User Manual for Exchange Visitor Program Sponsor Users (RO/ARO) of SEVIS Version 5.2: Volume I Forms DS-3036 and DS-3037

December 29, 2005

Homeland Security

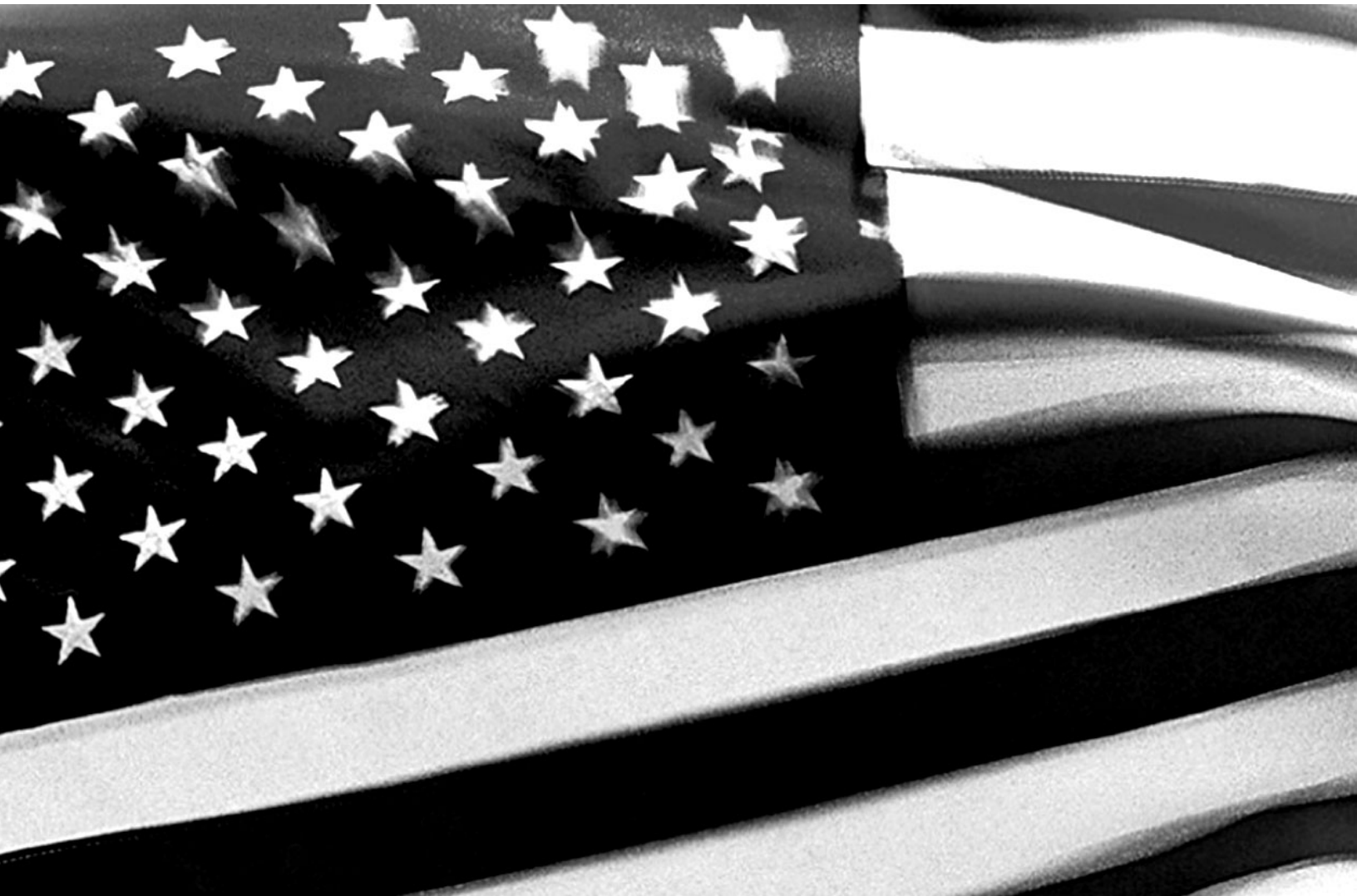


TABLE OF CONTENTS

1.INTRODUCTION 1
1.1 Resources 1
1.2 Purpose of SEVIS 2
1.3 Privacy Act Considerations 2
1.4 Security Reminder 3
1.5 Acronyms and Abbreviations 4
1.6 Disclaimer 4

2.DESCRIPTION OF SYSTEM FUNCTIONS 4
2.1 Overview of Screen Components 4
2.1.1 SEVIS Screen Components 5
2.1.2 Additional SEVIS Screen Components 6
2.1.3 Online Help Functions 6
2.1.3.1 Online Help Table of Contents 7
2.1.3.2 Online Help Index 7
2.1.3.3 Search Online Help 8
2.1.3.4 Hide/Show the Left Panel 8
2.1.3.5 Jumps 8
2.1.3.6 Close Online Help 8
2.1.3.7 Print the Online Help Topics 8
2.1.3.7.1 Internet Explorer Users 8
2.1.3.7.2 Netscape Users 9
2.1.4 Tutorial 9
2.2 Accessing SEVIS 9
2.2.1 Guidelines for Passwords 11
2.2.1.1 Change Password Every 90 Days 12
2.2.1.2 Change Password Voluntarily 12
2.2.1.3 Request Password Reset 13
2.2.2 Additional Information About the SEVIS Login Screen 13
2.2.3 Log Into SEVIS 14
2.2.4 Log Out of SEVIS 14
2.3 Updating Program Information (Forms DS-3036 and DS-3037) 15
2.3.1 Actions Menu 16
2.3.1.1 Amendment 17
2.3.1.1.1 Complete Amendment Page 1 17
2.3.1.1.2 Complete Amendment Page 2 18
2.3.1.1.3 Complete Amendment Page 3 28
2.3.1.1.4 Submit the Amendment Request 32
2.3.1.2 Cancel Program 33
2.3.1.3 Change Program Sponsor Name 33
2.3.1.4 Pending Requests 34
2.3.1.5 Redesignation 35

2.3.1.5.1 Complete the Redesignation Application 37
2.3.1.5.2 Submit the Redesignation Request 38
2.3.1.6 Register for Batch Processing 38
2.3.1.7 Request Allotment of Forms DS-2019 39
2.3.1.8 Request Brochures 40
2.3.2 Procedure for Requesting an Increase in the Number of Program Participants 41
2.3.3 Edits Menu 42
2.3.3.1 Add/Update Officials 42
2.3.3.1.1 Add a New Official as an ARO 43
2.3.3.1.2 Add an Existing Official as an ARO 46
2.3.3.1.3 Update an Existing Official's Information 48
2.3.3.1.4 Delete an Existing ARO 50
2.3.3.1.5 Replace the RO With an Existing SEVIS User 50
2.3.3.1.6 Replace the RO With a New SEVIS User 52
2.3.3.2 Update Address for the Program Sponsor 54
2.3.4 Lists/Reports Menu 55
2.4 Print a Form DS-3036, Form DS-3037, or Draft Form 55
2.5 Alerts 56
2.6 Exchange Visitor Lists 60
2.7 Reports 60
2.7.1 Generate a Report 61
2.7.2 Print a Report 62
2.7.2.1 Printing a Report Using the Internet Explorer Browser 62
2.7.2.2 Printing a Report Using the Netscape Browser 64
2.7.3 Copy and Paste a Report 65
2.7.4 Paste a Report into an Excel Spreadsheet 67

3.OPERATING INSTRUCTIONS 68
3.1 Initiate Operation 68
3.2 Maintain Operation 69
3.3 Terminate and Restart Operations 69

4.ERROR HANDLING 69

5.HELP FACILITIES 69

APPENDIX A—ACRONYMS AND ABBREVIATIONS

APPENDIX B—DOWNLOAD THE LATEST VERSION OF ADOBE ACROBAT READER

APPENDIX C—PRINTING INSTRUCTIONS FOR NETSCAPE VERSION 7.0

ATTACHMENT A—RESOURCES

ATTACHMENT B—PARTICIPATION BY CATEGORY MATRIX

EXHIBITS

Exhibit 1: Criminal Penalties 3
Exhibit 2: SEVIS Listing of Programs Screen 5
Exhibit 3: Help Screen 7
Exhibit 4: SEVIS—Set Password Screen 10
Exhibit 5: SEVIS Login Screen 11
Exhibit 6: Navigation Bar—Logout Link 15
Exhibit 7: Listing of Programs Screen—Program Links 15
Exhibit 8: Program Sponsor Information Screen 16
Exhibit 9: Amendment Page 1 17
Exhibit 10: Amendment Page 2 19
Exhibit 11: Amendment Page 3 28
Exhibit 12: Pending Requests Screen 35
Exhibit 13: Listing of Programs Screen—Alerts Link 36
Exhibit 14: Alerts for Whispering Pines Institute 36
Exhibit 15: Redesignation Screen 37
Exhibit 16: Official Information Screen 43
Exhibit 17: Add Official Screen 44
Exhibit 18: Add Existing Official—Update Official Screen 47
Exhibit 19: Replace RO Screen 51
Exhibit 20: Listing of Programs Screen—Alerts Link 56
Exhibit 21: Alerts for Whispering Pines Institute 57
Exhibit 22: Listing of Programs Screen—EV Lists Link 60
Exhibit 23: Reports Screen 62
Exhibit 24: Internet Explorer Page Setup Window 63
Exhibit 25: Netscape Page Setup Window 64
Exhibit 26: SEVIS Country Levels by Program Sponsor Report—HTML Format 66
Exhibit 27: SEVIS Country Levels by Program Sponsor Report—Text Format 66
Exhibit 28: Convert Text to Columns Wizard 67
Exhibit 29: Page 2 of the Convert Text to Columns Wizard 68

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 Forms DS-2019, DS-3036, and DS-3037, and other program updates. This volume addresses the procedures for performing program updates. This user manual reflects the changes to SEVIS effective with Release 5.2.

1.1 Resources

To obtain administrative guidance on the Exchange Visitor Program, the Exchange Visitor Program regulations (22 CFR Part 62), or program or exchange visitor issues or concerns, contact the **Office of Exchange Coordination and Designation**, Bureau of Educational and Cultural Affairs, Department of State:

Academic and Government Division (AG)
United States Department of State
Office of Exchange Coordination and Designation
ECA/EC/AG - SA-44, Room 732
301 4th Street, S.W.
Washington, D.C. 20547
Telephone: (202) 203-5029
Fax: (202) 453-8640

Responsible for the administration and oversight of the following categories:

- Government Visitor
- International Visitor
- Professor
- Research Scholar
- Students (Secondary and College/University)
- Short-Term Scholar
- Specialist
- Teacher

Private Sector Programs Division (PS)
United States Department of State
Office of Exchange Coordination and Designation
ECA/EC/PS - SA-44, Room 734
301 4th Street, S.W.
Washington, D.C. 20547
Telephone: (202) 203-5096
Fax: (202) 203-5087

Responsible for the administration and oversight of the following categories:

- Alien Physician
- Au Pair
- Camp Counselor
- Summer Work/Travel
- Trainee

See Attachment A, Resources, for additional resource information.

1.2 Purpose of SEVIS

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

SEVIS enables the submission of designation applications. Once designated as an 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 J-2 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 ROs and AROs will be notified by 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.

1.3 Privacy Act Considerations

Access to SEVIS is restricted to authorized users. SEVIS contains confidential information concerning international 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.

