

Broadcast Message: New Process: Reporting School Procedural Adaptations to SEVP

To: All SEVIS Users

Date: Aug. 7, 2020

Number: 2008-01

General Information

As noted in the Student and Exchange Visitor Program's (SEVP) [March 2020 guidance](#), schools should provide notice of any procedural adaptations made in response to the Coronavirus Disease (COVID-19) to SEVP within 10 business days of the date of the decision to initiate the change.

If an SEVP-certified school has previously submitted a procedural change plan detailing its alternative procedures, it does not need to resubmit the plan for the fall 2020 session, unless the school is making substantive changes. Therefore, if your school's COVID-19 operational plan has been updated for the fall 2020 term, then your school should submit its updated operational plans to the following email: SEVPDocuments@ice.dhs.gov. **Do not submit to sevp@ice.dhs.gov**. Plans previously submitted to sevp@ice.dhs.gov do not need to be resubmitted.

Consistent with the provisions of the March 2020 guidance, substantive changes should be submitted within 10 business days of the decision to implement the change. SEVP-certified schools that have not yet filed procedural change plans and have active nonimmigrant students enrolled in programs of study this fall should submit a procedural change plan, detailing any changes to existing procedures necessitated by COVID-19.

For schools submitting operational plans, please include the following information in the subject line, "[School Name] and [School Code]: Fall 2020."

In order for SEVP to properly file these plans, schools should ensure:

- The email subject contains a valid SEVP school code (ending in 000). Do **not** list campus school codes.
- The school's procedural adaptation plan is submitted as an attached file to this email. Attachments **must** be in Word or PDF format. Schools should refer to the [Optional COVID-19 School Reporting Template](#) to report fall term procedural adaptations to SEVP.

Failure to follow these instructions will result in a rejection email from SEVP. Schools will be asked to re-file following the above instructions.

Additional Information

For additional information regarding school reporting procedures, stakeholders can refer to SEVP's current policy guidance and frequently asked questions at [ICE.gov/Coronavirus](https://ice.dhs.gov/coronavirus), under the Nonimmigrant Students and SEVP-certified Schools header:

- [Broadcast Message 2003-01: Coronavirus Disease 2019 \(COVID-19\) and Potential Procedural Adaptations for F and M Nonimmigrant Students](#) (March 9, 2020).
- [Frequently Asked Questions from SEVP Stakeholders about COVID-19](#).

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