



U.S. Immigration and Customs Enforcement

Student and Exchange Visitor Program

Release 5.1 Training Slides – F/M Users

December 2005



Objectives

The following training slides provide a summary of the new functionality in SEVIS, effective Release 5.1. P/DSOs will have the ability to do the following:

- Make corrections to the F-1 student records within a certain timeframe:
 - Extend program dates
 - Return student status to Initial
 - Change student status to Terminated
 - Transfer Out student records
- Search for student dependent records and display dependent remarks
- View 3 new Alerts for users
- Review additional Enhancements for F/M School Users



Extend Program after Current Program End Date

The PDSO will be able to perform a correction to the program end date for an F-1 student up to 15 days after the current program end date using the **Extend Program** link on the Corrections menu.

The new program end date may not exceed one year beyond the current program end date.

The **Extend Program** link on the Corrections menu is only available to the PDSO for 15 days after the current program end date.

***Extend
Program***

U.S. Immigration and Customs Enforcement ICE Student & Exchange Visitor Information System SEVIS

Main | Help | Tutorial | Logout fqt1-app2

Student Information

Return Reprint I-20 Print Draft I-20

Actions:
[Authorize To Drop Below Full Course](#)
[Change Education Level](#)
[Complete Program](#)
[Disciplinary Action](#)
[Registration](#)
[Shorten Program](#)
[Terminate Student](#)
[Transfer Out](#)
Edits:
[Dependents](#)
[Financial Information](#)
[Personal Information](#)
[Program Information](#)
View:
[Request/Authorization Details](#)
Employment/Training:
[CPT Employment Authorization](#)
[Off-Campus Employment](#)
[OPT Request](#)
Corrections:
[Extend Program](#)
[Return to Initial Status](#)

Personal Information
SEVIS ID: N000094224
Family Name: **Smith**
First Name: **Student**
Country of Birth: **UNITED KINGDOM**
Birth Date: **01/01/1980**
Citizenship Country: **UNITED KINGDOM**
Gender: **MALE**
Foreign Address: **1 Main St Home UNITED KINGDOM**
U.S. Address: **800 K St NW Washington DISTRICT OF COLUMBIA 20001**
SSN:
Driver's License Number:
Driver's License Issuing State:
Individual Taxpayer ID Number:

Program Information
Status: **ACTIVE**
Termination Reason:
Visa Type: **F-1**
School Name: **Release 5.1 Training University**
School Code: **WAS214F22447000**
Campus Name: **Main Campus**
I-20 Issue Reason: **CONTINUED ATTENDANCE**
Education Level: **BACHELOR'S**
Major: **Finance and Financial Management Services, Other**
Secondary Major:
Minor:
Program Start Date: **11/09/2005**
Program End Date: **11/09/2005**
Normal Length of Study: **48**
Current Session End Date: **12/15/2005**
Next Session Start Date: **12/15/2005**
School Requires English Proficiency: **yes**
Student Has English Proficiency: **yes**
English Is Not Required Because:
Remarks:

Financial Information
Number of Months: **12**
Tuition Fees: **\$25,000.00**
Living Expenses: **\$25,000.00**
Dependent Expenses: **\$25,000.00**
Other Costs:
Other Costs Comment:
Total Expenses: \$75,000.00
Student's Personal Funds: **\$250,000.00**
Funds From This School:
School Fund Type:
Funds From Other Sources:
Source Type:
On-Campus Employment:
Total Funding: \$250,000.00

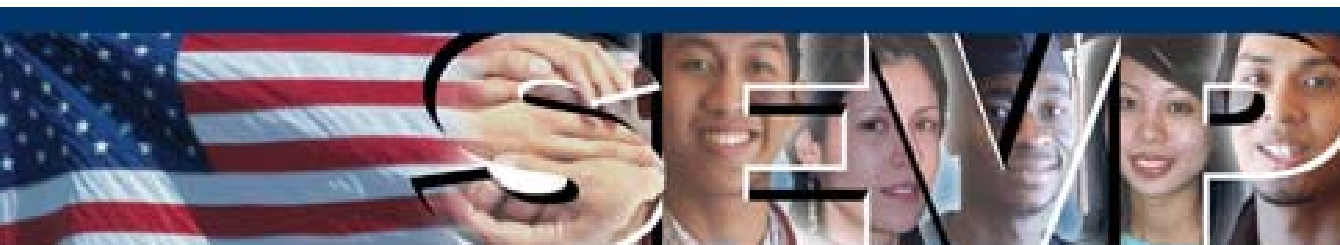
Travel Information
Passport Number:
Visa Number:
Visa Issue Date:
Visa Issue Post:
Port of Entry:
Date of Entry:
I-94/Admission Number:

I-901 SEVIS Fee Payment Information
Transaction Type:
Transaction Date:
Transaction Amount:
Fee Payment/Cancellation Receipt Number:

Dependents:

Sevis ID	Family Name	First Name	Relationship	Gender	Status
N000094225	Smith	Spouse	SPOUSE	FEMALE	ACTIVE
N000094226	Smith	Child	CHILD	MALE	ACTIVE

11/14/2005 (Monday)




Perform Corrections to Student Records

To begin the correction process, the PDSO/DSO must **confirm** his/her understanding of the following:

The school must maintain the supporting documentation for all corrections and, upon request, provide it to the Department of Homeland Security (DHS).

To proceed with any of the corrections, the PDSO/DSO must click the I Agree button to confirm his/her understanding of the need to maintain documentation for the correction. If the PDSO/DSO does not wish to proceed, he/she may exit the correction process by clicking the Cancel button.



U.S. Immigration and Customs Enforcement ICE

Student & Exchange Visitor Information System SEVIS

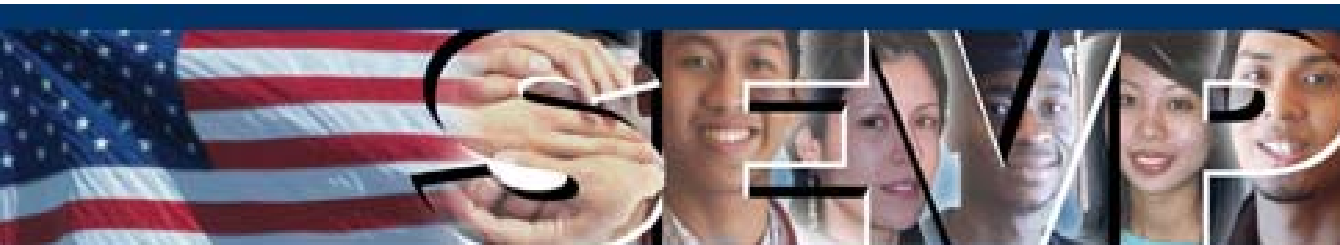
Main | Help | Tutorial | Logout PDSO

Confirm

Your school must retain documentation in accordance with 8 CFR 214.3(g) that shows your justification for taking this action. The documentation should be signed by the PDSO. It must be provided to the SEVIS Program Office upon request.

I Agree Cancel

11/14/2005 (Monday)



Extend Program after Current Program End Date

If the PDSO agrees to the confirmation, he/she may complete the **Extend Program** correction.

To submit the correction, the PDSO must:

1. Enter a New Program End Date.
2. Complete the Medical or Academic Circumstances That Necessitate Extension field.
3. Complete the Reason for Correction field.
4. Click the Extend Program button.

