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General Information



In this document:

- School session refers to school terms, semesters, and/or school sessions.
- Designated School Official (DSO) refers to both Principal School Official (PDSO) and DSO, unless otherwise noted.

DSOs must determine if every active F-1 and M-1 student still pursuing an academic or vocational program is eligible for registration. SEVIS registration must be completed on all appropriate SEVIS records within 30 days of the start of each session.

Relevant Federal Regulations



Before taking action on a student’s record, DSOs must understand the federal regulatory, full course of study requirements for their type of school.



- [SEVP Policy Guidance for Adjudicators 1408-01: Academic Year](#)
- [SEVIS Reporting Requirements for Designated School Officials \(ICE.gov\)](#)
- F-1 full course of study – [8 CFR 214.2\(f\)\(a\)\(6\)](#)
- M-1 full course of study – [8 CFR 214.2\(m\)\(9\)\(i-vi\)](#)
- SEVIS Recordkeeping and reporting requirements – [8 CFR 214.3\(g\)](#)



DSOs can register students in the real-time interface (RTI) two ways:

- Individual records with the registration function.



See the SEVIS Help Hub topic on [SEVIS Registration](#) for detailed information on registering individual students.

- Multiple records simultaneously with the mass registration function.

Mass Registration allows DSOs to register multiple students in a similar category at one time. Mass Registration is a three-step process. The first step is a search for groups of students with similar attributes; the second is to select students to register from the search results; and then, the third is to register these students. The fields for searching and mass registering are described in the [Mass Action: Registration – Records Search](#) and [Mass Action: Registration](#) tables below:

Mass Action: Registration – Records Search Terminology

The Mass Action: Registration Records Search fields provides searching capabilities to find students to register with similar characteristics, for example, Current Session End Date, Next Session Start Date, or any indicators for being in the last session of study. The Records Search fields also allows sorting of records for easier use. The search and sort options include:

Field	Description
Include section:	
Class of Admission*	<ul style="list-style-type: none"> • Searches for the students’ nonimmigrant status. • Must select either F-1 or M-1. • This is a required field.
Level of Study	<ul style="list-style-type: none"> • Searches for the students’ level of study: <ul style="list-style-type: none"> ○ Primary ○ Secondary ○ Associate ○ Bachelor’s ○ Master’s ○ Doctorate ○ Language Training ○ Other • Can chose one or leave field blank.
Session Start Date From*	<ul style="list-style-type: none"> • Searches for the date the students’ next session will begin. • If the Session Start Date To field is not completed, the search results will only display records with a Next Session Start Date of



Field	Description
	<p>the date entered in the Session Start Date From field.</p> <ul style="list-style-type: none"> If the Session Start Date To field is completed, the search results will range from date in the Session Start Date From field to the date in the Session Start Date To field. This is a required field.
Session Start Date To	<ul style="list-style-type: none"> If entered, this will be the end date in the range of the Session Start Dates being searched.
Program End Date From	<ul style="list-style-type: none"> Searches for the date the students' programs will end. If Program End Date To field is not completed, the search results will only display records with a Program End Date of the date entered in the Program End Date From field. If Program End Date To field is completed, the search results will range from date in the Program End Date From field to the date in the Program End Date To field.
Program End Date To	<ul style="list-style-type: none"> If entered, this will be the end date in the range of the Program End Dates being searched.
Refine section:	
Surname/Primary Name First Letter Range	<ul style="list-style-type: none"> Sorts by the first letter of students' Surname/Primary Name. If selected, the search results will display a list of records with surnames that appear between the two letters. Must choose a starting letter and an ending letter.
CIP (Classification of Instructional Programs) Code Family	<ul style="list-style-type: none"> Sorts by the first two digits of the students' field of study CIP code; for example, 14 is the CIP code family for all programs that fall under the Engineering category. If selected, the search results will display a list of records with CIP Codes for Major 1 and Major 2, which fall under that CIP code family.
Sort By	<p>Sorts search results by an option:</p> <ul style="list-style-type: none"> Surname/Primary Name Given Name Education Level Major 1 Major 2 Program End Date Session Start Date



Field	Description
Ascending or Descending	Sorts search results in either: <ul style="list-style-type: none"> • Ascending order. • Descending order.

