SEVIS User Guide

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General Information

Designated school officials (DSOs) sometimes have to update SEVIS to reflect a change in the student's academic program or to fix an error. The DSO must update any changes to a student's primary academic field of study within 21 days, so the updated program information is reflected in the student's SEVIS record and Form I-20.

DSOs can update the following fields:

Field	Description
Education Level*	Student's level of education
	This is a required field, but the student's education level is only to be updated here to:
	• correct a mistake, or
	• If there really is a change in the student's level of study that did not require a separate application to the school. For example, a student is admitted to a Ph.D. program where a master's degree is given as part of the program. The DSO issued the Form I-20 for the doctoral level. The student ends the program at the masters level. The DSO updates the program to reflect the master's level.
	It is not for starting a new program of study.
	Note: Use the Change Education Level function if the



Field	Description	
	student begins a new program of study.	
Major Code 1*	Student's primary field of study	
	Required field	
Major Code 2*	Student's second major field of study	
	Required field	
Minor Code*	Student's minor field of study	
	Required field	
English Proficiency*	School's English proficiency requirement and whether the student meets the requirement	
	Required fields	
Remarks about the Student	Applicable remarks regarding the student's Program change(s)	
	Note: Comments entered in any <i>Remarks</i> field throughout the electronic Form I-20 will overwrite existing remarks and will print on page 1 of the Form I-20 in the "Remarks" section.	

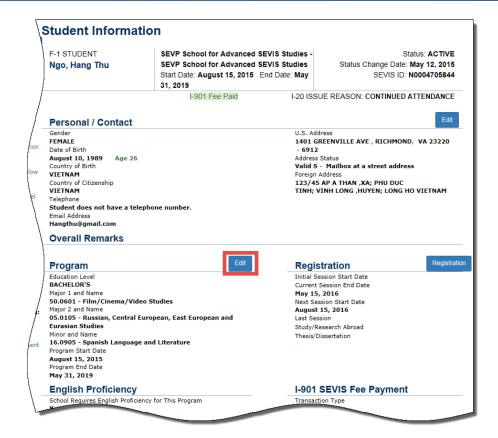


8 Code of Federal Regulations (CFR) 214.3(g)(2)(ii)

Update F-1 Program Information

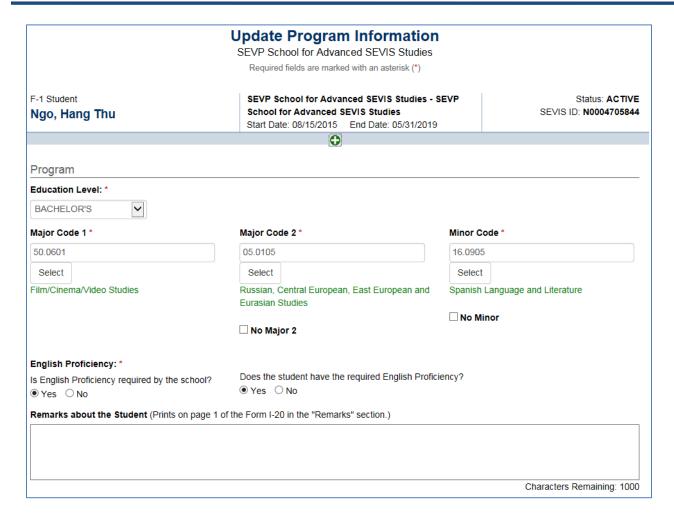
1. Go to the *Student Information* page.





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





3. Update **Program** fields, as necessary:



Since this is an update, when the *Update Program Information* page opens, all required fields contain student program information. Change only the fields that need to be updated.

Education Level

- Click the Education Level drop-down arrow.
- Select the student's correct education level.

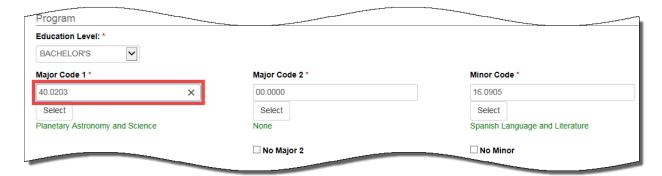


- Only update the student's education level here to correct a mistake in the education level. Do not use to start a student's new program of study.
- The student's education level for a new program of study should only be changed through the **Change Education Level** function on the *Student Information* page.

