

U.S. Immigration and Customs Enforcement SEVIS User Guide

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General Information

Use this page to search for nonimmigrant students and dependents in a school or campus. There are two search types, which allow DSOs to find a particular nonimmigrant or group of nonimmigrants.

Туре	Functions		
Quick Search	Searches for one student using one of the following criteria:		
	• SEVIS Identification (ID)		
	Exact Surname/Primary Name		
	Note : The Quick Search Surname/Primary Name can only search for students. The Surname/Primary Name field cannot be used to search for dependents.		
Advanced Search	Searches for either of the following:		
	• One individual, using additional search criteria		
	• Groups of individuals who all meet the same search criteria		
	Advanced Search contains options to search with other data, refine the search options, and display the results as desired. Advanced Search has four sections to enter the required parameters: Include, Search Criteria, Refine By, and Sort Results By.		



Both the Quick Search and Advanced Search options are located on the *SEVIS Search Student* and *Dependents* page. To navigate to the *Search Student and Dependents* page, click **Search** on the *SEVIS Main* page.

Search Students & Dependents				
Quick Fearch				
Quick Search.	EVIS ID:	Search		
Surname/Primary	v Name:	Search Searches for	shulash samaa ashu Wildonada asaash ka usad	
	,	Searches for s	sudent names only, whicaros cannot be used.	
Advanced Sear	rch			
Include:	F-1/M-1 (Students)	F-2/M-2 (Spouse/Dependents)		
	0			
Search Criteria:	Surname/Primary N	The Owner (Driver New Second 1	(40 Character max - allows a trailing wildcard e.g. Joh*)	
	C	The Surname/Primary Name is required. I	If the person has only one name, use this field.	
	Given Name:	De esture environtel desertes Ostal	(Optional - su Character max)	
		Do not use any special characters. Only le	etters A to 2 are allowed. Do not use an appreviation such as FNU to indicate a name is unknown. See Help for more information.	
	Passport Name: Dreferred Name:		(35 Character max * anows a craining windcard e.g. Jon*)	
	Legacy Eamily Name		(40 Character max - allows a trailing wildcard e.g. Joh*)	
		The Legacy Family Name is required. If th	re cerean has only one name, use this field.	
	Legacy First Name:		(Optional - 40 Character max)	
		This searches names that were in SEVIS	prior to 12/12/1212 that contain special characters no longer allowed, or that were otherwise standardized. See Help for more information.	
	All Records	Requires selection of "School" or "State of	f Student's Residence" plus one of the other fields in the Refine By Section. If you select both a "School" and the "State of Student's Residence"	
	0	no other selections from the Refine By se	ction are necessary.	
Refine By:	School Information:	Buckley School of Speaking and Motorcycli	ng 	
	Campus	All	The default search is for all campuses.	
Stude	ent's State of Residence:	Select One 🔻		
	Date of Birth		Broggam Start Date Range From / / To: // ////////////////////////////	
	Date of Birth:			
		To: / / (MM/DD/YYYY)	Program End Date Range: From: / To: / To: / (MM/DD/YYYY)	
	Status:	Select options +	Country of Birth: Select One 🔻	
	Country of Citizenship:	Select One	T	
Stude	ent Termination Reason:	Select One	Dependent Termination Reason: Select One	
-	Commination Data Panga			
	ermination Date Range.			
		To: / / (MM/DD/YYYY)		
	Student Request Type:	Select One 🔻	Student Request Status: Select One 🔻	
A	djudication Date Range:	From: / / (MM/DD/YYYY)		
		To: / / (MM/DD/0000)		
		(,		
-				
Sort Results By:	Surname/Primary Name	 Ascending Descending 	Clear Form Search	

Quick Search

The Quick Search is a simple search to find a nonimmigrant, using a SEVIS ID or Surname/Primary Name.

