

User Manual for DHS SEVP Managers, DoS Compliance Officers, ICE Agents, and OGA Users of the Student and Exchange Visitor Information System

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 |
|---------|-----------|-------------------|--|
| 1.1 | 7/08/2016 | Helene Robertson | Updated Student Information Page Section to reflect new page design |
| 1 | 3/18/2016 | Helene Robertson | Added section on Annual Verification of Government Users . |

Previous Revisions

| Version | Date | Name of Author | Summary of Changes |
|---------|------------|------------------------------------|---|
| 6.23 | 12/04/2015 | Ingrid Mercer, Helene Robertson | Section 2.7.1 – Navigation Bar SEVIS ID Search Section 2.8 – revised Termination Reasons Revised Event History ; revised Employment information page ; added Create and Manage Government User Profile section and Request Password Reset section, revised Exchange Visitor Event History |
| 6.21 | 9/22/15 | M. Schaeffer | Search Exchange Visitor and Spouse/Dependent Records section revised, Appendix G: Exchange Visitor and Spouse/Dependent Statuses revised. |
| 6.20 | 4/8/2015 | Robin Ciapponi Helene Robertson | Password content updated. Employment Information Page content added. Added revised student statuses table and revised student/dependent termination reasons tables. |
| 6.19 | 12/10/2014 | Roy Braine | Reformatted with new style, new outline and updated technical content. |
| 6.18 | 10/31/2014 | Helene Robertson | Updated OPT Dates section to include Completion as trigger for change in Actual OPT end date |

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|------|-----------|------------------|--|
| 6.17 | 7/23/2014 | Robin Ciapponi | Changed Release number and Date on cover to reflect release date. |
| | 5/29/2014 | Helene Robertson | Updated to include section on OPT Status Indicator and OPT Dates ; updated text on reusing passwords ; updated Request/Authorization Details screenshot. |
| | 5/29/2014 | Jared Allen | Updated EV Search Results , EV Information Screen , and EV Dependent Information Screenshots based on 6.17 changes |
| 6.16 | 4/17/2014 | Robin Ciapponi | Added language re: 30-day validity of temporary password . Changed section on Exchange Visitor/Dependent Search |
| | 4/16/2014 | Rita Feet | Changed SEVIS ID search with optional “N” and any leading zeros. For student and student dependent searches . |

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INTRODUCTION

This manual was written as a resource for users of the Student and Exchange Visitor Information System (SEVIS). Specifically, this manual was written for Department of Homeland Security (DHS) Student and Exchange Visitor Program (SEVP) Managers, Department of State (DoS) Compliance Officers, Immigration and Customs Enforcement (ICE) Agents, and other Government agency (OGA) users. This user manual reflects the changes to SEVIS effective with Release 6.13.

Resources

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

- **DHS SEVP Managers, DoS Compliance Officers, ICE Agents, and OGA Users Online Help** is available by clicking the **Help** link in the navigation bar when logged into the SEVIS application. This Online Help is updated every release.
- **DHS Help Desk:** (888) 347-7762, 24 hours a day, 7 days a week. Contact the DHS Help Desk to report security concerns.
- **SEVIS Help Desk:** (800) 892-4829, 8 a.m. to 8 p.m. Eastern Time, Monday through Friday. The SEVIS Help Desk is available to address SEVIS concerns or questions other than security or passwords.
- **SEVP Password Issuance and Control System (PICS) Officer**—An SEVP PICS Officer is available to address password issues.
- **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.

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

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

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.

Security Reminder

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

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

Acronyms

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

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.

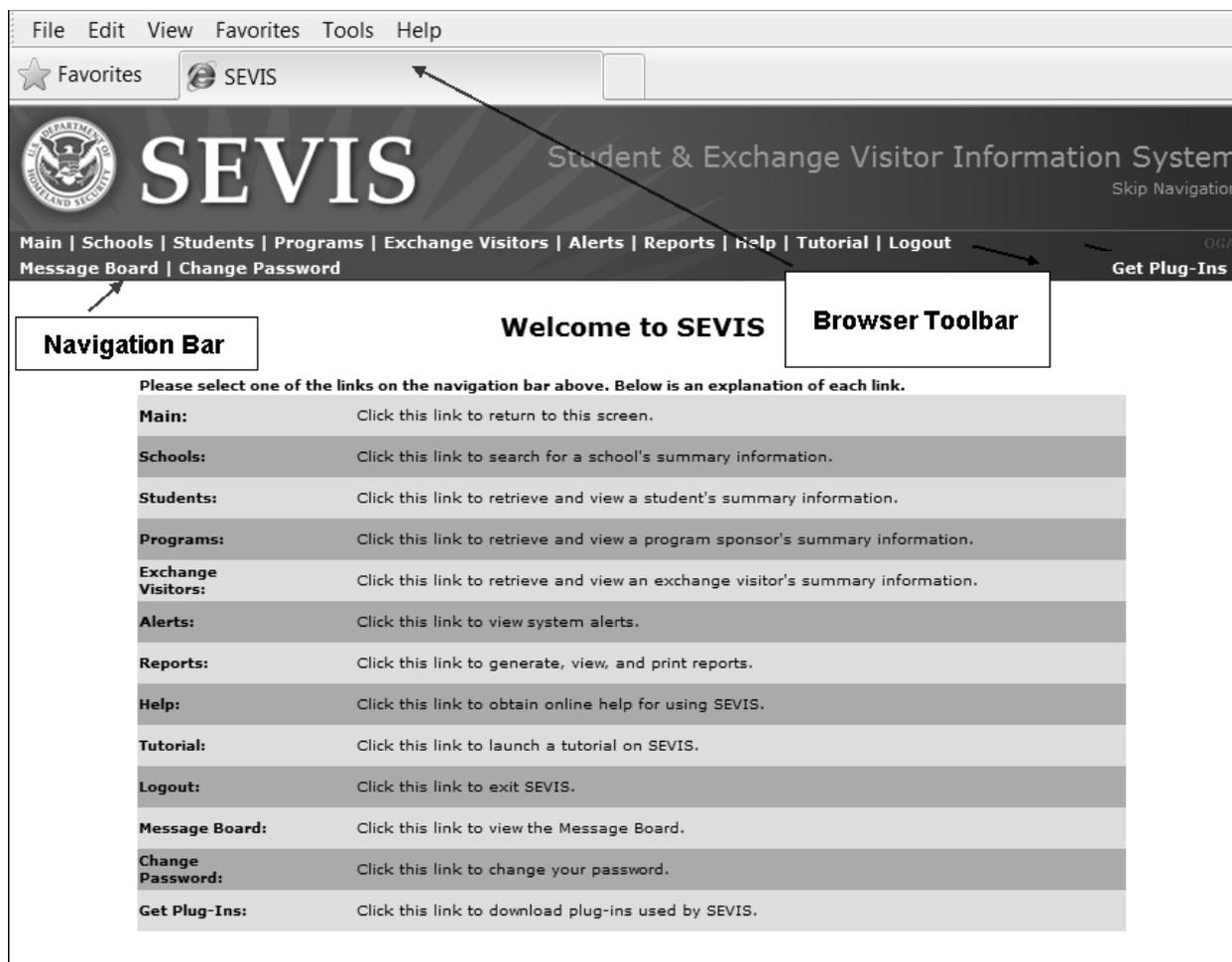
DESCRIPTION OF SYSTEM FUNCTIONS

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

Overview of Screen Components

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

Exhibit 1: Main Screen



2.1.1 Main Screen Components

Depending upon your user role, you may see different options when you access the *Main* screen. 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:** The navigation bar displays the user's SEVIS ID and lists the main functions:

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

1. **Main:** Return to the *Main* screen
2. **Schools:** Search the SEVIS database for a specific school or a list of schools (DHS SEVP Managers, ICE Agents, and OGA users only)
3. **Students:** Search the SEVIS database for a specific student (or dependent) or a list of students (or dependents) (DHS SEVP Managers, ICE Agents, and OGA users only)

4. **Programs:** Search the SEVIS database for a specific EV program or a list of EV programs
5. **Exchange Visitors:** Search the SEVIS database for a specific EV (or dependent) or a list of EVs (or dependents)
6. **Alerts:** Used to view lists of actions needed to be taken
7. **Reports:** Access the Reports module to generate and print reports
8. **Help:** Access Online Help for SEVIS
9. **Tutorial:** View a demonstration of how to perform various SEVIS tasks
10. **Logout:** Exit the system
11. **Message Board:** Used to access any message board postings applicable to your role
12. **Change Password:** Used to voluntarily change your SEVIS password. **Note:** Your password can only be changed once every 7 days.
13. **Get Plug-Ins:** Used to access the plug-ins used by SEVIS.

2.1.2 Additional SEVIS Screen Components

Additional screen components include the following:

- **Scroll Bar:** The part of a window that enables you to see additional information. SEVIS uses scrollbars on the bottom and/or the right side of some windows.
- **Fields:** Areas on the windows where data may be typed or selected or in which system-generated data are displayed.
- **Buttons:** These allow you to process data and move between screens. SEVIS uses the following types of buttons:
 1. **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.
 2. **Radio Buttons:** Click to make a selection. Only one button may be selected at a time.
- Other Input Methods
 1. **Check Boxes:** Click to make one or more selections. Click again to remove the check mark.
 2. **Drop-Down Lists:** Click the **down arrow** to display a list and then make a selection.
- **Links:** Click on underlined text to advance to a different screen within SEVIS.

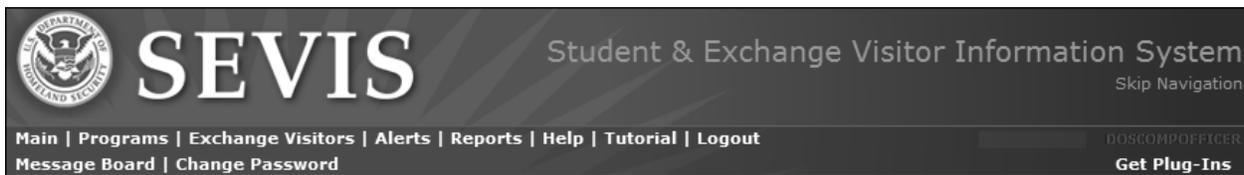
2.1.3 Navigation Bar

The navigation bar at the top of SEVIS screens contains menu options. These menu options may vary depending on the role you perform as a SEVIS user. Most of the options are the same for the four user roles; however, all options available to the various personnel are explained in this manual.

Exhibit 2: Navigation Bar for DHS SEVP Managers, ICE Agents, and OGA Users



Exhibit 3: Navigation Bar for DoS Compliance Officers

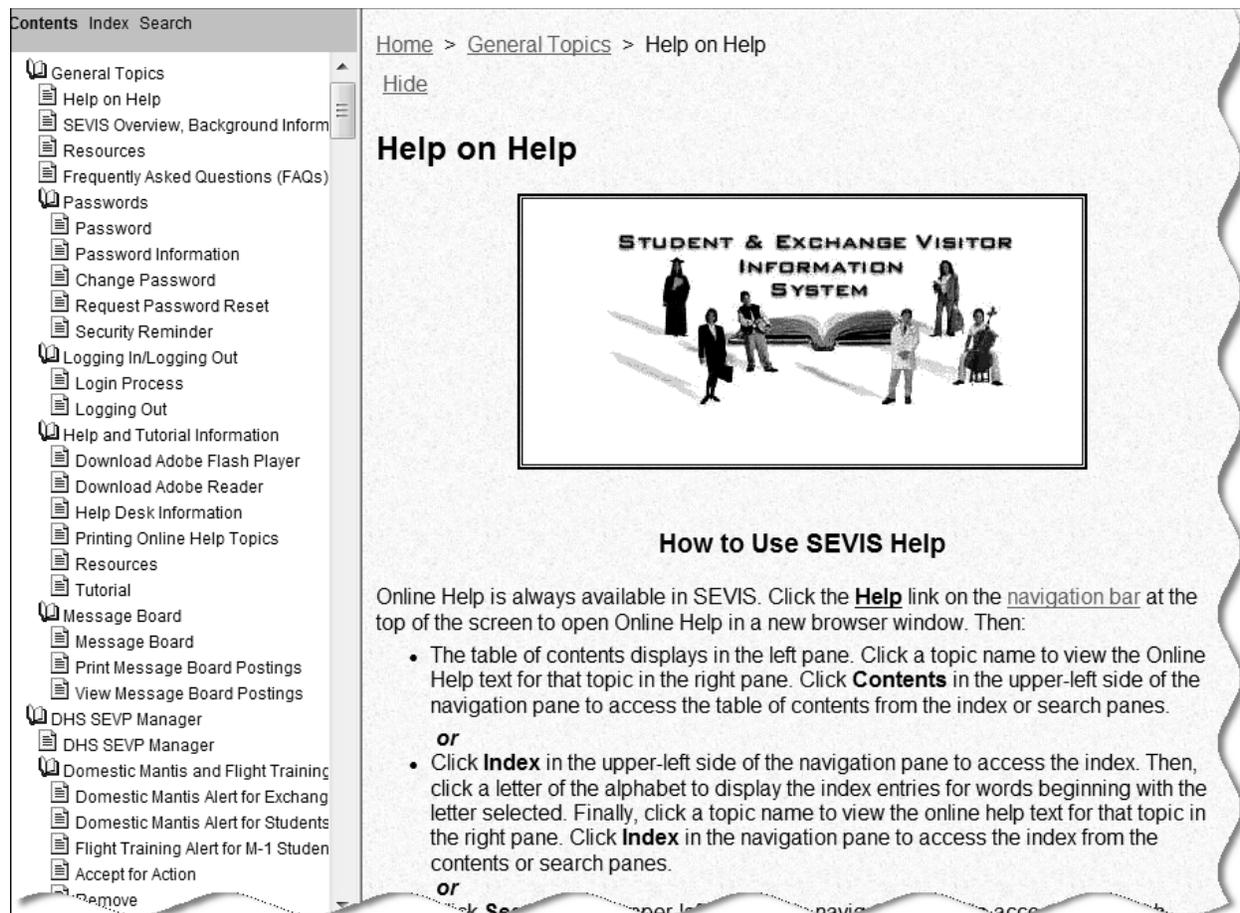


To access any of the options on the navigation bar, click the title. For example, to access the Reports module, click the **Reports** link on the navigation bar.

2.2 Online Help Functions

Online Help is always available by clicking the **Help** link on the navigation bar at the top of SEVIS 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 4: Help Screen



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

2.2.1 Online Help Table of Contents

To use the Online Help table of contents, perform the following steps:

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

2.2.2 Online Help Index

To use the index, perform the following steps:

1. Click **Index** in the upper-left side of the navigation pane to access the index.

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

2.2.3.1 Search Online Help

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

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

2.2.4 Hide/Show the Left Pane

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

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

2.2.5 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.

2.2.6 Close Online Help

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

2.2.7 Printing Online Help Topics

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

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

1. Click anywhere in the right pane.

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

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.

2.3 ACCESSING SEVIS

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

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

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

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

Create 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:

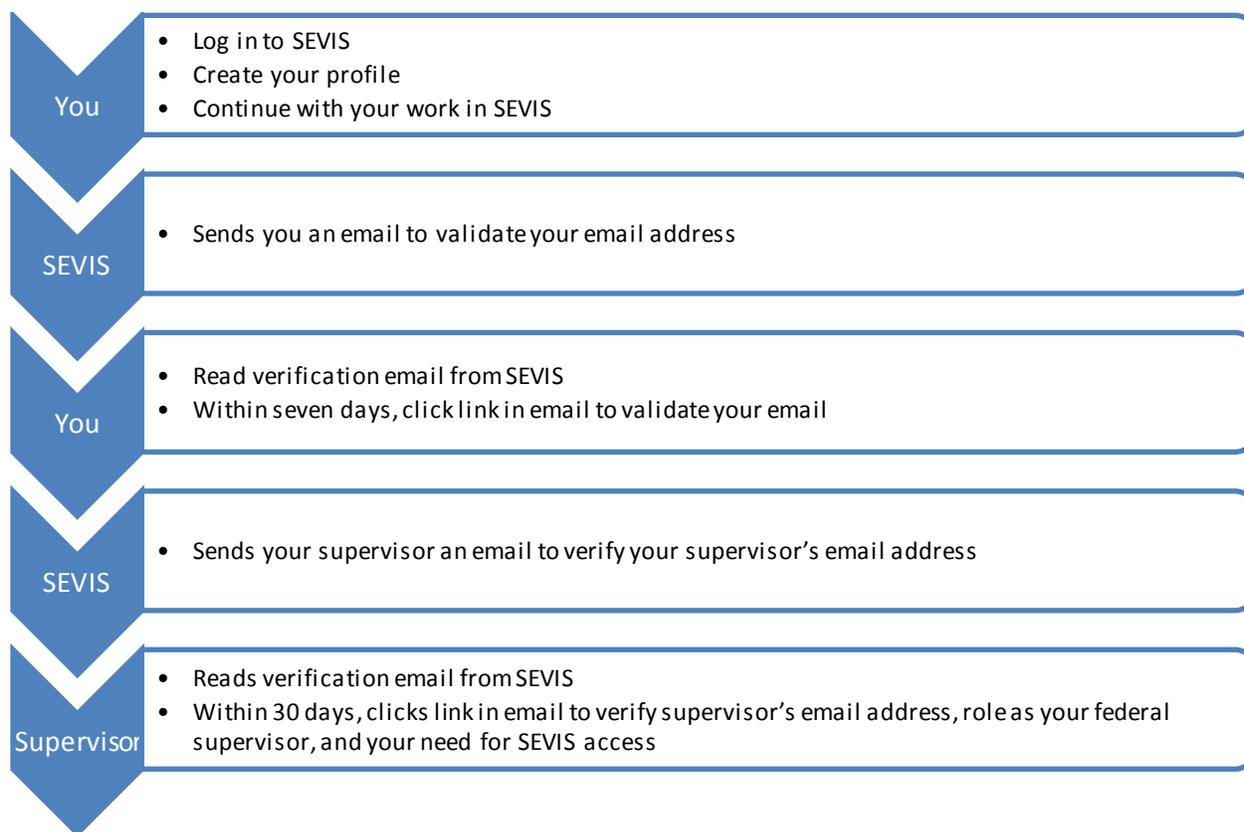
1. Completion of the *Create a New Government User Profile* page.
2. Verification of your email address.
3. Confirmation of SEVIS profile information by your government supervisor.

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 create a user profile. The SEVIS Account Management Team manages a separate process to [obtain SEVIS access and user roles](#).

Process Overview



Create Your Profile

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

Create a New Government User Profile

Required fields are marked with an asterisk (*).

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

| | | | |
|------------------------------|------------------------|-------------------------------|--|
| User Full Name John SEVIS | User Name ISSADMIN6 | User Role 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.

| | |
|---|--|
| Question #1 * Select One <input type="text"/> | Answer #1 * <input type="text"/> |
| Question #2 * Select One <input type="text"/> | Answer #2 * <input type="text"/> |
| Question #3 * Select One <input type="text"/> | Answer #3 * <input type="text"/> |

10/19/2015 (Monday)

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.

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.

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.

Federal Supervisor Actions

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

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

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

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

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

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

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

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

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

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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. |

Manage Government User SEVIS 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:

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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

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

Profile Information

| | | |
|--|--|--|
| Telephone Number * (<input type="text" value="222"/>) <input type="text" value="222"/> - <input type="text" value="2222"/> Ext. <input type="text"/> | 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

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

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

Security Question

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

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

10/19/2015 (Monday)

3. Edit the profile data, as necessary:

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

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

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

Passwords

2.3.1 Guidelines for Passwords

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

2.3.2 Password Standards

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

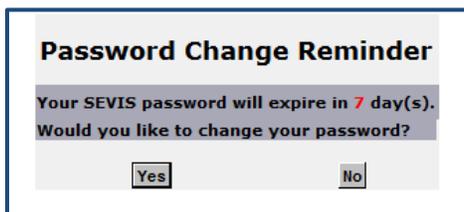
Note: Do not re-use any of the past eight passwords.



