U.S. Immigration and Customs Enforcement

U.S. Department of State

SEVP

STUDENT AND EXCHANGE VISITOR PROGRAM

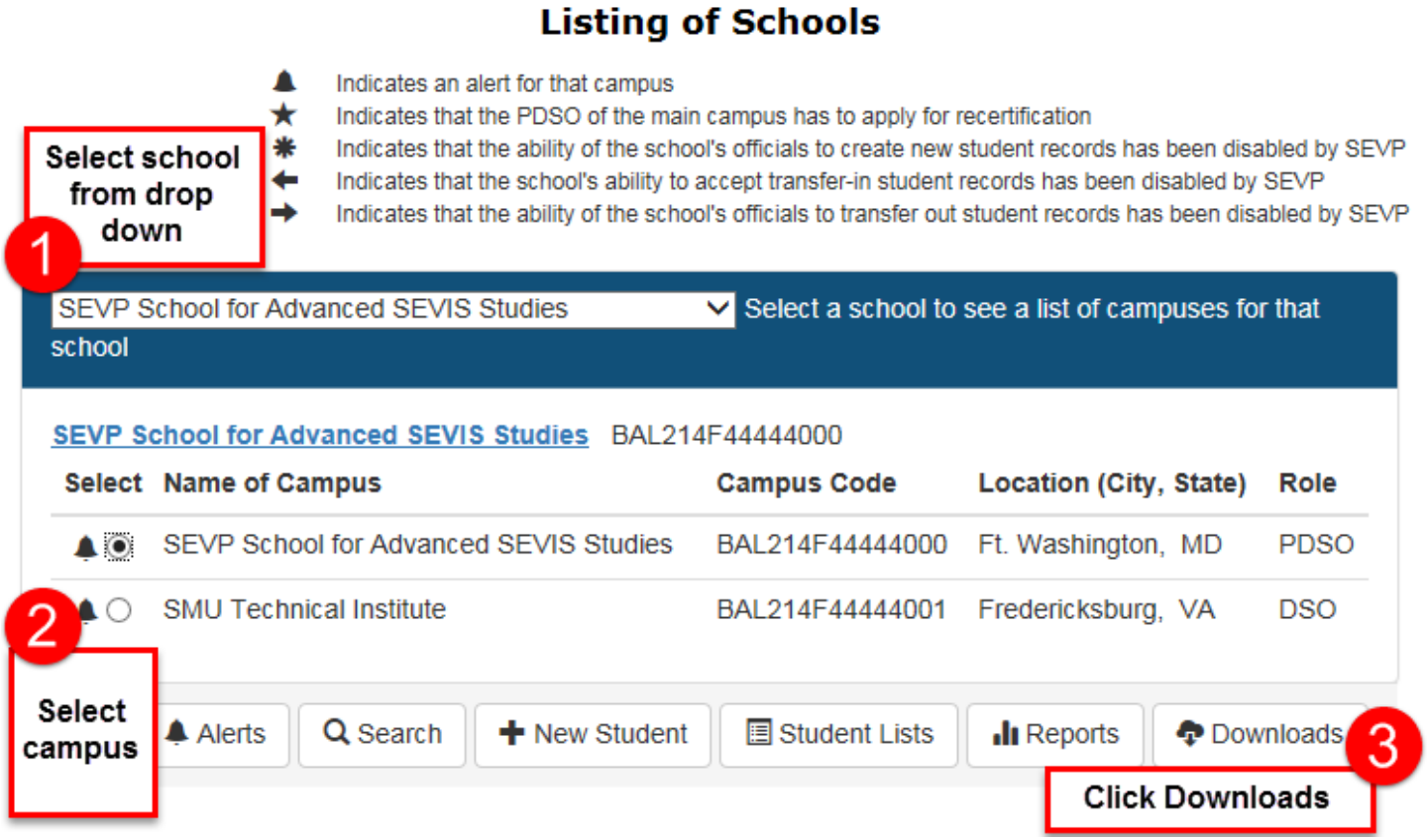
Screenshots for Mass Reprint Demonstration

SEVP
STUDENT AND EXCHANGE VISITOR PROGRAM

U.S. Immigration and Customs Enforcement

F/M Mass Reprint – Step 1

Navigate to the Listing of Schools page



SEVP
STUDENT AND EXCHANGE VISITOR PROGRAM

U.S. Immigration and Customs Enforcement

F/M Mass Reprint – Step 2

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

Click on Request Mass Form Reprint 4

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

No reprints are available for SEVP School for Advanced SEVIS Studies SEVP School for Advanced SEVIS Studies

Download section reviewed in a later slide.

