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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 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.) :	
<input type="text"/>	
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.) :	
<input type="checkbox"/> The student has provided information that he/she does not have a telephone number.	
U.S. Number: (<input type="text"/>) <input type="text"/> - <input type="text"/>	Foreign Number: <input type="text"/> - <input type="text"/>

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

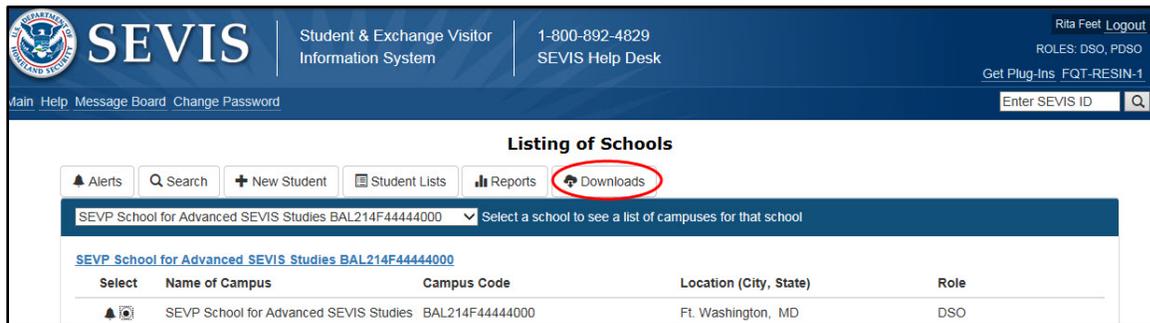


To help determine the active students whose telephone number and/or email address are missing, DSOs can access and download a report on the F/M students with missing telephone numbers and email addresses.

Access and Download Report

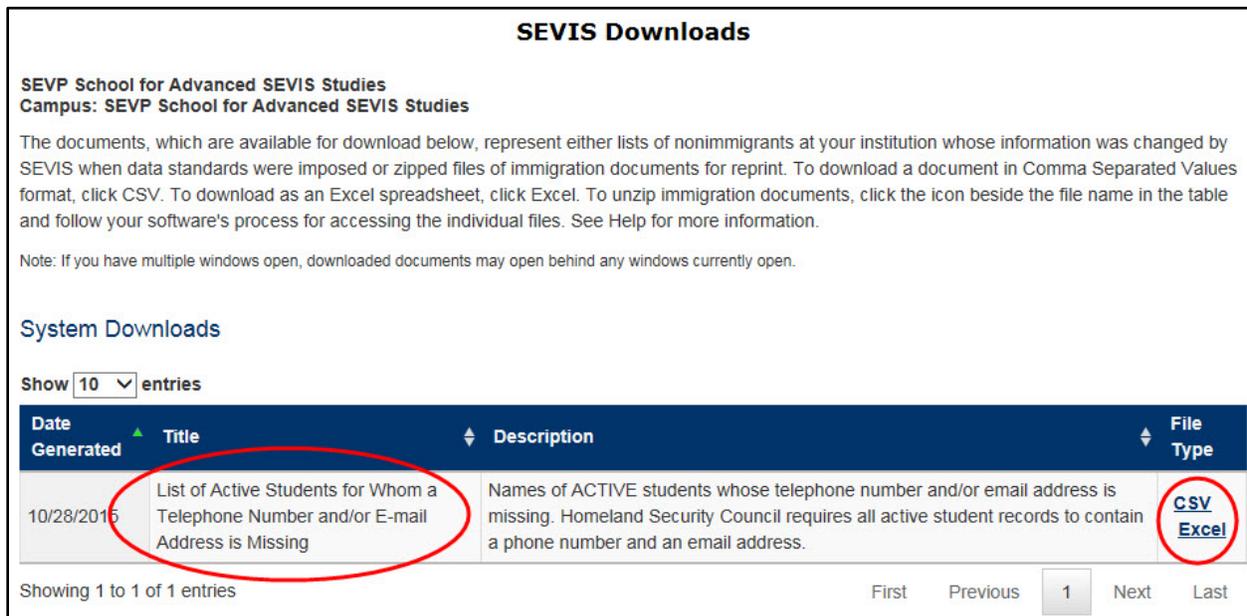
To download the file:

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.)*

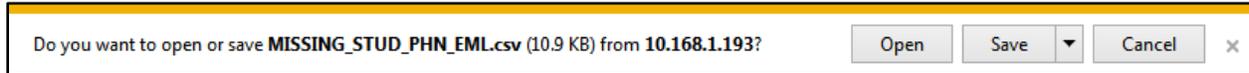
The “List of Active Students for Whom a Telephone Number and/or E-mail Address is Missing” report is on the *SEVIS Downloads* page under the **System Downloads** section. The report can be downloaded in either comma-delimited format (.csv) or Microsoft Excel format.





*(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.



*(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)



Primary/Family Name	Given/First Names	SEVIS ID	Date of Birth	Program End Date	Educational Level	Current Post-Completion OPT	Telephone Number	E-mail Address
Bogdan	Mihaj	N0004706664	5/23/1991	5/31/2019	BACHELOR'S			
CarolynTwo	Jay	N0004705869	2/5/1957	4/24/2016	BACHELOR'S			
Doe	Joe	N0004705857	7/4/1990	5/31/2019	BACHELOR'S			
Doe	John	N0004705574	1/1/1990	11/25/2015	OTHER VOCATIONAL SCHOOL			
Eriksson	Anna Maria	N0004705832	8/16/1969	5/31/2018	MASTER'S			
Finn	Huckleberry	N0004703370	9/26/1998	8/21/2015	MASTER'S			X
Forland	Steffan	N0004705542	2/5/1957	9/14/2015	LANGUAGE TRAINING			
Gardner	Gardenia	N0004705514	9/13/1993	5/10/2019	BACHELOR'S			
Grayte	Scott	N0004705846	4/30/1984	5/30/2022	DOCTORATE			
Griffin	Melody	N0004708499	8/20/1980	6/30/2015	BACHELOR'S	Student is currently on post-completion OPT.		
HelenOne	Jay	N0004705544	2/5/1957	4/24/2016	MASTER'S			
Lee	Bill	N0000108108	1/22/1970	4/30/2018	BACHELOR'S			
Mizuno	Aya	N0004705535	10/9/1983	4/22/2019	BACHELOR'S			
Ngo	Hang Thu	N0004705844	8/10/1989	12/12/2015	DOCTORATE			
Parker	Lynda	N0004690151	7/24/1951	5/31/2017	MASTER'S			
Regression	Test	N0004705527	1/1/1990	4/23/2016	DOCTORATE			X
SamTwo	Jay	N0004705860	2/5/1957	4/24/2016	MASTER'S			
Skłodowska Curie	Marie Salomea	N0004703962	6/20/1996	10/1/2016	DOCTORATE			
Vargicova	Ana	N0004704562	4/3/1990	5/15/2019	BACHELOR'S			
Weissmullerson		N0004707894	1/1/2010	9/20/2016	BACHELOR'S			

(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