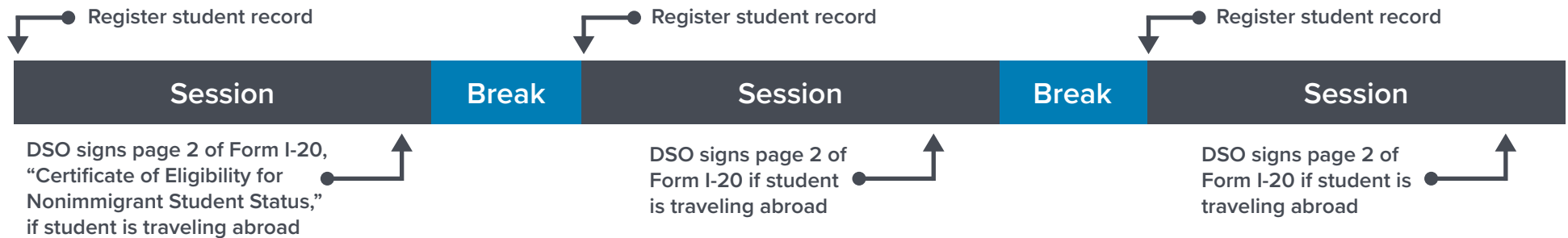


# Reporting Events on the Form I-20

Whether your school operates in semesters, trimesters, quarters or other session lengths, the pattern of reporting remains the same throughout the student's program of study. Some programs may be completed in several years, while others may take several weeks.



Program dates are the start and end dates of the entire program while the student is studying at your school.

**NOTE:** Program end dates may be shortened or extended in SEVIS, if needed.

Select the links in SEVIS on the Student Information page:

- Shorten program.
- Extend program.
- Request change to program dates (correction request).
- Manage Initial Program and Session Dates (if in Initial status).

Session dates are the start and end dates of each semester, trimester or quarter.

## Reporting Regular Events:

- Register, terminate or cancel students in SEVIS within 30 days of each session start.
- DSO signs page 2 of the Form I-20 before students travel abroad.

## Reporting Educational Program Events:

- Authorize drop below full course (conditions apply).
- Change of education level (e.g., from bachelor's to master's).
- Complete program.
- Transfer in/out.

## Reporting Employment:

- Curricular practical training employment authorization (conditions apply).
- Off-campus employment (conditions apply).
- Optional practical training request (in conjunction with U.S. Citizenship and Immigration Services).

## Reporting Irregular Events:

- Cancel student (if student is not using Form I-20).
- Terminate student (see termination reasons).
- Disciplinary action (e.g., convicted of a crime).

Schools are required to report specific changes within 21 days.

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