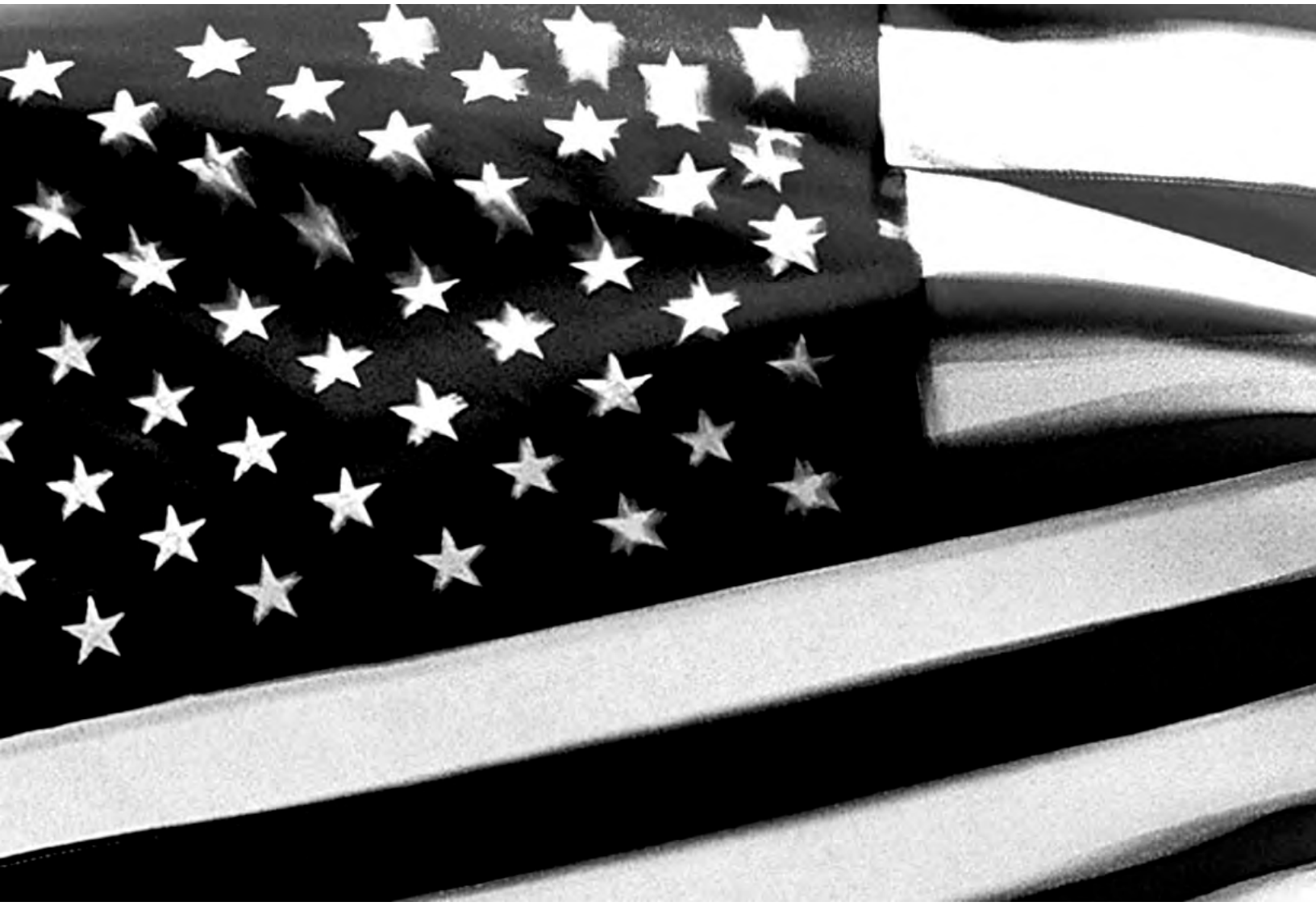
User Manual for Exchange Visitor Program Sponsor Users (RO/ARO) of SEVIS Volume II, Form DS-2019

Version 6.33
April 28, 2017

U.S. Department of State

U.S. Immigration and Customs Enforcement



REVISION HISTORY

The following changes have been made to this user manual for this release and in the past year:

Release 6.33 – April 28, 2017

- Cover: Release number and date have been updated
- Section 3.1, Exhibit 1: SEVIS Login Page has been updated
- Section 12.1.10: Terminate Exchange Visitor (Exchange Visitor in Active or Inactive Status)

Release 6.32 – March 10, 2017

- Cover: Release number and date have been updated
- Section 3.1: Password Guidelines
- Section 11.2.5: Edit Site of Activity (Exchange Visitor in Initial Status)
- Section 11.2.6: Add Site of Activity (Exchange Visitor in Initial Status)
- Section 11.2.7: Change Primary Site of Activity (Exchange Visitor in Initial Status)
- New section 18.4, Exchange Visitor Report for Sponsor Officials

Release 6.31 – December 18, 2016

- Cover: Release number and date have been updated
- Section 4.1: Log Into SEVIS, has been updated
- Section 8: Exchange Visitor Lists
- Section 16: Alerts
- New section: 16.2, Sort Exchange Visitor Lists
- New section: 16.3, Export Alerts
- Updated 16.4, List of Alerts
- Updated: Appendix F—Department of State Maximum and Minimum Duration of Participation Rules

Release 6.29 - September 30, 2016

- Cover: Release number and date have been updated
- Section 8, Exchange Visitor Lists, has been updated – these descriptions have been modified:
- Invalid Status Exchange Visitors and Dependents
- No Show Status Exchange Visitors and Dependents
- New section: 11.2.3.5, Invalidate Spouse/Dependent (Initial, Active, or No Show Status)
- Appendix D, Exchange Visitor and Spouse/Dependent Statuses, has been updated – these descriptions have been modified:
- Invalid Status Exchange Visitors and Dependents
- No Show Status Exchange Visitors and Dependents

Release 6.28 – August 12, 2016

- Cover: Release number and date have been updated

Release 6.27 – July 8, 2016

- Cover: Release number and date have been updated
- Section 8: Exchange Visitor Lists
- New list: Initial Status Exchange Visitors Without Residential Address Information [available for Secondary School Student sponsors]

- New section: 8.1, Sort Exchange Visitor Lists
- New section: 8.2, Export Exchange Visitor Lists
- Section 9: Create Certificate of Eligibility for Exchange Visitor (Form DS-2019)
- Subsection titles, screenshots, and instructions have been updated to match the reformatted pages
- New section: 9.2, Step 2: Create Certificate of Eligibility for Exchange Visitor (Form DS-2019) – Exchange Visitor Contact and Program Information
- Section 10.2.22: Validate Program Participation [updated]
- Section 11: Exchange Visitor Information Page – Initial Status
- Updated: Section 11.1.5, Validate Program Participation (Exchange Visitor in Initial Status)
- New section: 11.2.9, Edit Contact and Program Information (Exchange Visitor in Initial Status)
- New section: 11.2.10, Edit Residential Information (Exchange Visitor in Initial Status
- Section 12: Edits Menu—Exchange Visitor in Active Status
- Updated: 12.2.1, Edit Biographical Information (Exchange Visitor in Active Status)
- Updated: 12.2.2, Add/Edit Spouse/Dependent Data
- Updated: 12.2.3, Edit Financial Information (Exchange Visitor in Active Status)
- Updated: 12.2.4.3, Change Primary Site of Activity (Exchange Visitor in Active Status)
- New section: Edit Contact and Program Information (Exchange Visitor in Active Status)
- New section: Edit Residential Information (Exchange Visitor in Active Status) [available for Secondary School Student sponsors]
- Section 14: Transfer Procedures for Receiving Program
- Updated: 14.1., Transfer: Exchange Visitor Biographical Information
- New section: 14.2, Transfer: Contact and Program Information
- Updated: 14.3, Transfer: Add Site of Activity
- Updated: 14.4, Transfer, Add/Edit Spouse/Dependent Data
- Updated: 14.5, Transfer, Financial Information
- Updated: 14.6, Validate Program Participation (Exchange Visitor in Transferred Status)
- Section 15.3.1: Reinstatement – Update SEVIS Status Request for Exchange Visitor [Updated]

<u>Release 6.25 – March 18, 2016</u>

- Cover: Release number and date have been updated

<u>Release 6.24 – February 12, 2016</u>

- Cover: Release number and date have been updated
- Section 2, SEVIS Help Desk: Hours of operation have been updated

Note: Page 2 of the Form DS-2019 has been updated; the text regarding the barcode has been removed.

Disclaimer: The user manual provides guidance for using SEVIS. It does not replace the Exchange Visitor Program regulations [22 Code of Federal Regulations (CFR) Part 62]. To obtain administrative guidance on the Exchange Visitor Program, the Exchange Visitor Program regulations [22 CFR Part 62], or program or exchange visitor issues and concerns, contact the Department of State's Office of Designation, Private Sector Exchange.

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1. INTRODUCTION

This manual is a resource for Exchange Visitor Program Sponsor users, that is, Responsible Officers (ROs) and Alternate Responsible Officers (AROs) of the Student and Exchange Visitor Information System (SEVIS). It is presented in two separate volumes in order to delineate the Form DS-2019, and Form DS-3036, DS-3037, and other program updates. This volume addresses the procedures for creating, issuing, and modifying Forms DS-2019 for exchange visitors (EVs) and spouse/dependents.

This manual provides guidance for using SEVIS. It does not replace the Exchange Visitor Program regulations [22 Code of Federal Regulations (CFR) Part 62]. To obtain administrative guidance on the Exchange Visitor Program, the Exchange Visitor Program regulations [22 CFR Part 62], or program or exchange visitor issues and concerns, contact the Department of State's Office of Designation, Private Sector Exchange.

1.1 U.S. Department of State Contact Information

To obtain administrative guidance on the Exchange Visitor Program, the Exchange Visitor Program regulations [22 CFR Part 62], or program or exchange visitor issues or concerns, contact the appropriate Office of Designation, Private Sector Exchange, Bureau of Educational and Cultural Affairs, Department of State (DoS):

- **Academic and Government Programs Division**

  U.S. Department of State
  Office of Designation
  Academic and Government Programs Division
  ECA/EC/D, SA 44, Room 668
  Washington, DC 20547-4406

  Fax: 202-203-7779
  Email: AGexchanges@state.gov

  Responsible for the administration and oversight of the following categories:

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

- **Private Sector Programs Division**

  U.S. Department of State
  Office of Designation
  Academic and Government Programs Division
  ECA/EC/D, SA 44, Room 668
  Washington, DC 20547-4406

  Fax: 202-203-7779

  Responsible for the administration and oversight of the following categories:

  - Alien Physician (email: DesignationAlienPhys@state.gov)
  - Au Pair (email: DesignationAuPairPro@state.gov)
  - Camp Counselor (email: DesignationCC@state.gov)
  - Intern (email: DesignationIntern@state.gov)
  - Secondary Student (email: DesignationSSSP@state.gov)
  - Summer Work Travel (email: DesignationSWT@state.gov)

- Teacher (email: DesignationTeacherPr@state.gov)
- Trainee (email: DesignationTrainee@state.gov)

Contact the appropriate division within DoS for all issues or questions related to 22 CFR Part 62, the interpretation of the regulation or DoS policy.

See Appendix B, Resources, for additional resource information.

1.2 Purpose of SEVIS

SEVIS facilitates timely reporting and monitoring of international students, exchange visitors, and their spouse/dependents in the United States. SEVIS is an Internet-based application for electronically monitoring and reporting on these individuals. SEVIS enables program sponsors and schools to transmit electronic information to the U.S. Department of Homeland Security (DHS), Immigration and Customs Enforcement (ICE) bureau and DoS throughout a student's or exchange visitor's program in the United States.

SEVIS enables the submission of applications for designation. Once designated as an Exchange Visitor Program sponsor, users may update program sponsor information, submit updates to the Department of Date that require approval, and create and update J-1 exchange visitor and J-2 spouse/dependent records. The DoS Office of Designation, Private Sector Exchange, has the capability to review and approve updates made to program sponsor and exchange visitor records using SEVIS, and notify ROs and AROs of the results.

1.3 Department of Homeland Security Consent

You are accessing a U.S. Government information system, which includes (1) this computer, (2) this computer network, (3) all computers connected to this network and (4) all devices and storage media attached to this network or to a computer on this network. This information system is provided for U.S. Government-authorized use only. Unauthorized or improper use or access of this system may result in disciplinary action, as well as civil and criminal penalties. By using this information system, you understand and consent to the following: You have no reasonable expectation of privacy when you use this information system; this includes any communications or data transiting, stored on, originated from or directed to this information system. At any time, and for any lawful government purpose, the government may monitor, intercept, search and seize any communication or data transiting, stored on, originated from or directed to or from this information system. The government may disclose or use any communications or data transiting, stored on, originated from or directed to or from this information system for any lawful government purpose. You are NOT authorized to process classified information on this information system.

1.4 Security Reminder

SEVIS was developed to maintain multiple levels of security to help protect against unauthorized access. One of the most important actions that you can take is to safeguard your user ID and password. Your SEVIS user ID and password are for your use only. Do not share your user ID and password with any other person and do not keep a written record of your user ID and/or password in a location that can be accessed by others. For sponsor officials, the Exchange Visitor Program regulations [22 CFR 62.12(e)] specifically address this issue.

If you feel that your password has been compromised, you can reset it using the **Forgot Your Password** link on the *SEVIS Login* page located at https://egov.ice.gov/sevis/ or the **Change Password** link on the navigation bar within the SEVIS application. Alternatively, you can contact the SEVIS Help Desk at 800-892-4829 to have your password reset.

If you believe that an unauthorized person has obtained access to SEVIS, notify the DHS Help Desk immediately at 888-347-7762. The DHS Help Desk is staffed 24 hours a day and can assist with security concerns only. Direct all other SEVIS concerns or questions to the SEVIS Help Desk at 800-892-4829.

The DHS Help Desk will contact the Student and Exchange Visitor Program (SEVP) office immediately. SEVP will work with you to take appropriate steps to protect and prevent loss of SEVIS information. Such

actions to be taken may include issuing a new SEVIS user ID and password. System security is a serious matter. SEVP is committed to addressing any system security concerns or issues that may arise. If you need assistance regarding security issues, contact the DHS Help Desk at 888-347-7762.

1.5 Acronyms and Abbreviations

Appendix A, Acronyms and Abbreviations, includes a list of terms, abbreviations, and acronyms used in this document.

1.6 Disclaimer

All persons, schools, programs, email addresses, and events depicted in this document are fictitious, and no similarity with any real persons or entities, living or deceased, is intended or should be inferred.

The term “status” is used extensively throughout this manual. Unless otherwise noted, the term “status” refers to the SEVIS status of the exchange visitor and/or spouse/dependent.

2. SEVIS HELP DESK

To report SEVIS-related issues or technical problems, contact the SEVIS Help Desk at 800-892-4829 during the hours of 8 a.m. to 6 p.m. Eastern Time, Monday through Friday, except federal holidays.

To obtain administrative guidance on the Exchange Visitor Program, the Exchange Visitor Program regulations [22 CFR part 62], or program or exchange visitor issues or concerns, contact the Office of Designation, Private Sector Exchange, Bureau of Educational and Cultural Affairs, Department of State (see U.S. Department of State Contact Information).

3. ACCESS SEVIS

As a federal database, SEVIS is subject to the Federal Information Security Management Act (FISMA). FISMA requires the annual review and verification that all users who access federal systems have both the business need and the authorization to access the system. To comply with FISMA, ROs must annually verify that they, and every ARO, are still employed by the organization and require continued access to SEVIS. If the officials are not validated by the deadline, they will lose access to SEVIS and will be unable to update nonimmigrant records. If applicable, Batch access will also be lost.

A user ID and password are required to access SEVIS. The system also requires use of the following:

- Internet access
- Adobe Reader: If Adobe Reader is not installed on the computer being used, see Appendix C, Download the Latest Version of Adobe Reader, for installation instructions.
- Laser printer: Laser Postscript printer with 32 MB of random access memory (RAM) (96 MB is recommended) or a Laser printer with 32 MB of RAM (64 MB is recommended).

Only authorized users with an active password may access SEVIS. Users may be associated with a program sponsor that has a status of Active or Suspended, or at least one exchange visitor whose status is Active and the program’s status is one of the following:

- Denial Pending
- Revocation Pending
- Termination Pending
- Withdrawn

3.1 Password Guidelines

The email you receive from SEVIS when approved to use the system, and the Online Help, provide specific requirements for SEVIS passwords. General guidelines for SEVIS passwords are as follows:

- You cannot reuse any of your previous eight passwords.
- Passwords may not contain a dictionary word or proper noun.
- Passwords must be a minimum of 12 characters in length.
- SEVIS passwords have a maximum life span of 90 days. When logging into SEVIS after 90 days, the *Change My Password* page opens. See Change Password Reminder for instructions.
- Protect your password. If you feel that your password has been compromised and you are unable to change it using the **Change Password** link on the navigation bar or the **Forgot Your Password** link on the *SEVIS Login* page, contact the SEVIS Help Desk at 800-892-4829 to have your password reset.
- SEVIS user IDs and passwords are suspended after three unsuccessful log-in attempts. Use the **Forgot Your Password** link on the *SEVIS Login* page (see Request Password Reset for instructions) or contact the SEVIS Help Desk at 800-892-4829 to have your access to SEVIS reinstated.
- Deactivation will occur if your account is inactive (unused) for 45 consecutive days. In this case, ROs may use the **Forgot Your Password** link on the *SEVIS Login* page, and AROs must contact their RO, to request a password reset.
- Do not share your user ID and password. At no time and under no circumstances is your SEVIS user ID and password to be shared with anyone, either on a transitory or permanent basis.

REMINDER: You must log into SEVIS at least once every 45 days to keep your SEVIS user ID active.

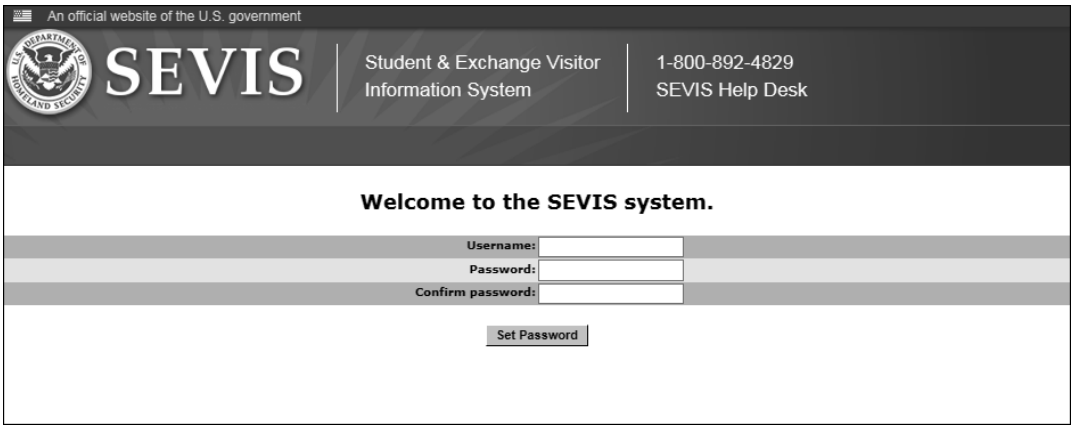
3.2 Create Your Initial SEVIS Password

An authorized user must have a permanent user ID and password to access SEVIS. When approved to use SEVIS, you will receive an email message containing your user ID and a second message containing a secure link to SEVIS. The secure link is associated with your user ID only and is active for 30 days. It can only be used to create a password for your user ID.

To use the link and create your password, perform the following:

1. Click the link contained in the email message. The system displays the *Set Password* page, as shown in Exhibit 1: SEVIS—Set Password Page.

Exhibit 1: SEVIS—Set Password Page



2. Enter your user ID in the **Username** field.
3. Enter your password in the **Password** field. Refer to Password Guidelines for instructions on creating a password.
4. Enter your new password again in the **Confirm Password** field.
5. Click the **Set Password** button. The system displays a message advising that you have successfully created a password. If the password is not successfully created, a message indicating the reason will display and you will be able to enter the appropriate data.
6. Once the password is successfully created, click **OK**. The *SEVIS Login* page opens. Exhibit 2: SEVIS Login Page is an example of the page.

Note: After creating your password, use the *SEVIS Login* page (https://egov.ice.gov/sevis/) to access SEVIS and perform all of your SEVIS-related tasks.

REMINDER: You must log into SEVIS at least once every 45 days to keep your SEVIS user ID active.

Exhibit 2: SEVIS Login Page

3.3 Change Password

The navigation bar contains a link that enables you to change your password. To change your password, perform the following:

To change your password, perform the following:

1. Log into SEVIS.
2. Click the **Change Password** link on the navigation bar. The *Change My Password* page opens.
3. Enter your current password in the **Old Password** field.

4. Enter your new password in the **New Password** field.
   Note: You cannot reuse your previous eight passwords.
5. Enter your new password again in the **Confirm New Password** field.
6. Click the **Change Password** button. The system displays a message advising that the password has been changed.
7. Click **OK** to return to SEVIS.

REMINDER: You must log into SEVIS at least once every 45 days to keep your SEVIS user ID active.

3.4 Change Password Reminder

You must change your password every 90 days. When you log into SEVIS after 75 days (and up until 90 days), SEVIS displays a message. It asks if you would like to change your password. If you click:

- **Yes**, the *Change My Password* page opens.
- **No**, you will be logged into the system.

When logging into SEVIS after 90 days, you have no choice. You must change your password.

To change your password, perform the following:

1. Enter your current password in the **Old Password** field.
2. Enter your new password in the **New Password** field.
   Note: You cannot reuse your previous eight passwords.
   WARNING: Be careful when entering a password.
   - **Caps Lock:** Passwords are case sensitive. When creating a password using a mix of uppercase and lowercase letters, it must always be entered that way. If the **Caps Lock** key on the keyboard is turned on and you intend to enter “abcdeF9#”, the system reads the following password: ABCDEf9#. To SEVIS, these passwords are not the same.
   - **Numeric Keypad:** If using the numeric keypad to enter numbers, be sure to turn on the **Num Lock** key. Otherwise, enter numbers using the keys above the top row of alphabetic characters on the keyboard.
3. Enter your new password again in the **Confirm New Password** field.
4. Click the **Change Password** button. The system displays a message advising that the password has been changed.
5. Click **OK** to access SEVIS.

Note: If at any time you feel that your password has been compromised and you are not able to change it contact the SEVIS Help Desk at 800-892-4829 to have your password reset.

REMINDER: You must log into SEVIS at least once every 45 days to keep your SEVIS user ID active.

3.5 Request Password Reset

The Forgot Your Password option is available for users to request a new SEVIS password. Use this function for any of the following reasons:

- You have forgotten your SEVIS password.
- Your SEVIS account is locked
- You feel that your SEVIS password has been compromised and you are unable to use the Change Password function.

Note: When an ARO has not logged into SEVIS for more than 45 days, his/her user ID will be inactivated. An inactive ARO cannot use the **Forgot Your Password** link on the *SEVIS Login* page to request a password reset. See, Request Password Reset for ARO for information on how an ARO can request to have his/her password reset.

To request to have your password reset, perform the following:

1. Click the **Forgot Your Password** link on the *SEVIS Login* page. The *Request Password Reset* page opens.
2. Click the **Designation by DoS to admit J Exchange Visitors** radio button.
3. Enter your SEVIS user ID in the **User Name** field.
4. Click the **Submit** button. A message displays advising that the request has been submitted to SEVIS. However, if an ARO has not logged into SEVIS for more than 45 days, this message will display: "User is inactive due to 45 days of inactivity. Contact your RO to request a password reset." See Request Password Reset for ARO for information on how an ARO can request to have his/her password reset.

Note: An email will be sent to the email address associated with the SEVIS user ID. It will provide instructions for creating a new SEVIS password. The email will be valid for 30 days; a password must be created within 30 days of the date on the email.

REMINDER: You must log into SEVIS at least once every 45 days to keep your SEVIS user ID active.

3.6 Request Password Reset for ARO

Users must log into SEVIS at least once every 45 days or they will lose access to SEVIS. When a user has not logged into SEVIS for 30 days, the following will occur:

- An alert will be generated to inform the RO and AROs of the programs to which the user is associated that this user has not logged into SEVIS within the past 30 days. The alert will list the RO and any AROs who have not logged into SEVIS for 30 days.
- An email reminding the user to log into SEVIS will be sent to the RO and AROs of the programs to which the user is associated. If the user is also a PDSO or DSO for a school or campus, all users at those schools/campuses will receive the email, too.

When an ARO has not logged into SEVIS for 45 days, his/her user ID is inactivated. An inactive ARO cannot use the **Forgot Your Password** link on the *SEVIS Login* page to request a password reset. However, he/she may contact the RO to request a password reset.

To request a password reset for an ARO, the RO must perform the following:

1. On the *Listing of Programs* page, click the link in the **Name of Program** column for the program whose ARO is requesting a password reset.
2. Click the **Add/Update Officials** link on the **Edits** menu. The *Official Information* page opens.
3. Click the **Request Password Reset** link in the **Actions** column for the ARO who is requesting a password reset. The *Request Password Reset* page opens.
   Note: The **Request Password Reset** link will only display when an ARO has not logged into SEVIS for more than 45 days.
4. Click the **Request Password Reset** button. The following will occur:
   - An email is sent to the email address associated with this SEVIS user. It provides instructions for creating a new SEVIS password. The email is valid for 30 days; a password must be created within 30 days of the date on the email.
   - An email informing users that a password reset has been requested for this ARO is sent to each RO for the programs to which this user is associated. If the ARO is also a PDSO or DSO for a school or campus, the email is sent to each PDSO at the schools/campuses to which the user is associated, as well.

4. LOG INTO/OUT OF SEVIS

The next two sections provide instruction on how to log into and out of SEVIS.

4.1 Log Into SEVIS

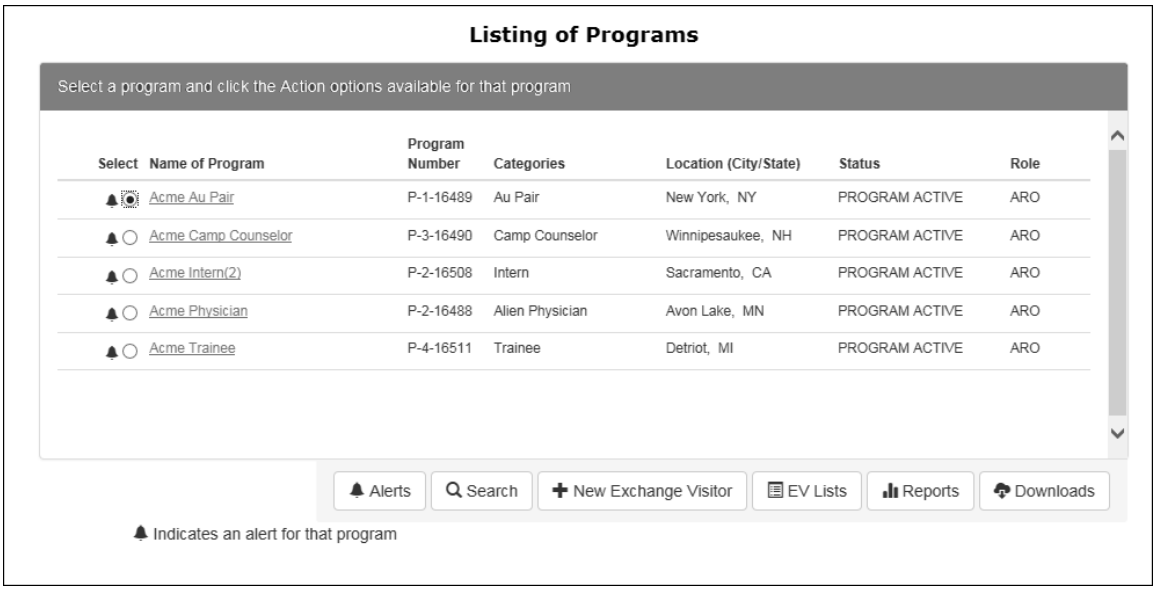
Only authorized users with an active password may access SEVIS. A user may be associated with a program sponsor that has:

- A status of Active or Suspended, or
- At least one exchange visitor in Active status, and the program's status is one of the following:
  - Denial Pending
  - Revocation Pending
  - Termination Pending
  - Withdrawn

To log into SEVIS, perform the following:

1. Access the *SEVIS Login* page at https://egov.ice.gov/sevis/.
2. If a *Security Alert* window opens, click **Yes** to continue to the *SEVIS Login* page (Exhibit 2).
3. Enter your user ID in the **User Name** field.
4. Enter your password in the **Password** field.
   WARNING: Be careful when entering a password.
   - **Caps Lock:** Passwords are case sensitive. When creating a password using a mix of uppercase and lowercase letters, it must always be entered that way. If the **Caps Lock** key on the keyboard is turned on and you intend to enter "abcdeF9#", the system reads the following password: ABCDEf9#. To SEVIS, these passwords are not the same.
   - **Numeric Keypad:** If using the numeric keypad to enter numbers, be sure to turn on the **Num Lock** key. Otherwise, enter numbers using the keys above the top row of alphabetic characters on the keyboard.
5. Press the **Enter** key or click **Login**. The system displays a Warning page.
6. Read the information and then click **CONTINUE** to continue.
7. The system displays The Paperwork Reduction Act notice.
8. Read the information and then click **I Have Read and Understand This Notice** to continue. One of the following will occur:
   - If there are message board postings, the *Message Board* page opens.
   - If there are ***no*** message board postings and you are authorized as an:
     - RO or ARO only, the *Listing of Programs* page opens. Exhibit 3: Listing of Programs Page is an example of the page.
     - RO or ARO and a school official (that is, Principal Designated School Official [PDSO] or Designated School Official [DSO]), the *Main* page opens. You must select a link to view the *Listing of Programs* page or the *Listing of Schools* page.

Exhibit 3: Listing of Programs Page



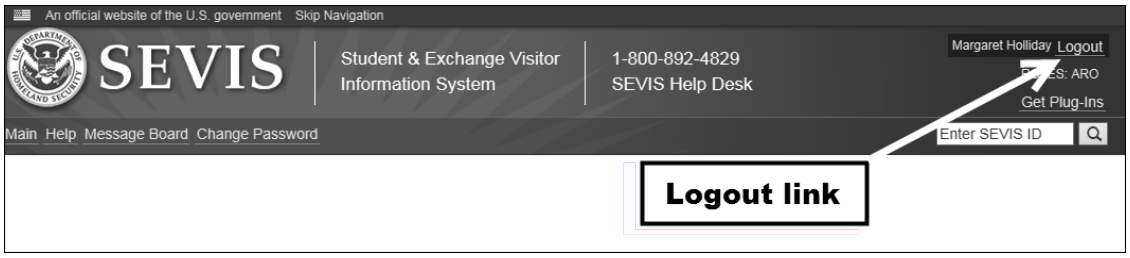
Note: After 18 minutes of inactivity, a message displays advising that your session is about to expire. Click **OK** to continue working in SEVIS. After 20 minutes of inactivity, a message displays advising that your session has expired. Click **OK** to open the *SEVIS Login* page. Any unsaved data will be lost.

REMINDER: You must log into SEVIS at least once every 45 days to keep your SEVIS user ID active.

4.2 Log Out of SEVIS

To exit SEVIS at any time, click the **Logout** link on the navigation bar as shown in Exhibit 4: Navigation Bar—Logout Link.

Exhibit 4: Navigation Bar—Logout Link



4.3 Additional Information About the SEVIS Login Page

Additional information about the *SEVIS Login* page follows:

- **Register for New Account** button: This option is used to create a temporary user ID and password and complete the Form DS-3036, Exchange Visitor Program Application. This link is ***not*** used to obtain a permanent user ID and password.
- **Forgot Your Password** link: Use this link if you have forgotten your password or your SEVIS account is locked. See Request Password Reset, for instructions.

Note: After 18 minutes of inactivity, a message displays advising that your session is about to expire. Click **OK** to continue working in SEVIS. After 20 minutes of inactivity, a message displays advising that your session has expired. Click **OK** to open the *SEVIS Login* page. Any unsaved data will be lost.

5. SEVIS COMMUNICATIONS

5.1 Broadcast Messages

The message board allows you to view up to two years of broadcast messages from the Department of State and/or DHS. The *Broadcast Messages* page opens when you log into SEVIS. Otherwise, click **Message Board** on the navigation bar at any time to access the *Broadcast Messages* page. See volume I of this manual for additional information about the Message Board.

6. PAGE COMPONENTS AND ONLINE HELP

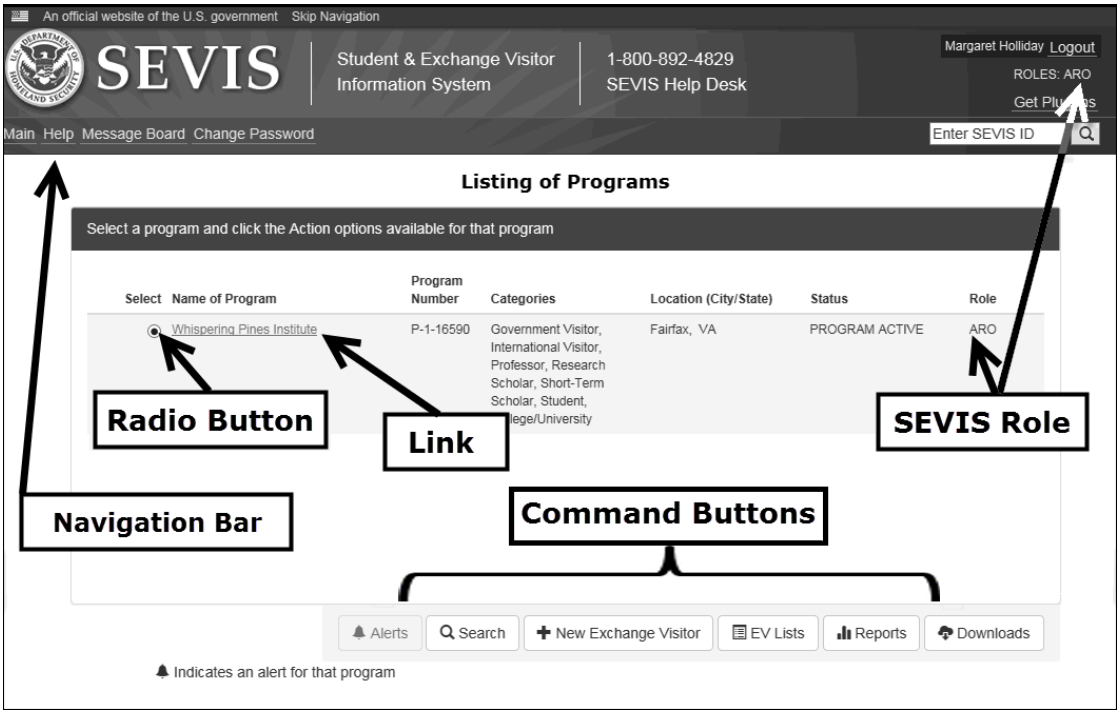
This section provides descriptions of the SEVIS page components and online help functions.

6.1 Overview of Page Components

This section explains SEVIS pages, page components, and how to navigate through the application.

Exhibit 5: Listing of Programs Page and Page Components is an example of a page that opens when logged into SEVIS. It includes various options that are available on the navigation bar and links that are available from within the list of program sponsors. The page components are labeled with the terms used in this manual.

Exhibit 5: Listing of Programs Page and Page Components



6.1.1 SEVIS Page Components

The following is a list of components that may be available on SEVIS pages:

- **Navigation Bar:** The navigation bar lists the role(s) for the logged-in user on the right side and the following functions:
  - **Main:** Used to access the *Main* page or, if authorized as an RO or ARO and an official for a SEVIS school (that is, Principal Designated School Official [PDSO] or Designated School Official [DSO]), the page from which you select either the **Listing of Programs** (J visa) or

Listing of Schools (F and M visas) link to open the list of programs or schools for which you are an authorized user

- **Listing of Schools:** Used to access the listing of schools for which you are authorized if you are an RO or ARO and an official for a SEVIS school (that is, PDSO or DSO)
- **Listing of Programs:** Used to access the listing of programs for which you are authorized if you are an RO or ARO and an official for a SEVIS school (that is, PDSO or DSO)
- **Help:** Used to access Online Help for SEVIS
- **Message Board:** Used to view SEVIS messages from DHS and/or DoS
- **Change Password:** Used to change your SEVIS password (see Change Password, for instructions)
- **Get Plug-Ins:** Used to access the plug-ins used by SEVIS
- **Logout:** Used to exit the system (see Log Out of SEVIS)

Note: The navigation bar has been removed from many of the SEVIS pages depicted in this manual.

- **Links:** Click underlined text to advance to a different page within SEVIS.

6.1.2 Additional SEVIS Page Components

Additional page components that display on some SEVIS pages include the following:

- **Scroll Bar:** This is the part of a window that enables users to see additional information. SEVIS uses scrollbars on the bottom and/or the right side of some windows.
- **Fields:** These are areas on the windows where data may be typed or selected or in which system-generated data are displayed.
- **Buttons:** These buttons allow users to process data and move between pages. SEVIS uses the following types of buttons:
  - **Command Buttons:** Click to execute a command. For example, clicking the **Print DS-2019** button enables you to print a copy of the Form DS-2019.
  - **Radio Buttons:** Click to make a selection. Only one radio button can be selected at a time.
- **Other Input Methods**
  - **Check Boxes:** Click to make one or more selections. Click the box again to remove the check mark.
  - **Drop-Down Lists:** Click the down arrow to display a list and then make a selection.

6.2 SEVIS Online Help Functions

Online Help is always available by clicking the **Help** link on the navigation bar. Doing so opens a new browser window containing Online Help. The left pane (part of the window) contains a list of Online Help topics, and the right pane contains the text associated with the topic selected. Exhibit 6: Help Page, is an example of the page.

Note: The Online Help requires the use of Java Script; it does not function properly if Java Script is disabled.

Exhibit 6: Help Page

6.2.1 Online Help Table of Contents

To use the Online Help table of contents, perform the following:

1. Click the **Help** link on the navigation bar. The Online Help opens in a new browser window. The table of contents displays in the left pane.
2. Click a topic name to view the Online Help text for that topic in the right pane.
3. Click **Contents** in the upper-left side of the navigation pane to access the table of contents from the index or search pane.

6.2.2 Online Help Index

To use the index, perform the following:

1. Click **Index** in the upper-left side of the navigation pane to access the index.
2. Click a letter of the alphabet to display the index entries for words beginning with the letter selected.
3. Click a topic name to view the Online Help text for that topic in the right pane.
4. Click **Index** in the navigation pane to access the index from the contents or search pane.

6.2.3 Search Online Help

To search on a word or phrase, perform the following:

1. Click **Search** in the upper-left side of the navigation pane to access the search function.
2. Click a letter of the alphabet to display the Online Help topics that contain a word that begins with the letter selected.
3. Click a topic name to view the Online Help text for that topic in the right pane. If a topic title is followed by numbers, click a number to view a topic that contains the word that you are searching for. You may also click one number, then press and release the **Shift** key and then press and release the **Enter** key to scroll through the topics containing the word that you are searching for.
4. Click **Search** in the navigation pane to access the search function from the contents or index pane.

6.2.4 Show/Hide Left Pane

To hide and show the left pane of the *Help* page, perform the following:

1. To hide the left pane, click the **Hide** link in the upper-left corner of the right pane.
2. Click the **Show** link to restore the left pane.

6.2.5 Jumps

To use the jump feature, perform the following:

1. When viewing the Online Help text for a topic in the right pane, click an underlined word or phrase to jump to a new topic.
2. To return from a jump, click the **Back** button on the browser toolbar.

Note: Some underlined phrases are web links. They are identified by the text that marks them. When clicked, the appropriate web page opens in a new browser window. When finished viewing a web page, click the **Close** button in the upper-right corner of the browser window.

6.2.6 Close Online Help

Close Online Help by clicking the **Close** button in the upper-right corner of the *Help* page.

6.2.7 Print Online Help Topics

The entire Online Help cannot be printed. Only the topic currently being viewed may be printed (that is, one topic at a time).

To print an Online Help topic using Internet Explorer, perform the following:

1. Click anywhere in the right pane.
2. Click the **Print** button on the browser toolbar. The topic currently being viewed prints to the designated printer.

or

1. Click anywhere in the right pane.
2. Select **Print** from the **File** menu. A *Print* window opens.
3. If necessary, click the **General** tab to move it on top of the other tabs.
4. Ensure that the appropriate printer is selected in the *Select Printer* list. If not, select the correct printer from the list.
5. Click the **Print** button to print to the designated printer.

7. SEARCH FOR EXCHANGE VISITOR AND SPOUSE/DEPENDENT RECORDS

There are three types of searches that can be performed in SEVIS to find exchange visitor and/or spouse dependent records:

- **Global Search:** Use the **Enter SEVIS ID** field on the navigation bar to search for a specific record.
- **Quick Search:** Use this option to obtain a specific record, or records with the same surname/primary name.
- **Advanced Search:** Use this option to obtain a list of exchange visitor or spouse/dependent records that meet your search criteria.

The following sections provide instructions for performing these searches.

7.1 Global Search

You may search for a specific SEVIS record using the Enter SEVIS ID function. The **Enter SEVIS ID** field is on the right side of the navigation bar on many SEVIS pages. Use this function to search all records

that you have access to. For example, if you are an RO and/or ARO, and a school official (that is, PDSO or DSO), use this function to search J-1, J-2, F/M-1, and F/M-2 records.

To search for a specific record, perform the following steps:

1. Log into SEVIS.
2. Enter a valid SEVIS ID in the **Enter SEVIS ID** field on the right side of the navigation bar. Entering the preceding "N" and zeroes is optional. For example, if the SEVIS ID is N000456789, you may enter 456789.
3. Click the search icon or press **Enter** on the keyboard. If the SEVIS ID is valid, the:
   - *Exchange Visitor Search Results* page opens if it is a J-1 or J-2 record.
   - *Search Results* page opens if it is an F/M-1 or F/M-2 record and you are a PDSO or DSO.

   Otherwise, a message displays advising that there is no record with that ID number.
4. Click the link in the **Surname/Primary Name** column to view the record.

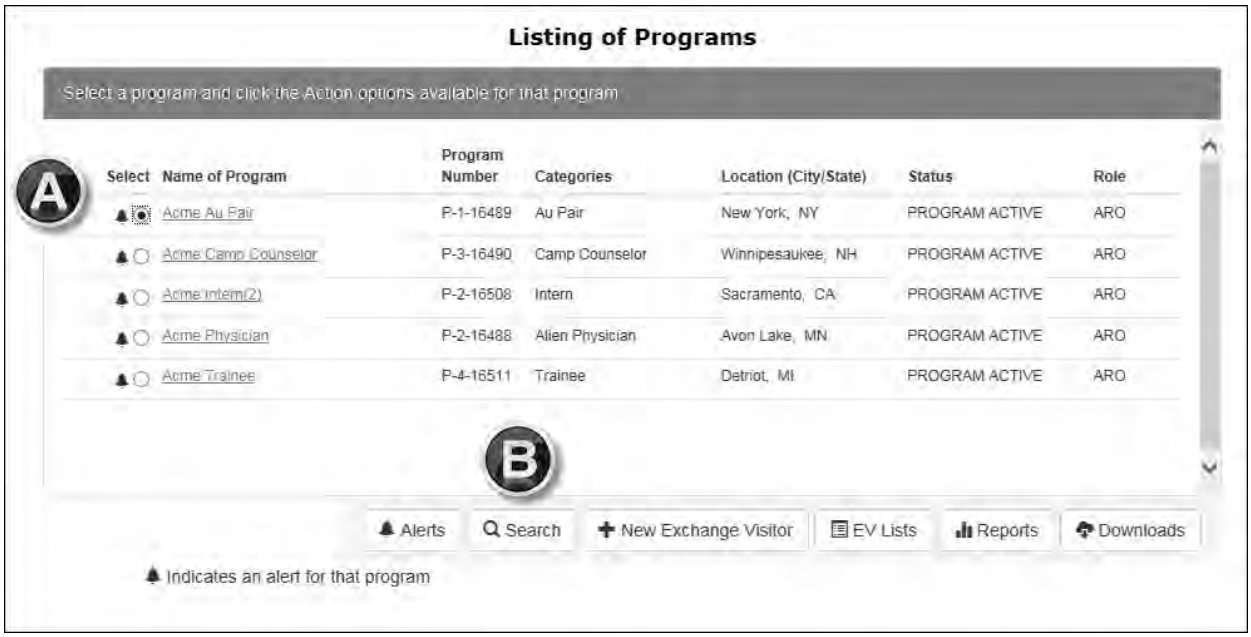
7.2 Search Exchange Visitors & Dependents Page

You may search for an exchange visitor or spouse/dependent record in any of the programs for which you are assigned a role. When performing a search using the *Search Exchange Visitors & Dependents* page, the system queries only the sponsor data associated with the specific sponsor. This search function does not query any other records.

To access the *Search Exchange Visitors & Dependents* page, perform the following steps:

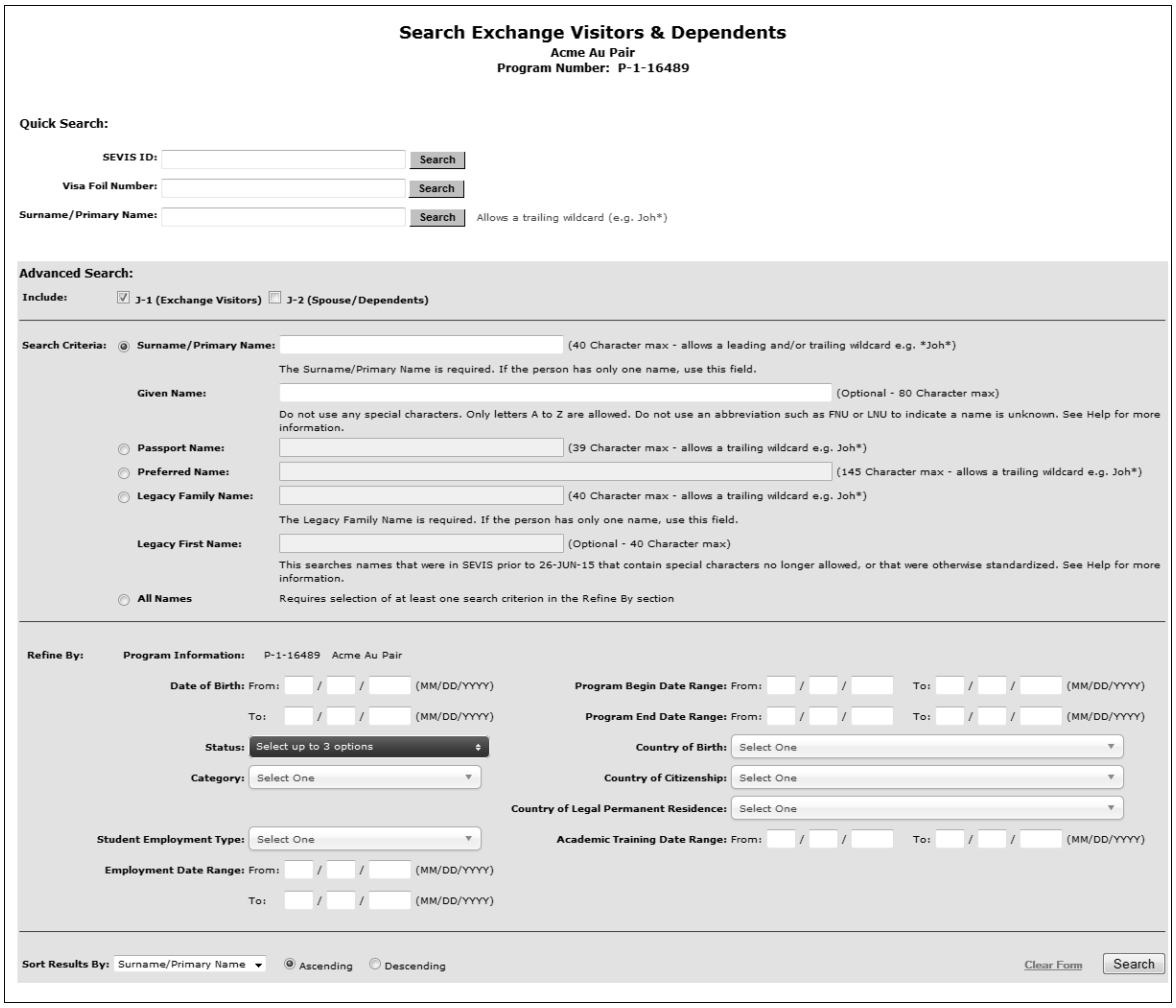
1. Log into SEVIS. The *Listing of Programs* page opens if there are no message board postings. Exhibit 7: Listing of Programs Page is an example of the page.

Exhibit 7: Listing of Programs Page



2. Click the radio button ("A" in Exhibit 7) for a specific program on the *Listing of Programs* page.
3. Click **Search** ("B" in Exhibit 7). The *Search Exchange Visitors & Dependents* page opens. Exhibit 8: Search Exchange Visitors & Dependents Page, is an example of the page.

Exhibit 8: Search Exchange Visitors & Dependents Page



The next two sections provide instructions for performing a quick search and an advanced search.

7.2.1 Quick Search

To search for a record with a specific SEVIS ID, Visa Foil Number, or records with the same surname/primary name, do the following:

1. Enter only **one** of the following in the Quick Search section of the *Search Exchange Visitors & Dependents* page:
   - **SEVIS ID:** Enter the SEVIS ID and then click **Search**. Entering the preceding N and zeroes is optional. For example, if the SEVIS ID is N000056789, you may enter 56789.
   - **Visa Foil Number:** Enter up to 25 letters or numbers and then click **Search**.
   - **Surname/Primary Name:** Enter a surname/primary name or partial name followed by an asterisk (*) to perform a wildcard search, and then click **Search**.

   The *Exchange Visitor Search Results* page opens. It contains a list of the records that match the search criteria, if any.
2. Click a link in the **Surname/Primary Name** column to view the exchange visitor's SEVIS record.
3. If available, click the **Dependent's SEVIS ID** link near the bottom of the page to view the *Dependent Information* page.

Note: The **Return to Search Results** link displays on the *Exchange Visitor Information* page, allowing you to return to the search results. This link will also display after editing the record and returning to the *Exchange Visitor Information* page.
Note: Click **New Search** at the top of the *Exchange Visitor Search Results* page to return to the *Search Exchange Visitors & Dependents* page and begin a new search (all search criteria will be deleted from the page). Click **Refine Search** to return to the *Search Exchange Visitors & Dependents* page and enter additional search criteria, or change the existing search criteria, and perform another search.

7.2.2 Advanced Search

To perform an advanced search, do the following:

1. Enter or select the necessary search criteria. Required sections and fields are marked with an asterisk (*). The following steps provide explanations of the sections and fields on this page.
   Note: Provide as many search criteria as possible to obtain a manageable list of results. The system may require additional time to obtain the results of a search that includes only one search criterion.
2. In the **Include** section, click a box to select **J-1 (Exchange Visitors)** or **J-2 (Spouse/Dependents)**. Click both boxes to select both exchange visitors and spouse/dependents.
3. In the **Search Criteria** section, click a radio button and complete the associated text box, if applicable. Select/fill in at least one criterion field.
   - **Surname/Primary Name:** Enter up to 40 letters (no special characters), or enter at least three letters preceded and/or followed by an asterisk (*).
   - **Given Name:** Enter up to 80 letters (no special characters), or enter at least one letter followed by an asterisk (*). Completion of this field is optional when **Surname/Primary Name** is selected.
   - **Passport Name:** Enter up to 39 letters (no special characters), or enter at least three letters followed by an asterisk (*).
   - **Preferred Name:** Enter up to 145 characters, or enter at least three characters followed by an asterisk (*).
   - **Legacy Family Name:** Enter up to 40 characters, or enter at least the first three characters of the name followed by an asterisk (*).
   - **Legacy First Name:** Enter up to 40 characters. Completion of this field is optional when **Legacy Family Name** is completed.
   - **All Names:** Click this radio button and select or complete at least one criterion option in the Refine By section.
4. In the Refine By section, enter or select any of the following to narrow down the search results:
   - **Date of Birth:** Enter a date range in the **From** and **To** fields in MM/DD/YYYY format.
   - **Status:** Click the down arrow and then click a box to select a status. Up to three statuses may be selected.
   - **Category:** Click the down arrow and then click a category.
   - **Program Begin Date Range:** Enter a date range in the **From** and **To** fields in MM/DD/YYYY format.
   - **Program End Date Range:** Enter a date range in the **From** and **To** fields in MM/DD/YYYY format.
   - **Country of Birth:** Begin typing the country name, and then select the country from the list.
   - **Country of Citizenship:** Begin typing the country name, and then select the country from the list.
   - **Country of Legal Permanent Residence:** Begin typing the country name, and then select the country from the list.
   - **Student Employment Type:** Select an option from the drop-down list.
   - **Employment Date Range:** Enter a date range in the From and To fields in MM/DD/YYYY format.

- **Academic Training Date Range:** Enter a date range in the From and To fields in MM/DD/YYYY format.

5. In the **Sort Results By** section, select an option from the drop-down list to change how the search results will display. Click **Descending** to sort the search results from highest to lowest. For example, alphabetical order from Z to A, or highest SEVIS ID number to lowest number.
6. Click the **Search** button. The system displays a list containing the exchange visitor and/or spouse/dependent names that match your search criteria, if any. Exhibit 9: Exchange Visitor Search Results Page, shows an example of the search results list.

Exhibit 9: Exchange Visitor Search Results Page

Exchange Visitor Search Results
Whispering Pines Institute
Program Number: P-1-16590

New Search Refine Search

Search Criteria:

Visa Type = J-1, J-2
Program Number/Name = P-1-16590 Whispering Pines Institute
Status = 'ACTIVE'

SEVIS ID	Surname/Primary Name	Given Name	Date of Birth	Visa	Status	Category	Program Begin	Program End	Date of Last Event
N0000137935	Babinchok	Franklin	11/01/1987	J-1	ACTIVE	STUDENT MASTERS	10/23/2013	12/15/2017	01/20/2015
N0000143876	Browne	Betty	11/12/1994	J-1	ACTIVE	STUDENT BACHELORS	10/25/2014	11/01/2018	10/31/2014
N0000143801	Fallon	Brad	09/01/1995	J-1	ACTIVE	STUDENT BACHELORS	01/25/2015	12/15/2019	10/28/2014
N0000138100	Liu	Wenn	01/01/1990	J-1	ACTIVE	STUDENT BACHELORS	11/01/2013	12/15/2017	01/14/2015
N0000137356	Miller	Jan	08/20/1985	J-1	ACTIVE	RESEARCH SCHOLAR	07/31/2013	07/31/2018	08/21/2014
N0000147244	Smink	Harry	05/09/1975	J-1	ACTIVE	RESEARCH SCHOLAR	05/01/2015	04/30/2020	04/13/2015
N0000134240	Smith	John Boy	01/17/1990	J-1	ACTIVE	STUDENT BACHELORS	12/11/2012	05/12/2016	07/22/2014
N0000142424	Smithe	Sandy	01/29/1995	J-1	ACTIVE	STUDENT BACHELORS	08/14/2014	05/15/2018	01/14/2015
N0000142425	Smithe	Sam	02/05/1991	J-2	ACTIVE		08/14/2014	05/15/2018	10/28/2014
N0000143274	Thomboish	Alice	04/24/1990	J-1	ACTIVE	STUDENT DOCTORATE	11/15/2014	05/31/2017	06/16/2015
N0000137934	Wang	LingLyn	09/01/1990	J-1	ACTIVE	STUDENT BACHELORS	06/19/2015	11/01/2018	06/17/2015
N0000146088	Wang	Kai	10/10/2006	J-2	ACTIVE		06/19/2015	11/01/2018	06/17/2015

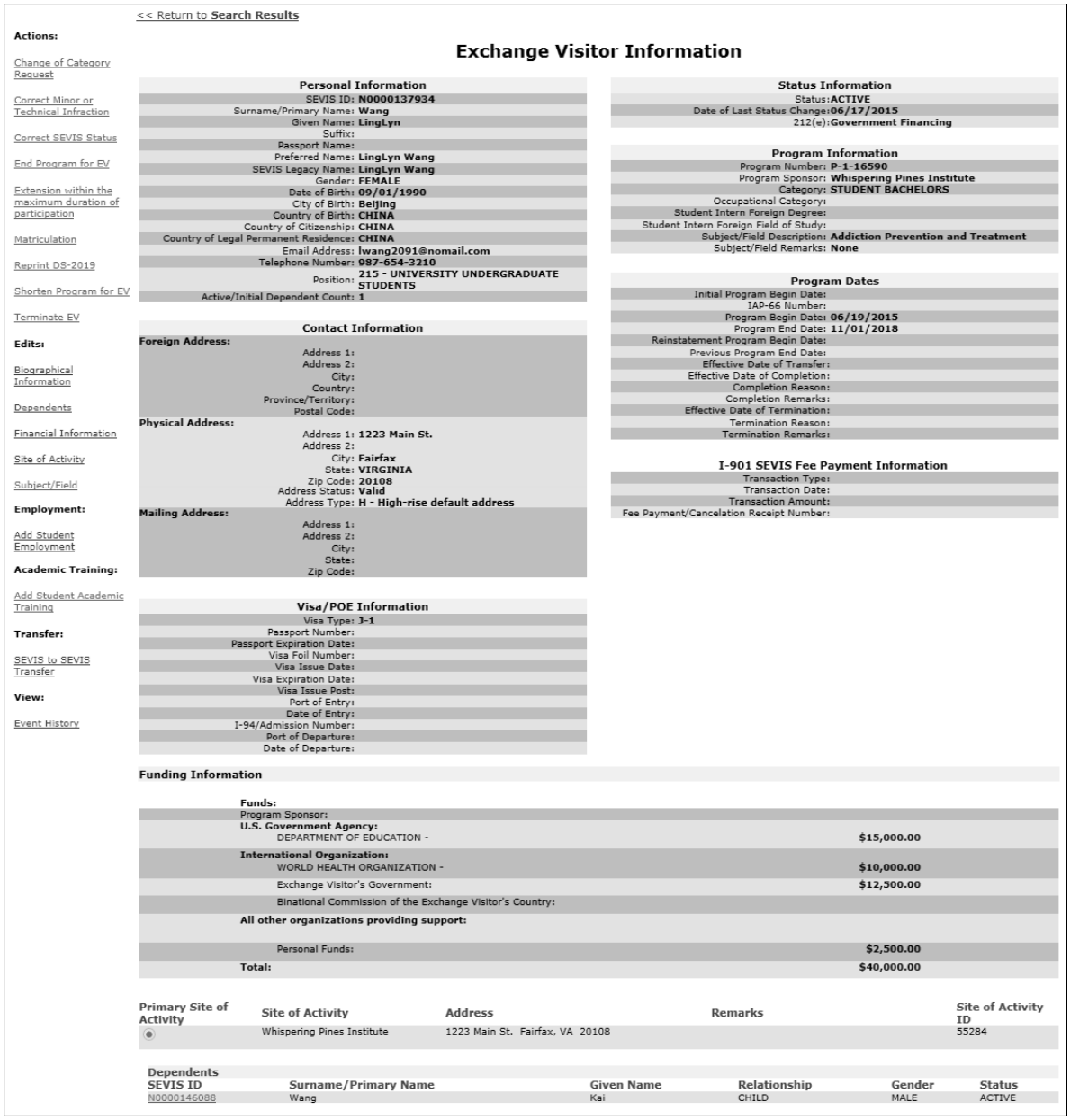
12 Recs

7. Locate the name of the person whose record you want to view and/or update and click the link in the **Surname/Primary Name** column. The system will display the exchange visitor's record, as depicted in Exhibit 10: Exchange Visitor Information Page. To view spouse/dependent data, click the person's SEVIS ID link near the bottom of the *Exchange Visitor Information* page. An example of the *Dependent Information* page is depicted in Exhibit 11: Dependent Information Page.

   Note: The **Return to Search Results** link will display on the *Exchange Visitor Information* page, allowing you to return to the search results. This link will also display after editing the record and returning to the *Exchange Visitor Information* page.

   Note: Click the **New Search** link at the top of the *Search Results* page to return to the *Exchange Visitor Search* page and begin a new search (all search criteria will be deleted from the page). Click the **Refine Search** link to return to the *Exchange Visitor Search* page and enter additional search criteria, or change the existing search criteria and perform another search.

Exhibit 10: Exchange Visitor Information Page



<< Return to **Search Results**

Actions:

Change of Category Request

Correct Minor or Technical Infraction

Correct SEVIS Status

End Program for EV

Extension within the maximum duration of participation

Matriculation

Reprint DS-2019

Shorten Program for EV

Terminate EV

Edits:

Biographical Information

Dependents

Financial Information

Site of Activity

Subject/Field

Employment:

Add Student Employment

Academic Training:

Add Student Academic Training

Transfer:

SEVIS to SEVIS Transfer

View:

Event History

Exchange Visitor Information

Personal Information

SEVIS ID: **N0000137934**
Surname/Primary Name: **Wang**
Given Name: **LingLyn**
Suffix:
Passport Name:
Preferred Name: **LingLyn Wang**
SEVIS Legacy Name: **LingLyn Wang**
Gender: **FEMALE**
Date of Birth: **09/01/1990**
City of Birth: **Beijing**
Country of Birth: **CHINA**
Country of Citizenship: **CHINA**
Country of Legal Permanent Residence: **CHINA**
Email Address: **lwang2091@nomail.com**
Telephone Number: **987-654-3210**
Position: **215 - UNIVERSITY UNDERGRADUATE STUDENTS**
Active/Initial Dependent Count: **1**

Status Information

Status: **ACTIVE**
Date of Last Status Change: **06/17/2015**
212(e): **Government Financing**

Program Information

Program Number: **P-1-16590**
Program Sponsor: **Whispering Pines Institute**
Category: **STUDENT BACHELORS**
Occupational Category:
Student Intern Foreign Degree:
Student Intern Foreign Field of Study:
Subject/Field Description: **Addiction Prevention and Treatment**
Subject/Field Remarks: **None**

Contact Information

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

Physical Address:
Address 1: **1223 Main St.**
Address 2:
City: **Fairfax**
State: **VIRGINIA**
Zip Code: **20108**
Address Status: **Valid**
Address Type: **H - High-rise default address**

Mailing Address:
Address 1:
Address 2:
City:
State:
Zip Code:

Program Dates

Initial Program Begin Date:
IAP-66 Number:
Program Begin Date: **06/19/2015**
Program End Date: **11/01/2018**
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/Cancelation Receipt Number:

Visa/POE Information

Visa Type: **J-1**
Passport Number:
Passport Expiration Date:
Visa Foil Number:
Visa Issue Date:
Visa Expiration Date:
Visa Issue Post:
Port of Entry:
Date of Entry:
I-94/Admission Number:
Port of Departure:
Date of Departure:

Funding Information

Funds:	
Program Sponsor:	
U.S. Government Agency:	
DEPARTMENT OF EDUCATION -	**$15,000.00**
International Organization:	
WORLD HEALTH ORGANIZATION -	**$10,000.00**
Exchange Visitor's Government:	**$12,500.00**
Binational Commission of the Exchange Visitor's Country:	
All other organizations providing support:	
Personal Funds:	**$2,500.00**
Total:	**$40,000.00**

Primary Site of Activity	Site of Activity	Address	Remarks	Site of Activity ID
◉	Whispering Pines Institute	1223 Main St. Fairfax, VA 20108		55284

Dependents

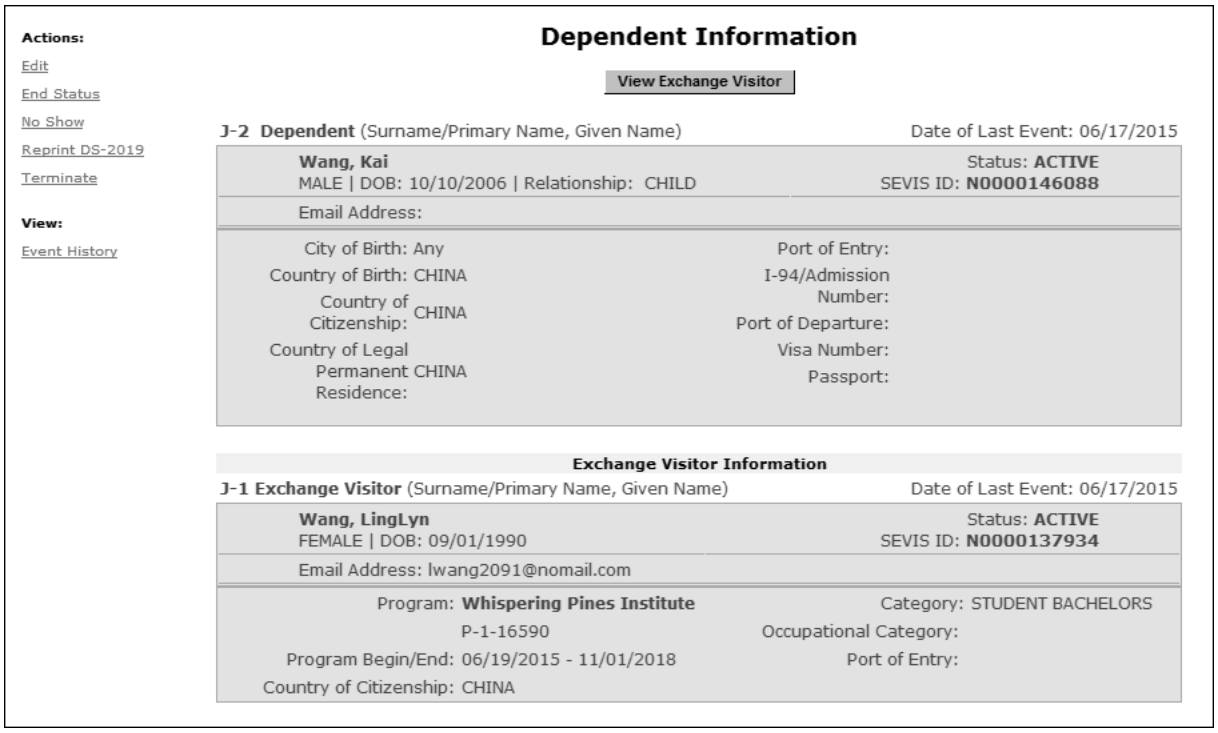
SEVIS ID	Surname/Primary Name	Given Name	Relationship	Gender	Status
N0000146088	Wang	Kai	CHILD	MALE	ACTIVE

If available, the following data may display on the *Exchange Visitor Information* page:

- **Personal Information:** Included in this section are the exchange visitor's SEVIS ID, name, gender, date and country of birth, country of citizenship, country of legal permanent residence, email address, position, and number of dependents.
- **Status Information:** The exchange visitor's current status, date of last status change, and whether he/she is subject to the Two Year Home Country Physical Presence 212(e) requirement will display.
- **Contact Information:** The exchange visitor's foreign, physical, and mailing addresses will display. Additionally, residential address data may display for au pair and secondary student exchange visitors.

