

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

Existing Field Name(s)	New/Updated Field Name	Comment	Field Length	Required Field (Y/N)
Family Name	Surname/Primary Name		40	Y
Middle Name First Name	Given Name		80	N
	Passport Name	Passport Name should be taken from the nonimmigrant's official passport (should reflect the name in the machine readable zone of the passport).	39	N
	Preferred Name	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.	145	

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

[<< Return to School List](#)

SEVIS Downloads

Student Search School - 3
Campus: Campus 3 - Main

The documents, which are available for download below, represent either lists of nonimmigrants at your institution whose information was changed by SEVIS when data standards were imposed or zipped files of immigration documents for reprint. To download a document in Comma Separated Values format, click CSV. To download as an Excel spreadsheet, click Excel. To unzip immigration documents, click the icon beside the file name in the table and follow your software's process for accessing the individual files. See Help for more information.

Note: If you have multiple windows open, downloaded documents may open behind any windows currently open.

Campus 3 - Main - System Downloads			
Date Generated	Title	Description	File Type
02/26/2015	Nonimmigrants Affected by SEVIS Address Standardization	Names of ACTIVE and INITIAL nonimmigrants whose U.S. addresses were changed to meet the SEVIS address standards	CSV Excel
02/26/2015	Nonimmigrants Affected by SEVIS Name Standardization	Names of ACTIVE and INITIAL nonimmigrants whose names were changed to meet the SEVIS name standards	CSV Excel

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 preceding and following space will be removed
- The word 'and' (case-insensitive) with a preceding 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:	Mailing Address:
Add Address Not Entered	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

You can select the suggested address, edit it, or over-ride the suggested address and give a reason. You may also cancel.

<p>Suggested Address:</p> <p>1000 HILLTOP CIR # 221 Patapsco BALTIMORE MD 21250 - 0001</p> <p>Select</p>	<p>Entered Address:</p> <p>1000 Hilltop Circle # 221 Patapsco Baltimore MD 21250</p> <p>Over-ride Suggested Address Edit Address</p>
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[Cancel](#)

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

Add Address

You must provide a reason for over-riding the address validation.

<p>*Reason for using address as entered:</p> <p><input type="text" value=""/></p>	<p>Entered Address:</p> <p>1000 Hilltop Circle # 221 Patapsco Baltimore MD 21250</p> <p>View Suggested Address Edit Address</p>
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If 'Other', provide an explanation:

Characters Remaining: 200

[Cancel](#) [Submit](#)

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.

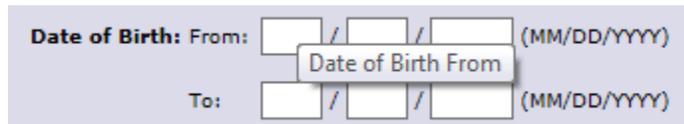
Example of the Inline Error Handling



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



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 be 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

Personal Information
SEVIS ID: N0000147748
Surname/Primary Name: Robinson
Given Name: Jackie
Suffix:
Passport Name:
Preferred Name: Jackie Robinson
SEVIS Legacy Name:
Country of Birth: JAMAICA
Date of Birth: 01/01/1970
Country of Citizenship: JAMAICA
Gender: MALE
Foreign Address: 1000 Hilltop Circle JAMAICA
U.S. Address: 1000 HILLTOP CIR Patapsco BALTIMORE MARYLAND 21250 - 0001
Address Status: Valid
Address Type: S - Mailbox at a street address
Email Address:

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 be validated (generally due to a temporary outage of the address validation tool), however the address will be captured 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

Listing of Schools

1 ▲ Indicates an alert for that campus
★ Indicates that the PDSO of the main campus has to apply for recertification
✳ Indicates that the ability of the school's officials to create new student records has been disabled by SEVP
← Indicates that the school's ability to accept transfer-in student records has been disabled by SEVP
→ Indicates that the ability of the school's officials to transfer out student records has been disabled by SEVP

2 ADIS Test School ▼ Select a school to see a list of campuses for that school

3 [ADIS Test School](#) WAS214F90001000

Select	Name of Campus	Campus Code	Location (City, State)	Role
4 ▲ ●	ADIS Test School	WAS214F90001000	Herndon, VA	PDSO
▲ ○	ADIS Test School - Main Campus	WAS214F90001001	Catonsville, MD	PDSO

