RO/ARO Perspective

Request Annual Allotment

Introduction:

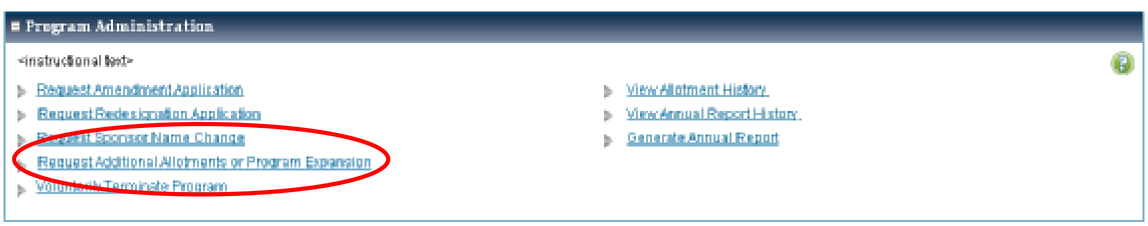
When the form allotment of a program is getting low, a sponsor official can request their annual allotment. After completing the request, it is sent to the Department of State for review.

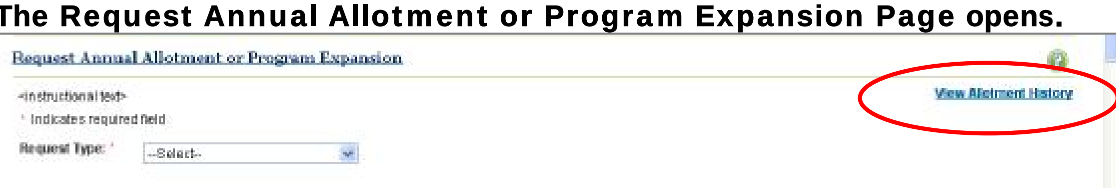
The Acme University RO/ARO is submitting a request for the annual allotment.

Request Annual Allotment:

<table>
<tr><td>1.</td><td>
On the Program Summary Page scroll down to the Program Administration panel and expand by clicking "+".

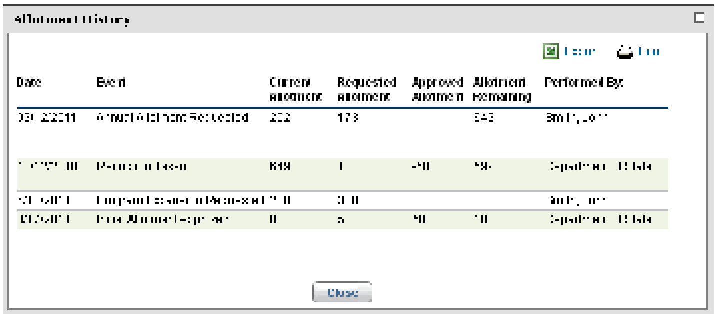
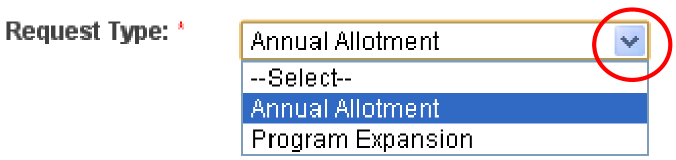
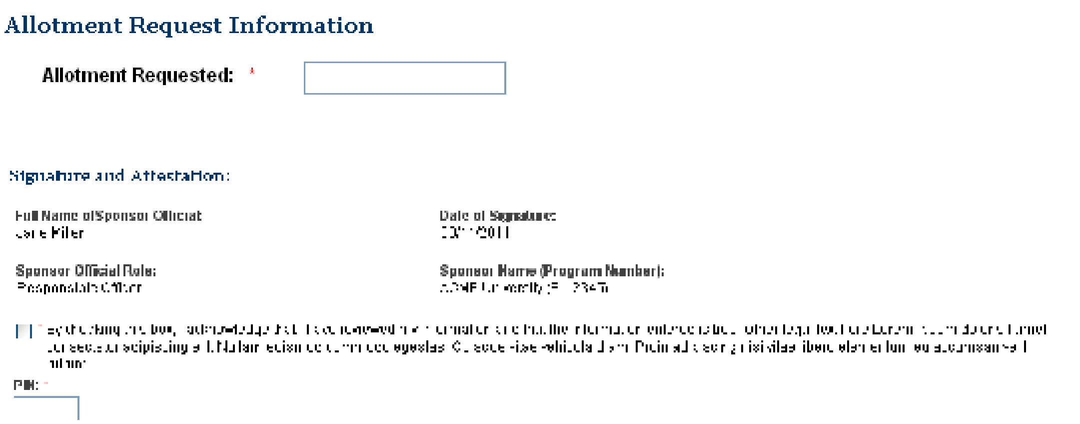
Click Request Additional Allotments or Program Expansion



The Request Annual Allotment or Program Expansion Page opens.
</td></tr>
<tr><td>2.</td><td>


This page allows the user to request an Annual Allotment or Program Expansion. The user can view the program's allotment history before making the request.

Click View Allotment History link to see the allotment history pop-up.
</td></tr>
</table>

	 **Click Close to close the pop-up.**
3.	 **From the Request Type field, click the drop-down list to view available options.** **Highlight and click Annual Allotment.** **The Allotment Request Information section opens.**
4.	 **The allotment requested and signature PIN must be entered.** **Click Submit.** **The Program Request Confirmation message appears.**

5.	 **A request ID is generated and the request is sent to DoS.**  **Note: The pending request will be viewable in the Pending Actions panel on the Program Summary**  **Click OK to return to the Program Summary Page.**

RO/ARO Perspective

Request Program Expansion

Introduction:

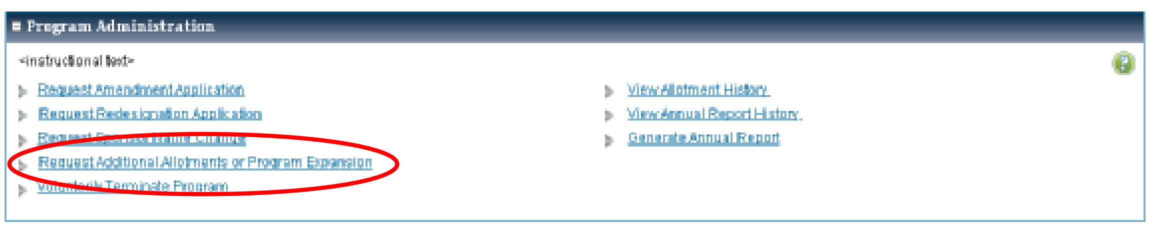
When the form allotment of a program is no longer sufficient due to the growth of the program, a sponsor official can request a program expansion. After completing the request, it is sent to the Department of State for review.

The Acme University RO/ARO is requesting a program expansion from the Department of State.

Request Program Expansion:

1. **On the Program Summary Page scroll down to the Program Administration panel and expand by clicking "+".**

Click Request Additional Allotments or Program Expansion

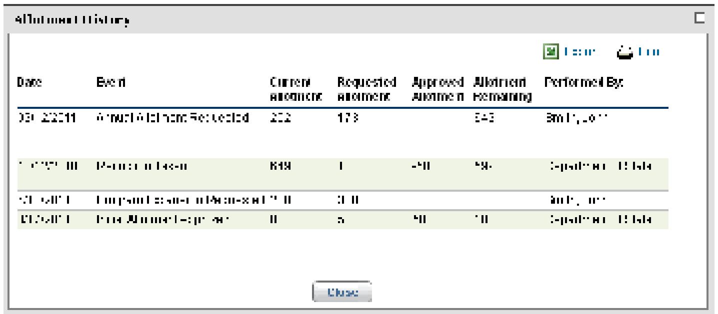


The Request Annual Allotment or Program Expansion Page opens.

2. 

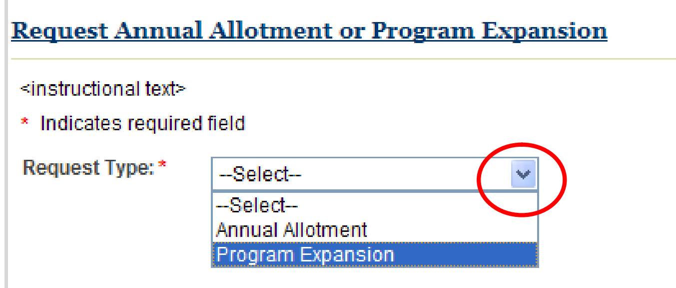
This page allows the user to request an Annual Allotment or Program Expansion. The user can view program's allotment history before making the request.

Click View Allotment History link to see the allotment history pop-up.



Click Close to close the pop-up.

3.

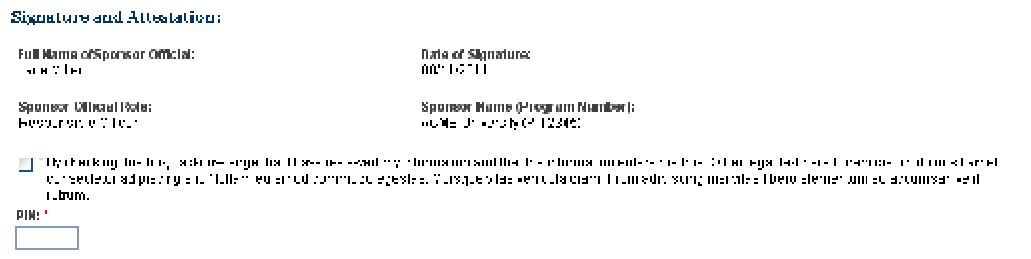


From the Request Type field, click the drop-down list to view available options.

Highlight and click Program Expansion in the Request Type drop-down.

The Program Expansion Request Information section opens.

4.



The number of forms requested for the program expansion must be entered.

The RO/ARO will then answer questions regarding the program expansion request. The answers can be typed, sent by mail, or submitted by attached documentation.

Note: The Program Expansion Request can be saved as a Draft. The Draft can be accessed from the Pending Actions panel on the Program Summary page.

The signature PIN must be entered.

Click Submit.

The Program Request Confirmation message appears.

5.

A request ID is generated and the request is sent to DoS.

Note: The pending request will be viewable in the Pending Actions panel on the Program Summary page.

Pending Actions

<instructional text>

Type	Status	Due Date
Program Expansion Request	Pending DoS Review	
Redesignation Application	Pending CEO Signature	06/30/2012
Annual Report	Draft	06/30/2012
Annual Allotment Request	Pending DoS Review	

Displaying 1-4 of 4

Click OK to return to the Program Summary Page.

RO/ARO Perspective

Correct Program Start/End Date

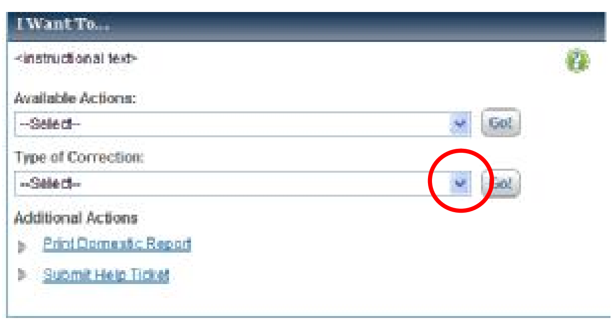
Introduction:

SEVIS II will allow RO/AROs the ability to submit correction requests through the system rather than having all correction requests begin with a phone call to the help desk. Sponsor officials must provide a justification for the correction and can also submit supporting documentation for the correction by attaching a document to the request. After electronically signing the request, it is submitted to the help desk for adjudication.

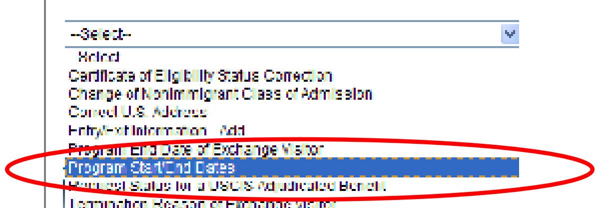
While performing a routine review of Marie's record, the RO/ARO realizes that although Marie was validated on time, her Program Start Date is incorrect. The RO/ARO must submit a correction request to get the date updated.

