



U.S. Immigration
and Customs
Enforcement

SEVP

STUDENT AND EXCHANGE VISITOR PROGRAM

**SEVIS Registration
for F and M Students Webinar**

May 20, 2016



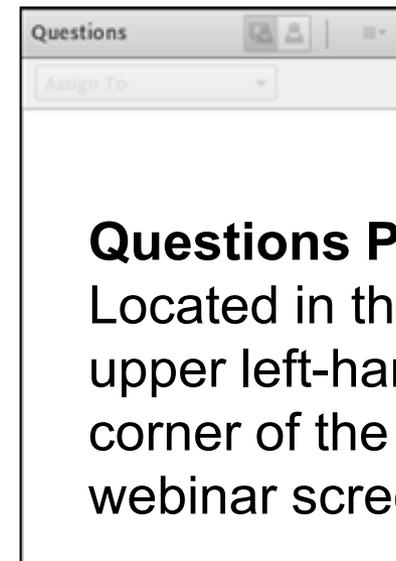
Before we start,

A QUICK ORIENTATION

Communications

- Use the Questions Pod to let us know if you are having audio or other technical issues
- Type your questions in the Questions Pod as they occur to you

There will be a Q&A session at the end of each topic, where we will answer your questions, but you may submit questions at any time.



Questions Pod:
Located in the upper left-hand corner of the webinar screen.

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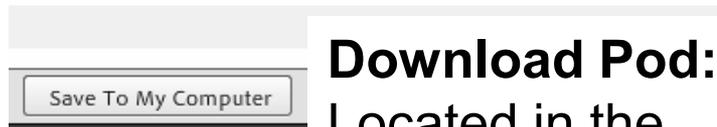
How to download Webinar information files:

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Name	Size
FAQ Accreditations and Recognitions Conversion.pdf	242 KB
Webinar Participant Guide.pdf	139 KB
Slides Pre-Release Webinar SEVIS 6-16.pdf	991 KB
Accreditation Conversion Worksheet.xlsx	56 KB



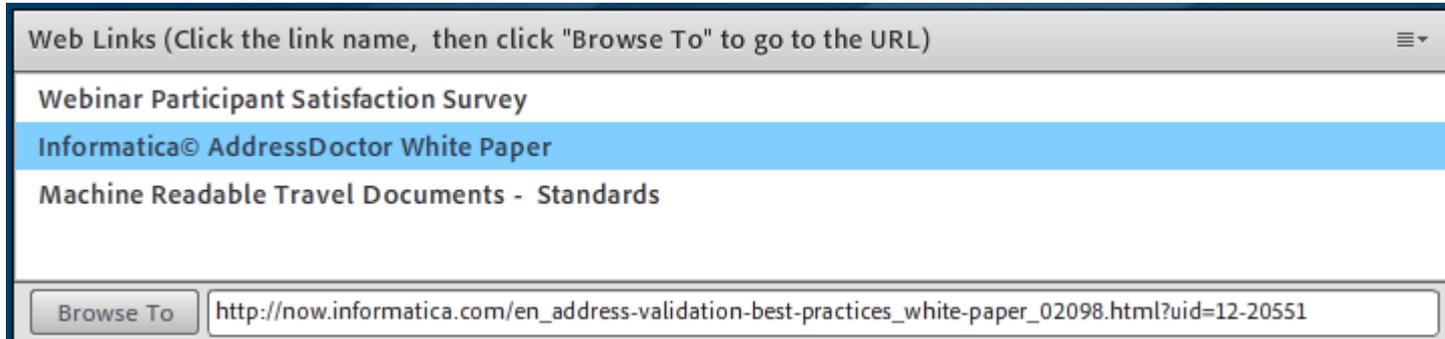
Download Pod: Located in the lower left corner of the webinar screen.

Documents Available to Download Today

- Webinar Slides
- Screenshots for the May 2016 SEVIS Release
- Student Information Page User Guide

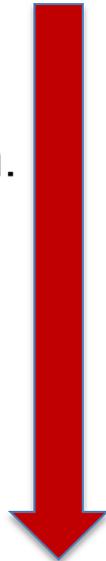
Also look on *Study in the States* for these materials.

Web Links Pod



Web Links Pod:

Located at the bottom of the webinar screen.



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Web Links Available Today

- **Webinar Satisfaction Survey**



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May 20, 2016

Presenters

- **Ann Balough**, Lead, SEVIS Program Development and Management Section and SEVIS Business Project Manager
- **Helene Robertson**, SEVIS Help Team Lead
- **Jared Allen**, SEVIS Webinar Facilitator

Webinar Agenda

- Release date
- Redesigned Student Information page
- Registration
- Mass Registration
- Future webinars and available resources
- Q&A



RELEASE DATE

Release 6.27

Scheduled release date: June 24, 2016



REDESIGNED STUDENT INFORMATION PAGE

Redesigned Student Information Page

<< Return to Active Status Students

[Reprint I-20](#)
[Print Draft I-20](#)

Student Information

F-1 STUDENT **SEVP School for Advanced SEVIS Studies - SEVP** Status: **ACTIVE**
Griffin, Melody **School for Advanced SEVIS Studies** Status Change Date: June 24, 2015
 Start Date: August 8, 2011 End Date: June 30, 2015 SEVIS ID: N0004708499
 Active Post-Completion OPT **I-901 Fee Paid** I-20 ISSUE REASON: CONTINUED ATTENDANCE

Personal / Contact [Edit](#)

Gender: **FEMALE** U.S. Address: **2450 Crystal Drive, Arlington, VA 22202**
 Date of Birth: **August 20, 1980** Age: **35** Address Status: **Not Validated**
 Country of Birth: **BAHAMAS, THE** Foreign Address: **15 Main Street**
 Country of Citizenship: **BAHAMAS, THE** **Nassau BAHAMAS, THE**

Overall Remarks

This student will be eligible for the OPT STEM extension.

