

# 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:

1.	<p>On the Program Summary Page scroll down to the Program Administration panel and expand by clicking "+".</p>  <p>Click Request Additional Allotments or Program Expansion</p>  <p>The Request Annual Allotment or Program Expansion Page opens.</p>
2.	 <p>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.</p> <p>Click <b>View Allotment History</b> link to see the allotment history pop-up.</p>

Date	Event	Current Allotment	Requested Allotment	Approved Allotment	Allotment Remaining	Performed By:
09/22/2011	Annual Allotment Requested	222	173	222	50	SMITH, JEFF
10/27/2011	Program Expansion	648	1	648	648	Department: 01104
01/24/12	Program Expansion Requested	0	0	0	0	SMITH, JEFF
01/24/12	Program Expansion	0	0	0	0	Department: 01104

Click Close to close the pop-up.

3.

**Request Type:**  

- Select--
- Annual Allotment
- Program Expansion

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.

#### Allotment Request Information

**Allotment Requested:**

#### Signature and Attestation:

Full Name of Sponsor Official  
User Filler

Date of Signature:  
12/11/2011

Sponsor Official Role:  
Responsible Officer

Sponsor Name (Program Number):  
01104 University of Wisconsin

By checking this box, I acknowledge that I have reviewed the information entered above, other legal requirements, and I hereby certify that the information is true and correct.

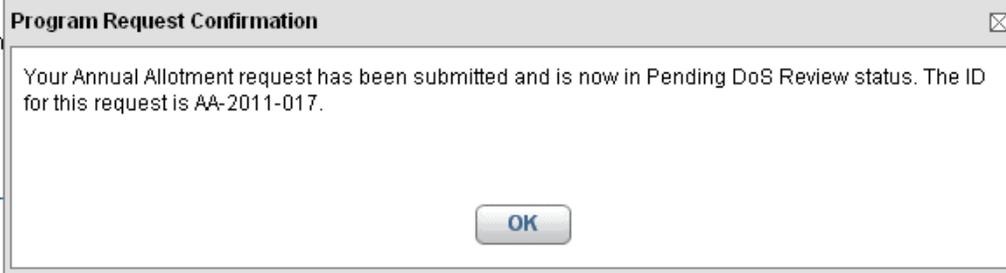
PIN:

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

Pending Actions		
<instructional text>		
Type	Status	Due Date
<a href="#">Program Expansion Request</a>	Pending DoS Review	
<a href="#">Redesignation Application</a>	Pending CEO Signature	06/30/2012
<a href="#">Annual Report</a>	Draft	06/30/2012
<a href="#">Annual Allotment Request</a>	Pending DoS Review	

Displaying 1-4 of 4

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.	<p>On the Program Summary Page scroll down to the Program Administration panel and expand by clicking "+".</p>  <p>Click Request Additional Allotments or Program Expansion</p>  <p>The Request Annual Allotment or Program Expansion Page opens.</p>
2.	 <p>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.</p> <p>Click View Allotment History link to see the allotment history pop-up.</p>

Date	Event	Current allotment	Requested allotment	Approved Allotment	Allotment Remaining	Performed By:
03/22/11	Annual Allotment Requested	222	173	222	222	SMITH, J...
03/22/11	Program Expansion	838	1	838	838	Department: 111111
03/22/11	Program Expansion Approved	0	0	0	0	SMITH, J...
03/22/11	Program Expansion Requested	0	5	0	0	Department: 111111

Click Close to close the pop-up.

3. **Request Annual Allotment or Program Expansion**

<instructional text>  
 \* Indicates required field

Request Type: \* ▼

- Select--
- Select--
- Annual Allotment
- Program Expansion

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. **Program Expansion Request Information**

Number Requested: \*

Explain the reasons for this increase in the number of program participants. \*

**B I U** [bulleted list icon] [numbered list icon] [link icon] [undo icon] [redo icon]

I will be sending in documentation via postal mail. Characters Remaining: 3000

Document Type: --Select-- Attach File: Choose File No file chosen Attach



## Pending Actions

<instructional text>



Type	Status	Due Date
<a href="#">Program Expansion Request</a>	Pending DoS Review	
<a href="#">Redesignation Application</a>	Pending CEO Signature	06/30/2012
<a href="#">Annual Report</a>	Draft	06/30/2012
<a href="#">Annual Allotment Request</a>	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.

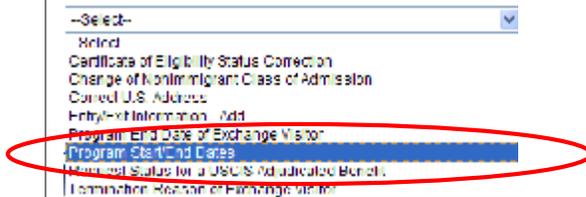
While performing a routine review of Marie's record, the RO/ARO realizes that although Marie was validated on time, her Program Start Date is incorrect. The RO/ARO must submit a correction request to get the date updated.

### 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

Correct Program Start/End Dates

<Instructional Text>

\* Indicates required field

Pre-Correction Information	Correction Information
Program Start Date: mm/dd/yyyy	Program Start Date: <input type="text"/>
Program End Date: mm/dd/yyyy	Program End Date: <input type="text"/>

Justification: \*

Cancel Continue

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

Pre-Correction Information

Correction Information

Program Start Date:  
mm/dd/yyyy

Program Start Date:  
mm/dd/yyyy

Program End Date:  
mm/dd/yyyy

Program End Date:  
mm/dd/yyyy

Justification: \*

Profile based on previous page

**Upload/Submit Evidence**  
<Instructional Text>

Attach/Upload Evidence:   Document Name:

<Instructional Text>

Alternate Contact:

**Signature and Attestation**

Full Name of Sponsor Official: John Wood	Date of Signature: 08/11/2011
Sponsor Official Role: Responsible Officer	Sponsor Name: Acme 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 egestas. Quisque vitae vehicula diam. Proin adipiscing nisi vitae libero elementum eu accumsan velit rutrum.

