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# 2016-09-16 SEVIS Correction Request Webinar Screenshots Handout

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Corrections Management Page • Correction Request Pages • Available Actions Modals • Warning Flags • View and Manage Correction Requests Student List • Correction Request History • Help Text/On screen and Modular •

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SEVIS Help Team

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# Corrections Button on Student Information Page

Reprint I-20

Print Draft I-20

## Student Information

F-1 STUDENT  
**Arkfreith**

SEVP School for Advanced SEVIS Studies - SEVP School for Advanced SEVIS Studies  
Start Date: **August 1, 2015** End Date: **May 31, 2018**

Status: **ACTIVE**  
Status Change Date: **May 11, 2016**  
SEVIS ID: **N0004705523**

I-901 Fee Paid I-20 ISSUE REASON: CONTINUED ATTENDANCE

**Personal / Contact** Edit

Gender: **MALE**  
Date of Birth: **August 14, 1975** Age **41**  
Country of Birth: **INDIA**  
Country of Citizenship: **INDIA**  
Telephone: **Student does not have a telephone number.**  
Email Address: **A@gmail.com**

U.S. Address: **320 23RD ST S APT 603, ARLINGTON, VA 22202 - 3754**  
Address Status: **Valid H - High-rise default address**  
Foreign Address: **34B, Belvedere Road, Kolkata, Alipore, 700 027, INDIA**

**Overall Remarks**  
Auto Cancel Student. Students in Initial status who are more than 60 days after program start date.

**Program** Edit

Education Level: **MASTER'S**  
Major 1 and Name: **52.0301 - Accounting**  
Major 2 and Name: **00.0000 - None**  
Minor and Name: **00.0000 - None**  
Program Start Date: **August 1, 2015**  
Program End Date: **May 31, 2018**

**Registration** Registration

Initial Session Start Date: **August 1, 2015**  
Current Session End Date: **December 16, 2016**  
Next Session Start Date: **January 16, 2017**  
Length of Next Break/Vacation: **30**  
Last Session: **No**  
Study/Research Abroad: **No**  
Thesis/Dissertation: **No**

**English Proficiency**

School Requires English Proficiency for This Program: **Yes**  
Student Has English Proficiency

**I-901 SEVIS Fee Payment**

Transaction Type: **Payment**  
Transaction Date

View:  
Event History

Request/Authorization Details

Employment Information

Actions:  
Authorize To Drop Below Full Course

Change Education Level

**Corrections**

Complete Program

Disciplinary Action

Extend Program

Shorten Program

Terminate Student

Transfer Out

Employment/Training:  
CPT Employment Authorization

Off-Campus Employment

OPT Request

# Corrections Management Page

## Corrections Management

"i" information icon denotes help about the page (i)

Question Mark denotes information about the field (?)

Plus icon indicates that the field can be expanded to display additional data (+)

Minus icon indicates that the field can be collapsed to display condensed data (-)

[Return to Student Information](#)

F-1 Student  
**Obama, Tendai**

**Crystal City Community College - Crystal City  
Community College**  
Start Date: 06/17/2016 End Date: 05/31/2017

Status: **CANCELED**  
SEVIS ID: **N0004705863**



### Correction Options Available for This Student

| Type of Correction                              | Description and Help   |
|---|--|
| <a href="#">Request Change to Program Dates</a> | Use this option to change the student's Program Start and End Dates and/or the Initial Session Start Date, if any or all those dates have passed. Only use this option if the Manage Initial Program and Session Dates, Shorten Program and/or Extend Program functions are no longer available. (?) |
| <a href="#">Student Status</a>                  | Use this to change the student's current SEVIS record status to the correct one. Only use this if the student's record is in an incorrect status due to a DSO error. Do not use this if the student failed maintain his immigration status and requires reinstatement. (?)                           |
| <a href="#">Terminate Student</a>               | Use this option to change a students SEVIS record status from Cancelled or Completed to Terminated. You will be able to select a termination reason from a drop-down menu. (?)   |

### Existing Correction Requests

Below is a list of this student's pending and canceled correction requests. Additional actions DSOs may take on pending correction requests are listed in the Available Actions column. (?)

Search:

| CR ID                        | CR Type | Submitted By | CR Date Submitted | CR Status Date | Request Status | Available Actions |
|------------------------------|---------|--------------|-------------------|----------------|----------------|-------------------|
| No correction requests found |         |              |                   |                |                |                   |

# Corrections Management Page

## Correction Options Available for This Student

### Corrections Management

"i" information icon denotes help about the page (i)

Question Mark denotes information about the field (?)

Plus icon indicates that the field can be expanded to display additional data (+)

Minus icon indicates that the field can be collapsed to display condensed data (-)

[Return to Student Information](#)

F-1 Student

**Ngo, Hang Thu**

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

Start Date: 01/01/2015 End Date: 07/31/2016

Status: **ACTIVE**

SEVIS ID: **N0004705844**



### Correction Options Available for This Student

| Type of Correction                                | Description and Help   |
|---|--|
| <a href="#">Request Change to Program Dates</a>   | Use this option to change the student's Program Start and End Dates and/or the Initial Session Start Date, if any or all those dates have passed. Only use this option if the Manage Initial Program and Session Dates, Shorten Program and/or Extend Program functions are no longer available. (?) |
| <a href="#">Correct Student Requests to USCIS</a> | Use this option to correct the reflected status of a student's USCIS application in SEVIS. (?)   |
| <a href="#">Student Status</a>                    | Use this to change the student's current SEVIS record status to the correct one. Only use this if the student's record is in an incorrect status due to a DSO error. Do not use this if the student failed maintain his immigration status and requires reinstatement. (?)                           |

