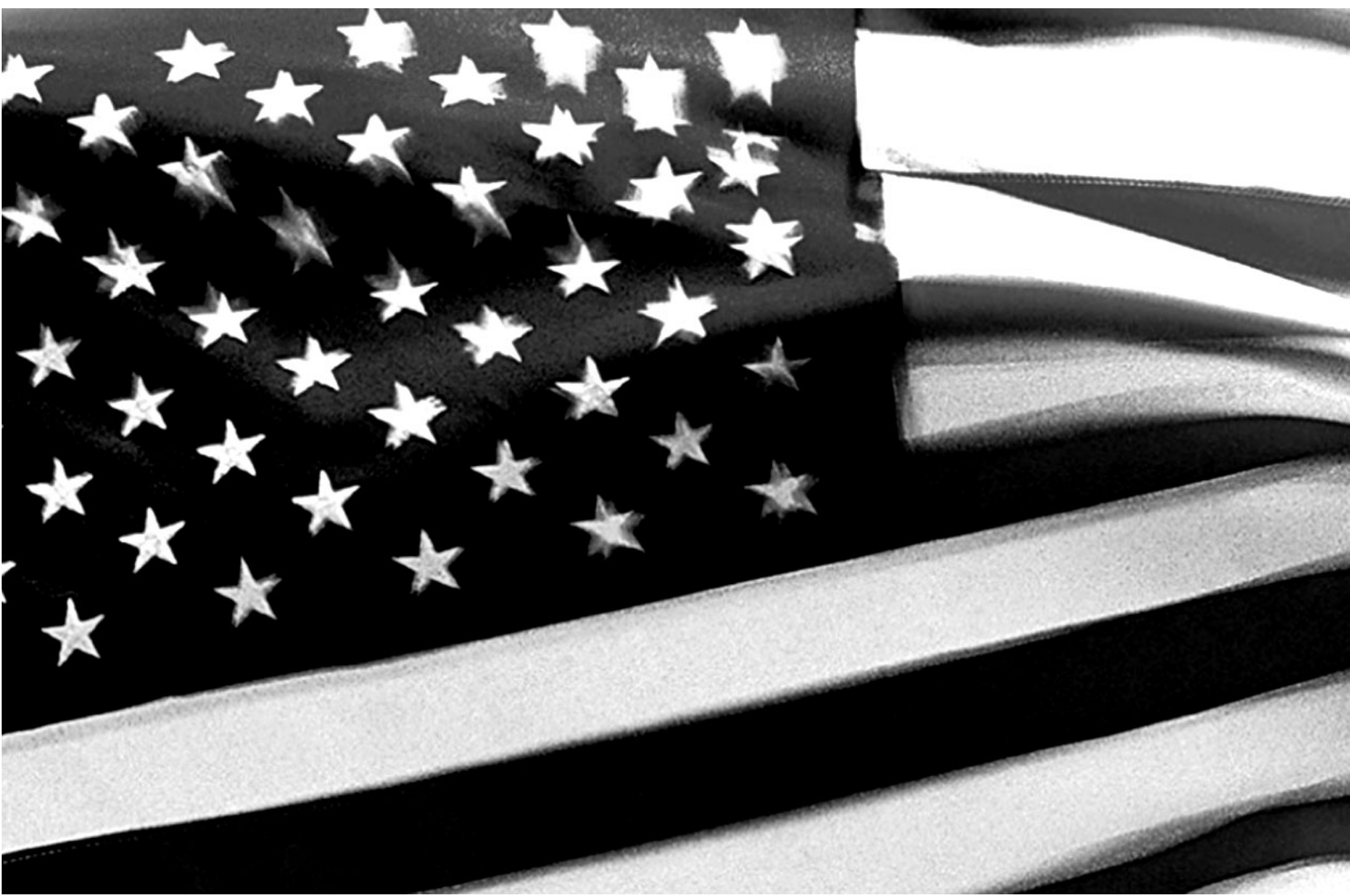# User Manual for School Users of the Student and Exchange Visitor Information System Version 5.10: Volume II Form I-20

August 8, 2008

U.S. DEPARTMENT OF HOMELAND SECURITY

Homeland
Security

Revision History

Version	Date	Name of Author	Summary of Changes
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5.2	03/31/2006	Amy Mathiason	Clarify transfer correction guidance
5.2	12/29/2005	Amy Mathiason	SCRs 5655 and 6862

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1.   INTRODUCTION

This manual was written as a resource for school users—that is, Principal Designated School Officials (PDSOs) and Designated School Officials (DSOs)—of the Student and Exchange Visitor Information System (SEVIS). The manual is presented in two separate volumes to delineate the Form I-17 and Form I-20 processes. This volume addresses the Form I-20 process. Attachment A, Sample Student Eligibility Application (Form I-20), provides a sample of the Form. This user manual reflects the changes to SEVIS effective with Release 5.10.

1.1   Resources

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

- **Department of Homeland Security (DHS) Help Desk—**(888) 347-7762, 24 hours a day, 7 days a week. Contact the DHS Help Desk to report security concerns.

- **School User Online Help** is available by clicking the **Help** link in the navigation bar when logged into the SEVIS application. This Online Help is updated every release.

- **SEVIS Help Desk—**(800) 892-4829, 8 a.m. to 8 p.m. Eastern Time, Monday through Friday. The SEVIS Help Desk is available to address SEVIS technical concerns or questions and password issues.

- **SEVIS Toolbox email address—**Toolbox.SEVIS@dhs.gov. This address is available to receive emails regarding SEVIS technical issues.

- **Student and Exchange Visitor Program (SEVP) Office—**(202) 305-2346. The SEVP Office provides user role clarification.

- **SEVP web site—**http://www.ice.gov/sevis/. It is recommended that you visit this site often to stay informed regarding events affecting SEVIS.

- **Web-Based Training Course—**http://www.ice.gov/sevis/schools/existing_schools/index.htm#. Click the **DSO Training Course** link to access the web-based training course for school officials.

1.2   Purpose of SEVIS

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

SEVIS allows schools to submit school certification applications, update certification information, submit updates to the DHS that require adjudication, and create and update F-1 (academic) and M-1 (vocational) student and dependent records. DHS Managers and Adjudicators have the capability to adjudicate updates made to school records using SEVIS, and PDSOs are notified through SEVIS of the adjudication results.

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

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

1.3   Privacy Act Considerations

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

1.4   Security Reminder

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

If you suspect that your password has been compromised, you can reset it using the **Change Password** link on the navigation bar or the **Request Password Reset** link on the *SEVIS Login* screen located at https://egov.ice.gov/sevis. Alternatively, you can contact the SEVIS Help Desk at (800) 892-4829 (8 a.m. to 8 p.m. Eastern Time, Monday through Friday) to have your password reset.

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

the SEVIS Help Desk at (800) 892-4829 (8 a.m. to 8 p.m. Eastern Time, Monday through Friday). When calling the DHS Help Desk to report a security concern, it will be helpful to have the name(s) and contact information for the PDSO/DSO, Responsible Officer/Alternate Responsible Officer (RO/ARO), and school or program technical and security contacts, as appropriate.

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

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

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

1.5   Acronyms

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

1.6   Disclaimer

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

2.   DESCRIPTION OF SYSTEM FUNCTIONS

The following sections provide step-by-step instructions for using SEVIS. Included are directions for creating, issuing, and modifying Forms I-20 for students and dependents.

2.1   Overview of Screen Components

This section explains SEVIS screens and their components and how to navigate through the application.

Exhibit 1, Listing of Schools Screen, is an example of a screen that displays when users log into SEVIS. It includes various options that are available on the navigation bar and links that are available from within the listing of schools. The screen components are labeled with the terms used in this manual.

Note: If you have access to more than one school/campus, all schools will be listed on the *Listing of Schools* screen.

Exhibit 1: Listing of Schools Screen
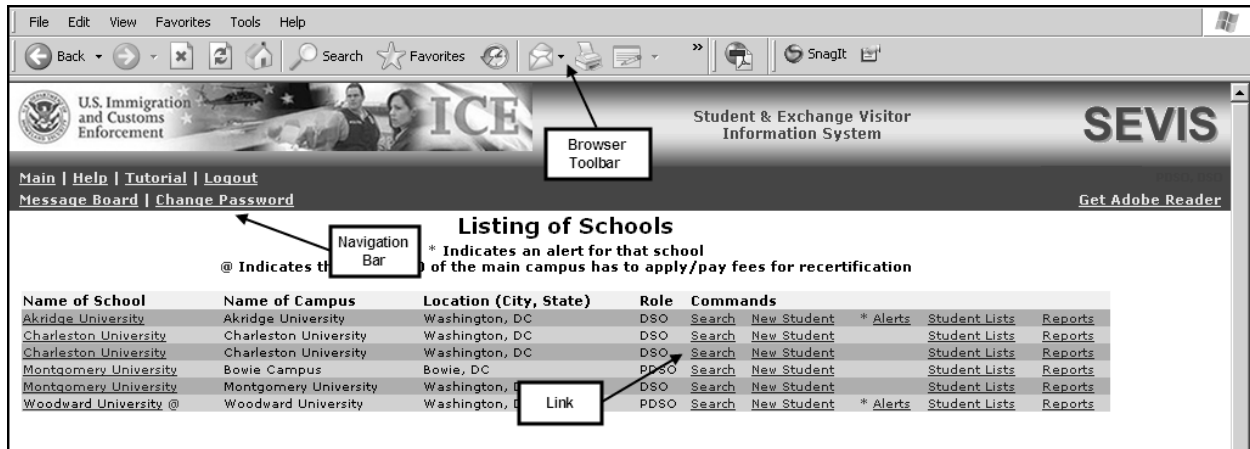
2.1.1   SEVIS Screen Components

The following is a list of components that may be available on SEVIS screens.

- **Browser Toolbar**—This is the toolbar displayed by the browser used to access SEVIS. **Note:** Do not use the **Back** button on the browser toolbar to navigate through the system.

- **Navigation Bar**—The navigation bar lists the following functions:

  – **Main**—Used to access the *Listing of Schools* screen or, if you perform as a school user and a program sponsor user, the screen where you select either the Listing of Schools or Listing of Programs

  – **Help**—Used to access Online Help for SEVIS

  – **Tutorial**—Used to view a demonstration of how to use SEVIS

  – **Logout**—Used to exit the system

  – **Message Board**—Used to access any message board postings applicable to your role

  – **Change Password**—Used to voluntarily change your SEVIS password. **Note:** Your password can only be changed once every 7 days.

  – **Get Adobe Reader**—Used to access the Adobe website and download the Adobe Reader

2.1.2   Additional SEVIS Screen Components

Additional screen components that display on some SEVIS screens include the following:

- **Scroll Bar**—This is the part of a window that enables you to see additional information. SEVIS uses scrollbars on the bottom and/or the right side of some windows.

- **Fields**—These are areas on the windows where data may be typed or selected or in which system-generated data display.

- **Links**—Click on __underlined__ text to advance to a different screen within SEVIS.

- **Buttons**—These buttons allow you to process data and move between screens. SEVIS uses the following types of buttons:

  - **Command Buttons**—Click to execute a command. For example, clicking the **Print Draft I-20** button enables you to print a copy of the draft Form I-20.

  - **Radio Buttons** ⊙ —Click to make a selection. Only one radio button may be selected at a time.

- **Other Input methods**

  - **Check Boxes** ☑ —Click to make one or more selections.

  - **Drop-Down Lists** ▾ —Click the **down arrow** to display a list and then make a selection.

2.2   Online Help Functions

Online Help is always available by clicking the __Help__ link on the navigation bar at the top of SEVIS screens. This opens a new browser window containing Online Help. The left panel (part of the window) contains a list of Online Help topics, and the right panel contains the text associated with the Online Help topic selected. Exhibit 2, Help Screen, provides an example of the first screen that displays after clicking the __Help__ link.

Exhibit 2: Help Screen
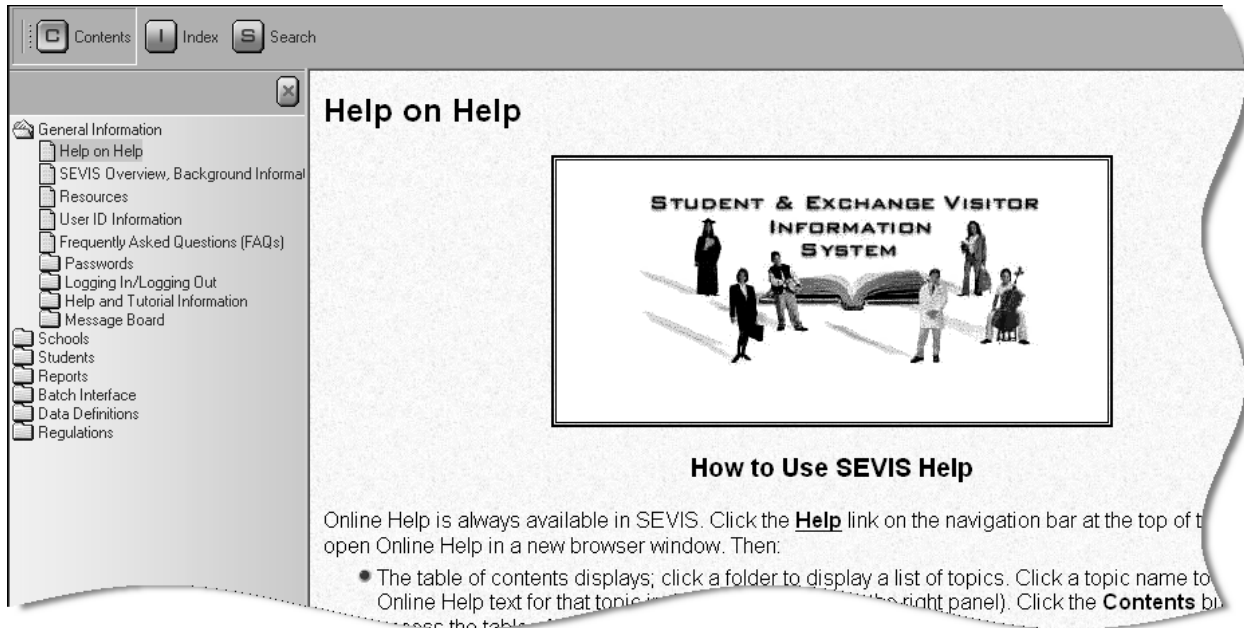
To use the Online Help, perform the following steps:

1. In the left panel, click a folder to display a list of topics.

2. Click a topic name to view the Online Help text for that topic in the right panel.

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

2.2.1   Online Help Index

To use the index, perform the following steps:

1. Click the **Index** (⬜) button.

2. Enter a keyword or partial keyword in the text box provided,
    or
    Scroll through the list using the scroll bar on the right side of the left panel.

3. Select a keyword in the left panel to view the Online Help text for the topic in the right panel.

2.2.2   Search Online Help

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

1. Click the **Search** (⬜) button.

2. Type search criteria in the text box provided and press **Enter**. The results of the search display as a list of topics containing the word or phrase entered, if any.

3. Click a topic name to view the Online Help text for that topic in the right panel.

2.2.3   Hide/Show the Left Panel

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

1. Click the **Hide** (⊠) button in the upper-right corner of the left panel to hide the left panel.

2. Click the **Contents** (C), **Index** (I), or **Search** (S) button to restore the left panel.

2.2.4   Jumps

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

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

2.2.5   Close Online Help

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

2.2.6   Printing Online Help Topics

Printing the Online Help is different for Internet Explorer and Netscape browser users.

It is important to note that you cannot print the entire Online Help, no matter which browser you are using. You can only print the topic you are currently viewing (that is, one topic at a time).

2.2.6.1   Internet Explorer Users

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

1. Click anywhere in the right panel.

2. Click the **Print** (🖨) icon in the browser toolbar. The topic you are currently viewing prints to the designated printer.

    or

1. Click anywhere in the right panel.

2. Select **Print** from the **File** menu. A *Print* window displays (the **General** tab is on top).

3. Ensure that the appropriate printer is selected in the *Select Printer* list. If not, select the correct printer from the list.

4. Click the **Print** button to print to the designated printer.

2.2.6.2   Netscape Users

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

1. Click anywhere in the right panel.

2. Click the **Print** (   ) icon in the browser toolbar. The topic you are currently viewing prints to the designated printer.

    or

1. Click anywhere in the right panel.

2. Select **Print** from the **File** menu. A *Print* window displays.

3. Ensure that the appropriate printer is selected in the *Printer Name* list. If not, select the correct printer from the list.

4. Click **OK** to print to the designated printer.

Note: Netscape has modified its printing procedures for Version 7.0. Appendix B, Printing Instructions for Netscape Version 7.0, provides the updated instructions.

2.2.7   Tutorials

To view a SEVIS demonstration, click the **Tutorial** link on the navigation bar. Follow the instructions on the demonstration screens. To close the demonstration at any time, click the **Close** (   ) button in the upper-right corner of the screen. You must have Adobe Flash Player installed on your computer in order to view the tutorial.

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

Note: The tutorial cannot be viewed using versions of Netscape lower than 4.79. If you are using an older version and wish to view the tutorial, go to the Netscape web site and download Version 4.79 (or higher). Also, for best results, the online tutorial should be viewed using a 17-inch or larger monitor with a monitor setting of 1024x768.

2.3   Accessing SEVIS

SEVIS requires the use of Internet Explorer Version 5.0 (or higher), or Netscape Version 4.7 (or higher), Adobe Reader Version 5.0, and a Laser printer – a Laser Postscript printer with 32MB of random access memory (RAM) (96MB is recommended) or a Laser printer with 32MB of RAM (64MB is recommended).
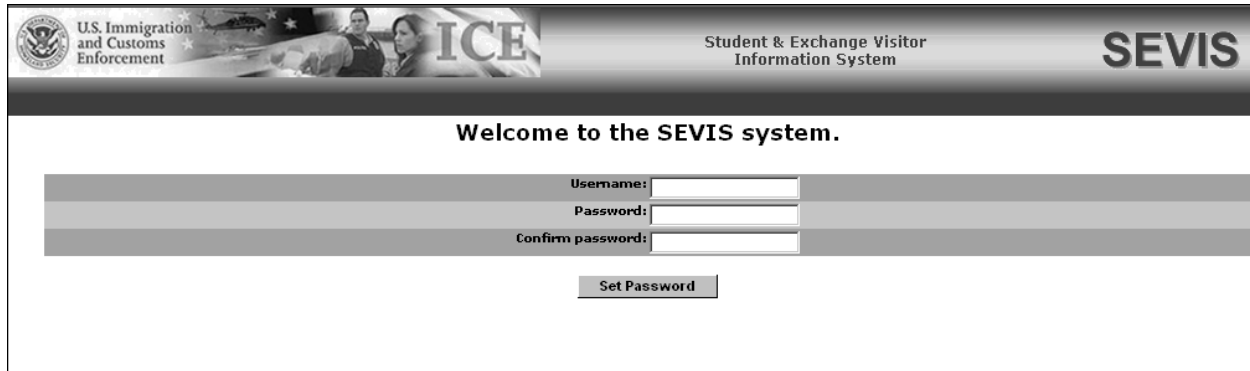
Note: If you do not already have Adobe Reader Version 5.0 or higher installed on your computer, refer to the instructions in Appendix D, Download the Latest Version of Adobe Reader.

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

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

1. Click the link contained in the email message. The system displays the *Set Password* screen. Exhibit 3, SEVIS—Set Password Screen, is an example of the screen.

Exhibit 3: SEVIS—Set Password Screen

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

3. Enter your password in the **Password** field. Specific password guidelines are provided in the email message you received from SEVIS. Section 2.3.1, Guidelines for Passwords, provides general password guidelines.

4. Enter your password again in the **Confirm Password** field.

5. Click the **Set Password** button. The system displays a message indicating that you have successfully created a password. If the password is not successfully created, a message displays the reason and you will be able to enter the appropriate data.

6. Click **OK** and the system displays the *SEVIS Login* screen.

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

2.3.1   Guidelines for Passwords

The email you receive from SEVIS when you are approved as a SEVIS user provides the specific requirements for SEVIS passwords. General guidelines for SEVIS passwords are as follows:

- You cannot reuse your previous six passwords.

- SEVIS passwords have a maximum life span of 90 days. After this time, you will be required to change you password. See Section 2.3.1.1, Change Password Every 90 Days, for instructions.

- You may voluntarily change your password. See Section 2.3.1.2, Change Password Voluntarily, for instructions. **Note:** Your password can only be changed once every 7 days.

- If at any time you suspect that your password has been compromised and you are unable to change it using the **Change Password** link on the navigation bar or the **Request Password Reset** link on the *SEVIS Login* screen, contact the SEVIS Help Desk (1-800-892-4829) (8 a.m. to 8 p.m. Eastern Time, Monday through Friday) to have your password reset.

- If your SEVIS user ID and password are suspended, use the **Request Password Reset** link on the *SEVIS Login* screen or contact the SEVIS Help Desk (1-800-892-4829) (8 a.m. to 8 p.m. Eastern Time, Monday through Friday) to have your access reinstated.

- Do not share your user ID and password.

2.3.1.1   Change Password Every 90 Days

You must change your password every 90 days. After 75 days, when you log into SEVIS the system will display a screen asking if you would like to change your password at that time. If you click the **Cancel** button, you will be logged into the system. If you click **OK**, the *Change Password* screen will display. After 90 days, when you log into SEVIS, the system automatically displays the *Change Password* screen and you must create a new SEVIS password. To change your password, follow the guidelines in Section 2.3.1, Guidelines for Passwords.

To change your password, perform the following steps:

1. Enter your current password in the **Old Password** field.

2. Enter your new password in the **New Password** field.

   Note: You cannot reuse your previous six passwords.

3. Reenter your new password in the **Confirm New Password** field.

4. Click the **Change Password** button. The system displays a message indicating that the password has been successfully changed.

5. Click **OK** to return to SEVIS.

2.3.1.2   Change Password Voluntarily

You may voluntarily change your password using the **Change Password** link on the navigation bar. **Note:** Your password can only be changed once every 7 days. To change your password, perform the following steps:

1. Click the **Change Password** link on the navigation bar. The system displays the *Change Password* screen.

2. Enter your current password in the **Old Password** field.

3. Enter your new password in the **New Password** field.

   Note: You cannot reuse your previous six passwords.

4. Reenter your new password in the **Confirm New Password** field.

5. Click the **Change Password** button. A confirmation screen displays.

6. Click **OK** to return to SEVIS. Be sure to use your ne;w password when logging into SEVIS.

    Note: If at any time you suspect that your password has been compromised and you are unable to change it using the **Change Password** link on the navigation bar, use the **Request Password Reset** link on the *SEVIS Login* screen or contact the SEVIS Help Desk (1-800-892-4829) (8 a.m. to 8 p.m. Eastern Time, Monday through Friday) to have your password reset.

2.3.1.3   Request Password Reset

The Request Password Reset option is available for users to request a new SEVIS password.

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

Use this function for any of the following reasons:

- You have forgotten your SEVIS password.

- Your SEVIS account is locked due to three unsuccessful log-in attempts or more than 90 days of inactivity.

- You suspect that your SEVIS password has been compromised and you are unable to use the Change Password process.

To request to have your password reset, perform the following steps:

1. Click the **Request Password Reset** link on the *SEVIS Login* screen. The *Request Password Reset* screen displays.

2. Enter your SEVIS user ID in the **User Name** field.

3. Click the **Submit Request** button. A message displays, informing you that the request has been submitted to SEVIS.

    Note: An email is sent to the email address associated with the SEVIS user name. It provides instructions for creating a new SEVIS password.

2.3.2   Log Into SEVIS

When you access SEVIS via the Internet (https://egov.ice.gov/sevis), a *Security Alert* screen may display. Click the **Yes** button to continue to the *SEVIS Login* screen. Exhibit 4, SEVIS Login Screen, is an example of the screen.

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

Note: After 20 minutes of inactivity, your session will time out and you will have to log in again in order to use SEVIS.

Exhibit 4: SEVIS Login Screen

To log into SEVIS, perform the following steps:

1. Access the *SEVIS Login* screen at https://egov.ice.gov/sevis.

2. Enter your user ID in the **User Name** field.

3. Enter your password in the **Password** field.

4. Press **Enter** or click the **Login** button. The first time that you access SEVIS, the compliance agreement notice displays as shown in Exhibit 5, SEVIS Compliance Agreement Notice. Read the notice and click the **I Agree** button to advance to the *Main* screen and begin performing SEVIS tasks. Otherwise, the system displays the *Listing of Schools* screen or the *Message Board* screen.

Note: The *SEVIS Login* screen has a **Reset** button that clears any data that you entered. The screen also includes a link to create a new account. This link is used to create a temporary user ID and password and complete the Form I-17 (for school certification). The **Register for New Account** link is **not** used to obtain a permanent user ID and password for school officials. Section 2.3.1.2, Change Password Voluntarily, provides the instructions for using the **Change Password** link. Section 2.3.1.3, Request Password Reset, provides the instructions for using the **Request Password Reset** link.

Exhibit 5: SEVIS Compliance Agreement Notice

Exhibit 6, Main Screen for School and Program Sponsor User, is an example of the screen that displays if you perform as both a school official and a program sponsor official. You must select a link to view the list of schools or the list of programs for which you have access. An example of the *Listing of Schools* screen is depicted in Exhibit 8, Listing of Schools Screen.

Exhibit 6: Main Screen for School and Program Sponsor User
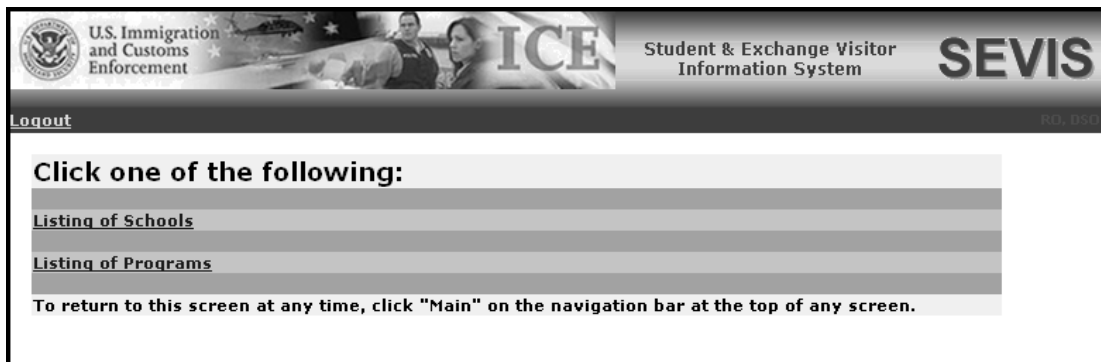
2.3.3   Log Out of SEVIS

To exit SEVIS at any time, click the **Logout** link on the navigation bar as shown in Exhibit 7, Navigation Bar—Logout Link. If you are entering data, click the **Save**, **Save Draft**, or **Next** button to ensure that no data are lost before you click the **Logout** link.

Exhibit 7: Navigation Bar—Logout Link
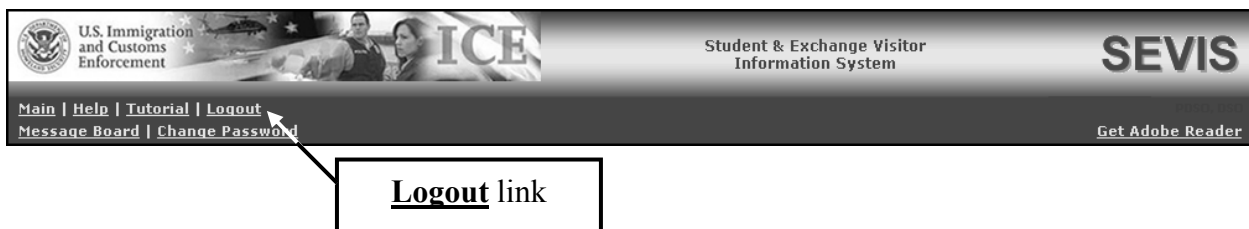
Logout link

WARNING: If you click the **Close** (⊠) button in the upper-right corner of the browser window, you must wait 20 minutes before you can log back into SEVIS. If you try to access the system before the end of 20 minutes, the following message displays: "A user is already logged on with this user name."

2.4   Processing F/M Students and Dependents

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

After logging into SEVIS, a list of schools and campuses for which you have been designated as an official displays. Each campus is a separate entry in the list. Clicking on any school name in the school list displays all Form I-17 data for the school and its campuses, along with access to commands appropriate to your SEVIS role. Exhibit 8, Listing of Schools Screen, is an example of the screen.

Note: If you have access to more than one school/campus, all schools will be listed on the *Listing of Schools* screen. Also, if you are authorized as both a school official and a program sponsor official, you will be directed to a screen (Exhibit 6) that has two links: **Listing of Schools** and **Listing of Programs**. You would then click on the **Listing of Schools** link to access the *Listing of Schools* screen, which lists all schools and/or campuses to which you are assigned.

Exhibit 8: Listing of Schools Screen

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

2.4.1   Create a Student Record (Form I-20)

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

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

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

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

2.4.1.1   Complete Page 1 of the Form I-20—Personal Information

Page 1 of the Form I-20 is used to collect personal information for the student. Exhibit 9, Form I-20 Page 1—Personal Information, is an example of Page 1.

Note: Records for students transferring to your school from another SEVIS school are created using another process, defined in Section 2.4.5.2.8, Create Form I-20 (for Transfer).

1. On the *Listing of Schools* screen, click the **New Student** link to the right of the name of the campus where the student is registering. The system displays a new student screen as shown in Exhibit 9.

Exhibit 9: Form I-20 Page 1—Personal Information

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

Section/Field	Description/Explanation
* **Visa Type**	Select either **F-1** for academic students or **M-1** for vocational students. (Dependent spouses and children of F-1 and M-1 students are F-2 and M-2 dependents respectively, and are added to a student's record later in the Form I-20 creation process.) **Note:** This field is restricted to the visa types for which your school has been certified.
* 1. **Family Name**	Enter the surname or last name of the student. If the student has only one name, enter it in this field. This field has a 40-character limit.
2. **First Name**	Enter the first name of the student. This field has a 40-character limit.
3. **Middle Name**	Enter the middle name of the student. This field has a 40-character limit.

Section/Field	Description/Explanation
4. **Suffix**	If applicable, select a title from the drop-down list, such as Junior, that may display at the end of a person's name.
* 5. **Date of Birth**	Enter the student's date of birth in MM/DD/YYYY format.
* 6. **Gender**	Select the student's gender: **Male** or **Female**.
* 7. **Country of Birth**	Select the name of the country in which the student was born from the drop-down list.
* 8. **Country of Citizenship**	Select the name of the country in which the student maintains citizenship from the drop-down list.

* 9. **Issue Reason**	The reason for issuing the Form I-20 for the student. The following options are available on Page 1 of the electronic Form I-20 (see the next two rows of this table for detailed information):
	
	• Initial Attendance
	• Initial Attendance – Change of Status Requested
	
	Once the Form I-20 is created, SEVIS will automatically change the issue reason in keeping with the student's status and with the updates that are being made by the PDSO or DSO.
	