PIN: \*

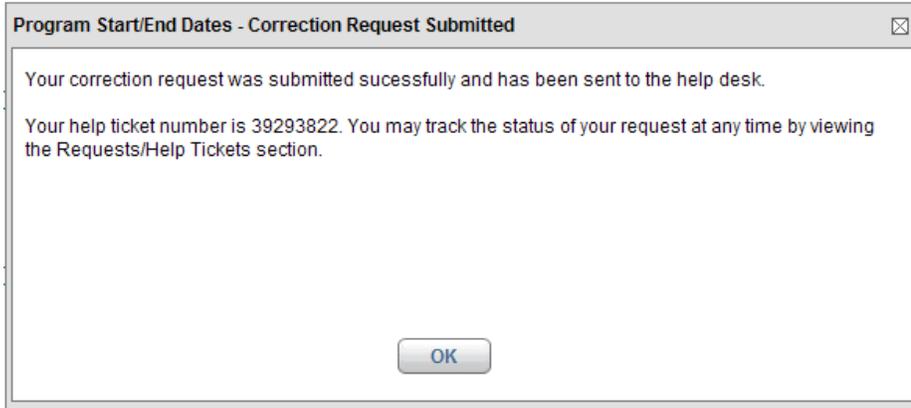
The correction information from the previous page displays. The user is able to edit the Justification, Upload/Submit Evidence, and identify an Alternate Contact.

The signature PIN must be entered.

Click **Submit**.

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

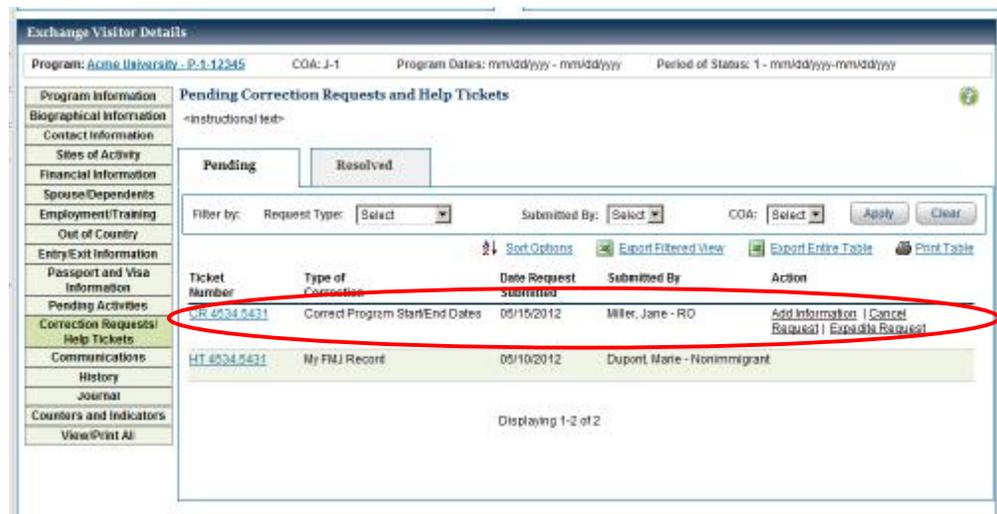
4



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:

1. 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.

2. Generate Annual Report - Statistical Report



The screenshot shows the 'Generate Annual Report - Statistical Report' page. It includes fields for 'Date Last Submitted: 1/21/2011', 'Submitted By: First Last (Role)', 'Sponsor Name: <sponsor name>', 'Program Number: P-122334', 'Responsible Officer: John Smith', 'Annual Reporting Cycle: <cycle>', 'Annual Report Due Date: 12/01/2012', and 'Address: 14 Howard Dr. Anytown, AS 11111'. There is a 'Reporting Period:' dropdown menu set to 'Select' and a 'Generate Report' button. A link for 'View Annual Report History' is circled in red in the top right corner.

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	<a href="#">View</a>   <a href="#">Print/Close Page</a>
Period 08/01/2010 - 01/31/2011	09/01/2011	Last Name, First Name	Accepted	<a href="#">View</a>
Period 02/01/2010 - 07/31/2010	09/01/2011	Last Name, First Name	Accepted	<a href="#">View</a>
Period 08/01/2009 - 01/31/2010	09/01/2011	Last Name, First Name	Accepted	<a href="#">View</a>

[Back](#) | Displaying 4

Click **Back** to return to the Annual Report page.

3.

Reporting Period: \*

- 07/01/2011 - 12/31/2011
- 07/01/2011 - 06/30/2012
- 01/01/2010 - 01/15/2011
- 01/01/2011 - 07/01/2011
- Select

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: \*

Annual Report Statistical Report - Period: <Reporting Period>

Report Date: <mm/dd/yyyy>

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
<b>Total Number of Records</b>	<b>993</b>	<b>196</b>

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

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

selected reporting period.

Click Continue to Program Evaluation.

The Generate Annual Report – Program Evaluation Page opens.

6.

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** [List Bulleted] [List Numbered] [Link] [Image]

I will be sending in documentation via postal mail. Characters Remaining: 3000

Attach File:

No file chosen

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

PIR: \*

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.

## Pending Actions

<instructional text>



Type	Status	Due Date
<a href="#">Program Expansion Request</a>	Pending DoS Review	
<a href="#">Redesignation Application</a>	Pending CEO Signature	06/30/2012
<a href="#">Annual Report</a>	Draft	06/30/2012
<a href="#">Annual Allotment Request</a>	Pending DoS Review	

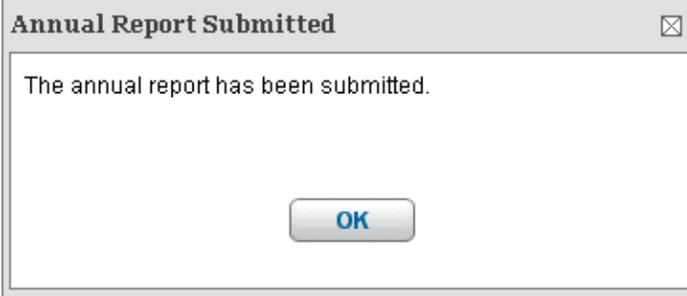
Displaying 1-4 of 4

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

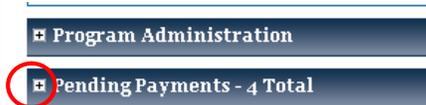
### Introduction:

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. A screenshot of the "Pending Payments - 4 Total" panel. It features a table with columns: Select, Request Type, Payment For, IIN, Amount, Due By, and Status. The table contains four rows of data. Below the table, there are fields for "Total Selected: XX" and "Total Amount: \$0", along with a "Pay Selected" button and a "Payment History" link. The table data is as follows:

Select	Request Type	Payment For	IIN	Amount	Due By	Status
<input type="checkbox"/>	Extension Beyond Maximum Duration of Participation	Smith, Bob	3938.3029.3928	\$233	09/30/2010	Processing
<input type="checkbox"/>	Change of Category	Dupont, Marie	5643.1888.8780	\$233	09/31/2010	Due
<input type="checkbox"/>	Reinstatement	Montgomery, Jane	4938.2019.9876	\$233	10/05/2010	Due
<input type="checkbox"/>	Redesignation			\$2,700	10/01/2010	Due (Failed)

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.

