Student and Exchange Visitor Program

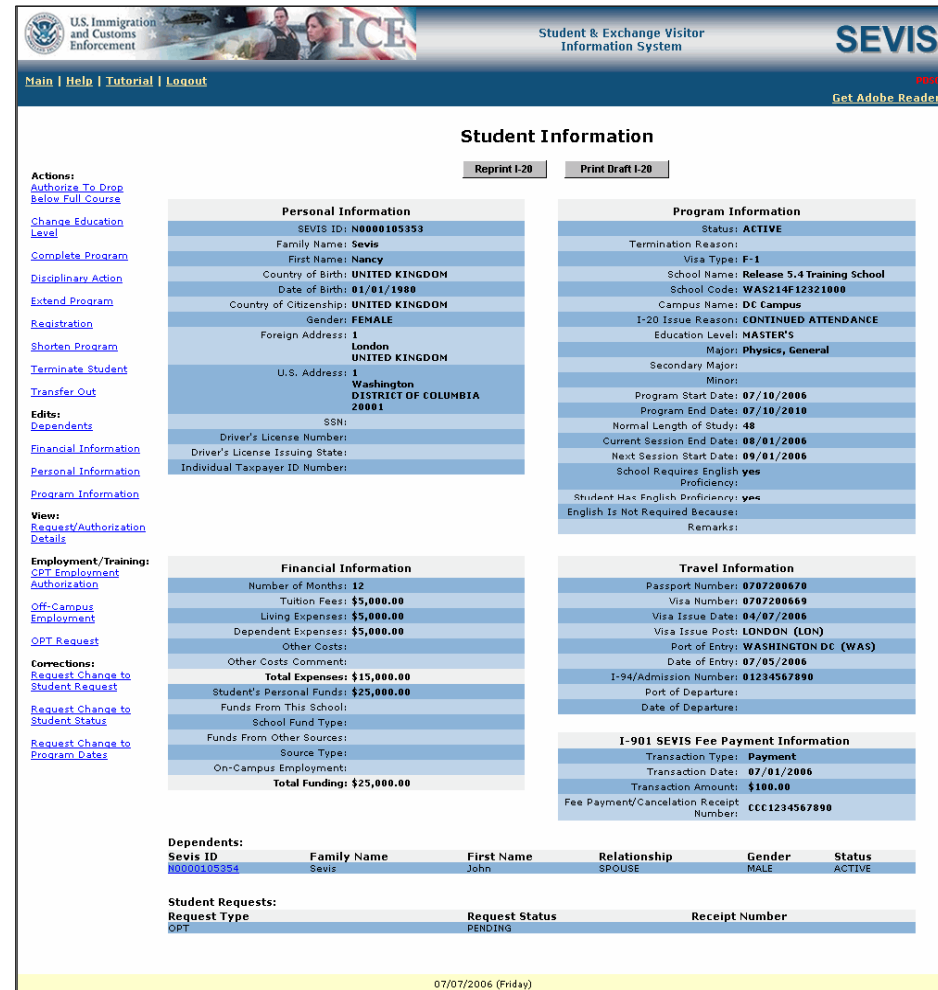## SEVIS Release 5.4 F/M School User Training

October 17, 2006
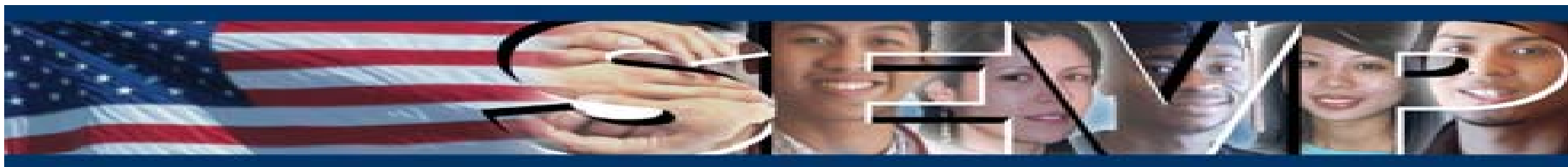
New Functionality in Release 5.4 for F/M School Users

