

# RESOURCES FOR NEW DSOs

It is important for new designated school officials (DSOs) at Student and Exchange Visitor Program (SEVP)-certified schools to understand the international student process to successfully manage school and student records and fulfill their reporting and compliance obligations.

Below are resources on [Study in the States](#) and [ICE.gov](#) that can help new DSOs learn more about the [international student](#) and [school certification life cycles](#).

## General Resources

### RESOURCE LIBRARY:

Study in the States offers free downloadable tools and resources to make it easier for international students and school officials to follow the U.S. government rules and regulations that govern the international student process. <https://studyinthestates.dhs.gov/resource-library>

### STUDY IN THE STATES GLOSSARY:

This glossary on Study in the States defines key terms used throughout the F and M student process in the United States. <https://studyinthestates.dhs.gov/glossary/V>

### STUDY IN THE STATES SCHOOL SEARCH TOOL:

Use the School Search tool to find SEVP-certified schools and programs eligible to enroll F and M students in the United States. Search by school name, location, education or visa type. <https://studyinthestates.dhs.gov/school-search>

### DSO CHECKLIST FOR ACCEPTED STUDENTS:

A checklist of all the necessary steps a DSO must take when a student is accepted to their school. <https://studyinthestates.dhs.gov/2013/10/dso-checklist-for-accepted-students>

### FREQUENTLY ASKED QUESTIONS - TRAVEL:

Common questions DSOs may have regarding the domestic and international travel procedures for F and M students. <https://www.ice.gov/sevis/travel>

## SEVIS Resources

### SEVIS LOGIN:

The Student Exchange and Visitor Information System (SEVIS) login page. <https://egov.ice.gov/sevis/>

### SEVIS PASSWORD GUIDE:

Information on SEVIS password requirements and procedures. [https://studyinthestates.dhs.gov/sevis-help-hub/getting-started/sevis-basics/sevis-passwords#general\\_password\\_information](https://studyinthestates.dhs.gov/sevis-help-hub/getting-started/sevis-basics/sevis-passwords#general_password_information)

### SEVIS HELP HUB:

The SEVIS Help Hub is a central location for school officials to access information about SEVIS. Explore the SEVIS Help Hub to find reporting requirements, guides and the latest on SEVIS enhancements and webinars. <https://studyinthestates.dhs.gov/sevis-help-hub>

### DSO REPORTING REQUIREMENTS:

An overview of SEVIS reporting requirements for DSOs. <https://www.ice.gov/sevis/dso-requirements>

### CREATING AN INITIAL FORM I-20:

Instructions on how to issue the Form I-20, "Certificate of Eligibility for Nonimmigrant Students," to international students. <https://studyinthestates.dhs.gov/sevis-help-hub/getting-started/sevis-basics/listing-of-schools/create-initial-form-i-20-coe>

### MAINTAINING ACCURATE SEVIS RECORDS:

Outlines various SEVIS functions and overviews how to update and maintain student records for F and M students in SEVIS. <https://studyinthestates.dhs.gov/maintaining-accurate-sevis-records>



## SEVIS Resources

### RECORD REGISTRATION GUIDE:

Information for DSOs on record registration for all F and M students in SEVIS. This page includes SEVIS registration dates to remember and instructions to help DSOs register initial SEVIS records.

<https://studyinthestates.dhs.gov/sevis-help-hub/update-records/maintain-student-records/f-1-and-m-1-registration>

### GUIDANCE ON PROOF OF FINANCIAL SUPPORT FOR ISSUING I-20S:

A guide on how to enter a prospective student's proof of financial support in SEVIS. A DSO must submit this critical proof before issuing a Form I-20.

<https://studyinthestates.dhs.gov/financial-ability>

### GUIDANCE ON NAMING STANDARDS / PASSPORT INFORMATION:

A guide to familiarize SEVIS users with U.S. standards and their relationship to international standards governing machine-readable travel documents.

<https://studyinthestates.dhs.gov/sevis-help-hub/sevis-basics/system-data-entry-standards/name-standards>

### STUDENT PASSPORT AND VISA INFORMATION:

Instructions for DSOs on how to add, update or edit a student's travel, visa and password information in SEVIS.

<https://studyinthestates.dhs.gov/sevis-help-hub/student-records/update-student-records/travel-visa-and-passport-information>

## Contact Information

### SEVP RESPONSE CENTER (SRC):

Assists with all SEVP-related questions, including general questions on how to use SEVIS, as well as SEVIS data fixes and correction requests. SRC's hours are Monday through Friday, 8 AM to 6 PM ET, except holidays.

#### Phone:

(800) 892-4829  
(703) 603-3400

#### Email:

[SEVP@ice.dhs.gov](mailto:SEVP@ice.dhs.gov)

### HSI TIP LINE:

Report fraudulent activity, unauthorized employment and/or security concerns.

Dial: (866) DHS-2-ICE

<https://www.ice.gov/tipline>