



Contents

General Information	1
Request Change to Student Status	2
Track Correction Processing	7
Icon Guide	7
Document Revision History	7

General Information

Occasionally, the status of a student record needs to be changed; for example:

- Incorrect registration of a record for a student who never entered the United States (Active to Canceled)
- Auto-canceled record of an initial student who is pursuing a full course of study (Canceled to Active)
- Auto-canceled record of an initial student who requested a deferral (Canceled to Initial)
- Incorrect termination of a student who is pursuing a full course of study (Terminated to Active)

While school officials can change the status of some records, SEVP must approve most status changes. DSOs can submit a correction request to change the status of the SEVIS record. The table below shows the types of status changes that can be requested through a correction request in SEVIS.

Note: The student’s status can be viewed in the upper, right corner of each student’s record.

Current Status	Request Change To
Initial	<ul style="list-style-type: none"> • Completed • Terminated
Canceled	<ul style="list-style-type: none"> • Initial • Completed • Active
Active	<ul style="list-style-type: none"> • Canceled • Initial



Current Status	Request Change To
Completed	<ul style="list-style-type: none"> • Active • Initial • Terminated
Terminated	<ul style="list-style-type: none"> • Active • Canceled • Completed • Initial



DSOs may not request a change from Terminated status for transfer-in students in Terminated status. This requires a data fix or a reinstatement.

Request Change to Student Status

Request a Change to Student Status:

1. Navigate to the *Student Information* page. Click **Corrections**. The *Corrections Management* page opens.

View:
[Event History](#)
[Request/Authorization Details](#)
[Transfer History](#)
[Employment Information](#)
Actions:
Corrections
[Request Reinstatement](#)
[Transfer Out](#)

Student Information

<p>F-1 STUDENT Vargicova, Ana</p>	<p>SEVP School for Advanced SEVIS Studies - SEVP School for Advanced SEVIS Studies Start Date: August 15, 2015 End Date: May 15, 2019</p> <p style="color: green; font-size: small;">I-901 Fee Paid</p>	<p style="border: 1px solid red; padding: 2px; display: inline-block;">Status: TERMINATED</p> Status Change Date: August 17, 2016 SEVIS ID: N0004704562 <p style="font-size: small;">I-20 ISSUE REASON: CONTINUED ATTENDANCE TERMINATION REASON: UNAUTHORIZED DROP BELOW FULL COURSE</p>
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Personal / Contact

Gender FEMALE Date of Birth April 3, 1990 Age 26 Country of Birth SLOVAKIA Country of Citizenship SLOVAKIA Telephone Student does not have a telephone number. Email Address ...@...mail.com	U.S. Address 3201 PATTERSON AVE, RICHMOND, VA 23221 - 2316 Address Status Valid S - Mailbox at a street address Foreign Address 1423 Broskynova Ul. Nitra, 94901, SLOVAKIA
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2. Click **Student Status**. The *Correction Request: Student Status* page opens.

Corrections Management

"i" information icon denotes help about the page (i)
Question Mark denotes information about the field (?)
Plus icon indicates that the field can be expanded to display additional data (+)
Minus icon indicates that the field can be collapsed to display condensed data (-)

[Return to Student Information](#)

F-1 Student Vargicova, Ana	SEVP School for Advanced SEVIS Studies - SEVP School for Advanced SEVIS Studies Start Date: 08/15/2015 End Date: 05/15/2019	Status: TERMINATED SEVIS ID: N0004704562
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Correction Options Available for This Student

Type of Correction	Description and Help
Request Change to Program Dates	Use this option to change the student's Program Start and End Dates and/or the Initial Session Start Date, if any or all those dates have passed. Only use this option if the Manage Initial Program and Session Dates, Shorten Program and/or Extend Program functions are no longer available. (i)
Student Status	Use this to change the student's current SEVIS record status to the correct one. Only use this if the student's record is in an incorrect status due to a DSO error. Do not use this if the student failed to maintain his immigration status and requires reinstatement. (i)
Request Change to Termination Reason	Use this option to change the student's termination reason. (i)

Existing Corrections

3. Update the required fields for the needed record status change.



Correction Request: Student Status

Required fields are marked with an asterisk (*)
 "i" information icon denotes help about the page (i)
 Question Mark denotes information about the field (?)
 Plus icon indicates that the field can be expanded to display additional data (+)
 Minus icon indicates that the field can be collapsed to display condensed data (-)

F-1 Student Vargicova, Ana	SEVP School for Advanced SEVIS Studies - SEVP School for Advanced SEVIS Studies Start Date: 08/15/2015 End Date: 05/15/2019	Status: TERMINATED SEVIS ID: N0004704562
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Change Status To: * What are the SEVIS Statuses? (?)

