



U.S. Immigration
and Customs
Enforcement

U.S. Department
of State



SEVP

STUDENT AND EXCHANGE VISITOR PROGRAM

SEVIS 6.31 Pre-Release Webinar
December 2, 2016



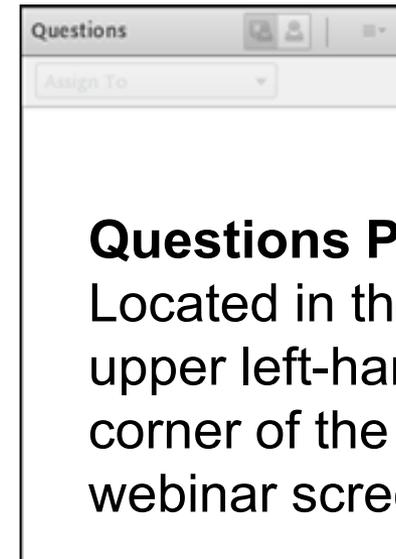
Before we start,

A QUICK ORIENTATION

Communications

- Use the Questions Pod to let us know if you are having audio or other technical issues
- Type your questions in the Questions Pod as they occur to you

There will be a Q&A session at the end of each topic, where we will answer your questions, but you may submit questions at any time.



Questions Pod:
Located in the upper left-hand corner of the webinar screen.



Download Pod

Download Pod: Click file name, then Save	
Name	Size
FAQ Accreditations and Recognitions Conversion.pdf	242 KB
Webinar Participant Guide.pdf	139 KB
Slides Pre-Release Webinar SEVIS 6-16.pdf	991 KB
Accreditation Conversion Worksheet.xlsx	56 KB



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How to download Webinar information files:

1. Select file
2. Click **Save To My Computer**
3. Click link **Click to Download** (File opens in a new window.)
4. Save the file using your system procedures



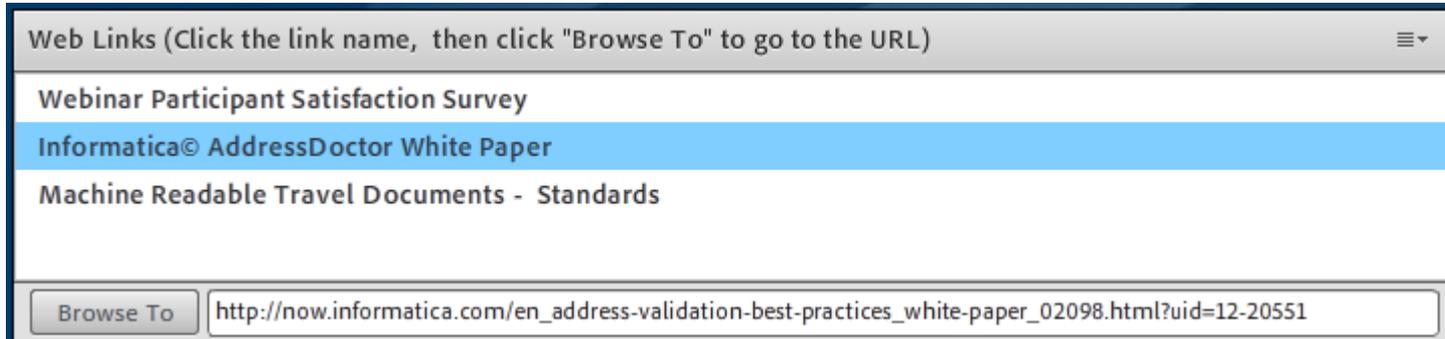
Documents Available to Download Today

- Webinar Slides: SEVIS 6.31 Pre-Release
- Screenshots Handout: 6.31 Pre-Release Webinar
- SEVIS Release 6.31 Planning Guide

Also look on *Study in the States* for these materials.

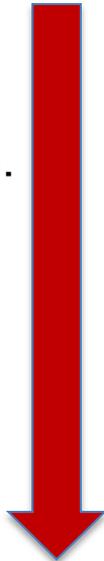


Web Links Pod



Web Links Pod:

Located at the bottom of the webinar screen.



