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# SEVP

STUDENT AND EXCHANGE VISITOR PROGRAM

SEVIS Release 6.21 Pre-Release Webinar



## Presenters

- **Amy Newman**, Department of State, SEVIS Liaison
- **Katie Westerlund**, SEVP, Acting Unit Chief, Policy and School Certification
- **Helene Robertson**, SEVP, SEVIS Help Team Lead
- **Ingrid Mercer**, SEVP, SEVIS Help Team
- **Jared Allen**, SEVP, SEVIS Help Team



## Agenda

### SEVIS 6.21 Pre-release Webinar

- Webinar overview
- Ten most important things to know about the June SEVIS Release
- Q&A



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# WEBINAR OVERVIEW



## Today's Webinar Format

- Different format:
  - Five presenters, instead of one
  - Will try not to repeat materials already discussed in the May 8th and May 15th Webinars – Recordings available on:  
[www.studyinthestates.dhs.gov/webinars](http://www.studyinthestates.dhs.gov/webinars)
- Focus/approach of this webinar inspired by:
  - **Questions from schools and sponsors**
  - **Experiences gained in testing the functionality**



## Downloads Available Today

- Webinar Slides
- J SEVIS Look and Feel Demo
- J SEVIS Look and Feel Demo Script
- SEVIS T/IPP Demo
- SEVIS T/IPP Demo Script
- Mass Reprint and SEVIS Downloads User Guide



# Countdown: 10 Things You Need to Know About the June Release



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Katie Westerlund

# **10: THE LIMIT ON THE NUMBER OF DSOS IS REMOVED IN SEVIS.**



## Increase in the Number of DSOs

- May 29, 2015: Regulations took effect
- June 26, 2015: SEVIS will allow PDSOs to:
  - Add additional DSOs
  - Print the Form I-17 with the additional DSOs allowed



Limitation on the printed Form I-17:  
**Form I-17 will only print up to 30 school officials per campus.**



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Helene Robertson

# **9: SEVIS EMAIL STANDARDS ENFORCE COMMON STANDARDS USED ELSEWHERE.**



## Required Email Format

- Only one email address in the field
- Valid email consists of 2 parts separated by @
- Format: UserName@DomainName
- Examples:
  - hrobert@university.edu
  - John.Doe@company.com



## Email Standardization

- Email address is encouraged, but not required field for F/M students
- Email address required for J-1s at time of validation
- Email address is required for school/sponsor officials



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Jared Allen

# **8: MASS REPRINT IS A TOOL AVAILABLE IN REAL-TIME SEVIS FOR YOUR CONVENIENCE.**



## Mass Reprint

- Reprints forms for multiple people at one time with the same reprint reason
- SEVIS real-time availability
- Schools/sponsors determine how/when to use it
  - Reprint after name conversion
  - Reprint after a school officially changes the CIP code for a particular major
- Functionality is not temporary



## Mass Reprint

### Guidelines:

- Anyone who has had a form printed within the previous seven days cannot be included in a mass reprint request

**Note:** Can still reprint form directly from record.

- Forms are not immediately available – generated and delivered when SEVIS performance is less affected. Delivered no later than 24 hours



## Mass Reprint Tips



- Use the SEVIS-generated report on nonimmigrants whose name changed, so that you can figure out who might need a reprint because SEVIS changed their name.
- If your school has more than 1,000 records, for better results break down the list: Search by educational level and/or by letters of the alphabet.
- When selecting the number of records to print, keep in mind the default value is 100. Change the setting to include more records, if needed.
- Sort by the Date of Last Reprint column in the Mass Reprint Search Results to identify people who already have the newer version of the form (reprint date after 6/26/2015).
- Reprinting student/exchange visitor forms will automatically include forms for any dependents.



## Mass Reprint Tips



Existing ability to reprint a form directly from the nonimmigrant record is not changed.



# Quick Process Review: Define Group of Whose Forms to Reprint

**Mass Reprint Forms I-20: Search**  
SEVP Fairfax School  
Main Campus  
WAS214F07070000

Use this feature to request Forms I-20 for multiple people with the same reprint reason. SEVIS will deliver the requested forms within 24 hours to the SEVIS Downloads page. The requesting officials name will print on all delivered forms. You must select Class(es) of Admission, Level(s) of Study, and Status(es) to include in your search.