- 1. Navigate to the Search Student and Dependents page.
- 2. Enter **one** of the following in the top *Quick Search* section:



ter the student's SEVIS			
Enter the student's SEVIS ID number. The <i>SEVIS ID</i> field features include:			
• The "N" and any lea	ading zeros are optional.		
• To erase the entire field, place the cursor in the box and click the X on the right side of the field.			
• A red dotted line around the box indicates an incorrect entry format.			
• Roll the mouse over	r the field for an error explanation message.		
Quick Search: SEVIS ID: 89680980988 Search			
Surname/Primary Name: Invalid Entry. Enter a value in the proper format. (e.g. 17353 or N0000017353)			
Enter the student's exact Surname/Primary Name. The Surname/Primary Name field features include:			
• Wildcards are not allowed.			
• 40-character maximum.			
• Special characters are not allowed.			
• Use only letters A to Z:			
• To erase the entire field, place the cursor in the box and click the X on the right side of the field.			
• A red dotted line around the box indicates an incorrect entry format.			
 Roll the mouse over the field for an error explanation message. 			
	 The "N" and any let To erase the entire of X on the right side of A red dotted line are format. Roll the mouse over Quick Search: SEVIS ID: Surname/Primary Name: ter the student's exact Some field features include Wildcards are not a 40-character maxim Special characters a Use only letters A to To erase the enthe X on the rigo A red dotted line format. Roll the mouse over the mouse message. 		

	Search Students & Dependents
Quick Search: SEVIS ID:	Search
Surname/Primary Name:	Search Searches for student names only. Wildcards cannot be used.

3. Click **Search** to the right of the field to find the SEVIS record.



Search Students & Dependents			
Quick Search: Search Surname/Primary Name: Searches for student names only. Wildcards cannot be used.			
Advanced Search			

Advanced Search

The Advanced Search is a way to find one nonimmigrant, or a group of nonimmigrants, using different search options and refinements.

Include Section

- 1. Navigate to the Search Student and Dependents page.
- 2. Select one of the nonimmigrant options:
 - F-1/M-1 (Students) Searches only F-1/M-1 students
 - F-2/M-2 (Spouse/Dependents) Searches only F-2/M-2 spouses or dependents

Advanced Search					
Include: F-1/M-1 (Students) F-2/M-2 (Spouse/Dependents)					
Search Criteria:	(40 Character n				
Given Name:	The Surname/Primary Name is required. If the person has only o				
O Passport Name:	Do not use any special characters. Only letters A to Z are allo (39 Character n				

Search Criteria Section

3. Select <u>one</u> of the *Search Criteria* options to perform a search:



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Search Criteria:	۲	Surname/Primary Name	(40 Character max - allows a trailing wildcard e.g. Joh*)	
		Given Name:	The Surname/Primary Name is required. If the person has only one name, use this field. (Optional - 80 Character max) Do not use any special characters. Only letters A to Z are allowed. Do not use an abbreviation such as FNU to indicate a name i	
	0	Passport Name:	(39 Character max - allows a trailing wildcard e.g. Joh*)	(
	0	Preferred Name:	(145 Character max - allows a trailing wild	, At
	0	Legacy Family Name:	(40 Character max - allows a trailing wildcard e.g. Joh*)	
		Legacy First Name:	The Legacy Family Name is required. If the person has only one name, use this field. (Optional - 40 Character max)	
			This searches names that were in SEVIS prior to 12/12/1212 that contain special characters no longer allowed, or that were other	hery
	0	All Records	Requires selection of "School" or "State of Student's Residence" plus one of the other fields in the Refine By Section. If you sele no other selections from the Refine By section are necessary.	
				L

Field	Description	
Surname/Primary Name	Searches for the name in the <i>Surname/Primary Name</i> field of a SEVIS record. The <i>Surname/Primary Name</i> field features include:	
	• This is a required field; that is, if the <i>Surname/Primary Name</i> radio button is selected, you must enter a name in the field.	
	• 40-character maximum.	
	• Do not use special characters.	
	• Use only letters A to Z.	
	• Allows a trailing wildcard, for example, Joh* after three letters are entered.	
	• Do not use abbreviations, such as FNU, to indicate an unknown name.	
	• If the nonimmigrant has only one name, enter it in this field.	
Given Name (second field of Surname/	Searches for the name in the <i>Given Name</i> field of a SEVIS record. The <i>Given Name</i> field features include:	
Primary Name field)	• This is an optional field.	
	• 80-character maximum.	
	• Use only letters A to Z.	
	• Do not use trailing wildcard.	
Passport Name	Searches for the name in the <i>Passport Name</i> field of a SEVIS record. The <i>Passport Name</i> field features include:	
	• This is a required field; that is, if the <i>Passport Name</i> radio button is selected, you must enter a name in the field.	
	• Can search using any name appearing in the <i>Passport Name</i>	



