



SEVP Ask the Experts Webinar: Behind the Scenes of the Form I-20 Oct. 5, 2017, 2 p.m. EDT Webinar Script

Slide 1: Pre-webinar Title Slide

[Adobe Connect room opens approximately 15 minutes prior to webinar. Slide 1 displays until the start of the webinar at 2 p.m. EDT.]

Slide 2: Webinar Title Slide

MARISSA:

- Okay everyone, thank you for tuning in to today's SEVP Ask the Experts Webinar: Behind the Scenes of the Form I-20. My name is Marissa Tinsley, and I will be your moderator for today's webinar. We will begin with a brief presentation before taking live questions from the audience.
- If you have not yet done so, please complete the polls on your screen, including the webinar attendance poll. There will be polls throughout the presentation to gauge your insight on topics related to the Form I-20. We are going to use this feedback to enhance our existing resources as well as develop some new ones, so please feel free to fill out as much information as you see fit.

Slide 3: Housekeeping Notes

MARISSA

- I want to start with some housekeeping notes.
 - Please take a minute to download the items in the Webinar Resources Pod located at the bottom of your screen. The [hyperlink appendix](#) contains links mentioned during this presentation, along with a [PDF copy of today's presentation](#) and a [glossary](#) of key terms.



- If you have questions about the Form I-20, please submit those questions throughout the webinar using the Questions for SEVP and Technical Difficulties Pod located on your screen. We will address pre-submitted questions from stakeholders throughout this presentation. I want to thank all of you who submitted questions before the webinar. We will take live questions at the end, but I want to note that we will not be able to answer the following types of questions: SEVIS technical functionality and case-specific questions. This is because we do not have SEVIS in front of us and we want to make sure we get you a correct answer.
- If you experience any technical difficulties during the presentation, please provide a brief description of the issue through the Questions for SEVP and Technical Difficulties Pod—we are going to do our best to address those situations.
- A copy of the webinar recording and resources will be available on [Study in the States](#) after this event. You can access the recording on the [Stakeholders Webinars](#) page. We encourage viewers to share a copy of this recording with any of your colleagues who are unable to join the live webinar.

Slide 4: Presentation Overview

MARISSA:

- This presentation will cover an overview of the Form I-20, Form I-20 issuance, Form I-20 maintenance and record keeping, special considerations for the Form I-20—including include inputting a student’s financial information—as well as some helpful resources on [Study in the States](#).
- In addition, we would like to ask you to provide feedback on this presentation through our [Stakeholder Satisfaction Survey](#); the link is on the slide. There is also a link in our [hyperlink appendix](#). We review this feedback throughout the year and use it to improve our webinars and presentations, so I cannot stress enough that you please take that survey.
- Next, I will let our presenters introduce themselves.



Slide 5: Today's Presenters

ZEKE:

- Hello everyone, my name is Zeke Vasquez, and I am an adjudicator with the SEVP Analysis and Operations Center.

MIKE:

- Hello, I am Mike Hallanan. I am a senior policy analyst for the SEVP Policy Section and I have been with SEVP for 14 years now.

JOHN MARK:

- Hello everyone, I am John Mark Jones, and I am the SEVP field representative for territory 44. I have been with SEVP since April 2017.

Slide 6: Ask the Audience

MARISSA:

- Thank you for those introductions. I want to begin the presentation with a brief poll question, just to get a sense of who is in the audience and to figure out whether you work with the Form I-20 on a regular basis.
 - We want to know: Do you work with the Form I-20 as a regular part of your job? Select "yes" or "no." For example, this can be as a PDSO or DSO.
- I will give you a couple minutes to do that.
- Okay, so it looks like a majority of responses are saying, "yes," you do work with the Form I-20 on a regular basis. I want to thank you all for taking the poll, and now I will kick it over to John Mark to begin the presentation.

Slide 7: Form I-20 Overview

JOHN MARK:

- Alright, let us get started with an overview of the Form I-20. We will cover what is the Form I-20, information on the Form I-20 and Form I-20 uses.



