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## General Information



In this document Designated School Official (DSO) refers to both Principal School Official (PDSO) and DSO, unless otherwise noted.

An F/M student may experience changes in his or her financial situation during the course of a degree program. The DSO must update the student's financial information in the Student and Exchange Visitor Information System (SEVIS) when the information changes. The changes must be entered within 21 days, so the updated information is reflected in the student's SEVIS record and Form I-20.



Refer to the U.S. Code of Federal Regulations (CFR) for more details:

- [8 CFR 214.3\(g\)\(2\)\(ii\)\(E\)](#)
- [8 CFR 214.2\(f\)\(4\)](#)
- [8 CFR 214.2\(f\)\(1\)](#)

The *Update Financial Information* page is separated into three sections: Financial, Expenses, and Funding.

## Financial Section

The Financial section provides a location to enter the number of months that make up the academic year or the length of the program. The fields in the Financial section include:



Field	Description
<b>Estimated costs and funding for* ## months</b>	<ul style="list-style-type: none"> <li>Number of months for the student’s academic year or the length of the program, whichever is shorter.</li> <li>This length of time is used as the basis for determining the student’s expenses and funding on the <i>SEVIS Update Financial Information</i> page.</li> <li>This is a required field.</li> </ul>
<b>Remarks about the Student</b>	<ul style="list-style-type: none"> <li>Any applicable remarks regarding the student.</li> <li>This field has a 1,000-character limit and has a <b>Character Remaining</b> countdown indicator.</li> <li>Comments entered in the <b>Remarks about the Student</b> field on the <i>Update Financial Information</i> page will append to existing remarks in the Form I-20 Remarks field and the Remarks for Student field, if the student has a dependent.</li> </ul> <p><b>Note:</b> In this user guide, the field for <b>Remarks about the Student</b> is included in the Financial section description, as it is relevant for the whole <i>Update Financial Information</i> page.</p>

## Expenses Section

The Expenses section lists the student’s estimated costs for the academic year or the length of the program, whichever is shorter. The fields in the Expenses section include:

Field	Description
<b>Tuition and Fees:*</b>	<ul style="list-style-type: none"> <li>Estimated average costs of tuition for the academic year or the length of the program.</li> <li>This field has a 10-character limit.</li> <li>This is a required field.</li> </ul>
<b>Living Expenses:*</b>	<ul style="list-style-type: none"> <li>Student’s estimated total living expenses for the academic year or the length of the program.</li> <li>This field has a 10-character limit.</li> <li>This is a required field.</li> </ul>



Field	Description
<b>Expenses for Dependents: (*)</b>	<ul style="list-style-type: none"> <li>• Student’s expenses for his/her dependents, if any, during the academic year or the length of the program.</li> <li>• This field has a 10-character limit.</li> <li>• This field is required, if the student has any dependents.</li> <li>• If the student has one or more dependents and an amount is not entered in the field, an error message displays, “Dependent expenses required when dependents exist.”</li> </ul> <p><b>Note:</b> The number of dependents displays by the field name.</p>
<b>Other Costs:</b>	<ul style="list-style-type: none"> <li>• Estimate of any other known student’s expenses, if any, during the academic year or the length of the program.</li> <li>• This field has a 10-character limit.</li> </ul>
<b>Specify Other Costs: (*)</b>	<ul style="list-style-type: none"> <li>• If an amount is given for <b>Other Costs</b>, an explanation is required. If an explanation is not entered when <b>Other Costs</b> are given, the validation error displays, “If Other Costs has a value, Specify Other Costs is a required field.” This error must be corrected before proceeding.</li> <li>• This field has a 1,000-character limit; however, this description prints on the Form I-20 and the printed Form I-20 has limited space, so all comments may not appear on the printed form.</li> </ul>

**Note:** All dollar amounts must be entered in SEVIS without periods and should be rounded to the nearest dollar. For example, \$25,057.89 should be entered in SEVIS as 25058.

## Funding Section

The Funding section is a list of student’s funds and funding sources for the academic year or the length of the program, whichever is shorter.



The total amount of funding must be equal to or greater than the total amount of estimated expenses.

The fields in the Funding section include:



Field	Description
<b>Student's Personal Funds:</b> *	<ul style="list-style-type: none"> <li>Personal funds available to the student in one academic year, or the length of the program, to defray his or her educational expenses.</li> <li>This field has a 10-character limit.</li> <li>This is a required field.</li> </ul>
<b>Funds From This School:</b>	<ul style="list-style-type: none"> <li>Amount of funding, if any, that the school will provide to the student in one academic year, or the length of the program, to help defray educational expenses.</li> <li>This field has a 10-character limit.</li> </ul>
<b>School Fund Type:</b> (*)	<ul style="list-style-type: none"> <li>If an amount is given in the <b>Funds From This School</b> field, an explanation is required. If an explanation is not entered when <b>Funds From This School</b> are given, the validation error displays, "If Funds From This School has a value, School Fund Type is a required field." This error must be corrected before proceeding.</li> <li>This field has a 1,000-character limit; however, this description prints on the Form I-20 and the printed Form I-20 has limited space, so all comments may not appear on the printed form.</li> </ul>
<b>Funds From Other Sources:</b>	<ul style="list-style-type: none"> <li>Amount of funding, if any, from sources not otherwise specified, which is available to the student during one academic year or the length of the program.</li> <li>This field has a 10-character limit.</li> </ul>
<b>Other Source Type:</b> (*)	<ul style="list-style-type: none"> <li>If an amount is given in the <b>Funds From Other Sources</b> field, an explanation is required. If an explanation is not entered when <b>Funds From Other Sources</b> are given, the validation error displays, "If Funds From Other Sources has a value, Other Source Type is a required field." This error must be corrected before proceeding.</li> <li>This field has a 1,000-character limit; however, this description prints on the Form I-20 and the printed Form I-20 has limited space, so all comments may not appear on the printed form.</li> </ul>



