

**User Manual for Temporary Users of the Student
and Exchange Visitor Information System
(How to Complete and Submit the Form I-17,
Petition for Approval of School for Attendance by
Non-Immigrant Students)**

July 9, 2004



**Homeland
Security**

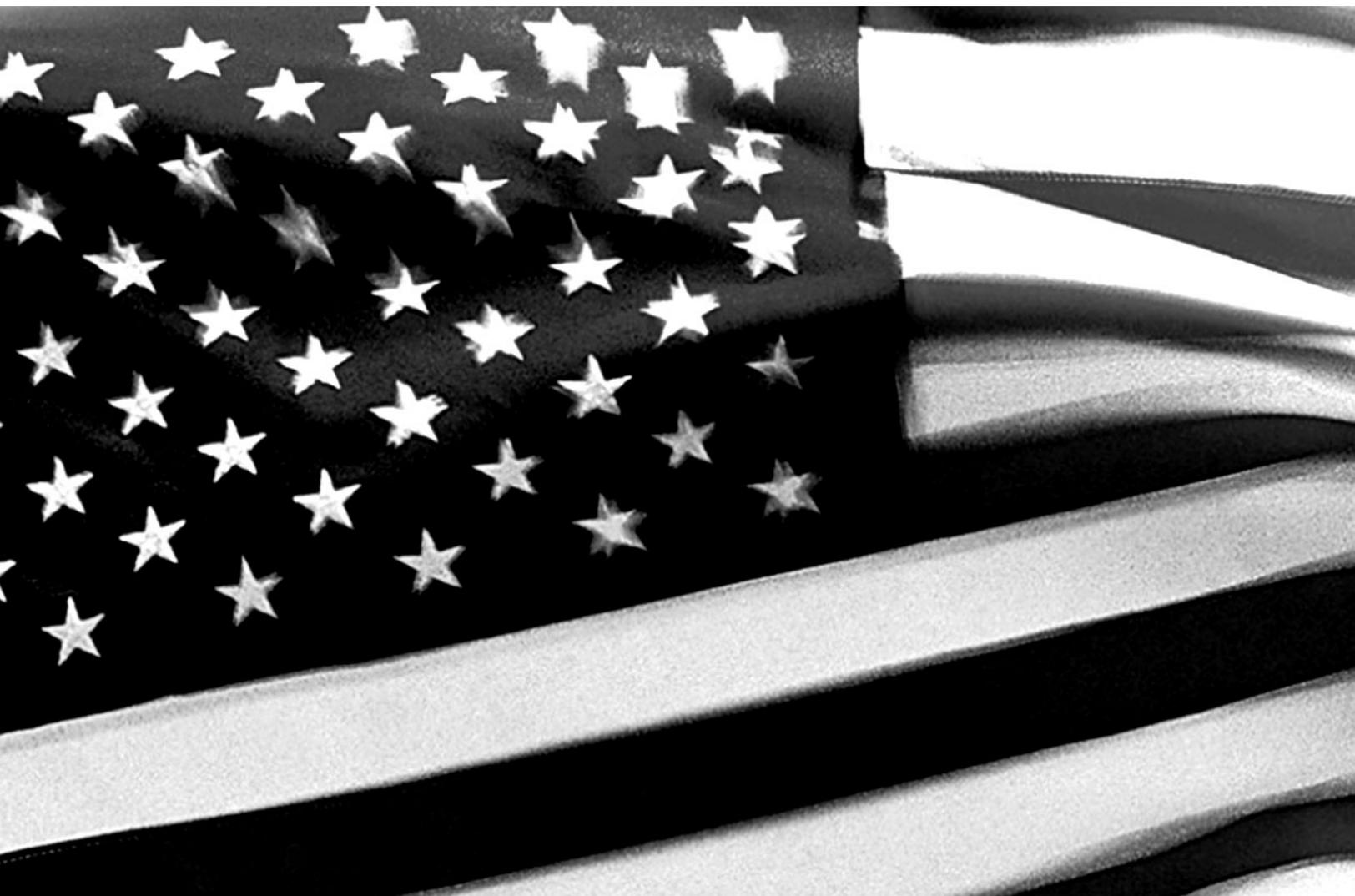


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1. INTRODUCTION

This manual was written as a resource for temporary users of the Student and Exchange Visitor Information System (SEVIS).

1.1 Purpose of SEVIS

SEVIS facilitates timely reporting and monitoring of international students, exchange visitors (EVs), and their dependents in the United States. SEVIS is an Internet-based application for electronically monitoring and reporting on foreign students, EVs, and their dependents in the United States. SEVIS enables schools and program sponsors to transmit electronic information to the Department of Homeland Security (DHS)—formerly the Immigration and Naturalization Service (INS)—and Department of State (DoS) throughout a student's or EV's program in the United States.

SEVIS enables schools to submit school certification applications, update certification information, submit updates to DHS that require adjudication, and create and update F and M student and dependent records. DHS Managers and Adjudicators have the capability to adjudicate updates made to school and student records using SEVIS, and Principal Designated School Officials (PDSOs) and Designated School Officials (DSOs) are notified through SEVIS of the adjudication results.

This manual contains instructions for accessing SEVIS to obtain a temporary user identification (ID) and password. Your temporary user ID and password enable you to complete and submit an electronic Form I-17, Petition for Approval of School for Attendance by Non-Immigrant Students, in SEVIS. The Form I-17 is used by academic and vocational schools when applying to DHS for approval to admit F-1 (academic) and M-1 (vocational) students. The instructions in this manual apply to all schools seeking approval by DHS to admit F and M non-immigrant students.

1.2 Privacy Act Considerations

Access to SEVIS is restricted to authorized users. SEVIS contains confidential information concerning foreign students, EVs, and their dependents. Unauthorized access to and disclosure of this information could affect the privacy to which individuals are entitled under Section 552a of Title 5, U.S. Code. This information is protected by the Privacy Act, as well as by Federal and agency regulations. Exhibit 1, Criminal Penalties, provides information on the penalties for unauthorized access and/or disclosure of this information.

Exhibit 1: Criminal Penalties

Criminal Penalties

(1) Any officer or employee of an agency, who by virtue of employment or official position, has possession of, or access to, agency records which contain individually identifiable information, the disclosure of which is prohibited by U.S. Code Section 552a or by rules or regulations established thereunder, and who knowing that disclosure of the specific material is so prohibited, willfully discloses the material in any manner to any person or agency not entitled to receive it, shall be guilty of a misdemeanor and fined not more than \$5,000.

(2) Any officer or employee of any agency who willfully maintains a system of records without meeting the requirement to publish a notice in the Federal Register regarding the existence and character of the system of records, shall be guilty of a misdemeanor and fined not more than \$5,000.

(3) Any person who knowingly and willfully requests or obtains any record concerning an individual from an agency under false pretenses shall be guilty of a misdemeanor and fined not more than \$5,000.

1.3 Glossary

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

2. DESCRIPTION OF SYSTEM FUNCTIONS

The following sections provide step-by-step instructions for using SEVIS. Included are directions for obtaining a temporary user ID and password, as well as for completing the certification application (Form I-17).

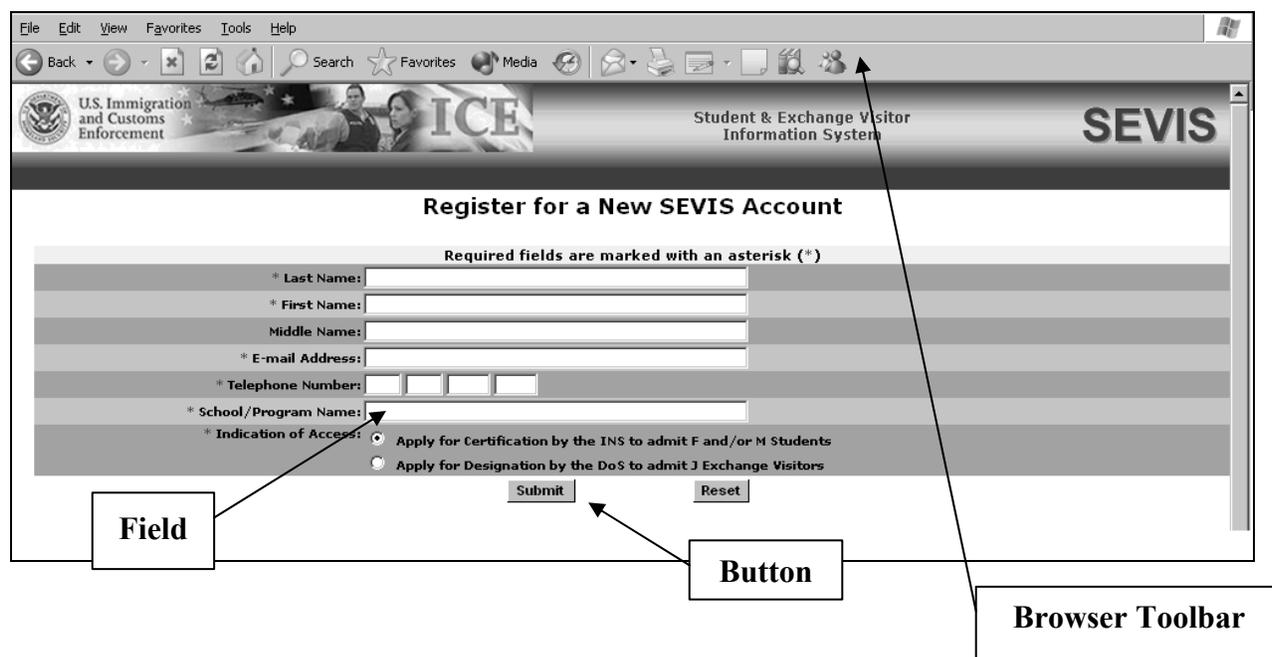
SEVIS requires the use of Internet Explorer Version 5.0 or higher or Netscape Version 4.7 or higher, and Adobe Acrobat Version 5.0 or higher. You must have a user ID and password to access the system.

2.1 Overview of Screen Components

This section explains SEVIS screens and their components and how to navigate through the application.

Exhibit 2, SEVIS User Registration Screen, is an example of the screen that displays when you register for a temporary user ID. It includes fields that must be completed and two buttons. The screen components are labeled with the terms used in this manual.