Program [Edit](#)

Education Level: **BACHELOR'S**
 Major 1 and Name: **14.1901 - Mechanical Engineering**
 Major 2 and Name: **00.0000 - None**
 Minor and Name: **00.0000 - None**
 Program Start Date: **August 8, 2011**
 Program End Date: **June 30, 2015**

Registration [Registration](#)

Initial Session Start Date: **August 15, 2011**
 Current Session End Date: **June 24, 2015**
 Next Session Start Date: **July 25, 2015**
 Length of Next Break/Vacation: **30**
 Last Session: **Study/Research Abroad Thesis/Dissertation**

I-901 SEVIS Fee Payment

Transaction Type: **Payment**
 Transaction Date: **June 6, 2015**
 Transaction Amount: **\$200.00**
 Fee Payment / Cancellation Receipt Number: **EEC07485693256**

School

School Name: **SEVP School for Advanced SEVIS Studies**
 School Code: **BAL214F4444000**
 Campus Name: **SEVP School for Advanced SEVIS Studies**
 School Status: **APPROVED**

Travel [Edit](#)

Port of Entry:
 Date of Entry:
 I-94 Admission Number:
 Port of Departure:
 Date of Departure:

Passport [Edit](#)

Passport Number:
 Passport Expiration Date:
 Country of Issuance:

Financial [Edit](#)

Expenses	Estimated Average Cost For	Funding	Student Funding for
Tuition and Fees	\$10,000.00	Student's Personal Funds	\$20,000.00
Living Expenses	\$6,000.00	Funds From This School	
Dependents Expenses		School Fund Type	
Other Costs		Funds From Other Sources	
Other Costs Comment		Source Type	
Total Expense	\$16,000.00	On-Campus Employment	\$20,000.00
		Total Funding	\$20,000.00

Dependents

Student Requests

Request Type	Request Status	Receipt Number
OPT Extension	APPROVED	abc
Correction Requests		
Request Type	Request Status	Request ID
Program Date Change	PENDING	121695

- New look
- Easy access to update student record:
 - Student information header
 - Alerts/Flags/Indicators
 - Reprint/Print Draft I-20 buttons
 - View/Action links
 - Student information with Edit and Registration buttons

Student Information Page Header



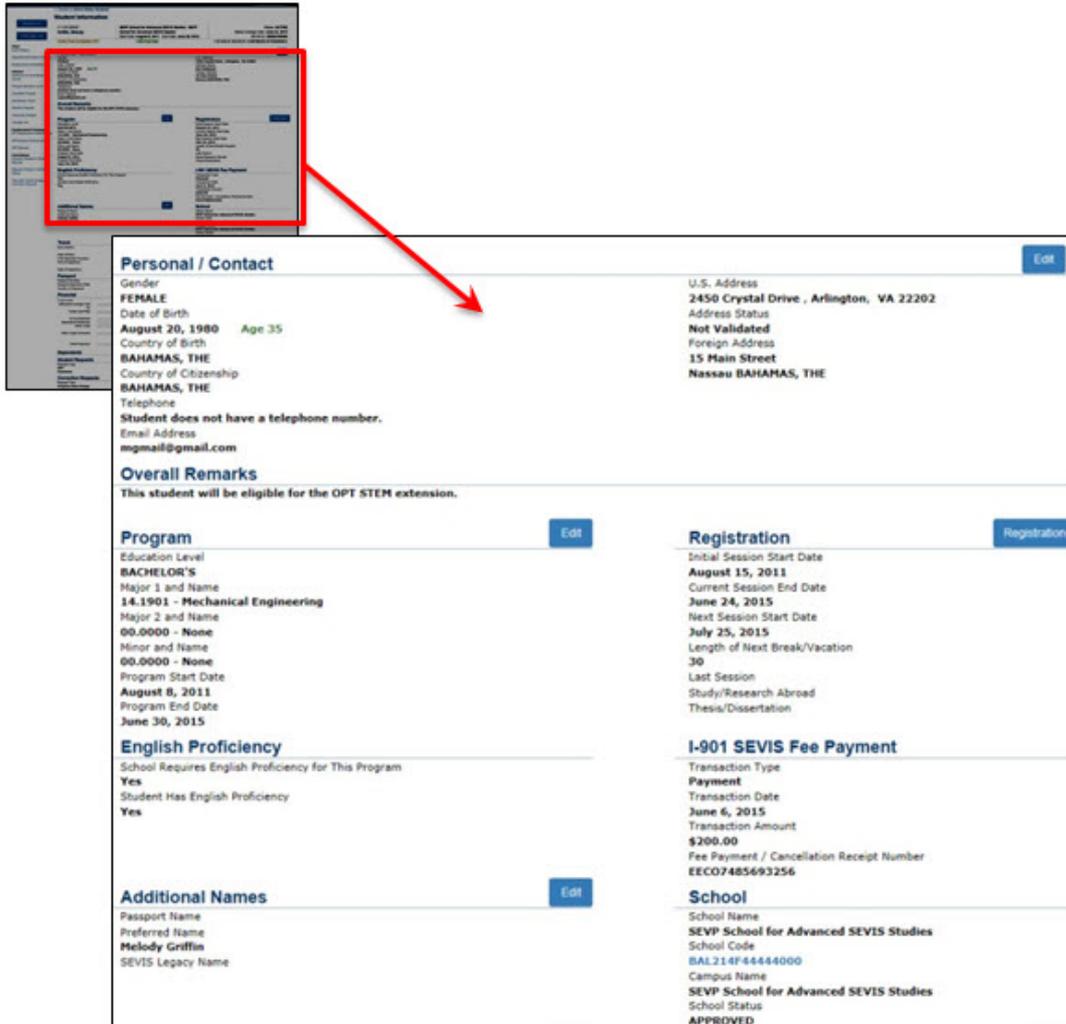
<< Return to Active Status Students

Student Information

Reprint I-20	F-1 STUDENT Griffin, Melody	SEVP School for Advanced SEVIS Studies - SEVP School for Advanced SEVIS Studies Start Date: August 8, 2011 End Date: June 30, 2015	Status: ACTIVE Status Change Date: June 24, 2015 SEVIS ID: N0004706499
Print Draft I-20	Active Post-Completion OPT	I-901 Fee Paid	I-20 ISSUE REASON: CONTINUED ATTENDANCE

