

# User Manual for DHS Service Center Users of the Student and Exchange Visitor Information System (SEVIS)

Version: 1.1

Date: July 8, 2016



**Homeland  
Security**



## Revision History

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

Version	Date	Name of Author(s)	Summary of Changes
1.1	7/08/2016	Helene Robertson	Updated <a href="#">Student Information Page</a> to reflect redesign of the page.
1	3/18/2016	Rita Feet	Added section on <a href="#">Annual Verification of Government Users</a>

## Previous Versions

Version	Date	Name of Author	Summary of Changes
6.23	12/31/2015	Rita Feet	Added or updated Alt Text to all graphics and icons.
6.23	12/04/2015	Ingrid Mercer, Helene Robertson	Added <a href="#">Navigation Bar SEVIS ID Search</a> and updated <a href="#">Termination Reasons</a> . Revised <a href="#">Event History</a> ; revised <a href="#">Employment information page</a> ; added <a href="#">Create and Manage Government User Profile</a> section and <a href="#">Request Password Reset</a> section, Revised <a href="#">Exchange Visitor Dependent Search</a> ; revised <a href="#">Exchange Visitor Event History</a> , revised appendix G; Exchange Visitor/Dependent Statuses
6.20	4/8/2015	Robin Ciapponi Helene Robertson	<a href="#">Password</a> content update. <a href="#">Employment Information Page</a> content added. Added revised <a href="#">student statuses</a> table and revised <a href="#">student/dependent termination reasons</a> table.
6.18	10/31/2014	Helene Robertson	Updated <a href="#">OPT Dates</a> section to include Completion as trigger for change in Actual OPT end date
	02/12/2015	Robin Ciapponi	Style update.
6.17	7/23/2014	Helene Robertson, Robin Ciapponi	Added <a href="#">OPT Status Indicator</a> topic; <a href="#">OPT Dates topic</a> ; updated <a href="#">Request/Authorization Details</a> screenshot; and updated text on <a href="#">passwords</a> ; Changed Release number and Date on cover to

			reflect release date.
6.16	4/16/2014	Robin Ciapponi	Changed <a href="#">Exchange Visitor/Dependent Search</a> and added <a href="#">30-day validity of temporary password</a>
	4/16/2014	Rita Feet	Changed nonimmigrant search text (with optional N and leading zeros) for SEVIS ID in <a href="#">Search Student Reinstatement Requests</a> and <a href="#">Student Search</a> sections.

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## 1. INTRODUCTION

This manual was written as a resource for Department of Homeland Security (DHS) Service Center (SC) users of the Student and Exchange Visitor Information System (SEVIS). This user manual reflects the changes to SEVIS effective with Release 6.13.

### 1.1 Resources

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

- **DHS Help Desk:** (888) 347-7762, 24 hours a day, 7 days a week. Contact the DHS Help Desk to report security concerns.
- **DHS Service Center 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.
- Student and Exchange Visitor Program (SEVP) Password Issuance and Control System (PICS) Officer: The SEVP PICS Officer is available to address password issues.
- **SEVIS Help Desk:** (800) 892-4829, 8 a.m. to 8 p.m. Eastern Time, Monday through Friday. The SEVIS Help Desk is available to address SEVIS concerns or questions other than security or passwords.
- **SEVP Office:** The SEVP Office provides user role clarification. Contact information can be found on their website (see below).
- **SEVP website**—<http://www.ice.gov/sevis>. It is recommended that you visit this site often to stay informed regarding events affecting SEVIS.
- **I-901 Fee Payment email address:** fmjfee.SEVIS@dhs.gov. This address is available to receive emails regarding I-901 fee questions and payment issues.

### 1.2 Purpose of SEVIS

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

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

### 1.3 Privacy Act Considerations

SEVIS is for the use of authorized users only. Individuals using SEVIS without authority, or in excess of their authority, are subject to having all of their activities on this system monitored and recorded by system personnel. In the course of monitoring individuals improperly using this system, or in the course of system maintenance, the activities of authorized users may also be monitored. Anyone using SEVIS expressly consents to such monitoring and is advised that if such monitoring reveals possible evidence of criminal activity, system personnel may provide

the evidence of such monitoring to law enforcement officials. DHS has designated SEVIS to be a Privacy Act system of records and SEVIS information will be used and disclosed in accordance with 5 U.S.C. §552a, Privacy Act of 1974, as amended.

## **1.4 Security Reminder**

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

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

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

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

## **1.5 Acronyms**

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

## **1.6 Disclaimer**

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

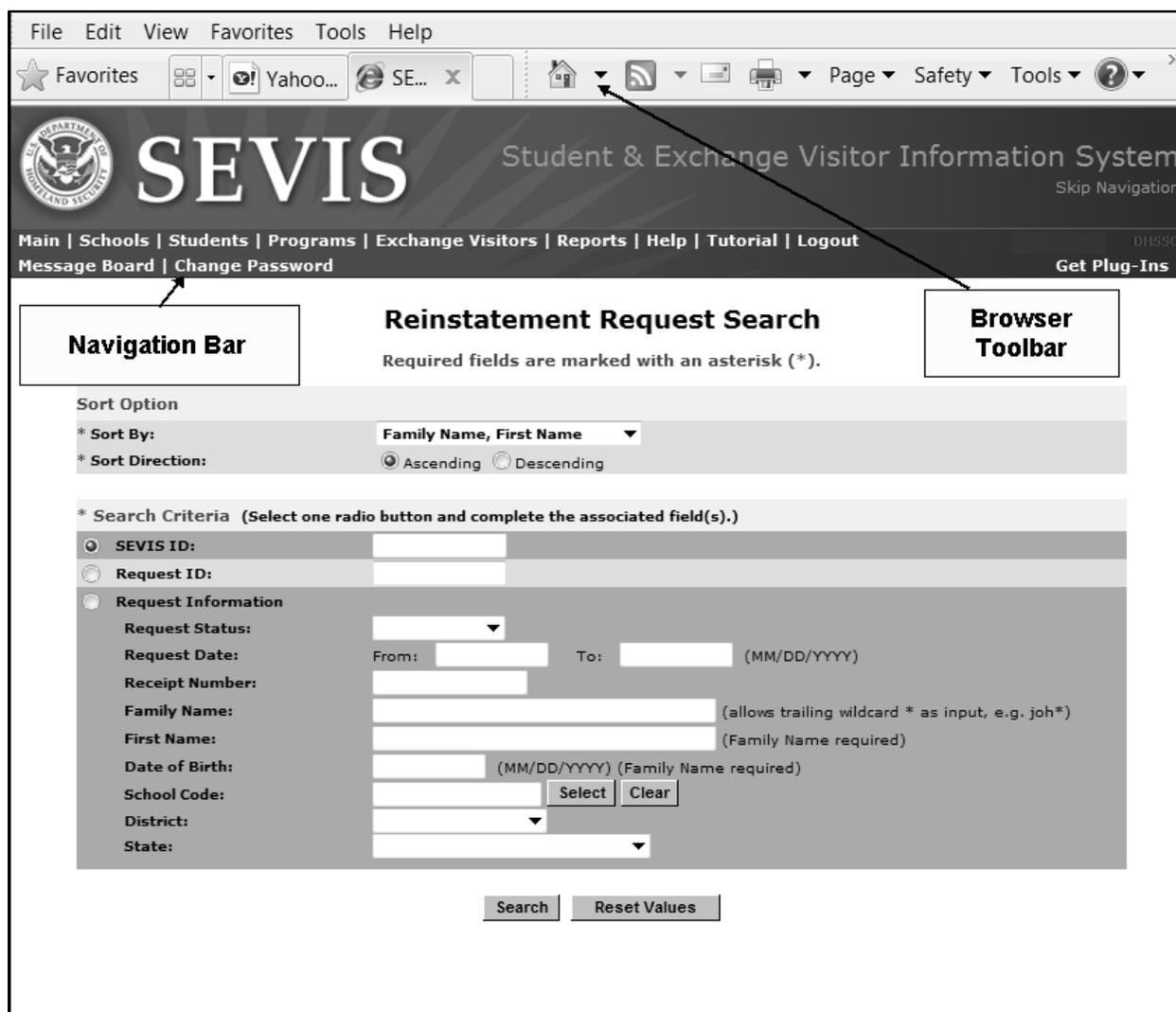
## **2. DESCRIPTION OF SYSTEM FUNCTIONS**

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

### **2.1 Overview of Page Components**

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

Page components are labeled with some of the terms used in this manual.



## Exhibit 1: Main Page – Components

### Main Page Components

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

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

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

- o **Main:** Return to the *Main* page
- o **Schools:** Search the SEVIS database for a specific school or a list of schools
- o **Students:** Search the SEVIS database for a specific student (or dependent) or a list of students (or dependents)

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

### Additional SEVIS Page Components

Additional page components include the following:

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

### Navigation Bar

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

### Exhibit 2: Navigation Bar

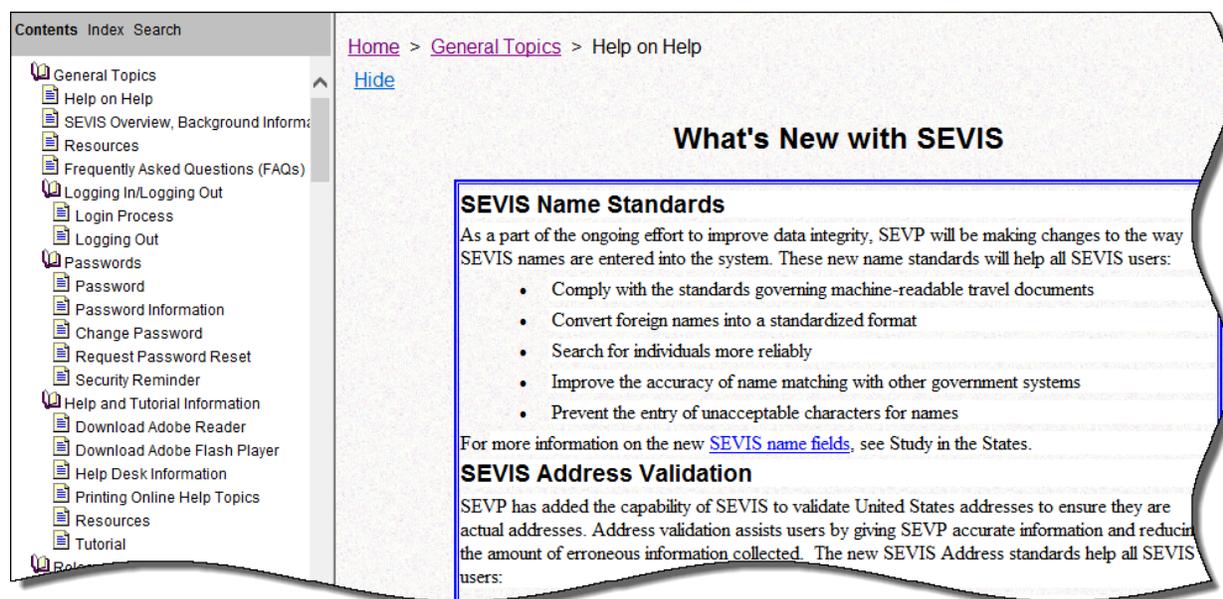


To access any of the options on the navigation bar, click the title. For example, to access the Reports module, click the **Reports** link on the navigation bar.

## 2.2 Online Help Functions

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

### Exhibit 3: Help Page



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

### 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 panes.

### 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 panes.

### Search Online Help

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

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

### Hide/Show the Left Pane

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

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

### 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.

### Close Online Help

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

### 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.

Alternatively, using the Internet Explorer browser, perform the following steps.

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.

### 3. ACCESSING SEVIS

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

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

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

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

#### 3.1 Create and Manage SEVIS User 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:

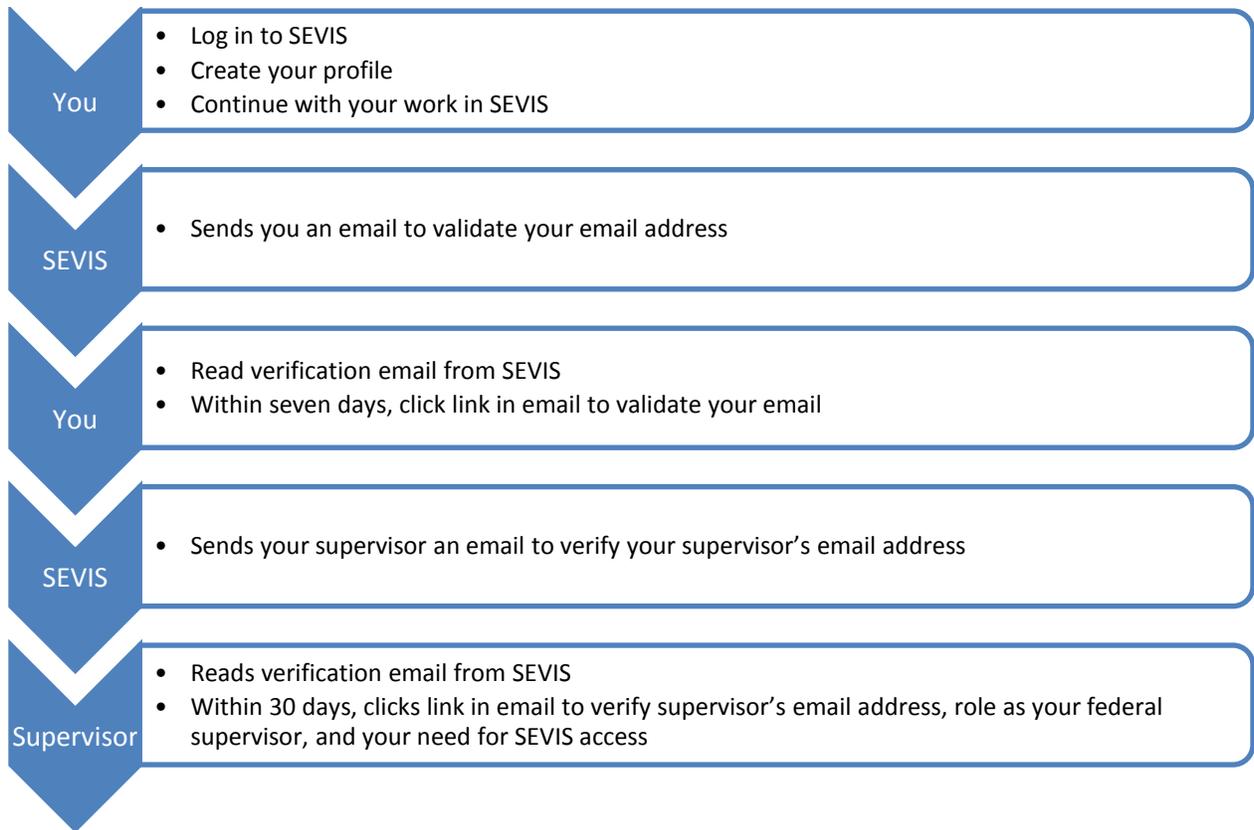
1. Completion of the *Create a New Government User Profile* page.
2. Verification of your email address.
3. Confirmation of SEVIS profile information by your government supervisor.