Mass Action: Registration Terminology

The Mass Action: Registration function creates and labels the registration event, based on the student records chosen from the records search results. The mass registration options include:

Field	Description
Records Selected	<ul style="list-style-type: none"> • SEVIS enters the number of student records selected for registration.
Results Report Name*	<ul style="list-style-type: none"> • Name given to the Mass Action Report. • Limited to 50 characters. • This is a required field.
Current Session Start Date*	<ul style="list-style-type: none"> • Start date of the session being registered. • This is a required field.
Current Session End Date*	<ul style="list-style-type: none"> • End date of the session being registered. • This is a required field.
Next Session Start Date*	<ul style="list-style-type: none"> • Start date of the next (following) session. • This is a required field.
The student is in the last session of his/her program	<p>Check this box if students are being registered, who are in the last session of the program.</p> <p>Note: If checked, all students in the mass registration action will have that notation.</p>
Study/Research Abroad	<p>Check this box if students are being registered, who are studying or conducting research outside of the United States.</p> <p>Note: If checked, all students in the mass registration action will have that notation.</p>
Thesis/Dissertation	<p>Check this box if students are being registered, who are working on a thesis or dissertation.</p> <p>Note: If checked, all students in the mass registration action will have that notation.</p>
Remarks about the Student	<ul style="list-style-type: none"> • Enter any remarks about the students being registered. • Limited to 300 characters.



Field	Description
	Note: Any remarks entered will appear in the student remarks for all students.



Mass Registration is only available for SEVIS records:

- In Initial or Active status.
- That have paid the I-901 SEVIS Fee.
- With a U.S. Physical Address (required for both Initial and Active records).
- With email and telephone information:
 - Except for K-12, F-1 students or M-1 students under the age of 14.
 - Required only for active records.

Process Mass Registration

To process a mass registration:

1. Navigate to the *Listing of Schools* page; and choose the school and campus with the records you wish to register.

Listing of Schools

🔔 Alerts
🔍 Search
➕ New Student
📄 Student Lists
📊 Reports
📄 Downloads
☰ Mass Actions

SEVP School for Advanced SEVIS Studies BAL214F44444000 ▼ Select a school to see a list of campuses for that school

SEVP School for Advanced SEVIS Studies BAL214F44444000

Select	Name of Campus	Campus Code	Location (City, State)	Role
<input checked="" type="radio"/>	SEVP School for Advanced SEVIS Studies	BAL214F44444000	Ft. Washington, MD	DSO
<input type="radio"/>	SMU Technical Institute	BAL214F44444001	Fredericksburg, VA	DSO

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

2. Click **Mass Actions** to open the *SEVIS Mass Actions* page.



SEVIS Mass Actions

SEVP School for Advanced SEVIS Studies
Campus: SEVP School for Advanced SEVIS Studies

Mass Action	Explanation
<div style="border: 1px solid red; padding: 2px; display: inline-block;">Registration</div>	<p>This function allows you to register students. To be included in a mass registration the student cannot owe payment for the I-901 fee. All students, other than Border Commuters, must have a U.S. address. Continuing students must also have an e-mail address and telephone information unless the student is a K-12 F-1 student or an M-1 student under the age of 14. Students who do not meet this criteria will not be included in your results.</p>
Reprint Certificate of Eligibility (Form I-20)	<p>This functionality allows you to reprint multiple Forms I-20. You will be able to select up to 1,000 records. Forms I-20 will be created as SEVIS resources permit (no more than 24 hours). You will receive the forms in zip files containing 100 forms or less. When the forms are ready, you can download them from the Downloads page.</p>

3. Click **Registration**. The *Mass Action: Registration – Records Search* page opens.

Mass Action: Registration - Records Search

SEVP School for Advanced SEVIS Studies
Campus: SEVP School for Advanced SEVIS Studies
Required fields are marked with an asterisk (*)

All selected students will be registered for the same Current Session End Date and Next Session Start Date. You will have the option to indicate that the student is in their last term, participating in study/research abroad, or engaged in thesis/dissertation. If any of the options are selected, the option will apply to all students. Students who are missing required information will not be included in the results. To be included in a mass registration list, the student cannot owe payment for the I-901 fee. All students, other than border commuters, must have a U.S. address. Students in Active status must also have an e-mail address and telephone information unless the student is a K-12 F-1 student or an M-1 student under the age of 14.