	Below are additional types of issue reasons that may print on students' Forms I-20:
	
	• **Continued Attendance**—Prints on the Forms for all students whose status is Active.
	• **Transfer Pending From:** \<Name of School\>—Prints on Forms for students who are transferring in from another SEVIS school.
	• **Transfer From School:** \<Name of School\>—Prints on Forms for students who transferred from a non-SEVIS school.
	   Note: This option is no longer available; however, this reason may still appear on older Forms I-20.
	• **Reinstatement Requested**—Prints if the student's status is Completed or Terminated and he/she has requested reinstatement.
	• **Other**—May print on some Forms.
	   Note: This option is no longer available;

Section/Field	Description/Explanation
	however, this reason may still appear on older Forms I-20. • **Use by Dependents for Entering United States**—Prints on the Forms for dependents.
Initial Attendance	Select this issue reason for any student who is initially applying for nonimmigrant status and would likely be admitted to the United States as an M or F student. • The student is not transferring from another school, is not currently a student at your school, and is not, to your knowledge, applying for a change of status in the United States. • The student generally has been accepted for, but has not yet begun, a program. • These students generally reside overseas and use the Form I-20 for visa issuance and initial entry though a DHS port of entry. • If you know that the student is already in the United States under another immigrant status, and is applying for a change of status with this Form I-20, choose the issue reason described below in Initial Attendance - Change of Status Requested. A student that has "Initial Attendance" chosen as his/her issue reason is in Initial status in the system. This indicates that the student has been admitted to, but has not yet begun, the program or course of study. Once the student registers, his/her status will change and the system will automatically display and print another issuance reason as appropriate. **Note:** Once "Initial Attendance" is selected as the issuance reason, the system will continue to indicate this in Field 3 of the printed Form I-20 and on the *Student Information* screen in SEVIS until the student changes status by having his/her record registered, canceled, or terminated.
Initial Attendance – Change of Status Requested	Select this issuance reason if the student is currently in the United States and has a nonimmigrant visa that is neither an F nor M visa type, or does not have the student visa type that he/she needs for a new program. The student is requesting a change to F or M status from

Section/Field	Description/Explanation
	the Service Center.
	At this time, SEVIS does not allow you to enter the "change from" visa class directly when choosing this as an issue reason. However, if you wish to add details concerning the change of status, you may do so in the **Remarks** field. **Note:** Comments entered in any **Remarks** field throughout the electronic Form I-20 will overwrite existing remarks and will print in field 9 of the printed Form I-20.
	Indicating a change of status request is useful for purposes of the student's change of status application with the Service Center, but is not necessary if you do not know that the student is changing status to attend your school.
	Choosing this issue reason will create a student record in Initial status, in a manner identical to choosing "Initial Attendance" as an issuance reason. It will not automatically put the student on any of the "change of status pending" related lists and alerts in the system. The student's record will display on the *Change of Status Pending* lists and alerts only after SEVIS receives notification from the Service Center that the change of status application has been filed.
	As long as the change of status application is pending with the Service Center, the student's name will display on the associated lists even if the student is registered and thus changes from Initial to Active status.
	Indicating this issue reason will not bar the student from being "registered" in the system.
	Nonimmigrants, other than those in a B-1 or B-2 status, may register while their change of status application is still pending. The pending change of status will remain as a note on the student's record in the system, the student's record will still display on the *Change of Status Pending* list, and you may add comments pertaining to the pending change of status if you wish.
	For B students changing to an F or M status, the change of status application must be approved prior to the student starting the program (registering). The change of status will be denied if the DHS officer is able to determine that a B status applicant for F or M status has

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

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

Save Draft	After completing the required fields on Page 1, you may click this button to save the data that you have entered on this page. **Note:** You **do not** need to click this button before advancing to the next page of the Form I-20. SEVIS automatically saves data when you click the **Next** button. However, saving prior to moving on to the next page ensures that all required fields have been completed because if there is an invalid entry, SEVIS will return a validation message. It also allows you to review the information before moving on.
Reset Values	Click this button to return all new entries on the page to their previous values.
Next	Click this button to automatically save the data that you have entered, changed, or added, and advance to the next page of the Form I-20. If you have entered an invalid value in a field, SEVIS will return a validation message.

2.4.1.2   Complete Page 2 of the Form I-20—Program Information
Page 2 of the Form I-20 is used to collect program information for the student. Exhibit 10, Form I-20 Page 2—Program Information, is an example of Page 2.

Exhibit 10: Form I-20 Page 2—Program Information

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

Section/Field	Description/Explanation
10. **Admission Number**	Enter the DHS-assigned number given to the student when he/she entered the United States and was admitted upon review by a DHS inspections officer. The admission number can be located on the student's I-94 entry document. This field has an 11-character limit. Completion of this field is optional. **Note:** Only students who have already been admitted to the United States will have an admission number.
11. **Driver's License Number**	For students already in the United States, enter the student's driver's license number assigned by the state that issued the license. This field has a 30-character limit. Completion of this field is optional.
12. **Driver's License Issue State**	Select from the drop-down list the state that issued the driver's license to the student, if applicable. Completion of this field is optional.
13. **Social Security Number**	Enter the student's Social Security number. This field has a nine-character limit. Completion of this field is optional.
14. **Individual Taxpayer ID Number**	Enter the taxpayer ID for students who are employed or have such an ID. This field has a nine-character limit. Completion of this field is optional.
* 15. **Foreign Address**	Enter the student's foreign address. All nonimmigrant students must have a foreign address, even if they are currently in the United States.
16. **U.S. Address**	Enter the student's U.S. address. **Note:** If the student is a commuter student whose country of citizenship is Mexico or Canada, click in the **Commuter Student** check box. The U.S. address is not required for these students. However, if the student has a U.S. address, it should be entered.
* 17. **Education Level**	Select the level of education pursued by the student from the drop-down list. **Note:** Once the Form I-20 has been submitted, this field may not be updated for M students.
* 18. **Primary Major Code**	Enter the student's Primary Major code or use the Search function to select the code, as follows:

Section/Field	Description/Explanation
	1. Click the **Select** button. The *Primary Major Selection* screen displays.
	2. Enter the major/minor name or enter a minimum of three letters of the major/minor preceded and/or followed by the * (asterisk) wildcard.
	3. Click the **Search** button to display a list of majors and minors. The following is an example of what displays:
	Appendix F, Lookup Tables for the Student and Exchange Visitor Information System Batch Interface, of the Application Program Interface (API) document for the SEVIS Batch Interface contains a complete listing of the categories and major/minor codes and is located at http://www.ice.gov/sevis/schools/batch.htm.
	4. Click the code to the left of the major/minor. The selected code displays on the *Form I-20 Page 2—Program Information* screen.
	5. If necessary, click the **Clear** button to remove the Primary Major code displayed.

Section/Field	Description/Explanation
* 19. **Secondary Major Code**	Some students have a secondary major, usually in a related field. Use this field to select the student's second major. To complete this field, follow the instructions given for the **Primary Major Code** field (18). If the student has no secondary major, either enter 00.0000 in the field or click the **No Secondary Major** button.
* 20. **Minor Code**	This field is used to select the student's minor field of study, if applicable. To complete this field, follow the instructions given for the **Primary Major Code** field (18). If the student has no minor, either enter 00.0000 in the field or click the **No Minor** button.
* 21. **Normal Length of Study**	Enter the period of time, expressed in months, that a person would normally take to complete the program in which the student is enrolling.
* 22. **Program Start Date**	Enter the date on which the student is expected to begin his/her program. **Note:** Once the Form I-20 has been submitted to SEVIS, this field cannot be updated at any time, unless a PDSO or DSO defers the attendance of an Initial status student that has not yet entered the United States.
* 23. **Program End Date**	Enter the expected date of completion of the academic or vocational program. (SEVIS will calculate the post-completion grace periods and any post-completion Optional Practical Training [OPT] separately.) **Note:** See Section 2.4.5.1, Student Information Screen and Student Update Links, for instructions on updating this field once the Form I-20 has been submitted in SEVIS.
* 24. **English Proficiency**	Select "**yes**" or "**no**" to indicate whether your school requires English proficiency. • If "**yes**," you must select "**yes**" or "**no**" to indicate whether the student is or is not proficient in the English language. • If "**no**," enter an explanation in the field provided (1,000 character limit) as to why the school does not require English proficiency.

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

Save Draft	Click this button to save the data that you have entered on this page.
	Note: You **do not** need to click this button before advancing to the next page of the Form I-20. SEVIS automatically saves data when you click the **Next** button. However, saving prior to moving on to the next page ensures that all required fields have been completed because if there is an invalid entry, SEVIS will return a validation message. It also allows you to review the information before moving on.
Prev (Previous)	Click this button to return to Page 1 of the Form I-20.
	WARNING: Be sure to save the data entered on this page before clicking the **Prev** button. If you do not save first, the new data that you entered on this page will be lost.
Reset Values	Click this button to return all new entries on the page to their previous values.
Next	Click this button to automatically save the data that you have entered and advance to Page 3 of the Form I-20. If you have entered an invalid value in a field, SEVIS will return a validation message.
Print Draft I-20	Click this button to print a draft copy of the Form I-20. Printing a draft enables you to review a paper copy of all of the data saved thus far.

2.4.1.3   Complete Page 3 of the Form I-20—Financial Information

Page 3 of the Form I-20 is used to collect financial information for the student. Exhibit 11, Form I-20 Page 3—Financial Information, is an example of Page 3.

Exhibit 11: Form I-20 Page 3—Financial Information

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

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

Section/Field	Description/Explanation
* **Living Expenses**	Enter the student's estimated total living expenses for one academic term. This field has a 10-character limit.
Expenses for Dependents	Enter the student's expenses for his/her dependents, if any, during one academic term. This field is required if the student has any dependents. This field has a 10-character limit. **Note:** Dependents for a student are added on Page 4 of the Form I-20, as discussed in Section 2.4.1.4, Complete Page 4 of the Form I-20—Dependent Information.
Other Costs	Enter an estimate of any other known student's expenses, if any, during one academic term. This field has a 10-character limit.
Specify Other Costs	If a figure is given for **Other Costs**, an explanation must be provided. This field has a 1,000-character limit; however, the printed Form I-20 has limited space and all comments may not appear on the printed Form.
27. **Funding**	Enter the student's funding for one academic term. **Note:** The total amount in Section 27 must be equal to or greater than the total amount in Section 26. **Note:** All dollar amounts must be entered in SEVIS without commas and periods, and should be rounded to the nearest dollar. For example, $25,057.89 should be entered in SEVIS as 25058.
* **Student's Personal Funds**	Enter the personal funds available to the student in one academic term to defray his/her educational expenses. This field has a 10-character limit.
Funds From This School	Enter the amount of funding, if any, that the school will provide to the student in one academic term to help defray educational expenses. This field has a 10-character limit.
School Fund Type	If a number is entered in the **Funds From This School** field, an explanation must be provided. This field has a 1,000-character limit; however, the printed Form I-20 has limited space and all comments may not appear on the printed Form.
Funds From Other Sources	Enter the amount of funding, if any, that is available to the student during one academic term from sources not otherwise specified. This field has a 10-character limit.

Section/Field	Description/Explanation
Other Source Type	If a figure is entered in the **Funds From Other Sources** field, an explanation must be provided. This field has a 1,000-character limit; however, the printed Form I-20 has limited space and all comments may not appear on the printed Form.
On-Campus Employment	Enter the amount of funding, if any, the F-1 student will receive from on-campus employment. This field has a 10-character limit.
28. **Remarks**	Enter any applicable remarks regarding the student. This field has a 1,000-character limit. **Note:** Comments entered in any **Remarks** field throughout the electronic Form I-20 will overwrite existing remarks and will print in field 9 of the printed Form I-20.

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

Save Draft	Click this button to save the data that you have entered on this page. **Note:** You **do not** need to click this button before advancing to the next page of the Form I-20. SEVIS automatically saves data when you click the **Next** button. However, saving prior to moving on to the next page ensures that all required fields have been completed because if there is an invalid entry, SEVIS will return a validation message. It also allows you to review the information before moving on.
Prev (Previous)	Click this button to return to Page 2 of the Form I-20. **WARNING:** Be sure to save the data entered on this page before selecting the **Prev** button. If you do not save first, the new data that you entered on this page will be lost.
Reset Values	Click this button to return all new entries on the page to their previous values.
Next	Click this button to automatically save the data that you have entered and advance to Page 4 of the Form I-20. If you have entered an invalid value in a field, SEVIS will return a validation message.
Print Draft I-20	Click this button to print a draft copy of the Form I-20. Printing a draft enables you to review a paper copy of all the data saved thus far.

2.4.1.4 Complete Page 4 of the Form I-20—Dependent Information

Page 4 of the Form I-20 is used to add a dependent spouse or children to a student record. (Financial information for the dependents is entered on Page 3 of the Form I-20, as discussed in Section 2.4.1.3, Complete Page 3 of the Form I-20—Financial Information.)

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

- If there are no dependents associated with this student, print a draft of the Form I-20, review it for accuracy, make any necessary changes, and click the **Submit** button to submit the new Form I-20.

- If you need to add dependents to the student's Form I-20, refer to Section 2.4.1.4.1, Add Dependents.

Exhibit 12, Form I-20 Page 4—Dependents, depicts Page 4 of the electronic Form I-20. (**Note:** This exhibit provides an example of the screen where one dependent has already been added.)

Exhibit 12: Form I-20 Page 4—Dependents
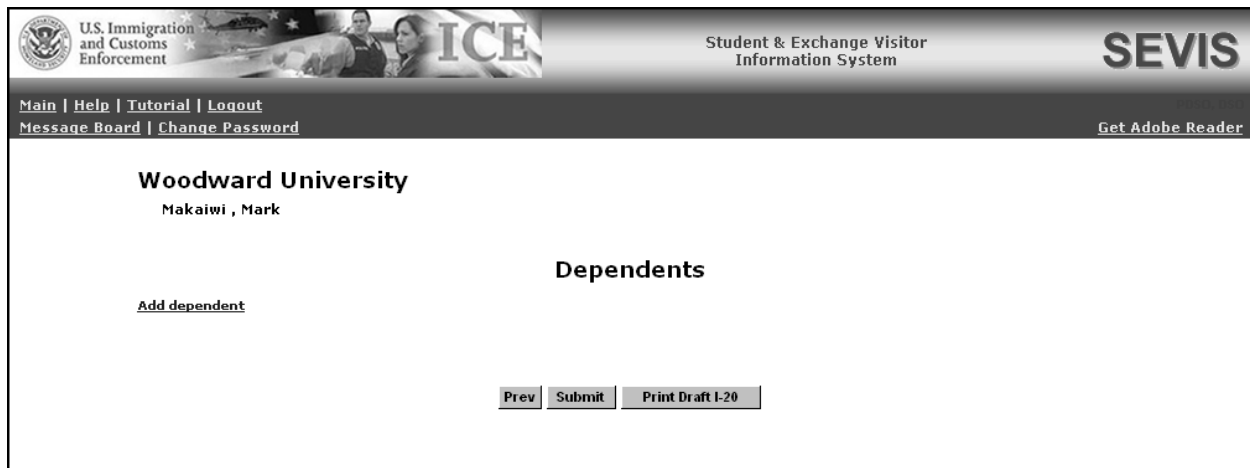
1. After completing the dependent information, or if the student does not have any dependents, select one of the following buttons on Page 4:

Prev (Previous)	Click this button to return to Page 3 of the Form I-20. **Note:** SEVIS automatically saves your data when you are on Page 4 and select the **Prev** button or log off of the system.

Submit	Click this button to submit the new Form I-20 to the SEVIS database. A message displays indicating that the submission was successful. This screen also shows the SEVIS ID, family name, and first name (if applicable) for the student and each dependent. Click **OK** to return to the *Student Information* screen.
Print Draft I-20	Click this button to print a draft copy of the Form I-20. The word "draft" displays on the top of the Form, and the bar code will not be printed until the record is submitted. (See Section 2.4.2, Print a Form I-20.)

2.4.1.4.1 ADD DEPENDENTS

The *Add Dependent* screen, depicted in Exhibit 13, Add Dependent Screen, is used to collect information regarding any dependent spouse or children of a student. This screen enables the PDSO or DSO to add dependents. By adding dependent information to the student's record, SEVIS creates a separate dependent Form I-20 (F-2 or M-2), and assigns a unique SEVIS ID to each of these dependent records. This Form will serve as the dependent's eligibility documentation for visa issuance and for entering the United States as a dependent of a student.

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

1. Click the **Add Dependent** link on Page 4 (Exhibit 12) of the electronic Form I-20 to display the *Add Dependent* screen (Exhibit 13), which contains relevant data on the principal and fields in which to enter data for a new dependent.

Exhibit 13: Add Dependent Screen

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

Section/Field	Description/Explanation
* 1. **Family Name**	Enter the surname or last name of the dependent. If the student has only one name, enter it here. This field has a 40-character limit.
2. **First Name**	Enter the first name of the dependent. This field has a 40-character limit.
3. **Middle Name**	Enter the middle name of the dependent. This field has a 40-character limit.
4. **Suffix**	If appropriate, select a title from the drop-down list, such as Junior, that may display at the end of a person's name.

Section/Field	Description/Explanation
* 5. **Date of Birth**	Enter the dependent's date of birth in MM/DD/YYYY format.
* 6. **Country of Birth**	Select the name of the country in which the dependent was born from the drop-down list.
7. **Country of Citizenship**	Select the name of the country in which the dependent maintains citizenship from the drop-down list.
* 8. **Gender**	Select the dependent's gender from the drop-down list: **Male** or **Female**.
* 9. **Relationship**	From the drop-down list, select the relationship of the dependent nonimmigrant to the principal nonimmigrant. The only two valid relationships are "spouse" and "child." A dependent child must be younger than 21 years of age.
10. **Remarks**	If necessary, enter comments regarding the dependent. This field has a 1,000-character limit. This field is optional.
Note: All other fields on the dependent Form I-20 will reflect the student's information.	

3. Click one of the following buttons:

Add Dependent	Click this button to add this dependent to the student's record. A message displays indicating that the addition of the dependent was successful. You may click the **Print Draft I-20** button to obtain a draft copy of the Form I-20. Click the **Return to Dependent Listing** button and the system will return to Page 4 (Exhibit 12) of the electronic Form I-20. Note that the dependent is now listed on the screen.
Reset Values	Click this button to clear all fields on the screen.
Cancel	Click this button to return to Page 4 without adding a dependent to the student's record.

2.4.1.4.1.1 Delete Dependent

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

1. After adding a dependent, the **Delete** link displays in the **Commands** column on the *Dependents* screen. Click the **Delete** link, and the *Dependent Information* screen displays.

2. Click the **Delete Dependent** button on the *Dependent Information* screen to complete the process. A message displays indicating that the update was successful.

3. Click the **Return to Dependent Listing** button to view the student's SEVIS record.

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

1. From the *Listing of Schools* screen, click the **Student Lists** link. The *Student Lists* screen for your school displays.

2. Click the **Saved Students** link. The *List of Saved Students* screen displays.

3. Click the appropriate link in the **Family Name** column. The *Student Information* screen displays.

4. Click the **Edit Student** link. Page 1 of the electronic Form I-20 displays.

5. Click the **Next** button until you advance to the *Dependents* screen.

6. Click the **Delete** link next to the dependent you wish to delete, and the *Dependent Information* screen displays.

7. Click the **Delete Dependent** button on the *Dependent Information* screen to complete the process. A message displays indicating that the update was successful.

8. Click the **Return to Dependent Listing** button to return to Page 4 of the Form I-20.

2.4.2   Print a Form I-20

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

Note: Printing the Form I-20 requires that Adobe Reader Version 5.0 or higher be installed on your computer. If you do not already have Adobe Reader Version 5.0 or higher installed on your computer, refer to the instructions in Appendix D, Download the Latest Version of Adobe Reader.

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

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

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

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

3. Click the **Print** ( ) button on the Adobe Reader toolbar. The *Print* window displays.

4. Ensure that the name of the printer you wish to print from is listed in the **Name** field in the *Print* window. If it does not show the correct printer, click the **down arrow** to the right of the field and select the correct printer.

5. Click **OK** and the Form I-20 prints to the designated printer.

6. Click the **Close** ( ) button on the *Adobe Reader* window to close the window.

2.4.3   Reprint a Form I-20

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

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

Note: Reprinting the Form I-20 requires that Adobe Reader Version 5.0 or higher be installed on your computer. If you do not already have Adobe Reader Version 5.0 or higher installed on your computer, refer to the instructions in Appendix D, Download the Latest Version of Adobe Reader.

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

1. From the *Student Information* screen (see Exhibit 15, Student Information Screen With Dependent Link), click the **Re-Print I-20** button. The system displays the *Reprint I-20* screen, on which you must select a reason for reprinting the Form.

2. Select a reprint reason (damaged, lost, stolen, travel, or updated).

3. If you wish, enter comments in the **Remarks** field.

    Note: Comments entered in any **Remarks** field throughout the electronic Form I-20 will overwrite existing remarks and will print in field 9 of the printed Form I-20.

4. Click the **Next** button. The system displays another screen indicating that the reprint reason has been recorded or saved with the student's record.

5. Click the **Reprint I-20** button. Another browser window opens and the Form I-20 is displayed using the Adobe Reader, from which a copy of the Form I-20 may be sent to a designated printer.

    Note: During the launch of Adobe Reader, a *File Download* window may display. To eliminate this window from displaying in the future, click in the **always ask before opening**

this type of file check box to remove the check mark. Select the **Open** button to view the Form I-20.

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

7. Click the **Print** (⎙) button on the Adobe Reader toolbar. The *Print* window displays.

8. Ensure that the name of the printer you wish to print from is listed in the **Name** field in the *Print* window. If it does not show the correct printer, click the **down arrow** to the right of the field and select the correct printer.

9. Click **OK** and the Form I-20 prints to the designated printer.

10. Click the **Close** (✕) button on the *Adobe Reader* window to close the window.

Note: Netscape has modified its printing procedures for Version 7.0. Appendix B, Printing Instructions for Netscape Version 7.0, provides the updated instructions.

2.4.4   How to Retrieve Student and Dependent Records

SEVIS has several methods for searching for and retrieving student and dependent records. The following sections address the various methods:

- Section 2.4.4.1, Search for Student Records

- Section 2.4.4.2, Search for Student Dependent Records

- Section 2.4.4.3, Student Lists

2.4.4.1   *Search for Student Records*

After logging into SEVIS, the system displays a list of schools associated with your user ID. You can search for a student's record within any of the schools for which you are assigned a role. (Section 2.4.4.2, Search for Student Dependent Records, provides instruction on searching for F-2 and M-2 student dependents.) To search for a student record, perform the following steps:

1. On the *Listing of Schools* screen, click the **Search** link in the **Commands** menu to the right of the name of the school/campus whose records you wish to search. The *Student Search* screen displays. Exhibit 14, Student Search Screen, is an example of the screen.

Exhibit 14: Student Search Screen

2. Enter the necessary search criteria. Required fields are marked with an * (asterisk). The following is a list and explanation of the sections and fields on this screen.

Section/Field	Description/Explanation
Sort Option section	The sort options are required fields; both fields must be completed.

Section/Field	Description/Explanation
* **Sort By**	Select an option from the drop-down list. • Family Name • First Name • Program End Date • Program Start Date • SEVIS ID • Status Change Date • Student Status • Visa Type
* **Sort Direction**	Select either **Ascending** or **Descending**.
Search For	Select **Student**. (Section 2.4.4.2, Search for Student Dependent Records, to view instructions on searching for F-2 or M-2 dependents.)
* **Search Type** section	In the **Search Type** section, one option must be selected. To do so, click the radio button to the left of the type of search you wish to perform. Some of these options may require additional information.
SEVIS ID	If this option is selected, enter the student's SEVIS ID in '**N0123456789**' format. **Note:** When searching by SEVIS ID, it does not matter whether you choose to search by student or dependent. If the SEVIS ID matches, the results will display. Therefore, if you enter the SEVIS ID of a dependent, but choose to search by student, the dependent will show in the results.
Personal Information	Click this radio button and complete the appropriate fields. If selected, completion of the **Family Name** field is required; the other fields in this section are optional.
*Family Name	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.
First Name	Enter the first name of the student. You may use the * (asterisk) wildcard. Enter at least one character of the first name, followed by *; for example: "**a***" may return a list containing first names such as Amanda, Amed, and Aria.
Date of Birth	Enter the date of birth in MM/DD/YYYY format.

Section/Field	Description/Explanation
Country of Citizenship	Select a country from the drop-down list.
All Students or Dependents	Click this radio button if you wish to perform a search of all student and dependent records for this school/campus.
* **Search Criteria** section	In the **Search Criteria** 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.
None	This option may only be selected when **SEVIS ID** or **Personal Information** is selected in the **Search Type** section of the screen.
Search By Status	If this option is selected, a type of status must also be selected. Completion of the other fields is optional. • *Status**—Select an option from the list. You may also press the **Ctrl** key and click to highlight multiple selections. Appendix E, Student/Dependent Statuses, defines the available options. • **Student Program Start Date Range**—Enter the dates for a specific period of time. For example, 09/01/2007 to 12/31/2007 would return a list of the names of students whose programs started between September 1, and December 31, 2007. • **Student Program End Date Range**—Enter the dates for a specific period of time. For example, 04/01/2008 to 07/31/2008 would return a list of the names of students whose programs ended between April 1, and July 31, 2008. • **Country of Birth**—Select a country from the drop-down list. • **Country of Citizenship**—Select a country from the drop-down list. • **Student Major Code**—Enter the student's Major code or use the Search function to select the code, as follows: 1. Click the **Select** button. The *Primary Major Selection* screen displays. 2. Enter the major/minor name or enter a minimum of three letters of the major/minor preceded and/or followed by the * (asterisk)

Section/Field	Description/Explanation
	wildcard.
	3. Click the **Search** button to display a list of majors and minors. The following is an example of what displays:
	Appendix F, Lookup Tables for the Student and Exchange Visitor Information System Batch Interface, of the API document for the SEVIS Batch Interface contains a complete listing of the categories and major/minor codes and is located at http://www.ice.gov/sevis/schools/batch.htm.
	4. Click the code to the left of the major/minor. The selected major code displays on the *Student Search* screen.
	5. If necessary, click the **Clear** button to remove the major code displayed.
Search By Termination Reason	If this option is selected, a termination reason must also be selected. Appendix F, Student/Dependent Termination Reasons, defines the available options. ***Student Termination Reason**—Select an option from the drop-down list. ***Dependent Termination Reason**—Leave this field blank. Section 2.4.4.2, Search for Student Dependent Records, provides further instruction. **Termination Date Range**—Enter the dates for a specific period of time. For example, 09/01/2007 to 12/31/2007 would return a list of the names of

Section/Field	Description/Explanation
	students who were terminated between September 1, and December 31, 2007.
Search By Request	If this option is selected, a Request Type and/or Request Status must also be selected.
	• ***Student Request Type**—Select an option from the drop-down list.
	– Change of Status
	– Extension
	– OPT
	– Off-Campus Employment
	– Reinstatement
	– Transfer
	• ***Student Request Status**—Select an option from the drop-down list.
	– Approved
	– Canceled
	– Denied
	– Pending
	– Requested
	– Withdrawn
	• **Adjudication Date Range**—(Use this option for students whose status is Approved or Denied.) Enter the dates for a specific period of time. For example, 09/01/2007 to 12/31/2007 would return a list of the names of students whose requests were adjudicated between September 1, and December 31, 2007.
	Note: Do not enter dates if the Request Status is Requested or Pending.

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* screen. For each student in the search result list, SEVIS ID, visa type, family name, first name, program start date, program end date, status, and date of last status change are given.

   Note: Click the **New Search** link at the top of the *Search Results* screen to return to the *Student Search* screen and begin a new search (all search criteria will be deleted from the

screen). Click the **Refine Search** link to return to the *Student Search* screen 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* screen.

5. Click the **Return to Search Results** button to return to the *Search Results* screen.

6. You may view the data and select from the links on the **Actions**, **Edits**, **Views**, and **Employment/Training** menus, if any are available, to perform other processes for the student. The actions that may be available are described in Section 2.4.5, Updating Forms I-20.

2.4.4.2   Search for Student Dependent Records

After logging into SEVIS, the system displays a list of schools associated with your user ID. You can search for a student dependent's record within any of the schools for which you are assigned a role. (Section 2.4.4.1, Search for Student Records, provides instruction on searching for F-1 and M-1 students.) To search for a student dependent record, perform the following steps:

1. On the *Listing of Schools* screen, click the **Search** link in the **Commands** menu to the right of the name of the school/campus whose records you wish to search. The *Student Search* screen displays. Exhibit 14, Student Search Screen, is an example of the screen.

2. Enter the necessary search criteria. Required fields are marked with an * (asterisk). The following is a list and explanation of the sections and fields on this screen.

Section/Field	Description/Explanation
Sort Option section	The sort options are required fields; both fields must be completed.
* **Sort By**	Select an option from the drop-down list. • Family Name • First Name • Program End Date • Program Start Date • SEVIS ID • Status Change Date • Student Status • Visa Type
* **Sort Direction**	Select either **Ascending** or **Descending**.

Section/Field	Description/Explanation
Search For	Select **Dependent**. (Section 2.4.4.1, Search for Student Records, to view instructions on searching for F-2 or M-2 students.)
* **Search Type** section	In the **Search Type** section, one option must be selected. To do so, click the radio button to the left of the type of search you wish to perform. Some of these options may require additional information.
SEVIS ID	If this option is selected, enter the student dependent's SEVIS ID in '**N0123456789**' format. **Note:** When searching by SEVIS ID, it does not matter whether you choose to search by student or dependent. If the SEVIS ID matches, the results will display. Therefore, if you enter the SEVIS ID of a dependent, but choose to search by student, the dependent will show in the results.
Personal Information	Click this radio button and complete the appropriate fields. If selected, completion of the **Family Name** field is required; the other fields in this section are optional.
***Family Name**	Enter the family name of the student dependent. 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.
First Name	Enter the first name of the student dependent. You may use the * (asterisk) wildcard. Enter at least one character of the first name, followed by *; for example: "**a***" may return a list containing first names such as Amanda, Amed, and Aria.
Date of Birth	Enter the date of birth in MM/DD/YYYY format.
Country of Citizenship	Select a country from the drop-down list.
All Students or Dependents	Click this radio button if you wish to perform a search of all student and dependent records for this school/campus.
* **Search Criteria** section	In the **Search Criteria** 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.
None	This option may only be selected when **SEVIS ID** or **Personal Information** is selected in the **Search Type** section of the screen.