- Alerts/Flags/Indicators
- Student Information
 - Student's nonimmigrant status
 - Name
 - School and campus
 - Start and end dates
 - Status within SEVIS
 - Status change date
 - SEVIS ID number

Student Information Page Sections (Upper)



Personal / Contact [Edit](#)

Gender
FEMALE

Date of Birth
August 20, 1980 Age 35

Country of Birth
BAHAMAS, THE

Country of Citizenship
BAHAMAS, THE

Telephone
Student does not have a telephone number.

Email Address
mgmail@gmail.com

U.S. Address
2450 Crystal Drive , Arlington, VA 22202

Address Status
Not Validated

Foreign Address
**15 Main Street
Nassau BAHAMAS, THE**

Overall Remarks

This student will be eligible for the OPT STEM extension.

Program [Edit](#)

Education Level
BACHELOR'S

Major 1 and Name
14.1901 - Mechanical Engineering

Major 2 and Name
00.0000 - None

Minor and Name
00.0000 - None

Program Start Date
August 8, 2011

Program End Date
June 30, 2015

Registration [Registration](#)

Initial Session Start Date
August 15, 2011

Current Session End Date
June 24, 2015

Next Session Start Date
July 25, 2015

Length of Next Break/Vacation
30

Last Session
Study/Research Abroad
Thesis/Dissertation

English Proficiency

School Requires English Proficiency for This Program
Yes

Student Has English Proficiency
Yes

I-901 SEVIS Fee Payment

Transaction Type
Payment

Transaction Date
June 6, 2015

Transaction Amount
\$200.00

Fee Payment / Cancellation Receipt Number
ECCO7485693256

Additional Names [Edit](#)

Passport Name
Preferred Name
Melody Griffin

SEVIS Legacy Name

School

School Name
SEVP School for Advanced SEVIS Studies

School Code
BAL214F4444000

Campus Name
SEVP School for Advanced SEVIS Studies

School Status
APPROVED

- Personal / Contact
- Overall Remarks
- Program
- Registration
- English Proficiency
- I-901 SEVIS Fee Payment
- Additional Names
- School

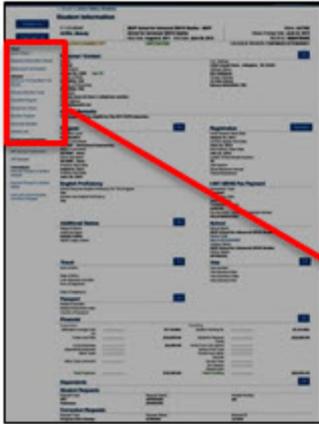
Student Information Page Sections (Lower)

Travel Edit Port of Entry Date of Entry I-94 Admission Number Port of Departure Date of Departure		Visa Edit Visa Number Visa Issuance Date Visa Expiration Date Visa Issuance Post	
Passport Edit Passport Number Passport Expiration Date Country of Issuance			
Financial Edit			
Expenses		Funding	
Estimated Average Cost for Tuition and Fees	02 months \$10,000.00	Student Funding for Student's Personal Funds	02 months \$20,000.00
Living Expenses	\$6,000.00	Funds From This School	
Dependents Expenses		School Fund Type	
Other Costs		Funds From Other Sources	
Other Costs Comment		Source Type	
		On-Campus Employment	
Total Expense	\$16,000.00	Total Funding	\$20,000.00
Dependents Edit			
Student Requests			
Request Type OPT Extension	Request Status APPROVED APPROVED	Receipt Number abc	
Correction Requests			
Request Type Program Date Change	Request Status PENDING	Request ID 121695	

- Travel
- Visa
- Passport
- Financial
- Dependents
- Student Requests
- Correction Requests



Student Information Links

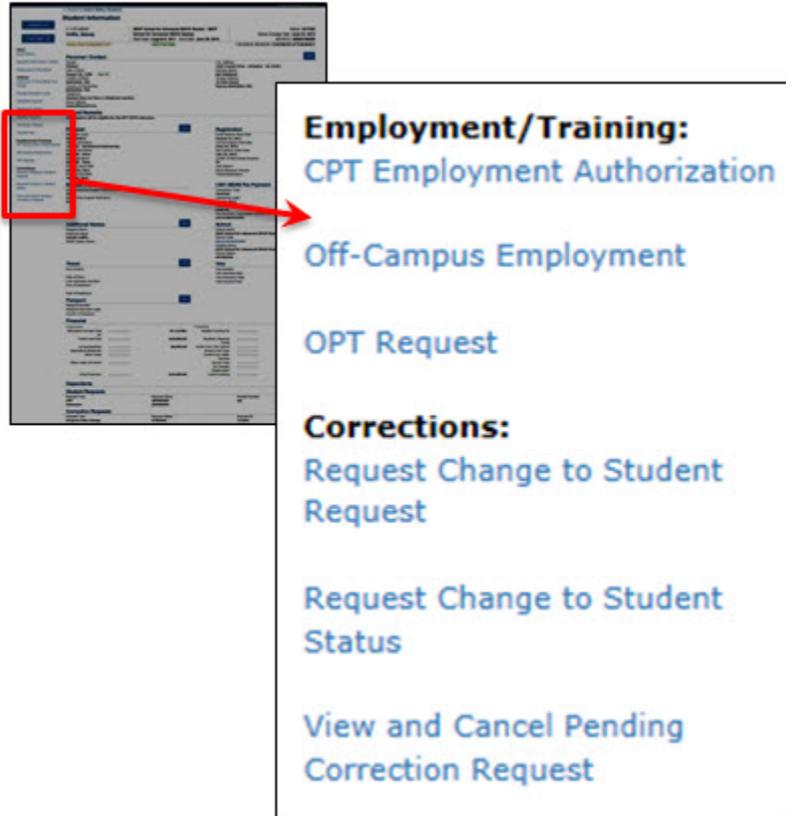


View:
Event History
Request/Authorization Details
Employment Information

Actions:
Authorize To Drop Below Full Course
Cap-Gap Extension
Change Education Level
Complete Program
Disciplinary Action
Shorten Program
Terminate Student
Transfer Out