**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.

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

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



**SEVIS** Student & Exchange Visitor Information System

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

### Create a New Government User Profile

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

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

User Full Name: John SEVIS      User Name: ISSADMIN      User Role: ISSADMIN, DHSISS      [Why can't I edit these fields?](#)

#### Profile Information

Telephone Number \*      Government Email Address \*      Re-enter Email Address \*

(  )  -  Ext.            

Government Agency \*  
      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 \*      Answer #1 \*  
     

Question #2 \*      Answer #2 \*  
     

Question #3 \*      Answer #3 \*  
     

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 the email**. The supervisor's version of the *Verification for Government User* page opens.

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

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

FQT-RESIN-1

## Verification for Government User

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

User Information

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

Full Name  
**ISSName FName**

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

Government Agency  
**DHS ICE - SEVP**

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



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.

### 3.2 Manage My SEVIS User Profile

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

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

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

 **SEVIS** Student & Exchange Visitor Information System

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

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

### Manage My SEVIS User Profile

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

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

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

#### Profile Information

**Telephone Number \*** (  )  -  Ext.

**Government Email Address \*** john.q.sevis@associates.ice.dhs.gov Why can't I edit this field?

**Government Agency \***  
  
 Other

**Work Address \***  
 Edit U.S. Address Delete Add Foreign Address  
 4400 UNIVERSITY DR  
 FAIRFAX VA 22030 - 4422

#### Federal Government Supervisor

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

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

#### Security Question

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

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

### 3.3 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	
<b>Frequency of Verification</b>	Annually
<b>Length of Verification Period</b>	60 Days
<b>Verification Period</b>	<ul style="list-style-type: none"> <li>• Each user will be assigned a Next Annual Verification Date based on the month and year their SEVIS account was created [not their profile]. The day for the Next Annual Verification Date will be the 15th of the verification month.</li> <li>• <b>Exception</b> – Users who have been granted access to SEVIS between January and April 2016 will not be subject to verification until the 2017 verification period.</li> <li>• Deadline for the Next Annual Verification Date is the day after the 15th of the verification month at 12:01 AM (ET).</li> </ul>
<b>Notification Methods</b>	<ul style="list-style-type: none"> <li>• <b>Federal Supervisor</b> – Emails are sent to the SEVIS government user’s supervisor beginning 60 days before the deadline.</li> <li>• <b>SEVIS Government User</b> – Upon log-in, if the user's Next Annual Verification Date is 70 days or less in the</li> </ul>

## SEVIS Government Verification

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

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

- 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.

### **Annual Verification for Government User**

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

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

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

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

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

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

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

## Annual Verification for Government User

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

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

### ***I Do Not Supervise This Person***

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

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

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

## Annual Verification for Government User

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

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

deleted. If you need continued SEVIS access, you must restart the SEVIS account creation process.”

### No Action by Supervisor



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

### Supervisor Notices

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

#### User Already Verified

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

## Annual Verification for Government User

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

### Government User Information

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

#### User Access Revoked

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

## Annual Verification for Government User

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

### Government User Information

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

### **Request Expired**

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

### **Verification for Government User**

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

### **Event History**

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

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

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

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

## 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.

### Password Standards

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

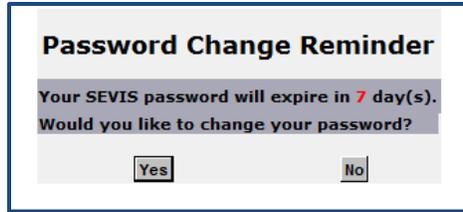
**Note:** Do not re-use any of the past eight passwords.



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

### Password Change Reminder

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



### Exhibit 5: Password Change Reminder

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

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



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



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

### Change Password

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

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

To change a password voluntarily:

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



### Exhibit 6: Change Password Link on Navigation Bar

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

**Exhibit 7: Change Password Prompt**

3. Complete all three fields:

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



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

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



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

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



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

### Request Password Reset

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

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



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

To request a password reset, perform the following:

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

### Exhibit 8: SEVIS Log On Page

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.

## Logging Into SEVIS

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

1. Access SEVIS at the following Intranet address: <https://www.ice.gov/sevis>.

### Exhibit 9: SEVIS Login Page

SEVIS Student & Exchange Visitor Information System Skip Navigation

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

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

**WARNING**

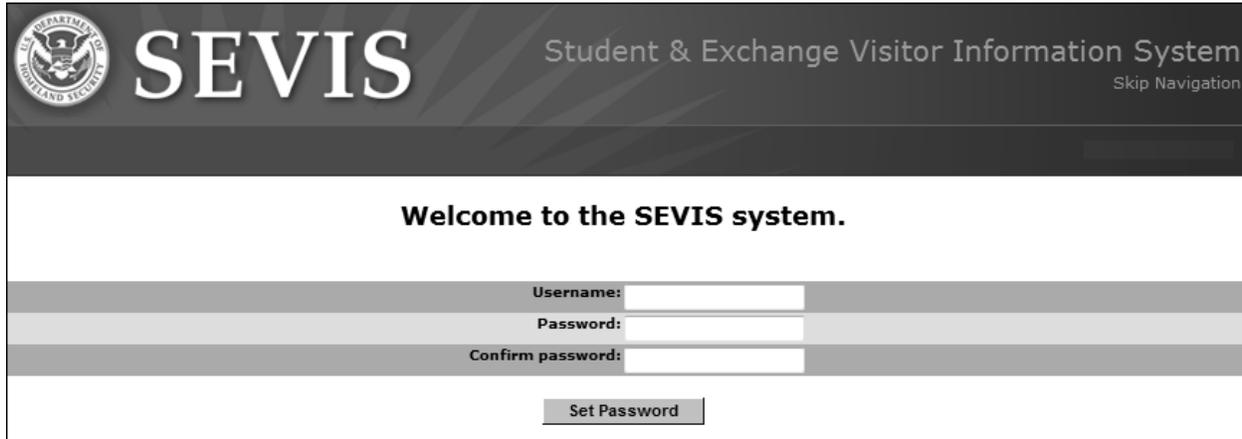
This system is for the use of authorized users only. Individuals using this computer system without authority, or in excess of their authority, are subject to having all of their activities on this system monitored and recorded by system personnel. In the course of monitoring individuals improperly using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

User Name:   
Password:

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

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

## Exhibit 10: Set Password Page



The screenshot shows the SEVIS Set Password page. At the top left is the Department of Homeland Security logo. To its right is the text 'SEVIS' in large letters, followed by 'Student & Exchange Visitor Information System' and a 'Skip Navigation' link. Below this is a dark banner with the text 'Welcome to the SEVIS system.' Underneath the banner are three input fields: 'Username:', 'Password:', and 'Confirm password:'. A 'Set Password' button is centered below the fields.

5. Enter your user ID in the Username field.
6. Enter your new password in the Password field.

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

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

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

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

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

### Additional Information About the SEVIS Login Page

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

- **Reset** button: Click this button to return all entries to the previous values.

- **Register for New Account** link: **DO NOT** use this link. It is not valid for DHS users.
- **Request Password Reset** link: **DO NOT** use this link. It is not valid for DHS users.

## Logging Out of SEVIS

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

### Exhibit 11: Navigation Bar – Logout Link

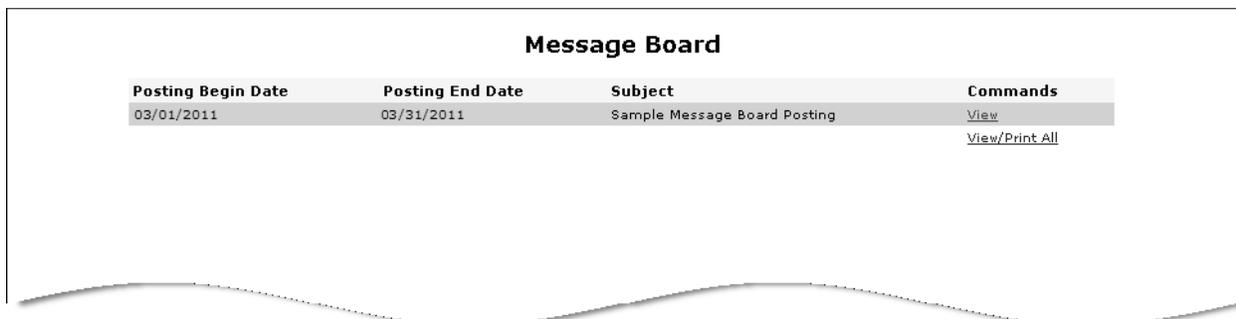


**WARNING:** If you click the **Close** button on the browser window instead of logging out, you must wait 20 minutes before you can log back into SEVIS. If you try to access the system before the end of 20 minutes, the system displays the following message: “A user is already logged on with this user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

## Message Board

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

### Exhibit 12: Message Board Page



## View Message Board Postings

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

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

## Exhibit 13: System Message Page

**System Message**

<b>Posting Begin Date:</b>	03/01/2011
<b>Posting End Date:</b>	03/31/2011
<b>Subject:</b>	Temporary System Outage
<b>Roles:</b>	DHS HQ, School Users, DHS Field, Temporary Users
<b>Message:</b>	This is to inform you that SEVIS will be temporarily down for System Maintenance from 11 p.m. until 11:30 p.m. on 03/31/2011.
<b>Attachment:</b>	<a href="#">System Outage 03/31/2011.doc</a>

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

Click the link to view the attachment. The attachment will open in a new browser window.

To print the attachment, click **File** in the browser toolbar, then click **Print**. The *Print* window displays. Ensure that the proper printer is highlighted. Click the **Print** button.

When finished viewing and/or printing the attachment, click the **Close** button in the upper-right corner of the page to close the window.

3. Click the **Return** button to return to the *Message Board* page.

### Print Message Board Postings

Perform the following steps to print a message board posting:

1. Select whether you want to print just one message board posting or all current message board postings.
  - To print only one message board posting, click the **View** link to the far right of the applicable posting. The *System Message* page displays.
  - To print all message board postings, click the **View/Print All** link at the bottom of the **Commands** menu. The *System Message* page displays.
2. From the *System Message* page, click **File** in the browser toolbar, then click **Print**. The *Print* window displays.
3. Ensure that the proper printer is highlighted.
4. Click the **Print** button.

## SCHOOL SEARCH

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

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

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

### Exhibit 14: School Search Page

The screenshot shows the 'School Search' interface. It features a 'Search Criteria' section with four input fields: 'School Name' (with a note '(prepend or postpend "\*" for wildcard)'), 'School Code', 'District' (a dropdown menu), and 'Status' (a dropdown menu). Below these fields are two buttons: 'Search' and 'Reset Values'.

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.

- o “\*school” may return a list containing schools such as National Flight School and Scranton Business School.
  - o “john\*” may return a list containing Johns Hopkins School of Medicine, Johnson School of Nursing, Johnson Agricultural School.
  - o “\*mai\*” may return a list containing Maine University, Portland Maine School of Technology, College of Botmai.
  - **School Code:** Enter a specific school code (in AAA214Fnnnnnxxx format) to search for the school associated with that code. The complete school code comprises a three-character district identifier, the four-character sequence “214F,” a five-digit school identifier, and the campus suffix, if applicable.
  - **District:** Select a specific district to search on schools within that district.
  - **Status** (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 15: School Search Results

School Search Results			
<a href="#">New Search</a> <a href="#">Refine Search</a>			
<b>Search Criteria:</b>			
School Name = *univ*			
Name of school	School code	Location (City, State)	Status
<a href="#">Montgomery University</a>	WAS214F68468000	Washington, DC	APPROVED
<a href="#">University of Western New York</a>	PHI214F51800000	Lancaster, PA	WITHDRAWN
<a href="#">DeVry University</a>	BAL214F22210000	Baltimore, MD	WITHDRAWN
<a href="#">Johns Hopkins University</a>	BAL214F22224000	dc, DC	WITHDRAWN
<a href="#">Montgomery University</a>	WAS214F68741000	Bowie, DC	WITHDRAWN
<a href="#">Universal Technical Institute</a>	BAL214F11114000	Baltimore, MD	WITHDRAWN
<a href="#">University of Phoenix</a>	BAL214F11113000	Baltimore, MD	WITHDRAWN
<a href="#">Candler University</a>	CHI214F25256000	Chicago, IL	WITHDRAWN
<a href="#">Makana University</a>	WAS214F87658000	Washington, DC	WITHDRAWN
<a href="#">Dravrah University</a>	ATL214F87609000	Quietown, GA	WITHDRAWN
<a href="#">Cardinal University</a>	WAS214F00002000	Washington, DC	WITHDRAWN
<a href="#">Johnson University</a>	WAS214F55245000	Washington, DC	WITHDRAWN
<a href="#">Plater University</a>	BAL214F45025000	Baltimore, MD	WITHDRAWN
<a href="#">Crawburn University</a>	WAS214F18468000	Bowie, DC	WITHDRAWN
<a href="#">Miami Shores/Barry University</a>	BAL214F33335000	Baltimore, MD	WITHDRAWN
<a href="#">Training University</a>	WAS214F22447000	Washington, DC	APPROVED
<a href="#">Charleston University</a>	WAS214F24713000	Washington, DC	APPROVED
<a href="#">Testing University</a>	DEN214F00076000	Colo Spgs, CO	APPROVED
<a href="#">Woodward University</a>	WAS214F31684000	Washington, DC	APPROVED
<a href="#">Griqaz Batch Test University</a>	KAN214F00076000	Kansas City, MO	APPROVED
29 Recs 1 2 [Next>>]			

