



U.S. Immigration
and Customs
Enforcement

SEVP

STUDENT AND EXCHANGE VISITOR PROGRAM

Upcoming Changes to the Create F/M Certificates of Eligibility (COE) Process

April 1, 2016



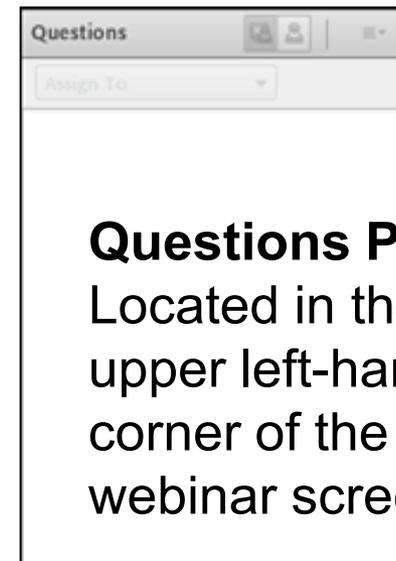
Before we start,

A QUICK ORIENTATION

Communications

- Use the Questions Pod to let us know if you are having audio or other technical issues
- Type your questions in the Questions Pod as they occur to you

There will be a Q&A session at the end of each topic, where we will answer your questions, but you may submit questions at any time.



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Name	Size
FAQ Accreditations and Recognitions Conversion.pdf	242 KB
Webinar Participant Guide.pdf	139 KB
Slides Pre-Release Webinar SEVIS 6-16.pdf	991 KB
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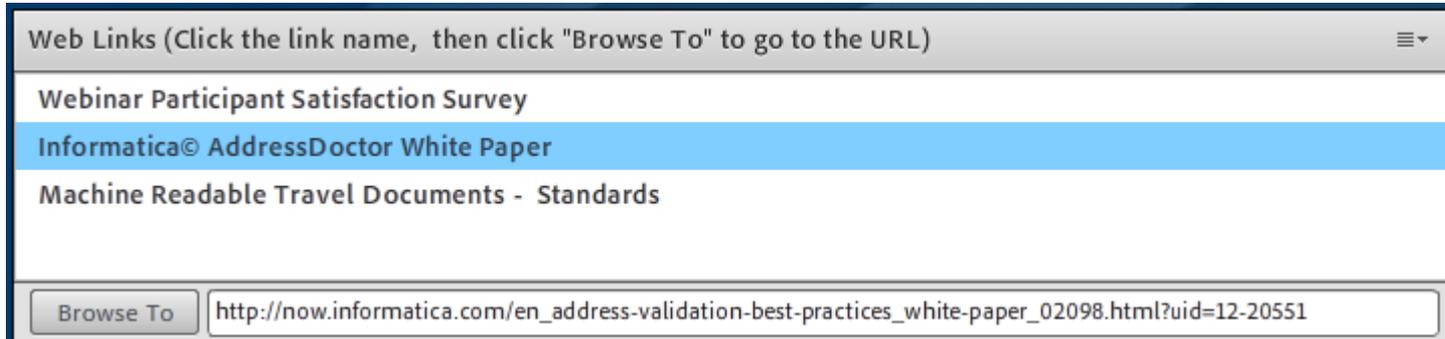


Documents Available to Download Today

- Webinar Slides
- Screenshots for Certificate of Eligibility (COE) changes in Release 6.27

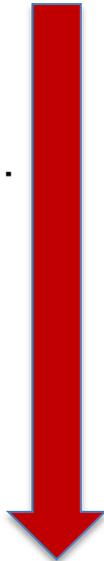
Also look on *Study in the States* for these materials.

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STUDENT AND EXCHANGE VISITOR PROGRAM

**Upcoming Changes to the Create F/M
Certificates of Eligibility (COE) Process**

April 1, 2016

Presenters

- **Helene Robertson**, Lead, SEVIS Help Team
- **Jared Allen**, SEVIS Webinar Facilitator

Webinar Agenda

- Demonstration – Create new student
- General Changes
- Create Initial COE
- Other processes affected by these changes:
 - Changes of Education Level, Transfers, and Reinstatements
 - Update Personal, Financial, or Program Information
- Future webinars
- Resources
- Q&A

Disclaimers

- Changes discussed in this webinar do not take effect until the June 2016 Release.
- This webinar only addresses changes to F/M processes, a separate webinar on April 15, 2016 will cover the changes to the J-processes.
- We will NOT be discussing or answering any questions about the STEM OPT changes in this webinar.