- **View:**
 - Event History
 - Request/ Authorization Detail
 - Employment Information
- **Actions:**
 - Authorize to Drop Below Full Course
 - Cap-Gap Extension
 - Change Education Level
 - Complete Program
 - Disciplinary Action
 - Extend Program
 - Shorten Program
 - Terminate Student
 - Transfer Out

Student Information Links



Note: The viewable links vary, depending on the status of the student record.

- **Employment/Training:**
 - CPT Employment Authorization
 - Off-Campus Employment
 - OPT Request
- **Corrections:**
 - Request Change to Program Dates
 - Request Change to Student Request
 - Request Change to Student Status
 - View and Cancel Pending Correction Request
 - Request Change to Termination Reason
 - Return to Initial Status
 - Extend Program



REGISTRATION

Registration Reporting Requirements

- Regulatory entry and reporting deadlines remain the same.
- Registration indicates student has checked in with the DSO and is enrolled in a full course of studies or is authorized for a Reduced Course Load (RCL).
- DSOs are responsible for understanding the regulations that apply to reporting student enrollment.

New or Changed Registration Terms

Term	Definition
Program Start Date	<p>Date by which the student is expected to report to the school. Schools can choose to have this date be the same as the Initial Session Start Date.</p> <p>Note: May be up to 30 days before the Initial Session Start Date.</p>
Initial Session Start Date	<p>Date the student's first academic term will begin. Alert list for students requiring initial registration is tied to this date.</p>

Note: 60 days after the **Program Start Date**, SEVIS will:

- Terminate records in Initial status with port of entry (POE) information.
- Cancel records in Initial status without POE information.

New Validations

Term	Definition
Current Session End Date	Date the student's current academic term ends. NOTE: DSOs will be asked to confirm the date, if the length of the term is more than 183 days.
Next Session Start Date	Date the student's next academic term will begin. Note: DSOs will be asked to confirm this date, if the length of the break between sessions is more than 152 days.

NOTE for batch users: DSOs will NOT be able to submit registration events using third-party batch software if:

- Session length is more than 183 day, or
- Break between sessions is more than 152 days.

DSOs must register those students in the real time interface (RTI), so they can confirm the dates.

K-12 Schools

- Will no longer be able to register students for the full academic year.
- Must report student enrollment at the start of each term.

Eligibility for Registration

To be eligible for registration, the student record must show:

- SEVIS I-901 Fee payment

Exception: Unless the student remains on a SEVIS record that was created before September 1, 2004.

- U.S. Physical Address to the DSO
- U.S. telephone (required for continuing registration only)
- Email address (required for continuing registration only)

Registration Flags

Unpaid I-901 Fee	
SEVP School for Advanced SEVIS Stud SEVP School for Advanced SEVIS Stud Start Date: August 4, 2016 End Date: M 2020	I-901 Fee due

Students with a red I-901 Fee Due flag on *Student Information* page cannot be registered.

I-901 Fee Paid	
SEVP School for Advanced S SEVP School for Advanced S Start Date: January 15, 2016 2019	I-901 Fee Paid

Students with a green I-901 Fee Paid flag on *Student Information* page can be registered.

Registration Flags

Information		Status
a	<p>SEVP School for Advanced SEVIS Studies - SEVP School for Advanced SEVIS Studies Start Date: August 4, 2016 End Date: May 31, 2020</p>	
I-901 Fee Paid		I-2
Needs: U.S. address		
Contact		U.S. Address

Students without a U.S. address will have red flags on their Student Information pages.

Accessing Registration Pages

Student Information

F-1 STUDENT Moricz, Michal	SEVP School for Advanced SEVIS Studies - SEVP School for Advanced SEVIS Studies Start Date: March 5, 2016 End Date: February 28, 2020	Status: INITIAL Status Change Date: February 26, 2016 SEVIS ID: N0004719255
I-901 Fee Paid		I-20 ISSUE REASON: INITIAL

Personal / Contact Edit

Gender MALE	U.S. Address
Date of Birth January 15, 1996 Age 20	Address Status
Country of Birth GUAM (U.S.)	Foreign Address Vinohradnicka 40 ,Zobor Nitra ,49401 POLAND
Country of Citizenship POLAND	
U.S. Telephone	
Foreign Telephone	
Email Address	

Overall Remarks

<h4>Program Edit</h4> <p>Education Level BACHELOR'S</p> <p>Major 1 and Name 01.1203 - Soil Microbiology</p> <p>Major 2 and Name 00.0000 - None</p> <p>Minor and Name 00.0000 - None</p>	<h4>Registration Registration</h4> <p>Initial Session Start Date March 15, 2016</p> <p>Current Session End Date</p> <p>Next Session Start Date</p> <p>Last Session</p> <p>Study/Research Abroad</p> <p>Thesis/Dissertation</p>
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Access from
Registration
section on
redesigned
*Student
Information* page.

Initial Student Registration Page

- Mostly the same fields.
- New items:
 - Display:
 - Current Session Start Date
 - Length of the session
 - Length of the break
 - Checkboxes for:
 - Study/Research Abroad
 - Thesis/Dissertation

Registration: Initial Student

Required fields are marked with an asterisk (*)

F-1 Student Moricz, Michal	SEVP School for Advanced SEVIS Studies - SEVP School for Advanced SEVIS Studies <small>Start Date: 03/05/2016 End Date: 02/28/2020</small>	<small>Status: INITIAL</small> <small>SEVIS ID: N0004719255</small>
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See Help for more information on the SEVIS rules for initial registration.