Section/Field	Description/Explanation
Search By Status	If this option is selected, a type of status must also be selected. Completion of the other fields is optional.
	• ***Status**—Select an option from the list. You may also press the **Ctrl** key and click to highlight multiple selections. Appendix E, Student/Dependent Statuses, defines the available options.
	• **Student Program Start Date Range**—Enter the dates for a specific period of time. For example, 09/01/2007 to 12/31/2007 would return a list of the names of student dependents whose principals' programs started between September 1, and December 31, 2007.
	• **Student Program End Date Range**—Enter the dates for a specific period of time. For example, 04/01/2008 to 07/31/2008 would return a list of the names of student dependents whose principals' programs ended between April 1, and July 31, 2008.
	• **Country of Birth**—Select a country from the drop-down list.
	• **Country of Citizenship**—Select a country from the drop-down list.
	• **Student Major Code**—(This will search for student dependents whose principals have the selected major.) Enter the student's Major code or use the Search function to select the code, as follows:
	1. Click the **Select** button. The *Primary Major Selection* screen displays.
	2. Enter the major/minor name or enter a minimum of three letters of the major/minor preceded and/or followed by the ***** (asterisk) wildcard.
	3. Click the **Search** button to display a list of majors and minors. The following is an example of what displays:

Section/Field	Description/Explanation
	Major/Minor : 22.0201 Advanced Legal Research/Studies, General (LL.M., M.C.L., M 45.0301 Archeology 15.1303 Architectural Drafting and Architectural CAD/CADD 14.0401 Architectural Engineering 15.0101 Architectural Engineering Technology/Technician 04.0801 Architectural History and Criticism, General (NEW) 04.0901 Architectural Technology/Technician (NEW) 04.0201 Architecture (BArch, BA/BS, MArch, MA/MS, PhD) 04.9999 Architecture and Related Services, Other 30.2202 Classical, Ancient Mediterranean and Near Eastern Studies 13.0699 Educational Assessment, Evaluation, and Research, Other 13.0601 Educational Evaluation and Research 13.0603 Educational Statistics and Research Methods 04.0401 Environmental Design/Architecture 04.0501 Interior Architecture 04.0601 Landscape Architecture (BS, BSLA, BLA, MSLA, MLA, PhD) 22.0299 Legal Research and Advanced Professional Studies, Oth 52.1402 Marketing Research 03.0199 Natural Resources Conservation and Research, Other (Naval Architecture and M... ...neering ...erations Researc... ...pplied ...tion Appendix F, Lookup Tables for the Student and Exchange Visitor Information System Batch Interface, of the API document for the SEVIS Batch Interface contains a complete listing of the categories and major/minor codes and is located at http://www.ice.gov/sevis/schools/batch.htm. 4. Click the code to the left of the major/minor. The selected major code displays on the *Student Search* screen. 5. If necessary, click the **Clear** button to remove the major code displayed.
Search By Termination Reason	If this option is selected, a termination reason must also be selected. Appendix F, Student/Dependent Termination Reasons, defines the available options. • ***Student Termination Reason**—Leave this field blank. See Section 2.4.4.1, Search for Student Records, to view instructions on searching for F-1 or M-1 students. • ***Dependent Termination Reason**—Select an option from the drop-down list. • **Termination Date Range**—Enter the dates for a specific period of time. For example, 09/01/2007 to 12/31/2007 would return a list of the names of student dependents who were terminated between September 1, and December 31, 2007.
Search By Request	If this option is selected, a request type and/or request

Section/Field	Description/Explanation

	status must also be selected. This will search for student dependents whose principals have the selected request type.
	
	 • ***Student Request Type**—Select an option from the drop-down list.
	    – Change of Status
	    – Extension
	    – OPT
	    – Off-Campus Employment
	    – Reinstatement
	    – Transfer
	
	 • ***Student Request Status**—Select an option from the drop-down list.
	    – Approved
	    – Canceled
	    – Denied
	    – Pending
	    – Requested
	    – Withdrawn
	
	 • **Adjudication Date Range**—(Use this option for students whose status is Approved or Denied.) Enter the dates for a specific period of time. For example, 09/01/2007 to 12/31/2007 would return a list of the names of student dependents whose principals' requests were adjudicated between September 1, and December 31, 2007.
	 Note: Do not enter dates if the Request Status is Requested or Pending.

3. Click the **Search** button. The *Search Results* screen displays with a listing of the student dependents that meet your search criteria, if any.

   Note: Click the **New Search** link at the top of the *Search Results* screen to return to the *Student Search* screen and begin a new search (all search criteria will be deleted from the screen). Click the **Refine Search** link to return to the *Student Search* screen 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. The *Student Information* screen
    displays, as depicted in Exhibit 15, Student Information Screen With Dependent Link.

Exhibit 15: Student Information Screen With Dependent Link

5. Scroll to the bottom of the *Student Information* screen and click the appropriate link in the
    SEVIS ID column for the dependent whose information you wish to view. The *Dependent
    Information* screen displays, as depicted in Exhibit 16, Dependent Information Screen.

Exhibit 16: Dependent Information Screen

6. Click one of the following links or buttons, if available. (These links and buttons are
    presented in alphabetical order, not necessarily the order in which they display on the screen.)
    Note: Depending on the status of the dependent, different buttons and links will be available.
    For example, the **Reactivate** link will not display if the dependent is in Active status.

Event History link	Displays the student dependent's *Event History* screen. Section 2.4.5.4.1, Event History, provides further details.
Print Dependent I-20 button	Prints a copy of the dependent's Form I-20. Section 2.4.2, Print a Form I-20, provides further instruction.

Print Draft Dependent I-20 button	Prints a draft copy of the dependent's Form I-20 for review. Section 2.4.2, Print a Form I-20, provides further instruction.
Reactivate link	Proceeds to the *Reactivate Dependent* screen. Section 2.4.5.3.1.3, Reactivate Dependent, provides further instruction.
Return to Student button	Returns to the *Student Information* screen. An example is depicted in Exhibit 15, Student Information Screen With Dependent Link.
Terminate link	Proceeds to the *Terminate Dependent* screen. Section 2.4.5.3.1.4, Terminate Dependent, provides further instruction.
Update link	Proceeds to the *Student Information—Update Dependent* screen. Section 2.4.5.3.1.5, Update Dependent, provides further instruction.
View Dependent List button	Proceeds to the *Dependents* screen, which lists all dependents for the student. Exhibit 12, Form I-20 Page 4—Dependents, provides an example of this screen.

2.4.4.3   Student Lists

SEVIS allows you to quickly access lists of student records to view. (The student names on these lists are specific to a school or campus.) These lists provide a quick method for school officials to access and update student records.

On the *Listing of Schools* screen, click the **Student Lists** link for a school and the system displays a screen containing the following lists that can be generated:

List	Description/Explanation
Student Listing (for the Selected School or Campus)	A comprehensive list of all students for the selected school, regardless of their status.
Draft Students	A list of all student records that have been saved but not submitted. A PDSO or DSO may review and submit the records to SEVIS. This list also includes transfer-in records that have not had an initial Form I-20 submitted.
Initial Status Students	A list of all students whose status in SEVIS is Initial. The student's record has been created, but the student has not registered at this school.
Active Status Students	A list of all students whose status in SEVIS is Active. The student has registered and enrolled in class. The student is considered to be "in status."

List	Description/Explanation
Terminated Status Students (past 18 months)	A list of all students whose status in SEVIS is Terminated. **Note:** This list only includes students whose status has been changed to Terminated in the last 18 months. The student's participation in SEVIS has been terminated by DHS or a school official. Termination is removal of a student or dependent from Active or Initial status for a specified cause other than completion of his/her academic program, for example, death or expulsion from school.
Completed Status Students (past 18 months)	A list of all students whose status in SEVIS is Completed. **Note:** This list only includes students whose status has been changed to Completed in the last 18 months. The student has completed his/her course of study and all other program-related activities at the school.
Canceled Status Students (past 18 months)	A list of all students who were issued a Form I-20 for initial attendance at the school, but did not register to attend classes, and have no record that they have entered the United States to attend this institution. Generally, these are students who were issued a Form I-20, but they chose not to attend this institution. **Note:** This list only includes students whose status has been changed to Canceled in the last 18 months.
Students With Requested, Pending, or Approved Off-Campus Employment	A list of students whose status in SEVIS is Active. These students are also approved for employment off campus, or have an off-campus employment application in Requested or Pending status. Students will remain on this list from the time that the off-campus employment is requested until the end date of the employment, if approved.
Students With Requested, Pending, or Approved Optional Practical Training (OPT)	A list of Active students who are currently participating in OPT (or have an OPT extension), or that have an OPT application in Requested or Pending status. Students will remain on this list from the time that the OPT is requested until the end date of the employment, if approved.

List	Description/Explanation
Students With Curricular Practical Training (CPT)	A list of Active students who are currently participating in CPT. Students will remain on this list from the time that the CPT is requested until the end date of the employment.
Students With a Pending Change of Status Request	A list of students who are requesting a change of status through the Service Center.
Students With a Requested or Pending Extension Request	A list of Active M-1 students who have a Requested or Pending extension request.
Students Authorized to Drop Below Full Course	A list of Active students who are currently approved to drop below a full course of study.
Students Transferring In	A list of students who are in the process of transferring into your school. **Note:** From this list, you can retrieve partially completed records for students transferring into your school from another SEVIS school and then update and submit the transfer Form I-20 based on the student's new program information at your school.
Students Transferring Out	A list of students who are in the process of transferring out of your school.
Students Requesting Reinstatement	A list of students who have requested reinstatement at this school, and whose reinstatement requests are pending. (The PDSO or DSO that submitted the reinstatement request will receive email notification of the reinstatement adjudication results.)
Students With a Pending Data Correction Request	A list of students who have a data correction request that has not yet been adjudicated by DHS.

When you click one of these links, the appropriate list of students displays. Click a student link to view the student's Form I-20 information and edit the data, if necessary.

2.4.4.4   View Student Dependent Records

If a student has a dependent, the dependent's information is accessible from the *Student Information* screen.

1. From the *Student Information* screen, scroll to the bottom and click the appropriate link in the **SEVIS ID** column to view the dependent's information. The *Dependent Information* screen displays.

2. Click one of the following links or buttons if available. (These links and buttons are presented in alphabetical order, not necessarily the order in which they display on the screen.)

Note: Depending on the status of the dependent, different buttons and links will be available. For example, the **Reactivate** link will not display if the dependent is in Active status.

Print Dependent I-20 button	Prints a copy of the dependent's Form I-20. Section 2.4.2, Print a Form I-20, provides further instruction.
Print Draft Dependent I-20 button	Prints a draft copy of the dependent's Form I-20 for review. Section 2.4.2, Print a Form I-20, provides further instruction.
Reactivate link	Proceeds to the *Reactivate Dependent* screen. Section 2.4.5.3.1.3, Reactivate Dependent, provides further instruction.
Return to Student button	Returns to the *Student Information* screen. An example is depicted in Exhibit 15, Student Information Screen With Dependent Link.
Terminate link	Proceeds to the *Terminate Dependent* screen. Section 2.4.5.3.1.4, Terminate Dependent, provides further instruction.
Update link	Proceeds to the *Student Information—Update Dependent* screen. Section 2.4.5.3.1.5, Update Dependent, provides further instruction.
View Dependent List button	Proceeds to the *Dependents* screen, which lists all dependents for the student. Exhibit 12, Form I-20 Page 4—Dependents, provides an example of this screen.

2.4.5   Updating Forms I-20

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

2.4.5.1   *Student Information Screen and Student Update Links*

The school is responsible for maintaining each active student's record in the system and adding information related to changes in the student's benefits, such as employment; this ensures that all the information that displays is current and accurate. The *Student Information* screen provides you with links to many processes specifically related to the student. Exhibit 17, Student Information Screen, is an example of the *Student Information* screen for a student who is in Active status. Not all links are available on every *Student Information* screen because some actions are applicable only to certain student statuses. For example, you may only cancel a student whose record is in Initial status; therefore, you would not see the **Cancel Student** link on an Active student's *Student Information* screen.

The links on the left side of the screen provide access to the screens that are used to update the student's record. You can update the student's personal data, extend the student's program, transfer the student's SEVIS record, and perform many other procedures. The subsequent sections detail the links' processes.

Note: Under Regulation 8 CFR 214.5, a student from a country on the restricted country list may not engage in or seek to obtain training in aviation maintenance, flight operations, or nuclear-related studies or training. Therefore, you may not create or update a student's personal or program information as follows:

- If a student's country of birth (COB) or country of citizenship (COC) is on the restricted country list, you may not select or update his/her Primary Major code, Secondary Major code, or Minor code to training in aviation maintenance, flight operations, or nuclear-related studies or training.

- If a student's Primary Major code, Secondary Major code, or Minor code is in aviation maintenance, flight operations, or nuclear-related studies or training, you may not select or update his/her COB or COC to a country that is on the restricted country list.

Note: If an F-1 student receives a Pending or Approved Change of Status (COS) request from an F-1 to an H1-B visa through CLAIMS, a comment will display at the bottom of the *Student Information* screen. 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). The comment will only display as long as the student is in Active status.

Exhibit 17: Student Information Screen

2.4.5.2   Actions Menu

2.4.5.2.1 AUTHORIZE TO DROP BELOW FULL COURSE

When authorizing the (Active) student to drop below a full course of study, SEVIS requires you to choose the reason for this authorization from a drop-down list. SEVIS also monitors the time limitations for such authorization and requires the PDSO or DSO to update the authorization periodically. The circumstances under which a student may be authorized to drop below a full course of study are defined in the current regulations as amended by the final SEVIS regulation.

Perform the following steps to authorize a student to drop below a full course load:

1. From the *Student Information* screen, click the **Authorize to Drop Below Full Course** link. The first *Authorize to Drop Below Full Course* screen displays with the student's basic personal and program information. Exhibit 18, Authorize to Drop Below Full Course Screen—1, provides an example of this screen.

Exhibit 18: Authorize to Drop Below Full Course Screen—1

2. Click the **New Authorize to Drop Below Full Course** link. The second *Authorize to Drop Below Full Course* screen displays, as depicted in Exhibit 19, Authorize to Drop Below Full Course Screen—2.

Exhibit 19: Authorize to Drop Below Full Course Screen—2

3. Complete the *Authorize to Drop Below Full Course* screen. Below is a list of the sections/fields on this screen and a brief description or explanation for each section/field. An * (asterisk) precedes the fields that must be completed. To complete this screen, enter the following data:

Section/Field	Description/Explanation

* 1. **Authorization Reason**	Select one of the following reasons from the drop-down list:
	 • F-1 reasons
	   – Illness or Medical Condition
	   – Improper Course Level Placement
	   – Initial Difficulty with Reading Requirements
	   – Initial Difficulty with English Language
	   – To Complete Course of Study in Current Term
	   – Unfamiliarity with American Teaching Methods
	 • M-1 reasons
	   – Illness or Medical Condition

Section/Field	Description/Explanation
	− Part-Time Commuter Student
* 2. **Authorization Start Date**	Enter the date on which you authorize the student to begin taking less than a full course load in MM/DD/YYYY format. **Note:** This date may not be prior to the student's program start date.
* 3. **Authorization End Date**	Enter the date on which the authorization for the student to take less than a full course load ends in MM/DD/YYYY format. **Note:** This date may not be prior to the current date and may not be after the student's program end date.
4. **Remarks**	Enter any optional remarks about the student. This field has a 1,000-character limit. **Note:** Comments entered in any **Remarks** field throughout the electronic Form I-20 will overwrite existing remarks and will print in field 9 of the printed Form I-20.

4. After you have completed the screen, click one of the following buttons:

Authorize	Click this button to complete the process. A message displays indicating that the update was successful.
Reset Values	Click this button to clear all fields on the screen.
Cancel	Click this button to cancel the action and return to the first *Authorize to Drop Below Full Course* screen without authorizing the student to drop below a full course load.

5. Click the **Print I-20** button to print an updated copy of the Form I-20. Then give the printed copy to the student for his/her records.

6. Click the **Return to View Record** button to view the student's SEVIS record.

2.4.5.2.1.1 Cancel Authorize to Drop Below Full Course

Prior to the authorization start date, you may cancel a student's authorization to drop below full course. Perform the following steps to cancel the authorization:

1. From the *Student Information* screen, click the **Authorize to Drop Below Full Course** link. The first *Authorize to Drop Below Full Course* screen (depicted in Exhibit 18) displays with the student's basic personal and program information.

2. Click the **Cancel** link to the far right of the segment you wish to cancel. A message displays indicating that the cancelation was successful.

3. Click the **Print I-20** button to print a copy of the Form I-20 and provide it to the student for his/her records.

4. Click the **Return to View Record** button to view the student's SEVIS record.

2.4.5.2.1.2 Update Authorize to Drop Below Full Course

Prior to the authorization end date, you may update a student's authorization to drop below full course. Perform the following steps to update the authorization:

1. From the *Student Information* screen, click the **Authorize to Drop Below Full Course** link. The first *Authorize to Drop Below Full Course* screen (depicted in Exhibit 18) displays with the student's basic personal and program information.

2. Click the **Update** link to the far right of the segment you wish to update. A second *Authorize to Drop Below Full Course* screen displays. This is the same screen depicted in Exhibit 19, except that the fields are populated with the current authorization information.

3. Make any necessary changes and click one of the following buttons:

Update	Click this button to complete the process and update the student's authorize to drop below full course request. A message displays indicating that the update was successful.
Reset Values	Click this button to return all fields on the screen to their original values.
Cancel	Click this button to cancel the action and return to the first *Authorize to Drop Below Full Course* screen.

4. Click the **Print I-20** button to print a copy of the Form I-20 and provide it to the student for his/her records.

5. Click the **Return to View Record** button to view the student's SEVIS record.

2.4.5.2.2 CANCEL EXTEND PROGRAM REQUEST FOR AN M-1 STUDENT

SEVIS allows you to view or request a change to the status of a request for M-1 extension that has not been adjudicated (that is, it is in Requested or Pending status). Additionally, a PDSO or DSO may cancel a request in Requested status. If a request for an M-1 extension has been canceled and SEVIS receives the adjudication result from the Service Center, SEVIS updates the student's record to indicate the adjudication result. Therefore, when canceling a request for an M-1 extension, the request should not be canceled if supporting documentation has already been sent to the Service Center.

Perform the following steps to cancel a program extension request for an M-1 student:

1. From the *Student Information* screen, click the **Cancel Extend Program** link. The *Cancel Extend Program Request* screen displays.

2. Click the **Cancel Request** button. A confirmation screen displays.

3. Click the **Yes** or **No** button.

- Click the **Yes** button if you wish to cancel the program extension request. A message displays that the update was successful. Click the **Return to View Record** button to return to the *Student Information* screen. Note that the student's Extension status in the Student Requests section is now Canceled.

- Click the **No** button to return to the *Student Information* screen without canceling the program extension request.

2.4.5.2.3 CANCEL REINSTATEMENT REQUEST

A PDSO or DSO can cancel a (pending) reinstatement request. You should only cancel a reinstatement request if you have not yet submitted the supporting documentation to the Service Center. If you have already sent supporting documentation to the Service Center and the student does not want to be reinstated, you must withdraw the request. (Section 2.4.5.2.17, Withdraw Reinstatement Request, provides further instruction.) A reinstatement request can be canceled for a student who decides to leave the United States rather than reinstating, wants to transfer to another school where he/she will then apply for reinstatement, or leaves the United States and then applies for reentry with a new Form I-20.

Perform the following steps to cancel a pending reinstatement request:

1. From the *Student Information* screen, click the **Cancel Pending Reinstatement** link. The *Cancel Pending Reinstatement* screen displays with the student's basic personal and program information.

2. Enter any comments in the **Remarks** field regarding why you are canceling the student's pending reinstatement request. This field is optional and has a 1,000-character limit.

   Note: Comments entered in any **Remarks** field throughout the electronic Form I-20 will overwrite existing remarks and will print in field 9 of the printed Form I-20.

3. After reviewing the information and entering any optional comments, click one of the following buttons:

Cancel Reinstatement	Click this button to complete the process and cancel the student's pending reinstatement request. A message displays indicating that the update was successful.
Reset Values	Click this button to clear all fields on the screen.
Cancel	Click this button to cancel the action and return to the *Student Information* screen.

4. Click the **Return to View Record** button to view the student's SEVIS record.

2.4.5.2.4 CANCEL STUDENT

When a school is informed that a student who was issued a Form I-20 for initial attendance will not be registering to attend that institution, a PDSO or DSO can cancel the student's record. The cancel function can also be used when a record is created in error (for example, a duplicate). This action is only available for students who are in Initial status. This option should be used only when, to the school's knowledge, the student is not planning to attend the school. If the school knows that the student entered the United States to attend the school, and the student fails to arrive, a PDSO or DSO should terminate the record, rather than canceling it. (Section 2.4.5.2.15, Terminate Student, provides instructions on terminating a record.)

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

Perform the following steps to cancel an Initial status student:

1. From the *Student Information* screen, click the **Cancel Student** link (available for students in Initial status only). The *Cancel Student* screen displays with the student's basic personal and program information.

2. Select one of the following reasons from the *Cancelation Reason* drop-down list. (This reason displays on the *Student Information* screen.)

   - Offer Withdrawn

   - Record Created in Error

   - Student Arrived Under Different SEVIS ID

   - Student Not Attending

   - Student Registered Under Different SEVIS ID

   - Visa Issued for Different SEVIS ID

3. Enter any applicable comments in the **Remarks** field.

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

Cancel Student	Click this button to complete the process and cancel the student's record. A message displays indicating that the update was successful. Click the **Return to View Record** button to view the student's SEVIS record.
Reset Values	Click this button to clear all fields on the screen.
Cancel	Click this button to cancel the action and return to the *Student Information* screen.

2.4.5.2.5 CANCEL TRANSFER

The PDSO and DSO at the transfer-out school can cancel a transfer prior to the release date entered on the *Transfer Out* screen. (For M-1 students, the transfer request may be canceled only if it is in Requested status.) If the student decides not to transfer or wishes to transfer to a different school, and the release date has already passed, the PDSO at the transfer-in school may perform a corrective transfer for the student's record. This transfer may only be performed if the student is still in Initial status at the transfer-in school. Section 2.4.5.6.4, Transfer Out, provides further instruction.

Perform the following steps to cancel a student's transfer:

1. From the *Student Information* screen, click the **Cancel Transfer** link. The *Cancel Transfer Event* screen displays with the student's basic personal and program information.

2. Enter any comments in the **Remarks** field regarding why you are canceling the student's pending transfer. This field is optional and has a 1,000-character limit.

   Note: Comments entered in any **Remarks** field throughout the electronic Form I-20 will overwrite existing remarks and will print in field 9 of the printed Form I-20.

3. After reviewing the information and entering any optional comments, click one of the following buttons:

Cancel Transfer	Click this button to complete the process and cancel the student's pending transfer request. A message displays indicating that the update was successful. Click the **Print I-20** button to print a current copy of the Form I-20 for the student for his/her records. Click the **Return to View Record** button to view the student's SEVIS record.
Reset Values	Click this button to clear the field on the screen.
Cancel	Click this button to cancel the action and return to the *Student Information* screen.

2.4.5.2.6 CHANGE EDUCATION LEVEL

The **Change Education Level** link allows you to create a new Form I-20 for a student who is changing education level at the same school/campus, for example, from Bachelor's to Master's. This link is for a student advancing from one level of education to another. If you only need to correct the student's education level because of an error, see Section 2.4.5.3.4, Program Information.

Note: Changing a student's education level creates a new Initial record (this is in addition to the student's current Active record). You should continue to update the Active record, as necessary, until the student has completed his/her current education level. When the student has enrolled at the new education level, you must register the student using the Initial record. Once the student

is registered for the new education level, you will no longer be able to update the record for the previous education level.

Note: You cannot cancel the Initial record of a student who is requesting a change of education level. You must cancel the change of education level request through the Active record (Section 2.4.5.2.6.1, Cancel Change of Education Level).

Perform the following steps to change a student's education level:

1. From the *Student Information* screen, click the **Change Education Level** link. The *Create I-20 for Change Education Level* screen displays summary data for the student.

2. Below is a list of the fields/sections and a brief description of, or explanation for, each field/section. An * (asterisk) precedes the fields/sections that must be completed.

Field/Section	Description/Explanation
1. *** Education Level**	Select the new level of education pursued by the student from the drop-down list.
2. *** Primary Major Code**	Enter the student's Primary Major code or use the Search function to select the code, as follows: 1. Click the **Select** button. The *Primary Major Selection* screen displays. 2. Enter the major/minor name or enter a minimum of three letters of the major/minor preceded and/or followed by the * (asterisk) wildcard. 3. Click the **Search** button to display a list of majors and minors. The following is an example of what displays: Appendix F, Lookup Tables for the Student and Exchange Visitor Information System Batch Interface, of the API document for the SEVIS Batch Interface contains

Field/Section	Description/Explanation
	a complete listing of the categories and major/minor codes and is located at http://www.ice.gov/sevis/schools/batch.htm.
	4. Click the code to the left of the major/minor. The selected major code displays on the *Create I-20 for Change Education Level* screen.
3. *** Secondary Major Code**	Some students have a secondary major, usually in a related field. Use this field to select the student's second major. To complete this field, follow the instructions given for the **Primary Major Code** field (2). If the student has no secondary major, either enter 00.0000 in the field or click the **No Secondary Major** button.
4. *** Minor Code**	This field is used to select the student's minor field of study, if applicable. To complete this field, follow the instructions given for the **Primary Major Code** field (2). If the student has no minor, either enter 00.0000 in the field or click the **No Minor** button.
5. *** Normal Length of Study**	Enter the period of time, expressed in months, that a person would normally take to complete the program in which the student is enrolling.
6. *** New Program Start Date**	Enter the date on which the student is expected to begin his/her new education level.
7. *** New Program End Date**	Enter the expected date of completion of the actual academic program. (SEVIS will calculate the post-completion grace periods and any post-completion OPT separately.)
8. *** English Proficiency**	Select "**yes**" or "**no**" to indicate whether your school requires English proficiency. • If "**yes**," you must select "**yes**" or "**no**" to indicate whether the student is or is not proficient in the English language. • If "**no**," enter an explanation in the field provided (1,000 character limit) as to why the school does not require English proficiency.
9. *** Number of Months in Academic Term**	Select the length of the student's academic term, up to 12 months, from the drop-down list. This information is the basis for determining the student's expenses and funds for a term.
10. **Expenses**	Enter the student's expenses for one academic term. **Note:** All dollar amounts must be entered in SEVIS without

Field/Section	Description/Explanation
	commas and periods, and should be rounded to the nearest dollar. For example, $25,057.89 should be entered in SEVIS as 25058.
* Tuition and Fees	Enter the estimated average cost for tuition for the academic term. This field has a 10-character limit.
* Living Expenses	Enter the student's estimated total living expenses for one academic term. This field has a 10-character limit.
Expenses for Dependents	Enter the student's expenses for his/her dependents, if any, during one academic term. This field has a 10-character limit.
Other Costs	Enter an estimate of the student's miscellaneous expenses, if any, during one academic term. This field has a 10-character limit.
Specify Other Costs	If a figure is given for **Other Costs**, an explanation must be provided. This field has a 1,000-character limit.
11. **Funding**	Enter the student's funding for one academic term. **Note:** The total amount in Section 11 must be equal to or greater than the total amount in Section 10. **Note:** All dollar amounts must be entered in SEVIS without commas and periods, and should be rounded to the nearest dollar. For example, $25,057.89 should be entered in SEVIS as 25058.
* Student's Personal Funds	Enter the personal funds available to the student in one academic term to defray his/her educational expenses. This field has a 10-character limit.
Funds From This School	Enter the amount of funding, if any, that the school will provide to the student in one academic term to help defray educational expenses. This field has a 10-character limit.
School Fund Type	If a number is entered in the **Funds From This School** field, an explanation must be provided. This field has a 1,000-character limit.
Funds From Other Sources	Enter the amount of funding, if any, that is available to the student during one academic term from sources not otherwise specified. This field has a 10-character limit.
Other Source Type	If a figure is entered in the **Funds From Other Sources** field, an explanation must be provided. This field has a 1,000-character limit.
On-Campus Employment	Enter the amount of funding, if any, the F-1 student will receive from on-campus employment. This field has a 10-

Field/Section	Description/Explanation
	character limit.
12. **Remarks**	Enter any applicable remarks regarding the student. This field has a 1,000-character limit.
	Note: Comments entered in any **Remarks** field throughout the Form I-20 will replace existing remarks and print in field 9 of the Form I-20.

3. After completing the fields, click one of the following buttons:

Reset Values	Click this button to clear all fields on the screen.
Submit	Click this button to create a Form I-20 for the new education level. The student will now have two records: one Initial and one Active.
Cancel	Click this button to cancel the action and return to the *Student Information* screen.

2.4.5.2.6.1 Cancel Change of Education Level

You cannot cancel the Initial record of a student who is requesting a change of education level. You must cancel the change of education level request through the Active record. Perform the following steps to cancel a student's change of education level request:

1. Perform a search to locate the appropriate student's record (Section 2.4.4.1, Search for Student Records). On the *Search Results* screen, you will notice that there are two records for this student: one Active and one Initial.

2. Click the appropriate link in the **Family Name** column to access the student's *Active* record. The *Student Information* screen displays.

3. Click the **Cancel Change Education Level** link in the **Actions** menu. The *Cancel Change Education Level* screen displays.

4. Enter any applicable comments in the **Remarks** field.

5. Click one of the following buttons:

Cancel Change Education Level	Click this button to cancel the student's change of education level request. A success screen displays. Click the **Return to View Record** button to return to the *Student Information* screen. The student's Initial record (for the new education level) is now deactivated.
Reset Values	Click this button to clear any entries made in the **Remarks** field.
Cancel	Click this button to return to the *Student Information* screen without taking any action on the student's record.

2.4.5.2.7 COMPLETE PROGRAM

The Complete Program process is used to indicate that a student has graduated or completed his/her course of study. This will change the student's status to Completed. A PDSO or DSO should only perform this update in cases where a student has completed his/her stay in the United States and has departed or will depart in the immediate future. No further action can be taken once this update is made, aside from applying for reinstatement. If a student plans to graduate earlier than expected, the PDSO or DSO should update the program end date (select the **Shorten Program** link on the *Student Information* screen) rather than changing the student's status to Completed. Section 2.4.5.2.14, Shorten Program, provides instructions on shortening a student's program.

Note: If a school official does not actively change the student's status to Completed, SEVIS will automatically change the record of an active student to Completed based on the program end date identified on the student's Form I-20. For F students, status will change to Completed 60 days past the Form I-20 program end date or 60 days past the completion of OPT, whichever is later. For M students, status will change to Completed 30 days past the program end date or 30 days past OPT, whichever is later.

Perform the following steps to complete a student's program:

1. From the *Student Information* screen, click the **Complete Program** link. The *Complete Program* screen displays with the student's basic personal and program information.

2. Enter any comments in the **Remarks** field regarding why you are completing the student's program. This field is optional and has a 1,000-character limit.

   Note: Comments entered in any **Remarks** field throughout the electronic Form I-20 will overwrite existing remarks and will print in field 9 of the printed Form I-20.

3. After reviewing the information and entering any optional comments, click one of the following buttons:

Complete Program	Click this button to complete the process and complete the student's program. A message displays requesting that you confirm the action. Click **Yes** to complete the student's program. Click **No** to cancel the action and return to the *Student Information* screen. If you click **Yes**, a message displays indicating that the update was successful. Click the **Return to View Record** button to view the student's SEVIS record.
Reset Values	Click this button to clear any entries in the **Remarks** field.
Cancel	Click this button to cancel the action and return to the *Student Information* screen.