5 Alerts Search New Student Student Lists Reports Downloads

Legend to the Listing of Schools Screen modifications:

- Five new icons with their definition have been added to the Legend
- Selection box will display the school name
- School name (will be hyperlinked to the School Information screen) and school code
- School level icons and the ability to select a campus
- 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

1 Quick Search:
 SEVIS ID:
 Surname/Primary Name: Searches for student names only. Wildcards cannot be used.

2 Advanced Search
 Include: F-1/M-1 (Students) F-2/M-2 (Spouse/Dependents)

3 Search Criteria: Surname/Primary Name: (40 Character max - allows a trailing wildcard e.g. Joh*)
The Surname/Primary Name is required. If the person has only one name, use this field.
 Given Name: (Optional - 80 Character max)
Do not use any special characters. Only letters A to Z are allowed. Do not use an abbreviation such as FNU or LNU to indicate a name is unknown. See Help for more information.
 Passport Name: (39 Character max - allows a trailing wildcard e.g. Joh*)
 Preferred Name: (145 Character max - allows a trailing wildcard e.g. Joh*)
 Legacy Family Name: (40 Character max - allows a trailing wildcard e.g. Joh*)
The Legacy Family Name is required. If the person has only one name, use this field.
 Legacy First Name: (Optional - 40 Character max)
This searches names that were in SEVIS prior to 26-JUN-15 that contain special characters no longer allowed, or that were otherwise standardized. See Help for more information.
 All Records
Requires selection of "School" or "State of Student's Residence" plus one of the other fields in the Refine By Section. If you select both a "School" and the "State of Student's Residence" no other selections from the Refine By section are necessary.

4 Refine By: School Information: Washington Nationals University
 Campus: The default search is for all campuses.
 Student's State of Residence:
 Date of Birth: From: / / (MM/DD/YYYY) To: / / (MM/DD/YYYY)
 Program Start Date Range: From: / / To: / / (MM/DD/YYYY)
 Program End Date Range: From: / / To: / / (MM/DD/YYYY)
 Status:
 Country of Birth:
 Country of Citizenship:
 Student Termination Reason: Dependent Termination Reason:
 Termination Date Range: From: / / (MM/DD/YYYY) To: / / (MM/DD/YYYY)
 Student Request Type: Student Request Status:
 Adjudication Date Range: From: / / (MM/DD/YYYY) To: / / (MM/DD/YYYY)

5 Sort Results By: Ascending Descending

6

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

SEVIS Downloads

ADIS Test School
Campus: ADIS Test School

The documents, which are available for download below, represent either lists of nonimmigrants at your institution whose information was changed by SEVIS when data standards were imposed or zipped files of immigration documents for reprint. To download a document in Comma Separated Values format, click CSV. To download as an Excel spreadsheet, click Excel. To unzip immigration documents, click the icon beside the file name in the table and follow your software's process for accessing the individual files. See Help for more information.

Note: If you have multiple windows open, downloaded documents may open behind any windows currently open.

System Downloads			
Date Generated	Title	Description	File Type
02/26/2015	Nonimmigrants Affected by SEVIS Name Standardization	Names of ACTIVE and INITIAL nonimmigrants whose names were changed to meet the SEVIS name standards	CSV Excel

Request Mass Form Reprint

Requested Form Reprints (May take up to 24 hours to generate ZIP file; Removed after 7 days)						
Date Submitted	Date Generated	Status	Title	Records	Name of Requestor/Role	File
No reprints are available for ADIS Test School ADIS Test School						

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

Mass Reprint Forms I-20: Search
 ADIS Test School
 ADIS Test School
 WAS214F90001000

Use this feature to request Forms I-20 for multiple people with the same reprint reason. SEVIS will deliver the requested forms within 24 hours to the SEVIS Downloads page. The requesting officials name will print on all delivered forms. You must select Class(es) of Admission, Level(s) of Study, and Status(es) to include in your search.

1 Include: Class of Admission: F-1 (Students) F-2 (Dependents) M-1 (Students) M-2 (Dependents)
 Level of Study - F: PRIMARY SECONDARY ASSOCIATE BACHELOR'S MASTER'S DOCTORATE LANGUAGE TRAINING OTHER
 Level of Study - M: HIGH SCHOOL FLIGHT TRAINING OTHER VOCATIONAL SCHOOL
 Status: Initial Active

Enter any additional criteria to refine the search.