1.4 Security Reminder

SEVIS was developed to maintain multiple levels of security in both the real-time and batch systems to help protect against unauthorized access. One of the most important actions that you can take is to safeguard your user ID and password. Your SEVIS user ID and password are intended for your use only. Do not share your user ID and password with any other person and do not keep a written record of your user ID and/or password in a location that can be accessed by others. For program sponsor officials, the Exchange Visitor Program regulations (22 CFR 62.71(b) and 62.79(a)(3)) specifically address this issue.

If you suspect that your password has been compromised, you can reset it using the **Change Password** or **Request Password Reset** link on the *SEVIS Login* screen located at https://egov.immigration.gov/sevis/. Alternatively, you can contact the SEVIS Help Desk at 1-800-892-4829 to have your password reset.

If you believe that an unauthorized person has obtained access to international student or exchange visitor data in one of your internal systems (e.g., local batch system) or if you believe an unauthorized person has gained access to SEVIS, please notify the Department of Homeland Security (DHS) Help Desk immediately at 1-888-347-7762. The DHS Help Desk is staffed 24 hours a day and can assist with security concerns only. All other SEVIS concerns or questions should still be directed to the SEVIS Help Desk at 1-800-892-4829. When calling the DHS Help Desk to report a security concern, it will be helpful to have the name(s) and contact information for the Principal Designated School Official/Designated School Official (PDSO/DSO), RO/ARO, and school or program technical and security contacts, as appropriate.

The DHS Help Desk will contact the Student and Exchange Visitor Program (SEVP) office immediately. SEVP will work with you to take appropriate steps to protect and prevent loss of SEVIS information. Such actions to be taken may include issuing new SEVIS user IDs and passwords as well as loading new security certificates for the SEVIS batch upload process, if applicable. Additionally, school and sponsor officials who believe that their internal systems may have been compromised should follow their local formal security procedures.

System security is a serious matter. SEVP is committed to addressing any system security concerns or issues that may arise.

If you need assistance, please contact the DHS Help Desk at 1-888-347-7762.

1.5 Acronyms and Abbreviations

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

1.6 Disclaimer

All persons, schools, programs, email addresses, and events depicted in this document are fictitious, and no similarity with any real persons or entities, living or deceased, is intended or should be inferred.

The term "status" is used extensively throughout this manual. Unless otherwise noted, the term "status" refers to the EV or dependent's status in SEVIS.

2. DESCRIPTION OF SYSTEM FUNCTIONS

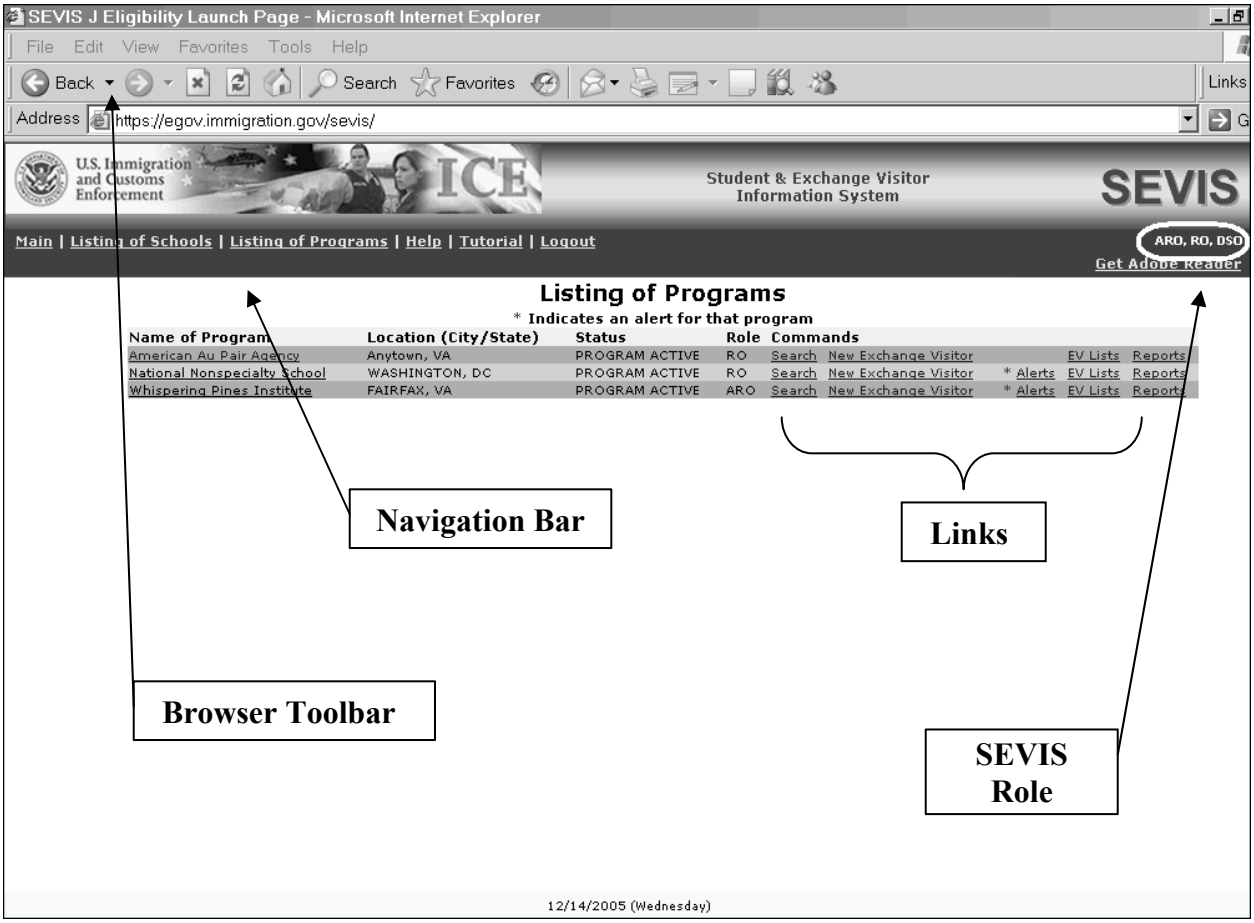
The following sections provide step-by-step instructions for using SEVIS. Included are directions for modifying the Form DS-3036, DS-3037, and other program updates. Instructions for creating, issuing, and modifying Forms DS-2019 for EVs and dependents are discussed in Volume II of this manual.

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 Screen, is an example of the screen that displays when logging 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 Screen



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 role(s) for the logged-in user on the right side and 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
  - **Get Adobe Reader**—Used to access the Adobe web site and download the latest version of Adobe Acrobat Reader (used for printing Forms), if you do not Version 5.0

or higher installed on your computer. (See Appendix B, Download the Latest Version of Adobe Acrobat Reader, for instructions on installing the Adobe Reader.)

- **Links**—Click underlined text to advance to a different screen within SEVIS.

2.1.2 Additional SEVIS Screen Components

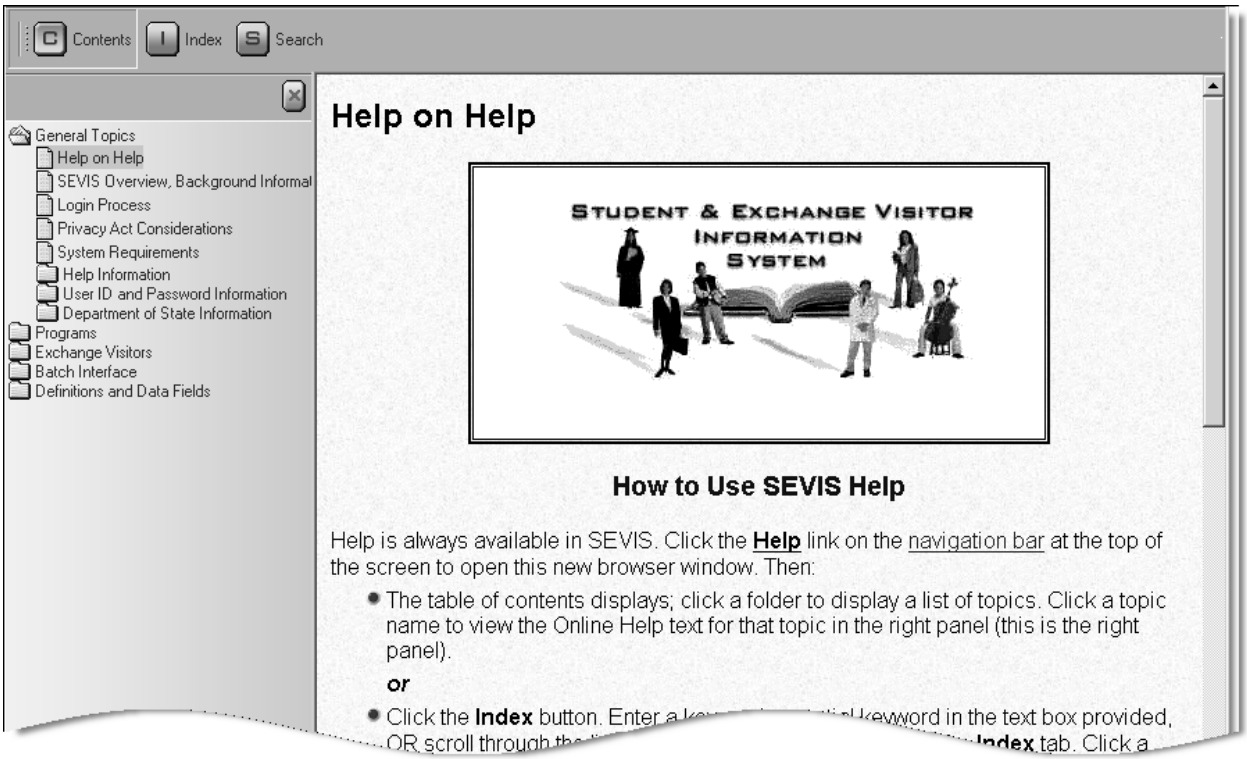
Additional screen components that display on some SEVIS screens include the following:

- **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 Print Draft enables users to print a draft copy of a Form.
  - **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 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. Exhibit 3, Help Screen, is an example of the screen that displays after clicking the **Help** link.

Exhibit 3: Help Screen



2.1.3.1 Online Help Table of Contents

To use the Online Help table of contents, 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.

2.1.3.2 Online Help Index

To use the index, perform the following:

1. Click the **Index** ( ) button.
2. Enter a keyword or partial keyword in the text box provided,
   or
   Scroll through the list using the scroll bar on the right side of the left panel.
3. Select a keyword in the left panel to view the Online Help text for the topic in the right panel. If a key word that is associated with multiple topics is selected, a small selection list displays; select the appropriate topic from the list and the information displays in the right panel.

2.1.3.3 Search Online Help

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

1. Click the **Search** ( ) button.
2. Type search criteria in the text box provided and press the **Enter** key. The results of the search display in the left panel 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.

2.1.3.4 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.

2.1.3.5 Jumps

To use the jump feature, perform the following:

1. When viewing the Online Help text for a topic in the right panel, click an <u>underlined</u> word or phrase to jump to a new topic.
2. 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 finished viewing a web page, click the **Close** ( ) button in the upper-right corner of the browser toolbar to close the browser window.

2.1.3.6 Close Online Help

To close Online Help, click the **Close** ( ) button in the upper-right corner of the *Help* screen.

2.1.3.7 Print the Online Help Topics

Printing the Online Help is different for Internet Explorer and Netscape users. It is important to note that the entire Online Help cannot be printed, no matter which browser is used. Only the topic currently being viewed may be printed (that is, one topic at a time).