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

## Exhibit 16: School Information Page

Return to List		Print I-17 Form	
<b>Charleston University</b>			
Certification Expiration Date: <b>05/01/2013</b>			
School Status: <b>APPROVED</b>			
Current School Code: <b>WAS214F13300000</b>			
Previous School Code: <b>N/A</b>			
Seeking Approval for: <b>Academic and Language students</b>			
Mailing Address: <b>5849 University Drive Washington, DC 20001</b>			
Telephone Number: <b>050-420-1111</b>			
Fax Number:			
Location Address: <b>5849 University Drive Washington, DC 20001</b>			
Type of Institution: <b>Public</b>			
This School is Engaged in: <b>HIGHER EDUCATION (issuing one or more of the following degrees: associates, bachelors, masters, Ph.D.)</b>			
School's Sessions are Primarily Based on: <b>Semesters</b>			
School Established on: <b>12/08/1972</b>			
School Operates Under the Following Authorization: <b>Federal Education Board</b>			
School is Approved Under the Following Association or Agency: <b>State Education Board</b>			
Areas of Study: <b>EDUCATION</b>			
Degrees Available: <b>DOCTOR OF EDUCATION BACHELOR OF SCIENCE IN EDUCATION MASTER OF SCIENCE</b>			
Higher Education Conferring Degrees: <b>Higher education, it confers recognized bachelor's, master's, professional, or divinity degrees.</b>			
Credit Transfer: <b>Higher education, its credits are recognized by and transferable to institutions of study which confer degrees.</b>			
English Language Training: <b>English language training, it is engaged in English language training.</b>			
Sessions are Held: <b>Day, Night</b>			
Requirements for Admission: <b>High School Diploma, GED, placement test</b>			
Courses of Study and Time Necessary to Complete: <b>120 study hours. See our web site (charleston.edu)</b>			
Requirements for Graduation: <b>Successful completion of coursework.</b>			
Causes for Expulsion: <b>Felony conviction</b>			
Average Annual Numbers: <b>Classes - 1,500 Students - 15,000 Teachers and Instructors - 275 Non-Teaching Employees - 550</b>			
Average Annual Cost of Room, Board, and Tuition Per Student: <b>\$24,000.00</b>			
<b>Campus Information</b>			
Charleston University			
School Code: <b>WAS214F13300000</b>			
Mailing Address: <b>5849 University Drive Washington, DC 20001</b>			
Location Address: <b>5849 University Drive Washington, DC 20001</b>			
<b>Officials: Official Name</b>	<b>Title</b>	<b>The Official is</b>	<b>A-Number</b>
Barry Channing	Dean of Admissions	U.S. Citizen	Telephone Number
Mary Sue Hafer	Director of International Students	U.S. Citizen	111-111-1111 Extn. 101
			<b>Email Address</b>
			<a href="mailto:barry.channing@cu.edu">barry.channing@cu.edu</a>
			<a href="mailto:mary.hafer@cu.edu">mary.hafer@cu.edu</a>
			<b>Role</b>
			DSO
			PDSO

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

5. Click one of the following buttons:

- **Return to List:** Returns to the *School Search Results* page.
- **Print I-17 Form:** Prints a copy of the school’s Form I-17. Section 4.1, Print Form I-17, provides further instruction.

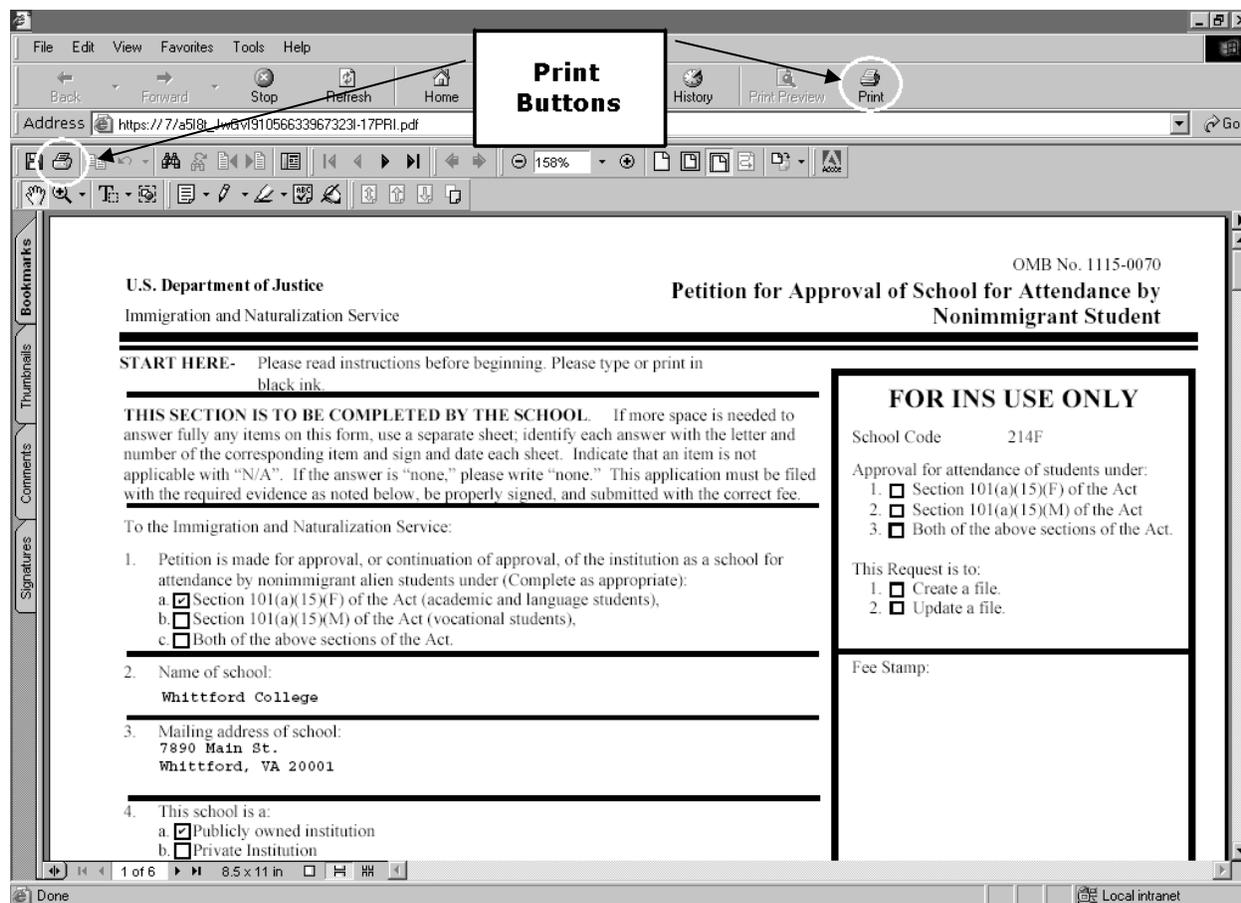
## Print Form I-17

SEVIS enables you to print Forms, such as the Form I-17, to a designated printer through Adobe Reader. **Note:** If you do not already have Adobe Reader Version 5.0 or higher installed on your computer, refer to the instructions in Appendix C, Download the Latest Version of Adobe Reader.

Perform the following steps to print a copy of the school’s Form I-17:

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

### Exhibit 17: Print Form I-17



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

## NEW SEVIS NAME STANDARDS

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

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

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

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

	<ul style="list-style-type: none"> <li>o Susan Zhang, as opposed to, Yibin Zhang</li> <li>o Hélène Müller-Garçon</li> <li><input type="checkbox"/> Comma and one space allowed before a suffix</li> <li><input type="checkbox"/> Period is allowed in suffix</li> <li><input type="checkbox"/> Allows alphabetical characters with the following diacritical marks: ¨, ^, ` , ´, °, ¸</li> </ul>
<b>Passport Name</b> (39 character limit)	<ul style="list-style-type: none"> <li><input type="checkbox"/> SEVIS will not pre-populate this field</li> <li><input type="checkbox"/> Written in the following order: Surname/Primary Name Given Name</li> <li><input type="checkbox"/> Name may be truncated</li> <li><input type="checkbox"/> Name should reflect the primary and secondary identifiers, as written in the MRZ</li> </ul>

## NEW U.S. ADDRESS VALIDATION

Starting in June 2015, the Student and Exchange Visitor Information System (SEVIS) will use a U.S. Postal Service (USPS)-certified software product called Address Doctor to ensure all U.S. addresses in the system are valid. With this user guide, school officials can:

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

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

## U.S. Address Field Names

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

U.S. Address Field Name	Description
<b>Street Address*</b>	<p><b>* Required field</b></p> <ul style="list-style-type: none"> <li>• SEVIS validates field text for a valid street name within the Zip Code area</li> <li>• Follows USPS street and secondary unit abbreviations</li> <li>• 64-character limit</li> </ul>
<b>Suite/Apt</b>	<ul style="list-style-type: none"> <li>• Number field used for apartment numbers, suite numbers, etc. that follow the street address</li> <li>• 6-character limit</li> </ul>

U.S. Address Field Name	Description
<b>Other</b>	<ul style="list-style-type: none"> <li>• SEVIS does not validate Other field text</li> <li>• Allows university names, residence names, hotel names, room numbers, PO Box numbers, or any non-standard address designations</li> <li>• Comma delimited</li> <li>• 64-character limit</li> </ul> <p><b>Note:</b> If the Street Address is accepted, the Other field text never rejects.</p>
<b>City</b>	<ul style="list-style-type: none"> <li>• SEVIS validates field text for a valid city name</li> </ul>
<b>State</b>	<ul style="list-style-type: none"> <li>• SEVIS validates field text for a valid U.S. state or possession name</li> <li>• Follows USPS states and possessions abbreviations</li> </ul> <p><b>Note:</b> The State field is a drop-down list selection.</p>
<b>Zip*</b>	<p><b>* Required field</b></p> <ul style="list-style-type: none"> <li>• Zip code must be five digits</li> </ul> <p><b>Note:</b> SEVIS will automatically add the plus four zip routing number, where available.</p> <ul style="list-style-type: none"> <li>• If the zip code is incorrect, the address will be considered invalid, even if all the other address fields are correct.</li> </ul>

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

## Address Status

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

Address Status	Explanation
<b>Valid</b>	<ul style="list-style-type: none"> <li>• Address Doctor verified the address upon initial entry</li> </ul>
<b>Override -</b> <ul style="list-style-type: none"> <li>• <b>Campus business address</b></li> <li>• <b>Campus housing address</b></li> <li>• <b>Campus mailing address</b></li> <li>• <b>New address, mailing</b></li> <li>• <b>New address, physical location</b></li> </ul>	<ul style="list-style-type: none"> <li>• DSO requested an override of SEVIS Address Doctor. This confirms that the address is valid based on the chosen reason.</li> </ul>

Address Status	Explanation
<ul style="list-style-type: none"> <li>Other (When selected, the DSO must enter an override explanation between 5 and 200 characters in length.)</li> </ul>	
Un-validated; no override	<ul style="list-style-type: none"> <li>Address was entered during an outage of the SEVIS Address Doctor and must be validated later.</li> </ul>

## Address Type

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

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

## SEARCH FOR F/M NONIMMIGRANT RECORDS

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

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

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

## 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.

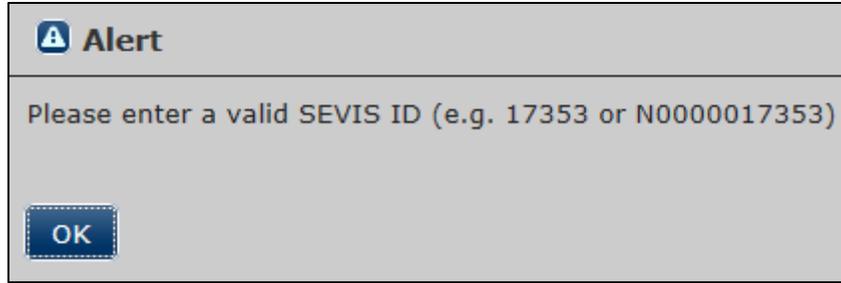


Enter the student's SEVIS ID number. The *SEVIS ID* field features include:

- 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.



## Students and Dependents Search Page

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

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

### Search Students & Dependents

**Quick Search:**

SEVIS ID:

FIN ID:

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

---

**Advanced Search**

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

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

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

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

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

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

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

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

---

**Refine By:**

**School Information:**  School Code   School Name   
 Campus:

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

Student's State of Residence:

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

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

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

Status:

Country of Birth:

Country of Citizenship:

Student Termination Reason:

Dependent Termination Reason:

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

Student Request Type:

Student Request Status:

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

---

Sort Results By:   Ascending  Descending

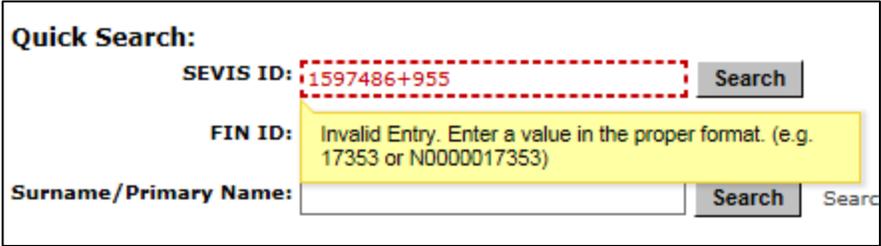
## Exhibit 18: Search Students and Dependents Page

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

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

Field	Description
<b>SEVIS ID</b>	<p>Enter the student’s SEVIS ID number. The <i>SEVIS ID</i> field features include:</p> <ul style="list-style-type: none"> <li>• The “N” and any leading zeros are optional.</li> <li>• To erase the entire field, place the cursor in the box and click the <b>X</b> on the right side of the field.</li> <li>• A red dotted line around the box indicates an incorrect entry format.</li> <li>• Roll the mouse over the field for an error explanation message.</li> </ul> 
<b>FIN ID</b>	<p>Enter the student’s FIN ID number.</p> <ul style="list-style-type: none"> <li>• To erase the entire field, place the cursor in the box and click the <b>X</b> on the right side of the field.</li> </ul>

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

**Search Students & Dependents**

**Quick Search:**

SEVIS ID:

FIN ID:

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

### Exhibit 19: 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 if it is not the person's actual name.

**Passport Name:**  (39 Character max)

**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 this option, no other selections from the Refine By section are necessary.

