User Manual for Exchange Visitor Program Sponsor Users (RO/ARO) of SEVIS Version 5.8: Volume II Form DS-2019

April 18, 2008

Homeland Security

Revisions

The following revisions have been made to this manual for release 5.8:

- Section 2.3: Exchange Visitor Search
  – Information regarding the Search by Student Employment section of the screen has been added
- Section 2.4: Exchange Visitor Lists
  – Two new links have been added:
    o Exchange Visitors with Student Employment (for sponsors with the College/University Student designation)
    o Out of Country Exchange Visitors (for sponsors with the Professor and/Research Scholar designation)
- Section 2.5.1: Complete Page 1 of the Form DS-2019—Personal Information
  – An exchange visitor's email address may be captured
- Section 2.5.3: Complete Page 3 of the Form DS-2-19—Dependent Information
  – A dependent's email address may be capture
- Section 2.7.1.13: Create Out of Country Record (Professor and Research Scholar EVs in Active Status) [new section in the manual]
- Section 2.7.1.14: Cancel Out of Country Record (EV in Active Status)
- Section 2.7.2.1: Edit Biographical Information and U.S. Address (EV in Active Status)
  – An exchange visitor's email address may be captured
- Section 2.7.2.6: Update Out of Country Record (EV in Active Status) [new section in the manual]
- Section 2.7.4: Employment Menu—College/University Students in Active Status [new section in the manual]
  – Section 2.7.4.1: Add Student Employment (EV in Active Status)
  – Section 2.7.4.2: Cancel Student Employment (EV in Active Status)
  – Section 2.7.4.1: Update Student Employment (EV in Active Status)
  – Section 2.7.4.1: Student Employment History
- Section 2.7.5: View Menu [new section in the manual]
  – Section 2.7.5.1: Event History
  – Section 2.7.5.2: Out of Country History
- Section 2.9.1: Transfer—Exchange Visitor Personal Information and U.S. Address
  – An exchange visitor's and dependent's email address may be captured

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1. INTRODUCTION

This manual was written as a resource for Exchange Visitor Program Sponsor users, that is, Responsible Officers (ROs) and Alternate Responsible Officers (AROs) of the Student and Exchange Visitor Information System (SEVIS). It is presented in two separate volumes in order to delineate the Form DS‑2019, and Form DS‑3036, DS‑3037, and other program updates. This volume addresses the procedures for creating, issuing, and modifying Forms DS‑2019 for exchange visitors (EVs) and dependents. This user manual reflects the changes to SEVIS effective with Release 5.8.

1.1 Resources

To obtain administrative guidance on the Exchange Visitor Program, the Exchange Visitor Program regulations (22 CFR Part 62), or program or exchange visitor issues or concerns, contact the **Office of Exchange Coordination and Designation**, Bureau of Educational and Cultural Affairs, Department of State:

- Academic and Government Programs Division (AG)

  United States Department of State
  Office of Exchange Coordination and Designation
  ECA/EC/AG - SA-44, Room 820
  301 4th Street, SW
  Washington, DC 20547
  Telephone: 202-203-5029
  Fax: 202-453-8640

  Responsible for the administration and oversight of the following categories:
  – Government Visitor

  – International Visitor

  – Professor

  – Research Scholar

  – Student (College/University)

  – Short‑Term Scholar

  – Specialist

- Private Sector Programs Division (PS)

  United States Department of State
  Office of Exchange Coordination and Designation
  ECA/EC/PS - SA-44, Room 734
  301 4th Street, SW
  Washington, DC 20547
  Telephone: 202-203-5096
  Fax: 202-203-5087

  Responsible for the administration and oversight of the following categories:
  – Alien Physician

  – Au Pair

  – Camp Counselor

  – Intern

  – Student (Secondary/High School)

  – Summer Work/Travel

  – Teacher

  – Trainee

To obtain assistance with the SEVIS application, contact the SEVIS Help Desk at 800-892-4829. The SEVIS Help Desk is available from 8 a.m. to 8 p.m. Eastern Time, Monday through Friday. Calls made at other times will be recorded for response the next business day.

See Attachment A, Resources, for additional resource information.

1.2   Purpose of SEVIS

SEVIS facilitates timely reporting and monitoring of international students, EVs, and their dependents in the United States. SEVIS is an Internet-based application for electronically monitoring and reporting on these individuals. SEVIS enables program sponsors and schools to transmit electronic information to the Immigration and Customs Enforcement (ICE) bureau and the Department of State (DoS) throughout a student's or EV's program in the United States.

SEVIS enables the submission of designation applications. Once designated as an Exchange Visitor Program sponsor, users may update program sponsor information, submit updates to DoS that require approval, and create and update J-1 EV and J-2 dependent records (that is, records of an accompanying spouse and dependent children). The DoS Office of Exchange Coordination and Designation has the capability to review and approve updates made to program sponsor and EV records using SEVIS, and ROs and AROs will be notified of the results.

This manual contains instructions for accessing SEVIS with a permanent user identification (ID) and password; creating and processing Forms DS-2019, Certificate of Eligibility for Exchange Visitor (J-1) Status; and viewing alerts on EVs.

Once a program sponsor has been authorized to use SEVIS, all Forms DS‑2019 must be created in and issued from SEVIS. Once an EV's data are entered in SEVIS, program sponsor officials must update the EV's record and report on the events as required by the regulations. See 22 CFR 62, Subpart F, of the Exchange Visitor Program regulations for a detailed explanation.

1.3 Privacy Act Considerations

Access to SEVIS is restricted to authorized users. SEVIS contains confidential information concerning international students, EVs, and their dependents. Unauthorized access to and disclosure of this information could affect the privacy to which individuals are entitled under Section 552a of Title 5, U.S. Code. This information is protected by the Privacy Act, as well as by Federal and agency regulations. Exhibit 1, Criminal Penalties, provides information on the penalties for unauthorized access and disclosure of this information.

Exhibit 1: Criminal Penalties

> **Criminal Penalties**
> (1) Any officer or employee of an agency, who by virtue of employment or official position, has possession of, or access to, agency records which contain individually identifiable information, the disclosure of which is prohibited by U.S. Code Section 552a or by rules or regulations established thereunder, and who knowing that disclosure of the specific material is so prohibited, willfully discloses the material in any manner to any person or agency not entitled to receive it, shall be guilty of a misdemeanor and fined not more than $5,000.
> (2) Any officer or employee of any agency who willfully maintains a system of records without meeting the requirement to publish a notice in the Federal Register regarding the existence and character of the system of records, shall be guilty of a misdemeanor and fined not more than $5,000.
> (3) Any person who knowingly and willfully requests or obtains any record concerning an individual from an agency under false pretenses shall be guilty of a misdemeanor and fined not more than $5,000.

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. For program sponsor officials, the Exchange Visitor Program regulations (22 CFR 62.71(b) and 62.79(a)(3)) specifically address this issue.

If you suspect that your password has been compromised, you can reset it using the **Request Password Reset** link on the *SEVIS Login* screen or the **Change Password** link on the navigation bar. Alternatively, you can contact the SEVIS Help Desk at 800-892-4829 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 (e.g., local batch system) or if you believe an unauthorized person has gained access to SEVIS, please notify the Department of Homeland Security (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. 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 RO, ARO, and program technical and security contacts, as appropriate.

The DHS Help Desk will contact the Student and Exchange Visitor Program (SEVP) office 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 program office at 202-305-2346.

1.5   Acronyms and Abbreviations

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

1.6   Disclaimer

All persons, schools, programs, 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.

The term "status" is used extensively throughout this manual. Unless otherwise noted, the term "status" refers to the EV's or dependent's status in SEVIS.

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 DS-2019 for EVs and dependents. Program sponsor updates and reports are discussed in Volume I of this manual.

2.1   Overview of Screen Components

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

Exhibit 2, Listing of Programs Screen and Screen Components, is an example of a screen that displays when logged into SEVIS. It includes various options that are available on the navigation bar and links that are available from within the list of program sponsors. The screen components are labeled with the terms used in this manual.

Exhibit 2: Listing of Programs Screen and Screen Components

2.1.1 SEVIS Screen Components

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

- **Browser Toolbar**—The toolbar displayed by the browser used to access SEVIS.

- **Navigation Bar**—The navigation bar lists the role(s) for the logged-in user on the right side and the following functions:

    – **Main**—Used to access the *Main* screen or, if you authorized as an RO or ARO and an official for a SEVIS school (that is, Principal Designated School Official [PDSO] or Designated School Official [DSO]), the screen from which you select either the **Listing of Programs** (J visa) or **Listing of Schools** (F and M visas) link to display the list of programs or schools for which you are an authorized user

    – **Listing of Schools**—Used to access the listing of schools for which you are authorized if you are an RO or ARO and a PDSO or DSO

    – **Listing of Programs**—Used to access the listing of programs for which you are authorized if you are an RO or ARO and a PDSO or DSO

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

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

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

    – **Message Board**—Used to view SEVIS messages from DHS and/or DoS

    – **Change Password**—Used to change your SEVIS password (see Section 2.2.1.2, Change Password Voluntarily, for instructions)

    – **Get Adobe Reader**—Used to access the Adobe web site and download the latest version of Adobe Reader (used for printing Forms), if Version 5.0 or higher is not installed on the computer being used (see Appendix B, Download the Latest Version of Adobe Reader, for instructions)

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

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 users 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 are displayed.

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

    – **Command Buttons**—Click to execute a command. For example, clicking this button **Print DS-2019** enables you to print a copy of the Form DS-2019.

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

- **Other Input Methods**

  - **Check Boxes** —Click to make one or more selections. Click the box again to remove the check mark.

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

2.1.3 Online Help Functions

Online Help is always available by clicking the **<u>Help</u>** link on the navigation bar at the top of SEVIS screens. Doing so 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 topic selected. Exhibit 3, Help Screen, is an example of the screen that displays after clicking the **<u>Help</u>** link.

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

Exhibit 3: Help Screen
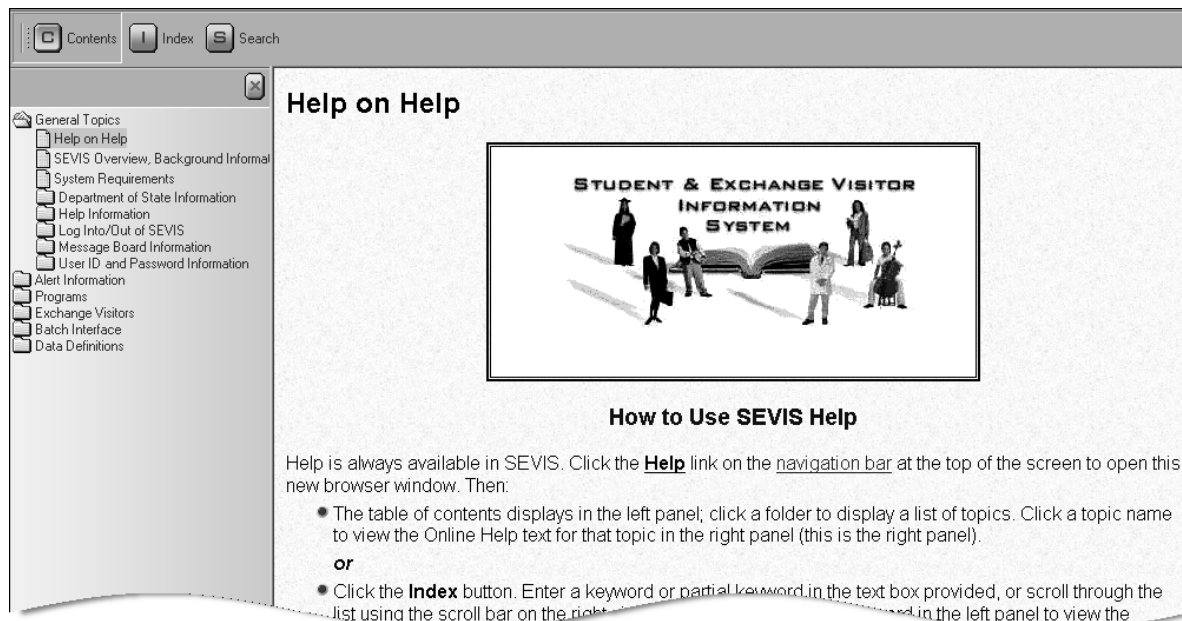
2.1.3.1 Online Help Table of Contents

To use the Online Help table of contents, perform the following:

1. Click the **Contents** () button.

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

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

2.1.3.2   Online Help Index

To use the index, perform the following:

1. Click the **Index** (⬚) button.

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

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

2.1.3.3   Search Online Help

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

1. Click the **Search** (⬚) button.

2. Type search criteria in the text box provided and press the **Enter** key. The search results will display in the left panel as a list of topics containing the word or phrase entered.

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

2.1.3.4   Show/Hide Left Panel

To hide and show the left panel of the *Help* screen, perform the following:

1. To hide the left panel, click the **Hide** (⬚) button in the upper-right corner of the left panel.

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

2.1.3.5   Jumps

To use the jump feature, perform the following:

1. When viewing the Online Help text for a topic in the right panel, click an <u>underlined</u> word or phrase to jump to a new topic.

2. 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 clicked, the appropriate web page opens in a new browser window. When finished viewing a web page, click the **Close** (⬚) button in the upper-right corner of the browser window.

2.1.3.6   Close Online Help

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

2.1.4   Print Online Help Topics

Printing the Online Help is different for Internet Explorer and Netscape users. It is important to note that the entire Online Help cannot be printed, no matter which browser is used. Only the topic currently being viewed may be printed (that is, one topic at a time).

2.1.4.1   Internet Explorer Users

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

1. Click anywhere in the right panel.

2. Click the **Print** () button on the browser toolbar. The topic currently being viewed 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. If necessary, click the **General** tab to move it on top of the other tabs.

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

5. Click the **Print** () button to print to the designated printer.

2.1.4.2   Netscape Users

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

1. Click anywhere in the right panel.

2. Click the **Print** () button on the browser toolbar. The topic currently being viewed 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* drop-down list. If not, select the correct printer from the list.

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

2.1.5   Tutorial

To view a SEVIS demonstration, click the **Tutorial** link on the navigation bar. Follow the instructions on the screens of the demonstration. Click the **Close** () button in the upper-right corner of the window to close the demonstration at any time.

Note: The tutorial cannot be viewed using versions of Netscape lower than 4.79. If using an older version, 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.

Note: Adobe Flash Player must be installed on the computer in order to view the tutorial. If Adobe Flash Player is not installed on the computer being used, see Appendix C, Download the Latest Version of Adobe Flash Player, for downloading instructions.

2.2   Accessing SEVIS

A user ID and password arel requried to access SEVIS. The system also requires use of the following:

- Internet Explorer Version 5.0 or higher or Netscape Version 4.7 or higher

- Adobe Reader Version 5.0 or higher—If Adobe Reader Version 5.0 or higher is not installed on the computer being used, see Appendix B, Download the Latest Version of Adobe Reader, for instructions.

- Laser printer—Laser Postscript printer with 32MB of random access memory (RAM) (96MB is recommended) or a Laser printer with 32MB of RAM (64MB is recommended).

- Adobe Flash Player—Adobe Flash Player must be installed on the computer in order to view the tutorial. If Adobe Flash Player is not installed on the computer being used, see Appendix C, Download the Latest Version of Adobe Flash Player, for downloading instructions.

An authorized user must have a permanent user ID and password to access SEVIS. When approved to use SEVIS, you will receive an email message containing your user ID and a second message containing a secure link to SEVIS. The secure link is associated with your user ID only and is active for 30 days. It can only be used to create a password for your user ID.

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

1. Click the link contained in the email message. The system displays the *Set Password* screen as shown in Exhibit 4, Set Password Screen.

Exhibit 4: Set Password Screen

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

3. Enter your password in the **Password** field. Refer to Section 2.2.1, Guidelines for Passwords, for instructions on creating a password.

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

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

6. Once the password is successfully created, click **OK** and the system will display the *SEVIS Login* screen. Exhibit 5, SEVIS Login Screen, is an example of the 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.

REMINDER: You must log into SEVIS at least once every 90 days to keep your SEVIS password active.

Exhibit 5: SEVIS Login Screen

2.2.1 Guidelines for Passwords

The email you receive from SEVIS when approved to use the system, and the Online Help, provide 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. When logging into SEVIS after 90 days, the system automatically displays the *Change Password* screen. See Section 2.2.1.1, Change Password Every 90 Days, for instructions.

- Protect your password. If you suspect that your password has been compromised and you are unable to change it using the **Change Password** link or the **Request Password Reset** link, contact the SEVIS Help Desk at 800-892-4829 to have your password reset.

- SEVIS user IDs and passwords are suspended after three unsuccessful log-in attempts. Use the **Request Password Reset** link on the *SEVIS Login* screen (see Section 2.2.1.3, Request Password Reset, for instructions) or contact the SEVIS Help Desk at 800-892-4829 to have your access to SEVIS reinstated.

- Do not share your SEVIS user ID and password. At no time and under no circumstances is your SEVIS user ID and password to be shared with anyone, either on a transitory or permanent basis (see 22 CFR 62.71(b), Control and Production of the Electronic Form DS-2019, and 62.79(a)(3), Sanctions).

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

REMINDER: You must log into SEVIS at least once every 90 days to keep your SEVIS password active.

2.2.1.1   *Change Password Every 90 Days*

You must change your password every 90 days. After 75 days, when you log into SEVIS, the system displays a message asking if you would like to change your password at that time. If you click:

- **Yes**, the *Change Password* screen will display.

- **No**, you will be logged into the system.

After 90 days, when logging into SEVIS, the system automatically displays the *Change Password* screen and you must change your password.

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

To change your password, perform the following:

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.
    WARNING: Be careful when entering a password.

- **Caps Lock**—Passwords are case sensitive. When creating a password using a mix of uppercase and lowercase letters, it must always be entered that way. If the **Caps Lock** key on the keyboard is turned on and you intend to enter "abcdeF9#", the system reads the following password: ABCDEf9#. To SEVIS, these passwords are not the same.

- **Numeric Keypad**—If using the numeric keypad to enter numbers, be sure to turn on the **Num Lock** key. Otherwise, enter numbers using the keys above the top row of alphabetic characters on the keyboard.

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

4. Click the **Change Password** button. The system displays a message stating that the password has been changed. If the password is not successfully created, a message stating the reason displays and you will be able to enter the appropriate data.

5. Click **OK** to access SEVIS.

Note: If at any time, you suspect that your password has been compromised and you are not able to change it using the **Request Password Reset** link or the **Change Password** link, contact the SEVIS Help Desk at 800-892-4829 to have your password reset.

REMINDER: You must log into SEVIS at least once every 90 days to keep your SEVIS password active.

2.2.1.2 Change Password Voluntarily

The navigation bar contains a link that enables you to change your password, which can only be changed once every 7 days.

To change your password, perform the following:

1. Log into SEVIS.

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

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

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

   Note: You cannot reuse your previous six passwords.

5. Enter your new password again in the **Confirm New Password** field.

6. Click the **Change Password** button. The system displays a message stating that the password has been changed.

7. Click **OK** to return to SEVIS.

REMINDER: You must log into SEVIS at least once every 90 days to keep your SEVIS password active.

2.2.1.3   Request Password Reset

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

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

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

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

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 stating that the request has been
   submitted to SEVIS.

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

REMINDER: You must log into SEVIS at least once every 90 days to keep your SEVIS
password active.

2.2.2 Additional Information About the SEVIS Login Screen

Additional information about the *SEVIS Login* screen follows:

- **Reset** button—Click this button to clear all entries on this screen.

- **Register for New Account** link—This link is used to create a temporary user ID and
  password and complete the Form DS-3036, Exchange Visitor Program Application. This
  link is *not* used to obtain a permanent user ID and password.

- **Request Password Reset** link—Use this link if you have forgotten your password or
  your SEVIS account is locked. See Section 2.2.1.3, Request Password Reset, for
  instructions.

Note: After 20 minutes of inactivity, your session will time out and you will have to log in again
in order to use SEVIS. This will also happen if you log out of the system improperly; that is,
using the **Close** () button in the upper-right corner of the browser window. Always use the
Logout link on the navigation bar to exit SEVIS properly.

2.2.3 Log Into SEVIS

After creating your initial password, you will use the *SEVIS Login* screen to access SEVIS and perform all of your SEVIS-related tasks.

To log into SEVIS, perform the following:

1. Access the *SEVIS Login* screen at https://egov.ice.gov/sevis/. A *Security Alert* window displays.

2. Click **Yes** to continue to the *SEVIS Login* screen (Exhibit 5).

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

4. Enter your password in the **Password** field.
    WARNING: Be careful when entering a password.

    -   **Caps Lock**—Passwords are case sensitive. When creating a password using a mix of uppercase and lowercase letters, it must always be entered that way. If the **Caps Lock** key on the keyboard is turned on and you intend to enter "abcdeF9#", the system reads the following password: ABCDEf9#. To SEVIS, these passwords are not the same.

    -   **Numeric Keypad**—If using the numeric keypad to enter numbers, be sure to turn on the **Num Lock** key. Otherwise, enter numbers using the keys above the top row of alphabetic characters on the keyboard.

5. Press the **Enter** key or click the **Login** button. The system displays the Paperwork Reduction Act notice.

6. Read the information and then click the **I Have Read and Understand This Notice** button to continue. One of the following will occur:

    -   If there are message board postings, the *Message Board* screen will display.

    -   If there are *no* message board postings and you are authorized as an:

        –   RO or ARO only, the *Listing of Programs* screen will display.

        –   RO or ARO and a school official (that is, PDSO or DSO), the *Main* screen will display. You must select a link to view the *Listing of Programs* screen or the *Listing of Schools* screen.

Note: In Exhibit 6, Listing of Programs Screen, the user is an ARO. If he or she was also authorized as a PDSO or DSO for a SEVIS school, two additional links would display on the navigation bar: **Listing of Schools** and **Listing of Programs**.

Exhibit 6: Listing of Programs Screen

2.2.4 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.

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 will display: "A user is already logged on with this user name." Use the **Logout** link on the navigation bar to exit SEVIS properly.

Exhibit 7: Navigation Bar—Logout Link

Note: If the system should lockup at any time, click the **Close** (☒) button in the upper-right corner of the browser window to exit SEVIS. If you try to access the system before the end of 20 minutes, the following message will display: "A user is already logged on with this user name."

2.3   Exchange Visitor Search

The *Listing of Programs* screen displays a list of programs associated with your user ID. You may search for an EV or dependent record in any of the programs for which you are assigned a role. Exhibit 8, Listing of Programs Screen—Search Link, shows the location of the **Search** link on the screen.

Note: When performing a search, the system queries only the sponsor data associated with the search link selected. This search function does not query any other records. To search for EVs in another program, click the **Search** link for the appropriate program.

Exhibit 8: Listing of Programs Screen—Search Link

To perform a search, complete the following:

1. On the *Listing of Programs* screen, click the **Search** link to the right of the name of the program whose records are being searched. The system displays the *Exchange Visitor Search* screen. Exhibit 9, Exchange Visitor Search Screen, is an example of the screen.

Exhibit 9: Exchange Visitor Search Screen

U.S. Immigration and Customs Enforcement — ICE

Student & Exchange Visitor Information System — SEVIS

Main | Help | Tutorial | Logout
Message Board | Change Password   Get Adobe Reader

Whispering Pines Institute
Program Number: P-1-00468

Exchange Visitor Search
Required fields are marked with an asterisk (*).
Select Sort Option, Search By, Search Type and Search Criteria.

* Sort Option

* Sort By:	Family Name
* Sort Direction:	⦿ Ascending ○ Descending

* Search By   Exchange Visitor

* Search Type (Select one radio button and complete the associated field(s).)

⦿ SEVIS ID: [_____]

(The Search By field is disregarded when searching by SEVIS ID.)

○ Personal Information

* Family Name:	[_____]
	(allows wildcard * as input, e.g. *joh*)
First Name:	[_____]
Date of Birth:	[_____] (MM/DD/YYYY)
Gender:	[___]
Country of Birth:	[_____]
Country of Citizenship:	[_____]
Country of Legal Permanent Residence:	[_____]

○ All Exchange Visitors or Dependents

* Search Criteria (Select one radio button and complete the associated field(s).)

⦿ None (Valid only when the Search Type is SEVIS ID)

○ Search by Category

* Category:	[_____]
Subject/Field Code:	Select

○ Search by Status

* Status:	[_____]
Program Start Date Range:	From: [___] To: [___] (MM/DD/YYYY)
Program End Date Range:	From: [___] To: [___] (MM/DD/YYYY)
Country of Birth:	[_____]
Country of Citizenship:	[_____]
Category:	[_____]
Subject/Field Code:	Select

○ Search by Termination Reason

* Termination Reason:	[_____]
Termination Date Range:	From: [___] To: [___] (MM/DD/YYYY)

○ Search by Inactive Reason

* Inactive Reason:	[_____]
Inactive Date Range:	From: [___] To: [___] (MM/DD/YYYY)

○ Search by Invalid Reason

* Invalid Reason:	[_____]
Invalid Date Range:	From: [___] To: [___] (MM/DD/YYYY)

○ Search by Student Employment

* Employment Type:	[___]
Category:	[_____]
Employment Date Range:	From: [___] To: [___] (MM/DD/YYYY)

Search   Reset Values

02/20/2008 (Wednesday)

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

   Note: Provide as many search criteria as possible to obtain a manageable list of results. The system may require additional time to obtain the results of a search that includes only one search criterion.

Field	Description/Explanation
* Sort Option section	The sort options are required fields; both must be completed.
* Sort By	Select an option from the drop-down list.
* Sort Direction	Select either **Ascending** or **Descending**.
* Search By section	Select either **Exchange Visitor** or **Dependent**.
* Search Type section	Select one radio button and complete the associated fields.
SEVIS ID	Click this radio button and enter a valid SEVIS ID in "**N1234567890**" format. **Note:** When searching by the SEVIS ID, it does not matter whether **Exchange Visitor** or **Dependent** is selected in the **Search By** section. If the SEVIS ID matches, the results will display. Therefore, if the SEVIS ID of a dependent is entered, but **Exchange Visitor** is selected in the **Search By** section, the dependent's record will show in the results.
Personal Information	Click this radio button and complete the following fields, as applicable. Completion of the **Family Name** field is required; the other fields in this section are optional.
* Family Name	Enter the family name of the EV or dependent. If necessary, use the asterisk (*****) wildcard. Enter at least three characters of the family name, preceded and/or followed by *; for example: • **joh*** may return a list containing family names such as Johnson, Johanson, and Johannes. • ***son** may return a list containing family names such as Mathison, Johnson, and Gleson. • ***ang*** may return a list containing family names such as Angelus, Langley, and Wang.
First Name	Enter the first name of the EV or dependent.
Date of Birth	Enter a date of birth in MM/DD/YYYY format.
Gender	Select an option from the drop-down list.

Field	Description/Explanation
Country of Birth	Select a country from the drop-down list.
Country of Citizenship	Select a country from the drop-down list.
Country of Legal Permanent Residence	Select a country from the drop-down list.
All Exchange Visitors or Dependents	Click this radio button to search on all EVs or dependents in this program.
* Search Criteria section	Click one radio button and complete the associated fields.
None	Click this radio button when searching on a SEVIS ID. This option is valid only when the **Search Type** is **SEVIS ID**.
Search By Category	Click this radio button and complete the following fields as applicable.
* Category	Select a category from the drop-down list.
Subject/Field Code	To select the field the EV will be studying or participating in while in the United States, perform the following: 1. Click the **Select** button to display the *Select Subject Code* screen and make a selection from the *Category* drop-down list. 2. Click the **Search** button to view the list of subjects for the category selected. Find the subject that most closely matches the EV's field of study and click its code at the left end of the row. The system automatically returns the *Exchange Visitor Search* screen, and the selected subject/field of study displays on the screen. **Note:** If necessary, click the **Clear** button to delete this information from the *Exchange Visitor Search* screen.
Search by Status	Click this radio button and complete the fields as applicable. Completion of the **Status** field is required; the other fields in this section are optional.
* Status	Select a status from the drop-down list.
Program Start Date Range	Enter the dates for a specific period of time. For example, 10/01/2007 to 12/31/2007 would return a list of names of EVs whose program start date was between October 1, and December 31, 2007.
Program End Date Range	Enter the dates for a specific period of time. For example, 10/01/2008 to 12/31/2008 would return a list of names of EVs whose program end date is between

Field	Description/Explanation
	October 1, and December 31, 2008.
Country of Birth	Select a country from the drop-down list.
Country of Citizenship	Select a country from the drop-down list.
Category	Select a category from the drop-down list.
Subject/Field Code	To select the field the EV will be studying or participating in while in the United States, perform the following: 1. Click the **Select** button to display the *Select Subject Code* screen and make a selection from the *Category* drop-down list. 2. Click the **Search** button to view the list of subjects for the category selected. Find the subject that most closely matches the EV's field of study and click its code at the left end of the row. The system automatically returns the *Exchange Visitor Search* screen, and the selected subject/field of study displays on the screen. **Note:** If necessary, click the **Clear** button to delete this information from the *Exchange Visitor Search* screen.
Search by Termination Reason	Click this radio button and complete the following fields as applicable. Completion of the **Termination Reason** field is required; the other field in this section is optional.
* Termination Reason	Select an option from the drop-down list.
Termination Date Range	Enter the dates for a specific period of time. For example, 01/01/2008 to 03/31/2008 would return a list of names of EVs or dependents who were terminated between January 1, and March 31, 2008.
Search by Inactive Reason	Click this radio button and complete the following fields as applicable. Completion of the **Inactive Reason** field is required; the other field in this section is optional.
* Inactive Reason	Select an option from the drop-down list.
Inactive Date Range	Enter the dates for a specific period of time. For example, 01/01/2008 to 03/31/2008 would return a list of names of EVs or dependents whose status became Inactive between January 1, and March 31, 2008.
Search by Invalid Reason	Click this radio button and complete the following fields as applicable. Completion of the **Invalid Reason** field is required; the other field in this section is optional.
* Invalid Reason	Select an option from the drop-down list.

Field	Description/Explanation
Invalid Date Range	Enter the dates for a specific period of time. For example, 01/01/2008 to 03/31/2008 would return a list of names of EVs or dependents whose status became Invalid between January 1, and March 31, 2008.
Search by Student Employment	Click this radio button and complete the following fields as applicable. Completion of the **Employment Type** field is required; the other fields in this section are optional.
∗ Employment Type	Select an option from the drop-down list. **Note:** Only employment data for college/university students are captured in SEVIS.
Category	Select an option from the drop-down list.
Employment Date Range	Enter the dates for a specific period of time. For example, 04/01/2008 to 06/30/2008 would return a list of names of college/university student EVs who are employed, or will begin employment, between April 1 and June 30, 2008.

3. Click the **Search** button. The system displays a list containing the EV or dependent names that match your search criteria, if any. Exhibit 10, Search Results Screen, shows an example of the search results list.

Exhibit 10: Search Results Screen

4. Locate the name of the EV or dependent whose record you wish to view and/or update and click the appropriate link in the **Family Name** column. The system will display the EV's

record. To view dependent data, click the dependent's SEVIS ID link near the bottom of the *Exchange Visitor Information* screen.

Note: Click the **New Search** link at the top of the *Search Results* screen to return to the *Exchange Visitor 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 *Exchange Visitor Search* screen and enter additional search criteria, or change the existing search criteria and perform another search.

2.4 Exchange Visitor Lists

SEVIS provides quick access to lists of EVs and dependents to view. From these lists, EV and/or dependent records may be accessed for processing.

On the *Listing of Programs* screen (see Exhibit 6), click the **EV Lists** link (to the right of the name of a program) and the system will display a screen containing the lists of EVs and dependents that can be generated. Exhibit 11, Exchange Visitors and Dependents Menu, is an example of the screen that displays.

Exhibit 11: Exchange Visitors and Dependents Menu

Clicking one of these links will display the appropriate list of EVs and/or dependents. When viewing a list, click a link in the **Family Name** column to see the full record for that person or click the **Return to Lists** link to return to the *Exchange Visitors and Dependents Menu* screen.

The following lists, in alphabetical order, may be generated:

List Title	Description/Explanation
Active Status Exchange Visitors and Dependents	A list of all EVs and dependents whose SEVIS status is Active. The program sponsor has validated the EV's participation in his or her program (by entering the current U.S. address [residence] for the EV). Following validation of the EV in SEVIS, the EV is considered to be in Active or "valid program" status.

