2016-09-16 SEVIS Correction Request Webinar Screenshots Handout

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 •

**SEVIS Help Team** 

# **Corrections Button on Student Information Page**

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## **Corrections Management Page**

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Image: Status and requires reinstatement. Image: Status and requires regulatement. Image: Status and requires requires requires regulatement. Image: Status and require		record is in an incorrect status due to a DSO error. Do not use this if the stude	ent failed maintain his immigration		
Terminate Student       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. Image: Critical 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. Image: CR ID Image: CR Type Image: Submitted By Image: CR Date Submitted Image: CR Status Date Image: Request Status Image: No correction requests found		status and requires reinstatement.			
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	Terminate Student	Use this option to change a students SEVIS record status from Cancelled or C	Completed to Terminated. You will		
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. ③ Search: CR ID ♦ CR Type ♦ Submitted By ♦ CR Date Submitted ♦ CR Status Date ♦ Request Status ♦ Available Actions ♦ No correction requests found		be able to select a termination reason from a drop-down menu. 9			
the Available Actions column. Image: Search:         CR ID \$ CR Type \$ Submitted By \$ CR Date Submitted \$ CR Status Date \$ Request Status \$ Available Actions \$         No correction requests found	Below is a list of this student's pendin	Existing Correction Requests g and canceled correction requests. Additional actions DSOs may take on pend	ing correction requests are listed in		
Search: CR ID & CR Type & Submitted By & CR Date Submitted & CR Status Date & Request Status & Available Actions & No correction requests found		the Available Actions column. 3			
CR ID & CR Type & Submitted By & CR Date Submitted & CR Status Date & Request Status & Available Actions & No correction requests found		Sea	rch:		
No correction requests found			tuo 🔺 Available Actions		
	CRID - CRIVPE - Subm	inted By 🟺 CR Date Submitted 🏺 CR Status Date 🏺 Request Sta	$\tau$ available Actions $=$		
		No correction requests found			

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U.S. Immigration and Customs Enforcement

# **Corrections Management Page**

## **Correction Options Available for This Student**

	Corrections Management			
	"i" information icon denotes help about the page ()			
	Question Mark denotes information about the field (?)			
Pl	us icon indicates that the field can be expanded to display additional data			
Min	us icon indicates that the field can be collapsed to display condensed dat	a (🕒)		
Return to Student Information				
E 1 Ctudent	SEVE School for Advanced SEVIS Studios - SEVE			
F-1 Student	SEVP School for Advanced SEVIS Studies	Status, ACTIVE		
Ngo, Hang Thu	Start Date: 01/01/2015 End Date: 07/31/2016	3EVI3 ID. N0004705844		
	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 an	nd/or the Initial Session Start Date, if		
	any or all those dates have passed. Only use this option if the Manage I	nitial Program and Session Dates,		
	Shorten Program and/or Extend Program functions are no longer availal	ble. 😌		
Correct Student Requests to USCIS	Use this option to correct the reflected status of a student's USCIS appli	cation in SEVIS.		
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			

# **Corrections Management Page**

## **Existing Correction Requests**

\_\_\_\_\_

w	is a lis	st of this	student's pending a	nd canceled co	E: orrec	xisting Correct ction requests. Ad the Available Act	tion Rec ditional act ions colum	ions n. 🕄	ts DSOs may take	on pen	ding correction requ	uests are list
										Se	arch:	
	CR ID	CR T	ype 🔶	Submitted By	¢	CR Date	CR Statı Date	<sup>IS</sup> ♦	Request Status	🔷 Ava	ilable Actions	
1	77695	Stude Chang Practi	nt Request ge - Optional cal Training	Mercer, Ingrid DSO	(	08/22/2016	08/22/201	16	REQUESTED		Jpload Evidence Re Change Responsible [	quest Expedite
	Туре		Field Changed	Date Update	d	Old Value		New	Value			
	Correct	ion History	Status	08/22/2016 13:02:50				REQ	UESTED			
	Correct	ion History	Responsible User	08/22/2016 13:02:50				Ingrid	d Mercer			
	Correcti	ion History	Comments	08/22/2016 13:02:50				Stude in the PSC	ent received her OP e mail, receipt numbe 85999755551.	T card er		
	Correcti Reques	ion t	Actual Employment St Date	art				09/01	1/2016			
	Correcti Reques	ion t	Actual Employment En Date	nd				08/31	1/2017			
	Correcti Reques	ion t	USCIS Approved Employment Start Date	e				09/01	1/2016			
	Correcti Reques	ion t	USCIS Approved Employment End Date					08/31	1/2017			
	Correcti	ion +	Student Request Statu	IS		REQUESTED		APP	ROVED			

