SEVIS User Guide

Nonimmigrant Search

Contents

General Information

Use this page to search for nonimmigrant students and dependents in a school or campus. There are two search types, which allow DSOs to find a particular nonimmigrant or group of nonimmigrants.

Type	Functions
Quick Search	Searches for one student using one of the following criteria: • SEVIS Identification (ID) • Exact Surname/Primary Name **Note**: The Quick Search Surname/Primary Name can only search for students. The Surname/Primary Name field cannot be used to search for dependents.
Advanced Search	Searches for either of the following: • One individual, using additional search criteria • Groups of individuals who all meet the same search criteria Advanced Search contains options to search with other data, refine the search options, and display the results as desired. Advanced Search has four sections to enter the required parameters: Include, Search Criteria, Refine By, and Sort Results By.

Both the Quick Search and Advanced Search options are located on the *SEVIS Search Student and Dependents* page. To navigate to the *Search Student and Dependents* page, click **Search** on the *SEVIS Main* page.

Quick Search

The Quick Search is a simple search to find a nonimmigrant, using a SEVIS ID or Surname/Primary Name.

1. Navigate to the *Search Student and Dependents* page.
2. Enter **one** of the following in the top *Quick Search* section:

Field	Description
SEVIS ID	Enter the student's SEVIS ID number. The *SEVIS ID* field features include: • The "N" and any leading zeros are optional. • To erase the entire field, place the cursor in the box and click the **X** on the right side of the field. • A red dotted line around the box indicates an incorrect entry format. • Roll the mouse over the field for an error explanation message. **Quick Search:** SEVIS ID: `89680980988` Search Surname/Primary Name: Invalid Entry. Enter a value in the proper format. (e.g. 17353 or N0000017353)
Surname/Primary Name	Enter the student's exact Surname/Primary Name. The *Surname/Primary Name* field features include: • Wildcards are not allowed. • 40-character maximum. • Special characters are not allowed. • Use only letters A to Z: 　　o To erase the entire field, place the cursor in the box and click the **X** on the right side of the field. 　　o A red dotted line around the box indicates an incorrect entry format. 　　o Roll the mouse over the field for an error explanation message.

Search Students & Dependents

Quick Search:
SEVIS ID: [＿＿＿＿] Search
Surname/Primary Name: [＿＿＿＿] Search Searches for student names only. Wildcards cannot be used.

3. Click **Search** to the right of the field to find the SEVIS record.

Advanced Search

The Advanced Search is a way to find one nonimmigrant, or a group of nonimmigrants, using different search options and refinements.

Include Section

1. Navigate to the *Search Student and Dependents* page.
2. Select one of the nonimmigrant options:
   - **F-1/M-1 (Students)** – Searches only F-1/M-1 students
   - **F-2/M-2 (Spouse/Dependents)** – Searches only F-2/M-2 spouses or dependents

Search Criteria Section

3. Select **<u>one</u>** of the *Search Criteria* options to perform a search:

Field	Description
Surname/Primary Name	Searches for the name in the *Surname/Primary Name* field of a SEVIS record. The *Surname/Primary Name* field features include: • This is a required field; that is, if the *Surname/Primary Name* radio button is selected, you must enter a name in the field. • 40-character maximum. • Do not use special characters. • Use only letters A to Z. • Allows a trailing wildcard, for example, Joh* after three letters are entered. • Do not use abbreviations, such as FNU, to indicate an unknown name. • If the nonimmigrant has only one name, enter it in this field.
Given Name (second field of *Surname/ Primary Name* field)	Searches for the name in the *Given Name* field of a SEVIS record. The *Given Name* field features include: • This is an optional field. • 80-character maximum. • Use only letters A to Z. • Do not use trailing wildcard.
Passport Name	Searches for the name in the *Passport Name* field of a SEVIS record. The *Passport Name* field features include: • This is a required field; that is, if the *Passport Name* radio button is selected, you must enter a name in the field. • Can search using any name appearing in the *Passport Name*

