SEVIS Release 6.21 Final System Changes

June 25, 2015

Production Release Date: June 26, 2015

The following summarizes the final system changes to SEVIS with Release 6.21.

SEVIS Batch

An overview of the SEVIS Batch modifications with Release 6.21 can be found in the SEVIS Batch System Changes – Release 6.21 document on the SEVIS Batch page of ice.gov (http://www.ice.gov/sevis/schools/sevis#tab1). These changes are related to the implementation of:

- Name standardization and conversion
- Email address standardization
- Student and Exchange Visitor (EV) U.S. address conversion and validation
- Electronic Form DS-7002

Additionally, the updated SEVISTransLog, SEVISTable, Create-UpdateStudent, Create-UpdateExchangeVisitor, and common schemas as well as the Release 6.21 Batch Application Program Interface (API) are also available on this page.

All Users

SEVIS Names Standardization/Conversion

For this release, Student and Exchange Visitor Program (SEVP) and the Department of State (DoS) will impose a set of standards for all SEVIS names. The Family Name field will become the Surname/Primary Name field and the First Name and Middle Name fields will be combined into a new field called Given Name. Passport Name and Preferred Name fields will be added. No characters other than the upper and lower case Roman alphabet characters A thru Z and spaces are permitted for the Surname/Primary Name, Given Name, and Passport Name fields. The following names cannot be entered into any of the name fields: Lnu, Fnu, Unknown, Not Applicable, and None. If ‘na’ (case insensitive) is entered into any of the name fields, the user shall receive a message in SEVIS stating that they must confirm the person’s name and that it is not being entered to reflect ‘Not Applicable’. If ‘unk’ (case insensitive) is entered into any of the name fields, the user shall receive a message in SEVIS stating that they must confirm the person’s name and that it is not being entered to reflect ‘Unknown’.
SEVIS Names Standardization – Field Name Updates

<table>
<thead>
<tr>
<th>Existing Field Name(s)</th>
<th>New/Updated Field Name</th>
<th>Comment</th>
<th>Field Length</th>
<th>Required Field (Y/N)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Family Name</td>
<td>Surname/Primary Name</td>
<td></td>
<td>40</td>
<td>Y</td>
</tr>
<tr>
<td>Middle Name First Name</td>
<td>Given Name</td>
<td></td>
<td>80</td>
<td>N</td>
</tr>
<tr>
<td>Passport Name</td>
<td>Passport Name</td>
<td>Passport Name should be taken from the nonimmigrant’s official passport (should reflect the name in the machine readable zone of the passport).</td>
<td>39</td>
<td>N</td>
</tr>
<tr>
<td>Preferred Name</td>
<td>Preferred Name</td>
<td>If a value is not entered into this field, SEVIS will auto-populate the field with a concatenation of the Given Name and the Surname/Primary Name fields. If there is a suffix, the suffix will be concatenated with a comma preceding it. The system will not allow any characters that are not a Roman alphabet character, A thru Z, except for allowed diacritical alphabetic characters, a single hyphen in sequence, a single apostrophe in sequence, a single comma preceding the suffix, or a single space between names.</td>
<td>145</td>
<td></td>
</tr>
</tbody>
</table>

Legacy SEVIS names will be preserved in SEVIS in three separate fields (Legacy Last Name, Middle Name, and First Name). During the SEVIS Names Conversion process, the following rules will be followed to ensure that existing SEVIS Names meet the SEVIS Names Standards:

- Quotation marks, parentheses, and hyphens:
- Quotation marks and parentheses will be deleted along with any characters inside the quotes or parentheses
- Hyphens will be replaced with a space

- Items that will be removed:
  - All non-alphabet characters (everything except A thru Z upper and lower case)
  - More than one space in sequence
  - Any leading or trailing spaces
  - Any of the following values (case insensitive) in any of the name fields:
    - lnu
    - fnu
    - unknown
    - none
    - n/a
    - no name

- If the **Surname/Primary Name** field is blank:
  - The First Name field will be used to populate the Surname/Primary Name field

**Nonimmigrants Affected by SEVIS Name Standardization Report**

School/sponsor officials will be provided a new report called, Nonimmigrants Affected by SEVIS Name Standardization. This report will provide a list of names of nonimmigrants that are in Active or Initial status and whose names were changed to meet the SEVIS name standards. The report will include the name of both principals and spouse/dependents.

School/sponsor officials will be able to locate the Nonimmigrants Affected by SEVIS Name Standardization report on a new SEVIS Downloads screen, available from either the Listing of Schools screen for school officials or the Listing of Programs screen for sponsor officials. For school officials the report will be generated by campus. The report can be downloaded in two file formats: CSV (Comma Separated Values) or Excel (Microsoft Excel workbook).

**Example of the SEVIS Downloads Screen – Document Downloads**
SEVIS Name Standardization Impact Report

The SEVIS Name Standardization Impact Report which was implemented in SEVIS Release 6.17 will be removed from SEVIS because the SEVIS Name Standardization will be implemented in this release.

