

## Active Status Student Record

Some links in SEVIS are self-explanatory, while others are not so intuitive. Here is a quick guide to help you understand some of the most commonly used links.



### Register your students!

Remember to register your students in SEVIS at the beginning of each academic session and no later than 30 days after the session start date.

Use the **Authorize to Drop Below Full Course** link if your student is unable to maintain a full course of study for the following reasons:

- Academic difficulties in initial session.
- Medical conditions (must not exceed an aggregate of 12 months).
- Student in final session does not need to take a full-time course load to complete program requirements.
- See 8 CFR 214.2(f)(6)(iii) reduced course load for details.

Use the **Change Education Level** link when your student is beginning a new program at the same academic level or changing from one education level to the next, such as:

- Language program to an associate's
- Associate's to bachelor's
- Bachelor's to master's
- Master's to doctorate

**Note:** A student cannot change their visa classification by changing their education level.

**Terminate Student:** Use this link if your student is not planning to return to your school or has violated their status. Do not use this link if the student is transferring to another school.

**CAUTION:** Contact the SEVP Response Center if you are unsure of the correction action.

Use the **Transfer Out** link to transfer a student to another SEVP-certified school. The student's SEVIS ID should follow the student to the next school. Set a transfer release date so the record automatically transfers to the new school on that date.

**Note:** It is a good idea to work with the DSO at the transfer-in school. This will make the student's transition smoother.

**Corrections:** The following corrections functions, and others, can be found under the **Corrections** link on the student information page.

- **Request Change to Student Status:** Use this link to submit a Correction Request to change the status of the student record. Monitor your email inbox for any requests for information coming from SEVIS. Follow the instructions given to you in the email.
- **Request Change to Program Dates:** Before using this link, try the **Extend Program** or **Shorten Program** links, which can be used before the program end date to change the program duration and avoid a Corrections Request.
- **Return to Initial Status:** Use this link if you have prematurely registered your student in SEVIS. This link is only available to the PDSO for 15 days after registration.

**Note:** Some corrections require a Data Fix ticket and cannot be corrected through a Corrections Request. Contact the SEVP Response Center to open a Data Fix ticket.

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