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.

2.3.3 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.

2.3.4 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.

3. Complete all three fields:

| | |
|-------------------------------|---|
| *User Name: | Your User ID . |
| *New password: | A unique password. Follow the password standards to develop a password. |
| *Confirm new password: | The same unique password entered in the field above it. |



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

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



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

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



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

2.3.5 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:

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

An official website of the U.S. government

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

Sign In

User Name:

Password:

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

[Forgot Your Password?](#)

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

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

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

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

Log In to/Out of SEVIS

2.3.6 Logging Into SEVIS

You access SEVIS via the U.S. 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 5: SEVIS Login Screen

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:

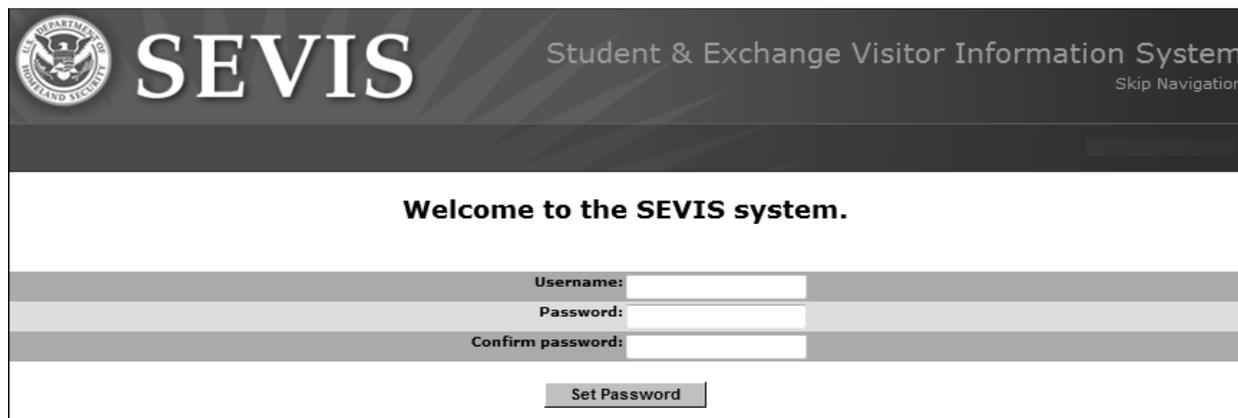
Password:

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

[Forgot Your Password?](#)

2. 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 6: Set Password Screen



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: ABCDE9#. To SEVIS, these passwords are not the same.
 - **Numeric Keypad:** If you are using the numeric keypad to enter numbers, be sure to turn on the **Num Lock** key. Otherwise, enter numbers using the keys above the top row of alpha characters on the keyboard.
7. Reenter your password in the **Confirm Password** field.
 8. Click the **Set Password** button. A confirmation screen displays.
 9. 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.

2.3.7 Additional Information About the SEVIS Login Screen

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

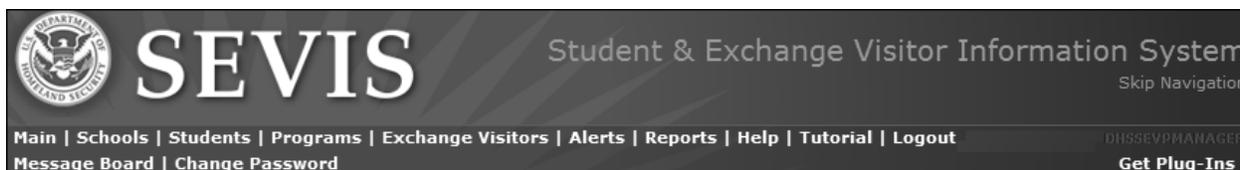
- **Reset** button: Click this button to clear all entries from the screen.
- **Register for New Account** link: **DO NOT** use this link. It is not valid for Government users.

- **Request Password Reset** link: **DO NOT** use this link. It is not valid for Government users.

2.3.8 Logging Out of SEVIS

To exit the SEVIS application at any time, click the Logout link on the Navigation Bar.

Exhibit 7: Navigation Bar—Logout Link



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

2.4 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.

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

Key Facts

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

SEVIS Government Verification

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

Officials Authorized to Complete the Government User Verification



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

Annual Verification Period at a Glance

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

Basic Verification Process

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

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

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

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

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

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

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

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

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

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

Click link <http://10.168.1.193/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:

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.

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.



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

User No Longer Needs Access to SEVIS

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

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

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

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

Annual Verification for Government User

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

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

I Do Not Supervise This Person

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

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

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

Annual Verification for Government User

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

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

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

Supervisor Takes No Action



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

Supervisor Notices

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

User Already Verified

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

Annual Verification for Government User

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

Government User Information

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

User Access Revoked

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

Annual Verification for Government User

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

Government User Information

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

Request Expired

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

Verification for Government User

Request Expired: This request expired on March 15, 2016

Event History

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

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

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

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

2.5 Main Screen

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

Exhibit 8: Main Screen

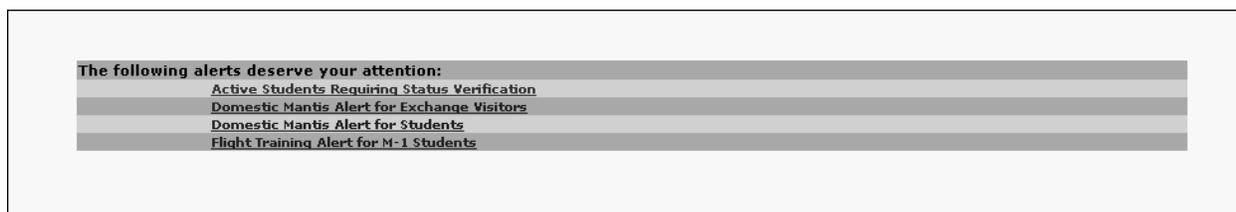
| Please select one of the links on the navigation bar above. Below is an explanation of each link. | |
|---|---|
| Main: | Click this link to return to this screen. |
| Schools: | Click this link to search for a school's summary information. |
| Students: | Click this link to retrieve and view a student's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

2.5 Alerts

Alerts are notices that provide a SEVIS user with information. The available alerts depend on your user role.

1. Click the **Alerts** link on the navigation bar at the top of the screen. The *Alerts* screen displays.

Exhibit 9: Alerts Screen



2. The alerts available per user role are as follows:
 - **DHS SEVP Manager:** Active Students Requiring Status Verification, Domestic Mantis Alert for Exchange Visitors, Domestic Mantis Alert for Students, Flight Training Alert for M-1 Students
 - **DoS Compliance Officer:** Domestic Mantis Alert for Exchange Visitors
 - **ICE Agent:** Domestic Mantis Alert for Exchange Visitors, Domestic Mantis Alert for Students, Flight Training Alert for M-1 Students
 - **OGA User:** Domestic Mantis Alert for Exchange Visitors, Domestic Mantis Alert for Students, Flight Training Alert for M-1 Students
3. Click the appropriate link to view an alert.
4. To return to the *Alerts* screen from any of the specific alerts, click the **Return to Alerts** link.

2.5.1 Active Students Requiring Status Verification

SEVIS provides the DHS SEVP Manager 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.

To view the list, click the **Alerts** link in the navigation bar. Then click the **Active Students Requiring Status Verification** link on the *Alerts* screen. This list includes the following information for each student: SEVIS ID, visa type, family name, first name, last update date, number of months since the student's record was updated, school name, and school code.

Exhibit 10: Active Students Requiring Status Verification

| Active Students Requiring Status Verification | | | | | | | |
|---|-----------|---------------------------|------------|------------------|--------------------------|---|-----------------|
| Return to Alerts | | | | | | | |
| SEVIS ID | Visa Type | Family Name | First Name | Last Update Date | Months Since Last Update | School Name Campus Name | School Code |
| N0000143124 | F-1 | Aiken | Tanner | 01/30/2011 | 10.2 | Montgomery University Montgomery Campus | WAS214F22455000 |
| N0000091815 | F-1 | Bentley | Jean | 03/10/2011 | 10.2 | University of Western New York Western Campus | ATL214F98767000 |
| N0000091821 | F-1 | Gravson | Clay | 03/30/2011 | 10.4 | DeVry University Main Campus | ATL214F98767000 |
| N0000142759 | F-1 | Grev | Jayne | 04/10/2011 | 8.2 | Keller Graduate School of Management Virginia Square | WAS214F15501000 |
| N0000091745 | M-1 | Halverson | Maia | 04/11/2011 | 7.2 | Clander University Dravrah Campus | WAS214F65432001 |
| N0000091827 | F-1 | Islev | Ronald | 04/30/2011 | 7.4 | Makena University Woodward Campus | ATL214F98767000 |
| N0000091825 | F-1 | Karin | Dick | 04/30/2011 | 24 | Crayburn University Miami Campus | ATL214F98767000 |

7 Records

2.5.2 Domestic Mantis Alert for Exchange Visitors

SEVIS provides DHS SEVP Managers, DoS Compliance Officers, ICE Agents, and OGA users with a read-only list of all EVs whose country of birth (COB) or country of citizenship (COC) and whose subject/field are on DHS-designated lists.

1. To view the alert, click the [Alerts](#) link in the navigation bar.
2. Click the [Domestic Mantis Alert for Exchange Visitors](#) link on the *Alerts* screen. The *Domestic Mantis Alert for Exchange Visitors* screen displays.

Exhibit 11: Domestic Mantis Alert for Exchange Visitors Screen

| Domestic Mantis Alert for Exchange Visitors | | | | | | | | | |
|--|--------------------------------------|----------------------|----------------------------------|------------------------|---------------------|---|--|----------------|---|
| # indicates the FIN ID is present for this record. | | | | | | | | | |
| Return to Alerts | | | | | | | | | |
| SEVIS ID/ Status | Family Name/ First Name | State | Program Name | Old COB/ New COB | Old COC/ New COC | Old Country of LPR/ New Country of LPR | Old Subject Field/ New Subject Field | Date of Update | Commands |
| N0000146885 ACTIVE | Phyiscian Alien | DISTRICT OF COLUMBIA | Program | INDIA PAKISTAN | PAKISTAN | PAKISTAN | Pathology/Pathologist Assistant (NEW) | 01/15/2008 | Whiskey, CompOffW Unassign Tracking Log |
| N0000146898 ACTIVE | Government Visitor | MARYLAND | Consortium Program | FIJI | FIJI | FIJI | Artificial Intelligence and Robotics (NEW) | 01/24/2008 | Victor, OgaV Unassign Tracking Log |
| N0000148731 ACTIVE | Ford Thomas | MARYLAND | Consortium Program | INDIA FRENCH GUIANA | FRENCH GUIANA | IRAQ | Business/Office Automation/Technology/Data Entry Nuclear Engineering | 01/24/2008 | Victor, OgaV Unassign Tracking Log |
| N0000149050 ACTIVE | elevenfive sixteen B | MAINE | Al's Student Category | VENEZUELA | VENEZUELA | VENEZUELA | Engineering, Other | 12/19/2007 | Accept For Action Tracking Log |
| N0000149052 ACTIVE | elevenfive sixteen D | MAINE | Al's Student Category | VENEZUELA | VENEZUELA | VENEZUELA | Engineering, Other | 12/19/2007 | Accept For Action Tracking Log |
| N0000149053 ACTIVE | elevenfive sixteen E | MAINE | Al's Student Category | VENEZUELA | VENEZUELA | VENEZUELA | Engineering, Other | 12/19/2007 | Accept For Action Tracking Log |
| N0000149054 ACTIVE | elevenfive sixteen F | MAINE | Al's Student Category | VENEZUELA | VENEZUELA | VENEZUELA | Engineering, Other | 12/19/2007 | Accept For Action Tracking Log |
| N0000149402 INACTIVE | # Joe-Jones Tommy | DISTRICT OF COLUMBIA | Sapphire testing program for 5.8 | PAKISTAN | CHINA | RUSSIA | Agribusiness/Agricultural Business Operations Computer/Information Technology Services Administration and Management, Other (NEW) | 01/28/2008 | Lima, IAgentL Unassign Tracking Log |
| N0000149405 ACTIVE | SBarnes Jameston | DISTRICT OF COLUMBIA | Sapphire testing program for 5.8 | CHINA | UKRAINE | ANTIGUA AND BARBUDA | Agribusiness/Agricultural Business Operations Polymer/Plastics Engineering | 01/22/2008 | Accept For Action Tracking Log |
| N0000149634 ACTIVE | JMantis-B ScenarioB | MARYLAND | Consortium Program | | | RUSSIA | Computer Programming, Specific Applications (NEW) | 01/13/2008 | Accept For Action Tracking Log |
| N0000149635 ACTIVE | JMantis-C ScenarioC | MARYLAND | Consortium Program | | | | | 01/13/2008 | Accept For Action Tracking Log |

- To review an EV's information and Domestic Mantis history, click the appropriate link in the **Family Name/First Name** column. The *Exchange Visitor Information* screen displays. Section 2.5.9, Domestic Mantis and Flight Training Alert History, provides further information.
- On the *Domestic Mantis Alert for Exchange Visitors* screen there is a **Commands** column, which includes the following:
 - Accept for Action** link, which allows you to assign the EV's record to yourself. Section 2.5.5, Accept for Action, provides further information.
 - Remove** link, which allows you to remove the EV's record from the *Domestic Mantis* alert if the record is assigned to you. Section 2.5.6, Remove, provides further information.
 - Tracking Log** link, which allows you to view and enter comments on the EV's record. Section 2.5.7, Tracking Log, provides further information.
 - Unassign** link, which allows you to unassign the EV's record from yourself. **Note:** The DHS SEVP Manager may unassign a record from any user. Section 2.5.8, Unassign, provides further information.
 - If another user has assigned the record to him/herself, his/her name will display.

2.5.3 Domestic Mantis Alert for Students

SEVIS provides DHS SEVP Managers, ICE Agents, and OGA users with a read-only list of all students whose COB or COC and whose major, secondary major, or minor are on DHS-designated lists.

1. To view the alert, click the **Alerts** link in the navigation bar.
2. Click the **Domestic Mantis Alert for Students** link on the Alerts screen. The *Domestic Mantis Alert for Students* screen displays.

Exhibit 12: Domestic Mantis Alert for Students Screen

| Domestic Mantis Alert for Students | | | | | | | | | | | |
|--|-----------|-----------------------------|---------------|---|---------------------|---------------------|--|--|---|----------------|--|
| # indicates the FIN ID is present for this record. | | | | | | | | | | | |
| Return to Alerts | | | | | | | | | | | |
| SEVIS ID/ Status | Visa Type | Family Name/ First Name | District | School Name/ Campus Name | Old COB/ New COB | Old COC/ New COC | Old Major/ New Major | Old Sec Major/ New Sec Major | Old Minor/ New Minor | Date of Update | Commands |
| N0000149066 ACTIVE | F-1 | Ho Hai | OMAHA NE | Wintergreen School | | | English/Language Arts Teacher Education | | | 01/08/2008 | Accept For Action Tracking Log |
| N0000149073 ACTIVE | M-1 | nannan | BALTIMORE MD | Wintergreen CHINA School | | CHINA | Engineering Physics | | | 01/03/2008 | Kilo, IngentK Unassign Tracking Log |
| N0000149073 DEACTIVATED | M-1 | nannan | BALTIMORE MD | Al's SCR # 10850 - M Campus | VENEZUELA | VENEZUELA | Engineering, Other | | | 01/03/2008 | Accept For Action Tracking Log |
| N0000149085 ACTIVE | F-1 | # FDraw First | WASHINGTON DC | Sapphire testing school for 5,8 stsf5,8 | PAKISTAN | CHINA | Engineering Mechanics | Engineering, Other | | 01/28/2008 | Accept For Action Tracking Log |
| N0000149372 COMPLETED | F-1 | YMeans First | WASHINGTON DC | Sapphire testing school for 5,8 stsf5,8 | CHINA | PAKISTAN | Engineering Mechanics | Engineering, Other | | 01/28/2008 | Accept For Action Tracking Log |
| N0000149422 ACTIVE | F-1 | SecondaryR Reinstatement | BALTIMORE MD | CML Salisbury Campus | INDIA | INDIA | Education, Other Chemical Engineering | Teacher Education and Professional Development, Specific Levels and Methods, Other | Teaching English as a Second or Foreign Language/ESL Language Instructor Web Page, Digital/Multimedia and Information Resources Design (NEW) | 01/28/2008 | Accept For Action Tracking Log |
| N0000149425 DEACTIVATED | F-1 | Daniels First | WASHINGTON DC | Sapphire testing school for 5,8 stsf5,8 | PAKISTAN | CHINA | Engineering Mechanics | Engineering, Other | | 01/18/2008 | Alpha, Sevpa Unassign Tracking Log |
| N0000149593 INITIAL | M-1 | Sessionb M-NoDep | BALTIMORE MD | LMC School Northside Campus | | CHINA | Computer Science | | | 01/11/2008 | Accept For Action Tracking Log |
| N0000149594 INITIAL | F-1 | Sessionb F-WithDep | BALTIMORE MD | LMC School Northside Campus | | INDIA | Nuclear Engineering | Construction Engineering (NEW) | Biochemistry | 01/11/2008 | Accept For Action Tracking Log |
| N0000149596 INITIAL | F-1 | Sessionb F-NoDep | BALTIMORE MD | LMC School Northside Campus | PAKISTAN | PAKISTAN | Construction Engineering (NEW) | Electrical, Electronic and Communications Engineering Technology/Technician | | 01/11/2008 | Accept For Action Tracking Log |
| | | | BALTIMORE | LMC Sch | | | | | | 01/13/2008 | Accept For Action |

3. To review a student's information and Domestic Mantis history, click the appropriate link in the **Family Name/First Name** column. The *Student Information* screen displays. Section 2.5.9, Domestic Mantis and Flight Training Alert History, provides further information.
4. On the *Domestic Mantis Alert for Students* screen there is a **Commands** column, which includes the following:
 - **Accept for Action** link, which allows you to assign the student's record to yourself. Section 2.5.5, Accept for Action, provides further information.
 - **Remove** link, which allows you to remove the student's record from the *Domestic Mantis* alert if the record is assigned to you. Section 2.5.6, Remove, provides further information.

- **Tracking Log** link, which allows you to view and enter comments on the student's record. Section 2.5.7, Tracking Log, provides further information.
- **Unassign** link, which allows you to unassign the student's record from yourself. **Note:** The DHS SEVP Manager may unassign a record from any DHS user. Section 2.5.8, Unassign, provides further information.
- If another DHS user has assigned the record to him/herself, his/her name will display.

2.5.4 Flight Training Alert for M-1 Students

SEVIS provides DHS SEVP Managers, ICE Agents, and OGA users with a read-only list of all M-1 students whose COB or COC is on a DHS-designated list and whose education level is flight training.

1. To view the alert, click the **Alerts** link in the navigation bar.
2. Click the **Flight Training Alert for M-1 Students** link on the Alerts screen. The *Flight Training Alert for M-1 Students* screen displays.