U.S. Immigration and Customs Enforcement ICE Student & Exchange Visitor Information System SEVIS

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Release 5.1 Training University

Extend Program

Required fields are marked with an asterisk (*).

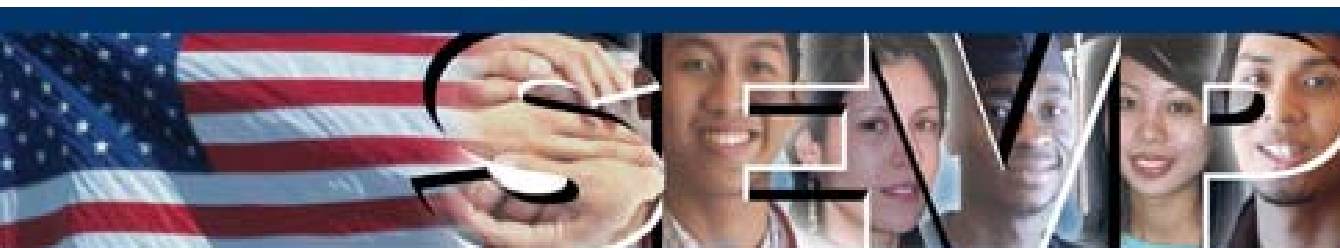
SEVIS ID:	N0000094224
Family Name:	Smith
First Name:	Student
Date of Birth:	01/01/1980
Country of Birth:	UNITED KINGDOM
Country of Citizenship:	UNITED KINGDOM
Gender:	MALE
School Name:	Release 5.1 Training University
Program Start Date:	11/09/2005
Program End Date:	11/09/2005
Visa Type:	F-1
Status:	ACTIVE

1. * New Program End Date: (MM/DD/YYYY)

2. * Medical or Academic Circumstances That Necessitate Extension:

3. * Reason for Correction:

11/15/2005 (Tuesday)



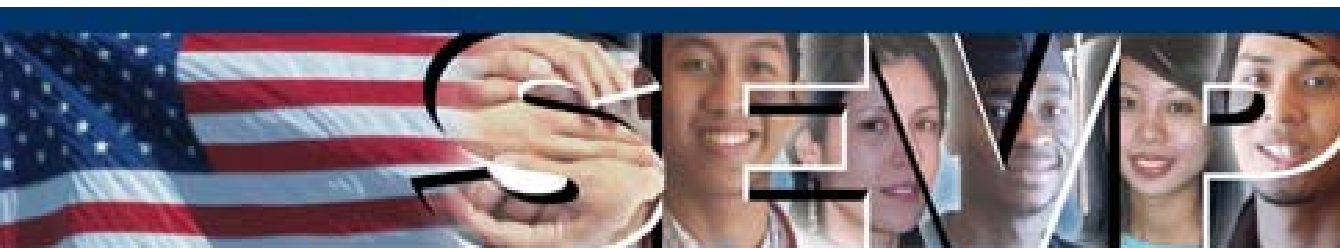
Correct Student Status

Using the options on the Corrections menu on the *Student Information* screen, the PDSO and/or the DSO will be able to correct a student's status as follows:

- The **PDSO** will be able to make the following corrections:
 - **Active status to Initial status**
 - **Canceled status to Initial status**

- Both the **PDSO** and **DSO** will be able to make the following corrections:
 - **Canceled status to Terminated status**
 - **Completed status to Terminated status**

- ***Note: All changes can be made within 15 days after the date the student's record was initially changed, providing there are no requests on the record except for change of status.***



Correct Student Status from Active to Initial

To correct a student record from Active status to Initial status, the PDSO must click the **Return to Initial Status** link, which is available on the Corrections menu for Active status records.

This option will only be available to the PDSO for 15 days after the date the student record changed to Active status.

NOTE: Also, there cannot be any requests on the record except for a Change of Status (COS) request.

Return to Initial Status

U.S. Immigration and Customs Enforcement ICE Student & Exchange Visitor Information System SEVIS

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Student Information

[Return](#) [Reprint I-20](#) [Print Draft I-20](#)

Actions:
[Authorize To Drop Below Full Course](#)
[Change Education Level](#)
[Complete Program](#)
[Disciplinary Action](#)
[Extend Program](#)
[Registration](#)
[Shorten Program](#)
[Terminate Student](#)
[Transfer Out](#)

Edits:
[Dependents](#)
[Financial Information](#)
[Personal Information](#)
[Program Information](#)

View:
[Request/Authorization Details](#)

Employment/Training:
[CPT Employment Authorization](#)
[Off-Campus Employment](#)
[OPT Request](#)

Corrections:
[Return to Initial Status](#)

Personal Information

SEVIS ID:	N0000094433
Family Name:	Thompson
First Name:	Jen
Country of Birth:	NEW ZEALAND
Birth Date:	01/01/1980
Citizenship Country:	NEW ZEALAND
Gender:	FEMALE
Foreign Address:	1 Main St Home NEW ZEALAND
U.S. Address:	800 K St NW Washington DISTRICT OF COLUMBIA 20001
SSN:	
Driver's License Number:	
Driver's License Issuing State:	
Individual Taxpayer ID Number:	

Program Information

Status:	ACTIVE
Termination Reason:	
Visa Type:	F-1
School Name:	Release 5.1 Training School
School Code:	WAS214F11599000
Campus Name:	Main Campus
I-20 Issue Reason:	CONTINUED ATTENDANCE
Education Level:	BACHELOR'S
Major:	Biomedical Sciences, General (NEW)
Secondary Major:	
Minor:	
Program Start Date:	11/14/2005
Program End Date:	11/14/2009
Normal Length of Study:	48
Current Session End Date:	12/15/2005
Next Session Start Date:	01/15/2006
School Requires English Proficiency:	yes
Student Has English Proficiency:	yes
English Is Not Required Because:	
Remarks:	

Financial Information

Number of Months:	12
Tuition Fees:	\$25,000.00
Living Expenses:	\$25,000.00
Dependent Expenses:	\$25,000.00
Other Costs:	
Other Costs Comment:	
Total Expenses:	\$75,000.00
Student's Personal Funds:	\$100,000.00
Funds From This School:	
School Fund Type:	
Funds From Other Sources:	
Source Type:	
On-Campus Employment:	
Total Funding:	\$100,000.00

Travel Information

Passport Number:	
Visa Number:	
Visa Issue Date:	
Visa Issue Post:	
Port of Entry:	
Date of Entry:	
I-94/Admission Number:	

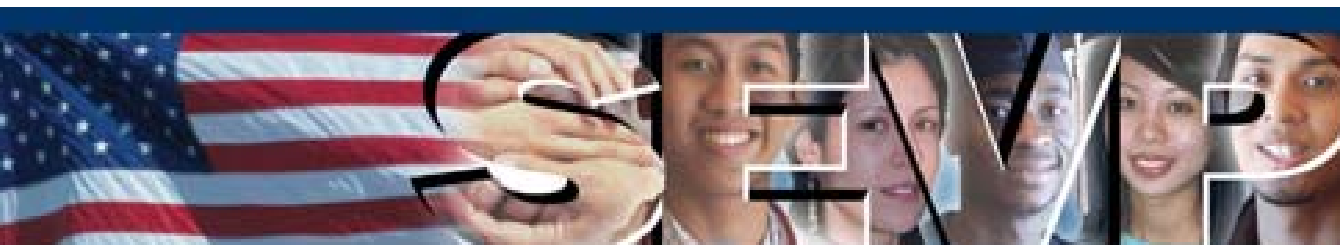
I-901 SEVIS Fee Payment Information

Transaction Type:	
Transaction Date:	
Transaction Amount:	
Fee Payment/Cancellation Receipt Number:	

Dependents:

Sevis ID	Family Name	First Name	Relationship	Gender	Status
N0000094434	Thompson	Mike	SPOUSE	MALE	ACTIVE

11/16/2005 (Wednesday)



Correct Student Status from Active to Initial

If the PDSO agrees to the confirmation, he/she may complete the correction process to change from Active status to Initial status.

