



Create Initial Form I-20

Contents

General Information	2
Certificate of Eligibility for Nonimmigrant Students	2
F-1 or M-1 Student Entry Overview	2
F-1 or M-1 Student Change of Status Application Overview	3
Applicable Regulations and Policies	3
Create Initial Form I-20	4
<i>Class of Admission and Personal Information Page</i>	4
Class of Admission	5
Name	7
Demographics	8
<i>Contact and Program Information Page</i>	10
Contact	11
Telephone	13
Program	13
English Proficiency	16
<i>Dependents Page</i>	17
Add Dependent	19
Demographics	21
<i>Financial Information Page</i>	22
Financial	23
Expenses	23
Funding	24
Remarks about the Student	26
Save Draft I-20	26
Print Draft I-20	26
Issue and Print the Certificate of Eligibility (Form I-20)	27
Icon Guide	28
Document Revision History	28



General Information

To study in the United States, an international student must:

- Apply to an SEVP-certified school in the United States.
- Be accepted by that school.
- Be issued a Certificate of Eligibility (COE), also known as a Form I-20.
- Obtain F-1 or M-1 status by using the COE to pay the I-901 SEVIS Fee and obtain legal status in the United States as a student.

Certificate of Eligibility for Nonimmigrant Students

Designated school officials (DSO) issue the COE directly to the student who uses it either to enter the United States or to apply for a change of his or her nonimmigrant status.

PDSOs and DSOs are responsible for creating and updating F-1 and M-1 student records in SEVIS. The first step is to create and issue a *Certificate of Eligibility for Nonimmigrant Students (Form I-20)*, in accordance with the regulations located at 8 CFR 214.3(k), 8 CFR 214.2(f)(7)(ii), and 8 CFR 214.

Once the Form I-20 is issued, the student may use the document to obtain F-1 or M-1 nonimmigrant status.

F-1 or M-1 Student Entry Overview

Students outside the United States must follow the basic process below to obtain F-1 or M-1 status at the U.S. port of entry (POE):

Step	Action
1	Get the Certificate of Eligibility from the school.
2	Pay the I-901 SEVIS Fee.
3	Obtain an F-1 or M-1 visa from a U.S. consulate. Note: Students from Canada and Bermuda are exempt from this requirement.
4	Present all documents required for F-1 student immigration status at the U.S. port of entry no more than 30 days before the Program Start Date, which is listed on the COE.
5	The student must report to the school.
6	The DSO must take action on the student’s SEVIS record within 30 days of the Initial Session Start Date.



F-1 or M-1 Student Change of Status Application Overview

Students inside the United States must either leave the U.S. and re-enter following the process above or follow the basic process below to change their status legally to F-1 or M-1:

Step	Action
1	Get the Certificate of Eligibility (COE), from the school.
2	Pay the SEVIS fee (I-901 fee).
3	File Form I-539 (Application to Extend/Change Nonimmigrant Status) and supporting evidence with the United States Citizenship and Immigration Service (USCIS). Note: Follow USCIS' filing instructions.
4	<ul style="list-style-type: none"> • DSOs must carefully monitor these applications to keep the SEVIS records in Initial status for the entire time the application is pending with USCIS. • If USCIS has not approved the change of status before the program start date, a DSO must defer the program start date in SEVIS. Note: If the student is in a nonimmigrant status that allows for study, the student's start date at the school and the start date in SEVIS will be different. The start date in SEVIS should reflect the date the student begins studies at the school while in F-1 or M-1 status.

Applicable Regulations and Policies

DSOs must comply with all regulations and policies that govern the admission of international students, the issuance of COEs, and the applicable reporting requirements.



The following regulations apply to the admission and fee payment of F-1 students into the United States:

- 8 CFR 214.2(f)(1)
- 8 CFR 214.3(g)
- 8 CFR 214.2(f)(19)
- 8 CFR 214.1(3)

The following regulations apply to the admission of M-1 students:

- 8 CFR 214.2(m)(1)
- 8 CFR 214.3(g)



See the [Create COE Demonstration](#) on the SEVIS Help Hub.



