



U.S. Immigration
and Customs
Enforcement

- Welcome to the Summer 2018 SEVP InFocus 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

Summer 2018 SEVP InFocus Webinar

Aug. 16, 2018, 2 – 3 p.m. EDT



U.S. Immigration
and Customs
Enforcement

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Housekeeping Notes

- **Download items in the Webinar Resources pod**
 - Hyperlink appendix
 - Presentation PDF
 - Glossary
- **Experiencing technical difficulties?**
 - Provide a description of the issue through the Technical Difficulties pod
- **Webinar recording and resources available after event**

Today's Presenters



Marissa Tinsley

Management and Program
Analyst



Sam Lockhart

SEVP Field Representative
Territory 33 - Indiana

Lauren Caricato

Moderator

Presentation Overview

1

THE LATEST NEWS

2

NOTIFICATIONS AND FOLLOW-UP

3

DON'T FORGET

4

FACTS + FIGURES

5

HELPFUL RESOURCES

Provide your feedback at the end of this presentation

Respond to our closing poll questions

Ask the Audience



Today's
Audience

Please select a response that best describes your current position

Ask the Audience



Today's
Audience

Please select a response that best describes your school type

THE LATEST NEWS

Adjusting SEVP Program Fees

- **DHS proposes to adjust fees charged by SEVP to:**
 - International students
 - Exchange visitors
 - SEVP-certified schools
- **Rule available for public comment until Sept. 17, 2018**
 - Provide feedback on proposed rule via the public comment feature

Visit [FederalRegister.gov](https://www.federalregister.gov) to read the complete fee rule and provide comments

Government Partner Notification

Accrual of Unlawful Presence by F and M Nonimmigrants

- USCIS reissued an updated policy memorandum on Aug. 9, 2018, related to accrual of unlawful presence
- Two situations:
 - Students who failed to maintain status before Aug. 9, 2018
 - Students who fail to maintain their status on or after Aug. 9, 2018

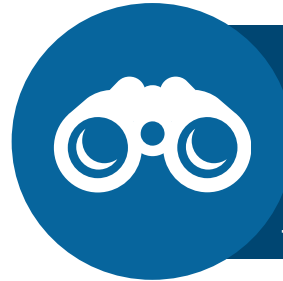
Contact USCIS for additional information

NOTIFICATIONS AND FOLLOW-UP

SEVP Portal

Tips and Reminders for DSOs

- **Account creation email: Do-Not-Reply.SEVP@ice.dhs.gov**
 - Encourage students to add email address to their safe sender list
- **Account creation link can only be used once**
- **Students must enter their current SEVIS ID number**
 - SEVIS ID located on left-hand corner of the Form I-20
 - SEVP Portal will lock the student's account after three failed attempts to enter their SEVIS ID number



NEW SEVP PORTAL RESOURCES:

- Top questions from DSOs
- Top questions from students

Frequently Asked Question



Account Creation Email Timing

When can students expect to receive an email to set up their SEVP Portal account?

Troubleshooting the SEVP Portal



Frequently Asked Question



Troubleshooting
the SEVP Portal

How can DSOs reset a student's locked SEVP Portal account?

Frequently Asked Question



Troubleshooting the SEVP Portal

Why can DSOs no longer view the “Reset Portal Account” link on the Student Information page in SEVIS?

Frequently Asked Question



Troubleshooting the SEVP Portal

What is the timing for data exchange
between SEVIS and the SEVP Portal?

SEVP Portal Functions in SEVIS

DSO TOOLS IN SEVIS



LIST



PORTAL
ACCOUNT
STATUS

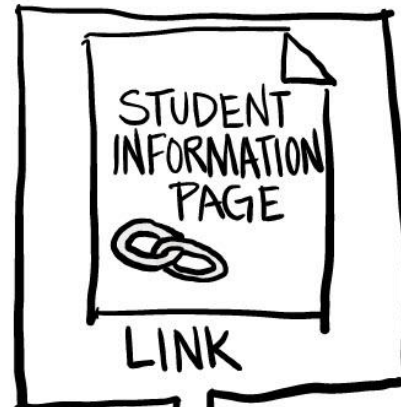


REPORT



DATA CHANGED
BY STUDENT IN
PORTAL

.CSV, EXCEL



LINK



RESET
PORTAL
ACCOUNT



HISTORY



DATA
TRANSMISSION
ERROR MESSAGES

BEFORE & AFTER
VALUES FOR
CHANGED DATA

Reminders for School Officials

Volunteer Opportunities and OPT

- Volunteer positions not directly related to a student's course of study cannot qualify as OPT
 - Students cannot list these positions as employment in the SEVP Portal
- Reporting non-qualifying volunteer positions as OPT will be deemed a violation of the student's reporting requirements
- Non-qualifying volunteer positions do not stop accrual of unemployment
 - Students with more than 90 days of unemployment must leave the United States