# Corrections Management Page

## Existing Correction Requests

### Existing Correction Requests

Below is a list of this student's pending and canceled correction requests. Additional actions DSOs may take on pending correction requests are listed in the Available Actions column. [?](#)

| Search: <input type="text"/>   |  |                     |                   |   |                |   |
|--|--|---------------------|-------------------|---|----------------|---|
| CR ID  | CR Type  | Submitted By        | CR Date Submitted | CR Status Date  | Request Status | Available Actions   |
|  177695 | Student Request Change - Optional Practical Training | Mercer, Ingrid DSO  | 08/22/2016        | 08/22/2016  | REQUESTED      | <a href="#">Upload Evidence</a> <a href="#">Request Expedite</a><br><a href="#">Change Responsible DSO</a> <a href="#">Cancel</a> |
| Type   | Field Changed  | Date Updated        | Old Value         | New Value   |                |   |
| Correction History   | Status   | 08/22/2016 13:02:50 |                   | REQUESTED   |                |   |
| Correction History   | Responsible User                                     | 08/22/2016 13:02:50 |                   | Ingrid Mercer   |                |   |
| Correction History   | Comments   | 08/22/2016 13:02:50 |                   | Student received her OPT card in the mail, receipt number PSC85999755551. |                |   |
| Correction Request   | Actual Employment Start Date                         |                     |                   | 09/01/2016  |                |   |
| Correction Request   | Actual Employment End Date                           |                     |                   | 08/31/2017  |                |   |
| Correction Request   | USCIS Approved Employment Start Date                 |                     |                   | 09/01/2016  |                |   |
| Correction Request   | USCIS Approved Employment End Date                   |                     |                   | 08/31/2017  |                |   |
| Correction Request   | Student Request Status                               |                     | REQUESTED         | APPROVED  |                |   |



## Correction Request: Student Status to Completed page

### Correction Request: Student Status

Required fields are marked with an asterisk (\*)

"i" information icon denotes help about the page (i)

Question Mark denotes information about the field (?)

Plus icon indicates that the field can be expanded to display additional data (+)

Minus icon indicates that the field can be collapsed to display condensed data (-)

F-1 Student

**Obama, Tendai**

**Crystal City Community College - Crystal City  
Community College**

Start Date: 06/17/2016 End Date: 05/31/2017

Status: **CANCELED**  
SEVIS ID: **N0004705863**



**Change Status To:** \*

[What are the SEVIS Statuses?](#) ?

COMPLETED ▾

**Correction Remarks:** \*

[What are Correction Remarks?](#) ?

This is a required field.

Characters Remaining: 1000

Submit

Cancel

## Correction Request: Student Status to Initial page

### Correction Request: Student Status

Required fields are marked with an asterisk (\*)

"i" information icon denotes help about the page (i)

Question Mark denotes information about the field (?)

Plus icon indicates that the field can be expanded to display additional data (+)

Minus icon indicates that the field can be collapsed to display condensed data (-)

F-1 Student

**Obama, Tendai**

**Crystal City Community College - Crystal City  
Community College**

Start Date: 06/17/2016 End Date: 05/31/2017

Status: **CANCELED**  
SEVIS ID: **N0004705863**



**Change Status To:** \*

[What are the SEVIS Statuses?](#) (?)

INITIAL ▾

**Program Dates** (Update if changing to Initial or Active status only.)

**Program Start Date:** \*

[What is the Program Start Date?](#) (?)

06 / 17 / 2016

**Program End Date:** \*

[What is the Program End Date?](#) (?)

05 / 31 / 2017

The length of this program is 11 months.

**Initial Session Start Date** \*

[What is the Initial Session Start Date?](#) (?)

MM / DD / YYYY

**Correction Remarks:** \*

[What are Correction Remarks?](#) (?)

Characters Remaining: 1000

Submit

Cancel

## Correction Request: Student Status to Cancelled page

### Correction Request: Student Status

Required fields are marked with an asterisk (\*)

"i" information icon denotes help about the page (i)

Question Mark denotes information about the field (?)

Plus icon indicates that the field can be expanded to display additional data (+)

Minus icon indicates that the field can be collapsed to display condensed data (-)

F-1 Student  
**Carme, Iria**

**Crystal City Community College - Crystal City  
Community College**

Start Date: 08/15/2015 End Date: 08/20/2016

Status: **ACTIVE**  
SEVIS ID: **N0004715419**

|                  |            |              |  |
|------------------|------------|--------------|--|
| GENDER           | FEMALE     | EMAIL        | <a href="mailto:isadf@gmail.com">isadf@gmail.com</a> |
| DOB              | 08/31/1990 |              |  |
| PREFERRED NAME   | Iria Carme | U.S. ADDRESS | 2450 CRYSTAL DR<br>ARLINGTON , VA 22202              |
| PASSPORT NAME    |            |              |  |
| COUNTRY OF BIRTH | SPAIN      |              |  |
| CITIZENSHIP      | SPAIN      |              |  |

**Change Status To:** \*

CANCELED ▾

What are the SEVIS Statuses? (i)

**Cancellation Reason** \*

Select One ▾

This is a required field.

Use the Cancellation Reason drop-down menu to select the correct cancellation reason. (?)

**Correction Remarks:** \*

What are Correction Remarks? (i)

Characters Remaining: 1000

Submit

Cancel

## Correction Request: Student Status to Cancelled page with drop-down menu

### Correction Request: Student Status

Required fields are marked with an asterisk (\*)  
"i" information icon denotes help about the page (i)  
Question Mark denotes information about the field (?)  
Plus icon indicates that the field can be expanded to display additional data (+)  
Minus icon indicates that the field can be collapsed to display condensed data (-)

|  |   |   |
|--|---|---|
| <b>F-1 Student</b><br><b>Carne, Iria</b> | <b>Crystal City Community College - Crystal City Community College</b><br>Start Date: 08/15/2015 End Date: 08/20/2016 | Status: <b>ACTIVE</b><br>SEVIS ID: <b>N0004715419</b> |
|--|---|---|

|                  |            |              |                      |
|------------------|------------|--------------|----------------------|
| GENDER           | FEMALE     | EMAIL        | isadf@gmail.com      |
| DOB              | 08/31/1990 |              |                      |
| PREFERRED NAME   | Iria Carne | U.S. ADDRESS | 2450 CRYSTAL DR      |
| PASSPORT NAME    |            |              | ARLINGTON , VA 22202 |
| COUNTRY OF BIRTH | SPAIN      |              |                      |
| CITIZENSHIP      | SPAIN      |              |                      |

