SEVIS 6.21 Release Planning, SEVIS Name Standards, Redesigned Forms I-20 and DS-2019, and Mass Reprint Webinar FAQs

May 8, 2015 – Initial release of information or update to reflect details of any changes.

SEVIS Name Standards

Note: We highly recommend reading all resources surrounding the SEVIS Name Standardization. They are available on Study in the States.

General Questions about SEVIS Names

Q: **Will the Department of State (DoS) use the same name standards?**
A: Yes. All F-1, F-1, M-1, M-2, J-1 and J-2 nonimmigrant SEVIS records will be using the same name standards.

Q: **What are the character limits on the new name fields?**

A: The Surname/Primary name is limited to 40 characters. The Given Name is limited to 80 characters. The Preferred Name is limited to 147 characters, and the Passport Name is 39 characters.

Q: **If a student does not list all names before we create the SEVIS record, is it possible to edit the names section after we print the form?**

A: School Officials can edit F-1, F-2, M-1 and M-2 names in SEVIS at any time, even after a Form I-20 has been printed. However, Form DS-2019s are locked for editing after a visa is issued; therefore, program sponsors must wait until after exchange visitor validation to update any name fields.

Q: **How should students enter their names when completing the I-901 fee payment?**

A: Students should enter their names as entered in the Surname/Primary and Given Name fields on the I-901 application. However, if there is a difference between the names in SEVIS and the name on the I-901 application, the key is the SEVIS ID number, which will remain the same.

Q: **Since SEVIS no longer allows FNU, what will happen to the students who have that in their SEVIS record already?**

A: During conversion, SEVIS will remove FNU from the Given Name fields. Any student without a given name will have that field blank in their record. We recommend issuing new forms to students with major changes.

Q: **How do we advise a student going to the DMV with a passport that has LNU and only a name in the Given Name field once SEVP updates the Form I-20 format?**

A: After the name standardization, the Surname/Primary field will be required. Therefore, SEVP considers a student's one name the *Primary* name; SEVIS will move the name to the Surname/Primary field. In addition, we have not seen any passports with "LNU." It might possibly appear on the visa. If it is on the passport, it could present a problem because SEVP will not accept "LNU" in SEVIS. If that were the case, we would recommend the student get a new passport. If you have an example of "LNU" in the passport, we would be very interested to see it. Please send it to SEVISTechnicalfeedback@ice.dhs.gov.

Q: **Previously on the Form DS-2019, if a student used an umlaut, we would add an "e" after the vowel. Do you not add an "e" now? Do these students' names need to be updated?**

A: During conversion, SEVIS will change any existing umlauts to the appropriate letter with a trailing "e," for example "Ö" will be automatically converted to "OE". This will happen with both upper and lower case letters. You do not need to change this before June 26, unless you want to.

Passport Name and the Machine-Readable Zone (MRZ)

Q: **Why should we enter the name as it appears on the passport in the Passport Name field? Do we have to enter it as it appears in the Machine-Readable Zone (MRZ) of the passport or as it appears in the Visual Inspection Zone (VIZ)?**

A: The Passport Name field of the Forms I-20 and DS-2019 should always reflect exactly what is in the MRZ of the passport. This allows for passport and SEVIS document matching. Occasionally, the name in the MRZ is truncated or in an incorrect order. In these cases, an official would complete the Surname/Primary and Given Name fields following the VIZ (minus the special characters) or the nonimmigrant visa.

Q: **Sometimes the MRZ does not have the full surname or is incorrect. What should we use for the Surname/Primary Name field in SEVIS?**

A: We understand that sometimes the MRZ truncates names, or omits characters. We recommend you use the full surname as it is spelled in the VIZ or on the nonimmigrant visa. You can put the rest of the name in the Given Name field. We recommend entering exactly what is in the MRZ in the Passport Name field for document continuity.