Exhibit 2: SEVIS User Registration Screen



2.1.1 SEVIS Screen Components

The following is a list of components that may be available on SEVIS screens.

- **Browser Toolbar**—The toolbar displayed by the browser used to access SEVIS.
- **Navigation Bar**—The navigation bar lists the following main functions:
 - **Help**—Used to access Online Help for SEVIS
 - **Tutorial**—Used to view a demonstration of how to use SEVIS
 - **Logout**—Used to exit the system
- **Links**—Click underlined text to advance to a different screen within SEVIS.

2.1.2 Additional SEVIS Screen Components

Additional screen components that appear on some SEVIS screens include the following:

- **Scroll Bar**—Part of a window that enables you to see additional information. SEVIS uses scrollbars on the bottom or the right side of some windows.
- **Fields**—These are areas on the windows where data may be typed or selected or in which system-generated data are displayed.
- **Buttons**—These buttons allow you to process data and move between screens. SEVIS uses the following types of buttons:
 - **Command Buttons**—Click to execute a command. For example, clicking the  button enables you to print a copy of the Form I-17.

- **Radio Buttons** —Click to make a selection. Only one radio button can be selected at a time.
- **Other Input Methods**
 - **Check Boxes** —Click to make one or more selections. Click again to remove the check mark.
 - **Drop-down lists** —Click the down arrow to display a list and then make a selection.

2.2 Online Help Functions

Online Help is always available by clicking the **Help** link on the navigation bar at the top of SEVIS screens. This opens a new browser window containing Online Help. The left panel (part of the window) contains a list of Online Help topics, and the right panel contains the text associated with the Online Help topic selected.

2.2.1 View Online Help

To view Online Help text, perform the following:

1. In the left panel, click a folder to display a list of topics.
2. Click a topic name to view the Online Help text for that topic in the right panel.

2.2.2 Search Online Help

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

1. Click the **Search** button.
2. Type search criteria in the field provided and press **Enter**. The results of the search display as a list of topics containing the word or phrase entered.
3. Click a topic name to view the Online Help text for that topic in the right panel.

2.2.2.1 Hide/Show the Left Panel

To hide and show the left panel, perform the following:

1. Click the **Hide** button in the upper-right corner of the left panel to hide the left panel.
2. Click the **Contents** , **Index** , or **Search** button to restore the left panel.

2.2.2.2 Jumps and Pop-ups

Click an underlined word or phrase to see a pop-up explanation or jump to a new topic. To close a pop-up, click anywhere else in the panel or, if using the Netscape browser, click the **Close** (✕) button on the pop-up. To return from a jump, click the **Back** button on the browser toolbar.

Note: Some underlined phrases are web links. They are identified by the text that precedes them. When you have finished viewing a web page, click the **Back** button on the browser toolbar to return to Online Help, or click any Online Help topic.

2.2.2.3 Close Online Help

Close Online Help by clicking the **Close** (✕) button in the upper-right corner of the *Help* screen.

2.2.3 Print the Online Help Topics

Printing the Online Help is different for Internet Explorer and Netscape browser users.

It is important to note that you cannot print the entire Online Help, no matter which browser you are using. You can only print the topic you are currently viewing (that is, one topic at a time).

2.2.3.1 Internet Explorer Users

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

1. Click anywhere in the right panel.
2. Click the **Print** () button on the browser toolbar. The topic you are currently viewing prints to the designated printer.

or

1. Click anywhere in the right panel.
2. Select **Print** from the **File** menu. A *Print* window displays (the **General** tab is on top).
3. Ensure that the appropriate printer is selected in the *Select Printer* list. If not, select the correct printer from the list.
4. Click the **Print** () button to print to the designated printer.

2.2.3.2 Netscape Users

To print an Online Help topic using the Netscape browser, perform the following:

1. Click anywhere in the right panel.
2. Click the **Print** () button in the browser toolbar. The topic you are currently viewing prints to the designated printer.

or

1. Click anywhere in the right panel.

2. Select **Print** from the **File** menu. A *Print* window displays.
3. Ensure that the appropriate printer is selected in the *Printer Name* list. If not, select the correct printer from the list.
4. Click **OK** to print to the designated printer.

Note: Netscape has modified its printing procedures for Version 7.0. Appendix B, Printing Instructions for Netscape Version 7.0, provides the updated instructions.

2.2.4 Tutorials

To view a SEVIS demonstration, click the **Tutorial** link on the navigation bar. Follow the instructions on the screens of the demonstration.

Note: The tutorial cannot be viewed using versions of Netscape lower than 4.79. If you are using an older version and wish to view the tutorial, go to the Netscape web site and download Version 4.79 (or higher). Also, for best results, the online tutorial should be viewed using a 17-inch or larger monitor with a 1024x768 monitor setting.

2.3 Logging Into SEVIS

When you access SEVIS via the Internet (<https://egov.immigration.gov/sevis/>), a *Security Alert* screen may display. If the *Security Alert* screen displays, click the **Yes** button to continue to the *SEVIS Login* screen. Exhibit 3, SEVIS Login Screen, provides an example.

Note: After creating your initial password, you will use this web site to access SEVIS and perform all of your SEVIS-related tasks.

The subsequent sections provide instructions for obtaining a temporary user ID and creating a SEVIS password. Instructions for completing the Form I-17 are also included.

Exhibit 3: SEVIS Login Screen

U.S. Immigration and Customs Enforcement

ICE

Student & Exchange Visitor Information System

SEVIS

OMB 1115-0252

**Student & Exchange Visitor Information System
(SEVIS)**

```
***** WARNING *****
* YOU HAVE CONNECTED TO A U.S. GOVERNMENT COMPUTER. IF YOU *
* ARE NOT AUTHORIZED TO ACCESS THIS SYSTEM, DISCONNECT NOW. *
* All attempts to access and use this system and/or its *
* resources are subject to keystroke monitoring and recording.*
* Everyone using this system expressly consents to such *
* monitoring and is advised that if such reveals possible *
* evidence of criminal activity or abuse of authority, the *
* information will be reported to authorities for action.*
* Unauthorized access attempts or use in excess of documented *
* authority may subject you to a fine and/or imprisonment*
* in accordance with Title 18, USC, Section 1030 or *
* administrative penalties or dismissal. *
***** WARNING *****
```

User Name:

Password:

[Register for New Account](#)
[Change Password](#)
[Request Password Reset](#)

2.3.1 How to Obtain a Temporary User ID

The *SEVIS Login* screen includes a link that is used to obtain a temporary user ID and password. Using your temporary user ID and password, you can access SEVIS and complete the electronic Form I-17 for your school.

Your temporary user ID and password enable you to create, save, access, and update a draft of the electronic Form I-17 for 30 days, or until submission. After submitting the Form I-17, you may use your temporary user ID and password to access SEVIS to view and print a final copy of the Form until DHS adjudication. Your temporary user ID and password will **not** be valid following adjudication of the Form I-17. However, you will be notified of the adjudication results via email. If your school is approved to use SEVIS, all school officials who were

identified and assigned a SEVIS role on the Form I-17 will receive their permanent user IDs via email.

Note: The electronic Form I-17 must be submitted within 30 days of the issuance of your user ID. If you do not submit the electronic form within 30 days, all of the data that were entered are lost.

To obtain a temporary user ID, perform the following:

1. Click the **Register for New Account** link on the *SEVIS Login* screen. The system displays the *Register for a New SEVIS Account* screen, as shown in Exhibit 4, Register for a New SEVIS Account Screen.

Note: This link is used only to obtain a temporary user ID, so you can complete and submit a new Form I-17.

Exhibit 4: Register for a New SEVIS Account Screen

Register for a New SEVIS Account

Required fields are marked with an asterisk (*)

* Last Name:

* First Name:

Middle Name:

* E-mail Address:

* Telephone Number:

* School/Program Name:

* Indication of Access: Apply for Certification by the INS to admit F and/or M Students
 Apply for Designation by the DoS to admit J Exchange Visitors

2. At a minimum, complete all fields preceded by an * (asterisk).

Note: Email addresses are not valid if they can be accessed by more than one person (for example, info@ABCcollege.edu)

3. Click the **Submit** button. The system displays a message indicating that your temporary user ID is being sent to you in an email message. You will receive a second email message that includes specific instructions on how to access SEVIS for the first time.

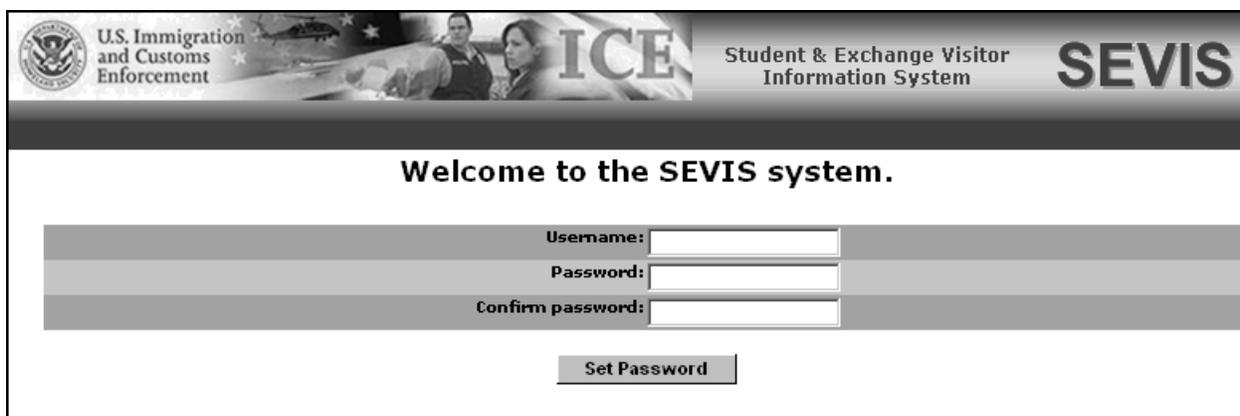
2.3.2 How to Create Your Initial Password

After receiving a temporary user ID, you will receive an email message containing a secure link to SEVIS. This link is associated with your user ID. It can only be used to create a password for your user ID.

To use this link and create a password, perform the following:

1. Click the link contained in the email message. A browser window opens. The *Set Password* screen displays, as shown in Exhibit 5, Set Password Screen.

