



PDSO Record Correction

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General Information

The Principal Designated School Officials (PDSOs) can correct student SEVIS records in the following cases using the **Corrections** menu:

Situation	PDSO Correction Action
Student's record is in Canceled status, but should be in Initial.	PDSO can use the Return to Initial Status correction within 15 days of the record cancelation.
Student's record is in Active status, but should be in Initial.	<p>PDSO can use the Return to Initial Status correction within 15 days of record registration.</p> <p>Note: If the record contains any of the following requests, this PDSO record correction cannot be used:</p> <ul style="list-style-type: none"> • Employment • Extension • Transfer out • Change of Education Level
Student's program was not extended before Program End Date.	PDSO can use the Extend Program correction up to 15 days after the Program End Date.
Student's record was just transferred-in and student needs a transfer to another SEVIS-certified school.	<p>PDSO can use the Transfer Out correction as long as the transferred-in record has not been registered and remains in Initial status.</p> <p>Note: This PDSO correction is found under the Actions menu on the <i>Student Information</i></p>



_____ page.



These corrections do not require Help Desk adjudication. They are immediate.

Only the PDSO can make these corrections. The links for these corrections do not display for DSOs.

All of these corrections will be reflected as a correction in the student's Event History and in the school's Data Correction Reports.

If a PDSO has missed the 15-day window for the first three corrections, he/she can correct the record by submitting a Correction Request to:

- Change Student Status
- Change to Program Dates

Return to Initial Status

To return a Cancelled or Active record to Initial status:

1. Navigate to the *Student Information* page. Click **Corrections**, as indicated below.

Student Information

M-1 STUDENT
Chapelle, Lucia

Vocational School of the Four Corners -
Vocational School of the Four Corners
Start Date: **September 15, 2016** End Date:
September 1, 2017

Status: **ACTIVE**
Status Change Date: **September 19, 2016**
SEVIS ID: **N0004713089**

I-901 Fee Paid I-20 ISSUE REASON: CONTINUED ATTENDANCE

Personal / Contact Edit

Gender: **FEMALE**
Date of Birth: **September 8, 1990** Age **26**
Country of Birth: **FALKLAND ISLANDS (ISLAS MALVINAS)**
Country of Citizenship: **FALKLAND ISLANDS (ISLAS MALVINAS)**
Telephone: **Student does not have a telephone number.**
Email Address: **L.Chapelle@gmail.com**

U.S. Address: **2450 CRYSTAL DR, ARLINGTON, VA 22202 - 4812**
Address Status: **Valid H - High-rise default address**
Foreign Address: **123 Main Street
Stanley, FALKLAND ISLANDS (ISLAS MALVINAS)**

Overall Remarks

Program Edit **Registration** Registration

2. The *Corrections Management* page displays. Click **Return to Initial Status**.



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](#)

M-1 Student **Chapelle, Lucia** Vocational School of the Four Corners - Vocational School of the Four Corners Status: **ACTIVE**
SEVIS ID: **N0004713089**
Start Date: 09/15/2016 End Date: 09/01/2017

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)
Correct Student Requests to USCIS	Use this option to correct the reflected status of a student's USCIS application in SEVIS. (?)
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. (?)
Return to Initial Status	Only PDSOs can use this option to return a student's SEVIS record to Initial status. (?)

Existing Correction Requests

2. A confirmation message appears explaining the additional documentation that must be kept on file.

Confirm

Your school must retain documentation in accordance with 8 CFR 214.3(g) that shows your justification for taking this action. The documentation should be signed by the PDSO. It must be provided to the SEVIS Program Office upon request.

3. Click one of the following:
 - **I Agree:** Indicates the PDSO will maintain the appropriate supporting documentation and opens the *Return to Initial Status* page.
 - **Cancel:** Cancels the correction request and opens the *Student Information* page.
4. On the *Return to Initial Status* page:
 - Click the correct **Issue Reason**.
 - Enter explanation in **Reason for Correction** field. (Field allows 500 characters.)



Return to Initial Status

Required fields are marked with an asterisk (*).

