

Some cancellation reasons are self-explanatory, but others are not. When in doubt, contact the SEVP Response Center to avoid creating hardships for your students.



Student records will auto-cancel if there is no port of entry data or a registration on the record.

### When a student record is in canceled status, it should mean:

- There is no port of entry information on the record
- There is no change of status information on the record



Do NOT cancel a student record if the student has already attended your school on this record.

## Cancellation Reasons:

### Drop-down menu choices:

- **Offer withdrawn** – Use this when your school has withdrawn their offer of admission to the student.
- **Record created in error** – Use this when this record is not needed and will not be used.
- **Student arrived under different SEVIS ID** – Use this when the student arrives in the United States using a different Form I-20.
- **Student not attending** – Use this before the student attends your school. If the student has attended, then terminate the record.
- **Student registered under different SEVIS ID** – Use this when the student has more than one record and you maintain a different record.
- **Visa issued for different SEVIS ID** – Use this when the student has a visa associated with a different SEVIS ID.