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SEVP will impose a set of standards on the name fields in SEVIS. This document is intended to familiarize them with the standards and their relationship to international standards governing machine-readable travel documents.

## SEVIS Name Standards

Name standards help everyone:

- Comply with the standards governing machine-readable travel documents
- Convert foreign names into a standardized format
- Search for individuals more reliably
- Improve the accuracy of name matching with other government systems
- Prevent the entry of unacceptable characters for names

## SEVIS Name Fields

SEVIS name fields will be long enough to capture the full name. School and sponsor officials are strongly encouraged to use the information entered in the Machine-readable Zone (MRZ) of the passport when entering names into SEVIS.

<b>Family/Primary Name</b>	<ul style="list-style-type: none"> <li>• The family name or the primary identifier, as represented in the MRZ of the passport</li> <li>• LNU, Unknown , and Not Applicable are not valid entries</li> <li>• UNK and NA entries will require confirmation of being the nonimmigrant’s name</li> <li>• The family/primary name field is required</li> </ul>
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<p><b>Indicator that a person has no name other than the Family/Primary Name</b></p>	<ul style="list-style-type: none"> <li>• Checkbox used if the nonimmigrant has only one name</li> </ul>
<p><b>First Name</b></p>	<ul style="list-style-type: none"> <li>• First name</li> <li>• Part of the secondary identifier in the MRZ; check the Visual Inspection Zone (VIZ) to determine which part of the secondary identifier is considered a First Name and which is a Middle Name, if the issuing country draws a distinction</li> <li>• FNU, Unknown, and Not Applicable are not valid entries</li> <li>• UNK and NA require confirmation of being the nonimmigrant's name</li> </ul>
<p><b>Middle Name:</b></p>	<ul style="list-style-type: none"> <li>• Middle name, if the Visual Inspection Zone of the passport lists one</li> <li>• Part of the secondary identifier in the MRZ. Consult with the nonimmigrant and/or check the Visual Inspection Zone (VIZ) to determine which part of the secondary identifier is considered to be a First Name vs. a Middle Name, if the issuing country draws a distinction</li> <li>• NMN, MNU, Unknown, and Not Applicable are not valid entries</li> <li>• UNK and NA require confirmation of being the nonimmigrant's name</li> </ul>
<p><b>Suffix</b></p>	<ul style="list-style-type: none"> <li>• A drop-down list in SEVIS</li> <li>• Not in the MRZ</li> </ul>
<p><b>Preferred Name</b></p>	<ul style="list-style-type: none"> <li>• Pre-populated in SEVIS, but can be edited</li> <li>• Allows entry in SEVIS of the name used by the school/sponsor, if different from the fields above. Examples:             <ul style="list-style-type: none"> <li>◦ Susan Zhang as opposed to Yibin Zhang</li> <li>◦ H�el�ene M�uller-Gar�on</li> </ul> </li> <li>• Comma and one space allowed before a suffix</li> <li>• Period is allowed in suffix</li> <li>• Also allows alphabetical characters with the following diacritical marks: �, ^, �, �, �, ,</li> </ul>
<p><b>Passport Name</b></p>	<ul style="list-style-type: none"> <li>• SEVIS will pre-populate this field, but the entry can be edited</li> <li>• Written in the following order: First Name, Middle Name, Family/Primary Name</li> <li>• Name should not be truncated</li> <li>• Name should reflect the secondary and primary identifiers as written in the MRZ</li> </ul>



### SEVIS Name Standards Tied to Standards for Machine-readable Passport

The International Civil Aviation Organization compiled the standards for machine-readable travel documents into [Document 9303 Machine-readable Travel Documents Volume 1: Machine-readable Passports](#) (Doc 9303). The standards in Doc 9303 are ISO endorsed and have been adapted around the world.

SEVIS name field standards:

- Upper or lower case Roman alphabet
- No special characters
- No hyphens, apostrophes, or commas; except in the Preferred Name Field
- One space between names

SEVIS name standards will be consistent with the standards set forth for a passport's machine-readable zone.

### Preparing for the New Name Standards

While the new name standards will not be implemented immediately, schools/sponsors can:

- Familiarize themselves with MRZ passport name standards
- Discuss these standards with other officials to determine how they will affect school/sponsor decisions or policies regarding nonimmigrant names
- Apply the SEVIS name standards when creating new SEVIS records for incoming nonimmigrants







### Transliteration of Names<sup>4</sup>

The following table is from Document 9303. It is a guide used by countries to convert names that have contain special characters that are not allowed in the MRZ.