Slide 8: What is the Form I-20?

JOHN MARK:

- The Form I-20 is known as the “Certificate of Eligibility for Nonimmigrant Student Status.” A student’s program of study and purpose for coming to the United States determines whether they receive a Form I-20 for academic and language students, which are F students, or vocational students, which are M students.
- The Form I-20 is issued by DSOs at SEVP-certified schools to prospective nonimmigrant students and eligible dependents. Students will receive a Form I-20 from each school offering acceptance.

Slide 9: Information on the Form I-20

JOHN MARK:

- Now for information on the Form I-20. The Form I-20 contains information about a prospective or current student and their program of study.
- Examples of information on the Form I-20 include:
 - The class of admission, which will be F or M.
 - Personal information, which includes multiple options for inputting the student’s name. DSOs can provide the student’s surname and primary name, the given name, passport name and preferred name. Other personal information includes country of birth and country of citizenship.
 - Program information and contact information, such as foreign address and U.S. physical address, student email address and telephone number, the program start and end dates, and English proficiency.
 - Dependent information, which is required for students bringing a spouse or a dependent to the United States under F-2 or M-2 status.
 - And, last of all, financial information, which we will discuss in detail later in the presentation.



Slide 10: Form I-20 Uses

JOHN MARK:

- Now let us talk about the uses for the Form I-20. The Form I-20 is an important document used throughout a student's time in the United States. DSOs should encourage students to keep the Form I-20 in a safe and secure location.
- Students must use the Form I-20 for the following purposes:
 - To pay the I-901 SEVIS Fee. Information on the Form I-20 is used to pay the fee. Additionally, the I-901 SEVIS Fee must be paid before students apply for a visa and enter the United States.
 - To apply for a nonimmigrant student visa. The type of student visa is determined by information on the Form I-20.
 - To enter the United States. The Form I-20 is required for admission at a U.S. port of entry.
 - To apply for a change of status to F or M with USCIS.
 - And, last of all, to apply for certain nonimmigrant benefits. For example, the Form I-20 is required to apply for a driver's license or Social Security number while in the United States.

Slide 11: Form I-20 Issuance

MIKE:

- Okay we are going to shift gears now and discuss Form I-20 issuance. We will talk about issuance for an Initial student and issuance for a continuing student. Specifically, we are going to talk about initial Form I-20 issuance, signatures on the Form I-20 and reissuance.

Slide 12: Overview

MIKE:

- Prospective international students must meet all qualifications for admission to their program of study. You should review your school's admission requirements prior to accepting a student and issuing the Form I-20. Admission must be based on the student's qualifications.



- That said, a recruiter cannot determine a student’s qualifications for admission to a school, so please do not defer that responsibility to anyone but the DSO.
- The student’s purpose for coming to the United States must be to engage in learning through a full course of study.
- DSOs can only issue Forms I-20 for programs of study listed on the school’s Form I-17. You cannot issue Forms I-20 for programs pending SEVP adjudication. Failure to comply with this may negatively impact a school’s SEVP certification status. So please, if you have a pending program, please hold off issuing Forms I-20 until you receive SEVP approval.
- Federal regulation requires DSOs to provide Forms I-20 directly to prospective or continuing students. Third parties cannot issue Forms I-20; what that means that you must send the Form I-20 to the student and not to anyone else, such as a recruiter.

Slide 13: Initial Issuance—Issue Reasons

MIKE:

- Now let us talk about initial Form I-20 issuance. When issuing a Form I-20 to a new, Initial student, DSOs must select one of two issue reasons in SEVIS:
 - The first issue reason is for Initial Attendance. This is used for students overseas who plan to enter the United States as a new, Initial student. Students will use this Form I-20 to pay the I-901 SEVIS Fee and apply for an F or M visa at a U.S. consulate or embassy.
 - The second issue reason is for Initial Attendance for Change of Status Requested. This selection is used for students who are already in the United States on another nonimmigrant visa and want to apply for a change of status to F or M with USCIS. In this situation, students must file a Form I-539 with USCIS.
- The Form I-20 issue reason is important for SEVP’s tracking. If you use the reason Initial Attendance, we will look for things like issuance of a visa to the student and entry information from the port of entry. This compares to the issue reason, Initial Attendance for Change of Status Requested, where we will look at the USCIS application, including its progress.



