U.S. Immigration and Customs Enforcement

User Guide

Contents

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 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.) :
☐ The student has provided information that he/she does not have a telephone number.

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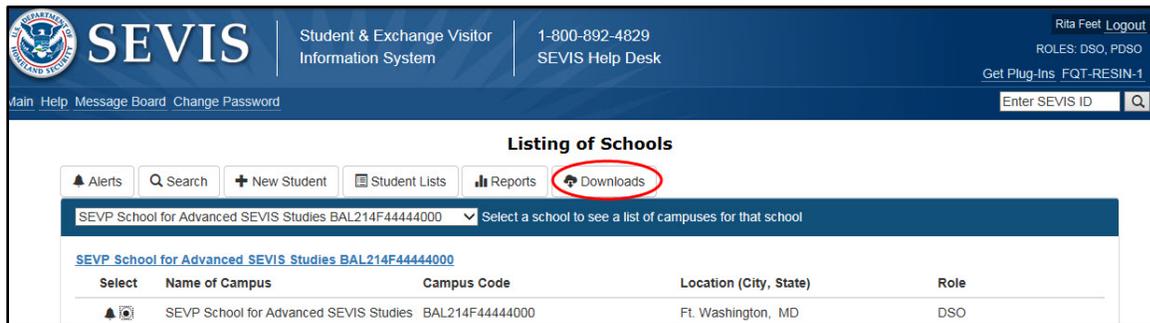
*(**Alt Text:** Listing of Schools Page – Downloads Button: Click the **Downloads** button on the Listing of Schools Page to access the SEVIS Downloads page.)*

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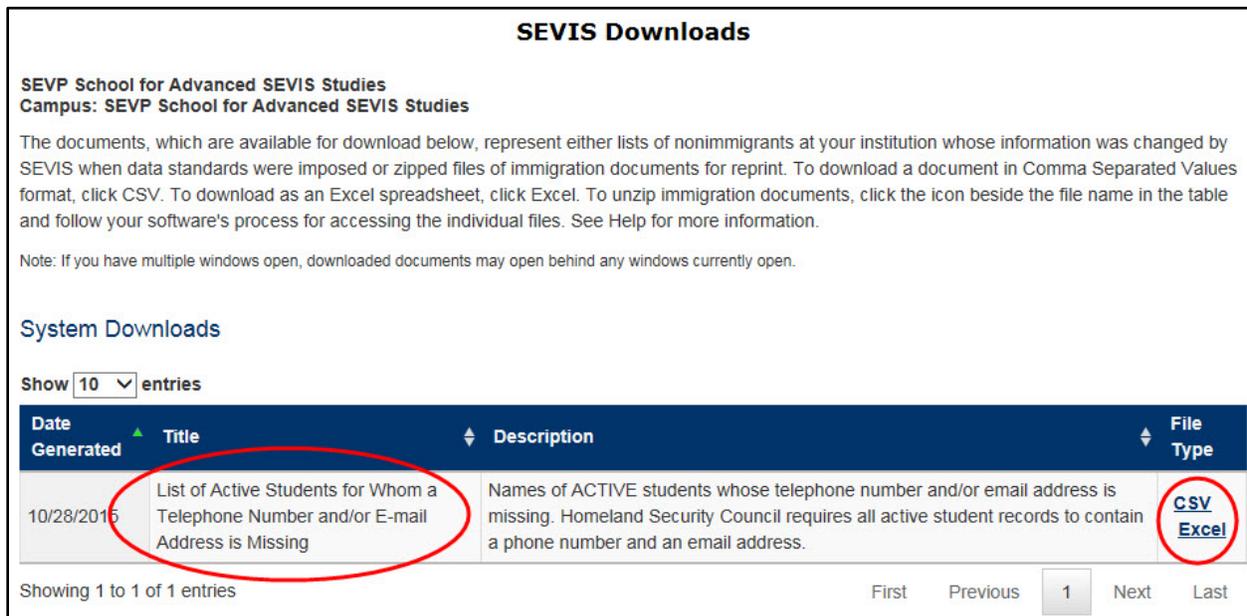
*(**Alt Text:** SEVIS Downloads Page – System Downloads section: Click the **CSV** or **Excel** link to download the "List of Active Students for Whom a Telephone Number and/or E-mail Address is Missing" report in either comma-delimited format (.csv) or Microsoft Excel format.)*

2. Click the desired file type, **CSV** or **Excel**. 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   ×
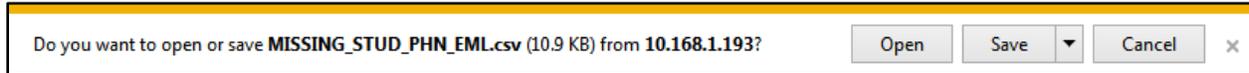
*(**Alt Text:** Open, Save, or Cancel: Click **Open** or **Save** to view the downloaded report, or click **Cancel** to end the download process.)*

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)

(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 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
November 2, 2015	Initial Release