U.S. Immigration and Customs Enforcement

SEVP

STUDENT AND EXCHANGE VISITOR PROGRAM

SEVIS Form I-17 Webinar

September 9, 2016

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Before we start,

A QUICK ORIENTATION

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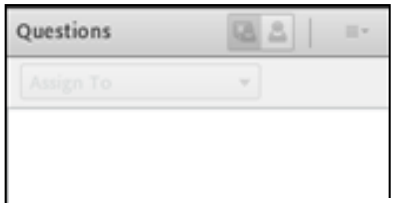
Communications

- 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.



Questions Pod: Located in the upper left-hand corner of the webinar screen.

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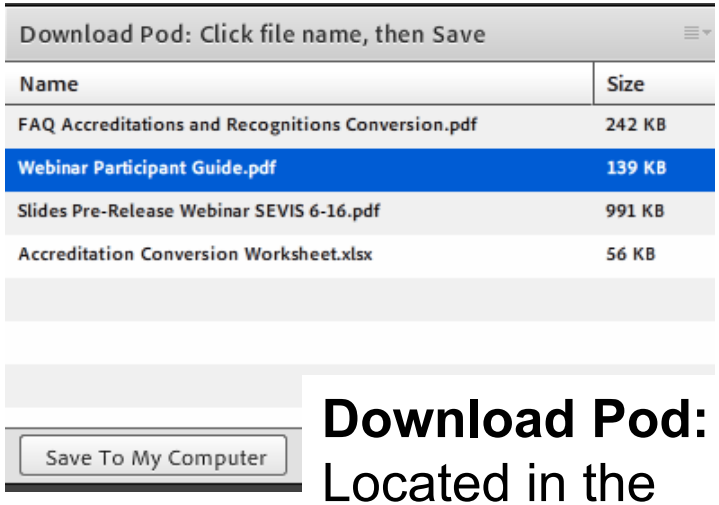
Download Pod



Download Pod: Located in the lower left corner of the webinar screen.

How to download Webinar information files:

1. Select file
2. Click **Save To My Computer**
3. Click link **Click to Download** **(**File opens in a new window.)
4. Save the file using your system procedures

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Documents Available to Download Today

- SEVIS Form I-17 Webinar Slides
- Release Screen Shots: I-17-related
- Revised Form I-17

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

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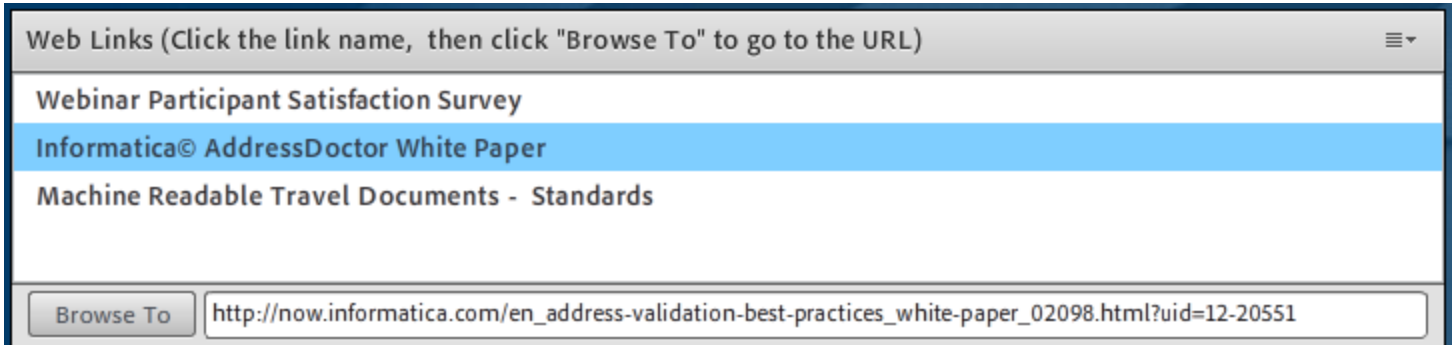
Web Links Pod



Web Links Pod:
Located at the bottom of the webinar screen.

How to access web links:

1. Select link – this displays the URL
2. Click **Browse To**- this navigates to the web site

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Web Links Available Today

- Webinar Satisfaction Survey

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WEBINAR INTRODUCTION

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Presenters

- **Ann Balough**, Lead, SEVIS Program Development and Management Section and SEVIS Business Project Manager
- **Elisabeth Catterton,** Section Chief, Initial Certifications and Updates, SEVP School Certification Unit
- **Zobaida Karim,** Section Chief, Recertification, SEVP School Certification Unit
- **Jared Allen,** SEVIS Webinar Facilitator

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Agenda

- Overview of Release 6.29
- Changes to:
  - School Information page
  - Form I-17 pages and workflow in SEVIS
- Future Webinars and Resources
- Q&A

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Webinar Q&A Request

Please limit questions to functionality discussed during today's webinar.

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SEVIS RELEASE 6.29

OVERVIEW

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Release Schedule

- **Date:** Friday, September 30, 2016
- **Time:** 8 PM (ET)
- **Duration:** Currently, SEVP expects the outage to last twenty-four hours (approximately)

Caution: Batch Users – Schools and sponsors that use third-party software to push data to SEVIS must plan their batch uploads carefully.

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Improvements to Form I-17 Workflow

- Better organization of data fields
- Validations on certain fields to improve accuracy
- Quicker navigation to specific pages

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New Form I-17 Purpose

- Closes national security vulnerability with the new programs of study field changes
- Response to DSOs:
  - Need to input more information within the fields that was limited by characters (for example, Program of Study field)
  - Speed up processing times of updates to the Form I-17
- Allows schools to know:
  - What fields require adjudication
  - What evidence is required prior to submission

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New Form I-17 Purpose

- Form I-17 reformatted to:
  - Make easier to read
  - Provide help text for each field
- Increases efficiency in the adjudication process and reduces processing time by:
  - Preventing updates submitted in error
  - Minimizing re-review of approved programs of study, whenever those fields are edited

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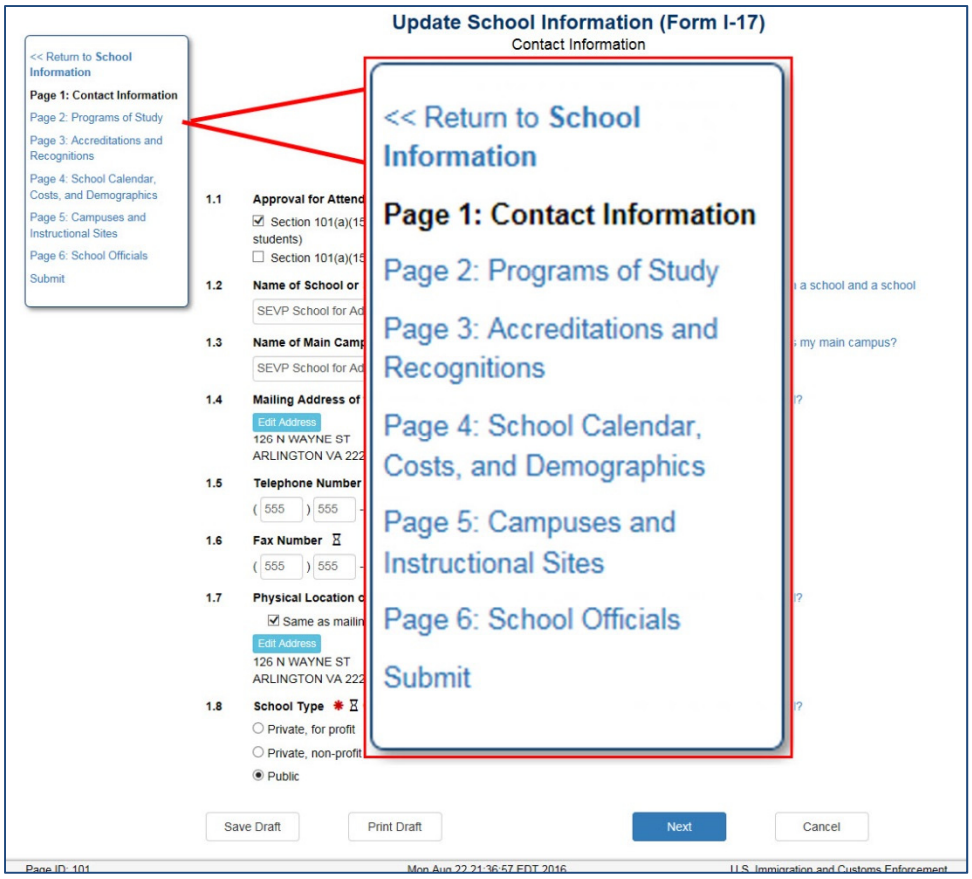
UPDATE FORM I-17

CONTACT INFORMATION

Update Form I-17: Navigation Panel



- Navigation panel allows you to move directly to another page
- Return to School Information hyperlink lets you exit the *Update Form I-17* function

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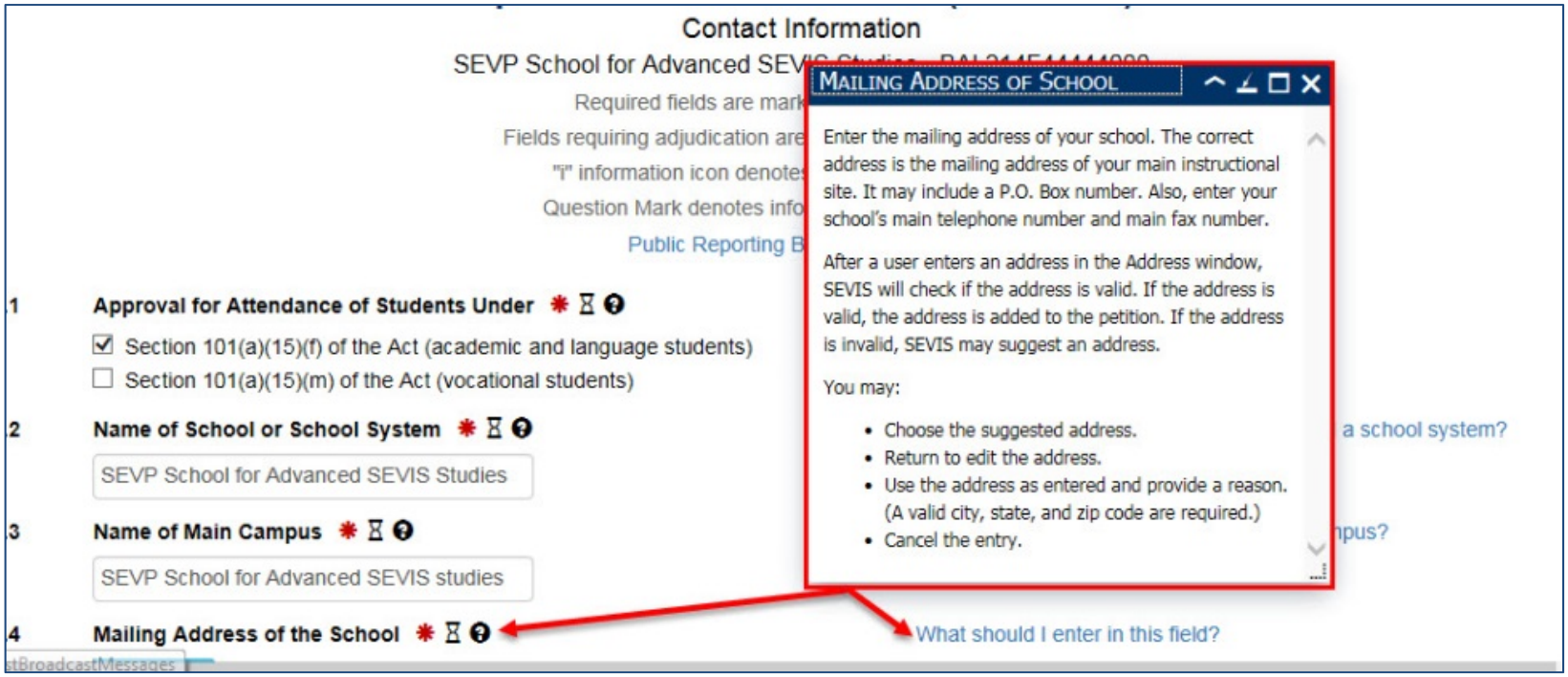
Update Form I-17: Field-Level Help