Exhibit 13: Flight Training Alert for M-1 Students Screen

| Flight Training Alert for M-1 Students | | | | | | | | |
|--|--|------------------|---|---------------------|---------------------|---|-------------------|---|
| # indicates the FIN ID is present for this record. | | | | | | | | |
| Return to Alerts | | | | | | | | |
| SEVIS ID/ Status | Family Name/ First Name | District | School Name/ Campus Name | Old COB/ New COB | Old COC/ New COC | Old Education Level/ New Education Level | Date of Update | Commands |
| N0000149064 TERMINATED | Fidelity Frank | BALTIMORE MD | LMC School Northside Campus | VENEZUELA | CUBA | FLIGHT TRAINING | 01/03/2008 | Accept For Action Tracking Log |
| N0000149073 DEACTIVATED | hannan | BALTIMORE MD | Al's SCR # 10850 - M M Campus | VENEZUELA | VENEZUELA | FLIGHT TRAINING | 01/03/2008 | Tango, OgaT Unassign Tracking Log |
| N0000149940 ACTIVE | Eliah One | BALTIMORE MD | Al's Sapphire F&M Sapphire Campus F&M | MACAU | MACAU | FLIGHT TRAINING | 01/23/2008 | Accept For Action Tracking Log |
| N0000149941 ACTIVE | Eliah Two | BALTIMORE MD | Al's Sapphire F&M Sapphire Campus F&M | LIBYA | VENEZUELA | FLIGHT TRAINING | 01/23/2008 | Accept For Action Tracking Log |
| N0000149942 ACTIVE | Eliah Three | BALTIMORE MD | Al's Sapphire F&M Sapphire Campus F&M | INDIA | PAKISTAN | FLIGHT TRAINING | 01/23/2008 | Accept For Action Tracking Log |
| N0000149943 ACTIVE | Eliah Four | BALTIMORE MD | Al's Sapphire F&M Sapphire Campus F&M | MACAU | MACAU | FLIGHT TRAINING | 01/23/2008 | Accept For Action Tracking Log |
| N0000149944 ACTIVE | Eliah Five | BALTIMORE MD | Al's Sapphire F&M Sapphire Campus F&M | VENEZUELA | VENEZUELA | FLIGHT TRAINING | 01/22/2008 | Accept For Action Tracking Log |
| N0000149945 ACTIVE | Eliah Six | BALTIMORE MD | Al's Sapphire F&M Sapphire Campus F&M | VENEZUELA | MACAU | FLIGHT TRAINING | 01/23/2008 | Accept For Action Tracking Log |
| N0000149964 INITIAL | Younger John | WASHINGTON DC | Another school for Sapphire testing of 5.8 | UKRAINE | PAKISTAN | FLIGHT TRAINING | 02/22/2008 | Accept For Action Tracking Log |
| N0000149964 DEACTIVATED | Younger John | WASHINGTON DC | Sapphire testing school for 5.8 stsf5.8 | UKRAINE | PAKISTAN | FLIGHT TRAINING | 01/22/2008 | Accept For Action Tracking Log |
| N0000150010 ACTIVE | SecondaryL ScenarioL | BALTIMORE MD | LMC School Westside Campus | PAKISTAN | PAKISTAN | FLIGHT TRAINING | 01/28/2008 | Accept For Action Tracking Log |
| N0000150112 ACTIVE | MTransfer MSenario | BALTIMORE MD | CML Worcester Campus | PAKISTAN | PAKISTAN | FLIGHT TRAINING | 01/29/2008 | Accept For Action Tracking Log |
| | | BALTIMORE MD | | VENEZUELA | | | | Accept For Action |

3. To review an M-1 student's information and Flight Training history, click the appropriate link in the **Family Name/First Name** column. The *Student Information* screen displays. Section 2.5.9, Domestic Mantis and Flight Training Alert History, provides further information.

4. On the *Flight Training Alert for M-1 Students* screen there is a **Commands** column, which includes the following:
 - **Accept for Action** link, which allows you to assign the M-1 student's record to yourself. Section 2.5.5, *Accept for Action*, provides further information.
 - **Remove** link, which allows you to remove the M-1 student's record from the *Flight Training Alert for M-1 Students* alert if the record is assigned to you. Section 2.5.6, *Remove*, provides further information.
 - **Tracking Log** link, which allows you to view and enter comments on the M-1 student's record. Section 2.5.7, *Tracking Log*, provides further information.
 - **Unassign** link, which allows you to unassign the M-1 student's record from yourself.

Note: The DHS SEVP Manager may unassign a record from any DHS user. Section 2.5.8, *Unassign*, provides further information.
 - If another DHS user has assigned the record to him/herself, his/her name will display.

2.5.5 Accept for Action (a Nonimmigrant's Record on the Domestic Mantis or Flight Training Alerts)

The **Accept for Action** link displays in the **Commands** column on the *Domestic Mantis Alert for Exchange Visitors* screen, the *Domestic Mantis Alert for Students* screen, and the *Flight Training Alert for M-1 Students* screen if no DHS user has assigned the nonimmigrant's record to him/herself. When a user accepts a particular record for action, it is now assigned to him/her. This means that only that user may take action on the record (with the exception that a DHS SEVP Manager may unassign the record from the current user).

1. Click the **Accept for Action** link to assign the nonimmigrant record to yourself. The *Update Successful* screen displays.
2. Click the **Return to Alert** button to return to the *Domestic Mantis Alert for Exchange Visitors* screen, the *Domestic Mantis Alert for Students* screen, or the *Flight Training Alert for M-1 Students* screen. Note that the links in the **Commands** column now are **Unassign**, **Remove**, and **Tracking Log**.

2.5.6 Remove (Nonimmigrant From the Domestic Mantis or Flight Training Alerts)

The **Remove** link displays in the **Commands** column on the *Domestic Mantis Alert for Exchange Visitors* screen, the *Domestic Mantis Alert for Students* screen, and the *Flight Training Alert for M-1 Students* screen if you assigned the nonimmigrant record to yourself by clicking the **Accept for Action** link.

1. Click the **Remove** link to remove the nonimmigrant's record from the *Domestic Mantis* or *Flight Training* alert. The *Remove Record From Domestic Mantis Alert* or the *Remove Record From Flight Training Alert* screen displays. The updated field(s) that caused the nonimmigrant to display on the *Domestic Mantis* or *Flight Training* alert will be highlighted.

Exhibit 14: Remove Record From Domestic Mantis Alert Screen

Remove Record From Domestic Mantis Alert

Required fields are marked with an asterisk (*).

| | | |
|--|--|--|
| SEVIS ID: N0000149066 | | |
| FIN ID: | | |
| Family Name: Ho | | |
| First Name: Hai | | |
| Middle Name: | | |
| Visa Type: F-1 | | |
| School Name: Wintergreen School | | |
| Campus Name: Wintergreen School | | |
| District: OMAHA NE | | |
| Date of Update: 08/08/2010 | | |

| | Old Values | New Values |
|-------------------------|---|---------------------|
| Country of Birth: | | CHINA |
| Country of Citizenship: | | CHINA |
| Major: | English/Language Arts Teacher Education | Engineering Physics |
| Secondary Major: | | |
| Minor: | | |
| *Remarks: | (Include contact information, such as, email address and phone number.) | |
| | | |

2. Enter the reason why the nonimmigrant is being removed from the *Domestic Mantis* or *Flight Training* alert in the **Remarks** field. This is a required field.

Note: If the nonimmigrant has multiple *Domestic Mantis* or *Flight Training* alerts, there will be a note under the **Remarks** field, indicating the multiple alerts.

3. Click one of the following buttons:
 - **Remove:** The Update Successful screen displays. Click the **Return to Alert** button to return to the Domestic Mantis Alert for Exchange Visitors screen, the Domestic Mantis Alert for Students screen, or the Flight Training Alert for M-1 Students screen. Note that the nonimmigrant's record no longer displays for that alert instance. If the nonimmigrant has multiple alerts, the other alert instances will remain on the alert list.
 - **Cancel:** Returns to the Domestic Mantis Alert for Exchange Visitors screen, the Domestic Mantis Alert for Students screen, or the Flight Training Alert for M-1 Students screen without removing the nonimmigrant's record from the alert.

2.5.7 Tracking Log

You have the ability to view and update tracking log comments for the *Domestic Mantis* and *Flight Training* alerts.

1. From any alert or Domestic Mantis/flight training history screen, click the **Tracking Log** link in the **Commands** column. The *Tracking Log* screen displays with summary information regarding any previous comments at the bottom of the screen.
2. Click one of the following:
 - **Update Tracking Log** link: The *Update Tracking Log* screen displays. Perform the following steps:
 - Enter appropriate remarks in the **Comments** field. Include contact information, such as, email address and phone number.
 - Click one of the following buttons:
 - **Update Tracking Log:** Updates the nonimmigrant's tracking log. A success screen displays. Click the **Return** button to return to the alert screen.
 - **Cancel:** Returns to the *Tracking Log* screen with no action taken.
 - **Return button:** Returns to the alert or Domestic Mantis/flight training history screen with no action taken.

2.5.8 Unassign (Yourself From a Nonimmigrant's Record on the Domestic Mantis or Flight Training Alerts)

The **Unassign** link displays in the **Commands** column on the *Domestic Mantis Alert for Exchange Visitors* screen, the *Domestic Mantis Alert for Students* screen, and the *Flight Training Alert for M-1 Students* screen if you have assigned the nonimmigrant record to yourself by clicking the **Accept for Action** link.

Note: The DHS SEVP Manager may unassign a record regardless of which user the record is assigned to.

1. Click the **Unassign** link to unassign the nonimmigrant record from yourself. The *Update Successful* screen displays.
2. Click the **Return to Alert** button to return to the *Domestic Mantis Alert for Exchange Visitors* screen, the *Domestic Mantis Alert for Students* screen, or the *Flight Training Alert for M-1 Students* screen. Note that the links in the **Commands** column now are **Accept for Action** and **Tracking Log**.

2.5.9 Domestic Mantis and Flight Training Alert History

SEVIS provides a history of a nonimmigrant's *Domestic Mantis* and *Flight Training* alerts.

1. From the *Student Information* or the *Exchange Visitor Information* screen, click the **Domestic Mantis History** link in the **View** menu. The *Domestic Mantis History* screen displays. This screen provides read-only information about the nonimmigrant in relation to the *Domestic Mantis* and *Flight Training* alerts. Additionally, this screen includes all past and current alert information.

Exhibit 15: Domestic Mantis History Screen

Domestic Mantis History

| |
|---|
| SEVIS ID: N0000149066 |
| Family Name: Ho |
| First Name: Hai |
| Middle Name: |
| Date of Birth: 01/07/1970 |
| Country of Birth: CHINA |
| Country of Citizenship: CHINA |
| Gender: FEMALE |
| School Name: Wintergreen School - Wintergreen School |
| Program Start Date: 01/08/2008 |
| Program End Date: 01/01/2010 |
| Visa Type: F-1 |
| Status: ACTIVE |

| | | |
|------------------------------------|---|------------------------------|
| Alert Type: | Domestic Mantis Alert | Tracking Log |
| School Name - Campus Name: | Wintergreen School - Wintergreen School | |
| School Code: | OMA214F12345000 | |
| Old Country of Birth: | CHINA | |
| New Country of Birth: | CHINA | |
| Old Country of Citizenship: | CHINA | |
| New Country of Citizenship: | CHINA | |
| Old Major: | English/Language Arts Teacher Education | |
| New Major: | Engineering Physics | |
| Old Secondary Major: | | |
| New Secondary Major: | | |
| Old Minor: | | |
| New Minor: | | |
| Date of Update: | 01/08/2008 | |
| Assigned: | Yes | |

2. Click one of the following:

- Click the **Tracking Log** link to view or enter comments on the nonimmigrant's record. Section 2.5.7, Tracking Log, provides further information.
- Click the **Return** button to return to the *Student Information* or the *Exchange Visitor Information* screen.

2.6 School Search

Note: This option is available to DHS SEVP Managers, ICE Agents, and OGA users.

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

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

Exhibit 16: School Search Screen

School Search

Search Criteria

School Name: (prepend or postpend "*" for wildcard)

School Code:

District:

Status:

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

- School Name

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

- “*school” may return a list containing schools such as National Flight School and Scranton Business School.
 - “john*” may return a list containing Johns Hopkins School of Medicine, Johnson School of Nursing, Johnson Agricultural School.
 - “*mai*” may return a list containing Maine University, Portland Maine School of Technology, College of Botmai.
 - **School Code:** Enter a specific school code (in AAA214Fnnnnxxx 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 a status from the drop-down list. Appendix D, School Statuses, defines the values for school status.
3. Click the **Search** button. The system displays a list containing the schools that meet your search criteria, if any.

Exhibit 17: School Search Results

| School Search Results | | | |
|--|-----------------|------------------------|-----------|
| New Search Refine Search | | | |
| Search Criteria: School Name = *univ* | | | |
| Name of school | School code | Location (City, State) | Status |
| Montgomery University | WAS214F68468000 | Washington, DC | APPROVED |
| University of Western New York | PHI214F51800000 | Lancaster, PA | WITHDRAWN |
| DeVry University | BAL214F22210000 | Baltimore, MD | WITHDRAWN |
| Johns Hopkins University | BAL214F22224000 | dc, DC | WITHDRAWN |
| Montgomery University | WAS214F68741000 | Bowie, DC | WITHDRAWN |
| Keller Graduate School of Management of DeVry University | | Baltimore, MD | PENDING |
| Universal Technical Institute | BAL214F11114000 | Baltimore, MD | WITHDRAWN |
| University of Phoenix | BAL214F11113000 | Baltimore, MD | WITHDRAWN |
| Clandor University | CHI214F25256000 | Chicago, IL | APPROVED |
| Makena University | WAS214F87658000 | Washington, DC | APPROVED |
| Dravrah University | ATL214F87609000 | Quietown, GA | APPROVED |
| Cardinal University | WAS214F00002000 | Washington, DC | APPROVED |
| Johnson University | WAS214F55245000 | Washington, DC | WITHDRAWN |
| Plater University | BAL214F45025000 | Baltimore, MD | APPROVED |
| Crayburn University | WAS214F18468000 | Bowie, DC | APPROVED |
| Miami Shores/Barry University | BAL214F33335000 | Baltimore, MD | WITHDRAWN |
| Training University | WAS214F22447000 | Washington, DC | APPROVED |
| Charleston University | WAS214F24713000 | Washington, DC | APPROVED |
| Testing University | DEN214F00076000 | Colo Spgs, CO | APPROVED |
| Woodward University | WAS214F31684000 | Washington, DC | APPROVED |
| 34 Recs 1 2 [Next>>] | | | |

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

Exhibit 18: School Information Screen

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

Charleston University

| | |
|--|--|
| Certification Expiration Date: 05/01/2013 | |
| School Status: APPROVED | |
| Current School Code: WAS214F13300000 | |
| Previous School Code: N/A | |
| Seeking Approval for: Academic and Language students | |
| Mailing Address: 5849 University Drive Washington, DC 20001 | |
| Telephone Number: 050-420-1111 | |
| Fax Number: | |
| Location Address: 5849 University Drive Washington, DC 20001 | |
| 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: Semesters | |
| School Established on: 12/08/1972 | |
| School Operates Under the Following Authorization: Federal Education Board | |
| School is Approved Under the Following Association or Agency: State Education Board | |
| Area of Study: EDUCATION | |
| Degrees Available: DOCTOR OF EDUCATION BACHELOR OF SCIENCE IN EDUCATION MASTER OF SCIENCE | |
| 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. | |
| Sessions are Held: Day, Night | |
| Requirements for Admission: High School Diploma, GED, placement test | |
| Courses of Study and Time Necessary to Complete: 120 study hours. See our web site (charleston.edu) | |
| Requirements for Graduation: Successful completion of coursework. | |
| Causes for Expulsion: Felony conviction | |
| Average Annual Numbers: Classes - 1,500 Students - 15,000 Teachers and Instructors - 275 Non-Teaching Employees - 550 | |
| Average Annual Cost of Room, Board, and Tuition Per Student: \$24,000.00 | |

Campus Information
 Charleston University
 School Code: WAS214F13300000
 Mailing Address: 5849 University Drive Washington, DC 20001
 Location Address: 5849 University Drive Washington, DC 20001

| Officials: Official Name | Title | The Official is | A-Number | Telephone Number | Email Address | Role |
|--------------------------|------------------------------------|-----------------|----------|---------------------------|--|------|
| Barry Channing | Dean of Admissions | U.S. Citizen | | 555-555-5555 | barry.channing@cu.edu | DSO |
| Mary Sue Hafer | Director of International Students | U.S. Citizen | | 111-111-1111 Extn. 101 | mary.hafer@cu.edu | PSDO |

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

5. Click one of the following buttons:

- **Return to List:** Returns to the *School Search Results* screen.
- **Print I-17 Form:** Enables you to print the school's Form I-17. See Section 2.6.1, *Print Form I-17*, for instructions on printing a copy of the Form I-17.

2.6.1 Print Form I-17

SEVIS enables you to print Forms, such as the Form I-17, to a designated printer through Adobe Reader. 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. On the *School Information* screen, click the **Print Form I-17** button. A new browser window opens with the Form I-17 in Adobe Acrobat Portable Document Format.

Exhibit 19: Print Form I-17

The screenshot shows a web browser window displaying a PDF form. The browser's address bar shows the URL: https://7/a518t_JwGvI910E6633967323i-17PRI.pdf. The browser toolbar has a 'Print' button circled in red. A box labeled 'Print Buttons' points to the 'Print' button in the browser toolbar and the 'Print' button in the Adobe Reader toolbar. The form content includes the U.S. Department of Justice logo, the title 'Petition for Approval of School for Attendance by Nonimmigrant Student', and various sections for school information and student approval.

U.S. Department of Justice
Immigration and Naturalization Service

OMB No. 1115-0070
Petition for Approval of School for Attendance by Nonimmigrant Student

START HERE- Please read instructions before beginning. Please type or print in black ink.

THIS SECTION IS TO BE COMPLETED BY THE SCHOOL. If more space is needed to answer fully any items on this form, use a separate sheet; identify each answer with the letter and number of the corresponding item and sign and date each sheet. Indicate that an item is not applicable with "N/A". If the answer is "none," please write "none." This application must be filed with the required evidence as noted below, be properly signed, and submitted with the correct fee.

To the Immigration and Naturalization Service:

1. Petition is made for approval, or continuation of approval, of the institution as a school for attendance by nonimmigrant alien students under (Complete as appropriate):
 - a. Section 101(a)(15)(F) of the Act (academic and language students),
 - b. Section 101(a)(15)(M) of the Act (vocational students),
 - c. Both of the above sections of the Act.
2. Name of school:
Whittford College
3. Mailing address of school:
**7890 Main St.
Whittford, VA 20001**
4. This school is a:
 - a. Publicly owned institution
 - b. Private Institution

FOR INS USE ONLY

School Code 214F

Approval for attendance of students under:

1. Section 101(a)(15)(F) of the Act
2. Section 101(a)(15)(M) of the Act
3. Both of the above sections of the Act.

This Request is to:

1. Create a file.
2. Update a file.

Fee Stamp:

2. There are two ways to print the Form I-17:

- a. Click the **Print** button in the browser toolbar. The Form prints to the designated printer.
- b. Click the **Print** button available in the Adobe Reader toolbar. A *Print* window appears. Click **OK** to send the Form to the designated printer.

