N/A

Average Annual Cost of Room, Board, and Tuition Per Student: \$1,111.00

**Campus Information**  
 Main Campus  
 School WAS214F65644000  
 Code:  
 Mailing 2450 Crystal Drive Arlington, VA 22202  
 Address:  
 Location 9002 Nancy Lane Ft. Washington, MD 20744  
 Address:

| Officials: | Official Name    | Title          | The Official is | A-Number | Telephone Number | Email Address                           | Role |
|------------|------------------|----------------|-----------------|----------|------------------|---|------|
|            | Advisor Bossey   | Advisor        | U.S. Citizen    |          | 555-555-5555     | hrobert@associates.ice.dhs.gov          | DSO  |
|            | Anita Break      | Senior Advisor | U.S. Citizen    |          | 555-555-5555     | helene.robertson@associates.ice.dhs.gov | DSO  |
|            | SEVIS Karin      | Advisor        | U.S. Citizen    |          | 555-555-5555     | hrobert@associates.ice.dhs.gov          | DSO  |
|            | Helene Robertson | PDSO           | U.S. Citizen    |          | 222-222-2222     | Helene.Robertson@associates.ice.dhs.gov | PDSO |
|            | Anna SEVIS       | Advisor        | U.S. Citizen    |          | 555-555-5555     | helene.robertson@associates.ice.dhs.gov | DSO  |
|            | Anna SEVIS       | Senior Advisor | U.S. Citizen    |          | 222-222-2222     | hrobert@associates.ice.dhs.gov          | DSO  |
|            | SEVIS Twinn      | Advisor        | U.S. Citizen    |          | 555-555-5555     | helene.robertson@associates.ice.dhs.gov | DSO  |
|            | SEVIS Twinn      | Advisor        | U.S. Citizen    |          | 555-555-5555     | helene.robertson@associates.ice.dhs.gov | DSO  |

this is what happens if you do not delete the official - a second user profile is created when the Update petition is approved

To avoid the duplication, the adjudicator must first use the Change School User function to [delete the DSO](#) from the listing of DSOs on the *School Official Information* page. Then the adjudicator will use the Change School User function to [add a school official](#) back onto the Form I-17. Once the official is added, the DSO no longer appears to be a change on the Form I-17 update petition. SEVIS will not generate a separate user name.

### Adjudicating Form I-17 Update Petition

Adding a DSO via the Change School User function removes the DSO change from the Form I-17 update petition, if the adjudicator follows the process described above. SEVIS no longer highlights the official as a change. Adjudicators of the update will not need to process a change of officials.

#### 6.3.2 Add School Official

To add a school official:

1. Search pending petitions to see if the school has a Form I-17 update pending.

### Exhibit 25: View Pending Update page

UPDATE

**Actions:**

[Update Tracking Log](#)

[Update Site Visit Information](#)

[Add Update Payment Tracking Log](#)

[Request for Evidence](#)

[Mark Pending Site Visit](#)

[Mark Pending Review](#)

[Mark Ready for Adjudication](#)

[Escalate to Manager](#)

[Approve](#)

[Deny](#)

[Cancel Application](#)

[Return to List](#) | [Print Updated I-17 Form](#) | [Accept for Review](#)

Application Status: FILED  
 Date Filed: 11/06/2015  
 RFE Date:  
 RFE Submit Date:  
 Date Site Visit Received:  
 Application Requires Site Visit:  
 School Status: APPROVED  
 Application Submit Date: 11/06/2015  
 Certification Expiration Date: 01/01/9999

|                            | Old Values  | New Values  |
|----------------------------|---|---|
| Name of School:            | SEVIS School for Advanced Security Studies                                    | SEVIS School for Advanced Security Studies                                    |
| School Code:               | WAS214FE6644000   | WAS214FE6644000   |
| Seeking Approval for:      | Academic and Language students<br>Vocational Students                         | Academic and Language students<br>Vocational Students                         |
| Mailing Address:           | 2450 Crystal Drive<br>Arlington, VA 22202<br>Telephone Number:<br>Fax Number: | 2450 Crystal Drive<br>Arlington, VA 22202<br>Telephone Number:<br>Fax Number: |
| Location Address:          | 9002 Nancy Lane<br>Ft. Washington, MD 20744                                   | 9005 Nancy<br>Ft. Washington, MD 20744  |
| Type of Institution:       | Public  | Public  |
| This School is Engaged in: | PRIVATE ELEMENTARY SCHOOL<br>PRIVATE MIDDLE SCHOOL                            | PRIVATE ELEMENTARY SCHOOL<br>PRIVATE MIDDLE SCHOOL                            |

A-arg Annual L.A. in Room, Board, and Tuition Per Student: \$,111.00 | \$,111.00

**Campus Listing**

| Campus Name:      | Main Campus   | Main Campus   |
|-------------------|---|---|
| Mailing Address:  | 2450 Crystal Drive<br>Arlington, VA 22202<br>Telephone Number:<br>Fax Number: | 2450 Crystal Drive<br>Arlington, VA 22202<br>Telephone Number:<br>Fax Number: |
| Location Address: | 9002 Nancy Lane<br>Ft. Washington, MD 20744                                   | 9005 Nancy<br>Ft. Washington, MD 20744  |
| <b>Officials:</b> |   |   |
| Official Name:    | Advisor Bossy   | Advisor Bossy   |
| Title:            | Advisor   | Advisor   |
| Telephone Number: | 555-555-5555  | 555-555-5555  |
| Email Address:    | hrobert@associates.ice.dhs.gov  | hrobert@associates.ice.dhs.gov  |
| Role:             | DSO   | DSO   |
| Address:          | 2540 Crystal Drive<br>Arlington, VA 22201                                     | 2540 Crystal Drive<br>Arlington, VA 22201                                     |
| Official Name:    |   | Ineada Break  |
| Title:            |   | Senior Advisor  |
| Telephone Number: |   | 555-555-5555  |
| Email Address:    |   | helene.robertson@associates.ice.dhs.gov                                       |
| Role:             |   | DSO   |
| Address:          |   | 2450 Crystal Drive<br>Arlington, VA 22201                                     |
| Official Name:    | SEVIS Karin   | SEVIS Karin   |
| Title:            | Advisor   | Advisor   |
| Telephone Number: | 555-555-5555  | 555-555-5555  |
| Email Address:    | hrobert@associates.ice.dhs.gov  | hrobert@associates.ice.dhs.gov  |
| Role:             | DSO   | DSO   |
| Address:          | 9002 Nancy Lane<br>Ft. Washington, MD 20744                                   | 9002 Nancy Lane<br>Ft. Washington, MD 20744                                   |

Note: the official is listed in the update petition

- Before adding a school official, know if the official is included in a pending update petition.
- If the PDSO/DSO change is the only change on the Form I-17 petition update, adjudicate the update; do not use the **Change School User** functionality.

2. Navigate to the *School Information* page.

### Exhibit 26: School Information page

**SEVIS School for Advanced Security Studies**

**Actions:**  
[Withdraw School](#)  
[Change School User](#) (circled in red)  
[View Approval Comments](#)  
[View Event History](#)

**Views:**

**Details:**  
 Certification Expiration Date: 01/01/9999  
 School Status: APPROVED  
 Next User Verification Date: 11/21/2016  
 Campuses Verified: 1 of 1 Campuses  
 Current School Code: WAS214F65644000  
 Previous School Code: N/A  
 Seeking Approval for: Academic and Language students  
 Vocational Students  
 Mailing Address: 2450 Crystal Drive  
 Teachers and Instructors - 11  
 Non-Teaching Employees - 1  
 Average Annual Cost of Room, Board, and Tuition Per Student: \$1,111.00

**Campus Information**  
 Main Campus  
 School WAS214F65644000  
 Code:  
 Mailing 2450 Crystal Drive Arlington, VA 22202  
 Address:  
 Location 9092 Nancy Lane Ft. Washington, MD 20744

| Officials: | Official Name    | Title          | The Official is | A-Number | Telephone Number | Email Address  | Role |
|------------|------------------|----------------|-----------------|----------|------------------|--|------|
|            | Advisor Bossy    | Advisor        | U.S. Citizen    |          | 555-555-5555     | <a href="mailto:hrobert@associates.ice.dhs.gov">hrobert@associates.ice.dhs.gov</a>                   | DSD  |
|            | SEVIS Karin      | Advisor        | U.S. Citizen    |          | 555-555-5555     | <a href="mailto:hrobert@associates.ice.dhs.gov">hrobert@associates.ice.dhs.gov</a>                   | DSD  |
|            | Helene Robertson | PDSO           | U.S. Citizen    |          | 222-222-2222     | <a href="mailto:Helene.Robertson@associates.ice.dhs.gov">Helene.Robertson@associates.ice.dhs.gov</a> | PDSO |
|            | Anna SEVIS       | Advisor        | U.S. Citizen    |          | 555-555-5555     | <a href="mailto:helene.robertson@associates.ice.dhs.gov">helene.robertson@associates.ice.dhs.gov</a> | DSD  |
|            | Anna SEVIS       | Senior Advisor | U.S. Citizen    |          | 222-222-2222     | <a href="mailto:hrobert@associates.ice.dhs.gov">hrobert@associates.ice.dhs.gov</a>                   | DSD  |
|            | SEVIS Twinn      | Advisor        | U.S. Citizen    |          | 555-555-5555     | <a href="mailto:helene.robertson@associates.ice.dhs.gov">helene.robertson@associates.ice.dhs.gov</a> | DSD  |
|            | SEVIS Twinn      | Advisor        | U.S. Citizen    |          | 555-555-5555     | <a href="mailto:helene.robertson@associates.ice.dhs.gov">helene.robertson@associates.ice.dhs.gov</a> | DSD  |



The *School Information* page lists only those school officials that SEVP has already approved.

3. Click **Change School User** link in the menu bar on the left side of the page. The *School Official Information* page opens.

## Exhibit 27: School Official Information Page

| Official Name    | Title          | Telephone         | Email Address                           | Command                                       |
|------------------|----------------|-------------------|---|---|
| Adviser Boazy    | Adviser        | 555-555-5555 ext. | hrobert@associates.ice.dhs.gov          | <a href="#">Update</a> <a href="#">Delete</a> |
| Anna SEVIS       | Senior Advisor | 222-222-2222 ext. | hrobert@associates.ice.dhs.gov          | <a href="#">Update</a> <a href="#">Delete</a> |
| Anna SEVIS       | Adviser        | 555-555-5555 ext. | helene.robertson@associates.ice.dhs.gov | <a href="#">Update</a> <a href="#">Delete</a> |
| Helene Robertson |                | 222-2222 ext.     | Helene.Robertson@associates.ice.dhs.gov | <a href="#">Update</a> <a href="#">Delete</a> |
| Ineeda Break     |                | 55-5555 ext.      | helene.robertson@associates.ice.dhs.gov | <a href="#">Update</a> <a href="#">Delete</a> |
| SEVIS Karin      |                | 55-5555 ext.      | hrobert@associates.ice.dhs.gov          | <a href="#">Update</a> <a href="#">Delete</a> |
| SEVIS Twinn      |                | 555-555-5555 ext. | helene.robertson@associates.ice.dhs.gov | <a href="#">Update</a> <a href="#">Delete</a> |
| SEVIS Twinn      | Adviser        | 555-555-5555 ext. | helene.robertson@associates.ice.dhs.gov | <a href="#">Update</a> <a href="#">Delete</a> |

[Add New Official](#) [Add Existing Official](#)



The *School Official Information* page lists both approved and pending school officials. Officials who have more than one role at the school (for example, PDSO at the main campus and DSO at another campus) will appear on the list multiple times – once for each role.

- Review the list. The *School Official Information* page lists all approved and pending school officials. See if the official you are about to add is on the list.
- [Delete the official](#) from the list. This removes the official from the list.



Failure to delete an official who is part of a pending update will result in the creation of two user names for this individual:

- One created through the Change School User function.
- One created when the update to the Form I-17 petition is approved.

- Click either **Add New Official** or **Add Existing Official**:



In SEVIS:

- A New Official is anyone who is not active in SEVIS as a school official.
- An Existing Official is anyone who is currently active in SEVIS as a school official.

- Add New Official** opens the *Add Official* page.

## Exhibit 28: Add Official page

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

\* Last Name:

\* First Name:

Middle Name:

Suffix:

\* The Official is:

If LPR, enter A-Number:

\* Title:

Contact Information:

\* Address 1:

Address 2:

\* City:

\* State:

\* Zip Code:

\* Telephone Number:  -  -  ext.

\* Email Address:

System Change Comment:

i. Enter information about the school official:

|   | Field   | Description   |
|---|---|---|
| *   | Last Name   | <ul style="list-style-type: none"> <li>Enter the official's surname or family name.</li> <li>This is a required field.</li> </ul>   |
| *   | First Name  | <ul style="list-style-type: none"> <li>Enter the official's first name.</li> <li>This is a required field.</li> </ul>   |
|   | Middle Name   | Enter the official's middle name, if any.   |
|   | Suffix  | Enter the official's suffix, if any.  |
| *   | The Official is   | <ul style="list-style-type: none"> <li>Select either <b>United States Citizen</b> or <b>Legal Permanent Resident (LPR)</b> from the drop-down list.</li> <li>This is a required field.</li> </ul> |
|  | <a href="#">8 CFR 214.3 (l) (1) (i)</a> – ALL PDSOs and DSOs must be either U.S. citizens or lawful permanent residents of the United States. |   |

|   | Field                  | Description  |
|---|------------------------|--|
|   | If LPR, enter A-Number | Enter the alien number, if the official is an LPR of the United States. (Format: A123456789)   |
| * | Title                  | <ul style="list-style-type: none"> <li>Enter the official's title at the school.</li> <li>This is a required field.</li> </ul>   |
| * | Address 1              | <ul style="list-style-type: none"> <li>Enter the official's street address.</li> <li>This is a required field.</li> </ul>  |
|   | Address 2              | Enter the second line of the address, if needed. Typically, this is a building name or post office box at the school.  |
| * | City                   | <ul style="list-style-type: none"> <li>Enter the appropriate cite.</li> <li>This is a required field.</li> </ul>   |
| * | State                  | <ul style="list-style-type: none"> <li>Select the appropriate state from the drop-down list.</li> <li>This is a required field.</li> </ul>   |
| * | Zip Code               | <ul style="list-style-type: none"> <li>Enter a valid five-digit postal ZIP code. The last four digits are optional.</li> <li>This is a required field.</li> </ul>  |
| * | Telephone Number       | <ul style="list-style-type: none"> <li>Enter the official's telephone number.</li> <li>This is a required field.</li> </ul>  |
| * | Email Address          | <ul style="list-style-type: none"> <li>Enter the official's email address.</li> </ul> <p><b>Note:</b> This cannot be a shared email address. It must be an email box unique to the official.</p> <ul style="list-style-type: none"> <li>This is a required field.</li> </ul> |
|   | System Change Comments | Briefly describe the action you are taking and why.  |

- ii. Click either **Add Official** or **Cancel**.
  - **Add Official** adds the official to the list of school officials and returns the user to the *School Official Information* page.
  - **Cancel** returns the user to the *School Official Information* page without saving any changes.
- b. **Add Existing Official** opens the *Add Existing Official* page.

## Exhibit 29: Add Existing Official Search page

**Add Existing Official**  
Required fields are marked with an asterisk (\*)

The official is a current user. Enter the official's user name.

\* User Name:

- i. Enter the official's SEVIS user name.
- ii. Click **Search Official**. The *Add Existing Official <Name>* page opens.

## Exhibit 30: Add Existing Official page

**Add Existing Official Amy-Amy Moffitt-Moffitt**

First Name: Amy-Amy  
Middle Name:  
Last Name: Moffitt-Moffitt  
Suffix:  
Title: PDSO  
The Official is: U.S. Citizen  
Telephone Number: 222-222-2222  
Email Address: Amy.T.Moffitt@associates.ice.dhs.gov

System Change Comment:

- iii. Click either **Add Official** or **Cancel**.
  - **Add Official** adds the official to the list of school officials and returns the user to the *School Official Information* page.

## Exhibit 31: School Official Information page

School Official Information page

| Official Name    | Telephone         | Email Address                           | Command                                       |
|------------------|-------------------|---|---|
| Advisor Bossy    | 555-555-5555 ext. | hrobert@associates.ice.dhs.gov          | <a href="#">Update</a> <a href="#">Delete</a> |
| Anita Break      | 555-555-5555 ext. | helene.robertson@associates.ice.dhs.gov | <a href="#">Update</a> <a href="#">Delete</a> |
| Anna SEVIS       | 222-222-2222 ext. | hrobert@associates.ice.dhs.gov          | <a href="#">Update</a> <a href="#">Delete</a> |
| Anna SEVIS       | 555-555-5555 ext. | helene.robertson@associates.ice.dhs.gov | <a href="#">Update</a> <a href="#">Delete</a> |
| Helene Robertson | 222-222-2222 ext. | Helene.Robertson@associates.ice.dhs.gov | <a href="#">Update</a> <a href="#">Delete</a> |
| SEVIS Karin      | 555-555-5555 ext. | hrobert@associates.ice.dhs.gov          | <a href="#">Update</a> <a href="#">Delete</a> |
| SEVIS Twinn      | 555-555-5555 ext. | helene.robertson@associates.ice.dhs.gov | <a href="#">Update</a> <a href="#">Delete</a> |
| SEVIS Twinn      | 555-555-5555 ext. | helene.robertson@associates.ice.dhs.gov | <a href="#">Update</a> <a href="#">Delete</a> |

[Add New Official](#) [Add Existing Official](#)

- **Cancel** returns the user to the *School Official Information* page without saving any changes.

7. Click **Next**. The *Change User Role* page opens.

### Exhibit 32: Change User Role page

Change User Role

| Campus Name | Mailing Address                        | Location           | Command                   |
|-------------|--|--------------------|---------------------------|
| Main Campus | 2450 Crystal Drive Arlington, VA 22202 | Ft. Washington, MD | <a href="#">Officials</a> |

Prev Return

8. Click the **Officials** link next to the campus where the official will work. The *Assigning Campus Officials* page opens.

### Exhibit 33: Assigning Campus Officials page

Assigning Campus Officials

Campus Name: Main Campus  
Mailing Address: 2450 Crystal Drive  
Arlington, VA 22202

| Official Name    | Title          | PDSO                             | DSO                              | No Role                          |
|------------------|----------------|----------------------------------|----------------------------------|----------------------------------|
| Advisor Bossy    | Advisor        | <input type="radio"/>            | <input checked="" type="radio"/> | <input type="radio"/>            |
| Anita Break      | Senior Advisor | <input type="radio"/>            | <input checked="" type="radio"/> | <input type="radio"/>            |
| SEVIS Karin      | Advisor        | <input type="radio"/>            | <input type="radio"/>            | <input checked="" type="radio"/> |
| Helene Robertson | PDSO           | <input checked="" type="radio"/> | <input type="radio"/>            | <input type="radio"/>            |
| Anna SEVIS       | Advisor        | <input type="radio"/>            | <input checked="" type="radio"/> | <input type="radio"/>            |
| Anna SEVIS       | Senior Advisor | <input type="radio"/>            | <input checked="" type="radio"/> | <input type="radio"/>            |
| SEVIS Twinn      | Advisor        | <input type="radio"/>            | <input checked="" type="radio"/> | <input type="radio"/>            |
| SEVIS Twinn      | Advisor        | <input type="radio"/>            | <input checked="" type="radio"/> | <input type="radio"/>            |

System Change Comment

Accept Changes Reset Values Cancel

9. Click the **radio button** for the role the official is to hold at the campus, if not already filled.

10. Click either **Accept Changes**, **Reset Values**, or **Cancel**.

- **Accept Changes** adds the role to the user's profile.
- **Reset Values** resets the role assignments to their original values.
- **Cancel** returns the user to the *Change User Role* page.

11. Click **Return**. The *School Information* page opens.

### Exhibit 34: School Official Information page

Return to List Print I-17 Form

#### SEVIS School for Advanced Security Studies

**Actions:**  
[Withdraw School](#)  
[Change School User](#)

**Views:**  
[View Approval](#)  
[Comments](#)

|   |
|---|
| Certification Expiration Date: 01/01/9999 |
| School Status: APPROVED                   |
| Next User Verification Date: 11/21/2016   |
| Campuses Verified: 1 of 1 Campuses        |
| Current School Code: WAS214F05644000      |
| Previous School Code: N/A                 |

---

Average Annual Cost of Room, Board, and Tuition Per Student: \$1,111.00

**Campus Information**

**Main Campus**  
 School WAS214F05644000  
 Code:  
 Mailing 2450 Crystal Drive Arlington, VA 22202  
 Address:  
 Location 9002 Nancy Lane Ft. Washington, MD 20744  
 Address:

| Officials: | Official Name    | Title          | The Official is | A-Number | Telephone Number | Email Address                           | Role |
|------------|------------------|----------------|-----------------|----------|------------------|---|------|
|            | Advisor Bossy    | Advisor        | U.S. Citizen    |          | 555-555-5555     | hrobert@associates.ice.dhs.gov          | DSD  |
|            | Anita Break      | Senior Advisor | U.S. Citizen    |          | 555-555-5555     | helene_robertson@associates.ice.dhs.gov | DSD  |
|            | SEVIS Karin      | Advisor        | U.S. Citizen    |          | 555-555-5555     | hrobert@associates.ice.dhs.gov          | DSD  |
|            | Helene Robertson | PDSD           | U.S. Citizen    |          | 222-222-2222     | Helene.Robertson@associates.ice.dhs.gov | PDSD |
|            | Anna SEVIS       | Advisor        | U.S. Citizen    |          | 555-555-5555     | helene_robertson@associates.ice.dhs.gov | DSD  |
|            | Anna SEVIS       | Senior Advisor | U.S. Citizen    |          | 222-222-2222     | hrobert@associates.ice.dhs.gov          | DSD  |
|            | SEVIS Twinn      | Advisor        | U.S. Citizen    |          | 555-555-5555     | helene_robertson@associates.ice.dhs.gov | DSD  |
|            | SEVIS Twinn      | Advisor        | U.S. Citizen    |          | 555-555-5555     | helene_robertson@associates.ice.dhs.gov | DSD  |

this is what happens if you do not delete the official - a second user profile is created when the Update petition is approved

The *Update* page for the Form I-17 is now different. The school official is no longer highlighted as a change.