Correct Program Start/End Date:

1 **On the Exchange Visitor Summary Page, locate the I Want To… panel. Click the arrow to view the Type of Correction drop-down list.**

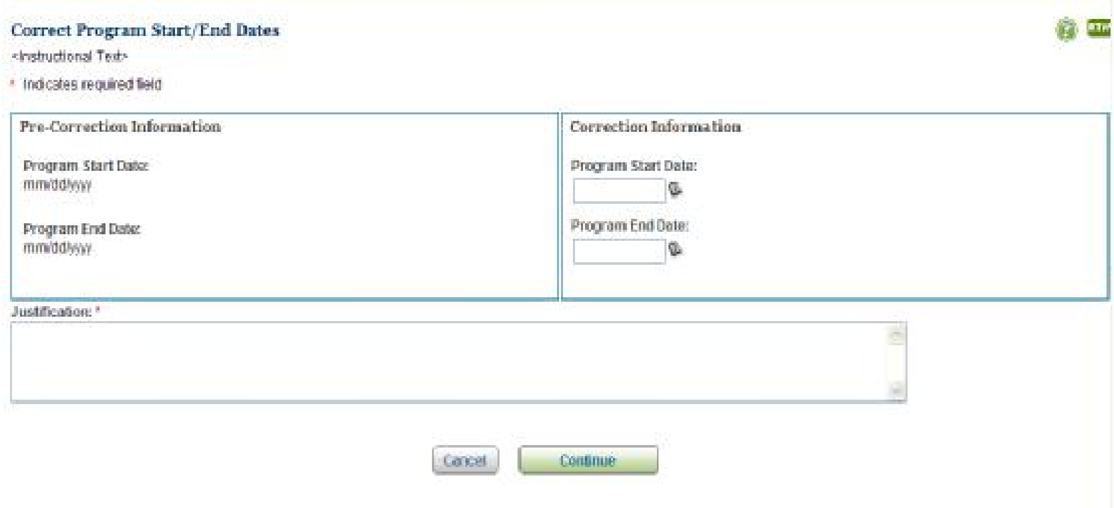
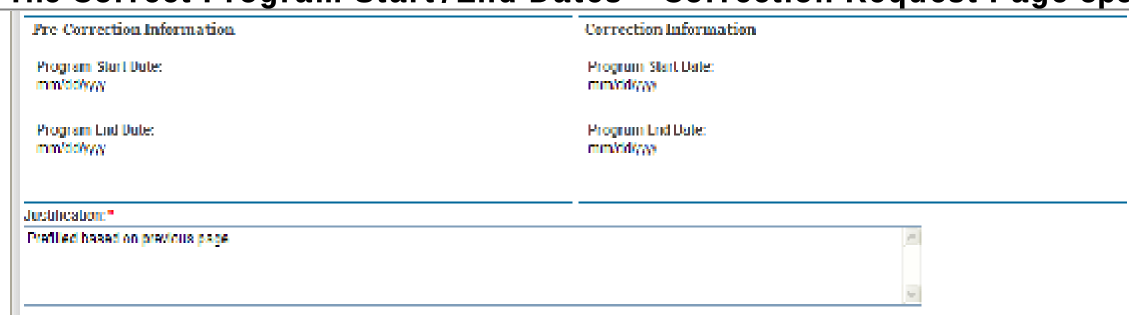


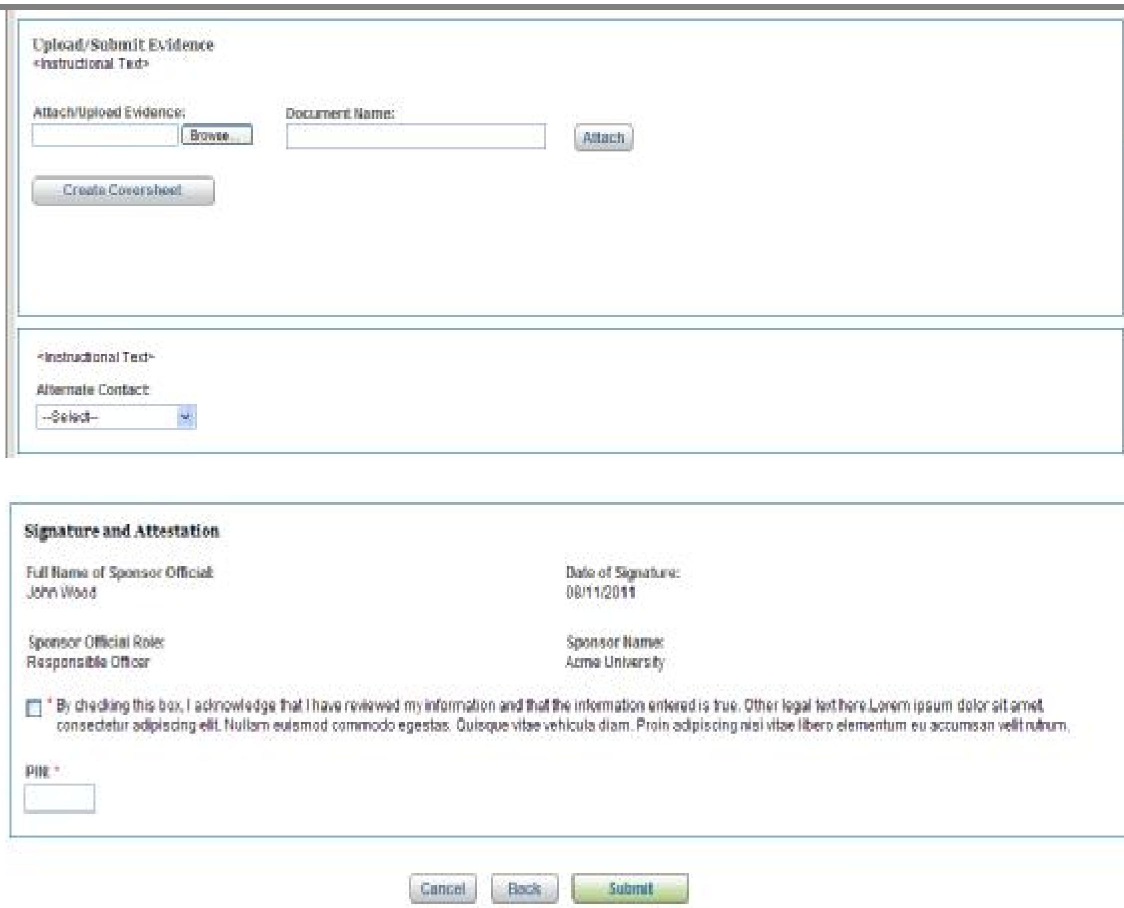
Highlight and click Program Start/End Dates.



Click Go.

The Correct Program Start/End Dates Page opens.

2	 **The Correct Program Start/End Dates page will display the current information in *Pre-Correction Information* section. The user will enter the new data in the *Correction Information* section. The user must also enter a *Justification* for the correction.** **Click Continue.** **The Correct Program Start/End Dates – Correction Request Page opens.**
3	



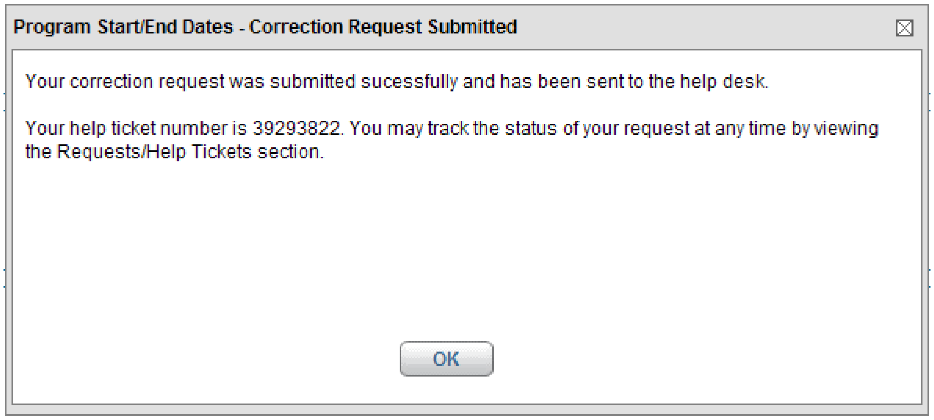
The correction information from the previous page displays. The user is able to edit the Justification, Upload/Submit Evidence, and identify an Alternate Contact.

The signature PIN must be entered.

Click Submit.

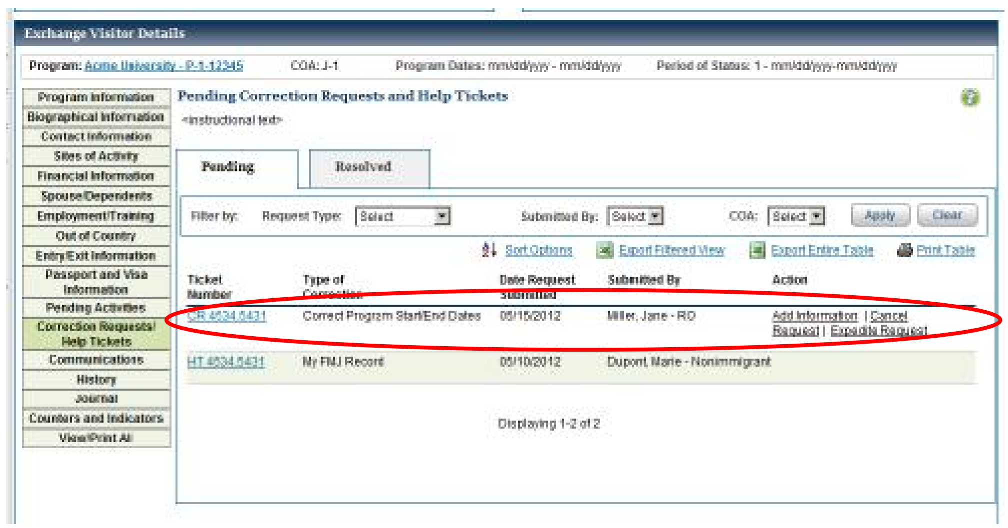
The Program Start/End Dates – Correction Request Submitted message appears.

4



A request ID is generated and the request is sent to the help desk.

Note: The pending request will be viewable in the Correction Requests/Help Tickets tab in the Exchange Visitor Details panel on the Exchange Visitor Summary page.



Click OK. Marie Dupont's Exchange Visitor Summary Page displays.

RO / ARO Perspective

Generate Annual Report

Introduction:

All sponsors must submit an Annual Report to the Department of State each year. The due date for the Annual Report is based upon the program's annual reporting cycle. SEVIS II will display the annual reporting cycle and will generate an alert when the report is due. Once completed, SEVIS II allows sponsor officials to complete and submit the entire report within the system.

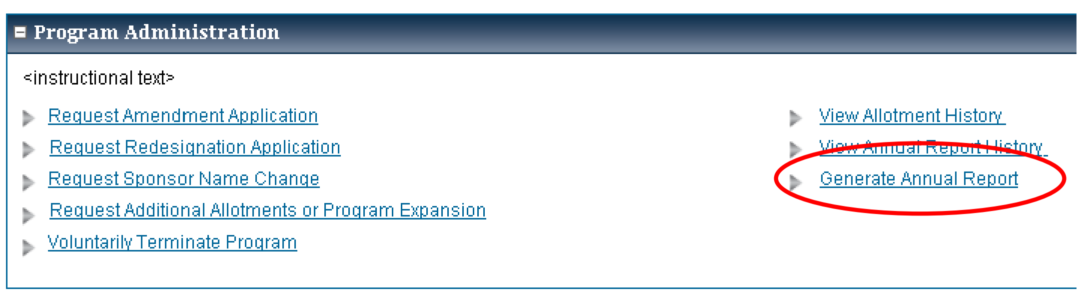
The Acme University RO/ARO is generating an Annual Report and submitting it to the Department of State.

Generate Annual Report:

<table>
<tr>
<td>1.</td>
<td>

On the Program Summary Page scroll down to the Program Administration panel and expand by clicking "+".

Click Generate Annual Report.



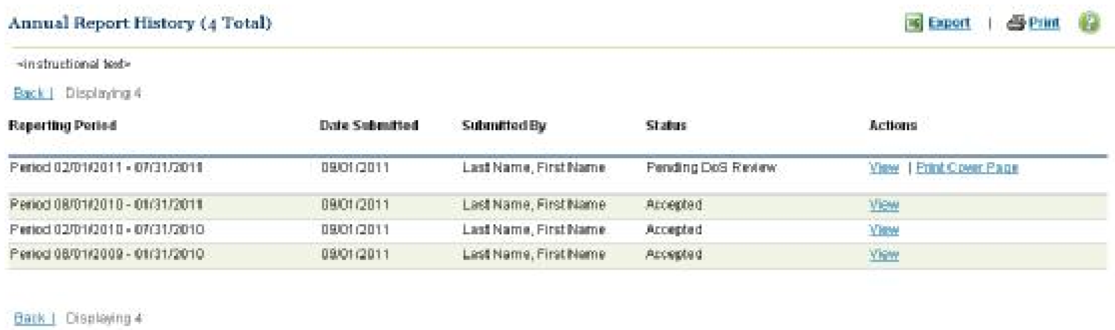
The Generate Annual Report –Statistical Report Page opens.

</td>
</tr>
<tr>
<td>2.</td>
<td>

</td>
</tr>
</table>

The Generate Annual Report page allows the user to select from the available reporting periods. The user can view the history of Annual Reports submitted to the Department of State before running the report.

Click the View Annual Report History link to see the Annual Report history page.



Annual Report History (4 Total)

Export | Print

<instructional text>

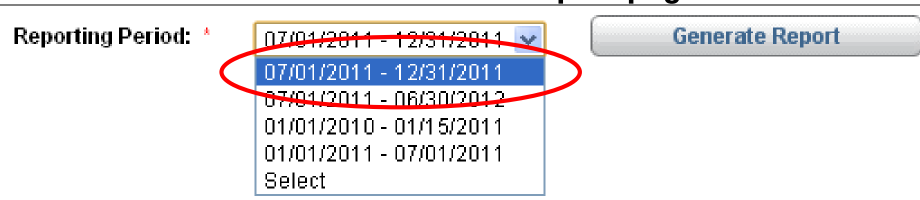
Back | Displaying 4

Reporting Period	Date Submitted	Submitted By	Status	Actions
Period 02/01/2011 - 07/31/2011	09/01/2011	Last Name, First Name	Pending DoS Review	View | Print Cover Page
Period 08/01/2010 - 01/31/2011	09/01/2011	Last Name, First Name	Accepted	View
Period 02/01/2010 - 07/31/2010	09/01/2011	Last Name, First Name	Accepted	View
Period 08/01/2009 - 01/31/2010	09/01/2011	Last Name, First Name	Accepted	View

Back | Displaying 4

Click Back to return to the Annual Report page.

3.



The Reporting Period dropdown list will contain the reporting periods that are currently available to view.

Select a Reporting Period by clicking on a date range.

Click Generate Report.

The statistical portion of the report will display.

4.

Reporting Period: * 07/01/2011 - 12/31/2011 Generate Report

Annual Report Statistical Report - Period: <Reporting Period>

Report Date: <mm/dd/yyy>

Activity by Category

Category	Total Number of Records Created in Each Category to begin a New Program	
	J - 1	J - 2
Professor	39	12
Research Scholar	4	35
Short - Term Scholar	6	2
Specialist	4	8
College and University Student: Student Associate	323	23
College and University Student: Student Bachelors	23	42
College and University Student: Student Doctorate	3	7
College and University Student: Student Intern	31	2
College and University Student: Student Masters	219	26
College and University Student: Student Non-Degree	341	39
Total Number of Records	**993**	**196**

Record Statuses

	Number of Records
A. Active Records	46,933
B.Inactive Records	37,212
C. No Show Records	3,417
D.Terminated Records	12,963
E. Invalid Records	3
F.Transfer-Out Records	2,664
G. Initial Records	1, 744

Cancel Continue to Program Evaluation

The statistical portion of the Annual Report shows a summary of the Sponsor’s form usage and nonimmigrant participation throughout the

<table>
<tr>
<td></td>
<td>

selected reporting period.

