Student and Exchange Visitor Program

SEVIS Release 5.4 Training

October 17, 2006
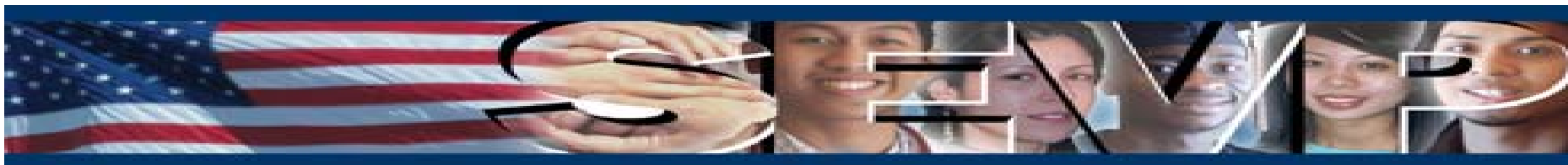
Part I: F/M School User Training

SEVIS Release 5.4 Training

New Functionality in Release 5.4 for F/M School Users

The major functionality added to the Student and Exchange Visitor Information System (SEVIS) for F/M School Users includes the ability to submit the following correction requests via SEVIS:

- **Request Change to Student Status**

- **Request Change to Termination Reason**

- **Request Change to Program Dates**

- **Request Change to Student Request**

These correction requests will require Student and Exchange Visitor Program (SEVP) review.

SEVIS Release 5.4 Training

Correction Requests via SEVIS

The process for submission and review of all correction requests is as follows:

1. **Principal Designated School Official (PDSO) or Designated School Official (DSO) submits the correction request via SEVIS.**
2. **SEVP performs a review with one of three possible results.**
   a. **Request for Information**
   b. **Approve**
   c. **Deny**
3. **School user who submits the correction request, as well as the campus PDSO if not the submitter, receives email notification of SEVP decision.**

The detailed process for submission and review of each correction request type is covered in the following slides.

Request Change to Student Status

The PDSO and DSO will be able to request a change to a student status via SEVIS. The PDSO/DSO will be able to submit this correction request as outlined in the below table.

A correction request for a student in this status…	May be submitted to change to this status…
Active	Canceled or Initial
Canceled	Active, Completed, or Initial
Completed	Active, Canceled, or Initial
Initial	Completed or Terminated
Terminated	Active, Canceled, Completed, or Initial

Request Change to Student Status

To request a change to a student status, the PDSO/DSO selects the **Request Change to Student Status** link in the Corrections menu of the *Student Information* screen.

Request Change to Student Status

From the *Request Change to Student Status* screen, the PDSO/DSO must perform the following to submit the correction request:

1. Select a requested status from the Change Status To drop-down list.
2. If request is to change to Active or Initial status, enter Program Dates.*
3. If request is to change to Active status, enter Session Dates.*
4. If request is to change to Canceled status, select a Cancelation Reason.*
5. If request is to change to Terminated status, select a Termination Reason.*
6. Enter remarks in the Correction Remarks field.
7. Click the Submit Correction button.

* Only enter/select if related to the requested status selected in Step 1.

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Request Change to Student Status

Once the PDSO/DSO submits the request to change a student status, the *Submit Successful* screen will display with the Request ID for the correction request.

Request Change to Student Status

The pending correction request, including Request Type, Request Status, and Request ID, will display at the bottom of the *Student Information* screen.

To view or cancel the pending correction request, the PDSO/DSO selects the **View and Cancel Pending Correction Request** link in the Corrections menu.

Note: The pending correction request may also be viewed by selecting the **Request/Authorization Details** link in the View menu.