## Exhibit 35: School Information page

**UPDATE**

[Return to List](#) | [Print Updated I-17 Form](#) | [Accept for Review](#)

Application Status: FILED  
 Date Filed: 11/06/2015  
 RFE Date:  
 RFE Submit Date:  
 Date Site Visit Received:  
 Application Requires Site Visit:  
 School Status: APPROVED  
 Application Submit Date: 11/06/2015  
 Certification Expiration Date: 01/01/9999

|  | Old Values  | New Values  |
|--|---|---|
| Name of School:  | SEVIS School for Advanced Security Studies                                    | SEVIS School for Advanced Security Studies                                    |
| Telephone Number:<br>Fax Number:                       |   |   |
| Location Address:                                      | 9002 Nancy Lane<br>Ft. Washington, MD 20744                                   | 9005 Nancy<br>Ft. Washington, MD 20744  |
| Type of Institution:                                   | Public  | Public  |
| This School is Engaged in:                             | PRIVATE ELEMENTARY SCHOOL<br>PRIVATE MIDDLE SCHOOL                            | PRIVATE ELEMENTARY SCHOOL<br>PRIVATE MIDDLE SCHOOL                            |
| Average Annual Cost on Board, and Tuition Per Student: | \$1,111.00  | \$1,111.00  |
| <b>Campus Listing</b>                                  |   |   |
| Campus Name:   | Main Campus   | Main Campus   |
| Mailing Address:                                       | 2450 Crystal Drive<br>Arlington, VA 22202<br>Telephone Number:<br>Fax Number: | 2450 Crystal Drive<br>Arlington, VA 22202<br>Telephone Number:<br>Fax Number: |
| Location Address:                                      | 9002 Nancy Lane<br>Ft. Washington, MD 20744                                   | 9005 Nancy<br>Ft. Washington, MD 20744  |
| <b>Officials:</b>                                      |   |   |
| Official Name:   | Advisor Bossy   | Advisor Bossy   |
| Title:   | Advisor   | Advisor   |
| Telephone Number:                                      | 555-555-5555  | 555-555-5555  |
| Email Address:   | hrobert@associates.ice.dhs.gov  | hrobert@associates.ice.dhs.gov  |
| Role:  | DSO   | DSO   |
| Address:   | 2540 Crystal Drive<br>Arlington, VA 22201                                     | 2540 Crystal Drive<br>Arlington, VA 22201                                     |
| Official Name:   | Anita Break   | Anita Break   |
| Title:   | Senior Advisor  | Senior Advisor  |
| Telephone Number:                                      | 555-555-5555  | 555-555-5555  |
| Email Address:   | helene.robertson@associates.ice.dhs.gov                                       | helene.robertson@associates.ice.dhs.gov                                       |
| Role:  | DSO   | DSO   |
| Address:   |   |   |
| Official Name:   | SEVIS Karin   | SEVIS Karin   |
| Title:   | Advisor   | Advisor   |
| Telephone Number:                                      | 555-555-5555  | 555-555-5555  |

Note: the official is no longer highlighted in the update petition as a change.

### 6.3.3 Update School Official Information

Adjudicators can only update two things for school officials:

- Email address
- User role

### 6.3.4 Update PDSO/DSO Email

To update a school official's email:

1. Navigate to the *School Official Information* page.

## Exhibit 36: School Official Information page

| School Official Information [Page 4 of 5] |                |                   |   |   |
|---|----------------|-------------------|---|---|
| Official Name                             | Title          | Telephone         | Email Address                           | Command                                       |
| Advisor Bossy                             | Advisor        | 555-555-5555 ext. | hrobert@associates.ice.dhs.gov          | <a href="#">Update</a> <a href="#">Delete</a> |
| Anna SEVIS                                | Senior Advisor | 222-222-2222 ext. | hrobert@associates.ice.dhs.gov          | <a href="#">Update</a> <a href="#">Delete</a> |
| Anna SEVIS                                | Advisor        | 555-555-5555 ext. | helene.robertson@associates.ice.dhs.gov | <a href="#">Update</a> <a href="#">Delete</a> |
| Helene Robertson                          | PDSO           | 222-222-2222 ext. | Helene.Robertson@associates.ice.dhs.gov | <a href="#">Update</a> <a href="#">Delete</a> |
| Nancy Lane                                | Advisor        | 555-555-5555 ext. | hrobert@ice.dhs.gov                     | <a href="#">Update</a> <a href="#">Delete</a> |
| SEVIS Karin                               | Advisor        | 555-555-5555 ext. | hrobert@associates.ice.dhs.gov          | <a href="#">Update</a> <a href="#">Delete</a> |
| SEVIS Twinn                               | Advisor        | 555-555-5555 ext. | helene.robertson@associates.ice.dhs.gov | <a href="#">Update</a> <a href="#">Delete</a> |
| SEVIS Twinn                               | Advisor        | 555-555-5555 ext. | helene.robertson@associates.ice.dhs.gov | <a href="#">Update</a> <a href="#">Delete</a> |

[Add New Official](#)   [Add Existing Official](#)

- Click **Update** link next to the official whose email address you want to change. The *Official Update of <Name>* page opens.

## Exhibit 37: Official Update of <Name> page

Official update of Anna SEVIS  
 Required fields are marked with an asterisk (\*).

Last Name: SEVIS  
 First Name: Anna  
 Middle Name:  
 Suffix:  
 Title: Advisor  
 The Official is: U.S. Citizen

Contact Information:  
 Address: 2540 Crystal Dr.  
 City: Arlington  
 State: VA  
 Zip Code: 22201  
 Telephone Number: 555-555-5555 ext.

\* Email Address:

System Change Comment:

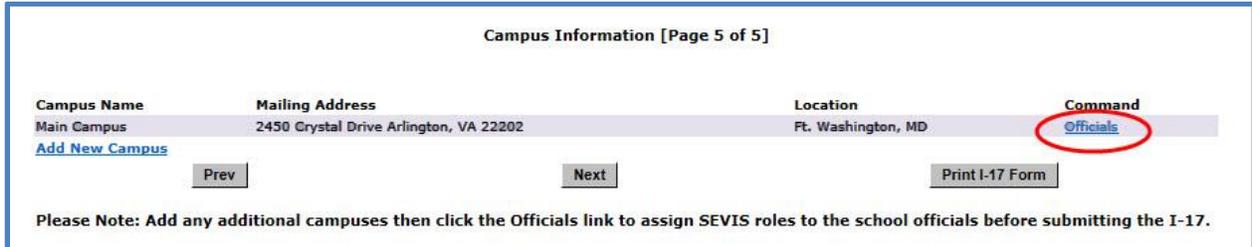
- Enter the new **Email Address** and **System Change Comments** to explain why you are changing the email address.
- Click either **Update** or **Cancel**.
  - Update** saves the change and returns the user to the *School Official Information* page.
  - Cancel** returns the user to the *School Official Information* page without making any changes.

### 6.3.5 Change User Roles

To change a school official's role:

1. Navigate to the *School Official Information* page.
2. Click **Next**. The *Change User Role* page opens.

### Exhibit 38: Campus Information page



Campus Information [Page 5 of 5]

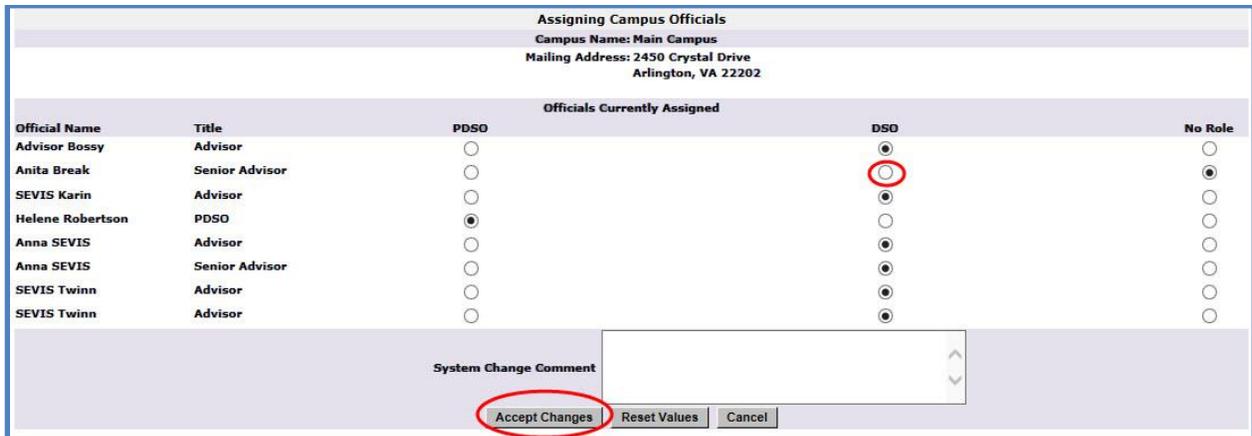
| Campus Name | Mailing Address                        | Location           | Command                   |
|-------------|--|--------------------|---------------------------|
| Main Campus | 2450 Crystal Drive Arlington, VA 22202 | Ft. Washington, MD | <a href="#">Officials</a> |

[Add New Campus](#)           

Please Note: Add any additional campuses then click the Officials link to assign SEVIS roles to the school officials before submitting the I-17.

3. Click the **Officials** link next to the campus where the official will work. The *Assigning Campus Officials* page opens.

### Exhibit 39: Assigning Campus Officials page



Assigning Campus Officials  
Campus Name: Main Campus  
Mailing Address: 2450 Crystal Drive  
Arlington, VA 22202

| Official Name    | Title          | PDSO                             | DSO                              | No Role                          |
|------------------|----------------|----------------------------------|----------------------------------|----------------------------------|
| Advisor Bossy    | Advisor        | <input type="radio"/>            | <input checked="" type="radio"/> | <input type="radio"/>            |
| Anita Break      | Senior Advisor | <input type="radio"/>            | <input type="radio"/>            | <input checked="" type="radio"/> |
| SEVIS Karin      | Advisor        | <input type="radio"/>            | <input checked="" type="radio"/> | <input type="radio"/>            |
| Helene Robertson | PDSO           | <input checked="" type="radio"/> | <input type="radio"/>            | <input type="radio"/>            |
| Anna SEVIS       | Advisor        | <input type="radio"/>            | <input checked="" type="radio"/> | <input type="radio"/>            |
| Anna SEVIS       | Senior Advisor | <input type="radio"/>            | <input checked="" type="radio"/> | <input type="radio"/>            |
| SEVIS Twinn      | Advisor        | <input type="radio"/>            | <input checked="" type="radio"/> | <input type="radio"/>            |
| SEVIS Twinn      | Advisor        | <input type="radio"/>            | <input checked="" type="radio"/> | <input type="radio"/>            |

System Change Comment

4. Click the **radio button** for the role the official is to hold at the campus.
5. Click either **Accept Changes**, **Reset Values**, or **Cancel**.
  - **Accept Changes** adds the role to the user's profile.
  - **Reset Values** resets the role assignments their original values.
  - **Cancel** returns the user to the *Change User Role* page.
6. Click **Return**. The *School Information* page opens.

#### 6.3.6 Delete School Official

1. Navigate to the *School Information* page.
2. Click **Change School User** link in the menu bar on the left hand side of the page. The *School Official Information* page opens.

## Exhibit 40: School Official Information page

| School Official Information [Page 4 of 5] |                |                   |   |   |
|---|----------------|-------------------|---|---|
| Official Name                             | Title          | Telephone         | Email Address                           | Command                                       |
| Advisor Bossy                             | Advisor        | 555-555-5555 ext. | hrobert@associates.ice.dhs.gov          | <a href="#">Update</a> <a href="#">Delete</a> |
| Anna SEVIS                                | Senior Advisor | 222-222-2222 ext. | hrobert@associates.ice.dhs.gov          | <a href="#">Update</a> <a href="#">Delete</a> |
| Anna SEVIS                                | Advisor        | 555-555-5555 ext. | helene.robertson@associates.ice.dhs.gov | <a href="#">Update</a> <a href="#">Delete</a> |
| Helene Robertson                          | PDSO           | 222-222-2222 ext. | Helene.Robertson@associates.ice.dhs.gov | <a href="#">Update</a> <a href="#">Delete</a> |
| Nancy Lane                                | Advisor        | 555-555-5555 ext. | hrobert@ice.dhs.gov                     | <a href="#">Update</a> <a href="#">Delete</a> |
| SEVIS Karin                               | Advisor        | 555-555-5555 ext. | hrobert@associates.ice.dhs.gov          | <a href="#">Update</a> <a href="#">Delete</a> |
| SEVIS Twinn                               | Advisor        | 555-555-5555 ext. | helene.robertson@associates.ice.dhs.gov | <a href="#">Update</a> <a href="#">Delete</a> |
| SEVIS Twinn                               | Advisor        | 555-555-5555 ext. | helene.robertson@associates.ice.dhs.gov | <a href="#">Update</a> <a href="#">Delete</a> |

[Add New Official](#) [Add Existing Official](#)

3. Click **Delete** link next to the official you want to delete. The *Official Delete of <Name>* page opens.

## Exhibit 41: Official Delete page

**Official Delete of Ineeda Break**

**Last Name:** Break  
**First Name:** Ineeda  
**Middle Name:**  
**Suffix:**  
**The Official is:** U.S. Citizen

**Contact Information:**  
**Address:** 2450 Crystal Drive  
**City:** Arlington  
**State:** VA  
**Zip Code:** 22201  
**Telephone Number:** (555) 555 - 5555 ext.  
**Email Address:** helene.robertson@associates.ice.dhs.gov

**System Change Comment:**

4. Enter **System Change Comments**. Briefly describe the action you are taking and why.
5. Click either **Delete Official** or **Cancel**.
  - **Delete Official** removes the official from the list and returns the user to the *School Official Information* page.



Be sure you:

- **Cancel** returns the user to the *School Official Information* page without deleting the official.

## 6.4 DHS Support User Functionality

As a DHS Support User, you have the ability to search and view school, exchange visitor program, student, EV, and EV dependent records. You also have the ability to view and print initial, updated, and recertification applications (Forms I-17).

Depending on the status of the application, you may take the following actions:

- Add comments through the tracking log
- Add payment tracking log entries
- Delete payment tracking log entries
- Escalate an application to a DHS Manager for review
- Mark an application as Filed
- Mark an application as pending a site visit
- Mark an application as pending review
- Mark an application ready for adjudication
- Record a non-payment for an application
- Request evidence from a school regarding an application
- Request payment on a submitted application
- Return an application to Filed status
- Update payment tracking log entries
- Update site visit information
- View payment tracking log entries
- View RFE comments
- View tracking log comments
- View the event history for schools

### 6.4.1 Search for I-17 Applications

The *I-17 Application Search* screen is the first screen that displays for DHS Support Users when they log into SEVIS (if there are no message board postings). This screen allows users to search for any initial, updated, or recertification applications in need of adjudication.

## Exhibit 42: I-17 Application Search Screen

### I-17 Application Search

**Sort Option**

**Sort By:**

**Sort Direction:**  Ascending  Descending

**Search Criteria**

**Application ID:**  (For Initial applications only)

**Application Information**

**Application Type:**

**Application Status:**  All  
 Selected Below (Press the Ctrl key and click to highlight multiple selections.)

**Geographic Area:**  All  
 District (Press the Ctrl key and click to highlight multiple selections.)  
  
  
  
  
 Territory (Press the Ctrl key and click to highlight multiple selections.)

**Application Submit Date:** From:  To:  (MM/DD/YYYY)

**Certification Expiration Date:** From:  To:  (MM/DD/YYYY)

**School Name:**   
(May use the \* wild card as input, e.g., \*Was, Was\*, or \*Was\*.)

**School Code:**  (For Update and Recertification applications only)

1. Enter the necessary search criteria. The following is a list of, and explanations for, the sections and fields on this screen.

| Section/Field                 | Description/Explanation  |
|-------------------------------|--|
| <b>1. Sort Option section</b> | The sort options are required fields; both fields must be completed.   |
| <b>Sort By</b>                | Select an option from the drop-down list.<br>Application Status<br>Application Submit Date<br>Certification Expiration Date<br>School Name |
| <b>Sort Direction</b>         | Select either <b>Ascending</b> or <b>Descending</b> .  |

| Section/Field                        | Description/Explanation  |
|--------------------------------------|--|
| <b>2. Search Criteria section</b>    | In the <b>Search Criteria</b> section, one option must be selected. To do so, click the radio button to the left of the type of search you wish to perform. Some of these options may also require additional information.   |
| <b>Application ID</b>                | Click this radio button and enter an application ID. This option is for initial applications only.   |
| <b>Application Information</b>       | Click this radio button and enter your search criteria in the following fields to narrow your search.  |
| <b>Application Type</b>              | Select <b>Initial</b> , <b>Update</b> , or <b>Recertification</b> from the drop-down list to search by a specific application type. If you want all application types in your search results, leave this field blank.  |
| <b>Application Status</b>            | Click one of the available radio buttons. <ul style="list-style-type: none"> <li>• Click the <b>All</b> radio button to search on all application status values.</li> <li>• Click the <b>Selected Below</b> radio button if you wish to search by a specific application status. You may select multiple application statuses by pressing the <b>Ctrl</b> key and clicking on multiple selections. Appendix D, Application Statuses, defines all statuses that an application may be in while being adjudicated.</li> </ul>  |
| <b>Geographic Area</b>               | Click one of the available radio buttons. <ul style="list-style-type: none"> <li>• Click the <b>All</b> radio button to search on all geographic areas.</li> <li>• Click the <b>District</b> radio button if you wish to search by a specific district. You may select multiple districts by pressing the <b>Ctrl</b> key and clicking on multiple selections.</li> <li>• Click the <b>Territory</b> radio button if you wish to search by a specific territory. You may select multiple territories by pressing the <b>Ctrl</b> key and clicking on multiple selections.</li> </ul> |
| <b>Application Submit Date</b>       | Enter from and to dates in MM/DD/YYYY format.  |
| <b>Certification Expiration Date</b> | Enter from and to dates in MM/DD/YYYY format.  |
| <b>School Name</b>                   | Enter the name of the school you wish to search for. <b>Note:</b> If you are unsure of the exact spelling of a school name, you may enter the * (asterisk) wildcard preceding and/or following at least three characters.  |

| Section/Field      | Description/Explanation  |
|--------------------|--|
|                    | <ul style="list-style-type: none"> <li>• “*school*” may return a list containing schools such as National Flight School and Scranton Business School.</li> <li>• “John*” may return a list containing Johns Hopkins School of Medicine, Johnson School of Nursing, Johnson Agricultural School.</li> <li>• “*mai*” may return a list containing Maine University, Portland Maine School of Technology, College of Botmai.</li> </ul> |
| <b>School Code</b> | Enter the DHS-assigned school code in AAA214Fnnnnnxxx format. This field is only for updated and recertification applications.   |

2. Once you have entered all of your search criteria, click the Search button. The List of I-17 Applications screen displays.

### Exhibit 43: List of I-17 Applications Screen

| List of I-17 Applications                                |                |                  |                                   |                        |                    |                        |                               |
|--|----------------|------------------|-----------------------------------|------------------------|--------------------|------------------------|-------------------------------|
| <a href="#">New Search</a> <a href="#">Refine Search</a> |                |                  |                                   |                        |                    |                        |                               |
| <b>Search Criteria:</b>                                  |                |                  |                                   |                        |                    |                        |                               |
| Application Status = all                                 |                |                  |                                   |                        |                    |                        |                               |
| School Name = *college*                                  |                |                  |                                   |                        |                    |                        |                               |
| Geographic Area = all                                    |                |                  |                                   |                        |                    |                        |                               |
| Application Submit Date                                  | Application ID | Application Type | School Name                       | Location (City, State) | Application Status | Application Date Filed | Certification Expiration Date |
| 04/01/2010   | 4168           | INITIAL          | <a href="#">Rushmore College</a>  | Harrisonburg, VA       | SUBMITTED          |                        |                               |
| 04/02/2010   | 4169           | INITIAL          | <a href="#">Romel College</a>     | Harrisonburg, VA       | SUBMITTED          |                        |                               |
| 04/19/2010   | 4812           | INITIAL          | <a href="#">U.S. College</a>      | Anson, VA              | SUBMITTED          |                        |                               |
| 04/29/2010   | 65067          | INITIAL          | <a href="#">Techworld College</a> | Washington, DC         | SUBMITTED          |                        |                               |
| 05/26/2010   |                | RECERTIFICATION  | <a href="#">Annapolis College</a> | Annapolis, MD          | SUBMITTED          |                        | 08/24/2010                    |
| 5 Recs   |                |                  |                                   |                        |                    |                        |                               |

**Note:** Click the **New Search** link at the top of the *List of I-17 Applications* screen to return to the *I-17 Application Search* screen and begin a new search (all search criteria will be cleared from the screen). Click the **Refine Search** link to return to the *I-17 Application Search* screen and enter additional search criteria, or change the existing search criteria and perform another search.

1. Click the appropriate link in the **School Name** column to view the detailed information regarding that school’s application. The buttons at the top of the screen and the links in the **Actions** menu to the left of the screen will differ depending on the status of the school’s application and your user role. From this screen, you will be able to perform all required actions on the application.