**All Records**

**Exhibit 20: Advanced Search – Include**

**Search Criteria Section**

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

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

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

**Given Name:**  (Optional - 80 Character max)

Do not use any special characters. Only letters A to Z are allowed. Do not use an abbreviation such as FNU to indicate a name if it is not the person's actual name.

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

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

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

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

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

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 this option, no other selections from the Refine By section are necessary.

**All Records**

**Exhibit 21: Advanced Search – Search Criteria**

Field	Description
<b>Surname/Primary Name</b>	<p>Searches for the name in the <i>Surname/Primary Name</i> field of a SEVIS record. The <i>Surname/Primary Name</i> field features include:</p> <ul style="list-style-type: none"> <li>• This is a required field; that is, if the <i>Surname/Primary Name</i> radio button is selected, you must enter a name in the field.</li> <li>• 40-character maximum.</li> <li>• Do not use special characters.</li> </ul>

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

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

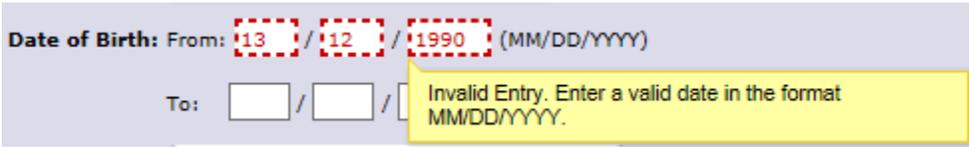
### Refine By Section

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 22: Advanced Search – Refine By**

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

Field	Description
	<ul style="list-style-type: none"> <li>• To clear the chosen state:                             <ul style="list-style-type: none"> <li>○ Click the drop-down arrow to open the <i>States</i> menu.</li> <li>○ Click <b>Select One</b>.</li> </ul> </li> </ul>
<p><b>Date of Birth</b></p>	<p>Searches by a birth date. The <i>Date of Birth</i> field parameters include:</p> <ul style="list-style-type: none"> <li>• Enter all dates in format MM/DD/YYYY.</li> <li>• Search a specific birth date by entering it in the <i>From</i> field.</li> <li>• Search a range of birth dates by entering the earliest date in the <i>From</i> field and the latest date in the <i>To</i> field.</li> <li>• When completing the <i>date</i> fields, a red dotted line will surround the box. This indicates the entry is incomplete or in an incorrect format. When all boxes are filled correctly, the red lines will disappear. Roll mouse over partially completed fields for specific error message.</li> </ul>  <p><b>Note:</b> Entering a date only in the <i>To</i> field (without a date in the <i>From</i> field) returns an error message.</p>
<p><b>Program Begin Date Range</b></p>	<p>Searches by a student’s program start date. The <i>Program Begin Date Range</i> field parameters include:</p> <ul style="list-style-type: none"> <li>• Enter all dates in format MM/DD/YYYY.</li> <li>• Search a specific <b>Program Start Date</b> by entering it in the From <i>Program Begin Date</i> field.</li> <li>• Search a range of <b>Program Begin Dates</b> by entering the earliest date in the <i>From</i> field and the latest date in the <i>To</i> field.</li> <li>• When completing the date fields, a red dotted line will surround the box. This indicates the entry is incomplete or in an incorrect format. When all boxes are filled correctly, the red lines will disappear. Roll mouse over partially completed fields for specific error message.</li> </ul> <p><b>Note:</b> Entering a date only in the <i>To</i> field (without a date in the <i>From</i> field) returns an error message.</p>
<p><b>Program End Date Range</b></p>	<p>Searches by a student’s program start date. The <i>Program End Date Range</i> field parameters include:</p> <ul style="list-style-type: none"> <li>• Enter all dates in format MM/DD/YYYY.</li> <li>• Search a specific <b>Program End Date</b> by entering it in the From <i>Program End Date</i> field.</li> <li>• Search a range of <b>Program End Dates</b> by entering the earliest date in the <i>From</i> field and the latest date in the <i>To</i> field.</li> <li>• When completing the date fields, a red dotted line will surround the</li> </ul>

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><b>Note:</b> Entering a date only in the <i>To</i> field (without a date in the <i>From</i> field) returns an error message.</p>
<b>Status</b>	<p>Searches by a student's SEVIS record status.</p> <ul style="list-style-type: none"> <li>• <i>Status</i> field options include: <ul style="list-style-type: none"> <li>○ Active</li> <li>○ Canceled</li> <li>○ Completed</li> <li>○ Deactivated</li> <li>○ Initial</li> <li>○ Terminated</li> </ul> </li> <li>• To find and select the SEVIS Status: <ul style="list-style-type: none"> <li>○ Click the drop-down arrow to open the <i>Status</i> menu.</li> <li>○ Select up to three options by clicking the checkboxes.</li> </ul> </li> <li>• To deselect any option, click the checked box.</li> </ul>
<b>Country of Birth</b>	<p>Searches by the nonimmigrant's country of birth. The <i>Country of Birth</i> field parameters include:</p> <ul style="list-style-type: none"> <li>• To find and select the country of birth: <ul style="list-style-type: none"> <li>○ Click the drop-down arrow to open the <i>Country</i> menu.</li> <li>○ Use the scroll bar to find the country of birth.</li> <li>○ Select the country of birth.</li> </ul> </li> <li>• To clear the chosen country of birth: <ul style="list-style-type: none"> <li>○ Click the drop-down arrow to open the <i>Country</i> menu.</li> <li>○ Click <b>Select One</b>.</li> </ul> </li> </ul>
<b>Country of Citizenship</b>	<p>Searches by the nonimmigrant's country of citizenship. The <i>Country of Citizenship</i> field parameters include:</p> <ul style="list-style-type: none"> <li>• To find and select the country of citizenship: <ul style="list-style-type: none"> <li>○ Click the drop-down arrow to open the <i>Country</i> menu.</li> <li>○ Use the scroll bar to find the country of citizenship.</li> <li>○ Select the country of citizenship.</li> </ul> </li> <li>• To clear the chosen country of citizenship: <ul style="list-style-type: none"> <li>○ Click the drop-down arrow to open the <i>Country</i> menu.</li> <li>○ Click <b>Select One</b>.</li> </ul> </li> </ul>
<b>Student Termination</b>	<p>Searches by the student's termination reason on SEVIS record.</p>

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

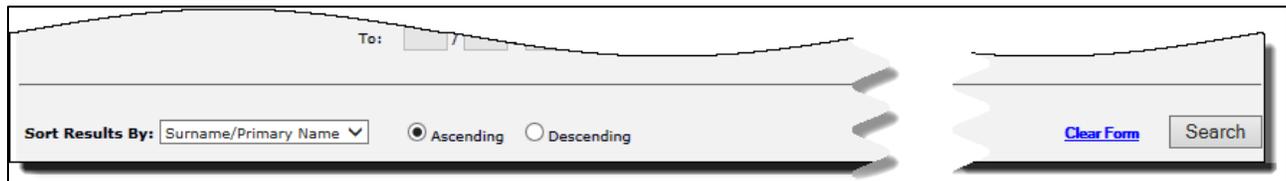
Field	Description
<p><b>Dependent Termination Reason</b></p>	<p>Searches by dependent’s termination reason on SEVIS record.</p> <p><b>Note:</b> You can only use this search, if you have selected to search F-2/M-2 Spouse/Dependents in the <i>Advanced Search Include</i> section.</p> <ul style="list-style-type: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

Field	Description
	<ul style="list-style-type: none"> <li>○ Extension</li> <li>○ OPT</li> <li>○ Off-Campus Employment</li> <li>○ Reinstatement</li> <li>○ Transfer</li> <li>● To find and select the student’s request type:               <ul style="list-style-type: none"> <li>○ Click the drop-down arrow to open the <i>Student Request Type</i> menu.</li> <li>○ Select the student’s request type.</li> </ul> </li> <li>● To clear the chosen student’s request type:               <ul style="list-style-type: none"> <li>○ Click the drop-down arrow to open the <i>Student Request Type</i> menu.</li> <li>○ Click <b>Select One</b>.</li> </ul> </li> </ul>
<b>Student Request Status</b>	<p>Searches by the current status of a student’s request status.</p> <p><b>Note:</b> You can only use this search, if you have chosen a <i>Student Request Type</i>.</p> <ul style="list-style-type: none"> <li>● <i>Student Request Status</i> field options include:           <ul style="list-style-type: none"> <li>○ Approved</li> <li>○ Cancelled</li> <li>○ Denied</li> <li>○ Pending</li> <li>○ Requested</li> <li>○ Withdrawn</li> </ul> </li> <li>● To find and select the student’s request status:           <ul style="list-style-type: none"> <li>○ Click the drop-down arrow to open the <i>Student Request Status</i> menu.</li> <li>○ Select the student’s request status.</li> </ul> </li> <li>● To clear the chosen student’s request status:           <ul style="list-style-type: none"> <li>○ Click the drop-down arrow to open the <i>Student Request Status</i> menu.</li> <li>○ Click <b>Select One</b>.</li> </ul> </li> </ul>
<b>Adjudication Date Range</b>	<p>Searches by the student request’s date of approval or denial. The <i>Adjudication Date Range</i> field parameters include:</p> <p><b>Note:</b> You can only use this search, if you have chosen a <i>Student Request Type</i>.</p> <ul style="list-style-type: none"> <li>● Enter all dates in format MM/DD/YYYY.</li> <li>● Search a specific Adjudication Date by entering it in the <i>From</i></li> </ul>

Field	Description
	<p><i>Adjudication Date Range</i> field.</p> <ul style="list-style-type: none"> <li>• Search a range of Adjudication Dates by entering the earliest date in the <i>From</i> field and the latest date in the <i>To</i> field.</li> <li>• When completing the date fields, a red dotted line will surround the box. This indicates the entry is incomplete or in an incorrect format. When all boxes are filled correctly, the red lines will disappear. Roll mouse over partially completed fields for specific error message.</li> </ul> <p><b>Note:</b> Entering a date only in the <i>To</i> field (without a date in the <i>From</i> field) returns an error message.</p>

### Sort Results By Section

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



### Exhibit 23: 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								
<a href="#">New Search</a> <a href="#">Refine Search</a> <b>Search Criteria:</b> Visa Type = F-1/M-1 School Name = Buckley School of Speaking and Motorcycling Campus = All Student's State of Residence = VIRGINIA								
SEVIS ID	Visa Type	Surname/Primary Name	Given Name	Date of Birth	Program Start Date	Program End Date	Status	Date of Last Event
N0004688926	F-1	<a href="#">Franklin</a>	Roger	05/20/1985	11/25/2012	11/26/2013	COMPLETED	01/26/2015
N0004689243	F-1	<a href="#">Kane</a>	Lana	03/31/1975	11/19/2014	12/31/2020	ACTIVE	03/03/2015
N0004689235	F-1	<a href="#">Stone</a>	Hunter	08/25/1999	11/19/2014	05/31/2019	ACTIVE	11/21/2014
N0004688939	F-1	<a href="#">Weissmuller</a>	John	06/02/1904	11/19/2014	05/31/2020	ACTIVE	12/24/2014
4 Recs								

## Exhibit 24: Search Results Page

Review the information. Click one of the following:

- **New Search:** Returns you to an empty *Search Students and Dependents* page.
  - **Refine Search:** Returns you to the *Search Students and Dependents* page displaying the search criteria you just chose. This allows you to keep some of the criteria and change other criteria.
  - **Hyperlinked-name in the Surname/Primary Name column:** Opens the *Student Information* page for that nonimmigrant.
7. Click the appropriate link in the **Surname/ Primary Name** column to view the student's data. The *Student Information* page displays. Section 8. View Student and Dependent Records, provides further details.

## 4. 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

## Student Information Page

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 25: Student Information Page

**Return To Search Results** 2

**View:**

- Event History 18
- Form I-17
- Request/Authorization Details
- Employment Information

**Student Information**

F-1 STUDENT 1

**Kipling, Rudyard**

SEVP School for Advanced SEVIS Studies - SEVP School for Advanced SEVIS Studies 3

Status: **ACTIVE**

Start Date: **September 1, 2010** End Date: **August 31, 2017** Status Change Date: **May 13, 2016**

SEVIS ID: **N0004703369**

I-20 ISSUE REASON: **CONTINUED ATTENDANCE**

---

**Personal / Contact** 4

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: **90.01%**

Foreign Address: **123 Main Street, Mumbai, INDIA**

---

**Overall Remarks** 5

F Student Automatically Completed. Program or Employment has ended.

---

**Program** 6

Education Level: **DOCTORATE**

Major 1 and Name: **40.0806 - Nuclear Physics**

Major 2 and Name: **00.0000 - None**

Minor and Name: **00.0000 - None**

Program Start Date: **September 1, 2010**

Program End Date: **August 31, 2017**

**Registration** 7

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**

---

**English Proficiency** 8

School Requires English Proficiency for This Program: **Yes**

Student Has English Proficiency: **Yes**

**I-901 SEVIS Fee Payment** 9

Transaction Type: **Payment**

Transaction Date: **January 1, 2016**

Transaction Amount: **\$200.00**

Fee Payment / Cancellation Receipt Number: **E0EECL598198168**

---

**Additional Names** 10

Passport Name: **Rudyard Kipling**

Preferred Name: **Rudyard Kipling**

SEVIS Legacy Name: **Rudyard Kipling**

**School** 11

School Name: **SEVP School for Advanced SEVIS Studies**

School Code: **BAL214F4444000**

Campus Name: **SEVP School for Advanced SEVIS Studies**

School Status: **APPROVED**

---

**Travel** 12

Port of Entry:

Date of Entry:

I-94 Admission Number:

Port of Departure:

Date of Departure:

**Visa** 13

Via Number:

Via Issuance Date:

Via Expiration Date:

Via Issuance Post:

---

**Passport** 14

Passport Number: **123456789**

Passport Expiration Date: **May 28, 2011**

Country of Issuance: **INDIA**

**Financial** 15

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

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**Dependents** 16

SEVIS ID: **N0004736654**

Surname/Primary Name: **Tiki Tavi**

Given Name: **Rikki**

Relationship: **CHILD**

Gender: **MALE**

Status: **ACTIVE**

Date of Last Event: **June 27, 2016**

**Request Requests** 17

Request Type: <b>OPT</b>	Request Status: <b>APPROVED</b>	Receipt Number: <b>XYZ2345678910</b>
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## Student Information and Return to Search Results

The top area of *Student Information Page* displays key student information and provides the ability to return to the *Search Results* page:

#	Section	Description
1	<b>Student Information header</b>	Provides information on the student's nonimmigrant status, name, school and campus, start and end dates, status within SEVIS, status change date, and SEVIS ID number.
2	<b>Return to /Search Results link</b>	Provides the ability to return to the <i>Search Results</i> page.
3	<b>Alerts/Flags/Indicator</b>	Provides information on any alerts regarding the student record.

