



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

May 12, 2016

Guidance Directive 2016-01

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

This Guidance Directive supersedes Guidance Directive 2015-01 “22 CFR PART 62 – SEVIS FUNCTIONS: PROPER USE OF “SHORTEN”, “END”, AND “TERMINATE” EXCHANGE PROGRAMS

In December 2015, SEVIS Update 6.23 removed the “End Program” function in Student and Exchange Visitor Information System (SEVIS) and revised the “Shorten Program” function. 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.

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. 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 is not required to take any action in SEVIS. The exchange visitor’s SEVIS status will automatically change from “Active” to “Inactive” following the newly scheduled program end date.

The following is the text from the SEVIS release notice and a screenshot of the functionality in SEVIS:

Shorten Program

Sponsor officials will have the ability to shorten an EV's Program End Date in all categories. The EV's program duration must be at least one day and the Program End Date must be prior to the current Program End Date but after the Program Begin Date. When an EV's program duration is shortened, the sponsor official must select one of the following reasons from a drop down list:

- Program objectives completed early
- Adjusted program end date
- Withdrawal from program
- Death of Exchange Visitor
- Medical emergency and/or health of exchange visitor
- Medical emergency and/or health of exchange visitor's family
- Inadequate financial support
- Cultural shock and/or homesickness
- Other

An official website of the U.S. government Skip Navigation

SEVIS Student & Exchange Visitor Information System 1-800-892-4829 SEVIS Help Desk

Amy Newman Logout
ROLES: DSO, RO, ARO
Get Plug-Ins

Main Listing of Schools Listing of Programs Help Message Board Change Password Enter SEVIS ID

Shorten Program for EV

Required fields are marked with an asterisk (*).

J-1 Exchange Visitor (Surname/Primary Name, Given Name) Date of Last Event: 07/17/2015

Madison, Jamie Status: **ACTIVE**
FEMALE | DOB: 09/14/1999 SEVIS ID: **N0000142052**
Email Address: jamie.madison@me.com

Program: **Neverland College University** Category: STUDENT BACHELORS
P-1-15959 Occupational Category:
Program Begin/End: 07/15/2015 - 10/15/2018 Port of Entry:
Country of Citizenship: MACAU

1.* Shorten Program Reason:
2.* Program End Date:
3.* Remarks:

Shorten Program to:

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

1. Access the Exchange Visitor Information page for the person whose record is being updated (perform a search for the record or use the EV Lists option).
 2. Click the Shorten Program for EV link on the Actions menu. The Shorten Program for EV page opens. It includes summary data for the selected exchange visitor.
 3. Select a reason for shortening the program from the drop-down list. Completion of this field is required.
 4. Change the program end date. Completion of this field is required.
 5. Enter an explanation for the date change in the Remarks text box. Completion of this field is required.
 6. Click the Shorten Program for EV button to save the information to SEVIS.
 7. If the exchange visitor is participating in a Trainee, Intern, or Student Intern program, the Training/Internship Placement Plan (T/IPP) Review Dates page opens. Modify the phase dates, as necessary. Click Submit.
 8. A message displays advising that the data has been saved. On the message page, click one of these buttons:
 - Print Final DS-2019 to print an updated copy of the Form. Sign the Form in blue ink, and provide it to the exchange visitor and spouse/dependents, if any. (See 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."
- Print DS-7002 to print an updated copy of the T/IPP Form. This option is available if the exchange visitor is participating in a Trainee, Intern, or Student Intern program. (See T/IPP: Print Form DS-7002, for instructions.)
 - Return to Exchange Visitor to return to the Exchange Visitor Information page and view the new data.

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)).

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 when terminating the J-1 exchange visitor.

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.
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.

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.



G.K. Saba
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for Private Sector Exchange