SEVIS Name Standards

Contents

SEVP will impose a set of standards on the name fields in SEVIS. This document is intended to familiarize SEVIS users with the standards and their relationship to international standards governing machine-readable travel documents.

SEVIS Name Standards

Name standards help everyone:
- Comply with the standards governing machine-readable travel documents
- Convert foreign names into a standardized format
- Search for individuals more reliably
- Improve the accuracy of name matching with other government systems
- Prevent the entry of unacceptable characters for names

SEVIS Name Fields

SEVIS name fields will be long enough to capture the full name. School and sponsor officials are strongly encouraged to use the information entered in the Machine-readable Zone (MRZ) of the passport as a guide when entering names into SEVIS.

Surname/Primary Name (40 character limit)	- The surname or the primary identifier, as represented in the MRZ of the passport - LNU, Unknown , Not Applicable, and None are not valid entries - UNK and NA entries will require confirmation of being the nonimmigrant's name - The surname/primary name field is required

U.S. Immigration and Customs Enforcement

Given Name: (80 character limit)	• The name components not included in the Surname/Primary name • The secondary identifier in the MRZ • FNU, Unknown, Not Applicable, and None are not valid entries • UNK and NA require confirmation of being the nonimmigrant's name
Suffix	• A drop-down list in SEVIS (no changes) • Not in the MRZ

Preferred Name
(145 character Limit)
	• Will be pre-populated in SEVIS if left blank, can be edited
	• Allows entry in SEVIS of the name used by the school/sponsor, if different from the fields above. Examples:
	    ○ Susan Zhang as opposed to Yibin Zhang
	    ○ Hélène Müller-Garçon
	• Comma and one space allowed before a suffix
	• Period is allowed in suffix
	• Also allows alphabetical characters with the following diacritical marks: ¨, ^, `, ´, °, ,

Passport Name (39 character limit)	• SEVIS will pre-populate this field, but the entry can be edited • Written in the following order: Surname/Primary Name Given Name • Name may be truncated • Name should reflect the primary and secondary identifiers as written in the MRZ

SEVIS Name Standards Tied to Standards for Machine-readable Passport

The International Civil Aviation Organization compiled the standards for machine-readable travel documents into Document 9303 Machine-readable Travel Documents Volume 1: Machine-readable Passports (Doc 9303). The standards in Doc 9303 are ISO endorsed and have been adapted around the world.

SEVIS name field standards:

- Upper or lower case Roman alphabet
- No special characters
- No hyphens, apostrophes, or commas; except in the Preferred Name Field
- One space between names

SEVIS name standards will be consistent with the standards set forth for a passport's machine-readable zone.

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Enforcement**

Preparing for the New Name Standards

While the new name standards will not be implemented immediately, schools/sponsors can:

- Familiarize themselves with MRZ passport name standards
- Discuss these standards with other officials to determine how they will affect school/sponsor decisions or policies regarding nonimmigrant names
- Apply the SEVIS name standards when creating new SEVIS records for incoming nonimmigrants

In the July 25, 2014 release, schools and sponsors will be able to download a report showing the names of Active students and exchange visitors whose names will be affected by the name standardization. This report is for informational and planning purposes only. You are not required to take any actions based on the report.

We hope that you will e-mail SEVISTechnicalFeedback@ice.dhs.gov with feedback on the name standardization based on the report.

Appendix 1: Machine-readable Passport Name Standards

Understanding the Machine-readable Passport

The face page of a machine-readable passport consists of two parts:

- Visual Inspection Zone (VIZ)
- Machine-readable Zone (MRZ)

Passport names are broken down into two components used in both the VIZ and the MRZ:

1. Primary identifier
2. Secondary identifier

Each issuing country determines how names are broken down into primary versus secondary identifiers. The primary identifier may be the family name, or include the entire name. Any names not incorporated into the primary identifier become part of the secondary identifier. Refer to Figure 3 on the next page to determine how these display in the MRZ.

The two sections of the page have slightly different rules regarding the spelling of names.

Figure 1: Sample Passport Face Page (International Civil Aviation Organization, 2006)[1]

Name Standards in the Visual Inspection Zone (VIZ)

The VIZ contains the passport holder's biographic information, photograph, signature, and information about the passport itself.

National characters are allowed in the VIZ. A transliteration into Roman characters should be provided for any names not written in Roman-based characters.