Include

Class of Admission * <input checked="" type="radio"/> F-1 <input type="radio"/> M-1	Session Start Date From * <input type="text" value="08"/> / <input type="text" value="01"/> / <input type="text" value="2016"/>	Program End Date From <input type="text" value="MM"/> / <input type="text" value="DD"/> / <input type="text" value="YYYY"/>
Level of Study <input type="text" value=""/>	Session Start Date To <input type="text" value="08"/> / <input type="text" value="30"/> / <input type="text" value="2016"/>	Program End Date To <input type="text" value="MM"/> / <input type="text" value="DD"/> / <input type="text" value="YYYY"/>

Refine By

Surname/Primary Name First Letter Range <input type="text" value=""/> to <input type="text" value=""/>	CIP Code Family <input type="text" value="14 ENGINEERING"/>
--	---

Sort By Surname/Primary Name Ascending Descending

Given Name
 Education Level
 Major 1
 Major 2
 Program End Date
 Session Start Date

4. Use the **Include** fields to define search criteria:

Selection of the following fields is required:

- Class of Admission
- Session Start Date From

August 10, 2016

6



- Click either the **F-1** or **M-1** radio button to choose the students' **Class of Admission**.
- Enter the Session Start Date in the **Session Start Date From** field.

The following fields are optional but help narrow search results:

- Click the **Level of Study** drop-down arrow to select the educational level.
 - Create a **Session Start Date** range by completing the **Session Start Date To** field.
 - Enter a **Program End Date** or create a range by completing the **Program End Date From** and **Program End Date To** fields.
5. Define sort criteria by using the **Refine By** fields:
- Click the **Surname/Primary Name First Letter Range** drop-down arrows. Select an alphabetic range of records between two letters.
 - Click the **CIP Code Family** drop-down arrow. Select the educational field.
 - Click the **Sort By** drop-down arrow to choose a category for sorting.
 - Select a radio button to sort in **Ascending** or **Descending** order
6. Click **Search**. The *Mass Action: Registration – Selected Records* page displays.



Mass Action: Registration - Selected Records

SEVP School for Advanced SEVIS Studies
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[<< Return to Mass Registration Search](#)

All selected students will be registered for the same Current Session End Date and Next Session Start Date. You will have the option to indicate that the student is in their last term, participating in study/research abroad, or engaged in thesis/dissertation. If any of the options are selected, the option will apply to all students. Students who are missing required information will not be included in the results. To be included in a mass registration list, the student cannot owe payment for the I-901 fee. All students, other than border commuters, must have a U.S. address. Students in Active status must also have an e-mail address and telephone information unless the student is a K-12 F-1 student or an M-1 student under the age of 14.

Search Criteria:

- Visa Type = F-1
- Session Start Date From = 08/01/2016
- Session Start Date To = 08/31/2016
- CIP Family = 14 ENGINEERING

3 of 5 selected

Show entries

SEVIS ID	Surname/Primary Name	Given Name	Status	Major 1	Major 2	Education Level	Program End Date	Session Start Date
N0004705534	Araya	Karin	ACTIVE	14.4401 - Engineering Chemistry	00.0000 - None	BACHELOR'S	05/31/2020	08/12/2016
N0000108108	Lee	Bill	ACTIVE	14.4401 - Engineering Chemistry	01.0106 - Agricultural Business Technology	BACHELOR'S	04/30/2018	08/16/2016
N0004690151	Parker	Lynda	ACTIVE	14.0701 - Chemical Engineering	00.0000 - None	MASTER'S	05/31/2017	08/15/2016
N0004704562	Vargicova	Ana	ACTIVE	14.1001 - Electrical and Electronics Engineering	00.0000 - None	BACHELOR'S	05/15/2019	08/16/2016
N0004688939	Weissmuller	John	ACTIVE	50.0702 - Fine/Studio Arts, General	14.0401 - Architectural Engineering	MASTER'S	05/31/2017	08/15/2016

Showing 1 to 5 of 5 entries First Previous **1** Next Last



See the Search Criteria, displayed in the red box, that states which Records Search fields were used to search.

7. Sort the results by:

- Clicking arrow in **Show ## entries** field to select number of records that will appear on the *Mass Action: Registration – Selected Records* page. Choices include **10, 20, 50, 100**, or **All** records.
- Clicking up or down arrow on a column heading to select Ascending or Descending order by category. Category options include:
 - SEVIS ID
 - Surname/Primary Name
 - Given Name



- Status
- Major 1
- Major 2
- Education Level
- Program End Date
- Session Start Date



See the SEVIS Help Hub topic on [Create Initial Form I-20](#) for detailed information on the student records fields.

8. Select records to mass register by either:

- Clicking on each record.

Note: Clicking on a selected record, deselects that record.

- Clicking **Select all**.

Note: Clicking **Deselect all** deselects any selected records.



Selected records will be highlighted. (See Araya, Lee, and Parker in the *Mass Action: Registration – Selected Records* page_image above.)

