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# Screenshots for the June 2016 SEVIS Release

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Create New Student • Add Dependent •  
Change Educational Level • Transfer-In •  
Reinstatement • Update Personal Information  
• Update Program Information • Update  
Financial Information

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SEVIS Help Team

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# Create New Student

## Create Certificate of Eligibility for Nonimmigrant Students (Form I-20)

### Class of Admission and Personal Information

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

Required fields are marked with an asterisk (\*)

#### Class of Admission

##### Class of Admission \*

- F-1  
 M-1

##### Issue Reason \*

- Initial Attendance  
 Initial Attendance - Change of Status Requested

**Issue Reason** *Initial Attendance* - A prospective student uses this type of Form I-20 to apply for an F-1 or M-1 visa at the closest U.S. Consulate in the home country and/or entry to the United States. *Change of Status* - A nonimmigrant uses this Form I-20 to apply for a change of status to F-1 or M-1 status with the U.S. Citizenship and Immigration Service (USCIS).

#### Name

##### Surname/Primary Name \*

**Surname/Primary Name** The Surname/Primary Name is required. If the person has only one name, use this field. Do not use any special characters. Only letters A to Z and spaces are allowed. Do not use an abbreviation such as FNU to indicate a name is unknown. See Help for more information.

##### Given Name

**Given Name** Use this field for names other than the Surname/Primary names such as first and middle names. If the person has only one name, this field may be left blank. Do not use any special characters. Only letters A to Z and spaces are allowed. Do not use an abbreviation such as FNU to indicate a name is unknown. See Help for more information.

##### Suffix

##### Passport Name

**Passport Name** Passport Name is optional but highly recommended. Enter the names found in the machine readable section of the passport, leaving out the separator character "<". Enter them in the order shown on the passport. See Help for more information.

##### Preferred Name

**Preferred Name** This field allows names to be written in the order preferred in the person's home country. It may contain letters with diacritical markings such as Ä, Ç, or Å. It may also contain hyphens, apostrophes, and a comma before the suffix. If you do not enter a Preferred Name, SEVIS will automatically enter the given name, surname/primary name, and a suffix, if applicable. See Help for more information.

#### Demographics

##### Birth Date \*

 /  / 

##### Country of Birth \*

##### Country of Citizenship \*

##### Gender \*

- FEMALE  MALE  UNKNOWN/OTHER

Save Draft I-20

Next

# Create Certificate of Eligibility for Nonimmigrant Students (Form I-20)

## Contact and Program Information

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

Required fields are marked with an asterisk (\*)

### Contact

#### Foreign Address \*

##### Address \*

##### City

##### Province/Territory Postal Code

##### Country: \*

#### Email Address:

#### U.S Physical Address

U.S Address is not required for Border  
Commuter

Border Commuter

Add Address

#### U.S Mailing Address

Same as Physical Address

Add Mailing Address

Enter an email address where the student can be reached. This can be a personal or school-issued email address. Email is not required for F-1 students in K-12 or M-1 students under the age of 14.

### Telephone

Select one of the three telephone options for students. Telephone is not required for F-1 students in K-12 or M-1 Students under the age of 14.

Student does not have a telephone number.

#### Foreign Telephone

+  -

Country Number  
Code

#### US Telephone

(  )  -

### Program

#### Program Start Date: \*

 /  / 

The Program Start Date is the date the student will report to school. This may or may not be the same as the start of classes. The Program End Date is the date the student is expected to finish the program of study.

#### Program End Date: \*

 /  / 

#### Initial Session Start Date \*

 /  / 

Initial Session Start Date: Enter the date classes begin for the student. This may be the same as the Program Start Date.

#### Education Level: \*

#### Major Code 1 \*

Select

#### Major Code 2 \*

Select

No Major 2

#### Minor Code \*

Select

No Minor

### English Proficiency:

#### Is English proficiency required by the school? \*

Yes  No

Save Draft I-20

Print Draft I-20

Back

Next

Delete Draft

## Create Certificate of Eligibility for Nonimmigrant Students (Form I-20)

### Dependents

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

Required fields are marked with an asterisk (\*)

Dependent(s) for SEVIS, Student

Add Dependent

Save Draft I-20

Print Draft I-20

Back

Next

Delete Draft

## Create Certificate of Eligibility for Nonimmigrant Students (Form I-20)

### Dependents

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

Required fields are marked with an asterisk (\*)

Add Dependent Successful for SEVIS, Spouse

Dependent(s) for SEVIS, Student

Add Dependent

Surname/Primary Name	Given Name	Relationship	Gender	Status	Commands
SEVIS	Spouse	SPOUSE	FEMALE	DRAFT	<a href="#">Update</a> <a href="#">Delete</a>

Save Draft I-20

Print Draft I-20

Back

Next

Delete Draft

## Create Certificate of Eligibility for Nonimmigrant Students (Form I-20)

### Financial Information

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

Required fields are marked with an asterisk (\*)

#### Financial

Estimated costs and funding for \*  months

Enter the estimated expenses and sources of funding for an academic year or the length of the program, whichever is shorter. Funding must meet or exceed the estimated expenses.