- Open field-level help on page
- Updatable without a SEVIS release

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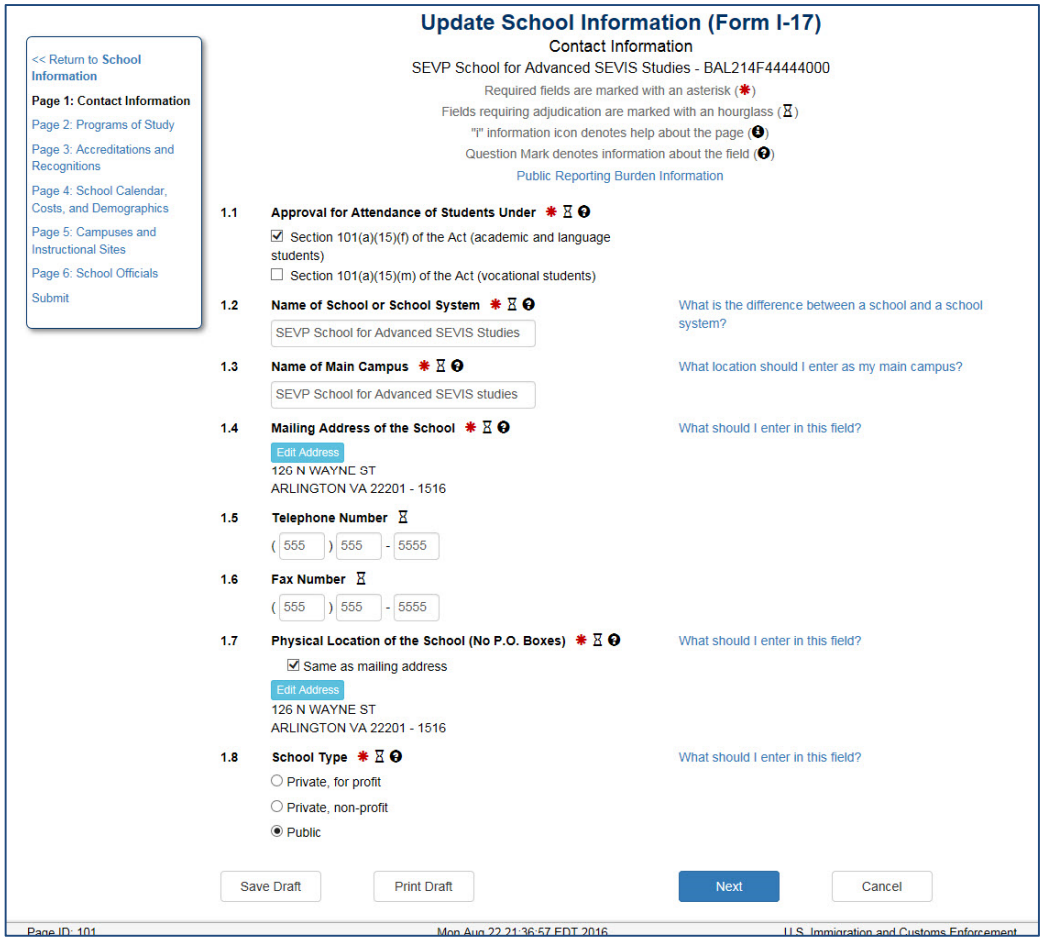
Update Form I-17: Contact Information



Webinar Note:
See full-sized image available in webinar handout.

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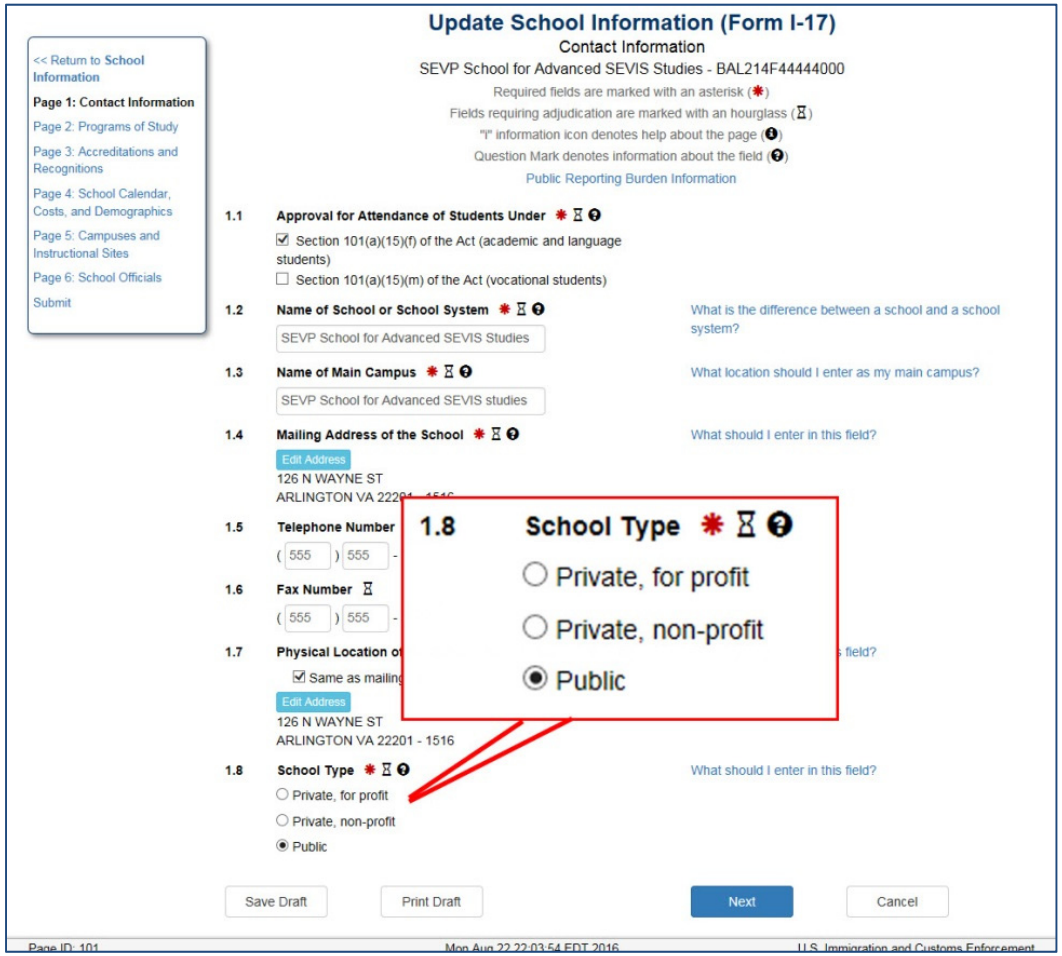
Update Contact Information: School Type



- Private schools must specify if they are for-profit or non-profit the next time they update the Form I-17

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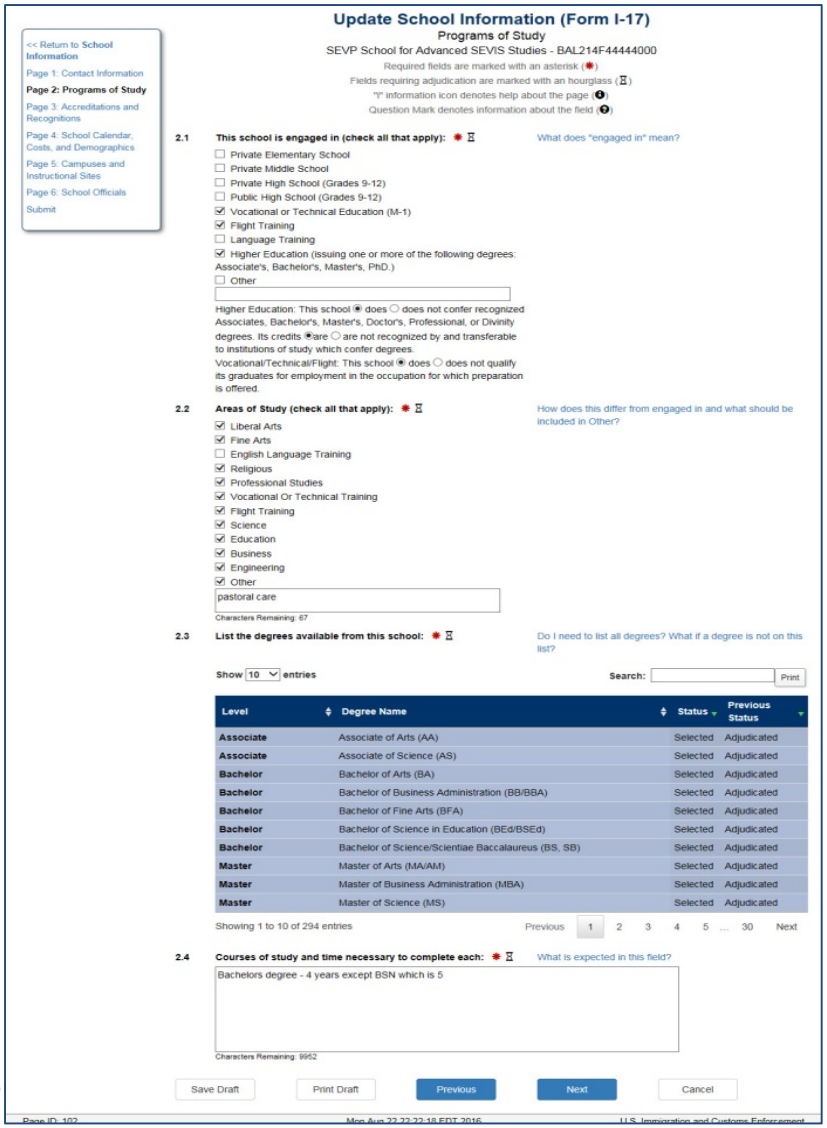
Update Programs of Study



Update School Information (Form I-17)

Programs of Study

SEVP School for Advanced SEVIS Studies - BAL214F44444000

Required fields are marked with an asterisk (*)

Fields requiring adjudication are marked with an hourglass

"i" information icon denotes help about the page

Question Mark denotes information about the field

<< Return to School Information
Page 1: Contact Information
Page 2: Programs of Study
Page 3: Accreditations and Recognitions
Page 4: School Calendar, Costs, and Demographics
Page 5: Campuses and Instructional Sites
Page 6: School Officials
Submit

2.1 This school is engaged in (check all that apply): * — What does "engaged in" mean?

- [ ] Private Elementary School
- [ ] Private Middle School
- [ ] Private High School (Grades 9-12)
- [ ] Public High School (Grades 9-12)
- [x] Vocational or Technical Education (M-1)
- [x] Flight Training
- [ ] Language Training
- [x] Higher Education (issuing one or more of the following degrees: Associate's, Bachelor's, Master's, PhD.)
- [ ] Other

Higher Education: This school (•) does ( ) does not confer recognized Associates, Bachelor's, Master's, Doctor's, Professional, or Divinity degrees. Its credits (•)are ( ) are not recognized by and transferable to institutions of study which confer degrees.
Vocational/Technical/Flight: This school (•) does ( ) does not qualify its graduates for employment in the occupation for which preparation is offered.

2.2 Areas of Study (check all that apply): * — How does this differ from engaged in and what should be included in Other?

- [x] Liberal Arts
- [x] Fine Arts
- [ ] English Language Training
- [x] Religious
- [x] Professional Studies
- [x] Vocational Or Technical Training
- [x] Flight Training
- [x] Science
- [x] Education
- [x] Business
- [x] Engineering
- [x] Other

pastoral care
Characters Remaining: 67

2.3 List the degrees available from this school: * — Do I need to list all degrees? What if a degree is not on this list?

Show 10 entries — Search: — Print

Level	Degree Name	Status	Previous Status
Associate	Associate of Arts (AA)	Selected	Adjudicated
Associate	Associate of Science (AS)	Selected	Adjudicated
Bachelor	Bachelor of Arts (BA)	Selected	Adjudicated
Bachelor	Bachelor of Business Administration (BB/BBA)	Selected	Adjudicated
Bachelor	Bachelor of Fine Arts (BFA)	Selected	Adjudicated
Bachelor	Bachelor of Science in Education (BEd/BSEd)	Selected	Adjudicated
Bachelor	Bachelor of Science/Scientiae Baccalaureus (BS, SB)	Selected	Adjudicated
Master	Master of Arts (MA/AM)	Selected	Adjudicated
Master	Master of Business Administration (MBA)	Selected	Adjudicated
Master	Master of Science (MS)	Selected	Adjudicated

Showing 1 to 10 of 294 entries — Previous 1 2 3 4 5 ... 30 Next

2.4 Courses of study and time necessary to complete each: * — What is expected in this field?

Bachelors degree - 4 years except BSN which is 5
Characters Remaining: 9952

Save Draft | Print Draft | Previous | Next | Cancel

Page ID: 102 — Mon Aug 22 22:22:18 EDT 2016 — U.S. Immigration and Customs Enforcement

Webinar Note:
See full-sized image available in webinar handout.