Create Initial Form I-20

DSOs enter information on four pages in SEVIS to create a student record and issue a Form I-20:

- Class of Admission and Personal Information
- Contact and Program Information
- Dependents
- Financial Information

To begin creating the Certificate of Eligibility for Nonimmigrant Students (Form I-20):

Select	Name of Campus	Campus Code	Location (City, State)	Role
<input checked="" type="radio"/>	SEVP School for Advanced SEVIS Studies	BAL214F4444000	Ft. Washington, MD	DSO
<input type="radio"/>	SMU Technical Institute	BAL214F4444001	Fredericksburg, VA	DSO

[Alt Text: Listing of Schools page with New Student tab highlighted.]

1. Select the appropriate campus from the *Listing of Schools* page.
2. Click **New Student**. The first page of the *Create Certificate of Eligibility for Nonimmigrant Students (Form I-20), Class of Admission and Personal Information* opens.

Class of Admission and Personal Information Page

The *Class of Admission and Personal Information* page has three sections:

- Class of Admission
- Name
- Demographics



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

Class of Admission

Class of Admission *

F-1
 M-1

Issue Reason *

Initial Attendance
 Initial Attendance - Change of Status Requested

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

Name

Surname/Primary Name *

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

Given Name

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

Suffix

Passport Name

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

Preferred Name

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

Demographics

Birth Date *

/ /

Country of Birth *

Country of Citizenship *

Gender *

FEMALE MALE UNKNOWN/OTHER

[Alt Text: Class of Admission and Personal Information page.]

Class of Admission

Complete the fields in the *Class of Admission* section:



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

[Alt Text: Class of Admission Section on Class of Admission and Personal Information Page.]

- **Class of Admission***

- Select either **F-1** for academic students or **M-1** for vocational students.
- Dependent spouses and children of F-1 and M-1 students are F-2 and M-2 dependents respectively, and are added to a student's record later in the Form I-20 creation process.
- This is a required field.

Note: This field is restricted to the classes of admission for which your school is certified to issue forms.

- **Issue Reason***

- Select either **Initial Attendance** or **Initial Attendance – Change of Status Requested**, as the reason for issuing the Form I-20 to the student:
 - **Initial Attendance:** Select this reason for any F/M student who plans to enter the United States to begin study at your school, if he/she:
 - Is NOT transferring a SEVIS record to your school from another U.S. school.
 - Is NOT applying for a change of status in the United States.

These students generally reside overseas and use the Form I-20 for visa issuance and initial entry through a Department of Homeland Security (DHS) port of entry.

Note: If the **Initial Attendance** option is selected, SEVIS will look for interface data from the Department of State (visa information).

- **Initial Attendance – Change of Status Requested:** Select this reason if the student is currently in the United States and needs to change nonimmigrant status to F or M student to study at your school.

The student must file an *Application to Change Nonimmigrant Status (Form I-539)* with U.S. Citizenship and Immigration Service (USCIS).



Note: If the **Initial Attendance – Change of Status Requested** option is selected, SEVIS will look for interface data from USCIS (benefit application information).

- This is a required field.



- SEVIS does not provide a field for entering the student’s current class of admission when choosing this option as an issue reason. You can add details concerning the change of status and class of admission in the **Remarks** field.
- Comments entered in any **Remarks** field throughout the electronic Form I-20 will overwrite any existing remarks and will print on page one of the printed Form I-20.

Name

Complete the fields in the *Name* section:

Name	
<p>Surname/Primary Name *</p> <p><input type="text"/></p> <p>This is a required field.</p>	<p>Surname/Primary Name The Surname/Primary Name is required. If the person has only one name, use this field. Do not use any special characters. Only letters A to Z and spaces are allowed. Do not use an abbreviation such as FNU to indicate a name is unknown. See Help for more information.</p>
<p>Given Name Use this field for names other than the Surname/Primary names such as first and middle names. If the person has only one name, this field may be left blank. Do not use any special characters. Only letters A to Z and spaces are allowed. Do not use an abbreviation such as FNU to indicate a name is unknown. See Help for more information.</p>	<p>Given Name Use this field for names other than the Surname/Primary names such as first and middle names. If the person has only one name, this field may be left blank. Do not use any special characters. Only letters A to Z and spaces are allowed. Do not use an abbreviation such as FNU to indicate a name is unknown. See Help for more information.</p>
<p>Suffix</p> <p>Select One <input type="button" value="v"/></p>	
<p>Passport Name</p> <p><input type="text"/></p>	<p>Passport Name Passport Name is optional but highly recommended. Enter the names found in the machine readable section of the passport, leaving out the separator character "<". Enter them in the order shown on the passport. See Help for more information.</p>
<p>Preferred Name</p> <p><input type="text"/></p>	<p>Preferred Name This field allows names to be written in the order preferred in the person's home country. It may contain letters with diacritical markings such as Åç or Ä. It may also contain hyphens, apostrophes, and a comma before the suffix. If you do not enter a Preferred Name, SEVIS will automatically enter the given name, surname/primary name, and a suffix, if applicable. See Help for more information.</p>

[**Alt Text:** Name Section on *Class of Admission and Personal Information Page.*]

- **Surname/Primary Name***
 - Enter the surname or primary name of the student. If the student has only one name, enter it in this field.
 - This field has a 40-character limit.
 - This is a required field.
 - DSOs must use the [SEVIS Names Standards](#) when creating records in SEVIS.



See the SEVIS Help Hub article on [SEVIS Names Standards](#) for detailed names information.



- **Given Name**
 - Enter the given name of the student. If desired, include middle name of the student with the given name.
 - This field has an 80-character limit.
- **Suffix** – If applicable, select a title from the drop-down list, such as Junior, which may display at the end of a person’s name.
- **Passport Name**
 - Enter the passport name of the student, as written in the Machine-readable Zone (MRZ).
 - This field has a 39-character limit.
- **Preferred Name** – Enter the preferred name of the student, in accordance with [SEVIS Name Standards](#).

Demographics

Complete the fields in the *Demographics* section:

Demographics		
Birth Date *	Country of Birth *	Country of Citizenship *
<input type="text" value="MM"/> / <input type="text" value="DD"/> / <input type="text" value="YYYY"/>	<input type="text" value="Select One"/>	<input type="text" value="Select One"/>
Gender *		
<input type="radio"/> FEMALE <input type="radio"/> MALE <input type="radio"/> UNKNOWN/OTHER		

[Alt Text: *Demographics* Section on *Class of Admission and Personal Information* Page.]

- **Birth Date***
 - Enter the student’s date of birth in MM/DD/YYYY format.
 - This is a required field.



Demographics

Birth Date *

01 / 15 / 1995

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

[**Alt Text:** Birth Date field in Demographics Section on *Class of Admission and Personal Information Page.*]

Note: When entering the Birth Date, SEVIS shows the age of the student, as entered.

- **Gender***
 - Select the student's gender: **Male**, **Female**, or **Unknown/Other**.
 - This is a required field.
- **Country of Birth***
 - Select the name of the student's country of birth from the drop-down list.
 - This is a required field.

Country of Birth *

Select One

virg

BRITISH VIRGIN ISLANDS

VIRGIN ISLANDS (U.S.)

[**Alt Text:** Country of Birth field in Demographics Section on *Class of Admission and Personal Information Page.*]

Note: For Country of Birth/Citizenship, searching by any word in country names field will filter the list.

Note: For Country of Birth, selecting the United States or any of its territories requires clicking a radio button indicating the nonimmigrant is not a U.S. citizen or national.



Country of Birth *
AMERICAN SAMOA (U.S.) x ▾

Country of Citizenship *
UNITED KINGDOM x ▾

Indicate if the nonimmigrant *

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

An expatriate who formally revoked United States citizenship

Is a United States citizen or national

[Alt Text: Country of Birth Selection Confirmation Radio Buttons.]

Note: A Validation error occurs if the **Is a United States citizen or national** radio button is selected. The error states that this person is not eligible for F or M status. The DSO must correct the country of birth or delete the draft.