M-1 Student Chapelle, Lucia	Vocational School of the Four Corners - Vocational School of the Four Corners Start Date: 09/15/2016 End Date: 09/01/2017	Status: ACTIVE SEVIS ID: N0004713089
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1.* Issue Reason	
2.* Reason for Correction:	<div style="border: 1px solid black; padding: 2px;">Initial Attendance Initial Attendance - Change of Status Requested</div>

5. Click one of the following:

- **Submit Correction:** A message indicates the update was successful. Chose one of the option buttons:
 - **Return to View Record:** Returns user to *Student Information* page. The status is Initial.
 - **Print I-20:** Prints the Form I-20.
- **Reset Values:** Returns the previous values to the fields.
- **Cancel:** Cancels the Return to Initial Status correction request and opens the *Student Information* page.

Extend Program after Program End Date



Before using this correction option, PDSOs should consult the regulations regarding program extensions.

[8 CFR 214.2\(f\)\(7\)\(i-iii\)](#)

The PDSO should take this opportunity to verify continued funding for the program extensions.

To extend the program within 15 days of the Program End Date:

1. Navigate to the *Student Information* page.



Reprint I-20

Print Draft I-20

Student Information

F-1 STUDENT
Obama, Tendai

Crystal City Community College - Crystal City Community College

Status: **ACTIVE**
Status Change Date: **September 20, 2016**
Start Date: **September 1, 2014** End Date: **September 10, 2016**
SEVIS ID: **N0004705863**

I-901 Fee Paid I-20 ISSUE REASON: CONTINUED ATTENDANCE

Personal / Contact

Gender: **FEMALE**
Date of Birth: **August 25, 1990** Age **26**
Country of Birth: **MALI**
Country of Citizenship: **MALI**
Telephone: **Student does not have a telephone number.**
Email Address: **t.obama@gmail.com**

U.S. Address: **322 23RD ST S, ARLINGTON, VA 22202**
Address Status: **CS2 Valid U - 4 digit routing code not available**
Foreign Address: **2596 Greenfield St. Bamako, MALI**

Overall Remarks

Program

Education Level: **ASSOCIATE**
Major 1 and Name: **54.0101 - History, General**
Major 2 and Name: **00.0000 - None**
Minor and Name: **00.0000 - None**

Registration

Initial Session Start Date
Current Session End Date: **September 10, 2016**
Next Session Start Date
Length of Next Break/Vacation: **0**
Last Session

Corrections

Employment/Training:
CPT Employment Start Date

2. Click **Corrections**. The *Corrections Management* page opens. Click **Extend Program**.



Corrections Management

"i" information icon denotes help about the page (i)
Question Mark denotes information about the field (i)
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 Obama, Tendai	Crystal City Community College - Crystal City Community College Start Date: 09/01/2014 End Date: 09/10/2016	Status: ACTIVE SEVIS ID: N0004705863
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Correction Options Available for This Student

Type of Correction	Description and Help
Extend Program	Only PDSOs can use this option to extend a student's SEVIS program after the Program End Date has passed. (i)
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)
Return to Initial Status	Only PDSOs can use this option to return a students SEVIS record to Initial status. (i)

Existing Corrections

- A confirmation message appears explaining the additional documentation that must be kept.

Confirm

Your school must retain documentation in accordance with 8 CFR 214.3(g) that shows your justification for taking this action. The documentation should be signed by the PDSO. It must be provided to the SEVIS Program Office upon request.

- Click one of the following:
 - I Agree:** Indicates the PDSO will maintain the appropriate supporting documentation and opens the *Extend Program* page.
 - Cancel:** Cancels the correction request and opens the *Student Information* page.
- On the *Extend Program* page, the following required fields are marked with a red asterisk (*):
 - New Program End Date



- Medical or Academic Circumstance That Necessitate Extension (Explanation field allows 500 characters.)
- Reason for Correction (Explanation field allows 500 characters.)

Extend Program

Required fields are marked with an asterisk (*).

F-1 Student Obama, Tendai	Crystal City Community College - Crystal City Community College Start Date: 09/01/2014 End Date: 09/10/2016	Status: ACTIVE SEVIS ID: N0004705863
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1. * New Program End Date:	<input type="text"/> (MM/DD/YYYY)
2. * Medical or Academic Circumstances That Necessitate Extension:	<input style="width: 100%;" type="text"/>
3. * Reason for Correction:	<input style="width: 100%;" type="text"/>

6. Click one of the following:

- **Extend Program:** A message indicates the update was successful. Chose one of the option buttons:
 - **Return to View Record:** Returns user to *Student Information* page.
 - **Print I-20:** Prints the Form I-20.
- **Reset Values:** Deletes the values in the fields.
- **Cancel:** Cancels the correction request and opens the *Student Information* page.