Exhibit 5: Set Password Screen



The screenshot shows the SEVIS Set Password screen. At the top, there is a banner with the U.S. Immigration and Customs Enforcement logo on the left, the ICE logo in the center, and the SEVIS logo on the right. Below the banner, the text "Welcome to the SEVIS system." is displayed. Underneath, there are three input fields: "Username:", "Password:", and "Confirm password:". A "Set Password" button is located at the bottom center of the form.

2. Enter your temporary user ID in the **Username** field. This user ID is contained in the email message you received from SEVIS.
3. Enter your password in the **Password** field. See Section 2.3.3, Guidelines for Passwords, for instructions on creating a password.
4. Reenter your password in the **Confirm Password** field.
5. Click the **Set Password** button. The system displays a message indicating that you have successfully created a password.
6. Click **OK** and the *SEVIS Login* screen displays.

Note: After creating your password, access the SEVIS web site (<https://egov.immigration.gov/sevis/>) and perform all of your SEVIS-related tasks.

2.3.3 Guidelines for Passwords

The guidelines for SEVIS passwords are as follows:

- Passwords must be 8 to 16 characters in length.
- Passwords **must contain** at least:
 - One uppercase alphabetic character
 - One lowercase alphabetic character

- One numeric character
- Special characters are optional; for example, @, #, \$.
- Passwords are case sensitive. When you create a password using a mix of uppercase and lowercase letters, it must always be entered that way. Below are some examples of acceptable passwords:
 - Password1
 - paSS#wrd3
 - passW123\$
 - 555passWD
 - @pass4Wrd#
- You cannot reuse your previous six passwords.
- SEVIS passwords have a maximum life span of 90 days. After this time, you will be prompted to change your SEVIS password. (See Section 2.3.4, Change Password Every 90 Days, for further details.)
- If at any time, you suspect that your password has been compromised and you are unable to change it using the **Change Password** link, use the **Request Password Reset** link or contact the SEVIS Help Desk (1-800-892-4829) to have your password reset.
- SEVIS user IDs and passwords are suspended after three unsuccessful log-in attempts. Use the **Request Password Reset** link on the *SEVIS Login* screen or contact the SEVIS Help Desk (1-800-892-4829) to have your access reinstated.

2.3.4 Change Password Every 90 Days

You must change your password every 90 days. After 75 days, when you log into SEVIS the system will display a screen asking if you would like to change your password at that time. If you click the **Cancel** button, you will be logged into the system. If you click **OK**, the *Change Password* screen will be displayed. After 90 days, when you log into SEVIS, the system automatically displays the *Change Password* screen and you must create a new SEVIS password. To change your password, follow the guidelines in Section 2.3.3, Guidelines for Passwords.

To change your password, perform the following:

1. Enter your current password in the **Old Password** field.
2. Enter your new password in the **New Password** field.

Note: You cannot reuse your previous six passwords.
3. Reenter your new password in the **Confirm New Password** field.
4. Click the **Change Password** button. The system displays a message indicating that the password has been successfully changed.
5. Click **OK** to display the *SEVIS Login* screen. Be sure to use your new password when logging into SEVIS.

2.3.5 Change Password Voluntarily

You may change your password as often as once a week, using the **Change Password** link on the *SEVIS Login* screen. To voluntarily change your password, perform the following:

1. Click the **Change Password** link on the *SEVIS Login* screen. The *Change Password* screen displays.
2. Enter your SEVIS user ID in the **User Name** field.
3. Enter your current password in the **Old Password** field.
4. Enter your new password in the **New Password** field.
Note: You cannot reuse your previous six passwords.
5. Reenter your new password in the **Confirm New Password** field.
6. Click the **Change Password** button. The *SEVIS Login* screen displays. Be sure to use your new password when logging into SEVIS.

Note: If at any time you suspect that your password has been compromised and you are unable to change it using the **Change Password** link on the *SEVIS Login* screen, use the **Request Password Reset** link or contact the SEVIS Help Desk (1-800-892-4829) to have your password reset.

2.3.6 Request Password Reset

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

- You have forgotten your SEVIS password.
- Your SEVIS account is locked due to three unsuccessful log-in attempts or more than 90 days of inactivity.
- You suspect that your SEVIS password has been compromised and you are unable to use the Change Password function.

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

1. Click the **Request Password Reset** link on the *SEVIS Login* screen. The *Request Password Reset* screen displays, as shown in Exhibit 6, Request Password Reset Screen.

Exhibit 6: Request Password Reset Screen

Request Password Reset

This function is for PDSO/DSO, RO/ARO, and temporary users of SEVIS only.
Use this function to create a new password if:

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

Instructions:

1. Enter your SEVIS user name.
2. Click the Submit Request button.

An email will be sent to the email address associated with this SEVIS user name. It will provide instructions for creating a new password.

User Name:

2. Enter your SEVIS user ID in the **User Name** field.
3. Click the **Submit Request** button. A message displays, informing you that the request has been submitted to SEVIS.

Note: An email is sent to the email address associated with the SEVIS user name. It provides instructions for creating a new SEVIS password.

2.3.7 Logging Into SEVIS to Complete the Form I-17

A temporary user ID and password are valid for purposes of completing a draft Form I-17. If you do not submit the Form I-17 within 30 days of issuance of your password, your temporary ID will no longer allow you access to your draft Form I-17 and all the data that have been entered on the certification application will be lost.

You may log in and out of SEVIS as often as you wish to complete the Form I-17 within the 30-day period. Once you submit the Form I-17, it will no longer be available for addition or revision of data unless a specific request for information is made by DHS in the Form I-17 adjudication process. However, it will be available for viewing and printing. To log into SEVIS, perform the following:

1. Enter your user ID in the **User Name** field.
2. Enter your password in the **Password** field.

3. Press **Enter** or click the **Login** button. The system displays the *SEVIS Certification Page 1* screen. The *SEVIS Certification Page 1* screen also displays if you have already entered data on this page of the certification application.

The *SEVIS Login* screen has a **Reset** button that clears any data that you entered on this screen. The screen also includes a link to create a new account that is only used to obtain a temporary user ID and password.

Note: After 20 minutes of inactivity, your session will time out and you will have to log in again in order to use SEVIS.

2.4 Logging Out of SEVIS

To exit the SEVIS application at any time, click the **Logout** link on the navigation bar, as shown in Exhibit 7, SEVIS Navigation Bar.

Exhibit 7: SEVIS Navigation Bar



WARNING: If you click the **Close** (✕) button on the browser window, you must wait 20 minutes before you can log back into SEVIS. If you try to access the system before the end of 20 minutes, the following message displays: “A user is already logged on with this user name.”

2.5 Completing the Certification Application (Form I-17)

The following sections provide step-by-step instructions for completing the Form I-17.

2.5.1 Certification Page 1

When you log into SEVIS using a temporary user ID and password, the first page of the certification application displays, as shown in Exhibit 8, *SEVIS Certification Page 1*. If you have already completed Page 1 of the certification application, the data you have entered display on the screen when you log into SEVIS.

Exhibit 8: SEVIS Certification Page 1



U.S. Immigration
and Customs
Enforcement



ICE

Student & Exchange Visitor
Information System



SEVIS

[Help](#) | [Tutorial](#) | [Logout](#)INSTEMP

Contact Information page [1 of 5]
Required fields are marked with an asterisk (*)

1. * Approval for attendance of students under:

Section 101(a)(15)(f) of the Act (academic and language students)

Section 101(a)(15)(m) of the Act (vocational students)

2. * Name of School System:

2a. * Name of Main Campus:

3. Mailing Address of the School:

* Address 1:

Address 2:

* City:

* State:

* Zip Code:

Fax Number: () -

Telephone Number: () - ext.

4. Location of the School (if different from mailing address):

Address 1:

Address 2:

City:

State:

Zip Code:

5. * School Type:

Name and Address of Owner (For PRIVATE Schools ONLY!):

* Private School Owner Name:

* Address 1:

Address 2:

* City:

* State:

* Zip Code:

Public Reporting Burden

A person is not required to respond to a collection of information unless it displays a currently valid OMB control number. Public reporting burden for this collection of information is estimated to average 60 minutes per response, including time for reviewing instructions, searching 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 this collection of information, including suggestions for reducing this burden, to: Immigration and Naturalization Service, HQPDI, 425 I Street, N.W., Room 4307r, Washington, DC 20536; OMB No.: 1115-0252. DO NOT MAIL YOUR APPLICATION TO THIS ADDRESS.

04/29/2004 (Thursday)

1. Below is a list of the sections/fields on this screen and a brief description or explanation for each section/field. An * (asterisk) precedes the fields that must be completed. To complete this screen, enter the following data:

| Field | Description/Explanation |
|--|---|
| * 1. Approval for attendance of students under | Academic and language students can attend schools approved under section 101(a)(15)(f) of the Immigration and Nationality Act. Vocational students can attend schools approved under section 101(a)(15)(m). The Form I-17 should be used to request approval for the types of programs in which the school wishes to enroll foreign F or M students. Schools can be certified under either or both. Note: The approval request should pertain to programs that are offered at both the main campus and any additional campuses listed on the same Form I-17. |
| * 2. Name of School System | Enter the school or school system's complete, official name, without abbreviations. |
| * 2a. Name of Main Campus | Enter the name of the school or campus that will be considered the primary campus on the Form I-17. If the main campus has its own name, different from that of the school or school system, that name will appear here. If not, the main campus may have the same name as the school system. |
| * 3. Mailing Address of the School | Enter the address to which mail for the main campus should be sent. This address may contain a post office box number. Note: The zip code must be at least a valid five-digit postal code; use of a nine-digit zip code is optional. Note: There is a separate field on a following page in which the mailing addresses of additional campuses should be entered. |
| 4. Location of the School (if different from mailing address) | Enter the physical location of the main campus, if different from its mailing address. This address may not contain a post office box number. If the location and the mailing address are the same, do not complete this section. |
| * 5. School Type | Select the appropriate option: Private or Public . |

| Field | Description/Explanation |
|--|---|
| * If Private is selected, you must complete the name and address of owner fields: | |
| *Private School Owner Name | If the owner is a person, enter his or her last name followed by the first name. If the owner is an institution (for example, a company or a non-profit organization such as a church), the name of the institution should display in this field. |
| *Address 1 | Enter the first line of an address, typically a number and street name for the school owner. |
| Address 2 | If needed, enter the second line of an address, typically a building name or post office box number. Post office box numbers should be used <i>only</i> in mailing addresses. |
| *City | Enter the unabbreviated name of a city. |
| *State | Select the appropriate state. |
| *Zip Code | Enter the zip code, which must be at least a valid five-digit postal code; use of a nine-digit zip code is optional. |

2. Select one of the following buttons:

| | |
|------------------------|--|
| Save Draft | After completing the required fields, you may click this button to save the data that you have entered and then log out of SEVIS. Note: You <i>do not</i> need to click this button before advancing to the next page of the electronic Form I-17. SEVIS automatically saves data when you click the Next button. However, saving prior to moving on to the next page ensures that all required fields have been completed and allows you to review the information before moving on. |
| Reset Values | Click this button to return all new entries on the page to their previous values. |
| Next | Click this button to automatically save the data that you have entered and advance to Page 2 of the certification application. |
| Print I-17 Form | Click this button to print a draft copy of the certification application. Printing a draft enables you to review a paper copy of all of the data saved thus far. |

2.5.2 Certification Page 2

Exhibit 9, SEVIS Certification Page 2, shows a blank copy of Page 2 of the certification application.

