

User Manual for Exchange Visitor Program Sponsor Users (RO/ARO) of SEVIS: Volume I Forms DS-3036 and DS-3037

July 27, 2004



**Homeland
Security**

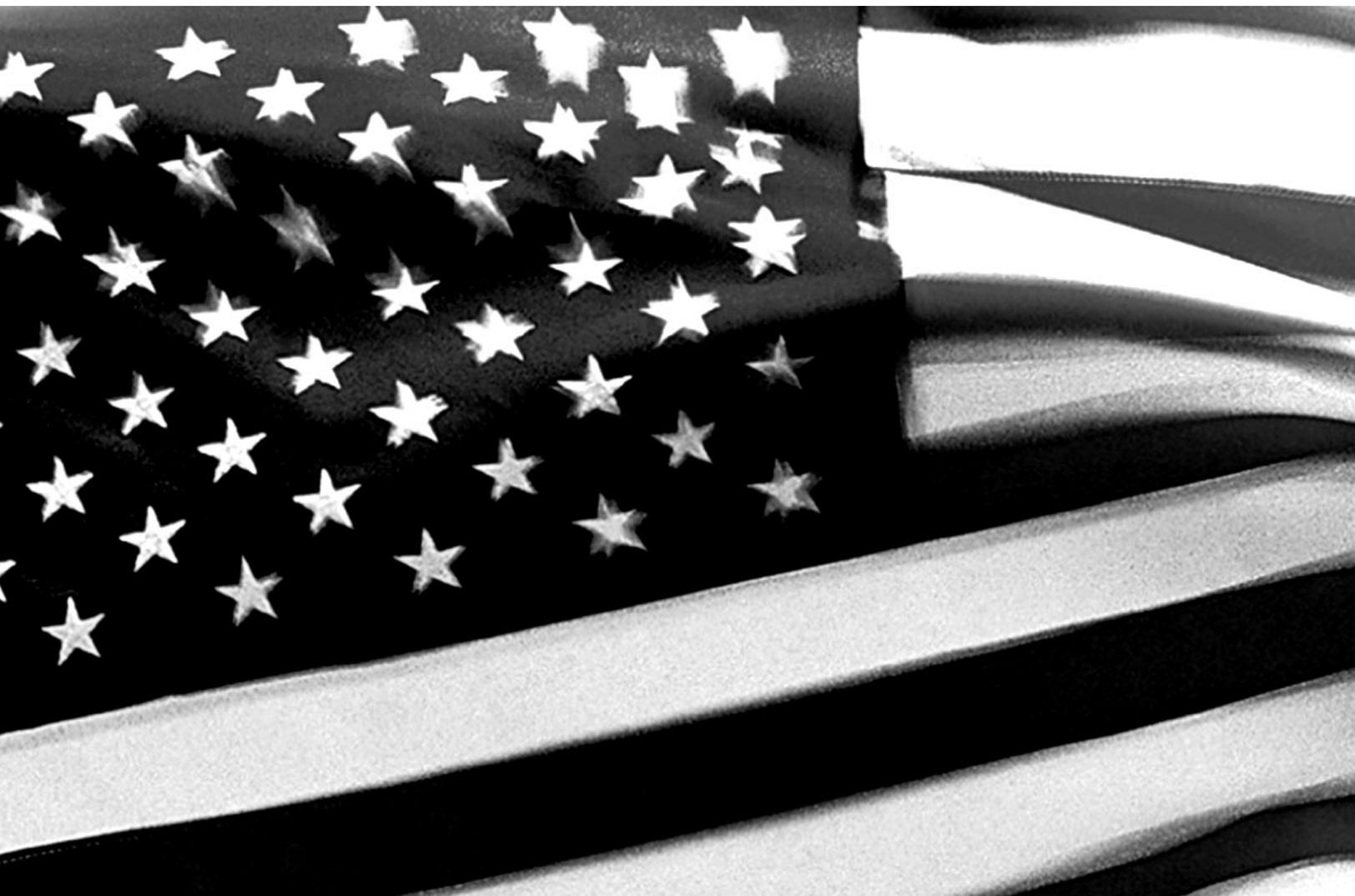


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1. INTRODUCTION

This manual is written as a resource for Exchange Visitor Program Sponsor users, that is, Responsible Officers (ROs) and Alternate Responsible Officers (AROs) of the Student and Exchange Visitor Information System (SEVIS). It is presented in two separate volumes in order to delineate the Form DS-2019, and Form DS-3036, DS-3037 and other program updates. This volume addresses the procedures for performing program updates.

1.1 Purpose of SEVIS

SEVIS facilitates timely reporting and monitoring of international students, exchange visitors (EVs), and their dependents in the United States (U.S.). SEVIS is an Internet-based application for electronically monitoring and reporting on these individuals. SEVIS enables schools and program sponsors to transmit electronic information to the Immigration and Customs Enforcement (ICE) bureau—formerly the Immigration and Naturalization Service (INS)—and DoS throughout a student’s or EV’s program in the U.S.

SEVIS enables the submission of designation applications. Once designated as a Exchange Visitor Program sponsor, users may update program sponsor information, submit updates to DoS that require approval, and create and update J-1 EV and dependent records (that is, accompanying spouse and dependent children records). The DoS Office of Exchange Coordination and Designation has the capability to review and approve updates made to program sponsor and EV records using SEVIS, and the Responsible Officers (RO) and Alternate Responsible Officers (AROs) will be notified via email of the results.

This manual contains instructions for accessing SEVIS with a permanent user identification (ID) and password; creating and processing Forms DS-3036 and DS-3037, Exchange Visitor Application; viewing alerts on EVs; and viewing and printing a variety of reports.

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 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 terms, 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 modifying the Form DS-3036, and other program updates. Instructions for creating, issuing, and modifying Forms DS-2019 for EVs and dependents are discussed in Volume II of this manual.

2.1 Overview of Screen Components

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

Exhibit 2, SEVIS Listing of Programs, is an example of the screen that displays when you log into SEVIS. It includes various options that are available on the navigation bar and links that are available from within the list of program sponsors. The screen components are labeled with the terms used in this manual.

Exhibit 2: SEVIS Listing of Programs

Listing of Programs
* Indicates an alert for that program

Name of Program	Location (City/State)	Status	Role	Commands
Aviation School of Fairfax	Fairfax, ME	PROGRAM ACTIVE	RO	Search New Exchange Visitor * Alerts EV Lists Reports
National School of Music	Wanabell, VA	PROGRAM ACTIVE	ARO	Search New Exchange Visitor * Alerts EV Lists Reports
The Crestan Institute	Fairfax, LA	PROGRAM ACTIVE	RO	Search New Exchange Visitor * Alerts EV Lists Reports
The Pia Farming Institute	Fairfax, KS	PROGRAM ACTIVE	RO	Search New Exchange Visitor * Alerts EV Lists Reports
Training Institute	Fairfax, LA	PROGRAM ACTIVE	RO	Search New Exchange Visitor * Alerts EV Lists Reports

2.1.1 SEVIS Screen Components

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

- **Browser Toolbar**—This is the toolbar displayed by the browser used to access SEVIS.
- **Navigation Bar**—The navigation bar lists the following functions:
 - **Main**—Used to access the *Main* screen or, if you perform as a program sponsor user and a school user, the screen from which you select either the **Listing of Programs** (J visa) or **Listing of Schools** (F and M visas) link to display the programs or schools for which you are an authorized user
 - **Help**—Used to access Online Help for SEVIS
 - **Tutorial**—Used to view a brief 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

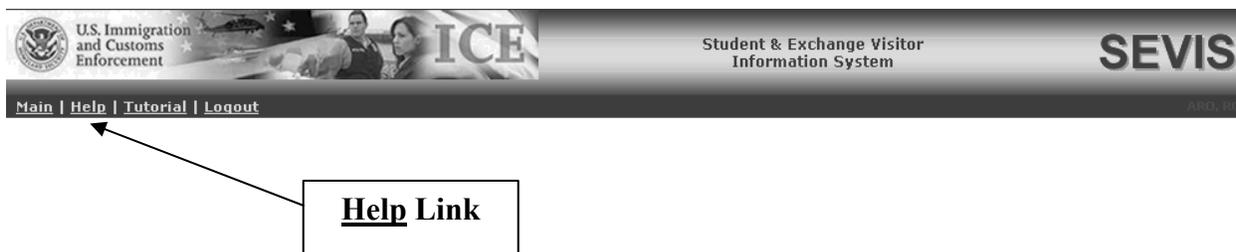
Additional screen components that display on some SEVIS screens include the following:

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

2.1.3 Online Help Functions

Online Help is always available by clicking the **Help** link on the navigation bar at the top of SEVIS screens. Doing so 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 topic selected. See Exhibit 3, Navigation Bar—Help Link, for the location of the **Help** link.

Exhibit 3: Navigation Bar—Help Link



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.

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

2.1.3.1 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.

2.1.3.2 Hide/Show the Left Panel

To hide and show the left panel of the Online Help screen, perform the following:

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

2.1.3.3 Jumps and Pop-ups

To use the jump and pop-up features, perform the following:

1. Click an underlined word or phrase to see a pop-up explanation or jump to a new topic.
2. To make a pop-up disappear, click anywhere else in the panel. If using the Netscape browser, click the **Close** () button.

or

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 help topic.

2.1.3.4 Close Online Help

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

2.1.3.5 Print the Online Help Topics

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

2.1.3.6 Internet Explorer Users

Perform the following steps to print an Online Help topic using Internet Explorer:

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.

2.1.3.7 Netscape Users

Perform the following steps to print an Online Help topic using Netscape:

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.
3. Ensure that the appropriate printer is selected in the *Printer Name* drop-down list. If not, select the correct printer from the list.
4. Click **OK** to print to the designated printer.

2.1.4 Tutorial

To view a SEVIS demonstration, click the **Tutorial** link on the navigation bar. Follow the instructions on the screens of the demonstration. Click the **Close** (✕) button in the upper-right corner of the window to close 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 monitor setting of 1024x768.

2.2 Accessing SEVIS

SEVIS requires use of the following:

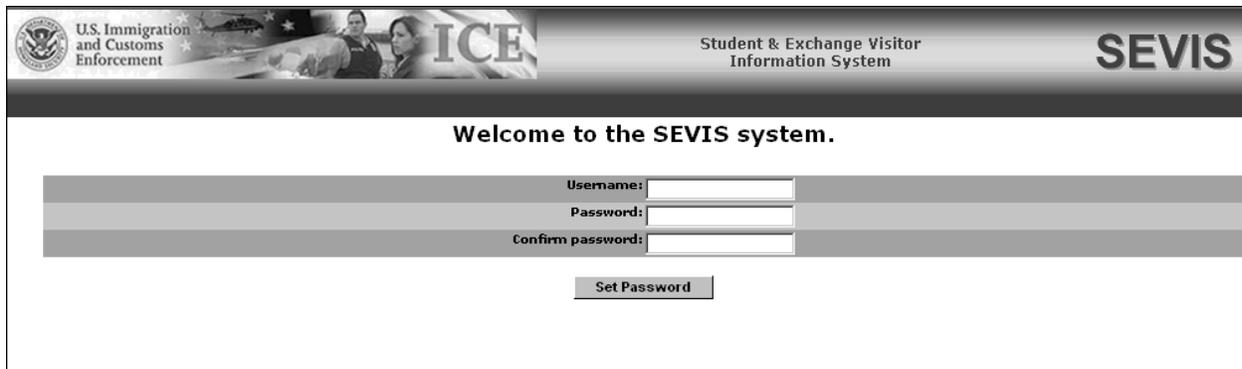
- Internet Explorer Version 5.0 or higher or Netscape Version 4.79 or higher
- Adobe Acrobat Version 5.0 or higher

- Laser printer—Laser Postscript printer with 32MB of RAM (96MB is recommended) or a Laser printer with 32MB of RAM (64MB is recommended).

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

1. Click the link contained in the email message. The system displays the *Set Password* screen. Exhibit 4, SEVIS—Set Password, is an example of the screen.