List Title	Description/Explanation
All Exchange Visitors and Dependents	A list of all EVs and dependents, regardless of status, for the selected program. See Appendix D, Status Values for Exchange Visitors and Dependents, for a detailed explanation of each status value.
Exchange Visitors with Student Employment	A list of college/university student EVs who have a current or future segment of employment listed on their SEVIS record. **Note:** This list is only available for program sponsors designated to utilize the college/university Student category.
Inactive Status Exchange Visitors and Dependents	A list of all EVs and dependents whose status is Inactive. SEVIS assigns the status of Inactive (EV and/or dependents are out of program status) for one of the following reasons: • The EV completes his or her program as scheduled—Form DS-2019 expires (the EV's name will display on the list the day after the program end date). • The RO or ARO ends the program of an EV (for example, the EV completes his or her program early, or withdraws from the program). The status of the EV's dependents will also be set to Inactive on the effective date of completion entered into SEVIS by the RO or ARO. • The RO or ARO ends the status of the spouse or dependent for reasons such as the accompanying spouse got divorced from the EV, or the spouse and/or dependent died. • The dependent's status is automatically ended in SEVIS on the day the dependent turns 21 years of age.
Initial Status Exchange Visitors and Dependents	A list of all EVs and dependents whose status is Initial. The EV and/or dependent records have been created and saved to the SEVIS database, but the EV's participation has not been validated. Validation is the process for updating the EV's record in SEVIS no later than 30 days after the program begin date identified in SEVIS to show that the EV: • Has actually arrived at the site of activity in the United States identified by the program sponsor • Is participating in his or her exchange program
Invalid Status Exchange Visitors and Dependents	A list of all EVs that are in Invalid status. Invalid status indicates that:

List Title	Description/Explanation
	• The EV did not enter the United States through a port of entry (POE) within 30 days of the program start date identified in SEVIS • An RO or ARO set the EV's record to Invalid status. **Note:** When an EV's Form becomes Invalid, the system increases the allotment of Forms DS-2019 available to the program by one.
No Show Status Exchange Visitors and Dependents	A list of all EVs and dependents whose SEVIS status is No Show. An EV and dependents, if any, will attain the status of No Show for the following reasons: • It is 30 days after the program start date listed on the Form DS-2019 that was issued to an EV to begin a new program and the EV has entered the United States through a POE but has not been validated. • In a transfer situation, the EV has not been validated in SEVIS 30 days after the effective date of transfer identified in SEVIS. • An RO or ARO changed the EV's SEVIS status from Initial to No Show. • When a dependent is in Initial status, an RO or ARO can set the dependent's status to No Show. **Note:** Dependent records are automatically set to No Show when the EV's record is set to No Show.
Out of Country Exchange Visitors	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. **Note:** This list is only available for program sponsors designated to utilize the Professor and/or Research Scholar categories.
Port of Entry Arrivals	A list of all EVs and dependents who have entered the United States through a POE.
Saved Exchange Visitors and Dependents	A list of all EVs and dependents whose SEVIS status is Saved or Draft. The EV and dependent records have been saved but not submitted to the SEVIS database.
Terminated Status Exchange Visitors and Dependents	A list of all EVs and dependents whose status is Terminated. Termination implies a change from Active or "valid program" status prior to program completion. Termination has an *adverse*, or *negative*, affect on the EV's record and on the record of each dependent of the EV.

List Title	Description/Explanation
	Terminated EVs have no benefits; for example, they cannot apply for an extension, reinstatement, or change of category.
Transferred (Out) Status Exchange Visitors and Dependents	A list of all EVs and dependents whose status is Transferred. The EV has transferred to another program.
Transferred Status Exchange Visitors and Dependents	A list of all EVs and dependents whose status is Transferred. The EV will be transferring into your program on the effective date of transfer entered by the releasing program sponsor. The EV's and dependent's SEVIS status will change from Transferred to Active when the EVs participation in your program has been validated, which must take place no later than 30 days after the effective date of transfer. Failure to validate the EVs participation within 30 days will cause the status of the SEVIS record(s) to change to No Show. **Note:** When an EV is on this list, his or her record may be updated and validated by the program to which the EV is transferring.
Transferred to a Non-SEVIS Sponsor Status Exchange Visitors and Dependents	A list of all EVs that have transferred to a non-SEVIS Exchange Visitor Program. EV names display on this list after the effective date of transfer and will remain on this list indefinitely. **Note:** The ability to transfer EVs to a non-SEVIS program is no longer available. However, there may be EVs who will always have this status; they transferred prior to the date mandated for enrollment of all Exchange Visitor Programs in SEVIS.

2.5 Create an Exchange Visitor Form DS-2019

The eligibility process enables designated program sponsors to create, maintain, and print records (Form DS-2019) for EVs and dependents. In addition, SEVIS provides the capability to access and update previously created records.

The *Listing of Programs* screen includes the list of programs associated with your user ID. Exhibit 12, Listing of Programs Screen—New Exchange Visitor Link, shows the location of the **New Exchange Visitor** link on the *Listing of Programs* screen.

Exhibit 12: Listing of Programs Screen—New Exchange Visitor Link

ROs and AROs have the option to create a "New Exchange Visitor" (complete Form DS-2019 for an EV and dependents, if any) for any of the programs for which they are assigned a role. Instructions for completing the Form are provided in the subsequent sections.

Note: One RO or ARO may begin and save a Form DS-2019 for an EV. Another RO or ARO may complete and submit the Form. The name of the official who submits the record to the SEVIS database will print on the Form DS-2019.

WARNING: When creating a record for a new EV, the system will delete the unsubmitted Form DS–2019 within 45 days of the last update to the Form.

2.5.1 Complete Page 1 of the Form DS-2019—Personal Information

To create a Form DS-2019 for a new (initial) EV, perform the following:

1. Click the **New Exchange Visitor** link (on the *Listing of Programs* screen) to the right of the name of the program in which the EV will be participating. The system displays the *New Exchange Visitor* screen for the selected program as shown in Exhibit 13, New Exchange Visitor for Whispering Pines Institute Screen.

Exhibit 13: New Exchange Visitor for Whispering Pines Institute Screen

2. Below is a list with a brief description or explanation for each field and sections on this screen. An asterisk (*****) precedes the fields/sections that must be completed. Some of these fields and sections contain text boxes, drop-down lists, radio buttons, and command buttons. To complete this screen, enter the following data:

Field/Section	Description/Explanation
1. *** Family Name**	Enter the surname or last name of the EV. If the person has only one name, enter it in this field. **Note:** The DoS Bureau of Consular Affairs has advised that names should be entered in SEVIS *exactly* as they appear on the passport. In the event the nonimmigrant does not have a passport, enter the name as it displays on the National ID card.
2. **First Name**	Enter the first name of the EV. Leave this field blank if the person has only one name. **Note:** Even though this is not a required field in SEVIS, the DoS Bureau of Consular Affairs has advised that names should be entered in SEVIS *exactly* as they appear on the passport. In the event the nonimmigrant does not have a passport, enter the name as it displays on the National ID card.
3. **Middle Name**	Enter the middle name of the EV. Leave this field blank if this person has no middle name or the middle name is unknown. **Note:** Even though this is not a required field in SEVIS, the DoS Bureau of Consular Affairs has advised that names should be entered in SEVIS *exactly* as they appear on the passport. In the event the nonimmigrant does not have a passport, enter the name as it displays on the National ID card.
4. **Suffix**	Select a title, such as Junior, that may display at the end of a person's name.
5. *** Date of Birth**	Enter the EV's date of birth in MM/DD/YYYY format.
6. *** Gender**	Select the EV's gender, **male** or **female**.
7. *** City of Birth**	Enter the unabbreviated name of the city where the person was born.
8. *** Country of Birth**	Select the country in which the person was born. **Note:** United States may be selected as the country of birth (COB) if the EV was born to a foreign diplomat or is an expatriate. If the person was born in the United States or a U.S. territory, perform the following: 1. Complete the **Country of Birth** field. 2. Select an option from the *If the United States or U.S. Territory is chosen…* drop-down list.

Field/Section	Description/Explanation
	Note: Under Regulation 8 CFR 214.5, an EV 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, an EV's personal or program information may not be created or updated as follows: • If an EV's COB or country of citizenship (COC) is on the restricted country list, you may not select or update his or her field of study to training in aviation maintenance, flight operations, or nuclear-related studies or training. • If an EV's field of study is in aviation maintenance, flight operations, or nuclear-related studies or training, you may not select or update his or her COB or COC to a country that is on the restricted country list.
9. * Country of Citizenship	Select the country in which the EV maintains citizenship. **Note:** Under Regulation 8 CFR 214.5, an EV 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 an EV's personal or program information as follows: • If an EV's COB or COC is on the restricted country list, you may not select or update his or her field of study to training in aviation maintenance, flight operations, or nuclear-related studies or training. • If an EV's field of study is in aviation maintenance, flight operations, or nuclear-related studies or training, you may not select or update his or her COB or COC to a country that is on the restricted country list.
10. * Country of Legal Permanent Residence	Select the country in which the EV is a legal permanent resident (LPR). For most EV applicants, the country of legal permanent residence will be the same as the COC. Some applicants, however, will be permanent residents of other countries. Note the difference between permanent and temporary residence. For example, a French citizen who is teaching in Italy on a 1-year

Field/Section	Description/Explanation
	contract, and applying for a J visa from Italy, would ***not*** be considered an LPR of Italy.
11. Email Address	Enter an email address for the EV. Completion of this field is optional.
12. Social Security Number	Enter the EV's Social Security number. Completion of this field is optional.
13. Driver's License Number	Enter the EV's driver's license number assigned by the state that issued the license. Completion of this field is optional.
14. Driver's License Issue State	Select the state that issued the driver's license to the EV, if applicable. Completion of this field is optional.
15. Individual Taxpayer ID Number	Enter the taxpayer ID for an EV who is employed or has such an ID. Completion of this field is optional.
16. * Position	Select an option from the list that most closely matches the EV's position in his or her home country.
17. * Exchange Visitor Category	Select the J visa participant category for the EV. The options available on the drop-down list relate to those authorized for your organization by DoS.
18. Occupational Category	Select an occupational category for the EV. This field is only available for EVs participating in Trainee and Intern programs.
19. * Subject/Field Description	**Note:** The DoS subject/field codes have been replaced with the Department of Education's Classification of Instructional Programs (CIP) codes, 2000 edition, that were developed by the U.S. Department of Education's National Center for Educational Statistics (NCES). The CIP contains code numbers for instructional programs in all areas of education and is the accepted Federal Government statistical standard on instructional program classifications. To select the field the EV will be studying or participating in while in the United States, perform the following: 1. Click the **Select** button to display the *Select Subject Code* screen. 2. Make a selection from the *Category* drop-down list. 3. Click the **Search** button to view the list of subjects for the category selected. Find the subject that most closely matches the EV's field of study and click its code at the left end of the row. The system automatically returns to the *New Exchange Visitor*

Field/Section	Description/Explanation
	screen and the final selection is displayed.
	4. To change the Subject/Field code, click the **Select** button, and repeat Steps 1 through 3. This is a required field.
	Note: Under Regulation 8 CFR 214.5, an EV 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 an EV's personal or program information as follows: • If an EV's COB or COC is on the restricted country list, you may not select or update his or her field of study to training in aviation maintenance, flight operations, or nuclear-related studies or training. • If an EV's field of study is in aviation maintenance, flight operations, or nuclear-related studies or training, you may not select or update his or her COB or COC to a country that is on the restricted country list.
Subject/Field Remarks	Enter additional comments regarding the EV's program while in the United States or enter "**None**". Do not use hard returns (that is, do not press the **Enter** key) when entering text; doing so may make the text wrap and print in Section 5 of the Form DS-2019. Exhibit 14, Subject/Field Remarks, shows how the text may print when hard returns are used. **Note:** The text may be shortened on the printed Form DS-2019 if it is longer than the available space. However, the entire text can be viewed in SEVIS.

Exhibit 14: Subject/Field Remarks

Field/Section	Description/Explanation
20. Current U.S. Address	Sponsors are required to enter the actual and current U.S. address of all participants into SEVIS (see 22 CFR 62.70(b), SEVIS Reporting Requirements). When data are first entered for an EV applicant who has not yet entered the country, Current U.S. Address will be the address where he or she expects to reside, if known. Otherwise, it can be the address of the program sponsor. When the EV enters the country and is validated, however, his or her current U.S. address (where the EV will reside) *must* be entered, if different from the one originally used. Please note, it is the EV's primary site of activity address that prints on the Form DS-2019. **Note:** When entering data for secondary students (high school students), enter the host family name in the **Address 1** field and enter the street address for the residence in the **Address 2** field. For an au pair, enter the host family's name and address.

Field/Section	Description/Explanation
21. Foreign Address	Enter the person's foreign address. Completion of these fields is optional.
22. Creation Reason	The only valid creation reason is **Begin New Program**. This field is filled in by SEVIS.
23. Program Begin Date	Enter the date, determined by the program sponsor, on which the EV's participation in his or her program is expected to begin. It must be entered in MM/DD/YYYY format. The end date, in combination with the program begin date, must: • Be equal to or greater than the minimum duration of participation *and* • Cannot exceed the maximum duration of participation for the EV's selected category, as identified in the Exchange Visitor Program regulations. See Attachment B, DoS Maximum and Minimum Duration of Participation Rules, for guidance.
24. * Program End Date	Enter the date, determined by the program sponsor, on which the EV's program will end. It must be entered in MM/DD/YYYY format. The end date, in combination with the program begin date, must: • Be equal to or greater than the minimum duration of participation *and* • Cannot exceed the maximum duration of participation for the EV's selected category, as identified in the Exchange Visitor Program regulations or the program sponsor's designation. See Attachment B, DoS Maximum and Minimum Duration of Participation Rules, for guidance.

3. Click one of the following buttons:

Reset Values	Click this button to return all unsaved entries to the previous values.
Save Draft	Click this button to save the data entered. Saving the data will allow an RO or ARO to return to the record later and complete and/or submit it to SEVIS.

Next	Click this button to automatically save the data entered and advance to the next page of the Form DS‑2019. If any fields and sections have not been completed or contain an incorrect entry, the system will display an error message indicating the error(s). Make the necessary corrections and click the **Next** button again.
	Note: If an existing EV record contains the same family name, first name, date of birth, country of birth, and gender entered on the *Exchange Visitor Personal Information* screen, a message will display. To determine whether a record already exists for the EV, review the list of EVs whose personal information matches the information entered. If it is possible that a record already exists for the EV, perform a search on the EV's last name and view the existing records. If a record already exists for the EV, continue to process the existing record; do not create a second record. Otherwise, to continue to creating a new record for the EV, click the **Continue** button.
	Note: When creating a record for a professor or research scholar, a message screen will display after clicking the **Next** button. Users must review the information on the message screen and acknowledge their understanding of the information by clicking the **Continue** button.

2.5.2 Complete Page 2 of the Form DS‑2019—Site of Activity

Page 2 of the electronic Form DS‑2019 is used to collect program information for the EV. All EVs must have at least one site of activity. Exhibit 15, Site of Activity Menu Screen, is an example of Page 2. **Note:** In Exhibit 15, two sites of activity have already been added for the EV.

Exhibit 15: Site of Activity Menu Screen

To enter information about the EV's site of activity, perform the following:

1. Click the **Add Site of Activity** link in the lower-left part of the screen. Exhibit 16, Exchange Visitor Information—Add Site of Activity Screen, is an example of the screen that displays.

   Note: In Exhibit 16, the Site of Activity fields have been completed.

Exhibit 16: Exchange Visitor Information—Add Site of Activity Screen

2. Below is a list with explanations of the fields on this screen. An asterisk (*****) precedes the fields that must be completed. To complete this screen, enter the following data:

Field	Description/Explanation
1. * Site of Activity	Enter the name of the place where the EV will participate in his or her program. **Note:** For an au pair, enter the host family's name. For secondary students (high school students), enter the name of the high school.

Field	Description/Explanation
2. * Site of Activity Address	Enter the physical location of the site. Do not include a post office box number in this address. **Note:** For an au pair, enter the host family's address. For secondary students (high school students), enter the address of the high school. **Note:** The address that prints in the **U.S. Address** section of the Form DS-2019 is the primary site of activity address. Therefore, if the EV has multiple sites of activity, the site selected by the RO or ARO as the primary site of activity (the **Primary Site of Activity** radio button is selected) will be the one that prints on the Form DS-2019.
3. Remarks	Enter optional comments.

3.   Click one of the following buttons:

Add Site of Activity	Click this button to save the data entered for this EV. The system will display the *Site of Activity Menu* screen, and the information for the site will display near the bottom of the screen.
	Note: Multiple sites of activity can be added for an EV, but an EV can have only one Primary Site of Activity. Follow the procedures above to add other sites of activity.
Reset Values	Click this button to return all unsaved entries to the previous values.
Cancel	Click this button to return to the previous page without adding a site of activity.

4.   After returning to the *Site of Activity Menu* screen, click one of the following buttons:

Previous	Click this button to return to the previous page of the Form DS-2019.
Change Primary Site of Activity	Click this button to change the EV's primary site of activity. See Section 2.5.2.1, Change Primary Site of Activity (EV in Draft Status), for details.
Next	Click this button to advance to the next page of the Form DS-2019.
Print Draft DS-2019	Click this button to print a draft copy of the Form DS-2019. See Section 2.5.6, Print a Draft or Final Form DS-2019, for printing instructions. **Note:** It is recommended that you print a draft copy of the EV's Form DS-2019 and review it for accuracy. Necessary corrections can be made to the data before submitting the Form to SEVIS.

2.5.2.1   Change Primary Site of Activity (EV in Draft Status)

The U.S. address that prints on the EV's Form DS-2019 is the primary site of activity address.
To change the EV's primary site of activity, perform the following:

1. Access the *Exchange Visitor Information* screen for the EV whose record is being updated
    (perform a search for the record or use the **EV Lists** link).

2. Click the **Edit DS-2019** link on the **Actions** menu. Page 1 of the Form DS-2019 displays.

3. Click the **Next** button to advance to the *Site of Activity Menu* screen.

4. On the *Site of Activity Menu* screen, click the radio button to the left of the desired primary
    site of activity.

5. Click the **Change Primary Site of Activity** button. A message displays stating that the
    primary site of activity has been changed.

6. Click **OK** to return to the *Site of Activity Menu* screen.

2.5.2.2   Edit Site of Activity (EV in Draft Status)

If necessary, the site of activity information for an EV can be edited. To edit the site of activity
for an EV whose record is in Draft status, perform the following:

1. Access the *Exchange Visitor Information* screen for the EV whose record is being updated
    (perform a search for the record or use the **EV Lists** link).

2. Click the **Edit DS-2019** link on the **Actions** menu. Page 1 of the Form DS-2019 displays.

3. Click the **Next** button to advance to the *Site of Activity Menu* screen.

4. Click the **Edit** link in the **Commands** column for the site of activity to edit. The *Exchange
    Visitor Information—Edit Site of Activity* screen displays.

5. Make the necessary updates to the data. See Section 2.5.2, Complete Page 2 of the
    Form DS-2019—Site of Activity, for detailed instructions on completing the fields on this
    screen.

6. Click the **Update Site of Activity** button to complete the process. The *Site of Activity Menu*
    screen displays.

2.5.2.3   Delete Site of Activity (EV in Draft Status)

All EVs must have at least one site of activity. However, if the EV has multiple sites of activity
and the EV's record in SEVIS is in Draft status, sites of activity can be deleted.

To delete a site of activity, perform the following:

1. Access the *Exchange Visitor Information* screen for the EV whose record is being updated
    (perform a search for the record or use the **EV Lists** link).

2. Click the **Edit DS-2019** link on the **Actions** menu. Page 1 of the Form DS-2019 displays.

3. Click the **Next** button to advance to the *Site of Activity Menu* screen.

4. Click the **<u>Delete</u>** link in the **Commands** column for the site of activity that is being deleted.
    The *Delete Site of Activity* screen displays.

    Note: The primary site of activity cannot be deleted. If necessary, change the primary site
    of activity (see Section 2.5.2.1, Change Primary Site of Activity (EV in Draft Status)), and
    then delete the other site of activity.

5. Review the data to ensure that this is the correct site of activity.

6. Click the **Delete Site of Activity** button to complete the process. The *Site of Activity Menu*
    screen displays.

2.5.3 Complete Page 3 of the Form DS-2019—Dependent Information

Page 3 of the electronic Form DS-2019 is used to collect dependent information for the EV.
Data for the spouse and child dependent(s) of an EV entering the United States on J visas must
be entered into SEVIS.

Note: If the spouse or child dependent plans to enter the United States on a different type of
visa, ***do not*** enter his or her information in SEVIS.

Note: If both a husband and wife are entering the United States on J-1 visas, add the dependent
child's information to only one SEVIS record (Form DS-2019). Do not add the dependent
child's information to both parents' records/Forms. Doing so will give the dependent child two
SEVIS records.

Exhibit 17, Exchange Visitor Dependents Menu Screen, is an example of Page 3 of the Form. In
Exhibit 17, a dependent has already been added for this EV. Because the record is still in Draft
status, the EV and dependent have not been assigned their SEVIS IDs.

Exhibit 17: Exchange Visitor Dependents Menu Screen

To complete Page 3, perform the following:

1. Click the **Add Dependent** link in the lower-left part of the screen. Exhibit 18, Exchange Visitor Information—Add Dependent Screen, is an example of the screen that displays. In Exhibit 18, the Add Dependent section of the screen has been completed.

Exhibit 18: Exchange Visitor Information—Add Dependent Screen

2. Below is a list with explanations of the fields on this screen. An asterisk (*****) precedes the fields that must be completed. To complete this screen, enter the following data:

Field	Description/Explanation
1. * Family Name	Enter the surname or last name of the dependent. If the dependent has only one name, enter it in this field. **Note:** The DoS Bureau of Consular Affairs has advised that names should be entered in SEVIS *exactly* as they appear on the passport. In the event the nonimmigrant does not have a passport, enter the name as it displays on the National ID card.
2. First Name	Enter the first name of the dependent. Leave this field blank if the dependent has only one name. **Note:** Even though this is not a required field in SEVIS, the DoS Bureau of Consular Affairs has advised that names should be entered in SEVIS *exactly* as they appear on the passport. In the event the nonimmigrant does not have a passport, enter the name as it displays on the National ID card.
3. Middle Name	Enter the middle name of the dependent. Leave this field blank if the dependent has no middle name, or the middle name is unknown. **Note:** Even though this is not a required field in SEVIS, the DoS Bureau of Consular Affairs has advised that names should be entered in SEVIS *exactly* as they appear on the passport. In the event the nonimmigrant does not have a passport, enter the name as it displays on the National ID card.
4. Suffix	Select a title, 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. * Gender	Select the dependent's gender, **male** or **female**.
7. * Relationship	Select **Spouse** or **Child**. A dependent child **must** be younger than 21 years of age.
8. * City of Birth	Enter the unabbreviated name of the city where the dependent was born.
9. * Country of Birth	Select the country in which the dependent was born. **Note:** United States may be selected as the COB if the dependent was born to a foreign diplomat or is an expatriate. If the person was born in the United States or a U.S. territory, perform the following: 1. Complete the **Country of Birth** field. 2. Select an option from the *If the United States or U.S.*

Field	Description/Explanation
	Territory is chosen... drop-down list.
10. * Country of Citizenship	Select the country in which the dependent maintains citizenship.
11. * Country of Legal Permanent Residence	Select the country in which the dependent is an LPR. For most dependent applicants, the country of legal permanent residence will be the same as the COC. Some applicants, however, will be permanent residents of other countries. Note the difference between permanent and temporary residence. For example, a French citizen who is teaching in Italy on a 1-year contract, and making application for a J visa from Italy, would ***not*** be considered an LPR of Italy.
12. Email Address	Enter an email address for the dependent. Completion of this field is optional.
13. Social Security Number	Enter the dependent's Social Security number. Completion of this field is optional.
14. Driver's License Number	Enter the dependent's driver's license number assigned by the state that issued the license. Completion of this field is optional.
15. Driver's License Issue State	Select the state that issued the driver's license to the dependent, if applicable. Completion of this field is optional.
16. Individual Taxpayer ID Number	Enter the taxpayer ID for a dependent who is employed or has such an ID. Completion of this field is optional.

3. Click one of the following buttons:

Add Dependent	Click this button to automatically save the data entered and return to the *Exchange Visitor Dependents Menu* screen. To add another dependent, repeat the process described above.
	Note: The dependent's Form DS-2019 will print along with the EV's Form when the print feature is used.
Reset Values	Click this button to return all unsaved entries to the previous values.
Cancel	Click this button to return to Page 3 of the Form DS-2019 without adding a dependent.

4. After returning to the *Exchange Visitor Dependents Menu* screen, click one of the following buttons:

Previous	Click this button to return to the previous page of the Form DS-2019.
Next	Click this button to advance to the next page of the Form DS-2019.
Print Draft DS-2019	Click this button to print a draft copy of the Form DS-2019. See

| | Section 2.5.6, Print a Draft or Final Form DS-2019, for printing instructions.

Note: It is recommended that you print a draft copy of the EV's Form DS-2019 and review it for accuracy. Necessary corrections can be made to the data before submitting the Form to SEVIS. |
| --- | --- |

2.5.3.1   Edit Dependent Data (EV in Draft Status)

Dependent data may be edited. To edit the dependent's data while the EV's record is in Draft status, perform the following:

1. Access the *Exchange Visitor Information* screen for the EV whose record is being updated (perform a search for the record or use the **EV Lists** link).

2. Click the **Edit DS-2019** link on the **Actions** menu. The *New Exchange Visitor* screen displays.

3. Click the **Next** button to advance to the *Site of Activity Menu* screen (Exhibit 15).

4. Click the **Next** button to advance to the *Exchange Visitor Dependents Menu* screen (Exhibit 17).

5. Click the **Edit** link in the **Commands** column for the dependent whose data are being updated. The *Exchange Visitor Information—Edit Dependent* screen displays.

6. Make the necessary changes to the data. See Section 2.5.3, Complete Page 3 of the Form DS-2019—Dependent Information, for detailed instructions for completing the fields on this screen.

7. Click the **Submit Edit** button to complete the process. The *Exchange Visitor Dependents Menu* screen displays.

2.5.3.2   Delete Dependent (EV in Draft Status)

The Delete Dependent option is available when the EV's SEVIS record is in Draft status. To delete a dependent when the EV's status is Draft, perform the following:

1. Access the *Exchange Visitor Information* screen for the EV whose dependent is being deleted (perform a search for the record or use the **EV Lists** link).

2. Click the **Edit DS-2019** link on the **Actions** menu. The system displays the *New Exchange Visitor* screen.

3. Click the **Next** button to advance to the *Site of Activity Menu* screen.

4. Click the **Next** button to advance to the *Exchange Visitor Dependents Menu* screen.

5. Locate the name of the dependent and click the **Delete** link in the **Commands** column to delete his or her SEVIS record.

6. On the *Delete Dependent* screen, click the **Delete Dependent** button. The dependent is deleted and the *Exchange Visitor Dependents Menu* screen displays.

2.5.4 Complete Page 4 of the Form DS-2019—Financial Information

Page 4 of the Form DS-2019 is used to collect financial information for the EV and dependents, if any. This screen represents the final step in the creation of a record for a new EV, and the data entered on this screen will print on the EV's Form DS-2019. Exhibit 19, Financial Information Screen, is an example of Page 4.

Note: Financial data should reflect the amount of financial support provided to the EV for the duration of his or her program shown on all Forms DS-2019.

Exhibit 19: Financial Information Screen

1. Below is a list with explanations for the fields and sections on this screen. An asterisk (*****) precedes the fields and sections that must be completed. To complete this screen, enter the following data:

Field/Section	Description/Explanation
25. During the period covered by this program, the total estimated financial support (in U.S. dollars) is to be provided to the exchange visitor by:	The EV must have at least one source of funding listed in Sections 25 and/or 26 of the *Financial Information* screen. Enter the following information, as applicable. **Note:** All dollar amounts must be entered in SEVIS without commas and periods, and should be rounded to the nearest whole dollar. For example, $25,057.89 should be entered in SEVIS as 25058.
Current Program Sponsor	If applicable, enter the amount, in U.S. dollars, that the program sponsor will contribute to the EV.
* This program sponsor has/has not received funding for international exchange from one or more U.S. Government Agency(ies) to support this exchange visitor. If any U.S. Government Agency(ies) provided funding, indicate the Agency(ies) by code below.	Select **has** or **has not** to indicate whether the EV has received direct or indirect funding from U.S. Government agencies. This is a required field. • **Direct Funding**—Financed in whole or in part by the U.S. Government or the EV's government with funds contributed directly to the EV in connection with his or her participation in an Exchange Visitor Program. • **Indirect Funding**—Financed by one of the following: – An international organization with funds contributed by either the U.S. Government or the EV's government for use in financing international educational and cultural exchanges. – An organization or institution with funds made available by either the U.S. Government or the EV's government for the purpose of furthering international educational and cultural exchanges. **Note:** If **has** is selected in response to this statement, complete Section 26of the electronic Form DS-2019.

Field/Section	Description/Explanation
26. * Financial Support from organizations other than the sponsor will be provided by one of the following:	The EV must have at least one source of funding listed in Sections 25 and/or 26 of the *Financial Information* screen. If necessary, complete one or more of the fields in this section. **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.
U.S. Government Agency(ies) [maximum of two]	Select the agency from which the EV has received funding, and enter the amount in U.S. dollars. **Note:** If **Other** is selected, enter the name of the organization in the text box provided. The name and amount of funding will print on the Form DS-2019.
International Organization(s) [maximum of two]	Select the organization from which the EV has received funding, and enter the amount in U.S. dollars. **Note:** If **Other** is selected, enter the name of the organization in the text box provided. The name and amount of funding will print on the Form DS-2019.
The Exchange Visitor's Government	Enter the amount, in U.S. dollars, that the EV's government is contributing.
The Binational Commission of the Exchange Visitor's Country	Enter the amount, in U.S. dollars, that the Binational Commission is contributing.
All other organizations providing support	Enter the total amount, in U.S. dollars, that all other organizations are contributing.
Enter names of other organizations below.	Enter each organization name and the amount of money being given to the EV. For example, ABC Agency (500), DEF Organization (2500), XYZ (2000). (Only 80 characters can be entered into this field.) The names and amounts of funding will print on the Form DS-2019.
Personal Funds	Enter the amount, in U.S. dollars, that the EV is contributing.

2. Click one of the following buttons:

Previous	Click this button to return to the previous page of the Form DS-2019.
	WARNING: Be sure to save the data entered on this page before selecting the **Previous** button. The unsaved data that were entered on this page will be lost if not saved first.
Reset Values	Click this button to return all unsaved entries to the previous values.
Submit DS-2019	Click this button to save the EV's Form to SEVIS. See Section 2.5.5, Submit the Form DS-2019, for additional information.
Save Draft	Click this button to save the data entered. Saving the data will allow an RO or ARO to return to the record later and complete and/or submit it to SEVIS.
Print Draft DS-2019	Click this button to print a draft copy of the Form DS-2019. See Section 2.5.6, Print a Draft or Final Form DS-2019, for printing instructions.
	Note: It is recommended that you print a draft copy of the EV's Form DS-2019 and review it for accuracy. Necessary corrections can be made to the data before submitting the Form to SEVIS.

2.5.5 Submit the Form DS-2019

To submit an EV's record to SEVIS, click the **Submit DS-2019** button on the *Financial Information* screen, the last page of the electronic Form DS-2019. The system will display a message stating that the record has been successfully created. This message screen will also show the first and last name, and the SEVIS ID for the EV and each dependent, if any.

Note: If the submission is not successful, an error message will display stating the reason. Correct the error(s) indicated and then submit the Form again.

When the Form is successfully submitted, print a final copy of the Form DS-2019 for the EV and dependents, if any. See Section 2.5.6, Print a Draft or Final Form DS-2019, for instructions. Click the **Return** button to go to the *Listing of Programs* screen.

Note: The purpose that prints on the Form will be "Begin New Program; accompanied by number (*count*) of immediate family members," where "count" indicates how many dependents an EV has, if any.

2.5.6 Print a Draft or Final Form DS-2019

A draft or final copy of the Form DS-2019 can be printed from various screens within SEVIS. The final Form can also be printed following submission of the Form in SEVIS. A draft copy of the Form DS-2019 is identified by the word "draft" printed on the top of the Form. The SEVIS ID for the EV and/or dependent(s) and bar code **will not** be printed on the draft Form. The draft Form DS-2019 can be printed prior to submission of the Form so that the data can be reviewed

for accuracy. Changes to the Form can be made prior to submission. When the Form DS-2019 for a new EV and/or dependent(s) is submitted in SEVIS, the status of the records for the EV and dependent(s) will change from Draft to Initial status.

A final Form DS-2019 should be printed for a new EV following submission of the Form in SEVIS. The final Form includes the bar code and SEVIS ID, and "draft" is removed from the top of the Form.

Note: The printed final Form will have the EV's or dependent's SEVIS ID in the upper-right corner, above the bar code. It begins with the letter "**N**," which is followed by 10 digits (for example, "**N1234567890**").

Note: See Section 2.6.2.3.3, Reprint Form DS-2019 for a Dependent in Initial Status, for instructions on reprinting the Form for dependents.

Note: If Adobe Reader Version 5.0 or higher is not installed on the computer being used, see Appendix B, Download the Latest Version of Adobe Reader, for instructions.

To print a copy of the Form DS-2019, perform the following:

1. Click the **Print Draft DS-2019** or the **Print Final DS-2019** button. A new browser window opens and the Form DS-2019 displays using Adobe Reader from which a copy of the Form can be sent to a designated printer.

   Note: During the launch of Adobe Reader, a *File Download* window may display. To prevent this window from displaying in the future, click the box next to **always ask before opening this type of file** to remove the check mark. Select the **Open** button to view the Form DS-2019.

2. When the Form DS-2019 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 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 will be printed on the designated printer.

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

7. Sign the final SEVIS-generated Form DS-2019 in **blue** ink and forward it to the EV and dependents, if any. See Section 2.5.7, Signature on SEVIS Form DS-2019, for instructions regarding the signature on the Form.

   Note: If an EV is subject to the Two-Year Home-Country Physical-Presence Requirement (Section 212(e) of the Immigration and Nationality Act and Public Law (PL) -94-484, as amended), the appropriate boxes will be checked on the printed Form DS-2019.

2.5.7 Signature on SEVIS Form DS‑2019

According to regulations, SEVIS‑generated Forms DS‑2019 should be printed in **black** ink and the original copy of the Form DS‑2019 must be signed in **blue** ink. Signing the Form in **blue** ink permits anyone viewing the Form to easily distinguish an original copy from a photocopy.

Note: The Form **must** be signed by the RO or ARO whose name is printed on the copy of the Form that will be provided to the EV and dependents, if any.

Do not send copies of the SEVIS Forms DS‑2019 to DoS. There is no longer a need to send a copy of the Form DS‑2019 to the Department. SEVIS electronically collects and maintains information submitted to generate Forms DS‑2019 issued to potential EVs and their dependents.