Current Session Start Date 03/15/2016	Current Session End Date * MM / DD / YYYY	Next Session Start Date * MM / DD / YYYY
---	---	--

You need to confirm that session dates are correct if the sessions are more than 183 days. You will also need to confirm the dates if there is more than 152 days between sessions.

<input type="checkbox"/> The student is in the last session of his/her program	
<input type="checkbox"/> Study/Research Abroad	The student will be engaged in study and/or research abroad.
<input type="checkbox"/> Thesis/Dissertation	The student will be engaged in research or writing for a thesis or dissertation.

Contact

Foreign Address *	U.S Address *
Address * Vinohradnicka 40	U.S Address is not required for Border Commuter <input type="checkbox"/> Border Commuter
Address 2 Zobor	<input type="button" value="Add Address"/>
City Nitra	
Province/Territory 49401	Postal Code
Country: * POLAND	

Remarks about the Student (Displays on the Student Information page and page 1 of the Form I-20.)

Characters Remaining: 300

Registration Fields

Field	Description
<p>Current Session End Date*</p>	<ul style="list-style-type: none"> • Date the school's current academic term ends. • Date format – MM/DD/YYYY. • Required field. <p>Note: SEVIS limits the session length to a maximum of 183 days.</p>
<p>Next Session Start Date*</p>	<ul style="list-style-type: none"> • Date the student's next academic term begins. • Date format – MM/DD/YYYY. • Required field. <p>Notes:</p> <ul style="list-style-type: none"> • SEVIS uses this date to determine which records appear on various registration alert lists. • Remember to account for term breaks and annual vacations. • If more than 152 days from the Current Session End Date, SEVIS will request DSO-confirmation that the dates are correct.

SEVIS On-Page Displays and Calculations

Registration: Initial Student

Required fields are marked with an asterisk (*)

F-1 Student
Moricz, Michal

SEVP School for Advanced SEVIS Studies - SEVP
School for Advanced SEVIS Studies
Start Date: 03/05/2016 End Date: 02/28/2020

Status: INITIAL
SEVIS ID: N0004719255

See Help for more information on the SEVIS rules for initial registration.

Current Session Start Date

03/15/2016

Current Session End Date *

05 / 13 /
2016

Next Session Start Date *

05 / 16 / 2016

Length of the
session

59 days

Length of the break

3 days

You need to confirm that session dates are correct if the sessions are more than 183 days. You will also need to confirm the dates if there is more than 152 days between sessions.

The student is in the last session of his/her program

Study/Research Abroad The student will be engaged in study and/or research abroad.

Thesis/Dissertation The student will be engaged in research or writing for a thesis or dissertation.

New auto-filled fields:

- **Current Session Start Date.**
- **Length of the session:** Calculated from the Current Session Start Date and Current Session End Date.
- **Length of the break:** Calculated from the Current Session End Date and the Next Session Start Date.

Registration Fields

Field	Description
The student is in the last session of his/her program	Click this check box if this is the student's last term.
Study/Research Abroad	Click this check box if the student will be engaged in study and/or research abroad.
Thesis/Dissertation	Click this box if the student will be engaged in research or writing for a thesis or dissertation.

New checkboxes:

- **Study/Research Abroad**
- **Thesis/Dissertation**

Registration Fields



Field	Description
<p>Foreign Address*</p>	<ul style="list-style-type: none"> • Student’s foreign address. <p>Note: All nonimmigrant students must have a foreign address, even if they are currently in the United States</p> <ul style="list-style-type: none"> • Required field.
<p>U.S. Address*</p>	<ul style="list-style-type: none"> • Student’s U.S. address. • Required field. <p>Note: If student is a commuter student whose country of citizenship is Mexico or Canada, click in the Commuter Student check box. A U.S. address is not required for border commuter students.</p>
<p>Remarks</p>	<ul style="list-style-type: none"> • Any useful remarks about the student’s situation. This field has a 1,000-character limit. • These remarks display on the Student Information page and page 1 of the Form I-20. <p>Note for transfer students: DSOs should indicate that the transfer was completed and provide the date it was completed.</p>

Continuing Registration

Same data-entry fields and eligibility requirements as Initial Registration, PLUS:

- Properly formatted email address (not required for F-1 students in K-12 or for M-1 students under the age of 14).
- U.S. or foreign telephone number, or a confirmation that the student does not have a telephone (not required for F-1 students in K-12 or for M-1 students under the age of 14).

Registration: Active Student

Required fields are marked with an asterisk (*)

F-1 Student Vargicova, Ana	SEVP School for Advanced SEVIS Studies - SEVP School for Advanced SEVIS Studies Start Date: 08/15/2015 End Date: 05/15/2019	Status: ACTIVE SEVIS ID: N0004704562
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See Help for more information on the SEVIS rules for continuing registration.

Current Session Start Date 08/15/2016 **Current Session End Date *** MM / DD / YYYY **Next Session Start Date *** MM / DD / YYYY

Length of the session **Length of the break**

You need to confirm that session dates are correct if the sessions are more than 183 days. You will also need to confirm the dates if there is more than 152 days between sessions.

The student is in the last session of his/her program

Study/Research Abroad The student will be engaged in study and/or research abroad.

Thesis/Dissertation The student will be engaged in research or writing for a thesis or dissertation.

Telephone

You must select one or more 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 phone number.

U.S. Telephone
() -

Email Address
av@gmail.com E-mail is required for all students except F-1 K-12 or M-1 under the age of 14.

