



CORRECTION REQUESTS 101

School officials must maintain accurate student records and address all errors in the Student and Exchange Visitor Information System (SEVIS) immediately.

Inaccurate data in SEVIS can affect a student's:

-  SEVIS record status
-  Eligibility for benefits
-  Application for an F-1/M-1 visa
-  Application for admission to a program
-  Application to enter the United States

How to Correct SEVIS Data

If a principal designated school official (PDSO) or designated school official (DSO) makes an error or fails to properly update a student's record, and cannot change the information in the data field, you must do one of the following:

- » Correct a student's record immediately using certain options on the **Corrections Management** page in SEVIS. (PDSOs only)

Note: These corrections do not require adjudication by the Student and Exchange Visitor Program (SEVP) Response Center (SRC) . However, you must maintain documentation of the reason for the correction in the student's file, in case it is ever requested.

- » Request a correction using other options on the **Corrections Management** page in SEVIS. (PDSOs or DSOs)

Note: These corrections require SRC adjudication.

- » Contact the SRC to request a data fix.

METHOD	COMPLETED BY	CORRECTION TIME	USED WHEN
PDSO [only] Corrections	PDSO Only	Immediate	<ul style="list-style-type: none"> » Return [record] to Initial Status: PDSOs can return a student record to Initial status, if it is within 15 days of the record cancelation or activation. » Extend Program: PDSOs can extend the student record up to 15 days after the Program End Date. <p>Note: Return to Initial Status and Extend Program appear on the student's Corrections Management page when allowed for the PDSO.</p> <ul style="list-style-type: none"> » Transfer Out: PDSOs can transfer out a student who just transferred in, if the student has not been registered and remains in Initial status. The Transfer Out function appears under the Actions menu on the Student Information page, when allowed for the PDSO.
PDSO and DSO Correction	PDSO or DSO	Immediate	<p>Terminate Student: PDSOs and DSOs can immediately correct a student record, if the student record is Canceled or Completed, when it should have been Terminated.</p> <p>Note: The Terminate Student function:</p> <ul style="list-style-type: none"> » Appears on the student's Corrections Management page when allowed for the DSO. » Does not require SRC adjudication. However, DSOs must maintain documentation of the reason for the correction in the student's file, in case it is ever requested.

METHOD	COMPLETED BY	CORRECTION TIME	USED WHEN
Correction Request	SRC through SEVIS	Typically within 30 days*	<p>PDSOs and DSOs can request the following changes to student records by using the Correction Request option in SEVIS:</p> <ul style="list-style-type: none"> » Correct program dates » Correct student SEVIS status » Correct SEVIS status of USCIS request » Correct termination reason <p>Notes:</p> <ul style="list-style-type: none"> » Each request receives a correction number and is adjudicated by the SRC. » For data integrity, you can request corrections on the student records for students who have not attended your institution for years.
Data Fix	SRC through SEVIS	Varies by request	For complicated correction requests, PDSOs and DSOs can submit a SRC Ticket (data fix) by calling the SRC (1 800 892 4829).

*Expedited Processing

A correction request is eligible for expedited processing when it meets one of the following criteria:

- » Student or dependent has a Form I-515, “Notice to Student or Exchange Visitor,” due within 30 days or less. **Required:** Copy of the Form I-515
- » There is a U.S. Citizenship and Immigration Services (USCIS) Service Center request for evidence (RFE) for employment, change of status or M-1 extension requests. **Required:** Copy of USCIS Service Center RFE.
- » Student or dependent arrives in the United States within 30 days.
- » USCIS may deny needed benefit dates, due to the status of the student’s SEVIS record.
- » Student or dependent needs a visa to travel to United States. **Required:** Visa appointment confirmation.
- » Student or dependent cannot obtain a driver’s license. **Include:** the rejection notice or explain in detail how the absence of the document is affecting the student ability to get to/from school or employment.
- » Student cannot obtain a Social Security card. **Include:** the rejection notice or explain in detail how the absence of the document is affecting the student.

Upload Evidence

PDSOs and DSOs can use the Upload Evidence functionality to send more information for the correction request directly through SEVIS.

- » DSOs can upload evidence at any time while the correction request is pending.
- » For more details about how to upload evidence, see [Upload Evidence for Correction Requests](#) on the SEVIS Help Hub.