-

**Change Status To: \***

CANCELED ▾

What are the SEVIS Statuses? (i)

**Cancellation Reason \***

Select One

OFFER WITHDRAWN

RECORD CREATED IN ERROR

STUDENT ARRIVED UNDER DIFFERENT SEVIS ID

STUDENT NOT ATTENDING

STUDENT REGISTERED UNDER DIFFERENT SEVIS ID

VISA ISSUED FOR DIFFERENT SEVIS ID

Characters Remaining: 1000

Use the Cancellation Reason drop-down menu to select the correct cancellation reason. (i)

What are Correction Remarks? (i)

Submit

Cancel

Page ID: 507Tue Sep 13 16:33:49 EDT 2016U.S. Immigration and Customs Enforcement

# Correction Request: Program Dates

## Correction Request: Program Dates

Required fields are marked with an asterisk (\*)

"i" information icon denotes help about the page (i)

Question Mark denotes information about the field (?)

Plus icon indicates that the field can be expanded to display additional data (+)

Minus icon indicates that the field can be collapsed to display condensed data (-)

F-1 Student

**Obama, Tendai**

**Crystal City Community College - Crystal City  
Community College**

Start Date: 06/17/2016 End Date: 05/31/2017

Status: **CANCELED**

SEVIS ID: **N0004705863**



**Program Start Date \***

What is the Program Start Date? (i)

06 / 17 / 2016

**Program End Date \***

What is the Program End Date? (i)

05 / 31 / 2017

**Initial Session Start Date \***

What is the Initial Session Start Date? (i)

MM / DD / YYYY

**Correction Remarks: \***

What are Correction Remarks? (i)

Characters Remaining: 1000

Submit

Cancel

# Correction Request: Termination Reason

## Correction Request: Termination Reason

Required fields are marked with an asterisk (\*)

"i" information icon denotes help about the page (i)

Question Mark denotes information about the field (?)

Plus icon indicates that the field can be expanded to display additional data (+)

Minus icon indicates that the field can be collapsed to display condensed data (-)

F-1 Student

**Ionesco, Madalina Lucia**

**Crystal City Community College - Crystal City  
Community College**

Start Date: 08/01/2016 End Date: 05/31/2019

Status: **TERMINATED**

SEVIS ID: **N0004713092**



**Termination Reason:** \*

What are the Termination Reasons? (i)

**Termination Reason Comment:**

What is the Termination Reason Comment? (i)

Characters Remaining: 1000

**Correction Remarks:** \*

What are Correction Remarks? (i)

Characters Remaining: 1000

Submit

Cancel

## Correction Request: Termination Reason with drop-down menu

### Correction Request: Termination Reason

Required fields are marked with an asterisk (\*)

"i" information icon denotes help about the page (i)

Question Mark denotes information about the field (?)

Plus icon indicates that the field can be expanded to display additional data (+)

Minus icon indicates that the field can be collapsed to display condensed data (-)

F-1 Student

**Ionesco, Madalina Lucia**

**Crystal City Community College - Crystal City  
Community College**

Start Date: 08/01/2016 End Date: 05/31/2019

Status: **TERMINATED**

SEVIS ID: **N0004713092**



Termination Reason: \*

What are the Termination Reasons? (i)

ABSENT FROM COUNTRY FOR FIVE MONTHS  
AUTHORIZED DROP BELOW FULL COURSE TIME EXCEEDED  
AUTHORIZED EARLY WITHDRAWAL  
CHANGE OF STATUS APPROVED  
CHANGE OF STATUS DENIED  
CHANGE OF STATUS WITHDRAWN  
DEATH  
EXPULSION  
FAILURE TO ENROLL  
FAILURE TO REPORT WHILE ON OPT  
NO SHOW - MANUAL TERMINATION  
OTHERWISE FAILING TO MAINTAIN STATUS  
SCHOOL WITHDRAWN  
SUSPENSION  
TRANSFER STUDENT NO SHOW  
UNAUTHORIZED DROP BELOW FULL COURSE  
UNAUTHORIZED EMPLOYMENT  
UNAUTHORIZED WITHDRAWAL  
VIOLATION OF CHANGE OF STATUS REQUIREMENTS

What is the Termination Reason Comment? (i)

Characters Remaining: 1000

What are Correction Remarks? (i)

Characters Remaining: 1000

Submit

Cancel

## Correction Request: Change Student Request to USCIS

### Correction Request: Open Student Requests to USCIS (opens when clicking Correct Student Requests to USCIS)

**Correction Request: Open Student Requests to USCIS**

|   |   |   |
|---|---|---|
| <p>F-1 Student<br/><b>Carme, Iria</b></p> | <p><b>Crystal City Community College - Crystal City Community College</b><br/>Start Date: 08/15/2015   End Date: 08/20/2016</p> | <p>Status: <b>ACTIVE</b><br/>SEVIS ID: <b>N0004715419</b></p> |
|---|---|---|

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**Student Requests:**

| Request Type     | Request Status | Request Date | Receipt Number | Command                            |
|------------------|----------------|--------------|----------------|------------------------------------|
| Change of Status | PENDING        | 09/28/2015   | was5168416216  | <a href="#">Request Correction</a> |

## Correction Request: OPT to Approved

### Correction Request: OPT

Required fields are marked with an asterisk (\*)  
"i" information icon denotes help about the page (i)  
Question Mark denotes information about the field (?)  
Plus icon indicates that the field can be expanded to display additional data (+)  
Minus icon indicates that the field can be collapsed to display condensed data (-)

F-1 Student  
**Ngo, Hang Thu**

**SEVP School for Advanced SEVIS Studies - SEVP  
School for Advanced SEVIS Studies**  
Start Date: 01/01/2015 End Date: 07/31/2016

Status: **ACTIVE**  
SEVIS ID: **N0004705844**



#### Request Information

| Field   | Value           |
|---|-----------------|
| Request Type:   | OPT             |
| Request Status:                                       | REQUESTED       |
| OPT Type:   | POST-COMPLETION |
| DSO Recommended Start Date:                           | 09/01/2016      |
| DSO Recommended End Date:                             | 08/31/2017      |
| USCIS Approved Start Date:                            |                 |
| USCIS Approved End Date:                              |                 |
| Actual Start Date:                                    |                 |
| Actual End Date:                                      |                 |
| Full Time/Part Time:                                  | FULL TIME       |
| Employer Name:  | unknown         |
| Employer Address:                                     |                 |
| Explain how the employment is related to course work: |                 |
| Employment Remarks:                                   |                 |
| Receipt Number  |                 |

Change Request Status To \*

APPROVED

What are the USCIS Request Statuses? ?