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

- **Request Change to Student Status**

- **Request Change to Termination Reason**

- **Request Change to Program Dates**

- **Request Change to Student Request**

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

SEVIS Release 5.4 F/M School User Training

Correction Requests via SEVIS

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

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

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

Request Change to Student Status

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

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

SEVIS Release 5.4 F/M School User Training

Request Change to Student Status

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

Request Change to Student Status

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

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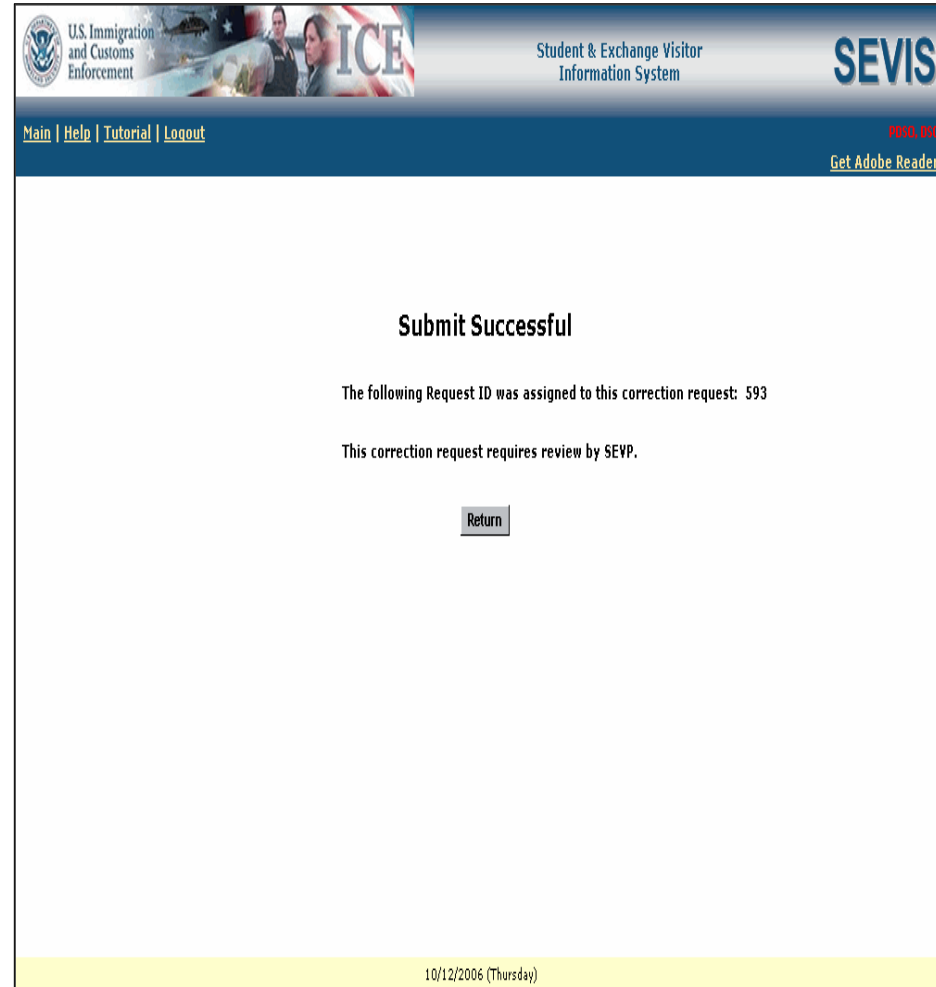7. Click the Submit Correction button.

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

SEVIS Release 5.4 F/M School User Training

Request Change to Student Status

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

Request Change to Student Status

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

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

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

Request Change to Student Status

From the *Pending Correction Requests* screen, the PDSO/DSO may either cancel or view the request.

To cancel the pending correction request, the PDSO/DSO selects the **Cancel Request** link in the Command menu. This will automatically cancel the pending correction request.

To view the pending correction request, the PDSO/DSO selects the **View** link in the Command menu. This will direct the user to the *View Correction Request* screen, which displays read-only student and request information.

Request Change to Student Status

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

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

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

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

SEVIS Release 5.4 F/M School User Training

Request Change to Termination Reason

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

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

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

SEVIS Release 5.4 F/M School User Training

Request Change to Termination Reason

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

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

2. Enter remarks in the Correction Remarks field.

3. Click the Submit Correction button.

Request Change to Termination Reason

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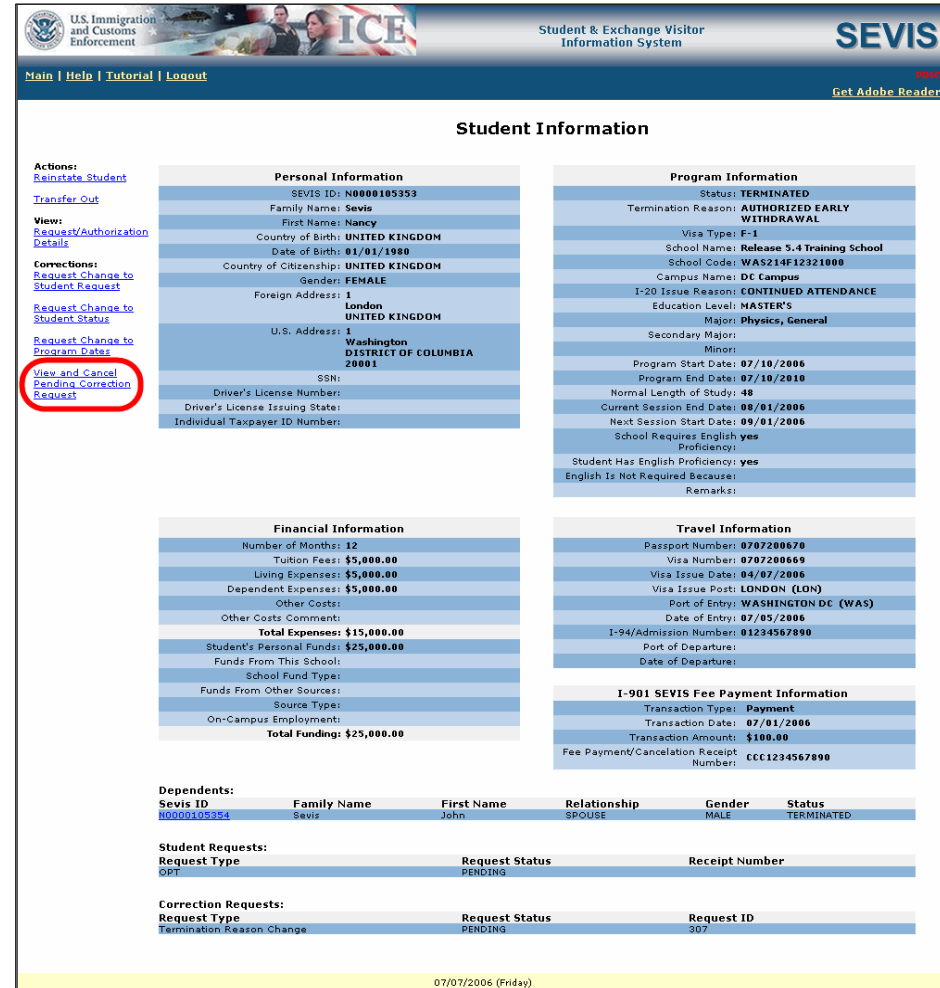
Request Change to Termination Reason