2 Criteria: Surname/Primary Name Range: to Program Start Date: From: / / (MM/DD/YYYY)
 To: / / (MM/DD/YYYY)
 Active Post-Completion OPT: Program End Date: From: / / (MM/DD/YYYY)
 To: / / (MM/DD/YYYY)

3 Note: People will not appear in results if they were part of a mass reprint request in the last 7 days.
 Limit Results To:
 Sort Results By: **4** Ascending Descending [Clear Form](#)

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

Mass Reprint Forms I-20: Search Results
 ADIS Test School
 ADIS Test School
 WAS214F90001000

Note: As you go through the pages of the list, click the rows to select individuals whose forms you want to print. Click Select All to include everyone on the list. To clear all selections, click Deselect All. When your selections are done, click Submit Selections.

0 of 4 selected
 Show entries

SEVIS ID	COA	Surname/Primary Name	Given Name	Date of Birth	Last Reprint Request Date
N0004702422	F-1	Clippard	Tyler	02/05/1985	
N0004701378	F-1	Long	Lolo	01/01/1970	
N0004701379	F-1	Long	Finny	01/01/1970	
N0004700024	F-1	SCRGH0ST	ARDAN KOMAR	08/07/1987	

Showing 1 to 4 of 4 entries First Previous Next Last

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

Reprint Confirmation

Select a reprint reason, enter a reference title for this reprint request and click the attestation checkbox. Click Submit when finished.

Records Selected: 2

* Reprint Reason:

* Reprint Job Title:

* Attestation: 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.

Note: Requests for more than 100 records will be split into multiple zip files to avoid potential problems with large downloads.

[Cancel](#)

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 of 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

[Request Mass Form Reprint](#)

Requested Form Reprints (May take up to 24 hours to generate ZIP file. Removed after 7 days)						
Date Submitted	Date Generated	Status	Title	Records	Name of Requestor/Role	File
05/21/2015	05/21/2015	Completed	MJ - 05212015 - 3 Records	3	Washington - Dennis ARO	ZIP

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

	U.S. Department of State
If using:	
(DS-3036) EXCHANGE VISITOR PROGRAM APPLICATION Private Sector Exchanges, Office of Designation	OMB APPROVAL NO. 1405-0147 EXPIRATION DATE: 11/30/2013 ESTIMATED BURDEN: 1 HOUR
Under the Mutual Educational and Cultural Exchange Act of 1961, as amended, the U.S. DOS has been delegated the authority to designate Exchange Visitor Programs for U.S. Government agencies, public and private organizations. The information is to be used in evaluating prospective Exchange Visitor Program sponsors. Responses are mandatory. An Agency/or organization may not conduct or sponsor, and the respondent is not required to respond to, a collection of information unless it displays a valid OMB control number. Public reporting burden for this collection of information is estimated to average one (1) hour per response, including the time for reviewing instructions, researching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of the collection of information, including suggestions for reducing the burden to: A/GIS/DIR, U.S. Department of State, Washington, DC 20520.	
If using:	
(DS-3037) UPDATE OF INFORMATION ON EXCHANGE VISITOR PROGRAM SPONSOR Private Sector Exchanges, Office of Designation	OMB APPROVAL NO. 1405-0147 EXPIRATION DATE: 11/30/2013 ESTIMATED BURDEN: 20 MINS
Under the Mutual Educational and Cultural Exchange Act of 1961, as amended, the U.S. Department of State has been delegated the authority to designate Exchange Visitor Programs for U.S. Government agencies, public and private organizations. The information is to be used in evaluating prospective Exchange Visitor Program sponsors. Responses are mandatory. An Agency/or organization may not conduct or sponsor, and the respondent is not required to respond to, a collection of information unless it displays a valid OMB control number. Public reporting burden for this collection of information is estimated to average 20 minutes per response, including the time for reviewing instructions, researching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of the collection of information, including suggestions for reducing the burden to: A/GIS/DIR, U.S. Department of State, Washington, DC 20520.	
If using:	
(DS-2019) CERTIFICATE OF ELIGIBILITY FOR EXCHANGE VISITOR (J-1) STATUS	OMB APPROVAL NO. 1405-0119 EXPIRES: 07/31/2011 ESTIMATED BURDEN: 45 MINS
Under the Mutual Educational and Cultural Exchange Act of 1961, as amended, the U.S. Department of State has been delegated the authority to designate Exchange Visitor Programs for U.S. Government agencies, and for public and private educational and cultural exchange organizations. The information is used by Exchange Visitor Program sponsors to appropriately identify an individual seeking to enter the United States as an exchange visitor. The completed form is sent to the prospective exchange visitor abroad, who takes it to the U.S. Consulate(Embassy) to secure an exchange visitor(J-1, J-2) visa. Responses are mandatory. An Agency or organization may not conduct or sponsor, and the respondent is not required to respond to a collection of information unless it displays a valid OMB control number. Public reporting burden for this collection of information is estimated to average 45 minutes per response, including the time for reviewing instructions, researching existing data sources, gathering and maintaining the data needed, completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to: U.S. Department of State, A/RPS/DIR, Washington, D.C. 20520.	
If using:	
(DS-7002) TRAINING/INTERNSHIP PLACEMENT PLAN	OMB APPROVAL NO. 1405-0170 EXPIRATION DATE: 03/31/2018 ESTIMATED BURDEN: 1.5 HOURS
Under the Mutual Educational and Cultural Exchange Act of 1961, as amended, the U.S. Department of State has been delegated the authority to designate Exchange Visitor Programs for U.S. Government agencies, public and private organizations. The information solicited on this form will be used to provide clarity of training and intern programs offered by entities designated by the U.S. Department of State to conduct exchange visitor programs; for general statistical use; and to administer the Trainee and Intern categories of the Exchange Visitor Program. Responses are mandatory. Public reporting burden for this collection of information is estimated to average 1.5 hours per response, including time required for searching existing data sources, gathering the necessary documentation, providing the information and/or documents required, and reviewing the final collection. You do not have to supply this information unless this collection displays a currently valid OMB control number. If you have comments on the accuracy of this burden estimate and/or recommendations for reducing it, please send them to: ECA/EC, SA-5, Fifth Floor, U.S. Department of State, Washington, DC 20522.	

