



# Create Certificate of Eligibility for Exchange Visitor (Form DS-2019)

Webinar  
April 15, 2016

# Quick Orientation Before We Start:

- 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. Questions Pod is located in the upper left corner of the webinar screen
- There will be a Q&A session at the end of the session, where we will answer your questions, but you may submit your questions at any time
- You can download the presentation from the **Download Pod** located in the lower left corner of the webinar screen. To download:
  1. Select file
  2. Click **Save to My Computer**
  3. Click link **Click to Download**, file will open in a new window
  4. Save the file using your system procedures

# Agenda

- General Changes
- Create COE for J-1 and J-2
- Other Pages Affected
- Resources
- Q & A

# General Changes

- Disclaimer: changes discussed in this webinar do not take effect until the June 24, 2016 Release
- General changes include:
  - adding ability to delete Draft record
  - removing reset buttons
  - removing field numbering

# General Changes

- Date fields use new date widget. When Birth Date entered, SEVIS displays calculated age:

**Birth Date \***

05 / 04 / 1970

The nonimmigrant exchange visitor was born on May 4th, 1970 and is 45 years old

- Age limitations are imposed:
  - EV must be between ages of 4 and 100 in general
  - Category - specific age limitations remain the same (for categories of Au Pair, Camp Counselor, and Secondary School Student)
  - J-2 Dependent must be below the age of 21
  - J-2 Spouse must be below the age of 100

# General Changes

- Characters Remaining countdown is added to Remarks and Comments fields

## **Subject/Field Remarks \***

The text will be shortened on the printed Form DS-2019 if it is longer than 95 characters. However, you may view the entire text in SEVIS.

Remarks....

Characters Remaining: 989

# General Changes

- Type ahead functionality is added to Countries and Position fields

**Country Of Birth \***

CHINA x ▲

ch| x 🔍

CHAD

CHILE

**CHINA**

CHRISTMAS ISLAND

**Position \***

200 - CATEGORY - ACADEMIC COMMUNITY x ▲

21 x 🔍

**210 - UNIVERSITY LEVEL GROUP** ^

211 - UNIVERSITY PRESIDENT OR RECTOR

212 - UNIVERSITY ADMINISTRATIVE STAFF

213 - UNIVERSITY TEACHING STAFF INCLUDING RESEARCHERS

214 - UNIVERSITY GRADUATE STUDENTS

215 - UNIVERSITY UNDERGRADUATE STUDENTS

# General Changes

- Users can type the Subject/Field Description code directly into the field without clicking the Select button:

**Subject/Field Description \***

10.03

**Subject/Field Description \***

10.0304

Animation, Interactive Technology, Video Graphics and Special Effects

# General Changes

- Or use the new Subject/Field Description widget:

**Subject/Field Description \***



**Acceptable CIP Codes**

Search:  x

CIP Code	CIP Description	Group	Group Description
<a href="#">10.0301</a>	Graphic Communications, General	10.	COMMUNICATIONS ...
<a href="#">10.0302</a>	Printing Management	10.	COMMUNICATIONS ...
<a href="#">10.0303</a>	Prepress/Desktop Publishing and Digital Imaging Design	10.	COMMUNICATIONS ...
<a href="#">10.0304</a>	Animation, Interactive Technology, Video Graphics and Special Effects	10.	COMMUNICATIONS ...
<a href="#">10.0305</a>	Graphic and Printing Equipment Operator, General Production	10.	COMMUNICATIONS ...
<a href="#">10.0306</a>	Platemaker/Imager	10.	COMMUNICATIONS ...
<a href="#">10.0307</a>	Printing Press Operator	10.	COMMUNICATIONS ...
<a href="#">10.0308</a>	Computer Typography and Composition Equipment Operator	10.	COMMUNICATIONS ...
<a href="#">10.0399</a>	Graphic Communications, Other	10.	COMMUNICATIONS ...

