U.S. Immigration and Customs Enforcement

User Guide

SEVIS Addresses

Contents

Overview

Starting in June 2015, the Student and Exchange Visitor Information System (SEVIS) will use a U.S. Postal Service (USPS)-certified software product called Address Doctor to ensure all U.S. addresses in the system are valid. With this user guide, school officials can:

- Become familiar with SEVIS address standards.
- Discover how standards will affect school policies about F/M addresses with other officials.
- Apply standards when updating records for F/M students.

Note: It is not necessary for schools to purchase Address Doctor. It runs through SEVIS.

SEVIS Address Fields

The SEVIS Address entry window has six fields: Street Address, Suite/Apt, Other, City, State, and Zip; with only the Street Address and Zip fields being required. The fields are described in the following table:

U.S. Address Field Name	Description
Street Address*	*** Required field** • SEVIS validates field text for a valid street name within the Zip Code area • Follows USPS street and secondary unit abbreviations • 64-character limit
Suite/Apt	• Number field used for apartment numbers, suite numbers, etc., which follow the street address • 6-character limit
Other	• SEVIS does not validate Other field text • Allows university names, residence names, hotel names, room numbers, PO Box numbers, or any non-standard address designations • 64-character limit **Note:** If the Street Address is accepted, the Other field text never rejects.
City	• SEVIS validates field text for a valid city name
State	• SEVIS validates field text for a valid U.S. state or possession name • Follows USPS states and possessions abbreviations **Note:** The State field is a drop-down list selection.
Zip*	*** Required field** • Zip code must be five digits **Note:** SEVIS will automatically add the plus four zip routing number, where available. • If the zip code is incorrect, the address will be considered invalid, even if all the other address fields are correct.

Note: SEVIS will not validate Foreign Address fields.

SEVIS Address Entry

Users can add and edit a student's U.S. addresses on these pages:

• Initial Registration

- Registration

- Create New Student

- Update Personal Information

- Student Reinstatement

After a user enters an address in the Address window, SEVIS will use Address Doctor to check if the address is valid. If the address is valid, the address will display in the U.S. Address section of the *Student Information* page.

If the address is not valid, SEVIS will suggest an address. The user may:

- Choose the suggested address.

- Return to edit the address.

- Use the address as entered and provide a reason. (A valid city, state, and zip code are required.)

- Cancel the entry.

The "Other" field can be used for school residences or other places with standard U.S. addresses. For example, for a school residence, enter the school name, residence hall, and room number in the "Other" field. (Example: Book University, Random Hall, Room 215.)

Adding SEVIS Address

This user guide uses SEVIS Registration as an example, as most users enter U.S. addresses here. To add a student's U.S. address in SEVIS, follow the steps below:

Registration

Required fields are marked with an asterisk (*).

F-1 Student (Surname/Primary Name, Given Name)	Last Event: 04/24/2015
Obama, Tendai FEMALE | DOB: 08/25/1990	Status: **INITIAL** SEVIS ID: **N0004705863**
Preferred Name: Tendai Obama	SEVIS Legacy Name:
Passport Name:	Email Address:

School Name:	**SEVP School for Advanced SEVIS Studies - SEVP School for Advanced SEVIS Studies**	U.S. Address:
Program Start/End:	08/15/2015 - 05/31/2019	
Country of Birth:	MALI	
Country of Citizenship:	MALI	

1. * **Current Session End Date:** [　　　　] (MM/DD/YYYY)
2. * **Next Session Start Date:** [　　　　] (MM/DD/YYYY)

☐ **The student is in the last session of his/her program. If checked, do not enter Next Session Start Date.**

3. * **U.S. Address:**

A U.S. Address is not required for Border Commuters.

Commuter Student ☐ **If checked, U.S. address is not required.**

Add Address Not Entered

4. **Foreign Address:**

* **Address 1:** 2596 Greenfield St.

Address 2:

1. Click **Add Address** under the U.S. Address section of the *Registration* page.

Add Address

Add U.S. address information. Only Street Address and Zip Code are required. SEVIS will automatically add the plus four zip where available. Use the number field for apartment numbers, suite numbers, etc. that follow the street address.

Suite/Apt

* **Street Address:** 126 N. Wayne St.   # 6

Other: [　　　　　　　　　　]
The contents of this field are not validated. Use it to add on-campus residence information or other special location information. See Help for more details.

City: Arlington

State: VIRGINIA

* **Zip:** 22201

Cancel   Submit

2. Enter the student's address in the *Add Address* window.

Note: Text may be upper or lower case.

