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Overview

When a DSO updates a student's personal information in the SEVIS record, they are required to enter the student's email address and telephone number.



When will SEVIS require email and telephone information for F/M students?

- December 4, 2015: SEVIS Release 6.23 requires it for any update • to student's personal information
- Summer 2016: SEVIS will require it for continuing registration of ٠ a student

Note: DSOS do not need to report student telephone information and email address for:

- F-1 students who are in K-12 schools
- M-1s who are younger than 14 years of age

When entering student telephone information, DSOs must select at least one of the following options:

- U.S. telephone number
- International telephone number
- Indicate that the student does not have a telephone •

12. *Email (E-mail is required for all students except F-1 K-12 or M-1 under the age of 14.) :	
13. *Telephone (You must select at least one of the three telephone options for all students except F-1 K-12 or M-1 under the age of	14.) :
U.S. Number: () - Foreign Number: -	

(Alt Text: Email address and telephone number entry fields in Update Personal *Information page.*)



To help determine the active students whose telephone number and/or email address are missing, DSOs can access and download a report on the F/M students with missing telephone numbers and email addresses.

Access and Download Report

To download the file:

1. Log into SEVIS and on the main *Listing of Schools* page, click the **Downloads** button to go to the *SEVIS Downloads* page.

Vain Help	SE Message Be	EVIS	Student & Exchange Visi Information System	itor 1 s	-800-892-4829 SEVIS Help Desk	<u>0</u>	Rita Feet Logout ROLES: DSO, PDSO et Plug-Ins FQT-RESIN-1 Enter SEVIS ID
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	SEVP Scho	ool for Advanced SEVIS S	tudies BAL214F44444000	Select a so	hool to see a list of campuses for that school		
	SEVP Scho	ol for Advanced SEVIS	Studies BAL214F44444000				
	Select	Name of Campus	Campus	Code	Location (City, State)	Role	
		SEVP School for Adva	anced SEVIS Studies BAL214F	44444000	Ft. Washington, MD	DSO	A

(Alt Text: Listing of Schools Page – Downloads Button: Click the Downloads button on the Listing of Schools Page to access the SEVIS Downloads page.)

The "List of Active Students for Whom a Telephone Number and/or E-mail Address is Missing" report is on the *SEVIS Downloads* page under the **System Downloads** section. The report can be downloaded in either comma-delimited format (.csv) or Microsoft Excel format.



(Alt Text: SEVIS Downloads Page – System Downloads section: Click the <u>CSV</u> or <u>Excel</u> link to download the "List of Active Students for Whom a Telephone Number and/or E-mail Address is Missing" report in either comma-delimited format (.csv) or Microsoft Excel format.)

2. Click the desired file type, <u>CSV</u> or <u>Excel</u>. A dialogue box opens, asking if you want to open or save the file.

Do you want to open or save MISSING_STUD_PHN_EML.csv (10.9 KB) from 10.168.1.193?	Open	Save	•	Cancel	×
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(Alt Text: Open, Save, or Cancel: Click **Open** or **Save** to view the downloaded report, or click **Cancel** to end the download process.)

- 3. Click either:
 - a. **Open** to view the file.
 - b. **Save** to save the file to your system.
 - c. **Cancel** to end the download process.

The "List of Active Students for Whom a Telephone Number and/or E-mail Address is Missing" report contains the following fields:

- Primary/Family Name
- Given/First Names
- SEVIS ID
- Date of Birth
- Program End Date
- Education Level
- Current Post-Completion OPT (indicates whether the student is currently on post-completion OPT)
- Telephone Number ("X" indicates there is a telephone number in the student's record)
- Email Address ("X" indicates there is an e-mail address in the student's record)



U.S. Immigration and Customs Enforcement

SEVIS Missing Telephone Number and Email Address Report Job Aid

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	Clipboard 5	Font	5	Ali	anment	5	Nu	mber	D.	Formatting	as lable * Styles	Styles *	Ť	Cells	Ť	Edited F	Filter *	Select *	
	A1 v f f List of Active Students for Whom a Telephone Number and/or E-mail Address is Missing																		
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1		5	L	ist of Active St	udents for Whom a	Telep	hone Nu	mber a	and/or E	-mail Addre	ess is Mis	sing							
2	Primary/Family Name	Given/First Name	s SEVIS ID	Date of Birth	Program End Date	Educa	tional Le	vel		Current P	ost-Com	pletion	OPT		Teleph	none Number	E-mail	Address	
3	Bogdan	Mihaj	N0004706664	5/23/1991	5/31/2019	васн	ELOR'S												
4	CarolynTwo	Jay	N0004705869	2/5/1957	4/24/2016	BACH	ELOR'S												
5	Doe	Joe	N0004705857	7/4/1990	5/31/2019	BACH	ELOR'S												
6	Doe	John	N0004705574	1/1/1990	11/25/2015	OTHE	R VOCATI	ONAL	SCHOOL										
7	Eriksson	Anna Maria	N0004705832	8/16/1969	5/31/2018	MAST	ER'S												
8	Finn	Huckleberry	N0004703370	9/26/1998	8/21/2015	MAST	ER'S										X		
9	Forland	Steffan	N0004705542	2/5/1957	9/14/2015	LANG	UAGE TRA	AINING	ì										
10	Gardner	Gardenia	N0004705514	9/13/1993	5/10/2019	BACH	ELOR'S												=
11	Grayte	Scott	N0004705846	4/30/1984	5/30/2022	DOCT	ORATE					_							
12	Griffin	Melody	N0004708499	8/20/1980	6/30/2015	BACH	ELOR'S			Student is OPT.	s current	ly on po	st-com	oletion					
13	HelenOne	Jay	N0004705544	2/5/1957	4/24/2016	MAST	ER'S												
14	Lee	Bill	N0000108108	1/22/1970	4/30/2018	васн	ELOR'S												
15	Mizuno	Aya	N0004705535	10/9/1983	4/22/2019	васн	ELOR'S												
16	Ngo	Hang Thu	N0004705844	8/10/1989	12/12/2015	DOCT	ORATE												
17	Parker	Lynda	N0004690151	7/24/1951	5/31/2017	MAST	ER'S												
18	Regression	Test	N0004705527	1/1/1990	4/23/2016	DOCT	ORATE										x		
19	SamTwo	Jay	N0004705860	2/5/1957	4/24/2016	MAST	ER'S												
20	Sklodowska Curie	Marie Salomea	N0004703962	6/20/1996	10/1/2016	DOCT	ORATE												
21	Vargicova	Ana	N0004704562	4/3/1990	5/15/2019	BACH	ELOR'S												
22	Weissmullerson		N0004707894	1/1/2010	9/20/2016	BACH	ELOR'S												-
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(Alt Text: "List of Active Students for Whom a Telephone Number and/or E-mail Address is Missing" Report – Microsoft Excel format.)

Icon Guide

See the <u>SEVIS Help Icons</u> on the SEVIS Help Hub for a quick-reference of the icons used in this user guide.

Document Revision History

Date	Revision Summary
November 2, 2015	Initial Release