



# SEVIS

(Student and Exchange Visitor Information System)

## INFORMATION & HELP GUIDE

# SEVIS PROGRAM OVERVIEW

SEVIS (*Student and Exchange Visitor Information System*) is an internet-based system that enables schools to electronically transmit non-immigrant Students' current data to USCIS (*United States Citizenship and Immigration Services*, formerly "INS") and the Department of State throughout their stay.

# SEVIS PROGRAM OVERVIEW (continued)

The reporting and tracking of an international student is:

- Mandated by United States law
- An important part of the DHS (*Department of Homeland Security*) mission
- A way for U.S. authorities to differentiate between individuals who are in the United States for legitimate academic pursuits and those who may not be.

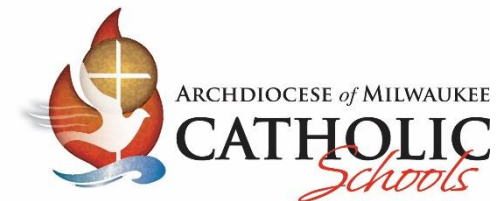
# ACRONYMS & GLOSSARY

- **DHS:** Department of Homeland Security
- **DSO:** Designated School Official
- **Form DS-160:** Nonimmigrant visa electronic application
- **F-1 Visa:** Documentation confirming an individual's F-1 status
- **Form I-20:** SEVIS Certificate of Eligibility for Non-immigrant Student Status (used by SEVIS Students for proof of status purposes)
- **Form I-94:** Arrival/Departure Record, issued at Port of Entry (used by SEVIS Students for proof of status purposes)
- **Form I-539:** Application To Extend/Change Non-immigrant Status
- **I-901 Fee:** is mandated by Congress to support the program office and the automated system that keeps track of Students and exchange visitors and ensures that they maintain their status while in the U.S.
- **PDSO:** Principal Designated School Official
- **POE:** Port of Entry
- **USCIS:** Citizenship and Immigration Service. A division of the U.S. Department of Justice.

PLEASE CALL THE PDSO WITH ANY QUESTIONS AT (414) 758-2256.

## QUICK STEPS

- Go to the Schools' Archdiocesan website at <https://schools.archmil.org/schools/educators/SEVISinformation.htm> to download the Form I-20 worksheet
- Work with the family to complete the worksheet (please make sure handwriting is legible)
- Send the completed I-20 worksheet to the PDSO/DSO by email
- Once you receive the mailed Form I-20 document from the PDSO/DSO, send the “original” to the student and keep the “copy” for the school’s file
- Contact the PDSO/DSO when the student arrives at your school for their first day
- Make a copy of the student’s passport and F-1 visa for the student’s file
- Keep the PDSO/DSO up-to-date with any changes to keep the student in good “current status” with SEVIS



# PDSO CONTACT INFORMATION

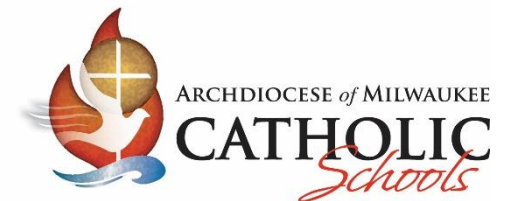
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# QUICK LINKS

SEVIS Form I-20 Worksheet:

<https://schools.archmil.org/schools/educators/SEVISinformation.htm>

Study in the States:

<https://studyinthestates.dhs.gov/>

SEVIS I-901 Fee:

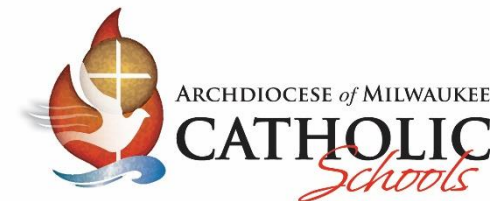
<https://www.ice.gov/sevis/i901#wcm-survey-target-id>

<https://www.fmjfee.com/i901fee/index.html>

Form I-539:

<https://www.uscis.gov/files/form/i-539instr.pdf>

<https://www.uscis.gov/files/form/i-539.pdf>



# STUDENT REQUIREMENTS FOR ADMISSION TO YOUR SCHOOL

- Like students who are U.S. citizens, the international student wishing to attend a Catholic school must submit an application.
- The school follows their own local policies for admission to determine if the student fully meets their criteria for admission
- The student must have proof of adequate funds to meet the expenses of the Program of Study for the U.S. Government.

# AN INTERNATIONAL STUDENT WANTS TO ATTEND YOUR SCHOOL

- The student may apply and be accepted by more than one school and receive more than one Form I-20
- Determine if the student will need ELL support and if that support is provided at your school
- When a student chooses your school and fully meets the criteria for admission, work with the family to complete the Form I-20 worksheet

# THE STUDENT F-1 VISA



# SEVIS I-901 FEE

- After the student receives their “original” Form I-20 document, the SEVIS I-901 (\$350) fee is paid at <http://www.fmjfee.com> before applying for the F-1 Visa
  - The student will need their SEVIS ID number that starts with the letter “N” located on the “original” Form I-20
- The student is responsible for printing the (I-797c) receipt for the I-901 fee

# TYPES OF STUDENT VISAS

- **Academic Studies (F Visa):** This type of Student Visa is required if you've been accepted into an accredited high school, college, or university in the United States
- **Non-Academic or Vocational Studies (M Visa):** If you've been accepted to a non-academic or vocational U.S. high school, college, or university, this is the type of Student Visa you should apply for
- **Academic Studies as an Exchange Visitor (J Visa):** The "J" visa is for educational and cultural exchange programs. You will need this type of Student Visa if you've been accepted into a program through a designated sponsoring organization to participate in an exchange visitor program in the United States.

