Student and Exchange Visitor Information System

Exchange Visitor Program (J-visa)

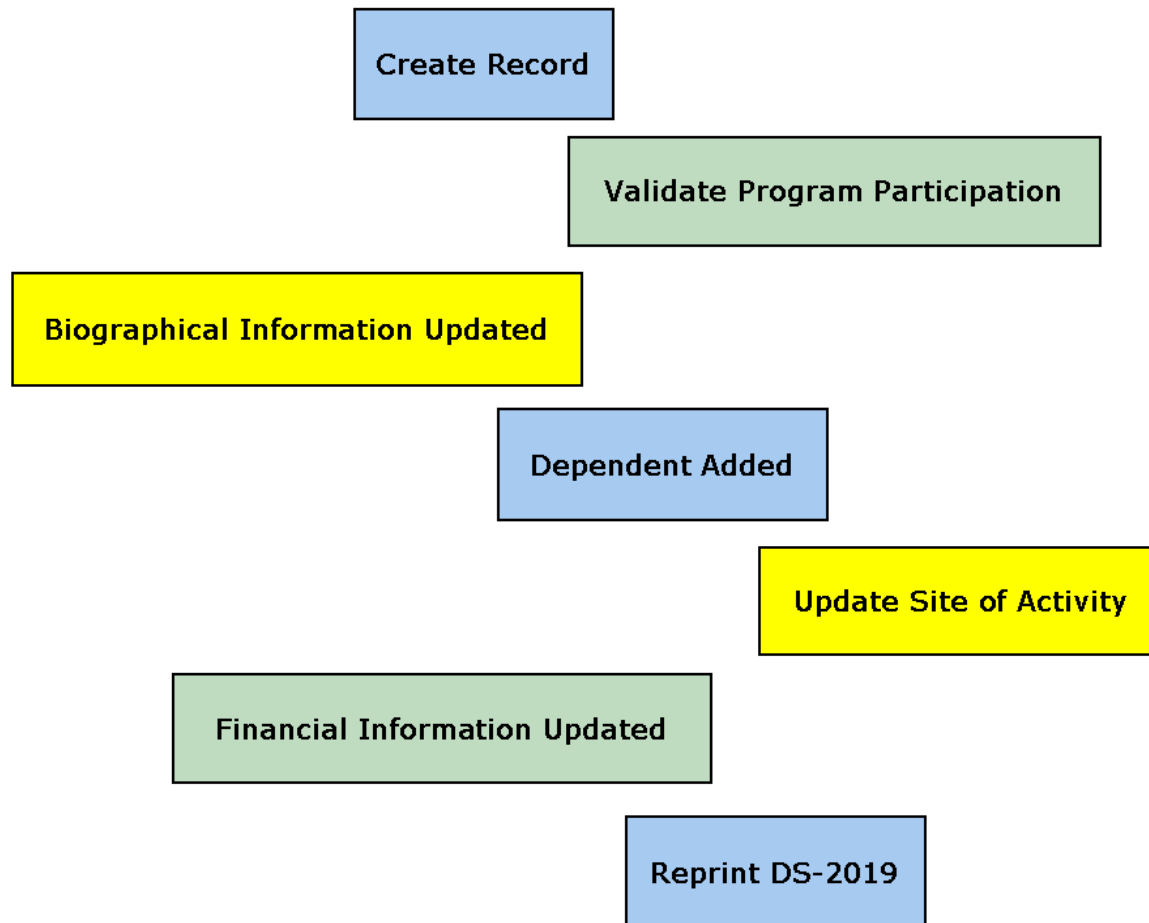## Release 5.8

April 15, 2008

Objectives

Upon completion of this training, you will have an understanding of the new functionality that will be implemented in SEVIS Release 5.8, which includes the following:

- View event history for exchange visitors (EVs) and dependents
- Capture J-1 & J-2 email addresses
- Capture Student Employment information for college/university students
- Capture Out of Country information for professor and research scholar EVs
- Update RO and ARO titles

Note: The new functionality covered in this presentation is related to SEVIS Real-Time Interactive (RTI). SEVIS Batch File Processing (Batch) will not be changed in Release 5.8; therefore, no updates to the SEVIS Batch schema will be necessary.