Field	Description
	field of SEVIS record. • 39-character maximum. • Do not use special characters. • Use only letters A to Z. • Allows a trailing wildcard, for example, Joh* after three letters are entered.
Preferred Name	Searches for the name in the *Preferred Name* field of a SEVIS record. The *Preferred Name* field features include: • This is a required field; that is, if the *Preferred Name* radio button is selected, you must enter a name in the field. • Can search using any name appearing in the Preferred Name field of SEVIS record. • 145-character maximum. • Do not use special characters. • Use only letters A to Z. • Allows hyphens and apostrophes. • Allows a trailing wildcard, for example, Joh* after three letters are entered.
Legacy Family Name	Searches for the name in the *Legacy Family Name* field of a SEVIS record. The *Legacy Family Name* field features include: • This is a required field; that is, if the *Legacy Family Name* radio button is selected, you must enter a name in the field. • 40-character maximum. • Do not use special characters. • Use only letters A to Z. • Allows a trailing wildcard, for example, Joh*, after three letters are entered.
Legacy First Name (second field of *Legacy Family Name*)	Searches for the name in the *Legacy First Name* field of a SEVIS record. The *Legacy First Name* field features include: • This is an optional field. • 40-character maximum. • Do not use special characters. • Use only letters A to Z. • Do not use trailing wildcard.
All Records	Searches all names in the school or campus's SEVIS ID records.

Field	Description
	Note: Requires the selection of at least one additional field in the Refine By section. Refining the *Campus* field does not count.

Refine By Section

4. You must select at least one additional field in the *Refine By* section to use the *All Records* selection in the *Search Criteria* section.

Note: Refine of the *Campus* field does not count.

Field	Description
Campus	Searches a specific campus or all campuses at the selected school. To find and select a campus: • Click the drop-down arrow to open the *Campus* menu. • Select a preferred campus or **All** to search all campuses. **Note**: Default setting of **All** will search all campuses at the chosen school.
Student's State of Residence	Searches by U.S. state or territory of residence. • To find and select a preferred state or territory: o Click the drop-down arrow to open the *States* menu. o Use the scroll bar to find the preferred state or territory. o Select the preferred state or territory. • To clear the chosen state:

Field	Description
	o Click the drop-down arrow to open the *States* menu. o Click **Select One**.
Date of Birth	Searches by a birth date. The *Date of Birth* field parameters include: • Enter all dates in format MM/DD/YYYY. • Search a specific birth date by entering it in the *From* field. • Search a range of birth dates by entering the earliest date in the *From* field and the latest date in the *To* field. • When completing the *date* fields, a red dotted line will surround the box. This indicates the entry is incomplete or in an incorrect format. When all boxes are filled correctly, the red lines will disappear. Roll mouse over partially completed fields for specific error message. Date of Birth: From: 13 / 12 / 1990 (MM/DD/YYYY) To: __ / __ / [*Invalid Entry. Enter a valid date in the format MM/DD/YYYY.* **Note**: Entering a date only in the *To* field (without a date in the *From* field) returns an error message.
Program Begin Date Range	Searches by a student's program start date. The *Program Begin Date Range* field parameters include: • Enter all dates in format MM/DD/YYYY. • Search a specific **Program Start Date** by entering it in the From *Program Begin Date* field. • Search a range of **Program Begin Dates** by entering the earliest date in the *From* field and the latest date in the *To* field. • When completing the date fields, a red dotted line will surround the box. This indicates the entry is incomplete or in an incorrect format. When all boxes are filled correctly, the red lines will disappear. Roll mouse over partially completed fields for specific error message. **Note**: Entering a date only in the *To* field (without a date in the *From* field) returns an error message.
Program End Date Range	Searches by a student's program start date. The *Program End Date Range* field parameters include: • Enter all dates in format MM/DD/YYYY. • Search a specific **Program End Date** by entering it in the From *Program End Date* field. • Search a range of **Program End Dates** by entering the earliest date in the *From* field and the latest date in the *To* field.

Field	Description
	• When completing the date fields, a red dotted line will surround the box. This indicates the entry is incomplete or in an incorrect format. When all boxes are filled correctly, the red lines will disappear. Roll mouse over partially completed fields for specific error message. **Note**: Entering a date only in the *To* field (without a date in the *From* field) returns an error message.