Showing 1 to 9 of 9 entries (filtered from 1,721 total entries)

[Cancel](#)

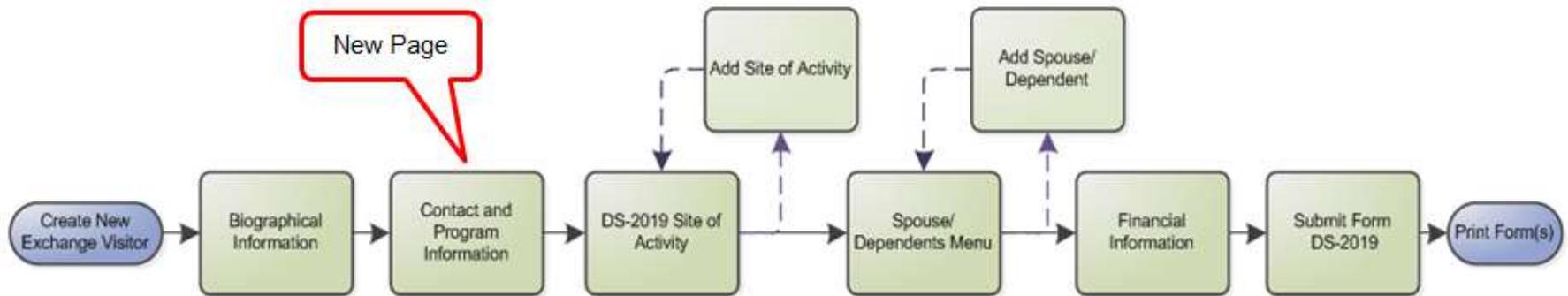
# Changes in the Secondary School Student Category

- Only three Subject Field codes are available:  
**53.0101, 53.0199, and 53.0299**
- Residential Address Information has been expanded to include additional fields. Fields are required at validation
- New list “**Initial Status Exchange Visitors Without Residential Information**” is added

# Categories of Intern, Trainee, and Student Intern

- The SEVIS electronic Form DS-7002, Training and Internship Placement Plan (T/IPP) functionality remains unchanged
- Sponsor officials will start entering T/IPP information after they complete data entry on the Contact and Program Information Page

# Create Certificate of Eligibility for Exchange Visitor (Form DS-2019) Process Flow



# Biographical Information Page

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

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

Officer Responsible [Logout](#)  
ROLES: RO, ARO  
[Get Plug-Ins](#)

[Main](#) [Help](#) [Message Board](#) [Change Password](#)

## Create Certificate of Eligibility for Exchange Visitor (Form DS-2019)

Neverland University - P-1-15959  
Biographical Information  
Required fields are marked with an asterisk (\*)

**Class of Admission**

---

**Class of Admission:** J-1

**Name**

**Surname/Primary Name \***

**Given Name**

**Suffix**

**Passport Name**

**Preferred 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** 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.

**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 ?? or ?'. 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.

# Biographical Information Page

Demographics

**Birth Date \***  
05 / 04 / 1970  
The nonimmigrant exchange visitor was born on May 4th, 1970 and is 45 years old

**Gender \***  
 FEMALE  MALE

**City of Birth: \***  
Beijing

**Country Of Birth \***  
CHINA x ▾

**Country Of Citizenship \***  
CHINA x ▾

**Country of Legal Permanent Residence \***  
CHINA x ▾

Foreign Address

**Address 1**

**Address 2**

**City**

**Country**  
Select One ▾

**Province/Territory**

**Postal Code**

Save Draft DS-2019

Next



# Contact and Program Information Page

## Create Certificate of Eligibility for Exchange Visitor (Form DS-2019)

Neverland University - P-1-15959

Contact and Program Information

Required fields are marked with an asterisk (\*)

### Contact Information

---

#### Email Address

#### Phone

 (  )  - 

### U.S. Addresses

---

**Physical Address:** Not Entered

[Add Address](#)

**Mailing Address:** Not Entered

[Add Address](#)

# Contact and Program Information Page

## Program Information

**Position \***

200 - CATEGORY - ACADEMIC COMMUNITY x ▾

**Category \***

RESEARCH SCHOLAR x ▾

**Occupational Category \***

Not Applicable

**Subject/Field Description \***

10.0304

Animation, Interactive Technology, Video Graphics and Special Effects

**Subject/Field Remarks \***

The text will be shortened on the printed Form DS-2019 if it is longer than 95 characters. However, you may view the entire text in SEVIS.

