U.S. Immigration
and Customs
Enforcement

July 2009

Fact Sheet

Preparing for SEVIS II Migration, Use Fall Registration As a Benchmark

Introduction

The Student and Exchange Visitor Information System II (SEVIS II) launches in 2010. Prior to its implementation, the Student and Exchange Visitor Program (SEVP) plans to help designated school officials (DSOs) review both school and student information to ensure data accuracy. The review serves to enhance data integrity in SEVIS and prepare school officials for the migration of data to SEVIS II.

Get ready to migrate from SEVIS to SEVIS II! SEVP advises schools to do the following:

1. Ensure school and campus names are spelled correctly. Ensure capitalization is correct. Do not use abbreviations. Spell out all words. (Example: University, Incorporated, etc.)

2. Verify student and dependent names are spelled as shown in their passports.

3. Confirm the school's or program sponsor's address is correct. Confirm all student and dependent addresses are correct. (Check mailing versus physical address.)

4. Make sure education levels for active students are correct. Verify all primary major, secondary major or minor data field entries contain valid Classification of Instructional Programs (CIP) codes.

5. Verify school officials are assigned to the appropriate school or program as listed on Form I-17, *Petition for Approval of School for Attendance by Nonimmigrant Student*.

6. Confirm student and dependent biographical information is correct and up-to-date.

7. Confirm student status designation is up-to-date based on the latest school record.

8. Verify e-mail addresses for all school officials, program sponsors, students and other personnel are entered and valid.

9. Confirm each student's date of birth is correct. There are a number of active student records with suspect date-of-birth information. For example: records indicate several students enrolled in master's degree programs with birth dates after January 1, 2000. A possible explanation for this situation could be that the numerical entries of month and date are transposed.

10. Continue to submit Form I-17 petition updates and identify instructional sites.

Reduce your workload during the migration period. Check your data now so that only correct data migrates.

Implement Best Management Practices

Registration for the fall 2009 semester represents an opportunity to ensure that student information is correct. Two significant causes of student-related data errors are the misuse of naming conventions and the inappropriate use of dates of birth. Both situations can be mitigated.

Use the Department of State (DoS) naming conventions consistently to eliminate naming convention errors. Date of birth related errors are lessened through the use of student review. Also, student practice in completing the Form I-94, *Arrival/Departure Record,* can further reduce date-of-birth errors. These techniques were identified as best management practices in a recent workshop, and build upon previously issued SEVP guidance.

SEVIS II will use DoS naming conventions. SEVP generally followed DoS conventions in developing its previously released Policy Guidance titled, *Improving Data Integrity in U.S. Government Systems With Information on Nonimmigrant Students*, but now will adhere to the DoS guidance.

The Essential Rules for DSOs

Name submissions must be consistent on all official travel documents (passports, visas, Forms I-20, *Certificate of Eligibility for Nonimmigrant (F-1) Student Status – For Academic and Language Students,* and Forms I-94). The earliest official document sets the standard. For most nonimmigrant students, this is the passport or national identification document.

- When you create an *Initial* student record in SEVIS, use the name exactly as it appears on the nonimmigrant student's passport. If no passport is available, use the name on the birth certificate (or marriage certificate, if applicable). If none is available, instruct the nonimmigrant to carefully verify the spelling and name sequence.
- If the student's language uses an alphabet other than English, use the name provided by the student on his or her application. Be certain that the student understands the U.S. standard of first name and last name, and enters the information correctly on application forms. If the nonimmigrant has only one name, it must be used as the last name.
    - In certain countries, many nationals have only a surname. In those cases, use FNU (**F**irst **N**ame **U**nknown) in the First Name field in SEVIS. *This guidance represents a departure from previous SEVP instructions but is consistent with DoS naming conventions and will be followed in SEVIS II.*
    - Nonimmigrants with one name should be aware that some government officials are not familiar with the FNU acronym and may look for the nonimmigrant to show that his or her first name is FNU. The nonimmigrant should be able to explain the acronym if it is causing validation problems with any government process.
- Spacing is as important as spelling and must be consistent. For instance, systems will not read Mc Millan and McMillan as the same name.
- *Hyphens and special characters will not be used in SEVIS II.* If you have used a hyphen or a special character in a student's name in SEVIS, it will be cleared during migration to SEVIS II. To reduce potential issues in migration, you should clear any hyphens or special characters in SEVIS prior to migration.
- Consistency with capitalization is helpful, but not critical.
- Name entries must be in English and must use standard U.S. characters. Letters such as ñ, é, ü, ç are not recognized by U.S. data systems. Enter names like Muñoz and Sémonin as Munoz and Semonin. Do not change spellings to reflect sounds of the language of origin.

Reduce your workload during the migration period. Check your data now so that only correct data migrates.

Tips for Advising Students on Name Usage

Students must be consistent in how they enter their last, first and middle names. For example: some Mexican students may use their mother's maiden name as part of their name. Sometimes it is given as a middle name and other times as part of a hyphenated last name. Either usage is acceptable. However, one version must be used consistently, and no hyphen may be used when two last names are used by the student.