GENERAL CHANGES

COE Changes – General

- Adding ability to delete draft record.
- Removing Reset buttons.
- Each page in SEVIS will get a unique name. Pages that are part of a larger process will get their own subtitle.

COE Changes – General

Drop-down list with three or fewer choices become radio buttons.

Class of Admission

Class of Admission *

F-1

M-1

COE Changes – General

- Date fields change to new date widget.
- When Birth Date entered, SEVIS displays calculated age.

Demographics

Birth Date *

/ /

The nonimmigrant student was born on January 15th, 1995 and is 21 years old

COE Changes – Remarks and Comment Fields

Adding Characters Remaining countdown.

Remarks about the Student (Prints on page 1 of the Form I-20 in the "Remarks" section.)

Characters Remaining: 1000

COE Changes – Country Lists

Adding type-ahead functionality.

Country of Birth *

Select One ▲

aus| x 🔍

AUSTRALIA

AUSTRIA





DEMONSTRATION: CREATE CERTIFICATE OF ELIGIBILITY FOR NEW F/M STUDENT



CREATE CERTIFICATE OF ELIGIBILITY (F/M)

Create COE: Class of Admission and Personal Information Page

Create Certificate of Eligibility for Nonimmigrant Students (Form I-20)
Class of Admission and Personal Information
SEVP School for Advanced SEVIS Studies - SEVP School for Advanced SEVIS Studies
Required fields are marked with an asterisk (*)

Class of Admission

Class of Admission *

F-1
 M-1

Issue Reason *

Initial Attendance
 Initial Attendance - Change of Status Requested

Issue Reason *Initial Attendance* - A prospective student uses this type of Form I-20 to apply for an F-1 or M-1 visa at the closest U.S. Consulate in the home country and/or entry to the United States. *Change of Status* - A nonimmigrant uses this Form I-20 to apply for a change of status to F-1 or M-1 status with the U.S. Citizenship and Immigration Service (USCIS).

Name

Surname/Primary Name *

Given Name

Suffix

Select One

Passport Name

Preferred Name

Demographics

Birth Date *

MM / DD / YYYY

Country of Birth *

Select One

Country of Citizenship *

Select One

Gender *

FEMALE MALE UNKNOWN/OTHER

Save Draft I-20 Next

- Class of Admission
Note: Class of Admission is a radio button, not a drop-down list.
- Issuance Reason
- Name fields
- Birth Date
- Country of Birth
- Country of Citizenship
- Gender

Create COE: Class of Admission and Personal Information Page

More things stay the same, than change.

Note: Larger images are available in the Screenshots document within the Webinar Download pod.

Create Certificate of Eligibility for Nonimmigrant Students (Form I-20)
Class of Admission and Personal Information
SEVP School for Advanced SEVIS Studies - SEVP School for Advanced SEVIS Studies
Required fields are marked with an asterisk (*)

Class of Admission
Class of Admission *

F-1
 M-1

Issue Reason *

Initial Attendance
 Initial Attendance - Change of Status Requested

Issue Reason *Initial Attendance* - A prospective student uses this type of Form I-20 to apply for an F-1 or M-1 visa at the closest U.S. Consulate in the home country and/or entry to the United States. *Change of Status* - A nonimmigrant uses this Form I-20 to apply for a change of status to F-1 or M-1 status with the U.S. Citizenship and Immigration Service (USCIS).

Name

Surname/Primary Name *

Given Name

Suffix

Select One

Passport Name

Preferred Name

Demographics

Birth Date *

MM / DD / YYYY

Country of Birth *

Select One

Country of Citizenship *

Select One

Gender *

FEMALE MALE UNKNOWN/OTHER

Save Draft I-20

Create COE: Class of Admission and Personal Information Page

Imposing age limitations:

- Student must be between ages of 4 and 100.
- Dependents must be below the age of 100.
- SEVIS will display calculated age on screen.

Create COE: Class of Admission and Personal Information Page

Country of Birth field:

- Type-ahead functionality.
- Additional verification needed, if select United States or U.S. territory.

Country of Birth * **Country of Citizenship ***

GUAM (U.S.) x ▾ AUSTRALIA x ▾

Indicate if the nonimmigrant *

At the time of birth, the nonimmigrant was the child of a foreign diplomat serving in the United States

An expatriate who formally revoked United States citizenship

Is a United States citizen or national

Create COE: Contact and Program Information Page

Create Certificate of Eligibility for Nonimmigrant Students (Form I-20)
Contact and Program Information
SEVP School for Advanced SEVIS Studies - SEVP School for Advanced SEVIS Studies
Required fields are marked with an asterisk (*)

Contact

Foreign Address *
Address *

City

Province/Territory Postal Code

Country: *
Select One

U.S. Physical Address
U.S. Address is not required for Border Commuter
 Border Commuter

U.S. Mailing Address
 Same as Physical Address

Email Address:
 Enter an email address where the student can be reached. This can be a personal or school-issued email address. Email is not required for F-1 students in K-12 or M-1 students under the age of 14.