Transfer Out Initial Transfer-in Student

The PDSO at the transfer-in school may transfer F-1 students, who have just transferred-in, to a different school, as long as the student's record remains in Initial status. DSOs do not have this ability.



- This PDSO correction is found under the Actions menu on the *Student Information* page.
- The PDSO may correct the transfer only if the student is in Initial status and the transfer has not yet been completed in SEVIS. Once a student is registered, the transfer is marked complete and the **Transfer Out** link in the **Actions** menu will no longer be available even if the student is returned to Initial status.



When creating the Initial record from the transfer-in Draft status, enter the following for the required fields:

- **Primary Major:** General Studies
- **Normal Length of Study:** 1
- **Program Start Date:** Today's date
- **Program End Date:** Tomorrow's date
- **English Proficiency:** Yes, Yes
- **Number of Months in Academic Term:** 1
- **Tuition and Fees:** 1
- **Living Expenses:** 1
- **Student's Personal Funds:** 2

Once the record is in Initial status, the PDSO should:

1. Navigate to the *Student Information* page. Click **Transfer Out**.

Student Information

Reprint I-20
Print Draft I-20

F-1 STUDENT
Bogdan Jr., Mihaj

Crystal City Community College - Crystal City Community College
Start Date: **September 21, 2016** End Date: **September 22, 2016**

Status: **INITIAL**
Status Change Date: **September 20, 2016**
SEVIS ID: **N0004706664**
I-20 ISSUE REASON: **TRANSFER**

Personal / Contact Edit

Gender: **MALE**
Date of Birth: **May 23, 1991** Age **25**
Country of Birth: **ROMANIA**
Country of Citizenship: **ROMANIA**
Telephone: **Student does not have a telephone number.**
Email Address: **mihaib@gmail.com**

U.S. Address: **320 26th St S, Arlington, VA 22202**
Address Status: **Override - New address, physical location**
Foreign Address: **1524 UI B Cluj Napoca, ROMANIA**

Overall Remarks

View:
Event History
Request/Authorization Details
Transfer History
Employment Information
Actions:
Corrections
Manage Initial Program and Session Dates
Terminate Student
Transfer Out

Reprint I-20

2. A confirmation message appears explaining the additional documentation that must be kept on file.



Confirm

Your school must retain documentation in accordance with 8 CFR 214.3(g) that shows your justification for taking this action. The documentation should be signed by the PDSO. It must be provided to the SEVIS Program Office upon request.

3. Click one of the following:

- **I Agree:** Indicates the PDSO will maintain the appropriate supporting documentation and opens the *Transfer Out* page.
- **Cancel:** Cancels the correction request and opens the *Student Information* page.

Transfer Out

Required fields are marked with an asterisk (*).

F-1 Student
Bogdan Jr., Mihaj

**Crystal City Community College - Crystal
City Community College**
Start Date: 09/21/2016 End Date:
09/22/2016

Status: **INITIAL**
SEVIS ID: **N0004706664**



1. * Transfer Release Date: (MM/DD/YYYY)

2. * Transfer To School:

School/Campus name: SEVP School for Advanced SEVIS Studies SEVP School for Advanced SEVIS Studies
School code: BAL214F4444000

3. Remarks:

Student Received Scholarship at SEVP School for Advanced SEVIS Studies. Will transfer there for school.

4. * Reason for Correction:

Student Received Scholarship at SEVP School for Advanced SEVIS Studies. Will transfer there for school.

4. On the PDSO Correction *Transfer Out* page, [complete the F-1 transfer](#) to the appropriate school.



Enter an explanation in the Reason for Correction field. DHS recommends that you enter the same text that you entered in the Remarks field.



Icon Guide

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

Document Revision History

Date	Revision Summary
December 24, 2015	Initial Release
September 28, 2016	Updated screen shots and SEVIS functionalities and pages