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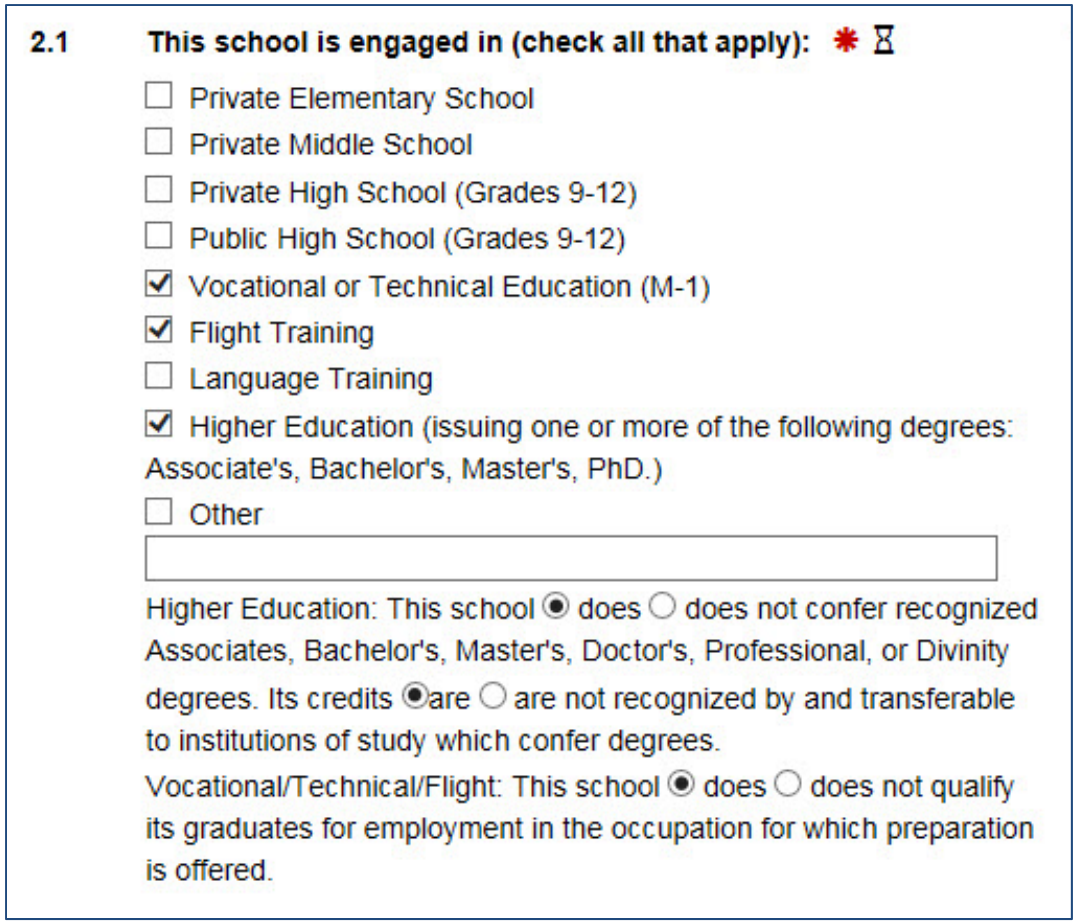
Update Programs of Study: School Is Engaged In



2.1 This school is engaged in (check all that apply): ✱

- ☐ Private Elementary School
- ☐ Private Middle School
- ☐ Private High School (Grades 9-12)
- ☐ Public High School (Grades 9-12)
- ☑ Vocational or Technical Education (M-1)
- ☑ Flight Training
- ☐ Language Training
- ☑ Higher Education (issuing one or more of the following degrees: Associate's, Bachelor's, Master's, PhD.)
- ☐ Other

Higher Education: This school ◉ does ○ does not confer recognized Associates, Bachelor's, Master's, Doctor's, Professional, or Divinity degrees. Its credits ◉ are ○ are not recognized by and transferable to institutions of study which confer degrees.

Vocational/Technical/Flight: This school ◉ does ○ does not qualify its graduates for employment in the occupation for which preparation is offered.

- Depending on checkboxes selected, SEVIS displays additional statements

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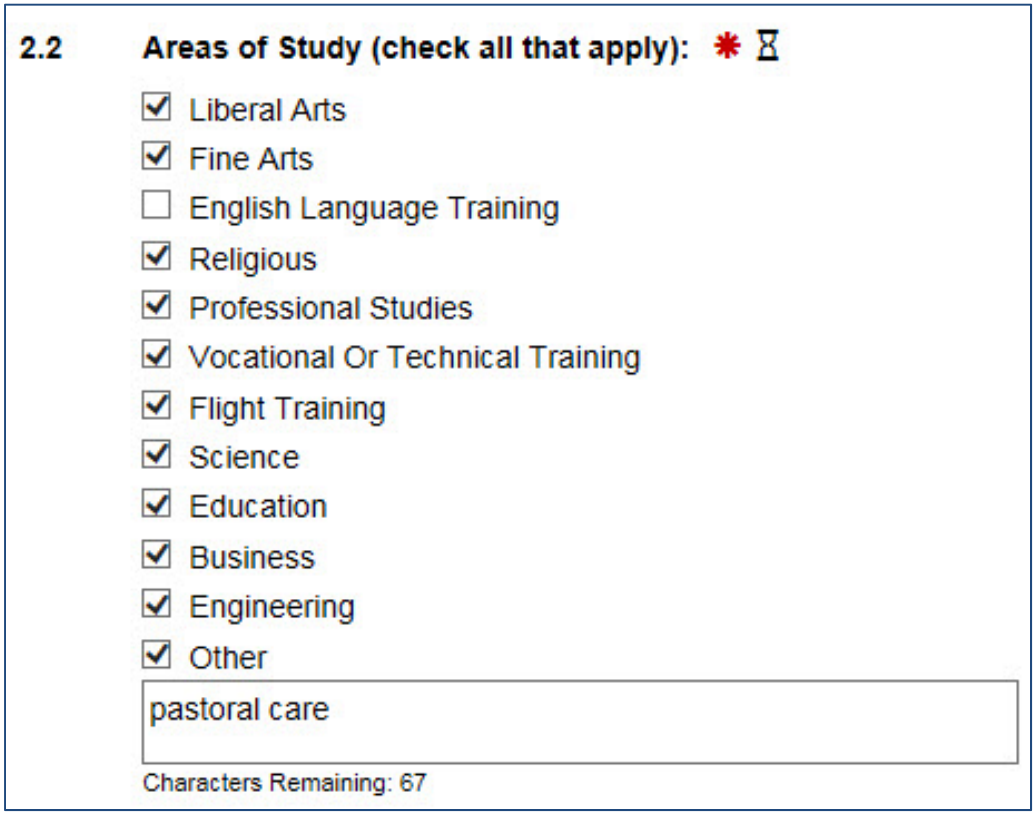
Update Programs of Study: Areas of Study



- Language Training changed to English Language Training

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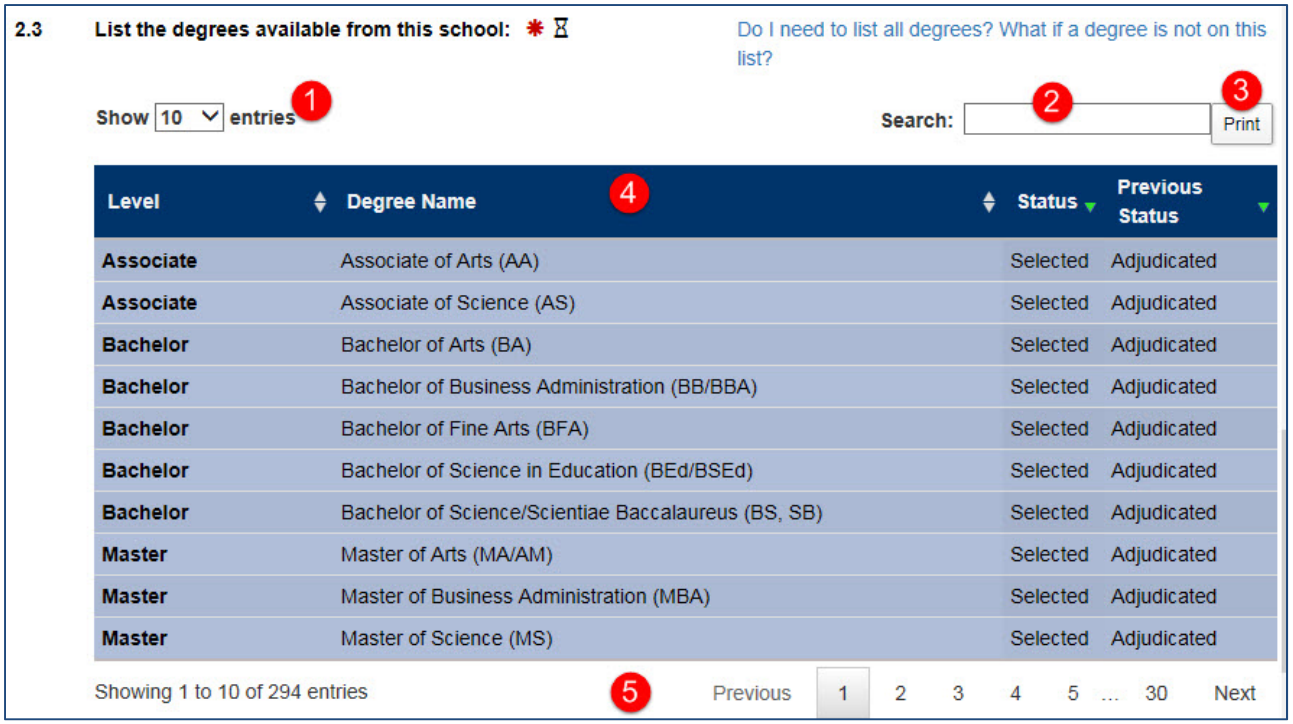
Update Form I-17: Degrees Available



2.3 **List the degrees available from this school:** ✱ ⧖

Do I need to list all degrees? What if a degree is not on this list?

Show 10 entries (1)

Search: (2) (3) Print

Level	Degree Name (4)	Status	Previous Status
Associate	Associate of Arts (AA)	Selected	Adjudicated
Associate	Associate of Science (AS)	Selected	Adjudicated
Bachelor	Bachelor of Arts (BA)	Selected	Adjudicated
Bachelor	Bachelor of Business Administration (BB/BBA)	Selected	Adjudicated
Bachelor	Bachelor of Fine Arts (BFA)	Selected	Adjudicated
Bachelor	Bachelor of Science in Education (BEd/BSEd)	Selected	Adjudicated
Bachelor	Bachelor of Science/Scientiae Baccalaureus (BS, SB)	Selected	Adjudicated
Master	Master of Arts (MA/AM)	Selected	Adjudicated
Master	Master of Business Administration (MBA)	Selected	Adjudicated
Master	Master of Science (MS)	Selected	Adjudicated

Showing 1 to 10 of 294 entries (5) Previous 1 2 3 4 5 … 30 Next

1. Change # of degrees
2. Search for degree
3. Print full list of degrees
4. Sort by column
5. Navigate list

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Degrees Available Conversion

Before Release 6.29

- AA Degree
- AS Degree
- BA Degree
- Doctor of Education
- Bachelor of Science
- Bachelor of Fine Arts
- Bachelor of Business Administration
- Bachelor of Science in Education
- Master of Arts
- Master of Science
- Master of Business Administration
- Doctor of Philosophy
- Medical Doctor
- Juris Doctor
- Other

After Release 6.29 Translates to:

- Associate of Arts (AA)
- Associate of Science (AS)
- Bachelor of Arts (BA)
- Doctor of Education (EdD)
- Bachelor of Business Administration (BB/BBA)
- Bachelor of Fine Arts (BFA)
- Bachelor of Science in Education (BEd/BSEd)
- Bachelor of Science/Scientae Baccalauteus (BS,SB)
- Master of Arts (MA/AM)
- Master of Business Administration (MBA)
- Master of Science (MS)
- Doctor of Philosophy (PhD)
- Doctor of Medicine (MD)
- Juris Doctor (JD)
- Other

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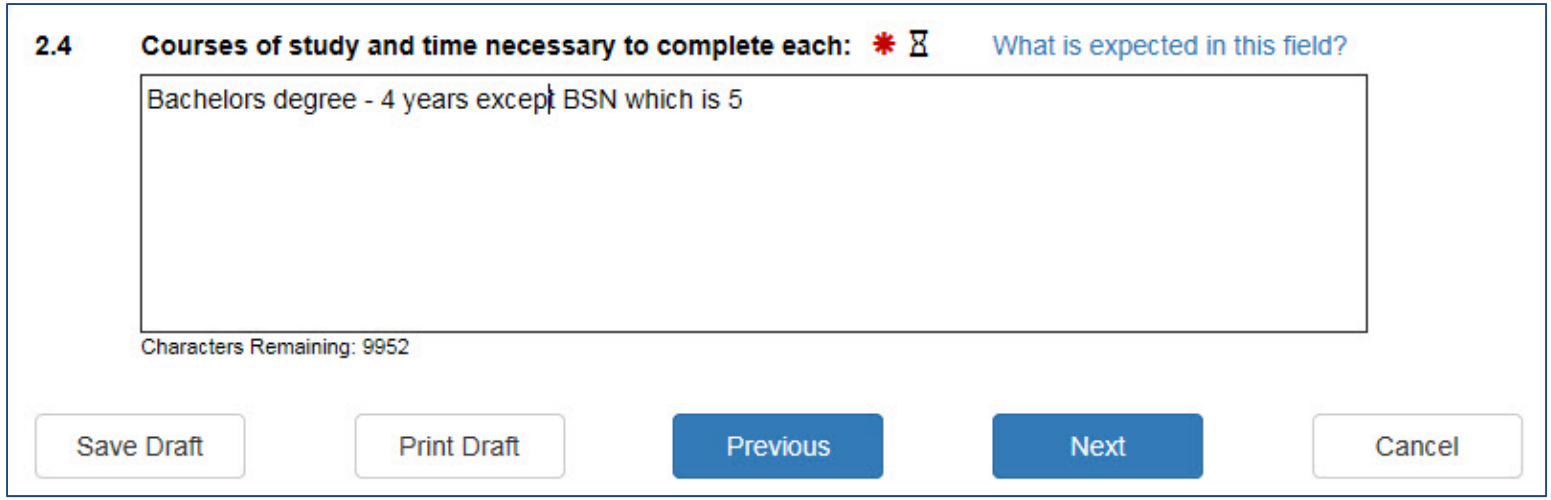
Update Form I-17: Programs of Study