Remarks....

Characters Remaining: 989

**Program Begin Date \***

08 / 30 / 2016

**Program End Date \***

08 / 30 / 2020

# Contact and Program Information Page for Au Pair

**Create Certificate of Eligibility for Exchange Visitor (Form DS-2019)**  
Acme Au Pair - P-1-16489  
Contact and Program Information  
Required fields are marked with an asterisk (\*)

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**Contact Information**

**Email Address**

**Phone**  
(  )  -

**U.S. Addresses**

<b>Physical Address:</b> Not Entered <small>Add Address</small>	<b>Mailing Address:</b> Not Entered <small>Add Address</small>
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**Residential/Local Coordinator Information**

*Local Coordinator Information*

**Last Name**

**First Name**

*Host Family Information*

**Primary Contact Last Name**

**Primary Contact First Name**

**Secondary Contact Last Name**

**Secondary Contact First Name**

**Telephone Number**  
(  )  -  ext.

---

**Program Information**

**Position \***

**Category \***

# Contact and Program Information Page for Secondary School Student

## Create Certificate of Eligibility for Exchange Visitor (Form DS-2019)

Smarts High School - P-3-17733

Contact and Program Information

Required fields are marked with an asterisk (\*)

### Contact Information

---

#### Email Address

davidwilx@yahoo.com

#### Phone

( 999 ) 999 - 9999

### U.S. Addresses

---

**Physical Address:** Not Entered

[Add Address](#)

**Mailing Address:** Not Entered

[Add Address](#)

### Residential/Local Coordinator Information

---

#### Local Coordinator/Residence Type Information

#### Last Name

Johnes

#### First Name

Samuel

#### Zip Code

22030

#### Residential Address Type

BOARDING SCHOOL  
HOST FAMILY

# Contact and Program Information Page for Secondary School Student

The image displays two versions of a web form side-by-side. The left form is for a boarding school student, and the right form is for a student with a host family. Red boxes and callouts highlight specific selections.

**Left Form (Boarding School):**

- Residential Address Type:** BOARDING SCHOOL (selected)
- Host Family Information:** Host Family Indicator (empty)
- Primary Contact Last Name:** (empty)
- Primary Contact First Name:** (empty)
- Secondary Contact Last Name:** (empty)
- Secondary Contact First Name:** (empty)
- Telephone Number:** ( ) - ext. ( )
- Boarding School Information:**
  - Primary Contact Last Name:** White
  - Primary Contact First Name:** Pamela
  - Primary Contact Title:** Director
  - Boarding School Name:** Smarts Boarding School
  - Telephone Number:** ( 999 ) 999 - 9999 ext. ( )

**Right Form (Host Family):**

- Residential Address Type:** HOST FAMILY (selected)
- Host Family Information:** ARRIVAL / PERMANENT (PERMANENT selected)
- Primary Contact Last Name:** Green
- Primary Contact First Name:** Robert
- Secondary Contact Last Name:** Green
- Secondary Contact First Name:** Lisa
- Telephone Number:** ( 999 ) 999 - 9999 ext. ( )
- Boarding School Information:**
  - Primary Contact Last Name:** (empty)
  - Primary Contact First Name:** (empty)
  - Primary Contact Title:** (empty)
  - Boarding School Name:** (empty)
  - Telephone Number:** ( ) - ext. ( )

Boarding School is selected

Host Family is selected

# Site of Activity Menu Page

## Create Certificate of Eligibility for Exchange Visitor (Form DS-2019)

Neverland University - P-1-15959

Site of Activity Menu

J-1 Exchange Visitor (Surname/Primary Name, Given Name)

