



DSO Perspective

Create a Certificate of Eligibility

Introduction:

In the paperless environment of SEVIS II, the current paper Form I-20 will be replaced with the issuance of an electronic Certificate of Eligibility (COE). Just as the form I-20 does now, the COE defines the student's program of study, its duration, and associated costs. The COE must be signed electronically by the DSO and the student before the student can apply for either an entry visa or a change of status.



Timeline:

It is now July 2007. SEVIS II has just been fully implemented. Teleza Okonkwo has been accepted to State University to pursue a B.S. degree in Environmental Engineering. She will begin studies on 9/1/2007. As the DSO, you must issue the COE she will need for her visa application. Although she is married, her husband will not be applying for F-2 status at this time.

Create a Certificate of Eligibility – Steps:

1. The School Summary Page contains information about the school and its F/M program.

1 School: **State University** (Part of Group: South State Universities - Government Owned and Operated)
 School Type: College/University
 School Code: 80529
 City/State: Durham NC
 Recertification Due: 07/22/2012

2 I Want To...
 Certificates of Eligibility:
 > Create Certificate of Eligibility
 > Manage Project List
 > Manage Intra-Transfer or Change Program Level (OPTs)
 School Administration:
 > Start Recertification
 > Withdraw School
 Other Actions:
 > Post a Request
 > Perform Mass Update
 > Manage Message Reminders
 > Manage Message Templates
 > Add Post It Sign-in
 > Register for Batch
 > View Batch Registration

3 School Alerts

Description	Actions	Clear
Certificate of Eligibility in Draft Mode for 45 Days	View List	<input type="checkbox"/>
Students with a pending change of status to F1M within 30 days of program start date	View List	<input type="checkbox"/>
Initial students with Fort of Entry record that have not reported	View List	<input type="checkbox"/>
OPT authorized by CIE	View List	<input type="checkbox"/>
Students requiring registration	View List	<input type="checkbox"/>

Displaying 1 - 5 of 28 | Next > View All

4 Incoming Nonimmigrant Communications - 4 Unread Messages

5 School Details

6 Pending Applications and Petitions

App#/Title	Last Updated	Expiration	Status	Actions
CE111*	30/05/2012		Pending Adjudication	View

Displaying 1 of 1

7 Dashboard Reports

Switch View: [Statistics on Employment](#)

Legend:
 ■ OPT
 ■ On Campus
 ■ Post OPT
 ■ Pre OPT
 ■ Been OPT

2. There are 7 panels on the School Home Page:
1. **School Alerts** – notifications and actions school officials must be aware of.
 2. **I Want To** – actions available to the school official.
 3. **Search** – functionality used by school officials to search for associated students.
 4. **Incoming Nonimmigrant Communications** – e-mails school officials have received from or sent to nonimmigrants through SEVIS II.
 5. **School Details** – detailed information pertaining to the school's I-17 and its history.
 6. **Pending Applications and Petitions** – applications and petitions filed by the school.
 7. **Dashboard Reports** – quick reports that provide snapshot aggregate reports of the program (e.g., Top 10 Sending Countries).

3. From the I Want To ... panel, click Create Certificate of Eligibility.



The Certificate of Eligibility – Prospect List page opens.

4.

SEVIS Home	My Account	Managed Accounts	Help & Information	Submit Help Ticket	Contact Us
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School: [State University](#) (Part of Group: [South State Universities](#) - Government Owned and Operated)
 School Type: [College/University](#) City/State: [Durham, NC](#)
 School Code: [30328](#) Recertification Due: [07/23/2012](#)

Certificate of Eligibility - Prospect List (10 Total)

<Instructional Text>
 • Indicates required field

Associate Individual [Associate Multiple Individuals](#)

Warning text regarding accessing individuals' information.

INN* Last Name* **1**

Date of Birth* Age: (calculated) **2**

Scroll down the page and notice that Teleza's name is not on the Prospect List.

1. Type O in the Last Name text field.
2. Click Associate.

Scroll down the page and notice that Teleza's name is now included on the list.

5.

1

Displaying 5 Export Print

Select	Name	IIN	DOB	Gender	Country of Birth	Country of Citizenship	FMJ Status	Date Added to List	DSO Who Added Prospect	Purpose	Intended Actions COA
<input type="checkbox"/>	Okonkwo, Teleza	3829.2982.5948	12/17/1991	F	Malawi	Malawi	None	10/31/2010	Dee, Jana	Initial	F-1 Create COE Remove
<input type="checkbox"/>	Morse, Janet Anne	3933.2939.3929	03/05/1985	F	England	England	Active	10/31/2010	Smith, John	Transfer	F-1 Create COE Remove
<input type="checkbox"/>	LaFarge, Pierre Luc	3992.5094.2938	07/18/1993	M	France	France	None	10/31/2010	Michaels, Larry	Initial	M-1 Create COE Remove
<input type="checkbox"/>	Andersson, Brigitta	6987.3067.3967	07/18/1993	F	Sweden	Sweden	Ended	10/31/2010	Samuel, Jackson	Transfer	M-1 Create COE Remove
<input checked="" type="checkbox"/>	Okonkwo, Teleza				Syria	Syria	Active	10/31/2010	Smith, John	Exigent Transfer	F-1 Create COE Remove

Cancel Save Return to School Summary

2

1. Click the check box next to Teleza's name.
2. Click Create COE.

The Certificate of Eligibility – Student Information page opens.

6.

Certificate of Eligibility - Student Information

Student: Teleza Okonko - 3019.3982.6948 | Date of Birth: 12/17/1989

<Instructional Text>

[View History of Associations](#)

[Create from Existing Template](#)

Biographical Information	
Full Name: Teleza Okonko	Date of Birth: 12/17/1989
First Name: Teleza	Country of Birth: Malawi
Middle Name: No Middle Name	Countries of Citizenship: Malawi
Last Name: Okonko	Gender: Female
Date Associated: 12/12/2010 by Mary Alice Doe	Legacy SEVIS ID: 14200081004 J6000001118 14000791002
Other Names Used: None	Border Commuter Student: <input type="checkbox"/>
Student ID: <input type="text"/>	Associated DSO: --Select--

1

2

Student Information
Program Information
Dependents
Financial Information
Summary

Contact Information						
Addresses:						
Address Type	Address	City	State	ZIP Code	Country	
U.S. Mailing Address						
Physical U.S. Address						
Foreign Address						
	Johnstone Road, P.O. Box 30704	Kapeni		30704	Malawi	
Email:						
Primary	Email Address					
<input checked="" type="checkbox"/>	teleza@rhw@hotmail.com					
<input type="checkbox"/>	t.okonko@stny.sfnest.edu					
Phone:						
Primary	Phone Number Type	Phone Number	Extension			
<input checked="" type="checkbox"/>	U.S. Cell Phone Number	202-655-1234				
<input type="checkbox"/>	U.S. Telephone Number					
Comments						
<input type="text"/>						

[Cancel](#) [Delete Draft](#) [Save as Draft](#) [Save and Continue](#)



Note: Most of the information on this page populates from Teleza's customer account. However, there are 2 fields of information worth noting:

1. **Border Commuter Student** – the checkbox where the DSO would designate students as Border Commuter Students.
2. **Associated DSO** – the drop-down list where a DSO can be assigned to a student.

Click **Save and Continue**.

The **Certificate of Eligibility – Program Information** page opens.

7.

Certificate of Eligibility - Program Information

Student: Teleza Okonkwo - 3829.3682.6948 | Date of Birth: 12/17/1989

* Indicates required field

[View History of Associations](#)

[Create from Existing Template](#)

Print Draft



LTM

Programs of Study

Program Level: *
--Select--

Intended COA:
F-1

Major 1: *
 [CP Code Lookup](#)

Major 2: *
 [CP Code Lookup](#)

No Second Major [Add Additional Major](#)

Minor: *
 [CP Code Lookup](#)

No Minor [Add Additional Minor](#)

[Add Additional Program Level](#)

Length of Study

Estimated Length of Study:
48

Normal Length of Study (in months): *
48

Program Dates

Program Start Date: *

Program End Date: *

Initial Session Start Date: *

Additional Information

English Proficiency Required for Program: *
 Yes No

Is Student Proficient in English: *
 Yes No

[Cancel](#) [Back](#) [Delete Draft](#) [Save as Draft](#) [Save and Continue](#)



Note: There are 4 fields of information worth noting:

1. **Create from Existing Template** – you can either use a saved template or create a new COE from scratch.
2. **Add Additional Program Level** – use this functionality if the student is enrolling in a dual program (e.g. MS/Ph.D. or MBA/J.D.).
3. **Normal Length of Study** – this information is imported from the I-17 form. You must justify any length that is different.
4. **English Proficiency Required for the Program and Is Student Proficient in English** – you must explain a selection of No.

