



U.S. Immigration  
and Customs  
Enforcement

**SEVP**  
STUDENT AND EXCHANGE VISITOR PROGRAM

**SEVP Webinar Series: Ask the Experts**  
K-12 Spotlight | June 22, 2016, 2 p.m. EDT

# Presentation Overview

1	ENGAGEMENT WITH K-12 SCHOOLS
2	POLICY OVERVIEW
3	RECORD KEEPING AND REPORTING
4	BEST PRACTICES
5	SEVP FIELD REPRESENTATIVES
6	RESOURCES

# Presenters



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Adjudicator  
SEVP Analysis and  
Operations Center



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Policy Analyst  
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?

# Visit the Updated Conferences Page

Official website of the Department of Homeland Security

Homeland Security

**STUDY in the STATES**

STUDENTS | SCHOOLS | BLOG | TOOLS | STEM OPT HUB

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RELATED CONTENT: STUDENTS

- I Want To Study In The States
- Immigration Status
- Transferring
- Traveling
- Employment and Other Benefits
- Resources
- What is a Commission-Based Recruiter?
- SEVIS

**Receive the SEVP Conference Bulletin**

If you would like to receive the monthly SEVP Conference Bulletin, add your email address below and click Subscribe.

Email Address

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**Conferences**

The Student and Exchange Visitor Program (SEVP) engages with stakeholders across the international academic community by attending numerous conferences and outreach events. SEVP staff present on a range of subjects, from program updates to specific topics, and through a variety of methods, including in person, webinar, teleconference or a combination of these approaches.

**2015-16 Audience Breakdown**  
Data through March 2016

Audience Group	Percentage
COMMUNITY COLLEGES	3%
ESL ASSOCIATIONS	1%
GENERAL/DSOs	34%
GOVERNMENT PARTNERS	23%
ACADEMIC ASSOCIATIONS	19%
PRIMARY/SECONDARY (K-12) ASSOCIATIONS	10%
STATE ASSOCIATIONS	6%
STUDENT GROUPS	4%

**Event Participation Requests**

Federal government agencies involved in the international education realm welcome the opportunity to participate in your event. These events provide an opportunity to engage directly with stakeholders, highlight program updates and address your questions. If you are interested in SEVP or another federal government agency participating in your upcoming event, please click on one of the buttons below.

**Request SEVP's Participation** **Request Other Government Partner Participation**

**Submit Pre-Event Questions**

If SEVP is participating in your event and you would like attendees to submit questions ahead of time, please download and distribute the Pre-submitted Question Form to attendees. Stakeholders should submit only one question per form, and provide as much detail as possible to ensure the question is directed to the correct point of contact. Submit completed Word document copies of the form to [SEVPOutreach@ice.dhs.gov](mailto:SEVPOutreach@ice.dhs.gov) at least four

Subscribe to the monthly SEVP Conference Bulletin

Learn about the audience groups we 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

# 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](https://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

# Pre-Submitted Question



## 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



## Form I-17 Updates

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



# Pre-Submitted Question



## Student Registration

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](https://ice.dhs.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