Event History

Create Record

Validate Program Participation

Biographical Information Updated

Dependent Added

Update Site of Activity

Financial Information Updated

Reprint DS-2019

Event History

Event History is a list of the events associated with an EV's or dependent's SEVIS record.

A new menu, View, is being added to the *Exchange Visitor Information* and *Dependent Information* screens. The <u>Event History</u> link will display on the View menu.

Event History

After clicking the <u>Event History</u> link, the *Event History* screen will display.

Event History

Event Name	Event Date	Resulting Status	Performed By
Record Created	03/24/2008	INITIAL	MARY HAFER
Biographical Information Updated	03/24/2008	INITIAL	MARY HAFER
Amend Program	04/01/2008	INITIAL	MARY HAFER
Validate Program Participation	04/01/2008	ACTIVE	MARY HAFER

In addition to summary data for an EV or dependent, the *Event History* screen will include:

- Event Name—A brief description of the event that occurred.
- Event Date—The date the event occurred.
- Resulting—The status of the EV and/or dependent record following the event.
- Performed By—A name or identifier associated with the event.

Event History

Event Name	Event Date	Resulting Status	Performed By
Record Created	01/04/2007	INITIAL	Al Lewis
ADIS Arrival	05/04/2007	INITIAL	System Interface
Validate Program Participation	05/07/2007	ACTIVE	Al Lewis
Biographical Information Updated	07/07/2007	ACTIVE	Al Lewis
Add Site of Activity	07/07/2007	ACTIVE	Al Lewis
Edit Subject/Field	08/10/2007	ACTIVE	MARY HAFER
Request Extension Beyond Maximum Duration of Participation	12/10/2007	ACTIVE	Al Lewis
Extension Beyond Maximum Duration of Participation Approved	01/24/2008	ACTIVE	DoS Official
Reprint DS-2019	01/28/2008	ACTIVE	MARY HAFER
Biographical Information Updated	04/07/2008	ACTIVE	MARY HAFER

Performed By—These data can be any of the following:
- Name of the RO or ARO who performed the action
- "DoS Official" if someone from the Exchange Visitor Program Office of Exchange Coordination and Designation performed the action.
- "DHS Official" if someone from the Department of Homeland Security preformed the action.
- "System Interface" if the event occurred because of information received from an application outside SEVIS.
- "SEVIS Maintenance" if the event occurred because of automated system processing (for example, on the effective date of transfer listed on an EV's record, the EV's status automatically changes to Transferred), or a manual update to the record.

Event History

Event Name	Event Date	Resulting Status	Performed By
Record Created	01/04/2007	INITIAL	Al Lewis
ADIS Arrival	05/04/2007	INITIAL	System Interface
Validate Program Participation	05/07/2007	ACTIVE	Al Lewis
Biographical Information Updated	07/07/2007	ACTIVE	Al Lewis
Add Site of Activity	07/07/2007	ACTIVE	Al Lewis
Edit Subject/Field	08/10/2007	ACTIVE	MARY HAFER
Request Extension Beyond Maximum Duration of Participation	12/10/2007	ACTIVE	Al Lewis
Extension Beyond Maximum Duration of Participation Approved	01/24/2008	ACTIVE	DoS Official
Reprint DS-2019	01/28/2008	ACTIVE	MARY HAFER

Not all actions taken on a record will display on the *Event History* screen. Also, when the Transfer Release Date is reached, Event History will no longer be recorded on the record at the transfer-out program. All subsequent events will be recorded on the EV record at the transfer-in program.

Email Address

Email Address

When creating or updating an EV or dependent record, an RO or ARO will be able to enter an email address.

Completion of this field will be optional, but *highly recommended*.

Note: An email address can be updated at any time using the <u>Biographical Information</u> link.