# **Correction Request: Student Status**

## **Correction Request: Student Status to Active page**

Corr	rection Request: Student Status Required fields are marked with an asterisk (*)			
"i	i" information icon denotes help about the page (			
Question Mark denotes information about the field ()				
Plus icon indicates that the field can be expanded to display additional data (				
Minus icon indica	ates 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		
	0			
Change Status To: 🗮	What are the SEVIS Statuses?			
ACTIVE				
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.				
The length of this program is 11 months. Session Dates (Required if changing t	to Active status.)			
The length of this program is 11 months. Session Dates (Required if changing t Current Session Start Date: * MM DD / YYYY	to Active status.) What is the Current Session Start Date	9? <b>0</b>		
The length of this program is 11 months. Session Dates (Required if changing t Current Session Start Date: * MM DD / YYYY Current Session End Date: *	to Active status.) What is the Current Session Start Date What is the Current Session End Date	2? <b>0</b>		
The length of this program is 11 months.  Session Dates (Required if changing t Current Session Start Date: *  MM DD //YYYY Current Session End Date: *  MM DD //YYYY	to Active status.) What is the Current Session Start Date What is the Current Session End Date	? <b>0</b> ? <b>0</b>		
The length of this program is 11 months. Session Dates (Required if changing t Current Session Start Date: * MM / DD / YYYY Current Session End Date: * MM / DD / YYYY Next Session Start Date: *	to Active status.) What is the Current Session Start Date What is the Current Session End Date What is the Next Session Start Date?	27 <b>0</b> 2 <b>0</b> 9		
The length of this program is 11 months.          Session Dates (Required if changing t         Current Session Start Date: *         MM       / DD       / YYYY         Current Session End Date: *         MM       / DD       / YYYY         Next Session Start Date: *         MM       / DD       / YYYY         Next Session Start Date: *         MM       / DD       / YYYY	to Active status.) What is the Current Session Start Date What is the Current Session End Date What is the Next Session Start Date?	?? ♥ ? ♥ ₽		
The length of this program is 11 months.  Session Dates (Required if changing t Current Session Start Date: *  MM /DD // YYYY Current Session End Date: *  MM /DD // YYYY Next Session Start Date: *  MM /DD // YYYY The student is in the last session of his/her provided to the last session the last session to the last session t	to Active status.) What is the Current Session Start Date What is the Current Session End Date What is the Next Session Start Date? ( Togram. If checked, do What does this box mean? (	97 <b>0</b> 9 <b>0</b> 0		
The length of this program is 11 months.  Session Dates (Required if changing t Current Session Start Date: *  MM / DD / YYYY  Current Session End Date: *  MM / DD / YYYY  Next Session Start Date: *  MM / DD / YYYY  The student is in the last session of his/her pr not enter Next Session Start Date.	to Active status.) What is the Current Session Start Date What is the Current Session End Date What is the Next Session Start Date?	2? <b>0</b> 2 <b>0</b> 0		
The length of this program is 11 months.  Session Dates (Required if changing t Current Session Start Date: *  MM / DD / YYYY  Next Session Start Date: *  MM / DD / YYYY  The student is in the last session of his/her pr not enter Next Session Start Date.  Correction Remarks: *	to Active status.) What is the Current Session Start Date What is the Current Session End Date What is the Next Session Start Date?  rogram. If checked, do What does this box mean?  What are Correction Remarks?	2? <b>0</b> 2 <b>0</b> 0		
The length of this program is 11 months.  Session Dates (Required if changing t Current Session Start Date: *  MM DD //YYYY Current Session End Date: *  MM DD //YYYY Next Session Start Date: *  MM DD //YYYY The student is in the last session of his/her prinot enter Next Session Start Date.  Correction Remarks: *	to Active status.) What is the Current Session Start Date What is the Current Session End Date What is the Next Session Start Date? Trogram. If checked, do What does this box mean? What are Correction Remarks?	9? <b>0</b> ? <b>0</b> 0		
The length of this program is 11 months.  Session Dates (Required if changing t Current Session Start Date: *  MM / DD / YYYY Current Session End Date: *  MM / DD / YYYY Next Session Start Date: *  MM / DD / YYYY The student is in the last session of his/ner pr not enter Next Session Start Date.  Correction Remarks: *	to Active status.) What is the Current Session Start Date What is the Current Session End Date What is the Next Session Start Date? What is the Next Session Start Date? What are Correction Remarks?	2? <b>0</b> 2? <b>0</b> 0		
The length of this program is 11 months.  Session Dates (Required if changing t Current Session Start Date: *  MM DD //YYYY Current Session End Date: *  MM DD //YYYY Next Session Start Date: *  MM /DD //YYYY The student is in the last session of his/her prinot enter Next Session Start Date.  Correction Remarks: *	to Active status.) What is the Current Session Start Date What is the Current Session End Date What is the Next Session Start Date? What is the Next Session Start Date? What does this box mean?  What are Correction Remarks?  Characters Remaining: 1000 Submit Cancel	9? <b>0</b> 9 0		