- **Program Dates:** Dates regarding the exchange visitor's program participation will display in this section. Some of the dates may also include comments. For example, the exchange visitor's completion or termination reason remarks may display.
- **Visa/POE Information:** When visa, I-94 admission number, port of entry (POE)/departure information is received via an interface with another DHS system, it will display in this section.
- **I-901 SEVIS Fee Payment Information:** When the I-901 data is received via an interface with another DHS system, it will display in this section.
- **Funding Information:** All exchange visitors must have funding information, which will display in this section of the page.
- **Site of Activity:** At a minimum, an exchange visitor must have one site of activity. However, other sites may also be added to the exchange visitor's record. All sites of activity on the SEVIS record, and the site IDs, will display on the page.
- **T/IPP Site of Activity:** Only available for exchange visitors participating in the Intern Work and Travel (IWT) or Korea Work English Study & Travel (WEST) pilot programs.
- **Dependents:** When spouse/dependents are added to an exchange visitor's record, their SEVIS ID, name, relationship to the exchange visitor, gender, and SEVIS status will display near the bottom of the page.
- **Requests:** Data for a change of status (COS) request may display near the bottom of the *Exchange Visitor Information* page. COS requests are processed outside of SEVIS. However, SEVIS will receive an exchange visitor's COS data via an interface with another DHS system. The following data may display:
  - **Request Type:** The only request type that will display is Change of Status.
  - **Request Status:** The status of the request may be Pending, Approved, Denied, or Withdrawn.
  - **Benefit Start Date:** If a request is approved, the date on which an exchange visitor's visa type will change to the new visa type.
  - **Visa Type (from/to):** The visa type the exchange visitors changing from and to.
  - **Receipt Number:** The number given to the COS request by the DHS system that processes the request.

Exhibit 11: Dependent Information Page



If available, the following data may display on the *Dependent Information* page:

- **Dependent Personal Information:** Included in this section are the spouse/dependent's SEVIS ID, name, gender, date and country of birth, country of citizenship, country of legal permanent residence, email address, status, and relationship to the exchange visitor. Also, Visa, I-94 admission number, and port of entry/departure information received via an interface with another DHS system will display on the page.
- **J-2 Requests:** Data for J-2 employment and COS requests will display on the *Dependent Information* page. These requests are processed outside of SEVIS. However, SEVIS receives employment and/or COS data via an interface with another DHS system. The following data may display:
  - **Request Type:** The request type will be J-2 Employment or Change of Status.
  - **Request Status:** The status of the request may be Pending, Approved, Denied, or Withdrawn.
  - **Employment Dates:** The start and end dates for an approved employment request.
  - **Benefit Start Date:** If a COS request is approved, the date on which a spouse/dependent's visa type will change to the new visa type.
  - **Visa Type (from/to):** For a COS request, the visa type the spouse/dependent is changing from and to.
  - **Receipt Number:** The number given to the request by the DHS system that processes the request.

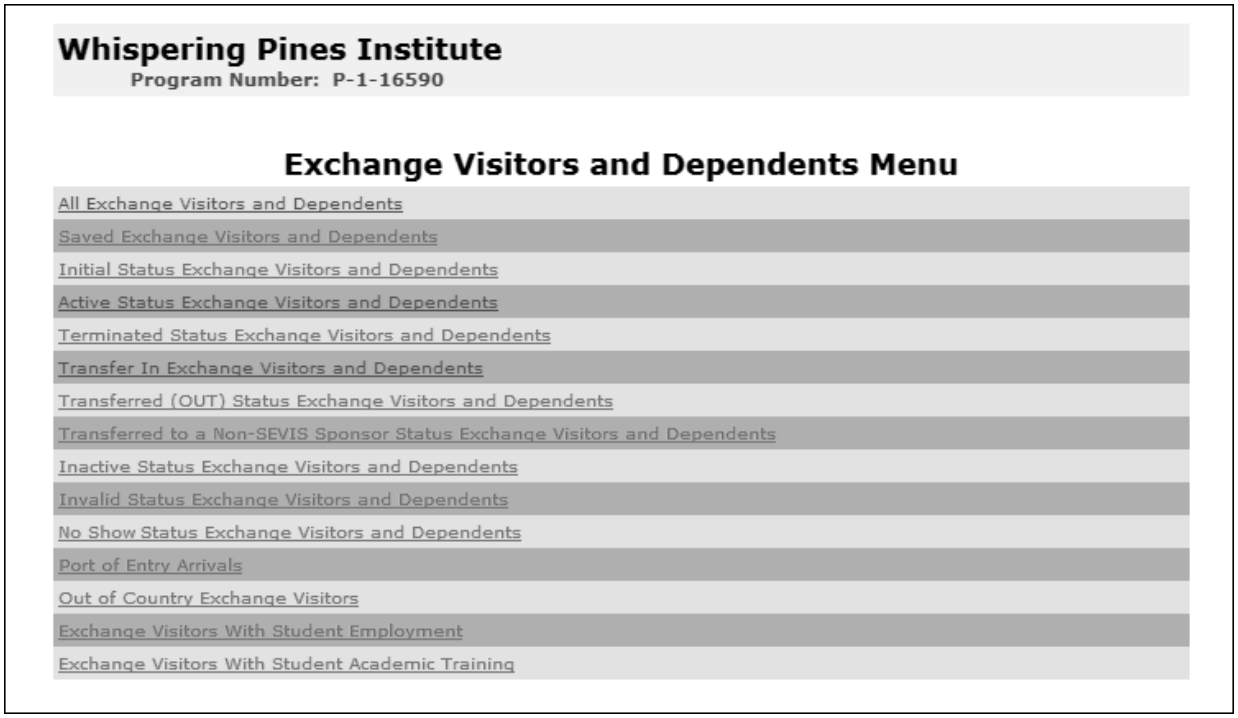
8. EXCHANGE VISITOR LISTS

SEVIS provides quick access to lists to view. From these lists, exchange visitor and/or spouse/dependent records may be accessed for processing. Lists are FOR OFFICIAL USE ONLY (FOUO). They contain information that may be exempt from public release under the Freedom of Information Act (5. U.S.C.

552). Control, store, handle, transmit, distribute, and dispose of the data in accordance with DHS policy relating to FOUO information. This data is not to be released to the public or other personnel who do not have valid "need-to-know" without prior approval of an authorized DHS official.Perform the following steps to access exchange visitor or spouse/dependent records using the EV Lists:

1. On the On the *Listing of Programs* page (see Exhibit 3: Listing of Programs Page), click the **EV Lists** button. The *Exchange Visitors and Dependents Menu* page opens. Exhibit 12: Exchange Visitors and Dependents Menu Page, is an example of the page.

Exhibit 12: Exchange Visitors and Dependents Menu Page



2. Click a link to display the list of exchange visitors and dependents you want to view.
3. Click a link in the **Surname/Primary Name** column to view the full record for that person, and edit the data if necessary.

Note: The **Return to [List Name]** link will display on the *Exchange Visitor Information* page, allowing you to return to the list. This link will also display after editing the record and returning to the *Exchange Visitor Information* page.

The following lists, in alphabetical order, may be generated:

List Name	Description
Active Status Exchange Visitors and Dependents	A list of all exchange visitors and spouse/dependents whose SEVIS status is Active. The program sponsor has validated the person's participation in his/her program. Following validation of the exchange visitor in SEVIS, the person is considered to be in Active or "valid program" status. **Note:** When this list is exported to Excel, the following additional fields will be included: Primary Site of Activity Name, Primary Site of Activity Address, Email Address, Subject/Field Code, Subject/Field Description, Country of Citizenship, Physical Address and Date of Entry.

List Name	Description
All Exchange Visitors and Dependents	A list of all exchange visitors and spouse/dependents in Initial, Active,and Transferred (IN) status. The list also include all records in Inactive, Invalid, No Show, Terminated and Transferred (OUT) status but only if their status changed within the past three years.Records that changed to one of these statuses more than 3 years ago will not display on the list. See Appendix E, Status Values for Exchange Visitors and Dependents, for a detailed explanation of each status value.
Exchange Visitors With Student Academic Training	A list of college/university student exchange visitors who have a current or future segment of academic training listed on their SEVIS records. This list is available to Exchange Visitor Program sponsors with the Student (college/university) designation only.
Exchange Visitors With Student Employment	A list of college/university student exchange visitors who have a current or future segment of employment listed on their SEVIS records. This list is available to Exchange Visitor Program sponsors with the Student (college/university) designation only.
Inactive Status Exchange Visitors and Dependents	A list of all exchange visitors and spouse/dependents whose status is Inactive. SEVIS assigns the status of Inactive (exchange visitor and/or spouse/dependents are out of program status) for one of the following reasons: • The exchange visitor completes his/her program as scheduled—Form DS-2019 expires (the exchange visitor's name will display on the list the day after the program end date). • The RO or ARO ends the program of an exchange visitor (for example, the exchange visitor completes his/her program early, or withdraws from the program). The status of the exchange visitor's spouse/dependents in Active status will also be set to Inactive on the effective date of completion entered into SEVIS by the RO or ARO. • The RO or ARO ends the status of the spouse or dependent for reasons such as the accompanying spouse got divorced from the exchange visitor, or the spouse and/or dependent died. • The child dependent's status is automatically ended in SEVIS on the day the dependent turns 21 years of age.
Initial Status Exchange Visitors and Dependents	A list of all exchange visitors and spouse/dependents whose status is Initial. The exchange visitor and/or spouse/dependent records have been created and saved to the SEVIS database, but the exchange visitor's participation has not been validated. Validation is the process for updating the exchange visitor's record in SEVIS no later than 30 days after the program begin date identified in SEVIS to show that the exchange visitor: • Has actually arrived at the site of activity in the United States identified by the program sponsor • Is participating in his/her exchange program **Note:** When this list is exported to Excel, the following additional fields will be included: Email Address, Program End Date, Primary Site of Activity Name, and Primary Site of Activity Address
Initial Status Exchange Visitors Without Residential	A list of all secondary school student exchange visitors whose SEVIS status is Initial and their record does not contain residential address

List Name	Description
Address Information	information. This list is available to Exchange Visitor Program sponsors designated for the Secondary School Student category.
Invalid Status Exchange Visitors and Dependents	A list of all exchange visitors and spouse/dependents that are in Invalid status. Invalid status indicates that: • The exchange visitor did not use the Form DS-2019 issued by a program sponsor to obtain a visa • The exchange visitor and spouse/dependents did not enter the United States through a POE within 30 days of the exchange visitor's program begin date identified in SEVIS • An exchange visitor in Initial status has an approved change of status request and has obtained a different type of visa • An RO or ARO set the exchange visitor's record to Invalid status. Spouse/dependent records are automatically set to Invalid when the exchange visitor's record is set to Invalid. • The RO or ARO set the status of the spouse/dependent's record to Invalid separately from the exchange visitor. **Note:** When an exchange visitor's Form becomes Invalid, the system increases the allotment of Forms DS-2019 available to the program by one.
No Show Status Exchange Visitors and Dependents	A list of all exchange visitors and spouse/dependents whose SEVIS status is No Show. An exchange visitor and spouse/dependents, if any, will attain the status of No Show for the following reasons: • **Programs Less Than 30 Days in Duration:** If the exchange visitor's program is less than 30 days in length, failure to validate the SEVIS record to indicate his/her participation before the program end date listed in SEVIS will result in cancelation of the record in SEVIS. The exchange visitor's SEVIS status will change to No Show if SEVIS has received information that the exchange visitor entered the country through a pot of entry. • It is 30 days after the program begin date listed on the Form DS-2019 that was issued to an exchange visitor to begin a new program and (1) the exchange visitor has entered the United States through a port of entry (2) the port of entry data is on the person's SEVIS record (3) and the exchange visitor has not been validated in SEVIS. • If an exchange visitor who is in Initial status has not had his/her program participation validated 30 days after the change of status benefit start date or the program begin date, whichever is earlier. • In a transfer situation, the exchange visitor has not been validated in SEVIS 30 days after the effective date of transfer identified in SEVIS. • An RO or ARO changed the exchange visitor's SEVIS status from Initial to No Show or from Transferred to No Show. Spouse/dependent records are automatically set to No Show when the exchange visitor's record is set to No Show. • When a spouse/dependent is in Initial status, an RO or ARO

List Name	Description
	can set the spouse/dependent's status to No Show.
Out of Country Exchange Visitors	A list of professor and research scholar exchange visitors who are currently participating in their programs outside the United States, or have an Out of Country record in SEVIS that has a future out of country begin date. **Note:** This list is only available for program sponsors designated to utilize the Professor and/or Research Scholar categories.
Port of Entry Arrivals	A list of all exchange visitors and spouse/dependents who have entered the United States through a POE.
Saved Exchange Visitors and Dependents	A list of all exchange visitors and spouse/dependents whose SEVIS status is Saved or Draft. The exchange visitor and spouse/dependent records have been saved but not submitted to the SEVIS database.
Terminated Status Exchange Visitors and Dependents	A list of all exchange visitors and spouse/dependents whose status is Terminated. Termination implies a change from Active or "valid program" status prior to program completion. Termination has an ***adverse***, or ***negative***, effect on the exchange visitor's record and on the record of each spouse/dependent of the exchange visitor. Terminated exchange visitors have no benefits; for example, they cannot apply for an extension, reinstatement, or change of category.
Transfer In Exchange Visitors and Dependents	A list of exchange visitors who are transferring into your program, including his/her spouse/dependents whose SEVIS status is Transferred. Their transfer-out requests have been submitted by the releasing program sponsors. The SEVIS status of the exchange visitors and their spouse/dependents will change to Transferred on the effective date of transfer entered by the releasing program sponsor. The exchange visitor and spouse/dependent's SEVIS status will change from Transferred to Active when the exchange visitor's participation in your program is validated, which must take place no later than 30 days after the effective date of transfer. Failure to validate the exchange visitor's participation within 30 days will cause the status of the SEVIS record(s) to change to No Show. **Note:** When an exchange visitor's name is on this list, his/her record may be updated and validated by the program to which the person is transferring. An RO or ARO may also set his/her status to No Show.
Transferred (Out) Status Exchange Visitors and Dependents	A list of all exchange visitors and spouse/dependents whose status is Transferred. The exchange visitor has transferred to another program.

8.1 Sort Exchange Visitor Lists

The data from the exchange visitor lists may be sorted in ascending or descending order. To sort a list of records in ascending or descending order, click a column heading. For example, to view a list with names in descending order (from Z to A), click the Surname/Primary Name column heading.

8.2 Export Exchange Visitor Lists

Perform the following to export a list of exchange visitors and dependents:

1. View the total number of entries in the list. This number displays at the bottom left of the page. Only the number of entries shown on the page will be exported.
2. To change the number of entries to export, select an option (that is, 10, 15, 20 50, 100, 500, 1000) from the *Show entries* drop-down list above the SEVIS ID column.

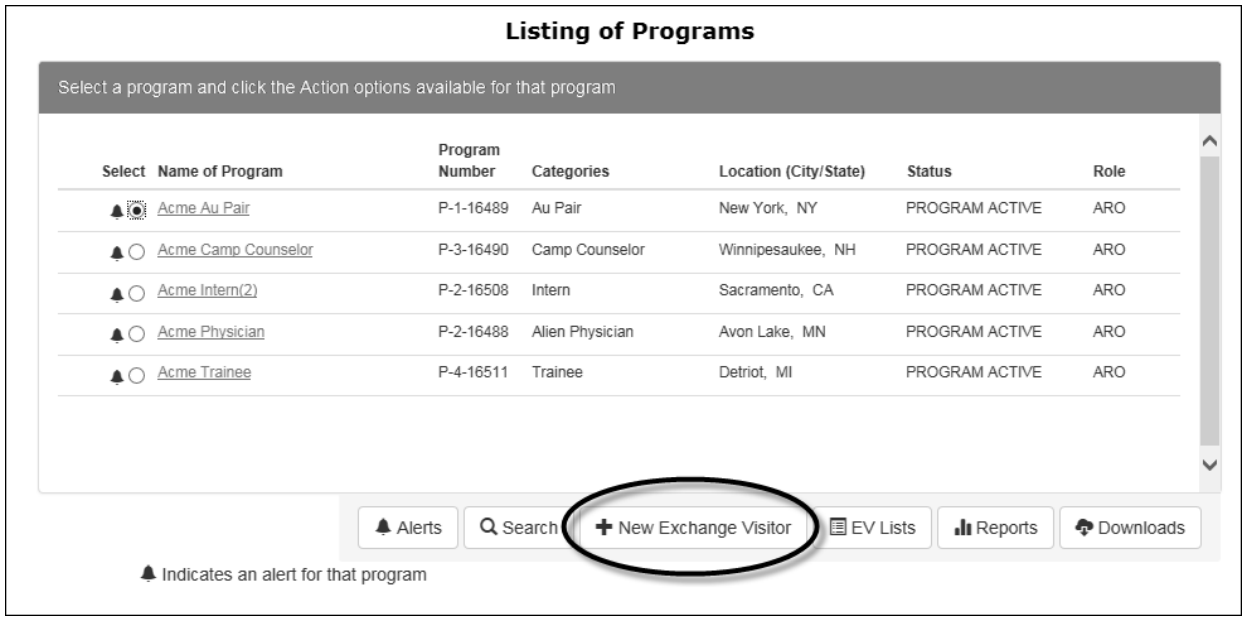
3. Click a button below the list to export the data. The records from an exchange visitor list may be exported in the following formats:
   - **Excel:** Click the Excel button to save the list to a Microsoft Excel workbook. After selecting a location to save the file, it opens in an Excel spreadsheet.
   - CSV: Click the CSV button to save the list as a comma-separated file. After selecting a location to save the file, it opens in an Excel spreadsheet.
   - PDF: Click the PDF button to export the list in portable document format (pdf).
   - Print: Click the Print button to send the list to a printer. When the Print window opens, you may want to change the layout to landscape before selecting Print.
   - Copy: Click the Copy button to copy the list to the clipboard. Then, paste the data into another application, such as Microsoft Word.
4. Save the file.

9. CREATE AN EXCHANGE VISITOR FORM DS-2019

The eligibility process enables designated program sponsors to create, maintain, and print records (Form DS-2019) for exchange visitors and spouse/dependents. In addition, SEVIS provides the capability to access and update previously created records.

The *Listing of Programs* page includes the list of programs associated with your user ID. Exhibit 13: Listing of Programs Page—New Exchange Visitor Button, shows the location of the button used to create a Certificate of Eligibility (Form DS-2019).

Exhibit 13: Listing of Programs Page—New Exchange Visitor Button



ROs and AROs have the option to create a “New Exchange Visitor” (complete Form DS-2019 for an exchange visitor and spouse/dependents, if any) for any of the programs for which they are assigned a role. Instructions for completing the Form are provided in the subsequent sections.

Note: One RO or ARO may begin and save a Form DS-2019 for an exchange visitor. Another RO or ARO may complete and submit the Form. The name of the official who submits the record to the SEVIS database will print on the Form DS-2019.

WARNING: When creating a record for a new exchange visitor, the system will delete the unsubmitted Form DS–2019 45 days after of the last update.

9.1 Step 1: Create Certificate of Eligibility for Exchange Visitor (Form DS-2019) – Biographical Information Page

To create a Form DS-2019 for a new (initial) exchange visitor, perform the following:

1. Access the *Listing of Programs* page and click the radio button for a specific program.
2. Click the **New Exchange Visitor** button The *Create Certificate of Eligibility for Exchange Visitor (Form DS-2019) – Biographical Information* page opens. Exhibit 14: Create Certificate of Eligibility for Exchange Visitor (Form DS-2019) – Biographical Information Page, is an example of the page.

Exhibit 14: Create Certificate of Eligibility for Exchange Visitor (Form DS-2019) – Biographical Information Page

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

Biographical Information

Whispering Pines Institute - P-1-00468

Required fields are marked with an asterisk (*)

Class of Admission

Class of Admission: J-1

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 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 to indicate a name is unknown. See Help for more information.

Suffix

Select One

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 Ã¿ or Ã`. 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.

Demographics

Birth Date *

MM / DD / YYYY

Gender *

FEMALE MALE

City of Birth: *

Country Of Birth *

Select One

Country Of Citizenship *

Select One

Country of Legal Permanent Residence *

Select One

Foreign Address

Address 1

Address 2

City

Country

Select One

Province/Territory

Postal Code

Save Draft DS-2019 Next

3. Below is a list with a brief description or explanation for each field and section on the page. An asterisk (*) marks the fields/sections that must be completed. Enter the following data:
   - **Surname/Primary Name*:** Enter the last name of the exchange visitor, as represented in the machine-readable zone (MRZ) of the passport. If the person has only one name, enter it in this field. See Appendix G, SEVIS Name Fields, for details.

     Note: The DoS Bureau of Consular Affairs has advised that names should be entered in SEVIS ***exactly*** as they appear on the passport. In the event the nonimmigrant does not have a passport, enter the name as it displays on the National ID card.
   - **Given Name:** Enter the first name and middle name, if applicable, as represented in the MRZ of the passport. Leave this field blank if the person has only one name. See Appendix G, SEVIS Name Fields, for details.
     Note: Even though this is not a required field in SEVIS, the DoS Bureau of Consular Affairs has advised that names should be entered in SEVIS ***exactly*** as they appear on the passport. In the event the nonimmigrant does not have a passport, enter the name as it displays on the National ID card.
   - **Suffix:** Select a title, such as Junior, that may follow a person's name.
   - **Passport Name:** Enter the name exactly as it appears on the MRZ of the passport (Surname/Primary Name Given Name). See Appendix G, SEVIS Name Fields, for details.
   - **Preferred Name:** If different from the fields above, enter the name used by the nonimmigrant. (See Appendix G, SEVIS Name Fields, for details.) If left blank, SEVIS will pre-populate this field. However, it can be edited.
4. Enter the following data to complete the Demographics section:
   - **Birth Date*:** Enter the exchange visitor's date of birth in MM/DD/YYYY format. The person's age displays below the field once the date is entered.
   - **Gender*:** Select the exchange visitor's gender, **male** or **female**.
   - **City of Birth*:** Enter the unabbreviated name of the city where the person was born.
   - **Country of Birth*:** Begin typing the country name. Select the country in which the person was born.
     Note: United States may be selected as the country of birth (COB) if the exchange visitor was born to a foreign diplomat or is an expatriate. If the person was born in the United States or a U.S. territory, perform the following:
     a. Complete the **Country of Birth** field.
     b. Select an option from the *If the United States or U.S. Territory is chosen…* drop-down list.

        Note: Under Regulation 8 CFR 214.5, an exchange visitor from a country on the restricted country list may not engage in or seek to obtain training in aviation maintenance, flight operations, or nuclear-related studies or training. Therefore, an exchange visitor's personal or program information may not be created or updated as follows:
        - If the country of birth (COB) or country of citizenship (COC) is on the restricted country list, you may not select or update his/her field of study to training in aviation maintenance, flight operations, or nuclear-related studies or training.
        - If the field of study is in aviation maintenance, flight operations, or nuclear-related studies or training, you may not select or update his/her COB or COC to a country that is on the restricted country list.
   - Country **of Citizenship*:** Begin typing the country name. Select the country in which the exchange visitor maintains citizenship.
     Note: Under Regulation 8 CFR 214.5, an exchange visitor from a country on the restricted country list may not engage in or seek to obtain training in aviation maintenance, flight operations, or nuclear-related studies or training. Therefore, you may not create or update an exchange visitor's personal or program information as follows:

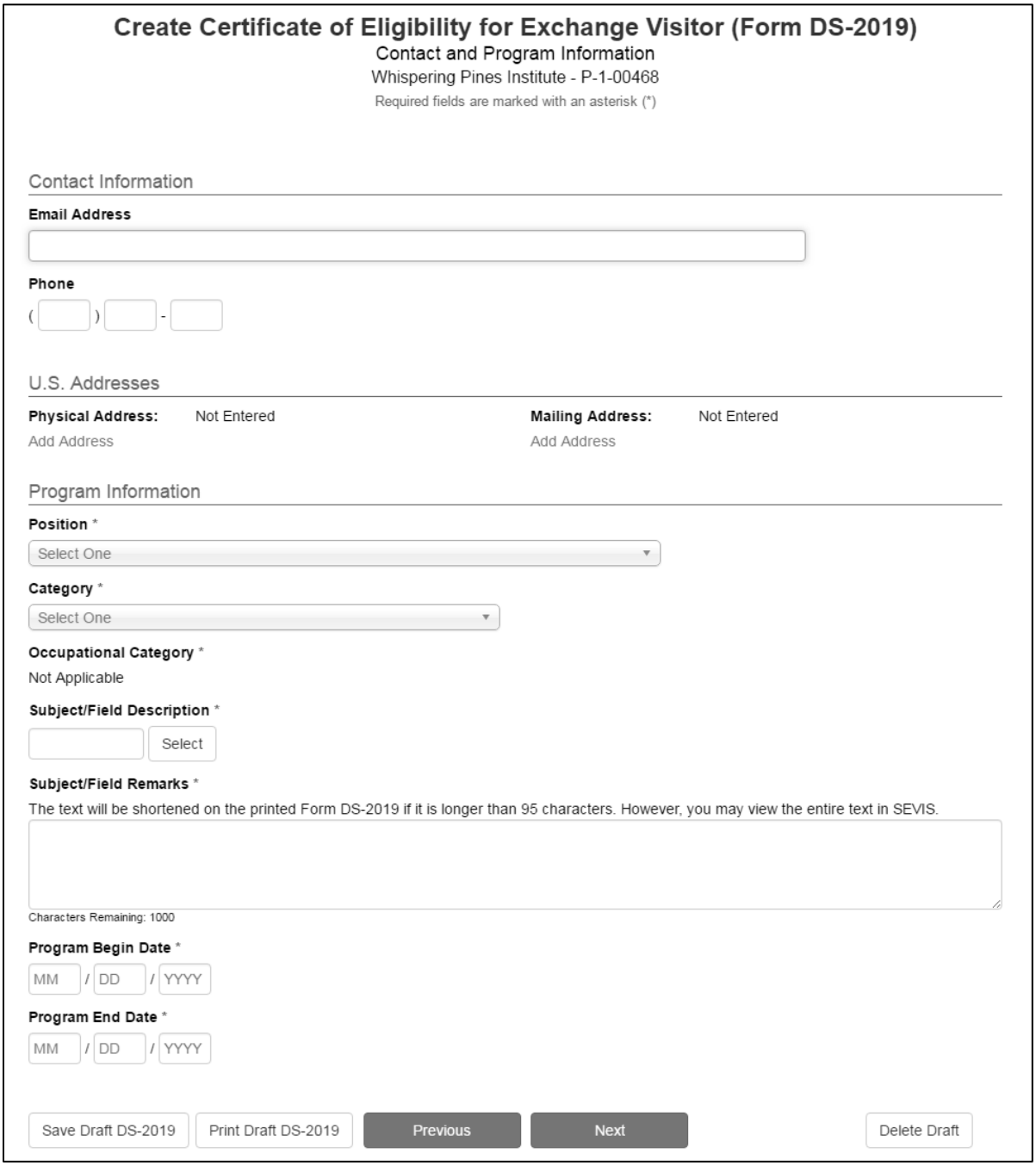
  - If the COB or COC is on the restricted country list, you may not select or update his/her field of study to training in aviation maintenance, flight operations, or nuclear-related studies or training.
  - If the field of study is in aviation maintenance, flight operations, or nuclear-related studies or training, you may not select or update his/her COB or COC to a country that is on the restricted country list.
- Country **of Legal Permanent Residence*:** Begin typing the country name. Select the country in which the person is a legal permanent resident (LPR). For most exchange visitor applicants, the country of legal permanent residence will be the same as the COC. Some applicants, however, will be permanent residents of other countries. Note the difference between permanent and temporary residence. For example, a French citizen who is teaching in Italy on a 1-year contract, and applying for a J visa from Italy, would not be considered an LPR of Italy.

5. Enter the person's foreign address. Completion of the Foreign Address section is optional.
6. Click one of these buttons:
   - **Save Draft DS-2019** to save the data entered. Saving the data will allow an RO or ARO to return to the record later and complete and/or submit it to SEVIS.
     Note: If an existing exchange visitor record contains the same surname/primary name, given name, date of birth, country of birth and gender entered on the newly created record, the *Duplicate Record Found* page opens. To determine if a record exists for the person, review the list of exchange visitors whose personal information matches the information that you entered. If it is possible that a record already exists for the exchange visitor, perform a search on the person's last name and view the existing records. If a record exists for the exchange visitor, continue to process the existing record; do not create a second record. Otherwise, to continue creating a new record for the person, click **Continue**.
   - **Print Draft DS-2019** to print a draft copy of the Form DS-2019. This button displays after saving the record.
   - **Next** to save the data entered and advance to the next page of the Form DS-2019. If any fields and sections have not been completed or contain an invalid entry, an error message displays indicating the error(s). Make the necessary corrections and click **Next** again. One of the following may occur:
     - If creating a record for a professor or research scholar, a message displays. Review the information on the message page. To acknowledge your understanding of the information, click the **Continue** button.
     - If creating a record for an Intern, Trainee, or Student Intern, the *Exchange Visitor Participant Information* page opens. See *T/IPP: Exchange Visitor Participant Information* for details.
   - **Delete Draft** to delete this record. All data will be deleted from SEVIS. (This button displays after saving the record.)

9.2 Step 2: Create Certificate of Eligibility for Exchange Visitor (Form DS-2019) – Exchange Visitor Contact and Program Information

The *Create Certificate of Eligibility for Exchange Visitor (Form DS-2019) - Contact and Program Information* page is used to enter additional exchange visitor information. Exhibit 15: Create Certificate of Eligibility for Exchange Visitor (Form DS-2019) – Contact and Program Information Page, is an example of the page.

Exhibit 15: Create Certificate of Eligibility for Exchange Visitor (Form DS-2019) – Contact and Program Information Page



Below is a list with explanations of the fields and sections on this page. An asterisk (*) marks the fields that must be completed. To complete this page, perform the following:

1. Enter a valid email address for the exchange visitor. Completion of the **Email Address** field is optional.
2. Enter a U.S. telephone number for the person. Completion of the **Phone** field is optional.

3. Completion of the U.S. Addresses section is optional at this time, but required when program participation is validated.
   - **Physical Address:** When entering data for an exchange visitor applicant who has not yet entered the country, the Physical Address is where he/she expects to reside, if known. When the person enters the country and their program participation is validated, however, his/her physical address (where he/she will reside) must be entered or changed, if different from the one originally used. For au pairs and secondary school students, enter the host family's address.
   - **Mailing Address:** This is the address where the exchange visitor can receive mail if mail cannot be delivered to his/her physical address. Entering a mailing address is optional.

     To enter an address, perform the following:

     a. Click **Add Address**. The *Add Address* window opens.
     b. At a minimum, enter the street address and zip code.
     c. Click **Submit**. One of two things will occur:
        - The *Add Address* window displays the suggested address from the Postal Service and the entered address. Click **Select** to accept the address from the Postal Service. Or, click **Edit Address** to change the address.
        - The *Add Address* window displays a message advising that the address could not be found. Click **Over-ride Validation** to save the address. Select a reason for using the address as entered. Enter an explanation in the text box if **Other** is selected. Click **Submit**.
4. Enter the following optional data for an au pair exchange visitor:
   - Local Coordinator Information section: Enter the coordinator's first and last names.
   - Host Family Information section: Enter the first and last names of a primary and/or secondary contact. Also, enter a telephone number for a contact.
5. Enter the following optional data for a secondary school student exchange visitor:
   - Local Coordinator/Residence Type Information section:
     - Enter the local coordinator's first and last names.
     - Enter the zip code where the local coordinator resides.
     - Select the Residential Address Type: **Boarding School** or **Host Family**.
   - If the Residential Address Type is Host Family, complete the Host Family Information section.
     - Select the Host Family Indicator: **Arrival**, **Permanent**, or **Temporary**.
     - Enter the first and last name of the primary contact.
     - Enter the first and last name of the secondary contact. Completion of these fields is optional.
     - Enter a telephone number for the host family. Completion of these fields is optional.
   - If the Residential Address Type is Boarding School, complete the Boarding School Information section.
     - Enter the primary contact's first and last name, and title.
     - Enter the boarding school name.
     - Enter the telephone number for the boarding school. Completion of these fields is optional.

     Note: Completion of the Residential/Local Coordination Information section is required when validating the exchange visitor's program participation.
6. To complete the Program Information section, perform the following:
   - **Position*:** Begin typing the position name or number. Select an option from the list that most closely matches the exchange visitor's position in his/her home country.
   - **Category*:** If necessary, select the J visa participant category for the exchange visitor. The options available relate to those authorized for your organization by DoS.

- **Occupational Category*:** If applicable, select an occupational category. This field is only available for exchange visitors participating in the Trainee or Intern categories.
- **Subject/Field Description*:** The Classification of Instructional Programs (CIP) contains code numbers for instructional programs in all areas of education and is the accepted Federal Government statistical standard on instructional program classifications.
  To select the field the person will be studying or participating in while in the United States, either enter the numeric code (the description will display below the field) or perform the following:
  a. Click **Select**. The *Acceptable CIP Codes* window opens.
  b. Start typing a subject/field name or code in the **Search** field. A list of CIP descriptions containing those letters displays.
  c. Find the subject that most closely matches the exchange visitor's field of study and click its code at the left end of the row. The *Contact and Program Information* page opens; the final selection displays on the page.
  d. To change the Subject/Field code, repeat Steps a through c.

  Note: Under Regulation 8 CFR 214.5, an exchange visitor from a country on the restricted country list may not engage in or seek to obtain training in aviation maintenance, flight operations, or nuclear-related studies or training. Therefore, you may not create or update an exchange visitor's personal or program information as follows:
  - If the COB or COC is on the restricted country list, you may not select or update his/her field of study to training in aviation maintenance, flight operations, or nuclear-related studies or training.
  - If the field of study is in aviation maintenance, flight operations, or nuclear-related studies or training, you may not select or update his/her COB or COC to a country that is on the restricted country list.
- **Subject/Field Remarks*:** Enter additional comments regarding the exchange visitor's program while in the United States or enter "**None**." Do not use hard returns (that is, do not press the Enter key) when entering text; doing so may make the text wrap and print in the wrong field on the Form DS-2019.
  Note: The text may be shortened on the printed Form DS-2019 if it is longer than the available space. However, the entire text can be viewed in SEVIS.
- **Program Begin Date*:** Enter the date, determined by the program sponsor, on which the exchange visitor's participation in his/her program is expected to begin. The date may not be more than one year in the future. Enter the date in MM/DD/YYYY format.
  Note: This field is read-only on a transfer-in record.
  See DoS Maximum and Minimum Duration of Participation Rules for guidance.
- **Program End Date*:** Enter the date, determined by the program sponsor, on which the exchange visitor's program will end. Enter the date in MM/DD/YYYY format.
  The end date, in combination with the program begin date must:
  - Be equal to or greater than the minimum duration of participation, and
  - Not exceed the maximum duration of participation for the exchange visitor's selected category, as identified in the Exchange Visitor Program regulations or the program sponsor's designation.

7. Click one of these buttons:
   - **Save Draft DS-2019** to save the data entered.
   - **Print Draft DS-2019** to print a draft copy of the Form DS-2019.
   - **Previous** to return to the previous page of the Form DS-2019. Unsaved data will be lost.
   - **Next** to save the data entered. Saving the data will allow an RO or ARO to return to the record to complete and/or submit it to SEVIS later. One of the following may occur:
     - The *Create Certificate of Eligibility for Exchange Visitor (Form DS-2019) - Site of Activity Menu* page opens.

- If creating a record for an Intern, Trainee, or Student Intern exchange visitor, the *Exchange Visitor Participant Information* page opens. See T/IPP Exchange Visitor Participant Information for details. However, if the exchange visitor is participating in the Intern Work Travel (IWT) pilot program with Ireland, you will be prompted to answer two questions. Click **Submit**, and depending on your response to the questions, the *Create Certificate of Eligibility for Exchange Visitor (Form DS-2019) - Exchange Visitor Spouse/Dependents Menu* page displays.
- If creating a record for a Professor or Research Scholar exchange visitor, the *Visitor Eligibility* page displays. It contains a reminder that the prospective exchange visitor must be eligible to participate in this type of program. If the person is not eligible, click **Cancel** to return to the previous page and select a different category, if available. Otherwise, click **Continue** to advance to the *Site of Activity Menu* page.

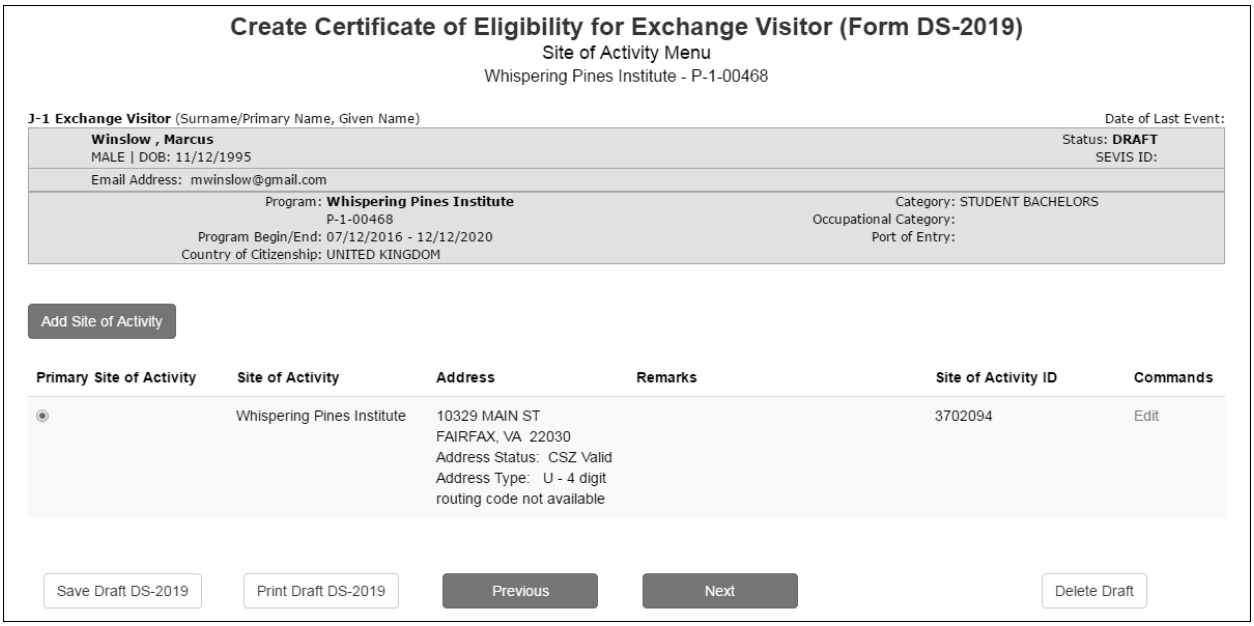
- **Delete Draft** to delete this Form DS-2019. All data will be deleted from SEVIS.

9.3 Step 3: Create Certificate of Eligibility for Exchange Visitor (Form DS-2019) – Site of Activity Menu Page

The *Create Certificate of Eligibility for Exchange Visitor (Form DS-2019) - Site of Activity Menu* page is used to collect program information. It provides summary information for the exchange visitor, and lists the sites of activity associated with him/her. All exchange visitors must have at least one site of activity, and multiple sites may have the same name.

Exhibit 16: Create Certificate of Eligibility for Exchange Visitor (Form DS-2019) – Site of Activity Menu Page, is an example of the page. In Exhibit 16, one site of activity has been added for the exchange visitor.

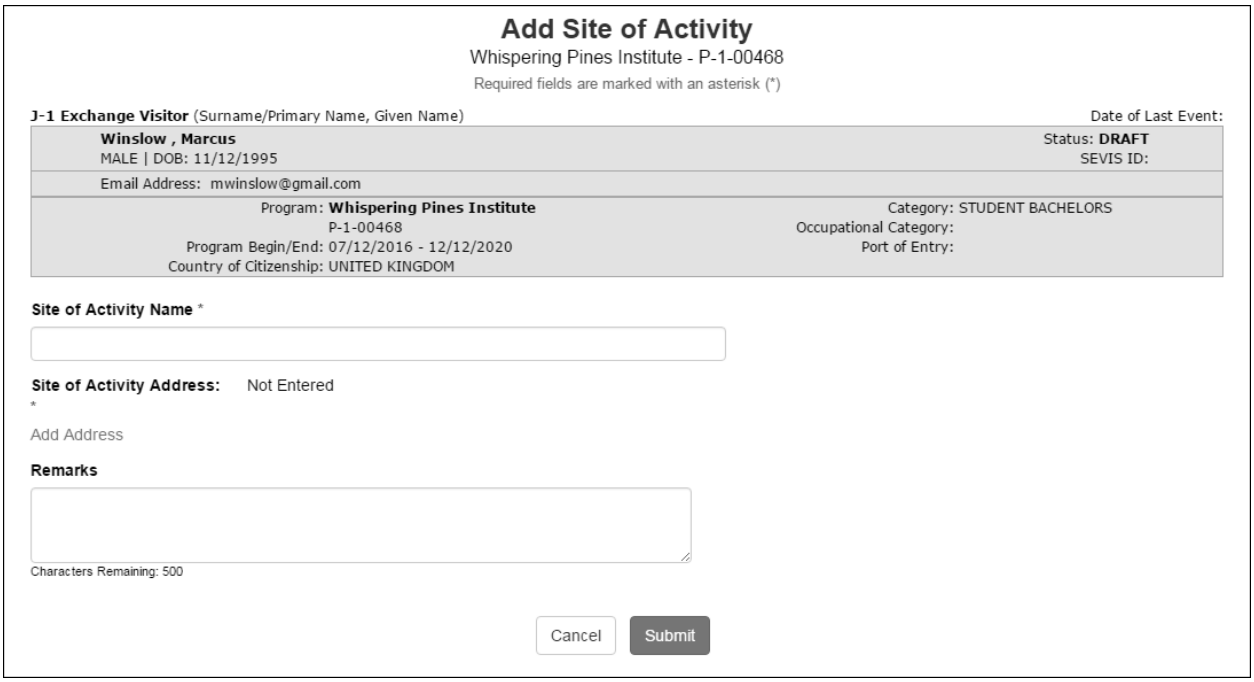
Exhibit 16: Create Certificate of Eligibility for Exchange Visitor (Form DS-2019) – Site of Activity Menu Page



To enter site of activity information, perform the following:

1. Click the **Add Site of Activity** button. The *Add Site of Activity* page opens. Exhibit 17: Add Site of Activity Page, is an example of the page.

Exhibit 17: Add Site of Activity Page



2. Below is a list with explanations of the fields on this page. An asterisk (*****) marks the fields that must be completed. To complete this page, enter the following data:
   - **Site of Activity Type*:** Only available for exchange visitors from visa waiver countries who are participating in summer work travel programs. If applicable, select **Exempt from Pre-placement** and click the **Submit** button.
   - **Site of Activity Name*:** The place where the exchange visitor will participate in his/her program.
   - **Site of Activity Address*:** The physical location of the site. Click the **Add Address** link. The *Add Address* window opens. Do the following:
     a. At a minimum, enter the street address and zip code. (See Appendix H, SEVIS Address Fields, for additional information.)
     Note: The **Other** field is not validated. Use it to enter information such as university names, residence names, hotel names, room numbers and PO Box numbers.
     - ***Street Address:** The address is required. Do not include a post office box number in this field.
     - **Other:** Additional address information. A post office box number may be entered into this field.
     - **City:** The city the site is located in. Completion of this field is optional.
     - **State:** The state the site is located in. Completion of this field is optional.
     - *** Zip:** The zip code for the site of activity. Completion of this field is required.

     b. Click the **Submit** button. The address is validated against a U.S. Post Office database. The results of the database query display. One of two things will occur:
     - The *Add Address* window will display the suggested address from the U.S. Postal Service and the entered address. Click **Select** to accept the address from the Postal Service. Or, click **Edit Address** to change the entered address.
     - The *Add Address* window will display a message advising that the address could not be found. Click **Over-ride Validation** to save the address. Select a reason for using

the address as entered. If **Other** is selected, enter an explanation in the text box. Click **Submit**.

c. The address displays on the *Add Site of Activity* page.

Note: The primary site of activity address prints on the Form DS-2019. Therefore, if the exchange visitor has multiple sites of activity, the site selected by the RO or ARO as the primary site of activity will print on the Form DS-2019.

Note: If the category of the exchange visitor is Summer Work Travel and their country of citizenship is a visa waiver program country, choose a Site of Activity Type: **Site of Activity** or **Exempt from Pre-placement**. If:

- Exempt from Pre-placement is chosen; do not complete the **Site of Activity Name** field and Site of Activity Address section.
- Exempt from Pre-placement is chosen; "Exempt from Pre-placement" will become the Primary Site of Activity.

- **Remarks:** Enter optional comments.

3. Click the **Submit** button to save the data. The *Create Certificate of Eligibility for Exchange Visitor (Form DS-2019) - Site of Activity Menu* page opens. The site information displays on the page, including a unique site of activity ID.
   Note: Multiple sites of activity may be added for an exchange visitor. Repeat the above steps to add more sites.
4. To change the primary site of activity, click the radio button to the left of the site name. (The primary site of activity data prints on the Form DS-2019.)
5. Click one of these buttons:
   - **Save Draft DS-2019** to save the data.
   - **Print Draft DS-2019** to print a draft copy of the Form DS-2019. It is recommended that you print a draft copy of the exchange visitor's Form DS-2019. Review the form for accuracy and make necessary corrections to the data before submitting it to SEVIS.
   - **Previous** to return to the Certificate of Eligibility for Exchange Visitor (Form DS-2019) - Contact and Program Information page.
   - **Next** to advance to the *Exchange Visitor Spouse/Dependents Menu* page.
   - **Delete Draft** to delete this record. All data will be deleted from SEVIS.

9.3.1 Change Primary Site of Activity (Exchange Visitor in Draft Status)

The primary site of activity address prints on the exchange visitor's Form DS-2019. To change the exchange visitor's primary site of activity, 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 radio button to the left of the site name.
3. Click **Print Draft DS-2019** to print a draft copy of the Form DS-2019. It is recommended that you print a draft copy of the exchange visitor's Form DS-2019. Review the form for accuracy and make necessary corrections to the data before submitting it to SEVIS.

9.3.2 Edit Site of Activity (Exchange Visitor in Draft Status)

If necessary, site of activity information can be edited. To edit the site of activity for an exchange visitor whose record is in Draft status, 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 **Edit DS-2019** link on the **Actions** menu. The *Create Certificate of Eligibility for Exchange Visitor (Form DS-2019) – Biographical Information* page opens.

3. Click the **Next** button on this page and the next page to advance to the *Create Certificate of Eligibility for Exchange Visitor (Form DS-2019) – Site of Activity Menu* page.
4. Click the **Edit** link in the **Commands** column for the site of activity to edit. The *Edit Site of Activity* page opens.
5. Make the necessary updates to the data. See Step 3: Create Certificate of Eligibility for Exchange Visitor (Form DS-2019) - Site of Activity Menu Page, for detailed instructions on completing the fields on this page.

   Note: If the exchange visitor is participating in a Summer Work Travel program, and:

   - Their country of citizenship is a visa waiver program country, and
   - There is only one site of activity,

   the Site of Activity Type can be changed from "Exempt from Pre-placement" to "Site of Activity," or from "Site of Activity" to "Exempt from Pre-placement."
6. Click the **Update Site of Activity** button to complete the process. The *Site of Activity Menu* page opens.

9.3.3 Delete Site of Activity (Exchange Visitor in Draft Status)

All exchange visitors must have at least one site of activity. However, if the exchange visitor has multiple sites and the exchange visitor's SEVIS record is in Draft status, sites of activity can be deleted.

To delete a site of activity, perform the following:

1. Access the Exchange Visitor Information page for the exchange visitor whose record is being updated (perform a search for the record or use the **EV Lists** option).
2. Click the **Edit DS-2019** link on the **Actions** menu. The *Create Certificate of Eligibility for Exchange Visitor (Form DS-2019) – Biographical Information* page opens.
3. Click the Next button twice to advance to the *Create Certificate of Eligibility for Exchange Visitor (Form DS-2019) – Site of Activity Menu* page.
4. Click the **Delete** link in the **Commands** column for the site of activity that is being deleted. The *Delete Site of Activity* page opens.
   Note: The primary site of activity cannot be deleted. If necessary, change the primary site of activity, and then delete the other site of activity. See Change Primary Site of Activity (Exchange Visitor in Draft Status), for details on changing the primary site of activity.
5. Review the data to ensure that this is the correct site of activity.
6. Click the **Delete Site of Activity** button to complete the process. The *Create Certificate of Eligibility for Exchange Visitor (Form DS-2019) – Site of Activity Menu* page opens.

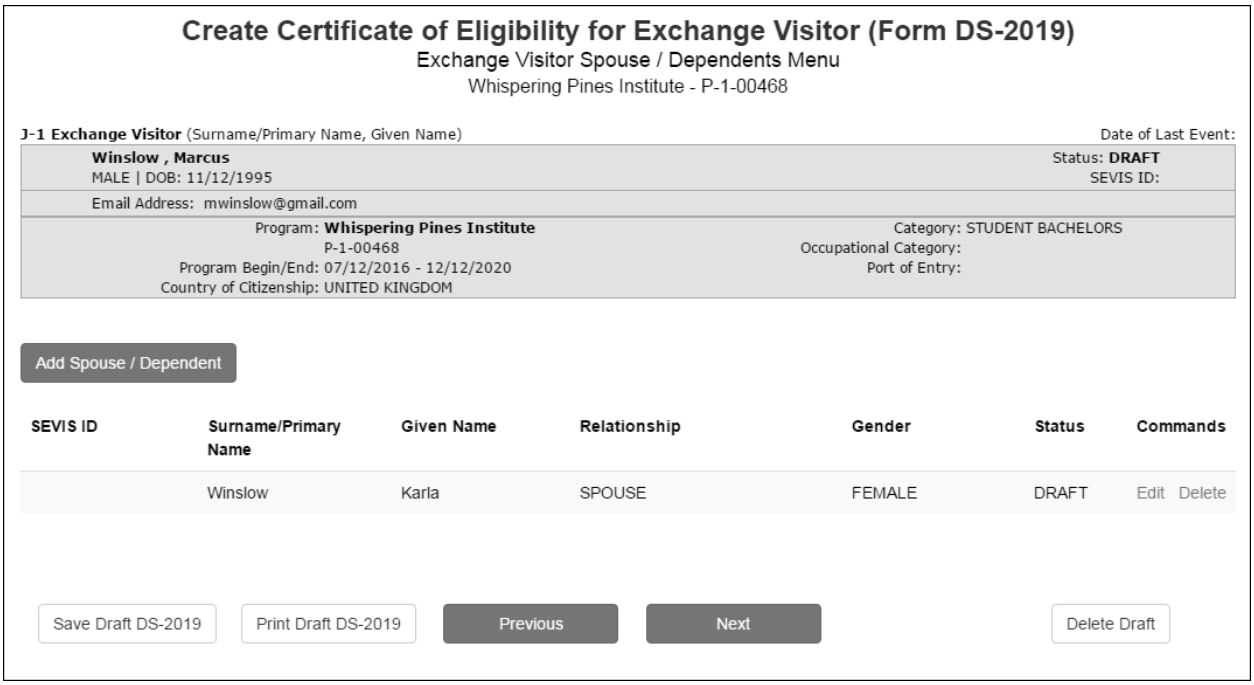
9.4 Step 4: Create Certificate of Eligibility for Exchange Visitor (Form DS-2019) – Exchange Visitor Spouse/Dependents Menu Page

Data for the spouse and child dependent(s) of an exchange visitor entering the United States on J visas must be entered into SEVIS. The *Create Certificate of Eligibility for Exchange Visitor (Form DS-2019) - Exchange Visitor Spouse/Dependents Menu* page is used to collect this information.

Note: Enter only the data for the spouse and children of an exchange visitor coming to the United States on J-2 visas in to SEVIS. If the spouse and children plan to enter the United States on a different type of visa, ***do not*** enter their data in SEVIS. If both a husband and wife are entering the United Sates on J-1 visas, add the dependent child's information to only one SEVIS record. Do not add the dependent child's information to both parent's records/Forms. Doing so will give the dependent child two SEVIS records.

Exhibit 18: Create Certificate of Eligibility for Exchange Visitor (Form DS-2019) – Exchange Visitor Spouse/Dependents Menu Page, is an example of the page. In Exhibit 18, a dependent has been added to the exchange visitor's record. Because the record is still in Draft status, the exchange visitor and spouse/dependent have not been assigned their SEVIS IDs.

Exhibit 18: Create Certificate of Eligibility for Exchange Visitor (Form DS-2019) – Exchange Visitor Spouse/Dependents Menu Page



To add a spouse or dependent, perform the following:

1. Click the **Add Spouse/Dependent** button. The *Add Spouse/Dependent* page opens. Exhibit 19: Add Spouse/Dependent Page, is an example of the page.

Exhibit 19: Add Spouse/Dependent Page

Add Spouse / Dependent

Whispering Pines Institute - P-1-00468

Required fields are marked with an asterisk (*)

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

Winslow , Marcus Status: **DRAFT**
MALE | DOB: 11/12/1995 SEVIS ID:

Email Address: mwinslow@gmail.com

Program: **Whispering Pines Institute** Category: STUDENT BACHELORS
P-1-00468 Occupational Category:
Program Begin/End: 07/12/2016 - 12/12/2020 Port of Entry:
Country of Citizenship: UNITED KINGDOM

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

Select One

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 Ã¿ or Ã`. 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.

Demographics

Birth Date *

MM / DD / YYYY

Gender *

Relationship *

Select One

City of Birth *

Country of Birth *

Select One

Country Of Citizenship *

Select One

Country of Legal Permanent Residence *

Select One

Email Address

Cancel Submit

2. Below is a list with explanations of the fields on this page. An asterisk (*) marks the fields that must be completed. Enter the following in the Name section:
   - **Surname/Primary Name*:** Enter the last name of the spouse/dependent, as represented in the machine-readable zone (MRZ) of the passport. If the person has only one name, enter it in this field. (See Appendix G, SEVIS Name Fields, for details.)
     Note: The DoS Bureau of Consular Affairs has advised that names should be entered in SEVIS ***exactly*** as they appear on the passport. In the event the nonimmigrant does not have a passport, enter the name as it displays on the National ID card.
   - **Given Name:** Enter the first name and middle name, if applicable, as represented in the MRZ of the passport. Leave this field blank if the person has only one name. (See Appendix G, SEVIS Name Fields, for details.)
     Note: Even though this is not a required field in SEVIS, the DoS Bureau of Consular Affairs has advised that names should be entered in SEVIS exactly as they appear on the passport. In the event the nonimmigrant does not have a passport, enter the name as it displays on the National ID card.
   - **Suffix:** Select a title, such as Junior, that may follow a person's name.
   - **Passport Name:** Enter the name exactly as it appears on the MRZ of the passport (Surname/Primary Name Given Name). (See Appendix G, SEVIS Name Fields, for details.)
   - **Preferred Name:** If different from the fields above, enter the name used by the nonimmigrant. If left blank, SEVIS will pre-populate this field. However, it can be edited. (See Appendix G, SEVIS Name Fields, for details.)
3. Enter the following in the Demographics section:
   - **Birth Date*:** Enter the person's date of birth. His/her age displays below the field once the date is entered.
   - **Gender*:** Select the person's gender, **male** or **female**.
   - **Relationship*:** Select **Spouse** or **Child**. A dependent child must be younger than 21 years of age.
   - **City of Birth*:** Enter the unabbreviated name of the city where the person was born.
   - **Country of Birth*:** Begin typing the country name. Select the country in which the person was born.
   - **Country of Citizenship*:** Begin typing the country name. Select the country in which the person maintains citizenship.
   - **Country of Legal Permanent Residence*:** Begin typing the country name. Select the country in which the person is a legal permanent resident.
   - **Email Address:** Enter the spouse/dependent's email address. Completion of this field is optional.
4. Click the **Submit** button to save the data. . The *Exchange Visitor Spouse/Dependents Menu* page opens. To add another dependent, repeat the process described above.
   Note: To edit the dependent's record, click **Edit** on the *Exchange Visitor Spouse/Dependents Menu* page. When the exchange visitor's record is in Draft status, click **Delete** to delete the spouse/dependent's record.
5. After returning to the *Exchange Visitor Spouse/Dependents Menu* page, click one of these buttons:
   - **Save Draft DS-2019** (available when creating an exchange visitor record) to save the data.
   - **Print Draft DS-2019** (available when creating an exchange visitor record) to print a draft copy of the Form DS-2019. It is recommended that you print a draft copy of the exchange visitor's Form DS-2019. Review the form for accuracy and make necessary corrections to the data before submitting it to SEVIS.
   - **Previous** to return to the previous page of the Form DS-2019.
   - **Next** to advance to the next page of the Form DS-2019.
   - **Delete Draft** to delete this record. All data will be deleted from SEVIS.

9.4.1 Edit Dependent Data (Exchange Visitor in Draft Status)

Spouse/dependent data may be edited. To edit the spouse/dependent's data while the exchange visitor's record is in Draft status, perform the following:

1. Access the *Exchange Visitor Information* page for the exchange visitor whose record is being updated (perform a search for the record or use the **EV Lists** option).
2. Click the **Edit DS-2019** link on the **Actions** menu. The *Create Certificate of Eligibility for Exchange Visitor (Form DS-2019) – Biographical Information* page opens.
3. Click the **Next** button three times to advance to the *Create Certificate of Eligibility for Exchange Visitor (Form DS-2019) – Exchange Visitor Spouse/Dependents Menu* page.
4. Click the **Edit** link in the **Commands** column for the spouse/dependent whose data is being updated. The *Edit Spouse/Dependent* page opens.
5. Make the necessary changes to the data. See Step 4: Create Certificate of Eligibility for Exchange Visitor (Form DS-2019) – Exchange Visitor Spouse/Dependents Menu Page, for detailed instructions for completing the fields on this page.
6. Click the **Submit** button to complete the process. The *Create Certificate of Eligibility for Exchange Visitor (Form DS-2019) – Exchange Visitor Spouse/Dependents Menu* page opens.

9.4.2 Delete Dependent (Exchange Visitor in Draft Status)

The Delete Dependent option is available when the exchange visitor's SEVIS status is Draft. To delete a spouse/dependent when the exchange visitor's status is Draft, perform the following:

1. Access the *Exchange Visitor Information* page for the exchange visitor whose spouse/dependent is being deleted (perform a search for the record or use the **EV Lists** option).
2. Click the **Edit DS-2019** link on the **Actions** menu. The *New Exchange Visitor* page opens.
3. Click the **Next** button three times to advance to the *Create Certificate of Eligibility for Exchange Visitor (Form DS-2019) – Exchange Visitor Spouse/Dependents Menu* page.
4. Locate the name of the spouse/dependent and click the **Delete** link in the **Commands** column to delete his/her SEVIS record. The *Delete Dependent* page opens.
5. Click the **Delete Dependent** button. The person's record is deleted and the *Create Certificate of Eligibility for Exchange Visitor (Form DS-2019) – Exchange Visitor Spouse/Dependents Menu* page opens.

9.5 Step 5: Create Certificate of Eligibility for Exchange Visitor (Form DS-2019) – Financial Information Page

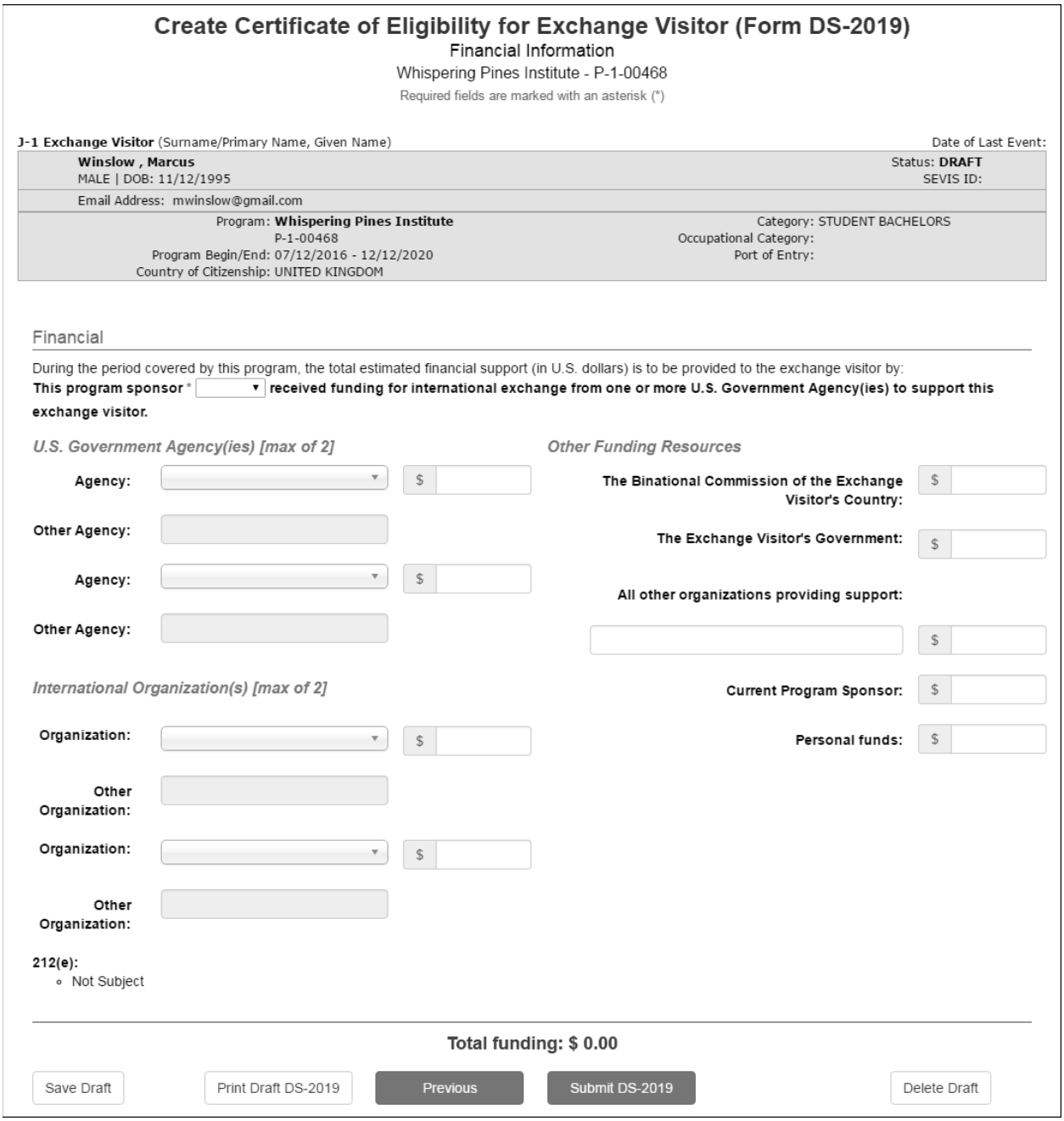
The *Create Certificate of Eligibility for Exchange Visitor (Form DS-2019) - Financial Information* page is used to collect financial information for the exchange visitor and spouse/dependents, if any. This page represents the final step in creation of a record for a new exchange visitor.

Additional *information* about this page:

- Exchange visitors must have at least one source of funding
- Enter dollar amounts with no commas or periods, and rounded to the nearest whole dollar
- The data entered on this page will print on the exchange visitor's Form DS-2019

Exhibit 20: Create Certificate of Eligibility for Exchange Visitor (Form DS-2019) – Financial Information Page, is an example of the page.

Exhibit 20: Create Certificate of Eligibility for Exchange Visitor (Form DS-2019) – Financial Information Page



Below is a list with explanations for the fields and sections on this page. An asterisk (*) marks the fields and sections that must be completed. To complete this page, enter the following data:

1. Select an option for **This program sponsor* has/has not received funding for international exchange...** to indicate whether the exchange visitor has received direct or indirect funding from U.S. Government agencies.
    - **Direct Funding:** Financed in whole or in part by the U.S. Government or the exchange visitor's government with funds contributed directly to the exchange visitor in connection with his/her participation in an Exchange Visitor Program.

- **Indirect Funding:** Financed by one of the following:
  - An international organization with funds contributed by either the U.S. Government or the exchange visitor's government for use in financing international educational and cultural exchanges
  - An organization or institution with funds made available by either the U.S. Government or the exchange visitor's government for the purpose of furthering international educational and cultural exchanges

2. Enter the following data as applicable:
   - **U.S. Government Agency(ies) [maximum 2]:** Select the agency from which the exchange visitor has received funding and enter the amount in U.S. dollars.
     Note: If **Other** is selected, enter the name of the agency in the text box provided. The name and amount of funding will print on the Form DS-2019.
   - **International Organization(s) [maximum 2]:** Select the organization from which the exchange visitor has received funding and enter the amount in U.S. dollars.
     Note: If **Other** is selected, enter the name of the organization in the text box provided. The name and amount of funding will print on the Form DS-2019.
   - **Other Funding Resources:**
     - **T**he Binational Commission of the Exchange Visitor's Country: Enter the amount, in U.S. dollars, that the Binational Commission is contributing.
     - **The Exchange Visitor's Government:** Enter the amount, in U.S. dollars, that the exchange visitor's government is contributing.
     - **All other organizations providing support:** Enter each name and amount of money the exchange visitor will receive. For example, ABC Agency (500), DEF Organization (2500), XYZ (2000). (Only 80 characters may be entered into this field.). Enter the total amount, in U.S. dollars, in the text box provided.
     - **Current Program Sponsor:** Enter the amount, in U.S. dollars, that the program sponsor is contributing to the exchange visitor.
     - **Personal Funds:** Enter the amount, in U.S. dollars, that the exchange visitor is contributing.

   IMPORTANT: Note the **212(e)** indicator in the lower-left of the page. If the exchange visitor meets the Two-Year Home Country Physical Presence (212e) requirement, the reason will display in the 212(e) section. If necessary, correct the exchange visitor's data before clicking the **Submit** button. **Once the Form DS-2019 is submitted, the 212(e) indicator cannot be removed from the exchange visitor's record**. "Not Subject" displays in the 212(e) section of the page if the SEVIS data indicates that the exchange visitor is not subject to the 212(e) requirement. However, SEVIS does not include the Exchange Visitor Skills list. A Consular Official will make the final decision as to whether an exchange visitor is subject to the 212(e) requirement.