- Group by degree level, time to complete, credit/clock hours needed to complete

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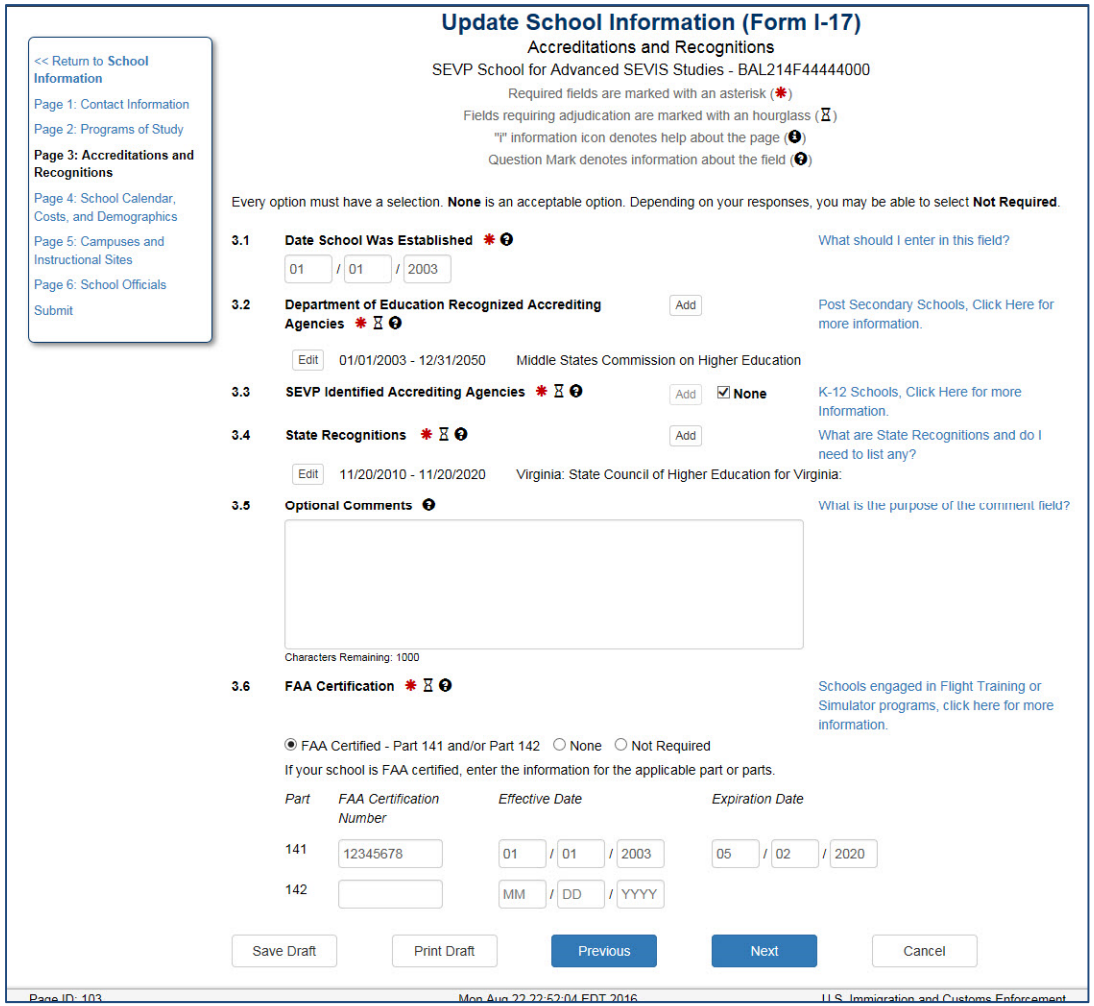
Update Accreditations and Recognitions



- Different look
- Eliminated Licenses and Other Recognitions fields

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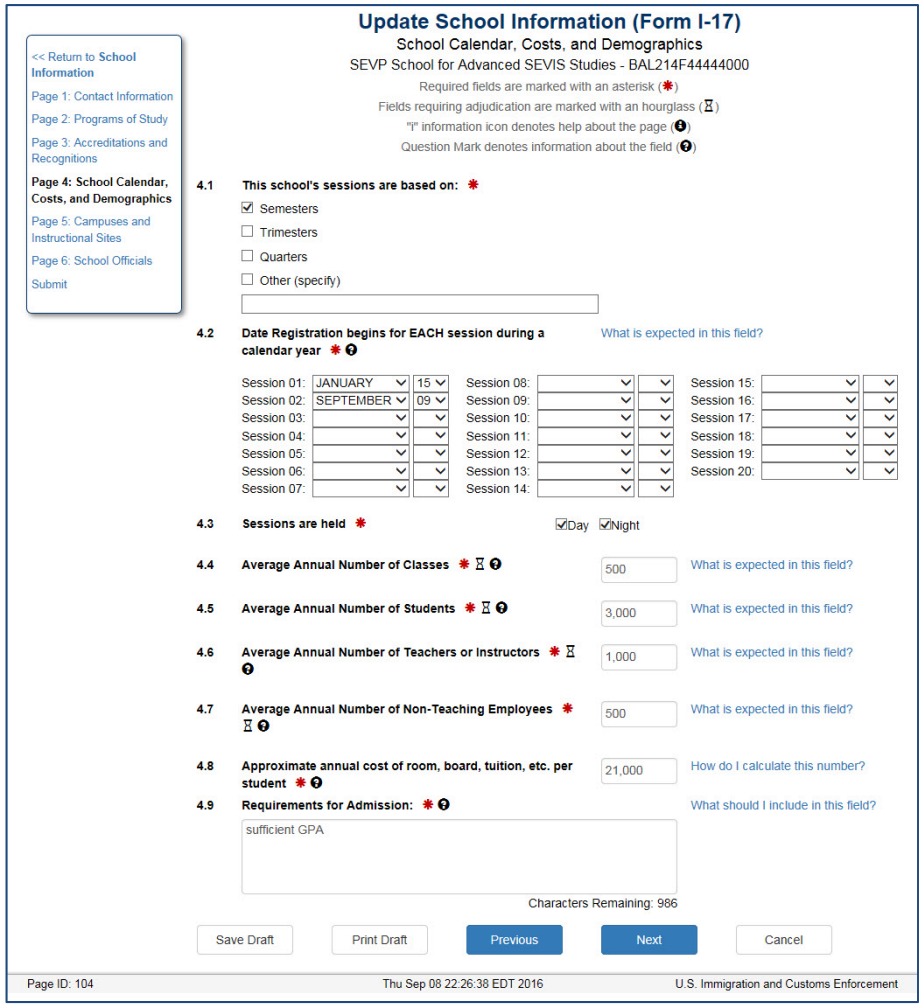
Update School Calendar, Costs, Demographics



- Different look

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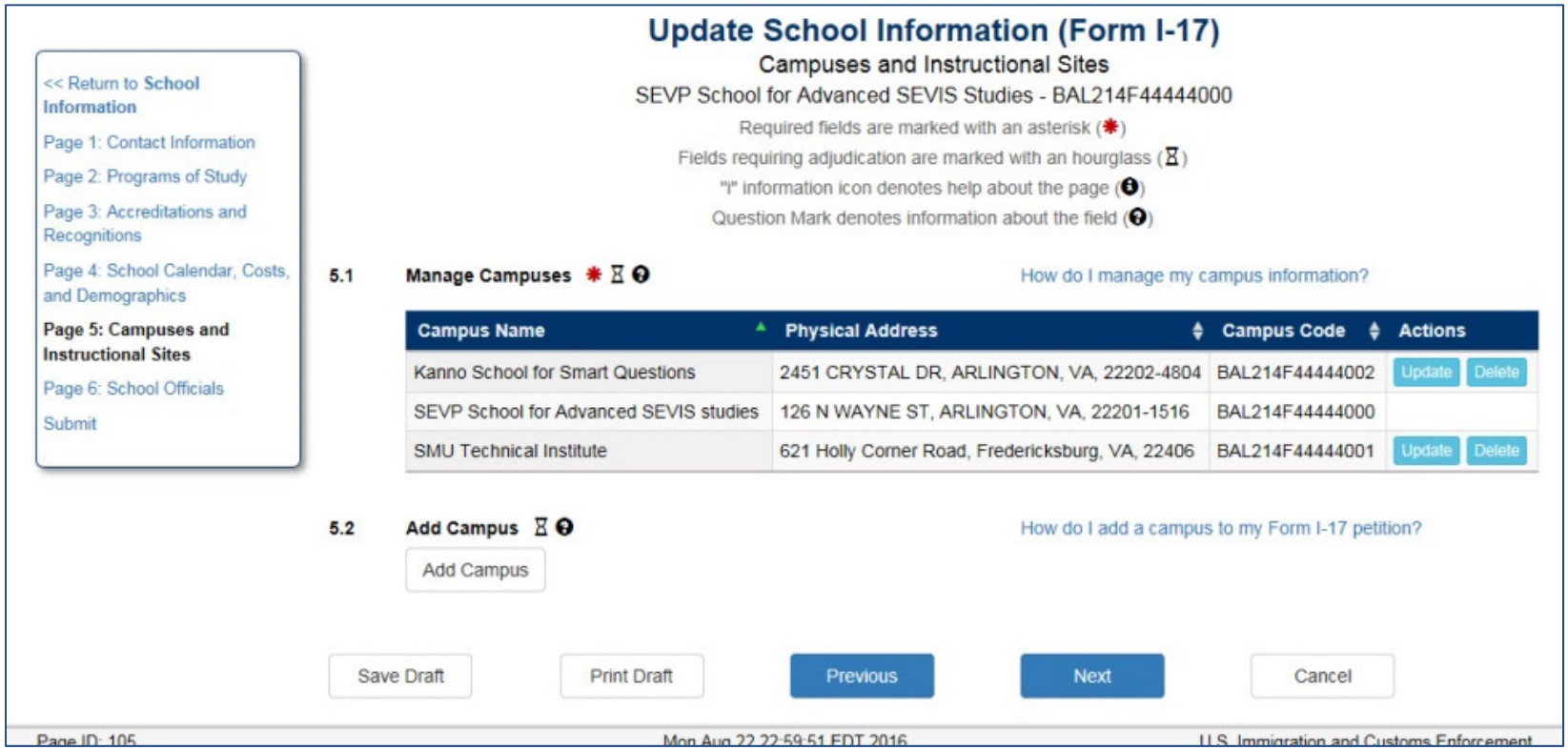
Update Campuses



- Adding campus precedes updating officials

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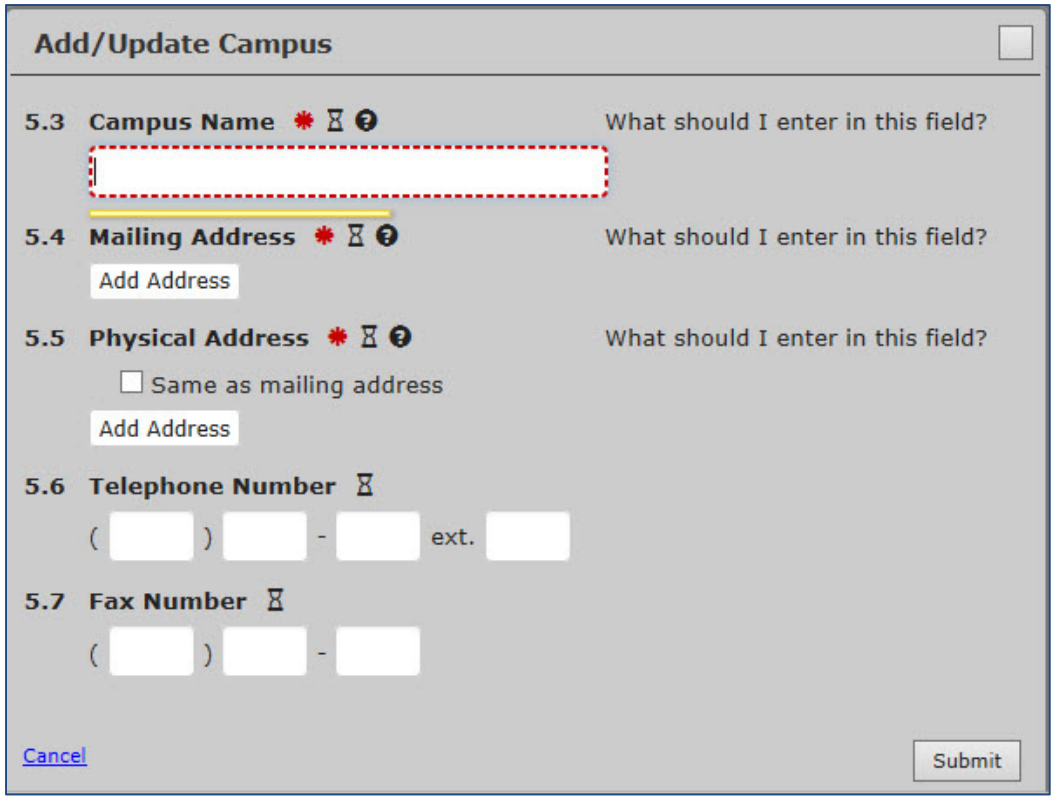
Update Instructional Sites: Add/Edit Campus