Email Address Standardization/Conversion

SEVP and the DoS will also impose a set of standards for all SEVIS Email addresses. Below are the SEVIS Email Address Standards which will be imposed for this release:

- Email address must consist of a `username@domain name` address format
  - The **username** portion cannot exceed 64 characters
  - The following characters are allowed for **username** (before the @):
    - Uppercase and lowercase English letters (a–z, A–Z) (ASCII: 65–90, 97–122)
    - Digits 0 to 9 (ASCII: 48–57)
    - The following special characters: ! # $ % & ’ * + - / = ? ^ _ ` { | } ~
    - Character . (dot, period, full stop) (ASCII: 46)
    - The dot (.) cannot be the first or last character and it cannot appear two or more times in sequence
  - The **domain name** may have a maximum of 240 characters
  - The following characters are allowed in the **domain name** (after the @):
    - Uppercase and lowercase English letters (a–z, A–Z) (ASCII: 65–90, 97–122)
    - Digits 0 to 9 (ASCII: 48–57)
    - Hyphen
    - Character . (dot, period, full stop) (ASCII: 46)
    - The dot (.) cannot be the first or last character and it cannot appear two or more times in sequence
  - The entire Email address cannot exceed 255 characters
  - The system will accept alpha-numeric characters that are RFC-821 compliant
  - Only one entry of a single Email address may be entered into an Email field
  - The following characters/formats will not be allowed in the Email field:
    - Multiple @ symbols (@ @)
    - Period followed by an @ symbol (.@)
    - The @ symbol followed by a period (@.)
    - Multiple periods in sequence (..)
    - Any spaces

During the SEVIS Email Address Conversion process the following rules will be followed to convert existing Email addresses to conform to the new SEVIS Email Address Standards:

- Multiple @@ symbols will be replaced with a single @ symbol
- Period followed by an @ symbol (.@) will be replaced with a single @ symbol
- The @ symbol followed by a period (@.) will be replaced with a single @ symbol
- Multiple periods in sequence (..) will be replaced with a single period (.)
- All spaces will be removed
The following characters will be removed from the domain name along with the text that follows it: , &;/'? 
- The word ‘or’ (case-insensitive) with a proceeding and following space will be removed 
- The word ‘and’ (case-insensitive) with a proceeding and following space will be removed 
- Symbols ‘<>’ and ‘[]’ will be removed, however, the text between these symbols will be kept (for example: ‘[Fname.Lname@mail.com]’ will be modified to ‘Fname.Lname@mail.com’)

**U.S. Address Standardization for Students and Exchange Visitors**

SEVP and the DoS will also impose a set of standards for U.S. Addresses associated with a student or EV. The following fields are available in the address modal to capture the U.S. Address information:

- **Street Address** – field length is limited to 64 characters
- # - field length is limited to 6 characters to capture suite or apartment number
- **Other**
  - When submitting a new student or EV record in SEVIS, the Add Address modal will provide the following instruction to the official: “Add U.S. address information. Only Street Address and Zip Code are required. SEVIS will automatically add the plus four zip where available. Use the number field for apartment numbers, suite numbers, etc. that follow the street address.”
  - Contents entered into the ‘Other’ field will not be validated
    - Contents entered into the ‘Other’ field for **student records** should be used to add on-campus residence information or other special location information.
    - Contents entered into the ‘Other’ field for **EV records** should be used to add special location information (i.e. host family names, building/dormitory names, etc.).
- **City**
- **State** – drop down field
- **Zip** – field length is limited to 5 numbers

**Example of the Student U.S. Address Entry**

12. U.S. Address:

A U.S. Address is not required for Border Commuters.

 Commuter Student ☐ If checked, U.S. address is not required.

 Add Address ☐ Not Entered

**Example of the Exchange Visitor U.S. Address Entry**

19. U.S. Addresses

 Physical Address:

 Add Address ☐ Not Entered

 Mailing Address:

 Add Address ☐ Not Entered
When the school/sponsor official clicks the Add Address link, the Add Address Modal will display. Once the U.S. Address is entered and the school/sponsor official clicks the Submit button, the modal will return with a suggested address, the entered address, and the ability to either over-ride the suggested address or edit the entered address.

**Example of the Add Address Modal – Review Address**

![Add Address Modal](image)

If the school/sponsor official chooses to over-ride the suggested address, the official must select a reason for using the address they have entered for the U.S. Address. The following reasons will be provided in a drop down list to explain the reason to over-ride the address: New address, mailing, New address, physical location, On-campus business address, On-campus housing address, On-campus mailing address, and Other. If Other is selected the official must enter a reason in the explanation field.

**Example of the Add Address Modal – Over-ride Suggested Address**

![Over-ride Suggested Address](image)

**Nonimmigrants Affected by SEVIS Address Standardization Report**

School/sponsor officials will be provided a new a report called, Nonimmigrants Affected by SEVIS Address Standardization. This report will provide a list of names of nonimmigrants that
are in Active or Initial status and whose U.S. addresses were changed to meet the SEVIS address standards.