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[1] Appendix 5 to Section IV (International Civil Aviation Organization, 2006)

Name Standards in the Machine-readable Zone

The MRZ adheres to strict protocols that determine how information about the passport holder is displayed. The passport-issuing country converts any non-Roman characters into Roman characters based on the list of acceptable characters and the rules for transliteration of names described in Doc 9303 and reproduced in the Transliteration of Names section of this appendix.
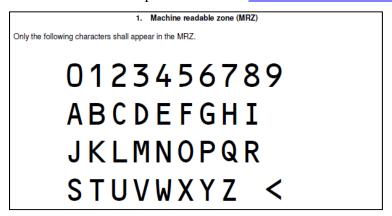
Figure 2: MRZ-Allowable Characters (International Civil Aviation Organization, 2006)[2]

The following rules apply to the name field in the MRZ:

- Prefixes and suffixes are omitted
- Numeric characters are not permitted
- Punctuation characters are not permitted:
  - Apostrophes are omitted. O'CONNOR becomes OCONNOR
  - Hyphens are replaced by a filler character: MARIE-THERESE becomes MARIE<THERESE

Names in the MRZ are displayed on the first line and are limited to 39 characters and as a result might be truncated to fit.

Figure 3: Breakdown of the MRZ Name Field (International Civil Aviation Organization, 2006)[3]

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[2] Appendix 8 to Section IV (International Civil Aviation Organization, 2006)

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and Customs
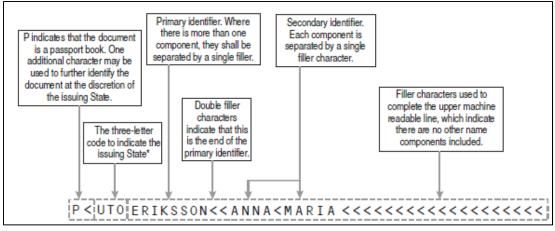Enforcement

Transliteration of Names[4]

The following table is from Document 9303. It is a guide used by countries to convert names that have contain special characters that are not allowed in the MRZ.

SEVP recommends using the same transliteration for names with the following exceptions:
- Ñ would be **N** or **n** not NXX
- Ü would be **Ue** or **ue** not UXX

SEQUENCE NUMBER	NATIONAL CHARACTER	DESCRIPTION	MRZ RECOMMENDED TRANSLITERATION
1	Á	A acute	A
2	À	A grave	A
3	Â	A circumflex	A
4	Ä	A diaeresis	AE
5	Ã	A tilde	A
6	Ă	A breve	A
7	Å	A Ring	AA
8	Ā	A macron	A
9	Ą	A ogonek	A
10	Ć	C acute	C
11	Ĉ	C circumflex	C
12	Č	C caroin	C
13	Ċ	C dot accent	C
14	Ç	C cedilla	C
15	Đ	Eth	D
16	Ď	D caron	D
17	É	E acute	E
18	È	E grave	E
19	Ê	E circumflex	E
20	Ë	E diaeresis	E
21	Ě	E caron	E
22	Ė	E dot accent	E
23	Ē	E macron	E
24	Ę	E ogonek	E
25	Ě	E breve	E
26	Ĝ	G circumflex	G
27	Ğ	G breve	G
28	Ġ	G dot accent	G
29	Ģ	G cedilla	G
30	Ħ	H bar	H
31	Ĥ	H circumflex	H

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[3] Appendix 3 to Section IV (International Civil Aviation Organization, 2006)
[4] Appendix 9 to Section IV (International Civil Aviation Organization, 2006)

SEQUENCE NUMBER	NATIONAL CHARACTER	DESCRIPTION	MRZ RECOMMENDED TRANSLITERATION
32	ı	I without dot (Turkey)	I
33	Í	I acute	I
34	Ì	I grave	I
35	Î	I circumflex	I
36	Ï	I diaeresis	I
37	Ĩ	I tilde	I
38	İ	I dot accent	I
39	Ī	I macron	I
40	Į	I ogonek	I
41	Ĭ	I breve	I
42	Ĵ	J circumflex	J
43	Ķ	K cedilla	K
44	Ł	L slash	L
45	Ĺ	L acute	L
46	Ľ	L caron	L
47	Ļ	L cedilla	L
48	Ŀ	L dot	L
49	Ń	N acute	N
50	Ñ	N tilde	N or NXX
51	Ň	N caron	N
52	Ņ	N cedilla	N
53	Ŋ	Eng	N
54	Ø	O slash	O
55	Ó	O acute	O
56	Ò	O grave	O
57	Ô	O circumflex	O
58	Ö	O diaeresis	OE
59	Õ	O tilde	O
60	Ő	O double acute	O
61	Ō	O macron	O
62	Ŏ	O breve	O
63	Ŕ	R acute	R
64	Ř	R caron	R
65	Ŗ	R cedilla	R
66	Ś	S acute	S
67	Ŝ	S circumflex	S
68	Š	S caron	S
69	Ş	S cedilla	S
70	Ŧ	T bar	T
71	Ť	T caron	T
72	Ţ	T cedilla	T
73	Ú	U acute	U