# 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

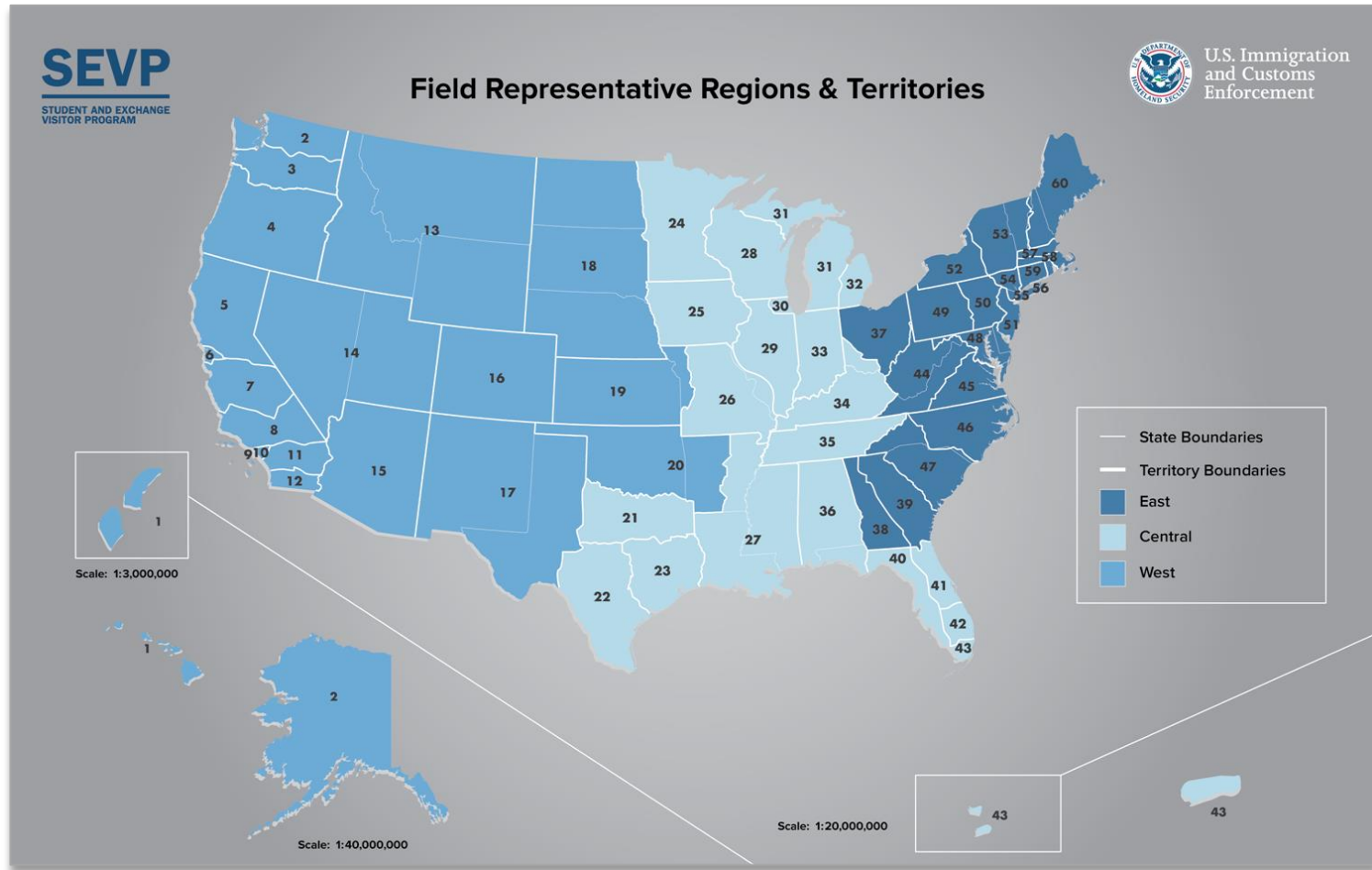
What are the travel rules when an F-1 student wants to travel internationally while attending school in the United States?

# 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

# RESOURCES



# Study in the States



[StudyintheStates.dhs.gov](http://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

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

Learn how to manage school information and student records in SEVIS

Access webinars, job aids and information about upcoming releases

# Engage with SEVP

## *Stay Connected*



### KEY NEWS AND CONTENT

[StudyintheStates.dhs.gov/Blog](https://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](https://StudyintheStates.dhs.gov/Conferences)



@StudyinStates



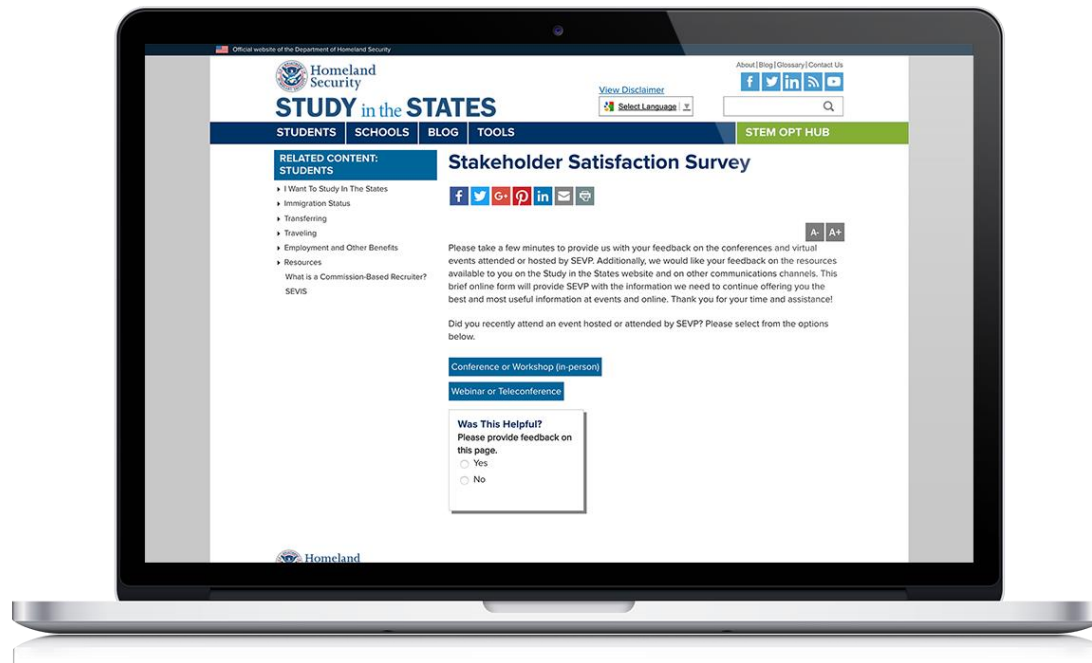
Facebook.com/StudyintheStates



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](http://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](https://StudyintheStates.dhs.gov/Contact-Us)

# QUESTION AND ANSWER SESSION