USCIS Approved Start Date: \*

MM / DD / YYYY

What is the USCIS Start Date? ?

USCIS Approved End Date: \*

MM / DD / YYYY

What is the USCIS End Date? ?

Actual Start Date: \*

MM / DD / YYYY

What is the Actual Start Date? ?

Actual End Date: \*

MM / DD / YYYY

What is the Actual End Date? ?

Correction Remarks: \*

What are Correction Remarks? ?

Characters Remaining: 1000

Submit

Cancel

## Correction Request: OPT to Denied, Pending or Withdrawn

# Correction Request: OPT

Required fields are marked with an asterisk (\*)

"i" information icon denotes help about the page (i)

Question Mark denotes information about the field (?)

Plus icon indicates that the field can be expanded to display additional data (+)

Minus icon indicates that the field can be collapsed to display condensed data (-)

F-1 Student  
**Ngo, Hang Thu**

**SEVP School for Advanced SEVIS Studies - SEVP  
School for Advanced SEVIS Studies**  
Start Date: 01/01/2015 End Date: 07/31/2016

Status: **ACTIVE**  
SEVIS ID: **N0004705844**



## Request Information

| Field   | Value           |
|---|-----------------|
| Request Type:   | OPT             |
| Request Status:                                       | REQUESTED       |
| OPT Type:   | POST-COMPLETION |
| DSO Recommended Start Date:                           | 09/01/2016      |
| DSO Recommended End Date:                             | 08/31/2017      |
| USCIS Approved Start Date:                            |                 |
| USCIS Approved End Date:                              |                 |
| Actual Start Date:                                    |                 |
| Actual End Date:                                      |                 |
| Full Time/Part Time:                                  | FULL TIME       |
| Employer Name:  | unknown         |
| Employer Address:                                     |                 |
| Explain how the employment is related to course work: |                 |
| Employment Remarks:                                   |                 |
| Receipt Number  |                 |

Change Request Status To \*

DENIED

What are the USCIS Request Statuses? (i)

Correction Remarks: \*

What are Correction Remarks? (i)

Characters Remaining: 1000

Submit

Cancel

# Correction Request: Off-Campus Employment

Required fields are marked with an asterisk (\*)  
"i" information icon denotes help about the page (i)  
Question Mark denotes information about the field (?)  
Plus icon indicates that the field can be expanded to display additional data (+)  
Minus icon indicates that the field can be collapsed to display condensed data (-)

F-1 Student  
**Weissmuller, John**

**SEVP School for Advanced SEVIS Studies - SEVP**  
**School for Advanced SEVIS Studies**  
Start Date: 08/15/2014 End Date: 05/30/2018

Status: **ACTIVE**  
SEVIS ID: **N0004688939**



## Request Information

| Field                       | Value                 |
|-----------------------------|-----------------------|
| Request Type:               | Off-Campus Employment |
| Request Status:             | REQUESTED             |
| Employment Start Date:      | 09/15/2016            |
| Employment End Date:        | 09/14/2017            |
| Off-Campus Employment Type: | ECONOMIC HARDSHIP     |
| Recommendation:             |                       |
| Receipt Number              |                       |

Change Request Status To \*

APPROVED ▾

What are the USCIS Request Statuses? ?

Employment Start Date: \*

09 / 15 / 2016

What is the Employment Start Date? ?

Employment End Date: \*

09 / 14 / 2017

What is the Employment End Date? ?

Correction Remarks: \*

What are Correction Remarks? ?

Characters Remaining: 1000

Submit

Cancel

# Correction Request: USCIS Change of Status Request

Required fields are marked with an asterisk (\*)  
"i" information icon denotes help about the page (i)  
Question Mark denotes information about the field (?)  
Plus icon indicates that the field can be expanded to display additional data (+)  
Minus icon indicates that the field can be collapsed to display condensed data (-)

F-1 Student  
**Carme, Iria**

**Crystal City Community College - Crystal City  
Community College**  
Start Date: 08/15/2015 End Date: 08/20/2016

Status: **ACTIVE**  
SEVIS ID: **N0004715419**



## Request Information

| Field                         | Value            |
|-------------------------------|------------------|
| Request Type:                 | Change of Status |
| Request Status:               | PENDING          |
| Requested Class of Admission: | F1               |
| Current Class of Admission:   | B2               |
| Receipt Number:               | was5168416216    |

**Change Request Status To:**

What are the USCIS Request Statuses? (?)

\*

**Benefit Start Date:** \*

What is the Benefit Start Date? (?)

 /  / 

**Correction Remarks:** \*

What are Correction Remarks? (?)