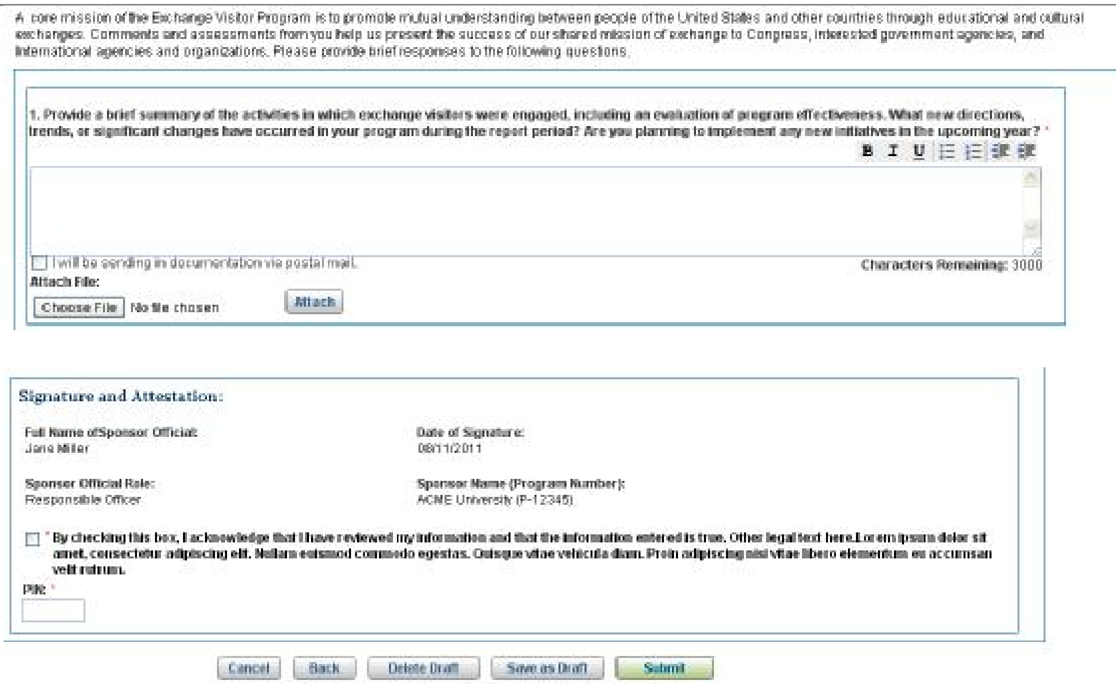
Click Continue to Program Evaluation.

The Generate Annual Report – Program Evaluation Page opens.

</td>
</tr>
<tr>
<td>

6.

</td>
<td>



A core mission of the Exchange Visitor Program is to promote mutual understanding between people of the United States and other countries through educational and cultural exchanges. Comments and assessments from you help us present the success of our shared mission of exchange to Congress, interested government agencies, and international agencies and organizations. Please provide brief responses to the following questions.

1. Provide a brief summary of the activities in which exchange visitors were engaged, including an evaluation of program effectiveness. What new directions, trends, or significant changes have occurred in your program during the report period? Are you planning to implement any new initiatives in the upcoming year? *

B I U

I will be sending in documentation via postal mail.

Characters Remaining: 3000

Attach File:

Choose File No file chosen Attach

Signature and Attestation:

Full Name of Sponsor Official: Jane Miller

Date of Signature: 08/11/2011

Sponsor Official Role: Responsible Officer

Sponsor Name (Program Number): ACME University (P-12345)

* 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 egestas. Quisque vitae vehicula diam. Proin adipiscing nisi vitae libero elementum eu accumsan velit rutrum.

PIN: *

Cancel Back Delete Draft Save as Draft Submit

The RO/ARO will then answer questions regarding the program structure and activities. The answers can be typed, sent by mail, or submitted by attached documentation.

Note: The Annual Report can be saved as a Draft. The Draft can be accessed from the Pending Actions panel on the Program Summary page.

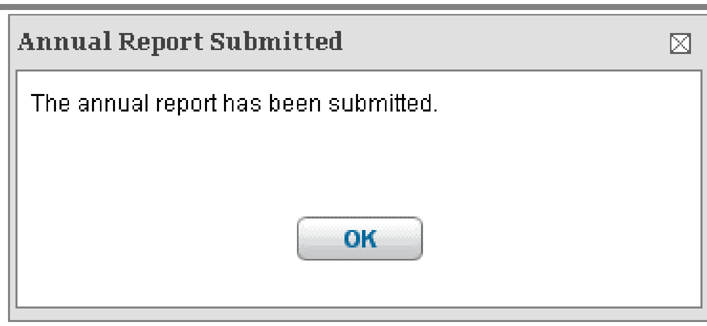
</td>
</tr>
</table>

The signature PIN must be entered.

Click Submit.

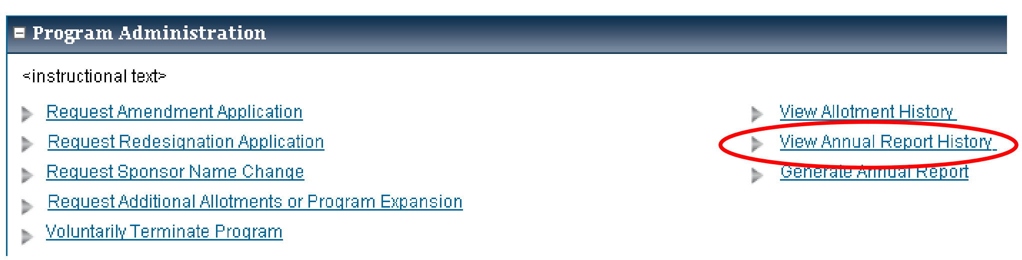
The Annual Report Submitted message appears.

7.



The report is sent to DoS.

Note: The submitted report will be viewable by clicking on the View Annual Report History link in the Program Administration panel on the Program Summary page.



Click OK to return to the Program Summary Page.

Sponsor Payer Perspective

Make Payment

Introduction:

Currently, sponsors submit program applications and exchange visitor requests in SEVIS and then make the payments through Pay.gov. The user must enter detailed information about the application or request in Pay.gov.

SEVIS II will transfer all application and request information to Pay.gov via an interface. Sponsor Officials with the Payer role will be able to select multiple items to be included in a single payment transaction.

Make Payment:

1. **On the Program Summary Page scroll down to the Pending Payments panel and expand by clicking "+".**

The Pending Payments panel opens.

2.

The Pending Payments panel will display all applications and requests that require payment. Past transactions are viewed by clicking on the Payment History link. Payments will be made by users with the Payer role.

Check the boxes in the Select column for items to be included in the transaction.

Click Pay Selected.

The Make Payment Page opens.

3.

The Make Payment page allows the Payer to see the items that will be sent over to Pay.gov and will be included in this transaction. The Remove link will allow the user to remove items from the list.

Click Make Payment at Pay.gov.

The Pay.gov Page opens.

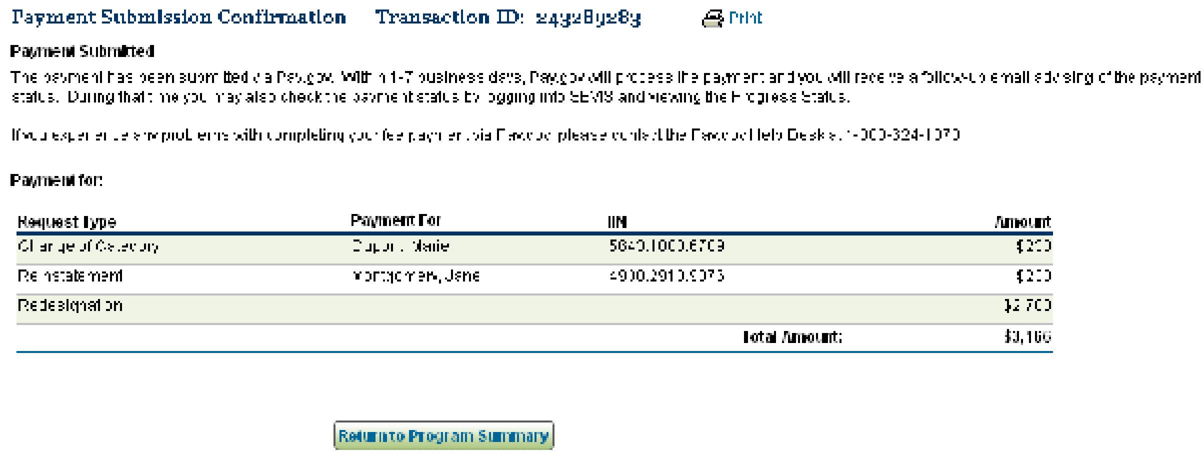
4.

The user is taken to the Pay.gov website. Information for the selected applications and requests will be transferred to Pay.gov. All the Payer must do is enter the payment method and payment information.

Click Submit Payment.

The Payment Submission Confirmation Page opens.

5.



The user is returned to SEVIS II and a confirmation page is displayed with the Transaction ID.

Note: The confirmation information will be viewable by clicking on the Payment History link in the Pending Payments panel on the Program Summary page.

Click Return to Program Summary. The Program Summary Page displays.

RO/ARO Perspective

Matriculation

Introduction:

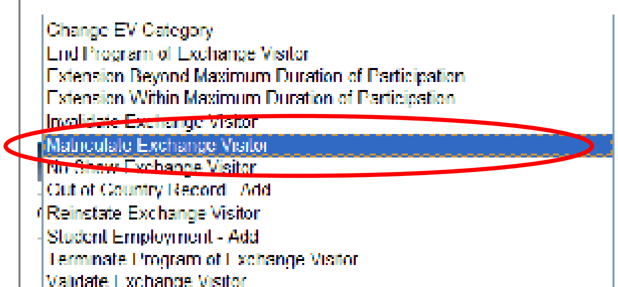
Matriculation is used when an exchange visitor is continuing as a full-time student by moving to a higher level of education.

Marie is currently in a Bachelor's degree program. She can matriculate to either a Master's or Doctorate program if she decides to continue her education after receiving a Bachelor's degree.

Matriculation:

5. **On the Exchange Visitor Summary Page, locate the I Want To... panel. Click the arrow to view Available Actions drop-down list.**

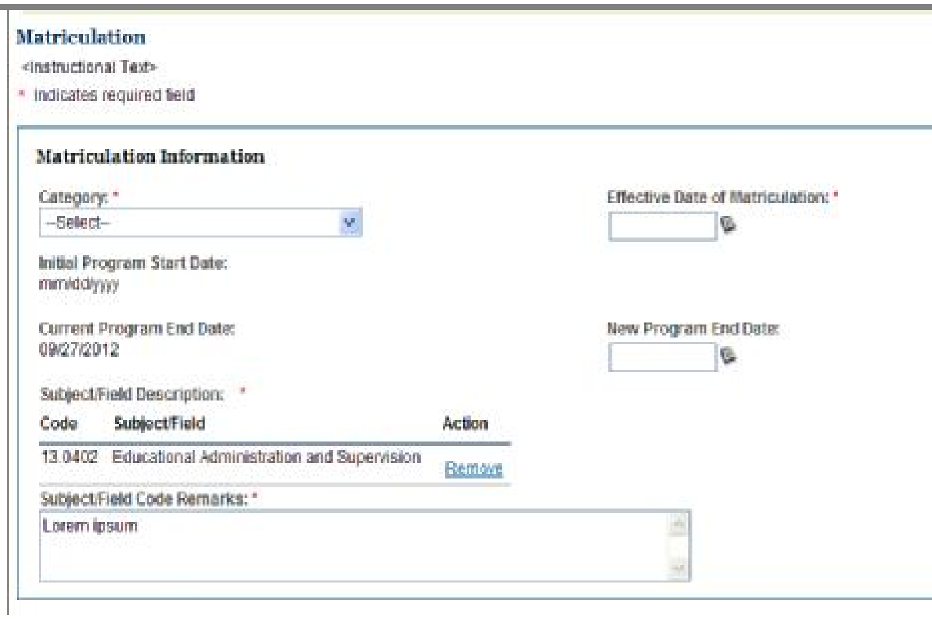
Highlight and click Matriculate Exchange Visitor.



Click Go.

The Matriculation Page opens.

6.



The data required for the Matriculation action is entered in this section.

7. **The Matriculation page also incorporates the 'one-stop shopping' concept. This allows the RO/ARO to update other information regarding the exchange visitor that might need to be updated because of a particular action. In this action, the following sections also display with current data and allow for update:**

- **Financial Information**
- **Sites of Activity**

Journal comments can also be entered.

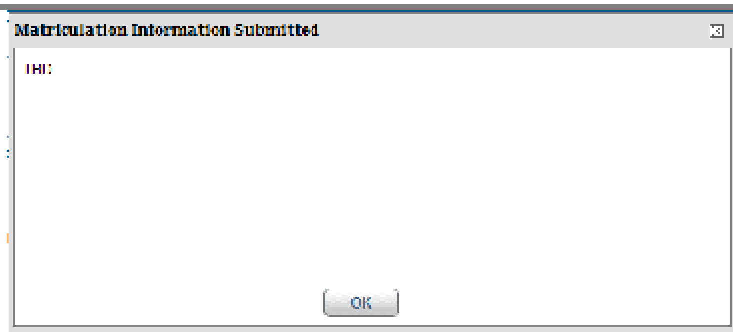
8.

A section for 212(e) information will display. If there will be any changes to the 212(e) Subject, Status, or Reason due to the changes made during the Matriculation action, they will be reflected in this section.

