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### General Information

Students must apply with the U.S. Citizenship and Immigration Service (USCIS) to change their immigration status or for some types of work permission. Sometimes the Computer Linked Application Information Management System (CLAIMS) interface does not update the Student and Exchange Visitor Information System (SEVIS) with USCIS' decision.

When this happens, a designated school official (DSO) can request a change to the status of a student request in SEVIS, once the student provides evidence of the correct status to the DSO. However, Student and Exchange Visitor Program (SEVP) must approve all status change requests. The table below shows student status request changes that can be made through this correction request.

Possible student requests include:

- F-1 only – Off-Campus Employment
- F-1 and M-1:
  - Optional Practical Training (OPT)
  - Change of Status
- M-1 only:
  - Extension
  - Transfer

Request Status in Record	Change Request Status To
<b>Requested</b>	<ul style="list-style-type: none"> <li>• Approved</li> <li>• Denied</li> <li>• Pending</li> <li>• Withdrawn</li> </ul>
<b>Pending</b>	<ul style="list-style-type: none"> <li>• Approved</li> <li>• Denied</li> <li>• Withdrawn</li> </ul>



### Request SEVIS Change to Student Request Status

To request a change in SEVIS to the status of a student USCIS request:

1. Navigate to the *Student Information* page.

Reprint I-20

Print Draft I-20

**View:**  
Event History

Request/Authorization Details

Employment Information

**Actions:**  
Authorize To Drop Below Full Course

Cap-Gap Extension

Change Education Level

Corrections

Complete **Corrections**

Disciplinary Action

Shorten Program

Terminate Student

### Student Information

F-1 STUDENT <b>Ngo, Hang Thu</b>	SEVP School for Advanced SEVIS Studies - SEVP School for Advanced SEVIS Studies Start Date: <b>January 1, 2015</b> End Date: <b>July 31, 2016</b>	Status: <b>ACTIVE</b> Status Change Date: <b>August 22, 2016</b> SEVIS ID: <b>N0004705844</b>
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I-901 Fee Paid

I-20 ISSUE REASON: CONTINUED ATTENDANCE

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#### Personal / Contact Edit

Gender: <b>FEMALE</b> Date of Birth: <b>August 10, 1989</b> Age 27 Country of Birth: <b>VIETNAM</b> Country of Citizenship: <b>VIETNAM</b> Telephone: <b>Student does not have a telephone number.</b> Email Address: <b>HTN@gmail.com</b>	U.S. Address: <b>1408 GREENVILLE AVE, RICHMOND, VA 23220 - 6913</b> Address Status: <b>Valid S - Mailbox at a street address</b> Foreign Address: <b>123/45 AP A THAN, XA; PHU DUC TINH; VINH LONG, HUYEN; LONG HO, VIETNAM</b>
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#### Overall Remarks

**Student was able to complete master's degree during summer 2016.**

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#### Program Edit

#### Registration Registration

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Total Expense	\$50,000.00	Employment	
		Total Funding	\$70,000.00

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#### Dependents Edit

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#### Student Requests

Request Type OPT	Request Status <b>REQUESTED</b>	Receipt Number
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2. Click **Corrections**. The *Corrections Management* page opens.



### Corrections Management

"i" information icon denotes help about the page (i)  
Question Mark denotes information about the field (?)

[Return to Student Information](#)

F-1 Student <b>Ngo, Hang Thu</b>	SEVP School for Advanced SEVIS Studies - SEVP School for Advanced SEVIS Studies Start Date: 01/01/2015 End Date: 07/31/2016	Status: <b>ACTIVE</b> SEVIS ID: <b>N0004705844</b>
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#### Correction Options Available for This Student

Type of Correction	Description and Help
<a href="#">Request Change to Program Dates</a>	Use this option to change the students Program Start and End Dates and/or the Initial Session Start Date, if any or all those dates have passed. Use this option also if the Manage Initial Program and Session Dates, Shorten Program and/or Extend Program functions are no longer available. (?)
<a href="#">Correct Student Requests to USCIS</a>	Use this option to correct the reflected status of a students USCIS application in SEVIS. Click here for more information. (?)
<a href="#">Student Status</a>	Use this option to correct the students SEVIS record status. Click here for more information. (?)

#### Existing Correction Requests

This page displays only those correction request options that are appropriate for this SEVIS record. Use this page to request SEVIS corrections for this student. Also use this page to manage any pending correction requests and/or view any closed correction requests this SEVIS record may have. (?)

Search:

CR ID	CR Type	Submitted By	CR Date Submitted	CR Status Date	Request Status	Available Actions
No correction requests found						

- Click **Correct Student Requests to USCIS**. The *Correction Request: Open Student Requests to USCIS* page opens.

### Correction Request: Open Student Requests to USCIS

F-1 Student <b>Ngo, Hang Thu</b>	SEVP School for Advanced SEVIS Studies - SEVP School for Advanced SEVIS Studies Start Date: 01/01/2015 End Date: 07/31/2016	Status: <b>ACTIVE</b> SEVIS ID: <b>N0004705844</b>
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Request Type	Request Status	Request Date	Receipt Number	Command
OPT	REQUESTED	08/22/2016		<a href="#">Request Correction</a>

[Request Correction](#)

- Click **Request Correction**. The *Correction Request: OPT* page opens.



