

When creating the Form I-20, “Certificate of Eligibility for Nonimmigrant Student Status,” certain information about the student and the program is required. When registering, verify the information directly with the student.

Issue Reason:

- Initial attendance – The student is NOT currently in the United States and is applying for a student visa.
- Initial attendance (change of status requested) – The student is current in the United States and is applying for student status.

Personal Information:

- Student’s legal name (as it appears on their passport, if possible).
- Student’s date of birth, gender, country of birth, country of citizenship.
- Issue reason (initial attendance or initial attendance – change of status requested).
- Student’s foreign address (actual, physical address – not a recruiting agent or agency).
- The student’s U.S. address is not required until the record is registered. This is because the student may not have had time to make living arrangements.
- Dependent information – accompanying spouse and children, if any.

Program Information:

- Education level – Select level student will pursue at your school (e.g., bachelor’s).
- Primary major code – Select the appropriate Classification of Instructional Program (CIP) code your school is approved to teach.
- Secondary major code & minor code – Select the appropriate CIP code, if any.
- Normal length of study (in months) for the entire program.
- Program start date – Date student is required to report to school. Must NOT be greater than 30 days prior to initial session start date.
- Initial session start date – First day of classes. Must NOT be greater than 30 days after program start date.
- Program end date – Must be when the student is expected to complete the program (NOT any extra grace period time).
- English proficiency – Required proficiency for program and student’s ability.

Special Information:

- Expenses – includes tuition, living expenses and other costs.
- Funding – includes personal funds, funds from the school and other funds.



Before creating a new record, check for duplicates, which can be found in the Drafts and Initials list.



Keep in contact with students to verify expected start dates.



Maintain copies of passports, visas and other official documents.



Register students in SEVIS every program and session start date.

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