2.4.5.2.8 CREATE FORM I-20 (FOR TRANSFER)

This option is available for Transfer In students only. (Section 2.4.5.2.8.1, Additional Transfer In Information, provides additional information regarding the transfer in process.) A PDSO or DSO may use this link to create the Form I-20 for F students transferring in from a SEVIS school once the transfer release date is reached. It is also used to create the Form I-20 for M students as soon as the transfer-out school makes the Transfer Out update.

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

1. From the *Student Information* screen, click the **Create I-20** link. The *Create I-20 for Transfer (Page 1)* screen displays with some of the student's basic information already filled in. Exhibit 20, Create I-20 for Transfer (Page 1) Screen, depicts a sample of this screen.

Exhibit 20: Create I-20 for Transfer (Page 1) Screen

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

Section/Field	Description/Explanation
* **Visa Type**	The only valid visa types for SEVIS students are F-1 for academic students and M-1 for vocational. (Dependent spouses and children of F-1 and M-1 students are F-2 and M-2 dependents respectively, and are added to a student's record later in the Form I-20 creation process.) **Note:** This field is pre-populated by SEVIS and cannot be updated.
* 1. **Family Name**	Enter the surname or last name of the student. This field has a 40-character limit. **Note:** This field is pre-populated by SEVIS. This field can be edited if necessary.
2. **First Name**	Enter the first name of the student. This field has a 40-character limit. **Note:** This field is pre-populated by SEVIS if the information was completed on the original Form I-20. This field can be edited if necessary.
3. **Middle Name**	Enter the middle name of the student. This field has a 40-character limit. **Note:** This field is pre-populated by SEVIS if the information was completed on the original Form I-20. This field can be edited if necessary.
4. **Suffix**	If applicable, select a title from the drop-down list, such as Junior, that may display at the end of a person's name. **Note:** This field is pre-populated by SEVIS if the information was completed on the original Form I-20. This field can be edited if necessary.
* 5. **Date of Birth**	Enter the student's date of birth in MM/DD/YYYY format. **Note:** This field is pre-populated by SEVIS. This field can be edited if necessary.
* 6. **Gender**	Select the student's gender from the drop-down list. **Note:** This field is pre-populated by SEVIS. This field can be edited if necessary.
* 7. **Country of Birth**	Select the name of the country in which the student was

Section/Field	Description/Explanation
	born from the drop-down list. **Note:** This field is pre-populated by SEVIS. This field can be edited if necessary.
* 8. **Country of Citizenship**	Select the name of the country in which the student maintains citizenship from the drop-down list. **Note:** This field is pre-populated by SEVIS. This field can be edited if necessary.
9. **Driver's License Number**	For students already in the United States, enter the student's driver's license number assigned by the state that issued the license. This field has a 30-character limit. Completion of this field is optional. **Note:** This field is pre-populated by SEVIS if the information was completed on the original Form I-20. This field can be edited if necessary.
10. **Driver's License Issue State**	Select from the drop-down list the state that issued the driver's license to the student, if applicable. Completion of this field is optional. **Note:** This field is pre-populated by SEVIS if the information was completed on the original Form I-20. This field can be edited if necessary.
11. **Social Security Number**	Enter the student's Social Security number. This field has a nine-character limit. Completion of this field is optional. **Note:** This field is pre-populated by SEVIS if the information was completed on the original Form I-20. This field can be edited if necessary.
12. **Individual Taxpayer ID Number**	Enter the taxpayer ID for students who are employed or have such an ID. This field has a nine-character limit. Completion of this field is optional. **Note:** This field is pre-populated by SEVIS if the information was completed on the original Form I-20. This field can be edited if necessary.

Section/Field	Description/Explanation
* 13. **Foreign Address**	**Note:** If the student is a commuter student whose country of citizenship is Mexico or Canada, click the **Commuter Student** check box. The U.S. address is not required for these students. However, if the student has a U.S. address, it should be entered below in section 14, U.S. Address. Enter the student's foreign address. All nonimmigrant students must have a foreign address, even if they are currently in the United States. **Note:** This field is pre-populated by SEVIS. This field can be edited if necessary.
14. **U.S. Address**	Enter the student's U.S. address.
* 15. **Education Level**	Select the level of education pursued by the student from the drop-down list. **Note:** Once the Form I-20 has been submitted, this field may not be updated for M-1 students. **Note:** This field is pre-populated by SEVIS. This field can be edited for F-1 students, if necessary.
* 16. **Primary Major Code**	Enter the student's Primary Major code or use the Search function to select the code, as follows: 1. Click the **Select** button. The *Primary Major Selection* screen displays. 2. Enter the major/minor name or enter a minimum of three letters of the major/minor preceded and/or followed by the * (asterisk) wildcard. 3. Click the **Search** button to display a list of majors and minors. The following is an example of what displays:

Section/Field	Description/Explanation
	Major/Minor : 22.0201 Advanced Legal Research/Studies, General (LL.M., M.C.L., M 45.0301 Archeology 15.1303 Architectural Drafting and Architectural CAD/CADD 14.0401 Architectural Engineering 15.0101 Architectural Engineering Technology/Technician 04.0801 Architectural History and Criticism, General (NEW) 04.0901 Architectural Technology/Technician (NEW) 04.0201 Architecture (BArch, BA/BS, MArch, MA/MS, PhD) 04.9999 Architecture and Related Services, Other 30.2202 Classical, Ancient Mediterranean and Near Eastern Studies 13.0699 Educational Assessment, Evaluation, and Research, Other 13.0601 Educational Evaluation and Research 13.0603 Educational Statistics and Research Methods 04.0401 Environmental Design/Architecture 04.0501 Interior Architecture 04.0601 Landscape Architecture (BS, BSLA, BLA, MSLA, MLA, PhD) 22.0299 Legal Research and Advanced Professional Studies, Oth 52.1402 Marketing Research 03.0199 Natural Resources Conservation and Research, Other (Naval Architecture and M neering erations Research Applied tion Appendix F, Lookup Tables for the Student and Exchange Visitor Information System Batch Interface, of the API document for the SEVIS Batch Interface contains a complete listing of the categories and major/minor codes and is located at http://www.ice.gov/sevis/schools/batch.htm. 4. Click the code to the left of the major/minor. The selected major code displays on the *Create I-20 for Transfer (Page 1)* screen.
* 17. **Secondary Major Code**	Some F-1 students have a secondary major, usually in a related field. Use this field to select the student's second major. To complete this field, follow the instructions given for the **Primary Major Code** field (16). If the student has no secondary major, either enter 00.0000 in the field or click the **No Secondary Major** button.
* 18. **Minor Code**	This field is used to select the F-1 student's minor field of study, if applicable. To complete this field, follow the instructions given for the **Primary Major Code** field (16). If the student has no minor, either enter 00.0000 in the field or click the **No Minor** button.
* 19. **Normal Length of Study**	Enter the period of time, expressed in months, that a person would normally take to complete the program in which the student is enrolling.
* 20. **Program Start Date**	Enter the date on which the student is expected to begin his/her program. **Note:** Once the Form I-20 has been submitted to SEVIS, this field cannot be updated.

Section/Field	Description/Explanation
* 21. **Program End Date**	Enter the expected date of completion of the actual academic or vocational program. (SEVIS will calculate the post-completion grace periods and any post-completion OPT separately.)
* 22. **English Proficiency**	Select "**yes**" or "**no**" to indicate whether your school requires English proficiency. • If "**yes**," you must select "**yes**" or "**no**" to indicate whether the student is or is not proficient in the English language. • If "**no**," enter an explanation in the field provided (1,000 character limit) as to why the school does not require English proficiency.

3. After you have completed the screen, click one of the following buttons:

Reset Values	Click this button to return all new entries on the page to their previous values.
Next	Click this button to advance to the next screen in order to complete the transfer in process.
Cancel	Click this button to cancel the action and return to the *Student Information* screen.

4. Complete Page 2 of the *Create I-20 for Transfer* screen. Exhibit 21, Create I-20 for Transfer (Page 2) Screen, depicts a sample of this screen.

Exhibit 21: Create I-20 for Transfer (Page 2) Screen

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

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

Section/Field	Description/Explanation
Other Costs	Enter an estimate of the student's miscellaneous expenses, if any, during one academic term. This field has a 10-character limit.
Specify Other Costs	If a figure is given for **Other Costs**, an explanation must be provided. This field has a 1,000-character limit; however, the printed Form I-20 has limited space and all comments may not appear on the printed Form.
25. **Funding**	Enter the student's funding for one academic term. **Note:** The total amount in Section 25 must be equal to or greater than the total amount in Section 24. **Note:** All dollar amounts must be entered in SEVIS without commas and periods, and should be rounded to the nearest dollar. For example, $25,057.89 should be entered in SEVIS as 25058.
* **Student's Personal Funds**	Enter the personal funds available to the student in one academic term to defray his/her educational expenses. This field has a 10-character limit.
Funds From This School	Enter the amount of funding, if any, that the school will provide to the student in one academic term to help defray educational expenses. This field has a 10-character limit.
School Fund Type	If a number is entered in the **Funds From This School** field, an explanation must be provided. This field has a 1,000-character limit; however, the printed Form I-20 has limited space and all comments may not appear on the printed Form.
Funds From Other Sources	Enter the amount of funding, if any, that is available to the student during one academic term from sources not otherwise specified. This field has a 10-character limit.
Other Source Type	If a figure is entered in the **Funds From Other Sources** field, an explanation must be provided. This field has a 1,000-character limit.
On-Campus Employment	Enter the amount of funding, if any, the F-1 student will receive from on-campus employment. This field has a 10-character limit.

Section/Field	Description/Explanation
26. **Remarks**	Enter any applicable remarks regarding the student. This field has a 1,000-character limit. **Note:** Comments entered in any **Remarks** field throughout the electronic Form I-20 will overwrite existing remarks and will print in field 9 of the printed Form I-20.

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

Prev (Previous)	Click this button to return to the previous page of the Form I-20. **WARNING:** Be sure to save the data entered on this page before selecting the **Prev** button. If you do not save first, the new data that you entered on this page will be lost.
Reset Values	Click this button to clear all fields on the screen.
Submit	Click this button to submit the updated Form I-20 for the transfer-in student. A message displays indicating that the submission was successful. Click the **Print I-20** button to print a copy of the Form I-20. Then give the printed copy to the student for his/her records. Click **OK** to view the student's SEVIS record.
Cancel	Click this button to cancel the action and return to the *Student Information* screen.
Save Draft	Click this button to save the data that you have entered on this page.
Print Draft I-20	Click this button to print a draft copy of the Form I-20. Printing a draft enables you to review a paper copy of all of the data saved thus far.

2.4.5.2.8.1 Additional Transfer In Information

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

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

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

- Family Name
- First Name
- Date of Birth
- Gender
- Country of Birth
- Country of Citizenship
- Education Level (M-1 students only)
- Driver's License Number and Issue State
- Social Security number
- Individual Taxpayer ID
- Foreign Address
- Visa Number and Visa Issuance Post Code
- Passport Number

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

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

In SEVIS, the transfer-in request for an M-1 student displays as Pending on the *Student Information* screen and on the *Students in Transfer Status* list. Once the adjudication result is received from the Service Center, the result displays on the *Student Information* screen and the *Service Center Adjudication* alert list. The result displays on the *Service Center Adjudication* alert list for 30 days after the Service Center decision date. **Note:** An M-1 student can be registered at the Transfer-in school prior to the Service Center's adjudication of the transfer request. If the transfer is denied, the student will be terminated at the transfer-in school.

2.4.5.2.9 DEFER ATTENDANCE

A PDSO or DSO can defer attendance for a student prior to a student's initial registration as long as the student has not entered the United States. The DHS regulations do not allow for deferred attendance in cases where the student has already entered through the port of entry. To defer

attendance, you must update the student's program start date and, if appropriate, the program end date.

Perform the following steps to defer attendance for a student:

1. From the *Student Information* screen, click the **Defer Attendance** link. The *Defer Attendance* screen displays with the student's basic personal and program information. Exhibit 22, Defer Attendance Screen, provides a sample of this screen.

Exhibit 22: Defer Attendance Screen

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

Section/Field	Description/Explanation
* 1. **New Program Start Date**	Enter the student's new program start date in MM/DD/YYYY format.
* 2. **New Program End Date**	Enter the student's new program end date in MM/DD/YYYY format.
3. **Remarks**	Enter any optional remarks about the student. This field has a 1,000-character limit.
	Note: Comments entered in any **Remarks** field

Section/Field	Description/Explanation
	throughout the electronic Form I-20 will overwrite existing remarks and will print in field 9 of the printed Form I-20.

3. After you have completed the screen, click one of the following buttons:

Defer Attendance	Click this button to complete the process. A message displays indicating that the update was successful. Click the **Print I-20** button to print an updated copy of the Form I-20. Then give the printed copy to the student for his/her records. Click the **Return to View Record** button to view the student's SEVIS record.
Reset Values	Click this button to clear all fields on the screen.
Cancel	Click this button to cancel the action and return to the *Student Information* screen.

2.4.5.2.10 DISCIPLINARY ACTION

The Disciplinary Action option is available for students in an Active status and is used to indicate that disciplinary action was taken against the student due to the student being convicted of a crime. This update will not affect the student's status.

To record a disciplinary action against a student, perform the following steps:

1. From the *Student Information* screen, click the **Disciplinary Action** link. The *Disciplinary Action* screen displays with the student's basic personal and program information.

2. On the *Disciplinary Action* screen, you must click to place a check mark in **The Student has had Disciplinary Action taken as a result of being Convicted of a Crime** check box and enter remarks in the **Explanation** text box. This update will not affect the student's status.

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

Submit Action	Click this button to complete the process and submit the disciplinary action against the student's record. A message displays indicating that the update was successful. Click the **Return to View Record** button to view the student's SEVIS record.
Reset Values	Click this button to clear all fields on the screen.
Cancel	Click this button to cancel the action and return to the *Student Information* screen.

2.4.5.2.11 EXTEND PROGRAM

The *Extend Program* screen allows you to change a student's program end date to reflect that additional time is needed to complete the course due to medical or academic circumstances.

Note: PDSOs and DSOs must request a program extension for an F-1 student prior to the student's current program end date. Program extensions for M-1 students must be requested no sooner than 60 days and no later than 15 days before his/her program end date.

For F-1 students, this update does not require DHS adjudication. However, for M-1 students, the Service Center must adjudicate an extension request. Once the M-1 extension request is made in SEVIS, the Form I-20 indicating this request should be printed and sent to the Service Center along with the other necessary documentation and forms.

For an M-1 extension request, once the update is made, the extension displays as a pending request on both the student list and the individual *Student Information* screen. Once the adjudication result is received from the Service Center, the result also displays on the *Student Information* screen and the *Service Center Adjudication* alert list. The result displays on the *Service Center Adjudication* alert list until 30 days after the Service Center decision date.

Perform the following steps to extend a student's program:

1. From the *Student Information* screen, click the **Extend Program** link. The *Extend Program* screen displays with the student's basic personal and program information.

2. On the *Extend Program* screen, enter the new program end date in MM/DD/YYYY format. (For M-1 students, this date may not be more than 3 years from the original program start date or 1 year from the current program end date.)

3. Enter an explanation for the medical or academic circumstances that necessitate an extension in the available text box.

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

Extend Program	Click this button to complete the process and extend the student's program. A message displays indicating that the update was successful.
	For M-1 students, click the **Print I-20** button and send a copy of the Form I-20 to the Service Center along with the other necessary documentation and forms.
	Click the **Return to View Record** button to view the student's SEVIS record.
	The Additional Information for M-1 Extension Requests section below provides further details for M-1 students.
Reset Values	Click this button to clear all fields on the screen.
Cancel	Click this button to cancel the action and return to the *Student Information* screen.

Additional Information for M-1 Extension Requests

When printing a Form I-20 for an M-1 with a Requested or Pending status extension request, the system prints the requested extended program end date in Field 5 and "Program Extension Requested" or "Program Extension Pending" in Field 3 (along with "Continued Attendance at This School") depending on the request status. When printing a Form I-20 for an M-2 whose associated student has a Requested or Pending status extension request, the system prints the requested extended program end date in Field 5 and "Program Extension Requested" or "Program Extension Pending" in Field 3 (along with "Use by Dependents for Entering United States"), depending on the request status.

SEVIS allows you to view or request a change to the status of a request for M-1 extension that has not been adjudicated (that is, it is in Requested or Pending status). Additionally, a PDSO or DSO may cancel a request in Requested status. Section 2.4.5.2.2, Cancel Extend Program for an M-1 Student, provides direction for canceling a program extension request for an M-1 student.

2.4.5.2.12 REGISTRATION

Registration is the process of entering the required data when a student who has been issued a Form I-20 for attendance appears at the school and enrolls in classes. This SEVIS registration activates an initial student's record in the system, which means that the student record changes from Initial to Active status. Each student who is issued a Form I-20 for initial attendance must be registered in SEVIS once he/she arrives and is enrolled in the program. SEVIS registration should not be performed prior to the student's arrival and program registration at the institution.

Note: In addition to the initial registration action, a PDSO or DSO must update a student's record each term or session to indicate that the student is enrolled for that semester, and to indicate the next term or session start date. This update can be completed each term or session by opening the active student's record and following the update procedures defined below.

Note: You should encourage students to keep you updated as to their whereabouts (vacation, etc.) to ensure that their SEVIS records are kept current. If the student records are not properly maintained, adverse actions may occur to the records, see Section 2.5, Alerts.

The following guidelines apply to student registration:

- Once the student is initially registered at the school, and is in Active status, a PDSO or DSO must update the student's record each term or session to indicate that the active student is still enrolled at the school. The session dates are entered in the student's record for each term or session at the time of this update. A student whose record has not been updated to reflect this per term registration will display on an alert list.

- If the student being registered is an F-1 student currently transferring into the school, the transfer is marked Complete.

- If the student being registered is an M-1 student transferring into the school, you may register the student. However, the transfer will not be marked as Complete until the

adjudication result from the Service Center is received. If the student registers prior to receipt of the adjudication result, and the final result is "denied," the student's record is terminated. If the adjudication result is approved, the student's transfer is marked Complete.

Note: Each student must be registered in SEVIS in order to be changed from Initial to Active status. SEVIS will cancel (if the student *has not* entered the United States) or terminate (if the student *has* entered the United States) the record if no registration event occurs once the program start date has passed. For students in Active status, if no registration update is made within the required time frame each semester, the student's record is terminated. Active students whose session dates need to be updated will display in the *Active Students Requiring Registration Update* alert list.

To complete the initial registration or update a student's record, perform the following steps:

1. On the *Listing of Schools* screen, click the **Student Lists** link to the right of the name of the campus where the student has enrolled. The system displays the *Student Lists* screen for this campus, as shown in Exhibit 23, Student Lists Screen.

Exhibit 23: Student Lists Screen
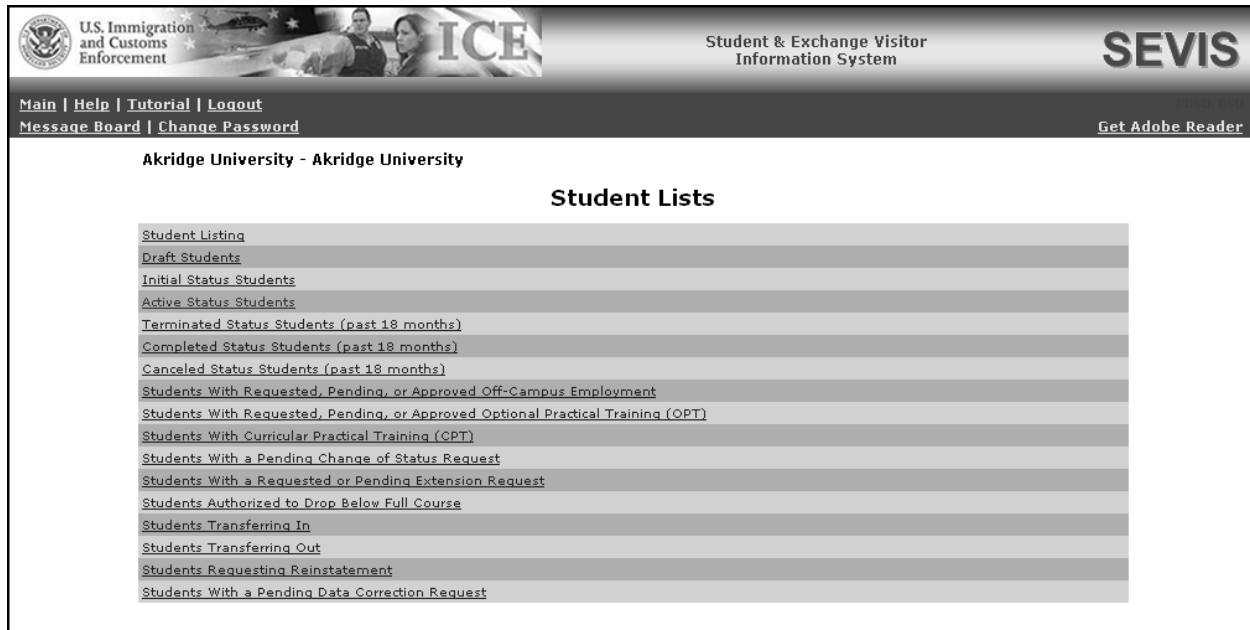
2. Click the **Initial Status Students** link to view the list of all students whose Form I-20 status is currently Initial. Alternately, click the **Alerts** link to the right of your school and then click the **Active Students Requiring Registration** link to view the list of all Active students requiring registration.

3. Click the name of the student whose record you wish to update. The *Student Information* screen for the selected student displays.

4. Click the **Registration** link on the **Actions** menu. Exhibit 24, Registration Screen, is an example of the screen that displays.

Exhibit 24: Registration Screen

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

Note: Fields for which data have already been received via other Government agencies are read-only and may not be edited.

Section/Field	Description/Explanation
* 1. **Current Session End Date**	Enter the date on which the student's current academic session ends in MM/DD/YYYY format. The current session end date must be within the program start/end dates and less than or equal to the next session start date.
* 2. **Next Session Start Date**	Enter the date on which the student's next academic session begins in MM/DD/YYYY format. The next session start date must be on or after today's date. **Note:** If this is the student's last session, click **The Student Is in the Last Session of His/Her Program** check box and leave the **Next Session Start Date** field blank.
* 3. **U.S. Address**	Enter the student's U.S. address. **Note:** If the student is a commuter student whose country of citizenship is Mexico or Canada, click in the **Commuter Student** check box. The U.S. address is not required for these students. However, if the student has a U.S. address, it should be entered.
* 4. **Foreign Address**	Enter the student's foreign address. All nonimmigrant students must have a foreign address, even if they are currently in the United States.
5. **Passport Number**	Enter the student's passport number.
6. **Passport Issuing Country**	From the drop-down list, select the name of the country that issued the student the passport.
7. **Passport Expiration Date**	Enter the expiration date for the student's passport in MM/DD/YYYY format.
8. **Visa Number**	Enter the student's visa number.
9. **Post/Country of Visa Issuance**	From the drop-down list, select the name of the city and country in which a Department of State office issued the student's visa.
10. **Visa Expiration Date**	Enter the expiration date of the student's visa in MM/DD/YYYY format.

Section/Field	Description/Explanation
11. **Admission Number**	Enter the DHS-assigned number given to the student when he/she entered the United States and was admitted upon review by a DHS inspections officer. The admission number can be located on the student's I-94 entry document. This field has an 11-character limit. Completion of this field is optional. **Note:** Only students who have already been admitted to the United States will have an admission number.
12. **Port of Entry**	From the drop-down list, select the name of the town or city through which a nonimmigrant entered the United States.
13. **Date of Entry**	Enter the date on which a nonimmigrant student or dependent entered the United States in MM/DD/YYYY format.
14. **Remarks**	Enter any applicable remarks regarding the student. This field has a 1,000-character limit. **Note:** Comments entered in any **Remarks** field throughout the electronic Form I-20 will overwrite existing remarks and will print in field 9 of the printed Form I-20.

6. Review the information and click one of the following buttons:

Update Information	Click this button to confirm the student's registration. A message displays indicating that the update was successful. Click the **Print I-20** button to print an updated copy of the Form I-20. Then give the printed copy to the student for his/her records. Click the **Return to View Record** button to view the student's SEVIS record.
Reset Values	Click this button to return all new entries on the page to their previous values.
Cancel	Click this button to cancel the registration process and return to the *Student Information* screen.

2.4.5.2.13 REQUEST REINSTATEMENT

The PDSO or DSO can request reinstatement for a student whose current status is Completed or Terminated and who is not in Transferred status. After completing the reinstatement screens and printing the updated Form I-20, send it and other appropriate Forms to DHS. The *Confirmation* screen provides a link to the DHS web page to assist you in determining where to send the

documentation. DHS adjudicates the reinstatement request through SEVIS. The PDSO and the DSO who submitted the reinstatement request are notified of DHS' decision via email. The student is notified by mail.

Note: If the student has been out of status for more than 5 months, you must provide a substantial reason for the delay in requesting reinstatement.

Note: If the student is being reinstated into a program that has a future start date, the student record is placed in Initial status upon DHS approval of the reinstatement, and a PDSO or DSO must register the student at a later date. If the student is being reinstated into a program as a continuing student (meaning that the student's program start date is in the past), the student record is placed into Active status upon DHS approval of the reinstatement. You must then update the student's session registration dates within 30 days.

Perform the following steps to request reinstatement for a student:

1. On the *Student Information* screen, click the **Reinstate Student** link. The *Student Reinstatement (Page 1)* screen displays with the student's current information already filled in. Exhibit 25, Student Reinstatement (Page 1) Screen, depicts a sample of this screen.

Exhibit 25: Student Reinstatement (Page 1) Screen

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

Section/Field	Description/Explanation
* **Visa Type**	The only valid visa types for SEVIS students are F-1 for academic students and M-1 for vocational. (Dependent spouses and children of F-1 and M-1 students are F-2 and M-2 dependents respectively, and are added to a student's record later in the Form I-20 creation process.) **Note:** This field is pre-populated by SEVIS.
* 1. **Family Name**	Enter the surname or last name of the student. This field has a 40-character limit. **Note:** This field is pre-populated by SEVIS. This field can be edited if necessary.
2. **First Name**	Enter the first name of the student. This field has a 40-character limit. **Note:** This field is pre-populated by SEVIS if the information was completed on the original Form I-20. This field can be edited if necessary.
3. **Middle Name**	Enter the middle name of the student. This field has a 40-character limit. **Note:** This field is pre-populated by SEVIS if the information was completed on the original Form I-20. This field can be edited if necessary.
4. **Suffix**	If applicable, select a title from the drop-down list, such as Junior, that may display at the end of a person's name. **Note:** This field is pre-populated by SEVIS if the information was completed on the original Form I-20. This field can be edited if necessary.
* 5. **Date of Birth**	Enter the student's date of birth in MM/DD/YYYY format. **Note:** This field is pre-populated by SEVIS. This field can be edited if necessary.
* 6. **Gender**	Select the student's gender from the drop-down list. **Note:** This field is pre-populated by SEVIS. This field can be edited if necessary.

Section/Field	Description/Explanation
* 7. **Country of Birth**	Select the name of the country in which the student was born from the drop-down list. **Note:** This field is pre-populated by SEVIS. This field can be edited if necessary.
* 8. **Country of Citizenship**	Select the name of the country in which the student maintains citizenship from the drop-down list. **Note:** This field is pre-populated by SEVIS. This field can be edited if necessary.
9. **Driver's License Number**	For students already in the United States, enter the student's driver's license number assigned by the state that issued the license. This field has a 30-character limit. Completion of this field is optional. **Note:** This field is pre-populated by SEVIS if the information was completed on the original Form I-20. This field can be edited if necessary.
10. **Driver's License Issue state**	Select from the drop-down list the state that issued the driver's license to the student, if applicable. Completion of this field is optional. **Note:** This field is pre-populated by SEVIS if the information was completed on the original Form I-20. This field can be edited if necessary.
11. **Social Security Number**	Enter the student's Social Security number. This field has a nine-character limit. Completion of this field is optional. **Note:** This field is pre-populated by SEVIS if the information was completed on the original Form I-20. This field can be edited if necessary.
12. **Individual Taxpayer ID Number**	Enter the taxpayer ID for students who are employed or have such an ID. This field has a nine-character limit. Completion of this field is optional. **Note:** This field is pre-populated by SEVIS if the information was completed on the original Form I-20. This field can be edited if necessary.

Section/Field	Description/Explanation
* 13. **Foreign Address**	**Note:** If the student is a commuter student whose country of citizenship is Mexico or Canada, click in the **Commuter Student** check box. The U.S. address is not required for these students. However, if the student has a U.S. address, it should be entered below, in section 14, **U.S. Address**.
	Enter the student's foreign address. All nonimmigrant students should have a foreign address, even if they are currently in the United States.
	Note: This field is pre-populated by SEVIS. This field can be edited if necessary.
14. **U.S. Address**	Enter the student's U.S. address.
	Note: This field is pre-populated by SEVIS. This field can be edited if necessary.
* 15. **Education Level**	Select the level of education pursued by the student from the drop-down list.
	Note: Once the Form I-20 has been submitted, this field may not be updated for M students.
	Note: This field is pre-populated by SEVIS. This field can be edited for F-1 students if necessary.
* 16. **Primary Major Code**	Enter the student's Primary Major code or use the Search function to select the code, as follows:
	1. Click the **Select** button. The *Primary Major Selection* screen displays.
	2. Enter the major/minor name or enter a minimum of three letters of the major/minor preceded and/or followed by the * (asterisk) wildcard.
	3. Click the **Search** button to display a list of majors and minors. The following is an example of what displays:

Section/Field	Description/Explanation
	Major/Minor : 22.0201 Advanced Legal Research/Studies, General (LL.M., M.C.L., M 45.0301 Archeology 15.1303 Architectural Drafting and Architectural CAD/CADD 14.0401 Architectural Engineering 15.0101 Architectural Engineering Technology/Technician 04.0801 Architectural History and Criticism, General (NEW) 04.0901 Architectural Technology/Technician (NEW) 04.0201 Architecture (BArch, BA/BS, MArch, MA/MS, PhD) 04.9999 Architecture and Related Services, Other 30.2202 Classical, Ancient Mediterranean and Near Eastern Studies 13.0699 Educational Assessment, Evaluation, and Research, Other 13.0601 Educational Evaluation and Research 13.0603 Educational Statistics and Research Methods 04.0401 Environmental Design/Architecture 04.0501 Interior Architecture 04.0601 Landscape Architecture (BS, BSLA, BLA, MSLA, MLA, PhD) 22.0299 Legal Research and Advanced Professional Studies, Oth 52.1402 Marketing Research 03.0199 Natural Resources Conservation and Research, Other (Naval Architecture and M~~~~~~~~~neering ~~~~erations Researc~~~~ ~~~~Applied ~~~~~~~~~tion Appendix F, Lookup Tables for the Student and Exchange Visitor Information System Batch Interface, of the API document for the SEVIS Batch Interface contains a complete listing of the categories and major/minor codes and is located at http://www.ice.gov/sevis/schools/batch.htm. 4. Click the code to the left of the major/minor. The selected major code displays on the *Student Reinstatement (Page 1)* screen.
* 17. **Secondary Major Code**	Some students have a secondary major, usually in a related field. Use this field to select the student's second major. To complete this field, follow the instructions given for the **Primary Major Code** field (16). If the student has no secondary major, either enter 00.0000 in the field or click the **No Secondary Major** button. **Note:** This field is pre-populated by SEVIS if the information was completed on the original Form I-20. This field can be edited if necessary.
* 18. **Minor Code**	This field is used to select the student's minor field of study, if applicable. To complete this field, follow the instructions given for the **Primary Major Code** field (16). If the student has no minor, either enter 00.0000 in the field or click the **No Minor** button. **Note:** This field is pre-populated by SEVIS if the information was completed on the original Form I-20. This field can be edited if necessary.