9. Click **Submit Selections**. The [Mass Action: Registration](#) modal displays.



Mass Actions: Registration

All information provided will be used to update the record for ALL selected students. Once submitted, a mass registration, cannot be undone. You can, however, submit a new registration event individually or en masse to make changes. After you submit the students for registration you will receive a report with the results of the mass registration. You will be able to access the report from the Downloads page.

Records Selected	3	
Results Report Name *	<input type="text" value="Fall Semester 2016"/>	You need to confirm the session dates if the break length is more than 183 days Length of the session 121 days
	Characters Remaining: 32	
Current Session Start Date *	<input type="text" value="08"/> / <input type="text" value="15"/> / <input type="text" value="2016"/>	You need to confirm the session dates if the break length is more than 152 days Length of the break 31 days
Current Session End Date *	<input type="text" value="12"/> / <input type="text" value="15"/> / <input type="text" value="2016"/>	
Next Session Start Date *	<input type="text" value="01"/> / <input type="text" value="16"/> / <input type="text" value="2017"/> x	

The student is in the last session of his/her program

Study/Research Abroad
(The student will be engaged in study and/or research abroad.)

Thesis/Dissertation
(The student will be engaged in research or writing for a thesis or dissertation.)

Remarks about the Student (Displays on the Student Information page and page 1 of the Form I-20)

Characters Remaining: 300

[Cancel](#)
Submit

10. To create the mass registration action, complete the following:

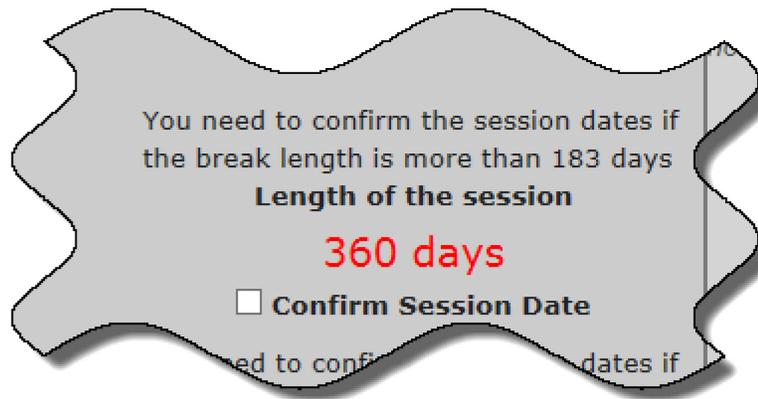


Completion of the following is required:

- Results Report Name (50 character limit)
- Current Session Start Date
- Current Session End Date
- Next Session Start Date



The length of the session is automatically calculated. It may not exceed 183 days without DSO confirmation by clicking the box.

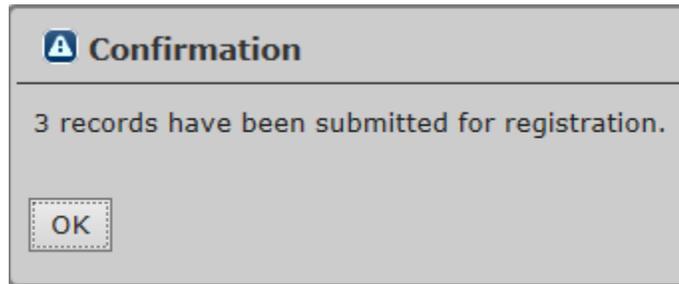


The length of the break in between sessions is automatically calculated. It may not exceed 152 days without DSO confirmation by clicking the box.



- Click the appropriate boxes for this group of students:
 - **The student is in the last session of his/her program.**
 - **Study/Research Abroad**
 - **Thesis/Dissertation**
- Enter any **Remarks about the students** being registered. Comments entered will appear on each record included in this mass registration.

11. Click **Submit**. A confirmation message appears stating the number of records submitted for registration.



12. Click **OK** to confirm and submit the registration. The *SEVIS Downloads* page displays.



Always check the Mass Registration report from the *SEVIS Downloads* page in order to confirm successful and/or failed record registrations. SEVIS will deny Mass Registration actions requesting a session longer than 183 days.

Retrieve Registration Report from SEVIS Downloads Page

All mass registrations appear in a report on the *SEVIS Downloads* page (see image below).



Mass registration reports will remain on the *SEVIS Downloads* page for 120 days from the date of the mass registration action.



For more information about SEVIS Downloads see [Retrieve SEVIS Downloads and Mass Reprints](#) on the SEVIS Help Hub.