Q: **When will the Passport Name be different from the Surname/Primary and Given Names?**

A: There may be times when they are not different. If the student's name is the same in both the VIZ and MRZ, there is no need to enter the Passport Name. Again, sometimes the name in the MRZ is truncated or in an incorrect order. In these cases, we recommend entering it because it will give the student consistency between all of the forms they have.

Q: **Should we continue to enter the names in the Surname/Primary and Given Names fields as they appear in the MRZ? Should we use our best discretion when, for example, working with Malaysian passport holders?**

A: In many cases, you will use exactly what is in the MRZ, but there are certain countries where the MRZ name order does not correctly represent the student's actual Surname/Primary and Given Names. In these cases, we recommend you use your discretion.

Q: **Where should we put multiple first names, all appearing after the double caret on the MRZ when there are no last names? Example: P<IND<<Mohammed<Jaweed?**

A: You can either look at an available U.S. nonimmigrant visa to see if there is a recommendation there, or you can go by the student's request. Remember, every nonimmigrant needs a Surname/Primary name.

Q: **On Russian passports, it seems that the second given name is not translated to English or included in the MRZ. However, students are including their middle names on the Form I-20 request forms. Do we include this second given name/middle name in the student's SEVIS record?**

A: If you have a copy of the passport when you are creating the SEVIS record, follow the MRZ and VIZ as closely as possible when completing the Surname/Primary and Given Name fields. You can put exactly what is in the MRZ in the Passport Name Field. If the

middle name does not appear at all on the passport or is in special characters, you can enter it as the student asks in the Preferred Name field.

Q: **How would Vietnamese name order be handled when entering them in SEVIS, as the order on the passports is different from the name order on the visa? Generally, the name order on the visa is the appropriate name order and should appear on the I-94 card and is accepted by the SSA.**

A: The Social Security Administration (SSA) normally looks at the name on the Form I-20 or the DS-2019. We will compare the name and other biographical information with the corresponding information on the passport and I-94 print out. The I-94 name should match what is on the Form I-20 or DS-2019, and that would be the name we use on the Social Security Number (SSN). Again, as long as the information matches, the employment information is acceptable, and SAVE verifies the F-1 or J-1 status, the SSA will process the SSN application.

Preferred Name

Q: **Many of our Asian students want to go by their American names. Can we put these names in the Preferred Name field in SEVIS? Will they print on the new Form I-20?**

A: Yes. Students can decide what they want entered in the Preferred Name field. American and nicknames are acceptable in the Preferred Name field. We suggest schools set an institutional policy regarding what officials enter in the Preferred Name field, as those fields will print on the Form I-20.

Q: **Is it okay to omit part of a student's name in the Preferred Name field?**

A: Yes. You can make omissions in the Preferred Name field based on the student's preference. Remember, the preferred name will print on the Form I-20.

Q: **If the preferred name will not print on the Form DS-2019, would you encourage sponsors to use that field?**

A: Using the Preferred Name field is completely up to the discretion of the program sponsor. Remember, if you do not enter something in the Preferred Name field, the names from the Surname/Primary and Given Name fields will populate it.

Forms I-20/DS-2019 Mass Reprint

Q: **Is the Mass Reprint only for those who batch?**

A: No. Users can request a Mass Reprint through Real Time Interface (RTI) also. Both RTI and Batch users will be able to use the Mass Reprint function.

Q: **What is the difference between using this mass print functionality and printing Form I-20s via batch?**

A: If you print via batch, you send us Form I-20s individually, which is a one-at-a-time printing. The Mass Reprint gives you a way to select a large number of forms at one time; and they come back to you clearly marked with the student's surname and SEVIS ID number, so it is easy to determine which file/form belongs to which student.

Q: **Is it okay to do a Mass Reprint, even if there are not any changes, so that our students have the most current Form I-20?**

A: Absolutely, students and EVs must have the new Forms I-20 and DS-2019 by July 1, 2016.

Q: **Will the Mass Reprint function be available after the July 1, 2016 deadline?**

A: Yes. This is a new permanent function in SEVIS.