## Correction Request: OPT

Required fields are marked with an asterisk (\*)  
"i" information icon denotes help about the page (i)  
Question Mark denotes information about the field (?)

F-1 Student  
**Ngo, Hang Thu**

**SEVP School for Advanced SEVIS Studies - SEVP  
School for Advanced SEVIS Studies**  
Start Date: 01/01/2015 End Date: 07/31/2016

Status: **ACTIVE**  
SEVIS ID: **N0004705844**



### Request Information

Field	Value
Request Type:	OPT
Request Status:	REQUESTED
OPT Type:	POST-COMPLETION
DSO Recommended Start Date:	09/01/2016
DSO Recommended End Date:	08/31/2017
USCIS Approved Start Date:	
USCIS Approved End Date:	
Actual Start Date:	
Actual End Date:	
Full Time/Part Time:	FULL TIME
Employer Name:	unknown
Employer Address:	
Explain how the employment is related to course work:	
Employment Remarks:	
Receipt Number	

Change Request Status To \*

[Request Status Code help ?](#)

Correction Remarks: \*

[Correction Remark help ?](#)

Characters Remaining: 1000

Submit

Cancel

5. Edit the information:



- **Change Request Status To** drop-down list will vary depending on the current status of the application as it is in SEVIS.
- Additional required fields will vary depending on the:
  - Type of USCIS application.
  - Requested status change.
- **Correction Remarks** will always be required.

**Note:** Below is an example of updating a student's Optional Practical Training status from **Requested** to **Approved**.



## Correction Request: OPT

Required fields are marked with an asterisk (\*)  
 "i" information icon denotes help about the page ⓘ  
 Question Mark denotes information about the field ⓘ

F-1 Student <b>Ngo, Hang Thu</b>	SEVP School for Advanced SEVIS Studies - SEVP School for Advanced SEVIS Studies Start Date: 01/01/2015 End Date: 07/31/2016	Status: <b>ACTIVE</b> SEVIS ID: <b>N0004705844</b>
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### Request Information

Field	Value
Request Type:	OPT
Request Status:	REQUESTED
OPT Type:	POST-COMPLETION
DSO Recommended Start Date:	09/01/2016
DSO Recommended End Date:	08/31/2017
USCIS Approved Start Date:	
USCIS Approved End Date:	
Actual Start Date:	
Actual End Date:	
Full Time/Part Time:	FULL TIME
Employer Name:	unknown
Employer Address:	
Explain how the employment is related to course work:	
Employment Remarks:	
Receipt Number	

**Change Request Status To \***

APPROVED
▼

[Request Status Code help ⓘ](#)

**USCIS Approved Start Date: \***

MM

DD

YYYY

[USCIS Start Date help ⓘ](#)

**USCIS Approved End Date: \***

MM

DD

YYYY

[USCIS End Date help ⓘ](#)

**Actual Start Date: \***

MM

DD

YYYY

[Actual Start Date help ⓘ](#)

**Actual End Date: \***

MM

DD

YYYY

[Actual End Date help ⓘ](#)

**Correction Remarks: \***

[Correction Remark help ⓘ](#)

This is a required field.

Characters Remaining: 1000

Submit

Cancel

**Note:** An \* (asterisk) indicates required fields.



Field	Description
* <b>Change Request Status To</b>	Select one of the following from the drop-down list: <ul style="list-style-type: none"> <li>• Approved</li> <li>• Denied</li> <li>• Pending</li> <li>• Withdrawn</li> </ul>
* <b>USCIS Approved Start Date</b>	USCIS-authorized employment start date
* <b>USCIS Approved End Date</b>	USCIS-authorized employment end date
* <b>Actual Start Date</b>	The date the student’s authorized employment starts. It is also the USCIS-approved Employment Start Date.
* <b>Actual End Date</b>	The date the student’s authorized employment ends/ended. It may be before the USCIS-approved employment end date if a change in the student’s immigration situation has ended an already approved period of employment.
* <b>Correction Remarks</b>	Explain why the correction is needed. (This field allows 1000 characters.)

6. Click one of the following

- **Cancel:** Cancels the action and returns the user to the *Student Information* page.
- **Submit:** Submits the correction request. The *Submit Successful* page opens.

## Submit Successful

The following Request ID was assigned to this correction request: **211694**

This correction request requires review by SEVP.

Upload Evidence

Return to Corrections Management Page

Return to the Student Information Page



This page has the number assigned to the correction request. This case number will appear with the case information for this correction request on the Corrections Management page.

7. Click one of the following:



- **Upload Evidence:** The *Upload Correction Request Evidence* page opens.



We expect the **Upload Evidence** function to be available in December 2016.

- **Return to Corrections Management Page:** Returns the user to the *Corrections Management* page.
- **Return to the Student Information Page:** Returns the user to the *Student Information* page.

## Track Correction Processing

See the [SEVIS Correction Requests Overview](#) for an explanation of correction request processing, including notification from the SEVIS Help Desk of receipt of the correction request and completion.

## Icon Guide

See the [SEVIS Help Icons Job Aid](#) on the SEVIS Help Hub for a quick-reference of the icons used in this user guide.

## Document Revision History

Date	Revision Summary
December 30, 2015	Initial Release
September 29, 2016	Updated screen shots and new SEVIS functions and pages