Characters Remaining: 1000

# Correction Request: Change the Status of M-1 Transfer Request

Required fields are marked with an asterisk (\*)  
"i" information icon denotes help about the page (i)  
Question Mark denotes information about the field (?)  
Plus icon indicates that the field can be expanded to display additional data (+)  
Minus icon indicates that the field can be collapsed to display condensed data (-)

M-1 Student  
**Chapelle, Lucia**

**Crystal City Community College - Crystal City Tech Shop**  
Start Date: 09/15/2016 End Date: 09/01/2017

Status: **INITIAL**  
SEVIS ID: **N0004713089**



## Request Information

| Field                        | Value  |
|------------------------------|--|
| Request Type:                | Transfer   |
| Request Status:              | REQUESTED  |
| Release Date:                | 09/15/2016   |
| Transfer From School/Campus: | Crystal City Community College- Crystal City Tech Shop                       |
| Transfer From School Code:   | WAS214F58886000  |
| Transfer To School/Campus:   | Vocational School of the Four Corners- Vocational School of the Four Corners |
| Transfer To School Code:     | WAS214F35737000  |
| Receipt Number:              |  |

**Change Request Status To: \***

[What are the USCIS Request Statuses? ?](#)

APPROVED

**Correction Remarks: \***

[What are Correction Remarks? ?](#)

Characters Remaining: 1000

# Correction Request: Change the Status of M-1 Extension Request

Required fields are marked with an asterisk (\*)  
"i" information icon denotes help about the page (i)  
Question Mark denotes information about the field (?)  
Plus icon indicates that the field can be expanded to display additional data (+)  
Minus icon indicates that the field can be collapsed to display condensed data (-)

M-1 Student  
**Bonaventure, Sookie**

**SEVP School for Advanced SEVIS Studies - SEVP  
School for Advanced SEVIS Studies**  
Start Date: 01/01/2016 End Date: 10/30/2016

Status: **ACTIVE**  
SEVIS ID: **N0004735456**



## Request Information

| Field   | Value                                      |
|---|--|
| Request Type:   | Extension                                  |
| Request Status:   | REQUESTED                                  |
| New Program End Date:   | 12/31/2016                                 |
| Medical or Academic Circumstances that Necessitate Extension: | She wants to add an extra learning module. |
| Receipt Number:   |  |

Change Request Status To: \*

[What are the USCIS Request Statuses? \(i\)](#)

Correction Remarks: \*

[What are Correction Remarks? \(i\)](#)

Characters Remaining: 1000

Submit

Cancel

## Available Actions

### Pending Correction Requests

on requests. Additional actions DSOs may take on pending correction requests are listed in the Available Actions column. ?

Search:

| Request ID | CR Status Date | Request Status     | Available Actions   |
|------------|----------------|--------------------|---|
|            | 08/19/2016     | APPROVED           |   |
| 016        | 09/14/2016     | EVIDENCE SUBMITTED | <a href="#">Upload Evidence</a> <a href="#">Request Expedite</a><br><a href="#">Change Responsible DSO</a> <a href="#">Cancel</a> |

## Upload Correction Request Evidence page

### Upload Correction Request Evidence

Required fields are marked with an asterisk (\*)

"i" information icon denotes help about the page (i)

Question Mark denotes information about the field (?)

Plus icon indicates that the field can be expanded to display additional data (+)

Minus icon indicates that the field can be collapsed to display condensed data (-)

F-1 Student  
**Carme, Iria**

**Crystal City Community College - Crystal City  
Community College**  
Start Date: 08/15/2015 End Date: 08/20/2016

Status: **ACTIVE**  
SEVIS ID: **N0004715419**



#### Correction Request Information

|          |        |
|----------|--------|
| ID       | 109695 |
| Type     |        |
| Comments |        |

[Upload Evidence](#)

#### Uploaded Evidence

| File Name                  | Evidence Type | File Size (bytes) |
|----------------------------|---------------|-------------------|
| No data available in table |               |                   |

[Return to Corrections Management Page](#)

[Return to the Student Information Page](#)

## Upload Evidence modal

"i" information icon denotes help about the page (i)

### Upload Evidence

**File to Upload** \* ?

**Evidence Type** \* ?

**Description** \* ?

Characters Remaining: 120

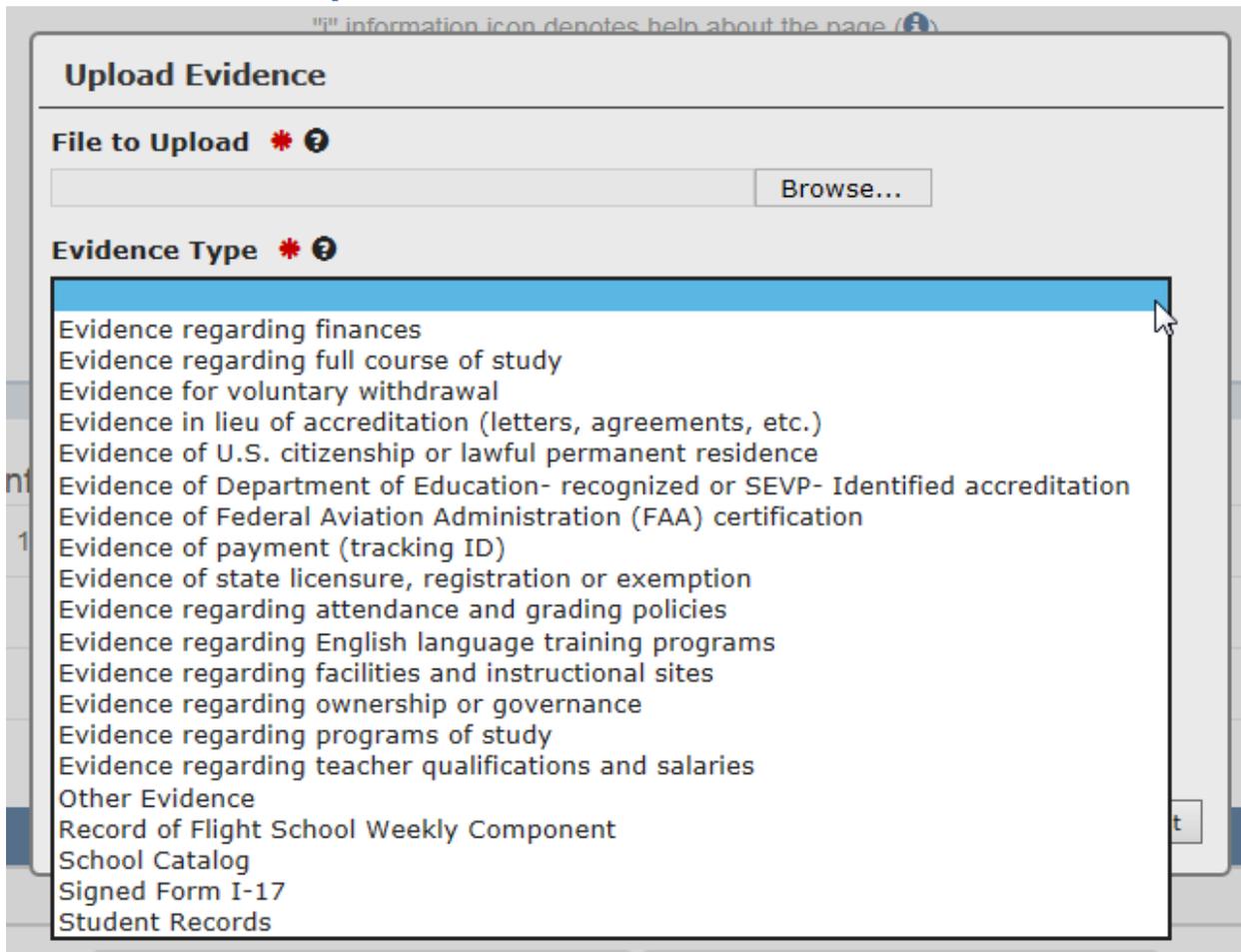
**Additional Comments** ?