Date of Last Event:

**Li , Chen**

Status: **DRAFT**

MALE | DOB: 05/04/1970

SEVIS ID:

Email Address:

Program: **Neverland University**

Category: RESEARCH SCHOLAR

P-1-15959

Occupational Category:

Program Begin/End: 08/30/2016 - 08/30/2020

Port of Entry:

Country of Citizenship: CHINA

Add Site of Activity

Click to add  
Site of Activity

Save Draft DS-2019

Print Draft DS-2019

Previous

Next

Delete Draft

# Add Site of Activity

## Add Site of Activity

Neverland University - P-1-15959

Required fields are marked with an asterisk (\*)

**J-1 Exchange Visitor** (Surname/Primary Name, Given Name)

Date of Last Event:

**Li, Chen**

MALE | DOB: 05/04/1970

Status: **DRAFT**

SEVIS ID:

Email Address:

Program:**Neverland University**

P-1-15959

Category:RESEARCH SCHOLAR

Program Begin/End:08/30/2016 - 08/30/2020

Occupational Category:

Port of Entry:

Country of Citizenship:CHINA

**Site of Activity Name \***

Neverland University

**Site of Activity Address: \***

2450 CRYSTAL DR

[Edit Address](#)

ARLINGTON VA 22202 - 4812

**Remarks**

Characters Remaining: 500

Cancel

Submit

# Change Primary Site of Activity

### Site of Activity Menu

Neverland University - P-1-15959

**J-1 Exchange Visitor** (Surname/Primary Name, Given Name) Date of Last Event: 04/07/2016

<b>Li, Chen</b> MALE   DOB: 05/04/1970 Email Address: lichen@yahoo.com	Status: <b>ACTIVE</b> SEVIS ID: <b>N0000157033</b>
Program: <b>Neverland University</b> P-1-15959 Program Begin/End: 04/30/2016 - 08/30/2020 Country of Citizenship: CHINA	Category: RESEARCH SCHOLAR Occupational Category: Port of Entry:

[Add Site of Activity](#)

Primary Site of Activity	Site of Activity	Address	Remarks	Site of Activity ID	Commands
<input type="radio"/>	Neverland University	2450 CRYSTAL DR ARLINGTON, VA 22202 - 4812 Address Status: Valid Address Type: H - High-rise default address		105060	<a href="#">Edit</a>
<input checked="" type="radio"/>	Riverside University	115 Main St Fairfax, VA 22030 Address Status: Override - New address, physical location		105061	<a href="#">Edit</a>

Click the radio button to change Primary Site of Activity

**Info**  
Primary Site selection saved

[Cancel](#)

# Exchange Visitor Spouse / Dependents Menu

## Create Certificate of Eligibility for Exchange Visitor (Form DS-2019)

Neverland University - P-1-15959  
Exchange Visitor Spouse / Dependents Menu

**J-1 Exchange Visitor** (Surname/Primary Name, Given Name)

Date of Last Event:

**Li, Chen**

Status: **DRAFT**

MALE | DOB: 05/04/1970

SEVIS ID:

Email Address: lichen@yahoo.com

Program: **Neverland University**

Category: RESEARCH SCHOLAR

P-1-15959

Occupational Category:

Program Begin/End: 04/30/2016 - 08/30/2020

Port of Entry:

Country of Citizenship: CHINA

Add Spouse / Dependent

Click to add  
Spouse/Dependent

Save Draft DS-2019

Print Draft DS-2019

Previous

Next

Delete Draft

# Add Spouse / Dependent

## Add Spouse / Dependent

Neverland University - P-1-15959

Required fields are marked with an asterisk (\*)

**J-1 Exchange Visitor** (Surname/Primary Name, Given Name)

Date of Last Event:

**Li, Chen**

Status: **DRAFT**

MALE | DOB: 05/04/1970

SEVIS ID:

Email Address:

Program: **Neverland University**

Category: RESEARCH SCHOLAR

P-1-15959

Occupational Category:

Program Begin/End: 08/30/2016 - 08/30/2020

Port of Entry:

Country of Citizenship: CHINA

### 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 or LNU 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 or LNU 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 ?? or ?'. 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.