Creating templates is not discussed in this tutorial.

Click **Save and Continue**.

The Certificate of Eligibility – Dependents page opens.

8.

Certificate of Eligibility - Dependents
Student: Telesa Okonkwo - 3849-3982-6948 | Date of Birth: 12/17/1989

Indicates required field

Do you have dependents that you wish to associate? *

Yes No

View History of Associations

Print Draft

Save and Continue

Cancel Back Save as Draft

- Student Information
- Program Information
- Dependents**
- Financial Information
- Summary

Click **Save and Continue**.

The Certificate of Eligibility – Financial Information page opens.

9.

Certificate of Eligibility - Financial Information
Student: Telesa Okonkwo - 3849-3982-6948 | Date of Birth: 12/17/1989

Indicates required field

View History of Associations

Print Draft

Student's Cost of Living - Projected: \$11,000
Number of Dependents Indicated: 0

Number of months used to calculate cost of living: 12
Cost of Living - Adjusted for Dependents: \$11,000

Annual Expenses

Type	Amount
Tuition	25,000
Books and Fees	6,000
Living Expenses for Self (and Dependents)	11,000
Other Costs	
Total Annual Expenses	\$41,000

Funding

Type	Amount
Student's Personal Funds	
On-Campus Employment	
Funds From This School	
Funds From Other Sources	
Total Funding	\$0

Comments:

Cancel Back Delete Draft Save as Draft Save and Continue

- Student Information
- Program Information
- Dependents
- Financial Information**
- Summary



Note: Annual Expenses figures are imported from the school's I-17, but can be manually overwritten. Reductions below the I-17 figures will prompt SEVIS II to display a Justification text field.

Click **Save and Continue**.

The Certificate of Eligibility – Summary page opens.

10.

Certificate of Eligibility - Summary
Student: Teleza Okonkwo - 3829-3982-6948 | Date of Birth: 12/17/1989

<Instructional Text>

Certificate of Eligibility Details [View History of Associations](#)

Student Information

Full Name: Teleza Okonkwo	Date of Birth: 12/17/1981
First Name: Teleza	Country of Birth: Malawi
Middle Name: No Middle Name	Countries of Citizenship: Malawi
Last Name: Okonkwo	Gender: Female
COA: F-1	Legacy SEVIS IDs: N0003091029, N0003980198, N0008761092
Student ID: 77879789	Border Commuter Student: No
Other Names Used:	Date Associated

Save Information as a Template

I wish to save information from this Certificate of Eligibility as a template for future use.

Submit for Signature or Sign Certificate(s) of Eligibility

Name	Relationship	IIN	Issued For	Action
Okonkwo, Teleza	Principal	3829-3982-6948	F-1	

Submit for Signature
 Signature and Attestation

Cancel Back Delete Draft Save as Draft Submit

1

2

3

4

1. You may save any partially or fully completed COE as a template for later use. Click **Save Information as a Template** to see what additional fields open for population.
2. Click **Submit for Signature** if you are setting up this COE for another DSO to sign. *Complete this action.*
3. Click **Signature and Attestation** if you are the DSO who is signing the COE. *Do not complete this action.*
4. Click **Submit**.

The **Submitted for Signature** message appears if you selected **Submit for Signature**.

The **Sign Certificate(s) of Eligibility** message appears if you selected **Signature and Attestation**.

For the purposes of this demonstration we are showing that the **Submit**

for Signature option was selected.



Note: Submit for Signature” and “Signature and Attestation” are different. The user can select one or the other, but not both. Selecting “Submit...” sets up the COE as complete so that someone else can sign it. A person may have creation permission, but not signatory permission. “Signature and Attestation” must be done by a DSO with signature permission.

11.



Click **OK**.

This portion of the self-guided tutorial is complete.

Click **Return to Launch Page**.



DSO Perspective

Authorize Curricular Practical Training (CPT)

Introduction:

CPT is a form of work authorization that allows a student to engage in a period of hands-on training considered to be an integral part of the school's established curriculum. The process of authorizing CPT will not differ significantly from the way it is currently handled in SEVIS.



Timeline:

It is May of 2010. Teleza has requested CPT so she can participate in an internship with the Environmental Protection Agency. She provides you with all the necessary information.

Authorize Curricular Practical Training (CPT) – Steps:

1. Student Home Page.

Name: [Okonkwo, Telesa - 3829.3982.0948](#)
FMJ Status: Active - Enrolled
Date of Birth: 12/17/1988

Program Start/End: 09/01/2007 - 05/31/2011
Current Session Ends: 05/31/2011
Next Session Starts:

Student ID: 329489823
Legacy SEVIS ID: N0093091029... [view at State University - 30379](#)
School:

Disaster Impacted Designation - [Hurricane Patricia](#)
Admissibility Indicator: F-1 (Green) Last Date of Authorized Stay: 09/01/2012 Border Commuter Student: No

Participation History

School Alerts for This Nonimmigrant

Date	Description	Actions	Clear
06/06/2012	Student Program Ending	View	<input type="checkbox"/>

Displaying 1 - 1 of 1

I Want To...

Take an Action:
-Select-

Submit a Correction:
Select

Other Actions

- [Send Message to Student](#)
- [Submit a Help Ticket](#)

From the I Want To... panel, in the Take an Action drop-down list, select **Curricular Practical Training Authorization – Add**.

Select
EMPLOYMENT
Curricular Practical Training Authorization - Add
Curricular Practical Training Authorization - Update
Curricular Practical Training Authorization - Cancel Employment
Off campus - Economic Hardship - Recommend
Off campus - Economic Hardship - Edit
Off campus - International Organization - Recommend
Off campus - International Organization - Edit
Off campus - Cancel Recommendation
On campus Authorization for Individual Student - Add
On campus Authorization for Individual Student - Remove
On campus School-wide - Set/Update
Optional Practical Training (OPT) Recommendation (F-1) - Add
Optional Practical Training (OPT) Recommendation (F-1) - Edit

Click **Go**.

The **Authorize Curricular Practical Training** page opens.

2.

SEVIS II

Quick Search: [Select Search by] [Search] Select Group/School/Sponsor: [Type School/Sponsor/Group name] [Search]

SEVIS Home My Account Managed Accounts Help & Information Submit Help Ticket Contact Us

Name: Okonkwo, Telesa - 3829-3982-6948
EMJ Status: Active - Enrolled
Date of Birth: 12/17/1989
Program Start/End: 09/01/2007 - 05/01/2011
Current Session Ends: 09/01/2011
Next Session Starts:
Student ID: 326489823
Legacy SEVIS ID: 10093861029
School: State University - 3035

Authorize Curricular Practical Training

<Instructional Text>
* indicates required field

Current Authorizations	Authorization Start Date	Authorization End Date	Type	Limitations
On Campus Employment, State University	06/28/2010	05/01/2010	Part Time	None

Authorized Start Date: 1

Authorized End Date: 2

Part Time/Full Time: Part Time Full Time

Employer Information

Select a previous employer

EBIN:

Street Address Line 1:

City:

ZIP/Postal Code:

Name:

Street Address Line 2:

State:

Work Location

Work Location Same as Employer Address

Street Address Line 1:

City:

ZIP/Postal Code:

Street Address Line 2:

State:

Supervisor Information

Name:

Phone Number: Ext:

Email Address:

Comments:

Signature and Attestation:

Full Name of School Official: Jane Miller
Date of Signature: 06/11/2011

School Official Role: DSO
School Name: State University

* By checking this box, I acknowledge that I have reviewed this information and that the information entered is true. Other legal text here Lorem ipsum dolor sit amet, consectetur adipiscing elit. Nullam euismod commodo eget. Quisque vitae venenatis diam. Proin adipiscing nisl vitae libero elementum eu. acummya ve il nillum.