Exhibit 9: SEVIS Certification Page 2

U.S. Immigration
and Customs
Enforcement

Student & Exchange Visitor
Information System

SEVIS

Help | Tutorial | Logout
INS 1788B

Program/Course [2 of 5]

Required fields are marked with an asterisk(*)

6. * This school is engaged in (check all that apply):

- PRIVATE ELEMENTARY SCHOOL
- PRIVATE MIDDLE SCHOOL
- PRIVATE HIGH SCHOOL(grades 9-12)
- PUBLIC HIGH SCHOOL (grades 9-12)
- VOCATIONAL OR TECHNICAL EDUCATION (other than high school)
- FLIGHT TRAINING
- LANGUAGE TRAINING
- HIGHER EDUCATION (issuing one or more of the following degrees: associates, bachelors, masters, Ph.D.)
- OTHER (specify)

7. * This school's sessions are based on:

- Semesters
- Trimesters
- Quarters
- Other (Explain)

8. * Date registration begins for EACH session during a calendar year (fill out only those necessary):

| | |
|--|--|
| Session 1 <input style="width: 40px;" type="text"/> <input style="width: 40px;" type="text"/> | Session 11 <input style="width: 40px;" type="text"/> <input style="width: 40px;" type="text"/> |
| Session 2 <input style="width: 40px;" type="text"/> <input style="width: 40px;" type="text"/> | Session 12 <input style="width: 40px;" type="text"/> <input style="width: 40px;" type="text"/> |
| Session 3 <input style="width: 40px;" type="text"/> <input style="width: 40px;" type="text"/> | Session 13 <input style="width: 40px;" type="text"/> <input style="width: 40px;" type="text"/> |
| Session 4 <input style="width: 40px;" type="text"/> <input style="width: 40px;" type="text"/> | Session 14 <input style="width: 40px;" type="text"/> <input style="width: 40px;" type="text"/> |
| Session 5 <input style="width: 40px;" type="text"/> <input style="width: 40px;" type="text"/> | Session 15 <input style="width: 40px;" type="text"/> <input style="width: 40px;" type="text"/> |
| Session 6 <input style="width: 40px;" type="text"/> <input style="width: 40px;" type="text"/> | Session 16 <input style="width: 40px;" type="text"/> <input style="width: 40px;" type="text"/> |
| Session 7 <input style="width: 40px;" type="text"/> <input style="width: 40px;" type="text"/> | Session 17 <input style="width: 40px;" type="text"/> <input style="width: 40px;" type="text"/> |
| Session 8 <input style="width: 40px;" type="text"/> <input style="width: 40px;" type="text"/> | Session 18 <input style="width: 40px;" type="text"/> <input style="width: 40px;" type="text"/> |
| Session 9 <input style="width: 40px;" type="text"/> <input style="width: 40px;" type="text"/> | Session 19 <input style="width: 40px;" type="text"/> <input style="width: 40px;" type="text"/> |
| Session 10 <input style="width: 40px;" type="text"/> <input style="width: 40px;" type="text"/> | Session 20 <input style="width: 40px;" type="text"/> <input style="width: 40px;" type="text"/> |

9. * Date school was established (The year must be between 1500 and the current year) (MM/DD/YYYY):

10. * The school operates under the following federal, state, local, or other authorization (if none, write "None"):

11. * The school has been approved by the following national, regional, or state accrediting association or agency (if none, write "None"):

12. * Areas of study (check all that apply):

- LIBERAL ARTS
- FINE ARTS
- LANGUAGE
- RELIGIOUS
- PROFESSIONAL STUDIES
- VOCATIONAL OR TECHNICAL TRAINING
- FLIGHT TRAINING
- SCIENCE
- EDUCATION
- BUSINESS
- ENGINEERING
- OTHER (explain))

Save Draft
Prev
Reset Values
Next
Print I-17 Form

04/30/2004 (Friday)

1. Below is a list of the sections/fields on this screen and a brief description or explanation for each section/field. An * (asterisk) precedes the fields that must be completed. To complete this screen, enter the following data:

| Field | Description/Explanation |
|---|---|
| * 6. This school is engaged in | Check all options that apply to foreign students. If Other is selected, you must enter an explanation in the text box. If you select an option by mistake, click the check box again to delete the check mark. |
| * 7. This school's sessions are based on | Check all options that apply to foreign students. If Other is selected, you must enter an explanation in the text box. The explanation field should also be used to notify DHS when the school has more than 20 session-begin dates to enter in the Date Registration Begins for Each Session section (8). |
| * 8. Date registration begins for each session during the calendar year (fill out only those necessary) | For each session currently offered by a school to foreign students during the calendar year, select the month and day on which it begins. For example, a semester system school would show at least two month-day pairs. If you need to enter more than 20, make a note to that effect in the Other (Explain) field of the This School's Sessions Are Based on section (7), and a DHS official will contact you for more information, if necessary. |
| * 9. Date school was established | Enter the date on which the school began operations (that is, enrolled the first class of students). Note: You must include the slashes when entering the date. |
| * 10. The school operates under the following federal, state, local, or other authorization | Provide a summary description of the authority, if any, under which the school operates. If none, enter "None" in the text box. |
| * 11. The school has been approved by the following national, regional, or state accrediting association or agency | Enter the name of the organization, if any, that has accredited the school. If none, enter "None" in the text box. |
| * 12. Areas of study (check all that apply) | A school must offer one or more areas of study. Select only the areas of study available to foreign students. To make a selection, click in the box next to the appropriate area of study. To remove the check mark, click in the box again. If Other is selected, provide an explanation in the text box. |

2. Select one of the following buttons:

| | |
|------------------------|---|
| Save Draft | Click this button to save the data that you have entered on this page. |
| Prev (Previous) | Click this button to return to the previous page of the certification application. WARNING: Be sure to save the data entered on this page before selecting the Prev button. If you do not save first, the data entered on this page are lost. |
| Reset Values | Click this button to return all new entries on the page to their previous values. |
| Next | Click this button to automatically save the data that you have entered and advance to Page 3 of the certification application. |
| Print I-17 Form | Click this button to print a draft copy of the certification application. Printing a draft allows you to review a paper copy of all data saved thus far. |

2.5.3 Certification Page 3

Exhibit 10, SEVIS Certification Page 3, shows a blank copy of Page 3 of the certification application.

Exhibit 10: SEVIS Certification Page 3

U.S. Immigration and Customs Enforcement ICE Student & Exchange Visitor Information System SEVIS

Help | Tutorial | Logout

Contact Information page [3 of 5]
Required fields are marked with an asterisk (*)

13. * List the degrees available from this school:

- AA DEGREE
- AS DEGREE
- BA DEGREE
- DOCTOR OF EDUCATION
- BACHELOR OF SCIENCE
- BACHELOR OF FINE ARTS
- BACHELOR OF BUSINESS ADMINISTRATION
- BACHELOR OF SCIENCE IN EDUCATION
- MASTER OF ARTS
- MASTER OF SCIENCE
- MASTER OF BUSINESS ADMINISTRATION
- DOCTOR OF PHILOSOPHY
- MEDICAL DOCTOR
- JURIS DOCTOR
- OTHER

Other (If none, write "none"):

14. *Select as appropriate:

If the school is engaged in elementary or secondary education, it qualify its graduates for acceptance by accredited schools of higher educational level.

If the school is engaged in higher education, it confer recognized bachelor's, master's, doctor's, professional, or divinity degrees. Its credits recognized by and transferable to institutions of study which confer degrees.

If the school is engaged in vocational or technical education, it qualify its graduates for employment in the occupations for which preparation is offered.

The school engaged in English language training.

15. *Sessions are held as follows:

- Day
- Night

16. *Requirements for admission:

17. *Courses of study and time necessary to complete each:

18. *Requirements for graduation:

19. *Causes for expulsion:

20. *Average annual number of (please enter numbers without comma separators):

Classes: Teachers or instructors:
Students: Non-teaching employees:

21. *Approximate annual cost of room, board, tuition, etc., per student (Please enter cost without comma separators and round up to the nearest dollar. The number must be 7 digits or less):
\$

22. *Have you ever applied for approval of school for attendance by nonimmigrant students before?
 Yes No
If approved, please enter the school code issued by the INS:

Save Draft Prev Reset Values Next Print I-17 Form

04/29/2004 (Thursday)