**Make Payment** ATM

Displaying 1-3 of 3

Request Type	Payment For	IN	Amount	Actions
Change of Category	Dupont, Marie	5643.1896.8799	\$233	<a href="#">Remove</a>
Reinstatement	Montgomery, Jane	4936.2918.9876	\$233	<a href="#">Remove</a>
Redesignation			\$2,700	<a href="#">Remove</a>
<b>Total Amount Selected:</b>			<b>\$3,166</b>	

[Go Back](#)   [Make Payment at Pay.gov](#)

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.

**Pay.gov**®  
Provided by the US Department of the Treasury

[Home](#) > Exchange Visitor Program Designation (EVPD)

Program Designation Application Payment: **\$ 2700**

Payment Method:  
 ACH    Credit Card

I agree that this fee, once submitted, is not refundable.

[Submit Payment](#)

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.

Payment Submission Confirmation Transaction ID: 24928428y 

**Payment Submitted**

The payment has been submitted via Pay.gov. Within 1-7 business days, Pay.gov will process the payment and you will receive a follow-up email advising of the payment status. During that time you may also check the payment status by logging into SEVIS and viewing the Progress Status.

If you experience any problems with completing your fee payment via Pay.gov, please contact the Pay.gov Help Desk at 1-800-324-1373

**Payment for:**

Request Type	Payment For	IIN	Amount
Change of Category	Dupont, Marie	5843.1888.6788	\$233
Reinstatement	Montgomery, Jane	4938.2918.5876	\$233
Redesignation			\$2,700
<b>Total Amount:</b>			<b>\$3,166</b>

[Return to Program Summary](#)

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.



**Pending Payments - Total**

<Instructional text> [Payment History](#)

Filter by: Status: All Request Type: All

Select	Request Type	Payment For	IIN	Amount	Due By	Status
<input type="checkbox"/>	Extension Beyond Maximum Duration of Participation	Smith, Bob	3938.3029.3938	\$233	09/30/2010	Processing
<input type="checkbox"/>	Change of Category	Dupont, Marie	5843.1888.6788	\$233	09/31/2010	Due
<input type="checkbox"/>	Reinstatement	Montgomery, Jane	4938.2918.5876	\$233	10/05/2010	Due
<input type="checkbox"/>	Redesignation			\$2,700	10/01/2010	Due (Failed)
<b>Total Selected: XX</b>				<b>Total Amount:</b>	<b>\$0</b>	

Displaying 1-4 of 4

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



# RO/ARO Perspective

## Matriculation

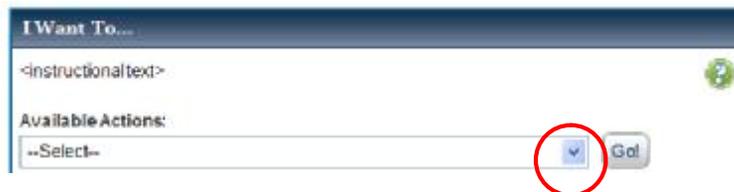
### Introduction:

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

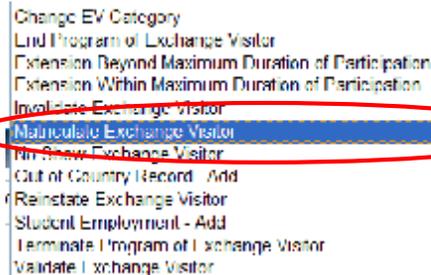
Marie is currently in a Bachelor's degree program. She can matriculate to either a Master's or Doctorate program if she decides to continue her education after receiving a Bachelor's degree.

### 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.

### Matriculation

<Instructional Text>

\* Indicates required field

**Matriculation Information**

Category: \*  
--Select--

Effective Date of Matriculation: \*

Initial Program Start Date:  
mm/dd/yyyy

Current Program End Date:  
09/27/2012

New Program End Date:

Subject/Field Description: \*

Code	Subject/Field	Action
13.0402	Educational Administration and Supervision	<a href="#">Remove</a>

Subject/Field Code Remarks: \*

Lorem ipsum

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.

**212(e) Information**

<Instructional Text>

 212(e) Indicator: **Yes - Preliminary** Reason: Government funding and skills list.

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.

Matriculation Information Submitted

IHI:

OK



**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.

Type	Request ID	Effective Date	Request Status	Actions
Req. Program of Exchange Study	3160199	mm/dd/yyyy	Pending	Edi Desc
Matriculation	3160199	mm/dd/yyyy	Pending	Edi Desc
Req. Study Beyond Maximum Duration of Exchange	3160198		Pending CoE Review	
Req. Study Beyond Exchange Category	3160190		Pending Review	

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

Name: Marie Dupont - 3643.1888.6789

COE Status: Active      Program Start Date: 09/23/2011      Program EV ID: 329489823  
Date of Birth: 03/12/1992      Program End Date: 05/22/2015      Program: [Academy University - P.L.12345](#)  
Class of Admission: J-1      Category: Student Bachelors

**Matriculation Pending**

Admissibility Indicator: Green - (indicator description)      Last Date of Authorized Stay: mm/dd/yyyy      ssa(e) Subject/Status: Yes - Preliminary

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



## RO/ARO Perspective

### Create a Certificate of Eligibility

#### Introduction:

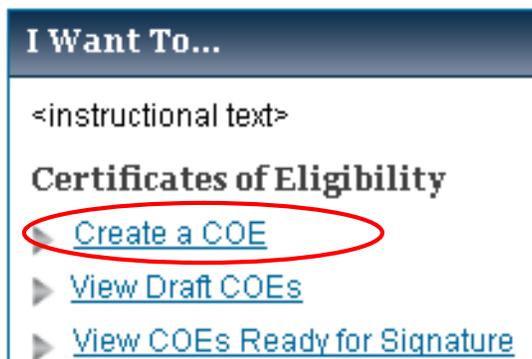
Currently in SEVIS, RO/AROs create new SEVIS records for each nonimmigrant (and their Spouse/Dependents) that will participate in their program. Once the record is created, a DS-2019 is printed and mailed to the nonimmigrant.

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.

### Certificate of Eligibility - Associate Individual

<Instructional Text>

\* Indicates required field

**Associate Individual** 

 Warning text regarding accessing individuals' information.

**IIN:** \*  **Last Name:** \*

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

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.