## Exhibit 44: School Information Screen

[Return to List](#)   [Print I-17 Form](#)

### Curtis Bay Elementary School

|   |  |
|---|--|
| <b>Actions:</b><br><a href="#">Update Tracking Log</a><br><a href="#">Update Site Visit Information</a><br><a href="#">Add/Update Payment Tracking Log</a><br><a href="#">Request for Evidence</a><br><a href="#">Mark Pending Site Visit</a><br><a href="#">Mark Pending Review</a><br><a href="#">Mark Ready for Adjudication</a><br><a href="#">Escalate to Manager</a><br><br><b>Views:</b><br><a href="#">View Event History</a><br><a href="#">View Tracking Log</a><br><a href="#">View Payment Tracking Log</a> | Application ID: 431<br>Application Status: FILED<br>Application Submit Date: 06/01/2004<br>Date Filed: 09/09/2009<br>RFE Date:<br>RFE Submit Date:<br>Date Site Visit Received:<br>Application Requires Site Visit:<br>School Status: PENDING<br>Current School Code: N/A<br>Previous School Code: N/A<br>Seeking Approval for: Academic and Language students<br>Vocational Students<br>Mailing Address: 3333 NE 988 Street<br>Baltimore, MD 21231<br>Telephone Number:<br>Fax Number:<br>Location Address: 3333 NE 988 Street<br>Baltimore, MD 21231<br>Type of Institution: Public<br>This School is Engaged in: PRIVATE MIDDLE SCHOOL<br>PUBLIC HIGH SCHOOL (grades 9-12)<br>FLIGHT TRAINING<br>HIGHER EDUCATION (issuing one or more of the following degrees: associates, bachelors, masters, Ph.D.)<br>School's Sessions are Primarily Based on: Semesters<br>School Established on: 01/01/1920<br>School Operates Under the Following Authorization: Department of Education<br>School is Approved Under the Following Association or Agency: NEA<br>Areas of Study: VOCATIONAL OR TECHNICAL TRAINING<br>EDUCATION<br>Degrees Available: AA DEGREE<br>BACHELOR OF SCIENCE<br>BACHELOR OF FINE ARTS<br>Higher Education Conferring Degrees: Higher education, it confers recognized bachelor's, master's, professional, or divinity degrees.<br>Credit Transfer: Higher education, its credits are recognized by and transferable to institutions of study which confer degrees.<br>Other Education: Vocational or technical education, it does qualify its graduates for employment in the occupations for which preparation is offered.<br>Sessions are Held: Day, Night<br>Requirements for Admission: HS Diploma or GED<br>Courses of Study and Time Necessary to Complete: High school students interested in attending a public university after graduation must have completed the required freshman admission course requirements while in high school.<br>Requirements for Graduation: Beginning in 2005-06, every public high school student must pass an exit exam in order to receive a high school diploma.<br>Causes for Expulsion: Honor Code Violations<br>Average Annual Numbers: Classes - 1,020<br>Students - 1,200<br>Teachers and Instructors - 340<br>Non-Teaching Employees - 200<br>Average Annual Cost of Room, Board, and Tuition Per Student: \$5,500.00 |
|---|--|

| Campus Information                                       |       |                 |          |                  |                    |      |
|--|-------|-----------------|----------|------------------|--------------------|------|
| Main Test Campus   |       |                 |          |                  |                    |      |
| School Code: N/A   |       |                 |          |                  |                    |      |
| Mailing Address: 3333 NE 988 Street Baltimore, MD 21231  |       |                 |          |                  |                    |      |
| Location Address: 3333 NE 988 Street Baltimore, MD 21231 |       |                 |          |                  |                    |      |
| Officials: Official Name                                 | Title | The Official is | A-Number | Telephone Number | Email Address      | Role |
| Preston Rafael   | dean  | U.S. Citizen    |          | 202-555-1212     | randi.eyre@eds.com | PSDO |

### 6.4.2 Escalate Application to Manager

Once the school's application (Form I-17) has been marked as Filed, you may escalate the application to the DHS Manager. Perform the following steps to escalate an application to the DHS Manager:

1. From the *School Information* screen, click the **Escalate to Manager** link in the **Actions** menu. The *Escalate to Manager* screen displays.
2. Enter any applicable remarks in the **Comments** field. These comments are viewable by DHS Managers, Adjudicators, and Support Users.
3. Click one of the following buttons:
  - **Escalate to Manager:** Click this button to escalate the application to a DHS Manager. An *Update Successful* screen displays. Click the **Return to I-17** button. The *School Information* screen displays. Note that the application status is now Escalated to Manager.
  - **Cancel:** Click this button to take no action and return to the *School Information* screen.

### 6.4.3 Mark Application Filed

Initial and recertification applications (Forms I-17) must be set to Filed before the adjudication process may be completed. Updated applications only need to be set to Filed if a campus was added or there was a change in the private school owner's name or Public/Private school type indicator. If any of these fields were not updated, the system automatically sets the application to Filed.

Marking the application Filed indicates that the school has submitted its application and payment has either been received or is not required. The application must be marked as Filed before the adjudication process can continue. To mark a school's application as Filed, from the *School Information* screen, click the **Mark Application Filed** button. The following occurs:

- The *School Information* screen displays.
- The application status changes to Filed.
- An email notification is automatically sent to the temporary user (if applicable) and all PDSOs and DSOs informing them that the school's application has been Filed. The school official cannot respond to this system-generated email.

Once the school's application is marked as Filed, you may view/print the application, view/update the tracking log, add/update/delete/view payment tracking log entries, escalate the application to a DHS Manager, request further evidence, mark that the school has a pending site visit, update site visit information, mark the application Pending Review, or mark that the application is ready for adjudication.

### 6.4.4 Mark Application Pending Review

Once the school's application (Form I-17) has been marked as Filed, you can indicate that the record is pending review. Perform the following steps to mark an application Pending Review:

1. From the *School Information* screen, click the **Mark Pending Review** link. The *Mark Pending Review* screen displays.
2. Enter the appropriate remarks in the **Comments** field. These comments are viewable only by the DHS Manager, Adjudicator, or Support User.
3. Click one of the following buttons:
  - **Mark Pending Review:** Click this button to complete the action. A confirmation screen displays indicating that the action was successful.
  - **Cancel:** Click this button to take no action and return to the *School Information* screen.

Once the school's application is marked Pending Review, you may view/print the application, view/update the tracking log, add/update/delete/view payment tracking log entries, request further evidence, update the site visit information, mark the application Ready for Adjudication, or escalate the application to the DHS Manager.

### 6.4.5 Mark Application Pending Site Visit

Before adjudicating an application (Form I-17), DHS may perform a site visit to ensure that the school's petition is authentic. When a school's application has been marked as Filed, you may

indicate that the application is pending a site visit. Marking an application as Pending Site Visit indicates that DHS is awaiting the site visit package needed before the adjudication process can proceed.

Perform the following steps to mark that an application is pending a site visit:

1. From the *School Information* screen, click the **Mark Pending Site Visit** link. The *Mark Pending Site Visit* screen displays.
2. Enter the appropriate remarks in the **Comments** field. These comments are viewable only by DHS Managers, Adjudicators, or Support Users.
3. Click one of the following buttons:
  - **Mark Pending Site Visit:** Click this button to complete the action. A confirmation screen displays indicating that the action was successful.
  - **Cancel:** Click this button to take no action and return to the *School Information* screen.

Once the school's application is marked for a pending site visit, you may view/print the application, view/update the tracking log, add/update/delete/view payment tracking log entries, escalate the application to a DHS Manager, request further evidence, update site visit information, mark Pending Review, or mark that the application is ready for adjudication.

#### **6.4.6 Mark Application Ready for Adjudication**

Once the school's application (Form I-17) has been marked as Filed, you may indicate that the application is ready for adjudication. Perform the following steps to mark an application Ready for Adjudication:

1. From the *School Information* screen, click the **Mark Ready for Adjudication** link. The *Mark Ready for Adjudication* screen displays.
2. Enter the appropriate remarks in the **Comments** field. These comments are viewable only by DHS Managers, Adjudicators, or Support Users.
3. Click one of the following buttons:
  - **Mark Ready for Adjudication:** Click this button to complete the action. A confirmation screen displays indicating that the action was successful.
  - **Cancel:** Click this button to take no action and return to the *School Information* screen.

Once the school's Form I-17 is marked Ready for Adjudication, you may view/print the application, view/update the tracking log, or add/update/delete/view payment tracking log entries.

### 6.4.7 Record Non-Payment

You may record that a school has not paid the fees associated with its application (Form I-17). The application may not be considered Filed until payment is received. Perform the following steps to record non-payment:

1. From the *School Information* screen, click the **Record Nonpayment** link. The *Record Nonpayment* screen displays. **Note:** The **Record Nonpayment** link is only available when the application status is Payment Requested.
2. Enter any applicable remarks in the **Comments** field.
3. Click one of the following buttons:
  - **Record Nonpayment:** Click this button to complete the action. A confirmation screen displays indicating that the action was successful.
  - **Cancel:** Click this button to take no action and return to the *School Information* screen.

Once the school's application is set to No Payment Received, you may view/print the application, view/update the tracking log, add/update/delete/view payment tracking log entries, or mark an application as Filed. Additionally, you may cancel a recertification application.

### 6.4.8 Request for Evidence

You may find it necessary to request further evidence from the school before the DHS Manager or Adjudicator adjudicates the certification application.

#### 4.8.8.1 Request for Evidence on an Initial Application (Form I-17)

To request additional information from the school regarding an initial application, perform the following steps:

1. On the *School Information* screen, click the **Request for Evidence** link. The *Request for Evidence* screen displays. This screen includes the name of the school that is requesting approval.
2. In the **Evidence Requested** text box, enter an explanation of the additional information that the school must provide. This text will display in the email notification sent to the school.

**IMPORTANT REMINDER:** You must also inform the school officials whether they need to send additional information via mail or contact you. If they must send information or contact you, be sure to include your address and/or telephone number in the text box. The system places your name in the signatory area of the email sent to the school. This is to provide the school officials with a point of contact because they will not be able to respond to the email notification.

3. Select either **Yes** or **No** in the **Select Yes to Return the Application to the PDSO for Editing** field if you wish to return the application to the PDSO for modification.
  - If you select Yes, the application's status will be RFE - Edit I-17.
  - If you select No, the application's status will be RFE.
4. Click one of the following buttons:

- **Request for Evidence**—Click this button to confirm your request for additional information. The *School Listing* screen displays. An email notification of this request is automatically sent to the temporary user, PDSOs, and DSOs.
- **Cancel**—Click this button to take no action and return to the *School Information* screen.

#### **4.8.8.2 Request for Evidence on an Updated Application (Form I-17)**

On the school's *Update* screen, the fields for which an update is being requested are highlighted yellow. After reviewing the school's data, you may request additional information before you approve/deny the updates/changes to the school's application. Perform the following steps:

1. On the school's *Update* screen, click the **Request for Evidence** link. The *Request for Evidence* screen displays. This screen includes the name of the school that is requesting approval.
2. In the **Evidence Requested** text box, enter an explanation of the additional information that the school must provide. This text will display in the email notification sent to the school. **IMPORTANT REMINDER:** You must also inform the school officials whether they need to send additional information via mail or contact you. If they must send information or contact you, be sure to include your address and/or telephone number in the text box. The system places your name in the signatory area of the email sent to the school. This is to provide the school officials with a point of contact because they will not be able to respond to the email notification.
3. Click one of the following buttons:
  - **Request for Evidence:** Click this button to confirm the request for additional information. The following occurs:
    - A confirmation screen displays indicating that the action was successful.
    - An email notification of this request is automatically sent to the PDSOs and DSOs.
    - The application status will be RFE.
    - The school's status will not change, and the requested update alert will remain on the *List of I-17 Applications* screen until the DHS user takes an action on the record (that is, approve or deny).
  - **Cancel:** Click this button to take no action and return to the school's *Update* screen.

#### **4.8.8.3 Request for Evidence on a Recertification Application (Form I-17)**

To request additional information from the school regarding a recertification application, perform the following steps:

1. On the School Information screen, click the **Request for Evidence** link. The *Request for Evidence* screen displays. This screen includes the name of the school that is requesting approval.
2. In the **Evidence Requested** text box, enter an explanation of the additional information that the school must provide. This text will display in the email notification sent to the school.

**IMPORTANT REMINDER:** You must also inform the school officials whether they need to send additional information via mail or contact you. If they must send information or contact you, be sure to include your address and/or telephone number in the text box. The system places your name in the signatory area of the email sent to the school. This is to provide the school officials with a point of contact because they will not be able to respond to the email notification.

3. Select either **Yes** or **No** in the **Select Yes to Return the Application to the PDSO for Editing** field if you wish to return the application to the school for modification.
  - If you select Yes, the application's status will be RFE - Edit I-17.
  - If you select No, the application's status will be RFE.
4. Click one of the following buttons:
  - **Request for Evidence:** Click this button to confirm your request for additional information. The *School Information* screen displays. An email notification of this request is automatically sent to all PDSOs and DSOs.
  - **Cancel:** Click this button to take no action and return to the *School Information* screen.

#### 6.4.9 Request Payment

You may request payment on an application (Form I-17). The SEVP does not consider an application Filed until payment is received. Perform the following steps to request payment:

1. From the School Information screen, click the **Request Payment** link. The *Request Payment* screen displays.
2. Enter the amount the school owes and any other necessary information in the text box provided. This text displays in the email notification that is sent to the school.
3. Click one of the following buttons:
  - **Request Payment:** Click this button to complete the action. A confirmation screen displays indicating that the action was successful. An email notification, including instructions for making payment, is automatically sent to the temporary user (if applicable) and all PDSOs and DSOs. The school official cannot respond to this email notification.
  - **Cancel:** Click this button to take no action and return to the *School Information* screen.

Once the school's application is set to Payment Requested, you may view/update the tracking log, add/update/delete/view payment tracking log entries, view/print the application, request payment, mark an application as Filed, or record non-payment (for initial and recertification applications only). Additionally, you may cancel a recertification application.

#### **6.4.10 Tracking Log**

You may use the tracking log to record and view pertinent comments made by DHS Managers, Adjudicators, or Support Users. Enter any comments you believe are needed to facilitate the processing of a school's application (Form I-17). You may view or update the tracking log at any time throughout the application's adjudication process.

##### **4.8.10.1 Update Tracking Log**

Perform the following steps to update a school's tracking log:

1. From the *School Information* screen, click the **Update Tracking Log** link. The *Update Tracking Log* screen displays.
2. Enter any comments that will aid in the processing of the application in the **Comments** field. These comments are viewable by DHS Managers, Adjudicators, and Support Users.
3. Click one of the following buttons:
  - **Update Tracking Log:** Click this button to complete the action. A confirmation screen displays indicating that the action was successful.
  - **Cancel:** Click this button to take no action and return to the *School Information* screen.

##### **4.8.10.2 View Tracking Log**

Perform the following steps to view the tracking log:

1. From the *School Information* screen, click the **View Tracking Log** link. The *Tracking Log* screen displays. The tracking log provides a chronological listing of the following:
  - Date the comment was entered
  - Name of the user who entered the comment
  - Status of the school's application at the time of the comment
  - Action that was performed on the school's application at the time the comment was entered
  - Comments entered by the DHS Manager, Adjudicator, or Support User
2. Click the **Return to I-17** button to return to the *School Information* screen.

#### 6.4.11 Update Site Visit Information

Once the school's application (Form I-17) has been marked as Filed, you may update the site visit information. Perform the following steps to update the site visit information for a school:

1. From the *School Information* screen, click the **Update Site Visit Information** link. The *Update Site Visit Information* screen displays.
2. Enter the date on which the site visit was assigned in the **Date Site Visit Assigned** field.
3. Enter the date on which the site visit is due to occur in the **Date Site Visit Due** field.
4. Enter the date on which the site visit actually occurred in the **Date Site Visit Received** field.
5. Select either **Yes** or **No** from the **Application Requires Site Visit** field.
6. Enter any applicable remarks in the **Comments** field. These comments are viewable only by the DHS Manager, Adjudicator, or Support User.
7. Click one of the following buttons:
  - **Update Site Visit Information:** Click this button to complete the action. A confirmation screen displays indicating that the action was successful.
  - **Cancel:** Click this button to take no action and return to the *School Information* screen.

#### 6.4.12 Payment Tracking Log

You may use the payment tracking log to record, view, delete, and update school payment information.

##### 4.8.12.1 Add Payment Tracking Log Entries

Perform the following steps to add payment information pertaining to the school's current application:

1. Using the *I-17 Application Search* screen, search for an application type of Initial, Recertification, or Update. The *List of I-17 Applications* screen displays.
2. Click the **School Name** link for the school whose payment information you wish to enter.
3. From the *School Information* screen, click the **Add/Update Payment Tracking Log** link. The Add/Update Payment Tracking Log screen displays.
4. Click the **Add Payment Tracking Log Entry** link. The *Add Payment Tracking Log Entry* screen displays.
5. Select the type of payment from the drop-down list. The options are **Initial**, **Recertification**, **Refund**, and **Update**.
6. Enter the amount of the payment in the **Payment Amount** field.
7. Enter the date payment was made, either today's date or a date in the past, in MM/DD/YYYY format.
8. Enter the **Pay.gov Tracking ID**. This entry can be up to twenty-one alpha/numeric characters in length.
9. Enter optional comments in the **Comments** field.

10. Click one of the following buttons:

- **Add Payment** to save the payment information to SEVIS. The payment information is saved and the *Add/Update Payment Tracking Log* screen displays.
- **Reset Values** to return unsaved data to the previous values.
- **Cancel** to return to the *Add/Update Payment Tracking Log* screen.

#### **4.8.12.1 Delete Payment Tracking Log Entries**

Perform the following steps to delete payment information pertaining to the school's current application:

1. Using the *I-17 Application Search* screen, search for an application type of Initial, Recertification, or Update. The *List of I-17 Applications* screen displays.
2. Click the **School Name** link for the school whose payment information you wish to delete.
3. From the *School Information* screen, click the **Add/Update Payment Tracking Log** link. The *Add/Update Payment Tracking Log* screen displays.
4. Click the **Delete** link for the entry that is being deleted. The *Delete Payment Tracking Log Entry* screen displays.
5. Click one of the following buttons:
  - **Delete** to confirm deletion of the payment information. The entry is deleted and the *Add/Update Payment Tracking Log* screen displays.
  - **Cancel** to return to the *Add/Update Payment Tracking Log* screen.

#### **4.8.12.3 View Payment Tracking Log**

Perform the following steps to view the tracking log for all payments associated with a school (for all of the school's applications):

1. Using the *I-17 Application Search* screen, search for an application type of Initial, Recertification, or Update. The *List of I-17 Applications* screen displays.
2. Click the **School Name** link for the school whose payment information you wish to view.
3. From the *School Information* screen, click the **View Payment Tracking Log** link.
4. The *Payment Tracking Log* screen displays. The payment tracking log provides a chronological listing of the following:
  - Date the payment information was entered
  - Type of payment
  - Payment amount
  - Pay.gov tracking ID
  - Name of the DHS Manager, Adjudicator, or Support user who performed the action
  - Comments entered by the DHS Manager, Adjudicator, or Support user
5. Click the **Return to I-17** button to return to the *School Information* screen.

#### 4.8.12.4 Update Payment Tracking Log Entries

Perform the following steps to update payment information pertaining to the school's current application:

1. Using the *I-17 Application Search* screen, search for an application type of Initial, Recertification, or Update. The *List of I-17 Applications* screen displays.
2. Click the **School Name** link for the school whose payment information you wish to update.
3. From the *School Information* screen, click the **Add/Update Payment Tracking Log** link. The *Add/Update Payment Tracking Log* screen displays.
4. Click the **Update** link for the entry that is being updated. The *Update Payment Tracking Log Entry* screen displays.
5. Update the information as necessary.
6. Click one of the following buttons:
  - **Update Payment** to save the updated information to SEVIS. The payment information is saved and the *Add/Update Payment Tracking Log* screen displays.
  - **Reset Values** to return unsaved data to the previous values.
  - **Cancel** to return to the *Add/Update Payment Tracking Log* screen.

#### 6.4.13 View School Event History

Event history is a list of the changes to a school's SEVIS record. From the *School Information* screen click the **View Event History** link. The *Event History* screen displays.

The *Event History* screen includes:

- **Event Name:** A brief description of the change to the SEVIS record.
- **Event Date:** The date the change occurred.
- **Performed By:** This data can be any of the following:
  - Name of the school official or DHS official who made the change to 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 or because of a manual data change (data fix).
- **Event Comment:** Information provided by the official that made the change to the record.

Click the **Return** button to go back to the *School Information* screen.

## 6.5 Print the Form I-17

SEVIS enables you to print Forms, such as the Form I-17, to a designated printer through Adobe Reader. **Note:** If you do not have the latest version of Adobe Reader installed on your computer, refer to the instructions in Appendix C, Download the Latest Version of Adobe Reader.

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

1. Click the **Print I-17 Form** button. Another browser window opens, and the Form I-17 displays using the Adobe Reader from which a copy of the Form I-17 may be sent to a designated printer.

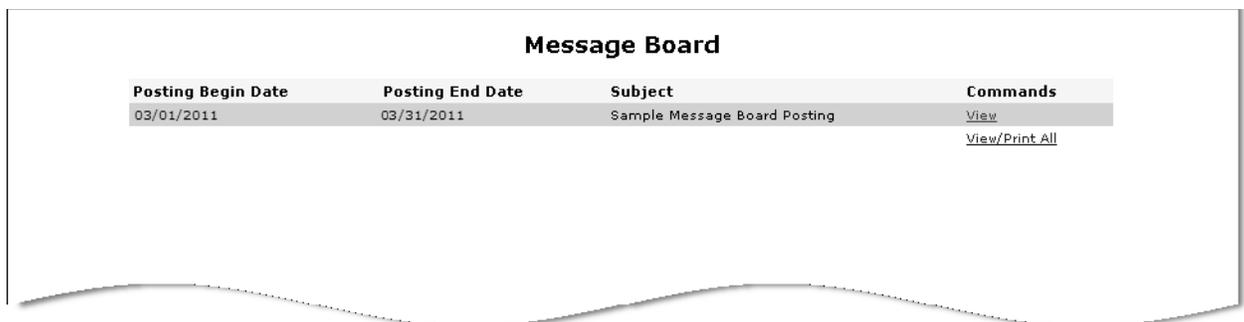
**Note:** During the launch of Adobe Reader, a *File Download* window may display. To eliminate this window from displaying in the future, click the **always ask before opening this type of file** check box to remove the check mark. Select the **Open** button to view the Form I-17.

2. When the Form I-17 displays in the *Adobe Reader* window, use the scroll bar on the right side of the window to view additional pages of the application.
3. Click the **Print** button on the Adobe Reader toolbar. The *Print* window displays.
4. Ensure that the name of the printer used to print the Form 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-17 will be printed on the designated printer.
6. Click the **Close** button on the *Adobe Reader* window to close the window and return to SEVIS.

## 6.6 Message Board

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

### Exhibit 45: Message Board Screen



| Message Board      |                  |                              |  |
|--------------------|------------------|------------------------------|--|
| Posting Begin Date | Posting End Date | Subject                      | Commands   |
| 03/01/2011         | 03/31/2011       | Sample Message Board Posting | <a href="#">View</a><br><a href="#">View/Print All</a> |

### 6.6.1 View Message Board Postings

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

1. From the *Message Board* screen, 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* screen displays.

### Exhibit 46: System Message Screen

| System Message             |   |
|----------------------------|---|
| <b>Posting Begin Date:</b> | 03/01/2011  |
| <b>Posting End Date:</b>   | 03/31/2011  |
| <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 03/31/2011. |
| <b>Attachment:</b>         | <a href="#">System_Outage_03/31/2011.doc</a>  |

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

#### 6.6.2 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* screen displays.

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

## 6.7 School Search

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

1. Click the **Schools** link in the navigation bar. The *School Search* screen displays.

### Exhibit 47: School Search Screen

The screenshot shows the 'School Search' interface. It features a 'Search Criteria' section with the following fields and options:

- School Name:** A text input field with a placeholder '(prepend or postpend "\*" for wildcard)'. A tooltip is visible over this field with the text: 'DISABLED FUNCTIONALITY: (Press the Ctrl key and click to highlight multiple selections.) CREATE NEW STUDENT RECORDS, ACCEPT TRANSFER IN STUDENT RECORDS, TRANSFER OUT STUDENT RECORDS'.
- School Code:** A text input field.
- District:** A dropdown menu.
- Status:** A dropdown menu.
- Withdrawal Type:** A dropdown menu.
- Appeal Status:** A dropdown menu.
- Withdrawal Date:** Two date input fields labeled 'From:' and 'To:', both with '(MM/DD/YYYY)' placeholders.
- Certification Expiration Date:** Two date input fields labeled 'From:' and 'To:', both with '(MM/DD/YYYY)' placeholders.

