Presentation Overview

<table>
<thead>
<tr>
<th></th>
<th>ENGAGEMENT WITH K-12 SCHOOLS</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>POLICY OVERVIEW</td>
</tr>
<tr>
<td>3</td>
<td>RECORD KEEPING AND REPORTING</td>
</tr>
<tr>
<td>4</td>
<td>BEST PRACTICES</td>
</tr>
<tr>
<td>5</td>
<td>SEVP FIELD REPRESENTATIVES</td>
</tr>
<tr>
<td>6</td>
<td>RESOURCES</td>
</tr>
</tbody>
</table>
Presenters

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SEVP Policy Unit

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SEVP Field Representative
Territory 48
ENGAGEMENT WITH K-12 SCHOOLS
Outreach to K-12 Community

• How SEVP works with the academic community:
  – Field representatives
  – Attendance at conferences and events
  – Webinars

• Who we engage with:
  – School officials and administrators
  – Academic associations
  – State associations
  – Student groups
Your Input Needed

• **Take our poll**
  – Located on the side of the screen
  – Results use to help SEVP increase outreach with K-12 schools

• **Questions**
  – What type of K-12 school or organization do you represent?
  – What types of organizations do you engage with?
Submit a request for SEVP or a government partner to participate in your upcoming conference or event.

Submit questions prior to your event.

Learn about the audience groups we engage with.

Subscribe to the monthly SEVP Conference Bulletin.
POLICY OVERVIEW
Unique Policies for K-12 Schools

• **Policies for private schools**
  – Eligible for SEVP-certification at the primary and secondary school level (K-12)
  – No enrollment limitations for F-1 students
  – Student pays program’s tuition

• **Policies for public schools**
  – Eligible for SEVP-certification only at the high school level
  – Able to enroll an F-1 student for one year
  – Student must pay full, unsubsidized per capita cost of attending
    • nces.ed.gov/CCD/DistrictSearch
Summer ESL Programs

- **Standalone summer ESL program**
  - Students arrive in Initial status and plan to attend a different school in the fall
  - Must obtain SEVP certification and issue separate Form I-20
  - Must be accredited by body recognized by the U.S. Department of Education

- **Program offered when school’s primary or secondary program of study is on annual break**
  - May be considered study incidental to status for continuing Active student
  - May be considered part of orientation period for Initial student
Completion of a K-12 Course of Study

- **Transfer to an SEVP-certified postsecondary school in the United States**
  - Student follows the regular application and acceptance process
  - Student keeps the same SEVIS record

- **Grace period**
  - 60 days
  - Student can change visa status or depart the United States
Student Transfer

What is the best practice for handling transfer out requests? Can a DSO sign multiple Forms I-20 for the same student before initiating the transfer out in SEVIS? How should DSOs determine the transfer date?
RECORD KEEPING AND REPORTING
The Form I-17

Overview

• **Purpose**
  – Approval to enroll F-1 and M-1 nonimmigrant students
  – Living document updated by school officials

• **Form I-17 updates versus recertification**
  – Form I-17 updates made continuously
  – Recertification occurs every two years
Pre-Submitted Question

How should a high school update its Form I-17 if it is moving to a new address?
Student Reporting Requirements

Program Start

• Within 30 days of program start date
  – Initial student reporting
  – Active student reporting for each term or semester
  – Initial student records for F-1 or M-1 transfers
  – Nonimmigrants changing to F-1 or M-1 status

Remember
Register a student’s SEVIS record at the start of each academic term
Can SEVP clarify when DSOs should register their students in SEVIS?
Student Reporting Requirements

Other Reporting

- After record release date, prior to program start date
  - Draft student records for F-1 transfer students
- Before program end date
  - Student graduation and program completion

More information:
ICE.gov/SEVIS/DSO-Requirements
Tips for School Officials

*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 should contain where the student resides
  - Form I-17 should reflect current operations

- **Avoid Remedial Action Plans**
  - SEVP issuing Remedial Action Plans for inaccurate student records
Tips for School Officials