1. Below is a list of the sections/fields on this screen and a brief description or explanation for each section/field. An * (asterisk) precedes the fields that must be completed. To complete this screen, enter the following data:

| Field | Description/Explanation |
|--|---|
| * 13. List the degrees available from this school | Select only the degrees that are available to foreign students. Select all options that apply. If Other is selected, provide an explanation in the text box (for example, private elementary schools). High schools or secondary schools that offer a degree should select Other and enter "high school diploma," or a similar appropriate description. If your school does not issue degrees, enter "None" in the text box. |
| * 14. Select as appropriate | Note: Although more than one section may be completed, most schools should complete only one of the sections listed for Section 14. |
| If the school is engaged in elementary or secondary education | An elementary/secondary school " does " or " does not " qualify its graduates for acceptance by accredited schools of higher education. The field will be blank for schools engaged in higher education, vocational/technical schools, and English language schools. |
| If the school is engaged in higher education | A college/university " does " or " does not " confer recognized degrees. Its credits " are " or " are not " transferable to degree-conferring institutions. Both fields in this section must be completed if the school is engaged in higher education. These fields will be blank for elementary/secondary, technical/vocational, and English language schools. Note: This field applies to community colleges that offer higher education, academic programs, and confer academic degrees including AA degrees. |
| If the school is engaged in vocational or technical education | A technical/vocational school " does " or " does not " qualify its graduates for employment in the occupations for which preparation is offered. This field will be blank for elementary/secondary schools, colleges/universities, and English language schools. |
| The school (is, is not) engaged in English language training | If your school offers formal training in the English language, such as English language schools, select " is. " Otherwise, select " is not " even though the school may provide remedial English instruction for students whose English skills are weak. |
| * 15. Sessions are held as follows | Every school conducts its classes during the day and/or at night. Select one or both of the check boxes. |

| Field | Description/Explanation |
|---|---|
| * 16. Requirements for admission | <p>Summarize your school's requirements for admission. If there is information that you wish to include that does not fit in this field, make a note of that fact in this field. You may also reference additional sources of information, such as a college catalog or web site. However, reference to a web site or other source of the school's requirements is not sufficient for completion of this field. If necessary, DHS will contact you to obtain the additional information.</p> <p>Note: The text may be truncated on the printed Form I-17 if it is longer than the available space. However, DHS and school users can view the entire text in SEVIS.</p> |
| * 17. Courses of study and time necessary to complete each | <p>Provide a general listing of a school's courses of study available to foreign students and the time, in weeks, months, or years, needed to complete each.</p> <p>Note: The text may be truncated on the printed Form I-17 if it is longer than the available space. However, DHS and school users can view the entire text in SEVIS.</p> |
| * 18. Requirements for graduation | <p>Summarize your school's requirements for graduation. If there is information that you wish to include that does not fit in this field, make a note of that fact in this field. You may also reference additional sources of information, such as a college catalog or web site. However, reference to a web site or other source of the school's requirements is not sufficient for completion of this field. If necessary, DHS will contact you to obtain the additional information.</p> <p>Note: The text may be truncated on the printed Form I-17 if it is longer than the available space. However, DHS and school users can view the entire text in SEVIS.</p> |
| * 19. Causes for expulsion | <p>Enter the general reasons that would be considered causes for a student to be expelled from the school.</p> <p>Note: The text may be truncated on the printed Form I-17 if it is longer than the available space. However, DHS and school users can view the entire text in SEVIS.</p> |
| * 20. Average annual number of | <p>Enter the average annual number of classes, teachers/instructors, students, and non-teaching</p> |

| Field | Description/Explanation |
|---|---|
| | <p>employees for a given school. These figures may be estimates if the school does not maintain a running average for each category.</p> <p>Note: This field should include an estimate of actual classes taught rather than course types or programs offered.</p> |
| * 21. Approximate annual cost of room, board, tuition, etc. per student | <p>Enter the approximate amount of money an individual student spends at the school, per year, for room, board, tuition, and related fees.</p> <p>Note: You must round up to the nearest dollar. <i>Do not</i> use the decimal point.</p> |
| * 22. Have you ever applied for approval of school attendance by nonimmigrant students before? | <p>Select “Yes” or “No.” If “Yes” is selected, and the school was approved, please enter the complete school code that was issued by DHS in the text box.</p> <p>Note: A school code should be entered for both schools that have current DHS approval and schools that have had DHS approval withdrawn.</p> <p>Note: If approved for enrollment in SEVIS, schools with current DHS approval may be issued a new school code in SEVIS. This code is sent to the school with the other approval information.</p> |

2. Select from one of the following buttons:

| | |
|------------------------|---|
| Save Draft | Click this button to save the data that you have entered on this page. |
| Prev (Previous) | Click this button to return to the previous page of the certification application. WARNING: Be sure to save the data entered on this page before selecting the Prev button. If you do not save first, the data entered on this page are lost. |
| Reset Values | Click this button to return all new entries on the page to their previous values. |
| Next | Click this button to automatically save the data you have entered and advance to Page 4 of the certification application. |
| Print I-17 Form | Click this button to print a draft copy of the certification application. Printing a draft allows you to review a paper copy of all the data saved thus far. |

2.5.4 Certification Page 4

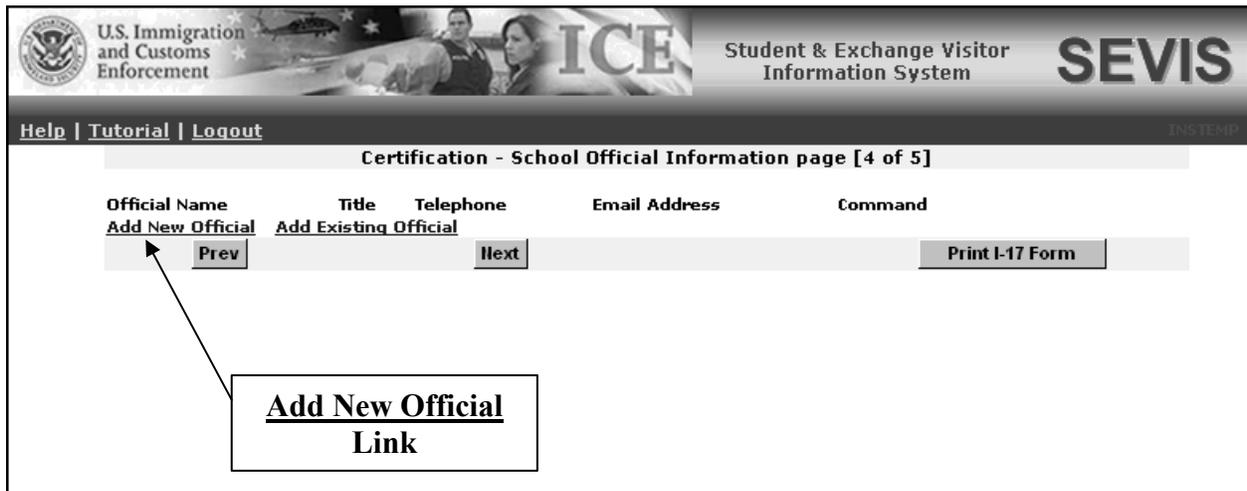
Page 4 enables you to list the individuals you wish to be designated as officials for all campuses listed on the Form I-17. From Page 4, you may add, update, or delete prospective school officials prior to submitting the Form I-17. All officials who function at the main campus and/or any of the additional campuses listed on the Form I-17 should be included on this page. While you may add and update officials once approved for SEVIS, you must add at least one prospective official and designate that person as the PDSO for each school or campus associated with the Form I-17, including the main campus and any additional campuses. You may also add a maximum of nine prospective DSOs for each campus.

Note: Enter all prospective school officials on Page 4, then assign SEVIS roles of PDSO or DSO per campus on Page 5.

Note: SEVIS automatically saves your data when you are on Page 4 and log off of the system. Prior to submitting the Form I-17, you may log in and log out of SEVIS as many times as you wish, and may add, update, or delete officials at that time. Remember, your temporary user ID is only valid for 30 days; you must submit the Form I-17 within 30 days of the issuance of your user ID.

Exhibit 11, SEVIS Certification Page 4, shows a sample of Page 4 of the certification application.

Exhibit 11: SEVIS Certification Page 4



2.5.4.1 Add School Official

All school personnel who will access SEVIS and perform tasks must have a record in SEVIS. To add school officials and assign them SEVIS roles, you must first use the **Add New Official** link on Page 4 of the electronic Form I-17. Assign the school officials their roles at a particular campus (PDSO or DSO) using Page 5 of the certification application.

Note: See Section 2.5.4.2, Add Existing Official, for instructions on how to add a current SEVIS user to your school.

To add officials that do not have a SEVIS ID, perform the following:

1. Click the **Add New Official** link below the **Official Name** column. The system displays the *Certification – Add Official* screen, as shown in Exhibit 12, SEVIS Certification Page 4 – Add Official Screen.

Exhibit 12: SEVIS Certification Page 4 – Add Official Screen

Certification - Add Official
Required fields are marked with an asterisk (*)

* Last Name:

* First Name:

Middle Name:

Suffix:

* The Official is: U.S. Citizen LPR

If LPR, please enter A-number:

* Title:

Contact Information:

* Address 1:

Address 2:

* City:

* State:

* Zip Code:

* Telephone Number: - - ext.

* Email Address:

06/14/2004 (Monday)

2. Below is a list of the sections/fields on this screen and a brief description or explanation for each section/field. An * (asterisk) precedes the fields that must be completed. To complete this screen, enter the following data:

| Field | Description/Explanation |
|--------------------------------------|---|
| * Last Name | Enter the surname or family name of the school official. |
| * First Name | Enter the first name of the school official. |
| Middle Name | Enter the middle name of the school official. |
| Suffix | Select a title, such as Junior, that may appear at the end of a person's name. |
| * The Official is | Select the appropriate option: U.S. Citizen or Lawful Permanent Resident (LPR) . Note: PDSOs and DSOs must be either U.S. citizens or LPRs of the United States. |
| If LPR, please enter A-number | Enter the alien number if the school official is an LPR of the United States. Enter <i>only</i> the numeric portion of the A-Number. |
| * Title | Enter the title of the school official. |
| Contact Information | Complete the following fields: |
| * Address 1 | Enter the first line of the address for this school official. |
| Address 2 | Enter the second line, if needed, of an address, typically a building name or post office box number. |
| * City | Enter the appropriate city. |
| * State | Select the appropriate state. |
| * Zip Code | Enter the zip code, which must be at least a valid five-digit postal code; use of a nine-digit zip code is optional. |
| * Telephone Number | Enter a valid telephone number for this school official. |
| * Email Address | Enter a valid electronic mail address for the school official. The school official's SEVIS user ID and password instructions will be mailed to this address. For a PDSO, notification of the petition adjudication result will also be sent to this email address. Note: Email addresses are <i>not</i> valid if they can be accessed by more than one person (for example, info@ABCcollege.edu). |

3. Select one of the following buttons:

| | |
|---------------------|---|
| Add Official | Click this button to save the data that you have entered for this school official. The system displays Page 4 of the certification application and the information for the official who was added is included in the list of officials. To add additional school officials, click the <u>Add New Official</u> link again and repeat the process described above. |
| Cancel | Click this button to return to Page 4 of the certification application. |

4. When finished adding school officials, click one of the following buttons on page 4:

| | |
|------------------------|--|
| Prev (Previous) | Click this button to return to the previous page of the certification application. |
| Next | Click this button to advance to Page 5 of the certification application. |
| Print I-17 Form | Click this button to print a draft copy of the certification application. Printing a draft enables you to review a paper copy of all of the data saved thus far. |

2.5.4.2 Add Existing Official

An existing official is an active SEVIS user, someone who has a permanent SEVIS user ID. SEVIS enables you to add existing officials who may perform tasks for multiple schools. Adding an existing official is the process of authorizing a current SEVIS user to perform as a PDSO or DSO for a school or campus associated with another Form I-17.