SEVP
STUDENT AND EXCHANGE VISITOR PROGRAM

U.S. Immigration and Customs Enforcement

F/M Mass Reprint – Step 3

Mass Reprint Forms I-20: Search

SEVP School for Advanced SEVIS Studies
SEVP School for Advanced SEVIS Studies
BAL214F44444000

Use this feature to request Forms I-20 for multiple people with the same reprint reason. SEVIS will deliver the requested forms within 24 hours to the SEVIS Downloads page. The requesting officials name will print on all delivered forms. You must select Class(es) of Admission, Level(s) of Study, and Status(es) to include in your search.

Include:

5 Select your general search criteria

Class of Admission: ☐ F-1 (Students) ☐ F-2 (Dependents) ☐ M-1 (Students) ☐ M-2 (Dependents)

Level of Study - F: ☐ PRIMARY ☐ SECONDARY ☐ ASSOCIATE ☐ BACHELOR'S ☐ MASTER'S ☐ DOCTORATE ☐ LANGUAGE TRAINING ☐ OTHER

Level of Study - M: ☐ HIGH SCHOOL ☐ FLIGHT TRAINING ☐ OTHER VOCATIONAL SCHOOL

Status: ☐ Initial ☐ Active

Enter any additional criteria to refine the search.

6 Refine your search if needed

Criteria:

Surname/Primary Name Range: [ ] to [ ]

Active Post-Completion OPT: ☐

Program Start Date: From: [ ] / [ ] / [ ] (MM/DD/YYYY)

To: [ ] / [ ] / [ ] (MM/DD/YYYY)

Program End Date: From: [ ] / [ ] / [ ] (MM/DD/YYYY)

To: [ ] / [ ] / [ ] (MM/DD/YYYY)

Note: People will not appear in results if they were part of a mass reprint request in the last 7 days.

Limit Results To: 100

7 Limit your search results, if desired, and specify sort options

Sort Results By: Surname/Primary Name ◉ Ascending ○ Descending

Click Search 8

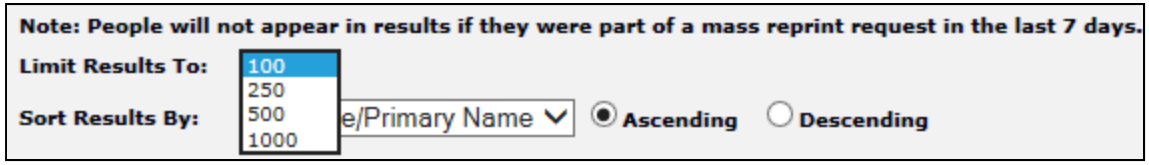
Clear Form | Search

SEVP
STUDENT AND EXCHANGE VISITOR PROGRAM

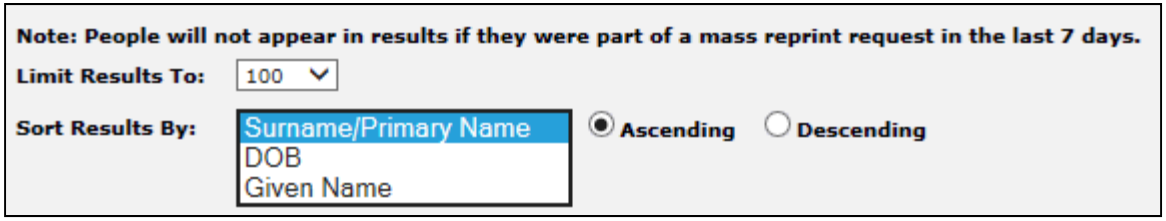
U.S. Immigration and Customs Enforcement

Mass Reprint – Limit/Sort Options

- Limit your results:



- Sort your results:



SEVP
STUDENT AND EXCHANGE VISITOR PROGRAM

U.S. Immigration and Customs Enforcement

F/M Mass Reprint

Selections remain, even if you move to a different page

Mass Reprint Forms I-20: Search Results

SEVP School for Advanced SEVIS Studies
SEVP School for Advanced SEVIS Studies
BAL214F44444000

Note: As you go through the pages of the list, click the rows to select individuals whose forms you want to print. Click Select All to include everyone on the list. To clear all selections, click Deselect All. When your selections are done, click Submit Selections.