2.1.3.7.1 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 currently being viewed 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. If necessary, click the **General** tab to move it on top of the other tabs.

4. Ensure that the appropriate printer is selected in the *Select Printer* list. If not, select the correct printer from the list.
5. Click the **Print** button to print to the designated printer.

2.1.3.7.2 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 currently being viewed 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 at any time.

Note: The tutorial cannot be viewed using versions of Netscape lower than 4.79. If using an older version, 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:

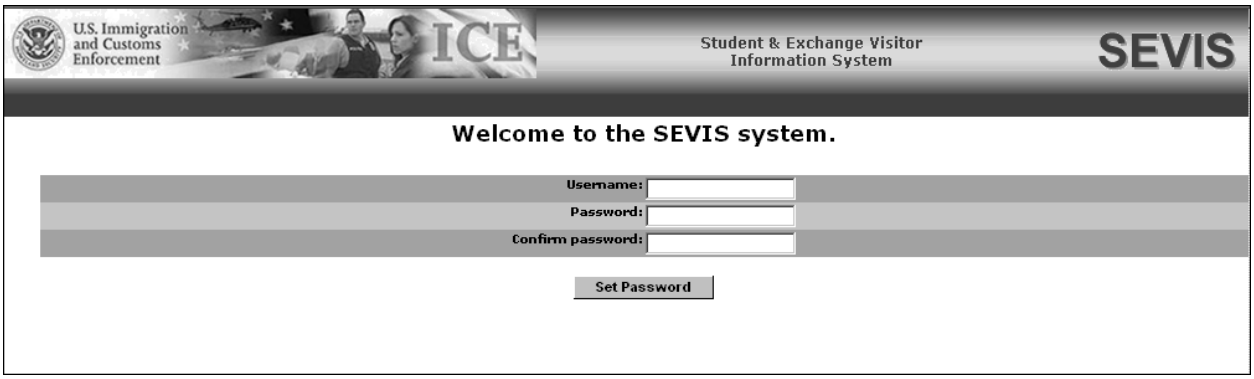
- Internet Explorer Version 5.0 or higher or Netscape Version 4.7 or higher
- Adobe Acrobat Version 5.0 or higher—If you do not already have Adobe Acrobat Version 5.0 or higher on your computer, see Appendix B, Download the Latest Version of Adobe Acrobat Reader, for instructions.
- Laser printer—Laser 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 Screen, is an example of the screen.

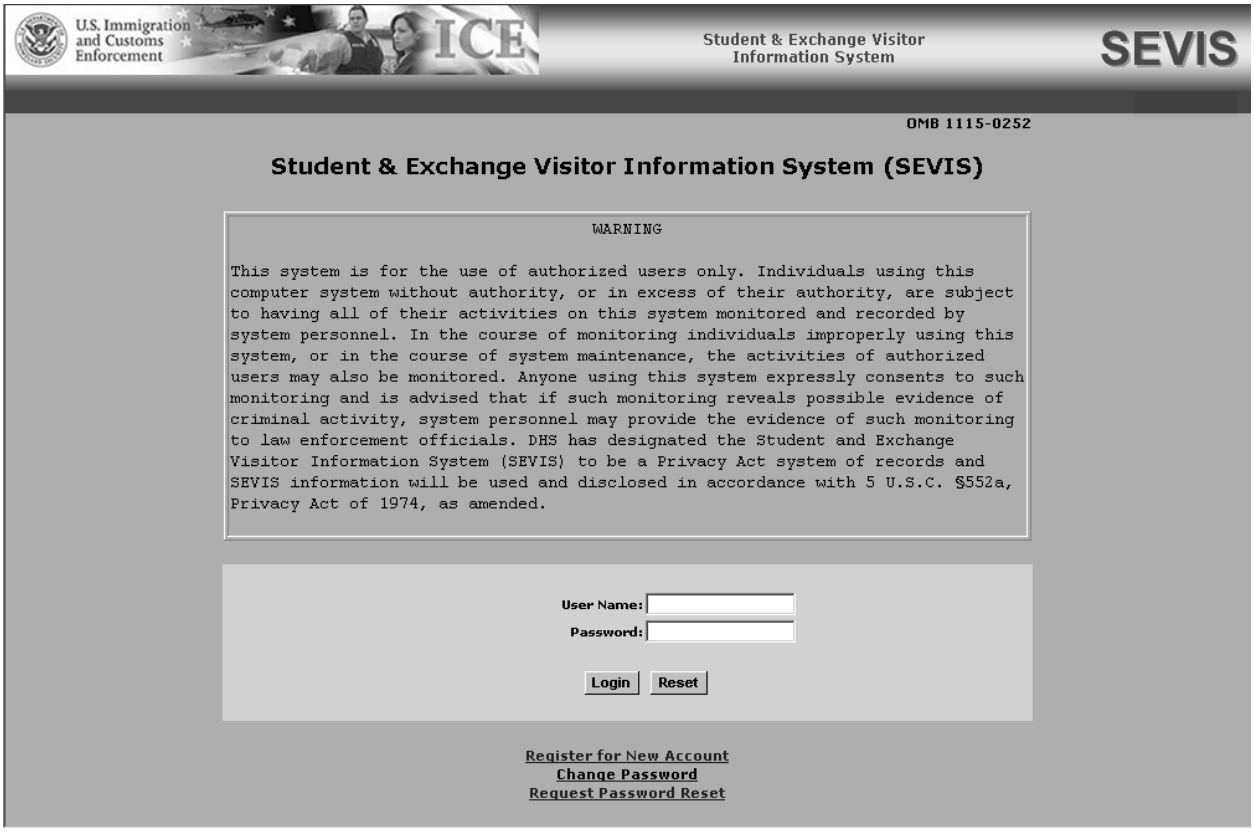
Exhibit 4: SEVIS—Set Password Screen



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 the password again in the **Confirm Password** field.
5. Click the **Set Password** button. The system displays a message stating that the password has been created successfully. 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 will display 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 email you receive from SEVIS when approved to use the application, and the Online Help, provide specific requirements for passwords. General guidelines for SEVIS passwords are as follows:

- You cannot reuse any of your previous six passwords.
- SEVIS passwords have a maximum life span of 90 days. When logging into SEVIS after 90 days, the system automatically displays the *Change Password* screen. See Section 2.2.1.1, 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 or the **Request Password Reset** link, 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. At no time and under no circumstances is your SEVIS user ID and password to be shared with anyone, either on a transitory or permanent basis.

2.2.1.1 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

- **Yes**, the *Change Password* screen will display.
- **No**, you will be logged into the system.

After 90 days, when logging 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.

   WARNING: Be careful when entering a password.

   - **Caps Lock**—Passwords are case sensitive. If the **Caps Lock** key on the keyboard is turned on and you intend to enter "abcdeF9#" the system reads the following password: ABCDEf9#. To SEVIS, these passwords are not the same.
   - **Numeric Keypad**—If 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.
3. Enter your new password again in the **Confirm New Password** field.
4. Click the **Change Password** button. The system displays a message stating that the password has been changed. If the password is not successfully created, a message indicating the reason displays and you will be able to enter the appropriate data.
5. Click **OK** to display the *Main* screen.

   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 or the **Request Password Reset** link, contact the SEVIS Help Desk (1-800-892-4829) to have your password reset.

2.2.1.2 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 the new password again in the **Confirm New Password** field.
6. Click the **Change Password** button. The system displays a message stating 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.

2.2.1.3 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 stating 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.

2.2.2 Additional Information About the SEVIS Login Screen

Additional information about the *SEVIS Login* screen follows:

- **Reset** button—Click this button to clear all entries on the screen.
- **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.
- **Change Password** link—Use this link to voluntarily change your password. See Section 2.2.1.2, 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 2.2.1.3, 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.

2.2.3 Log Into SEVIS

When accessing SEVIS via the Internet (https://egov.immigration.gov/sevis/), a *Security Alert* window displays. Click the **Yes** button to continue to the *SEVIS Login* screen (see Exhibit 5).

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 the **Caps Lock** key on the keyboard is turned on and you intend to enter "abcdeF9#" the system reads the following password: ABCDEf9#. To SEVIS, these passwords are not the same.
   - **Numeric Keypad**—If 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 the **Enter** key or click the **Login** button. The system displays the Paperwork Reduction Act notice.
5. Read the information and click the **I Have Read and Understand This Notice** button to continue.

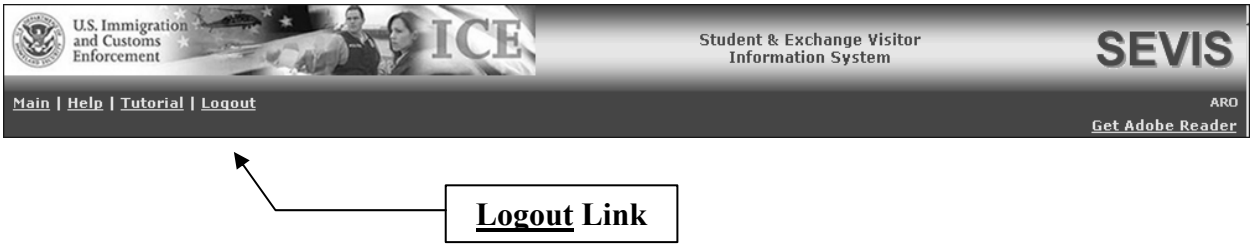
2.2.4 Log Out of SEVIS

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.

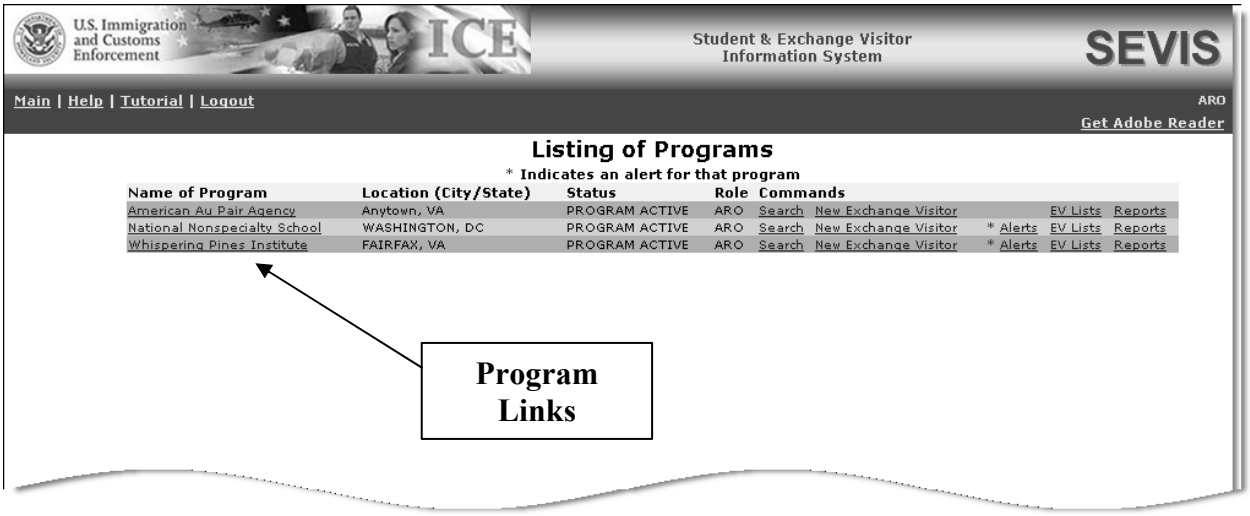
Exhibit 6: Navigation Bar—Logout Link



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, begin by selecting the appropriate program sponsor in the **Name of Program** column on the *Listing of Programs* screen. Exhibit 7, Listing of Programs Screen—Program Links, is an example of the screen.