## **Correction Request: Student Status to Completed page**

	<b>Correction Request: Student Status</b>	
	Required fields are marked with an asterisk ( $m{st}$ )	
	"i" information icon denotes help about the page ()	
	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	Crystal City Community College - Crystal City	Status: CANCELED
Obama, Tendai	Community College	SEVIS ID: N0004705863
-	Start Date: 06/17/2016 End Date: 05/31/2017	
	0	
Change Status Tay #		
Change Status To: *	what are the SEVIS Statuses?	
COMPLETED V		
Correction Remarks: 兼	What are Correction Remarks? 🔮	
This is a required field	Characters Remaining: 1000	
This is a required field.	Characters Remaining: 1000	
This is a required field.	Characters Remaining: 1000 Submit Cancel	
This is a required field.	Characters Remaining: 1000 Submit Cancel	
This is a required field.	Characters Remaining: 1000 Submit Cancel	
This is a required field.	Characters Remaining: 1000 Submit Cancel	
This is a required field.	Characters Remaining: 1000 Submit Cancel	
This is a required field.	Characters Remaining: 1000 Submit Cancel	
This is a required field.	Characters Remaining: 1000 Submit Cancel	
This is a required field.	Characters Remaining: 1000 Submit Cancel	

## **Correction Request: Student Status to Initial page**

Co	rrection Request: Stud	lent Status	
	Required fields are marked with an a	sterisk ( <b>*</b> )	
	"i" information icon denotes help about	the page (1)	
	Question Mark denotes information about	It the field (?)	
Plus icon ind	licates that the field can be expanded to	display additional data (	
Minus icon inc	dicates that the field can be collapsed to	display condensed data (	
Winds icon in	acates that the field can be conapsed to		
F-1 Student	Crystal City Community College	- Crystal City	Status: CANCELED
Obama Tendai	Community College	orystarony	SEVIS ID: N0004705863
Obalila, Tellual	Start Date: 06/17/2016 End Dat	e: 05/31/2017	
		0.0010112011	
	V		
Change Status To: 🍀	What are t	he SEVIS Statuses? 🚷	
INITIAL 🗸			
Program Dates (Update if changing	to Initial or Active status only.)		
Program Start Date: 🜟	What is the	e Program Start Date? 😧	
		5	
06 / 17 //2016			
Program End Date: 🗮	What is the	Program End Date?	
	That is the		
05 / 31 / 2017			
The length of this program is 11 months.			
			2
Initial Session Start Date *	What is the	e Initial Session Start Date?	9
MM / DD / YYYY			
Second Second Second			
Correction Remarks: 兼	What are 0	Correction Remarks? 🕄	
L	Observators Demoi	aing: 1000	
	Characters Remail	iling. 1000	
	Submit Cancel		
	Submit		
Page ID: 507	Tue Sep 13 15:49:54 EDT 20	16 U.S. Imm	nigration and Customs Enforcement

#### **Correction Request: Student Status to Cancelled page**



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



# **Correction Request: Program Dates**

# **Correction Request: Termination Reason**

Cor	rection Request: Termination Reason	
	Required fields are marked with an asterisk (*)	
	"i" information icon denotes help about the page ()	
	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	Crystal City Community College - Crystal City	Status: TERMINATED
Ionesco. Madalina Lucia	Community College	SEVIS ID: N0004713092
	Start Date: 08/01/2016 End Date: 05/31/2019	
	0	
Termination Reason: 👋	What are the Termination Descons?	۵
	What are the remination reasons:	•
	~	
Termination Reason Comment:	What is the Termination Reason Cor	mment?
	Characters Remaining: 1000	
Correction Remarks:	What are Correction Remarke?	
Conection Remarks. *		
	Characters Remaining: 1000	
	Submit Cancel	
	Submit	
Page ID: 513	Tue Sep 13 15:54:04 EDT 2016 U.S. Ir	mmigration and Customs Enforcement
1 490 10. 010	100 COP 10 10:04:04 ED1 2010 0.0.1	anglaton and outlond Endfoldment