Exhibit 4: SEVIS—Set Password

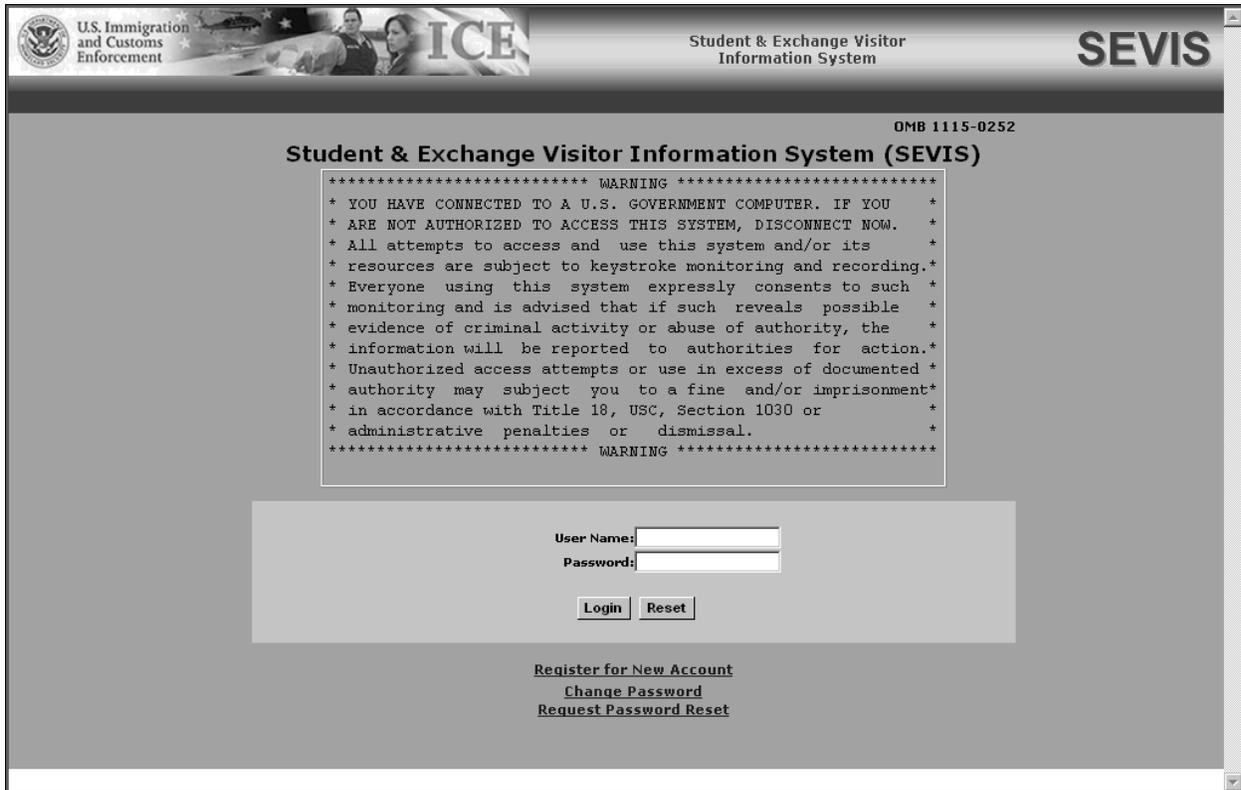


The screenshot shows the SEVIS Set Password screen. At the top left is the U.S. Immigration and Customs Enforcement logo. To its right is the ICE logo. Further right is the text 'Student & Exchange Visitor Information System' and 'SEVIS'. Below this header, the text 'Welcome to the SEVIS system.' is centered. Underneath, there are three input fields: 'Username:', 'Password:', and 'Confirm password:'. A 'Set Password' button is centered below these fields.

2. Enter your user ID in the **Username** field.
3. Enter your password in the **Password** field. Refer to Section 2.2.1, Guidelines for Passwords, for instructions on creating a password.
4. Enter your password again in the **Confirm Password** field.
5. Click the **Set Password** button. The system displays a message indicating that you have successfully created a password. If the password is not successfully created, a message indicating the reason displays and you will be able to enter the appropriate data.
6. Once the password is successfully created, click **OK** and the system displays the *SEVIS Login* screen. Exhibit 5, SEVIS Login Screen, is an example of the screen.

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

Exhibit 5: SEVIS Login Screen



2.2.1 Guidelines for Passwords

The guidelines for SEVIS passwords are as follows:

- SEVIS passwords are 8 to 16 characters in length.
- The password 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 several examples of acceptable passwords:

Password@1	passW123\$
@78PWord	555pa\$\$WD

- You cannot reuse your previous six passwords.

- SEVIS passwords have a maximum life span of 90 days. After 75 days, when you log into SEVIS, the system displays a screen asking if you would like to change your password at that time. If you click the **Cancel** button, you are logged into the system. If you click **OK**, the *Change Password* screen displays. When you log into SEVIS after 90 days, the system automatically displays the *Change Password* screen. See Section 2.2.2, *Change Password Every 90 Days*, for instructions.
- Protect your password. If 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 to SEVIS reinstated.
- Do not share your user ID and password.

2.2.2 Change Password Every 90 Days

You must change your password every 90 days. After 75 days, when you log into SEVIS, the system displays a message 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 displays. After 90 days, when you log into SEVIS, the system automatically displays the *Change Password* screen and you must change your password.

To change your password, perform the following:

1. Enter your current password in the **Old Password** field.
2. Enter your new password in the **New Password** field.
Note: You cannot reuse any of your previous six passwords.
3. Enter your new password again in the **Confirm New Password** field.
4. Click the **Change Password** button. The system displays a message indicating that the password has been changed.
5. Click **OK** to display the *SEVIS Login* screen. 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 not able 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.

2.2.3 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 change your password, perform the following:

1. Click the **Change Password** link on the *SEVIS Login* screen. The system displays the *Change Password* screen.

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 any of your previous six passwords.
5. Enter your new password again in the **Confirm New Password** field.
6. Click the **Change Password** button. The system displays a message indicating that the password has been changed.
7. Click **OK** to display the *SEVIS Login* screen. Be sure to use your new password when logging into SEVIS.

2.2.4 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 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.
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 ID. It provides instructions for creating a new SEVIS password.

2.2.5 Additional Information About the SEVIS Login Screen

Additional information about the *SEVIS Login* screen follows:

- **Reset** button—Click this button to return all entries to the previous values.
- **Register for New Account** link—This link is used to create a temporary user ID and password and complete the Form DS-3036, Exchange Visitor Program Application. This link is *not* used to obtain a permanent user ID and password for program sponsor officials.
- **Change Password** link—Use this link to voluntarily change your password. See Section 2.2.3, Change Password Voluntarily, for instructions.

- **Request Password Reset** link—Use this link if you have forgotten your password or your SEVIS account is locked. See Section 2.2.4, Request Password Reset, for instructions.

Note: After 20 minutes of inactivity, your session will time out and you will have to log in again in order to use SEVIS. This will also happen if you log out of the system improperly; that is, using the **Close** (✕) button. Use the **Logout** link on the navigation bar to properly exit SEVIS.

2.2.6 Log Into SEVIS

When accessing SEVIS via the Internet (<https://egov.immigration.gov/sevis/>), a *Security Alert* screen may display. Click the **Yes** button to continue to the *SEVIS Login* screen. Exhibit 5, SEVIS Login Screen, is an example of the screen.

Note: After creating your initial password, use the *SEVIS Login* screen to access SEVIS and perform all of your SEVIS-related tasks.

To log into SEVIS, perform the following:

1. Access the *SEVIS Login* screen at <https://egov.immigration.gov/sevis/>.
2. Enter your user ID in the **User Name** field.
3. Enter your password in the **Password** field.

WARNING: Be careful when entering a password.

- **Caps Lock**—Passwords are case sensitive. If you have the **Caps Lock** key on the keyboard turned on and you intend to enter “abcdeF#9” the system reads the following password: ABCDEf#9. To SEVIS, these passwords are not the same.
 - **Numeric Keypad**—If you are using the numeric keypad to enter numbers, be sure to turn on the **Num Lock** key. Otherwise, enter numbers using the keys above the top row of alphabetic characters on the keyboard.
4. Press **Enter** or click the **Login** button. The system displays a screen containing important information about using SEVIS.
 5. Read the information and click the **I Have Read and Understand This Notice** button to continue.

2.2.7 Log Out of SEVIS

To exit SEVIS at any time, click the **Logout** link on the navigation bar. Exhibit 6, Navigation Bar—Logout Link, shows the location of the link.

Note: If the system should lockup at any time, click the **Close** (✕) button on the browser window to exit SEVIS.

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 will display: “A user is already logged on with this user name.” Use the **Logout** link on the navigation bar to properly exit SEVIS.

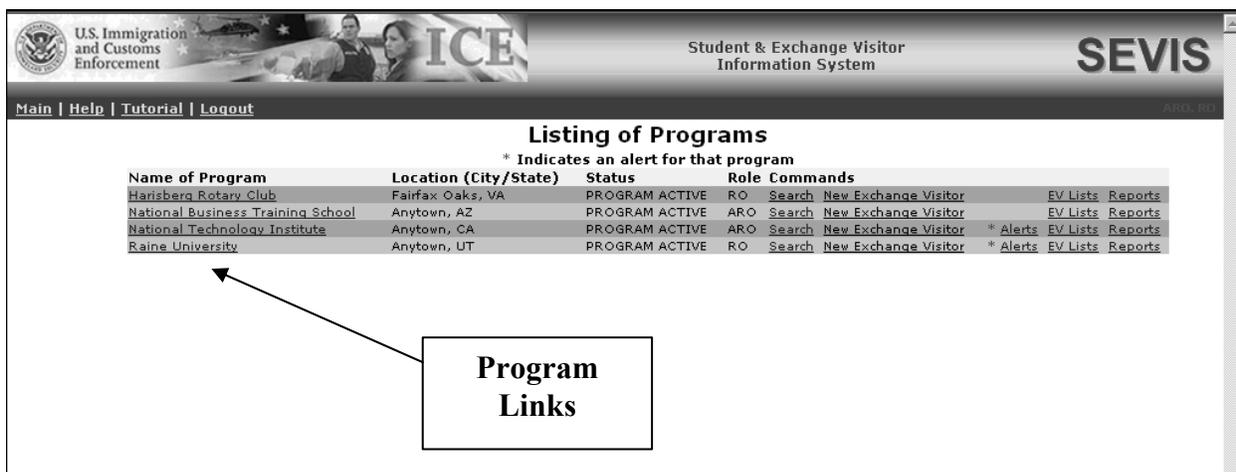
Exhibit 6: Navigation Bar—Logout Link



2.3 Updating Program Information (Forms DS-3036 and DS-3037)

SEVIS enables ROs and AROs to use the Form DS-3037 to update program information and perform tasks such as requesting brochures; requesting an allotment of Forms DS-2019; and adding, updating, and deleting AROs. To perform these tasks, you must begin by selecting the appropriate program on the *Listing of Programs* screen. Exhibit 7, Listing of Programs, is an example of the screen.

Exhibit 7: Listing of Programs



Certain program information can be updated by a program sponsor official without DoS approval. However, submitted changes for other updates must be reviewed and approved by DoS. The tasks requiring DoS approval also require you to print the Form DS-3036 or DS-3037 and submit the Form and supporting documentation, if any, to DoS. Once DoS reviews and approves or denies the change or request, the program sponsor record is updated, as necessary.

Exhibit 8, Program Sponsor Information, is an example of the screen that enables you to submit requests to DoS and make changes to your program information. The screen contains summary information for the selected program, including program program officials' information. The left side of the screen contains three menus: **Actions**, **Edits**, and **Lists/Reports**. The options, or links, on

each menu provide you with the ability to complete a variety of tasks. The procedures for making requests and/or changes to program information are described in the following sections.

Exhibit 8: Program Sponsor Information

The screenshot displays the SEVIS system interface for the National School of Music. The top navigation bar includes the U.S. Immigration and Customs Enforcement logo, the ICE logo, and the text 'Student & Exchange Visitor Information System SEVIS'. Below the navigation bar are links for 'Main | Help | Tutorial | Logout' and 'ARO, RO'. The main content area is titled 'National School of Music' and contains the following information:

- Program Number: P-1-00040
- Name of Sponsoring Organization: National School of Music
- Business Address: 1230 Main St.
- Mailing Address: Wanabell, VA 20195, 1230 Main St.
- Approved Categories: Trainee, Specialty
- Approved Occupational Categories: Arts and Culture
- Number of DS-2019 forms from the Most Recent Allotment: 25
- Number of DS-2019 Forms Remaining: 23
- Date of Original Designation: 06/15/2004
- Date of Most Recent Redesignation: 06/15/2004
- Annual Reporting Cycle: ACADEMIC
- Number of Active J1 Exchange Visitors: 0
- Number of Active J2 Exchange Visitors: 0

Below this information is a table of 'Official Information':

Official Name	Title	Telephone	Fax	Email Address	Role
Emily Green	Dean of Foreign Students	111-111-1111		Emily.Green@NSM.edu	ARO
Gloria Smith	Director of Foreign Students	111-111-1111		Gloria.Smith@NSM.edu	RO

The left sidebar contains an 'Actions' menu with the following links: Amendment, Redesignation, Change Program Sponsor Name, Request Allotment of DS-2019, Request Brochures, Cancel Program, Pending Requests, Register for Batch Processing, Edits, Add/Update Officials, Update Address, Lists/Reports, Search Exchange Visitor, Create Exchange Visitor, Exchange Visitor Lists, and Reports. A callout box labeled 'Amendment Link' points to the 'Amendment' link in this menu. The bottom of the page shows the date '07/06/2004 (Tuesday)'.

2.3.1 Actions Menu

The **Actions** menu may contain the following options (listed in alphabetical order below):

- Amendment
- Cancel Program
- Change Program Sponsor Name
- Pending Requests
- Redesignation
- Register for Batch Processing
- Request Allotment of DS-2019
- Request Brochures

These options are discussed in detail in the subsequent sections.

2.3.1.1 Amendment

The Amendment option enables a program sponsor to add more categories to its initial designation, as long as those categories comply with DoS business rules (see Attachment B, Participation by Category Matrix).

The amendment process is similar to the initial designation process. An RO or ARO must complete and submit an amendment to the program's original Form DS-3036 using SEVIS. The completed application must also be printed and mailed with supporting documentation to DoS. (No fee is required.) If the application is approved, the program's designation will be updated to include the additional categories.

2.3.1.1.1 COMPLETE AMENDMENT PAGE 1

To complete Page 1 of the Amendment request, perform the following:

1. On the *Listing of Programs* screen, click the specific **Name of Program** link for the program whose current program designation you wish to amend. The *Program Sponsor Information* screen displays.
2. Click the **Amendment** link on the **Actions** menu to display the first page of the Form DS-3036, as shown in Exhibit 9, Amendment Page 1, which includes current data for the selected program.