Q: **Will the Mass Reprint function issue all requested forms in one large PDF?**

A: SEVIS will deliver requested forms in zip files with up to 100 PDFs; each labeled with the nonimmigrant's information. The PDF label format is "Form I-20Surname/PrimaryName_GivenName_sevisID_date/time in milliseconds.pdf".

Q: **If I request a Mass Reprint that includes F-1 and F-2 records, will the F-2 Form I-20 return in a separate PDF file from the corresponding F-1's Form I-20?**

A: If your request includes an F-1 primary and an F-2 dependent, the F-1's Form I-20 will return in a PDF with the dependent's F-2 Form I-20. You will also receive separate PDF files with the individual F-2s' Form I-20s in them. In other words, you will get the dependent F-2 Form I-20 twice within that Mass Reprint request.

Q: **Is there a limit to how many Form I-20s we will be able to reprint using the Mass Reprint function? What if the list contains 3000+ students?**

A: The list will only return a maximum of 1000 students at a time. You can run the Mass Reprint as many times as necessary to complete printing all of your students' new Form I-20s.

Q: **Is there a filter to include the DSO's name for the Mass Reprint function?**

A: SEVIS does not have DSO names associated with students, so you will not be able to search or filter by DSO name. However, when you request to have the form printed, officials can put their name in the reprint job title, which will display on the Downloads page to indicate DSO "assignments." In addition, whoever requests the form will have their name on the form in the signature block on the first page.

Q: **Will there be a way to have a current, running list of the students who have not received a new Form I-20 after June 26, 2015? That way we could get most documents to the students when they need them for benefits like CPT and save a lot of time reprinting.**

A: That is a good idea and we will add that to our list of things we need to do.

Q: **Can we copy and paste SEVIS ID numbers into the Mass Reprint function to reprint those specific forms?**

A: No. You will not be able to do that. However, you will be able to search using the criteria we described. We had to keep this function as simple as possible, in order to make it available in time for the June 2015 release.

Q: **Can we select a range of records in the Mass Reprint by clicking on two records while holding the shift key?**

A: No. That is not an option in the Mass Reprint function. Records are selected by clicking each once.

Q: **Can you search by Program End Date when using Mass Reprint?**

A: Yes.

Q: **Do active students need to present new financial statements for the mass reprinting?**

A: It is not a requirement for reprinting Form I-20s.

Q: **Do active students need to pay the I-901 fee again to receive a new Form I-20?**

A: No. They do not.

Q: **Is there a new reprint reason along the lines of "new form" since none of the current reasons accurately reflect why we need to reprint?**

A: Yes. The reprint reason for the new forms is "Updated Form or Name Conversion."

Q: **When searching for exchange visitors in Mass Reprint, will there be a category/ option to search for Secondary School?**

A: Secondary School has its own separate designation, so you will not need to select a category. It will automatically default to it.

Q: **Is there a function that will allow us to reprint only the Form DS-2019s with name changes?**

A: No. You cannot search for EVs that had their names changed. The Form DS-2019 Mass Reprint function works the same as the Form I-20 Mass Reprint function.

Q: **Does the Mass Reprint count as new forms for form allocation of DS-2019?**

A: No. It does not.

Q: **What steps is SEVP taking to ensure system availability while multiple schools are using the Mass Reprint function at the same time?**

A: SEVIS will process your request and deliver the files when SEVIS has the resources to make them available. Therefore, it may be 24 hours before you receive your files. During high volume times, it is possible that SEVIS may not print your request; in that case, you would have to resubmit. We have not been able to test a failure to deliver forms, but we are taking steps to make sure SEVIS remains available.

New Forms I-20 and DS-2019

General Questions

Q: When is the new Form I-20 going to be available?
A: The new Form I-20 will be available with the SEVIS Release 6.21. After the release on June 26, 2015, the old form will no longer be available from SEVIS; however, existing versions of the old form remain valid until July 1, 2016.