Email Address

The email address will display in the Personal Information section of the *Exchange Visitor Information screen* and the Dependent Information section of the *Dependent Information* screen.

Email Address—Transfer

When an EV transfers, the transfer-in program will be able to add or update an email address when the EV record is created.

Email Address—Transfer

When an EV transfers, the transfer-in program will also be able to add or update an email address for the dependents, if any.

Email Address—Event History

When an email address is updated or added to an existing EV or dependent record, the event name "Biographical Information Updated" will show on the *Event History* screen.

Event Name	Event Date	Resulting Status	Performed By
Record Created	01/04/2007	INITIAL	Al Lewis
ADIS Arrival	05/04/2007	INITIAL	System Interface
Validate Program Participation	05/07/2007	ACTIVE	Al Lewis
Biographical Information Updated	07/07/2007	ACTIVE	Al Lewis
Add Site of Activity	07/07/2007	ACTIVE	Al Lewis
Edit Subject/Field	08/10/2007	ACTIVE	MARY HAFER
Request Extension Beyond Maximum Duration of Participation	12/10/2007	ACTIVE	Al Lewis
Extension Beyond Maximum Duration of Participation Approved	01/24/2008	ACTIVE	DoS Official
Reprint DS-2019	01/28/2008	ACTIVE	MARY HAFER
Biographical Information Updated	04/07/2008	ACTIVE	MARY HAFER

College/University Student Employment

College/University Student Employment

The RO and AROs will be able to add employment information to the SEVIS record of a college/university student whose SEVIS status is Active.

The student must be participating in one of the following types of programs:

- Associate Degree
- Bachelor's Degree
- Master's Degree
- Doctoral Degree
- Non-Degree

College/University Student Employment

Additional guidelines for student employment:

- The student can have multiple employment segments.
- The employment segments can overlap.
- The maximum length of a segment of student employment is 12 months.

College/University Student Employment

A new menu, Employment, is being added to the *Exchange Visitor Information* screen for college/university students.

The **Add Student Employment** link will display on the Employment menu.

College/University Student Employment

After selecting the **Add Student Employment** link, an information screen will display. It contains reminders about "On Campus" and "Off Campus" employment.

College/University Student Employment

After selecting the Continue button, the *Add Student Employment* screen will display.

Completion of these fields will be required:

- Employer Name
- Employer Address
- Number of Hours Per Week
- Employment Begin Date
- Employment End Date

College/University Student Employment

The following information will also be required:

- Employment Type: On Campus or Off Campus
- On Campus Employment Type: Assistantship, Fellowship, or Scholarship (Required if employment is On Campus)
- Off Campus Remarks (Required if employment is Off Campus)

Users will also be able to enter optional comments regarding the employment.

College/University Student Employment

After a segment of student employment is added, the **Student Employment History** link will display on the Employment menu.

Student Employment History is a list of "student employment" events associated with a student's SEVIS record.

Student Employment History

After selecting the **Student Employment History** link, the *Student Employment History* screen will display.

An RO or ARO will be able to view only the data that are specific to his or her program. For example, if the EV was employed while at program A and transfers to Program B, the RO and AROs at Program B will **NOT** see the employment information.

Student Employment History

Exchange Visitor Information

SEVIS ID:	N0000150602
Family Name:	Fenstermacher
First Name:	Warren
Suffix:	
Gender:	MALE
Date of Birth:	04/19/1980
City of Birth:	Bremen
Country of Birth:	GERMANY
Country of Citizenship:	GERMANY
Country of Legal Permanent Residence:	GERMANY
Email Address:	
Status:	ACTIVE
Active/Initial Dependent Count:	0
Program Number:	P-1-01131
Program Sponsor:	Hansel University
Position:	215 - UNIVERSITY UNDERGRADUATE STUDENTS
Category:	STUDENT BACHELORS
Occupational Category:	
Subject/Field Description:	Computer and Information Sciences, Other (NEW)
Subject/Field Remarks:	None at this time.
Initial Program Begin Date:	
IAP-66 Number:	
Program Begin Date:	02/25/2008
Program End Date:	12/31/2009
Reinstatement Program Begin Date:	
Previous Program End Date:	
Visa Type:	J-1
Passport Number:	
Visa Foil Number:	
Visa Issue Date:	
Visa Issue Post:	
Port of Entry:	
Date of Entry:	
I-94/Admission Number:	
Port of Departure:	
Date of Departure:	