PIN: 9

Cancel Submit 10

3.

For purposes of this demonstration, no input is required for any of the fields. However, look at the different types of information that are required to complete the authorization of curricular practical training.

1. Use the Calendar widget to select an Authorized Start Date.

2. Use the Calendar widget to select an **Authorized End Date**.
3. Click either **Part Time** or **Full Time**.
4. Type in **Employer Information**, or from the **Select Previous Employer** menu, select **Environmental Protection Agency**.
5. Type in **Work Location Information**, or click **Work Location Same as Employer Address**.
6. Type in **Supervisor Information**. (This box will pre-populate if a previous employer has been selected above.)
7. **Type** any comments that provide additional information.
8. Click the **Signature and Attestation** check box. The box is populated with a check mark. By putting a check mark in this box, you are verifying the information contained on the page is correct.
9. **Type** your **PIN** (any number will work for this tutorial).
10. Click **Submit**.

The **Authorize Curricular Practical Training Submitted** message appears and verifies submittal of the request.

4.



Click **OK**.

This portion of the self-guided tutorial is complete.

Click **Return to Launch Page**.



DSO Perspective

Register a Specific Student

Introduction:

Each term, DSOs must register students in SEVIS thereby confirming that the students are continuing to pursue their academic programs. Currently, SEVIS allows DSOs using the Real Time Interface (RTI) to register students one-by-one. SEVIS II will allow DSOs the option of registering a single student or a whole group of students at once. This scenario leads you through registering a single student.



Timeline:

It is September 2007. Teleza Okonkwo has arrived on campus and attended orientation. The DSO must now register her for the Fall term.

Register a Specific Student – Steps:

1. State University's School Summary Page.

The screenshot displays the SEVIS II interface for State University. The top navigation bar includes links for SEVIS Home, My Account, Managed Accounts, Help & Information, Submit Help Ticket, and Contact Us. The main content area is divided into several sections:

- Search:** A search bar with a red circle around the 'Subject Specificity' dropdown menu.
- School Alerts:** A section titled 'Disaster Impacted Designation #1 - Hurricane Patricia'.
- School Alerts Table:** A table with columns for Description, Actions, and Clear. It lists alerts such as 'Certificate of Eligibility in Draft Mode for 45 Days' and 'Students with a pending change of status to F-1B within 30 days of program start date'.
- What To...:** A sidebar with various administrative actions like 'Certificates of Eligibility', 'Manage Programs List', and 'School Administration'.
- Pending Applications and Petitions:** A table with columns for App/Petition, Last Updated, Due Date, Status, and Actions. It shows one entry: 'Form I-17' with a status of 'Pending Adjudication'.
- Rollback Status:** A pie chart showing the distribution of application statuses.

2. Click IIN from the Quick Search drop-down list located at the top of the page.

Quick Search:
Select Search by
Name (Last, First)
IIN
Student/EV ID
Legacy SEVIS ID

IIN is highlighted and populated in the Quick Search drop-down field.

- 3.



Quick Search:

Type Teleza's IIN (any number will work for this tutorial)
3829.3982.6948 in the text field.

Click Search.

The school's view of the Teleza's FMJ record opens.

- 4.

Name: Okonkwo, Teleza - 3829.3982.6948
FMJ Status: Active - Enrolled Program Start/End: 09/01/2007 - 05/31/2011 Student ID: 329489823
Date of Birth: 12/17/1989 Current Session Ends: 05/31/2011 Legacy SEVIS ID: N0093691029... [view all](#)
Next Session Starts: School: State University - 30329

Disaster Impacted Designation - Hurricane Patricia
Admissibility Indicator: F-1 (Green) Last Date of Authorized Stay: 08/04/2012 Border Commuter Student: No

Participation History

School Alerts for This Nonimmigrant

Date	Description	Actions	Clear
09/06/2012	Student Program Ending	View	<input type="button" value="x"/>

Displaying 1 - 1 of 1

I Want To...

Take an Action:
-Select-

Submit a
Competition:

Other Actions

- [Send Message to Student](#)
- [Submit a Help Ticket](#)

From the I Want To... panel, in the Take an Action drop-down list:

A list of tasks appears and you can select one on which to take action.

5.

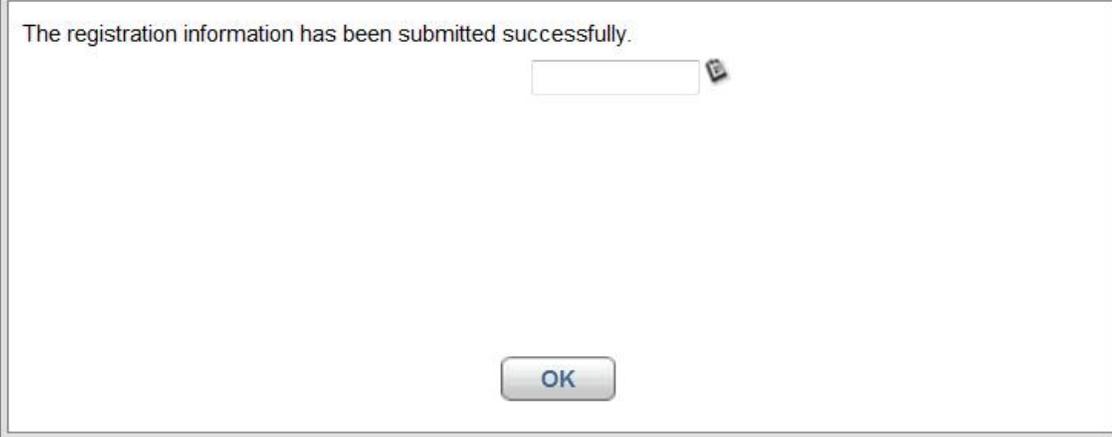
The screenshot shows a dropdown menu titled "I Want To...". Below the title is the text "<Instructional text>". Underneath is a section labeled "Take an Action:" followed by a list of tasks. The task "Reporting/Registration - Initial Registration" is highlighted in blue. To the right of the list is a "Go!" button. A green circle with the number "1" is placed over the selected task, and another green circle with the number "2" is placed over the "Go!" button.

1. Click **Reporting/Registration – Initial Registration**.
Reporting/Registration – Initial Registration is populated in the text field.
2. Click **Go**.

The Initial Registration page opens.

6.

The screenshot shows the "Initial Registration" form. It includes a legend for required fields, a "Current Session Start Date" field, and three radio button questions: "Will the student be engaged in Study/Research Abroad at any time during this session?", "Will the student be engaged in Thesis/Dissertation during this session?", and "Is this the Last Session of the Program?". Below these are a "Current Session End Date" field, a "Comments" field, and a "Signature and Attribution" section with fields for "Full Name of School Official", "Date of Signature", "School Official Role", and "School Name". A checkbox for acknowledgment is present, followed by a "PIN" field. At the bottom are "Cancel" and "Submit" buttons. Green circles with numbers 1 through 6 are overlaid on the form: 1 on the first radio button question, 2 on the "Current Session End Date" field, 3 on the "Comments" field, 4 on the acknowledgment checkbox, 5 on the "PIN" field, and 6 on the "Submit" button.

	<p>1. Select Yes or No to the following questions:</p> <ul style="list-style-type: none"> § Will the student be engaged in Study/Research Abroad at any time during the session? § Will the student be engaged in Thesis/Dissertation during the session? § Is this the Last Session of the Program? <p>2. Use the calendar widget to select the Current Session End Date.</p> <p>3. Type any (optional) Comments.</p> <p>4. Click the Signature and Attestation check box.</p> <p>5. Type your PIN (any number will work for this tutorial).</p> <p>6. Click Submit.</p> <p>The Initial Registration Submitted message appears.</p>
7.	 <p>Click OK.</p>
8.	<p>This portion of the self-guided tutorial is complete.</p> <p>Click Return to Launch Page.</p>



DSO Perspective

Register a Group of Students

Introduction:

Current SEVIS functionality allows DSOs to take actions on individual students when accessing SEVIS through Real Time Interface (RTI). There is no functionality for taking the same action on a group of people. SEVIS II will offer DSOs the ability to make certain types of mass updates to groups of students for whom the exact same change would apply. Instead of having to repeat the process for 'x' number of iterations, the DSO will be able to identify the individuals in the group and then take the appropriate action for the entire group. It is important to note that the exact same data changes must apply to every member in the selected group. The following scenario demonstrates this functionality for the registration functionality.