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

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

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

Request Change to Termination Reason

From the *Pending Correction Requests* screen, the PDSO/DSO may either cancel or view the request.

To cancel the pending correction request, the PDSO/DSO selects the **Cancel Request** link in the Command menu. This will automatically cancel the pending correction request.

To view the pending correction request, the PDSO/DSO selects the **View** link in the Command menu. This will direct the user to the *View Correction Request* screen, which displays read-only student and request information.

Request Change to Termination Reason

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

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

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

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

Request Change to Program Dates

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

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

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

Request Change to Program Dates

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

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

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

3. Enter remarks in the Correction Remarks field.

4. Click the Submit Correction button.

SEVIS Release 5.4 F/M School User Training

Request Change to Program Dates

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

Request Change to Program Dates

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

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

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

Request Change to Program Dates

From the *Pending Correction Requests* screen, the PDSO/DSO may either cancel or view the request.

To cancel the pending correction request, the PDSO/DSO selects the **Cancel Request** link in the Command menu. This will automatically cancel the pending correction request.

To view the pending correction request, the PDSO/DSO selects the **View** link in the Command menu. This will direct the user to the *View Correction Request* screen, which displays read-only student and request information.

Request Change to Program Dates

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

- **Request for Evidence**
  - ➢ **School user who submitted the correction request, as well as the campus PDSO if not the submitter, receives the "Request for Information" email with the description of the requested information and instructions for submitting the information.**
  - ➢ **The student program dates do not change.**

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

- **Deny**
  - ➢ **School user who submitted the correction request, as well as the campus PDSO if not the submitter, receives the "Denial Notification" email with the reason for denial.**
  - ➢ **The student program dates do not change.**

SEVIS Release 5.4 F/M School User Training

Request Change to Student Request

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

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

Request Change to Student Request

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

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

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

Request Change to Student Request

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

Request Change to Student Request (Change of Status)

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

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

2. Enter remarks in the Correction Remarks field.

3. Click the Submit Correction button.

SEVIS Release 5.4 F/M School User Training

Request Change to Student Request (M-1 Extension)

To submit an M-1 Extension correction request, the PDSO/DSO must perform the following on the *Request Correction* screen:

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

2. Enter remarks in the Correction Remarks field.

3. Click the Submit Correction button.

Request Change to Student Request (M-1 Transfer)

To submit an M-1 Transfer correction request, the PDSO/DSO must perform the following on the *Request Correction* screen:

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

2. Enter remarks in the Correction Remarks field.

3. Click the Submit Correction button.

Request Change to Student Request (Off-Campus Employment)

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

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

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

Request Change to Student Request (Optional Practical Training)

To submit an Optional Practical Training (OPT) correction request, the PDSO/DSO must perform the following on the *Request Correction* screen:

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

* This field will only display when the OPT request status is pending.

Request Change to Student Request

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

Request Change to Student Request

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

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

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

Request Change to Student Request

From the *Pending Correction Requests* screen, the PDSO/DSO may either cancel or view the request.

To cancel the pending correction request, the PDSO/DSO selects the **Cancel Request** link in the Command menu. This will automatically cancel the pending correction request.

To view the pending correction request, the PDSO/DSO selects the **View** link in the Command menu. This will direct the user to the *View Correction Request* screen, which displays read-only student and request information.

Request Change to Student Request

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

- **Request for Evidence**
  - School user who submitted the correction request, as well as the campus PDSO if not the submitter, receives the "Request for Information" email with the description of the requested information evidence and instructions for submitting the information.
  - The student request status and/or employment dates do not change.

- **Approve**
  - School user who submitted the correction request, as well as the campus PDSO if not the submitter, receives the "Approval Notification" email with the statement of approval.
  - The student request changes to the requested status and/or employment dates.

- **Deny**
  - School user who submitted the correction request, as well as the campus PDSO if not the submitter, receives the "Denial Notification" email with the reason for denial.
  - The student request status and/or employment dates do not change.

Enhancements in Release 5.4 for F/M School Users

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

- **Student Alert Modifications**

- **Student List Modifications**

- **Student/Dependent Departure Data**

SEVIS Release 5.4 F/M School User Training

Student Alerts

Modifications will be made to the student alerts in SEVIS. The detailed student alert changes will be covered in the following slides.

