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J SEVIS: New Look and Feel

- The June 26, 2015 release will bring an enhanced look and feel to some existing pages as well as some new functionality. All the development has been done with both regulatory needs and users in mind.
- This demonstration will cover changes in design and layout, new functionality, and some new standards for the Exchange Visitor side of SEVIS.

Functionalities That Will Look (and Act) Differently

- Listing of Programs

- Search

- Create New Exchange Visitor

- Exchange Visitor Information Block

- Downloads page for Mass Reprints of Form DS-2019

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- We will first introduce the updated Listing of Programs page. It has a new look and feel and offers additional functionality.
- Next, we will show the new Search page. It includes new data entry for the dates, the ability to multi-select statuses and a type ahead feature for selecting a country.
- After search, we will go over the new features of the Create New Exchange Visitor process which includes the new name standards, In Line Help, and Address Validations for the U.S. Physical Address, Mailing Address and the Site of Activity Address.
- We will introduce the new Exchange Visitor Information Block. The new block will be a part of almost every page of the exchange visitor record. It provides a cleaner display and a better layout of an exchange visitor's basic biographical and program information.
- And finally, we will show the new Downloads page. This page will contain reports on both the name and address conversion as well as the ability to submit a request for a mass reprint of Forms DS-2019.

Listing Of Programs

Let's look at the Listing of Programs page.

Current Listing Of Programs Page

This is the current Listing of Programs page, which is going to look different after the June release.

- The new Listing of Programs Page has some new columns.
- In addition to the program name, location, status, and official role for each program, we added a column to display program number, and designated categories.
- Commands, such as Alerts, Search, New Exchange Visitor, EV Lists, and Reports are now accessible through buttons below the listing of programs.
- Pages for Alerts, EV Lists and Reports remain unchanged.
- The Search functionality is enhanced and the Search page has a new look and feel.
- The first page in the Create New Exchange Visitor process has been affected by the new name fields and the validation of U.S. Physical and Mailing Addresses.
- Downloads is a new functionality, which allows users to select a large number of records based on certain criteria and request a mass reprint of Forms DS-2019. It also allows the user to download the listing of records changed due to the name conversion, and the listing of records changed due to the address conversion.
- The "bell" icon to the left of the program name indicates that an alert exists for that program
- To work with a particular program, users must select a program by choosing the corresponding radio button. The first program listed will automatically be selected so if there is only one program in the list, the user does not need to click the radio button.

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Search

Now let's take a look at the new Search page.

- The page has been renamed Search Exchange Visitors & Dependents. This name better reflects the fact that the search includes exchange visitors and their spouses and dependents.

- A Quick Search section has been added. Users can enter just one search criteria, like SEVIS ID, Visa Foil Number or Surname/Primary Name, click the Search button and be taken directly to the Search Results page without entering additional criteria.

- Using the Advanced Search option, the user must enter search criterion in any one of the name fields.
- If the All Names option is selected, at least one Refine By criterion is required.
- Both J-1 exchange visitor and J-2 spouse/dependent records can be returned in the search results.
- All the name fields have been updated to reflect the new name standards.
- The date fields were modified to provide date entry validation and minimize errors. Users must enter the full date in the specified format in three separate fields. When a month and day are entered in the first two boxes, a red line displays around the entries. This does not mean the entries are incorrect, it means that the date field is not yet complete. The red line will no longer display when the year is entered.
- Users can now select up to three statuses when performing a search by Status.
- When users want to perform a search by a country, they can either select a country from the drop-down list or they can use the "type ahead" feature. This feature allows the user to start typing in the textbox and the list displays the countries that match the letters than have been entered.

Now let's take a look at the updates to the create new exchange visitor process.

- The top of the New Exchange Visitor page has been updated with the new name fields.
- The Surname/Primary Name is the only required field, which has taken the place of the Last Name.
- The Given Name has taken the place of both the First Name and Middle Name fields.
- The Passport Name should be written exactly as it displays in the machine readable section of the nonimmigrant's Passport.
- The Preferred Name is a new name field. If it is left blank, it will be populated by SEVIS. It is the only name field that can hold special characters.
- Please refer to the SEVIS Name Standards User Guide on the Study in the States website for detailed information about the name standards.
- The In-line help text provides information on rules and limitations of the name fields and facilitates the correct entry of the names.