Timeline:

It is January 2011 and, as the DSO, you are tasked with registering the undergraduate students who appear in the school's alert list.

Register a Group of Students – Steps:

1. State University's School Summary page.

Click View List next to the Students requiring registration alert.

The Mass Update – Continuing Registration page opens.

2. School: State University (Part of Group: XYZ - Government Owned and Operated)

Mass Update - Continuing Registration

<Instructional text.> The following students meet the criteria for registration. Choose one or more students for this mass update. **REMEMBER** to review the selections and data entry carefully. An error, such as the wrong Current Session End Date, will have to be corrected on each record separately.

Filter by: Responsible OSO: --Select-- Education Level: --Select--
 Program of Study:

Back | Displaying 4 Sort Options Export Table Print Table

Select	Name	IIN	School/Sponsor Generated ID	Education Level	Program of Study	Program Start Date
<input type="checkbox"/>	Chankwo, Telexa	3829.3982.6948	<student ID>	Bachelors	<program of study>	mm/dd/yyyy
<input type="checkbox"/>	Earo-Wiwa, Channa	1983.9283.3920	<student ID>	Bachelors	<program of study>	mm/dd/yyyy
<input type="checkbox"/>	Wales, Joe	2938.4938.1093	<student ID>	Bachelors	<program of study>	mm/dd/yyyy
<input type="checkbox"/>	Wales, Sally	2038.3938.3938	<student ID>	Masters	<program of study>	mm/dd/yyyy

Back | Displaying 4

Click the checkboxes next to names of the students for whom you want to initiate a mass update. For this exercise, check only the students whose education level is Bachelors – this will be for 3 of the 4 names on the list.

Click **Initiate Mass Update**.

The updated **Mass Update – Continuing Registration** page opens.



Note: It is very important to select **only** students for whom you want the exact same update performed.

Students Included in This Mass Update: (3 Total)

Name	IIN	School/Sponsor Generated ID	Education Level	Program of Study	Program Start Date
Okonkwo, Telesa	3629.3982.6948	329469823	Bachelors	Civil and Environmental Engineering	09/01/2007
Soro-Wiwa, Channing	1983.9283.3920	245135123	Bachelors	Civil and Environmental Engineering	09/01/2007
Wales, Joe	2938.4938.1093	357468234	Bachelors	Civil and Environmental Engineering	09/01/2007

There are now **only 3** names on the list (update screen shot) – those individuals whose education level is Bachelors.

3.

Current Session Start Date:
09/01/2007

Will the student be engaged in Study/Research Abroad at any time during this session? *
 Yes No

Will the student be engaged in Thesis/Dissertation during this session? *
 Yes No

Is this the Last Session of the Program? *
 Yes No

Current Session End Date: *

Comments: *

Signature and Attestation

Full Name of School Official:
John Wood

Date of Signature:
08/11/2011

School Official Role:
School PDSO

School Name:
State University

* By checking this box, I acknowledge that I have reviewed my information and that the information entered is true. Oti consectetur adipiscing elit. Nullam euismod commodo egestas. Quisque vitae vehicula diam. Proin adipiscing nisi vit

PIN: *

1. Select **Yes** or **No** to the following questions:

- § Will the student be engaged in Study/Research Abroad at any time during this session?
- § Will the student be engaged in Thesis/Dissertation during this session?

§ Is this the Last Session of the Program?

2. Use the calendar widget to select a **Current Session End Date**.
3. **Type** any (optional) comments necessary for clarification.
4. Click the **checkbox** to put in a checkmark next to the attestation.
5. Type your **PIN** (any number will work for this tutorial).
6. Click **Submit**.

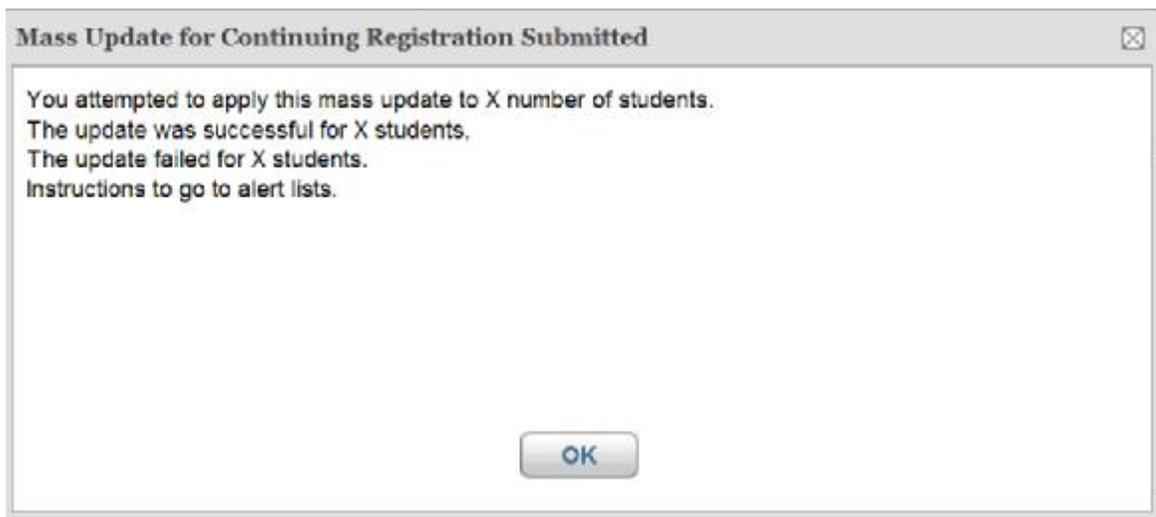


Warning: If your responses to the questions are not **exactly** the same for all the students listed – return to the previous screen and edit the list of selected students.

If you make a mistake with the mass update functionality the only way to correct it is to edit **individual** records.

The **Mass Update for Continuing Registration Submitted** message appears.

4. A message appears that is appropriate for the action you took.



Click **OK**.

This portion of the self-guided tutorial is complete.

Click **Return to Launch Page**.



DSO Perspective

Extend Program

Introduction:

Extending a student's program is a common occurrence for academic, medical, or personal reasons.



Timeline:

It's March 2011 and Teleza has requested an extension of her program. She took a reduced course load her first semester and hasn't been able to catch up. She will take the remaining classes during the summer of 2011 and complete her program in August. She has provided the necessary documents to support her request.

Extend Program – Steps:

1. State University – School Summary Page

SEVIS II

You are logged in as:
Jane Miller, 89
jml1214@yahoo.com | Update Email

Quick Search: [IN] [Search] Select Group/School/Sponsor: [Type School/Sponsor/Group name] [Search]

My Account | Managed Accounts | Help & Information | Submit Help Ticket | Contact Us

School: **State University** (Part of Group: [South State Universities - Government Owned and Operated](#))
School Type: College/University
School Code: 30325
City/State: Durham, NC
Recertification Date: 07/22/2012

Disaster Impacted Designation #1 - Hurricane Patricia

Description	Actions	Clear
Certificate of Eligibility in Draft Mode for 45 Days	View List	<input type="checkbox"/>
Students with a pending change of status to F1/I1 within 30 days	View List	<input type="checkbox"/>
Initial students with Port of Entry record that have not reported	View List	<input type="checkbox"/>
CPT authorized by CIS	View List	<input type="checkbox"/>
Students requiring registration	View List	<input type="checkbox"/>

Displaying 1 - 5 of 22 | [Next >](#) | [View All](#)

Ward Tools

Instructional Aid	Other Actions
Create Certificate of Eligibility	Run a Report
Manage Prospect List	Perform Mass Update
Manage F1/I1, Transfer or Change Program Level, GOR/DU	Manage Message Responses
School Administration	Manage Message Templates
Start Recertification	Add Batch Specialist
Withdraw School	Requeue for Batch
	View Batch Registration

School Details

Basic School Information	Basic School Information
Additional Instructional Site	Additional Instructional Site
Calendar	Calendar
Program of Study	Program of Study
Additional School Information	Additional School Information
School Officials/Users	School Officials/Users
Group Information	Group Information
Connection Requests and Help Tickets	Connection Requests and Help Tickets
School History	School History
School Journal	School Journal
View/Print All	View/Print All