Student Alerts

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

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

Student Alerts

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

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

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

- **Status column will be removed.**

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

Student Alerts

The *Active Students Requiring Status Verification* alert will be modified:

- **Alert lists Active status students that have not been updated in the previous 6 months.**

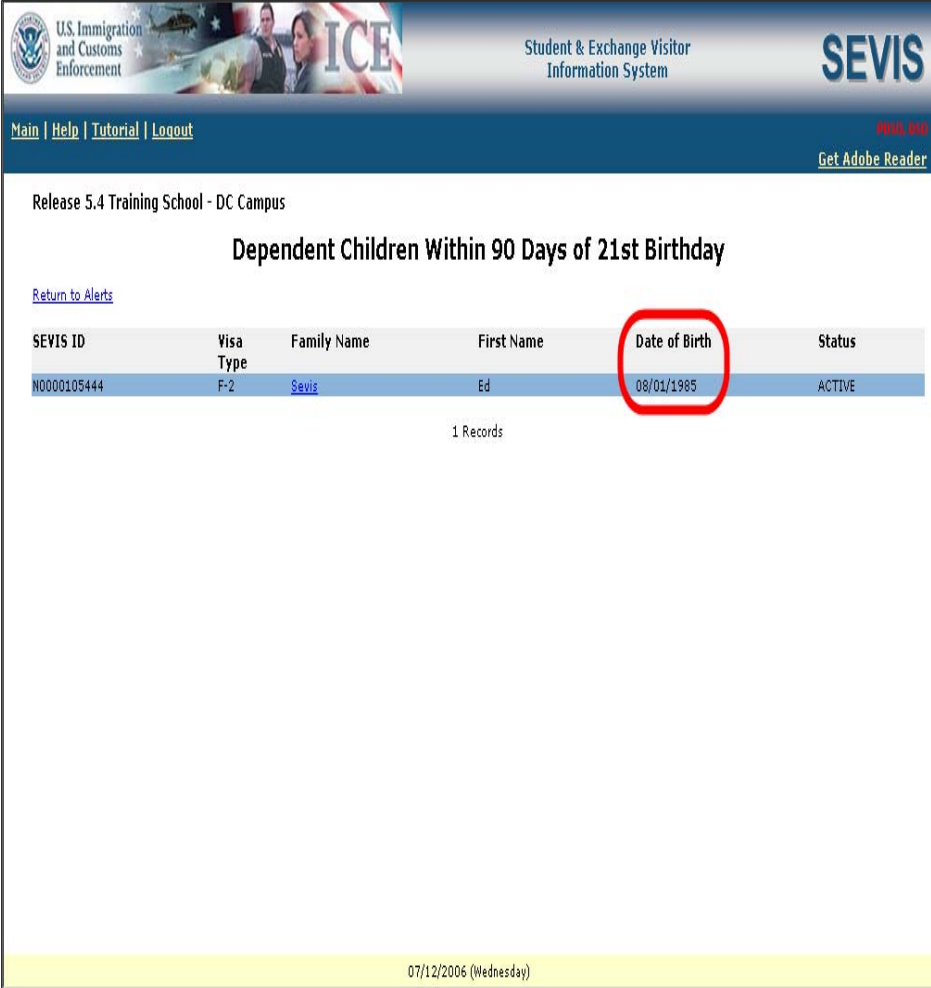- **School Name column will be removed.**

- **School Code column will be removed.**

Student Alerts

The *Dependent Children Within 90 Days of 21st Birthday* alert will be modified:

- Alert lists dependents of Initial and Active status students 90 days prior to the dependent's 21st birthday.

- **Date of Birth** column will be added.

- Last Update Date column will be removed.
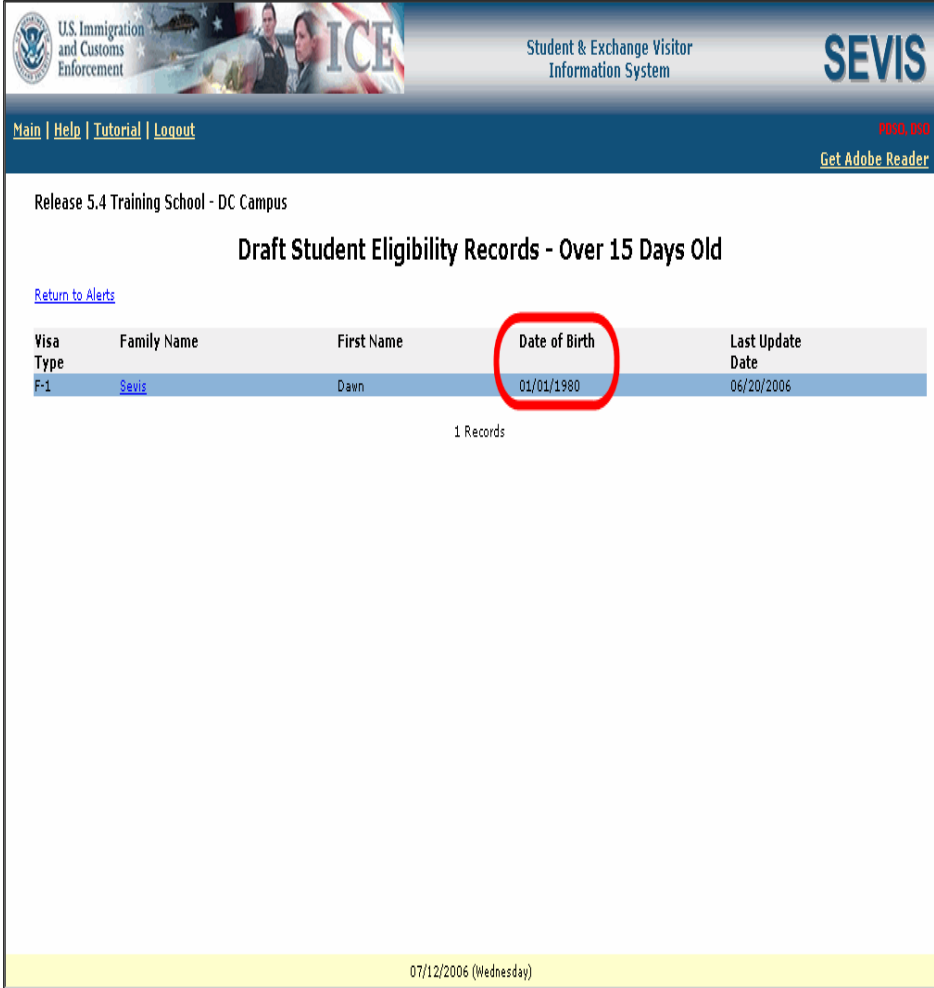
Student Alerts