#### User Found:

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

**First Name:** Marie      **Middle Name:**      **Last Name:** Dupont  
**School/Sponsor Relationship:** Prospect      **COE Status:** None  
**Date of Birth:** 02/12/1967      **Gender:** Female  
**Country of Birth:** France      **City of Birth:** Paris  
**Countries of Citizenship:** France      **Countries of Legal Permanent Residence:** France

#### Other Names Used

First Name Middle Name	Last Name	Name Type	Dates Used
Marianne	Dupont	Given	10/10/2009-10/01/2011
Marianne	Delegornia	Surname	01/01/2005-10/10/2009

#### History of Associations with Organizations

COA	Organization Name	Program Start Date	Program End Date	Category/Education Level
J-2	Rainbow Academy	01/15/2006	08/01/2006	Dependent

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.

**I Want To...**

<instructional text>

**Certificates of Eligibility**

- ▶ [Create a COE](#)
- ▶ [View Draft COEs](#)
- ▶ [View COEs Ready for Signature](#)

4.

Certificate of Eligibility - Exchange Visitor Information (Status: Draft)  
Exchange Visitor: Marie Dupont - 5643.1888.6799 | Date of Birth: 03/21/1992

<Instructional Text>  
Indicates required field

[View Prospect Information](#) [Create from Existing Template](#)

<b>Biographical Information</b>	
Full Name: Marie Dupont	Date of Birth: 03/21/1992
Last Name: Dupont	First Name: Marie
Middle Name: None	Gender: Female
Gender: Female	Country of Birth: France
Countries of Citizenship: France	City of Birth: Paris
Countries of Legal Permanent Residence: France	Last Legal Permanent Residence: --Select--
Position in Home Country: --Select--	EV Program ID: <input type="text"/>
Legacy SEMS IDs: N0000123456, N0000564345, N0000045890	Date Associated: 11/16/2011
Other Names Used: None	

<b>Exchange Visitor Information</b>
Program Information
Site of Activity
Financial Information
Spouse Dependents
Summary

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**.

**Create From Existing Template** [X]

Template Name:  Created By:

Select Template name	Template Description	Created By	Creation Date
<input type="radio"/> Template 1	Lorem imspum doelrieum serum	Last Name, First Name	07/09/2011
<input type="radio"/> Template 2	Lorem imspum doelrieum serum	Last Name, First Name	07/01/2011
<input type="radio"/> Template 3	Lorem imspum doelrieum serum	Last Name, First Name	06/01/2011
<input type="radio"/> Template 4	Lorem imspum doelrieum serum	Last Name, First Name	05/01/2011
<input type="radio"/> Template 5	Lorem imspum doelrieum serum	Last Name, First Name	04/11/2011

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.

Exchange Visitor Information
<b>Program Information</b>
Site of Activity
Financial Information
Spouse/Dependents
Summary

Click **Save and Continue**.

The **Certificate of Eligibility - Program Information Page** opens.

5.

**Program Information**  
Category: \*  
--Select--  
Subject/Field Description: \*  
Code Lookup  
Subject/Field Code Remarks: \*

**Program Dates**  
Program Start Date: \*  
Program End Date: \*

Exchange Visitor Information
Program Information
Site of Activity
Financial Information
Spouse/Dependents
Summary

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.

Indicates required field

[View Prospect Information](#)

Site of Activity Name: \*  
Address Line 1: \*  
City: \*  
ZIP Code: \*  
Current Site of Activity:   
Address Line 2:  
State: \*  
--Select--  
Site of Activity Comments:  
**Add Site**

Exchange Visitor Information
Program Information
Site of Activity
Financial Information
Spouse/Dependents
Summary

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

- Add sites of activity



**Note:** SEVIS II allows multiple 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.

[View Project Information](#)

**Funding From U.S. Government Agencies**

This program sponsor  received funding for international exchange from one or more U.S. Government Agency(ies) to support this exchange visitor. If any U.S. Government Agency(ies) provided funding, indicate the Agency(ies) by code below.

Agency Name:  Amount:

**Additional Funding**

Additional Funding Type:  Amount:

- Exchange Visitor Information
- Program Information
- Site of Activity
- Financial Information**
- Spouse/Dependents
- Summary

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.

Do you have spouse/dependents that you wish to associate?  Yes  No

**Identify Spouse and/or Dependents**

Warning text regarding accessing individuals' information.

IIN:  Last Name:

Date of Birth:  Age: (calculated)

- Exchange Visitor Information
- Program Information
- Site of Activity
- Financial Information
- Spouse/Dependents**
- Summary

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      **Program Start Date:** 01/01/2008  
**City:** Anycity      **Program End Date:** 05/08/2012  
**State:** Anystate      **Category:** Research Scholar  
**COA:** J-1

**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@city.msn.com	<a href="#">Edit</a> <a href="#">Remove</a>

- Exchange Visitor Information
- Program Information
- Site of Activity
- Financial Information
- Spouse/Dependents

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.

[View Prospect Information](#)

Exchange Visitor Information	
<b>Biographical Information</b>	
Full Name: Marie Dupont	Date of Birth: 03/12/1992
Last Name: Dupont	First Name: Marie

- Exchange Visitor Information
- Program Information
- Site of Activity
- Financial Information
- Spouse/Dependents
- Summary

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

### Save Information as a Template

I wish to save information from this COE as a template for future use.

Template Name: \*

Template Description:

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.

### 212(e) Information

<Instructional Text>

 **212(e) Indicator: Yes - Preliminary**

**Reason:** Government funding and skills list.

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

### Submit for Signature or Sign Certificate(s) of Eligibility

Name	IIN	Issued For	Relationship	Action
Dupont, Marie	5643.1888.6789	J-1	Principal	
Dupont, Francois	1232.3235.6342	J-2	Spouse	<a href="#">View Details</a>

Ready for Signature

Signature and Attestation

### Signature and Attestation

**Full Name of Sponsor Official :**

John Wood

**Date of Signature:**

08/11/2011

**Sponsor Official Role:**

Responsible Officer

**Sponsor Name:**

ACME

**I attest that** cras quis magna eu augue pharetra viverra. Vestibulum lobortis aliquet tellus semper fermentum. Integer sit amet tempus elit. In hac habitasse platea dictumst. Praesent sit amet leo at diam fermentum convallis in eget odio. Sed laoreet dui ut mi hendrerit bibendum.

**PIN: \***

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.

**I Want To...**

<instructional text>

**Certificates of Eligibility**

- ▶ [Create a COE](#)
- ▶ [View Draft COEs](#)
- ▶ [View COEs Ready for Signature](#)

Click **Submit**.