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

Plus icon indi	Ction Request: Iermination Reason Required fields are marked with an asterisk (*) "i" information icon denotes help about the page (*) Question Mark denotes information about the field (*) icates that the field can be expanded to display additional data (*	<b>)</b>
Minus icon ind	icates 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: N000471309;
Termination Reason: * ABSENT FROM COUNTRY FOR FIVE MON AUTHORIZED DROP BELOW FULL COURS AUTHORIZED EARLY WITHDRAWAL	What are the Termination Reasons?	e mmant?

## **Correction Request: Change Student Request to USCIS**

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



	Correction Request: OPT
	Required fields are marked with an asterisk (*) "I" information icon denotes help about the page (•) Question Mark denotes information about the field (•)
Plus ico Minus ico	n indicates that the field can be expanded to display additional data () n indicates that the field can be collapsed to display condensed data ()
F-1 Student	SEVP School for Advanced SEVIS Studies - SEVP Status: ACTIVE
Ngo, Hang Thu	School for Advanced SEVIS Studies         SEVIS ID: N0004705844           Start Date: 01/01/2015         End Date: 07/31/2016
	0
Request Information	
Field	Value
Request Type:	OPT
Request Status:	REQUESTED
ОРТ Туре:	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	What are the USCIS Request Statues? 😧
APPROVED V	
USCIS Approved Start Date: 🌲	What is the USCIS Start Date? 🕄
MM / DD / YYYY	
	what is the USCIS End Date? 😝
Actual Start Date: *	What is the Actual Start Date?
MM / DD / YYYY	
Actual End Date: *	What is the Actual End Date? 😧
MM / DD / YYYY	-
Correction Remarks: *	What are Correction Remarks? 😌
	Characters Remaining: 1000
	Submit Cancel

	Correction Request: OPT	
Plus ic Minus ic	Required fields are marked with an asterisk (*) "i" information icon denotes help about the page (•) Question Mark denotes information about the field (•) on indicates that the field can be expanded to display additional data (•) con 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
	<b>A</b>	

## **Request Information**

Field	Value	
Request Type:	OPT	
Request Status:	REQUESTED	
ОРТ Туре:	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 <b>*</b> DENIED       ✓         Correction Remarks: <b>*</b>	What are the USC What are Correction	IS Request Statues? 😧
	Characters Remaining: 10 Submit Cancel	00
Page ID: 510	Thu Sep 15 14:23:12 EDT 2016	U.S. Immigration and Customs Enforcement

#### Correction Request: Off-Campus Employment to Approved, Pending, Denied, Withdrawn

Correction Request: Off-Campus Employment Required fields are marked with an asterisk (*) "i" information icon denotes help about the page (*) 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 S School for Advanced SEVIS Start Date: 08/15/2014 End	SEVIS Studies - SEVP Studies Date: 05/30/2018	Status: ACTIVE SEVIS ID: N0004688939
Request Information	Value		
Poqueet Type:			
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  Employment Start Date: * 09 / 15 / 2016	What ar What is	re the USCIS Request Status	ses? 0 9 0
Employment End Date: *	What is	the Employment End Date?	θ
Correction Remarks: *	What ar	re Correction Remarks? 3	
	Characters Den	naining: 1000	
	Out-off Contract		

ection Request. OSCIS Chang	e of status Request to Approved, Demed, withdrawn	
Correction Req Plus icon Minus icon	uest: USCIS Change of Status Reque Required fields are marked with an asterisk (*) "I" information icon denotes help about the page (*) Question Mark denotes information about the field (*) in indicates that the field can be expanded to display additional data (*) in indicates that the field can be collapsed to display condensed data (*)	est
F-1 Student Carme, Iria	Crystal City Community College - Crystal CityStatus: AdCommunity CollegeSEVIS ID: N00047Start Date: 08/15/2015End Date: 08/20/2016	CTIVE 15419
	0	
Request Information	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?	
enefit Start Date: * What is the Benefit Start Date? •		
Correction Remarks:  *	ection Remarks: * What are Correction Remarks? •	
	Characters Remaining: 1000	
	Submit Cancel	
Page ID: 508	Tue Sep 13 16:27:16 EDT 2016 U.S. Immigration and Customs En	forcement