Section/Field	Description/Explanation
* 19. **Normal Length of Study**	Enter the period of time, expressed in months, that a person would normally take to complete the program in which the student is enrolling. **Note:** This field is pre-populated by SEVIS. This field can be edited if necessary.
* 20. **Program Start Date**	Enter the date on which the student is expected to begin his/her program. **Note:** Once the Form I-20 has been submitted to SEVIS, this field cannot be updated at any time, unless a PDSO or DSO defers the attendance of an Initial status student that has not yet entered the United States. **Note:** This field is pre-populated by SEVIS. This field can be edited if necessary.
* 21. **Program End Date**	Enter the date of completion of the actual academic or vocational program. (SEVIS will calculate the post-completion grace periods and any post-completion OPT separately.) **Note:** This field is pre-populated by SEVIS. This field can be edited if necessary.
* 22. **English Proficiency**	Select "**yes**" or "**no**" to indicate whether your school requires English proficiency. • If "**yes**," you must select "**yes**" or "**no**" to indicate whether the student is or is not proficient in the English language. • If "**no**," enter an explanation in the field provided (1,000 character limit) as to why the school does not require English proficiency. **Note:** This field is pre-populated by SEVIS. This field can be edited if necessary.

3. After you have completed the screen, click one of the following buttons:

Reset Values	Click this button to return all new entries on the page to their previous values.
Next	Click this button to advance to the next screen in order to continue in the process of completing the reinstatement request.
Cancel	Click this button to cancel the action and return to the *Student Information* screen.

4. Complete Page 2 of the *Student Reinstatement* screen. Exhibit 26, Student Reinstatement (Page 2) Screen, depicts a sample of this screen.

Exhibit 26: Student Reinstatement (Page 2) Screen

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

Section/Field	Description/Explanation
* 23. **Number of Months in Academic Term**	Select the length of the student's academic term, up to 12 months, from the drop-down list. This information is the basis for determining the student's expenses and funds for a term. **Note:** This field is pre-populated by SEVIS. This field can be edited if necessary.
24. **Expenses**	Enter the student's expenses for one academic term. **Note:** All dollar amounts must be entered in SEVIS without commas and periods, and should be rounded to the nearest dollar. For example, $25,057.89 should be entered in SEVIS as 25058.

Section/Field	Description/Explanation
* **Tuition and Fees**	Enter the estimated average cost for tuition for the academic term. This field has a 10-character limit. **Note:** This field is pre-populated by SEVIS. This field can be edited if necessary.
* **Living Expenses**	Enter the student's estimated total living expenses for one academic term. This field has a 10-character limit. **Note:** This field is pre-populated by SEVIS. This field can be edited if necessary.
Expenses for Dependents	Enter the student's expenses for his/her dependents, if any, during one academic term. This field has a 10-character limit. **Note:** This field is pre-populated by SEVIS if the information was completed on the original Form I-20. This field can be edited if necessary.
Other Costs	Enter an estimate of the student's miscellaneous expenses, if any, during one academic term. This field has a 10-character limit. **Note:** This field is pre-populated by SEVIS if the information was completed on the original Form I-20. This field can be edited if necessary.
Specify Other Costs	If a figure is given for **Other Costs**, an explanation must be provided. This field has a 1,000-character limit; however, the printed Form I-20 has limited space and all comments may not appear on the printed Form. **Note:** This field is pre-populated by SEVIS if the information was completed on the original Form I-20. This field can be edited if necessary.
25. **Funding**	Enter the student's funding for one academic term. **Note:** The total amount in Section 25 must be equal to or greater than the total amount in Section 24. **Note:** All dollar amounts must be entered in SEVIS without commas and periods, and should be rounded to the nearest dollar. For example, $25,057.89 should be entered in SEVIS as 25058.
* **Student's Personal Funds**	Enter the personal funds available to the student in one academic term to defray his/her educational expenses. This field has a 10-character limit. **Note:** This field is pre-populated by SEVIS. This field can be edited if necessary.

Section/Field	Description/Explanation
Funds From This School	Enter the amount of funding, if any, that the school will provide to the student in one academic term to help defray educational expenses. This field has a 10-character limit. **Note:** This field is pre-populated by SEVIS if the information was completed on the original Form I-20. This field can be edited if necessary.
School Fund Type	If a number is entered in the **Funds From This School** field, an explanation must be provided. This field has a 1,000-character limit; however, the printed Form I-20 has limited space and all comments may not appear on the printed Form. **Note:** This field is pre-populated by SEVIS if the information was completed on the original Form I-20. This field can be edited if necessary.
Funds From Other Sources	Enter the amount of funding, if any, that is available to the student during one academic term from sources not otherwise specified. This field has a 10-character limit. **Note:** This field is pre-populated by SEVIS if the information was completed on the original Form I-20. This field can be edited if necessary.
Other Source Type	If a figure is entered in the **Funds From Other Sources** field, an explanation must be provided. This field has a 1,000-character limit. **Note:** This field is pre-populated by SEVIS if the information was completed on the original Form I-20. This field can be edited if necessary.
On-Campus Employment	Enter the amount of funding, if any, the F-1 student will receive from on-campus employment. This field has a 10-character limit. **Note:** This field is pre-populated by SEVIS if the information was completed on the original Form I-20. This field can be edited if necessary.

Section/Field	Description/Explanation
26. **Remarks**	Enter any applicable remarks regarding the student. This field has a 1,000-character limit.
	Note: Comments entered in any **Remarks** field throughout the electronic Form I-20 will overwrite existing remarks and will print in field 9 of the printed Form I-20.
	Note: This field is pre-populated by SEVIS if the information was completed on the original Form I-20. This field can be edited if necessary.

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

Prev (Previous)	Click this button to return to the previous page of the Form I-20. **WARNING:** Be sure to save the data entered on this page before selecting the **Prev** button. If you do not save first, the new data that you entered on this page will be lost.
Reset Values	Click this button to return all new entries on the page to their previous values.
Request Reinstatement	Click this button to complete the process and request reinstatement for the student. A message displays indicating that the update was successful. There is a link on this page to a DHS web page to assist you in determining the appropriate location to send the supporting documentation. Click the **Print I-20** button to print an updated copy of the Form I-20. Then give the printed copy to the student for his/her records. Click the **Return to View Record** button to view the student's SEVIS record.
Cancel	Click this button to cancel the action and return to the *Student Information* screen.

2.4.5.2.14 SHORTEN PROGRAM

The Shorten Program option is available when students are currently in Active status. The PDSO or DSO can update a student's program end date to reflect an early program end date. **Note:** For M-1 students, if you shorten the student's program by mistake, you are required to request an extension to correct the error. The extension request requires adjudication by DHS.

To shorten a student's program, perform the following steps:

1. From the *Student Information* screen, click the **Shorten Program** link. The *Shorten Program* screen displays with the student's basic personal and program information.

2. Enter the new program end date in MM/DD/YYYY format.

3. Enter any optional comments in the **Remarks** field. This field has a 1,000 character limit.

    Note: Comments entered in any **Remarks** field throughout the electronic Form I-20 will overwrite existing remarks and will print in Field 9 of the printed Form I-20.

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

Shorten Program	Click this button to complete the process and shorten the student's program. A message displays indicating that the update was successful. Click the **Print I-20** button to print an updated copy of the Form I-20. Then give the printed copy to the student for his/her records. Click the **Return to View Record** button to view the student's SEVIS record.
Reset Values	Click this button to clear all fields on the screen.
Cancel	Click this button to cancel the action and return to the *Student Information* screen.

2.4.5.2.15 TERMINATE STUDENT

The Terminate Student option is available when students are currently in Active or Initial status. For Active status students, the PDSO or DSO must terminate the student when the school official knows that the student has violated the terms of his/her status, or when the student terminates his/her program prior to completion under some other authorized circumstances.

For Initial status students, a school official is required to terminate the student if the official knows that the student has entered the United States to attend this school and the student failed to register within 30 days of the school's registration deadline. This is done by terminating the Initial status record for a reason of "No Show."

The system will automatically terminate an Initial status student with a termination reason of "No Show" under the following conditions:

- If the student's change of visa status is either pending or approved. For example, if the student is requesting to change from a B-1 visa status (worker) to an F-1 visa status (student) and it is 60 days past the student's program start date.

- The student has entered the country and has not registered at a school 60 days past the program start date.

- M-1 transfer is denied by the Service Center.

Note: You cannot terminate the Initial record of a student who is requesting a change of education level if the previous record is still Active. You must first terminate the Active record.

Perform the following steps to terminate a student:

1. From the *Student Information* screen, click the **Terminate Student** link. The *Terminate Student* screen displays with the student's basic personal and program information.

2. Select a termination reason from the drop-down list. Appendix F, Student/Dependent Termination Reasons, defines the available options.

3. If you selected **Otherwise Failing to Maintain Status**, enter an explanation in the text box provided.

4. Enter any optional comments in the **Remarks** field. This field has a 1,000-character limit.

    Note: Comments entered in any **Remarks** field throughout the electronic Form I-20 will overwrite existing remarks and will print in field 9 of the printed Form I-20.

5. Click one of the following buttons:

Terminate Student	Click this button to complete the process and terminate the student. A message displays requesting that you confirm the termination. Click **Yes** to proceed with the student's termination. Click **No** to cancel the action and return to the *Student Information* screen. If you click **Yes**, a message displays indicating that the update was successful.
	Click the **Return to View Record** button to view the student's SEVIS record.
Reset Values	Click this button to clear all fields on the screen.
Cancel	Click this button to cancel the action and return to the *Student Information* screen.

2.4.5.2.16 TRANSFER OUT

The Transfer Out option is available to the PDSO and DSO while the student is in Active status and does not currently have a transfer pending. A student with a Requested or Pending Reinstatement status cannot be transferred. However, a student that is in Terminated or Completed status and wishes to apply for reinstatement to attend another school may be transferred out.

You must identify a date (release date) on which the student record will transfer to the other school, and the name of the school. In the case of an F-1 student, the transfer-in school cannot complete the Form I-20 until after the student's release date. Therefore, it is important that the release date accurately reflect the date that the student completes work at the transfer-out school, giving the transfer-in school sufficient time to create the new Form I-20 and transfer the student in for the start of the new program.

The following guidelines also apply to the Transfer Out process:
*   The name of the transfer-to school must be selected. This is detailed in the steps below.

- The transfer Form I-20 for an F-1 student cannot be created at the transfer-in school until the Transfer Release Date entered on the *Transfer Out* screen has been reached.

- All Requested and Pending status employment requests are canceled. All Approved status employment requests are ended when a student registers after a transfer.

- For M-1 transfers, once the school official at the transfer-out school updates the student's record to indicate that a transfer will take place, a PDSO or DSO at the transfer-to school will see the student's name on the *Students in Transfer Status* list. From this list, the PDSO or DSO can select the student and create the initial Form I-20 for the M-1 student to attend the new school.

- The M-1 transfer Form I-20 can be created and printed before the Transfer Release Date to allow the M-1 to file an application for transfer with the Service Center.

- When canceling a request for an M-1 transfer, the request should not be canceled if supporting documentation has already been sent to the Service Center.

  Note: If supporting documentation has already been sent, do not complete the cancel function. You must contact the Service Center directly to have the application withdrawn.

  If a request for an M-1 transfer has been canceled and SEVIS subsequently receives the adjudication result from the Service Center, SEVIS will update the student's record to indicate the adjudication result.

Note: If you have questions about when to set the student's release date, or concerns about when you can access a record from another school (either transfer in or transfer out), contact the PDSO at the other school. You may discuss the timing of the student's transfer to ensure that the release date accommodates the transfer out program end date and the transfer in program start date.

Perform the following steps to transfer a student out of your school:

1. From the *Student Information* screen, click the **Transfer Out** link. The *Transfer Out* screen displays with the student's basic personal and program information. Exhibit 27, Initial Transfer Out Screen, depicts a sample of this screen.

Exhibit 27: Initial Transfer Out Screen

2. To complete the *Transfer Out* screen, begin by entering the date on which the student's transfer will take effect in the **Transfer Release Date** field.

3. To choose the Transfer To School, click the **Select** button. The *School/Campus Search* screen displays, as depicted in Exhibit 28, School/Campus Search Screen.

Exhibit 28: School/Campus Search Screen

4. Enter the name of the transfer-to school in the **School Name** field and click the **Search** button. This will return a listing of all schools that match your search criteria, as depicted in Exhibit 29, School/Campus Search Results Screen.

    Note: If you are not sure of the exact name of the school, you may perform a preceding or trailing wildcard search in the **School Name** field. Type at least three letters of the school name, preceded or followed by the ***** (asterisk) wildcard. For example, "***mai***" might return results that include "Maine University," "Portland Maine School of Technology," "State of Maine College," etc.

Exhibit 29: School/Campus Search Results Screen

5. Click on the appropriate school code link (in AAA214Fnnnnnxxx format). You will be returned to the *Transfer Out* screen, and the **School/Campus Name** and **School Code** fields will be populated as depicted in Exhibit 30, Completed Transfer Out Screen.

Exhibit 30: Completed Transfer Out Screen

6. If you realize that you have selected the incorrect school, click the **Select** button again and repeat Steps 4 and 5.

7. Enter any optional comments in the **Remarks** field.

   Note: Comments entered in any **Remarks** field throughout the electronic Form I-20 will overwrite existing remarks and will print in field 9 of the printed Form I-20.

8. Click one of the following buttons:

Transfer Student	Click this button to complete the process of transferring the student out of your school. A message displays indicating that the update was successful.
	Click the **Return to View Record** button to view the student's SEVIS record.
Reset Values	Click this button to return all new entries on the page to their previous values.

| Cancel | Click this button to cancel the action and return to the *Student Information* screen. |

2.4.5.2.17 WITHDRAW REINSTATEMENT REQUEST

A student may request that his/her reinstatement request be withdrawn. This should be done if the supporting documentation has already been submitted to the Service Center. This function is not performed within SEVIS; instead, the Service Center must be contacted directly to withdraw the reinstatement request.

Note: If the supporting documentation has not yet been submitted, you may cancel the reinstatement request. (Section 2.4.5.2.3, Cancel Reinstatement Request, provides further instruction.)

2.4.5.3   Edits Menu

2.4.5.3.1 DEPENDENTS

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

2.4.5.3.1.1 Add Dependent

Perform the following steps to add a dependent to an existing student record:

1. Click the **Dependents** link on the *Student Information* screen to display the *Dependents* screen (Exhibit 12).

2. Click the **Add Dependent** link to display the *Add Dependent* screen (Exhibit 13), with relevant data on the principal and fields in which to enter data for a new dependent.

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

Section/Field	Description/Explanation
* 1. **Family Name**	Enter the surname or last name of the dependent. This field has a 40-character limit.
2. **First Name**	Enter the first name of the dependent. This field has a 40-character limit.
3. **Middle Name**	Enter the middle name of the dependent. This field has a 40-character limit.

Section/Field	Description/Explanation
4. **Suffix**	If appropriate, select a title from the drop-down list, such as Junior, that may display at the end of a person's name.
* 5. **Date of Birth**	Enter the dependent's date of birth in MM/DD/YYYY format.
* 6. **Country of Birth**	Select the name of the country in which the dependent was born from the drop-down list.
7. **Country of Citizenship**	Select the name of the country in which the dependent maintains citizenship from the drop-down list.
* 8. **Gender**	Select the dependent's gender from the drop-down list.
* 9. **Relationship**	From the drop-down list, select the relationship of the dependent nonimmigrant to the principal nonimmigrant. The only two valid relationships are "spouse" and "child." A dependent child must be younger than 21 years of age.
10. **Remarks**	If necessary, enter comments regarding the dependent. This field has a 1,000-character limit. This field is optional.
Note: All other fields on the dependent Form I-20 will reflect the student's information.	

4. Review the information and click one of the following buttons:

Add Dependent	Click this button to confirm the addition of this dependent. A message displays indicating that the update was successful. The message also includes a reminder to update the *Financial Information* screen for the student's dependent expenses, if necessary. Click the **Print I-20** button to print an updated copy of the Form I-20. Then give the printed copy to the student for his/her records. Click the **Return to Dependent Listing** button to return to the screen that lists all dependents for this student. The information for the newly added dependent displays on the screen.
Reset Values	Click this button to clear all fields on the screen.
Cancel	Click this button to return to the *Student Information* screen without adding a dependent.

2.4.5.3.1.2 Cancel Dependent

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

following steps. (**Note:** If the dependent has entered the United States and his/her record needs to be terminated, refer to Section 2.4.5.3.1.4, Terminate Dependent.)

1. From the *Student Information* screen, click the **Dependents** link. The *Dependents* screen displays.

2. Click the **Cancel** link to the far right of the dependent you wish to cancel. The *Cancel Dependent* screen displays.

3. Select one of the following reasons from the *Cancelation Reason* drop-down list:

    • Dependent Will Not Accompany Student

    • Record Created in Error

4. Enter any applicable comments in the **Remarks** field.

5. Click one of the following buttons:

Cancel Dependent	Click this button to cancel the dependent's record. A message displays informing you that the update was successful.
	Click the **Return to View Record** button to return to the *Student Information* screen.
Reset Values	Click this button to clear all fields on the screen.
Cancel	Click this button to return to the *Student Information* screen without canceling the dependent's record.

2.4.5.3.1.3 Reactivate Dependent

This function should be used in cases where a dependent was terminated independently of the student, and this dependent now wishes to apply for reentry to the United States. Perform the following steps to reactivate an independently terminated dependent:

1. From the *Student Information* screen, click the **Dependents** link. The *Dependents* screen displays.

2. Click the **Reactivate** link in the **Commands** column for the appropriate dependent. The *Reactivate Dependent* screen displays with relevant data for both the dependent and principal.

3. Review the information and click one of the following buttons:

Reactivate Dependent	Click this button to complete the process of reactivating the dependent's record. A message displays indicating that the update was successful and reminding you to update the *Financial Information* screen for the student's dependent expenses, if necessary.
	Click the **Print I-20** button to print an updated copy of the Form I-20. Then give the printed copy to the student for his/her records.
	Click the **Return to View Record** button to view the student's SEVIS record.

Cancel	Click this button to cancel the action and return to the *Student Information* screen.

2.4.5.3.1.4 Terminate Dependent

If a student record is terminated or completed, the associated dependent records are automatically terminated. However, if a dependent terminates his/her status independently of the principal, the dependent record itself can be terminated if the dependent has already entered the United States.

If the student and the dependent are both in Initial status and have not entered the United States and the dependent's record was either created in error or the dependent will not be accompanying the student to the United States, you may cancel the dependent's record. Section 2.4.5.3.1.2, Cancel Dependent, provides more information on canceling a dependent's record.

Perform the following steps to terminate a dependent:

1. From the *Student Information* screen, click the **Dependents** link. The *Dependents* screen displays.

2. Click the **Terminate** link in the **Commands** column for the appropriate dependent. The *Terminate Dependent* screen displays with relevant data for both the dependent and principal.

3. Select a reason from the *Termination Reason* drop-down list. Appendix F, Student/Dependent Termination Reasons, defines the available options.

4. If you selected **Other**, enter an explanation in the text box.

5. After you complete the screen, click one of the following buttons:

Terminate Dependent	Click this button to complete the process of terminating the dependent's record. A message displays indicating that the update was successful.
	Click the **Return to View Record** button to view the student's SEVIS record.
Reset Values	Click this button to clear all fields on the screen.
Cancel	Click this button to cancel the action and return to the *Student Information* screen.

2.4.5.3.1.5 Update Dependent

Perform the following steps to update the dependent's information for a student:

1. On the *Student Information* screen, click the **Dependents** link. The *Dependents* screen for a specific student displays.

2. Click the **Update** link in the **Commands** column to view the existing data and make changes to a dependent record.

3. Make the necessary changes and click one of the following buttons:

Update Dependent	Click this button to complete the process of updating the dependent's record. A message displays indicating that the update was successful. Click the **Print I-20** button to print an updated copy of the Form I-20. Then give the printed copy to the student for his/her records. Click the **Return to Dependent Listing** button to view the *Dependents* screen.
Reset Values	Click this button to return all new entries on the page to their previous values.
Cancel	Click this button to cancel the action and return to the *Student Information* screen.

2.4.5.3.2 FINANCIAL INFORMATION

The *Update Financial Info* screen is available to the PDSO and DSO while the student is in Initial or Active status. The student's financial information may be edited using this screen. Perform the following steps to update a student's financial information:

1. From the *Student Information* screen, click the **Financial Information** link. The *Update Financial Info* screen appears, as depicted in Exhibit 31, Update Financial Info Screen.

Exhibit 31: Update Financial Info Screen

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

Section/Field	Description/Explanation
* 1. **Number of Months in Academic Term**	Select the length of the student's academic term, up to 12 months, from the drop-down list. This information is the basis for determining the student's expenses and funds for a term. **Note:** This field is pre-populated by SEVIS. This field can be edited if necessary.
2. **Expenses**	Enter the student's expenses for one academic term. **Note:** All dollar amounts must be entered in SEVIS without commas and periods, and should be rounded to the nearest dollar. For example, $25,057.89 should be entered in SEVIS as 25058.
* **Tuition and Fees**	Enter the estimated average cost for tuition for the academic term. This field has a 10-character limit. **Note:** This field is pre-populated by SEVIS. This field can be edited if necessary.
* **Living Expenses**	Enter the student's estimated total living expenses for one academic term. This field has a 10-character limit. **Note:** This field is pre-populated by SEVIS. This field can be edited if necessary.
Expenses for Dependents	Enter the student's expenses for his/her dependents, if any, during one academic term. This field has a 10-character limit. **Note:** This field is pre-populated by SEVIS if the information was completed on the original Form I-20. This field can be edited if necessary.
Other Costs	Enter an estimate of the student's miscellaneous expenses, if any, during one academic term. This field has a 10-character limit. **Note:** This field is pre-populated by SEVIS if the information was completed on the original Form I-20. This field can be edited if necessary.

Section/Field	Description/Explanation
Specify Other Costs	If a figure is given for **Other Costs**, an explanation must be provided. This field has a 1,000-character limit; however, the printed Form I-20 has limited space and all comments may not appear on the printed Form. **Note:** This field is pre-populated by SEVIS if the information was completed on the original Form I-20. This field can be edited if necessary.
3. **Funding**	Enter the student's funding for one academic term. **Note:** The total amount in Section 3 must be equal to or greater than the total amount in Section 2. **Note:** All dollar amounts must be entered in SEVIS without commas and periods, and should be rounded to the nearest dollar. For example, $25,057.89 should be entered in SEVIS as 25058.
* **Student's Personal Funds**	Enter the personal funds available to the student in one academic term to defray his/her educational expenses. This field has a 10-character limit. **Note:** This field is pre-populated by SEVIS. This field can be edited if necessary.
Funds From This School	Enter the amount of funding, if any, that the school will provide to the student in one academic term to help defray educational expenses. This field has a 10-character limit. **Note:** This field is pre-populated by SEVIS if the information was completed on the original Form I-20. This field can be edited if necessary.
School Fund Type	If a number is entered in the **Funds From This School** field, an explanation must be provided. This field has a 1,000-character limit; however, the printed Form I-20 has limited space and all comments may not appear on the printed Form. **Note:** This field is pre-populated by SEVIS if the information was completed on the original Form I-20. This field can be edited if necessary.

Section/Field	Description/Explanation
Funds From Other Sources	Enter the amount of funding, if any, that is available to the student during one academic term from sources not otherwise specified. This field has a 10-character limit. **Note:** This field is pre-populated by SEVIS if the information was completed on the original Form I-20. This field can be edited if necessary.
Other Source Type	If a figure is entered in the **Funds From Other Sources** field, an explanation must be provided. This field has a 1,000-character limit. **Note:** This field is pre-populated by SEVIS if the information was completed on the original Form I-20. This field can be edited if necessary.
On-Campus Employment	Enter the amount of funding, if any, the F-1 student will receive from on-campus employment. This field has a 10-character limit. **Note:** This field is pre-populated by SEVIS if the information was completed on the original Form I-20. This field can be edited if necessary.
4. **Remarks**	Enter any applicable remarks regarding the student. This field has a 1,000-character limit. **Note:** Comments entered in any **Remarks** field throughout the electronic Form I-20 will overwrite existing remarks and will print in field 9 of the printed Form I-20. **Note:** This field is pre-populated by SEVIS if the information was completed on the original Form I-20. This field can be edited if necessary.

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

Reset Values	Click this button to return all new entries on the page to their previous values.
Update Information	Click this button to complete the process and update the student's financial information. A message displays indicating that the update was successful. Click the **Print I-20** button to print an updated copy of the Form I-20. Then give the printed copy to the student for his/her records. Click the **Return to View Record** button to view the student's SEVIS record.

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Cancel	Click this button to cancel the action and return to the *Student Information* screen.
Print Draft I-20	Click this button to print a draft copy of the Form I-20. Printing a draft enables you to review a paper copy of all of the data saved thus far.

2.4.5.3.3 PERSONAL INFORMATION

The *Update Personal Information* screen is available to the PDSO and DSO to edit the student's personal information while the student is in Initial or Active status. Perform the following steps to update a student's personal information:

1. From the *Student Information* screen, click the **Personal Information** link. The *Update Personal Info* screen appears, as depicted in Exhibit 32, Update Personal Info Screen.

Exhibit 32: Update Personal Info Screen

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

Section/Field	Description/Explanation
* 1. **Family Name**	Enter the surname or last name of the student. This field has a 40-character limit. **Note:** This field is pre-populated by SEVIS. This field can be edited if necessary.
2. **First Name**	Enter the first name of the student. This field has a 40-character limit. **Note:** This field is pre-populated by SEVIS if the information was completed on the original Form I-20. This field can be edited if necessary.
3. **Middle Name**	Enter the middle name of the student. This field has a 40-character limit. **Note:** This field is pre-populated by SEVIS if the information was completed on the original Form I-20. This field can be edited if necessary.
4. **Suffix**	From the drop-down list, select a title, such as Junior, that may display at the end of a person's name. **Note:** This field is pre-populated by SEVIS if the information was completed on the original Form I-20. This field can be edited if necessary.
* 5. **Date of Birth**	Enter the student's date of birth in MM/DD/YYYY format. **Note:** This field is pre-populated by SEVIS. This field can be edited if necessary.
* 6. **Country of Birth**	Select the name of the country in which the student was born from the drop-down list. **Note:** This field is pre-populated by SEVIS. This field can be edited if necessary.
* 7. **Country of Citizenship**	Select the name of the country in which the student maintains citizenship from the drop-down list. **Note:** This field is pre-populated by SEVIS. This field can be edited if necessary.

Section/Field	Description/Explanation
* 8. **Foreign Address**	Enter the student's foreign address. All nonimmigrant students should have a foreign address, even if they are currently in the United States. **Note:** This field is pre-populated by SEVIS. This field can be edited if necessary.
9. **U.S. Address**	Enter the student's U.S. address. **Note:** If the student is a commuter student whose country of citizenship is Mexico or Canada, click in the **Commuter Student** check box. The U.S. address is not required for these students. However, if the student has a U.S. address, it should be entered. **Note:** This field is pre-populated by SEVIS. This field can be edited if necessary.
* 10. **Gender**	Select the student's gender from the drop-down list: **Male** or **Female**. **Note:** This field is pre-populated by SEVIS. This field can be edited if necessary.
11. **Driver's License Number**	For students already in the United States, enter the student's driver's license number assigned by the state that issued the license. This field has a 30-character limit. Completion of this field is optional. **Note:** This field is pre-populated by SEVIS if the information was completed on the original Form I-20. This field can be edited if necessary.
12. **Driver's License Issue State**	Select from the drop-down list the state that issued the driver's license to the student, if applicable. Completion of this field is optional. **Note:** This field is pre-populated by SEVIS if the information was completed on the original Form I-20. This field can be edited if necessary.
13. **Social Security Number**	Enter the student's Social Security number. This field has a nine-character limit. Completion of this field is optional. **Note:** This field is pre-populated by SEVIS if the information was completed on the original Form I-20. This field can be edited if necessary.

Section/Field	Description/Explanation
14. **Individual Taxpayer ID Number**	Enter the taxpayer ID for students who are employed or have such an ID. This field has a nine-character limit. Completion of this field is optional.
	Note: This field is pre-populated by SEVIS if the information was completed on the original Form I-20. This field can be edited if necessary.
15. **Admission Number**	Enter the DHS-assigned number given to the student when he/she entered the United States and was admitted upon review by a DHS inspections officer. The admission number can be located on the student's I-94 entry document. This field has an 11-character limit. Completion of this field is optional.
	Note: Only students who have already been admitted to the United States will have an admission number.
	Note: This field is pre-populated by SEVIS if the information was completed on the original Form I-20. This field can be edited if necessary.
16. **Remarks**	Enter any applicable remarks regarding the student. This field has a 1,000-character limit.
	Note: Comments entered in any **Remarks** field throughout the electronic Form I-20 will overwrite existing remarks and will print in field 9 of the printed Form I-20.
	Note: This field is pre-populated by SEVIS if the information was completed on the original Form I-20. This field can be edited if necessary.

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

Reset Values	Click this button to return all new entries on the page to their previous values.
Update Information	Click this button to complete the process and update the student's personal information. A message displays indicating that the update was successful. Click the **Print I-20** button to print an updated copy of the Form I-20. Then give the printed copy to the student for his/her records. Click the **Return to View Record** button to view the student's SEVIS record.
Cancel	Click this button to cancel the action and return to the *Student Information* screen.

| **Print Draft I-20** | Click this button to print a draft copy of the Form I-20. Printing a draft enables you to review a paper copy of all of the data saved thus far. |

2.4.5.3.4 PROGRAM INFORMATION

The *Program Information* screen is available to the PDSO and DSO to edit the student's program information while the student is in Initial or Active status. The following guidelines apply to updating the student's program information:

- The following fields may be updated for F-1 students: **Educational Level**, **Primary Major**, **Secondary Major**, **Minor**, **Normal Length of Study**, and **English Proficiency**.

  Note: The **Education Level** field is to be used if you need to correct a student's education level; for example, he/she was accidentally designated Master's and he/she should be designated Bachelor's. If you need to change a student's education level because he/she is advancing from one level of education to another, see Section 2.4.5.2.6, Change Education Level.

