

Customer Agreement For Using The SEVIS Batch-File Transfer Process

On behalf of my institution I am requesting use of the batch-file transfer process for transmitting and receiving information from the Student and Exchange Visitor Information System [SEVIS].

I acknowledge and accept the following responsibilities:

- Protect the data elements used to compile the I-20 or DS-2019 forms and to report SEVIS events.
- Assure that, either through the use of SEVIS batch-file, or limited use of the SEVIS real time application, all reporting requirements that this institution is held to as a Service approved school or exchange program are continuing to be met.
- Report to SEVIS any suspected compromise of system data or access accounts. This report can be made by calling the SEVIS Help Desk at 1-800-892-4829.
- Ensure that the institution's official whose SEVIS UserId is associated with each batch-file transmission is aware of the events being reported and each official whose SEVIS UserId is in each event record being reported as part of the batch file is also aware of the events being reported in their name.
- Conduct periodic audits, at a minimum of every 30 days, to ensure the validity of the data being sent and received, and to audit the integrity of the file transmission and local storage processes.
- Obtain and use a Class 1 digital certificate for session authentication. Protect that digital certificate by:
 - Ensuring that information for the certificate is not available to unauthorized individuals.
 - Securely storing the information for the certificate in a sealed, signed envelope that is then stored in a locked cabinet or safe.
 - If required, delegating responsibility for re-initializing the computer used for the certificate to a trusted individual who has his/her own SEVIS UserID and password, and who has access to the locked cabinet or safe where the password is stored.

_____ Signature [School/Program PDSO or RO]

_____ Title

_____ Typed or Printed Name

_____ E-mail Address

_____ Phone Number

_____ School Name/Campus Name or Program Name

_____ School Code or Program