2.5.8 Reprint a Form DS‑2019

When an EV is in Initial or Active status or a dependent is in Active status, his or her Form DS-2019 may be reprinted for the following reasons:

- Replace a Form DS‑2019 (Damaged)

- Replace a Form DS‑2019 (Lost)

- Replace a Form DS‑2019 (Stolen)

- Other—Text that is entered in the **If Other, Please Comment** text box will print in the **Purpose of the Form** section of the Form DS‑2019

When a dependent is in Initial status, his or her Form DS‑2019 may be reprinted for the following reasons:

- Permit EV's (*count*) dependents to enter United States separately (where "count" is the number of dependents for the selected EV).

- Begin new program; accompanied by number (*count*) of immediate family members (where "count" is the number of dependents for the selected EV).

- Other—Text that is entered in the **If Other, Please Comment** text box will print in the **Purpose of the Form** section of the Form DS‑2019.

Note: If Adobe Reader Version 5.0 or higher is not installed on the computer being used, see Appendix B, Download the Latest Version of Adobe Reader, for instructions.

To reprint a Form, perform the following:

1. Access the *Exchange Visitor Information* screen (see Exhibit 20, Exchange Visitor Information Screen—Initial Status, or Exhibit 24, Exchange Visitor Information Screen—Active Status) or the *Exchange Visitor Information—Dependent Information* screen.

2. Click the **Reprint DS-2019** link on the **Actions** menu (left side of screen). The *Reprint DS-2019* screen displays.

3. Select the appropriate reason for reprinting the Form. If **Other** is selected, enter an explanation in the text box provided. For example, if reprinting the Form for a participant in Initial status because the first attempt to print failed, select **Other** as the reason and enter the following comment in the **If Other, Please Comment** text box, "Begin New Program."

    Note: For Academic Training, enter the following in the **If Other, Please Comment** text box, "Academic Training (MM/DD/YYYY—MM/DD/YYYY)".

4. Enter optional comments in the **Remarks** text box.

5. Click the **Reprint DS-2019** button. A message displays stating that the update has been successful (the reason for reprinting the Form has been saved to SEVIS).

6. Click the **Print Final DS-2019** button. A new browser window opens and the Form DS-2019 displays using the Adobe Reader from which a copy of the Form can be sent to a designated printer.

    Note: During the launch of Adobe Reader, a *File Download* window may display. To prevent this window from displaying in the future, click in the box next to **always ask before opening this type of file** to remove the check mark. Click the **Open** button to view the Form DS-2019.

7. When the Form DS-2019 displays in the *Adobe Reader* window, use the scroll bar on the right side of the window to view additional pages of the Form.

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

9. Ensure the name of the printer in the **Name** field is the printer from which the Form will 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 Form DS-2019 will be printed on the designated printer.

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

Note: The Form DS-2019 must be signed in **blue** ink by the RO or ARO whose name is printed on the Form.

Note: If an EV is subject to the Two-Year Home-Country Physical-Presence Requirement (Section 212(e) of the Immigration and Nationality Act and PL-94-484, as amended), the appropriate boxes will be checked on the printed Form DS-2019.

2.6   Exchange Visitor Information Screen—Initial Status

The *Exchange Visitor Information* screen provides a snapshot of the information that has been entered on the Form DS‑2019. On the left side of the screen there are links to the actions available for EVs whose records are in Initial status. Exhibit 20, Exchange Visitor Information Screen—Initial Status, is an example of the screen.

Note: Initial status indicates that the EV and/or dependent records have been created and submitted (saved to the SEVIS database) but the EV has not entered the United States or has not reported to the program sponsor and has not been validated in SEVIS. Validation is the process of updating the record to show that the EV has actually arrived at the site of activity in the United States identified by the program sponsor and is participating in his or her program.

Exhibit 20: Exchange Visitor Information Screen—Initial Status

The links on the **Actions** menu (left side of screen) provide the capability to amend the EV's program, validate the EV's participation, reprint the EV's Form DS-2019, and perform other processes on the record of an EV. The options on the **Edits** menu provide the capability to edit

the EV's and/or dependent's data. The menu options are discussed in detail in the following sections.

2.6.1 Actions Menu—EV in Initial Status

When an EV is in Initial status, the **Actions** menu contains the following five options:

- Amend Program

- Cancel EV

- No Show

- Reprint DS-2019

- Validate Program Participation

The following sections contain detailed instructions for using each of these options.

2.6.1.1   Amend Program (EV in Initial Status)

The **Amend Program** link is available to update an EV's program start date and/or end date in SEVIS at any time prior to validation of the EV's program participation.

Note: If an EV will be arriving late, his or her program begin date must be amended before validating his or her program participation.

To amend an EV's program, perform the following:

1. Access the *Exchange Visitor Information* screen for the EV whose record is being updated (perform a search for the record or use the **EV Lists** link).

2. Click the **Amend Program** link on the *Exchange Visitor Information Screen—Initial Status* (see Exhibit 20). The system displays the *Amend Program* screen, which contains summary data for the selected EV, including the program begin and end dates.

3. Change the program begin and/or end date(s).

4. Enter an explanation in the **Remarks** text box; this is a required field.

5. Click the **Amend Program** button to save the changes to the SEVIS database.

6. On the message screen, click the **Print Final DS-2019** button to print an updated copy of the Form, sign it in **blue** ink, and provide it to the EV and dependents, if any. See Section 2.5.6, Print a Draft or Final Form DS-2019, for printing instructions.

7. Click the **Return to Exchange Visitor** button to return to the *Exchange Visitor Information* screen and view the new data.

2.6.1.2   Cancel Exchange Visitor (EV in Initial Status)

The Cancel EV option is available only when the EV is in Initial status. Examples of when to use this option include:

- The EV has duplicate records that you wish to mark invalid—the record will remain in the SEVIS database with a status of Invalid.

- You have learned that the EV is not coming to your program for reasons such as the inability to obtain a visa, personal issues, etc.

- You have knowledge that the EV used fraudulent documents to enroll in your program.

To cancel an EV record, perform the following:

1. Access the *Exchange Visitor Information* screen for the EV whose record is being canceled (perform a search for the record or use the **EV Lists** link).

2. Click the **Cancel EV** link on the **Actions** menu (left side of screen) to access the *Cancel EV* screen.

3. Enter an explanation for the cancelation in the **Remarks** text box; this is a required field.

4. Click the **Cancel EV** button to complete the process. The system displays a message stating that the EV's record has been canceled; the status of the EV and any dependents is Invalid.

Note: When an EV's record is canceled, the system increases the allotment of Forms DS-2019 available to the program by one.

2.6.1.3   Set EV's Status to No Show (EV in Initial Status)

The No Show status is used to indicate that the EV's program participation has not been validated by the RO or ARO in SEVIS. When an EV's status is No Show, the EV *has violated* the Exchange Visitor Program regulations. This has an *adverse*, or *negative*, affect on the EV's record, and on the record of each dependent of the EV. EVs with a SEVIS status of No Show have no benefits (for example, extension, change of category, or reinstatement).

If a program sponsor receives information that a potential EV participant has entered the United States and has not reported for participation, an RO or ARO may:

- Set the EV's status to No Show.

    or

- Allow SEVIS to automatically change the EV's status to No Show 30 days after the program begin date listed in SEVIS.

The No Show option is only available for an EV when he or she is in Initial status.

WARNING: DO NOT use the No Show option to cancel a duplicate record or a record that has been issued in error. Use the Cancel EV option; otherwise, duplicate records will be canceled automatically by the system.

To set the EV's SEVIS status to No Show, perform the following:

1. Access the *Exchange Visitor Information* screen for the EV whose record is being updated (perform a search for the record or use the **EV Lists** link).

2. Click the **No Show** link on the **Actions** menu. The system displays the *No Show* screen.

3. Review the data to ensure this is the potential EV participant whose status is being changed to No Show.

4. If this is not the correct record, click the **Cancel** button. Otherwise, click the **No Show** button. The system displays a message stating that the record has been successfully updated.

5. Click the **Return to Exchange Visitor** button to view the EV's record. The EV and dependents, if any, now have a status of No Show.

2.6.1.4   Reprint Form DS-2019 (EV in Initial Status)

See Section 2.5.8, Reprint a Form DS-2019, for printing instructions.

2.6.1.5   Validate Program Participation (EV in Initial Status)

When an EV arrives in the United States to begin his or her program, the SEVIS record (Form DS-2019) must be validated.

WARNING—PROGRAMS LESS THAN 30 DAYS IN DURATION: If the EV's program is *less than 30 days* in length, failure to validate the EV's SEVIS record to indicate his or her participation before the program end date listed in SEVIS will result in cancelation of the EV's record in SEVIS. The EV's SEVIS status will automatically change to:

- No Show if SEVIS has received information that the EV entered the country through a POE

- Invalid if SEVIS has not received information that the EV entered the United States through a POE

WARNING—PROGRAMS GREATER THAN 30 DAYS IN DURATION: If the EV's program is greater than 30 days in length, failure to validate the EV's SEVIS record to indicate his or her participation within 30 days of the program start date listed in SEVIS will result in cancelation of the EV's record in SEVIS, as stipulated in the Exchange Visitor Program regulations. (See 22 CFR 62.70(d), Validation of Program Participation.) The EV's SEVIS status will automatically change to:

- No Show if SEVIS has received information that the EV entered the country through a POE

- Invalid if SEVIS has not received information that the EV entered the United States through a POE

Note: If an EV arrives at a time that is different from the program start date listed in SEVIS, his or her program begin date must be amended before validating the EV's program participation (see Section 2.6.1.1, Amend Program (EV in Initial Status), for instructions).

Note: Once validated, the EV's program begin date cannot be changed. If necessary, change the EV's begin date by amending his or her program (see Section 2.6.1.1, Amend Program (EV in Initial Status), for instructions). Then, validate the EV's program participation.

To validate an EV's program participation, perform the following:

1. Access the *Exchange Visitor Information* screen for the EV whose program participation is being validated (perform a search for the record or use the **EV Lists** link).

2. Click the **Validate Program Participation** link on the **Actions** menu (left side of screen) to access the *Validate Program* screen. Exhibit 21, Validate Program Screen, is an example of this screen.

Exhibit 21: Validate Program Screen

3. Review the EV's data. The system displays the U.S. address currently in SEVIS. Update the current U.S. address (residence) for the EV (22 CFR 62.79(d), Sanctions), if necessary.

    Note: When entering data for secondary students (high school students), enter the name of the host family in the **Address 1** field and enter the street address for this residence in the **Address 2** field. For an au pair, enter the host family's name and address.
    Note: Check the program begin date for the EV to make sure that it is a valid date and that it accurately reflects the original program begin date for the EV. If the program begin date is incorrect, make the necessary adjustments using the **Amend Program** link on the *Exchange Visitor Information* screen; do not continue with the validation process.

4. Passport, visa, and POE information may be received from other systems. However, if the fields are not filled in, the following data may be entered, if available:

    - Passport Number

    - Passport Issuing Country

    - Passport Expiration Date

    - Visa Number

    - Post/Country of Visa Issuance

    - Visa Expiration Date

    - Visa Issue Date

    - Admission Number

    - Port of Entry

    - Date of Entry

5. Click one of the following buttons:

Validate Program	The system will display the *Listing of Programs* screen. The SEVIS status of the EV and dependents, if any, is Active. There is no need to print a new Form for the EV and/or dependent unless the Form has been lost, stolen, or damaged. **Note:** The current U.S. address (where the EV will reside) is collected in SEVIS but does not print on the Form DS-2019. Therefore, do not print a new Form for the EV at this time. When the Form DS-2019 is printed from SEVIS, the address of the primary site of activity entered in SEVIS for the EV will print in the **U.S. Address** section of the Form.
Reset Values	Click this button to return all unsaved entries to the previous values.
Cancel	Click this button to return to the *Exchange Visitor Information* screen without validating the EV's program participation.
Print Draft DS-2019	There is no need to use this button.

2.6.2 Edits Menu—EV in Initial Status

Prior to receipt of visa information for an EV, the **Edits** menu will contain the following options:

- Biographical Information

- Category and Subject/Field

- Dependents

- Financial Information

- Site of Activity

The following sections provide detailed instructions for using these options.

2.6.2.1 Edit Category and Subject/Field (EV in Initial Status)

The Category and Subject/Field option is only available when the EV is in Initial status. This option is used to modify the EV's category and/or subject/field of study prior to the EV obtaining a visa.

Note: Under Regulation 8 CFR 214.5, an EV 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 an EV's personal or program information as follows:

- If an EV's COB or COC is on the restricted country list, you may not select or update his or her field of study to training in aviation maintenance, flight operations, or nuclear-related studies or training.

- If an EV's field of study is in aviation maintenance, flight operations, or nuclear-related studies or training, you may not select or update his or her COB or COC to a country that is on the restricted country list.

To modify these data, perform the following:

1. Access the *Exchange Visitor Information* screen for the EV whose information is being changed (perform a search for the record or use the **EV Lists** link).

2. Click the **Category and Subject/Field** link on the **Edits** menu. Exhibit 22, Category and Subject/Field Screen, is an example of the screen that displays.

Exhibit 22: Category and Subject/Field Screen

3. To change the EV's category, select an option from the *Exchange Visitor Category* drop-down list.

4. To change the EV's occupational category, select an option from the drop-down list. This option is available for EVs participating in Training and Internship programs only.

5. To change the EV's field of study, perform the following:

    a. Click the **Select** button to display the *Select Subject Code* screen.

    b. Make a selection from the *Category* drop-down list.

    c. Click the **Search** button to view the list of subjects associated with the category selected. Exhibit 23, Select Subject Code Screen, is an example of the screen that displays.

Exhibit 23: Select Subject Code Screen

d. Find the subject that most closely matches the EV's field of study and click its code, at the left end of the row. The screen automatically returns to the *Category and Subject/Field* screen and the final selection is displayed. If necessary, repeat Step 5 to change the subject/field of study.

6. Enter an explanation in the **Subject/Field Remarks** text box; this is a required field. Do not use hard returns (that is, do not press the **Enter** key) when entering text; doing so may make the text wrap and print in Section 5 of the Form DS-2019. Exhibit 14 is an example of how the text may print when hard returns are used.

   Note: The text may be shortened on the printed Form DS-2019 if it is longer than the available space. However, the entire text can be viewed in SEVIS.

7. Click the **Submit** button. A message displays stating that the EV's record has been successfully updated.

8. On the message screen, click the **Print Final DS-2019** button to print a new Form, sign it in **blue** ink, and provide it to the EV and dependents, if any. (See Section 2.5.6, Print a Draft or Final Form DS-2019, for printing instructions.)

Note: The following will print in the "Purpose of the Form" section of the Form, "Begin New Program — Category/Subject/Field Modified."

2.6.2.2   Edit Biographical Information and U.S. Address (EV in Initial Status)

The Biographical Information option provides access to the *Edit Biographical Information* screen for the selected EV, which is used to modify biographical data and/or U.S. address. In accordance with the regulations (22 CFR 62.70(b), SEVIS Reporting Requirements), an RO or

ARO must update the actual and current U.S. address information within 21 days of being notified by a participant of a change in his or her address.

Note: The Biographical Information option is not available after a visa has been issued to the EV. To edit the biographical data after the EV has obtained a visa and is still in Initial status, you must wait until the EV arrives in the United States and has his or her program participation validated in SEVIS.

To edit the EV's biographical information, perform the following:

1. Access the *Exchange Visitor Information* screen for the EV whose information is being changed (perform a search for the record or use the **EV Lists** link).

2. Click the **Biographical Information** link on the **Edits** menu. The *Biographical Information* screen displays.

3. Make the necessary updates to the EV's biographical information. For detailed instructions on how to complete this screen, see Section 2.5.1, Complete Page 1 of the Form DS-2019—Personal Information.

    Note: Under Regulation 8 CFR 214.5, an EV 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 an EV's personal or program information as follows:

    - If an EV's COB or COC is on the restricted country list, you may not select or update his or her field of study to training in aviation maintenance, flight operations, or nuclear-related studies or training.

    - If an EV's field of study is in aviation maintenance, flight operations, or nuclear-related studies or training, you may not select or update his or her COB or COC to a country that is on the restricted country list.

4. Click the **Update Information** button to save the changes. The system displays a message stating that the record has been successfully updated.

5. Click the **Print Final DS-2019** button to print a new Form, sign it in **blue** ink, and provide it to the EV and dependents, if any. See Section 2.5.6, Print a Draft or Final Form DS-2019, for printing instructions.

    Note: If the EV's SEVIS record is in Initial status and the EV has not obtained a visa, when biographical data are updated, the purpose that will print on the Form will be, "Begin New Program—Biographical Information Modified."

2.6.2.3   Add/Edit Dependent Data

The **Dependents** link on the *Exchange Visitor Information* screen for an EV in Initial or Active status provides the capability to make the following additions, corrections, and/or updates to dependent records:

- Add dependents

- Edit dependent data

- Reprint the dependent's Form DS-2019

- Indicate that the dependent is a "no show"

The following sections contain detailed instructions for completing each of these processes.

2.6.2.3.1   ADD DEPENDENT (EV IN INITIAL OR ACTIVE STATUS)

Dependents can be added to an EV's record when the EV's SEVIS status is Initial. However, the Add Dependent option is not available after a visa has been issued to the EV. To add a dependent after the EV has obtained a visa and is still in Initial status, you must wait until the EV arrives in the United States and has his or her program participation validated in SEVIS. The dependent will have to travel to the United States later to join the EV.

Note: If both a husband and wife are entering the United States on J-1 visas, add the dependent child's information to only one SEVIS record (Form DS-2019). Do not add the dependent child's information to both parents' records/Forms. Doing so will give the dependent child two SEVIS records.

To add a dependent to the record of an EV who is currently in Initial status, perform the following:

1. Access the *Exchange Visitor Information* screen for the EV whose information is being updated (perform a search for the record or use the **EV Lists** link).

2. Click the **Dependents** link on the **Edits** menu. The system displays the *Exchange Visitor Dependents Menu* screen.

3. Click the **Add Dependent** link near the bottom of the screen. The system displays the *Exchange Visitor Information—Add Dependent* screen.

4. To complete this screen, enter the following data (an asterisk (*****) precedes the fields that must be completed):

Field	Description/Explanation
1. * Family Name	Enter the surname or last name of the dependent. If the dependent has only one name, enter it in this field. **Note:** The DoS Bureau of Consular Affairs has advised that names should be entered in SEVIS *exactly* as they appear on the passport. In the event the nonimmigrant does not have a passport, enter the name as it displays on the National ID card.
2. First Name	Enter the first name of the dependent. Leave this field blank if the dependent has only one name. **Note:** Even though this is not a required field in SEVIS, the DoS Bureau of Consular Affairs has advised that names should be entered in SEVIS *exactly* as they appear on the passport. In the event the nonimmigrant does not have a passport, enter the name as it displays on the National ID card.

Field	Description/Explanation
3. **Middle Name**	Enter the middle name of the dependent. Leave this field blank if the dependent has no middle name, or the middle name is unknown. **Note:** Even though this is not a required field in SEVIS, the DoS Bureau of Consular Affairs has advised that names should be entered in SEVIS *exactly* as they appear on the passport. In the event the nonimmigrant does not have a passport, enter the name as it displays on the National ID card.
4. **Suffix**	Select a title, 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. *** Gender**	Select the dependent's gender, **male** or **female**.
7. *** Relationship**	Select **Spouse** or **Child**. A dependent child must be younger than 21 years of age.
8. *** City of Birth**	Enter the unabbreviated name of the city where the dependent was born.
9. *** Country of Birth**	Select the country in which the dependent was born. **Note:** United States may be selected as the COB if the dependent was born to a foreign diplomat or is an expatriate. If the person was born in the United States or a U.S. territory, perform the following: 1. Complete the **Country of Birth** field. 2. Select an option from the *If the United States or U.S. Territory is chosen...* drop-down list.
10. *** Country of Citizenship**	Select the country in which the dependent maintains citizenship.
11. *** Country of Legal Permanent Residence**	Select the country in which the dependent is an LPR. For most dependent applicants, the country of legal permanent residence will be the same as the COC. Some applicants, however, will be permanent residents of other countries. Note the difference between permanent and temporary residence. For example, a French citizen who is teaching in Italy on a 1-year contract, and making application for a J visa from Italy, would *not* be considered an LPR of Italy.
12. **Email Address**	Enter an email address for the dependent. Completion of this field is optional.
13. **Social Security Number**	Enter the dependent's Social Security number. Completion of this field is optional.
14. **Driver's License Number**	Enter the dependent's driver's license number assigned

Field	Description/Explanation
	by the state that issued the license. Completion of this field is optional.
15. Driver's License Issue State	Select the state that issued the driver's license to the dependent, if applicable. Completion of this field is optional.
16. Individual Taxpayer ID Number	Enter the taxpayer ID for a dependent who is employed or has such an ID. Completion of this field is optional.

5. Click one of the following buttons:

Add Dependent	Click this button to complete the process. A message displays stating that the dependent has been successfully added.
	Click the **Print Final DS-2019** button to print the dependent's Form. See Section 2.5.6, Print a Draft or Final Form DS-2019, for instructions.
Reset Values	Click this button to return all unsaved entries to the previous values.
Cancel	Click this button to return to the *Exchange Visitor Dependents Menu* screen without adding a dependent.

2.6.2.3.2   EDIT DEPENDENT DATA (DEPENDENT IN INITIAL OR ACTIVE STATUS)

Dependent biographical information can be updated while the EV's SEVIS status is Initial or Active. However, when the EV is in Initial status, the Edit Dependent option is not available after a visa has been issued to the EV. To edit a dependent's data after the EV has obtained a visa and is still in Initial status, you must wait until the EV arrives in the United States and has his or her program participation validated in SEVIS.

To edit the dependent's biographical data, perform the following:

1. Access the *Exchange Visitor Information* screen for the EV whose dependent's information is being changed (perform a search for the record or use the **EV Lists** link).

2. Click the **Dependents** link on the **Edits** menu. The system displays the *Exchange Visitor Dependents Menu* screen.

3. Click the dependent's SEVIS ID link (for example, **N1234567890**) to access the *Exchange Visitor Information—Dependent Information* screen.

4. Click the **Edit** link on the **Actions** menu to display the *Exchange Visitor Information—Edit Dependent* screen.

5. Scroll to the **Edit Dependent** section of the screen and make the necessary changes to the screen. See Section 2.5.3, Complete Page 3 of the Form DS-2019—Dependent Information, for detailed instructions on completing the fields on this screen.

6. Click one of the following buttons:

Submit Edit	Click this button to complete the process. The system displays a

	message stating that the update to the dependent's data has been successfully saved to SEVIS.
	Note: Click the **Print Final DS-2019** button on the message screen to print a copy of the dependent's Form. See Section 2.5.6, Print a Draft or Final Form DS-2019, for instructions.
Reset Values	Click this button to return all unsaved entries to the previous values.
Cancel	Click this button to return to the *Exchange Visitor Dependents Menu* screen without updating the dependent's data.

2.6.2.3.3   REPRINT FORM DS-2019 FOR A DEPENDENT IN INITIAL STATUS

When a dependent is in Initial status, his or her Form DS-2019 can be reprinted for the following reasons:

- Permit EV's (*count*) dependents to enter United States separately (where "count" is the number of dependents for the selected EV).

- Begin new program; accompanied by number (*count*) of immediate family members (where "count" is the number of dependents for the selected EV).

- Other—Text that is entered in the **If Other, Please Comment** text box prints in the "Purpose of the Form" section of the Form DS-2019.

Note: If Adobe Reader Version 5.0 or higher is not installed on the computer being used, see Appendix B, Download the Latest Version of Adobe Reader, for instructions.

To reprint the Form for a dependent, perform the following:

1. Access the *Exchange Visitor Information* screen for the EV whose dependent's Form is being reprinted (perform a search for the record or use the **EV Lists** link).

2. Click the **Dependents** link on the **Edits** menu. The system displays the *Exchange Visitor Dependents Menu* screen.

3. Click the dependent's SEVIS ID link (for example, **N1234567890**) to access the *Exchange Visitor Information—Dependent Information* screen.

4. Click the **Reprint DS-2019** link on the **Actions** menu to display the *Reprint DS-2019* screen.

5. Select a reprint reason from the drop-down list. If **Other** is selected, provide an explanation in the text box provided.

6. Click the **Reprint DS-2019** button. A message displays stating that the update has been successful (the reason for reprinting the Form has been saved to SEVIS). The reprint reason selected will print on the Form.

7. Click the **Print Final DS-2019** button on the message screen to print a new Form. See Section 2.5.6, Pint a Draft or Final Form DS-2019, for detailed printing instructions.

2.6.2.3.4   SET DEPENDENT'S STATUS TO NO SHOW (EV IN INITIAL STATUS)

The status of the dependent can be set to No Show separately from the EV. When a dependent's status is No Show, the dependent **has violated** the Exchange Visitor Program regulations. This has an *adverse*, or *negative*, affect on the dependent's record.

Note: Setting a dependent's status to No Show has no affect on the EV's record.

To change a dependent's status to No Show, perform the following:

1. Access the *Exchange Visitor Information* screen for the EV whose dependent is being marked as "no show" (perform a search for the record or use the **EV Lists** link).

2. Click the **Dependents** link on the **Edits** menu. The system displays the *Exchange Visitor Dependents Menu* screen.

3. Click the dependent's SEVIS ID link (for example, **N1234567890**) to access the *Exchange Visitor Information—Dependent Information* screen.

4. Click the **No Show** link on the **Actions** menu to display the *No Show* screen.

5. Review the data to ensure that this is the dependent whose status is being changed to No Show.

6. Click the **No Show** button. The system displays the *Exchange Visitor Dependents Menu* screen and the dependent's status is No Show.

2.6.2.4   Edit Financial Information (EV in Initial Status)

An EV's financial information can be edited when the EV is in Initial status. However, the Financial Information option is not available after a visa has been issued to the EV. To edit financial data after the EV has obtained a visa and is still in Initial status, you must wait until the EV arrives in the United States and has his or her program participation validated in SEVIS.

To edit an EV's financial data while the EV is in Initial status, perform the following:

1. Access the *Exchange Visitor Information* screen for the EV whose data are being updated (perform a search for the record or use the **EV Lists** link).

2. Click the **Financial Information** link on the **Edits** menu. The system displays the *Edit Financial Information* screen.

3. Make the necessary updates. See Section 2.5.4, Complete Page 4 of the Form DS-2019— Financial Information, for a detailed description of each field and/or section on the screen.

    Note: Financial data should reflect the amount of financial support provided to the EV for the duration of his or her program shown on all Forms DS-2019.

4. Click the **Update Information** button. A message displays stating that the data have been successfully updated.

2.6.2.5   Edit Site of Activity (EV in Initial Status)

An EV's site of activity information can be edited when the EV is in Initial status. However, the Site of Activity option is not available after a visa has been issued to the EV. To edit a site of activity after the EV has obtained a visa and is still in Initial status, you must wait until the EV arrives in the United States and has his or her program participation validated in SEVIS.

To edit the site of activity information for an EV in Initial status, perform the following:

1. Access the *Exchange Visitor Information* screen for the EV whose data are being updated (perform a search for the record or use the **EV Lists** link).

2. Click the **Site of Activity** link on the **Edits** menu. The system displays the *Site of Activity Menu* screen.

3. Click the **Edit** link for the Site of Activity listed near the bottom of the screen. The *Exchange Visitor Information—Edit Site of Activity* screen displays.

4. Make the necessary changes to the name and address for the site of activity.

5. Click the **Update Site of Activity** button. A message displays stating that the data have been successfully updated in SEVIS.

6. If the updated site of activity is the primary site of activity, print a copy of the Form DS-2019, sign it in **blue** ink, and provide it to the EV and dependents, if any. See Section 2.5.6, Print a Draft or Final Form DS-2019, for printing instructions.

2.6.2.6   Add Site of Activity (EV in Initial Status)

When an EV is in Initial status, sites of activity can be added to his or her Form DS-2019. However, the Site of Activity option is not available after a visa has been issued to the EV. To add a site of activity after the EV has obtained a visa and is still in Initial status, you must wait until the EV arrives in the United States and has his or her program participation validated in SEVIS.

All EVs must have at least one site of activity. However, multiple sites of activity may be added for an EV. To add a site of activity, perform the following:

1. Access the *Exchange Visitor Information* screen for the EV for whom a site of activity is being added (perform a search for the record or use the **EV Lists** link).

2. Click the **Site of Activity** link on the **Edits** menu. The system displays the *Site of Activity Menu* screen.

3. Click the **Add Site of Activity** link near the bottom of the screen. The *Add Site of Activity* screen displays.

4. Below is a brief description or explanation of the fields on this screen. An asterisk (*****) precedes the fields that must be updated. To complete this screen, enter/modify the following data:

Field	Description/Explanation
1. *** Site of Activity**	Enter the name of the place where an EV will participate in his or her program. **Note:** For an au pair, enter the host family's name. For secondary students (high school students), enter the name of the high school.
2. *** Site of Activity Address**	Enter the physical location of the site. Do not include a post office box number in this address. For an au pair, enter the host family's address. For secondary students (high school students), enter the address of the high school. **Note:** The address that prints in the **U.S. Address** section of the Form DS-2019 is the EV's primary site of activity address. Therefore, if the EV has multiple sites of activity, the site selected by the RO or ARO as the primary site of activity (the **Primary Site of Activity** radio button is selected) will be the one that prints on the Form DS-2019.
3. **Remarks**	Enter optional comments.

5. Click one of the following buttons:

Add Site of Activity	Click this button to save the data entered for this EV. A message displays stating that the data have been successfully saved to SEVIS. On the message screen, if data for the primary site of activity have been updated, click the **Print Final DS-2019** button to print the Form and provide it to the EV and dependents, if any. See Section 2.5.6, Print a Draft or Final Form DS-2019, for printing instructions. Otherwise, click the **Return to Exchange Visitor** button to view the *Exchange Visitor Information* screen; some of the information for the site that has been added will be included below the EV's information. **Note:** Multiple sites of activity can be added for an EV; follow the procedures above to add other sites of activity.
Reset Values	Click this button to clear all entries on the screen.
Cancel	Click this button to return to the previous page without adding a site of activity.

2.6.2.7 Change Primary Site of Activity (EV in Initial Status)

The U.S. address that prints on the EV's Form DS-2019 is the primary site of activity address. When an EV has more than one site of activity, the primary site of activity can be changed.

To change the EV's primary site of activity, perform the following:

1. Access the *Exchange Visitor Information* screen for the EV whose record is being updated (perform a search for the record or use the **EV Lists** link).

2. Click the **Site of Activity** link on the **Edits** menu. The *Site of Activity Menu* screen displays.

3. Click the radio button to the left of the primary site of activity.

4. Click the **Change Primary Site of Activity** button. A message displays stating that the primary site of activity has been changed.

5. Click the **Print Final DS-2019** button on the message screen to print an updated copy of the Form, sign it in **blue** ink, and provide it to the EV and dependents, if any. (See Section 2.5.6, Print a Draft of Final Form DS-2019, for printing instructions.) Otherwise, click the **Return to Exchange Visitor** button to return to the *Exchange Visitor Information* screen.

Note: The address for the EV's primary site of activity will print in the **U.S. Address** section of the Form DS-2019.

2.6.2.8 Delete Site of Activity (EV in Initial Status)

All EVs must have at least one site of activity. However, if an EV has multiple sites of activity, the EV's SEVIS status is Initial, and the EV has not obtained a visa, sites of activity can be deleted.

To delete a site of activity, perform the following:

1. Access the *Exchange Visitor Information* screen for the EV whose record is being updated (perform a search for the record or use the **EV Lists** link).

2. Click the **Site of Activity** link on the **Edits** menu. The *Site of Activity Menu* screen displays.

3. Click the **Delete** link in the **Commands** column for the site of activity that is being deleted. The *Delete Site of Activity* screen displays.

   Note: The primary site of activity cannot be deleted. If necessary, change the primary site of activity, and then continue with the deletion process.

4. Review the data to ensure that this is the correct site of activity.

5. Click the **Delete Site of Activity** button to complete the process. A message displays stating that the deletion has been successful.

6. If necessary, click the **Print Final DS-2019** button to print the Form, sign it in blue ink, and provide a copy to the EV and dependents, if any.

Note: The address that prints in the **U.S. Address** section of the Form DS-2019 is the EV's primary site of activity address. If the EV has multiple sites of activity, the address for the selected site (the radio button is selected) will print on the Form DS-2019.

2.7 Exchange Visitor Information Screen—Active Status

The *Exchange Visitor Information* screen provides a snapshot of the information that has been entered on the Form DS-2019. On the left side of the screen are links to the actions, edits, and transfer possibilities appropriate to the EV's current status. Exhibit 24, Exchange Visitor Information Screen—Active Status, is an example of the screen.

Exhibit 24: Exchange Visitor Information Screen—Active Status

The following sections provide information about each of the options on the **Actions**, **Edit**, **Employment** (available for college/university students only), **Transfer**, and **View** menus.

2.7.1 Actions Menu—EV in Active Status

The options/links on the **Actions** menu provide access to the following processes, which are listed in alphabetical order:

- Cancel Change of Category Request—Only available if a Change of Category Request has been submitted to, but not processed by, DoS.

- Cancel Extension Beyond the Maximum Duration of Participation Request—Only available if an Extension Beyond the Maximum Duration of Participation Request has been submitted to, but not processed by, DoS.

- Cancel Out of Country—Only available if a professor or research scholar EV has been identified by the RO or ARO as currently participating in his or her program while outside the United States and the out of country end date has not been reached.

- Cancel Reinstatement – Update SEVIS Status Request—Only available if a Reinstatement – Update SEVIS Status request has been submitted to, but not processed by, DoS. See Section 2.10, SEVIS Correction Procedures, for instructions.

- Change of Category

- Correct Minor and Technical Infraction

- Correct SEVIS Status—See Section 2.10, SEVIS Correction Procedures, for instructions.

- Create Out of Country—Should only be used to identify a professor or research scholar EV who is continuing to participate in the program activity for which he or she has been sponsored and who is currently in the United States; the EV is **not** outside the country.