To retrieve the list of students registered:

1. Navigate to the *SEVIS Downloads* page.



SEVIS Downloads

SEVP School for Advanced SEVIS Studies
Campus: SEVP School for Advanced SEVIS Studies

The documents, which are available for download below, represent either lists of nonimmigrants at your institution whose information was changed by SEVIS when data standards were imposed or zipped files of immigration documents for reprint. To download a document in Comma Separated Values format, click CSV. To download as an Excel spreadsheet, click Excel. To unzip immigration documents, click the icon beside the file name in the table and follow your software's process for accessing the individual files. See Help for more information.

Note: If you have multiple windows open, downloaded documents may open behind any windows currently open.

System Downloads

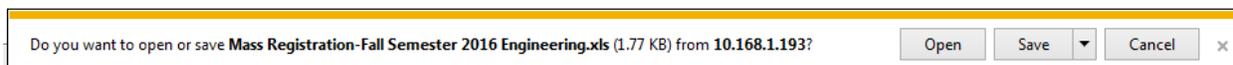
Show entries

Date Generated	Title	Description	File Type
05/13/2016	Mass Registration-Ingrids first test	Results of a Mass Registration Action that lists the name of each student submitted for registration and the results.	CSV Excel
05/13/2016	Mass Registration-Ingrids test	Results of a Mass Registration Action that lists the name of each student submitted for registration and the results.	CSV Excel
05/19/2016	Mass Registration-Spring Registrations	Results of a Mass Registration Action that lists the name of each student submitted for registration and the results.	CSV Excel
05/19/2016	Mass Registration-spring registration2	Results of a Mass Registration Action that lists the name of each student submitted for registration and the results.	CSV Excel
05/25/2016	List of Active Students for Whom a Telephone Number and/or E-mail Address is Missing	Names of ACTIVE students whose telephone number and/or email address is missing. Homeland Security Council requires all active student records to contain a phone number and an email address.	CSV Excel
05/25/2016	Mass Registration-Fall Semester 2016 Engineering	Results of a Mass Registration Action that lists the name of each student submitted for registration and the results.	CSV Excel
05/25/2016	Students and Dependents Without a Record of an Updated Form I-20	This report lists students and dependents where SEVIS does not have a record indicating that Form I-20 has been reprinted for them. Some students/dependents may have had a form printed for them as part of a record update. The report does not include anyone whose record was created after June 26, 2015.	CSV Excel

Showing 1 to 7 of 7 entries

First Previous **1** Next Last

- Find the correct mass registration action under the Title column; and click either **CSV** (comma-separated values) or **Excel** in the File Type column to request the correct format for the list.
- Choose to **Open**, **Save** or **Cancel** the file.



- The Excel file displays the following fields:
 - Type of Action
 - Search Criteria
 - Number of records selected



- Number of records successfully updated
- Number of records that failed to process successful
- Current Session Start Date
- Current Session End Date
- Next Session Start Date
- Who performed the update
- Date/Time (EST) the update was submitted
- Date/Time (EST) the update was completed
- List of records submitted with following columns
 - SEVIS ID
 - Surname/Primary Name
 - Given Name
 - Date of Birth
 - Update Status
 - Error Reason

Mass Registration-Fall Semester 2016 - Microsoft Excel					
Type of action = Mass Registration					
A	B	C	D	E	F
1	Type of action = Mass Registration				
2	Search Criteria = Visa Type = F-1; Session Start Date From = 01/01/2016; Session Start Date To = 12/31/2016				
3	Number of records selected = 3				
4	Number of records successfully updated = 3				
5	Number of records that failed to process successfully = 0				
6	Current Session Start Date = 08/15/2016				
7	Current Session End Date = 12/15/2016				
8	Next Session Start Date = 01/16/2017				
9	Who performed the update = Ingrid Mercer				
10	Date/Time (EST) the update was submitted = 08/10/2016 11:58:56 AM				
11	Date/Time (EST) the update completed = 08/10/2016 11:59:02 AM				
12	SEVIS ID	Surname/Primary Name	Given Name	Date of Birth	Update Status
13	N0004704562	Vargicova	Ana	4/3/1990	SUCCESSFUL
14	N0004738754	Villa	Pancho	7/18/1996	SUCCESSFUL
15	N0004688939	Weissmuller	John	6/2/1994	SUCCESSFUL
16					
17					



Icon Guide

See the [SEVIS Help Icons](#) on the SEVIS Help Hub for a quick-reference of the icons used in this user guide.

Document Revision History

Date	Revision Summary
June 13, 2016	Initial Release
August 10, 2016	Updated Mass Registration with Current Session Start Date information.