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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*	<ul style="list-style-type: none">• Student's level of education• This is a required field, but the student's education level is only to be updated here to:<ul style="list-style-type: none">• 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. <p>It is not for starting a new program of study.</p> <p>Note: Use the Change Education Level function if the</p>



Field	Description
	student begins a new program of study.
Major Code 1*	<ul style="list-style-type: none">Student's primary field of studyRequired field
Major Code 2*	<ul style="list-style-type: none">Student's second major field of studyRequired field
Minor Code*	<ul style="list-style-type: none">Student's minor field of studyRequired field
English Proficiency*	<ul style="list-style-type: none">School's English proficiency requirement and whether the student meets the requirementRequired 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.



Student Information		
F-1 STUDENT Ngo, Hang Thu	SEVP School for Advanced SEVIS Studies - SEVP School for Advanced SEVIS Studies Start Date: August 15, 2015 End Date: May 31, 2019	Status: ACTIVE Status Change Date: May 12, 2015 SEVIS ID: N0004705844
I-901 Fee Paid		I-20 ISSUE REASON: CONTINUED ATTENDANCE
Personal / Contact		Edit
Gender FEMALE	U.S. Address 1401 GREENVILLE AVE , RICHMOND, VA 23220 - 6912	
Date of Birth August 10, 1989 Age 26	Address Status Valid S - Mailbox at a street address	
Country of Birth VIETNAM	Foreign Address 123/45 AP A THAN ,XA; PHU DUC TINH; VINH LONG ,HUYEN; LONG HO VIETNAM	
Country of Citizenship VIETNAM		
Telephone Student does not have a telephone number.		
Email Address Hangthu@gmail.com		
Overall Remarks		
Program		Registration
Edit		Registration
Education Level BACHELOR'S	Initial Session Start Date Current Session End Date May 15, 2016	
Major 1 and Name 50.0601 - Film/Cinema/Video Studies	Next Session Start Date August 15, 2016	
Major 2 and Name 05.0105 - Russian, Central European, East European and Eurasian Studies	Last Session	
Minor and Name 16.0905 - Spanish Language and Literature	Study/Research Abroad	
Program Start Date August 15, 2015	Thesis/Dissertation	
Program End Date May 31, 2019		
English Proficiency		I-901 SEVIS Fee Payment
School Requires English Proficiency for This Program Y		Transaction Type

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



Update Program Information

SEVP School for Advanced SEVIS Studies

Required fields are marked with an asterisk (*)

F-1 Student
Ngo, Hang Thu

**SEVP School for Advanced SEVIS Studies - SEVP
School for Advanced SEVIS Studies**
Start Date: 08/15/2015 End Date: 05/31/2019

Status: **ACTIVE**
SEVIS ID: **N0004705844**

Program

Education Level: *

BACHELOR'S

Major Code 1 *

50.0601

Film/Cinema/Video Studies

Major Code 2 *

05.0105

Russian, Central European, East European and Eurasian Studies

☐ No Major 2

Minor Code *

16.0905

Spanish Language and Literature

☐ No Minor

English Proficiency: *

Is English Proficiency required by the school? ☒ Yes ☐ No

Does the student have the required English Proficiency? ☒ Yes ☐ No

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

Characters Remaining: 1000

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.

The screenshot shows the 'Program' section of the SEVIS form. The 'Education Level' is set to 'BACHELOR'S'. The 'Major Code 1' field contains '40.0203' and is highlighted with a red box. Below it, the 'Select' button is visible, and the text 'Planetary Astronomy and Science' is displayed. The 'Major Code 2' field contains '00.0000' and the 'Minor Code' field contains '16.0905'. Both have 'Select' buttons and corresponding text: 'None' for Major Code 2 and 'Spanish Language and Literature' for Minor Code. There are also checkboxes for 'No Major 2' and 'No Minor'.

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

The screenshot shows the 'Acceptable CIP Codes' modal window. A search box at the top right contains the text 'plan'. Below the search box is a table with columns: 'CIP Code', 'CIP Description', 'Group', and 'Group Description'. The table lists various CIP codes and descriptions, including '19.0604 Facilities Planning and Management', '26.0301 Botany/Plant Biology', '26.0305 Plant Pathology/Phytopathology', '26.0307 Plant Physiology', '26.0308 Plant Molecular Biology', '26.0399 Botany/Plant Biology, Other', '26.0805 Plant Genetics', '28.0604 Joint Operations Planning and Strategy', '40.0203 Planetary Astronomy and Science', and '47.0608 Aircraft Powerplant Technology/Technician'. The '40.0203 Planetary Astronomy and Science' entry is highlighted. At the bottom, it says 'Showing 1 to 21 of 21 entries (filtered from 1,721 total entries)'. There are 'Cancel' and 'Select' buttons at the bottom left. The background shows the same SEVIS form as the previous screenshot.

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**:
 - *Explain why the school does not require English Proficiency* comment field opens.

English Proficiency: *

Is English Proficiency required by the school?

☐ Yes ☒ No

Explain why the school does not require English Proficiency

ESL classes offered as part of the program.

Characters Remaining: 957

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

Characters Remaining: 1000

Update Information **Cancel** **Print Draft I-20**

- 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.



English Proficiency: *

Is English Proficiency required by the school? ☒ Yes ☐ No

Does the student have the required English Proficiency? ☒ Yes ☐ No

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

Characters Remaining: 1000

[Update Information](#) [Cancel](#) [Print Draft I-20](#)



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.

Update Successful

[Return to View Record](#) [Print I-20](#)

- 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.
 - **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 [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
May 6, 2016	Initial Release