- End Program for Exchange Visitor

- Extension Beyond the Maximum Duration of Participation

- Extension Within the Maximum Duration of Participation

- Matriculation—Only available for college and university students.

- Reinstatement – Update SEVIS Status—See Section 2.10, SEVIS Correction Procedures, for instructions.

- Reprint Form DS-2019

- Shorten Program for Exchange Visitor

- Terminate Exchange Visitor

The following sections provide detailed instructions for the options listed above except for the Correct SEVIS Status, Reinstatement – Update SEVIS Status, and Cancel Reinstatement – Update SEVIS Status options. See Section 2.10, SEVIS Correction Procedures, for detailed instructions for these processes.

2.7.1.1 Change of Category Request (EV in Active Status)

A change of category request for an EV may be submitted to DoS. Any change must be clearly consistent with and closely related to the participant's original exchange objective and necessary due to unusual or exceptional circumstances. (See Appendix E, Exchange Visitor Categories, for a list and explanation of all categories.) DoS must review and approve this request.

Note: The change of category request, a copy of the Pay.gov confirmation page showing payment of the required non-refundable fee (22 CFR 62.17, Fees and Charges), and all supporting documentation must be submitted to DoS prior to the EV's program end date so that the EV does not fall out of status.

To request a change of category for an EV, perform the following:

1. Access the *Exchange Visitor Information* screen for the EV whose request is being processed (perform a search for the record or use the **EV Lists** link).

2. Click the **Change of Category Request** link on the **Actions** menu. The *Change of Category Request* screen displays. It contains summary information for the selected EV, and the lower half of the screen is used to make the change of category request. Exhibit 25, Change of Category Request Screen, is an example of the screen.

Exhibit 25: Change of Category Request Screen

3. Below is a list with a brief description or explanation for the fields and sections on this screen. An asterisk (*) precedes the fields and sections that must be completed. Enter the following data:

Field/Section	Description/Explanation
1. * Exchange Visitor Category	Select the J visa participant category for the EV. The options available on the drop-down list relate to those authorized for your organization by DoS.
2. * Occupational Category	The data in this field cannot be changed.
3. * Subject/Field Description	To change the current subject/field description, perform the following: 1. Click the **Select** button to display the *Select Subject Code* screen and make a selection from the *Category* drop-down list. 2. Click the **Search** button to view the list of subjects/fields for the selected category. Find the subject that most closely matches the EV's field of study and click its code, at the left end of the row. The system automatically returns to the *Change of Category Request* screen and the final selection is displayed. **Note:** If necessary, click the **Select** button to delete this information and repeat Steps 1 and 2 to make another selection.
4. * Subject/Field Remarks	Enter additional remarks regarding the EV's program while in the United States or enter "**None**." Do not use hard returns (that is, do not press the **Enter** key) when entering text; doing so may make the text wrap and print in Section 5 of the Form DS-2019. Exhibit 14 is an example of how the text may print when hard returns are used. **Note:** The text may be shortened on the printed Form DS-2019 if it is longer than the available space. However, the entire text can be viewed in SEVIS.
5. * Program Begin Date	Enter the date, determined by the program sponsor, on which the EV's participation in the new category will begin. It must be entered in MM/DD/YYYY format.
6. * Program End Date	Enter the date, determined by the program sponsor, on which an EV's participation in the new category will end. It must be entered in MM/DD/YYYY format. The end date, in combination with the begin date,

Field/Section	Description/Explanation
	must: • Be equal to or greater than the minimum duration of participation *and* • Cannot exceed the maximum duration of participation for the EV's selected category, as identified in the Exchange Visitor Program regulations or the program sponsor's designation. See Attachment B, DoS Maximum and Minimum Duration of Participation Rules, for guidance.
7. **Remarks**	Enter optional comments.
8. **During the period covered by this program, the total estimated financial support (in U.S. dollars) is to be provided to the exchange visitor by:**	**Note:** The EV must have at least one source of funding listed in Sections 8 and/or 9 of the *Financial Information* screen. Enter the following information as applicable.
Current Program Sponsor	If applicable, enter the amount, in U.S. dollars, that the program sponsor will contribute to the EV.

* This program sponsor has/has not received funding for international exchange from one or more U.S. Government Agency(ies) to support this exchange visitor. If any U.S. Government Agency(ies) provided funding, indicate the Agency(ies) by code below.	Select **has** or **has not** to indicate whether the EV has received direct or indirect funding from U.S. Government agencies. This is a required field.
	• **Direct Funding**—Financed in whole or in part by the U.S. Government or the EV's government with funds contributed directly to the EV in connection with his or her participation in an Exchange Visitor Program.
	• **Indirect Funding**—Financed by one of the following:
	  – An international organization with funds contributed by either the U.S. Government or the EV's government for use in financing international educational and cultural exchanges.
	  – An organization or institution with funds made available by either the U.S. Government or the EV's government for the purpose of furthering international educational and cultural exchanges.

Field/Section	Description/Explanation
	Note: If **has** is selected in response to this statement, complete Section 9 of the electronic Form DS-2019.
9. *** Financial Support from organizations other than the sponsor will be provided by one of the following:**	The EV must have at least one source of funding listed in Sections 8 and/or 9 of the *Financial Information* screen. If necessary, complete one or more of the fields in this section. **Note:** Financial data should reflect the amount of financial support provided to the EV for the duration of his or her program shown on all Forms DS-2019. **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.
U.S. Government Agency(ies) [maximum of two]	Select the agency from which the EV has received funding, and enter the amount in U.S. dollars. **Note:** If **Other** is selected, enter the name of the organization in the text box provided. The name and amount of funding will print on the Form DS-2019.
International Organization(s) [maximum of two]	Select the organization from which the EV has received funding, and enter the amount in U.S. dollars. **Note:** If **Other** is selected, enter the name of the organization in the text box provided. The name and amount of funding will print on the Form DS-2019.
The Exchange Visitor's Government	Enter the amount, in U.S. dollars, that the EV's government is contributing.
The Binational Commission of the Exchange Visitor's Country	Enter the amount, in U.S. dollars, that the Binational Commission is contributing.
All other organizations providing support	Enter the amount, in U.S. dollars, that all other organizations are contributing.
Enter names of other organizations below.	Enter each organization name and the amount of money being given to the EV. For example, ABC Agency (500), DEF Organization (2500), XYZ (2000). (Only 80 characters can be entered into this field.) The names and amounts of funding will print on the Form DS-2019.
Personal Funds	Enter the amount, in U.S. dollars, that the EV is contributing.

4. Click the **Submit** button to save these data to SEVIS. A message displays stating that the change of category request has been successfully submitted to SEVIS. (In a future release of SEVIS, the message screen will be updated to include payment information.)

   Note: When a change of category request is submitted for an EV, some of the options on the **Actions** and **Edits** menus will not be available until the request has been processed by DoS or the request has been canceled.

5. Access the Pay.gov web site (https://www.pay.gov) and submit your electronic payment following the instructions provided by DoS. See Section 2.14, Electronic Submission of Payment, for additional information regarding electronic payment of fees.

6. Submit a copy of the Pay.gov confirmation page showing payment of the non-refundable fee to DoS. This request will not be processed until the copy of the Pay.gov confirmation page, EV's full name and SEVIS ID, and supporting documentation have been received by DoS. (See Section 1.1, Resources, or Attachment A, Resources, for the appropriate address.)

   Note: The copy of the Pay.gov confirmation page showing payment of the non-refundable fee must be submitted within 30 calendar days of submission of this request in SEVIS. If DoS has not noted in SEVIS the receipt of a copy of the confirmation page and/or supporting documentation within 30 calendar days, the change of category request will automatically be canceled by SEVIS.

DoS must review this request; the following outcomes are possible:

- **Request Approved**—The submitter of this request will receive email notification of the approval. The new program begin date will be the date entered or the date approved, whichever is later.

  Note: Following approval of the change of category request, an RO or ARO must print the Form DS-2019, sign it in **blue** ink, and provide it to the EV and dependents, if any. Access the *Exchange Visitor Information* screen for the EV and click the **Reprint DS-2019** link on the **Actions** menu. On the *Reprint DS-2019* screen, select the reprint reason "Begin New Program—Change of Category." See Section 2.5.8, Reprint a Form DS-2019, for printing instructions.

- **Additional Information Required**—The submitter of this request will receive email notification of the request for additional information. A letter from the DoS Office of Exchange Coordination and Designation identifying the areas that require additional information and/or documentation will also be sent (either by fax or the U.S. Postal Service) in order for the review to continue.

- **Request Denied**—The submitter of this request will receive notification via a fax or the U.S. Postal Service regarding the denial.

2.7.1.2   Cancel Change of Category Request (EV in Active Status)

The option for canceling a change of category request is available only when a change of category request has been submitted to DoS for approval. To cancel a change of category request, perform the following:

1. Access the *Exchange Visitor Information* screen for the EV whose request is being canceled (perform a search for the record or use the **EV Lists** link).

2. Click the **Cancel Change of Category Request** link on the **Actions** menu. Exhibit 26, Cancel Change of Category Request Screen, is an example of the screen that displays.

Exhibit 26: Cancel Change of Category Request Screen

3. Enter optional comments in the **Remarks** text box.

4. Click the **Cancel Change of Category Request** button to complete the process. A message displays stating that the request has been canceled.

5. Click the **Return to Exchange Visitor** button to view the *Exchange Visitor Information* screen. Notice the options available on the **Actions** and **Edits** menus. When a request must

be processed by DoS, some menu options are not available. Once the request is processed by DoS or canceled, those options become available again.

2.7.1.3   Correct Minor or Technical Infraction (EV in Active Status)

The Correct Minor or Technical Infraction option provides the capability to correct a minor or technical infraction of the regulations for an EV. Minor or technical infractions are the following:

- Failure to receive RO or ARO approval and/or an amended Form DS-2019 before accepting an honorarium or other type of payment for engaging in a normally appropriate activity

- Other

To correct a minor or technical infraction, perform the following:

1. Access the *Exchange Visitor Information* screen for the EV whose record is being updated (perform a search for the record or use the **EV Lists** link).

2. Click the **Correct Minor or Technical Infraction** link on the **Actions** menu. Exhibit 27, Correct Minor or Technical Infraction Screen, is an example of the screen that displays.

Exhibit 27: Correct Minor or Technical Infraction Screen

3. Select the reason for the infraction from the drop-down list.

4. Enter an explanation in the **Remarks** text box; this is a required field.

5. To complete the process, click the **Correct Minor or Technical Infraction** button. A message displays stating that the EV's SEVIS record has been successfully updated.

Note: There is no change to the EV's status; his or her SEVIS status will remain Active.

2.7.1.4 End Program for Exchange Visitor (EV in Active Status)

An EV's program participation can be concluded (non-adverse termination) for the following reasons:

- Completed
- Death of EV

- Inability to continue program

- Program completed 30 days or more before program end date

- Withdrawal from the program

Note: Concluding an EV's program participation affects each dependent whose record is in Active status, changing their SEVIS status to the status of the EV. If a dependent is currently Inactive (for example, has turned 21 years of age) or Terminated (for example, has committed a crime), then there is no change in that dependent's status.

To end an EV's program, perform the following:

1. Access the *Exchange Visitor Information* screen for the EV whose record is being updated (perform a search for the record or use the **EV Lists** link).

2. Click the **End Program for EV** link on the **Actions** menu. Exhibit 28, End Program for EV Screen, is an example of the screen that displays. It contains summary information for the selected EV.

Exhibit 28: End Program for EV Screen

3. Select a reason for ending the EV's program from the drop-down list.

4. Enter the effective date of completion for the EV.

5. Enter optional comments in the **Remarks** text box.

6. Click the **End Program for EV** button. A confirmation message displays.

7. Click **Yes** to end the program for the EV, or click **No** to return to the *End Program for EV* screen without changing the EV's status.

    Note: The day following the effective date of completion, the system automatically inactivates the EV's record in SEVIS. Also, the EV's program end date will not change; it will always reflect the original intention of the program.

2.7.1.5 *Extension Beyond the Maximum Duration of Participation Request (EV in Active Status)*

A request to extend an EV's program beyond the maximum duration of program participation must be submitted to DoS for review and approval. (See Attachment B, DoS Maximum and Minimum Duration of Participation Rules, for the maximum and minimum duration rules for the various categories.) The EV must have a status of Active, and the request must be submitted to DoS early enough so that it can be reviewed and approved by DoS prior to the EV's program end date. Also, the request will not be processed until DoS receives a copy of the Pay.gov confirmation page showing payment of the required non-refundable fee (22 CFR 62.17, Fees and Charges), and all supporting documentation.

Note: Do not use this option for EVs in the Student category. There is no limit on the duration of participation for a college/university student.

Note: If necessary, an RO or ARO may cancel the request; DoS cannot cancel this request.

To submit an extension beyond the maximum duration of participation request, perform the following:

1. Access the *Exchange Visitor Information* screen for the EV whose record is being updated (perform a search for the record or use the **EV Lists** link).

2. Click the **Extension Beyond the Maximum Duration of Participation** link on the **Actions** menu. Exhibit 29, Extension Beyond the Maximum Duration of Participation Request Screen, is an example of the screen that displays. It includes summary information for the selected EV.

   Note: When requesting an extension for a professor or research scholar EV participating in a program sponsored by the Federally Funded National Research and Development Center or a U.S. Federal Laboratory, a *Confirmation* screen displays. Review the screen and click the **I Agree** button to continue to the *Extension Beyond the Maximum Duration of Participation Request* screen.

Exhibit 29: Extension Beyond the Maximum Duration of Participation Request Screen

3. On the lower half of the screen, enter the new program end date for the EV's program.

4. Enter optional comments in the **Remarks** text box.

    Note: This text box may be used to adequately address the reasons that justify this request, or forward the justification to DoS when submitting the required fee.

5. Click the **Submit Extension** button to submit the request to DoS. A message displays stating that the request has been submitted to SEVIS. (In a future release of SEVIS, the message screen will be updated to include payment information.)

6. Access the Pay.gov web site (https://www.pay.gov) and submit your electronic payment following the instructions provided by DoS. See Section 2.14, Electronic Submission of Payment, for additional information regarding electronic payment of fees.

7. Submit a copy of the Pay.gov confirmation page showing payment of the required non‑refundable fee to DoS. This request will not be processed until a copy of the Pay.gov confirmation page, EV's full name and SEVIS ID, and supporting documentation have been received by DoS. (See Section 1.1, Resources, or Attachment A, Resources, for the appropriate address.)

Note: The copy of the Pay.gov confirmation page showing payment of the non-refundable fee must be submitted within 30 calendar days of the email notification of submission of the request. If DoS has not noted in SEVIS the receipt of the copy of the Pay.gov confirmation page within 30 calendar days of this notification, the extension request will automatically be canceled by SEVIS.

DoS must review this request; the following outcomes are possible:

- **Request is Approved**—The submitter of the request will receive email notification of the approval.

    Note: Following approval of the extension request, an RO or ARO must print the Form DS‑2019, sign it in **blue** ink, and provide it to the EV and dependents, if any. Access the *Exchange Visitor Information* screen for the EV and click the **Reprint DS‑2019** link. On the *Reprint DS‑2019* screen, select the reprint reason "Extend an On-going Program." (See Section 2.5.8, Reprint a Form DS‑2019, for printing instructions.)

- **Additional Information Required**—The submitter of this request will receive email notification of the request for additional information. A letter from the DoS Office of Exchange Coordination and Designation identifying the areas that require additional information and/or documentation will be sent to the submitter of the request (by fax or the U.S. Postal Service) in order for the review to continue.

    Note: The response containing the additional documentation and/or information must be submitted within 30 calendar days of the email notification. If DoS has not noted in SEVIS the receipt of the response within 30 calendar days of the notification, the extension request will automatically be canceled by SEVIS.

    Submit the supporting documentation (along with the EV's full name and SEVIS ID) to the appropriate address (see Section 1.1, Resources, or Attachment A, Resources, for the appropriate address).

- **Request Denied**—The submitter of this request will receive notification via fax or the U.S. Postal Service regarding the denial decision.

2.7.1.6   *Cancel Extension Beyond the Maximum Duration of Participation Request (EV in Active Status)*

An EV's request for an extension beyond the maximum duration of participation can be canceled before the request is processed by DoS.

To cancel the request, perform the following:

1. Access the *Exchange Visitor Information* screen for the EV whose extension request is being canceled (perform a search for the record or use the **EV Lists** link).

2. Click the **Cancel Extension Beyond the Maximum Duration of Participation Request** link on the **Actions** menu. The *Cancel Extension Beyond the Maximum Duration of Participation Request* screen displays.

3. Enter comments in the **Remarks** text box; this is a required field.

4. Click the **Cancel Extension Request** button to confirm the cancelation. The system displays a message stating that the request has been canceled.

5. Click the **Return to Exchange Visitor** button to view the *Exchange Visitor Information* screen. Notice that the **Cancel Extension Beyond the Maximum Duration of Participation Request** link is no longer available.

2.7.1.7   *Extension Within the Maximum Duration of Participation Request*

An EV's participation in the program may be extended up to the limit of the permissible period of participation authorized for his or her specific program category or as specified in the Letter of Designation or Redesignation from DoS. (See Attachment B, DoS Maximum and Minimum Duration of Participation Rules, for the maximum and minimum duration rules for the various categories.)

To extend an EV's participation within the maximum duration of participation, perform the following:

1. Access the *Exchange Visitor Information* screen for the EV whose extension request is being submitted (perform a search for the record or use the **EV Lists** link).

2. Click the **Extension Within the Maximum Duration of Participation** link on the **Actions** menu. Exhibit 30, Extension Within the Maximum Duration of Participation Screen, is an example of the screen that displays. It contains summary data for the selected EV and a field for changing the program end date.

Exhibit 30: Extension Within the Maximum Duration of Participation Screen

3. Enter the new program end date for the EV.

4. Enter optional comments in the **Remarks** text box.

5. Click the **Submit Extension** button to complete the process. A message displays stating that the EV's record has been successfully updated.

6. Click the **Print Final DS-2019** button on the message screen to print an updated copy of the Form, sign it in **blue** ink, and provide it to the EV and dependents, if any. (See Section 2.5.6, Print a Draft or Final Form DS‑2019, for printing instructions.)

2.7.1.8 Matriculation (EV in Active Status)

When a college/university student EV matriculates from one level of education to another (for example, progresses from an Associate to a Bachelor's degree program), this change can be made in SEVIS. Matriculation applies to an EV who is continuing as a full-time student by moving to a higher level of education. The EV can matriculate to any level higher than his or her current level, for example:

- Associate to Bachelor's degree

- Associate to Master's degree

- Associate to Doctoral degree

- Bachelor's to Master's degree

- Bachelor's to Doctoral degree

- Master's to Doctoral degree

Note: Matriculation is available only for EVs in the Student (college/university) category. However, the Matriculation option is not available to students in non-degree programs.

To complete the matriculation process, perform the following:

1. Access the *Exchange Visitor Information* screen for the EV whose matriculation request is being submitted (perform a search for the record or use the **EV Lists** link).

2. Click the **Matriculation** link on the **Actions** menu. Exhibit 31, Matriculation Screen, is an example of the screen that displays. The fields in Exhibit 31 have already been completed.

Exhibit 31: Matriculation Screen

3. Select the degree level from the drop-down list.

4. Enter the new program end date for the EV.

5. Click the **Matriculate** button to complete the process. A message displays stating that the EV's record has been successfully updated.

6. On the message screen, click the **Print Final DS-2019** button to print an updated copy of the Form, sign it in **blue** ink, and provide it to the EV and dependents, if any. (See Section 2.5.6, Print a Draft or Final Form DS-2019, for printing instructions.)

2.7.1.9   Reprint Form DS-2019 (EV in Active Status)

See Section 2.5.8, Reprint a Form DS-2019, for printing instructions.

2.7.1.10   Reprint Form DS-2019 for Academic Training (EV in Active Status)

A student may participate in academic training programs during his or her studies, with approval of the academic dean or advisor and the RO. When approving academic training, the EV's

SEVIS record must be updated and a Form DS-2019 printed and provided to the EV, and dependents, if any.

To update the EV's Form DS-2019 with academic training information, perform the following:

1. On the *Exchange Visitor Information* screen (Exhibit 24), click the **Reprint DS-2019** link on the **Actions** menu (left side of screen). The *Reprint DS-2019* screen displays.

2. Select **Other** as the reason for reprinting the Form.

3. Enter the following information in the **If Other, Please Comment** text box, "Academic Training (MM/DD/YYYY—MM/DD/YYYY)".

    Note: This text will print in the **Purpose of This Form** section of the EV's Form DS-2019.

4. Optional comments may be entered in the **Remarks** text box.

5. Click the **Reprint DS-2019** button. A message displays stating that the update has been successful (the reason for reprinting the Form has been saved to SEVIS).

6. Click the **Print Final DS-2019** button on the message screen. A new browser window opens and the Form DS-2019 displays using the Adobe Reader from which a copy of the Form may be sent to a designated printer.

    Note: During the launch of Adobe Reader, a *File Download* window may display. To prevent this window from displaying in the future, click in the box next to **always ask before opening this type of file** to remove the check mark. Click the **Open** button to view the Form DS-2019.

7. When the Form DS-2019 displays in the *Adobe Reader* window, use the scroll bar on the right side of the window to view additional pages of the Form.

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

9. Ensure the name of the printer in the **Name** field is the printer from which the Form will 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 Form DS-2019 will be printed on the designated printer.

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

Note: The Form DS-2019 must be signed in **blue** ink by the RO or ARO whose name is printed on the Form.

Note: If an EV is subject to the Two-Year Home-Country Physical Presence Requirement (Section 212(e) of the Immigration and Nationality Act and PL-94-484, as amended), the appropriate boxes will be checked on the printed Form DS-2019.

2.7.1.11   Shorten Program for Exchange Visitor (EV in Active Status)

The Shorten Program for EV option is available when an EV is in Active status. The option is used to reduce the length of the EV's program by changing the program end date. For example,

an EV's duration of program participation was originally scheduled to last 36 months. However, the funding for that program has been cut and the program will last only 24 months. Use the Shorten Program for EV option to change the EV's program end date.

Note: If a professor or research scholar EV is currently participating in his or her program outside the United States and the new program end date will be prior to the current out of country end date, you must update the out of country end date before you can shorten the program. You will receive an error message if you attempt to enter a date in SEVIS that is prior to the out of country end date.

To shorten an EV's program, perform the following:

1. Access the *Exchange Visitor Information* screen for the EV whose record is being updated (perform a search for the record or use the **EV Lists** link).

2. Click the **Shorten Program for EV** link to access the *Shorten Program for EV* screen, which displays summary data for the selected EV.

3. On the *Shorten Program for EV* screen, change the program end date.

4. Enter an explanation for the date change in the **Remarks** text box; this is a required field.

5. Click the **Shorten Program for EV** button to save the information to SEVIS. A message displays stating that the information has been saved.

6. On the message screen, click the **Print Final DS-2019** button to print an updated copy of the Form, sign it in **blue** ink, and provide it to the EV and dependents, if any. (See Section 2.5.6, Print a Draft or Final Form DS-2019, for printing instructions.)

    Note: The following will print in the **Purpose of this Form** section of the new Form DS-2019, "Amend a Previous Form: Shorten Program."

2.7.1.12 Terminate Exchange Visitor (EV in Active or Inactive Status)

This option is available for EVs whose SEVIS status is either Active or Inactive. Termination has an *adverse*, or *negative*, affect on the EV's record (and on the record of each dependent of the EV). Terminated EVs have no benefits and cannot apply for an extension, reinstatement, or change of category. EVs who are terminated, and all dependents, must leave the United States immediately.

Termination reasons are the following:

- Conviction of a crime

- Disciplinary action

- Engaging in unauthorized employment

- Failure to pursue EV program activities

- Failure to submit change of current address within 10 days

- Failure to maintain a full-time course of study (22 CFR 62.45(d)(6), Reinstatement to Valid Program Status)

- Failure to maintain health insurance

- Involuntary suspension (22 CFR 62.45(b)(3), Reinstatement to Valid Program Status)

- Other

- Violation of Exchange Visitor Program regulation

- Violation of sponsor rules governing the program

To terminate an EV, perform the following:

1. Access the *Exchange Visitor Information* screen for the EV whose SEVIS status is being terminated (perform a search for the record or use the **EV Lists** link).

2. Click the **Terminate EV** link on the **Actions** menu. Exhibit 32, Terminate EV Screen, is an example of the screen that displays.

Exhibit 32: Terminate EV Screen

3. Select the reason for termination from the drop-down list. If **Other** is selected, enter an explanation in the text box provided.

4. Enter the effective date of the termination.

5. Enter optional comments in the **Remarks** text box.

6. Click the **Terminate EV** button to complete the process. The EV and dependents, if any, will be terminated on the effective termination date entered on the *Terminate EV* screen.

Note: When terminated, the EV's program end date will not change; it will always reflect the original intention of the program.

2.7.1.13   *Create Out of Country Record (Professor and Research Scholar EVs in Active Status)*

Note: This function should only be used to identify a professor or research scholar EV who is continuing to participate in the program activity for which he or she has been sponsored and who is currently in the United States (not outside the country).

When a professor or research scholar EV has a SEVIS status of Active, an Out of Country record can be created for the EV. When this option is used, on the out of country begin date, the EV's SEVIS record will show that the EV is actively participating in his or her current program activity outside the United States.

An Out of Country record **cannot** be created when:

- An Out of Country record, either current or future, already exists for the EV

- The EV's record contains transfer information; the EV is transferring to another program sponsor

- One of the following requests has been submitted to DoS for processing:

    – Change of Category

    – Extension Beyond the Maximum Duration of Participation (EVs in G-7 programs)

    – Reinstatement - Update SEVIS Status

To create an Out of Country record for an EV, perform the following:

1. Access the *Exchange Visitor Information* screen for the EV whose record is being updated (perform a search for the record or use the **EV Lists** link).

2. Click the **Create Out of Country** link on the **Actions** menu (left side of the screen). The *Create Out of Country Record* screen displays. Exhibit 33, Create Out of Country Record Screen, is an example of the screen.

Exhibit 33: Create Out of Country Record Screen

3. Complete the following fields:

Field	Description/Explanation
* **Out of Country Begin Date**	Enter the date on which the EV's program participation outside the United States will begin.
* **Out of Country End Date**	Enter the date on which the EV's program participation outside the United States will end.
* **Out of Country Location Name**	Enter the name of the place where the EV will be participating in his or her program activity outside the

Field	Description/Explanation
	United States.
* **Out of Country Location Address**	Enter the address for the location where the EV will be participating in his or her program activity outside the United States.
* **Remarks**	Enter comments regarding the EV's program participation outside the United States; this is a required field.

4. Click the **Submit Out of Country** button to save the out of country data. When the EV begins his or her participation outside the United States, the **Status Information** section of the *Exchange Visitor Information* screen will show that the EV is in Active status, and will have a **Reason** field that shows "Out of Country."

Note: After submitting an Out of Country record for an EV, some of the links on the **Actions** menu will not be available. For example, if the EV wishes to transfer to another program, the Out of Country record must be canceled or ended before the transfer request can be submitted in SEVIS. **It is anticipated that the EV will be in the United States in order to transfer to another program sponsor.**

2.7.1.14 Cancel Out of Country Record (EV in Active Status)

The Cancel Out of Country Record option is only available if a professor or research scholar EV has an Out of Country record in SEVIS that shows an out of country begin date in the future. For example, the EV is participating in his or her program activity in the United States, and will continue participating in the program activity outside the United States next month. The option will not be available when the out of country begin date listed in SEVIS is today's date or a date in the past.

To cancel an Out of Country record, perform the following:

1. Access the *Exchange Visitor Information* screen for the EV whose record is being updated (perform a search for the record or use the **EV Lists** link, which includes a link titled **Out of Country Exchange Visitors**).

2. Click the **Cancel Out of Country** link on the **Actions** menu. The *Cancel Out of Country Record* screen displays.

3. Click the **Cancel Out of Country** button to remove this information from the EV's SEVIS record. This out of country listing will be deleted from the EV's record as though it never existed. The EV's SEVIS record will remain in Active status.

Note: The out of country information will only display on the *Out of Country History* screen when the out of country begin date is today's date or a date in the past. The data will not be part of the EV's out o f country history if the Out of Country record has been canceled. However, the canceled out of country information will show on the *Event History* screen.

2.7.2 Edits Menu—EV in Active Status

The links on the **Edits** menu provide access to the following options when an EV is in Active Status:

- Biographical Information

- Dependents

- Financial Information

- Site of Activity

- Subject/Field

- Update Out of Country—Only available if a current Out of Country record exists for a professor or research scholar EV.
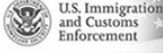
The following sections provide detailed instructions for these options.

2.7.2.1   Edit Biographical Information and U.S. Address (EV in Active Status)

To edit an EV's biographical data, perform the following:

1. Access the *Exchange Visitor Information* screen for the EV whose personal data are being updated (perform a search for the record or use the **EV Lists** link).

2. Click the **Biographical Information** link on the **Edits** menu. Exhibit 34, Biographical Information Screen, is an example of the screen that displays.

Exhibit 34: Biographical Information Screen

3. Below is a list with a brief description or explanation for each field/section on this screen. An asterisk (*****) precedes the fields/sections that must be completed. Some of these fields and sections contain text boxes, drop-down lists, radio buttons, and command buttons. To complete this screen, enter the following data:

Field/Section	Description/Explanation
1. *** Family Name**	Enter the surname or last name of the EV. If the person has only one name, enter it in this field. **Note:** The DoS Bureau of Consular Affairs has advised that names should be entered in SEVIS *exactly* as they appear on the passport. In the event the nonimmigrant does not have a passport, enter the name as it displays on the National ID card.
2. **First Name**	Enter the first name of the EV. Leave this field blank if the person has only one name. **Note:** Even though this is not a required field in SEVIS, the DoS Bureau of Consular Affairs has advised that names should be entered in SEVIS *exactly* as they appear on the passport. In the event the nonimmigrant does not have a passport, enter the name as it displays on the National ID card.
3. **Middle Name**	Enter the middle name of the EV. Leave this field blank if this person has no middle name, or the middle name is unknown. **Note:** Even though this is not a required field in SEVIS, the DoS Bureau of Consular Affairs has advised that names should be entered in SEVIS *exactly* as they appear on the passport. In the event the nonimmigrant does not have a passport, enter the name as it displays on the National ID card.
4. **Suffix**	Select a title, such as Junior, that may display at the end of a person's name.
5. *** Date of Birth**	Enter the EV's date of birth in MM/DD/YYYY format.
6. *** Gender**	Select the EV's gender, **male** or **female**.
7. *** City of Birth**	Enter the unabbreviated name of the city where the person was born.
8. *** Country of Birth**	Select the country in which the person was born. **Note:** United States may be selected as the COB if the EV was born to a foreign diplomat or is an expatriate. If the person was born in the United States or a U.S. territory, perform the following: 1. Complete the **Country of Birth** field. 2. Select an option from the *If the United States or U.S. Territory is chosen...* drop-down list.

Field/Section	Description/Explanation
	Note: Under Regulation 8 CFR 214.5, an EV 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, an EV's personal or program information may not be created or updated as follows: • If an EV's COB or COC is on the restricted country list, you may not select or update his or her field of study to training in aviation maintenance, flight operations, or nuclear-related studies or training. • If an EV's field of study is in aviation maintenance, flight operations, or nuclear-related studies or training, you may not select or update his or her COB or COC to a country that is on the restricted country list.
9. * **Country of Citizenship**	Select the country in which the EV maintains citizenship. **Note:** Under Regulation 8 CFR 214.5, an EV 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 an EV's personal or program information as follows: • If an EV's COB or COC is on the restricted country list, you may not select or update his or her field of study to training in aviation maintenance, flight operations, or nuclear-related studies or training. • If an EV's field of study is in aviation maintenance, flight operations, or nuclear-related studies or training, you may not select or update his or her COB or COC to a country that is on the restricted country list.
10. * **Country of Legal Permanent Residence**	Select the country in which the EV is an LPR. For most EV applicants, the country of legal permanent residence will be the same as the COC. Some applicants, however, will be permanent residents of other countries. Note the difference between permanent and temporary residence. For example, a French citizen who is teaching in Italy on a 1-year contract, and applying for a

Field/Section	Description/Explanation
	J visa from Italy, would *not* be considered an LPR of Italy.
11. * Position	Select an option from the list that most closely matches the EV's position in his or her home country.
12. Social Security Number	Enter the EV's Social Security number. Completion of this field is optional.
13. Driver's License Number	Enter the EV's driver's license number assigned by the state that issued the license. Completion of this field is optional.
14. Driver's License Issue State	Select the state that issued the driver's license to the EV, if applicable. Completion of this field is optional.
15. Individual Taxpayer ID Number	Enter the taxpayer ID for an EV who is employed or has such an ID. Completion of this field is optional.
16. * Current U.S. Address	Sponsors are required to enter the actual and current U.S. address of all participants into SEVIS (see 22 CFR 62.70(b), SEVIS Reporting Requirements). When data are first entered for an EV applicant who has not yet entered the country, current U.S. address will be the address where he or she expects to reside, if known. Otherwise, it can be the address of the program sponsor. When the EV enters the country and is validated, however, his or her current U.S. address (where the EV will reside) *must* be entered, if different from the one originally used. Please note, it is the EV's primary site of activity address that prints on the Form DS-2019. **Note:** When entering data for secondary students (high school students), enter the host family name in the **Address 1** field and enter the street address for the residence in the **Address 2** field. For an au pair, enter the host family's name and address.
17. Foreign Address	Enter the person's foreign address. Completion of these fields is optional.
18. Remarks	Enter optional comments.

4. Click the **Update Information** button to save the changes to SEVIS. A message displays stating that the information has been saved.