Field	Description
<b>On-Campus Employment:</b>	<ul style="list-style-type: none"> <li>Amount of funding, if any, the F-1 student will receive from on-campus employment.</li> <li>This field has a 10-character limit.</li> </ul> <p><b>Note:</b> On-Campus Employment funding is only available for F-1 students.</p>

**Note:** All dollar amounts must be entered in SEVIS without periods and should be rounded to the nearest dollar. For example, \$25,057.89 should be entered in SEVIS as 25058.

## Update SEVIS Financial Information

The *Update Financial Information* page is only available to the DSO when the student is in Initial or Active status. To update the student's financial information:

1. Navigate to the *Student Information* page.

**Student Information**

Reprint I-20 | Print Draft I-20

F-1 STUDENT: Mizuno, Aya | SEVP School for Advanced SEVIS Studies - SEVP | Status: ACTIVE | School for Advanced SEVIS Studies | Status Change Date: April 23, 2015 | SEVIS ID: N0004705535 | Start Date: August 15, 2016 | End Date: May 31, 2020 | I-20 ISSUE REASON: CONTINUED ATTENDANCE

**Personal / Contact** [Edit]

Gender: FEMALE | U.S. Address: 1980 Java Lane, Charlotte, NC 28202 | Address Status: Override - New address, mailing | Foreign Address: 123 Hanzo Yomitan, Okinawa JAPAN

Date of Birth: October 9, 1983 | Age: 32 | Country of Birth: JAPAN | Country of Citizenship: JAPAN | U.S. Telephone: 555-555-5555 | Foreign Telephone: | Email Address: AMizuno@hotmail.com

**Overall Remarks**  
Student received scholarships from this school and from a charitable organization.

**Financial** [Edit]

Expenses		Funding	
Estimated Average Cost for Tuition and Fees	09 months	Student Funding for	09 months
	\$20,000.00	Student's Personal Funds	\$50,000.00
Living Expenses	\$21,600.00	Funds From This School	\$10,000.00
Dependents Expenses	\$3,600.00	School Fund Type	Scholarship
Other Costs	\$2,700.00	Funds From Other Sources	\$5,000.00
Other Costs Comment	Transportation expenses	Source Type	Scholarship
		On-Campus Employment	\$7,200.00
<b>Total Expense</b>	<b>\$47,900.00</b>	<b>Total Funding</b>	<b>\$72,200.00</b>

**Dependents** [Edit]

SEVIS ID	Surname/Primary Name	Given Name	Relationship	Gender	Status	Date of Last Event
N0004719682	Mizuno	Nikko	SPOUSE	MALE	ACTIVE	March 22, 2016

**Student Requests**

Request Type	Request Status	Receipt Number
CPT	APPROVED	
OPT	APPROVED	123456789
Off-Campus Employment	APPROVED	

2. Click the **Edit** button in the **Financial** section. The *Update Financial Information* page opens.



### Update Financial Information

SEVP School for Advanced SEVIS Studies  
Required fields are marked with an asterisk (\*)

F-1 Student  
**Mizuno, Aya**

SEVP School for Advanced SEVIS Studies - SEVP School for Advanced SEVIS Studies  
Start Date: 08/15/2016 End Date: 05/31/2020

Status: ACTIVE  
SEVIS ID: N0004705535

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#### Financial

Estimated costs and funding for \* 09 months

Enter the estimated expenses and sources of funding for an academic year or the length of the program, whichever is shorter. Funding must meet or exceed the estimated expenses.

Expenses	Funding
Tuition and Fees: * \$ 20,000	Student's personal funds: * \$ 50,000
Living Expenses: * \$ 21,600	Funds from this school: \$ 10,000
Expenses for dependents: 1 * \$ 3,600	School fund type: Scholarship
Other costs: \$ 2,700	Funds from other sources: \$ 5,000
Specify other costs: Transportation expenses	Other source type: Scholarship
<b>Total expenses: \$ 47,900.00</b>	On-Campus employment: \$ 7,200
	<b>Total funding: \$ 72,200.00</b>

Remarks about the Student (Prints on page 1 of the Form I-20 in the "Remarks" section.)

Student received scholarships from this school and from a charitable organization.

Characters Remaining: 918

**Update** Cancel Print Draft I-20

3. Enter the student's updated financial information into the fields of the *Update Financial Information* page. See the [General Information](#) section for a description of [Financial](#), [Expenses](#), and [Funding](#) fields.
4. Review the financial information and click **Update**, **Cancel**, or **Print Draft I-20**:
  - **Update**: Saves the data entered on this page. An *Update Successful* message opens. Click **Return to View Record** or **Print I-20**.



- **Return to View Record**: Opens the *Student Information* page.



- **Print I-20:** Prints the student's Form I-20.
- **Cancel:** Cancels the action and returns the user to the *Student Information* page.
- **Print Draft I-20:** Prints a draft copy of the Form I-20 for review.

## 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
June 15, 2016	Initial Release