*Keep Important Dates in Mind*

- Remember important dates, such as:
  - Your school’s certification expiration date
  - Upcoming events in your office
  - Graduation
Tips for School Officials

Take Action in SEVIS

• Log in regularly
  – Avoid losing SEVIS access
  – Verify SEVIS data accuracy

• Ensure your contact information is up to date
  – Check that all DSO email addresses listed in SEVIS are accurate

• Do not share SEVIS passwords
  – Keep logon information secure
BEST PRACTICES
DSOs

Student Housing and Oversight

• Housing
  – Ensure suitable accommodations before the student arrives
  – Encourage students and parents to speak with host families

• Oversight
  – Determine how much oversight school should provide
  – Determine if school will provide counseling to the student
BEST PRACTICES

DSOs

Verifying Financial Support

• Includes, but is not limited to:
  – Bank statements
  – Documentation from a sponsor
  – Financial aid letters
  – Scholarship letters

• Remember:
  – Certain schools may have specific requirements for acceptable documentation
  – Ensure student has sufficient finances
DSOs

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 Form I-20 directly to the student
  – Third parties cannot issue or keep Forms I-20

• Students or parents should have control of:
  – The Form I-20
  – The I-901 SEVIS Fee payment receipt
  – Proof of finances
Students

Travel

• Prepare students for travel
  – Bring all necessary travel documents
  – Keep documents safe while traveling

• Ensure students understand
  – Port-of-entry processes
  – Form I-515A
Pre-Submitted Question

Student Travel

What are the travel rules when an F-1 student wants to travel internationally while attending school in the United States?
SEVP FIELD REPRESENTATIVES
Mission

• Serve as a liaison between SEVP and SEVP-certified schools
• Provide localized support to school officials
• Enhance national security by fostering an understanding of regulatory compliance and SEVIS data integrity
Geographical Regions
Duties

• Normally, SEVP field representatives meet with schools in their territory a minimum of once per year
  – Help SEVP-certified school officials understand SEVP’s rules and regulations
  – Answer general questions related to the nonimmigrant student process
  – Educate DSOs on SEVIS enhancements
  – Attend conferences in their territory
Study in the States

StudyintheStates.dhs.gov
K-12 Resource Pages

• **Hot topics for K-12 schools**
  – Verifying student finances
  – International student athletes

• **Information for private K-12 schools**
  – Summer ESL programs
  – Dioceses

• **Information for public high schools**
  – Regulatory overview
SEVIS Help Hub

Learn how to complete the Form I-17 and create a SEVIS record.

Access webinars, job aids and information about upcoming releases.

GETTING STARTED:
Initial School Certification and Creating a Student Record
Learn how to complete the Form I-17 for initial school certification, enter students in SEVIS and manage student records before they arrive.

UPDATE RECORDS:
School and Student Records
Learn how to manage your school’s information and student records in SEVIS.

LEARN MORE:
SEVIS Resources
Find information on regulations, FAQs, webinars, job aids and SEVIS releases.

View notifications about updated Help Hub content and contact the SEVIS team.

Learn how to manage school information and student records in SEVIS.
Engage with SEVP
Stay Connected

KEY NEWS AND CONTENT
StudyintheStates.dhs.gov/Blog

Publications:
SEVP Spotlight
SEVP Conference Bulletin

ENGAGE THROUGH CONFERENCES
Fill out the SEVP Event Request Form at StudyintheStates.dhs.gov/Conferences

@StudyinStates
Facebook.com/StudyintheStates
Linkedin.com/Company/Student-and-Exchange-Visitor-Program
SEVP Values Your Feedback

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

StudyintheStates.dhs.gov/Survey
SEVP Response Center

PHONE
703-603-3400
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 holidays
Closed Wednesdays from 12:50 to 1:20 p.m.
for system maintenance and testing

Additional contact information at StudyintheStates.dhs.gov/Contact-Us
QUESTION AND ANSWER SESSION