To submit the correction, the PDSO must:

1. Select an Issue Reason from the drop-down list.
2. Provide an explanation in the Reason for Correction field.
3. Click the Submit Correction button.

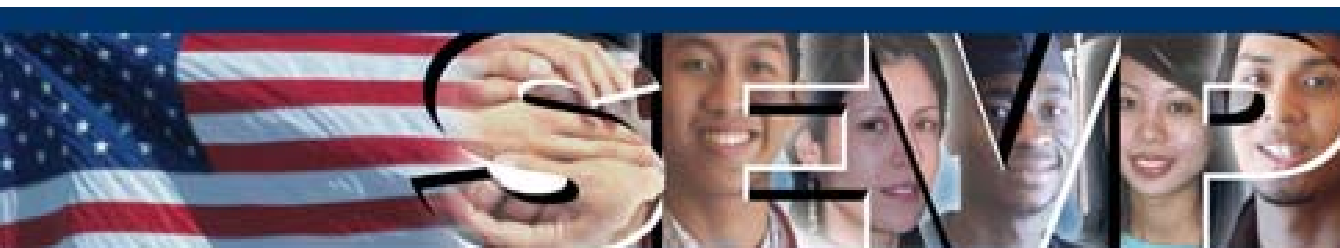
The screenshot shows the SEVIS 'Return to Initial Status' form. At the top, there is a header with the U.S. Immigration and Customs Enforcement logo, the ICE logo, and the text 'Student & Exchange Visitor Information System'. Below the header is a navigation bar with links for 'Main', 'Help', 'Tutorial', and 'Logout'. The main content area is titled 'Release 5.1 Training School' and 'Return to Initial Status'. A note states 'Required fields are marked with an asterisk (*)'. The form displays the following information:

SEVIS ID:	N0000094433
Family Name:	Thompson
First Name:	Jen
Date of Birth:	01/01/1980
Country of Birth:	NEW ZEALAND
Country of Citizenship:	NEW ZEALAND
Gender:	FEMALE
School Name:	Release 5.1 Training School
Program Start Date:	11/14/2005
Program End Date:	11/14/2009
Visa Type:	F-1
Status:	ACTIVE

Below the information table, there are two required fields:

1. * Issue Reason: A dropdown menu.
2. * Reason for Correction: A text input field.

At the bottom of the form, there are three buttons: 'Submit Correction', 'Reset Values', and 'Cancel'. The date '11/14/2005 (Monday)' is displayed at the bottom of the page.



Correct Student Status from Canceled to Initial

To correct a student record from Canceled status to Initial status, the PDSO must click the **Return to Initial Status** link, which is available on the Corrections menu for Canceled status records.

This option will only be available to the PDSO for 15 days after the date the student record changed to Canceled status.

Return to Initial Status

U.S. Immigration and Customs Enforcement ICE Student & Exchange Visitor Information System SEVIS

Main | Help | Tutorial | Logout

View: [Request/Authorization Details](#)

Corrections:
[Return to Initial Status](#)
[Terminate Student](#)

Student Information

[Return](#)

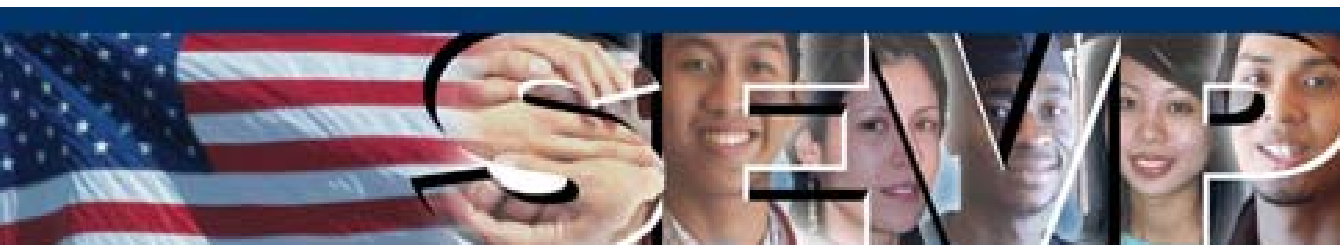
Personal Information	Program Information
SEVIS ID: N0000094334	Status: CANCELED
Family Name: Miller	Cancellation Reason: STUDENT REGISTERED UNDER DIFFERENT SEVIS ID
First Name: Student	Visa Type: F-1
Country of Birth: AUSTRALIA	School Name: Release 5.1 Training School
Birth Date: 01/01/1980	School Code: WAS214F11599000
Citizenship Country: AUSTRALIA	Campus Name: Main Campus
Gender: FEMALE	I-20 Issue Reason: CHANGE OF STATUS
Foreign Address: 1 Main St Home AUSTRALIA	Education Level: BACHELOR'S
U.S. Address:	Major: Computer and Information Sciences, General
SSN:	Secondary Major:
Driver's License Number:	Minor:
Driver's License Issuing State:	Program Start Date: 11/09/2005
Individual Taxpayer ID Number:	Program End Date: 11/09/2009

Financial Information	Travel Information
Number of Months: 12	Passport Number:
Tuition Fees: \$25,000.00	Visa Number:
Living Expenses: \$25,000.00	Visa Issue Date:
Dependent Expenses: \$25,000.00	Visa Issue Post:
Other Costs:	Port of Entry:
Other Costs Comment:	Date of Entry:
Total Expenses: \$75,000.00	I-94/Admission Number:
Student's Personal Funds: \$250,000.00	
Funds From This School:	
School Fund Type:	
Funds From Other Sources:	
Source Type:	
On-Campus Employment:	
Total Funding: \$250,000.00	

I-901 SEVIS Fee Payment Information					
Transaction Type:					
Transaction Date:					
Transaction Amount:					
Fee Payment/Cancellation Receipt Number:					

Dependents:	Family Name	First Name	Relationship	Gender	Status
N0000094337	Miller	Spouse	SPOUSE	MALE	CANCELED

11/14/2005 (Monday)



Correct Student Status from Canceled to Initial

If the PDSO agrees to the confirmation, he/she may complete the correction process to change from Canceled status to Initial status.

To submit the correction, the PDSO must:

1. Select an Issue Reason from the drop-down list.
2. Provide an explanation in the Reason for Correction field.
3. Click the Submit Correction button.

