



Note: SETA will sunset on Sept. 25, 2023, for a redesign and relaunch. Refer to [Study in the States](#) for alternative resources and ongoing updates.

SEVIS Release 6.49 Webinar FAQs

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Upload Form I-983

Q: Is the Form I-983 upload function relevant and available to M-1 students?

A: No, the Form I-983 is only required for F-1 students on the Science Technology Engineering Math (STEM) Extension of Optional Practical Training (OPT). M-1 students are not eligible for STEM OPT extension.

Q: Is it mandatory for designated school officials (DSOs) to upload the Form I-983?

A: For now, uploading the Form I-983 is voluntary but highly recommended.

Q: Why isn't the Form I-983 upload mandatory? Will it be in the future?

A: We don't require the upload now, as the function is still in development. Sometimes the Form I-983 must be completed with changes that SEVIS cannot detect. In these cases, the upload option is not offered; for example, during a material change in STEM employment. In the future, we hope to make the Form I-983 upload easier, either via batch or by the student in the SEVP Portal. Once we have a stronger upload function, uploads will be required. Until then, they are optional.

Q: If a DSO uploads a Form I-983 to a student's SEVIS record, must the DSO still keep the form with the student's school file? If so, for how long?

A: Yes, DSOs should keep the Form I-983 with the student records at the school for at least three years after the student SEVIS record is inactive.

Q: If the Form I-983 upload is required in the future, will it be required for all active STEM OPT students with past due Forms I-983, or will they only be required from the date SEVP requires the form upload and moving forward?

A: Should the Student and Exchange Visitor Program (SEVP) require the upload of



Forms I-983, the requirement would apply to any qualifying event that happens on or



after the effective date of the requirement. SEVP does not anticipate the need to upload Forms I-983 for events that happened prior to the effective date.

Q: Will we need to upload the full Form I-983 with every evaluation or can we simply upload the evaluation page?

A: You should upload the full Form I-983 any time you need to change or upload any part of it for any reason. Form I-983 is employer specific, but some pages of the form do not capture the name of the employer. To ensure that the uploaded evaluation properly matches to the employer, all pages of the Form I-983 should be uploaded.

Q: Can the student upload the Form I-983 via the SEVP Portal? If not, why?

A: The SEVP Portal is a completely different system and does not have the upload functionality. Students cannot upload the Form I-983 via the SEVP Portal. Since DSOs must also sign and maintain any updated Forms I-983, and SEVIS has the upload functionality already, the DSO must upload the form through SEVIS. We plan to add this function to the SEVP Portal in the future, but it will take time to implement the change.

Q: Can students see the uploaded Forms I-983 through their SEVP student portal?

A: No, students are not be able to see uploaded Forms I-983 via their SEVP student portal.

Q: Can students see the Form I-983 upload history in their SEVP Portal account?

A: No, students do not see anything related to Form I-983 uploads in the SEVP Portal.

Q: Can DSOs see the uploaded Forms I-983 in a student's SEVIS records?

A: No, DSOs are not be able to see or open the uploaded Forms I-983 in a student's SEVIS records. Form I-983 uploads are not saved in SEVIS. SEVIS acts as a pass-through for the uploads, which are saved in an internal SEVP database.

Q: Will DSOs ever be able to see the uploaded Forms I-983 that have been saved to SEVIS?

A: We would like to make that possible in the future, but it is not under development at this time.

Q: What can DSOs see in the student's SEVIS record regarding the Form I-983 upload?

A: DSOs will see a table on the Upload Form I-983 page. This table lists the file names, upload reasons, file size, and upload date and time of all the Forms I-983 that were uploaded in each student's record.

Q: Who can access the uploaded Forms I-983?

A: Only SEVP employees will be able to open and see uploaded Forms I-983.

Q: Why are you adding this Form I-983 upload as an option, if it is not required?