How to access web links:

1. Select link – this displays the URL
2. Click **Browse To**- this navigates to the web site



Web Links Available Today

- Webinar Satisfaction Survey



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SEVP

STUDENT AND EXCHANGE VISITOR PROGRAM

SEVIS 6.31 Pre-Release Webinar
December 2, 2016



WEBINAR INTRODUCTION



Presenters

- **Helene Robertson, SEVIS Help Team Lead**
- **Amy Newman, Department of State, SEVIS Liaison**
- **Ingrid Mercer, SEVIS Help Team**
- **Jared Allen, SEVIS Webinar Facilitator**



Agenda

- SEVIS Release 6.31 schedule
- Exchange Visitor J-1 transfer
- New security warning page
- Upload evidence
- SEVP Portal
- Batch changes – foreign phone number
- Future webinars
- Resources
- Q&A



Webinar Q&A Request

Please limit questions to functionality discussed during this webinar. We are unable to address case-specific questions.



SEVIS RELEASE 6.31

SCHEDULE



Release Schedule

- **Date:** Sunday, December 18, 2016
- **Time:** TBD (ET)
- **Duration:** Currently, SEVP expects the outage to last four hours (approximately)

Note: This release is scheduled for a Sunday, instead of the normal Friday release date, due to other U.S. Government requirements.

Caution: Schools and sponsors that use third-party software to push data to SEVIS must plan their batch uploads carefully.



CHANGES AFFECTING J SEVIS USERS ONLY



Exchange Visitor J-1 Transfer

J-1 Transfer Release Date can be the same as the Program End Date.



CHANGES AFFECTING ALL SEVIS USERS



Security Warning Page

The screenshot shows the SEVIS Security Warning page. At the top, there is a dark blue header with the SEVIS logo, the text "Student & Exchange Visitor Information System", and the phone number "1-800-892-4829 SEVIS Help Desk". Below the header, the word "WARNING" is centered in bold. A yellow box contains the text: "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." Below this box are two buttons: "CONTINUE" and "LOG OUT". At the bottom of the page, there is a footer with "Page ID: 701", "Tue Nov 29 07:31:34 EST 2016", and "U.S. Immigration and Customs Enforcement".

Security Warning page upon initial SEVIS log in.



CHANGES AFFECTING F/M SEVIS USERS ONLY



Batch Change – Foreign Phone Number

- Able to submit a foreign telephone number during registration
- Does not involve a change to the batch schema
- Use old schema until new vendor software loaded

Note: Schools that cannot deploy their batch vendor's updates to their batch software by the release date will still be able to submit registration events via batch.



Upload Evidence – Correction Requests

- DSOs will be able upload evidence directly to SEVP in SEVIS
- Evidence cannot exceed 10MB per document
- Must be in one of the following file formats:
 - .DOCX
 - .PDF
 - .XLSX
 - .JPEG
 - .GIF
 - .PNG



Upload Evidence – Correction Requests

Able to upload evidence from two separate pages:

- *Submit Successful* page – immediately after DSO submits the correction request
- *Corrections Management* page



Upload Evidence – Correction Requests

Submit Successful page:

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](#)



Upload Evidence – Correction Requests

Corrections Management page

Corrections Management

"i" information icon denotes help about the page ⓘ
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
Request Change to Program Dates	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. ⓘ
Correct Student Requests to USCIS	Use this option to correct the reflected status of a students USCIS application in SEVIS. Click here for more information. ⓘ
Student Status	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
+	Student Request Change - Optional Practical Training	Mercer, Ingrid DSO	08/22/2016	08/22/2016	REQUESTED	<div style="display: flex; justify-content: space-between; align-items: center;"> Upload Evidence Request Expedite </div> <div style="display: flex; justify-content: space-between; align-items: center;"> Change Responsible DSO Cancel </div>



Upload Evidence – Correction Requests

To upload evidence:

- Click **Upload Evidence**
- *Upload Correction Request Evidence* page opens

Corrections Management

"i" information icon denotes help about the page ⓘ
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
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Upload Evidence – Correction Requests

- Click **Upload Evidence**. The *Upload Evidence* modal opens.