Add Student Employment

Student Employment History   Commands

Employer Name:	Hansel University, IT Lab	Update Cancel
Employer Address:	9765 Valley Drive	
	Nottingham	
	VT	
	20001	
Number of Hours Per Week:	20	
Employment Begin Date:	02/26/2008	
Employment End Date:	12/31/2008	
Employment Type:	On Campus	
On Campus Employment Type:	Assistantship	
Off Campus Remarks:		
Comments:		
Updated By:	David Derkie	
Cancelation Date:		
Cancelation Comments:		

Student Employment History

In addition to summary information for the EV, the *Student Employment History* screen may have the following links:

- Add Student Employment
- Update
- Cancel

In this example, the employment segment at the bottom of the screen has been canceled; the Update and Cancel links are not available for that segment of student employment.

Update Student Employment

Users will be able to update a segment of Student Employment prior to the employment end date, or the cancelation date.

Cancel Student Employment

An RO or ARO will be able to cancel a segment of Student Employment prior to the employment begin date. The Cancelation Date and Cancelation Comments fields must be completed.

The information for the canceled segment will remain on the EV's SEVIS record and will display on the *Student Employment History* screen.

Student Employment History & Event History

The event name "Student Employment Created," "Student Employment Updated," or Student Employment Canceled" will show on the *Event History* screen.

Student Employment List

The *Exchange Visitors and Dependents Menu* screen has a new link to quickly access a list of EVs who have a current or future segment of student employment: <u>Exchange Visitors With Student Employment</u>.

Note: This list will only be available for program sponsors designated to utilize the College/University Student category.

Out of Country

Out of Country

This new functionality will only be available to program sponsors designated to utilize the Professor and/or Research Scholar categories.

Note: The Out of Country function should *only* be used to identify a professor or research scholar EV who:

1. **Is *currently participating in and will continue to participate in* the program activity for which he or she has been sponsored, and**
2. **Who is currently in the United States (not outside the country).**

Out of Country

The RO and AROs will be able to create an Out of Country record for a professor or research scholar EV whose status is Active.

A new link, <u>Create Out of Country</u>, will be available on the Actions menu on the *Exchange Visitor Information* screen.

Create Out of Country Record

After selecting the **Create Out of Country** link, the *Create Out of Country Record* screen will display.

Create Out of Country Record

The following fields must be completed:

- Out of Country Begin Date
- Out of Country End Date
- Out of Country Location Name
- Out of Country Location Address
- Remarks

Out of Country

Once the out of country begin date has been reached, the *Exchange Visitor Information* screen will show "Out of Country" in the Reason field in the Status Information section of the screen.

Note: If the EV is not actively participating in his or her program outside the United States, the Reason field will not display.

Update Out of Country Link

After adding an Out of Country record and before the "out of country end date" is reached, an <u>Update Out of Country</u> link will display on the *Exchange Visitor Information* screen.

Update Out of Country Record

The *Update Out of Country Record* screen will display after selecting the <u>Update Out of Country</u> link.

Update Out of Country Record

Once the "out of country begin date" has been reached, users will not be able to update the "out of country begin date." In the example below, the "out of country begin date" is in the past; all other fields can be updated.

Cancel Out of Country

An Out of Country Record can only be canceled if the "out of country begin date" is a date in the future. Once the "out of country begin date" has been reached, the <u>Cancel Out of Country</u> link will not be available.

Cancel Out of Country

The *Cancel Out of Country Record* screen displays when the <u>Cancel Out of Country</u> link is selected.

Note: The Out of Country record will be canceled immediately when the Cancel Out of Country button is clicked.

