



U.S. Immigration
and Customs
Enforcement

- Welcome to today's SEVP Ask the Experts Webinar
- The webinar will begin promptly at 2 p.m. EDT
- Audio will stream through your computer speakers
- Please take a moment to answer the poll questions on your screen

SEVP
STUDENT AND EXCHANGE VISITOR PROGRAM

SEVP Ask the Experts Webinar

Behind the Scenes of the Form I-20 | Oct. 5, 2017, 2 p.m. EDT



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Behind the Scenes of the Form I-20 | Oct. 5, 2017, 2 p.m. EDT

Housekeeping Notes

- **Download items in the Webinar Resources pod**
 - Hyperlink appendix
 - Presentation PDF
 - Glossary
- **Have questions about the Form I-20?**
 - Submit questions throughout the webinar using the Questions for SEVP and Technical Difficulties pod
- **Experiencing technical difficulties?**
 - Provide a description of the issue through the Questions for SEVP and Technical Difficulties pod
- **Webinar recording and resources available after event**

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HELPFUL RESOURCES

Provide feedback on this presentation at
StudyintheStates.dhs.gov/Survey

Today's Presenters

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SEVP Policy Section

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SEVP Field Representative

SEVP Field Representative
Unit

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Moderator

Ask the Audience



Working with the
Form I-20

Do you work with the Form I-20 as a
regular part of your job?

Select yes or no

FORM I-20 OVERVIEW

What is the Form I-20?

- **Certificate of Eligibility for Nonimmigrant Student Status**
 - For academic and language students (F students)
 - For vocational students (M students)
- **Issued by DSOs at SEVP-certified schools to prospective nonimmigrant students and eligible dependents**
 - Student will receive a Form I-20 from each school offering acceptance

Information on the Form I-20

- **Class of admission**
- **Personal information**
 - Student name
 - Country of birth and citizenship
- **Contact and program information**
 - Foreign and U.S. physical address
 - Email address and telephone number
 - Program start and end dates
 - English proficiency
- **Dependent information**
- **Financial information**

Form I-20 Uses

- Pay the I-901 SEVIS Fee
- Apply for a nonimmigrant student visa
- Enter the United States
- Change status to F or M while in the United States
- Apply for benefits
 - Driver's license
 - Social security number

FORM I-20 ISSUANCE

Overview

- **Students**
 - Must meet all qualifications for program of study
 - Purpose must be to engage in learning and a full course of study
- **DSOs**
 - Only issue Forms I-20 for programs of study listed on the Form I-17
 - Provide Forms I-20 directly to prospective or continuing students
 - Third parties cannot issue Forms I-20

Initial Issuance

Issue Reasons

- **Initial attendance**
 - Used to apply for an F or M visa at a U.S. consulate or embassy
- **Initial attendance—Change of State requested**
 - Used to apply for a change of status to F or M with USCIS

Pre-Submitted Question



Issuing the Form I-20

Do DSOs need to issue a Form I-20 if a student is coming to the United States for less than 90 days and is not earning academic credit?

Initial Issuance

Key Terminology

- **Program Start Date**
 - Date student will begin their program
 - May be the date of required orientation or other activities prior to the start of classes
- **Initial Session Start Date**
 - Date student will begin classes
 - Cannot be more than 30 day from the Program Start Date
 - Registration and alerts tied to this date

Initial Issuance

Program End Date

- **Expected date of completion for an academic or vocational program**
 - Based on the amount of time it typically takes a student to complete a program of study
- **Date should not include:**
 - Grace period
 - Future employment authorizations

Initial Issuance

Best Practices

- Print and review draft of the Form I-20 prior to issuance
 - Verify student information is correct and accurate
- Sign and provide original, hard copy to the student

Need help with Initial Form I-20 issuance?

View the Creating the Initial Form I-20 video demonstration on the
SEVIS Help Hub

Pre-submitted Question



Electronic
Form I-20

Is there a plan for the Form I-20 to become an electronic document?

Signatures

DSO Signature

- **School Attestation statement**
 - Signed upon Initial Form I-20 issuance and reissuance
 - Certifies:
 - Information is true and correct
 - School reviewed and evaluated student's documents and determined student meets all standards for admission
- **Travel endorsement**
 - Signed prior to international travel
 - Signature valid for:
 - One year (F students)
 - Six months (M students)

Signatures

Parent or Legal Guardian

- Necessary if student is 17 years of age or younger
- Attests to the following:
 - Signer is student's parent or legal guardian
 - Information provided for admission to the school is true and correct
 - Student seeking admission to the United States only to pursue a program of study
 - School can release any information from student's record to DHS

Reissuance

When to Print a New Copy

- If the physical copy of the form is destroyed or misplaced
- For travel endorsement, when appropriate
- For any substantive change to student information
 - Change to student's personal information
 - Change to program of study

Pre-submitted Question



Form I-20 Reissuance

Should DSOs print a new Form I-20 for each update and issue the new copy to the student?