Exhibit 7: Listing of Programs Screen—Program Links

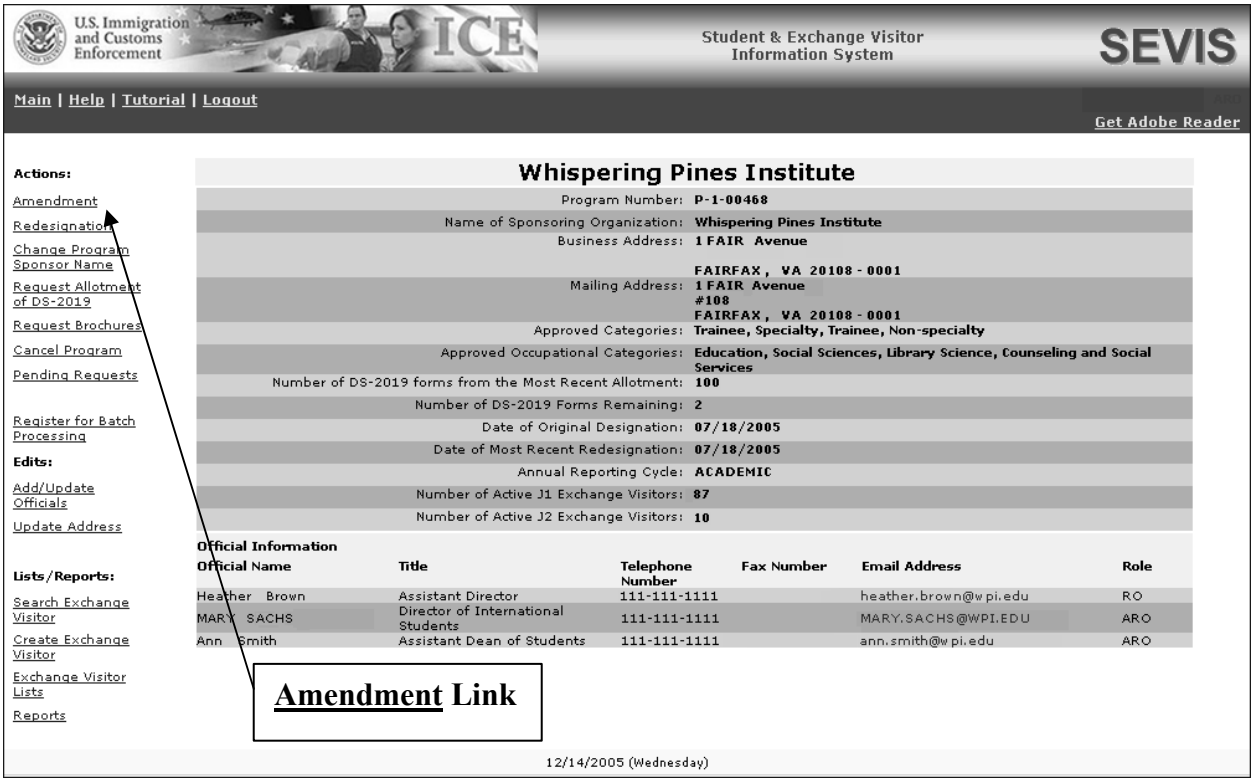


Certain program information can be updated by the RO or an ARO without DoS approval. However, submitted changes for other updates must be reviewed and approved by DoS. The tasks requiring DoS approval also require you to print the Form DS-3036 or DS-3037 and submit the Form and supporting documentation, 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 Screen, is an example of the screen that provides links to submit requests to DoS and make changes to the program information. The screen contains summary information for the selected program, including 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 capability 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 Screen



2.3.1 Actions Menu

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

- 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).

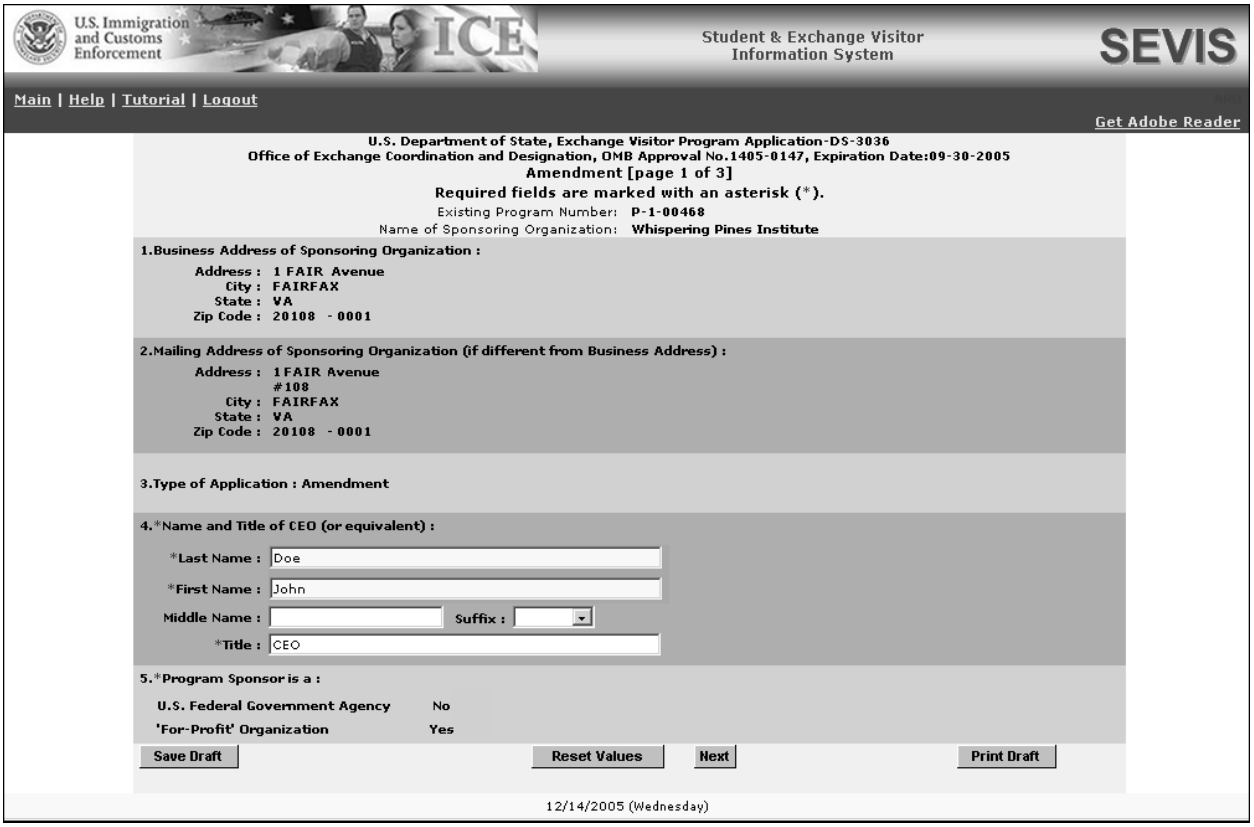
The amendment process is similar to the initial designation process. An RO or ARO must complete and submit an amendment to the program's original Form DS-3036 using SEVIS. The completed application must also be printed and mailed with supporting documentation to DoS. (No fee is required.) If the application 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 link in the **Name of Program** column for the program whose current program designation is being amended. The *Program Sponsor Information* screen displays.
2. Click the **Amendment** link on the **Actions** menu to display the first page of the electronic Form DS-3036, as depicted 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 [Chief Executive Officer] (or equivalent).
4. Click one of the following buttons:

Save Draft	After completing the required fields on Page 1, click this button to save the data 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 the **Next** button is clicked.
Reset Values	Click this button to return all unsaved entries on the page to the previous values.
Next	Click this button to automatically save the data 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. It is recommended that you print the draft Form DS-3036 prior to submission of the Form in SEVIS. Printing the draft Form allows you to review a paper copy of the data for accuracy. Necessary corrections may be made prior to submission of the Form. See Section 2.4, Print a Form DS-3036, Form DS-3037, or Draft Form, for printing instructions.

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) to be added. Refer to Attachment B, Participation by Category Matrix, for guidance on which categories may be added to the program.

Note: The Exchange Visitor Program regulations provide for specific categories for education and cultural exchanges. Each of the 13 categories has specific requirements, set forth in 22 CFR Part 62 Subpart B. 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 request, these programs should not be amended. DoS will deny the amendment request. The categories that cannot be amended 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

1. 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
* 7. **Participation by Category (Indicate total number and approximate duration of participation in each category)**	You may request authorization to sponsor EVs in 1 or more of 13 categories. For each additional category being applied for, enter the number of EVs expected in that category in the **Number** column. **Note: Do not** include the previously approved

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

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

Category	Description/Explanation
Student, Secondary (1A) **Note:** This category is mutually exclusive; currently designated sponsors with approval to accept participants in this category cannot amend this program.	**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: 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 on the date the student will begin his or her program 3. Without previous participation as an EV for high school studies in the United States Factors such as English language proficiency, maturity, character, and scholastic aptitude are critical. 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.
Student, College/University (1B)	**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).

Category	Description/Explanation
	The maximum duration of participation 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 duration of participation shall not exceed 24 months, including academic training.
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.	The primary objectives of the Trainee program (22 CFR 62.22) are to enhance an 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. Although training often occurs in a workplace setting, the training must be *bona fide*, 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 *individual* 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. Training is limited to the occupational category or categories for which the program sponsor has obtained the Department's designation. The maximum duration of participation 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. The maximum duration of participation 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 the designated length would be considered an extension

Category	Description/Explanation
	beyond the maximum duration of participation and require DoS approval. **Note:** Section 8 (Training Program) on the electronic Form DS-3036 must be completed if the Trainee category is selected.
Teacher (3) **Note:** The Teacher category is mutually exclusive; currently designated sponsors with approval to accept participants in this category cannot amend this program.	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: 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 Copies of the approval letters obtained from the State Department of Education for each state in which foreign teachers will be placed must be submitted to DoS with this application. The <u>maximum duration of participation</u> for this category shall not exceed 3 years.
Professor (4)	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. The <u>maximum duration of participation</u> for this category shall not exceed 36 months, or 42 months, which would include an additional 6-month discretionary extension authorized by the sponsor as necessary to complete a project or research activity.
International Visitor (5)	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. The <u>maximum duration of participation</u> for this category shall not exceed 1 year.

Category	Description/Explanation
Alien Physician (6)	The Educational Commission for Foreign Medical Graduates (ECFMG) is the only sponsor authorized to use this category. 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. **Note:** The J visa does not provide for programs with hands-on or direct-patient contact, such as veterinarian, dental, or nursing training. The maximum duration of participation for the Alien Physician category shall not exceed 7 years.
Government Visitor (7)	This category (22 CFR 62.29) is reserved for use by Federal, State, or local Government agencies. 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. The maximum duration of participation for this category shall not exceed 18 months.
Research Scholar (8)	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

Category	Description/Explanation
	extend the period of participation beyond the maximum duration. The maximum duration of participation for this category shall not exceed 36 months, or 42 months, which would include an additional 6-month discretionary extension authorized by the sponsor as necessary to complete a project or research activity.
Short-Term Scholar (9)	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. The maximum duration of participation for this category shall not exceed 6 months. No extensions will be permitted.
Specialist (10)	This category (22 CFR 62.26) is for experts who will exhibit specialized knowledge or skills while 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. The maximum duration of participation for this program shall not exceed 1 year.
Camp Counselor (11) **Note:** This category is mutually exclusive; currently designated sponsors with approval to accept participants in this category cannot amend this program.	The Camp Counselor Program (22 CFR 62.30) facilitates the entry of foreign nationals to serve as counselors in U.S. summer camps. Under no circumstances shall program sponsors facilitate the entry into the United States of a participant for whom a camp placement has not been pre-arranged. The maximum duration of participation for this program shall not exceed 4 months. No extensions will be permitted.