Validation Error(s)
You must correct the following error(s) before proceeding:

- As a United States citizen or national, this person is not eligible for F or M status. Correct the country of birth or delete the draft.

[Alt Text: Country of Birth Validation Error Message.]

- **Country of Citizenship***
 - Select the name of the student's country of citizenship from the drop-down list.
 - This is a required field.
- Review the information on Page 1 and click **Next**. The second page of the *Create Certificate of Eligibility for Nonimmigrant Students (Form I-20), Contact and Program Information* opens.

Contact and Program Information Page

There are four sections on the *Contact and Program Information* page:

- Contact
- Telephone
- Program
- English Proficiency



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

Contact

<p>Foreign Address *</p> <p>Address *</p> <input type="text"/> <input type="text"/> <p>City</p> <input type="text"/> <p>Province/Territory Postal Code</p> <input type="text"/> <input type="text"/> <p>Country: *</p> <input type="text" value="Select One"/>	<p>U.S Physical Address</p> <p>U.S Address is not required for Border Commuter</p> <input type="checkbox"/> Border Commuter	<p>U.S Mailing Address</p> <input type="checkbox"/> Same as Physical Address
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Email Address: Enter an email address where the student can be reached. This can be a personal or school-issued email address. Email is not required for F-1 students in K-12 or M-1 students under the age of 14.

Telephone

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

Student does not have a telephone number.

<p>Foreign Telephone</p> <p>+ <input type="text"/> <input type="text"/> <input type="text"/></p> <p><small>Country Code Number</small></p>	<p>US Telephone</p> <p>(<input type="text"/>) <input type="text"/> - <input type="text"/></p>
--	--

Program

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

Program End Date: * / /

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

Education Level: *

<p>Major Code 1 *</p> <input type="text" value="Enter Code"/> <input type="button" value="Select"/>	<p>Major Code 2 *</p> <input type="text" value="Enter Code"/> <input type="button" value="Select"/>	<p>Minor Code *</p> <input type="text" value="Enter Code"/> <input type="button" value="Select"/>
--	--	--

No Major 2 **No Minor**

English Proficiency:

Is English proficiency required by the school? *

Yes No

[Alt Text: Create Certificate of Eligibility for Nonimmigrant Students (Form I-20) – Contact and Program Information Page.]

Contact

Complete the fields in the *Contact* section:



Contact

Foreign Address *	U.S Physical Address	U.S Mailing Address
Address *	U.S Address is not required for Border Commuter	<input type="checkbox"/> Same as Physical Address
<input type="text"/>	<input type="checkbox"/> Border Commuter	Add Mailing Address
<input type="text"/>	Add Address	
City		
<input type="text"/>		
Province/Territory Postal Code		
<input type="text"/>		
Country: *		
<input type="text" value="Select One"/>		
Email Address:	Enter an email address where the student can be reached. This can be a personal or school-issued email address. Email is not required for F-1 students in K-12 or M-1 students under the age of 14.	
<input type="text"/>		

[Alt Text: Contact Section on Contact and Program Information Page.]

- **Foreign Address***
 - Enter the student's foreign address. All nonimmigrant students must have a foreign address, even if they are currently in the United States.
 - The Address and Country are required fields.
- **U.S. Physical Address**
 - Click **Add Address** to enter a U.S. address for the student, if they have one.
 - U.S Addresses are subject to validation.
 - The U.S. Physical Address is required at the time of registration. It is not required when creating a record.
 - If the student is a commuter student whose Country of Citizenship is Mexico or Canada, click the **Border Commuter** checkbox. The U.S. address is not required for these students.



See the SEVIS Help Hub article on [SEVIS Address Standards](#) for detailed information.

- **U.S. Mailing Address**
 - Click **Add Mailing Address** to enter a mailing address for the student, if they have one.

Note: U.S Addresses are subject to validation.



- If the U.S. Mailing Address is the same as the U.S. Physical Address, click the **Same as Physical Address** checkbox to use the U.S. Physical Address.



See the SEVIS Help Hub article on [SEVIS Address Standards](#) for detailed information.

- **Email Address** – Enter a valid email address for the student.