U.S. Immigration and Customs Enforcement ICE Student & Exchange Visitor Information System SEVIS PDSO

Main | Help | Tutorial | Logout

Release 5.1 Training School

Return to Initial Status

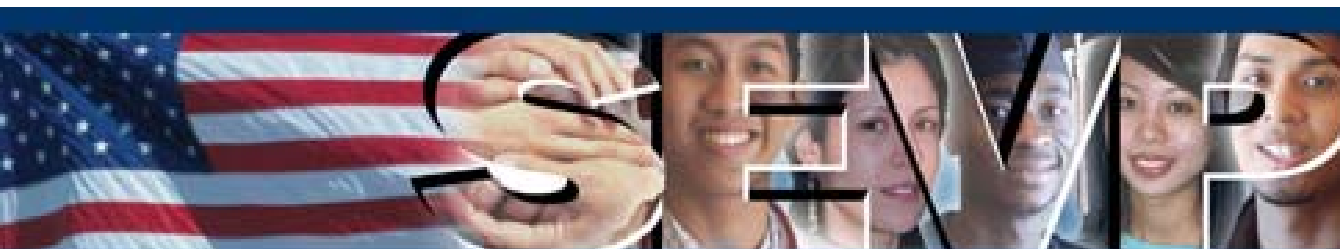
Required fields are marked with an asterisk (*).

SEVIS ID:	N0000094433
Family Name:	Thompson
First Name:	Jen
Date of Birth:	01/01/1980
Country of Birth:	NEW ZEALAND
Country of Citizenship:	NEW ZEALAND
Gender:	FEMALE
School Name:	Release 5.1 Training School
Program Start Date:	11/14/2005
Program End Date:	11/14/2009
Visa Type:	F-1
Status:	ACTIVE

1. * Issue Reason:

2. * Reason for Correction:

11/14/2005 (Monday)



Correct Student Status from Canceled to Terminated

To correct a student record from Canceled status to Terminated status, the PDSO/DSO must click the **Terminate Student** link, which is available on the Corrections menu for Canceled status records.

Terminate Student

U.S. Immigration and Customs Enforcement | **ICE** | Student & Exchange Visitor Information System | **SEVIS**

Main | Help | Tutorial | Logout

View: [Request/Authorization Details](#)

Corrections: [Terminate Student](#)

Student Information [Return]

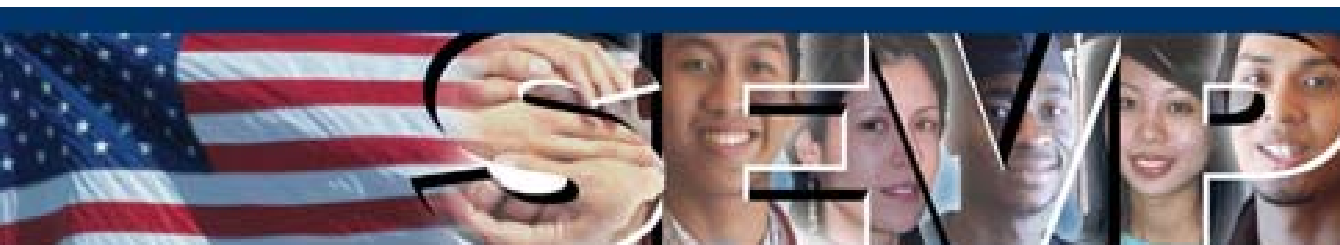
Personal Information		Program Information	
SEVIS ID:	N0000094334	Status:	CANCELED
Family Name:	Miller	Cancellation Reason:	STUDENT REGISTERED UNDER DIFFERENT SEVIS ID
First Name:	Student	Visa Type:	F-1
Country of Birth:	AUSTRALIA	School Name:	Release 5.1 Training School
Birth Date:	01/01/1980	School Code:	WAS214F1159000
Citizenship Country:	AUSTRALIA	Campus Name:	Main Campus
Gender:	FEMALE	I-20 Issue Reason:	CHANGE OF STATUS
Foreign Address:	1 Main St Home AUSTRALIA	Education Level:	BACHELOR'S
U.S. Address:	SSN:	Major:	Computer and Information Sciences, General
Driver's License Number:	Driver's License Issuing State:	Secondary Major:	
Individual Taxpayer ID Number:		Minor:	
		Program Start Date:	11/09/2005
		Program End Date:	11/09/2009
		Normal Length of Study:	48
		Current Session End Date:	
		Next Session Start Date:	
		School Requires English Proficiency:	yes
		Student Has English Proficiency:	yes
		English Is Not Required Because:	
		Remarks:	

Financial Information		Travel Information	
Number of Months:	12	Passport Number:	
Tuition Fees:	\$25,000.00	Visa Number:	
Living Expenses:	\$25,000.00	Visa Issue Date:	
Dependent Expenses:	\$25,000.00	Visa Issue Post:	
Other Costs:		Port of Entry:	
Other Costs Comment:		Date of Entry:	
Total Expenses:	\$75,000.00	I-94/Admission Number:	
Student's Personal Funds:	\$250,000.00		
Funds From This School:			
School Fund Type:			
Funds From Other Sources:			
Source Type:			
On-Campus Employment:			
Total Funding:	\$250,000.00		

I-901 SEVIS Fee Payment Information					
Transaction Type:					
Transaction Date:					
Transaction Amount:					
Fee Payment/Cancellation Receipt Number:					

Dependents:					
Sevis ID	Family Name	First Name	Relationship	Gender	Status
N0000094337	Miller	Spouse	SPOUSE	MALE	CANCELED

11/14/2005 (Monday)



Correct Student Status from Canceled to Terminated

If the PDSO/DSO agrees to the confirmation, he/she may complete the correction process to change from Canceled status to Terminated status.

To submit the correction, the PDSO/DSO must:

1. Select an Issue Reason from the drop-down list.
2. Provide an explanation in the Reason for Correction field.
3. Click the Terminate Student button.

U.S. Immigration and Customs Enforcement ICE Student & Exchange Visitor Information System SEVIS

Main | Help | Tutorial | Logout

Release 5.1 Training School

Terminate Student

Required fields are marked with an asterisk (*).

SEVIS ID:	N0000094334
Family Name:	Miller
First Name:	Student
Date of Birth:	01/01/1980
Country of Birth:	AUSTRALIA
Country of Citizenship:	AUSTRALIA
Gender:	FEMALE
School Name:	Release 5.1 Training School
Program Start Date:	11/09/2005
Program End Date:	11/09/2009
Visa Type:	F-1
Status:	CANCELED

1. * Termination Reason:

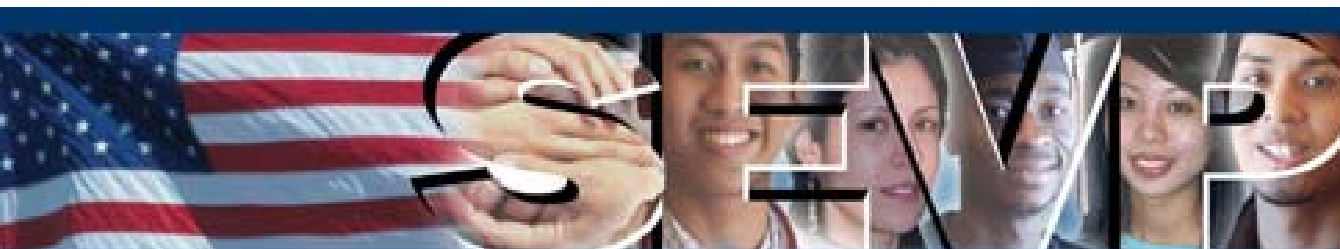
If "Otherwise Failing to Maintain Status", specify here:

2. Remarks:

3. * Reason for Correction:

Terminate Student Reset Values Cancel

11/15/2005 (Tuesday)



Correct Student Status from Completed to Terminated

To correct a student record from Completed status to Terminated status, the PDSO/DSO must click the **Terminate Student** link, which is available in the Corrections menu for Completed status records.