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

## Student Information Displayed on the Screen

The center panel of the *Student Information* page displays student information

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

#	Section	Description
4	<b>Personal/Contact</b>	Contains the student's Gender, Date of Birth, Country of Birth, Country of Residence, U.S. and Foreign Telephone Numbers, Email Address, and U.S. Address information.
5	<b>Overall Remarks</b>	Remarks typed in any <i>Remarks about the student</i> field when a DSO creates or edits a student record appear in this section.
6	<b>Program</b>	Contains information on the student's current program of study enrollment, including Education Level, Major(s) and Minor, Program Start and End Dates.
7	<b>Registration</b>	Provides information on the student's registration, including Initial Session Start and End Dates, Current Session Start and End Dates, Next Session Start and End Dates, Length of Next Break/Vacation, and whether this is the student's Last Session.
8	<b>English Proficiency</b>	Contains information on whether the school requires English proficiency and whether the student has it.
9	<b>I-901 SEVIS Fee Payment</b>	Contains information on type of Transaction made and Fee Payment / Cancellation Receipt Number.
10	<b>Additional Names</b>	Provides information on the student's Passport Name and Preferred Name, and SEVIS Legacy Name.

#	Section	Description
		<b>Note:</b> The SEVIS Help Hub has detailed information about <a href="#">SEVIS Names Standards</a> .
11	<b>School</b>	Contains the School Name, School Code, Campus Name, and School Status in SEVIS.
12	<b>Travel</b>	Provides information on the student's Port and Date of Entry, I-94 Admission Number, and Port and Date of Departure.
13	<b>Visa</b>	Contains the student's Visa Number, Issuance and Expiration Dates, and Issuance Post.
14	<b>Passport</b>	Contains the student's Passport Number, Expiration Date, and Country of Issuance.
15	<b>Financial</b>	Contains the student's Expenses and Funding for the time period specified.
16	<b>Dependents</b>	Lists all dependents registered on the student's SEVIS record. The dependent's hyperlinked name allows quick access to the dependent's information page.
17	<b>Student Requests</b>	<p>Provides information on requests made by the student that are filed with USCIS. Examples:</p> <ul style="list-style-type: none"> <li>• Change of status</li> <li>• OPT</li> <li>• Off-campus employment</li> <li>• Reinstatement</li> </ul> <p><b>Note:</b> This section does not display, if the DSO has not made any Student Requests.</p> <p>For students granted a <a href="#">Cap-Gap extension</a>, this section will also display comments about changes to the student's authorized length of stay and employment authorization (if applicable) pursuant to 8 CFR 214.1(f)(5)(iv) and 8 CFR 274a.12(b)(6)(iv). This comment displays as long as the student is in Active status in SEVIS.</p>

### View Links

The view links on the left side of the *Student Information* page [number 18 on the screen shot above] provide access to the pages used to view the student's record:

Link	Function
<a href="#">Employment Information</a>	<p>Opens the <i>Employment Information</i> page. This page lists all authorizations for an individual SEVIS ID.</p> <p><b>Note:</b> It does <b>not</b> list any authorizations for the same</p>

Link	Function
	individual under another SEVIS ID.
<b>Event History</b>	Opens the <i>Event History</i> page, which allows users to view information about all actions taken on a nonimmigrant's record since it was created.
<b>FIN ID</b>	Opens the student's <i>Fin ID History</i> page. This link displays only if a FIN ID is associated with the record.
<b>I-17</b>	Opens the <i>School Information</i> page for the student's school.
<b>Request/ Authorization Detail</b>	Opens the <i>Current Request/Authorization Details</i> page. Only pending requests or approved requests with future end dates appear on this page.
<b>Transfer History</b>	Opens the student's <i>Transfer History</i> page which lists each approved, completed transfer for the student. This link displays only if the student has transferred schools.

## 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.

**Student Information**

View: [Event History](#) **3**

[Return to Student](#) **4**

F-1 Student **1** SEVP School for Advanced SEVIS Studies - SEVP School for Advanced SEVIS Studies Status: **ACTIVE**  
**Kipling, Rudyard** SEVIS ID: **N0004703369**  
 Start Date: 09/01/2010 End Date: 08/31/2017

GENDER	MALE	EMAIL	<a href="mailto:rk@gmail.com">rk@gmail.com</a>
DOB	09/23/1983		
PREFERRED NAME	Rudyard Kipling	U.S. ADDRESS	620 MICHIGAN AVE NE WASHINGTON , DC 20064
PASSPORT NAME			
COUNTRY OF BIRTH	INDIA		
CITIZENSHIP	INDIA		

**2** **Dependent Information**

F-2 Dependent (Surname/Primary Name, Given Name) Last Event: 06/27/2016

<b>Tiki Tavi, Rikki</b>	Status: <b>ACTIVE</b>
MALE   DOB: 10/01/2000   Relationship: CHILD	SEVIS ID: <b>N0004736654</b>
Preferred Name:	SEVIS Legacy Name:
Passport Name:	Email Address:
Country of Birth:INDIA	Port of Entry:
Country of INDIA	I-94/Admission Number:
Citizenship: INDIA	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	<b>Student Information</b>	Provides information on the F-1 or M-1 student. This section can be expanded or collapsed as needed.
2	<b>Dependent Information</b>	Provides current information in SEVIS on the student’s spouse or child.
3	<b>View</b>	Provides links to see more information about the dependent in SEVIS: <ul style="list-style-type: none"> <li>• <b>Event History</b> allows users to view information about all actions taken on a dependent’s record since it was created.</li> <li>• <b>FIN ID</b> opens the student’s <i>Fin ID History</i> page. This link displays only if a FIN ID is associated with the record.</li> </ul>
4	<b>Return to Student</b>	This link returns the user to the student’s record.

## 5. VIEW STUDENT OR DEPENDENT EVENT HISTORY

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



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

### View Event History

1. Navigate to the *Student Information* page.

### Exhibit 26: Student Information page with the Event History link called out

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

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

- a. Columns:

- **Event Name:** A brief description of the change to the SEVIS record.

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

### Exhibit 27: Event History page

**Event History**

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

Expand All      Search:       Enter the date range and click the button to filter by event date  
 From:  To:  Filter

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

[Return](#)

b. Features:

Feature	Function
1. <b>Expand All</b>	Expands all events in the history for which additional details are available.
2. <b>Search</b>	<ul style="list-style-type: none"> <li>Allows users to filter the list to only display certain types of events.</li> <li>Enter the name of the type of events you want displayed. SEVIS will begin to filter the list as you type.</li> </ul>  <p>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>
3. <b>From: and To: Date fields</b>	Allows the user to limit the list to events that happened between two specific dates.
4. <b>Up and down arrows in the Column Headers</b>	<ul style="list-style-type: none"> <li>Allows the user to sort the list by the selected column in either ascending or descending order.</li> <li>Click the <b>Up</b> or <b>Down Arrow</b> following the name of the column by which you want the list sorted.</li> </ul>
5. <b>Plus/Minus Sign Icon</b>	<ul style="list-style-type: none"> <li>Appears next to events that have additional details.</li> <li>Click the <b>Plus Sign</b> to display more detail. SEVIS will expand the event listing to display values of changed fields. The icon changes to a minus sign.</li> <li>Click the <b>Minus Sign</b> to hide the details.</li> </ul>
6. <b>Expanded event detail section</b>	Displays the before and after values of fields where data was changed. This allows for a better audit trail.



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

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

## 6. VIEW REQUEST/AUTHORIZATION DETAILS

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

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

Only current requests display on the *Current Request/Authorization Details* page. A past history does not display, only pending requests or approved requests with future end dates. If “No <Authorization> Recorded for Student” displays for an authorization type, that does not mean that the student has never had that type of authorization; it means that the student has no current authorizations.

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

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

To view these data, perform the following steps:

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

## Exhibit 28: Current Request/Authorization Details Page

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

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

## 7. STUDENT STATUSES

Status	Meaning
<b>Initial</b>	A DSO has issued a Form I-20. A DSO has not yet reported in SEVIS the student's arrival at the school.

Status	Meaning
<b>Canceled</b>	<p>A DSO or DHS canceled a student’s record because:</p> <ul style="list-style-type: none"> <li>• There is no record of entry to the United States on the record.</li> <li>• There is no record of registration.</li> </ul> <p><b>Note:</b> A dependent’s record will auto-cancel when the status of a student record changes to Canceled. However, a DSO can cancel a dependent’s record independently of the student’s record.</p>
<b>Active</b>	<p>A DSO has entered the student’s registration in SEVIS. The record indicates the student is in status.</p> <p><b>Note:</b> A dependent’s record will auto-activate when the status of a student’s record changes to Active.</p>
<b>Deactivated</b>	<p>This status applies to a student’s original record after the student has either:</p> <ul style="list-style-type: none"> <li>• Transferred to another school.</li> <li>• Changed educational level</li> </ul> <p><b>Note:</b> A dependent’s record will auto-deactivate when the status of a student’s record changes to Deactivated.</p>
<b>Terminated</b>	<p>A DSO or DHS has terminated the record for a reason other than “Program Completion.”</p> <p><b>Note:</b> A dependent’s record will auto-terminate when the status of a student’s record changes to Terminated. However, a DSO can terminate a dependent’s record independently of the student’s record.</p>
<b>Completed (student only)</b>	<p>The student has completed:</p> <ul style="list-style-type: none"> <li>• Studies at the school <b>and</b></li> <li>• Any approved post-completion OPT</li> </ul> <p><b>Note:</b> A dependent’s record will auto-terminate when the status of a student’s record changes to Completed.</p>

## 7.1 Student/Dependent Termination Reasons

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

## 7.2 Student Termination Reasons Available in SEVIS to DSOs

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

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

Reason	Use when...
	<ul style="list-style-type: none"> <li>• The program end-date at the old (transfer-out) school is in the past or the student began studying at the new (transfer-in) school.</li> <li>• The SEVIS record is in Active status.</li> </ul> <p><b>Note:</b> SEVIS will note this reason when it auto-terminates a record because the USCIS denial is received through the CLAIMS interface.</p>
<b>Expulsion</b>	<ul style="list-style-type: none"> <li>• The student was expelled from his or her current program of study.</li> </ul>
<b>Extension Denied</b>	<p>All of the following statements are true:</p> <ul style="list-style-type: none"> <li>• The student is in M-1 status.</li> <li>• The student’s SEVIS record indicates an extension request.</li> <li>• The student filed Form I-539 with USCIS for approval to extend the program of study.</li> <li>• USCIS denied the Form I-539 request to extend the program of study.</li> <li>• The program end-date is in the past.</li> <li>• The SEVIS record is in Active status.</li> </ul> <p><b>Note:</b> SEVIS will note this reason when it auto-terminates a record because the USCIS denial is received through the CLAIMS interface.</p>
<b>Failure to Enroll</b>	<p>All of the following statements are true:</p> <ul style="list-style-type: none"> <li>• The student is a continuing student</li> <li>• The SEVIS record is in Active status.</li> <li>• The student is not in a period of earned vacation</li> <li>• The student fails to enroll in a full course of study the next session the student is expected.</li> </ul> <p><b>Note:</b> SEVIS will note this reason to terminate a student’s SEVIS record if:</p> <ul style="list-style-type: none"> <li>• A DSO has not registered the student in SEVIS for the term, and</li> <li>• The 90 days after the Next Session Start Date.</li> </ul> <p><b>Do not</b> use this reason if a student cannot enroll because:</p> <ul style="list-style-type: none"> <li>• The student is suspended – use Suspension.</li> <li>• The student is expelled – use Expulsion.</li> </ul> <p>The student requested an Authorized Withdrawal for that session—use Authorized Early Withdrawal</p>
<b>Failure to Report While on OPT</b>	<p>The following statements are true:</p>

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

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

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

Reason	Use when...
<b>Child Over 21</b>	<p>All of the following statements are true:</p> <ul style="list-style-type: none"> <li>• The dependent is a child of a student.</li> <li>• The dependent is 21 years old.</li> <li>• The dependent's SEVIS record is in Active status.</li> </ul> <p><b>Note:</b> DSOs should not need to use this reason. SEVIS should automatically terminate these records on the dependent's 21<sup>st</sup> birthday. If it does not, use</p>

Reason	Use when...
	this reason to terminate the record.
<b>Death</b>	The dependent died.  <b>Note:</b> Do not use this reason if anyone else in the family died.
<b>Divorce</b>	Both of the following statements are true: <ul style="list-style-type: none"> <li>• The dependent is the spouse of a student.</li> <li>• The student and the spouse are divorced.</li> </ul>
<b>Other</b>	Both of the following statements are true: <ul style="list-style-type: none"> <li>• The dependent's has not maintained status.</li> <li>• None of the other termination reasons apply.</li> </ul>
<b>Principal Status Completed</b>	Both of the following statements are true: <ul style="list-style-type: none"> <li>• The dependent's record is related to a student whose SEVIS record is in Completed status.</li> <li>• The dependent's SEVIS record is in Active status.</li> </ul> <p><b>Note:</b> SEVIS automatically terminates dependent SEVIS records for this reason when a the status of a student's SEVIS record changes to Completed.</p>
<b>Principal Status Terminated</b>	Both of the following statements are true: <ul style="list-style-type: none"> <li>• The student's SEVIS record is in Terminated status.</li> <li>• The dependent's SEVIS record is in Active status.</li> </ul> <p><b>Note:</b> SEVIS automatically terminates dependent SEVIS records for this reason when a the status of a student's SEVIS record changes to Terminated.</p>
<b>Status changed due to J-1 Change of Status</b>	DSOs should <b>NEVER</b> use this reason. This termination reasons is for dependents of J-1 status holders, not for those in F or M status.
<b>Unauthorized Employment</b>	Both of the following statements are true: <ul style="list-style-type: none"> <li>• The DSO has reliable evidence the dependent is or was employed.</li> <li>• The DSO knows the dependent does not or did not have any form of work permission.</li> </ul>