The *Draft Student Eligibility Records – Over 15 Days Old* alert will be modified:

- Alert lists newly created Draft status student records for which the last update in SEVIS has been 15 or more days.

- **Date of Birth** column will be added.

- SEVIS ID column will be removed.

- Status column will be removed.
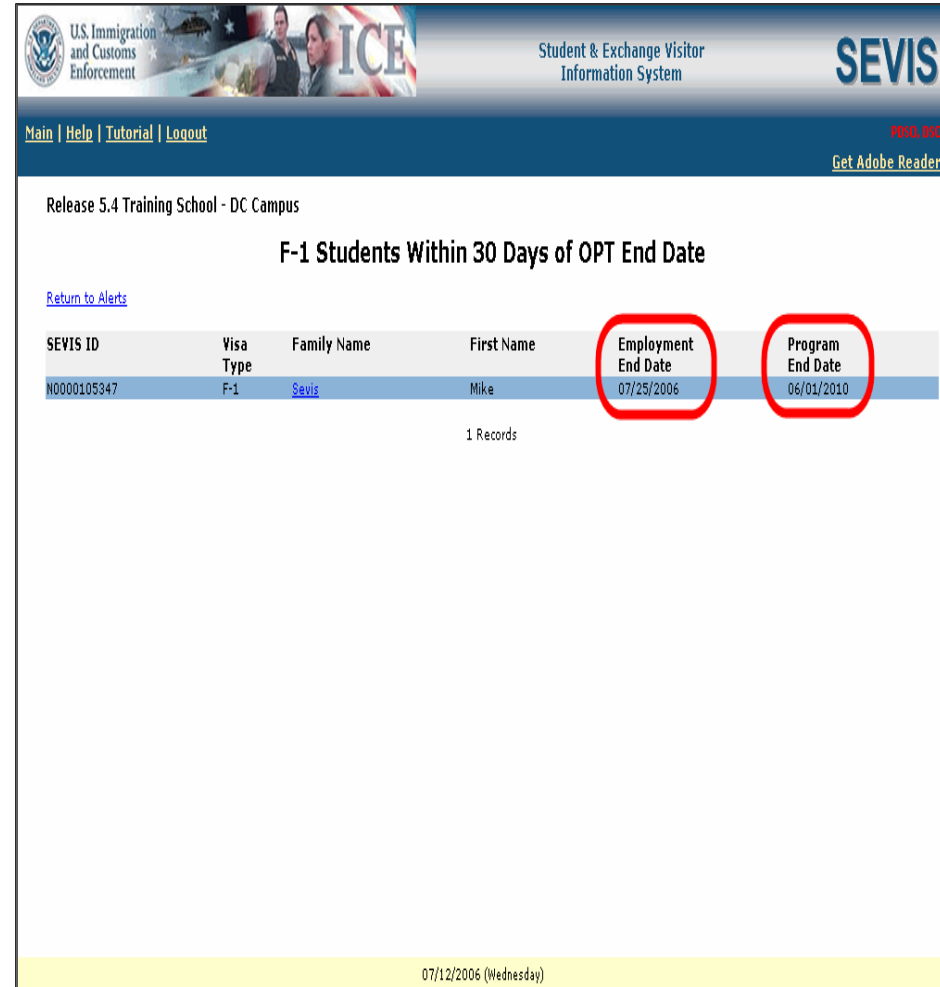
Student Alerts

The *F-1 Students Within 30 Days of OPT End Date* alert will be modified:

- **Alert lists Active status students with approved OPT.**

- **Employment End Date column will be added.**

- **Program End Date column will be added.**

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

- **Status column will be removed.**

Student Alerts

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

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

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

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

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

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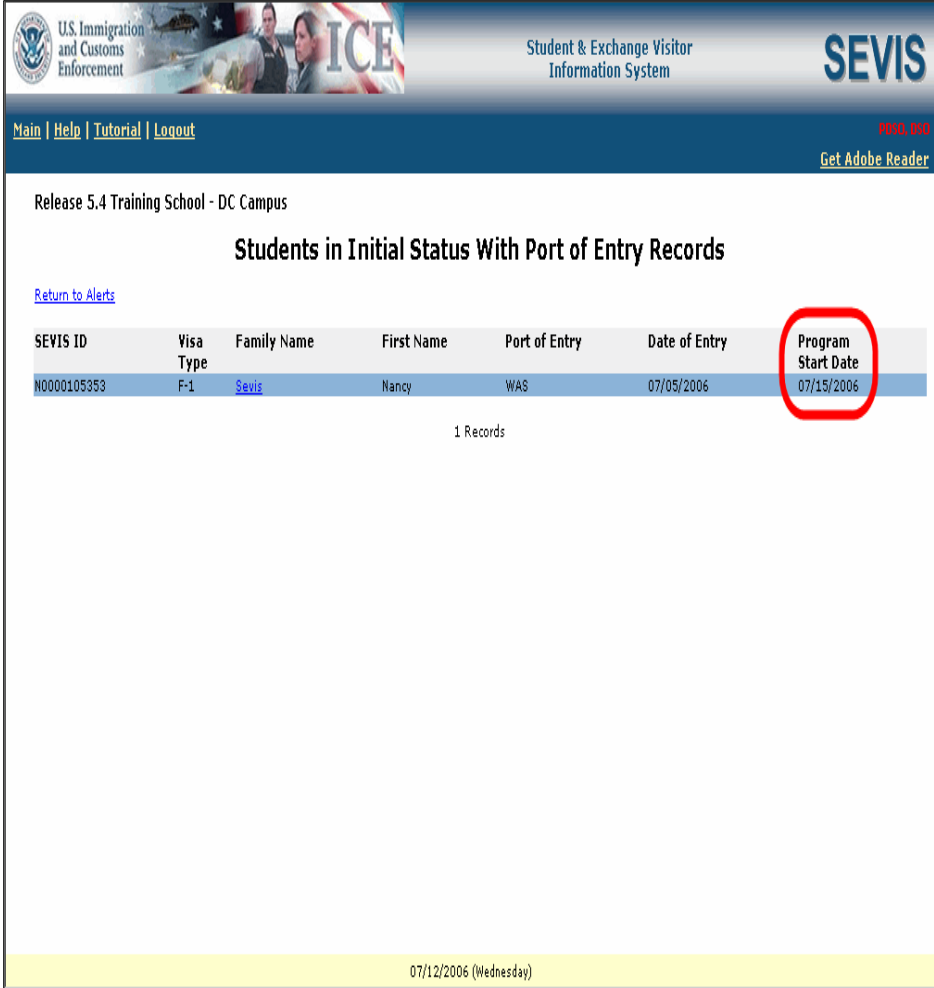
Student Alerts

The *Students in Initial Status With Port of Entry Records* alert will be modified:

- **Program Start Date** column will be added.

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

- **Status column will be removed.**

Student Alerts

The *Students Terminated Due to Change of Status Approved* alert will be modified:

- **Decision Date** column will be added.

- **Benefit Start Date** column will be added.

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

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

- **Status** column will be removed.

Student Alerts

The *Students Terminated Due to Change of Status Denied* alert will be modified:

- **Decision Date** column will be added.

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

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

- **Status column will be removed.**
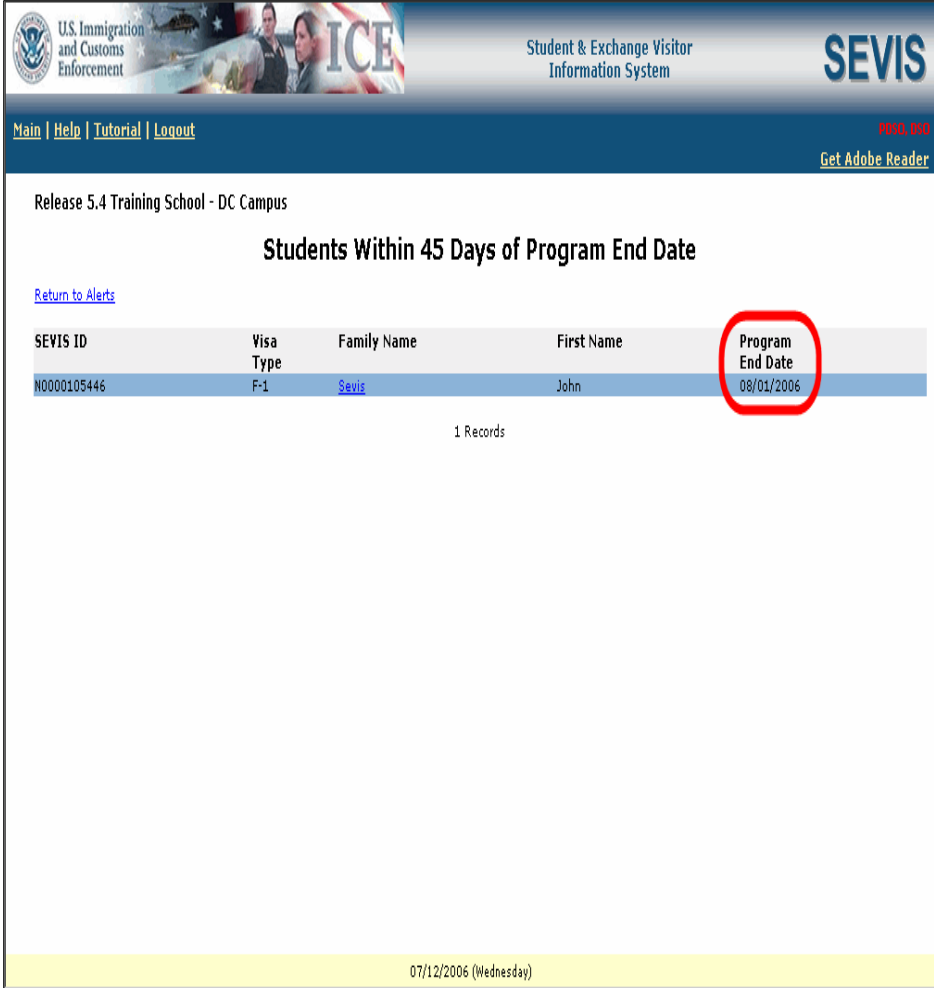
Student Alerts

The *Students Within 45 Days of Program End Date* alert will be modified:

- Alert lists Active status students, that do not have pending OPT request, approved post-completion OPT request, or a pending extension request (M-1 only), within 45 days of the program end date.

