



U.S. Immigration
and Customs
Enforcement

U.S. Department
of State



SEVP

STUDENT AND EXCHANGE VISITOR PROGRAM

**SEVIS: June Release – “Look and Feel”, Search,
and Addresses**



Presenters

- **Ann Balough**, Lead, SEVIS Program Development and Management Section and SEVIS Business Project Manager
- **Amy Newman**, Department of State SEVIS Liaison
- **Jared Allen**, Webinar Facilitator



Agenda

- Release Planning
 - Questions and Answers
- “Look and Feel” Slides
 - Questions and Answers
- Search Demo
 - Questions and Answers
- Addresses
 - Questions and Answers



Documents Available To Download Today

- Webinar Slides
- Release Planning Guide
- SEVIS Address Standards User Guide
- Names and Social Security Fact Sheet (revised 5/15/2015)

Also look on our website ***Study in the States*** for these documents.



Release Planning



Release Planning

- Date of Release: June 26, 2015
- System Outage:
 - From: Friday, June 26, 2015 at 8 PM
 - To: Sunday, June 28, 2015 at 8 PM
- Best to plan for system unavailability on Monday, June 29, 2015.



Systems Affected

Process/System	Effects
I-901 (SEVIS) Fee	The I-901 System will not be able to process the SEVIS fee payments. Students and exchange visitors must either pay ahead of time or wait until SEVIS is online again.
Social Security Numbers (SSN)	The Social Security Administration will not be able to confirm F, M, or J status for anyone. Those needing an SSN should either apply before the outage or wait until SEVIS is online again.
SAVE	SAVE agents will not be able to verify the F, M, or J status for anyone. Verification requests should either be submitted before the outage or after SEVIS is online again.



Systems Affected

Process/System	Effects
E-Verify	E-Verify will not be able to confirm the status of anyone in F, M, or J status. Employers should verify those employees before the outage or wait until SEVIS is online again.
Visa Applications	Consular officers at U.S. embassies and consulates can view SEVIS data in their own system. However, the data might not be up-to-date. Some visa applications may be delayed until the data feed from SEVIS is restored.
Ports of Entry	Customs and Border Protection (CBP) Officers can verify admissibility using information that is not up-to-date. Anyone seeking F, M, or J status may be sent to secondary inspection for processing. CBP Officers in secondary inspection cannot access SEVIS to verify F, J, or M nonimmigrants' SEVIS status.



Systems Affected

Process/System	Effects
State Departments of Motor Vehicles (DMV)	DMV agents will not be able to use SAVE to verify the F, M, or J status of applicants for driver's licenses or state IDs. Nonimmigrants needing a state driver's licenses/ID card should either apply before the outage or wait until SEVIS is online again.

Batch Users

Critical Date/Time	What Happens
NOON (EST) Friday, June 26, 2015	Deadline for schools/ sponsors to upload batches to SEVIS.
2:00 PM (EST) Friday, June 26, 2015	SEVIS will process uploaded batches.
3:00 – 7:30 PM (EST) Friday, June 26, 2015	Transaction logs and PDFs of forms available for download.



Questions and Answers



SEVP “Look and Feel” Slide Presentation

Department of State “Look and Feel” demonstration will be released no later than 30 days prior to the June release date.



“Look and Feel” Topics

- Listing of Schools
- Student Information Block
- Drop-down Lists – Type Ahead Capability
- In-Line Help
- Date Fields

Listing of Schools Page

Listing of Schools

2

- ▲ Indicates an alert for that campus
- ★ Indicates that the PDSO of the main campus has to apply for recertification
- * Indicates that the ability of the school's officials to create new student records has been disabled by SEVP
- ← Indicates that the school's ability to accept transfer-in student records has been disabled by SEVP

1 New page design

Generic University
 Robin C FQT School
 Robin C FQT School B
SEVP Robertson School for Advanced Study
 SEVP School for Advanced SEVIS Studies
 The Braine system
SEVP Robertson School for Advanced Study