The **Certificate(s) of Eligibility Created** message appears.

10.

**Certificate(s) of Eligibility Created** [X]

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:

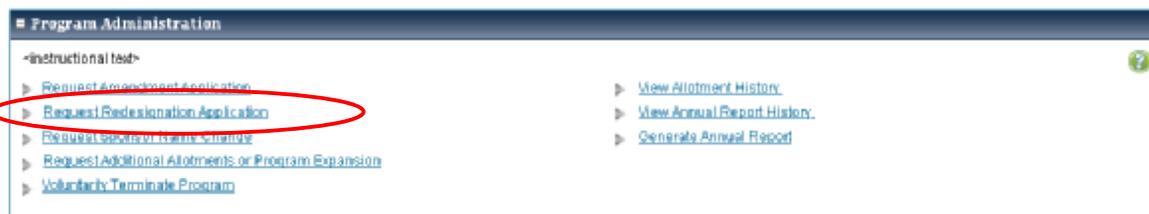
SEVIS II will allow the RO/ARO to submit and pay for a Redesignation Application through the system.

### 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:**

**Sponsor Information**

**Sponsor Name:**  
Acme University

**Employer Identification Number (EIN):** 323333433      **EIN Date of Issuance:** 12/12/2009

**Telephone Number:** (212)332-2332 Ext 32      **Fax Number:** (212)332-2332

**Email Address:** [acme@acme.edu](mailto:acme@acme.edu)      **Website:** <http://www.acme.edu>

**Business Address:** 1600 Massachusetts Ave NW, Suite 200  
Washington, DC 20012      **Mailing Address:** 1600 Massachusetts Ave NW, Suite 200  
Washington, DC 20012

Current Categories      Current Occupational Categories

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.

**Supporting Documentation**

**Resignation Information**

**Document Type:**    
**Attach File:**  No file chosen

I will be sending in documentation via postal mail.

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

**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)

\* I attest that the above information is correct.

**PIN: \***

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

Click **Submit**.

The **Submit Application** message appears.

8.

*not standing.*

**Submit Application** ✖

Thank you for completing the Redesignation Application. Signature and payment are required to submit the application.



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

Pending Actions		
<instructional text> 		
Type	Status	Due Date
<a href="#">Program Expansion Request</a>	Pending DoS Review	
<a href="#">Redesignation Application</a>	Pending CEO Signature	06/30/2012
<a href="#">Annual Report</a>	Draft	06/30/2012
<a href="#">Annual Allotment Request</a>	Pending DoS Review	

Displaying 1-4 of 4



**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

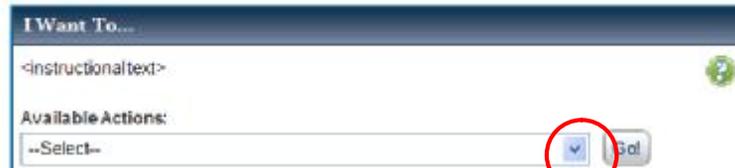
### Introduction:

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

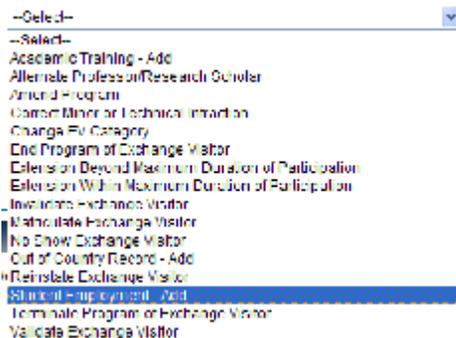
Marie is in good academic standing with Acme University and has the opportunity to do an assistantship with her accounting professor. Therefore, with permission from Acme, a segment of student employment can be added to her record

### 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.

### Add Student Employment Information

• Instructional Text:

- indicates required field

Employment Type: \*

--Select--

**Employer Information**

Employer Name: \_\_\_\_\_

Employer Address Line 1: \_\_\_\_\_

City: \_\_\_\_\_

ZIP Code: \_\_\_\_\_ - \_\_\_\_\_

Employer E-Mail Address: \_\_\_\_\_

Employment Start Date: \* \_\_\_\_\_

Employer Address Line 2: \_\_\_\_\_

State: \_\_\_\_\_

Employer Phone Number: \_\_\_\_\_ Ext: \_\_\_\_\_

Number of Hours Per Week: \* \_\_\_\_\_

Employment End Date: \* \_\_\_\_\_

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.

**Employment Information Submitted**

Message Body:

OK



**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.

Program Information Employment and Training [Add Student Employment](#) | [Add Academic Training](#) | [View Academic Training History](#) 

Biographical information  
Contact Information  
Sites of Activity  
Financial Information  
Spouse/Dependents  
Employment/Training  
Out of Country  
Entry/Exit Information  
Passport and Visa Information

<Instructional Inst>

Export Table Print Table

Authorization Type	Employer	Start Date	End Date	Action
<a href="#">Academic Training</a>	M.C. Company	mm/dd/yyyy	mm/dd/yyyy	<a href="#">Edit</a> <a href="#">Cancel</a>
<a href="#">Student Employment</a>	Johnson Grocery Store	mm/dd/yyyy	mm/dd/yyyy	<a href="#">Edit</a> <a href="#">Cancel</a>

Displaying 1 - 2 of 2

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.

Sponsor Information	
Category	<instructional text>
Sponsor Officials	Sponsor Name: ACME University - P-1-12345
Overseas Partners	Date of Original Designation: mm/dd/yyyy
Correction Requests/ Help Tickets	Designation Expiration: 12/12/2012
Sponsor History	Annual Reporting Cycle: <reporting cycle>
Sponsor Journal	Employer Identification Number (EIN): 323333433
View/Print All	Authorized for Batch: Yes
	Batch Digital Certificate Expiration: mm/dd/yyyy
	Restrictions and Limitations Lorem ipsum dolor sit amet, consectetur adipiscing elit. Morbi enim ligula, tempor non viverra ut, pulvinar quis enim. Aenean fringilla porttitor ante, vitae ultrices ante adipiscing ac. Sed tempor erat in libero smpor vitae porta massa fermentum. Curabitur tincidunt adipiscing ante, vitae vulputate sem eleifend sed. Sed varius ullamcorper accumsan.
	Contact Information
	Telephone Number: (212)332-2332 ext. 1234
	Website: <a href="http://www.acme.edu">http://www.acme.edu</a>
	Business Address: 1000 Massachusetts Ave NW, Suite 200 Durham, NC 20012-3322
	Program Status: Active
	Most Recent Redesignation: mm/dd/yyyy
	Placement Report Due Date: mm/dd/yyyy
	Annual Report Due Date: mm/dd/yyyy
	EIN Date of Issuance: 12/12/2009
	Batch Approved on: mm/dd/yyyy
	Fax Number: (212)332-2332
	E-mail Address: <a href="mailto:acme@acme.edu">acme@acme.edu</a>
	Mailing Address: <address line 1> <address line 2> <City>, <state> <ZIP/Postal>--<ZIP Suffix>

Click Make Updates.