School/sponsor officials will be able to locate the Nonimmigrants Affected by SEVIS Address Standardization report on the new SEVIS Downloads screen, available from either the Listing of Schools screen for school officials or the Listing of Programs screen for sponsor officials. For school officials the report will be generated by campus. For sponsor officials, the report will provide the type of address that was changed: Physical, Mailing or Site of Activity. The report can be downloaded in two file formats: CSV or Excel (Microsoft Excel workbook).

**Inline Error Handling for New and Updated Screens**

Inline error handling has been implemented on the updated Search Students & Dependents screen, updated Search Exchange Visitors & Dependents screens, and for the new Form DS-7002 - Training/Internship Placement Plan (T/IPP) screens. School/sponsor officials will be notified immediately when there is an issue with the data entry for some fields before they can move on to the next field. A red dotted line around a box will indicate that the value entered is in an incorrect format or that the field is required and a message box will with an explanation will display.

**Example of the Inline Error Handling**

| * Date Awarded or Expected: | 5/31/2013 | (MM/DD/YYYY) |
| Training/Internship Dates: | 1/1/2013 - 12/31/2013 | |

Invalid Entry. Enter a valid date in the format MM/DD/YYYY.

**Tooltips for Date Fields for New and Updated Screens**

On the updated Search Students & Dependents screen, updated Search Exchange Visitors & Dependents screens, and for the new Form DS-7002 - T/IPP screens, tooltips have been enabled for the date fields to provide more information on the three date fields. A tooltip will display when a school/sponsor official hovers the pointer over the date field without clicking on the field.

**Example of Tooltips for Date Fields**

| Date of Birth: From: | 5/31/2013 | (MM/DD/YYYY) |
| Date of Birth To: | 5/31/2013 | (MM/DD/YYYY) |

**Update to the Admit Until Date Field**

The Admit Until Date field will be no longer contain data for both Students/EVs and their spouse/dependents. The Admit Until Date field located under the Travel Information section for Students and their dependents on the Student Information screen and Dependent Information screen will be empty for all users.
The Admit Until Date field located under the Visa/POE Information section both the Exchange Visitor Information screen and Dependent Information screen will be empty for all users.

### F/M School Officials

#### Student and Dependent Name Fields

A P/DSO will have the ability to view the new name fields related to a student and their dependent and to provide additional information when viewing or taking action on a student or dependent record. The P/DSO will be able to view the following fields on the Student Information page and the Dependent Information page:

- Surname/Primary Name
- Given Name
- Suffix
- Passport Name
- Preferred Name
- SEVIS Legacy Name

These fields will be on the Student Information page in the Personal Information section and on the Dependent Information page (with the exception of the Passport Name). In addition, all student lists will be updated to reflect the new field names; the Family Name field will be updated to Surname/Primary Name and First Name will be updated to Given Name.

#### Student’s U.S. Address Quality Indicator

A P/DSO will be able to view if a student’s U.S. Address has been validated by Address Doctor. Two new fields called, Address Status and Address Type will appear at the bottom of the Personal Information section on the Student Information page. The Address Status will contain the following statuses:

- **CSZ Valid** – City, State, Zip Code valid
- **Invalid** – Invalid U.S. address
- **Not Validated** – U.S. address could not validated (generally due to a temporary outage of the address validation tool), however the address will be captured for the student
- **Override - [reason]** – School official declined to use the suggested address. The following address over-ride reasons will be provided:
  - New address, mailing
  - New address, physical location
  - On-campus business address
  - On-campus housing address
  - On-campus mailing address
  - Other – with school official explanation for the address override
- **Valid** – override

The following address location types and values will display in the Address Type field when the Address Status is not Override:
- B – Mailbox at a building
- 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 in the address
- R – Rural route mailbox
- S – Mailbox at a street address
- U – Unvalidated; no override

**Example of the Student’s U.S. Address Quality Indicator**

![Example Address Quality Indicator]

**Students without Valid U.S. Addresses Alert**

This release will provide a new alert on the Alerts page called, Students Without Valid U.S. Addresses. This alert will be displayed to all school officials associated with a campus, where an Active student has an U.S. Address which is marked as ‘Invalid’, ‘CSZ Valid’, and ‘Not Validated’. The alert will display the following fields: SEVIS ID, Visa Type, Surname/Primary Name, Given Name, SEVIS Status, Status of Address, and Address Validation Date. The Address Validation Date will be the date the U.S. Address was entered into SEVIS. The Status of the Address will contain three statuses:

- **Invalid** – Invalid address
- **CSZ Valid** – City, State, Zip Code valid
- **Not Validated** – Address could not validated (generally due to a temporary outage of the address validation tool), however the address will captured be for the student

**Reformatted Listing of Schools Screen**

The Listing of Schools screen will be reformatted to enhance the ability of school officials to manage their school/campus information by school. The schools will be listed in alphabetical order and will default to the first school in the list with its associated campuses, as seen in sections two and four below. Once a school is selected, the school name and school code will display beneath the selection box (section three below). The school name will be a hyperlink to
the School Information screen. The list of campuses will be listed in alphabetical order and will be scrollable if there are multiple campuses. The school official must select a campus to perform any functions.