**Include:**

Class of Admission:  F-1 (Students)  F-2 (Dependents)  M-1 (Students)  M-2 (Dependents)

Level of Study - F:  PRIMARY  SECONDARY  ASSOCIATE  BACHELOR'S  MASTER'S  DOCTORATE   
 LANGUAGE TRAINING  OTHER

Level of Study - M:  HIGH SCHOOL  FLIGHT TRAINING  OTHER VOCATIONAL SCHOOL

Status:  Initial  Active

---

Enter any additional criteria to refine the search.

Criteria: Surname/Primary Name Range:  to   
 Active Post-Completion OPT:

Program Start Date: From:  /  /  (MM/DD/YYYY)  
To:  /  /  (MM/DD/YYYY)

Program End Date: From:  /  /  (MM/DD/YYYY)  
To:  /  /  (MM/DD/YYYY)

---

**Note: People will not appear in results if they were part of a mass reprint request in the last 7 days.**

Limit Results To:

Sort Results By:   Ascending  Descending

[Clear Form](#)



# Quick Process Review: Select Records from Search Results

**Mass Reprint Forms I-20: Search Results**  
SEVP Fairfax School  
Main Campus  
WAS214F07070000

**Note:** As you go through the pages of the list, click the rows to select individuals whose forms you want to print. Click Select All to include everyone on the list. To clear all selections, click Deselect All. When your selections are done, click Submit Selections.

13 of 13 selected  
Show  entries

SEVIS ID	COA	Surname/Primary Name	Given Name	Date of Birth	Last Reprint Request Date
N0000137167	F-1	<a href="#">Beauty</a>	Sleeping	08/13/1992	
N0000137245	F-1	<a href="#">Blakeney</a>	Percy	06/12/1992	
N0000136756	F-1	<a href="#">Buchanan</a>	Daisy	05/01/1995	
N0000137008	F-1	<a href="#">Bumpo</a>	Nathaniel	07/04/1992	
N0000137755	F-1	<a href="#">Caruso</a>	Robinson	06/18/1987	
N0000137004	F-1	<a href="#">Copperfield</a>	David	11/16/1992	
N0000137143	F-2	<a href="#">Cortes</a>	Sonja	06/11/1990	
N0000139290	F-1	<a href="#">Dee</a>	Tweedle Mark	11/15/1995	
N0000136752	F-1	<a href="#">Dodger</a>	Artful	10/21/1998	
N0000139291	F-2	<a href="#">DUM</a>	Tweedle Lisa	02/06/1997	

Showing 1 to 10 of 13 entries

First   Previous   **1**   2   Next   Last



# Quick Process Review: Provide Reprint Reason and Name File

### Reprint Confirmation

Select a reprint reason, enter a reference title for this reprint request and click the attestation checkbox. Click Submit when finished.

**Records Selected:** 13

\* **Reprint Reason:** Updated Form I-20 or Name Conversion ▾

\* **Reprint Job Title:** Active F Records A-G Helene

\* **Attestation:**  **I attest** I reprinted these forms in the United States. I reviewed the students continued eligibility for attendance, I certify under penalty of perjury that the information I am submitting is true and correct to the best of my knowledge and that I am the authorized user of this account.

**Note:** Requests for more than 100 records will be split into multiple zip files to avoid potential problems with large downloads.

[Cancel](#)



## Quick Process Review: Wait for ZIP file for Download

### SEVIS Downloads

**SEVP Fairfax School**  
**Campus: Main Campus**

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.

System Downloads			
Date Generated	Title	Description	File Type
No downloads are available for SEVP Fairfax School Main Campus			

**Notice request status**

[Request Mass Form Reprint](#)

Requested Form Reprints (May take up to 24 hours to generate ZIP file; Removed after 7 days)							
Date Submitted	Date Generated	Status	Title	Records	Name of Requestor/Role	File	
06/02/2015		Pending	Active F Records A-G Helene	13	Helene Robertson PDSO	[No file]	

**No file**



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Jared Allen

# 7: THE SEVIS DOWNLOADS PAGE HAS SEVERAL USES.



## Uses of the SEVIS Downloads Page

- Access reports generated by SEVIS on changes made by SEVIS to records
  - Name conversion (available with June release)
  - Address standardization (available later in the summer)
- Request mass reprint of forms
- Access forms generated through mass reprint



# SEVIS Downloads Page

## Listing of Schools

- Indicates an alert for that campus
- Indicates that the PDSO of the main campus has to apply for recertification
- Indicates that the ability of the school's officials to create new student records has been disabled by SEVP
- Indicates that the school's ability to accept transfer-in student records has been disabled by SEVP
- Indicates that the ability of the school's officials to transfer out student records has been disabled by SEVP