Major Code 1, Major Code 2, and/or Minor Code

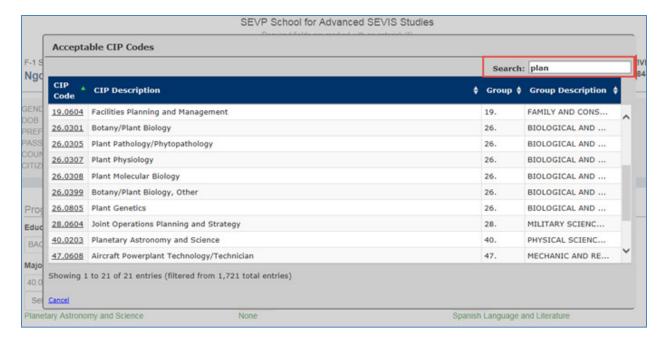
Update the Major Code 1, Major Code 2, and/or Minor Code in one of two ways:

• **First method** – Type the full program Classification of Instructional Program (CIP) Code in the applicable box.



Second method:

1. Click **Select** under the applicable major or minor field. The *Acceptable CIP Codes* modal opens.



- 2. Enter in the **Search** box one of two options:
 - Major/minor name or portion of the name
 - CIP code or portion of the code
- 3. Click the applicable CIP code in the left column, or,



4. Click **Cancel** to cancel the action and return to the *Update Program Information* page.



- All three fields, Major Code 1, Major Code 2, and Minor Code are required.
- If no secondary major, click No Major 2 check box.
- If no chosen minor field of study, click **No Minor** check box.

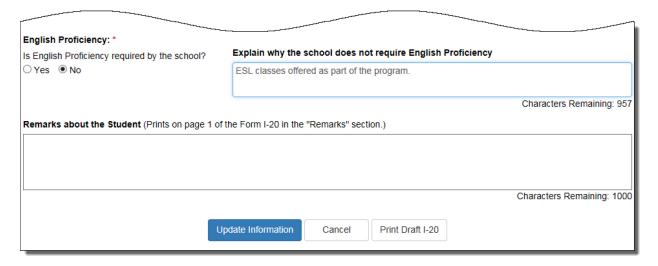
English Proficiency



This field is only changed if the student has completed the required *English* as a Second Language courses and has entered full-time into the academic program.

Click the **Yes** or **No** button to indicate whether your school requires English proficiency:

- If you select **No**:
 - o Explain why the school does not require English Proficiency comment field opens.

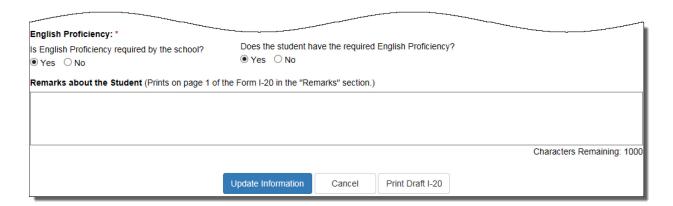


• Enter the reason why your school does not require English Proficiency in this field. This field has a 1,000-character limit.

Note: This explanation prints on page 1 of the student's Form I-20 in the Program of Study section, under the topic English Proficiency Notes.

• If you select **Yes** to indicate your school requires English proficiency, you must select either **Yes** or **No** to indicate if the student has the required English Proficiency.







If you select **No**, indicating the student is not proficient in the English language; do not issue the Form I-20, as the student has not yet met all admission requirements.

Remarks about the Student

- Enter any remarks regarding the student's Program Update in the **Remarks about the Student** section. This field has a 1,000-character limit.
- Comments entered in any Remarks field throughout the electronic Form I-20 overwrites any existing remarks and prints on page 1 of the Form I-20 in the Remarks section.

Update Information

• Click the **Update Information** button. An *Update Successful* message opens.



- Select one of the two option buttons: **Return to View Record** and **Print I-20**.
 - **Return to View Record:** If chosen, choose **Reprint I-20** button once on the *Student Information* page.
 - o **Print I-20:** If chosen, a Form I-20 prints that contains the change in Program Information





- When information on the Form I-20 changes, it is best to print and sign a new Form I-20 for the student before returning to view the student record.
- Students are expected to keep all Forms I-20 issued during their academic career.
- 8 CFR 214.2(f)(2)
- Program Information Update is completed.



Verify with the registrar's office or the school database before making the change(s) in SEVIS. This helps ensure the correct programs are chosen for updating.



When a student signs the Form I-20, he/she attests that all of the information on the form is correct and true. The student is required to report any change on the Form I-20 to the DSO.

Icon Guide

See the <u>SEVIS Help Icons</u> on the SEVIS Help Hub for a quick-reference of the icons used in this user guide.

Document Revision History

Date	Revision Summary
May 6, 2016	Initial Release