Q: Will DSOs have the option to print the current Form I-20 until July 2016, or will the only option be the new Form I-20?
A: After the release, all Forms I-20 and DS-2019 will be printed on the new form. It will be impossible to print the older version of the form. However, there is not any reason to reprint the form immediately for every student. Unless students are applying for SSNs or driver's licenses, or there are substantive changes to their name, their current version of the form remains valid until July 1, 2016.

Q: Is there a sample new Form DS-2019?
A: There are very few changes to Form DS-2019. The names fields will change to match the new name standardization. Family Name will change to Surname/Primary Name, and First and Middle Names will combine in the new Given Name field. In addition, we changed the instruction section slightly to indicate changes in insurance numbers. If you would like to see a sample copy, email jsevis@state.gov.

Q: Is there a handout that P/DSOs can provide to students about the new Forms I-20 and DS-2019? If so, could you let us know where we can find it (URL)?
A: Yes. All of the name conversion and new forms resources are on Study in the States.

Q: Must all addresses meet the new standard by July 1, 2016 before we can reprint a form?
A: No. It is not necessary for the addresses to be validated before the new Form I-20 is reprinted. However, a valid address is required at registration.

Q: By which date will all active F-1 students need to have the new Form I-20?
A: You have until July 1, 2016 to give the new form to all of your active F-1 students.

Q: Is there a deadline for all exchange visitors to have the new Form DS-2019, as there is for F-1 students?
A: No. There is no deadline for exchange visitors.

Q: Will we need to print new Forms DS-2019 for active exchange visitors, who are not in accordance with the new name standards? If so, is there a deadline for this?
A: Sponsors are not required to reprint the Form DS-2019 immediately. There is no drop-dead date by which exchange visitors must have new forms. However, the form expiration date at the top and the instructions on page two have changed. In order to manage expectations and understandings of program requirements of your exchange visitors, we highly recommend that you reprint them.

Q: **What happens if we reprint a Form I-20 for all of our students, but the students do not pick them up by July 1, 2016?**

A: Students who do not have their new Form I-20 by July 1, 2016, will encounter a problem if/when they request a benefit like a SSN or driver's license, try to travel, or are asked for their immigration documentation for any other reason. The old Form I-20 will no longer be a legal document.

Q: **Is there a date by which the new forms become invalid, if the students do not pick them up immediately?**

A: Forms remain valid until a change in the nonimmigrant's record would change any of the printed information on the form.

Q: **We are an M-1 school. Do I need to update all of our active students with the new/updated Form I-20?**

A: Yes. You will need to give a new Form I-20 to all of your M-1 students and their dependents by July 1, 2016. You will not need to give them new forms before July 1, 2016; unless there is a name change during standardization, or they need social security numbers or driver's licenses.

Q: **Will students who are currently on OPT also need the new version of the Form I-20?**

A: Yes, if their name has been significantly changed of if they will still be active after July 1, 2016.

Form Changes

Q: **Have you made any changes to page two of the Form I-20? Much of that information is not up to date at all.**

A: Yes. We have updated and clarified regulatory language for students and institutions. Keep in mind that the instruction page will now be page three of the Form I-20.

Q: **The form name for the Form I-20 is still listed as ICE Form I-20 A-B (12/2016).**

A: The form name has not changed.

Q: **We have multiple students with dual citizenship. Have you addressed the issues in the new Form I-20?**

A: No. We have not addressed the issues of dual citizenship with the new Form I-20 or in SEVIS.

Q: **Are there any changes for commuter students?**

A: No. Commuter students will be getting a Form I-20, as they do now, with no special designation that they are commuter students. However, we may change that in the future to make it easier for border commuter students.

Q: **What will the new Form I-20 look like for dependents? Who needs to sign the F-2 form, the primary or the dependent?**

A: The new Form I-20 looks different, but the information on the form is still very much the same. The primary student will still be signing the dependent's Form I-20. Examples of all the new Forms I-20 (F-1, F-2, M-1, and M-2) can be seen on the Redesigned Form I-20 Fact Sheet and Redesigned Form I-20 FAQ, which are available on Study in the States.

