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## General Information

Student and Exchange Visitor Information System (SEVIS) reports and alert lists are created for schools to help them comply with reporting requirements. These reports and lists are located in the *SEVIS Downloads* page. In addition, the *SEVIS Downloads* page contains designated school official- (DSO) requested Forms I-20 for reprinting multiple students' Certificates of Eligibility at one time. DSOs also retrieve reports on completed mass registration events from the *SEVIS Downloads* page.

## SEVIS Downloads Page

To access the *SEVIS Downloads* page:

1. Navigate to the *Listing of Schools* page.
2. Click the **Downloads** button. The *SEVIS Downloads* page opens.

**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

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

Two sections are on the *SEVIS Downloads* page:

- **System Downloads** – SEVIS reports for school users about a variety of topics, including mass registration results.



- **Requested Form Reprints** – Retrievable forms that were part of a mass reprint request.

### 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
05/12/2016	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.	<a href="#">CSV</a> <a href="#">Excel</a>
05/12/2016	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.	<a href="#">CSV</a> <a href="#">Excel</a>

Showing 1 to 2 of 2 entries First Previous **1** Next Last

#### Requested Form Reprints (May take up to 24 hours to generate ZIP file; Removed after 7 days)

Show  entries

Date Submitted	Date Generated	Status	Title	Records	Name of Requestor/Role	File
05/12/2016		Pending	Engineering Students A-M	3	Jared Alabama DSO	

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

## System Downloads – Reports for School Users

The top section of the *SEVIS Downloads* page contains the links for the system downloadable files, for example, reports made available by Student and Exchange Visitor Program (SEVP). Any downloads available will have the date the download was generated, title, description of the download, and available file type. Reports can be downloaded in either comma-delimited format (.csv) or Microsoft Excel format. To download a file:

#### System Downloads

Date Generated	Title	Description	File Type
02/26/2015	Nonimmigrants Affected by SEVIS Address Standardization	Names of ACTIVE and INITIAL nonimmigrants whose U.S. addresses were changed to meet the SEVIS address standards	<a href="#">CSV</a> <a href="#">Excel</a>



1. Click the desired file type, **CSV** or **Excel**. A dialogue box opens, asking if you want to open or save the file.



2. Click either:
  - a. **Open** – Opens the file.
  - b. **Save** – Saves the file to your system.
  - c. **Cancel** – Ends the download process.

### Requested Form Reprints – Form I-20 Mass Reprint

The bottom section of the *SEVIS Downloads* page lists the school’s mass reprint requests, which was submitted previously from the *Mass Actions* page. Information about pending reprint requests include the date submitted, date the reprint was generated, status of the request, title, number of records included, and who requested the forms. Generated forms are available here for all users at the school. Forms will stay on the page for seven days after delivery.

Requested Form Reprints (May take up to 24 hours to generate ZIP file; Removed after 30 days)						
Date Submitted	Date Generated	Status	Title	Records	Name of Requestor/Role	File
7/2/15		Requested	My Active Students	250	Jared Fister, DSO	
7/1/15	7/2/15	Delivered	My Initial Students	150	Jared Fister, DSO	<a href="#">ZIP</a>

1. Click the **ZIP** link for the zipped file you want to access. A dialogue box displays, asking if you want to open or save the file.



(**Alt Text:** Open or Save ZIP file: Click **Open** or **Save** to view the downloaded forms.)

2. Click either:
  - a. **Open** – Opens the file.
  - b. **Save** – Saves the file to your system.
  - c. **Cancel** – Ends the download process.

### 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 3, 2015	Initial Release
May 24, 2016	Form I-20 Mass Reprint added to <i>Downloads</i> page.