- The following fields may be updated for M-1 students: **Normal Length of Study** and **English Proficiency**.

- The program start date **cannot** be updated using this function. Use the **<u>Defer Attendance</u>** link on the *Student Information* screen.

- The program end date cannot be updated using this function. Use the **<u>Extend</u>** or **<u>Shorten Program</u>** link on the *Student Information* screen to change a student's program end date.

- M-1 students **cannot** change educational levels or their major area of study.

2.4.5.3.4.1 Update Program Information for an F-1 Student

Perform the following steps to update an F-1 student's program information:

1. From the *Student Information* screen, click the **<u>Program Information</u>** link. The *Update Program Information* screen appears, as depicted in Exhibit 33, Update Program Information Screen for an F-1 Student.

Exhibit 33: Update Program Information Screen for an F-1 Student

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

Section/Field	Description/Explanation
* 1. **Education Level**	Select the level of education pursued by the student from the drop-down list. **Note:** If **Other**, an explanation must be entered in the text box. **Note:** This field is to be used if you need to correct a student's education level; for example, he/she was accidentally designated Master's and he/she should be designated Bachelor's. If you need to change a student's education level because he/she is advancing from one level of education to another, see Section 2.4.5.2.6, Change Education Level. **Note:** This field is pre-populated by SEVIS. This field can be edited if necessary.
* 2. **Primary Major Code**	Enter the student's Primary Major code or use the Search function to select the code, as follows: 1. Click the **Select** button. The *Primary Major Selection* screen displays. 2. Enter the major/minor name or enter a minimum of three letters of the major/minor preceded and/or followed by the * (asterisk) wildcard. 3. Click the **Search** button to display a list of majors and minors. The following is an example of what displays: Appendix F, Lookup Tables for the Student and Exchange

Section/Field	Description/Explanation
	Visitor Information System Batch Interface, of the API document for the SEVIS Batch Interface contains a complete listing of the categories and major/minor codes and is located at http://www.ice.gov/sevis/schools/batch.htm.
	4. Click the code to the left of the major/minor. The selected major code displays on the *Update Program Information* screen.
* 3. **Secondary Major Code**	Some students have a secondary major, usually in a related field. Use this field to select the student's second major. To complete this field, follow the instructions given for the **Primary Major Code** field (2). If the student has no secondary major, either enter 00.0000 in the field or click the **No Secondary Major** button. **Note:** This field is pre-populated by SEVIS if the information was completed on the original Form I-20. This field can be edited if necessary.
* 4. **Minor Code**	This field is used to select the student's minor field of study, if applicable. To complete this field, follow the instructions given for the **Primary Major Code** field (2). If the student has no minor, either enter 00.0000 in the field or click the **No Minor** button. **Note:** This field is pre-populated by SEVIS if the information was completed on the original Form I-20. This field can be edited if necessary.
* 5. **Normal Length of Study**	Enter the period of time, expressed in months, that a person would normally take to complete the program in which the student is enrolling. **Note:** This field is pre-populated by SEVIS. This field can be edited if necessary.
* 6. **English Proficiency**	Select "**yes**" or "**no**" to indicate whether your school requires English proficiency. • If "**yes**," you must select "**yes**" or "**no**" to indicate whether the student is or is not proficient in the English language. • If "**no**," enter an explanation in the field provided (1,000 character limit) as to why the school does not require English proficiency. **Note:** This field is pre-populated by SEVIS. This field can be

Section/Field	Description/Explanation
	edited if necessary.
7. **Remarks**	Enter any applicable remarks regarding the student. This field has a 1,000-character limit.
	Note: Comments entered in any **Remarks** field throughout the electronic Form I-20 will overwrite existing remarks and will print in field 9 of the printed Form I-20.
	Note: This field is pre-populated by SEVIS if the information was completed on the original Form I-20. This field can be edited if necessary.

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

Reset Values	Click this button to return all new entries on the page to their previous values.
Update Information	Click this button to complete the process and update the student's program information. A message displays indicating that the update was successful.
Cancel	Click this button to cancel the action and return to the *Student Information* screen.
Print Draft I-20	Click this button to print a draft copy of the Form I-20. Printing a draft enables you to review a paper copy of all of the data saved thus far.

4. Click the **Print I-20** button to print an updated copy of the Form I-20. Then give the printed copy to the student for his/her records.

5. Click the **Return to View Record** button to view the student's SEVIS record.

2.4.5.3.4.2 Update Program Information for an M-1 Student

Perform the following steps to update an M-1 student's program information:

1. From the *Student Information* screen, click the **Program Information** link. The *Update Program Information* screen appears, as depicted in Exhibit 34, Update Program Information Screen for an M-1 Student.

Exhibit 34: Update Program Information Screen for an M-1 Student

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

Section/Field	Description/Explanation
* 1. **Normal Length of Study**	**Note:** This field is pre-populated by SEVIS. This field can be edited if necessary.
* 2. **English Proficiency**	Select "**yes**" or "**no**" to indicate whether your school requires English proficiency. • If "**yes**," you must select "**yes**" or "**no**" to indicate whether the student is or is not proficient in the English language. • If "**no**," enter an explanation in the field provided (1,000 character limit) as to why the school does not require English proficiency.

Section/Field	Description/Explanation
	Note: This field is pre-populated by SEVIS. This field can be edited if necessary.
3. **Remarks**	Enter any applicable remarks regarding the student. This field has a 1,000-character limit. **Note:** Comments entered in any **Remarks** field throughout the electronic Form I-20 will overwrite existing remarks and will print in field 9 of the printed Form I-20. **Note:** This field is pre-populated by SEVIS if the information was completed on the original Form I-20. This field can be edited if necessary.

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

Reset Values	Click this button to return all new entries on the page to their previous values.
Update Information	Click this button to complete the process and update the student's program information. A message displays indicating that the update was successful. Click the **Print I-20** button to print an updated copy of the Form I-20. Then give the printed copy to the student for his/her records. Click the **Return to View Record** button to view the student's SEVIS record.
Cancel	Click this button to cancel the action and return to the *Student Information* screen.
Print Draft I-20	Click this button to print a draft copy of the Form I-20. Printing a draft enables you to review a paper copy of all of the data saved thus far.

2.4.5.4   View Menu

2.4.5.4.1 EVENT HISTORY

Event History is a list of the changes to a student's or dependent's SEVIS record. When on the *Student Information* or *Dependent Information* screen, click the **Event History** link on the **View** menu to view the student's or dependent's event history.

In addition to summary data, the *Event History* screen includes:

- **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).

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

2.4.5.4.2 REQUEST/AUTHORIZATION DETAILS

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

- Optional Practical Training Employment

- Curricular Practical Training Employment (only for F-1 students)

- Off-Campus Employment (only for F-1 students)

- Authorized to Drop Below Full Course

- Requested/Pending M-1 Extension (only for M-1 students)

- Transfer

- Disciplinary Action Recorded

- Change of Status

- Pending Correction Requests

Only current requests display on the *Current Request/Authorization Details* screen. A past history does not display, only pending requests or approved requests with future end dates. If "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).

To view these data, perform the following steps:

1. Click the **Request/Authorization Details** link on the *Student Information* screen. The *Current Request/Authorization Details* screen displays as depicted in Exhibit 35, Current Request/Authorization Details Screen.

Exhibit 35: Current Request/Authorization Details Screen

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

2.4.5.4.3 TRANSFER HISTORY

Transfer History is a list of each approved, completed transfer for a student. From the *Student Information* screen, click the **Transfer History** link on the **View** menu to view the student's transfer history.

In addition to summary data for the student, the *Transfer History* screen includes the following:

- **Release Date**—The date on which the student is released from the old school to the new school.

- **Transfer From School/Campus Name**—The school/campus from where the student transferred.

- **Transfer From School Code**—The code for the school from where the student transferred.

- **Transfer To School/Campus Name**—The school/campus to where the student transferred.

- **Transfer To School Code**—The code for the school to where the student transferred.

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

2.4.5.5 *Employment/Training Menu*

2.4.5.5.1 CPT EMPLOYMENT AUTHORIZATION

This function allows a PDSO or DSO to enter the necessary information and indicate authorization for an F-1 student to participate in CPT that is directly related to the student's major area of study.

Perform the following steps to authorize a student's CPT employment:

1. From the *Student Information* screen, click the **CPT Employment Authorization** link. The *CPT Employment* screen displays.

2. Click the **New CPT Employment** link. The *Add CPT Employment* screen displays, as depicted in Exhibit 36, Add CPT Employment Screen.

Exhibit 36: Add CPT Employment Screen

3. You are required to enter all information relevant to the CPT authorization. This information prints on Page 3 of the student's Form I-20, which should be printed, signed, and dated at the time of the update for the student to use as CPT authorization. Below is a list of the sections/fields on this screen and a brief description or explanation for each section/field. An * (asterisk) precedes the fields that must be completed. To complete this screen, enter the following data:

Section/Field	Description/Explanation
* 1. **Employment Start Date**	Enter the date on which the student's employment begins in MM/DD/YYYY format.
* 2. **Employment End Date**	Enter the date on which the student's employment ends in MM/DD/YYYY format.
* 3. **Full Time/Part Time**	Select either full time or part time employment from the drop-down list.
* 4. **Employer Name**	Enter the business name of the employer.

Section/Field	Description/Explanation
* 5. **Employer Address**	Enter the following information for the employer's business address: • Address 1 • Address 2 (optional) • City • State • Zip Code
* 6. **Explain How the Employment is Curricular**	Enter an explanation regarding how the employment is related to the student's studies.
7. **Remarks**	Enter any applicable remarks regarding the student. **Note:** Comments entered in any **Remarks** field throughout the electronic Form I-20 will overwrite existing remarks and will print in field 9 of the printed Form I-20.

4. Review the information and click one of the following buttons:

Add Employment	Click this button to complete the process and submit the authorization for the student's CPT employment. A message displays indicating that the update was successful. Click the **Print I-20** button to print an updated copy of the Form I-20. Then give the printed copy to the student for his/her records. Click the **Return Employment List** button to view the *CPT Employment* screen, which now lists the newly added CPT employment. Exhibit 37, CPT Employment Screen, provides an example of this screen.
Reset Values	Click this button to clear all fields on the screen.
Cancel	Click this button to cancel the action and return to the *Student Information* screen.

Exhibit 37: CPT Employment Screen

5. Review the information on the *CPT Employment* screen. If you need to make changes to the existing CPT employment, see Section 2.4.5.5.1.2, Edit CPT Employment Authorization.

    Note: If you need to authorize additional CPT employment, perform Steps 2 through 4 again.

6. If all information is correct, click the **Print I-20** button to print an updated copy of the Form I-20. Then give the printed copy to the student for his/her records.

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

2.4.5.5.1.1 Cancel CPT Employment Authorization

You may cancel a CPT employment request prior to the employment start date by performing the following steps:

1. From the *Student Information* screen, click the **CPT Employment Authorization** link. The *CPT Employment* screen displays.

2. Click the **Cancel** link to the far right of the employment request you wish to cancel. The *Cancel CPT Employment* screen displays.

3. Review the information to ensure that this is the employment request you wish to cancel.

4. Click one of the following buttons:

Cancel Employment	Click this button to cancel the student's CPT employment request. A message displays indicating the update was successful.
	Click the **Return to Employment List** button to return to the *CPT Employment* screen. The employment segment will still display, but the Request Status will be Canceled.
Return	Click this button to return to the *CPT Employment* screen without canceling the CPT employment request.

2.4.5.5.1.2 Edit CPT Employment Authorization

You may edit a CPT employment request prior to the employment end date by performing the following steps:

1. From the *Student Information* screen, click the **CPT Employment Authorization** link. The *CPT Employment* screen displays.

2. Click the **Edit** link to the far right of the employment request you wish to edit. The *Edit CPT Employment* screen displays.

3. Review the information and make any necessary changes. (Fields marked with an * [asterisk] are required.)

4. Click one of the following buttons:

Update Employment	Click this button to update the student's CPT employment request. A message displays indicating the update was successful.
	Click the **Return to Employment List** button to return to the *CPT Employment* screen.
Reset Values	Click this button to return all fields to their previous values.
Cancel	Click this button to return to *CPT Employment* screen without updating the CPT employment request.

2.4.5.5.2 OFF-CAMPUS EMPLOYMENT

Using the *Off-Campus Employment* screen, you can update an Active student's record to request Off-Campus Employment (OCE). OCE can be requested for F-1 students for three reasons under the terms of the DHS regulations: Economic Hardship, Special Student Relief, and Work with an International Organization. The PDSO or DSO must enter the OCE information, print the Form I-20, and mail it to the Service Center for adjudication.

In SEVIS, the OCE request for an F-1 student displays on the *Student Information* screen and on the *Active Students with Off-Campus Employment* list.

SEVIS allows you to view, edit, and cancel requests for OCE that have not been adjudicated. If a request for OCE has been canceled and SEVIS receives the adjudication result from the Service Center, SEVIS updates the student's record to indicate the adjudication result. Therefore, when canceling a request for OCE, the request should not be canceled if supporting documentation has already been sent to the Service Center. You must contact the Service Center directly to have the application withdrawn.

To submit an OCE request for a student, perform the following steps:

1. From the *Student Information* screen, click the **Off-Campus Employment** link. The *Off-Campus Employment* screen displays.

2. Click the **New Off-Campus Employment** link. The *Add Off-Campus Employment* screen displays, as depicted in Exhibit 38, Add Off-Campus Employment Screen.

Exhibit 38: Add Off-Campus Employment Screen

3. Complete the *Off-Campus Employment* screen. Below is a list of the sections/fields on this screen and a brief description or explanation for each section/field. An * (asterisk) precedes the fields that must be completed. To complete this screen, enter the following data:

Section/Field	Description/Explanation
* 1. **Employment Start Date**	Enter the date on which the student's employment begins in MM/DD/YYYY format.

Section/Field	Description/Explanation
2. **Employment End Date**	Enter the date on which the student's employment ends in MM/DD/YYYY format.
* 3. **Off-Campus Employment Type**	Select one of the following reasons from the drop-down list: • Economic Hardship • International Organization • Special Student Relief
* 4. **Recommendation**	Enter any applicable remarks. This field has a 1,000-character limit.

4. Review the information and click one of the following buttons:

Add Employment	Click this button to submit the OCE request to the student's record. **Note:** Then you will need to print the Form I-20 and mail it to the Service Center for adjudication. A message displays indicating that the update was successful. The following reminder also displays: "Submitted change(s) require adjudication. Please print I-20 and send it with the appropriate documentation to the Service Center." Once OCE is requested in SEVIS, the student's request status is set to Requested. The status is updated to Pending after the Service Center acknowledges receipt of the request. Click the **Print I-20** button to print an updated copy of the Form I-20. Then give the printed copy to the student for his/her records. Click the **Return Employment List** button to view the *Off-Campus Employment* screen, which now lists the newly added OCE employment. Exhibit 39, Off-Campus Employment Screen, provides an example of this screen.
Reset Values	Click this button to clear all fields on the screen.
Cancel	Click this button to cancel the action and return to the *Student Information* screen.

Exhibit 39: Off-Campus Employment Screen

5. Review the information on the *Off-Campus Employment* screen. If you need to make changes to the existing OCE request, see Section 2.4.5.5.2.2, Edit OCE Request.

    Note: If you need to authorize an additional OCE request, perform Steps 2 through 4 again.

6. If all information is correct, click the **Print I-20** button to print an updated copy of the Form I-20. Then give the printed copy to the student for his/her records.

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

2.4.5.5.2.1 Cancel OCE Request

SEVIS allows the cancelation of OCE prior to adjudication; however, if supporting documentation has already been sent, do not proceed with the cancel process. You must contact the Service Center directly to have the application withdrawn.

Note: Any request in Requested status for more than 180 days will be automatically canceled by SEVIS.

Perform the following steps to cancel an OCE request:

1. From the *Student Information* screen, click the **Off-Campus Employment** link. The *Off-Campus Employment* screen displays.

2. Click the **Cancel Request** link. A confirmation screen displays.

3. Click either the **Yes** or **No** button.

- Click the **Yes** button if you wish to cancel the OCE request. A message displays indicating that the update was successful. Click the **Return to View Record** button to return to the *Student Information* screen. Note that the student's OCE status in the Student Requests section is now Canceled.

- Click the **No** button to return to the *Off-Campus Employment* screen without canceling the OCE request.

2.4.5.5.2.2 Edit OCE Request

Prior to adjudication, you may edit a student's OCE request by performing the following steps:

1. From the *Student Information* screen, click the **Off-Campus Employment** link. The *Off-Campus Employment* screen displays.

2. Click the **Edit** link to the right of the OCE request you wish to edit. The *Edit Off-Campus Employment* screen displays.

3. Make any necessary changes in the fields.

4. Click one of the following buttons:

Update Employment	Click this button to update this employment request in the student's record. A message displays stating that the update was successful. Click the **Print I-20** button to print the Form I-20 and mail it to the Service Center for adjudication. Click the **Return to Employment List** button to return to the *Off-Campus Employment* screen.
Reset Values	Click this button to return all new entries to their previous values.
Cancel	Click this button to cancel the action and return to the *Off-Campus Employment* screen without updating this employment request.

2.4.5.5.3 OPT REQUEST

SEVIS allows you to request OPT for a student. Selecting this option enables you to view existing or add new OPT employment requests. OPT must be directly related to the student's major area of study. OPT is adjudicated by the Service Center. The PDSO or DSO enters the OPT information, prints the Form I-20, and sends it to the Service Center with other necessary documentation for adjudication. Once OPT employment is requested in SEVIS, the student's request status is set to Requested. The status is updated to Pending after the Service Center acknowledges receipt of the request.

You are allowed to submit an OPT request for an:

- F-1 student up to, including, and no later than 60 days beyond his/her program end date

- M-1 student up to and including his/her program end date

When you submit a request for an F-1 student's post-completion OPT, the OPT start date may not be more than 61 days beyond the program end date. Post-completion OPT requests must be submitted prior to, on, or no later than 60 days beyond the program end date for F-1 students. OPT requests for M-1 students must be submitted within the 90 days prior to or on the program end date.

Note: In the event of a student transfer, all Requested and Pending requests are canceled and all Approved employment is ended on the transfer release date. If the student wishes to complete OPT, set the release date for a date after the OPT ends. Students can transfer during the 60-day grace period following post-completion OPT, as long as the transfer release date occurs within the grace period.

Note: If an F-1 student receives a Pending or Approved COS request from an F-1 to an H1-B visa through CLAIMS and an Approved, post-completion OPT segment with a current or future end date, the student's OPT employment end date will be set to September 30 of the current year. This is pursuant to 8 CFR 214.2(f)(5)(iv) and 8 CFR 274a.12(b)(6)(iv).

In SEVIS, the OPT employment request for an F-1 or M-1 student displays on the *Student Information* screen and on the *Active Students with Optional Practical Training (OPT)* list until the authorized employment end date.

Perform the following steps to submit an OPT request:

1. From the *Student Information* screen, click the **OPT Request** link. The *OPT Employment* screen displays.

2. Click the **New OPT Employment** link. The *Add OPT Employment* screen displays, as depicted in Exhibit 40, Add OPT Employment Screen.

Exhibit 40: Add OPT Employment Screen

3. Enter all information relevant to the OPT authorization. Below is a list of the sections/fields on this screen and a brief description or explanation for each section/field. An * (asterisk) precedes the fields that must be completed. To complete this screen, enter the following data:

Section/Field	Description/Explanation
* 1. **Employment Start Date**	Enter the date on which the student's employment begins in MM/DD/YYYY format.
* 2. **Employment End Date**	Enter the date on which the student's employment ends in MM/DD/YYYY format.
* 3. **Full Time/Part Time**	Select either full time or part time employment from the drop-down list.
4. **Employer Name**	Enter the business name of the employer.

Section/Field	Description/Explanation
5. **Employer Address**	Enter the following information for the employer's business address: • Address 1 • Address 2 (optional) • City • State • Zip code
* 6. **Explain How the Employment is Related to Course Work**	Enter an explanation regarding how the employment is related to the student's studies.
7. **Has the Student Met the 1 Full Academic Year Requirement**	Select **Yes** or **No** from the drop-down list. (If you select **Yes**, the statement "The student has met the 1 full academic year requirement" displays on the printed Form I-20 with the OPT information.)
8. **Remarks**	Enter any applicable remarks regarding the student. It is recommended that you provide the student's email address in this field. **Note:** Comments entered in any **Remarks** field throughout the electronic Form I-20 will overwrite existing remarks and will print in field 9 of the printed Form I-20.

4. Review the information and click one of the following buttons:

Add Employment	Click this button to submit the OPT request to the student's record. A message displays indicating that the update was successful. The following reminder also displays: "Submitted change(s) require adjudication. Please print I-20 and send it with the appropriate documentation to the Service Center." Click the **Print I-20** button to print an updated copy of the Form I-20. Then give the printed copy to the student for his/her records. Click the **Return Employment List** button to view the *OPT Employment* screen, which now lists the newly added OPT employment. Exhibit 41, OPT Employment Screen, provides an example of this screen.
Reset Values	Click this button to clear all fields on the screen.

Cancel	Click this button to cancel the action and return to the *Student Information* screen.

Exhibit 41: OPT Employment Screen

5. Review the information on the *OPT Employment* screen. If you need to make changes to the existing OPT request, see Section 2.4.5.5.3.2, Edit OPT Request.

   Note: If you need to authorize an additional OPT request, perform Steps 2 through 4 again.

6. If all information is correct, click the **Print I-20** button to print an updated copy of the Form I-20. Then give the printed copy to the student for his/her records.

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

The following actions may be performed on an OPT request:

- **Cancel OPT Request**—Prior to adjudication of the OPT request, you may cancel the request. Section 2.4.5.5.3.1, Cancel OPT Request, provides further instruction.

- **Edit OPT Request**—If the request is in Requested or Pending status, you may update the entire OPT request. After adjudication, but prior to the employment end date, you may update the employer name and address. Section 2.4.5.5.3.2, Edit OPT Request, provides further instruction.

- **Extend OPT Employment**—During an Approved, post-completion OPT segment, you may request an OPT extension. Section 2.4.5.5.3.3, Extend OPT Request, provides further instruction.

- **Request Change to OPT Request**—If the request is in Requested or Pending status, you may request a change to the status of the request and the employment dates. If the request is in Approved status, you may request a change to the employment dates. Section 2.4.5.6.6, Request Change to Student Request, provides further instruction.

- **View OPT Request**— Prior to the employment end date, you may view the request by clicking the <u>**View**</u> link to the right of the OPT segment. The *OPT Employment* screen displays.

2.4.5.5.3.1 Cancel OPT Request

SEVIS allows you to cancel an OPT request (or OPT extension request) if it has not yet been adjudicated. Only cancel an OPT request if supporting documentation has not already been sent to the Service Center. You must contact the Service Center directly to have the application withdrawn.

Note: Any request in Requested status for more than 180 days will be automatically canceled by SEVIS.

Perform the following steps to cancel an OPT request:

1. From the *Student Information* screen, click the <u>**OPT Request**</u> link. The *OPT Employment* screen displays.

2. Click the <u>**Cancel Request**</u> link in the **Command** column. A confirmation screen displays.

3. Click either the **Yes** or **No** button.

   - Click the **Yes** button if you wish to cancel the OPT request. A message displays that the update was successful. Click the **Return to View Record** button to return to the *Student Information* screen. Note that the student's OPT status in the Student Requests section is now Canceled.

   - Click the **No** button to return to the *OPT Employment* screen without canceling the OPT request.

2.4.5.5.3.2 Edit OPT Request

Prior to adjudication, you may edit a student's entire OPT request by performing the following steps:

1. From the *Student Information* screen, click the <u>**OPT Request**</u> link. The *OPT Employment* screen displays.

2. Click the <u>**Edit**</u> link to the right of the OPT segment you wish to edit. The *Edit OPT Employment* screen displays.

3. Make any necessary changes in the fields.

4. Click one of the following buttons:

Update Employment	Click this button to update this employment request in the student's record. A message displays stating that the update was successful. Print the updated Form I-20 and send it to the Service Center with other necessary documentation for adjudication. Click the **Return to Employment List** button to return to the *OPT Employment* screen.
Reset Values	Click this button to return all fields to their previous values.
Cancel	Click this button to return to the *OPT Employment* screen without updating this employment segment.

Note: After adjudication, but before the employment end date, you may update the employer name and address by following the steps above.

Note: For an OPT extension request, prior to the employment end date, you may update the employer name, employer address, and OPT comments/remarks.

2.4.5.5.3.3 Extend OPT Request

F-1 students, with an education level of Bachelors, Masters, or Doctorate, may request a 17-month extension to an Approved, post-completion OPT segment prior to the employment end date. Only one OPT extension may be requested for a student.

Note: If a student has any future date Requested and/or Pending OPT requests and requests an extension on his/her current Approved OPT segment, the Requested and/or Pending OPT requests will be canceled.

Note: Prior to recommending an OPT extension, you must ensure the student earned a Science, Technology, Engineering, or Math (STEM)-designated Bachelors, Masters, or Doctorate degree. The STEM-Designated Degree Program List is available at the SEVP web site. Your school must continue to maintain records on the student for the full period of the extension. These students are also subject to the requirements found in 8 CFR 214.2(f)(10) to (f)(13). The CFR has been amended and the sections relevant to OPT are available at the SEVP web site.

Perform the following steps to request an OPT extension to a student's Approved post-completion OPT segment:

1. From the *Student Information* screen, click the **OPT Request** link. The *OPT Employment* screen displays.

2. Click the **Extend** link in the **Command** column. The *Extend OPT Employment* screen displays.

3. Complete the fields on the screen. Fields marked with an * (asterisk) are required.

- The **Employment Start Date** field is pre-populated with the date following the employment end date of the Approved post-completion OPT segment and cannot be altered.

- The **Employment End Date** field is pre-populated with the date that is 17 months from the system-generated employment start date and cannot be altered.

- Enter the employer's name in the **Employer Name** field. This field is pre-populated with the information from the original Approved post-completion OPT request and may be updated if needed.

- Provide the address, city, state, and zip code in the **Employer Address** fields. These fields are pre-populated with the information from the original Approved post-completion OPT request and may be updated if needed.

- Enter the applicable comments in the **OPT Comments/Remarks** field. This field is pre-populated with the information from the original Approved post-completion OPT request and may be updated if needed. Ensure that the student's email address, job position, and supervisor's name/contact information are included.

4. Click one of the following buttons:

- **Extend Employment**—Adds this employment extension request to the student's record. A message displays stating that the update was successful. Print the Form I-20 and send it to the Service Center with other necessary documentation for adjudication. Once an OPT employment extension is requested in SEVIS, a new request is created (called OPT Extension) and the status is set to Requested. Click the **Return to Employment List** button to return to the *OPT Employment* screen.

- **Reset Values**—Returns all fields to their previous values.

- **Cancel**—Returns to the *OPT Employment* screen without adding this OPT extension request to the student's record.

The following actions may be performed on an OPT extension request:

- **Cancel OPT Extension Request**—Prior to adjudication of the OPT extension request, you may cancel the request. Section 2.4.5.5.3.1, Cancel OPT Request, provides further instruction.

- **Edit OPT Extension Request**—Prior to the employment end date, you may update the employer name, employer address, and OPT comments/remarks. Section 2.4.5.5.3.2, Edit OPT Request, provides further instruction.

- **Request Change to OPT Extension Request**—If the request is in Requested or Pending status, you may request a change to the status of the request and the employment dates. If the request is in Approved status, you may request a change to the employment dates. Section 2.4.5.6.6, Request Change to Student Request, provides further instruction.

- **View OPT Extension Request**—Prior to the employment end date, you may view the request by clicking the **View** link to the right of the OPT segment. The *OPT Extension* screen displays.

2.4.5.5.3.4 Guidelines for Requesting OPT for an F-1 Student

Prior to recommending OPT for an F-1 student, a PDSO or DSO should confirm the following:

- The student has been lawfully attending a DHS-approved school on a full-time basis for at least the last academic year, or will have done so within 90 days of the application filing date.

- The student is seeking employment in a field directly related to his/her major area of study.

  – An explanation of how the intended employment relates to the field of study must be included in the SEVIS OPT request.

- The recommended length of the OPT (indicated by the requested employment start and end dates) does not exceed 12 months of authorized OPT in the aggregate at the current program level.

  – OPT at the same program level approved under a school from which the student transfers does count toward this 12-month aggregate.

  – Approved OPT at another program level does not count toward this 12-month aggregate.

  – Part-time OPT counts one half time toward this 12-month aggregate, meaning that 2 months of part-time OPT count as 1 month of OPT for terms of calculating the 12-month aggregate limitation for each program level.

- If the employment dates requested are during a period in which the student is engaged in classes, the recommendation must be for part-time OPT.

- If the employment dates requested are during an authorized break from classes, or following completion of the course of study, the recommendation must be for full-time OPT.

- The student has not been authorized for full-time CPT at the current program level for a period totaling 12 months or more.

  – Full-time CPT authorized for the same program level at a school from which the student transfers does count toward this 12-month aggregate.

  – CPT authorized at another program level does not count toward this 12-month aggregate.

  – Part-time CPT does not count toward this 12 month aggregate.

2.4.5.5.3.5 Guidelines for Requesting OPT for an M-1 Student

Prior to recommending OPT for an M-1 student, a PDSO or DSO should confirm the following:

- Any one OPT may not exceed 6 months.

- A P/DSO may request OPT for an M-1 only within 90 days prior to and including the program end date.

- The OPT start date must be after the program end date.

2.4.5.6 Corrections Menu

Corrections are actions taken on a student record to amend errors. Certain corrections are made directly by the school official, while others require review by DHS. Corrections are not normal functions included in the day-to-day maintenance of a student's record in SEVIS.

Note: The links to perform the corrections will not display on the *Student Information* screen unless the student's circumstances fall within the prescribed parameters. For example, the **Return to Initial Status** link will only display in the **Corrections** menu for 15 days after the student's record was canceled or activated providing there are no requests on the record except for change of status.

SEVIS allows PDSOs to make corrections to a student's record in certain situations. The following sections provide further details:

- Section 2.4.5.6.1, Extend Program

- Section 2.4.5.6.2, Return to Initial Status

- Section 2.4.5.6.3, Terminate Student

- Section 2.4.5.6.4, Transfer Out

SEVIS allows PDSOs and DSOs to request corrections to a student's record. These correction requests require review by DHS. The following sections provide further details:

- Section 2.4.5.6.5, Request Change to Program Dates

- Section 2.4.5.6.6, Request Change to Student Request

- Section 2.4.5.6.7, Request Change to Student Status

- Section 2.4.5.6.8, Request Change to Termination Reason

The following sections describe how to cancel or view a pending correction request:

- Section 2.4.5.6.9, Cancel Pending Correction Requests

- Section 2.4.5.6.10, View Pending Correction Requests

2.4.5.6.1 EXTEND PROGRAM

A PDSO may extend an F-1 student's program end date after the program end date until 15 days after his/her program end date. Perform the following steps to do an extend program correction:

1. From the *Student Information* screen, click the **Extend Program** link in the **Corrections** menu. A *Confirm* screen displays, as depicted in Exhibit 42, Confirm Correction Screen.