SEVP School for Advanced SEVIS Studies ▼ Select a school to see a list of campuses for that school

Select	Name of Campus	Campus Code	Location (City, State)	Role
	SEVP School for Advanced SEVIS Studies	BAL214F44444000	Ft. Washington, MD	PDSO
<input type="radio"/>	SMU Technical Institute	BAL214F44444001	Fredericksburg, VA	DSO

Alerts

Search

New Student

Student Lists

Reports

Downloads

**Click Downloads.**



# SEVIS Downloads Process: Access the Zipped PDFs

## SEVIS Downloads

**SEVP Fairfax School**  
**Campus: Main Campus**

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.

**System Downloads**

Date Generated	Title	Description	File Type
No downloads are available for SEVP Fairfax School Main Campus			

[Request Mass Form Reprint](#)

**Requested Form Reprints (May take up to 24 hours to generate ZIP file; Removed after 7 days)**

Date Submitted	Date Generated	Status	Title	Records	Name of Requestor/Role	File
06/02/2015	06/03/2015	Completed	Active F Records A-G Helene	13	Helene Robertson PDSO	<a href="#">ZIP</a>



# SEVIS Download Process: Access Zipped PDFs

Request Mass Form Reprint

Requested Form Reprints (May take up to 24 hours to generate ZIP file; Removed after 7 days)

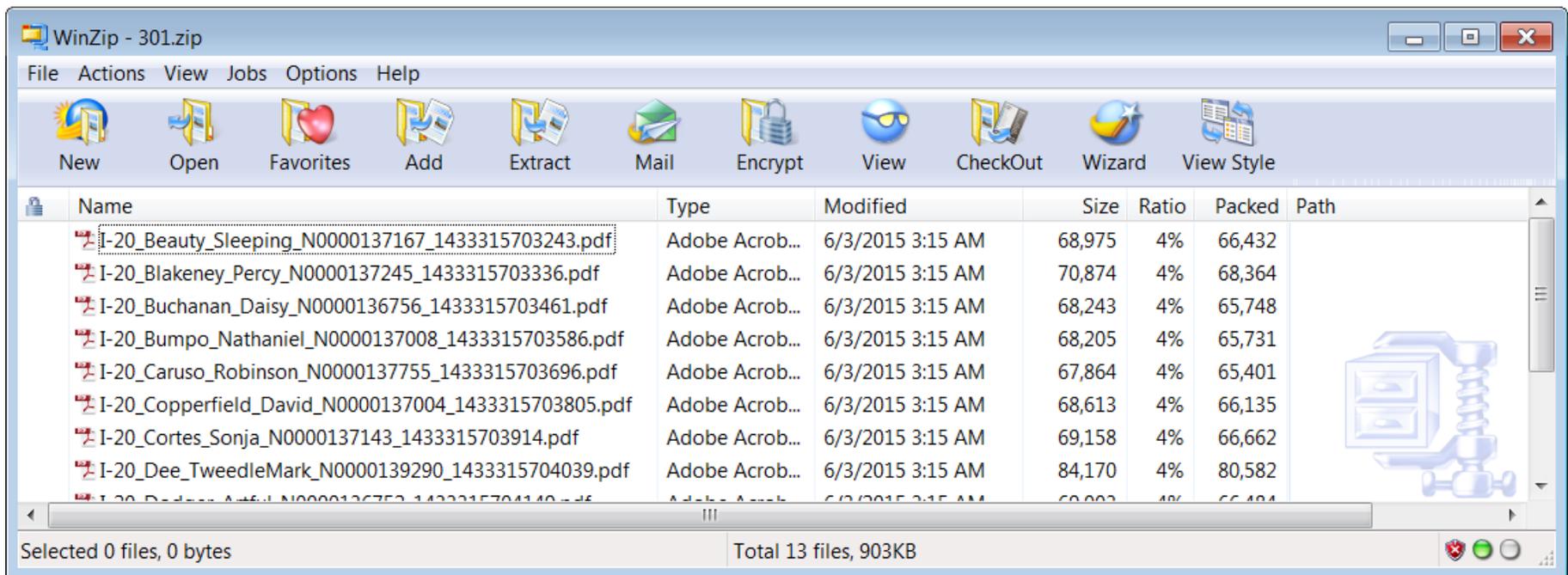
Date Submitted	Date Generated	Status	Title	Records	Name of Requestor/Role	File
06/02/2015	06/03/2015	Completed	Active F Records A-G Helene	13	Helene Robertson PDSO	<a href="#">ZIP</a>

Do you want to open or save **301.zip** from **egov.ice.gov**?