- Addresses will be validated when Address Doctor is working

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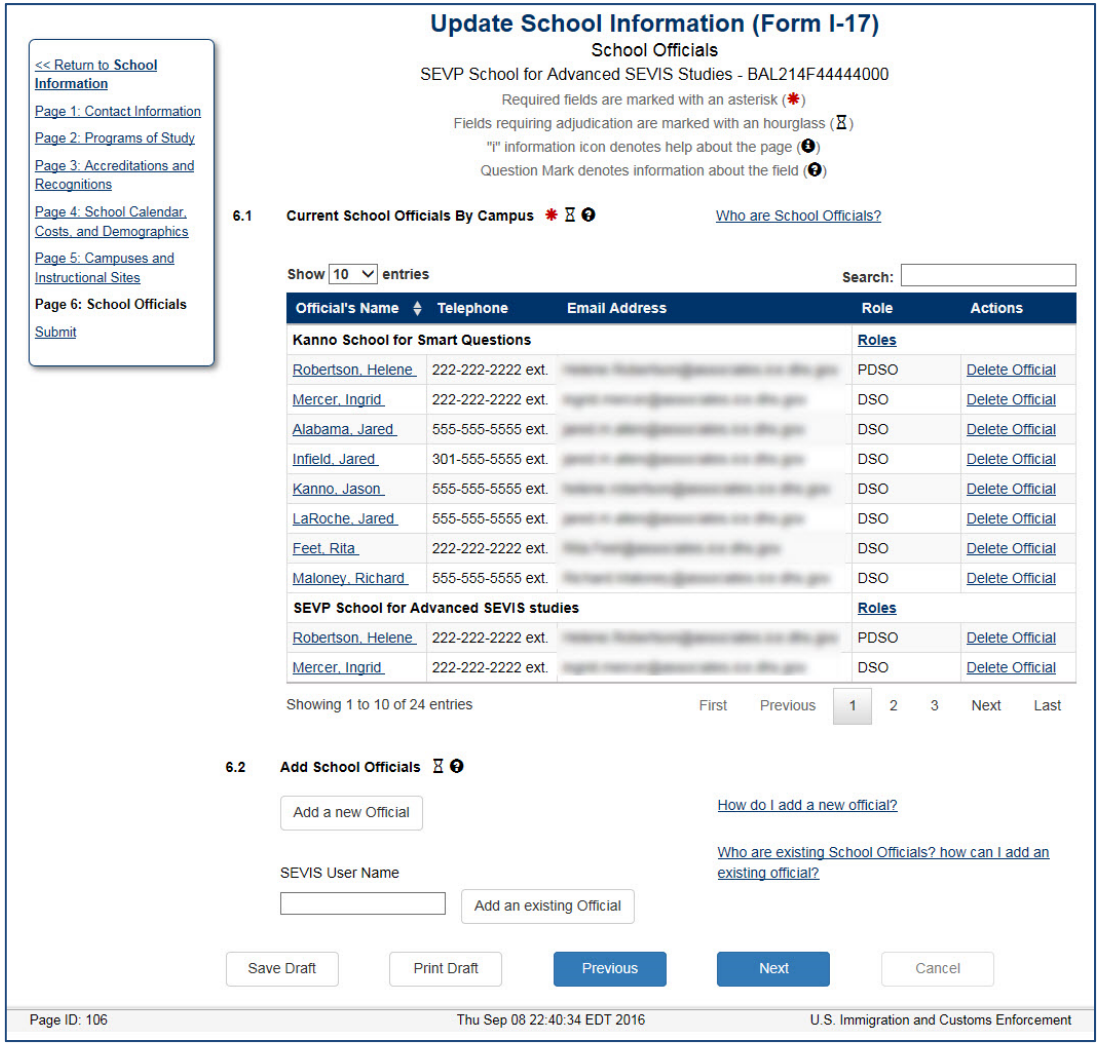
Update School Officials – Campus View



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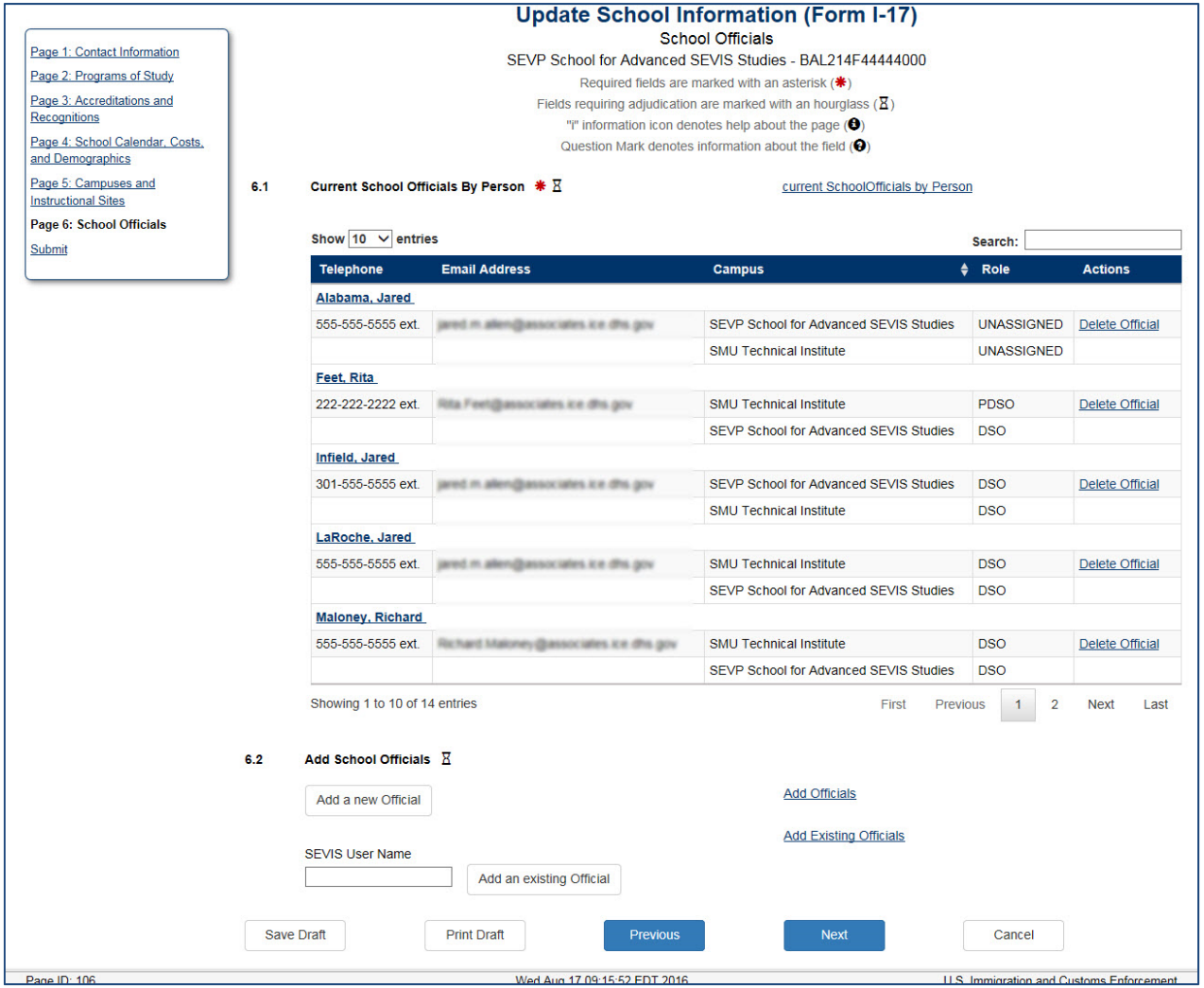
Update School Officials – Individual View



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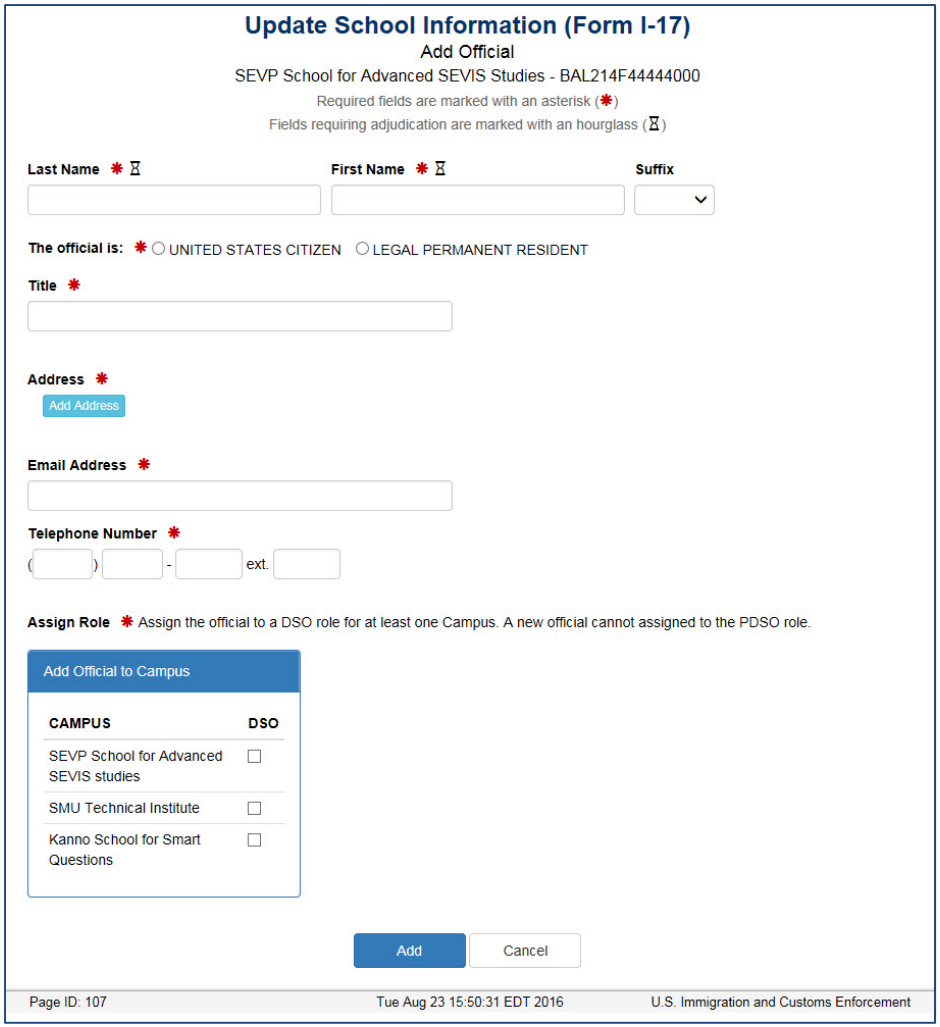
Add Officials