Select a school to see a list of campuses for that school

Select	Name of Campus	Campus Code	Location (City, State)	Role
▲ ○	Flight Academy	WAS214F21211001	Friendly, MD	DSO
▲ ●	Main Campus	WAS214F21211000	Arlington, VA	DSO
▲ ○	Robertson School for Practical Skills	WAS214F21211002	Arlington, VA	DSO

▲ Alerts
🔍 Search
+ New Student
📄 Student Lists
📊 Reports
📄 Downloads

1. Additional Icons
2. Drop-down List of Available Schools
3. Drop-down List of Available Campuses
4. Action Tabs

New Icons

Icon descriptors are located at the top of the Student Listing Page.

Listing of Schools

- ▲ Indicates an alert for that campus
- ★ Indicates that the PDSO of the main campus has to apply for recertification
- ✱ Indicates that the ability of the school's officials to create new student records has been disabled by SEVP
- ← Indicates that the school's ability to accept transfer-in student records has been disabled by SEVP
- Indicates that the ability of the school's officials to transfer out student records has been disabled by SEVP

SEVP Robertson School for Advanced Study ▼ Select a school to see a list of campuses for that school

[SEVP Robertson School for Advanced Study](#) WAS214F21211000

Select	Name of Campus	Campus Code	Location (City, State)	Role
▲ ○	Flight Academy	WAS214F21211001	Friendly, MD	DSO
▲ ★	Main Campus	WAS214F21211000	Arlington, VA	DSO
▲ ○	Robertson School for Practical Skills	WAS214F21211002	Arlington, VA	DSO

▲ Alerts
🔍 Search
+ New Student
📄 Student Lists
📊 Reports
📄 Downloads

- ▲ Indicates an alert for that campus
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- Indicates that the ability of the school's officials to transfer out student records has been disabled by SEVP

Six Actions

Listing of Schools

-  Indicates an alert for that campus
-  Indicates that the PDSO of the main campus has to apply for recertification
-  Indicates that the ability of the school's officials to create new student records has been disabled by SEVP
-  Indicates that the school's ability to accept transfer-in student records has been disabled by SEVP
-  Indicates that the ability of the school's officials to transfer out student records has been disabled by SEVP

SEVP Robertson School for Advanced Study

[SEVP Robertson School for Advanced Study](#) WAS214F21211000

Select	Name of Campus	Campus Code	Location (City, State)	Role
 <input type="radio"/>	Flight Academy	WAS214F21211001	Friendly, MD	DSO
 <input type="radio"/>	Main Campus	WAS214F21211000	Arlington, VA	DSO
 <input type="radio"/>	Robertson School for Practical Skills	WAS214F21211002	Arlington, VA	DSO

 Alerts
 Search
 New Student
 Student Lists
 Reports
 Downloads



 Alerts

 Search

 New Student

 Student Lists

 Reports

 Downloads

Student Information Block - Example

Event History

F-1 Student (Surname/Primary Name, Given Name)

Last Event: 04/06/2015

Franco, Cecille
FEMALE | DOB: 09/18/1990

Status: **TERMINATED**
SEVIS ID: **N0004673306**

Preferred Name: Cecille Franco

SEVIS Legacy Name: Cecille Franco

Passport Name:

Email Address:

School Name: **SEVP Robertson School for Advanced Study - Main Campus**

U.S. Address: 10000 Nancy Lane
Fort Washington / MD
20744

Program Start/End: 09/20/2014 - 05/30/2018

Country of Birth: ALGERIA

Country of Citizenship: ALGERIA

Event Name	Event Date	Resulting Status	Performed By
Record Created	06/20/2014	INITIAL	Helene Robertson
Automatic Cancellation	08/20/2014	CANCELED	SEVIS Maintenance
Correction to Student Status Requested	10/28/2014	CANCELED	Helene Robertson
ISS Change of Student Status	10/28/2014	ACTIVE	DHS Official
Student Status Correction Request Approved	10/28/2014	ACTIVE	DHS Official
Personal Information Updated	11/12/2014	ACTIVE	Rita Feet
Address Add	11/12/2014	ACTIVE	Rita Feet
Off-Campus Employment Requested	01/13/2015	ACTIVE	Rita Feet
Automatic Termination	04/06/2015	TERMINATED	SEVIS Maintenance

[Return](#)

“Type Ahead” Capability

Refine By: School Information: SEVP Robertson School for Advanced Study

Campus: All The default search is for all campuses.