Terminate Student

U.S. Immigration and Customs Enforcement ICE Student & Exchange Visitor Information System **SEVIS**

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Student Information Return

Actions:
[Reinstate Student](#)
[Transfer Out](#)

View:
[Request/Authorization Details](#)

Corrections:
[Terminate Student](#)

Personal Information

SEVIS ID:	N0000094340
Family Name:	Martin
First Name:	Student
Country of Birth:	BRAZIL
Birth Date:	01/01/1980
Citizenship Country:	BRAZIL
Gender:	MALE
Foreign Address:	1 Main St Home BRAZIL
U.S. Address:	800 K St NW Washington DISTRICT OF COLUMBIA 20001
SSN:	
Driver's License Number:	
Driver's License Issuing State:	
Individual Taxpayer ID Number:	

Program Information

Status:	COMPLETED
Termination Reason:	
Visa Type:	F-1
School Name:	Release 5.1 Training School
School Code:	WAS214F11599000
Campus Name:	Main Campus
I-20 Issue Reason:	CONTINUED ATTENDANCE
Education Level:	BACHELOR'S
Major:	Architectural Engineering
Secondary Major:	
Minor:	
Program Start Date:	11/09/2005
Program End Date:	11/09/2009
Normal Length of Study:	48
Current Session End Date:	12/15/2005
Next Session Start Date:	01/15/2006
School Requires English Proficiency:	yes
Student Has English Proficiency:	yes
English Is Not Required Because:	
Remarks:	

Financial Information

Number of Months:	12
Tuition Fees:	\$25,000.00
Living Expenses:	\$25,000.00
Dependent Expenses:	\$25,000.00
Other Costs:	
Other Costs Comment:	
Total Expenses:	\$75,000.00
Student's Personal Funds:	\$250,000.00
Funds From This School:	
School Fund Type:	
Funds From Other Sources:	
Source Type:	
On-Campus Employment:	
Total Funding:	\$250,000.00

Travel Information

Passport Number:	
Visa Number:	
Visa Issue Date:	
Visa Issue Post:	
Port of Entry:	
Date of Entry:	
I-94/Admission Number:	

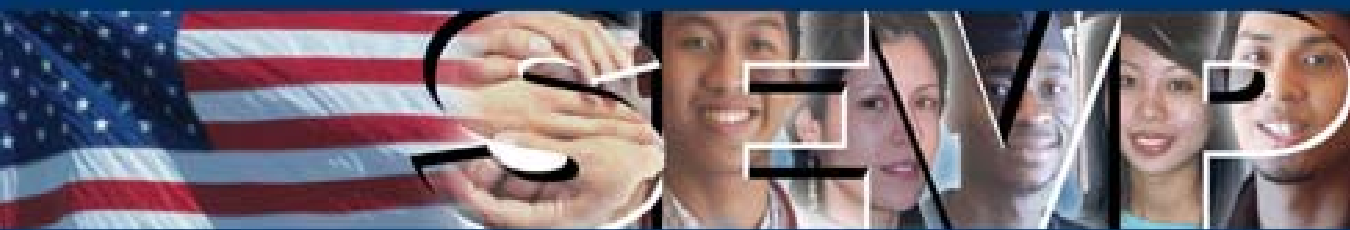
I-901 SEVIS Fee Payment Information

Transaction Type:	
Transaction Date:	
Transaction Amount:	
Fee Payment/Cancellation Receipt Number:	

Dependents:

Sevis ID	Family Name	First Name	Relationship	Gender	Status
N0000094341	Martin	Spouse	SPOUSE	FEMALE	TERMINATED

11/16/2005 (Wednesday)



Correct Student Status from Completed to Terminated

If the PDSO/DSO agrees to the confirmation, he/she may complete the correction process to change from Completed status to Terminated status.

To submit the correction, the PDSO/DSO must:

1. Select an Issue Reason from the drop-down list.
2. Provide an explanation in the Reason for Correction field.
3. Click the Terminate Student button.

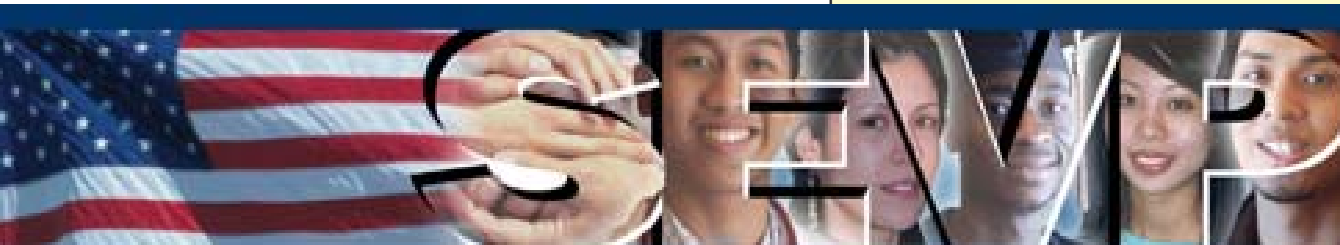
The screenshot shows the SEVIS 'Terminate Student' form. At the top, there is a header with the U.S. Immigration and Customs Enforcement logo, the ICE logo, and the text 'Student & Exchange Visitor Information System'. Below the header is a navigation bar with links for 'Main', 'Help', 'Tutorial', and 'Logout'. The main content area is titled 'Release 5.1 Training School' and 'Terminate Student'. A note states 'Required fields are marked with an asterisk (*).' The form contains a table of student information:

SEVIS ID:	N0000094334
Family Name:	Miller
First Name:	Student
Date of Birth:	01/01/1980
Country of Birth:	AUSTRALIA
Country of Citizenship:	AUSTRALIA
Gender:	FEMALE
School Name:	Release 5.1 Training School
Program Start Date:	11/09/2005
Program End Date:	11/09/2009
Visa Type:	F-1
Status:	CANCELED

Below the table are three required fields:

1. * Termination Reason: A dropdown menu.
2. Remarks: A text area with a scroll bar.
3. * Reason for Correction: A text area with a scroll bar.

At the bottom of the form are three buttons: 'Terminate Student', 'Reset Values', and 'Cancel'. The date '11/15/2005 (Tuesday)' is displayed at the bottom right of the page.



Transfer a Transfer-In Record

The PDSO will be able to transfer a Transfer-In record that is in Initial status using the **Transfer Out** option on the Corrections menu.

This functionality allows the PDSO to correct records that:

- Were transferred in error
- Have passed the transfer release date

The PDSO will only be able to correct the transfer when the student is in Initial status.