3. Click one of these buttons:
   - **Save Draft DS-2019** to save the data.
   - **Print Draft DS-2019** to print a draft copy of the Form DS-2019. It is recommended that you print a draft copy of the exchange visitor's Form DS-2019. Review the form for accuracy and make necessary corrections to the data before submitting it to SEVIS.
   - **Previous** to return to the previous page of the Form DS-2019. Unsaved data will be lost.
   - **Submit DS-2019** to submit the record. See Submit Form DS-2019 for additional information. A SEVIS ID is added to the record and the status changes to Initial.
     WARNING: Do not use the browser's **Back** button to return to this page. Do not click **Submit DS-2019** more than once. When an exchange visitor's record is submitted to SEVIS, the program's form allotment is decreased by one. The form allotment will be decreased by one each time that you click **Submit DS-2019**, even though only one record has been created.
   - **Delete Draft** to delete this record. All data will be deleted from SEVIS.

9.6 Submit the Form DS-2019

Perform the following to submit a Form DS-2019 to the SEVIS database:

1. Click the Submit **DS-2019** button on the *Create Certificate of Eligibility for Exchange Visitor (Form DS-2019) - Financial Information* page. The *Create Successful* page opens; the Form has been created. (If the submission is not successful, an error message displays with the reason(s). Correct the error(s) and then submit the Form again.)

   The *Create Successful* page contains this information for the exchange visitor and spouse/dependents, if any:

   - Status: Initial
   - SEVIS ID
   - Class of Admission (COA): J-1 or J-2
   - Surname/primary name and given name
2. Click the **Print Final DS-2019** button to print a final copy of the Form. The Form displays in a new window.
3. Print the Form, sign it in **blue** ink and forward it to the exchange visitor and spouse/dependents, if any.
   Note: The purpose that prints on the Form will be "Begin New Program; Accompanied by number (count) of immediate family members," where "count" indicates how many spouse/dependents an exchange visitor has, if any.
4. These options are also available:
   - **Create New Exchange Visitor:** Click to open the *Create Certificate of Eligibility for Exchange Visitor (Form DS-2019) - Biographical Information* page and start a record for another exchange visitor.
   - **Return:** Click to open the *Listing of Programs* page.
   - **SEVIS ID** link: Click to open the *Exchange Visitor Information* page for the exchange visitor.

9.7 Print a Draft or Final Form DS-2019

A draft or final copy of the Form DS-2019 can be printed from various pages within SEVIS. The final Form can also be printed following submission of the Form in SEVIS. A draft copy of the Form DS-2019 is identified by the word “draft” printed on the top of the Form. The SEVIS ID for the exchange visitor and/or spouse/dependent(s) **will not** print on the draft Form. The draft Form DS-2019 can be printed prior to submission of the Form so that the data can be reviewed for accuracy. Changes to the Form can be made prior to submission. When the Form DS-2019 for a new exchange visitor and/or spouse/dependent(s) is submitted in SEVIS, the status of the records will change from Draft to Initial status.

A final Form DS-2019 should be printed for a new exchange visitor following submission of the Form in SEVIS. “Draft” is removed from the top of the final Form.

Note: The printed final Form will have the exchange visitor’s or spouse/dependent’s SEVIS ID in the upper-right corner. It begins with the letter “**N**,” which is followed by 10 digits (for example, “**N1234567890**”).

Note: See Reprint Form DS-2019 for a Dependent in Initial Status, for instructions on reprinting the Form for spouse/dependents.

To print a copy of the Form DS-2019, perform the following:

1. Click the **Print Draft DS-2019** or the **Print Final DS-2019** button. A new browser window opens and the Form DS-2019 displays using Adobe Reader.
2. When the Form DS-2019 displays in the *Adobe Reader* window, use the scroll bar on the right side of the window to view additional pages of the Form.
3. Click the Print button on the Adobe Reader toolbar. The *Print* window opens.

4. Ensure that the name of the printer is listed in the **Name** field in the *Print* window. If it does not show the correct printer, click the **down arrow** to the right of the field and select the correct printer.
5. Click **OK** and the Form will be printed on the designated printer.
6. Click the **Close** button on the *Adobe Reader* window to close the window.
7. Sign the final SEVIS-generated Form DS-2019 in blue ink and forward it to the exchange visitor and spouse/dependents, if any. See Signature on SEVIS Form DS-2019, for instructions regarding the signature on the Form.

   Note: According to the data in SEVIS, if the exchange visitor is subject to the Two-Year Home Country Physical Presence Requirement (Section 212(e) of the Immigration and Nationality Act and Public Law (PL) -94-484, as amended), the appropriate boxes will be checked on the printed Form DS-2019. SEVIS does not include the Exchange Visitor Skills list. A Consular Official will make the final decision as to whether an exchange visitor is subject to the 212(e) requirement.

9.8 Signature on SEVIS Form DS-2019

According to regulations, SEVIS-generated Forms DS-2019 should be printed in **black** ink and the original copy of the Form DS-2019 must be signed in **blue** ink. Signing the Form in blue ink permits anyone viewing the Form to easily distinguish an original copy from a photocopy.

Note: The Form **must** be signed by the RO or ARO whose name is printed on the copy of the Form that will be provided to the exchange visitor and spouse/dependents, if any.

9.9 Reprint a Form DS-2019

When an exchange visitor is in Initial or Active status or a spouse/dependent is in Active status, his/her Form DS-2019 may be reprinted for the following reasons:

- Replace a Form DS-2019 (Damaged)
- Replace a Form DS-2019 (Lost)
- Replace a Form DS-2019 (Stolen)
- Updated Form DS-2019 or Name Conversion
- Other - Text that is entered in the **If Other, Please Comment** text box will print in the **Purpose of the Form** section of the Form DS-2019

When a spouse/dependent is in Initial status, his/her Form DS-2019 may be reprinted for the following reasons:

- Permit exchange visitor's (count) dependents to enter United States separately (where "count" is the number of dependents for the selected exchange visitor).
- Begin new program; accompanied by number (count) of immediate family members (where "count" is the number of dependents for the selected exchange visitor).
- Other – The first 100 characters of the text that is entered in the **If Other, Please Comment** text box will print in the **Purpose of the Form** section of the Form DS-2019.

To reprint a Form, perform the following:

1. Access the *Exchange Visitor Information* page or the *Dependent Information* page.
2. Click the **Reprint DS-2019** link on the **Actions** menu (left side of page). The *Reprint DS-2019* page opens.
3. Select the appropriate reason for reprinting the Form. If **Other** is selected, enter an explanation in the text box provided. For example, if reprinting the Form for a participant in Initial status because the first attempt to print failed, select **Other** as the reason and enter the following comment in the **If Other, Please Comment** text box, "Begin New Program." A maximum of 500 characters may be entered into the text box; the first 100 characters will print on the Form DS-2019.
4. Enter optional comments in the **Remarks** text box.

5. Click the **Reprint DS-2019** button. A message displays advising that the update has been successful (the reason for reprinting the Form has been saved to SEVIS).
6. Click the **Print Final DS-2019** button. A new browser window opens and the Form DS-2019 displays using the Adobe Reader from which a copy of the Form can be sent to a designated printer.
7. When the Form DS-2019 displays in the *Adobe Reader* window, use the scroll bar on the right side of the window to view additional pages of the Form.
8. Click the **Print** button on the Adobe Reader toolbar. The *Print* window opens.
9. Ensure the name of the printer in the **Name** field is the printer from which the Form will print. If it does not show the correct printer, click the **down arrow** to the right of the field and select the correct printer.
10. Click **OK** and the Form DS-2019 will be printed on the designated printer.
11. Click the **Close** button on the *Adobe Reader* window to close the window.

Note: The Form DS-2019 must be signed in blue ink by the RO or ARO whose name is printed on the Form.

Note: According to the data in SEVIS, if the exchange visitor is subject to the Two-Year Home Country Physical Presence Requirement (Section 212(e) of the Immigration and Nationality Act and Public Law (PL) -94-484, as amended), the appropriate boxes will be checked on the printed Form DS-2019. SEVIS does not include the Exchange Visitor Skills list. A Consular Official will make the final decision as to whether an exchange visitor is subject to the 212(e) requirement.

10. FORM DS-7002: TRAINING/INTERNSHIP PLACEMENT PLAN

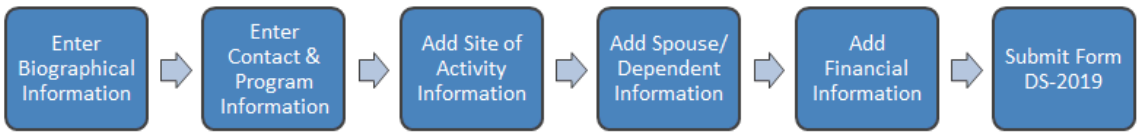
Form DS-7002, Training/Internship Placement Plan (T/IPP), is a controlled document of the Department of State. It is used only with a Trainee or Intern under 22 CFR 62.22, or a Student Intern under 22 CFR 62.23 respectively, to outline an exchange visitor's program activities. The following sections provide instructions for completing, updating, and managing the Form DS-7002.

10.1 Training/Internship Placement Plan Introduction

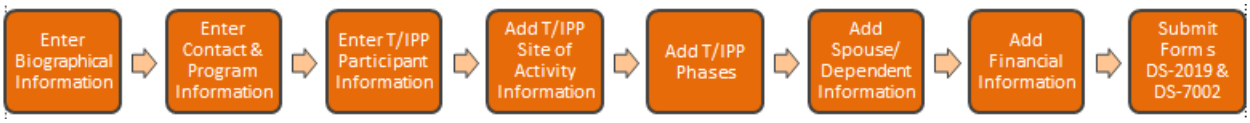
Prior to issuing Forms DS-2019, sponsors must provide interns, trainees, and student interns with individualized Training/Internship Placement Plans, or Forms DS-7002 [22 CFR 62.22(h)]. The plans must cover definite periods of time and consist of definite phases of training or tasks performed with specific objectives in each phase. The plans must also contain information on how the exchange visitors will accomplish those objectives (for example, classes, individual instruction, and shadowing). Each phase must build upon the previous phase to show a progression in the training.

Upon request, a trainee or intern must present a fully executed Training/Internship Plan (Form DS-7002) to any Consular Official interviewing him/her in connection with the issuance of a J-1 visa.

The T/IPP is created along with the Form DS-2019. The process for creating a Form DS-2019 for exchange visitors in other categories is:



The process for creating the Form DS-2019 and the T/IPP is:



Similar to creating/updating the DS-2019, the T/IPP can be updated and printed/reprinted throughout the exchange visitor's program.

10.2 Create Form DS-7002, Training/Internship Placement Plan (T/IPP)

10.2.1 T/IPP: Exchange Visitor Biographical Information

The *New Exchange Visitor* page is used to enter biographical information for an exchange visitor. The data entered on this page will populate both the Forms DS-2019 and DS-7002 (T/IPP). Buttons at the bottom of the page are used to reset and/or save data, and move to the next page.

Note: One RO or ARO may begin and save the Forms DS-2019 and T/IPP for an exchange visitor. Another RO or ARO may complete/submit the Forms. The name of the official who submits the record will print on the Form DS-2019.

WARNING: When creating a record for a new exchange visitor, the system will delete the unsubmitted record (Forms DS-2019 and DS-7002) 45 days after the last update to the Forms.

To create a Form D-2019 and T/IPP for a new (initial) exchange visitor, perform the following:

1. On the *Listing of Programs* page, click the radio button for the appropriate program, if necessary.
2. Click the **New Exchange Visitor** button. *Create Certificate of Eligibility for Exchange Visitor (Form DS-2019) - Biographical Information* page opens. Exhibit 14: Create Certificate of Eligibility for Exchange Visitor (Form DS-2019) – Biographical Information Page, is an example of the page.
3. Below is a list with explanations of the fields and sections on this page. An asterisk (*) marks the fields and sections that must be completed. enter the following data in the Name section:
   - **Surname/Primary Name*:** Enter the last name of the exchange visitor, as represented in the machine-readable zone (MRZ) of the passport. If the person has only one name, enter it in this field. (See Appendix G, SEVIS Name Fields, for details.)
     Note: The DoS Bureau of Consular Affairs has advised that names should be entered in SEVIS exactly as they appear on the passport. In the event the nonimmigrant does not have a passport, enter the name as it displays on the National ID card.
   - **Given Name:** Enter any name components not included in the Surname/Primary Name field, if applicable, as represented in the MRZ of the passport. Leave this field blank if the person has only one name. (See Appendix G, SEVIS Name Fields, for details.)
     Note: Even though this is not a required field in SEVIS, the DoS Bureau of Consular Affairs has advised that names should be entered in SEVIS exactly as they appear on the passport. In the event the nonimmigrant does not have a passport, enter the name as it displays on the National ID card. If the nonimmigrant has a middle name, enter it in the Given Name field in SEVIS; leave a space between the given name and middle name.
   - **Suffix:** Select a title, such as Junior, that may follow a person's full name.
   - **Passport Name:** Enter the name exactly as it appears on the MRZ of the passport (Surname/Primary Name Given Name). (See Appendix G, SEVIS Name Fields, for details.)
   - **Preferred Name:** If different from the fields above, enter the name used by the nonimmigrant. If left blank, SEVIS will pre-populate this field. However, it can be edited. (See Appendix G, SEVIS Name Fields, for details.)
4. Enter the following to complete the Demographics section:
   - **Birth Date*:** Enter the exchange visitor's date of birth in MM/DD/YYYY format. The person's age displays below the field once the date is entered.
   - **Gender*:** Select the exchange visitor's gender, **male** or **female**.
   - **City of Birth*:** Enter the unabbreviated name of the city where the person was born.
   - **Country of Birth*:** Begin typing the country name. Select the country in which the person was born.
     Note: United States may be selected as the country of birth if the person was born to a foreign diplomat or is an expatriate. If the person was born in the United States or a U.S. territory, perform the following:
     a. Complete the **Country of Birth** field.

b. Select an option from the *If the United States or U.S. Territory is chosen…* drop-down list. **Note:** Under Regulation 8 CFR 214.5, an exchange visitor from a country on the restricted country list may not engage in or seek to obtain training in aviation maintenance, flight operations, or nuclear-related studies or training. Therefore, an exchange visitor's personal or program information may not be created or updated as follows:

- If the country of birth (COB) or country of citizenship (COC) is on the restricted country list, you may not select or update his/her field of study to training in aviation maintenance, flight operations, or nuclear-related studies or training.
- If the field of study is in aviation maintenance, flight operations, or nuclear-related studies or training, you may not select or update his/her COB or COC to a country that is on the restricted country list.

- **Country of Citizenship*:** Begin typing the country name. Select the country in which the exchange visitor maintains citizenship.
  Note: Under Regulation 8 CFR 214.5, an exchange visitor from a country on the restricted country list may not engage in or seek to obtain training in aviation maintenance, flight operations, or nuclear-related studies or training. Therefore, an exchange visitor's personal or program information may not be created or updated as follows:
  - If the COB or COC is on the restricted country list, you may not select or update his/her field of study to training in aviation maintenance, flight operations, or nuclear related studies or training.
  - If the field of study is in aviation maintenance, flight operations, or nuclear-related studies or training, you may not select or update his/her COB or COC to a country that is on the restricted country list.
- **Country of Legal Permanent Residence*:** Begin typing the country name. Select the country in which the person is a legal permanent resident (LPR). For most exchange visitor applicants, the country of legal permanent residence will be the same as that of the COC. Some applicants, however, will be permanent residents of other countries. Note the difference between permanent and temporary residence. For example, a French citizen who is teaching in Italy on a 1-year contract, and applying for a J visa from Italy, would not be considered a legal permanent resident of Italy.

5. Enter the person's foreign address. Completion of the Foreign Address section is optional.
6. Click one of these buttons:
   - **Save Draft DS-2019** to save the data entered. Saving the data will allow an RO or ARO to return to the record to complete and/or submit it to SEVIS later.
     Note: If an existing exchange visitor record contains the same surname/primary name, given name, date of birth, country of birth and gender entered on the newly created record, the *Duplicate Record Found* page opens. To determine if a record exists for the person, review the list of exchange visitors whose personal information matches the information that you entered. If it is possible that a record already exists for the exchange visitor, perform a search on the person's last name and view the existing records. If a record exists for the exchange visitor, continue to process the existing record; do not create a second record. Otherwise, to continue creating a new record for the person, click **Continue**.
   - **Print Draft DS-2019** to print a draft copy of the Form DS-2019. This button displays after saving the record.
   - **Next** to save the data entered and advance to the next page of the Form DS-2019. If any fields and sections have not been completed or contain an invalid entry, an error message displays indicating the error(s). Make the necessary corrections and click **Next** again. The *Contact and Program Information* page opens.
   - **Delete Draft** to delete this record. All data will be deleted from SEVIS. (This button displays after saving the record.)

10.2.2 T/IPP: Exchange Visitor Contact and Program Information

The *Create Certificate of Eligibility for Exchange Visitor (Form DS-2019) - Contact and Program Information* page is used to capture additional exchange visitor information. Exhibit 15: Create Certificate of Eligibility for Exchange Visitor (Form DS-2019) – Contact and Program Information Page, is an example of the page.

Below is a list with explanations of the fields and sections on this page. An asterisk (*****) marks the fields that must be completed. To complete this page, perform the following:

1. Enter a valid email address for the exchange visitor. Completion of the Email Address field is optional.
2. Enter a U.S. telephone number for the person. Completion of the Phone field is optional.
3. Completion of the U.S. Addresses section is optional at this time, but required when program participation is validated. To enter an address perform the following:
   - **Physical Address:** When entering data for an exchange visitor applicant who has not yet entered the country, the Physical Address is where he/she expects to reside, if known. When the person enters the country and their program participation is validated, however, his/her physical address (where he/she will reside) must be entered or changed, if different from the one originally used. For secondary school students, enter the host family's address.
   - **Mailing Address:** This is the address where the exchange visitor can receive mail if mail cannot be delivered to his/her physical address. Entering a mailing address is optional.

   To enter an address, perform the following:

   a. Click **Add Address**. The *Add Address* window opens.
   b. At a minimum, enter the street address and zip code.
   c. Click **Submit**. One of two things will occur:
      - The *Add Address* window displays the suggested address from the Postal Service and the entered address. Click **Select** to accept the address from the Postal Service. Or, click **Edit Address** to change the address.
      - The *Add Address* window displays a message advising that the address could not be found. Click **Over-ride Validation** to save the address. Select a reason for using the address as entered. Enter an explanation in the text box if **Other** is selected. Click **Submit**.

   See Appendix H, SEVIS Address Fields, for additional information.

4. To complete the Program Information section, perform the following:
   - **Position*:** Begin typing the position name or number. Select an option from the list that most closely matches the exchange visitor's position in his/her home country.
   - **Category*:** If necessary, select the J visa participant category for the exchange visitor. The options available relate to those authorized for your organization by DoS.
   - **Occupational Category*:** If applicable, select an occupational category. This field is only available for exchange visitors participating in the Trainee or Intern categories.

- **Subject/Field Description*:** The Classification of Instructional Programs (CIP) contains code numbers for instructional programs in all areas of education and is the accepted Federal Government statistical standard on instructional program classifications.
  To select the field the person will be studying or participating in while in the United States, either enter the numeric code (the description will display below the field) or perform the following:
  a. Click **Select**. The *Acceptable CIP Codes* window opens.
  b. Start typing a subject/field name or code in the **Search** field. A list of CIP descriptions containing those letters displays.
  c. Find the subject that most closely matches the exchange visitor's field of study and click its code at the left end of the row. The Contact and Program Information page opens; the final selection displays on the page.
  d. To change the Subject/Field code, repeat Steps a through c.

Note: Under Regulation 8 CFR 214.5, an exchange visitor from a country on the restricted country list may not engage in or seek to obtain training in aviation maintenance, flight operations, or nuclear-related studies or training. Therefore, you may not create or update an exchange visitor's personal or program information as follows:

- If the COB or COC is on the restricted country list, you may not select or update his/her field of study to training in aviation maintenance, flight operations, or nuclear-related studies or training.
- If the field of study is in aviation maintenance, flight operations, or nuclear-related studies or training, you may not select or update his/her COB or COC to a country that is on the restricted country list.

- **Subject/Field Remarks*:** Enter additional comments regarding the exchange visitor's program while in the United States or enter "**None**." Do not use hard returns (that is, do not press the Enter key) when entering text; doing so may make the text wrap and print in the wrong field on the Form DS-2019.
  Note: The text may be shortened on the printed Form DS-2019 if it is longer than the available space. However, the entire text can be viewed in SEVIS.
- **Program Begin Date*:** Enter the date, determined by the program sponsor, on which the exchange visitor's participation in his/her program is expected to begin. The date may not be more than one year in the future. Enter the date in MM/DD/YYYY format.
  See Appendix F, Dos Maximum and Minimum Duration of Participation Rules, for guidance.
- **Program End Date*:** Enter the date, determined by the program sponsor, on which the exchange visitor's program will end. Enter the date in MM/DD/YYYY format.
  The end date, in combination with the program begin date must:
  - Be equal to or greater than the minimum duration of participation, and
  - Not exceed the maximum duration of participation for the exchange visitor's selected category, as identified in the Exchange Visitor Program regulations or the program sponsor's designation.

  See Appendix F, Dos Maximum and Minimum Duration of Participation Rules, for guidance.

5. Click one of these buttons:
   - **Save Draft DS-2019** to save the data entered.
   - **Print Draft DS-2019** to print a draft copy of the Form DS-2019.
   - **Previous** to return to the previous page of the Form DS-2019. Unsaved data will be lost.
   - **Next** to save the data entered. Saving the data will allow an RO or ARO to return to the record to complete and/or submit it to SEVIS later. The *Exchange Visitor Participant Information* page opens. See T/IPP Exchange Visitor Participant Information for details.
   - **Delete Draft** to delete this Form DS-2019. All data will be deleted from SEVIS.

10.2.3 T/IPP: Exchange Visitor Participant Information

The *Exchange Visitor Participant Information* page is used to capture additional information regarding the exchange visitor. This information is used on the Form DS-7002. To enter this data, perform the following:

1. Access the *Create Certificate of Eligibility for Exchange Visitor (Form DS-2019) - Biographical Information* page.
2. Click **Next**. The *Create Certificate of Eligibility for Exchange Visitor (Form DS-2019) - Contact and Program Information* page opens.
3. Click the **Next** button. The *Exchange Visitor Participant Information* page opens.
4. Enter the following data:
   - *** Email Address:** This field will be pre-populated with the exchange visitor's email address if it was entered on the previous page. Enter or edit the email address, if necessary. Completion of this field is required.

- *** Current Field of Study/Profession:** Enter the exchange visitor's field of study or profession. Completion of this field is required.
- **Years of Experience in Field:** Enter the number of years of experience the exchange visitor has in this field. Completion of this field is optional.
- *** Type of Degree or Certificate:** Enter the type of degree or certificate the exchange visitor has or is expected to earn. Completion of this field is required.
- *** Date Awarded or Expected:** Enter the date the exchange visitor received or is expected to receive his degree or certificate. Completion of this field is required.
- **Training/Internship Dates:** This field is pre-populated with the program start and end dates, which cannot be edited.

5. Click one of these buttons:
   - **Previous** to return to the previous page. The data entered on this page will be lost if it is not saved first.
   - **Reset Values** to return all unsaved entries to the previous values.
   - **Save Draft** to save the data entered. Saving the data will allow an RO or ARO to return to the record to complete and/or submit it to SEVIS later.
   - **Next** to save the data entered and go to the *Training/Internship Placement Plan (T/IPP) Overview* page.

10.2.4 T/IPP: Training/Internship Placement Plan (T/IPP) Overview Page

The *Training/Internship Placement Plan (T/IPP) Overview* page contains the link to add sites of activity to the Form DS-7002. Once site information has been added to the record, it will display on this page. Exhibit 21: Training/Internship Placement Plan (T/IPP) Overview Page is an example of the page. It includes a site of activity and one phase.

Exhibit 21: Training/Internship Placement Plan (T/IPP) Overview Page

These options are available on this page before a site has been added:

- **Add Site of Activity:** Click to go to the *Add DS-7002 Site of Activity* page.
- **Previous:** Click to return to the previous page.

- **Next:** Click to go to the *T/IPP Review Dates* page.
- **Print Draft DS-2019:** Click to print a draft copy of the Form DS-2019. See Print a Draft or Final Form DS-2019, for details.

Once site information has been added to the record, these links will become available:

- **Add Phase:** Click to add a new phase. Each site of activity must have at least one phase.
- **Duplicate:** Click to duplicate a specific phase. This link is available once a phase has been added.
- **Phase Name:** Click to view the phase data. The *View Phase* page has buttons to edit or delete the phase, and to go to the *Training/Internship Placement Plan (T/IPP) Overview* page.
- **Print DS-7002:** Click to print all Forms DS-7002. If the record includes multiple sites of activity with at least one phase, all Forms will print.
- **Print Site:** Click to print the Form DS-7002 for a site of activity and all associated phases. See T/IPP: Print Site of Activity, for details.
- **T/IPP Site of Activity <name>:** Click to open the *Form DS-7002 Site of Activity* page for a specific site. It contains summary information for the site of activity.

10.2.5 T/IPP: Add Site of Activity

Sites of activity may be added to an exchange visitor's T/IPP when the SEVIS record is in one of these statuses:

- Draft
- Initial with no visa information recorded in SEVIS
- Active

All exchange visitors must have at least one site of activity. However, multiple sites of activity can be added to an exchange visitor's record. Also, multiple sites may have the same name. To add a site of activity, perform the following:

1. Access the *Training/Internship Placement Plan (T/IPP) Overview* page.
2. Click **Add Site of Activity**. The *Add/Edit Form DS-7002 Site of Activity* page opens.
3. Below is a brief description or explanation of the fields on this page. An asterisk (*) marks the fields that must be completed. Enter the following data:
   - *** Site of Activity Name:** Enter the name of the place where the nonimmigrant will participate in his/her program.
   - *** Site of Activity Address:** Click **Add Address**. The *Add/Edit SOA Address* window opens. Perform the following to enter an address:
     a. Enter the physical location of the site. Completion of the **Street Address** and **Zip** fields is required.
     b. Click **Submit**. The *Add/Edit SOA Address* window is updated with the suggested address from the U.S. Postal Service if a match is found.
     c. Click **Select** to accept the address from the Postal Service, or click **Edit Address** to update the entered address. Once accepted, the address will display on the *New Exchange Visitor* page.

     Note: If the street address is not found in the Postal Service database, you may override the validation. To do so, enter a valid city, state, and zip code and click **Submit**. Click **Over-ride Suggested Address**. Select a reason for overriding the validation. If **Other** is selected, enter an explanation in the text box. Click **Submit** to save the address and return to the *Add/Edit DS-7009 Site of Activity* page.
   - In the Organization Information section, do the following:

  - *** Employer ID Number:** Enter the organization's nine-digit Employer Identification Number (EIN), with no dashes
  - *** Number of FT Employees Onsite at Location:** Enter the number of people employed full time by this organization.
  - *** Annual Revenue:** Click the radio button that indicates the annual revenue for this organization.
  - *** Website URL:** Enter the address for this site's web page on the Internet.
  - *** Worker's Comp Policy:** Click **Yes** to indicate that the organization carries worker's compensation coverage for employees. (If **Yes** is selected, enter the name of the carrier in the text box.) Otherwise, click **No**.
  - **Worker's Comp Policy for Exchange Visitor:** Click **Yes** to indicate that the organization carries worker's compensation coverage for exchange visitors. Click **No, exempt** if the organization is exempt from providing exchange visitors coverage. Or, click **No, but equivalent coverage** if the organization provides other coverage.
  - *** Exchange Visitor Hours per Week:** Enter the number of hours per week that the exchange visitor will be working at this site.
  - *** Stipend:** Click **Yes** if the exchange visitor will receive a stipend. Otherwise, click **No**. If the exchange visitor will receive a stipend, enter the amount and select an option (Hour, Day, Week, Month or Year) from the drop-down list.
  - **Non-Monetary Compensation Value:** Enter the value of compensation to the exchange visitor other than currency. For example, free room and board.
- In the Main Program Supervisor/POC at Host Organization section, enter the following:
  - *** Last Name:** Enter the last name of the supervisor or point of contact.
  - *** First Name:** Enter the first name of the supervisor or point of contact.
  - *** Title:** Enter the person's title.
  - *** Email Address:** Enter the person's email address.
  - **Fax Number:** Enter the person's fax number.
  - *** Telephone Number:** Enter the person's telephone number.
- Enter optional comments in the **Site of Activity Remarks** field. Completion of this field is optional.
- The following optional information may be entered in the **Date of Signature** section:
  - **RO/ARO:** Select a name from the drop-down list.
  - Enter the date in MM/DD/YYYY format that the RO/ARO signed the Form DS-7002.
  - Enter the date in MM/DD/YYYY format that the nonimmigrant signed the Form DS-7002.

4. Click **Add Site of Activity** to save the site of activity information. The *Training/Internship Placement Plan (T/IPP) Overview* page opens.

10.2.6 T/IPP: Edit Site of Activity

Site of activity data can be edited when the SEVIS status of the exchange visitor is:

- Draft
- Initial with no visa information recorded in SEVIS
- Active

To edit a site of activity once the record contains visa data and is still in Initial status, you must wait until the exchange visitor's program participation is validated in SEVIS.

To edit an existing site of activity, perform the following:

1. Access the *Training/Internship Placement Plan (T/IPP) Overview* or *Exchange Visitor Information* page.

2. Click **Edit Site**. The *Add/Edit Form DS-7002 Site of Activity* page opens.
3. Edit the data as necessary.
4. Click the **Update Site** button to save the site of activity information. The *Training/Internship Placement Plan (T/IPP) Overview* page opens.

10.2.7 T/IPP: Delete Site of Activity

A site of activity can be deleted when the SEVIS status of the exchange visitor is:

- Draft
- Initial with no visa information recorded in SEVIS

A site of activity may be deleted if multiple sites have been added to an exchange visitor's record. However, at least one site of activity and phase is required for completion of the T/IPP. The primary site of activity cannot be deleted. Once program participation has been validated, the delete function is no longer available.

To delete a site of activity, do the following:

1. Access the *Training/Internship Placement Plan (T/IPP) Overview* or *Exchange Visitor Information* page.0
2. Click the site name link for a specific site of activity. The *Form DS-7002 Site of Activity (Site ID #)* page opens.
3. Click **Delete Site**, near the bottom of the page. A confirmation message displays.
4. Click **Yes** to delete the site of activity. The *Training/Internship Placement Plan (T/IPP) Review Dates* page opens. See T/IPP: Review Phase Dates for details.

10.2.8 T/IPP: Add Phase

Each Training/Internship Placement Plan (Form DS-7002 or T/IPP) must cover a definite period of time. It should consist of definite phases of training or tasks performed with a specific objective for each phase. The plan must also contain information on how the trainee/intern will accomplish those objectives. Each phase must build upon the previous phase to show a progression in the training/internship.

Participants in the Korea WEST and Intern Work and Travel (IWT) pilot programs may have gaps in their phase dates. However, for all other intern, trainee, and student intern exchange visitors:

- Phases must cover the entire program, from the program begin date to the program end date – there can be no gap
- Phase dates can overlap
- All phase dates across all sites of activity are combined to determine if there are any gaps

A maximum of 25 phases can be added to an exchange visitor's SEVIS record. A phase can be added when the SEVIS status of the exchange visitor is:

- Draft
- Initial with no visa information recorded in SEVIS
- Active

To add a phase to a site of activity, perform the following:

1. Access the *Training/Internship Placement Plan (T/IPP) Overview* page.
2. Click **Add Phase** for a specific site of activity. The *Add/Edit T/IPP Phase* page opens.
3. Complete all of the fields in the Basic Information section of the page:
   - *** Phase Name:** Provide a name for this phase of the exchange visitor's training/internship.
   - *** Training Field:** Enter the field of study related to this training/internship.
   - *** Start Date:** Enter the start date in MM/DD/YYYY format for this phase. The start date must be on or after the program begin date.

- *** End Date:** Enter the end date in MM/DD/YYYY format for this phase. The end date must be prior to or on the program end date.

4. Do the following in the Supervisor Details section:
   - *** Supervisor:** When adding a phase to an existing site of activity, click the down arrow and select a supervisor.
   - **Add New Supervisor:** Click this link to add information for a new supervisor. Then, complete the following:
     - *** Last Name:** Enter the supervisor's last name. Completion of this field is required.
     - *** First Name:** Enter the supervisor's first name. Completion of this field is required.
     - **Middle Initial:** Enter the supervisor's middle initial. Completion of this field is optional.
     - *** Title:** Enter the supervisor's job title. Completion of this field is required.
     - *** Email Address:** Enter a valid email address for the supervisor. Completion of this field is required.
     - *** Telephone Number:** Enter a telephone number for the supervisor. Completion of this field is required.
     - **Date of Signature:** If known, enter the date that the supervisor signed the Form DS-7002. Enter the date in MM/DD/YYYY format. Completion of this field is optional at this time and may be added later.
5. Details regarding the phase must be entered into the Phase Specifics section. You may enter 3000 characters into the text boxes. The number of remaining characters displays below each text box. Enter the following data (this information can be copied from another application and pasted into these text boxes):
   - *** Description of Trainee/Intern's Role for this Program or Phase:** Enter a brief description of the trainee/intern's role for this program/phase.
   - *** Specific Goals and Objectives for this Program or Phase:** Enter the specific goals and objectives for this program/phase.
   - *** Please list the names and titles of those who will provide continuous supervision of the trainee/intern, including the primary supervisor. What are these persons' qualifications to teach the planned learning?:** Enter the names and qualifications for the people who will provide supervision of the exchange visitor.
   - *** What plans are in place for the Trainee/Intern to participate in cultural activities while in the United States?:** Provide a brief description of the American cultural activities planned for the trainee/intern.
6. Details regarding knowledge, skills or techniques to be imparted during this phase are required to be entered into the Knowledge, Skills or Techniques to be Imparted During This Phase section. Complete the following fields:
   - *** What specific knowledge skills or techniques will be taught?:** Provide a description of the skills and techniques that the exchange visitor will learn.
   - *** How specifically, will these knowledge, skills or techniques be taught? Include specific tasks/activities (Interns) and/or Methodology of training and Chronology/Syllabus (Trainees):** Provide a description of how the knowledge, skills and techniques will be taught.
   - *** How will the trainee/intern's acquisition of new skills and competencies be measured?:** Provide an explanation of how the exchange visitor's knowledge of the new skills and competencies will be evaluated.
7. Optional comments may be entered into the **Additional Phase Remarks** field.
8. If the record is in Initial or Active status, do the following:
   - Click the check box to confirm that a copy of the phase was sent to the exchange visitor's supervisor. The changes must be agreed to by the supervisor before updating the T/IPP in SEVIS.

- Click **Next**. The *Training/Internship Placement Plan (T/IPP) Review Dates* page opens.
- Modify the dates as necessary and click **Submit**. The *Training/Internship Placement Plan (T/IPP) Overview* page opens, which includes summary information for the phase.

9. If the record is in Draft status, click **Add Phase** to save the data. The *Training/Internship Placement Plan (T/IPP) Overview* page opens, which includes summary information for the phase.

10.2.9 T/IPP: Edit Phase

Each Training/Internship Placement Plan (Form DS-7002 or T/IPP) must cover a definite period of time. It should consist of definite phases of training or tasks performed with a specific objective for each phase. The plan must also contain information on how the trainee/intern will accomplish those objectives. Each phase must build upon the previous phase to show a progression in the training/internship.

A maximum of 25 phases can be added to an exchange visitor's SEVIS record. A phase can be updated when the SEVIS status of the exchange visitor is:

- Draft
- Initial with no visa information recorded in SEVIS
- Active

To edit a phase, perform the following:

1. Access the *Training/Internship Placement Plan (T/IPP) Overview* or *Exchange Visitor Information* page.
2. Click the **Phase Name** link for a specific phase. The *View Phase* page opens.
3. Click **Edit Phase**. The *Add/Edit T/IPP Phase* page opens.
4. Edit the data as necessary.
5. When the record is in Initial or Active status, you must confirm that the supervisor agreed to the changes and the updated Form DS-7002 will be sent to the supervisor. Click the confirmation check box near the bottom of the page.
6. Click **Next**. The *Training/Internship Placement Plan (T/IPP) Review Dates* page opens.
7. If necessary, modify the phase dates.
8. Click **Submit** to save the data. The *Training/Internship Placement Plan (T/IPP) Overview* page opens.

10.2.10 T/IPP: Edit Phase Dates (Record in Draft Status)

Participants in the Korea WEST and Intern Work and Travel (IWT) pilot programs may have gaps in their phase dates. However, for all other intern, trainee, and student intern exchange visitors:

- Phases must cover the entire program, from the program begin date to the program end date – there can be no gap
- Phase dates can overlap
- All phase dates across all sites of activity are combined to determine if there are any gaps

To edit phase dates after saving T/IPP data (record status is Initial with no visa information recorded or Active), do the following:

1. Access the *Training/Internship Placement Plan (T/IPP) Overview* page.
2. Click the link for a specific phase. The View Phase page opens.
3. Click **Edit Phase** near the bottom of the page. The *Add/Edit T/IPP Phase* page opens.
4. Edit the dates in the Basic Information section.
5. Click **Edit Phase**. The *Training/Internship Placement Plan (T/IPP) Overview* page opens.

10.2.11 T/IPP: Duplicate Phase

A phase can be duplicated when the SEVIS status of the exchange visitor is:

- Draft
- Initial with no visa information recorded in SEVIS
- Active

Everything is duplicated except the phase dates. If the duplicate phase is for the same site of activity, the supervisor information will also be duplicated.

To duplicate a phase, perform the following:

1. Access the *Training/Internship Placement Plan (T/IPP) Overview* page.
2. Click **Duplicate** (in the **Commands** column) for the appropriate phase. The *Duplicate Phase* window opens.
3. Select the site of activity from the drop-down list to which the new phase will be associated.
4. Click **Submit**. The *Add/Edit T/IPP Phase* page opens. The new phase is pre-populated with the current phase data, except for the start and end dates, and the phase supervisors' signature dates.
5. Review the phase data.
6. Edit the phase name to differentiate it from the original phase.
7. Enter the phase start and end dates in the Basic Information section.
8. In the Supervisor Details section, select a name from the drop-down list or click **Add New Supervisor** to add a new name.
9. If adding a new supervisor name, complete the Supervisor Details section of the page. That is, enter the supervisor's first and last name, title, email address, and telephone number. The person's middle initial and date of signature may be entered, too.
10. In the Phase Specifics section , modify the data as necessary. You may copy text from another application and paste it into the fields on this page.
11. When the exchange visitor's SEVIS status is Initial or Active, you must confirm that the supervisor agreed to the changes and the updated Form DS-7002 will be sent to the supervisor. Click the confirmation check box near the bottom of the page.
12. When the exchange visitor's SEVIS status is Initial or Active, click **Add Phase**. The *Training/Internship Placement Plan (T/IPP) Review Dates* page opens. Update the phase dates, as necessary.
13. Otherwise, click the **Add Phase button** to save the data. The *Training/Internship Placement Plan (T/IPP) Overview* page opens. Information regarding the phase displays on the page, including, the phase name, start and end dates, and whether or not all signature dates have been recorded. In the Signature column, "Complete" indicates that the signatures have been recorded. "Pending" indicates that signature dates are incomplete.

10.2.12 T/IPP: Delete Phase

A T/IPP phase may be deleted when the exchange visitor's status is:

- Draft
- Initial with no visa information recorded in SEVIS
- Active

A phase may be deleted if multiple phases exist, and the phase start date has not passed. At least one site of activity and phase is required for completion of the T/IPP. To delete a phase, do the following:

1. Access the *Training/Internship Placement Plan (T/IPP) Overview or Exchange Visitor Information* page.
2. Click the **Phase Name** link for a specific phase. The *View Phase* page opens.

3. Click **Delete Phase**, near the bottom of the page. A confirmation window opens.
4. Click **Yes** to delete the phase. The *Training/Internship Placement Plan (T/IPP) Overview* page opens.
5. Click **Next**. The *Training/Internship Placement Plan (T/IPP) Review Dates* page opens.
6. Modify the dates, if necessary.
7. Click **Next** or **Submit** to save the changes.

10.2.13 T/IPP: Review Phase Dates (Record in Draft Status)

The *Training/Internship Placement Plan (T/IPP) Review Dates* page lists the phase dates for each site of activity. It will also note whether there is a gap between phases. Participants in the Korea WEST and Intern Work and Travel (IWT) pilot programs may have gaps in their phase dates. However, for all other intern, trainee, and student intern exchange visitors:

- Phases must cover the entire program, from the program begin date to the program end date – there can be no gap
- Phase dates can overlap
- All phase dates across all sites of activity are combined to determine if there are any gaps

When a T/IPP is in Draft status do the following to view the *Training/Internship Placement Plan (T/IPP) Review Dates* page:

1. Access the *Training/Internship Placement Plan (T/IPP) Overview* page.
2. Click **Next**. The *Training/Internship Placement Plan (T/IPP) Review Dates* page opens.
3. Edit the dates, if necessary. Click **Next** to go to *the Exchange Visitor Spouse/Dependents Menu* page.
4. These options are also available on the *Training/Internship Placement Plan (T/IPP) Review Dates* page:
   - **Add Phase:** Click to add a phase if there is a gap in phases.
   - **Previous:** Click to go to the *Training/Internship Placement Plan (T/IPP) Overview* page.
   - **Print Draft DS-2019:** Click to print a draft copy of the Form DS-2019.

10.2.14 T/IPP: View T/IPP Phase

Perform the following to view phase data:

1. Access the *Training/Internship Placement Plan (T/IPP) Overview* or *Exchange Visitor Information* page.
2. Click the **Phase Name** link for a specific phase. The *View Phase* page opens.
3. After viewing the data, click one of these buttons:
   - **Return to Overview** to go back to the *Training/Internship Placement Plan (T/IPP) Overview* page.
   - **Edit Phase** to go to the *Add/Edit T/IPP Phase* page.
   - **Delete Phase** to delete this phase, if multiple phases exist.

10.2.15 T/IPP: View T/IPP Site of Activity

Perform the following to view site of activity data:

1. Access the *Training/Internship Placement Plan (T/IPP) Overview* or *Exchange Visitor Information* page.
2. Click the **T/IPP Site of Activity** name link for a specific site. The *Form DS-7002 Site of Activity (Site ID #)* page opens.
3. After viewing the data, click one of these buttons:
   - **Return to Overview** to go back to the *Training/Internship Placement Plan (T/IPP) Overview* page.

- **Edit Site** to go to the *Add/Edit Form DS-7002 Site of Activity* page.
- **Delete Site** to delete this site of activity, if multiple sites exist.

10.2.16 T/IPP: Enter Signature Dates

Signature dates may be entered into SEVIS when the Form is created or after it is completed. All signature dates are required when validating the exchange visitor's program participation.

The term "Pending" will display in the Signatures column on the *Training/Internship Placement Plan (T/IPP) Overview* or *Exchange Visitor Information* page until all signature dates are recorded. "Complete" will display once all signature dates are entered into SEVIS.

To enter signature dates, do the following:

1. Access the *Training/Internship Placement Plan (T/IPP) Overview* or *Exchange Visitor Information* page.
2. Click the **T/IPP Site of Activity** name link for a specific site. The *Form DS-7002 Site of Activity (Site ID #)* page opens.
3. Click **Edit Site**. The *Add/Edit Form DS-7002 Site of Activity* page opens.
4. In the Date of Signature section:
   - Select the name of the RO/ARO who signed the Form, if necessary.
   - Enter the RO/ARO, nonimmigrant, and phase supervisors' signature dates in MM/DD/YYYY format. If a signature date is unknown, return to this page later to enter it.
5. Click **Update Site** to save the data. The *Training/Internship Placement Plan (T/IPP) Overview* page opens. The term "Pending" will display in the Signatures column until all signature dates are recorded. "Complete" will display once all signatures have been entered into SEVIS.

10.2.17 T/IPP: Print Form DS-7002

The Form DS-7002, Training/Internship Placement Plan (T/IPP) can be printed from the *Training/Internship Placement Plan (T/IPP) Overview* page or the *Exchange Visitor Information* page. Use the Print DS-7002 option to print the entire Form DS-7002, which includes all sites and phases. If the record contains multiple sites of activity, all Forms will print.

Also, when the Form DS-2019 is submitted, the Print DS-7002 option is available on the message page.

To print the T/IPP, do the following:

1. Access the *Training/Internship Placement Plan (T/IPP) Overview* or *Exchange Visitor Information* page.
2. Click **Print DS-7002**. A new browser window opens and the Form DS-7002 is displayed using Adobe Reader.
3. Click **Print** on the Adobe Reader toolbar.
4. Ensure that the name of the printer listed in the **Name** field is the printer from which the Form will print.
5. Click **OK** and the Form will be printed on the designated printer.
6. Click the **Close** button on the *Adobe Reader* window to close the window.

10.2.18 T/IPP: Print Site of Activity

To print a specific site of activity (a specific Form DS-7002) and associated phases, do the following:

1. Access the *Training/Internship Placement Plan (T/IPP) Overview* or *Exchange Visitor Information* page.
2. Click **Print Site** for a specific site of activity. A new browser window opens and the Form DS-7002 is displayed using Adobe Reader.
3. Click **Print** on the Adobe Reader toolbar.

4. Ensure that the name of the printer listed in the **Name** field is the printer from which the Form will print.
5. Click **OK** and the Form will print on the designated printer.
6. Click the **Close** button on the *Adobe Reader* window to close the window.

10.2.19 T/IPP: Add Spouse/Dependents

Data for the spouse and child dependent(s) of an exchange visitor entering the United States on J visas must be entered into SEVIS. The *Exchange Visitor Dependents Menu* page is used to collect this information.

Note: Enter only the data for the spouse and children of an exchange visitor coming to the United States on J-2 visas into SEVIS. If the spouse and children plan to enter the United States on a different type of visa, ***do not*** enter their data in SEVIS.

Note: If both a husband and wife are entering the United Sates on J-1 visas, add the dependent child's information to only one SEVIS record. Do not add the dependent child's information to both parent's records/Forms. Doing so will give the dependent child two SEVIS records.

To complete this page, perform the following:

1. Access the *Exchange Visitor Spouse/Dependents Menu* page.
2. Click the **Add Spouse/Dependent** button. The *Add Spouse/Dependent* page opens.
3. Below is a list with explanations of the fields on the page. An asterisk (*) marks the fields that must be completed. Enter the following data in the Name section:
   - **Surname/Primary Name*:** Enter the last name of the spouse/dependent, as represented in the machine-readable zone (MRZ) of the passport. If the person has only one name, enter it in this field. (See SEVIS Name Fields for details.)
     Note: The DoS Bureau of Consular Affairs has advised that names should be entered in SEVIS exactly as they appear on the passport. In the event the nonimmigrant does not have a passport, enter the name as it displays on the National ID card.
   - **Given Name:** Enter the first name and middle name, if applicable, as represented in the MRZ of the passport. Leave this field blank if the person has only one name. (See SEVIS Name Fields for details.)
     Note: Even though this is not a required field in SEVIS, the DoS Bureau of Consular Affairs has advised that names should be entered in SEVIS exactly as they appear on the passport. In the event the nonimmigrant does not have a passport, enter the name as it displays on the National ID card.
   - **Suffix:** Select a title, such as Junior, that may follow a person's full name.
   - **Passport Name:** Enter the name exactly as it appears on the MRZ of the passport (Surname/Primary Name Given Name). (See SEVIS Name Fields for details.)
   - **Preferred Name:** If different from the fields above, enter the name used by the nonimmigrant. If left blank, SEVIS will pre-populate this field. However, it can be edited. (See SEVIS Name Fields for details.)
4. Enter the following in the Demographics section:
   - **Birth Date*:** Enter the person's date of birth in MM/DD/YYYY format. The person's age displays below the field once the date is entered.
   - **Gender*:** Select the person's gender, **male** or **female**.
   - **Relationship*:** Select **Spouse** or **Child**. A dependent child must be younger than 21 years of age.
   - **City of Birth*:** Enter the unabbreviated name of the city where the person was born.
   - **Country of Birth*:** Begin typing the country name. Select the country in which the person was born.

- **Country of Citizenship*:** Begin typing the country name. Select the country in which the person maintains citizenship.
- **Country of Legal Permanent Residence*:** Begin typing the country name. Select the country in which the person is a legal permanent resident.
- **Email Address:** Enter the spouse/dependent's email address. Completion of this field is optional.

5. Click **Submit** to save the data. The *Exchange Visitor Spouse/Dependents Menu* page opens. To add another dependent, repeat the process described above.
   Note: To edit the dependent's record, click **Edit** on the *Exchange Visitor Spouse/Dependents Menu* page and repeat the process described above. Click **Delete** to delete the spouse/dependent's record. This option is only available when the exchange visitor's record is in draft status.

10.2.20 T/IPP: Add Financial Information

The *Create Certificate of Eligibility for Exchange Visitor (Form DS-2019) - Financial Information* page is used to collect financial information for the exchange visitor and spouse/dependents, if any. This page represents the final step in creation of a record for a new exchange visitor. The data entered on this page will print on the exchange visitor's Form DS-2019.

Below is a list with explanations of the fields and sections on this page. An asterisk (*****) marks the fields and sections that must be completed. To complete this page, enter the following data:

1. Select an option for **This program sponsor* has/has not received funding for international exchange...** to indicate whether the exchange visitor has received direct or indirect funding from U.S. Government agencies.
   - **Direct Funding:** Financed in whole or in part by the U.S. Government or the exchange visitor's government with funds contributed directly to the exchange visitor in connection with his/her participation in an Exchange Visitor Program.
   - **Indirect Funding:** Financed by one of the following:
     - An international organization with funds contributed by either the U.S. Government or the exchange visitor's government for use in financing international educational and cultural exchanges
     - An organization or institution with funds made available by either the U.S. Government or the exchange visitor's government for the purpose of furthering international educational and cultural exchanges
2. Enter the following data as applicable:
   - **U.S. Government Agency(ies) [maximum 2]:** Select the agency from which the exchange visitor has received funding and enter the amount in U.S. dollars.
     Note: If **Other** is selected, enter the name of the agency in the text box provided. The name and amount of funding will print on the Form DS-2019.
   - **International Organization(s) [maximum 2]:** Select the organization from which the exchange visitor has received funding and enter the amount in U.S. dollars.
     Note: If **Other** is selected, enter the name of the organization in the text box provided. The name and amount of funding will print on the Form DS-2019.
   - **Other Funding Resources:**
     - **The Binational Commission of the Exchange Visitor's Country:** Enter the amount, in U.S. dollars, that the Binational Commission is contributing.
     - **The Exchange Visitor's Government:** Enter the amount, in U.S. dollars, that the exchange visitor's government is contributing.
     - **All other organizations providing support:** Enter each name and amount of money the exchange visitor will receive. For example, ABC Agency (500), DEF Organization (2500), XYZ (2000). (Only 80 characters may be entered into this field.). Enter the total amount, in U.S. dollars, in the text box provided.

- **Current Program Sponsor:** Enter the amount, in U.S. dollars, that the program sponsor is contributing to the exchange visitor.
- **Personal Funds:** Enter the amount, in U.S. dollars, that the exchange visitor is contributing.

IMPORTANT: Note the **212(e)** indicator in the lower-left of the page. If the exchange visitor meets the Two-Year Home Country Physical Presence (212e) requirement, the reason will display in the 212(e) section. If necessary, correct the exchange visitor's data before clicking the **Submit** button. **Once the Form DS-2019 is submitted, the 212(e) indicator cannot be removed from the exchange visitor's record**. "Not Subject" displays in the 212(e) section of the page if the SEVIS data indicates that the exchange visitor is not subject to the 212(e) requirement. However, SEVIS does not include the Exchange Visitor Skills list. A Consular Official will make the final decision as to whether an exchange visitor is subject to the 212(e) requirement.

3. Click one of these buttons:
   - **Save Draft DS-2019** to save the data.
   - **Print Draft DS-2019** to print a draft copy of the Form DS-2019. It is recommended that you print a draft copy of the exchange visitor's Form DS-2019. Review the form for accuracy and make necessary corrections to the data before submitting it to SEVIS.
   - **Previous** to return to the previous page of the Form DS-2019. Unsaved data will be lost.
   - **Submit DS-2019** to submit the record. See T/IPP: Submit Form DS-2019 and DS-7002 for additional information. A SEVIS ID is added to the record and the status changes to Initial.

     WARNING: Do not use the browser's **Back** button to return to this page. Do not click **Submit DS-2019** more than once. When an exchange visitor's record is submitted to SEVIS, the program's form allotment is decreased by one. The form allotment will be decreased by one each time that you click **Submit DS-2019**, even though only one record has been created.
   - **Delete Draft** to delete this record. All data will be deleted from SEVIS.

10.2.21 T/IPP: Submit Forms DS-2019 and DS-7002

To save a final copy of an exchange visitor's Forms DS-2019 and DS-7002 to SEVIS, perform the following:

1. Click **Submit DS-2019** on the *Create Certificate of Eligibility for Exchange Visitor (Form DS-2019) - Financial Information* page. The *Create Successful* page opens; the Form has been created. If the submission is not successful, an error message displays with the reason(s). Correct the error(s) and then submit the Form again.
   The *Create Successful* page contains this information for the exchange visitor and spouse/dependents, if any:
   - Status: Initial
   - SEVIS ID
   - Class of Admission (COA): J-1 or J-2
   - Surname/primary name and given name
2. Click the **Print Final DS-2019** button to print a final copy of the Form. The Form displays in a new window.
3. Print the Form, sign it in **blue** ink and forward it to the exchange visitor and spouse/dependents, if any.
   Note: The purpose that prints on the Form will be "Begin New Program; Accompanied by number (count) of immediate family members," where "count" indicates how many spouse/dependents an exchange visitor has, if any.
4. These options are also available:
   - **Create New Exchange Visitor:** Click to open the *Create Certificate of Eligibility for Exchange Visitor (Form DS-2019) - Biographical Information* page and start a record for another exchange visitor.
   - **Print DS-7002**: Click to print the entire Form DS-7002, which includes all sites and phases.

- **Return:** Click to open the *Listing of Programs* page.
- **SEVIS ID** link: Click to open the *Exchange Visitor Information* page for the exchange visitor.

Exhibit 22: Exchange Visitor Information Page With T/IPP Data is an example of the lower half of the *Exchange Visitor Information* page. It contains T/IPP data and links for managing the T/IPP. See Edit T/IPP for additional information.

Exhibit 22: Exchange Visitor Information Page With T/IPP Data

10.2.22 Validate Program Participation

When an exchange visitor arrives in the United States to begin his/her program, the SEVIS record (Form DS-2019) ***must*** be validated.

WARNING: PROGRAMS LESS THAN 30 DAYS IN DURATION: If the exchange visitor's program is less than 30 days in length, failure to validate the SEVIS record to indicate his/her participation before the program end date listed in SEVIS will result in cancelation of the record in SEVIS. The exchange visitor's SEVIS status will change to:

- No Show if SEVIS has received information that the exchange visitor entered the country through a port of entry (POE)
- Invalid if SEVIS has not received information that the exchange visitor entered the United States through a POE

WARNING: PROGRAMS GREATER THAN 30 DAYS IN DURATION: If the exchange visitor's program is greater than 30 days in length, failure to validate the SEVIS record to indicate his/her participation within 30 days of the program start date listed in SEVIS will result in cancelation of the record in SEVIS, as stipulated in the Exchange Visitor Program regulations [22 CFR 62.13]. The exchange visitor's SEVIS status will change to:

- No Show if SEVIS has received information that the exchange visitor entered the country through a port of entry POE
- Invalid if SEVIS has not received information that the exchange visitor entered the United States through a POE

Note: If an exchange visitor arrives at a time that is different from the program start date listed in SEVIS, his/her program begin date must be amended before validating program participation (see Amend Program (Exchange Visitor in Initial Status), for instructions).

Note: Once validated, the exchange visitor's program begin date cannot be changed. If necessary, change the person's begin date by amending his/her program (see Amend Program (Exchange Visitor in Initial Status), for instructions). Then, validate the exchange visitor's program participation.

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

1. Access the *Exchange Visitor Information* page for the person whose program participation is being validated (perform a search for the record, use the **EV Lists** option, or the Exchange Visitors Requiring Validation alert).
2. Click **Validate Program Participation** on the **Actions** menu (left side of page). The *Validate Program* page opens.
   Note: You cannot validate an exchange visitor's program participation if the program begin date is more than 30 days in the future. Also, a secondary school student's record must contain residential address information before program participation can be validated.
3. Review the exchange visitor's data. Check the program begin date to make sure that it is a valid date and that it accurately reflects the original program begin date for the. If the program begin date is incorrect, make the necessary adjustments using the **Amend Program** option on the *Exchange Visitor Information* page**; do not** continue with the validation process.
4. The U.S. address currently in SEVIS or "Not Entered" displays on the page. The physical address (residence) for this person must be the actual and current U.S. address [22 CFR 62.13].
   Note: For au pairs, enter the host family's address. For secondary school students, enter the boarding school or host family's address. After validating program participation, also click the **Residential Information** link to update the host family name(s) or boarding school name, if necessary.
   - To add an address, do the following:
     a. Click **Add Address**. The *Add Address* window opens.
     b. At a minimum, enter the street address and zip code. (See Appendix H, SEVIS Address Fields, for additional information.)
        Note: The **Other** field is not validated. Use it to enter information such as university names, residence names, hotel names, room numbers and PO Box numbers.
     c. Click **Submit**. One of two things will occur:
        – The *Add Address* window will display the suggested address from the Postal Service and the entered address. Click **Select** to accept the address from the Postal Service. Or, click **Edit Address** to change the entered address.
        – The *Add Address* window will display a message advising that the address cannot be found. Click **Over-ride Validation** to save the address. Select a reason for using the address as entered. If **Other** is selected, enter an explanation in the text box. Click **Submit**.
   - To edit an address, do the following:
     a. Click **Edit Address**. The *Edit Address* window opens.
     b. Update the address as necessary.
     c. Click **Submit**.
5. Enter a valid email address and telephone number for the exchange visitor. Completion of these fields is required for participants in programs that have a program number that starts with "P".
6. For persons participating in Trainee, Intern and Student Intern programs, the signature dates must be recorded. Complete the Date of Signature fields as necessary.
   - Select the RO/ARO from the drop-down list.
   - Enter the RO/ARO, nonimmigrant, and supervisors' signature dates in MM/DD/YYYY format.
7. Click **Validate Program**. The *Listing of Programs* page opens. The status of the exchange visitor and spouse/dependents is now Active. There is no need to print the Form DS-2019 unless the exchange

visitor's Form has been lost, stolen, or damaged. The physical address for the exchange visitor is collected in SEVIS but does not print on the Form DS-2019.

Note: If the address of an au pair or secondary school student was updated, access the *Exchange Visitor Information* page. Click the **Residential Information** link to update the host family name(s) or boarding school name, if necessary.

10.3 Edit T/IPP

10.3.1 T/IPP: Add T/IPP

Creating the T/IPP is optional for participants in the:

- Intern Work and Travel (IWT) pilot program, or
- Korea Work English Study & Travel (WEST) Pilot program.

If a T/IPP is not created, the *Exchange Visitor Information* page will display:

- An indicator in the Program Information section showing that the person is participating in the IWT program
- "Exempt from Pre-placement" in the Site of Activity section of the page for IWT participants.

To add sites of activity to an IWT intern's record, a T/IPP must be created. The T/IPP can be added after his/her program participation is validated in SEVIS.

When creating a Form DS-2019 for interns in the Korea WEST pilot program, creating the T/IPP is optional. If a T/IPP is not created, the Form DS-2019 will be created with at least one English language study site of activity required. The *Exchange Visitor Information* page will display an indicator in the Program Information section showing that the intern is participating in the Korea WEST program. A T/IPP can be created later.

To add a T/IPP, do the following:

1. Access the *Exchange Visitor Information* page.
2. Click **Add T/IPP** on the **Edits** menu. The *Exchange Visitor Participant Information* page opens.
3. Edit the data as necessary. See T/IPP: Exchange Visitor Participant Information, for details.
4. Click **Next**. The *Training/Internship Placement Plan (T/IPP) Overview* page opens.
5. Click **Add Site of Activity**. The *Add/Edit Form DS-7002 Site of Activity* page opens.
6. Complete the page. See T/IPP: Add Site of Activity, for details.
7. Click **Add Site**. The *Training/Internship Placement Plan (T/IPP) Overview* page opens.
8. Click **Add Phase** for the specific site of activity. The *Add/Edit T/IPP Phase* page opens.
9. Complete the page. See T/IPP: Add Phase, for details.
10. Click **Add**. The *Add/Edit T/IPP Phase* page opens.
11. Click **Next**. The *Training/Internship Placement Plan (T/IPP) Review Dates* page opens.
12. If necessary, edit the phase dates or click **Add Phase** to add another phase.
13. Click **Submit DS-7002**. The *Exchange Visitor Information* page opens.
14. Click **Print DS-7002** in the T/IPP Site of Activity section and print the Form.
15. Once signatures are obtained, access the exchange visitor's record and enter the signature dates.

10.3.2 T/IPP: Edit Exchange Visitor Participant Information

To update participant information when the exchange visitor's SEVIS status is Initial or Active, do the following:

1. Access the *Exchange Visitor Information* page.
2. Click **Additional Participation Information** in the T/IPP Site of Activity section of the page. The *Exchange Visitor Participant Information* page opens.

3. Update the information and click **Submit**. The *Exchange Visitor Information* page opens.

10.3.3 T/IPP: Add Site of Activity

Sites of activity may be added to an exchange visitor's T/IPP when the SEVIS record is in one of these statuses:

- Draft
- Initial
- Active

However, when the record is in Initial status, the Site of Activity option is not available after a visa has been issued to the nonimmigrant. To add a site of activity after a visa has been obtained and the person is still in Initial status, you must wait until he/she arrives in the United States and has his/her program participation validated in SEVIS.

All exchange visitors must have at least one site of activity. However, multiple sites of activity can be added to an exchange visitor's record. Also, multiple sites may have the same name. To add a site of activity, perform the following:

1. Access the *Training/Internship Placement Plan (T/IPP) Overview* page.
2. Click **Add Site of Activity**. The *Add/Edit Form DS-7002 Site of Activity* page opens.
3. Below is a brief description or explanation of the fields on this page. An asterisk (*) marks the fields that must be completed. Enter the following data:
   - *** Site of Activity Name:** Enter the name of the place where the nonimmigrant will participate in his/her program.
   - *** Site of Activity Address:** Click **Add Address**. The *Add/Edit SOA Address* window opens. Perform the following to enter an address:
     a. Enter the physical location of the site. Completion of the **Street Address** and **Zip** fields is required.
     b. Click **Submit**. The *Add/Edit SOA Address* window is updated with the suggested address from the U.S. Postal Service if a match is found.
     c. Click **Select** to accept the address from the Postal Service, or click **Edit Address** to update the entered address. Once accepted, the address will display on the *New Exchange Visitor* page.

     Note: If the street address is not found in the Postal Service database, you may override the validation. To do so, enter a valid city, state, and zip code and click **Submit**. Click **Over-ride Suggested Address**. Select a reason for overriding the validation. If **Other** is selected, enter an explanation in the text box. Click **Submit** to save the address and return to the *Add/Edit DS-7009 Site of Activity* page.
   - In the Organization Information section, do the following:
     – *** Employer ID Number:** Enter the organization's nine-digit Employer Identification Number (EIN), with no dashes
     – *** Number of FT Employees Onsite at Location:** Enter the number of people employed full time by this organization.
     – *** Annual Revenue:** Click the radio button that indicates the annual revenue for this organization.
     – *** Website URL:** Enter the address for this site's web page on the Internet.
     – *** Worker's Comp Policy:** Click **Yes** to indicate that the organization carries worker's compensation coverage for employees. (If **Yes** is selected, enter the name of the carrier in the text box.) Otherwise, click **No**.
     – **Worker's Comp Policy for Exchange Visitor:** Click **Yes** to indicate that the organization carries worker's compensation coverage for exchange visitors. Click **No, exempt** if the

organization is exempt from providing exchange visitor's coverage. Or, click **No, but equivalent coverage** if the organization provides other coverage.

  - *** Exchange Visitor Hours per Week:** Enter the number of hours per week that the exchange visitor will be working at this site.
  - *** Stipend:** Click **Yes** if the exchange visitor will receive a stipend. Otherwise, click **No**. If the exchange visitor will receive a stipend, enter the amount and select an option (Hour, Day, Week, Month or Year) from the drop-down list.
  - **Non-Monetary Compensation Value:** Enter the value of compensation to the exchange visitor other than currency. For example, free room and board.
- In the Main Program Supervisor/POC at Host Organization section, enter the following:
  - *** Last Name:** Enter the last name of the supervisor or point of contact.
  - *** First Name:** Enter the first name of the supervisor or point of contact.
  - *** Title:** Enter the person's title.
  - *** Email Address:** Enter the person's email address.
  - **Fax Number:** Enter the person's fax number.
  - *** Telephone Number:** Enter the person's telephone number.
- Enter optional comments in the Site of Activity Remarks field. Completion of this field is optional.
- The following optional information may be entered in the **Date of Signature** section:
  - **RO/ARO:** Select a name from the drop-down list.
  - Enter the date in MM/DD/YYYY format that the RO/ARO signed the Form DS-7002.
  - Enter the date in MM/DD/YYYY format that the nonimmigrant signed the Form DS-7002.

4. Click **Add Site of Activity** to save the site of activity information. The *Training/Internship Placement Plan (T/IPP) Overview* page opens.

10.3.4 T/IPP: Edit Site of Activity

Site of activity data can be edited when the SEVIS status of the exchange visitor is:

- Draft
- Initial with no visa information recorded in SEVIS
- Active

To edit a site of activity once the record contains visa data and is still in Initial status, you must wait until the exchange visitor's program participation is validated in SEVIS.

To edit an existing site of activity, perform the following:

1. Access the *Training/Internship Placement Plan (T/IPP) Overview* or *Exchange Visitor Information* page.
2. Click **Edit Site**. The *Add/Edit Form DS-7002 Site of Activity* page opens.
3. Edit the data as necessary.
4. Click the **Update Site** button to save the data. The *Training/Internship Placement Plan (T/IPP) Overview* page opens.

10.3.5 T/IPP: Delete Site of Activity

A site of activity can be deleted when the SEVIS status of the exchange visitor is:

- Draft
- Initial with no visa information recorded in SEVIS

A site of activity may be deleted if multiple sites have been added to an exchange visitor's record. However, at least one site of activity and phase is required for completion of the T/IPP. The primary site of activity cannot be deleted.

To delete a site of activity, do the following:

1. Access the *Training/Internship Placement Plan (T/IPP) Overview* or *Exchange Visitor Information* page.
2. Click the phase site name link for a specific site of activity. The *Form DS-7002 Site of Activity (Site ID #)* page opens.
3. Click **Delete Site**, near the bottom of the page. A confirmation message displays.
4. Click **Yes** to delete the site of activity. The *Training/Internship Placement Plan (T/IPP) Review Dates* page opens. See T/IPP: Review Phase Dates for details.