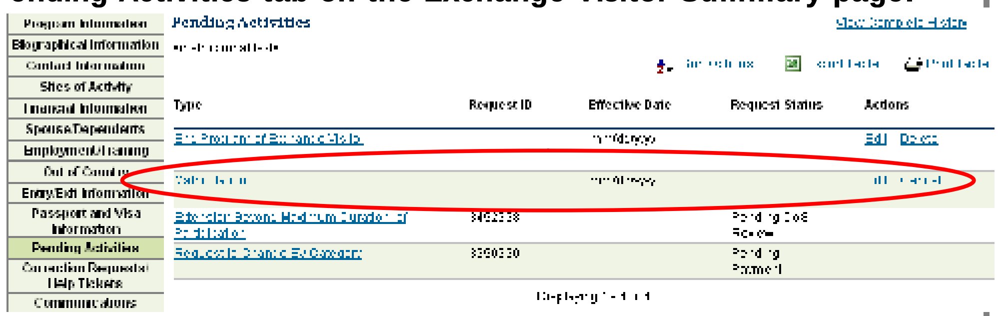
Click Submit.

The Matriculation Information Submitted message appears.

9.



Note: If the Effective Date of Matriculation that was entered is a future date, the exchange visitor's Certificate of Eligibility will not be updated until the effective date is reached. For example, the exchange visitor's category will not change to Student Master's until the effective date. Also, the Matriculation will display in the Pending Activities tab on the Exchange Visitor Summary page.



It will also display as part of the 'ticker' under the subheader on the Exchange Visitor Summary page.

Click OK. Marie Dupont's Exchange Visitor Summary Page opens.

RO/ARO Perspective

Create a Certificate of Eligibility

Introduction:

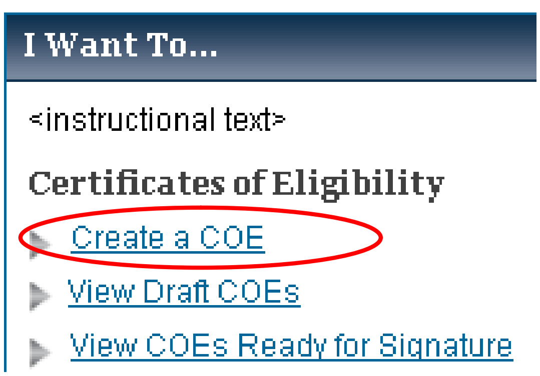
Currently in SEVIS, RO/AROs create new SEVIS records for each nonimmigrant (and their Spouse/Dependents) that will participate in their program. Once the record is created, a DS-2019 is printed and mailed to the nonimmigrant.

In SEVIS II, all nonimmigrants will be required to have a Customer Account. The RO/ARO will associate the nonimmigrant's Customer Account to the sponsor, allowing the RO/ARO to create a Certificate of Eligibility (COE). The COE will be created with information from the nonimmigrant's Customer Account as well as program information entered by the RO/ARO. Once completed, the COE will be available to the nonimmigrant to view and sign through his/her Customer Account.

Marie Dupont has been accepted to a Bachelors Degree program at Acme University and will be coming as a J-1 Exchange Visitor. As Marie already has a Customer Account, she provides the RO/ARO at Acme with her Last Name, Date of Birth, and IIN. This allows the RO/ARO to associate Marie to Acme and create her Certificate of Eligibility.

Create Certificate of Eligibility (COE):

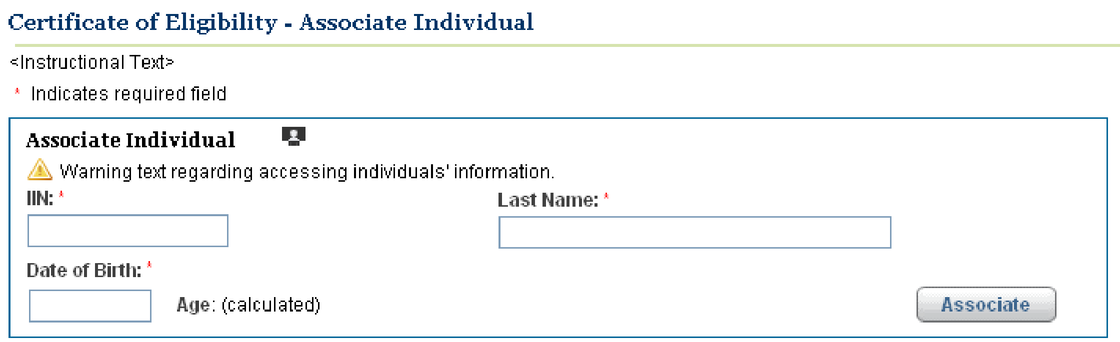
1. **On the Program Summary Page, locate the I Want To... panel.**



Click Create a COE.

The Certificate of Eligibility- Associate Individual Page opens.

2.



The RO/ARO will enter the IIN, Last Name, and Date of Birth provided by Marie.

Click Associate.

The User Found section displays.

Note: Once the RO/ARO clicks Associate, Marie will have a School/Sponsor Relationship of Prospect with Acme University. Marie will be notified by email that her information has been accessed.

3.

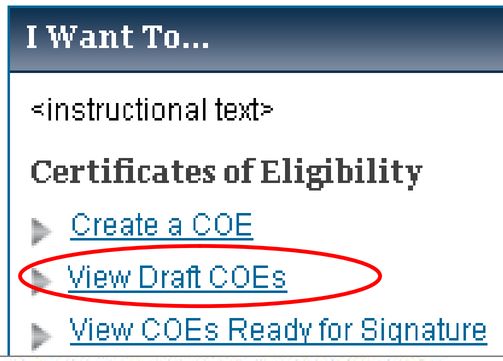
The User Found section will display if the IIN, Last Name, and Date of Birth match a nonimmigrant. This section shows a summary of the nonimmigrant, allowing the RO/ARO to verify they have the correct individual. In addition, the History of Associations with Organizations section

shows any previous participation with Acme University as well as other organizations.

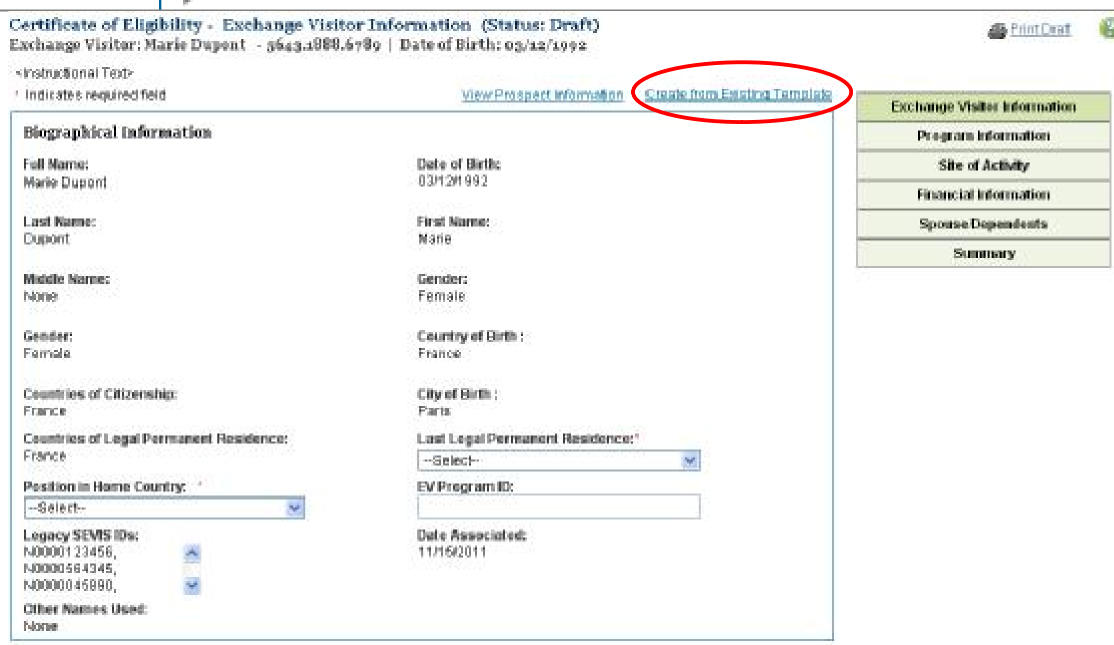
Click Save and Continue to Draft COE.

The Certificate of Eligibility- Exchange Visitor Information Page opens.

Note: The COE Status is now Draft. The Draft COE can be accessed from the I Want To... panel on the Program Summary page.

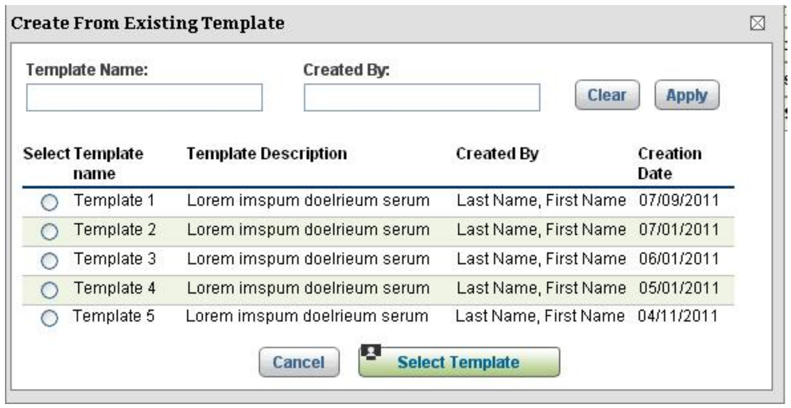


4.



The Biographical Information page of the COE is populated with information from Customer Account. This page also provides the ability to enter EV Program ID (Sponsor assigned ID), indicate if an Overseas Partner of the sponsor was used to help recruit/process the individual, and enter journal comments.

Note: SEVIS II will give the sponsor officials the ability to create and use templates to create COEs. To create the COE using a template, click Create from Existing Template.



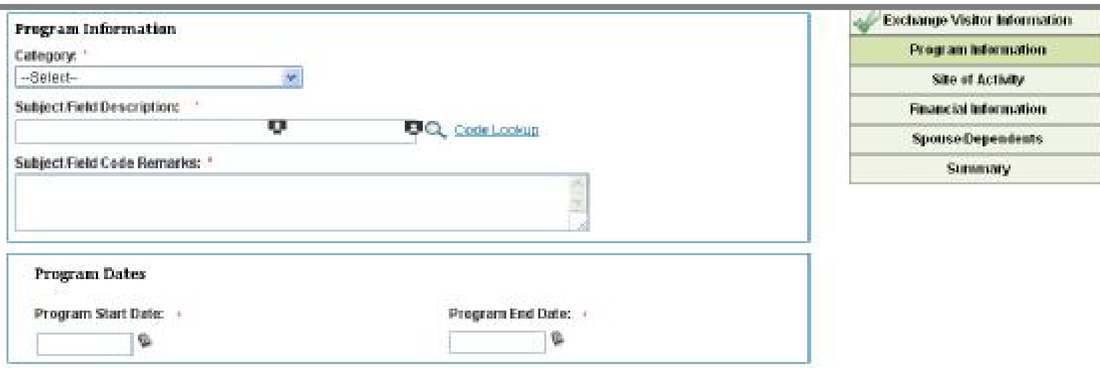
Click the radio button associated with the desired template name. Upon clicking the Select Template button, the pop-up window will close and the COE will populate with non-Customer Account data stored in the template. The RO/ARO will still have the ability to edit any populated fields.

Note: The Progress Bar on the right shows all pages of the Create COE process. A green check mark will display when a page has been completed. The user can use the Progress Bar to navigate to any page of the COE. This Progress Bar is available on all pages of the Create COE process.

Click Save and Continue.

The Certificate of Eligibility - Program Information Page opens.

5.



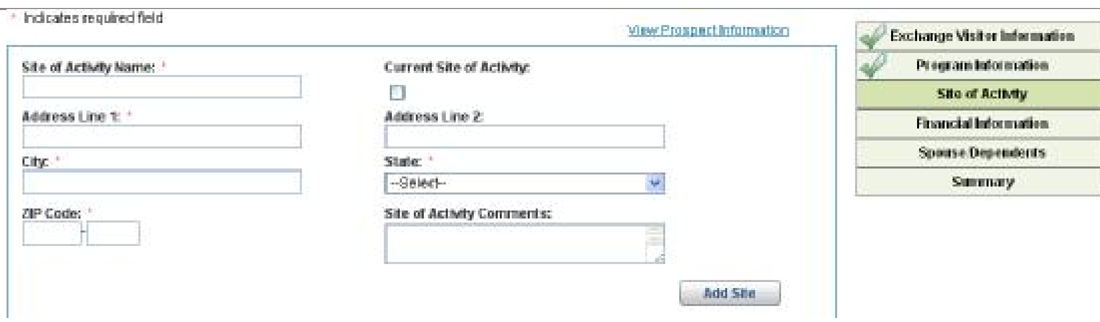
The Program Information page allows the RO/ARO to:

- **Select the correct Category**
- **Add a Subject/Field Code/Description and Remarks**
- **Add Program Start and End Dates**

Click Save and Continue.

The Certificate of Eligibility - Site of Activity Information Page opens.

6.



The Site of Activity Information page allows the RO/ARO to:

- **Add sites of activity**

Note: SEVIS II allows <u>multiple</u> Sites of Activity to be marked as "Current" while SEVIS allows only one Site to be marked as "Primary".

Click Save and Continue.

The Certificate of Eligibility - Financials Page opens.

7.