#### Expenses

Tuition and Fees: \* \$

Living Expenses: \* \$

Expenses for dependents: 1 \* \$

Other costs: \$

Specify other costs:

**Total expenses: \$ 0.00**

#### Funding

Student's personal funds: \* \$

Funds from this school: \$

School fund type:

Funds from other sources: \$

Other source type:

On-Campus employment: \$

**Total funding: \$ 0.00**

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

Characters Remaining: 1000

Save Draft I-20

Print Draft I-20

Back

Submit I-20

Delete Draft

## Create Certificate of Eligibility for Nonimmigrant Students (Form I-20)

### Class of Admission and Personal Information

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

Required fields are marked with an asterisk (\*)

#### Submit Successful

You have added a new nonimmigrant student

SEVIS generated the following SEVIS ID s for this student:

SEVIS ID:	Surname/Primary Name	Given Name
N0004719741	SEVIS	Student

Surname/Primary Name	Given Name	Relationship	Gender	Status
SEVIS	Spouse	SPOUSE	F	INITIAL

Review Student Information Print I-20

Create New Student

# Add Dependent

## Create Certificate of Eligibility for Nonimmigrant Students (Form I-20)

### Add Dependent

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

Required fields are marked with an asterisk (\*)

F-1 Student

**Grayte, Scott**

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

Start Date: 09/01/2015 End Date: 05/30/2022

Status: **ACTIVE**

SEVIS ID: **N0004705846**



### Add Dependent for Grayte, Scott

#### Relationship \*

CHILD  SPOUSE

#### Surname / Primary Name \*

The Surname/Primary Name is required. If the person has only one name, use this field. Do not use any special characters. Only letters A to Z and spaces are allowed. Do not use an abbreviation such as FNU or LNU to indicate a name is unknown. See Help for more information.

#### Given Name

Use this field for names other than the Surname/Primary names such as first and middle names. If the person has only one name, this field may be left blank. Do not use any special characters. Only letters A to Z and spaces are allowed. Do not use an abbreviation such as FNU or LNU to indicate a name is unknown. See Help for more information.

#### Suffix

#### Passport Name

Passport Name is optional but highly recommended. Enter the names found in the machine readable section of the passport, leaving out the separator character "<". Enter them in the order shown on the passport. See Help for more information.

#### Preferred Name

This field allows names to be written in the order preferred in the person's home country. It may contain letters with diacritical markings such as  $\tilde{A}$  or  $\tilde{A}$ . It may also contain hyphens, apostrophes, and a comma before the suffix. If you do not enter a Preferred Name, SEVIS will automatically enter the given name, surname/primary name, and a suffix, if applicable. See Help for more information.

#### Email Address

**Enter the dependent's email address.**

### Demographics

#### Birth Date \*

 /  / 

#### Country of Birth \*

#### Country of Citizenship \*

#### Gender \*

FEMALE  MALE  UNKNOWN/OTHER

Back

Add Dependent

# Change Education Level

## Create I-20 for Change Education Level

SEVP School for Advanced SEVIS Studies

Required fields are marked with an asterisk (\*)

F-1 Student  
**SEVIS, Student**

**SEVP School for Advanced SEVIS Studies - SEVP School for Advanced SEVIS Studies**  
Start Date: 05/01/2016 End Date: 05/30/2020

Status: **ACTIVE**  
SEVIS ID: **N0004719741**



### Program

**Education Level: \***

**Major Code 1 \***

  

**Major Code 2 \***

  

**Minor Code \***

  

**No Major 2**

**No Minor**

**New Program Start Date: \***

The Program Start Date is the date the student will report to school. This may or may not be the same as the start of classes. The Program End Date is the date the student is expected to finish the program of study.

**New Program End Date: \***

**Initial Session Start Date \***

Initial Session Start Date: Enter the date classes begin for the student. This may be the same as the Program Start Date.

**English Proficiency: \***

Is English Proficiency required by the school?

Yes  No

### Financial

**Estimated costs and funding for \***  **months**

Enter the estimated expenses and sources of funding for an academic year or the length of the program, whichever is shorter. Funding must meet or exceed the estimated expenses.