- Assign to campuses/ instructional sites from this page

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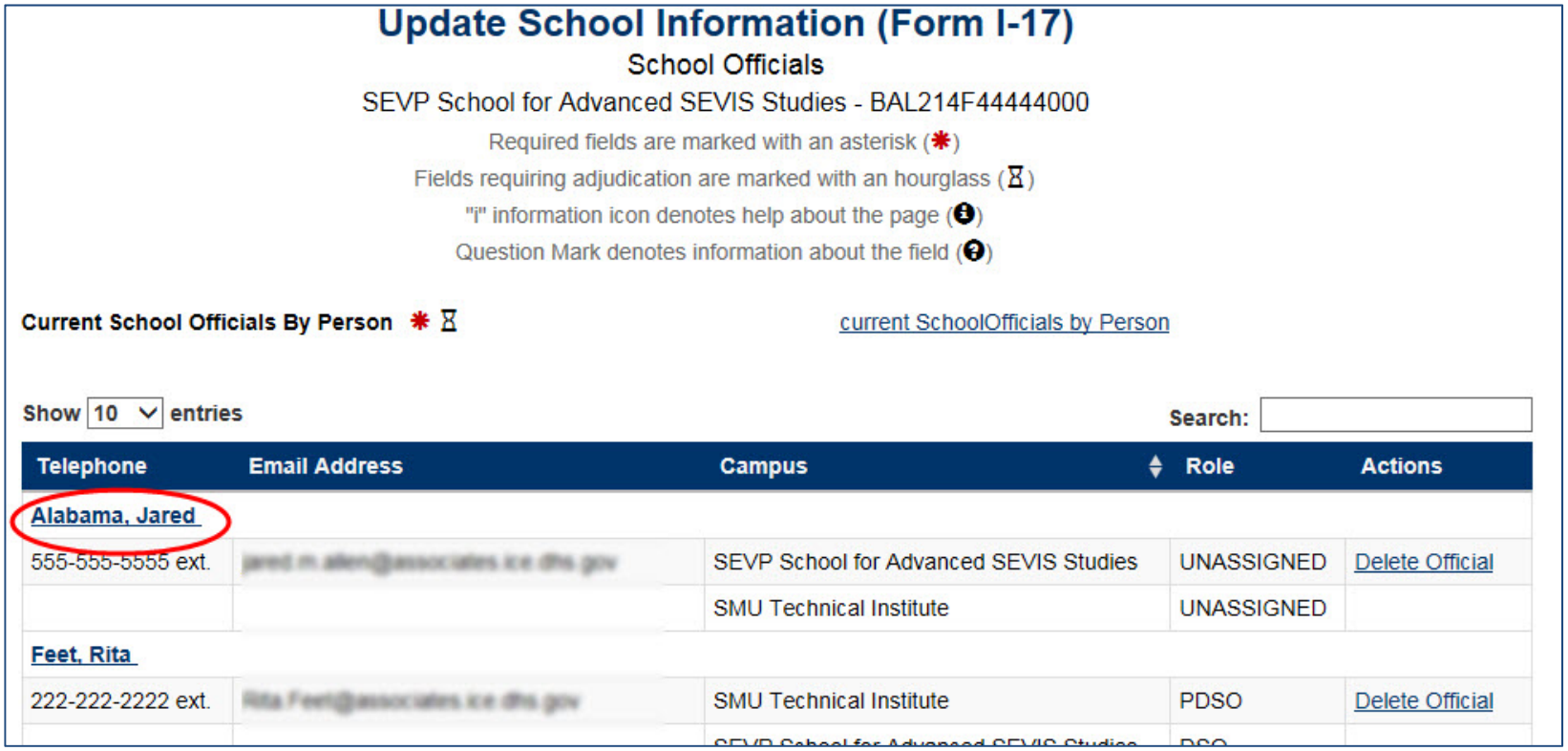
Edit Existing Official



Update School Information (Form I-17)

School Officials

SEVP School for Advanced SEVIS Studies - BAL214F44444000

Required fields are marked with an asterisk (*)

Fields requiring adjudication are marked with an hourglass

"i" information icon denotes help about the page

Question Mark denotes information about the field

Current School Officials By Person * current SchoolOfficials by Person

Show 10 entries Search:

Telephone	Email Address	Campus	Role	Actions
Alabama, Jared				
555-555-5555 ext.	[redacted]	SEVP School for Advanced SEVIS Studies	UNASSIGNED	Delete Official
		SMU Technical Institute	UNASSIGNED	
Feet, Rita				
222-222-2222 ext.	[redacted]	SMU Technical Institute	PDSO	Delete Official

- Click hyperlinked name of official

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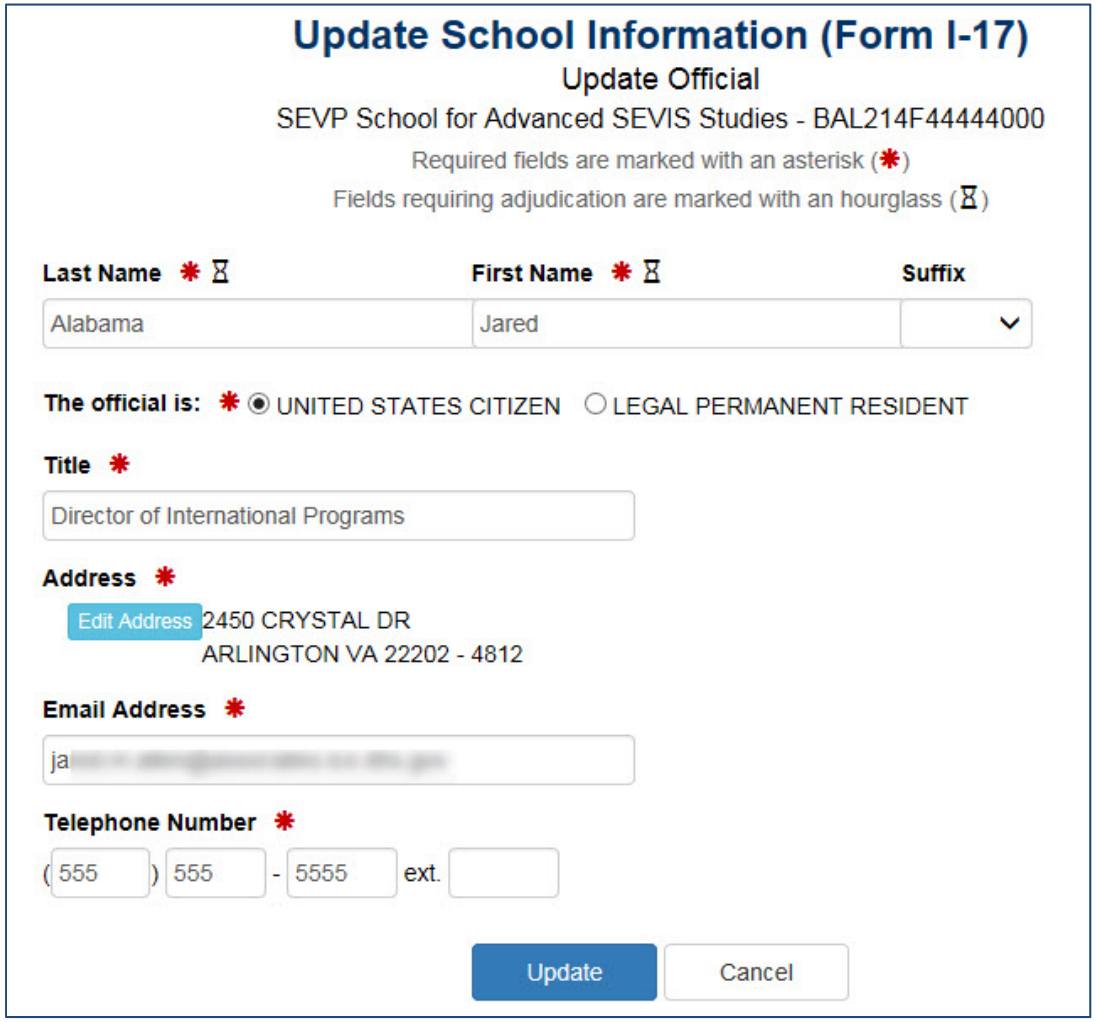
Edit Existing Official



- Can edit demographic and contact information
- Cannot edit role assignments on this page

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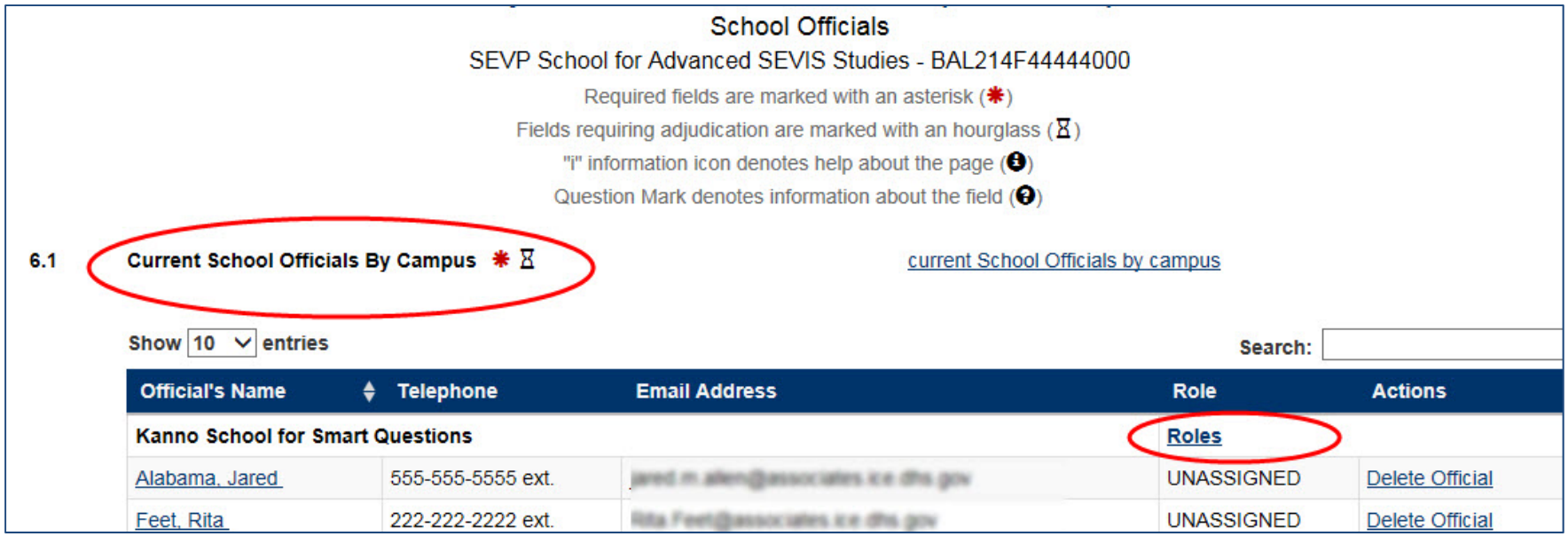
Change Roles Official


School Officials

SEVP School for Advanced SEVIS Studies - BAL214F44444000

Required fields are marked with an asterisk (*)

Fields requiring adjudication are marked with an hourglass

"i" information icon denotes help about the page

Question Mark denotes information about the field

6.1 Current School Officials By Campus * current School Officials by campus

Show 10 entries Search:

Official's Name	Telephone	Email Address	Role	Actions
Kanno School for Smart Questions			Roles	
Alabama, Jared	555-555-5555 ext.	[redacted]	UNASSIGNED	Delete Official
Feet, Rita	222-222-2222 ext.	[redacted]	UNASSIGNED	Delete Official

WARNING - NOT INTUITIVE

- Switch to Officials by Campus view
- Click Roles hyperlink

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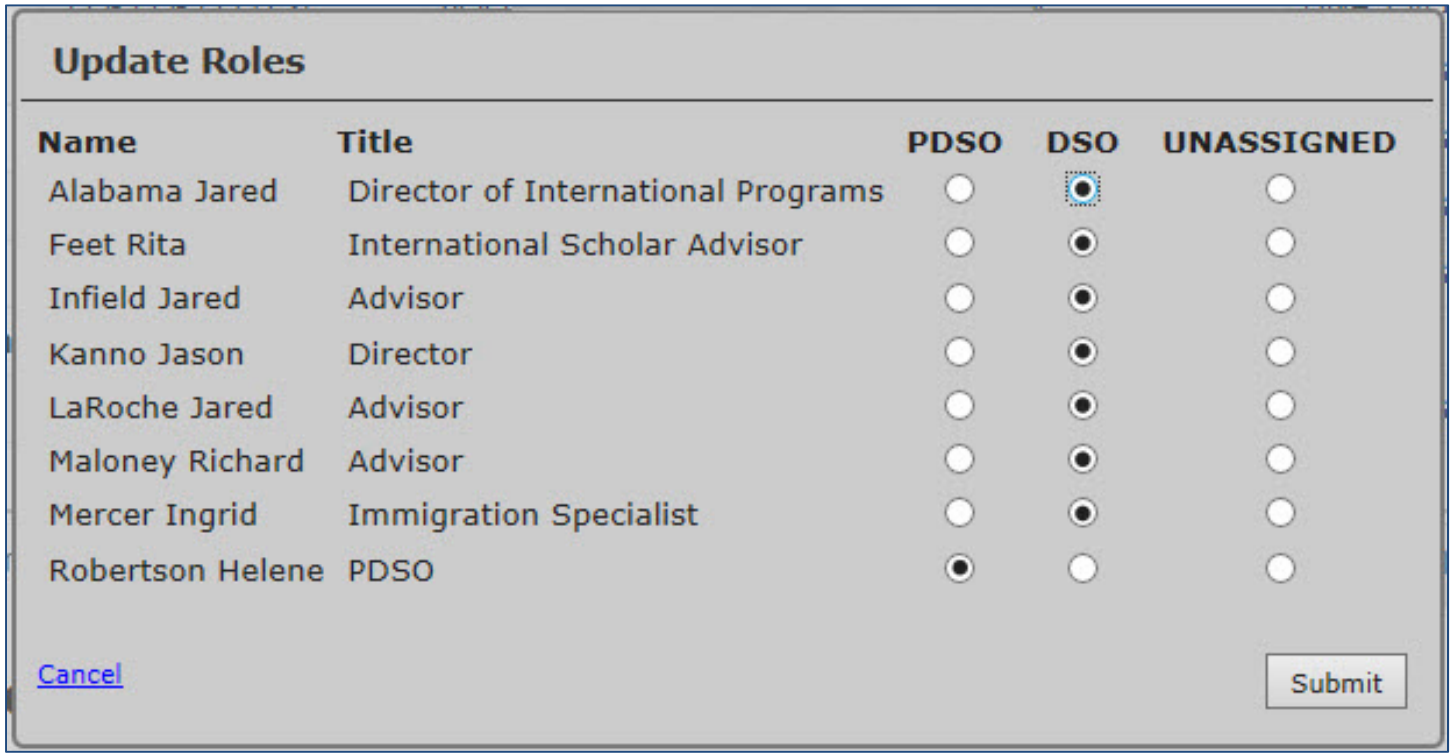
Change Roles Officials