The Update Program Information Page opens.

2.

**Update Program Information**  
This is instructional text. Lorem ipsum dolor...  
\* indicates required field

Sponsor Information for <sponsor name>

Business Address

Address: 123 Main Street Address 2: Suite 800  
City: Springfield State: Oklahoma  
ZIP: 55555

Is the Organization's Mailing Address the same as the Business Address?  
 Yes  No

Any updates that are needed can be made.

Click **Submit**.

The **Information Updated** message appears.

3.

**Information Updated**

Information for <sponsorname> have been updated.

OK

Click **OK**.

The **Program Summary Page** opens and the updated information displays.

## 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.

Exchange Visitor Details			
Program: <a href="#">Acme University - P-1-12345</a>	COE: J-1	Program Dates: mm/dd/yyyy - mm/dd/yyyy	Period of Status: 1 - mm/dd/yyyy-mm/dd/yyyy
<b>Program Information</b>	<b>Program Information</b> <a href="#">Make Updates</a>		
Biographical Information	<instructional text>		
Contact Information	Sponsor Name: ACME University	Business Address: 1200 University Ave Anytown, AB 12345	
<b>Sites of Activity</b>	Program Number: S-1-12345	Phone Number: 702-202-2020	
Financial Information	Website: <a href="http://www.acme.edu">http://www.acme.edu</a>	E-mail Address: <a href="mailto:contactus@acme.edu">contactus@acme.edu</a>	
Spouse/Dependents			
Employment/Training	Category: Student Bachelors	COE Status: Active	
Out of Country			
Entry/Exit Information	Occupational Category: <occupational category>	End Reason: <display if available>	
Passport and Visa Information	Subject Field Code: <subject field code>	Termination Reason: <display if available>	
Pending Activities	SubjectField Description: <subject field description>	FMJ Status: Active	
Correction Requests/Help Tickets	SubjectField Remarks: <subject field remarks>	School/Sponsor Relationship: Current	
Communications			
History			
Journal			
Counters and Indicators	Initial Program Start Date: mm/dd/yyyy	COE Purpose: <COE purpose>	
View/Print All	Program Start Date: mm/dd/yyyy	Exchange Visitor ID: 329489823	
	Program End Date: mm/dd/yyyy	Position in Home Country: Student	
		Country of Last Legal Permanent Residence: France	

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.

Exchange Visitor Details

Program: [Acme University - P-1-12345](#)    COE: J-1    Program Dates: mm/dd/yyyy - mm/dd/yyyy    Period of Status: 1 - mm/dd/yyyy-mm/dd/yyyy

**Program Information**    **Sites of Activity**    [Make Updates](#)

Biographical Information    = instructional facts

Contact Information    [Sort Options](#)    [Export Table](#)    [Print Table](#)

**Sites of Activity**

Current	Name	Address	Comments
	ACME University	1 Rainbow Drive, Durham, NC, 27709	

Out of Country    Displaying 1-1 of 1

Entry/Exit Information

Passport and Visa Information

Pending Activities

Correction Requests: Help Tickets

Communications

History

Journal

Counters and Indicators

[View Print All](#)

Click the Make Updates link.

The Make Updates Page opens with the Site of Activity panel open.

2.

**Make Updates**

= instructional facts

= Includes required field

**Program Information**

**Financial Information**

**Sites of Activity**    [Sites of Activity](#)

Name	Address	Comments	Actions
ACME University	1 Rainbow Drive, Durham, NC, 27709		<a href="#">Edit</a>

Journal Comments:

Click Edit.

The Edit Site of Activity section opens beneath the table of sites of activity.

3.

Name	Address	Comments	Actions
ACME University	1 Rainbow Drive, Durham, NC, 27709		<a href="#">Edit</a>

**Edit Site of Activity**

Site of Activity Name:

Address Line 1:

City:

ZIP Code:

Current Site of Activity:

Address Line 2:

State:

Site of Activity Comments:

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.

Updates to Data Submitted

OK

Click **OK**.

Marie Dupont's Exchange Visitor Summary Page opens.



# RO/ARO Perspective

## Validate

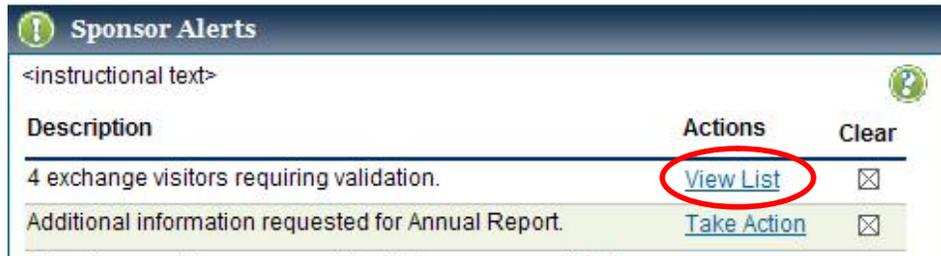
### Introduction:

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.

Sponsor: [ACME University \(P-1-12345\)](#)  
Categories: College/University      Program Status: Active      City/State: Durham, NC  
Rule: RO      Allotment Remaining: 250      Designation Expiration: 12/12/2012

Exchange Visitors Requiring Validation (4 Total)  
<Instructional tab>

Filter by: COE Status: All      Current US Address Indicator: All      [Apply](#) [Clear](#)

[Back](#) | Displaying 4      [Sort Options](#)      [Export Filtered View](#)      [Export Entire Table](#)      [Print Table](#)

Select	Name	IN	EVID	DOB	Program Start Date	COE Status	Category	Action Required By	Current US Address?	Actions
<input checked="" type="checkbox"/>	<a href="#">Dupont, Marie</a>	1643.1888.6789	329481823	03/12/1982	08/23/2011	Initial	Student Bachelors	09/22/2011	Yes	<a href="#">Validate</a>
<input type="checkbox"/>	<a href="#">Jones, Adolf</a>	1111.2222.4444	45435454	mm/dd/yyyy	mm/dd/yyyy	Initial	Research Scholar	12/31/2010	Yes	<a href="#">Validate</a>
<input type="checkbox"/>	<a href="#">Jones, Adrian</a>	1111.3333.2222	3454534	mm/dd/yyyy	mm/dd/yyyy	Initial	Student Intern	12/31/2010	No	<a href="#">Validate</a>
<input type="checkbox"/>	<a href="#">Jones, Bob</a>	1111.4444.2222		mm/dd/yyyy		Initial	Professor	01/08/2011	Yes	<a href="#">Validate</a>

[Send Message](#)

[Back](#) | Displaying 4

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.