#### Expenses

**Tuition and Fees: \*** \$

**Living Expenses: \*** \$

**Expenses for dependents: 1 \*** \$

**Other costs:** \$

**Specify other costs:**

**Total expenses: \$ 0.00**

#### Funding

**Student's personal funds: \*** \$

**Funds from this school:** \$

**School fund type:**

**Funds from other sources:** \$

**Other source type:**

**On-Campus employment:** \$

**Total funding: \$ 0.00**

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

Characters Remaining: 1000

Create Certificate of Eligibility (Form I-20) for Transfer In

Personal and Program Information  
SEVP School for Advanced SEVIS Studies  
SEVIS ID: N0004719741

Required fields are marked with an asterisk (\*)

Class of Admission F-1

Name

Surname/Primary Name \*

SEVIS

Surname/Primary Name The Surname/Primary Name is required. If the person has only one name, use this field. Do not use any special characters. Only letters A to Z and spaces are allowed. Do not use an abbreviation such as FNU to indicate a name is unknown. See Help for more information.

Given Name

Student

Given Name Use this field for names other than the Surname/Primary names such as first and middle names. If the person has only one name, this field may be left blank. Do not use any special characters. Only letters A to Z and spaces are allowed. Do not use an abbreviation such as FNU to indicate a name is unknown. See Help for more information.

Suffix

Select One

Passport Name

SEVIS STUDENT

Passport Name Passport Name is optional but highly recommended. Enter the names found in the machine readable section of the passport, leaving out the separator character "<". Enter them in the order shown on the passport. See Help for more information.

Preferred Name

Stu SEVIS

Preferred Name This field allows names to be written in the order preferred in the person's home country. It may contain letters with diacritical markings such as Ä, Ö, or Å. It may also contain hyphens, apostrophes, and a comma before the suffix. If you do not enter a Preferred Name, SEVIS will automatically enter the given name, surname/primary name, and a suffix, if applicable. See Help for more information.

Demographics

Birth Date \*

03 / 27 / 1995

Country of Birth \*

AUSTRALIA

Country of Citizenship \*

AUSTRALIA

The nonimmigrant student was born on March 27th, 1995 and is 21 years old

Gender \*

FEMALE  MALE  UNKNOWN/OTHER

Contact

Foreign Address \*

Address \*  
49 Helmstead

Perth

City

Province/Territory Postal Code

Country: \*

AUSTRALIA

U.S Physical Address \*

U.S Address is not required for Border Commuter

Border Commuter

Add Address

U.S Mailing Address

Same as Physical Address

Add Mailing Address

Email Address: \*

stu@abc123.com

Enter an email address where the student can be reached. This can be a personal or school-issued email address. Email is not required for F-1 students in K-12 or M-1 students under the age of 14.

Telephone

You must select one or more of the three telephone options for all students except F-1 K-12 or M-1 under the age of 14. \*

Student does not have a telephone number.

Foreign Telephone

+ 5555 5555555555

Country Number Code

US Telephone

( ) -

Program

Program Start Date: \*

MM / DD / YYYY

The Program Start Date is the date the student will report to school. This may or may not be the same as the start of classes. The Program End Date is the date the student is expected to finish the program of study.

Program End Date: \*

MM / DD / YYYY

Initial Session Start Date \*

MM / DD / YYYY

Initial Session Start Date: Enter the date classes begin for the student. This may be the same as the Program Start Date.

Education Level: \*

MASTER'S

Major Code 1 \*

Enter Code

Select

Major Code 2 \*

Enter Code

Select

No Major 2

Minor Code \*

Enter Code

Select

No Minor

English Proficiency:

Is English proficiency required by the school? \*

Yes  No

Save Draft

Print Draft I-20

Next

Cancel

# Create Certificate of Eligibility (Form I-20) for Transfer In

## Financial Information

SEVP School for Advanced SEVIS Studies

SEVIS ID: N0004719741

Required fields are marked with an asterisk (\*)

### Financial

Estimated costs and funding for  months

Enter the estimated expenses and sources of funding for an academic year or the length of the program, whichever is shorter. Funding must meet or exceed the estimated expenses.