Status	Searches by a student's SEVIS record status.
	• *Status* field options include:
	   o Active
	   o Canceled
	   o Completed
	   o Deactivated
	   o Initial
	   o Terminated
	• To find and select the SEVIS Status:
	   o Click the drop-down arrow to open the *Status* menu.
	   o Select up to three options by clicking the checkboxes.
	• To deselect any option, click the checked box.

Country of Birth	Searches by the nonimmigrant's country of birth. The *Country of Birth* field parameters include:
	• To find and select the country of birth:
	   o Click the drop-down arrow to open the *Country* menu.
	   o Use the scroll bar to find the country of birth.
	   o Select the country of birth.
	• To clear the chosen country of birth:
	   o Click the drop-down arrow to open the *Country* menu.
	   o Click **Select One**.

Country of Citizenship	Searches by the nonimmigrant's country of citizenship. The *Country of Citizenship* field parameters include:
	• To find and select the country of citizenship:
	   o Click the drop-down arrow to open the *Country* menu.
	   o Use the scroll bar to find the country of citizenship.
	   o Select the country of citizenship.
	• To clear the chosen country of citizenship:
	   o Click the drop-down arrow to open the *Country* menu.

Field	Description
	o Click **Select One**.

Student Termination Reason	Searches by the student's termination reason on SEVIS record.
	
	 • *Student Termination Reason* field options include:
	     o Absent from Country for Five months
	     o Authorized Drop Below Full Course Time Exceeded
	     o Authorized Early Withdrawal
	     o Change of Nonimmigrant Classification
	     o Change of Nonimmigrant Classification Denied
	     o Change of Status Denied
	     o Change of Status Withdrawn
	     o Costs Exceed Resources
	     o Death
	     o Denied Transfer
	     o Expulsion
	     o Extension Denied
	     o Failure to Enroll
	     o Failure to Report While on OPT
	     o Failure to Report While on OPT – System Termination
	     o No-Show – Manual Termination
	     o No-Show – System Termination
	     o Otherwise Failing to Maintain Status
	     o School Withdrawn
	     o Suspension
	     o Transfer Student No Show
	     o Transfer Withdrawn
	     o Unauthorized Employment
	     o Unauthorized Withdrawal
	     o Violation of Change of Status Requirements
	 • To find and select the student's termination reason:
	     o Click the drop-down arrow to open the *Student Termination Reason* menu.
	     o Use the scroll bar to find the student's termination reason.
	     o Select the termination reason.
	 • To clear the chosen student's termination reason:
	     o Click the drop-down arrow to open the *Student Termination*

Field	Description
	Reason menu. o Click **Select One**.

Dependent Termination Reason	Searches by dependent's termination reason on SEVIS record.
	Note: You can only use this search, if you have selected to search F-2/M-2 Spouse/Dependents in the *Advanced Search Include* section.
	• *Dependent Termination Reason* field options include:
	  o Child Over 21
	  o Conviction of a Crime
	  o Death
	  o Divorce
	  o Other
	  o Principal Status Completed
	  o Principal Status Terminated
	  o Unauthorized Employment
	• To find and select the dependent's termination reason:
	  o Click the drop-down arrow to open the *Dependent Termination Reason* menu.
	  o Select the termination reason.
	• To clear the chosen dependent's termination reason:
	  o Click the drop-down arrow to open the *Dependent Termination Reason* menu.
	  o Click **Select One**.

Termination Date Range	Searches by the date a SEVIS record is terminated. The *Termination Date Range* field parameters include: **Note**: You can only use this search, if you have selected a *Student Termination Reason*. • Enter all dates in format MM/DD/YYYY. • Search a specific Termination Date by entering it in the *From Termination Date Range* field. • Search a range of Termination Dates by entering the earliest date in the *From* field and the latest date in the *To* field. • When completing the date fields, a red dotted line will surround the box. This indicates the entry is incomplete or in an incorrect format. When all boxes are filled correctly, the red lines will disappear. Roll mouse over partially completed fields for specific error message. **Note**: Entering a date only in the *To* field (without a date in the *From* field)

Field	Description
	returns an error message.