## 7.4 System-Only Termination Reasons

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

## 8. STUDENT EMPLOYMENT INFORMATION

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

### 8.1 Employment Information Page

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

## Exhibit 29: 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

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### Employment Information

All Employment Filter

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

Sort by Columns

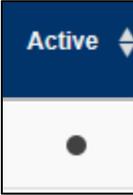
Active	Employment Type	FT/PT	Status	School	DSO Recommended	Actual	Level	Receipt	
					Start Date	End Date	Start Date	End Date	
+	<a href="#">STEM OPT</a>	FULL TIME	CANCELLED	SEVP School for Advanced SEVIS Studies	01/01/2016	06/01/2017		BACHELOR'S	
+	<a href="#">STEM OPT</a>	FULL TIME	REQUESTED	SEVP School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

Employer Name (EIN)	Job Title	FT/PT	Start Date	End Date	City	State	Zip	Explanation	Unemployment
<a href="#">Colorific</a>	Colorm...	FT	05/01/2015	11/30/2015	Richmon	VA	23221	Student will mix colors using chemicals.	<div style="border: 1px solid red; padding: 2px; display: inline-block;">                                 CONSECUTIVE DAYS OF UNEMPLOYMENT                             </div> <span style="font-size: 2em; font-weight: bold;">0</span> Days Last Employment 11/30/2015

+	<a href="#">PRE-COMPLETION OPT</a>	PART TIME	CANCELLED	SEVP School for Advanced SEVIS Studies	10/09/2015	12/12/2015		BACHELOR'S
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Return

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

Column Name	Description and Information to Note	
<b>[Blank]</b>		Expand icon to display employer information.
		Collapse icon to hide employer information.
<b>Active [OPT]</b>	Displays a dark dot when a student is in an active period of OPT, as shown below; otherwise, the field is empty. <div style="text-align: center; margin-top: 10px;">  </div>	

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

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

### Employer Information

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

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

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

### 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 the allowable **cumulative** days of unemployment.

## 8.2 F-1 Employment Types

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

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



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

### Optional Practical Training (OPT)

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

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



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

### Off-campus Employment

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



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

### Internship with an International Organization

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



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

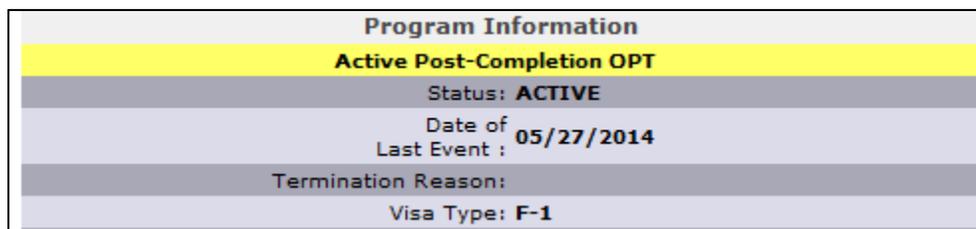
### 8.3 The OPT Status Indicator

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

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

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

#### Exhibit 30: OPT Status Indicator on the Student Information Page



Active Pre-Completion OPT:	The student is working while studying towards the degree.
Active Post-Completion OPT:	The student is working under regular OPT after the program end date in SEVIS.
Active STEM OPT:	The student is working for an e-verify employer following an approved STEM extension of post-completion OPT.
Active Cap Gap OPT:	The student's OPT was extended because an employer filed a qualifying H-1B petition with USCIS.

### 8.4 OPT Dates

Three different sets of dates are associated with Optional Practical Training (OPT):

- DSO recommended dates
- USCIS-Approved OPT dates
- Actual OPT dates

### Exhibit 31: OPT Dates on the Request/Authorization Page

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

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

Date	How is it entered into SEVIS
	school <ul style="list-style-type: none"> <li>○ Registration date when Student Changes Educational Level</li> <li>○ Cap Gap extension, if qualifying H-1B petition was filed with USCIS</li> <li>○ Termination of a student record in SEVIS</li> <li>○ Completion of a student record in SEVIS</li> </ul>

## 9. REINSTATEMENT REQUESTS

You may search for student reinstatement requests by clicking the **Main** link in the navigation bar. This link brings up the *Reinstatement Request Search* page, which allows you to search for students requesting reinstatement based on specific search criteria. Section 13.1, Search Student Reinstatement Requests, provides further information.

There are two statuses that a reinstatement request may be in prior to adjudication:

- **Requested status:** When the school official requests reinstatement for a student, the request is automatically in Requested status. This means that the request has been entered into SEVIS but not yet reviewed by DHS. The record owner may return the request to Requested status from Pending status if needed.
- **Pending status:** Either a DHS Service Center user or a District Officer may place the reinstatement request in Pending status. That role now becomes the Record Owner and may perform further adjudication. Pending status indicates that the request has been filed with DHS.

There are six actions you may perform on a student's reinstatement request:

- Approve reinstatement request (if the request is in Pending status and your role matches the record owner's role)
- Deny reinstatement request (if the request is in Pending status and your role matches the record owner's role)
- Move reinstatement request to Pending status
- Move reinstatement request to Requested status (if your role matches the record owner's role)
- Request for evidence (RFE) (if the request is in Pending status and your role matches the record owner's role)
- Withdraw reinstatement request (if the request is in Requested or Pending status and your role matches the record owner's role)

### 9.1 Search Student Reinstatement Requests

SEVIS enables you to perform a search on student reinstatement requests.

1. Click the **Main** link on the navigation bar at the top of the page. The *Reinstatement Request Search* page displays.

## Exhibit 32: Reinstatement Request Search Page

**Reinstatement Request Search**

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

**Sort Option**

\* Sort By:

\* Sort Direction:  Ascending  Descending

**\* Search Criteria (Select one radio button and complete the associated field(s).)**

**SEVIS ID:**

**Request ID:**

**Request Information**

Request Status:

Request Date: From:  To:  (MM/DD/YYYY)

Receipt Number:

Family Name:  (allows trailing wildcard \* as input, e.g. joh\*)

First Name:  (Family Name required)

Date of Birth:  (MM/DD/YYYY) (Family Name required)

School Code:

District:

State:

2. Enter search criteria. The following is a list of, and explanations for, the sections and fields on this page. Required fields are marked with an \* (asterisk).

Section/Field	Description/Explanation
<b>*Sort Option Section</b>	The sort options are required fields; both fields must be completed.
<b>*Sort By</b>	Select an option from the drop-down list: <ul style="list-style-type: none"> <li>• Family Name/First Name (See Section 5. New SEVIS Name Standards for the current name equivalents for this.)</li> <li>• Request Date</li> <li>• Request ID</li> <li>• School Name/Campus Name</li> <li>• SEVIS ID</li> </ul>
<b>*Sort Direction</b>	Select either <b>Ascending</b> or <b>Descending</b> .
<b>*Search Criteria Section</b>	In the <b>Search Criteria</b> section, one option must be selected. To do so, click the radio button to the left of the search criterion. Some of these options may also require additional information.
<b>SEVIS ID</b>	Click this radio button and enter a valid SEVIS ID. The “N” and any leading zeros are optional. <b>Note:</b> A search by SEVIS ID returns the record associated with that ID number – student or dependent.

Section/Field	Description/Explanation
<b>Request ID</b>	Click this radio button and enter a valid Request ID.
<b>Request Information</b>	Click this radio button and complete, at a minimum, one of the following fields:
<b>Request Status</b>	Select either <b>Pending</b> or <b>Requested</b> .
<b>Request Date</b>	Enter the date in MM/DD/YYYY format.
<b>Receipt Number</b>	Enter a valid receipt number.
<b>Family Name</b>	Enter the family name of the student. You may use the * (asterisk) wildcard. Enter at least three characters of the family name, followed by *; for example: “joh*” may return a list containing family names such as Johnson, Johanson, and Johannes. <b>Note:</b> See Section 5. New SEVIS Name Standards for the current name equivalents for this.
<b>First Name</b>	Enter the first name of the student. <b>Note:</b> If <b>First Name</b> is entered, <b>Family Name</b> must also be entered. <b>Note:</b> See Section 5. New SEVIS Name Standards for the current name equivalents for this.
<b>Date of Birth</b>	Enter the student’s date of birth in MM/DD/YYYY format. <b>Note:</b> If <b>Date of Birth</b> is entered, <b>Family Name</b> must also be entered.
<b>School Code</b>	Perform the following steps: 1. To select a school code, click the <b>Select</b> button. The <i>School/Campus Search</i> page displays. 2. Enter a valid school name or enter three letters of the school name preceded and/or followed by the * (asterisk) wildcard and click the <b>Search</b> button. A list of available schools displays. 3. Click the school code (in AAA214Fnnnnnxxx format). The list of schools closes and the name of the selected school displays in the <b>School Code</b> field. 4. If necessary, click the <b>Clear</b> button to remove the school code displayed.
<b>District</b>	Select a district from the drop-down list.
<b>State</b>	Select a state from the drop-down list.

3. Click the **Search** button. The search yields a list containing the students, if any, that meet your search criteria. SEVIS displays the results on the *Search Results* page. For

each student in the search results list, SEVIS ID, visa type, family name, first name, school code, school/campus name, request ID/request status, request date, and record owner are given.

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

4. Click the appropriate link in the Family Name column to view the *Student Information* page.
5. After reviewing the data, you have the following options if the request is in Pending status and your role matches the record owner's role:
  - Approve reinstatement request (Section 13.2)
  - Deny reinstatement request (Section 13.3)
  - Request for evidence (Section 13.4)
  - Withdraw reinstatement request (may also be in Requested status) (Section 13.5)

## 9.2 Approve Student Reinstatement Requests

To approve the student's reinstatement request, perform the following steps:

1. On the *Student Information* page, click the Approve link. The *Approve Reinstatement* page displays.
2. If necessary, enter comments in the Tracking Log Comment field.
3. Click one of the following buttons:
  - **Approve:** Approves the student's reinstatement and returns to the *Student Information* page.

**Note:** For every student whose reinstatement request is approved, the school must update the record to make sure that the information on the student record is up to date, especially the session dates.

An email notification is automatically sent to the school officials containing information regarding the student's reinstatement. The message also indicates that the SEVIS records for the student and dependent(s) become either Initial or Active following approval of the request. The status depends on whether or not the start date identified on the Form I-20 has passed. If the record is set to Active, the system automatically sets the session begin dates to the current date.

- **Cancel:** Takes no action and returns to the *Student Information* page.

### Enter/Update Receipt Number

A receipt number is received from the Service Center when a student's adjudicable request is approved. You may enter and update a receipt number for a student's reinstatement request, as follows:

1. Perform a search for the reinstatement request. The *Search Results* page displays.

2. Click the appropriate link in the **Family Name** column. The *Student Information* page displays.
3. Click the **Enter/Update Receipt Number** link in the **Actions** column. The *Enter/Update Receipt Number* page displays.
4. Enter the receipt number received from Computer Linked Application Information Management System (CLAIMS). If you are updating the receipt number, this field will be pre-populated with the previously entered number.
5. Enter comments, as necessary, in the **Tracking Log Comment** field. Click one of the following buttons:
  - **Submit:** A success page displays and the receipt number is appended to the student's record. Click the **Return to View Record** button to display the *Student Information* page.
  - **Cancel:** Returns to the *Student Information* page without entering or updating the receipt number.

### 9.3 Deny Student Reinstatement Requests

To deny the student's reinstatement request, perform the following steps:

1. On the *Student Information* page, click the **Deny** link. The *Deny Reinstatement* page displays.
2. Enter comments in the **Explanation** field. In addition to the standard text above the **Explanation** field, the information you enter in this field is included in the email message that is sent to the Principal Designated School Official (PDSO).
3. If necessary, enter additional comments in the **Tracking Log Comment** field. The comments in this field will only be seen by DHS.
4. Click one of the following buttons:
  - **Deny:** A success page displays and an email is sent to the school's PDSO. Click the **Return to View Record** button to return to the *Student Information* page.
  - **Cancel:** Takes no action and returns to the *Student Information* page.

### 9.4 Request for Evidence on Student Reinstatement Requests

To request additional information regarding the student's reinstatement request, perform the following steps:

1. On the *Student Information* page, click the **RFE** link. The *Request for Evidence* page displays.
2. Enter comments in the **Explanation** field. In addition to the standard text above the **Explanation** field, the information you enter in this field is included in the email message that is sent to the PDSO.
3. **Note:** Because the PDSO will not be able to respond to the email, be sure that you include contact information (that is, a mailing address and/or telephone number).
4. If necessary, enter additional comments in the **Tracking Log Comment** field. The comments in this field will only be seen by DHS.
5. Click one of the following buttons:

- **Request for Evidence:** A success page displays and an email is sent to the school's PDSO. Click the **Return to View Record** button to return to the *Student Information* page. Notice that the student's name remains on the list.
- **Cancel:** Takes no action and returns to the *Student Information* page.

## 9.5 Withdraw Student Reinstatement Requests

A student's reinstatement request may be withdrawn. This request is performed outside of SEVIS. Perform the following steps to acknowledge the withdraw request:

1. Perform a search for the reinstatement request. The *Search Results* page displays.
2. Click the appropriate link in the **Family Name** column. The *Student Information* page displays.
3. Click the **Withdraw** link in the **Actions** column. The *Withdraw Reinstatement* page displays.
4. If necessary, enter comments in the **Tracking Log Comment** field. The comments in this field will only be seen by DHS.
5. Click one of the following buttons:
  - **Withdraw:** A success page displays informing you that the withdrawal of the reinstatement request was successful. Click the **Return to View Record** button to return to the *Student Information* page.
  - **Cancel:** Returns to the *Student Information* page without withdrawing the student's reinstatement request.