Transfer Out

U.S. Immigration and Customs Enforcement ICE Student & Exchange Visitor Information System SEVIS

Main | Help | Tutorial | Logout

Student Information

Return Reprint I-20 Print Draft I-20

Actions: Registration
Edits: Dependents
Views: Request/Authorization Details
Corrections: **Transfer Out**

Personal Information		Program Information	
SEVIS ID:	N0000094431	Status:	INITIAL
Family Name:	Miller	Termination Reason:	
First Name:	Bill	Visa Type:	F-1
Country of Birth:	IRELAND	School Name:	Release 5.1 Training School
Birth Date:	01/01/1980	School Code:	WAS214F11599000
Citizenship Country:	IRELAND	Campus Name:	Main Campus
Gender:	MALE	I-20 Issue Reason:	TRANSFER
Foreign Address:	1 Main St Home IRELAND	Education Level:	BACHELOR'S
U.S. Address:		Major:	Ceramic Sciences and Engineering
SSN:		Secondary Major:	
Driver's License Number:		Minor:	
Driver's License Issuing State:		Program Start Date:	11/14/2005
Individual Taxpayer ID Number:		Program End Date:	11/14/2009

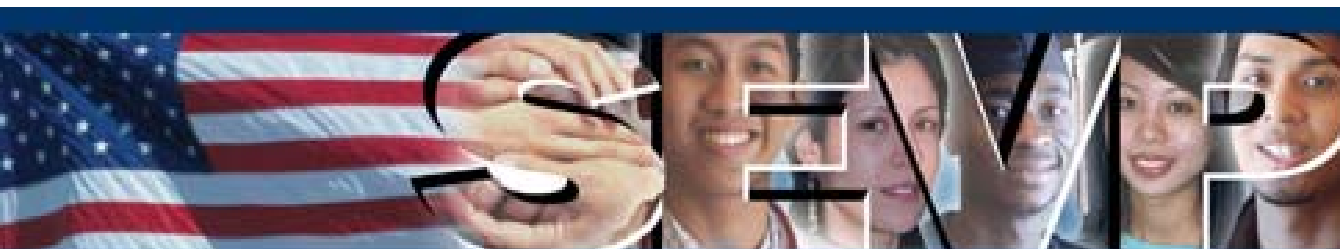
Financial Information		Travel Information	
Number of Months:	12	Passport Number:	
Tuition Fees:	\$25,000.00	Visa Number:	
Living Expenses:	\$25,000.00	Visa Issue Date:	
Dependent Expenses:	\$25,000.00	Visa Issue Post:	
Other Costs:		Port of Entry:	
Other Costs Comment:		Date of Entry:	
Total Expenses:	\$75,000.00	I-94/Admission Number:	
Student's Personal Funds:	\$100,000.00		
Funds From This School:			
School Fund Type:			
Funds From Other Sources:			
Source Type:			
On-Campus Employment:			
Total Funding:	\$100,000.00		

I-901 SEVIS Fee Payment Information					
Transaction Type:					
Transaction Date:					
Transaction Amount:					
Fee Payment/Cancellation Receipt Number:					

Dependents:					
Sevis ID	Family Name	First Name	Relationship	Gender	Status
N0000094432	Miller	Michelle	SPOUSE	FEMALE	ACTIVE

Student Requests:		
Request Type	Request Status	Receipt Number
Transfer	APPROVED	

11/14/2005 (Monday)



Transfer a Transfer-In Record

To complete the transfer, the PDSO must:

1. Enter a Transfer Release Date.
2. Select a Transfer to School.
3. Enter optional comments in the Remarks field.
4. Provide an explanation for the transfer in the Reason for Correction field.
5. Click the Transfer Student button.

The screenshot shows the SEVIS interface for a 'Transfer Out' form. At the top, there are logos for U.S. Immigration and Customs Enforcement and ICE, along with the text 'Student & Exchange Visitor Information System' and the SEVIS logo. A navigation bar includes links for 'Main | Help | Tutorial | Logout'. The main heading is 'Release 5.1 Training School' and 'Transfer Out'. A note states 'Required fields are marked with an asterisk (*).' Below this is a summary of the student's information:

SEVIS ID:	N0000094431
Family Name:	Miller
First Name:	Bill
Date of Birth:	01/01/1980
Country of Birth:	IRELAND
Country of Citizenship:	IRELAND
Gender:	MALE
School Name:	Release 5.1 Training School
Program Start Date:	11/14/2005
Program End Date:	11/14/2009
Visa Type:	F-1
Status:	INITIAL

Below the summary are the transfer details:

- 1. * Transfer Release Date: (MM/DD/YYYY)
- 2. * Transfer To School:
School / Campus name:
School code:
- 3. Remarks:
- 4. * Reason for Correction:

At the bottom, there are three buttons: 'Transfer Student', 'Reset Values', and 'Cancel'. The footer shows the date '11/15/2005 (Tuesday)'.

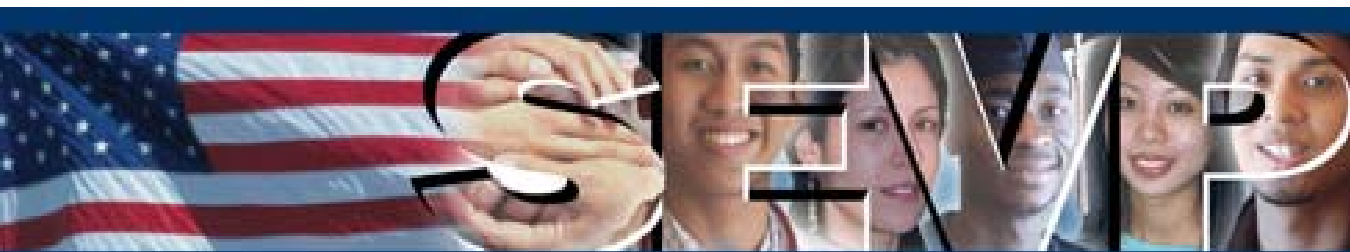


Search for Dependent Records

The PDSO/DSO will be able to search for dependent records using the *Student Search* screen.

To perform a dependent search, the PDSO/DSO will:

1. Select “Dependent” in the **Search For** drop-down list.
2. Enter/select additional search criteria.
3. Click the Search button to return a list of dependents that meet the search criteria, if any.



Search for Dependent Records

On the Search Results screen, when the PDSO/DSO clicks the Family Name link for the dependent, the *Student Information* screen will be displayed.

From the *Student Information* screen, the PDSO/DSO must click the SEVIS ID link for the dependent to access the *Dependent Information* screen.