5. Click the **Print Final DS-2019** button to print the Form, sign it in **blue** ink, and provide it to the EV and dependents, if any. See Section 2.5.6, Print a Draft or Final Form DS-2019, for printing instructions.

2.7.2.2   Add/Edit Dependent Data

For life changes such as an EV's spouse and/or children wish to join him or her in the United States or the EV has had a baby, the dependent's information must be added to the EV's SEVIS record. The following options are available for adding and/or updating dependent records:

- Add Dependent—See Section 2.5.3, Complete Page 3 of the Form DS-2019—Dependent Information, for instructions on adding a dependent to an EV record.

- Edit—See Section 2.6.2.3.2, Edit Dependent Data (Dependent in Initial or Active Status), for instructions on editing dependent data.

- Terminate—See Section 2.7.2.2.1, Terminate Dependent in Active, Inactive, or Transferred Status, for instructions on how to terminate a dependent.

- End Status—See Section 2.7.2.2.2, End Status of Dependent in Active or Transferred Status, for instructions on how to end the status of a dependent.

- Reprint DS-2019—See Section 2.5.8, Reprint a Form DS‑2019, for printing instructions.

- No Show—See Section 2.7.2.2.3, Set Dependent's Status to No Show (Dependent in Active Status), for instructions on how to change the dependent's status to No Show to indicate that the dependent is not with the EV and will not be joining the EV.

2.7.2.2.1   TERMINATE DEPENDENT IN ACTIVE, INACTIVE, OR TRANSFERRED STATUS

In SEVIS, termination implies a change from Active or valid program status prior to the EV's program completion. Termination has an *adverse*, or *negative*, affect on the dependent's record. A dependent can be terminated separately from an EV, which will have no affect on the EV's SEVIS record.

The status of a dependent may be terminated prior to the end of the EV's program for the following reasons:

- Child over 21—*Do not* select this option; it will be removed in a later release of SEVIS.

- Conviction of a crime

- Other

- Unauthorized employment

To terminate a dependent, perform the following:

1. Access the *Dependent Information* screen for the dependent who is being terminated (perform a search for the record or use the **EV Lists** link).

2. Click the **Terminate** link on the **Actions** menu. Exhibit 35, Terminate Dependent Screen, is an example of the screen that displays. It contains summary data for the EV and the dependent.

Exhibit 35: Terminate Dependent Screen

3. Select a termination reason from the drop-down list. If **Other** is selected, enter an explanation in the text box provided.

    Note: Do not select the **Child Over 21** option; it will be removed in a later release of SEVIS.

4. Enter the effective date of termination; this is a required field.

5. Enter optional comments in the **Termination Comment** text box.

6. Click the **Terminate Dependent** button to complete the process. The dependent will be terminated immediately, instead of on the effective date of termination if the date is in the future. This known problem will be corrected in a future release of SEVIS.

2.7.2.2.2 END STATUS OF DEPENDENT IN ACTIVE OR TRANSFERRED STATUS

The status of a dependent may be ended prior to the end of the EV's program for reasons such as death and divorce. When this option is used, the dependent's status will immediately change to Inactive.

To end the status of a dependent, perform the following:

1. Access the *Dependent Information* screen for the dependent whose status is being changed to Inactive (perform a search for the record or use the **EV Lists** link).

2. Click the **End Status** link on the **Actions** menu. Exhibit 36, Dependent End of Status Screen, is an example of the screen that displays. It contains summary data for the EV and the dependent.

Exhibit 36: Dependent End of Status Screen

3. Select an end of status reason from the drop-down list. If **Other** is selected, enter an explanation in the text box provided.

4. Enter optional comments in the **End of Status Comment** text box.

5. Click the **End Status** button to complete the process. The *Exchange Visitor Dependents Menu* screen displays. Notice that the dependent's status has changed to Inactive.

2.7.2.2.3   SET DEPENDENT'S STATUS TO NO SHOW (DEPENDENT IN ACTIVE STATUS)

The status of a dependent can be set to No Show separately from the EV, and will have no affect on the EV's record. When a dependent's status is No Show, the dependent *has violated* the Exchange Visitor Program regulations. This has an *adverse*, or *negative*, affect on the dependent's record.

Note: Setting a dependent's status to No Show has no affect on the EV's record.

To change a dependent's status to No Show, perform the following:

1. Access the *Dependent Information* screen for the EV whose dependent is being marked as "no show" (perform a search for the record or use the **EV Lists** link).

2. Click the **No Show** link on the **Actions** menu to display the *No Show* screen.

3. Review the data to ensure that this is the dependent whose status is being changed to No Show.

4. Click the **No Show** button. The system displays the *Exchange Visitor Dependents Menu* screen and the dependent's status is No Show.

2.7.2.3   Edit Financial Information (EV in Active Status)

Existing financial information for the selected EV displays on the *Edit Financial Information* screen, where it may be updated. The date entered on this screen will print on the EV's Form DS-2019.

Note: Financial data should reflect the amount of financial support provided to the EV for the duration of his or her program shown on all Forms DS-2019.

To edit the financial information, perform the following:

1. Access the record for the EV whose financial information is being updated (perform a search for the record or use the **EV Lists** link).

2. Click the **Financial Information** link on the **Edits** menu to display the *Edit Financial Information* screen.

3. Make the necessary changes to the data. See Section 2.5.4, Complete Page 4 of the Form DS-2019—Financial Information, for details regarding the fields and sections on the *Edit Financial Information* screen.

Note: All dollar amounts must be entered in SEVIS without commas and periods, and should be rounded to the nearest whole dollar (for example, $15,678.49 should be entered as 15678).

4. Click the **Update Information** button to complete the process. A message displays stating that the data have been successfully updated in SEVIS.

5. On the message screen, click the **Print Final DS-2019** button to print the Form, sign it in **blue** ink, and provide it to the EV and dependents, if any. See Section 2.5.7, Signature on SEVIS Form DS-2019, for information about signing the EV's Form.

2.7.2.4   Site of Activity for EV

The *Exchange Visitor Information* screen displays summary data for the selected EV and a list of the site(s) of activity for the EV. Using this screen, sites of activity can be added and/or edited, and the primary site of activity for an EV can be changed. These functions are described in the following sections.

2.7.2.4.1   EDIT SITE OF ACTIVITY (EV IN ACTIVE OR TRANSFERRED STATUS)

To edit the data for an existing site of activity, perform the following:

1. Access the *Exchange Visitor Information* screen for the EV whose site of activity information is being updated (perform a search for the record or use the **EV Lists** link).

2. Click the **Site of Activity** link on the **Edits** menu. The *Site of Activity Menu* screen displays. It contains summary data for the EV and the existing site(s) of activity.

3. Near the bottom of the screen, click the **Edit** link to the right of the address for the site of activity to update. Exhibit 37, Exchange Visitor Information—Edit Site of Activity Screen, is an example of the screen that displays.

Exhibit 37: Exchange Visitor Information—Edit Site of Activity Screen

4. Make the necessary changes to the name and address for the site of activity.

5. Enter optional comments in the **Remarks** text box.

6. Click the **Update Site of Activity** button to complete the process. A message displays stating that the record has been updated successfully.

7. If data for the primary site of activity have been updated, click the **Print Final DS-2019** button on the message screen to print an updated copy of the Form, sign it in **blue** ink, and

provide it to the EV and dependents, if any. (See Section 2.5.6, Print a Draft or Final Form DS‑2019, for printing instructions.)

Note: The address that prints in the **U.S. Address** section of the Form DS‑2019 is the EV's primary site of activity address.

2.7.2.4.2   ADD SITE OF ACTIVITY (EV IN ACTIVE STATUS)

EVs must have at least one site of activity, and may have multiple sites of activity, but one site must be identified by the RO or ARO as the "primary" site of activity. To add another site of activity to the EV's record, perform the following:

1. Access the *Exchange Visitor Information* screen for the EV whose record is being updated (perform a search for the record or use the **EV Lists** link).

2. Click the **Site of Activity** link on the **Edits** menu. The *Site of Activity Menu* screen displays. It contains summary data for the EV and information for the existing site(s) of activity.

3. Click the **Add Site of Activity** link near the bottom of the screen. The *Add Site of Activity* screen displays.

4. Enter the place where the EV will participate in his or her program and the site of activity address. Do not include post office box numbers in this address. For an au pair, enter the host family's name and address. For secondary students (high school students), enter the name and address of the high school.

5. Enter optional comments in the **Remarks** text box.

6. Click the **Add Site of Activity** button to complete the process. A message displays stating that the site of activity has been added.

    Note: If the EV has multiple sites of activity, see Section 2.7.2.4.3, Change Primary Site of Activity (EV in Active Status), for instructions on changing the primary site of activity. If the primary site of activity has **not** changed, there is no need to print the Form DS‑2019.

7. If data for the primary site of activity have been updated, click the **Print Final DS-2019** button to print the Form, sign it in **blue** ink, and provide it to the EV and dependents, if any. See Section 2.5.6, Print a Draft or Final Form DS‑2019, for printing instructions.

    Note: The address that prints in the **U.S. Address** section of the Form DS‑2019 is the EV's primary site of activity address. If the primary site of activity has **not** changed, there is no need to print the Form DS‑2019.

2.7.2.4.3   CHANGE PRIMARY SITE OF ACTIVITY (EV IN ACTIVE STATUS)

The U.S. address that prints on the EV's Form DS‑2019 is the primary site of activity address. To change the EV's primary site of activity, perform the following:

1. Access the *Exchange Visitor Information* screen for the EV whose record is being updated (perform a search for the record or use the **EV Lists** link).

2. Click the **Site of Activity** link on the **Edits** menu. The *Site of Activity Menu* screen displays.

3. Click the radio button to the left of the primary site of activity.

4. Click the **Change Primary Site of Activity** button. A message displays stating that the primary site of activity has been changed.

5. Click the **Print Final DS-2019** button to print a new copy of the Form, sign it in **blue** ink and provide it to the EV and dependents, if any. See Section 2.5.6, Print a Draft or Final Form DS-2019, for printing instructions.

2.7.2.5   Edit Subject/Field (EV in Active Status)

The subject/field of study for an EV may be updated. However, under Regulation 8 CFR 214.5, an EV 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 an EV's personal or program information as follows:

- If an EV's COB or COC is on the restricted country list, you may not select or update his or her field of study to training in aviation maintenance, flight operations, or nuclear-related studies or training.

- If an EV's field of study is in aviation maintenance, flight operations, or nuclear-related studies or training, you may not select or update his or her COB or COC to a country that is on the restricted country list.

To update these data, perform the following:

1. Access the *Exchange Visitor Information* screen for the EV whose subject/field of study is being updated (perform a search for the record or use the **EV Lists** link).

2. Click the **Subject/Field** link on the **Edits** menu. Exhibit 38, Subject/Field Screen, is an example of the screen that displays. It contains summary data for the selected EV, including the current Subject/Field description.

Exhibit 38: Subject/Field Screen

3. Click the **Select** button to the right of the **Subject/Field Description** label. The *Select Subject Code* screen displays.

4. Make a selection from the *Category* drop-down list.

5. Click the **Search** button to display the *Select Subject Code* screen (Exhibit 23).

6. Find the subject that most closely matches the EV's field of study and click its code at the left end of the row. The system automatically returns to the *Subject/Field* screen, and the new subject/field of study displays on the screen.

7. Enter additional information about the EV's program in the **Subject/Field Remarks** text box; this is a required field. Do not use hard returns (that is, do not press the **Enter** key) when entering text; doing so may make the text wrap and print in Section 5 of the

Form DS-2019. Exhibit 14 is an example of how the text may print when hard returns are used.

Note: The text may be shortened on the printed Form DS-2019 if it is longer than the available space. However, the entire text can be viewed in SEVIS.

8. Enter comments regarding the update in the **Comment** text box, or enter "**None**"; this is a required field.

9. Click the **Update Subject/Field** button to complete the process. A message displays stating that the data have been successfully updated.

10. Click the **Print Final DS-2019** button to print the Form, sign it in **blue** ink, and provide it to the EV and dependents, if any. See Section 2.5.6, Print a Draft or Final Form DS-2019, for printing instructions.

2.7.2.6   *Update Out of Country Record (EV in Active Status)*

When a professor or research scholar EV has a current Out of Country record in SEVIS, the data on the record can be updated before the out of country end date arrives.

To update an Out of Country record for an EV, perform the following:

1. Access the *Exchange Visitor Information* screen for the EV whose record is being updated (perform a search for the record or use the **EV Lists** link).

2. Click the **Update Out of Country** link on the **Edits** menu. The *Update Out of Country Record* screen displays.

3. Update the following fields as necessary:

Field/Section	Description/Explanation
1. * Out of Country Begin Date	Enter the date on which the EV's program participation outside the United States will begin. **Note:** This field cannot be updated if the out of country begin date is today's date or a date in the past.
2. * Out of Country End Date	Enter the date on which the EV's program participation outside the United States will end.
3. Out of Country Location Name	Enter the name of the place where the EV will be participating in his or her program activity outside the United States
4. * Out of Country Location Address	Enter the address for the location where the EV will be participating in his or her program activity outside the United States.
5. * Remarks	Enter comments regarding the EV's program participation outside the United States; this is a required field.

4. Click the **Update Out of Country** button to save the data to SEVIS.

2.7.3 Transfer Menu—EV in Active Status

The **SEVIS to SEVIS Transfer** link is used to transfer an EV from a program to another active SEVIS program. The procedure for transferring an EV out of a program is detailed below. See Section 2.9, Transfer Procedures for Receiving Program, for the procedures to complete the transfer of an EV into your program.

Note: The following guidelines also apply when transferring an EV:
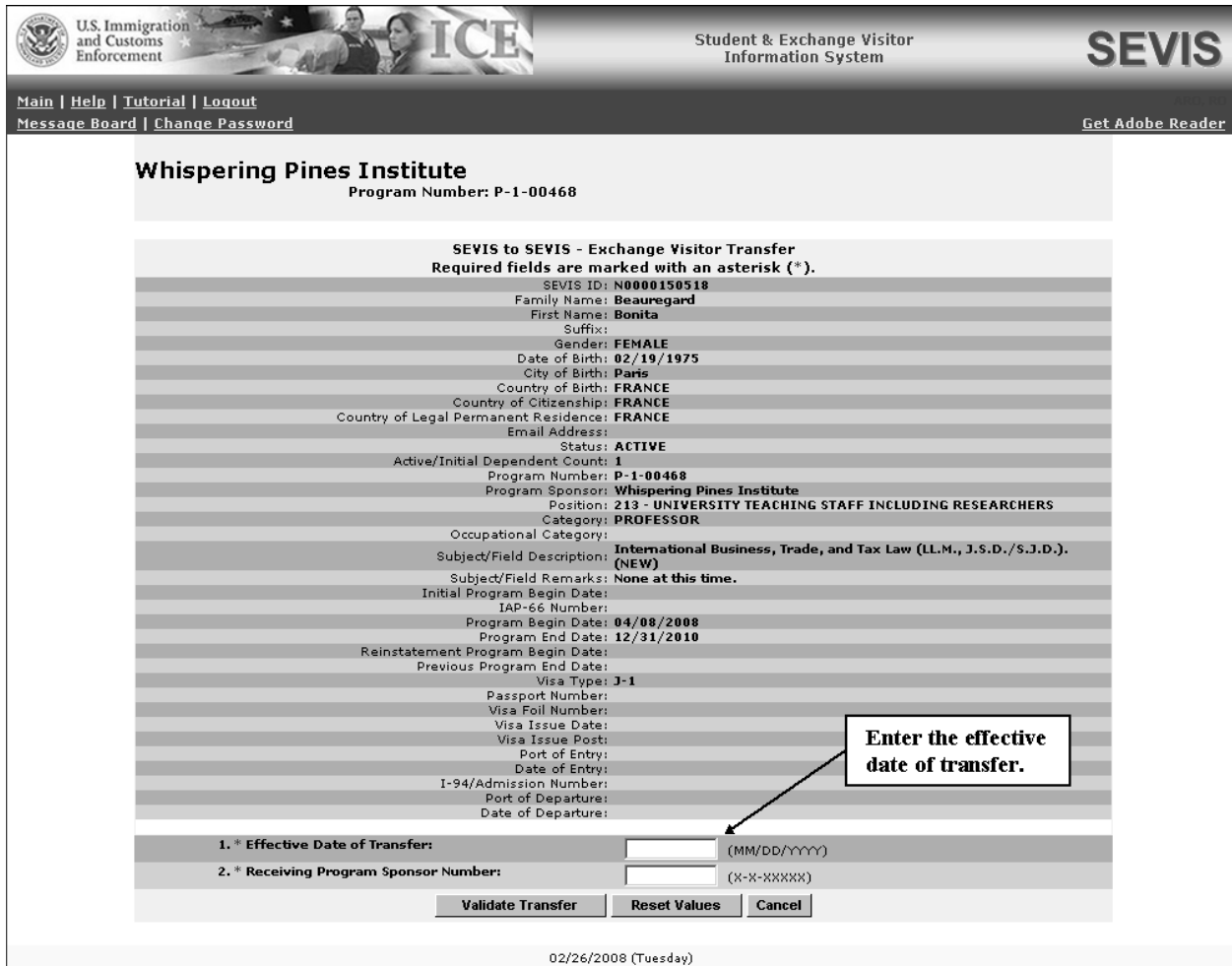
- An EV may only be transferred to a SEVIS program that is designated for the category in which the EV is currently participating.

- A participant in a program with a program serial of G-7 can only transfer to another G-7 program.

2.7.3.1 *Transfer an Exchange Visitor (EV in Active Status)*

To transfer an EV to another program, perform the following:

1. Access the *Exchange Visitor Information* screen for the EV who is being transferred (perform a search for the record or use the **EV Lists** link).

2. Click the **SEVIS to SEVIS Transfer** link on the **Transfer** menu. Exhibit 39, SEVIS to SEVIS—Exchange Visitor Transfer Screen, is an example of the screen that displays.

Exhibit 39: SEVIS to SEVIS—Exchange Visitor Transfer Screen

3. Enter the effective date of transfer; the date on which the EV will become the responsibility of the receiving sponsor. (This date should be discussed and agreed upon with the RO or ARO at the receiving program.) .

4. In the **Receiving Program Sponsor Number** field, enter the program number for the program to which the EV is transferring. (Contact the receiving program to obtain this number.)

5. Click one of the following buttons:

Validate Transfer	Click this button to display another *SEVIS to SEVIS Exchange Visitor Transfer* screen. It contains the name of the program sponsor whose program number you entered. If this is the program the EV is transferring to, click the **Approve Transfer** button to complete the transfer process. The EV's status will remain Active until the effective date of transfer. His or her status will change to Transferred

	on the effective date of transfer listed in SEVIS.
	If this is *not* the correct program sponsor, click the **Cancel** button and repeat Steps 3 through 5.
Reset Values	Click this button to return all unsaved entries to the previous values.
Cancel	Click this button to return to the *Exchange Visitor Information* screen.

Note: If your program is expecting to receive a transfer EV from another SEVIS program, that EV's name will appear on the *Transferred Status Exchange Visitors and Dependents* list once the effective date of transfer arrives. Search the list for the transferred EV and proceed to update the EV's SEVIS record and validate his or her program participation.

2.7.3.2   *Cancel Transfer Request (EV in Active Status)*

Prior to an EV's effective date of transfer, an RO or ARO for the program that the EV is transferring from may cancel the transfer request for either of the following reasons:

- Following the submission of a transfer request, the EV decides not to transfer

- The effective date of transfer that was entered on the transfer request in SEVIS must be changed

To cancel an EV's request to transfer, perform the following:

1. Access the *Exchange Visitor Information* screen for the EV whose transfer request is being canceled (perform a search for the record or use the **EV Lists** link).

   WARNING: Be sure this is the correct request to cancel. The transfer request will be canceled immediately.

2. Click the **Cancel Transfer** link on the **Transfer** menu. A message displays stating that the request has been canceled.

3. Click the **Return to Exchange Visitor** button to view the EV's record.

   Note: The RO at the transferring-in program will receive email notification that the EV's transfer request has been canceled.

2.7.4 Employment Menu—College/University Students in Active Status

The options/links on the **Employment** menu provide access to the following processes:

- Add Student Employment

- Cancel Student Employment

- Update Student Employment

- Student Employment History

The following sections provide detailed instructions for using these options.

2.7.4.1   Add Student Employment (EV in Active Status)

Employment information can be added to the SEVIS record of a college/university student whose status in SEVIS is Active. The student EV must be participating in one of the following types of programs:

- Associate Degree

- Bachelor's Degree

- Master's Degree

- Doctoral Degree

- Non-Degree

The student can have multiple employment segments on his or her SEVIS record. The employment segments can overlap, and the maximum length of a segment of student employment is 12 months.

To enter employment data for a student, perform the following:

1. Access the *Exchange Visitor Information* screen for the EV whose record is being updated (perform a search for the record or use the **EV Lists** link).

2. Click the **Add Student Employment** link on the **Employment** menu (left side of the screen). A message screen displays.

3. Read the information about On Campus and Off Campus employment and click the **Continue** button. The *Add Student Employment* screen displays, as shown in Exhibit 40, Add Student Employment Screen.

Exhibit 40: Add Student Employment Screen

4. Below is a list with explanations of the fields on this screen. An asterisk (*) precedes the fields that must be completed. To complete this screen, enter the following data:

Field	Description/Explanation
1. * Employer Name	Enter the name of the EV's employer.
2. * Employer Address	Enter the address for the place where the EV will be employed.
3. * Number of Hours Per Week	Enter the number of hours per week that the EV will work at this location.
4. * Employment Begin Date	Enter the date on which the EV will begin to work for this employer. The date must be after the EV's program begin date.
5. * Employment End Date	Enter the date on which the EV will stop working for this employer. **Note:** The length of employment cannot exceed 12 months.
6. * Employment Type	Click either the **On Campus** or **Off Campus** radio button to select the type of employment.
7. **On Campus Employment Type (Required if Employment is On Campus)**	Select an option from the drop-down list: **Assistantship**, **Fellowship**, or **Scholarship**. Completion of this field is only required if the EV will be participating in On Campus employment.
8. **Off Campus Remarks (Required if Employment is Off Campus)**	Enter comments regarding the EV's employment, which will take place off campus. Completion of this field is only required if the EV will be participating in Off Campus employment.
9. **Comments**	Enter optional comments regarding the EV's employment.

5. Click the **Add Student Employment** button to save these data to SEVIS. Otherwise, click the **Cancel** button to return to the *Exchange Visitor Information* screen without adding employment information.

2.7.4.2   Cancel Student Employment (EV in Active Status)

A segment of student employment can be canceled at any time prior to the employment end date. The information for the canceled segment will remain on the student's SEVIS record and can be viewed on the *Student Employment History* screen. See Section 2.7.4.4, Student Employment History, for additional information about this screen.

To cancel a segment of student employment, perform the following:

1. Access the *Exchange Visitor Information* screen for the EV whose record is being updated (perform a search for the record or use the **EV Lists** link, which includes a link titled **Exchange Visitors With Student Employment**).

2. Click the **Student Employment History** link on the **Employment** menu (left side of the screen). The *Student Employment History* screen displays.

3. Click the **Cancel** link for the appropriate segment of employment. The *Cancel Student Employment* screen displays.

4. Enter a date in the **Cancelation Date** field; this is a required field. This entry can be today's date or a date in the past or in the future.

5. Enter an explanation in the **Cancelation Comments** text box; this is a required field.

6. Click the **Cancel Student Employment** button to complete the process.

   Note: The segment of employment will be canceled on the date entered in the **Cancelation Date** field.

2.7.4.3   Update Student Employment (EV in Active Status)

A segment of student employment can be updated at any time prior to the employment end date or cancelation date.

To update a segment of student employment, perform the following:

1. Access the *Exchange Visitor Information* screen for the EV whose record is being updated (perform a search for the record or use the **EV Lists** link, which includes a link titled **Exchange Visitors With Student Employment**).

2. Click the **Student Employment History** link on the **Employment** menu (left side of the screen). The *Student Employment History* screen displays.

3. Click the **Update** link for the appropriate segment of employment. The *Update Student Employment* screen displays.

4. Make the necessary changes to the data.

5. Enter an explanation in the **Comments** text box; completion of this field is optional.

6. Click the **Update Student Employment** button to complete the process.

2.7.4.4   Student Employment History

If a college/university student's employment information has been entered into SEVIS, it can be viewed in SEVIS. You can only view the EV's data that are specific to your program. For example, if the EV was employed before transferring to your program, you will not see that information.

To view the student employment data for a college/university student EV, perform the following:

1. Access the *Exchange Visitor Information* screen for the EV whose record you wish to view (perform a search for the record or use the **EV Lists** link, which includes a link titled **Exchange Visitors With Student Employment**).

2. Click the **Student Employment History** link on the **Employment** menu (left side of screen) to display the *Student Employment History* screen.

3. Click one of the following:

   - **Add Student Employment**—Click this link to access the *Add Student Employment* screen and add a segment of student employment.

   - **Update**—If available, click this link to access the *Update Student Employment* screen and change the information for an existing segment of student employment.

   - **Cancel**—If available, click this link to access the *Cancel Student Employment* screen and cancel an existing segment of student employment.

   - **Return**—Click this button to return to the *Exchange Visitor Information* screen.

2.7.5 View Menu

The options/links on the **View** menu provide access to the following screens that contain read-only data:

- Event History
- Out of Country History

The following sections provide detailed information about these options.

2.7.5.1   Event History

Event History is a list of the actions taken on an EV's or dependent's SEVIS record. When on the *Exchange Visitor Information* screen or the *Dependent Information* screen, click the **Event History** link on the **View** menu to view the person's event history.

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

- **Event Name**—A brief description of the action taken on the SEVIS record.

- **Event Date**—The date the action occurred.

- **Resulting Status**—The status of the record as a result of the action.

- **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 performed the action.

– "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 an EV's record, the EV's status automatically changes to Transferred).

2.7.5.2 *Out of Country History*

If a professor or research scholar EV currently has an Out of Country record, or had one in the past, the out of country data can be viewed in SEVIS. You can only view the EV's data that are specific to your program. For example, if the EV participated in his or her program outside the Untied States before transferring to your program, you will not see that information.

To view the out of country data for an EV, perform the following:

1. Access the *Exchange Visitor Information* screen for the EV whose record you wish to view (perform a search for the record or use the **EV Lists** link, which includes a link titled **Out of Country Exchange Visitors**).

2. Click the **Out of Country History** link on the **View** menu (left side of screen) to display the *Out of Country History* screen.

3. Click the **Return** button to return to the *Exchange Visitor Information* screen.

2.8 Exchange Visitor Information Screen—Inactive Status

The **Actions** menu may contain the following options when an EV's SEVIS record is in Inactive status:

- Correct Minor or Technical Infraction

- Reinstatement Request

- G-7 Reinstatement

- Cancel Reinstatement Request

- Terminate EV

The following sections contain detailed instructions for each of these options.

2.8.1 Correct Minor or Technical Infraction (EV in Inactive Status)

The Correct Minor or Technical Infraction option provides the capability to correct a minor or technical infraction of the regulations for a J-1 within the first 120 days of the infraction. When the EV is in Inactive status, the only technical infraction option available is, "Failure to extend a Form DS-2019 in a timely manner."

If the EV does not obtain a program extension within the maximum duration before his or her status changes to Inactive, you have the authority to extend the EV's program within the maximum duration of participation using the Correct Minor or Technical Infraction option. The extension may occur if it is less than 121 days after the EV's status changed to Inactive.

However, when the current date is between 121 days and 270 days after the EV's status changed to Inactive, you may submit a request for reinstatement to DoS for review and approval. See Section 2.8.2, Reinstatement Request (EV in Inactive Status), for details.

Note: The Correct Minor or Technical Infraction option is not available for participants in professor and research scholar programs with a program serial of G-7 if the EV has already reached the maximum duration of participation for his or her program.

To correct a minor or technical infraction, perform the following:

1. Access the *Exchange Visitor Information* screen for the EV whose record is being updated (perform a search for the record or use the **EV Lists** link).

2. Click the **Correct Minor or Technical Infraction** link on the **Actions** menu. The *Correct Minor or Technical Infraction* screen displays (see Exhibit 27).

3. Select the reason for the infraction from the drop-down list; this is a required field.

4. Enter the new program end date, which should be later than today's date and must follow the DoS Maximum and Minimum Duration of Participation rule. This is a required field.

5. Enter an explanation in the **Remarks** text box; this is a required field.

6. Click the **Correct Minor or Technical Infraction** button. A message displays stating that the EV's record has been successfully updated.

    Note: This process sets the EV's status back to Active.

7. On the message screen, click the **Reprint DS-2019** link to reprint the Form. Sign the Form in blue ink, and provide it to the EV and dependents, if any. See Section 2.5.6, Print a Draft or Final Form DS-2019, for printing instructions.

2.8.2 Reinstatement Request (EV in Inactive Status)

Use the Correct Minor or Technical Infraction process to change an EV's SEVIS status from Inactive to Active as long as regulatory requirements are met and the process is used prior to 121 days after the EV's status changed to Inactive.

When the current date is between 121 days and 270 days after the EV's status changed to Inactive, you may submit a request for reinstatement to DoS for review and approval (22 CFR 62.45, Reinstatement to Valid Program Status). Reinstatement cannot be requested when the current date is greater than 270 days after the status changed to Inactive. In that case, the EV is in Inactive status and the EV's information cannot be updated.

Note: A non-refundable fee is required when submitting a Reinstatement request for an EV (22 CFR 62.17, Fees and Charges). DoS will not begin to process the request until the supporting documentation and copy of the Pay.gov confirmation page showing payment of the non-refundable fee have been received.

To request reinstatement for an EV whose status has been Inactive for at least 121 days and not more than 270 days, perform the following:

1. Access the *Exchange Visitor Information* screen for the EV whose reinstatement request is being submitted (perform a search for the record or use the **EV Lists** link).

2. Click the **Reinstatement Request** link on the **Actions** menu. The *Reinstatement Request* screen displays.

3. Enter the new program end date, which must follow the DoS Maximum and Minimum Duration of Participation rules (see Attachment B, DoS Maximum and Minimum Duration of Participation Rules).

4. Enter an explanation for the request in the **Remarks** text box; this is a required field.

5. Click the **Submit Reinstatement** button. A message displays stating that the request is not complete. Read the message carefully; it lists the materials that must be submitted to DoS before the request will be processed. (In a future release of SEVIS, the message screen will be updated to include payment information.)

   Note: DoS will not begin to process this request until a copy of the Pay.gov confirmation page showing payment of the non-refundable fee and the supporting documentation have been received. The request must be submitted via SEVIS, and a copy of the Pay.gov confirmation page and supporting documentation must be submitted to DoS. The supporting documentation can include, but is not limited to, the following:

   - Copies of all of the EV's Forms DS-2019 issued to date

   - Evidence that the SEVIS I-901 Fee has been paid (required by PL 104-208)

   - A written statement, and documentary information supporting the statement, declaring that the EV is pursuing or has at all times intended to pursue the original Exchange Visitor Program activity for which he or she was admitted to the United States

   - A written statement declaring that the EV failed to maintain valid program status due to circumstances beyond the control of the EV, or from administrative delay or oversight, unintentional, or excusable neglect on your part or the EV's part
     or
     A written statement declaring that it would be an unusual hardship to the EV if DoS does not grant the reinstatement request and return the EV to valid program status

6. Access the Pay.gov web site (https://www.pay.gov/) and submit your electronic payment following the instructions provided by DoS. See Section 2.14, Electronic Submission of Payment, for additional information regarding electronic payment of fees.

7. Submit a copy of the Pay.gov confirmation page showing payment of the non-refundable fee, EV's full name and SEVIS ID, and supporting documentation to DoS at the appropriate address. This request will not be processed until a copy of the Pay.gov confirmation page and supporting documentation have been received by DoS. (See Section 1.1, Resources, or Attachment A, Resources, for the appropriate address.)

Note: Sixty days after this request is submitted, the system will automatically cancel the reinstatement request if DoS has not noted in SEVIS receipt of the fee and/or supporting documentation. The submitter of the request will receive email notification of this cancelation.

DoS must review this request; the following outcomes are possible:

- **Request Approved**—The submitter of the request will receive email notification of the approval.

  Note: Following approval of the reinstatement request, an RO or ARO must print the Form DS-2019, sign it in **blue** ink, and provide it to the EV and dependents, if any. Access the *Exchange Visitor Information* screen for the EV and click the <u>**Reprint DS-2019**</u> link. On the *Reprint DS-2019* screen, select the reprint reason "Reinstate an On-going program." (See Section 2.5.8, Reprint a Form DS-2019, for printing instructions.)

  Note: If an error occurs when printing the Form DS–2019, the Reinstatement reprint reason will be removed from the list of reprint reasons. Select the **Other** option and enter the following text in the **Remarks** field, "Reinstate an On-going Program."

- **Additional Information Required**—The submitter of the request will receive email notification of the request for information. A letter from the DoS Office of Exchange Coordination and Designation identifying the areas that require additional information and/or documentation will be sent to the submitter of the request (by fax or the U.S. Postal Service) in order for the review to continue.

  Note: The response must be submitted within 30 calendar days of the email notification. If DoS has not noted in SEVIS the receipt of a response within 30 calendar days of the notification, the reinstatement request will be automatically canceled in SEVIS. Submit the supporting documentation (along with the EV's full name and SEVIS ID) to the appropriate address. (See Section 1.1, Resources, or Attachment A, Resources, for the appropriate address.)

- **Request Denied**—A letter from the DoS Office of Exchange Coordination and Designation regarding the denial decision will be sent (by fax or the U.S. Postal Service) to the program sponsor.

2.8.3 Reinstatement Request for G-7 Participants (EV in Inactive Status)

When the current date is less than 271 days after the EV's SEVIS status changed to Inactive and the professor or research scholar's program is greater than 5 years in length, a G-7 reinstatement request can be submitted to DoS for review and approval (22 CFR 62.45, Reinstatement to Valid Program Status). Reinstatement cannot be requested when the current date is greater than 270 days after the status changed to Inactive. When an EV is in Inactive status, his or her information cannot be updated.

