

SEVIS TECHNICAL CONFERENCE CALL

Written Response to Wednesday, January 28, 2004 Agenda

1. Overall format of future conference calls – new format

A: All technical school calls will be held on the 4th Wednesday of each month at 3:00 pm, EST. The SEVIS Program Office (SEVP) asks that you provide your questions to Gillie Haynes no later than COB, 3rd Tuesday of the month. Written responses to the meeting will be provided approx. 1 week after the meeting and will be made available via the web.

2. Validating Release 4.8

A: The SEVP is currently validating the updates that have been made to the system via Release 4.8. The Release notes for Release 4.8 are posted on the SEVIS website.

3. Establishing a User Group for RTI and batch users

A: The SEVP currently has a Batch User Group and will be implementing a RTI User Group. The SEVP is taking suggestions for school users to participate in these user groups. All suggestions should be forwarded to Gillie Haynes. Note: No decisions have been made on whether or not The Dept. of State will also have a user group.

4. Updating OPT in SEVIS

A: Ensure you request OPT in SEVIS. If student applies outside of SEVIS, then school needs to call in Help Desk to ensure the SEVIS record reflects the OPT dates. Problem is student is showing up at POE with a completed I-20, but keep program completion date to last day of the program. If any students are completed because they applied outside of SEVIS, the school should call the Help Desk so the record is reactivated.

5. Requesting examples of student records without POE data

- Fax to the attn: Robert Wilmore (202) 616-2610

A: See the POE Data Project for more details

6. Reduction in data fixes:

- Keep in mind that each case needs to be researched thoroughly and documented.

A: The SEVP asks for your assistance in notifying schools to continuously update SEVIS correctly and maintain their student records timely, to help prevent the need for data fixes. The procedures for the F/M are the same for the EV Programs – contact the Help Desk to report any issues

Additional topics that were discussed at the meeting:

7. Deployment of Emergency Release 4.9.2

A: Emergency Release 4.9.2 will be deployed on Feb. 6, 2004. This release will allow for the creation of duplicate records – only if not in active/initial status (currently, the batch interface does not allow duplicates).

8. Turning on the maintenance jobs for the EV Programs

A: Dept. of State has asked that all EV Programs continue to conduct maintenance on their records. In conjunction with the SEVP, DoS will be turning on certain maintenance jobs prior to implementing Release 4.9.2. The release notice will also be posted on the SEVIS website.

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1. COS Pending Cases Terminated

A. If the student has begun their program (in those cases where it is permitted for the student to begin class while awaiting the decision on COS), the school should register the student. If the COS has not yet been approved and the student has not begun taking classes, the DSO should defer attendance so that the record will not be terminated.

2. J SEVIS: Problems Updating Initial EV Records After 4.8 Release

A. The examples provided for this question are records that were put in ACTIVE status in September 2003 and do not qualify for this system functionality. Only exchange visitor records in INITIAL status that have not been updated with visa issuance data may be updated. If examples are available, please submit these for our review.

3. J SEVIS: Program End Date Amendments for Active EVs

A. Department of State guidance will be posted at a later date.

4. J SEVIS: EV Transfers and Extension of Program End Date

- A. The guidance to schools on creating records after Release 4.8 for students that should have already been put into SEVIS has been changed to give special accommodation to those students that were approved for OPT prior to getting a SEVIS record. Those students are the ones creating the problem referred to in question 4.*

5. Name Changes and SAVE

- A. SEVP will need to get further guidance from SAVE.*

6. CLAIMS Not Updating SEVIS

- A. In SEVIS 4.8, a change was made to the CLAIMS interface processing to correct the problem where dates received on benefit requests were not being processed if a prior adjudication result has been received and recorded. We now must work through the CLAIMS adjudication records previously received to identify those that must be re-processed. This is time-consuming because we must carefully review the records to ensure that we do not reverse a data fix or apply an earlier adjudication result.*

7. Changed OPT Dates Not Reflected in SEVIS

- A. A number of schools have reported that after successfully contacting the Service Centers to either cancel an OPT period that had not yet started, or to change OPT dates, they were unable to get assistance from the Help Desk in correcting the SEVIS record to reflect the change approved by USCIS. These issues should still be called in to the SEVIS Help Desk. In the case where a student has changed their OPT dates, the Help Desk will require documentation in order to change the record. Required will be a letter of explanation on school letterhead stating why the student's OPT has changed, a copy of the student's EAD card, or page 3 of the student's I-20 proving the new dates, and a copy of the correspondence the student received from the Service Center approving the change in dates. A student who requires an already approved OPT to be withdrawn can only do this through the Service Center.*

8. Help Desk and "Courtesy" Data Fixes

- A. See item #6 of the Additional questions added.*

9. Students Not Yet in SEVIS

A. "Students who still do not have a record in SEVIS are considered out of status and will be required to go through the reinstatement process. Of course, they still need a SEVIS record, which is to be created following the procedure below:

- Create the record as Initial Attendance
- Terminate the record immediately with a reason of "Otherwise Failing to Maintain Status"
- Request Reinstatement on the record in SEVIS
- Send the Reinstatement Requested I-20, completed I-539, and fee payment to the local District Office (point users to the following link for additional information on filing for reinstatement:
<http://uscis.gov/graphics/formsfee/forms/i-539.htm>

Jill Drury, SEVP Director, is in the process of signing the memo that will be released to the schools shortly. The guidance provided above is correct, and the Help Desk has been instructed to disseminate this information.