Open Save Cancel

- **Open:** Displays individual PDFs contained in the file
- **Save:** Allows you to store the zipped file for later use or to save and open it

# Downloads Process: Open PDF



Double-click on a file name to open it.

**Note:** SEVIS uses the following file naming format:  
**I-20\_LastName\_FirstName\_SEVISID\_**



## Downloads Tip

Zipped files are accessible only for 7 days.



- If you requested form reprints for more than 100 records, SEVIS will bundle them into zipped files of a maximum of 100.
- SEVIS will use the file name you provided, but will number each bundle. Example:
  - Undergraduate students A-G 1
  - Undergraduate students A-G 2



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Amy Newman

# 6: TRAINING/INTERNSHIP PLACEMENT PLAN (T/IPP) [J ONLY]



## **Form DS-7002**

### **Training/Internship Placement Plan (T/IPP)**

- Required in SEVIS for new records created in the categories of Intern, Trainee, and Student Intern
- Form DS-2019 and DS-7002 are created at the same time
- All functionality including create and update is also available in Batch



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Ingrid Mercer

# **5: THE SEVIS NAMES STANDARDS WILL NOT BE ADAPTED BY ALL GOVERNMENT SYSTEMS.**

June 12, 2015

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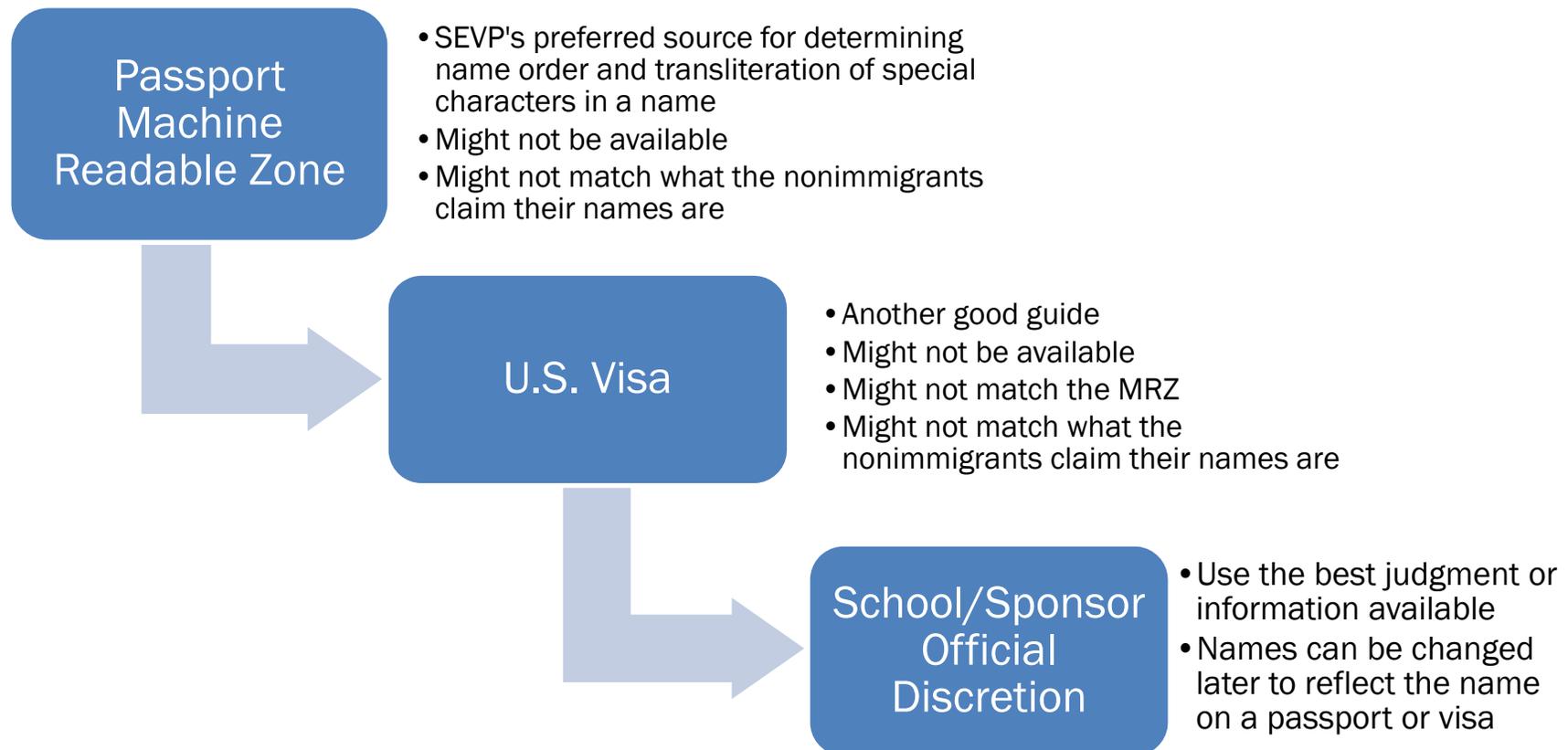
## Work with Government Partners