ACTIVE ▼

Program Dates (Update if changing to Initial or Active status only.)

Program Start Date: * What is the Program Start Date? (?)

08 / 15 / 2015

Program End Date: * What is the Program End Date? (?)

05 / 15 / 2019

The length of this program is 45 months.

Session Dates (Required if changing to Active status.)

Current Session Start Date: * What is the Current Session Start Date? (?)

MM / DD / YYYY

Current Session End Date: * What is the Current Session End Date? (?)

12 / 31 / 2017

Next Session Start Date: * What is the Next Session Start Date? (?)

01 / 01 / 2018

The student is in the last session of his/her program. If checked, do not enter Next Session Start Date. What does this box mean? (?)

Correction Remarks: * What are Correction Remarks? (?)

Characters Remaining: 1000

Note: An * (asterisk) indicates required fields.



Field	Description
<p>* Change Status To</p>	<p>Select a status from the drop-down list:</p> <ul style="list-style-type: none"> • Initial • Active • Canceled • Completed
<p>* Program Dates</p> <ul style="list-style-type: none"> • Program Start Date • Program End Date <p>Note: Update if changing to Initial or Active status only.</p>	<p>Change the dates, if needed.</p> <p>Note: M-1 student’s program end date cannot be more than three years from program start date.</p>
<p>* Initial Session Start Date</p> <p>Note: Update if changing to Initial status only.</p>	<p>Change the dates, if needed.</p>
<p>* Session Dates</p> <ul style="list-style-type: none"> • Current Session Start Date • Current Session End Date • Next Session Start Date <p>Note: Required if changing to Active status only.</p>	<p>Change the dates, if needed.</p> <p>Note: If this is the student’s last term, leave the Next Session Start Date field blank.</p>
<p><input type="checkbox"/> The student is in the last session of his/her program.</p> <p>Note: If checked, do not enter Next Session Start Date.</p>	<p>Click the checkbox, if this is the student’s last term.</p>
<p>* Cancellation Reason</p> <p>Note: Required if changing to Canceled status.</p>	<p>Select a cancellation reason from the drop-down list:</p> <ul style="list-style-type: none"> • Offer Withdrawn (Admissions) • Record Created in Error • Student Arrived Under Different SEVIS ID • Student Not Attending • Student Registered Under Different SEVIS ID • Visa Issued for Different SEVIS ID



Field	Description
* Correction Remarks	Explain why correction is needed. Note: This field allows 1000 characters.

4. Click one of the following:

- **Submit:** Submits the correction request. The *Submit Successful* page opens.
- **Cancel:** Cancels the action and returns the user to the *Student Information* page.

Submit Successful

The following Request ID was assigned to this correction request: **211694**

This correction request requires review by SEVP.

Upload EvidenceReturn to Corrections Management PageReturn to the Student Information Page



This page has the number assigned to the correction request. This case number will appear with the case information for this correction request on the *Corrections Management* page.

5. Click one of the following:

- **Upload Evidence** to send evidence supporting the correction request.



We expect the **Upload Evidence** function to be available in December 2016.

- **Return to the Corrections Management Page** to return to the *Corrections Management* page.
- **Return to the Student Information Page** to return to the *Student Information* page.



Track Correction Processing

See the [SEVIS Correction Requests Overview](#) for an explanation of correction request processing, including notification from the SEVIS Help Desk of receipt of the correction request and completion.

Icon Guide

See the [SEVIS Help Icons Job Aid](#) on the SEVIS Help Hub for a quick-reference of the icons used in this user guide.

Date	Revision Summary
December 29, 2015	Initial Release
September 28, 2016	Updated screen shots and new SEVIS functions and pages