- Change roles from this modal

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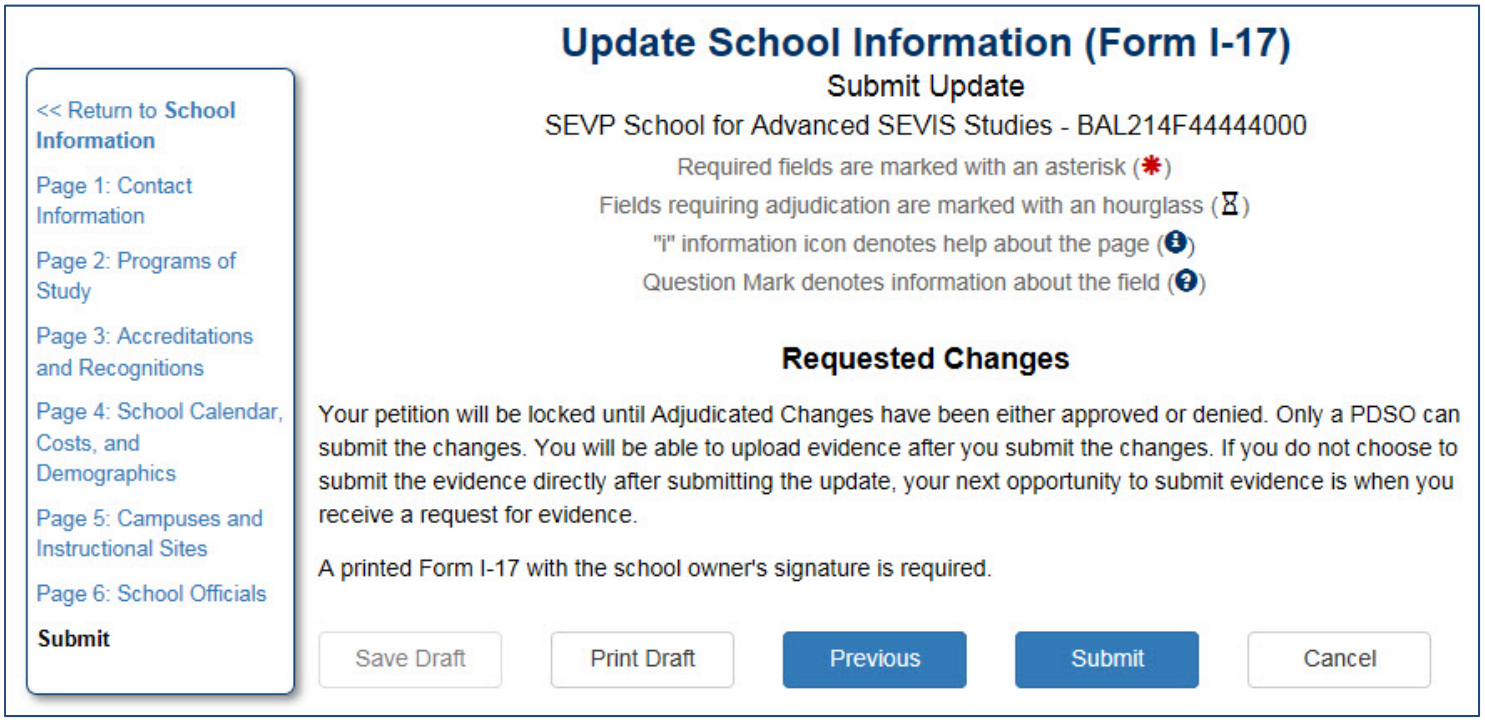
Submit Page - Head of School Version



- **This version displays only if the head of school must sign the Form I-17**

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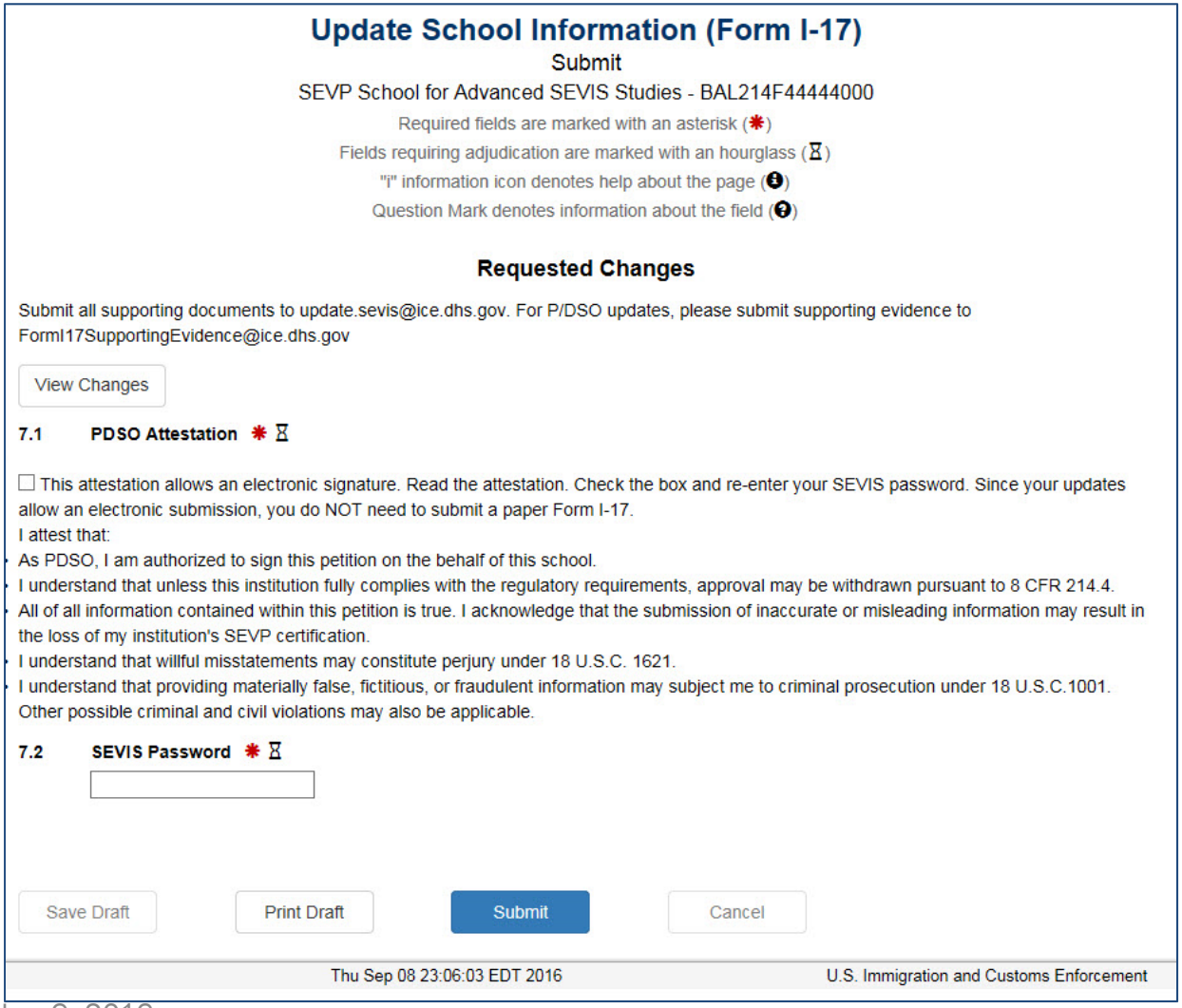
Submit Page - PDSO Version



Update School Information (Form I-17)

Submit

SEVP School for Advanced SEVIS Studies - BAL214F44444000

Required fields are marked with an asterisk (*)

Fields requiring adjudication are marked with an hourglass

"i" information icon denotes help about the page

Question Mark denotes information about the field

Requested Changes

Submit all supporting documents to update.sevis@ice.dhs.gov. For P/DSO updates, please submit supporting evidence to FormI17SupportingEvidence@ice.dhs.gov

View Changes

7.1 PDSO Attestation *

☐ This attestation allows an electronic signature. Read the attestation. Check the box and re-enter your SEVIS password. Since your updates allow an electronic submission, you do NOT need to submit a paper Form I-17.

I attest that:

- As PDSO, I am authorized to sign this petition on the behalf of this school.
- I understand that unless this institution fully complies with the regulatory requirements, approval may be withdrawn pursuant to 8 CFR 214.4.
- All of all information contained within this petition is true. I acknowledge that the submission of inaccurate or misleading information may result in the loss of my institution's SEVP certification.
- I understand that willful misstatements may constitute perjury under 18 U.S.C. 1621.
- I understand that providing materially false, fictitious, or fraudulent information may subject me to criminal prosecution under 18 U.S.C.1001. Other possible criminal and civil violations may also be applicable.

7.2 SEVIS Password *

Save Draft | Print Draft | Submit | Cancel

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This version displays if the head of school does not have to sign the Form I-17

SCHOOL INFORMATION PAGE

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School Information Page

- Redesigned to match look and layout of the Form I-17 edit pages

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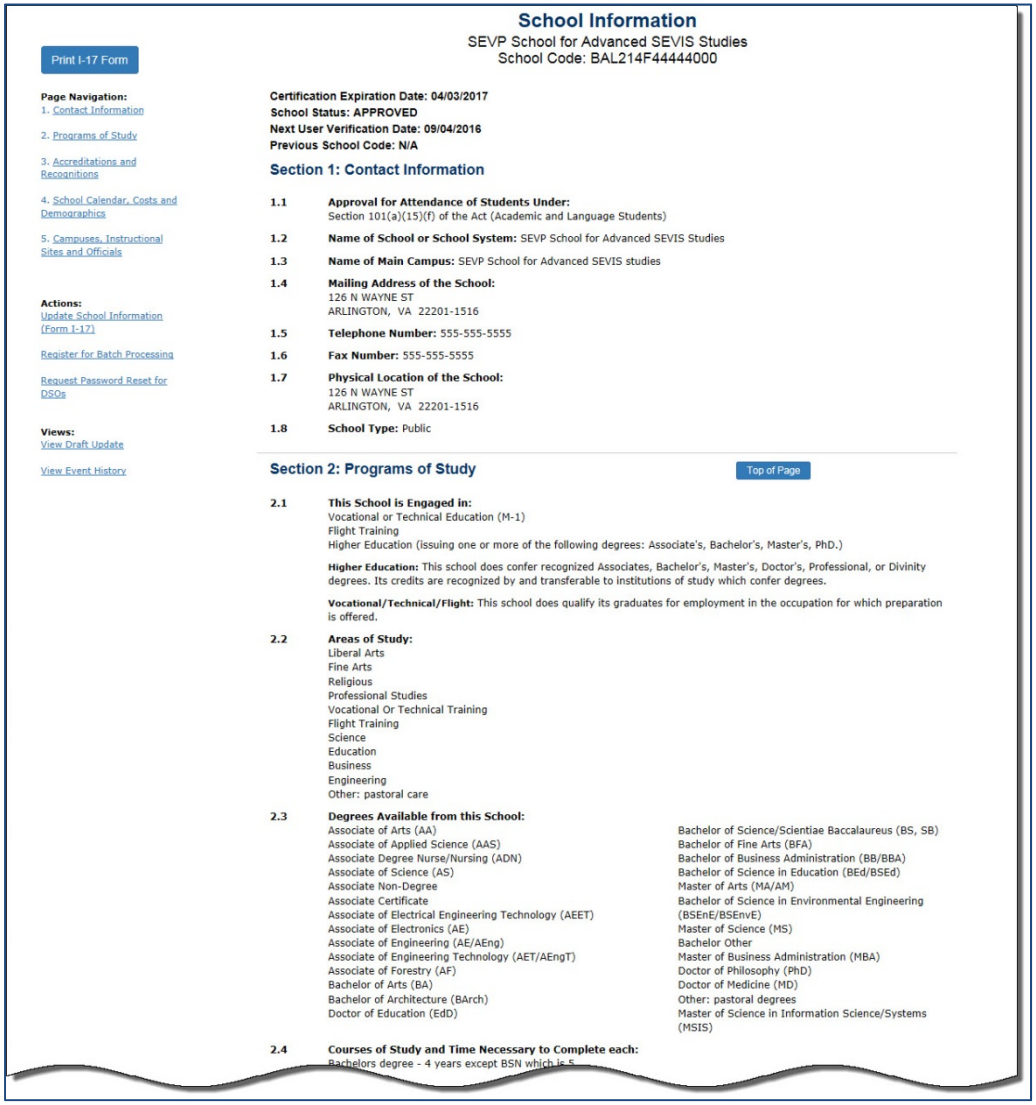
School Information Page