See the SEVIS Help Hub for detailed [SEVIS Email Standards](#).

Telephone

Complete one of the three fields in the *Telephone* section:

Telephone

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

Student does not have a telephone number.

Foreign Telephone
US Telephone

+ -
() -

Country Code Number

[Alt Text: Telephone Section on Contact and Program Information Page.]

Note: DSOs are required to provide information in only one of these fields:

- **Student does not have a telephone number** – Click checkbox, if the student has told you they do not have a telephone number.
- **Foreign Telephone** – Enter the country code and the phone number, if the student uses an international telephone number.
- **U.S. Telephone** – Enter the area code and the phone number, if the student uses a U.S. telephone number.

Note: Telephone is not required for F-1 students in K-12 or M-1 Students under the age of 14.

Program

Complete the fields in the *Program* section:



Program

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

MM / DD / YYYY

Program End Date: *

MM / DD / YYYY

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

MM / DD / YYYY

Education Level: *

Major Code 1 *

Major Code 2 *

Minor Code *

No Major 2 No Minor

[Alt Text: Program Section on Contact and Program Information Page.]

- **Program Start Date***
 - Enter the date on which the student will begin his/her program.
 - This may be the date of any required orientations or other activities before the start of classes.
 - This is a required field.

Note: Schools can choose to enter the Program Start Date and the Initial Session Start Date as the same date. If the dates differ, the Program Start Date cannot be more than 30 days before the Initial Session Start Date.

- **Program End Date***
 - Enter the expected date of completion of the academic or vocational program.
 - Do not consider grace periods or any future employment authorizations.
 - This is a required field.
- **Initial Session Start Date***
 - Enter the date that the student will begin classes.
 - This date cannot be more than 30 days from the Program Start Date.
 - This is a required field.

Note: Registration deadlines and alerts are tied to this date.

- **Education Level***
 - Select the level of education pursued by the student from the drop-down list. The options include:



- Primary

Note: If you select **Primary**, SEVIS will enter a code for “Primary School” (90.0101) into the **Major Code 1** field automatically. This cannot be edited.

- Secondary

Note: If you select **Secondary**, Click **Select** under the **Major Code 1** field to open the search:

- 53.0101: Regular/General High School/Secondary Diploma Program
- 53.0199: High School/Secondary Diploma Programs, Other
- 53.0299: High School/Secondary Certificates, Other

- Associate’s

- Bachelor’s

- Master’s

- Doctorate

- Language Training

Note: If you select **Language Training**, SEVIS will enter the “Second Language Learning” CIP code (32.0109) into the **Major Code 1** field automatically. This cannot be edited.

- Other

- Level of education must be selected before entering the Major codes.
- This is a required field.

- **Major Code 1***

- Enter the CIP code of the student’s primary major, or use the search tool by clicking **Select**. The *Acceptable CIP Codes* window opens.

Note: Search functionalities:

- Enter search terms to find the appropriate CIP code, for example, Communications, Business, Engineering, etc.
- Search by the code family, for example, “14.” for the Engineering programs.

- After selecting a code, SEVIS will enter the **CIP** code in the **Major Code 1** field.
- This is a required field.

Note: You must select an Education Level before you can enter the Major code.



- **Major Code 2***

Note: Some students have a secondary major, usually in a related field. Use this field for the secondary major CIP code.

- Enter the CIP code of the student's secondary major, or use the search tool by clicking **Select**. The *Acceptable CIP Codes* window opens.

Note: Search functionalities:

- Enter search terms to find the appropriate CIP code, for example, Communications, Business, Engineering, etc.
- Search by the code family, for example, "14." for the Engineering programs.
- After selecting a code, SEVIS will enter the **CIP** code in the **Major Code 2** field.
- If there is no second major, click the **No Major 2** checkbox.
- This is a required field.

- **Minor Code***

Note: This field is used to select the CIP code for the student's minor field of study.

- Enter the CIP code of the student's minor, or use the search tool by clicking **Select**. The *Acceptable CIP Codes* window opens.