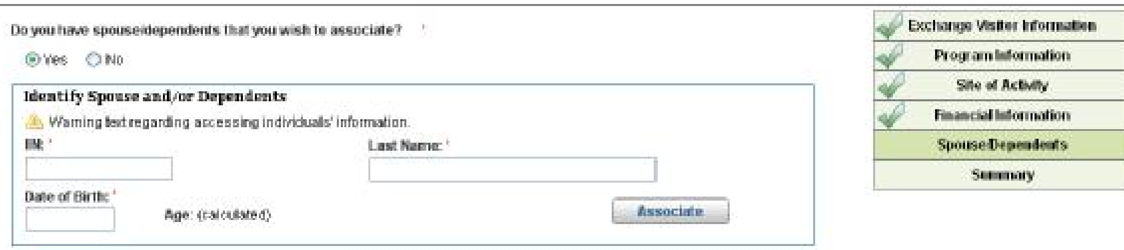
The Financial Information page allows the RO/ARO to:

- **Add sources of funding including the name of the source and the amount**
- **Add comments specific to the funding**

Click Save and Continue.

The Certificate of Eligibility – Spouse and/or Dependents Page opens.

8.



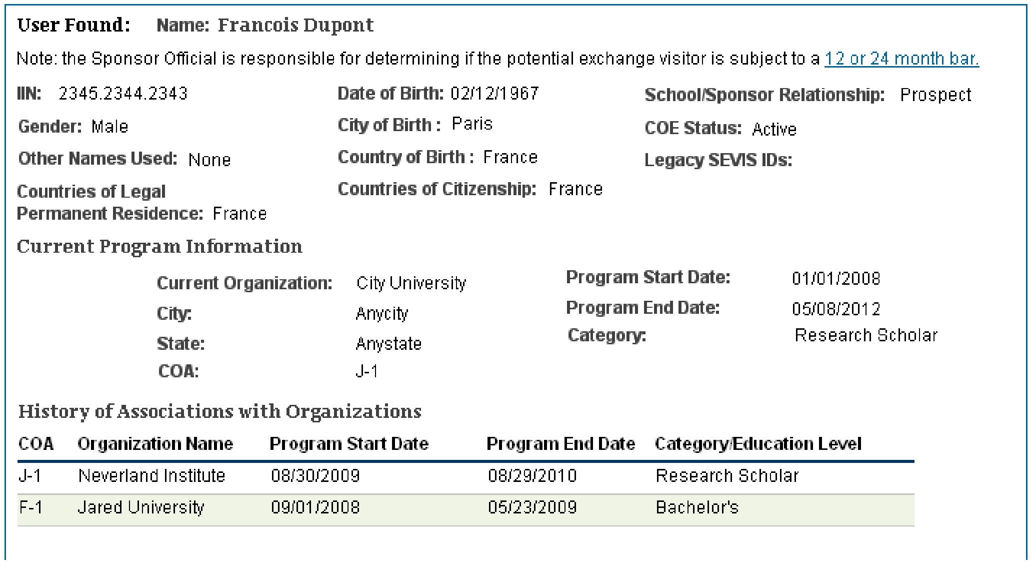
The Spouse/Dependents page allows the RO/ARO to enter any spouse/dependents that will be coming to the U.S. with the nonimmigrant. The spouse/dependent must also have a Customer Account to be associated to the sponsor.

Click the Yes radio button associated with the question: Do you have spouse/dependents that you wish to associate?

The RO/ARO will enter the IIN, Last Name, and Date of Birth of the spouse/dependent provided by Marie.

Click Associate.

The User Found section displays.



User Found: Name: Francois Dupont

Note: the Sponsor Official is responsible for determining if the potential exchange visitor is subject to a 12 or 24 month bar.

IIN: 2345.2344.2343

Date of Birth: 02/12/1967

School/Sponsor Relationship: Prospect

Gender: Male

City of Birth : Paris

COE Status: Active

Other Names Used: None

Country of Birth : France

Legacy SEVIS IDs:

Countries of Legal Permanent Residence: France

Countries of Citizenship: France

Current Program Information

Current Organization: City University

City: Anycity

State: Anystate

COA: J-1

Program Start Date: 01/01/2008

Program End Date: 05/08/2012

Category: Research Scholar

History of Associations with Organizations

COA	Organization Name	Program Start Date	Program End Date	Category/Education Level
J-1	Neverland Institute	08/30/2009	08/29/2010	Research Scholar
F-1	Jared University	09/01/2008	05/23/2009	Bachelor's

Similar to the exchange visitor, the User Found section is displayed if the IIN, Last Name and Date of Birth match an individual. The information in this section is populated from the customer account. A Spouse/Dependent Program ID (Sponsor assigned ID) can also be entered.

Click Add Spouse/Dependent.

* Indicates required field

View Prospect Information

List of Spouse and/or Dependents

Name	DOB	Gender	COE Status	J-2 Relationship	Email Address	Actions
Dupont, Francois	02/12/1967	M	Draft	Spouse	fdupont@fr.msn.com	Edit Remove

The individual is added to the List of Spouse and/or Dependents table. Additional individuals can be added.

Click Save and Continue.

The Certificate of Eligibility – Summary Page opens.

9.

Certificate of Eligibility Details

View Prospect Information

Exchange Visitor Information

Biographical Information

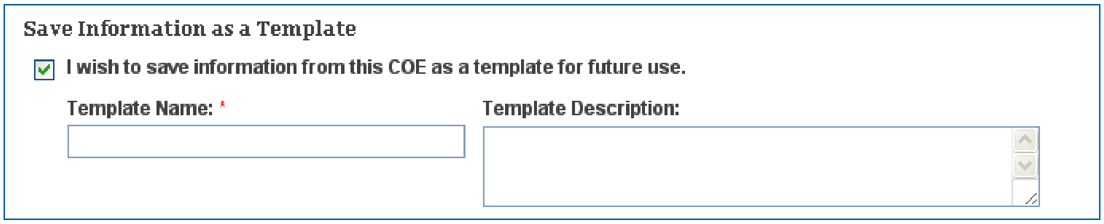
Full Name: Marie Dupont

Date of Birth: 03/12/1992

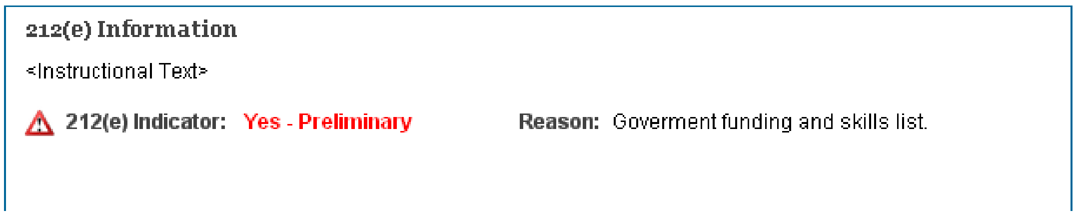
Last Name: Dupont

First Name: Marie

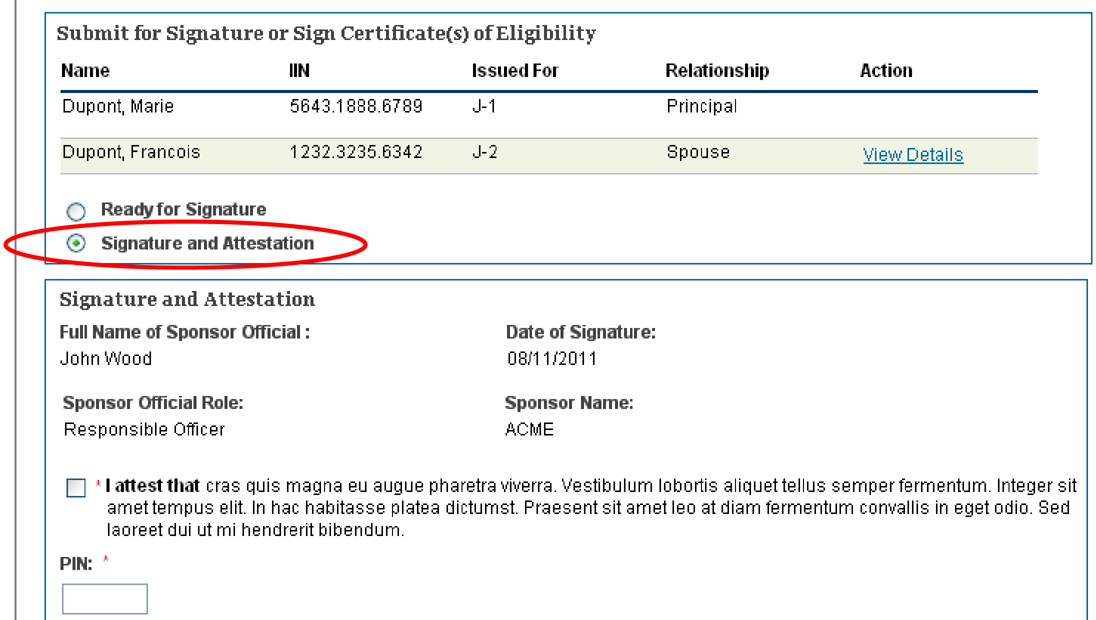
The Certificate of Eligibility Details section shows all information populated from Customer Account and entered by the RO/ARO.



The Save Information as a Template section allows the RO/ARO to save non-Customer Account data as a template to be used while creating COEs for other participants with matching program information.



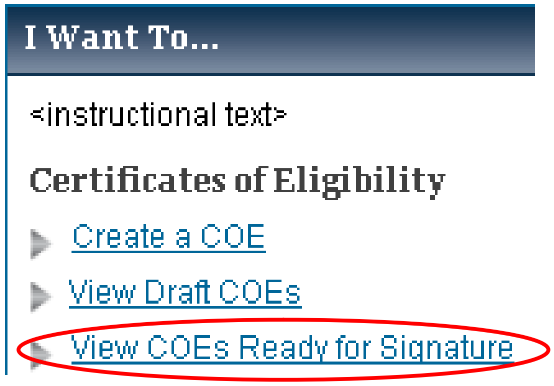
The 212(e) Information section provides the nonimmigrant's current 212(e) information based on the information entered on the COE.



The Submit for Signature or Sign Certificate(s) of Eligibility section allows the RO/ARO to sign and submit COE or mark the COE as Ready for Signature.

Click the Signature and Attestation radio button.

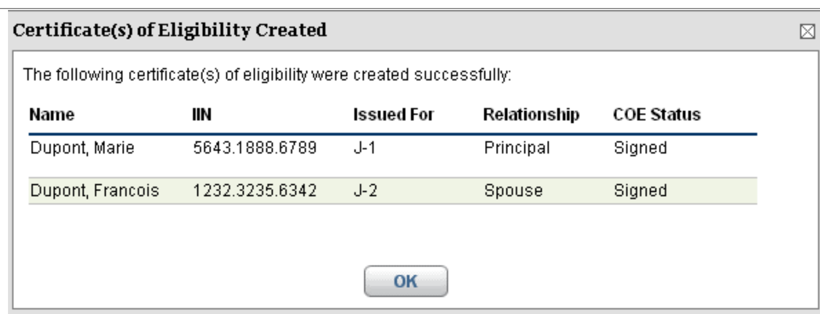
Note: COEs that are marked Ready for Signature can be accessed from the I Want To… panel on the Program Summary page. This allows the sponsor officials the flexibility to review and sign the COE at a later time.



Click Submit.

The Certificate(s) of Eligibility Created message appears.

10.


Certificate(s) of Eligibility Created

The following certificate(s) of eligibility were created successfully:

Name	IIN	Issued For	Relationship	COE Status
Dupont, Marie	5643.1888.6789	J-1	Principal	Signed
Dupont, Francois	1232.3235.6342	J-2	Spouse	Signed

OK

The COE Status will change to Signed and Marie will receive an email explaining that her COE has been created. Marie will be able to view/sign the COE in her Customer Account.

Click OK to return to the Program Summary Page.

RO/ARO Perspective

Submit Redesignation

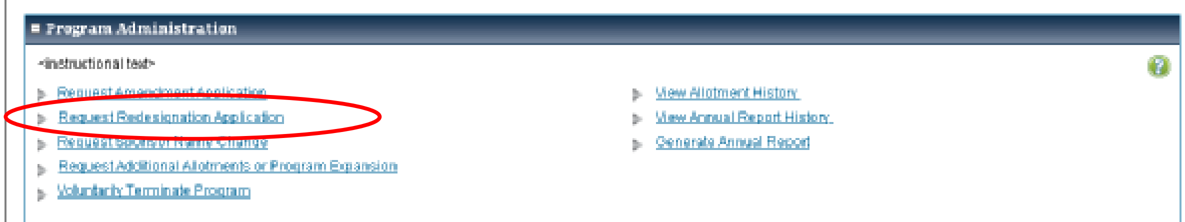
Introduction:

SEVIS II will allow the RO/ARO to submit and pay for a Redesignation Application through the system.

Submit Redesignation:

6. **On the Program Summary Page scroll down to the Program Administration panel and expand by clicking "+".**

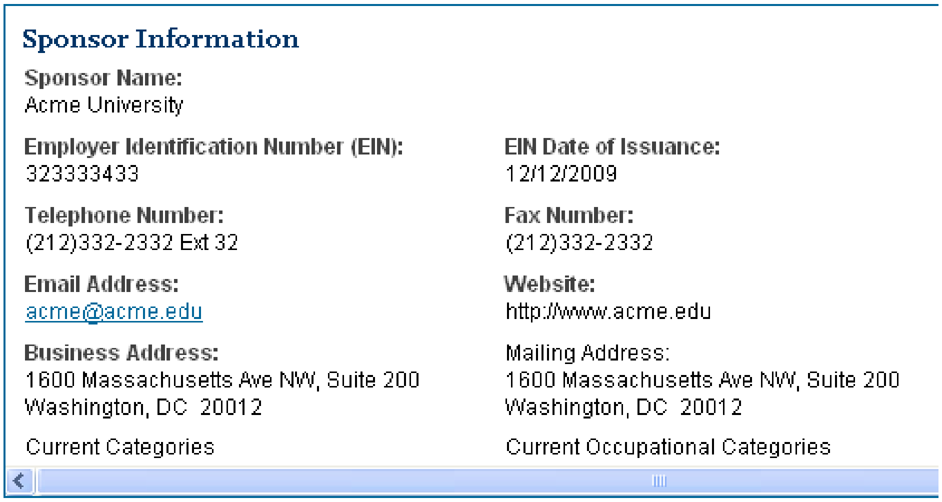
Click Request Redesignation Application



Note: The Request Redesignation Application link will appear 6 months before the redesignation is due.