Example of the Reformatted Listing of Schools Screen

Legend to the Listing of Schools Screen modifications:
1. Five new icons with their definition have been added to the Legend
2. Selection box will display the school name
3. School name (will be hyperlinked to the School Information screen) and school code
4. School level icons and the ability to select a campus
5. Action buttons to access the following screens: Alerts, Search Students & Dependents, Create New Student, Student Listings, Reports, and SEVIS Downloads

Modified Student Search

The Student Search screen has been updated to provide the ability to conduct a quick search for a nonimmigrant or an advanced search. The Quick Search function (as shown in section 1 below) provides the ability to search for an F/M nonimmigrant by either SEVIS ID or Surname/Primary Name. The Advanced Search will provide the ability to narrow a search for a nonimmigrant (as shown in section 2 through 4 below). The school official will have the ability to either search for just the student or search for the spouses/dependents by selecting one of the two radio buttons (as shown in section 2 below). The Search Criteria section allows the school official to search for a nonimmigrant either by one of the SEVIS Name Standardized fields or by the Legacy Family or First names (as shown in section 3 below). As seen in section 4 below, the school officials will now have the ability to search all of the school’s campuses or just a particular campus as well as the ability to search by the student’s state of residence. The previous Sort Option section has been renamed to Sort Results By and relocated to the bottom of the screen (as shown in section 5 below). The Clear Form link at the bottom of the screen (as shown in section 6) will clear all entries to restart the student search.
Example of the Search Students & Dependents Screen

Redesigned Forms I-20, Certificate of Eligibility for Nonimmigrant Students Status

The Forms I-20, Certificate of Eligibility for Nonimmigrant (F-1/F-2) Students Status – For Academic and Language Students and Forms I-20, Certificate of Eligibility for Nonimmigrant (M-1/M-2) Students Status – For Vocational Students, has been completely redesigned to provide a cleaner and more easily readable form for school officials, students, and Government agencies that review the form.

Changes to the forms include:

- Forms will display the new name/updated SEVIS Names Standardization name fields for the nonimmigrant as well as the SEVIS legacy name.
- The bar code will be removed and the instruction page has been moved to the last page of the form.
Mass Form I-20 Reprint

School officials will be provided the ability to bulk reprint the Form I-20 (F-1/F-2/M-1/M-2) for student records in either Initial or Active status. To request the form reprint, the school official will navigate to the new SEVIS Downloads screen (available from the Listing of Schools screen) and then click the Request Mass Form Reprint link.

Example of the SEVIS Downloads Screen – Request Mass Form Reprint Link

The link will take the school official to the Mass Reprint Forms I-20: Search screen. This screen provides the ability for the school official to search for which nonimmigrant records they would like to print the Form I-20. The requesting school official’s name will then print on all delivered forms. At a minimum the school official will have to select the class(es) of admission, level(s) of study, and status(es) to execute the search (as shown in section 1 below). The sponsor official will also have the ability to refine the search by selecting one of the following search criteria fields: Surname/Primary Name Range, Active Post-Completion OPT, Program Start Date, or Program End Date (as shown in section 2 below). The default number of returned student records with the selected search criteria for the mass reprint will be limited to 100 records; however, the sponsor official will have the ability to modify the range up to return to up to 1000 records (as shown in section 3 below). The school official also has the ability to sort the results by Surname/Primary name, DOB, or Given Name (as show in section 4 below). A student record which was already a part of the mass reprint request in the last seven days will not be returned in the search results.
Example of the Mass Reprint Forms I-20: Search Screen

The list of student records which match the selected search criteria will be displayed on the Mass Reprint Forms I-20: Search Results screen. The columns displayed will be SEVIS ID, COA (Class of Admission), Surname/Primary Name, Given Name, Date of Birth, and Last Reprint Request Date. Each column will be sortable in either ascending or descending order. The school official will also be able to select one particular student record or multiple student records for reprint. As the school official navigates through the multiple pages of the result set, records selected on previous pages will persist. From this search results page the school official also has the ability to click on the student’s Surname/Primary Name to view the student record in another window without affecting the list of student records already selected for reprint.

Example of the Mass Reprint Forms I-20: Search Results Screen

Once the school official clicks the Submit Selections button, the Reprint Confirmation modal appears. The school official may cancel the reprint and return back to the Mass Reprint Forms I-20: Search Results screen to update the student list of records for reprint. To submit a request for mass reprint the official will have to enter the reprint reason, the reprint job title (a free text field allowing the entry of whatever title will make sense to the user), and will have to select the
attestation button to confirm the reprint request. SEVIS will deliver the requested forms within 24 hours to the SEVIS Downloads page.

**Example of the Mass Reprint Forms I-20: Reprint Confirmation modal**

After the school official clicks the Submit button, the SEVIS Downloads screen appears. At the bottom of the screen in the Requested Form Reprints section, the school official will see the requested mass reprint Form I-20 requests. The reprint history will display the Date Submitted, Date Generated, Status, Title (Reprint Job Title as entered by the school official), Records (number of records contained in the zip file), Name of Requester/Role, and File (type of file: this release contains zip files only). If there are no zipped files available for the campus, the system will display a message to the school official stating that there are no downloads available for the campus.