Request Change to Student Status

Once the correction request is submitted via SEVIS, SEVP may take one of three actions:

- **Request for Information**
  - ➤ **School user who submitted the correction request, as well as the campus PDSO if not he submitter, receives the "Request for Information" email with the description of the requested information and instructions for submitting the information.**
  - ➤ **The student status does not change.**

- **Approve**
  - ➤ **School user who submitted the correction request, as well as the campus PDSO if not the submitter, receives the "Approval Notification" email with the statement of approval.**
  - ➤ **The student status is changed to the requested status.**

- **Deny**
  - ➤ **School user who submitted the correction request, as well as the campus PDSO if not he submitter, receives the "Denial Notification" email with the explanation of the reason for denial.**
  - ➤ **The student status does not change.**

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Request Change to Termination Reason

The PDSO and DSO will be able to request a change to a student termination reason via SEVIS.

To request a change to a student termination reason, the PDSO/DSO selects the Request Change to Termination Reason link in the Corrections menu of the *Student Information* screen.

Note: This link is only available on Terminated status student records.

Request Change to Termination Reason

From the *Request Change to Termination Reason* screen, the PDSO/DSO must perform the following to submit the correction request:

1. Select a Termination Reason from the drop-down list.
   a. If "Otherwise Failing to Maintain Status" is selected, enter comments in the Termination Reason Comment field.

2. Enter remarks in the Correction Remarks field.

3. Click the Submit Correction button.

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Request Change to Program Dates

The PDSO and DSO will be able to request a change to student program dates via SEVIS. The PDSO/DSO will be able to submit this correction request for a student in the following status:

- **Active**
- **Canceled**
- **Completed**
- **Initial**
- **Terminated**

To request a change to student program dates, the PDSO/DSO selects the **Request Change to Program Dates** link in the Corrections menu of the *Student Information* screen.

Request Change to Program Dates

From the *Request Change to Program Dates* screen, the PDSO/DSO must perform the following to submit the correction request:

1. If changing, enter a new date in the Program Start Date field.

2. If changing, enter a new date in the Program End Date field.

3. Enter remarks in the Correction Remarks field.

4. Click the Submit Correction button.

Request Change to Student Request

The PDSO and DSO will be able to request a change to a student request via SEVIS. The PDSO/DSO will be able to submit this correction request as outlined in the below table.

For this request type…	In this status…	A correction request may be submitted to…
Change of Status to F-1 or M-1	Pending	Change request status to Approved, Denied, or Withdrawn
M-1 Extension	Pending	Change request status to Approved, Denied, or Withdrawn
M-1 Transfer	Pending	Change request status to Approved, Denied, or Withdrawn
Off-Campus Employment	Approved	Change employment dates
	Pending	Change request status to Approved, Denied, or Withdrawn as well as employment dates
Optional Practical Training	Approved	Change employment dates
	Pending	Change request status to Approved, Denied, or Withdrawn as well as employment dates

Request Change to Student Request

The PDSO/DSO will be able to submit this correction request for a student in the following status:

- **Active**
- **Canceled**
- **Completed**
- **Initial**
- **Terminated**

To request a change to a student request, the PDSO/DSO selects the **Request Change to Student Request** link in the Corrections menu of the *Student Information* screen.

Request Change to Student Request

From the *Request Change to Student Request s*creen, the PDSO/DSO selects the **Request Correction** link in the Commands menu for the corresponding student request for which they wish to submit a correction request.

Request Change to Student Request (Change of Status)

To submit a Change of Status correction request, the PDSO/DSO must perform the following on the *Request Correction* screen:

1. Select the request status from the Change Request Status To drop-down list.

2. Enter remarks in the Correction Remarks field.

3. Click the Submit Correction button.

Request Change to Student Request (Off-Campus Employment)

To submit an Off-Campus Employment correction request, the PDSO/DSO must perform the following on the *Request Correction* screen:

1. **Select the request status from the Change Request Status To drop-down list.***
2. **If changing, enter a new date in the Employment Start Date field.**
3. **If changing, enter a new date in the Employment End Date field.**
4. **Enter remarks in the Correction Remarks field.**
5. **Click the Submit Correction button.**

* This field will only display when the Off-Campus Employment request status is pending.