Note: A school official who functions at more than one campus listed on the same Form I-17 is added only once. To allow an official already listed on a Form I-17 to function at an additional campus listed on the same Form, you should add to the official's roles on Page 5 of the electronic Form, rather than adding this individual as an existing official on Page 4.

To add an existing official, perform the following:

1. Click the **Add Existing Official** link below the **Title** column on Page 4 of the certification application. The system displays the *Certification – Add Existing Official* screen.
2. In the **Account Username** field, enter the SEVIS user ID – the ID with which the official accesses SEVIS.
3. Click the **Search Official** button. The system displays the *Certification – Add Existing Official <Official's Name>* screen, which contains the name, title, telephone number, email address, and role for this official.
4. Click the **Add Official** button. If the entry was correct, the system displays Page 4 of the certification application. The official's name, title, telephone number, and email address display on the list.

Note: All school officials must be assigned to perform a role for at least one campus. Additionally, a single official can be assigned a role, or different roles, at multiple campuses on the Form I-17. You will assign SEVIS roles of PDSO or DSO for each campus on Page 5.

5. When finished adding existing officials, click one of the following buttons on Page 4:

| | |
|------------------------|--|
| Prev (Previous) | Click this button to return to the previous page of the certification application. |
| Next | Click this button to advance to Page 5 of the certification application. |
| Print I-17 Form | Click this button to print a draft copy of the certification application. Printing a draft enables you to review a paper copy of all of the data saved thus far. |

2.5.4.3 Update a School Official's Record

You may change or update the data for a school official (for example, enter a correct email address) before submitting the Form I-17. To change or update a school official's SEVIS record prior to submission of the Form, perform the following:

1. Click the **Update** link to the right of the school official's name on Page 4 of the certification application. The system displays the *Certification – Official Update* screen, including the official's current data.
2. Make the necessary changes to the record.
3. Click the **Update** button to confirm the submission of the changes. The system updates the official's record, and Page 4 of the certification application displays.

2.5.4.4 Delete a School Official

You may delete the record for a school official before submitting the Form I-17.

Note: Do not use this procedure if you want this official to perform a SEVIS role at one campus but wish to remove the official from performing a certain role at another campus. Assigning a new role, or removing a role from an official for a particular school or campus, is accomplished using the **Assigning New Officials** link on Page 5 of the certification application. Deleting the official removes the individual's record from the Form I-17 altogether for that particular school.

To delete a school official's SEVIS record, perform the following:

1. Click the **Delete** link to the right of the school official's name on Page 4 of the certification application. The system displays the *Certification – Official Delete of <Official's Name>* screen, which includes the data for the official whose record you wish to delete.
2. Click the **Delete Official** button to confirm the deletion of this official. The system displays Page 4; you can see that the official's record has been removed from the list of officials.

3. When finished deleting school officials, click one of the following buttons on Page 4:

| | |
|------------------------|---|
| Prev (Previous) | Click this button to return to the previous page of the certification application. |
| Next | Click this button to advance to Page 5 of the certification application. |
| Print I-17 Form | Click this button to print a draft copy of the certification application. Printing a draft enables you to review a paper copy of all data saved thus far. |

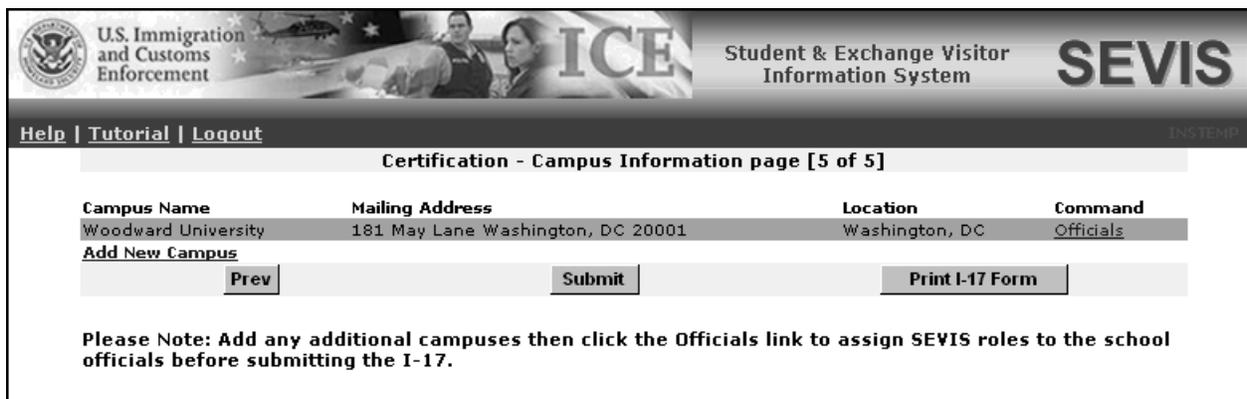
2.5.5 Certification Page 5

Completing the certification application includes adding any additional campuses to the Form I-17 and assigning officials to the particular schools and campuses. Adding campuses enables you to list campuses associated with the main campus or the larger institution, rather than having to file a separate Form I-17 for each campus.

Note: SEVIS automatically saves your data when you are on Page 5 and log off of the system. Prior to submitting the Form I-17, you may log in and log out of SEVIS as many times as you wish. Remember, your temporary user ID is only valid for completion of the Form I-17. You must submit the Form I-17 within 30 days of the issuance of your user ID.

Exhibit 13, SEVIS Certification Page 5, shows a sample copy of Page 5 of the certification application.

Exhibit 13: SEVIS Certification Page 5



2.5.5.1 Add a Campus

SEVIS enables you to add school campuses that are located in the same DHS jurisdiction as the main campus to the Form I-17. If your school has campuses located in other DHS jurisdictions (for example, different states), separate Forms I-17 must be completed for the schools and campuses within each district. Multi-campus schools with campuses located in a single DHS district may either file a single Form I-17 for all campuses or file separate Forms I-17. For

campuses within a single district, the school should determine, based on its own organizational structure, whether to file a single Form I-17 or separate forms for each campus.

To add a campus to this certification application prior to submitting the Form I-17, perform the following:

1. Click the **Add New Campus** link below the **Campus Name** column on Page 5. The system displays the *Certification – Campus* screen, as shown in Exhibit 14, SEVIS Certification Page 5 – Add Campus Screen.

Exhibit 14: SEVIS Certification Page 5 – Add Campus Screen

2. Below is a list of the sections/fields on this screen and a brief description or explanation for each section/field. An * (asterisk) precedes the fields that must be completed. To complete this screen, enter the following data:

| Field | Description/Explanation |
|----------------------|--|
| * Campus Name | Enter the name of this campus, as it will appear on the Form I-20. It should be only the name of the campus. For example, for the University of Maryland Hagerstown Campus, enter “Hagerstown Campus.” |

| Field | Description/Explanation |
|---|--|
| Mailing Address | Complete the following fields. |
| * Address 1 | Enter the first line of an address, typically a number and street name. This is the address to which mail for the school should be sent. |
| Address 2 | Enter the second line, if needed, of an address, typically a building name or post office box number. |
| * City | Enter the appropriate city. |
| * State | Select the appropriate state. |
| * Zip Code | Enter the zip code, which must be at least a valid five-digit postal code; use of a nine-digit zip code is optional. |
| Fax Number | Enter the telephone number, including area code, for a fax machine. |
| Phone Number | Enter a valid telephone number, including the three-digit area code, and an extension if applicable. |
| Location (if different from the mailing address) | Complete the following fields if the location of the campus is different than the mailing address. |
| Address 1 | Enter the first line of an address, typically a number and street name. This is the physical address of the campus. |
| Address 2 | Enter the second line, if needed, of an address, typically a building name. |
| City | Enter the appropriate city. |
| State | Select the appropriate state. |
| Zip Code | Enter the zip code, which must be at least a valid five-digit postal code; use of a nine-digit zip code is optional. |

3. When finished, click the **Add Campus** button. The system displays Page 5 of the certification application and the new campus is included on the list of campuses.
4. Repeat Steps 1 through 3 to add other campuses to this Form I-17.

2.5.5.2 Update a Campus

Prior to submission of the Form I-17, you may access SEVIS and update campus information. To update the information for a campus, perform the following:

1. Click the **Update** link to the right of a campus name. The system displays the *Campus Update* screen.
2. Make the necessary additions and/or changes to the data.

3. Click the **Update Campus** button. The system displays Page 5 of the certification application with the updated campus information.

2.5.5.3 Delete a Campus

Prior to submission of the Form I-17, you may access SEVIS and delete a campus. To delete a campus, perform the following:

1. Click the **Delete** link to the right of a campus name. The system displays the *Campus Deletion* screen.
2. If this is the campus that you wish to delete, click the **Delete Campus** button. The system displays Page 5 of the certification application. The campus that you deleted no longer appears in the listing.

2.5.5.4 Assign SEVIS Roles

Page 5 provides you with a link that enables you to assign each school official a role for using SEVIS at each individual campus listed on the Form I-17. Those roles are PDSO, DSO, or No Role. You must assign one PDSO to each campus. You are allowed to assign up to nine DSOs per campus.

In SEVIS, the PDSO is usually the contact person for the original submission of the Form I-17. The PDSO is also the responsible party for any updates to the DSO information. In all other respects, the PDSO has the same responsibilities as the other DSOs. The PDSO and DSOs are responsible for creating, submitting, and updating SEVIS student records, issuing Forms I-20, and updating the Form I-17.

Note: PDSOs and DSOs must be either U.S. citizens or LPRs of the United States.