When a ZIP file is generated the school official will see an entry in the Request Form Reprints section. When the ZIP file has been generated the status will be ‘Completed’. Once the school official clicks the ZIP link the status will change to ‘Downloaded’. The school official may either open the ZIP file or download the ZIP file locally. The ZIP file will only be available in the Requested Form Reprint history for seven days.

The Form I-20 will be generated as individual PDF files with the following naming convention: I-20_lname_fname_SEVISID_number.pdf (where ‘number’ will be a unique automatically generated number). If there is an issue with generating a Form I-20 the ZIP file will contain a text file (error.txt) listing the SEVIS IDs for which the Form I-20 could not be generated. In addition, when a Form I-20 is successfully generated the student/dependent record will have an entry in the Event History stating ‘I-20 Reprint Bulk’.

**Example of the Requested Form Reprints Section**
Student Reinstatement Modified per SEVIS Names Standardization

In accordance with the SEVIS Names Standardization, the name fields for the Student Reinstatement screen have been added/modified (as stated above in the SEVIS Names Standardization – Field Name Updates table). When the P/DSO updates any of the name fields for the student or dependent name as part of a reinstatement request, SEVIS will conduct a name validation to ensure that the names meet the SEVIS Names Standardization requirements.

Student Transferring In Modified per SEVIS Names Standardization

In accordance with the SEVIS Names Standardization, the name fields for the Student Transfer In screen have been added/modified (as stated above in the SEVIS Names Standardization – Field Name Updates table). When the P/DSO updates any of the name fields for the student or dependent name as part of the creation of a transfer-in record, SEVIS will conduct a name validation to ensure that the names meet the SEVIS Names Standardization requirements.

Increased Number of Designated School Officials (DSOs)

The U.S. Department of Homeland Security (DHS) is amending its regulations to improve management of international student programs and increase study opportunities for dependents of international students, which includes their spouses and children.

Under the amended regulations, SEVP-certified schools have greater flexibility in determining how many DSOs to nominate. Previously, SEVP-certified schools could only nominate a maximum of 10 DSOs. The new regulation removes the cap and permits SEVP-certified schools to nominate an appropriate number of DSOs based on their school’s specific needs. In this release, the School Information screen will be updated to allow PDSOs to enter more than 10 DSOs. However, for this release the Form I-17 will be modified to provide the ability to capture the signatures of up to 30 school official per campus.
J Sponsor Officials

Update to the Paperwork Reduction Act Statement

Immediately upon logging into SEVIS, sponsor officials will be able to view the updated paperwork reduction act statement screen with the additional information for the Form DS-7002 - Training/Internship Placement Plan (T/IPP).

Example of the Sponsor Official Paperwork Reduction Act Statement Screen

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

The Form DS-7002 will now be available in electronic format in SEVIS. This release will provide the ability for a Responsible Officer (RO)/Alternative Responsible Officer (ARO) to enter T/IPP data for an EV who has a category of Intern, Trainee, or Student Intern when they are creating a DS-2019.

The Exchange Visitor Participant Information screen is used to capture participant information regarding the EV. The required fields must be complete to move on to the Training/Internship Placement Plan (T/IPP) Overview Screen.
**Example of the Exchange Visitor Participant Information Screen**

When creating a T/IPP for an Intern, Trainee, or Student Intern, each Site of Activity (SOA) must have at least one corresponding Phase. However, multiple Phases can be associated with one SOA. The dates associated with the phases must cover the entire program duration, from Program Begin Date to Program End Date. Once a T/IPP has been added to an EV record and the Form DS-2019 is completed, the DS-2019 and DS-7002 are submitted simultaneously. The DS-7002 can be printed after one site of activity has been added. The RO/ARO can print the entire DS-7002 (including all sites and phases) using the Print DS-7002 link or print one site and all its associated phases using the Print Site link. Both links are available on the T/IPP Overview page.
Example of the Training/Internship Placement Plan (T/IPP) Overview Screen

Training / Internship Placement Plan (T/IPP) Overview

<table>
<thead>
<tr>
<th>3-1 Exchange Visitor (Surname/Primary Name, Given Name)</th>
<th>Date of Last Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ermo, John</td>
<td></td>
</tr>
<tr>
<td>MALE/DOB: 01/01/1970</td>
<td></td>
</tr>
<tr>
<td>Email Address: <a href="mailto:jm@yahoo.com">jm@yahoo.com</a></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Program</th>
<th>Program TIPP elega</th>
<th>Occupational Category</th>
<th>Port of Entry</th>
</tr>
</thead>
<tbody>
<tr>
<td>P-1-19232</td>
<td>Trainee</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Program Begin/End: 03/12/2015 - 05/01/2015</td>
<td>Agriculture, Forestry and Fishing</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Country of Citizenship: GERMANY</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Form DS-7002

