2016-12-02
SEVIS 6.31
Pre-Release Webinar Screenshots Handout

• Security Warning Page • Upload Evidence – Correction Request Pages • SEVP Portal Report for DSOs Pages • SEVP Portal Alerts for DSOs Pages •

SEVIS Help Team
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When using SEVIS, providing materially false, fictitious, or fraudulent information may subject you to criminal prosecution under 18 U.S.C. 1001. Other possible criminal and civil violations may also be applicable.

CONTINUE LOG OUT
Submit Successful Confirmation

The following Request ID was assigned to this correction request: 177695

This correction request requires review by SEVP.

Upload Evidence  Return to Corrections Management Page  Return to the Student Information Page
Slide 24: Upload Evidence – Correction Requests

Corrections Management Page

**Corrected Option Available for This Student**

<table>
<thead>
<tr>
<th>Type of Correction</th>
<th>Description and Help</th>
</tr>
</thead>
<tbody>
<tr>
<td>Request Change to Program Dates</td>
<td>Use this option to change the student's Program Start and End Dates and/or the Initial Session Start Date, if any or all those dates have passed. Use this option also if the Manage Initial Program and Session Dates, Shorten Program and/or Extend Program functions are no longer available.</td>
</tr>
<tr>
<td>Correct Student Requests to USCIS</td>
<td>Use this option to correct the reflected status of a student's USCIS application in SEVIS. Click here for more information.</td>
</tr>
<tr>
<td>Student Status</td>
<td>Use this option to correct the student's SEVIS record status. Click here for more information.</td>
</tr>
</tbody>
</table>

**Existing Correction Requests**

This page displays only those correction request options that are appropriate for this SEVIS record. Use this page to request SEVIS corrections for this student. Also use this page to manage any pending correction requests and/or view any closed correction requests this SEVIS record may have.

<table>
<thead>
<tr>
<th>CR ID</th>
<th>CR Type</th>
<th>Submitted By</th>
<th>CR Date Submitted</th>
<th>CR Status Date</th>
<th>Request Status</th>
<th>Available Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>177695</td>
<td>Student Request Change - Optional Practical Training</td>
<td>Mercer, Ingrid DSO</td>
<td>08/22/2016</td>
<td>08/22/2016</td>
<td>REQUESTED</td>
<td>Upload Evidence, Request Expedite, Change Responsible DSO, Cancel</td>
</tr>
</tbody>
</table>
Slide 25: Upload Evidence – Correction Requests

Corrections Management Page

**Corrections Management**

- "i" information icon denotes help about the page
- Question Mark denotes information about the field

**F-1 Student**

**Ngo, Hang Thu**

SEVP School for Advanced SEVIS Studies - SEVP School for Advanced SEVIS Studies

**Start Date:** 01/01/2015  **End Date:** 07/31/2016

**SEVIS ID:** N0004705944

**Status:** ACTIVE

### Correction Options Available for This Student

<table>
<thead>
<tr>
<th>Type of Correction</th>
<th>Description and Help</th>
</tr>
</thead>
<tbody>
<tr>
<td>Request Change to Program Dates</td>
<td>Use this option to change the student’s Program Start and End Dates and/or the Initial Session Start Date. Use this option also if the Manage Initial Program and Session Dates, Shorten Program and/or Extend Program functions are no longer available.</td>
</tr>
<tr>
<td>Correct Student Requests to USCIS</td>
<td>Use this option to correct the reflected status of a student's USCIS application in SEVIS. Click here for more information.</td>
</tr>
<tr>
<td>Student Status</td>
<td>Use this option to correct the student's SEVIS record status. Click here for more information</td>
</tr>
</tbody>
</table>

### Existing Correction Requests

This page displays only those correction request options that are appropriate for this SEVIS record. Use this page to request SEVIS corrections for this student. Also use this page to manage any pending correction requests and/or view any closed correction requests this SEVIS record may have.

<table>
<thead>
<tr>
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<th>CR Type</th>
<th>Submitted By</th>
<th>CR Date Submitted</th>
<th>CR Status Date</th>
<th>Request Status</th>
<th>Available Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>177695</td>
<td>Student Request Change - Optional Practical Training</td>
<td>Mercer, Ingrid DSO</td>
<td>08/22/2016</td>
<td>09/22/2016</td>
<td>REQUESTED</td>
<td>Upload Evidence, Request Expedites, Change Responsible DSO, Cancel</td>
</tr>
</tbody>
</table>
Slide 26: Upload Evidence – Correction Requests

Upload Correction Request Evidence Page

**F-1 Student**
Ngo, Hang Thu

**SEVP School for Advanced SEVIS Studies - SEVP**
School for Advanced SEVIS Studies
Start Date: 01/01/2015   End Date: 07/31/2016

**Status:** ACTIVE
SEVIS ID: N0004705844

**Correction Request Information**

<table>
<thead>
<tr>
<th>ID</th>
<th>177895</th>
</tr>
</thead>
<tbody>
<tr>
<td>Type</td>
<td>Student Request Change - Optional Practical Training</td>
</tr>
<tr>
<td>Comments</td>
<td>Student received her OPT card in the mail, receipt number PSC85999755551.</td>
</tr>
</tbody>
</table>