Note: Search functionalities:

- Enter search terms to find the appropriate CIP code, for example, Communications, Business, Engineering, etc.
- Search by the code family, for example, "14." for the Engineering programs.
- After selecting a code, SEVIS will enter the **CIP** code in the **Minor Code** field.
- If there is no minor, click the **No Minor** checkbox.
- This is a required field.

English Proficiency

In the *English Proficiency* section, answer the question "**Is English proficiency required by the school?**" Click either the **Yes** or **No** radio button:

- **Yes:** Requires a further **Yes** or **No** confirmation that the student has the required English skills.



English Proficiency:

Is English proficiency required by the school? * Yes No

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

Save Draft I-20 Print Draft I-20 Back **Next** Delete Draft

[**Alt Text:** English Proficiency Section of Contact and Program Information Page with Yes Response.]

- **No:** Requires an explanation on why the school does not require the student to be proficient in English.

English Proficiency:

Is English proficiency required by the school? * Yes No

If No, explain why the school does not require English proficiency. *
ESL classes are offered as a part of the program.]

Characters Remaining: 951

Save Draft I-20 Print Draft I-20 Back **Next** Delete Draft

[**Alt Text:** English Proficiency Section of Contact and Program Information Page with No Response.]

Click **Next**. The third page of the *Create Certificate of Eligibility for Nonimmigrant Students (Form I-20), Dependents* opens.

Dependents Page

If the F-1 or M-1 student is bringing a spouse or any dependents to the United States under F-2 or M-2 status, PDSOs and DSOs must issue a Form I-20 for the dependents as well. On this page, officials can add dependents to the primary student's record. When dependents are added, SEVIS will generate Forms I-20 for the student and their dependents.

To add a dependent on the *Add Dependent* page, or go to the next COE page:



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

Dependent(s) for Name, Sum

Add Dependent ←

↓

Save Draft I-20 Print Draft I-20 Back **Next** Delete Draft

[**Alt Text:** Add Dependent and Next Buttons on *Dependents* page.]

- If the prospective F-1 or M-1 student has dependents travelling with him/her to the United States, click **Add Dependent**. The *Add Dependent* page opens.
The *Add Dependent* page has two sections:
 - Add Dependent
 - Demographics
- If the prospective F-1 or M-1 student does not have any dependents travelling with him/her to the United States, click **Next**. The [Financial Information](#) page opens.



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

Add Dependent

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

Required fields are marked with an asterisk (*)

F-1 Student Name, Sum	SEVP School for Advanced SEVIS Studies - SEVP School for Advanced SEVIS Studies Start Date: 09/05/2016 End Date: 09/05/2020	Status: DRAFT SEVIS ID:
---------------------------------	--	-----------------------------------

Add Dependent for Name, Sum

Relationship *

CHILD SPOUSE

Surname / Primary Name *

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

Given Name

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

Suffix

Select One ▼

Passport Name

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

Preferred Name

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

Email Address

Enter the dependent's email address.

Demographics

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

MM / DD / YYYY Select One Select One

Gender *

FEMALE MALE UNKNOWN/OTHER

[Alt Text: Add Dependent page.]

Add Dependent

Complete the fields in the *Add Dependent for [student's name]* section:



Add Dependent for Name, Sum

Relationship *

CHILD SPOUSE

Surname / Primary Name *

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

Given Name

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

Suffix

Select One

Passport Name

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

Preferred Name

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

Email Address

Enter the dependent's email address.

[Alt Text: Add Dependent for [student's name] section on the Add Dependent page.]

- **Relationship***

- Click the appropriate radio button for either **Child** or **Spouse** to specify the dependent's relationship to the primary F-1 or M-1 student.
- This is a required field.

Note: You may add only one spouse. Dependent children must be under 21 years of age.

- **Surname/Primary Name***

- Enter the Surname/Primary Name of the F-2 or M-2 dependent, in accordance with [SEVIS Name Standards](#).
- This is a required field.



See the SEVIS Help Hub article on [SEVIS Name Standards](#) for detailed names information.