- A: We are adding the upload function now, because the Form I-983 is a reporting requirement. Also, SEVP wants to be sure the function works well prior to requiring the uploading of the Form I-983.
- Q: What will SEVP do with the Form I-983 uploads?**
- A: SEVP will use the information in the Forms I-983 to assess the Form I-983 structure. We can determine what is most useful for SEVP STEM OPT site visits and what might be improved in future Form I-983 updates.
- Q: Is SEVP planning to review and/or evaluate the student's and employer's input on the Form I-983? If the Form I-983 information is incomplete, will it have negative consequences?**
- A: The Department of Homeland Security (DHS) has the authority to request and review students' Forms I-983. DHS may withdraw or deny recertification of a school, if SEVP determines that a DSO issued a false statement, including signing a false a statement, in connection with a student's application for practical training (8 CFR 214.4(a)(2)). The DSO is responsible for ensuring that the Form I-983 is completed and signed by all parties prior to making a recommendation for STEM, adding or updating new STEM employment, and completing periodic STEM validation. (For more information, see [Form I-983 Overview](#) and [DSOs and the Form I-983](#) articles on Study in the States.)
- Q: What are the repercussions for not using the upload Form I-983 functionality at our school?**
- A: Use of the upload Form I-983 functionality is optional at present. There will not be any school or student consequences at this time for not using the upload Form I-983 function.
- Q: Can the United States Citizenship and Immigration Services (USCIS) or any other agency access the uploaded Forms I-983?**
- A: No, SEVIS users external to SEVP are not able to view the uploaded Forms I-983. They can only see the list of the forms that have been uploaded for each employer.
- Q: If we choose not to upload the Form I-983, is the student likely to get an RFE from USCIS during STEM OPT adjudication?**
- A: USCIS will see the list of uploaded Forms I-983 in each student record. However, they cannot see any of the uploaded forms, because the forms are stored in an internal SEVP database. There is no way for us to know whether this will prompt an RFE from USCIS or not.
- Q: If USCIS wants to request a Form I-983, will they ask SEVP first or will they ask the school?**
- A: USCIS will contact the applicant directly with RFEs. There is no reason to believe they would contact SEVP for additional information.



Q: Will DSOs be able to submit the Form I-983 through batch in the future?

A: Batch changes are complicated. The amount of system changes and testing it would take to add this specific function to batch made it impossible to add at this point. There are also considerable security aspects to resolve when allowing something like this through batch. We are looking to make this process easier in the future, but it will take considerable time and communication with batch vendors.

Q: What if we accidentally upload a student's Form I-983 to the wrong SEVIS record? Will the incorrect one be deleted from SEVIS record?

A: DSOs will not be able to delete a document once it has been uploaded. However, if you are very concerned, you can contact the SEVP Response Center, and the document can be removed on the SEVP side. Please note that the incorrect upload event will remain in the upload event history table in the student's record.

Q: Will SEVIS automatically know not to request a 12- or 24-month Form I-983 report, if the student had previous employers?

A: This should only affect records from the date of the release forward. SEVIS will request 12- or 24-month evaluations for any active employers.

Q: How many uploaded Forms I-983 are allowed per employer in the SEVIS record? If we upload one Form I-983 for a new employer, and then again later for an update, will the new Form I-983 replace the old one?

A: SEVIS will accept an indefinite number of uploaded Forms I-983 per employer. Newly uploaded Forms I-983 will not overwrite older forms. All uploaded Forms I-983 will remain with the student's SEVIS record. A history of uploaded forms will appear and grow in a table, as all Forms I-983 are uploaded over time.

Q: Should we be asking for a Form I-983 with a Final Evaluation when a student leaves an employer or just at the end of the 24-month period?

A: Students must submit a final evaluation within ten days of leaving a STEM employer. If the student leaves the employer at the 24-month reporting period, the student only needs to submit the 24-month self-evaluation.

Q: What is the maximum size for the uploaded document?

A: The maximum size file to upload is 10 MB.

Q: Is there a regulatory requirement for the student to submit the full Form I-983 submitted for self-evaluations?

A: The regulations do not specify whether a partial Form I-983 is acceptable for self-evaluations. Since there is no way to tie the self-evaluation to an employer without the full form, we require a full Form I-983 upload.

Q: Do we upload a new Forms I-983 for a material change?

A: Yes.



Q: How can DSOs know what communication is provided to students regarding the SEVP Portal?

A: This information is on the Study in the States [SEVP Portal Help](#) pages and the Help Hub [SEVIS and the SEVP Portal](#) page. Look under the [SEVP Portal Email Notices to Students](#) section.

Q: How long does SEVP keep the Forms I-983 that are uploaded. For example, a student has finished the extension and is on a different status for three years. Would SEVP still retain the uploaded version of the Form I-983?

A: Yes, SEVP must follow the federal government's recordkeeping guidelines. Student records are retained for 75 years.

Q: Will students and employers be notified that SEVP is now looking at their Form I-983 information for informational purposes and regulatory review?

A: No, SEVP will not notify students or employers. The regulations make it clear that SEVP can ask the DSO for a copy of the Form I-983 at any time.

Q: If "New Employment" doubles as "Recommending STEM," does "Edit Employment" double as "Reporting End of Employment?"

A: Yes, if the employer end date is shortened to reflect an early end to the job.

Students Requiring the STEM OPT Form I-983 Upload Alert List

Q: What is the name of the new alert list a student appears on when a Form I-983 is not uploaded in SEVIS?