Exhibit 9: Amendment Page 1

3. If necessary, modify Section 4, Name and Title of CEO (or equivalent).
4. Click one of the following buttons:

Save Draft	If applicable, after completing the required fields on Page 1, you may click this button to save the data that you have entered on this page. Note: You do not need to click this button before advancing to the next page of the Form DS-3036. SEVIS automatically saves data when you click the Next button.
Reset Values	Click this button to return all entries on the page that have not been saved to the previous values.
Next	Click this button to automatically save the data that have been entered on Page 1 and advance to Page 2 of the amendment request.
Print Draft	Click this button to print a draft copy of the amendment request.

2.3.1.1.2 COMPLETE AMENDMENT PAGE 2

Exhibit 10, Amendment Page 2, is an example of the screen used to enter information regarding the category(ies) that you wish to add. Refer to Attachment B, Participation by Category Matrix, for guidance on which categories may be added to your program.

Note: Some of the categories are mutually exclusive and currently designated sponsors with approval to accept participants in these categories cannot amend their programs. Although SEVIS enables you to complete and submit an amendment to these categories, they should not be amended. DoS will deny the amendment request. The categories are as follows:

- Au Pair
- Camp Counselor
- Secondary Student
- Summer Work/Travel
- Teacher
- Trainee (Aviation/Flight Training)
- Trainee, Specialty and/or Trainee, Non-specialty—Programs may submit one Form DS-3036 or amendment request to participate in both of these categories, but may not combine them with any other categories (for example, the Trainee, Specialty category may not be combined with the Alien Physician category on the same Form or amendment request)

Exhibit 10: Amendment Page 2

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

Section	Description/Explanation
<p>* 7. Participation by Category (Indicate total number and approximate duration of participation in each category)</p>	<p>You may request authorization to sponsor EVs in 1 or more of 13 categories. For each additional category for which you are applying, enter the number of EVs expected in that category in the Number column.</p> <p>Note: Do not include the previously approved categories for the program.</p> <p>In the next box, enter the duration of the EV</p>

Section	Description/Explanation
	<p>participation (that is, the amount of time required to complete the program), then select the appropriate time period: days, weeks, months, or years.</p> <p>Note: The regulation (22 CFR 62.8) requires program sponsors other than the Federal Government to have no fewer than 5 EVs per calendar year for a minimum of 3 weeks.</p>

Below is a list of the categories, including a brief description and/or explanation of each.

Category	Description/Explanation
<p>Student, Secondary (1A)</p> <p>Note: This category is mutually exclusive; currently designated sponsors with approval to accept participants in this category cannot amend this program.</p>	<p>Secondary School Students (22 CFR 62.25). A separate application (Form DS-3036) must be completed for this subcategory, which affords students an opportunity to study in an accredited U.S. secondary school while living with an American host family. Participants in this category must meet the following three requirements:</p> <ol style="list-style-type: none"> 1. Secondary students who have not completed more than 11 years of primary and secondary schooling, excluding kindergarten, in their home country 2. At least 15 but not more than 18-1/2 years of age at the time of initial school enrollment 3. Without previous participation as an EV for high school studies in the United States. <p>Factors such as English language proficiency, maturity, character, and scholastic aptitude are critical.</p> <p>The <u>maximum duration of participation</u> for secondary school students (high school students) is a minimum of 1 academic semester and a maximum of 1 academic year.</p>
<p>Student, College/University (1B)</p>	<p>College and University Students (22 CFR 62.23). Participants in this category must be pursuing a full course of study at accredited post-secondary educational institutions in the United States. Academic training is permitted, if approved by the program sponsor, but study must be the primary purpose of the EV's program in the United States. Students are eligible for participation when they are not substantially supported by personal funds and when they meet the funding requirements outlined in 22 CFR 62.23(c)(4).</p>

Category	Description/Explanation
	<p>The <u>maximum duration of participation</u> for college and university students is unlimited, as long as they are enrolled full time in programs that lead to a degree. If enrolled in a non-degree program the <u>duration of participation</u> shall not exceed 24 months, including academic training.</p>
<p>Trainee, Specialty (2A) Trainee, Non-specialty (2B) Note: A separate application (Form DS-3036) must be completed for the Flight Training/Aviation category (which is a non-specialty trainee category). For example, if the applicant wishes to conduct training programs in both Aviation, and The Sciences, Engineering, Architecture, Mathematics, and Industrial Occupations, two applications (Forms DS-3036) must be submitted.</p>	<p>The primary objectives of the Trainee program (22 CFR 62.22) are to enhance EV's skills in his or her specialty or non-specialty occupation through participation in a structured training program and to improve the participant's knowledge of American techniques, methodologies, or expertise within the individual's field of endeavor.</p> <p>Although training often occurs in a workplace setting, the training must be <i>bona fide</i>, and not merely employment. Generic training plans for each requested training occupation and duration of training being offered must be submitted with the application. Designated program sponsors are required to ensure that <i>individual</i> training plans are prepared for selected trainees and forwarded to them prior to entry into the United States. Sponsors must also ensure that continuous supervision and periodic evaluation are provided.</p> <p>Training is limited to the occupational category or categories for which the program sponsor has obtained the Department's designation.</p> <p>The <u>maximum duration of participation</u> is 24 months for flight-training programs. Note: Fixed wing (airplane) flight-training programs should specify 24 months only if they have the Air Transport Pilot (ATP) rating on their Federal Aviation Administration (FAA) certificate. All other flight-training programs (that is, rotorcraft/helicopter) should specify no more than 18 months.</p> <p>The <u>maximum duration of participation</u> for a trainee is 18 months unless DoS limits a sponsor's designation to a lesser amount of time, for example a 12-month training program. An extension of a program beyond</p>

Category	Description/Explanation
	<p>the designated length would be considered an extension beyond the maximum duration of participation and require DoS approval.</p> <p>Note: Section 8 (Training Program) on the electronic Form DS-3036 must be completed if the Trainee category is selected.</p>
<p>Teacher (3)</p> <p>Note: The Teacher category is mutually exclusive; currently designated sponsors with approval to accept participants in this category cannot amend this program.</p>	<p>This category (22 CFR 62.24) is for individuals teaching full-time in an accredited primary or secondary educational institution. A participant in this category must satisfy all of the following:</p> <ol style="list-style-type: none"> 1. Meet the qualifications for teaching in primary or secondary schools in his or her home country 2. Satisfy the standards of the U.S. state in which he or she will teach 3. Have a minimum of 3 years of teaching or related professional experience <p>Copies of the approval letters obtained from the State Departments of Education for each state in which foreign teachers will be placed must be submitted to DoS with this application.</p> <p>The <u>maximum duration of participation</u> for this category shall not exceed 3 years.</p>
<p>Professor (4)</p>	<p>This category (22 CFR 62.20) is for individuals who are involved primarily in teaching, lecturing, observing, or consulting at accredited post-secondary educational institutions, museums, libraries, or similar institutions. A professor may also conduct research, unless disallowed by the program sponsor.</p> <p>The <u>maximum duration of participation</u> for this category shall not exceed 3 years. Note: An RO or ARO has the discretionary authority to extend the program of a professor up to 6 months beyond the maximum duration of 3 years (for a total of 42 months) in order to permit the professor to complete a specific project or research activity.</p>

Category	Description/Explanation
International Visitor (5)	<p>This category (22 CFR 62.28) is reserved for use by the U.S. Department of State. International Visitors are potential or recognized leaders in their own countries.</p> <p>The <u>maximum duration of participation</u> for this category shall not exceed 1 year.</p>
Alien Physician (6)	<p>The Educational Commission for Foreign Medical Graduates (ECFMG) is the only sponsor authorized to use this category.</p> <p>This category (22 CFR 62.27) is for foreign physicians pursuing American medical board certification through graduate education or training at accredited U.S. schools of medicine, or other U.S. institutions, through a Clinical Exchange Program. All foreign physicians in this category must successfully complete ECFMG-administered examinations that measure their command of the medical sciences. All foreign physicians are subject to the 2-year home-country physical presence requirement as stipulated in Section 212 (e) of the Immigration and Nationality Act and Public Law 94-484.</p> <p>Note: The J visa does not provide for programs with hands-on or direct-patient contact, such as veterinarian, dental, or nursing training.</p> <p>The <u>maximum duration of participation</u> for the Alien Physician category shall not exceed 7 years.</p>
Government Visitor (7)	<p>This category (22 CFR 62.29) is <i>reserved</i> for use by Federal, State, or local Government agencies.</p> <p>Participation in this category is for participants who are recognized as influential or distinguished persons, and who are selected by a Federal, State, or local Government agency to participate in observation tours, discussions, consultations, professional meetings, conferences, workshops, and travel.</p> <p>The <u>maximum duration of participation</u> for this category shall not exceed 18 months.</p>

Category	Description/Explanation
Research Scholar (8)	<p>Research scholars (22 CFR 62.20) primarily conduct research, observe, or consult in connection with a research project at research institutions, corporate research facilities, museums, libraries, accredited post-secondary educational institutions, or similar types of institutions. The research scholar may also teach and lecture (unless disallowed by the program sponsor) provided that these activities are incidental and do not extend the period of participation beyond the maximum duration.</p> <p>The <u>maximum duration of participation</u> for this category shall not exceed 3 years. Note: An RO or ARO has the discretionary authority to extend the program of a research scholar up to 6 months beyond the maximum duration of 3 years (for a total of 42 months) in order to permit the research scholar to complete a specific project or research activity.</p>
Short-Term Scholar (9)	<p>A short-term scholar (22 CFR 62.21) is a professor, research scholar, or person with similar education or accomplishments coming to the United States on a short-term visit to lecture, observe, consult, train, or demonstrate special skills at research institutions, museums, libraries, accredited post-secondary educational institutions, or similar organizations.</p> <p>The <u>maximum duration of participation</u> for this category shall not exceed 6 months. No extensions will be permitted.</p>
Specialist (10)	<p>This category (22 CFR 62.26) is for experts who will exhibit specialized knowledge or skills in the United States. Such exchanges are primarily non-academic and provide opportunities to increase the exchange of knowledge and ideas between American and foreign specialists.</p> <p>The <u>maximum duration of participation</u> for this program shall not exceed 1 year.</p>

Category	Description/Explanation
<p>Camp Counselor (11) Note: This category is mutually exclusive; currently designated sponsors with approval to accept participants in this category cannot amend this program.</p>	<p>The Camp Counselor Program (22 CFR 62.30) facilitates the entry of foreign nationals to serve as counselors in U.S. summer camps.</p> <p>Under no circumstances shall program sponsors facilitate the entry into the United States of a participant for whom a camp placement has not been prearranged.</p> <p>The <u>maximum duration of participation</u> for this program shall not exceed 4 months. No extensions will be permitted.</p>
<p>Summer Work/Travel (12) Note: This category is mutually exclusive; currently designated sponsors with approval to accept participants in this category cannot amend this program.</p>	<p>The Summer Work/Travel Program (22 CFR 62.32) is designed to provide foreign post-secondary students the opportunity to work and travel in the United States for a 4-month period during summer vacations.</p> <p>The <u>maximum duration of participation</u> for this program shall not exceed 4 months. No extensions will be permitted.</p>
<p>Au Pair (13) Note: This category is mutually exclusive; currently designated sponsors with approval to accept participants in this category cannot amend this program.</p>	<p>The Au Pair Program (22 CFR 62.31) is designed to give foreign nationals the opportunity to live with an American host family and participate directly in the home life of that family while providing limited child-care services. The au pair participant is also required to enroll in an accredited U.S. post-secondary educational institution for not less than 6 hours of academic credit or its equivalent.</p> <p>The EduCare Program component of this category limits work hours to 30 hours per week, and requires 12 hours of academic credit or its equivalent.</p> <p>The <u>maximum duration of participation</u> for this program shall not exceed 1 year.</p>

Below is an explanation of Section 8, Training Program, on Page 2 of the electronic Form DS-3036. This section must be completed if the **Trainee** category was selected in Section 7, Participation of Category. To complete Section 8, perform the following:

Section	Description/Explanation
<p>* 8. Training Program (if the category selected is trainee)</p>	<p>Trainee may be selected on an amendment application only if the program is currently designated for that category and the program sponsor wishes to add</p>

Section	Description/Explanation
	<p>occupational categories. When Trainee is selected under Participation by Category (Section 7 of the electronic Form), one or more occupational categories (identified as Training Programs on the screen) must be specified. Do that by selecting Specialty, Non-specialty, or Both next to the name of the occupational category or categories for which you are applying.</p> <p>Note: If the occupational category Other is selected for a Trainee program, an explanation must be entered in the text box provided.</p> <p>A specialty occupation is one that requires both theoretical knowledge and practical experience in a highly specialized field (for example, public and business administration, architecture, accounting, the sciences, or journalism). To participate in specialty training, an EV must have at least a relevant academic degree or recognized professional certificate.</p> <p>A non-specialty occupation is one for which an EV must possess at least 2 years of education or experience in the field in which he or she will be trained. Note: An aviation-training program, which can only be non-specialty, requires a separate application (Form DS-3036).</p> <p>The following guidelines also apply to this section:</p> <ul style="list-style-type: none"> • If Aviation is selected, enter the FAA certification number and the certification expiration date. • Specify that the program is accredited, or that an accreditation application has been submitted by selecting one of the radio buttons (Accredited with one of the ‘Nationally Accrediting Agencies and Associations’ or a member of the Council on Post Secondary Accreditation, or Applied for Accreditation). • If you select one of these radio buttons by mistake, click the Clear Selection radio button.