Contact

Foreign Address *	U.S. Address *
Address * 1423 Broskynova Ul. Address 2 City Nitra Province/Territory Postal Code 94901 Country: * SLOVAKIA	U.S. Address is not required for Border Commuter <input type="checkbox"/> Border Commuter Edit Address 3201 PATTERSON AVE RICHMOND VA 23221 - 2316

Remarks about the Student (Displays on the Student Information page and page 1 of the Form I-20.)

Characters Remaining: 300



REGISTRATION: MASS

Mass Registration

- Allows registration of groups of students.
- Requirements for mass registration:
 - I-901 SEVIS Fee must be paid.
 - All students must have a U.S. address
Exceptions: Border Commuters.
 - Continuing students must have an email address and telephone information. Exceptions: K-12 F-1 students and M-1 students under the age of 14.
- Students who do not meet these requirements will not be included.

Mass Actions

Listing of Schools

Alerts Search + New Student Student Lists Reports Downloads **Mass Actions**

SEVP School for Advanced SEVIS Studies BAL214F44444000 Select a school to see a list of campuses for that school

[SEVP School for Advanced SEVIS Studies BAL214F44444000](#)

Select	Name of Campus	Campus Code	Location (City, State)	Role
 	SEVP School for Advanced SEVIS Studies	BAL214F44444000	Ft. Washington, MD	DSO
 	SMU Technical Institute	BAL214F44444001	Fredericksburg, VA	PDSO

- Click **Mass Actions** tab on redesigned *Listing of Schools* page.

Mass Actions Page

SEVIS Mass Actions

SEVP School for Advanced SEVIS Studies

Campus: SEVP School for Advanced SEVIS Studies

<i>Mass Action</i>	<i>Explanation</i>
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Registration	This function allows you to register students. To be included in a mass registration the student cannot owe payment for the I-901 fee. All students, other than Border Commuters, must have a U.S. address. Continuing students must also have an e-mail address and telephone information unless the student is a K-12 F-1 student or an M-1 student under the age of 14. Students who do not meet this criteria will not be included in your results.
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Reprint Certificate of Eligibility (Form I-20)	This functionality allows you to reprint multiple Forms I-20. You will be able to select up to 1,000 records. Forms I-20 will be created as SEVIS resources permit (no more than 24 hours). You will receive the forms in zip files containing 100 forms or less. When the forms are ready, you can download them from the Downloads page.
--	--

- Click **Registration** link on *SEVIS Mass Actions* page.

Mass Action: Registration – Records Search

Mass Action: Registration - Records Search

SEVP School for Advanced SEVIS Studies

Campus: SEVP School for Advanced SEVIS Studies

Required fields are marked with an asterisk (*)

All selected students will be registered for the same Current Session End Date and Next Session Start Date. You will have the option to indicate that the student is in their last term, participating in study/research abroad, or engaged in thesis/dissertation. If any of the options are selected, the option will apply to all students. Students who are missing required information will not be included in the results. To be included in a mass registration list, the student cannot owe payment for the I-901 fee. All students, other than border commuters, must have a U.S. address. Students in Active status must also have an e-mail address and telephone information unless the student is a K-12 F-1 student or an M-1 student under the age of 14.

Include

Class of Admission *

F-1 M-1

Session Start Date From *

MM / DD / YYYY

Program End Date From

MM / DD / YYYY

Level of Study

Session Start Date To

MM / DD / YYYY

Program End Date To

MM / DD / YYYY

Refine By

Surname/Primary Name First Letter Range

 to

CIP Code Family

Select One

Sort By Ascending Descending

Search

Clear

Mass Action: Registration – Selected Records

Mass Action: Registration - Selected Records

SEVP School for Advanced SEVIS Studies

Campus: SEVP School for Advanced SEVIS Studies

[<< Return to Mass Registration Search](#)

All selected students will be registered for the same Current Session End Date and Next Session Start Date. You will have the option to indicate that the student is in their last term, participating in study/research abroad, or engaged in thesis/dissertation. If any of the options are selected, the option will apply to all students. Students who are missing required information will not be included in the results. To be included in a mass registration list, the student cannot owe payment for the I-901 fee. All students, other than border commuters, must have a U.S. address. Students in Active status must also have an e-mail address and telephone information unless the student is a K-12 F-1 student or an M-1 student under the age of 14.

Search Criteria:

- Visa Type = F-1
- Session Start Date From = 05/20/2016

0 of 3 selected

Submit Selections

Cancel

Show entries

Select all

Deselect all

SEVIS ID	Surname/Primary Name	Given Name	Status	Major 1	Major 2	Education Level	Program End Date	Session Start Date
N0004703370	Finn	Huckleberry	ACTIVE	52.0209 - Transportation/Mobility Management	54.0101 - History, General	MASTER'S	09/20/2017	05/20/2016
N0004659632	Smith	James	ACTIVE	13.9999 - Education, Other	00.0000 - None	MASTER'S	05/31/2017	05/20/2016
N0004704562	Vargicova	Ana	ACTIVE	14.1001 - Electrical and Electronics Engineering	00.0000 - None	BACHELOR'S	05/15/2019	05/20/2016

Showing 1 to 3 of 3 entries

First

Previous

1

Next

Last

- Select records to register by clicking each record independently or click **Select All**.

Mass Actions: Registration

Mass Actions: Registration

All information provided will be used to update the record for ALL selected students. Once submitted, a mass registration, cannot be undone. You can, however, submit a new registration event individually or en masse to make changes. After you submit the students for registration you will receive a report with the results of the mass registration. You will be able to access the report from the Downloads page.

Records Selected 3

Results Report Name *
Characters Remaining: 30

Current Session End Date * / /

Next Session Start Date * / / x

The student is in the last session of his/her program

Study/Research Abroad
(The student will be engaged in study and/or research abroad.)

Thesis/Dissertation
(The student will be engaged in research or writing for a thesis or dissertation.)

