



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
What DSOs Need to Know About Record Keeping |
June 21, 2018, 2–3:30 p.m. EDT



U.S. Immigration
and Customs
Enforcement

SEVP
STUDENT AND EXCHANGE VISITOR PROGRAM

SEVP Ask the Experts Webinar
What DSOs Need to Know About Record Keeping |
June 21, 2018, 2–3:30 p.m. EDT

Housekeeping Notes

- **Download items in the Webinar Resources pod**
 - Hyperlink appendix
 - Presentation PDF
 - Glossary
- **Have questions about record keeping and reporting?**
 - 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**

Presentation Overview

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SCHOOL RECORDS & REPORTING

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HELPFUL RESOURCES

Provide feedback at the end of today's webinar

Today's Presenters

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Marissa Tinsley
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Ask the Audience



Today's
Audience

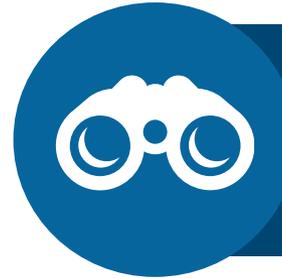
Please select a response that best describes your current position

RECORD KEEPING & REPORTING OVERVIEW

Regulatory Requirements

8 CFR 214.3(g)

- Schools agree to adhere to federal record keeping and reporting requirements as part of the initial SEVP certification process
 - Record keeping and reporting reviewed during recertification
- Federal regulation requires DSOs:
 - Keep student and school records up to date
 - Student's SEVIS record
 - School's Form I-17
 - Report certain changes to SEVP within 21 days



REMEMBER:

Access federal regulation at [ICE.gov/SEVIS/Schools](https://ice.dhs.gov/SEVIS/Schools)

Regulatory Requirements

What DSOs Need to Know

- **Schools may have policies for record keeping and reporting**
 - Should be in accordance with 8 CFR 214.3(g)
- **Schools may keep additional information not required for entry in SEVIS in their record keeping system**
 - Student transcripts, school acceptance letter, etc.



Regulatory Requirements

What DSOs Need to Know

- SEVP only accepts electronic records
- Paper vs. electronic record for schools
 - DSOs must enter information marked with an asterisk into SEVIS
 - For all other information:
 - DSOs should comply with their school's policy for record keeping
 - Records must be accessible to DSOs
 - DSOs must be able to produce records upon DHS request



Ask the Audience



**Record Keeping
and Reporting
Policies**

Does your school have its own policy regarding records and reporting requirements?

Regulatory Requirements

Compliance

- Failure to adhere to federal record keeping and reporting requirements may result in:
 - Issuance of an RAP
 - Issuance of an NOIW
 - Withdrawal of school's SEVP certification



STUDENT RECORDS & REPORTING

Student Records

Overview

- **Student SEVIS records are living documents**
 - Maintained by student and DSO while the student is studying in the United States and during subsequent training opportunities
- **SEVP-certified schools required to retain student records**
 - Must retain student records for three years after the student completes a course of study at the school

Pre-submitted Question



Record Retention

Does post-completion OPT or STEM OPT impact record retention requirements?

Prospective Students

Record Keeping — Initial Documents

- Before issuing Forms I-20, DSOs should collect and retain copies of:
 - Written application
 - Proof of acceptance to the school
 - Student’s transcripts
 - Proof of student’s financial ability to pay
 - Other supporting documents that school reviewed
- SEVP may request these documents to perform certain actions on student records



Prospective Students

Record Keeping — Initial Documents

- **Recommended that DSOs retain copies of the following:**
 - Passport
 - F-1 or M-1 visa
 - Form I-94
 - Copy of the signed Form I-20
- **Documents help:**
 - Ensure correct entry of student information into SEVIS
 - Verify that the student enters the United States in the correct status

Pre-submitted Question



Student Records

Are DSOs required to make copies and keep a record of each time a DSO provides a travel signature to a student?