Category	Description/Explanation
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.	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. The maximum duration of participation for this program shall not exceed 4 months. No extensions will be permitted.
Au Pair (13) **Note:** This category is mutually exclusive; currently designated sponsors with approval to accept participants in this category cannot amend this program.	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. 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. The maximum duration of participation for this program shall not exceed 1 year.

2. 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 has been selected in Section 7, Participation of Category. To complete Section 8, perform the following:

Section	Description/Explanation
* **8. Training Program (if the category selected is Trainee)**	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 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 applied for. **Note:** If the occupational category **Other** is selected for a Trainee program, an explanation must be entered in the text box provided. A **specialty occupation** is one that requires both

Section	Description/Explanation
	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. 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). The following guidelines also apply to this section: • 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 one of these radio buttons is selected by mistake, click the **Clear Selection** radio button. 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 are 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. 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: 1. A statement of the training objectives 2. A list of skills to be imparted to the trainee

Section	Description/Explanation
	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

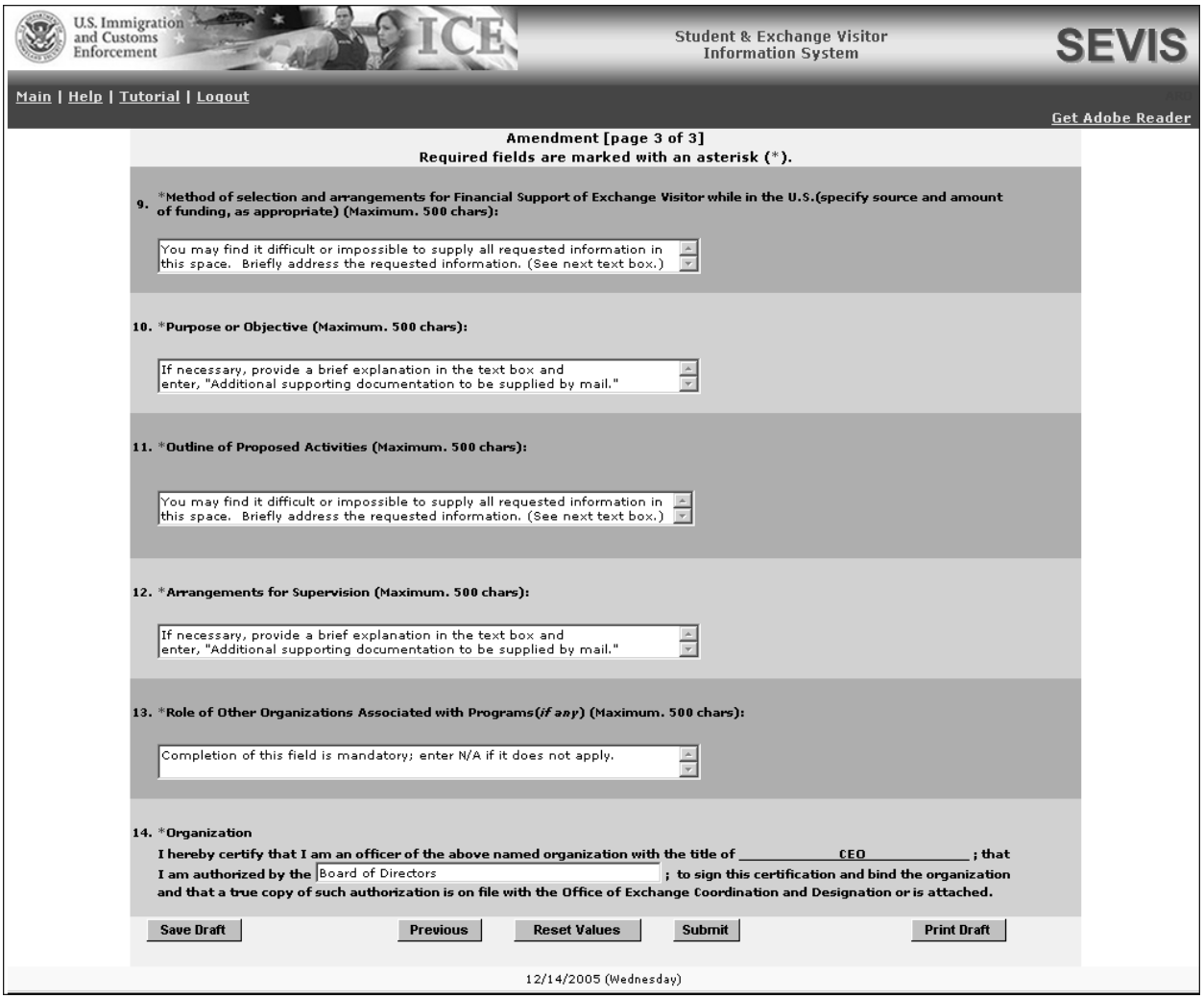
3. Click one of the following buttons:

Save Draft	Click this button to save the data 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. The data entered on this page will be lost if they are not saved first.
Reset Values	Click this button to return all unsaved entries on the page to the previous values.
Next	Click this button to automatically save the data entered and advance to Page 3 of the amendment request.
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 in SEVIS. Printing the draft Form allows you to review a paper copy of the data for accuracy. Necessary corrections may be made prior to submission of the Form. See Section 2.4, Print a Form DS-3036, Form DS-3037, or Draft Form, for printing instructions.

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



1. Below is a list with explanations of the sections/fields on this screen. All of the sections must be completed for the new categories being applied for. To complete this screen, enter the following data:

Field	Description/Explanation
* **9. Method of Selection and Arrangements for Financial Support of Exchange Visitor while in the U.S.**	Use the text box to address, at least briefly, each of the six categories listed below. 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 **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 for each of the six categories in the text box, and enter the following statement as necessary: Additional supporting documentation to be supplied by mail. 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 in SEVIS.
* **10. Purpose or Objective**	Provide information about the purpose and objectives of the program. 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. **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 the following statement: Additional supporting documentation to be supplied by mail.
* **11. Outline of Proposed Activities**	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

Field	Description/Explanation
	a reasonable number of cross-cultural activities, such as sports, cultural, and social activities. Describe the planned cross-cultural activities that would acquaint participants with American society, culture, and institutions. **Note:** Due to the nature of the Short-Term Scholar category, such cross-cultural activities are encouraged but not required. **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 the following statement: Additional supporting documentation to be supplied by mail.
* **12. Arrangements for Supervision**	Provide the following information regarding the supervision, direction, evaluation, and monitoring of the programs (22 CFR 62.10). • 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 22 CFR 62.25(d)(2). • Provide details on, in case of emergency, how participants can easily contact the sponsor. • 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. • 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. • Post-secondary educational institutions shall include a copy of any current agreements, if applicable.

Field	Description/Explanation
	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 the following statement: Additional supporting documentation to be supplied by mail.
* **13. Role of Other Organizations Associated with Programs (if any)**	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. **Note:** Completion of this field is mandatory; enter "**N/A**" if it does not apply. **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 the following statement: Additional supporting documentation to be supplied by mail.
* **14. Organization**	In the empty text box, fill in the title of a person or group (for example, Board of Trustees or Board of Directors). Do not enter a person's name. **Note:** This information may be obtained from your organization's Articles of Incorporation.

2. Click one of the following buttons:

Save Draft	Click this button to save the data 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. The data entered on this page will be lost if they are not saved first.
Reset Values	Click this button to return all unsaved entries on the page 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 2.3.1.1.4, 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 in SEVIS. Printing the draft Form allows you to review a paper copy of the data for accuracy. Necessary corrections may be made prior to submission of the Form. See Section 2.4, Print a Form DS-3036, Form DS-3037, or Draft Form, for printing instructions.

2.3.1.1.4 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, and only one amendment request should be submitted.

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 and Designation
Bureau of Educational and Cultural Affairs
U.S. Department of State
301 4th St., S.W., SA-44, 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 submitter of the request will receive approval notification by email. The additional categories will be added to the program.
- **Request for Information**—Additional information is required for processing the request. The submitter of the request will receive an email stating that information is requested. A letter outlining the need for additional information will be sent by fax or the U.S. Postal Service. When DoS marks in SEVIS that they have received the information, an email is automatically sent to the submitter of the request stating that the material has been received and the review process will continue.
- **Denied**—The submitter of the request will receive notification by 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

An Exchange Visitor Program with a SEVIS status of Active may cancel its participation as a designated program. Sponsors who wish to discontinue participation in the Exchange Visitor Program must inform DoS of this decision. The status of the program will change as follows:

Status	Description
Approved	A sponsor continues to actively administer its Exchange Visitor Program.
Withdrawn	The organization has requested to withdraw as the sponsor of an Exchange Visitor Program. This is accomplished using the Cancel Program function in SEVIS (see the instructions below). **Note:** Once a program is canceled, additional program participants cannot be added, and extension and change of category requests cannot be submitted.
Canceled	SEVIS automatically assigns this status to the program when DoS: 1. Determines that there are no active SEVIS records for EVs 2. Marks in SEVIS that the program is canceled **Note:** When DoS cancels the program, the remaining SEVIS officials (RO/AROs) will receive an email informing them that their access to SEVIS for the canceled program has been deactivated.

To cancel a 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 canceled immediately when the **Cancel Program** button is clicked.

   Note: 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 their records will become Inactive. When there are no Active EVs in the program, the remaining users (RO/AROs) will receive an email informing them that their access to SEVIS for the canceled program has been deactivated.

2.3.1.3 Change Program Sponsor Name

A program sponsor requesting a name change must submit a signed and notarized Form DS-3037 and new Articles of Incorporation to 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 the sponsor organization, perform the following:

1. On the *Listing of Programs* screen, click the specific link in the **Name of Program** column 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 stating that the request has been successfully submitted to SEVIS.
4. On the message screen, click the **Print DS-3037** button to print a copy of the Form. (See Section 2.4, 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 and Designation
   Bureau of Educational and Cultural Affairs
   U.S. Department of State
   301 4th St., S.W., SA-44, 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 submitter of the request will receive approval notification by email.
- **Additional Information Required**—The submitter of the request will receive an email stating 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 by fax or the U.S. Postal Service. When DoS receives the information and updates the request in SEVIS, the system will send an email to the submitter of the request stating that the material has been received and the review process will continue.
- **Application Denied**—The submitter of the request will receive notification by a mailed letter that will provide specific information regarding the basis for denial.