SEQUENCE NUMBER	NATIONAL CHARACTER	DESCRIPTION	MRZ RECOMMENDED TRANSLITERATION
74	Ù	U grave	U
75	Û	U circumflex	U
76	Ü	U diaeresis	UE or UXX
77	Ũ	U tilde	U
78	Ŭ	U breve	U
79	Ű	U double acute	U
80	Ů	U ring	U
81	Ū	U macron	U
82	Ų	U ogonek	U
83	Ŵ	W circumflex	W
84	Ý	Y acute	Y
85	Ŷ	Y circumflex	Y
86	Ÿ	Y diaeresis	Y
87	Ź	Z acute	Z
88	Ž	Z caron	Z
89	Ż	Z dot	Z
90	Þ	Thorn (Iceland)	TH
91	Æ	Ligature A E	AE
92	IJ	Ligature IJ	IJ
93	Œ	Ligature OE	OE
94	ß	Double s (Germany)	SS

Appendix 2: Comparison of Names

These examples all presume a passport issued by the fictional state of Utopia, which is signified by P<UTO in the first five characters in the MRZ entries.

EXAMPLE

1	**Name:**	Anna Maria Eriksson
	VIZ:	ERIKSSON, ANNA MARIA
	MRZ:	P<UTOERIKSSON<<ANNA<MARIA<<<<<<<<<<<<<<<<<<<
	SEVIS:	*__Surname/Primary Name:__ Eriksson __First Name:__ Anna Maria __Preferred Name:__ Anna Maria Eriksson __Passport Name:__ Eriksson Anna Maria

2	**Name:**	Susie Margaret Smith-Jones
	VIZ:	Smith-Jones, Susie Margaret
	MRZ:	P<UTOSMITH<JONES<<SUSIE<MARGARET<<<<<<<<<<<<<
	SEVIS:	*__Surname/Primary Name:__ Smith Jones __Given Name:__ Susie Margaret __Preferred Name:__ Susie Margaret Smith-Jones __Passport Name:__ Smith Jones Susie Margaret

3	**Name:**	Deborah Heng Ming Lo
	VIZ:	HENG, DEBORAH MING LO
	MRZ:	P<UTOHENG<<DEBORAH<MING<LO<<<<<<<<<<<<<
	SEVIS:	*__Surname/Primary Name:__ Heng __Given Name:__ Deborah Ming Lo __Preferred Name__: Deborah Heng Ming Lo __Passport Name:__ Heng Deborah Ming Lo

4	**Name:**	Enya Siobhan O'Connor
	VIZ:	O'CONNOR, ENYA SIOBHAN
	MRZ:	P<UTOOCONNOR<<ENYA<SIOBHAN<<<<<<<<<<<<<<<<
	SEVIS:	*__Surname/Primary Name:__ OConnor __Given Name:__ Enya Siobahn __Preferred Name:__ Enya Siobhan O'Connor __Passport Name:__ OConnor Enya Siobhan

5	**Name:**	Martin Van Der Muellen
	VIZ:	VAN DER MUELLEN, MARTIN
	MRZ:	P<UTOVAN<DER<MUELLEN<<MARTIN<<<<<<<<<<<<<<<<<
	SEVIS:	*__Surname/Primary Name:__ Van Der Muellen __Given Name:__ Martin __Preferred Name:__ Martin Van der Muellen __Passport Name:__ Van Der Muellen Martin

6	**Name:**	Arkfreith
	VIZ:	ARKFREITH
	MRZ:	P<UTOARKFREITH<<<<<<<<<<<<<<<<<<<<<<<<<<<<<
	SEVIS:	*__Surname/Primary Name:__ Arkfreith __Given Name:__ __Preferred Name__: Arkfreith __Passport Name:__ Arkfreith

7	**Name:**	Nilavadhanananda Chayapa Dejthamrong Krasuang
	VIZ:	NILAVADHANANANDA, CHAYAPA DEJTHAMRONG KRASUANG
	MRZ:	P<UTONILAVADHANANANDA, CHAYAPA<DEJTHAMRONG<K
	SEVIS:	*__Surname/Primary Name:__ Nilavadhanananda __Given Name:__ Chayapa Dejthamrong Krasuang __Preferred Name:__ Chayapa Nilavadhanananda __Passport Name:__ Nilavadhanananda Chayapa Dejthamrong Kr

Bibliography

International Civil Aviation Organization. (2006). *Machine-readable Travel Documents Part 1:
Machine-readable Passports.* Montreal: International Civil Aviation Organization.