SEVP has worked with its government partners to make the implementation as smooth as possible:

- Countless system interface planning meetings to account for better data mapping and sharing in spite of differing standards
- Educational outreach



## Names: You have discretion!





## Sample Improper Names in SEVIS

Family Name	First Name
No Family Name in Passport - Malaysia	Sankaran
*	Vishant
*****	Gurwinder Singh
--- (NIL) ----	Tushar Rakesh
Demidenko (FRAUD ALERT!!!!!!)	SERGEY (I2-0 Forgery)
Lee (aka Hoshiyama)	Jija (aka Tomoko)
ODEH (See Remarks Section)	MOHAMMAD BASEL
“Mr.” Patel	Krishna
Chavva (aka as LNU)	Srinivas (aka as Chavva Srinivas)
(BLANK)	Harneet Kaur
Oh (W/O Bang)	Jin



## Name Conversion Report

- SEVIS will convert existing names
- Report of Active and Initial records with changed name will be available on *Downloads* page



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# **4: ADDRESS VALIDATION IS NOT PERFECT, BUT WE'RE IMPROVING IT.**



## On-Campus Addresses

- Problem with “special” zip codes assigned to a school/institution – override option does not appear
- We are working on a solution



## On-Campus Addresses

Student's Campus Address	"Official" School Addresses
123 Scully Hall Princeton, NJ 08544	Business: Office of the President One Nassau Hall Princeton, NJ 08544 Mailing: 2131 Frist Center Princeton, NJ 08544

Can choose to use either of these

SEVIS Address Field	What You Enter
Address:	2131 Frist Center
Apt.:	
Other:	Princeton University, 123 Scully Hall
City, State Zip Code:	Princeton, NJ 08544



## Find the “Official” Address that Works

Use the U.S. Postal Service’s Zip Code look up tool to find the USPS address for the school:

- Go to: [www.usps.com](http://www.usps.com)
- Click **Quick Tools**
- Click **Look Up a Zip Code**. The Zip Code look up tool displays.
- Click the **By Company** tab
- Enter:
  - School name
  - Street address that you have
  - City
  - State
- Click **Find**



Try the business address first, and then try the main mailing address for the school. You may have to play around with the address a bit.



## Reports on Address Conversions

- Will run address conversions later in the summer
- Will process  $\frac{1}{4}$  of schools and sponsors at a time over the course of 4 weeks
- All campuses in a school will be processed at the same time
- Conversion report will be available after the school/sponsor address has been processed



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Ingrid Mercer

# **3: SEARCHING IN SEVIS FOR NONIMMIGRANTS IS MORE USER FRIENDLY AND ACCOMMODATES NEW NAME FIELDS.**

June 12, 2015

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## Best Features of the Redesigned Search Page

- In-line error messages
- Type Ahead on drop-down lists
- These new features will not be immediately available on all pages, but will be added to other SEVIS pages as we work on them.
- Search has been updated for both school and sponsor officials



## Misperception from May 15<sup>th</sup> webinar

**Date of Birth:** From:  /  /  (MM/DD/YYYY)  
To:  /  /  (MM/DD/YYYY)

- Example of in-line error messages for date fields displayed during the last webinar was taken from the Search page where you can search for groups of students with birthdates in a specified range.
- You will NOT be asked to enter a range of dates for a specific nonimmigrant's date of birth.