REMEMBER:

Volunteer positions do not meet conditions for STEM OPT extension

Reminders for School Officials

Updating a Locked Form I-17

- Schools with a locked Form I-17 must continue to report changes to SEVP within 21 days of the change
- For PDSO or DSO changes:
 - Email FormI17SupportingEvidence@ice.dhs.gov
 - Reference SEVP Fact Sheet 8.1: Designated School Official Submissions
- For all other material changes:
 - Email SEVP@ice.dhs.gov
 - Provide all necessary evidence related to change

Ask the Audience



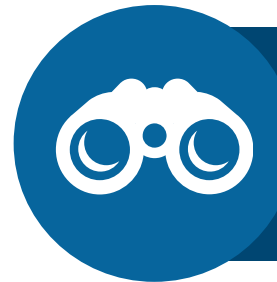
Updating a
Locked
Form I-17

Did you know how to submit changes to a locked Form I-17 prior to today's webinar? Select a response.

Enhanced Resource

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**
 - Action:
 - 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)

Clarifying Processes

Form I-17, Section 2.3

- Updates to the field allow more precise degree classification
- Degrees broken down by levels and degree programs
 - Full list available in the SEVIS Help Hub
- **Key editing reminders:**
 - Status: Shows whether the degree is selected or not for Form I-17
 - Selected: The degree is on or was added to the Form I-17
 - Blank value: The degree is not on the Form I-17
 - Previous status: Indicates if the degree is on the approved Form I-17
 - Adjudicated: The degree is already on the approved Form I-17
 - Degrees selected on the Form I-17 are highlighted in blue

Clarifying Processes

Form I-17, Section 2.3

2.3 List the degrees available from this school: * ⓘ ⓘ

Do I need to list all degrees? When should I select ""Other""? How do I use the selection tool?

Show 10 entries Search:

Level	Degree Name	Status	Previous Status
Bachelor	Bachelor of Interdisciplinary Studies (BIS)	Selected	
Bachelor	Bachelor of Journalism (BJ)		
Bachelor	Bachelor of Laws (LLB)		
Bachelor	Bachelor of Liberal Studies (BLS)	Selected	Adjudicated
Bachelor	Bachelor of Literature (BLit)	Selected	Adjudicated
Bachelor	Bachelor of Marine Science (BMS)	Selected	
Bachelor	Bachelor of Mechanical Engineering (BME)		
Bachelor	Bachelor of Ministry (Bmin)		
Bachelor	Bachelor of Music (BM)	Selected	Adjudicated
Bachelor	Bachelor of Nursing (BN)/Bachelor of Science in Nursing (BSN)	Selected	Adjudicated

Showing 71 to 80 of 342 entries

Previous 1 ... 7 8 9 ... 35 Next

Status and previous status columns

Degree is on or was added to Form I-17

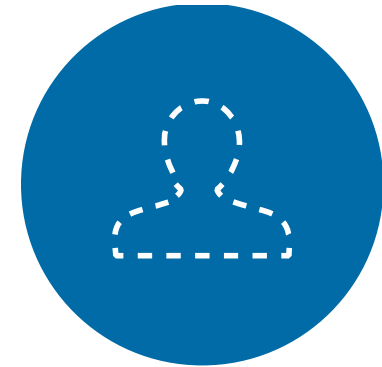
Blue highlights indicate selected degrees

Degree is approved on the Form I-17

Field Representative Unit Updates

Current Vacancies

- **Three remaining vacancies in:**
 - Raleigh, NC
 - St. Louis, MI
 - El Paso, TX
- **Schools in territories with a vacancy should contact SRC for assistance**



