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General

Occasionally, a student record is canceled or completed when it should have been terminated; for example:

- A student leaves a program in the middle of a final session and does not notify the DSO. The record auto-completes 60 days after the program end date. In this case, since the student stopped attending classes in the middle of a session without notifying the DSO, the record should have been terminated for Unauthorized Withdrawal.
- A student enters the United States with an initial attendance Certificate of Eligibility (COE), Form I-20. The port of entry information is not updated on the student's record and the student does not report to school or register for classes. The record will auto-cancel 60 days after the program start date. However, the record should be terminated for No Show-Manual Termination.



- DSOs can change the student SEVIS status from canceled or completed to terminated immediately, without SEVIS Help Desk adjudication.
- DSOs must maintain documentation justifying the correction in the student's record.
- All of these corrections are shown in the student's Event History.

Change SEVIS Record Status from Canceled or Completed to Terminated

To change a canceled or completed record to terminated status:

1. Navigate to the *Student Information* page.



View:
Event History
Request/Authorization Details
Employment Information
Corrections

Student Information

F-1 STUDENT Kitamura, Yaeko	SEVP School for Advanced SEVIS Studies - SEVP School for Advanced SEVIS Studies Start Date: April 23, 2015 End Date: April 22, 2019	Status: CANCELED Status Change Date: June 23, 2015 SEVIS ID: N0004705853
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I-901 Fee Paid I-20 ISSUE REASON: INITIAL
CANCELATION REASON: **SYSTEM CANCELLATION - STUDENT NOT ATTENDING**

Personal / Contact

Gender FEMALE	U.S. Address
Date of Birth October 19, 1963 Age 52	Address Status
Country of Birth JAPAN	Foreign Address 123 Not Here
Country of Citizenship JAPAN	JAPAN
U.S. Telephone	
Foreign Telephone	
Email Address	

Remarks

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 (?)
Plus icon indicates that the field can be expanded to display additional data (+)
Minus icon indicates that the field can be collapsed to display condensed data (-)

[Return to Student Information](#)

F-1 Student Kitamura, Yaeko	SEVP School for Advanced SEVIS Studies - SEVP School for Advanced SEVIS Studies Start Date: 04/23/2015 End Date: 04/22/2019	Status: CANCELED SEVIS ID: N0004705853
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Correction Options Available for This Student

Type of Correction	Description and Help
Request Change to Program Dates	Use this option to change the student's Program Start and End Dates and/or the Initial Session Start Date, if any or all those dates have passed. Only use this option if the Manage Initial Program and Session Dates, Shorten Program and/or Extend Program functions are no longer available. (?)
Student Status	Use this to change the student's current SEVIS record status to the correct one. Only use this if the student's record is in an incorrect status due to a DSO error. Do not use this if the student failed to maintain his immigration status and requires reinstatement. (?)
Terminate Student	Use this option to change a student's SEVIS record status from Canceled or Completed to Terminated. You will be able to select a termination reason from a drop-down menu. (?)

Existing Corrections

3. Click **Terminate Student**. A confirmation message appears explaining the additional documentation that must be kept on file.



Confirm

Your school must retain documentation in accordance with 8 CFR 214.3(g) that shows your justification for taking this action. The documentation should be signed by the PDSO. It must be provided to the SEVIS Program Office upon request.

4. Click one of the following:

- **I Agree:** Indicates the DSO will maintain the appropriate supporting documentation and opens the *Terminate Student* page.
- **Cancel:** Cancels the action and opens the *Student Information* page.

4. On the *Terminate Student* page, complete the required fields:

Terminate Student

Required fields are marked with an asterisk (*).

F-1 Student Kitamura, Yaeko	SEVP School for Advanced SEVIS Studies - SEVP School for Advanced SEVIS Studies Start Date: 04/23/2015 End Date: 04/22/2019	Status: CANCELED SEVIS ID: N0004705853
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1.* Termination Reason:

If "Otherwise Failing to Maintain Status", specify here:

2. Remarks:

3.* Reason for Correction:



Field	Description
Termination Reason*	<ul style="list-style-type: none"> • Select one of the following from the drop-down list: <ul style="list-style-type: none"> ○ Absent from country for five months ○ Authorized drop below full course time exceeded ○ Authorized early withdrawal ○ Change of status approved ○ Change of status denied ○ Change of status withdrawn ○ Death ○ Expulsion ○ Failure to enroll ○ Failure to report while on OPT ○ No show – Manual termination ○ Otherwise failing to maintain status ○ School withdrawn ○ Suspension ○ Transfer student no show ○ Unauthorized drop below full course ○ Unauthorized employment ○ Unauthorized withdrawal ○ Violation of change of status requirements <p>Note: See the SEVIS Help Hub on Study in the States for more information on SEVIS Termination Reasons.</p> <ul style="list-style-type: none"> • This is a required field.
Termination Reason Comment	<ul style="list-style-type: none"> • Enter how the student violated status, when choosing “Otherwise Failing to Maintain Status.” • Remarks will appear in the Correction Request History for this correction request. • Field has a 1000-character limit.
Correction Remarks*	<ul style="list-style-type: none"> • Explain why correction is needed. • Remarks will appear in the Correction Request History for this correction request. • Field has a 1000-character limit. • This is a required field.



5. Click one of the following:

- **Reset Values:** Returns all the previous values entered in the fields.
- **Cancel:** Cancels the action and opens the *Student Information* page.
- **Terminate Student:** Opens the confirmation message.

Confirm

Are you sure you want to change the status of the student to Terminated? Once the student has been terminated you will not be able to take any action on this student or print the student's record without requesting reinstatement.

6. Click:

- **Yes:** Update Successful message opens.
- **No:** Cancels the action and opens the *Student Information* page.

Update Successful

The record is now in terminated status for No Show- Manual Termination.

View: Event History Request/Authorization Details Employment Information Actions: Corrections Request Reinstatement Transfer Out	<h3>Student Information</h3> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%; vertical-align: top;"> F-1 STUDENT Kitamura, Yaeko </td> <td style="width: 35%; vertical-align: top;"> SEVP School for Advanced SEVIS Studies - SEVP School for Advanced SEVIS Studies Start Date: April 23, 2015 End Date: April 22, 2019 I-901 Fee Paid </td> <td style="width: 35%; vertical-align: top;"> <div style="border: 1px solid red; padding: 2px; display: inline-block;">Status: TERMINATED</div> Status Change Date: September 21, 2016 SEVIS ID: N0004705853 I-20 ISSUE REASON: INITIAL <div style="border: 1px solid red; padding: 2px; display: inline-block;">TERMINATION REASON: NO SHOW - MANUAL TERMINATION</div> </td> </tr> </table>	F-1 STUDENT Kitamura, Yaeko	SEVP School for Advanced SEVIS Studies - SEVP School for Advanced SEVIS Studies Start Date: April 23, 2015 End Date: April 22, 2019 I-901 Fee Paid	<div style="border: 1px solid red; padding: 2px; display: inline-block;">Status: TERMINATED</div> Status Change Date: September 21, 2016 SEVIS ID: N0004705853 I-20 ISSUE REASON: INITIAL <div style="border: 1px solid red; padding: 2px; display: inline-block;">TERMINATION REASON: NO SHOW - MANUAL TERMINATION</div>
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	<h3>Personal / Contact</h3> <p>Gender _____ Address _____</p>			



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
September 21, 2016	Initial Release