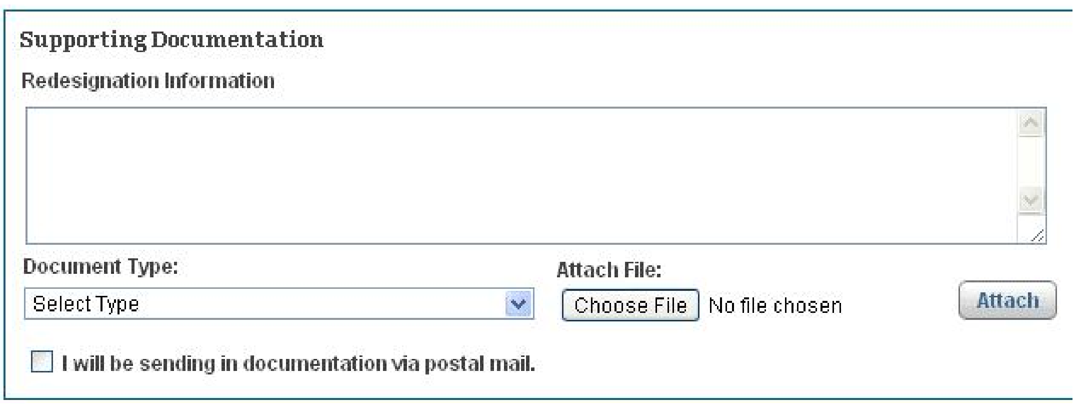
The Redesignation Application Page opens.

7\. Current Sponsor Information:

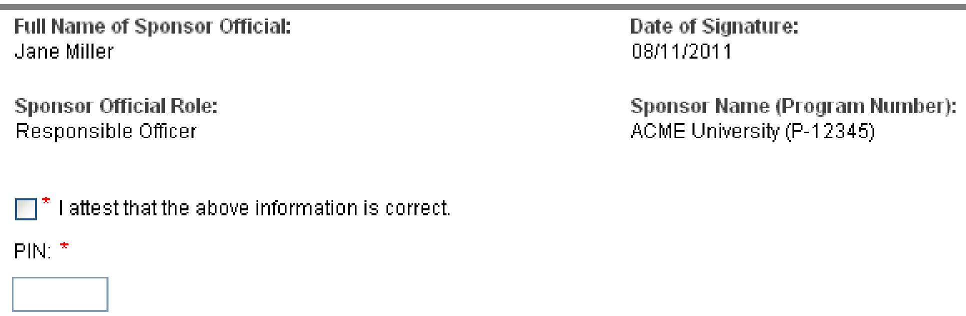


The page consists of three sections.

The Current Sponsor Information section shows the user a summary of the sponsor's program information, sponsor officials, and contact information.



The Supporting Documentation section allows information to support the application to be typed, sent by mail, or submitted by attached documentation.

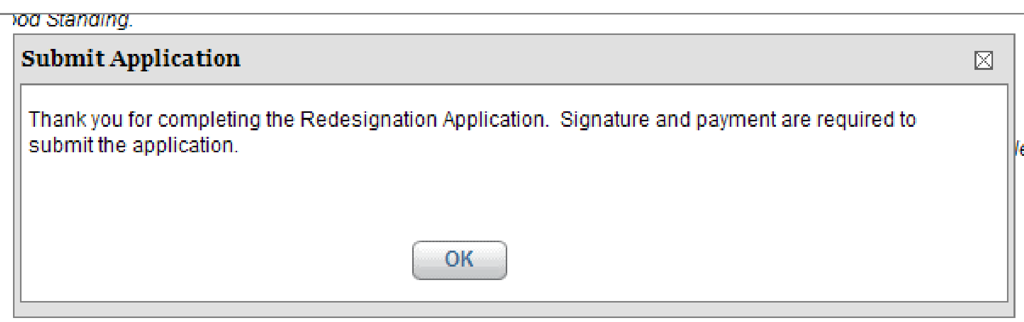


The Signature section allows the user to electronically sign and submit the application.

Click Submit.

The Submit Application message appears.

8.



Note: The pending application will be viewable in the Pending Actions panel on the Program Summary page.

Note: The CEO/President/equivalent will then be notified to sign the application electronically in the system. Once the application has all needed signatures, it is added to the list of items in the Pending Payments section of the Program Summary page. Only after successful payment of the application via Pay.gov, will the application be sent to the Department of State for review.

Click OK to return to the Program Summary Page.

RO/ARO Perspective

Student Employment

Introduction:

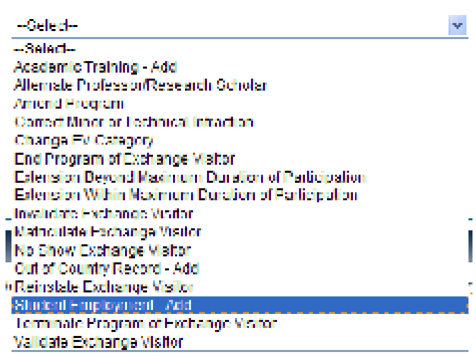
An exchange visitor student may engage in employment for a variety of reason.

Marie is in good academic standing with Acme University and has the opportunity to do an assistantship with her accounting professor. Therefore, with permission from Acme, a segment of student employment can be added to her record

Student Employment:

1 On the Exchange Visitor Summary Page, locate the I Want To… panel. Click the arrow to view the Available Actions drop-down list.

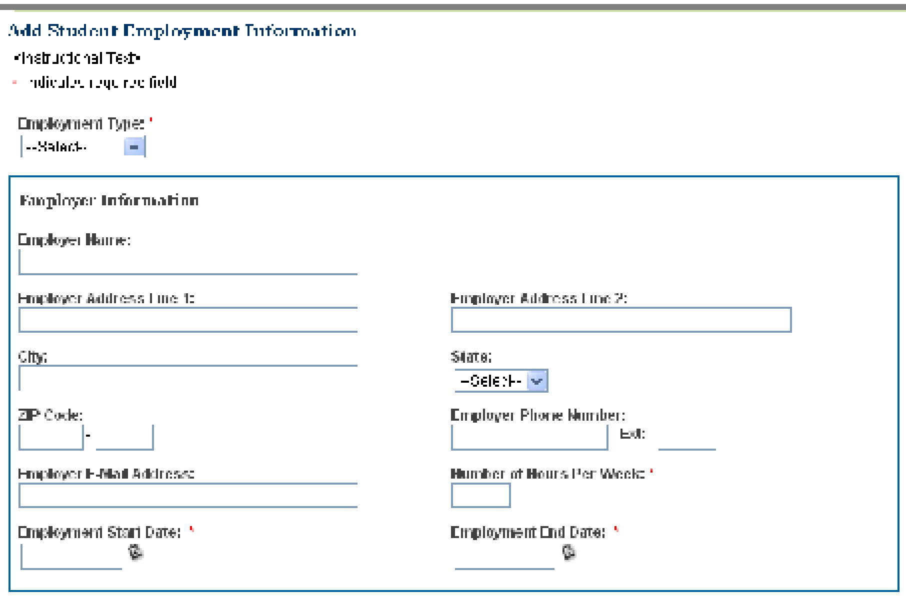
Highlight and click Student Employment – Add.



Click Go.

The Add Student Employment Information Page opens.

2.



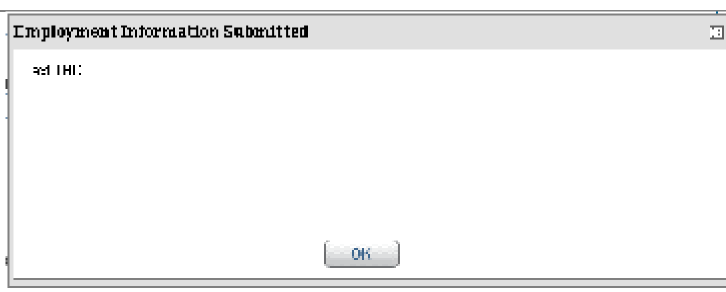
The data required to add the segment of Student Employment is entered in this section.

Journal comments can also be entered.

Click Submit.

The Employment Information Submitted message appears.

3.



Note: The added student employment segment will be viewable in the Employment/Training tab in the Exchange Visitor Details panel of the Exchange Visitor Summary page.

	 **Click OK. Marie Dupont's Exchange Visitor Summary Page opens.**

RO/ARO Perspective

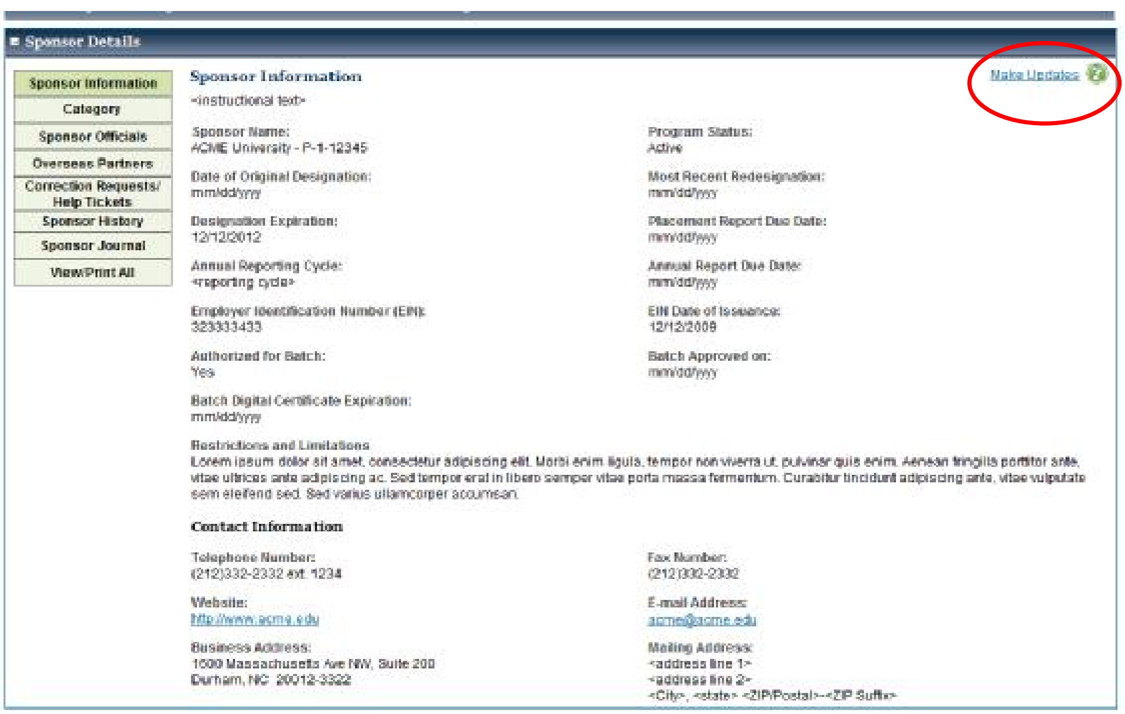
Update Program Information

Introduction:

SEVIS II collects basic information regarding a sponsor. There are times when this information will need to be updated.

While reviewing Acme University's information, the RO/ARO noticed that the website and email address were out of date. The RO/ARO accesses Acme's program summary page to make the updates.

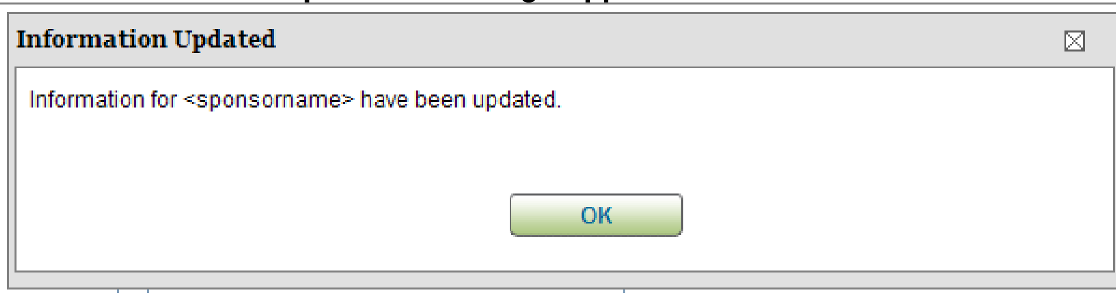
Update Program Information:

1	**On the Program Summary Page, scroll down to the Sponsor Details panel.** **Click Sponsor Information. This is the default tab each time the page is opened.**  **Click Make Updates.**

<table>
<tr><td></td><td>The Update Program Information Page opens.</td></tr>
<tr><td>2.</td><td>


Any updates that are needed can be made.

Click Submit.

The Information Updated message appears.</td></tr>
<tr><td>3.</td><td>


Click OK.