5 of 33 selected

Show 10 entries

List can be sorted by most columns

Submit Selections | Select all | Deselect all

SEVIS ID	COA	Surname/Primary Name	Given Name	Date of Birth	Last Reprint Request Date
N0004705546	F-1	HelenThree	Jay	02/05/1957	
N0004705868	F-1	Ifesinachi	Tobeolisa	02/05/1957	04/27/2015
N0004705870	F-1	Ignatyeva	Lada	02/05/1957	
N0004690160	F-2	Kerller	Sam	01/01/2000	
N0004705541	F-1	Kharitonova	Mstislav	02/05/1957	
N0004705545	F-1	Komarkova	Alice	02/05/1957	
N0004705864	F-1	MaddieOne	Jay	02/05/1957	
N0004705866	F-1	MaddieThree	Jay	02/05/1957	
N0004705865	F-1	MaddieTwo	Jay	02/05/1957	
N0004705867	F-1	MaddyFour	Kate	02/05/1957	

Cannot reprint a form for someone who has had a reprint within the last 7 days

Showing 11 to 20 of 33 entries

First Previous 1 2 3 4 Next Last

SEVP
STUDENT AND EXCHANGE VISITOR PROGRAM

U.S. Immigration and Customs Enforcement

F/M Mass Reprint – Step 4

Mass Reprint Forms I-20: Search Results
SEVP School for Advanced SEVIS Studies
SEVP School for Advanced SEVIS Studies
BAL214F44444000

Note: As you go through the pages of the list, click the rows to select individuals whose forms you want to print. Click Select All to include everyone on the list. To clear all selections, click Deselect All. When your selections are done, click Submit Selections.

0 of 70 selected
Show 10 entries

9 **Select the number of records to display per page: 10, 20, 50, 100, All**

Click Submit Selections 11

Submit Selections
Select all | Deselect all

SEVIS ID	COA	Surname/Primary Name	Given Name	Date of Birth	Last Reprint Request Date
N0004705858	F-1	Allen	Jay	02/05/1957	
N0004705543	F-1	AnnFour	Kate	02/05/1957	
N0004705534	F-1	Araya	Karin	11/08/1994	04/30/2015
N0004705523	F-1	Arkfreith		08/14/1975	04/27/2015
N0004705871	F-1	Blokhin	Eugene	02/05/1957	04/27/2015
N0004705869	F-1	CarolynTwo	Jay	02/05/1957	
N0004703367	F-1	Ciapponi	Bronson	06/30/1990	04/30/2015
N0004706066	F-2	Curie	Pierre	05/15/1959	04/30/2015
N0004705862	F-1	Czolgosz	Leon	02/05/1957	
N0004706080	M-2	Doe	Janette	11/25/1995	