# Add Spouse / Dependent

## Demographics

**Birth Date \***

08 / 27 / 1978

The dependent was born on August 27th, 1978 and is 37 years old

**Gender \***

Male  Female

**Relationship \***

SPOUSE

**City of Birth \***

Beijing

**Country of Birth \***

CHINA

**Country Of Citizenship \***

CHINA

**Country of Legal Permanent Residence \***

CHINA

**Email Address**

# Exchange Visitor Spouse / Dependents Menu

## Create Certificate of Eligibility for Exchange Visitor (Form DS-2019)

Neverland University - P-1-15959  
Exchange Visitor Spouse / Dependents Menu

**J-1 Exchange Visitor** (Surname/Primary Name, Given Name)

Date of Last Event:

<b>Li , Chen</b>	Status: <b>DRAFT</b>
MALE   DOB: 05/04/1970	SEVIS ID:
Email Address:	
Program: <b>Neverland University</b> P-1-15959 Program Begin/End: 08/30/2016 - 08/30/2020 Country of Citizenship: CHINA	Category: RESEARCH SCHOLAR Occupational Category: Port of Entry:

Add Spouse / Dependent

SEVIS ID	Surname/Primary Name	Given Name	Relationship	Gender	Status	Commands
	Ma	Jun	SPOUSE	FEMALE	DRAFT	<a href="#">Edit</a> <a href="#">Delete</a>

Save Draft DS-2019

Print Draft DS-2019

Previous

Next

Delete Draft

# Financial Information

### Financial Information

Neverland University - P-1-15959  
Financial Information  
Required fields are marked with an asterisk (\*)

---

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

<b>LI, Chen</b> MALE   DOB: 05/04/1970 Email Address:	Status: <b>DRAFT</b> SEVIS ID:
---	-----------------------------------

---

Program: <b>Neverland University</b> P-1-15959 Program Begin/End: 08/30/2016 - 08/30/2020 Country of Citizenship: CHINA	Category: RESEARCH SCHOLAR Occupational Category: Port of Entry:
--	--

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#### Financial

During the period covered by this program, the total estimated financial support (in U.S. dollars) is to be provided to the exchange visitor by:  
**This program sponsor \* [has] received funding for international exchange from one or more U.S. Government Agency(ies) to support this exchange visitor.**

<b>U.S. Government Agency(ies) [max of 2]</b>	<b>Other Funding Resources</b>
Agency: DEPARTMENT OF EDUCATION * \$ 10,000	The Binational Commission of the Exchange Visitor's Country: \$
Other Agency:	The Exchange Visitor's Government: \$
Agency: * \$	All other organizations providing support: \$
Other Agency:	Current Program Sponsor: \$

---

<b>International Organization(s) [max of 2]</b>	Personal funds: \$ 12,000
Organization: \$	
Other Organization:	
Organization: \$	
Other Organization:	

---

**212(e):**  
Government Financing

---

**Total funding: \$ 22,000.00**

Save DraftPrint Draft DS-2019PreviousSubmit DS-2019Delete Draft

Fields are re-arranged on the page

Dynamic indicator shows if an EV is subject to 212(e)

Total funding displayed

# Create Successful Screen

## Create Successful

Neverland University - P-1-15959  
Create Successful

**Exchange Visitor** (Surname/Primary Name, Given Name) Date of Last Event:

<b>Li, Chen</b> MALE   DOB: 05/04/1970	Status: <b>INITIAL</b> SEVIS ID: <b>N0000157033</b>
Email Address:	
Program: <b>Neverland University</b> P-1-15959 Program Begin/End: 08/30/2016 - 08/30/2020 Country of Citizenship: CHINA	Category: RESEARCH SCHOLAR Occupational Category: Port of Entry:

SEVIS ID	COA	Surname/Primary Name	Given Name
<a href="#">N0000157033</a>	J-1	Li	Chen
N0000157047	J-2	Ma	Jun

Print Final DS-2019ReturnCreate New Exchange Visitor

Link to the created record

Can create another record from the page

# Initial Exchange Visitor Record

Contact and Program Information link is added to the Edits menu

**Exchange Visitor Information**

**Actions:**  
[Amend Program](#)  
[Cancel EV](#)  
[No Show](#)  
[Rescind CG-2018](#)  
[Validate Program Participation](#)

**Edits:**  
[Biographical Information](#)  
[Contact and Program Information](#)  
[Category and Subject/Field](#)  
[Dependents](#)  
[Financial Information](#)  
[Site of Activity](#)

**View:**  
[Event History](#)

**Personal Information**  
SEVIS ID: N0000157033  
Surname/Primary Name: LI  
Given Name: Chen  
Suffix:  
Passport Name:  
Preferred Name: Chen Li  
SEVIS Legacy Name:  
Gender: MALE  
Date of Birth: 05/04/1970  
City of Birth: Beijing  
Country of Birth: CHINA  
Country of Citizenship: CHINA  
Country of Legal Permanent Residence: CHINA  
Email Address: lichen@yahoo.com  
Telephone Number: 999-999-9999  
Position: 300 - CATEGORY - ACADEMIC COMMUNITY  
Active/Initial Dependent Count: 1

**Contact Information**  
Foreign Address:  
Address 1:  
Address 2:  
City:  
Country:  
Province/Territory:  
Postal Code:  
Physical Address:  
Address 1: 9650 MAIN ST  
Address 2:  
City: FAIRFAX  
State: VIRGINIA  
Zip Code: 22031 - 3748  
Address Status: Valid  
Address Type: H - High-rise default address

**Visa/POE Information**  
Visa Type: J-1  
Passport Number:

**Status Information**  
Status: INITIAL  
Date of Last Status Change: 04/07/2016  
212(e): Government Financing

**Program Information**  
Program Number: P-1-15959  
Program Sponsor: Newland University  
Category: RESEARCH SCHOLAR  
Occupational Category:  
Student Intern Foreign Degree:  
Student Intern Foreign Field of Study:  
Subject/Field Description: Animation, Interactive Technology, Video Graphics and Special Effects  
Subject/Field Remarks: Remarks....

**Program Dates**  
Initial Program Begin Date:  
IAP-66 Number:  
Program Begin Date: 04/30/2016  
Program End Date: 06/30/2020  
Reinstatement Program Begin Date:  
Previous Program End Date:  
Effective Date of Transfer:  
Effective Date of Completion:  
Completion Reason:  
Completion Remarks:  
Effective Date of Termination:  
Termination Reason:  
Termination Remarks:

**I-901 SEVIS Fee Payment Information**  
Transaction Type:  
Transaction Date:  
Transaction Amount:  
Fee Payment/Cancellation Receipt Numbers:

# Initial Exchange Visitor Record

For Secondary School Student and Au Pair the link to update Residential Information is available after visa is issued

**Exchange Visitor Information**

**Actions:**  
[Amend Program](#)  
[Cancel EV](#)  
[No Show](#)  
[Reprint CG-2029](#)  
[Validate Program Information](#)  
**Edits:**  
[Category and Subject/Field](#)  
[Dependents](#)  
[Residential Information](#)  
**Views:**  
[Event History](#)

**Personal Information**  
SEVIS ID: **ND004718487**  
Surname/Primary Name: **White**  
Given Name: **Maximilian**  
Suffix:  
Passport Name:  
Preferred Name: **Maximilian White**  
SEVIS Legacy Name:  
Gender: **MALE**  
Date of Birth: **10/01/1998**  
City of Birth: **Leak**  
Country of Birth: **AKROTIRI**  
Country of Citizenship: **AKROTIRI**  
Country of Legal Permanent Residence: **AKROTIRI**  
Email Address: **test@test.com**  
Telephone Number: **202-123-4567**  
Position: **11B - CENTRAL GOVERNMENT GROUP**  
Active/Initial Dependent Count: **0**