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Field	Description			
	field of SEVIS record.			
	• 39-character maximum.			
	• Do not use special characters.			
	• Use only letters A to Z.			
	• Allows a trailing wildcard, for example, Joh* after three letters are entered.			
Preferred Name	Searches for the name in the <i>Preferred Name</i> field of a SEVIS record. The <i>Preferred Name</i> field features include:			
	• This is a required field; that is, if the <i>Preferred Name</i> radio button is selected, you must enter a name in the field.			
	• Can search using any name appearing in the Preferred Name field of SEVIS record.			
	• 145-character maximum.			
	• Do not use special characters.			
	• Use only letters A to Z.			
	• Allows hyphens and apostrophes.			
	• Allows a trailing wildcard, for example, Joh* after three letters are entered.			
Legacy Family Name	Searches for the name in the <i>Legacy Family Name</i> field of a SEVIS record. The <i>Legacy Family Name</i> field features include:			
	• This is a required field; that is, if the <i>Legacy Family Name</i> radio button is selected, you must enter a name in the field.			
	• 40-character maximum.			
	• Do not use special characters.			
	• Use only letters A to Z.			
	• Allows a trailing wildcard, for example, Joh*, after three letters are entered.			
Legacy First Name (second field of <i>Legacy</i>	Searches for the name in the <i>Legacy First Name</i> field of a SEVIS record. The <i>Legacy First Name</i> field features include:			
Family Name)	• This is an optional field.			
	• 40-character maximum.			
	• Do not use special characters.			
	• Use only letters A to Z.			
	• Do not use trailing wildcard.			
All Records	Searches all names in the school or campus's SEVIS ID records.			



Field	Description			
	Note: Requires the selection of at least one additional field in the Refine By section. Refining the <i>Campus</i> field does not count.			

Refine By Section

4. You must select at least one additional field in the *Refine By* section to use the *All Records* selection in the *Search Criteria* section.

Note: Refine of the Campus field does not count.

			acters no longer anon			
All Records	Requires setections from the Renne by sector	on are necessary.	s one of the other fields in the Refine By	y Section. If you select Both		ente
Refine By: School Information:	Buckley School of Speaking and Motorcycling	1				
Campus:	All	The default search is f	or all campuses.			
Student's State of Residence:	Select One 🔻					
Date of Birth:	From: / / (MM/DD/YYYY)		Program Start Date Range:	From: / / /	то://	(MM/DD/YYYY)
	To: / / (MM/DD/YYYY)		Program End Date Range:	From: / / /	то://	(MM/DD/YYYY)
Status:	Select options \$		Country of Birth:	Select One		•
Country of Citizenship:	Select One	Ŧ				
Student Termination Reason:	Select One	•	Dependent Termination Reason:	Select One	•	
Termination Date Range:	From: / / (MM/DD/YYYY)					
	To: / / (MM/DD/YYYY)					
Student Request Type:	Select One 🔻		Student Request Status:	Select One 🔻		
Adjudication Date Range:	From: / / (MM/DD/YYYY)					
	To: / / (MM/DD/YYYY)					
	- Aller					

Field	Description						
Campus	Searches a specific campus or all campuses at the selected school. To find and select a campus:						
	• Click the drop-down arrow to open the <i>Campus</i> menu.						
	• Select a preferred campus or All to search all campuses.						
	Note: Default setting of All will search all campuses at the chosen school.						
Student's State	Searches by U.S. state or territory of residence.						
of Residence	• To find and select a preferred state or territory:						
	• Click the drop-down arrow to open the <i>States</i> menu.						
	• Use the scroll bar to find the preferred state or territory.						
	 Select the preferred state or territory. 						
	• To clear the chosen state:						