10 **Click anywhere on a row to select a record**

Click Select All if you want to choose everyone on the list

Showing 1 to 10 of 70 entries

First Previous 1 2 3 4 5 6 7 Next Last

SEVP
STUDENT AND EXCHANGE VISITOR PROGRAM

U.S. Immigration and Customs Enforcement

F/M Mass Reprint – Step 5

SEVP
STUDENT AND EXCHANGE VISITOR PROGRAM

U.S. Department of State

U.S. Immigration and Customs Enforcement

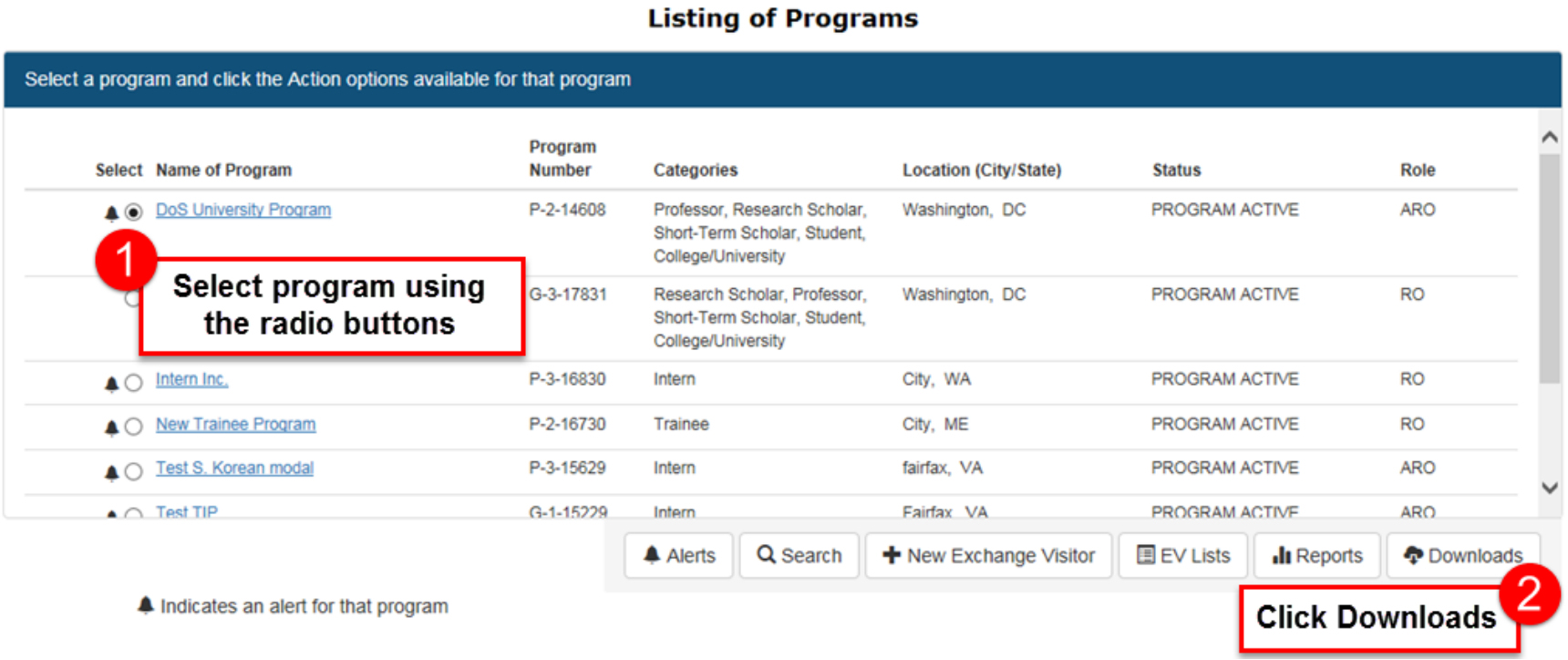
Request Mass Reprint of Form DS-2019

SEVP
STUDENT AND EXCHANGE VISITOR PROGRAM

U.S. Immigration and Customs Enforcement

J Mass Reprint – Step 1

Navigate to the Listing of Programs page



J Mass Reprint – Step 2

SEVIS Downloads

DoS University Program
Program Number: P-2-14608

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

Click on Request Mass Form Reprint 3

Request Mass Form Reprint

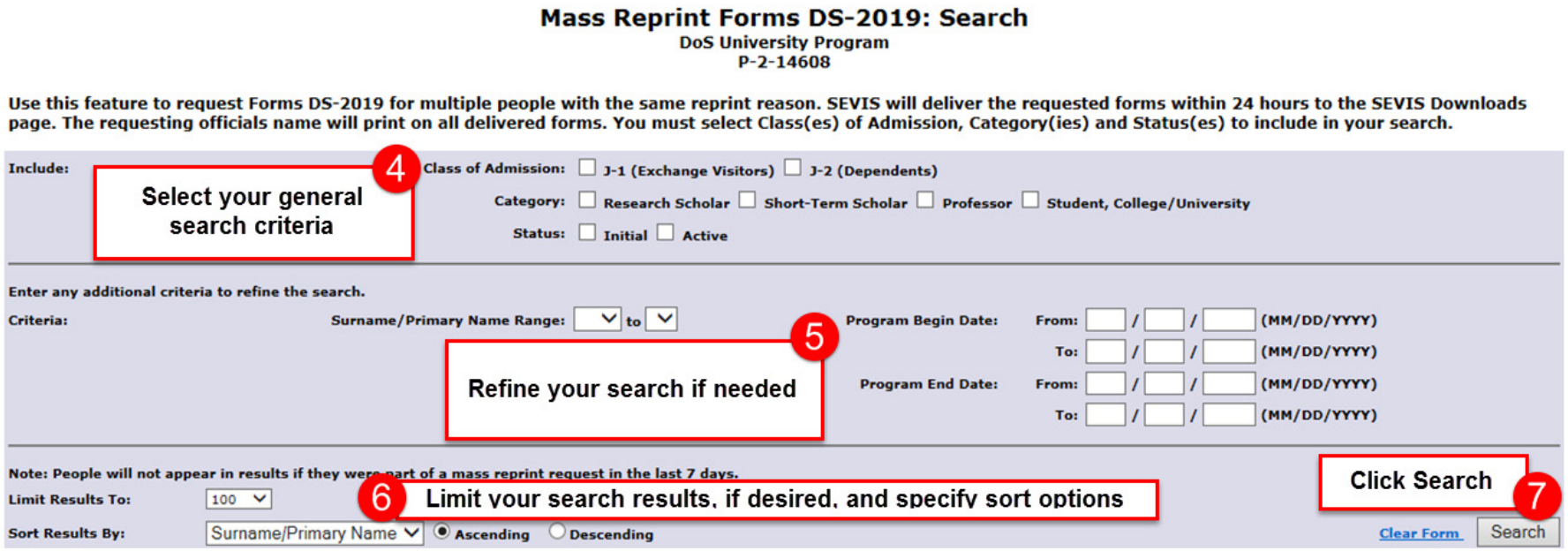
Requested Form Reprints (May take up to 24 hours to generate ZIP file; Removed after 30 days)