Pre-submitted Question



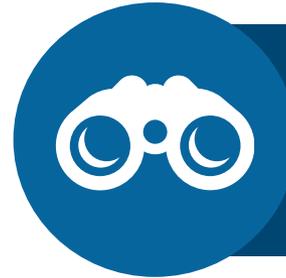
Student Records

Does federal regulation require DSOs to keep a copy of a student's EAD card in their record? If so, how long should DSOs retain this item in the student's record?

Updates to Student Information

Reporting Timelines

- Federal regulation requires DSOs to report changes to student information to SEVP within 21 days of the change
- Students must report certain changes to their DSO within **10 days of the change**
 - Change in physical address and/or mailing address
 - Change to legal name

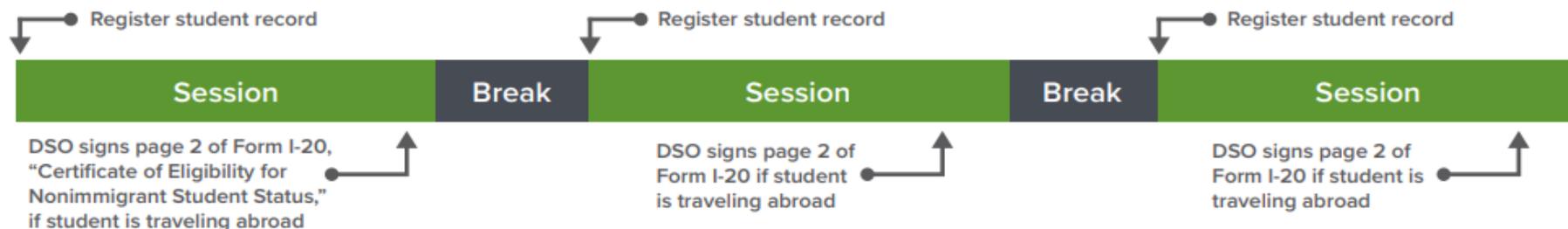


REMEMBER:

Students should stay in contact with their DSO to report changes in information

Reporting Events on the Form I-20

Whether your school operates in semesters, trimesters, quarters or other session lengths, the pattern of reporting remains the same throughout the student's program of study. Some programs may be completed in several years, while others may take several weeks.



Program dates are the start and end dates of the entire program while the student is studying at your school.

NOTE: Program end dates may be shortened or extended in SEVIS, if needed.

Select the links in SEVIS on the Student Information page:

- Shorten program.
- Extend program.
- Request change to program dates (correction request).
- Manage Initial Program and Session Dates (if in Initial status).

Session dates are the start and end dates of each semester, trimester or quarter.

Reporting Employment:

- Curricular practical training employment authorization (conditions apply).
- Off-campus employment (conditions apply).
- Optional practical training request (in conjunction with U.S. Citizenship and Immigration Services).

Reporting Regular Events:

- Register, terminate or cancel students in SEVIS within 30 days of each session start.
- DSO signs page 2 of the Form I-20 before students travel abroad.

Reporting Educational Program Events:

- Authorize drop below full course (conditions apply).
- Change of education level (e.g., from bachelor's to master's).
- Complete program.
- Transfer in/out.

Reporting Irregular Events:

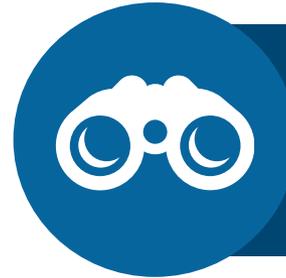
- Cancel student (if student is not using Form I-20).
 - Terminate student (see termination reasons).
 - Disciplinary action (e.g., convicted of a crime).
- Schools are required to report specific changes within 21 days.

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

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 each session:**
 - Active students reporting for each term or semester
- **SEVIS automatically updates student records if DSOs do not complete certain required actions within the legal time limit**



REMEMBER:

DSOs should understand the consequences of failing to maintain student records

Student Registration

Failure to Report

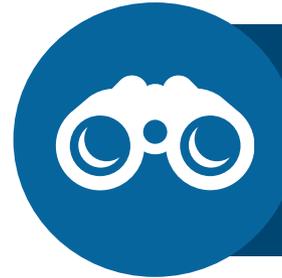
- If a student does not report to a school within 30 days, DSOs must either:
 - Cancel the student’s SEVIS record
 - Use if DSO cannot verify in SEVIS that the student was admitted into the United States
 - Terminate the student’s SEVIS record for reason of No Show