Telephone
Select one of the three telephone options for students. Telephone is not required for F-1 students in K-12 or M-1 Students under the age of 14.
 Student does not have a telephone number.

Foreign Telephone
+
Country Code Number

US Telephone
() -

Program

Program Start Date: *
MM / DD / YYYY
The Program Start Date is the date the student will report to school. This may or may not be the same as the start of classes. The Program End Date is the date the student is expected to finish the program of study.

Program End Date: *
MM / DD / YYYY

Initial Session Start Date *
MM / DD / YYYY
Initial Session Start Date: Enter the date classes begin for the student. This may be the same as the Program Start Date.

Education Level: *
Select One

Major Code 1 *
Enter Code

Select

Major Code 2 *
Enter Code

Select
 No Major 2

Minor Code *
Enter Code

Select
 No Minor

English Proficiency:
Is English proficiency required by the school? *
 Yes No

COE page two includes:

- Contact Information:
 - Addresses
 - Email
 - Telephone
- Program Information:
 - Dates
 - Level
 - Major(s)
 - English Proficiency

Create COE: Contact and Program Information Page – Addresses

Contact

Foreign Address *

Address *

City

Province/Territory Postal Code

Country: *

U.S Physical Address

U.S Address is not required for Border
Commuter

Border Commuter

Add Address

U.S Mailing Address

Same as Physical Address

Add Mailing Address

Create COE: Contact and Program Information Page – Program Dates

- Program Start Date – Cannot be more than one year in the future.
- Program End Date – SEVIS will display calculation for length of the program.
- Initial Session Start Date – This is a new field.

Initial Session Start Date *

Initial Session Start Date: Enter the date classes begin for the student. This may be the same as the Program Start Date.

/ DD / YYYY

This is a required field.

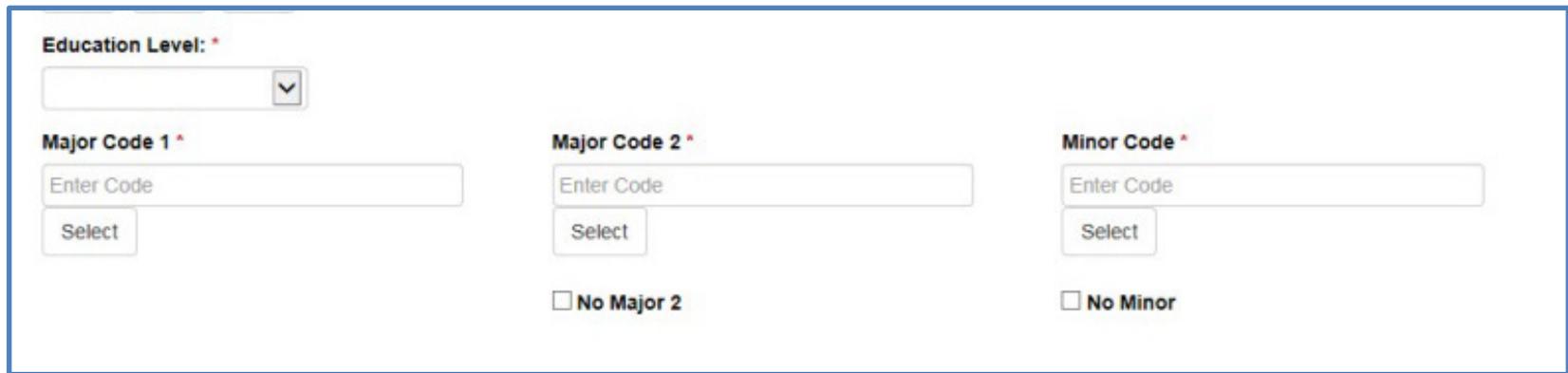
Note: Normal length of study field removed.

Create COE: Contact and Program Information Page

Initial Session Start Date:

- Captures when instruction actually starts.
- Can be the same as Program Start Date, if school chooses.
- Cannot be more than 30 days after Program Start Date.
- Registration deadlines will be tied to Initial Session Start Date.