## 10. TRACKING LOG

You may use the tracking log to record and view pertinent comments made by DHS. Enter any comments you believe are needed to facilitate the processing of a student's request.

### 10.1 View the Tracking Log

Perform the following steps to view the tracking log:

1. From the *Student Information* page, click the **View Tracking Log** link. The *Tracking Log* page displays.

**Note:** You may click the **Update Tracking Log** link to update the student's tracking log. See the steps above for direction.

2. The tracking log provides a chronological listing of the following:
  - Date the comment was entered
  - Name of the user who entered the comment
  - Status of the student's request at the time of the comment
  - Action that was performed on the student's record at the time the comment was entered
  - Comments entered by DHS
3. Click the **Return** button to return to the *Student Information* page.

## 10.2 Update the Tracking Log

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

1. From the *Student Information* page, click the **Update Tracking Log** link. The *Update Tracking Log* page displays.
2. Enter any comments that will aid in the processing of the student's request in the **Tracking Log Comment** field.
3. Click one of the following buttons:
  - **Update Tracking Log:** Completes the action. A confirmation page displays indicating that the action was successful.
  - **Cancel:** Returns to the *Student Information* page.

## 11. PROGRAM SEARCH

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

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

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

### Exhibit 33: Program Search Page

The screenshot shows the 'Program Search' interface. It features a title 'Program Search' at the top. Below the title are five search criteria fields, each with a label and a corresponding input field:

- Program Name:** A text input field with a placeholder note: "(prepend or postpend "\*" for wildcard)".
- Program Number:** A text input field.
- Program Status:** A dropdown menu.
- Category:** A dropdown menu.
- Occupational Category:** A dropdown menu.

At the bottom of the form, there 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. 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:** If needed, click the **Cancel** button at the bottom of the *Program Sponsor Search Results* page to return to the *Program Sponsor Search* page and begin a new search (all search criteria will be deleted from the page).

## Exhibit 34: Program Search Results Page

Program Sponsor Search Results				
Criteria: Program Status: ACTIVE				
Program Sponsor Number	Program Sponsor Name	Program Status	Categories	Action
<a href="#">P-1-01145</a>	American Au Pair Agency, Inc.	ACTIVE	Teacher	
<a href="#">G-4-00790</a>	Au Pairs Worldwide	ACTIVE	Student, Secondary	
<a href="#">G-7-01132</a>	Aviation School of Fairfax	ACTIVE	Research Scholar, Professor	
<a href="#">G-3-00201</a>	Cha-Noh-Yu Enlightenment	ACTIVE	Professor, Alien Physician, International Visitor	
<a href="#">P-4-00447</a>	Clara Lewis Au Pair Service	ACTIVE	Au Pair	
<a href="#">P-4-00324</a>	Crayburn University	ACTIVE	Government Visitor	
<a href="#">G-6-01291</a>	Dravrah University, School of Medicine	ACTIVE	Research Scholar, Short-term Scholar	
<a href="#">P-3-00991</a>	Eastern College of Technology	ACTIVE	Au Pair	
<a href="#">P-3-00992</a>	Hansel University	ACTIVE	Au Pair	
<a href="#">P-3-00453</a>	Holy Springs School of the Arts	ACTIVE	Au Pair	
<a href="#">P-3-00401</a>	Howard University	ACTIVE	Au Pair	
<a href="#">P-2-00046</a>	International Research Center	ACTIVE	Trainee, Non-specialty	
<a href="#">P-1-00950</a>	International School of Taxidermy	ACTIVE	Student, Secondary	
<a href="#">P-4-00461</a>	Leveleer School	ACTIVE	Student, Secondary	
<a href="#">P-4-00462</a>	Lewis Institute	ACTIVE	Student, Secondary	
<a href="#">P-4-00063</a>	Men Tal Institute	ACTIVE	Student, Secondary	
<a href="#">P-4-00464</a>	National School of Flight	ACTIVE	Student, Secondary	
<a href="#">P-4-00365</a>	National School of Music	ACTIVE	Student, Secondary	
<a href="#">P-4-01266</a>	Sunnydale School	ACTIVE	Student, Secondary	
<a href="#">P-4-00967</a>	Teffub University	ACTIVE	Student, Secondary	

294 Recs [1](#) [2](#) [3](#) [4](#) [5](#) [6](#) [7](#) [8](#) [9](#) [10](#) [11](#) [12](#) [13](#) [14](#) [15](#) [Next>>]

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

## Exhibit 35: Program Information Page

### International School of Taxidermy

Return To Search Results

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

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

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

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

## 12. EXCHANGE VISITOR/ DEPENDENT SEARCH

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

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

The following sections provide instructions for performing these searches.

## 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 36: Search Exchange Visitors & Dependents Page

**Search Exchange Visitors & Dependents**

**Quick Search:**

SEVIS ID:

FIN ID:

Visa Foil Number:

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

---

**Advanced Search:**

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

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

Given Name:  (Optional - 80 Character max, allows a trailing wildcard e.g. J\*)  
Do not use any special characters. Only letters A to Z are allowed. Do not use an abbreviation such as FNU to indicate a name is unknown. See Help for more information.

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

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

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

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

All Names Requires Program selection and either Status or Category

---

**Refine By:**

Program Information: [Select Program](#)

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

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

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

Status:

Country of Birth:

Category:

Country of Citizenship:

Primary Site of Activity State:

Country of Legal Permanent Residence:

---

Sort Results By:   Ascending  Descending [Clear Form](#)

2. Enter one of the following in the Quick Search section:
  - **SEVIS ID:** The preceding N and zeros are optional
  - **FIN ID:** A valid fingerprint identification number between 1 and 20 characters
  - **Visa Foil Number:** Up to 25 letters or numbers)
  - **Surname/Primary Name:** A surname/primary name, or partial name followed by an asterisk (\*)
3. Click the **Search** button. The *Exchange Visitor Search Results* page displays. It contains a list of the records that match the search criteria, if any. Exhibit 43 is an example of the results list.

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

## Advanced Search

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

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

Section/Field	Description/Explanation
<b>Include</b> section	Click a box to select J-1 (Exchange Visitors) or J-2 (Spouse/Dependents). Click both boxes to select both exchange visitors and spouse/dependents.
<b>Search Criteria</b> section	Click a radio button and complete the associated text box, if applicable:
<b>Surname/Primary Name</b>	Enter up to 40 letters (no special characters), or enter at least three letters preceded and/or followed by an asterisk (*). For example: <ul style="list-style-type: none"> <li>• <b>joh*</b> may return a list containing names such as Johannes and Johanson.</li> <li>• <b>*son</b> may return a list containing names such as Mathison and Gleson.</li> <li>• <b>*ang*</b> may return a list of names such as Angelus and Wang.</li> </ul>
<b>Given Name</b>	Enter up to 80 letters (no special characters), or enter at least one letter followed by an asterisk (*). Completion of this field is optional when selecting <b>Surname/Primary Name</b> .
<b>Passport Name</b>	Enter up to 39 letters (no special characters). Enter one space between names. The asterisk (*) wildcard character may be used. Enter at least three letters of the name followed by the *. For example, joh* may return a list containing names such as Johannes, Johanson, and Johnson.

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

Section/Field	Description/Explanation
	opens and the program number and name are listed on the page. (Click <b>Clear Selection</b> to remove the program from the search page or <b>Edit Selection</b> to change the search options.)
<b>Date of Birth</b>	Enter a date range in the <b>From</b> and <b>To</b> fields in MM/DD/YYYY format.
<b>Status</b>	Click the down arrow and then click a box to select a status. Up to three statuses may be selected.
<b>Category</b>	Click the down arrow and then click a category.
<b>Primary Site of Activity State</b>	Click the down arrow and begin typing the state name. Then select the state from the list.
<b>Program Begin Date Range</b>	Enter a date range in the <b>From</b> and <b>To</b> fields in MM/DD/YYYY format.
<b>Program End Date Range</b>	Enter a date range in the <b>From</b> and <b>To</b> fields in MM/DD/YYYY format.
<b>Country of Birth</b>	Click the down arrow and begin typing the country name. Then select the country from the list.
<b>Country of Citizenship</b>	Click the down arrow and begin typing the country name. Then select the country from the list.
<b>Country of Legal Permanent Residence</b>	Click the down arrow and begin typing the country name. Then select the country from the list.
<b>Sort Results By</b> section	Select an option from the drop-down list to change how the search results will display. Click <b>Descending</b> to sort the search results from highest to lowest. For example, alphabetical order from Z to A, or highest SEVIS ID number to lowest number.

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

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

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

## 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 37: Exchange Visitor Search Results Page

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

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

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

## 13. VIEW EXCHANGE VISITOR OR DEPENDENT INFORMATION PAGES

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 page can take on the record. The data contained on the page and the available actions will vary depending on whether the individual is the Exchange Visitor or the Dependent.

### 13.1 Exchange Visitor Information Page

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

**Exchange Visitor Information** [Return To Search Results](#)

<p><b>Personal Information</b></p> <p>SEVIS ID: <b>N0004703663</b>                  FIN ID:                  Surname/Primary Name: <b>Bradford</b>                  Given Name: <b>Brandon</b>                  Suffix:                  Passport Name:                  Preferred Name: <b>Brandon Bradford</b>                  SEVIS Legacy Name: <b>Brandon Bradford</b>                  Gender: <b>MALE</b>                  Date of Birth: <b>08/13/1985</b>                  City of Birth: <b>City</b>                  Country of Birth: <b>UNITED KINGDOM</b>                  Country of Citizenship: <b>UNITED KINGDOM</b>                  Country of Legal Permanent Residence: <b>UNITED KINGDOM</b>                  Email Address: <b>bbradford@gmail.com</b>                  Telephone Number: <b>555-789-4567</b>                  Position: <b>116 - LEGISLATOR IN CENTRAL GOVERNMENT</b>                  Active/Initial Dependent Count: <b>2</b></p>	<p><b>Status Information</b></p> <p>Status: <b>ACTIVE</b>                  Date of Last Status Change: <b>04/09/2015</b>                  212(e): <b>Government Financing</b></p>																												
<p><b>Contact Information</b></p> <p><b>Foreign Address:</b>                  Address 1:                  Address 2:                  City:                  Country:                  Province/Territory:                  Postal Code:</p> <p><b>Physical Address:</b>                  Address 1: <b>9650 MAIN ST</b>                  Address 2: <b>address line 2</b>                  City: <b>FAIRFAX</b>                  State: <b>VIRGINIA</b>                  Zip Code: <b>22031 - 3748</b>                  Address Status: <b>Valid</b>                  Address Type: <b>H - High-rise default address</b></p> <p><b>Mailing Address:</b>                  Address 1: <b>2451 Crystal Drive</b>                  Address 2:                  City: <b>Arlington</b>                  State: <b>VIRGINIA</b>                  Zip Code: <b>22202</b>                  Address Status: <b>Override - On-campus housing address</b></p>	<p><b>Program Information</b></p> <p>Program Number: <b>P-2-14608</b>                  Program Sponsor: <b>DoS University Program</b>                  Program Status: <b>ACTIVE</b>                  Category: <b>PROFESSOR</b>                  Occupational Category:                  Student Intern Foreign Degree:                  Student Intern Foreign Field of Study:                  Subject/Field Description: <b>Urban Education and Leadership</b>                  Subject/Field Remarks: <b>remarks</b></p>																												
<p><b>Visa/POE Information</b></p> <p>Visa Type: <b>J-1</b>                  Passport Number: <b>142453222</b>                  Passport Expiration Date: <b>02/08/2020</b>                  Visa Foil Number: <b>45562544</b>                  Visa Issue Date: <b>01/01/2015</b>                  Visa Expiration Date: <b>01/01/2020</b>                  Visa Issue Post: <b>ABU DHABI</b>                  Port of Entry: <b>ALBURG VT</b>                  Date of Entry: <b>03/28/2015</b>                  I-94/Admission Number:                  Admit Until Date:                  Port of Departure:                  Date of Departure:</p>	<p><b>Program Dates</b></p> <p>Initial Program Begin Date:                  IAP-66 Number:                  Program Begin Date: <b>04/10/2015</b>                  Program End Date: <b>12/02/2017</b>                  Reinstatement Program Begin Date:                  Previous Program End Date:                  Effective Date of Transfer:                  Effective Date of Completion:                  Completion Reason:                  Completion Remarks:                  Effective Date of Termination:                  Termination Reason:                  Termination Remarks:</p>																												
<p><b>Funding Information</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="2"><b>Funds:</b></td> </tr> <tr> <td>Program Sponsor:</td> <td style="text-align: right;"><b>\$1,000.00</b></td> </tr> <tr> <td><b>U.S. Government Agency:</b></td> <td></td> </tr> <tr> <td>OTHER - Organization</td> <td style="text-align: right;"><b>\$1,001.00</b></td> </tr> <tr> <td>OTHER - Another Org</td> <td style="text-align: right;"><b>\$1,002.00</b></td> </tr> <tr> <td><b>International Organization:</b></td> <td></td> </tr> <tr> <td>OTHER - International Org</td> <td style="text-align: right;"><b>\$1,003.00</b></td> </tr> <tr> <td>OTHER - Int Org</td> <td style="text-align: right;"><b>\$1,004.00</b></td> </tr> <tr> <td>Exchange Visitor's Government:</td> <td style="text-align: right;"><b>\$1,005.00</b></td> </tr> <tr> <td>Binational Commission of the Exchange Visitor's Country:</td> <td style="text-align: right;"><b>\$1,006.00</b></td> </tr> <tr> <td><b>All other organizations providing support:</b></td> <td></td> </tr> <tr> <td>FinancialInfo.OtherFunds.Other.Name</td> <td style="text-align: right;"><b>\$1,007.00</b></td> </tr> <tr> <td>Personal Funds:</td> <td style="text-align: right;"><b>\$1,008.00</b></td> </tr> <tr> <td><b>Total:</b></td> <td style="text-align: right;"><b>\$9,036.00</b></td> </tr> </table>	<b>Funds:</b>		Program Sponsor:	<b>\$1,000.00</b>	<b>U.S. Government Agency:</b>		OTHER - Organization	<b>\$1,001.00</b>	OTHER - Another Org	<b>\$1,002.00</b>	<b>International Organization:</b>		OTHER - International Org	<b>\$1,003.00</b>	OTHER - Int Org	<b>\$1,004.00</b>	Exchange Visitor's Government:	<b>\$1,005.00</b>	Binational Commission of the Exchange Visitor's Country:	<b>\$1,006.00</b>	<b>All other organizations providing support:</b>		FinancialInfo.OtherFunds.Other.Name	<b>\$1,007.00</b>	Personal Funds:	<b>\$1,008.00</b>	<b>Total:</b>	<b>\$9,036.00</b>	<p><b>I-901 SEVIS Fee Payment Information</b></p> <p>Transaction Type:                  Transaction Date:                  Transaction Amount:                  Fee Payment/Cancellation Receipt Number:</p>
<b>Funds:</b>																													
Program Sponsor:	<b>\$1,000.00</b>																												
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OTHER - Organization	<b>\$1,001.00</b>																												
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Personal Funds:	<b>\$1,008.00</b>																												
<b>Total:</b>	<b>\$9,036.00</b>																												