If so, how does it work if a minor student is on campus and unable to have a parent sign the new form?

FORM I-20 MAINTENANCE AND RECORD KEEPING

Form I-20 Maintenance

Updates to Student Information

- Federal regulation requires DSOs to report changes to student information within 21 days
- Update a student's record for the following changes:
 - Student or dependent name or address
 - Academic program and status
 - Disciplinary action taken by the school
 - Employment
 - Failure to maintain status/complete program

Form I-20 Maintenance

Student Registration Deadlines

- **Within 30 days of the Initial Session Start Date:**
 - Initial students reporting
 - Initial students records for F-1 or M-1 transfers
 - Nonimmigrants changing to F-1 or M-1 status
- **Within 30 days of the start of classes:**
 - Active students reporting for each term or semester

For help with SEVIS registration, visit the SEVIS Help Hub

StudyintheStates.dhs.gov/SEVIS-Help-Hub

Form I-20 Maintenance

Student Registration Reminders

- Register students engaged in a full course of study at least twice each year
 - Register for every academic session
 - Includes quarters, trimesters and semesters
 - Change session end date from a full year to less than 183 days



Record Keeping

What DSOs Should Know

- **Time period**
 - Retain student records for three years after student finishes school
- **Paper vs. electronic record**
 - Comply with school's policy for record keeping
 - Must produce copies upon DHS request



Record Keeping

Prospective Students

- Before issuing Form I-20, collect and retain copies of:
 - Student's transcripts
 - Proof of student's financial ability to pay
 - Other supporting documents that school reviewed



Record Keeping

Other Documents

- **Recommended DSOs retain copies of the following:**
 - Passport
 - F-1 or M-1 visa
 - Form I-94
- **Helps ensure correct entry of student information into SEVIS**
 - Verify that the student enters the United States in the correct status

Ask the Audience



Record Keeping

Does your school or institution have a record keeping policy?

Select yes or no

SPECIAL CONSIDERATIONS

Student Finances

Verifying Financial Support

- Verifying financial support required by regulation
- Evidence of financial support includes, but is not limited to:
 - Family bank statements
 - Documentation from a sponsor
 - Financial aid letters
 - Scholarship letters
- **Remember:**
 - Schools may have specific requirements for acceptable documentation
 - Ensure student has sufficient finances

Student Finances

Tuition and Living Expenses

- **Cost information on the Form I-20 should include:**
 - Average school tuition and fees for academic session
 - Living expenses
 - Other costs
- **Duration for financial expenses should cover**
 - Complete program of study, *OR*
 - A 12-month period, whichever is shorter

Form I-20 and Recruiters

- **Only DSOs may issue Forms I-20 to prospective students**
 - Recruiters have no role in handling Forms I-20
 - DSOs must verify student information and issue Forms I-20 directly to students
- **Students or their parent/legal guardian should maintain control of documentation while in the United States**
 - Recruiters cannot hold onto Forms I-20 for any reason

HELPFUL RESOURCES

New Resource

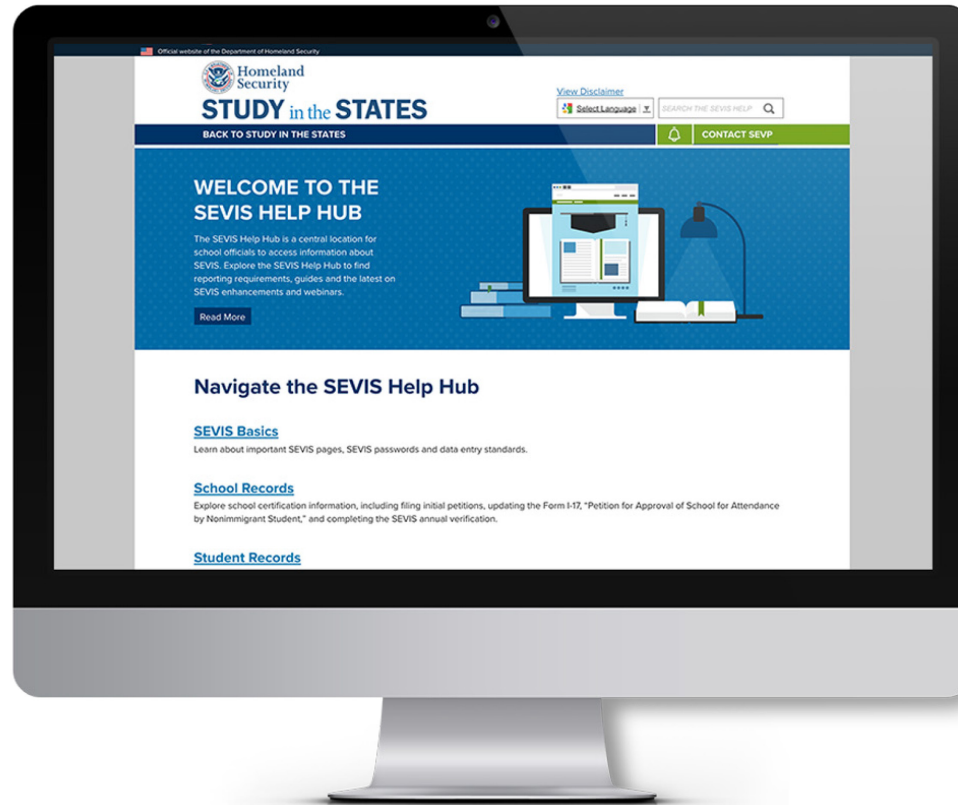
Form I-20 Resource Page on Study in the States