Avoid Phone Wait Times

SRC Callback Assist

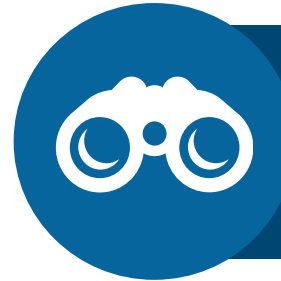
- Helps stakeholders spend less time waiting to speak to an SRC customer service representative on the phone
- Choose a preferred date and time for an SRC customer service representative to contact stakeholders
 - Feature automatically activated if phone wait time is expected to be two minutes or longer when contacting SRC
- **Stakeholders provide:**
 - Name
 - Phone number
 - Feature only accepts domestic phone numbers
 - Preferred date and time within SRC's hours

DON'T FORGET...

Student Travel

Form I-515A

- Grants students temporary admission into the United States
- Paperwork includes:
 - Form I-515A
 - Form I-20
 - Form I-94
 - Copy of admission stamp in the student's passport
 - I-901 SEVIS Fee receipt
- DSOs should assist students in complying with Form I-515A requirements
 - Students must respond within 30 days

**REMEMBER:**

Failure to respond to a Form I-515A may negatively impact a student's status

Form I-515A

Resources for Students and DSOs

Avoiding a Form I-515A

DSOs

The following helps your students with a smooth entry/return to the United States:

- Register students in SEVIS at the beginning of each academic session.
- Check SEVIS regularly to ensure your current student records are in Active status.
- Submit correction requests in SEVIS well before the student plans to travel abroad to correct any errors on student records.
- DSO signs page 2 of Form I-20, "Certificate of Eligibility for Nonimmigrant Student Status," for travel.
- Remind your students to hand-carry their documents when entering the United States.

If your student arrives at the U.S. port of entry without all of their required documents, or with unsigned or missing information, the U.S. Customs and Border Protection officer may deny the student's entry into the United States. As an alternative, the officer has discretion to issue the student a Form I-515A, "Notice to Student or Exchange Visitor," which allows the student temporary entry into the United States for 30 days.

Refer to the Handling a Form I-515A guide to learn what to do if a student receives a Form I-515A: <https://studyinthestates.dhs.gov/handling-form-i515a>.

For more detailed information, visit studyinthestates.dhs.gov/515a.

Students

Students must have the following when they enter the United States:

- Valid passport
- Form I-20 signed by DSO
- Evidence of financial resources
- Acceptance letter from U.S. institution
- Paper receipt to Student or Exchange Visitor
- 24-hour emergency contact information for their DSO

Students should have their SEVIS record in Active status before traveling.

Handling a Form I-515A

If you receive a Form I-515A, "Notice to Student or Exchange Visitor," it is very important that you send your response to SEVP within 30 days. If you do not, it will negatively affect your F-1/M-1 status and you may be required to depart the United States.



The U.S. Customs and Border Protection (CBP) officer just issued you a Form I-515A. Now what do you do?

The CBP officer who issues you a Form I-515A may tell you what documents, signatures, or information are missing or incomplete. The form is a checklist that describes exactly what is missing or incomplete, and tells you what you must do.

SEVP will process your documents and return them to a DSO at your school. If your submission is correct, SEVP will return your documents with a letter of approval and the Form I-94, "Arrival/Departure Record," which will have an extended departure date. Then you can get the documents from your DSO for you to keep safely.

For more detailed information, visit studyinthestates.dhs.gov/515a.



You must submit this paperwork before the "admit until" date on your Form I-94.

Mail documentation to the following address:

Student and Exchange Visitor Program DHS/ICE
ATTN: SEVIS/Form I-515A Processing Team
500 12th Street SW 510P 5600
Washington, D.C. 20536-5600

Arrival Date

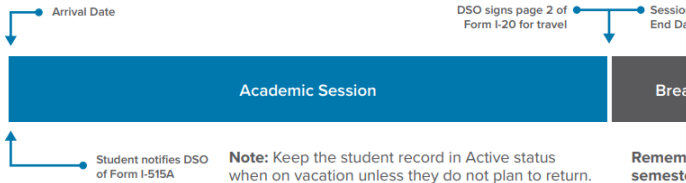


You have **30 days** from the date of entry into the United States to submit your correct paperwork to the SEVP Form I-515A processing team.