Primary Site of Activity	Site of Activity	Address	Remarks	Site of Activity ID
●	Regular Site	9650 MAIN ST FAIRFAX, VA 22031 - 3748 Address Status: Valid Address Type: H - High-rise default address	remarks	3626054
○	Another Site	222 abc Gaithersburg, MD 20878 Address Status: Override - On-campus housing address	testing remarks	3626055

SEVIS ID	Surname/Primary Name	Given Name	Relationship	Gender	Status
<a href="#">N0004703577</a>	Bradford	Beatrice	CHILD	FEMALE	ACTIVE
<a href="#">N0004703366</a>	Bradford	Brenda	SPOUSE	FEMALE	ACTIVE

**Exhibit 38: Exchange Visitor Information Page**

The following links are potentially available:

1. **Event History** link: the *Event History* page displays.
2. **FIN ID History** link: the *FIN ID History* page displays.
3. **Out of Country History** link: the *Out of Country History* page displays.
  - **Program Information** link – a new browser window displays containing summary information about the program associated with the EV. To close the window, click the **Close** button.
  - **Return to Search Results** button – the *Search Results* page displays.
  - **Student Academic Training History** link – the *Student Academic Training History* page displays.
  - **Student Employment History** link – the *Student Employment History* page displays.

## 13.2 Exchange Visitor Dependent Information Page

### Exhibit 39: EV Dependent Information Page

View:		<b>Dependent Information</b>	
<a href="#">Event History</a>	<input type="button" value="View Exchange Visitor"/>	<input type="button" value="Return To Search Results"/>	
<b>J-2 Dependent</b> (Surname/Primary Name, Given Name)		Date of Last Event: 04/09/2015	
<b>Bradford I, Brenda</b>		Status: <b>ACTIVE</b>	
FEMALE   DOB: 09/12/1987   Relationship: SPOUSE		SEVIS ID: <b>N0004703366</b>	
Email Address: brendab@gmail.com			
City of Birth: City		Port of Entry:	
Country of Birth: MACAU		I-94/Admission Number:	
Country of Citizenship: MACAU		Port of Departure:	
Country of Legal Permanent Residence: MACAU		Visa Number:	
		Passport:	
Exchange Visitor Information			
<b>J-1 Exchange Visitor</b> (Surname/Primary Name, Given Name)		Date of Last Event: 06/03/2015	
<b>Bradford, Brandon</b>		Status: <b>ACTIVE</b>	
MALE   DOB: 08/13/1985		SEVIS ID: <b>N0004703663</b>	
Email Address: bbradford@gmail.com			
Program: <b>DoS University Program</b>		Category: PROFESSOR	
P-2-14608		Occupational Category:	
Program Begin/End: 04/10/2015 - 12/02/2017		Port of Entry: <b>ALBURG VT</b>	
Country of Citizenship: UNITED KINGDOM		03/28/2015	

The following links are available:

- **Event History** link: Displays the EV dependent's *Event History* page. Section 18, Event History, provides further details.
- **View Exchange Visitor** button: Returns to the *Exchange Visitor Information* page.

## 14. VIEW EXCHANGE VISITOR OR DEPENDENT EVENT HISTORY

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



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

### 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 40: Exchange Visitor Event History Page

**Event History**

**Exchange Visitor Information**

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

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

Expand All
Search: 
From: 
To: 
Filter

Event Name	Event Date	Resulting Status	Performed By						
<div style="display: flex; align-items: center;"> <div style="border: 1px dashed gray; padding: 2px; margin-right: 5px;">-</div>                     Address Updated - Physical                 </div>	11/27/2015 17:20:46	ACTIVE	Helene Robertson						
<div style="display: flex; align-items: center;"> <div style="border: 1px dashed gray; padding: 2px; margin-right: 5px;">+</div>                     Field Changed                 </div> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <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>132 Main Street</td> <td>606 Jacqueline Drive</td> </tr> </tbody> </table>	Field Changed	Old Value	New Value	Address 1	132 Main Street	606 Jacqueline Drive			
Field Changed	Old Value	New Value							
Address 1	132 Main Street	606 Jacqueline Drive							
<div style="display: flex; align-items: center;"> <div style="border: 1px dashed gray; padding: 2px; margin-right: 5px;">+</div>                     Phone Number Update                 </div>	11/27/2015 17:20:46	ACTIVE	Helene Robertson						
Biographical Information Updated	11/27/2015 17:20:45	ACTIVE	Helene Robertson						
Validate Program Participation	06/18/2014 17:31:09	ACTIVE	Helene Robertson						
Record Created	06/17/2014 10:12:45	INITIAL	Helene Robertson						

Return

b. Features:

Feature	Function
<b>1. Expand All</b>	Expands all events in the history for which additional details are available.
<b>2. Search</b>	<ul style="list-style-type: none"> <li>Allows users to filter the list to only display certain types of events.</li> <li>Enter the name of the type of events you want displayed. SEVIS will begin to filter the list as you type.</li> </ul> <div style="margin-top: 10px; background-color: #e6f2ff; padding: 10px; border: 1px solid #0056b3;"> <div style="display: flex; align-items: center;"> <div style="border: 2px solid #0056b3; border-radius: 50%; width: 40px; height: 40px; display: flex; align-items: center; justify-content: center; margin-right: 10px;"> <span style="color: white; font-size: 24px;">👍</span> </div> <div>                     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.                 </div> </div> </div>
<b>3. From: and To: Date fields</b>	Allows the user to limit the list to events that happened between two specific dates.

Feature	Function
<b>4. Up and down arrows in the Column Headers</b>	<ul style="list-style-type: none"> <li>Allows the user to sort the list by the selected column in either ascending or descending order.</li> <li>Click the <b>Up</b> or <b>Down Arrow</b> following the name of the column by which you want the list sorted.</li> </ul>
<b>5. Plus/Minus Sign Icon</b>	<ul style="list-style-type: none"> <li>Appears next to events that have additional details.</li> <li>Click the <b>Plus Sign</b> to display more detail. SEVIS will expand the event listing to display values of changed fields. The icon changes to a minus sign.</li> <li>Click the <b>Minus Sign</b> to hide the details.</li> </ul>
<b>6. Expanded event detail section</b>	Displays the before and after values of fields where data was changed. This allows for a better audit trail.



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

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

## 15. 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.”

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

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

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

## Exhibit 41: DHS Reports Page

### DHS Reports

Format:  HTML  Text

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

---

#### Student Reports

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

#### Dependent Reports

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

#### DSO Reports

- Detailed DSO Report

#### School Reports

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

#### SEVIS Reports

- EVPD No Show Report

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 19.2, Copy and Paste a Report, for instructions on how to copy and paste the text to another application).
3. Make a selection from the list of reports by clicking the radio button located to the left of the appropriate report.
4. Click the **Submit** button at the top left. The system displays the *Report Criteria* page in another browser window. Depending upon the report selected, the *Report Criteria* page may contain different options.

## Exhibit 42: Report Criteria Page



**Report Criteria**

Visa Type: F

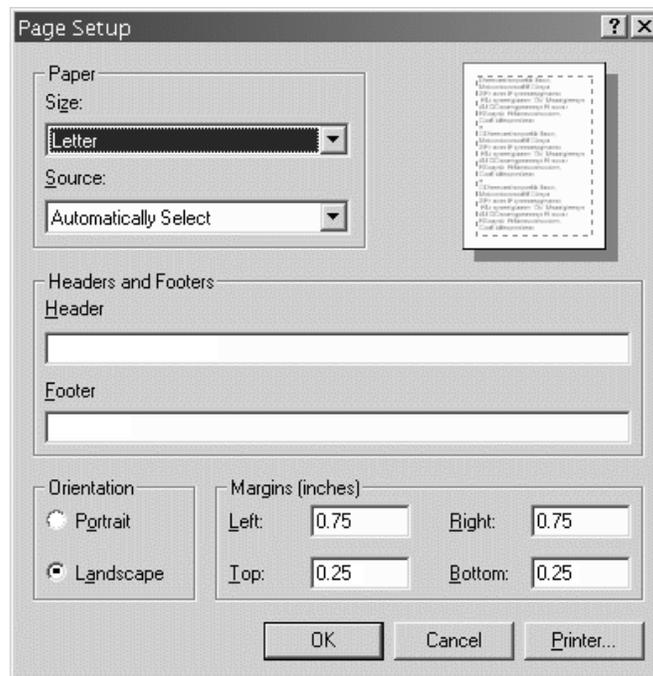
District: All Districts

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

Submit Close

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

## Exhibit 43: Internet Explorer Page Setup Window



- c. Delete any data that displays in the **Header** field.
- d. Delete any data that displays in the **Footer** field.
- e. Click the **Landscape** radio button in the **Orientation** section at the lower left.

- f. Set the left and right margins to **0.5"** and the top and bottom margins to **0.25"**.
- g. Click **OK**.
- 8. Select **Print** from the **File** menu. The *Print* window displays.
- 9. Ensure 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.
- 10. Click **OK** and the report prints to the designated printer.
- 11. Click the **Close** button on the browser window to close the window and return to SEVIS.

## 15.2 Copy and Paste a Report

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

- 1. Generate (in HTML format) and print one page of the report so that you can see the layout and column labels for the report. See Section 19.1 for instructions on generating and printing reports in SEVIS.

## Exhibit 44: SEVIS Summary Student Report by District – HTML Format

SEVIS Summary Student Report - by District					
Report Date & Time: Wed Jul 14 13:26:42 EDT 2010					
District: <u>ALL</u>					
Visa Class: F					
District Name	Active Status	Initial Status	Terminated Status	Cancelled Status	Completed Status
ANCHORAGE AK	1	0	46	0	3
ATLANTA GA	14	10	45	0	4
BALTIMORE MD	49	11	747	0	5
BUFFALO NY	0	1	0	0	0
CHICAGO IL	4	6	192	0	70
DENVER CO	0	0	0	0	0
LOS ANGELES CA	0	0	12264	0	5
MIAMI FL	2	3	1	0	0
NEWARK NJ	1	0	0	0	0
NEW ORLEANS LA	0	0	25	0	1
PHILADELPHIA PA	0	0	2	0	0
SEATTLE WA	0	0	5	0	0
ST PAUL MN	0	0	1	0	0
WASHINGTON DC	1287	3237	10633	0	92
<b>Grand Total:</b>	<b>1358</b>	<b>3268</b>	<b>23961</b>	<b>0</b>	<b>180</b>

Page 1 of 1  
Sensitive But Unclassified

2. Click the **Close** button to close the browser window on which the report that was generated in HTML format displays.
3. Regenerate the report but select **Text** as the format for the report.
4. Click **Submit** to generate the report in Text format. The report displays in another browser window.
5. Click and drag the mouse to highlight the entire report.
6. Select Copy from the **Edit** menu.
7. Open the MS Excel application. Do not click anywhere in the application.
8. Select **Paste** from the **Edit** menu to paste the report into Excel. The whole report will be contained in cell A1. Below is the text for the Summary Student Report by District:

**Note:** The caret (^) characters are used to separate the columns of data.

```

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

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.

## 16. OPERATING INSTRUCTIONS

### 16.1 Initiate Operation

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

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

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

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

## 16.2 Maintain Operation

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

## 16.3 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.

## 17. 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.

## 18. 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

Acronym Abbreviation	Definition
API	Application Program Interface
ARO	Alternate Responsible Officer
CFR	Code of Federal Regulations
CIP	Classification of Instructional Programs
CLAIMS	Computer Linked Application Information Management System
COS	Change of Status
DHS	Department of Homeland Security
DoS	Department of State
DSO	Designated School Official
ECFMG	Educational Commission for Foreign Medical Graduates
EV	Exchange Visitor
FIN ID	Fingerprint Identification Number
HTML	Hypertext markup language
ICE	Immigration and Customs Enforcement
ID	Identification
MB	Megabyte
OPT	Optional Practical Training
PDSO	Principal Designated School Official
PICS	Password Issuance and Control System
RAM	Random access memory
RFE	Request for Evidence
RO	Responsible Officer
SC	Service Center
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* page will display.
2. Click the **Adobe Flash** button. A message will display indicating that you are leaving SEVIS.
3. Click **OK** and the Adobe Flash Player web page (<http://get.adobe.com/flashplayer/>) will display in a new browser window.
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* page will display.
2. Click the **Get Adobe Reader** button. A message will display indicating that you are leaving SEVIS.
3. Click **OK** and the Adobe Reader web page (<http://get.adobe.com/reader/>) will display in a new browser window.
4. Follow the instructions on the Adobe Reader web page to install the Adobe Reader.

## APPENDIX D: SCHOOL STATUSES

The values of school statuses are as follows:

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

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

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

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

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

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

## APPENDIX E: PROGRAM STATUSES

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

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

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

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

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

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

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

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

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

- **Withdrawn:** The sponsor has chosen to discontinue participating as an exchange visitor program, or DoS has ended the program's participation as an exchange visitor program. No new EV records can be created, and records in Draft status cannot be updated or submitted. The next status will be Cancelled.

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

## **APPENDIX F: EV CATEGORY AND OCCUPATIONAL CATEGORY**

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

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

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

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

## APPENDIX G: EXCHANGE VISITOR/DEPENDENT STATUSES

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

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

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

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

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

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

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