

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>