For help with SEVIS registration, visit the SEVIS Help Hub at
StudyintheStates.dhs.gov/SEVIS-Help-Hub

Student Registration Reminders

Register Students Twice Each Year

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

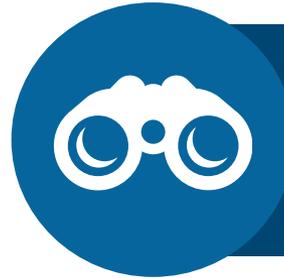


K-12 DSOs:
Make sure you register your students twice each year

Special Considerations

STEM OPT Record Keeping

- **DSO at the student's school of most recent enrollment remains responsible for:**
 - Providing SEVP with access to the Form I-983 and student's record
 - Maintaining the student's SEVIS record throughout training period
- **Record keeping requirements:**
 - Keep and store the Form I-983 in the student's record within 30 days of submission
 - Keep and store student's self-evaluations in their record



REMEMBER:
SEVP only accepts
electronic records

Pre-submitted Question



SEVP Portal and Record Keeping

How does the SEVP Portal affect record keeping requirements for DSOs? Are schools still required to maintain records of information entered by students into the portal?

Special Considerations

STEM OPT Reporting

- **General reporting**
 - Changes to student information
 - Changes to information on the Form I-983
 - Loss of employment
 - New employer
- **Validation reporting**
 - Confirm certain information with DSO every six months
- **Annual self-evaluations**
 - First evaluation
 - Due 12 months after the student's STEM OPT start date
 - Final evaluation
 - Due 10 days after conclusion of the student's training period

**REMEMBER:**

DSOs can learn more about STEM OPT reporting in the STEM OPT Hub

Special Considerations

Reporting Disciplinary Action

- DSOs must report any disciplinary action a school takes as a direct result of a criminal conviction within 21 days
 - May include suspension or expulsion
 - Use Disciplinary Action link on the SEVIS Student Information page
- Do not report actions that are not related to a crime, such as:
 - Placement on academic probation
 - Student life infractions
- Reporting disciplinary action in SEVIS will *not* terminate a student's record

Pre-submitted Question



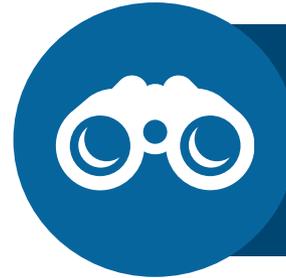
General Data Protection Regulation

How, if at all, will SEVP student record keeping be subject to the European Union's General Data Protection Regulation?

SCHOOL RECORDS & REPORTING

Changes to the Form I-17

- **Federal regulation requires PDSOs to update the Form I-17 within 21 days of any material change**
 - Form I-17 is a living document that reflects the school's current operating status
- **A material change is a change to any field on the Form I-17**
 - Changes to certain fields require SEVP adjudication



REMEMBER:

Review the Form I-17 on a regular basis to ensure it is up to date

Reporting Form I-17 Updates

- **Upon a change to school information, the PDSO must:**
 - Log into SEVIS
 - Make the appropriate edits
 - Upload all necessary evidence prior to submission
 - Click submit
- **Form I-17 locked until SEVP adjudicates the update**
 - For DSO changes:
 - Email FormI17SupportingEvidence@ice.dhs.gov
 - Reference SEVP Fact Sheet 8.1: Designated School Official Submissions
 - For all other material changes:
 - Emailing SEVP@ice.dhs.gov
 - Provide all necessary evidence related to change

Pre-submitted Question

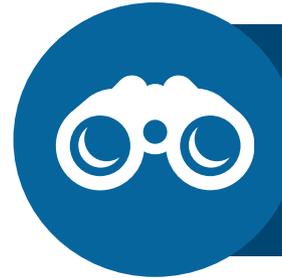


Reporting and Locked Petitions

How do locked petitions affect the 21-day reporting requirement? Should DSOs still follow this time frame even if their petition is locked?