Remarks about the Student (Displays on the Student Information page and page 1 of the Form I-20)

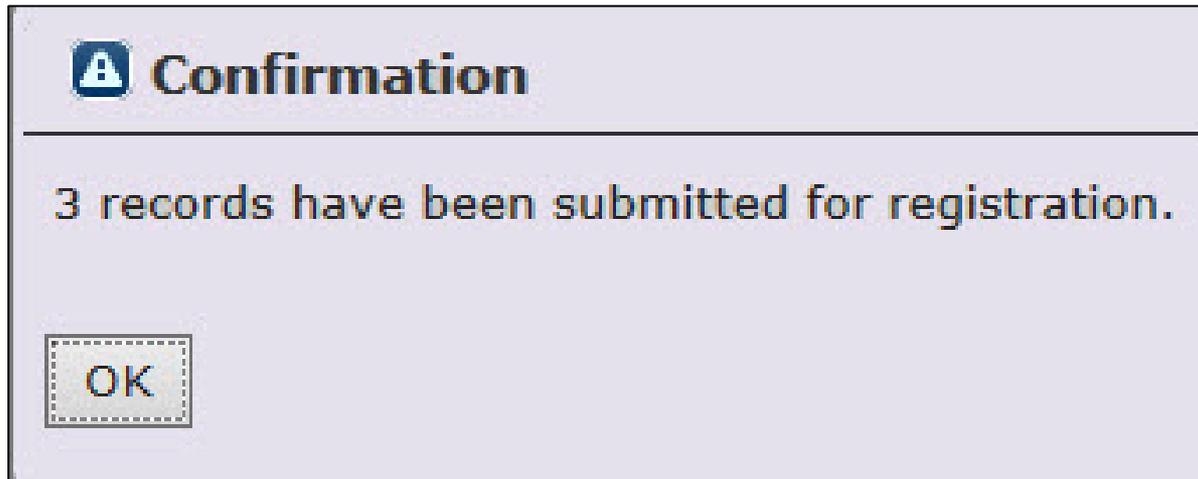
Characters Remaining: 300

[Cancel](#)

You need to confirm the session dates if the break length is more than 152 days
Length of the break
92 days

- All data entered will apply to the records selected.

Mass Registration – Confirmation



Mass Registration – Download Results

SEVIS Downloads

SEVP School for Advanced SEVIS Studies
Campus: SEVP School for Advanced SEVIS Studies

The documents, which are available for download below, represent either lists of nonimmigrants at your institution whose information was changed by SEVIS when data standards were imposed or zipped files of immigration documents for reprint. To download a document in Comma Separated Values format, click CSV. To download as an Excel spreadsheet, click Excel. To unzip immigration documents, click the icon beside the file name in the table and follow your software's process for accessing the individual files. See Help for more information.

Note: If you have multiple windows open, downloaded documents may open behind any windows currently open.

System Downloads

Show entries

Date Generated	Title	Description	File Type
05/13/2016	Mass Registration-Ingrids first test	Results of a Mass Registration Action that lists the name of each student submitted for registration and the results.	CSV Excel
05/13/2016	Mass Registration-Ingrids test	Results of a Mass Registration Action that lists the name of each student submitted for registration and the results.	CSV Excel
05/19/2016	List of Active Students for Whom a Telephone Number and/or E-mail Address is Missing	Names of ACTIVE students whose telephone number and/or email address is missing. Homeland Security Council requires all active student records to contain a phone number and an email address.	CSV Excel
05/19/2016	Mass Registration-Spring Registrations	Results of a Mass Registration Action that lists the name of each student submitted for registration and the results.	CSV Excel
05/19/2016	Students and Dependents Without a Record of an Updated Form I-20	This report lists students and dependents where SEVIS does not have a record indicating that Form I-20 has been reprinted for them. Some students/dependents may have had a form printed for them as part of a record update. The report does not include anyone whose record was created after June 26, 2015.	CSV Excel

Showing 1 to 5 of 5 entries

First Previous **1** Next Last



ALERTS AND LISTS

Alerts and Lists

The following lists and alerts indicate who is ineligible for registration:

- Initial Status Students List
- Active Status Students List
- Active Students Requiring Registration Alert List

Initial Status Student List

Initial Status Students
SEVP School for Advanced SEVIS Studies - SEVP School for Advanced SEVIS Studies

This document is FOR OFFICIAL USE ONLY (FOUO). It contains information that may be exempt from public release under the Freedom of Information Act (5. U.S.C. 552). It is to be controlled, stored, handled, transmitted, distributed, and disposed of in accordance with DHS policy relating to FOUO information and is not to be released to the public or other personnel who do not have a valid "need-to-know" without prior approval of an authorized DHS official. This information shall not be distributed beyond the dhs.gov network without prior authorization of the originator. If the "Eligible for Registration" column indicates that the student is not eligible, the student's record must be updated before registration. The Student Information page shows what information is needed. See Help for more details.

✓ Eligible for Registration
✗ Not eligible for Registration

Show entries

SEVIS ID	Class of Admission	Name Surname/Primary	Given	Date I-20 Submitted	Program Start	Eligible for Registration
N0004719395	F-1	Bartos	Kornella	03/10/2016	08/04/2016	✗
N0004719396	F-1	Tsvetkov	Rayko	03/10/2016	06/04/2016	✗
N0004719473	F-1	Allen	Jared	03/18/2016	04/16/2016	✗
N0004719768	F-1	Murray	Gwen	03/29/2016	08/20/2016	✗
N0004719774	F-1	Kmoskova	Drahomira	03/30/2016	06/01/2016	✗
N0004719801	F-1	Surprise	Quelle	04/05/2016	04/15/2016	✗
N0004719834	F-1	Swift	Johnsthan	04/08/2016	08/15/2016	✗
N0004720002	F-1	Goodlad	SEVIS	04/12/2016	08/15/2016	✗