3. Click the **Close** button on the *Adobe Reader* window to return to SEVIS.

2.7 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 |
|---------------------------------------|--|
| Navigation Bar SEVIS ID Search | 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. |
| Quick Search | <p>Searches for one student using one of the following criteria:</p> <ul style="list-style-type: none"> • SEVIS Identification (ID) • Fingerprint Identification Number (ID) • Exact Surname/Primary Name <p>Note: The Quick Search Surname/Primary Name can only search for students. The Surname/Primary Name field cannot be used to search for dependents.</p> |
| Advanced Search | <p>Searches for either of the following:</p> <ul style="list-style-type: none"> • One individual, using additional search criteria • Groups of individuals who all meet the same search criteria <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> |

2.7.1 Navigation Bar SEVIS ID Search

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

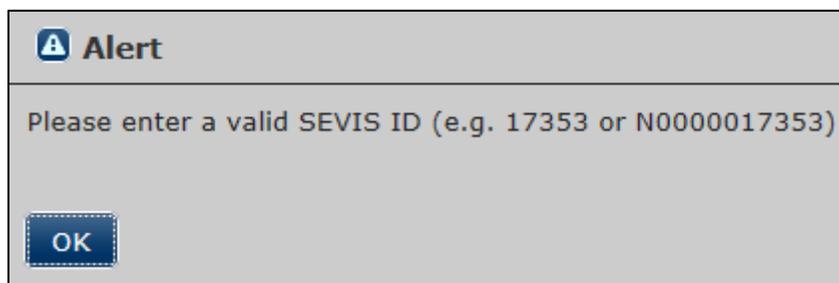


Enter the student's SEVIS ID number. The *SEVIS ID* field features include:

- 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.



Search Student & Dependents

Note: This option is available to DHS SEVP Managers, ICE Agents, and OGA users.

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 20: Search Students and Dependents Page

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 |
|------------------------|--|
| Quick Search | <p>Searches for one student using one of the following criteria:</p> <ul style="list-style-type: none"> • SEVIS Identification (ID) • Fingerprint Identification Number (ID) • Exact Surname/Primary Name <p>Note: The Quick Search Surname/Primary Name can only search for students. The Surname/Primary Name field cannot be used to search for dependents.</p> |
| Advanced Search | <p>Searches for either of the following:</p> <ul style="list-style-type: none"> • One individual, using additional search criteria • Groups of individuals who all meet the same search criteria <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 |
|-----------------|---|
| SEVIS ID | <p>Enter the student’s SEVIS ID number. The <i>SEVIS ID</i> field features include:</p> <ul style="list-style-type: none"> • 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. • A red dotted line around the box indicates an incorrect entry format. • Roll the mouse over the field for an error explanation message. <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>Quick Search:</p> <p>SEVIS ID: <input style="border: 1px dashed red;" type="text" value="1597486+955"/> <input type="button" value="Search"/></p> <p>FIN ID: <input type="text" value="Invalid Entry. Enter a value in the proper format. (e.g. 17353 or N0000017353)"/></p> <p>Surname/Primary Name: <input type="text"/> <input type="button" value="Search"/> <input type="button" value="Search"/></p> </div> |
| FIN ID | Enter the student’s FIN ID number. |

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

Search Students & Dependents

Quick Search:

SEVIS ID:

FIN ID:

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

Exhibit 21: Quick Search

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

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 type.

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 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 "All Records" no other selections from the Refine By section are necessary.

All Records

Exhibit 22: 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 type.

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 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 "All Records" no other selections from the Refine By section are necessary.

All Records

Exhibit 23: Advanced Search – Search Criteria

| Field | Description |
|------------------------|---|
| Surname/Primary | Searches for the name in the <i>Surname/Primary Name</i> field of a |

| Field | Description |
|---|--|
| Name | <p>SEVIS record. The <i>Surname/Primary Name</i> field features include:</p> <ul style="list-style-type: none"> • 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. • 40-character maximum. • Do not use special characters. • Use only letters A to Z. • Allows a trailing wildcard, for example, Joh* after three letters are entered. • Do not use abbreviations, such as FNU, to indicate an unknown name. • If the nonimmigrant has only one name, enter it in this field. |
| Given Name (second field of <i>Surname/Primary Name</i> field) | <p>Searches for the name in the <i>Given Name</i> field of a SEVIS record. The <i>Given Name</i> field features include:</p> <ul style="list-style-type: none"> • This is an optional field. • 80-character maximum. • Use only letters A to Z. • Allows a trailing wildcard, for example, Joh* after three letters are entered. |
| Passport Name | <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"> • 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. • Can search using any name appearing in the <i>Passport Name</i> field of SEVIS record. • 39-character maximum. • Do not use special characters. • Use only letters A to Z. • Allows a trailing wildcard, for example, Joh* after three letters are entered. |
| Preferred Name | <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"> • 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. • Can search using any name appearing in the Preferred Name field of SEVIS record. • 145-character maximum. |

| Field | Description |
|--|--|
| | <ul style="list-style-type: none"> • Do not use special characters. • Use only letters A to Z. • Allows hyphens and apostrophes. • Allows a trailing wildcard, for example, Joh* after three letters are entered. |
| Legacy Family Name | <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"> • 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. • 40-character maximum. • Do not use special characters. • Use only letters A to Z. • Allows a trailing wildcard, for example, Joh*, after three letters are entered. |
| Legacy First Name (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"> • This is an optional field. • 40-character maximum. • Do not use special characters. • Use only letters A to Z. • Do not use trailing wildcard. |
| All Records | <p>Searches all names in the school or campus's SEVIS ID records. Note: 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

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

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

Exhibit 24: Advanced Search – Refine By

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

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

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

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

| Field | Description |
|-------------------------------------|---|
| | <ul style="list-style-type: none"> ○ Use the scroll bar to find the student's termination reason. ○ Select the termination reason. ● To clear the chosen student's termination reason: <ul style="list-style-type: none"> ○ Click the drop-down arrow to open the <i>Student Termination Reason</i> menu. ○ Click Select One. |
| Dependent Termination Reason | <p>Searches by dependent's termination reason on SEVIS record.</p> <p>Note: 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"> ● <i>Dependent Termination Reason</i> field options include: <ul style="list-style-type: none"> ○ Child Over 21 ○ Conviction of a Crime ○ Death ○ Divorce ○ Other ○ Principal Status Completed ○ Principal Status Terminated ○ Unauthorized Employment ● To find and select the dependent's termination reason: <ul style="list-style-type: none"> ○ Click the drop-down arrow to open the <i>Dependent Termination Reason</i> menu. ○ Select the termination reason. ● To clear the chosen dependent's termination reason: <ul style="list-style-type: none"> ○ Click the drop-down arrow to open the <i>Dependent Termination Reason</i> menu. ○ Click Select One. |
| Termination Date Range | <p>Searches by the date a SEVIS record is terminated. The <i>Termination Date Range</i> field parameters include:</p> <p>Note: You can only use this search, if you have selected a <i>Student Termination Reason</i>.</p> <ul style="list-style-type: none"> ● Enter all dates in format MM/DD/YYYY. ● Search a specific Termination Date by entering it in the <i>From Termination Date Range</i> field. ● 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. ● When completing the date fields, a red dotted line will surround the |

| Field | Description |
|-------------------------------|--|
| | <p>box. This indicates the entry is incomplete or in an incorrect format. When all boxes are filled correctly, the red lines will disappear. Roll mouse over partially completed fields for specific error message.</p> <p>Note: Entering a date only in the <i>To</i> field (without a date in the <i>From</i> field) returns an error message.</p> |
| Student Request Type | <p>Searches by a student's request type.</p> <ul style="list-style-type: none"> • <i>Student Request Type</i> field options include: <ul style="list-style-type: none"> ○ Change of Status ○ Extension ○ OPT ○ Off-Campus Employment ○ Reinstatement ○ Transfer • To find and select the student's request type: <ul style="list-style-type: none"> ○ Click the drop-down arrow to open the <i>Student Request Type</i> menu. ○ Select the student's request type. • To clear the chosen student's request type: <ul style="list-style-type: none"> ○ Click the drop-down arrow to open the <i>Student Request Type</i> menu. ○ Click Select One. |
| Student Request Status | <p>Searches by the current status of a student's request status.</p> <p>Note: You can only use this search, if you have chosen a <i>Student Request Type</i>.</p> <ul style="list-style-type: none"> • <i>Student Request Status</i> field options include: <ul style="list-style-type: none"> ○ Approved ○ Cancelled ○ Denied ○ Pending ○ Requested ○ Withdrawn • To find and select the student's request status: <ul style="list-style-type: none"> ○ Click the drop-down arrow to open the <i>Student Request Status</i> menu. ○ Select the student's request status. • To clear the chosen student's request status: |

| Field | Description |
|--------------------------------|---|
| | <ul style="list-style-type: none"> ○ Click the drop-down arrow to open the <i>Student Request Status</i> menu. ○ Click Select One. |
| Adjudication Date Range | <p>Searches by the student request's date of approval or denial. The <i>Adjudication Date Range</i> field parameters include:</p> <p>Note: You can only use this search, if you have chosen a <i>Student Request Type</i>.</p> <ul style="list-style-type: none"> ● Enter all dates in format MM/DD/YYYY. ● Search a specific Adjudication Date by entering it in the <i>From Adjudication Date Range</i> field. ● 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. ● When completing the date fields, a red dotted line will surround the box. This indicates the entry is incomplete or in an incorrect format. When all boxes are filled correctly, the red lines will disappear. Roll mouse over partially completed fields for specific error message. <p>Note: Entering a date only in the <i>To</i> field (without a date in the <i>From</i> field) returns an error message.</p> |

Sort Results By Section

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

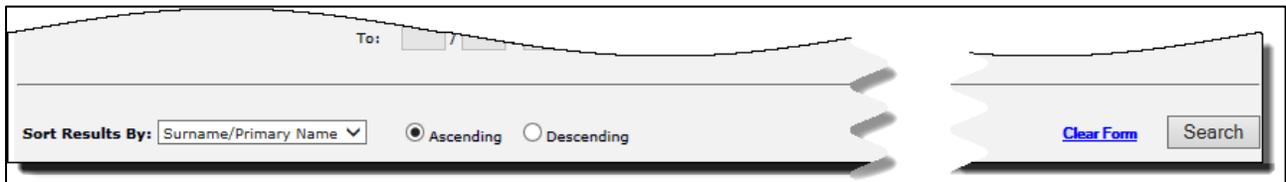


Exhibit 25: Advanced Search – Sort By

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

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

- Given Name
- Program End Date

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

Search Results

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

| Search Results | | | | | | | | |
|--|-----------|-----------------------------|------------|---------------|--------------------|------------------|-----------|--------------------|
| New Search Refine Search Search Criteria: Visa Type = F-1/M-1 School Name = Buckley School of Speaking and Motorcycling Campus = All Student's State of Residence = VIRGINIA | | | | | | | | |
| SEVIS ID | Visa Type | Surname/Primary Name | Given Name | Date of Birth | Program Start Date | Program End Date | Status | Date of Last Event |
| N0004688926 | F-1 | Franklin | Roger | 05/20/1985 | 11/25/2012 | 11/26/2013 | COMPLETED | 01/26/2015 |
| N0004689243 | F-1 | Kane | Lana | 03/31/1975 | 11/19/2014 | 12/31/2020 | ACTIVE | 03/03/2015 |
| N0004689285 | F-1 | Stone | Hunter | 08/25/1999 | 11/19/2014 | 05/31/2019 | ACTIVE | 11/21/2014 |
| N0004688939 | F-1 | Weissmuller | John | 06/02/1904 | 11/19/2014 | 05/31/2020 | ACTIVE | 12/24/2014 |
| 4 Recs | | | | | | | | |

Exhibit 26: Search Results Page

Review the information. Click one of the following:

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

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

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 27: 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**
1-901 Fee Paid

Status: **ACTIVE**
Status Change Date: **May 15, 2016**
SEVIS ID: **N0004703368**
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: **5**
Result Percent: **99.01%**
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**

7 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: **EOEECC1598198168**

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: **BAL214F44444000**
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 | 09 months | Funding | 09 months |
|---|-------------|--------------------------|-------------|
| Estimated Average Cost for Tuition and Fees | \$15,000.00 | Student Funding for | \$21,000.00 |
| Living Expenses | \$6,000.00 | Student's Personal Funds | |
| Dependents Expenses | | Funds From This School | |
| Other Costs | | School Fund Type | |
| Other Costs Comment | | Funds From Other Sources | |
| Total Expense | \$21,000.00 | On-Campus Employment | \$21,000.00 |
| | | Total Funding | \$21,000.00 |

16 Dependents
SEVIS ID: **N0904726654** 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: **XY2345678910**

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 | Student Information header | 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 | Return to /Search Results link | Provides the ability to return to the <i>Search Results</i> page. |
| 3 | Alerts/Flags/ Indicator | Provides information on any alerts regarding the student record. |

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

Student Information 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 | Personal/Contact | 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 | Overall Remarks | 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 | Program | Contains information on the student's current program of study enrollment, including Education Level, Major(s) and Minor, Program Start and End Dates. |
| 7 | Registration | 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 | English Proficiency | Contains information on whether the school requires English proficiency and whether the student has it. |
| 9 | I-901 SEVIS Fee Payment | Contains information on type of Transaction made and Fee Payment / Cancellation Receipt Number. |
| 10 | Additional Names | Provides information on the student's Passport Name and Preferred Name, and SEVIS Legacy Name. Note: The SEVIS Help Hub has detailed information about SEVIS Names Standards . |
| 11 | School | Contains the School Name, School Code, Campus Name, and School Status in SEVIS. |
| 12 | Travel | Provides information on the student's Port and Date of Entry, I-94 |

| # | Section | Description |
|-----------|-------------------------|--|
| | | Admission Number, and Port and Date of Departure. |
| 13 | Visa | Contains the student's Visa Number, Issuance and Expiration Dates, and Issuance Post. |
| 14 | Passport | Contains the student's Passport Number, Expiration Date, and Country of Issuance. |
| 15 | Financial | Contains the student's Expenses and Funding for the time period specified. |
| 16 | Dependents | Lists all dependents registered on the student's SEVIS record. The dependent's hyperlinked name allows quick access to the dependent's information page. |
| 17 | Student Requests | <p>Provides information on requests made by the student that are filed with USCIS. Examples:</p> <ul style="list-style-type: none"> • Change of status • OPT • Off-campus employment • Reinstatement <p>Note: This section does not display, if the DSO has not made any Student Requests.</p> <p>For students granted a Cap-Gap extension, 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> |

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 |
|--|--|
| Employment Information | <p>Opens the <i>Employment Information</i> page. This page lists all authorizations for an individual SEVIS ID.</p> <p>Note: It does not list any authorizations for the same individual under another SEVIS ID.</p> |
| Event History | <p>Opens the <i>Event History</i> page, which allows users to view information about all actions taken on a</p> |

| Link | Function |
|--|---|
| | nonimmigrant's record since it was created. |
| FIN ID | Opens the student's <i>Fin ID History</i> page. This link displays only if a FIN ID is associated with the record. |
| I-17 | Opens the <i>School Information</i> page for the student's school. |
| Request/ Authorization Detail | Opens the <i>Current Request/Authorization Details</i> page. Only pending requests or approved requests with future end dates appear on this page. |
| Transfer History | 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. |

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.

Exhibit 28: Dependent Information page

View:
Event History 3

Student Information

Return to Student 4

F-1 Student
Kipling, Rudyard 1

SEVP School for Advanced SEVIS Studies -
SEVP School for Advanced SEVIS Studies
Start Date: 09/01/2010 End Date: 08/31/2017

Status: **ACTIVE**
SEVIS ID: **N0004703369**

| | | | |
|------------------|-----------------|--------------|--|
| GENDER | MALE | EMAIL | rk@gmail.com |
| DOB | 09/23/1983 | | |
| PREFERRED NAME | Rudyard Kipling | U.S. ADDRESS | 620 MICHIGAN AVE NE 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

| | |
|--|------------------------------|
| Tiki Tavi, Rikki | Status: ACTIVE |
| MALE DOB: 10/01/2000 Relationship: CHILD | SEVIS ID: N0004736654 |
| 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.

graphic for highlighting areas and are not found on the *Student Information* page.

| # | Section | Description |
|---|------------------------------|--|
| 1 | Student Information | Provides information on the F-1 or M-1 student. This section can be expanded or collapsed as needed. |
| 2 | Dependent Information | Provides current information in SEVIS on the student's spouse or child. |
| 3 | View | Provides links to see more information about the dependent in SEVIS: <ul style="list-style-type: none"> Event History allows users to view information about all actions taken on a dependent's record since it was created. FIN ID opens the student's <i>Fin ID History</i> page. This link displays only if a FIN ID is associated with the record. |
| 4 | Return to Student | This link returns the user to the student's record. |

2.6 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

View Event History

1. Navigate to the *Student Information* page.

Exhibit 29: Student Information page with the Event History link called out

| Student Information | | |
|--|--|--|
| Actions: Authorize To Drop Below Full Course Change Education Level Complete Program Disciplinary Action Extend Program Registration Shorten Program Terminate Student Transfer Out Edits: Dependents Financial Information Personal Information Program Information View: Event History Request/Authorization Details Employment/Transfer | Personal Information SEVIS ID: N0004705861 Surname/Primary Name: Testy Given Name: Test Suffix: Passport Name: Preferred Name: Test Testy SEVIS Legacy Name: Jay SamThree Country of Birth: UNITED KINGDOM Date of Birth: 02/05/1957 Country of Citizenship: UNITED KINGDOM Gender: MALE Foreign Address: 4432 FmAddrAC Ste 340 FmCityAC FmProvinceAC 2203404 CAMBODIA U.S. Address: 126 N Wayne St Arlington VIRGINIA 22201 Address Status: Not Validated Email Address: TT5@xyz.com Telephones: U.S. Number: 555-555-5555 Foreign Number: | Program Information Status: ACTIVE Date of Last Event: 10/18/2015 Termination Reason: Visa Type: F-1 School Name: SEVP School for Advanced SEVIS Studies School Code: BAL214F44444000 Campus Name: SEVP School for Advanced SEVIS Studies I-20 Issue Reason: CONTINUED ATTENDANCE Education Level: MASTER'S Major: 14.1101 - Engineering Mechanics Secondary Major: 14.3401 - Forest Engineering Minor: 14.3401 - Forest Engineering Program Start Date: 04/24/2012 Program End Date: 04/24/2016 Normal Length of Study: 36 Current Session End Date: 12/01/2015 Next Session Start Date: 01/01/2016 School Requires English Proficiency: Yes Student Has English Proficiency: Yes English Is Not Required Because: Remarks: |

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 30: Event History page

Event History

F-1 Student Status: **ACTIVE**
Testy, Test SEVIS ID: **N0004705861**

SEVP School for Advanced SEVIS Studies - SEVP
 School for Advanced SEVIS Studies
 Start Date: 04/24/2012 End Date: 04/24/2016

1

Expand All

2

Search:

3

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

From: To: Filter

| Event Name | Event Date | Resulting Status | Performed By | | | | | | | | | | | | | | | | | | |
|--|---------------------|--------------------|------------------|---------------|-----------|-----------|-----------|---------------|----------------|-----------|----------|------|------|-----------|--------------------|-------|----------|----------|-------------|-------|-------|
| 4 + Registration | 10/18/2015 20:18:05 | ACTIVE | Helene Robertson | | | | | | | | | | | | | | | | | | |
| - Address Update 5 | 10/18/2015 20:15:23 | ACTIVE | Helene Robertson | | | | | | | | | | | | | | | | | | |
| <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 30%;">Field Changed</th> <th style="width: 35%;">Old Value</th> <th style="width: 35%;">New Value</th> </tr> </thead> <tbody> <tr> <td>Address 1</td> <td>105 N PORT ST</td> <td>126 N Wayne St</td> </tr> <tr> <td>Address 2</td> <td>Address2</td> <td>null</td> </tr> <tr> <td>City</td> <td>Baltimore</td> <td>Arlington 6</td> </tr> <tr> <td>State</td> <td>MARYLAND</td> <td>VIRGINIA</td> </tr> <tr> <td>Postal Code</td> <td>21224</td> <td>22201</td> </tr> </tbody> </table> | | | | Field Changed | Old Value | New Value | Address 1 | 105 N PORT ST | 126 N Wayne St | Address 2 | Address2 | null | City | Baltimore | Arlington 6 | State | MARYLAND | VIRGINIA | Postal Code | 21224 | 22201 |
| Field Changed | Old Value | New Value | | | | | | | | | | | | | | | | | | | |
| Address 1 | 105 N PORT ST | 126 N Wayne St | | | | | | | | | | | | | | | | | | | |
| Address 2 | Address2 | null | | | | | | | | | | | | | | | | | | | |
| City | Baltimore | Arlington 6 | | | | | | | | | | | | | | | | | | | |
| State | MARYLAND | VIRGINIA | | | | | | | | | | | | | | | | | | | |
| Postal Code | 21224 | 22201 | | | | | | | | | | | | | | | | | | | |
| Personal Information Updated | 10/18/2015 20:15:22 | ACTIVE | Helene Robertson | | | | | | | | | | | | | | | | | | |
| Off-Campus Employment Requested | 10/18/2015 20:13:16 | ACTIVE | Helene Robertson | | | | | | | | | | | | | | | | | | |
| CPT Employment | 10/18/2015 19:58:34 | ACTIVE | Helene Robertson | | | | | | | | | | | | | | | | | | |
| OPT Employment Request Canceled | 09/29/2015 19:12:06 | ACTIVE | Helene Robertson | | | | | | | | | | | | | | | | | | |
| OPT Employment Updated | 09/29/2015 19:08:35 | ACTIVE | Helene Robertson | | | | | | | | | | | | | | | | | | |
| OPT Recommendation for Pre-Completion OPT | 09/29/2015 18:47:35 | ACTIVE | Helene Robertson | | | | | | | | | | | | | | | | | | |
| Personal Information Updated | 09/29/2015 18:41:49 | ACTIVE | Helene Robertson | | | | | | | | | | | | | | | | | | |
| E-Mail Address Update | 09/29/2015 18:41:49 | ACTIVE | Helene Robertson | | | | | | | | | | | | | | | | | | |
| + Name Updated | 09/29/2015 18:41:49 | ACTIVE | Helene Robertson | | | | | | | | | | | | | | | | | | |
| of Session Dates | 09/29/2015 | ACTIVE | Official | | | | | | | | | | | | | | | | | | |
| + Address | ...2015 11:11:10 | | Ann v... | | | | | | | | | | | | | | | | | | |
| Record Created | 04/24/2015 11:11:10 | INITIAL | Ann Vamasiri | | | | | | | | | | | | | | | | | | |

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"> Allows users to filter the list to only display certain types of events. Enter the name of the type of events you want displayed. SEVIS will begin to filter the list as you type. <div style="background-color: #e0f0ff; padding: 5px; margin-top: 10px;"> 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 </div> |

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

View Student Employment Information

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

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 31: 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 | | | | |
| + | STEM OPT | FULL TIME | CANCELLED | SEVP School for Advanced SEVIS Studies | 01/01/2016 | 06/01/2017 | | BACHELOR'S | | | | |
| + | STEM OPT | FULL TIME | REQUESTED | SEVP School for Advanced SEVIS Studies | 01/01/2016 | 06/01/2017 | | BACHELOR'S | | | | |
| - | POST-COMPLETION OPT | FULL TIME | APPROVED | SEVP School for Advanced SEVIS Studies | 01/01/2015 | 12/31/2015 | 01/01/2015 | 12/31/2015 | BACHELOR'S <small>WAC215438 79564</small> | | | |
| Employer Name (EIN) | | | | Job Title | FT/PT | Start Date | End Date | City | State | Zip | Explanation | Unemployment |
| Colorific | | | | Colom... | FT | 05/01/2015 | 11/30/2015 | Richmon | VA | 23221 | Student will mix colors using chemicals. | <p style="font-size: 24px; margin: 0;">0</p> <p style="margin: 0;">Days</p> <p style="margin: 0;">Last Employment 11/30/2015</p> |
| + | PRE-COMPLETION OPT | 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 | |
|---------------------|---|--|
| [Blank] |  | Expand icon to display employer information. |
| |  | Collapse icon to hide employer information. |
| Active [OPT] | <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; border: 1px solid gray; padding: 5px; width: 80px; margin: 10px auto;"> <div style="background-color: #2c5e8c; color: white; padding: 2px; font-weight: bold;">Active</div> <div style="background-color: #e6e6e6; padding: 5px; text-align: center; margin-top: 5px;">●</div> </div> <p>(ALT Text: Screenshot of the Active column with a black dot indicating a student is on active OPT.)</p> | |

| Column Name | Description and Information to Note |
|--|---|
| Employment Type | Describes the type of employment authorization: <ul style="list-style-type: none"> • CPT • Pre-Completion OPT • Post-Completion OPT • STEM OPT • Off-Campus Note: There is no indicator for on-campus employment. |
| FT/PT | Shows the employment is either: <ul style="list-style-type: none"> • Full-time (FT) or • Part-time (PT) |
| Status | Displays the status of the employment request: <ul style="list-style-type: none"> • Requested • Approved • Denied • Canceled • Pending • Withdrawn |
| School | School whose DSO entered the employment request in SEVIS. |
| DSO Recommended Start and End Dates | Dates requested by the DSO for the student to work. |
| Actual Start and End Dates | Dates a work authorization segment actually begins and ends. |
| Level | Student's level of study at the time of the employment request. |
| Receipt | 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.

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 |
|-----------------------------|---|
| Employer Name | Displays the name of the employer. Note: This could be the company name. |
| Job Title | Displays the student's job title. |
| FT/PT | Shows the employment is either: <ul style="list-style-type: none"> • Full-time (FT) or • Part-time (PT) |
| Start/End Dates | Provides the dates the student began and ended work with this employer. |
| City, State, and ZIP | Displays the address of the employer; to include city, state, and ZIP code. |
| Explanation | Describes how the student's program of study and this employment is related. |
| Unemployment Days | Displays the number of consecutive days 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.

Navigation on Employment Information Page

- To open/close the Employer Information section:
 - Click the green, plus “+” icon to view additional employer information, if available.
 - Click the red, minus “-” icon to close the section.
- To filter by the types of employment authorizations on the list:
 - Select the employment authorization type from the drop-down list above the table.
 - Click **Filter**.
- To sort the employment list by a table column, click the **Up** or **Down Arrow** (ascending or descending) next to the desired column name

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



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

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

2.7.4 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 32: OPT Status Indicator on the Student Information Page

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

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.

2.7.5 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 33: OPT Dates on the Request/Authorization Details Page

| OPT Employment: | |
|-----------------------------|------------------------|
| Employer name: | |
| Address: | |
| OPT Type: | POST-COMPLETION |
| DSO Recommended Start Date: | 05/27/2014 |
| DSO Recommended End Date: | 05/26/2015 |
| USCIS Approved Start Date: | 05/27/2014 |
| USCIS Approved End Date: | 05/26/2015 |
| Actual Start Date: | 05/27/2014 |
| Actual End Date: | 05/26/2015 |
| Full Time/Part Time: | FULL TIME |
| Request Status: | APPROVED |
| Receipt Number: | |
| Employment Remarks: | |
| Relevance Text: | |

| Date | How is it entered into SEVIS |
|--------------------------------|--|
| DSO-recommended OPT Start Date | <ul style="list-style-type: none"> • The date the student wants OPT to start. • The DSO enters this date into SEVIS. • For Post-Completion OPT, this cannot be earlier than the program end date. |
| DSO-Recommended OPT End Date | <ul style="list-style-type: none"> • The date the student wants OPT to stop. • The DSO enters this date into SEVIS. • For pre-completion OPT, it cannot be after the program end date |
| USCIS- Approved OPT Start Date | <ul style="list-style-type: none"> • It is the date OPT is authorized to start. • It is reflected on the Employment Authorization Document (EAD) • This is received from USCIS via interface. |
| USCIS-Approved OPT End Date | <ul style="list-style-type: none"> • It is the date authorized OPT ends. • It is reflected on the EAD. • This is received from USCIS via interface. |
| Actual OPT Start Date | <ul style="list-style-type: none"> • This is the date the OPT legally began. • SEVIS populates this field. • By default, it is the same as the USCIS-Approved start date. |
| Actual OPT End Date | <ul style="list-style-type: none"> • This is the date OPT legally ends. • SEVIS populates this field. |

- Initially, it is the same as the USCIS-Approved end date.
- It is modified to reflect:
 - Transfer Release Date when student transfers to another school
 - Registration date when Student Changes Educational Level
 - Cap Gap extension, if qualifying H-1B petition was filed with USCIS
 - Termination of a student record in SEVIS
 - Completion of a student record in SEVIS

2.7.3 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 for the following:

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

The Completion status reason is automatically displayed on the *Student Information* 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 34: Current Request/Authorization Details Screen

| Current Request/Authorization Details | |
|--|-------------------------------------|
| Student Information | |
| SEVIS ID: | N0004668188 |
| Family Name: | Johnson |
| First Name: | Nail |
| Country of Birth: | CHINA |
| Date of Birth: | 08/01/1988 |
| Country of Citizenship: | CHINA |
| Gender: | MALE |
| School Name: | School 1213 |
| Program Start Date: | 02/14/2014 |
| Program End Date: | 05/13/2014 |
| Visa Type: | F-1 |
| Status: | ACTIVE |
| OPT Employment: | |
| Employer name: | SUN |
| Address: | aa, aa, LA, 22204 |
| OPT Type: | STEM OPT |
| DSO Recommended Start Date: | 05/14/2014 |
| DSO Recommended End Date: | 01/16/2015 |
| USCIS Approved Start Date: | 05/15/2014 |
| USCIS Approved End Date: | 01/16/2015 |
| Actual Start Date: | 05/15/2014 |
| Actual End Date: | 01/16/2015 |
| Full Time/Part Time: | |
| Request Status: | APPROVED |
| Receipt Number: | |
| Employment Remarks: | |
| Relevance Text: | |
| CPT Employment: | |
| | No Current CPT Employment |
| Off-Campus Employment: | |
| | No Current Off-Campus Employment |
| Authorized To Drop Below Full Course: | |
| | No Current Authorization |
| Transfer: | |
| | No Current Transfer Request |
| Disciplinary Action Recorded: | |
| | No Record of Disciplinary Action |
| Cap-Gap Extension: | |
| | No Current Cap-Gap Extension |
| Change of Status: | |
| | No Pending Change of Status Request |
| Pending Correction Requests: | |
| | No Pending Correction Request |
| <input type="button" value="Return"/> | |

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

Student Statuses

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

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

2.8 SEVIS Termination Reasons
2.8.1 Student Termination Reasons Available in SEVIS to DSOs

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

| Reason | Use when... |
|-----------------------------------|--|
| | <ul style="list-style-type: none"> • USCIS denied the application to change to the other status. <p>Note: SEVIS will note this reason when it auto-terminates the student’s SEVIS record when the USCIS denial is received from CLAIMS.</p> |
| Change of Status Withdrawn | <p>Students Changing to F or M Status: 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>Note: 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>Students Changing from F or M Status: The SEVIS record is in Active status and all of the following statements are true:</p> <ul style="list-style-type: none"> • The student applied for change from F or M to another nonimmigrant status. • The application for the change of status was withdrawn by the student. <p>Note: SEVIS will note this reason when it auto-terminates a record because the USCIS withdrawal was received through the CLAIMS interface.</p> |
| Death | <p>The student died.</p> <p>Note: Do not use this reason if anyone else in the student’s family died.</p> |
| Denied Transfer | <p>All of the following statements are true:</p> <ul style="list-style-type: none"> • The student is an M-1 student. • The student’s SEVIS record indicates a request to transfer. • The student filed Form I-539 with USCIS for approval to transfer to new school. • USCIS denied the Form I-539 approval to transfer. • 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. • The SEVIS record is in Active status. <p>Note: SEVIS will note this reason when it auto-terminates a record because the USCIS denial is received through the CLAIMS interface.</p> |
| Expulsion | <ul style="list-style-type: none"> • The student was expelled from his or her current program of study. |
| Extension Denied | <p>All of the following statements are true:</p> <ul style="list-style-type: none"> • The student is in M-1 status. • The student’s SEVIS record indicates an extension request. • The student filed Form I-539 with USCIS for approval to extend the program of study. • USCIS denied the Form I-539 request to extend the program of study. • The program end-date is in the past. • The SEVIS record is in Active status. <p>Note: SEVIS will note this reason when it auto-terminates a record because the USCIS denial is received through the CLAIMS interface.</p> |
| Failure to Enroll | <p>All of the following statements are true:</p> |

| Reason | Use when... |
|---|---|
| | <ul style="list-style-type: none"> • The student is a continuing student • The SEVIS record is in Active status. • The student is not in a period of earned vacation • The student fails to enroll in a full course of study the next session the student is expected. <p>Note: SEVIS will note this reason to terminate a student’s SEVIS record if:</p> <ul style="list-style-type: none"> • A DSO has not registered the student in SEVIS for the term, and • The 90 days after the Next Session Start Date. <p>Do not use this reason if a student cannot enroll because:</p> <ul style="list-style-type: none"> • The student is suspended – use Suspension. • The student is expelled – use Expulsion. <p>The student requested an Authorized Withdrawal for that session—use Authorized Early Withdrawal</p> |
| Failure to Report While on OPT | <p>The following statements are true:</p> <ul style="list-style-type: none"> • The student’s SEVIS record is Active • The student is in a period of approved 17-month OPT extension. • The student has not filed the validation report with the DSO (required at 6 and 12 months). |
| No Show – Manual Termination | <p>All of the following statements are true:</p> <ul style="list-style-type: none"> • The student’s SEVIS record is in Initial status. • The student is not a Transfer student. • The SEVIS record shows the student entered the United States. • The student did not report to the school by the program start date. <p>• Note: Do not use this reason if a student is a transfer student – use Transfer Student No Show.</p> |
| Otherwise Failing to Maintain Status | <p>Both of the following statements are true:</p> <ul style="list-style-type: none"> • The student has not maintained status. • None of the other terminations reasons apply. <p>• Note: Clearly explain how the student failed to maintain status in the Remarks field on the Terminate Student page.</p> |
| School Withdrawn | <p>DSOs should NEVER use this reason. SEVIS notes this reason to terminate student SEVIS records when the school loses SEVP certification and is withdrawn from SEVP.</p> |
| Suspension | <p>The student is suspended from school and can no longer maintain a full course of study.</p> |
| Transfer Student No Show | <p>Both of the following statements are true:</p> <ul style="list-style-type: none"> • The student transferred from another school. • The student failed to report to the transfer-in school as required by the program start date. <p>Note: SEVIS also notes this termination reason when it auto-terminates a transfer student’s SEVIS record because:</p> <ul style="list-style-type: none"> • A DSO has not registered the student in SEVIS for the term, and <p>The date is 60 days after the program start date.</p> |
| Transfer Withdrawn | <p>All of the following statements are true:</p> <ul style="list-style-type: none"> • The student is an M-1 student. |

| Reason | Use when... |
|---|--|
| | <ul style="list-style-type: none"> • The student’s SEVIS record indicates a transfer request. • The student filed Form I-539 with USCIS for approval to transfer to a new school. • The student withdrew his or her request to transfer with USCIS. • The program end date is in the past. • The student’s SEVIS record is in Active status. <p>• Note: SEVIS will note this reason when it auto-terminates a record because the withdrawal is received from USCIS through CLAIMS.</p> |
| Unauthorized Drop Below Full Course | <p>Both of the following statements are true:</p> <ul style="list-style-type: none"> • The student is not currently enrolled in a full course of study. <p>A reduced course load was not approved by the DSO in advance.</p> |
| Unauthorized Employment | <p>Both of the following statements are true:</p> <ul style="list-style-type: none"> • The DSO has evidence the student is or was employed. • The DSO knows the student does or did not have work permission for all or part of that employment. |
| Unauthorized Withdrawal | <p>Both of the following statements are true:</p> <ul style="list-style-type: none"> • The student withdrew from school or stopped attending classes in the middle of a term. • The student did not get prior DSO approval for the withdrawal his or her program of study. |
| Violation of Change of Status Requirements | <p>Both of the following statements are true:</p> <ul style="list-style-type: none"> • USCIS approved a student’s change of status from B-1, B-2, or F-2 or M-2 to F-1 or M-1 status. • The student began his or her full course of study before the change of status was approved by USCIS. |

2.8.2 Dependent Termination Reasons Available in SEVIS to School Officials

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

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

2.8.3 System-Only Termination Reasons

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

PROGRAM SEARCH

Note: This option is available to DHS SEVP Managers, DoS Compliance Officers, ICE Agents, and OGA users.

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* screen displays.

Exhibit 35: Program Search Screen

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:
 - **“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 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* screen to return to the *Program 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 *Program Search* screen and enter additional search criteria, or change the existing search criteria, and perform another search.

Exhibit 36: Program Search Results Screen

| Program Sponsor Search Results | | | | |
|---|-------------------------------|----------------|------------|--------|
| New Search Refine Search Criteria: Category: Au Pair | | | | |
| Program Sponsor Number | Program Sponsor Name | Program Status | Categories | Action |
| G-1-00418 | AAA Au Pairs | ACTIVE | Au Pair | |
| P-1-01387 | All Around AP Agency | ACTIVE | Au Pair | |
| P-1-01755 | Allegheny Au Pairs | WITHDRAWN | Au Pair | |
| P-4-00447 | American Au Pair Agency, Inc. | ACTIVE | Au Pair | |
| P-3-00991 | Au Pairs, Inc. | ACTIVE | Au Pair | |
| P-3-00992 | Au Pairs, USA | ACTIVE | Au Pair | |
| P-3-00453 | Au Pairs Worldwide | ACTIVE | Au Pair | |
| G-1-01674 | Belagio Au Pairs | ACTIVE | Au Pair | |
| P-3-00401 | CAL Au Pair, Inc. | ACTIVE | Au Pair | |
| P-3-00121 | Cedars AP Agency | ACTIVE | Au Pair | |
| P-2-01812 | Christian Au Pairs | CANCELLED | Au Pair | |
| P-1-00823 | Clara Lewis Au Pair Service | ACTIVE | Au Pair | |
| G-2-01920 | Domestics & Au Pairs | ACTIVE | Au Pair | |
| G-1-00347 | Gubmint Au Pairs | ACTIVE | Au Pair | |
| P-4-00346 | International Au Pair, Org. | ACTIVE | Au Pair | |
| G-1-00454 | LA Au Pairs | ACTIVE | Au Pair | |
| P-4-00830 | Nannies in the U.S. | ACTIVE | Au Pair | |
| P-4-00587 | Osborn Au Pairs | CANCELLED | Au Pair | |
| G-6-01805 | Regency AP Group | CANCELLED | Au Pair | |
| G-2-00419 | The Best Au Pairs | ACTIVE | Au Pair | |
| 28 Recs 1 2 [Next>>] | | | | |
| <input type="button" value="Cancel"/> | | | | |

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

Exhibit 37: Program Information Screen

International School of Taxidermy

Return To Search Results

| | |
|---|----------------------------|
| Program Number: | P-1-00891 |
| Program Status: | ACTIVE |
| Business Address: | 123 Deerlake Lane |
| | Doeville , VT 20001 |
| Mailing Address: | 123 Deerlake Lane |
| | Doeville , VT 20001 |
| Employer Identification Number: | |
| Employer Identification Number Date of Issuance: | |
| 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 | linda.aupair@IST.org | RO |
| Celeste Franklin | Dean of Students | 111-222-3333 | | celeste.franklin@IST.org | ARO |
| Mary Hafer | Director of International Students | 222-999-8888 | | mary.hafer@IST.org | 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.