At the bottom of the form are two buttons: 'Search' and 'Reset Values'.

2. Enter at least one search criterion.
  - **School Name:** Enter a school name.

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

- “\*school” may return a list containing schools such as National Flight School and Scranton Business School.
  - “john\*” may return a list containing Johns Hopkins School of Medicine, Johnson School of Nursing, Johnson Agricultural School.
  - “\*mai\*” may return a list containing Maine University, Portland Maine School of Technology, College of Botmai.
- **School Code:** Enter a specific school code (in AAA214Fnnnnnxxx format) to search for the school associated with that code. The complete school code comprises a three-character district identifier, the four-character sequence “214F,” a five-digit school identifier, and the campus suffix, if applicable.
  - **District:** Select a specific district to search on schools within that district.

- **Status:** Select Approved, Canceled, Denied, or Withdrawn to search on a specific status. Appendix E, School Statuses, defines the school statuses.
  - **Disabled Functionality:** Click to highlight the disabled function. More than one function may be selected by pressing the **Ctrl** key and clicking multiple selections at the same time. Deselect an entry by pressing the **Ctrl** key and clicking the selected entry at the same time.
  - **Withdrawal Type:** Select a withdrawal type, if applicable. The **Status** field must also be set to Withdrawn for this selection. The withdrawal types include:
    - Automatic no Appeal Rights
    - Automatic with Appeal Rights
    - Recertification Denied
    - Voluntary
    - Withdrawn on Notice no Appeal Rights
    - Withdrawn on Notice with Appeal Rights
  - **Appeal Status:** Select an Appeal status, if applicable. The **Status** field must also be set to Withdrawn for this selection. The Appeal Status selections include:
    - Appeal Approved
    - Appeal Dismissed
    - Appeal Not Received
    - Appeal Pending
  - **Withdrawal Date:** Enter from and to dates in the fields in MM/DD/YYYY format. When selected, both fields must be completed.
  - **Certification Expiration Date:** Enter from and to dates in MM/DD/YYYY format. The school status must be Approved or remain blank to return any records.
3. Click the **Search** button. The search yields a list containing the schools, if any, that meet your search criteria. For each school, its name, code, location, and status are given.

**Note:** If you search on a certification expiration date range, the *School Search Results* screen will include a **Certification Expiration Date** column and a **Recertification Application Status** column.

Also, if you include schools with the Withdrawal Types of:

- Withdrawn on Notice with Appeal Rights
- Withdrawn on Notice no Appeal Rights

in the search criteria, the *School Search Results* screen will display with a **Print** check box to the far right of the Withdrawn school's name. Selecting the **Print** option enables you to print that school's Notice of Intent to Withdraw letter.

## Exhibit 48: School Search Results Screen

| School Search Results  |                 |                        |          |
|--|-----------------|------------------------|----------|
| # 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 |                 |                        |          |
| <a href="#">New Search</a> <a href="#">Refine Search</a>   |                 |                        |          |
| <b>Search Criteria:</b>  |                 |                        |          |
| Disabled Functionality = CREATE NEW STUDENT RECORDS  |                 |                        |          |
| School Status = APPROVED   |                 |                        |          |
| Name of school   | School code     | Location (City, State) | Status   |
| <a href="#">Cherry Hill Elementary School</a> # % &  | BAL214F40032000 | Baltimore, MD          | APPROVED |
| <a href="#">M-CIP Testing School</a> #   | WAS214F76544000 | Washington, DC         | APPROVED |
| <a href="#">Canton Middle School</a> #   | BAL214F00987000 | Baltimore, MD          | APPROVED |
| <a href="#">HdG Community College</a> # % &  | BAL214F92114000 | Havre de Grace, MD     | APPROVED |
| 4 Recs   |                 |                        |          |

**Note:** Several identifiers, and an explanation of each, have been added to the *School Search Results* screen. An identifier will display to the right of a school name if a DHS Manager has disabled an approved school's ability to accept transfer in student records (%). An identifier will also display if a DHS Manager has disabled a school's official's ability to create new students records (#) or transfer out student records (&).

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

4. Click the name of a school to view that school's data or perform actions to the school. The *School Information* screen displays.

## Exhibit 49: School Information Screen

[Return to List](#)    [Print I-17 Form](#)

**HdG Community College**

|  |  |
|--|--|
| <b>Actions:</b>                        | <b>Certification Expiration Date:</b> 09/09/2011   |
| <a href="#">Withdraw School</a>        | <b>School Status:</b> APPROVED   |
| <b>Views:</b>                          | <b>Current School Code:</b> BAL214F92114000  |
| <a href="#">View Approval Comments</a> | <b>Previous School Code:</b> N/A   |
| <a href="#">View Event History</a>     | <b>Seeking Approval for:</b> Academic and Language students<br>Vocational Students   |
|  | <b>Mailing Address:</b> 16 Main Street<br>Havre de Grace, MD 21078   |
|  | <b>Telephone Number:</b><br><b>Fax Number:</b>   |
|  | <b>Location Address:</b> 16 Main Street<br>Havre de Grace, MD 21078  |
|  | <b>Type of Institution:</b> Public   |
|  | <b>This School is Engaged in:</b> VOCATIONAL OR TECHNICAL EDUCATION (other than high school)<br>HIGHER EDUCATION (issuing one or more of the following degrees: associates, bachelors, masters, Ph.D.) |
|  | <b>School's Sessions are Primarily Based on:</b> Semesters   |
|  | <b>School Established on:</b> 06/01/1958   |
|  | <b>School Operates Under the Following Authorization:</b> None   |
|  | <b>School is Approved Under the Following Association or Agency:</b> None  |
|  | <b>Areas of Study:</b> LIBERAL ARTS<br>LANGUAGE<br>PROFESSIONAL STUDIES<br>SCIENCE<br>EDUCATION<br>BUSINESS  |
|  | <b>Degrees Available:</b> AA DEGREE  |
|  | <b>Higher Education Confering Degrees:</b> Higher education, it confers recognized bachelor's, master's, professional, or divinity degrees.  |
|  | <b>Credit Transfer:</b> Higher education, its credits are recognized by and transferable to institutions of study which confer degrees.  |
|  | <b>English Language Training:</b> English language training, it is not engaged in English language training.   |
|  | <b>Other Education:</b> Vocational or technical education, it does qualify its graduates for employment in the occupations for which preparation is offered.   |
|  | <b>Sessions are Held:</b> Day, Night   |
|  | <b>Requirements for Admission:</b> warm and breathing with a bank account  |
|  | <b>Courses of Study and Time Necessary to Complete:</b> see catalog  |
|  | <b>Requirements for Graduation:</b> 80 credits   |
|  | <b>Causes for Expulsion:</b> nonpayment  |
|  | <b>Average Annual Numbers:</b> Classes - 150<br>Students - 3,000<br>Teachers and Instructors - 250<br>Non-Teaching Employees - 275   |
|  | <b>Average Annual Cost of Room, Board, and Tuition Per Student:</b> \$8,000.00   |

| Campus Information  |               |            |                 |          |                  |                      |      |
|---|---------------|------------|-----------------|----------|------------------|----------------------|------|
| HdG   |               |            |                 |          |                  |                      |      |
| School Code: BAL214F92114000                              |               |            |                 |          |                  |                      |      |
| Mailing Address: 16 Main Street Havre de Grace, MD 21078  |               |            |                 |          |                  |                      |      |
| Location Address: 16 Main Street Havre de Grace, MD 21078 |               |            |                 |          |                  |                      |      |
| Officials:  | Official Name | Title      | The Official is | A-Number | Telephone Number | Email Address        | Role |
|   | Alison Green  | Dean       | U.S. Citizen    |          | 333-333-3333     | alison.green@hgc.com | PD&O |
|   | Jenna Green   | Asst. Dean | U.S. Citizen    |          | 666-666-6666     | alison.green@hgc.com | D&O  |

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

5. Click one of the following buttons:

- Click the **Return to List** button to return to the *School Search Results* screen.
- Click the **Print I-17 Form** button to print the application (Form I-17) for the school. See Section 6.5, Print the Form I-17, for instructions on printing a copy of the application.

### 6.7.1 Approve a Previously Denied or Withdrawn School

DHS Managers and Adjudicators may approve schools that are in Denied or the following withdrawn statuses:

- Automatic with Appeal Rights
- Recertification Denied
- Withdrawn on Notice with Appeal Rights

Perform the following steps to approve a school with a Denied status:

1. Perform a search to locate the school you wish to approve.
2. From the *School Search Results* screen, click the appropriate link in the **School Name** column. The *School Information* screen displays.
3. Click the **Approve School** link. The *Approve Application* screen displays.

4. Verify the **Approval for Students Under** field. This is the type of approval the school is requesting -- F for academic study, M for vocational study, or both. If both types of approval are requested, you may update this section to approve only one (F or M), if necessary.
5. Enter any applicable comments in the **Comments** field.
6. Click one of the following buttons:
  - **Approve:** Click this button to confirm the approval. A confirmation screen displays indicating that the approval was successful. An email notification is automatically sent to the school's PDSOs and DSOs containing information regarding the approval of the application.
  - **Cancel:** Click this button to take no action and return to the *School Information* screen.

Perform the following steps to approve a school with a withdrawn status:

1. Perform a search to locate the school you wish to approve.
2. From the *School Search Results* screen, click the appropriate link in the **School Name** column. The *School Information* screen displays.
3. Click the **Approve School** link. The *Approve Application* screen displays.
4. Review and verify the read-only information in the **Approval for Students Under** field. This is the type of approval the school is requesting: F for academic study, M for vocational study, or could be both.
5. If needed, edit the date in the **Certification Expiration Date** field in MM/DD/YYYY format.
6. Enter any comments, if applicable, in the **Comments** field.
7. Click one of the following buttons:
  - **Approve:** Click this button to confirm the approval. A confirmation screen displays indicating that the approval was successful. An email notification is automatically sent to the school's PDSOs and DSOs containing information regarding the approval of the application.
  - **Cancel:** Click this button to take no action and return to the *School Information* screen.

### 6.7.2 Print Withdrawn on Notice Letters

When a school's status has been set to Withdrawn with a withdrawal type of either Withdrawn on Notice with Appeal Rights or Withdrawn on Notice no Appeal Rights, a DHS Manager or Adjudicator may send the school officials a Withdrawn on Notice letter detailing why the school has been withdrawn. Perform the following steps to print a Withdrawn on Notice letter:

1. Perform a search on schools in Withdrawn status. The *School Search Results* screen displays with a **Print** column to the far right for those schools with the Withdrawal Type of either Withdrawn on Notice with Appeal Rights or Withdrawn on Notice no Appeal rights.
2. Ensure that the schools for which you want to print a Withdrawn on Notice letter are checked.

3. Click the **Print Withdrawn on Notice Letter(s)** button. The letter(s) for the selected school(s) print to your designated printer.

*or*

1. Perform a search on schools in Withdrawn status with the withdrawal type of either Withdrawn on Notice with Appeal Rights or Withdrawn on Notice no Appeal Rights. The School Search Results screen displays.
2. Select the desired school by clicking the appropriate link in the **Name of School** column. The *School Information* screen displays.
3. Click the **Print Withdrawn on Notice Letter** button at the top of the screen. The letter for the selected school prints to your designated printer.

**Note:** If you try to print a Withdrawn on Notice letter(s) and receive an error message, the reasons and resolutions are as follows:

You click the **Print Withdrawn on Notice Letter(s)** button with no checkboxes selected. Close the new browser window, check at least one box in the **Print** column, and click the **Print Withdrawn on Notice Letter(s)** button again.

- The selected school ID is not found in the database. Contact the SEVIS Help Desk at (800) 892-4829 (8 a.m. to 8 p.m. Eastern Time, Monday through Friday) to rectify the problem.
- The school does not have a main campus. Contact the school to obtain the appropriate information and then contact the SEVIS Help Desk at (800) 892-4829 (8 a.m. to 8 p.m. Eastern Time, Monday through Friday) to assign a main campus.
- The school's main campus does not have a designated PDSO. Contact the school to obtain the appropriate information and then contact the Immigration System Support (ISS) user to designate a PDSO for the main campus.

Also, you may uncheck the school with the problem to print other letters and then return to this screen and print the letter for the school once the problem has been resolved.

### **6.7.3 Update Access Termination Date**

When a school's status is Withdrawn, with a withdrawal type of Automatic with Appeal Rights, Recertification Denied, or Withdrawn on Notice with Appeal Rights, and the appeal status is Appeal Pending, Appeal Approved or nonexistent (blank), the DHS Manager or Adjudicator may update a school's access termination date.

Perform the following steps to update a school's access termination date:

1. Perform a search to find the appropriate school. (Section 6.7, School Search, provides details on searching for a school.) The *School Information* screen displays.
2. Click the **Update Access Termination Date** link. The Update Access Termination Date screen displays listing the school's withdrawal date and current access termination date.
3. Enter the new value (in MM/DD/YYYY format) in the **New Access Termination Date** field.

4. Click one of the following buttons:

- **Update Access Termination Date:** Click this button to accept the new access termination date. The *School Information* screen displays.
- **Cancel:** Click this button to take no action and return to the *School Information* screen.

**Note:** Between the withdrawal date and the access termination date, the school can take action on existing students, including transferring the students to SEVIS-approved schools. Once the access termination date is reached, the school officials will no longer be able to take any actions on that school.

If the school's withdrawal type has no appeal rights, or the appeal status is Appeal Denied or Appeal Not Received, the school will no longer be able to create new student records in SEVIS or request reinstatement for any terminated or completed student.

#### **6.7.4 View Approval Comments**

These comments may only be viewed for schools in Approved status. You may view any comments entered when the initial, any subsequent updated, and recertification applications (Forms I-17) were approved.

1. From the *School Information* screen, click the **View Approval Comments** link. The Approval Comments screen displays with a read-only listing of the comments.
2. Click the **Return to I-17** button to return to the school's summary information screen.

#### **6.7.5 View Tracking Log for Denied Schools**

You may view the tracking log for a denied school to see comments entered by DHS Managers, Adjudicators, and Support Users while processing the school's application (Form I-17). Perform the following steps to view the tracking log for a school in Denied status:

1. Perform a search to find the appropriate school. (Section 6.7, School Search, provides details on searching for a school.) The *School Information* screen displays.
2. Click the **View Tracking Log** link in the **Actions** menu. The *Tracking Log* screen displays.
3. Review the information as needed.
4. Click the **Return to I-17** button to return to the *School Information* screen.

#### **6.7.6 View Withdrawal Comments**

You may view the withdrawal comments for an Approved or Withdrawn school entered by DHS Managers, Adjudicators, and Support Users. Perform the following steps to view withdrawal comments for a school in Withdrawn status:

1. Perform a search to find the appropriate school. (Section 6.7, School Search, provides details on searching for a school.) The *School Information* screen displays.
2. Click the **View Withdrawal Comments** link in the **Actions** menu. The *Withdrawal Comments* screen displays.

3. Review the information as needed.
4. Click the **Return to I-17** button to return to the *School Information* screen.

### 6.7.7 Withdraw School

The DHS Manager or Adjudicator may withdraw a school from participation in SEVIS for two reasons:

- The school has ceased operations. No appeal is allowed.
- The school has violated DHS regulations. DHS may permit an appeal.
  - When the school has violated DHS regulations, a “Notice of Intent to Withdraw” letter is mailed to the school, along with an email informing the PDSO that the notice has been or is being sent.
  - The school has 30 days after the date of the notice to respond to DHS. If no response is received, the school should have appeal rights when withdrawn.

Perform the following steps to withdraw a school:

1. On the *School Information* screen, click the **Withdraw School** link. The *Withdraw School* screen displays.

## Exhibit 50: Withdraw School Screen

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

HdG Community College

\* Withdrawal Type: [Dropdown]  
Reason for Withdrawal: (Required if Withdrawal Type is Automatic, Voluntary or Withdrawn on Notice.) [Text Box]  
\* Access Termination Date / Date Notice of Intent Letter Sent: (N/A if Withdrawal Type is Voluntary as upon Submit, Access Termination Date will be set as the Current Date.) (MM/DD/YYYY) [Date Field]

Submit Cancel

2. Select the appropriate **Withdrawal Type**: See Section 4.11.7.1 Withdrawal Types, for additional information about the withdrawal types and user actions.
  - Automatic with Appeal Rights
  - Notice of Intent to Withdraw
  - Voluntary
  - Withdrawn on Notice no Appeal Rights
  - Withdrawn on Notice with Appeal Rights

**Note:** Selecting the **Notice of Intent to Withdraw** option does not withdraw the school. Selecting this option only records the fact that the “intent to withdraw” letter has been sent to the school.

3. Enter a reason in the **Reason for Withdrawal** text box. This text field is required for all withdrawal type selections except Notice of Intent to Withdraw.
4. Enter an **Access Termination Date / Date Notice of Intent Letter Sent** (MM/DD/YYYY format).

- The Access Termination Date is the date school officials will no longer have access to this school in SEVIS.
  - The withdrawal types of Automatic with Appeal Rights, Withdrawn on Notice no Appeal Rights, and Withdrawn on Notice with Appeal Rights, require the Access Termination date to be either the current date or a future date.
  - The withdrawal type of Voluntary has the Access Termination date automatically entered by SEVIS as the current date.
  - The Date Notice of Intent Letter Sent is the date the Notice of Intent to Withdraw letter is mailed to the school. The Notice of Intent to Withdraw withdrawal type requires the date to be either a past date or the current date.
- 5. Click the **Submit** button to complete the withdrawal process. A system message displays stating the school has been withdrawn successfully. Click the **Return to I-17** button to return to the School Information screen.

*or*

- 6. Click the Cancel button to cancel the withdrawal process and return to the School Information screen.

**Note:** The **School Status** field on the *School Information* screen displays the withdrawal type associated with the withdrawn status. The withdrawal type of Recertification Denied is not selected by a user, but automatically used by SEVIS when a school's recertification application is denied.

#### **4.11.7.1 Withdrawal Types**

The DHS Manager and Adjudicator can select the withdrawal type from the drop-down list available on the *Withdraw School* screen. The withdrawal types are described below with their required fields and any additional user actions available.

- The Automatic with Appeal Rights withdrawal type requires a user to:
  - Enter text information into the **Reason for Withdrawal** field.
  - Enter an Access Termination Date in the **Access Termination Date/Date Notice of Intent Letter Sent** field.
- Additional user actions include:
  - Appeal the withdrawal and update the appeal status.
  - Change the school status from Withdrawn to Approved, even after the Access Termination Date has passed.
  - Change the Access Termination Date to the current or future date.
- The Notice of Intent to Withdraw withdrawal type requires a user to:
  - Enter a past or the current date in the Access Termination Date/Date Notice of Intent Letter Sent field.

No additional user actions are needed. The school remains in Approved status until the Access Termination Date is reached.

- The Voluntary withdrawal type requires a user to:
  - Enter text information into the Reason for Withdrawal field. SEVIS will record the current date in the Access Termination Date/Date Notice of Intent Letter Sent field. Also, an email notification will be automatically sent to all PDSOs and DSOs.
- The Withdrawn on Notice no Appeal Rights withdrawal type requires a user to:
  - Enter text information into the Reason for Withdrawal field.
  - Enter a date in the Access Termination Date/Date Notice of Intent Letter Sent field.  
No additional user actions are allowed.
- The Withdrawn on Notice with Appeal Rights withdrawal type requires a user to:
  - Enter text information into the Reason for Withdrawal field.
  - Enter a date in the Access Termination Date/Date Notice of Intent Letter Sent field.

Additional user actions include:

- Appeal the withdrawal and update the appeal status.
- Change the school status from Withdrawn to Approved, even after the Access Termination Date has passed.
- Change the Access Termination Date to the current or future date.

### **6.7.8 Update Appeal Status**

DHS Managers or Adjudicators may update the appeal status for schools with the following Withdrawal Types:

- Automatic with Appeal Rights
- Recertification Denied
- Withdrawn on Notice with Appeal Rights

Perform the following steps to update the appeal status for a school:

1. Search for an approved school using the *School Search* screen. The *School Search Results* screen displays.
2. From the *School Search Results* screen, click the appropriate link in the **School Name** column. The *School Information* screen displays.
3. Click the Update Appeal Status link. The Update Appeal Status screen displays.

## Exhibit 51: Update Appeal Status Screen

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

Montgomery University

\* Appeal Status:

\* Appeal Comment:

4. Select an appropriate appeal status from the drop-down list in the required Appeal Status field. The selections include:
    - Appeal Approved
    - Appeal Dismissed
    - Appeal Not Received
    - Appeal Pending
  5. Enter text into the required Appeal Comment field.
  6. Click the Submit button to complete the Update Appeal Status process. The system displays the Update Successful screen; click the Return to I-17 button to return to the School Information screen.
- or*
7. Click the Cancel button to exit without making any changes and return to the School Information screen.

### 6.7.9 Withdrawal Types and Appeal Statuses

The different withdrawal types and appeal statuses affect a school's SEVIS system rights differently:

- The withdrawal types of Automatic Withdrawal with no Appeal Rights and Voluntary terminate the school's SEVIS access immediately.
- The withdrawal types:
  - Automatic Withdrawal with Appeal Rights
  - Recertification Denied
  - Withdrawn on Notice with Appeal Rights paired with the appeal status of:
    - no appeal initiated (blank Appeal Status field)
    - Appeal Approved
    - Appeal Pendingallows a school the rights of an approved school, with restrictions. The restrictions include:
    - The school cannot edit the Form I-17, including submitting recertification.
    - The school cannot register for Batch processing.

- The withdrawal types of:
  - Automatic Withdrawal with Appeal Rights
  - Recertification Denied or
  - Withdrawn on Notice with Appeal Rights  
paired with the appeal status of
  - Appeal Dismissed
  - Appeal not Received  
allows a school the rights of an approved school, with restrictions. The restrictions include:
    - Cannot create new students.
    - Cannot register Initial status students.
    - Cannot request a student reinstatement.
    - Cannot edit the Form I-17, including submitting recertification.
    - Cannot register for batch processing.
- The Notice of Intent to Withdraw withdrawal type does not change the school status from approved. The school continues to operate with all rights.
- The withdrawal type of Withdrawn on Notice no Appeal Rights, and the appeal status' Appeal Dismissed or Appeal Not Received allows a school limited functions until the Access Termination Date is reached and removes all access to SEVIS. The restrictions include:
  - Cannot create new students.
  - Cannot register Initial status students.
  - Cannot request a student reinstatement.
  - Cannot edit the Form I-17, including submitting recertification.
  - Cannot register for batch processing.

#### **6.7.10 Disable and Enable Ability to Create New Student Records**

The [DHS Manager](#) can disable and enable an approved school's official's ability to create new student records for all school campuses. The event is recorded in the school history, and an email notification sent to all users listed on the school's Form I-17.