Note: A non-refundable fee is required when submitting a reinstatement request for an EV (22 CFR 62.17, Fees and Charges). DoS will not begin to process the request until supporting

documentation and a copy of the Pay.gov confirmation page showing payment of the required fee have been received.

To request reinstatement of an EV participating in a G-7 program, perform the following:

1. Access the *Exchange Visitor Information* screen for the EV whose reinstatement request is being submitted (perform a search for the record or use the **EV Lists** link).

2. Click the **G-7 Reinstatement** link on the **Actions** menu to display the *Visitor Eligibility* screen. This screen contains a reminder that the person must be eligible to participate in this type of program.

3. Review the information on the *Visitor Eligibility* screen and click the **Continue** button to display the *Reinstatement Request* screen.

4. Enter the program end date, which may be up to 5 years after the current program end date.

5. Enter an explanation for the request in the **Remarks** text box; this is a required field.

6. Click the **Submit Reinstatement** button. A message displays stating that the request is not complete. Read the message carefully; it provides additional information about the reinstatement request. (In a future release of SEVIS, the message screen will be updated to include payment information.)

   Note: DoS will not begin to process this request until supporting documentation and a copy of the Pay.gov confirmation page showing payment of the non-refundable fee have been received. The request must be submitted via SEVIS, and a copy of the Pay.gov confirmation page and supporting documentation must be submitted to DoS. The supporting documentation can include, but is not limited to, the following:

   - Copies of all of the EV's Forms DS-2019 issued to date

   - Evidence that the SEVIS I-901 Fee has been paid (required by PL 104-208)

   - A written statement, and documentary information supporting the statement, declaring that the EV is pursuing or has at all times intended to pursue the original Exchange Visitor Program activity for which he or she was admitted to the United States

   - A written statement declaring that the EV failed to maintain valid program status due to circumstances beyond the control of the EV, or from administrative delay or oversight, unintentional, or excusable neglect on your part or the EV's part
     or
     A written statement declaring that it would be an unusual hardship to the EV if DoS does not grant the reinstatement request and return the EV to valid program status

7. Access the Pay.gov web site (https://www.pay.gov/) and submit your electronic payment following the instructions provided by DoS. See Section 2.14, Electronic Submission of Payment, for additional information regarding electronic payment of fees.

8. Submit a copy of the Pay.gov confirmation page showing payment of the non-refundable fee, EV's full name and SEVIS ID, and supporting documentation have been received by DoS. This request will not be processed until a copy of the Pay.gov confirmation page and

supporting documentation have been received by DoS. (See Section 1.1, Resources, or Attachment A, Resources, for the appropriate address.)

Note: Sixty days after this request is submitted, the system will automatically cancel the reinstatement request if DoS has not noted in SEVIS the receipt of the fee and/or supporting documentation. The submitter of the request will receive email notification of this cancelation.

Once DoS reviews the reinstatement request, the following outcomes are possible:
- **Request Approved**—The submitter of the request will receive email notification of the approval. An RO or ARO must print an updated copy of the Form DS–2019, sign it in **blue** ink, and provide it to the EV and dependents, if any. (See Section 2.5.8, Reprint a Form DS-2019, for printing instructions.)

  Note: If an error occurs when printing the Form DS–2019, the Reinstatement reprint reason will be removed from the list of reprint reasons. Select the **Other** option and enter the following text in the **Remarks** field, "Reinstate an On-going Program."

- **Additional Information Required**—The submitter of the request will receive email notification of the request for additional information. A letter from the DoS Office of Exchange Coordination and Designation identifying the areas that require additional information and/or documentation will be sent to the submitter of the request (by fax or the U.S. Postal Service) in order for the review to continue.

  Note: The response must be submitted within 30 calendar days of the email notification. If DoS has not noted in SEVIS the receipt of a response within 30 calendar days of the notification, the reinstatement request will automatically be canceled in SEVIS. Include the EV's full name and SEVIS ID when submitting the supporting documentation to DoS.
- **Request Denied**— A letter from the DoS Office of Exchange Coordination and Designation regarding the denial decision will be sent (by fax or the U.S. Postal Service) to the program sponsor.

2.8.4 Cancel Reinstatement Request (EV in Inactive Status)

After a reinstatement request has been submitted to DoS for review, the request may be canceled before it is processed by DoS. This option can be used for both regular reinstatement requests and reinstatement requests for G-7 participants.

Note: This option is only available following the submission of a reinstatement request to DoS.

To cancel a reinstatement request, perform the following:
1. Access the *Exchange Visitor Information* screen for the EV whose request is being canceled (perform a search for the record or use the **EV Lists** link).

2. Click the **Cancel Reinstatement** link on the **Actions** menu to display the *Cancel Reinstatement Request* screen.

3. Enter optional comments in the **Remarks** text box.

4. Click the **Cancel Reinstatement Request** button. A message displays stating that the request has been canceled; the EV's record will remain in Inactive status.

2.8.5 Terminate Exchange Visitor (EV in Inactive Status)

See Section 2.7.1.12, Terminate Exchange Visitor (EV in Active or Inactive Status), for instructions on terminating an EV or Section 2.7.2.2.1, Terminate Dependent in Active, Inactive, or Transferred Status, for instructions on terminating a dependent separately from an EV.

2.9 Transfer Procedures for Receiving Program

When an EV transfers to another program, his or her record in SEVIS must be updated and validated no later than 30 days after the effective date of transfer listed in SEVIS. Validation of program participation requires the receiving sponsor to acknowledge that the EV has reported as required and to collect the EV's current U.S. address (actual physical location where the EV will reside while in the United States). Updating the EV's record and validation of program participation can take place at any time after the effective date of transfer. Failure to validate the transfer EV's program participation 30 days past the effective date of transfer will result in SEVIS changing the EV's status to No Show.

Note: In accordance with 22 CFR 62.12(c)(8), Issuance of Form DS-2019, the EV's site of activity should also be reviewed and updated at the time of validation. In the event that more than one site of activity has been listed for the EV in SEVIS, the primary site of activity must be specified.

Note: When a program is expecting to receive a transfer EV from another SEVIS program, that EV's name will display on the *All Exchange Visitors and Dependents* list and the *Transferred Status Exchange Visitors and Dependents* list after the effective date of transfer identified in SEVIS. This EV's status will change to Transferred once the effective date of transfer arrives.

The following sections provide detailed instructions for the receiving sponsor on how to complete the transfer process for an EV:

- 2.9.1   Transfer—Exchange Visitor Personal Information and U.S. Address
- 2.9.2   Transfer—Add Site of Activity
- 2.9.3   Transfer—Add Dependent/Edit Dependent Data
- 2.9.4   Transfer—Financial Information
- 2.9.5   Validate the EV's Program Participation (EV in Transferred Status)

2.9.1 Transfer—Exchange Visitor Personal Information and U.S. Address

When an EV transfers, the receiving sponsor must update his or her Form DS-2019 in SEVIS before validating the EV's program participation. To update the Form, perform the following:

1. Access the *Exchange Visitor Information* screen for the EV whose personal information is being updated (perform a search for the record or use the **EV Lists** link).

2. Click the **Edit DS-2019** link on the **Actions** menu to begin updating the EV's Form. Exhibit 41, New Exchange Visitor Screen for Transfer EV, is an example of the screen that displays.

Exhibit 41: New Exchange Visitor Screen for Transfer EV

3. Below is a list with explanations of the fields/sections on this screen. Some of this information is filled in by SEVIS and may be updated. An asterisk (*****) precedes the fields and sections that must be completed. To complete this screen, enter the following data:

Field/Section	Description/Explanation
* 1. Family Name	If necessary, change the surname or last name of the EV. If the EV has only one name, enter it in this field. **Note:** The DoS Bureau of Consular Affairs has advised that names should be entered in SEVIS *exactly* as they appear on the passport. In the event the nonimmigrant does not have a passport, enter the name as it displays on the National ID card.
2. First Name	If necessary, change the first name of the EV. Leave this field blank if the person has only one name. **Note:** Even though this is not a required field in SEVIS, the DoS Bureau of Consular Affairs has advised that names should be entered in SEVIS *exactly* as they appear on the passport. In the event the nonimmigrant does not have a passport, enter the name as it displays on the National ID card.
3. Middle Name	If necessary, change the middle name of the EV. Leave this field blank if the person has no middle name, or the middle name is unknown. **Note:** Even though this is not a required field in SEVIS, the DoS Bureau of Consular Affairs has advised that names should be entered in SEVIS *exactly* as they appear on the passport. In the event the nonimmigrant does not have a passport, enter the name as it displays on the National ID card.
4. Suffix	If necessary, change the title, such as Junior, that appears at the end of a person's name.
* 5. Date of Birth	If necessary, change the EV's date of birth.
* 6. Gender	If necessary, select the EV's gender, **male** or **female**.
* 7. City of Birth	If necessary, change the unabbreviated name of the city where the EV was born.
* 8. Country of Birth	If necessary, change the country in which the EV was born. **Note:** United States may be selected as the COB if the EV was born to a foreign diplomat or is an expatriate. If the person was born in the United States or a U.S. territory, perform the following: 1. Complete the **Country of Birth** field. 2. Select an option from the *If the United States or U.S. Territory is chosen...* drop-down list. **Note:** Under Regulation 8 CFR 214.5, an EV from a country

Field/Section	Description/Explanation
	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 an EV's personal or program information as follows: - If an EV's COB or COC is on the restricted country list, you may not select or update his or her field of study to training in aviation maintenance, flight operations, or nuclear‑related studies or training. - If an EV's field of study is in aviation maintenance, flight operations, or nuclear‑related studies or training, you may not select or update his or her COB or COC to a country that is on the restricted country list.
* **9. Country of Citizenship**	If necessary, change the country in which the EV maintains citizenship. **Note:** Under Regulation 8 CFR 214.5, an EV 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 an EV's personal or program information as follows: - If an EV's COB or COC is on the restricted country list, you may not select or update his or her field of study to training in aviation maintenance, flight operations, or nuclear‑related studies or training. - If an EV's field of study is in aviation maintenance, flight operations, or nuclear‑related studies or training, you may not select or update his or her COB or COC to a country that is on the restricted country list.
* **10. Country of Legal Permanent Residence**	If necessary, change the country in which the EV is an LPR. For most EVs, the country of legal permanent residence will be the same as the COC. Some EVs, however, will be permanent residents of other countries. Note the difference between permanent and temporary residence. For example, a French citizen who is teaching in Italy on a 1‑year contract, and applying for a J visa from Italy, would ***not*** be considered an LPR of Italy.
11. Email Address	Enter an email address for the EV. Completion of this field is optional.

Field/Section	Description/Explanation
12. Social Security Number	Enter the EV's Social Security number. Completion of this field is optional.
13. Driver's License Number	Enter the EV's driver's license number assigned by the state that issued the license. Completion of this field is optional.
14. Driver's License Issue State	Select the state that issued the driver's license to the EV, if applicable. Completion of this field is optional.
15. Individual Taxpayer ID Number	Enter the taxpayer ID for an EV who is employed or has such an ID. Completion of this field is optional.
* **16. Position**	Select an option from the list that most closely matches the EV's position in his or her home country.
* **17. Exchange Visitor Category**	This field defaults to the category in which the EV has been approved to participate in while in the United States, and it cannot be changed.
18. Occupational Category	Select an occupational category for the EV. This field is only available for EVs participating in Trainee and Intern programs.
* **19. Subject/Field Description**	To change the current subject/field description, perform the following: 1. Click the **Select** button to display the *Select Subject Code* screen, and make a selection from the *Categories* drop‑down list. 2. Click the **Search** button to view the list of subjects/fields for the selected category. Find the subject that most closely matches the EV's field of study and click its code, at the left end of the row. The system will automatically return to the *New Exchange Visitor* screen and the final selection will be displayed. 3. If necessary, click the **Clear** button to remove this Subject/Field code, and repeat Steps 1 and 2. This is a required field. **Note:** Under Regulation 8 CFR 214.5, an EV 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 an EV's personal or program information as follows: • If an EV's COB or COC is on the restricted country list, you may not select or update his or her field of study to training in aviation maintenance, flight operations, or nuclear‑related studies or training. • If an EV's field of study is in aviation maintenance,

Field/Section	Description/Explanation
	flight operations, or nuclear-related studies or training, you may not select or update his or her COB or COC to a country that is on the restricted country list.
* **Subject/Field Remarks**	Enter additional comments regarding the EV's program while in the United States or enter "**None**." Do not use hard returns (that is, do not press the **Enter** key) when entering text; doing so may make the text wrap and print in Section 5 of the Form DS-2019. Exhibit 14 is an example of how the text may print when hard returns are used. **Note:** The text may be shortened on the printed Form DS-2019 if it is longer than the available space. However, the entire text can be viewed in SEVIS.
* **20. Current U.S. Address**	Enter the actual U.S. address where the EV will reside while in the United States. **Note:** When entering data for secondary students (high school students), enter the name of the host family in the **Address 1** field and enter the street address for this residence in the **Address 2** field. For an au pair, enter the host family's name and address.
21. Foreign Address	Enter the person's foreign address. Completion of these fields is optional.
22. Creation Reason	The only valid creation reason for a transfer EV is **Transferred**.
23. Program Begin Date	This field defaults to the EV's original program begin date and cannot be changed.
24. Program End Date	The date, determined by the program sponsor, on which an EV's program will end. The Program End Date cannot be changed at this time.

4. Click one of the following buttons:

Reset Values	Click this button to return all unsaved entries to the previous values.
Save Draft	Click this button to save the data that have been entered.
Next	Click this button to automatically save the data entered and advance to the next page of the EV's Form DS-2019. If any fields and sections have not been completed or contain incorrect information, the system will display an error message indicating the error(s). Make the necessary corrections and click the **Next** button again to display the *Site of Activity Menu* screen.
	Note: When the EV is a professor or research scholar, the *Visitor Eligibility* screen will display. This screen contains a reminder that

	the person must be eligible to participate in this type of program. Click the **Continue** button to display the *Site of Activity Menu* screen. See Section 2.9.2, Transfer—Add Site of Activity, for further instructions.
Print Draft DS-2019	Click this button to print a draft copy of the Form DS-2019. See Section 2.5.6, Print a Draft or Final Form DS-2019, for printing instructions. **Note:** It is recommended that you print a draft copy of the transfer Form DS-2019 and review it for accuracy. Necessary corrections can be made to the data before submitting the Form to SEVIS.

2.9.2 Transfer—Add Site of Activity

Page 2 of the electronic Form DS-2019, *Site of Activity Menu* screen (Exhibit 15), is used to collect program information for the EV. It provides a summary of the information entered for the EV, and an option for adding sites of activity. All EVs must have at least one site of activity.

To enter information about the EV's site of activity, perform the following:

1. Click the **Add Site of Activity** link in the lower-left part of the *Site of Activity Menu* screen. The system displays the *Exchange Visitor Information—Add Site of Activity* screen.

2. In the **Site of Activity** field, enter the name of the place where the EV will participate in his or her program. For an au pair enter the host family's name. For a secondary student (high school student), enter the name of the high school.

3. In the **Site of Activity Address** fields, enter the physical location of the site. For an au pair, enter the host family's address. For secondary students (high school students), enter the address of the high school.

    Note: Do not enter post office box numbers in this address.

4. Enter optional comments in the **Remarks** text box.

    Note: See Section 2.7.2.4.1, Edit Site of Activity (EV in Active or Transferred Status), for detailed instructions on how to edit an EV's site of activity.

5. Click the **Add Site of Activity** button to save the data entered for this EV. The system displays the *Site of Activity Menu* screen. Summary information for the site that has been added displays below the EV's personal information.

    Note: Multiple sites of activity may be added for an EV; follow the procedures above to add more sites of activity. If the EV has multiple sites of activity, the site selected as the primary site of activity (the **Primary Site of Activity** radio button is selected) will be the one that prints on the Form DS-2019.

6. If multiple sites of activity have been added to the EV's record, perform the following to change the primary site of activity:

    a. Click the radio button to the left of the primary site of activity for the EV.

b. Click the **Change Site of Activity** button, and a message will display stating that the primary site of activity has been changed.

c. Click **OK** and the *Site of Activity Menu* screen will display.

7. Click one of the following buttons:

Previous	Click this button to return to the *New Exchange Visitor* screen.
Next	Click this button to advance to the *Exchange Visitor Dependents Menu* screen.
Print Draft DS-2019	Click this button to print a draft copy of the Form DS-2019. See Section 2.5.6, Print a Draft or Final Form DS-2019, for printing instructions. **Note:** It is recommended that you print a draft copy of the transfer Form DS-2019 and review it for accuracy. Necessary corrections can be made to the data before submitting the Form to SEVIS.

2.9.3   Transfer—Add Dependent/Edit Dependent Data

Page 3 of the electronic Form DS-2019, *Exchange Visitor Dependents Menu* screen, contains summary information for the EV and dependents, if any. It also contains a link to add dependents or edit the data for an existing dependent. Procedures for both options are described in the next two sections.

Note: Only the data for the spouse and children of an EV coming to the United States on J-2 visas are entered into SEVIS. If the spouse and child dependents plan to enter the United States on other types of visas, *do not* enter their information in SEVIS.

2.9.3.1   Transfer—Add Dependent

Dependents can be added to the EV's SEVIS record. However, if both a husband and wife are entering the United States on J-1 visas, add the dependent child's information to only one SEVIS record (Form DS-2019). Do not add the dependent child's information to both parents' records/Forms. Doing so will give the dependent child two SEVIS records.

To add a dependent for an EV transferring into your program, perform the following:

1. Click the **Add Dependent** link on the *Exchange Visitor Dependents Menu* screen. The *Exchange Visitor Information—Add Dependent* screen displays.

2. Below is a list with explanations of the fields and sections on the *Exchange Visitor Information—Add Dependent* screen (Exhibit 18). An asterisk (*****) precedes the fields and sections that must be completed. To complete this screen, enter the following data:

Field/Section	Description/Explanation
* **1. Family Name**	Enter the surname or last name of the dependent. If the dependent has only one name, enter it in this field. **Note:** The DoS Bureau of Consular Affairs has advised that

Field/Section	Description/Explanation
	names should be entered in SEVIS *exactly* as they appear on the passport. In the event the nonimmigrant does not have a passport, enter the name as it displays on the National ID card.
2. First Name	Enter the first name of the dependent. Leave this field blank if the dependent has only one name. **Note:** Even though this is not a required field in SEVIS, the DoS Bureau of Consular Affairs has advised that names should be entered in SEVIS *exactly* as they appear on the passport. In the event the nonimmigrant does not have a passport, enter the name as it displays on the National ID card.
3. Middle Name	Enter the middle name of the dependent. Leave this field blank if the dependent has no middle name, or the middle name is unknown. **Note:** Even though this is not a required field in SEVIS, the DoS Bureau of Consular Affairs has advised that names should be entered in SEVIS *exactly* as they appear on the passport. In the event the nonimmigrant does not have a passport, enter the name as it displays on the National ID card.
4. Suffix	Select a title, such as Junior, that may appear 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. Gender**	Select the dependent's gender, **male** or **female**.
* **7. Relationship**	Select **Spouse** or **Child**. A dependent child must be younger than 21 years of age.
* **8. City of Birth**	Enter the unabbreviated name of the city where the dependent was born.
* **9. Country of Birth**	Select the country in which the dependent was born. **Note:** United States may be selected as the COB if the EV was born to a foreign diplomat or is an expatriate. If the person was born in the United States or a U.S. territory, perform the following: 1. Complete the **Country of Birth** field. 2. Select an option from the *If the United States or U.S. Territory is chosen…* drop-down list.
* **10. Country of Citizenship**	Select the country in which the dependent maintains citizenship.

Field/Section	Description/Explanation
* **11. Country of Legal Permanent Residence**	Select the country in which the dependent is an LPR. For most EV applicants, the country of legal permanent residence will be the same as the COC. Some applicants, however, will be permanent resident residents of other countries. Note the difference between permanent and temporary residence. For example, a French citizen who is teaching in Italy on a 1-year contract, and applying for a J visa from Italy, would ***not*** be considered an LPR of Italy.
12. Email Address	Enter an email address for the dependent. Completion of this field is optional.
13. Social Security Number	Enter the dependent's Social Security number. Completion of this field is optional.
14. Driver's License Number	Enter the dependent's driver's license number assigned by the state that issued the license. Completion of this field is optional.
15. Driver's License Issue State	Select the state that issued the driver's license to the dependent, if applicable. Completion of this field is optional.
16. Individual Taxpayer ID Number	Enter the taxpayer ID for a dependent who is employed or has such an ID. Completion of this field is optional.

3. Click the **Add Dependent** button to automatically save the data entered and return to the *Exchange Visitor Dependents Menu* screen. To add another dependent, repeat the process described above.

4. Click one of the following buttons:

Previous	Click this button to return to the *Site of Activity Menu* screen.
Next	Click this button to advance to the *Financial Information* screen. See Section 2.9.4, Transfer—Financial Information, for further instructions.
Print Draft DS-2019	Click this button to print a draft copy of the Form DS-2019. See Section 2.5.6, Print a Draft or Final Form DS-2019, for printing instructions.
	Note: It is recommended that you print a draft copy of the transfer Form DS-2019 and review it for accuracy. Necessary corrections can be made to the data before submitting the Form to SEVIS.

2.9.3.2 Transfer—Update Dependent Data

To update dependent data, perform the following:

1. On the *Exchange Visitor Dependents Menu* screen, click the **Edit** link to the right of the name of the dependent whose data are being updated. The *Exchange Visitor Information— Edit Dependent* screen displays.

2. Make the necessary updates to the dependent's data. See Section 2.9.3.1, Transfer—Add Dependent, for detailed instructions for completing the fields.

3. Click the **Submit Edit** button. The *Exchange Visitor Dependents Menu* displays.

4. Click the **Next** button to advance to the *Financial Information* screen.

2.9.3.3 Transfer—Terminate Dependent

If a dependent must be terminated, complete this process before updating the EV's record and prior to validating the EV's participation. The **Terminate Dependent** link will not be available after the EV's record is updated.

See Section 2.7.2.2.1, Terminate Dependent in Active, Inactive, or Transferred Status, for instructions on how to terminate a dependent.

Note: In SEVIS, termination implies a change from Active or valid program status prior to the EV's program completion. Termination has an *adverse*, or *negative*, affect on the dependent's record. A dependent can be terminated separately from an EV, which has no affect on the EV's SEVIS record.

2.9.3.4 Transfer—End Status of Dependent

If a dependent's status must be ended, complete this process before updating the EV's record and prior to validating the EV's participation. The **End Status** link will not be available after the EV's record is updated.

See Section 2.7.2.2.2, End Status of Dependent in Active or Transferred Status, for instructions on how to end the status of a dependent.

2.9.4 Transfer—Financial Information

Page 4 of the electronic Form DS-2019, *Financial Information* screen, is used to collect financial information for the EV. This screen represents the final step in creation of a transfer record for an EV.

Note: Financial data should reflect the amount of financial support provided to the EV for the duration of his or her program shown on all Forms DS-2019.

To complete the *Financial Information* screen, perform the following:

1. Below is a list with explanations of the fields and sections on this screen. An asterisk (*****) precedes the fields and sections that must be completed. To complete this screen, enter the following data:

Field/Section	Description/Explanation
25. During the period covered by this program, the total estimated financial support (in U.S. dollars) is to be provided to the exchange visitor by:	The EV must have at least one source of funding listed in Section 25 and/or Section 26 of the *Financial Information* screen. **Note:** All dollar amounts must be entered in SEVIS without commas and periods, and should be rounded to the nearest whole dollar (for example, $15,459.87 should be entered as 15460). Enter the following information as applicable.
Current Program Sponsor	If applicable, enter the amount, in U.S. dollars, that the program sponsor will contribute to the EV.
* **26. This program sponsor has/has not received funding for international exchange from one or more U.S. Government Agency(ies) to support this exchange visitor. If any U.S. Government Agency(ies) provided funding, indicate the Agency(ies) by code below.**	Select **has** or **has not** to indicate whether the EV has received direct or indirect funding from U.S. Government agencies. This is a required field. • **Direct Funding**—Financed in whole or in part by the U.S. Government or the EV's government with funds contributed directly to the EV in connection with his or her participation in an Exchange Visitor Program. • **Indirect Funding**—Financed by one of the following: – An international organization with funds contributed by either the U.S. Government or the EV's government for use in financing international educational and cultural exchanges – An organization or institution with funds made available by either the U.S. Government or the EV's government for the purpose of furthering international educational and cultural exchanges. **Note:** If **has** is selected in response to this statement, complete the applicable fields in Section 26.
* **Financial Support from organizations other than the sponsor will be provided by one of the following:**	The EV must have at least one source of funding listed in Section 25 and/or Section 26 of the *Financial Information* screen. If necessary, complete one or more of the fields in this section. **Note:** All dollar amounts must be entered in SEVIS

Field/Section	Description/Explanation
	without commas and periods, and should be rounded to the nearest whole dollar (for example, $15,459.87 should be entered as 15460).
U.S. Government Agency(ies) [maximum of 2]	Select the agency from which the EV has received funding, and enter the amount in U.S. dollars. **Note:** If **Other** is selected, enter the name of the organization in the text box provided. The name and amount of funding will print on the Form DS-2019.
International Organization(s) [maximum of 2]	Select the organization from which the EV has received funding, and enter the amount in U.S. dollars. **Note:** If **Other** is selected, enter the name of the organization in the text box provided. The name and amount of funding will print on the Form DS-2019.
The Exchange Visitor's Government	Enter the amount, in U.S. dollars, that the EV's government is contributing
The Binational Commission of the Exchange Visitor's Country	Enter the amount, in U.S. dollars, that the Binational Commission is contributing.
All other organizations providing support	Enter the total amount, in U.S. dollars, that all other organizations are contributing.
Enter names of other organizations below.	Enter each organization name and the amount of money being given to the EV. For example, ABC Agency (500), DEF Organization (2500), XYZ (2000). (Only 80 characters can be entered into this field.) The names and amounts of funding will print on the Form DS-2019.
Personal Funds	Enter the amount, in U.S. dollars, that the EV is contributing.

2. When finished, click one of the following buttons:

Previous	Click this button to return to the previous page of the Form DS-2019. **WARNING:** Be sure to save the data entered on this page before selecting the **Previous** button. The unsaved data that were entered on this page will be lost if not saved first.
Reset Values	Click this button to return all unsaved entries to the previous values.
Submit DS-2019	**Note:** It is recommended that you print a draft copy of the EV's Form DS-2019 and review it for accuracy. Necessary corrections can be made to the data before submitting the Form to SEVIS. Click this button to save the EV's Form to SEVIS. A message displays stating that the EV has been successfully transferred into your

	program; the EV's status is Transferred. Click the **Print Final DS-2019** button to print the Form, sign it in **blue** ink, and provide it to the EV and dependents, if any. See Section 2.5.6, Print a Draft or Final Form DS-2019, for printing instructions. **REMINDER:** Be sure to validate the EV's participation. See Section 2.9.5, Validate the EV's Program Participation (EV in Transferred Status), for instructions.
Save Draft	Click this button to save the data entered.
Print Draft DS-2019	Click this button to print a draft copy of the Form DS-2019. See Section 2.5.6, Print a Draft or Final Form DS-2019, for printing instructions. **Note:** It is recommended that you print a draft copy of the EV's Form DS-2019 and review it for accuracy. Necessary corrections can be made to the data before submitting the Form to SEVIS.

2.9.5 Validate the EV's Program Participation (EV in Transferred Status)

When an EV transfers to another program, his or her record in SEVIS must be validated. Validation of program participation requires you to acknowledge that the EV has reported as required, and collect the EV's current U.S. address (actual physical location where the EV will reside while in the United States) no later than 30 days after the effective date of transfer.

WARNING: PROGRAMS LESS THAN 30 DAYS IN DURATION—If the EV's program is less than 30 days in length, failure to validate the EV's SEVIS record to indicate his or her participation before the program end date listed in SEVIS will result in cancelation of the EV's record in SEVIS. The SEVIS status of the EV and dependents, if any, will automatically change to No Show.

WARNING: PROGRAMS GREATER THAN 30 DAYS IN DURATION—Failure to validate the transfer EV's participation 30 days after the effective date of transfer listed in SEVIS will result in SEVIS changing the status of the EV and dependents, if any, to No Show. (See 22 CFR 62.76(b)(v), Transfer Procedures.)

Validation of program participation may take place at any time after the effective date of transfer, but no later than 30 days after the effective date of transfer. However, if the EV's program participation has not been validated, a reminder will display on the *Alerts* list 15 days following the effective date of transfer. A final reminder will display 25 days following the effective date of transfer if the EV's participation has not been validated.

Note: When a sponsor is expecting to receive a transfer EV from another SEVIS program sponsor, the EV's name will display on the *All Exchange Visitors and Dependents* list with the status of Transferred once the effective date of transfer arrives. The EV's name will also display on the *Transferred Status Exchange Visitors and Dependents* list.

Validating a transfer EV's participation is a two-step process. The EV's SEVIS record must first be updated, and then validated. To update the record and validate the participation of an EV transferring into your program, perform the following:

1. Access the *Exchange Visitor Information* screen for the EV whose program participation is being validated (perform a search for the record or use the **EV Lists** link).

2. Click the **Edit DS-2019** link on the **Edits** menu and update the EV's data (see Section 2.9.1 through Section 2.9.4 for detailed instructions).

3. Click the **Submit DS-2019** button to submit the data to SEVIS. A message displays stating that the data have been successfully submitted to SEVIS.

   Note: The EV is *not* in Active status. The EV's program participation must be validated; continue with the following steps to validate the EV's participation.

4. On the message screen, click **Print Final DS–2019** button to print a final copy of the Form, sign it in **blue** ink, and provide it to the EV and dependents, if any. (See Section 2.5.6, Print a Draft or Final Form DS-2019, for printing instructions.)

   Note: The current U.S. address (where the EV will reside) is collected in SEVIS but does not print on the Form DS–2019. When the Form is printed, the address of the primary site of activity for the EV will print in the **U.S. Address** section of the Form. If the EV has multiple sites of activity, the selected site of activity (radio button is selected) will print on the Form.

5. After printing the Form, the EV's participation must be validated. Access the *Exchange Visitor Information* screen for the EV whose program participation is being validated (if necessary, perform a search for the record or use the **EV Lists** link).

6. On the *Exchange Visitor Information* screen, click the **Validate Program Participation** link to display the *Validate Program* screen.

7. Ensure the accuracy of the current U.S. address (residence) for this EV and make corrections as necessary.
   Note: When entering data for secondary students (high school students), enter the name of the host family in the **Address 1** field and enter the street address for this residence in the **Address 2** field. For an au pair, enter the host family's name and address.

   Note: Passport, visa, and POE information may be received from other systems. However, if the fields are not filled in, the following data may be entered, if available:

   - Passport Number
   - Passport Issuing Country
   - Passport Expiration Date
   - Visa Number
   - Post/Country of Visa Issuance
   - Visa Expiration Date
   - Visa Issue Date
   - Admission Number

- Port of Entry

- Date of Entry

8. Click the **Validate Program** button. The *Listing of Programs* screen displays, and the status of the EV and dependents (if any) is Active.

2.10   SEVIS Correction Procedures

Two different types of corrections may be requested for EV and dependent SEVIS records:

- **30-Day Correction**—When this option is used, EV and/or dependent SEVIS records are corrected immediately.

- **Reinstatement – Update SEVIS Status**—When this option is used, DoS must review and process the request.

These options are discussed in detail in the following sections.

2.10.1 30-Day Correction Period for SEVIS Status

Note: DoS anticipates that this functionality will be used on rare occasions since sponsors are required to validate an EV's program participation no later than 30 days after the program begin date. For programs with durations less than 30 days, the EV's program participation must be validated before the program end date. DoS reviews SEVIS reports that provide information about programs that utilize this functionality.

If the EV's SEVIS status has changed to Active, Invalid, or No Show within the past 30 days, the Correct SEVIS Status option may be used to change the EV's status from:

- Active to Initial

- Invalid to Initial

- Invalid to Active

- No Show to Active

The EV's SEVIS status will change immediately when using this function. Also, if the EV's and dependent's status changed to Active, Invalid, or No Show on the same date, when the EV's status is corrected using this option, the dependent's status will change to the same SEVIS status as the EV. For example, the SEVIS status of the EV and dependent changed to Invalid on the same date. When the Correct SEVIS Status option is used to change the EV's status to Active, the dependent's status will change to Active at the same time.

Note: If a dependent's status changed separately from the EV's SEVIS status, and the Correct SEVIS Status option is used, the EV's status will **not** change. See Section 2.10.2, 30-Day Correction Period for SEVIS Status for Dependent, for additional information.

Exhibit 42, Correct SEVIS Status Screen, is an example of the screen used to change an EV's status.

Exhibit 42: Correct SEVIS Status Screen

To change the EV's status, perform the following:

1. Access the *Exchange Visitor Information* screen for the EV whose status is being updated (perform a search for the record or use the **EV Lists** link).

2. Click the **Correct SEVIS Status** link on the **Actions** menu. A confirmation screen displays.

3. Read the message, and click the **I Agree** button to continue to the *Correct SEVIS Status* screen, or click the **Cancel** button to return to the *Exchange Visitor Information* screen without changing the EV's status.

   Note: As the sponsor's official, you have been granted permission to make this change of SEVIS status without the direct involvement of the Department of State's Office of

Exchange Coordination and Designation. However, you must maintain and provide the supporting documentation for this change to DoS or DHS upon request.

