U.S. Immigration and Customs Enforcement

SEVIS User Guide

Contents

SEVIS Downloads

SEVIS users will be able to download:

- Reports/Lists to school users (made available by SEVP)
- Forms I-20 included in a mass reprint request

Downloadable documents will be available from the *SEVIS Downloads* page.

SEVIS Downloads Page

The *SEVIS Downloads* page is accessible from the main *Listing of Schools* page. Click the **Downloads** button at the bottom of the page to go to the *SEVIS Downloads* page.

Listing of Schools

🔔   Indicates an alert for that campus
★   Indicates that the PDSO of the main campus has to apply for recertification
✳   Indicates that the ability of the school's officials to create new student records has been disabled by SEVP
←   Indicates that the school's ability to accept transfer-in student records has been disabled by SEVP
→   Indicates that the ability of the school's officials to transfer out student records has been disabled by SEVP

[SEVP School for Advanced SEVIS Studies ▾]   Select a school to see a list of campuses for that school

SEVP School for Advanced SEVIS Studies   BAL214F44444000

Select	Name of Campus	Campus Code	Location (City, State)	Role
🔔 ⦿	SEVP School for Advanced SEVIS Studies	BAL214F44444000	Ft. Washington, MD	DSO
🔔 ○	SMU Technical Institute	BAL214F44444001	Fredericksburg, VA	DSO

[🔔 Alerts]   [🔍 Search]   [✚ New Student]   [🗐 Student Lists]   [📊 Reports]   [☁ Downloads]

There are two sections on the *SEVIS Downloads* page:

- **System Downloads** – SEVIS reports for school users about a variety of topics.

- **Requested Form Reprints** – Retrievable forms that were part of a mass reprint request.

SEVIS Downloads

SEVP School for Advanced SEVIS Studies
Campus: SEVP School for Advanced SEVIS Studies

The documents, which are available for download below, represent either lists of nonimmigrants at your institution whose information was changed by SEVIS when data standards were imposed or zipped files of immigration documents for reprint. To download a document in Comma Separated Values format, click CSV. To download as an Excel spreadsheet, click Excel. To unzip immigration documents, click the icon beside the file name in the table and follow your software's process for accessing the individual files. See Help for more information.

Note: If you have multiple windows open, downloaded documents may open behind any windows currently open.

System Downloads

Date Generated	Title	Description	File Type
02/26/2015	Nonimmigrants Affected by SEVIS Address Standardization	Names of ACTIVE and INITIAL nonimmigrants whose U.S. addresses were changed to meet the SEVIS address standards	CSV Excel

Request Mass Form Reprint

Requested Form Reprints (May take up to 24 hours to generate ZIP file; Removed after 30 days)

Date Submitted	Date Generated	Status	Title	Records	Name of Requestor/Role	File
7/1/2015		Requested- My Active and Initial Students		200	Jared Fister	

System Downloads – Reports for School Users

The top section of the *SEVIS Downloads* page is for System Downloads. Any downloads available will have the date the download was generated, the title, a description of the download, and the available file type. Reports can be downloaded in either comma-delimited format (.csv) or Microsoft Excel format.

Note: The first reports available to users will list the students affected by the SEVIS Name and Address Standardization.

To download a file:

System Downloads

Date Generated	Title	Description	File Type
02/26/2015	Nonimmigrants Affected by SEVIS Address Standardization	Names of ACTIVE and INITIAL nonimmigrants whose U.S. addresses were changed to meet the SEVIS address standards	CSV Excel

1. Click the desired file type, **CSV** or **Excel**. A dialogue box opens, asking if you want to open or save the file.

2. Click either:

    a. **Open** to view the file.

    b. **Save** to save the file to your system.

    c. **Cancel** to end the download process.

Requested Form Reprints

The bottom section of the *SEVIS Downloads* page lists the school's mass reprint requests. Information about pending reprint requests include: the date submitted, the date the reprint was generated, the status of the request, the title, the number of records included, and who requested the forms. Generated forms are available here for all users at the school. Forms will stay on the page for seven days after delivery.