Slide 14: Pre-submitted Question—Issuing the Form I-20

MARISSA:

- Okay Mike, I want to jump in really quickly with another pre-submitted question.
 - This stakeholder wants to know: Do DSOs need to issue a Form I-20 if a student is coming to the United States for less than 90 days and is not earning academic credit?

MIKE:

- Yes, they do, as a matter of fact. DSOs must issue a Form I-20 if the student's primary purpose for coming to the United States is to engage in study. The Form I-20 really has nothing to do with the duration of that study.
- DSOs do not need to issue a Form I-20 if the student's primary purpose in the United States is not to engage in learning or if the student could be admitted as a dependent of a nonimmigrant in another status.

Slide 15: Initial Issuance—Key Terminology

MIKE:

- Now let us look at some key terminology that is related to the Form I-20 and that sometimes can be very confusing. When issuing an Initial Form I-20, DSOs must provide both the Program Start Date and Initial Session Start Date. SEVIS Release 6.27 introduced changes to terminology associated with Form I-20 issuance and registration.
 - The Program Start Date refers to the date that the student will begin their program of study. That may be the date of required orientation or other activities prior to the start of classes.
 - The second date is the Initial Session Start Date. This date is the day that the student will begin classes. The date cannot be more than 30 days from the Program Start Date. SEVIS registration and alerts are tied to the Initial Session Start Date.
- You may have a situation where the Program Start Date and the Initial Session Start Date are the same. This could be if your school does not have an orientation period or if you do not see a reason to have the student arrive prior to the start of the session.



Slide 16: Initial Issuance—Program End Date

MIKE:

- Now let us look at the other end of the program of study. The Program End Date is the expected date of completion for a student’s academic or vocational program. This date is based on the amount of time it typically takes a student to complete a program of study. If needed, a DSO can update this date at any time until it passes.
- Now, when calculating this date, make sure you do not include a grace period—this is the period of time that a student has to get ready to go home after they complete their studies. Also, do not include any future employment authorizations, such as practical training for post-secondary students.

Slide 17: Initial Issuance—Best Practices

MIKE:

- Now we are going to talk about some best practices for initial Form I-20 issuance. SEVP recommends that DSOs print and review a student’s draft Form I-20 prior to issuance. Through this process, DSOs verify that the student’s information is correct and accurate. Incorrect information may impact a student’s ability to pay the I-901 SEVIS Fee, to receive a student visa and to enter the United States.
 - It is very important that you have access to a copy of the primary document identifying the student—such as the passport or birth certificate—and make sure that the information entered in SEVIS is absolutely correct. Problems like this can impact a student for their entire nonimmigrant career.
- After verifying the information is correct, you as the DSO must sign and provide the original hard copy of the Form I-20 to the student. In doing this, your signature is on page one, under School Attestation. Remember, SEVIS maintains an electronic record of the Form I-20 after issuance.
- Do you feel like you need additional help with Initial Form I-20 issuance? You can view the [Create Initial Form I-20](#) video demonstration in the [SEVIS Help Hub](#). There is a link to this video demonstration included in your [hyperlink appendix](#).



Slide 18: Pre-submitted Question—Electronic Form I-20

MARISSA:

- Okay, so we have another question for you here, Mike.
 - One stakeholder wants to know: Is there a plan for the Form I-20 to become an electronic document?

MIKE:

- Yes. SEVP plans to digitalize the Form I-20 as part of SEVIS modernization. In the coming years, we will have an electronic Form I-20 that will make your life easier. With the new format, DSOs will not have to mail the Form I-20 to students. U.S. government representatives will also be able to access the Form I-20 at U.S. consulates, U.S. ports of entry and USCIS.
- In addition, there will be a separate printable form that you can give to students for other things, such as bank accounts and driver's licenses.

