RESOURCES
FOR NEW DSOs

It is important for new designated school officials (DSOs) at Student and Exchange Visitor Program (SEVP)-certified schools to understand the F and M student process to successfully manage school and student records and fulfill their reporting and compliance obligations.

Below are resources on Study in the States and ICE.gov that can help new DSOs learn more about the F and M student and school certification life cycles.

General Resources

RESOURCE LIBRARY:
Study in the States offers free downloadable tools and resources to make it easier for F and M students and school officials to follow the U.S. government rules and regulations that govern the F and M student process.
https://studyinthestates.dhs.gov/resource-library

STUDY IN THE STATES GLOSSARY:
This glossary on Study in the States defines key terms used throughout the F and M student process in the United States.
https://studyinthestates.dhs.gov/glossary/V

STUDY IN THE STATES SCHOOL SEARCH TOOL:
Use the School Search tool to find SEVP-certified schools and programs eligible to enroll F and M students in the United States. Search by school name, location, education or visa type.
https://studyinthestates.dhs.gov/school-search

DSO CHECKLIST FOR ACCEPTED STUDENTS:
A checklist of all the necessary steps a DSO must take when a student is accepted to their school.
https://studyinthestates.dhs.gov/2013/10/dso-checklist-for-accepted-students

FREQUENTLY ASKED QUESTIONS - TRAVEL:
Common questions DSOs may have regarding the domestic and international travel procedures for F and M students.
https://www.ice.gov/sevis/travel

SEVIS Resources

SEVIS LOGIN:
The Student Exchange and Visitor Information System (SEVIS) login page.
https://sevis.ice.gov

SEVIS PASSWORD GUIDE:
Information on SEVIS password requirements and procedures.
https://studyinthestates.dhs.gov/sevis-help-hub/getting-started/sevis-basics/sevis-passwords#general_password_information

SEVIS HELP HUB:
The SEVIS Help Hub is a central location for school officials to access information about SEVIS. Explore the SEVIS Help Hub to find reporting requirements, guides and the latest on SEVIS enhancements and webinars.
https://studyinthestates.dhs.gov/sevis-help-hub

DSO REPORTING REQUIREMENTS:
An overview of SEVIS reporting requirements for DSOs.
https://www.ice.gov/sevis/dso-requirements

CREATING AN INITIAL FORM I-20:
Instructions on how to issue the Form I-20, "Certificate of Eligibility for Nonimmigrant Students," to F and M students.
https://studyinthestates.dhs.gov/sevis-help-hub/getting-started/sevis-basics/listing-of-schools/create-initial-form-i-20-coe

MAINTAINING ACCURATE SEVIS RECORDS:
Outlines various SEVIS functions and overviews how to update and maintain student records for F and M students in SEVIS.
https://studyinthestates.dhs.gov/maintaining-accurate-sevis-records

SEVIS Resources

RECORD REGISTRATION GUIDE:
Information for DSOs on record registration for all F and M students in SEVIS. This page includes SEVIS registration dates to remember and instructions to help DSOs register initial SEVIS records.
https://studyinthestates.dhs.gov/sevis-help-hub/update-records/maintain-student-records/f-1-and-m-1-registration

GUIDANCE ON PROOF OF FINANCIAL SUPPORT FOR ISSUING I-20S:
A guide on how to enter a prospective student's proof of financial support in SEVIS. A DSO must submit this critical proof before issuing a Form I-20.
https://studyinthestates.dhs.gov/financial-ability

GUIDANCE ON NAMING STANDARDS / PASSPORT INFORMATION:
A guide to familiarize SEVIS users with U.S. standards and their relationship to international standards governing machine-readable travel documents.
https://studyinthestates.dhs.gov/sevis-help-hub/sevis-basics/system-data-entry-standards/name-standards

STUDENT PASSPORT AND VISA INFORMATION:
Instructions for DSOs on how to add, update or edit a student's travel, visa and password information in SEVIS.
https://studyinthestates.dhs.gov/sevis-help-hub/student-records/update-student-records/travel-visa-and-passport-information

Contact Information

SEVP RESPONSE CENTER (SRC):
Assists with all SEVP-related questions, including general questions on how to use SEVIS, as well as SEVIS data fixes and correction requests. SRC's hours are Monday through Friday, 8 AM to 6 PM ET, except holidays.

Phone:
(800) 892-4829
(703) 603-3400

Email:
SEVP@ice.dhs.gov

ICE TIP LINE:
Report fraudulent activity, unauthorized employment and/or security concerns.
Dial: 1-866-DHS-2-ICE
https://www.ice.gov/tipline