Student's State of Residence:

Date of Birth:

Status:

Country of Citizenship:

Student Termination Reason:

Termination Date Range:

Student Request Type:

Adjudication Date Range: From: To:

Program Start Date Range: From: To: (MM/DD/YYYY)

Program End Date Range: From: To: (MM/DD/YYYY)

Country of Birth:

Dependent Termination Reason:

Student Request Status:

Sort Results By: Ascending Descending [Clear Form](#)

Type 2-3 (or more) letters of the item you are searching for in the top field of a drop-down list (e.g. the Student's State of Residence)

“Type Ahead” Capability

Refine By: **School Information: SEVP Robertson School for Advanced Study**

Campus: All The default search is for all campuses.

Student's State of Residence: Select One

Date of Birth: Vir D/YYYY

Status: WEST VIRGINIA

Country of Citizenship: Select One

Student Termination Reason: Select One

Termination Date Range: From: / / (MM/DD/YYYY)
To: / / (MM/DD/YYYY)

Student Request Type: Select One

Adjudication Date Range: From: / / (MM/DD/YYYY)
To: / / (MM/DD/YYYY)

Program Start Date Range: From: / / (MM/DD/YYYY) To: / / (MM/DD/YYYY)

Program End Date Range: From: / / (MM/DD/YYYY) To: / / (MM/DD/YYYY)

Country of Birth: Select One

Dependent Termination Reason: Select One

Student Request Status: Select One

Sort Results By: Surname/Primary Name Ascending Descending

[Clear Form](#) Search

Select the state from the list that is returned to you.

In-Line Help – Error Messaging

Advanced Search

Include: F-1/M-1 (Students) F-2/M-2 (Spouse/Dependents)

Search Criteria: Surname/Primary Name: (40 Character max - allows a trailing wildcard e.g. Joh*)

Given Name: (Optional - 80 Character max)

Do not use any special characters. Only letters A to Z are allowed. Do not use an abbreviation such as FNU to indicate a name is unknown. See Help for more information.

Passport Name: (Optional - 80 Character max)

Preferred Name: (145 Character max - allows a trailing wildcard e.g. Joh*)

Legacy Family Name: (Optional - 80 Character max)

The Legacy Family Name field is used for names that were in SEVIS prior to 12/12/2012 that contain special characters no longer allowed, or that were otherwise standardized. See Help for more information.

Legacy First Name: (Optional - 40 Character max)

All Records

Requires selection of "School" or "State of Student's Residence" plus one of the other fields in the Refine By Section. If you select both a "School" and the "State of Student's Residence" no other selections from the Refine By section are necessary.

Error messages:

- A yellow box with the text "This is a required field." is positioned directly below the Surname/Primary Name input field.
- A red callout bubble with the text "This is a required field." is positioned below the Given Name input field.

Error messaging displays directly below the data field.

Date Fields – Three Fields

Date of Birth: From: / / (MM/DD/YYYY)

To: / / (MM/DD/YYYY)

Termination Date Range: From: / / (MM/DD/YYYY)

To: / / (MM/DD/YYYY)

Adjudication Date Range: From: / / (MM/DD/YYYY)

To: / / (MM/DD/YYYY)

Program Start Date Range: From: / / To: / / (MM/DD/YYYY)

Program End Date Range: From: / / To: / / (MM/DD/YYYY)

Date fields for new or updated SEVIS pages will be displayed with three distinct fields:

1. MM
2. DD
3. YYYY

Date Fields – Data Entry

Date of Birth: From: / / (MM/DD/YYYY)
To: / / (MM/DD/YYYY)

The red box around the month field does not indicate an error; it indicates the date is incomplete

Date of Birth: From: / / (MM/DD/YYYY)
To: / / (MM/DD/YYYY)

The red box around the month and day fields indicates the date is still incomplete

Date of Birth: From: / / (MM/DD/YYYY)
To: / / (MM/DD/YYYY)

Once all three fields are populated, the red box around the fields disappears



Questions and Answers



Search Demonstration



Search Students & Dependents

Quick Search:

SEVIS ID:

Surname/Primary Name: Searches for student names only. Wildcards cannot be used.