Note: Use the **Other** field to add campus residence information or other special location information.

3. Click **Submit**.

    a. If the address is recognized, the DSO will have the option to select the Suggested Address (default Address Doctor address format) or override the suggested address for the originally Entered Address.

        •   **Select:** Accepts the SEVIS Suggested Address.

        •   **Over-ride Suggested Address:** Allows the DSO to choose the originally entered address.

        •   **Edit Address:** Changes the address.

Add Address

You can select the suggested address, edit it, or over-ride the suggested address and give a reason. You may also cancel.

Suggested Address:

126 N WAYNE ST APT 6
ARLINGTON VA 22201 - 1516

Select

Entered Address:

126 N. Wayne St. # 6
Arlington VA 22201

Over-ride Suggested Address | Edit Address

Once the address is chosen and the student record is updated, the address displays in the U.S. Address section of the *Student Information* page.

3. *U.S. Address:

A U.S. Address is not required for Border Commuters.

Commuter Student ☐ If checked, U.S. address is not required.

Edit Address

126 N WAYNE ST APT 6
ARLINGTON VA 22201 - 1516

    b. If the zip code or street address was not entered, an error message displays, "**The zip code is required as part of the address.**" The DSO must either **Cancel** the address or enter the Zip code and click **Submit**.

c. If the address is not accepted and SEVIS does not suggest an address, it is because the address could not be found. SEVIS displays an *Edit Address* window. Options include:

- **Cancel**: Allows the DSO to cancel this Edit Address attempt and return to the *Registration* page.

- **Submit**: Allows the DSO to edit the correct City, State or Zip fields.

- **Over-ride Validation:** Allows the DSO to maintain the entered address.

Note: The **Over-ride Validation** link will only be available for addresses with a valid City, State, and Zip code.

When choosing **Over-ride Validation,** the DSO must:

- o Select a reason from the **Reason for using address as entered** drop-down list:
  - ▪ New address, mailing
  - ▪ New address, physical location
  - ▪ On-campus business address
  - ▪ On-campus housing address
  - ▪ On-campus mailing address
  - ▪ Other
- o If **Other** is selected, enter the reason for over-riding the address validation with between 5 and 200 characters.

Edit Address

You must provide a reason for over-riding the address validation.

*Reason for using address as entered:

New address, mailing
New address, physical location
On-campus business address
On-campus housing address
On-campus mailing address
Other

Entered Address:
10000 Nancy Lane
Fort Washington MD 20744

Edit Address

Characters Remaining: 200

Cancel

Submit

4. Click **Submit**.

5. Click **Update Information** at the bottom of the page to complete updating the nonimmigrant's address.

   Addresses may be added or edited in one of the following SEVIS process pages:

   - *Initial Registration*
   - *Registration*
   - *Create New Student*
   - *Update Personal Information*
   - *Student Reinstatement*

Address Status and Type in Student Records

Once a U.S. address is entered in a student SEVIS record, it will appear on the *Student Information* screen. There are two additional fields that may classify the address: Address Status and Address Type.

Address Status

The address status indicates whether the address was recognized immediately by SEVIS as an existing, valid address or if a DSO had to override Address Doctor to enter it.

Address Status	Explanation
Valid	• Address Doctor verified the address upon initial entry
Override - • Campus business address • Campus housing address • Campus mailing address • New address, mailing • New address, physical location	• DSO requested an override of SEVIS Address Doctor. This confirms that the address is valid based on the chosen reason.

Address Status	Explanation
• Other (When selected, the DSO must enter an override explanation between 5 and 200 characters in length.)	
Un-validated; no override	• Address was entered during an outage of the SEVIS Address Doctor and must be validated later.

Address Type

The Address Type indicates the type of mail receiving facility or dwelling to which the address belongs.

Address Type	Definition
B	Mailbox at a building
F	Mailbox at a company or firm
G	General delivery address
H	High-rise default address
L	Mailbox at a large volume receiver
M	Military address
P	Post office box in the address
R	Rural route mailbox
S	Mailbox at a street address

Addresses-Related Resources

FAQ on Addresses

USPS State Abbreviation Job Aid

USPS Street and Secondary Unit Abbreviations Job Aid

SEVIS Address Schema

If you have any questions about the address standards, e-mail SEVISTechnicalFeedback@ice.dhs.gov.

Icon Guide

This guide is a quick-reference for the icon(s) that are used in this SEVIS Addresses User Guide:

Icon	Definition
	Helpful tools are available

Document Revision History

Date	Document Change Summary
May 6, 2015	Initial release of document