# 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 (\*) 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	Crystal City Community College - Crystal City Tech	Status: INITIAL
Chapelle, Lucia	Shop	SEVIS ID: N0004713089
• *	Start Date: 09/15/2016 End Date: 09/01/2017	
	0	

#### **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
Change Request Status To: * APPROVED	What are the USCIS Request Statuses? 🕄
Correction Remarks: *	What are Correction Remarks? 😧
	Characters Remaining: 1000
	Submit Cancel
Page ID: 512	Thu Sep 15 16:10:14 EDT 2016 U.S. Immigration and Customs Enforcement



## **Available Actions**



# **Upload Correction Request Evidence page**

Upload Correction Request Evidence		
Required fields are marked with an asterisk (*)		
"i" information icon denotes help about the page ()		
Question Mark denotes infor	mation about the field (😯)	
Plus icon indicates that the field can be ex	xpanded to display additional data (🛟)	
Minus icon indicates that the field can be c	ollapsed to display condensed data (😑)	
Crystal City Communit Community College Start Date: 08/15/2015	ty College - Crystal City End Date: 08/20/2016	Status: ACTIVE SEVIS ID: N0004715419
0	)	
nformation 109695		
Upload Evidence Uploaded Evidence		
Evidence Type	🜲 File Size (bytes)	\$
No data available in table		
Return to Corrections Management Page	Return to the Student Information Page	
	Upload Correction         Required fields are marked         "I" information icon denotes         Question Mark denotes infor         Plus icon indicates that the field can be existent to corrections Management Page	Upload Correction Request Evidence         Required fields are marked with an asterisk (*)         "" information icon denotes help about the page (•)         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 (•)         Minus icon indicates that the field can be collapsed to display condensed data (•)         Minus icon indicates that the field can be collapsed to display condensed data (•)         Minus icon indicates that the field can be collapsed to display condensed data (•)         Minus icon indicates that the field can be collapsed to display condensed data (•)         Minus icon indicates that the field can be collapsed to display condensed data (•)         Minus icon indicates that the field can be collapsed to display condensed data (•)         Start Date: 08/15/2015       End Date: 08/20/2016         Optional       •         109695       •         Uploaded Evidence       •         Value       •         No data available in table       No data available in table         Return to Corrections Management Page       Return to the Student Information Page

#### **Upload Evidence modal**

"i" information icon d	enotes help about the page (A)
Upload Evidence	
File to Upload 🗰 😧	
	Browse
Evidence Type 🗯 🥹	
	✓
Description * 9	
Characters Remaining: 120	
Additional Comments 🛛	
1	
Characters Remaining: 1200	
Cancel	Submit
No dat	a available in table

#### Upload Evidence modal with drop-down menu

~	"i" information icon denotes help about the page (A)	
	Upload Evidence	
	File to Upload 🇯 🤂	
	Browse	
	Evidence Type 🗰 😧	
n1	Evidence regarding finances Evidence regarding full course of study Evidence for voluntary withdrawal Evidence in lieu of accreditation (letters, agreements, etc.) Evidence of U.S. citizenship or lawful permanent residence Evidence of Department of Education- recognized or SEVP- Identified accreditation Evidence of Federal Aviation Administration (FAA) certification Evidence of payment (tracking ID) Evidence of state licensure, registration or exemption Evidence regarding attendance and grading policies Evidence regarding English language training programs Evidence regarding facilities and instructional sites Evidence regarding ownership or governance Evidence regarding programs of study Evidence regarding teacher qualifications and salaries Other Evidence	
	School Catalog	
	Signed Form I-17 Student Records	

# *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 ()		
	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	SEVP School for Advanced SEVIS Studies - SEVP	Status: ACTIVE	
Shah, Karin	School for Advanced SEVIS Studies	SEVIS ID: N0004705534	
,	Start Date: 08/15/2015 End Date: 05/31/2020		
	0		
Correction Request	Information		
Conceación request			
ID	103692		
Type         Student Request Change - Optional Practical Training			
Comments	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	2	

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

>LI	ident Requests to 💦 👘 Use this option to correct the relected status or a student's USUS application in SEVIS. 👽	<u>,</u>
	Change Responsible P/DSO	
<u>St</u>	What does Change Responsible DSO mean?	Jd m
	Choose the DSO taking responsibility for communications on this correction request. *	
	Select One Helene Robertson Catheryn Cotten Roy Braine Ingrid Mercer Noberd Mercer	
li	st of Michard Maloney Jand canceled correction requests. Additional actions DSOs may take on pending correction requests the Available Actions column.	ar