Field	Description						
	• Click the drop-down arrow to open the <i>States</i> menu.						
	 Click Select One. 						
Date of Birth	Searches by a birth date. The <i>Date of Birth</i> field parameters include:						
	• Enter all dates in format MM/DD/YYYY.						
	• Search a specific birth date by entering it in the <i>From</i> field.						
	• Search a range of birth dates by entering the earliest date in the <i>From</i> field and the latest date in the <i>To</i> field.						
	• When completing the <i>date</i> fields, a red dotted line will surround the box. This indicates the entry is incomplete or in an incorrect format. When all boxes are filled correctly, the red lines will disappear. Roll mouse over partially completed fields for specific error message.						
	Date of Birth: From: 13 / 12 / 1990 (MM/DD/YYYY)						
	To: / / / Invalid Entry. Enter a valid date in the format MM/DD/0007.						
	Note : Entering a date only in the <i>To</i> field (without a date in the <i>From</i> field) returns an error message.						
Program Begin Date Range	Searches by a student's program start date. The <i>Program Begin Date Range</i> field parameters include:						
	• Enter all dates in format MM/DD/YYYY.						
	• Search a specific Program Start Date by entering it in the From <i>Program Begin Date</i> field.						
	• Search a range of Program Begin Dates by entering the earliest date in the <i>From</i> field and the latest date in the <i>To</i> field.						
	• When completing the date fields, a red dotted line will surround the box. This indicates the entry is incomplete or in an incorrect format. When all boxes are filled correctly, the red lines will disappear. Roll mouse over partially completed fields for specific error message.						
	Note : Entering a date only in the <i>To</i> field (without a date in the <i>From</i> field) returns an error message.						
Program End Date Range	Searches by a student's program start date. The <i>Program End Date Range</i> field parameters include:						
	• Enter all dates in format MM/DD/YYYY.						
	• Search a specific Program End Date by entering it in the From <i>Program End Date</i> field.						
	• Search a range of Program End Dates by entering the earliest date in the <i>From</i> field and the latest date in the <i>To</i> field.						



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Field	Description						
	• When completing the date fields, a red dotted line will surround the box. This indicates the entry is incomplete or in an incorrect format. When all boxes are filled correctly, the red lines will disappear. Roll mouse over partially completed fields for specific error message.						
	Note : Entering a date only in the <i>To</i> field (without a date in the <i>From</i> field)						
~							
Status	Searches by a student's SEVIS record status.						
	• <i>Status</i> field options include:						
	o Active						
	• Canceled						
	• Completed						
	• Deactivated						
	o Initial						
	• Terminated						
	• To find and select the SEVIS Status:						
	• Click the drop-down arrow to open the <i>Status</i> menu.						
	• Select up to three options by clicking the checkboxes.						
	• To deselect any option, click the checked box.						
Country of Birth	Searches by the nonimmigrant's country of birth. The <i>Country of Birth</i> field parameters include:						
	• To find and select the country of birth:						
	• Click the drop-down arrow to open the <i>Country</i> menu.						
	• Use the scroll bar to find the country of birth.						
	• Select the country of birth.						
	• To clear the chosen country of birth:						
	• Click the drop-down arrow to open the <i>Country</i> menu.						
	 Click Select One. 						
Country of Citizenship	Searches by the nonimmigrant's country of citizenship. The <i>Country of Citizenship</i> field parameters include:						
_	• To find and select the country of citizenship:						
	• Click the drop-down arrow to open the <i>Country</i> menu.						
	• Use the scroll bar to find the country of citizenship.						
	 Select the country of citizenship. 						
	• To clear the chosen country of citizenship:						
	• Click the drop-down arrow to open the <i>Country</i> menu.						