Date Submitted	Date Generated	Status	Title	Records	Name of Requestor/Role	File
No reprints are available for DoS University Program						

SEVP
STUDENT AND EXCHANGE VISITOR PROGRAM

U.S. Immigration and Customs Enforcement

J Mass Reprint – Step 3

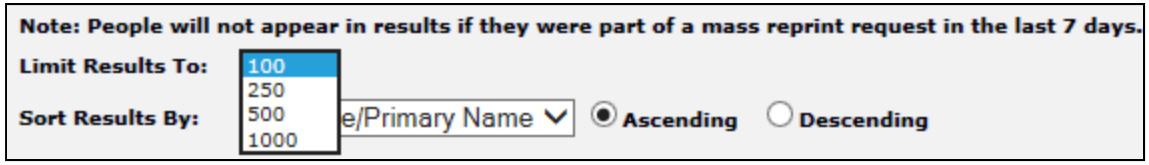


SEVP
STUDENT AND EXCHANGE VISITOR PROGRAM

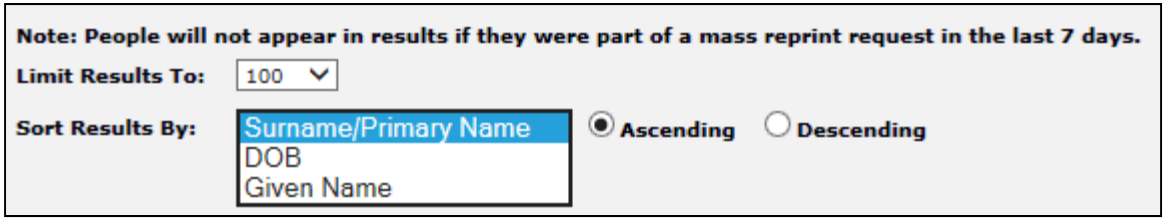
U.S. Immigration and Customs Enforcement

Mass Reprint – Limit/Sort Options

- Limit your results:



- Sort your results:



SEVP
STUDENT AND EXCHANGE VISITOR PROGRAM

U.S. Immigration and Customs Enforcement

J Mass Reprint

Selection remains even if you move to another page

List can be sorted by all columns

Mass Reprint Forms DS-2019: Search Results

DoS University Program
P-2-14608

Note: As you go through the pages of the list, click the rows to select individuals whose forms you want to print. Click Select All to include everyone on the list. To clear all selections, click Deselect All. When your selections are done, click Submit Selections.