Enhancements in Release 5.4 for F/M School Users

The major SEVIS enhancements for F/M School Users include the following:

- **Student Alert Modifications**

- **Student List Modifications**

- **Student/Dependent Departure Data**

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Student Alerts

Four student alert titles will be renamed as outlined in the below table.

Student alert previously titled…	Will be renamed…
Dependent Children Nearing 21st Birthday	Dependent Children Within 90 Days of 21st Birthday
Unsubmitted Student Eligibility Records–Over 15 Days Old	Draft Student Eligibility Records – Over 15 Days Old
F-1 Students Nearing OPT or CPT End Date	F-1 Students Within 30 Days of OPT End Date
Students With Pending Change of Status Requests	Students With a Pending Change of Status Request

Student Alerts

The *Active Students Requiring Registration* alert will be modified:

- **Alert lists Active status students past the next session start date but prior to the program end date.**

- **Next Session Start Date column will be added.**

- **Status column will be removed.**

- **Last Update Date column will be removed.**

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Student Alerts

The *Service Center Adjudication Results* alert will be modified:

- Alert lists all students with requests and adjudication results received from the Service Centers within the last 30 days.

- **Request Type** column will be added.

- **Request Status** column will be added.

- **Receipt Number** column will be added.

- Last Update Date column will be removed.

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Student Lists

Multiple student list titles will be renamed as outlined in the below table.

Student list previously titled…	Will be renamed…
Student Listing (for the selected School/Campus)	Student Listing
Saved Students	Draft Students
Terminated Status Students	Terminated Status Students (past 18 months)
Completed Status Students	Completed Status Students (past 18 months)
Canceled Status Students	Canceled Status Students (past 18 months)
Active Students With Off-Campus Employment (OCE)	Students With Pending or Approved Off-Campus Employment
Active Students With OPT	Students With Pending or Approved Optional Practical Training (OPT)
Active Students With Curricular Practical Training (CPT)	Students With Curricular Practical Training (CPT)

Student Lists

Multiple student list titles will be renamed as outlined in the below table (continued).

Student list previously titled…	Will be renamed…
Students With Change of Status Requests	**Students With a Pending Change of Status Request**
Active Students With an Extension	**Students With a Pending Extension Request**
Active Students Authorized to Drop Below Full Course	**Students Authorized to Drop Below Full Course**
Students in Transfer Status *	**Students Transferring In**
	Students Transferring Out
Requesting Reinstatement	**Students Requesting Reinstatement**
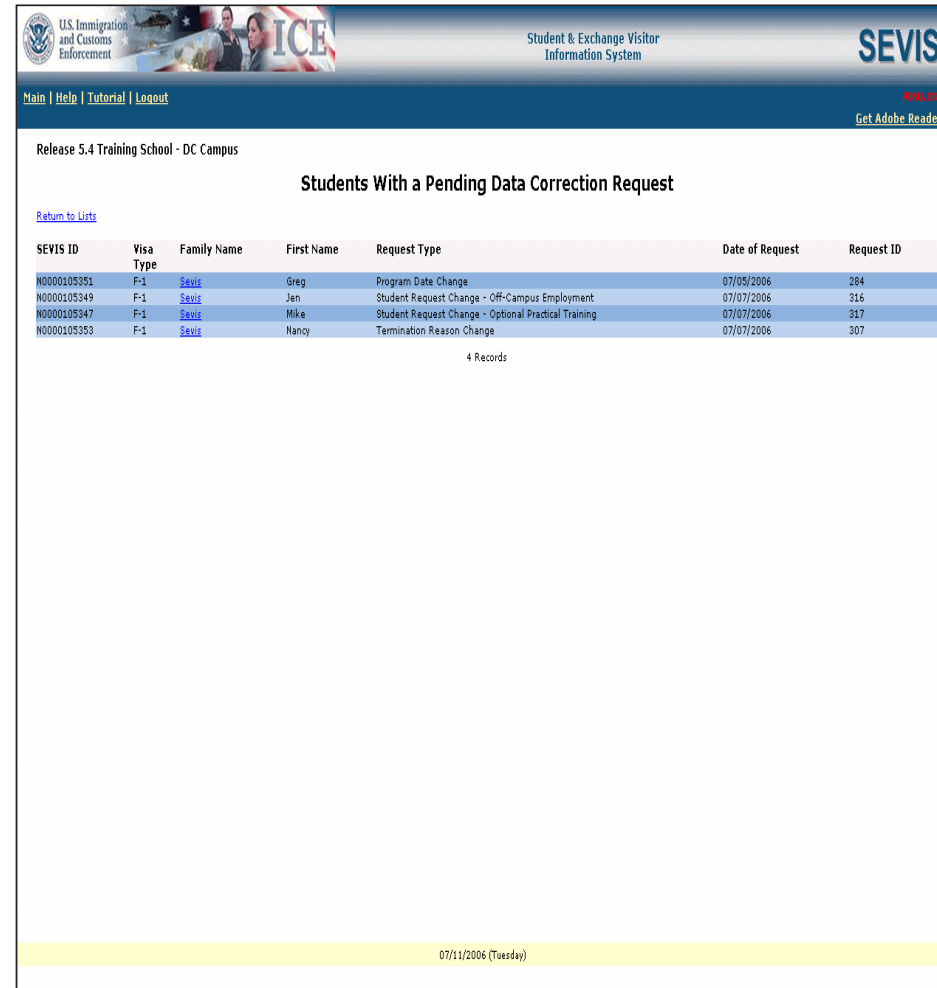
* Student list will be split into two separate lists.