#### Expenses

Tuition and Fees: \* \$

Living Expenses: \* \$

Expenses for dependents:  \* \$

Other costs: \$

Specify other costs:

**Total expenses: \$ 0.00**

#### Funding

Student's personal funds: \* \$

Funds from this school: \$

School fund type:

Funds from other sources: \$

Other source type:

On-Campus employment: \$

**Total funding: \$ 0.00**

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

Characters Remaining: 1000

Save Draft

Print Draft I-20

Prev

Submit

Cancel

# Reinstatement Process Flow

## Student Reinstatement

### Contact and Program Information

SEVP School for Advanced SEVIS Studies  
SEVIS ID: N0004703368

Required fields are marked with an asterisk (\*)

**Class of Admission** F-1

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**Contact**

<p><b>Foreign Address *</b></p> <p><b>Address *</b></p> <input type="text" value="2 Rue de Bastille"/> <input type="text"/> <b>City</b> <input type="text" value="Paris"/> <b>Province/Territory Postal Code</b> <input type="text"/> <b>Country: *</b> <input type="text" value="FRANCE"/> <p><b>Email Address:</b></p> <input type="text"/>	<p><b>U.S Physical Address *</b></p> <p><b>U.S Address is not required for Border Commuter</b></p> <p><input type="checkbox"/> <b>Border Commuter</b></p> <p><a href="#">Edit Address</a></p> <p>9209 GREENWOOD LN LANHAM MD 20706 - 3105</p>	<p><b>U.S Mailing Address</b></p> <p><input type="checkbox"/> <b>Same as Physical Address</b></p> <p><a href="#">Add Mailing Address</a></p>
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**Enter an email address where the student can be reached. This can be a personal or school-issued email address. Email is not required for F-1 students in K-12 or M-1 students under the age of 14.**

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**Telephone**

Select one of the three telephone options for students. Telephone is not required for F-1 students in K-12 or M-1 Students under the age of 14.

Student does not have a telephone number.

<p><b>Foreign Telephone</b></p> <p>+ <input type="text"/> - <input type="text"/></p> <p>Country Code    Number</p>	<p><b>US Telephone</b></p> <p>( <input type="text"/> ) <input type="text"/> - <input type="text"/></p>
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**Program**

<p><b>Program Start Date: *</b></p> <input type="text" value="05"/> / <input type="text" value="01"/> / <input type="text" value="2015"/> <b>Program End Date: *</b> <input type="text" value="04"/> / <input type="text" value="30"/> / <input type="text" value="2019"/> <p style="color: green;">The length of this program is 47 months</p> <p><b>Initial Session Start Date *</b></p> <input type="text" value="MM"/> / <input type="text" value="DD"/> / <input type="text" value="YYYY"/> <b>Education Level: *</b> <input type="text" value="MASTER'S"/>	<p>The Program Start Date is the date the student will report to school. This may or may not be the same as the start of classes. The Program End Date is the date the student is expected to finish the program of study.</p> <p>Initial Session Start Date: Enter the date classes begin for the student. This may be the same as the Program Start Date.</p>
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<p><b>Major Code 1 *</b></p> <input type="text" value="43.0103"/> <input type="text" value="Select"/> <span style="color: green;">Criminal Justice/Law Enforcement Administration</span>	<p><b>Major Code 2 *</b></p> <input type="text" value="39.0401"/> <input type="text" value="Select"/> <span style="color: green;">Religious Education</span>	<p><b>Minor Code *</b></p> <input type="text" value="00.0000"/> <input type="text" value="Select"/> <span style="color: green;">None</span>
--	--	---

**No Major 2**                       **No Minor**

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**English Proficiency:**

<p><b>Is English proficiency required by the school? *</b></p> <p><input checked="" type="radio"/> Yes   <input type="radio"/> No</p>	<p><b>Does the student have the required English Proficiency? *</b></p> <p><input checked="" type="radio"/> Yes   <input type="radio"/> No</p>
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## Student Reinstatement

### Financial Information

SEVP School for Advanced SEVIS Studies

SEVIS ID: N0004703368

Required fields are marked with an asterisk (\*)

#### Financial

Estimated costs and funding for \* 06 months

Enter the estimated expenses and sources of funding for an academic year or the length of the program, whichever is shorter. Funding must meet or exceed the estimated expenses.

#### Expenses

Tuition and Fees: \* \$ 10,000

Living Expenses: \* \$ 10,000

Expenses for dependents: \$ 5,000

1\*

Other costs: \$

Specify other costs:

Total expenses: \$ 25,000.00

#### Funding

Student's personal funds: \* \$ 30,000

Funds from this school: \$

School fund type:

Funds from other sources: \$ 10,000

Other source type: Silver Candlesticks from the Church

On-Campus employment: \$

Total funding: \$ 40,000.00

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

Student Automatically Terminated 90 days after next session start date

Characters Remaining: 930

Prev

Request Reinstatement

Cancel

## Update Successful

The following Request ID was assigned to this request: 1979235

Mail this documentation to the DHS Service Center having jurisdiction over the location address of your institution. A list of addresses for these offices can be obtained via the DHS website, at [Reinstatement Filing Instructions](#).

