

ATTENTION DESIGNATED SCHOOL OFFICIALS AND RESPONSIBLE OFFICERS:

The Student and Exchange Visitor Program Office would like to remind all affected individuals of the proper compliance process for Form I-515A, Notice to Student or Exchange Visitor.

When a POE issues a student or exchange visitor a Form I-515A, the student or exchange visitor needs to report to their Designated School Official (DSO) or Responsible Officer (RO) immediately. The DSO and RO will need to assist the student or exchange visitor by providing the proper guidance or documentation required to complete the submission process within the 30 days allowed. If these documents are not received within 30 days of the student's entry into the United States, he or she will not be in legal status and must leave.

The documentation is to be **MAILED** to:

Student and Exchange Visitor Program (SEVP)
ATTN: Form I-515A Processing Team
Chester Arthur Building
425 I Street, NW, Suite 6034
Washington, DC 20536

Individuals will not be allowed entry to this government facility to hand deliver this material. Walk-ins are not permitted and will be turned away.

Mailing these forms and the supporting documentation, **by USPS, FEDEX, or UPS**, to the address above is the **only** accepted practice. Once the documents are received **by mail** they will be processed and returned within 10 to 15 business days. If the DSO or RO has not received the adjudicated documents back within this time frame, they may inquire by email at SEVIS.SOURCE@dhs.gov or phone 202-305-2346 Option 2.

If a student or exchange visitor is leaving the United States within that 30 day period, they are to fax **copies** of the Form I-515A, their Form I-94 departure card and their airline ticket to 202-353-4625, Attn: Form I-515A Processing Team. This will satisfy the compliance requirement for those individuals.