Create COE: Contact and Program Information – Level of Education



The screenshot shows a form with the following fields and options:

- Education Level:** A dropdown menu with a downward arrow.
- Major Code 1:** A text input field with the placeholder "Enter Code" and a "Select" button below it.
- Major Code 2:** A text input field with the placeholder "Enter Code" and a "Select" button below it. Below this field is a checkbox labeled "No Major 2".
- Minor Code:** A text input field with the placeholder "Enter Code" and a "Select" button below it. Below this field is a checkbox labeled "No Minor".

- New level of education: Elementary
- CIP code selection limited for certain education levels.

Note: Language Training: Limited to CIP code 32.0109.

Create COE: Contact and Program Information – English Proficiency

- Yes:

English Proficiency:

Is English proficiency required by the school? * Yes No

Does the student have the required English Proficiency? * Yes No

- No:

English Proficiency:

Is English proficiency required by the school? * Yes No

If No, explain why the school does not require English proficiency. *

Characters Remaining: 1000

Create COE: Contact and Program Information Page

Before going to next page, DSO validation is required if:

- Level of education is elementary and student's age is over 15.
- Level of education is secondary or high school and student is under 10 or over 21.
- In other levels of education, the student is under the age of 16.

Create COE: Dependents

- Entry of Dependent Information required before entry of Financial Information.
- Same look and feel as Student page.

Create COE: Dependents

Create Certificate of Eligibility for Nonimmigrant Students (Form I-20)

Dependents

SEVP School for Advanced SEVIS Studies - SEVP School for Advanced SEVIS Studies

Required fields are marked with an asterisk (*)

Dependent(s) for SEVIS, Student

Add Dependent

Save Draft I-20

Print Draft I-20

Back

Next

Delete Draft

Create COE: Add Dependents

Create Certificate of Eligibility for Nonimmigrant Students (Form I-20)
Add Dependent
SEVP School for Advanced SEVIS Studies - SEVP School for Advanced SEVIS Studies
Required fields are marked with an asterisk (*)

F-1 Student Grayte, Scott	SEVP School for Advanced SEVIS Studies - SEVP School for Advanced SEVIS Studies Start Date: 09/01/2015 End Date: 05/30/2022	Status: ACTIVE SEVIS ID: N0004705846
-------------------------------------	--	---

+ Add Dependent for Grayte, Scott

Relationship *
 CHILD SPOUSE

Surname / Primary Name *
 The Surname/Primary Name is required. If the person has only one name, use this field. Do not use any special characters. Only letters A to Z and spaces are allowed. Do not use an abbreviation such as FNU or LNU to indicate a name is unknown. See Help for more information.

Given Name
 Use this field for names other than the Surname/Primary names such as first and middle names. If the person has only one name, this field may be left blank. Do not use any special characters. Only letters A to Z and spaces are allowed. Do not use an abbreviation such as FNU or LNU to indicate a name is unknown. See Help for more information.

Suffix

Passport Name
 Passport Name is optional but highly recommended. Enter the names found in the machine readable section of the passport, leaving out the separator character "<". Enter them in the order shown on the passport. See Help for more information.

Preferred Name
 This field allows names to be written in the order preferred in the person's home country. It may contain letters with diacritical markings such as Å, Ö or Å. It may also contain hyphens, apostrophes, and a comma before the suffix. If you do not enter a Preferred Name, SEVIS will automatically enter the given name, surname/primary name, and a suffix, if applicable. See Help for more information.

Email Address
 Enter the dependent's email address.

Demographics

Birth Date * MM / DD / YYYY	Country of Birth * Select One	Country of Citizenship * Select One
---------------------------------------	---	---

Gender *
 FEMALE MALE UNKNOWN/OTHER

- F-2/M-2 age limitations:
 - Child under age 21
 - Spouse under age 100
- Country of Citizenship cannot be United States.

Create COE: Dependents

Create Certificate of Eligibility for Nonimmigrant Students (Form I-20)

Dependents

SEVP School for Advanced SEVIS Studies - SEVP School for Advanced SEVIS Studies

Required fields are marked with an asterisk (*)

Add Dependent Successful for SEVIS, Spouse

Dependent(s) for SEVIS, Student

Add Dependent

Surname/Primary Name	Given Name	Relationship	Gender	Status	Commands
SEVIS	Spouse	SPOUSE	FEMALE	DRAFT	Update Delete

Save Draft I-20

Print Draft I-20

Back

Next

Delete Draft

Create COE: Financial Information

Create Certificate of Eligibility for Nonimmigrant Students (Form I-20)

Financial Information

SEVP School for Advanced SEVIS Studies - SEVP School for Advanced SEVIS Studies

Required fields are marked with an asterisk (*)

Financial

Estimated costs and funding for * months

Enter the estimated expenses and sources of funding for an academic year or the length of the program, whichever is shorter. Funding must meet or exceed the estimated expenses.