##### **4.11.10.1 Disable Ability to Create New Student Records**

SEVIS displays the indicator (#) for the school to select DHS users when the action is disabled.

Perform the following steps to disable a school's ability to create new student records:

1. Search for an approved school using the *School Search* screen. The *School Search Results* screen displays.
2. From the **Name of School** column, select the school name link to display the *School Detail* screen. A message about any disabled school action displays near the top of the screen, if applicable.

3. On the *School Information* screen, click the **Disable Ability to Create New Student Records** link. The *Disable Ability to Create New Student Records* screen displays.

## Exhibit 52: Disable Ability to Create New Student Records Screen

Disable Ability to Create New Student Records

HdG Community College

\*Reason for disabling the ability of the school's officials to generate new student records:

Note: Upon submit, the functionality will immediately be disabled and the school's officials will receive an email advising of the action.

Submit Return

4. Enter a reason in the required Reason for Disabling the ability of the school's officials to generate new student records text box. The disabling action and associated remarks are recorded and displayed on the school's Event History screen, and an email notification is sent to all users listed on the school's Form I-17.
5. Click one of the following buttons:
  - **Submit:** Click this button to complete the disable action.
  - **Return:** Click this button to take no action and return to the *School Information* screen.

The disabled school's officials no longer have access to the new student link on the *Listing of Schools* page, nor access to Draft status records with either an 'initial attendance' or 'initial attendance – change of status requested' issue reason. Only a Draft Student Record with the I-20 Issue Reasons: TRANSFER can be accessed via the Student Listing screen when the school does not have the ability to Create New Student Record.

### 4.11.10.2 Enable Ability to Create New Student Records

This link is available only when a school is currently disabled from creating new student records. Perform the following steps to enable the school's ability to create new student records:

1. Search for an approved school using the *School Search* screen. The *School Search Results* screen displays.
2. From the **Name of School** column, select the school name link to display the *School Detail* screen. A message about any disabled school action displays near the top of the screen, if applicable.
3. On the *School Information* screen, click the **Enable Ability to Create New Student Records** link. The *Enable Ability to Create New Student Records* screen displays.

## Exhibit 53: Enable Ability to Create New Student Records Screen

Enable Ability to Create New Student Records

HdG Community College

\* Reason for enabling the ability of the school's officials to generate new student records:

Note: Upon submit, the functionality will immediately be enabled and the school's officials will receive an email advising of the action.

Submit Return

4. Enter a reason in the required **Reason for enabling the ability of the school's officials to generate new student records** text box. The enabling action and associated remarks are recorded and displayed on the school's *Event History* screen, and an email notification is sent to all users listed on the school's Form I-17.
5. Click one of the following buttons:
  - **Submit:** Click this button to complete the disable action.
  - **Return:** Click this button to take no action and return to the *School Information* screen.

SEVIS removes the indicator (#) when the action is enabled for the school.

### 6.7.11 Disable and Enable Ability to Accept Transfer in Student Records

The [DHS Manager](#) can disable and enable an approved school's ability to accept transfer in student records for all school campuses. The event is recorded in the school history, and an email notification sent to all users' listed on the school's Form I-17.

#### 4.11.11.1 Disable Ability to Accept Transfer in Student Records

SEVIS displays the indicator (%) for the school to select DHS users when the action is disabled.

The disabled school is not available for selection as a 'transfer to' school when performing a transfer out event, and includes both regular transfers and transfer corrections. This action also applies to transfers initiated by either a school official or DHS User.

Pending transfers (i.e., those with a future transfer release date) to the disabled school are auto-canceled. SEVIS automatically sends an email notice to each transfer out school advising that a student transfer has been canceled (**Note:** the email is per student).

Perform the following steps to disable a school's ability to accept transfer in student records:

1. Search for an approved school using the School Search screen. The *School Search Results* screen displays.
2. From the **Name of School** column, select the school name link to display the *School Detail* screen. A message about any disabled school action displays near the top of the screen, if applicable.
3. On the *School Information* screen, click the **Disable Ability to Accept Transfer in Student Records** link. The *Disable Ability to Accept Transfer in Student Records* screen displays.

## Exhibit 54: Disable Ability to Accept Transfer-in Student Records Screen

Disable Ability to Accept Transfer-in Student Records

HdG Community College

\*Reason for disabling the school's ability to transfer-in records:

Note: Upon submit, the functionality will immediately be disabled and the school's officials will receive an email advising of the action.

Submit Return

4. Enter a reason in the required Reason for disabling the school's ability to transfer-in records text box. The disabling action and associated remarks are recorded and displayed on the school's Event History screen, and an email notification is sent to all users listed on the school's Form I-17.
5. Click one of the following buttons:
  - **Submit:** Click this button to complete the disable action.
  - **Return:** Click this button to take no action and return to the *School Information* screen.

### 4.11.11.2 Enable Ability to Accept Transfer in Student Records

This link is available only when a school is currently disabled from accepting transfer in student records.

Perform the following steps to enable a school's ability to accept transfer in student records:

1. Search for an approved school using the *School Search* screen. The *School Search Results* screen displays.
2. From the **Name of School** column, select the school name link to display the *School Detail* screen. A message about any disabled school action displays near the top of the screen, if applicable.
3. On the *School Information* screen, click the **Enable Ability to Accept Transfer in Student Records** link. The *Enable Ability to Accept Transfer in Student Records* screen displays.

## Exhibit 55: Enable Ability to Create New Student Records

Enable Ability to Create New Student Records

HdG Community College

\*Reason for enabling the ability of the school's officials to generate new student records:

Note: Upon submit, the functionality will immediately be enabled and the school's officials will receive an email advising of the action.

Submit Return

4. Enter a reason in the required **Reason for enabling the school's ability to transfer-in records** text box. The enabling action and associated remarks are recorded and

displayed on the school's *Event History* screen, and an email notification is sent to all users listed on the school's Form I-17.

5. Click one of the following buttons:

- **Submit:** Click this button to complete the enable action.
- **Return:** Click this button to take no action and return to the *School Information* screen.

SEVIS removes the indicator (%) when the action is enabled for the school.

#### **6.7.12 Disable and Enable Ability to Transfer out Student Records**

The [DHS Manager](#) can disable and enable the ability to transfer out student records for all schools and their campuses that have either status:

- Approved
- Withdrawn with a future access termination date.

The event is recorded in the school history, and an email notification sent to all users listed on the school's Form I-17.

#### **4.11.12.1 Disable Ability to Transfer out Student Records**

SEVIS displays the indicator (&) for the school to select DHS users when the action is disabled.

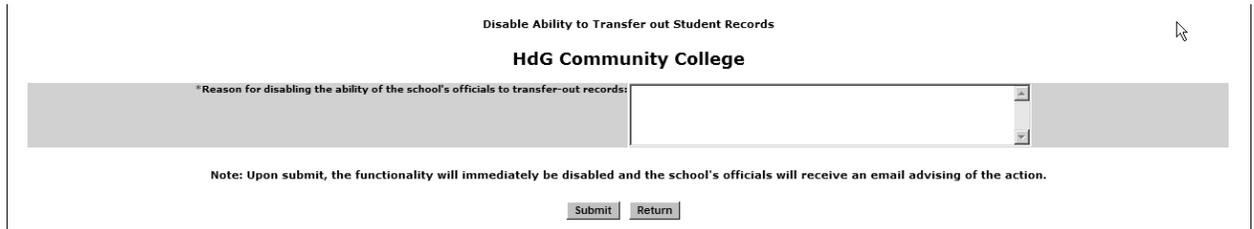
The disabled school does not have transfer out ability available for student records; this includes both regular transfers and transfer corrections. This action applies to the transfer out ability for either a school official or DHS user.

Pending transfers (i.e., those with a future transfer release date) from the disabled school will be auto-canceled.

Perform the following steps to disable a school's ability to transfer out student records:

1. Search for an approved or a withdrawn school with a future access termination date using the *School Search* screen. The *School Search Results* screen displays.
2. From the **Name of School** column, select the school name link to display the School Detail screen. A message about any disabled school action displays near the top of the screen, if applicable.
3. On the School Information screen, click the Disable Ability to Transfer out Student Records link. The Disable Ability to Transfer out Student Records screen displays.

## Exhibit 56: Disable Ability to Transfer Out Student Records



Disable Ability to Transfer out Student Records

HdG Community College

Reason for disabling the ability of the school's officials to transfer-out records:

Note: Upon submit, the functionality will immediately be disabled and the school's officials will receive an email advising of the action.

Submit Return

4. Enter a reason in the required **Reason for disabling the ability of the school's officials to transfer-out records** text box. The disabling action and associated remarks are recorded and displayed on the school's *Event History* screen, and an email notification is sent to all users listed on the school's Form I-17.
5. Click one of the following buttons:
  - **Submit:** Click this button to complete the disable action.
  - **Return:** Click this button to take no action and return to the *School Information* screen.

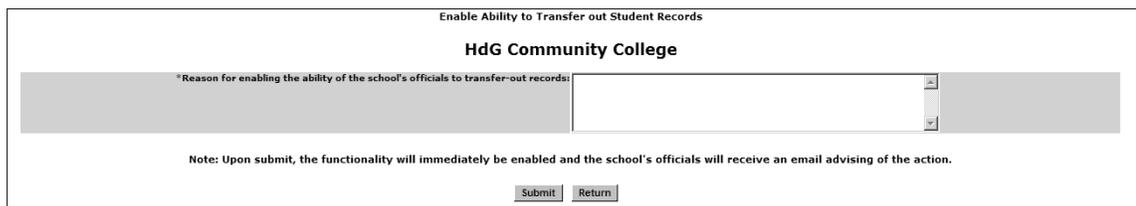
### 4.11.12.2 Enable Ability to Accept Transfer out Student Records

This link is available only when a school is currently disabled from accepting transfer out student records.

Perform the following steps to enable a school's ability to accept transfer out student records:

1. Search for an approved school using the *School Search* screen. The *School Search Results* screen displays.
2. From the **Name of School** column, select the school name link to display the *School Detail* screen. A message about any disabled school action displays near the top of the screen, if applicable.
3. On the School Information screen, click **the Enable Ability to Accept Transfer out Student Records** link. The *Enable Ability to Accept Transfer out Student Records* screen displays.

## Exhibit 57: Enable Ability to Transfer Out Student Records



Enable Ability to Transfer out Student Records

HdG Community College

Reason for enabling the ability of the school's officials to transfer-out records:

Note: Upon submit, the functionality will immediately be enabled and the school's officials will receive an email advising of the action.

Submit Return

4. Enter a reason in the required **Reason for enabling the school's ability to transfer-in records** text box. The enabling action and associated remarks are recorded and displayed on the school's *Event History* screen, and an email notification is sent to all users listed on the school's Form I-17.

5. Click one of the following buttons:

- **Submit:** Click this button to complete the disable action.
- **Return:** Click this button to take no action and return to the *School Information* screen.

SEVIS removes the indicator (&) when the action is enabled for the school.

## 7. NONIMMIGRANT NAMING STANDARDS

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

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

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

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

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

## 8. SEARCH FOR F/M NONIMMIGRANT RECORDS

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

| Type                                  | Functions  |
|---------------------------------------|--|
| <b>Navigation Bar SEVIS ID Search</b> | Uses a specific SEVIS ID to search for a student or exchange visitor in any of the P/DSO and/or RO/ARO’s approved schools and programs.  |
| <b>Quick Search</b>                   | <p>Searches for one student using one of the following criteria:</p> <ul style="list-style-type: none"> <li>• SEVIS Identification (ID)</li> <li>• Fingerprint Identification Number (ID)</li> <li>• Exact Surname/Primary Name</li> </ul> <p><b>Note:</b> The Quick Search Surname/Primary Name can only search for students. The Surname/Primary Name field cannot be used to search for dependents.</p>   |
| <b>Advanced Search</b>                | <p>Searches for either of the following:</p> <ul style="list-style-type: none"> <li>• One individual, using additional search criteria</li> <li>• Groups of individuals who all meet the same search criteria</li> </ul> <p>Advanced Search contains options to search with other data, refine the search options, and display the results as desired. Advanced Search has four sections to enter the required parameters: Include, Search Criteria, Refine By, and Sort Results By.</p> |

## 9. NAVIGATION BAR SEVIS ID SEARCH

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

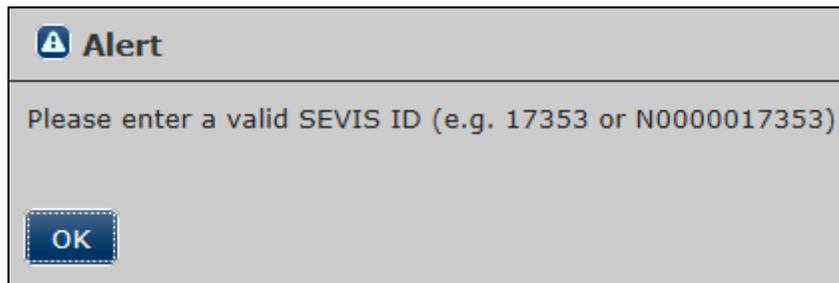


Enter the student's SEVIS ID number. The *SEVIS ID* field features include:

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



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



## 10. SEARCH STUDENTS AND DEPENDENTS PAGE

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

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

### Search Students & Dependents

**Quick Search:**

SEVIS ID:

FIN ID:

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

---

**Advanced Search**

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

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

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

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

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

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

Legacy First Name:  (Optional - 40 Character max)

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

---

Refine By:

School Information:  School Code   School Name   
 Campus:

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

Student's State of Residence:

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

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

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

Status:

Country of Birth:

Country of Citizenship:

Student Termination Reason:

Dependent Termination Reason:

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

Student Request Type:

Student Request Status:

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

---

Sort Results By:   Ascending  Descending [Clear Form](#)

## Exhibit 58: Search Students and Dependents Page

### 10.1 Quick Search

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

| Type | Functions |
|------|-----------|
|------|-----------|

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

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

| Field                  | Description  |
|------------------------|--|
| <p><b>SEVIS ID</b></p> | <p>Enter the student’s SEVIS ID number. The <i>SEVIS ID</i> field features include:</p> <ul style="list-style-type: none"> <li>• The “N” and any leading zeros are optional.</li> <li>• To erase the entire field, place the cursor in the box and click the <b>X</b> on the right side of the field.</li> <li>• A red dotted line around the box indicates an incorrect entry format.</li> <li>• Roll the mouse over the field for an error explanation message.</li> </ul> <div data-bbox="540 1472 1419 1717" style="border: 1px solid black; padding: 5px;"> <p><b>Quick Search:</b></p> <p>SEVIS ID: <input type="text" value="1597486+955"/> <input type="button" value="Search"/></p> <p>FIN ID: <input type="text" value="Invalid Entry. Enter a value in the proper format. (e.g. 17353 or N0000017353)"/></p> <p>Surname/Primary Name: <input type="text"/> <input type="button" value="Search"/> <input type="button" value="Search"/></p> </div> |
| <p><b>FIN ID</b></p>   | <p>Enter the student’s FIN ID number.</p> <ul style="list-style-type: none"> <li>• To erase the entire field, place the cursor in the box and click the <b>X</b> on the right side of the field.</li> </ul>  |

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

### Exhibit 59: Quick Search

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

## 10.2 Advanced Search

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

### Include Section

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

**Advanced Search**

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

---

**Search Criteria:**  **Surname/Primary Name:**  (40 Character max)

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

**Given Name:**  (Optional - 80 Character max)

Do not use any special characters. Only letters A to Z are allowed. Do not use an abbreviation such as FNU to indicate a name if it is not the person's actual name.

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

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

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

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

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

**All Records**

This searches names that were in SEVIS prior to 12/12/1212 that contain special characters no longer allowed, or that were otherwise not allowed. Requires selection of "School" or "State of Student's Residence" plus one of the other fields in the Refine By Section. If you select no other selections from the Refine By section are necessary.

**Exhibit 60: Advanced Search – Include**

**Search Criteria Section**

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

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

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

**Given Name:**  (Optional - 80 Character max)

Do not use any special characters. Only letters A to Z are allowed. Do not use an abbreviation such as FNU to indicate a name if it is not the person's actual name.

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

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

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

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

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

**All Records**

This searches names that were in SEVIS prior to 12/12/1212 that contain special characters no longer allowed, or that were otherwise not allowed. Requires selection of "School" or "State of Student's Residence" plus one of the other fields in the Refine By Section. If you select no other selections from the Refine By section are necessary.

**Exhibit 61: Advanced Search – Search Criteria**

| Field                       | Description   |
|-----------------------------|---|
| <b>Surname/Primary Name</b> | 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: <ul style="list-style-type: none"> <li>This is a required field; that is, if the <i>Surname/Primary Name</i> radio button is selected, you must enter a name in the field.</li> </ul> |

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

| Field  | Description  |
|--|--|
|  | <ul style="list-style-type: none"> <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 <i>Legacy Family Name</i> radio button is selected, you must enter a name in the field.</li> <li>40-character maximum.</li> <li>Do not use special characters.</li> <li>Use only letters A to Z.</li> <li>Allows a trailing wildcard, for example, Joh*, after three letters are entered.</li> </ul> |
| <b>Legacy First Name</b><br>(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.<br/> <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>   |

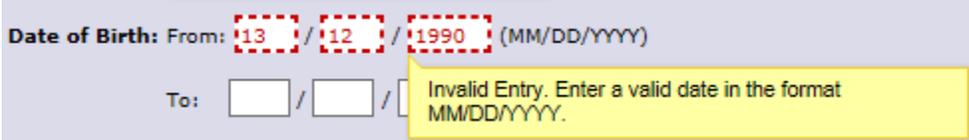
## Refine By Section

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

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

**Exhibit 62: Advanced Search – Refine By**

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

| Field                           | Description  |
|---------------------------------|--|
|                                 | <ul style="list-style-type: none"> <li>○ Use the scroll bar to find the preferred state or territory.</li> <li>○ Select the preferred state or territory.</li> <li>● To clear the chosen state:               <ul style="list-style-type: none"> <li>○ Click the drop-down arrow to open the <i>States</i> menu.</li> <li>○ Click <b>Select One</b>.</li> </ul> </li> </ul>  |
| <b>Date of Birth</b>            | <p>Searches by a birth date. The <i>Date of Birth</i> field parameters include:</p> <ul style="list-style-type: none"> <li>● Enter all dates in format MM/DD/YYYY.</li> <li>● Search a specific birth date by entering it in the <i>From</i> field.</li> <li>● Search a range of birth dates by entering the earliest date in the <i>From</i> field and the latest date in the <i>To</i> field.</li> <li>● When completing the <i>date</i> fields, a red dotted line will surround the box. This indicates the entry is incomplete or in an incorrect format. When all boxes are filled correctly, the red lines will disappear. Roll mouse over partially completed fields for specific error message.</li> </ul>  <p><b>Note:</b> Entering a date only in the <i>To</i> field (without a date in the <i>From</i> field) returns an error message.</p> |
| <b>Program Begin Date Range</b> | <p>Searches by a student's program start date. The <i>Program Begin Date Range</i> field parameters include:</p> <ul style="list-style-type: none"> <li>● Enter all dates in format MM/DD/YYYY.</li> <li>● Search a specific <b>Program Start Date</b> by entering it in the <i>From Program Begin Date</i> field.</li> <li>● Search a range of <b>Program Begin Dates</b> by entering the earliest date in the <i>From</i> field and the latest date in the <i>To</i> field.</li> <li>● When completing the date fields, a red dotted line will surround the box. This indicates the entry is incomplete or in an incorrect format. When all boxes are filled correctly, the red lines will disappear. Roll mouse over partially completed fields for specific error message.</li> </ul> <p><b>Note:</b> Entering a date only in the <i>To</i> field (without a date in the <i>From</i> field) returns an error message.</p>              |
| <b>Program End Date Range</b>   | <p>Searches by a student's program start date. The <i>Program End Date Range</i> field parameters include:</p> <ul style="list-style-type: none"> <li>● Enter all dates in format MM/DD/YYYY.</li> <li>● Search a specific <b>Program End Date</b> by entering it in the <i>From</i></li> </ul>  |

| Field                         | Description  |
|-------------------------------|--|
|                               | <p><i>Program End Date</i> field.</p> <ul style="list-style-type: none"> <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) returns an error message.</p> |
| <b>Status</b>                 | <p>Searches by a student's SEVIS record status.</p> <ul style="list-style-type: none"> <li>• <i>Status</i> field options include: <ul style="list-style-type: none"> <li>○ Active</li> <li>○ Canceled</li> <li>○ Completed</li> <li>○ Deactivated</li> <li>○ Initial</li> <li>○ Terminated</li> </ul> </li> <li>• To find and select the SEVIS Status: <ul style="list-style-type: none"> <li>○ Click the drop-down arrow to open the <i>Status</i> menu.</li> <li>○ Select up to three options by clicking the checkboxes.</li> </ul> </li> <li>• To deselect any option, click the checked box.</li> </ul>   |
| <b>Country of Birth</b>       | <p>Searches by the nonimmigrant's country of birth. The <i>Country of Birth</i> field parameters include:</p> <ul style="list-style-type: none"> <li>• To find and select the country of birth: <ul style="list-style-type: none"> <li>○ Click the drop-down arrow to open the <i>Country</i> menu.</li> <li>○ Use the scroll bar to find the country of birth.</li> <li>○ Select the country of birth.</li> </ul> </li> <li>• To clear the chosen country of birth: <ul style="list-style-type: none"> <li>○ Click the drop-down arrow to open the <i>Country</i> menu.</li> <li>○ Click <b>Select One</b>.</li> </ul> </li> </ul>  |
| <b>Country of Citizenship</b> | <p>Searches by the nonimmigrant's country of citizenship. The <i>Country of Citizenship</i> field parameters include:</p> <ul style="list-style-type: none"> <li>• To find and select the country of citizenship: <ul style="list-style-type: none"> <li>○ Click the drop-down arrow to open the <i>Country</i> menu.</li> <li>○ Use the scroll bar to find the country of citizenship.</li> <li>○ Select the country of citizenship.</li> </ul> </li> </ul>   |

| Field                             | Description  |
|-----------------------------------|--|
|                                   | <ul style="list-style-type: none"> <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> <li>○ Authorized Early Withdrawal</li> <li>○ Change of Nonimmigrant Classification</li> <li>○ Change of Nonimmigrant Classification Denied</li> <li>○ Change of Status Approved</li> <li>○ Change of Status Denied</li> <li>○ Change of Status Withdrawn</li> <li>○ Costs Exceed Resources</li> <li>○ Death</li> <li>○ Denied Transfer</li> <li>○ Expulsion</li> <li>○ Extension Denied</li> <li>○ Failure to Enroll</li> <li>○ Failure to Report While on OPT</li> <li>○ Failure to Report While on OPT – System Termination</li> <li>○ No-Show – Manual Termination</li> <li>○ No-Show – System Termination</li> <li>○ Otherwise Failing to Maintain Status</li> <li>○ School Withdrawn</li> <li>○ Suspension</li> <li>○ Transfer Student No Show</li> <li>○ Transfer Withdrawn</li> <li>○ Unauthorized Employment</li> <li>○ Unauthorized Withdrawal</li> <li>○ Unauthorized Withdrawal Below Full Course</li> <li>○ Violation of Change of Status Requirements</li> </ul> </li> <li>• To find and select the student's termination reason:               <ul style="list-style-type: none"> <li>○ Click the drop-down arrow to open the <i>Student Termination Reason</i> menu.</li> </ul> </li> </ul> |