Section	Description/Explanation
	<p>A training plan must be submitted for each kind of occupational category specified. Furthermore, a separate training plan must be submitted when, for a given kind of training, both specialty and non-specialty training is specified. For example, selecting Arts and Culture with the type Specialty, and Health Related Occupations with the type Both, would require submission of three training plans.</p> <p>Each plan should be “generic,” that is, applicable to all trainees in the specified field, and not tailored to particular individuals (individual plans are written only after designation). Each plan should subdivide the training program into phases, specifying the duration and objectives of each phase, and showing how each phase builds on the previous one. Each plan must also include:</p> <ol style="list-style-type: none"> 1. A statement of the training objectives 2. A list of skills to be imparted to the trainee 3. A copy of the training syllabus 4. A justification for any proposed on-the-job training 5. A description of how the trainee will be supervised and evaluated

Select one of the following buttons:

Save Draft	Click this button to save the data that you have entered on this page.
Previous	Click this button to return to the previous page of the amendment request. WARNING: Be sure to save the data entered on this page before selecting the Previous button. If you do not save first, the data that you entered on this page will be lost.
Reset Values	Click this button to return all entries on the page that have not been saved to the previous values.
Next	Click this button to automatically save the data that you have entered and advance to Page 3 of the amendment request.
Print Draft	Click this button to print a draft copy of the amendment request.

2.3.1.1.3 COMPLETE AMENDMENT PAGE 3

Exhibit 11, Amendment Page 3, is an example of Page 3 of the amendment request.

Exhibit 11: Amendment Page 3

Amendment [page 3 of 3]
Required fields are marked with an asterisk (*)

9. *Method of selection and arrangements for Financial Support of Exchange Visitor while in the U.S.(specify source and amount of funding, as appropriate) (Maximum. 500 chars):

10. *Purpose or Objective (Maximum. 500 chars):

11. *Outline of Proposed Activities (Maximum. 500 chars):

12. *Arrangements for Supervision (Maximum. 500 chars):

13. *Role of Other Organizations Associated with Programs (if any) (Maximum. 500 chars):

14. *Organization
I hereby certify that I am an officer of the above named organization with the title of President
; that I am authorized by the _____ ; to sign this certification and bind the
organization and that a true copy of such authorization is on file with the Office of Exchange Coordination and Designation or
is attached.

Save Draft Previous Reset Values Submit Print Draft

07/06/2004 (Tuesday)

Below is a list with explanations of the sections/fields on this screen. All of the sections on this page must be completed **for the new categories for which you are applying**. To complete this screen, enter the following data:

Field	Description/Explanation
<p>* 9. Method of Selection and Arrangements for Financial Support of Exchange Visitor while in the U.S.</p>	<p>No more than 500 characters can be entered into this text box, and you may find it difficult or impossible to supply all the requested information in this space. In such cases, use the text box to address, at least briefly, each of the 6 categories listed below. Enter for each, as necessary “Additional supporting documentation to be supplied by mail.”</p> <p>Mail the relevant documents with the signed and notarized copy of the Form DS-3036 and other supporting documentation within 30 calendar days of submitting the electronic Form DS-3036.</p> <ol style="list-style-type: none"> 1. Selection of Exchange Visitors (22 CFR 62.10(a)) 2. Program Costs/Fees and Deposits/Refunds 3. Program Funding/Financial Support 4. Health Care Insurance (22 CFR 62.14) 5. Orientation (22 CFR 62.10) 6. Consortium Information
<p>* 10. Purpose or Objective</p>	<p>Provide information about the program’s purpose and objectives. Explain how the program will promote better understanding, and improve communications, between people in the United States and other nations of the world through international educational and cultural exchange.</p> <p>Note: No more than 500 characters can be entered into this text box and you may find it difficult or impossible to supply all the requested information in this space. In such cases, provide a brief explanation in the text box and enter, “Additional supporting documentation to be supplied by mail.”</p>
<p>* 11. Outline of Proposed Activities</p>	<p>Provide an outline of proposed cross-cultural activities for each category selected. While there is no set number of such activities required, program sponsors must offer a reasonable number of cross-cultural activities, such as sports, cultural, and social activities. Describe the planned cross-cultural activities that would acquaint</p>

Field	Description/Explanation
	<p>participants with American society, culture, and institutions.</p> <p>Note: Due to the nature of the Short-Term Scholar category, such cross-cultural activities are encouraged but not required.</p> <p>Note: No more than 500 characters can be entered into this text box and you may find it difficult or impossible to supply all the requested information in this space. In such cases, provide a brief explanation in the text box and enter: "Additional supporting documentation to be supplied by mail."</p>
* 12. Arrangements for Supervision	<p>Provide the following information regarding the supervision, direction, evaluation, and monitoring of the programs (22 CFR 62.10).</p> <ol style="list-style-type: none"> 1. Describe provisions for the supervision, evaluation, and monitoring of the participants and host families, as applicable. For Secondary School Programs, also include information on the approximate ratio of program sponsor representatives to students within the 150-mile radius specified by regulations 62.25(d)(2). 2. Provide details regarding how participants will contact the program sponsor without difficulty in cases of emergency. 3. Provide details regarding where participants will stay while in the United States. Include information on arrangements or procedures to be used to place prospective participants in private homes, as applicable. 4. If there are written materials that define precisely the purpose and objectives of the program, as well as the financial arrangements under which the program is to be administered, enclose a copy with the application. 5. Post-secondary educational institutions shall include a copy of any current agreements, if applicable. <p>Note: No more than 500 characters can be entered into this text box and you may find it difficult or impossible to supply all the requested information in this space. In</p>

Field	Description/Explanation
	such cases, provide a brief explanation in the text box and enter, "Additional supporting documentation to be supplied by mail."
* 13. Role of Other Organizations Associated with Programs (if any)	<p>Provide the names and addresses of your organization's foreign affiliates/partners/offices, if any, and the names of their key officers who may be associated with the overall administration of the program. In addition, include a list of domestic affiliated organizations and companies, if any, with whom your organization is cooperating in exchange activities. Advise if any of these organizations have their own designations to carry out an exchange program.</p> <p>Note: This field is mandatory; enter "N/A" if it does not apply.</p> <p>Note: No more than 500 characters can be entered into this text box and you may find it difficult or impossible to supply all the requested information in this space. In such cases, provide a brief explanation in the text box and enter: "Additional supporting documentation to be supplied by mail."</p>
* 14. Organization	In the empty text box, fill in the <i>title</i> of a person or group (for example, Board of Regents). Do not enter a person's name. Note: This information may be obtained from your Articles of Incorporation.

Select one of the following buttons:

Save Draft	Click this button to save the data that you have entered on this page.
Previous	Click this button to return to the previous page of the amendment request. WARNING: Be sure to save the data entered on this page before selecting the Previous button. If you do not save first, the data that you entered on this page will be lost.
Reset Values	Click this button to return all entries on the page that have not been saved to the previous values.
Submit	Click this button to submit the amendment request to DoS for review. Once submitted, you will not be able to make changes to the request; the RO and AROs can only view and print the Form DS-3036. See Section 2.3.1.1.5, Submit the Amendment Request, for additional information.
Print Draft	Click this button to print a draft copy of the amendment request. It is recommended that you print the draft Form DS-3036 prior to

	submission of the Form. Printing the draft Form allows you to review a paper copy of the data for accuracy. You may make necessary corrections prior to submission of the Form. See Section 2.3.1.1.4, Print a Form DS-3036, Form DS-3037, or Draft Form, for printing instructions.
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2.3.1.1.4 PRINT A FORM DS-3036, FORM DS-3037, OR DRAFT FORM

The **Print DS-3036**, **Print Draft**, and **Print DS-3037** buttons open Adobe Acrobat, from which a copy of the selected Form may be sent to a designated printer at your location.

To print a copy of a form, perform the following:

1. Click the **Print DS-3036**, **Print Draft**, or **Print DS-3037** button. Another browser window opens and the Form displays using Adobe Acrobat, from which a copy of the Form may be sent to a designated printer.

Note: During the launch of Adobe Acrobat, a *File Download* window may display. To prevent this window from displaying in the future, click in the box next to “**always ask before opening this type of file**” to remove the check mark. Select the **Open** button to view the application.

2. When the Form displays in the *Adobe Acrobat* window, use the scroll bar on the right side of the window to view additional pages.
3. Click the **Print** () button on the Adobe Acrobat toolbar. The *Print* window displays.
4. Ensure the name of the printer you wish to use is listed in the **Name** field of 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 prints to the designated printer.
6. Click the **Close** () button on the *Adobe Acrobat* window to close the window.

2.3.1.1.5 SUBMIT THE AMENDMENT REQUEST

The amendment process is similar to the initial Designation process. The RO or ARO must complete and submit an amendment to the program’s original designation using SEVIS. There is no fee for submitting an amendment request.

The completed application must also be printed, signed, notarized, and mailed with supporting documentation to DoS at the following address:

Exchange Visitor Program Designation Staff
Office of Exchange Coordination Designation
Bureau of Educational and Cultural Affairs
U.S. Department of State, SA-44
301 4th St., S.W., Room 734
Washington, DC 20547

DoS will use SEVIS to view and approve or deny the amendment request. Once DoS reviews the application, the following outcomes are possible:

- **Approved**—The RO and the individual who submitted the Form DS-3036 (if different) will receive approval notification via email. The additional categories will be added to the program.
- **Request for Information**—Additional information is required for processing the request. The individual who submitted the request will receive an email indicating the information requested. A letter outlining the need for additional information will be sent via fax or mail. When DoS receives the information, SEVIS will send an email to the individual who submitted the request indicating that the material has been received and the review process will continue.
- **Denied**—The RO and submitter of the request, if different, will receive notification via a mailed letter that will provide specific information regarding the basis for denial. There are no means to appeal this decision. **Note:** An application that is denied cannot be appealed.

2.3.1.2 Cancel Program

Program sponsors who wish to discontinue participation in the Exchange Visitor Program must inform DoS of this decision.

Note: Once a program is cancelled, additional program participants cannot be added, and extension and change of category requests cannot be submitted. Proper steps must be taken to transfer the existing participants out of the program. You may also allow the EVs to complete their programs, at which time the records will become Inactive. When there are no Active EVs in the program, the remaining users (officials) will receive an email informing them that their access to SEVIS for the cancelled program has been deactivated.

To cancel your program, perform the following:

1. On the *Program Sponsor Information* screen, click the **Cancel Program** link. The system displays the *Cancel Program* screen.
2. Click the **Cancel Program** button.

WARNING: The program will be cancelled immediately when you click the **Cancel Program** button.

2.3.1.3 Change Program Sponsor Name

A program sponsor official may change the name of his or her organization with approval by DoS. However, change of ownership requires the completion and submission of a new Designation Application (Form DS-3036). To submit a request to change the name of your organization, perform the following:

1. On the *Listing of Programs* screen, click the specific **Name of Program** link for the program requesting a name change. The *Program Sponsor Information* screen displays.

2. Click the **Change Program Sponsor Name** link on the **Actions** menu.
3. Enter the required information and click the **Change Name** button. A message displays indicating the successful submission of this request.
4. On the message screen, click the **Print DS-3037** button to print a copy of the Form. (See Section 2.3.1.1.4, Print a Form DS-3036, Form DS-3037, or Draft Form, for printing instructions)
5. The signed Form and New Articles of Incorporation must be mailed to the address below before DoS will review the request.

Exchange Visitor Program Designation Staff
Office of Exchange Coordination Designation
Bureau of Educational and Cultural Affairs
U.S. Department of State, SA-44
301 4th St., S.W., Room 734
Washington, DC 20547

Following receipt of the Form and the Articles of Incorporation, DoS will process the request. The following outcomes are possible:

- **Application Approved**—The RO and the individual that submitted the Form DS-3036 (if different) will receive approval notification via email.
- **Additional Information Required**—The submitter of the request will receive an email indicating that additional information must be provided so that DoS can continue processing the request. A letter outlining the need for additional information will be sent via mail. When DoS receives the information and updates the application in SEVIS, the system will send an email to the applicant indicating that the material has been received and the review process will continue.
- **Application Denied**—The submitter of the request will receive notification via a mailed letter that will provide specific information regarding the basis for denial.

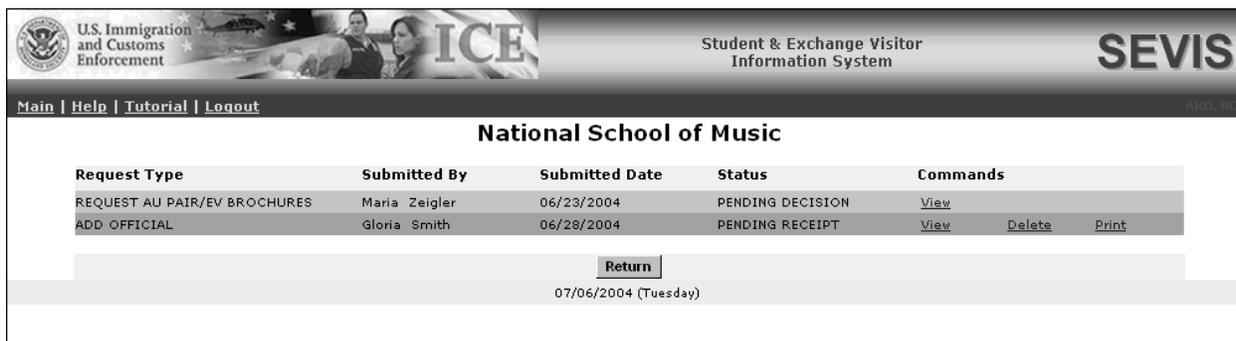
2.3.1.4 Pending Requests

SEVIS provides you with the ability to view, print, and delete requests that are pending. Such requests include a request for Forms DS-2019 and adding program sponsor officials.