Student Information

Return Reprint I-20 Print Draft I-20

Actions:
[Authorize To Drop Below Full Course](#)
[Change Education Level](#)
[Complete Program](#)
[Disciplinary Action](#)
[Extend Program](#)
[Registration](#)
[Shorten Program](#)
[Terminate Student](#)
[Transfer Out](#)
Edits:
[Dependents](#)
[Financial Information](#)
[Personal Information](#)
[Program Information](#)
View:
[Request/Authorization Details](#)
Employment/Training:
[OPT Employment Authorization](#)
[On-Campus Employment](#)
[OPT Request](#)
Corrections:
[Return to Initial Status](#)

Personal Information
 SEVIS ID: **N0000094433**
 Family Name: **Thompson**
 First Name: **Jen**
 Country of Birth: **NEW ZEALAND**
 Birth Date: **01/01/1980**
 Citizenship Country: **NEW ZEALAND**
 Gender: **FEMALE**
 Foreign Address: **1 Main St Home NEW ZEALAND**
 U.S. Address: **800 K St NW Washington DISTRICT OF COLUMBIA 20001**
 SSN:
 Driver's License Number:
 Driver's License Issuing State:
 Individual Taxpayer ID Number:

Program Information
 Status: **ACTIVE**
 Termination Reason:
 Visa Type: **F-1**
 School Name: **Release 5.1 Training School**
 School Code: **WAS214F11599000**
 Campus Name: **Main Campus**
 I-20 Issue Reason: **CONTINUED ATTENDANCE**
 Education Level: **BACHELOR'S**
 Major: **Biomedical Sciences, General (NEW)**
 Secondary Major:
 Minor:
 Program Start Date: **11/14/2005**
 Program End Date: **11/14/2009**
 Normal Length of Study: **48**
 Current Session End Date: **12/15/2005**
 Next Session Start Date: **01/15/2006**
 School Requires English Proficiency: **yes**
 Student Has English Proficiency: **yes**
 English Is Not Required Because:
 Remarks:

Financial Information
 Number of Months: **12**
 Tuition Fees: **\$25,000.00**
 Living Expenses: **\$25,000.00**
 Dependent Expenses: **\$25,000.00**
 Other Costs:
 Other Costs Comment:
Total Expenses: \$75,000.00
 Student's Personal Funds: **\$100,000.00**
 Funds From This School:
 School Fund Type:
 Funds From Other Sources:
 Source Type:
 On-Campus Employment:
Total Funding: \$100,000.00

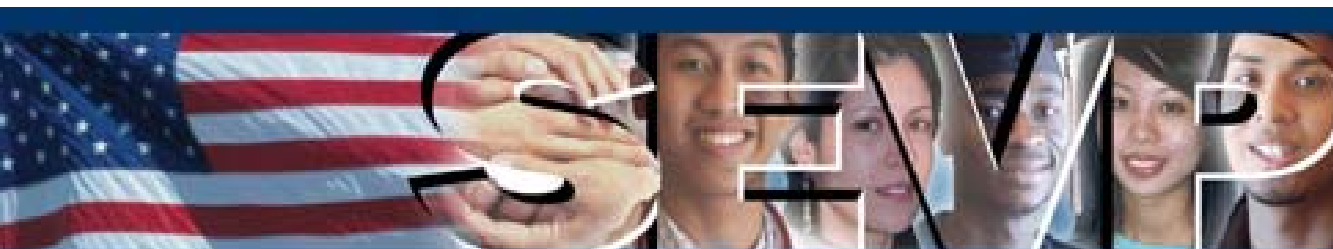
Travel Information
 Passport Number:
 Visa Number:
 Visa Issue Date:
 Visa Issue Post:
 Port of Entry:
 Date of Entry:
 I-94/Admission Number:

I-901 SEVIS Fee Payment Information
 Transaction Type:
 Transaction Date:
 Transaction Amount:
 Fee Payment/Cancellation Receipt Number:

Dependents:

Sevis ID	Family Name	First Name	Relationship	Gender	Status
N0000094434	Thompson	Mike	SPOUSE	MALE	ACTIVE

11/15/2005 (Tuesday)



Search for Dependent Records

The **Return to Student** button on the *Dependent Information* screen will return the PDSO/DSO to the *Student Information* screen.

The Return button on the *Student Information* screen will return the user to the *Search Results* screen.

The screenshot displays the SEVIS interface. At the top, it shows the U.S. Immigration and Customs Enforcement logo and the ICE acronym. The page title is "Student & Exchange Visitor Information System" and "SEVIS". Navigation links include "Main", "Help", "Tutorial", and "Logout".

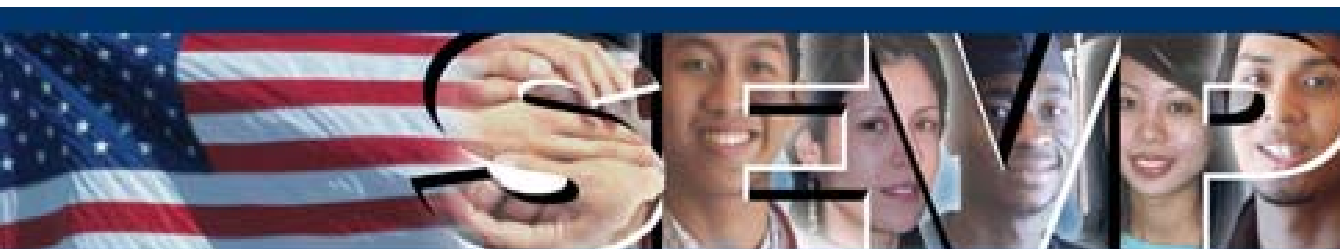
The main content area is titled "Dependent Information". It features four buttons: "Print Dependent I-20", "Print Draft Dependent I-20", "View Dependent List", and "Return to Student". The "Return to Student" button is circled in red. Below the buttons, the dependent's details are listed:

- SEVIS ID: N0000094225
- Family Name: **Smith**
- First Name: **Spouse**
- Middle Name:
- Date of Birth: **01/01/1980**
- Country of Birth: **UNITED KINGDOM**
- Country of Citizenship: **UNITED KINGDOM**
- Gender: **FEMALE**
- Status: **ACTIVE**
- Termination Reason:
- Visa Type: **F-2**
- Relationship: **SPOUSE**
- Passport Number:
- Visa Number:
- Visa Issue Date:
- Visa Issue Post:
- Port of Entry:
- Date of Entry:
- I-94/Admission Number:
- Remarks: **Remarks have been added to the dependent record by the PDSO/DSO.**

Below the dependent information is the "Student Information" section, which lists the following details:

- SEVIS ID: N0000094224
- Family Name: **Smith**
- First Name: **Student**
- Date of Birth: **01/01/1980**
- Country of Birth: **UNITED KINGDOM**
- Country of Citizenship: **UNITED KINGDOM**
- Gender: **MALE**
- School Name: **Release 5.1 Training University**
- Program Start Date: **11/09/2005**
- Program End Date: **11/09/2005**
- Visa Type: **F-1**
- Status: **ACTIVE**
- Foreign Address: **1 Main St Home UNITED KINGDOM**
- U.S. Address: **800 K St NW Washington DISTRICT OF COLUMBIA 20001**

The date "11/14/2005 (Monday)" is displayed at the bottom of the page.



Addition/Modification of Alerts

PDSO/DSOs will be provided with three new alerts:

- ***Students Within 45 Days of Termination:*** A list of students who will be terminated within the next 45 days.
- ***Students Within 45 Days of Cancelation:*** A list of students who will be canceled within the next 45 days.
- ***Students Past Program Start Date Awaiting Change of Status:*** A list of students who are in Initial status, past their program start date, and have either a pending Change of Status (COS) request or an issue reason of “Initial Attendance – Change of Status Requested.”

The *Student Out of Status* Alert is being modified:

- The title will be changed to ***Students Terminated Due to Change of Status Denied.***
- The alert will be corrected to only include students in Terminated status with a termination reason of COS Denied. These students will only appear on the alert for 30 days.