Uploading Evidence in SEVIS

- **DSOs must submit evidence in SEVIS for:**
 - Initial SEVP certification
 - Recertification
 - Form I-17 updates
- **Documents cannot be encrypted or password protected**
 - Single document size cannot exceed 10 MB
 - File name cannot exceed 60 characters
- **Once uploaded to SEVIS, evidence cannot be deleted**

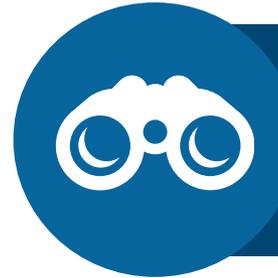


REMEMBER:

Label and store copies of uploaded evidence in a safe location

Evidence Guides and Checklists

- **Definition of Evidence Guide**
 - Overview of common evidence required for SEVP adjudications
- **Evidence checklists organized according to action the school plans to take and school type**
 - Actions include:
 - Initial SEVP certification
 - Form I-17 updates
 - Recertification
 - School type:
 - Accreditation status
 - K-12, flight school, postsecondary



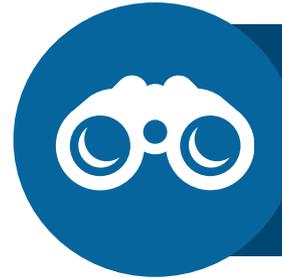
REMEMBER:

Evidence checklists located at [ICE.gov/SEVIS/Schools](https://ice.dhs.gov/SEVIS/Schools)

Pending Form I-17 Updates

SEVP Review and Adjudication

- SEVP may request additional evidence for adjudication process
 - Sent via a SEVIS-generated email
 - Will include a deadline
- SEVP federal adjudicators approve, deny or withdraw a school based on their review
- Notification of approval or denial sent via SEVIS-generated email



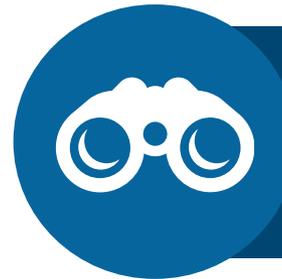
REMEMBER:

The deadline on a request for evidence from SEVP

Recertification

Overview

- **Occurs every two years to ensure SEVP-certified schools:**
 - Remain eligible for SEVP certification
 - Complied with all record keeping, retention, reporting and other requirements in accordance with federal regulation
- **Schools must file for recertification by their CED**
- **Form I-17 updates are not the same as recertification**
 - Adjudication of a school's petition update is not considered recertification



REMEMBER:

Good record keeping practices can ease the recertification process

Recertification

Filing for Recertification with Updates

- **Schools can submit updates when filing for recertification**
 - Apply for recertification from the School Information page in SEVIS
 - Edit the Form I-17 to reflect any changes and provide evidence
 - Upload a complete recertification package in SEVIS
- **Edits not allowed when filing for recertification***
 - Change in ownership
 - Change in main location
 - Adding an instructional site

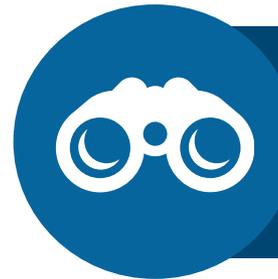
* SEVP will cancel recertification filings with these edits

BEST PRACTICES

Student and School Records

Ensure Accurate and Timely Reporting

- **Remember reporting time limits**
 - Report changes to student and school information within 21 days
- **Ensure accurate reporting**
 - Student's record must contain where the student resides
 - Form I-17 must reflect current operations
- **Avoid RAPs**
 - SEVP issuing RAPs for inaccurate student records



REMEMBER:

Failure to report information has negative consequences on the student and DSO

Student and School Records

Keep Records Safe and Accessible

- **Store records in a locked file cabinet or office**
 - Asked as part of an SEVP site visit
- **Ensure DSOs have access to records**
 - Must be able to electronically provide records upon DHS request