- **Program End Date** column will be added.

- Last Update Date column will be removed.

- Status column will be removed.

Student Alerts

A new alert, *Students Within 60 Days of Off-Campus Employment End Date*, will be added.

Student Alerts

The *Students With a Pending Change of Status Request* alert will be modified:

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

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

- **Program Start Date** column be added.

- Last Update Date column will be removed.
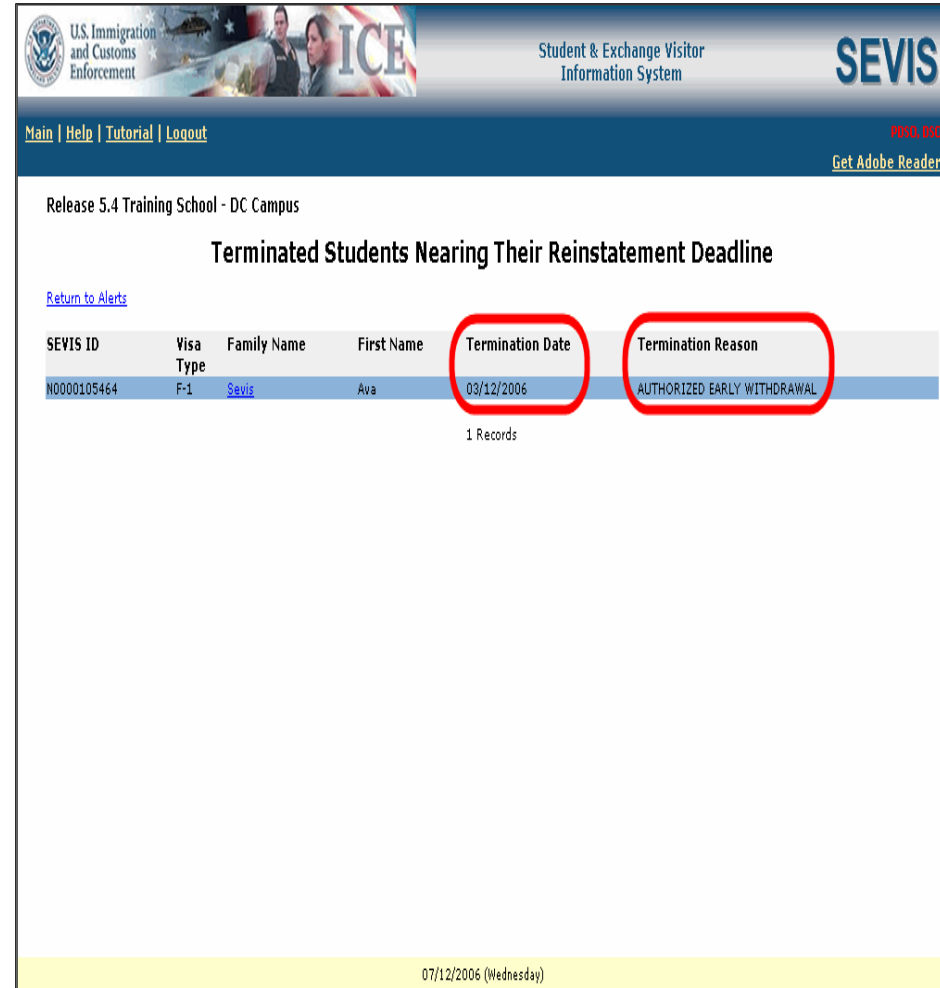
Student Alerts

The *Terminated Students Nearing Their Reinstatement Deadline* alert will be modified:

- Alert lists Terminated status students, more than 90 days but less than 150 days from their termination date, who have not requested reinstatement.

- **Termination Date** column will be added.

- **Termination Reason** column will be added.

- Last Update Date column will be removed.

- Status column will be removed.

SEVIS Release 5.4 F/M School User Training

Student Alerts

The *Transfer In Students Not Registered by Program Start Date* alert will be modified:

- **Alert lists Initial status transfer-in students past their program start date.**

- **Program Start Date column will be added.**

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

- **Status column will be removed.**

Student Lists

Modifications will be made to the student lists in SEVIS. The detailed student list changes will be covered in the following slides.

Student Lists

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

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

Student Lists

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

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

* Student list will be split into two separate lists.

Student Lists

The *Draft Students* list will be modified:

- **Date of Birth** column will be added.

- **Country of Birth** column will be added.