## I Want To...

<instructional text>



Available Actions:

- Select--
- Select--
- Academic Training - Add
- Alternate Professor/Research Scholar
- Amend Program
- Correct Minor or Technical Infraction
- Change EV Category
- End Program of Exchange Visitor
- Extension Beyond Maximum Duration of Participation
- Extension Within Maximum Duration of Participation
- Invalidate Exchange Visitor
- Matriculate Exchange Visitor
- No Show Exchange Visitor
- Out of Country Record - Add
- Reinstate Exchange Visitor
- Student Employment - Add
- Terminate Program of Exchange Visitor
- Validate Exchange Visitor**

Go

Go

yyyy

ke Updates



Click Go.

The Validate Exchange Visitor Page opens.

4.

Instructions – this event is used to validate an Exchange Visitor that has begun participation in the exchange visitor program.

\* Indicates required field



### Validate Exchange Visitor

Port of Entry:  
WD - Dulles International Airport

Date of Entry:  
08/22/2011

Program Start Date:  
08/23/2011

Program End Date: \*  
05/22/2015

Program EV ID:  
3454354

Overseas Partner Used:  
Name of Overseas Partner

Journal Comments:

#### Address Information

Address Type	Address	City	State	ZIP/Postal Code	Country
U.S. Mailing Address	212 Massachusetts Ave, Apt 206	Washington	DC	11002	U.S.
Current U.S. Address	212 Massachusetts Ave, Apt 206	Washington	DC	11002	U.S.

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.

List of Spouse/Dependents								
-Instructional Text-								
Name	IN	DOB	Gender	COE Status	J-2 Relationship	Email Address	POE or Approved COS	Actions
Dupont, Francois	1232.3235.6342	02/12/1967	M	Initial	Spouse	fdupont@frman.com		<a href="#">Edit</a>

Sites of Activity					<a href="#">Add Site of Activity</a>
Name	Address	Comments	Current?	Actions	
ACME University	1 Rainbow Drive, Durham, NC, 27709		<input checked="" type="checkbox"/>	<a href="#">Edit</a>	

[+ Program Information](#)

[+ Financial Information](#)

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

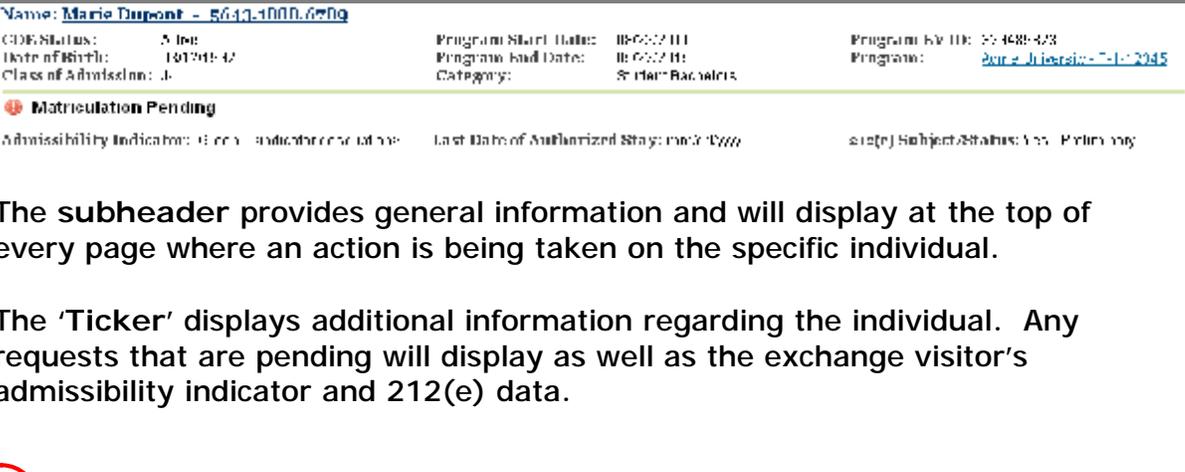
## View an Exchange Visitor Record

### 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. 

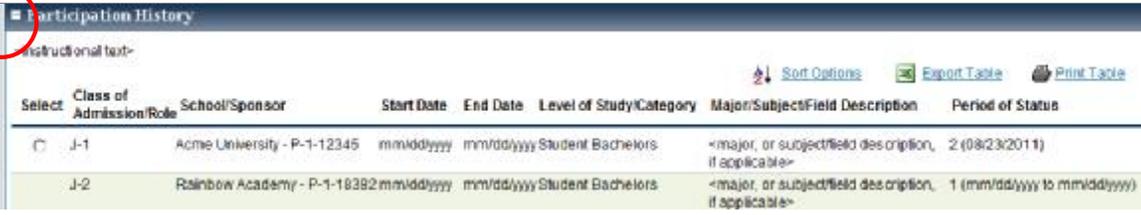
**Name:** Marie Dupont - 5647-1000.0209  
**COE Status:** Active  
**Date of Birth:** 1979-1-17  
**Class of Admission:** J  
**Program Start Date:** 08/23/11  
**Program End Date:** 08/23/11  
**Category:** Student Bachelors  
**Program EVID:** 00488-4/3  
**Program:** [Acme University - 7-1-2015](#)

**Matriculation Pending**

Admissibility Indicator: 0 (no indicator available)    Last Date of Authorized Stay: mm/dd/yyyy    State/Subject/Status: Yes - Primary

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. 

**Participation History**

Instructional text-

Sort Options    Export Table    Print Table

Select	Class of Admission/Role	School/Sponsor	Start Date	End Date	Level of Study/Category	Major/Subject/Field Description	Period of Status
<input type="checkbox"/>	J-1	Acme University - P-1-12345	mm/dd/yyyy	mm/dd/yyyy	Student Bachelors	<major, or subject/field description, if applicable>	2 (08/23/2011)
<input type="checkbox"/>	J-2	Rainbow Academy - P-1-18382	mm/dd/yyyy	mm/dd/yyyy	Student Bachelors	<major, or subject/field description, if applicable>	1 (mm/dd/yyyy to mm/dd/yyyy)

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.