2.3.1.4 Pending Requests

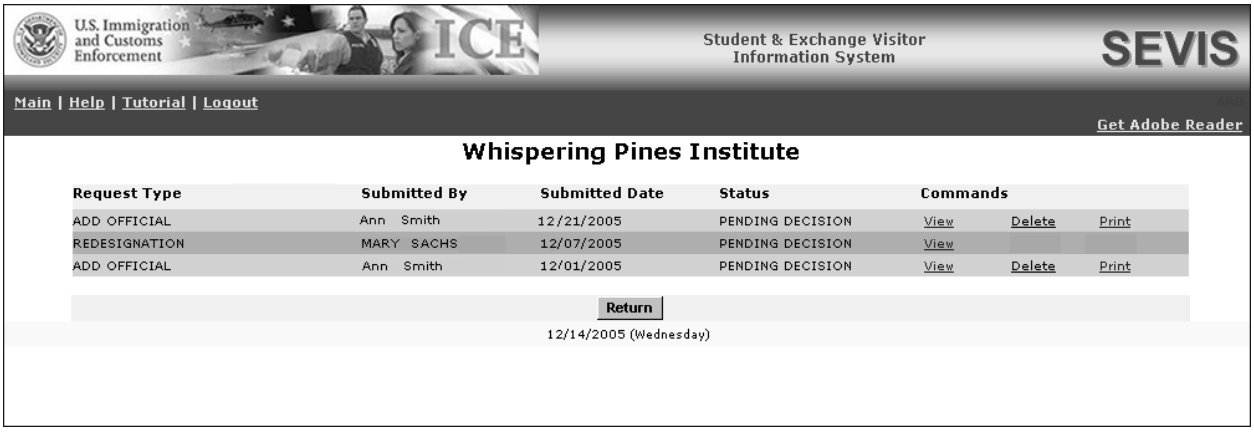
SEVIS provides you with the capability to view, print, and delete requests that are pending. Such requests include a request for Forms DS-2019 and adding program sponsor officials.

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

1. On the *Listing of Programs* screen, click the specific link in the **Name of Program** column 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 Screen, is an example of the screen that displays.

Exhibit 12: Pending Requests Screen



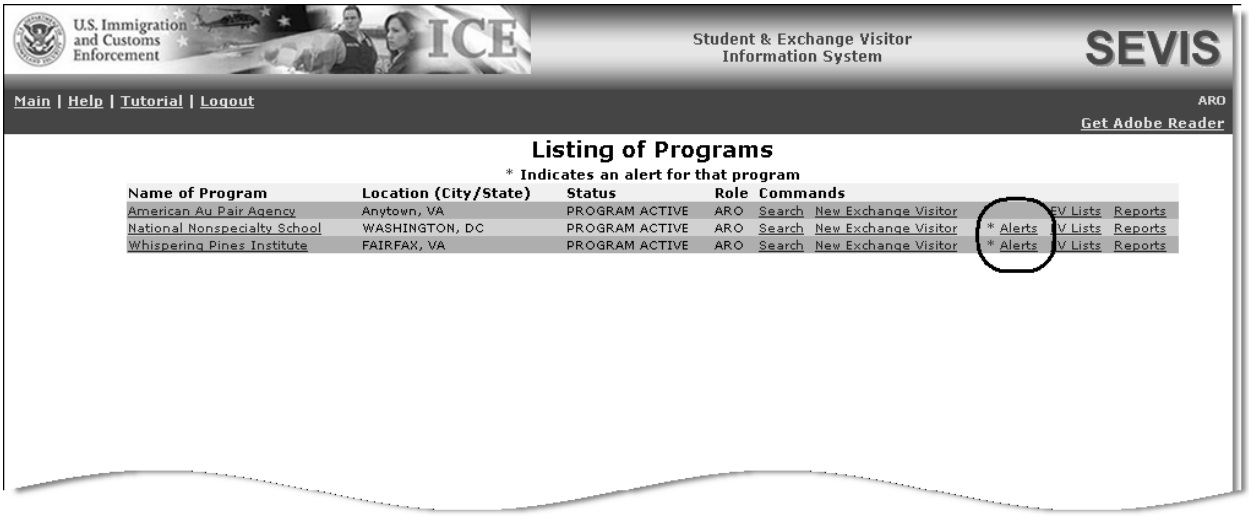
3. Click one of the following links, if available, in the **Commands** column:
   - **View**—Click this link to view the request that has been submitted to DoS.
   - **Delete**—Click this link to delete the request that has been submitted to DoS.
   - **Print**—Click this link to print a copy of the selected request. See Section 2.4, 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.

Note: When there is an alert for a program, the ***Alerts** link will display on the *Listing of Programs* screen. SEVIS does not send email notification for alerts. You must use SEVIS to view and process alerts, if necessary. Exhibit 13, Listing of Programs Screen—Alerts Link, shows the location of the ***Alerts** link on the screen.

Exhibit 13: Listing of Programs Screen—Alerts Link



To view the list of alerts for a program, the RO or ARO must click the ***Alerts** link. Exhibit 14, Alerts for Whispering Pines Institute, is an example of the screen that displays the alerts for this program. The alert in Exhibit 14 indicates that the Whispering Pines Institute is 3 months or less away from program expiration.

Exhibit 14: Alerts for Whispering Pines Institute

A sponsor who has submitted a redesignation request, including supporting documentation, may continue to operate the program until DoS notifies the program of a decision to extend or terminate its length of designation.

Note: There is no fee for requesting redesignation.

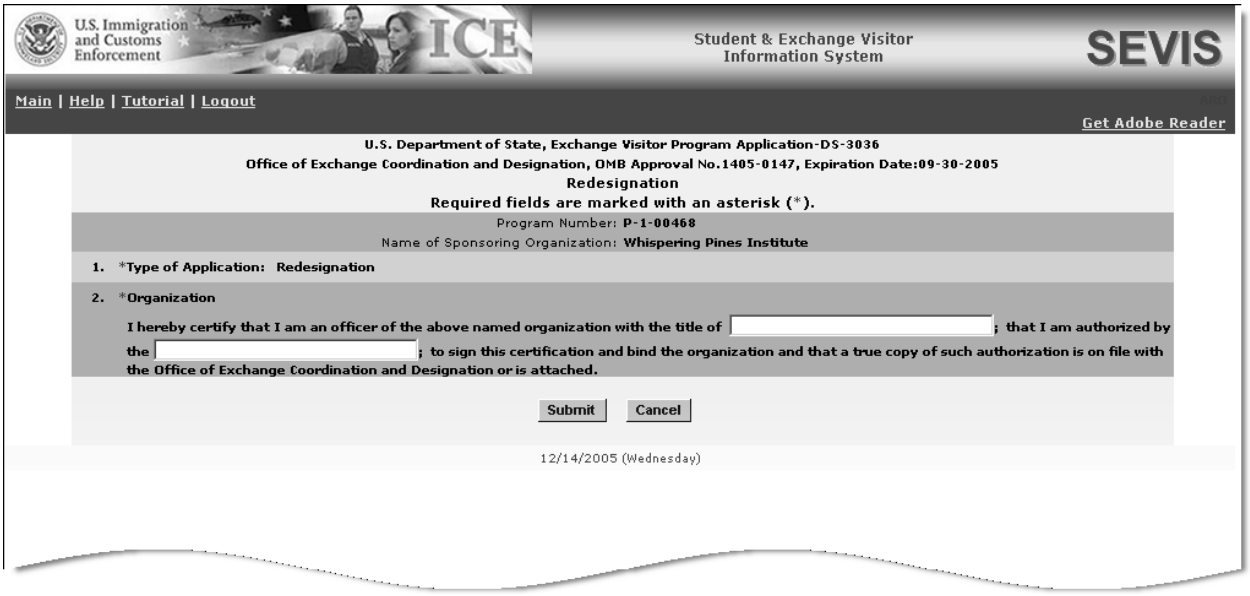
The subsequent sections provide instructions for completing and submitting the redesignation application in SEVIS.

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 link in the **Name of Program** column for the program requesting redesignation. The *Program Sponsor Information* screen displays.
2. Click the **Redesignation** link on the **Actions** menu. Exhibit 15, Redesignation Screen, is an example of the screen that displays.

Exhibit 15: Redesignation Screen



3. Enter the required information, specifically 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 2.4, 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 *Program Sponsor Information* 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 and Designation
Bureau of Educational and Cultural Affairs
U.S. Department of State
301 4th St., S.W., SA-44, 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 submitter of the request, if different, will receive approval notification by email. The email will contain the length of time (1 or 2 years) for which the program has been approved.

  DoS will send a letter of redesignation by fax or the U.S. Postal Service. The redesignation term will take effect on the date that appears on the redesignation letter.
- **Request for Information**—Additional information is required for processing the request. The submitter of the request will receive an email stating that additional information is requested. A letter outlining the need for additional information will be sent by fax or the U.S. Postal Service. When DoS receives the information and updates the redesignation request in SEVIS, an email will be automatically sent to the individual who submitted the request stating that the material has been received and the review process will continue.
- **Denied**—The RO and the submitter of the request, if different, will receive notification by a mailed letter that will provide specific information regarding the basis for denial. There are no means to appeal this decision. **Note:** A redesignation request 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 want 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: 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 a 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 link in the **Name of Program** column for the program that is being registered. 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 the **Reject** button is clicked, 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 "**.pem**" extension.
5. Highlight the appropriate 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 SEVP web site and the Online Help contain additional information regarding the SEVIS Batch Interface process. The Universal Resource Locator (URL) for the batch information is http://www.ice.gov/graphics/sevis/schools/batch.htm.

2.3.1.7 Request Allotment of Forms DS-2019

DoS allots a specific number of Forms DS-2019 to each Exchange Visitor Program. For an EV beginning a new program, when his or her Form is submitted, SEVIS automatically reduces the currently allotted total by one. SEVIS also increments the allotment of Forms by one when you change the status of an EV (record is in Initial status) to Invalid with the reason of Form Canceled or the system changes the status of the EV to Invalid.

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; the

alert shows the number of Forms remaining. However, a request for an allotment of Forms DS-2019 may be submitted to DoS 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 the 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, written justification must also be submitted 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 link in the **Name of Program** column 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.

   Note: If unable to submit this request, view the *Pending Requests* list for this program to determine whether another official has already submitted the request. Only one request can be processed at a time; no more than one request should be submitted at a time.

This action must be reviewed and approved by DoS; the following outcomes are possible:

- **Approved**—An email is sent to the submitter of the request informing him or her that the request has been approved.
- **Request for Additional Information**—Additional information is required for processing the request. The submitter of the request will receive an email that identifies the information that is requested. When DoS receives the information, the review process will continue.
- **Denied**—An email is sent to inform the submitter of the request that the request has been denied.

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. When DoS processes this request, SEVIS automatically sends an email to the submitter of the request to confirm receipt of the sponsor's 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 a 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 calendar days of submission of the request in SEVIS. Otherwise, the 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, information that demonstrates the ability to select, place, and supervise additional EVs must be submitted to DoS. The request must be:

1. Prepared on the program sponsor's letterhead
2. Mailed or faxed to the Office of Exchange Coordination and Designation for processing

The written justification must address the following:

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 is:

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

Additional contact information can be found on the Internet (Office of Exchange Coordination and Designation, http://exchanges.state.gov/education/jexchanges/contact.htm).