10.3.6 T/IPP: Add Phase

Each Training/Internship Placement Plan (Form DS-7002 or T/IPP) must cover a definite period of time. It should consist of definite phases of training or tasks performed with a specific objective for each phase. The plan must also contain information on how the trainee/intern will accomplish those objectives. Each phase must build upon the previous phase to show a progression in the training/internship.

Participants in the Korea WEST and Intern Work and Travel (IWT) pilot programs may have gaps in their phase dates. However, for all other intern, trainee, and student intern exchange visitors:

- Phases must cover the entire program, from the program begin date to the program end date; there can be no gap
- Phase dates can overlap
- All phase dates across all sites of activity are combined to determine if there are any gaps

A maximum of 25 phases can be added to an exchange visitor's SEVIS record. A phase can be added when the SEVIS status of the exchange visitor is:

- Draft
- Initial with no visa information recorded in SEVIS
- Active

To add a phase to a site of activity, perform the following:

1. Access the *Training/Internship Placement Plan (T/IPP) Overview* page.
2. Click **Add Phase** for a specific site of activity. The *Add/Edit T/IPP Phase* page opens.
3. Complete all of the fields in the Basic Information section of the page:
   - *** Phase Name:** Provide a name for this phase of the exchange visitor's training/internship.
   - *** Training Field:** Enter the field of study related to this training/internship.
   - *** Start Date:** Enter the start date in MM/DD/YYYY format for this phase. The start date must be on or after the program begin date.
   - *** End Date:** Enter the end date in MM/DD/YYYY format for this phase. The end date must be prior to or on the program end date.
4. Do the following in the Supervisor Details section:
   - *** Supervisor:** When adding a phase to an existing site of activity, click the down arrow and select a supervisor.
   - **Add New Supervisor:** Click this link to add information for a new supervisor. Then, complete the following:
     - *** Last Name:** Enter the supervisor's last name. Completion of this field is required.
     - *** First Name:** Enter the supervisor's first name. Completion of this field is required.
     - **Middle Initial:** Enter the supervisor's middle initial. Completion of this field is optional.
     - *** Title:** Enter the supervisor's job title. Completion of this field is required.
     - *** Email Address:** Enter a valid email address for the supervisor. Completion of this field is required.

- *** Telephone Number:** Enter a telephone number for the supervisor. Completion of this field is required.
- **Date of Signature:** If known, enter the date that the supervisor signed the Form DS-7002. Enter the date in MM/DD/YYYY format. Completion of this field is optional at this time and may be added later.

5. Details regarding the phase must be entered into the Phase Specifics section. You may enter 3000 characters into the text boxes. The number of remaining characters displays below each text box. Enter the following data (this information can be copied from another application and pasted into these text boxes):
   - *** Description of Trainee/Intern's Role for this Program or Phase:** Enter a brief description of the trainee/intern's role for this program/phase.
   - *** Specific Goals and Objectives for this Program or Phase:** Enter the specific goals and objectives for this program/phase.
   - *** Please list the names and titles of those who will provide continuous supervision of the trainee/intern, including the primary supervisor. What are these persons' qualifications to teach the planned learning?:** Enter the names and qualifications for the people who will provide supervision of the exchange visitor.
   - *** What plans are in place for the Trainee/Intern to participate in cultural activities while in the United States?:** Provide a brief description of the American cultural activities planned for the trainee/intern.
6. Details regarding knowledge, skills or techniques to be imparted during this phase are required to be entered into the Knowledge, Skills or Techniques to be Imparted During This Phase section. Complete the following fields:
   - *** What specific knowledge skills or techniques will be taught?:** Provide a description of the skills and techniques that the exchange visitor will learn.
   - *** How specifically, will these knowledge, skills or techniques be taught? Include specific tasks/activities (Interns) and/or Methodology of training and Chronology/Syllabus (Trainees):** Provide a description of how the knowledge, skills and techniques will be taught.
   - *** How will the trainee/intern's acquisition of new skills and competencies be measured?:** Provide an explanation of how the exchange visitor's knowledge of the new skills and competencies will be evaluated.
7. Optional comments may be entered into the **Additional Phase Remarks** field.
8. If the record is in Initial or Active status, do the following:
   - Click the check box to confirm that a copy of the phase was sent to the exchange visitor's supervisor. The changes must be agreed to by the supervisor before updating the T/IPP in SEVIS.
   - Click **Next**. The *Training/Internship Placement Plan (T/IPP) Review Dates* page opens.
   - Modify the dates as necessary and click **Submit**. The *Training/Internship Placement Plan (T/IPP) Overview* page opens, which includes summary information for the phase.
9. If the record is in Draft or Transferred status, click **Add Phase** to save the data. The *Training/Internship Placement Plan (T/IPP) Overview* page opens, which includes summary information for the phase.

10.3.7 T/IPP: Duplicate Phase

A phase can be duplicated when the SEVIS status of the exchange visitor is:

- Draft
- Initial with no visa information recorded in SEVIS
- Active

Everything is duplicated except the phase dates. If the duplicate phase is for the same site of activity, the supervisor information will also be duplicated.

1. Access the *Training/Internship Placement Plan (T/IPP) Overview* page.
2. Click **Duplicate** (in the **Commands** column) for the appropriate site of activity. The *Duplicate Phase* window opens.
3. Select the site of activity from the drop-down list to which the new phase will be associated.
4. Click **Submit**. The *Add/Edit T/IPP Phase* page opens. The new phase is pre-populated with the current phase data, except for the start and end dates, and the supervisor signature date.
5. Review the phase data.
6. Edit the phase name to differentiate it from the original phase.
7. Enter the phase start and end dates in the Basic Information section.
8. In the Supervisor Details section, select a name from the drop-down list or click **Add New Supervisor** to add a new name.
9. If adding a new supervisor name, complete the Supervisor Details section of the page. That is, enter the supervisor's first and last name, title, email address, and telephone number. The person's middle initial and date of signature may be entered, too.
10. In the Phase Specifics section, modify the data as necessary. You may copy text from another application and paste it into the fields on this page.
11. When the exchange visitor's SEVIS status is Initial or Active , you must confirm that the supervisor agreed to the changes and the updated Form DS-7002 will be sent to the supervisor. Perform the following:
    - Click the confirmation check box near the bottom of the page.
    - Click the **Next** button. The *Training/Internship Placement Plan (T/IPP) Review Dates* page opens.
    - Update the phase dates, as necessary.
12. When the exchange visitor's SEVIS status is Draft, click the **Add Phase** button to save the data. The *Training/Internship Placement Plan (T/IPP) Review Dates* page opens. Update the phase dates, as necessary.
13. Click **Submit** to save the data. The *Training/Internship Placement Plan (T/IPP) Overview* page opens. Information regarding the phase displays on the page, including, the phase name, start and end dates, and whether or not all signature dates have been recorded. In the Signature column, "Complete" indicates that the signatures have been recorded. "Pending" indicates that signature dates are incomplete.

10.3.8 T/IPP: Delete Phase

A T/IPP phase may be deleted when the exchange visitor's status is:

- Draft
- Initial with no visa information recorded in SEVIS
- Active

A phase may be deleted if the phase start date has not passed. However, at least one site of activity and phase is required for completion of the T/IPP. To delete a phase, do the following:

1. Access the Training/Internship Placement Plan (T/IPP) Overview or Exchange Visitor Information page.
2. Click the **Phase Name** link for a specific phase. The *View Phase* page opens.
3. Click **Delete Phase**, near the bottom of the page. A confirmation window opens.
4. Click **Yes** to delete the phase. The *Training/Internship Placement Plan (T/IPP) Review Dates* page opens.
5. Modify the dates, if necessary.
6. Click **Submit** to save the changes.

10.3.9 T/IPP: Edit Phase

Each Training/Internship Placement Plan (Form DS-7002 or T/IPP) must cover a definite period of time. It should consist of definite phases of training or tasks performed with a specific objective for each phase. The plan must also contain information on how the trainee/intern will accomplish those objectives. Each phase must build upon the previous phase to show a progression in the training/internship.

A maximum of 25 phases can be added to an exchange visitor's SEVIS record. A phase can be updated when the SEVIS status of the exchange visitor is:

- Draft
- Initial with no visa information recorded in SEVIS
- Active

To edit a phase, perform the following:

1. Access the *Training/Internship Placement Plan (T/IPP) Overview* or *Exchange Visitor Information* page.
2. Click the **Phase Name** link for a specific phase. The *View Phase* page opens.
3. Click **Edit Phase**. The *Add/Edit T/IPP Phase* page opens.
4. Edit the data as necessary.
5. When the record is in Initial or Active status, you must confirm that the supervisor agreed to the changes and the updated Form DS-7002 will be sent to the supervisor. Click the confirmation check box near the bottom of the page.
6. Click **Next**. The *Training/Internship Placement Plan (T/IPP) Review Dates* page opens.
7. If necessary, modify the phase dates.
8. Click **Submit** to save the updates. The *Training/Internship Placement Plan (T/IPP) Overview* page opens.

10.3.10 T/IPP: Edit Phase Dates

Participants in the Korea WEST and Intern Work and Travel (IWT) pilot programs may have gaps in their phase dates. However, for all other intern, trainee, and student intern exchange visitors:

- Phases must cover the entire program, from the program begin date to the program end date – there can be no gap
- Phase dates can overlap
- All phase dates across all sites of activity are combined to determine if there are any gaps

To edit phase dates after saving T/IPP data (record status is Initial with no visa information recorded or Active), do the following:

1. Access the *Exchange Visitor Information* page.
2. Click **Manage Sites & Phases** in the T/IPP Site of Activity section of the page. The *Training/Internship Placement Plan (T/IPP) Overview* page opens.
3. Click **Edit Phase Dates** above the T/IPP Site of Activity section of the page. The *Training/Internship Placement Plan (T/IPP) Review Dates* page opens.
4. Edit the dates as necessary.
5. Click **Submit**. The *Training/Internship Placement Plan (T/IPP) Overview* page opens.

10.3.11 T/IPP: Review Phase Dates

The *Training/Internship Placement Plan (T/IPP) Review Dates* page lists the phase dates for each site of activity. It will also note whether there is a gap between phases. Participants in the Korea WEST and Intern Work and Travel (IWT) pilot programs may have gaps in their phase dates. However, for all other intern, trainee, and student intern exchange visitors:

- Phases must cover the entire program, from the program begin date to the program end date – there can be no gap
- Phase dates can overlap
- All phase dates across all sites of activity are combined to determine if there are any gaps.

To view the *Training/Internship Placement Plan (T/IPP) Review Dates* page for records in Initial (no Visa Data), Active, or Transferred status, do the following:

1. Access the *Exchange Visitor Information* page.
2. Click **Manage Sites & Phases** above the T/IPP Site of Activity section of the page. The *Training/Internship Placement Plan (T/IPP) Overview* page opens.
3. Click **Edit Phase Dates**. The *Training/Internship Placement Plan (T/IPP) Review Dates* page opens.
4. Edit the dates, if necessary.
5. Click **Submit** to return to the *Training/Internship Placement Plan (T/IPP) Overview* page.
6. These options are also available on the *Training/Internship Placement Plan (T/IPP) Review Dates* page:
   - **Add Phase:** Click to add a phase if there is a gap in phases.
   - **Cancel:** Click to return to the *Training/Internship Placement Plan (T/IPP) Overview* page without changing the dates.

10.3.12 Approved Extension Beyond the Maximum Duration of Participation and Form DS-7002

For a participant in an Intern, Trainee, or Student Intern program, once a DoS Official approves the extension request, the phase dates must be updated. To update phase dates, do 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 **Manage Sites & Phases** in the T/IPP Site of Activity section of the page. The *Training/Internship Placement Plan (T/IPP) Overview* page opens.
3. Click **Edit Phase Dates**. The *Training/Internship Placement Plan (T/IPP) Review Dates page* opens.
4. Edit the existing phase dates, or click **Add Phase** to add a new phase. (See T/IPP: Add Phase, for instructions.)
5. After editing dates, click **Submit**. The dates are saved and the *Training/Internship Placement Plan (T/IPP) Overview* page opens.

10.3.13 Approved Reinstatement Request and Form DS-7002

Once a DoS Official approves the reinstatement request for a participant in an Intern, Trainee, or Student Intern program, the phase dates must be updated. To update training/internship phase dates, do the following:

1. Access the *Exchange Visitor Information* page for the person whose record is being updated (perform search for the record or use the **EV Lists** option).
2. Click **Manage Sites & Phases** in the T/IPP Site of Activity section of the page. The *Training/Internship Placement Plan (T/IPP) Overview* page opens.
3. Click **Edit Phase Dates**. The *Training/Internship Placement Plan (T/IPP) Review Dates* page opens.
4. Edit the existing phase dates, or click **Add Phase** to add a new phase. (See T/IPP: Add Phase, for instructions.)

5. After editing dates, click **Submit**. The dates are saved and the *Training/Internship Placement Plan (T/IPP) Overview* page opens.

10.3.14 Approved Reinstatement – Update SEVIS Status Request and Form DS-7002

For a participant in an Intern, Trainee, or Student Intern program, once a DoS Official approves the reinstatement – update SEVIS status request, the phase dates must be updated. To update training/internship phase dates, do the following:

1. Access the *Exchange Visitor Information* page for the person whose record is being updated (perform search for the record or use the **EV Lists** option).
2. Click **Manage Sites & Phases** in the T/IPP Site of Activity section of the page. The *Training/Internship Placement Plan (T/IPP) Overview* page opens.
3. Click **Edit Phase Dates**. The *Training/Internship Placement Plan (T/IPP) Review Dates* page opens.
4. Edit the existing phase dates, or click **Add Phase** to add a new phase. (See T/IPP: Add Phase, for instructions.)
5. After editing dates, click **Submit**. The dates are saved and the *Training/Internship Placement Plan (T/IPP) Overview* page opens.

10.4 T/IPP Transfer

10.4.1 T/IPP: Transfer Overview

When an exchange visitor transfers to your program, his/her SEVIS record must be updated and validated no later than 30 days after the effective date of transfer listed in SEVIS. Validation of program participation requires you to:

- Acknowledge that the person has reported as required, and
- Collect the exchange visitor's physical address (actual physical location where the person will reside while in the United States).

Updating the exchange visitor's record and validation of program participation can take place at any time after the effective date of transfer. Failure to validate the transfer exchange visitor's program participation 30 days after the effective date of transfer will result in SEVIS changing this/her status to No Show.

Note: In accordance with the regulations, the exchange visitor's site of activity should also be reviewed and updated at the time of validation. In the event that more than one site of activity has been listed for the exchange visitor in SEVIS, the primary site of activity must be specified.

Note: When a program sponsor submits a transfer request for an exchange visitor, the person's name (and the names of all dependents) will immediately display on the receiving program sponsor's *Transfer In Exchange Visitors and Dependents* list. On the effective date of transfer identified in SEVIS, the status of the exchange visitor and dependents in Active status will change to Transferred, and their names will display on the *All Exchange Visitors and Dependents* list.

Note: If the status of the receiving program is **NOT** Active on the effective date of transfer listed on the exchange visitor's SEVIS record, the transfer will be canceled. The RO of the transferring-out program sponsor and the RO of the receiving program sponsor will receive email notification of the cancelation.

The following topics contain detailed instructions for completing the transfer process for an exchange visitor transferring into your program, setting the person's status to No Show, correcting the status of an exchange visitor in No Show status, and submitting a Reinstatement - Update SEVIS Status request to DoS for processing.

10.4.2 T/IPP: Transfer – Exchange Visitor Biographical Information

When an exchange visitor transfers into your program, his/her Form DS-2019 ***must*** be updated in SEVIS before validating his/her program participation. To update the Form, perform the following:

1. Access the *Exchange Visitor Information* page (perform a search for the record or use the **EV Lists** option).

2. Click **Edit DS-2019** on the **Actions** menu. The *Create Certificate for Exchange Visitor (Form DS-2019) – Biographical Information* page opens.
3. Below is a list with explanations of the fields and sections on this page. Some of this information is filled in by SEVIS and may be updated. An asterisk (*) marks the fields and sections that must be completed. To complete this page, enter or edit the following data:
   - **Surname/Primary Name*:** Enter the last name of the exchange visitor, as represented in the machine-readable zone (MRZ) of the passport. If the person has only one name, enter it in this field. (See SEVIS Name Fields for details.)
     Note: The DoS Bureau of Consular Affairs has advised that names should be entered in SEVIS exactly as they appear on the passport. In the event the nonimmigrant does not have a passport, enter the name as it displays on the National ID card.
   - **Given Name:** Enter any name components not included in the Surname/Primary Name field, if applicable, as represented in the MRZ of the passport. Leave this field blank if the person has only one name. (See SEVIS Name Fields for details.)
     Note: Even though this is not a required field in SEVIS, the DoS Bureau of Consular Affairs has advised that names should be entered in SEVIS exactly as they appear on the passport. In the event the nonimmigrant does not have a passport, enter the name as it displays on the National ID card. If the nonimmigrant has a middle name, enter it in the Given Name field in SEVIS; leave a space between the given name and middle name.
   - **Suffix:** Select a title, such as Junior, that may follow a person's full name.
   - **Passport Name:** Enter the name exactly as it appears on the MRZ of the passport (Surname/Primary Name Given Name). (See SEVIS Name Fields for details.)
   - **Preferred Name:** If different from the fields above, enter the name used by the nonimmigrant. If left blank, SEVIS will pre-populate this field. However, it can be edited. (See SEVIS Name Fields for details.)
4. Enter the following data to complete the Demographics section:
   - **Birth Date*:** Enter the exchange visitor's date of birth in MM/DD/YYYY format. The person's age displays below the field once the date is entered.
   - **Gender*:** Select the exchange visitor's gender, **male** or **female**.
   - **City of Birth*:** Enter the unabbreviated name of the city where the person was born.
   - **Country of Birth*:** Begin typing the country name. Select the country in which the person was born.
     Note: United States may be selected as the country of birth if the person was born to a foreign diplomat or is an expatriate. If the person was born in the United States or a U.S. territory, perform the following:
     a. Complete the **Country of Birth** field.
     b. Select an option from the *If the United States or U.S. Territory is chosen…* drop-down list.
     Note: Under Regulation 8 CFR 214.5, an exchange visitor from a country on the restricted country list may not engage in or seek to obtain training in aviation maintenance, flight operations, or nuclear-related studies or training. Therefore, an exchange visitor's personal or program information may not be created or updated as follows:
     - If the country of birth (COB) or country of citizenship (COC) is on the restricted country list, you may not select or update his/her field of study to training in aviation maintenance, flight operations, or nuclear-related studies or training.
     - If the field of study is in aviation maintenance, flight operations, or nuclear-related studies or training, you may not select or update his/her COB or COC to a country that is on the restricted country list.
   - **Country of Citizenship*:** Begin typing the country name. Select the country in which the exchange visitor maintains citizenship.
     Note: Under Regulation 8 CFR 214.5, an exchange visitor from a country on the restricted country list may not engage in or seek to obtain training in aviation maintenance, flight operations,

or nuclear-related studies or training. Therefore, an exchange visitor's personal or program information may not be created or updated as follows:

- If the COB or COC is on the restricted country list, you may not select or update his/her field of study to training in aviation maintenance, flight operations, or nuclear related studies or training.
- If the field of study is in aviation maintenance, flight operations, or nuclear-related studies or training, you may not select or update his/her COB or COC to a country that is on the restricted country list.

- **Country of Legal Permanent Residence*:** Begin typing the country name. Select the country in which the person is a legal permanent resident (LPR). For most exchange visitor applicants, the country of legal permanent residence will be the same as that of the COC. Some applicants, however, will be permanent residents of other countries. Note the difference between permanent and temporary residence. For example, a French citizen who is teaching in Italy on a 1-year contract, and applying for a J visa from Italy, would not be considered a legal permanent resident of Italy.

5. Enter the person's foreign address. Completion of the Foreign Address section is optional.
6. Click one of these buttons:
   - **Save Draft** to save the data that has been entered.
   - **Print Draft DS-2019** to print a draft copy of the Form DS-2019. See Print a Draft or Final Form DS-2019 for printing instructions. It is recommended that you print a draft copy of the Form and review it for accuracy. Necessary corrections can be made to the data before submitting the Form to SEVIS.
   - **Next** to save the data entered and advance to the *Create Certificate of Eligibility for Exchange Visitor (Form DS-2019) - Contact and Program Information* page.
7. Click one of these buttons:
   - **Reset Values** to return all unsaved entries to the previous values.
   - **Save Draft** to save the data that has been entered.
   - **Next** to save the data entered and advance to the *Exchange Visitor Participant Information* page.
   - **Print Draft DS-2019** to print a draft copy of the Form DS-2019. See Print a Draft or Final Form DS-2019, for printing instructions. It is recommended that you print a draft copy of the Form and review it for accuracy. Necessary corrections can be made to the data before submitting the Form to SEVIS.

10.4.3 T/IPP: Transfer – Contact and Program Information

The *Create Certificate of Eligibility for Exchange Visitor (Form DS-2019) - Contact and Program Information* page is used to enter additional exchange visitor information. Below is a list with explanations of the fields and sections on this page. An asterisk (*) marks the fields that must be completed. To complete this page, enter or update the following:

1. Enter a valid email address for the exchange visitor. Completion of the **Email Address** field is optional.
2. Enter a U.S. telephone number for the person. Completion of the **Phone** field is optional.
3. Completion of the U.S. Addresses section is optional at this time, but required when program participation is validated.
   - **Physical Address:** When entering data for an exchange visitor applicant who has not yet entered the country, the Physical Address is where he/she expects to reside, if known. When the person enters the country and their program participation is validated, however, his/her physical address (where he/she will reside) must be entered or changed, if different from the one originally used.

- **Mailing Address:** This is the address where the exchange visitor can receive mail if mail cannot be delivered to his/her physical address. Entering a mailing address is optional.

  To enter an address, perform the following:

  a. Click **Add Address**. The *Add Address* window opens.
  b. At a minimum, enter the street address and zip code.
  c. Click **Submit**. One of two things will occur:
     - The *Add Address* window displays the suggested address from the Postal Service and the entered address. Click **Select** to accept the address from the Postal Service. Or, click **Edit Address** to change the address.
     - The *Add Address* window displays a message advising that the address could not be found. Click **Over-ride Validation** to save the address. Select a reason for using the address as entered. Enter an explanation in the text box if **Other** is selected. Click **Submit**.

       See SEVIS Address Fields for additional information.

4. To complete the Program Information section, perform the following:
   - **Position*:** Begin typing the position name or number. Select an option from the list that most closely matches the exchange visitor's position in his/her home country.
   - **Subject/Field Description*:** The Classification of Instructional Programs (CIP) contains code numbers for instructional programs in all areas of education and is the accepted Federal Government statistical standard on instructional program classifications.
     To select the field the person will be studying or participating in while in the United States, either enter the numeric code (the description will display below the field) or perform the following:
     a. Click **Select**. The *Acceptable CIP Codes* window opens.
     b. Start typing a subject/field name or code in the **Search** field. A list of CIP descriptions containing those letters displays.
     c. Find the subject that most closely matches the exchange visitor's field of study and click its code at the left end of the row. The *Contact and Program Information* page opens; the final selection displays on the page.
     d. To change the Subject/Field code, repeat Steps a through c.

     Note: Under Regulation 8 CFR 214.5, an exchange visitor from a country on the restricted country list may not engage in or seek to obtain training in aviation maintenance, flight operations, or nuclear-related studies or training. Therefore, you may not create or update an exchange visitor's personal or program information as follows:
     - If the COB or COC is on the restricted country list, you may not select or update his/her field of study to training in aviation maintenance, flight operations, or nuclear-related studies or training.
     - If the field of study is in aviation maintenance, flight operations, or nuclear-related studies or training, you may not select or update his/her COB or COC to a country that is on the restricted country list.
   - **Subject/Field Remarks*:** Enter additional comments regarding the exchange visitor's program while in the United States or enter "**None**." Do not use hard returns (that is, do not press the Enter key) when entering text; doing so may make the text wrap and print in the wrong field on the Form DS-2019.
     Note: The text may be shortened on the printed Form DS-2019 if it is longer than the available space. However, the entire text can be viewed in SEVIS.
   - **Program End Date*:** Enter the date, determined by the program sponsor, on which the exchange visitor's program will end. Enter the date in MM/DD/YYYY format.
     The end date, in combination with the program begin date must:
     - Be equal to or greater than the minimum duration of participation, and

- Not exceed the maximum duration of participation for the exchange visitor's selected category, as identified in the Exchange Visitor Program regulations or the program sponsor's designation.

  See DoS Maximum and Minimum Duration of Participation Rules for guidance.

5. Click one of these buttons:
   - **Save Draft DS-2019** to save the data entered.
   - **Print Draft DS-2019** to print a draft copy of the Form DS-2019.
   - **Previous** to return to the previous page of the Form DS-2019. Unsaved data will be lost.
   - **Next** to save the data entered. Saving the data will allow an RO or ARO to return to the record to complete and/or submit it to SEVIS later. The *Exchange Visitor Participant Information* page opens. See T/IPP: Transfer – Edit Exchange Visitor Participant Information for details

10.4.4 T/IPP: Transfer – Edit Exchange Visitor Participant Information

The T/IPP exchange visitor participant information can be edited when the SEVIS status of exchange visitor is Transferred. The receiving sponsor may edit the data.

To update participant information, do the following:

1. Access the *Listing of Programs* page.
2. Click the radio button for a specific program.
3. Click **EV Lists**. The *Exchange Visitors and Dependents Menu* page opens.
4. Click the **Transfer In Exchange Visitors and Dependents** link. The *List of Transfer In Exchange Visitors and Dependents* page opens.
5. Click the **Surname/Primary name** link for the exchange visitor. The *Exchange Visitor Information* page opens.
6. Click **Edit DS-2019** on the **Actions** menu. The *Create Certificate for Exchange Visitor (Form DS-2019) – Biographical Information* page opens.
7. Click the **Next** button on this page and the next page to access the *Exchange Visitor Participant Information* page.
8. Edit the data and click **Next**. The *Training/Internship Placement Plan (T/IPP) Overview* page opens.

10.4.5 T/IPP: Transfer – Add Site of Activity

When an exchange visitor's SEVIS record is in Transferred status, the receiving sponsor may add a site of activity to the Training/Internship Placement Plan (T/IPP). To add a site, perform the following:

1. Access the *Exchange Visitor Information* page for the transfer-in exchange visitor.
2. Click the **Next** button on this page and the next two pages to access the *Training/Internship Placement Plan (T/IPP) Overview* page.
3. Click **Add Site of Activity**. The Add/Edit Form DS-7002 Site of Activity page opens.
4. Below is a brief description or explanation of the fields on this page. An asterisk (*) marks the fields that must be completed. Enter the following data:
   - *** Site of Activity Name:** Enter the name of the place where the nonimmigrant will participate in his/her program.
   - ***Site of Activity Address:** Click **Add Address**. The *Add Address* window opens.
     a. Enter the physical location of the site. At a minimum, complete the Street Address and Zip fields. (See Appendix H, SEVIS Address Fields, for additional information.)
     b. Click **Submit**. One of two things will occur:
        - The *Add Address* window will display the suggested address from the U.S. Postal Service and the entered address. Click **Select** to accept the address from the Postal

Service and return to the *Add/Edit Form DS-7002 Site of Activity* page. Or, click **Edit Address** to change the entered address.

  - The *Add Address* window will display a message advising that the address could not be found. Click **Over-ride Validation** to save the address. Select a reason for using the address as entered. If **Other** is selected, enter an explanation in the text box. Click **Submit** to save the address and return to the *Add/Edit Form DS-7009 Site of Activity* page.

- In the Organization Information section, do the following:
  - *** Employer ID Number:** Enter the organization's nine-digit Employer Identification Number (EIN), with no dashes
  - *** Number of FT Employees Onsite at Location:** Enter the number of people employed full time by this organization.
  - *** Annual Revenue:** Click the radio button that indicates the annual revenue for this organization.
  - *** Website URL:** Enter the address for this site's web page on the Internet.
  - *** Worker's Comp Policy:** Click **Yes** to indicate that the organization carries worker's compensation coverage for employees. (If **Yes** is selected, enter the name of the carrier in the text box.) Otherwise, click **No**.
  - **Worker's Comp Policy for Exchange Visitor:** Click **Yes** to indicate that the organization carries worker's compensation coverage for exchange visitors. Otherwise, click **No**.
  - *** Exchange Visitor Hours per Week:** Enter the number of hours per week that the exchange visitor will be working at this site.
  - *** Stipend:** Click **Yes** if the exchange visitor will receive a stipend. Otherwise, click **No.** If the exchange visitor will receive a stipend, enter the amount and select an option (Hour, Day, Week, Month or Year) from the drop-down list.
  - **Non-Monetary Compensation Value:** Enter the value of compensation other than money. For example, if the exchange visitor will receive free room and board, enter the value in this field.
- In the Main Program Supervisor/POC at Host Organization section, do the following:
  - *** Last Name:** Enter the last name of the supervisor or point of contact for this site.
  - *** First Name:** Enter the first name of the supervisor or point of contact for this site.
  - *** Title:** Enter the person's title.
  - *** Email Address:** Enter the person's email address.
  - **Fax Number:** Enter a facsimile number for this person. Completion of this field is optional.
  - *** Telephone Number:** Enter the person's telephone number.
- Enter optional comments in the **Site of Activity Remarks** field.
- The following optional information may be entered in the Date of Signature section:
  - **RO/ARO:** Select a name from the drop-down list.
  - Enter the date in MM/DD/YYYY format that the RO/ARO signed the Form DS-7002
  - Enter the date in MM/DD/YYYY format that the nonimmigrant signed the Form DS-7002.

5. Click **Add Site of Activity** to save the information. The *Training/Internship Placement Plan (T/IPP) Overview* page opens.

10.4.6 T/IPP: Transfer – Delete Site of Activity

A site of activity may be deleted if multiple sites have been added to an exchange visitor's record. However, at least one site of activity and phase is required for completion of the T/IPP. The primary site of activity cannot be deleted.

To delete a site of activity, do the following:

1. Access the *Training/Internship Placement Plan (T/IPP) Overview* or *Exchange Visitor Information* page.
2. Click the phase site name link for a specific site of activity. The *Form DS-7002 Site of Activity (Site ID #)* page opens.
3. Click **Delete Site**, near the bottom of the page. A confirmation message displays.
4. Click **Yes** to delete the site of activity. The *Training/Internship Placement Plan (T/IPP) Review Dates* page opens.

10.4.7 T/IPP: Transfer – Edit Site of Activity

To edit an existing site of activity, perform the following:

1. Access the *Training/Internship Placement Plan (T/IPP) Overview* or *Exchange Visitor Information* page.
2. Click **Edit Site**. The *Add/Edit Form DS-7002 Site of Activity* page opens.
3. Edit the data as necessary.
4. Click **Update Site** to save the site of activity information. The *Training/Internship Placement Plan (T/IPP) Overview* page opens.

10.4.8 T/IPP: Transfer – Add Phase

Each Training/Internship Placement Plan (Form DS-7002 or T/IPP) must cover a definite period of time. It should consist of definite phases of training or tasks performed with a specific objective for each phase. The plan must also contain information on how the trainee/intern will accomplish those objectives. Each phase must build upon the previous phase to show a progression in the training/internship.

Participants in the Korea WEST and Intern Work and Travel (IWT) pilot programs may have gaps in their phase dates. However, for all other intern, trainee, and student intern exchange visitors:

- Phases must cover the entire program, from the program begin date to the program end date; there can be no gap
- Phase dates can overlap
- All phase dates across all sites of activity are combined to determine if there are any gaps

A maximum of 25 phases can be added to an exchange visitor's SEVIS record.

To add a phase to a site of activity, perform the following:

1. Access the *Training/Internship Placement Plan (T/IPP) Overview* page.
2. Click **Add Phase** for a specific site of activity. The *Add/Edit T/IPP Phase* page opens.
3. Complete all of the fields in the Basic Information section of the page:
   - *** Phase Name:** Provide a name for this phase of the exchange visitor's training/internship.
   - *** Training Field:** Enter the field of study related to this training/internship.
   - *** Start Date:** Enter the start date in MM/DD/YYYY format for this phase. The start date must be on or after the program begin date.
   - *** End Date:** Enter the end date in MM/DD/YYYY format for this phase. The end date must be prior to or on the program end date.
4. Do the following in the Supervisor Details section:
   - *** Supervisor:** When adding a phase to an existing site of activity, click the down arrow and select a supervisor.
   - **Add New Supervisor:** Click this link to add information for a new supervisor. Then, complete the following:
     - *** Last Name:** Enter the supervisor's last name. Completion of this field is required.

- *** First Name:** Enter the supervisor's first name. Completion of this field is required.
- **Middle Initial:** Enter the supervisor's middle initial. Completion of this field is optional.
- *** Title:** Enter the supervisor's job title. Completion of this field is required.
- *** Email Address:** Enter a valid email address for the supervisor. Completion of this field is required.
- *** Telephone Number:** Enter a telephone number for the supervisor. Completion of this field is required.
- **Date of Signature:** If known, enter the date that the supervisor signed the Form DS-7002. Enter the date in MM/DD/YYYY format. Completion of this field is optional at this time and may be added later.

5. Details regarding the phase must be entered into the Phase Specifics section. You may enter 3000 characters into the text boxes. The number of remaining characters displays below each text box. Enter the following data (this information can be copied from another application and pasted into these text boxes):
   - *** Description of Trainee/Intern's Role for this Program or Phase:** Enter a brief description of the trainee/intern's role for this program/phase.
   - *** Specific Goals and Objectives for this Program or Phase:** Enter the specific goals and objectives for this program/phase.
   - *** Please list the names and titles of those who will provide continuous supervision of the trainee/intern, including the primary supervisor. What are these persons' qualifications to teach the planned learning?:** Enter the names and qualifications for the people who will provide supervision of the exchange visitor.
   - *** What plans are in place for the Trainee/Intern to participate in cultural activities while in the United States?:** Provide a brief description of the American cultural activities planned for the trainee/intern.
6. Details regarding knowledge, skills or techniques to be imparted during this phase are required to be entered into the Knowledge, Skills or Techniques to be Imparted During This Phase section. Complete the following fields:
   - *** What specific knowledge skills or techniques will be taught?:** Provide a description of the skills and techniques that the exchange visitor will learn.
   - *** How specifically, will these knowledge, skills or techniques be taught? Include specific tasks/activities (Interns) and/or Methodology of training and Chronology/Syllabus (Trainees):** Provide a description of how the knowledge, skills and techniques will be taught.
   - *** How will the trainee/intern's acquisition of new skills and competencies be measured?:** Provide an explanation of how the exchange visitor's knowledge of the new skills and competencies will be evaluated.
7. Optional comments may be entered into the **Additional Phase Remarks** field.
8. Click **Add Phase** to save the data. The *Training/Internship Placement Plan (T/IPP) Overview* page opens, which includes summary information for the phase.

10.4.9 T/IPP: Transfer – Delete Phase

A phase may be deleted if the phase start date has not passed. However, at least one site of activity and phase is required for completion of the T/IPP. To delete a phase, do the following:

1. Access the *Training/Internship Placement Plan (T/IPP) Overview* or *Exchange Visitor Information* page.
2. Click the **Phase Name** link for a specific phase. The *View Phase* page opens.
3. Click **Delete Phase**, near the bottom of the page. A confirmation window opens.
4. Click **Yes** to delete the phase. The *Training/Internship Placement Plan (T/IPP) Review Dates* page opens.

5. Modify the phase dates, if necessary.
6. Click **Submit** to save the changes.

10.4.10 T/IPP: Transfer – Duplicate Phase

Use the Duplicate Phase option to duplicate everything except the phase dates. If the duplicate phase is for the same site of activity, the supervisor information will also be duplicated.

To duplicate a phase, perform the following:

1. Access the *Training/Internship Placement Plan (T/IPP) Overview* page.
2. Click **Duplicate** (in the **Commands** column) for the appropriate site of activity. The *Duplicate Phase* window opens.
3. Select the site of activity from the drop-down list to which the new phase will be associated.
4. Click **Submit**. The *Add/Edit T/IPP Phase* page opens. The new phase is pre-populated with the current phase data, except for the start and end dates, and the supervisor signature date.
5. Review the phase data.
6. Edit the phase name to differentiate it from the original phase.
7. Enter the phase start and end dates in the Basic Information section.
8. In the Supervisor Details section, select a name from the drop-down list or click **Add New Supervisor** to add a new name.
9. If adding a new supervisor name, complete the Supervisor Details section of the page. That is, enter the supervisor's first and last name, title, email address, and telephone number. The person's middle initial and date of signature may be entered, too.
10. In the Phase Specifics section , modify the data as necessary. You may copy text from another application and paste it into the fields on this page.
11. Click **Add Phase**. The *Training/Internship Placement Plan (T/IPP) Review Dates* page opens.
12. Update the phase dates, as necessary.
13. Click **Submit** to save the data. The *Training/Internship Placement Plan (T/IPP) Overview* page opens. Information regarding the phase displays on the page, including, the phase name, start and end dates, and whether or not all signature dates have been recorded. In the Signature column, "Complete" indicates that the signatures have been recorded. "Pending" indicates that signature dates are incomplete.

10.4.11 T/IPP: Transfer – Edit Phase

Each Training/Internship Placement Plan (Form DS-7002 or T/IPP) must cover a definite period of time. It should consist of definite phases of training or tasks performed with a specific objective for each phase. The plan must also contain information on how the trainee/intern will accomplish those objectives. Each phase must build upon the previous phase to show a progression in the training/internship.

A maximum of 25 phases can be added to an exchange visitor's SEVIS record.

To edit a phase, perform the following:

1. Access the *Exchange Visitor Information* page.
2. Click **Edit DS-2019**. The Create *Certificate of Eligibility for Exchange Visitor (Form DS-2019) – Biographical Information* page opens.
3. Click **Next** three times. The *Training/Internship Placement Plan (T/IPP) Overview* page opens.
4. Click the link for a specific phase. The *View Phase* page opens.
5. Click **Edit Phase**. The *Add/Edit T/IPP Phase* page opens.
6. Edit the data as necessary.
7. Click **Edit Phase**. The *Training/Internship Placement Plan (T/IPP) Overview* page opens.

10.4.12 T/IPP: Transfer – Edit Phase Dates

There can be no gap between the program begin date and the program end date that is not covered by a phase. Additional phase and phase date information:

- Phases must cover the exchange visitor's entire program, from the program begin date to the program end date
- Phase dates can overlap
- All phase dates across all sites of activity are combined to determine if there are any gaps.

To edit phase dates on a transfer-in exchange visitor record, do the following:

1. Access the *Exchange Visitor Information* page.
2. Click **Edit DS-2019**. The Create *Certificate of Eligibility for Exchange Visitor (Form DS-2019) – Biographical Information* page opens.
3. Click **Next** twice. The *Training/Internship Placement Plan (T/IPP) Overview* page opens.
4. Click **Next** again. The *Training/Internship Placement Plan (T/IPP) Review Dates* page opens.
5. Edit the dates as necessary.
6. Click **Next**. The data is saved and the *Exchange Visitor Dependents Menu* page opens.

10.4.13 T/IPP: Transfer – Add/Edit Spouse/Dependent Data

The *Exchange Visitor Spouse/Dependents Menu* page contains summary information for the exchange visitor and spouse/dependents, if any. It also contains a button for adding a spouse or dependents.

Note: Only the data for the spouse and children of an exchange visitor coming to the United States on J-2 visas is entered into SEVIS. If the spouse and child dependents plan to enter the United States on a different type of visa, ***do not*** enter their data in SEVIS.

To update spouse/dependent data, perform the following:

1. On the *Exchange Visitor Spouse/Dependents Menu* page, click **Edit** to the right of the name of the person whose data is being updated. The *Edit Spouse/Dependent* page opens.
2. Make the necessary updates to the data.
3. Click **Submit**. The *Exchange Visitor Spouse/Dependents Menu* page opens.
4. Click **Next** to advance to the *Certificate of Eligibility for Exchange Visitor (Form DS-2019) – Financial Information* page.

To add a spouse/dependent, perform the following:

1. Click **Add Dependent** on the *Exchange Visitor Spouse/Dependents Menu* page. The *Add Spouse/Dependent* page opens
2. Below is a list with explanations of the fields and sections on the *Add Spouse/Dependents* page. An asterisk (*) marks the fields and sections that must be completed. Enter the following data in the Name Section:
   - **Surname/Primary Name*:** Enter the last name of the spouse/dependent, as represented in the machine-readable zone (MRZ) of the passport. If the person has only one name, enter it in this field. (See SEVIS Name Fields for details.)
     Note: The DoS Bureau of Consular Affairs has advised that names should be entered in SEVIS exactly as they appear on the passport. In the event the nonimmigrant does not have a passport, enter the name as it displays on the National ID card.
   - **Given Name:** Enter the first name and middle name, if applicable, as represented in the MRZ of the passport. Leave this field blank if the person has only one name. (See SEVIS Name Fields for details.)
     Note: Even though this is not a required field in SEVIS, the DoS Bureau of Consular Affairs has advised that names should be entered in SEVIS exactly as they appear on the passport. In the

event the nonimmigrant does not have a passport, enter the name as it displays on the National ID card.

- **Suffix:** Select a title, such as Junior, that may follow a person's full name.
- **Passport Name:** Enter the name exactly as it appears on the MRZ of the passport (Surname/Primary Name Given Name). (See SEVIS Name Fields for details.)
- **Preferred Name:** If different from the fields above, enter the name used by the nonimmigrant. If left blank, SEVIS will pre-populate this field. However, it can be edited. (See SEVIS Name Fields for details.)

3. Enter the following in the Demographics section:
   - **Birth Date*:** Enter the person's date of birth in MM/DD/YYYY format.
   - **Gender*:** Select the person's gender, **male** or **female**.
   - **Relationship*:** Select **Spouse** or **Child**. A dependent child must be younger than 21 years of age.
   - **City of Birth*:** Enter the unabbreviated name of the city where the person was born.
   - **Country of Birth*:** Begin typing the country name. Select the country in which the person was born.
   - **Country of Citizenship*:** Begin typing the country name. Select the country in which the person maintains citizenship.
   - **Country of Legal Permanent Residence*:** Begin typing the country name. Select the country in which the person is a legal permanent resident.
   - **Email Address:** Enter the spouse/dependent's email address. Completion of this field is optional.
4. Click **Submit** to save the data entered and return to the *Exchange Visitor Spouse/Dependents Menu* page. To add another dependent, repeat the process described above.

10.4.14 T/IPP: Transfer – Add Financial Information

The *Create Certificate of Eligibility for Exchange Visitor (Form DS-2019) – Financial Information* page is used to collect financial information for the exchange visitor and spouse/dependents, if any. This page represents the final step in creation of a record for a new exchange visitor. The data entered on this page will print on the exchange visitor's Form DS-2019.

Below is a list with explanations of the fields and sections on this page. An asterisk (*****) marks the fields and sections that must be completed. To complete this page, enter the following data:

1. Select an option for **This program sponsor* has/has not received funding for international exchange...** to indicate whether the exchange visitor has received direct or indirect funding from U.S. Government agencies.
   - **Direct Funding:** Financed in whole or in part by the U.S. Government or the exchange visitor's government with funds contributed directly to the exchange visitor in connection with his/her participation in an Exchange Visitor Program.
   - **Indirect Funding:** Financed by one of the following:
     - An international organization with funds contributed by either the U.S. Government or the exchange visitor's government for use in financing international educational and cultural exchanges
     - An organization or institution with funds made available by either the U.S. Government or the exchange visitor's government for the purpose of furthering international educational and cultural exchanges
2. Enter the following data as applicable:
   - **U.S. Government Agency(ies) [maximum 2]:** Select the agency from which the exchange visitor has received funding and enter the amount in U.S. dollars.
     Note: If **Other** is selected, enter the name of the agency in the text box provided. The name and amount of funding will print on the Form DS-2019.

- **International Organization(s) [maximum 2]:** Select the organization from which the exchange visitor has received funding and enter the amount in U.S. dollars.
  Note: If **Other** is selected, enter the name of the organization in the text box provided. The name and amount of funding will print on the Form DS-2019.
- **Other Funding Resources:**
  - The **Binational Commission of the Exchange Visitor's Country:** Enter the amount, in U.S. dollars, that the Binational Commission is contributing.
  - **The** Exchange **Visitor's Government:** Enter the amount, in U.S. dollars, that the exchange visitor's government is contributing.
  - **All other** organizations **providing support:** Enter each name and amount of money the exchange visitor will receive. For example, ABC Agency (500), DEF Organization (2500), XYZ (2000). (Only 80 characters may be entered into this field.). Enter the total amount, in U.S. dollars, in the text box provided.
  - Current **Program Sponsor:** Enter the amount, in U.S. dollars, that the program sponsor is contributing to the exchange visitor.
  - Personal **Funds:** Enter the amount, in U.S. dollars, that the exchange visitor is contributing.

IMPORTANT: Note the **212(e)** indicator in the lower-left of the page. If the exchange visitor meets the Two-Year Home Country Physical Presence (212e) requirement, the reason will display in the 212(e) section. If necessary, correct the exchange visitor's data before clicking the **Submit** button. **Once the Form DS-2019 is submitted, the 212(e) indicator cannot be removed from the exchange visitor's record**. "Not Subject" displays in the 212(e) section of the page if the SEVIS data indicates that the exchange visitor is not subject to the 212(e) requirement. However, SEVIS does not include the Exchange Visitor Skills list. A Consular Official will make the final decision as to whether an exchange visitor is subject to the 212(e) requirement.

3. Click one of these buttons:
   - **Save Draft DS-2019** to save the data.
   - **Print Draft DS-2019** to print a draft copy of the Form DS-2019. It is recommended that you print a draft copy of the exchange visitor's Form DS-2019. Review the form for accuracy and make necessary corrections to the data before submitting it to SEVIS.
   - **Previous** to return to the previous page of the Form DS-2019. Unsaved data will be lost.
   - **Submit DS-2019** to submit the record. See Submit Form DS-2019 for additional information. A SEVIS ID is added to the record and the status changes to Initial.

10.4.15 T/IPP: Print Form DS-7002

The Form DS-7002, Training/Internship Placement Plan (T/IPP) can be printed from the *Training/Internship Placement Plan (T/IPP) Overview* page or the *Exchange Visitor Information* page. Use the Print DS-7002 option to print the entire Form DS-7002, which includes all sites and phases. If the record contains multiple sites of activity, all Forms will print.

Also, when the Form DS-2019 is submitted, the Print DS-7002 option is available on the message page.

To print the T/IPP, do the following:

1. Access the *Training/Internship Placement Plan (T/IPP) Overview* or *Exchange Visitor Information* page.
2. Click **Print DS-7002**. A new browser window opens and the Form DS-7002 is displayed using Adobe Reader.
3. Click **Print** on the Adobe Reader toolbar.
4. Ensure that the name of the printer listed in the Name field is the printer from which the Form will print.
5. Click **OK** and the Form will be printed on the designated printer.
6. Click the **Close** button on the *Adobe Reader* window to close the window.

10.4.16 T/IPP: Print Site of Activity

To print a specific site of activity (a specific Form DS-7002) and associated phases, do the following:

1. Access the *Training/Internship Placement Plan (T/IPP) Overview* or *Exchange Visitor Information* page.
2. Click **Print Site** for a specific site of activity. A new browser window opens and the Form DS-7002 is displayed using Adobe Reader.
3. Click **Print** on the Adobe Reader toolbar.
4. Ensure that the name of the printer listed in the Name field is the printer from which the Form will print.
5. Click **OK** and the Form will print on the designated printer.
6. Click the **Close** button on the *Adobe Reader* window to close the window.

10.4.17 T/IPP: Review Phase Dates – Record in Transferred Status

The *Training/Internship Placement Plan (T/IPP) Review Dates* page lists the phase dates for each site of activity. It will also note whether there is a gap between phases. Additional phase and phase date information:

- Phases must cover the exchange visitor's entire program, from the program begin date to the program end date
- Phase dates can overlap
- All phase dates across all sites of activity are combined to determine if there are any gaps.

To view the *Training/Internship Placement Plan (T/IPP) Review Dates* page, do the following:

1. Access the *Exchange Visitor Information* page.
2. Click **Edit DS-2019**. The *Create Certificate of Eligibility for Exchange Visitor (Form DS-2019) – Biographical Information* page opens.
3. Click **Next** three times to access the *Training/Internship Placement Plan (T/IPP) Review Dates* page.
4. Edit the dates, if necessary. Click **Next** to save the data and go to the *Exchange Visitors Spouse/Dependents Menu* page.
5. These options are also available on the *Training/Internship Placement Plan (T/IPP) Review Dates*:
   - **Add Phase:** Click to add a phase if there is a gap in phases.
   - **Previous:** Click to go to the *Training/Internship Placement Plan (T/IPP) Overview* page.
   - **Print Draft DS-2019:** Click to print a draft copy of the Form DS-2019.

10.4.18 T/IPP: Transfer – Submit Forms DS-2019 and DS-7002

To save a final copy of an exchange visitor's Forms DS-2019 and DS-7002 to SEVIS, click **Submit DS-2019** on the *Create Certificate of Eligibility for Exchange Visitor (Form DS-2019) – Financial Information* page. The *Create Successful* page opens. It shows the surname/primary name, given name, and the SEVIS ID for the exchange visitor and spouse/dependents. The SEVIS status of the exchange visitor and spouse/dependents, if any, is still Transferred.

Click one of these buttons:

- **Print Final DS-2019** to print the Form DS-2019. Sign it in blue ink and forward it to the exchange visitor and spouse/dependents, if any.
  Note: The purpose that prints on the Form will be "Transfer."
- **Print DS-7002** to print the Form DS-7002 (T/IPP) for each site that was added to the record.
- **Return** to go to the *Listing of Programs* page.
- **Create New Exchange Visitor** to create a new Form DS-2019 for a nonimmigrant.

10.4.19 T/IPP: Transfer – Validate Program Participation

When an exchange visitor transfers to another program, his/her record in SEVIS must be validated. Validation of program participation requires you to acknowledge that the exchange visitor has reported as required, and collect the exchange visitor's physical. address (actual physical location where the exchange visitor will reside while in the United States) no later than 30 days after the effective date of transfer.

WARNING: PROGRAMS LESS THAN 30 DAYS IN DURATION: If the exchange visitor's program is less than 30 days in length, failure to validate his/her SEVIS record to indicate participation before the program end date listed in SEVIS will result in cancelation of the exchange visitor's record in SEVIS. The SEVIS status of the exchange visitor and spouse/dependents, if any, will automatically change to No Show.

WARNING: PROGRAMS GREATER THAN 30 DAYS IN DURATION: Failure to validate the transfer exchange visitor's participation 30 days after the effective date of transfer listed in SEVIS will result in SEVIS changing the status of the exchange visitor and spouse/dependents, if any, to No Show. (See 22 CFR 62.76(b)(v), Transfer Procedures.)

Validation of program participation may take place at any time after the effective date of transfer, but no later than 30 days after the effective date of transfer. However, if the exchange visitor's program participation has not been validated, a reminder will display on the *Alerts* list 15 days following the effective date of transfer. A final reminder will display 25 days following the effective date of transfer if the exchange visitor's participation has not been validated.

Note: When a sponsor is expecting to receive a transfer exchange visitor from another SEVIS program sponsor, the exchange visitor's name will display on the *Transfer In Exchange Visitors and Dependents* list as soon as the transfer request is submitted. The exchange visitor's name will also display on the *All Exchange Visitors and Dependents* list with the status of Transferred once the effective date of transfer arrives. The exchange visitor's name will display on the *Exchange Visitor's Requiring Validation* alert 10 days after the effective date of the transfer if the exchange visitor's record has not been validated.

Validating a transfer exchange visitor's participation is a two-step process. The exchange visitor's SEVIS record must first be updated, and then validated. To validate the participation of an exchange visitor transferring into your program, perform the following:

1. Access the *Exchange Visitor Information* page for the person whose program participation is being validated (perform a search for the record or use the **EV Lists** option).
2. Click the **Validate Program Participation** link on the **Actions** menu (left side of page). The *Validate Program* page opens.
3. If necessary, click the **Add Address** or **Edit Address** link and enter a valid U.S. address - where the exchange visitor will reside. (See Appendix H, SEVIS Address Fields, for additional information.)
4. If necessary, enter or edit the exchange visitor's email address and U.S. telephone number. Completion of these fields is required for participants in programs that have a program number that starts with "P".
6. Review and edit the data in the Date of Signature section.
7. Click the **Validate Program** button. The *Listing of Programs* page opens. The status of the exchange visitor and spouse/dependents, if any, is Active.

10.5 View T/IPP

10.5.1 T/IPP: View T/IPP Phase

You may view phase data. To do so, perform the following:

1. Access the *Training/Internship Placement Plan (T/IPP) Overview* or *Exchange Visitor Information* page.
2. Click the **Phase Name** link for a specific phase. The *View Phase* page opens.
3. When finished viewing the data, click one of these buttons:
   - **Return to Overview** to go back to the *Training/Internship Placement Plan (T/IPP) Overview* page.
   - **Edit Phase** to go to the *Add/Edit T/IPP Phase* page.
   - **Delete Phase** to delete this phase, if multiple phases exist.

10.5.2 T/IPP: View T/IPP Site of Activity

You may view summary site of activity data. To do so, perform the following:

1. Access the *Training/Internship Placement Plan (T/IPP) Overview* or *Exchange Visitor Information* page.
2. Click the **T/IPP Site of Activity** name link for a specific site. The *Form DS-7002 Site of Activity (Site ID #)* page opens.
3. When finished viewing the data, click one of these buttons:
   - **Return to Overview** to go back to the *Training/Internship Placement Plan (T/IPP) Overview* page.
   - **Edit Site** to go to the *Add/Edit Form DS-7002 Site of Activity* page.
   - **Delete Site** to delete this site of activity, if multiple sites exist.

11. EXCHANGE VISITOR INFORMATION PAGE—INITIAL STATUS

The *Exchange Visitor Information* page provides a snapshot of the information that has been entered on the Form DS-2019. On the left side of the page there are links to the actions available for exchange visitors whose records are in Initial status. Exhibit 23: Exchange Visitor Information Page—Initial Status, is an example of the page.

Note: Initial status indicates that the exchange visitor and/or spouse/dependent records have been created and submitted (saved to the SEVIS database) but the exchange visitor:

- Has not entered the United States or
- Has not reported to the program sponsor, and
- Has not been validated in SEVIS. Validation is the process of updating the record to show that the exchange visitor has actually arrived at the site of activity in the United States identified by the program sponsor and is participating in his/her program.

Exhibit 23: Exchange Visitor Information Page—Initial Status

<< Return to **Initial Status Exchange Visitors and Dependents**

Actions:

Amend Program

Cancel EV

No Show

Reprint DS-2019

Validate Program Participation

Edits:

Biographical Information

Category and Subject/Field

Dependents

Financial Information

Site of Activity

View:

Event History

Exchange Visitor Information

Personal Information

SEVIS ID:	**N0000149789**
Surname/Primary Name:	**Connelly**
Given Name:	**Katherine**
Suffix:	
Passport Name:	
Preferred Name:	**Katherine Connelly**
SEVIS Legacy Name:	
Gender:	**FEMALE**
Date of Birth:	**09/12/1980**
City of Birth:	**Anytown**
Country of Birth:	**POLAND**
Country of Citizenship:	**POLAND**
Country of Legal Permanent Residence:	**POLAND**
Email Address:	
Telephone Number:	
Position:	**214 - UNIVERSITY GRADUATE STUDENTS**
Active/Initial Dependent Count:	**1**

Contact Information

Foreign Address:	
Address 1:	
Address 2:	
City:	
Country:	
Province/Territory:	
Postal Code:	
Physical Address:	
Address 1:	
Address 2:	
City:	
State:	
Zip Code:	
Mailing Address:	
Address 1:	
Address 2:	
City:	
State:	
Zip Code:	

Visa/POE Information

Visa Type:	**J-1**
Passport Number:	
Passport Expiration Date:	
Visa Foil Number:	
Visa Issue Date:	
Visa Expiration Date:	
Visa Issue Post:	
Port of Entry:	
Date of Entry:	
I-94/Admission Number:	
Port of Departure:	
Date of Departure:	

Status Information

Status:	**INITIAL**
Date of Last Status Change:	**06/20/2015**
212(e):	

Program Information

Program Number:	**P-1-16590**
Program Sponsor:	**Whispering Pines Institute**
Category:	**STUDENT DOCTORATE**
Occupational Category:	
Student Intern Foreign Degree:	
Student Intern Foreign Field of Study:	
Subject/Field Description:	**Cell/Cellular Biology and Anatomical Sciences, Other**
Subject/Field Remarks:	**Remarks**

Program Dates

Initial Program Begin Date:	
IAP-66 Number:	
Program Begin Date:	**08/15/2015**
Program End Date:	**06/15/2020**
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/Cancelation Receipt Number:	

Funding Information

Funds:	
Program Sponsor:	**$45,000.00**
U.S. Government Agency:	
International Organization:	
Exchange Visitor's Government:	
Binational Commission of the Exchange Visitor's Country:	
All other organizations providing support:	
Personal Funds:	**$2,500.00**
Total:	**$47,500.00**

Primary Site of Activity	Site of Activity	Address	Remarks	Site of Activity ID
◉	Whispering Pines Insty	9800 MAIN ST FAIRFAX, VA 22031 Address Status: CSZ Valid Address Type: U - Unvalidated; no override		79775

Dependents

SEVIS ID	Surname/Primary Name	Given Name	Relationship	Gender	Status
N0000149929	Connelly	Harold	SPOUSE	MALE	INITIAL

The links on the **Actions** menu (left side of page) provide the capability to amend the exchange visitor's program, validate program participation, reprint the Form DS-2019, and perform other processes on the exchange visitor's record. The options on the **Edits** menu provide the capability to edit the exchange visitor's and/or spouse/dependent's data. The menu options are discussed in detail in the following sections.

11.1 Actions Menu – Exchange Visitor in Initial Status

When an exchange visitor is in Initial status, the **Actions** menu contains the following five options:

- Amend Program
- Cancel EV
- No Show
- Reprint DS-2019
- Validate Program Participation

The following sections contain detailed instructions for using each of these options.

11.1.1 Amend Program (Exchange Visitor in Initial Status)

The **Amend Program** link is available to update an exchange visitor's program begin date and/or end date in SEVIS at any time prior to validation of his/her program participation.

Note: If an exchange visitor will be arriving late, his/her program begin date must be amended before validating his/her program participation.

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

1. Access the *Exchange Visitor Information* page for the exchange visitor whose record is being updated (perform a search for the record or use the **EV Lists** option).
2. Click the **Amend Program** link. The *Amend Program* page opens. It contains summary data for the selected exchange visitor, including the program begin and end dates.
3. Change the program begin date (must be today's date or a future date) and/or end date(s).
4. Enter an explanation in the **Remarks** text box; this is a required field.
5. Click the **Amend Program** button to save the changes to the SEVIS database.
6. 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**.
7. On the *Update Successful* page, click one of these buttons:
   - **Print Final DS-2019** to print an updated copy of the Form, sign it in blue ink and provide it to the exchange visitor. (See Reprint a Form DS-2019, for printing instructions.)
   - **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 printing instructions.)
   - **Return to Exchange Visitor** to return to the *Exchange Visitor Information* page and view the new data.

11.1.2 Cancel Exchange Visitor Record (Exchange Visitor in Initial Status)

The **Cancel EV** option is only available when the exchange visitor is in Initial status. Examples of when to use this option include:

- The exchange visitor has duplicate records that you want to mark invalid - the record will remain in the SEVIS database with a status of Invalid.
- You have learned that the exchange visitor is not coming to your program for reasons such as the inability to obtain a visa, personal issues, etc.

- You have knowledge that the exchange visitor used fraudulent documents to enroll in your program.

To cancel an exchange visitor record, perform the following:

1. Access the *Exchange Visitor Information* page for the person whose record is being canceled (perform a search for the record or use the **EV Lists** option).
2. Click the **Cancel EV** link on the **Actions** menu (left side of page). The *Cancel EV* page opens.
3. Enter an explanation for the cancelation in the **Remarks** text box; this is a required field.
4. Click the **Cancel EV** button to complete the process. A message displays advising that the record has been canceled; the status of the exchange visitor and spouse/dependents is Invalid.

Note: When an exchange visitor's record is canceled, the system increases the allotment of Forms DS-2019 available to the program by one.

11.1.3 Set Exchange Visitor's Status to No Show (Exchange Visitor in Initial Status)

Use the No Show option to indicate that the exchange visitor's program participation has not been validated by the RO or ARO in SEVIS. When an exchange visitor's status is No Show, the exchange visitor ***has violated*** the Exchange Visitor Program regulations. This has an ***adverse***, or ***negative***, effect on the exchange visitor's record, and on the record of the spouse and each dependent. Exchange visitors with a SEVIS status of No Show have no benefits (for example, extension, change of category, or reinstatement).

If a program sponsor receives information that a potential exchange visitor participant has entered the United States and has not reported for participation, an RO or ARO may:

- Set the exchange visitor's status to No Show or
- Allow SEVIS to change the exchange visitor's status to No Show for the following reasons:
  - It is 30 days after the program begin date listed on the Form DS-2019 that was issued to an exchange visitor to begin a new program and the person has entered the United States through a port of entry but has not been validated.
  - If an exchange visitor who is in Initial status has not had his/her program participation validated 30 days after the change of status benefit start date or the program begin date, whichever is earlier.

The No Show option is only available when an exchange visitor's SEVIS status is Initial.

WARNING: DO NOT use the No Show option to cancel a duplicate record or a record that has been issued in error. Use the **Cancel EV** option; otherwise, duplicate records will be canceled by the system.

To set the exchange visitor's SEVIS status to No Show, perform the following:

1. Access the *Exchange Visitor Information* page for the exchange visitor whose record is being updated (perform a search for the record or use the **EV Lists** option).
2. Click the **No Show** link on the **Actions** menu. The *No Show* page opens.
3. Review the data to ensure this is the record of the potential exchange visitor participant whose status is being changed to No Show.
4. Click the **No Show** button. A message displays advising that the record has been successfully updated.
5. Click the **Return to Exchange Visitor** button to view the exchange visitor's record. The exchange visitor and spouse/dependents, if any, now have a status of No Show.

11.1.4 Reprint Form DS-2019 (Exchange Visitor in Initial Status)

See Reprint a Form DS-2019, for printing instructions.

11.1.5 Validate Program Participation (Exchange Visitor in Initial Status)

When an exchange visitor arrives in the United States to begin his/her program, the SEVIS record (Form DS-2019) must be validated.

WARNING: PROGRAMS LESS THAN 30 DAYS IN DURATION: If the exchange visitor's program is ***less than 30 days*** in length, failure to validate the SEVIS record to indicate his/her participation before the program end date listed in SEVIS will result in cancelation of the exchange visitor's record in SEVIS. The exchange visitor's SEVIS status will automatically change to:

- No Show if SEVIS has received information that the exchange visitor entered the country through a port of entry (POE)
- Invalid if SEVIS has not received information that the exchange visitor entered the United States through a POE

WARNING: PROGRAMS GREATER THAN 30 DAYS IN DURATION: If the exchange visitor's program is greater than 30 days in length, failure to validate the SEVIS record to indicate his/her participation within 30 days of the program begin date listed in SEVIS will result in cancelation of the exchange visitor's record in SEVIS, as stipulated in the Exchange Visitor Program regulations. (See 22 CFR 62.70(d), Validation of Program Participation.) The exchange visitor's SEVIS status will automatically change to:

- No Show if SEVIS has received information that the exchange visitor entered the country through a POE
- Invalid if SEVIS has not received information that the exchange visitor entered the United States through a POE

Note: If an exchange visitor arrives at a time that is different from the program begin date listed in SEVIS, his/her program begin date must be amended before validating program participation (see Amend Program (Exchange Visitor in Initial Status), for instructions).

Note: Once validated, the exchange visitor's program begin date cannot be changed. If necessary, change the exchange visitor's begin date by amending his/her program (see Amend Program (Exchange Visitor in Initial Status), for instructions). Then, validate the exchange visitor's program participation.

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

1. Access the *Exchange Visitor Information* page for the person whose program participation is being validated (perform a search for the record or use the **EV Lists** option).
2. Click the **Validate Program Participation** link on the **Actions** menu (left side of page). The *Validate Program* page opens. Exhibit 24: Validate Program Page, is an example of this page.

Exhibit 24: Validate Program Page

3. Review the exchange visitor's data. Check the program begin date to make sure that it is a valid date and that it accurately reflects the original program begin date for the exchange visitor. If the program begin date is incorrect, make the necessary adjustments using the Amend Program option on the *Exchange Visitor Information* page; do not continue with the validation process.
4. The system displays the U.S. address currently in SEVIS or "Not Entered." The physical address (residence) for this person must be the actual and current U.S. address [22 CFR 62.13].
   - To add an address, do the following:
     a. Click **Add Address**. The *Add Address* window opens.
     b. At a minimum, enter the street address and zip code.
     Note: The **Other** field is not validated. Use it to enter information such as university names, residence names, hotel names, room numbers and PO Box numbers.
     c. Click **Submit**. One of two things will occur:
     – The *Add Address* window will display the suggested address from the U.S. Postal Service and the entered address. Click **Select** to accept the address from the Postal Service. Or, click **Edit Address** to change the entered address.
     – The *Add Address* window will display a message advising that the address cannot be found. Click **Over-ride Validation** to save the address. Select a reason for using the address as entered. If **Other** is selected, enter an explanation in the text box. Click **Submit**.
   - To edit an address, do the following:
     a. Click **Edit Address**. The *Edit Address* window opens.
     b. Update the address as necessary.
     c. Click **Submit**.
5. Enter a valid email address and telephone number for the exchange visitor. Completion of these fields is required for participants in programs that have a program number that starts with "P".

6. Click the **Validate Program** button. The *Listing of Programs* page opens. The SEVIS status of the exchange visitor and spouse/dependents, if any, is Active.

   Note: There is no need to print a new Form for the exchange visitor and/or spouse/dependent unless the Form has been lost, stolen, or damaged. The physical address (where the exchange visitor will reside) is collected in SEVIS but does not print on the Form DS-2019.

11.2 Edits Menu—Exchange Visitor in Initial Status

Prior to receipt of visa information for an exchange visitor, the **Edits** menu will contain the following options:

- Biographical Information
- Category and Subject/Field
- Contact and Program Information
- Dependents
- Financial Information
- Residential Information (for Au Pairs and Secondary School Students)
- Site of Activity

The following sections provide detailed instructions for using these options.

11.2.1 Edit Category and Subject/Field (Exchange Visitor in Initial Status)

The Category and Subject/Field option is only available when the exchange visitor is in Initial status. It is available both before and after a visa has been issued to the exchange visitor. This option is used to modify the exchange visitor's category and/or subject/field of study.