To view the requests that are pending, perform the following:

1. On the *Listing of Programs* screen, click the specific **Name of Program** link for the program whose pending requests you wish to view, print, or delete. The *Program Sponsor Information* screen displays.
2. Click the **Pending Request** link on the **Actions** menu. Exhibit 12, Pending Requests, is an example of the screen that displays.

Exhibit 12: Pending Requests



3. Click one of the following links, if available, in the **Commands** column:

<u>View</u>	Click this link to view the request that has been submitted to DoS.
<u>Delete</u>	Click this link to delete the request that has been submitted to DoS.
<u>Print</u>	Click this link to print a copy of the selected request. See Section 2.3.1.1.4, Print a Form DS-3036, Form DS-3037, or Draft Form, for printing instructions.

2.3.1.5 Redesignation

Programs are approved to operate for a specific period of time. Six months before a program's approval to operate expires, SEVIS will provide an alert indicating that the expiration date is nearing. Another alert will display 3 months prior to the date of expiration.

Program sponsors may seek redesignation for another 1- or 2-year term. Sponsors seeking redesignation may continue to operate their program(s) until DoS notifies them of a decision to extend or terminate their length of designation. There is no fee for requesting redesignation.

The subsequent sections provide instructions for completing and submitting the redesignation application in SEVIS.

2.3.1.5.1 COMPLETE THE REDESIGNATION APPLICATION

To complete the redesignation process, perform the following:

1. On the *Listing of Programs* screen, click the specific **Name of Program** link for the program requesting redesignation. The *Program Sponsor Information* screen displays.
2. Click the **Redesignation** link on the **Actions** menu. Exhibit 13, Redesignation Screen, is an example of the screen that displays.

Exhibit 13: Redesignation Screen

3. Enter the required information, namely your title in relation to the sponsoring organization and the name of the authorizing body (for example, Board of Trustees).
4. Click one of the following buttons:

Submit	Click this button to submit the redesignation request to DoS. On the message screen that displays, click the Print DS-3036 button and print a copy of the Form. This Form must be signed, notarized, and mailed to DoS. See Section 2.3.1.1.4, Print a Form DS-3036, Form DS-3037, or Draft Form, for printing instructions. See Section 2.3.1.5.2, Submit the Redesignation Request, for additional information.
Cancel	Click this button to return to the <i>Program Sponsor Information</i> screen.

2.3.1.5.2 SUBMIT THE REDESIGNATION REQUEST

Following the submission of the redesignation request in SEVIS, a signed and notarized copy of the request (Form DS-3036) must be mailed to DoS at:

Exchange Visitor Program Designation Staff
Office of Exchange Coordination Designation
Bureau of Educational and Cultural Affairs
U.S. Department of State, SA-44
301 4th St., S.W., Room 734
Washington, DC 20547

DoS will use SEVIS to view and approve or deny the redesignation request. Once DoS reviews the application, the following outcomes are possible:

- **Approved**—The RO and the individual who submitted the Form DS-3036 (if different) will receive approval notification via email. The email will contain the length of time (1 or 2 years) for which the program has been approved.
If DoS approved the redesignation request prior to the expiration of the current designation, then the redesignation term will take effect once the current designation period ends. However, if the redesignation is approved after the current designation period has expired, then the redesignation will begin immediately upon approval by DoS.
- **Request for Information**—Additional information is required for processing the request. The individual who submitted the request will receive an email indicating the information requested. A letter outlining the need for additional information will be sent via fax or mail. When DoS receives the information, SEVIS will send an email to the individual who submitted the request indicating that the material has been received and the review process will continue.
- **Denied**—The RO and the individual who submitted the request, if different, will receive notification via a mailed letter that will provide specific information regarding the basis for denial. There are no means to appeal this decision. **Note:** An application that is denied cannot be appealed.

2.3.1.6 Register for Batch Processing

Program sponsors and schools may use the batch data exchange to interface with SEVIS. Authorized organizations can utilize systems external to SEVIS to create and update student, EV, and dependent (visa types F, M and J) records and upload the records to SEVIS. Organizations may develop systems in-house or purchase third-party products to communicate with SEVIS and upload and download information (system-to-system).

The batch data exchange (batch interface) process is the method for automated exchange of data between SEVIS and programs, using the Internet. This exchange requires the registration of a digital certificate in SEVIS for those organizations that wish to use batch.

The RO or an ARO for a program wishing to use batch must register the digital certificate. Organizations that sponsor multiple programs must register the digital certificate for each program.

Note: At this time, an RO or ARO may register to use batch at only one program or school. However, one user may perform SEVIS duties for multiple programs and/or schools. In this situation, different ROs or AROs must register to perform the batch duties for the other program(s)/school. For example, Official A performs duties for programs X and Y, and school Z. Official A may register to use batch for only one program or school. If Official A registers to perform batch duties for Program X, Officials B and C must register to perform batch duties for Program Y and School Z.

Note: Prior to registering the digital certificate for use with SEVIS, download the certificate files with the “.cer” and “.pem” extensions to a secure location on your local area network. The procedures to download the certificate files will vary depending on the type of browser being used.

To register a digital certificate, perform the following:

1. On the *Listing of Programs* screen, click the specific **Name of Program** link for the program that you wish to register. The *Program Sponsor Information* screen displays.
2. Click the **Register for Batch Processing** link on the **Actions** menu. The system displays the *Acceptance of Batch Interface Security Requirements* screen.
3. After reading the requirements, click the **Accept** button to proceed with the registration process. The system displays the *Batch Process Registration* screen. (If you click the **Reject** button, the system will display the *Program Sponsor Information* screen.)
4. To select the path name of the program’s digital certificate, click the **Browse** button and locate the files with the “.cer” and “.pem” extensions.
5. Highlight the file name and click the **Open** button. The *Upload Certificate* screen displays with the path name shown in the text box.
6. Click the **Upload Certificate** button. If the certificate and the RO or ARO’s credentials are confirmed by SEVIS, a *Confirmation* screen displays. However, if the system cannot validate the certificate and credentials, an error message will display. Remember, only digital certificates issued by VeriSign are valid for use with SEVIS.

Note: The Student and Exchange Visitor Program (SEVP) web site (<http://www.ice.gov/graphics/enforce/imm/sevis/sevis.htm>) and the Online Help contain additional information regarding the SEVIS Batch Interface process.

2.3.1.7 Request Allotment of Forms DS-2019

DoS allots a specific number of Forms DS-2019 to each Exchange Visitor Program. The first time a Form is printed for an EV beginning a new program, SEVIS automatically reduces the currently allotted total by one. SEVIS also increments the allotment of Forms available to your program by one when you change the status of an EV (record is in Initial status) to Invalid with the reason of Form Cancelled.

Each program may apply for an additional allotment as needed. SEVIS sends program sponsors a notice alerting them that 80% of their electronic Form DS-2019 allotment has been used and it is time to request additional Forms. However, you may submit a request to DoS for an allotment of Forms DS-2019 at any time. DoS has the discretion to determine the number of forms to provide to the program sponsor.

Note: You may no longer request additional Forms on your annual report. You must use SEVIS to request an additional allotment of Forms. If necessary, DoS will contact the RO to discuss the request.

Note: When using the Request Allotment feature to request an increase in the number of program participants, you must also submit written justification to DoS. See Section 2.3.2, Procedure for Requesting an Increase in the Number of Program Participants, for instructions on requesting approval to increase the number of program participants.

To request additional Forms DS-2019, perform the following:

1. On the *Listing of Programs* screen, click the specific **Name of Program** link for the program requesting an allotment of Forms. The *Program Sponsor Information* screen displays.
2. Click the **Request Allotment of DS-2019** link on the **Actions** menu. The *Request Allotment* screen displays.
3. Enter the number of Forms requested.
4. Click the **Request Allotment** button.

This action must be reviewed and approved by DoS. An email will be sent to inform the RO if the request is approved. DoS will contact the RO if additional information is required for processing this request, or if the request is denied.

Note: If you are not able to submit this request, view the *Pending Requests* list for your program to determine whether another official has already submitted the request.

2.3.1.8 Request Brochures

All Exchange Visitor Program sponsors may request copies of the “Exchange Visitor Welcome” and “Au Pair” brochures. To request copies of one or both of these brochures, perform the following:

1. On the *Program Sponsor Information* screen, click the **Request Brochures** link.
2. Enter the number of brochures requested and click the **Request Brochures** button. An email will be sent to the RO or ARO to confirm receipt of the request and to inform him or her when the brochures will be mailed.

2.3.2 Procedure for Requesting an Increase in the Number of Program Participants

This section explains the process for requesting an increase in the allotment of Forms DS-2019 for the purpose of expanding the number of participants in your program.

DoS is vested with the discretion to determine the number of participants in a given sponsor's program. In determining this number, the Department considers current program size, projected expansion of program size, and the current administration of the specific program. The Department is particularly concerned with requests for a significant expansion in a relatively short period of time. Requesting an increase in the number of program participants is a two-step process, including:

- An electronic submission through SEVIS
- Written justification.

WARNING: The written justification must be received within 30 days of submission of the request in SEVIS. Otherwise, your request will be denied. See Section 2.3.1.7, Request Allotment of Forms DS-2019, for the procedures for the electronic submission of a request for an allotment of Forms.

When making a request for an increase in the number of Forms, the Department requests that you provide information that demonstrates the ability to select, place, and supervise additional EVs. The request must be:

- Prepared on your organization's letterhead
- Mailed or faxed to the Office of Exchange Coordination and Designation for processing.

Your written justification must address the following points:

1. The reason for the request for program expansion
2. Staff increases relevant to this anticipated program increase including before and after staffing patterns/personnel structures
3. Confirmation/assurance that the new employees/representatives have been adequately trained in order to assume their respective duties and responsibilities associated with this program expansion
4. Current financial information (including year-end financial statements/reports and a proposed business plan)
5. Any other information on how this program growth will be absorbed

The mailing address and fax number are:

Exchange Visitor Program Designation Staff
Office of Exchange Coordination Designation
Bureau of Educational and Cultural Affairs
U.S. Department of State, SA-44
301 4th St., S.W., Room 734
Washington, DC 20547
Fax Number: 1-202-401-9809

2.3.3 Edits Menu

The two options available on the **Edits** menu are Add/Update Officials and Update Address (of program). Both options are discussed in detail in the following sections.

2.3.3.1 Add/Update Officials

You may change information about existing officials, or add new officials for your program. To do so, access the *Program Sponsor Information* screen and click the **Add/Update Officials** link on the **Edits** menu. Exhibit 14, Official Information, is an example of the screen that displays.

Note: Each program sponsor must have 1 RO and up to 10 AROs; however, DoS reserves the right to limit the number of AROs.

You may update an existing official's SEVIS record and add new or existing officials. The RO and ARO may submit a request to replace the RO. Each of these procedures is discussed in the following sections.

Exhibit 14: Official Information

The screenshot shows the SEVIS 'Official Information' screen. At the top, there is a header with the U.S. Immigration and Customs Enforcement logo, the ICE logo, and the text 'Student & Exchange Visitor Information System SEVIS'. Below the header is a navigation bar with links for 'Main | Help | Tutorial | Logout'. The main content area features a table with the following data:

Official Name	Role	Title	Telephone	Fax	Email Address	Actions
Emily Green	ARO	Dean of Foreign Students	111-111-1111		Emily.Green@NSM.edu	Update Delete
Gloria Smith	RO	Director of Foreign Students	111-111-1111		Gloria.Smith@NSM.edu	Replace

Below the table are two links: 'Add New Official' and 'Add Existing Official', followed by a 'Cancel' button. The date '07/06/2004 (Tuesday)' is displayed at the bottom of the screen. Four callout boxes with arrows point to specific elements: 'Add New Official Link' points to the 'Add New Official' link; 'Add Existing Official Link' points to the 'Add Existing Official' link; 'Update Link' points to the 'Update' link in the actions column for Emily Green; and 'Delete Link' points to the 'Delete' link in the actions column for Emily Green.

2.3.3.1.1 UPDATE AN EXISTING OFFICIAL'S RECORD

Updating an active official's record includes changing his or her name, telephone number, and/or email address.

To update an official's record, perform the following:

1. On the *Listing of Programs* screen, click the specific **Name of Program** link for the program whose official's record you wish to update. The *Program Sponsor Information* screen displays.
2. Click the **Add/Update Officials** link on the **Edits** menu. The *Official Information* screen displays.

Note: ROs and AROs who perform duties for more than one Exchange Visitor Program or school may have only one telephone number, fax number, and email address in SEVIS. If you update these fields, the new data will display for all programs and schools with which the official is associated.

3. On the *Official Information* screen, click the **Update** link to the right of the name of the official whose information you wish to update. These data fields may be changed: last name, first name, middle name, suffix, telephone and fax numbers, and email address.
4. Make the necessary changes to the official's data.
WARNING: If the official's name **and** other data must be updated, make all changes *except* the name change and click the **Update Official** button. Those changes will take effect immediately. Name changes must be reviewed and approved by DoS (for example, the user changed his or her last name).
5. Click the **Update Official** button. A message displays indicating that the request has been submitted. If the telephone number, fax number, and/or email address were updated, those changes will take effect immediately.
6. If you submitted a request for a name change, click the **Print Form DS-3037** button on the message screen to print the Form. See Section 2.3.1.1.4, Print a Form DS-3036, Form DS-3037, or Draft Form, for printing instructions.
7. The RO must sign Page 2 of the Form DS-3037 (Certification of Citizenship) and Page 1 of the Form must be notarized.
8. Mail the completed Form to:
Exchange Visitor Program Designation Staff
Office of Exchange Coordination Designation
Bureau of Educational and Cultural Affairs
U.S. Department of State, SA-44
301 4th St., S.W., Room 734
Washington, DC 20547

Note: The official will receive an email informing him or her when DoS has approved the request or when DoS is requesting additional information. The official may continue using SEVIS to perform SEVIS-related tasks.

