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SEVP will impose a set of standards on the name fields in SEVIS. This user guide is intended to familiarize SEVIS users with the standards and their relationship to international standards governing machine-readable travel documents.

## SEVIS Name Standards

Name standards help all SEVIS users:

- Comply with the standards governing machine-readable travel documents
- Convert foreign names into a standardized format
- Search for individuals more reliably
- Improve the accuracy of name matching with other government systems
- Prevent the entry of unacceptable characters for names



### SEVIS Name Fields

SEVIS name fields will be long enough to capture the full name. School and sponsor officials are strongly encouraged to use the information entered in the Machine-Readable Zone (MRZ) of the passport, as a guide when entering names into SEVIS.

Field Names	Standards
<p><b>Surname/Primary Name</b> (40 character limit)</p>	<ul style="list-style-type: none"> <li>• Surname or the primary identifier, as represented in the MRZ of the passport</li> <li>• LNU, Unknown, Not Applicable, and None are not valid entries</li> <li>• UNK and NA entries will require confirmation of being the nonimmigrant's name</li> <li>• Surname/primary name field is required</li> </ul>
<p><b>Given Name</b> (80 character limit)</p>	<ul style="list-style-type: none"> <li>• Names that are not in the Surname/Primary name</li> <li>• Secondary identifier in the MRZ</li> <li>• FNU, Unknown, Not Applicable, and None are not valid entries</li> <li>• UNK and NA require confirmation that this is actually the nonimmigrant's name</li> </ul>
<p><b>Suffix</b></p>	<ul style="list-style-type: none"> <li>• Drop-down list in SEVIS (no changes)</li> <li>• Not in the MRZ</li> </ul>
<p><b>Preferred Name</b> (145 character Limit)</p>	<ul style="list-style-type: none"> <li>• Will be pre-populated in SEVIS if left blank</li> <li>• Can be edited</li> <li>• Allows entry in SEVIS of the name used by the school/sponsor, if different from the fields above. Examples:               <ul style="list-style-type: none"> <li>○ Susan Zhang, as opposed to, Yibin Zhang</li> <li>○ Hélène Müller-Garçon</li> </ul> </li> <li>• Comma and one space allowed before a suffix</li> <li>• Period is allowed in suffix</li> <li>• Allows alphabetical characters with the following diacritical marks: “, ^, ` , ´, °, ,</li> </ul>
<p><b>Passport Name</b> (39 character limit)</p>	<ul style="list-style-type: none"> <li>• SEVIS will not pre-populate this field</li> <li>• Written in the following order: Surname/Primary Name Given Name</li> <li>• Name may be truncated</li> <li>• Name should reflect the primary and secondary identifiers, as written in the MRZ</li> </ul>



## SEVIS Name Standards Tied to Standards for Machine-readable Passport

The International Civil Aviation Organization compiled the standards for machine-readable travel documents into [Document 9303 Machine-readable Travel Documents Volume 1: Machine-readable Passports](#) (Doc 9303). The standards in Doc 9303 are ISO endorsed and have been adapted around the world.

SEVIS name field standards:

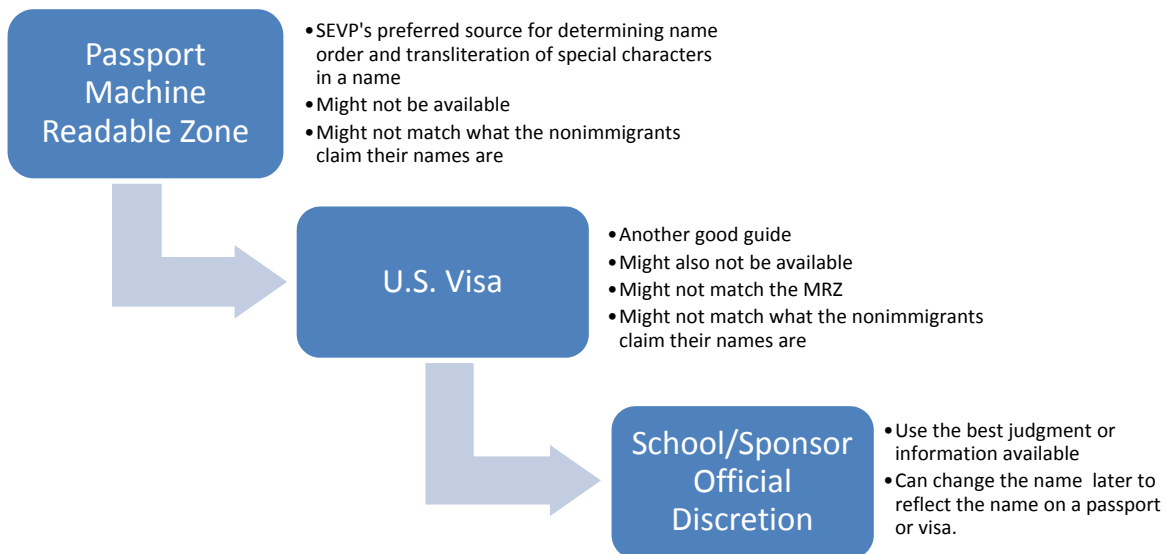
- Upper or lower case Roman alphabet
- No special characters
- No hyphens, apostrophes, or commas; except in the Preferred Name field
- One space between names