<p>Expenses</p> <p>Tuition and Fees: * \$ <input type="text"/></p> <p>Living Expenses: * \$ <input type="text"/></p> <p>Expenses for dependents: 1 * \$ <input type="text"/></p> <p>Other costs: \$ <input type="text"/></p> <p>Specify other costs: <input type="text"/></p> <p>Total expenses: \$ 0.00</p>	<p>Funding</p> <p>Student's personal funds: * \$ <input type="text"/></p> <p>Funds from this school: \$ <input type="text"/></p> <p>School fund type: <input type="text"/></p> <p>Funds from other sources: \$ <input type="text"/></p> <p>Other source type: <input type="text"/></p> <p>On-Campus employment: \$ <input type="text"/></p> <p>Total funding: \$ 0.00</p>
---	---

Remarks about the Student (Prints on page 1 of the Form I-20 in the "Remarks" section.)

Characters Remaining: 1000

Save Draft I-20Print Draft I-20BackSubmit I-20Delete Draft

Create COE: Financial Information

- Require entry of expenses for dependents, if any.
- Cannot enter negative values.
- SEVIS will total expenses and funding.



The screenshot shows the 'Expenses' section of a form. It includes five input fields with dollar signs and a 'Specify other costs' dropdown menu. The values entered are: Tuition and Fees: \$ 15,000; Living Expenses: \$ 10,000; Expenses for dependents: \$ 5,000; Other costs: \$ 2,000; Specify other costs: medical insurance. The total expenses are calculated as \$ 32,000.00. A red circle highlights the 'Expenses for dependents' field, and another red circle highlights the 'Total expenses' field.

Expenses	
Tuition and Fees: *	\$ 15,000
Living Expenses: *	\$ 10,000
Expenses for dependents: 1 *	\$ 5,000
Other costs:	\$ 2,000
Specify other costs:	medical insurance ×
Total expenses:	\$ 32,000.00

Create COE: Financial Information

Create Certificate of Eligibility for Nonimmigrant Students (Form I-20)
Class of Admission and Personal Information
SEVP School for Advanced SEVIS Studies - SEVP School for Advanced SEVIS Studies
Required fields are marked with an asterisk (*)

Submit Successful
You have added a new nonimmigrant student

SEVIS generated the following SEVIS ID s for this student:

SEVIS ID: N0004719741	Surname/Primary Name SEVIS	Given Name Student
--------------------------	-------------------------------	-----------------------

Surname/Primary Name	Given Name	Relationship	Gender	Status
SEVIS	Spouse	SPOUSE	F	INITIAL

[Review Student Information](#) [Print I-20](#) [Create New Student](#)

DSO can choose one of these options:

- Review Student Information
- Print Form I-20
- Create New Student

OTHER PROCESSES AFFECTED BY CHANGES

Other Create COE Cases

- Change of Educational Level
- Transfer
- Reinstatement

Same validation rules apply when making changes.

Update COE Processes

- Personal Information
- Program Information
- Financial Information

Same validation rules apply when making changes.



FUTURE WEBINARS

Future SEVIS Webinars

Date	Topic
April 15, 2016	SEVIS J-Process Changes (DoS Webinar)
April 29, 2016	SEVIS Workarounds for STEM OPT
May 20, 2016	SEVIS Registration Webinar
June 10, 2016	SEVIS 6.27 Pre-Release Webinar
July 15, 2016	SEVIS 6.27 Post-Release Webinar
July 22, 2016	Form I-17 Webinar

Note: New Form I-17 will be released in late summer/early Fall. Changes are being made to the Form I-17, but DSOs do not have to change anything that is already in SEVIS.



RESOURCES

Certification of Eligibility Resources

- Create Certification of Eligibility Webinar Slides
 - <https://studyinthestates.dhs.gov/sevis-help-hub/learn-more/webinars>
- Create Certification of Eligibility Demonstration (in development)
 - <https://studyinthestates.dhs.gov/sevis-help-hub/learn-more/sevis-demonstrations>

Note: Available on Study in the States and Webinar Download Pod.

Study in the States Website URLs

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

Other Resources

- SEVIS Email
 - SEVISTechnicalFeedback@ice.dhs.gov
- SEVIS Batch Email
 - SEVIS.Batch@ice.dhs.gov
- SEVP Response Center
 - SEVP@ice.dhs.gov
- SEVIS Help Desk
 - 800-892-4829
 - SEVISHelpdesk@ice.dhs.gov



QUESTIONS AND ANSWERS