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

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

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SEVIS Help Team

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## Slide 18: Security Warning Page



An official website of the U.S. government

# SEVIS

Student & Exchange Visitor  
Information System

1-800-892-4829  
SEVIS Help Desk

### WARNING

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](#)

Page ID: 701

Tue Nov 29 07:31:34 EST 2016

U.S. Immigration and Customs Enforcement

## Slide 23: Upload Evidence – Correction Requests

### Submit Successful Confirmation

**Submit Successful**

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

### Corrections Management

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

[Return to Student Information](#)

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 Options Available for This Student

Type of Correction	Description and Help
<a href="#">Request Change to Program Dates</a>	Use this option to change the students 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. (i)
<a href="#">Correct Student Requests to USCIS</a>	Use this option to correct the reflected status of a students USCIS application in SEVIS. Click here for more information. (i)
<a href="#">Student Status</a>	Use this option to correct the students SEVIS record status. Click here for more information. (i)

#### 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. (i)

Search:

CR ID	CR Type	Submitted By	CR Date Submitted	CR Status Date	Request Status	Available Actions
<div><div></div>177695</div>	Student Request Change - Optional Practical Training	Mercer, Ingrid DSO	08/22/2016	08/22/2016	REQUESTED	<div><div>Upload Evidence</div><div>Request Expedite</div><div>Change Responsible DSO</div><div>Cancel</div></div>

## Slide 25: Upload Evidence – Correction Requests

### Corrections Management Page

### Corrections Management

"i" information icon denotes help about the page (i)  
Question Mark denotes information about the field (?)

[Return to Student Information](#)

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 Options Available for This Student

Type of Correction	Description and Help
<a href="#">Request Change to Program Dates</a>	Use this option to change the students 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. (?)
<a href="#">Correct Student Requests to USCIS</a>	Use this option to correct the reflected status of a students USCIS application in SEVIS. Click here for more information. (?)
<a href="#">Student Status</a>	Use this option to correct the students SEVIS record status. Click here for more information. (?)

#### 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. (?)

Search:

CR ID	CR Type	Submitted By	CR Date Submitted	CR Status Date	Request Status	Available Actions
<div><div></div>177695</div>	Student Request Change - Optional Practical Training	Mercer, Ingrid DSO	08/22/2016	08/22/2016	REQUESTED	<div><div>Upload Evidence</div><div>Request Expedite</div><div>Change Responsible DSO</div><div>Cancel</div></div>

## Slide 26: Upload Evidence – Correction Requests

### Upload Correction Request Evidence Page

### Upload Correction Request Evidence

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

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

#### Uploaded Evidence

File Name	Evidence Type	File Size (bytes)
No data available in table		

Return to Corrections Management Page

Return to the Student Information Page

## Slide 27: Upload Evidence – Correction Requests

### Upload Evidence Modal

**Upload Evidence**

**File to Upload \***

**Evidence Type \***

▼

**Additional Comments**

Characters Remaining: 1200

[Cancel](#)

- Proof of Attendance
- Letter of Explanation
- I-94
- Visa
- Passport
- Employment Authorization Document
- Page 1 Form I-765
- Page 1 Form I-539
- Other



## Slide 28: Upload Evidence – Correction Requests

### Upload Correction Request Evidence Page

### Upload Correction Request Evidence

Required fields are marked with an asterisk (\*)

"i" information icon denotes help about the page (i)

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 (-)

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

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

[Upload Evidence](#)

#### Uploaded Evidence

File Name	Evidence Type	File Size (bytes)
OPT Card for NGO.pdf	Other Evidence	30547

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 (\*)

"i" information icon denotes help about the page (i)

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**

GENDER

DOB

PREFERRED NAME

PASSPORT NAME

COUNTRY OF BIRTH

CITIZENSHIP

FEMALE

06/18/1995

Zeynab Sevinj

AZERBAIJAN

AZERBAIJAN

EMAIL

U.S. ADDRESS

2450 CRYSTAL DR  
ARLINGTON , VA 22202

Correction Request Information

ID	244694
Type	Program Date Change
Comments	Date changed

Upload Evidence

Uploaded Evidence

How do I know what evidence should be uploaded?

File Name	Evidence Type	File Size (bytes)
Zeynab Sevinj ISSD Change.docx	Letter of Explanation	15229

Return to Corrections Management Page

Return to the Student Information Page

## Slide 37: SEVP Portal Reports for DSOs

### SEVIS Downloads Page

## SEVIS Downloads

"i" information icon denotes help about the page (i)  
Question Mark denotes information about the field (?)