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

Exchange Visitor Information	
J-1 Exchange Visitor (Surname/Primary Name, Given Name)	Date of Last Event:
FQT User , Test MALE DOB: 01/01/1970	Status: DRAFT SEVIS ID:
Email Address:	
Program: Test TIP G-1-15229	Category: INTERN
Program Begin/End: 12/01/2014 - 12/01/2015	Occupational Category: Hospitality and Tourism
Country of Citizenship: GERMANY	Port of Entry:

Form DS-7002 Participant Information	
Required fields are marked with an asterisk (*).	
* Email Address:	<input type="text"/>
* Current Field of Study/Profession:	<input type="text"/>
Years of Experience in Field:	<input type="text"/>
* Type of Degree or Certificate:	<input type="text"/>
* Date Awarded or Expected:	<input type="text"/> / <input type="text"/> / <input type="text"/> (MM/DD/YYYY)
Training/Internship Dates:	12/01/2014 - 12/01/2015
<input type="button" value="Previous"/> <input type="button" value="Reset Values"/> <input type="button" value="Save Draft"/> <input type="button" value="Next"/>	

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


SEVIS Student & Exchange Visitor Information System
Skip Navigation

Main | Listing of Schools | Listing of Programs | Help | Tutorial | Logout
Message Board | Change Password

DSO, RO, PDSO, ARO
Get Plug-Ins

Training / Internship Placement Plan (T/IPP) Overview

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

Erma, John MALE DOB: 01/01/1970 Email Address: jim@yahoo.com	Status: DRAFT SEVIS ID:
Program: Program TIPP olga P-1-19232 Program Begin/End: 03/12/2015 - 05/01/2015 Country of Citizenship: GERMANY	Category: TRAINEE Occupational Category: Agriculture, Forestry and Fishing Port of Entry:

[Print DS-7002](#)

Primary Site	T/IPP Site of Activity	Address	Signatures	Commands
	Site 1	1000 HILLTOP CIR, BALTIMORE, MD 21250 Address Status: Valid Address Type: S - Mailbox at a street address	Pending	Add Phase Print Site
	Phase Name	Phase Start Date	Phase End Date	
	Phase 1	03/12/2015	04/12/2015	Duplicate
	Phase 1	04/13/2015	05/01/2015	Duplicate