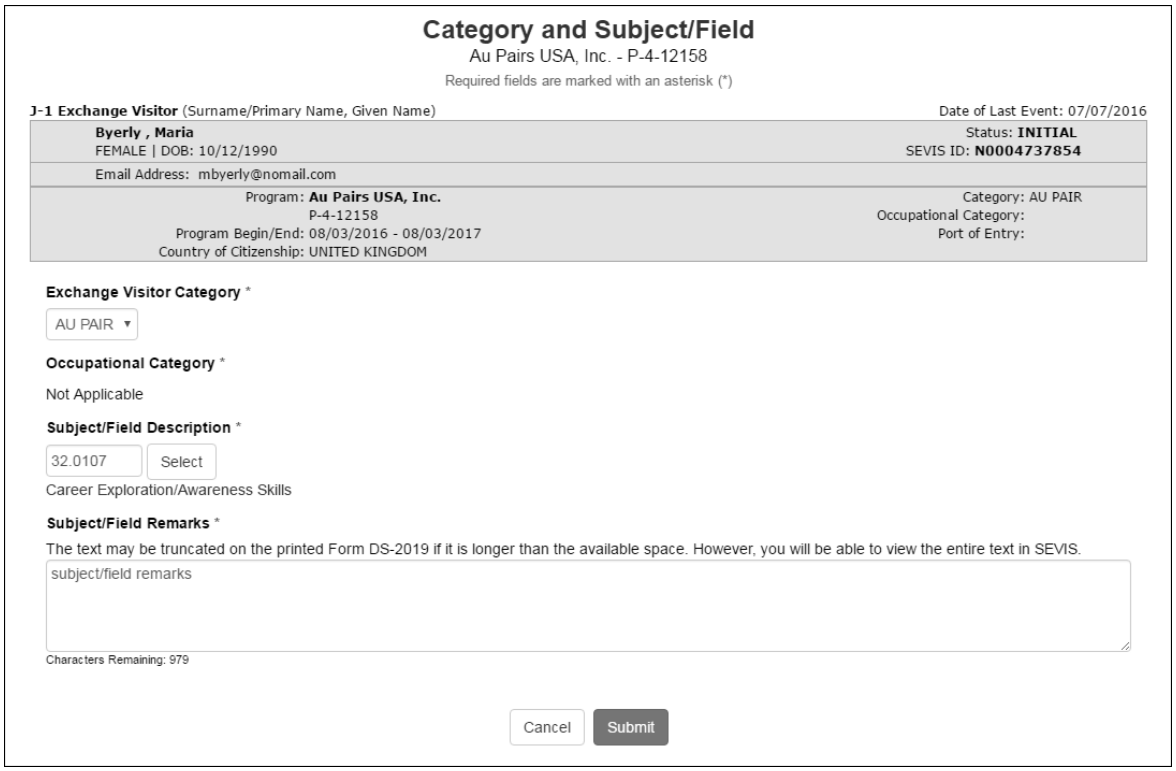
Note: Under Regulation 8 CFR 214.5, an exchange visitor from a country on the restricted country list may not engage in or seek to obtain training in aviation maintenance, flight operations, or nuclear-related studies or training. Therefore, you may not create or update an exchange visitor's personal or program information as follows:

- If an exchange visitor's COB or COC is on the restricted country list, you may not select or update his/her field of study to training in aviation maintenance, flight operations, or nuclear-related studies or training.
- If an exchange visitor's field of study is in aviation maintenance, flight operations, or nuclear-related studies or training, you may not select or update his/her COB or COC to a country that is on the restricted country list.

To modify the data, perform the following:

1. Access the *Exchange Visitor Information* page for the person whose information is being changed (perform a search for the record or use the **EV Lists** option).
2. Click the **Category and Subject/Field** link on the **Edits** menu. Exhibit 25: Category and Subject/Field Page, is an example of the page.

Exhibit 25: Category and Subject/Field Page



3. To change the category, select an option from the *Exchange Visitor Category* drop-down list.
4. To change the exchange visitor's occupational category, select an option from the drop-down list. This option is available for exchange visitors participating in Training and Internship programs only.
5. To change the exchange visitor's field of study, enter a numeric Classification of Instructional Programs (CIP) code in the Subject/Field Description field, or perform the following:
    a. Click the **Select** button. The Acceptable CIP Codes window opens.
    b. Make a selection from the list or begin typing a key word in the **Search** field to narrow down the list of codes. The options that contain the letters that you type display.
    c. Find the subject that most closely matches the person's field of study and click its code, at the left end of the row. The selected code displays on the *Category and Subject/Field* page.
6. Enter an explanation in the **Subject/Field Remarks** text box; this is a required field. Do not use hard returns (that is, do not press the **Enter** key) when entering text; doing so may make the text wrap and print in Section 5 of the Form DS-2019.
   Note: The text may be shortened on the printed Form DS-2019 if it is longer than the available space. However, the entire text can be viewed in SEVIS.
7. Click the **Submit** button. A message displays advising that the exchange visitor's record has been successfully updated.
8. On the message page, click the **Print Final DS-2019** button to print a new Form, sign it 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 the Form" section of the Form, "Begin New Program — Category/Subject/Field Modified."

11.2.2 Edit Biographical Information (Exchange Visitor in Initial Status)

The Biographical Information option provides access to the page that is used to modify biographical data, including the physical and mailing addresses. In accordance with the regulations [22 CFR 62.10(d), Monitoring of Exchange Visitors], an RO or ARO must update the following within 10 business days of being notified by a participant:

- Actual and current U.S. address information (physical address)
- U.S. telephone number
- Email address
- Primary site of activity

Note: The Biographical Information option is not available after a visa has been issued to the exchange visitor. To edit the biographical data after the exchange visitor has obtained a visa and is still in Initial status, you must wait until the person arrives in the United States and has his/her program participation validated in SEVIS.

To edit the exchange visitor's biographical information, perform the following:

1. Access the *Exchange Visitor Information* page for the person whose information is being changed (perform a search for the record or use the **EV Lists** option).
2. Click the **Biographical Information** link on the **Edits** menu. The *Update Biographical Information* page opens.
3. Make the necessary updates to the exchange visitor's biographical information. For detailed instructions on how to complete this page, see Step 1: Create Certificate of Eligibility for Exchange Visitor (Form DS-2019) - Biographical Information.

   Note: Under Regulation 8 CFR 214.5, an exchange visitor from a country on the restricted country list may not engage in or seek to obtain training in aviation maintenance, flight operations, or nuclear-related studies or training. Therefore, you may not create or update an exchange visitor's personal or program information as follows:

   - If an exchange visitor's COB or COC is on the restricted country list, you may not select or update his/her field of study to training in aviation maintenance, flight operations, or nuclear-related studies or training.
   - If an exchange visitor's field of study is in aviation maintenance, flight operations, or nuclear-related studies or training, you may not select or update his/her COB or COC to a country that is on the restricted country list.
4. Click the **Submit** button to save the changes. A message displays advising that the record has been successfully updated.
5. If necessary, click the **Print Final DS-2019** button to print a new Form, sign it 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: If the exchange visitor's SEVIS record is in Initial status and the exchange visitor has not obtained a visa, when biographical data is updated, the purpose that will print on the Form will be, "Begin New Program—Biographical Information Modified."

11.2.3 Add/Edit Spouse/Dependent Data (Exchange Visitor in Initial or Active Status)

The **Dependents** link on the *Exchange Visitor Information* page for an exchange visitor in Initial or Active status provides the capability to make the following additions, corrections, and/or updates to spouse/dependent records:

- Add spouse/dependents
- Edit dependent data
- Reprint the spouse/dependent's Form DS-2019

- Indicate that the spouse/dependent is a “no show”
- Invalidate spouse/dependent separately from the exchange visitor

The following sections contain detailed instructions for completing each of these processes.

11.2.3.1 Add Spouse/Dependent (Exchange Visitor in Initial or Active Status)

A spouse and dependents can be added to an exchange visitor’s record when the person’s SEVIS status is Initial or Active. They can be added both before and after a visa has been issued to the exchange visitor.

Note: If both a husband and wife are entering the United States on J-1 visas, add the dependent child’s information to only one SEVIS record (Form DS-2019). Do not add the dependent child’s information to both parents’ records/Forms. Doing so will give the dependent child two SEVIS records.

To add a spouse/dependent to the record of an exchange visitor who is currently in Initial or Active status, perform the following:

1. Access the *Exchange Visitor Information* page for the exchange visitor whose information is being updated (perform a search for the record or use the **EV Lists** option).
2. Click the **Dependents** link on the **Edits** menu. The *Exchange Visitor Spouse/Dependents Menu* page opens.
3. Click the **Add Spouse/Dependent** button. The *Add Spouse/Dependent* page opens.
4. To complete this page, enter the following data (an asterisk (*****) marks the fields that must be completed):
   - **Surname/Primary*:** Enter the last name of the spouse/dependent, as represented in the machine-readable zone (MRZ) of the passport. If the person has only one name, enter it in this field. (See SEVIS Name Fields for details.)
     Note: The DoS Bureau of Consular Affairs has advised that names should be entered in SEVIS exactly as they appear on the passport. In the event the nonimmigrant does not have a passport, enter the name as it displays on the National ID card.
   - **Given Name:** Enter the first name and middle name, if applicable, as represented in the MRZ of the passport. Leave this field blank if the person has only one name. (See SEVIS Name Fields for details.)
     Note: Even though this is not a required field in SEVIS, the DoS Bureau of Consular Affairs has advised that names should be entered in SEVIS exactly as they appear on the passport. In the event the nonimmigrant does not have a passport, enter the name as it displays on the National ID card.
   - **Suffix:** Select a title, such as Junior, that may follow a person's full name.
   - **Passport Name:** Enter the name exactly as it appears on the MRZ of the passport (Surname/Primary Name Given Name). (See SEVIS Name Fields for details.)
   - **Preferred Name:** If different from the fields above, enter the name used by the nonimmigrant. If left blank, SEVIS will pre-populate this field. However, it can be edited. (See SEVIS Name Fields for details.)
5. Enter the following in the Demographics section:
   - **Birth Date*:** Enter the person's date of birth in MM/DD/YYYY format. The person's age displays below the field once the date is entered.
   - **Gender*:** Select the person's gender, **male** or **female**.
   - **Relationship*:** Select **Spouse** or **Child**. A dependent child must be younger than 21 years of age.
   - **City of Birth*:** Enter the unabbreviated name of the city where the person was born.
   - **Country of Birth*:** Begin typing the country name. Select the country in which the person was born.

- **Country of Citizenship*:** Begin typing the country name. Select the country in which the person maintains citizenship.
- **Country of Legal Permanent Residence*:** Begin typing the country name. Select the country in which the person is a legal permanent resident.
- **Email Address:** Enter the spouse/dependent's email address. Completion of this field is optional.

6. Click **Submit** to save the data. A message displays advising that the spouse/dependent data has been added.
7. On the message page, click **Print Final DS-2019** to print the Form. Sign the Form in **blue** ink and provide it to the exchange visitor for his/her spouse/dependent. See Print a Draft or Final Form DS-2019, for instructions.

11.2.3.2 Edit Spouse/Dependent Data (Exchange Visitor in Initial or Active Status)

Spouse/dependent biographical information can be updated while the exchange visitor's SEVIS status is Initial or Active. However, when the exchange visitor is in Initial status, the Edit Dependent option is not available after a visa has been issued to the exchange visitor. To edit a spouse/dependent's data after the exchange visitor has obtained a visa and is still in Initial status, you must wait until the exchange visitor arrives in the United States and has his/her program participation validated in SEVIS.

To edit the spouse/dependent's biographical data, perform the following:

1. Access the *Exchange Visitor Information* page for the person whose spouse/dependent's information is being changed (perform a search for the record or use the **EV Lists** option).
2. Click the **Dependents** link on the **Edits** menu. The *Exchange Visitor Spouse/Dependents Menu* page opens.
3. Click the spouse/dependent's SEVIS ID link. The *Dependent Information* page opens.
4. Click the **Edit** link on the **Actions** menu. The *Edit Spouse/Dependent* page opens.
5. Make the necessary changes to the data. See Step 3: Create Certificate of Eligibility for Exchange Visitor (Form DS-2019 - Exchange Visitor Spouse/Dependent Menu Page, for detailed instructions on completing the fields on this page.
6. Click the **Submit** button to complete the process. A message displays advising that the dependent's data has been successfully updated. Click the **Print Final DS-2019** button on the message page to print a copy of the spouse/dependent's Form. See Print a Draft or Final Form DS-2019, for instructions.

11.2.3.3 Reprint Form DS-2019 for a Dependent in Initial Status

When a spouse/dependent is in Initial status, his/her Form DS-2019 can be reprinted for the following reasons:

- Permit exchange visitor's (*count*) dependents to enter United States separately (where "count" is the number of dependents for the selected exchange visitor).
- Begin new program; accompanied by number (*count*) of immediate family members (where "count" is the number of dependents for the selected exchange visitor).
- Other—Text that is entered in the **If Other, Please Comment** text box prints in the "Purpose of the Form" section of the Form DS-2019.

To reprint the Form for a spouse/dependent, perform the following:

1. Access the *Exchange Visitor Information* page for the exchange visitor whose spouse/dependent's Form is being reprinted (perform a search for the record or use the **EV Lists** option).
2. Click the **Dependents** link on the **Edits** menu. The *Exchange Visitor Spouse/Dependents Menu* page opens.
3. Click the spouse/dependent's SEVIS ID link. The *Dependent Information* page opens.
4. Click the **Reprint DS-2019** link on the **Actions** menu. The *Reprint DS-2019* page opens.

5. Select a reprint reason from the drop-down list. If **Other** is selected, provide an explanation in the text box provided. A maximum of 500 characters may be entered into the text box; the first 100 characters will print on the Form DS-2019.
6. Click the **Reprint DS-2019** button. A message displays advising that the update has been successful (the reason for reprinting the Form has been saved to SEVIS). The reprint reason selected will print on the Form.
7. Click the **Print Final DS-2019** button on the message page to print a new Form. See Print a Draft or Final Form DS-2019, for detailed printing instructions.
   Note: According to the data in SEVIS, if the exchange visitor is subject to the Two-Year Home Country Physical Presence Requirement (Section 212(e) of the Immigration and Nationality Act and Public Law 94-484, as amended), the appropriate boxes will be checked on the printed Form DS-2019. However, SEVIS does not include the Exchange Visitor Skills list. A Consular Official will make the final decision as to whether an exchange visitor is subject to the 212(e) requirement.

11.2.3.4 Set Dependent's Status to No Show (Exchange Visitor in Initial Status)

The status of the spouse/dependent can be set to No Show separately from the exchange visitor. When a spouse/dependent's status is No Show, the person **has violated** the Exchange Visitor Program regulations. This has an ***adverse***, or ***negative***, effect on the spouse/dependent's record.

Note: Setting a spouse/dependent's status to No Show has no effect on the exchange visitor's record.

To change a spouse/dependent's status to No Show, perform the following:

1. Access the *Exchange Visitor Information* page for the person whose spouse/dependent is being marked as "no show" (perform a search for the record or use the **EV Lists** option).
2. Click the **Dependents** link on the **Edits** menu. The *Exchange Visitor Spouse/Dependents Menu* page opens.
3. Click the spouse/dependent's SEVIS ID link. The *Dependent Information* page opens.
4. Click the **No Show** link on the **Actions** menu. The *No Show* page opens.
5. Review the data to ensure that this is the person whose status is being changed to No Show.
6. Click the **No Show** button. The *Exchange Visitor Spouse/Dependents Menu* page opens. The spouse/dependent's status is No Show.

11.2.3.5 Invalidate Spouse/Dependent (Initial, Active, or No Show Status)

When a spouse/dependent is in Initial, Active, or No Show status, his/her status may be set to Invalid separately from the exchange visitor. The Invalidate option is available when there is no port of entry information on the spouse/dependent's SEVIS record. Use the Invalidate option when the spouse/dependent is not coming to the United States on a J-2 visa.

Note: Setting the spouse/dependent's status to Invalid has no effect on the exchange visitor's record.

To set a spouse/dependent's SEVIS status to Invalid, perform the following:

1. Access the *Dependent Information* page for the spouse/dependent whose record is being updated (perform a search for the record or use the **EV Lists** button).
2. Click **Invalidate** on the **Actions** menu. The *Invalidate Spouse/Dependent* page opens.
3. Review the data to ensure this is the person whose status is being changed to Invalid.
4. Enter an explanation in the **Remarks** text box; this is a required field.
5. Click the **Invalidate** button. The *Exchange Visitor Spouse/Dependents Menu* page opens. The person's status is Invalid.

11.2.4 Edit Financial Information (Exchange Visitor in Initial Status)

An exchange visitor's financial information can be edited when the exchange visitor is in Initial status. However, the Financial Information option is not available after a visa has been issued to the exchange visitor. To edit financial data after the exchange visitor has obtained a visa and is still in Initial status, you

must wait until the exchange visitor arrives in the United States and has his/her program participation validated in SEVIS.

To edit an exchange visitor's financial data while the exchange visitor is in Initial status, perform the following:

1. Access the *Exchange Visitor Information* page for the exchange visitor whose data is being updated (perform a search for the record or use the **EV Lists** option).
2. Click the **Financial Information** link on the **Edits** menu. The *Edit Financial Information* page opens.
3. Make the necessary updates. See Complete Page 4 of the Form DS-2019—Financial Information, for a detailed description of each field and/or section on the page.
4. Click the **Update Information** button. A message displays advising that the data has been successfully updated.

11.2.5 Edit Site of Activity (Exchange Visitor in Initial Status)

An exchange visitor's site of activity information can be edited when the exchange visitor is in Initial status. However, the Site of Activity option is not available after a visa has been issued to the exchange visitor. To edit a site of activity after the exchange visitor has obtained a visa and is still in Initial status, you must wait until the exchange visitor arrives in the United States and has his/her program participation validated in SEVIS.

Note: Site of activity information can be edited for Secondary School Students any time the status is Initial, incuding before and after obtaining a visa.

To edit the site of activity information for an exchange visitor in Initial status, perform the following:

1. Access the *Exchange Visitor Information* page for the exchange visitor whose data is being updated (perform a search for the record or use the **EV Lists** option).
2. Click the **Site of Activity** link on the **Edits** menu. The *Site of Activity Menu* page opens.
3. Click the **Edit** link in the Commands column for a specific Site of Activity. The *Edit Site of Activity* page opens.

   Make the necessary changes to the name and address for the site of activity.
   Note: If the exchange visitor's category is Summer Work Travel, a site of activity of Exempt from Pre-placement cannot be edited. If the exchange visitor has found a place of employment, use the Add Site of Activity function to add the address.
4. Enter optional comments in the Remarks text box.
5. Click the **Submit** button. A message displays advising that the data has been successfully updated in SEVIS.
6. If the updated site of activity is the primary site of activity, print a copy of the Form DS-2019. 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.

11.2.6 Add Site of Activity (Exchange Visitor in Initial Status)

All exchange visitors must have at least one site of activity. However, multiple sites of activity may be added for an exchange visitor.

Note: Site of activity information can be added for Secondary School Students any time the status is Initial, incuding before and after obtaining a visa.

To add a site of activity, perform the following:

1. Access the *Exchange Visitor Information* page for the person whose site of activity is being added (perform a search for the record or use the **EV Lists** option).
2. Click the **Site of Activity** link on the **Edits** menu. The *Site of Activity Menu* page opens.
3. Click the **Add Site of Activity** button. The *Add Site of Activity* page opens.

4. Below is a brief description or explanation of the fields on this page. An asterisk (*****) marks the fields that must be updated. To complete this page, enter the following data:
   - **Site of Activity Type*:** Only available for exchange visitors participating in summer work travel programs. If applicable, select **On Travel** or **Seeking Employment** and click the **Submit** button.
   - **Site of Activity Name*:** The place where the exchange visitor will participate in his/her program.
   - **Site of Activity Address*:** Enter the physical location of the site. Do not include a post office box number in this address. For an au pair, enter the host family's address. For secondary school students, enter the address for the boarding school or host family. Then click the **Submit** button. To enter the address,
     a. Click the **Add Address** link. The *Add Address* window opens.
     b. At a minimum, enter the street address and zip code.
     Note: The **Other** field is not validated. Use it to enter information such as university names, residence names, hotel names, room numbers and PO Box numbers.
     c. Click the **Submit** button. One of two things will occur:
        – The *Add Address* window will display the suggested address from the U.S. Postal Service and the entered address. Click **Select** to accept the address from the Postal Service. Or, click **Edit Address** to change the entered address.
        – The *Add Address* window will display a message advising that the address could not be found. Click **Over-ride Validation** to save the address. Select a reason for using the address as entered. If **Other** is selected, enter an explanation in the text box. Click **Submit**.

     Note: The primary site of activity address prints on the Form DS-2019. Therefore, if the exchange visitor has multiple sites of activity, the site selected by the RO or ARO as the primary site of activity will print on the Form DS-2019.

     Note: If the category of the exchange visitor is Summer Work Travel and their country of citizenship is a visa waiver program country, the RO/ARO must choose one of two Site of Activity Types: Site of Activity or Exempt from Pre-placement. If Exempt from Pre-placement is currently the primary site of activity, it cannot be chosen. If Exempt from Pre-placement is chosen, the Site of Activity Name and Site of Activity Address fields should not be completed. If Exempt from Pre-placement is chosen, it will automatically become the primary site of activity.
   - **Remarks:** Enter optional comments.
5. Click the **Submit** button to save the data. A message displays advising that the data has been successfully saved to SEVIS. On the message page, if data for the primary site of activity has been updated, click the **Print Final DS-2019** button to print the Form 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: Multiple sites of activity can be added for an exchange visitor; follow the procedures above to add other sites of activity.

11.2.7 Change Primary Site of Activity (Exchange Visitor in Initial Status)

The primary site of activity address prints on the exchange visitor's Form DS-2019. When an exchange visitor has more than one site of activity, the primary site of activity can be changed. Note that if the category of the exchange visitor is Summer Work Travel, the primary site of activity cannot be changed back to Exempt from Pre-placement. If the primary site of activity should be Exempt from Pre-placement, a new site of activity must be added.

Note: The primary site of activity can be changed for Secondary School Students any time the status is Initial, incuding before and after obtaining a visa.

To change the exchange visitor's primary site of activity, perform the following:

1. Access the *Exchange Visitor Information* page for the exchange visitor whose record is being updated (perform a search for the record or use the **EV Lists** option).
2. Click the **Site of Activity** link on the **Edits** menu. The *Site of Activity Menu* page opens.
3. Click the radio button to the left of the primary site of activity. A message displays advising that the primary site of activity has been changed.
4. Click the **Print Final DS-2019** button 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 of Final Form DS-2019, for printing instructions.)

11.2.8 Delete Site of Activity (Exchange Visitor in Initial Status)

All exchange visitors must have at least one site of activity. However, if an exchange visitor has multiple sites of activity, his/her SEVIS status is Initial, and the he/she has not obtained a visa, sites of activity can be deleted. Note that if the category of the exchange visitor is Summer Work Travel and the site of activity is Exempt from Pre-placement, it cannot be deleted.

To delete a site of activity, perform the following:

1. Access the *Exchange Visitor Information* page for the exchange visitor whose record is being updated (perform a search for the record or use the **EV Lists** option).
2. Click the **Site of Activity** link on the **Edits** menu. The *Site of Activity Menu* page opens. It contains summary data for the exchange visitor and the existing site(s) of activity.
3. Click the **Delete** link in the **Commands** column for the site that is being deleted. The *Delete Site of Activity* page opens.
   Note: The primary site of activity cannot be deleted. If necessary, change the primary site of activity, and then continue with the deletion process.
4. Review the data to ensure that this is the correct site of activity.
5. Click the **Delete Site of Activity** button. A message displays advising that the deletion has been successful.

11.2.9 Edit Contact and Program Information (Exchange Visitor in Initial Status)

In accordance with the regulations [22 CFR 62.10(d)(4), Monitoring of Exchange Visitors], an RO or ARO must update the following within 10 business days of being notified by a participant:

- Actual and current U.S. address information (physical address)
- Telephone number
- Email address
- Primary site of activity

Use the Contact and Program Information option to edit an exchange visitor's email address, telephone number, U.S. address, and program information. To update this information, 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** button).
2. Click the **Contact and Program Information** link on the **Edits** menu. The *Update Contact and Program Information* page opens.
3. Make the necessary changes to the person's email address and phone number.
4. In the U.S. Addresses section, edit the address(es) as necessary. See SEVIS Address Fields for details.
   Note: For au pairs, enter the host family's address. For secondary school students, enter the boarding school or host family's address. When updating the address, also click the **Residential Information** link on the *Exchange Visitor Information* page to update the host family name(s) or boarding school name, if necessary.
5. In the Program Information section, perform the following:

- To choose a different position, select an option from the drop-down list.
- To change the current subject/field description, either enter the numeric Classification of Instructional Program (CIP) code (the description displays below the field), or perform the following:
  a. Click **Select**. The *Acceptable CIP Codes* window opens.
  b. Start typing a subject/field name or code in the **Search** field. A list of CIP descriptions containing those letters displays.
  c. Find the subject that most closely matches the exchange visitor's field of study and click its code, at the left end of the row. The final selection displays on the *Contact and Program Information* page.
- Enter additional remarks regarding the person's program while in the United States, or enter "**None**." Do not use hard returns (that is, do not press the **Enter** key) when entering text; doing so may make the text wrap and print in the wrong field on the Form DS-2019.
  Note: The text may be shortened on the printed Form DS-2019 if it is longer than the available space. However, the entire text can be viewed in SEVIS.

6. Click the **Submit** button. A message displays advising that information has been saved.
7. Click the **Final DS-2019** button to print a new Form. Sign the Form in **blue** ink, and provide it to the exchange visitor and spouse/dependents, if any.

11.2.10 Edit Residential Information (Exchange Visitor in Initial Status)

Residential information for au pair and secondary school student participants may be added or edited at any time when the record is in Initial or Active status.

To add/edit residential information, 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** button).
2. Click the **Residential Information** link on the **Edits** menu. The *Residential Information page* opens. Exhibit 26 is an example of the *Residential Information* page for a secondary school student.

Exhibit 26: Residential Information Page

Residential Information

Hill School - P-1-13579

J-1 Exchange Visitor (Surname/Primary Name, Given Name) — Date of Last Event: 06/13/2016

Sneider , Marlaina — Status: **INITIAL**
FEMALE | DOB: 03/03/2000 — SEVIS ID: **N0004733057**

Email Address:

Program: **Hill School** P-1-13579 — Category: STUDENT SECONDARY
Program Begin/End: 06/14/2016 - 12/31/2016 — Occupational Category:
Country of Citizenship: CANADA — Port of Entry: **SEATTLE, WA** 05/11/2016

Residential/Local Coordinator Information

Local Coordinator/Residence Type Information

Last Name
Doe

First Name
John

Zip Code
17801

Residential Address Type
HOST FAMILY

Host Family Information

Host Family Indicator
PERMANENT

Primary Contact Last Name
Smith

Primary Contact First Name
Jen

Secondary Contact Last Name
Smith

Secondary Contact First Name
Robert

Phone
(123) 456 - 7890 ext.

Boarding School Information

Primary Contact Last Name

Primary Contact First Name

Primary Contact Title

Boarding School Name

Telephone Number
( ) - ext.

Cancel Submit

3. Enter the following optional data for an au pair exchange visitor:
   - Local Coordinator Information section: Enter the coordinator's first and last names.
   - Host Family Information section: Enter the first and last names of a primary and/or secondary contact. Also, enter a telephone number for a contact.
4. Enter the following optional data for a secondary school student exchange visitor:
   - Local Coordinator/Residence Type Information section:
     - Enter the local coordinator's first and last names.
     - Enter the zip code where the local coordinator resides.
   - Select the Residential Address Type: **Boarding School** or **Host Family**.
   - If the Residential Address Type is Host Family, complete the Host Family Information section.
     - Select the Host Family Indicator: **Arrival**, **Permanent,** or **Temporary**.
     - Enter the first and last name of the primary contact.
     - Enter the first and last name of the secondary contact.
     - Enter a telephone number for the host family.
   - If the Residential Address Type is Boarding School, complete the Boarding School Information section.
     - Enter the primary contact's first and last name, and title.
     - Enter the boarding school name.
     - Enter the telephone number for the boarding school. Completion of these fields is optional.

       Note: Completion of the Residential/Local Coordination Information section is required when the exchange visitor's program participation is validated.
5. Click the **Submit** button. A message displays advising that the information has been saved.
   Note: When updating the host family or boarding school's name, also click the **Contact and Program Information** link on the *Exchange Visitor Information* page to update the address, if necessary.

12. EXCHANGE VISITOR INFORMATION PAGE—ACTIVE STATUS

The *Exchange Visitor Information* page provides a snapshot of the information that has been entered on the Form DS-2019, or received via an interface with another DHS system. On the left side of the page are links to the actions, edits, and transfer possibilities appropriate to the exchange visitor’s current status. Exhibit 27: Exchange Visitor Information Page—Active Status, is an example of the page.

Exhibit 27: Exchange Visitor Information Page—Active Status

<< Return to **Active Status Exchange Visitors and Dependents**

Actions:

Change of Category Request

Correct Minor or Technical Infraction

End Program for EV

Extension within the maximum duration of participation

Matriculation

Reinstatement - Update SEVIS Status

Reprint DS-2019

Shorten Program for EV

Terminate EV

Edits:

Biographical Information

Dependents

Financial Information

Site of Activity

Subject/Field

Employment:

Add Student Employment

Academic Training:

Add Student Academic Training

Transfer:

SEVIS to SEVIS Transfer

View:

Event History

Exchange Visitor Information

Personal Information

SEVIS ID:	**N0000143801**
Surname/Primary Name:	**Fallon**
Given Name:	**Brad**
Suffix:	
Passport Name:	
Preferred Name:	**Brad Fallon**
SEVIS Legacy Name:	**Brad Fallon**
Gender:	**MALE**
Date of Birth:	**09/01/1995**
City of Birth:	**Anytown**
Country of Birth:	**BAHAMAS, THE**
Country of Citizenship:	**BAHAMAS, THE**
Country of Legal Permanent Residence:	**BAHAMAS, THE**
Email Address:	
Telephone Number:	
Position:	**215 - UNIVERSITY UNDERGRADUATE STUDENTS**
Active/Initial Dependent Count:	**0**

Contact Information

Foreign Address:	
Address 1:	
Address 2:	
City:	
Country:	
Province/Territory:	
Postal Code:	
Physical Address:	
Address 1:	**1000 Main St**
Address 2:	
City:	**Smalltown**
State:	**ALABAMA**
Zip Code:	**20001**
Mailing Address:	
Address 1:	
Address 2:	
City:	
State:	
Zip Code:	

Visa/POE Information

Visa Type:	**J-1**
Passport Number:	
Passport Expiration Date:	
Visa Foil Number:	
Visa Issue Date:	
Visa Expiration Date:	
Visa Issue Post:	
Port of Entry:	
Date of Entry:	
I-94/Admission Number:	
Port of Departure:	
Date of Departure:	

Status Information

Status:	**ACTIVE**
Date of Last Status Change:	**10/28/2014**
212(e):	**Government Financing**

Program Information

Program Number:	**P-1-16590**
Program Sponsor:	**Whispering Pines Institute**
Category:	**STUDENT BACHELORS**
Occupational Category:	
Student Intern Foreign Degree:	
Student Intern Foreign Field of Study:	
Subject/Field Description:	**Personal Health Improvement and Maintenance**
Subject/Field Remarks:	**None at this time**

Program Dates

Initial Program Begin Date:	
IAP-66 Number:	
Program Begin Date:	**01/25/2015**
Program End Date:	**12/15/2019**
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/Cancelation Receipt Number:	

Funding Information

Funds:	
Program Sponsor:	**$75,000.00**
U.S. Government Agency:	
DEPARTMENT OF EDUCATION -	**$25,000.00**
International Organization:	
Exchange Visitor's Government:	
Binational Commission of the Exchange Visitor's Country:	
All other organizations providing support:	
Personal Funds:	
Total:	**$100,000.00**

Primary Site of Activity	Site of Activity	Address	Remarks	Site of Activity ID
◉	Whispering Pines Institute	1000 Main St Fairfax, VA 20108		62986

The following sections provide information about each of the options on the **Actions**, **Edit**, **Employment** (available for college/university students only), **Transfer**, and **View** menus.

12.1 Actions Menu—Exchange Visitor in Active Status

The options/links on the **Actions** menu provide access to the following processes, which are listed in alphabetical order:

- Alternate Between Professor and Research Scholar: Only available for professor and research scholar exchange visitors if the program sponsor has been designated for both Professor and Research Scholar categories.
- Cancel Change of Category Request: Only available if a Change of Category Request has been submitted to, but not processed by, DoS.
- Cancel Extension Beyond the Maximum Duration of Participation Request: Only available if an Extension Beyond the Maximum Duration of Participation Request has been submitted to, but not processed by, DoS.
- Cancel Out of Country: Only available if a professor or research scholar exchange visitor has been identified by the RO or ARO as currently participating in his/her program while outside the United States and the out of country end date has not been reached.
- Cancel Reinstatement – Update SEVIS Status Request: Only available if a Reinstatement – Update SEVIS Status request has been submitted to, but not processed by, DoS. See SEVIS Correction Procedures, for instructions.
- Change of Category
- Correct Minor or Technical Infraction
- Correct SEVIS Status: See SEVIS Correction Procedures, for instructions.
- Create Out of Country: Used to identify a professor or research scholar exchange visitor who is continuing to participate in the program activity for which he/she has been sponsored and who is currently in the United States; the exchange visitor is **not** outside the country.
- Extension Beyond the Maximum Duration of Participation
- Extension Within the Maximum Duration of Participation
- Matriculation: Only available for college and university students.
- Reinstatement – Update SEVIS Status: See SEVIS Correction Procedures, for instructions.
- Reprint Form DS-2019
- Shorten Program for Exchange Visitor
- Terminate Exchange Visitor

The following sections provide detailed instructions for the options listed above except for the Correct SEVIS Status, Reinstatement – Update SEVIS Status, and Cancel Reinstatement – Update SEVIS Status options. See SEVIS Correction Procedures, for detailed instructions for these processes.

12.1.1 Change of Category Request (Exchange Visitor in Active Status)

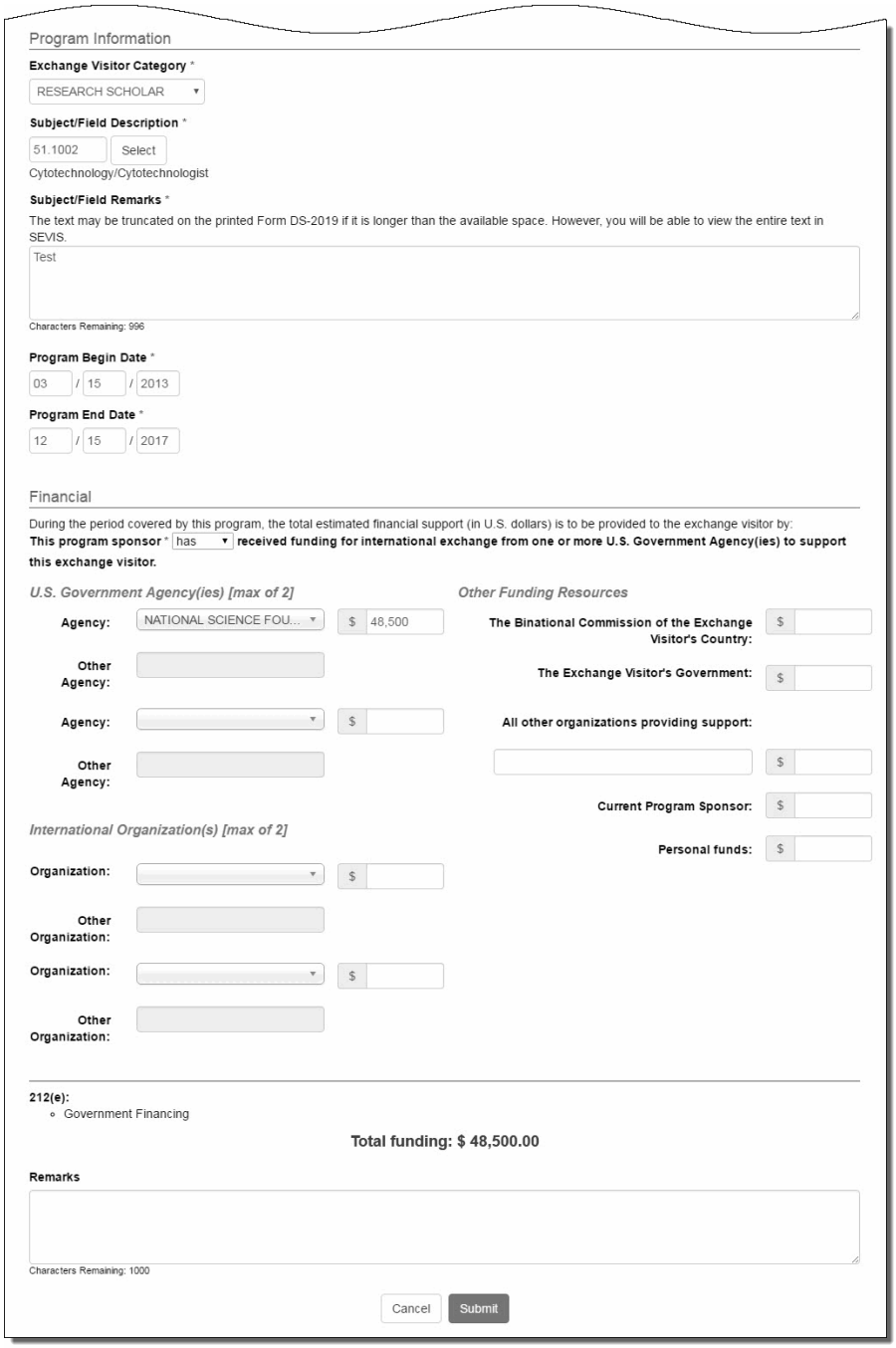
A change of category request for an exchange visitor may be submitted to DoS. Any change must be clearly consistent with and closely related to the participant's original exchange objective and necessary due to unusual or exceptional circumstances. (See Appendix E, Exchange Visitor Categories, for a list and explanation of all categories.) DoS must review and approve this request.

Note: The change of category request, a copy of the Pay.gov confirmation page showing payment of the required non-refundable fee [22 CFR 62.17, Fees and Charges], and all supporting documentation must be submitted to DoS prior to the exchange visitor's program end date so that the nonimmigrant does not fall out of status.

To request a change of category for an exchange visitor, perform the following:

1. Access the *Exchange Visitor Information* page for the exchange visitor whose request is being processed (perform a search for the record or use the **EV Lists** option).
2. Click the **Change of Category Request** link on the **Actions** menu. The *Change of Category Request* page opens. It contains summary information for the selected exchange visitor, and the lower half of the page is used to make the change of category request. Exhibit 28: Change of Category Request Page, is an example of the page.

Exhibit 28: Change of Category Request Page



3. Below is a list with a brief description or explanation for the fields and sections on this page. An asterisk (*) marks the fields and sections that must be completed. Enter the following data in the Program Information section:
   - **Exchange Visitor Category*:** Select the J visa participant category for the exchange visitor. The options available on the drop-down list relate to those authorized for your organization by DoS.
   - **Subject/Field Description*:** To change the current subject/field description, either enter the numeric Classification of Instructional Program (CIP) code, or perform the following:
     a. Click the **Select** button. The *Acceptable CIP Codes* window opens.
     b. Start typing a subject/field name or code in the **Search** field. A list of CIP descriptions containing those letters or numbers displays.
     c. Find the subject that most closely matches the exchange visitor's field of study and click its code. The final selection displays on the *Change of Category Request* page..
     Note: If necessary, click the **Select** button to delete this information and repeat Steps a through d to make another selection.
   - **Subject/Field Remarks*:** Enter additional remarks regarding the exchange visitor's program while in the United States or enter "**None**." Do not use hard returns (that is, do not press the **Enter** key) when entering text; doing so may make the text wrap and print in Section 5 of the Form DS-2019. Exhibit 15 is an example of how the text may print when hard returns are used. **Note:** The text may be shortened on the printed Form DS-2019 if it is longer than the available space. However, the entire text can be viewed in SEVIS.
4. Enter the program dates:
   - **Program Begin Date*:** Enter the date, determined by the program sponsor, on which the exchange visitor's participation in the new category will begin. The date cannot be more than one year in the future.
   - **Program End Date*:** Enter the date, determined by the program sponsor, on which an exchange visitor's participation in the new category will end. The date cannot exceed the maximum duration for the selected category, as identified in the Exchange Visitor Program regulations
     The end date, in combination with the begin date, must:
     – Be equal to or greater than the minimum duration of participation, and
     – Cannot exceed the maximum duration of participation for the exchange visitor's selected category, as identified in the Exchange Visitor Program regulations or the program sponsor's designation.
       See Appendix F, DoS Maximum and Minimum Duration of Participation Rules, for guidance.
   - Enter the following in the Financial Information section:
5. Enter the following in the Financial Information section:
   - Select an option for **This program sponsor* has/has not received funding for international exchange...** to indicate whether the exchange visitor has received direct or indirect funding from U.S. Government agencies.
     – **Direct Funding:** Financed in whole or in part by the U.S. Government or the exchange visitor's government with funds contributed directly to the exchange visitor in connection with his/her participation in an Exchange Visitor Program.
     – **Indirect Funding:** Financed by one of the following:
       o An international organization with funds contributed by either the U.S. Government or the exchange visitor's government for use in financing international educational and cultural exchanges
       o An organization or institution with funds made available by either the U.S. Government or the exchange visitor's government for the purpose of furthering international educational and cultural exchanges

- Enter the following data as applicable:
  - **U.S. Government Agency(ies) [maximum 2]:** Select the agency from which the exchange visitor has received funding and enter the amount in U.S. dollars.
    Note: If **Other** is selected, enter the name of the agency in the text box provided. The name and amount of funding will print on the Form DS-2019.
  - **International Organization(s) [maximum 2]:** Select the organization from which the exchange visitor has received funding and enter the amount in U.S. dollars.
    Note: If **Other** is selected, enter the name of the organization in the text box provided. The name and amount of funding will print on the Form DS-2019.
  - **Other Funding Resources:**
    - The Binational Commission of the Exchange Visitor's Country: Enter the amount, in U.S. dollars, that the Binational Commission is contributing.
    - The Exchange Visitor's Government: Enter the amount, in U.S. dollars, that the exchange visitor's government is contributing.
    - All other organizations providing support: Enter each name and amount of money the exchange visitor will receive. For example, ABC Agency (500), DEF Organization (2500), XYZ (2000). (Only 80 characters may be entered into this field.). Enter the total amount, in U.S. dollars, in the text box provided.
    - Current Program Sponsor: Enter the amount, in U.S. dollars, that the program sponsor is contributing to the exchange visitor.
    - Personal Funds: Enter the amount, in U.S. dollars, that the exchange visitor is contributing.
    - IMPORTANT: Note the 212(e) indicator in the lower-left of the page. If the exchange visitor meets the Two-Year Home Country Physical Presence (212e) requirement, the reason will display in the 212(e) section. If necessary, correct the exchange visitor's data before clicking the Submit button. "Not Subject" displays in the 212(e) section of the page if the SEVIS data indicates that the exchange visitor is not subject to the 212(e) requirement. However, SEVIS does not include the Exchange Visitor Skills list. A Consular Official will make the final decision as to whether an exchange visitor is subject to the 212(e) requirement.

6. Enter optional comments in the **Remarks** text box.
7. Click the **Submit** button to save the data. A message displays advising that the request has been successfully submitted to SEVIS, and:
   - The non-refundable fee must be submitted using the Pay.gov website, and
   - A copy of the request and the Pay.gov confirmation page, and supporting paper documentation must be submitted prior to the expiration of the exchange visitor’s program end date in order to preclude the exchange visitor from falling out of valid program status.
     Note: When a change of category request is submitted for an exchange visitor, some of the options on the **Actions** and **Edits** menus will not be available until the request has been processed by DoS or the request has been canceled.
8. Access the Pay.gov website (https://www.pay.gov) and submit your electronic payment following the instructions provided by DoS. See Electronic Submission of Payment, for additional information regarding electronic payment of fees.
9. Submit a copy of the Pay.gov confirmation page showing payment of the non-refundable fee to DoS. This request will not be processed until the copy of the Pay.gov confirmation page, exchange visitor’s full name and SEVIS ID, and supporting documentation have been received by DoS. (See U.S. Department of State Contact Information, or Appendix B, Resources, for the appropriate address.)

   Note: The copy of the Pay.gov confirmation page showing payment of the non-refundable fee must be submitted within 30 calendar days of submission of this request in SEVIS. If DoS has not noted in

SEVIS the receipt of a copy of the confirmation page and/or supporting documentation within 30 calendar days, the change of category request will be canceled by SEVIS.

DoS must review this request; the following outcomes are possible:

- **Request Approved:** The submitter of this request will receive email notification of the approval. The new program begin date will be the date entered or the date approved, whichever is later.

  Note: Following approval of the change of category request, an RO or ARO must print the Form DS-2019, sign it in blue ink, and provide it to the exchange visitor and spouse/dependents, if any. Access the *Exchange Visitor Information* page for the exchange visitor and click the **Reprint DS-2019** link on the **Actions** menu. On the *Reprint DS-2019* page, select the reprint reason "Begin New Program—Change of Category." See Reprint a Form DS-2019, for printing instructions.
- **Additional Information Required:** The submitter of this request will receive email notification of the request for additional information. A letter from the DoS Office of Designation, Private Sector Exchange, identifying the areas that require additional information and/or documentation will also be sent (either by fax or the U.S. Postal Service) in order for the review to continue. (A request in the status of Awaiting Additional Information for more than 60 calendar days will be automatically deleted from SEVIS.)
- **Request Denied:** The submitter of this request will receive notification via a fax or the U.S. Postal Service regarding the denial.

12.1.2 Cancel Change of Category Request (Exchange Visitor in Active Status)

The option for canceling a change of category request is available only when a change of category request has been submitted to DoS for approval. To cancel a change of category request, perform the following:

1. Access the *Exchange Visitor Information* page for the exchange visitor whose request is being canceled (perform a search for the record or use the **EV Lists** option).
2. Click the **Cancel Change of Category Request** link on the **Actions** menu. The *Cancel Change of Category Request* page opens.
3. Enter optional comments in the **Remarks** text box.
4. Click the **Cancel Change of Category Request** button to complete the process. A message displays advising that the request has been canceled.
5. Click the **Return to Exchange Visitor** button to view the *Exchange Visitor Information* page. Notice the options available on the **Actions** and **Edits** menus. When a request must be processed by DoS, some menu options are not available. Once the request is processed by DoS or canceled, those options become available again.

12.1.3 Correct Minor or Technical Infraction (Exchange Visitor in Active Status)

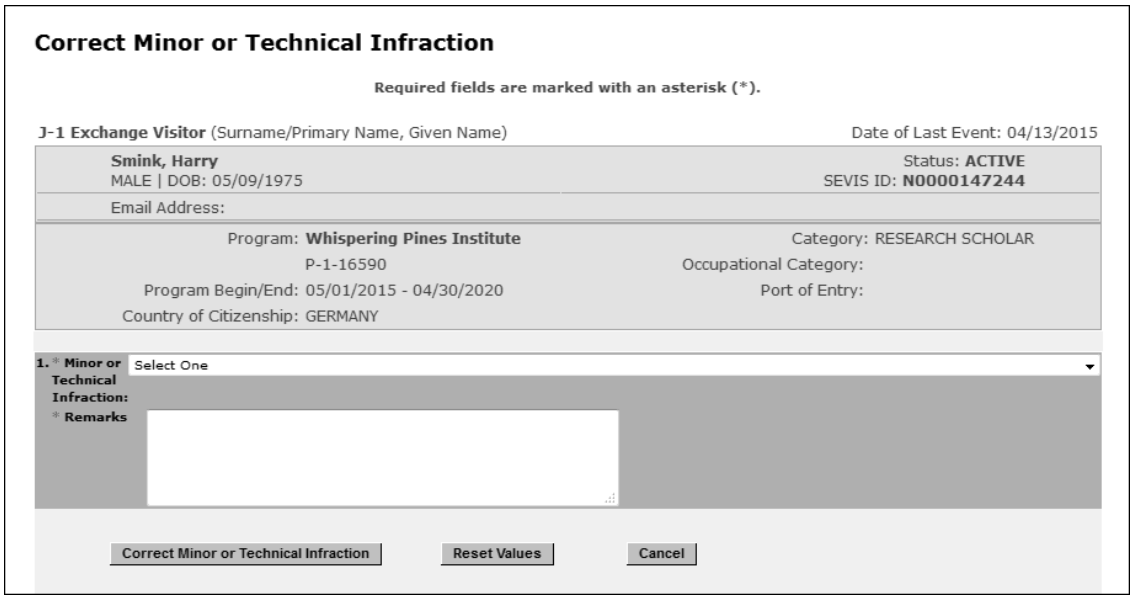
The Correct Minor or Technical Infraction option is used to correct the minor or technical infraction of the regulations for an exchange visitor within the first 120 days of the infraction. This option should only be used if the person is currently in the United States and is pursuing or intending to pursue his/her original program objective. Minor or technical infractions are the following:

- Failure to receive RO or ARO approval and/or an amended Form DS-2019 before accepting an honorarium or other type of payment for engaging in a normally appropriate activity
- Other

To correct a minor or technical infraction, perform the following:

1. Access the *Exchange Visitor Information* page for the exchange visitor whose record is being updated (perform a search for the record or use the **EV Lists** option).
2. Click the **Correct Minor or Technical Infraction** link on the **Actions** menu. The *Correct Minor or Technical Infraction* page opens. Exhibit 29: Correct Minor or Technical Infraction Page, is an example of the page.

Exhibit 29: Correct Minor or Technical Infraction Page



3. Select the reason for the infraction from the drop-down list.
4. Enter an explanation in the **Remarks** text box; this is a required field.
5. To complete the process, click the **Correct Minor or Technical Infraction** button. A message displays advising that the exchange visitor's SEVIS record has been successfully updated.

Note: There is no change to the exchange visitor's SEVIS status, which will remain Active.

12.1.4 Extension Beyond the Maximum Duration of Participation Request (Exchange Visitor in Active Status)

A request to extend an exchange visitor's program beyond the maximum duration of program participation must be submitted to DoS for review and approval. (See Appendix F, DoS Maximum and Minimum Duration of Participation Rules, for the maximum and minimum duration rules for the various categories.) The exchange visitor must have a SEVIS status of Active, and the request must be submitted to DoS early enough so that it can be reviewed and approved by DoS prior to the exchange visitor's program end date. Also, the request will not be processed until DoS receives a copy of the Pay.gov confirmation page showing payment of the required non-refundable fee [22 CFR 62.17, Fees and Charges], and all supporting documentation.

Note: ***Do not*** use this option for student exchange visitors participating in associate, bachelors, masters, doctorate, or non-degree programs. For these students, there is no limit on the duration of participation.

Note: If necessary, an RO or ARO may cancel the request; DoS cannot cancel this request.

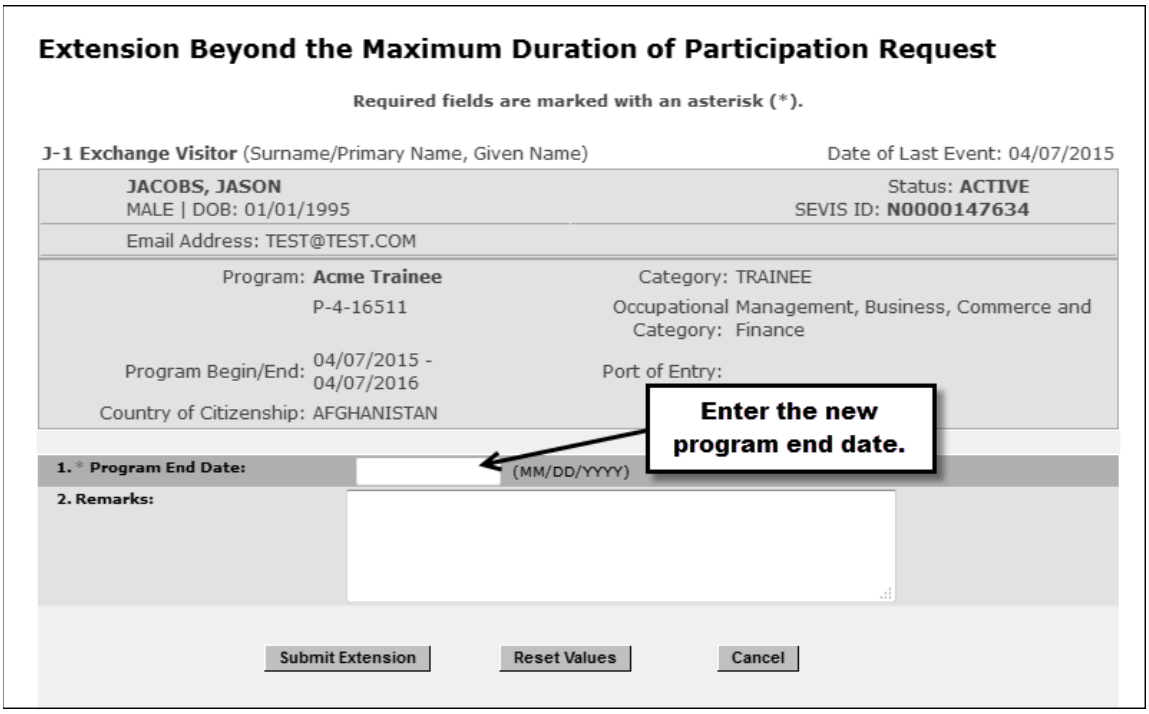
To submit an extension beyond the maximum duration of participation request, perform the following:

1. Access the *Exchange Visitor Information* page for the exchange visitor whose record is being updated (perform a search for the record or use the **EV Lists** option).
2. Click the **Extension Beyond the Maximum Duration of Participation** link on the **Actions** menu. The *Extension Beyond Maximum Duration of Participation* page opens. Exhibit 30: Extension Beyond the Maximum Duration of Participation Request Page, is an example of the page. It includes summary information for the selected exchange visitor.

   Note: When requesting an extension for a professor or research scholar exchange visitor participating in a program sponsored by the Federally Funded National Research and Development Center or a U.S. Federal Laboratory, a *Confirmation* page opens. Review the page and click the

I Agree button to continue to the *Extension Beyond the Maximum Duration of Participation Request* page.

Exhibit 30: Extension Beyond the Maximum Duration of Participation Request Page



3. Enter the new program end date.
4. Enter optional comments in the **Remarks** text box.
   Note: This text box may be used to adequately address the reasons that justify this request, or forward the justification to DoS when submitting the required fee.
5. Click the **Submit Extension** button to submit the request to DoS. A message displays advising that the request has been submitted, and the non-refundable fee must be submitted using the Pay.gov website. Also, the request will not be processed until DoS receives a copy of the Pay.gov confirmation page and all supporting documentation.
6. Access the Pay.gov website (https://www.pay.gov) and submit the electronic payment following the instructions provided by DoS. See Electronic Submission of Payment, for additional information regarding electronic payment of fees.
7. Submit a copy of the Pay.gov confirmation page showing payment of the required non-refundable fee to DoS. This request will not be processed until a copy of the Pay.gov confirmation page, exchange visitor's full name and SEVIS ID, and supporting documentation have been received by DoS. (See U.S. Department of State Contact Information, or Appendix B, Resources, for the appropriate address.)
   Note: The copy of the Pay.gov confirmation page showing payment of the non-refundable fee must be submitted within 30 calendar days of the email notification of submission of the request. If DoS has not noted in SEVIS receipt of the copy of the Pay.gov confirmation page within 30 calendar days of this notification, the extension request will be canceled by SEVIS.

DoS must review this request; the following outcomes are possible:

- **Request is Approved:** The submitter of the request will receive email notification of the approval. **Note:** For a participant in an Intern, Trainee, or Student Intern program, the phase dates must be updated following approval of an extension beyond maximum duration request. See Approved

Extension Beyond the Maximum Duration of Participation and Form DS-7002, for details.
Note: Following approval of the extension request, an RO or ARO must print the Form DS-2019, sign it in blue ink, and provide it to the exchange visitor and spouse/dependents, if any. Access the *Exchange Visitor Information* page for the exchange visitor and click the **Reprint DS-2019** link. On the *Reprint DS-2019* page, select the reprint reason "Extend an On-going Program." (See Reprint a Form DS-2019, for printing instructions.)

- **Additional Information Required:** The submitter of this request will receive email notification of the request for additional information. A letter from the DoS Office of Designation, Private Sector Exchange, identifying the areas that require additional information and/or documentation will be sent to the submitter of the request in order for the review to continue.
  Note: The response containing the additional documentation and/or information must be submitted within 60 calendar days of the email notification. If DoS has not noted in SEVIS the receipt of the response within 60 calendar days of the notification, the extension request will be deleted from SEVIS.
  Submit the supporting documentation (along with the exchange visitor's full name and SEVIS ID) to the appropriate address (see U.S. Department of State Contact Information, or Appendix B, Resources, for the appropriate address).
- **Request Denied:** The submitter of this request will receive notification via fax or the U.S. Postal Service regarding the denial decision.

12.1.5 Cancel Extension Beyond the Maximum Duration of Participation Request (Exchange Visitor in Active Status)

An exchange visitor's request for an extension beyond the maximum duration of participation can be canceled before the request is processed by DoS.

To cancel the request, perform the following:

1. Access the *Exchange Visitor Information* page for the person whose extension request is being canceled (perform a search for the record or use the **EV Lists** option).
2. Click the **Cancel Extension Beyond the Maximum Duration of Participation Request** link on the **Actions** menu. The *Cancel Extension Beyond the Maximum Duration of Participation Request* page opens.
3. Enter comments in the **Remarks** text box; this is a required field.
4. Click the **Cancel Extension Request** button to confirm the cancelation. A message displays advising that the request has been canceled.
5. Click the **Return to Exchange Visitor** button to view the *Exchange Visitor Information* page. Notice that the **Cancel Extension Beyond the Maximum Duration of Participation Request** link is no longer available.

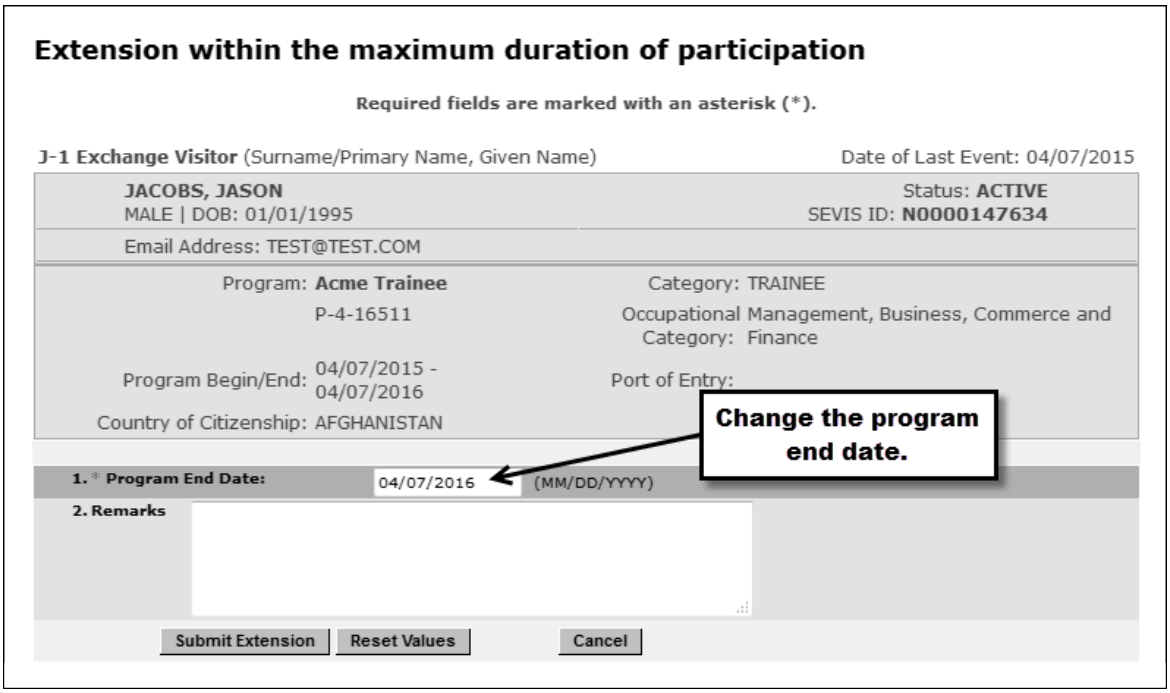
12.1.6 Extension Within the Maximum Duration of Participation Request

An exchange visitor's participation in the program may be extended up to the limit of the permissible period of participation authorized for his/her specific program category or as specified in the Letter of Designation or Redesignation from DoS. (See Appendix F, DoS Maximum and Minimum Duration of Participation Rules, for the maximum and minimum duration rules for the various categories.)

To extend an exchange visitor's participation within the maximum duration of participation, perform the following:

1. Access the *Exchange Visitor Information* page for the exchange visitor whose extension request is being submitted (perform a search for the record or use the **EV Lists** option).
2. Click the **Extension Within the Maximum Duration of Participation** link on the **Actions** menu. The *Extension With the Maximum Duration of Participation* page opens. Exhibit 31: Extension Within the Maximum Duration of Participation Page, is an example of the page. It contains summary data for the selected exchange visitor and a field for changing the program end date.

Exhibit 31: Extension Within the Maximum Duration of Participation Page



3. Enter the new program end date for the exchange visitor.
4. Enter optional comments in the **Remarks** text box.
5. Click the **Submit Extension** button.
6. 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**.
7. The system displays a message advising that the record has been updated. 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.)
   - **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 printing instructions.)
   - **Return to Exchange Visitor** to return to the *Exchange Visitor Information* page and view the new data.

12.1.7 Matriculation (Exchange Visitor in Active Status)

When a college/university student exchange visitor matriculates from one level of education to another (for example, progresses from an Associate to a Bachelor's degree program), this change can be made in SEVIS. Matriculation applies to an exchange visitor who is continuing as a full-time student by moving to a higher level of education. The exchange visitor can matriculate to any level higher than his/her current level, for example:

- Associate to Bachelor's degree
- Associate to Master's degree
- Associate to Doctoral degree

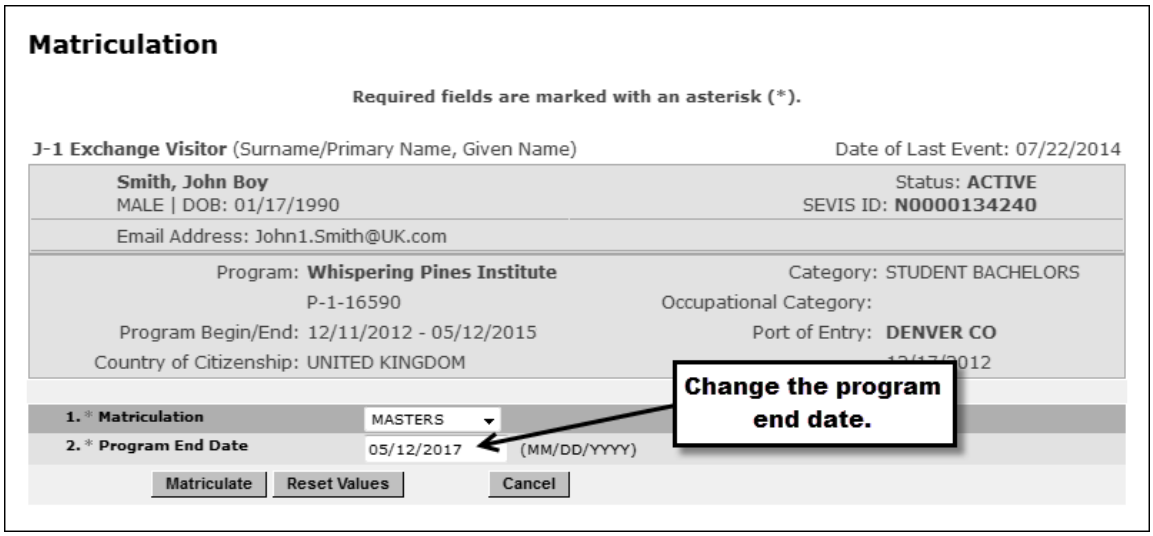
- Bachelor's to Master's degree
- Bachelor's to Doctoral degree
- Master's to Doctoral degree

Note: Matriculation is available only for exchange visitors in the Student (college/university) category. However, the Matriculation option is not available to student interns or students participating in non-degree programs.

To complete the matriculation process, perform the following:

1. Access the *Exchange Visitor Information* page for the exchange visitor whose matriculation request is being submitted (perform a search for the record or use the **EV Lists** option).
2. Click the **Matriculation** link on the **Actions** menu. Exhibit 32: Matriculation Page, is an example of the page that opens. The fields in Exhibit 32 have already been completed.

Exhibit 32: Matriculation Page



3. Select the degree level from the **Matriculation** drop-down list.
4. Enter the new program end date for the exchange visitor.
5. Click the **Matriculate** button to complete the process. A message displays advising that the exchange visitor's record has been successfully updated.
6. On the message page, click the **Print Final DS-2019** button 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.)

12.1.8 Reprint Form DS-2019 (Exchange Visitor in Active Status)

See Reprint a Form DS-2019, for printing instructions.

12.1.9 Shorten Program for Exchange Visitor (Exchange Visitor in Active Status)

The **Shorten Program for EV** option is available when an exchange visitor is in Active status. Use this option to reduce the length of the exchange visitor's program by changing the program end date. Sponsors should use this option to report a revised program end date in all cases except those involving the termination of an exchange visitor's program (see Terminate Exchange Visitor (Exchange Visitor in Active or Inactive Status)). In addition to reporting the actual program end date, sponsors must enter an explanation for the date change. An updated copy of the Form DS-2019 may be reprinted, signed in blue

ink and provided to the accompanying spouse and dependents, if any. The updated Form DS-2019 allows the Department and the exchange visitor to maintain an accurate record of the program dates.

Note: The length of an exchange visitor's program may be reduced to less than the minimum duration of program participation.

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 status will automatically change from Active to Inactive following the scheduled program end date.

Note: If a professor or research scholar exchange visitor is currently participating in his/her program outside the United States and the new program end date will be prior to the current out of country end date, you must update the out of country end date before you can shorten the program. You will receive an error message if you attempt to enter a date in SEVIS that is prior to the out of country end date.

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.

12.1.10 Terminate Exchange Visitor (Exchange Visitor in Active or Inactive Status)

This option is available for exchange visitors whose SEVIS status is either Active or Inactive. Termination has an ***adverse***, or ***negative***, effect on the exchange visitor's record (and on the record of the spouse and each dependent of the exchange visitor). Terminated exchange visitors have no benefits and cannot apply for an extension, reinstatement, or change of category. exchange visitors who are terminated, and the spouse/dependents, must leave the United States immediately.