- Form I-20 issuance
- Changes to student status
- Signing the Form I-20
- Form I-20 uses
- Reissuing a Form I-20
- Terminated student records
- 2016 Form I-20 redesign



Student Records

SEVIS Help Hub

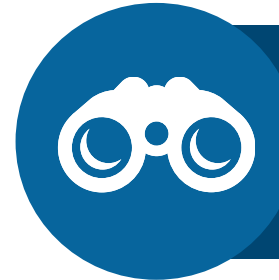


StudyintheStates.dhs.gov/SEVIS-Help-Hub

Save the Date

Winter 2017 SEVP InFocus Webinar

- Dec. 14, 2017, from 2 to 3 p.m. EST
- Hear the latest program news and updates for DSOs
 - News and announcements
 - Featured Study in the States resources
 - Special segment with SEVP field representatives
- Webinar recording and resources available after the event



Learn more on the Study
in the Winter 2017 SEVP
InFocus Webinar page

Engage with SEVP

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KEY NEWS AND CONTENT

StudyintheStates.dhs.gov/Blog

Publications

SEVP Spotlight

SEVP Outreach Bulletin



ENGAGE THROUGH CONFERENCES

Fill out the SEVP Event
Request Form at

StudyintheStates.dhs.gov/Conferences



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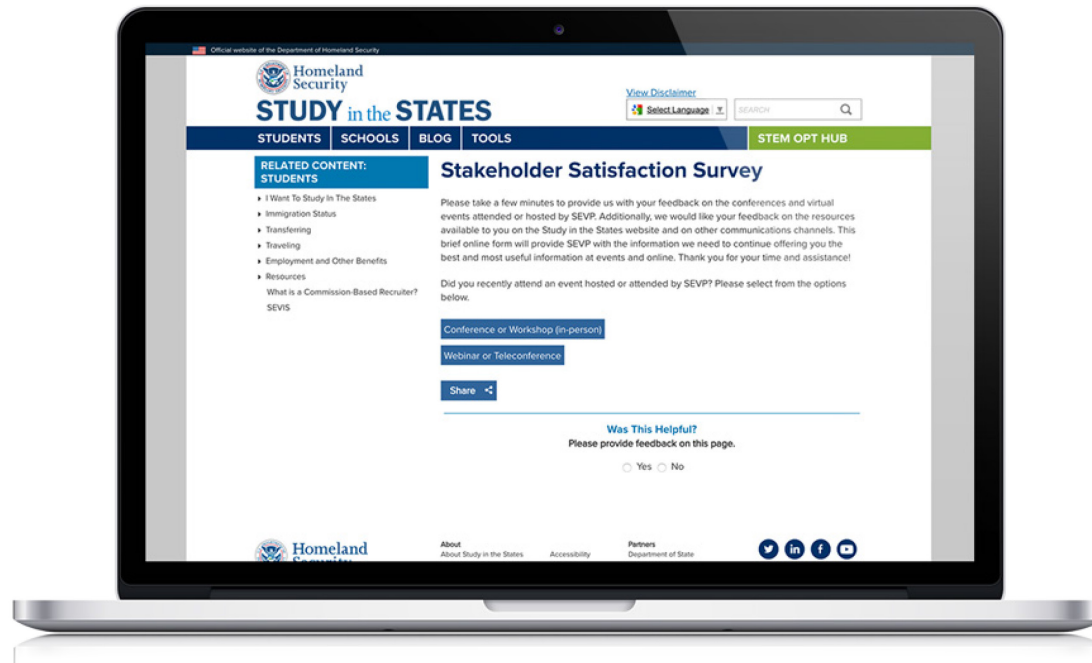
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Linkedin.com/Company/Student-and-Exchange-Visitor-Program

SEVP Values Your Feedback

- Provide feedback on this conference presentation
- Comments reviewed throughout the year



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SEVP Contact Information



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Case-specific questions

SEVP@ice.dhs.gov

Technical issues

SEVISHelpDesk@ice.dhs.gov

Monday through Friday, 8 a.m. to 6 p.m. ET, except federal holidays

Additional contact information at StudyintheStates.dhs.gov/Contact-Us

Contact your local SEVP field representative for questions about SEVP policies, processes and updates

QUESTION AND ANSWER SESSION

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