2.3.3.1.2 DELETE AN EXISTING ARO

Deleting an official will remove the individual's record from association with a specific Exchange Visitor Program altogether and the official will no longer be able to perform SEVIS tasks for that program sponsor. To delete an official, perform the following:

1. On the *Listing of Programs* screen, click the **Name of Program** link for the program whose ARO you wish to delete. The *Program Sponsor Information* screen displays.
2. Click the **Add/Update Officials** link on the **Edits** menu. The *Official Information* screen displays.
3. Click the **Delete** link to the right of the email address of the official whom you wish to delete. The *Delete Official* screen displays.
4. Review the data that display. Be sure that this is the official whose access to SEVIS you wish to terminate.
5. You may enter a reason for deleting this official in the text box provided.

6. Click the **Delete Official** button. The deletion will take effect immediately.

Note: If this is the only ARO for the program, the system displays a warning. Every Exchange Visitor Program must have 1 RO and up to 10 AROs. You may continue to delete the official or click the **Cancel** button to return to the *Official Information* screen without taking any action on the official.

2.3.3.1.3 REPLACE THE RO WITH AN EXISTING SEVIS USER

The RO or an ARO for the program may submit a request to replace the RO. If the request is submitted by an ARO, it must be reviewed and approved by DoS.

To request to replace the RO with an existing SEVIS user, perform the following:

1. On the *Listing of Programs* screen, click the **Name of Program** link for the program whose RO you wish to replace. The *Program Sponsor Information* screen displays.
2. Click the **Add/Update Officials** link on the **Edits** menu. The *Official Information* screen displays.
3. Click the **Replace** link to the right of the current RO's email address. The *Replace RO* screen displays, as shown in Exhibit 15, Replace RO.

Exhibit 15: Replace RO

Replace RO
Required fields are marked with an asterisk(*)

Existing Program Number: **P-1-00040**
Name of Sponsoring Organization: **National School of Music**

The Official has an existing account in SEVIS. Please enter the account information below.

* Account Userid:

Replace RO **Cancel**

If this Official has NOT participated in SEVIS, enter the account information below.

* Last Name:
* First Name:
Middle Name: Suffix:

* The Official is: US Citizen Legal Permanent Resident

Enter the person's 'A' number: (AXXXXXXXXXX)

Role: RO
* Title:

* Telephone: () - ext.
Fax Number: () -

* Email Address:

Replace RO **Cancel**

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4. Enter the current SEVIS user's ID in the **Account Userid** field near the top of the screen.
5. Click the **Replace RO** button below the **Account Userid** field to display summary information on the existing user.
6. If this is the official whom you wish to replace the RO, click the **Replace RO** button. When an ARO submits the request for the program, it must be processed by DoS. When the RO submits the request, the following outcomes are possible:
 - If the new RO is already an RO (for another program) or ARO, the replacement takes effect immediately.
 - If the new RO is a Principal Designated School Official (PDSO) or Designated School Official (DSO), DoS must review and approve this request. DoS may also request additional information prior to making a decision on the request.
 - If the new RO was originally an ARO for the program, he or she will now be the RO.

2.3.3.1.4 REPLACE THE RO WITH A NEW SEVIS USER

An existing RO or ARO may submit a request to replace the RO with a new SEVIS user, someone who is not authorized to use SEVIS. The request must be reviewed and approved by DoS.

To request the replacement of an RO with a new SEVIS user, perform the following:

1. On the *Listing of Programs* screen, click the **Name of Program** link for the program whose RO you wish to replace. The *Program Sponsor Information* screen displays.
2. Click the **Add/Update Officials** link on the **Edits** menu. The *Official Information* screen displays.
3. Click the **Replace** link to the right of the current RO's email address. The **Replace RO** screen displays (Exhibit 15).
4. Complete the following information on the lower part of the screen (an asterisk precedes the fields that must be completed):

Field	Description/Explanation
* Last Name	Enter the surname or family name of a person.
* First Name	Enter the first name of a person.
Middle Name	Enter the middle name of a person. May be left blank if the person has no middle name, or the middle name is unknown.
Suffix	Select a title, such as Junior, that may display at the end of a person's name.
* The Official is	Select the appropriate option, U.S. Citizen or Legal Permanent Resident (LPR) . Note: All program sponsor officials must be citizens or LPRs of the United States.
* If LPR, please enter the person's A-number	Enter the alien number if the RO is an LPR. Enter the complete A-Number, including the "A." If you receive an error message indicating that the A-Number is not valid, you may have entered an eight-digit number. The system requires a nine-digit number. Take the following actions: <ol style="list-style-type: none"> 1. Check the original number carefully. If it had nine digits, correct your SEVIS entry. 2. If it had eight digits, it is a valid number. Enter it into SEVIS by adding a zero to the beginning of the number (many existing A-Numbers are only eight digits long), for example, A012345678. 3. If it had less than eight digits, it is invalid and cannot be entered. Query the prospective official to obtain his or her valid number.
* Title	Enter the name of a position held by a person representing a sponsor or sponsor application. Titles should be given in full, without abbreviations (for example, Chief Executive Officer, not CEO).

Field	Description/Explanation
* Telephone Number	Enter a valid telephone number, including the three-digit area code and an extension, if applicable.
Fax Number	Enter a fax number, including area code, for a fax machine. While this is not mandatory, it is encouraged to assist in the communication between DoS and your organization.
* Email Address	Enter a valid electronic mail address. SEVIS correspondence will be sent to this email address, including the SEVIS user ID and password instructions for new users. Note: An email address is not secure if it can be accessed by more than one person (for example, info@ABCcollege.edu).

- Click the **Replace RO** button at the bottom of the screen. After receiving the signed and notarized Certification of Citizenship Form, DoS will review and approve or deny this request, or ask for additional information before making a decision on this request.

Note: When replacing the RO with a person who is not an existing RO or ARO for another program, you must submit a Citizenship Certification Form for the new RO. To print this Form, click the **Print DS-3037** button on the message screen that displays after you click the **Replace RO** button. If you do not print the Form immediately after submitting the request, you may click the **Pending Requests** link in the **Actions** column on the *Program Sponsor Information* screen and click the **Print** link for the appropriate request. The printed Form will include a section to be filled out and signed by the new RO, certifying his or her citizenship status. This Citizenship Certification Form must be notarized before it is submitted to DoS. If the certification is notarized using an ink stamp, then it may be faxed to DoS (1-202-401-9809), and the original form must be submitted via mail. If the form is notarized with an embossed stamp, it must be mailed to DoS.

2.3.3.1.5 ADD NEW OFFICIALS (AROs)

All program sponsor personnel who will access SEVIS and perform tasks must have a record in SEVIS. Each program sponsor may have up to 10 AROs; however, DoS reserves the right to limit the number.

To add new AROs, perform the following:

- On the *Listing of Programs* screen, click the **Name of Program** link for the program to which you wish to add new AROs. The *Program Sponsor Information* screen displays.
- Click the **Add/Update Officials** link on the **Edits** menu. The *Official Information* screen displays.
- Click the **Add New Official** link below the **Official Name** column. Exhibit 16, Add Official, is an example of the screen that displays.

Exhibit 16: Add Official

4. Enter the following information (an asterisk precedes the fields and sections that must be completed).

Field	Description/Explanation
* Last Name	Enter the surname or family name of a person.
* First Name	Enter the first name of a person.
Middle Name	Enter the middle name of a person. May be left blank if the person has no middle name, or the middle name is unknown.
Suffix	Enter a title, such as Junior, that may display at the end of a person's name.
* The Official is	Select the appropriate option, U.S. Citizen or an LPR . Note: All program sponsor officials must be citizens or LPRs of the United States.
* If LPR, please enter the person's 'A' number	Enter the alien number if the ARO is an LPR. Enter the complete A-Number, including the "A". If you receive an error message indicating that the A-Number is not valid, you may have entered an eight-digit number. The system requires a nine-digit number. Take the following actions: <ol style="list-style-type: none"> 1. Check the original number carefully. If it has nine digits, correct your SEVIS entry. 2. If it has eight digits, it is a valid number. Enter it into SEVIS by adding a zero to the beginning of the number (many existing A-Numbers are only

Field	Description/Explanation
	eight digits long). 3. If it has less than eight digits, it is invalid and cannot be entered. Query the prospective official to obtain his or her valid number.
* Role	Select the ARO role for the official.
* Title	Enter the name of a position held by a person representing a sponsor or sponsor application. Titles should be given in full, without abbreviations (for example, Chief Executive Officer, not CEO).
* Telephone Number	Enter a valid telephone number, including the 3-digit area code and an extension, if applicable.
Fax Number	Enter a fax number, including area code, for a fax machine. While this is not mandatory, it is encouraged to assist in the communication with DoS.
* Email Address	Enter a valid electronic mail address. SEVIS correspondence will be sent to this email address, including the SEVIS user ID and password instructions for new users. Note: An email address is not secure if it can be accessed by more than one person (for example, info@ABCcollege.edu).

5. Click the **Add Official** button at the bottom of the screen. A message displays indicating the successful submission of the request.
6. On the message screen, click the **Print DS-3037** button. See Section 2.3.1.1.4, Print a Form DS-3036, Form DS-3037, or Draft Form, for printing instructions. The printed Form includes a section to be filled out and signed by the new ARO, certifying his or her citizenship status. This Citizenship Certification Form must be notarized before it is submitted to DoS. If the certification is notarized using an ink stamp, then it may be faxed to DoS (1-202-401-9809), and the original must be submitted via mail. If the Form is notarized with an embossed stamp, it must be mailed to DoS.

Note: If the Form is not printed immediately after submitting the request, it may be printed by clicking the **Pending Requests** link in the **Actions** column on the *Program Sponsor Information* screen and clicking the **Print** link for the appropriate request.

DoS will review and approve or deny this request, or ask for additional information before making a decision on the request. Following approval, the submitter of the request will receive email notification of the approval. The new ARO will receive two email messages from SEVIS; one containing his or her SEVIS user ID and the second providing instructions for creating a SEVIS password.

2.3.3.1.6 ADD EXISTING OFFICIALS

There are program sponsor and school personnel who already have access to SEVIS because of their affiliation with another program. They are considered existing officials. To add an existing official and assign him or her a program sponsor role as an ARO, perform the following:

1. On the *Listing of Programs* screen, click the **Name of Program** link for the program to which you wish to add ROs. The *Program Sponsor Information* screen displays.
2. Click the **Add/Update Officials** link on the **Edits** menu. The *Official Information* screen displays.
3. Click the **Add Existing Official** link below the **Official Name** column. The system displays the *Add Existing Official* screen.
4. Enter the active user's SEVIS user ID in the **Account Userid** field.
5. Click the **Add Official** button. The system displays the *Update Official* screen. Exhibit 17, Update Official, is an example of the screen.

Exhibit 17: Update Official

Update Official
Required fields are marked with an asterisk(*)

Existing Program Number: **P-1-00040**
Name of Sponsoring Organization: **National School of Music**

* Last Name : Green
* First Name : Emily
Middle Name : Suffix :

The Official is : **US Citizen**

* Role : **ARO**
* Title : **Dean of Foreign Students**

* Telephone : (111) 111 - 1111 ext.
Fax Number : () -

* Email Address :

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6. Review the user's data and select the ARO role for the official.
7. If necessary, enter the correct telephone number for this user. A fax number may also be entered to assist in the communication with DoS.

Note: ROs and AROs that perform duties for more than one Exchange Visitor Program or school may have only one telephone number, fax number, and email address in SEVIS. If you update these fields, the new data will display for all programs and schools with which the official is associated.

8. If necessary, enter the user's email address.

9. Click the **Update Official** button. The system displays a message indicating that the request has been successfully submitted. If the Existing Official is an RO or ARO, the application is automatically approved. If the Existing Official is a PDSO or DSO, the Citizenship Certification Form and signed Form DS-3037 must be mailed to DoS for review and approval.
10. On the message screen, click the **Print DS-3037** button to print the Form for a PDSO or DSO. (See Section 2.3.1.1.4, Print a Form DS-3036, Form DS-3037, or Draft Form, for printing instructions.) The Citizenship Certification Form and signed Form DS-3037 must be mailed to DoS for review and approval.

2.3.3.2 Update Address for the Program Sponsor

Program sponsors may change the address for their organization at any time. To update the organization's address, perform the following:

1. On the *Listing of Programs* screen, click the **Name of Program** link for the program whose address you wish to update. The *Program Sponsor Information* screen displays.
2. Click the **Update Address** link on the *Program Sponsor Information* screen. The system displays the *Update Address* screen.
3. Make the necessary changes to the address and click the **Update Address** button. This request will take effect immediately; it does not require review by DoS.

2.3.4 Lists/Reports Menu

The options available on the **Lists/Reports** menu provide you with another method of accessing certain SEVIS functionality. Each option is described below.

- **Search Exchange Visitor**—Click this link to quickly access the **Search** module. Step-by-step details for performing a search are contained in Volume II of this manual.
- **Create Exchange Visitor**—Click this link to quickly access the first page of the Form DS-2019 and begin to create a record for a new EV. Instructions for creating a new EV record are contained in Volume II of this manual.
- **Exchange Visitor Lists**—Click this link to quickly access the *Exchange Visitor Lists*. Explanations and instructions for processing these lists are contained in Volume II of this manual.
- **Reports**—Click this link to access the **Reports** module. See Section 2.5, Reports, for additional information about SEVIS reports.