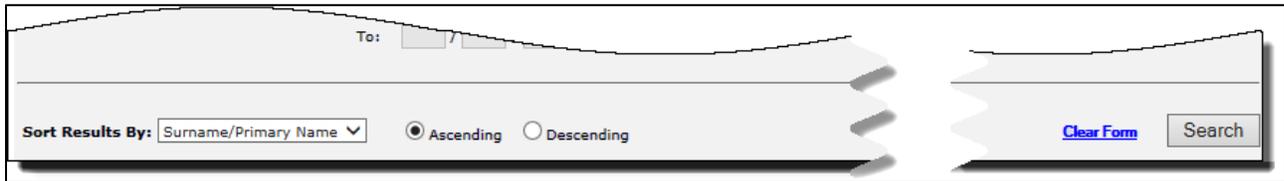
| Field                               | Description   |
|-------------------------------------|---|
|                                     | <ul style="list-style-type: none"> <li>○ Use the scroll bar to find the student's termination reason.</li> <li>○ Select the termination reason.</li> <li>● To clear 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 Reason</b> | <p>Searches by dependent's termination reason on SEVIS record.</p> <p><b>Note:</b> You can only use this search, if you have selected to search F-2/M-2 Spouse/Dependents in the <i>Advanced Search Include</i> section.</p> <ul style="list-style-type: none"> <li>● <i>Dependent Termination Reason</i> field options include:           <ul style="list-style-type: none"> <li>○ Child Over 21</li> <li>○ Conviction of a Crime</li> <li>○ Death</li> <li>○ Divorce</li> <li>○ Other</li> <li>○ Principal Status Completed</li> <li>○ Principal Status Terminated</li> <li>○ Unauthorized Employment</li> </ul> </li> <li>● To find and select the dependent's termination reason:           <ul style="list-style-type: none"> <li>○ Click the drop-down arrow to open the <i>Dependent Termination Reason</i> menu.</li> <li>○ Select the termination reason.</li> </ul> </li> <li>● To clear the chosen dependent's termination reason:           <ul style="list-style-type: none"> <li>○ Click the drop-down arrow to open the <i>Dependent Termination Reason</i> menu.</li> <li>○ Click <b>Select One</b>.</li> </ul> </li> </ul> |
| <b>Termination Date Range</b>       | <p>Searches by the date a SEVIS record is terminated. The <i>Termination Date Range</i> field parameters include:</p> <p><b>Note:</b> You can only use this search, if you have selected a <i>Student Termination Reason</i>.</p> <ul style="list-style-type: none"> <li>● Enter all dates in format MM/DD/YYYY.</li> <li>● Search a specific Termination Date by entering it in the <i>From Termination Date Range</i> field.</li> <li>● Search a range of Termination Dates by entering the earliest date in the <i>From</i> field and the latest date in the <i>To</i> field.</li> <li>● When completing the date fields, a red dotted line will surround the box. This indicates the entry is incomplete or in an incorrect format.</li> </ul>  |

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

| Field                          | Description  |
|--------------------------------|--|
|                                | menu.<br>○ Click <b>Select One</b> .   |
| <b>Adjudication Date Range</b> | Searches by the student request's date of approval or denial. The <i>Adjudication Date Range</i> field parameters include:<br><b>Note:</b> You can only use this search, if you have chosen a <i>Student Request Type</i> . <ul style="list-style-type: none"> <li>• Enter all dates in format MM/DD/YYYY.</li> <li>• Search a specific Adjudication Date by entering it in the <i>From Adjudication Date Range</i> field.</li> <li>• Search a range of Adjudication Dates by entering the earliest date in the <i>From</i> field and the latest date in the <i>To</i> field.</li> <li>• When completing the date fields, a red dotted line will surround the box. This indicates the entry is incomplete or in an incorrect format. When all boxes are filled correctly, the red lines will disappear. Roll mouse over partially completed fields for specific error message.</li> </ul> <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. |

### Sort Results By Section

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



### Exhibit 63: Advanced Search – Sort By

- Click the drop-down arrow in *Sorts Results By* field and select one of the following:
  - Date of Birth
  - Date of Last Event**Note:** The *Date of Last Event* is the most recent date a DSO has taken an action on the record.
  - Given Name
  - Program End Date
  - Program Start Date

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

### 10.3 Search Results

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

| Search Results   |           |                             |            |               |                    |                  |           |                    |
|--|-----------|-----------------------------|------------|---------------|--------------------|------------------|-----------|--------------------|
| <a href="#">New Search</a> <a href="#">Refine Search</a><br><b>Search Criteria:</b><br>Visa Type = F-1/M-1<br>School Name = Buckley School of Speaking and Motorcycling<br>Campus = All<br>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         |
| N0004689285  | F-1       | <a href="#">Stone</a>       | Hunter     | 08/25/1999    | 11/19/2014         | 05/31/2019       | ACTIVE    | 11/21/2014         |
| N0004688939  | F-1       | <a href="#">Weissmuller</a> | John       | 06/02/1904    | 11/19/2014         | 05/31/2020       | ACTIVE    | 12/24/2014         |
| 4 Recs   |           |                             |            |               |                    |                  |           |                    |

### Exhibit 64: Search Results Page

Review the information. Click one of the following:

- **New Search:** Returns you to an empty *Search Students and Dependents* page.
- **Refine Search:** Returns you to the *Search Students and Dependents* page displaying the search criteria you just chose. This allows you to keep some of the criteria and change other criteria.
- **Hyperlinked-name in the Surname/Primary Name column:** Opens the *Student Information* page for that nonimmigrant.

Click the appropriate link in the **Surname/ Primary Name** column to view the student's data. The *Student Information* page displays. Section 9 View Student and Dependent Records, provides further details.

## 11. STUDENT AND DEPENDENT INFORMATION PAGES

The *Student Information* page is the main hub for actions a government user 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

### 11.1 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 65: Student Information page

**2** Return To Search Results

**1** F-1 STUDENT  
**Kipling, Rudyard**

**3** SEVP School for Advanced SEVIS Studies - SEVP School for Advanced SEVIS Studies  
Start Date: **September 1, 2010** End Date: **August 31, 2017**  
I-901 Fee Paid

Status: **ACTIVE**  
Status Change Date: **May 13, 2016**  
SEVIS ID: **ND004703369**  
I-20 ISSUE REASON: **CONTINUED ATTENDANCE**

**18** View:  
Event History  
Form I-17  
Request/Authorization Details  
Employment Information

**4** Personal / Contact  
Gender: **MALE**  
Date of Birth: **September 23, 1983** Age: **32**  
Country of Birth: **INDIA**  
Country of Citizenship: **INDIA**  
Telephone: **Student does not have a telephone number.**  
Email Address: **rk@gmail.com**

U.S. Address: **620 MICHIGAN AVE NE, WASHINGTON, DC 20064 - 0001**  
Address Status: **Valid S - Mailbox at a street address**  
Process Status: **C4 - Corrected all (postally relevant) elements have been checked**  
Mailability: **S**  
Result Percent: **90.01%**  
Foreign Address: **123 Main Street  
Mumbai, INDIA**

**5** Overall Remarks  
F Student Automatically Completed. Program or Employment has ended.

**6** Program  
Education Level: **DOCTORATE**  
Major 1 and Name: **40.0806 - Nuclear Physics**  
Major 2 and Name: **00.0000 - None**  
Minor and Name: **00.0000 - None**  
Program Start Date: **September 1, 2010**  
Program End Date: **August 31, 2017**

Registration  
Initial Session Start Date: **September 1, 2010**  
Current Session End Date: **December 16, 2016**  
Next Session Start Date: **January 16, 2017**  
Length of Next Break/Vacation: **30**  
Last Session: **No**  
Study/Research Abroad: **No**  
Thesis/Dissertation: **No**

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

**9** I-901 SEVIS Fee Payment  
Transaction Type: **Payment**  
Transaction Date: **January 1, 2016**  
Transaction Amount: **\$200.00**  
Fee Payment / Cancellation Receipt Number: **E0EE159E198168**

**10** Additional Names  
Passport Name: **Rudyard Kipling**  
Preferred Name: **Rudyard Kipling**  
SEVIS Legacy Name: **Rudyard Kipling**

**11** School  
School Name: **SEVP School for Advanced SEVIS Studies**  
School Code: **841234F4444000**  
Campus Name: **SEVP School for Advanced SEVIS Studies**  
School Status: **APPROVED**

**12** Travel  
Port of Entry:  
Date of Entry:  
I-94 Admission Number:  
Port of Departure:  
Date of Departure:

**13** Visa  
Visa Number:  
Visa Issuance Date:  
Visa Expiration Date:  
Visa Issuance Post:

**14** Passport  
Passport Number: **123456789**  
Passport Expiration Date: **May 28, 2011**  
Country of Issuance: **INDIA**

**15** Financial  
Expenses Estimated Average Cost for  
Tuition and Fees: **\$15,000.00**  
Living Expenses: **\$4,000.00**  
Dependents Expenses: **\$21,000.00**  
Other Costs:  
Other Costs Comment:  
Total Expense: **\$21,000.00**

Funding Student Funding for: **09 months**  
Student's Personal Funds: **\$21,000.00**  
Funds From This School:  
School Fund Type:  
Funds From Other Sources:  
Source Type:  
On-Campus Employment:  
Total Funding: **\$21,000.00**

**16** Dependents  
SEVIS ID: **N0004736654** Surname/Primary Name: **Tiki Tavi** Given Name: **Rikki** Relationship: **CHILD** Gender: **MALE** Status: **ACTIVE** Date of Last Event: **June 27, 2016**

**17** Student Requests  
Request Type: **OPT** Request Status: **APPROVED** Receipt Number: **XY22345678910**

### 11.1.1 Student Information and Return to Search Results

The top area of *Student Information* Page displays key student information and provides the ability to return to the *Search Results* page:

| # | 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. |

| # | Section                               | Description   |
|---|---------------------------------------|---|
| 2 | <b>Return to /Search Results link</b> | Provides the ability to return to the <i>Search Results</i> page. |
| 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.

### 11.1.2 Student Information Displayed on the Screen

The center panel of the *Student Information* page displays student information

**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>        | 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.   |
| 5  | <b>Overall Remarks</b>         | Remarks typed in any <i>Remarks about the student</i> field when a DSO creates or edits a student record appear in this section.   |
| 6  | <b>Program</b>                 | Contains information on the student's current program of study enrollment, including Education Level, Major(s) and Minor, Program Start and End Dates.   |
| 7  | <b>Registration</b>            | 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. |
| 8  | <b>English Proficiency</b>     | Contains information on whether the school requires English proficiency and whether the student has it.  |
| 9  | <b>I-901 SEVIS Fee Payment</b> | Contains information on type of Transaction made and Fee Payment / Cancellation Receipt Number.  |
| 10 | <b>Additional Names</b>        | Provides information on the student's Passport Name and Preferred Name, and SEVIS Legacy Name.<br><b>Note:</b> The SEVIS Help Hub has detailed information about <a href="#">SEVIS Names Standards</a> .   |
| 11 | <b>School</b>                  | Contains the School Name, School Code, Campus Name, and School Status in SEVIS.  |
| 12 | <b>Travel</b>                  | Provides information on the student's Port and Date of Entry, I-94   |

| #         | Section                 | Description  |
|-----------|-------------------------|--|
|           |                         | Admission Number, and Port and Date of Departure.  |
| <b>13</b> | <b>Visa</b>             | Contains the student's Visa Number, Issuance and Expiration Dates, and Issuance Post.  |
| <b>14</b> | <b>Passport</b>         | Contains the student's Passport Number, Expiration Date, and Country of Issuance.  |
| <b>15</b> | <b>Financial</b>        | Contains the student's Expenses and Funding for the time period specified.   |
| <b>16</b> | <b>Dependents</b>       | Lists all dependents registered on the student's SEVIS record. The dependent's hyperlinked name allows quick access to the dependent's information page.   |
| <b>17</b> | <b>Student Requests</b> | <p>Provides information on requests made by the student that are 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.</p> <p>For students granted a <a href="#">Cap-Gap extension</a>, this section will also display comments about changes to the student's authorized length of stay and employment authorization (if applicable) pursuant to 8 CFR 214.1(f)(5)(iv) and 8 CFR 274a.12(b)(6)(iv). This comment displays as long as the student is in Active status in SEVIS.</p> |

### 11.1.3 View Links

The view links on the left side of the *Student Information* page [number 18 on the screen shot above] provide access to the pages used to view the student's record:

| Link                                   | Function   |
|--|--|
| <a href="#">Employment Information</a> | <p>Opens the <i>Employment Information</i> page. This page lists all authorizations for an individual SEVIS ID.</p> <p><b>Note:</b> It does <b>not</b> list any authorizations for the same individual under another SEVIS ID.</p> |
| <b>Event History</b>                   | <p>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.</p>  |

| Link   | Function  |
|--|---|
| <b>FIN ID</b>                                | Opens the student's <i>Fin ID History</i> page.<br>This link displays only if a FIN ID is associated with the record.   |
| <b>I-17</b>                                  | Opens the <i>School Information</i> page for the student's school.  |
| <b>Request/<br/>Authorization<br/>Detail</b> | Opens the <i>Current Request/Authorization Details</i> page. Only pending requests or approved requests with future end dates appear on this page.                              |
| <b>Transfer History</b>                      | Opens the student's <i>Transfer History</i> page which lists each approved, completed transfer for the student. This link displays only if the student has transferred schools. |

## 11.2 Dependent Information Page

The Dependent Information page is the main hub for actions a government user can take on a student's dependent. This page displays current information in SEVIS about a student's spouse or child. It is always accessed through the student's information page, even if the search was based on the dependent's name.

## Exhibit 66: Dependent Information page

### Student Information

View:  
Event History 3

Return to Student 4

F-1 Student 1

**Kipling, Rudyard**

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

Status: **ACTIVE**  
SEVIS ID: **N0004703369**

Start Date: 09/01/2010 End Date: 08/31/2017

|                  |                 |              |  |
|------------------|-----------------|--------------|--|
| GENDER           | MALE            | EMAIL        | <a href="mailto:rk@gmail.com">rk@gmail.com</a> |
| DOB              | 09/23/1983      |              |  |
| PREFERRED NAME   | Rudyard Kipling | U.S. ADDRESS | 620 MICHIGAN AVE NE<br>WASHINGTON, DC 20064    |
| PASSPORT NAME    |                 |              |  |
| COUNTRY OF BIRTH | INDIA           |              |  |
| CITIZENSHIP      | INDIA           |              |  |

2 **Dependent Information**

F-2 Dependent (Surname/Primary Name, Given Name) Last Event: 06/27/2016

|  |                        |                              |
|--|------------------------|------------------------------|
| <b>Tiki Tavi, Rikki</b>                      |                        | Status: <b>ACTIVE</b>        |
| MALE   DOB: 10/01/2000   Relationship: CHILD |                        | SEVIS ID: <b>N0004736654</b> |
| Preferred Name:                              |                        | SEVIS Legacy Name:           |
| Passport Name:                               |                        | Email Address:               |
| Country of Birth: INDIA                      | Port of Entry:         |                              |
| Country of INDIA                             | I-94/Admission Number: |                              |
| Citizenship:                                 | Port of Departure:     |                              |
| Remarks:                                     | Visa Number:           |                              |
|  | Passport:              |                              |
|  | FIN ID:                |                              |

The page has four main components.

**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  |
|----------|------------------------------|--|
| <b>1</b> | <b>Student Information</b>   | Provides information on the F-1 or M-1 student. This section can be expanded or collapsed as needed.   |
| <b>2</b> | <b>Dependent Information</b> | Provides current information in SEVIS on the student's spouse or child.  |
| <b>3</b> | <b>View</b>                  | Provides links to see more information about the dependent in SEVIS: <ul style="list-style-type: none"> <li><b>Event History</b> allows users to view information about all actions taken on a dependent's record since it was created.</li> <li><b>FIN ID</b> opens the student's <i>Fin ID History</i> page. This link displays only if a FIN ID is associated with the record.</li> </ul> |
| <b>4</b> | <b>Return to Student</b>     | This link returns the user to the student's record.  |

## 12. U.S. ADDRESS VALIDATION

Starting in June 2015, the Student and Exchange Visitor Information System (SEVIS) will use a U.S. Postal Service (USPS)-certified software product called Address Doctor to ensure all U.S. addresses in the system are valid. With this user guide, school officials can:

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

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

### 12.1 U.S. Address Field Names

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

| U.S. Address Field Name | Description   |
|-------------------------|---|
| <b>Street Address*</b>  | <p><b>* Required field</b></p> <ul style="list-style-type: none"> <li>• SEVIS validates field text for a valid street name within the Zip Code area</li> <li>• Follows USPS street and secondary unit abbreviations</li> <li>• 64-character limit</li> </ul>  |
| <b>Suite/Apt</b>        | <ul style="list-style-type: none"> <li>• Number field used for apartment numbers, suite numbers, etc. that follow the street address</li> <li>• 6-character limit</li> </ul>  |
| <b>Other</b>            | <ul style="list-style-type: none"> <li>• SEVIS does not validate Other field text</li> <li>• Allows university names, residence names, hotel names, room numbers, PO Box numbers, or any non-standard address designations</li> <li>• Comma delimited</li> <li>• 64-character limit</li> </ul> <p><b>Note:</b> If the Street Address is accepted, the Other field text never rejects.</p> |
| <b>City</b>             | <ul style="list-style-type: none"> <li>• SEVIS validates field text for a valid city name</li> </ul>  |
| <b>State</b>            | <ul style="list-style-type: none"> <li>• SEVIS validates field text for a valid U.S. state or possession name</li> <li>• Follows USPS states and possessions abbreviations</li> </ul>   |

|             |   |
|-------------|---|
|             | <b>Note:</b> The State field is a drop-down list selection.   |
| <b>Zip*</b> | <p><b>* Required field</b></p> <ul style="list-style-type: none"> <li>• Zip code must be five digits</li> </ul> <p><b>Note:</b> SEVIS will automatically add the plus four zip routing number, where available.</p> <ul style="list-style-type: none"> <li>• If the zip code is incorrect, the address will be considered invalid, even if all the other address fields are correct.</li> </ul> |

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

## 12.2 Address Status

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

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

## 12.3 Address Type

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

| Address Type | Explanation           |
|--------------|-----------------------|
| B            | Mailbox at a building |

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

## **13. STUDENT EMPLOYMENT INFORMATION**

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

### **13.1 Employment Information Page**

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

## Exhibit 67: Employment Information page

F-1 Student  
**Araya, Karin**

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

Status: **ACTIVE**  
SEVIS ID: N0004705534

---

**Employment Information**

All Employment
Filter

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

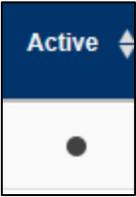
Sort by Columns

---

| Active  | Employment Type                     | FT/PT     | Status     | School                                 | DSO Recommended | Actual     | Level      | Receipt   |                                  |           |       |            |          |      |       |     |             |                           |          |    |            |            |         |    |       |  |
|---|-------------------------------------|-----------|------------|--|-----------------|------------|------------|---|----------------------------------|-----------|-------|------------|----------|------|-------|-----|-------------|---------------------------|----------|----|------------|------------|---------|----|-------|--|
|   |                                     |           |            |  | Start Date      | End Date   | Start Date | End Date  |                                  |           |       |            |          |      |       |     |             |                           |          |    |            |            |         |    |       |  |
| +   | <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<br>WAC215438<br>79564 |           |       |            |          |      |       |     |             |                           |          |    |            |            |         |    |       |  |
| <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #e6e6e6;"> <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><a href="#">Colorific</a></td> <td>Colom...</td> <td style="text-align: center;">FT</td> <td style="text-align: center;">05/01/2015</td> <td style="text-align: center;">11/30/2015</td> <td>Richmon</td> <td style="text-align: center;">VA</td> <td style="text-align: center;">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 | <a href="#">Colorific</a> | Colom... | 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   |                                  |           |       |            |          |      |       |     |             |                           |          |    |            |            |         |    |       |  |
| <a href="#">Colorific</a>   | Colom...                            | FT        | 05/01/2015 | 11/30/2015                             | Richmon         | VA         | 23221      | Student will mix colors using chemicals.  |                                  |           |       |            |          |      |       |     |             |                           |          |    |            |            |         |    |       |  |
|   |                                     |           |            |  |                 |            |            | <p><b>Unemployment</b></p> <p style="font-size: 24pt; font-weight: bold; text-align: center;">0</p> <p style="text-align: center;">Days</p> <p style="text-align: center;">Last Employment<br/>11/30/2015</p> |                                  |           |       |            |          |      |       |     |             |                           |          |    |            |            |         |    |       |  |
| +   | <a href="#">PRE-COMPLETION OPT</a>  | PART TIME | CANCELLED  | SEVP School for Advanced SEVIS Studies | 10/09/2015      | 12/12/2015 |            | BACHELOR'S  |                                  |           |       |            |          |      |       |     |             |                           |          |    |            |            |         |    |       |  |

Return

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

| Column Name         | Description and Information to Note  |  |
|---------------------|--|--|
| <b>[Blank]</b>      |   | Expand icon to display employer information. |
|                     |   | Collapse icon to hide employer information.  |
| <b>Active [OPT]</b> | <p>Displays a dark dot when a student is in an active period of OPT, as shown below; otherwise, the field is empty.</p> <div style="text-align: center; margin: 10px 0;">  </div> <p><b>(ALT Text: Screenshot of the Active column with a black dot indicating a student is on active OPT.)</b></p> |  |

1.1  
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V 1.1  
July 8, 2016

| 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.

### 13.1.1 Employer Information

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

| Column Name                 | Description and Information to Note   |
|-----------------------------|---|
| <b>Employer Name</b>        | Displays the name of the employer.<br><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.