# DOCUMENTATION STUDENT NEEDS FOR VISA INTERVIEW

- Completed DS-160 visa application form
- Form I-20 issued by the school
- I-797c receipt from the I-901 fee (\$350) fee and receipt from the DS-160 visa application fee (\$185)
- Passport valid for travel to the United States
- Financial support documentation (no older than 2 months)
- Admission letter from the school (recommended, not required)

# CHANGE STUDENT VISA TYPE (already in the U.S.)


If a student is in the U.S. on a different Visa type and would like to attend your school for an academic year the family must complete a Form I-539 (\$370) with USCIS (*U.S. Citizenship and Immigration Services*) to change from their current Visa status to an F-1 Visa

Instructions for Form I-539: <http://www.uscis.gov/files/form/i-539instr.pdf>

Download the Form I-539: <http://www.uscis.gov/files/form/i-539.pdf>

# ELECTRONIC I-94 ARRIVAL / DEPARTURE RECORD

Since May 2013, Customs and Border Protection (CBP) began issuing an electronic I-94 record. Every time an F1 visa student enters the United States, CBP generates an electronic I-94 arrival/departure record. The student must go to CBP's [I-94 Website](#) to obtain the electronic I-94 arrival/departure record similar to the sample below.



The screenshot shows the U.S. Customs and Border Protection website interface for retrieving an I-94 record. At the top, the CBP logo and the text "U.S. Customs and Border Protection Securing America's Borders" are visible. Below this, there are two tabs: "Get I-94 Number" and "I-94 FAQ". The "Get I-94 Number" tab is selected. Underneath, the heading "Admission (I-94) Number Retrieval" is displayed. The main content area shows the following information: "Admission (I-94) Record Number: 69000888062", "Admit Until Date (MM/DD/YYYY): 10/10/2012", and "Details provided on Admission(I-94) form:". Below this, a table lists the following details: Family Name: LI, First (Given) Name: LYDIA, Birth Date (MM/DD/YYYY): 01/01/1990, Passport Number: P123123213, Passport Country of Issuance: Mexico, Date of Entry (MM/DD/YYYY): 04/11/2012, and Class of Admission: B1. At the bottom of the page, a blue banner contains the text: "Individuals can visit [www.cbp.gov/I94](http://www.cbp.gov/I94) to retrieve a copy of their electronic Form I-94."

U.S. Customs and Border Protection Securing America's Borders	
Get I-94 Number    I-94 FAQ	
Admission (I-94) Number Retrieval	
Admission (I-94) Record Number: 69000888062	
Admit Until Date (MM/DD/YYYY): 10/10/2012	
Details provided on Admission(I-94) form:	
Family Name:	LI
First (Given) Name:	LYDIA
Birth Date (MM/DD/YYYY):	01/01/1990
Passport Number:	P123123213
Passport Country of Issuance:	Mexico
Date of Entry (MM/DD/YYYY):	04/11/2012
Class of Admission:	B1

Individuals can visit [www.cbp.gov/I94](http://www.cbp.gov/I94) to retrieve a copy of their electronic Form I-94.

# THE SCHOOL CONTACTS THE PDSO

- If the student is unable to arrive at your school within 30 days of the “program start date”, the PDSO will defer this date and send you a signed, reprinted “original” Form I-20 to be given to the student
- If the student plans to travel outside the U.S. and needs an updated I-20 with a travel signature that isn’t about to expire within 6 months found on the 2<sup>nd</sup> page of the Form I-20
- If the current student continues enrollment at your school for another academic year, the “program end date” will need to be extended on the Form I-20
- If the student is no longer attending your school and returns home to their country.

# MAINTAINING F1 VISA STATUS

Providing the PDSO/DSO with timely information in order to maintain an up-to-date SEVIS record is extremely important and applies to each of the rules listed below.

- Enrollment at the beginning of every session (excluding authorized break periods)
- Address changes within 10 days of the change
- Change in sources of financial support
- Change in course load
- Change in program of study
- Change in academic status
- Intent to travel outside the United States
- Application for change of immigration status
- Need to extend program
- Intent to transfer
- Change in dependent status

# RESPONSIBILITY OF THE STUDENT

- Report to the school within 30 days of the “program start date” on the Form I-20
- Understand and follow the terms and conditions of their F-1 Visa status
- Inform the school if he/she plans to travel outside the U.S. for holiday/vacation
- Provide the school with timely information the PDSO/DSO needs to maintain his/her Form I-20 in SEVIS
- Make school aware of any address changes within 10 days of the change
- Make the school aware if there will be a change of immigration status
- Contact the school to extend his/her “program of study” on the Form I-20
- Contact the school if he/she intends to transfer to another SEVIS-approved school

# RESPONSIBILITY OF THE PDSO/DSO

- Create the Form I-20 in SEVIS for international students
- Register the Form I-20 in SEVIS from “initial” to “active” status when the student arrives for school within 30 days of the “program start date”
- Maintain the Form I-20 in SEVIS for the duration of a student’s “program of study” at the school
- Release the Form I-20 record in SEVIS to a new school when a student transfers
- “Complete” the Form I-20 record in SEVIS when they finish their “program of study” and leaves the United States
- “Terminate” the Form I-20 record in SEVIS if the student fails to maintain current status