Notify your DSO of Your Form I-515A

Admit Until Date on Form I-94

If you receive a Form I-515A, the first thing you should do is alert your DSO. Your DSO will work with you to make sure everything is in order. Collect the necessary paperwork and send the original documents by mail.



If one of your students receives a Form I-515A, it is very important that the student sends the response to SEVP within 30 days. If the response is not sent within 30 days, it will negatively affect the student's status in the United States and the student may be required to depart the United States.

For SEVIS technical questions, call: 800-892-4829 or email SEVISHelpDesk@ice.dhs.gov

Contact the SEVP Response Center at SEVP@ice.dhs.gov or 703-603-3400 for policy questions

For more information, visit <http://studyinthestates.dhs.gov>

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Last updated JUNE 2017

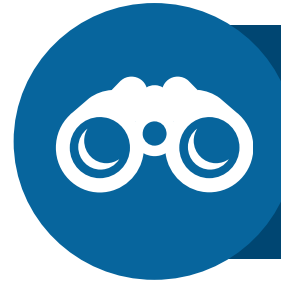
Access these resources:

StudyintheStates.dhs.gov/Resource-Library

Student Registration

Deadlines

- **Within 30 days of the Initial Session Start Date register:**
 - Initial students reporting
 - Initial student 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 register:**
 - 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

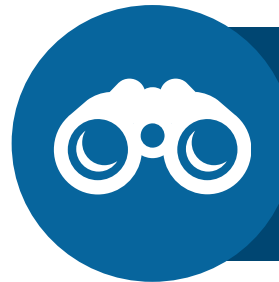
- If a student does not report to a school within 30 days, DSOs must either:
 - Cancel the student's SEVIS record
 - Use if DSO cannot verify in SEVIS that the student was admitted into the United States
 - Terminate the student's SEVIS record for reason of No Show

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

Maintaining Status

Lines of Communication

- **Students should communicate certain information to their DSO, including:**
 - Arrival in the United States
 - Full course of study and any academic changes
 - Travel plans
 - Changes to personal information
 - Change of address
 - Change in source of financial support
- **Students must report certain information to their DSO within 10 days**
 - DSOs must update the student's SEVIS record within 21 days



REMEMBER:

Students and DSOs should keep open lines of communication

Maintaining Status

Full Course of Study

- Students must enroll in a full course of study to maintain their nonimmigrant student status
- Circumstances to authorize reduced course load:
 - Academic difficulties
 - Medical conditions
 - Completion of a course of study
- Limits for online courses and distance learning
 - Only one course or three credit hours per academic term may be counted toward a student's full course of study

