Form I-20 Mass Reprint

U.S. Immigration and Customs Enforcement

SEVIS User Guide

Contents

General Information

Often designated school officials (DSO) need to reprint large numbers of Forms I-20, Certificates of Eligibility, at one time. The Reprint Certificate of Eligibility (Form I-20) option under the Mass Actions tab, along with the SEVIS Downloads functionality provides an easy method to complete this task.

Reprinting large numbers of Forms I-20 is a two-step process. First, the DSO must submit a request from the *Listing of Schools* page under the Mass Actions tab. SEVIS processes the request within 24 hours. When the requested Forms I-20 are available, the DSO completes the second step of downloading the documents from the *SEVIS Downloads* page.

Mass Actions – Request Forms I-20 Mass Reprint

To request a mass reprint of Forms I-20 for multiple students at one time, navigate to the *Listing of Schools* page.

1. Click **Mass Actions.** The *SEVIS Mass Actions* page opens.

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

Mass Action	Explanation
Registration	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.
Reprint Certificate of Eligibility (Form I-20)	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.

2. Click the **Reprint Certificate of Eligibility (Form I-20)** link. The *Mass Reprint Forms I-20: Search* page opens.

Mass Reprint Forms I-20: Search
SEVP Fairfax School
Main Campus
WAS214F07070000

Use this feature to request Forms I-20 for multiple people with the same reprint reason. SEVIS will deliver the requested forms within 24 hours to the SEVIS Downloads page. The requesting officials name will print on all delivered forms. You must select Class(es) of Admission, Level(s) of Study, and Status(es) to include in your search.

Include:

Select at least ONE of each

Class of Admission: ☐ F-1 (Students) ☐ F-2 (Dependents) ☐ M-1 (Students) ☐ M-2 (Dependents)

Level of Study - F: ☐ PRIMARY ☐ SECONDARY ☐ ASSOCIATE ☐ BACHELOR'S ☐ MASTER'S ☐ DOCTORATE ☐ LANGUAGE TRAINING ☐ OTHER

Level of Study - M: ☐ HIGH SCHOOL ☐ FLIGHT TRAINING ☐ OTHER VOCATIONAL SCHOOL

Status: ☐ Initial ☐ Active

Enter any additional criteria to refine the search.

Optional Refining Criteria

Criteria:
Surname/Primary Name Range: [▾] to [▾]   Program Start Date: From: ___/___/___ (MM/DD/YYYY)
Active Post-Completion OPT: ☐   To: ___/___/___ (MM/DD/YYYY)
                                                   Program End Date: From: ___/___/___ (MM/DD/YYYY)
                                                                      To: ___/___/___ (MM/DD/YYYY)

Note: People will not appear in results if they were part of a mass reprint request in the last 7 days.

Limit Results To: [100 ▾]   Search Results Options

Sort Results By: [Surname/Primary ▾] ● Ascending ○ Descending   Clear Form   [Search]

3. Select at least one option from **each** of the Include search categories:

- **Class of Admission** – F or M student or dependent.
- **Level of Study** – Type of school or degree.
- **SEVIS Status** – Initial or Active.

4. Enter additional criteria, if necessary, to refine the search:

- **Surname/Primary Name Range** – Students and dependents whose surname/primary names begin with a certain letter or a range of letters.
- **Active Post-Completion OPT** – Students currently authorized for post-completion OPT.
- **Program Start Date** / **Program End Date** – Students with specific program start or end dates; or students who fall between ranges of these dates.

5. Select a **Limit Results To** option for the number of records to appear in the search results. Choices are 100, 250, 500, or 1000.

6. Select the desired **Sort Results By** option:
   - Surname/Primary Name (default option)
   - DOB (Date of Birth)
   - Given Name

7. Select either **Ascending** or **Descending** sorted list. (Ascending is default option.)

8. Click **Search**. The *Mass Reprint Forms I-20: Search Results* page opens.

The list can be sorted by any column except Class of Admission (COA). To see which students had Forms I-20 reprinted recently, sort by Last Reprint Request Date.

9. View, select, and submit results for printing. The *Mass Reprint Forms I-20: Search Results* viewing and selection features include:

- Click **Show Entries** drop-down list to change the number of entries displayed on page.

- Click an Up or Down arrow in the table column-heading field to sort that field's results in ascending or descending order.

- Click a row to select that record for printing.

   Note: Click selected row to deselect a record for printing.

- Click **Select All** to include everyone on the list.

- Click **Deselect All** to clear all selections.

- Click the nonimmigrant's name in the Surname/Primary Name field to open the record in another tab or window.

- Navigate through the pages of the list using the page links at the bottom right.

- Click **Submit Selections** after all selections are made. The *Reprint Confirmation* window opens.

Reprint Confirmation

Select a reprint reason, enter a reference title for this reprint request and click the attestation checkbox. Click Submit when finished.

Records Selected: 3

* **Reprint Reason:** UPDATED

* **Reprint Job Title:** Engineering Students A-M

* **Attestation:** ☑ **I attest** I reprinted these forms in the United States. I reviewed the students continued eligibility for attendance, I certify under penalty of perjury that the information I am submitting is true and correct to the best of my knowledge and that I am the authorized user of this account.

Note: Requests for more than 100 records will be split into multiple zip files to avoid potential problems with large downloads.

Cancel   Submit

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10. Select a **Reprint Reason** from the drop-down list. Choices include:

- Damaged

- Lost

- Stolen

- Travel

- Updated

- Updated Form I-20 or Name Conversion
11. Enter a title for the reprint job.
12. Click **I attest** checkbox.
13. Click **Submit** when finished. SEVIS will deliver the requested forms to the *SEVIS Downloads* page within 24 hours.

Downloads – Requested Form Reprints

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

						Request Mass Form Reprint
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	ZIP

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

Do you want to open or save My Initial Students from **10.76.56.60**?	Open	Save ▼	Cancel	✕

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

> ⓘ Requests for more than 100 records are split into multiple zip files. This avoids potential problems with downloading large files.

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
May 24, 2016	Initial Release