Advanced Search

Include: F-1/M-1 (Students) F-2/M-2 (Spouse/Dependents)

Search Criteria: Surname/Primary Name: (40 Character max - allows a trailing wildcard e.g. Joh*)

The Surname/Primary Name is required. If the person has only one name, use this field.

Given Name: (Optional - 80 Character max)

Do not use any special characters. Only letters A to Z are allowed. Do not use an abbreviation such as FNU to indicate a name is unknown. See Help for more information.

Passport Name: (39 Character max - allows a trailing wildcard e.g. Joh*)

Preferred Name: (145 Character max - allows a trailing wildcard e.g. Joh*)

Legacy Family Name: (40 Character max - allows a trailing wildcard e.g. Joh*)

The Legacy Family Name is required. If the person has only one name, use this field.

Legacy First Name: (Optional - 40 Character max)

This searches names that were in SEVIS prior to 12/12/1212 that contain special characters no longer allowed, or that were otherwise standardized. See Help for more information.

All Records
Requires selection of "School" or "State of Student's Residence" plus one of the other fields in the Refine By Section. If you select both a "School" and the "State of Student's Residence" no other selections from the Refine By section are necessary.

Refine By: School Information: SEVP Fairfax School

Campus: The default search is for all campuses.

Student's State of Residence:

Date of Birth: From: / / (MM/DD/YYYY)

To: / / (MM/DD/YYYY)

Program Start Date Range: From: / / To: / / (MM/DD/YYYY)

Program End Date Range: From: / / To: / / (MM/DD/YYYY)

Status:

Country of Birth:

Country of Citizenship:

Student Termination Reason:

Dependent Termination Reason:

Termination Date Range: From: / / (MM/DD/YYYY)

To: / / (MM/DD/YYYY)

Student Request Type:

Student Request Status:

Adjudication Date Range: From: / / (MM/DD/YYYY)

To: / / (MM/DD/YYYY)

Sort Results By: Ascending Descending

[Clear Form](#)



Questions and Answers



Address Validation and Overrides

Address Validation

The following fields are used to validate an address:

- Street Address
- City
- State
- Zip

Address Found by Address Doctor

Add Address

Add U.S. address information. Only Street Address and Zip Code are required. SEVIS will automatically add the plus four zip where available. Use the number field for apartment numbers, suite numbers, etc. that follow the street address.

* **Street Address:** Suite/Apt #

Other:
The contents of this field are not validated. Use it to add on-campus residence information or other special location information. See Help for more details.

City:

State:

* **Zip:**

[Cancel](#)

Click **Submit** once the nonimmigrant's address is entered in the Add Address fields.

Validation of Address

Edit Address

You can select the suggested address, edit it, or over-ride the suggested address and give a reason. You may also cancel.

Suggested Address:	Entered Address:
320 23RD ST S STE 150 ARLINGTON VA 22202 - 3728	320 23rd Street # 150 ARLINGTON VA 22202
<input type="button" value="Select"/>	Over-ride Suggested Address Edit Address

[Cancel](#)

This screen displays if Address Doctor found the address and there is a variation from what was entered.



Address Not Found by Address Doctor

Edit Address

Add U.S. address information. Only Street Address and Zip Code are required. SEVIS will automatically add the plus four zip where available. Use the number field for apartment numbers, suite numbers, etc. that follow the street address.

*** Street Address:** Suite/Apt #

Other:

The contents of this field are not validated. Use it to add on-campus residence information or other special location information. See Help for more details.