Student and School Records

Remember Important Dates

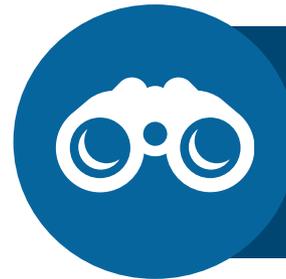
- **Remember important dates, such as:**
 - Graduation
 - Grace periods for F-1 and M-1 students
 - SEVIS automatically completes records at the end of the grace period
 - Transfer student SEVIS records before the end of the grace period
 - Your school's CED
 - CED tied to recertification processes
 - View CED in SEVIS
 - Upcoming events in your office
 - Report PDSO or DSO changes to SEVP



Student and School Records

Do Not Share SEVIS Passwords

- **Sharing SEVIS passwords violates the DHS Sensitive Systems Policy Directive**
 - May result in loss of SEVIS access
- **Keep login information secure**
 - Do not store passwords on a shared computer or post passwords in a public space
 - Do not provide passwords to other office staff
 - Create a new password if you believe your current password has been compromised



REMEMBER:

SEVP approves each DSO individually to ensure they meet specific criteria

Student Records

Understand Student Documentation

- **Personal documentation**
 - Encourage parents to provide students with formal legal documents and provisions for medical care
- **Form I-20 issuance**
 - DSOs should issue the original Form I-20 directly to the student
 - Third parties cannot issue or keep Forms I-20
- **Students, parents, their legal guardians or adults with power of attorney should have control of:**
 - Form I-20
 - I-901 SEVIS Fee payment receipt
 - Proof of finances

Student and School Reporting

Take Action in SEVIS

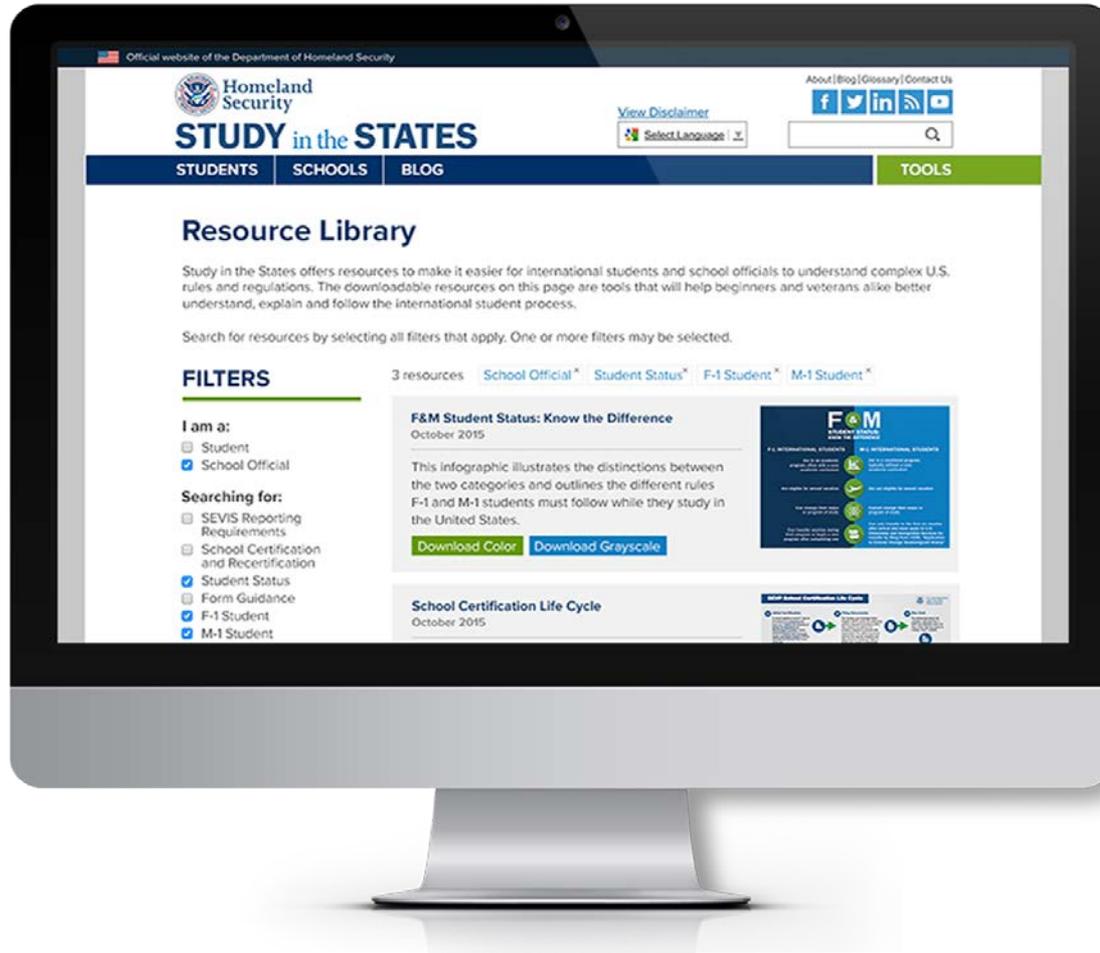
- **Log in regularly**
 - Avoid losing SEVIS access
 - Accounts become inactive after 45 days
 - Reset passwords after 90 days
 - Verify SEVIS data accuracy
- **Ensure your contact information is up to date**
 - Check that all DSO email addresses listed in SEVIS are accurate
 - Ensures that DSOs will receive email communications from SEVP