Exhibit 42: Confirm Correction Screen

2. Click the **I Agree** button to continue to the *Extend Program* screen, depicted in Exhibit 43, Extend Program Screen. (Click the **Cancel** button to return to the *Student Information* screen without taking any action on the student's record.)

Exhibit 43: Extend Program Screen

3. From the *Extend Program* screen, enter the new program end date in MM/DD/YYYY format.
   Note: This date may not exceed 1 year beyond the current program end date.

4. Enter an explanation in the **Medical or Academic Circumstances That Necessitate Extension** field.

5. Enter an explanation in the **Reason for Correction** field.

6. Click one of the following buttons:

Extend Program	A message displays indicating the update was successful. Click the **Return to View Record** button to return to the *Student Information* screen, or click the **Print I-20** button to print a copy of the student's Form I-20.
Reset Values	Clears all fields on the screen.
Cancel	Returns to the *Student Information* screen without extending the student's program end date.

2.4.5.6.2 RETURN TO INITIAL STATUS

SEVIS allows PDSOs to change a student's status as follows:

- From Canceled status to Initial status for 15 days after the record was canceled. If the student was canceled and should have been terminated, Section 2.4.5.6.3, Terminate Student, provides guidelines and instruction.

- From Active status to Initial status for 15 days after the record was activated providing there are no requests on the record except for change of status.

Perform the following steps to change a student's status back to Initial:

1. From the *Student Information* screen, click the **Return to Initial Status** link in the **Corrections** menu. A *Confirm* screen displays, as depicted in Exhibit 42, Confirm Correction Screen.

2. Click the **I Agree** button to continue to the *Return to Initial Status* screen, as depicted in Exhibit 44, Return to Initial Status Screen. (Click the **Cancel** button to return to the *Student Information* screen without taking any action on the student's record.)

Exhibit 44: Return to Initial Status Screen

3. From the *Return to Initial Status* screen, select an issue reason: Initial Attendance or Initial Attendance—Change of Status Requested.

4. Enter an explanation in the **Reason for Correction** field.

5. Click one of the following buttons:

Submit Correction	A message displays indicating the update was successful. Click the **Return to View Record** button to return to the *Student Information* screen, or click the **Print I-20** button to print a copy of the student's Form I-20.
Reset Values	Clears all fields on the screen.
Cancel	Return to the *Student Information* screen without changing the student's status.

2.4.5.6.3 TERMINATE STUDENT

SEVIS allows for a PDSO or DSO to correct a student's record from Canceled or Completed to Terminated if the incorrect action was taken on the record.

Note: If, to your knowledge, a student is not planning to attend your school and he/she has not yet entered the United States, his/her record should be canceled. However, if you know that the student has entered the United States but has failed to arrive at your school for registration, the record should be terminated, rather than canceled.

Perform the following steps to terminate a student that was canceled or completed instead of terminated:

1. From the *Student Information* screen, click the **Terminate Student** link in the **Corrections** menu. A *Confirm* screen displays, as depicted in Exhibit 42, Confirm Correction Screen.

2. Click the **I Agree** button to continue to the *Terminate Student* screen, depicted in Exhibit 45, Terminate Student Screen. (Click the **Cancel** button to return to the *Student Information* screen without taking any action on the student's record.)

Exhibit 45: Terminate Student Screen

3. From the *Terminate Student* screen, select a termination reason. (Appendix F, Student/Dependent Termination Reasons**,** defines the available options.) **Note:** If **Otherwise Failing to Maintain Status** is selected, an explanation must be entered in the field provided.

4. Enter any optional comments in the **Remarks** field.

5. Enter an explanation in the **Reason for Correction** field.

6. Click one of the following buttons:

Terminate Student	A message displays indicating the update was successful. Click the **Return to View Record** button to return to the *Student Information* screen, or click the **Print I-20** button to print a copy of the student's Form I-20.
Reset Values	Clears all fields on the screen.
Cancel	Returns to the *Student Information* screen without terminating the student.

2.4.5.6.4 TRANSFER OUT

If a student has been transferred to a school in error and the transfer release date has already passed at the transfer-out school, the PDSO at the transfer-in school may perform a transfer correction to transfer the student record to the correct school. **Note:** If the student decides to remain at his/her original school (after the transfer release date), contact the SEVIS Help Desk ((800) 892-4829) and request that the transfer be canceled. Performing a transfer correction on a student wishing to remain at his/her original school will create a new student record and important information will be lost.

If the release date has not yet passed, the PDSO or DSO at the transfer-out school must cancel the transfer. (Section 2.4.5.2.5, Cancel Transfer, provides further instruction.)

Note: The PDSO may correct the transfer only if the student is in Initial status and the transfer has not yet been completed in SEVIS. Once a student is registered, the transfer is marked complete and the **Transfer Out** link in the **Corrections** menu will no longer be available even if the student is returned to Initial status.

Perform the following steps to correct a student transfer:

1. Ensure that the transfer student is in Initial status. Refer to Section 2.4.5.2.8, Create Form I-20 (for Transfer), for detailed steps on how to set a transfer-in record to Initial status using the **Create I-20** link. If you are unsure of what to enter in the required fields that are unpopulated on the *Create I-20 for Transfer* screens, DHS provides the following recommendations:

   - **Primary Major**—General Studies

   - **Normal Length of Study**—1

   - **Program Start Date**—Today's date

   - **Program End Date**—Tomorrow's date

   - **English Proficiency**—Yes, Yes

   - **Number of Months in Academic Term**—1

   - **Tuition and Fees**—1

   - **Living Expenses**—1

   - **Student's Personal Funds**—2

2. Once the student is in Initial status, from the *Student Information* screen, click the **Transfer Out** link in the **Corrections** menu. A *Confirm* screen displays, as depicted in Exhibit 42, Confirm Correction Screen.

3. Click the **I Agree** button to continue to the *Transfer Out* screen, depicted in Exhibit 46, Transfer Out Screen. (Click the **Cancel** button to return to the *Student Information* screen without taking any action on the student's record.)

Exhibit 46: Transfer Out Screen

4. From the *Transfer Out* screen, enter the date (release date) on which the student record will transfer to the other school in MM/DD/YYYY format. DHS recommends that you enter today's date.

5. Select the new transfer-in school, as follows:

    a. Click the **Select** button in the **Transfer To School** section. The *School/Campus Search* screen displays.

    b. In the **School Name** field, enter the transfer-in school's name. **Note:** The * (asterisk) wildcard may be used in the **School Name** field if you are unsure of the exact spelling of a school name. For example, searching on all school names beginning with Mai* may result in a list containing Maine College, Mailer University, Maison Institute of Arts, etc.

    c. Click the **Search** button. The search yields a list of the schools, if any, that meet your search criteria. For each school, the school code, school name, and campus name are given.

d. Click the appropriate link in the **School Code** column to select the transfer-in school. The system returns to the *Transfer Out* screen and your selection displays.

6. Enter any optional comments in the **Remarks** field (not required). DHS recommends that you enter text similar to "Student was erroneously transferred to our school when the record should have been transferred to <name of correct school>." to explain why the correction is being performed.

7. Enter an explanation in the **Reason for Correction** field. DHS recommends that you enter the same text that you entered in the **Remarks** field.

8. Click one of the following buttons:

Transfer Student	The student's record is transferred to the new school. An *Update Successful* screen displays. Click the **Return to View Record** button to return to the *Student Information* screen.
Reset Values	Clears all fields on the screen.
Cancel	Returns to the *Student Information* screen without transferring the student's record.

2.4.5.6.5 REQUEST CHANGE TO PROGRAM DATES

The PDSO or DSO may request a change to an Initial or Active status student's program start and end dates. This change requires review by DHS. Perform the following steps to request a change to a student's program start or end date:

1. From the *Student Information* screen, click the **Request Change to Program Dates** link in the **Corrections** menu. The *Request Change to Program Dates* screen displays, as depicted in Exhibit 47, Request Change to Program Dates Screen.

Exhibit 47: Request Change to Program Dates Screen

2. Complete the following fields:

- **Program Start Date**—If necessary, update the date in this field to the student's new program start date. This field is pre-populated.

- **Program End Date**—If necessary, update the date in this field to the student's new program end date. This field is pre-populated.

   Note: For M-1 students, the program end date may not be more than 3 years from the program start date.

- **Correction Remarks**—Enter justification for requesting a change to the student's program dates. These remarks display to DHS during the review process.

3. Click one of the following buttons:

Submit Correction	Submits the correction request to DHS for review. A *Submit Successful* screen displays. A unique Request ID is assigned to the correction request. Click the **Return** button to return to the *Student Information* screen. **Note:** Supporting documentation may be required by DHS during the

	review of the correction request. If supporting documentation is needed, you will receive a request for information via email.
Reset Values	All fields on the screen revert to their original values.
Cancel	Returns to the *Student Information* screen without requesting a change to the student's program dates.

2.4.5.6.6 REQUEST CHANGE TO STUDENT REQUEST

The PDSO or DSO may request a change to the following student requests:

- **Change of Status**—You may request a change to the status if the student request is in Pending status.

- **Extensions (M-1)**—You may request a change to the status if the student request is in Requested or Pending status.

- **Off-Campus Employment**—You may request a change to the status and the employment dates if the student request is in Requested or Pending status. You may request a change to the employment dates if the student request is in Approved status.

- **Optional Practical Training (and OPT Extension Request)**—You may request a change to the status and the employment dates if the student request is in Requested or Pending status. You may request a change to the employment dates if the student request is in Approved status.

- **Transfer (M-1)**—You may request a change to the status if the student request is in Requested or Pending status.

This change requires review by DHS. Perform the following steps to request a change to a student's request:

1. From the *Student Information* screen, click the **Request Change to Student Request** link in the **Corrections** menu. The *Request Change to Student Request* screen displays, as depicted in Exhibit 48, Request Change to Student Request Screen.

Exhibit 48: Request Change to Student Request Screen

2. Click the **Request Correction** link to the far right of the student request for which you wish to request a correction. The *Request Correction* screen displays. Exhibit 49, Request Correction—OCE, provides an example of the *Request Correction* screen. **Note:** The screen will vary depending on the type of request for which you are requesting a correction.

Exhibit 49: Request Correction—OCE

3. Complete the following fields:

- **Change Request Status To**—Select an option from the drop-down list: Approved, Denied, Pending (if the status is Requested), or Withdrawn.

- **Benefit Start Date**—When requesting a correction to a Change of Status request, enter the benefit start date in MM/DD/YYYY format if you are requesting that the status of the request be changed to Approved.

- **Program End Date**—When requesting a correction to a Change of Status request for an M-1 student, update the program end date in MM/DD/YYYY format if you are requesting that the status of the request be changed to Approved.

- **Employment Start Date**—When requesting a correction to an OCE request, OPT request, or OPT extension request, if necessary, update the date in this field to the student's new employment start date. This field is pre-populated.

- **Employment End Date**—When requesting a correction to an OCE request, OPT request, or OPT extension request, if necessary, update the date in this field to the student's new employment end date. This field is pre-populated.

- **Correction Remarks**—Enter justification for requesting a change to the student's request. These remarks display to DHS during the review process.

4. Click one of the following buttons:

Submit Correction	Submits the correction request to DHS for review. A *Submit Successful* screen displays. A unique Request ID is assigned to the correction request. Click the **Return** button to return to the *Request Change to Student Request* screen. **Note:** Supporting documentation may be required by DHS during the review of the correction request. If supporting documentation is needed, you will receive a request for information via email.
Reset Values	All fields on the screen revert to their original values.
Cancel	Returns to the *Request Change to Student Request* screen without requesting a change to the student's request.

2.4.5.6.7 REQUEST CHANGE TO STUDENT STATUS

The PDSO or DSO may request a change to a student's status. The following table details the allowable status changes based on what status the student is currently in.

If current status is:	Active	Canceled	Completed*	Initial	Terminated*
You may request a change to:	Canceled	Active	Active	Completed	Active
	Initial	Completed	Canceled	Terminated	Canceled
		Initial	Initial		Completed
					Initial

*As long as the student is not in transfer-in status.

This change requires review by DHS. Perform the following steps to request a change to a student's status:

1. From the *Student Information* screen, click the **Request Change to Student Status** link in the **Corrections** menu. The *Request Change to Student Status* screen displays, as depicted in Exhibit 50, Request Change to Student Status.

Exhibit 50: Request Change to Student Status

2. Complete the following fields:

- **Change Status To**—Select an option from the drop-down list. The statuses available will depend on the student's current status; for example, if the student is currently in Active status, you will only be provided the option to request to change his/her status to Initial or Canceled.

- **Program Dates**—These fields are required if requesting to change the student's status to either Initial or Active.

    – **Program Start Date**—If necessary, enter a new program start date in MM/DD/YYYY format. This field is pre-populated.

Note: If updating this field for a student requesting to change to Active status, the date must be prior or equal to today's date.

– **Program End Date**—If necessary, enter a new program end date in MM/DD/YYYY format. This field is pre-populated.

- **Session Dates**—These fields are required if requesting to change the student's status to Active.

  – **Current Session End Date**—Enter the student's current session end date in MM/DD/YYYY format. The current session end date must be within the program start/end dates and less than or equal to the next session start date. This field is pre-populated if previously provided.

  – **Next Session Start Date**—Enter the student's next session start date in MM/DD/YYYY format. The next session start date must be on or after today's date. This field is pre-populated if previously provided.

    Note: If this is the student's last session, click **The Student Is in the Last Session of His/Her Program** check box and leave the **Next Session Start Date** field blank.

- **Cancelation**—This field is required if requesting to change the student's status to Canceled.

  – **Cancelation Reason**—Select one of the following reasons from the drop-down list:

    - Offer Withdrawn

    - Record Created in Error

    - Student Arrived Under Different SEVIS ID

    - Student Not Attending

    - Student Registered Under Different SEVIS ID

    - Visa Issued for Different SEVIS ID

- **Termination**—These fields are required if requesting to change the student's status to Terminated.

  – **Termination Reason**—Select a termination reason from the drop-down list.

  – **Termination Reason Comment**—If **Otherwise Failing to Maintain Status** is selected, an explanation must be entered in the field provided.

- **Correction Remarks**—Enter justification for requesting a change to the student's status. These remarks display to DHS during the review process.

3. Click one of the following buttons:

Submit Correction	Submits the correction request to DHS for review. A *Submit Successful* screen displays. A unique Request ID is assigned to the correction request. Click the **Return** button to return to the *Student*

	Information screen. **Note:** Supporting documentation may be required by DHS during the review of the correction request. If supporting documentation is needed, you will receive a request for information via email.
Reset Values	All fields on the screen revert to their original values.
Cancel	Returns to the *Student Information* screen without requesting a change to the student's status.

2.4.5.6.8 REQUEST CHANGE TO TERMINATION REASON

If a student is currently in Terminated status, the PDSO or DSO may request a change to a student's termination reason. This change requires review by DHS. Perform the following steps to request a change to a student's termination reason:

1. From the *Student Information* screen, click the **Request Change to Termination Reason** link in the **Corrections** menu. The *Request Change to Termination Reason* screen displays, as depicted in Exhibit 51, Request Change to Termination Reason.

Exhibit 51: Request Change to Termination Reason

2. Complete the following fields:

-   **Termination Reason**—Select an option from the drop-down list.

-   **Termination Reason Comment**—This field is required if the termination reason is Otherwise Failing to Maintain Status.

-   **Correction Remarks**—Enter justification for requesting a change to the student's termination reason. These remarks display to DHS during the review process.

3. Click one of the following buttons:

Submit Correction	Submits the correction request to DHS for review. A *Submit Successful* screen displays. A unique Request ID is assigned to the correction request. Click the **Return** button to return to the *Student Information* screen. **Note:** Supporting documentation may be required by DHS during the review of the correction request. If supporting documentation is needed, you will receive a request for information via email.
Reset Values	Clears all fields on the screen.
Cancel	Returns to the *Student Information* screen without requesting a change to the student's termination reason.

2.4.5.6.9 CANCEL PENDING CORRECTION REQUESTS

Prior to review by DHS, the PDSO and DSO may cancel any pending correction requests by performing the following steps:

1. From the *Student Information* screen, click the **View and Cancel Pending Correction Request** link in the **Corrections** menu. The *Pending Correction Requests* screen displays, as depicted in Exhibit 52, Pending Correction Requests Screen.

Exhibit 52: Pending Correction Requests Screen

Note: Ensure that this is the request you wish to cancel because the request will immediately be canceled.

2. Click the **Cancel Request** link in the **Commands** menu to the far right of the correction request you wish to cancel. A success screen displays.

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

2.4.5.6.10 VIEW PENDING CORRECTION REQUESTS

Prior to review by DHS, the PDSO and DSO may view any pending correction requests by performing the following steps:

1. From the *Student Information* screen, click the **View and Cancel Pending Correction Request** link in the **Corrections** menu. The *Pending Correction Requests* screen displays, as depicted in Exhibit 52.

2. Click the **View** link in the **Commands** menu to the far right of the correction request you wish to view. The *View Correction Request* screen displays, as depicted in Exhibit 53, View Correction Request Screen.

Exhibit 53: View Correction Request Screen

3. Review the information on the screen and click the **Return** button to return to the *Pending Correction Requests* screen.

2.5   Alerts

When logging into the system as the PDSO or DSO, you are provided with a listing of schools or campuses for which you have been identified as an acting official. If an alert exists for the school, the *** Alerts** link displays. Alerts are status reminders or notices that an action should be taken. In most cases, these alerts are indicators that, according to the information currently in the system, the student's status will change (in many cases from Active to Terminated or Completed) if some action or update is not taken by a school official within a certain number of days. If no action is taken, the system will automatically take action. For example, if a school official does not submit a student's draft Form I-20 within 45 days of the last update to the record, the Form is deleted.

To access the list of alerts for a school, click the *** Alerts** link to the right of the name of the school. SEVIS displays a list of alerts with which there are students associated. The alert lists are updated daily. Exhibit 54, Student Alerts for Woodward University, is an example of the screen that displays.

Exhibit 54: Student Alerts for Woodward University
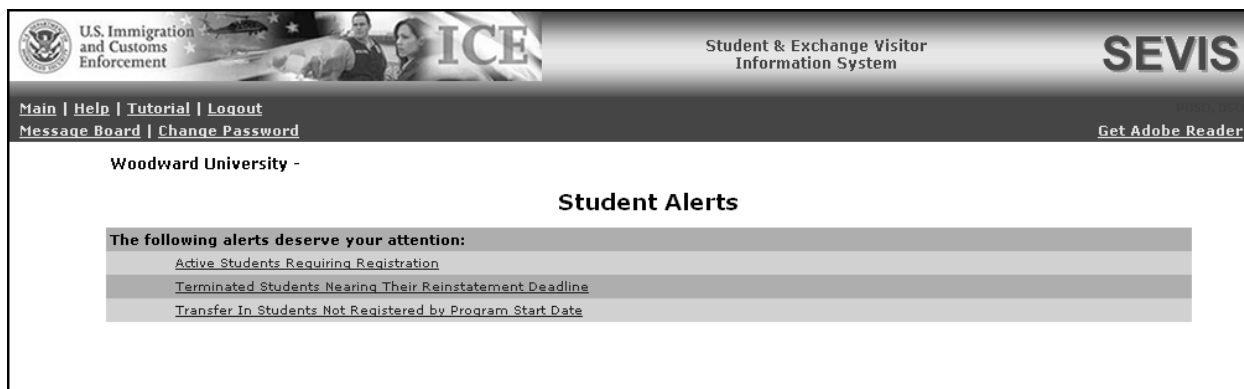
To view a list of students, click on a link and SEVIS displays the selected list.

Below is a list containing the title and description and/or action to be taken for each type of alert:

Alert Title	Description/Action to be Taken
Active Students Requiring Registration	Students in Active status, the next session start date is in the past, and it is prior to the student's program end date. If this session information is not updated, the system automatically terminates the student records 90 days after the next session start date for failure to enroll. Therefore, it is very important that each student's registration information be updated each term or session. The current session end date and next session start date, and any information that has changed since the last update, can be updated by choosing the **Registration** link from the *Student Information* screen for a student on this alert list.
Active Students Requiring Status Verification	Students in Active status that have not been updated within the previous 6 months. These students will remain in this alert list until an update is made to their record, the student changes status, or the PDSO or DSO verifies the student's status using the **Verify Status** link.
Dependent Children Within 90 Days of 21st Birthday	Dependents in Initial or Active status where the relationship is "child" and the current date is prior to and within 90 days of the dependent's 21st birthday. On the day following the child's 21st birthday, the system changes the dependent's status to Terminated because the child is no longer eligible for dependent status. Prior to this date, a PDSO or DSO can inform the student and/or assist

Alert Title	Description/Action to be Taken
	the dependent in applying for a change of status if needed.
Draft Student Eligibility Records – Over 15 Days Old	Students in Draft status and the current date is 15 days or more past the date of the last update. These records must be submitted within 45 days or the record will be deleted from the system.
F-1 Students Within 30 Days of OPT End Date	Students in Active status with current, authorized optional practical training that is scheduled to end within 30 days. The termination of the employment authorization will not affect the student's status except in the case of a student participating in post-completion OPT. In the latter case, the student's status changes to Completed 60 days after the employment end date.
Service Center Adjudication Results	Students who have requests and the adjudication results have been received from the Service Center. This alert list will include results for OPT, Off-Campus Employment, M-1 Transfer, M-1 Extension, and Change of Status requests. The results display on the list for 30 days after the Service Center decision date.
Students in Initial Status with Port of Entry Records	Students in Initial status who have entered through a U.S. port of entry to attend your institution. A PDSO or DSO must be sure to either register the student or terminate the Initial status record for failure to register (No Show). If this update is not made, the system automatically terminates this record with the reason of No Show.
Students Past Program Start Date Awaiting Change of Status	Students in Initial status who are past their program start date and have one of the following: • A pending change of status request • An issue reason of "Initial Attendance - Change of Status Requested" and no CLAIMS change of status request If the change of status for the student is not approved within 60 days after his/her program start date, the student's record will be canceled. If the change of status has not been approved, defer the student's attendance to ensure that the record is not canceled. (Section 2.4.5.2.9, Defer Attendance, provides further instruction.)
Students Terminated Due to Change of Status Approved	Students in Terminated status with a termination reason of "Change of Status Approved." The PDSO/DSO will receive an alert for students who were terminated because their change of status request (for example, from F-1 [student] to B-1 [worker]) was approved. The terminated records will appear on this list for 30 days after the adjudication result is received from the Service Center.
Students Terminated Due to Change of Status Denied	Students in Terminated status with a termination reason of "Change of Status Denied." The PDSO/DSO will receive an alert for students who were terminated because their change of status request (for example, from B-1 [worker] to F-1 [student]) was

Alert Title	Description/Action to be Taken
	denied. The terminated records will appear on this list for 30 days after the adjudication result is received from the Service Center.
Students Within 45 Days of Cancelation	Students that will be canceled by the system within the next 45 days if an action is not taken on their record.
Students Within 45 Days of Program End Date	Students in Active status when the current date is prior to and within 45 days of the program end date. The status of a student on this list will change to Completed 60 days after this program end date for F students and 30 days after this program end date for M students, unless the student is authorized for post-completion OPT. **Note:** A PDSO or DSO can update a student's program end date to reflect early completion or an extension by updating the student's program information. **Note:** Post-completion OPT must be requested in SEVIS prior to or on the program end date.
Students Within 45 Days of Termination	Students that will be terminated by the system within the next 45 days if an action is not taken on their record.
Students Within 60 Days of Off-Campus Employment End Date	Students in active status with current, authorized off-campus employment that is scheduled to end within 60 days.
Students With Pending Change of Status Requests	Students that have a request for change of status from the Service Center. This is a notification alert informing the PDSO/DSO the student has a change of status request pending and is awaiting the adjudication result.
Students With Requests in Requested Status Over 90 Days	Students who have an OPT, OCE, Extension (M-1 students only), or a Transfer (M-1 students only) request in Requested status for more than 90 days. A request is in Requested status after the request is submitted in SEVIS until the request documentation is received by the Service Center, at which time the status changes to Pending. Note: Any request in Requested status for more than 180 days will be automatically canceled by SEVIS.
Terminated Students Nearing Their Reinstatement Deadline	Students in Terminated status that are at least 90 days, but less than 150 days, beyond the termination date. The student may apply for reinstatement at any point, but after 150 days there are additional evidentiary requirements. The student must overcome a Presumed Ineligibility, and an explanation of why the reinstatement request was not filed in a more timely manner must be included with the request.
Transfer-In Students Not Registered By Program Start Date	Students who were supposed to have transferred to the school and begun a program, but have not yet registered and have a program start date that has passed. These student records must be registered

Alert Title	Description/Action to be Taken
	in the system, or terminated with the reason of "Transfer Student No Show." If no action is taken, the system automatically terminates these records.

2.6   Reports

SEVIS provides you with the ability to generate and print a variety of reports that reflect current SEVIS information. Please note that the types of reports currently available are subject to change as the result of enhancements to the reporting capabilities of the system.

The next two sections contain the instructions for generating and printing reports using either the Internet Explorer or Netscape browsers.

2.6.1   Generating and Printing Reports Using the Internet Explorer Browser

To access the Reports module, perform the following steps:

1. Click the **Reports** link in the **Commands** column to the right of the name of a school. The *DSO Reports* screen displays. Exhibit 55, DSO Reports Screen, is an example of the screen that displays.

Exhibit 55: DSO Reports Screen

2. Select the format for the report. The **HTML** (hypertext markup language) option generates a formatted report. The **Text** option generates a report in a format that can be copied and

pasted into another application and formatted the way that you wish. (See Section 2.6.3, Copy and Paste a Report, for instructions.)

3. Review the list of reports and make a selection by clicking the radio button to the left of the appropriate report.

4. Click the **Submit** button. The next screen that displays allows you to enter your report criteria.

5. Make the necessary selections on the *Report Criteria* screen.

6. Click the **Submit** button to generate and view the report. Another browser window opens and the report displays. Using the browser functionality, you may send the report to a designated printer.

7. For best results when printing, it is recommended that you make the following changes to the print settings for Internet Explorer:

   a) Click on the **File** menu on the Internet Explorer toolbar.

   b) Select **Page Setup**. The *Page Setup* window displays, as shown in Exhibit 56, Internet Explorer Page Setup Window.

Exhibit 56: Internet Explorer Page Setup Window
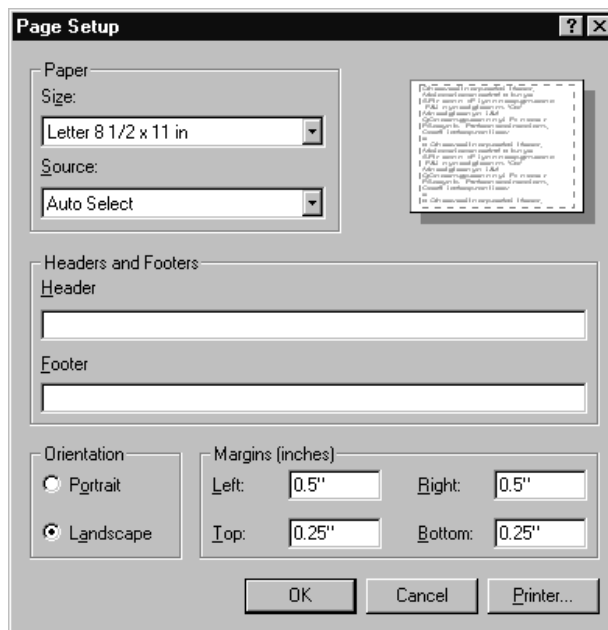
   c) If necessary, delete all data that display in the **Header** field.

   d) If necessary, delete all data that display in the **Footer** field.

   e) Select the **Landscape** radio button in the **Orientation** section.

f)   Set the left and right margins to **0.5″** and the top and bottom margins to **0.25″**.

g)   Click **OK**.

8.   Select **Print** from the **File** menu or click the **Print** (🖨) button on the browser toolbar. If you opted to click the **Print** (🖨) button, your report prints; if you chose **Print** from the **File** menu, the *Print* window displays. Continue to Step 9.

9.   Ensure that the name of the printer listed in the **Name** field is the printer to which you wish the report to print. If it does not show the correct printer, click the **down arrow** to the right of the field and select the correct printer.

10. Click **OK** and the report prints to the designated printer.

11. Click the **Close** (✖) button on the browser title bar to close the window and return to SEVIS.

2.6.2   Generating and Printing Reports Using the Netscape Browser

To access the Reports module, perform the following steps:

1.   Click the **Reports** link in the **Commands** column to the right of the name of a school. The *DSO Reports* screen displays. Exhibit 55, DSO Reports Screen, is an example of the screen that displays.

2.   Select the format for the report. The **HTML** option generates a formatted report. The **Text** option generates a report in a format that can be copied and pasted into another application and formatted the way that you wish. (See Section 2.6.3, Copy and Paste a Report, for instructions.)

3.   Review the list of reports and make a selection by clicking the radio button to the left of the appropriate report.

4.   Click the **Submit** button. The next screen that displays allows you to enter your report criteria.

5.   Make the necessary selections on the *Report Criteria* screen.

6.   Click the **Submit** button to generate and view the report. Another browser window opens and the report displays. Using the browser functionality, you may send the report to a designated printer.

7.   For best results when printing, it is recommended that you make the following changes to the browser print settings for Netscape:

a)   Click on the **File** menu on the Netscape toolbar.

b)   Select **Page Setup**. The *Page Setup* window displays, as shown in Exhibit 57, Netscape Page Setup Window.

Exhibit 57: Netscape Page Setup Window
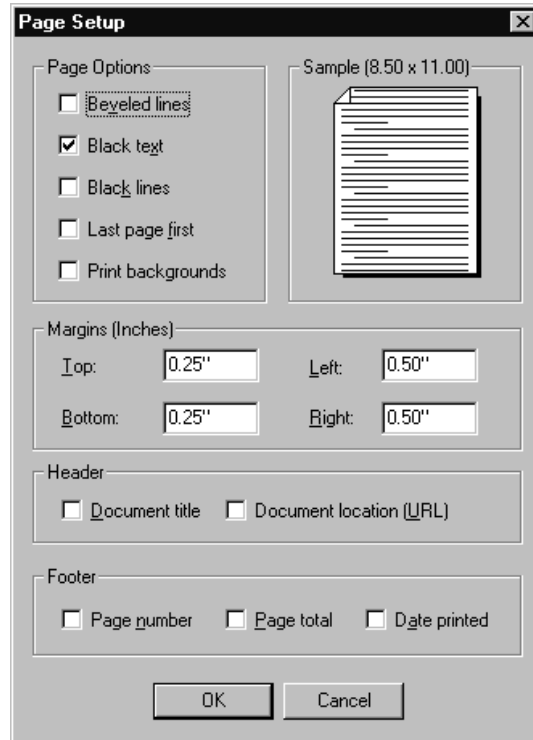
c) If necessary, click to remove the check mark in the **Beveled lines** check box.

d) Click to place a check mark in the **Black text** check box.

e) Set the left and right margins to **0.5″** and the top and bottom margins to **0.25″**.

f) If necessary, click to remove the check mark next to all options in the **Header** section.

g) If necessary, click to remove the check mark next to all options in the **Footer** section.

h) Click **OK**.