The Program Summary Page opens and the updated information displays.</td></tr>
</table>

RO / ARO Perspective

Update Site of Activity

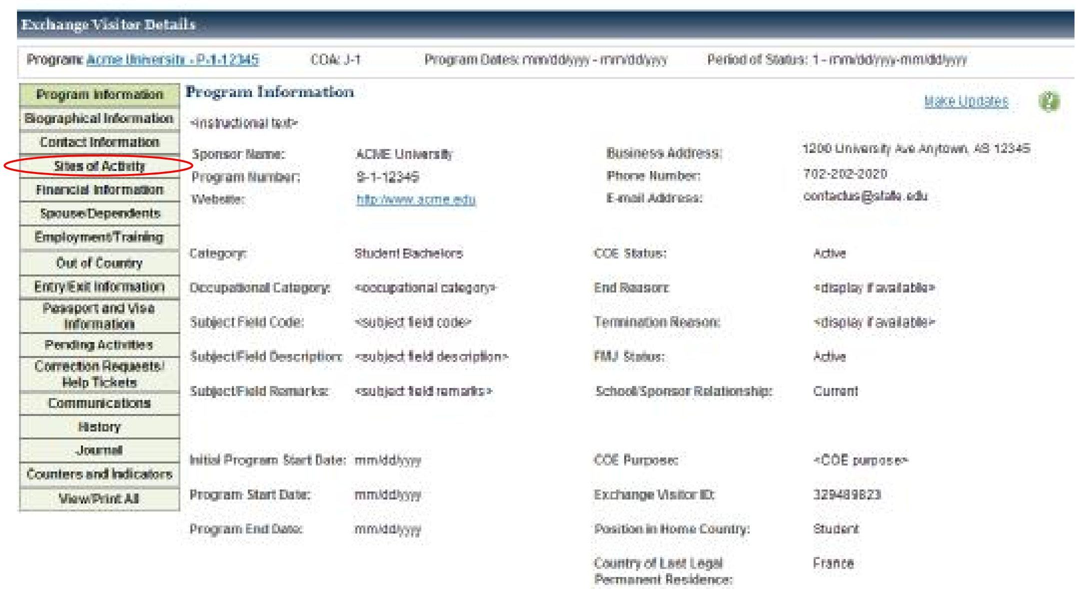
Introduction:

A site of activity is the exact address where an exchange visitor is participating in their program. SEVIS II allows an exchange visitor to have multiple Current sites of activity rather than just one Primary site.

Marie is studying for her Bachelors degree on the main campus of Acme University. The international office moved to another building on campus so Marie's site of activity needs to be updated.

Update Site of Activity:

1. **On the Exchange Visitor Summary Page, scroll down to the Exchange Visitor Details panel.**



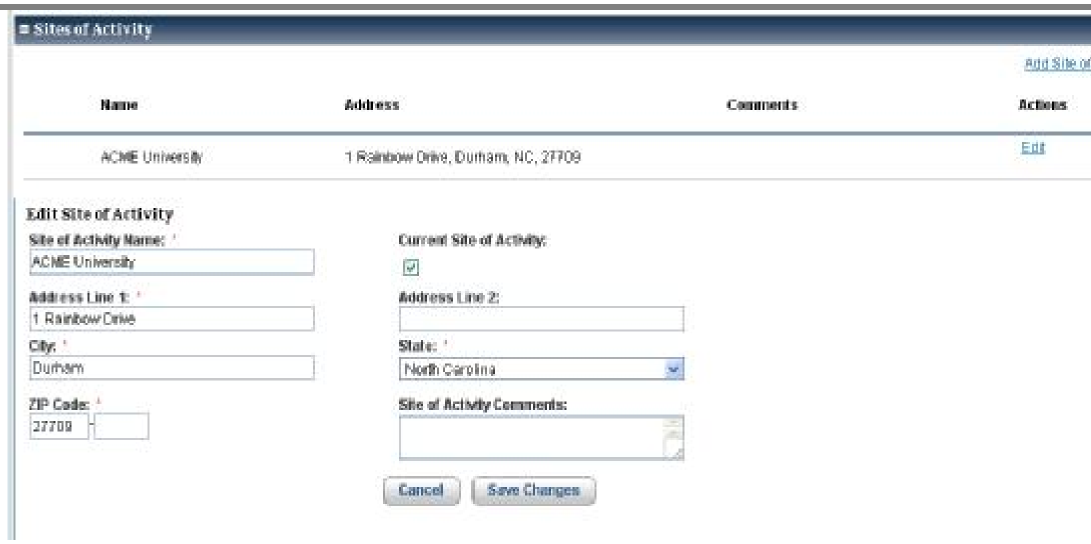
Program Information is the default tab each time the page is opened.

Click Sites of Activity on the Exchange Visitor Details panel.

The information on the page will display all sites of activity.

	 **Click the Make Updates link.** **The Make Updates Page opens with the Site of Activity panel open.**
2.	 **Click Edit.** **The Edit Site of Activity section opens beneath the table of sites of activity.**

3.



The RO/ARO enters the data to reflect the change in Site of Activity address.

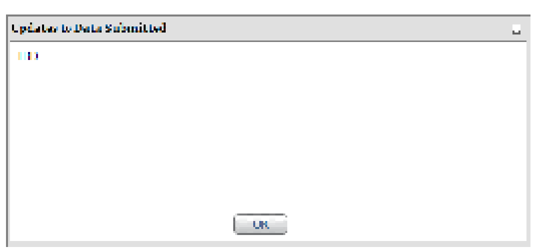
Click Save Changes. The Edit Site of Activity section will close and the updated Site of Activity will display in the table.

Note: The Make Updates page is part of the one-stop shopping idea. In addition to editing a Site of Activity, Program Information and Financial Information can be updated on this same page.

Click Submit.

The Updates to Data Submitted message appears.

4.



Click OK.

Marie Dupont's Exchange Visitor Summary Page opens.

RO/ARO Perspective

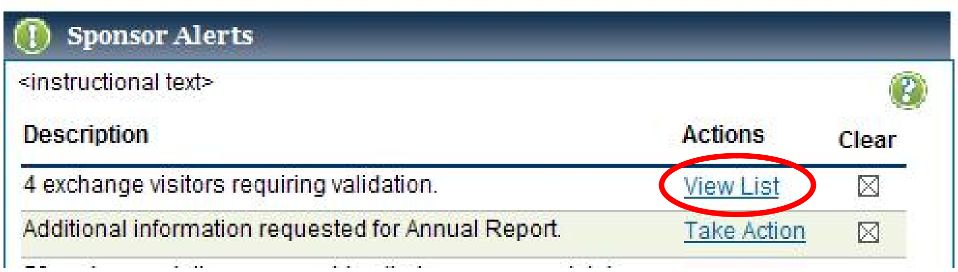
Validate

Introduction:

Every exchange visitor needs to be validated within 30 days of their program start date. In SEVIS II, RO/AROs will be able to access the page to validate an exchange visitor from three different locations on two different pages. An alert will display on the Program Summary page that will contain a list all exchange visitors that need to be validated. From this list, the RO/ARO can access either the exchange visitor's record or can proceed to the Validate page. From the Exchange Visitor Summary page, the RO/ARO will receive an alert for the specific individual in the Alerts panel. Also, from the I Want To... panel, the Validate Exchange Visitor link will be available from the Available Actions drop-down list.

Marie Dupont has entered the U.S. and data regarding her entry has populated on her Certificate of Eligibility. Marie has reported to the Acme University RO/ARO and they are ready to validate her record.

Validate:

1.	**On the Program Summary Page, locate the Sponsor Alerts panel.**  **Click View List next to the '4 exchange visitors requiring validation' alert.** **The Exchange Visitors Requiring Validation Page opens.**

2.

Click Dupont, Marie on the list.

Note: The Validate page can also be accessed from clicking on the Validate link in the Actions column.

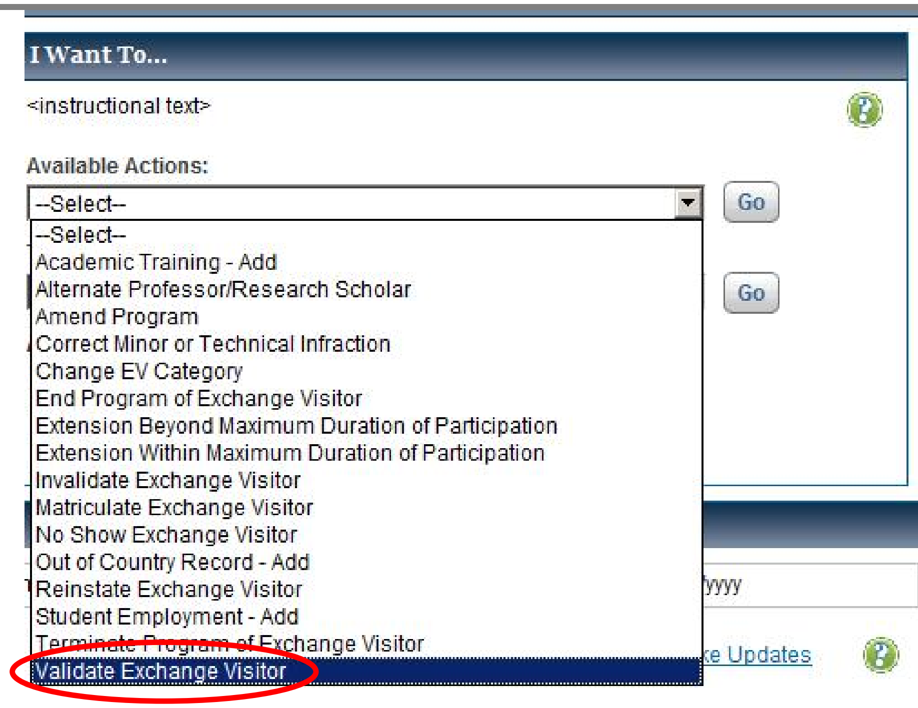
Marie Dupont's Exchange Visitor Summary Page opens.

3.

From the I Want To... panel, click the arrow in the Available Actions drop-down list.

Highlight and click Validate Exchange Visitor.

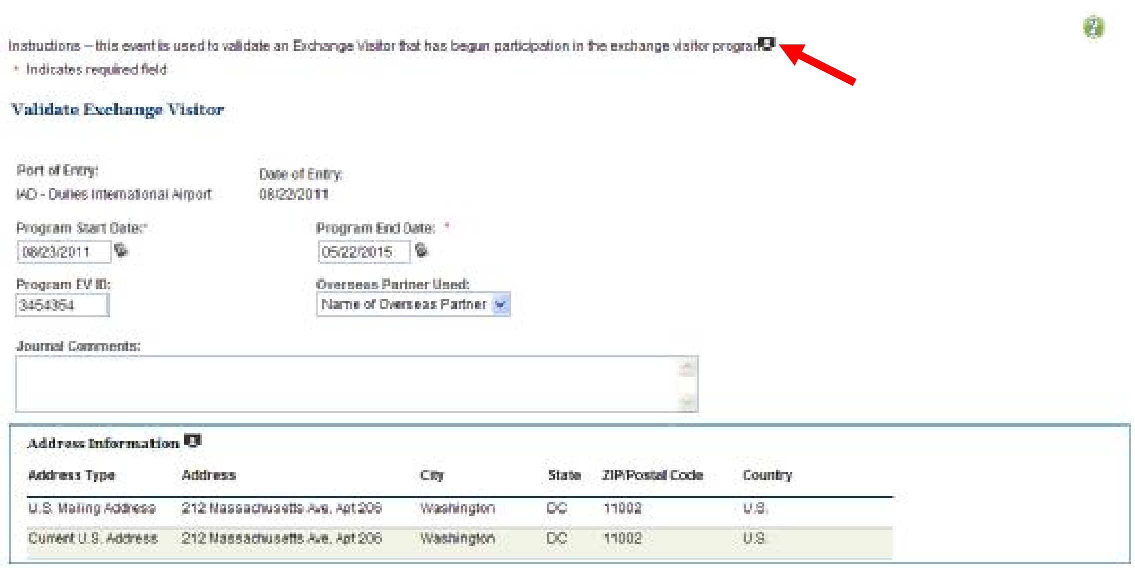
Note: Most of the other options shown would not be available unless the exchange visitor had already been validated.



Click Go.

The Validate Exchange Visitor Page opens.

4.

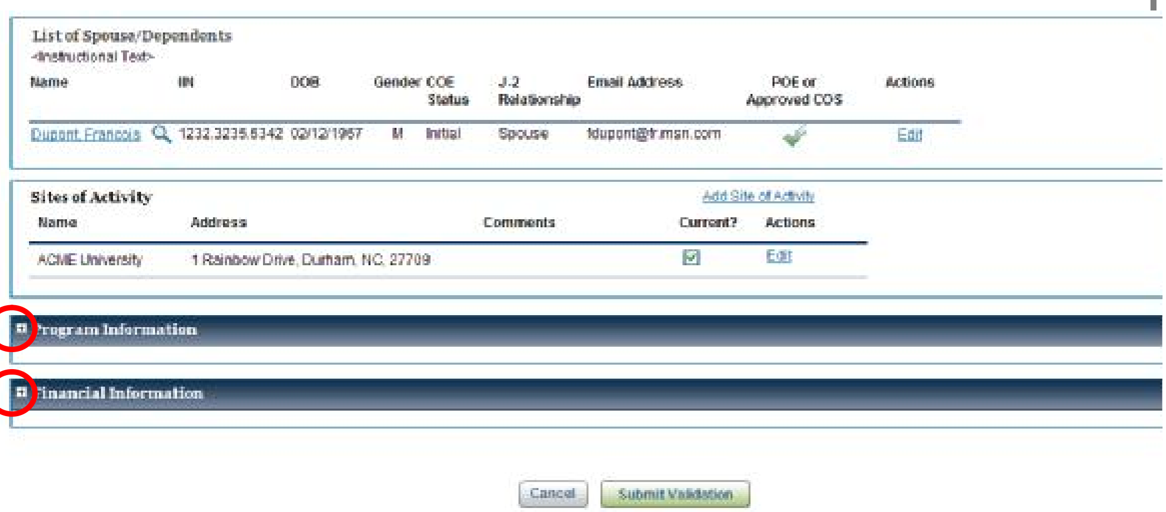


Both the Port of Entry and Date of Entry display at the top of the page.

Note: If the entry information had not been received by SEVIS II, you could still access this page but could not submit the validation. Click the instructions line to see other data that may populate on the top of this page including change of status information.

The information displayed on the page is required to complete the validation process. Check that the program dates are correct, add any journal comments, and verify that the exchange visitor has both a U.S. address and at least one current site of activity.

