




# 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

 Application for admission to a program

 Eligibility for benefits

 Application to enter the United States

 Application for an F-1/M-1 visa

## 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
<a href="#">PDSO [only] Corrections</a>	PDSO Only	Immediate	<ul style="list-style-type: none"> <li>» <b>Return [record] to Initial Status:</b> PDSOs can return a student record to Initial status, if it is within 15 days of the record cancelation or activation.</li> <li>» <b>Extend Program:</b> PDSOs can extend the student record up to 15 days after the Program End Date.</li> </ul> <p><b>Note:</b> Return to Initial Status and Extend Program appear on the student's <b>Corrections Management</b> page when allowed for the PDSO.</p> <ul style="list-style-type: none"> <li>» <b>Transfer Out:</b> 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 <b>Student Information</b> page, when allowed for the PDSO.</li> </ul>
PDSO and DSO Correction	PDSO or DSO	Immediate	<p><b>Terminate Student:</b> 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><b>Note:</b> The Terminate Student function:</p> <ul style="list-style-type: none"> <li>» Appears on the student's <b>Corrections Management</b> page when allowed for the DSO.</li> <li>» 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.</li> </ul>

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 <b>Correction Request</b> option in SEVIS:</p> <ul style="list-style-type: none"> <li>» <a href="#">Correct program dates</a></li> <li>» <a href="#">Correct student SEVIS status</a></li> <li>» <a href="#">Correct SEVIS status of USCIS request</a></li> <li>» <a href="#">Correct termination reason</a></li> </ul> <p><b>Notes:</b></p> <ul style="list-style-type: none"> <li>» Each request receives a correction number and is adjudicated by the SRC.</li> <li>» For data integrity, you can request corrections on the student records for students who have not attended your institution for years.</li> </ul>
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.