The list below identifies the various tasks that school officials may perform using SEVIS. An “X” in a column indicates that the school official whose title appears at the top of the column may perform the task listed.

| SEVIS Task | PDSO | DSO |
|--|-------------|------------|
| Add and delete campuses | X | |
| Add, delete, update, save, and submit changes to the information for school officials, including assigning roles (Form I-17) | X | |
| Update, save, and submit changes to the information for schools (Form I-17) | X | X |
| Print the Form I-17 | X | X |
| Create and save records for students and dependents (Form I-20) | X | X |
| Update records for students and dependents (Form I-20) | X | X |
| Submit records for students and dependents (Form I-20) | X | X |
| Print student and dependent draft Forms I-20 | X | X |

| SEVIS Task | PDSO | DSO |
|--|------|-----|
| Print completed student and dependent Forms I-20 for signature | X | X |
| View all student and dependent records for their schools | X | X |
| Receive SEVIS alerts | X | X |
| View and print reports | X | X |
| Register schools to use the SEVIS batch interface | X | |

To assign SEVIS roles to the officials registered for your school, perform the following for each campus listed on the Form I-17:

1. Click the **Officials** link to the right of the campus name, address, and location. The system displays the *Assigning Campus Officials* screen, as shown in Exhibit 15, Assigning Campus Officials Screen.

Exhibit 15: Assigning Campus Officials Screen

2. Click the appropriate option (PDSO, DSO, or No Role) to the right of each official whose name is listed.

Note: For multi-campus schools, be sure to assign appropriate SEVIS roles for each campus. Remember, each campus must have at least a PDSO assigned. An individual may be assigned multiple roles across multiple campuses. Each official listed must be assigned a role for at least one campus.

3. When finished assigning roles for this campus, click the **Accept Changes** button. The system displays Page 5 of the certification application.

Note: Changes can be made to this screen prior to submission of the Form I-17. After submitting the Form I-17, the school officials and their roles can be changed following the school's approval to participate in SEVIS.

4. To assign roles for other campuses, perform Steps 1 through 3 for each campus.

5. When finished adding campuses and assigning roles, click one of the following buttons:

| | |
|------------------------|---|
| Prev (Previous) | Click this button to return to the previous page of the certification application. |
| Submit | Click this button to submit the Form I-17 to DHS for adjudication. Once submitted, you cannot make changes to the Form I-17 unless DHS makes a specific request for further evidence in the adjudication process. DHS will contact you with further instructions regarding the certification process. Do not mail anything to DHS at this time. Note: Until the Form I-17 is adjudicated, you may log into the system using your temporary user ID and password and view or print the Form I-17. |
| Print I-17 Form | Click this button to print a draft copy of the certification application. Printing a draft enables you to review a paper copy of all data saved thus far. Note: Following submission, you can print a final Form I-17 (“Draft” is removed from the top of the form and it shows the form number). |

2.5.5.5 Print the Certification Application

You may print a draft copy of the Form I-17 from any screen that has a **Print I-17 Form** button. A draft copy of the SEVIS Form I-17 can be identified by the word “DRAFT” at the top of each page of the form and it will **not** include the form number until the application is approved. Following submission of the Form I-17, you may use these same procedures to print a final copy of the Form I-17. To print the Form I-17, perform the following:

1. Click the **Print I-17 Form** button on any page. A new browser window opens and the Form I-17 displays using the Adobe Acrobat from which a copy of the Form I-17 may be sent to a designated printer.
Note: During the launch of Adobe Acrobat, a *File Download* window may display. To eliminate this window from displaying in the future, click in the **always ask before opening this type of file** check box to remove the check mark. Click the **Open** button to view the Form I-17.
2. When the Form I-17 displays in the *Adobe Acrobat* window, use the scroll bar on the right side of the window to view additional pages of the application.
3. Click the **Print** () button on the Adobe Acrobat toolbar. The *Print* window displays.
4. Ensure that the name of the printer used to print the form is listed in the **Name** field in the *Print* window. If it does not show the correct printer, click the **down arrow** to the right of the field and select the correct printer.
5. Click **OK** and the Form I-17 prints to the designated printer.
6. Click the **Close** () button on the *Adobe Acrobat* window to close the window.

2.5.5.6 Submission of the Certification Application and Notification of Adjudication

To submit the Form I-17, click the **Submit** button on Page 5 of the certification application. The system displays a message indicating that the form has been submitted to DHS. This screen also contains a link to the Pay.gov web site (see Section 2.5.5.7, Electronic Submission of Payment). DHS will contact you with further instructions regarding the certification process. **DO NOT** mail anything to DHS at this time.

Once DHS adjudicates your application, the following outcomes are possible:

- **Approved**—The PDSO and the individual that submitted the Form I-17 (if different) receives approval notification via email. This notification includes information on the visa classification(s) for which the school was approved (F, M, or both) and the SEVIS school code. In addition, all registered school officials receive their permanent IDs and instructions on creating a password via email. Included in the ID issuance emails is information on the specific school official reporting requirements and update responsibilities associated with SEVIS.
- **Additional Information Is Required for Processing**—The PDSO and submitter of the Form I-17 (if different) receive an email specifying the missing or problematic information. Official notification of the request for further evidence may also be sent via mail. In some cases, the request for further evidence made by DHS in SEVIS allows you to update information originally submitted on the electronic Form I-17. You are provided instructions on updating the electronic Form I-17 in such instances.

Note: There are no additional fees required when responding to a request for further evidence. After submitting the updated Form I-17, **DO NOT** go to the Pay.gov web site. Click the **Logout** link on the navigation bar to exit SEVIS.

- **Denied**—The PDSO and submitter of the Form I-17 (if different) receive notification via email. This email includes basic information regarding the reasons for denial. A separate mailed letter provides more specific information regarding the grounds for denial and your options for challenging such a denial.

2.5.5.7 Electronic Submission of Payment

You may use a credit card or Automated Clearing House (ACH) to electronically submit payment to DHS using the Pay.gov web site.

Note: Following submission of the completed Form I-17, the PDSO and the individual that submitted the Form I-17 (if different) receive notification via email that DHS has received the Form. If you are not prepared to submit payment at the time of submission of the Form I-17, the email notice also includes the link to the site where electronic payment can be made. However, DHS will not begin the adjudication process until they have received notification from Pay.gov that payment has been received.

To use the Pay.gov web site, perform the following:

1. On the SEVIS screen or the email notification, click the <https://ins-schools.iccc.gov/index.cfm> link. The INS Pay.gov web site displays, as shown in Exhibit 16, INS Schools Certification Payment Screen.

Exhibit 16: INS Schools Certification Payment Screen

2. Enter the following data:

| Field | Description/Explanation |
|----------------|--|
| School Name | Enter the name of the school system. That is the same information entered in field 2 on the first page of the electronic Form I-17, not the name of the main campus. |
| School Code | If the school has a SEVIS code, enter it here. Otherwise, enter "None." |
| School Address | Enter the address of the school. |
| School City | Enter the city in which the school is located. |
| School State | Enter the state in which the school is located. |

| Field | Description/Explanation |
|--|--|
| School Postal Code | Enter the zip code for the city in which the school is located. |
| Payee Prefix | Enter a prefix such as Mr., Mrs., or Ms. |
| Payee First Name Payee Middle Name Payee Last Name | These fields may contain the name of the person making payment, or the name in which the credit card was issued. If the payee does not have a middle name, enter "NMN" in the Payee Middle Name field. These fields may also contain the name of the institution, or the bank account from which the payment will be drawn. Enter the institution name or the bank account information in the Payee Last Name field only. Enter "NFN" in the Payee First Name field and "NMN" in the Payee Middle Name field. |
| Payment Type | Select the appropriate radio button, Credit Card or ACH . |
| Amount | Enter the amount being submitted to DHS. Do not enter a decimal point or cents. |

3. Click the **Make Payment** button and the *Confirm Payment* screen displays.
4. The data that display are a subset of the information entered on the previous screen. For credit card users, if the information is not correct, click in the appropriate field and make the necessary changes.
5. Click the **Confirm Payment** button to advance to the screen where you must enter the school's credit card information. If you are submitting via ACH, see the ACH Payment information below.
6. Select the type of credit card.
7. Click in the **Card Number** field and enter the credit card number. Do not include hyphens or spaces.
8. Use the drop-down lists to select the month and year in which the card expires.
9. Select the **Submit Button** to complete the credit card payment process.

ACH Payment

Direct payment of fees may be made via accounts with American Banking Association routing numbers (for example, an existing U.S. checking or savings account from which the funds will be drawn).

To make payment using the ACH electronic funds transfer system, follow the instructions on the previous page to complete the first screen. After clicking the **Make Payment** button, the next screen contains read-only information. Click the **Confirm Payment** button to advance to the

Pay by Direct Debit screen. Exhibit 17, Pay by Direct Debit, is an example of the screen. Enter the necessary information and select the appropriate buttons to complete the payment process.

Exhibit 17: Pay By Direct Debit

| Pay by Direct Debit | |
|---|--|
| Name on the account: | <input style="width: 100%;" type="text"/> |
| Payment amount: | \$580.00 |
| <small>A direct debit payment must be less than \$100 million.</small> | |
| Payment date (MM/DD/YYYY): | 07/11/2003 |
| <small>A direct debit authorization must be received before 4:00 PM Eastern Time if payment is to occur as early as the next day. If the U.S. Treasury Department's designated depository is closed on a scheduled payment date (including weekends and some holidays), the payment will occur the next day the depository is open. A direct debit authorization must be initiated no more than 30 days in advance.</small> | |
| Account type: | |
| <small>Certain accounts cannot be debited, including money market accounts and passbook accounts. If in doubt, contact your financial institution.</small> | <input type="radio"/> Business Checking Account <input type="radio"/> Personal Checking Account <input type="radio"/> Personal Savings Account |
| <input type="button" value="Continue"/> <input type="button" value="Quit"/> | |
| <div style="display: flex; align-items: center;"><small>This page is provided by Pay.gov, which consists of services offered by the U.S. Treasury Department's Financial Management Service. Notices & Agreement</small></div> <p style="margin-top: 5px;"><small>Your connection to Pay.gov ends after 30 minutes of server inactivity. Request more time.</small></p> | |

3. OPERATING INSTRUCTIONS

3.1 Initiate Operation

You access SEVIS via the Internet using Internet Explorer Version 5.0 or higher or Netscape Version 4.7 or higher. You must also have a SEVIS user ID and password to access the system. To log into SEVIS, perform the following:

1. Access the Internet and go to the SEVIS web site at <https://egov.immigration.gov/sevis/> .
2. Enter your user ID in the **User Name** field.
3. Enter your password in the **Password** field.
4. Press **Enter** or click the **Login** button.