Characters Remaining: 1200

[Cancel](#)

No data available in table

*Upload Evidence modal with drop-down menu*



## Upload Correction Request Evidence page- Successful submission confirmed by new information appearance

### Upload Correction Request Evidence

Required fields are marked with an asterisk (\*)

"i" information icon denotes help about the page (i)

Question Mark denotes information about the field (?)

Plus icon indicates that the field can be expanded to display additional data (+)

Minus icon indicates that the field can be collapsed to display condensed data (-)

|                                   |  |   |
|-----------------------------------|--|---|
| F-1 Student<br><b>Shah, Karin</b> | <b>SEVP School for Advanced SEVIS Studies - SEVP School for Advanced SEVIS Studies</b><br>Start Date: 08/15/2015    End Date: 05/31/2020 | Status: <b>ACTIVE</b><br>SEVIS ID: <b>N0004705534</b> |
|-----------------------------------|--|---|

+

#### Correction Request Information

|                 |   |
|-----------------|---|
| <b>ID</b>       | 103692  |
| <b>Type</b>     | Student Request Change - Optional Practical Training      |
| <b>Comments</b> | This student's OPT has been approved for the above dates. |

[Upload Evidence](#)

| Uploaded Evidence                               |                |                   |
|---|----------------|-------------------|
| File Name                                       | Evidence Type  | File Size (bytes) |
| Shah, Karin OPT I-797 USICS Approval Notice.pdf | Other Evidence | 28033             |

Return to Corrections Management Page
Return to the Student Information Page

## Change Responsible P/DSO modal with drop-down menu

**Change Responsible P/DSO**

What does Change Responsible DSO mean?

**Choose the DSO taking responsibility for communications on this correction request. \***

Select One

- Helene Robertson
- Catheryn Cotten
- Roy Braine
- Ingrid Mercer
- Richard Maloney

Submit

## Change Responsible P/DSO Confirmation

**Confirmation**

The responsible DSO has been changed.

OK

## Request an Expedite modal

### Request an Expedite

What does Expedite mean and when is it done?

**Expedite Reason \***

Characters Remaining: 300

[Cancel](#)

## Request an Expedite Confirmation

### Confirmation

Your request for an expedite has been submitted.

## Cancel Modal

**Confirm**

Clicking Cancel will cancel the Correction Request 180701 . Are you sure you want to do this?

## Cancelled Correction Request

Existing Correction Requests  
[Available Actions help](#)

Search:

| CR ID    | CR Type               | Submitted By       | CR Date Submitted | CR Status Date | Request Status | Available Actions |
|----------|-----------------------|--------------------|-------------------|----------------|----------------|-------------------|
| + 180701 | Student Status Change | Mercer, Ingrid DSO | 08/23/2016        | 09/12/2016     | CANCELED       |                   |

# Flags

## Flag I-901 Fee Missing

### Corrections Management

"i" information icon denotes help about the page (i)  
Question Mark denotes information about the field (?)  
Plus icon indicates that the field can be expanded to display additional data (+)  
Minus icon indicates that the field can be collapsed to display condensed data (-)

[Return to Student Information](#)

This record shows the student has not paid the SEVIS I-901 Fee. A correction request cannot be submitted until the fee is paid.

|                                 |  |  |
|---------------------------------|--|--|
| F-1 Student<br><b>Ono, Risa</b> | <b>Crystal City Community College - Crystal City<br/>Community College</b><br>Start Date: 10/01/2016    End Date: 05/31/2018 | Status: <b>INITIAL</b><br>SEVIS ID: <b>N0004753454</b> |
|---------------------------------|--|--|

**Correction Options Available for This Student**

| Type of Correction              | Description and Help   |
|---------------------------------|--|
| Request Change to Program Dates | Use this option to change the student's Program Start and End Dates and/or the Initial Session Start Date, if any or all those dates have passed. Only use this option if the Manage Initial Program and Session Dates, Shorten Program and/or Extend Program functions are no longer available. (?) |
| Student Status                  | Use this to change the student's current SEVIS record status to the correct one. Only use this if the student's record is in an incorrect status due to a DSO error. Do not use this if the student failed maintain his immigration status and requires reinstatement. (?)                           |

#### Existing Correction Requests

Below is a list of this student's pending and canceled correction requests. Additional actions DSOs may take on pending correction requests are listed in the Available Actions column. (?)

Search:

| CR ID                        | CR Type | Submitted By | CR Date Submitted | CR Status Date | Request Status | Available Actions |
|------------------------------|---------|--------------|-------------------|----------------|----------------|-------------------|
| No correction requests found |         |              |                   |                |                |                   |

## Flag Reinstatement Pending

### Corrections Management

"i" information icon denotes help about the page (i)

Question Mark denotes information about the field (?)