**SEVP School for Advanced SEVIS Studies**  
**Campus: SEVP School for Advanced SEVIS Studies**

The documents, which are available for download below, represent either lists of nonimmigrants at your institution whose information was changed by SEVIS when data standards were imposed or zipped files of immigration documents for reprint. To download a document in Comma Separated Values format, click CSV. To download as an Excel spreadsheet, click Excel. To unzip immigration documents, click the icon beside the file name in the table and follow your software's process for accessing the individual files. See Help for more information.

Note: If you have multiple windows open, downloaded documents may open behind any windows currently open.

### Reports

Title	Description	File Type
SEVIS Updates Submitted by Students	This report contains updates submitted in the OPT Portal by a student.	CSV Excel

Showing 1 to 1 of 1 entries

### System Downloads

Show 10 entries



## Slide 38: SEVP Portal Reports for DSOs

### Download Report Modal

# SEVIS Downloads

"i" information icon denotes help about the page (1)  
Question Mark denotes information about the field (2)

**SEVP School for Advanced SEVIS Studies**  
**Campus: SEVP School for Advanced SEVIS Studies**

The documents, which are available for download below, represent either lists of nonimmigrants at your institution whose information was changed by SEVIS when data standards were imposed or zipped files of immigration documents for reprint. To download a document in Comma Separated Values format, click CSV. To download as an Excel spreadsheet, click Excel. To unzip immigration documents, click the icon to the left of the file name in the table and follow the instructions for accessing the individual files. See Help for more information.

Note: If you have multiple windows open, downloaded documents

### Reports

Title	File Type
SEVIS Updates Submitted by Students	CSV Excel

Showing 1 to 1 of 1 entries

### System Downloads

#### Download Report

**Dates**

From:  /  /  To:  /  /

[Cancel](#)

## Slide 41: SEVP Portal Reports for DSOs

### OPT Employment Page

### OPT Employment

F-1 Student  
**McClaren, Jenna**

SEVP School for Advanced SEVIS Studies - Kanno School for Smart Questions  
Start Date: 01/20/2014   End Date: 12/01/2016

Status: **ACTIVE**  
SEVIS ID: **N0004765455**

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](http://www.ice.gov/sevis) (the SEVP Website).

New OPT Request

POST-COMPLETION - FULL TIME	Status	Receipt Number	Employment ID	View
Active	APPROVED	XXX988276454	685568	

#### OPT AUTHORIZATION DATES

OPT Dates	Start	End
DSO Recommended	11/21/2016	11/20/2017
USCIS Approved	11/21/2016	11/20/2017
Actual	11/21/2016	11/20/2017

#### Employers

Add Employer

Employer Name	Employer ID	Start	End	Actions
SEVP Applied Labs	689613	11/30/2016		Edit Delete

Return

Print I-20

Page ID: 302

Wed Nov 30 23:10:28 EST 2016

U.S. Immigration and Customs Enforcement

## Slide 42: SEVP Portal Reports for DSOs

### Employment Information Page

### Employment Information

[Return to Student Information](#)

F-1 Student  
**McClaren, JennaA**

**SEVP School for Advanced SEVIS Studies - Kanno School for Smart Questions**  
Start Date: 01/20/2014   End Date: 12/01/2016

Status: **ACTIVE**  
SEVIS ID: **N0004765455**

All Employment ▾

Active	Employment Type	FT/PT	Status	School	DSO Recommended		Actual		Level	Receipt	Employment ID																								
					Start Date	End Date	Start Date	End Date																											
	<a href="#">POST-COMPLETION OPT</a>	FULL TIME	APPROVED	SEVP School for Advanced SEVIS Studies	11/21/2016	11/20/2017	11/21/2016	11/20/2017	MASTER'S	XXX988276454	685568																								
<table><thead><tr><th>Employer Name (EIN)</th><th>Employer ID</th><th>Job Title</th><th>FT/PT</th><th>Start Date</th><th>End Date</th><th>City</th><th>State</th><th>Zip</th><th>Explanation</th><th colspan="2">Unemployment</th></tr></thead><tbody><tr><td><a href="#">SEVP Applied Labs (12-3456789)</a></td><td>689613</td><td>Structural Engineer</td><td>FT</td><td>11/30/2016</td><td></td><td>ARLINGTON</td><td>VA</td><td>22201</td><td>Student's degree is in engineering and she is working as a structural engineer</td><td>0</td><td>Days</td></tr></tbody></table> <div>Last Employment</div>												Employer Name (EIN)	Employer ID	Job Title	FT/PT	Start Date	End Date	City	State	Zip	Explanation	Unemployment		<a href="#">SEVP Applied Labs (12-3456789)</a>	689613	Structural Engineer	FT	11/30/2016		ARLINGTON	VA	22201	Student's degree is in engineering and she is working as a structural engineer	0	Days
Employer Name (EIN)	Employer ID	Job Title	FT/PT	Start Date	End Date	City	State	Zip	Explanation	Unemployment																									
<a href="#">SEVP Applied Labs (12-3456789)</a>	689613	Structural Engineer	FT	11/30/2016		ARLINGTON	VA	22201	Student's degree is in engineering and she is working as a structural engineer	0	Days																								