- Completed column will be removed.
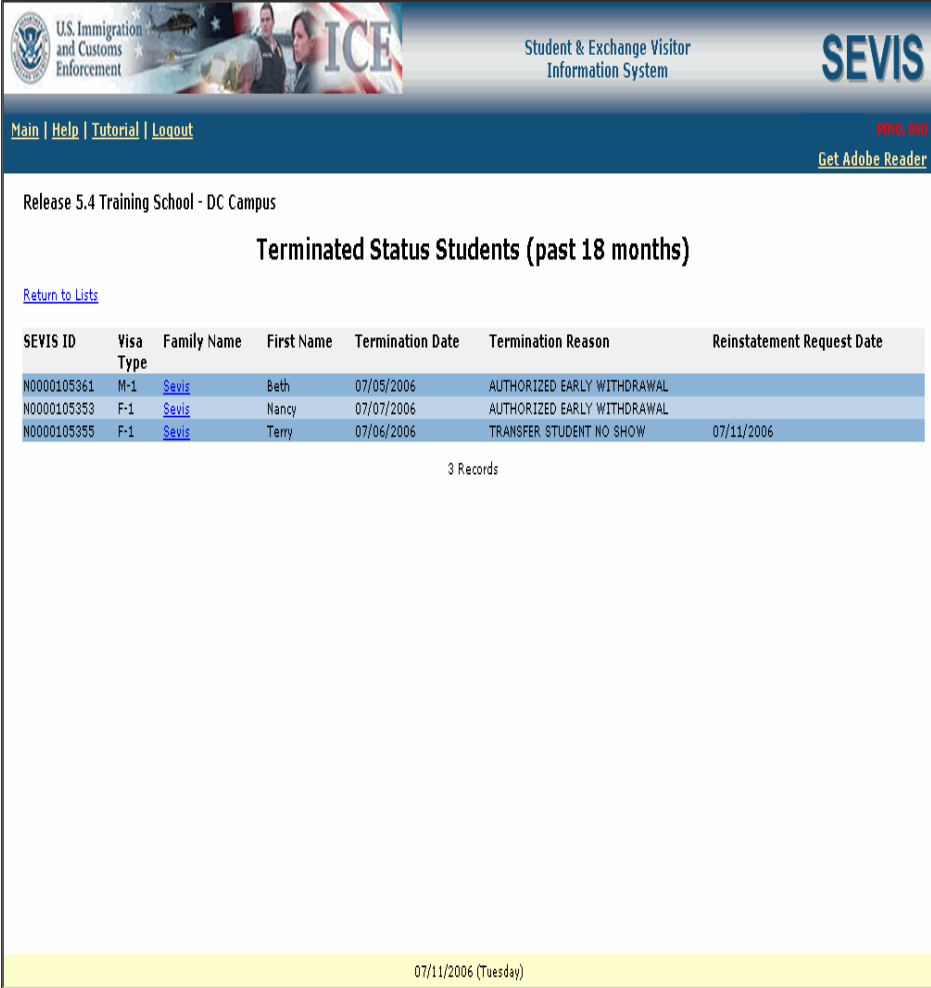
Student Lists

The *Terminated Status Students (past 18 months)* list will be modified to list Terminated status students who have been in Terminated status for less than 18 months.

Student Lists

The *Completed Status Students (past 18 months)* list will be modified:

- Lists Completed status students who have been in Completed status for less than 18 months.

- Last Status Change column will be renamed **Completion Date**.

- **Reinstatement Request Date** column will be added.

Student Lists

The *Canceled Status Students (past 18 months)* list will be modified:

- Lists Canceled status students who have been in Canceled status for less than 18 months.

- Last Status Change column will be renamed Cancelation Date.

Student Lists

The *Students With Pending or Approved Off-Campus Employment* list will be modified:

- **Lists Active status students with pending Off-Campus Employment requests.**

- **Lists Active status students with approved Off-Campus Employment with a future employment end date.**

Student Lists

The *Students With Pending or Approved Optional Practical Training (OPT)* list will be modified:

- **Lists Active status students with pending OPT requests.**

- **Lists Active status students with approved OPT with a future employment end date.**

Student Lists

The *Students With Curricular Practical Training (CPT)* list will be modified:

- Lists Active status students with approved CPT with a future employment end date.

- Request Status column will be removed.

Student Lists

The *Students With a Pending Change of Status Request* list will be modified:

- Lists students with a pending change of status to F-1 or M-1.

- **Date of Request** column will be added.

- Request Status column will be removed.

- Columns will be reordered.

SEVIS Release 5.4 F/M School User Training

Student Lists

The *Students With a Pending Extension Request* list will be modified:

- List only displays to the PDSO/DSOs at schools approved to accepted M-1 students.

- Lists Active status M-1 students with pending extension requests.

- Program End Date column will be renamed **Requested Program End Date**.

- **Date of Extension Request** column will be added.

- Request Status column will be removed.

Student Lists

A new list, *Students Transferring In,* will be added:

- **Lists Draft, Initial, Terminated, and Completed status F-1 transfer-in students whose transfer has not been completed.**

- **Lists Draft, Initial, Active, Terminated, and Completed status M-1 transfer-in students whose transfer has not been completed.**

SEVIS Release 5.4 F/M School User Training

Student Lists

A new list, S*tudents Transferring Out*, will be added:

- **Lists Active, Completed, and Terminated status F-1 and M-1 students with a future transfer release date.**

- **Lists Deactivated status F-1 and M-1 students whose transfer has not been completed at the transfer-to school.**

SEVIS Release 5.4 F/M School User Training

Student Lists

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

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

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

Student/Dependent Departure Data

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

Student/Dependent Departure Data

The most recent available departure data will also display for F/M student dependents in the **Port of Departure** and **Date of Departure** fields of the *Dependent Information* screen.

Questions?