Student Request Type	Searches by a student's request type.
	• *Student Request Type* field options include:
	   o Change of Status
	   o Extension
	   o OPT
	   o Off-Campus Employment
	   o Reinstatement
	   o Transfer
	• To find and select the student's request type:
	   o Click the drop-down arrow to open the *Student Request Type* menu.
	   o Select the student's request type.
	• To clear the chosen student's request type:
	   o Click the drop-down arrow to open the *Student Request Type* menu.
	   o Click **Select One**.

Student Request Status	Searches by the current status of a student's request status.
	Note: You can only use this search, if you have chosen a *Student Request Type*.
	• *Student Request Status* field options include:
	   o Approved
	   o Cancelled
	   o Denied
	   o Pending
	   o Requested
	   o Withdrawn
	• To find and select the student's request status:
	   o Click the drop-down arrow to open the *Student Request Status* menu.
	   o Select the student's request status.
	• To clear the chosen student's request status:
	   o Click the drop-down arrow to open the *Student Request Status* menu.
	   o Click **Select One**.

Field	Description
Adjudication Date Range	Searches by the student request's date of approval or denial. The *Adjudication Date Range* field parameters include: **Note**: You can only use this search, if you have chosen a *Student Request Type*. • Enter all dates in format MM/DD/YYYY. • Search a specific Adjudication Date by entering it in the *From Adjudication Date Range* field. • Search a range of Adjudication Dates by entering the earliest date in the *From* field and the latest date in the *To* field. • When completing the date fields, a red dotted line will surround the box. This indicates the entry is incomplete or in an incorrect format. When all boxes are filled correctly, the red lines will disappear. Roll mouse over partially completed fields for specific error message. **Note**: Entering a date only in the *To* field (without a date in the *From* field) returns an error message.

Sort Results By Section

5. You can sort search results by topic and order of descent. To prepare the display of search results:

- Click the drop-down arrow in *Sorts Results By* field and select one of the following:
  - Date of Birth
  - Date of Last Event

    Note: The *Date of Last Event* is the most recent date a DSO has taken an action on the record.

  - Given Name
  - Program End Date
  - Program Start Date
  - SEVIS ID
  - Student Status

- o Surname/ Primary Name
- o Visa Type
- Click the **Ascending** or **Descending** radio button for the order of display.

6. Review the entered *Search Students & Dependents* information. Click one of the following:

- **Clear Form** (a hyperlink, located on the bottom right corner of the page): Resets all of the chosen criteria fields to original empty values.

- **Search** (located on the bottom right corner of the page): Opens a list of all nonimmigrant records fitting the chosen criteria.

Search Results

Your search results will appear on the *Search Results* page, along with the criteria you used for your search.

Search Results

Search Criteria:

Visa Type = F-1/M-1
School Name = Buckley School of Speaking and Motorcycling
Campus = All
Student's State of Residence = VIRGINIA

SEVIS ID	Visa Type	Surname/Primary Name	Given Name	Date of Birth	Program Start Date	Program End Date	Status	Date of Last Event
N0004688926	F-1	Franklin	Roger	05/20/1985	11/25/2012	11/26/2013	COMPLETED	01/26/2015
N0004689243	F-1	Kane	Lana	03/31/1975	11/19/2014	12/31/2020	ACTIVE	03/03/2015
N0004689235	F-1	Stone	Hunter	08/25/1999	11/19/2014	05/31/2019	ACTIVE	11/21/2014
N0004688939	F-1	Weissmuller	John	06/02/1904	11/19/2014	05/31/2020	ACTIVE	12/24/2014

4 Recs

Review the information. Click one of the following:

- **New Search:** Returns you to an empty *Search Students and Dependents* page.

- **Refine Search:** Returns you to the *Search Students and Dependents* page displaying the search criteria you just chose. This allows you to keep some of the criteria and change other criteria.

- **Hyperlinked-name in the *Surname/Primary Name* column:** Opens the *Student Information* page for that nonimmigrant.

Icon Guide

This guide is a quick-reference for the icons that may be used in this SEVIS Nonimmigrant Search User Guide:

Icon	Definition
(i)	Additional information is available
(book)	Regulatory or policy resources

Document Revision History

Date	Revision Summary
April 7, 2015	Initial Release