Return to View Record

Print I-20

# Update Personal Information

## Update Personal Information

SEVP School for Advanced SEVIS Studies

Required fields are marked with an asterisk (\*)

F-1 Student

**Grayte, Scott**

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

Start Date: 09/01/2015 End Date: 05/30/2022

Status: **ACTIVE**  
SEVIS ID: **N0004705846**



### Name

#### Surname/Primary Name \*

**Surname/Primary Name** The Surname/Primary Name is required. If the person has only one name, use this field. Do not use any special characters. Only letters A to Z and spaces are allowed. Do not use an abbreviation such as FNU to indicate a name is unknown. See Help for more information.

#### Given Name

**Given Name** Use this field for names other than the Surname/Primary names such as first and middle names. If the person has only one name, this field may be left blank. Do not use any special characters. Only letters A to Z and spaces are allowed. Do not use an abbreviation such as FNU to indicate a name is unknown. See Help for more information.

#### Suffix

#### Passport Name

**Passport Name** Passport Name is optional but highly recommended. Enter the names found in the machine readable section of the passport, leaving out the separator character "<". Enter them in the order shown on the passport. See Help for more information.

#### Preferred Name

**Preferred Name** This field allows names to be written in the order preferred in the person's home country. It may contain letters with diacritical markings such as Ä, Ü, or Å. It may also contain hyphens, apostrophes, and a comma before the suffix. If you do not enter a Preferred Name, SEVIS will automatically enter the given name, surname/primary name, and a suffix, if applicable. See Help for more information.

### Demographics

#### Birth Date \*

 /  / 

The nonimmigrant student was born on April 30th, 1984 and is 31 years old

#### Country of Birth \*

#### Country of Citizenship \*

#### Gender \*

FEMALE  MALE  UNKNOWN/OTHER

### Contact

#### Foreign Address \*

##### Address \*

##### City

##### Province/Territory Postal Code

##### Country: \*

#### U.S Physical Address

U.S Address is not required for Border  
Commuter

Border Commuter

[Edit Address](#)

10000 Nancy Lane  
Fort Washington MD 20744

#### U.S Mailing Address

Same as Physical Address

[Add Mailing Address](#)

#### Email Address: \*

Enter an email address where the student can be reached. This can be a personal or school-issued email address. Email is not required for F-1 students in K-12 or M-1 students under the age of 14.

### Telephone

You must select one or more of the three telephone options for all students except F-1 K-12 or M-1 under the age of 14. \*

Student does not have a telephone number.

#### Foreign Telephone

+  -

Country Number  
Code

#### US Telephone

()  -

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](#)

# Update Program Information

## Update Program Information SEVP School for Advanced SEVIS Studies

Required fields are marked with an asterisk (\*)

F-1 Student

**Grayte, Scott**

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

Start Date: 09/01/2015 End Date: 05/30/2022

Status: **ACTIVE**

SEVIS ID: **N0004705846**



### Program

**Education Level: \***

DOCTORATE

**Major Code 1 \***

54.0104

Select

History and Philosophy of Science and Technology

**Major Code 2 \***

00.0000

Select

None

No Major 2

**Minor Code \***

00.0000

Select

None

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

Update Information

Cancel

Print Draft I-20

# Update Financial Information

## Update Financial Information SEVP School for Advanced SEVIS Studies

Required fields are marked with an asterisk (\*)

F-1 Student  
**Grayte, Scott**

**SEVP School for Advanced SEVIS Studies - SEVP School  
for Advanced SEVIS Studies**  
Start Date: 09/01/2015 End Date: 05/30/2022

Status: **ACTIVE**  
SEVIS ID: **N0004705846**



### Financial

Estimated costs and funding for \* 09 months

Enter the estimated expenses and sources of funding for an academic year or the length of the program, whichever is shorter. Funding must meet or exceed the estimated expenses.

#### Expenses

Tuition and Fees: \* \$ 15,000

Living Expenses: \* \$ 6,000

Expenses for dependents: \$

Other costs: \$

Specify other costs:

**Total expenses: \$ 21,000.00**

#### Funding

Student's personal funds: \* \$ 0

Funds from this school: \$ 21,000

School fund type: scholarship and assistantship

Funds from other sources: \$

Other source type:

On-Campus employment: \$

**Total funding: \$ 21,000.00**

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

Characters Remaining: 1000

Update

Cancel

Print Draft I-20