Basic School Information

School Name: State University
Date School was Established: 09/01/1955

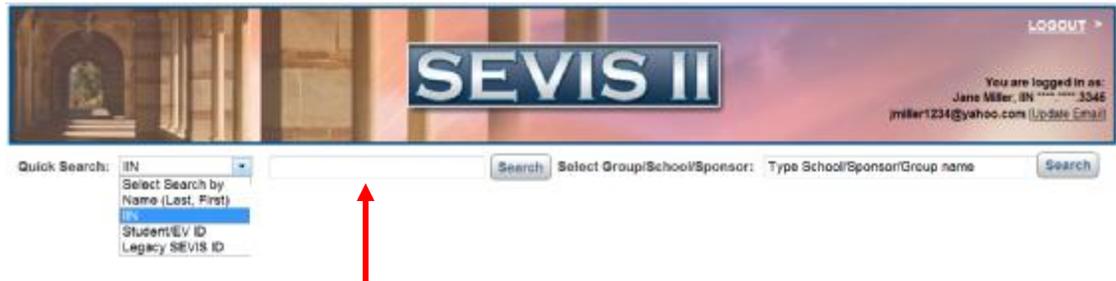
Mailing Address: 1600 Massachusetts Ave NW, Suite 200
Durham, NC 27612-3322
Physical Address: 1600 Massachusetts Ave NW, Suite 200
Durham, NC 27612-3322

School Telephone Number: (212)332-2332 ext. 1234
School Fax Number: (212)332-2332

School Website: http://www.state.edu
Contact Name for Student Use (for emergency use): John Smith

Contact Telephone Number for Student Use (for emergency use): (212)332-2332 ext. 1234
E-mail for Student Use: school.support@state.edu

From the Quick Search field at the top of the page - use the drop-down list to select IIN.



Type Teleza's IIN 3829.3982.6948 in the text field (any number will work for this tutorial).

Click Search.

Teleza's Student Record opens.

2.

Name: [Okonkwo, Teleza - 3829.3982.6948](#)
FMJ Status: Active - Enrolled
Date of Birth: 12/17/1989

Program Start/End: 09/01/2007 - 05/31/2011
Current Session Ends: 05/31/2011
Next Session Starts:

Student ID: 325489823
Legacy SEVIS ID: N0093891025... [view all](#)
School: [State University - 30379](#)

Disaster Impacted Designation - [Hurricane Patricia](#)

Admissibility Indicator: F-1 (Green) Last Date of Authorized Stay: 08/04/2012 Border Commuter Student: No

Participation History

School Alerts for This Nonimmigrant

<Instructional text>

Date	Description	Actions	Clear
06/06/2012	Student Program Ending	View	<input type="checkbox"/>

Displaying 1 - 1 of 1

I Want To...

Take an Action:
-Select-

Submit a Correction:
Select

Other Actions

- [Send Message to Student](#)
- [Submit a Help Ticket](#)

3. Select Status Extend Program of Study (F-1) from the I Want To ... panel, in the Take an Action drop-down list:

Defer Attendance
 Disciplinary Action - Report
 Domestic Report - Print
 Early Withdrawal - Authorize
 Extend Program of Study (F-1)
 Extend Program of Study (M-1) - Recommend
 Extend Program of Study (M-1) - Update
 Extend Program of Study (M-1) - Remove
 Out of Country Authorization - Add
 Out of Country Authorization - Update
 Reduced Course Load - Authorize
 Reduced Course Load - Remove Authorization
 Reporting/Registration - Report to School
 Reporting/Registration - Initial Registration
 Reporting/Registration - Continuing Registration
 Reinstatement - Recommend

Click Go.

Teleza's Extend Program page opens.

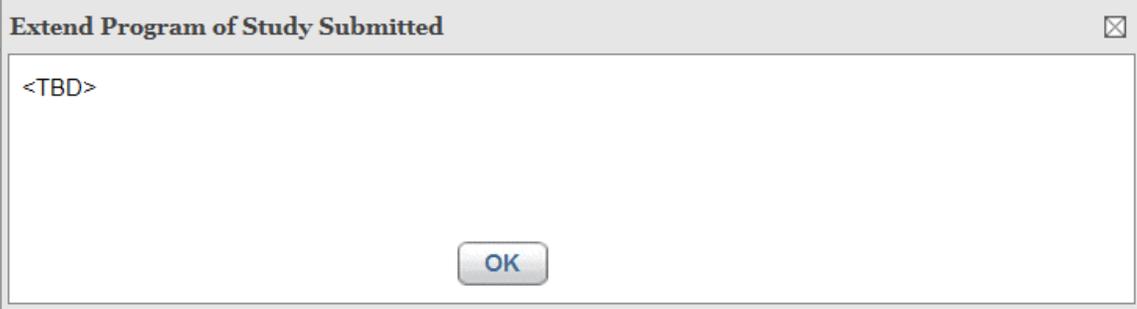
4.

If you see this warning, you must update the financials first – before extending the program of study. You cannot complete the extension and then update the financials.

For purposes of this tutorial, assume the financials are current.

5.

1. Use the calendar widget to select a New Program End Date.
2. Use the drop-down list to select an Extension Reason.
3. Type any (optional) comments necessary for clarification.
4. Click the checkbox to put in a checkmark next to the attestation.
5. Type your PIN (any number will work for this tutorial).
6. Click Submit.

	<p>The Extend Program of Study Confirmation message appears.</p>
<p>6.</p>	 <p>Click Yes.</p> <p>The Extend Program of Study Submitted message appears.</p>
<p>7.</p>	 <p>Click OK.</p> <p>Teleza's Student Page reopens.</p>
<p>8.</p>	<p>This portion of the self-guided tour is complete.</p> <p>Click Return to Launch Page.</p>
<p>9.</p>	<p>If the financial information has not been updated for more than 90 days, then that task must be completed before extending the program. If required, the process for updating financials is described below.</p>  <p>Note: The remainder of this section is provided for informational purposes only.</p>

10.

The screenshot shows the SEVIS II 'Extend Program' page. At the top, there is a navigation bar with 'SEVIS II' and a 'LOGOUT' button. Below this is a search bar and a menu with options like 'SEVIS Home', 'My Account', 'Manage Accounts', 'Help & Information', 'Submit Help Ticket', and 'Contact Us'. The main content area displays user information for 'Okonkwo, Telesa - 3809-3082-6048' and program details. A warning message states: 'Financials haven't been updated in the last 90 days. [Update Financials](#)'. A red arrow points to this link. Below the warning, there are fields for 'Program Start Date' (05/01/2007) and 'Program End Date' (05/01/2011), and a 'New Program End Date' field. There is also a 'Select Reason' dropdown and a 'Comments' text area. At the bottom, there is a 'Signature and Attestation' section with fields for 'Full Name of School Official' (John Wood), 'Date of Signature' (06/11/2011), 'School Official Role' (Head of School), and 'School Name' (State University). A checkbox for acknowledgment is present, along with a 'PIN' field. 'Cancel' and 'Submit' buttons are at the bottom.

Click Update Financials.

The Update Financial Information page opens.

11.

Update Financial Information

<Instructional Text>

* Indicates required field

All Financial Information Still Valid?

Student's Cost of Living - Projected: \$11,000	Number of Dependents Indicated: 1
Number of months used to calculate cost of living: 12	Cost of Living - Adjusted for Dependents: \$15,000

Annual Expenses
<Instructional Text>

Expenses	Type	Amount
Tuition *		25,000
Books and Fees*		5,000
Living Expenses for Self (and Dependents) *		15,000
Other Costs		<input type="text"/> <input type="text"/> <input type="button" value="Add"/>
Total Annual Expenses		\$45,000

1

Funding
<Instructional Text>

Funding Source	Type	Amount
Student's Personal Funds		45,000
On-Campus Employment		<input type="text"/>
Funds From This School		<input type="text"/> <input type="button" value="Add"/>
Funds From Other Sources		<input type="text"/> <input type="button" value="Add"/>
Total Funding		\$45,000

Comments:

Signature and Attestation

Full Name of School Official: John Wood	Date of Signature: 08/11/2011
School Official Role: School PD/DO	School Name: State University

By checking this box, I acknowledge that I have reviewed my information and that the information entered is true. Other legal text here Lorem ipsum dolor sit amet, consectetur adipiscing elit. Nullam euismod commodo eget. Quisque vitae vehicula diam. Proin adipiscing nisi vitae libero semper eu accumsan velit rutrum.