Plus icon indicates that the field can be expanded to display additional data (+)

Minus icon indicates that the field can be collapsed to display condensed data (-)

[Return to Student Information](#)

Reinstatement Pending

F-1 Student

**McCoy, Leonard**

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

Start Date: 05/15/2015 End Date: 12/31/2019

Status: **TERMINATED**

SEVIS ID: **N0004706988**



#### Correction Options Available for This Student

| Type of Correction                              | Description and Help   |
|---|--|
| <a href="#">Request Change to Program Dates</a> | Use this option to change the student's Program Start and End Dates and/or the Initial Session Start Date, if any or all those dates have passed. Only use this option if the Manage Initial Program and Session Dates, Shorten Program and/or Extend Program functions are no longer available. (?)   |
| Student is in an incorrect status               | Use this to change the student's current SEVIS status to the correct one. Only use this if the student's status is incorrect and he/she is in an incorrect status. Only use this if the student's status is incorrect and he/she is in an incorrect status. Only use this if the student's status is incorrect and he/she is in an incorrect status. |

# View and Manage Correction Requests student list

## View and Manage Correction Requests

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

This document is FOR OFFICIAL USE ONLY (FOUO). It contains information that may be exempt from public release under the Freedom of Information Act (5. U.S.C. 552). It is to be controlled, stored, handled, transmitted, distributed, and disposed of in accordance with DHS policy relating to FOUO information and is not to be released to the public or other personnel who do not have a valid "need-to-know" without prior approval of an authorized DHS official. This information shall not be distributed beyond the dhs.gov network without prior authorization of the originator. If the "Eligible for Registration" column indicates that the student is not eligible, the student's record must be updated before registration. The Student Information page shows what information is needed. See Help for more details.

Show  entries

| SEVIS ID    | Surname/Primary Name | Given Name | Status     | CR ID  | CR Type  | Submitted By          | CR Date Submitted | CR Status Date | Request Status                   |
|-------------|----------------------|------------|------------|--------|--|-----------------------|-------------------|----------------|----------------------------------|
| N0004703369 | Kipling              | Rudyard    | ACTIVE     | 194694 | Program Date Change                                  | Feet,Rita DSO         | 08/31/2016        | 08/31/2016     | EVIDENCE RECEIVED WITHOUT REQUES |
| N0004705534 | Shah                 | Karin      | ACTIVE     | 103692 | Student Request Change - Optional Practical Training | Mercer,Ingrid DSO     | 10/18/2015        | 10/18/2015     | PENDING                          |
| N0004705552 | MengOne              | Jay        | CANCELED   | 158695 | Student Status Change                                | Robertson,Helene PDSO | 07/29/2016        | 07/29/2016     | REQUESTED                        |
| N0004705552 | MengOne              | Jay        | CANCELED   | 158694 | Program Date Change                                  | Robertson,Helene PDSO | 07/29/2016        | 07/29/2016     | REQUESTED                        |
| N0004705555 | Meng                 | Kate       | TERMINATED | 158696 | Termination Reason Change                            | Robertson,Helene PDSO | 07/29/2016        | 07/29/2016     | REQUESTED                        |
| N0004705574 | Dolmani              | John       | TERMINATED | 116693 | Student Request Change - Optional Practical Training | Feet,Rita DSO         | 12/30/2015        | 12/30/2015     | PENDING                          |
| N0004705832 | Eriksson             | Anna Maria | TERMINATED | 177696 | Termination Reason Change                            | Maloney,Richard DSO   | 08/22/2016        | 08/22/2016     | REQUESTED                        |
| N0004705844 | Ngo                  | Hang Thu   | ACTIVE     | 177695 | Student Request Change - Optional Practical Training | Mercer,Ingrid DSO     | 08/22/2016        | 08/22/2016     | REQUESTED                        |
| N0004705857 | Doe                  | Joe        | TERMINATED | 194696 | Termination Reason Change                            | Feet,Rita DSO         | 08/31/2016        | 09/01/2016     | PENDING                          |
| N0004707012 | Tyler OMalley        | Sara       | CANCELED   | 169697 | Student Status Change                                | Feet,Rita DSO         | 08/16/2016        | 08/16/2016     | PENDING                          |
| N0004708499 | Griffin              | Melody     | COMPLETED  | 121695 | Program Date Change                                  | Feet,Rita DSO         | 05/09/2016        | 05/09/2016     | PENDING                          |
| N0004733354 | Kato                 | Kohaku Sho | ACTIVE     | 180702 | Student Status Change                                | Mercer,Ingrid DSO     | 08/23/2016        | 08/23/2016     | PENDING                          |