SEVIS name standards will be consistent with the standards set forth for a passport’s machine-readable zone with a few exceptions.

## Applying the New Name Standards

Ideally, nonimmigrant names entered in SEVIS match the passport MRZ, which reflects the names entered in the Visual Inspection Zone (VIZ) of the biographic page. This will not always be true.

1. Replace any letters with special characters with its SEVIS equivalent. The nonimmigrant’s country has determined how to transliterate any special characters. That transliteration is shown in the MRZ, if it is available. Refer to the [Transliteration of Names](#) in the Appendix, if it is not.
2. Determine which parts of a nonimmigrant’s name belongs in which SEVIS name field. The MRZ is, at best, a guide to use to determine the order of the names. The nonimmigrant’s country has determined which parts of the name it considers to be the primary name. The MRZ is not always reliable. **As a result, school and sponsor officials must use their discretion.**





## Preparing for the New Name Standards

While the new name standards will not be implemented until 2105, schools/sponsors can:

- Familiarize themselves with SEVIS name standards
- Understand the components of the [machine-readable passport](#)
- Discuss these standards with other officials to determine how they will affect school/sponsor decisions or policies regarding nonimmigrant names
- Apply the SEVIS name standards when creating new SEVIS records for incoming nonimmigrants

Schools and sponsors are able to download a report showing the names of Active and Initial nonimmigrants and exchange visitors whose names will be affected by the name standardization in 2015. This report is for informational and planning purposes only. Schools and sponsors are not required to take any actions based on the report.

We hope that you will e-mail [SEVISTechnicalFeedback@ice.dhs.gov](mailto:SEVISTechnicalFeedback@ice.dhs.gov) with feedback on the name standardization based on the report.





National characters are allowed in the VIZ. A transliteration into Roman characters should be provided for any names not written in Roman-based characters.

### Name Standards in the Machine-readable Zone (MRZ)

The MRZ adheres to strict protocols that determine how information about the passport holder is displayed. The passport-issuing country converts any non-Roman characters into Roman characters based on the list of acceptable characters and the rules for transliteration of names described in Doc 9303 and reproduced in the [Transliteration of Names](#) section of this appendix.

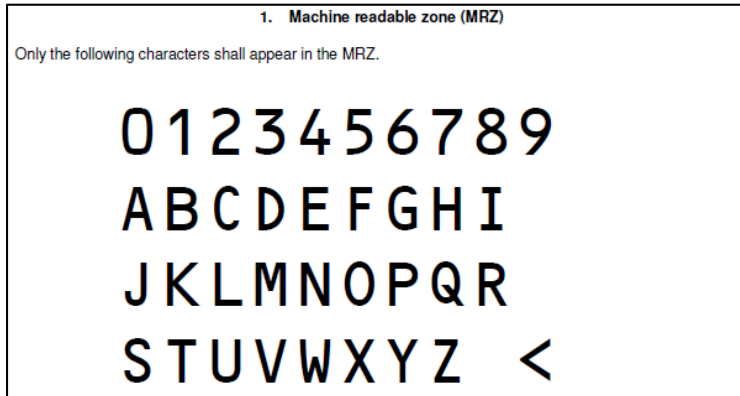


Figure 2: MRZ-Allowable Characters (International Civil Aviation Organization, 2006)<sup>2</sup>

The following rules apply to the Name field in the MRZ:

- Prefixes and suffixes are omitted
- Numeric characters are not permitted
- Punctuation characters are not permitted:
  - Apostrophes are omitted; O'CONNOR becomes OCONNOR
  - Hyphens are replaced by a filler character; MARIE-THERESE becomes MARIE<THERESE

Names in the MRZ are displayed on the first line and are limited to 39 characters, and as a result, might be truncated to fit.