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**2: PEOPLE CAN TRAVEL TO THE U.S.  
DURING THE SEVIS OUTAGE, BUT  
CAUTION IS ADVISED.**



## Release Planning

- Date of Release: June 26, 2015
- System Outage:
  - From: Friday, June 26, 2015 at 8 PM
  - To: Sunday, June 28, 2015 at 8 PM
- Best to plan for system unavailability on Monday, June 29, 2015



## Government Partner Access to SEVIS Data

During the outage, SEVIS will not transmit new data to our government partners. The following services rely on SEVIS data that has already been sent from SEVIS into another database:

- U.S. visa issuance
- Primary inspection at U.S. airports of entry
- Systematic Alien Verification for Eligibility (SAVE) – used by Social Security Administration and by state departments of motor vehicles

## Government Partner Access to SEVIS Data

The following services require direct access to SEVIS; therefore, will not be available during the outage:

- I-901 fee payment system
- CBP primary inspection at land ports of entry
- CBP secondary inspection at U.S. ports of entry – any F, M, or J status holder sent to secondary should expect delays in processing as the officers will not have access to SEVIS
- SAVE secondary inspection for verification requests that do not match data in SAVE



## Batch Users

Critical Date/Time	What Happens
NOON (EST) Friday, June 26, 2015	Deadline for schools/ sponsors to upload batches to SEVIS.
2:00 PM (EST) Friday, June 26, 2015	SEVIS will process uploaded batches.
3:00 – 7:30 PM (EST) Friday, June 26, 2015	Transaction logs and PDFs of forms available for download.



## Recertification

- Recertification due date for June: June 29<sup>th</sup>  
**Note:** This means submission in SEVIS by 11:59PM on June 28<sup>th</sup>.
- Recommend filing before outage
- School Certification Unit will extend certification expiration date for schools with pending updates



Katie Westerlund (SEVP) and Amy Newman (DoS)

**1: F/M NONIMMIGRANTS MUST HAVE  
A REVISED FORM I-20 BY JULY 1,  
2016, BUT J NONIMMIGRANTS HAVE  
NO DEADLINE TO OBTAIN A REVISED  
FORM DS-2019.**



## Revised Form DS-2019 (Js only)

- Minor changes in name labels
- Minor changes on page 2 to accommodate updates to Subpart A
- No deadline for replacement



## New Form I-20

- June 26, 2015: Only the new version available in SEVIS
- Current, already printed version of Form I-20 remains usable through July 1, 2016



**July 1, 2016: All F/M students and dependents need the new version of Form I-20.**



## Revised Form I-20 (F/Ms only)

- Major reformatting
- June 24, 2015: SEVIS will only produce new version
- July 1, 2016: All students and dependents must have new version of I-20



## Dispelling Misconceptions About the Forms

- SEVIS will **ONLY** print the new versions of the forms after June 26, 2015
- Schools and sponsors do **NOT** have to re-enter all of the SEVIS information

## Resources on Study in the States

- SEVIS Addresses User Guide
- SEVIS Nonimmigrant Search User Guide
- Demo: F/M Nonimmigrant search
- Revised form DS-2019
- Release Planning Guide (revised 5/21/2015)
- SEVIS Name Standards
- Revised Form I-20 (F-1)
- Revised Form I-20 (M-1)
- Redesigned Form I-20 Fact Sheet
- Redesigned Form I-20 FAQ
- SEVIS Names and Social Security Fact Sheet
- Demo: Name Standards
- Demo: Redesigned Form I-20
- Demo: Request Mass Reprint
- SEVIS Email Standards Job Aid
- SEVIS Name Fields Job Aid
- FAQ on Addresses
- USPS State abbreviation Job Aid
- USPS Street and Secondary Unit Abbreviations Job Aid

## Release Resources On Study in the States

### Added June 11, 2015

- J SEVIS Look and Feel Demo
- J SEVIS Look And Feel Demo Script
- J SEVIS T/IPP Demo
- J SEVIS T/IPP Demo Script

### Soon to be Added

- Mass Reprint and SEVIS Downloads User Guide

<http://studyinthestates.dhs.gov/sevis>



# Questions and Answers



## Resources

### Study in the States Website

- SEVIS Information Page
  - <http://studyinthestates.dhs.gov/sevis>
- Webinar Page
  - <http://studyinthestates.dhs.gov/webinars>

### Other Resources

- SEVIS E-mail: [SEVISTechnicalFeedback@ice.dhs.gov](mailto:SEVISTechnicalFeedback@ice.dhs.gov)
- Department of State E-mail: [jsevis@state.gov](mailto:jsevis@state.gov)
- SEVP Response Center: [SEVP@ice.dhs.gov](mailto:SEVP@ice.dhs.gov)
- SEVIS Help Desk: **800-892-4829**