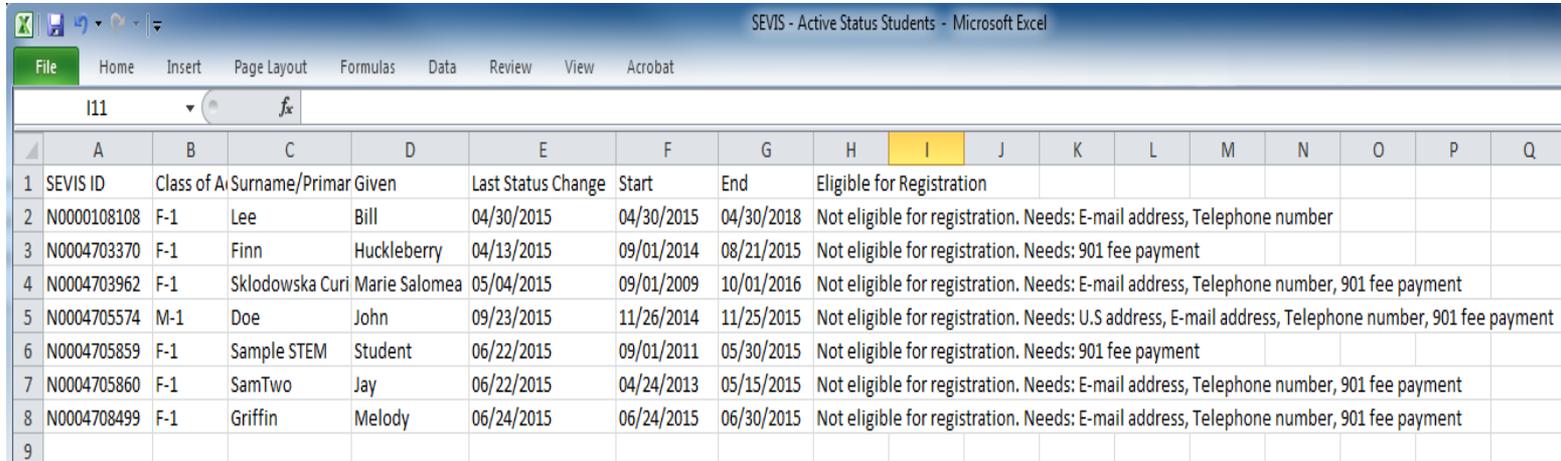
Showing 1 to 8 of 8 entries First Previous **1** Next Last

Final column in each of these lists indicates if the student is eligible for registration or still requires more information:

- Green check mark indicates registration eligibility
- Red X indicates ineligibility

Note: When the mouse is rolled over the **X**, SEVIS displays the ineligibility reason. The list can also be exported.

Active Status Student List



	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
1	SEVIS ID	Class of Ad	Surname/Primary	Given	Last Status Change	Start	End	Eligible for Registration									
2	N0000108108	F-1	Lee	Bill	04/30/2015	04/30/2015	04/30/2018	Not eligible for registration. Needs: E-mail address, Telephone number									
3	N0004703370	F-1	Finn	Huckleberry	04/13/2015	09/01/2014	08/21/2015	Not eligible for registration. Needs: 901 fee payment									
4	N0004703962	F-1	Sklodowska Curi	Marie Salomea	05/04/2015	09/01/2009	10/01/2016	Not eligible for registration. Needs: E-mail address, Telephone number, 901 fee payment									
5	N0004705574	M-1	Doe	John	09/23/2015	11/26/2014	11/25/2015	Not eligible for registration. Needs: U.S address, E-mail address, Telephone number, 901 fee payment									
6	N0004705859	F-1	Sample STEM	Student	06/22/2015	09/01/2011	05/30/2015	Not eligible for registration. Needs: 901 fee payment									
7	N0004705860	F-1	SamTwo	Jay	06/22/2015	04/24/2013	05/15/2015	Not eligible for registration. Needs: E-mail address, Telephone number, 901 fee payment									
8	N0004708499	F-1	Griffin	Melody	06/24/2015	06/24/2015	06/30/2015	Not eligible for registration. Needs: E-mail address, Telephone number, 901 fee payment									
9																	

- Example – Active Status Students List displayed in Excel spreadsheet.
- When exporting these lists, the ineligibility reason appears in the final column of each record.



FUTURE WEBINARS

Future SEVIS Webinars

Date	Topic
June 10, 2016	SEVIS 6.27 Pre-Release Webinar
July 15, 2016	SEVIS 6.27 Post-Release Webinar
July 22, 2016	Form I-17 Webinar

Note: New Form I-17 will be released in Fall 2016. Changes are being made to the Form I-17, but DSOs do not have to change anything that is already in SEVIS.



RESOURCES

SEVIS Help Hub Materials

- Demonstration: Student Information Page
 - <https://studyinthestates.dhs.gov/sevis-help-hub/learn-more/sevis-demonstrations>
- SEVIS Registration User Guide
 - <https://studyinthestates.dhs.gov/sevis-help-hub/...>
- Student Information Page User Guide
 - <https://studyinthestates.dhs.gov/sevis-help-hub/...>
- Mass Registration User Guide
 - <https://studyinthestates.dhs.gov/sevis-help-hub/...>

Note: Available on the SEVIS Help Hub on Study in the States.

Study in the States Website URLs

- SEVIS Information Page
 - <http://studyinthestates.dhs.gov/sevis>
- Webinar Page
 - <http://studyinthestates.dhs.gov/webinars>
- SEVIS Help Hub
 - <http://studyinthestates.dhs.gov/sevis-help-hub>

Other Resources

- SEVIS Email
 - SEVISTechnicalFeedback@ice.dhs.gov
- SEVIS Batch Email
 - SEVIS.Batch@ice.dhs.gov
- SEVP Response Center
 - SEVP@ice.dhs.gov
- SEVIS Help Desk
 - 800-892-4829
 - SEVISHelpdesk@ice.dhs.gov



QUESTIONS AND ANSWERS