City:

State:

*** Zip:**

[Cancel](#)

Submit

Validation of Address

Edit Address

This address could not be found. You may choose to edit the street address field or you may **over-ride the validation and provide a reason**. This address currently has a valid City, State, and Zip Code combination. If you would like to edit the City, State, or Zip fields, select to cancel and re-enter the new address.

* **Street Address:** #

Other:

The contents of this field are not validated. Use it to add on-campus residence information or other special location information. See Help for more details.

City:

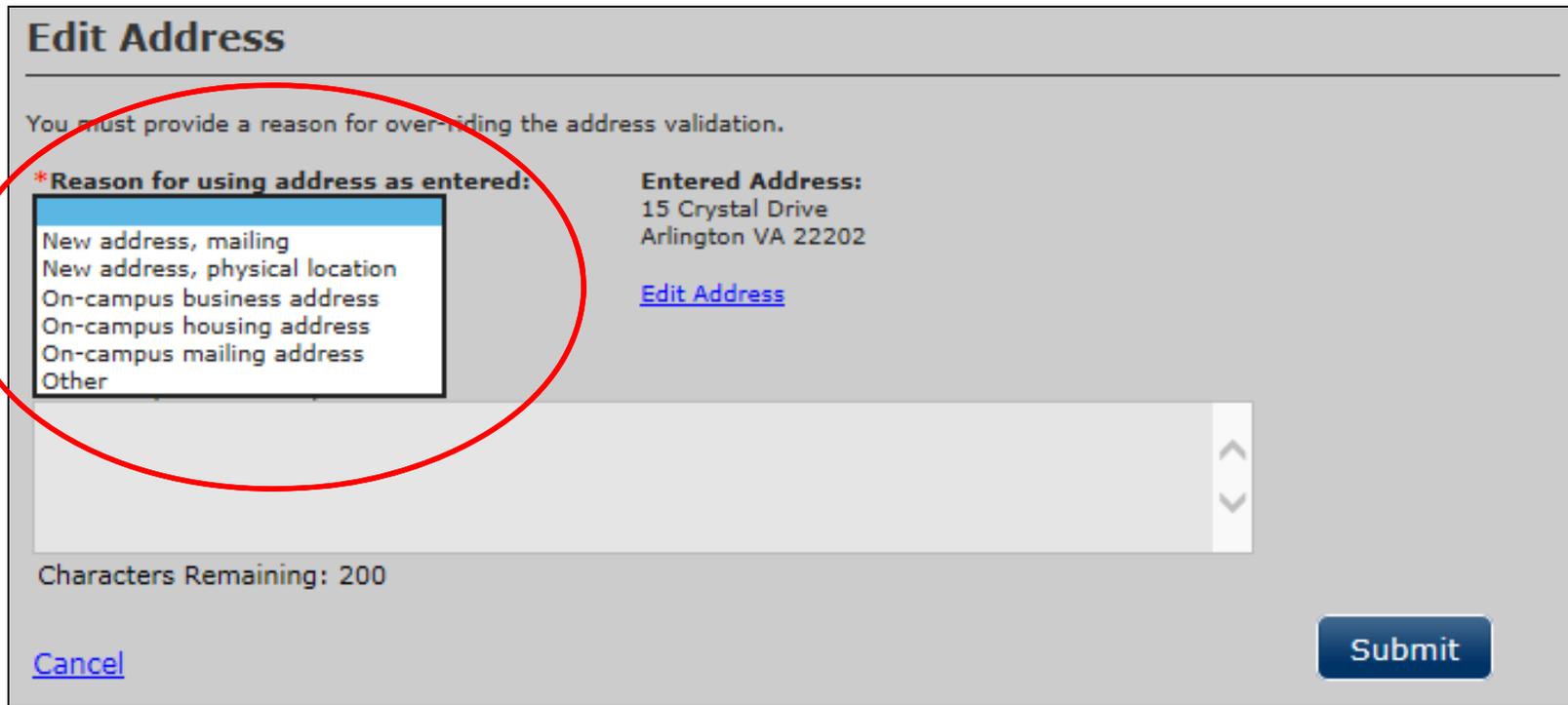
State:

* **Zip:**

[Cancel](#) [Over-ride Validation](#)

This screen displays if the address was not found.