Request Mass Form Reprint

Requested Form Reprints (May take up to 24 hours to generate ZIP file; Removed after 30 days)

Date Submitted	Date Generated	Status	Title	Records	Name of Requestor/Role	File
7/2/15		Requested	My Active Students	250	Jared Fister, DSO	
7/1/15	7/2/15	Delivered	My Initial Students	150	Jared Fister, DSO	ZIP

Click the ZIP icon for the zipped file you want to access. A dialogue box displays, asking if you want to open or save the file.

1. Click either:

    a. **Open** to view the file.

    b. **Save** to save the file to your system.

    c. **Cancel** to end the process.

Request Form I-20 Mass Reprint

To make printing large numbers of documents easier, users are able to submit requests for SEVIS to print Forms I-20 for multiple students at one time. Once SEVIS processes the printing requests (within 24 hours), the requested documents are made available for download from the *SEVIS Downloads* page.

To submit a request for bulk printing:

1. Go to the *SEVIS Downloads* page.

2. Click the **Request Mass Form Reprint** link. The *Mass Reprint Forms I-20: Search* page opens.

3. Select at least one option from **each** of the following categories to search:

   - **Class of Admission**
   - **Level of Study**
   - **SEVIS Status**

4. Enter any additional criteria, if necessary, to further refine the search:

   - **Surname/Primary Name Range** (alphabetic selection) – Students and dependents whose surname/primary names begin with a certain letter or a range of letters.

- **Active Post-Completion OPT** – Students currently authorized for post-completion OPT

- **Program Start Date** / **Program End Date** – Students with specific program start or end dates; or students who fall between ranges of these dates.

5. Limit the number of records to appear in the search results, if necessary. Choices include 100, 250, 500, and 1000 records.

6. Select the desired sort field. Sort Results options are.

- Surname/Primary Name (default option)

- DOB (Date of Birth)

- Given Name

7. Select either **Ascending** or **Descending** sorted list. (Ascending is default option.)

8. Click **Search**. The *Mass Reprint Forms I-20: Search Results* page opens.

The list can be sorted by any column except Class of Admission. Sort by Last Reprint Request Date to see which students had Form I-20s reprinted recently.

9. View, select, and submit results for printing. The *Mass Reprint Forms I-20: Search Results* viewing and selection features include:

- Click **Show Entries** drop-down list to change the number of entries displayed on page.

- Click an Up or Down arrow in a table heading field to sort that field's results in ascending or descending order.

- Click a row to select that record for printing.

- Click selected row to deselect a record for printing.

- Click **Select All** to include everyone on the list.

- Click **Deselect All** to clear all selections.

- Click the nonimmigrant's name in the Surname/Primary Name field to open the record in another tab or window.

- Navigate through the pages of the list using the page links at the bottom right.

- Click **Submit Selections** after all selections are made. The *Reprint Confirmation* window opens.

Reprint Confirmation

Select a reprint reason, enter a reference title for this reprint request and click the attestation checkbox. Click Submit when finished.

Records Selected:	30
* **Reprint Reason:**	Updated Form I-20 or Name Conversion ⌄
* **Reprint Job Title:**	My Initial Students
* **Attestation:**	☑ **I attest** I reprinted these forms in the United States. I reviewed the students continued eligibility for attendance, I certify under penalty of perjury that the information I am submitting is true and correct to the best of my knowledge and that I am the authorized user of this account.
Note:	Requests for more than 100 records will be split into multiple zip files to avoid potential problems with large downloads.

Cancel   Submit

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10. Select a **Reprint Reason** from the drop-down list. Choices include:

- Damaged

- Lost

- Stolen

- Travel

- Updated

- Updated Form I-20 or Name Conversion

11. Enter a title for the reprint job.

12. Click the "**I attest**" checkbox.

13. Click **Submit** when finished. SEVIS will deliver the requested forms to the Downloads page within 24 hours.

> Requests for more than 100 records will be split into multiple zip files to avoid potential problems with downloading large files.

Icon Guide

This guide is a quick-reference for the icons that may be used in this SEVIS Downloads and Form I-20 Mass Reprint User Guide:

Icon	Definition
	Additional information is available
	Best practice

Document Revision History

Date	Revision Summary
June 3, 2015	Initial Release