- **Given Name** – Enter the given name of the F-2 or M-2 dependent. If desired, include middle name of the dependent with the given name.
- **Suffix** – If applicable, select a title from the drop-down list, such as Junior, which may display at the end of a person's name.



- **Passport Name** – Enter the passport name of the F-2 or M-2 dependent, as written in the Machine-readable Zone (MRZ).
- **Preferred Name** – Enter the preferred name of the F-2 or M-2 dependent, in accordance with [SEVIS Name Standards](#).
- **Email Address** – Enter an email address where the dependent can be reached.

Demographics

Complete the fields in the *Demographics* section:

Demographics

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

MM / DD / YYYY Select One Select One

Gender *

FEMALE MALE UNKNOWN/OTHER

Back Add Dependent

[Alt Text: *Demographics* Section of the *Add Dependent* Page.]

- **Birth Date***
 - Enter the dependent’s Birth Date.
 - For verification purposes, SEVIS will display the age of the dependent, as entered.
 - If **Child** is selected as the relationship, the dependent must be under 21 years old.
- **Gender*** – Click the radio button to select the dependent’s gender:
 - Female
 - Male
 - Unknown/Other
- **Country of Birth***
 - Use the drop-down list to select the dependent’s Country of Birth.
 - Selecting the United States, or any of its territories, will require confirmation that the dependent is not a U.S. Citizen.
- **Country of Citizenship*** – Select the dependent’s Country of Citizenship from the drop-down list.



- Click **Add Dependent** to add the F-2 to the primary record and return to the *Dependents* page. A confirmation message opens.

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

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

Add Dependent Successful for Name, Noh

Dependent(s) for Name, Sum

Add Dependent
←

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

Save Draft I-20

Print Draft I-20

Back

Next

Delete Draft

[Alt Text: *Dependents* Page with Added Dependent Information.]

- Other Dependent actions:
 - Click **Add Dependent** to add another dependent.
 - Click **Update** to edit the dependent.
 - Click **Delete** to remove the dependent.
- Click **Next**. The fourth and final page of the *Create Certificate of Eligibility for Nonimmigrant Students (Form I-20)*, *Financial Information* opens.

Financial Information Page

Prospective F-1 or M-1 students must provide proof that they have the financial resources to live and study in the United States. On the *Financial Information* page, enter information about the student’s expenses and funding for an academic year or the length of the program, whichever is shorter.

There are four sections on the *Financial Information* page:

- Financial
- Expenses



- Funding
- Remarks about the Student

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

Financial

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

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

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

Characters Remaining: 1000

Save Draft I-20
Print Draft I-20
Back
Submit I-20
Delete Draft

[Alt Text: Financial Information Page.]

Financial

Enter the number of months (up to 12 months) for the estimated costs and funding in the *Financial* section.

Financial

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

[Alt Text: Financial Section on the Financial Information Page.]

- Use the drop-down list in the **Estimated costs and funding for*__ months** field to select the number of months for estimating expenses and sources of funding.
- Estimates should be for the length of the program or for an academic year.
- This is a required field.

Expenses

Complete the fields in the *Expenses* section:



<i>Expenses</i>	
Tuition and Fees: *	\$ 14,000
Living Expenses: *	\$ 7,000
Expenses for dependents: 1 *	\$ 3,500
Other costs:	\$ 1,000
Specify other costs:	Equipment Rentals
Total expenses:	\$ 25,500.00

[Alt Text: *Expenses* Section on *Financial Information* Page.]

- **Tuition and Fees**
 - Enter the amount for the student's tuition and fees.
 - This is a required field.
- **Living Expenses**
 - Enter the amount for the student's living expenses.
 - This is a required field.
- **Expenses for Dependents**
 - Enter the amount of expenses for any dependents.
 - The number of dependents currently associated with the student displays by the field name.
 - This is a required field.
- **Other Costs** – Enter any other costs for the months of estimated expenses.
- **Specify Other Costs** – Enter the reason for any other costs.
- **Total Expenses** – SEVIS calculates the costs and displays the total expenses at the bottom of the *Expenses* section.