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.

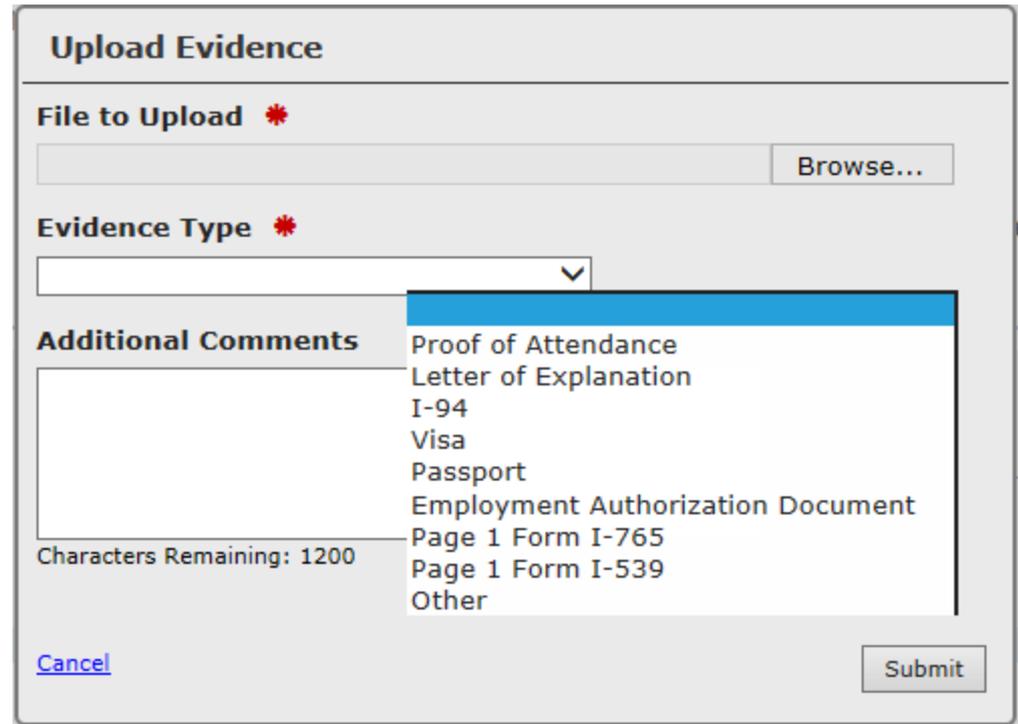
Upload Evidence **Uploaded Evidence**

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

Return to Corrections Management Page Return to the Student Information Page

Upload Evidence – Correction Requests

- Complete fields:
 - **File to Upload** – Select **Browse** to choose evidence from computer.
 - **Evidence Type** – Click drop-down arrow to select type of evidence.
 - **Additional Comments**:
 - Add additional useful comments about file.
 - Field limit is 1200 characters.
- Click **Submit** or **Cancel**.



Upload Evidence

File to Upload *

Browse...

Evidence Type *

Additional Comments

Characters Remaining: 1200

Cancel

Submit

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

Upload Evidence – Correction Requests

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](#)

- *Upload Correction Request Evidence* page opens
- Evidence appears in a row under the **Uploaded Evidence** section

Upload Evidence – Correction Requests

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	FEMALE	EMAIL
DOB	06/18/1995	
PREFERRED NAME	Zeynab Sevinj	U.S. ADDRESS
PASSPORT NAME		2450 CRYSTAL DR
COUNTRY OF BIRTH	AZERBAIJAN	ARLINGTON, VA 22202
CITIZENSHIP	AZERBAIJAN	

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

Upload Correction Request Evidence page options:

- **Upload Evidence** – Allows the user to upload additional evidence
- **Return to Corrections Management Page**
- **Return to the Student Information Page**
- Sort arrows for File Name, Evidence Type, and File Size columns



DEMONSTRATION

UPLOAD EVIDENCE – CORRECTION REQUESTS



Upload Evidence – Form I-17 Submission

- Delayed release of upload evidence for Form I-17 submission until end of February 2017
- Testing in progress
- Process very similar to the upload evidence for correction requests

Note: Demo on upload evidence for Form I-17 submission will be posted to SEVIS Help Hub. A broadcast message will be posted to SEVIS when completed.