SEVP recommends using the same transliteration for names with the following exceptions:

- Ñ would be **N** or **n** not **NXX**
- Ü would be **Ue** or **ue** not **UXX**

SEQUENCE NUMBER	NATIONAL CHARACTER	DESCRIPTION	MRZ RECOMMENDED TRANSLITERATION
1	Á	A acute	A
2	À	A grave	A
3	Â	A circumflex	A
4	Ä	A diaeresis	AE
5	Ã	A tilde	A
6	Â	A breve	A
7	Å	A Ring	AA
8	Ā	A macron	A
9	Ą	A ogonek	A
10	Ć	C acute	C
11	Ĉ	C circumflex	C
12	Č	C caroin	C
13	Ċ	C dot accent	C
14	Ç	C cedilla	C
15	Ð	Eth	D
16	Ď	D caron	D
17	É	E acute	E
18	È	E grave	E
19	Ê	E circumflex	E
20	Ë	E diaeresis	E
21	Ě	E caron	E
22	Ė	E dot accent	E
23	Ē	E macron	E
24	Ę	E ogonek	E
25	Ê	E breve	E
26	Ĝ	G circumflex	G
27	Ğ	G breve	G
28	Ġ	G dot accent	G
29	Ç	G cedilla	G
30	Ĥ	H bar	H
31	Ĥ	H circumflex	H

<sup>3</sup> Appendix 3 to Section IV (International Civil Aviation Organization, 2006)

<sup>4</sup> Appendix 9 to Section IV (International Civil Aviation Organization, 2006)



SEQUENCE NUMBER	NATIONAL CHARACTER	DESCRIPTION	MRZ RECOMMENDED TRANSLITERATION
32	ı	I without dot (Turkey)	I
33	Í	I acute	I
34	ì	I grave	I
35	î	I circumflex	I
36	ï	I diaeresis	I
37	İ	I tilde	I
38	İ̇	I dot accent	I
39	Ī	I macron	I
40	Į	I ogonek	I
41	İ̆	I breve	I
42	Ĵ	J circumflex	J
43	Ƙ	K cedilla	K
44	Ł	L slash	L
45	Ł̇	L acute	L
46	Ł̈	L caron	L
47	Ł̣	L cedilla	L
48	Ł̆	L dot	L
49	Ñ	N acute	N
50	Ñ̃	N tilde	N or NXX
51	Ñ̄	N caron	N
52	Ñ̇	N cedilla	N
53	Đ	Eng	N
54	Ø	O slash	O
55	Ó	O acute	O
56	Ò	O grave	O
57	Ô	O circumflex	O
58	Ö	O diaeresis	OE
59	Õ	O tilde	O
60	Ő	O double acute	O
61	Ō	O macron	O
62	Ŏ	O breve	O
63	Ŕ	R acute	R
64	Ŗ	R caron	R
65	Ŗ̣	R cedilla	R
66	Ś	S acute	S
67	Ŝ	S circumflex	S
68	Š	S caron	S
69	Ş	S cedilla	S
70	Ƨ	T bar	T
71	Ť	T caron	T
72	Ț	T cedilla	T
73	Ú	U acute	U



SEQUENCE NUMBER	NATIONAL CHARACTER	DESCRIPTION	MRZ RECOMMENDED TRANSLITERATION
74	Ù	U grave	U
75	Û	U circumflex	U
76	Ü	U diaeresis	UE or UXX
77	Û	U tilde	U
78	Ū	U breve	U
79	Ů	U double acute	U
80	Ů	U ring	U
81	Ū	U macron	U
82	Ů	U ogonek	U
83	Ŵ	W circumflex	W
84	Ÿ	Y acute	Y
85	Ÿ	Y circumflex	Y
86	ÿ	Y diaeresis	Y
87	Ź	Z acute	Z
88	Ž	Z caron	Z
89	Ż	Z dot	Z
90	Þ	Thorn (Iceland)	TH
91	Æ	Ligature A E	AE
92	IJ	Ligature IJ	IJ
93	Œ	Ligature OE	OE
94	ß	Double s (Germany)	SS

Transliteration of Cyrillic characters<sup>5</sup>

SEQUENCE NUMBER	NATIONAL CHARACTER	RECOMMENDED TRANSLITERATION	
1	А	A	
2	В	V	
3		V	
4	Г	G (except Belorissian and Serbian = H)	
5	Дд		
6	Е	E	
7	Ё	E (EXCEPT Belorussian = IO)	
8	Ж	ZH (except Serbian = Z)	
9	З	Z	
10	И	I (except Ukranian = Y)	
11	І	I	
12	Й	I	
13	К	K	

<sup>5</sup> Appendix 9 to Section IV (International Civil Aviation Organization, 2006)



SEQUENCE NUMBER	NATIONAL CHARACTER	RECOMMENDED TRANSLITERATION	
14Л	Л		
15	М	M	
16	Н	N	
17	О	O	
18	П	P	
19	Р	R	
20	С	S	
21	Т	T	
22	У	U	
23	Ф	F	
24	Х	KH (except Serbian and Macedonian = H)	
25	Ц	TS (except Serbian and Macedonian = C)	
26	Ч	CH (except Serbian = C)	
27	Ш	SH (except Serbian = S)	
28	Щ	SHCH (except Bulgarian = SHT)	
29	Ы	Y	
30	ЫЕ		
31	Э	E	
32	Ю	IU	
33	Я	IA	
34	Ѹ	Y	
35	Ґ	G	
36	Ў	U	
37	Ж	U	
38	Ѣ	G (except Macedonian = GJ)	
39	Ѓ	D	
40	Ѕ	DZ	
41	Ј	J	
42	Ќ	K (except Macedonian = KJ)	
43	Љ	LJ	
44	Њ	NJ	
45	Ѓ	C	
46	Џ	DZ (except Macedonian = DJ)	
47	Є	IE	
48	İ	I	