Note: DHS Officers will see a **Foreign Entity Information** link available on the *Program Information* screen. The foreign entity (i.e., overseas agent or partner) is the 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.

5. Click the **Foreign Entity Information** link and the *Foreign Entity Information* screen displays.
6. Click the **Return** button to go back to the *Program Information* screen.
7. Click the **Return to Search Results** button to return to the *Program Search Results* screen.

2.9 EXCHANGE VISITOR/DEPENDENT SEARCH

Note: This option is available to DHS SEVP Managers, DoS Compliance Officers, ICE Agents, and OGA users.

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.

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 38: 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 FIU 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 Names

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.

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

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.

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 |
|--------------------------------|---|
| Include 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. |
| Search Criteria section | Click a radio button and complete the associated text box, if applicable: |
| Surname/Primary Name | Enter up to 40 letters (no special characters), or enter at least three letters preceded and/or followed by an asterisk (*). For example: <ul style="list-style-type: none"> • joh* may return a list containing names such as Johannes and Johanson. • *son may return a list containing names such as Mathison and Gleson. • *ang* may return a list of names such as Angelus and Wang. |
| Given Name | 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 Surname/Primary Name . |
| Passport Name | 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. |
| Preferred Name | 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. |

| Section/Field | Description/Explanation |
|----------------------------|--|
| Legacy Family Name | <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> |
| Legacy First Name | <p>Enter up to 40 characters. Completion of this field is optional when selecting Legacy Family Name.</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> |
| All Names | <p>Click this radio button, and in the Refine By section:</p> <ul style="list-style-type: none"> • Select a program and • Complete either the Status or Category fields |
| Refine By section | <p>The below search criteria may be entered or selected to narrow down the search results.</p> |
| Program Information | <p>To select a specific program, do the following:</p> <ol style="list-style-type: none"> a. Click the Select Program link. The <i>Program Search</i> page opens. b. Complete one or more fields to generate a list of programs and then choose a program: <ul style="list-style-type: none"> • Program Name: Enter the name, or partial name preceded or followed by an asterisk (*) wildcard. • Program Number: Enter the program number in X-m-nnnnn format. • Program Status: Select an option from the drop-down list. • Category: Select an option from the drop-down list. • Occupational Category: Select an option from the drop-down list. c. Click the Search button. The <i>Program Sponsor Search Results</i> page opens. d. Click the Program Sponsor Number link for a specific program. The <i>Search Exchange Visitors & Dependents</i> page opens and the program number and name are listed on the page. (Click Clear Selection to remove the program from |

| Section/Field | Description/Explanation |
|---|--|
| | the search page or Edit Selection to change the search options.) |
| Date of Birth | Enter a date range in the From and To fields in MM/DD/YYYY format. |
| Status | Click the down arrow and then click a box to select a status. Up to three statuses may be selected. |
| Category | Click the down arrow and then click a category. |
| Primary Site of Activity State | Click the down arrow and begin typing the state name. Then select the state from the list. |
| Program Begin Date Range | Enter a date range in the From and To fields in MM/DD/YYYY format. |
| Program End Date Range | Enter a date range in the From and To fields in MM/DD/YYYY format. |
| Country of Birth | Click the down arrow and begin typing the country name. Then select the country from the list. |
| Country of Citizenship | Click the down arrow and begin typing the country name. Then select the country from the list. |
| Country of Legal Permanent Residence | Click the down arrow and begin typing the country name. Then select the country from the list. |
| Sort Results By section | Select an option from the drop-down list to change how the search results will display. Click Descending 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.

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 39: Exchange Visitor Search Results Page

| Exchange Visitor Search Results | | | | | | | | | | | |
|---|---------------------------|------------|---------------|------|--------|-----------------------|----------------|----------------------------|---------------|-------------|--------------------|
| New Search Refine Search | | | | | | | | | | | |
| Search Criteria: Visa Type = J-1 Program Number/Name = P-1-16590 Whispering Pines Institute Status = 'ACTIVE' | | | | | | | | | | | |
| SEVIS ID | Surname/Primary Name | Given Name | Date of Birth | Visa | Status | Category | Program Number | Program Name | Program Begin | Program End | Date of Last Event |
| N0000137935 | Babinchok | 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 | Browne | 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 | Connolly | 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 | Fallon | 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 | Liu | 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 | Smink | 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 | Smith | 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 | Smiths | 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 | Thomboish | 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 | Wang | 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 | Zelinski | 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.

If you need to search for a specific program sponsor rather than a nonimmigrant, conduct a [Program Search](#).

2.10 Exchange Visitor or Dependent Information Screens

Each nonimmigrant has an Information page that displays information about the individual and their purpose for being in the United States. It also displays a list of actions the user viewing the screen can take on the record. The data contained on the screen and the available actions will vary depending on whether the individual is the Exchange Visitor or the Dependent

2.10.1 Exchange Visitor Information Screen

Exhibit 40: Exchange Visitor Information Screen



SEVIS

Student & Exchange Visitor Information System
Skip Navigation

Main | Schools | Students | Programs | Exchange Visitors | Alerts | Reports | Help | Tutorial | Logout
SEVISFQTEAPP01 DHSSEVP-MANAGER

Message Board | Change Password
Get Plug-Ins

View:

[Event History](#)

[Program Information](#)

Exchange Visitor Information

[Return To Search Results](#)

Personal Information

SEVIS ID: N0000094463

FIN ID:

Family Name: Johansen

First Name: Julie

Middle Name:

Suffix:

Gender: FEMALE

Date of Birth: 04/14/1980

City of Birth: London

Country of Birth: MACAU

Country of Citizenship: MACAU

Country of Legal Permanent Residence: MACAU

Email Address:

Position: 114 - CIVIL SERVICE EMPLOYEE IN CENTRAL GOVERNMENT

Active/Initial Dependent Count: 0

Status Information

Status: TERMINATED

Date of Last Status Change: 11/22/2005

212(e): Government Financing

Contact Information

Foreign Address:

Address 1:

Address 2:

City:

Country:

Province/Territory:

Postal Code:

Physical Address:

Address 1: 24234 Campy Drive

Address 2:

City: WASHINGTON

State: DISTRICT OF COLUMBIA

Zip Code: 20001

Mailing Address:

Address 1:

Address 2:

City:

State:

Zip Code:

Program Information

Program Number: G-7-14548

Program Sponsor: Test story 95

Program Status: ACTIVE

Category: PROFESSOR

Occupational Category:

Student Intern Foreign Degree:

Student Intern Foreign Field of Study:

Subject/Field Description: Agricultural and Extension Education Services

Subject/Field Remarks: asdf

Program Dates

Initial Program Begin Date:

IAP-66 Number:

Program Begin Date: 11/28/2005

Program End Date: 11/27/2007

Reinstatement Program Begin Date:

Previous Program End Date:

Effective Date of Transfer:

Effective Date of Completion:

Completion Reason:

Completion Remarks:

Effective Date of Termination: 11/22/2005

Termination Reason: DISCIPLINARY ACTION

Termination Remarks:

I-901 SEVIS Fee Payment Information

Transaction Type:

Transaction Date:

Transaction Amount:

Fee Payment/Cancellation Receipt Number:

Visa / POE Information

Visa Type: J-1

Passport Number:

Passport Expiration Date:

Visa Foil Number:

Visa Issue Date:

Visa Expiration Date:

Visa Issue Post:

Port of Entry:

Date of Entry:

I-94/Admission Number:

Admit Until Date:

Port of Departure:

Date of Departure:

Funding Information

Funds:

| | |
|--|--------------------|
| Program Sponsor: | \$2,424.00 |
| U.S. Government Agency: | |
| International Organization: | |
| INTERNATIONAL MONETARY FUND - | \$24,324.00 |
| Exchange Visitor's Government: | |
| Binational Commission of the Exchange Visitor's Country: | |
| All other organizations providing support: | |
| Personal Funds: | |
| Total: | \$26,748.00 |

| Primary Site of Activity | Site of Activity | Address | Remarks | Site of Activity ID |
|--------------------------|------------------|--|---------|---------------------|
| Ⓞ | Institute | 23424 Research Drive Fairfax, ME 22031 | | 11002 |

Dependents

| SEVIS ID | Family Name | First Name | Relationship | Gender | Status |
|-------------|-------------|------------|--------------|--------|------------|
| N0000094466 | Johansen | John | SPOUSE | MALE | INACTIVE |
| N0000094465 | Johansen | Jack | SPOUSE | MALE | NO SHOW |
| N0000094467 | Johansen | Jim | SPOUSE | MALE | TERMINATED |
| N0000094468 | Johansen | George | SPOUSE | MALE | TERMINATED |

Available links:

- **Event History** link: the *Event History* screen displays.
- **FIN ID History** link: the *FIN ID History* screen displays.

- **Out of Country History** link: the *Out of Country History* screen 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* screen displays.
- **Student Academic Training History** link: the *Student Academic Training History* screen displays.
- **Student Employment History** link: the *Student Employment History* screen displays.

2.10.2 Exchange Visitor Dependent Information Screen

1. On the *Exchange Visitor Dependent Information Screen* click one of the following:
 - **Event History** link: Displays the EV dependent's *Event History* screen. Section 2.8.1, *Event History*, provides further details.
 - **FIN ID History** link: Displays the EV dependent's *FIN ID History* screen. Click the **Return** button to return to the *EV Dependent Information* screen. **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* screen.

Exhibit 41: Exchange Visitor Dependent Information Screen



SEVIS

Student & Exchange Visitor Information System Skip Navigation

Main | Schools | Students | Programs | Exchange Visitors | Alerts | Reports | Help | Tutorial | Logout

Message Board | Change Password

SEVISFQTEAPP01 DHSSEVPMANAGER

Get Plug-Ins

View: [Event History](#)

Dependent Information

[View Exchange Visitor](#)

Dependent Information

SEVIS ID: **N000094462**

FIN ID:

Family Name: **Johansen**

First Name: **Jim**

Middle Name:

Suffix:

Gender: **MALE**

Date of Birth: **04/11/1978**

City of Birth: **London**

Country of Birth: **MACAU**

Country of Citizenship: **MACAU**

Country of Legal Permanent Residence: **MACAU**

Email Address:

Relationship: **SPOUSE**

Program Information

Status: **TERMINATED**

Effective Date of Termination: **11/17/2005**

Termination Reason: **CONVICTION OF A CRIME**

Other Termination Reason:

Visa/POE Information

Visa Type: **F-2**

Passport Number:

Passport Expiration Date:

Visa Fol Number:

Visa Issue Date:

Visa Expiration Date:

Visa Issue Post:

Port of Entry:

Date of Entry:

I-94/Admission Number:

Admission Date:

Port of Departure:

Date of Departure:

Exchange Visitor Information

SEVIS ID: **N000094463**

FIN ID:

Family Name: **Johansen**

First Name: **Jalie**

Middle Name:

Suffix:

Gender: **FEMALE**

Date of Birth: **04/14/1980**

City of Birth: **London**

Country of Birth: **MACAU**

Country of Citizenship: **MACAU**

Country of Legal Permanent Residence: **MACAU**

Email Address:

Position: **114 - CIVIL SERVICE EMPLOYEE IN CENTRAL GOVERNMENT**

Active/Initial Dependent Count: **0**

Program Information

Program Number: **E-7-14548**

Program Sponsor: **feet story 95**

Program Status: **ACTIVE**

Category: **PROFESSOR**

Occupational Category:

Student Intern Foreign Degree:

Student Intern Foreign Field of Study:

Subject/Field Description: **Agricultural and Extension Education Services**

Subject/Field Remarks: **asdf**

Program Dates

Initial Program Begin Date:

IAP-66 Number:

Program Begin Date: **11/29/2005**

Program End Date: **11/17/2007**

Reinstatement Program Begin Date:

Previous Program End Date:

Effective Date of Transfer:

Completion Reason:

Completion Remarks:

Effective Date of Termination: **11/22/2005**

Termination Reason: **DISCIPLINARY ACTION**

Termination Remarks:

Foreign Address:

Address 1:

Address 2:

City:

Country:

Province/Territory:

Postal Code:

Address

Physical Address:

Address 1: **24234 Campy Drive**

Address 2:

City: **WASHINGTON**

State: **DISTRICT OF COLUMBIA**

Zip Code: **20001**

Address

Mailing Address:

Address 1:

Address 2:

City:

State:

Zip Code:

Address

Funding Information

| | |
|--|--------------------|
| Funds: | |
| Program Sponsor: | \$2,424.00 |
| U.S. Government Agency: | |
| International Organization: | |
| INTERNATIONAL MONETARY FUND - | \$24,324.00 |
| Exchange Visitor's Government: | |
| Binational Commission of the Exchange Visitor's Country: | |
| All other organizations providing support: | |
| Personal Funds: | |
| Total: | \$26,748.00 |

| Primary Site of Activity | Site of Activity | Address | Remarks | Site of Activity ID |
|---|------------------|---|---------|---------------------|
|  | Institute | 23424 Research Drive, Fairfax, ME 22031 | | 11002 |
| 05/29/2014 (Thursday) | | | | |

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

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 42: 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

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

Expand All 1
Search: 2
From: To: Filter 3

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

| 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 6</td> </tr> </tbody> </table> | | | | Field Changed | Old Value | New Value | Address 1 | 132 Main Street | 606 Jacqueline Drive 6 |
| Field Changed | Old Value | New Value | | | | | | | |
| Address 1 | 132 Main Street | 606 Jacqueline Drive 6 | | | | | | | |
| 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 | | | | | | |

5 Return

b. Features:

| Feature | Function |
|-------------------------------------|--|
| 7. Expand All | Expands all events in the history for which additional details are available. |
| 8. Search | <ul style="list-style-type: none"> Allows users to filter the list to only display certain types of events. Enter the name of the type of events you want displayed. SEVIS will begin to filter the list as you type. <div style="background-color: #e0f0ff; padding: 10px; margin-top: 10px;"> <p>Try to use terms that appear in the actual event names. Typing “practical training” will display nothing. Typing “OPT” will display only events relating to optional practical training. Typing “employment” will display events relating to any type of employment – OPT, CPT, Off-campus employment.</p> </div> |
| 9. From: and To: Date fields | Allows the user to limit the list to events that happened between two specific dates. |

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

2.11 REPORTS

SEVIS enables DHS users to generate and print a variety of reports that reflect current SEVIS information for the data elements included in the report. **Note:** The types of reports currently available are subject to change as the result of enhancements to the reporting capabilities of the system. All reports will be labeled with “Sensitive But Unclassified.”

Section 2.10.1, Generate a Report, provides guidance on generating a standard DHS report. Section 2.10.1.1, Detailed Student and Exchange Visitor Report - Domestic Mantis, through Section 2.10.1.8, Summary Student Report - M-1 Flight Training, provide specific guidance for the Domestic Mantis and Flight Training reports.

Section 2.10.2, Print a Report, provides guidance for printing reports using the Internet Explorer browser.

2.11.1 Generate a Report

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

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

Note: When you access the *DHS Reports* screen, you see only the reports suited to your access rights (DHS SEVP Manager, DoS Compliance Officer, ICE Agent, or OGA user). This manual will use the DHS SEVP Manager reports as an example because he/she has access to all the reports.

Exhibit 43: DHS Reports Screen

DHS Reports

Format: **HTML** **Text**

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

Student Reports

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

Dependent Reports

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

DSO Reports

- Detailed DSO Report

School Reports

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

SEVIS Reports

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

Domestic Mantis Reports

- Detailed Student and Exchange Visitor Report - Domestic Mantis
- Summary Student and Exchange Visitor Report - Domestic Mantis
- Detailed Student Report - Domestic Mantis
- Summary Student Report - Domestic Mantis
- Detailed Exchange Visitor Report - Domestic Mantis
- Summary Exchange Visitor Report - Domestic Mantis
- Detailed Student Report - M-1 Flight Training
- Summary Student Report - M-1 Flight Training

2. Select the format for the report.
 - The **HTML** (hypertext markup language) option generates a formatted report.
 - The **Text** option generates a report in a format that can be copied and pasted into another application and formatted the way that you wish (see Section 2.10.3, 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 44: Report Criteria Screen



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

5. Enter or select search criteria on the *Report Criteria* screen (for example, you may see District, Visa Type, Start Date, or End Date, depending upon the type of report selected).
6. Click the **Submit** button to generate and view the report.

2.10.1.1 Detailed Student and Exchange Visitor Report - Domestic Mantis

The Detailed Student and Exchange Visitor Domestic Mantis Report provides a list of all nonimmigrants who have been flagged for the *Domestic Mantis* alert within a specific date range. This report can be generated by DHS SEVP Managers, ICE Agents, and OGA users. Perform the following steps to generate the report:

1. Click the **Reports** link on the navigation bar at the top of the screen to display the *DHS Reports* screen.
2. Select an output format: **HTML** (a web page format) or **Text** (a format that can be easily pasted into a word processor for additional formatting and editing).
3. Select the radio button to the left of **Detailed Student and Exchange Visitor Report - Domestic Mantis**.
4. Click the **Submit** button. The *Detailed Student and Exchange Visitor Report - Domestic Mantis* screen displays in a new browser window.

Exhibit 45: Detailed Student and Exchange Visitor Report — Domestic Mantis Screen

Detailed Student and Exchange Visitor Report - Domestic Mantis

Sort Criteria

*Sort By:

*Sort Direction: Ascending Descending

Report Criteria

Visa Type:

Domestic Mantis Status:

Country of Interest:

Technology Alert List:

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

Note: Reports will return a maximum of 10,000 records.

5. Select the following sort criteria:
 - **Sort By:** Select one of the following:
 - Category
 - Date of Removal
 - Date of Update
 - District/State
 - FIN ID
 - Name
 - SEVIS ID
 - Sort Direction: Select either Ascending or Descending.
6. Select the following report criteria:
 - **Visa Type:** Leave the field at the default blank to search on all visa types or select F, M, F/M, or J.
 - **Domestic Mantis Status:** Leave the field at the default blank to search on both current and removed alerts or select **Current** or **Removed**.
 - **Country of Interest:** Leave the field at the default blank to search on all countries of interest or select a specific country from the drop-down list.
 - **Technology Alert List:** Leave the field at the default blank to search on all fields of study flagged by DHS or select a specific field of study from the drop-down list.
 - **Update Date Range:** This is a required field. Enter a specific date range for when the nonimmigrant's record appeared on the *Domestic Mantis* alert.
7. Click one of the following buttons:
 - **Submit**—Generates the report.