Slide 19: Signatures—DSO Signature

MIKE:

- Now, the next area we are going to look at is signatures. We will start with your signature as a DSO. You must sign the Form I-20 in two separate locations.
- The School Attestation statement must be signed upon Initial Form I-20 issuance and anytime you reissue the document. This statement says that the information on the form is true and correct, and that you reviewed and evaluated student's documents and determined the student meets all standards for admission at your school.
- The second signature is on page two. This is signed prior to international travel. I mention this signature because it is tricky and people can get confused on this one.
 - Do not sign the travel section on an Initial Form I-20—it should only be completed with an Active student record and as close as possible to the time the student is planning to travel outside of the United States.
 - The travel signature has a limited validity period. For F students, the signature is valid for one year. For M students, it is valid for six months. This period of time is from the



time of signature to the time that the student seeks to enter the United States. It may become a problem if you complete this signature months in advance.

Slide 20: Signatures—Parent or Legal Guardian

MIKE:

- Now, the other signature on the Form I-20 is not for everyone, but specifically for those who are issuing Forms I-20 to minors. This signature is necessary for students who are 17 years of age or younger; their Form I-20 requires a signature from a parent or legal guardian.
- This signature attests:
 - The signer is the student’s parent or legal guardian;
 - The information provided for admission to the school is true and correct; and
 - The student is seeking admission to the United States only to pursue a program of study at school on the Form I-20.
- This signature also authorizes the release any information from student’s record to DHS.

Slide 21: Reissuance—When to Print a New Copy

MIKE:

- The Form I-20 is a form that the student constantly uses during their time as an F or M nonimmigrant student. You should update a student’s SEVIS record and issue a new Form I-20 under the following circumstances:
 - If the student loses or misplaces the physical copy;
 - For travel endorsement; or
 - Any substantive change to student information, such as a change to personal information or change to program of study.
- As I mentioned earlier, anytime a student plans to travel, they need a travel endorsement on page two.



Slide 22: Pre-submitted Question—Form I-20 Reissuance

MARISSA:

- I have a two-part question for you, Mike:
 - Should DSOs print a new Form I-20 for each update and issue the new copy to the student? If so, how does it work if a minor student is on campus and unable to have a parent sign the new form?

MIKE:

- Frankly, by the time you have gone through and made the update in SEVIS, the DSO does not have to print a new Form I-20 for the student.
- Now, the question on the minor student and the parent signature: The parent or guardian's signature on the Form I-20 attests that information on the Initial Form I-20 is correct. This signature does not necessarily need to be on subsequent Forms I-20.
- The student should maintain the original Form I-20 as a record copy to be able to present as verification of appropriate attestations to any requesting DHS official. When traveling and applying for readmission into the United States, the student should have both the original Form I-20 with the signatures and the most recently updated Form I-20 with travel authorization.

Slide 23: Form I-20 Maintenance and Record Keeping

MARISSA:

- Thanks Mike, I am going to give you a break and we are going to kick it over to Zeke for some more information.

ZEKE:

- Now we are going to talk about the fun stuff: Form I-20 maintenance and record keeping. This section discusses student reporting requirements for DSOs and record keeping best practices, including: updating the Form I-20 for changes to student information, student registration deadlines and reminders, and SEVP student record keeping guidance.



Slide 24: Form I-20 Maintenance—Updates to Student Information

ZEKE:

- Federal regulation requires DSOs to report changes to student information within 21 days. DSOs are required to update a student’s record for the following changes:
 - Student or dependent name or address;
 - Academic program and status, including early graduation and completion;
 - Disciplinary action taken by the school;
 - Employment; and
 - Failure to maintain status or complete program.