Funding

Complete the fields in the *Funding* section:



Funding

Student's personal funds: *	\$ 15,000
Funds from this school:	\$ 5,000
School fund type:	Athletic Scholarship
Funds from other sources:	\$ 10,000
Other source type:	Private Grant
On-Campus employment:	\$
Total funding:	\$ 30,000.00

[Alt Text: *Funding* Section on *Financial Information* Page.]

- **Student's Personal Funds***
 - Enter the amount of the student's personal funds.
 - This is a required field.
- **Funds from this School** – Enter the amount of any funding offered by your school.
- **School Fund Type** – Enter the type of school fund offered by your school, for example, an academic scholarship.
- **Funds from Other Sources** – Enter the amount of any funding from any other sources.
- **Other Source Type** – Enter the type of funding from any other sources, for example, a private grant.
- **On-Campus Employment** – Enter the amount of the student's on-campus employment.
- **Total Funding** – SEVIS calculates and displays the student's total funds at the bottom of the *Funding* section.

Note: The student's total funds must meet or exceed the expenses, before the DSO may issue the student's Initial Certificate of Eligibility (Form I-20).



Remarks about the Student

Enter any comments about the student in the **Remarks about the Student** field:

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

Enter Student Remarks Here

Characters Remaining: 974

Save Draft I-20 Print Draft I-20 Back Submit I-20 Delete Draft

[**Alt Text:** *Remarks about the Student* Section on *Financial Information* Page.]

- These remarks will print on the Certificate of Eligibility (Form I-20).
- This field has a 1000-character limit.

Save Draft I-20

To save a draft copy of the Certificate of Eligibility (Form I-20), click **Save Draft I-20** at the bottom of the page.

Note: The **Save Draft I-20** button is available at the bottom of each of the four COE pages, *Class of Admission and Personal Information*, *Contact and Program Information*, *Dependents*, and *Financial Information*.

Note: Other buttons available at the bottom of the COE pages:

- **Back**
 - Returns the user to the previous COE page.
 - If entries are not saved on the current page before clicking the **Back** button, any information entered will need to be re-entered.
- **Delete Draft** – Deletes the draft Certificate of Eligibility for Nonimmigrant Students (Form I-20).

Print Draft I-20

To print a draft copy of the Certificate of Eligibility (Form I-20), click **Print Draft I-20** at the bottom of the page.

Note: The **Print Draft I-20** button is available at the bottom of each of the four COE pages, *Class of Admission and Personal Information*, *Contact and Program Information*, *Dependents*, and *Financial Information*.



Issue and Print the Certificate of Eligibility (Form I-20)

To issue and print the Initial Certificate of Eligibility (Form I-20):

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

Enter Student Remarks Here

Characters Remaining: 974

Save Draft I-20
Print Draft I-20
Back
Submit I-20
Delete Draft

[Alt Text: Submit I-20 Button on *Financial Information* Page.]

1. Click **Submit I-20** at the bottom of the *Financial Information* page to submit the student's initial Certificate of Eligibility for Nonimmigrant Students (Form I-20). The *Submission* page opens.

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

Submission
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Required fields are marked with an asterisk (*)

Submit Successful
You have added a new nonimmigrant student

SEVIS generated the following SEVIS IDs for this student:

SEVIS ID	Surname/Primary Name	Given Name
N0004729158	Name	Sum

Surname/Primary Name	Given Name	Relationship	Gender	Status
Name	Noh	SPOUSE	F	INITIAL

Review Student Information
Print I-20

Create New Student

[Alt Text: *Create Certificate of Eligibility for Nonimmigrant Students (Form I-20) Submission* Page.]

2. Click **Print I-20** to print the initial Certificate of Eligibility (Form I-20) for the F-1 or M-1 student and his/her dependents.

Note: Other buttons available at the bottom of the *Submission* page:

- Click **Review Student Information** to go to the *Student Information* page to review the student's newly entered information.
- Click **Create New Student** to create another student record and issue another initial Certificate of Eligibility (Form I-20).



- Once the Certificate of Eligibility (Form I-20) has been issued, the DSO must sign page one of the form.
- The original document is given to the student.

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 7, 2016	Initial Release