<table>
<thead>
<tr>
<th>Primary Site</th>
<th>T/IPP Site of Activity</th>
<th>Address</th>
<th>Signatures</th>
<th>Commands</th>
</tr>
</thead>
<tbody>
<tr>
<td>Site 1</td>
<td>1000 HILLCORP CRT, BALTIMORE, MD 21209</td>
<td></td>
<td>Pending</td>
<td>Add Phase</td>
</tr>
<tr>
<td></td>
<td>Address Status: Valid</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Address Type: S - Mailbox at a street address</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Phase Name</th>
<th>Phase Start Date</th>
<th>Phase End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Phase 1</td>
<td>04/01/2015</td>
<td>05/01/2015</td>
</tr>
</tbody>
</table>

Add Site of Activity

T/IPP for Irish Interns – Intern Work and Travel (IWT) Program

If an EV has a country of citizenship of Ireland and has a category of Intern, and is part of the IWT program, the RO/ARO will have the option to create a T/IPP for the EV when creating a DS-2019. If the RO/ARO chooses to create a T/IPP for the EV, the official will be directed to the Form DS-7002 Participant Information page; otherwise, the official will be directed to the Exchange Visitor Dependent page and the Site of Activity will be pre-populated with ‘Exempt from Pre-placement’.

T/IPP for South Korean Interns – Korea-WEST Pilot Program

If an EV is participating in the Korea-WEST pilot program, the RO/ARO will have the option to create a T/IPP for the EV when creating a DS-2019. If the RO/ARO chooses to create a T/IPP for the EV, the official will be directed to the Form DS-7002 Participant Information page; otherwise, the official will be directed to the Exchange Visitor Site of Activity page.

Maximum Program Length for South Korean Interns – Korea-WEST Pilot Program

If an RO/ARO is creating a Form DS-2019 for an EV associated with the Korea-WEST pilot program, the maximum program length can be 18 months.
Exchange Visitors With T/IPP Issues Alert

A new alert on the Alerts page called, Exchange Visitors With T/IPP Issues, will be created for sponsor officials to notify them of when programs have not updated a EVs T/IPP data in a timely matter. This alert will be displayed to all sponsor officials when a record for an EV with a T/IPP is in either Initial or Active status and there is a phase on the T/IPP that does not have a Supervisor Signature Date 30 days after the date the phase was created, or the phases on the T/IPP do not cover the time between the Program Begin Date and the Program End Date. The alert will display the following fields: SEVIS ID, Surname/Primary Name, Given Name, and Reason. The Reason column will display ‘No Signature’ if the EV has a phase without a signature and it will display ‘T/IPP Gaps’ if the EV’s program duration is not covered by all phases on the T/IPP. EVs that are part of the IWT or Korea-WEST Program will not display on the alert for the reason of ‘T/IPP Gaps’. In addition, the alert will be sorted in ascending order by Surname/Primary Name.

Records 6 Months After Program Begin Date with no T/IPP Alert

A new alert on the Alerts page called, Records 6 Months After Program Begin Date with no T/IPP, will be created for sponsor officials to notify them of when an EV is in either the IWT or Korea-WEST Program, is in Active status, and has not created a T/IPP six months after their Program Begin Date. The alert will display the following fields: SEVIS ID, Surname/Primary Name, Given Name, and Program Begin Date. In addition, the alert will be sorted in ascending order by Program Begin Date.

EV and Dependent Name Fields

An RO/ARO will have the ability to view the new name fields related to an EV and their spouse/dependent(s) to provide additional information when viewing or taking action on an EV or spouse/dependent record. The RO/ARO will be able to view the following fields on the Exchange Visitor Information page:

- Surname/Primary Name
- Given Name
- Suffix
- Passport Name
- Preferred Name
- SEVIS Legacy Name.

These fields will be on the Exchange Visitor Information page in the Personal Information section. The Surname/Primary Name and the Given Name will display on the Dependent Information page. In addition, all EV lists will be updated to reflect the new field names; the Family Name field will be updated to Surname/Primary Name and First Name will be updated to Given Name.
Exchange Visitor’s U.S. Address Quality Indicator

A RO/ARO will be able to view if an EV’s U.S. Address (Physical, Mailing, Site of Activity, or T/IPP Site of Activity) has been validated by Address Doctor. Two new fields called, Address Status and Address Type will display below each validate address in of the Contact Information section on the Exchange Visitor Information page. The Address Status will contain one of the following statuses:

- **CSZ Valid** – City, State, Zip Code valid
- **Invalid** – Invalid U.S. address
- **Not Validated** – U.S. address could not validated (generally due to a temporary outage of the address validation tool), however the address will captured be for the EV
- **Override - [reason]** – Sponsor official determined to decline the suggested address. The reason why the sponsor official decided to use the official entered U.S. Address will display. The following address over-ride reasons will be provided:
  o New address, mailing
  o New address, physical location
  o On-campus business address
  o On-campus housing address
  o On-campus mailing address
  o Other – *with sponsor official explanation for the address override*
- **Valid** – override

The following address location types and values will display in the Address Type field when the Address Status is not Override:

- **B** – Mailbox at a building
- **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 in the address
- **R** – Rural route mailbox
- **S** – Mailbox at a street address
- **U** – Unvalidated; no override
Example of the Exchange Visitor’s U.S. Address (Physical and Mailing Address) Quality Indicator