A: The name of the alert is Students Requiring STEM OPT Form I-983 Upload.

Q: What events will put a student's name on the Students Requiring STEM OPT Form I-983 Upload alert list?

A: The following events will put a student's name on the Students Requiring STEM OPT Form I-983 Upload alert list:

- Recommendation of initial STEM OPT employment in SEVIS.
- Add new STEM employer.
- Passing of the 12- or 24-month self-evaluation dates.

Q: If the Form I-983 upload is optional, why is the alert called "Students Requiring STEM OPT Form I-983 Upload"?

A: SEVP may require the Form I-983 upload in the future.

Q: How long will a student's name remain on the Form I-983 alert list, if the Form I-983 is not uploaded?



- A: The alert list adds names to the list as DSOs process Form I-983-associated events in SEVIS. Student names remain on the list until a Form I-983 is uploaded for every event for which they appear on the list.
- Q: Even though the Form I-983 upload is optional, will all my STEM OPT students, who are missing a Form I-983 upload, show on the "Students Requiring STEM OPT Form I-983 Upload" alert list until their forms are uploaded?**
- A: Yes, if you do not upload any Forms I-983, eventually all your students with active STEM OPT will appear on that list.
- Q: Will the fact that a student appears on the "Students Requiring STEM OPT Form I-983 Upload" alert list have a negative effect on that student's record?**
- A: No, there will not be any negative effects on the student who appears on the Students Requiring STEM OPT Form I-983 Upload list, nor on the student's school.
- Q: For students that appear twice on the "Students Requiring STEM OPT Form I-983 Upload" alert list with a reason of "12-month Evaluation," are we assuming the student is concurrently employed with two employers?**
- A: Yes, when a student appears multiple times on the alert list for the same reason, the student has multiple employers listed in SEVIS.
- Q: Since the alert entries are tied to specific reasons, must we upload the same Form I-983 multiple times, as some Forms I-983 may address multiple alerts; for example, end of 12-month self-evaluation with change of employment address?**
- A: The alert list will only list the student once – for the 12-month self-evaluation. To remove the student from the alert list, the DSO would only have to upload a Form I-983 for the self-evaluation. The list is not currently configured to pick up updates to a specific employer's data.
- Q: Will DSOs and/or students receive an email when the students appear on the "Students Requiring STEM OPT Form I-983 Upload" alert list?**
- A: No, no one will receive an alert email when a student's name appears on the alert list. This is a normal alert list like all the others in SEVIS. It does not trigger emails.
- Q: If a DSO or SEVIS ends a student's STEM OPT Extension early due to the student's approved change of status to H-1B or transferring to another school, will a request be triggered for a final evaluation?**
- A: No, the student will not appear on the Form I-983 alert list at this point nor will the self-evaluation check box appear in the student's record. However, the DSO can upload a self-evaluation Form I-983 at any time in SEVIS.



Merging SEVIS Accounts

Q: Can a former SEVIS user use an old SEVIS user name for a new active account?

A: Right now, prospective and current SEVIS users may only merge their active SEVIS accounts. SEVP cannot revive SEVIS user names tied to disabled SEVIS user accounts.

Q: What if we changed our last name after we married?

A: The name tied to your SEVIS account should be your current legal name. If you have legally changed your name, your PDSO or responsible officer (RO) should update your name on any active Form I-17 or DS-3036 with the appropriate legal documentation.

Q: Does a SEVIS test account count as an extra account? Or will those be kept separate?

A: SEVP is only merging SEVIS accounts in Production. SEVIS test accounts in Alpha and Beta will always be kept separate.

Q: While SEVP merges SEVIS user accounts, does that user lose access to SEVIS? If so, for how long?

A: There may be a while when the SEVIS user loses access to one of the SEVIS accounts during the actual merging process. However, it should not last longer than a couple of hours.

Q: Is it possible to merge a DSO and alternate responsible officer (ARO) account together?

A: Yes, we can merge active DSO and ARO accounts for a single user, if the user's first and last names are identical on the Form I-17 and DS-3036.

SEVP External Training Application (SETA)

Q: What is the SEVP External Training Application?

A: The SEVP External Training Application (SETA) is a new online training for SEVIS school and sponsor user. It will eventually replace the existing DSO Training on the ICE.gov/SEVIS website. SETA teaches SEVIS users the rules and regulations governing SEVP and the Department of State's Exchange Visitor Program (EVP).

Q: How can users access the SETA training?

A: On November 20, 2019, SEVP sent a broadcast message with information about SETA and a link to the [SETA Log in](#) page. Also, see the [SEVP External Training Application](#) page on Study in the States for access information.