Slide 25: Form I-20 Maintenance—Student Registration Deadlines

ZEKE:

- DSOs must report the following within 30 days of the Initial Session Start Date in SEVIS:
 - Initial student reporting, meaning when a student first shows up at your school;
 - Initial student records for F-1 or M-1 nonimmigrant transfers; and
 - Nonimmigrants changing to F-1 or M-1 status.
- Additionally, DSOs must report Active students reporting for each term or semester within 30 days of the start of each session. DSOs must also report whether an Active student arrived at the school and enrolled in classes.
- If a student does not report to school, you as a DSO must terminate the student’s SEVIS record for reason of No Show. If a student does not report to school, a DSO must either cancel the student’s SEVIS record if they are able to verify that the student never entered the United States, or if they are able to establish the student’s admission into the United States, they must terminate their SEVIS record for reason of No Show.

Slide 26: Form I-20 Maintenance—Student Registration Reminders

ZEKE:

- DSOs are required to register students engaged in a full course of study at least twice each academic year. DSOs must register these students for every academic session, including quarters, trimesters and semesters. For schools with fall and spring sessions, DSOs must



report student enrollment at the start of both sessions. Remember, DSOs must change the session end date from a full year to less than 183 days in SEVIS.

Slide 27: Record Keeping—What DSOs Should Know

ZEKE:

- Federal regulation requires schools to retain student records for three years after the student finishes pursuing a course of study at the school.
- We also get into what is preferred—a paper or electronic copy. SEVP does not specify whether DSOs should store non-SEVIS records in paper or electronic form. DSOs should comply with their school’s policy for record keeping. Remember, you must be able to produce copies of student records upon DHS request.

Slide 28: Record Keeping—Prospective Students

ZEKE:

- DSOs should comply with the school’s record keeping policy and the policy should be in line with federal record keeping regulations at 8 CFR 241.3(g). Before issuing the Form I-20, DSOs must collect and retain copies of the following:
 - Student’s transcripts;
 - Proof of the student’s financial ability to pay; and
 - Other supporting documents that the school reviewed to determine the student’s qualifications for enrollment.

Slide 29: Record Keeping—Other Documents

ZEKE:

- SEVP recommends that DSOs retain copies of the following student documents:
 - The student’s passport;
 - F-1 or M-1 visa; and
 - Form I-94.
- These documents help ensure correct entry of student information into SEVIS and verify that the student enters the United States in the correct status.



Slide 30: Ask the Audience—Record Keeping

MARISSA:

- I want to pause for another poll question. We want to know:
 - Does your school or institution have a record keeping policy? Please select “yes” or “no” in the pod on your screen.
- We will give you a couple seconds to do that.
- It looks like most of you selected “yes,” so that is awesome.
- Alright, let us go to John Mark for our next section.

Slide 31: Special Considerations

JOHN MARK:

- Now, we are going to talk about special considerations for the Form I-20. This section addresses specific areas and hot topics relating to the Form I-20, including student finances, and Forms I-20 and recruiters.

Slide 32: Student Finances—Verifying Financial Support

JOHN MARK:

- Let us talk about verifying financial support. Verifying financial support is required by federal regulation. The documents that prospective students provide to verify financial support are determined by school policy. The DSO must verify financial support prior to Form I-20 issuance.
- Evidence of financial support includes, but is not limited to:
 - Family bank statements,
 - Documentation from a sponsor,
 - Financial aid letters, and
 - Scholarship letters.
- Remember, schools may have specific requirements for acceptable documentation, and DSOs should ensure their student has sufficient finances to attend school in the United States. The DSO must receive evidence of a student’s financial support before issuing the Form I-20.



Slide 33: Student Finances—Tuition and Living Expenses

JOHN MARK:

- Now let us talk about tuition and living expenses. Cost information on the Form I-20 should include:
 - Average school tuition and fees for academic session;
 - Living expenses; and
 - Other costs, such as books, uniform, health insurance or other expenses.
- The student’s funding information should be adjusted for certain common living and financial situations. The duration for financial expenses should cover either the student’s complete program of study up to 12 months, or a 12-month period, whichever is shorter.