Field	Description							
	 Click Select One. 							
Student	Searches by the student's termination reason on SEVIS record.							
Termination	• Student Termination Reason field options include:							
Reason	 Absent from Country for Five months 							
	 Authorized Drop Below Full Course Time Exceeded 							
	 Authorized Early Withdrawal 							
	 Change of Nonimmigrant Classification 							
	 Change of Nonimmigrant Classification Denied 							
	 Change of Status Denied 							
	 Change of Status Withdrawn 							
	 Costs Exceed Resources 							
	• Death							
	 Denied Transfer 							
	 Expulsion 							
	 Extension Denied 							
	• Failure to Enroll							
	 Failure to Report While on OPT 							
	 Failure to Report While on OPT – System Termination 							
	 No-Show – Manual Termination 							
	 No-Show – System Termination 							
	 Otherwise Failing to Maintain Status 							
	 School Withdrawn 							
	 Suspension 							
	 Transfer Student No Show 							
	• Transfer Withdrawn							
	• Unauthorized Employment							
	• Unauthorized Withdrawal							
	 Violation of Change of Status Requirements 							
	• To find and select the student's termination reason:							
	 Click the drop-down arrow to open the <i>Student Termination</i> <i>Reason</i> menu. 							
	\circ Use the scroll bar to find the student's termination reason.							
	 Select the termination reason. 							
	• To clear the chosen student's termination reason:							
	• Click the drop-down arrow to open the <i>Student Termination</i>							



Field	Description						
	Reason menu.						
	 Click Select One. 						
Dependent	Searches by dependent's termination reason on SEVIS record.						
Termination Reason	Note : You can only use this search, if you have selected to search F-2/M-2 Spouse/Dependents in the <i>Advanced Search Include</i> section.						
	• Dependent Termination Reason field options include:						
	 Child Over 21 						
	 Conviction of a Crime 						
	• Death						
	 Divorce 						
	• Other						
	 Principal Status Completed 						
	 Principal Status Terminated 						
	 Unauthorized Employment 						
	• To find and select the dependent's termination reason:						
	• Click the drop-down arrow to open the <i>Dependent Termination Reason</i> menu.						
	• Select the termination reason.						
	• To clear the chosen dependent's termination reason:						
	 Click the drop-down arrow to open the <i>Dependent Termination</i> <i>Reason</i> menu. 						
	 Click Select One. 						
Termination Date Range	Searches by the date a SEVIS record is terminated. The <i>Termination Date Range</i> field parameters include:						
	Note : You can only use this search, if you have selected a <i>Student Termination Reason</i> .						
	• Enter all dates in format MM/DD/YYYY.						
	• Search a specific Termination Date by entering it in the <i>From Termination Date Range</i> field.						
	• Search a range of Termination Dates by entering the earliest date in the <i>From</i> field and the latest date in the <i>To</i> field.						
	• When completing the date fields, a red dotted line will surround the box. This indicates the entry is incomplete or in an incorrect format. When all boxes are filled correctly, the red lines will disappear. Roll mouse over partially completed fields for specific error message.						
	Note: Entering a date only in the <i>To</i> field (without a date in the <i>From</i> field)						



Field	Description						
	returns an error message.						
Student Request	Searches by a student's request type.						
Туре	• Student Request Type field options include:						
	• Change of Status						
	• Extension						
	• OPT						
	 Off-Campus Employment 						
	• Reinstatement						
	o Transfer						
	• To find and select the student's request type:						
	• Click the drop-down arrow to open the <i>Student Request Type</i>						
	menu.						
	• Select the student's request type.						
	• To clear the chosen student's request type:						
	• Click the drop-down arrow to open the Student Request Type menu.						
	• Click Select One.						
Student Request	Searches by the current status of a student's request status.						
Status	Note: You can only use this search, if you have chosen a Student Request						
	Type.						
	• Student Request Status field options include:						
	• Approved						
	• Cancelled						
	• Denied						
	• Pending						
	• Requested						
	• Withdrawn						
	• To find and select the student's request status:						
	 Click the drop-down arrow to open the <i>Student Request Status</i> menu. 						
	 Select the student's request status. 						
	• To clear the chosen student's request status:						
	 Click the drop-down arrow to open the <i>Student Request Status</i> menu. 						
	 Click Select One. 						