**Status Information**  
Status: **INITIAL**  
Date of Last Status Change: **03/15/2016**  
312(x):

**Program Information**  
Program Number: **G-1-18539**  
Program Sponsor: **Student: Secondary/High School**  
Category: **STUDENT SECONDARY**  
Occupational Category:  
Student Intern Foreign Field of Study:  
Subject/Field Description: **Regular/General High School/Secondary Diploma Program**  
Subject/Field Remarks: **test**

**Program Dates**  
Initial Program Begin Date:  
JAP-46 Number:  
Program Begin Date: **03/15/2016**  
Program End Date: **09/01/2016**  
Reinstatement Program Begin Date:  
Previous Program End Date:  
Effective Date of Transfer:  
Effective Date of Completion:  
Completion Reason:  
Completion Remarks:  
Effective Date of Termination:  
Termination Reason:  
Termination Remarks:

**1-901 SEVIS Fee Payment Information**  
Transaction Type:  
Transaction Date:  
Transaction Amount:  
Fee Payment/Cancellation Receipt Number:

**Contact Information**  
**Foreign Address:**  
Address 1:  
Address 2:  
City:  
Country:  
Province/Territory:  
Postal Code:  
**Physical Address:**  
Address 1: **11320 RANDOM HILLS RD**  
Address 2:  
City: **FAIRFAX**  
State: **VIRGINIA**  
Zip Code: **22030 - 7477**  
Address Status: **Valid**  
Address Type: **H - High-rise default address**

**Residential Address Information:**  
Local Coordinator Last Name: **Zong**  
Local Coordinator First Name: **Ray**  
Local Coordinator Zip Code: **20005**  
Residential Address Type: **BOARDING SCHOOL**  
Primary Contact Last Name: **Norton**  
Primary Contact First Name: **Gala**  
Secondary Contact Last Name:  
Secondary Contact First Name:  
Host Family Indicator:  
Host Family Telephone Number:  
Boarding School Name: **Test**  
Boarding School Primary Contact Title:  
Boarding School Primary Contact Phone Number: **703-111-1111 ext. 123**

**Visa/POE Information**  
Visa Type: **J-1**  
Passport Number:  
Passport Expiration Date:  
Visa Foil Number: **TXVIS1234**  
Visa Issue Date: **11/15/2015**  
Visa Expiration Date: **08/22/2022**  
Visa Issue Post: **WASHINGTON D. C.**  
Port of Entry:

link to update Residential Information

Visa Information

# Active Exchange Visitor Record

Subject/Field link is removed from the Edits menu:

**Actions:**

- [Alternate Between Professor and Research Scholar](#)
- [Change of Category Request](#)
- [Convert Minor or Technical Infraction](#)
- [Correct SEVIS Status](#)
- [Create Out Of Country](#)
- [Extension within the maximum duration of participation](#)
- [Reprint DS-2019](#)
- [Shorten Program for EV](#)
- [Terminate EV](#)

**Edits:**

- [Biographical Information](#)
- [Contact and Program Information](#)
- [Dependents](#)
- [Financial Information](#)
- [Site of Activity](#)

### Exchange Visitor Information

Personal Information	
SEVIS ID:	N0000157033
Surname/Primary Name:	LI
Given Name:	Chen
Suffix:	
Passport Name:	
Preferred Name:	Chen Li
SEVIS Legacy Name:	
Gender:	MALE
Date of Birth:	05/04/1970
City of Birth:	Beijing
Country of Birth:	CHINA
Country of Citizenship:	CHINA
Country of Legal Permanent Residence:	CHINA
Email Address:	lichen@yahoo.com
Telephone Number:	999-999-9999
Position:	200 - CATEGORY - ACADEMIC COMMUNITY
Active/Initial Dependent Count:	1