4. Below is a list with explanations of the fields on this screen. An asterisk (*) precedes the fields that must be completed. To complete this screen, enter the following data:

Field	Description/Explanation
* 1. **Change Status To**	Select an option from the drop-down list.
* 2. **Program Begin Date**	Enter the date in MM/DD/YYYY format. **Note:** When requesting to change the EV's status from: • Active to Initial—The begin date must be the current date or a future date. • Invalid to Initial—The begin date must be the current date or a future date. • Invalid to Active—The begin date must be the current date or a date in the past; it cannot be a future date. • No Show to Active—The begin date must be the current date or a date in the past; it cannot be a future date.
* 3. **Program End Date**	Enter the date in MM/DD/YYYY format. The end date, in combination with the program begin date must: • Be equal to or greater than the minimum duration of participation **and** • Cannot exceed the maximum duration of participation for the EV's selected category, as identified in the Exchange Visitor Program regulations.
4. **Current U.S. Address**	If necessary, update the address where the EV resides in the United States (22 CFR 62.70(b), SEVIS Reporting Requirements). **Note:** When entering data for secondary students (high school students), enter the host family name in the **Address 1** field and enter the street address for the residence in the **Address 2** field. For an au pair, enter the host family's name and address.
* 5. **Remarks**	Enter an explanation for this correction request; this is a required field. A maximum of 500 characters can be entered into the **Remarks** text box.

5. Select one of the following buttons:

Correct SEVIS Status	Click this button to save this information to SEVIS and update the status of the EV and associated dependents, if any. On the *Update Successful* screen, click the **Print Final DS-2019** button to print a new Form DS-2019, sign it in **blue** ink and forward it to the EV and dependents, if any. See Section 2.5.6, Print a Draft or Final Form DS-2019, for instructions.
	Note: When the SEVIS status of an EV changes from Invalid to Initial or Invalid to Active, the allotment of Forms DS-2019 will be decreased by one.
Reset Values	Click this button to clear the data entered on this screen.
Cancel	Click this button to return to the *Exchange Visitor Information* screen without changing the SEVIS status of the EV and dependents.

2.10.2 30-Day Correction Period for SEVIS Status for Dependent

The Correct SEVIS Status option may be used to change the dependent's status to the same status as the EV if the dependent's status meets all of the following criteria:

1. Is currently Invalid, No Show, or Terminated

2. Changed to Invalid, No Show, or Terminated within the past 30 days

3. Does not match the status of the EV

For example, if the RO/ARO terminated the dependent by mistake, the dependent's status will be Terminated and the EV's status will be Active. When the Correct SEVIS Status option is used, the dependent's SEVIS status will immediately change to match the status of the EV.

Note: If the status of both the EV and dependent changed to Invalid, No Show, or Terminated on the same date, the Correct SEVIS Status option will not be available for the dependent.

To change the dependent's status, perform the following:

1. Access the *Dependent Information* screen for the dependent whose status is being updated (perform a search for the record or use the **EV Lists** link).

2. Click the **Correct SEVIS Status** link on the **Actions** menu. A confirmation screen displays.

3. Read the message, and click the **I Agree** button to continue, or click the **Cancel** button to return to the *Dependent Information* screen without changing the dependent's status.

   Note: As the sponsor's official, you have been granted permission to make this change of SEVIS status without the direct involvement of the Department of State's Office of Exchange Coordination and Designation. However, you must maintain and provide the supporting documentation for this change to DoS or DHS upon request.

4. On the *Correct SEVIS Status for Dependent* screen, enter an explanation in the **Remarks** text box; this is a required field. A maximum of 500 characters can be entered into this text box.

5. Select one of the following buttons:

Correct SEVIS Status	Click this button to update the dependent's status and save this information to SEVIS. A message displays stating that the dependent's status has been updated; the dependent's SEVIS status is immediately updated to match the EV's status.
Reset Values	Click this button to clear the data entered in the **Remarks** text box.
Cancel	Click this button to return to the *Dependent Information* screen without changing the SEVIS status of the dependent.

2.10.3 Reinstatement – Update SEVIS Status Request

If it is more than 30 days and less than 271 days since the SEVIS status of the EV changed to Active, Invalid, or No Show, a Reinstatement – Update SEVIS Status request may be submitted to DoS to change the status from:

- Active to Initial

- Invalid to Initial

- Invalid to Active

- No Show to Active

The Reinstatement – Update SEVIS Status option will also be available on the *Exchange Visitor Information* screen to submit a request to DoS to change an EV's SEVIS status from Terminated to Active. This option will immediately become available when the EV's SEVIS status is changed to Terminated. The option will remain available for up to 270 days following the date the EV's status changed to Terminated. A change in the status of a SEVIS record from Terminated to Active will always require the approval of DoS and therefore, must be processed as a Reinstatement – Update SEVIS Status request.

Note: If an EV has dependents with the same status, and the status of the EV and dependents changed at the same time, the **<u>Reinstatement – Update SEVIS Status</u>** link will be available on the *Exchange Visitor Information* screen only.

If the dependent's status changed separately from the EV's status, approval of this request will not affect the dependent's status. For example, if the dependent's status changed to No Show and, the next day, the EV's status changed to No Show, approval of the Reinstatement – Update SEVIS Status request will only affect the EV's status. The dependent's SEVIS status will remain No Show.

Requests may be submitted to DoS to change the SEVIS status of a dependent whose status changed to Invalid, No Show, or Terminated separately from the EV's status. See Section 2.10.3.2, Reinstatement – Update SEVIS Status Request for Dependent, for instructions on submitting a Reinstatement – Update SEVIS Status request for a dependent.

Note: A non‑refundable fee is required when submitting a Reinstatement – Update SEVIS Status request for an EV. DoS will not begin to process the request until the supporting documentation and a copy of the Pay.gov confirmation page showing payment of the required fee have been received.

The following sections provide instructions for submitting a Reinstatement – Update SEVIS Status request for an EV and a dependent.

2.10.3.1   Reinstatement – Update SEVIS Status Request for EV

To submit a Reinstatement – Update SEVIS Status request for an EV, perform the following:

1. Access the *Exchange Visitor Information* screen for the EV whose status will be changed (perform a search for the record or use the **EV Lists** link).

2. Click the **Reinstatement** – **Update SEVIS Status** link on the **Actions** menu to display the *Reinstatement – Update SEVIS Status for Exchange Visitor* screen. Exhibit 43, Reinstatement – Update SEVIS Status for Exchange Visitor Screen, is an example of the screen.

Exhibit 43: Reinstatement – Update SEVIS Status for Exchange Visitor Screen

3. Below is a list with explanations of the fields on this screen. An asterisk (*) precedes the fields that must be completed. To complete this screen, enter the following data:

Field	Description/Explanation
* **1. Change Status To**	Select an option from the drop-down list.
* **2. Program Begin Date** **Note:** This field is not available when requesting to change an EV's SEVIS status from Terminated to	Enter the date in MM/DD/YYYY format. **Note:** When requesting to change the EV's status from: • Active to Initial—The begin date must be the current date or a future date. • Invalid to Initial—The begin date must be the

Field	Description/Explanation
Active.	current date or a future date. • Invalid to Active—The begin date must be the current date or a date in the past; it cannot be a future date. • No Show to Active—The begin date must be the current date or a date in the past; it cannot be a future date. • Terminated to Active—The begin date must be the current date or a date in the past; it cannot be a future date.
* **3. Program End Date**	Enter the date in MM/DD/YYYY format. The end date, in combination with the program begin date must: • Be equal to or greater than the minimum duration of participation **and** • Cannot exceed the maximum duration of participation for the selected category, as identified in the Exchange Visitor Program regulations.
* **4. Current U.S. Address**	If necessary, update the address where the EV resides in the United States (22 CFR 62.70(b), SEVIS Reporting Requirements). **Address 1**, **City**, **State**, and **Zip Code** are required fields. Completion of the **Address 2** field is optional **Note:** When entering data for secondary students (high school students), enter the host family name in the **Address 1** field and enter the street address for the residence in the **Address 2** field. For an au pair, enter the host family's name and address.
* **5. Remarks**	Enter an explanation for this correction request; this is a required field. A maximum of 500 characters can be entered into the **Remarks** text box. **Note:** DoS will not begin to process this request until the fee and supporting documentation have been received. If DoS has not noted in SEVIS receipt of the fee and supporting documentation within 30 calendar days of submission of the request, the Reinstatement – Update SEVIS status request will automatically be canceled in SEVIS.

4. Select the **Submit** button. A message displays stating that the request is not complete. Read the message carefully; it provides additional information about the Reinstatement – Update SEVIS status request, including mailing instructions. (In a future release of SEVIS, the message screen will be updated to include payment information.)

    Note: DoS will not begin to process this request until the supporting documentation and a copy of the Pay.gov confirmation page showing payment of the non-refundable fee have been received. The request must be submitted via SEVIS, and the supporting documentation and a copy of the Pay.gov confirmation page must be submitted to DoS. The supporting documentation can include, but is not limited to, the following:

    - Copies of all of the EV's Forms DS-2019 issued to date

    - Evidence that the SEVIS I-901 Fee has been paid (required by PL 104-208)

    - A written statement, and documentary information supporting the statement, declaring that the EV is pursuing or has at all times intended to pursue the original Exchange Visitor Program activity for which he or she was admitted to the United States

    - A written statement declaring that the EV failed to maintain valid program status due to circumstances beyond the control of the EV, or from administrative delay or oversight, unintentional, or excusable neglect on your part or the EV's part

      or

      A written statement declaring that it would be an unusual hardship to the EV if DoS does not grant the reinstatement request and return the EV to valid program status

    Note: If requesting to change the EV's status from Active to Initial, the SEVIS record will be locked while the request is being processed by DoS. Some of the options on the **Actions** and **Edits** menus will not be available until the request has been processed by DoS or canceled. Also, if DoS has not noted in SEVIS receipt of the supporting documentation and a copy of the Pay.gov confirmation page showing payment of the non-refundable fee within 30 calendar days of submission of the request, the status of the EV and dependents, if any, will change to Invalid.

    Note: Click the **Reset Values** button to return the unsaved data to the previous values, or click the **Cancel** button to return to the *Exchange Visitor Information* screen without requesting a change to the EV's status.

5. Access the Pay.gov web site (https://www.pay.gov/) and submit your electronic payment following the instructions provided by DoS. See Section 2.14, Electronic Submission of Payment, for additional information regarding electronic payment of fees.

6. Submit a copy of the Pay.gov confirmation page showing payment of the non-refundable fee to DoS. Include the EV's name and SEVIS ID, and supporting documentation for this request to be processed. Mail the materials to the appropriate address. (See Section 1.1, Resources, or Attachment A, Resources, for the appropriate address.)

    Note: DoS will not begin to process this request until the supporting documentation and a copy of the Pay.gov confirmation page showing payment of the non-refundable fee have
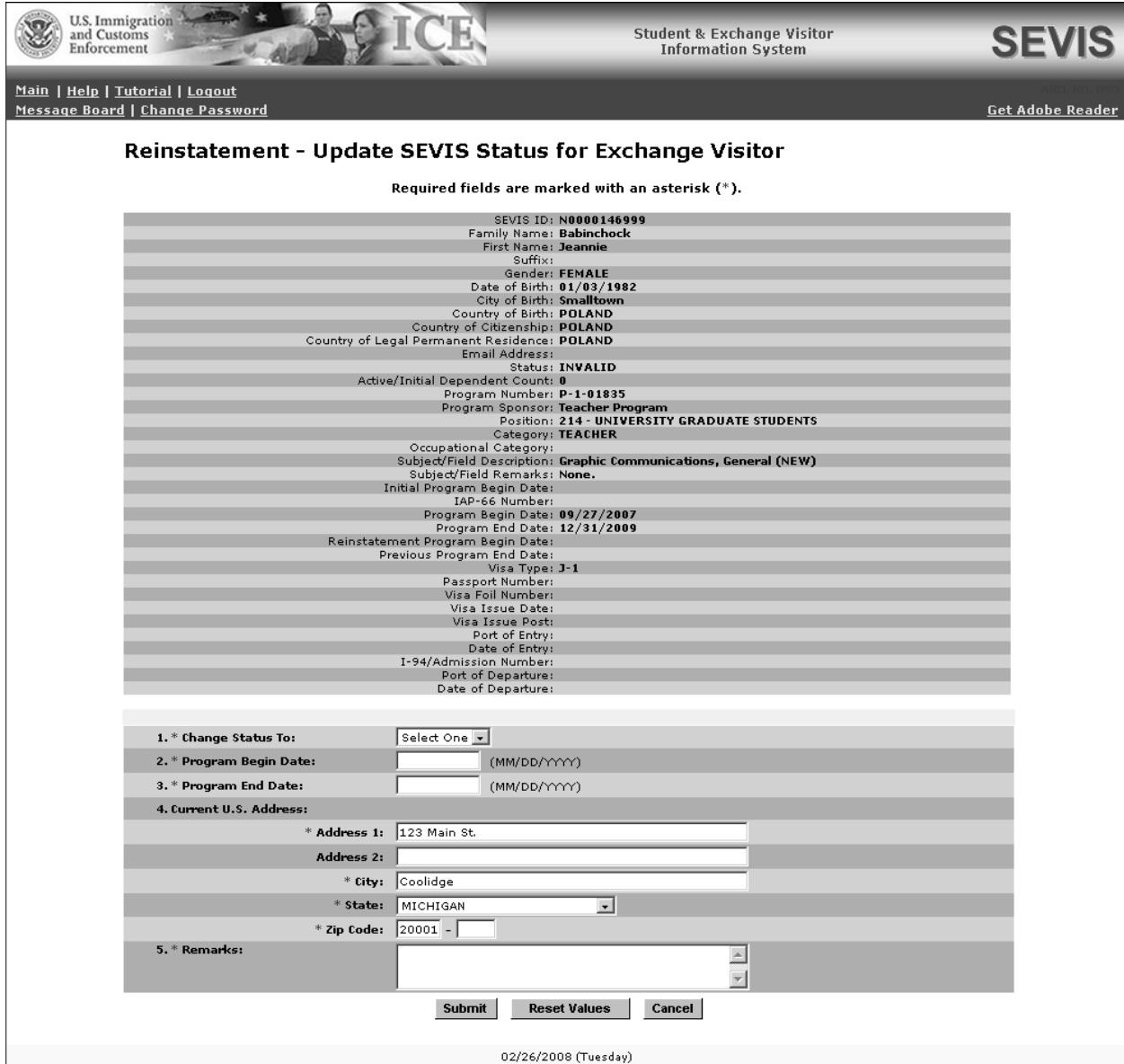
been received. If DoS has not noted in SEVIS receipt of a copy of the Pay.gov confirmation page and supporting documentation within 30 calendar days of submission of the request in SEVIS, the Reinstatement - Update SEVIS status request will be automatically canceled in SEVIS.

Once DoS reviews the Reinstatement – Update SEVIS Status request, the following outcomes are possible:

- **Request Approved**—The submitter of the request will receive email notification of the approval, and must print an updated copy of the Form DS-2019, sign it in **blue** ink, and provide it to the EV and dependents, if any. Use the **Reprint DS-2019** link on the **Actions** menu to print the Form. (See Section 2.5.8, Reprint a Form DS-2019, for printing instructions.)

  Note: This correction to the EV's SEVIS status will automatically update the dependent's SEVIS status when, at the time the request was submitted, the:

  – EV and dependent had the same status

  – Status of the EV and dependent changed to Active, Invalid, No Show, or Terminated at the same time

  Note: When the SEVIS status of an EV changes from Invalid to Initial or Invalid to Active, the allotment of Forms DS-2019 will be decreased by one.

- **Additional Information Required**—The submitter of the request will receive email notification of the request for additional information. The email will identify the areas that require additional information and/or documentation in order for the review to continue.

  Note: The response must be submitted within 30 calendar days of the email notification. If DoS has not noted receipt of the response in SEVIS within 30 calendar days of the notification, the reinstatement request will be automatically canceled in SEVIS.
  Note: When requesting to change the EV's status from Active to Initial, if DoS has not noted in SEVIS receipt of the additional information within 30 calendar days of the request for information notification, the status of the EV and dependents, if any, will change to Invalid.

  Submit the supporting documentation, including the EV's full name and SEVIS ID, to DoS. See Section 1.1, Resources, or Attachment A, Resources, for the appropriate address.

- **Request Denied**—If denied, the submitter of the request will receive email notification of the denial decision.

  Note: If the request to change the EV's status from Active to Initial is denied by DoS, the status of the EV and dependents, if any, will change to Invalid.

2.10.3.2 Reinstatement – Update SEVIS Status Request for Dependent

A request may be submitted to DoS to change the SEVIS status of a dependent whose status changed to Invalid, No Show, or Terminated separately from the EV's status. For example, the EV's SEVIS status is Active and the dependent's status is No Show.

The Reinstatement – Update SEVIS Status option is only available on the *Dependent Information* screen if it is more than 30 days and less than 271 days since the SEVIS status of the dependent changed to Invalid, No Show, or Terminated.

Note: There is no fee required for processing a Reinstatement – Update SEVIS Status request for a dependent. However, supporting documentation must be submitted to DoS.

To submit a Reinstatement – Update SEVIS Status request for a dependent, perform the following:

1. Access the *Dependent Information* screen for the dependent whose status is being updated (perform a search for the record or use the **EV Lists** link).

2. Click the **Reinstatement – Update SEVIS Status** link on the **Actions** menu to display the *Reinstatement – Update SEVIS Status for Dependent* screen.

3. Enter an explanation in the **Remarks** text box; this is a required field. A maximum of 500 characters can be entered into the **Remarks** text box.

4. Click one of the following buttons:

Submit	A message displays stating that the request is not complete. Read the message carefully; it provides additional information about the reinstatement request, including mailing instructions
	Note: DoS will not begin to process this request until the fee and supporting documentation have been received. The request must be submitted via SEVIS and then followed up with supporting documentation that can include, but is not limited to, the following:
	• A letter of explanation describing the need for the correction
	• Copies of the EV's and the dependent's Forms DS-2019 issued to date
	• Copy of the dependent's Form I-94
	Remit the supporting documentation, along with the dependent's full name and SEVIS ID, for this request to be processed. Submit the materials to DoS. See Section 1.1, Resources, or Attachment A, Resources, for the appropriate address.
	Note: DoS will not begin to process this request until the supporting documentation, including the full name and SEVIS ID of the dependent, has been received. If DoS has not noted in SEVIS receipt of the supporting documentation within 30 calendar days of submission of this request, the request will automatically be

	canceled in SEVIS.
Reset Values	Click this button to clear the data entered in the **Remarks** text box.
Cancel	Click this button to return to the *Dependent Information* screen without requesting a change to the dependent's status.

5. Remit the supporting documentation, along with the dependent's full name and SEVIS ID, for the request to be processed. Mail the materials to the appropriate address (see Section 1.1, Resources, or Attachment A, Resources, for the appropriate address.

Once DoS reviews the Reinstatement – Update SEVIS Status request, the following outcomes are possible:

- **Request Approved**—The submitter of the request will receive email notification of the approval and the dependent's status will change to the same status as the EV. Print an updated copy of the Form DS-2019, sign it in blue ink and provide it to the dependent. Use the **Reprint DS-2019** link on the *Exchange Visitor Information* screen to reprint the Form.

- **Additional Information Required**—The submitter of the request will receive email notification of the request for additional information. The email will identify the areas that require additional information and/or documentation in order for the review to continue.

  Note: The response must be submitted within 30 calendar days of the email notification. If DoS has not noted in SEVIS receipt of the response within 30 calendar days of the notification, the Reinstatement – Update SEVIS Status request will automatically be canceled in SEVIS.

  Submit the supporting documentation, including the dependent's full name and SEVIS ID, to DoS. See Section 1.1, Resources, or Attachment A, Resources, for the appropriate address.

- **Request Denied**—The submitter of the request will receive email notification of the denial decision.

2.10.4 Cancel Reinstatement – Update SEVIS Status Request

The option for canceling a Reinstatement – Update SEVIS Status request is only available when a Reinstatement – Update SEVIS Status request has been submitted to DoS for approval.

To cancel a Reinstatement – Update SEVIS Status request, perform the following:

1. Access the *Exchange Visitor Information* or *Dependent Information* screen for the EV or dependent whose request is being canceled (perform a search for the record or use the **EV Lists** link).

2. Click the **Cancel Reinstatement – Update SEVIS Status** link on the **Actions** menu. Either the *Cancel Reinstatement – Update SEVIS Status Request* or the *Cancel Reinstatement – Update SEVIS Status Request for Dependent* screen displays.

3. Enter an explanation in the **Remarks** text box; this is a required field.

4. Click one of the following buttons:

Cancel Request	Click this button to cancel the Reinstatement – Update SEVIS Status request. The EV and/or dependent's status will not change.
Reset Values	Click this button to clear the data entered in the **Remarks** text box. **Note:** This button is only available on the *Cancel Reinstatement – Update SEVIS Status Request* screen. It is not available on the *Reinstatement – Update SEVIS Status Request for Dependent* screen.
Cancel	Click this button to return to the *Exchange Visitor Information* or *Dependent Information* screen without canceling the request.
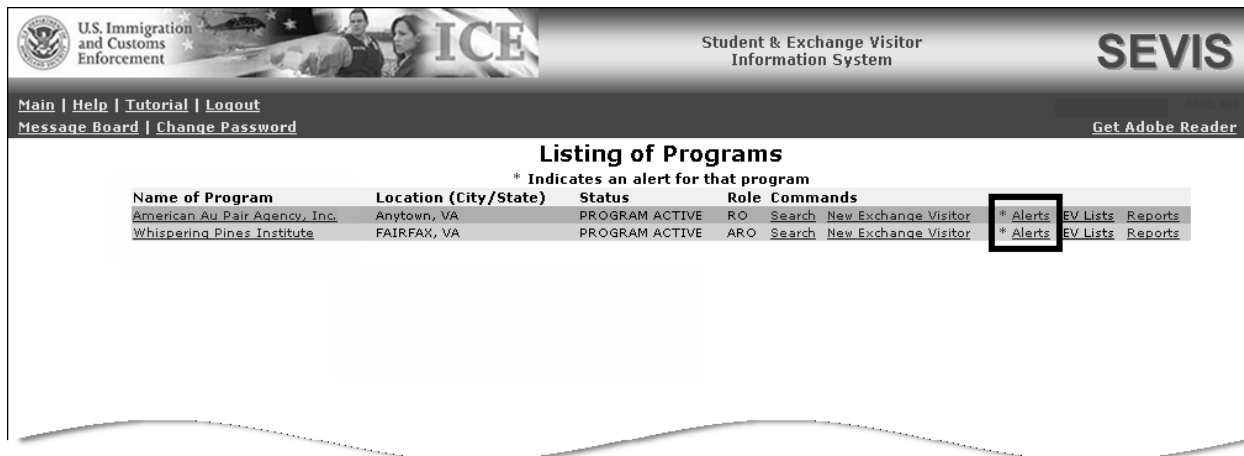
2.11   Alerts

Alerts are notices to users identifying tasks that need to be completed in SEVIS. In most cases, these alerts are indicators that, according to the information currently in the system, a deadline is approaching for some type of process. For example, the EV's status will change (in many cases, from Active to Terminated or Completed) if some type of action or update is not taken by the RO or an ARO within a certain number of days. If no action is taken by the RO or ARO, the system will automatically take action.

Note: When an alert exists, the ***Alerts** link will display on the *Listing of Programs* screen. SEVIS does not send email notification for alerts. You must access SEVIS to view and process alerts.

Exhibit 44, Listing of Programs Screen—Alerts Link, shows the location of the ***Alerts** link on the screen. If there are no alerts for a program, the ***Alerts** link will not display on the *Listing of Programs* screen.

Exhibit 44: Listing of Programs Screen—Alerts Link

Exhibit 45, Alerts for American Au Pair Agency, Inc. Screen, is an example of an alerts screen. In Exhibit 45, the first alert is a reminder that the program has 6 months before its designation expires. The remaining alerts are for EVs. To view the EVs on the list, click the ***Alerts** link. See Section 2.11.1, Viewing Alerts, for further details.

Exhibit 45: Alerts for American Au Pair Agency, Inc. Screen

2.11.1 Viewing Alerts

To view alerts available for a specific program, perform the following:

1. On the *Listing of Programs* screen, click the *****Alerts** link for a specific program. The list of alerts for that program displays. Each row in the list represents a SEVIS situation that requires the attention of the RO or ARO. For example, *25 Days Beyond Effective Date of Transfer* indicates that there are EV records in Transfer status and the current date is 25 days or more past the their effective date of transfer. These records must be validated if the EV has arrived and is participating in his or her program. Otherwise, the system will automatically set the status of the EV and dependents, if any, to No Show 30 days after the effective date of transfer listed in SEVIS.

2. Click an alert to see the specific list of records that require processing.

3. Click the EV's or dependent's SEVIS ID or name link to access his or her record.

4. Process the record. For example, for the *25 Days Beyond Effective Date of Transfer* alert, click the EV's name and select the **Edit DS-2019** link on the *Exchange Visitor Information* screen. Review and complete the *Exchange Visitor Information* screens, and then validate the EV's participation in your program.

2.11.2 List of Alerts

Below is an alphabetical listing of the Exchange Visitor Alerts, including the alert title, description, and an explanation of the action required.

Alert	Description	Action Required
3 Months Before End of Program's Designation Length (See Volume I for details on the redesignation process.)	This reminder displays 3 months before the end of a program's designation.	Complete the redesignation process in SEVIS, and submit a signed and notarized copy of the request (Form DS-3036) to DoS.
6 Months Before End of Program's Designation Length (See Volume I for details on the redesignation process.)	This reminder displays 6 months before the end of a program's designation.	Complete the redesignation process in SEVIS, and submit a signed and notarized copy of the request (Form DS-3036) to DoS.
80% of Program's Allotment for DS-2019s Used (See Volume I for details on requesting an allotment of Forms.)	This reminder displays when a program has used 80% or more of its total allotment of Forms DS-2019. The alert shows the number of Forms remaining.	Complete the allotment request in SEVIS.
Annual Report Reminder (30 days prior to due date) (See Volume I for instructions on submitting the Annual Report.)	This reminder displays 30 days prior to the annual report due date. It will display for 30 days beginning on the second day of the month that the report is due to DoS.	Generate and print the report using SEVIS. Submit the report to DoS each year by the date stipulated on the program's designation or redesignation letter.
Child Dependent(s) Nearing Their 21st Birthday in 90 Days	This reminder displays 90 days prior to a dependent child's 21st birthday.	An RO or ARO may notify the EV to take appropriate action, such as request change of status for the dependent, or have the dependent prepare to leave the United States.
Exchange Visitor(s) 15 Days Beyond Effective Date of Transfer	This reminder displays for the receiving sponsor when the EV's status is Transferred and the current date is greater than or equal to 15 days after the effective date of	Validate the transfer EV's program participation; otherwise, the system will automatically set the status of the EV and dependents, if any, to No Show 30 days after the effective date of transfer identified in SEVIS. See the *Transferred Status Exchange*

Alert	Description	Action Required
	transfer identified in SEVIS.	*Visitors and Dependents* list or the *Exchange Visitor Information* screen to view the effective date of transfer.
Exchange Visitor(s) 15 Days Beyond Program Start Date	This reminder displays only when an EV record has a status of Initial, and it is 15 days or more after the EV's program begin date identified in SEVIS.	An RO or ARO may set the EV's status to Active (if the EV reports, validate his or her program participation), No Show, or Invalid. In addition, the RO or ARO may amend the program start date and/or end date if it is known that the EV will be arriving at a later date.
Exchange Visitor(s) 15 Days Beyond Program Start Date With Approved Change of Status	This reminder displays only when an EV record has a status of Initial, and it is 15 days after the change of status request was approved.	An RO or ARO may set the EV's status to Active (if the EV reports, validate his or her program participation), No Show, or Invalid. In addition, the RO or ARO may amend the program start date and/or end date if it is known that the EV will be arriving at a later date.
Exchange Visitor(s) 25 Days Beyond Effective Date of Transfer	This reminder displays for the receiving sponsor when the EV's status is Transferred and the current date is 25 days or more after the effective date of transfer identified in SEVIS.	Validate the transfer EV's program participation; otherwise, the system will automatically set the status of the EV and dependents, if any, to No Show 30 days after the effective date of transfer identified in SEVIS. See the *Transferred Status Exchange Visitors and Dependents* list or the *Exchange Visitor Information* screen to view the effective date of transfer.
Exchange Visitor(s) Nearing the Program End Date in 60 Days	This reminder displays 60 days prior to the program end date listed in SEVIS.	An RO or ARO may complete an extension within the maximum duration of participation or submit a request to DoS for an extension beyond the maximum duration of participation. If no action is taken by an RO or ARO, the EV's status will change from Active to Inactive the day after the program end date identified in SEVIS.
Out of Country Exchange Visitors	This reminder displays 30 days prior to the out of country end date for professor and research scholar EVs who are currently **actively** participating in their	An RO or ARO may 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

Alert	Description	Action Required
	programs outside the United States.	date is later than the out of country end date.
Professor(s)/Research Scholar(s) in a G-7 Program Within 90 Days of Program End Date (See 22 CFR 62.20 for additional information.)	This reminder displays for professor and research scholar EVs in programs with a program serial of G-7. Their status in SEVIS is Active, their program is 5 years or more in length, and it will end in 90 days or less.	An RO or ARO may submit a request to DoS for an extension beyond the maximum duration of participation. If no action is taken by an RO or ARO, the EV's status will change from Active to Inactive the day after the program end date identified in SEVIS.
Professor(s)/Research Scholar(s) in a G-7 Program Within 180 Days of Program End Date (See 22 CFR 62.20 for additional information.)	This reminder displays for professor and research scholar EVs in programs with a program serial of G-7. Their status in SEVIS is Active, their program is 5 years or more in length, and it will end in 180 days or less.	An RO or ARO may submit a request to DoS for an extension beyond the maximum duration of participation. If no action is taken by an RO or ARO, the EV's status will change from Active to Inactive the day after the program end date identified in SEVIS.
Saved Record(s) not Submitted for 15 Days	This reminder displays when EV records are in Draft status and the current date is 15 days or more past the date of the last update in SEVIS.	Complete and submit the records in SEVIS. Otherwise, the system will automatically delete any records in Draft status if no action has been taken on the records within 45 days.
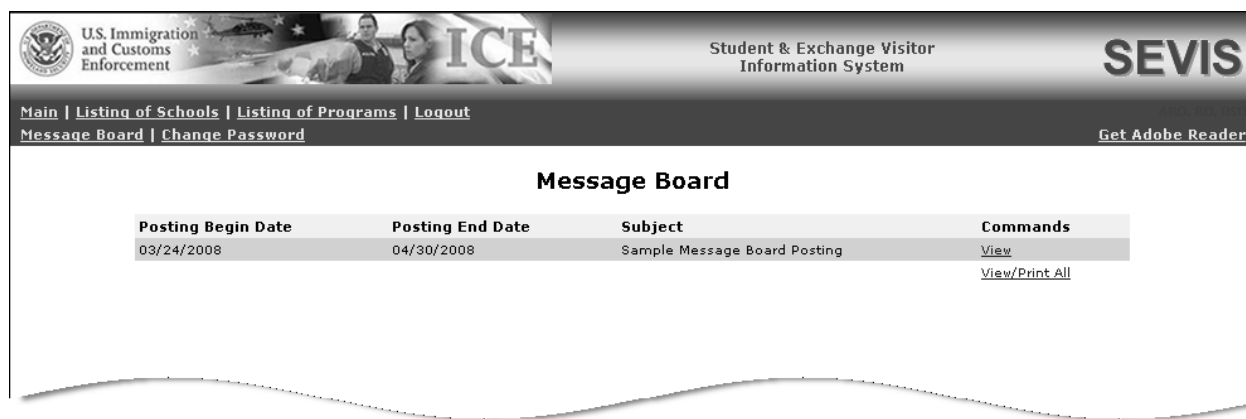
2.12   Reports

SEVIS provides the capability to generate and print a variety of reports that reflect current SEVIS information for the data elements that are included in the report. See Volume I of this manual for detailed instructions on generating and printing reports.

2.13   Message Board

The message board allows you to view system-wide postings. The *Message Board* screen automatically displays when you log into SEVIS if there are any current message postings from DHS and/or DoS. The *Message Board* screen can be accessed at any time by clicking the **Message Board** link on the navigation bar. Exhibit 46, Message Board Screen, is an example of the screen.

Exhibit 46: Message Board Screen

2.13.1   View Message Board Postings

Perform the following steps to view the details of a message board posting:

1. 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 on the *Message Board* screen. The *System Message* screen displays. Exhibit 47, System Message Screen, is an example of the screen.

Exhibit 47: System Message Screen
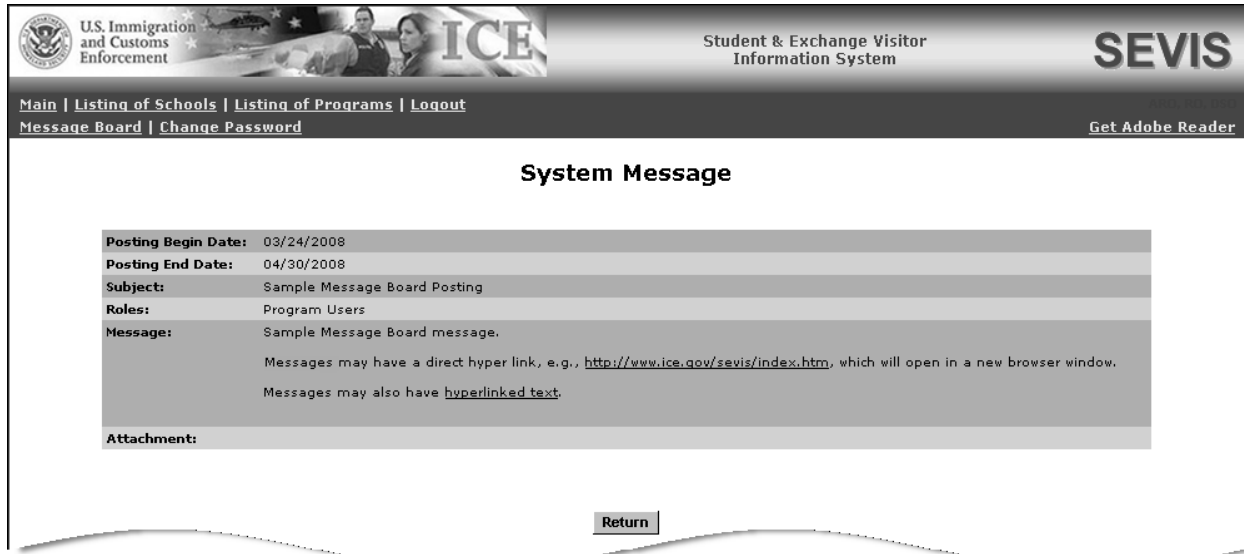
2. View the details of the listed message board postings. Below is a brief description/explanation of the fields on the screen.