Q: **Which name will prepopulate the student signature line of the new Form I-20?**

A: The Surname/Primary and Given Names will populate that field.

Q: **Will SEVIS list all events in the History on the new Form I-20?**

A: The Event History section of the form will only include certain events. Currently, we are updating SEVIS events and history; and may be revisiting what we print on the form. However, for now we limit the types and number of events that print on the form to what appears currently.

Q: **Will the program information account for students in multiple degree or certificate programs at the same time?**

A: No. We did not change what program information you can enter into SEVIS. Aside from the name changes and additions, the new Form I-20 shows everything that was shown in the old form but in a more readable format.

Q: **Will officials be able to specify the source of funds in the "Other" field of the funding section?**

A: Yes. Instead of printing "Other" on the form, the new Form I-20 will print whatever officials specify in the "Other" field.

Q: **Why is the admission number field still on the new form when the admission number changes after each entry?**

A: SEVIS does not populate anything in the admission number field on the form, and we only had permission to make limited changes. We focused on changing the things that SEVIS touches.

Q: **If a student has a long list of employment authorizations, will the Employment section expand to create a new page?**

A: At this point, we are not planning to print past authorizations for OPT or CPT. We will only list current and future authorizations.

Q: **Where is the "Transfer Pending" line on the new Form I-20?**

A: When a student is in the process of transferring, the "Transfer Pending" notation will appear in the top block with the student's biographical information under the words "Form Issue Reason."

Q: **Will the new Form I-20 have a Remarks section similar to the old Form I-20?**

A: Yes. The remarks section will remain on page one of the new Form I-20.

Q: **Why wasn't the Form DS-2019 bar code removed?**
A: The Department of State follows an OMB schedule to make updates to the Form DS-2019. Based on that timeline, we did not have time to remove the bar code by the name standardization deadline. We also had to focus most of our time working on the new form for the Intern/Trainee category (Form DS-7002).

Q: **Do we have to print all three pages of the new Form I-20?**
A: SEVIS must give you the form with all three pages. Whether you print all three is up to you.

Q: **Can SEVP update the form I-20 so that we can print multiple files back and front?**
A: Yes, release 6.2.1.1 will update the From I-20 so that when there are dependent I-20s, a fourth blank page will be added to all I-20s so that page one of the dependent's I-20 will start on a new page of paper and will not print on page three of the previous I-20.

Q: **Can we print the Form I-20s front and back?**
A: Yes. SEVP has put the directions on page three so that the student and dependent information is all on pages one and two.

Q: **When is a parent required to sign a Form I-20 for their child, who is an F-1 student?**
A: A parent must sign the Form I-20 for a student who is under 18.

Applying for a Social Security Number (SSN) or a Driver's License

Q: **Does every initial or continuing student, who needs a driver's license or SSN, need a new version of the Form I-20?**
A: If there are absolutely no name changes between the old Form I-20 and the new Form I-20, the student will not need a new Form I-20 to apply for a driver's license or SSN.

However, we highly recommend printing a new Form I-20 for students whose name changed during the conversion. If there are any differences between a student's Legacy Name (the way it appears in the Family, First, and Middle Name fields on the old Form I-20) and how the name now appears in the Surname/Primary and Given Name fields of the new Form I-20, there can, and probably will, be problems and delays with getting a driver's license and a social security card.

Q: **Why are the SSA and DMVs requiring new forms before the July 2016 deadline?**
A: Names must be verified by a Department of Homeland Security (DHS) system. That is the Systematic Alien Verification for Entitlements (SAVE) system. The nonimmigrant name that will be in SAVE, is the name in the students' Surname/Primary and Given Name fields in SEVIS. After the conversion on June 26, 2015, those names might be different from what is printed on the old Form I-20 Family and First Name fields. If those names do not match, the process will take more research and will take longer.