Example of the Exchange Visitor’s U.S. Address (Site of Activity) Quality Indicator

Example of the Exchange Visitor’s U.S. Address (T/IPP Site of Activity) Quality Indicator

Exchange Visitor(s) Without Valid U.S. Addresses Alert

This release will provide a new alert on the Alerts page called, Exchange Visitor(s) Without Valid U.S. Addresses. This alert will be displayed to all sponsor officials with EVs in Initial and Active status and have an U.S. Physical or Mailing Address which is marked as ‘Invalid’, ‘CSZ Valid’, and ‘Not Validated’. The alert will display the following fields: SEVIS ID, Surname/Primary Name, Given Name, Category, SEVIS Status, Status of Address, and Address Validation Date. The Address Validation Date will be the date the U.S. Physical or Mailing Address was entered into SEVIS. The Status of the Address will contain three statuses:

- **Invalid** – Invalid address
- **CSZ Valid** – City, State, Zip code valid
- **Not Validated** – Address could not be validated (generally due to a temporary outage of the address validation tool), however the address will captured be for the exchange visitor
Reformatted Listing of Programs Screen

The Listing of Programs screen will be reformatted to enhance the ability of sponsor officials to manage their programs. The programs will be listed in alphabetical order and will default to the first program. The name of the program will be a hyperlink to the Program Information screen. The list of programs will be scrollable if there are multiple programs.

Example of the Reformatted Listing of Programs Screen

![Reformatted Listing of Programs Screen]

Legend to the Listing Programs Screen:
1. New alert icon with its definition has been added to the Legend
2. Ability to select a program
3. Program name (will be hyperlinked to the Program Information screen)
4. Action buttons to access the following screens: Alerts, Search Exchange Visitors & Dependents, Create New Exchange Visitor, EV Lists, Reports, and SEVIS Downloads

Modified Exchange Visitor Search

The Exchange Visitor Search screen has been updated to provide the ability to conduct a quick search for a nonimmigrant or an advanced search. The Quick Search function (as shown in section 1 below) provides the ability to search for a nonimmigrant by either SEVIS ID, Visa Foil Number or Surname/Primary Name. The Advanced Search will provide the ability to narrow a search for a nonimmigrant (as shown in sections 2 through 4 below). The sponsor official will have the ability to either search for just the EV and/or search for spouses/dependents by selecting one or both check boxes (as shown in section 2 below). The Search Criteria section allows the sponsor official to search for a nonimmigrant either by one of the SEVIS Name Standardized fields or by the Legacy Family or First names (as shown in section 3 below). In section 4, the sponsor official will have the same abilities to refine a search. The previous Sort Option section has been renamed to Sort Results By and relocated to the bottom of the screen (as shown in section 5 below). The Clear Form link at the bottom of the screen (as shown in section 6) will clear all entries to restart the exchange visitor search.
Example of the Search Exchange Visitors & Dependents Screen

Updates to the Form DS-2019

The title of the Form DS-2019 for both the principal and spouse/dependent (J-1/J-2) has been changed to Form DS-2019 – Certificate of Eligibility for Exchange Visitor Status (J-NONIMMIGRANT). In addition, the Form DS-2019 will also be updated to include the following changes:

- Block 1:
  - Family Name label will be change to Surname/Primary Name
  - First Name label will be changed to Given Name
  - Middle Name label will be removed
• Instruction section 1(c) will reference code of federal regulations 22 C.F.R. Part 62
• Instruction section 1f(1) changed the monetary minimum for medical benefits from $50,000 to $100,000
• Instruction section 1f(2) changed the monetary minimum for repatriation of remains from $7,500 to $25,000
• Instruction section 1f(3) changed the monetary minimum for expenses associated with medical evacuation from $10,000 to $50,000
• Instruction section 2 additional text has been added regarding the signature of the applicant

Mass Form DS-2019 Reprint

Sponsor officials will be provided the ability to bulk reprint the Form DS-2019 (J-1/J-2) for EV and spouse/dependent records in either Initial or Active status. To request the form reprint, the sponsor official will navigate to the SEVIS Downloads screen (available from the Listing of Programs screen) and then click the Request Mass Form Reprint link.

Example of the SEVIS Downloads Screen – Request Mass Form Reprint Link

The link will take the sponsor official to the Mass Reprint Forms DS-2019: Search screen to provide the ability for the sponsor official to search for which nonimmigrants they would like to mass reprint the Form DS-2019 with the same reprint reason. The requesting sponsor official’s name will print on all delivered forms. At a minimum the sponsor official will have to select the nonimmigrant class(es) of admission, category(ies), and status(es) to execute the search (as shown in section 1 below). The sponsor official will also have the ability to refine the search by selecting one of the following search criteria fields: Surname/Primary Name Range, Program Begin Date, or Program End Date (as shown in section 2 below). The default number of
returned records with the selected search criteria for the mass reprint will be 100 records; however, the sponsor official will have the ability to modify the range to return up to 1000 records (as shown in section 3 below). The sponsor official also has the ability to sort the results by Surname/Primary Name, Given Name, or Date of Birth (as shown in section 4 below). A record which was already a part of the mass reprint request in the last seven days will not be returned in the search results.