[Add Site of Activity](#)[Previous](#)[Next](#)[Print Draft DS-2019](#)**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 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 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:
 - New address, mailing
 - New address, physical location
 - On-campus business address
 - On-campus housing address
 - On-campus mailing address
 - 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

Contact Information	
Foreign Address:	Address 1: Address 2: City: Country: Province/Territory: Postal Code:
Physical Address:	Address 1: 13600 EDS Drive Address 2: City: Herndon State: VIRGINIA Zip Code: 20171 Address Status: Override - New address, physical location
Mailing Address:	Address 1: 13600 EDS DR # 800 Address 2: City: HERNDON State: VIRGINIA Zip Code: 20171 - 3299 Address Status: Valid Address Type: H - High-rise default address

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

Primary Site of Activity	Site of Activity	Address	Remarks	Site of Activity ID
	Raven Hill	13600 EDS DR HERNDON, VA 20171 - 3299 Address Status: Valid Address Type: H - High-rise default address		3629073

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

Primary Site	T/IPP Site of Activity	Address	Signatures	Commands
	Site 1	1000 HILLTOP CIR, BALTIMORE, MD 21250 Address Status: Valid Address Type: S - Mailbox at a street address		Complete
Phase Name	Phase Start Date	Phase End Date		
Phase 1	07/01/2015	07/01/2016		

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

Listing of Programs

Select a program and click the Action options available for that program

Select	Name of Program	Program Number	Categories	Location (City/State)	Status	Role
	ADIS Test Program	G-1-14709	Professor, Research Scholar, Student, College/University	Herndon, VA	PROGRAM ACTIVE	RO

 Indicates an alert for that program

 Alerts  Search  + New Exchange Visitor  EV Lists  Reports  Downloads

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



SEVIS

Student & Exchange Visitor Information System
Skip Navigation

[Main](#) | [Listing of Schools](#) | [Listing of Programs](#) | [Help](#) | [Tutorial](#) | [Logout](#)
[Message Board](#) | [Change Password](#)

[DSO, RO, RDSO](#)
[Get Plug-Ins](#)

Search Exchange Visitors & Dependents
 ADIS Test Program
 Program Number: G-1-14709

Quick Search:

1 SEVIS ID:

Visa Foil Number:

Surname/Primary Name: Allows a trailing wildcard (e.g. Joh*)

Advanced Search:

2 Include: J-1 (Exchange Visitors) J-2 (Spouse/Dependents)

3 Search Criteria: Surname/Primary Name: (40 Character max - allows a leading and/or trailing wildcard e.g. *Joh*)
The Surname/Primary Name is required. If the person has only one name, use this field.

Given Name: (Optional - 80 Character max)
Do not use any special characters. Only letters A to Z are allowed. Do not use an abbreviation such as FNU or LNU to indicate a name is unknown. See Help for more information.

Passport Name: (39 Character max - allows a trailing wildcard e.g. Joh*)

Preferred Name: (145 Character max - allows a trailing wildcard e.g. Joh*)

Legacy Family Name: (40 Character max - allows a trailing wildcard e.g. Joh*)
The Legacy Family Name is required. If the person has only one name, use this field.

Legacy First Name: (Optional - 40 Character max)
This searches names that were in SEVIS prior to 26-JUN-15 that contain special characters no longer allowed, or that were otherwise standardized. See Help for more information.

All Names
Requires selection of at least one search criterion in the Refine By section

4 Refine By: **Program Information:** G-1-14709 ADIS Test Program

Date of Birth: From: <input type="text"/> / <input type="text"/> / <input type="text"/> (MM/DD/YYYY)	Program Begin Date Range: From: <input type="text"/> / <input type="text"/> / <input type="text"/> To: <input type="text"/> / <input type="text"/> / <input type="text"/> (MM/DD/YYYY)
To: <input type="text"/> / <input type="text"/> / <input type="text"/> (MM/DD/YYYY)	Program End Date Range: From: <input type="text"/> / <input type="text"/> / <input type="text"/> To: <input type="text"/> / <input type="text"/> / <input type="text"/> (MM/DD/YYYY)
Status: <input type="text" value="Select up to 3 options"/>	Country of Birth: <input type="text" value="Select One"/>
Category: <input type="text" value="Select One"/>	Country of Citizenship: <input type="text" value="Select One"/>
Student Employment Type: <input type="text" value="Select One"/>	Country of Legal Permanent Residence: <input type="text" value="Select One"/>
Employment Date Range: From: <input type="text"/> / <input type="text"/> / <input type="text"/> (MM/DD/YYYY)	Academic Training Date Range: From: <input type="text"/> / <input type="text"/> / <input type="text"/> To: <input type="text"/> / <input type="text"/> / <input type="text"/> (MM/DD/YYYY)
To: <input type="text"/> / <input type="text"/> / <input type="text"/> (MM/DD/YYYY)	