SSA is not going to turn people away because they do not have a new form. Our instructions to our personnel will explain the new forms and will not advise to refuse the prior forms. All applications will be reviewed. If there are no name discrepancies

between the names on the old form and what we find in SAVE, we can issue the SSN. However, if there are name discrepancies between the passport name, the name on the Form I-20 or DS-2019 and the name in SAVE, the process of verification will take longer and the student might have to return with a new Form I-20 or DS-2019.

There are 54 DMVs registered with the SAVE program. Each of those DMVs has different regulations to follow; therefore, it is very important for the nonimmigrant to have a document with information that is consistent with what is in SEVIS and SAVE. If the Form I-20 or DS-2019 does not agree with what is in the system, the nonimmigrant runs the risk of delayed approval or denial.

Q: **Just to clarify, Research Scholars will not have an issue applying for a driver's license or SSN with the old DS-2019 form. The new form requirement is primarily for F-1 Form I-20s.**

A: We highly encourage everyone to use the new version to avoid any delays in the processing of the SSNs. The new name standards are also applicable to the Form DS-2019.

Q: **Will SSA, SAVE, and SEVP have visual posters or handouts explaining the upcoming changes? Will schools have a resource page showing both?**

A: SSA will have instructions with examples of the new forms for our field office personnel. SSA will also provide video training to personnel. SAVE will work closely with the DMVs to provide this information and links to all of the available handouts. DMVs will be held accountable for knowing what documents students must provide when applying for driver's licenses. SEVP has several resources available on Study in the States on the SEVIS Help Hub.

Q: **Will dependents be verifiable in SAVE now?**

A: Yes. The SAVE Program advises the dependents to have in their possession a copy of their updated Form I-20 or DS-2019.

Q: **Will students on OPT be able to get a driver's license?**

A: Yes. The SAVE Program advises DMVs to query off the most current immigration document. In the case of students on OPT, that would be their Employment Authorization Document (EAD). If the student presents an expired Form I-20 or an I-94, instead of the EAD, the student will be referred back to the school. It is therefore very important that he or she present the EAD.

Form I-20 Travel Section

Q: **Will school officials need to print and sign their names on the Travel Endorsement section of the Form I-20?**

A: We have removed the pre-printed names from the first line on the Travel Endorsement section. The DSO who signs for travel will need to print his/her name and title, and then sign and date each travel signature. You may handwrite the name and/or use a title stamp.

Q: **Who can sign for travel on the Form I-20? Does it have to be a Designated School Official (DSO) or can it be any school official?**

A: As always, only a PDSO or a DSO may sign any part of the Form I-20, including the travel signature lines.

Q: **Is there any way to expand the travel signature portion and add more signature lines on the new Form I-20?**

A: We will consider that suggestion. We are also considering the possibility to verify a travel signature/permission electronically; however, this would be for the future.

Q: **Once all the signature lines for travel are used, can we use the blank space under the signatures for additional signatures or do we have to print a new page?**

A: Like before, you will need to print a new Form I-20. You can use the available reprint reason of "Travel."

Q: **What title should DSOs provide on the travel signature lines, "DSO" or school office title?**

A: On the first page, SEVIS will print the title you or your PDSO provided when submitting your name to be a DSO. We recommend using that title to remain consistent.

Q: **Do officials need to sign the Travel Endorsement section for initial travel and arrival into the United States? The form instructions state that the travel signature is necessary after a period of temporary absence. Currently, we are only required to sign for initial arrival.**

A: No. It is not necessary to sign the Travel Endorsement section for initial students. It is only necessary to sign for continuing students, who are traveling during their course of study or post-completion employment authorization.

Q: **On the Travel Endorsement section, does the "Date Issued" refer to the date the Form I-20 was printed, or the date the travel line was signed?**

A: Date Issued refers to the date the travel endorsement was signed.

Q: **In the Travel Endorsement section, does "Place Issued" refer to city and state that the endorsement was signed?**

A: Yes. Place Issued refers to the city and state where the endorsement was signed.