Page ID: 301      Wed Nov 30 23:13:27 EST 2016      U.S. Immigration and Customs Enforcement

## Slide 43: SEVP Portal Reports for DSOs

### Student Information Page

<a href="#">Reprint I-20</a>	<b>Student Information</b>	
<a href="#">Print Draft I-20</a>	<b>F-1 STUDENT</b> <b>STEM SEVIS, Stephen</b>	<b>SEVP School for Advanced SEVIS Studies -</b> <b>SEVP School for Advanced SEVIS Studies</b> Start Date: <b>September 1, 2011</b> End Date: <b>May 30, 2015</b>
<b>View:</b> <a href="#">Event History</a> <a href="#">Request/Authorization Details</a> <a href="#">Employment Information</a>	<b>Status:</b> <b>ACTIVE</b> Status Change Date: <b>June 22, 2015</b> SEVIS ID: <b>N0004705859</b>	
<b>Actions:</b> <a href="#">Authorize To Drop Below Full Course</a>	<b>Active STEM OPT</b> <b>Portal Account</b> 	<b>I-901 Fee Paid</b> <b>I-20 ISSUE REASON: CONTINUED ATTENDANCE</b>
	<b>Personal / Contact</b>	<a href="#">Edit</a>
	<b>Gender</b> <b>MALE</b> <b>Date of Birth</b>	<b>U.S. Address</b> <b>105 N PORT ST, Address2, Baltimore, MD 21224</b> <b>Address Status</b>

## Slide 44: SEVP Portal Alerts for DSOs

### Student Alerts Page

### Student Alerts

SEVP School for Advanced SEVIS Studies

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

Students with Post-completion or STEM OPT Who Have a Portal Account										
SEVP School for Advanced SEVIS Study										
This document is FOR OFFICIAL USE ONLY (FOUO). It contains information that may be exempt from public release under the Freedom of Information Act (5 U.S.C. 552). It is to be controlled, stored, handled, transmitted, distributed, and disposed of in accordance with DHS policy relating to FOUO information and is not to be released to the public or other personnel who do not have a valid "need-to-know" without prior approval of an authorized DHS official. This information shall not be distributed beyond the dhs.gov network without prior authorization of the originator. If the "Eligible for Registration" column indicates that the student is not eligible, the student's record must be updated before registration. The Student Information page shows what information is needed. See Help for more details.										
Show 20 entries										
Surname/Primary Name	Given Name	SEVIS ID	Portal Account Status	OPT Type	Actual OPT Start Date	Actual OPT End Date	Recommended OPT Start Date	Recommended OPT End Date	Portal Account Created Date	Portal Account Last Update Date
Anders	Bjorn	N000476066	Portal Account Registered	POST-COMPLETION	11/01/2016	11/02/2016	11/01/2016	11/02/2016	11/01/2016	11/02/2016
Arne	Anika	N000476068	Portal Account Email Changed	STEM			11/03/2016	11/03/2016		11/03/2016
Ay	Lorena	N000476068	Portal Account Email Changed	POST-COMPLETION	11/01/2016	11/02/2016	11/01/2016	11/02/2016		11/02/2016
Berie	Sgradio	N0004760672	Portal Account Email Changed	POST-COMPLETION	11/01/2016	11/02/2016	11/01/2016	11/02/2016	10/26/2016	11/02/2016
Beuer	Kurt	N0004760672	Portal Account Email Changed	STEM			11/03/2016	11/03/2016	10/26/2016	11/02/2016
-----										
Portu-Tesing Student	Guo	N0004761252	Portal Account Registered	POST-COMPLETION	11/04/2016	12/01/2016	11/04/2016	12/01/2016	11/04/2016	11/09/2016
Cellisari	Markus	N0004761555	Portal Account Registered	POST-COMPLETION	11/04/2016	12/01/2016	11/04/2016	12/01/2016	11/09/2016	11/17/2016
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Export CSV PDF Print Copy										
Showing 1 to 15 of 15 entries										
First Previous 1 Next Last										
Thu Nov 17 22:58:41 EST 2016										
U.S. Immigration and Customs Enforcement										