Program Information
Biographical Information
Contact Information
Sites of Activity
Financial Information
Spousal Dependents
Employment/Training
Out of Country
Entry/Exit Information
Passport and Visa Information
Pending Activities
Correction Requests/Help Tickets
Communications
History
Journal
Counters and Indicators
View/Print All

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.	<p>Sponsor: <a href="#">ACME University (I-12345)</a> Categories: College/University      Program Status: Active      City/State:      Directory No: Role:      Allotment Renewal Day:      Designation Expiration: 12/31/2013</p> <p>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.</p>
2.	 <p>The <b>Sponsor Alerts</b> 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.</p> <p>To navigate to an alert list, click on the link in the Actions column.</p>

3.

**I Want To...**

<instructional text>

**Certificates of Eligibility**

- ▶ [Create a COE](#)
- ▶ [View Draft COEs](#)
- ▶ [View COEs Ready for Signature](#)
- ▶ [Manage COE Templates](#)
- ▶ [View Prospect List](#)

**Other Actions**

- ▶ [Run a Report](#)
- ▶ [Manage Message Responses](#)
- ▶ [Manage Message Templates](#)
- ▶ [Register for Batch | View Batch Registration](#)

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.

**Search**

Search Records  
(Current records only. To search on all current and past records [run a report.](#))

<instructional text>

**Basic Information**

<instructional text>

IIN:

Legacy SEVIS ID:

Last Name: \*

EV ID Number:

[+ Extended Search Criteria](#)

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.

**Incoming Nonimmigrant Communications - 3 Unread Messages**

<instructional text>

[View All Sent/Received Messages](#)

[Sort Options](#) [Export Table](#) [Print Table](#)

Select	Date Sent	Subject	From	IIN	COE Status	Category	Archive
<input type="checkbox"/>	04/02/2011	<a href="#">Add a Dependent</a>	<a href="#">DuPont, Marie</a>	5643.1888.6789	Active	Student Bachelors	<input type="checkbox"/>
<input type="checkbox"/>	04/01/2011	<a href="#">Amend Program Start Date</a>	<a href="#">Montgomery, Jane</a>	4938.2918.9876	Issued	Professor	<input type="checkbox"/>
<input type="checkbox"/>	04/01/2011	<a href="#">Add a Dependent</a>	<a href="#">Smith, Mary</a>	3456.0923.9487	Active	Student Doctorate	<input type="checkbox"/>

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.

<b>Sponsor Information</b>
Category
Sponsor Officials
Overseas Partners
Correction Requests/ Help Tickets
Sponsor History
Sponsor Journal
View/Print All

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.

**Program Administration**

<instructional text>

<ul style="list-style-type: none"> <li>▶ <a href="#">Request Amendment Application</a></li> <li>▶ <a href="#">Request Redesignation Application</a></li> <li>▶ <a href="#">Request Sponsor Name Change</a></li> <li>▶ <a href="#">Request Additional Allotments or Program Expansion</a></li> <li>▶ <a href="#">Voluntarily Terminate Program</a></li> </ul>	<ul style="list-style-type: none"> <li>▶ <a href="#">View Allotment History</a></li> <li>▶ <a href="#">View Annual Report History</a></li> <li>▶ <a href="#">Generate Annual Report</a></li> </ul>
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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	IN	Amount	Due By	Status
—	Extension Beyond Maximum Duration of Participation	Smith, Bob	3938.3029.0926	\$233	09/30/2010	Processing
<input type="checkbox"/>	Change of Category	Dupont, Maria	5643.1888.6780	\$233	09/31/2010	Due
<input type="checkbox"/>	Reinstatement	Montgomery, Jane	4938.2018.9876	\$233	10/05/2010	Due
<input type="checkbox"/>	Redesignation			\$2,700	10/01/2010	Due (Failed)
Total Selected: <b>XX</b>				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**.

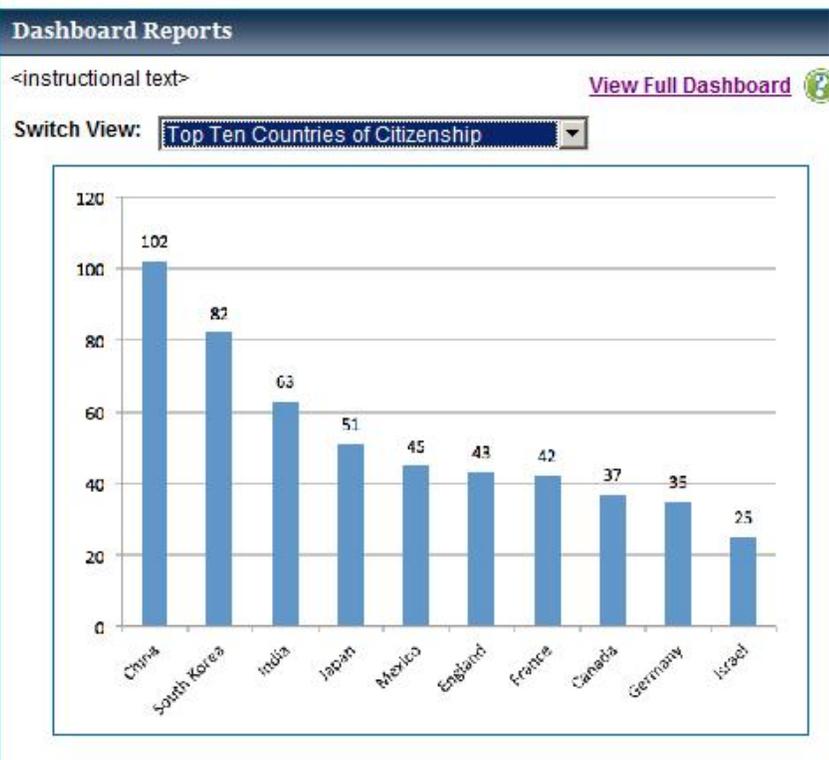
9.



Pending Actions		
<instructional text> 		
Type	Status	Due Date
<a href="#">Replace RO</a>	Pending DoS Review	
<a href="#">Sponsor Name Change</a>	Pending CEO Signature	02/01/2011
<a href="#">Voluntary Termination</a>	Pending CEO Signature	03/15/2011
<a href="#">Amendment Application</a>	Pending CEO Signature	03/15/2011
<a href="#">Amendment Application</a>	Draft	04/12/2011

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.

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.