Example of the Mass Reprint Forms DS-2019: Search Screen

The list of records which match the selected search criteria will be displayed on the Mass Reprint Forms DS-2019: Search Results screen. The following columns will display: SEVIS ID, COA, Surname/Primary Name, Given Name, Date of Birth, Category, and Last Reprint Request Date and each column will be able sortable in either ascending or descending order. The sponsor official will also be able to select one particular record, multiple records or all records for reprint. As the sponsor official navigates through the multiple pages of the result set, the sponsor official will be able to select records for reprint. From this search results page the sponsor official has the ability to click on the Surname/Primary Name to view the record in another window without affecting the list of records already selected for reprint.

Example of the Mass Reprint Forms DS-2019: Search Results Screen
Once the sponsor official clicks the Submit Selections button, the Reprint Confirmation modal displays. The sponsor official may cancel the reprint and return back to the Mass Reprint Forms DS-2019: Search Results screen to update the list of records for reprint. To submit a request for mass reprint the official will have to enter the reprint reason, the reprint job title (this job title can have any name), and will have to select the attestation checkbox to confirm the reprint request. SEVIS will deliver the requested forms within 24 hours to the SEVIS Downloads page.

**Example of the Mass Reprint Forms DS-2019: Reprint Confirmation modal**

![Reprint Confirmation modal]

After the sponsor official clicks the Submit button, the SEVIS Downloads screen appears. At the bottom of the screen in the Requested Form Reprints section, the sponsor official will see the requested mass reprint Form DS-2019 requests. The reprint history will display the Date Submitted, Date Generated, Status, Title (Reprint Job Title as entered by the sponsor official), Records (number of records contained in the zip file), Name of Requester/Role, and File (zip files only). If there are no zipped files available for the program, the system will display a message to the sponsor official stating that there are no downloads available for the program. When a ZIP file is generated, the sponsor official will see an entry in the Request Form Reprints section. When the ZIP file has been generated the status will be ‘Completed’. Once the sponsor official clicks the ZIP link the status will change to ‘Downloaded’. The sponsor official may either open the ZIP file or download the ZIP file locally. The ZIP file will only be available in the Requested Form Reprint history for seven days. The Form DS-2019 will be generated as individual PDF files will the following naming convention: SEVISID.pdf. If there is an issue with generating a Form DS-2019, the ZIP file will contain a text file (error.txt) listing the SEVIS IDs which the Form DS-2019 could not be generated. In addition, when a Form DS-2019 is successfully generated, the EV/dependent record will have an entry in the Event History stating ‘Reprint DS-2019 Bulk’. If the sponsor official selects a primary record (which has a corresponding spouse/dependent record) and the spouse/dependent record separately, when the Form DS-2019 is generated for the primary record the primary and spouse/dependent Form DS-2019s will be generated in one PDF file and then the spouse/dependent Form DS-2019 will be generated in a separate PDF file because the sponsor official selected both the primary record as well as the spouse/dependent record.
Example of the Requested Form Reprints Section

<table>
<thead>
<tr>
<th>Date Submitted</th>
<th>Date Generated</th>
<th>Status</th>
<th>Title</th>
<th>Records</th>
<th>Name of Requestor/Role</th>
<th>File</th>
</tr>
</thead>
<tbody>
<tr>
<td>07/21/2015</td>
<td>07/21/2015</td>
<td>Completed</td>
<td>MI - 07/2015 - 3 Records</td>
<td>3</td>
<td>Washington - Dennis ARO</td>
<td>ZIP</td>
</tr>
</tbody>
</table>

**Entering an EV’s Phone Number**

The RO/ARO is required to enter a phone number for an EV to provide another means of communication with the EV. The EV phone number will only be required when validating an EV and when updating an Active status EV record. The EV phone number will not be required when the EV is associated with a program serial of G-X (where X is any number). The EV phone number must contain 10 digits and will be displayed on the Exchange Visitor Information screen in the Personal Information section.

**Entering an EV’s Email Address**

The RO/ARO is required to enter an email address for an EV to provide another means of communication with the EV. The EV email address will only be required when validating an EV and when updating an Active status EV record. The EV email address will not be required when the EV is associated with a program serial of G-X (where X is any number). The email address must conform to the SEVIS Email Address Standardization.

**Updated Form DS-3097 Exchange Visitor Program Annual Report**

Form DS-3097 Exchange Visitor Program Annual Report, has been modified to reflect the following changes:

- Paperwork Reduction Act (PRA) Statement section
  - The U.S. Department of State address has been updated
- Program Evaluation section
  - Item 6 has been added to provide additional comments
- Certification section
  - Minor textual updates
- OMB expiration date has been updated

**User Manuals, Online Help, and Tutorials**

SEVP/DoS will update the SEVIS Online Help and User Manuals for school and sponsor officials to reflect the changes implemented with SEVIS Release 6.21.