



**U.S. Department of State  
Bureau of Educational and Cultural Affairs  
Private Sector Exchange**

**April 22, 2015**

## **Guidance Directive 2015-01**

### **22 CFR PART 62 – SEVIS FUNCTIONS: PROPER USE OF “SHORTEN”, “END”, AND “TERMINATE” EXCHANGE PROGRAMS**

This Guidance Directive seeks to provide clarification to sponsors on the use, with respect to an exchange visitor’s program, of the “shorten”, “end”, and “terminate” functions in the Student and Exchange Visitor Information System (SEVIS). Regulations at 22 CFR § 62.13 require sponsors to notify the Department via SEVIS of the program status of an exchange visitor, including any withdrawal from, early completion of, or termination of an exchange visitor’s program. This Guidance Directive also addresses use of these functions with respect to accompanying spouse and dependent records.

#### **Shorten Program for Exchange Visitors**

The “Shorten Program for EV” option is available when an exchange visitor is in Active status. The option is used to reduce the length of the exchange visitor’s program by changing the program end date. Sponsors should utilize “Shorten Program for EV” to report a revised program end date in all cases except those involving the death of an exchange visitor (see “End Program” section below) or termination of an exchange visitor’s program (see “Terminate” section below). In addition to reporting the actual program end date, sponsors must enter an explanation for the date change in the Remarks text box. An updated copy of the Form DS-2019 may be reprinted and the updated Form DS-2019 must be signed in blue ink and provided to the exchange visitor and accompanying spouse and dependents, if applicable. The updated Form DS-2019 allows the Department and the exchange visitor to maintain an accurate record of the program dates.

If an exchange visitor’s departure from their exchange program is more than 15 calendar days before the date printed on the current Form DS-2019, the sponsor must shorten the program in SEVIS. This action is to ensure that the updated Form DS-2019 displays the actual program end date and the 30-day grace period is properly observed.

If an exchange visitor’s departure from their exchange program is within 15 calendar days of the program end date printed on the current Form DS-2019, the sponsor should not take any action in SEVIS. The exchange visitor’s SEVIS status will automatically change from “Active” to “Inactive” following the scheduled program end date.

To shorten an exchange visitor's program, perform the following:

1. Access the *Exchange Visitor (EV) Information* screen for the EV whose record is being updated (perform a search for the record or use the **EV Lists** link).
2. Click the **Shorten Program for EV** link to access the *Shorten Program for EV* screen, which displays summary data for the selected EV.
3. On the *Shorten Program for EV* screen, change the program end date.
4. Enter an explanation for the date change in the **Remarks** text box; this is a required field. Participation can be concluded (non-adverse termination) for the following reasons:
  - Completed
  - Inability to continue program
  - Program completed 30 days or more before program end date
  - Withdrawal from the program
5. Click the **Shorten Program for EV** button to save the information to SEVIS. A message displays stating that the information has been saved.
6. On the message screen, click the **Print Final DS-2019** button to print an updated copy of the Form, sign it in **blue** ink, and provide it to the EV and dependents, if any. (See Volume II of the SEVIS User Manual, Section 2.5.6, Print a Draft or Final Form DS-2019, for printing instructions.)
 

**Note:** The following will print in the **Purpose of this Form** section of the new Form DS-2019, "Amend a previous form: Shorten Program."

### **End Program for Exchange Visitors**

Sponsors should utilize the "End Program for EV" SEVIS function only to report the death of an exchange visitor. The exchange visitor's program end date will not change and an updated Form DS-2019 is not required.

Concluding an exchange visitor's program participation affects the accompanying spouse and dependent whose record is in Active status, changing their SEVIS status to the status of the exchange visitor. If an accompanying spouse and dependent's SEVIS status is currently Inactive or Terminated, then there is no change in that spouse and dependent's status.

To end an exchange visitor's program, perform the following:

1. Access the *Exchange Visitor (EV) Information* screen for the EV whose record is being updated (perform a search for the record or use the **EV Lists** link).
2. Click the **End Program for EV** link on the **Actions** menu. **Error! Reference source not found.**It contains summary information for the selected EV.
3. Select "Death of EV" from the drop-down list.
4. Enter the effective date of completion for the exchange visitor.
5. Enter optional comments in the **Remarks** text box.
6. Click the **End Program for EV** button. A confirmation message displays.

7. Click **Yes** to end the program for the exchange visitor, or click **No** to return to the *End Program for Exchange Visitor* screen without changing the exchange visitor's status.

**Note:** The exchange visitor's program end date will not change. The SEVIS status will change to Inactive following the Effective Completion Date.

### **Terminate Exchange Visitor**

Sponsors should utilize the "Terminate EV" SEVIS function to report the termination of an exchange visitor's program due to an exchange visitor's violation of the Exchange Visitor Program regulations and/or other reasons set forth in 22 CFR § 62.40 (see also 22 CFR § 62.45(d)). The "Terminate EV" SEVIS function may have an adverse, or negative, effect on the exchange visitor's record and on the record of each dependent of the exchange visitor.

This option is available for exchange visitors whose SEVIS status is either Active or Inactive. Terminated exchange visitors have no benefits and cannot apply for an extension, reinstatement, or change of category. Exchange visitors who are terminated, and the accompanying spouse and dependents, should prepare to leave the United States immediately.

Terminating an exchange visitor's program participation affects the accompanying spouse and dependent whose record is in Active status, changing their SEVIS status to the status of the exchange visitor. If an accompanying spouse and dependent's SEVIS status is currently Inactive (for example, has turned 21 years of age) or Terminated (for example, has committed a crime), then there is no change in that spouse and dependent's status.

To terminate an exchange visitor, perform the following:

1. Access the *Exchange Visitor (EV) Information* screen for the EV whose SEVIS status is being terminated (perform a search for the record or use the **EV Lists** link).
2. Click the **Terminate EV** link on the **Actions** menu. **Error! Reference source not found.**, is an example of the screen that displays.
3. Select the reason for termination from the drop-down list. If **Other** is selected, enter an explanation in the Explanation text box. A maximum of 500 characters may be entered into the text box. This information will be displayed on the *Exchange Visitor Information* screen.
4. Enter the effective date of the termination.
5. Enter optional comments in the **Remarks** text box. This information will be displayed on the *Exchange Visitor Information* screen.
6. Click the **Terminate EV** button to complete the process. The EV and dependents, if any, will be terminated on the effective termination date entered on the *Terminate EV* screen.

**Note:** When terminated, the exchange visitor's program end date will not change; it will reflect the original intention of the program.

### **Ending/Terminating J-2 SEVIS Records**

Per 22 CFR § 62.13(a)(4), sponsors are required to notify the Department via SEVIS if an accompanying spouse and/or dependent(s) depart from the United States prior to the exchange visitor's departure date.

To end or terminate a J-2 accompanying spouse or dependent, perform the following:

1. Access the *Dependent Information* screen for the dependent whose status is being changed to Inactive (perform a search for the record or use the **EV Lists** link).
2. Click the **End Status** link on the **Actions** menu.
3. Select an end of status reason from the drop-down list. If **Other** is selected, enter an explanation in the text box provided.
4. Enter optional comments in the **End of Status Comment** text box.
5. Click the **End Status** button to complete the process. The status of the accompanying spouse and dependent will have changed to Inactive.

We thank you for your continued commitment to international exchanges and to the Department's public diplomacy mission. Your contribution is vital, and we value your partnership.



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