PIN:

2

3

4



Note: Annual Expenses figures are imported from the school's I-17, but can be manually overwritten. Reductions below the I-17 figures will prompt SEVIS II to display a **Justification** text field.

1. Make any necessary changes to **Annual Expenses** and **Funding** sections.
2. Click the **checkbox** to put in a checkmark next to the attestation.
3. Type your **PIN** (any number will work for this tutorial).
4. Click **Submit**.



DSO Perspective

Shorten Program

Introduction:

Some students finish their academic programs earlier than anticipated. They may have taken classes over the summer or received credit for work performed elsewhere ... or any other number of reasons. In these instances, it is important to shorten their program in SEVIS II to reflect the reality of their academic program, and to give them access to post completion benefits such as Optional Practical Training.



Timeline:

It is November 2010 and you are monitoring the school's incoming communications. You just finished reading a message from Teleza in which she mentions that she may want to apply for post completion optional practical training (OPT), but she is not sure. She will, however, finish her degree in December 2010 rather than May 2011 and she has provided the appropriate documentation to confirm this. You need to shorten her program to reflect her current academic reality, and to make her eligible for OPT if she chooses it later.

Shorten Program – Steps:

<p>1.</p>	<p>Student Record Page.</p>  <p>Name: Okonkwo, Teleso - 3829.3082.6948 FMJ Status: Active - Enrolled Date of Birth: 12/17/1989 Program Start/End: 09/01/2007 - 05/31/2011 Current Session Ends: 05/31/2011 Next Session Starts: Student ID: 329489823 Legacy SEVIS ID: N0053851029... view all School: State University - 30329</p> <p>Disaster Impacted Designation - Hurricane Patricia Admissibility Indicator: F-1 (Green) Last Date of Authorized Stay: 08/01/2012 Border Commuter Student: No</p> <p>Participation History</p> <p>I Want To...</p> <p><instructional text></p> <p>Take an Action: -Select- Go!</p> <p>Submit a Correction: Select Go!</p> <p>Other Actions ▶ Send Message to Student ▶ Submit a Help Ticket</p>
<p>2.</p>	<p>Select Shorten Program of Study from the I Want To ... panel, in the Take an Action drop-down list.</p>
<p>3.</p>	 <p>I Want To...</p> <p><instructional text></p> <p>Take an Action: Select Go!</p>
<p>4.</p>	<p>Reinstatement Recommendation - Cancel Reinstatement Recommendation - Update Return from Out of Country - Record Shorten Program of Study Spouse/Dependent - Add STEM OPT Recommendation - Add STEM OPT Recommendation - Cancel Study/Research Abroad - Add Study/Research Abroad - Update Thesis/Dissertation - Add Thesis/Dissertation - Update</p>

Click Go.

The Shorten Program of Study page opens.

5.

The screenshot displays the SEVIS II interface. At the top, there is a navigation bar with 'SEVIS II' and a user login status. Below this is a search bar and a menu with options like 'SEVIS Home', 'My Account', and 'Managed Accounts'. The main content area shows student details for 'Okonkwo, Telexa - y8a9.998a.6948'. A red circle highlights the 'Shorten Program of Study' link. Below this, there are fields for 'Program Start/End', 'Current Session Ends', and 'Next Session Starts'. A 'New Program End Date' field is marked with a green circle '1'. A 'Reasons for Shortening Program' text area is marked with a green circle '2'. A 'Signature and Attestation' section contains a check box (marked with a green circle '3') and a 'PIN' field (marked with a green circle '4'). A 'Submit' button is marked with a green circle '5'.

1. Use the calendar widget to select the **New Program End Date**.
2. **Type a brief Reason for Shortening Program.**
3. Click the **Signature and Attestation** check box. The box populates with a check mark. (By putting a check mark in this box, you are verifying the information contained on the page is correct.)
4. Type your **PIN** (any number will work for this tutorial).
5. Click **Submit**.

The **Shorten Program of Study Confirmation** message appears.

6.	 <p>The screenshot shows a dialog box titled "Shorten Program of Study Confirmation" with a close button in the top right corner. The main content area contains the text "<TBD>" followed by the question "Are you sure you want to do this?". At the bottom of the dialog box, there are two buttons: "No" and "Yes".</p> <p>Click Yes.</p> <p>The Shorten Program of Study Submitted message appears.</p>
7.	 <p>The screenshot shows a dialog box titled "Shorten Program of Study Submitted" with a close button in the top right corner. The main content area contains the text "<TBD>". At the bottom of the dialog box, there is a single button labeled "OK".</p> <p>Click OK.</p>
8.	<p>This portion of the self-guided tour is complete.</p> <p>Click Return to Launch Page.</p>



DSO Perspective

Add Dependent

Introduction:

Students get married, have children, and want to have their families with them in the United States. The SEVIS II process for adding dependents will be more organized than the current SEVIS process. Before the DSO can issue a Certificate of Eligibility in SEVIS II for the dependent, the family member must first have a customer account. The DSO needs the dependent's IIN in order to associate that record with the F-1/M-1 status holder and by extension – the school. Once the individual record is associated, the system takes the DSO through the process of adjusting the student's financial information to account for the addition of the dependent and then signing the COEs.



Timeline:

It's May 2009. Teleza has finished her Sophomore year. Her husband, Euthant Banda Okonkwo, has found someone to manage his business in Malawi and wants to join Teleza in the United States. Teleza has requested assistance from the DSO in issuing a Certificate of Eligibility for him. She has provided all the necessary information, including financial documentation.

Add Dependent – Steps:

1. The Student Home Page opens.

Name: [Okonkwo, Teleza - 3829.3982.6948](#)
FIMJ Status: Active - Enrolled
Date of Birth: 12/17/1989

Program Start/End: 09/01/2007 - 05/31/2011
Current Session Ends: 05/31/2011
Next Session Starts:

Student ID: 32948623
Legacy SEVIS ID: N0093851025... [view of State University - 30329](#)
School:

Disaster Impacted Designation - [Hurricane Patricia](#)

Admissibility Indicator: F-1 (Green) Last Date of Authorized Stay: 03/04/2012 Border Commuter Student: No

Participation History

School Alerts for This Nonimmigrant

<instructional text>

Date	Description	Actions	Clear
06/06/2012	Student Program Ending	View	<input type="checkbox"/>

Displaying 1 - 1 of 1

I Want To...

<instructional text>

Take an Action:
-Select-

Submit a Correction:
Select

Other Actions

- [Send Message to Student](#)
- [Submit a Help Ticket](#)

2. Select Spouse/Dependent – Add from the I Want To ... panel in the Take an Action drop-down list.

I Want To...

<instructional text>

Take an Action:

3.
 - Optional Practical Training (OPT) Recommendation (F-1) - Add
 - Optional Practical Training (OPT) Recommendation (F-1) - Edit
 - Optional Practical Training (OPT) Recommendation (F-1) - Cancel
 - Optional Practical Training-STEM (OPT-STEM) Recommendation
 - Optional Practical Training-STEM (OPT-STEM) Recommendation
 - FMJ STATUS
 - Cap Gap - Initiate/Extension - Add
 - Cap Gap - Initiate/Extension - Cancel
 - Principal - End Status
 - Spouse/Dependent - End Status
 - NONIMMIGRANT RECORD
 - Associated DSO - Change
 - Financials - Update
 - Spouse/Dependent - Add**
 - Spouse/Dependent - Remove
 - PROGRAM
 - Change Program Level

Click Go.

The Add Spouse/Dependent – Associate IIN page opens.

4.
 

For purposes of this tutorial – you do not need to populate Fields 1-3.

Go directly to Step 4.

1. Type the IIN (any number will work for this demonstration).

2. Type the Last Name (any name will work for this demonstration).
3. Type the Date of Birth (any date will work for this demonstration).
4. Click Search.

The User Found page opens.



Note: Before a dependent can be added to a nonimmigrant's record, you (as the DSO) will need all three of the above elements for the dependent. The IIN is assigned to the dependent when the dependent's customer account is created.

5.