2.4 Alerts

Alerts are notices to users identifying tasks that need to be completed in SEVIS. In most cases, these alerts are indicators that, according to the information currently in the system, a deadline is approaching for some type of process. For example, six months before a program's approval to operate expires, SEVIS provides an alert indicating that the expiration date is nearing. Another alert will display three months prior to the date of expiration.

Exhibit 18, Listing of Programs—Alerts Link, shows the location of the ***Alerts** link on the screen. If there are no alerts for a program, this link will not display.

To view the alerts available for a specific program, click the ***Alerts** link in the **Commands** column. The list of alerts for that program displays. Alerts for EVs and dependents are discussed in detail in Volume II of this manual.

Exhibit 18: Listing of Programs—Alerts Link

Name of Program	Location (City/State)	Status	Role	Commands
Harrisberg Rotary Club	Fairfax Oaks, VA	PROGRAM ACTIVE	RO	Search New Exchange Visitor EV Lists Reports
National Business Training School	Anytown, AZ	PROGRAM ACTIVE	ARO	Search New Exchange Visitor EV Lists Reports
National Technology Institute	Anytown, CA	PROGRAM ACTIVE	ARO	Search New Exchange Visitor * Alerts EV Lists Reports
Raine University	Anytown, UT	PROGRAM ACTIVE	RO	Search New Exchange Visitor * Alerts EV Lists Reports

2.5 Reports

SEVIS provides you with the ability to generate and print a variety of reports that reflect current SEVIS information for the data elements that are included in the report. Please note that the types of reports currently available are subject to change as a result of enhancements to the reporting capabilities of the system.

Below is an alphabetical list of the reports that are available at this time and a description of each report.

Title of Report	Description
400 Report - Profile of Sponsor Activity	Provides detailed information about the program sponsor over a specific time period, between 1 and 5 years, based on the start and end dates selected.
Annual Report - J1 Exchange Visitor Program U.S. Department of State	Provides the annual report for the program. Note: This report must be generated and mailed to DoS each year by the date stipulated on the program sponsor's designation or redesignation letter. Note: SEVIS will send an alert to the program sponsor 30 days prior to the annual report due date reminding the sponsor to complete and submit the report to DoS.
Category Levels - Counts for Category by Purpose Code and Country	Provides detailed information about EV category levels by purpose code and country.
Country Levels Report - Country Levels by Program Sponsor	Provides detailed information about the program's EVs based on the visa type selected.
DoS No Show Report	Provides information about non-immigrants in No Show status for the program based on the visa type, start date, and end date selected.
EV Enter POE Before/After Program Start Date Report	Provides information about EVs for your program who entered the port of entry (POE) either before or after their program's start date.
Secondary Student Placement Report	Provides information about secondary student placements for the program based on the start date and end date selected.

The following sections contain the instructions for generating and printing reports using either the Internet Explorer or Netscape browsers.

2.5.1 Generate a Report

Reports are snapshots of parts of the SEVIS database. They reflect current SEVIS information for the data elements included in the report. To generate a report, perform the following:

1. On the *Listing of Programs* screen, click the **Reports** link for a specific program. The system displays the *RO/ARO Reports* screen, as shown in Exhibit 19, Reports Screen.

Exhibit 19: Reports Screen

ARO, RO

RO/ARO Reports

Format: HTML Text

Click on Help (above) and search on Printing Reports to find the proper page settings for printing SEVIS reports.

SEVIS Reports

- 400 Report - Profile of sponsor activity
- Category Levels - Counts for category by purpose code and country
- Country Levels Report - Country levels by program sponsor
- Annual Report - J1 Exchange Visitor Program U.S. Department of State
- Secondary Student Placement Report
- DoS No Show Report
- EV EnterPOE Before/After Program Start Date Report

11/24/2003 (Monday)

2. To select a report title, click the radio button adjacent to the report title.
3. Select an output format: **HTML** (Hypertext Markup Language, a web-page format) or **Text** (a format that can be easily pasted into a word processor for additional formatting and editing).
4. Click the **Submit** button.
5. If there are no search criteria for the selected report, the report will be generated and will display in a new browser window. If search criteria must be chosen for the selected report, the *Report Criteria* screen will display in the browser window. Select the search criteria, and click the **Submit** button to generate the report.

2.5.2 Print a Report

The procedure for printing reports is different depending on the browser used (Internet Explorer or Netscape). The procedures for printing reports using both browsers are described below.

2.5.2.1 Printing a Report Using the Internet Explorer Browser

To print a report using Internet Explorer, perform the following:

1. For best results when printing, it is recommended that you make the following changes to the print settings:
 - a) Click the **File** menu on the Internet Explorer toolbar.

- b) Select **Page Setup**. The *Page Setup* window displays, as shown in Exhibit 20, Internet Explorer Page Setup Window.

Exhibit 20: Internet Explorer Page Setup Window



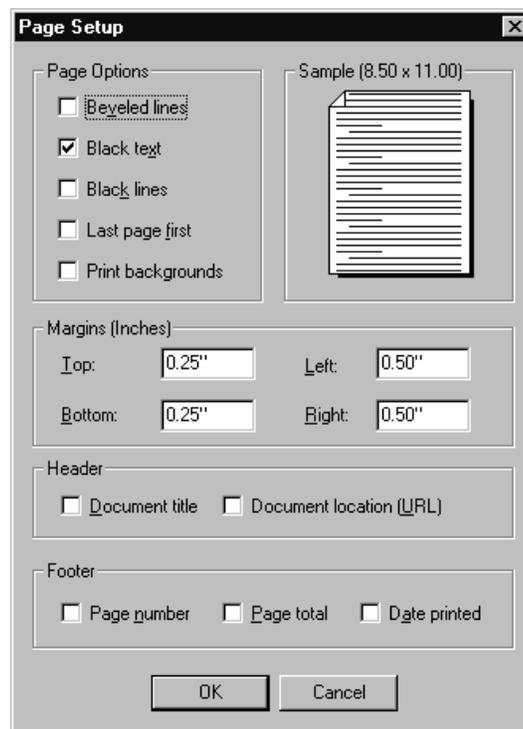
- c) If necessary, delete all data that display in the **Header** field.
- d) If necessary, delete all data that display in the **Footer** field.
- e) In the **Orientation** section, click the **Landscape** button.
- f) Set the top and bottom margins to **0.25"**.
- g) Click **OK**.
2. Select **Print** from the **File** menu to display the *Print* window.
3. Ensure the name of the printer listed in the **Name** field is the printer from which you wish the report to print. If it does not show the correct printer, click the **down arrow** to the right of the field and select the correct printer.
4. Click **OK** and the report will be printed on the designated printer.
5. Click the **Close** (X) button on the browser to close the window and return to SEVIS.

2.5.2.2 **Printing a Report Using the Netscape Browser**

To print a report using Netscape, perform the following:

1. For best results when printing, it is recommended that you make the following changes to the browser print settings for Netscape:
 - a) Click the **File** menu on the Netscape toolbar.
 - b) Select **Page Setup**. The *Page Setup* window displays, as shown in Exhibit 21, Netscape Page Setup Window.

Exhibit 21: Netscape Page Setup Window



- c) If necessary, click to remove the check mark in the **Beveled lines** check box.
 - d) Click to place a check mark in the **Black text** check box.
 - e) Set the top and bottom margins to **0.25"**.
 - f) If necessary, click to remove the check mark next to all options in the **Header** section.
 - g) If necessary, click to remove the check mark next to all options in the **Footer** section.
 - h) Click **OK**.
 2. Select **Print** from the **File** to display the *Print* window.

3. Ensure the name of the printer listed in the **Name** field is the printer from which you wish the report to print. If it does not show the correct printer, click the **down arrow** to the right of the field and select the correct printer.
4. Click the **Properties** button and select the **Paper** tab.
5. In the **Orientation** section, click the **Landscape** radio button.
6. Click **OK** to accept the Landscape setting.
7. Click **OK** on the *Print* window, and the report will be printed on the designated printer.
8. Click the **Close** () button on the browser window to close the window and return to SEVIS.

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

2.5.3 Copy and Paste a Report

Reports can be generated using the “Text” format option. Perform the following steps to copy and paste the report into another application:

1. First, generate (in HTML) and print the report so that you can see the layout of the report and the column labels. See Sections 2.5.1 or 2.5.2 for instructions on generating and printing reports in SEVIS. Exhibit 22, SEVIS EVPD No Show Report—HTML Format, is an example of a report generated using the HTML format.

Exhibit 22: SEVIS EVPD No Show Report—HTML Format

SEVIS EVPD No Show Report			
Report Date & Time: Tue Jun 29 14:31:48 EDT 2004			
Program Sponsor: Batchel School (P-3-00012)			
From: 01/01/2004 To: 05/31/2004			
Program Name Program Number	Last Name, First Name Gender	SEVIS ID COB	No Show Date Visa Status
Batchel School P-3-00012	Shoi, Nonniw MALE	N0000000983 ALGERIA	04/30/2004 J-1
Batchel School P-3-00012	Tesig, Connor MALE	N0000000991 ALGERIA	04/30/2004 J-1
Total Principal Names in the program: 2			
Grand Total: 2			
Page 1 of 1			

2. Enter your search criteria on the *Report Criteria* screen (for example, district, visa type, start date, end date, etc., depending upon the type of report selected).
3. Click **Submit** to generate and view the report. The report displays in another browser window.
4. Click and drag the mouse to highlight the entire report.
5. Select **Copy** from the **Edit** menu.
6. Open a word processing application (for example, Microsoft Word) and select **Paste** from the **Edit** menu to paste the report into a new document. Exhibit 23, SEVIS EVPD No Show Report—Text Format is an example of the report shown in Exhibit 22.

Note: The caret (^) characters are used to separate the columns of data.

Exhibit 23: SEVIS EVPD No Show Report—Text Format

```
P-3-00012^Batchel School^N0000000983^Shoi^Nanniw^MALE^ALGERIA^J-1^
04/30/2004^
P-3-00012^Batchel School^N0000000991^Tesig^Connor^MALE^ALGERIA^J-1^
04/30/2004^
```

7. Use the printed copy of the report generated in HTML format to create the new report using another application.
8. Be sure to save the report that you created using another application.

3. OPERATING INSTRUCTIONS

3.1 Initiate Operation

You will access SEVIS via the Internet using Internet Explorer Version 5.0 or higher or Netscape Version 4.79 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 Login* screen 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.

Note: SEVIS may respond faster or slower depending on the number of users accessing SEVIS.

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

You may log off SEVIS at any time by clicking the **Logout** link on the navigation bar. To close the browser window, click the **Close (X)** button on the browser window.

Note: If the SEVIS system locks up, click the **Close (X)** button on the browser window and initiate operation again. You will need to wait 20 minutes before accessing SEVIS again.

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

SEVIS user IDs and passwords are suspended after three unsuccessful login attempts. Call the SEVIS Help Desk (1-800-892-4829) to have your access to SEVIS reinstated.

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. 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

ARO	Alternate Responsible Officer
ATP	Air Transport Pilot
CFR	Code of Federal Regulations
DoS	Department of State
DSO	Designated School Official
ECFMG	Educational Commission for Foreign Medical Graduates
EV	Exchange Visitor
FAA	Federal Aviation Administration
HTML	Hypertext Markup Language
ICE	Immigration and Customs Enforcement
ID	Identification
INS	Immigration and Naturalization Service
LPR	Legal Permanent Resident
PDSO	Principal Designated School Official
POE	Port of Entry
RO	Responsible Officer
SEVIS	Student and Exchange Visitor Information System
SEVP	Student and Exchange Visitor Program
U.S.	United States

**APPENDIX B—STATUS VALUES FOR EXCHANGE VISITORS AND
DEPENDENTS**

Status Values for Exchange Visitors and Dependents

Below is a list and explanation of each status that EVs and their dependents may have in SEVIS.