FACTS + FIGURES

Campus Emergency Planning

SEVP Response to Natural Disasters



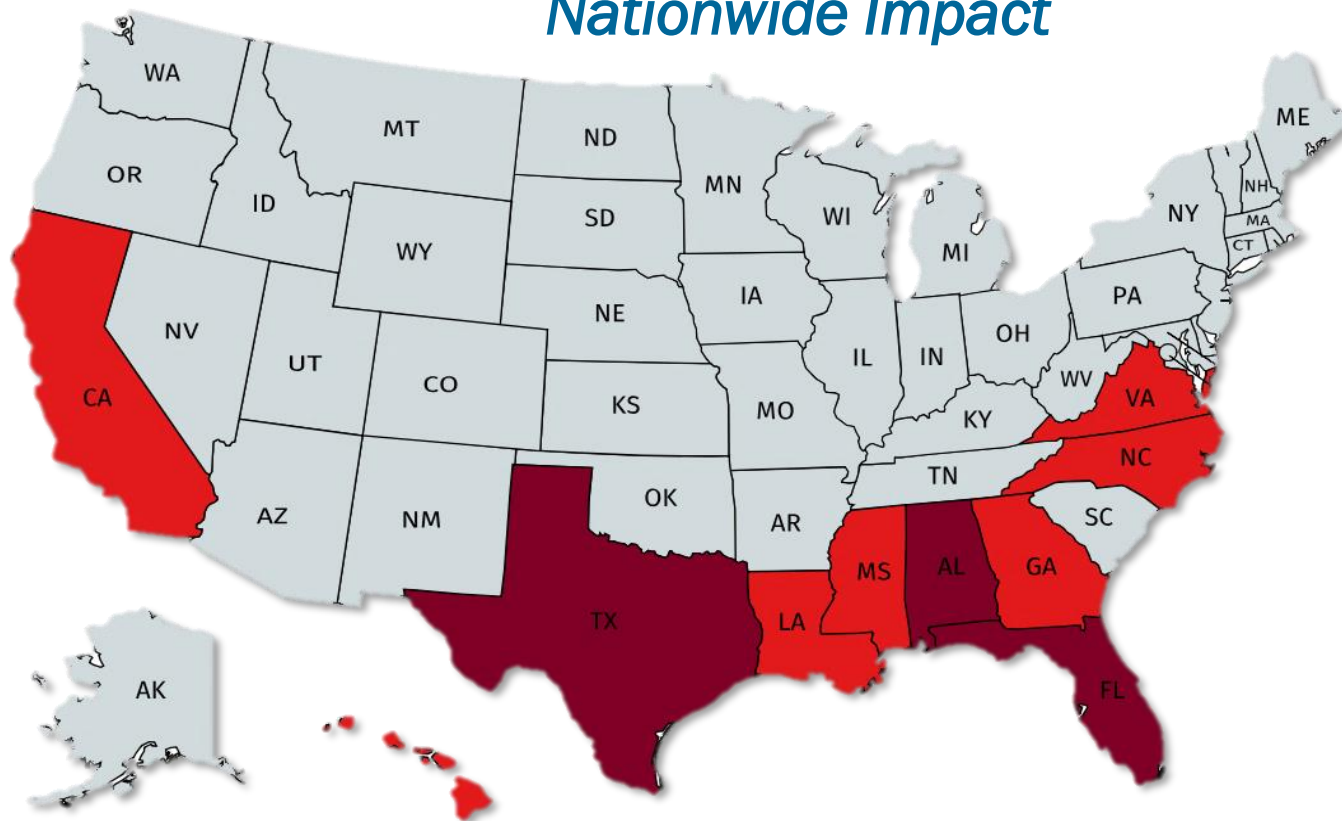
10 NATURAL DISASTERS

between January 2017 and July 2018 required an SEVP response

Hurricane Harvey | Hurricane Irma | Hurricane Maria | Tropical Storm Nate
Southern California wildfires | Redding California wildfire
Greensboro, NC tornado | Jacksonville, AL tornado
Lynchburg and Danville, VA tornados
Kilauea volcanic eruptions

Campus Emergency Planning

Nationwide Impact



Puerto Rico
RICC
U.S. Virgin Islands

Areas in red affected by a local natural disaster

Areas in dark red affected by a state-wide natural disaster

Period January 2017 to July 2018

Campus Emergency Planning

SEVP Support for Campus Emergencies



4 EVERGREEN RESOURCES

to assist with campus emergency planning

Maintain F and M Status in Emergency Events

Campus Resilience at SEVP-certified Schools

SEVP Ask the Experts Webinar: Campus Emergency Planning and the International Student Community | Emergencies tab on [ICE.gov/SEVP](https://ice.dhs.gov/SEVP)

Ask the Audience



Campus Emergency Planning

Does your school have a plan in place in the event of a natural disaster or other emergency?

Ask the Audience



**Campus
Emergency
Planning**

**Are international students considered
in your school's plan?**

Campus Emergency Planning

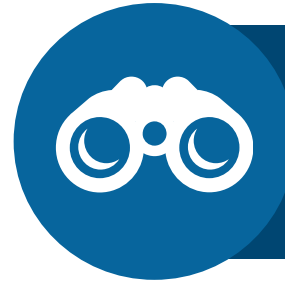
Understand DSO Responsibilities

- Be familiar with your school or university's emergency plan
- Educate and collaborate with campus emergency managers and other school officials
 - Ensure the school incorporates unique needs of international students into its emergency planning
- Review resources to assist with campus emergency planning and preparedness
 - Study in the States and [ICE.gov/SEVP](https://ice.dhs.gov/SEVP)
 - DHS Campus Resilience Program Resource Library
 - FEMA's Guide on Developing High-Quality Emergency Operations Plans for Institutions of Higher Education