**Uploaded Evidence**

<table>
<thead>
<tr>
<th>File Name</th>
<th>Evidence Type</th>
<th>File Size (bytes)</th>
</tr>
</thead>
<tbody>
<tr>
<td>No data available in table</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Return to Corrections Management Page  Return to the Student Information Page
Slide 27: Upload Evidence – Correction Requests

Upload Evidence Modal

![Upload Evidence Modal](image)
Slide 28: Upload Evidence – Correction Requests

Upload Correction Request Evidence Page

- **F-1 Student**: Ngo, Hang Thu
- **SEVP School for Advanced SEVIS Studies - SEVP School for Advanced SEVIS Studies**
- **Status**: ACTIVE
- **SEVIS ID**: N0004785844
- **Start Date**: 01/01/2015
- **End Date**: 07/31/2016

**Correction Request Information**

- **ID**: 177695
- **Type**: Student Request Change - Optional Practical Training
- **Comments**: Student received her OPT card in the mail, receipt number PSC85999755551.

**Upload Evidence**

<table>
<thead>
<tr>
<th>File Name</th>
<th>Evidence Type</th>
<th>File Size (bytes)</th>
</tr>
</thead>
<tbody>
<tr>
<td>OPT Card for NGO.pdf</td>
<td>Other Evidence</td>
<td>30547</td>
</tr>
</tbody>
</table>

**Uploaded Evidence**

- **Return to Corrections Management Page**
- **Return to the Student Information Page**
Slide 29: Upload Evidence – Correction Requests

Upload Correction Request Evidence Page

Upload Correction Request Evidence

Required fields are marked with an asterisk (★).
* Information icon denotes help about the page (★).
Question Mark denotes information about the field (★).
Plus icon indicates that the field can be expanded to display additional data (★).
Minus icon indicates that the field can be collapsed to display condensed data (★).

You can now upload evidence to support your correction request.

F-1 Student
Sevinj, Zeynab

SEVP School for Advanced SEVIS Studies - SEVP School for Advanced SEVIS Studies
Start Date: 07/01/2016    End Date: 05/31/2020

Status: ACTIVE
SEVIS ID: N0004734255

<table>
<thead>
<tr>
<th>GENDER</th>
<th>FEMALE</th>
</tr>
</thead>
<tbody>
<tr>
<td>DOB</td>
<td>06/18/1995</td>
</tr>
<tr>
<td>PREFERRED NAME</td>
<td>Zeynab Sevinj</td>
</tr>
<tr>
<td>PASSPORT NAME</td>
<td></td>
</tr>
<tr>
<td>COUNTRY OF BIRTH</td>
<td>AZERBAIJAN</td>
</tr>
<tr>
<td>CITIZENSHIP</td>
<td>AZERBAIJAN</td>
</tr>
</tbody>
</table>

| ID | 244694 |

Type
Program Date Change

Comments
Date changed

File Name
Zeynab Sevinj SSID Change.docx

Evidence Type
Letter of Explanation

File Size (bytes)
15229

Return to Corrections Management Page
Return to the Student Information Page
Slide 37: SEVP Portal Reports for DSOs

SEVIS Downloads Page
Slide 38: SEVP Portal Reports for DSOs

Download Report Modal
Slide 41: SEVP Portal Reports for DSOs

OPT Employment Page

<table>
<thead>
<tr>
<th>OPT Employment</th>
<th>Employment ID</th>
</tr>
</thead>
<tbody>
<tr>
<td>McLaren, JennA</td>
<td>685566</td>
</tr>
</tbody>
</table>

Prior to recommending Optional Practical Training (OPT), you must ensure that the training complies with the rules governing OPT. You must also ensure that the student is aware of his/her obligation to report changes in employment information (to include periods of unemployment) and changes in his/her address. The school must continue to maintain records on the student for the full period of OPT. The details of these rules can be found in the Code of Federal Regulations, Title 8, Sections 214.2(f) (10) to (f)(13) and 214.2(m)(14). The CFR has been amended and the sections relevant to OPT are available at www.ice.gov/sevis (the SEVP Website).
Slide 42: SEVP Portal Reports for DSOs

Employment Information Page
Slide 43: SEVP Portal Reports for DSOs

Student Information Page
Slide 44: SEVP Portal Alerts for DSOs

Student Alerts Page

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The following alerts deserve your attention:

- Active Students Requiring OPT Reporting
- F-1 Students Within 30 Days of OPT End Date
- Service Center Adjudication Results
- Students Within 45 Days of Program End Date
- Students Within 60 Days of Off-Campus Employment End Date
- Students who have Approved OPT without Current Employer Information

**Students with Post-completion or STEM OPT Who Have a Portal Account**
### Slide 45: SEVP Portal Alerts for DSOs

**Students with Post-completion or STEM OPT Who Have a Portal Account Page**

#### Table: Students with Post-completion or STEM OPT Who Have a Portal Account

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First Name</th>
<th>SEVIS ID</th>
<th>DSO Name</th>
<th>SEVIS ID</th>
<th>Portal Account Status</th>
<th>Actual OPT Start Date</th>
<th>Actual OPT End Date</th>
<th>Recommended OPT Start Date</th>
<th>Recommended OPT End Date</th>
<th>Portal Account Created Date</th>
<th>Portal Account Last Updated Date</th>
</tr>
</thead>
</table>

Showing 1 to 15 of 15 entries.