SEVIS Status	Description/Explanation
Saved/Draft	EV and/or dependent records that have been saved but not submitted to the SEVIS database. These records are also considered “draft” records. An RO or ARO may review, edit, and submit a saved/draft record to SEVIS.
Initial	<p>EV and/or dependent records that have been created and submitted to SEVIS (saved to the SEVIS database), but the EV’s program has not been validated by the sponsor.</p> <p>Validation is the process of updating the record of an EV who is in the Initial status (Form DS-2019 issued but EV has not yet entered the United States) in SEVIS to show that the EV:</p> <ul style="list-style-type: none"> • Has actually arrived at the site of activity in the United States identified by the sponsor • Is participating in his or her exchange program. <p>Note: Failure to validate an EV’s participation within 30 days of the program start date as reflected on the Form DS-2019 will result in cancellation of the EV’s record in SEVIS, as stipulated in the Exchange Visitor Program regulations (22 CFR 62).</p>
Active	<p>The sponsor has validated an EV’s participation in his program (by entering the current U.S. address for the EV). The current U.S. address is the location where the EV will live while participating in his or her program. The current U.S. address is collected in SEVIS but does not print on the Form DS-2019. When the Form DS-2019 is printed from SEVIS, the address of the primary site of activity for the EV will print in the U.S. address field on the Form.</p> <p>Following the validation of the EV in SEVIS, the EV is considered to be in Active or valid program status.</p> <p>Note: An RO or ARO can use the Correct Minor or Technical Infraction process to change an EV from Inactive status to Active status if today’s date is not greater than 120 days beyond the EV’s program end date that is shown on the most recent Form DS-2019. When today’s date is greater than 120 days and less than 270 days after the EV’s program end date, the RO or ARO must submit a reinstatement request to DoS to review and approve (22 CFR 62.45). Reinstatement cannot occur when the current date is greater than 270 days after the EV’s program end date.</p>
Terminated	In SEVIS, the sponsor has terminated the EV’s participation; termination implies a change from Active, or valid program status, prior to program completion. Termination has an adverse or negative affect on the EV’s

SEVIS Status	Description/Explanation
	<p>record, and on the record of each dependent of the EV. Terminated EVs have no benefits, for example, cannot apply for an extension, reinstatement, or change of category.</p> <p>Note: Dependent records are automatically terminated when the EV's participation is terminated. Also, an RO or ARO can terminate the status of a dependent prior to the end of the EV's program for reasons such as the conviction of a crime or violation of the Exchange Visitor Program regulations.</p>
Transferred (SEVIS to SEVIS)	<p>The EV has transferred between two sponsors authorized access to SEVIS.</p> <p>Note: If your program is expecting to receive a transfer EV from another SEVIS program, this EV's name will display on the <i>All Exchange Visitors and Dependents</i> list with the status of Transferred once the effective date of transfer is reached. To view this list, click the EV Lists link to the right of the appropriate program on the <i>Listing of Programs</i> screen, the screen that displays when you log into SEVIS. Then select the appropriate link on the Exchange Visitors and Dependents Menu screen.</p>
Transferred to a non-SEVIS Sponsor	This status is no longer valid.
Inactive	<p>An EV and/or dependent can become Inactive (out of status) for the following reasons:</p> <ul style="list-style-type: none"> • The RO or ARO ends the program of an EV (for example, the EV completes his or her program early, or withdraws from the program). The status of the EV's dependents will also be set to Inactive when the sponsor takes action on the EV. • The RO or ARO ends the status of the spouse or dependent because the accompanying spouse got divorced from the EV, or the spouse and/or dependent died. • The dependent's status is automatically ended in SEVIS on the day the dependent turns 21 years of age.
Invalid	<p>An EV's status is Invalid when he or she:</p> <ul style="list-style-type: none"> • Does not use the Form DS-2019 issued by a program sponsor to obtain a visa • Uses the Form DS-2019 to obtain a visa but does not enter the United States through a port of entry within 30 days of the program start date identified on the form • The RO or ARO changes the EV's status to Invalid <p>Note: Dependent records are automatically set to Invalid when the EV's status is set to Invalid.</p>
No Show	The EV's program participation has not been validated in SEVIS for any of the following reasons:

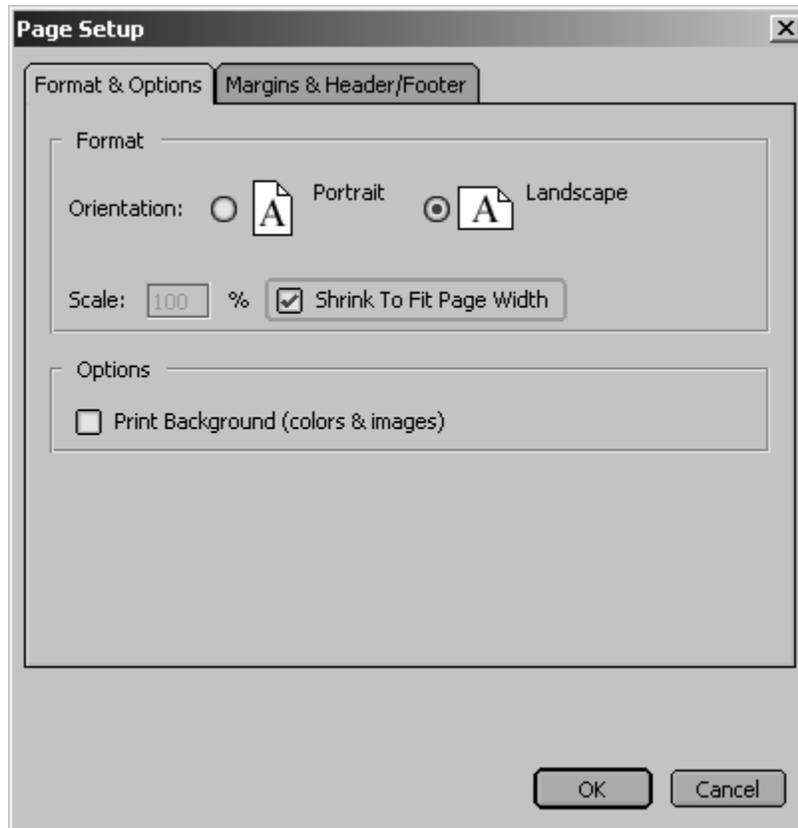
SEVIS Status	Description/Explanation
	<ul style="list-style-type: none">• It is 30 days after the program start date listed on the Form DS-2019 that was issued to an EV to begin a new program and the EV has entered the United States through a port of entry but has not reported to the sponsor.• It is 30 days after the effective date of transfer. <p>Note: Dependent records are automatically set to No Show when the EV's record is set to No Show.</p>

**APPENDIX C—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:

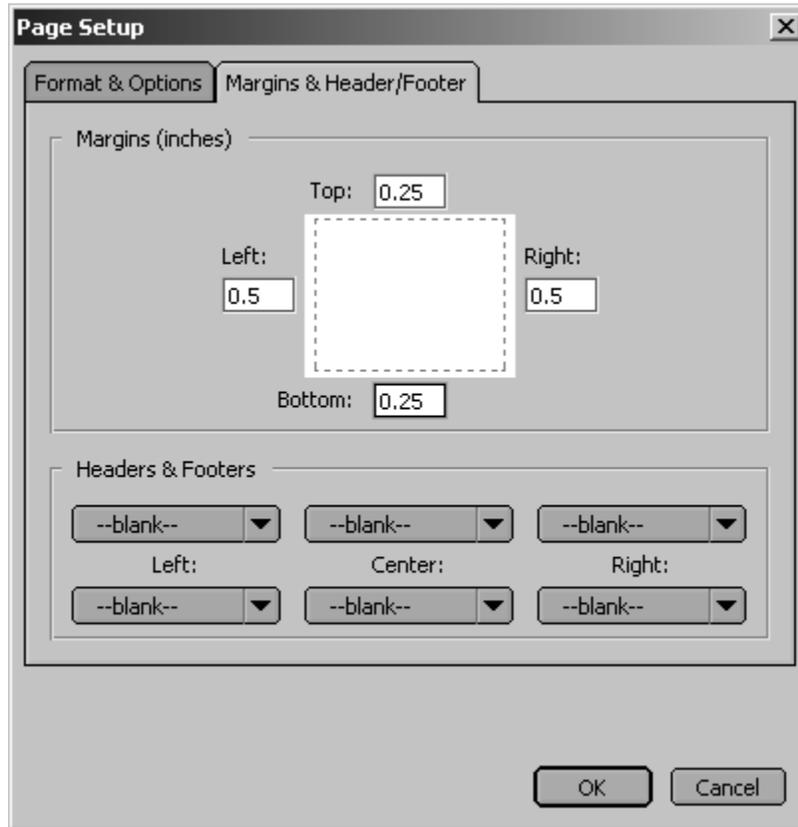
1. Click **File** on the Netscape menu bar.
2. Select **Page Setup**. The *Page Setup* window displays, as shown in Exhibit C–1, Netscape Page Setup Window—Format & Options Tab.

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



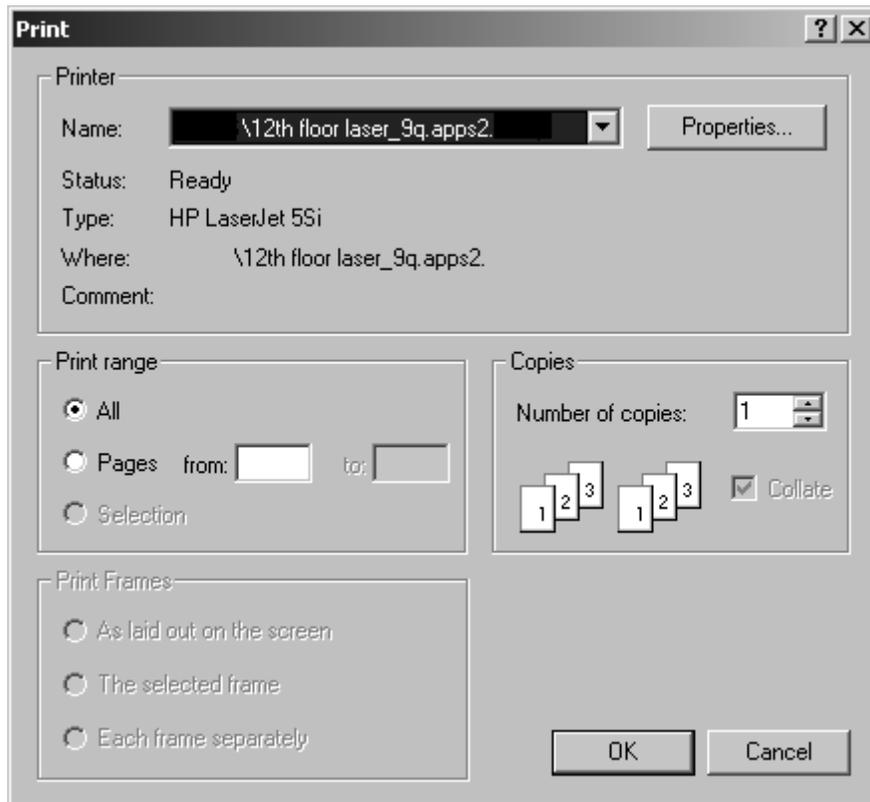
3. On the **Format & Options** tab, click the **Landscape** radio button.
4. Ensure there is a check mark in the **Shrink To Fit Page Width** check box.
5. Ensure there is not a check mark in the **Print Background (color & images)** check box.
6. Click the **Margins & Header/Footer** tab. The **Margins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

Exhibit C–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 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 C–3, Print Window.

Exhibit C–3: Print Window



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

**ATTACHMENT A—DoS MAXIMUM AND MINIMUM
DURATION OF PARTICIPATION RULES**

Department of State Maximum and Minimum Duration of Participation Rules

Category	Minimum Duration of Participation ¹	Minimum Duration of Participation for Sponsors with Program Serial G-1, G-2, or G-3	Maximum Duration of Participation	Extension beyond maximum duration of participation is permitted (requires DOS approval)
Professor and Research Scholar	3 weeks	N/A	42 months	Yes
Teachers	3 weeks	N/A	3 years	Yes
Alien Physicians	3 weeks	N/A	7 years	Yes
International Visitors	N/A	N/A	1 year	Yes
Government Visitors	3 weeks	N/A	18 months	Yes
Short -Term Scholars	N/A	N/A	6 months	No
Specialists	3 weeks	N/A	1 year	No
Camp Counselor	3 weeks	N/A	4 months	No
Summer Work Travel	3 weeks	N/A	4 months	No
Associate Degree Student	3 weeks	N/A	N/A	N/A
Bachelors Degree Student	3 weeks	N/A	N/A	N/A
Masters Degree Student	3 weeks	N/A	N/A	N/A
Doctorate Degree Student	3 weeks	N/A	N/A	N/A
Non-Degree Student	3 weeks	N/A	2 years	No
Secondary Student	One academic semester (5 months)	One academic semester (5 months)	1 year	No
Au Pair	1 year	N/A	1 year	Yes
Flight Trainee	3 weeks	N/A	24 months	Yes
All Other Trainees ²	3 weeks	N/A	18 months	Yes

¹ **Section 62.8 General program requirements.**

(b) **Minimum duration of program.** Sponsors, other than the federal government agencies (Note: Identified by the program serial, G-1, G-2 and G-3), shall provide each exchange visitor, except short-term scholars, with a minimum period of participation in the United States of three weeks.

² **The maximum duration of participation for a trainee** is 18 months unless a sponsor's designation is limited by DoS to a lesser amount of time, for example, a 12-month training program. An extension of a program beyond the 12 months would be considered an extension beyond the maximum duration of participation and require DoS approval.

ATTACHMENT B—PARTICIPATION BY CATEGORY MATRIX

Participation By Category Matrix

Some categories require the completion of a separate application (Form DS-3036). Other categories can be applied for on the same application (Form DS-3036). The matrix below lists all of the categories. To use the matrix, in the left column, find a category for which you wish to apply. Then, scan across the row corresponding to that category. A “Y” in a box indicates that the category listed at the top of the column is a category that you may apply for on the same application.

If this category is selected,	Then this category can be selected:														
	Student: Col/Univ	Student: Secondary	Trainee: Specialty	Trainee: Non-Specialty	Teacher	Professor	International Visitor	Alien Physician	Government Visitor	Research Scholar	Short-term Scholar	Specialist	Camp Counselor	Summer Work/ Travel	Au Pair
Student: Col/Univ	Y					Y	Y	Y	Y	Y	Y	Y			
Student: Secondary (High School)		Y													
Trainee: Specialty			Y	Y											
Trainee: Non-Specialty			Y	Y											
Teacher					Y										
Professor	Y				Y	Y	Y	Y	Y	Y	Y	Y			
International Visitor	Y				Y	Y	Y	Y	Y	Y	Y	Y			
Alien Physician	Y				Y	Y	Y	Y	Y	Y	Y	Y			
Government Visitor	Y				Y	Y	Y	Y	Y	Y	Y	Y			
Research Scholar	Y				Y	Y	Y	Y	Y	Y	Y	Y			
Short-term Scholar	Y				Y	Y	Y	Y	Y	Y	Y	Y			
Specialist	Y				Y	Y	Y	Y	Y	Y	Y	Y			
Camp Counselor													Y		
Summer Work/ Travel														Y	
Au Pair															Y