



SEVIS Email Standards

Principal Designated School Officials (PDSOs) and Designated School Officials (DSOs) receive their Student and Exchange Visitor Information System (SEVIS) User ID and password instructions by email when first registering in SEVIS. The Department of Homeland Security (DHS) continues to use PDSO and DSO SEVIS email addresses to send important SEVIS updates.

P/DSOs also use SEVIS to store students' and dependents' email addresses. In order to make sure email addresses in SEVIS are correct, please follow these new standards.

- SEVIS email addresses must be in the following format: Username@domainname.com, .edu, .net, etc.
- PDSOs and DSOs may not enter email addresses used by more than one person, for example, info@AVCollege.edu.
- SEVIS will auto-correct emails with certain common email address errors: “@@”; “space”; “.@”; “@.”; “comma”; etc.

Email Component	System Limitations
Username	<ul style="list-style-type: none"> • Cannot exceed 64 characters. • Characters allowed for the username portion: <ul style="list-style-type: none"> ○ Uppercase and lowercase English letters (a-z, A-Z) ○ Digits 0 to 9 ○ Special characters: ! # \$ % & ' * + - = ? ^ _ ` { } ~ ○ Dot . <p>Note: The dot cannot be the first or last character and cannot appear two or more times in sequence.</p>
Domain Name	<ul style="list-style-type: none"> • May have a maximum of 240 characters • Characters allowed in the domain name portion: <ul style="list-style-type: none"> ○ Uppercase and lowercase English letters (a-z, A-Z) ○ Digits 0 to 9 ○ Hyphen – ○ Dot . <p>Note: The dot cannot be the first or last character and cannot appear two or more times in sequence.</p>
Entire Email Address	<ul style="list-style-type: none"> • Cannot exceed 255 characters. • Only one email address will be accepted in each email field; that is, between email address separators; such as, semi-colons or commas.