

## Take Action In SEVIS

 Maximum Public School Attendance is 12 Months

PDSOs, remember to update the academic session dates on the school's Form I-17, "Petition for Approval of School for Attendance by Nonimmigrant Student," once a year.

Call the SEVP Response Center if you need assistance.

You can change the student's program start and end dates using the "Manage Initial Program and Session Dates" link in SEVIS if the record is in Initial status.

**Note:** Keep the student record in Active status when on vacation unless they do not plan to return.

DSO registers students in SEVIS within 30 days of session start date.



Set reminders on your calendar to register your students in SEVIS at the beginning of every session (each semester).



Check for duplicate records before creating new ones.



Caution: If you do not register your student records in SEVIS, they will auto-terminate.



Before you Terminate or Cancel a student record in SEVIS, call the SEVP Response Center if you are unsure of the correct action.

- Cancel means the student has not entered the United States on this SEVIS record and does not plan to attend your school.
- Terminate means the student has entered the United States and failed to report by the program start date or left without completing the program.



Transferring in: Use the SEVIS record from the previous school.



Transferring out to a different school or college:

- Transfer the student's SEVIS record to the new school.
- It is a good idea to notify the DSO at the new school.



DSO signs page 2 of Form I-20, "Certificate of Eligibility for Nonimmigrant Student Status," for travel.

### Fall Session



### Winter Break

### Spring Session



### Summer Session/Break

For more detailed information, please see related articles on the [SEVIS Help Hub](#).