User Found: Name: Euthant Banda Okonkwo
 IIN: 2345.2344.2343
 Gender: Male
 Date Associated: 04/16/2009 by Mary Alice Doe
 Other Names Used: None

Date of Birth: 06/05/1987
 Country of Birth: Malawi
 Countries of Citizenship: Malawi
 Legacy SEVIS IDs:

Current Program Information

Current School: State University
 City: Anycity
 State: Anystate

Program Start Date: 09/01/2007
 Program End Date: 05/08/2012
 Current Session End Date: 05/03/2011
 Date: 09/01/2011
 Next Session Start Date:

Institution History

Start Date	End Date	Class of Admission	Institution	Program	Level	Category
01/01/2010	06/01/2010	F-1	State University	Program ABC	Bachelors	
05/01/2009	12/31/2009	F-2	State University			

Contact Information

Addresses:

Address Type	Address	City	ZIP Code	Country
U.S. Mailing Address				
Physical U.S. Address				
Foreign Address	Johnstone Road, P.O. Box 30784	Kapeni	30784	Malawi

Email:

Primary	Email Address
<input checked="" type="checkbox"/>	sampledependent@mw.hotmail.com

Phone:

Primary	Phone Number Type	Phone Number	Extension
<input checked="" type="checkbox"/>	U.S. Telephone Number	202-555-1987	

Relationship: *

--Select--

Clear User

Add Spouse/Dependent

2

6.



Note: Program information on this page relates to the individual found, not to the principal.

1. Highlight Spouse from the Relationship drop-down list.
2. Click Add Spouse/Dependent.

The Add Spouse/Dependent – Financial Information page opens.



Note: Financial information must be updated and a COE submitted any time a spouse or dependent is added to a student's record.

7.



Quick Search: Select Set

SEVIS Home	My Account	Managed Accounts	Help & Information	Submit Help Ticket	Contact Us
------------	------------	------------------	--------------------	--------------------	------------

Name: Okonkwo, Telesa : 1829.3982.0948
 FMI Status: Active - Enrolled
 Date of Birth: 12/17/1988
 Program Start/End: 08/01/2007 - 05/31/2011
 Current Session Ends: 05/31/2011
 Next Session Starts:
 Student ID: 329469423
 Legacy SEVIS ID: N0093491029...
 School: 2999 Linn St - 10322

Add Spouse/Dependent - Financial Information

Indicates required field

Student's Cost of Living - Projected: \$11,000	Number of Dependents Indicated: 1
Number of months used to calculate cost of living: 12	Cost of Living - Adjusted for Dependents: \$15,000

Annual Expenses

Type	Amount
Tuition *	25,000
Books and Fees *	5,000
Living Expenses for Self (and Dependents) *	15,000
Other Costs	<input type="text"/> <input type="button" value="Add"/>
Total Annual Expenses	\$45,000

Funding

Type	Amount
Student's Personal Funds	<input type="text"/>
On-Campus Employment	<input type="text"/>
Funds From This School	<input type="text"/> <input type="button" value="Add"/>
Funds From Other Sources	<input type="text"/> <input type="button" value="Add"/>
Total Funding	\$0

Comments:

3

4

5

6



If necessary to add another source for "Other Costs", "Funds From This School", or "Funds From Other Sources", click **Add**.

A new **Other Costs** line appears.

8.

3. Edit information in the **Living Expenses for Self (and Dependents)** field.
4. Edit information in the **Funding** panel (if applicable).
5. Add any **Comments**, if necessary.
6. Click **Continue**.

The **Add Spouse/Dependent Added – COEs** page opens – see #9.



Note: Annual Expenses figures are imported from the school's I-17, but can be manually overwritten. Reductions below the I-17 figures will prompt SEVIS II to display a **Justification** text field. See screen shot below.

Annual Expenses	
<Instructional Text>	
Type	Amount
Tuition	22,000
Justification for reducing student tuition:*	
Books and Fees*	3,000
Living Expenses for Self (and Dependents)	14,000
Justification for reducing living expenses:	

9.

Name: [Okonkwo, Teleza - 3829.3982.6948](#)
 FMJ Status: Active - Enrolled Program Start/End: 09/01/2007 - 05/31/2011 Student ID: Legacy SEV
 Date of Birth: 12/17/1989 Current Session Ends: 05/31/2011 Next Session Starts: School:

Add Spouse/Dependent - COEs

<instructional text>

* Indicates required field

Submit for Signature or Sign Certificate(s) of Eligibility

Name	Relationship	IBN	Issued For	Action
Okonkwo, Teleza	Principal	3829.3982.6948	F-1	View Draft COE
Okonkwo, Euthant	Spouse	4567.1234.9943	F-2	View Draft COE

Submit for Signature
 Signature and Attestation

7

8

9

- Click **Submit for Signature** if you are setting up this COE for another DSO to sign. *Click this checkbox.*
- Click **Signature and Attestation** if you are the DSO who is signing the COE. *Do not click this checkbox.*
- Click **Submit**.

The **Submitted for Signature** message appears if you selected the **Submit for Signature** action.

The **Sign Certificate(s) of Eligibility** message appears if you selected **Signature and Attestation**.

For the purposes of this demonstration we are showing that the **Submit for Signature** option was selected.



Note: "Submit for Signature" and "Signature and Attestation" are different. The user can select one or the other, but not both. Selecting "Submit..." sets up the COE as complete so that someone else can sign it. A person may have creation permission, but not signatory permission. "Signature and Attestation" must be done by a DSO with signature permission.

The **Spouse/Dependent Added – COEs Submitted for Signature** message appears.

Spouse/Dependent Added - COEs Submitted for Signature ✕

The following certificate(s) of eligibility were successfully submitted for signature:

Name	Relationship	IIN	Issued For
Okonkwo, Teleza	Principal	3829.3982.6948	F-1
Okonkwo, Euthant Banda	Spouse	4567.1234.9943	F-2

10

10. Click **OK**.

10. This portion of the self-guided tutorial is complete.

11. Click **Return to Launch Page**.



DSO Perspective

Correct Reporting and Registration Information

Introduction:

Occasionally it is necessary to correct data in a student record. SEVIS II allows DSOs to submit Correction Requests and Help Desk Tickets from within SEVIS II itself. The system will automatically pull student data into any Help Desk ticket or Correction Request initiated from that student's record, eliminating the need for unnecessary data entry and improving accuracy. The system will allow both the DSO and the nonimmigrant to track the status of the request. The following self-guided tutorial focuses on correcting registration information for a student.



Timeline:

It's February 2011 and you have just met with Teleza regarding optional practical training. In reviewing her record you notice an error in the registration information. The wrong date was entered in the next session start date and needs to be changed to 1/12/2011. You need to correct the information to reflect the correct start date and to indicate that this will be her last semester.

Correct Reporting and Registration Information – Steps:

1. State University – School Summary Page

The screenshot shows the SEVIS II interface for State University. A red circle highlights the 'Quick Search: NN' dropdown menu. A green circle highlights the 'Search' button. Another green circle highlights the 'School: State University' result. The page displays various alerts and school details.

Description	Actions	Clear
Certificate of Eligibility in Draft Mode for 45 Days	View List	<input type="checkbox"/>
Students with a pending change of status to F/M within 30 days of program start date	View List	<input type="checkbox"/>
Initial students with Port of Entry record that have not reported	View List	<input type="checkbox"/>
OPT authorized by CIS	View List	<input type="checkbox"/>
Students requiring registration.	View List	<input type="checkbox"/>

Basic School Information	Basic School Information	Submit an Update
Additional Instructional Sites	<Instructional text>	
Calendar	School Name: State University	Date School was Established: 09/01/1955
Program of Study	Mailing Address: 1600 Massachusetts Ave NW, Suite 200 Durham, NC 20012-3322	Physical Address: 1600 Massachusetts Ave NW, Suite 200 Durham, NC 20012-3322
Additional School Information	School Telephone Number: (212)332-2332 ext. 1234	School Fax Number: (212)332-2332
School Officials/Users	School Website: http://www.state.edu	Contact Name for Student Use [for emergency use]: John Smith
Group Information	Contact Telephone Number for Student Use [for emergency use]: (212)332-2332 ext. 1234	E-mail for Student Use: schoolsupport@state.edu
Correction Requests and Help Tickets		
School History		
School Journal		
View/Print All		

1. Select Name (Last, First) from the Quick Search drop-down list.
2. Type Okonkwo, Teleza (any name will work for this demonstration) in the Search field.
3. Click Search.