Q: **Is there any way to change the words "School Officials" on the Travel Endorsement section to "P/DSO" or "Designated School Official? This would prevent an interpretation problem over who should sign.**

A: We will have to coordinate that with SEVP Policy section and make that suggestion to them.

Q: **Is the third page of the Form I-20 (instructions page) going to be required for travel?**

A: SEVP is unaware of anyone who requires the instructions page of Form I-20 for travel. However, the instructions have been updated, so it is a good idea to give that page to the students anyway.

Q: **During periods of OPT, is the travel signature still only valid for six months?**

A: Yes. According to 8 CFR 214.2(f)(13)(ii), travels signatures during OPT are only valid for six months.

Q: **Once a new Form I-20 is reprinted, will the student need to travel with their old Form I-20 as well, and should they keep if after graduation?**

A: There is no need for the student to travel with both the new and old Forms I-20. However, as always, students should keep every version of the Form I-20 they receive.

Q: **Are SEVP and DoS looking to verify travel electronically in the future?**

A: Currently, DoS is not at this point; but that does not mean we wouldn't consider it for the future. SEVP is exploring the possibility; however, it is not possible within the next year.

Entry to the United States

Q: **Will initial and active students entering the United States after June 26, 2015 still be allowed to use the old Forms I-20 and DS-2019?**

A: They can definitely enter the United States with the old Form I-20. The most important thing on the Form I-20 at the port of entry is the SEVIS ID number, and the SEVIS ID number will not change. We encourage you not to print new Forms I-20 and spend money to send them to students abroad.

Having the old form will not cause problems for students entering the United States between June 29, 2015 and July 1, 2016. However, there is always a possibility that the student will have trouble entering the United States for a different reason.

Q: **If SEVIS name standardization changes the name of an active student, who is traveling outside of the United States over summer 2015, will that student have trouble getting back into the United States using their old form?**

A: The student should not have any problem entering the United States with the old form, because CBP uses the SEVIS ID (which will not change) to verify whether a person is eligible to enter the country. It is always possible that a student may have a problem, which is not related to the new forms, and will have to go to secondary with the old form. However, that should not cause an issue either, because the CBP Officers can see the Legacy Names, as well as the standardized names in SEVIS.

Questions for our Government Partners

Department of State Consular Affairs

Q: **How prepared are Consular officers given they will see both the old and the new forms?**

A: The Department of State and SEVP collaborate regularly, so our officers have been aware for quite a while that these changes are coming. They are aware that both forms will be acceptable for a period of time and are forewarned about things like the missing preprinted title and name on the travel signature lines and the name changes. Therefore, though they access this information electronically, they will expect to have to reconcile visually the discrepancies between what they see in SEVIS and what they see on paper.

Q: **Are these new naming standards being used by consulates and embassies for issuing visas?**

A: Yes. The applicant must establish their identity. The Department of State uses the passport, the MRZ that is in the internationally compliant characters, and what we have in the VIZ to help establish their identity. We compare those names to what is in SEVIS and what is on the Forms I-20 or DS-2019. We also compare that with what is on the DS-160, visa application form. The DS-160 does allow characters in the applicant's language, so there is an option for the person to use special characters in that field; but we ask for the names to be issued on the DS-160 based on the upper fields requiring the Roman alphabet without special characters. Therefore, we should be able to establish the identity of the visa applicant based on those documents. That is the key to our process.

Social Security Administration (SSA)

Q: **If a student has a Social Security Card with FNU, can they get a new card with a corrected name? What documentation would they need?**

A: If the student has an SSN card with FNU in the first name field and FNU is not the student's first name, the student can request a corrected replacement card. The student must submit a completed SSN Application (e.g., Form SS-5) for a name correction along with the student's Form I-20 and unexpired foreign passport, which supports the single name request. In addition, the student must provide evidence of employment status, and we must verify the student's current immigration status with the Department of Homeland Security (DHS). See RM 10212.150 for additional information.