Termination reasons are the following:

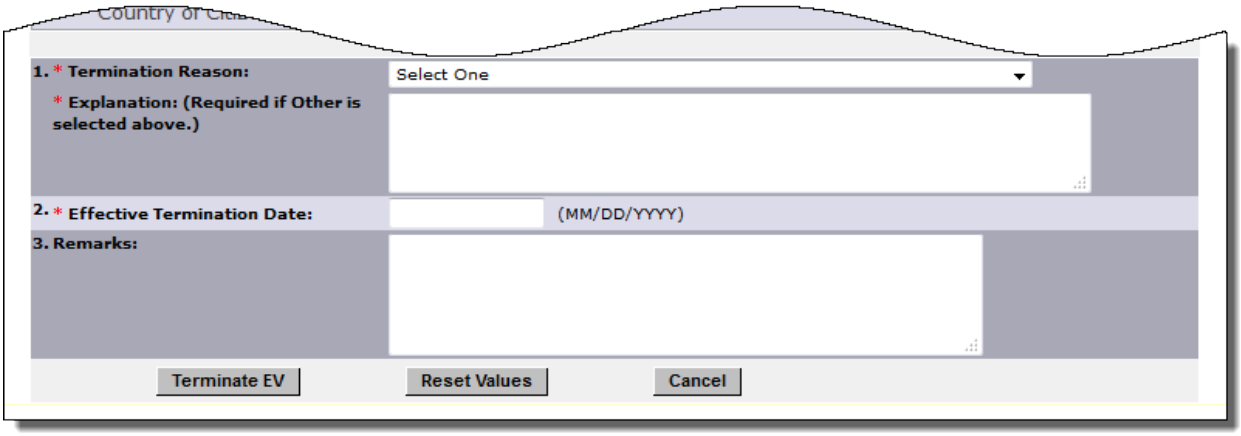
- Conviction of a crime
- Disciplinary action
- Engaging in unauthorized employment
- Failure to pursue exchange visitor program activities
- Failure to submit change of current address within 10 days
- Failure to maintain a full-time course of study [22 CFR 62.45(d)(6], Reinstatement to Valid Program Status)
- Failure to maintain health insurance
- Involuntary suspension [22 CFR 62.45(b)(3)], Reinstatement to Valid Program Status)
- Other
- Violation of Exchange Visitor Program regulation
- Violation of sponsor rules governing the program

Note: Once an exchange visitor's SEVIS status changes to Terminated, his/her SEVIS record is locked and cannot be updated. Prior to terminating an exchange visitor, you may update the person's contact information (that is, U.S. address). This information will assist DHS to track exchange visitors in Terminated status.

To terminate an exchange visitor, perform the following:

1. Access the *Exchange Visitor Information* page for the person whose SEVIS status is being terminated (perform a search for the record or use the **EV Lists** option).
2. Click the **Terminate EV** link on the **Actions** menu. Exhibit 33: Terminate EV Page, is an example of the page that opens.

Exhibit 33: Terminate EV Page



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; the first 100 characters will print on the Form DS-2019. This information will be displayed on the *Exchange Visitor Information* page.
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* page.

6. Click the **Terminate EV** button.. A confirmation message will display. Click the **Yes** button to complete the process.
7. The exchange visitor and spouse/dependents, if any, will be terminated on the effective termination date entered on the *Terminate EV* page.
8.

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

12.1.11 Create Out of Country Record (Professor and Research Scholar Exchange Visitors in Active Status)

This function should only be used to identify a professor or research scholar exchange visitor who is continuing to participate in the program activity for which he/she has been sponsored and who is currently in the United States (not outside the country).

When a professor or research scholar exchange visitor has a SEVIS status of Active, an Out of Country record can be created. When this option is used, on the out of country begin date, the exchange visitor's SEVIS record will show that the person is actively participating in his/her current program activity outside the United States.

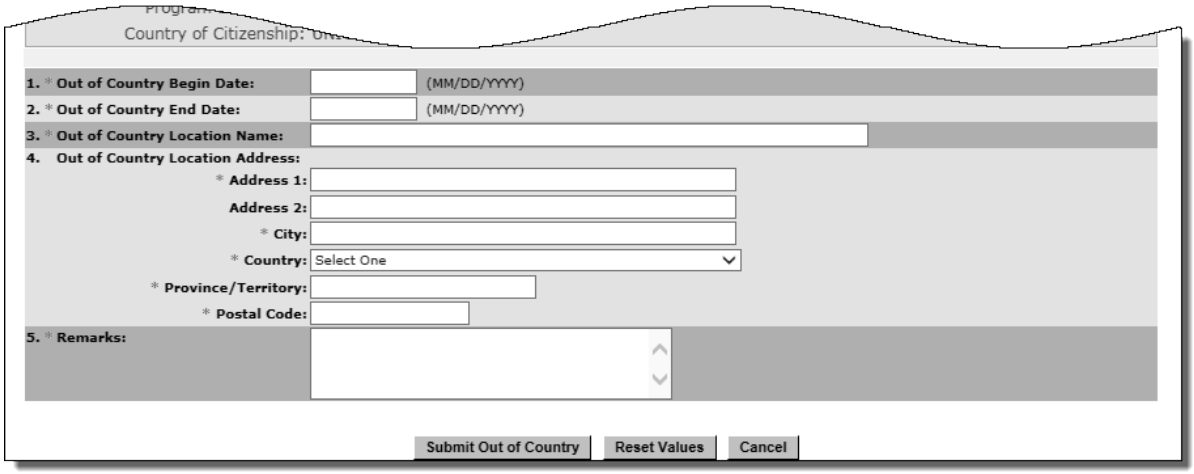
An Out of Country record **cannot** be created when:

- An Out of Country record, either current or future, already exists for the exchange visitor
- The exchange visitor's record contains transfer information; the exchange visitor is transferring to another program sponsor
- One of the following requests has been submitted to DoS for processing:
  - Change of Category
  - Extension Beyond the Maximum Duration of Participation (exchange visitors in G-7 programs)
  - Reinstatement - Update SEVIS Status

To create an Out of Country record for an exchange visitor, 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 **Create Out of Country** link on the **Actions** menu. Exhibit 34: Create Out of Country Record Page, is an example of the page that opens.

Exhibit 34: Create Out of Country Record Page



3. Complete the following fields:
   - * **Out of Country Begin Date:** Enter the date on which the exchange visitor's program participation outside the United States will begin.
   - * **Out of Country End Date:** Enter the date on which the exchange visitor's program participation outside the United States will end.
   - * **Out of Country Location Name:** Enter the name of the place where the exchange visitor will be participating in his/her program activity outside the United States.
   - * **Out of Country Location Address:** Enter the address for the location where the exchange visitor will be participating in his/her program activity outside the United States.
   - * **Remarks:** Enter comments regarding the exchange visitor's program participation outside the United States; this is a required field.
4. Click the **Submit Out of Country** button to save the out of country data. When the exchange visitor begins his/her participation outside the United States, the **Status Information** section of the *Exchange Visitor Information* page will show that the exchange visitor is in Active status, and will have a **Reason** field that shows "Out of Country."

   Note: After submitting an Out of Country record for an exchange visitor, some of the links on the **Actions** menu will not be available. For example, if the exchange visitor wants to transfer to another program, the Out of Country record must be canceled or ended before the transfer request can be submitted in SEVIS. **It is anticipated that the exchange visitor will be in the United States in order to transfer to another program sponsor.**

12.1.12 Cancel Out of Country Record (Exchange Visitor in Active Status)

The Cancel Out of Country Record option is only available if a professor or research scholar exchange visitor has an Out of Country record in SEVIS that shows a future out of country begin date. For example, the exchange visitor is participating in his/her program activity in the United States, and will continue participating in the program activity outside the United States next month. The option will not be available when the out of country begin date listed in SEVIS is today's date or a date in the past.

To cancel an Out of Country record, 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, which includes a link titled **Out of Country Exchange Visitors**).
2. Click the **Cancel Out of Country** link on the **Actions** menu. The *Cancel Out of Country Record* page opens.
3. Click the **Cancel Out of Country** button to remove this information from the exchange visitor's SEVIS record. This out of country listing will be deleted from the exchange visitor's record as though it never existed. The exchange visitor's SEVIS record will remain in Active status.

Note: The out of country information will only display on the *Out of Country History* page when the out of country begin date is today's date or a date in the past. The data will not be part of the exchange visitor's out of country history if the Out of Country record has been canceled. However, the canceled out of country information will show on the *Event History* page.

12.1.13 Alternate Between Professor and Research Scholar

At the discretion and approval of the RO, professors may freely engage in research and research scholars may freely engage in teaching and lecturing. Because these activities are intertwined, such a change of activity is not considered a change of category necessitating formal approval by DoS and does not require the issuance of a new Form DS–2019 to reflect a change in category. Such change in activity does not extend the exchange visitor's maximum duration of program participation.

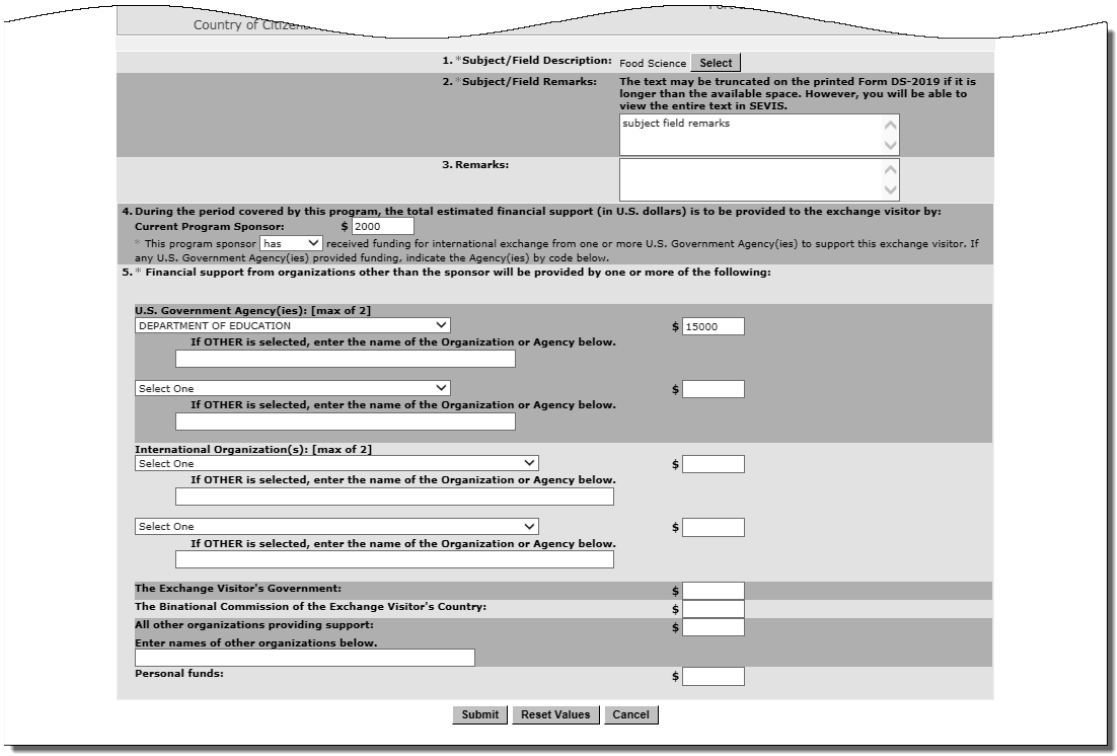
The RO and AROs for program sponsors designated with both the Professor and Research Scholar categories may use the Alternate Between Professor and Research Scholar function. This option is available for a professor or research scholar exchange visitor when:

- The exchange visitor's SEVIS status is Active.
- There are no pending requests for the exchange visitor, for example, a request to transfer.
- The change is submitted prior to the exchange visitor's program end date.

To enter an exchange visitor's change of activity information, 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 **Alternate Between Professor and Research Scholar** link on the **Actions** menu. Exhibit 35: Alternate Between Professor and Research Scholar Page, is an example of the page that opens.

Exhibit 35: Alternate Between Professor and Research Scholar Page



3. Below is a list with a brief description or explanation for the fields and sections on this page. An asterisk (*) marks the fields and sections that must be completed. Enter the following data:
   - * **Subject/Field Description:** To change the current subject/field description, perform the following:
     a. Click the **Select** button to display the *Select Subject/Field Codes* page.
     b. Make a selection from the **Category** drop-down list.
     c. Click the **Search** button to view the list of subjects associated with the selected category.
     d. Find the subject that most closely matches the exchange visitor's field of study and click its code, at the end of the row. The *Alternate Between Professor and Research Scholar* page

opens and the final selection is displayed.
Note: If necessary, repeat Steps a through d to select a different subject/field code.

- * **Subject Field/Remarks:** Enter additional remarks regarding the exchange visitor's program activity, including the begin and end dates for this change in activity. Do not use hard returns (that is, do not press the **Enter** key) when entering text; doing so may make the text wrap and print in the wrong field on the Form DS-2019.
  Note: The text may be shortened on the printed Form DS-2019 if it is longer than the available space. However, the entire text can be viewed in SEVIS.
- **Remarks:** Enter optional remarks.
- **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:** The exchange visitor must have at least one source of funding listed in Sections 4 and/or 5 on the *Alternate Between Professor and Research Scholar* page.
  Note: All dollar amounts must be entered in SEVIS without commas and periods, and should be rounded to the nearest dollar.

  Enter the following information, if applicable.

  - **Current Program Sponsor:** If applicable, enter the amount, in U.S. dollars, that the program sponsor will contribute to the exchange visitor.
  - *** This program sponsor has/has not received funding for international exchange from one or more U.S. Government Agency(ies) to support this exchange visitor. If any U.S. Government Agency(ies) provided funding, indicate the Agency(ies) by code below:** Select **has** or **has not** to indicate whether the exchange visitor has received direct or indirect funding from U.S. Government agencies. This is a required field.
    - **Direct Funding:** Financed in whole or in part by the U.S. Government or the exchange visitor's government with funds contributed directly to the exchange visitor in connection with his/her participation in an Exchange Visitor Program.
    - **Indirect Funding:** Financed by an international organization with funds contributed by either the U.S. Government or the exchange visitor's government for use in financing international educational and cultural exchanges, or by an organization or institution with funds made available by either the U.S. Government or the exchange visitor's government for the purpose of furthering international educational and cultural exchanges.
      Note: If **has** is selected in response to this statement, complete Section 9 of the electronic Form DS-2019.
- * **Financial Support from organizations other than the sponsor will be provided by one or more of the following:** The exchange visitor must have at least one source of funding listed in Sections 4 and/or 5 on the *Alternate Between Professor and Research Scholar* page. If necessary, complete one or more of the fields in this section.
  Note: Financial data should reflect the amount of financial support provided to the exchange visitor for the duration of his/her program shown on all Forms DS-2019.
  Note: All dollar amounts must be entered in SEVIS without commas and periods, and should be rounded to the nearest dollar.
  - **U.S. Government Agency(ies) [maximum of two]:** Select the agency from which the exchange visitor has received funding, and enter the amount in U.S. dollars.
    Note: If **Other** is selected, enter the name of the organization in the text box provided. The name and amount of funding will print on the Form DS-2019.
  - **International Organization(s) [maximum of two]:** Select the organization from which the exchange visitor has received funding, and enter the amount in U.S. dollars.
    Note: If **Other** is selected, enter the name of the organization in the text box provided. The name and amount of funding will print on the Form DS-2019.
  - **The Exchange Visitor's Government:** Enter the amount, in U.S. dollars, that the exchange visitor's government is contributing.

- **The Binational Commission of the Exchange Visitor's Country:** Enter the amount, in U.S. dollars, that the Binational Commission is contributing.
- **All other organizations providing support:** Enter the total amount, in U.S. dollars, that all other organizations are contributing.
- **Enter names of other organizations below:** Enter each organization name and the amount of money being given to the exchange visitor. For example, ABC Agency (500), DEF Organization (2500), XYZ (2000). (Only 80 characters can be entered into this field.) The names and amounts of funding will print on the Form DS-2019.
- **Personal Funds:** Enter the amount, in U.S. dollars, that the exchange visitor is contributing.

4. Click the **Submit** button to save the data. A message displays advising that this request has been submitted to SEVIS. The change in activity takes place immediately and the new category will display on the *Exchange Visitor Information* page.
5. If necessary, click the **Print Final DS-2019** button to print an updated copy of the exchange visitor's Form DS-2019. Sign the Form in blue ink, and provide it to the exchange visitor and spouse/dependents, if any.

12.2 Edits Menu—Exchange Visitor in Active Status

The links on the **Edits** menu provide access to the following options when an exchange visitor is in Active Status:

- Add T/IPP - Only available for exchange visitors participating in the Intern Work and Travel (IWT) pilot program and they do not have an existing T/IPP
- Biographical Information
- Contact and Program Information
- Dependents
- Financial Information
- Residential Information – Only available for au pair and secondary school student participants
- Site of Activity
- Subject/Field
- Update Out of Country - Only available if a current Out of Country record exists for a professor or research scholar exchange visitor.

The following sections provide detailed instructions for these options.

12.2.1 Edit Biographical Information (Exchange Visitor in Active Status)

In accordance with the regulations [22 CFR 62.10(d), Monitoring of Exchange Visitors], an RO or ARO must update the following within 10 business days of being notified by a participant:

- U.S. telephone number
- Email address

To edit an exchange visitor's biographical data, perform the following:

1. Access the *Exchange Visitor Information* page for the person whose data is being updated (perform a search for the record or use the **EV Lists** option).
2. Click the **Biographical Information** link on the **Edits** menu. Exhibit 36: Update Biographical Information Page, is an example of the page that opens.

Exhibit 36: Update Biographical Information Page

Class of Admission

Class of Admission: J-1

Name

Surname/Primary Name *

Einstein

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

Alyssa

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.

Suffix

Select One

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

Alyssa Einstein

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 Ã¿ or Ã`. 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.

Demographics

Birth Date *

03 / 15 / 1990

The nonimmigrant exchange visitor was born on March 15th, 1990 and is 26 years old

Gender *

FEMALE MALE

City of Birth: *

Anytown

Country Of Birth *

SAINT BARTHELEMY

Country Of Citizenship *

SAINT BARTHELEMY

Country of Legal Permanent Residence *

SAINT BARTHELEMY

Foreign Address

Address 1

Address 2

City

Country

Select One

Province/Territory

Postal Code

Cancel Submit

3. Below is a list with a brief description or explanation for each field/section on this page. An asterisk (*) marks the fields/sections that must be completed. To complete this page, enter/edit the following data in the Name section:

   - **Surname/Primary Name*:** Enter the last name of the exchange visitor. as represented in the MRZ of the passport. If the person has only one name, enter it in this field. (See Appendix G, SEVIS Name Fields, for details.)
     Note: The DoS Bureau of Consular Affairs has advised that names should be entered in SEVIS ***exactly*** as they appear on the passport. In the event the nonimmigrant does not have a passport, enter the name as it displays on the National ID card.
   - **Given Name:** Enter the first and middle name, if applicable, as represented in the MRZ of the passport. Leave this field blank if the person has only one name. (See Appendix G, SEVIS Name Fields, for details.)
     Note: Even though this is not a required field in SEVIS, the DoS Bureau of Consular Affairs has advised that names should be entered in SEVIS ***exactly*** as they appear on the passport. In the event the nonimmigrant does not have a passport, enter the name as it displays on the National ID card.
   - **Suffix:** Select a title, such as Junior, that may follow a person's name.
   - **Passport Name:** Enter the name exactly as it appears on the MRZ of the passport (Surname/Primary Name Given Name). (See Appendix G, SEVIS Name Fields, for details.)
   - **Preferred Name:** If different from the fields above, enter the name used by the nonimmigrant. If left blank, SEVIS will pre-populate this field. However, it can be edited. (See Appendix G, SEVIS Name Fields, for details.)

4. Enter/edit the following data in the Demographics section:

   - **Birth Date*:** Enter the exchange visitor's date of birth in MM/DD/YYYY format.
   - **Gender:** Select the exchange visitor's gender, **male** or **female**.
   - **City of Birth*:** Enter the unabbreviated name of the city where the person was born.
   - **Country of Birth*:** Begin typing the country name. Select the country in which the person was born.
     Note: United States may be selected as the country of birth (COB) if the exchange visitor was born to a foreign diplomat or is an expatriate. If the person was born in the United States or a U.S. territory, perform the following:
     a. Complete the **Country of Birth** field.
     b. Select an option from the *If the United States or U.S. Territory is chosen…* drop-down list.

     Note: Under Regulation 8 CFR 214.5, an exchange visitor from a country on the restricted country list may not engage in or seek to obtain training in aviation maintenance, flight operations, or nuclear-related studies or training. Therefore, an exchange visitor's personal or program information may not be created or updated as follows:

     - If the country of birth (COB) or country of citizenship (COC) is on the restricted country list, you may not select or update his/her field of study to training in aviation maintenance, flight operations, or nuclear-related studies or training.
     - If the field of study is in aviation maintenance, flight operations, or nuclear-related studies or training, you may not select or update his/her COB or COC to a country that is on the restricted country list.
   - **Country of Citizenship*:** Begin typing the country name. Select the country in which the exchange visitor maintains citizenship.
     Note: Under Regulation 8 CFR 214.5, an exchange visitor from a country on the restricted country list may not engage in or seek to obtain training in aviation maintenance, flight operations, or nuclear-related studies or training. Therefore, you may not create or update an exchange visitor's personal or program information as follows:

  - If the COB or COC is on the restricted country list, you may not select or update his/her field of study to training in aviation maintenance, flight operations, or nuclear-related studies or training.
  - If the field of study is in aviation maintenance, flight operations, or nuclear-related studies or training, you may not select or update his/her COB or COC to a country that is on the restricted country list.
- **Country of Legal Permanent Residence*:** Begin typing the country name. Select the country in which the person is a legal permanent resident (LPR). For most exchange visitor applicants, the country of legal permanent residence will be the same as the COC. Some applicants, however, will be permanent residents of other countries. Note the difference between permanent and temporary residence. For example, a French citizen who is teaching in Italy on a 1-year contract, and applying for a J visa from Italy, would not be considered an LPR of Italy.

5. Click the **Update Information** button to save the changes. A message displays advising that the information has been saved.
6. Click the **Print Final DS-2019** button to print 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.

12.2.2 Add/Edit Spouse/Dependent Data

For life changes such as an exchange visitor's spouse and/or children want to join him/her in the United States or the exchange visitor has had a baby, the dependent's information must be added to the exchange visitor's SEVIS record. The following options are available for adding and/or updating spouse/dependent records:

- **Add Spouse/Dependent:** See Add Spouse/Dependent (Exchange Visitor in Initial or Active Status), for instructions on adding a spouse/dependent to an exchange visitor record.
- **Reprint DS-2019:** See Reprint a Form DS-2019, for printing instructions.
- **Edit:** See Edit Spouse/Dependent Data (Exchange Visitor in Initial or Active Status), for instructions on editing spouse/dependent data.
- **Terminate:** See Terminate Dependent in Active, Inactive, or Transferred Status, for instructions on how to terminate a spouse/dependent.
- **End Status:** See End Status of Dependent in Active or Transferred Status, for instructions on how to end the status of a spouse/dependent.
- **No Show:** See Set Dependent's Status to No Show (Dependent in Active Status), for instructions on how to change the spouse/dependent's status to No Show to indicate that the person is not with, and will not be joining, the exchange visitor.

12.2.2.1 Terminate Spouse/Dependent in Active, Inactive, or Transferred Status

In SEVIS, termination implies a change from Active or valid program status prior to the exchange visitor's program completion. Termination has an ***adverse***, or ***negative***, effect on the spouse/dependent's record. A spouse/dependent can be terminated separately from an exchange visitor, which will have no effect on the exchange visitor's SEVIS record.

The status of a spouse/dependent may be terminated prior to the end of the exchange visitor's program for the following reasons:

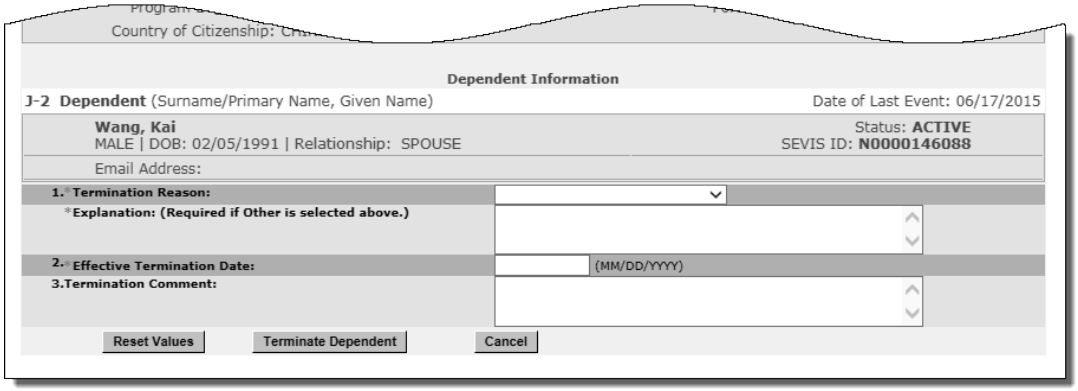
- Conviction of a crime
- Other
- Unauthorized employment

To terminate a spouse/dependent, perform the following:

1. Access the *Dependent Information* page for the person who is being terminated (perform a search for the record or use the **EV Lists** option).

2. Click the **Terminate** link on the **Actions** menu. Exhibit 37: Terminate Dependent Page, is an example of the page that opens. It contains summary data for the exchange visitor and the spouse/dependent.

Exhibit 37: Terminate Dependent Page



3. Select a termination reason from the drop-down list. If **Other** is selected, enter an explanation in the text box provided.
4. Enter the effective date of termination; this is a required field.
5. Enter optional comments in the **Termination Comment** text box.
6. Click the **Terminate Dependent** button**.**. The spouse/dependent will be terminated on the effective date of termination.

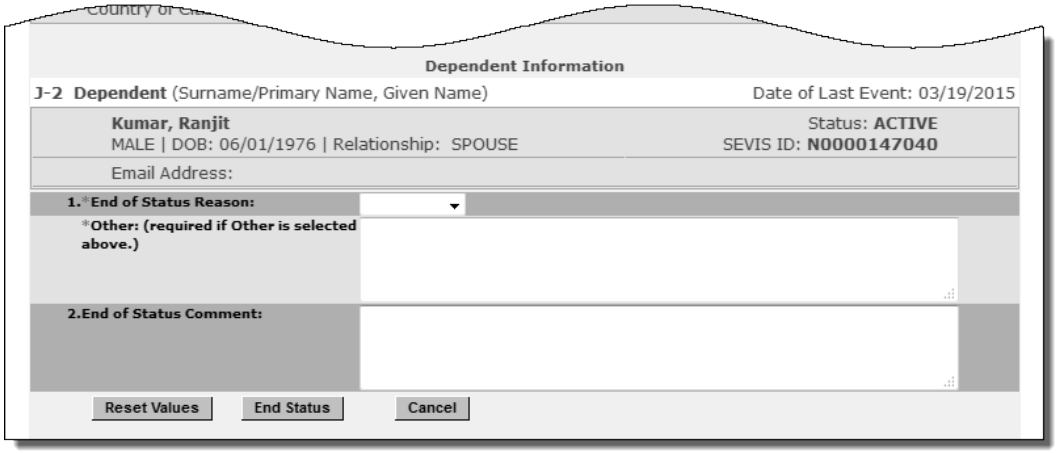
12.2.2.2 End Status of Spouse/Dependent in Active or Transferred Status

The status of a spouse/dependent may be ended prior to the end of the exchange visitor's program for reasons such as death and divorce. When this option is used, the person's status will immediately change to Inactive.

To end the status of a spouse/dependent, perform the following:

1. Access the *Dependent Information* page for the spouse/dependent whose status is being changed to Inactive (perform a search for the record or use the **EV Lists** option).
2. Click the **End Status** link on the **Actions** menu. Exhibit 38: Dependent End of Status Page, is an example of the page that opens. It contains summary data for the exchange visitor and the spouse/dependent.

Exhibit 38: Dependent End of Status Page



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 *Exchange Visitor Dependents Menu* page opens. Notice that the spouse/dependent's status has changed to Inactive.

12.2.2.3 Set Spouse/Dependent's Status to No Show (Spouse/Dependent in Active Status)

The status of a spouse/dependent can be set to No Show separately from the exchange visitor, and will have no effect on the exchange visitor's record. When a spouse/dependent's status is No Show, the person ***has violated*** the Exchange Visitor Program regulations. This has an ***adverse***, or ***negative***, effect on the spouse/dependent's record.

Note: Setting a spouse/dependent's status to No Show has no effect on the exchange visitor's record.

To change a spouse/dependent's status to No Show, perform the following:

1. Access the *Dependent Information* page for the spouse/dependent whose status is being marked as "no show" (perform a search for the record or use the **EV Lists** option).
2. Click the **No Show** link on the **Actions** menu. The *No Show* page opens.
3. Review the data to ensure that this is the person whose status is being changed to No Show.
4. Click the **No Show** button. The system displays the *Exchange Visitor Dependents Menu* page and the spouse/dependent's status is No Show.

12.2.3 Edit Financial Information (Exchange Visitor in Active Status)

Existing financial information for the selected exchange visitor displays on the *Edit Financial Information* page, where it may be updated. The data entered on this page will print on the exchange visitor's Form DS-2019.

To edit the financial information, perform the following:

1. Access the *Exchange Visitor Information* page for the exchange visitor whose financial information is being updated (perform a search for the record or use the **EV Lists** option).
2. Click the **Financial Information** link on the **Edits** menu. The *Financial Information* page opens.
3. Make the necessary changes to the data. See Step 5: Create Certificate of Eligibility for Exchange Visitor (Form DS-2019) - Financial Information, for details regarding the fields and sections on the *Edit Financial Information* page.

Note: Enter all dollar amounts in SEVIS without commas and periods, and rounded to the nearest whole dollar.

4. Click the **Submit** button to complete the process. A message displays advising that the data has been successfully updated in SEVIS.
5. On the message page, click the **Print Final DS-2019** button to print the Form. Sign the Form in blue ink, and provide it to the exchange visitor and spouse/dependents, if any. See Signature on SEVIS Form DS-2019, for information about signing the exchange visitor's Form.

12.2.4 Site of Activity for Exchange Visitor

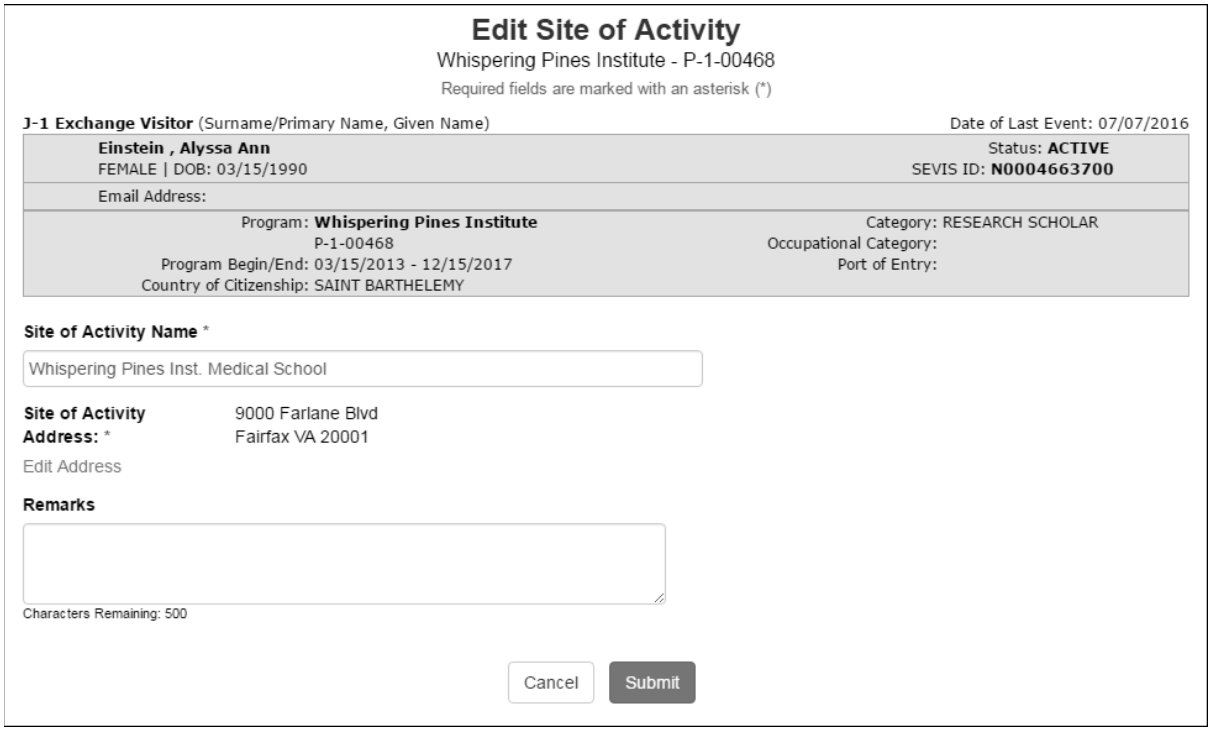
The *Exchange Visitor Information* page contains summary data for the selected exchange visitor and a list of the site(s) of activity for the exchange visitor. Using this page, sites of activity can be added and/or edited, and the primary site of activity can be changed. These functions are described in the following sections.

12.2.4.1 Edit Site of Activity (Exchange Visitor in Active or Transferred Status)

To edit the data for an existing site of activity, perform the following:

1. Access the *Exchange Visitor Information* page for the person whose site of activity information is being updated (perform a search for the record or use the **EV Lists** option).
2. Click the **Site of Activity** link on the **Edits** menu. The *Site of Activity Menu* page opens. It contains summary data for the exchange visitor and the existing site(s) of activity.
3. Click the **Edit** link in the Commands column for a specific site of activity. Exhibit 39: Exchange Visitor Information—Edit Site of Activity Page, is an example of the page that opens.

Exhibit 39: Exchange Visitor Information—Edit Site of Activity Page



4. Make the necessary changes to the site name and address.
   Note: If the exchange visitor's category is Summer Work Travel, a site of activity of Exempt from Pre-

placement cannot be edited. If the exchange visitor has found a place of employment, use the Add Site of Activity function to add the address.

5. Enter optional comments in the **Remarks** text box.
6. Click the **Submit** button to complete the process. A message displays advising that the record has been updated successfully.
7. If data for the primary site of activity has been updated, click the **Print Final DS-2019** button on the message page. Print the Form, sign it 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.)

12.2.4.2 Add Site of Activity (Exchange Visitor in Active Status)

Exchange visitors must have at least one site of activity, and may have multiple sites of activity. One site must be identified by the RO or ARO as the "primary" site of activity. Also, multiple sites may have the same name. Each site of activity will be given a unique system-generated ID number.

To add another site of activity to the exchange visitor's record, perform the following:

1. Access the *Exchange Visitor Information* page for the exchange visitor whose record is being updated (perform a search for the record or use the **EV Lists** option).
2. Click the **Site of Activity** link on the **Edits** menu. The *Site of Activity Menu* page opens. It contains summary data for the exchange visitor and information for the existing site(s) of activity.
3. Click the **Add Site of Activity** link. The *Add Site of Activity* page opens.
4. Below is a brief description or explanation of the fields on this page. An asterisk (*****) marks the fields that must be updated. To complete this page, enter the following data:
   - * **Site of Activity Name:** Enter the name of the place where an exchange visitor will participate in his/her program.
   - * **Site of Activity Address:** Enter the physical location of the site. Do not include a post office box number in this address. For an au pair, enter the host family's address. To enter the address,
     a. Click the **Add Address** link. The *Add Address* window opens.
     b. At a minimum, enter the street address and zip code.
     Note: The **Other** field is not validated. Use it to enter information such as university names, residence names, hotel names, room numbers and PO Box numbers.
     c. Click the **Submit** button. One of two things will occur:
       – The *Add Address* window will display the suggested address from the U.S. Postal Service and the entered address. Click **Select** to accept the address from the Postal Service. Or, click **Edit Address** to change the entered address.
       – The *Add Address* window will display a message advising that the address could not be found. Click **Over-ride Validation** to save the address. Select a reason for using the address as entered. If **Other** is selected, enter an explanation in the text box. Click **Submit**.

     Note: The primary site of activity address prints on the Form DS-2019. Therefore, if the exchange visitor has multiple sites of activity, the site selected by the RO or ARO as the primary site of activity will print on the Form DS-2019.

     Note: If the category of the exchange visitor is Summer Work Travel and their country of citizenship is a visa waiver program country, the RO/ARO must choose one of two Site of Activity Types: Site of Activity or Exempt from Pre-placement. If Exempt from Pre-placement is currently the primary site of activity, it cannot be chosen. If Exempt from Pre-placement is chosen, the Site of Activity Name and Site of Activity Address fields should not be completed. If Exempt from Pre-placement is chosen, it will automatically become the primary site of activity.
   - Enter optional comments in the **Remarks** text box.
5. Click the **Add Site of Activity** button to complete the process. A message displays advising that the site of activity has been added.

Note: If the category of the exchange visitor is Summer Work Travel, the RO/ARO must choose one of three Site of Activity Types: Site of Activity, On Travel, or Seeking Employment. If On Travel or Seeking Employment is chosen, the Site of Activity Name and Site of Activity Address fields should not be completed. If On Travel or Seeking Employment is chosen, it will automatically become the primary site of activity.

Note: If the exchange visitor has multiple sites of activity, see Change Primary Site of Activity (Exchange Visitor in Active Status), for instructions on changing the primary site of activity. If the primary site of activity has **not** changed, there is no need to print the Form DS-2019.

6. If data for the primary site of activity has been updated, click the **Print Final DS-2019** button to print 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.

12.2.4.3 Change Primary Site of Activity (Exchange Visitor in Active Status)

The primary site of activity address prints on the exchange visitor's Form DS-2019. Note that if the exchange visitor's category is Summer Work Travel, the primary site of activity cannot be changed back to Exempt from Pre-placement, On Travel, or Seeking Employment. If the primary site of activity should be Seeking Employment or On Travel, a new site of activity must be added.

To change the exchange visitor's primary site of activity, perform the following:

1. Access the *Exchange Visitor Information* page for the exchange visitor whose record is being updated (perform a search for the record or use the **EV Lists** option).
2. Click the **Site of Activity** link on the **Edits** menu. The *Site of Activity Menu* page opens.
3. Click the radio button to the left of the primary site of activity.
4. Click the **Print Final DS-2019** button to print a new 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.

12.2.5 Update Out of Country Record (Exchange Visitor in Active Status)

When a professor or research scholar exchange visitor has a current Out of Country record in SEVIS, the data on the record can be updated before the out of country end date arrives.

To update an Out of Country record for an exchange visitor, perform the following:

1. Access the *Exchange Visitor Information* page for the exchange visitor whose record is being updated (perform a search for the record or use the **EV Lists** option).
2. Click the **Update Out of Country** link on the **Edits** menu. The *Update Out of Country Record* page opens.
3. Update the following fields as necessary:
   - * **Out of Country Begin Date:** Enter the date on which the exchange visitor's program participation outside the United States will begin.
     Note: This field cannot be updated if the out of country begin date is today's date or a date in the past.
   - * **Out of Country End Date:** Enter the date on which the exchange visitor's program participation outside the United States will end.
   - * **Out of Country Location Name:** Enter the name of the place where the exchange visitor will be participating in his/her program activity outside the United States.
   - * **Out of Country Location Address:** Enter the address for the location where the exchange visitor will be participating in his/her program activity outside the United States.
4. Click the **Update Out of Country** button to save the data to SEVIS.

12.2.6 Edit Contact and Program Information (Exchange Visitor in Active Status)

In accordance with the regulations [22 CFR 62.10(d)(4), Monitoring of Exchange Visitors], an RO or ARO must update the following within 10 business days of being notified by a participant:

- Actual and current U.S. address information (physical address)
- Telephone number
- Email address
- Primary site of activity

Use the Contact and Program Information option to edit an exchange visitor's email address, telephone number, U.S. address, and program information. To update this information, 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** button).
2. Click the **Contact and Program Information** link on the **Edits** menu. The *Update Contact and Program Information* page opens.
3. Make the necessary changes to the person's email address and phone number.
4. In the U.S. Addresses section, edit the address(es) as necessary. See SEVIS Address Fields for details.
   Note: For au pairs, enter the host family's address. For secondary school students, enter the boarding school or host family's address. When updating the address, also click the **Residential Information** link on the *Exchange Visitor Information* page to update the host family name(s) or boarding school name, if necessary.
5. In the Program Information section, perform the following:
   - To choose a different position, select an option from the drop-down list.
   - To change the current subject/field description, either enter the numeric Classification of Instructional Program (CIP) code (the description displays below the field), or perform the following:
     a. Click **Select**. The *Acceptable CIP Codes* window opens.
     b. Start typing a subject/field name or code in the **Search** field. A list of CIP descriptions containing those letters displays.
     c. Find the subject that most closely matches the exchange visitor's field of study and click its code, at the left end of the row. The final selection displays on the *Contact and Program Information* page.
   - Enter additional remarks regarding the person's program while in the United States, or enter "**None**." Do not use hard returns (that is, do not press the **Enter** key) when entering text; doing so may make the text wrap and print in the wrong field on the Form DS-2019.
     Note: The text may be shortened on the printed Form DS-2019 if it is longer than the available space. However, the entire text can be viewed in SEVIS.
6. Click the **Submit** button. A message displays advising that information has been saved.
7. Click the **Final DS-2019** button to print a new Form. Sign the Form in **blue** ink, and provide it to the exchange visitor and spouse/dependents, if any.

12.2.7 Edit Residential Information (Exchange Visitor in Active Status)

Residential information for au pair and secondary school student participants may be added or edited at any time when the record is in Initial or Active status.

To add/edit residential information, 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** button).
2. Click the **Residential Information** link on the **Edits** menu. The *Residential Information page* opens.
3. Enter the following optional data for an au pair exchange visitor:

- Local Coordinator Information section: Enter the coordinator's first and last names.
- Host Family Information section: Enter the first and last names of a primary and/or secondary contact. Also, enter a telephone number for a contact.

4. Enter the following optional data for a secondary school student exchange visitor:
   - Local Coordinator/Residence Type Information section:
     - Enter the local coordinator's first and last names.
     - Enter the zip code where the local coordinator resides.
   - Select the Residential Address Type: **Boarding School** or **Host Family**.
   - If the Residential Address Type is Host Family, complete the Host Family Information section.
     - Select the Host Family Indicator: **Arrival**, **Permanent,** or **Temporary**.
     - Enter the first and last name of the primary contact.
     - Enter the first and last name of the secondary contact.
     - Enter a telephone number for the host family.
   - If the Residential Address Type is Boarding School, complete the Boarding School Information section.
     - Enter the primary contact's first and last name, and title.
     - Enter the boarding school name.
     - Enter the telephone number for the boarding school. Completion of these fields is optional.

       Note: Completion of the Residential/Local Coordination Information section is required when the exchange visitor's program participation is validated.
5. Click the **Submit** button. A message displays advising that the information has been saved.
   Note: When updating the host family or boarding school's name, also click the **Contact and Program Information** link on the *Exchange Visitor Information* page to update the address, if necessary.

12.3 Transfer Menu – Exchange Visitor in Active Status

The **SEVIS to SEVIS Transfer** link is used to transfer an exchange visitor from a program to another active SEVIS program. The procedure for transferring an exchange visitor out of a program is detailed below. See Transfer Procedures for Receiving Program, for the procedures to complete the transfer of an exchange visitor into your program.

Note: The following guidelines also apply when transferring an exchange visitor:

- An exchange visitor may only transfer to a SEVIS program that is designated for the category in which the person is currently participating.
- The status of the program the exchange visitor is transferring to must be Active.
- On the effective date of transfer, if the status of the program sponsor is **NOT** Active, the transfer will be canceled. The RO from the transfer-out program and the RO at the receiving program will receive email notification of the cancelation.
- A participant in a program with a program serial of G-7 can only transfer to another G-7 program.

12.3.1 Transfer an Exchange Visitor (Exchange Visitor in Active Status)

To transfer an exchange visitor to another program, perform the following:

1. Access the *Exchange Visitor Information* page for the exchange visitor who is being transferred (perform a search for the record or use the **EV Lists** option).
2. Click the **SEVIS to SEVIS Transfer** link on the **Transfer** menu. Exhibit 40: SEVIS to SEVIS—Exchange Visitor Transfer Page, is an example of the page that opens.

Exhibit 40: SEVIS to SEVIS—Exchange Visitor Transfer Page

3. Enter the effective date of transfer, the date on which the exchange visitor will become the responsibility of the receiving sponsor. This date should be discussed and agreed upon with the RO or ARO at the receiving program. Also, the date must be before the program end date.
4. In the **Receiving Program Sponsor Number** field, enter the program number for the program to which the exchange visitor is transferring. (Contact the receiving program to obtain this number.)
5. Click the **Validate Transfer** button to display another *SEVIS to SEVIS Exchange Visitor Transfer* page. It contains the name of the program sponsor whose program number you entered. If this is the program the exchange visitor is transferring to, click the **Approve Transfer** button to complete the transfer process. The exchange visitor's status will remain Active until the effective date of transfer. His/her status will change to Transferred on the effective date of transfer listed in SEVIS.
   If this is ***not*** the correct program sponsor, click the **Cancel** button and repeat Steps 3 through 5.

   Note: If your program is expecting to receive a transfer exchange visitor from another SEVIS program, that person's name will appear on the *Transfer In Exchange Visitors and Dependents* list as soon as the transfer request is submitted. Once the effective date of transfer arrives, the receiving sponsor can search the list for the transferred exchange visitor and proceed to update his/her SEVIS record and validate his/her program participation.

12.3.2 Cancel Transfer Request (Exchange Visitor in Active Status)

Prior to an exchange visitor's effective date of transfer, an RO or ARO for the program that the person is transferring from may cancel the transfer request for either of the following reasons:

- Following the submission of a transfer request, the exchange visitor decides not to transfer
- The effective date of transfer that was entered on the transfer request in SEVIS must be changed

To cancel an exchange visitor's request to transfer, perform the following:

1. Access the *Exchange Visitor Information* page for the exchange visitor whose transfer request is being canceled (perform a search for the record or use the **EV Lists** option).
   WARNING: Be sure this is the correct request to cancel. The transfer request will be immediately canceled.
2. Click the **Cancel Transfer** link on the **Transfer** menu. A message displays advising that the request has been canceled.
3. Click the **Return to Exchange Visitor** button to view the exchange visitor's record.

   Note: The RO at the transferring-in program will receive email notification that the exchange visitor's transfer request has been canceled.

12.4 Employment Menu—College/University Students in Active Status

The options/links on the **Employment** menu provide access to the following processes:

- Add Student Employment
- Cancel Student Employment
- Update Student Employment
- Student Employment History

The following sections provide detailed instructions for using these options.

12.4.1 Add Student Employment (Exchange Visitor in Active Status)

Employment information can be added to the SEVIS record of a college/university student whose status in SEVIS is Active. The student exchange visitor must be participating in one of the following types of programs:

- Associate Degree
- Bachelor's Degree
- Master's Degree
- Doctoral Degree
- Non-Degree

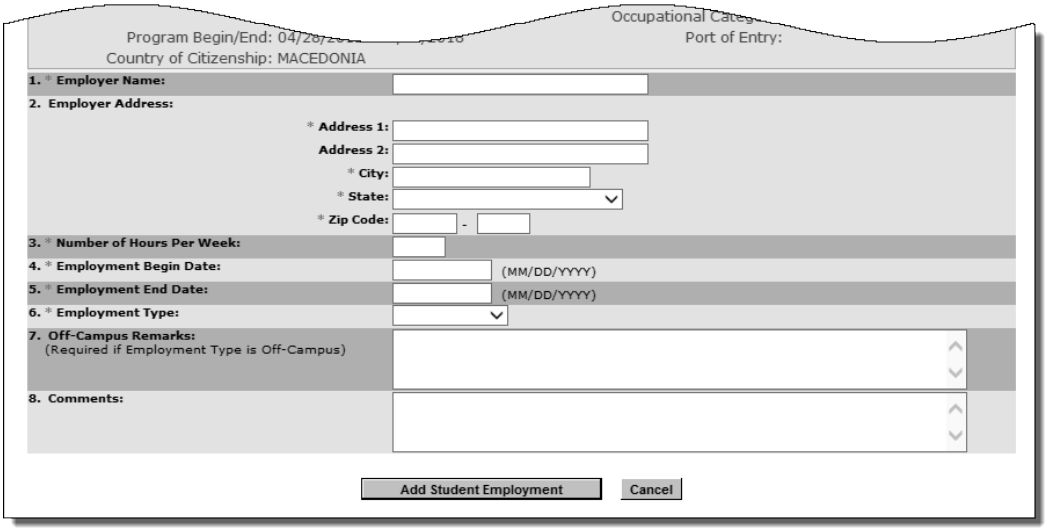
The student may have multiple employment segments on his/her SEVIS record. The employment segments can overlap, and the maximum length of a segment of student employment is 12 months.

Note: A written letter is no longer required when authorizing student employment. However, you must enter the data in SEVIS; complete the fields on the *Add Student Employment* page. See 22 CFR 62.23(f) for additional information.

To enter employment data for a student, perform the following:

1. Access the *Exchange Visitor Information* page for the exchange visitor whose record is being updated (perform a search for the record or use the **EV Lists** option).
2. Click the **Add Student Employment** link on the **Employment** menu. The *Add Student Employment* page opens, as shown in Exhibit 41: Add Student Employment Page.

Exhibit 41: Add Student Employment Page



3. Below is a list with explanations of the fields on this page. An asterisk (*) marks the fields that must be completed. To complete this page, enter the following data:
   - * **Employer Name:** Enter the name of the exchange visitor's employer.
   - * **Employer Address:** Enter the address for the place where the exchange visitor will be employed.
   - * **Number of Hours Per Week:** Enter the number of hours per week that the exchange visitor will work at this location.
   - * **Employment Begin Date:** Enter the date on which the exchange visitor will begin to work for this employer. The date must be after the exchange visitor's program begin date.
   - * **Employment End Date:** Enter the date on which the exchange visitor will stop working for this employer.
     Note: The length of employment cannot exceed 12 months.
   - * **Employment Type:** Select **Assistantship**, **Fellowship**, **Off-Campus**, **On-Premises**, or **Scholarship**.
   - **Off-Campus Remarks (Required if Employment Type is Off-Campus):** Enter comments regarding the exchange visitor's employment, which will take place off campus. Completion of this field is only required if the exchange visitor will be participating in off-campus employment.
   - **Comments:** Enter optional comments regarding the exchange visitor's employment.
4. Click the **Add Student Employment** button to save the data.

12.4.2 Cancel Student Employment (Exchange Visitor in Active Status)

A segment of student employment can be canceled at any time prior to the employment end date. The information for the canceled segment will remain on the student's SEVIS record and can be viewed on the *Student Employment History* page. See Student Employment History, for additional information about this page.

To cancel a segment of student employment, perform the following:

1. Access the *Exchange Visitor Information* page for the exchange visitor whose record is being updated (perform a search for the record or use the **EV Lists** option, which includes a link titled **Exchange Visitors With Student Employment**).
2. Click the **Student Employment History** link on the **Employment** menu (left side of the page). The *Student Employment History* page opens.
3. Click the **Cancel** link for the appropriate segment of employment. The *Cancel Student Employment* page opens.
4. Enter a date in the **Cancelation Date** field; this is a required field. This entry can be today's date or a date in the past or in the future.
5. Enter an explanation in the **Cancelation Comments** text box; this is a required field.
6. Click the **Cancel Student Employment** button to complete the process.

   Note: The segment of employment will be canceled on the date entered in the **Cancelation Date** field.

12.4.3 Update Student Employment (Exchange Visitor in Active Status)

A segment of student employment can be updated at any time prior to the employment end date or cancelation date.

To update a segment of student employment, perform the following:

1. Access the *Exchange Visitor Information* page for the exchange visitor whose record is being updated (perform a search for the record or use the **EV Lists** option, which includes a link titled **Exchange Visitors With Student Employment**).
2. Click the **Student Employment History** link on the **Employment** menu (left side of the page). The *Student Employment History* page opens.

3. Click the **Update** link for the appropriate segment of employment. The *Update Student Employment* page opens.
4. Make the necessary changes to the data.
5. Enter an explanation in the **Comments** text box; completion of this field is optional.
6. Click the **Update Student Employment** button to complete the process.

12.4.4 Student Employment History

If a college/university student's employment information has been entered into SEVIS, it can be viewed in SEVIS. You can only view the exchange visitor's data that is specific to your program. For example, if the exchange visitor was employed before transferring to your program, you will not see that information.

To view the student employment data for a college/university student exchange visitor, perform the following:

1. Access the *Exchange Visitor Information* page for the exchange visitor whose record you want to view (perform a search for the record or use the **EV Lists** option, which includes a link titled **Exchange Visitors With Student Employment**).
2. Click the **Student Employment History** link on the **Employment** menu (left side of the page). The *Student Employment History* page opens.
3. Click one of the following:
   - **Add Student Employment:** Click this link to access the *Add Student Employment* page and add a segment of student employment.
   - **Update:** If available, click this link to access the *Update Student Employment* page and change the information for an existing segment of student employment.
   - **Cancel:** If available, click this link to access the *Cancel Student Employment* page and cancel an existing segment of student employment.
   - **Return:** Click this button to return to the *Exchange Visitor Information* page.

12.5 View Menu

The options/links on the **View** menu provide access to the following pages that contain read-only data:

- Event History
- Out of Country History

The following sections provide detailed information about these options.

12.5.1 Event History

Event History is a list of the actions taken on an exchange visitor's or spouse/dependent's SEVIS record. When on the *Exchange Visitor Information* page or the *Dependent Information* page, click the **Event History** link on the **View** menu to view the person's event history.

In addition to summary data for an exchange visitor or spouse/dependent, the *Event History* page includes:

- **Event Name:** A brief description of the action taken on the SEVIS record.
- **Event Date:** The date the action occurred.
- **Resulting Status:** The status of the record as a result of the action.
- **Performed By:** This data can be any of the following:
  - Name of the RO or ARO who performed the action.
  - "DoS Official" if someone from DoS performed the action.
  - "DHS Official" if someone from DHS performed the action.
  - "System Interface" if the change occurred because of information received from an application outside SEVIS.

  - "SEVIS Maintenance" if the change occurred because of automated system processing (for example, on the effective date of transfer listed on an exchange visitor's record, the person's status automatically changes to Transferred).

These fields/functions are also available on the *Event History* page:

- To view additional event details, do the following:
  - **Expand All button:** If the far left side of the Event Name column contains a plus sign (+), more event details can be viewed. Click the **Expand All** button to view all details for all events.
  - **Collapse All button:** To hide all event details, click the **Collapse All** button.
  - **Plus (+)/Minus (-) sign:** To view additional details for a specific event, click the plus (**+**) sign. To hide the details, click the minus (**-**) sign.
  - **Search field:** Enter the characters that you want to search for. This option allows you to narrow the list of events. For example, enter:
    - "training" and only events with "training" in the Event Name column display.
    - "07" and only events that have "07" in the Event Date column display.
    - "active" and only events that occurred when the record was in Active status display.
    - A SEVIS user name (full or partial name) and only events performed by that user display.
- To view all events, clear the text entered in the **Search** field.
  - **Date Range fields:** To search for an event within a date range, enter the dates in the **From** and **To** fields. Then, click the **Filter** button. Delete the date fields to view all events.
  - **Sort Order:** To change the order of the data, click a column heading. The default setting for the data is the most recent event to the oldest event. For example, click:
    - Event Name to sort the events alphabetically.
    - Event Date to list the events from oldest to newest.
    - Resulting Status to list the events by status.
    - Performed By to sort the events by the name of the user who performed them.

12.5.2 Out of Country History

If a professor or research scholar exchange visitor currently has a current Out of Country record, or had one in the past, the out of country data can be viewed in SEVIS. You can only view the exchange visitor's data that is specific to your program. For example, if the exchange visitor participated in his/her program outside the United States before transferring to your program, you will not see that information.

To view the out of country data for an exchange visitor, perform the following:

1. Access the *Exchange Visitor Information* page for the exchange visitor whose record you want to view (perform a search for the record or use the **EV Lists** option, which includes a link titled **Out of Country Exchange Visitors**).
2. Click the **Out of Country History** link on the **View** menu (left side of page). The *Out of Country History* page opens.
3. Click the **Return** button to return to the *Exchange Visitor Information* page.

12.6 Academic Training Menu

The options/links on the **Academic Training** menu provide access to the following processes:

- Add Student Academic Training
- Cancel Student Academic Training
- Update Student Academic Training

- Student Academic Training History

The following sections provide detailed instructions for using these options.

12.6.1 Add Student Academic Training

A college/university student exchange visitor may participate in academic training during his/her studies with the approval of the academic dean or advisor and the RO. The student must have a SEVIS status of Active. He/she can have multiple segments of academic training, and the training segments can overlap. See 22 CFR 23, College and University Students, and 22 CFR 62.73, Academic Training, for details.

Note: The student must present to the RO or ARO a letter of recommendation from the student's academic dean or advisor [22 CFR 62.23(f)(5)(i)] setting forth:

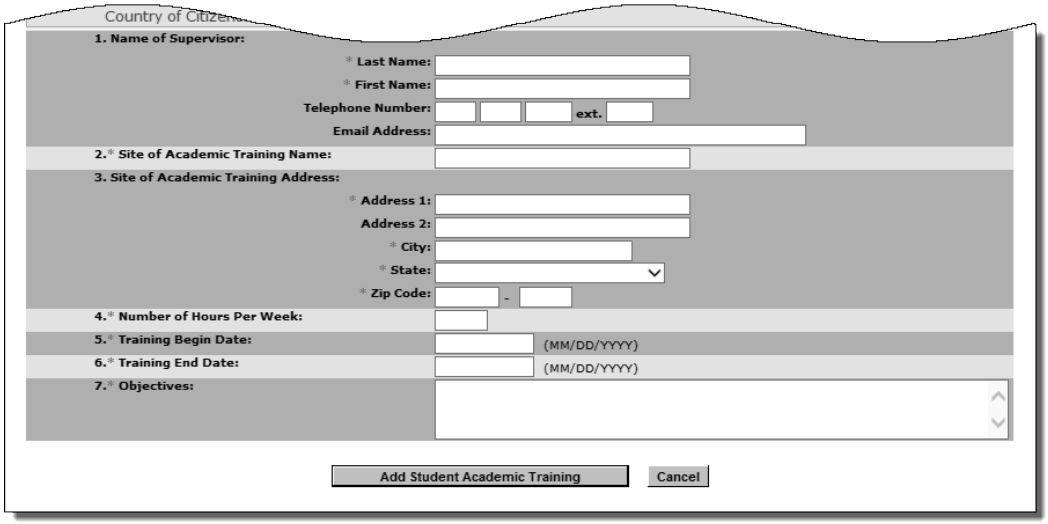
1. The goals and objectives of the specific academic training program.
2. A description of the academic training program, including its location, the name and address of the training supervisor, number of hours per week, and dates of the training.
3. How the academic training relates to the student's major field of study.
4. Why it is an integral or critical part of the academic program of the student.

The RO or ARO must review the letter of recommendation. He/she must also make a written determination of whether the academic training currently being requested is warranted, and the criteria and time limitations are satisfied [see 22 CFR 62.23(f)(5)(ii)(C)].

To add a segment of academic training to a student's SEVIS record, perform the following:

1. Access the *Exchange Visitor Information* page for the exchange visitor whose record is being updated (perform a search for the record or use the **EV Lists** option).
2. Click the **Add Student Academic Training** link on the **Academic Training** menu (left side of the page). The *Add Student Academic Training* page opens. Exhibit 42: Add Student Academic Training Page, is an example of the page.

Exhibit 42: Add Student Academic Training Page



3. Below is a list with explanations of the fields on this page. An asterisk (*) marks the fields that must be completed. To complete this page, enter the following data:
   - *** Name of Supervisor:** Complete the following fields in this section:
     - **Last Name:** Enter the last name of the person who will supervise the exchange visitor while he/she is participating in academic training. Completion of this field is required.

  - **First Name:** Enter the first name of the person who will supervise the exchange visitor while he/she is participating in academic training. Completion of this field is required.
  - **Telephone Number:** Enter the telephone number of the person who will supervise the exchange visitor while he/she is participating in academic training. Include the three digit area code, and an extension, if applicable. Completion of this field is optional.
  - **Email Address:** Enter an email address for the person who will supervise the exchange visitor while he/she is participating in academic training. Completion of this field is optional.
- *** Site of Academic Training Name:** Enter the name of the place where the exchange visitor will be participating in academic training.
- *** Site of Academic Training Address:** Enter the address of the place where the exchange visitor will be participating in academic training.
- *** Number of Hours Per Week:** Enter the number of hours per week the exchange visitor will be participating in academic training at this location.
- *** Training Begin Date:** Enter the date on which the exchange visitor will begin participating in academic training at this location. The date must be after the exchange visitor's program begin date.
- *** Training End Date:** Enter the date on which the exchange visitor will complete training at this location. The date must be on or before the exchange visitor's program end date.
- ***Objectives:** Enter the goals/objectives for the exchange visitor's training at this location.

4. Click the **Add Student Academic Training** button to save the data.
5. On the message page, click the **Print Final DS-2019** button to print an updated form. Sign the Form in blue ink and provide it to the exchange visitor and spouse/dependents in Active status. The "Purpose of Form" section will show, "Amend a previous form: Academic Training Added."

12.6.2 Cancel Student Academic Training

A segment of student academic training can be canceled at any time prior to the training end date. The information for the canceled segment will remain on the student's SEVIS record and can be viewed on the *Student Academic Training History* page.

To cancel a segment of student academic training, perform the following:

1. Access the *Exchange Visitor Information* page for the exchange visitor whose record is being updated (perform a search for the record or use the **EV Lists** option).
2. Click the **Student Academic Training History** link on the **Academic Training** menu (left side of the page); the *Student Academic Training History* page opens.
3. Click the **Cancel** link for the appropriate segment of training. The *Cancel Student Academic Training* page opens.
4. Enter a date in the **Cancelation Date** field; this is a required field. The date can be any date on or between the training begin date and training end date. The segment of academic training will be canceled on the date entered in this field.
5. Enter an explanation in the **Cancelation Comments** text box; this is a required field.
6. Click the **Cancel Student Academic Training** button to complete the process.
   Note: Once the cancelation date has been reached, if you must print an updated Form DS-2019 (the canceled segment of academic training will not be printed on the Form), use the **Reprint DS-2019** link on the *Exchange Visitor Information* page. Select **Other** as the reason for reprinting the Form. Enter the following information in the **If Other, Please Comment** text box, "Amend a previous form: Academic Training updated."

12.6.3 Update Student Academic Training

A segment of student academic training can be updated at any time prior to the training end date or cancelation.

To update a segment of student academic training, perform the following:

1. Access the *Exchange Visitor Information* page for the exchange visitor whose record is being updated (perform a search for the record or use the **EV Lists** option).
2. Click the **Student Academic Training History** link on the **Academic Training** menu (left side of the page). The *Student Academic Training History* page opens.
3. Click the **Update** link for the appropriate segment of training. The *Update Student Academic Training* page opens.
4. Make the necessary changes to the data.
5. Click the **Update Student Academic Training** button to complete the process.
6. On the message page, click the **Print Final DS-2019** button to print an updated Form. Sign the Form in blue ink and provide it to the exchange visitor and spouse/dependents in Active status. The "Purpose of this Form" section will show, "Amend a previous form: Academic Training Updated."

12.6.4 Student Academic Training History

If a college/university student exchange visitor's academic training data has been entered into SEVIS, it can be viewed in SEVIS. You can only view the exchange visitor's data that are specific to your program. For example, if the exchange visitor participated in academic training before transferring to your program, you will not see that information.

To view the student academic training information, perform the following:

1. Access the *Exchange Visitor Information* page for the exchange visitor whose record is being updated (perform a search for the record or use the **EV Lists** option).
2. Click the **Student Academic Training History** link on the **Academic Training** menu (left side of the page). The *Student Academic Training History* page opens.
3. Click one of the following, if available:
   - **Add Student Academic Training** to access the *Add Student Academic Training* page and add a segment of academic training.
   - **Update** to access the *Update Student Academic Training* page and change the information for a current or future segment of academic training.
   - **Cancel** to access the *Cancel Student Academic Training* page and cancel a current or future segment of academic training.
   - **Return** to return to the *Exchange Visitor Information* page.

13. EXCHANGE VISITOR INFORMATION PAGE—INACTIVE STATUS

The **Actions** menu may contain the following options when an exchange visitor's SEVIS record is in Inactive status:

- Correct Minor or Technical Infraction
- Reinstatement Request
- G-7 Reinstatement
- Cancel Reinstatement Request
- Terminate EV

The following sections contain detailed instructions for each of these options.

13.1 Correct Minor or Technical Infraction (Exchange Visitor in Inactive Status)

The Correct Minor or Technical Infraction option provides the capability to correct a minor or technical infraction of the regulations for a J-1 within the first 120 days of the infraction. When the exchange visitor is in Inactive status, the only technical infraction option available is, "Failure to extend a Form DS-2019 in a timely manner."

Note: This option should only be used when the exchange visitor is currently in the United States and is pursuing or intending to pursue his/her original program objective.

If the exchange visitor does not obtain a program extension within the maximum duration before his/her status changes to Inactive, you have the authority to extend the exchange visitor's program within the maximum duration of participation using the Correct Minor or Technical Infraction option. The extension may occur if it is less than 121 days after the exchange visitor's status changed to Inactive. However, when the current date is between 121 days and 270 days after the exchange visitor's status changed to Inactive, you may submit a request for reinstatement to DoS for review and approval [22 CFR 62.45, Reinstatement to Valid Program Status]. See Reinstatement Request (Exchange Visitor in Inactive Status), for details.

Note: The Correct Minor or Technical Infraction option is not available for participants in professor and research scholar programs with a program serial of G-7 if the exchange visitor has already reached the maximum duration of participation for his/her program.