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<sup>2</sup> Appendix 8 to Section IV (International Civil Aviation Organization, 2006)





SEQUENCE NUMBER	NATIONAL CHARACTER	DESCRIPTION	MRZ RECOMMENDED TRANSLITERATION
14	Ç	C cedilla	C
15	Ð	Eth	D
16	Ď	D caron	D
17	É	E acute	E
18	È	E grave	E
19	Ê	E circumflex	E
20	Ë	E diaeresis	E
21	Ě	E caron	E
22	Ĕ	E dot accent	E
23	Ē	E macron	E
24	Ę	E ogonek	E
25	Ė	E breve	E
26	Ĝ	G circumflex	G
27	Ġ	G breve	G
28	Ģ	G dot accent	G
29	Ģ	G cedilla	G
30	Ĥ	H bar	H
31	Ħ	H circumflex	H
32	ı	I without dot (Turkey)	I
33	Í	I acute	I
34	ì	I grave	I
35	î	I circumflex	I
36	ï	I diaeresis	I
37	İ	I tilde	I
38	Ī	I dot accent	I
39	Ī	I macron	I
40	Į	I ogonek	I
41	Ĳ	I breve	I
42	Ĵ	J circumflex	J
43	Ƙ	K cedilla	K
44	Ł	L slash	L
45	Ł	L acute	L
46	Ľ	L caron	L
47	Ļ	L cedilla	L
48	Ĺ	L dot	L
49	Ń	N acute	N
50	Ñ	N tilde	N
51	Ň	N caron	N
52	ņ	N cedilla	N
53	Ɔ	Eng	N
54	Ø	O slash	O





SEQUENCE NUMBER	NATIONAL CHARACTER	DESCRIPTION	MRZ RECOMMENDED TRANSLITERATION
55	Ó	O acute	O
56	Ö	O grave	O
57	Ô	O circumflex	O
58	Ö	O diaeresis	OE
59	Õ	O tilde	O
60	Ő	O double acute	O
61	Ō	O macron	O
62	Ȯ	O breve	O
63	Ŕ	R acute	R
64	Ř	R caron	R
65	Ŗ	R cedilla	R
66	Ś	S acute	S
67	Ŝ	S circumflex	S
68	Š	S caron	S
69	Ș	S cedilla	S
70	Ț	T bar	T
71	Ț	T caron	T
72	Ț	T cedilla	T
73	Ú	U acute	U
74	Û	U grave	U
75	Û	U circumflex	U
76	Ü	U diaeresis	UE
77	Û	U tilde	U
78	Ȫ	U breve	U
79	Û	U double acute	U
80	Ů	U ring	U
81	Ū	U macron	U
82	Ȫ	U ogonek	U
83	Ŵ	W circumflex	W
84	Ý	Y acute	Y
85	Ŷ	Y circumflex	Y
86	ÿ	Y diaeresis	Y
87	Ẑ	Z acute	Z
88	Ž	Z caron	Z
89	Ẓ	Z dot	Z
90	Þ	Thorn (Iceland)	TH
91	Æ	Ligature A E	AE
92	Ĳ	Ligature IJ	IJ
93	Œ	Ligature OE	OE
94	ß	Double s (Germany)	SS













### Document Revision History

Date	Summary of Release
May 16, 2014	Initial Release – Published during SEVIS Names and Addresses Webinar
June 22, 2014	Changed the fields to reflect elimination of Middle Name and change of name fields.
June 26, 2014	Updated to reflect Surname/Primary Name and Given Name fields; deleted transliteration of Cyrillic characters; changed order of names in Passport Name fields; and added paragraph on Names Report availability on July 25.
October 30, 2014	Updated to reflect revised name standards.