Student Lists

A new list, *Students With a Pending Data Correction Request*, **will be added:**

- **Lists students with a pending correction request.**

- **Once the correction request is adjudicated, the corresponding student will no longer display in the list.**

Student/Dependent Departure Data

The most recent available departure data will display for F/M students in the **Port of Departure** **and** **Date of Departure** **fields in the Travel Information section of the** *Student Information* **screen.**

Part II: J Program Sponsor User Training

SEVIS Release 5.4 Training

Objectives

The following slides provide an overview of the new functionality in SEVIS Release 5.4. ROs and AROs will learn about:

- **New optional data that can be entered for exchange visitors and dependents**

- **New data that will be displayed for exchange visitors and dependents**

- **Additional financial information fields when submitting a Change of Category request**

- **Modification to the 212(e) indicator after transfer**

- **Enhancements to SEVIS for the new Department of State Professor and Research Scholar regulations (22 CFR 62.20, published in the *Federal Register* on May 19, 2005)**

    http://exchanges.state.gov/education/jexchanges/FR_Doc_05_10020.htm

- **Additional enhancements to the system**

Optional Data May Be Entered

When creating or editing exchange visitor (EV) and dependent records, the following optional data may be entered:

- **Social Security Number**

- **Driver's License Number**

- **Driver's License Issue State**

- **Individual Taxpayer ID Number**

- **Foreign Address (EV only)**

Also, comments may be entered when adding or editing site of activity information for an EV.

The following slides show the new data fields on the screens used to create or update a SEVIS record (Form DS-2019) for an EV.

Form DS-2019 Personal Information

When creating or editing an EV record, the following fields have been added to page 1 of the electronic Form DS-2019:

- **Social Security Number**

- **Driver's License Number**

- **Driver's License Issue State**

- **Individual Taxpayer ID Number**

- **Foreign Address**

Note: Completion of these fields is optional. The information will display on the *Exchange Visitor Information* screen.

Form DS-2019 Add Site of Activity

When adding or editing site of activity information, comments may be entered into the "Remarks" text box. These remarks are optional and will display on the *Exchange Visitor Information* screen.

Exchange Visitor Information Screen

The *Exchange Visitor Information* screen will display the new fields and available data.