SEVIS Address Over-ride Reasons



Edit Address

You must provide a reason for over-riding the address validation.

***Reason for using address as entered:**

- New address, mailing
- New address, physical location
- On-campus business address
- On-campus housing address
- On-campus mailing address
- Other

Entered Address:
15 Crystal Drive
Arlington VA 22202

[Edit Address](#)

Characters Remaining: 200

[Cancel](#) [Submit](#)

This screen is used to over-ride an address.
Select the Reason for using the address as entered

SEVIS Over-ride Address

Edit Address

You must provide a reason for over-riding the address validation.

*Reason for using address as entered:	Entered Address:
<input type="text" value="Other"/>	15 Crystal Drive Arlington VA 22202

[Edit Address](#)

If 'Other', provide an explanation:

Characters Remaining: 184

[Cancel](#)

- If **Other** is selected, enter the reason for overriding the address validation with between 5 – 200 characters.
- Click **Submit**.

SEVIS Over-ride Address

10. U.S. Address:

A U.S. Address is not required for Border Commuters.

Commuter Student If checked, U.S. address is not required.

[Edit Address](#)

15 Crystal Drive
Arlington VA 22202

11. *Gender: MALE ▾

12. Email Address:

13. Remarks:

To save the address, you must click update Information or Save on the page where you accessed the address modal window.

SEVIS Over-ride Address



- *Update Successful* message displays.
- Click **Return to View Record**.

Addresses on the Information Pages

Personal Information	
SEVIS ID:	N0004705566
Surname/Primary Name:	Sanders
Given Name:	George
Suffix:	
Passport Name:	
Preferred Name:	George Sanders
SEVIS Legacy Name:	
Country of Birth:	BAHAMAS, THE
Date of Birth:	06/20/1990
Country of Citizenship:	BAHAMAS, THE
Gender:	MALE
Foreign Address:	1241 Blue Street Nassau The Bahamas BAHAMAS, THE
U.S. Address:	320 23RD ST S STE 150 ARLINGTON VIRGINIA 22202 - 3728
Address Status:	Valid
Address Type:	H - High-rise default address
Email Address:	

Address displays on *Student Information* page in U.S. Address field with Address Status and Address Type.



Address Status

Address Status	Explanation
<p>Valid</p>	<p>Address Doctor verified the address upon initial entry</p>
<p>Override-</p> <ul style="list-style-type: none"> • Campus business address • Campus housing address • Campus mailing address • New address, mailing • New address, physical location • Other (When selected, the DSO must enter an over-ride explanation between 5 and 200 characters in length.) 	<p>DSO requested an override of SEVIS Address Doctor. This confirms that the address is valid based on the chosen reason.</p>
<p>Un-validated; no override</p>	<p>Address was entered during an outage of the SEVIS Address Doctor and must be validated later.</p>

SEVIS Address Type Codes

Address Type	Definition
B	Mailbox at a building
F	Mailbox at a company or firm
G	General delivery address
H	High-rise default address
L	Mailbox at a large volume receiver
M	Military address
P	Post office box in the address
R	Rural route mailbox
S	Mailbox at a street address
U	Un-validated; no override

Address Problem Identified in the alpha SEVIA Test Environment

Override option does not appear on screen when DSOs have tested some campus addresses. Example:

611 Laughlin Hall, Princeton, NJ 08544

Does not provide an override option.

We are researching this problem.



Questions and Answers



Resources

Study in the States Website

- SEVIS Information Page
 - <http://studyinthestates.dhs.gov/sevis>
- Webinar Page
 - <http://studyinthestates.dhs.gov/webinars>

Other Resources

- SEVIS E-mail: SEVISTechnicalFeedback@ice.dhs.gov
- Department of State E-mail: jsevis@state.gov
- SEVP Response Center: SEVP@ice.dhs.gov
- SEVIS Help Desk: **800-892-4829**