### 13.1.2 Navigation on Employment Information Page

- To open/close the Employer Information section:
  - Click the green, plus “+” icon to view additional employer information, if available.
  - Click the red, minus “-” icon to close the section.
- To filter by the types of employment authorizations on the list:
  - Select the employment authorization type from the drop-down list above the table.
  - Click **Filter**.
- To sort the employment list by a table column, click the **Up** or **Down Arrow** (ascending or descending) next to the desired column name

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

USICE and SEVP retain the ability to run reports on student records that accrue more

## 13.2 F-1 Employment Types

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

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



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

**Optional Practical Training (OPT)** OPT allows undergraduate and graduate students to get practical training in their field of study. Types:

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



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

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



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

**Internship with an International Organization**

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



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

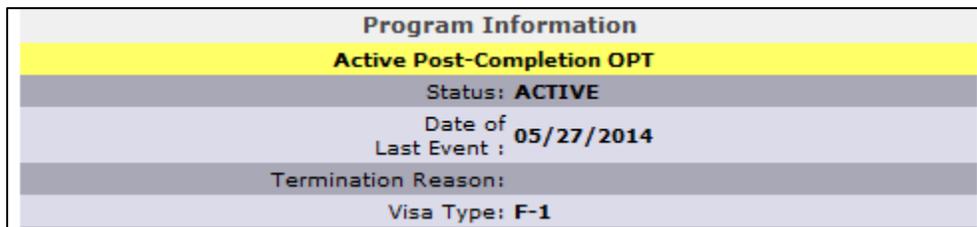
### 13.3 The OPT Status Indicator

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

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

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

### Exhibit 68: OPT Status Indicator on the Student Information Page



- |                             |  |
|-----------------------------|--|
| Active Pre-Completion OPT:  | The student is working while studying towards the degree.  |
| Active Post-Completion OPT: | The student is working under regular OPT after the program end date in SEVIS.                                |
| Active STEM OPT:            | The student is working for an e-verify employer following an approved STEM extension of post-completion OPT. |
| Active Cap Gap OPT:         | The student's OPT was extended because an employer filed a qualifying H-1B petition with USCIS.              |

### 13.4 OPT Dates

Three different sets of dates are associated with Optional Practical Training (OPT):

- DSO recommended dates
- USCIS-Approved OPT dates
- Actual OPT dates

#### Exhibit 69: OPT Dates on the Request/Authorization Details Page

| <b>OPT Employment:</b>      |                        |
|-----------------------------|------------------------|
| Employer name:              |                        |
| Address:                    |                        |
| OPT Type:                   | <b>POST-COMPLETION</b> |
| DSO Recommended Start Date: | <b>05/27/2014</b>      |
| DSO Recommended End Date:   | <b>05/26/2015</b>      |
| USCIS Approved Start Date:  | <b>05/27/2014</b>      |
| USCIS Approved End Date:    | <b>05/26/2015</b>      |
| Actual Start Date:          | <b>05/27/2014</b>      |
| Actual End Date:            | <b>05/26/2015</b>      |
| Full Time/Part Time:        | <b>FULL TIME</b>       |
| Request Status:             | <b>APPROVED</b>        |
| Receipt Number:             |                        |
| Employment Remarks:         |                        |
| Relevance Text:             |                        |

|  |  |
|--|--|
| <b>1. Date</b>                           | How is it entered into SEVIS   |
| <b>2. DSO-Recommended OPT Start Date</b> | <ul style="list-style-type: none"> <li>• The date the student wants OPT to start.</li> <li>• The DSO enters this date into SEVIS.</li> <li>• For Post-Completion OPT, this cannot be earlier than the program end date.</li> </ul> |
| <b>3. DSO-Recommended OPT End Date</b>   | <ul style="list-style-type: none"> <li>• The date the student wants OPT to stop.</li> <li>• The DSO enters this date into SEVIS.</li> <li>• For pre-completion OPT, it cannot be after the program end date</li> </ul>             |
| <b>4. 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>5. 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>6. 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> </ul>   |

|                               |  |
|-------------------------------|--|
|                               | <ul style="list-style-type: none"> <li>• By default, it is the same as the USCIS-Approved start date.</li> </ul>   |
| <b>7. Actual OPT End Date</b> | <ul style="list-style-type: none"> <li>• This is the date OPT legally ends.</li> <li>• SEVIS populates this field.</li> <li>• Initially, it is the same as the USCIS-Approved end date.</li> <li>• It is modified to reflect:             <ul style="list-style-type: none"> <li>○ Transfer Release Date when student transfers to another school</li> <li>○ Registration date when Student Changes Educational Level</li> <li>○ Cap Gap extension, if qualifying H-1B petition was filed with USCIS</li> <li>○ Termination of a student record in SEVIS</li> <li>○ Completion of a student record in SEVIS</li> </ul> </li> </ul> |

## 14. STUDENT STATUSES

| Status             | Meaning  |
|--------------------|--|
| <b>Initial</b>     | <p>A DSO has issued a Form I-20.<br/>A DSO has not yet reported in SEVIS the student's arrival at the school.</p>  |
| <b>Canceled</b>    | <p>A DSO or DHS canceled a student's record because:</p> <ul style="list-style-type: none"> <li>• There is no record of entry to the United States on the record.</li> <li>• There is no record of registration.</li> </ul> <p><b>Note:</b> A dependent's record will auto-cancel when the status of a student record changes to Canceled. However, a DSO can cancel a dependent's record independently of the student's record.</p> |
| <b>Active</b>      | <p>A DSO has entered the student's registration in SEVIS. The record indicates the student is in status.</p> <p><b>Note:</b> A dependent's record will auto-activate when the status of a student's record changes to Active.</p>  |
| <b>Deactivated</b> | <p>This status applies to a student's original record after the student has either:</p> <ul style="list-style-type: none"> <li>• Transferred to another school.</li> <li>• Changed educational level</li> </ul> <p><b>Note:</b> A dependent's record will auto-deactivate when the status of a student's record changes to Deactivated.</p>  |

|                                 |  |
|---------------------------------|--|
| <b>Terminated</b>               | <p>A DSO or DHS has terminated the record for a reason other than “Program Completion.”</p> <p><b>Note:</b> A dependent’s record will auto-terminate when the status of a student’s record changes to Terminated. However, a DSO can terminate a dependent’s record independently of the student’s record.</p> |
| <b>Completed (student only)</b> | <p>The student has completed:</p> <ul style="list-style-type: none"> <li>• Studies at the school <b>and</b></li> <li>• Any approved post-completion OPT</li> </ul> <p><b>Note:</b> A dependent’s record will auto-terminate when the status of a student’s record changes to Completed.</p>                    |

## 14.1 Student Termination Reasons

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

| Reason   | Used 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 leave of absence – use Authorized Early Withdrawal.</li> <li>• A student who fails to enroll after a break or vacation – use Failure to Enroll.</li> </ul>  |
| <b>Authorized Drop Below Full Course Time Exceeded</b> | <p>Both of the following statements are true:</p> <ul style="list-style-type: none"> <li>• A reduced course load (RCL) was approved by the DSO for the student for the previous session.</li> <li>• The student did not enroll for a full course of study when the approved RCL period ended.</li> </ul>  |
| <b>Authorized Early Withdrawal</b>                     | <p>The following statement is true:</p> <ul style="list-style-type: none"> <li>• A request to withdraw from an academic program was approved for the student by a school official.</li> </ul> <p>This reason is also used if:</p> <ul style="list-style-type: none"> <li>• The student will interrupt studies for the term.</li> <li>• The student cannot maintain enrollment at the school during the term.</li> </ul> <p><b>Note:</b></p> <ul style="list-style-type: none"> <li>• Student must leave the United States within 15 days of the termination date.</li> <li>• Do not use this reason to terminate a student leaving the United States during a period of earned vacation. Instead, change the next session start date on the Registration page in SEVIS to reflect the next date the student is expected to enroll.</li> </ul> |
| <b>Change of Status</b>                                | <p>The SEVIS record is in Active status and <b>either</b> of the following statements is true:</p>  |

| Reason                            | Used when...   |
|-----------------------------------|--|
| <b>Approved</b>                   | <ul style="list-style-type: none"> <li>• USCIS approved the student’s change of status out of F or M status.</li> <li>• The student left the United States and returned in a different immigration status. The student does not plan to travel again to return in F/M status.</li> </ul> <p><b>Note:</b> SEVIS will note this termination reason when the CLAIMS interface indicates USCIS approved a student’s change of status 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 because the USCIS withdrawal was received through the CLAIMS interface.</p> |
| <b>Death</b>                      | <p>The student died.</p> <p><b>Note:</b> Do not use this reason if anyone else in the student’s family died.</p>   |
| <b>Denied Transfer</b>            | <p>All of the following statements are true:</p> <ul style="list-style-type: none"> <li>• The student is an M-1 student.</li> <li>• The student’s SEVIS record indicates a request to transfer.</li> <li>• The student filed Form I-539 with USCIS for approval to transfer to new school.</li> <li>• USCIS denied the Form I-539 approval to transfer.</li> <li>• The program end-date at the old (transfer-out) school is in the past or the student began studying at the new (transfer-in) school.</li> </ul>  |

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

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

| Reason | Used when...   |
|--------|--|
|        | term. <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> |

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

| Reason  | Used when...  |
|---|---|
| <b>Child Over 21</b>                              | All of the following statements are true: <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>                                      | The dependent died. <p><b>Note:</b> Do not use this reason if anyone else in the family died.</p>   |
| <b>Divorce</b>                                    | Both of the following statements are true: <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>                                      | Both of the following statements are true: <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>                 | Both of the following statements are true: <ul style="list-style-type: none"> <li>• The dependent’s record is related to a student whose SEVIS record is in Completed status.</li> <li>• The dependent’s SEVIS record is in Active status.</li> </ul> <p><b>Note:</b> SEVIS automatically terminates dependent SEVIS records for this reason when a the status of a student’s SEVIS record changes to Completed.</p>  |
| <b>Principal Status Terminated</b>                | 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> <p><b>Note:</b> SEVIS automatically terminates dependent SEVIS records for this reason when a the status of a student’s SEVIS record changes to Terminated.</p>   |
| <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>   |

### 14.1.3 System-Only Termination Reasons

| 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 17-month OPT extension.</li> <li>• The DSO has 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>              |

## 15. VIEW STUDENT 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

### 15.1 View Event History

1. Navigate to the *Student Information* page.

## Exhibit 70: Student Information page with the Event History link called out

| Student Information   |  |  |
|---|--|--|
| <p>Actions:</p> <p><a href="#">Authorize To Drop Below</a></p> <p><a href="#">Full Course</a></p> <p><a href="#">Change Education Level</a></p> <p><a href="#">Complete Program</a></p> <p><a href="#">Disciplinary Action</a></p> <p><a href="#">Extend Program</a></p> <p><a href="#">Registration</a></p> <p><a href="#">Shorten Program</a></p> <p><a href="#">Terminate Student</a></p> <p><a href="#">Transfer Out</a></p> <p><a href="#">Edits:</a></p> <p><a href="#">Dependents</a></p> <p><a href="#">Financial Information</a></p> <p><a href="#">Personal Information</a></p> <p><a href="#">Program Information</a></p> <p><a href="#">View:</a></p> <p><a href="#">Event History</a></p> <p><a href="#">Request/Authorization Details</a></p> <p><a href="#">Employment/Transfer</a></p>                      |  |  |
| <p>Reprint I-20    Print Draft I-20</p>   |  |  |
| <p><b>Personal Information</b></p> <p>SEVIS ID: <b>N0004705861</b></p> <p>Surname/Primary Name: <b>Testy</b></p> <p>Given Name: <b>Test</b></p> <p>Suffix:</p> <p>Passport Name:</p> <p>Preferred Name: <b>Test Testy</b></p> <p>SEVIS Legacy Name: <b>Jay SamThree</b></p> <p>Country of Birth: <b>UNITED KINGDOM</b></p> <p>Date of Birth: <b>02/05/1957</b></p> <p>Country of Citizenship: <b>UNITED KINGDOM</b></p> <p>Gender: <b>MALE</b></p> <p>Foreign Address: <b>4432 FrnAddrAC<br/>Ste 340<br/>FrnCityAC<br/>FrnProvinceAC<br/>2203404<br/>CAMBODIA</b></p> <p>U.S. Address: <b>126 N Wayne St<br/>Arlington<br/>VIRGINIA<br/>22201</b></p> <p>Address Status: <b>Not Validated</b></p> <p>Email Address: <b>TT5@xyz.com</b></p> <p>Telephone:</p> <p>U.S. Number: <b>555-555-5555</b></p> <p>Foreign Number:</p> | <p><b>Program Information</b></p> <p>Status: <b>ACTIVE</b></p> <p>Date of Last Event: <b>10/18/2015</b></p> <p>Termination Reason:</p> <p>Visa Type: <b>F-1</b></p> <p>School Name: <b>SEVP School for Advanced SEVIS Studies</b></p> <p>School Code: <b>BAL214F4444000</b></p> <p>Campus Name: <b>SEVP School for Advanced SEVIS Studies</b></p> <p>I-20 Issue Reason: <b>CONTINUED ATTENDANCE</b></p> <p>Education Level: <b>MASTER'S</b></p> <p>Major: <b>14.1101 - Engineering Mechanics</b></p> <p>Secondary Major: <b>14.3401 - Forest Engineering</b></p> <p>Minor: <b>14.3401 - Forest Engineering</b></p> <p>Program Start Date: <b>04/24/2012</b></p> <p>Program End Date: <b>04/24/2016</b></p> <p>Normal Length of Study: <b>36</b></p> <p>Current Session End Date: <b>12/01/2015</b></p> <p>Next Session Start Date: <b>01/01/2016</b></p> <p>School Requires English Proficiency: <b>Yes</b></p> <p>Student Has English Proficiency: <b>Yes</b></p> <p>English Is Not Required Because:</p> <p>Remarks:</p> |  |

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 71: 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

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 |

| 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          |

| Event Name                                | Event Date          | Resulting Status | Performed By     |
|---|---------------------|------------------|------------------|
| 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 18:41:49 | ACTIVE           | Official         |

Return

b. Features:

| Feature       | Function  |
|---------------|---|
| 1. Expand All | Expands all events in the history for which additional details are available.   |
| 2. Search     | <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> |

| Feature   | Function  |
|---|---|
|   |  <p>Try to use terms that appear in the actual event names. Typing “practical training” will display nothing. Typing “OPT” will display only events relating to optional practical training. Typing “employment” will display events relating to any type of employment – OPT, CPT, Off-campus employment.</p> |
| <p><b>3. From: and To: Date fields</b></p>                | <p>Allows the user to limit the list to events that happened between two specific dates.</p>  |
| <p><b>4. Up and down arrows in the Column Headers</b></p> | <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>  |
| <p><b>5. Plus/Minus Sign Icon</b></p>                     | <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>   |
| <p><b>6. Expanded event detail section</b></p>            | <p>Displays the before and after values of fields where data was changed. This allows for a better audit trail.</p>   |



- 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.

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

## 15.2 Request/Authorization Details

The *Student Information* screen 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* screen. A past history does not display, only pending requests or approved requests with future end dates. If the text indicates that there are no requests (for example, “No Current Transfer Request”) 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:

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

The Completion status reason is automatically displayed on the *Student Information* screen 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* screen. The Current Request/Authorization Details screen displays.

## Exhibit 72: Current Request/Authorization Details Screen

| Current Request/Authorization Details   |                       |   |   |
|---|-----------------------|---|---|
| F-1 Student (Surname/Primary Name, Given Name)  |                       |   | Last Event: 06/08/2015                    |
| <b>Mizuno, Aya</b><br>FEMALE   DOB: 10/09/1983  |                       | Status: <b>ACTIVE</b><br>SEVIS ID: <b>N0004705535</b> |   |
| Preferred Name: Aya Mizuno  |                       | SEVIS Legacy Name: Aya Mizuno                         |   |
| Email Address:  |                       |   |   |
| School Name: <b>SEVP School for Advanced SEVIS Studies - SEVP School for Advanced SEVIS Studies</b> |                       | U.S. Address:   | 1980 Java Lane<br>Charlotte / NC<br>28202 |
| Program Start/End: 04/23/2015 - 04/22/2019  |                       |   |   |
| Country of Birth: JAPAN   |                       |   |   |
| Country of Citizenship: JAPAN   |                       |   |   |
| <b>OPT Employment:</b>  |                       |   |   |
| Employer Name   |                       |   |   |
| Address:  |                       |   |   |
| OPT Type:   | <b>PRE-COMPLETION</b> |   |   |
| DSO Recommended Start Date:   | <b>06/01/2015</b>     |   |   |
| DSO Recommended End Date:   | <b>08/01/2015</b>     |   |   |
| USQIS Approved Start Date:  | <b>06/01/2015</b>     |   |   |
| USQIS Approved End Date:  | <b>08/01/2015</b>     |   |   |
| Actual Start Date:  | <b>06/01/2015</b>     |   |   |
| Actual End Date:  | <b>08/01/2015</b>     |   |   |
| Full Time/Part Time:  | <b>PART TIME</b>      |   |   |
| Request Status:   | <b>APPROVED</b>       |   |   |
| Receipt Number:   | <b>123456789</b>      |   |   |
| Employment Remarks:   |                       |   |   |
| Relevance Text:   |                       |   |   |
| <b>CPT Employment:</b>  |                       |   |   |
| Employer Name   |                       |   |   |
| Address:  |                       |   |   |
| <b>International Equity Concepts</b>  |                       |   |   |
| <b>5475 Park Ave., Arlington, VA, 22202</b>   |                       |   |   |
| Start Date:   | <b>08/15/2015</b>     |   |   |
| End Date:   | <b>09/30/2015</b>     |   |   |
| Full Time/Part Time:  | <b>PART TIME</b>      |   |   |
| Request Status:   | <b>APPROVED</b>       |   |   |
| Employment Remarks:   |                       |   |   |
| Relevance Text:   |                       |   |   |
| <b>Off-Campus Employment:</b>   |                       |   |   |
| Start Date:   | <b>10/01/2015</b>     |   |   |
| End Date:   | <b>12/15/2015</b>     |   |   |
| Request Status:   | <b>APPROVED</b>       |   |   |
| Receipt Number:   |                       |   |   |
| Recommendation:   |                       |   |   |
| <b>Authorized To Drop Below Full Course:</b>  |                       |   |   |
| No Current Authorization  |                       |   |   |
| <b>Transfer:</b>  |                       |   |   |
| No Current Transfer Request   |                       |   |   |
| <b>Disciplinary Action Recorded:</b>  |                       |   |   |
| No Record of Disciplinary Action  |                       |   |   |
| <b>Cap-Gap Extension:</b>   |                       |   |   |
| No Current Cap-Gap Extension  |                       |   |   |
| <b>Change of Status:</b>  |                       |   |   |
| No Pending Change of Status Request   |                       |   |   |
| <b>Pending Correction Requests:</b>   |                       |   |   |
| No Pending Correction Request   |                       |   |   |
| <a href="#">Return</a>  |                       |   |   |

- Click the **Return** button to return to the Student Information screen.

## 15.3 Program Search

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

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

### Exhibit 73: Program Search Screen

The screenshot shows the 'Program Search' interface. It features a title bar 'Program Search' and five input fields: 'Program Name:' with a text box and a note '(prepend or postpend "\*" for wildcard)', 'Program Number:' with a text box, 'Program Status:' with a dropdown menu, 'Category:' with a dropdown menu, and 'Occupational Category:' with a dropdown menu. Below the fields are two buttons: 'Search' and 'Reset Values'.

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

- Program Name

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

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

**Note:** Click the **Reset Values** button to clear the fields and then enter/select new search criteria.

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

**Note:** If needed, click the **Cancel** button at the bottom of the *Program Sponsor Search Results* screen to return to the *Program Sponsor Search* screen and begin a new search (all search criteria will be deleted from the screen).

### Exhibit 74: Program Sponsor Search Results Screen

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

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

## Exhibit 75: Program Information Screen

### International School of Taxidermy

[Return To Search Results](#)

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

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

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

## 16. PROGRAM SEARCH

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

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

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

## Exhibit 76: Program Search Page

The screenshot shows a web form titled "Program Search". It contains five input fields: "Program Name:" with a text box and a note "(prepend or postpend '\*' for wildcard)", "Program Number:" with a text box, "Program Status:" with a dropdown menu, "Category:" with a dropdown menu, and "Occupational Category:" with a dropdown menu. Below the fields are two buttons: "Search" and "Reset Values".

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

- **Program Name**

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

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

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

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

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

### Exhibit 77: Program Search Results Page

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

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

**Exhibit 78: Program Information Page**

**International School of Taxidermy**

[Return To Search Results](#)

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

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

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

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

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

## 17. EXCHANGE VISITOR/DEPENDENT SEARCH

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

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

The following sections provide instructions for performing these searches.

### 17.1 Quick Search

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

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

#### Exhibit 79: Search Exchange Visitors & Dependents Page

Search Exchange Visitors & Dependents

**Quick Search:**

SEVIS ID:

FIN ID:

Visa Foil Number:

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

---

**Advanced Search:**

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

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

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

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

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

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

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

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

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

Legacy First Name:  (Optional - 40 Character max)

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

All Names Requires Program selection and either Status or Category

---

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

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

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

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

Status:

Country of Birth:

Category:

Country of Citizenship:

Primary Site of Activity State:

Country of Legal Permanent Residence:

---

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

2. Enter one of the following in the Quick Search section:
  - **SEVIS ID:** The preceding N and zeros are optional
  - **FIN ID:** A valid fingerprint identification number between 1 and 20 characters
  - **Visa Foil Number:** Up to 25 letters or numbers)
  - **Surname/Primary Name:** A surname/primary name, or partial name followed by an asterisk (\*)
3. Click the **Search** button. The *Exchange Visitor Search Results* page displays. It contains a list of the records that match the search criteria, if any. Exhibit 43 is an example of the results list.