Teleza's Student Page opens.

2.

Name: Okonkwo, Teleza - 3829.3982.0948
FMJ Status: Active - Enrolled
Date of Birth: 12/17/1989
Program Start/End: 09/01/2007 - 05/31/2011
Current Session Ends: 05/31/2011
Next Session Starts:
Student ID: 329489823
Legacy SEVIS ID: N0093891029 - [View at State University - 30329](#)
School:

Disaster Impacted Designation - Hurricane Patricia

Admissibility Indicator: F-1 (Green) Last Date of Authorized Stay: 08/04/2012 Border Commuter Student: No

Date	Description	Actions	Clear
06/06/2012	Student Program Ending	View	

3.

Select Reporting and Registration Info Correction (C/R) from the Submit a Correction drop-down list in the I Want To ... panel.

I Want To...

<instructional text>

Take an Action:

Select

Go!

Select

- Curricular Practical Training (C/R)
- Cap Gap Cancel Error Correction (R)
- Ending Reasons Correction (C/R)
- Enrollment Counter Due to Reinstatement Correction
- Entry/Exit Information - Add or Update (R)
- Off-Campus Employment (C/R)
- Optional Practical Training (C/R)
- Optional Practical Training - STEM (C/R)
- Out of Country Information
- Program of Study - Extend (F-1)
- Program of Study - Extend
- Program of Study - Shorten
- Reduce Course Load Info Correction (C/R)
- Reporting and Registration Info Correction (C/R)
- Report of Disciplinary Action Correction (C)
- Request Status for a USCIS Adjudicated Benefit (R)
- Shorten Program of Study
- Student Status - Return to Active (C/R)

Click Go.

The Correct Reporting and Registration Information page opens.

4.

Correct Reporting and Registration Information

<Instructional Text>

* Indicates required field

Pre-Correction Information

Current Session Start Date:
12/12/2010

Will the student be engaged in Study/Research Abroad at any time during this session?
No

Is this the Last Session of the Program?
No

Current Session End Date:
05/31/2011

Correction Information

Remove Reporting/Registration Information

Current Session Start Date:

Will the student be engaged in Study/Research Abroad at any time during this session? *

Yes No

Will the student be engaged in Thesis/Dissertation during this session? *

Yes No

Is this the Last Session of the Program? *

Yes No

Current Session End Date: *

Justification: *

Cancel

Continue

1. Use the calendar widget to select a **Current Session Start Date of 1/12/2011**.
2. Click **No** to the **Study/Research Abroad** question.
3. Click **No** the **Thesis/Dissertation** question.
4. Click **Yes** to the **Last Session of the Program** question.
5. Use the calendar widget to select a **Current Session End Date of 5/31/2011**.
6. Type in a **Justification**.
7. Click **Continue**.

The **Correct Reporting and Registration Information – Correction Request** page opens.

5.

Correct Reporting and Registration Information - Correction Request

<Instructional Text> Based on the information you entered, the corrections will need to be submitted as a correction request.
* Indicates required field

Pre-Correction Information Current Session Start Date: 12/12/2010 Will the student be engaged in Study/Research Abroad at any time during this session? No Is this the Last Session of the Program? No Current Session End Date: 05/31/2011	Correction Information Current Session Start Date: 01/12/2011 Will the student be engaged in Study/Research Abroad at any time during this session? No Is this the Last Session of the Program? Yes Current Session End Date: 05/31/2011
Justification: * Current Session Start date had been improperly keyed during manual registration last fall. Additionally, student is in final semester of her program.	
Upload/Submit Evidence <Instructional Text> Attach/Upload Evidence: <input type="text"/> Document Name: <input type="text"/> <input type="button" value="Browse"/> <input type="button" value="Attach"/> <input type="button" value="Create Coversheet"/>	
<Instructional Text> Alternate Contact: <input type="text" value="--Select--"/>	
Signature and Attestation Full Name of School Official: John Wood School Official Role: DSC <input checked="" type="checkbox"/> * By checking this box, I acknowledge that I have reviewed my information and that the information entered is true. Other legal text here Lorem ipsum dolor sit amet, consectetur adipiscing elit. Nullam euismod commodo eget. Quisque vitae vehicula diam. Proin adipiscing nisl vitae libero elementum eu accumsan velit rutrum. PIN: <input type="text"/>	
<input type="button" value="Cancel"/> <input type="button" value="Back"/> <input type="button" value="Submit"/>	

1. Verify the information in the **Correction Information** field.
2. Verify the information in the **Justification** field.
3. Attach any evidence (optional) for uploading with the request or create a coversheet for faxing after submitting the request. (This functionality is **not** interactive and is provided for informational purposes only.)
4. Select an **Alternate Contact** from the **Alternate Contact drop-down list** if another person should also be notified of the request.
5. Click the **Signature and Attestation** check box. The box is populated with a check mark. By putting a check mark in this box, you are verifying the information contained on the page is correct.
6. Type your **PIN** (any number will work for this demonstration).

	<p>7. Click Submit if the information is ok; click Back if you need to make further edits.</p> <p>The Correct Registration Information - Correction Request Submitted message appears.</p>
6.	 <p>Correct Registration Information - Correction Request Submitted</p> <p>Your correction request was submitted successfully and has been sent to the help desk.</p> <p>Your help ticket number is 39293822. You may track the status of your request at any time by viewing the Requests/Help Tickets section.</p> <p>OK</p> <p>Click OK.</p>
7.	<p>This portion of the self-guided tutorial is complete.</p> <p>Click Return to Launch Page.</p>



DSO Perspective

View My Home Page and the School Summary Page

Introduction:

This scenario teaches you how to search for any school for which you have administrative authority in order to view the School Summary page. Upon login, the DSO's home page opens – which is different from the nonimmigrant home page. From the DSO home page, DSOs can manage their own SEVIS II account or carry out DSO functions by navigating to their F-1 School Summary Page. They can also view their F-1 or J-1 Group Summary Pages. The School Summary Page provides the DSO with information regarding the school's F-1 program and serves as a springboard for accessing and initiating certain actions on student records.



Timeline: Not applicable for this task.

View my Home Page and the School Summary Page – Steps:

1. User Home Page.

Quick Search: Select Group/School/Sponsor: Type: School/Sponsor/Group name

SEVIS Home My Account Managed Accounts **Help & Information** Submit Help Ticket Contact Us

Alerts

Today's Nonimmigrant Alerts (47 Total)

Filter by: School/Program

Description	School/Sponsor Name	School Code/Program Number	Number of Records	Clear
Exchange Visitors requiring validation	Acme University	P-1-12345	12	<input type="button" value="Clear"/>
Students with a pending change of status to F-1 within 30 days of program start date	State University	30329	4	<input type="button" value="Clear"/>
Certificate of Eligibility in Draft Mode for 45 Days	State University	30329	10	<input type="button" value="Clear"/>
OPT Authorized by CIS	State University	30329	2	<input type="button" value="Clear"/>
You have students requiring registration	State University	30329	3	<input type="button" value="Clear"/>

Displaying 1 - 5 of 47 [View All](#)

Perform a search to locate the school for which you have administrative permissions.

Select Group/School/Sponsor:

State University - 30333-30293

State University - 39328 ←

Type: **State University** in the **Select Group/School/Sponsor** text field.

Click on **State University – 39328**.

Click **Search**.

State University's School Summary Page opens.

3.	<p>There are 7 panels on the School Home Page:</p> <ol style="list-style-type: none"> 1. School Alerts – notifications and actions school officials must be aware of. 2. I Want To – actions available to the school official. 3. Search – functionality used by school officials to search for associated students. 4. Incoming Nonimmigrant Communications – e-mails school officials have received from or sent to nonimmigrants through SEVIS II. 5. School Details – detailed information pertaining to the school’s I-17 and its history. 6. Pending Applications and Petitions – applications and petitions filed by the school. 7. Dashboard Reports – quick reports that provide snapshot aggregate reports of the program (e.g., Top 10 Sending Countries).
4.	Browse through these panels and view the information for State University.
5.	<p>This portion of the self-guided tutorial is complete.</p> <p>Click Return to Launch Page.</p>