Q: **I have previously run into issues where someone with a VERY long name had trouble getting an SSN. To fix we moved pieces of the 'Given Name' to the 'Middle Name' field. My understanding is we will no longer have the Middle Name field. How will SSA handle extremely long names? What protocol does SSA use to select what characters/names to print?**

A: Although SEVIS will no longer have a 'Middle Name' field, with SSA an applicant can elect to have part of the given name in the middle name field on the SSN card. When the first, middle, or last name segments in the "Number Holder (NH) Name" field is longer than the space allotted in those segments, we can elongate the names to:

- Up to 26 characters, including spaces, for the combination of first and middle names; and
- Up to 26 characters, including spaces, for the last name and suffix.

We can remove the middle name, suffix, or both to allow the complete first and last name to be shown on the SSN card.

Q: **Sometimes we are notified from the SSA that the student's information is not updated, but it is updated in SEVIS. Is there a way that SSA will be able to see the correct information?**

A: SSA does not have access to SEVIS. The school and sponsor must ensure that the student is "activated" or "registered" in SEVIS before applying for an SSN. SSA verifies the student's status via DHS' Systematic Alien Verification for Entitlements (SAVE) program. As part of the verification request, SAVE accesses SEVIS to ensure all program requirements are met before verifying the student's status with federal or state agencies.

E-Verify

Q. **What is the connection between the Form I-20 and Form I-9, specifically, with E-Verify? Do E-Verify employers require information from the Form I-20?**

A. All F-1 students receive a Form I-20. With certain restrictions, many F-1 students are authorized for on-campus employment until the student completes his or her course of study. An F-1 student who has accepted a job on campus should present an unexpired foreign passport and Form I-94/94A, indicating F-1 nonimmigrant status, to complete the Form I-9. Employers are not required to record Form I-20 information on Forms I-9 for students engaged in on-campus employment. The F-1 nonimmigrant admission notation on Form I-94/I-94A usually states, "D/S," which means duration of status. The F-1 student's Form I-20 bears the latest date by which studies are to be completed and can be used as the date by which the employers should re-verify the student's employment authorization.

F-1 students participating in Curricular Practical Training (CPT) should present an unexpired foreign passport, Form I-20, and Form I-94/94A, indicating F-1 nonimmigrant status, to complete the Form I-9. Employers should record Form I-20 information on Forms I-9 for students engaged in CPT.

Currently, Form I-20 information entered on Form I-9 is not used in E-Verify.

Q: **Would an E-Verify Non-Confirmation (TNC) requesting a copy of the Form I-20, stem from the same problems SSA or DMV would have, because of a conflict between the hardcopy Form I-20 name and the SAVE database?**

A. A student could receive a DHS TNC for many different reasons. If a student receives a TNC and is asked to provide the Form I-20, it may stem from a mismatch of information entered into E-Verify by the employer from an employee's Form I-9 and government records. These issues should be resolved by calling DHS.

Batch

Q: **Our institution uses the batch software PeopleSoft and we cannot leave the First Name field blank. What can we do?**

A: We have worked with all of the batch vendors to notify them of the upcoming schema changes. We recommend you discuss the situation directly with your batch vendor to come up with a solution. They may give you instructions to put a character in the first name field and then they will set the program to strip it during the batch process. It is possible that there is already a solution for this.

Q: **We use ISSM (vendor is Ellucian) as our batching application for our student information system to SEVIS. With the middle name going away, do we need to move all middle names to the first name field in our batching application? What will happen if the middle name field remains populated in our batching app?**

A: You will need to discuss this with your batch vendor.

Q: **What will happen if we try to batch a new record for a name that has a hyphen or apostrophe? Will the entire record fail to be created?**

A: If you try to batch a name with a special character in the Surname/Primary, Given, and/or Passport Name, that student's record will be returned with a batch error notice. You will have to correct the name and reenter it.

Q: **What will happen if we send a middle name via batch?**

A: That record will be returned with a batch error notice. You will have to correct and reenter it.

Q: **Have you added the new form to the Alpha Environment, so we can test how these names will print out?**

A: Yes.