5 Sort Results By: Ascending Descending

6

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

[<< Return to Program List](#)

SEVIS Downloads

ADIS Test Program
Program Number: G-1-14709

The documents, which are available for download below, represent either lists of nonimmigrants at your institution whose information was changed by SEVIS when data standards were imposed or zipped files of immigration documents for reprint. To download a document in Comma Separated Values format, click CSV. To download as an Excel spreadsheet, click Excel. To unzip immigration documents, click the icon beside the file name in the table and follow your software's process for accessing the individual files. See Help for more information.

Note: If you have multiple windows open, downloaded documents may open behind any windows currently open.

System Downloads			
Date Generated	Title	Description	File Type
No downloads are available for ADIS Test Program			

[Request Mass Form Reprint](#)

Requested Form Reprints (May take up to 24 hours to generate ZIP file; Removed after 7 days)						
Date Submitted	Date Generated	Status	Title	Records	Name of Requestor/Role	File
No reprints are available for ADIS Test Program						

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 to 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

Mass Reprint Forms DS-2019: Search
ADIS Test Program
G-1-14709

Use this feature to request Forms DS-2019 for multiple people with the same reprint reason. SEVIS will deliver the requested forms within 24 hours to the SEVIS Downloads page. The requesting officials name will print on all delivered forms. You must select Class(es) of Admission, Category(ies) and Status(es) to include in your search.

1 Include: Class of Admission: J-1 (Exchange Visitors) J-2 (Dependents)
Category: Research Scholar Professor Student, College/University
Status: Initial Active

Enter any additional criteria to refine the search.

2 Criteria: Surname/Primary Name Range: to Program Begin Date: From: / / (MM/DD/YYYY)
To: / / (MM/DD/YYYY)
Program End Date: From: / / (MM/DD/YYYY)
To: / / (MM/DD/YYYY)

3 Note: People will not appear in results if they were part of a mass reprint request in the last 7 days.
Limit Results To:

4 Sort Results By: Ascending Descending [Clear Form](#)

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

[<< Return to Mass Reprint Forms Search](#)

Mass Reprint Forms DS-2019: Search Results
ADIS Test Program
G-1-14709

Note: As you go through the pages of the list, click the rows to select individuals whose forms you want to print. Click Select All to include everyone on the list. To clear all selections, click Deselect All. When your selections are done, click Submit Selections.

0 of 3 selected
Show entries

SEVIS ID	COA	Surname/Primary Name	Given Name	Date of Birth	Category	Last Reprint Request Date
N0004697057	J-1	Bentley	Chaos	01/01/1970	PROFESSOR	
N0004701831	J-1	Pratt	Stephanie	01/01/1970	STUDENT BACHELORS	
N0004706076	J-1	Scott	Nathan	01/01/1980	STUDENT ASSOCIATE	

Showing 1 to 3 of 3 entries First Previous Next Last

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

The screenshot shows a modal window titled "Reprint Confirmation". At the top, it instructs the user to "Select a reprint reason, enter a reference title for this reprint request and click the attestation checkbox. Click Submit when finished." Below this, it shows "Records Selected: 2". There are three required fields: "Reprint Reason" (a dropdown menu), "Reprint Job Title" (a text input field), and "Attestation" (a checkbox). The attestation text reads: "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." A "Note" at the bottom states: "Requests for more than 100 records will be split into multiple zip files to avoid potential problems with large downloads." At the bottom left is a "Cancel" link, and at the bottom right is a "Submit" button.

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 with 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

[Request Mass Form Reprint](#)

Requested Form Reprints (May take up to 24 hours to generate ZIP file. Removed after 7 days)						
Date Submitted	Date Generated	Status	Title	Records	Name of Requestor/Role	File
05/21/2015	05/21/2015	Completed	MJ - 05212015 - 3 Records	3	Washington - Dennis ARO	ZIP

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.