# Form I-20: Creating and Registering



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:**

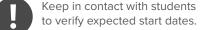
- Education level Select level student will pursue at your school (e.g., bachelor's).
- Primary major code Select the appropriate Classification of Instructional Program (CIP) code your school is approved to teach.
- Secondary major code & minor code Select the appropriate CIP code, if any.
- Normal 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.

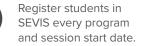


Before creating a new record, check for duplicates, which can be found in the Drafts and Initials list.



Maintain copies of passports, visas and other official documents.





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

For SEVIS technical questions, call: 800-892-4829 or email SEVISHelpDesk@ice.dhs.gov

Contact the SEVP Response Center at SEVP@ice.dhs.gov or 703-603-3400 for policy questions

For more information, visit http://studyinthestates.dhs.gov

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