U.S. Immigration and Customs Enforcement

U.S. Department of State

SEVP
STUDENT AND EXCHANGE VISITOR PROGRAM

SEVIS Name Standards, Mass Reprint of Forms, and Revised Forms

In-Studio Guests

- **Elizabeth Teachey** – Social Security Administration
- **Yanna Artamoshyna** – Social Security Administration
- **Nancy McCarthy** – Consular Affairs, Department of State
- **Quinton Eaton** – Systematic Alien Verification for Entitlements (SAVE)
- **Eric Schultz** – I-9/E-Verify
- **Jonathan Mills** – I-9/E-Verify
- **Wanda Crowder** – USCIS Verification Division

Agenda

- Release Planning

- Demonstrations

- Review of Name Standards

- Important Points about Mass Reprint of Forms

- Revised Form I-20

- Revised Form DS-2019

- Questions and Answers

Documents Available To Download Today

- Webinar Slides

- Release Planning Guide

- SEVIS Names Standards User Guide

- Redesigned Form I-20 Fact Sheet

- Redesigned Form I-20 FAQs

- SEVIS Names and Social Security Fact Sheet

- Demonstration Screenshots

Also look on *Study in the States* for these materials.

Release Planning

Release Planning

- Date of Release: June 26, 2015

- System Outage:

  – From: Friday, June 26, 2015 at 8 PM

  – To: Sunday, June 28, 2015 at 8 PM

- Best to plan for system unavailability on Monday, June 29, 2015.

Systems Affected

Process/System	Effects
I-901 (SEVIS) Fee	The I-901 System will not be able to process the SEVIS fee payments. Students and exchange visitors must either pay ahead of time or wait until SEVIS is online again.
Social Security Numbers (SSN)	The Social Security Administration will not be able to confirm F, M, or J status for anyone. Those needing an SSN should either apply before the outage or wait until SEVIS is online again.
SAVE	SAVE agents will not be able to verify the F, M, or J status for anyone. Verification requests should either be submitted before the outage or after SEVIS is online again.

Systems Affected

Process/System	Effects
E-Verify	E-Verify will not be able to confirm the status of anyone in F, M, or J status. Employers should verify those employees before the outage or wait until SEVIS is online again.
Visa Applications	Consular officers at U.S. embassies and consulates can view SEVIS data in their own system. However, the data might not be up-to-date. Some visa applications may be delayed until the data feed from SEVIS is restored.
Ports of Entry	Customs and Border Protection (CBP) Officers can verify admissibility using information that is not up-to-date. Anyone seeking F, M, or J status may be sent to secondary inspection for processing. CBP Officers in secondary inspection cannot access SEVIS to verify F, J, or M nonimmigrants' SEVIS status.

Systems Affected

Process/System	Effects
State Departments of Motor Vehicles (DMV)	DMV Agents will not be able to use SAVE to verify the F, M, or J status of applicants for driver's licenses or state IDs. Nonimmigrants needing a state driver's licenses/ID card should either apply before the outage or wait until SEVIS is online again.

Batch Users

Critical Date/Time	What Happens
NOON (EST) Friday, June 26, 2015	Deadline for schools/ sponsors to upload batches to SEVIS.
2:00 PM (EST) Friday, June 26, 2015	SEVIS will process uploaded batches.
3:00 – 7:30 PM (EST) Friday, June 26, 2015	Transaction logs and PDFs of forms available for download.

Demonstrations

Review of SEVIS Name Standards

SEVP
STUDENT AND EXCHANGE VISITOR PROGRAM

U.S. Department
of State

U.S. Immigration
and Customs
Enforcement

Name Standards

- Latin alphabet, no hyphens, no apostrophes

- One space between names

- LNU, FNU, Unknown, Not Applicable will not be accepted

- Entry of UNK or NA requires confirmation of name

SEVIS will require a universal standard of naming conventions, so names are entered consistently.

On-Screen Help on Names

Visa Type: J-1

The Surname/Primary Name is required. If the person has only one name, use this field. Do not use any special characters. Only letters A to Z and spaces are allowed. Do not use an abbreviation such as FNU to indicate a name is unknown. See Help for more information

1. * Surname/Primary Name

Use this field for names other than the Surname/Primary names such as first and middle names. If the person has only one name, this field may be left blank. Do not use any special characters. Only letters A to Z and spaces are allowed. Do not use an abbreviation such as FNU to indicate a name is unknown. See Help for more information

2. Given Name

3. Suffix: Select One ▼

Passport Name is optional but highly recommended. Enter the names found in the machine readable section of the passport, leaving out the separator character "<". Enter them in the order shown on the passport. See Help for more information.

4. Passport Name

This field allows names to be written in the order preferred in the person's home country. It may contain letters with diacritical markings such as Ä or Ñ. It may also contain hyphens, apostrophes, and a comma before the suffix. If you do not enter a Preferred Name, SEVIS will automatically enter the given name, surname/primary name, and a suffix, if applicable. See Help for more information

5. Preferred Name

Important Points about Mass Reprint Requests

Mass Reprint

- Reprint forms for multiple people at one time with the same reprint reason.

- Cannot reprint a form for anyone who has had a form printed within the previous seven days.

- Forms are not immediately available.

Mass Reprint – Sort Options (F/M)

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

Selections remain, even if you move to a different page

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

List can be sorted by most columns

Show 10 entries

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

Mass Reprint – Sort Options (J)

Selections remain even if you move to another page.

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

List can be sorted by all columns

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
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	

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

Showing 1 to 10 of 17 entries

First   Previous   **1**   2   Next   Last

Download Reports and Forms

SEVIS Downloads

- Page will be used to provide reports from SEVIS.

- Page will be where you access forms generated through mass reprint functionality.

- This functionality will be demonstrated during the Pre-release Webinar.

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	PDSO
🔔 ○	SMU Technical Institute	BAL214F44444001	Fredericksburg, VA	DSO

🔔 Alerts   🔍 Search   ➕ New Student   📋 Student Lists   📊 Reports   ☁ Downloads

Click **Downloads**.

SEVIS Downloads Page

SEVIS Downloads

SE[REDACTED]
Ca[REDACTED] 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 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 [REDACTED]						

SEVIS Downloads Page

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

Select Open or Save.

Request Mass Form Reprint

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

Date Subm				tor/Role	File

Do you want to open or save **CONVERTED_ADDR.xls** from **10.76.56.60**?   [Open] [Save ▼] [Cancel] ✕

Revised Form DS-2019

Revised Form DS-2019

New Form I-20

New Form I-20

- June 26, 2015: New version available in SEVIS

- Current version of Form I-20 remains usable through July 1, 2016

July 1, 2016: All F/M students and dependents need the new version of Form I-20.

Form I-20 Changes

- Rebranding

- Elimination of barcode and spaces for visa and port of entry information

- Easier to read, cleaner layout

- Includes all name fields

- Instructions moved to page three

- Better separation of dependent information from student information

New Form I-20

Applicants for social security numbers and driver's licenses **MUST** present the new Form I-20.

Questions and Answers

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Resources

Study in the States Website

- SEVIS Information Page
    - **http://studyinthestates.dhs.gov/sevis**
- Webinar Page
    - **http://studyinthestates.dhs.gov/webinars**

Other Resources

- SEVIS E-mail: **SEVISTechnicalFeedback@ice.dhs.gov**
- Department of State E-mail: **jsevis@state.gov**
- SEVP Response Center: **SEVP@ice.dhs.gov**
- SEVIS Help Desk**: 800-892-4829**