Field	Description/Explanation
Posting Begin Date	The date that the message board posting begins displaying on the message board
Posting End Date	The date that the message board posting will be removed from 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** on the browser toolbar, then click **Print**. The *Print* window displays. Ensure that the proper printer is highlighted, and click the **Print** button. When finished viewing and/or printing the attachment, click the **Close** (**X**) 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.

2.13.2 Print Message Board Postings

Perform the following steps to print a message board posting:

1. Choose whether just one message board posting or all current message board postings will be printed.

    *   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. Click **File** on the browser toolbar, then click **Print**. The *Print* window displays.

3. Ensure that the proper printer is highlighted.

4. Click the **Print** button.

2.14   Electronic Submission of Payment

The U.S. Department of State has entered into an agreement with the U.S. Department of Treasury's Financial Management Service (FMS) to participate in an electronic payment system known as "Pay.gov." All Exchange Visitor Program fee payments must be submitted via the Pay.gov web site. Currently, the following requests require payment of a non-refundable fee:

- Change of Category

- Extension Beyond the Maximum Duration of Participation

- Reinstatement

- Reinstatement – Update SEVIS Status

- Redesignation

Pay.gov is a secure, Government-wide financial management transaction portal managed by FMS, and developed in cooperation with Cleveland Federal Reserve Bank and Bank of America. The Department accepts payments from checking and savings accounts via Automated Clearing House (ACH) at Cleveland Federal Reserve Bank and credit card collections with settlement provided by Bank of America. The ACH is a funds transfer network that provides for interbank clearing of electronic entries by participating financial institutions.

Your organization must identify at least two Pay.gov users to DoS to register to use the "Exchange Visitor Program (EVP) Fee Payment" form via Pay.gov. This form is private and exclusively for the use of J-1 designated sponsors to submit requests for services (i.e., redesignation, extensions, reinstatements, reinstatement – update SEVIS status, and change of category). Please contact DoS at 202-203-5096 to obtain registration information and instructions for submitting payments electronically via Pay.gov.

Note: "ECFMG Sponsorship" and "Permission to Issue" requests are not CURRENTLY processed using SEVIS. However, fee payments for "ECFMG Sponsorship" and "Permission to Issue" must also be made via the Pay.gov web site.

## 3.	OPERATING INSTRUCTIONS

## 3.1	Initiate Operation

Access SEVIS via the Internet using Internet Explorer Version 5.0 or higher or Netscape Version 4.7 or higher. A SEVIS user ID and password are required to access the system.

To log into SEVIS, perform the following:

1. Access the Internet and go to 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.

Note: SEVIS may respond faster or slower depending on the number of users accessing SEVIS.

## 3.2	Maintain Operation

After 20 minutes of inactivity, the session will time out and you must log in again to use SEVIS.

## 3.3	Terminate and Restart Operations

The **<u>Logout</u>** link on the navigation bar is used to log off SEVIS at any time. To close the browser window, click the **Close** () button in the upper‑right corner of the browser window.

Note: If SEVIS locks up, click the **Close** () button in the upper‑right corner of the browser window and initiate operation again. You must wait 20 minutes before accessing SEVIS again.

Should there be an unscheduled termination of your SEVIS session due to external causes such as a timeout, power failure, or a computer malfunction, repeat the login procedures described in Section 3.1, Initiate Operation.

SEVIS user IDs and passwords are suspended after three unsuccessful login attempts. Call the SEVIS Help Desk at 800-892-4829 to have access to SEVIS reinstated.

## 4.	ERROR HANDLING

SEVIS includes automatic validation of the data entered into many fields. For example, if the date is entered in an incorrect 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 800-892-4829."

You will be redirected to the *SEVIS Login* screen. When returned to the *SEVIS Login* screen, log into the system and continue working. If the message displays again, contact the SEVIS Help Desk.

5.   HELP FACILITIES

To report SEVIS-related issues or problems, contact the SEVIS Help Desk at 800-892-4829 during the hours of 8 a.m. to 8 p.m. Eastern Time, Monday through Friday. Calls received outside these hours will be recorded for response on the next business day.

APPENDIX A—ACRONYMS AND ABBREVIATIONS

ACH	Automated Clearing House
AG	Academic and Government Programs Division
ARO	Alternate Responsible Officer
CFR	Code of Federal Regulations
CIP	Classification of Instructional Programs
COB	Country of Birth
COC	Country of Citizenship
DHS	U.S. Department of Homeland Security
DoS	U.S. Department of State
DSO	Designated School Official
ECFMG	Educational Commission for Foreign Medical Graduates
EV	Exchange Visitor
EVP	Exchange Visitor Program
FMS	U.S. Department of Treasury's Financial Management Service
ICE	U.S. Immigration and Customs Enforcement
ID	Identification
LPR	Legal Permanent Resident
MB	megabyte
NCES	National Center for Educational Statistics
PDSO	Principal Designated School Official
PL	Public Law
POE	Port of Entry
PS	Private Sector Programs Division
RAM	random access memory
RO	Responsible Officer
SEVIS	Student and Exchange Visitor Information System
SEVP	Student and Exchange Visitor Program
U.S.	United States

APPENDIX B—DOWNLOAD THE LATEST VERSION OF ADOBE READER

SEVIS enables you to print Forms, such as the Form DS-2019, to a designated printer through Adobe Reader. Perform the following steps to download the latest version of Adobe Reader:

1. Click the **<u>Get Adobe Reader</u>** link on the SEVIS navigation bar. Adobe's home page will display in a separate browser window.

2. Click the **Get Adobe Reader** () button on the Adobe home page.

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: Depending on the security settings on your computer, you may see a **Security Warning** dialog box. Click **Yes** to accept the ActiveX Control.

APPENDIX C—DOWNLOAD THE LATEST VERSION OF ADOBE FLASH PLAYER

In order to view the tutorial, Adobe Flash Player must be installed on the computer being used. Perform the following steps to download the latest version of Adobe Flash Player:

1. Access the Adobe home page (www.adobe.com).

2. Click the **Get Adobe Flash Player** () button.

3. On the *Adobe Flash Player Download Center* screen, click the **Yahoo! Toolbar** check box to remove the check mark.

4. Click the **Install Now** () button. The Adobe 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 the security settings on your computer, you may see a **Security Warning** dialog box. Click **Yes** to accept the ActiveX Control.

APPENDIX D—STATUS VALUES FOR EXCHANGE VISITORS AND DEPENDENTS

Status Values for Exchange Visitors and Dependents

Exhibit D-1, Status Values for Exchange Visitors and Dependents, explains each status that EVs and their dependents may have in SEVIS.

Exhibit D-1: Status Values for Exchange Visitors and Dependents

SEVIS Status	Description/Explanation
Saved/Draft	EV and/or dependent records that have been saved, but not submitted to the SEVIS database. These records are considered Draft records. An RO or ARO may review, edit, and submit a saved/draft record to SEVIS.
Initial	EV and/or dependent records that have been created and submitted to SEVIS (saved to the SEVIS database), but the EV's program has not been validated by the program sponsor.
	Validation is the process of updating the record of an EV who is in Initial status in SEVIS to show that the EV:
	• Has actually arrived at the site of activity in the United States identified by the program sponsor
	• Is participating in his or her exchange program
	Note: Failure to validate an EV's participation within 30 days of the program start date listed in SEVIS will result in cancelation of the EV's record in SEVIS, as stipulated in the Exchange Visitor Program regulations (22 CFR 62).
Active	The sponsor has validated an EV's participation in his or her program (by entering the current U.S. address for the EV). The current U.S. address is the location where the EV will live while participating in his or her program. The current U.S. address is collected in SEVIS but does not print on the Form DS-2019. When the Form DS-2019 is printed from SEVIS, the address of the primary site of activity entered in SEVIS for the EV will print in the **U.S. Address** section of the Form.
	Following the validation of the EV in SEVIS, the EV is considered to be in Active or valid program status.
	Note: An RO or ARO may use the Correct Minor or Technical Infraction process to change an EV from Inactive status to Active status if today's date is not greater than 120 days since the EV's status changed to Inactive. When today's date is greater than 120 days and less than 270 days after the EV's status changed to Inactive, the RO or ARO must submit a reinstatement request to DoS for review and approval (22 CFR 62.45). Reinstatement to Valid Program Status cannot occur when the current date is greater than 270 days after the

SEVIS Status	Description/Explanation
	EV's status changed to Inactive.
Terminated	In SEVIS, the program sponsor has terminated the EV's participation; termination implies a change from Active or valid program status prior to program completion. Termination has an *adverse*, or *negative*, affect on the EV's record and on the record of each dependent of the EV. Terminated EVs have no benefits and cannot apply for an extension, reinstatement, or change of category. **Note:** Dependent records are automatically terminated when the EV's participation is terminated. Also, an RO or ARO may terminate the status of a dependent prior to the end of the EV's program for reasons such as the conviction of a crime or violation of the Exchange Visitor Program regulations.
Transferred (SEVIS to SEVIS)	The EV has transferred between two program sponsors authorized access to SEVIS. **Note:** If a program is expecting to receive a transfer EV from another SEVIS program, this EV's name will display on the *All Exchange Visitors and Dependents* list with the status of Transferred once the effective date of the transfer is reached. The EV's name will also display on the *Transferred Status Exchange Visitors and Dependents* list. To view this list, click the **EV Lists** link to the right of the appropriate program on the *Listing of Programs* screen, the first screen that displays when logged into SEVIS. Then select the appropriate link on the *Exchange Visitors and Dependents Menu* screen.
Transferred to a Non-SEVIS Sponsor	The ability to transfer EVs to a non-SEVIS program is no longer available. However, there may be EVs who will always have this status; they transferred prior to the date mandated for enrollment of all Exchange Visitor Programs in SEVIS.
Inactive	An EV and/or dependent can become Inactive (out of valid program status) for the following reasons: • The EV completes his or her program as scheduled—Form DS-2019 expires. (The EV's name will display on the *Inactive Status Exchange Visitors and Dependents* list the day after the program end date.) • The RO or ARO ends the program of an EV (for example, the EV completes his or her program early, or withdraws from the program). The status of the EV's dependents will also be set to Inactive on the effective date of completion entered by the RO or ARO. • The RO or ARO ends the status of the spouse or dependent because the accompanying spouse got divorced from the EV, or the spouse and/or dependent died. • The dependent's status is automatically ended in SEVIS on the

SEVIS Status	Description/Explanation
	day the dependent turns 21 years of age. **Note:** When dependents have the same SEVIS status as the EV, their status will automatically be set to Inactive when the EV's SEVIS status is set to Inactive.
Invalid	An EV's status is Invalid when: • He or she does not enter the United States through a port of entry within 30 days of the program start date identified in SEVIS. • An RO or ARO sets the EV's record to Invalid status. **Note:** Dependent records are automatically set to Invalid when the EV's SEVIS status is set to Invalid.
No Show	The EV's program participation has not been validated in SEVIS. • It is 30 days after the program start date listed on the Form DS-2019 that was issued to an EV to begin a new program and the EV has entered the United States through a port of entry but has not been validated in SEVIS. • In a transfer situation, the EV has not been validated in SEVIS 30 days after the effective date of transfer identified in SEVIS. • The RO or ARO changed the EV's status from Initial to No Show. • When a dependent is in Initial status, an RO or ARO may set the dependent's status to No Show. **Note:** Dependent records are automatically set to No Show when the EV's record is set to No Show.

APPENDIX E—EXCHANGE VISITOR CATEGORIES

Category	Description/Explanation
Alien Physician	The Educational Commission for Foreign Medical Graduates (ECFMG) is the only sponsor authorized to use this category. This category (22 CFR 62.27) is for foreign physicians pursuing American medical board certification through graduate education or training at accredited U.S. schools of medicine, or other U.S. institutions, through a Clinical Exchange Program. All foreign physicians in this category must successfully complete ECFMG-administered examinations that measure their command of the medical sciences. All foreign physicians are subject to the Two-Year Home Country Physical Presence Requirement as stipulated in Section 212(e) of the Immigration and Nationality Act and Public Law 94-484. **Note:** The J visa does not provide for programs with hands-on or direct-patient contact, such as veterinarian, dental, or nursing training. The <u>maximum duration of participation</u> for the Alien Physician category shall not exceed 7 years.
Au Pair	The Au Pair Program (22 CFR 62.31) is designed to give foreign nationals the opportunity to live with an American host family and participate directly in the home life of that family while providing limited child-care services. The au pair participant is also required to enroll in an accredited U.S. post-secondary educational institution for not less than 6 hours of academic credit or its equivalent. The EduCare Program component of this category limits work hours to 30 hours per week, and requires 12 hours of academic credit or its equivalent. The <u>maximum duration of participation</u> for this program shall not exceed 1 year.
Camp Counselor	The Camp Counselor Program (22 CFR 62.30) facilitates the entry of foreign nationals to serve as counselors in U.S. summer camps. Under no circumstances shall program sponsors facilitate the entry into the United States of a participant for whom a camp placement has not been pre-arranged.

Category	Description/Explanation
	The <u>maximum duration of participation</u> for this program shall not exceed 4 months. No extensions will be permitted.
Government Visitor	This category (22 CFR 62.29) is reserved for use by Federal, State, or local Government agencies. Participation in this category is for participants who are recognized as influential or distinguished persons, and who are selected by a Federal, State, or local Government agency to participate in observation tours, discussions, consultations, professional meetings, conferences, workshops, and travel. The <u>maximum duration of participation</u> for this category shall not exceed 18 months.
Intern	A separate application (Form DS-3036) must be completed for this category. An intern (22 CFR 62.22) is a foreign national who either: - Is currently enrolled in and pursuing studies at a degree- or certificate-granting post-secondary academic institution outside the United States *or* - Graduated from such an institution no more than 12 months prior to his or her exchange visitor program begin date and who enters the United States to participate in a structured and guided work-based internship program in his or her specific academic field. The maximum duration of participation for this category shall not exceed 12 months. **Note:** For program exclusions, see 22 CFR 62.22(j).
International Visitor	This category (22 CFR 62.28) is reserved for use by the U.S. Department of State. International visitors are potential or recognized leaders in their own countries. The <u>maximum duration of participation</u> for this category shall not exceed 1 year.
Professor	This category (22 CFR 62.20) is for individuals who are involved primarily in teaching, lecturing, observing, or consulting at accredited post-secondary educational institutions, museums, libraries, or similar institutions. A professor may also conduct research, unless disallowed by the program sponsor.

Category	Description/Explanation
	The <u>maximum duration of participation</u> for this category shall not exceed 60 months.
Research Scholar	Research scholars (22 CFR 62.20) primarily conduct research, observe, or consult in connection with a research project at research institutions, corporate research facilities, museums, libraries, accredited post-secondary educational institutions, or similar types of institutions. The research scholar may also teach and lecture (unless disallowed by the program sponsor) provided that these activities are incidental and do not extend the period of participation beyond the maximum duration. The <u>maximum duration of participation</u> for this category shall not exceed 60 months.
Short-Term Scholar	A short-term scholar (22 CFR 62.21) is a professor, research scholar, or person with similar education or accomplishments coming to the United States on a short-term visit to lecture, observe, consult, train, or demonstrate special skills at research institutions, museums, libraries, accredited post-secondary educational institutions, or similar organizations. The <u>maximum duration of participation</u> for this category shall not exceed 6 months. No extensions will be permitted.
Specialist	This category (22 CFR 62.26) is for experts who will exhibit specialized knowledge or skills while in the United States. Such exchanges are primarily non-academic and provide opportunities to increase the exchange of knowledge and ideas between American and foreign specialists. The <u>maximum duration of participation</u> for this program shall not exceed 1 year.
Student, College/University	Participants in this category must be pursuing a full course of study at accredited post-secondary educational institutions in the United States (22 CFR 62.23). Academic training is permitted, if approved by the program sponsor, but study must be the primary purpose of the EV's program in the United States. Students are eligible for participation when they are not substantially supported by personal funds and when they meet the funding requirements outlined in 22 CFR 62.23(c)(4). The <u>duration of participation</u> for college and university students is unlimited, as long as they are enrolled full time in

Category	Description/Explanation
	programs that lead to a degree. If enrolled in a non-degree program, the <u>duration of participation</u> shall not exceed 24 months, including academic training.
Student, Secondary (High School)	This subcategory affords students an opportunity to study in an accredited U.S. secondary school while living with an American host family (22 CFR 62.25). Participants in this category must meet the following three requirements: 1. Secondary students who have not completed more than 11 years of primary and secondary schooling, excluding kindergarten, in their home country 2. At least 15 but not more than 18 1/2 years of age on the date the student will begin his or her program 3. Without previous participation as an EV for high school studies in the United States Factors such as English language proficiency, maturity, character, and scholastic aptitude are critical. The <u>maximum duration of participation</u> for secondary school students (high school students) is a minimum of 1 academic semester and a maximum of 1 academic year.
Summer Work/Travel	This program (22 CFR 62.32) is designed to provide foreign post‑secondary students the opportunity to work and travel in the United States for a 4‑month period during summer vacations. The <u>maximum duration of participation</u> for this program shall not exceed 4 months. No extensions will be permitted.
Teacher	This category (22 CFR 62.24) is for individuals teaching full-time in an accredited primary or secondary educational institution. A participant in this category must satisfy **all** of the following: 1. Meet the qualifications for teaching in primary or secondary schools in his or her home country 2. Satisfy the standards of the U.S. state in which he or she will teach 3. Have a minimum of 3 years of teaching or related professional experience Copies of the approval letters obtained from the State Department of Education for each state in which foreign teachers will be placed must be submitted to DoS with this application. The <u>maximum duration of participation</u> for this category shall

Category	Description/Explanation
	not exceed 3 years.
Trainee	A trainee (22 CFR 62.22) is a foreign national who has either: • A degree or professional certificate from a post-secondary academic institution outside the United States and at least 1 year of prior related work experience in his or her occupational field in his or her home country ***or*** • Five years of work experience in his or her occupational field and who enters the United States to participate in a structured and guided work-based training program in his or her specific occupational field. Although training often occurs in a workplace setting, the training must be bona fide, and not merely employment. A generic training plan for each requested training occupational category and duration of training being offered must be submitted with the application for designation. Designated program sponsors are required to ensure that individualized Trainee/Internship Placement Plans (Form DS-7002) are prepared for selected trainees and forwarded to them prior to entry into the United States. Sponsors must also ensure continuous supervision and periodic evaluations are completed. **Program Exclusions:** Refer to 22 CFR 62.22(j) for program exclusions. **Maximum Duration of Participation:** Refer to 22 CFR 62.22(k) for the maximum duration or participation permitted for the Trainee category.

APPENDIX F—PRINTING INSTRUCTIONS FOR NETSCAPE VERSION 7.0

Netscape has modified its printing procedures for Version 7.0. For best results when printing, make the following changes to the Netscape browser print settings:

1. Click **File** on the Netscape menu bar.

2. Select **Page Setup**. The *Page Setup* window displays, as shown in Exhibit F–1, Netscape Page Setup Window—Format & Options Tab.

Exhibit F–1: Netscape Page Setup Window—Format & Options Tab
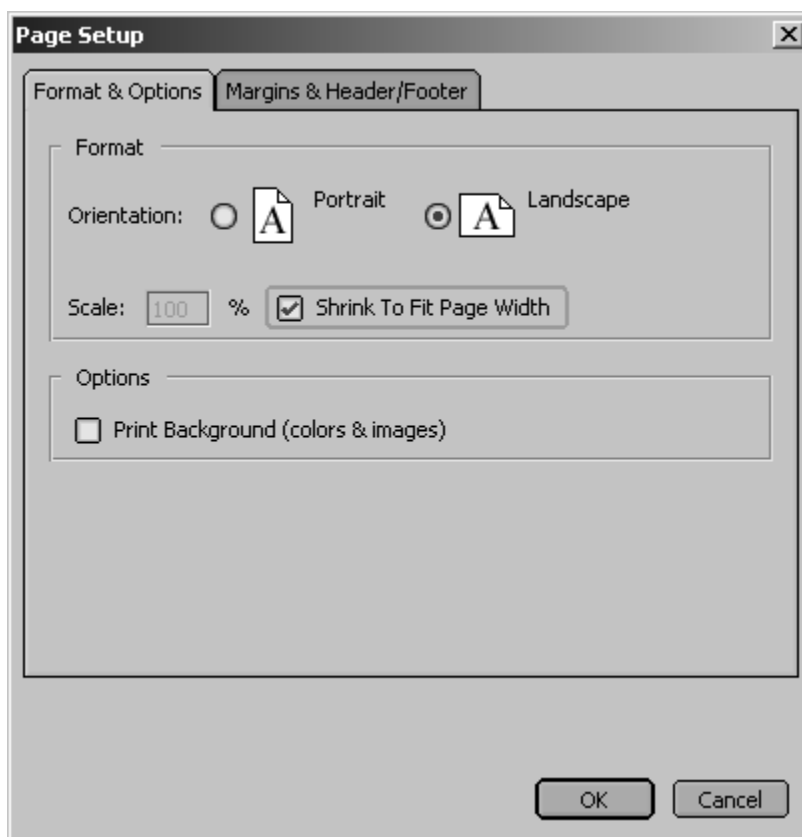
3. On the **Format & Options** tab, click the **Landscape** radio button.

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 F–2, Netscape Page Setup Window—Margins & Header/Footer Tab.

Exhibit F–2: Netscape Page Setup Window—Margins & Header/Footer Tab
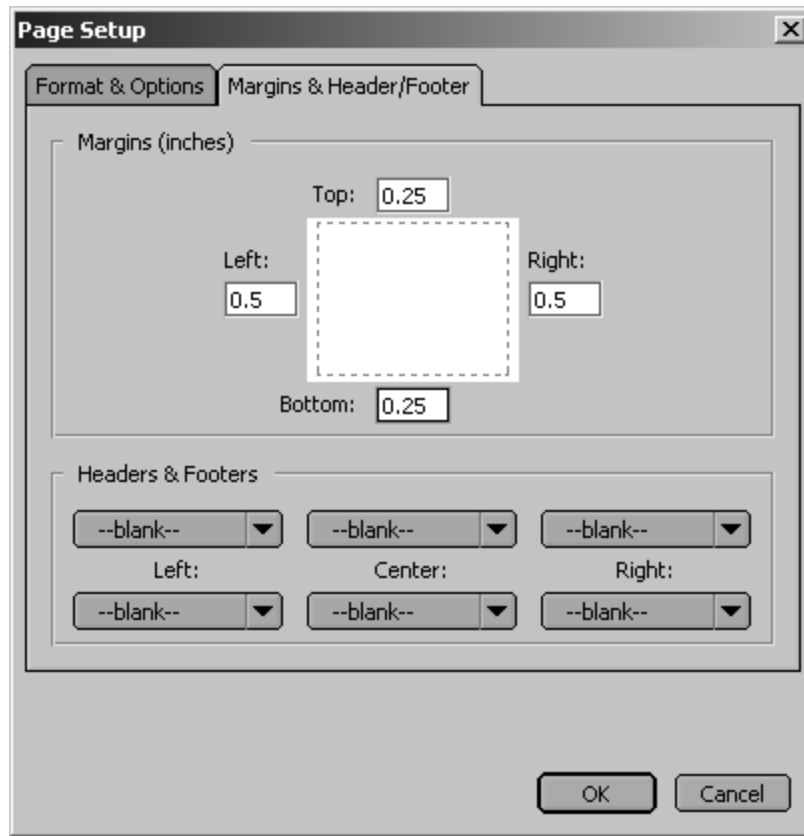
7. Set the left and right margins to "**0.5**" and the top and bottom margins to "**0.25**."

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 F–3, Print Window.

Exhibit F–3: Print Window
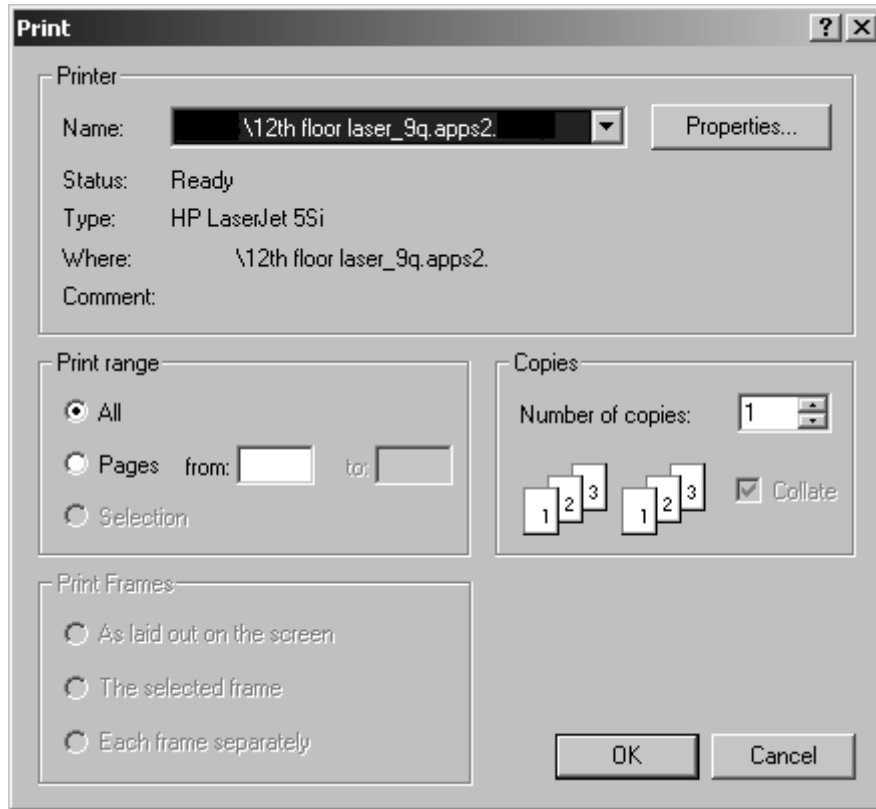
11. Ensure that the appropriate printer is selected in the *Name* list. If not, select the correct printer from the list.

12. Click **OK** on the *Print* window, and the report prints to the designated printer.

ATTACHMENT A—RESOURCES

The following are additional resources to assist with the administration of your U.S. Department of State designated-exchange visitor program.

EXCHANGE VISITOR PROGRAM (J-VISA)

Visit the U.S. Department of State's website: http://exchanges.state.gov/education/jexchanges/

To obtain administrative guidance on the Exchange Visitor Program, the Exchange Visitor Program regulations (22 CFR Part 62), or program or exchange visitor issues or concerns, contact the **Office of Exchange Coordination and Designation**, Bureau of Educational and Cultural Affairs, Department of State:

Academic and Government Programs Division (AG)

United States Department of State
Office of Exchange Coordination and Designation
ECA/EC/AG - SA-44, Room 820
301 4th Street, SW
Washington, DC 20547
Telephone: 202-203-5029
Fax: 202-453-8640

Responsible for the administration and oversight of the following categories:

- Government Visitor
- International Visitor
- Professor
- Research Scholar
- Short-Term Scholar
- Specialist
- Student (College/University)

Private Sector Programs Division (PS)

United States Department of State
Office of Exchange Coordination and Designation
ECA/EC/PS - SA-44, Room 734
301 4th Street, SW
Washington, DC 20547
Telephone: 202-203-5096
Fax: 202-203-5087

Responsible for the administration and oversight of the following categories:

- Alien Physician
- Au Pair
- Camp Counselor

- Intern

- Student (Secondary/High School)

- Summer Work/Travel

- Teacher

- Trainee

Contact information is available on the Internet at:
http://exchanges.state.gov/education/jexchanges/contact.htm#contact.

STUDENT AND EXCHANGE VISITOR INFORMATION SYSTEM (SEVIS)

- **SEVIS Security Concerns**: For system security and data integrity issues, contact the DHS Help Desk at 888-347-7762, 24 hours a day, 7 days a week.

- **SEVIS Technical Issues**: For system functionality issues, contact the SEVIS Help Desk at 800-892-4829, 8 a.m. to 8 p.m. Eastern Time, Monday through Friday. The SEVIS Help Desk is available to address SEVIS concerns or questions other than security.

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

- **SEVIS I-901 Fee Web Site:** http://www.ice.gov/sevis/i901/index.htm

- **Online Help** is available by clicking the **Help** link on the navigation bar when logged into the SEVIS application. The Online Help is updated every release.

- **User Manuals** are available on the Internet at:
  http://exchanges.state.gov/education/jexchanges/about/sevis.htm

SOCIAL SECURITY ADMINISTRATION

- **Main page:** Social Security OnLine: http://www.ssa.gov/

- **Employer Reporting & Instruction Information:** Telephone Numbers for Wage Reporting Assistance: http://www.ssa.gov/employer/wage_reporting_specialists.htm

- **Employer Responsibilities When Hiring Foreign Workers:**
  http://www.socialsecurity.gov/employer/hiring.htm

U.S. DEPARTMENT OF STATE

- **Main page:** http://www.state.gov/

- **Bureau of Educational and Cultural Affairs:** http://exchanges.state.gov/education/

- **Bureau of Consular Affairs:** http://www.travel.state.gov/

- **Visa Services, Public Inquiries Division:**
  Telephone: 202-663-1225
  Fax: 202-663-3899

- **Internet Visa Information Sources:**

  – Bureau of Consular Affairs (Visas): http://www.travel.state.gov/visa/visa_1750.html

  – Visa Services (Destination USA Overview): http://www.unitedstatesvisas.gov

  – Visa Waiver information: http://travel.state.gov/visa/temp/info/info_1296.html

  – National Visa Center (NVC) public: Provides general information on immigrant visa processing and case-specific information based on the U.S. Citizenship and Immigration Services (formerly INS) receipt number or NVC case number:
    Telephone: 603-334-0700
    Email: NVCINQUIRY@state.gov

U.S. DEPARTMENT OF HOMELAND SECURITY

- **Main page:** http://www.dhs.gov

- **U.S. Immigration and Customs Enforcement:** http://www.ice.gov/index.htm

- **U.S. Citizenship and Immigration Services:** http://www.uscis.gov/portal/site/uscis

- **U.S. Customs and Border Protection:** http://www.cbp.gov

- **US-VISIT (U.S. Visitor and Immigrant Status Indicator Technology Program):** http://www.dhs.gov/xtrvlsec/programs/content_multi_image_0006.shtm

**ATTACHMENT B—DOS MAXIMUM AND MINIMUM
DURATION OF PARTICIPATION RULES**

Department of State Maximum and Minimum Duration of Participation Rules

Category	Minimum Duration of Participation [1]	Minimum Duration of Participation for Sponsors with Program Serial G-1, G-2, or G-3	Maximum Duration of Participation	Extension Beyond Maximum Duration of Participation is Permitted (requires DOS approval)
Alien Physician	3 weeks	N/A	7 years	Yes
Au Pair	1 year	N/A	1 year	Yes
Camp Counselor	3 weeks	N/A	4 months	No
Government Visitor	3 weeks	N/A	18 months	Yes
Intern	3 weeks	N/A	1 year	Yes
International Visitor	N/A	N/A	1 year	Yes
Professor [2]	3 weeks	N/A	5 years	No
Research Scholar [2]	3 weeks	N/A	5 years	No
Short‑Term Scholar	N/A	N/A	6 months	No
Specialist	3 weeks	N/A	1 year	No
Student:				
Associate Degree Student	3 weeks	N/A	N/A	N/A
Bachelors Degree Student	3 weeks	N/A	N/A	N/A
Doctorate Degree Student	3 weeks	N/A	N/A	N/A
Masters Degree Student	3 weeks	N/A	N/A	N/A
Non‑Degree Student	3 weeks	N/A	2 years	No
Secondary Student	One academic semester (5 months)	One academic semester (5 months)	1 year	No
Summer Work Travel	3 weeks	N/A	4 months	No
Teacher	3 weeks	N/A	3 years	Yes
Trainee: [3]				
Flight Trainee	3 weeks	N/A	24 months	Yes
All Other Trainees [3]	3 weeks	N/A	18 months	Yes

[1] **Section 62.8 General program requirements.**

    (b) **Minimum duration of program**. Sponsors, other than the Federal Government agencies (identified by the program serial, G-1, G-2 and G-3), shall provide each exchange visitor, except short‑term scholars, with a minimum period of participation in the United States of 3 weeks.

[2] **Extension beyond maximum duration of participation for professors and research scholars** is only allowed if the sponsor's program serial is G-7.

[3] **The maximum duration of participation for a trainee** is 18 months for all occupational categories except in the occupational fields of "Agriculture, Forestry, and Fishing" and "Hospitality and Tourism." Training in the fields of Hospitality and Tourism are limited to a maximum of 12 months. Training in the fields of Agriculture, Forestry, and Fishing is limited to 12 months, unless 6 months contain an academic classroom component, which allows a maximum of 18 months. The Department may limit the designation to a lesser amount of time, for example, a 6- or 12-month training program. An extension of a program beyond the 18 months would be considered an extension beyond the maximum duration of participation and require DoS approval.