6 of 17 selected

Show 10 entries

Submit Selections | Select all | Deselect all

SEVIS ID	COA	Surname/Primary Name	Given Name	Date of Birth	Category	Last Reprint Request Date
N0004698839	J-2	Joplin	Joann	08/13/2000	STUDENT ASSOCIATE	
N0004698840	J-2	Joplin	Jennifer	05/20/2000	STUDENT ASSOCIATE	04/27/2015
N0004705571	J-2	Marx	Solene	05/18/1999	STUDENT INTERN	
N0004703363	J-1	Proffer	Pollyanna	08/13/1986	PROFESSOR	
N0004691325	J-1	Smythe	Sally	09/12/1996	STUDENT BACHELORS	
N0004665978	J-1	Summerset	Sally Jean	05/28/1968	RESEARCH SCHOLAR	
N0004705564	J-1	Wendell	Wally	05/30/1992	STUDENT BACHELORS	

Cannot reprint a form for someone who has had a reprint within the last 7 days

Showing 11 to 17 of 17 entries

First Previous 1 2 Next Last

SEVP
STUDENT AND EXCHANGE VISITOR PROGRAM

U.S. Immigration and Customs Enforcement

J Mass Reprint – Step 4

Mass Reprint Forms DS-2019: Search Results
DoS University Program
P-2-14608

Note: As you go through the pages of the list, click the rows to select individuals whose forms you want to print. Click Select All to include everyone on the list. To clear all selections, click Deselect All. When your selections are done, click Submit Selections.

0 of 17 selected

8 **Select the number of records to display per page: 10, 20, 50, 100, All**

Show 10 entries

Click Submit Selections 10

Submit Selections

Select all | Deselect all

SEVIS ID	COA	Surname/Primary Name	Given Name	Date of Birth	Category	Last Reprint Request Date
N0004705577	J-2	Bradford	Beatrice	09/10/2000	PROFESSOR	
N0004703366	J-2	Bradford	Brenda	09/12/1987	PROFESSOR	
N0004703365	J-2	Feldheim	Frederik	09/01/1986	PROFESSOR	
N0004703364	J-1	Feldheim	Francine	08/13/1988	PROFESSOR	
N0004705838	J-2	Greening	Greg	07/10/1990	STUDENT BACHELORS	
N0004705515	J-1	Greening	Gina	05/20/1993	STUDENT BACHELORS	
N0004705840	J-2	Ingram	Ivan	08/13/1986	PROFESSOR	
N0004705839	J-1	Ingram	Irene	08/13/1988	PROFESSOR	
N0004698222	J-1	Jones	John	04/12/1990	PROFESSOR	
N0004698838	J-2	Joplin	Josh	08/13/1988	STUDENT ASSOCIATE	

9 **Click anywhere on a row to select a record**

Click Select All if you want to choose everyone on the

Showing 1 to 10 of 17 entries

First Previous 1 2 Next Last

SEVP
STUDENT AND EXCHANGE VISITOR PROGRAM

U.S. Immigration and Customs Enforcement

J Mass Reprint – Step 5

SEVP
STUDENT AND EXCHANGE VISITOR PROGRAM

U.S. Department of State

U.S. Immigration and Customs Enforcement

Download Reports and Mass Reprints of Forms

SEVP
STUDENT AND EXCHANGE VISITOR PROGRAM

U.S. Immigration and Customs Enforcement

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	PDSO
○	SMU Technical Institute	BAL214F44444001	Fredericksburg, VA	DSO