Print I-17 Form

Page Navigation:
1. Contact Information
2. Programs of Study
3. Accreditations and Recognitions
4. School Calendar, Costs and Demographics
5. Campuses, Instructional Sites and Officials

Actions:
Update School Information (Form I-17)
Register for Batch Processing
Request Password Reset for DSOs

Views:
View Draft Update
View Event History

School Information

SEVP School for Advanced SEVIS Studies
School Code: BAL214F44444000

Certification Expiration Date: 04/03/2017
School Status: APPROVED
Next User Verification Date: 09/04/2016
Previous School Code: N/A

Section 1: Contact Information

1.1 **Approval for Attendance of Students Under:**
Section 101(a)(15)(f) of the Act (Academic and Language Students)

1.2 **Name of School or School System:** SEVP School for Advanced SEVIS Studies

1.3 **Name of Main Campus:** SEVP School for Advanced SEVIS studies

1.4 **Mailing Address of the School:**
126 N WAYNE ST
ARLINGTON, VA 22201-1516

1.5 **Telephone Number:** 555-555-5555

1.6 **Fax Number:** 555-555-5555

1.7 **Physical Location of the School:**
126 N WAYNE ST
ARLINGTON, VA 22201-1516

1.8 **School Type:** Public

Section 2: Programs of Study

Top of Page

2.1 **This School is Engaged in:**
Vocational or Technical Education (M-1)
Flight Training
Higher Education (issuing one or more of the following degrees: Associate's, Bachelor's, Master's, PhD.)

Higher Education: This school does confer recognized Associates, Bachelor's, Master's, Doctor's, Professional, or Divinity degrees. Its credits are recognized by and transferable to institutions of study which confer degrees.

Vocational/Technical/Flight: This school does qualify its graduates for employment in the occupation for which preparation is offered.

2.2 **Areas of Study:**
Liberal Arts
Fine Arts
Religious
Professional Studies
Vocational Or Technical Training
Flight Training
Science
Education
Business
Engineering
Other: pastoral care

2.3 **Degrees Available from this School:**
Associate of Arts (AA)
Associate of Applied Science (AAS)
Associate Degree Nurse/Nursing (ADN)
Associate of Science (AS)
Associate Non-Degree
Associate Certificate
Associate of Electrical Engineering Technology (AEET)
Associate of Electronics (AE)
Associate of Engineering (AE/AEng)
Associate of Engineering Technology (AET/AEngT)
Associate of Forestry (AF)
Bachelor of Arts (BA)
Bachelor of Architecture (BArch)
Doctor of Education (EdD)
Bachelor of Science/Scientiae Baccalaureus (BS, SB)
Bachelor of Fine Arts (BFA)
Bachelor of Business Administration (BB/BBA)
Bachelor of Science in Education (BEd/BSEd)
Master of Arts (MA/AM)
Bachelor of Science in Environmental Engineering (BSEnE/BSEnvE)
Master of Science (MS)
Bachelor Other
Master of Business Administration (MBA)
Doctor of Philosophy (PhD)
Doctor of Medicine (MD)
Other: pastoral degrees
Master of Science in Information Science/Systems (MSIS)

2.4 **Courses of Study and Time Necessary to Complete each:**
Bachelors degree - 4 years except BSN which is 5

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School Information Page

4.9 **Requirements for Admission:** sufficient GPA

Section 5/6: Campuses and Instructional Sites and Officials

Top of Page

Campus: SEVP School for Advanced SEVIS studies

Mailing Address: 126 N WAYNE ST ARLINGTON, VA 22201-1516

Location Address: 126 N WAYNE ST ARLINGTON, VA 22201-1516

Telephone Number: **Fax Number:**

Official Name	Title	Role	Telephone Number	Email Address
Jared Alabama	Director of International Programs	DSO	555-555-5555	[redacted]
Rita Feet	International Scholar Advisor	DSO	222-222-2222	[redacted]
Jared Infield	Advisor	DSO	301-555-5555	[redacted]
Jason Kanno	Director	DSO	555-555-5555	[redacted]
Jared LaRoche	Advisor	DSO	555-555-5555	[redacted]
Richard Maloney	Advisor	DSO	555-555-5555	[redacted]
Ingrid Mercer	Immigration Specialist	DSO	222-222-2222	[redacted]
Helene Robertson	Director	PDSO	222-222-2222	[redacted]

Campus: SMU Technical Institute

Mailing Address: 621 Holly Corner Road Fredericksburg, VA 22406

Location Address: 621 Holly Corner Road Fredericksburg, VA 22406

Telephone Number: **Fax Number:**

Official Name	Title	Role	Telephone Number	Email Address
Rita Feet	International Scholar Advisor	PDSO	222-222-2222	[redacted]
Jared Infield	Advisor	DSO	301-555-5555	[redacted]

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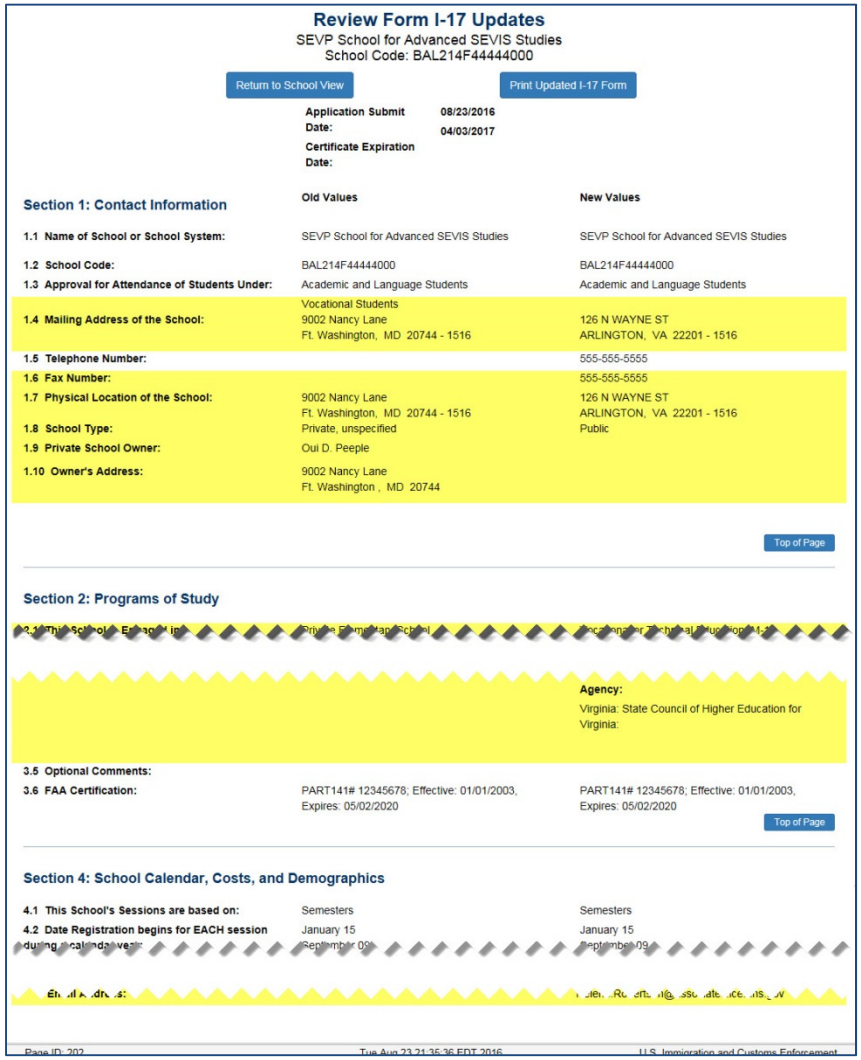
VIEW SUBMITTED UPDATE

View Submitted Update Page



Review Form I-17 Updates

SEVP School for Advanced SEVIS Studies
School Code: BAL214F44444000

Return to School View | Print Updated I-17 Form

Application Submit Date:	08/23/2016
Certificate Expiration Date:	04/03/2017

Section 1: Contact Information

	Old Values	New Values
1.1 Name of School or School System:	SEVP School for Advanced SEVIS Studies	SEVP School for Advanced SEVIS Studies
1.2 School Code:	BAL214F44444000	BAL214F44444000
1.3 Approval for Attendance of Students Under:	Academic and Language Students Vocational Students	Academic and Language Students
1.4 Mailing Address of the School:	9002 Nancy Lane Ft. Washington, MD 20744 - 1516	126 N WAYNE ST ARLINGTON, VA 22201 - 1516
1.5 Telephone Number:		555-555-5555
1.6 Fax Number:		555-555-5555
1.7 Physical Location of the School:	9002 Nancy Lane Ft. Washington, MD 20744 - 1516	126 N WAYNE ST ARLINGTON, VA 22201 - 1516
1.8 School Type:	Private, unspecified	Public
1.9 Private School Owner:	Oui D. Peeple	
1.10 Owner's Address:	9002 Nancy Lane Ft. Washington , MD 20744	

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Section 2: Programs of Study

[illegible]	[illegible]	[illegible]
		Agency: Virginia: State Council of Higher Education for Virginia:
3.5 Optional Comments:		
3.6 FAA Certification:	PART141# 12345678; Effective: 01/01/2003, Expires: 05/02/2020	PART141# 12345678; Effective: 01/01/2003, Expires: 05/02/2020

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Section 4: School Calendar, Costs, and Demographics

4.1 This School's Sessions are based on:	Semesters	Semesters
4.2 Date Registration begins for EACH session during [illegible]	January 15 September 09	January 15 September 09
[illegible]		

Page ID: 202 Tue Aug 23 21:35:36 EDT 2016 U.S. Immigration and Customs Enforcement

- Layout and numbering changed to match School Information page and the Form I-17 data entry pages

Webinar Note:
Larger image available in webinar handout.

EXPECTATIONS

Expectations

- New processes are usually difficult in the beginning, but benefits of new Form I-17 are great:
  - Better security
  - Increased efficiency
  - Decreased time worked
  - Better history in SEVIS
- Short-term delays in adjudication
- SEVP does not expect longer processing times

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FUTURE WEBINARS

SEVP
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Future SEVIS Webinars

Date	Topic
September 16, 2016	SEVIS Correction Requests
September 16, 2016	SEVIS 6.29 Pre-Release
October 14, 2016	SEVIS 6.29 Post-Release
December 2, 2016	SEVIS 6.30 Pre-Release

RESOURCES

SEVP
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U.S. Immigration and Customs Enforcement

Planned Release Resources

User Guides

- Initial Certification
- Update Form I-17 Overview
- Update School Contact Information
- Update Programs of Study
- Update Accreditations and Recognitions (revision)
- Update Calendar, Costs, and Demographics
- Add, Edit, or Delete Campus
- Manage School Officials (revision)
- Recertification
- View School Event History
- View Pending Form I-17 Certifications or Updates

Job Aids

- Manage School Officials (revision)

Note: Items in **bold** are currently available on the SEVIS Help Hub. Non-bolded items are still in development.

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Study in the States Website URLs

- SEVIS Help Hub
  - http://studyinthestates.dhs.gov/sevis-help-hub
- SEVIS Enhancements page
  - https://studyinthestates.dhs.gov/sevis-help-hub/learn-more/sevis-enhancements
- SEVIS Webinars page
  - https://studyinthestates.dhs.gov/sevis-help-hub/learn-more/webinars
- SEVP Stakeholder Webinars page
  - http://studyinthestates.dhs.gov/webinars

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Other Resources

- SEVIS Email
  - SEVISTechnicalFeedback@ice.dhs.gov
- SEVP Response Center
  - SEVP@ice.dhs.gov
- SEVIS Batch Email
  - SEVIS.Batch@ice.dhs.gov
- Department of State Email
  - jsevis@state.gov
- SEVIS Help Desk
  - 800-892-4829
  - SEVISHelpdesk@ice.dhs.gov

QUESTIONS AND ANSWERS