Campus Emergency Planning

Emphasize Safety First

- **Advise students about:**
 - Emergency resources available at the school
 - Evacuation plans
- **Encourage students to sign up for emergency alerts from local law enforcement**
- **Provide emergency contact information to students**
 - Include the following:
 - Number where DSO can be reached after business hours
 - Email address



DSOs:

Consider including dependents and family in preparedness briefings

Campus Emergency Planning

Ensure Students Maintain Status

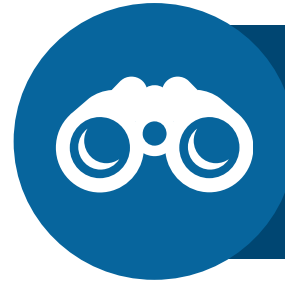
- **Keep in contact with students before, during and after an emergency**
 - F and M students must maintain status during emergency events
- **Remind students to keep important documents safe**
 - Passport and visa
 - Student forms
 - DSO emergency contact information
- **Explain resources available to students**
 - Campus emergency planning resources
 - Study in the States and U.S. government partner resources
 - SRC

HELPFUL RESOURCES

Save the Date

Government Voices Webinar: Campus Partnerships with DHS

- Thursday, Sept. 27, 2018, from 2 to 3:30 p.m. EDT
- Join SEVP representatives, PCS agents and PSA staff for a discussion of:
 - An overview of their programs
 - Their role in the international student life cycle
 - Their work with the academic community
- Designed for DSOs, campus safety and law enforcement officials



LEARN MORE:

Visit the Study in the States Stakeholder Webinars page

Submit questions by Aug. 24, 2018
to SEVPOutreach@ice.dhs.gov

Miss a Webinar?

- **Government Voices Webinar: What to Expect at a U.S. Port of Entry**
 - Provided information to assist students at U.S. ports of entry
 - Included live question and answer session with CBP and SEVP
- **SEVP Ask the Experts Webinar: What DSOs Need to Know about Record Keeping**
 - Discussed record keeping and reporting requirements for SEVP-certified schools
 - Included live question and answer session with SEVP representatives



WATCH NOW

Recordings and additional resources available on the Stakeholder Webinars page

StudyintheStates.dhs.gov/Webinars

SEVP Portal Help

Official website of the Department of Homeland Security

Homeland Security

STUDY in the STATES

View Disclaimer | Select Language | SEARCH

STUDENTS | SCHOOLS | BLOG | TOOLS | **STEM OPT HUB**

SEVP PORTAL HELP

Students on post-completion practical training should use the SEVP Portal Help section to learn how to use the SEVP Portal and comply with reporting requirements.

Watch the SEVP Portal Help videos for step-by-step guides to navigating and updating the SEVP Portal.

STUDENTS: LEARN HOW TO USE THE SEVP PORTAL

In this section you will find:

- Step-by-step instructions.
- Instructional videos.
- Additional SEVP Portal Help resources.

<h4>SEVP PORTAL: GETTING STARTED</h4> <ul style="list-style-type: none"> SEVP Portal Overview Create an SEVP Portal Account Make and Maintain User Password SEVP Portal User Guide 	<h4>MAINTAIN INFORMATION</h4> <ul style="list-style-type: none"> Navigate the SEVP Portal Update User Profile Update Employer Information
<h4>INFORMATION FOR SCHOOLS</h4> <ul style="list-style-type: none"> Benefits of the SEVP Portal SEVIS Help Hub Broadcast Messages 	<h4>RESOURCES</h4> <ul style="list-style-type: none"> OPT Student Reporting Requirements SEVP Portal Videos Infographic

QUESTIONS? For general and case-specific questions, call 703-603-3400 or email SEVP@ice.dhs.gov and include SEVP Portal in the subject line. Our offices are open Monday through Friday, from 8 a.m. to 6 p.m. ET, except holidays.

Create an SEVP Portal account and download the SEVP Portal User Guide

Resources for DSOs about SEVP Portal interface with SEVIS

Navigate and update information through the SEVP Portal

SEVP Portal videos and infographics for students

StudyintheStates.dhs.gov/SEVP-Portal-Help

Engage with SEVP

Stay Connected



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



[@StudyinStates](https://twitter.com/StudyinStates)



Facebook.com/StudyintheStates



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

SEVP Contact Information



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

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



U.S. Immigration
and Customs
Enforcement

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

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