Tip 1: Use these naming standards in creating SEVIS records for prospective nonimmigrant students.

Tip 2: Advise your nonimmigrant students to review the Form I-20 you create for them. Make corrections only to conform to these rules.

Tip 3: Advise the nonimmigrant to use the information as it is presented on the corrected Form I-20 when ready to pay the I-901 SEVIS fee and to complete the Department of State Form DS-156, *Nonimmigrant Visa Application*, the Form DS-157, *Supplemental Nonimmigrant Visa Application*, or the consolidated Form DS-160, *Nonimmigrant Visa Electronic Application*.

Tip 4: Once the nonimmigrant student receives the visa, advise the student to review it immediately and to make sure that the name and date of birth are recorded as they appear on the corrected Form I-20. Also, it is important for the nonimmigrant to ensure that he or she has received the correct type of visa. While infrequent, embassies have issued an F visa when a student has applied for an M visa. If this situation occurs, it is easier to correct a visa type error before the nonimmigrant enters the United States.

Tip 5: Assuming the student's documents are now consistent, provide the following annotated Form I-94 that follows in the nonimmigrant's admission/welcome package, and suggest that the student practice completing the form using the data from the documents prior to entering the United States. Please note that the Form I-94 is the only government document that uses the European method of recording dates: dd/mm/yyyy. If resources allow, you may consider completing the form for the student or allowing the student to fax the form to your office for review, prior to traveling.

Tip 6: Counsel your student to hand carry the prepared copy of the Form I-94 while traveling to use as a template. A Form I-94 must be completed onboard a plane, when arriving at an airport.

Reduce your workload during the migration period. Check your data now so that only correct data migrates.

Completing the Form I-94 for Nonimmigrant Students

DEPARTMENT OF HOMELAND SECURITY
U.S. Customs and Border Protection

OMB No. 1651-0111

Admission Number

Welcome to the United States

☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐   ☐ ☐

I-94 Arrival/Departure Record - Instructions

This form must be completed by all persons except U.S.Citizens, returning resident aliens, aliens with immigrant visas, and Canadian Citizens visiting or in transit.

Type or print legibly with pen in ALL CAPITAL LETTERS. Use English. Do not write on the back of this form.

This form is in two parts. Please complete both the Arrival Record (Items 1 through 13) and the Departure Record (Items 14 through 17).

When all items are completed, present this form to the CBP Officer.

Item 7 - If you are entering the United States by land, enter **LAND** in this space. If you are entering the United States by ship, enter **SEA** in this space.

CBP Form I-94 (10/04)

Admission Number

OMB No. 1651-0111

☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐   ☐ ☐

Arrival Record

1. Family Name
2. First (Given) Name
3. Birth Date (Day/Mo/Yr)
4. Country of Citizenship
5. Sex (Male or Female)
6. Passport Number
7. Airline and Flight Number
8. Country Where You Live
9. City Where You Boarded
10. City Where Visa was Issued
11. Date Issued (Day/Mo/Yr)
12. Address While in the United States (Number and Street)
13. City and State

CBP Form I-94 (10/04)

Departure Number

OMB No. 1651-0111

☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐   ☐ ☐

I-94
Departure Record

14. Family Name
15. First (Given) Name
16. Birth Date (Day/Mo/Yr)
17. Country of Citizenship

CBP Form I-94 (10/04)

See Other Side   **STAPLE HERE**

Use all CAPITAL letters. Use English. **Use standard United States characters and print clearly**. Letters like ñ, é, ü, ç are not recognized by U.S. data systems. (Instead, use n, e, u or c.)

Name (Blocks 1, 2, 14, and 15)

The family name (Blocks 1 and 14) is also referred to as surname or last name.
If you have only one name, enter it in the Family Name block. Use the letters FNU in the First Name field.
Spacing is as important as spelling and must be consistent.
For example: data systems will **not** read
Mc Millan and McMillan as the same name.
Hyphens must not be used.

Print your name exactly as it appears on your Form I-20.

Date of Birth (Blocks 3 and 16) and Date Issued (Block 11)

Your date of birth must be given in Day/Month/Year order. **This is not the same order that appears on your Form I-20 or Form DS-2019**. For example: if you were born on the 9th day of January in the year 1986, you should write 090186 in the Birth Date block (Blocks 3 and 16). The same date format is used in block 11 for Date Issued.

Country of Citizenship (Blocks 4 and 17)

In the Country of Citizenship block enter the country that issued your passport. You can find the U.S. spelling in block 1 of the Form I-20 under the "Country of Citizenship." It is on the second line of the Form DS-2019 under "Citizenship Country."

Complete all blocks. (Blocks 1 to 17)

Upon being granted entry into the United States, the Customs and Border Protection Inspector will stamp the bottom section of the Form I-94 (the Departure Record) with your class of admission and the length of time that you can stay in the United States. This section is generally stapled into your passport. This is a critical document. Make a copy and put it in a safe place. Safeguard the original.

Reduce your workload during the migration period. Check your data now so that only correct data migrates.