Slide 34: Form I-20 and Recruiters

JOHN MARK:

- Alright, about the Form I-20 and recruiters. At SEVP, we receive a lot of questions from stakeholders about the role of recruiters in the international student process.
- Federal regulation states that only DSOs at SEVP-certified schools may issue Forms I-20 to prospective students. Recruiters have no role in issuing or handling Forms I-20, and DSOs must verify student information and issue Forms I-20 directly to students.
- SEVP recommends that students or their parent or legal guardian maintain control of all required documentation while in the United States. Recruiters cannot hold on to Forms I-20 for any reason at all. If an agency has obtained and will not provide a student’s original Form I-20, DSOs should contact SRC.

Slide 35: Helpful Resources

MARISSA:

- Thank you very much! I will give you guys a break and take the time to go over some helpful resources that we have for our attendees.
- This section highlights helpful resources for stakeholders that include the new [Form I-20 resource page](#) on Study in the States, resources to assist with Form I-20 maintenance in the



[SEVIS Help Hub](#), upcoming SEVP webinars, how to stay connected with us and how to provide feedback on this presentation.

Slide 36: New Resources—Form I-20 Resource Page on Study in the States

MARISSA:

- Earlier this year, Study in the States launched a [Form I-20 resource page](#) designed for DSOs. This page contains information about many of the items discussed during today's presentation that you can see on the slide, including:
 - Form I-20 issuance,
 - Changes to student status,
 - Signing the Form I-20,
 - Uses for the Form I-20,
 - Process for reissuing a Form I-20,
 - Terminated student records, and
 - The 2016 Form I-20 redesign.
- Of course, the link to page is included in your [hyperlink appendix](#).

Slide 37: Student Records—SEVIS Help Hub

MARISSA:

- The [Student Records](#) section on the [SEVIS Help Hub](#) contains step-by-step instructions to assist with maintaining student records in SEVIS, and that is accessible from the main page of the SEVIS Help Hub.
- In this section, DSOs can find information about managing student records in SEVIS, which includes:
 - F and M status;
 - Creating, managing and printing the Form I-20;
 - Information about program start and end dates;
 - Registration and course load;
 - Updates to student records;
 - Completions and terminations;



- Corrections and correction requests;
- Transfers;
- F and M student employment; and
- Dependent records.
- Additionally, we have job aids, video demonstrations and other resources that are available throughout the [SEVIS Help Hub](#).

Slide 38: Save the Date—Winter 2017 SEVP InFocus Webinar

MARISSA:

- I also want to tell everyone to save the date for the next [SEVP InFocus Webinar](#). It will be on Dec. 14, 2017, from 2 to 3 p.m. EST. During the webinar, you will hear the latest program news and updates for DSOs, including:
 - News and other announcements from SEVP,
 - Featured Study in the States resources, and
 - A special segment with SEVP field representatives.
- A recording of the live webinar and resources will be available on Study in the States after the event, and stakeholders can learn more about this webinar and other upcoming SEVP webinars on our Study in the States [Stakeholder Webinars](#) page. The link is also in our [hyperlink appendix](#).

Slide 39: Engage with SEVP—Stay Connected

MARISSA:

- How can you engage with SEVP? We have key news and content through our [blog](#), which is updated regularly with best practices, current events and more. We also have [publications](#), such as the SEVP Spotlight, which is a quarterly newsletter, and our SEVP Outreach Bulletin, both of which you can subscribe to.
- As always, please engage with us through conferences; we know that the conference season is gearing up again. SEVP welcomes the opportunity to participate in conferences or events, whether you are a huge organization or a small, local organization. Just submit a request for SEVP to attend an upcoming conference through the online Event Request Form, which is located at StudyintheStates.dhs.gov/Conferences.



- Remember to connect with us on social media. You can “Like,” follow and connect with us with [Study in the States on Twitter](#), [Study in the States on Facebook](#) and [SEVP on LinkedIn](#).