Out of Country History & Event History

When the Out of Country record is canceled, the "canceled out of country information" will not be part of the EV's Out of Country history. However, the canceled out of country event will display on the *Event History* screen.

Out of Country History

Begin Date:	02/01/2008
End Date:	03/08/2008
Location Name:	University of Sweden
Address 1:	123 Main St
Address 2:	
City:	Stockholm
Country:	SWEDEN
Province/Territory:	NA
Postal Code:	ABC123
Remarks:	This internship was unexpectedly ended early.

Begin Date:	04/08/2008
End Date:	09/30/2008
Location Name:	Hadlow College
Address 1:	10098 Main St
Address 2:	
City:	Hadlow
Country:	UNITED KINGDOM
Province/Territory:	Kent
Postal Code:	TN11 0AL
Remarks:	The EV will continue his studies at this college.

Event Name	Event Date	Resulting Status	Performed By
Record Created	03/12/2008	INITIAL	April Day
Validate Program Participation	03/12/2008	ACTIVE	April Day
Request Change of Category	03/12/2008	ACTIVE	April Day
Cancel Change of Category	04/07/2008	ACTIVE	MARY HAFER
Out of Country Canceled	04/08/2008	ACTIVE	MARY HAFER

Out of Country Exchange Visitors List

The *Exchange Visitors and Dependents Menu* screen will have a new link to quickly access a list of professor and research scholar EVs who are currently participating in their programs outside the United States, or have an Out of Country record in SEVIS that has a future out of country begin date: <u>Out of Country Exchange Visitors.</u>

Note: This list is only available for program sponsors designated to utilize the Professor and/or Research Scholar categories.

Out of Country Exchange Visitor List

> The following alerts deserve your attention:
>
> **2 Out of Country Exchange Visitors With an Out of Country End Date in 30 Days or**

A new alert is being added: *Out of Country Exchange Visitors With Out of Country End Date in 30 Days or Less*

This reminder will display 30 days prior to the "out of country end date" for Professor and Research Scholar EVs who are currently actively participating in their programs outside the United States.

An RO or ARO will be able to update the "out of country end date." If no action is taken by an RO or ARO, the out of country reason will be removed from the EV's SEVIS record on the "out of country end date." The EV's SEVIS status will remain Active if the EV's program end date is later than the out of country end date.

Change Title of RO or ARO

Change Title of RO or ARO

Update Official
Required fields are marked with an asterisk (*).

Existing Program Number: P-1-01131
Name of Sponsoring Organization: **Hansel University**

* Last Name : Day
* First Name : April
Middle Name : [   ]   Suffix : [▼]
The Official is : U.S. Citizen

Role : ARO
Title : Dean of International Students
* Telephone Number : (222) 333 - 4444 ext. [   ]
Fax Number : ([ ]) [ ] - [ ]
* Email Address : april.day@HU.edu

[Update Official]   [Cancel]

Updating an active official's data in SEVIS will include the ability to change the title of the RO or ARO. A new field will be added to the *Update Official* screen.

Change Title of RO or ARO

When an active official's title is updated, the change will take effect immediately.

Change Title of RO or ARO

Note: An official who performs duties for more than one Exchange Visitor Program or who is a PDSO or DSO for a school can have ONLY ONE title, telephone number, fax number, and email address in SEVIS. If these fields are updated, the new data will be the same for all programs and schools with which the official is associated.

Also, for PDSOs and DSOs, the title entered in SEVIS will print on all student Forms I-20.

Summary

The following functionality that will be included in SEVIS release 5.8 has been addressed in this training:

- Viewing event history for exchange visitors (EVs) and dependents
- Capturing J-1 & J-2 email addresses
- Capturing Student Employment information for college/university students
- Capturing Out of Country information for professor and research scholar EVs
- Updating RO and ARO titles

User Manuals and Online Help

The user manuals and online help are being updated to reflect the changes addressed in this presentation. The user manuals will be posted to the Exchange Visitor Program web site when Release 5.8 goes into production.

http://exchanges.state.gov/education/jexchanges/about/sevis.htm