#### **Change Responsible P/DSO Confirmation**



## **Request an Expedite modal**

Request an Expedite	
What does Expedite mean and when is it done?	
Expedite Reason *	
Char	acters Remaining: 300
<u>Cancel</u>	Submit

#### **Request an Expedite Confirmation**

Confirmation	
Your request for an expedite has been submitted.	
ΟΚ	

#### **Cancel Modal**



## **Cancelled Correction Request**

					Existin	g C vaila	ble Actions h	Re	quests 9		
											Search:
	ID ¢	CR Type 👙	Submitted By	¢ CR Sul	Date bmitted	¢	CR Status Date	¢	Request Status	¢	Available Actions
0	180701	Student Status Change	Mercer, Ingrid	08/2	3/2016		09/12/2016		CANCELED		

# Flags

## Flag I-901 Fee Missing

"Information icon denotes help about the page (●)         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 additional 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       Crystal City Community College - Crystal City Community College - Start Date: 05/31/2018         SEVIS ID: NOO       Statu SEVIS ID: NOO         Statu Date: 10/01/2016       End Date: 05/31/2018         Exerction Options Available for This Student       SEVIS ID: NOO         Question and Help       Request Change to Program       Use this option to change the student's Program Start and End Dates and/or the Initial Session Start Date 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 failed maintain his immig status and requires reinstatement. ●         Existing Correction Requests       Existing Correction Requests			e en e en en e managemente	
Guestion 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       Crystal City Community College - Crystal City Community College Start Date: 10/01/2016 End Date: 05/31/2018       SEVIS ID: NOO         Correction Options Available for This Student         Type of Correction       Description and Help         Request Change to Program       Use this option to change the student's Program Start and End Dates and/or the Initial Session Start Date 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. Image status and requires reinstatement.         Student Status       Use this to change the student's current SEVIS record status to the correct one. Only use this if the student failed maintain his immig status and requires reinstatement.         Existing Correction Requests       Existing Correction Requests		"	" information icon denotes help about the page ()	
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       Crystal City Community College - Crystal City Community College Start Date: 10/01/2016       Statu SEVIS ID: NOO         Correction Options Available for This Student       Correction Options Available for This Student         Type of Correction       Description and Help         Request Change to Program       Use this option to change the student's Program Start and End Dates and/or the Initial Session Start Date any or all those dates have passed. Only use this option if the Manage Initial Program and Session Dates Shorten 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 stude record is in an incorrect status due to a DSO error. Do not use this if the student failed maintain his immig 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 the Available Actions column. ●		Q	uestion Mark denotes information about the field (🚱)	_
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       Crystal City Community College - Crystal City Community College       Statu SEVIS ID: NOO         One, Risa       Crystal City Community College - Crystal City Community College       Statu SEVIS ID: NOO         Options Available for This Student       SEVIS ID: NOO         Correction Options Available for This Student         Type of Correction       Description and Help         Request Change to Program       Use this option to change the student's Program Start and End Dates and/or the Initial Session Start Date 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. If the student failed maintain his immig status and requires reinstatement. If the student failed maintain his immig status and requires reinstatement. If the student failed maintain his immig status and requires reinstatement. If the valiable Actions column. If the valiab		Plus icon indica	ates that the field can be expanded to display additional data (	<b>D</b> )
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.         F1 Student Ono, Risa       Crystal City Community College - Crystal City Community College Start Date: 10/01/2016       Statu End Date: 05/31/2018         Correction Options Available for This Student       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 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.       Only use this if the student any or all those dates have passed. Only use this option if the student failed maintain his immig status and requires reinstatement.         Existing Correction Requests       Description Requests         Below is a list of this student's pending and canceled correction requests. Additional actions DSos may take on pending correction requests are the Available Actions column.       One correction requests are the Available Actions column.		Minus icon indic	ates 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 Ono, Risa       Crystal City Community College - Crystal City Community College Start Date: 10/01/2016       Statu SEVIS ID: N00         Correction Options Available for This Student       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 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. Image: Student Status       Use this to change the student's current SEVIS record status to the correct one. Only use this if the stude record is in an incorrect status due to a DSO error. Do not use this if the student failed maintain his immig status and requires reinstatement. Image: Status and requires reinstatement. Image: Status and requires reinstatement. Image: Status and correction requests. Additional actions DSOs may take on pending correction requests are the Available Actions column. Image:				
E-1 Student Ono, Risa       Crystal City Community College - Crystal City Community College Start Date: 10/01/2016 End Date: 05/31/2018       Statu SEVIS ID: NOO         Image: Start Date: 10/01/2016 Content of	This record shows the	student has not	paid the SEVIS I-901 Fee. A correction request cannot be sub-	mitted until the fee is paid