Field	Description					
Adjudication Date Range	Searches by the student request's date of approval or denial. The <i>Adjudication Date Range</i> field parameters include:					
	Note : You can only use this search, if you have chosen a <i>Student Request Type</i> .					
	• Enter all dates in format MM/DD/YYYY.					
	• Search a specific Adjudication Date by entering it in the <i>From Adjudication Date Range</i> field.					
	• Search a range of Adjudication Dates by entering the earliest date in the <i>From</i> field and the latest date in the <i>To</i> field.					
	• When completing the date fields, a red dotted line will surround the box. This indicates the entry is incomplete or in an incorrect format. When all boxes are filled correctly, the red lines will disappear. Roll mouse over partially completed fields for specific error message.					
	Note : Entering a date only in the <i>To</i> field (without a date in the <i>From</i> field) returns an error message.					

Sort Results By Section

5. You can sort search results by topic and order of descent. To prepare the display of search results:

To:		
Sort Results By: Surname/Primary Name V	• Ascending O Descending	 Clear Form Search

- Click the drop-down arrow in *Sorts Results By* field and select one of the following:
 - o Date of Birth
 - Date of Last Event

Note: The *Date of Last Event* is the most recent date a DSO has taken an action on the record.

- Given Name
- Program End Date
- o Program Start Date
- o SEVIS ID
- o Student Status



- Surname/ Primary Name
- Visa Type
- Click the Ascending or Descending radio button for the order of display.
- 6. Review the entered *Search Students & Dependents* information. Click one of the following:
 - <u>Clear Form</u> (a hyperlink, located on the bottom right corner of the page): Resets all of the chosen criteria fields to original empty values.

Search Students & Dependents
Quick Search: SEVIS 1D: Search Search Surname/Primary Name: Search Search Search
Advanced Search
1 \Par.
Sort Results By: Surname/Primary Name V @ Ascending O Descending Search

• Search (located on the bottom right corner of the page): Opens a list of all nonimmigrant records fitting the chosen criteria.

Search Students & Dependents
Quick Search: Search Surname/Primary Name: Search Search Searches for student names only. Wildcards cannot be used.
Advanced Search
Seet Baselles By Surgama/Drimary Nama V @ Asserting Operanding

Search Results

Your search results will appear on the *Search Results* page, along with the criteria you used for your search.



	Search Results							
New Search R	efine Search							
Search Crite	ria:							
Visa Type = F	-1/M-1							
School Name	= Buckley So	hool of Speaking and Motorcy	cling					
Campus = All								
Student's Stat	te of Resider	nce = VIRGINIA						
SEVIS ID	Visa Type	Surname/Primary Name	Given Name	Date of Birth	Program Start Date	Program End Date	Status	Date of Last Event
N0004688926	F-1	Franklin	Roger	05/20/1985	11/25/2012	11/26/2013	COMPLETED	01/26/2015
N0004689243	F-1	Kane	Lana	03/31/1975	11/19/2014	12/31/2020	ACTIVE	03/03/2015
N0004689235	F-1	Stone	Hunter	08/25/1999	11/19/2014	05/31/2019	ACTIVE	11/21/2014
N0004688939	F-1	Weissmuller	John	06/02/1904	11/19/2014	05/31/2020	ACTIVE	12/24/2014
				4 Recs				

Review the information. Click one of the following:

- New Search: Returns you to an empty Search Students and Dependents page.
- **Refine Search:** Returns you to the *Search Students and Dependents* page displaying the search criteria you just chose. This allows you to keep some of the criteria and change other criteria.
- Hyperlinked-name in the *Surname/Primary Name* column: Opens the *Student Information* page for that nonimmigrant.

Icon Guide

This guide is a quick-reference for the icons that may be used in this SEVIS Nonimmigrant Search User Guide:

lcon	Definition				
Í	Additional information is available				
	Regulatory or policy resources				

Document Revision History

Date	Revision Summary
April 7, 2015	Initial Release