3.2 Maintain Operation

After 20 minutes of inactivity, the session will time out and you must log in again to use SEVIS.

3.3 Terminate and Restart Operations

Should there be an unscheduled termination of your SEVIS session due to external causes such as a timeout, power failure, or a computer malfunction, you must repeat the login procedures.

WARNING: If you click the **Close** (✕) button on the browser window, you must wait 20 minutes before you can log back into SEVIS. If you try to access the system before the end of 20 minutes, the following message displays: “A user is already logged on with this user name.”

4. ERROR HANDLING

SEVIS includes automatic validation of the data entered into many fields. For example, if you do not enter a date in the correct format, the system will prompt you to correct the error by providing the proper format. These messages are self-explanatory and are not addressed in this manual.

The system also includes a SEVIS - Connection Error. The message reads, “Your connection to SEVIS was unsuccessful. Please try your request again. If the error persists and you need assistance, please contact the SEVIS Help Desk at 1-800-892-4829.”

You will be redirected to the *SEVIS Login* screen in 10 seconds. When returned to the *SEVIS Login* screen, you should log into the system and continue working. If the message displays again, contact the SEVIS Help Desk.

5. HELP FACILITIES

To report SEVIS-related issues or problems, contact the SEVIS Help Desk at 1-800-892-4829 during the hours of 8 a.m. and 8 p.m. Eastern Time, Monday through Friday. Calls received outside these hours will be recorded for response on the next business day.

APPENDIX A—ACRONYMS AND ABBREVIATIONS

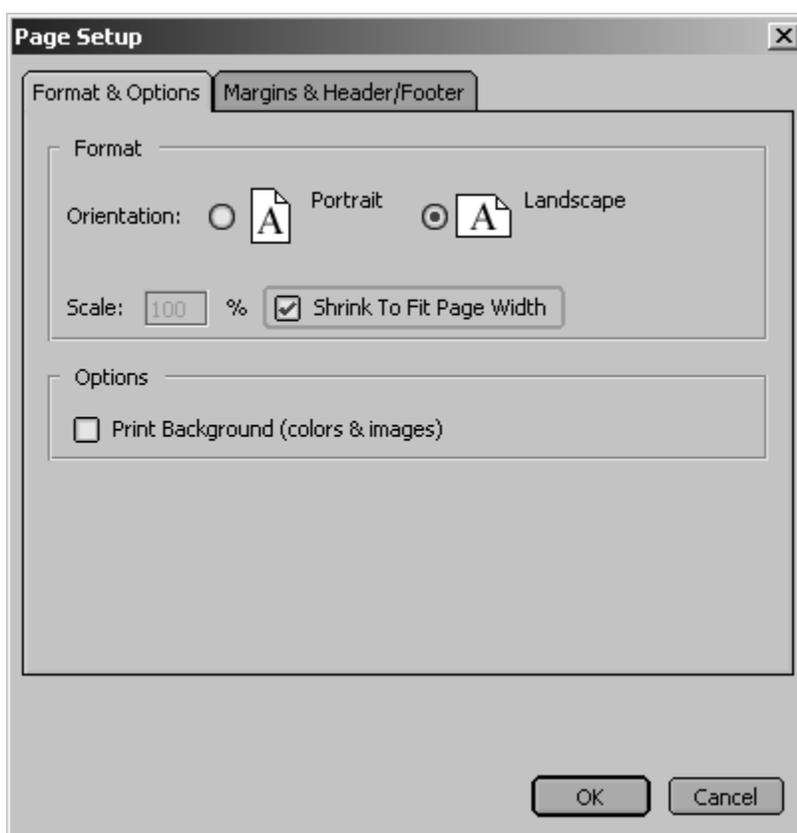
| | |
|----------|---|
| ACH | Automated Clearing House |
| A-Number | alien number |
| DHS | Department of Homeland Security |
| DoS | Department of State |
| DSO | Designated School Official |
| EV | exchange visitor |
| ID | identification |
| INS | Immigration and Naturalization Service |
| LPR | lawful permanent resident |
| PDSO | Principal Designated School Official |
| SEVIS | Student and Exchange Visitor Information System |

**APPENDIX B—PRINTING INSTRUCTIONS FOR NETSCAPE
VERSION 7.0**

Netscape has modified its printing procedures for Version 7.0. For best results when printing, it is recommended that you make the following changes to the browser print settings for Netscape:

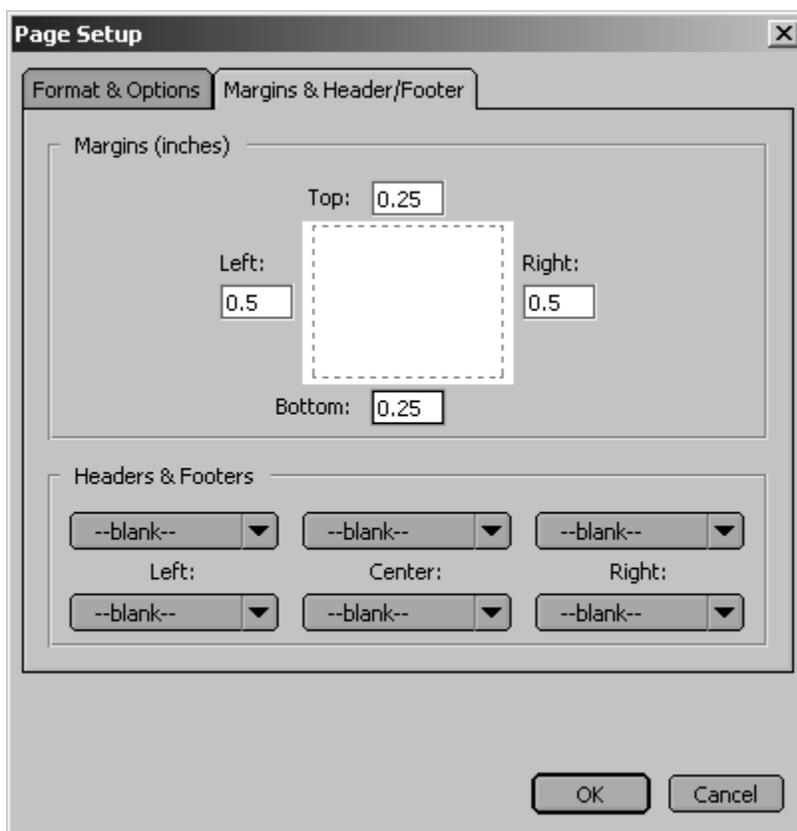
1. Click **File** on the Netscape menu bar.
2. Select **Page Setup**. The *Page Setup* window displays, as shown in Exhibit B–1, Netscape Page Setup Window—Format & Options Tab.

Exhibit B–1: Netscape Page Setup Window—Format & Options Tab



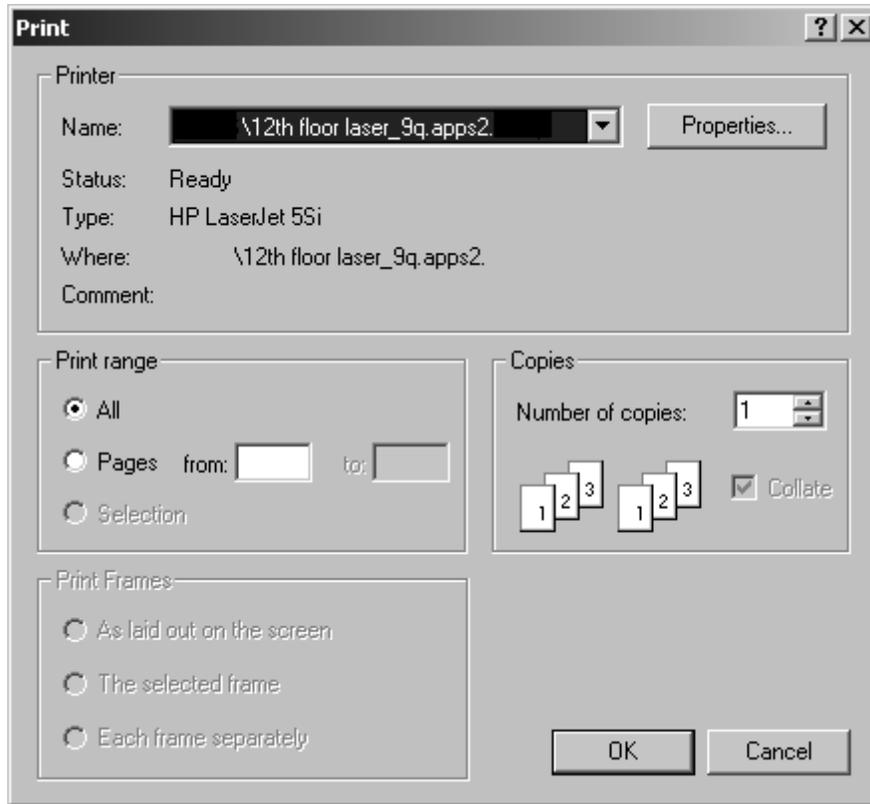
3. On the **Format & Options** tab, click the **Landscape** radio button.
4. Ensure there is a check mark in the **Shrink To Fit Page Width** check box.
5. Ensure there is not a check mark in the **Print Background (color & images)** check box.
6. Click the **Margins & Header/Footer** tab. The **Margins & Header/Footer** tab comes into focus, as depicted in Exhibit B–2, Netscape Page Setup Window—Margins & Header/Footer Tab.

Exhibit B–2: Netscape Page Setup Window—Margins & Header/Footer Tab



7. Set the left and right margins to **0.5** and the top and bottom margins to **0.25**.
8. Within the **Headers & Footers** section, ensure that all drop-down lists are "--blank--." If the drop-down lists are not set to "--blank--," click on the **down arrow** and select "--blank--."
9. Click **OK**.
10. Click either the **Print**  button on the browser toolbar or select **Print** from the **File** menu. The *Print* window displays, as depicted in Exhibit B–3, Print Window.

Exhibit B–3: Print Window



11. Ensure that the appropriate printer is selected in the *Name* list. If not, select the correct printer from the list.
12. Click **OK** on the *Print* window and the report prints to the designated printer.