Exhibit 46: Detailed Student and Exchange Visitor Report — Domestic Mantis

| Detailed Student and Exchange Visitor Report - Domestic Mantis | | | | | | | | | | | | | |
|---|---------------------|--|-----------------|--------------------|--------------------|--------------------|--|--------------------------------|--|---|----------|-------------------|--------------------------------|
| Report Criteria: | | | | | | | | | | | | | |
| Date Range: 03/01/2011 through 03/25/2011 | | | | | | | | | | | | | |
| Sort Criteria: Date of Update ASC | | | | | | | | | | | | | |
| Note: "Old/New" columns reflect data at the time of the alert. All other columns reflect the data on the record at the time the report was generated. | | | | | | | | | | | | | |
| SEVIS ID Name DOB | Visa Type FIN ID | U.S. Address | Education Level | Old COB New COB | Old COC New COC | Old LPR New LPR | Old Major/Subject/Field New Major/Subject/Field | Old Sec Major New Sec Major | Old Minor New Minor | School/Campus Name Program Name School Code Program Number | Category | District State | Date of Update Removal Date |
| N0000150210 | F-1 | 100 Coral Reef Road, Apt 103 Coral Beach, RI 03063 | MASTER'S | | | | | | | CML Salisbury Campus | | BALTIMORE MD | 03/03/2008 |
| AJanuary, Jerome Middle | | | | BELARUS | BELARUS | | Artificial Intelligence and Robotics (NEW) | | Computer Hardware Engineering (NEW) | BAL214F55900000 | | | |
| 05/15/1970 | | | | | | | | | | | | | |
| Total Records: 1 | | | | | | | | | | | | | |
| Report Date & Time: Tue Mar 25 11:43:00 EDT 2011 | | | | | | | | | | | | | |
| Page 1 of 1 Sensitive But Unclassified | | | | | | | | | | | | | |

- **Export to Excel:** A *File Download* window displays. Click one of the following buttons. **Note:** The exported report contains more columns of information than the generated report.
- **Open:** The report will open in a new browser window. To save it in MS Excel format, select **Save As** from the **File** menu, enter the report name of your choosing in the **File Name** field, select **Microsoft Office Excel Workbook** from the *Save As Type* drop-down list. Navigate to the location of your choosing on your computer, and click the **Save** button.
- **Save:** The *Save As* window displays. If desired, enter a file name of your choosing in the **File Name** field. Navigate to the location of your choosing on your computer, and click the **Save** button.
- **Cancel:** Closes the window and returns to the *Detailed Student and Exchange Visitor Report - Domestic Mantis* screen.
- **Close:** Closes the new browser window without generating the report.

2.10.1.2 Summary Student and Exchange Visitor Report - Domestic Mantis

The Summary Student and Exchange Visitor Domestic Mantis Report provides a tabulation of the number of instances that a nonimmigrant has been flagged for the *Domestic Mantis* alert within a specific date range. For example, if a student record is created and his/her COB, COC, and major are all on the DHS-designated lists, that will be counted as three instances, not just one.

This report can be generated by DHS SEVP Managers, ICE Agents, and OGA users. Perform the following steps to generate the report:

1. Click the **Reports** link on the navigation bar at the top of the screen to display the *DHS Reports* screen.
2. Select an output format: **HTML** (a web page format) or **Text** (a format that can be easily pasted into a word processor for additional formatting and editing).

3. Select the radio button to the left of **Summary Student and Exchange Visitor Report - Domestic Mantis**.
4. Click the **Submit** button. The *Summary Student and Exchange Visitor Report – Domestic Mantis* screen displays in a new browser window.

Exhibit 47: Summary Student and Exchange Visitor Report – Domestic Mantis Screen

Summary Student and Exchange Visitor Report - Domestic Mantis

| | |
|--|---|
| Sort Criteria | |
| | *Sort By: School/Campus Name/Program Name ▼ |
| *Sort Direction: <input checked="" type="radio"/> Ascending <input type="radio"/> Descending | |
| Report Criteria | |
| School/Program: ▼ | |
| * Update Date Range: From: <input type="text"/> To: <input type="text"/> (MM/DD/YYYY) | |

Note: Reports will return a maximum of 10,000 records.

5. Select the following sort criteria:
 - **Sort By:** Select one of the following:
 - School code/program number
 - School/campus name/program name
 - **Sort Direction:** Select either **Ascending** or **Descending**.
6. Select the following report criteria:
 - **School/Program:** Leave the field at the default blank to search on both schools and programs or select **School** or **Program**.
 - **Update Date Rane:** This is a required field. Enter a specific date range for when the nonimmigrant's record appeared on the *Domestic Mantis* alert.
7. Click one of the following buttons:
 - **Submit:** Generates the report.

Exhibit 48: Summary Student and Exchange Visitor Report – Domestic Mantis

| Summary Student and Exchange Visitor Report - Domestic Mantis | | | | | | | | | | |
|---|-------------------------------|---------------------------|---------------------|--|--------------------|----------|----------|----------|----------|----------|
| Report Criteria: | | | | | | | | | | |
| Date Range: 03/01/2011 through 03/25/2011 | | | | | | | | | | |
| Sort Criteria: School/Campus Name/Program Name ASC | | | | | | | | | | |
| School/Campus Name Program Name | School Code Program Number | Number of Students/EVs | Number of Alerts | Number of Domestic Mantis Fields Updated | | | | | | |
| | | | | Primary Major Subject/Field | Secondary Major | Minor | COB | COC | LPR | Total |
| CML/Salisbury Campus | BAL214F55900000 | 1 | 1 | 1 | 0 | 1 | 1 | 1 | 0 | 4 |
| Total | | 1 | 1 | 1 | 0 | 1 | 1 | 1 | 0 | 4 |

Report Date & Time: Tue Mar 25 11:58:39 EDT 2011 Page 1 of 1

Sensitive But Unclassified

Note: The total does not include the number from the **Number of Students/EVs** or **Number of Alerts** columns.

- **Close:** Closes the new browser window without generating the report.

2.10.1.3 Detailed Student Report - Domestic Mantis

The Detailed Student Domestic Mantis Report provides a list of all students who have been flagged for the *Domestic Mantis* alert within a specific date range. This report can be generated by DHS SEVP Managers, ICE Agents, and OGA users. Perform the following steps to generate the report:

1. Click the **Reports** link on the navigation bar at the top of the screen to display the *DHS Reports* screen.
2. Select an output format: **HTML** (a web page format) or **Text** (a format that can be easily pasted into a word processor for additional formatting and editing).
3. Select the radio button to the left of **Detailed Student Report - Domestic Mantis**.
4. Click the **Submit** button. The *Detailed Student Report – Domestic Mantis* screen displays in a new browser window.

Exhibit 49: Detailed Student Report – Domestic Mantis Screen

Detailed Student Report - Domestic Mantis

Sort Criteria

*Sort By: Date of Update ▼

*Sort Direction: Ascending Descending

Report Criteria

Visa Type: F/M ▼

District: ▼

School/Campus Code: Select Clear

Domestic Mantis Status: ▼

Country of Interest: ▼

Technology Alert List: ▼

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

Note: Reports will return a maximum of 10,000 records.

Submit Export To Excel Close

5. Select the following sort criteria:
 - **Sort By:** Select one of the following:
 - Date of Removal
 - Date of Update
 - District
 - FIN ID
 - Name
 - SEVIS ID
 - Visa Type
 - **Sort Direction:** Select either Ascending or Descending.
6. Select the following report criteria:
 - **Visa Type:** Select either F/M, F, or M.
 - **District:** Select a district from the drop-down list.
 - **School/Campus Code:** Perform the following steps:
 - To select a school code, click the **Select** button. The *School/Campus Search* screen displays.
 - Enter a valid school name or enter three letters of the school name preceded and/or followed by the * (asterisk) wildcard and click the **Search** button. A list of available schools displays.
 - Click the school code (in AAA214Fnnnnnxxx format). The list of schools closes and the name of the selected school displays in the **School/Campus Code** field.
 - If necessary, click the **Clear** button to remove the school code displayed.
 - **Domestic Mantis Status:** Leave the field at the default blank to search on both current and removed alerts or select Current or Removed.

- Country of Interest: Leave the field at the default blank to search on all countries of interest or select a specific country from the drop-down list.
 - Technology Alert List: Leave the field at the default blank to search on all fields of study flagged by DHS or select a specific field of study from the drop-down list.
 - Update Date Range: This is a required field. Enter a specific date range for when the nonimmigrant's record appeared on the Domestic Mantis alert.
7. Click one of the following buttons:
- **Submit:** Generates the report.

Exhibit 50: Detailed Student Report — Domestic Mantis

| Detailed Student Report - Domestic Mantis | | | | | | | | | | | |
|---|---------------------|--|-----------------|--------------------|--------------------|---|--------------------------------|--|-----------------------------------|-----------------|--------------------------------|
| Report Criteria: | | | | | | | | | | | |
| Visa Type: F/M | | | | | | | | | | | |
| Date Range: 03/01/2011 through 03/25/2011 | | | | | | | | | | | |
| Sort Criteria: Date of Update ASC | | | | | | | | | | | |
| Note: "Old/New" columns reflect data at the time of the alert. All other columns reflect the data on the record at the time the report was generated. | | | | | | | | | | | |
| SEVIS ID Name DOB | Visa Type FIN ID | U.S. Address | Education Level | Old COB New COB | Old COC New COC | Old Major New Major | Old Sec Major New Sec Major | Old Minor New Minor | School/Campus Name School Code | District | Date of Update Removal Date |
| N0000150210 | F-1 | 100 Coral Reef Road, Apt 103 Coral Beach, RI 03063 | MASTER'S | | | | | | CML Salisbury Campus | BALTIMORE MD | 03/03/2008 |
| AJanuary, Jerome Middle | | | | BELARUS | BELARUS | Artificial Intelligence and Robotics (NEW) | | Computer Hardware Engineering (NEW) | BAL214F55900000 | | |
| 05/15/1970 | | | | | | | | | | | |
| Total Records: 1 | | | | | | | | | | | |
| Report Date & Time: Tue Mar 25 12:11:03 EDT 2011 | | | | | | | | | | | |
| Page 1 of 1 Sensitive But Unclassified | | | | | | | | | | | |

- **Export to Excel:** A *File Download* window displays. Click one of the following buttons. **Note:** The exported report contains more columns of information than the generated report.
 - **Open:** The report will open in a new browser window. To save it in MS Excel format, select **Save As** from the **File** menu, enter the report name of your choosing in the **File Name** field, select **Microsoft Office Excel Workbook** from the *Save As Type* drop-down list. Navigate to the location of your choosing on your computer, and click the **Save** button.
 - **Save:** The *Save As* window displays. If desired, enter a file name of your choosing in the **File Name** field. Navigate to the location of your choosing on your computer, and click the **Save** button.
 - **Cancel:** Closes the window and returns to the *Detailed Student Report - Domestic Mantis* screen.
- **Close:** Closes the new browser window without generating the report.

2.10.1.4 Summary Student Report - Domestic Mantis

The Summary Student Domestic Mantis Report provides a tabulation of the number of instances that a student has been flagged for the *Domestic Mantis* alert within a specific date range. For example, if a student record is created and his/her COB, COC, and major are all on the DHS-designated lists, that will be counted as three instances, not just one.

This report can be generated by DHS SEVP Managers, ICE Agents, and OGA users. Perform the following steps to generate the report:

1. Click the **Reports** link on the navigation bar at the top of the screen to display the *DHS Reports* screen.
2. Select an output format: **HTML** (a web page format) or **Text** (a format that can be easily pasted into a word processor for additional formatting and editing).
3. Select the radio button to the left of **Summary Student Report - Domestic Mantis**.
4. Click the **Submit** button. The *Summary Student Report – Domestic Mantis* screen displays in a new browser window.

Exhibit 51: Summary Student Report — Domestic Mantis Screen

Summary Student Report - Domestic Mantis

Sort Criteria

*Sort By: School/Campus Name ▼

*Sort Direction: Ascending Descending

Report Criteria

District: ▼

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

Note: Reports will return a maximum of 10,000 records.

5. Select the following sort criteria:
 - **Sort By:** Select one of the following:
 - District
 - School code
 - School/campus name
 - Sort Direction—Select either Ascending or Descending.
6. Select the following report criteria:
 - **District:** Leave the field at the default blank to search on all districts or select a specific district from the drop-down list.
 - **Update Date Range:** This is a required field. Enter a specific date range for when the student’s record appeared on the Domestic Mantis alert.
7. Click one of the following buttons:
 - **Submit:** Generates the report.

Exhibit 52: Summary Student Report — Domestic Mantis

| Summary Student Report - Domestic Mantis | | | | | | | | | | |
|---|-----------------|--------------|--------------------|------------------|--|-----------------|----------|----------|----------|----------|
| Report Criteria: Date Range: 03/01/2011 through 03/25/2011 Sort Criteria: School/Campus Name ASC | | | | | | | | | | |
| School/Campus Name | School Code | District | Number of Students | Number of Alerts | Number of Domestic Mantis Fields Updated | | | | | Total |
| | | | | | Primary Major | Secondary Major | Minor | COB | COC | |
| CML/Salisbury Campus | BAL214F55900000 | BALTIMORE MD | 1 | 1 | 1 | 0 | 1 | 1 | 1 | 4 |
| Total | | | 1 | 1 | 1 | 0 | 1 | 1 | 1 | 4 |

Report Date & Time: Tue Mar 25 12:22:55 EDT 2011 Page 1 of 1

Sensitive But Unclassified

Note: The total does not include the number from the **Number of Students** or **Number of Alerts** columns.

- **Close:** Closes the new browser window without generating the report.

2.10.1.5 Detailed Exchange Visitor Report - Domestic Mantis

The Detailed Exchange Visitor Domestic Mantis Report provides a list of all EVs who have been flagged for the *Domestic Mantis* alert within a specific date range. This report can be generated by DHS SEVP Managers, DoS Compliance Officers, ICE Agents, and OGA users. Perform the following steps to generate the report:

1. Click the **Reports** link on the navigation bar at the top of the screen to display the *DHS Reports* screen.
2. Select an output format: **HTML** (a web page format) or **Text** (a format that can be easily pasted into a word processor for additional formatting and editing).
3. Select the radio button to the left of **Detailed Exchange Visitor Report – Domestic Mantis**.
4. Click the **Submit** button. The *Detailed Exchange Visitor Report – Domestic Mantis* screen displays in a new browser window.

Exhibit 53: Detailed Exchange Visitor Report — Domestic Mantis Screen

Detailed Exchange Visitor Report - Domestic Mantis

Sort Criteria

*Sort By: Date of Update ▼

*Sort Direction: Ascending Descending

Report Criteria

Program Sponsor:

Category: ▼

State: ▼

Domestic Mantis Status: ▼

Country of Interest: ▼

Technology Alert List: ▼

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

Note: Reports will return a maximum of 10,000 records.

5. Select the following sort criteria:
 - **Sort By:** Select one of the following:
 - Category
 - Date of Removal
 - Date of Update
 - FIN ID
 - Name
 - SEVIS ID
 - State
 - Sort Direction: Select either Ascending or Descending.
6. Select the following report criteria:
 - **Program Sponsor:** Perform the following steps:
 - To select a program sponsor, click the **Select** button. The *Program Search* screen displays.
 - Enter search criteria in at least one field. Section 2.8, Program Search, provides further instruction.
 - Click the **Search** button. The *Program Sponsor Search Results* screen displays with a list of programs matching your search criteria.
 - Click the appropriate link in the **Program Sponsor Number** column. The *Detailed Exchange Visitor Report - Domestic Mantis* screen displays with the selected program number in the field.
 - If necessary, click the **Clear** button to remove the program number displayed.
 - **Category:** Select a category from the drop-down list.
 - **State:** Select a state from the drop-down list.

- **Domestic Mantis Status:** Leave the field at the default blank to search on both current and removed alerts or select **Current** or **Removed**.
- **Country of Interest:** Leave the field at the default blank to search on all countries of interest or select a specific country from the drop-down list.
- **Technology Alert List:** Leave the field at the default blank to search on all fields of study flagged by DHS or select a specific field of study from the drop-down list.
- **Update Date Range:** This is a required field. Enter a specific date range for when the EV's record appeared on the *Domestic Mantis* alert.

7. Click one of the following buttons:

- **Submit:** Generates the report.

Exhibit 54: Detailed Exchange Visitor Report—Domestic Mantis

| Detailed Exchange Visitor Report - Domestic Mantis | | | | | | | | | | |
|---|---------------|---|--------------------|--------------------|--------------------|--|--|---------------------------|----------------------------|--------------------------------|
| Report Criteria: Date Range: 02/01/2011 through 03/01/2011 Sort Criteria: Date of Update ASC | | | | | | | | | | |
| Note: "Old/New" columns reflect data at the time of the alert. All other columns reflect the data on the record at the time the report was generated. | | | | | | | | | | |
| SEVIS ID Name | DOB FIN ID | U.S. Address | Old COB New COB | Old CDC New CDC | Old LPR New LPR | Old Subject/Field New Subject/Field | Program Name Program Number | Category | State | Date of Update Removal Date |
| N0000150294 | 03/15/1998 | 987 popcorn blvd., suite 99 washington, DC 20001 | | | | | Sapphire testing program for 5.0 G-9-02035 | STUDENT NON- DEGREE | DISTRICT OF COLUMBIA | 02/06/2008 |
| Moore, Tonya Karen | | | CHINA | | PAKISTAN | Computer and Information Sciences and Support Services, Other | | | | |
| N0000150555 | 08/08/1980 | 1234, Any City, ME 20748 | | | | | Testing SCR 11295 B | TEACHER | MAINE | 02/21/2008 |
| Alvin, c | | | VENEZUELA | VENEZUELA | VENEZUELA | Engineering, Other | G-1-01816 | | | 02/21/2008 |
| Removal Comment: 4011 | | | | | | | | | | |
| N0000150587 | 08/08/1980 | 1234, Any City, ME 20748 | | | | | Testing SCR 11295 B | TEACHER | MAINE | 02/24/2008 |
| Domestic Mantis | | | VENEZUELA | VENEZUELA | VENEZUELA | Engineering, Other | G-1-01816 | | | 02/24/2008 |
| Removal Comment: Testing 4011 | | | | | | | | | | |
| Report Date & Time: Tue Mar 25 12:36:34 EDT 2001 | | | | | | | | | | |

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- **Export to Excel:** A *File Download* window displays. Click one of the following buttons. **Note:** The exported report contains more columns of information than the generated report.
 - o **Open:** The report will open in a new browser window. To save it in MS Excel format, select **Save As** from the **File** menu, enter the report name of your choosing in the **File Name** field, select **Microsoft Office Excel Workbook** from the *Save As Type* drop-down list. Navigate to the location of your choosing on your computer, and click the **Save** button.
 - o **Save:** The *Save As* window displays. If desired, enter a file name of your choosing in the **File Name** field. Navigate to the location of your choosing on your computer, and click the **Save** button.
 - o **Cancel:** Closes the window and returns to the *Detailed Exchange Visitor Report - Domestic Mantis* screen.
- **Close:** Closes the new browser window without generating the report.

2.10.1.6 Summary Exchange Visitor Report - Domestic Mantis

The Summary Exchange Visitor Domestic Mantis Report provides a tabulation of the number of instances that an EV has been flagged for the *Domestic Mantis* alert within a specific date range. For example, if an EV record is created and his/her COB, COC, and subject are all on the DHS-designated lists, that will be counted as three instances, not just one.

This report can be generated by DHS SEVP Managers, DoS Compliance Officers, ICE Agents, and OGA users. Perform the following steps to generate the report:

1. Click the **Reports** link on the navigation bar at the top of the screen to display the *DHS Reports* screen.
2. Select an output format: **HTML** (a web page format) or **Text** (a format that can be easily pasted into a word processor for additional formatting and editing).
3. Select the radio button to the left of Summary Exchange Visitor Report – Domestic Mantis.
4. Click the **Submit** button. The *Summary Exchange Visitor Report – Domestic Mantis* screen displays in a new browser window.

Exhibit 55: Summary Exchange Visitor Report — Domestic Mantis Screen

Summary Exchange Visitor Report - Domestic Mantis

Sort Criteria

* **Sort By:** Program Name ▼

* **Sort Direction:** Ascending Descending

Report Criteria

State : ▼

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

Note: Reports will return a maximum of 10,000 records.