Excel CSV PDF Print Copy

Showing 1 to 12 of 12 entries

First Previous  Next Last

# Correction Request – Event History

## Event History

F-1 Student  
**Carme, Iria**

**Crystal City Community College - Crystal City Community College**  
 Start Date: 08/15/2015   End Date: 08/20/2016

Status: **ACTIVE**  
 SEVIS ID: **N0004715419**

Enter the date range and click the button to filter by event date

Expand All
Search: 
From:  To: 
Filter

| Event Name  | Event Date          | Resulting Status  | Performed By  |               |           |           |                   |         |                    |                     |  |   |
|---|---------------------|---|---------------|---------------|-----------|-----------|-------------------|---------|--------------------|---------------------|--|---|
| Correction Request 109695 - Request for Information   | 09/15/2016 08:43:50 | ACTIVE  | DHS Official  |               |           |           |                   |         |                    |                     |  |   |
| <table border="1" style="width: 100%; border-collapse: collapse; font-size: x-small;"> <thead> <tr> <th style="width: 30%;">Field Changed</th> <th style="width: 20%;">Old Value</th> <th style="width: 50%;">New Value</th> </tr> </thead> <tbody> <tr> <td>Date of RFI</td> <td></td> <td>15-SEP-16</td> </tr> <tr> <td>Explanation for RFI</td> <td></td> <td>Please send detailed letter from DSO explaining the USCIS receipt notice.</td> </tr> </tbody> </table> |                     |   |               | Field Changed | Old Value | New Value | Date of RFI       |         | 15-SEP-16          | Explanation for RFI |  | Please send detailed letter from DSO explaining the USCIS receipt notice. |
| Field Changed   | Old Value           | New Value   |               |               |           |           |                   |         |                    |                     |  |   |
| Date of RFI   |                     | 15-SEP-16   |               |               |           |           |                   |         |                    |                     |  |   |
| Explanation for RFI   |                     | Please send detailed letter from DSO explaining the USCIS receipt notice. |               |               |           |           |                   |         |                    |                     |  |   |
| Correction Request 109695 Change Responsible P/DSO  | 09/15/2016 05:36:33 | ACTIVE  | Ingrid Mercer |               |           |           |                   |         |                    |                     |  |   |
| <table border="1" style="width: 100%; border-collapse: collapse; font-size: x-small;"> <thead> <tr> <th style="width: 30%;">Field Changed</th> <th style="width: 20%;">Old Value</th> <th style="width: 50%;">New Value</th> </tr> </thead> <tbody> <tr> <td>Responsible P/DSO</td> <td></td> <td>Roy Braine</td> </tr> </tbody> </table>   |                     |   |               | Field Changed | Old Value | New Value | Responsible P/DSO |         | Roy Braine         |                     |  |   |
| Field Changed   | Old Value           | New Value   |               |               |           |           |                   |         |                    |                     |  |   |
| Responsible P/DSO   |                     | Roy Braine  |               |               |           |           |                   |         |                    |                     |  |   |
| Correction Request 109695 Evidence Submitted  | 09/13/2016 15:59:01 | ACTIVE  | Ingrid Mercer |               |           |           |                   |         |                    |                     |  |   |
| <table border="1" style="width: 100%; border-collapse: collapse; font-size: x-small;"> <thead> <tr> <th style="width: 30%;">Field Changed</th> <th style="width: 20%;">Old Value</th> <th style="width: 50%;">New Value</th> </tr> </thead> <tbody> <tr> <td>Request Status</td> <td>PENDING</td> <td>EVIDENCE SUBMITTED</td> </tr> <tr> <td>STATUS CHANGE DATE</td> <td></td> <td>13-SEP-16</td> </tr> </tbody> </table>   |                     |   |               | Field Changed | Old Value | New Value | Request Status    | PENDING | EVIDENCE SUBMITTED | STATUS CHANGE DATE  |  | 13-SEP-16   |
| Field Changed   | Old Value           | New Value   |               |               |           |           |                   |         |                    |                     |  |   |
| Request Status  | PENDING             | EVIDENCE SUBMITTED  |               |               |           |           |                   |         |                    |                     |  |   |
| STATUS CHANGE DATE  |                     | 13-SEP-16   |               |               |           |           |                   |         |                    |                     |  |   |
| Address Add - Physical  | 08/26/2016 12:27:46 | ACTIVE  | Ingrid Mercer |               |           |           |                   |         |                    |                     |  |   |
| Personal Information Updated  | 08/26/2016 12:27:45 | ACTIVE  | Ingrid Mercer |               |           |           |                   |         |                    |                     |  |   |

## Correction Management - Correction History

### Existing Correction Requests

Below is a list of this student's pending and canceled correction requests. Additional actions DSOs may take on pending correction requests are listed in the Available Actions column. [?](#)

Search

| CR ID  | CR Type                                   | Submitted By           | CR Date Submitted   | CR Status Date   | Request Status  | Available Actions |
|--|---|------------------------|---------------------|------------------|---|-------------------|
|  109695 | Student Request Change - Change of Status | Mercer, Ingrid PDSO    | 11/13/2015          | 09/13/2016       | EVIDENCE SUBMITTED  |                   |
|  | <b>Type</b>                               | <b>Field Changed</b>   | <b>Date Updated</b> | <b>Old Value</b> | <b>New Value</b>  |                   |
|  | Correction History                        | Status                 | 09/13/2016 15:59:01 | PENDING          | EVIDENCE SUBMITTED  |                   |
|  | Correction History                        | Responsible User       | 09/15/2016 05:36:33 |                  | Roy Braine  |                   |
|  | Correction History                        | Status                 | 11/13/2015 16:30:15 |                  | PENDING   |                   |
|  | Correction History                        | Comments               | 11/13/2015 16:30:15 |                  | COS was approved by USCIS but never updated in SEVIS by CLAIMS. |                   |
|  | Correction Request                        | Benefit Date           |                     |                  | 08/09/2015  |                   |
|  | Correction Request                        | Student Request Status |                     |                  | APPROVED  |                   |

# Help Text

## On Screen Help Text

### Corrections Management

"i" information icon denotes help about the page (i)  
Question Mark denotes information about the field (?)  
Plus icon indicates that the field can be expanded to display additional data (+)  
Minus icon indicates that the field can be collapsed to display condensed data (-)

[Return to Student Information](#)

|                                     |   |   |
|-------------------------------------|---|---|
| F-1 Student<br><b>Ngo, Hang Thu</b> | <b>SEVP School for Advanced SEVIS Studies - SEVP<br/>School for Advanced SEVIS Studies</b><br>Start Date: 01/01/2015   End Date: 07/31/2016 | Status: <b>ACTIVE</b><br>SEVIS ID: <b>N0004705844</b> |
|-------------------------------------|---|---|

+ Correction Options Available for This Student

| Type of Correction                                | Description and Help   |
|---|--|
| <a href="#">Request Change to Program Dates</a>   | Use this option to change the student's Program Start and End Dates and/or the Initial Session Start Date, if any or all those dates have passed. Only use this option if the Manage Initial Program and Session Dates, Shorten Program and/or Extend Program functions are no longer available. (?) |
| <a href="#">Correct Student Requests to USCIS</a> | Use this option to correct the reflected status of a student's USCIS application in SEVIS. (?)   |
| <a href="#">Student Status</a>                    | Use this to change the student's current SEVIS record status to the correct one. Only use this if the student's record is in an incorrect status due to a DSO error. Do not use this if the student failed maintain his immigration status and requires reinstatement. (?)                           |

## Modular Help Text