To correct a minor or technical infraction, perform the following:

1. Access the *Exchange Visitor Information* page for the exchange visitor whose record is being updated (perform a search for the record or use the **EV Lists** option).
2. Click the **Correct Minor or Technical Infraction** link on the **Actions** menu. The *Correct Minor or Technical Infraction* page opens.
3. Select the reason for the infraction from the drop-down list; this is a required field.
4. Enter the new program end date, which should be later than today's date and must follow the DoS Maximum and Minimum Duration of Participation rule. This is a required field.
5. Enter an explanation in the **Remarks** text box; this is a required field.
6. Click the **Correct Minor or Technical Infraction** button. This process sets the exchange visitor's status back to Active.
7. If the exchange visitor is participating in a Trainee, Intern, or Student Intern program, *Training/Internship Placement Plan (T/IPP) Review Dates* page opens. Modify the phase dates, as necessary. Click **Submit**.
8. On the message page, click one of these buttons:
   - **Print Final DS-2019** to print the Form. Sign the Form in blue ink, and provide it to the exchange visitor and spouse/dependents, if any.
     Note: Immediately following submission of the correct minor or technical infraction, the Form may be printed one time. If printing the Form at this time fails, use the Reprint Form DS-2019 option on the *Exchange Visitor Information* page. See Print a Draft or Final Form DS-2019, for printing instructions.
   - **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 printing instructions.)

13.2 Reinstatement Request (Exchange Visitor in Inactive Status)

Use the Correct Minor or Technical Infraction process to change an exchange visitor's SEVIS status from Inactive to Active as long as regulatory requirements are met and the process is used prior to 121 days after the exchange visitor's status changed to Inactive.

When the current date is between 121 days and 270 days after the exchange visitor's status changed to Inactive, you may submit a request for reinstatement to DoS for review and approval [22 CFR 62.45, Reinstatement to Valid Program Status]. Reinstatement cannot be requested when the current date is greater than 270 days after the status changed to Inactive. In that case, the exchange visitor is in Inactive status and his/her information cannot be updated.

Note: A non-refundable fee is required when submitting a Reinstatement request for an exchange visitor [22 CFR 62.17, Fees and Charges]. DoS will not begin to process the request until the supporting

documentation and copy of the Pay.gov confirmation page showing payment of the non-refundable fee have been received.

To request reinstatement for an exchange visitor whose status has been Inactive for at least 121 days and not more than 270 days, perform the following:

1. Access the *Exchange Visitor Information* page for the person whose reinstatement request is being submitted (perform a search for the record or use the **EV Lists** option).
2. Click the **Reinstatement Request** link on the **Actions** menu. The *Reinstatement Request* page opens.
3. Enter the new program end date, which must follow the DoS Maximum and Minimum Duration of Participation rules (see Appendix F, DoS Maximum and Minimum Duration of Participation Rules).
4. Enter an explanation for the request in the **Remarks** text box; this is a required field.
5. Click the **Submit Reinstatement** button. A message displays advising that the request is not complete. Read the message carefully; it lists the materials that must be submitted to DoS before the request will be processed.
   Note: DoS will not begin to process this request until a copy of the Pay.gov confirmation page showing payment of the non-refundable fee and the supporting documentation have been received. The request must be submitted via SEVIS, and a copy of the Pay.gov confirmation page and supporting documentation must be submitted to DoS. The supporting documentation can include, but is not limited to, the following:
   - Copies of all of the exchange visitor's Forms DS-2019 issued to date
   - Evidence that the SEVIS I-901 Fee has been paid (required by Public Law 104-208)
   - A written statement, and documentary information supporting the statement, declaring that the exchange visitor is pursuing or has at all times intended to pursue the original Exchange Visitor Program activity for which he/she was admitted to the United States
   - A written statement declaring that the exchange visitor failed to maintain valid program status due to circumstances beyond his/her the control, or from administrative delay or oversight, unintentional, or excusable neglect on your part or the exchange visitor's part, or
     A written statement declaring that it would be an unusual hardship to the exchange visitor if DoS does not grant the reinstatement request and return the exchange visitor to valid program status
6. Access the Pay.gov website (https://www.pay.gov/) and submit electronic payment following the instructions provided by DoS. See Electronic Submission of Payment, for additional information regarding electronic payment of fees.
7. Submit a copy of the Pay.gov confirmation page showing payment of the non-refundable fee, exchange visitor's full name and SEVIS ID, and supporting documentation to DoS at the appropriate address. This request will not be processed until a copy of the Pay.gov confirmation page and supporting documentation have been received by DoS. (See U.S. Department of State Contact Information, or Appendix B, Resources, for the appropriate address.)
   Note: Sixty days after this request is submitted, the system will cancel the reinstatement request if DoS has not noted in SEVIS receipt of the fee and/or supporting documentation. The submitter of the request will receive email notification of this cancelation.

DoS must review this request; the following outcomes are possible:

- **Request Approved:** The submitter of the request will receive email notification of the approval.
  Note: For a participant in an Intern, Trainee, or Student Intern program, the phase dates must be updated. See Approved Reinstatement Request and Form DS-7002, for details.
  Note: Following approval of the reinstatement request, an RO or ARO must print the Form DS-2019, sign it in blue ink, and provide it to the exchange visitor and spouse/dependents, if any. Access the *Exchange Visitor Information* page for the exchange visitor and click the **Reprint DS-2019** link. On the *Reprint DS-2019* page, select the reprint reason "Reinstate an On-going program." (See Reprint a Form DS-2019, for printing instructions.)
  Note: If an error occurs when printing the Form DS–2019, the Reinstatement reprint reason will

be removed from the list of reprint reasons. Select the **Other** option and enter the following text in the **Remarks** field, "Reinstate an On-going Program."

- **Additional Information Required:** The submitter of the request will receive email notification of the request for information. A letter from the DoS Office of Designation, Private Sector Exchange, identifying the areas that require additional information and/or documentation will be sent to the submitter of the request (by fax or the U.S. Postal Service) in order for the review to continue. **Note:** The response must be submitted within 30 calendar days of the email notification. If DoS has not noted in SEVIS the receipt of a response within 30 calendar days of the notification, the reinstatement request will be canceled in SEVIS. Submit the supporting documentation (along with the exchange visitor's full name and SEVIS ID) to the appropriate address. (See U.S. Department of State Contact Information, or Appendix B, Resources, for the appropriate address.)
- **Request Denied:** A letter from the DoS Office of Designation, Private Sector Exchange, regarding the denial decision will be sent (by fax or the U.S. Postal Service) to the program sponsor.

13.3 Reinstatement Request for G-7 Participants (Exchange Visitor in Inactive Status)

When the current date is less than 271 days after the exchange visitor's SEVIS status changed to Inactive and the professor or research scholar's program is greater than 5 years in length, a G-7 reinstatement request can be submitted to DoS for review and approval [22 CFR 62.45, Reinstatement to Valid Program Status]. Reinstatement cannot be requested when the current date is greater than 270 days after the status changed to Inactive. When an exchange visitor is in Inactive status, his/her information cannot be updated.

Note: A non-refundable fee is required when submitting a reinstatement request for an exchange visitor [22 CFR 62.17, Fees and Charges]. DoS will not begin to process the request until supporting documentation and a copy of the Pay.gov confirmation page showing payment of the required fee have been received.

To request reinstatement of an exchange visitor participating in a G-7 program, perform the following:

1. Access the *Exchange Visitor Information* page for the person whose reinstatement request is being submitted (perform a search for the record or use the **EV Lists** option).
2. Click the **G-7 Reinstatement** link on the **Actions** menu to display the *Visitor Eligibility* page. This page contains a reminder that the person must be eligible to participate in this type of program.
3. Review the information on the *Visitor Eligibility* page and click the **Continue** button. The *Reinstatement Request* page opens.
4. Enter the program end date, which may be up to 5 years after the current program end date.
5. Enter an explanation for the request in the **Remarks** text box; this is a required field.
6. Click the **Submit Reinstatement** button. A message displays advising that the request is not complete. Read the message carefully; it provides additional information about the reinstatement request.
   Note: DoS will not begin to process this request until supporting documentation and a copy of the Pay.gov confirmation page showing payment of the non-refundable fee have been received. The request must be submitted via SEVIS, and a copy of the Pay.gov confirmation page and supporting documentation must be submitted to DoS. The supporting documentation can include, but is not limited to, the following:
   - Copies of all of the exchange visitor's Forms DS-2019 issued to date
   - Evidence that the SEVIS I-901 Fee has been paid (required by Public Law 104-208)
   - A written statement, and documentary information supporting the statement, declaring that the exchange visitor is pursuing or has at all times intended to pursue the original Exchange Visitor Program activity for which he/she was admitted to the United States

- A written statement declaring that the exchange visitor failed to maintain valid program status due to circumstances beyond his/her control, or from administrative delay or oversight, unintentional, or excusable neglect on your part or the exchange visitor's part
  or
  A written statement declaring that it would be an unusual hardship to the exchange visitor if DoS does not grant the reinstatement request and return the exchange visitor to valid program status

7. Access the Pay.gov website (https://www.pay.gov/) and submit electronic payment following the instructions provided by DoS. See Electronic Submission of Payment, for additional information regarding electronic payment of fees.
8. Submit a copy of the Pay.gov confirmation page showing payment of the non-refundable fee, exchange visitor's full name and SEVIS ID, and supporting documentation have been received by DoS. This request will not be processed until a copy of the Pay.gov confirmation page and supporting documentation have been received by DoS. (See U.S. Department of State Contact Information, or Appendix B, Resources, for the appropriate address.)

Note: Sixty days after this request is submitted, the system will cancel the reinstatement request if DoS has not noted in SEVIS the receipt of the fee and/or supporting documentation. The submitter of the request will receive email notification of this cancelation.

Once DoS reviews the reinstatement request, the following outcomes are possible:

- **Request Approved:** The submitter of the request will receive email notification of the approval. An RO or ARO must print an updated copy of the Form DS–2019, sign it in blue ink, and provide it to the exchange visitor and spouse/dependents, if any. (See Reprint a Form DS-2019, for printing instructions.)
  Note: If an error occurs when printing the Form DS–2019, the Reinstatement reprint reason will be removed from the list of reprint reasons. Select the **Other** option and enter the following text in the **Remarks** field, "Reinstate an On-going Program."
- **Additional Information Required:** The submitter of the request will receive email notification of the request for additional information. A letter from the DoS Office of Designation, Private Sector Exchange, identifying the areas that require additional information and/or documentation will be sent to the submitter of the request (by fax or the U.S. Postal Service) in order for the review to continue.
  Note: The response must be submitted within 30 calendar days of the email notification. If DoS has not noted in SEVIS the receipt of a response within 30 calendar days of the notification, the reinstatement request will automatically be canceled in SEVIS. Include the exchange visitor's full name and SEVIS ID when submitting the supporting documentation to DoS.
- **Request Denied:** A letter from the DoS Office of Designation, Private Sector Exchange, regarding the denial decision will be sent (by fax or the U.S. Postal Service) to the program sponsor.

13.4 Cancel Reinstatement Request (Exchange Visitor in Inactive Status)

After a reinstatement request has been submitted to DoS for review, the request may be canceled before it is processed by DoS. This option can be used for both regular reinstatement requests and reinstatement requests for G-7 participants.

Note: This option is only available following the submission of a reinstatement request to DoS.

To cancel a reinstatement request, perform the following:

1. Access the *Exchange Visitor Information* page for the exchange visitor whose request is being canceled (perform a search for the record or use the **EV Lists** option).
2. Click the **Cancel Reinstatement** link on the **Actions** menu. The *Cancel Reinstatement Request* page opens.
3. Enter optional comments in the **Remarks** text box.

4. Click the **Cancel Reinstatement Request** button. A message displays advising that the request has been canceled. The exchange visitor's record will remain in Inactive status.

13.5 Terminate Exchange Visitor (Exchange Visitor in Inactive Status)

See Terminate Exchange Visitor (Exchange Visitor in Active or Inactive Status), for instructions on terminating an exchange visitor or Section 12.2.2.1, Terminate Dependent in Active, Inactive, or Transferred Status, for instructions on terminating a spouse/dependent separately from an exchange visitor.

14. TRANSFER PROCEDURES FOR RECEIVING PROGRAM

When an exchange visitor transfers to another program, his/her record in SEVIS must be updated and validated no later than 30 days after the effective date of transfer listed in SEVIS. Validation of program participation requires the receiving sponsor to acknowledge that the exchange visitor has reported as required and to collect the exchange visitor's physical address (actual physical location where the exchange visitor will reside while in the United States). Updating the exchange visitor's record and validation of program participation can take place at any time after the effective date of transfer. Failure to validate the transfer exchange visitor's program participation 30 days past the effective date of transfer will result in SEVIS changing the exchange visitor's status to No Show.

Note: In accordance with 22 CFR 62.12(c)(8), Issuance of Form DS-2019, the exchange visitor's site of activity should also be reviewed and updated at the time of validation. In the event that more than one site of activity has been listed for the exchange visitor in SEVIS, the primary site of activity must be specified.

Note: When a program is expecting to receive a transfer exchange visitor from another SEVIS program, that exchange visitor's name will display on the *Transfer In Exchange Visitors and Dependents* list as soon as the transfer request is submitted. Immediately after the effective date of transfer, the exchange visitor's name will display on the *All Exchange Visitors and Dependents* list. It will also display on the *Exchange Visitors Requiring Validation* alert 10 days after the effective date of transfer if the exchange visitor's record has not been validated. This exchange visitor's status will change to Transferred once the effective date of transfer arrives.

Note: If the status of the receiving program is NOT Active on the effective date of transfer listed on the exchange visitor's record in SEVIS, the transfer will be canceled. The RO of the transferring-out program sponsor and the RO of the receiving program sponsor will receive email notification of the cancelation.

The following sections provide detailed instructions for the receiving sponsor on how to complete the transfer process for an exchange visitor or set the exchange visitor's status to No Show:

- Transfer: Exchange Visitor Biographical Information
- Transfer: Contact and Program Information
- Transfer: Add Site of Activity
- Transfer: Add/Edit Spouse/Dependent Data
- Transfer: Financial Information
- Validate Program Participation (Exchange Visitor in Transferred Status)
- Transfer: No Show
- Transfer: Correct SEVIS Status (No Show to Active Status)
- Transfer: Reinstatement – Update SEVIS Status Request (No Show to Active Status)
- Transfer: Cancel Reinstatement – Update SEVIS Status Request

14.1 Transfer: Exchange Visitor Biographical Information

When an exchange visitor transfers, the receiving sponsor must update his/her Form DS-2019 in SEVIS before validating the exchange visitor's program participation. To update the Form, perform the following:

1. Access the *Exchange Visitor Information* page for the exchange visitor whose personal information is being updated (perform a search for the record or use the **EV Lists** option).
2. Click the **Edit DS-2019** link on the **Actions** menu to begin updating the exchange visitor's Form. Exhibit 43: Create Certificate of Eligibility for Exchange Visitor (Form DS-2019) – Biographic Information Page, is an example of the page that opens.

Exhibit 43: Create Certificate of Eligibility for Exchange Visitor (Form DS-2019) – Biographic Information Page

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

Biographical Information

Crayburn University - P-1-00432

Required fields are marked with an asterisk (*)

Class of Admission

Class of Admission: J-1

Name

Surname/Primary Name *

Einstein

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

Alyssa Ann

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.

Suffix

Select One

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

Alyssa Einstein

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 Ã¿ or Ã¨. 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.

Demographics

Birth Date *

03 / 15 / 1990

The nonimmigrant exchange visitor was born on March 15th, 1990 and is 26 years old

Gender *

FEMALE MALE

City of Birth: *

Anytown

Country Of Birth *

SAINT BARTHELEMY

Country Of Citizenship *

SAINT BARTHELEMY

Country of Legal Permanent Residence *

SAINT BARTHELEMY

Foreign Address

Address 1

Address 2

City

Country

Select One

Province/Territory

Postal Code

Save Draft DS-2019 | Print Draft DS-2019 | Next

3. Below is a list with explanations of the fields/sections on this page. Some of this information is filled in by SEVIS and may be updated. An asterisk (*) marks the fields and sections that must be completed. To complete this page, enter/edit the following data, if necessary:
   - **Surname/Primary Name*:** Edit the surname or last name of the exchange visitor, as represented in the MRZ of the passport. If the person has only one name, enter it in this field. See Appendix G, SEVIS Name Fields, for details.
     Note: The DoS Bureau of Consular Affairs has advised that names should be entered in SEVIS ***exactly*** as they appear on the passport. In the event the nonimmigrant does not have a passport, enter the name as it displays on the National ID card.
   - **Given Name:** Edit the first and/or middle name of the exchange visitor, if applicable, as represented in the MRZ of the passport. Leave this field blank if the person has only one name.
     Note: Even though this is not a required field in SEVIS, the DoS Bureau of Consular Affairs has advised that names should be entered in SEVIS ***exactly*** as they appear on the passport. In the event the nonimmigrant does not have a passport, enter the name as it displays on the National ID card.
   - **Suffix:** Select a title, such as Junior, that may follow a person's name.
   - **Passport Name:** Enter/edit the name exactly as it appears on the MRZ of the passport (Surname/Primary Name Given Name).
   - **Preferred Name:** If different from the fields above, enter/edit the name used by the nonimmigrant. If left blank, SEVIS will pre-populate this field. However, the name can be edited.
4. Enter/edit the following data to complete the Demographics section:
   - **Birth Date*:** Edit the exchange visitor's date of birth in MM/DD/YYYY format.
   - **Gender*:** Select the exchange visitor's gender, **male** or **female**.
   - **City of Birth*:** Edit the unabbreviated name of the city where the person was born.
   - **Country of Birth*:** Begin typing the country name. Select the country in which the person was born.
     Note: United States may be selected as the COB if the exchange visitor was born to a foreign diplomat or is an expatriate. If the person was born in the United States or a U.S. territory, perform the following:
     a. Complete the **Country of Birth** field.
     b. Select an option from the *If the United States or U.S. Territory is chosen…* drop-down list.
        Note: Under Regulation 8 CFR 214.5, an exchange visitor from a country on the restricted country list may not engage in or seek to obtain training in aviation maintenance, flight operations, or nuclear-related studies or training. Therefore, an exchange visitor's personal or program information may not be created or updated as follows:
        - If an exchange visitor's COB or COC is on the restricted country list, you may not select or update his/her field of study to training in aviation maintenance, flight operations, or nuclear-related studies or training.
        - If an exchange visitor's field of study is in aviation maintenance, flight operations, or nuclear-related studies or training, you may not select or update his/her COB or COC to a country that is on the restricted country list.
   - **Country of Citizenship*:** Begin typing the country name. Select the country in which the person maintains citizenship..
     Note: Under Regulation 8 CFR 214.5, an exchange visitor from a country on the restricted country list may not engage in or seek to obtain training in aviation maintenance, flight operations, or nuclear-related studies or training. Therefore, you may not create or update an exchange visitor's personal or program information as follows:
     a. If an exchange visitor's COB or COC is on the restricted country list, you may not select or update his/her field of study to training in aviation maintenance, flight operations, or nuclear-related studies or training.

b. If an exchange visitor's field of study is in aviation maintenance, flight operations, or nuclear-related studies or training, you may not select or update his/her COB or COC to a country that is on the restricted country list.

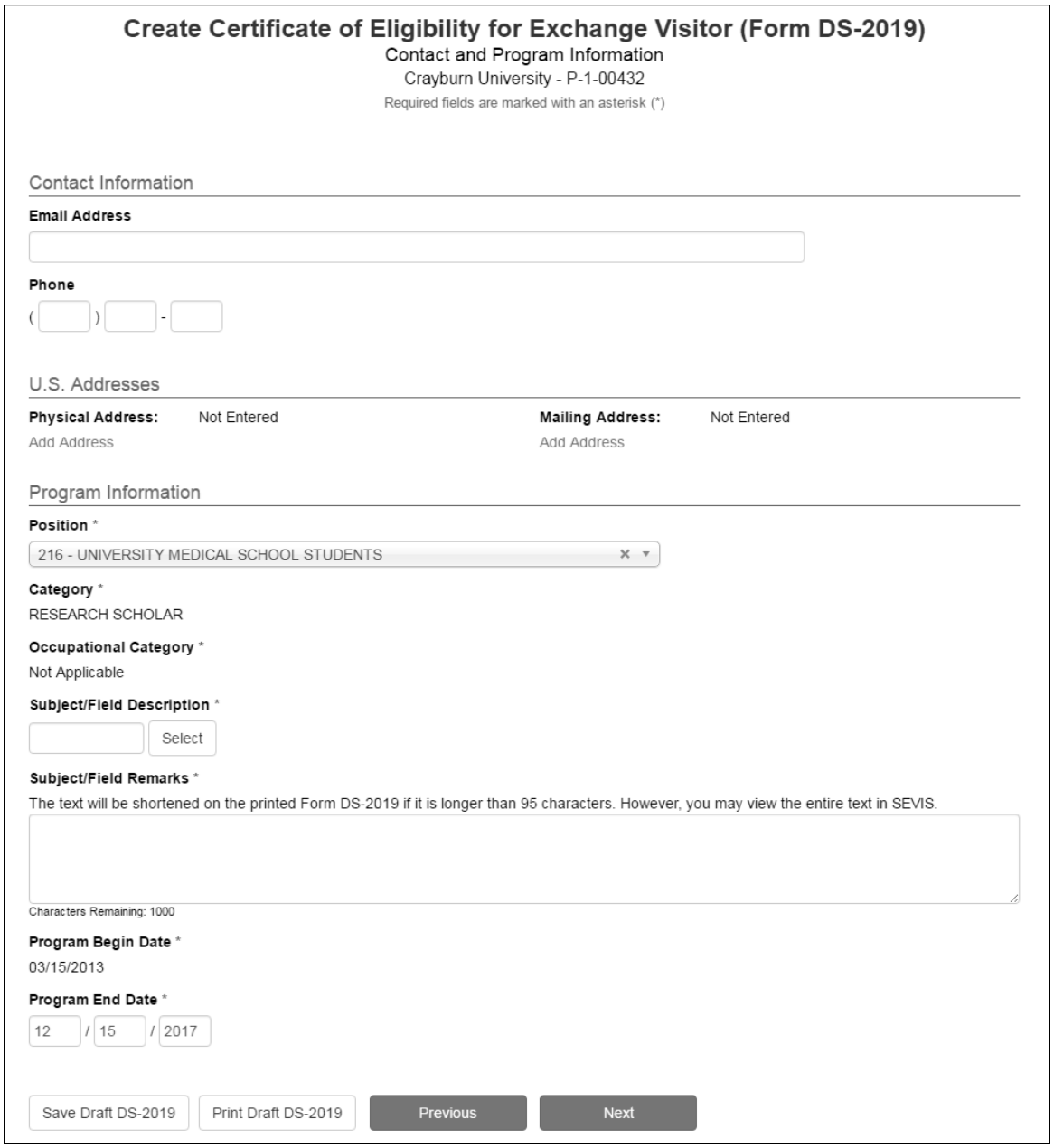
- **Country of Legal Permanent Residence:** Change the country in which the exchange visitor is a legal permanent resident (LPR). For most exchange visitor applicants, the country of legal permanent residence will be the same as the COC. Some applicants, however, will be permanent residents of other countries. Note the difference between permanent and temporary residence. For example, a French citizen who is teaching in Italy on a 1-year contract, and applying for a J visa from Italy, would ***not*** be considered an LPR of Italy.

5. Enter the person's foreign address. Completion of the Foreign Address section is optional.
6. Click one of these buttons:
   - **Save Draft DS-2019** to save the data entered.
   - **Print Draft DS-2019** to print a draft copy of the Form DS-2019. See Print a Draft or Final Form DS-2019 for printing instructions. It is recommended that you print a draft copy of the Form and review it for accuracy. Necessary corrections can be made to the data before submitting the Form to SEVIS.
   - **Next** to save the data entered and advance to the next page of the Form DS-2019. If any fields and sections have not been completed or contain an invalid entry, an error message displays indicating the error(s). Make the necessary corrections and click **Next** again. The *Contact and Program Information* page opens.

14.2 Transfer: Contact and Program Information

The *Create Certificate of Eligibility for Exchange Visitor (Form DS-2019) - Contact and Program Information* page is used to enter additional exchange visitor information. Exhibit 44 is an example of the page.

Exhibit 44: Create Certificate of Eligibility for Exchange Visitor (Form DS-2019) – Contact and Program Information



Below is a list with explanations of the fields and sections on this page. An asterisk (*****) marks the fields that must be completed. To complete this page, enter or update the following:

1. Enter a valid email address for the exchange visitor. Completion of the **Email Address** field is optional.
2. Enter a U.S. telephone number for the person. Completion of the **Phone** field is optional.
3. Completion of the U.S. Addresses section is optional at this time, but required when program participation is validated.
   - **Physical Address:** When entering data for an exchange visitor applicant who has not yet entered the country, the Physical Address is where he/she expects to reside, if known. When the

person enters the country and their program participation is validated, however, his/her physical address (where he/she will reside) must be entered or changed, if different from the one originally used. For au pairs, enter the host family's address. For secondary school students, enter the boarding school or host family's address.

- **Mailing Address:** This is the address where the exchange visitor can receive mail if mail cannot be delivered to his/her physical address. Entering a mailing address is optional.

  To enter an address, perform the following:

  a. Click **Add Address**. The *Add Address* window opens.
  b. At a minimum, enter the street address and zip code.
  c. Click **Submit**. One of two things will occur:
     - The *Add Address* window displays the suggested address from the Postal Service and the entered address. Click **Select** to accept the address from the Postal Service. Or, click **Edit Address** to change the address.
     - The *Add Address* window displays a message advising that the address could not be found. Click **Over-ride Validation** to save the address. Select a reason for using the address as entered. Enter an explanation in the text box if **Other** is selected. Click **Submit**.

       See SEVIS Address Fields for additional information.

4. Enter the following optional data for an au pair exchange visitor:
   - Local Coordinator Information section: Enter the coordinator's first and last names.
   - Host Family Information section: Enter the first and last names of a primary and/or secondary contact. Also, enter a telephone number for a contact.
5. Enter the following optional data for a secondary school student exchange visitor:
   - Local Coordinator/Residence Type Information section:
     - Enter the local coordinator's first and last names.
     - Enter the zip code where the local coordinator resides.
   - Select the Residential Address Type: Boarding School or Host Family.
   - If the Residential Address Type is Host Family, complete the Host Family Information section.
     - Select the Host Family Indicator: **Arrival**, **Permanent,** or **Temporary**.
     - Enter the first and last name of the primary contact.
     - Enter the first and last name of the secondary contact.
     - Enter a telephone number for the host family.
   - If the Residential Address Type is Boarding School, complete the Boarding School Information section.
     - Enter the primary contact's first and last name, and title.
     - Enter the boarding school name.
     - Enter the telephone number for the boarding school. Completion of these fields is optional.

   Note: Completion of the Residential/Local Coordination Information section is required when the exchange visitor's program participation is validated.
6. To complete the Program Information section, perform the following:
   - **Position*:** Begin typing the position name or number. Select an option from the list that most closely matches the exchange visitor's position in his/her home country.
   - **Occupational Category*:** If applicable, select an occupational category. This field is only available for exchange visitors participating in the Trainee or Intern categories.
   - **Subject/Field Description*:** The Classification of Instructional Programs (CIP) contains code numbers for instructional programs in all areas of education and is the accepted Federal Government statistical standard on instructional program classifications.

To select the field the person will be studying or participating in while in the United States, either enter the numeric code (the description will display below the field) or perform the following:

a. Click **Select**. The *Acceptable CIP Codes* window opens.
b. Start typing a subject/field name or code in the **Search** field. A list of CIP descriptions containing those letters displays.
c. Find the subject that most closely matches the exchange visitor's field of study and click its code at the left end of the row. The *Contact and Program Information* page opens; the final selection displays on the page.
d. To change the Subject/Field code, repeat Steps a through c.

Note: Under Regulation 8 CFR 214.5, an exchange visitor from a country on the restricted country list may not engage in or seek to obtain training in aviation maintenance, flight operations, or nuclear-related studies or training. Therefore, you may not create or update an exchange visitor's personal or program information as follows:

- If the COB or COC is on the restricted country list, you may not select or update his/her field of study to training in aviation maintenance, flight operations, or nuclear-related studies or training.
- If the field of study is in aviation maintenance, flight operations, or nuclear-related studies or training, you may not select or update his/her COB or COC to a country that is on the restricted country list.

- **Subject/Field Remarks*:** Enter additional comments regarding the exchange visitor's program while in the United States or enter "**None**." Do not use hard returns (that is, do not press the Enter key) when entering text; doing so may make the text wrap and print in the wrong field on the Form DS-2019.
  Note: The text may be shortened on the printed Form DS-2019 if it is longer than the available space. However, the entire text can be viewed in SEVIS.
- **Program End Date*:** Enter the date, determined by the program sponsor, on which the exchange visitor's program will end. The end date, in combination with the program begin date must:
  - Be equal to or greater than the minimum duration of participation, and
  - Not exceed the maximum duration of participation for the exchange visitor's selected category, as identified in the Exchange Visitor Program regulations or the program sponsor's designation.

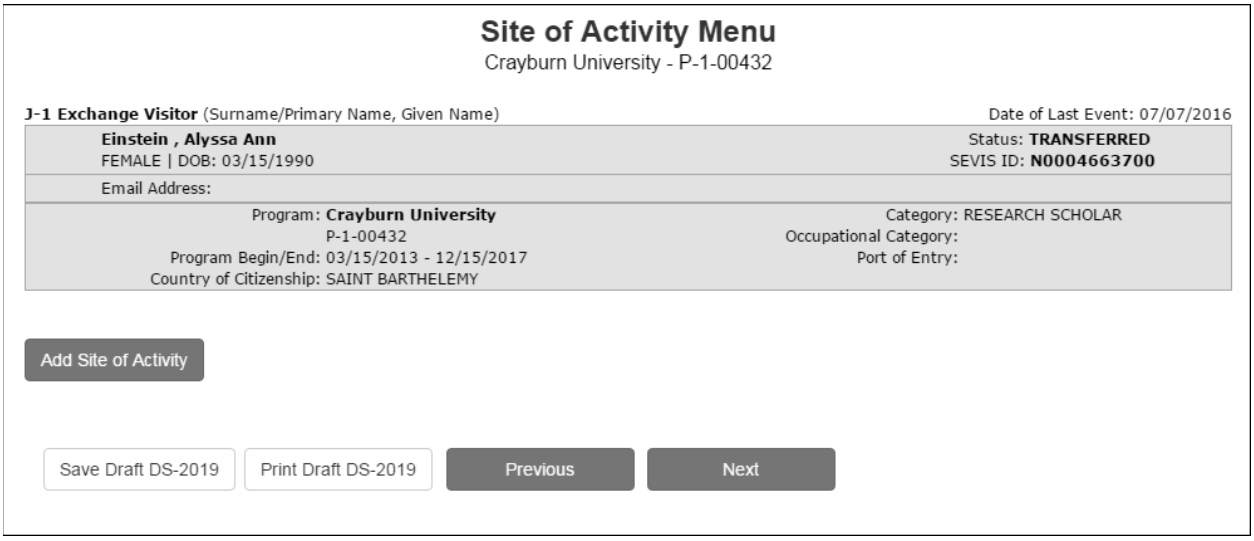
    See DoS Maximum and Minimum Duration of Participation Rules for guidance.

7. Click one of these buttons:
   - **Save Draft DS-2019** to save the data entered.
   - **Print Draft DS-2019** to print a draft copy of the Form DS-2019.
   - **Previous** to return to the previous page of the Form DS-2019. Unsaved data will be lost.
   - **Next** to save the data entered. Saving the data will allow an RO or ARO to return to the record to complete and/or submit it to SEVIS later. One of the following may occur:
     - The Site of Activity Menu page opens.
     - If creating a record for an Intern, Trainee, or Student Intern exchange visitor, the Exchange Visitor Participant Information page opens. See T/IPP Exchange Visitor Participant Information for details. However, if the exchange visitor is participating in the Intern Work Travel (IWT) pilot program with Ireland, you will be prompted to answer two questions. Click **Submit**, and depending on your response to the questions, the Create Certificate of Eligibility for Exchange Visitor (Form DS-2019) - Exchange Visitor Spouse/Dependents Menu page displays.
     - If creating a record for a Professor or Research Scholar exchange visitor, the *Visitor Eligibility* page displays. It contains a reminder that the prospective exchange visitor must be eligible to participate in this type of program. If the person is not eligible, click **Cancel** to return to the previous page and select a different category, if available. Otherwise, click **Continue** to advance to the *Site of Activity Menu* page.

14.3 Transfer: Add Site of Activity

The *Site of Activity Menu* page, is used to collect program information. It provides a summary of the information entered for the exchange visitor, and an option for adding sites of activity. All exchange visitors must have at least one site of activity. Exhibit 45 is an example of the page.

Exhibit 45: Site of Activity Menu Page



To enter information about the exchange visitor's site of activity, perform the following:

1. Click the **Add Site of Activity** button. The *Add Site of Activity* page opens.
2. Below is a list with explanations of the fields on this page. An asterisk (*) marks the fields that must be completed. Enter the following data:
   - **Site of Activity Type*:** Only available for exchange visitors from visa waiver countries who are participating in summer work travel programs. If applicable, select **Exempt from Pre-placement** and click the **Submit** button.
     Note: If the category is Summer Work Travel and the person is not from a visa waiver country, choose a Site of Activity Type: **Site of Activity**, **On Travel**, or **Seeking Employment**. If On Travel or Seeking Employment is chosen, do not complete the Site of Activity Name field and Site of Activity Address section. If On Travel or Seeking Employment is chosen, "On Travel" or "Seeking Employment" will become the primary site of activity.
   - **Site of Activity Name*:** The place where the exchange visitor will participate in his/her program. For an au pair, enter the host family's name. For secondary school students, enter either the boarding school or host family's name.
   - **Site of Activity Address*:** The physical location of the site. Click **Add Address** to open the *Add Address* window. See SEVIS Address Fields for details about the address fields.
     - *** Street Address:** The street address is required. Do not include a post office box number in this field.
     - **Other: Additional** address information. A post office box number may be entered into this field.
     - **City:** The city the site is located in. Completion of this field is optional.
     - **State:** The state the site is located in. Completion of this field is optional.
     - *** Zip:** The zip code for the site of activity. Completion of this field is required.

3. Click the **Submit** button. One of two things will occur:
   - The *Add Address* window will display the suggested address from the U.S. Postal Service and the entered address. Click the **Select** button to accept the address from the Postal Service. Or, click **Edit Address** to change the entered address.
   - The *Add Address* window will display a message advising that the address could not be found. Click the **Over-ride Validation** link to save the address. Select a reason for using the address entered. If **Other** is selected, enter an explanation in the text box. Click **Submit**.

   The address displays on the *Add Site of Activity* page.
4. Back on the *Add Site of Activity* page ,enter optional comments in the **Remarks** text box.
   Note: See Edit Site of Activity (Exchange Visitor in Active or Transferred Status), for detailed instructions on how to edit an exchange visitor's site of activity.
5. Click the **Submit** button to save the data entered. The *Site of Activity Menu* page opens. Summary information for the site displays below the exchange visitor's personal information.
   Note: Multiple sites of activity may be added for an exchange visitor; follow the procedures above to add more sites of activity. If the exchange visitor has multiple sites of activity, the primary site of activity (the **Primary Site of Activity** radio button is selected) will print on the Form DS-2019.
6. Click one of these buttons:
   - **Save Draft DS-2019** to save the data entered.
   - **Print Draft DS-2019** to print a draft copy of the Form DS-2019. See Print a Draft or Final Form DS-2019, for printing instructions.
     Note: It is recommended that you print a draft copy of the transfer Form DS-2019 and review it for accuracy. Necessary corrections can be made to the data before submitting the Form to SEVIS.
   - **Previous:** Click this button to previous page of the Form DS-2019. Unsaved data will be lost.
   - **Next:** Click this button to advance to the *Exchange Visitor Spouse/Dependents Menu* page.

14.4 Transfer: Add/Edit Spouse/ Dependent Data

The *Exchange Visitor Spouse/Dependents Menu* page contains summary information for the exchange visitor and spouse/dependents, if any. It also contains a button to add spouse/dependents or edit existing spouse/dependent data. Procedures for both options are described in the next two sections.

Note: Only the data for the spouse and children of an exchange visitor coming to the United States on J-2 visas are entered into SEVIS. If the spouse and child dependents plan to enter the United States on other types of visas, ***do not*** enter their information in SEVIS.

14.4.1 Transfer: Add Dependent

A spouse and dependents can be added to the exchange visitor's SEVIS record. However, if both a husband and wife are entering the United States on J-1 visas, add the dependent child's information to only one SEVIS record (Form DS-2019). Do not add the dependent child's information to both parents' records/Forms. Doing so will give the dependent child two SEVIS records.

To add a spouse/dependent for an exchange visitor transferring into your program, perform the following:

1. Click the **Add Dependent** link on the *Exchange Visitor Dependents Menu* page. The *Add Spouse/Dependent* page opens.
2. Below is a list with explanations of the fields and sections on the *Exchange Visitor Information—Add Dependent* page. An asterisk (*) marks the fields and sections that must be completed. Enter the following data in the Name section:
   - **Surname/Primary Name*:** Enter the surname or last name of the spouse/dependent. If the person has only one name, enter it in this field.
     Note: The DoS Bureau of Consular Affairs has advised that names should be entered in SEVIS ***exactly*** as they appear on the passport. In the event the nonimmigrant does not have a passport, enter the name as it displays on the National ID card.

- **Given Name:** Enter the first name of the spouse/dependent. Leave this field blank if the person has only one name.
  Note: Even though this is not a required field in SEVIS, the DoS Bureau of Consular Affairs has advised that names should be entered in SEVIS ***exactly*** as they appear on the passport. In the event the nonimmigrant does not have a passport, enter the name as it displays on the National ID card.
- **Suffix:** Select a title, such as Junior, that may appear at the end of a person's name.
- **Passport Name:** Enter the spouse/dependent name exactly as it appears on the MRZ of the passport (Surname/Primary Name Given Name). Do not enter the separator characters (<). (See Appendix G, SEVIS Name Fields, for details.)
- **Preferred Name:** If different from the fields above, enter the name used by the nonimmigrant. If left blank, SEVIS will pre-populate this field. However, it can be edited. (See Appendix G, SEVIS Name Fields, for details.)

3. Enter the following in the Demographics section:
   - **Birth Date*:** Enter the spouse/dependent's date of birth in MM/DD/YYYY format.
   - **Gender*:** Select the spouse/dependent's gender, **male** or **female**.
   - **Relationship*:** Select **Spouse** or **Child**. A dependent child must be younger than 21 years of age.
   - **City of Birth*:** Enter unabbreviated name of the city where the spouse/dependent was born.
   - **Country of Birth*:** Begin typing the country name. Select the country in which the person was born.
     Note: United States may be selected as the COB if the exchange visitor was born to a foreign diplomat or is an expatriate. If the person was born in the United States or a U.S. territory, perform the following:
     a. Complete the **Country of Birth** field.
     b. Select an option from the *If the United States or U.S. Territory is chosen…* drop-down list.
   - **Country of Citizenship*:** Begin typing the country name. Select the country in which the person maintains citizenship.
   - **Country of Legal Permanent Residence*:** Begin typing the country name. Select the country in which the spouse/dependent is an LPR.
   - **Email Address:** Enter an email address for the spouse/dependent. Completion of this field is optional.
4. Click the **Submit** button to save the data. The *Exchange Visitor Spouse/Dependents Menu* page opens. To add another dependent, repeat the process described above.
5. Click one of these buttons:
   - **Save Draft DS-2019** to save the data entered.
   - **Print Draft DS-2019** to print a draft copy of the Form DS-2019. See Print a Draft or Final Form DS-2019, for printing instructions.
     Note: It is recommended that you print a draft copy of the transfer Form DS-2019 and review it for accuracy. Necessary corrections can be made to the data before submitting the Form to SEVIS.
   - **Previous:** Click this button to previous page of the Form DS-2019.
   - **Next:** Click this button to advance to the *Create Certificate of Eligibility for Exchange Visitor (Form DS-2019) – Financial Information* page.

14.4.2 Transfer: Update Dependent Data

To update spouse/dependent data, perform the following:

1. On the *Exchange Visitor Dependents Menu* page, click the **Edit** link to the right of the name of the spouse/dependent whose data is being updated. The *Edit Spouse/Dependent* page opens.
2. Make the necessary updates to the data. See Transfer—Add Dependent, for detailed instructions for completing the fields.
3. Click the **Submit** button. The *Exchange Visitor Spouse/Dependents Menu* displays.
4. Click the **Next** button to advance to the *Create Certificate of Eligibility for Exchange Visitor (Form DS-2019) – Financial Information* page.

14.4.3 Transfer: Terminate Dependent

If a spouse/dependent must be terminated, complete this process before updating the exchange visitor's record and prior to validating the exchange visitor's participation. The **Terminate Dependent** link will not be available after the exchange visitor's record is updated.

See Terminate Dependent in Active, Inactive, or Transferred Status, for instructions on how to terminate a spouse/dependent.

Note: In SEVIS, termination implies a change from Active or valid program status prior to the exchange visitor's program completion. Termination has an ***adverse***, or ***negative***, effect on the spouse/dependent's record. A spouse/dependent can be terminated separately from an exchange visitor, which has no effect on the exchange visitor's SEVIS record.

14.4.4 Transfer: End Status of Dependent

If a spouse/dependent's status must be ended, complete this process before updating the exchange visitor's record and prior to validating his/her participation. The **End Status** link will not be available after the exchange visitor's record is updated.

See End Status of Dependent in Active or Transferred Status, for instructions on how to end the status of a spouse/dependent.

14.5 Transfer: Financial Information

The *Create Certificate of Eligibility for Exchange Visitor (Form DS-2019) – Financial Information* page, is used to collect financial information for the exchange visitor. This page represents the final step in creation of a transfer record for an exchange visitor. Exhibit 46 is an example of the *Financial Information* page.

Exhibit 46: Create Certificate of Eligibility for Exchange Visitor (Form DS-2019) – Financial Information Page

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

Financial Information

Crayburn University - P-1-00432

Required fields are marked with an asterisk (*)

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

Einstein , Alyssa Ann — Status: **TRANSFERRED**

FEMALE | DOB: 03/15/1990 — SEVIS ID: **N0004663700**

Email Address:

Program: **Crayburn University** P-1-00432 — Category: RESEARCH SCHOLAR

Program Begin/End: 03/15/2013 - 12/15/2017 — Occupational Category:

Country of Citizenship: SAINT BARTHELEMY — Port of Entry:

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 * [ ] **received funding for international exchange from one or more U.S. Government Agency(ies) to support this exchange visitor.**

U.S. Government Agency(ies) [max of 2]

Agency: $

Other Agency:

Agency: $

Other Agency:

International Organization(s) [max of 2]

Organization: $

Other Organization:

Organization: $

Other Organization:

Other Funding Resources

The Binational Commission of the Exchange Visitor's Country: $

The Exchange Visitor's Government: $

All other organizations providing support:

$

Current Program Sponsor: $

Personal funds: $

212(e):

- Not Subject

Total funding: $ 0.00

Save Draft | Print Draft DS-2019 | Previous | Submit DS-2019

To complete the *Financial Information* page, perform the following:

1. Select an option for **This program sponsor* has/has not received funding for international exchange...** to indicate whether the exchange visitor has received direct or indirect funding from U.S. Government agencies.
   - **Direct Funding:** Financed in whole or in part by the U.S. Government or the exchange visitor's government with funds contributed directly to the exchange visitor in connection with his/her participation in an Exchange Visitor Program.
   - **Indirect Funding:** Financed by one of the following:
     - An international organization with funds contributed by either the U.S. Government or the exchange visitor's government for use in financing international educational and cultural exchanges
     - An organization or institution with funds made available by either the U.S. Government or the exchange visitor's government for the purpose of furthering international educational and cultural exchanges
2. Enter the following data as applicable:
   - **U.S. Government Agency(ies) [maximum 2]:** Select the agency from which the exchange visitor has received funding and enter the amount in U.S. dollars.
     Note: If **Other** is selected, enter the name of the agency in the text box provided. The name and amount of funding will print on the Form DS-2019.
   - **International Organization(s) [maximum 2]:** Select the organization from which the exchange visitor has received funding and enter the amount in U.S. dollars.
     Note: If **Other** is selected, enter the name of the organization in the text box provided. The name and amount of funding will print on the Form DS-2019.
   - **Other Funding Resources:**
     - **The Binational Commission of the Exchange Visitor's Country:** Enter the amount, in U.S. dollars, that the Binational Commission is contributing.
     - **The Exchange Visitor's Government:** Enter the amount, in U.S. dollars, that the exchange visitor's government is contributing.
     - **All other organizations providing support:** Enter each name and amount of money the exchange visitor will receive. For example, ABC Agency (500), DEF Organization (2500), XYZ (2000). (Only 80 characters may be entered into this field.). Enter the total amount, in U.S. dollars, in the text box provided.
     - **Current Program Sponsor:** Enter the amount, in U.S. dollars, that the program sponsor is contributing to the exchange visitor.
     - **Personal Funds:** Enter the amount, in U.S. dollars, that the exchange visitor is contributing.

     IMPORTANT: Note the **212(e)** indicator in the lower-left of the page. If the exchange visitor meets the Two-Year Home Country Physical Presence (212e) requirement, the reason will display in the 212(e) section. If necessary, correct the exchange visitor's data before clicking the **Submit** button. **Once the Form DS-2019 is submitted, the 212(e) indicator cannot be removed from the exchange visitor's record**. "Not Subject" displays in the 212(e) section of the page if the SEVIS data indicates that the exchange visitor is not subject to the 212(e) requirement. However, SEVIS does not include the Exchange Visitor Skills list. A Consular Official will make the final decision as to whether an exchange visitor is subject to the 212(e) requirement.
3. Click one of these buttons:
   - **Save Draft DS-2019** to save the data.
   - **Print Draft DS-2019** to print a draft copy of the Form DS-2019. It is recommended that you print a draft copy of the exchange visitor's Form DS-2019. Review the form for accuracy and make necessary corrections to the data before submitting it to SEVIS. See Print a Draft or Final Form DS-2019, for printing instructions.
   - **Previous** to return to the previous page of the Form DS-2019. Unsaved data will be lost.

- **Submit DS-2019: Note:** It is recommended that you print a draft copy of the exchange visitor's Form DS-2019 and review it for accuracy. Necessary corrections can be made to the data before submitting the Form to SEVIS.

  Click the **Submit DS-2019** button to save the exchange visitor's Form to SEVIS. A message displays advising that the exchange visitor has been successfully transferred into your program; the exchange visitor's status is Transferred. Click the **Print Final DS-2019** button to print the Form, sign it 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.
  REMINDER: Be sure to validate the exchange visitor's participation. See Validate Program Participation (Exchange Visitor in Transferred Status), for instructions.

14.6 Validate Program Participation (Exchange Visitor in Transferred Status)

When an exchange visitor transfers to another program, his/her record in SEVIS must be validated. Validation of program participation requires you to acknowledge that the exchange visitor has reported as required, and collect the exchange visitor's physical. address (actual physical location where the person will reside while in the United States) no later than 30 days after the effective date of transfer.

WARNING: PROGRAMS LESS THAN 30 DAYS IN DURATION: If the exchange visitor's program is less than 30 days in length, failure to validate the exchange visitor's SEVIS record to indicate his/her participation before the program end date listed in SEVIS will result in cancelation of his/her record in SEVIS. The SEVIS status of the exchange visitor and spouse/dependents, if any, will automatically change to No Show.

WARNING: PROGRAMS GREATER THAN 30 DAYS IN DURATION: Failure to validate the transfer exchange visitor's participation 30 days after the effective date of transfer listed in SEVIS will result in SEVIS changing the status of the exchange visitor and spouse/dependents, if any, to No Show. (See 22 CFR 62.76(b)(v), Transfer Procedures.)

Validation of program participation may take place at any time after the effective date of transfer, but no later than 30 days after the effective date of transfer. However, if the exchange visitor's program participation has not been validated, a reminder will display on the *Alerts* list 15 days following the effective date of transfer. A final reminder will display 25 days following the effective date of transfer if the exchange visitor's participation has not been validated.

Note: When a sponsor is expecting to receive a transfer exchange visitor from another SEVIS program sponsor, the exchange visitor's name will display on the *Transfer In Exchange Visitors and Dependents* list as soon as the transfer request is submitted. The exchange visitor's name will also display on the *All Exchange Visitors and Dependents* list with the status of Transferred once the effective date of transfer arrives. The exchange visitor's name will display on the *Exchange Visitor's Requiring Validation* alert 10 days after the effective date of the transfer if the exchange visitor's record has not been validated.

Validating a transfer exchange visitor's participation is a two-step process. The exchange visitor's SEVIS record must first be updated, and then validated. To update the record and validate the participation of an exchange visitor transferring into your program, perform the following:

1. Access the *Exchange Visitor Information* page for the person whose program participation is being validated (perform a search for the record or use the **EV Lists** option).
2. Click the **Validate Program Participation** link. The *Validate Program* page opens.
3. Click the **Add Address** link and enter a valid U.S. address — where the exchange visitor will reside.
4. If necessary, enter or edit the exchange visitor's email address and U.S. telephone number.
5. Click the **Validate Program** button. The *Listing of Programs* page opens. The status of the exchange visitor and spouse/dependents (if any) is Active.

14.7 Transfer: No Show

The No Show option is used to indicate that the exchange visitor's program participation has not been validated in SEVIS. When an exchange visitor's status is No Show, he/she **has violated** the Exchange

Visitor Program regulations. This has an ***adverse***, or ***negative***, effect on the exchange visitor's record, and on the record of the spouse and each dependent, if any.

When an exchange visitor is in Transferred status, an RO/ARO may set his/her SEVIS status to No Show. The No Show option is available prior to validating an exchange visitor's program participation in SEVIS. To change an exchange visitor's status to No Show, perform the following:

1. Access the *Exchange Visitor Information* page for the exchange visitor whose status is being updated (perform a search for the record or use the **EV Lists** option).
2. Click the **No Show** link on the **Actions** menu. The *No Show* page opens.
3. Review the data to ensure that this is the exchange visitor whose SEVIS status is being changed to No Show.
4. Click the **No Show** button. A message advising that the exchange visitor's record has been successfully updated. The exchange visitor's status immediately changes to No Show.
   Note: Spouse/dependent records are automatically set to No Show when the exchange visitor's record is set to No Show.
   Note: When using the Correct SEVIS Status process to change the status of a transfer-in record from No Show to Active, following the status change, you must update the exchange visitor's financial information before updating biographical information. Also, be sure to add site of activity information to the record.

14.8 Transfer: Correct SEVIS Status (No Show to Active Status)

Note: DoS anticipates that this functionality will be used on rare occasions since sponsors are required to validate an exchange visitor's program participation no later than 30 days after the program begin date. For programs with durations less than 30 days, the exchange visitor's program participation must be validated before the program end date. DoS reviews SEVIS reports that provide information about programs that utilize this functionality.

If the transfer-in exchange visitor's SEVIS status changed to No Show within the past 30 days, the Correct SEVIS Status option may be used to change the exchange visitor's status to Active. The exchange visitor's SEVIS status will change immediately when using this function. Also, if the exchange visitor's and spouse/dependent's status changed to No Show on the same date, when the exchange visitor's status is corrected using this option, the spouse/dependent's status will change to Active.

To correct the exchange visitor's status, perform the following:

1. Access the *Exchange Visitor Information* page for the person whose status is being updated (perform a search for the record or use the **EV Lists** option).
2. Click the **Correct SEVIS Status** link on the **Actions** menu. A confirmation page opens.
3. Read the message, and click the **I Agree** button to continue to the *Correct SEVIS Status* page. Existing data will display on the page. You **MUST** complete all three pages of the Correct SEVIS Status process and submit the correction at once; otherwise, the data that you enter will be lost.
   Note: As the sponsor's official, you have been granted permission to make this change of SEVIS status without the direct involvement of the Department of State's Office of Designation, Private Sector Exchange. However, you must maintain and provide the supporting documentation for this change to DoS or DHS upon request.
4. Do the following to complete the first page of the Correct SEVIS Status process:
   - *** Subject/Field Description:** To add or update the current subject/field description , perform the following:
     a. Click the **Select** button. The *Select Subject/Field Code* page opens.
     b. Make a selection from the **Category** drop-down list.
     c. Click the **Search** button to view the list of subjects associated with the selected category.

d. Find the subject that most closely matches the exchange visitor's field of study and click its code, at the end of the row. The system automatically returns to the *Correct SEVIS Status* page.

- *** Subject/Field Remarks:** Enter remarks regarding the exchange visitor's program activity. Do not use hard returns (that is, do not press the **Enter** key) when entering text; doing so may make the text wrap and print in the wrong field on the Form DS-2019.
  Note: The text may be shortened on the printed Form DS-2019 if it is longer than the available space. However, the entire text can be viewed in SEVIS.
- **Physical Address:** Click the **Add Address** link and enter the exchange visitor's U.S. address.

5. Click the **Next** button to advance to page 2 of the *Correct SEVIS Status* process.
   Note: You **MUST** complete all three pages of the Correct SEVIS Status process and submit the correction at once; otherwise, the data that you enter will be lost.
6. To add or edit the primary site of activity data, perform the following:
   - *** Site of Activity:** Enter or edit the name of the place where the exchange visitor will participate in his/her program.
   - *** Site of Activity Address:** Click the **Edit Address** link to edit the physical location of the site. Do not include a post office box number in this address.
   - **Site of Activity Remarks:** Enter optional comments regarding the site of activity.
   - Click the **Next** button to advance to page 3 of the *Correct SEVIS Status* process.
     Note: You **MUST** complete all three pages of the Correct SEVIS Status process and submit the correction at once; otherwise, the data that you enter will be lost.
7. To add or edit financial information, perform the following:
   - **Current Program Sponsor:** Enter or edit the amount, in U.S. dollars, that the program sponsor will contribute to the exchange visitor.
   - *** This program sponsor has/has not received funding for international exchange from one or more U.S. Government Agency(ies) to support this exchange visitor. If any U.S. Government Agency(ies) provided funding, indicate the Agency(ies) by code below:** Select has or has not to indicate whether the program sponsor has received direct or indirect funding from U.S. Government agencies. This is a required field.
     - **Direct Funding:** Financed in whole or in part by the U.S. Government or the exchange visitor's government with funds contributed directly to the exchange visitor in connection with his/her participation in an Exchange Visitor Program.
     - **Indirect Funding:** Financed by an international organization with funds contributed by either the U.S. Government or the exchange visitor's government for use in financing international educational and cultural exchanges, or by an organization or institution with funds made available by either the U.S. Government or the exchange visitor's government for the purpose of furthering international educational and cultural exchanges.
       Note: If has is selected in response to this statement, complete Section 26 of the electronic Form DS-2019.
   - *** Financial Support from organizations other than the sponsor will be provided by one of the following:** The exchange visitor must have at least one source of funding listed in Sections 25 and/or 26 of the *Financial Information* page. If necessary, complete one or more of the fields in this section.
     Note: All dollar amounts must be entered in SEVIS without commas and periods, and should be rounded to the nearest dollar.
     - **U.S. Government Agency(ies) [maximum of two]:** Select the agency from which the exchange visitor has received funding, and enter the amount in U.S. dollars.
       Note: If **Other** is selected, enter the name of the organization in the text box provided. The name and amount of funding will print on the Form DS-2019.
     - **International Organization(s) [maximum of two]:** Select the organization from which the exchange visitor has received funding, and enter the amount in U.S. dollars.

Note: If **Other** is selected, enter the name of the organization in the text box provided. The name and amount of funding will print on the Form DS-2019.

- **The Exchange Visitor's Government:** Enter the amount, in U.S. dollars, that the exchange visitor's government is contributing.
- **The Binational Commission of the Exchange Visitor's Country:** Enter the amount, in U.S. dollars, that the Binational Commission is contributing.
- **All other organizations providing support:** Enter the total amount, in U.S. dollars, that all other organizations are contributing.
- **Enter names of other organizations below:** Enter each organization name and the amount of money being given to the exchange visitor. For example, ABC Agency (500), DEF Organization (2500), XYZ (2000). (Only 80 characters can be entered into this field.) The names and amounts of funding will print on the Form DS-2019.
- **Personal Funds:** Enter the amount, in U.S. dollars, that the exchange visitor is contributing.

- **Correct SEVIS Status Remarks:** Enter an explanation for this correction. This is a required field.

8. Click the **Submit** button to change the exchange visitor's status to Active. The status of the spouse/dependents whose status changed to No Show at the same time as the exchange visitor's status change will also be updated to Active.

14.9 Transfer: Reinstatement – Update SEVIS Status Request (No Show to Active Status)

If it is more than 30 days and less than 271 days since an exchange visitor's status changed to No Show, the Reinstatement – Update SEVIS Status option may be used to submit a request to DoS to change the status from No Show to Active. The status of the exchange visitor and spouse/dependents whose status also changed from Transferred to No Show will remain No Show until DoS has approved the request.

Note: If a spouse/dependent's status changed separately from the exchange visitor's SEVIS status, and the Reinstatement – Update SEVIS Status option is used, the spouse/dependent's status will not change.

Note: Before processing the request, DoS must receive supporting documentation and a copy of the Pay.gov confirmation page showing payment of the required non-refundable fee.

To submit a Reinstatement – Update SEVIS Status request, perform the following:

1. Access the *Exchange Visitor Information* page for the person whose status is being updated (perform a search for the record or use the **EV Lists** option).
2. Click the **Reinstatement – Update SEVIS Status** link on the **Actions** menu. A confirmation page opens.
3. Read the message, and click the **I Agree** button to continue to the *Reinstatement – Update SEVIS Status* page. Existing data will display on the page.
4. Do the following to complete this page:
   - Select the exchange visitor's field of study.
     a. Click the **Select** button to display the *Select Subject/Field Code* page.
     b. Make a selection from the category drop-sown list.
     c. Click the **Search** button to view the list of subjects associated with the selected category.
     d. Find the subject that most closely matches the exchange visitor's field of study and click its code, at the left end of the row. The *Reinstatement – Update SEVIS Status [page 1 of 3]* page opens and the selection is displayed.
   - Enter remarks in the **Subject/Field Remarks** text box. This is a required field.
   - Enter/update the exchange visitor's physical address.
   - Click the **Next** button to advance to the next *Reinstatement – Update SEVIS Status* page.
     Note: You **MUST** complete all three pages of the Reinstatement – Update SEVIS Status process and submit the request at once; otherwise, the data that you enter will be lost.

5. To add or edit the primary site of activity data, perform the following:
   - *** Site of Activity:** Enter or edit the name of the place where the exchange visitor will participate in his/her program.
   - *** Site of Activity Address:** Click the **Edit Address** link to edit the physical location of the site. Do not include a post office box number in this address.
   - **Site of Activity Remarks:** Enter optional comments regarding the site of activity.
   - Click the **Next** button to advance to the final page of the *Correct SEVIS Status* process.
     Note: You **MUST** complete all three pages of the Correct SEVIS Status process and submit the correction at once; otherwise, the data that you enter will be lost.
6. Enter/Update the exchange visitor's financial information.
7. Click one of these buttons:
   - **Previous** to return to the previous *Reinstatement – Update SEVIS Status* page.
   - **Cancel** to return to the *Exchange Visitor Information* page; any data that you entered or updated will be lost.
   - **Submit** to submit the Reinstatement – Update SEVIS Status request to DoS for processing. A message page opens. It contains information about submitting supporting documentation and a copy of the Pay.gov confirmation page showing payment of the required non-refundable fee to DoS.

14.10 Transfer: Cancel Reinstatement – Update SEVIS Status Request

The option for canceling a Reinstatement - Update SEVIS Status request is only available when a Reinstatement - Update SEVIS Status request has been submitted to DoS for approval.

To cancel a Reinstatement - Update SEVIS Status request, perform the following:

1. Access the *Exchange Visitor Information* page for the exchange visitor whose request is being canceled (perform a search for the record or use the **EV Lists** option).
2. Click the **Cancel Reinstatement - Update SEVIS Status** link on the **Actions** menu. The *Cancel Reinstatement - Update SEVIS Status Request* page opens.
3. Enter an explanation in the **Remarks** text box; this is a required field.
4. Click the **Cancel Request** button to cancel the Reinstatement - Update SEVIS Status request. The status of the exchange visitor and spouse/dependents whose status changed to No Show at the same time as the exchange visitor's status will remain in No Show status.

15. SEVIS CORRECTION PROCEDURES

Two different types of corrections may be requested for exchange visitor and spouse/dependent SEVIS records:

- **30-Day Correction:** When this option is used, exchange visitor and/or spouse/dependent SEVIS records are corrected immediately.
- **Reinstatement – Update SEVIS Status:** When this option is used, DoS must review and process the request.

These options are discussed in detail in the following sections.

15.1 30-Day Correction Period for SEVIS Status

Note: DoS anticipates that this functionality will be used on rare occasions since sponsors are required to validate an exchange visitor's program participation no later than 30 days after the program begin date. For programs with durations less than 30 days, the exchange visitor's program participation must be validated before the program end date. DoS reviews SEVIS reports that provide information about programs that utilize this functionality.

If the exchange visitor's SEVIS status has changed to Active, Invalid, or No Show within the past 30 days, the Correct SEVIS Status option may be used to change the exchange visitor's status from:

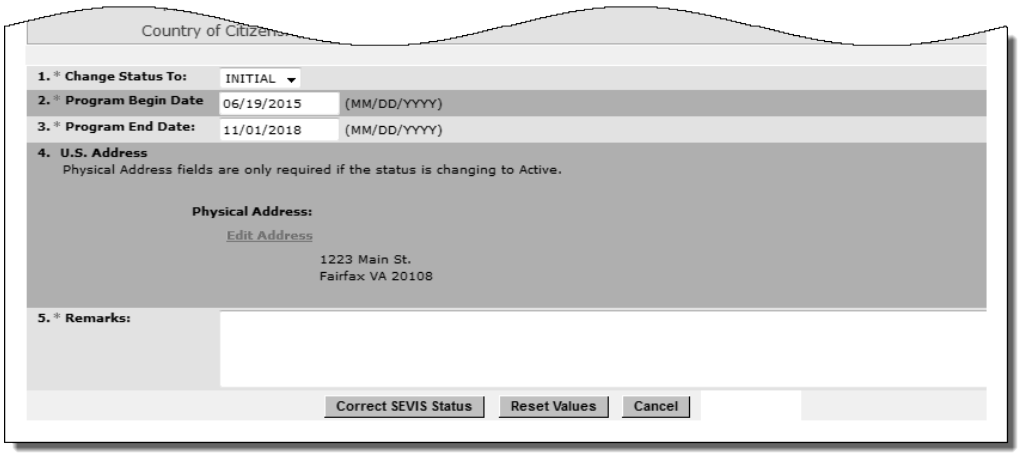
- Active to Initial
- Invalid to Initial
- Invalid to Active
- No Show to Active

The exchange visitor's SEVIS status will change immediately when using this function. Also, if the exchange visitor's and spouse/dependent's status changed to Active, Invalid, or No Show on the same date, when the exchange visitor's status is corrected using this option, the spouse/dependent's status will change to the same SEVIS status as the exchange visitor. For example, the SEVIS status of the exchange visitor and spouse/dependent changed to Invalid on the same date. When the Correct SEVIS Status option is used to change the exchange visitor's status to Active, the spouse/dependent's status will change to Active at the same time.

Note: If a spouse/dependent's status changed separately from the exchange visitor's SEVIS status, and the Correct SEVIS Status option is used, the exchange visitor's status will **not** change. See 30-Day Correction Period for SEVIS Status for Dependent, for additional information.

Exhibit 47: Correct SEVIS Status Page, is an example of the page used to change an exchange visitor's status.

Exhibit 47: Correct SEVIS Status Page



To change the exchange visitor's status, perform the following:

1. Access the *Exchange Visitor Information* page for the exchange visitor whose status is being updated (perform a search for the record or use the **EV Lists** option).
2. Click the **Correct SEVIS Status** link on the **Actions** menu. A confirmation page opens.
3. Read the message, and click the **I Agree** button to continue to the *Correct SEVIS Status* page.

   Note: As the sponsor's official, you have been granted permission to make this change of SEVIS status without the direct involvement of the Department of State's Office of Designation, Private Sector Exchange. However, you must maintain and provide the supporting documentation for this change to DoS or DHS upon request.
4. Below is a list with explanations of the fields on this page. An asterisk (*) marks the fields that must be completed. To complete this page, enter the following data:
   - *** Change Status To:** Select an option from the drop-down list.

- *** Program Begin Date:** Enter the date in MM/DD/YYYY format.
  Note: When requesting to change the exchange visitor's status from:
  - Active to Initial: The begin date must be the current date or a future date.
  - Invalid to Initial: The begin date must be the current date or a future date.
  - Invalid to Active: The begin date must be the current date or a date in the past; it cannot be a future date.
  - No Show to Active: The begin date must be the current date or a date in the past; it cannot be a future date.
- *** Program End Date:** Enter the date in MM/DD/YYYY format.
  The end date, in combination with the program begin date must:
  - Be equal to or greater than the minimum duration of participation
    and
  - Cannot exceed the maximum duration of participation for the exchange visitor's selected category, as identified in the Exchange Visitor Program regulations.
- *** Physical Address:** If necessary, update the address where the exchange visitor resides in the United States [22 CFR 62.10(d), Monitoring of Exchange Visitors]. If the status is changing to Initial, these fields are not required.
- *** Remarks:** Enter an explanation for this correction request; this is a required field. A maximum of 500 characters can be entered into the **Remarks** text box.

5. Click the **Correct SEVIS Status** button to save this information to SEVIS and update the status of the exchange visitor and spouse/ dependents, if any.
6. 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**.
7. Click one of these buttons on the *Update Successful* page:
   - **Print Final DS-2019** to print a new Form DS-2019. Sign the Form in blue ink and forward it to the exchange visitor and spouse/dependents, if any. See Print a Draft or Final Form DS-2019, for instructions.
     Note: When the SEVIS status of an exchange visitor changes from Invalid to Initial or Invalid to Active, the allotment of Forms DS-2019 will be decreased by one.
   - **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 printing instructions.)
   - **Return to Exchange Visitor** to return to the *Exchange Visitor Information* page and view the new data.

15.2 30-Day Correction Period for SEVIS Status for Dependent

The Correct SEVIS Status option may be used to change the spouse/dependent's status to the same status as the exchange visitor if the person's status meets all of the following criteria:

1. Is currently Invalid, No Show, or Terminated
2. Changed to Invalid, No Show, or Terminated within the past 30 days
3. Does not match the status of the exchange visitor

For example, if the RO/ARO terminated the spouse/dependent by mistake, the spouse/dependent's status will be Terminated and the exchange visitor's status will be Active. When the Correct SEVIS Status option is used, the spouse/dependent's SEVIS status will immediately change to match the status of the exchange visitor.

Note: If the status of both the exchange visitor and spouse/dependent changed to Invalid, No Show, or Terminated on the same date, the Correct SEVIS Status option will not be available for the spouse/dependent.

To change the spouse/dependent's status, perform the following:

1. Access the *Dependent Information* page for the spouse/dependent whose status is being updated (perform a search for the record or use the **EV Lists** option).
2. Click the **Correct SEVIS Status** link on the **Actions** menu. A confirmation page opens.
3. Read the message, and click the **I Agree** button to continue.