SEVP PORTAL



SEVP Portal

SEVP Portal is a tool that lets international students on post-completion OPT and STEM OPT meet their legal reporting requirements.



VIDEO

SEVP PORTAL OVERVIEW



SEVP Portal

- While DSOs cannot access the portal, they are still very important to the student
- DSOs can:
 - Request the initial portal account creation email be resent
 - Unlock a student's portal account
 - Change the email address the portal uses
 - Update a student's address, contact information, and employer information
 - Access a downloadable report to see what data was changed by students using the portal
 - Identify students with portal accounts



SEVP Portal Reports and Alerts for DSOs

DSOs can:

- Access a downloadable report to see what data was changed by students using the portal
- Access an exportable alert that identifies students with portal accounts

SEVP Portal Report for DSOs



SEVIS Downloads

* information icon denotes help about the page ⓘ
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

SEVIS Updates Submitted by Students report:

- Found on *SEVIS Downloads* page
- Downloadable as .CSV or Excel file

SEVP Portal Report for DSOs



The screenshot shows the SEVIS Downloads page. At the top, it says "SEVIS Downloads" and provides help icons. Below that, it identifies the user as "SEVP School for Advanced SEVIS Studies" and explains that the documents are for reprinting. A "Download Report" dialog box is open, allowing the user to select a date range from "From:" and "To:" fields. The dialog has "Cancel" and "Submit" buttons. In the background, a table lists reports, with "SEVIS Updates Submitted by Students" visible. The table has columns for "Title" and "File Type", with "CSV" and "Excel" options shown.

SEVIS Updates Submitted by Students report:

- Enter date range for period of report

Note: When to pull a report is up to school. It is for your use.



SEVP Portal Report for DSOs

Report includes:

- Surname/Primary Name
- Given Name
- SEVIS ID
- U.S. Mailing Address
- U.S. Physical Address
- Foreign Address
(not editable in the Portal)
- U.S. Telephone
- Foreign Telephone
- No Telephone Declaration
(not editable in the Portal)
- Email
(not editable in the Portal)
- SEVIS Employer ID**
- EIN
- Employer Name
- Employer Address
- Full-Time/Part-Time
- Employment Start Date
- Employment End Date
- Supervisor Name
- Job Title
- Supervisor Email
- Supervisor Telephone
- Date of Update from Portal

****Note:** SEVIS Employer ID is a number assigned by SEVIS. It has no meaning outside of SEVIS and the Portal. This field is not editable in the Portal



Two New SEVIS-Assigned IDs

Employment ID

- Unique identifier assigned to specific segment of OPT authorization
- Assigned by SEVIS

Employer ID

- Unique identifier assigned to an employer for the employment of a student in a specific job. **Example** – Joe working at XYZ Corporation as a full-time Research Assistant starting on 12/1/2016.
- Assigned by SEVIS



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 (the SEVP Website).

New OPT Request

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

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	Employment 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



Employment Information Page

Employment Information

[Return to Student Information](#)

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**

All Employment ▾

Filter

Active	Employment Type	FT/PT	Status	School	DSO Recommended		Actual		Level	Receipt	Employment ID
					Start Date	End Date	Start Date	End Date			
	POST-COMPLETION OPT	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

Employer Name (EIN)	Employer ID	Job Title	FT/PT	Start Date	End Date	City	State	Zip	Explanation
SEVP Applied Labs (12-3456789)	689613	Structural Engineer	FT	11/30/2016		ARLINGTON	VA	22201	Student's degree is in engineering and she is working as a structural engineer

Unemployment

0
Days

Last Employment

Return



SEVP Portal Alerts for DSOs

Tools to identify which students have SEVP Portal accounts:

The screenshot shows the SEVP Student Information page for Stephen STEM SEVIS. On the left, there are buttons for 'Reprint I-20' and 'Print Draft I-20'. Below these are sections for 'View:' (Event History, Request/Authorization Details, Employment Information) and 'Actions:' (Authorize To Drop Below Full Course). The main content area is titled 'Student Information' and contains the following details:

- F-1 STUDENT:** STEM SEVIS, Stephen
- SEVP School for Advanced SEVIS Studies - SEVP School for Advanced SEVIS Studies**
- Status:** ACTIVE
- Status Change Date:** June 22, 2015
- SEVIS ID:** N0004705859
- Start Date:** September 1, 2011
- End Date:** May 30, 2015
- Active STEM OPT:** Portal Account (indicated by a red arrow)
- I-901 Fee Paid:** (indicated by a green box)
- I-20 ISSUE REASON:** CONTINUED ATTENDANCE
- Personal / Contact:** Gender: MALE, U.S. Address: 105 N PORT ST, Address2, Baltimore, MD 21224, Date of Birth, Address Status

An 'Edit' button is located at the bottom right of the Student Information section.

Portal Account indicator on the *Student Information* page



SEVP Portal Alerts for DSOs

Tools to identify which students have SEVP Portal accounts:

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](#)

Student Alert – **Students with Post-completion or STEM OPT Who Have a Portal Account**

SEVP Portal Alert for DSOs

Students with Post-completion or STEM OPT Who Have a Portal Account
SEVP School for Advanced SEVIS Study

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Show 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	Egon	N0004760656	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	N0004760666	Portal Account Email Changed	STEM			11/03/2016	11/03/2016	11/03/2016	11/02/2016
As	Lorena	N0004760666	Portal Account Email Changed	POST-COMPLETION	11/01/2016	11/02/2016	11/01/2016	11/02/2016		11/02/2016
Berie	Ignacio	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
Bauer	Kurt	N0004760672	Portal Account Email Changed	STEM			11/03/2016	11/03/2016	10/26/2016	11/02/2016
Portu, Testig Student	Gub	.0004761201	Portal Account Eligible	POST-COMPLETION	11/04/2016	12/11/2016	11/04/2016	12/11/2016	11/07/2016	11/09/2016
Carlson	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

Excel 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

Format and options for downloading alert list:

- Excel
- .CSV
- .PDF
- Print
- Copy



SEVP Portal Alert for DSOs

Alert includes:

- Surname/Primary Name
- Given Name
- SEVIS ID
- Portal Account Status
- OPT Type Actual OPT Start Date
- Recommended OPT Start Date
- Recommended OPT End Date
- Portal Account Created Date
- Portal Account Last Update Date



FUTURE WEBINARS



Future SEVIS Webinars

Date	Topic
January 2017	SEVIS 6.31 Post-Release
February 2017	SEVIS 6.32 Pre-Release



Future SEVP Webinars

Date	Topic
TBD	SEVP Portal



RESOURCES



Release Resources

User Guides

- F/M OPT and the SEVP Portal User Guide (planned)
- Upload Evidence – Correction Requests User Guide (planned)

Note: Resources will be available on the Help Hub's SEVIS Release Planning Guide 6.31 page by December 18, 2016.



Release Resources

Webinars

- SEVIS 6.31 Pre-Release Slides
- SEVIS 6.31 Pre-Release Screenshots Handout

Other

- SEVIS Release 6.31 Planning Guide



Study in the States Website URLs

- SEVIS Help Hub
 - <http://studyinthestates.dhs.gov/sevis-help-hub>
- SEVIS Enhancements page
 - <https://studyinthestates.dhs.gov/sevis-help-hub/learn-more/sevis-enhancements>
- SEVIS Webinars page
 - <https://studyinthestates.dhs.gov/sevis-help-hub/learn-more/webinars>
- SEVP Stakeholder Webinars page
 - <http://studyinthestates.dhs.gov/webinars>



Other Resources

- SEVIS Email
 - SEVISTechnicalFeedback@ice.dhs.gov
- SEVP Response Center
 - SEVP@ice.dhs.gov
- SEVIS Batch Email
 - SEVIS.Batch@ice.dhs.gov
- Department of State Email
 - jsevis@state.gov
- SEVIS Help Desk
 - 800-892-4829
 - SEVISHelpdesk@ice.dhs.gov



QUESTIONS AND ANSWERS