








## Take Action in SEVIS

You can change the program start and end dates using the “Manage Initial Program and Session Dates” link in SEVIS if the record is in Initial status.

PDSOs, remember to update the academic session dates on the school’s Form I-17, “Petition for Approval of School for Attendance by Nonimmigrant Student,” annually. Call the SEVP Response Center if you need assistance.

**Note:** Keep the student record in Active status when on vacation unless they do not plan to return.

Register students in SEVIS within 30 days of all session start dates (each semester).

-  Set reminders on your calendar to register your students in SEVIS at the beginning of every session (each semester).
-  Check for duplicate records before creating new ones.
-  **Caution:** If you do not register your student records in SEVIS, they will auto-terminate.
-  Before you Terminate or Cancel a student record in SEVIS, call the SEVP Response Center if you are unsure of the correct action.
  - Cancel: The student has not entered the United States on this SEVIS record and does not plan to attend your school.
  - Terminate: The student has entered the United States and failed to report within 30 days of the program start date or has left without completing the program.
-  Transferring in: Use the SEVIS record from the previous school.
-  Transferring out to a different school or college:
  - Transfer the student’s SEVIS record to the new school.
  - It is a good idea to notify the DSO at the new school.
-  Remember to sign page 2 of the Form I-20, “Certificate of Eligibility for Nonimmigrant Student Status,” before your student leaves the United States on vacation.

Fall Session



Winter Break



Spring Session



Summer Session/Break



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