5. Select the following sort criteria:
 - **Sort By:** Select one of the following:
 - o Program name
 - o Program number
 - **Sort Direction:** Select either Ascending or Descending.
6. Select the following report criteria:
 - **State:** Leave the field at the default blank to search on all states or select a specific state from the drop-down list.
 - **Update Date Range:** This is a required field. Enter a specific date range for when the EV's record appeared on the *Domestic Mantis* alert.
7. Click one of the following buttons:
 - **Submit:** Generates the report.

Exhibit 56: Summary Exchange Visitor Report — Domestic Mantis

| Summary Exchange Visitor Report - Domestic Mantis | | | | | | | | |
|---|----------------|---------------|------------------|--|----------|----------|----------|-----------|
| Report Criteria: | | | | | | | | |
| Date Range: 02/01/2011 through 03/01/2011 | | | | | | | | |
| Sort Criteria: Program Name ASC | | | | | | | | |
| Program Name | Program Number | Number of EVs | Number of Alerts | Number of Domestic Mantis Fields Updated | | | | |
| | | | | Subject/Field | COB | COC | LPR | Total |
| Sapphire testing program for 5.8 G-5-02035 | | 2 | 2 | 2 | 0 | 1 | 1 | 4 |
| Testing SCR 11295 B | G-1-01816 | 4 | 4 | 4 | 3 | 4 | 4 | 15 |
| Total | | 6 | 6 | 6 | 3 | 5 | 5 | 19 |

Report Date & Time: Tue Mar 25 13:20:00 EDT 2011

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Note: The total does not include the number from the **Number of EVs** or **Number of Alerts** columns.

- **Close:** Closes the new browser window without generating the report.

2.10.1.7 Detailed Student Report - M-1 Flight Training

The Detailed M-1 Student Flight Training Report provides a list of all M-1 students who have been flagged for the *Flight Training* alert within a specific date range. This report can be generated by DHS SEVP Managers, ICE Agents, and OGA users. Perform the following steps to generate the report:

1. Click the **Reports** link on the navigation bar at the top of the screen to display the *DHS Reports* screen.
2. Select an output format: **HTML** (a web page format) or **Text** (a format that can be easily pasted into a word processor for additional formatting and editing).
3. Select the radio button to the left of **Detailed Student Report - M-1 Flight Training**.
4. Click the **Submit** button. The *Detailed Student Report – M-1 Flight Training* screen displays in a new browser window.

Exhibit 57: Detailed Student Report — M-1 Flight Training Screen

Detailed Student Report - M-1 Flight Training

Sort Criteria

*Sort By:

*Sort Direction: Ascending Descending

Report Criteria

District:

School/Campus Code:

Domestic Mantis Status:

Country of Interest:

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

Note: Reports will return a maximum of 10,000 records.

5. Select the following sort criteria:
 - **Sort By:** Select one of the following:
 - Date of Removal
 - Date of Update
 - District
 - FIN ID
 - Name
 - SEVIS ID
 - Sort Direction: Select either Ascending or Descending.
6. Select the following report criteria:
 - **District:** Select a district from the drop-down list.
 - **School/Campus Code:** Perform the following steps:
 - To select a school code, click the **Select** button. The *School/Campus Search* screen displays.
 - Enter a valid school name or enter three letters of the school name preceded and/or followed by the * (asterisk) wildcard and click the **Search** button. A list of available schools displays.
 - Click the school code (in AAA214Fnnnnnxxx format). The list of schools closes and the name of the selected school displays in the **School/Campus Code** field.
 - If necessary, click the **Clear** button to remove the school code displayed.
 - **Domestic Mantis Status:** Leave the field at the default blank to search on both current and removed alerts or select **Current** or **Removed**.
 - **Country of Interest:** Leave the field at the default blank to search on all countries of interest or select a specific country from the drop-down list.

- **Update Date Range:** This is a required field. Enter a specific date range for when the M-1 student's record appeared on the *Flight Training* alert.
7. Click one of the following buttons:
- **Submit:** Generates the report.

Exhibit 58: Detailed Student Report — M-1 Flight Training

| Detailed Student Report - M-1 Flight Training | | | | | | | | |
|---|------------|--|-----------------|-----------------|---------------------------|--------------------------------|--------------|-----------------------------|
| Report Criteria: | | | | | | | | |
| Date Range: 01/01/2011 through 03/01/2011 | | | | | | | | |
| Sort Criteria: Date of Update ASC | | | | | | | | |
| Note: "Old/New" columns reflect data at the time of the alert. All other columns reflect the data on the record at the time the report was generated. | | | | | | | | |
| SEVIS ID Name | FIN ID DOB | US Address | Old COB New COB | Old COC New COC | Old Ed Level New Ed Level | School/Campus Name School Code | District | Date of Update Removal Date |
| N0000149073 | | 1234 Any City, ME 20744 | | | | Al's SCR # 10850 - M M Campus | BALTIMORE MD | 01/03/2011 |
| nannan | 08/08/1980 | | VENEZUELA | VENEZUELA | FLIGHT TRAINING | BAL214F56675000 | | |
| N0000149073 | | 1234 Any City, ME 20744 | | | FLIGHT TRAINING | Al's SCR # 10850 - M M Campus | BALTIMORE MD | 01/03/2011 |
| nannan | 08/08/1980 | | VENEZUELA | VENEZUELA | | BAL214F56675000 | | 01/22/2011 |
| Removal Comment: | | Testing 10850 | | | Removed By: | | Alpha SevpA | |
| N0000149064 | | 9087 Canton Court Williamsburg, VA 20912 | | | | LMC School Northside Campus | BALTIMORE MD | 01/03/2011 |
| Fidelity, Frank Filo | 07/15/1985 | | VENEZUELA | CUBA | FLIGHT TRAINING | BAL214F83838000 | | |
| Report Date & Time: Tue Mar 25 13:26:32 EDT 2011 | | | | | | | | |
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- **Export to Excel:** A *File Download* window displays. Click one of the following buttons. **Note:** The exported report contains more columns of information than the generated report.
 - **Open:** The report will open in a new browser window. To save it in MS Excel format, select **Save As** from the **File** menu, enter the report name of your choosing in the **File Name** field, select **Microsoft Office Excel Workbook** from the *Save As Type* drop-down list. Navigate to the location of your choosing on your computer, and click the **Save** button.
 - **Save:** The *Save As* window displays. If desired, enter a file name of your choosing in the **File Name** field. Navigate to the location of your choosing on your computer, and click the **Save** button.
 - **Cancel:** Closes the window and returns to the *Detailed Student Report – M-1 Flight Training* screen.
- **Close:** Closes the new browser window without generating the report.

2.10.1.8 Summary Student Report - M-1 Flight Training

The Summary M-1 Student Flight Training Report provides a tabulation of the number of instances that an M-1 student has been flagged for the *Flight Training* alert within a specific date range.

This report can be generated by DHS SEVP Managers, ICE Agents, and OGA users. Perform the following steps to generate the report:

1. Click the **Reports** link on the navigation bar at the top of the screen to display the *DHS Reports* screen.
2. Select an output format: **HTML** (a web page format) or **Text** (a format that can be easily pasted into a word processor for additional formatting and editing).
3. Select the radio button to the left of **Summary Student Report - M-1 Flight Training**.
4. Click the **Submit** button. The *Summary Student Report - M-1 Flight Training* screen displays in a new browser window.

Exhibit 59: Summary Student Report — M-1 Flight Training Screen

Summary Student Report - M-1 Flight Training

Sort Criteria

*Sort By: School/Campus Name ▼

*Sort Direction: Ascending Descending

Report Criteria

District: ▼

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

Note: Reports will return a maximum of 10,000 records.

5. Select the following sort criteria:
 - **Sort By:** Select one of the following:
 - School code
 - School/campus name
 - **Sort Direction**—Select either Ascending or Descending.
6. Select the following report criteria:
 - **District:** Leave the field at the default blank to search on all districts or select a specific district from the drop-down list.
 - **Update Date Range:** This is a required field. Enter a specific date range for when the student’s record appeared on the *Flight Training* alert.
7. Click one of the following buttons:
 - **Submit:** Generates the report.

Exhibit 60: Summary Student Report—M-1 Flight Training

| Summary Student Report - M-1 Flight Training | | | | | | | | | |
|---|-----------------|---------------|-----------------------|---------------------|--------------------------|-----------|-----------------|-----------|--|
| Report Criteria: | | | | | | | | | |
| Date Range: 01/01/2011 through 03/01/2011 | | | | | | | | | |
| Sort Criteria: School/Campus Name ASC | | | | | | | | | |
| School Name Campus Name | School Code | District | Number of Students | Number of Alerts | Number of Fields Updated | | | | |
| | | | | | COB | COC | Education Level | Total | |
| Al's Sapphire F&M Sapphire Campus F&M | BAL214F69696000 | BALTIMORE MD | 6 | 6 | 5 | 5 | 0 | 10 | |
| Al's SCR # 10850 - M M Campus | BAL214F56675000 | BALTIMORE MD | 1 | 2 | 2 | 2 | 1 | 5 | |
| Another school for Sapphire testing of 5.8 asfst05.8 | WAS214F62015000 | WASHINGTON DC | 1 | 1 | 1 | 1 | 0 | 2 | |
| CML Worcester Campus | BAL214F55900001 | BALTIMORE MD | 1 | 1 | 1 | 0 | 0 | 1 | |
| LMC School Northside Campus | BAL214F83838000 | BALTIMORE MD | 1 | 1 | 1 | 1 | 1 | 3 | |
| LMC School Westside Campus | BAL214F83838001 | BALTIMORE MD | 2 | 2 | 2 | 1 | 2 | 5 | |
| Northwestern School Program Rockville Campus | BAL214F66900001 | BALTIMORE MD | 4 | 5 | 5 | 4 | 4 | 13 | |
| Sapphire testing school for 5.8 stsf5.8 | WAS214F98754000 | WASHINGTON DC | 12 | 13 | 13 | 12 | 12 | 37 | |
| Total | | | 28 | 31 | 30 | 26 | 20 | 76 | |

Report Date & Time: Tue Mar 25 13:36:22 EDT 2011
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Note: The total does not include the number from the **Number of Students** or **Number of Alerts** columns.

- **Close:** Closes the new browser window without generating the report.

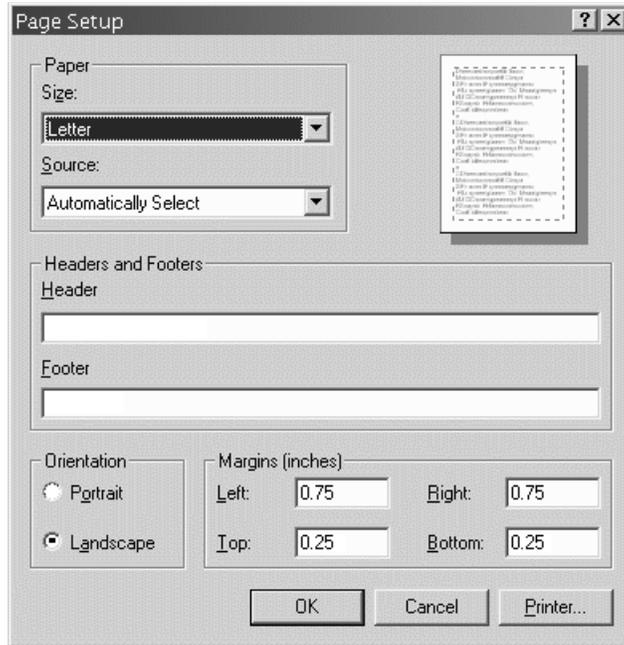
2.11.2 Print a Report

2.10.1.2 Print a Report Using the Internet Explorer Browser

Perform the following steps to print a report using the Internet Explorer browser:

1. Generate the report as detailed in Section 2.10.1, Generate a Report.
2. Using the browser functionality, send the report to a designated printer.
3. 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 61: Internet Explorer Page Setup Window



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

2.11.3 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 Section 2.10.1 and 2.10.2 for instructions on generating and printing reports in SEVIS.

Exhibit 62: SEVIS Summary Student Report by District—HTML Format

| SEVIS Summary Student Report - by District | | | | | |
|---|---------------|----------------|-------------------|------------------|------------------|
| Report Date & Time: Wed Dec 15 13:49:28 EDT 2010 | | | | | |
| District: _ALL_ | | | | | |
| Visa Class: F | | | | | |
| District Name | Active Status | Initial Status | Terminated Status | Cancelled Status | Completed Status |
| ANCHORAGE AK | 1 | 0 | 137 | 0 | 10 |
| ATLANTA GA | 11 | 7 | 48 | 0 | 4 |
| BALTIMORE MD | 114 | 25 | 806 | 0 | 31 |
| BUFFALO NY | 1 | 3 | 4 | 0 | 0 |
| CHICAGO IL | 3 | 0 | 116 | 0 | 64 |
| LOS ANGELES CA | 0 | 0 | 12263 | 0 | 5 |
| MIAMI FL | 2 | 1 | 1 | 0 | 0 |
| NEWARK NJ | 0 | 1 | 3 | 0 | 0 |
| NEW ORLEANS LA | 0 | 0 | 25 | 0 | 1 |
| NEW YORK NY | 1 | 1 | 6 | 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 | 1098 | 3203 | 12050 | 0 | 101 |
| Grand Total: | 1231 | 3241 | 25467 | 0 | 217 |

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2. Click the **Close** button to close the browser window in 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 ^ 137 ^ 0 ^ 10 ^
ATLANTA GA ^ 11 ^ 7 ^ 48 ^ 0 ^ 4 ^
```

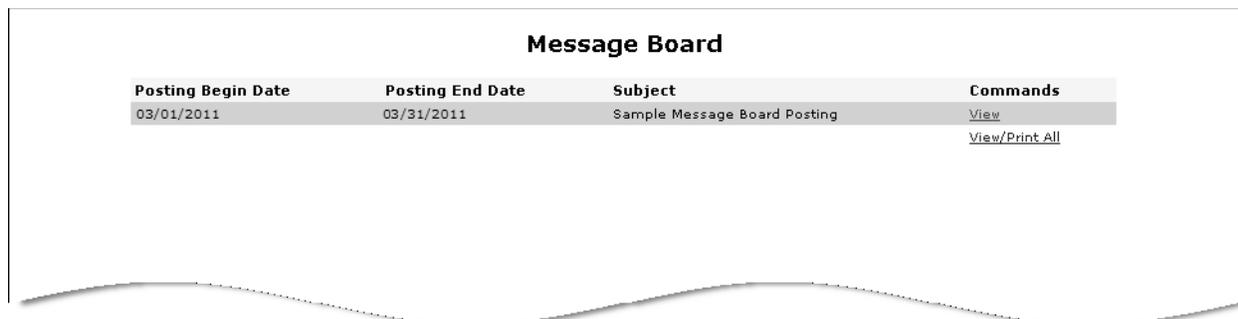
```
BALTIMORE MD ^ 114 ^ 25 ^ 806 ^ 0 ^ 31 ^  
BUFFALO NY ^ 1 ^ 3 ^ 4 ^ 0 ^ 0 ^  
  
CHICAGO IL ^ 3 ^ 0 ^ 116 ^ 0 ^ 64 ^  
LOS ANGELES CA ^ 0 ^ 0 ^ 12263 ^ 0 ^ 5 ^  
  
MIAMI FL ^ 2 ^ 1 ^ 1 ^ 0 ^ 0 ^  
  
NEWARK NJ ^ 0 ^ 1 ^ 3 ^ 0 ^ 0 ^  
  
NEW ORLEANS LA ^ 0 ^ 0 ^ 25 ^ 0 ^ 1 ^  
  
NEW YORK, NY ^ 1 ^ 1 ^ 6 ^ 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 ^ 1098 ^ 3203 ^ 12050 ^ 0 ^ 101 ^
```

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.

2.12 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 63: Message Board Screen



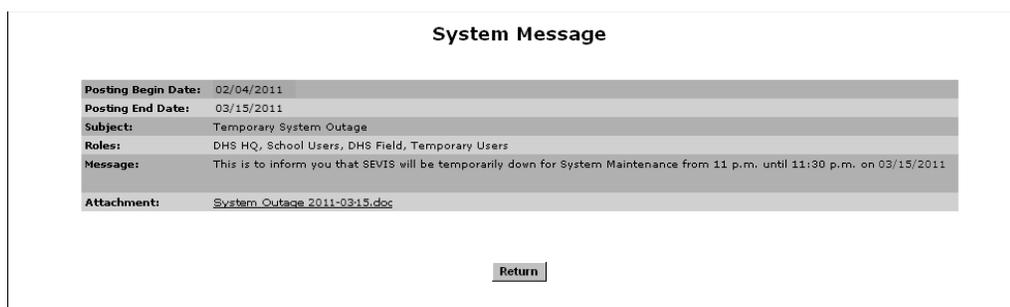
| Posting Begin Date | Posting End Date | Subject | Commands |
|--------------------|------------------|------------------------------|--|
| 03/01/2011 | 03/31/2011 | Sample Message Board Posting | View View/Print All |

2.12.1 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 64: System Message Screen



| | |
|----------------------------|--|
| Posting Begin Date: | 02/04/2011 |
| Posting End Date: | 03/15/2011 |
| Subject: | Temporary System Outage |
| Roles: | DHS HQ, School Users, DHS Field, Temporary Users |
| Message: | This is to inform you that SEVIS will be temporarily down for System Maintenance from 11 p.m. until 11:30 p.m. on 03/15/2011 |
| Attachment: | System_Outage_2011-0315.doc |

[Return](#)

2. View the details of the listed message board postings.
 - **Posting Begin Date:** The date that the message board posting will begin displaying on the message board.
 - **Posting End Date:** The last day that the message board posting will display on the message board.
 - **Subject:** A brief summary of the message board posting.
 - **Roles:** The users to whom the message board posting applies.
 - **Message:** The detailed message to the users.
 - **Attachment:** Additional supporting documentation for the message board posting.
 - 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.

2.12.2 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.

3 OPERATING INSTRUCTIONS

3.1 Initiate Operation

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

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

You must have a valid user ID and password to access the system. When you access SEVIS, the *SEVIS Login* 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 *Main* screen or the *Message Board* screen displays.

3.2 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.

3.3 Terminate and Restart Operations

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

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

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

4 ERROR HANDLING

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

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

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

5 HELP FACILITIES

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

Appendix A: Acronyms and Abbreviations

| | |
|--------|---|
| API | Application Program Interface |
| ARO | Alternate Responsible Officer |
| CIP | Classification of Instructional Programs |
| CLAIMS | Computer Linked Application Information Management System |
| COB | Country of birth |
| COC | Country of citizenship |
| COS | Change of Status |
| CFR | Code of Federal Regulations |
| 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 |
| MB | Megabyte |
| OGA | Other Government agency |
| OPT | Optional Practical Training |
| PDSO | Principal Designated School Official |
| PICS | Password Issuance and Control System |
| RAM | Random access memory |
| RO | Responsible Officer |
| SEVIS | Student and Exchange Visitor Information System |
| SEVP | Student and Exchange Visitor Program |
| 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.
4. 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: School Statuses

The values of school statuses are as follows:

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

A school's status displays on the *School Information* 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 E: Program Statuses

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

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

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

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

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

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

Appendix G: Exchange Visitor/Dependent Statuses

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

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

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

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

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

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

Note: Failure to validate an exchange visitor's participation no later than 30 days of the program start date listed in SEVIS will result in 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.