   Note: As the sponsor's official, you have been granted permission to make this change of SEVIS status without the direct involvement of the DoS Office of Designation, Private Sector Exchange. However, you must maintain and provide the supporting documentation for this change to DoS or DHS upon request.
4. On the *Correct SEVIS Status for Dependent* page, enter an explanation in the **Remarks** text box; this is a required field. A maximum of 500 characters can be entered into this text box.
5. Click the **Correct SEVIS Status** button to update the spouse/dependent's status and save this information to SEVIS. A message displays advising that the person's status has been updated; the SEVIS status is immediately updated to match the exchange visitor's status.

15.3 Reinstatement – Update SEVIS Status Request

If it is more than 30 days and less than 271 days since the SEVIS status of the exchange visitor changed to Active, Invalid, or No Show, a Reinstatement – Update SEVIS Status request may be submitted to DoS to change the status from:

- Active to Initial
- Invalid to Initial
- Invalid to Active
- No Show to Active

The Reinstatement – Update SEVIS Status option will also be available to submit a request to DoS to change an exchange visitor's SEVIS status from Terminated to Active. This option immediately becomes available when the exchange visitor's SEVIS status is changed to Terminated. The option will remain available for up to 270 days following the termination date.

Note: If an exchange visitor has spouse/dependents with the same status, and the status of the exchange visitor and spouse/dependents changed at the same time, the **Reinstatement – Update SEVIS Status** link is only available on the *Exchange Visitor Information* page.

If the spouse/dependent's status changed separately from the exchange visitor's status, approval of this request will not affect the spouse/dependent's status. For example, if the spouse/dependent's status changed to No Show and, the next day, the exchange visitor's status changed to No Show, approval of the Reinstatement – Update SEVIS Status request will only affect the exchange visitor's status. The spouse/dependent's SEVIS status will remain No Show.

Requests may be submitted to DoS to change the SEVIS status of a spouse/dependent whose status changed to Invalid, No Show, or Terminated separately from the exchange visitor's status. See Reinstatement – Update SEVIS Status Request for Dependent, for instructions on submitting a Reinstatement – Update SEVIS Status request for a spouse/dependent.

Note: A non-refundable fee is required when submitting a Reinstatement – Update SEVIS Status request for an exchange visitor. DoS will not begin to process the request until the supporting documentation and a copy of the Pay.gov confirmation page showing payment of the required fee have been received.

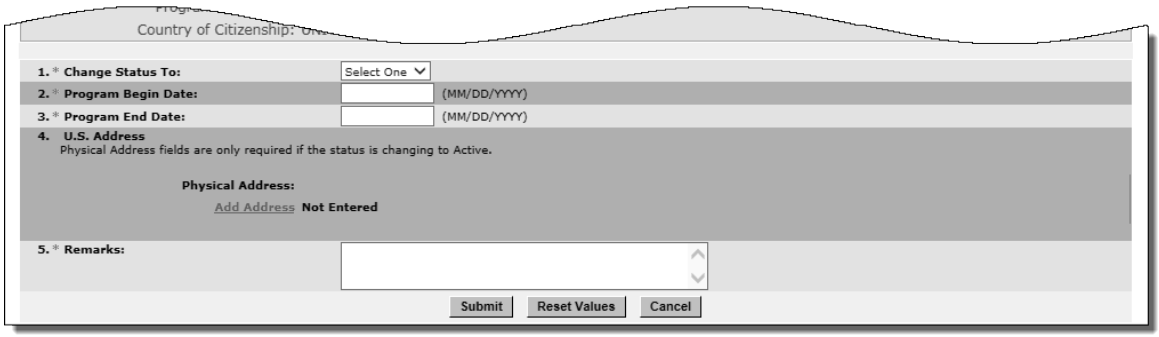
The following sections provide instructions for submitting a Reinstatement – Update SEVIS Status request for an exchange visitor and a spouse/dependent.

15.3.1 Reinstatement – Update SEVIS Status Request for Exchange Visitor

To submit a Reinstatement – Update SEVIS Status request for an exchange visitor, perform the following:

1. Access the *Exchange Visitor Information* page for the exchange visitor whose status will be changed (perform a search for the record or use the **EV Lists** option).
2. Click the **Reinstatement – Update SEVIS Status** link on the **Actions** menu. The *Reinstatement – Update SEVIS Status for Exchange Visitor* page opens. Exhibit 48: Reinstatement – Update SEVIS Status for Exchange Visitor Page, is an example of the page.

Exhibit 48: Reinstatement – Update SEVIS Status for Exchange Visitor Page



3. Below is a list with explanations of the fields on this page. An asterisk (*) marks the fields that must be completed. To complete this page, enter the following data:
   - *** Change Status To:** Select an option from the drop-down list.
   - *** Program Begin Date:** Enter the date in MM/DD/YYYY format.
     Note: When requesting to change the exchange visitor's status from:
     - Active to Initial: The begin date must be the current date or a future date.
     - Invalid to Initial: The begin date must be the current date or a future date.
     - Invalid to Active: The begin date must be the current date or a date in the past; it cannot be a future date.
     - No Show to Active: The begin date must be the current date or a date in the past; it cannot be a future date.
     - Terminated to Active: The begin date must be the current date or a date in the past; it cannot be a future date.
   - *** Program End Date:** Enter the date in MM/DD/YYYY format. The end date, in combination with the program begin date must:
     - Be equal to or greater than the minimum duration of participation, and
     - Cannot exceed the maximum duration of participation for the selected category, as identified in the Exchange Visitor Program regulations.
   - **U.S. Address:** A physical address is required if the exchange visitor's status is changing to Active If necessary, click the **Add Address** or **Edit Address** link. The *Add Address* or *Edit Address* window opens. Add or update the address where the exchange visitor resides in the United States [22 CFR 62.10 (d), Program Administration].
4. If changing a secondary school student's status to Active, enter or update the Residential Information:
   - Local Coordinator first and last name, and zip code.
   - Select the Residential Address type: **Boarding School** or **Host Family**.
   - Select the Host Family Indicator: **Arrival**, **Permanent** or **Temporary**. (The Temporary option is only available when changing the exchange visitor's status to Active.)

- If the Residential Address type is Host Family, complete the Host Family section:
  - Enter the first and last name of the primary contact.
  - Enter the first and last name of a secondary contact.
  - Enter the telephone number for the host family.
- If the Residential Address type is Boarding School, complete the Boarding School Information section.
  - Enter the primary contact's first and last name, and title.
  - Enter the name of the boarding school
  - Enter a telephone number for the boarding school.

5. Enter remarks regarding the request in the **Remarks** text box. Completion of this field is required.
6. Click the **Submit** button. A message displays advising that the request is not complete. Read the message carefully; it provides additional information about the Reinstatement – Update SEVIS status request, including mailing instructions.

   Note: DoS will not begin to process this request until the supporting documentation and a copy of the Pay.gov confirmation page showing payment of the non-refundable fee have been received. The request must be submitted via SEVIS, and the supporting documentation and a copy of the Pay.gov confirmation page must be submitted to DoS. The supporting documentation can include, but is not limited to, the following:

   - Copies of all of the exchange visitor's Forms DS-2019 issued to date
   - Evidence that the SEVIS I-901 Fee has been paid (required by PL 104-208)
   - A written statement, and documentary information supporting the statement, declaring that the exchange visitor is pursuing or has at all times intended to pursue the original Exchange Visitor Program activity for which he/she was admitted to the United States

     A written statement declaring that the exchange visitor failed to maintain valid program status due to circumstances beyond the control of the exchange visitor, or from administrative delay or oversight, unintentional, or excusable neglect on your part or the exchange visitor's part, ***or***
   - A written statement declaring that it would be an unusual hardship to the exchange visitor if DoS does not grant the reinstatement request and return the exchange visitor to valid program status. **Note:** If requesting to change the exchange visitor's status from Active to Initial, the SEVIS record will be locked while the request is being processed by DoS. Some of the options on the **Actions** and **Edits** menus will not be available until the DoS processes the request or it is canceled. Also, if DoS has not noted in SEVIS receipt of the supporting documentation and a copy of the Pay.gov confirmation page showing payment of the non-refundable fee within 30 calendar days of submission of the request, the status of the exchange visitor and spouse/dependents, if any, will change to Invalid.
7. Access the Pay.gov website (https://www.pay.gov/) and submit your electronic payment following the instructions provided by DoS. See Electronic Submission of Payment, for additional information regarding electronic payment of fees.
8. Submit a copy of the Pay.gov confirmation page showing payment of the non-refundable fee to DoS. Include the exchange visitor's name and SEVIS ID, and supporting documentation for this request to be processed. Mail the materials to the appropriate address. (See U.S. Department of State Contact Information, or Appendix B, Resources, for the appropriate address.)

   Note: DoS will not begin to process this request until the supporting documentation and a copy of the Pay.gov confirmation page showing payment of the non-refundable fee have been received. If DoS has not noted in SEVIS receipt of a copy of the Pay.gov confirmation page and supporting documentation within 30 calendar days of submission of the request in SEVIS, the Reinstatement - Update SEVIS status request will be automatically canceled in SEVIS.

Once DoS reviews the Reinstatement – Update SEVIS Status request, the following outcomes are possible:

- **Request Approved:** The submitter of the request will receive email notification of the approval, and must print an updated copy of the Form DS-2019, sign it in blue ink, and provide it to the exchange visitor and spouse/dependents, if any. Use the **Reprint DS-2019** link on the **Actions** menu to print the Form. (See Reprint a Form DS-2019, for printing instructions.)

  Note: For a participant in an Intern, Trainee, or Student Intern program, once a DoS Official approves the request, the phase dates must be updated. See Approved Reinstatement – Update SEVIS Status Request and Form DS-7002, for details.

  Note: This correction to the exchange visitor's SEVIS status will update the spouse/dependent's SEVIS status when, at the time the request was submitted, the:

  - Exchange visitor and spouse/dependent had the same status
  - Status of the exchange visitor and spouse/dependent changed to Active, Invalid, No Show, or Terminated at the same time

  Note: When the SEVIS status of an exchange visitor changes from Invalid to Initial or Invalid to Active, the allotment of Forms DS-2019 will be decreased by one.

- **Additional Information Required:** The submitter of the request will receive email notification of the request for additional information. The email will identify the areas that require additional information and/or documentation in order for the review to continue.
  Note: The response must be submitted within 30 calendar days of the email notification. If DoS has not noted receipt of the response in SEVIS within 30 calendar days of the notification, the reinstatement request will be automatically canceled in SEVIS.
  Note: When requesting to change the exchange visitor's status from Active to Initial, if DoS has not noted in SEVIS receipt of the additional information within 30 calendar days of the request for information notification, the status of the exchange visitor and spouse/dependents, if any, will change to Invalid.
  Submit the supporting documentation, including the exchange visitor's full name and SEVIS ID, to DoS. See U.S. Department of State Contact Information, or Appendix B, Resources, for the appropriate address.
- **Request Denied:** If denied, the submitter of the request will receive email notification of the denial decision.
  Note: If the request to change the exchange visitor's status from Active to Initial is denied by DoS, the status of the exchange visitor and spouse/dependents, if any, will change to Invalid.

15.3.2 Electronic Submission of Payment

The U.S. Department of State has entered into an agreement with the U.S. Department of Treasury's Financial Management Service (FMS) to participate in an electronic payment system known as "Pay.gov." All Exchange Visitor Program fee payments must be submitted via the Pay.gov website. Currently, the following requests require payment of a non-refundable fee:

- Change of Category
- Extension Beyond the Maximum Duration of Participation
- Reinstatement
- Reinstatement – Update SEVIS Status
- Redesignation

Pay.gov is a secure, Government-wide financial management transaction portal managed by FMS, and developed in cooperation with Cleveland Federal Reserve Bank and Bank of America. The Department accepts payments from checking and savings accounts via Automated Clearing House (ACH) at Cleveland Federal Reserve Bank and credit card collections with settlement provided by Bank of America. The ACH is a funds transfer network that provides for interbank clearing of electronic entries by participating financial institutions.

Your organization must identify at least two Pay.gov users to DoS to register to use the "Exchange Visitor Program (EVP) Fee Payment" form via Pay.gov. This form is private and exclusively for the use of J-1 designated sponsors to submit requests for services (i.e., redesignation, extensions, reinstatements, reinstatement – update SEVIS status, and change of category). Please contact DoS to obtain registration information and instructions for submitting payments electronically via Pay.gov.

Note: "ECFMG Sponsorship" and "Permission to Issue" requests are not CURRENTLY processed using SEVIS. However, fee payments for "ECFMG Sponsorship" and "Permission to Issue" must also be made via the Pay.gov website.

15.3.3 Reinstatement – Update SEVIS Status Request for Dependent

A request may be submitted to DoS to change the SEVIS status of a spouse/dependent whose status changed to Invalid, No Show, or Terminated separately from the exchange visitor's status. For example, the exchange visitor's SEVIS status is Active and the spouse/dependent's status is No Show.

The Reinstatement – Update SEVIS Status option is only available on the *Dependent Information* page if it is more than 30 days and less than 271 days since the SEVIS status of the spouse/dependent changed to Invalid, No Show, or Terminated.

Note: There is no fee required for processing a Reinstatement – Update SEVIS Status request for a spouse/dependent. However, supporting documentation must be submitted to DoS.

To submit a Reinstatement – Update SEVIS Status request for a spouse/dependent, perform the following:

1. Access the *Dependent Information* page for the spouse/dependent whose status is being updated (perform a search for the record or use the **EV Lists** option).
2. Click the **Reinstatement – Update SEVIS Status** link on the **Actions** menu. The *Reinstatement – Update SEVIS Status for Dependent* page opens.
3. Enter an explanation in the **Remarks** text box; this is a required field. A maximum of 500 characters can be entered into the **Remarks** text box.
4. Click the **Submit** button. A message displays advising that the request is not complete. Read the message carefully; it provides additional information about the reinstatement request, including mailing instructions.
   Note: DoS will not begin to process this request until the fee and supporting documentation have been received. The request must be submitted via SEVIS and then followed up with supporting documentation that can include, but is not limited to, the following:
   - A letter of explanation describing the need for the correction
   - Copies of the exchange visitor's and the spouse/dependent's Forms DS-2019 issued to date
   - Copy of the spouse/dependent's Form I-94
5. Remit the supporting documentation, along with the spouse/dependent's full name and SEVIS ID, for this request to be processed. Submit the materials to DoS. See U.S. Department of State Contact Information, or Appendix B, Resources, for the appropriate address.
   Note: DoS will not begin to process this request until the supporting documentation, including the full name and SEVIS ID of the spouse/dependent, has been received. If DoS has not noted in SEVIS receipt of the supporting documentation within 30 calendar days of submission of this request, the request will automatically be canceled in SEVIS.

Once DoS reviews the Reinstatement – Update SEVIS Status request, the following outcomes are possible:

- **Request Approved:** The submitter of the request will receive email notification of the approval and the spouse/dependent's status will change to the same status as the exchange visitor. Print an updated copy of the Form DS-2019, sign it in blue ink and provide it to the spouse/dependent. Use the **Reprint DS-2019** link on the *Exchange Visitor Information* page to reprint the Form.
- **Additional Information Required:** The submitter of the request will receive email notification of the request for additional information. The email will identify the areas that require additional

information and/or documentation in order for the review to continue.
Note: The response must be submitted within 30 calendar days of the email notification. If DoS has not noted in SEVIS receipt of the response within 30 calendar days of the notification, the Reinstatement – Update SEVIS Status request will automatically be canceled in SEVIS.

Submit the supporting documentation, including the spouse/dependent's full name and SEVIS ID, to DoS. See U.S. Department of State Contact Information, or Appendix B, Resources, for the appropriate address.

- **Request Denied:** The submitter of the request will receive email notification of the denial decision.

15.4 Cancel Reinstatement – Update SEVIS Status Request

The option for canceling a Reinstatement – Update SEVIS Status request is only available when a Reinstatement – Update SEVIS Status request has been submitted to DoS for approval.

To cancel a Reinstatement – Update SEVIS Status request, perform the following:

1. Access the *Exchange Visitor Information* or *Dependent Information* page for the exchange visitor or spouse/dependent whose request is being canceled (perform a search for the record or use the **EV Lists** option).
2. Click the **Cancel Reinstatement – Update SEVIS Status** link on the **Actions** menu. Either the *Cancel Reinstatement – Update SEVIS Status Request* or the *Cancel Reinstatement – Update SEVIS Status Request for Dependent* page opens.
3. Enter an explanation in the **Remarks** text box; this is a required field.
4. Click the **Cancel Request** button to cancel the Reinstatement – Update SEVIS Status request. The status of the exchange visitor and/or spouse/dependent will not change.

16. ALERTS

Alerts are notices to users identifying tasks that need to be completed in SEVIS. In most cases, these alerts are indicators that, according to the information currently in the system, a deadline is approaching for some type of process. For example, the exchange visitor's status will change (in many cases, from Active to Terminated or Completed) if some type of action or update is not taken by the RO or an ARO within a certain number of days. If no action is taken by the RO or ARO, the system will automatically take action. Alerts are FOR OFFICIAL USE ONLY (FOUO). They contain information that may be exempt from public release under the Freedom of Information Act (5. U.S.C. 552). Control, store, handle, transmit, distribute, and dispose of the data in accordance with DHS policy relating to FOUO information. This data is not to be released to the public or other personnel who do not have valid "need-to-know" without prior approval of an authorized DHS official. **Note:** When an alert exists, the a bell symbol will display on the *Listing of Programs* page to the left of the program name. SEVIS does not send email notification for alerts. You must access SEVIS to view and process alerts.

Exhibit 49: Listing of Programs Page—Alerts Indicator, shows the location of the bell symbol on the page. If there are no alerts for a program, the bell symbol will not display on the *Listing of Programs* page.

Exhibit 49: Listing of Programs Page—Alerts Indicator

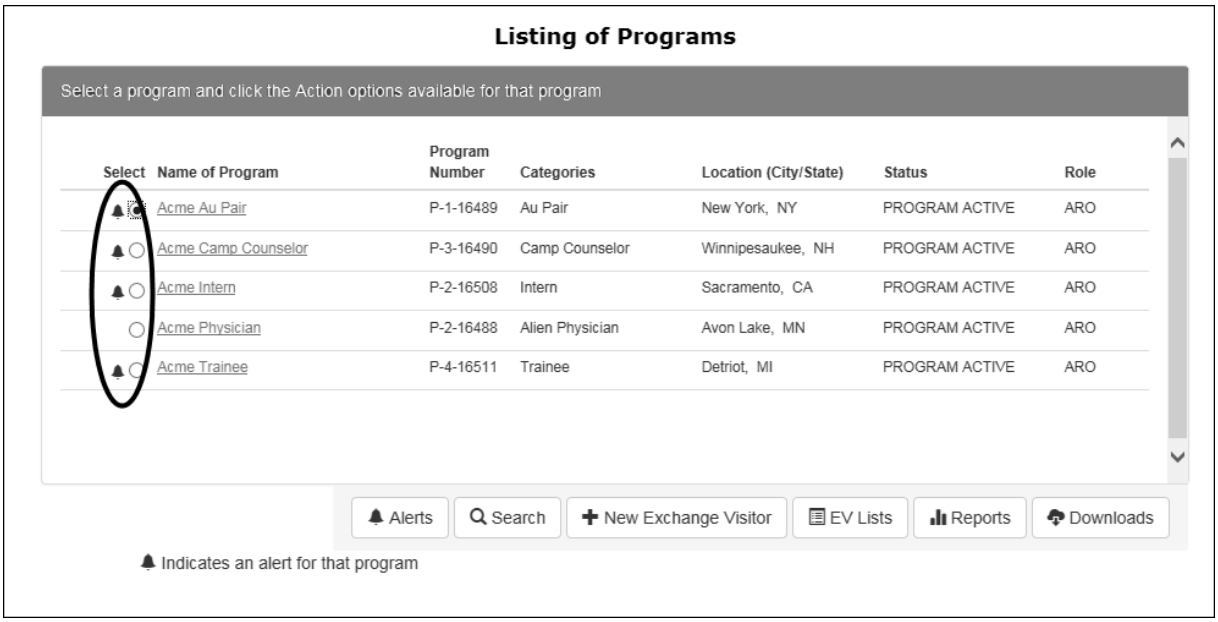


Exhibit 50: Program and Exchange Visitor Alerts Page, is an example of an alerts page. In Exhibit 50, the first alert is a reminder that the program's designation will expire soon. The second alert is a reminder that the annual report is due, and the third alert is a reminder that one record has not been submitted. To view an alert for exchange visitors, click the radio button to the left of the program name, and then click the **Alerts** button. See View Alerts, for further details.

Exhibit 50: Program and Exchange Visitor Alerts Page

16.1 View Alerts

To view alerts available for a specific program, perform the following:

1. On the *Listing of Programs* page, click the radio button to the left of a specific program.
2. Click the **Alerts** button. The list of alerts for that program displays. Each row in the list represents a SEVIS situation that requires the attention of the RO or ARO. For example, **Saved Record(s) Not Submitted for 15 Days** indicates that there are exchange visitor records in Draft status and the current date is 15 days or more past the date of last update. These records must either be deleted, or completed and submitted to the system. SEVIS will delete any records that are in Draft status if action has not been taken on the records within 45 days.

3. If the alert contains a hyperlink, click the link to see the specific list of records that require processing.
4. Click the exchange visitor's or spouse/dependent's SEVIS ID or name link to access his/her record.
5. Process the record. For example, for the *Exchange Visitors Requiring Validation* alert, click the exchange visitor's name and select the **Validate Program Participation** link on the *Exchange Visitor Information* page. Update the physical address as needed, and then validate the exchange visitor's participation in your program.

   Note: The **Return to [Alert Name]** link will display on the *Exchange Visitor Information* page, allowing you to return to the alert. This link will also display after editing the record and returning to the *Exchange Visitor Information* page.

16.2 Sort Alerts

The data from the exchange visitor alerts may be sorted in ascending or descending order. To sort an alert in ascending or descending order, click a column heading. For example, to view an alert with names in descending order (from Z to A), click the Surname/Primary Name column heading.

16.3 Export Alerts

Perform the following to export an alert of exchange visitors and dependents:

1. View the total number of entries on the alert. This number displays at the bottom left of the page. Only the number of entries shown on the page will be exported.
2. To change the number of entries to export, select an option (that is, 10, 15, 20 50, 100, 500, 1000) from the *Show entries* drop-down list above the SEVIS ID column.
3. Click a button below the alert to export the data. The records from an exchange visitor alert may be exported in the following formats:
   - **Excel:** Click the Excel button to save the alert to a Microsoft Excel workbook. After selecting a location to save the file, it opens in an Excel spreadsheet.
   - CSV: Click the CSV button to save the alert as a comma-separated file. After selecting a location to save the file, it opens in an Excel spreadsheet.
   - PDF: Click the PDF button to export the alert in portable document format (pdf).
   - Print: Click the Print button to send the alert to a printer. When the Print window opens, you may want to change the layout to landscape before selecting Print.
   - Copy: Click the Copy button to copy the alert to the clipboard. Then, paste the data into another application, such as Microsoft Word.
4. Save the file.

16.4 List of Alerts

Below is an alphabetical listing of the Exchange Visitor Alerts, including the alert title, description, and an explanation of the action required.

- **3-Month Redesignation** alert: This reminder displays 3 months before a program's designation authorization expires. The alert includes the program's designation expiration date.
  Action Required: Complete the redesignation process in SEVIS, and submit a signed copy of the request (Form DS-3036) to DoS.
- **6- Month Redesignation** alert: This reminder displays 6 months before a program's designation authorization expires. The alert includes the program's designation expiration date.
  Note: An application for redesignation must be submitted in SEVIS 3 months in advance of the expiration date.
  Action Required: Complete the redesignation process in SEVIS, and submit a signed copy of the request (Form DS-3036) to DoS.
- **80% of Program's Allotment for DS-2019s Used:** This reminder displays when a program has used 80% or more of its total allotment of Forms DS-2019. The alert shows the number of Forms

remaining.
Action Required: Complete the allotment request in SEVIS.

- **Annual Report Due in 30 Days or Less:** This reminder displays on the first day of the month in which the annual report is due. It will be removed when DoS enters the date the report was received into SEVIS or when the due date is in the past.
  Action Required: Generate and print the report using SEVIS. Submit the report to DoS each year by the date stipulated on the program's designation or redesignation letter.
- **Annual Report Past Due Date:** This reminder will display the day following the annual report due date if DoS has not entered the date the report was received into SEVIS. The reminder will be removed once the receipt date is entered or the next annual report is due.
  Action Required: Generate and print the report using SEVIS. Submit the report to DoS as soon as possible.
- **Child Dependent(s) Nearing Their 21st Birthday in 90 Days:** This reminder displays 90 days prior to a dependent child's 21st birthday.
  Action Required: An RO or ARO may notify the exchange visitor to take appropriate action, such as request change of status for the dependent, or have the dependent prepare to leave the United States.
- **Exchange Visitor(s) 30 Days Before Academic Training End Date:** This reminder displays when an exchange visitor's current segment of academic training will end in 30 days or less.
  Action Required: An RO or ARO may update the academic training end date. If no action is taken by the RO or ARO, the segment of training that triggered the alert will end and the exchange visitor's SEVIS status will remain Active.

Exchange Visitor(s) Nearing the Program End Date in 60 Days or Less: This reminder displays 60 days prior to the exchange visitor's program end date listed in SEVIS.
Action Required: An RO or ARO may complete an extension within the maximum duration of participation or submit a request to DoS for an extension beyond the maximum duration of participation. If no action is taken by an RO or ARO, the exchange visitor's status will change from Active to Inactive the day after the program end date identified in SEVIS.

Note: When exporting this alert to Excel, the following additional column will display on the export: Email adddress

- **Exchange Visitor(s) Requiring Validation:** Exchange visitor's will display on this reminder if one of the following conditions is met:
  - Status is Initial and the current date is 10 days or more after the program begin date
  - Status is Initial and the current date is 10 days or more after the program begin date and the exchange visitor has a pending change of status
  - Status is Initial and the current date is 10 days or more after the benefit start date and the exchange visitor has an approved change of status
  - Status is Transferred and the current date is 10 days or more after the effective date of transfer

  The reminder will provide a reason the exchange visitor's record is on the alert of Initial, Pending Change of Status, Approved Change of Status or Transfer.

  Action Required: This is based on the reason the exchange visitor's record is displayed:
  - If the status is Initial, the RO or ARO may:
    - Validate the record if the exchange visitor has begun participation in his/her program
    - Change the status of the exchange visitor's record to No Show or Invalid

- Amend the program begin and/or end dates if the person will be arriving at a later date, and does not have an approved change of status

– If the status is Transferred, the RO or ARO must validate the exchange visitor's program participation; otherwise, the system will automatically send the status of the exchange visitor and any spouse/dependents to No Show 30 days after the effective date of transfer.

Note: When exporting this alert to Excel, the following additional columns will display on the export: Country of Citizenship, Subject/Field Code, Subject/Field Code Description, Email address, Program Begin Date, Program End Date

–

- **Exchange Visitors with T/IPP Issues:** This reminder displays for Intern, Trainee, and Student Intern exchange visitors who:
  - Are in Initial or Active status and
  - Have a phase on their Training/Internship Placement Plan (T/IPP) that is missing a supervisor signature date 30 days after the phase was created, or
  - There is a phase on the T/IPP that does not cover the time between the program begin date and the program end date

  Action Required: An RO or ARO may access the exchange visitor's SEVIS record and enter the missing data.
- **Exchange Visitor(s) Without Valid U.S. Addresses:** This reminder displays when an exchange visitor:
  - Is in Initial or Active status, and
  - His/her SEVIS record contains an invalid U.S. address.

  Action Required: An RO or ARO may access the exchange visitor's SEVIS record and enter a valid U.S. address.
- **Out of Country Exchange Visitors:** This reminder displays 30 days prior to the out of country end date for professor and research scholar exchange visitors who are currently participating in their programs outside the United States.
  Action Required: An RO or ARO may update the out of country end date. If no action is taken by an RO or ARO, the out of country reason will be removed from the exchange visitor's SEVIS record on the out of country end date. The exchange visitor's SEVIS status will remain Active if the exchange visitor's program end date is later than the out of country end date.
- **Professor(s)/Research Scholar(s) in a G-7 Program Within 90 Days of Program End Date** (See 22 CFR 62.20 for additional information.): This reminder displays for professor and research scholar exchange visitors in programs with a program serial of G-7. Their status in SEVIS is Active, their program is 5 years or more in length, and it will end in 90 days or less.
  Action Required: An RO or ARO may submit a request to DoS for an extension beyond the maximum duration of participation. If no action is taken by an RO or ARO, the exchange visitor's status will change from Active to Inactive the day after the program end date identified in SEVIS.
- **Professor(s)/Research Scholar(s) in a G-7 Program Within 180 Days of Program End Date** (See 22 CFR 62.20 for additional information.): This reminder displays for professor and research scholar exchange visitors in programs with a program serial of G-7. Their status in SEVIS is Active, their program is 5 years or more in length, and it will end in 180 days or less.
  Action Required: An RO or ARO may submit a request to DoS for an extension beyond the maximum duration of participation. If no action is taken by an RO or ARO, the exchange visitor's status will change from Active to Inactive the day after the program end date identified in SEVIS.
- **Records 6 Months After Program Begin Date with no T/IPP:** This reminder displays for exchange visitors participating in the Intern Work and Travel (IWT) or Korea Work English Study & Travel (WEST) pilot programs who:
  - Are in Active status

  - Do not have a T/IPP, and
  - It is 6 months after his/her program begin date

  Action Required: An RO or ARO may access the exchange visitor's SEVIS record and complete the T/IPP.

- **RO/ARO Users Who Have Not Logged In to SEVIS in 30 Days:** This reminder displays for all ROs and AROs who have not logged into SEVIS for 30 days.
  Action Required: The RO or ARO must log into SEVIS. If the RO or ARO does not log into SEVIS for more than 45 days, his/her user ID will be inactivated.
- **Saved Record(s) not Submitted for 15 Days:** This reminder displays when exchange visitor records are in draft status and the current date is 15 days or more past the date of the last update in SEVIS.
  Action Required: Complete and submit the records in SEVIS. Otherwise, the system will automatically delete any records in draft status if action has not been taken on the records after 45 days.

17. REPORTS

SEVIS provides the capability to generate and print a variety of reports that reflect current SEVIS information for the data elements that are included in the report. See Volume I of this manual for detailed instructions on generating and printing reports. See Nonimmigrants Affected by SEVIS Name Standardization Report, for details regarding this report.

18. SEVIS DOWNLOADS & MASS PRINTING

18.1 Mass Form Reprint

Use the Mass Reprint feature to request Forms DS-2019 for multiple records with the same reprint reason. SEVIS will deliver the requested forms within 24 hours to the *SEVIS Downloads* page. The name of the requesting official will print on all delivered forms.

To submit a mass reprint request, perform the following:

1. Access the Listing of Programs page.
2. Click the radio button for a specific exchange visitor program.
3. Click the **Downloads** button.
4. Click **Request Mass Form Reprint**.
5. Click the check boxes to select the general search criteria - these three options must be selected:
   - **Class of Admission:** Select Exchange Visitors (J-1) and/or dependents (J-2)
   - **Category:** Select the specific categories that you want.
   - **Status:** Select Initial and/or Active to obtain records in either or both statuses.
6. Select additional criteria to refine the search; completion of this section is optional:
   - **Surname/Primary Name Range:** Select a range of letters that the exchange visitors' last names start with. For example to search on the last names Wang and Zhang and all names in between, select W in the first box and Z in the second box.
   - **Program Begin Date Range:** Enter a date range in MMDDYYYY format.
   - **Program End Date Range:** Enter a date range in MMDDYYYY format.
7. Limit search results and specify sort options in the next section of the page:
   - **Limit Results to:** Select an option from the drop-down list (100, 250, 500, or 1000). This is the maximum number of forms that will be returned for reprinting.
   - **Sort Results By:** Select an option from the drop-down list (surname/primary name, date of birth, or given name).

- **Sort Results By:** Select Ascending (A through Z or 1, 2, 3, …) or Descending (Z through A or highest to lowest order)

8. Click **Search**. The records that match the search criteria will display on the *Mass Reprint Forms DS-2019: Search Results* page.

   Note: A record that was part of a mass reprint request within the last seven days will not be returned in the search results.

9. To view more records on the page, select an option from the **Show entries** drop-down list.
10. To sort the search results (for example, by category instead of surname), click any column heading.
11. To select records, do the following:
    - Click a specific row to select a single record. The record will be highlighted. Multiple records may be selected.
    - Click the surname link to view an exchange visitor's record in a new window. This will not affect the list of records already selected for reprint.
    - Click the **Select all** button to select all records for reprinting.
12. Click the **Submit Selections** button to submit the reprint request. The *Reprint Confirmation* window opens. (Click **Cancel** on this window to return and update the list of records for reprint.)
13. Select a **Reprint Reason** from the drop-down list.
14. Enter a name for the reprint job. Any text may be entered in the **Reprint Job Title** field. The file that SEVIS returns will have the same name.
15. Click the **Attestation** check box, which states: I attest I reprinted these forms in the United States. 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.
16. Click **Submit**. It may take up to 24 hours to receive the requested forms. The name of the requested file will display in the Requested Form Reprints section of the page. The status of the file will be pending. Also, multiple files will be returned if more than 100 records are requested. Each file will have a maximum of 100 files. Additionally, if an exchange visitor has a spouse/dependent with the same SEVIS status, his/her record will be included in the download file.

18.2 Requested Forms for Reprint

When the Mass Reprint feature is used, SEVIS will deliver the requested forms within 24 hours to the *SEVIS Downloads* page. The forms will be delivered as a compressed (Zip) file. The file will be available for 30 days.

To retrieve the file, perform the following:

1. Access the Listing of Programs page.
2. Click the radio button for a specific exchange visitor program.
3. Click the **Downloads** button. The SEVIS Downloads page opens. The file containing forms for reprinting will display in the Requested Form Reprints section of the page. The status of the file will be completed. The date the file was generated will also display. The file will be available for download for 30 days.
4. Click the **ZIP** link for the file. A message displays at the bottom of the SEVIS Downloads page.
   - If you click **Open**:
   - The WinZip window opens. The list of Form DS-2019 files displays. Each file name consists of the nonimmigrant's SEVIS ID and the file extension "pdf" (Portable Document Format).
   - Double-click a file name to open the DS-2019 Form in Adobe Acrobat.
   - Use the Adobe Acrobat print feature to print the forms.
5. If you click **Save**:
   - The Zip file is downloaded to your computer.

- A new message displays at the bottom of the *SEVIS Downloads* page; the download is completed.
- Click **Open Folder** to open the folder where the Zip file was saved.
- Double-click the file name. The *WinZip* window opens.
- Double-click a file name to open the DS-2019 Form in Adobe Acrobat.
- Use the Adobe Acrobat print feature to print the forms.

See Mass Form Reprint, for additional information.

18.3 Nonimmigrants Affected by SEVIS Name Standardization Report

This report lists the names of exchange visitors and spouse/dependents:

- Who are in Initial or Active status, and
- Whose names were changed to meet the SEVIS name standards

The report is available on the *SEVIS Downloads* page. Review the report to determine if changes must be made to any nonimmigrant data.

6. Access the Listing of Programs page.
7. Click**Downloads**. The SEVIS Downloads page opens. The report is available in two formats: CSV (Comma Separated Values) or Excel (Microsoft Excel workbook).
8. To download a CSV file, do the following
    e. Click the **CSV** link. A message displays at the bottom of the *SEVIS Downloads* page.
    f. If you click **Open**:
        - A Microsoft Excel message will display; the file you are trying to open, ..., is in a different format than specified by the file extension.
        - Click **Yes** to open the file in Excel.
    g. If you click **Save**:
        - The file will be saved to a folder on your computer and a new message will display at the bottom of the page.
        - Click **Open** on the message to open the file in Excel.
9. To download an Excel file, do the following:
    a. Click the **Excel** link. A message displays at the bottom of the *SEVIS Downloads* page.
    b. If you click **Open**:
        - A Microsoft Excel message will display; the file you are trying to open, ..., is in a different format than specified by the file extension.
        - Click **Yes** to open the file in Excel.
    c. If you click **Save**:
        - The file will be saved to a folder on your computer and a new message will display at the bottom of the page.
        - Click **Open** on the message to open the file in Excel.

Note: If all of your data conforms to the new standard, you will see the following message: All the names for active and initial exchange visitors for your <Name of Sponsor> meet the standards.

18.4 Exchange Visitor Report for Sponsor Officials

This report provides a detailed report of exchange visitors by status. The report is available on the *SEVIS Downloads* page.

To access the report, do the following:

1. Access the Listing of Programs page.
2. Click **Downloads**. The *SEVIS Downloads* page opens. The report is available in the Reports section. The report can be accessed in two formats: CSV (Comma Separated Values) or Excel (Microsoft Excel workbook).
3. Click either the **CSV** link or the **Excel** link.. The *Download Report* window opens.
4. Select a Status from the menu and click **Submit**. An Info message will display in the lower left hand corner of the screen to let you know the report is processing.
5. When the report is available, a message displays at the bottom of the *SEVIS Downloads* page.
   - If you click **Open**, the report opens in Excel.
6. If you click **Save**:
   - The file is downloaded to your computer.
   - A new message displays at the bottom of the *SEVIS Downloads* page; the download is completed.
   - Click **Open Folder** to open the folder where the file was saved.
   - Double-click the file name to open the report.

19. OPERATING INSTRUCTIONS

19.1 Initiate Operation

Access SEVIS via the Internet. Also, a SEVIS user ID and password are required to access the system.

To log into SEVIS, perform the following:

1. Access the Internet and go to the *SEVIS Login* page at https://egov.ice.gov/sevis/.
2. Enter your user ID in the **User Name** field.
3. Enter your password in the **Password** field.
4. Press **Enter** or click the **Login** button.

Note: SEVIS may respond faster or slower depending on the number of users accessing SEVIS.

19.2 Maintain Operation

After 18 minutes of inactivity, a message will display informing you that your session is about to expire. Click **OK** to continue working in SEVIS. If you click this button after 20 minutes of inactivity, a message will display to inform you that your session has expired. Click **OK** to display the *SEVIS Login* page. Any unsaved data will be lost.

19.3 Terminate and Restart Operations

The **Logout** link on the navigation bar is used to log off SEVIS at any time. To close the browser window, click the **Close** button in the upper-right corner of the browser window.

Note: If SEVIS locks up, click the **Close** button in the upper-right corner of the browser window and initiate operation again. You must wait 20 minutes before accessing SEVIS again.

Should there be an unscheduled termination of your SEVIS session due to external causes such as a timeout, power failure, or a computer malfunction, repeat the login procedures described in Section 19.1, Initiate Operation.

SEVIS user IDs and passwords are suspended after three unsuccessful login attempts. Call the SEVIS Help Desk at 800-892-4829 to have access to SEVIS reinstated.

20. ERROR HANDLING

SEVIS includes automatic validation of the data entered into many fields. For example, if the date is entered in an incorrect format, the system will prompt you to correct the error by providing the proper format. These messages are self-explanatory and are not addressed in this manual.

The system also includes a SEVIS Connection Error. The message reads, “Your connection to SEVIS was unsuccessful. Please try your request again. If the error persists and you need assistance, please contact the SEVIS Help Desk at 800-892-4829.”

You will be redirected to the *SEVIS Login* page. When returned to the *SEVIS Login* page, log into the system and continue working. If the message displays again, contact the SEVIS Help Desk.

APPENDIX A—ACRONYMS AND ABBREVIATIONS

Acronym Abbreviation	Definition
ACH	Automated Clearing House
ARO	Alternate Responsible Officer
CFR	Code of Federal Regulations
CIP	Classification of Instructional Programs
COB	Country of Birth
COC	Country of Citizenship
COS	Change of Status
DHS	U.S. Department of Homeland Security
DoS	U.S. Department of State
DSO	Designated School Official
ECFMG	Educational Commission for Foreign Medical Graduates
EV	Exchange Visitor
EVP	Exchange Visitor Program
FISMA	Federal Information Security Management Act
FMS	U.S. Department of Treasury's Financial Management Service
ICE	U.S. Immigration and Customs Enforcement
ID	Identification
LPR	Legal Permanent Resident
MB	Megabyte
PDSO	Principal Designated School Official
PL	Public Law
POE	Port of Entry
RAM	Random access memory
RO	Responsible Officer
SEVIS	Student and Exchange Visitor Information System
SEVP	Student and Exchange Visitor Program
U.S.	United States
U.S.C.	United States Code

APPENDIX B—RESOURCES

The following are additional resources to assist with the administration of your U.S. Department of State designated-exchange visitor program.

EXCHANGE VISITOR PROGRAM (J-VISA)

Visit the U.S. Department of State's Exchange Visitor Program website:

http://j1visa.state.gov/sponsors/current/sevis/

To obtain administrative guidance on the Exchange Visitor Program, the Exchange Visitor Program regulations (22 CFR Part 62), or program or exchange visitor issues or concerns, contact the appropriate Office of Designation at the Department of State:

Academic and Government Programs Division

U.S. Department of State
Office of Designation
Academic and Government Programs Division
ECA/EC/D, SA 44, Room 668
Washington, DC 20547-4406

Fax: 202-203-7779
Email: AGexchanges@state.gov

Responsible for the administration and oversight of the following categories:

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

Private Sector Programs Division

U.S. Department of State
Office of Designation
Academic and Government Programs Division
ECA/EC/D, SA 44, Room 668
Washington, DC 20547-4406

Fax: 202-203-7779

Responsible for the administration and oversight of the following categories:

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

STUDENT AND EXCHANGE VISITOR INFORMATION SYSTEM (SEVIS)

- **Department of State:** For questions regarding SEVIS functionality related to the Exchange Visitor Program, send an email to jsevis@state.gov
- **SEVIS Batch Issues:** For batch issues, send an email to SEVIS.Batch@ice.dhs.gov
- **SEVIS Help Desk:** To report SEVIS-related issues or request a password reset, call the SEVIS Help Desk at 800-892-4829 during the hours of 8 a.m. to 6 p.m. Eastern Time, Monday through Friday. You may also send an email to SEVISHelpdesk@ice.dhs.gov. The SEVIS Help Desk is available to address SEVIS concerns or questions other than security. Contact the appropriate division within DoS for all issues or questions related to 22 CFR Part 62, the interpretation of the regulation or DoS policy.
- **SEVIS Technical Issues:** To report technical problems with SEVIS, send an email to SEVISTechnicalFeedback@ice.dhs.gov
- **SEVIS Security Concerns**: For system security and data integrity issues, call the DHS Help Desk at 888-347-7762, 24 hours a day, 7 days a week.
- **SEVP Website:** http://www.ice.gov/sevis/index.htm/. It is recommended that you visit this site often to stay informed regarding events affecting SEVIS.
- **SEVIS I-901 Fee Website:** http://www.ice.gov/sevis/i901/index.htm
- **Online Help** is available by clicking the **Help** link on the navigation bar when logged into the SEVIS application. The Online Help is updated every release.
- **User Manuals** are available on the Internet at: The J-1 Visa Exchange Visitor Program website (http://j1visa.state.gov/sponsors/current/sevis/)

SOCIAL SECURITY ADMINISTRATION

- **Main Page:** The Official Website of the U.S. Social Security Administration: http://www.ssa.gov/
- **Employer Reporting & Instruction Information:** Telephone Numbers for Wage Reporting Assistance: http://www.ssa.gov/employer/wage_reporting_specialists.htm
- **Employer Responsibilities When Hiring Foreign Workers:** http://www.socialsecurity.gov/employer/hiring.htm

U.S. DEPARTMENT OF STATE

- **Main Page:** http://www.state.gov/
- **Bureau of Educational and Cultural Affairs:** http://exchanges.state.gov/
- **Bureau of Consular Affairs:** http://www.travel.state.gov/

  Visa Services, Public Inquiries Division: Telephone: 202-663-1225
  Website: http://travel.state.gov/content/visas/english/contact.html
- **Internet Visa Information Sources:**
  - Bureau of Consular Affairs (Visas): http://www.travel.state.gov/content/travel/english.html
  - Visa Waiver Information: http://travel.state.gov/content/visas/english/visit/visa-waiver-program.html#vwp
  - National Visa Center (NVC) public: (immigrant visa inquiries, including assistance regarding the new DS-260, Immigrant Visa and Alien Registration Application) call: (603) 334-0700 (7:00 a.m. EST to 12:00 midnight EST) or e-mail: mailto:asknvc@state.gov

U.S. DEPARTMENT OF HOMELAND SECURITY

- **Main Page:** http://www.dhs.gov
- **U.S. Immigration and Customs Enforcement:** http://www.ice.gov/index.htm
- **U.S. Citizenship and Immigration Services:** http://www.uscis.gov/portal/site/uscis

U.S. Customs and Border Protection: http://www.cbp.gov

APPENDIX C—DOWNLOAD THE LATEST VERSION OF ADOBE READER

SEVIS enables you to print Forms, such as the Form DS-2019, to a designated printer through Adobe Reader. Perform the following steps to download the latest version of Adobe Reader:

1. Click the **Get Plug-Ins** link on the SEVIS navigation bar. The *SEVIS Plug-Ins* page opens.
2. Click the **Adobe Reader** button. A message will display indicating that you are leaving SEVIS.
3. Click **OK** and the Adobe Reader web page (http://get.adobe.com/reader/) will display in a new browser window.
4. Follow the instructions on the Adobe Reader web page to install the Adobe Reader.

APPENDIX D—EXCHANGE VISITOR AND SPOUSE/DEPENDENT STATUSES

The exchange visitor and spouse/dependent SEVIS statuses are as follows:

- **Active Status:** The program sponsor has validated the exchange visitor's program. Following the validation of the exchange visitor in SEVIS, the person is considered to be in Active or valid program status.
- **Inactive Status:** An exchange visitor and/or spouse/dependent can become inactive (out of valid program status) for the following reasons:
  - The exchange visitor completes his/her program as scheduled – Form DS-2019 expires.
  - An exchange visitor in Active or Transferred status has an approved change of status request and has obtained a different visa type.

    Note: On the earlier date, benefit start date or program end date, the status of the exchange visitor and spouse/dependent(s) in Active or Transferred status will be changed to Inactive. Also, the exchange visitor's effective date of completion will be changed to the date on which his/her status changes to Inactive.
  - The RO or ARO ends the program of an exchange visitor (for example, the exchange visitor completes his/her program early, or withdraws from the program). The status of the exchange visitor's spouse/dependents will also be set to Inactive on the effective date of completion entered by the RO or ARO.
  - The RO or ARO ends the status of the spouse/dependent (for example, the accompanying spouse and exchange visitor got divorced).
  - The child dependent's status is ended in SEVIS on the day the dependent turns 21 years of age.

  Note: When spouse/dependents have the same SEVIS status as the exchange visitor, their status will be set to Inactive when the exchange visitor's SEVIS status is set to Inactive.
- **Initial Status:** The exchange visitor's and/or spouse/dependent's record has been created and submitted (saved to the SEVIS database), but the exchange visitor's program has not been validated by the program sponsor. Validation is the process of updating the record of an exchange visitor who is in Initial SEVIS status to show that the person:
  - Has actually arrived at the site of activity in the United States identified by the sponsor
  - Is participating in his/her exchange program

  Note: Failure to validate an exchange visitor's participation no later than 30 days of the program start date listed in SEVIS will result in cancelation of the exchange visitor's record in SEVIS, as stipulated in the Exchange Visitor Program regulations [22 CFR 62.13].
- **Invalid Status:** An exchange visitor and/or spouse/dependent's SEVIS status can become Invalid for the following reasons:
  - When the exchange visitor does not use the Form DS-2019 issued by a program sponsor to obtain a visa.
  - If the exchange visitor uses the Form DS-2019 to obtain a visa but does not enter the United States through a port of entry within 30 days of the program begin date identified on the Form
  - If an exchange visitor in Initial status has an approved change of status request and has obtained a different visa type.
  - An exchange visitor in Initial status has a change of status pending – to change to a J visa – and the request is withdrawn or denied.
  - An RO or ARO sets the exchange visitor's record to Invalid status.

- An RO/ARO sets the spouse/dependent's status to Invalid separately from the exchange visitor.

Note: When an exchange visitor's Form becomes Invalid the system increments the allotment of Forms DS-2019 available to the sponsor by one.

Note: Spouse/dependent records are set to Invalid status when the exchange visitor's SEVIS status is set to Invalid.

- **No Show Status:** The exchange visitor's program participation has not been validated in SEVIS. An exchange visitor and spouse/dependents, if any, will attain the status of No Show for the following reasons:
  - **Programs Less Than 30 Days in Duration:** If the exchange visitor's program is less than 30 days in length, failure to validate the SEVIS record to indicate his/her participation before the program end date listed in SEVIS will result in cancelation of the record in SEVIS. The exchange visitor's SEVIS status will change to No Show if SEVIS has received information that the exchange visitor entered the country through a pot of entry.
  - It is 30 days after the program begin date listed on the Form DS-2019 that was issued to an exchange visitor to begin a new program and (1) the exchange visitor has entered the United States through a port of entry (2) the port of entry data is on the exchange visitor's SEVIS record (3) and the exchange visitor has not been validated in SEVIS.
  - An exchange visitor who is in Initial status has not had his/her program participation validated 30 days after the change of status benefit start date or the program begin date, whichever is earlier.
  - In a transfer situation, the exchange visitor has not been validated in SEVIS 30 days after the effective date of transfer identified in SEVIS.
  - An RO or ARO changed the exchange visitor's SEVIS status from Initial to No Show or Transferred to No Show.
  - When a spouse/dependent is in Initial status, an RO or ARO can set the person's status to No Show.

  Note: Spouse/dependent records are set to No Show when the exchange visitor's record is set to No Show.

  Note: When an exchange visitor's status is No Show, the exchange visitor has violated the Exchange Visitor Program regulations. This has an ***adverse*** or ***negative*** effect on the exchange visitor's record (and on the record of the spouse and each dependent, if any). Exchange visitors who have a status of No Show have no benefits, for example, cannot apply for an extension, reinstatement, or change of category.

- **Saved/Draft Status:** Exchange visitor and spouse/dependent records that have been saved but not submitted to the SEVIS database. These records are also considered draft records.
- **Terminated Status:** In SEVIS, the program sponsor official has terminated the exchange visitor's participation; termination implies a change from Active SEVIS status prior to program completion and for a reason other than "Program Completion." Termination has an ***adverse*** or ***negative*** effect on the exchange visitor's record, and on the record of the spouse and each dependent, if any. Terminated exchange visitors have ***no*** benefits and ***cannot*** apply for an extension, reinstatement, or change of category.

  Note: Spouse/dependent records are terminated when the exchange visitor's participation is terminated. Also, an RO or ARO may terminate the status of a spouse/dependent prior to the end of the exchange visitor's program for reasons such as the conviction of a crime or violation of the Exchange Visitor Program regulations.

- **Transferred Status:** The exchange visitor has transferred between two program sponsors authorized to access SEVIS.

  Transferred to a Non-SEVIS Sponsor: The ability to transfer exchange visitors to a non-SEVIS program is no longer available. However, there may be exchange visitors who will always have

this status; they transferred prior to the date mandated for enrollment of all Exchange Visitor Programs in SEVIS.

APPENDIX E—EXCHANGE VISITOR CATEGORIES

Below is a brief explanation for each of the fifteen exchange visitor categories.

- **Alien Physician:** The Educational Commission for Foreign Medical Graduates (ECFMG) is the only sponsor authorized to use this category.

  This category [22 CFR 62.27] is for foreign physicians pursuing American medical board certification through graduate education or training at accredited U.S. schools of medicine, or other U.S. institutions, through a Clinical Exchange Program.

  All foreign physicians in this category must successfully complete ECFMG-administered examinations that measure their command of the medical sciences. All foreign physicians are subject to the Two-Year Home Country Physical Presence Requirement as stipulated in Section 212(e) of the Immigration and Nationality Act and Public Law 94-484.

  Note: The J visa does not provide for programs with hands-on or direct-patient contact, such as veterinarian, dental, or nursing training.

  The maximum duration of participation for the Alien Physician category shall not exceed 7 years. Extensions may be submitted to DoS for approval.

- **Au Pair:** The Au Pair Program [22 CFR 62.31] is designed to give foreign nationals the opportunity to live with an American host family and participate directly in the home life of that family while providing limited child-care services. The au pair participant is also required to enroll in an accredited U.S. post-secondary educational institution for not less than 6 hours of academic credit or its equivalent.

  The EduCare Program component of this category limits work hours to 30 hours per week, and requires 12 hours of academic credit or its equivalent.

  The maximum duration of participation for this program shall not exceed 1 year. Extensions may be submitted to DoS for approval.

- **Camp Counselor:** The Camp Counselor Program [22 CFR 62.30] facilitates the entry of foreign nationals to serve as counselors in U.S. summer camps.

  Under no circumstances shall program sponsors facilitate the entry into the United States of a participant for whom a camp placement has not been pre-arranged.

  The maximum duration of participation for this program shall not exceed 4 months. No extensions will be permitted.

- **Government Visitor:** This category [22 CFR 62.29] is reserved for use by Federal, State, or local Government agencies.

  Participation in this category is for participants who are recognized as influential or distinguished persons, and who are selected by a Federal, State, or local Government agency to participate in observation tours, discussions, consultations, professional meetings, conferences, workshops, and travel.

  The maximum duration of participation for this category shall not exceed 18 months. Extensions may be submitted to DoS for approval.

- **Intern:** A separate application (Form DS-3036) must be completed for this category.

  An intern [22 CFR 62.22] is a foreign national who either:

  – Is currently enrolled in and pursuing studies at a degree- or certificate-granting post-secondary academic institution outside the United States
    or

- Graduated from such an institution no more than 12 months prior to his/her exchange visitor program begin date

and who enters the United States to participate in a structured and guided work-based internship program in his/her specific academic field.

The maximum duration of participation for this category shall not exceed 12 months. Extensions may be submitted to DoS for approval.

Note: For program exclusions, see 22 CFR 62.22(j).

- **International Visitor:** This category [22 CFR 62.28] is reserved for use by the U.S. Department of State. International visitors are potential or recognized leaders in their own countries.

  The maximum duration of participation for this category shall not exceed 1 year. Extensions may be submitted to DoS for approval.

- **Professor:** This category [22 CFR 62.20] is for individuals who are involved primarily in teaching, lecturing, observing, or consulting at accredited post-secondary educational institutions, museums, libraries, or similar institutions. A professor may also conduct research, unless disallowed by the program sponsor.

  The maximum duration of participation for this category shall not exceed 60 months. If the sponsor's program serial is G-7, extensions may be submitted to DoS for approval.

- **Research Scholar:** Research scholars [22 CFR 62.20] primarily conduct research, observe, or consult in connection with a research project at research institutions, corporate research facilities, museums, libraries, accredited post-secondary educational institutions, or similar types of institutions. The research scholar may also teach and lecture (unless disallowed by the program sponsor) provided that these activities are incidental and do not extend the period of participation beyond the maximum duration.

  The maximum duration of participation for this category shall not exceed 60 months. If the sponsor's program serial is G-7, extensions may be submitted to DoS for approval.

- **Short-Term Scholar:** A short-term scholar [22 CFR 62.21] is a professor, research scholar, or person with similar education or accomplishments coming to the United States on a short-term visit to lecture, observe, consult, train, or demonstrate special skills at research institutions, museums, libraries, accredited post-secondary educational institutions, or similar organizations.

  The maximum duration of participation for this category shall not exceed 6 months. No extensions will be permitted.

- **Specialist:** This category [22 CFR 62.26] is for experts who will exhibit specialized knowledge or skills while in the United States. Such exchanges are primarily non-academic and provide opportunities to increase the exchange of knowledge and ideas between American and foreign specialists.

  The maximum duration of participation for this program shall not exceed 1 year. Extensions may be submitted to DoS for approval.

- **Student (College/University):** Participants in this category must be pursuing a full course of study at accredited post-secondary educational institutions in the United States [22 CFR 62.23]. Academic training is permitted, if approved by the program sponsor, but study must be the primary purpose of the exchange visitor's program in the United States. Students are eligible for participation when they are not substantially supported by personal funds and when they meet the funding requirements outlined in 22 CFR 62.23(c)(4).

  The duration of participation for college and university students is unlimited, as long as they are enrolled full time in programs that lead to a degree. If enrolled in a non-degree program, the duration of participation shall not exceed 24 months, including academic training.

  Student Intern [22 CFR 62.23]: The student intern is a foreign national enrolled in and pursuing a degree at an accredited post-secondary academic institution outside the United States and is

participating in a student internship program in the United States that will fulfill the educational objectives for his/her current degree program at his/her home institution. Participants in this category must meet the following five criteria:

1. In addition to satisfying the general requirements set forth in 22 CFR 62.10(a), the student intern must have sufficient English language skills to function on a day-to-day basis in the internship environment.
2. He/she is primarily in the United States to engage in a student internship program.
3. He/she has been accepted into a student internship program at the post-secondary accredited academic institution listed on his/her Form DS-2019.
4. The student intern is in good academic standing with the post-academic institution outside the United States from which he/she is enrolled in and pursuing a degree.
5. The student intern will return to the academic program and fulfill and obtain a degree from such academic institution after completion of the student internship program.

The maximum duration of participation for student interns shall not exceed 12 months. No extensions will be permitted.

- **Student, Secondary School (High School):** This subcategory affords students an opportunity to study in an accredited U.S. secondary school while living with an American host family [22 CFR 62.25]. Participants in this category must meet the following three requirements:
  1. Secondary students who have not completed more than 11 years of primary and secondary schooling, excluding kindergarten, in their home country
  2. At least 15 but not more than 18 1/2 years of age on the date the student will begin his/her program
  3. Without previous participation as an exchange visitor for high school studies in the United States

  Factors such as English language proficiency, maturity, character, and scholastic aptitude are critical.

  The maximum duration of participation for secondary school students (high school students) is a minimum of 1 academic semester and a maximum of 1 academic year. No extensions will be permitted.

- **Summer Work/Travel:** This program [22 CFR 62.32] is designed to provide foreign post-secondary students the opportunity to work and travel in the United States for a 4-month period during summer vacations.

  The maximum duration of participation for this program shall not exceed 4 months. No extensions will be permitted.

- **Teacher:** This category [22 CFR 62.24] is for individuals teaching full-time in an accredited primary or secondary educational institution. A participant in this category must satisfy **all** of the following:
  1. Meet the qualifications for teaching in primary or secondary schools in his/her home country
  2. Satisfy the standards of the U.S. state in which he/she will teach
  3. Have a minimum of 3 years of teaching or related professional experience

  Copies of the approval letters obtained from the State Department of Education for each state in which foreign teachers will be placed must be submitted to DoS with this application.

  The maximum duration of participation for this category shall not exceed 3 years. Extensions may be submitted to DoS for approval.

- **Trainee:** A trainee [22 CFR 62.22] is a foreign national who has either:
  - A degree or professional certificate from a post-secondary academic institution outside the United States and at least 1 year of prior related work experience in his/her occupational field

in his/her home country
or

- Five years of work experience in his/her occupational field and who enters the United States to participate in a structured and guided work-based training program in his/her specific occupational field.

Although training often occurs in a workplace setting, the training must be bona fide, and not merely employment. A generic training plan for each requested training occupational category and duration of training being offered must be submitted with the application for designation. Designated program sponsors are required to ensure that individualized Trainee/Internship Placement Plans (Form DS-7002) are prepared for selected trainees and forwarded to them prior to entry into the United States.

Sponsors must also ensure continuous supervision and periodic evaluations are completed.

Program Exclusions: Refer to 22 CFR 62.22(j) for program exclusions.

Maximum Duration of Participation: Refer to 22 CFR 62.22(k) for the maximum duration or participation permitted for the Trainee category.

APPENDIX F—DOS MAXIMUM AND MINIMUM DURATION OF PARTICIPATION RULES

Category	Minimum Duration of Participation [1]	Minimum Duration of Participation for Sponsors with Program Serial G-1, G-2, or G-3	Maximum Duration of Participation	Extension Beyond Maximum Duration of Participation is Permitted (requires DoS approval)
Alien Physician	3 weeks	N/A	7 years	Yes
Au Pair	1 year	N/A	1 year	Yes
Camp Counselor	3 weeks	N/A	4 months	No
Government Visitor	3 weeks	N/A	18 months	Yes
Intern	3 weeks	N/A	1 year	Yes
Korea WEST Pilot Intern	3 weeks	N/A	18 months	Yes
Intern Work and Travel (IWT) Pilot	3 weeks	N/A	1 year	Yes
International Visitor	N/A	N/A	1 year	Yes
Professor	3 weeks	N/A	5 years	No, except for serials beginning with G-7
Research Scholar	3 weeks	N/A	5 years	No, except for serials beginning with G-7
Short-Term Scholar	N/A	N/A	6 months	No
Specialist	3 weeks	N/A	1 year	Yes
Student:				
Associate Degree Student	3 weeks	N/A	N/A	N/A
Bachelor's Degree Student	3 weeks	N/A	N/A	N/A
Doctorate Degree Student	3 weeks	N/A	N/A	N/A
Master's Degree Student	3 weeks	N/A	N/A	N/A
Non-Degree Student	3 weeks	N/A	2 years	No
Student Intern	3 weeks	N/A	1 year	No
Secondary School Student	One academic semester (5 months)	One academic semester (5 months)	1 year	No
Summer Work Travel	3 weeks	N/A	4 months	No
Australia/New Zealand Pilot Summer Work Travel	3 weeks	N/A	12 months	No
Teacher	3 weeks	N/A	3 years	Yes
Trainee [2]	3 weeks	N/A	18 months	Yes

[1] **Section 62.8 General program requirements.**
(b) **Minimum duration of program**. Sponsors, other than the Federal Government agencies (identified by the program serial, G-1, G-2 and G-3), shall provide each exchange visitor, except short-term scholars, with a minimum period of participation in the United States of 3 weeks.

[2] **The maximum duration of participation for a trainee** is 18 months for all occupational categories except in the occupational fields of "Agriculture, Forestry, and Fishing" and "Hospitality and Tourism." Training in the field of Hospitality and Tourism is limited to a maximum of 12 months. Training in the fields of Agriculture, Forestry, and Fishing is limited to 12 months unless 6 months contain an academic classroom component, which allows a maximum of 18 months. The Department may limit designation to a lesser amount of time, for

example, a 6- or 12-month training program. An extension of a program beyond the 18 months would be considered an extension beyond the maximum duration of participation and require DoS approval.

APPENDIX G—SEVIS NAME FIELDS

SEVIS name fields should be long enough to capture the full name. School and sponsor officials are strongly encouraged to use the information entered in the Machine-Readable Zone (MRZ) of the passport, as a guide when entering names into SEVIS.

Field Names	Standards
Surname/Primary Name (40-character limit)	• Surname or the primary identifier, as represented in the MRZ of the passport • LNU, Unknown, Not Applicable, and None are not valid entries • UNK and NA entries will require confirmation of being the nonimmigrant's name • Surname/primary name field is required
Given Name (80-character limit)	• Names that are not in the Surname/Primary name • Secondary identifier in the MRZ • FNU, Unknown, Not Applicable, and None are not valid entries • UNK and NA require confirmation that this is actually the nonimmigrant's name
Suffix	• Drop-down list in SEVIS • Not in the MRZ
Preferred Name (145-character limit)	• Will be pre-populated in SEVIS if left blank • Can be edited • Allows entry in SEVIS of the name used by the school/sponsor, if different from the fields above. Examples: – Susan Zhang, as opposed to, Yibin Zhang – Hélène Müller-Garçon • Allows one space between names • Comma and one space allowed before suffix • Period is allowed in suffix • Allows alphabetical characters with the following diacritical marks: ¨, ^, `, ´, °, ¸
Passport Name (39-character limit)	• SEVIS will not pre-populate this field • Name exactly as it appears in the MRZ section of the passport • Written in the following order: Surname/Primary Name Given Name • Name may be truncated • Name should reflect the primary and secondary identifiers, as written in the MRZ

APPENDIX H—SEVIS ADDRESS FIELDS

U.S. addresses are validated by SEVIS with the address standards built on AddressDoctor™ software by Informatica®. AddressDoctor™ is an industry-recognized address validation software.

The SEVIS address entry window has six fields: Street Address, Suite/Apt, Other, City, State, and Zip. Only the Street Address and Zip fields are required. All of the fields are described in the below table.

Note: Even though SEVIS only requires the street address and zip code, we recommend entering the complete U.S. address to provide a more accurate location of the nonimmigrant. SEVIS will not validate Foreign Addresses.

U.S. Address Field Name	Description
Street Address*	*** Required field** • SEVIS validates field text for a valid street name within the Zip Code area • Follows the U.S. Postal Service (USPS) street and secondary unit abbreviations • 64-character limit
Suite/Apt	• Number field used for apartment numbers, suite numbers, etc. that follow the street address • 6-character limit
Other	• SEVIS does not validate **Other** field text • Allows university names, residence names, hotel names, room numbers, PO Box • Numbers, or any non-standard address designations • Comma delimited • 64-character limit **Note:** If the Street Address is accepted, the **Other** field text never rejects.
City	• SEVIS validates field text for a valid city name
State	• SEVIS validates field text for a valid U.S. state or possession name • Follows USPS states and possessions abbreviations **Note:** The State field is a drop-down list selection.
Zip*	*** Required field** • Zip code must be five digits **Note:** SEVIS will automatically add the plus four zip routing number, where available. • If the zip code is incorrect, the address will be considered invalid, even if all the other address fields are correct.

U.S. Address Quality Indicator

U.S. addresses are validated by SEVIS with the address standards built on AddressDoctor™ software by Informatica®. AddressDoctor™ is an industry-recognized address validation software. These addresses are validated:

- Exchange visitor's U.S. physical and mailing addresses
- Site of activity addresses
- T/IPP site of activity addresses

The type and status of the address validation will display on the *Exchange Visitor Information* page. The below two fields will display with the address in the Contact Information section, Site of Activity section, and T/IPP Site of Activity sections of the page.

- **Address Status:** This field will contain one of the following:
  - **CSZ Valid:** City, state and zip code are valid
  - **Invalid:** Invalid U.S. address
  - **Not Validated:** U.S. address could not be validated (generally due to a temporary outage of the address validation tool); however, the address will be captured in SEVIS
  - **Override *<reason>*:** RO or ARO declined the suggested address. The reason the official declined the suggested address will display.
  - **Valid:** Valid U.S. address
- **Address Type:** This field will contain one of these values when the address status is not Override:
  - **B:** Mailbox
  - **F:** Mailbox at a company or firm
  - **G:** General Delivery address
  - **H:** High-rise default address
  - **L:** Mailbox at a large volume receiver
  - **M:** Military address
  - **P:** Post Office box number in the address
  - **R:** Rural Route mailbox
  - **S:** Mailbox at a street address
- **U:** Unvalidated; AddressDoctor™cannot find 4 digit routing code