E-1 Student       Crystal City Community College - Crystal City Community College Start Date: 10/01/2016 End Date: 05/31/2018       SEVIS ID: NOO         SEVIS ID: NOO       SEVIS ID: NOO         Sevis Correction Options Available for This Student       Sevis ID: Noo         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 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 failed maintain his immig 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 the Available Actions column.		Student nuo not		initiou until the fee to pulu.
Community College Start Date: 10/01/2016       End Date: 05/31/2018       SEVIS ID: Not         Start Date: 10/01/2016       End Date: 05/31/2018       SEVIS ID: Not         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 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.       Image: Student Status         Student Status       Use this to change the student's current SEVIS record status to the correct one. Only use this if the stude record is in an incorrect status due to a DSO error. Do not use this if the student failed maintain his immig 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 the Available Actions column.	Student		Crystal City Community College - Crystal City	Status: INITIA
Start Date: 10/01/2016       End Date: 05/31/2018         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 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 stude record is in an incorrect status due to a DSO error. Do not use this if the student failed maintain his immig 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 the Available Actions column.	10, Risa		Community College	SEVIS ID: N00047534
Existing Correction Requests         Existing Correction Requests			Start Date: 10/01/2016 End Date: 05/31/2018	
Correction Options Available for This Student         Type of Correction       Description and Help         Request Change to Program       Use this option to change the student's Program Start and End Dates and/or the Initial Session Start Date 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. If the student Status         Student Status       Use this to change the student's current SEVIS record status to the correct one. Only use this if the student record is in an incorrect status due to a DSO error. Do not use this if the student failed maintain his immig status and requires reinstatement. If the student failed maintain his immig status and requires reinstatement. If the Available Actions DSOs may take on pending correction requests are the Available Actions column. If the Student Status on the correction requests are the Available Actions column. If the Student Status on			<b>O</b>	
Type of Correction       Description and Help         Request Change to Program       Use this option to change the student's Program Start and End Dates and/or the Initial Session Start Date 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. If the student status         Student Status       Use this to change the student's current SEVIS record status to the correct one. Only use this if the student failed maintain his immig status and requires reinstatement. If the student failed maintain his immig status and requires reinstatement. If the student's pending and canceled correction requests. Additional actions DSOs may take on pending correction requests are the Available Actions column. If the student science is the student of the student's current is column. If the student is current is column.		Co	rrection Options Available for This Student	
Type of Correction       Description and Help         Request Change to Program       Use this option to change the student's Program Start and End Dates and/or the Initial Session Start Date 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. If the student Status         Student Status       Use this to change the student's current SEVIS record status to the correct one. Only use this if the stude record is in an incorrect status due to a DSO error. Do not use this if the student failed maintain his immig status and requires reinstatement. If the student failed maintain his immig status and requires reinstatement. If this student's pending and canceled correction requests. Additional actions DSOs may take on pending correction requests are the Available Actions column. If the student failed maintain the status of this student's pending and canceled correction requests.				
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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 stude record is in an incorrect status due to a DSO error. Do not use this if the student failed maintain his immig 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 the Available Actions column.	Dates	any or all th	ose dates have passed. Only use this option if the Manage Initi	ial Program and Session Dates,
Student Status       Use this to change the student's current SEVIS record status to the correct one. Only use this if the stude record is in an incorrect status due to a DSO error. Do not use this if the student failed maintain his immig status and requires reinstatement. Image: 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 the Available Actions column. Image: Provide the student of the student's pending and canceled correction requests.		Shorten Pro	gram and/or Extend Program functions are no longer available	0
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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 the Available Actions column. •		status and r	equires reinstatement.	3
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 the Available Actions column. <b>Q</b>				
	Below is a list of this student's pen	ding and cancele	Existing Correction Requests ed correction requests. Additional actions DSOs may take on per the Available Actions column. <b>9</b>	ending correction requests are listed in
Search:				
CR ID & CR Type & Submitted By & CR Date Submitted & CR Status Date & Request Status & Available Actio				Search:
	CR ID 🗍 CR Type_ 🛔 SI	Ibmitted By	CR Date Submitted	Status 🔶 Available Actions 🔶