Slide 40: SEVP Values Your Feedback

MARISSA:

- I want to make one final plug for our [Stakeholder Satisfaction Survey](#). Please feel free to comment and give us feedback on this presentation or any other presentation that you have been a part of where SEVP presented. Your comments really do guide our webinars and conference presentations. You can take the survey at StudyintheStates.dhs.gov/Survey.

Slide 41: SEVP Contact Information

MARISSA:

- As always, you can contact SRC by phone or email.
- The contact information is up on the screen, but to reiterate:
 - SRC can be contacted by phone at 703-604-3400 or 800-892-4829. You can send case-specific emails to SEVP@ice.dhs.gov and any technical issues to SEVISHelpDesk@ice.dhs.gov. As a reminder, SRC hours of operation are Monday through Friday, 8 a.m. to 6 p.m. ET, except federal holidays.
- If you need additional contact information, visit <https://studyinthestates.dhs.gov/contact-us>.
- As always, you can contact your local SEVP field representative for questions about SEVP policies, processes and updates.
- We have a lot of questions coming in that we are not going to get to before time is up. I encourage you to contact SRC or your field representative if you have a burning question, especially a case-specific question. Feel free to continue to submit your questions; we are going to keep a record of all questions so we can use them for future presentations and Study in the States content.



Slide 42: Question and Answer Session

MARISSA:

- For the remainder of this presentation, we will take live questions and answers from those in the audience and hopefully provide you with some answers. Please submit your questions through the SEVP and Technical Difficulties pod on your screen.
- We will do our best to address as many questions as possible during this session, but again, we will not answer SEVIS technical questions or case-specific questions. So with that, I am going to put our contact information slide back on the screen.

Slide 43: SEVP Contact Information

[Slide displays during live question and answer session. Please note that SEVP revised answers to two of the responses provided in the live webinar recording. Please see below for the correct responses to the following questions]

1. In certain cases, a student may not have a local address when the DSO issues an Initial Form I-20. How should DSOs handle this situation, since the form requires a local address prior to issuance?

- A. For Initial Form I-20 issuance, a DSO may enter a student's U.S. address in SEVIS if the student has one. If the DSO has not entered a local address prior to issuance of the Initial Form I-20, the local address should be added when the student reports to the DSO and the DSO activates the student's record.

It is a good practice, but not a requirement, that a DSO issuing an Initial Form I-20 for a student without a local address, enter a school address (e.g., the address of the school's international student and scholar office) where the student may receive mail. Schools engaging in this practice should set a reminder to update the student's SEVIS record to include a local address when the student reports to the school.

2. Are DSOs required to reprint the Form I-20 if a student changes address?

- A. For a student's change of address, DSOs must make this change in the student's SEVIS record within 21 days of the change. Because the student address does not appear on



the Form I-20, there is no need to print a new Form I-20 subsequent to a student change of address.

However, since the school's address does appear on the Form I-20, if a change is made to this address, it must be reported in the student's SEVIS record and a new Form I-20 should be issued to the student. Further, a change of school address would require an update to the school's Form I-17.

[To view the top 10 questions that SEVP answered during this webinar, visit the Top 10 Questions from DSOs about the Form I-20 document on [Study in the States](#)]

Slide 44: Webinar Conclusion

MARISSA:

- I want to remind everyone to take the polls on the screen before we close out the webinar. They are super helpful to us, so please answer all of these.
- I want to thank everyone for joining today's webinar, and also thank our presenters for doing an excellent job. There were a ton of amazing questions that came in. Again, if there are any burning or pressing issues about current situations at your school, I strongly encourage you to contact SRC or your SEVP field representative. Our contact information is in the [hyperlink appendix](#). Otherwise, we are taking all of these questions into account and will use them to feed into our content generation for [Study in the States](#).
- A recording of today's [webinar](#) will be available on [Study in the States](#) in the near future. If your colleagues were unable to join the webinar, please direct them to the recording. Thank you again for completing our feedback polls. With that I am going to close out the webinar. Thank you!