Status Information	
Status:	ACTIVE
Date of Last Status Change:	04/08/2016
212(e):	Government Financing

Program Information	
Program Number:	P-1-15959
Program Sponsor:	Neverland University
Category:	RESEARCH SCHOLAR
Occupational Category:	
Student Intern Foreign Degree:	
Student Intern Foreign Field of Study:	
Subject/Field Description:	Animation, Interactive Technology, Video Graphics and Special Effects
Subject/Field Remarks:	Remarks....

Program Dates	
Initial Program Begin Date:	
IAP-66 Number:	
Program Begin Date:	04/30/2016
Program End Date:	08/30/2020
Reinstatement Program Begin Date:	
Previous Program End Date:	
Effective Date of Transfer:	
Effective Date of Completion:	
Completion Reason:	
Completion Remarks:	
Effective Date of Termination:	
Termination Reason:	
Termination Remarks:	

I-901 SEVIS Fee Payment Information	
Transaction Type:	
Transaction Date:	

**Contact Information**

Foreign Address:

Address 1:	
Address 2:	
City:	
Country:	
Province/Territory:	
Postal Code:	

Physical Address:

Address 1:	9650 MAIN ST
Address 2:	
City:	FAIRFAX
State:	VIRGINIA
Zip Code:	22031 - 3748
Phone:	Valid
Type:	H - High-rise default address

Subject/Field Description code can be updated from the Contact and Program Information page

# Other Pages Affected

- Edits
  - Biographical Information
  - Contact and Program Information
  - Financial Information
  - Site of Activity
  - Spouse/Dependent
  - Category and Subject/Field
  - Residential Information (new page for categories of Au Pair and Secondary School Student)
- Edit DS-2019 for Transfer records
- Change of Category

# Office of Designation Contacts

## Academic and Government Programs Division

Email: [AGExchanges@state.gov](mailto:AGExchanges@state.gov)

Fax: 202-203-7779

### Categories:

- Government Visitor
- International Visitor
- Professor
- Research Scholar
- Short Term Scholar
- Specialist
- Student (College/University)

# Office of Designation Contacts

## Private Sector Programs Division

Email boxes by Categories

Fax: 202-203-7779

- Alien Physician: [DesignationAlienPhys@state.gov](mailto:DesignationAlienPhys@state.gov)
- Au Pair: [DesignationAuPair@state.gov](mailto:DesignationAuPair@state.gov)
- Camp Counselor: [DesignationCC@state.gov](mailto:DesignationCC@state.gov)
- Intern: [DesignationIntern@state.gov](mailto:DesignationIntern@state.gov)
- Secondary School Student: [DesignationSSSP@state.gov](mailto:DesignationSSSP@state.gov)
- Summer Work Travel: [DesignationSWT@state.gov](mailto:DesignationSWT@state.gov)
- Teacher: [DesignationTeacherPr@state.gov](mailto:DesignationTeacherPr@state.gov)
- Trainee: [DesignationTrainee@state.gov](mailto:DesignationTrainee@state.gov)

# Resources

- [User Manual for Exchange Visitor Program Sponsor Users \(RO/ARO\) of SEVIS Volume I, Forms DS-3036 and DS-3037](#)
- [User Manual for Exchange Visitor Program Sponsor Users \(RO/ARO\) of SEVIS Volume II, Form DS-2019](#)
- Web page: <http://j1visa.state.gov/sponsors/current/sevis>
- SEVIS Batch email [sevis.batch@ice.dhs.gov](mailto:sevis.batch@ice.dhs.gov)
- For technical questions, contact [jsevis@state.gov](mailto:jsevis@state.gov)
- SEVIS Help Desk: 800-892-4829
- SEVIS Login page: <https://egov.ice.gov/sevis>
- For policy and regulatory advice contact the Office of Designation