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

## 17.2 Advanced Search

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

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

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

| Section/Field              | Description/Explanation   |
|----------------------------|---|
|                            | Wang.   |
| <b>Given Name</b>          | Enter up to 80 letters (no special characters), or enter at least one letter followed by an asterisk (*). Completion of this field is optional when selecting <b>Surname/Primary Name</b> .   |
| <b>Passport Name</b>       | Enter up to 39 letters (no special characters). Enter one space between names. The asterisk (*) wildcard character may be used. Enter at least three letters of the name followed by the *. For example, joh* may return a list containing names such as Johannes, Johanson, and Johnson.   |
| <b>Preferred Name</b>      | Enter up to 145 characters. The asterisk (*) wildcard character may be used. Enter at least three letters of the name followed by the *. For example, joh* may return a list containing names such as Johannes, Johanson, and Johnson.  |
| <b>Legacy Family Name</b>  | <p>Enter up to 40 characters. The asterisk (*) wildcard character may be used. Enter at least three letters of the name followed by the *. For example, joh* may return a list containing names such as Johannes, Johanson, and Johnson.</p> <p>This is a name entered in to SEVIS prior to name standardization. This field may contain special characters no longer allowed in SEVIS.</p>   |
| <b>Legacy First Name</b>   | <p>Enter up to 40 characters. Completion of this field is optional when selecting <b>Legacy Family Name</b>.</p> <p>This is a name entered in to SEVIS prior to name standardization. This field may contain special characters no longer allowed in SEVIS.</p>   |
| <b>All Names</b>           | <p>Click this radio button, and in the <b>Refine By</b> section:</p> <ul style="list-style-type: none"> <li>• Select a program and</li> <li>• Complete either the <b>Status</b> or <b>Category</b> fields</li> </ul>  |
| <b>Refine By</b> section   | The below search criteria may be entered or selected to narrow down the search results.   |
| <b>Program Information</b> | <p>To select a specific program, do the following:</p> <ol style="list-style-type: none"> <li>a. Click the <b>Select Program</b> link. The <i>Program Search</i> page opens.</li> <li>b. Complete one or more fields to generate a list of programs and then choose a program: <ul style="list-style-type: none"> <li>• <b>Program Name:</b> Enter the name, or partial name preceded or followed by an asterisk (*) wildcard.</li> </ul> </li> </ol> |

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

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

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

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

### 17.3 Exchange Visitor Search Results Page

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

**Exhibit 80: Exchange Visitor Search Results Page**

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

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

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

## **18. VIEW EXCHANGE VISITOR OR DEPENDENT INFORMATION PAGES**

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

## Exhibit 81: Exchange Visitor Information Page

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

**Exchange Visitor Information** [Return To Search Results](#)

|  |  |
|--|--|
| <p><b>Personal Information</b></p> <p>SEVIS ID: <b>N0004703663</b><br/>                 FIN ID:<br/>                 Surname/Primary Name: <b>Bradford</b><br/>                 Given Name: <b>Brandon</b><br/>                 Suffix:<br/>                 Passport Name:<br/>                 Preferred Name: <b>Brandon Bradford</b><br/>                 SEVIS Legacy Name: <b>Brandon Bradford</b><br/>                 Gender: <b>MALE</b><br/>                 Date of Birth: <b>08/13/1985</b><br/>                 City of Birth: <b>City</b><br/>                 Country of Birth: <b>UNITED KINGDOM</b><br/>                 Country of Citizenship: <b>UNITED KINGDOM</b><br/>                 Country of Legal Permanent Residence: <b>UNITED KINGDOM</b><br/>                 Email Address: <b>bbradford@gmail.com</b><br/>                 Telephone Number: <b>555-789-4567</b><br/>                 Position: <b>116 - LEGISLATOR IN CENTRAL GOVERNMENT</b><br/>                 Active/Initial Dependent Count: <b>2</b></p> <p><b>Contact Information</b></p> <p><b>Foreign Address:</b><br/>                 Address 1:<br/>                 Address 2:<br/>                 City:<br/>                 Country:<br/>                 Province/Territory:<br/>                 Postal Code:</p> <p><b>Physical Address:</b><br/>                 Address 1: <b>9650 MAIN ST</b><br/>                 Address 2: <b>address line 2</b><br/>                 City: <b>FAIRFAX</b><br/>                 State: <b>VIRGINIA</b><br/>                 Zip Code: <b>22031 - 3748</b><br/>                 Address Status: <b>Valid</b><br/>                 Address Type: <b>H - High-rise default address</b></p> <p><b>Mailing Address:</b><br/>                 Address 1: <b>2451 Crystal Drive</b><br/>                 Address 2:<br/>                 City: <b>Arlington</b><br/>                 State: <b>VIRGINIA</b><br/>                 Zip Code: <b>22202</b><br/>                 Address Status: <b>Override - On-campus housing address</b></p> <p><b>Visa/POE Information</b></p> <p>Visa Type: <b>J-1</b><br/>                 Passport Number: <b>142453222</b><br/>                 Passport Expiration Date: <b>02/08/2020</b><br/>                 Visa Foil Number: <b>45562544</b><br/>                 Visa Issue Date: <b>01/01/2015</b><br/>                 Visa Expiration Date: <b>01/01/2020</b><br/>                 Visa Issue Post: <b>ABU DHABI</b><br/>                 Port of Entry: <b>ALBURG VT</b><br/>                 Date of Entry: <b>03/28/2015</b><br/>                 I-94/Admission Number:<br/>                 Admit Until Date:<br/>                 Port of Departure:<br/>                 Date of Departure:</p> | <p><b>Status Information</b></p> <p>Status: <b>ACTIVE</b><br/>                 Date of Last Status Change: <b>04/09/2015</b><br/>                 212(e): <b>Government Financing</b></p> <p><b>Program Information</b></p> <p>Program Number: <b>P-2-14608</b><br/>                 Program Sponsor: <b>DoS University Program</b><br/>                 Program Status: <b>ACTIVE</b><br/>                 Category: <b>PROFESSOR</b><br/>                 Occupational Category:<br/>                 Student Intern Foreign Degree:<br/>                 Student Intern Foreign Field of Study:<br/>                 Subject/Field Description: <b>Urban Education and Leadership</b><br/>                 Subject/Field Remarks: <b>remarks</b></p> <p><b>Program Dates</b></p> <p>Initial Program Begin Date:<br/>                 IAP-66 Number:<br/>                 Program Begin Date: <b>04/10/2015</b><br/>                 Program End Date: <b>12/02/2017</b><br/>                 Reinstatement Program Begin Date:<br/>                 Previous Program End Date:<br/>                 Effective Date of Transfer:<br/>                 Effective Date of Completion:<br/>                 Completion Reason:<br/>                 Completion Remarks:<br/>                 Effective Date of Termination:<br/>                 Termination Reason:<br/>                 Termination Remarks:</p> <p><b>I-901 SEVIS Fee Payment Information</b></p> <p>Transaction Type:<br/>                 Transaction Date:<br/>                 Transaction Amount:<br/>                 Fee Payment/Cancellation Receipt Number:</p> |
|--|--|

| Funding Information                                      |                   |
|--|-------------------|
| <b>Funds:</b>  |                   |
| Program Sponsor:   | <b>\$1,000.00</b> |
| <b>U.S. Government Agency:</b>                           |                   |
| OTHER - Organization                                     | <b>\$1,001.00</b> |
| OTHER - Another Org                                      | <b>\$1,002.00</b> |
| <b>International Organization:</b>                       |                   |
| OTHER - International Org                                | <b>\$1,003.00</b> |
| OTHER - Int Org  | <b>\$1,004.00</b> |
| Exchange Visitor's Government:                           | <b>\$1,005.00</b> |
| Binational Commission of the Exchange Visitor's Country: | <b>\$1,006.00</b> |
| <b>All other organizations providing support:</b>        |                   |
| FinancialInfo.OtherFunds.Other.Name                      | <b>\$1,007.00</b> |
| Personal Funds:  | <b>\$1,008.00</b> |
| <b>Total:</b>  | <b>\$9,036.00</b> |

| Primary Site of Activity         | Site of Activity | Address   | Remarks         | Site of Activity ID |
|----------------------------------|------------------|---|-----------------|---------------------|
| <input type="radio"/>            | Regular Site     | 9650 MAIN ST FAIRFAX, VA 22031 - 3748<br>Address Status: Valid<br>Address Type: H - High-rise default address | remarks         | 3626054             |
| <input checked="" type="radio"/> | Another Site     | 222 abc Gaithersburg, MD 20878<br>Address Status: Override - On-campus housing address                        | testing remarks | 3626055             |

| Dependents                  |                      |            |              |        |        |  |
|-----------------------------|----------------------|------------|--------------|--------|--------|--|
| SEVIS ID                    | Surname/Primary Name | Given Name | Relationship | Gender | Status |  |
| <a href="#">N0004705577</a> | Bradford             | Beatrice   | CHILD        | FEMALE | ACTIVE |  |
| <a href="#">N0004703366</a> | Bradford             | Brenda     | SPOUSE       | FEMALE | ACTIVE |  |

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

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

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

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

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

## Exhibit 82: Exchange Visitor Dependent Information Page

| View:  |   | Dependent Information                                 |                                 |
|--|---|---|---------------------------------|
| <a href="#">Event History</a>  | <a href="#">View Exchange Visitor</a>       | <a href="#">Return To Search Results</a>              |                                 |
| <b>J-2 Dependent</b> (Surname/Primary Name, Given Name)                      |   | Date of Last Event: 04/09/2015                        |                                 |
| <b>Bradford I, Brenda</b><br>FEMALE   DOB: 09/12/1987   Relationship: SPOUSE |   | Status: <b>ACTIVE</b><br>SEVIS ID: <b>N0004703366</b> |                                 |
| Email Address: brendab@gmail.com   |   |   |                                 |
| City of Birth: City  | Country of Birth: MACAU                     | Port of Entry: I-94/Admission Number:                 | Port of Departure: Visa Number: |
| Country of Citizenship: MACAU  | Country of Legal Permanent Residence: MACAU | Passport:   |                                 |
| Exchange Visitor Information   |   |   |                                 |
| <b>J-1 Exchange Visitor</b> (Surname/Primary Name, Given Name)               |   | Date of Last Event: 06/03/2015                        |                                 |
| <b>Bradford, Brandon</b><br>MALE   DOB: 08/13/1985                           |   | Status: <b>ACTIVE</b><br>SEVIS ID: <b>N0004703663</b> |                                 |
| Email Address: bbradford@gmail.com   |   |   |                                 |
| Program: <b>DoS University Program</b><br>P-2-14608                          |   | Category: PROFESSOR<br>Occupational Category:         |                                 |
| Program Begin/End: 04/10/2015 - 12/02/2017                                   |   | Port of Entry: <b>ALBURG VT</b><br>03/28/2015         |                                 |
| Country of Citizenship: UNITED KINGDOM                                       |   |   |                                 |

## 19. VIEW EXCHANGE VISITOR OR DEPENDENT EVENT HISTORY

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



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

- at that program level

## 19.1 View Event History

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

## Exhibit 83: Exchange Visitor Event History Page

### Event History

Exchange Visitor Information

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

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

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

Expand All Search:  From:  To:  Filter

| Event Name   | Event Date          | Resulting Status     | Performed By     |               |           |           |           |                 |                      |
|--|---------------------|----------------------|------------------|---------------|-----------|-----------|-----------|-----------------|----------------------|
| Address Updated - Physical   | 11/27/2015 17:20:46 | ACTIVE               | Helene Robertson |               |           |           |           |                 |                      |
| <table border="1" style="width: 100%; border-collapse: collapse; text-align: left;"> <thead> <tr> <th style="width: 30%;">Field Changed</th> <th style="width: 30%;">Old Value</th> <th style="width: 40%;">New Value</th> </tr> </thead> <tbody> <tr> <td>Address 1</td> <td>132 Main Street</td> <td>606 Jacqueline Drive</td> </tr> </tbody> </table> |                     |                      |                  | Field Changed | Old Value | New Value | Address 1 | 132 Main Street | 606 Jacqueline Drive |
| Field Changed  | Old Value           | New Value            |                  |               |           |           |           |                 |                      |
| Address 1  | 132 Main Street     | 606 Jacqueline Drive |                  |               |           |           |           |                 |                      |
| Phone Number Update  | 11/27/2015 17:20:46 | ACTIVE               | Helene Robertson |               |           |           |           |                 |                      |
| Biographical Information Updated   | 11/27/2015 17:20:45 | ACTIVE               | Helene Robertson |               |           |           |           |                 |                      |
| Validate Program Participation   | 06/18/2014 17:31:09 | ACTIVE               | Helene Robertson |               |           |           |           |                 |                      |
| Record Created   | 06/17/2014 10:12:45 | INITIAL              | Helene Robertson |               |           |           |           |                 |                      |

b. Features:

| Feature                             | Function  |
|-------------------------------------|---|
| <b>7. Expand All</b>                | Expands all events in the history for which additional details are available.   |
| <b>8. Search</b>                    | <ul style="list-style-type: none"> <li>Allows users to filter the list to only display certain types of events.</li> <li>Enter the name of the type of events you want displayed. SEVIS will begin to filter the list as you type.</li> </ul> <div style="background-color: #e0f0ff; padding: 5px; margin-top: 10px;"> <p>Try to use terms that appear in the actual event names. Typing “practical training” will display nothing. Typing “OPT” will display only events relating to optional practical training. Typing “employment” will display events relating to any type of employment – OPT, CPT, Off-campus employment.</p> </div> |
| <b>9. From: and To: Date fields</b> | Allows the user to limit the list to events that happened between two specific dates.   |

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



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

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

## 20. ALERTS

SEVIS provides you with a read-only list of all students whose SEVIS records are Active and have not been updated in the past 6 months. This list is for tracking purposes.

Perform the following steps to view the list:

- Click the **Alerts** link in the navigation bar. The *Student Alerts* screen displays.
- Click the **Active Students Requiring Status Verification** link. The *Active Students Requiring Status Verification* screen displays listing the appropriate students. This list includes the following information for each student: SEVIS ID for the student, visa type, family name, first name, last update date, number of months since the student's record was updated, school name, and SEVIS code for the school.
- To return to the *Student Alerts* screen from the *Active Students Requiring Status Verification* screen, click the **Return to Alerts** link.

## 21. REPORTS

SEVIS provides you with the ability to generate and print a variety of reports that reflect current SEVIS information for the data elements included in the report. 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. All reports will be labeled with “Sensitive But Unclassified.”

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

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

1. Click **Reports** on the navigation bar. The *Reports* screen displays.

### Exhibit 84: Reports Screen

The screenshot shows the SEVIS Reports screen. At the top, there is a 'Format' section with radio buttons for 'HTML' (selected) and 'Text'. Below this is a help link and a 'Submit' button. The main area is divided into four categories: 'Student Reports', 'Dependent Reports', 'DSO Reports', and 'School Reports'. Each category contains a list of report options with radio buttons for selection.

**Format:**  HTML  Text  
Click on Help (above) and search on Printing Reports to find the proper page settings for printing SEVIS reports.  
**Submit**

**Student Reports**

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

**Dependent Reports**

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

**DSO Reports**

- Detailed DSO Report

**School Reports**

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

2. Select the format for the report. The hypertext markup language (**HTML**) option will print a formatted report. The **Text** option will generate a report in a format that can be copied and pasted into another application and formatted the way that you wish (see Section 21.2, Copy and Paste a Report, for instructions on how to copy and paste the text to another application).
3. Make a selection from the list of reports by clicking the radio button located to the left of the appropriate report.
4. Click the **Submit** button at the top left. The system displays the *Report Criteria* screen in another browser window. Depending upon the report selected, the *Report Criteria* screen may contain different options.

## Exhibit 85: Report Criteria Screen

Report Criteria

Visa Type: F

District: All Districts

Note: Reports will return a maximum of 10,000 records.

Submit Close

5. Enter your search criteria on the *Report Criteria* screen (for example, district, visa type, start date, end date, etc., depending upon the type of report selected).
6. Click the **Submit** button to generate and view the report. 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:
  - a. Click **File** on the Internet Explorer menu bar.
  - b. Select **Page Setup**. The *Page Setup* window displays.

## Exhibit 86: Internet Explorer Page Setup Window

Page Setup

Paper

Size: Letter 8 1/2 x 11 in

Source: Auto Select

Headers and Footers

Header

Footer

Orientation

Portrait

Landscape

Margins (inches)

Left: 0.5" Right: 0.5"

Top: 0.25" Bottom: 0.25"

OK Cancel Printer...

- c. Delete any data that display in the **Header** field.
- d. Delete any data that display in the **Footer** field.
- e. Click the **Landscape** radio button in the **Orientation** section at the lower left.
- f. Set the left and right margins to **0.5"** and the top and bottom margins to **0.25"**.

- g. Click **OK**.
8. Select **Print** from the **File** menu. The *Print* window displays.
9. Ensure the name of the printer listed in the **Name** field is the printer from 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.
11. Click the **Close** button on the browser window to close the window and return to SEVIS.

## **21.2 Copy and Paste a Report**

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

1. Generate (in HTML format) and print one page of the report so that you can see the layout and column labels for the report. See Sections 21.1 or 21.2 for instructions on generating and printing reports in SEVIS.

## Exhibit 87: SEVIS Summary Student Report by District – HTML Format

| SEVIS Summary Student Report - by District       |               |                |                   |                  |                  |
|--|---------------|----------------|-------------------|------------------|------------------|
| Report Date & Time: Wed Jul 14 13:26:42 EDT 2010 |               |                |                   |                  |                  |
| District: <u>ALL</u>                             |               |                |                   |                  |                  |
| Visa Class: F                                    |               |                |                   |                  |                  |
| District Name                                    | Active Status | Initial Status | Terminated Status | Cancelled Status | Completed Status |
| ANCHORAGE AK                                     | 1             | 0              | 46                | 0                | 3                |
| ATLANTA GA                                       | 14            | 10             | 45                | 0                | 4                |
| BALTIMORE MD                                     | 49            | 11             | 747               | 0                | 5                |
| BUFFALO NY                                       | 0             | 1              | 0                 | 0                | 0                |
| CHICAGO IL                                       | 4             | 6              | 192               | 0                | 70               |
| DENVER CO  | 0             | 0              | 0                 | 0                | 0                |
| LOS ANGELES CA                                   | 0             | 0              | 12264             | 0                | 5                |
| MIAMI FL   | 2             | 3              | 1                 | 0                | 0                |
| NEWARK NJ  | 1             | 0              | 0                 | 0                | 0                |
| NEW ORLEANS LA                                   | 0             | 0              | 25                | 0                | 1                |
| PHILADELPHIA PA                                  | 0             | 0              | 2                 | 0                | 0                |
| SEATTLE WA                                       | 0             | 0              | 5                 | 0                | 0                |
| ST PAUL MN                                       | 0             | 0              | 1                 | 0                | 0                |
| WASHINGTON DC                                    | 1287          | 3237           | 10633             | 0                | 92               |
| <b>Grand Total:</b>                              | <b>1358</b>   | <b>3268</b>    | <b>23961</b>      | <b>0</b>         | <b>180</b>       |

Page 1 of 1  
Sensitive But Unclassified

2. Click the **Close** button to close the browser window on which the report that was generated in HTML format displays.
3. Regenerate the report but select **Text** as the format for the report.
4. Click **Submit** to generate the report in Text format. The report displays in another browser window.
5. Click and drag the mouse to highlight the entire report.
6. Select Copy from the **Edit** menu.
7. Open the MS Excel application. Do not click anywhere in the application.
8. Select **Paste** from the **Edit** menu to paste the report into Excel. The whole report will be contained in cell A1. Below is the text for the Summary Student Report by District.

**Note:** The caret (^) characters are used to separate the columns of data.

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

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 displays.
10. Click the **Delimited** radio button, and then click the **Next** button. The *Convert Text to Columns Wizard – Step 2 of 3* window displays.
11. Click the **Other** check box and enter the caret (^) character in the box to the right of **Other**. If there are other delimiters checked (for example, Tab), click the box to remove the check mark. Only the **Other** check box should be checked.
12. Click the **Next** button to display 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.

## 22. OPERATING INSTRUCTIONS

### 22.1 Initiate Operation

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

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

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

1. Enter your user ID in the **User Name** field.

2. Enter your password in the **Password** field.
3. Press **Enter** or click the **Login** button. The *I-17 Application Search* screen displays.

## **22.2 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* screen. 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 will display, “A user is already logged on with this user name.” Click the **Logout** link on the navigation bar to properly exit SEVIS.

## **22.3 Terminate and Restart Operations**

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

## **23. ERROR HANDLING**

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

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

You will be redirected to the login page in 10 seconds. When returned to the *SEVIS Login* screen, 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).

## **24. HELP FACILITIES**

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

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

|        |   |
|--------|---|
| API    | Application Program Interface                             |
| ARO    | Alternate Responsible Officer                             |
| CFR    | Code of Federal Regulations                               |
| CLAIMS | Computer Linked Application Information Management System |
| COS    | Change of Status  |
| DHS    | U.S. Department of Homeland Security                      |
| DoS    | U.S. Department of State                                  |
| DSO    | Designated School Official                                |
| ECFMG  | Educational Commission for Foreign Medical Graduates      |
| EV     | Exchange Visitor  |
| FIN ID | Fingerprint Identification Number                         |
| HTML   | Hypertext markup language                                 |
| ICE    | U.S. Immigration and Customs Enforcement                  |
| ID     | Identification  |
| ISS    | Immigration System Support                                |
| MB     | Megabyte  |
| PDSO   | Principal Designated School Official                      |
| PICS   | Password Issuance and Control System                      |
| RAM    | Random access memory                                      |
| RFE    | Request for Evidence                                      |
| RO     | Responsible Officer                                       |
| SEVIS  | Student and Exchange Visitor Information System           |
| SEVP   | Student and Exchange Visitor Program                      |
| U.S.   | United States   |
| U.S.C. | United States Code  |

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

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

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

Follow the instructions on the Adobe Flash Player web page to install the Flash Player.

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

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

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

## **Appendix D: Application Statuses**

The available application statuses are as follows:

- **Submitted:** The initially submitted certification/recertification application request has not yet been acted upon by a DHS user (DHS Manager, Adjudicator, or Support User) or an updated Form I-17 that includes an update to one of the following:
  - Addition of campus
  - Change to private school owner's name
  - Change to Public/Private School indicator
- **Payment Requested:** A payment request has been made to the school for their submitted application.
- **No Payment Received:** The payment has not yet been received for the associated application and a DHS user has recommended the application be rejected/canceled due to non-payment.
- **Filed:** A DHS user has received the application and full payment has either been received or is not necessary. An application must be marked Filed before any further actions—such as RFE or adjudication—may occur.
- **Request for Evidence (RFE):** A DHS user has requested additional information regarding the application.
- **RFE - Edit I-17:** Additional information has been requested regarding the initial certification or recertification application and the Temporary User/PDSO is given the ability to update the application.
- **RFE – Submitted:** Following an RFE - Edit I-17, the Temporary User/PDSO has resubmitted the application.
- **Pending Site Visit:** A DHS user is waiting for the site visit package for the school.
- **Pending Review:** The application is pending review.
- **Ready for Adjudication:** The application is ready for adjudication.
- **Under Review by Adjudicator:** The DHS Adjudicator has taken the application under review.
- **Escalated to Manager:** The DHS Adjudicator or Support User has forwarded the application to the DHS Manager for review.
- **Approved:** A DHS Manager or Adjudicator has approved the application.
- **Denied:** A DHS Manager or Adjudicator has denied the application.

## **Appendix E: School Statuses**

The values of school statuses are as follows:

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

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

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

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

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

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

## **Appendix F: Program Statuses**

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

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

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

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

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

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

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

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

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

- **Withdrawn:** The sponsor has chosen to discontinue participating as an exchange visitor program, or DoS has ended the program’s participation as an exchange visitor program. No new EV records can be created, and records in Draft status cannot be updated or submitted. The next status will be Cancelled.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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