2.3.3 Edits Menu

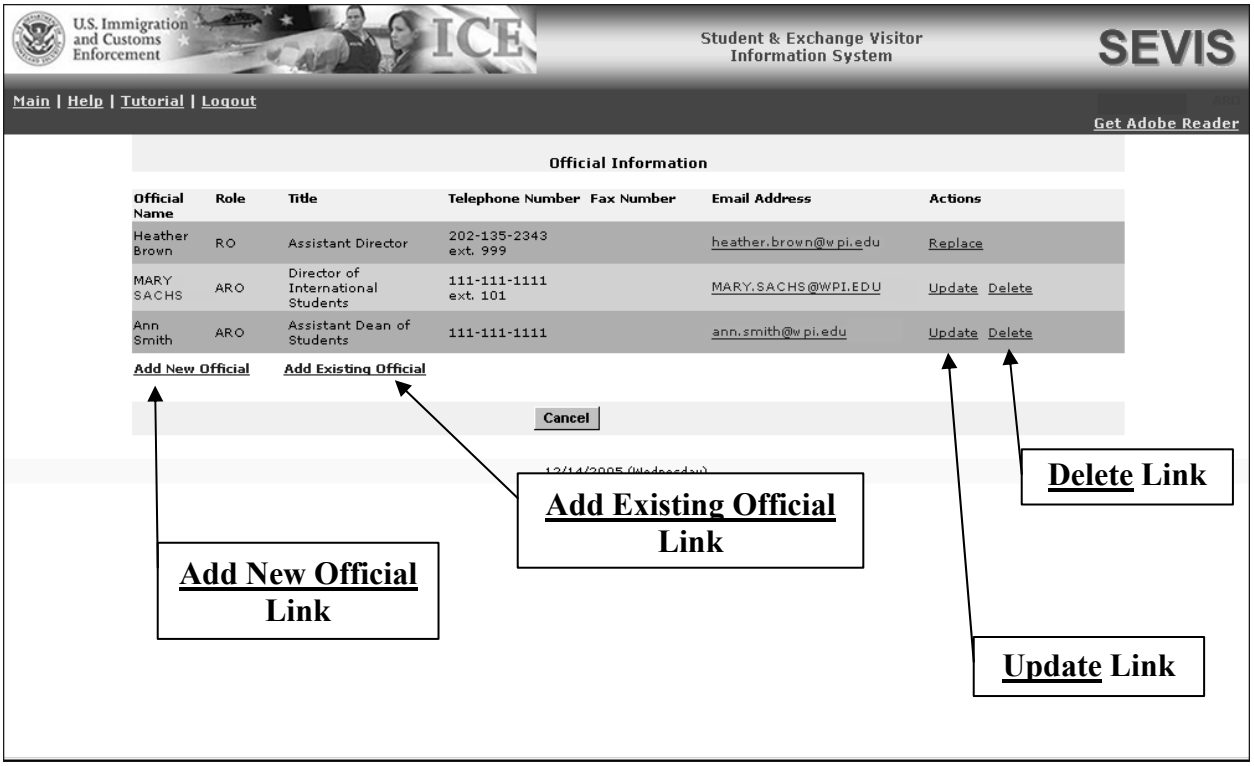
The two options available on the **Edits** menu are Add/Update Officials and Update Address (of program). Both options are discussed in detail in the following sections.

2.3.3.1 Add/Update Officials

You may update an existing official's information in SEVIS, and add new or existing officials. Also, the RO and ARO may submit a request to replace the RO. The *Official Information* screen is used to add/update officials. Exhibit 16, Official Information Screen, is an example of the screen.

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

Exhibit 16: Official Information Screen



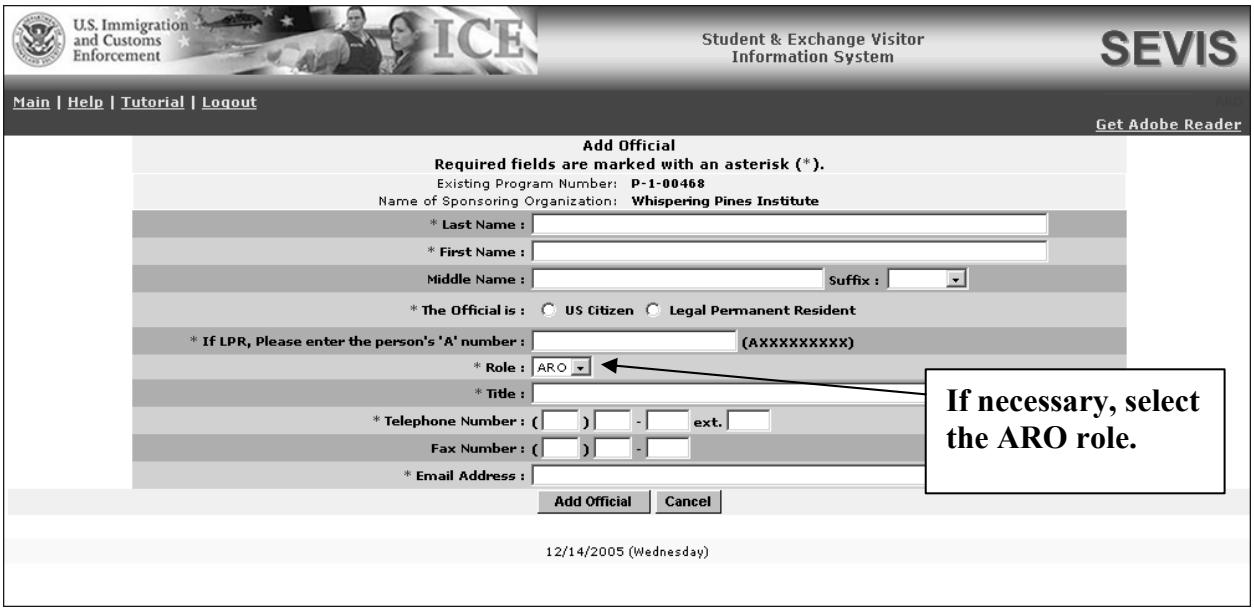
2.3.3.1.1 ADD A NEW OFFICIAL AS AN ARO

All program sponsor personnel who will access SEVIS and perform tasks must have a record in SEVIS. A new ARO is someone who does not have a record in SEVIS, and does not have a SEVIS user ID and password. Each program sponsor may have up to 10 AROs; however, DoS reserves the right to limit the number.

To add a new ARO, perform the following:

1. On the *Listing of Programs* screen, click the specific link in the **Name of Program** column for the program to which new AROs is being added. The *Program Sponsor Information* screen displays.
2. Click the **Add/Update Officials** link on the **Edits** menu. The *Official Information* screen displays (Exhibit 16).
3. Click the **Add New Official** link below the **Official Name** column. Exhibit 17, Add Official Screen, is an example of the screen that displays.

Exhibit 17: Add Official Screen



4. Enter the following information (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. This field 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 **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 prospective ARO is an LPR. Enter the complete A-Number, including the "A" (for example, A123456789). If an error message displays stating 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: 1. Check the original number carefully. If it has nine digits, correct the SEVIS entry. 2. If it has eight digits, it may be a valid number. Enter it into SEVIS by adding a zero to the

Field	Description/Explanation
	beginning of the number (many existing A-Numbers are only eight digits long). 3. If it has less than eight digits, it is invalid. Query the prospective official to obtain his or her valid number.
* **Role**	Select the ARO role for the official.
* **Title**	Enter the name of the position held by the person representing the sponsor. Titles should be given in full, without abbreviations (for example, Chief Executive Officer, not CEO).
* **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 communicating 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 stating that the request has been successfully submitted to SEVIS.
6. On the message screen, click the **Print DS-3037** button. See Section 2.4, 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 Form DS-3037 must be notarized before it is submitted to DoS. If the Certification of Citizenship Form is notarized using an ink stamp, it may be faxed to DoS, and the original must be submitted by mail. (See the DoS web site for contact information: http://exchanges.state.gov/education/jexchanges/contact.htm.) 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 in SEVIS, it may be printed by accessing the *Program Sponsor Information* screen. Click the **Pending Requests** link on the **Actions** menu, and then click the **Print** link for the appropriate request.

7. Mail the completed Form to:

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

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

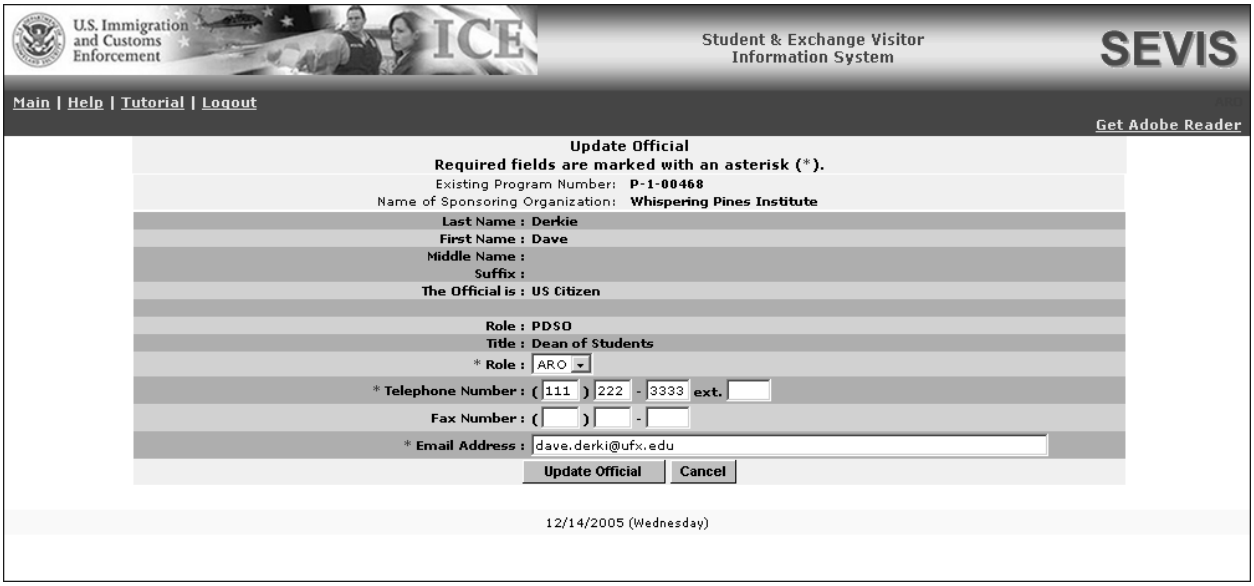
- **Approved**—The submitter of the request will automatically receive approval notification by email. The new ARO will receive two email messages from SEVIS, one containing his or her SEVIS user ID and the second providing instructions for creating a SEVIS password.
- **Request for Information**—Additional information is required for processing the request. A letter outlining the need for additional information will be sent by fax or the U.S. Postal Service. When DoS receives the information, the review process will continue.
- **Denied**—The submitter of the request will automatically receive email notification about the denial decision. He or she will also receive a fax or mailed letter providing specific information regarding the denial decision.

2.3.3.1.2 ADD AN EXISTING OFFICIAL AS AN ARO

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

1. On the *Listing of Programs* screen, click the specific link in the **Name of Program** column for the program to which the ARO is being added. 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 18, Add Existing Official—Update Official Screen, is an example of the screen.

Exhibit 18: Add Existing Official—Update Official Screen



6. Review the user's data and, if necessary, select the ARO role for the official.

   Note: Do not update the official's name, telephone number, fax number, or email address; this data may be updated after adding this official. Updating these data at this time causes a problem in SEVIS. This known problem will be corrected in a later release of SEVIS.

7. Click the **Update Official** button. The system displays a message stating that the request has been successfully submitted to SEVIS. If the existing official is an RO or ARO, the application is automatically approved. If the existing official is a PDSO or DSO, the signed and notarized Form DS-3037 must be mailed to DoS for review and approval.

   Note: If the Certification of Citizenship (Form DS-3037) is notarized using an ink stamp, it may be faxed to DoS, and the original must be submitted by mail. If the Form is notarized with an embossed stamp, it must be mailed to DoS.

8. On the message screen, click the **Print DS-3037** button to print the Form for a PDSO or DSO. (See Section 2.4, Print a Form DS-3036, Form DS-3037, or Draft Form, for printing instructions.)

