



Access and Download a Names Report

To help organizations understand how SEVIS' new naming standards will affect the names of nonimmigrants at their institutions, SEVIS will provide the ability to download a Names Report that will list each student whose name will be affected by the new standards. This report will be updated on a weekly basis and will list each student whose name will be changed to comply with the new name standards. This report will allow school officials to:

- Assess proactively how the changed name standards will affect their institution.
- Provide feedback to SEVP about the transliteration of specific characters.

Note: The transliteration of specific characters is still evolving as SEVP moves to embrace the international standards applicable to Machine Readable Passports. School officials should e-mail SEVISTechnicalFeedback@ice.dhs.gov with any concerns and suggestions for the treatment of specific characters in the names of their students.

1. Log on to SEVIS. The *Main* SEVIS screen, which contains the Message Board, displays.
2. Click **Main** on Menu bar. The *Listing of Schools* screen displays.
3. Click **Student Lists** for the school whose report you want to download. The *Student Lists* screen displays.
4. Click **SEVIS Name Standardization Impact Report**. The *SEVIS Name Standardization Impact Report* displays.

The report shows the names of Active and Initial students that will be affected by the implementation of the new name standards.

Note: The report only lists names that do not conform to the new standards. It does **not** list any names that currently conform to the new standards. **This report is for informational purposes only and you are not required to take any action based on this report.** Your institution may opt to let SEVIS automatically edit all the name data when the standards are implemented in 2015.

The report only displays up to 35 data entries (names) on the screen. To see more than the displayed 35 names, you must download the report; also once the report is downloaded, the data can be manipulated. You can download the report in two file formats: csv (Comma Separated Values) or Excel (Microsoft Excel workbook).

5. Click **csv** to download the full list to a comma-separated file.
 - a. Click **Open** or **Save**.
 - b. Choose **Notepad** or **WordPad** to open the file or to save.



6. Click **Excel** to download the full list to a Microsoft Excel workbook.
 - a. Click **Open** or **Save**.
 - b. Click **Yes** on the Microsoft Excel warning, “The file you are trying to open...is in a different format than specified by the file extension. Verify...”

Note: The warning message usually hides under other open windows.

Note: If all of your data conforms to the new standard, you will see the following message: **All the names for active and initial students for your <Name of Campus> meet the standards.**

Questions and Considerations

- Familiarize yourself with the Machine Readable Zone (MRZ) passport name standards
- Apply the SEVIS name standards when creating any new SEVIS records for incoming nonimmigrants
- Assess how the new name standards will affect nonimmigrants at your institution
- Discuss with other internal departments (IT, Admission, Payroll, Registrar, etc.) if this change affects them
- Formulate – if necessary – an implementation plan
- Are any internal processes affected? For just your office? Or additional offices?
- Do any current guidelines provided to nonimmigrants need to be revised? When?
- Does any software need to be updated? Who will support this effort? Timeline?
- Does information on any website pages need to be updated? Who will support this effort? Timeline?
- On what date will the new standards be fully implemented?
- When will new I-20s be printed? All at once? Spread over a period of time?
- How will the name change be communicated to nonimmigrants once the new standards are implemented?
- Should any new records conform to the new standards – or will all records be updated on a pre-set date?

Resources Available on Study in the States

- [Names Standards Handout](#) (rev. 6/26/2014)
- [SEVIS Name Fields Job Aid](#) (rev. 6/26/2014)
- [Names FAQ](#)
- [Names Webinar Recording](#) (June 27, 2014)