8. Select **Print** from the **File** menu or click the **Print** () button on the browser toolbar. If you opted to click the **Print** () button, your report prints; if you chose **Print** from the **File** menu, the *Print* window displays. Continue to Step 9.

9. Ensure that the name of the printer listed in the **Name** field is the printer to which you wish the report to print. If it does not show the correct printer, click the **down arrow** to the right of the field and select the correct printer.

10. Click the **Properties** button and select the **Paper** tab.

11. In the **Orientation** section, click the **Landscape** radio button.

12. Click **OK** to accept the Landscape setting.

13. Click **OK** on the *Print* window and the report prints to the designated printer.

14. Click the **Close** (☒) button on the browser title bar to close the window and return to SEVIS.

Note: Netscape has modified its printing procedures for Version 7.0. Appendix B, Printing Instructions for Netscape Version 7.0, provides the updated instructions.

2.6.3   Copy and Paste a Report

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

1. Generate (in HTML format) and print one page of the report so that you can see the layout and column labels for the report. See Sections 2.6.1 or 2.6.2 for instructions on generating and printing reports in SEVIS. Exhibit 58, Detailed Student Report – Initial and Active Status – HTML Format, is an example of a report generated using the HTML format.

Exhibit 58: Detailed Student Report – Initial and Active Status – HTML Format

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 Detailed Student Report – Initial and Active Status that is shown in Exhibit 58.

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

    Moses ^ Hoopii ^ N0000144280 ^ ACTIVE ^ 11/14/2006 ^ F-1 ^ 11/12/2006 ^ 11/13/2010 ^ WASHINGTON DC ^
    Debbie ^ Smith ^ N0000144282 ^ ACTIVE ^ 11/14/2006 ^ F-1 ^ 11/14/2006 ^ 11/14/2010 ^ WASHINGTON DC ^
    John ^ Smith ^ N0000085770 ^ INITIAL ^ 11/14/2006 ^ F-1 ^ 11/14/2006 ^ 11/14/2010 ^ WASHINGTON DC ^

9. To convert the text to columns, select **Text to Columns** from the **Data** menu. The *Convert Text to Columns Wizard – Step 1 of 3* window displays.

10. Click the **Delimited** radio button, and then click the **Next** button. The *Convert Text to Columns Wizard – Step 2 of 3* window displays.

11. Click the **Other** check box and enter the caret (^) character in the box to the right of **Other**. If there are other delimiters checked (for example, Tab), click the box to remove the check mark. Only the **Other** check box should be checked.

12. Click the **Next** button to display the *Convert Text to Columns Wizard – Step 3 of 3* window.

13. Click the **Finish** button. The wizard closes and the report is formatted into columns.

14. Format the spreadsheet using the column headings shown on the copy of the report generated in HTML format.

2.7 Message Board

The message board allows users to view system-wide postings that are applicable to a user's SEVIS role. The *Message Board* screen automatically displays if there are any current message postings for a user's role. The *Message Board* screen may be accessed at any time by clicking the **Message Board** link in the navigation bar. Exhibit 59, Message Board Screen, provides an example of the *Message Board* screen.

Exhibit 59: Message Board Screen

2.7.1   View Message Board Postings

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

1. From the *Message Board* screen, click either the **View** link to the far right of a specific message or the **View/Print All** link at the bottom of the **Commands** menu. The *System Message* screen displays. Exhibit 60, System Message Screen, provides an example of the screen that displays if you choose to view a single message.

Exhibit 60: System Message Screen
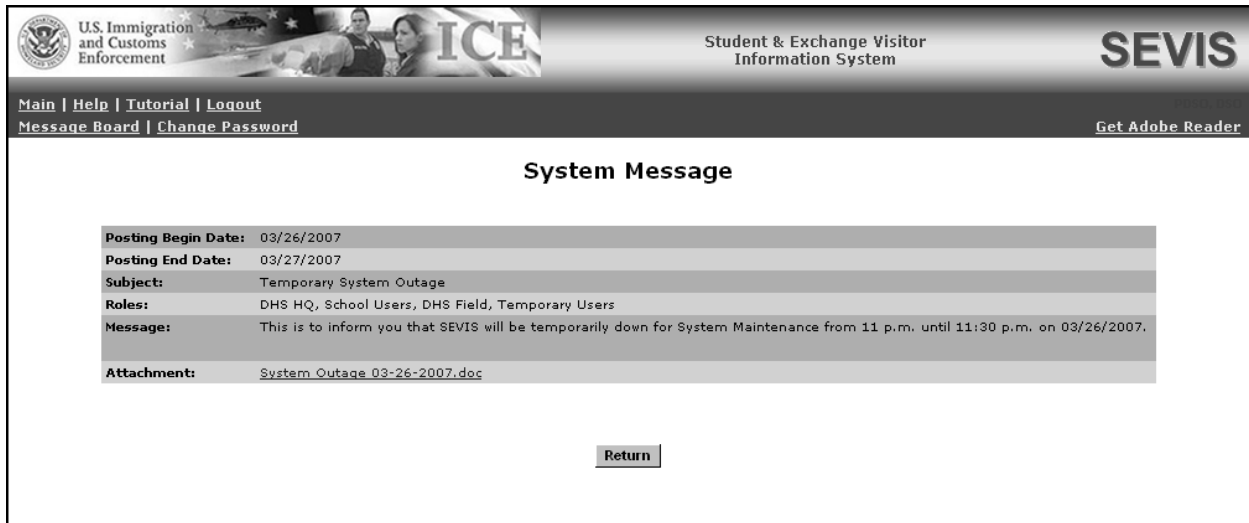
2. View the details of the listed message board postings.

Field	Description/Explanation
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. |

Field	Description/Explanation
	When finished viewing and/or printing the attachment, click the **Close** (×) button in the upper-right corner of the screen to close the window.

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

2.7.2   Print Message Board Postings

Perform the following steps to print a message board posting:

1. Select whether you want to print just one message board posting or all current message board postings.

    - To print only one message board posting, click the **View** link to the far right of the applicable posting. The *System Message* screen displays.

    - To print all message board postings, click the **View/Print All** link at the bottom of the **Commands** menu. The *System Message* screen displays.

2. From the *System Message* screen, click **File** in the browser toolbar, then click **Print**. The *Print* window displays.

3. Ensure that the proper printer is highlighted.

4. Click the **Print** button.

3.   OPERATING INSTRUCTIONS

3.1   Initiate Operation

SEVIS requires the use of Internet Explorer Version 5.0 (or higher), or Netscape Version 4.7 (or higher), Adobe Reader Version 5.0, and a Laser printer – a Laser Postscript printer with 32MB of RAM (96MB is recommended) or a Laser printer with 32MB of RAM (64MB is recommended).

Note: If you do not already have Adobe Reader Version 5.0 or higher installed on your computer, refer to the instructions in Appendix D, Download the Latest Version of Adobe Reader.

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

1. Enter your user ID in the **User Name** field.

2. Enter your password in the **Password** field.

3. Press **Enter** or click the **Login** button. The system displays a security message.

4. Click **Yes** to access SEVIS.

3.2   Maintain Operation

After 20 minutes of inactivity, the session will time out and you must log on again to use SEVIS.

WARNING: If you click the **Close** (☒) button on the browser window, you must wait 20 minutes before you can log back into SEVIS. If you try to access the system before the end of 20 minutes, the following message displays: "A user is already logged on with this user name." Use the **Logout** link on the navigation bar to properly exit SEVIS.

3.3   Terminate and Restart Operations

You may log off SEVIS at any time by clicking the **Logout** link on the navigation bar. To close the browser window, click the **Close** (☒) button in the upper-right corner of the browser window.

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

4.   ERROR HANDLING

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

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

You will be redirected to the *SEVIS Login* screen in 10 seconds. When returned to the *SEVIS Login* screen, you should log into the system and continue working. If the message displays again, contact the SEVIS Help Desk at (800) 892-4829 (8 a.m. to 8 p.m. Eastern Time, Monday through Friday).

5.   HELP FACILITIES

To report SEVIS-related issues or problems, contact the SEVIS Help Desk at (800) 892-4829 from 8 a.m. to 8 p.m. Eastern Time, Monday through Friday. Calls made at other times are recorded for a response on the next business day.

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Update   August 8, 2008

APPENDIX A—ACRONYMS AND ABBREVIATIONS

API	Application Program Interface
ARO	Alternate Responsible Officer
CFR	Code of Federal Regulations
COB	country of birth
COC	country of citizenship
CPT	Curricular Practical Training
DHS	U.S. Department of Homeland Security
DoS	U.S. Department of State
DSO	Designated School Official
EV	Exchange Visitor
FR	Federal Register
HTML	hypertext markup language
ID	identification
MB	megabyte
OCE	Off-Campus Employment
OPT	Optional Practical Training
PDSO	Principal Designated School Official
RAM	random access memory
RO	Responsible Officer
SEVIS	Student and Exchange Visitor Information System
SEVP	Student and Exchange Visitor Program
STEM	Science, Technology, Engineering, or Math

APPENDIX B—PRINTING INSTRUCTIONS FOR NETSCAPE VERSION 7.0

Netscape has modified its printing procedures for Version 7.0. For best results when printing, it is recommended that you make the following changes to the browser print settings for Netscape:

1. Click **File** on the Netscape menu bar.

2. Select **Page Setup**. The *Page Setup* window displays, as shown in Exhibit B–1, Netscape Page Setup Window—Format & Options Tab.

Exhibit B–1: Netscape Page Setup Window—Format & Options Tab
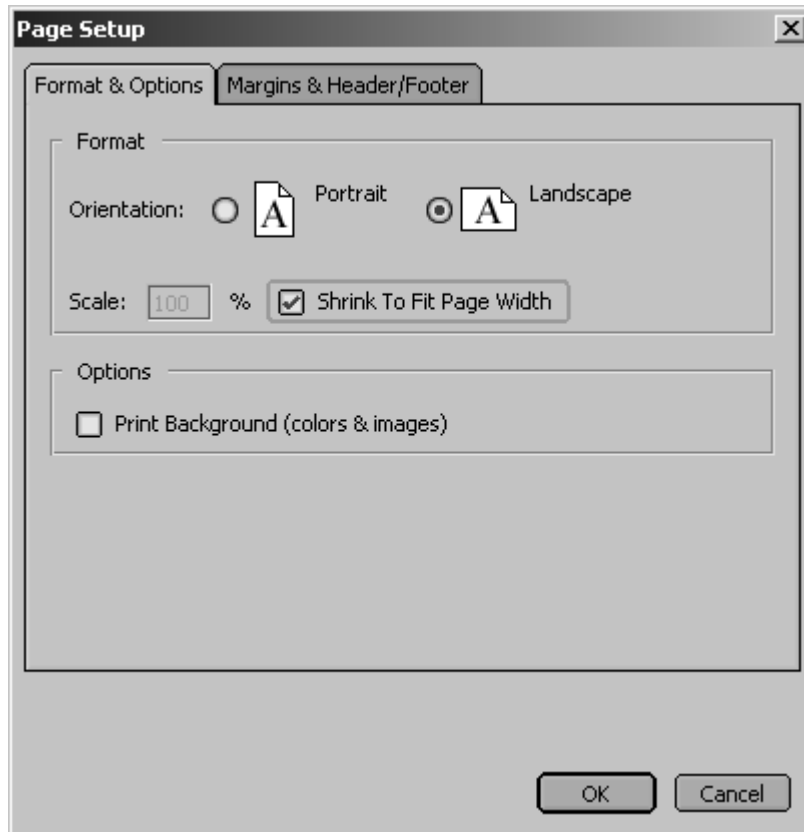
3. On the **Format & Options** tab, click the **Landscape** radio button.

4. Ensure there is a check mark in the **Shrink To Fit Page Width** check box.

5. Ensure there is not a check mark in the **Print Background (color & images)** check box.

6. Click the **Margins & Header/Footer** tab. The **Margins & Header/Footer** tab comes into focus, as depicted in Exhibit B–2, Netscape Page Setup Window—Margins & Header/Footer Tab.

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Exhibit B–2: Netscape Page Setup Window—Margins & Header/Footer Tab
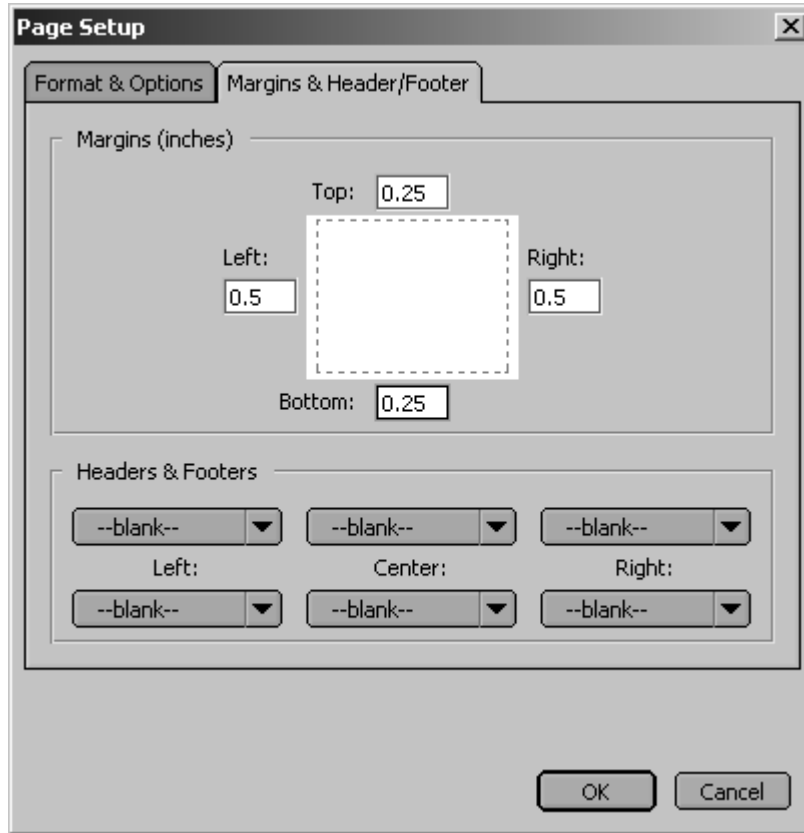
7. Set the left and right margins to **0.5** and the top and bottom margins to **0.25**.

8. Within the **Headers & Footers** section, ensure that all drop-down lists are "--blank--." If the drop-down lists are not set to "--blank--," click on the **down arrow** and select "--blank--."

9. Click **OK**.

10. Click either the **Print** (🖨) button on the browser toolbar or select **Print** from the **File** menu. The *Print* window displays, as depicted in Exhibit B–3, Print Window.

Exhibit B–3: Print Window
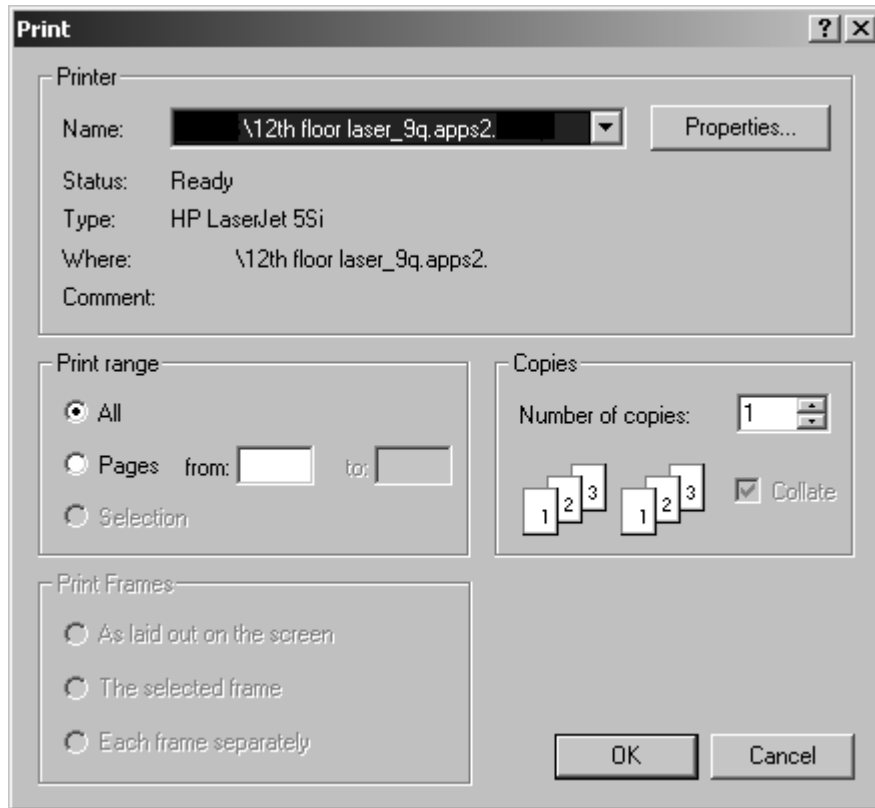
11. Ensure that the appropriate printer is selected in the *Name* list. If not, select the correct printer from the list.

12. Click **OK** on the *Print* window and the report prints to the designated printer.

APPENDIX C—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. From the Adobe home page (www.adobe.com), click the **Get Adobe Flash Player** button.

2. On the *Adobe Flash Player Download Center* screen, uncheck the **Yahoo! Toolbar** check box.

3. Click the **Install Now** button. The Flash Player software download will start automatically. However, if a dialog box displays with the option to install or not install, click the **Install** button.

Note: Depending on your security settings, you may see a **Security Warning** dialog box. Click **Yes** to accept the ActiveX Control.

APPENDIX D—DOWNLOAD THE LATEST VERSION OF ADOBE READER

Perform the following steps to download the latest version of Adobe Reader:

1. From the SEVIS navigation bar, click the **<u>Get Adobe Reader</u>** link. Adobe's home page will display in a separate browser window.

2. From the Adobe home page, click the **Get Adobe Reader (** **)** button.

3. On the *Adobe Reader* screen, click the **Download (** **)** button. The Adobe Reader software download will start automatically. However, if a dialog box displays with the option to run or save, click the **Run** button.

Note: Also, depending on your security settings, you may see a **Security Warning** dialog box. Click **Yes** to accept the ActiveX Control.

APPENDIX E—STUDENT/DEPENDENT STATUSES

The values of student and dependent statuses are as follows:

- **Active**—The student has registered and is currently in status.

- **Canceled**—The student's SEVIS record has been canceled because he/she was not initially registered in SEVIS by a PDSO or DSO. **Note:** A dependent's record can be canceled independently of a student's record.

- **Completed (students only)**—The student has completed his/her course of study at the school.

- **Deactivated (students only)**—The student has transferred to a new school or has changed his/her education level and his/her original record is deactivated.

- **Initial**—The student's record has been created, but the student has not yet registered.

- **Terminated**—The student's participation in SEVIS has been terminated by DHS or a school official; termination implies a change from the Active or Initial status prior to program completion and for a reason other than "Program Completion." **Note:** A dependent's record can be terminated independently of a student's record; therefore, a student may remain in Active status after a dependent has been terminated.

APPENDIX F—STUDENT/DEPENDENT TERMINATION REASONS

The termination reasons for F-1 or M-1 students are as follows:

- Absent From Country for Five Months
- Authorized Drop Below Full Course Time Exceeded
- Authorized Early Withdrawal
- Change of Status Approved
- Change of Status Denied
- Change of Status Withdrawn
- Death
- Denied transfer (M-1 students only)
- Expulsions
- Extension denied (M-1 students only)
- Failure to Enroll
- No Show - Manual Termination
- Otherwise Failing to Maintain Status
- School Withdrawn
- Suspension
- Transfer Student No Show
- Transfer Withdrawn (M-1 students only)
- Unauthorized Drop Below Full Course
- Unauthorized Employment
- Unauthorized Withdrawal
- Violation of Change of Status Requirements

The termination reasons for F-2 or M-2 student dependents are as follows:

- Child over 21
- Conviction of a crime
- Death
- Divorce
- Other
- Principal status completed
- Principal status terminated
- Unauthorized employment

ATTACHMENT A—SAMPLE STUDENT ELIGIBILITY APPLICATION (FORM I-20)

Please read Instructions on Page 2
This page must be completed and signed in the U.S. by a designated school official.

SEVIS

Student's Copy

1. Family Name (surname):

First (given) Name: Middle Name:

Country of birth: Date of birth(mo/day/year):

Country of citizenship: Admission number:

For Immigration Official User

Visa issuing post   Date Visa Issued

Reinstated, extension granted to:

2. School (School district) name:

School Official to be notified of student's arrival in U.S.(Name and Title):

School address (include zip code):

School code (including 3-digit suffix, if any) and approval date:
_____ approved on _____

3. This certificate is issued to the student named above for:

4. Level of education the student is pursuing or will pursue in the United States:

5. The student named above has been accepted for a full course of study at this school, majoring in _____.
The student is expected to report to the school no later than _____
and complete studies not later than _____. The normal length of study is _____ months.

6. English proficiency:

7. This school estimates the student's average costs for an academic term of _____ (up to 12) months to be:
a. Tuition and fees $ _____
b. Living expenses $ _____
c. Expenses of dependents (   ) $ _____
d. Other (specify): $ _____
        Total $ _____

8. This school has information showing the following as the student's means of support, estimated for an academic term of _____ months (Use the same number of months given in item 7).
a. Student's personal funds $ _____
b. Funds from this school $ _____
    Specify type:_____
c. Funds from another source $ _____
    Specify type:_____
d. On-campus employment $ _____
        Total $ _____

9. Remarks: _____
_____
_____
_____

10. School Certification: I certify under penalty of perjury that all information provided above in items 1 through 9 was completed before I signed this form and is true and correct; I executed this form in the United States after review and evaluation in the United States by me or other officials of the school of the student's application, transcripts, or other records of courses taken and proof of financial responsibility, which were received at the school prior to the execution of this form; the school has determined that the above named student's qualifications meet all standards for admission to the school; the student will be required to pursue a full course of study as defined by 8 CFR 214.2(f)(6); I am a designated official of the above named school and am authorized to issue this form.

Name of School Official   Signature of Designated School Official   Title   Date Issued   Place Issued (city and state)

11. Student Certification: I have read and agreed to comply with the terms and conditions of my admission and those of any extension of stay as specified on page 2. I certify that all information provided on this form refers specifically to me and is true and correct to the best of my knowledge. I certify that I seek to enter or remain in the United States temporarily, and solely for the purpose of pursuing a full course of study at the school named on page 1 of this form. I also authorize the named school to release any information from my records which is needed by the INS pursuant to 8 CFR 214.3(g) to determine my nonimmigrant status.

Name of Student   Signature of Student   Date

Name of parent or guardian   Signature of parent or guardian   Address (city)   (State or Province) (Country)   (Date)
If student under 18

For Official Use Only
Microfilm Index Number

Authority for collecting the information on this and related student forms is contained in 8 U.S.C. 1101 and 1184. The information solicited will be used by the Department of State and the Immigration and Naturalization Service to determine eligibility for the benefits requested.

INSTRUCTIONS TO DESIGNATED SCHOOL OFFICIALS

1. The law provides severe penalties for knowingly and willfully falsifying or concealing a material fact or using any false document in the submission of this form. Designated school officials should consult regulations pertaining to the issuance of Form I-20 A-B at 8 CFR 214.3 (K) before completing this form. Failure to comply with these regulations may result in the withdrawal of the school approval for attendance by foreign students by the Immigration and Naturalization Service (8 CFR 214.4).

2. ISSUANCE OF FORM I-20 A-B. Designated school officials may issue a Form I-20 A-B to a student who fits into one of the following categories, if the student has been accepted for full-time attendance at the institution: a) a prospective F-1 nonimmigrant student; b) an F-1 transfer student; c) an F-1 student advancing to a higher educational level at the same institution; d) an out of status student seeking reinstatement. The form may also be issued to the dependent spouse or child of an F-1 student for securing entry into the United States.

When issuing a Form I-20 A-B, designated school officials should complete the student's admission number whenever possible to ensure proper data entry and record keeping.

3. ENDORSEMENT OF PAGE 3 FOR REENTRY. Designated school officials may endorse page 3 of the Form I-20 A-B for reentry if the student and/or the F-2 dependents is to leave the United States temporarily. This should be done only when the information on the Form I-20 remains unchanged. If there have been substantial changes in item 4, 5, 7, or 8, a new Form I-20 A-B should be issued.

4. REPORTING REQUIREMENT. Designated school officials should always forward the top page of the form I-20 A-B to the INS data processing center at P.O. Box 140, London, Kentucky 40741 for data entry except when the form is issued to an F-1 student for initial entry or reentry into the United States, or for reinstatement to student status. (Requests for reinstatement should be sent to the Immigration and Naturalization Service district office having jurisdiction over the student's temporary residence in this country.)

The INS data processing center will return this top page to the issuing school for disposal after data entry and microfilming.

5. CERTIFICATION. Designated school officials should certify on the bottom part of page 1 of this form that the Form I-20 A-B is completed and issued in accordance with the pertinent regulations. The designated school official should remove the carbon sheet from the completed and signed Form I-20 A-B before forwarding it to the student.

6. ADMISSION RECORDS. Since the Immigration and Naturalization Service may request information concerning the student's immigration status for various reasons, designated school officials should retain all evidence which shows the scholastic ability and financial status on which admission was based, until the school has reported the student's termination of studies to the Immigration and Naturalization Service.

INSTRUCTIONS TO STUDENTS

1. Student Certification. You should read everything on this page carefully and be sure that you understand the terms and conditions concerning your admission and stay in the United States as a nonimmigrant student before you sign the student certification on the bottom part of page 1. **The law provides severe penalties for knowingly and willfully falsifying or concealing a material fact, or using any false document in the submission of this form.**

2. ADMISSION. A nonimmigrant student may be admitted for duration of status. This means that you are authorized to stay in the United States for the entire length of time during which you are enrolled as a full-time student in an educational program and any period of authorized practical training plus sixty days. While in the United States, you must maintain a valid foreign passport unless you are exempt from passport requirements.

You may continue from one educational level to another, such as progressing from high school to a bachelor's program or a bachelor's program to a master's program, etc., simply by invoking the procedures for school transfers.

3. SCHOOL. For initial admission, you must attend the school specified on your visa. If you have a Form I-20 A-B from more than one school, it is important to have the name of the school you intend to attend specified on your visa by presenting a Form I-20 A-B from that school to the visa issuing consular officer. Failure to attend the specified school will result in the loss of your student status and subject you to deportation.

4. REENTRY. A nonimmigrant student may be readmitted after a temporary absence of five months or less from the United States, if the student is otherwise admissible. You may be readmitted by presenting a valid foreign passport, a valid visa, and either a new Form I-20 A-B or a page 3 of the Form I-20 A-B (the I-20 ID Copy) properly endorsed for reentry if the information on the I-20 form is current.

5. TRANSFER. A nonimmigrant student is permitted to transfer to a different school provided the transfer procedure is followed. To transfer schools, you should first notify the school you are attending of the intent to transfer, then obtain a Form I-20 A-B from the school you intend to attend. Transfer will be effected only if you return the Form I-20 A-B to the designated school official within 15 days of beginning attendance at the new school. The designated school official will then report the transfer to the Immigration and Naturalization Service.

6. EXTENSION OF STAY. If you cannot complete the educational program after having been in student status for longer than the anticipated length of the program plus a grace period in a single educational level, or for more than eight consecutive years, you must apply for extension of stay. An application for extension of stay on a Form I-538 should be filed with the Immigration and Naturalization Service district office having jurisdiction over your school at least 15 days but no more than 60 days before the expiration of your authorized stay.

7. EMPLOYMENT. As an F-1 student, you are not permitted to work off campus or to engage in business without specific employment authorization. After your first year in F-1 student status, you may apply for employment authorization on Form I-538 based on financial needs arising after receiving student status, or the need to obtain practical training.

8. Notice of Address. If you move, you must submit a notice within 10 days of the change of address to the Immigration and Naturalization Service. (Form AR-11 is available at any INS office.)

9. Arrival/Departure. When you leave the United States, you must surrender your Form I-94 Departure Record. Please see back side of Form I-94 for detailed instructions. You do not have to turn in the I-94 if you are visiting Canada, Mexico, or adjacent islands other than Cuba for less than 30 days.

10. Financial Support. You must demonstrate that you are financially able to support yourself for the entire period of stay in the United States whil pursuing a full course of study. You are required to attach documentary evidence of means of support.

11. Authorization to Release Information by School. To comply with requests from the United States Immigration & Naturalization Service for information concerning your immigration status, you are required to give authorization to the named school to release such information from your records. The school will provide the Service your name, country of birth, current address, and any other information on a regular basis or upon request.

12. Penalty. To maintain your nonimmigrant student status, you must be enrolled as a full-time student at the school you are authorized to attend. You may engage in employment only when you have received permission to work. Failure to comply with these regulations will result in the loss of your student status and subject you to deportation.

AUTHORITY FOR COLLECTING. Authority for collecting the information on this and related student forms is contained in 8 U.S.C. 1101 and 1184. The information solicited will be used by the Department of State and the Immigration and Naturalization Service to determine eligibility for the benefits requested. The law provides severe penalties for knowingly and willfully falsifying or concealing a material fact, or using any false document in the submission of this form.

REPORTING BURDEN. Public reporting burden for this collection of information is estimated to average 30 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection or information. Send comments regarding this burden estimated or any other aspect of this collection of information, including suggestions for reducing this burden, to: U.S Department of Justice, Immigration and Naturalization Service (Room 2011), Washington, D.C. 20536; and to the Office of Management and Budget, Paperwork Reduction Project, OMB No. 1115-0051, Washington, D.C. 20503.

IF YOU NEED MORE INFORMATION CONCERNING YOUR F-1 NONIMMIGRANT STUDENT STATUS AND THE RELATING IMMIGRATION PROCEDURES, PLEASE CONTACT EITHER YOUR FOREIGN STUDENT ADVISOR ON CAMPUS OR A NEARBY IMMIGRATION AND NATURALIZATION SERVICE OFFICE.

SEVIS

FAMILYNAME: _____ FIRST NAME: _____

Student's Copy

Student Employment Authorization:

Employment Status: Type:

Duration of Employment - From (Date):   To (Date):
Employer Name:
Employer Location:

Comments:

Event History
Event Name: Event Date:

Current Authorizations: Start Date: End Date:

This page when properly endorsed, may be used for reentry of the student to attend the same school after a temporary absence from the United States. Each certification signature is valid for one year.

Name of School:

Name of School Official	Signature of Designated School Official	Title	Date Issued	Place Issued (city and state)
Name of School Official	Signature of Designated School Official	Title	Date Issued	Place Issued (city and state)
Name of School Official	Signature of Designated School Official	Title	Date Issued	Place Issued (city and state)
Name of School Official	Signature of Designated School Official	Title	Date Issued	Place Issued (city and state)