- The next page in the Create New Exchange Visitor process is the Site of Activity Menu page. It displays the new exchange visitor information block.
- It contains the exchange visitor's basic biographical and program information and will display on the top of almost every page.
- Clicking the Add Site of Activity links opens the Site of Activity page, where the user can enter the Site of Activity name and Address.

- Clicking the Add Address link opens the new Add Address window, where the user can enter the Site of Activity Address.

- The Site of Activity, U.S. Physical and Mailing Addresses are validated to ensure that addresses meet USPS address standards.
- The Address fields are slightly changed:
  - The street address must be entered in the Street Address field.
  - the Suite/Apartment Number field is optional,
  - and Address line 2 has been changed to Other. Information in this field is not validated.
- The Other field allows the user to enter additional information about the location, such as Host Family name, Building names or Dormitory Names.
- The Street Address and Zip fields are the only required fields.
- The in-line help provides the user with quick address entry instructions.
- Clicking the Submit button triggers validation.

- If the Street Address exists for the specified zip code, the address will pass the validation, and the system will return a suggested address formatted in accordance with USPS standards.
- If the Street Address is not recognized by the validation tool, but the City, State and Zip match, the user has the ability to override the suggested address, specifying the override reason.

Downloads

Now let's take a look at the entirely new SEVIS function - the Downloads page.

The Downloads page can be accessed from the Listing of Programs page.

- Downloads is an entirely new SEVIS function.
- The page will display downloadable lists of records affected by the new name standards and by the address validation.
- It will also contain the zipped files of Forms DS-2019 requested for a mass reprint.
- The users will be able to search for records based on specific criteria to reprint. Forms DS-2019 for selected groups of exchange visitors and/or spouse/dependents.
- Clicking on the Request Mass Form Reprint link opens the Mass Reprint Forms DS-2019: Search page.

- The Mass Reprint Forms DS-2019 - Search page allows the user to request Forms DS-2019 for multiple people with the same reprint reason.
- The user must select the Class of Admission (J1, J2 or both), Category (only the categories, the program is designated for will display), and Statuses (Initial, Active or both) to include in the search.
- Additional criteria can be entered to further refine the search.
- The user might want to reprint forms for records whose Surname/Primary Name starts with a letter in a certain range. For example, the user can indicate that they want to reprint forms for the range of Surname/Primary Name, starting from C and ending with M. Notice that the drop down box for the "to" option will contain a range of letters limited by the "from" option.
- The user can also request forms by a Program Begin Date or Program End Date range.
- SEVIS can deliver up to 1000 forms per request.
- The results can be sorted by Surname/Primary Name, Date of Birth or Given Name.
- To avoid duplicate mass reprints, if a Form DS-2019 was a part of mass reprint request within the past 7 days, the record will not display in the search results.

- The Mass Reprint Forms DS-2019: Search Results page displays a table of records for the user to select.
- Several or all records can be selected for printing.
- As the user clicks through multiple pages, their selections are saved.
- Clicking on the link with the Surname/Primary Name will open a new window with the exchange visitor Information.
- Clicking the Select All button will select all records on all pages that were returned by the Search results.
- Clicking the Submit Selections button will open the Reprint Confirmation window.
- The user will need to specify the reprint reason, reprint Job Title (which will be the name of the zip file containing the pdf forms), check the attestation box, and click the Submit button.

- The requested Forms DS-2019 will be available for download in zipped pdf files within 24 hours in the highlighted area on the SEVIS Downloads page.
- There might be multiple zip files per request, depending on the number of forms requested. Up to 100 forms will be packaged in a single zip file.

Release Planning

- **Date of Release: June 26, 2015**

- **System Outage: 8 PM Friday, June 26 to 8 PM Sunday, June 28**

- **Best to plan for system unavailability on Monday, June 29**

- **Department of State E-mail: jsevis@state.gov**

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- In conclusion, the release is scheduled for June 26, 2015.
- The system will be unavailable from 8 PM on Friday, June 26 to 8 PM on Sunday, June 28.
- He hope for the process to be smooth, however, it is best to plan for the system to be unavailable on the next Monday after the release.
- For questions or concerns, please use the contact information on the screen.
- We thank you for viewing this demonstration about the upcoming SEVIS release.