Access step-by-step instructions for maintaining student and school records in the SEVIS Help Hub

StudyintheStates.dhs.gov/SEVIS-Help-Hub

HELPFUL RESOURCES

Resource Library



StudyintheStates.dhs.gov/Resource-Library

New Resource

Record Keeping Requirements One Pager

Record Keeping Requirements

Designated school officials (DSOs) are required to keep records containing specific information and documents for each F-1 and M-1 student they enroll. DSOs must have access to each student's records should a U.S. Department of Homeland Security (DHS) official request the records. (8 CFR 214.3 (G)).

DSOs must keep copies of the following records in the student's file:

- Form I-20, "Certificate of Eligibility for Nonimmigrant Student Status."
- Passport ID page.
- Student's address.
- Academic transcripts.
- Proof of student's financial ability.
- Student's application to the school.
- Student's acceptance letter.
- Proof of language proficiency, if applicable.
- Employment Authorization Document and Form I-797, "Notice of Action," if applicable.
- Certificate of graduation or diploma, if applicable.
- Termination date and reason, if applicable.

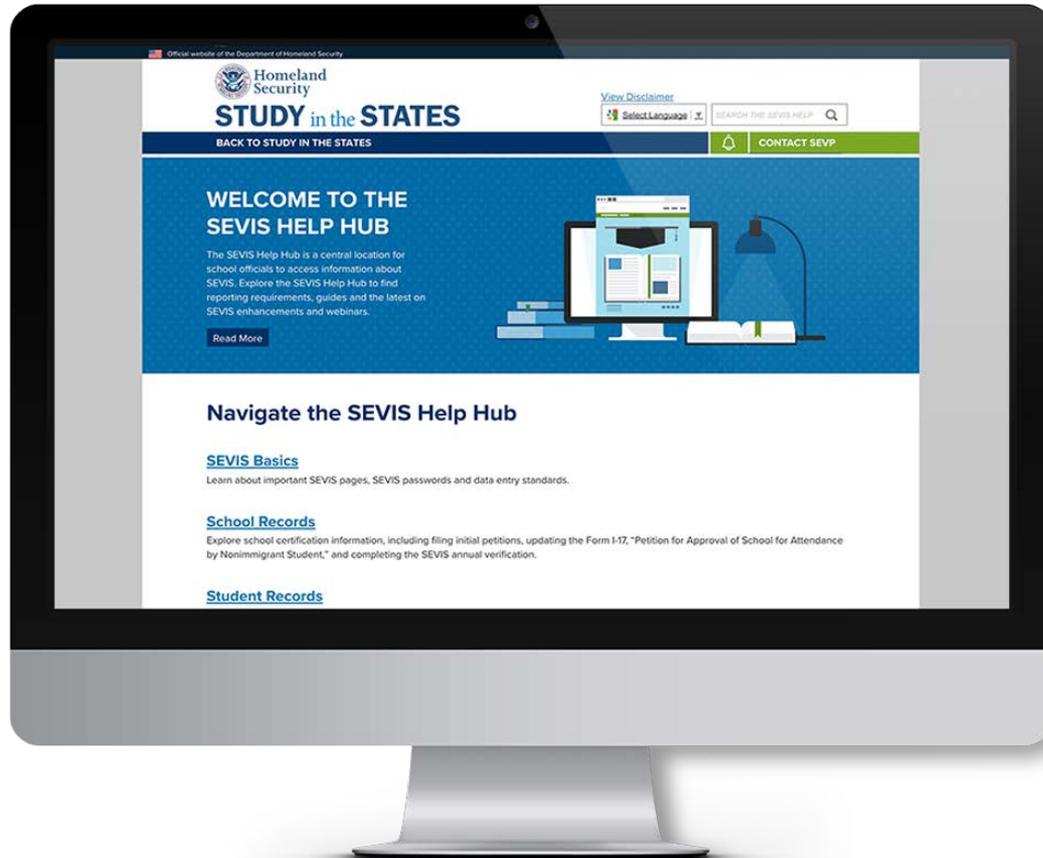
ADDITIONAL DOCUMENTS

In addition, the Student and Exchange Visitor Program (SEVP) recommends keeping these records on file:

- Photocopy of the student's F-1 or M-1 visa.

Located in the Study in the States Resource Library

SEVIS Help Hub



StudyintheStates.dhs.gov/SEVIS-Help-Hub

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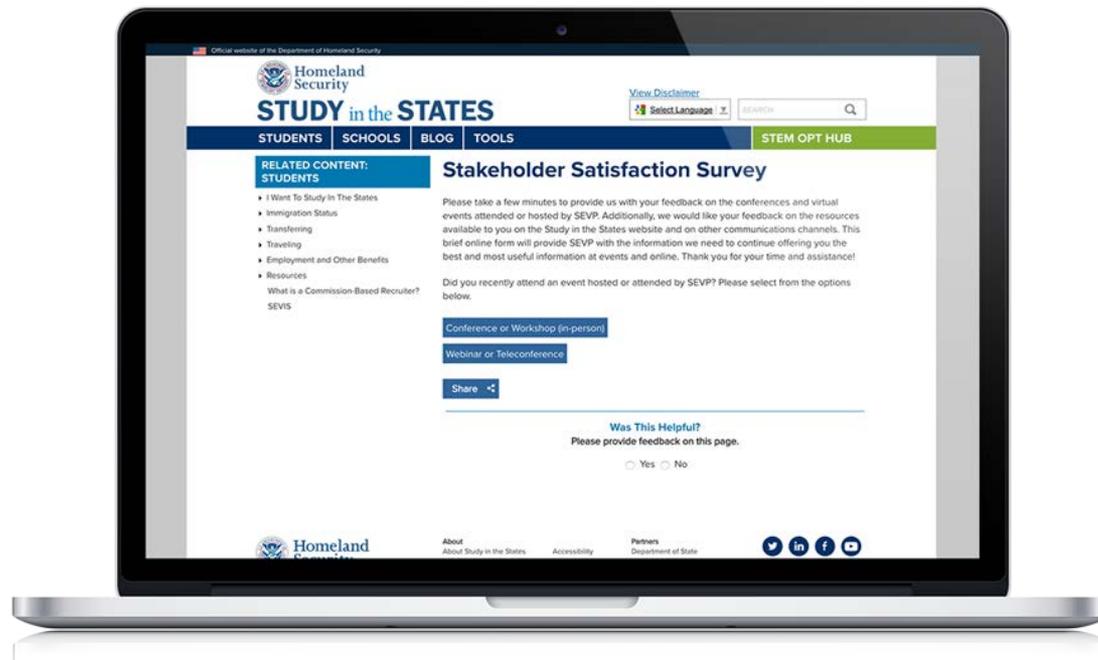
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SEVP Values Your Feedback

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



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SEVP Contact Information



PHONE

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800-892-4829



EMAIL

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-U.S

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

QUESTION AND ANSWER SESSION

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- Thank you for joining today's webinar
- Please direct additional questions to SRC
- A webinar recording will be available on Study in the States shortly
- Please take a moment to complete our feedback polls

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