Alerts | Search | New Student | Student Lists | Reports | Downloads

SEVP
STUDENT AND EXCHANGE VISITOR PROGRAM

U.S. Immigration and Customs Enforcement

SEVIS Downloads Page

SEVIS Downloads

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

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System Downloads

Date Generated	Title	Description	File Type
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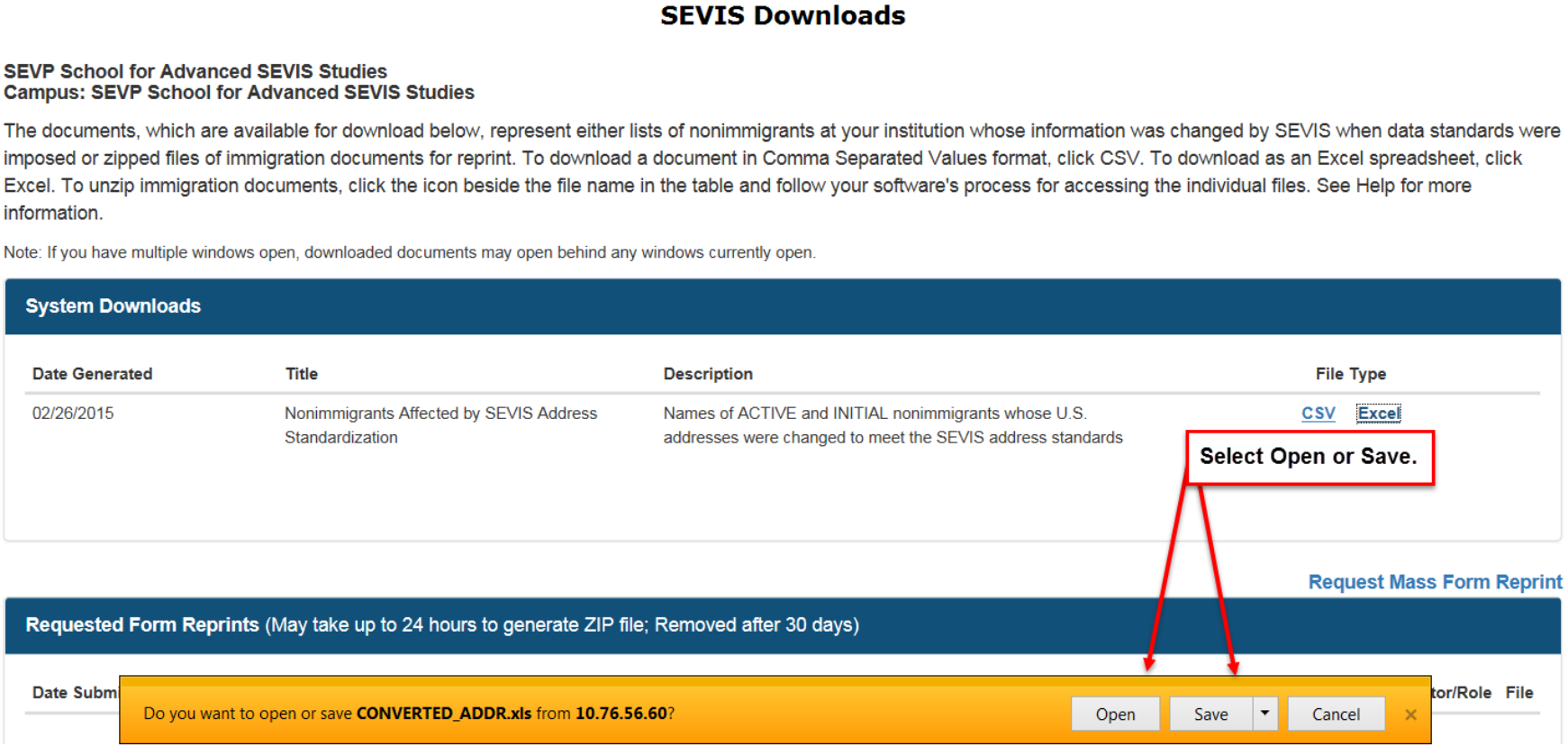
Click one of these links to download the report

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
No reprints are available for SEVP School for Advanced SEVIS Studies SEVP School for Advanced SEVIS Studies						

SEVP
STUDENT AND EXCHANGE VISITOR PROGRAM

U.S. Immigration and Customs Enforcement

SEVIS Downloads Page