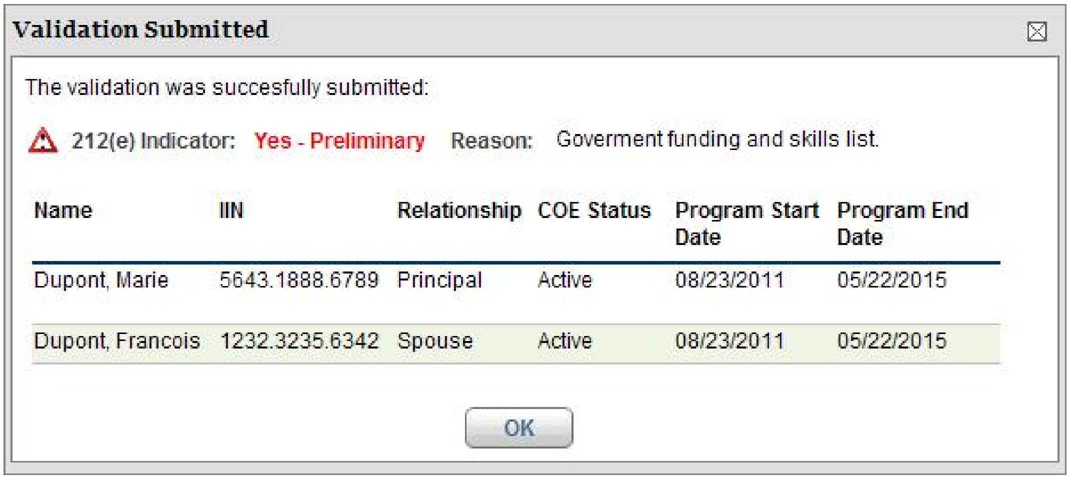
The page also displays collapsed panels for Program Information and Financial Information. It is not necessary to update information in these sections at this time but they are available for convenience. In SEVIS II, this is the one-stop shopping concept. Click "+" to open the panel, review the information and makes updates as needed.



Click Submit Validation.

The Validation Submitted message appears to verify the validation was submitted. It lists all COEs that were validated along with 212(e) information.

5.



Click OK. Marie Dupont's Exchange Visitor Summary Page opens.

6. **After submitting the validation action, Marie's COE Status will change from Initial to Active. The COE Status of any spouse/dependent's associated with Marie that had a COE Status of Initial will also change to Active.**

RO/ARO Perspective

View an Exchange Visitor Record

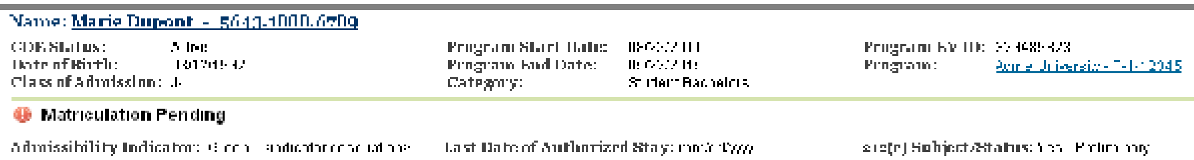
Introduction:

The Exchange Visitor's Summary page contains all the information regarding the exchange visitor's participation in the program including the most current data as well as historical information. This page can be used for both viewing information as well as taking an action on behalf of the exchange visitor.

Marie Dupont is currently participating in her program at Acme University and has a COE Status of Active.

View an Exchange Visitor Record:

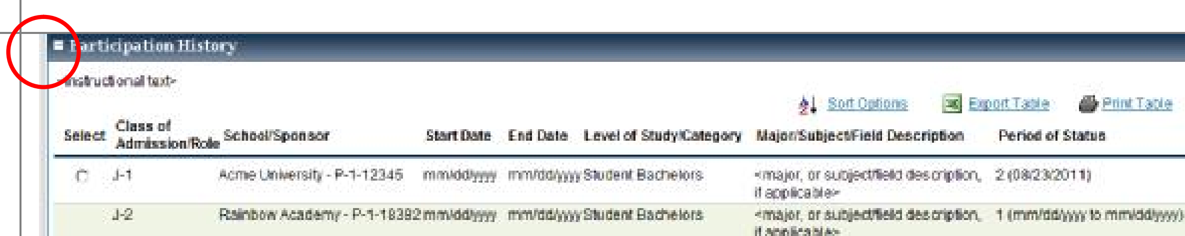
1.



The subheader provides general information and will display at the top of every page where an action is being taken on the specific individual.

The 'Ticker' displays additional information regarding the individual. Any requests that are pending will display as well as the exchange visitor's admissibility indicator and 212(e) data.

2.



Click the "+" next to the Participation History panel to expand the panel.

The panel will open to display the participation history that includes all F,M and J periods of participation for the nonimmigrant. The information associated with the current period of participation will display by default in the sections below. The RO/ARO can only select periods of participation where the exchange visitor participated in their program.

3.

The Sponsor Alerts for this Nonimmigrant panel will be open by default. This panel displays all the alerts related specifically to this exchange visitor.

Alerts that require action will have a 'Take Action' link in the Actions column. Clicking this link will direct the user to the page where the action can be taken.

4.

The I Want To… panel is used to navigation directly to actions related to the nonimmigrant. The values in both the 'Available Actions' and 'Type of Corrections' drop-down lists will vary depending on the COE Status of the exchange visitor. For example, the 'Validate Exchange Visitor' action will be available if the COE Status of the exchange visitor is Initial but will not display if their COE Status is Active.

Click on either drop-down list to see examples of available actions.

5.

Select from any one of the tabs in the Exchange Visitor Details panel to review information related to the exchange visitor. The data displayed in each tab may change depending on the period of participation that was chosen in the Participation History panel.

Click on any of the tabs to review the information.

RO/ARO Perspective

View the Program Summary Page

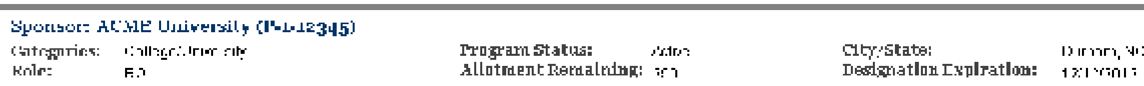
Introduction:

The Program Summary page contains all the information regarding the sponsor including general information like address and contact information as well as categories the program is designated for and sponsor-related alerts. This page can be used for viewing information, accessing nonimmigrants, managing sponsor information, and making payments.

Acme University is currently designated for the College/University category and has a Program Status of Active.

View Program Summary Page:

1.



The subheader provides general sponsor information and will display at the top of every page where an action is being taken on the specific sponsor.

2.

The Sponsor Alerts panel contains alerts related to the sponsor and the sponsor's nonimmigrants. The alerts inform the user of recent activity or action that needs to be taken, and allows the user to navigate quickly to the page where the action can be taken.

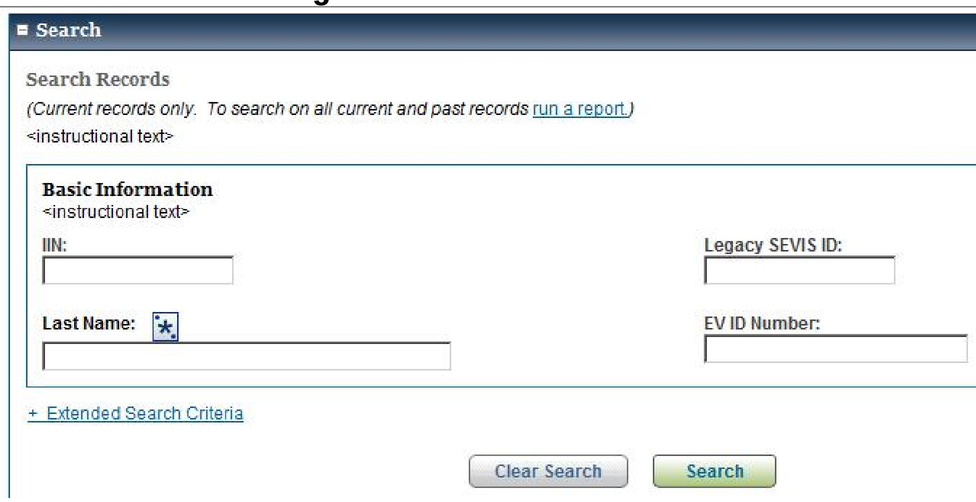
To navigate to an alert list, click on the link in the Actions column.

3.

The I Want To... panel is used to navigation directly to frequently used actions related to the sponsor. The links in this section will vary depending on the user. For example, the 'Certificate of Eligibility' links will only display for the RO and AROs.

Click on a link to navigate to a desired action.

4.



The Search panel allows users to quickly find associated nonimmigrants. To conduct a search when limited information is known about the nonimmigrant, the Extended Search Criteria link opens a section with additional options.

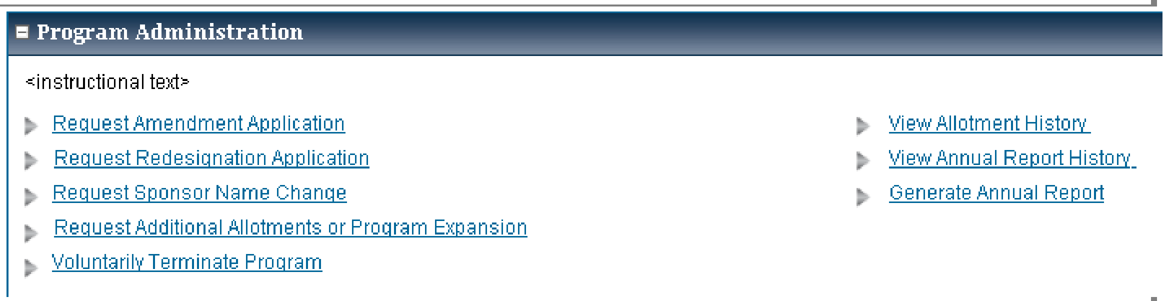
5.

The Incoming Nonimmigrant Communications panel will display associated nonimmigrants' messages that were sent from within the system. The messages will have predetermined subject lines, making it easy to manage. Messages can be responded to on an individual basis or auto replies can be set up.

6.

The Sponsor Details panel contains tabs for viewing sponsor information. Click any one of the tabs review information related to the sponsor. From each tab, updates and actions can be taken.

7.



The Program Administration panel contains program related actions. This section is the central location to find links to submit program applications, program requests, and access/run reports.

Click on a link to navigate to a desired action.

8.


Pending Payments - 4 Total

<instructional text> Payment History

Filter by: Status: All Request Type: All Apply Clear

Select	Request Type	Payment For	IIN	Amount	Due By	Status
--	Extension Beyond Maximum Duration of Participation	Smith, Bob	3938.3029.3928	$233	09/30/2010	Processing
☐	Change of Category	Dupont, Maria	5643.1888.6780	$233	09/31/2010	Due
☐	Reinstatement	Montgomery, Jane	4938.2918.9876	$233	10/05/2010	Due
☐	Redesignation			$2,700	10/01/2010	Due (Failed)

Total Selected: XX Total Amount: $0

Pay Selected Displaying 1-4 of 4

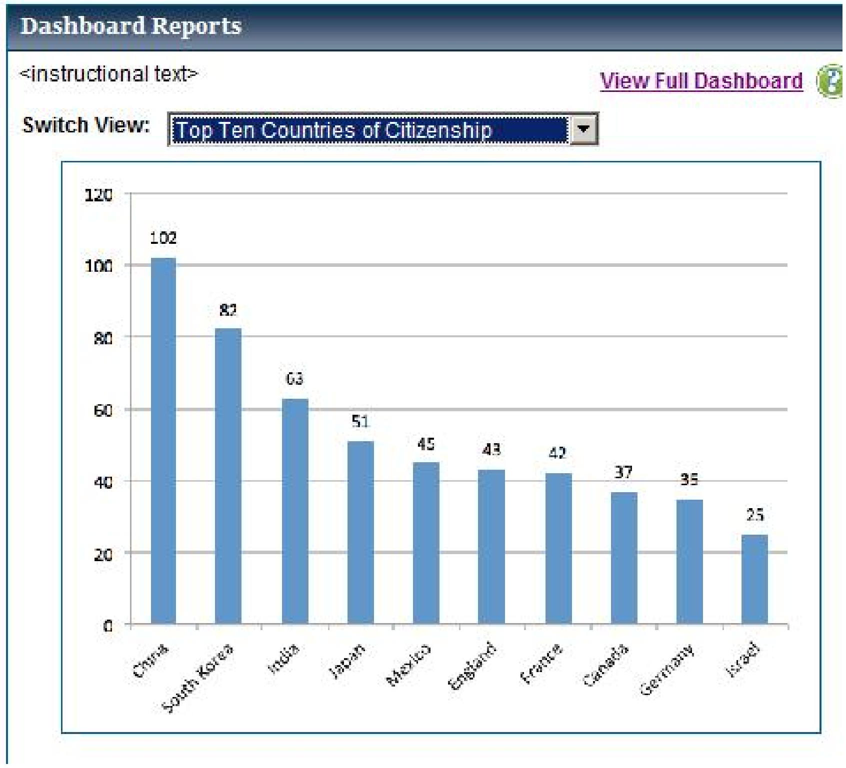
	The Pending Payments panel will display all applications and requests that require payment. All past transactions can be viewed by clicking on the Payment History link. Sponsor Users with the Payer role will be able select items and make payment through Pay.gov.
9.	**Pending Actions** <instructional text> (see table below) **The Pending Actions panel will display all program applications and program requests that are in draft status, require signatures, have been submitted to the Department of State for review, or have been returned because additional information has been requested. The links that display and those that are actionable will depend on the status and the user's role.**

Pending Actions

<instructional text>

Type	Status	Due Date
Replace RO	Pending DoS Review	
Sponsor Name Change	Pending CEO Signature	02/01/2011
Voluntary Termination	Pending CEO Signature	03/15/2011
Amendment Application	Pending CEO Signature	03/15/2011
Amendment Application	Draft	04/12/2011

10.



The Dashboard Reports panel will display high-level, graphic reports. Each Sponsor Official will be able to set up the type of graph and data they wish to see when viewing the Program Summary page. A default report can be selected and the reports can be updated at any time.