Q: If I already have an account for the current DSO Training, do I need to update it to access SETA?

A: The existing DSO Training is unrelated to SETA. All SETA users must create a SETA account to enter the training.



Q: Are you tracking how much training DSOs are getting?

A: Yes, part of our purpose for creating SETA, as a training management program, is to track the training that DSOs get.

Q: Are SETA courses required for prospective PDSOs, DSOs, ROs, or AROS?

A: No, at this time completion of the first four courses available in SETA is not mandatory. Current and prospective school and sponsor officials are encouraged to take this training to boost understanding of the rules and regulations governing SEVP and EVP. All passing scores will count for completion once the training becomes mandatory. SEVP expects that completion of these trainings, as well as additional trainings, will become mandatory in the future.

Q: Are SETA courses required for current PDSOs, DSOs, ROs, or AROS?

A: No, at this time completion of the first four courses available in SETA is not mandatory. Current and prospective school and sponsor officials are encouraged to take this training to boost understanding of the rules and regulations governing SEVP and EVP. All passing scores will count for completion once the training becomes mandatory. SEVP expects that completion of these trainings, as well as additional trainings, will become mandatory in the future.

Q: Is there a deadline to complete SETA training or will it be available indefinitely?

A: Currently, there is no deadline to complete these courses and users are welcome to complete the courses at their own pace. Please note that SEVP plans to add additional courses in the coming year and any passing scores will count for completion once the training is mandatory. When all SETA courses are complete, the SEVP Basics course will be removed from the application. For now, all SETA courses will be available for the foreseeable future.

Q: Can experienced PDSOs and DSOs test out of SETA courses?

A: Yes, each SEVP course provides the option to test out without completing each course's lessons. However, each course requires a specific score to test out. DSOs are encouraged to take each course, as it may contain useful content and resources. Also, there may be mandatory courses in the future. SETA course EVP 101 does not have a test or a test out option.

Q: Can prospective DSOs who do not yet have an SEVP user name register for SETA and take the training?

A: Yes, SETA is for current and prospective school and sponsor officials. SETA users who do not have SEVIS accounts simply indicate they do not have a SEVIS account during the SETA account creation process. Once SETA users becomes certified SEVIS users, they can add their SEVIS role and user name to their SETA profile.

Q: Will DSOs get a certificate after completing the SETA training?



- A: SETA will not have a certificate of completion. However, there will be a downloadable transcript that will list all the courses the user has successfully completed.
- Q: Will SETA have updated training on SEVIS releases to help the PDSO and DSO keep up?**
- A: SETA training is focused on federal regulations and policy that school and sponsor officials must know for proper SEVIS reporting and recordkeeping. We recommend you refer to the [SEVIS Help Hub](#) for current directions and changes to SEVIS functionality.

Annual School and Sponsor SEVIS User Verification

- Q: Does the PDSO verify all users for the school?**
- A: Any PDSO listed for any campus on the school's Form I-17 can complete annual verification for the entire school, including campuses at which that PDSO is not a PDSO.
- Q: What documents are required to verify AROs and DSOs.**
- A: SEVIS does not require any documentation during annual verification.
- Q: If I have pending new school officials, will I have to verify them after I have completed annual verification for the rest of my school officials?**
- A: If your pending school officials receive SEVP approval on your Form I-17 during the annual verification period, you will not need to verify them during this period.
- Q: How long does annual verification take?**
- A: Annual verification is immediate. It only takes as long as it takes to click a button for each DSO at each school campus.
- Q: If a school's Form I-17 is locked for an update or recertification, can the PDSO still complete the annual verification?**
- A: Yes, annual verification is separate from the SEVP recertification and update processes. The PDSO can and must complete annual verification even while a petition is locked for either recertification or an update.

Miscellaneous

- Q: Is the 'telephone disappearing' glitch fixed? The issue stemmed from students updating their telephone number themselves in the SEVP Portal, but then DSOs would need to go and correct the number. Is this issue fixed; so, when the students update their telephone numbers, the numbers won't disappear afterwards?**
- A: Yes. This problem is fixed.



Q: During the STEM reporting window, when is the STEM report considered past due?

A: SEVIS considers a report past due, when it is 31 days after the due date. This time frame is made up of the 10 days the student has to report to the DSO and the 21 days the DSO has after that to update SEVIS. SEVIS is being modified to allow DSOs the full reporting time frame after STEM OPT ends to complete the final evaluation.

Q: Will 'Past Due' notices in a student's SEVP Portal account affect a student's F-1 status in any way?

A: No, the past due notices in the portal are only visible to the student.