Departure Data

The *Exchange Visitor Information* screen will also include fields for departure data. This information will display on the record when it is received from a DHS system that interfaces with SEVIS.

Note: Only the most current departure data will display, if available.

Change of Category Request

Additional financial information fields have been added to the *Change of Category Request* screen.

These fields already display on the *Financial Information* screen when creating an EV record, or editing financial information on an existing record.

Change of Category Request

Additional financial information fields have been added to the *Change of Category Request* screen. These fields already display on the *Financial Information* screen when creating an EV record, or editing financial information on an existing record.

If "Other" is selected as the type of funding for either U.S. Government Agencies or International Organizations, the name of the agency/organization <u>must</u> be entered in the associated text box.

Change of Category Request

When funding for an EV is provided by organizations that are not identified elsewhere on the screen, the name of the organization(s) <u>must</u> be entered in the text box associated with the "All other organizations providing support" field. The names and amounts of funding will print on the Form DS-2019.

Transfer—212(e) Information

If an EV is subject to the Two-Year Home-Country Physical-Presence requirement, the 212(e) indicator on the record will transfer with the EV.

Note: Existing records that lost the indicator when the EV transferred will be corrected.

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Professor and Research Scholar Information

The following slides address additional changes to the system for the new Professor and Research Scholar regulations. The enhancements include:

- Addition of a new program number serial ("G-7") for the new Department of State Professor and Research Scholar regulations (22 CFR 62.20, published in the Federal Register on May 19, 2005)

- Changes to the Maximum Duration of Participation rules

- Changes to Transfer rules

- Removal of an alert for Professor and Research Scholar Exchange Visitors nearing the end of program

Note: A Power Point presentation specifically for G-7 programs will be posted on the Exchange Visitor Program web site at a later date.

New Type of Program: G-7

Programs that are sponsored by the "**Federally Funded National Research and Development Center**" or a "**U.S. Federal Laboratory**" will be assigned a program number that begins with the G-7 program serial by the Department of State at the time of designation.

G-7 programs will be designated to sponsor EVs in the Professor and/or Research Scholar categories only.

Maximum Duration of Participation Rules

The maximum duration of participation for the Professor and Research Scholar categories has changed from 42 months (36 months with a 6 month discretionary extension) to 60 months (5 years).

The 5-year maximum applies to **all** Professor and Research Scholar participants.

60 months

5 years

Transfer—Professor or Research Scholar

Professor and Research Scholar EVs can transfer into a G-7 program. For example, an EV in a program with a program serial of P-1 may transfer into a G-7 program.

However, an EV in a program that has a program serial of G-7 may only transfer to another G-7 program.

Alert—EV Nearing End of Program: All EVs

The 90-day alert for Professor and Research Scholar EVs has been removed. However, the existing 60-day alert will include all EVs, including Professor and Research Scholar EVs, at the appropriate time.

For example, a Professor in a P-1 program has a program length of 3 years. Sixty days prior to the program end date, his/her name will display on the Exchange Visitor(s) Nearing the Program End Date in 60 Days or Less alert list.

The following alerts deserve your attention:

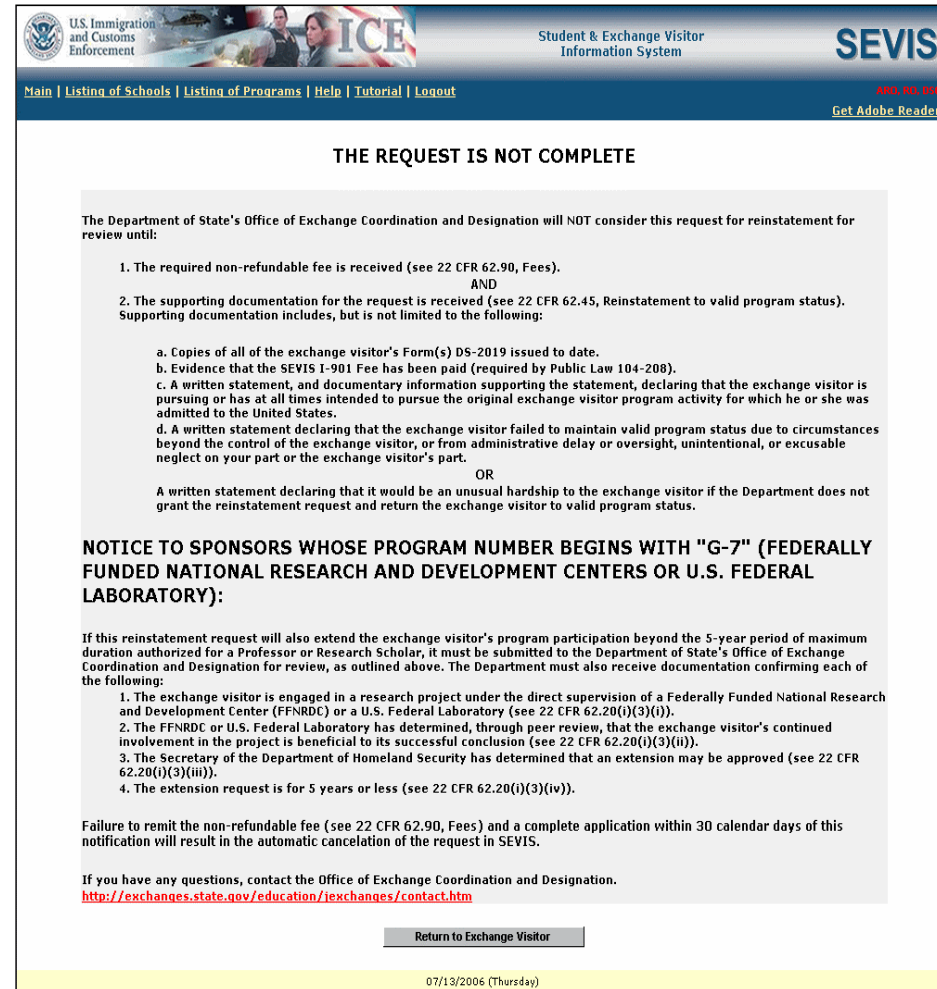You have 1 Exchange Visitor(s) Nearing the Program End Date in 60 Days or Less

You have 4 Exchange Visitor(s) 15 Days Beyond Program Start Date

Reinstatement Request

When submitting a Reinstatement request for an EV whose SEVIS status is Inactive, a message displays stating that the request is not complete. It lists the materials that <u>must</u> be submitted to DoS before the request will be processed.

Additional Enhancements

The next slides address the enhancements that have been made to the following:

- **Alert indicator on the *Main* screen**

- **Annual Report alert**

- **Number of active EVs and dependents that displays on the *Program Information* screen**

Alert Indicator Display

The *<u>Alert</u> indicator on the *Main* screen will only display when an alert exists for a program. ROs and AROs should view and process the alerts regularly.

Note: SEVIS does not send email notification for alerts.

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Annual Report Alert

The Annual Report alert will display 30 days prior to the date the report is due to the Department of State (DoS). It will display for 30 days beginning on the second day of the month that the report is due to DoS.

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Annual Report Due Date

The Annual Reporting Cycle displays on the *Program Information* screen.

The due dates are:

Academic Year ends: June 30
Report due to DoS: July 31

Calendar Year ends: December 31
Report due to DoS: January 31

Fiscal Year ends: September 30
Report due to DoS: October 31

Active Exchange Visitor Count

The *Program Information* screen has been modified to reflect the true number of EVs and dependents whose SEVIS status is Active at the time the screen is being viewed.

User Manuals and Online Help

The user manuals and online help have been updated to reflect the changes addressed in this slide presentation. The user manuals will be posted to the Exchange Visitor Program web site on November 3, 2006.

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