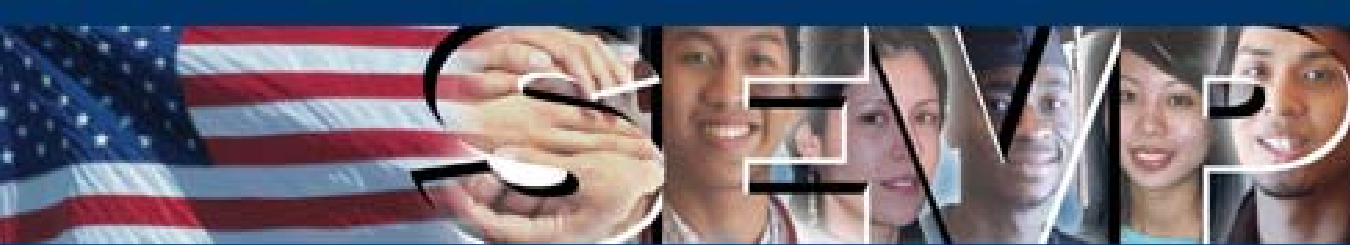
Additional Enhancements for F/M School Users

Additional enhancements to SEVIS for F/M School Users include:

- Removal of BATCH user ability to update Interface/POE entered data
- Changes to the nightly maintenance jobs
- Updates to online help and user manuals for F/M school users

The screenshot shows the SEVIS Student Information page for a student with SEVIS ID N0000094433. The page is divided into several sections: Personal Information, Program Information, Financial Information, Travel Information, and Dependents. The student's name is Jen Thompson, born 01/01/1980, from New Zealand. She is currently enrolled in a Bachelor's program in Biomedical Sciences at Release 5.1 Training School. The page also shows financial details, including tuition fees of \$25,000.00 and total expenses of \$75,000.00. A dependents table at the bottom lists her spouse, Mike Thompson.

SEVIS ID	Family Name	First Name	Relationship	Gender	Status
N0000094434	Thompson	Mike	SPOUSE	MALE	ACTIVE



Removal of BATCH User Ability to Update Interface/POE Entered Data

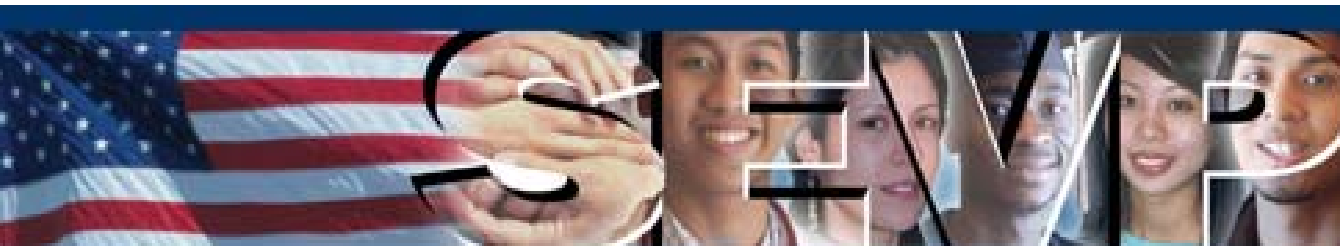
▪The Batch interface will be modified to prevent school users from updating arrival and travel document data:

➤ Received from the Arrival/Departure Information System (ADIS) interface

➤ Received from the Non-Immigrant Visa (NIV) interface

➤ Entered by a DHS Port of Entry (POE) user (Rel. 5.2)

▪This Batch interface update will mirror the current SEVIS RTI functionality.

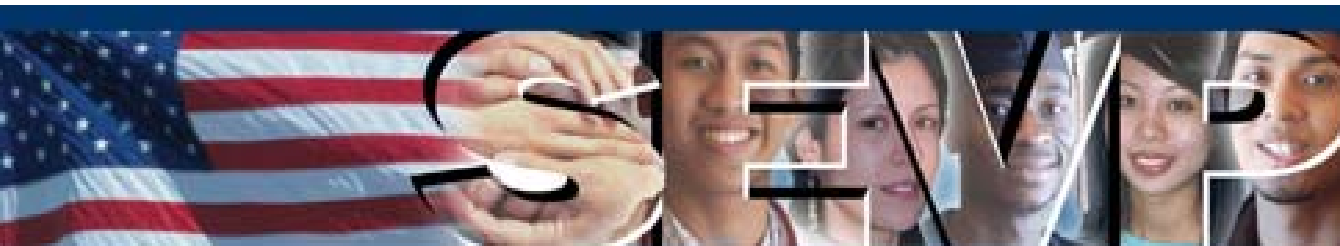


Changes to the Nightly Maintenance Jobs

Two changes are being made to the Nightly Maintenance Jobs:

- Initial status student records with an Approved Change of Status (COS) will be terminated 60 days after the student's program start date or benefit start date, whichever is later, for the Termination Reason "No Show – System Termination."
- Initial status student records with a Pending COS request to change to F-1 or M-1 or with an issue reason of "Initial Attendance – Change of Status Requested" will be canceled 60 days after the student's program start date.

NOTE: *Prior to Release 5.1, Initial status student records with a Pending or Approved COS request to change to F-1 or M-1 were terminated 60 days after the student's program start date.*



Updates to Online Help and User Manuals for F/M School Users

Online Help will be updated to reflect all changes. Updated user manuals will be posted to the SEVIS section of the Immigration and Customs Enforcement (ICE) website:

<http://www.ice.gov/graphics/sevis/schools/sevis.htm>

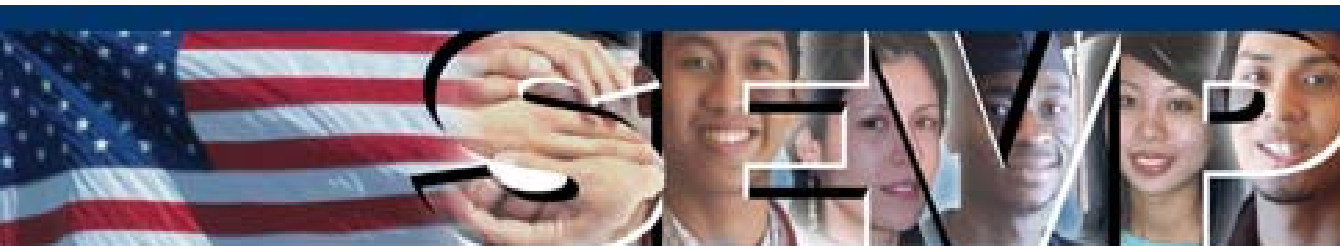
The referenced sections will be updated to reflect the changes:

- **Volume I Form I-17**

- **Section 2.5.3, Submit a Recertification Application**
- **Section 2.6, Electronic Submission of Payment**

- **Volume II Form I-20**

- **Section 2.4.4, How to Retrieve Student and Dependent Records**
 - ✓ **Section 2.4.4.2, Search for Student Dependent Records**
- **Section 2.4.5.6, Corrections Menu**
 - ✓ **Section 2.4.5.6.1, Extend Program**
 - ✓ **Section 2.4.5.6.2, Return to Initial Status**
 - ✓ **Section 2.4.5.6.3, Terminate Student**
 - ✓ **Section 2.4.5.6.4, Transfer Out**
- **Section 2.5, Alerts**



Questions?