## **Flag Reinstatement Pending**

	Corrections Management									
	"i" information icon denotes help about the page (									
Question Mark denotes information about the field (?)										
PI	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									
Request Change to Program Dates	Use this option to change the student's Program Start and End Dates and/or the any or all those dates have passed. Only use this option if the Manage Initial Pr Shorten Program and/or Extend Program functions are no longer available.	e Initial Session Start Date, if rogram and Session Dates,								
Citer and Citer	Use this to change the student's current SEL and Sectione	. Only use this if the student's								

#### 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 20 🗸	entries								
SEVIS ID	Surname/Primary Name 🔶	Given Name ∳	Status ¢	CR ID 🝦	СК Туре 🗳	Submitted By	CR Date Submitted <b>\$</b>	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 Showing 1 to 12	PDF Print of 12 entries	Сору		-				F	irst Previous 1 Next Last

# **Correction Request – Event History**

	Event	t Hist	ory					
F-1 Student Carme, Iria	Crystal City Community College - CrystalStatus: ACTCity Community CollegeSEVIS ID: N0004715Start Date: 08/15/2015End Date:08/20/201608/20/2016							
		Ð						
		1	Enter the date ra	nge and clic	k the butto	on to filter by ev	ent d	
xpand All Search	:		From:		To:		Filte	
Event Name		🔶 Eve	nt Date 🛛 🖨	Resulting	g Status 🔶	Performed B	y	
Correction Request 109695 - Request for	Information	09/15	5/2016 08:43:50	ACTIVE		DHS Official		
Field Changed O	Old Value		New Value					
Date of RFI	15-		15-SEP-16					
Explanation for RFI		Please send detailed lett from DSO explaining the USCIS receipt notice. 09/15/2016 05:36:33 ACT		led letter ing the ice.				
Correction Request 109695 Change Resp	oonsible P/DSO			ACTIVE	!	Ingrid Mercer		
Field Changed Old	Value	Nev	v Value					
Responsible P/DSO		Roy	Braine	)				
Correction Request 109695 Evidence Sul	bmitted	09/13	3/2016 15:59:01	ACTIVE		Ingrid Mercer		
Field Changed O	Old Value PENDING		New Value					
Request Status Pl			EVIDENCE SUBN	IITTED				
STATUS CHANGE DATE			13-SEP-16					
Address Add - Physical		08/26	6/2016 12:27:46	ACTIVE		Ingrid Mercer		
Personal Information Updated		08/26	3/2016 12:27:45	ACTIVE		Ingrid Mercer		
						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 c the Available Actions column. 🚱

ID ¢	CR Ty	/pe 🔶	Submitted By	¢	CR Date Submitted	¢	CR Status Date ∳	Request Status
109695	Studer Chang Status	nt Request e - Change of	Mercer, Ingrid PDSO	I	11/13/2015		09/13/2016	EVIDENCE SUBMITTED
Туре		Field Changed	Date Update	d	Old Value		New Va	lue
Correction	n History	Status	09/13/2016 15:59:01		PENDING		EVIDE	ICE SUBMITTED
Correction	n History	Responsible User	09/15/2016 05:36:33				Roy Bra	iine
Correction	n History	Status	11/13/2015 16:30:15				PENDI	١G
Correction	n History	Comments	11/13/2015 16:30:15				COS was but nev CLAIMS	as approved by USCIS er updated in SEVIS by S.
Correction Request	ו	Benefit Date					08/09/2	015
Correction Request	ו	Student Request Statu	s				APPRO	VED

Searc

## **Help Text**

## **On Screen Help Text**

		Corrections Management									
"i" information icon denotes help about the page ()											
Question Mark denotes information about the field ()											
P	Plus icon indicates that the field can be expanded to display additional data (A)										
Mi	Minus icon indicates that the field can be collapsed to display additional data $(\mathbf{r})$										
Return to Student Information											
F-1 Student		SEVP School for Advanced SEVIS Studies - SEVP	Status: ACTIVE								
Ngo, Hang Thu		School for Advanced SEVIS Studies	SEVIS ID: N0004705844								
	Start Date: 01/01/2015 End Date: 0//31/2016										
	Cor	rection 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.											
Correct Student Requests to	Use this opti	his option to correct the reflected status of a student's USCIS application in SEVIS.									
	USCIS										
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 immigrati											
status and requires reinstatement. 🕄											
	status and re	cyulles reinstatement. 😈									
	status and re										

#### **Modular Help Text**



Use this option to correct the student's SEVIS record status. 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.

See the SEVIS Help Hub on Study in the States for more information on Change to Student Status.

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