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

9. The original signed and notarized Form DS-3037 for a PDSO or DSO must be mailed to DoS at the following address:

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

Note: If the existing official is an RO or ARO, his or her access to the new program data takes effect immediately.

DoS will use SEVIS to review and approve or deny this request. Once DoS reviews the request, the following outcomes are possible for current PDSOs and DSOs:

- **Approved**—The submitter of the request and the new ARO will automatically receive approval notification by email. The next time the ARO logs into SEVIS, he or she will have access to the data for the additional program.
- **Request for Information**—Additional information is required for processing the request. A letter outlining the need for additional information will be sent by fax or the U.S. Postal Service. When DoS receives the information, the review process will continue.
- **Denied**—The submitter of the request will automatically receive email notification about the denial decision. He or she will also receive a fax or mailed letter providing specific information regarding the denial decision.

2.3.3.1.3 UPDATE AN EXISTING OFFICIAL'S INFORMATION

Updating an active official's data in SEVIS includes changing his or her name, telephone or fax number, and/or email address. Changes to the official's telephone number, fax number, and email address take effect immediately. However, changing the official's name (for example, the official got married) requires review and approval by DoS.

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

1. On the *Listing of Programs* screen, click the specific link in the **Name of Program** column for the program whose official's record is being updated. The *Program Sponsor Information* screen displays (Exhibit 8).
2. Click the **Add/Update Officials** link on the **Edits** menu. The *Official Information* screen displays (Exhibit 16).

   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 these fields are updated, 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.

   Note: Only an RO may update the RO's information.

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 stating that the request has been submitted. If only the telephone number, fax number, and/or email address were updated, those changes will take effect immediately.

6. When submitting a request for a name change, click the **Print Form DS-3037** button on the message screen to print the Form. See Section 2.4, Print a Form DS-3036, Form DS-3037, or Draft Form, for printing instructions.

7. The RO must sign Page 2 of the Form (Certification of Citizenship), and the proposed official must have the Form DS-3037 notarized before sending it to DoS. (If the Certification of Citizenship Form is notarized using an ink stamp, then it may be faxed to DoS, and the original must be submitted by mail. If the Form is notarized with an embossed stamp, it must be mailed to DoS.)

   Note: If changing only the official's middle initial and/or suffix, those changes do not display on the printed Form.

8. Mail the original signed and notarized Form to:

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

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

- **Approved**—The submitter of the request and the ARO whose name has been changed will automatically receive approval notification by email.
- **Request for Information**—Additional information is required for processing the request. A letter outlining the need for additional information will be sent by fax or the U.S. Postal Service. When DoS receives the information, the review process will continue.

- **Denied**—The submitter of the request will automatically receive email notification about the denial decision. He or she will also receive a fax or mailed letter providing specific information regarding the denial decision.

2.3.3.1.4 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 specific link in the **Name of Program** column for the sponsor 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 whose access to SEVIS you wish to delete. The *Delete Official* screen displays.
4. Review the data that display on the screen. Be sure that this is the official whose access to SEVIS is to be terminated.
5. Enter a reason for deleting this official in the text box provided. Completion of this field is optional.
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. Continue to delete the ARO, or click the **Cancel** button to return to the *Official Information* screen without taking any action on the official.

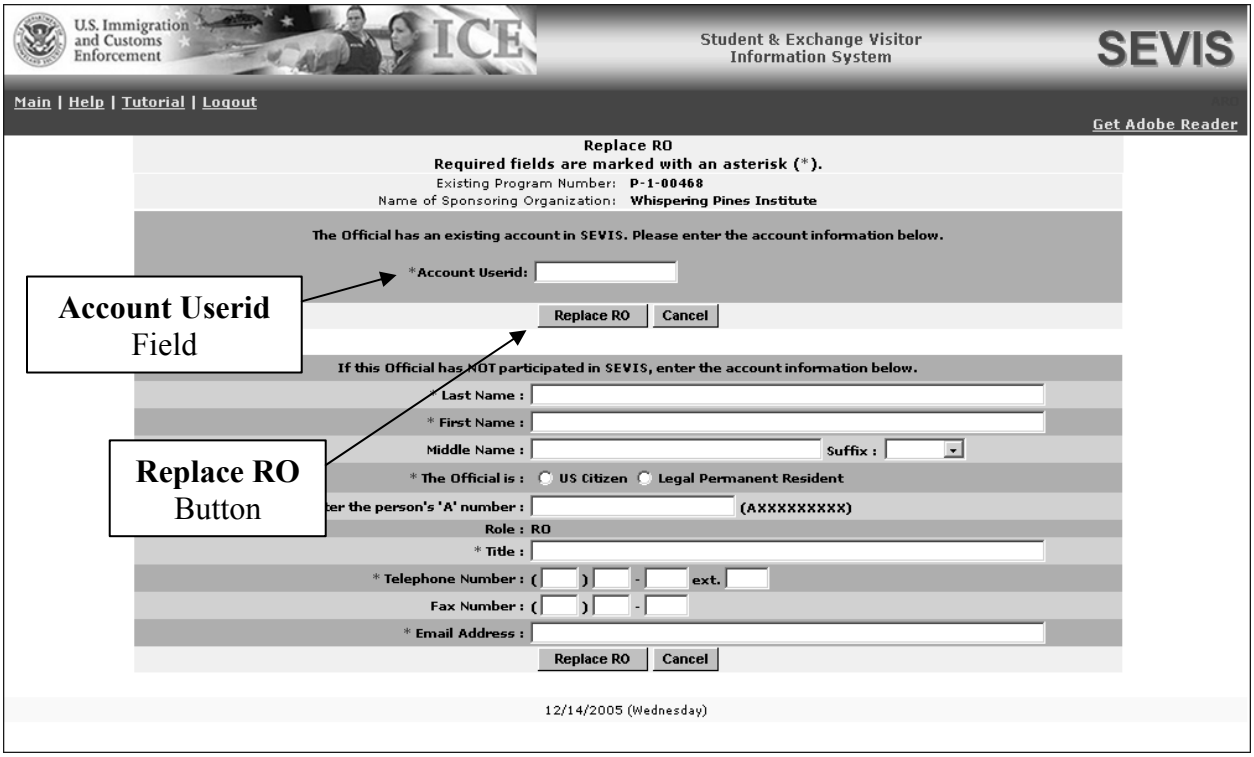
2.3.3.1.5 REPLACE THE RO WITH AN EXISTING SEVIS USER

The RO or an ARO for the program may submit a request to replace the RO. When the request is submitted by an ARO or an RO submits a request to be replaced by a PDSO or DSO, the request must be reviewed and approved by DoS. However, if the RO submits a request to be replaced by an existing RO or ARO, the replacement takes effect immediately.

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

1. On the *Listing of Programs* screen, click the specific link in the **Name of Program** column 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 19, Replace RO Screen.

Exhibit 19: Replace RO Screen



4. Enter the current SEVIS user's ID in the **Account Userid** (User ID) 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 who will replace the RO, click the **Replace RO** button. When the RO submits the request, if the new RO is already an RO or ARO (for another program), the replacement takes effect immediately. When an RO or ARO submits a request to replace the RO with a PDSO or DSO, DoS must review the request.

   When an ARO submits the request to replace the RO, it must be processed by DoS.
7. Click the **Print DS-3037** button on the message screen to print the Form (see Section 2.4 for printing instructions).

   Note: The signed and notarized Form DS-3037 must be sent to DoS. If the Form is notarized using an ink stamp, it may be faxed to DoS, and the original must be submitted by mail. If the Form is notarized with an embossed stamp, it must be mailed to DoS.

8. Mail the original signed and notarized Form DS-3037 to DoS at the following address:

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

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

- **Approval**—The submitter of the request and the new RO will automatically receive approval notification by email.
- **Request for Information**—Additional information is required for processing the request. A letter outlining the need for additional information will be sent by fax or the U.S. Postal Service. When DoS receives the information, the review process will continue.
- **Denied**—The submitter of the request will automatically receive email notification about the denial decision. He or she will also receive a fax or mailed letter providing specific information regarding the denial decision.

2.3.3.1.6 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 specific link in the **Name of Program** column for the program whose RO is being replaced. The *Program Sponsor Information* screen displays (Exhibit 8).
2. Click the **Add/Update Officials** link on the **Edits** menu. The *Official Information* screen displays (Exhibit 16).
3. Click the **Replace** link to the right of the current RO's email address. The *Replace RO* screen displays (Exhibit 19).
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. This field may be left blank if the person has no middle name, or the middle name is unknown.

Field	Description/Explanation
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**. **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 prospective RO is an LPR. Enter the complete A-Number, including the "A" (for example, A123456789). If an error message displays stating 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: 1. Check the original number carefully. If it had nine digits, correct the SEVIS entry. 2. If it had eight digits, it may be 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. Query the prospective official to obtain his or her valid number.
* **Title**	Enter the name of the position held by the person representing the sponsor. Titles should be given in full, without abbreviations (for example, Chief Executive Officer, not CEO).
* **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).

5. Click the **Replace RO** button at the bottom of the screen. A message displays stating that the information has been successfully submitted to SEVIS.

6. To print the Form, click the **Print DS-3037** button on the message screen (see Section 2.4 for printing instructions). The printed Form includes a section to be filled out and signed by the prospective RO, certifying his or her citizenship status. DoS will not begin processing this request until they receive the signed and notarized Form. If the Citizenship Certification Form is notarized using an ink stamp, it may be faxed to DoS (see the DoS web site for contact information: http://exchanges.state.gov/education/jexchanges/contact.htm), and the original Form must be submitted by 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 in SEVIS, it can be printed by accessing the *Program Sponsor Information* screen. Click the **Pending Requests** link on the **Actions** menu, and then click the **Print** link for the appropriate request.

7. Mail the Form DS 3037, along with the signed and notarized Certification Citizenship Form, to the following address:

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

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

- **Approved**—The submitter of the request will automatically receive approval notification by email. The new RO 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.
- **Request for Information**—Additional information is required for processing the request. A letter outlining the need for additional information will be sent by fax or the U.S. Postal Service. When DoS receives the information, the review process will continue.
- **Denied**—The submitter of the request will receive notification by a mailed letter that will provide specific information regarding the denial decision.

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 specific link in the **Name of Program** column 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

When on the *Program Information* screen, the options available on the **Lists/Reports** menu provide 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 Visitors and Dependents Menu* screen. Explanations and instructions for processing the lists on this menu are contained in Volume II of this manual.
- **Reports**—Click this link to access the **Reports** module. See Section 2.7, Reports, for additional information about SEVIS reports.

2.4 Print a Form DS-3036, Form DS-3037, or Draft Form

The **Print DS-3036**, **Print Draft**, and **Print DS-3037** buttons are located on various SEVIS screens. Selecting one of these buttons will open Adobe Acrobat, from which a copy of the selected Form may be sent to a designated printer.

Note: If you do not already have Adobe Acrobat Version 5.0 or higher installed on your computer, see Appendix B, Download the Latest Version of Adobe Acrobat Reader, for instructions.

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.

2.5 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, 3 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 3 months prior to the date of expiration.

Note: When there is an alert for a program, the ***Alerts** link will display on the *Listing of Programs* screen. SEVIS does not send email notification for alerts. You must access SEVIS to view and process alerts, if necessary.

Exhibit 20, Listing of Programs Screen—Alerts Link, shows the location of the ***Alerts** link on the screen. If there are no alerts for a program, the ***Alerts** link will not display on the *Listing of Programs* screen.

Exhibit 20: Listing of Programs Screen—Alerts Link

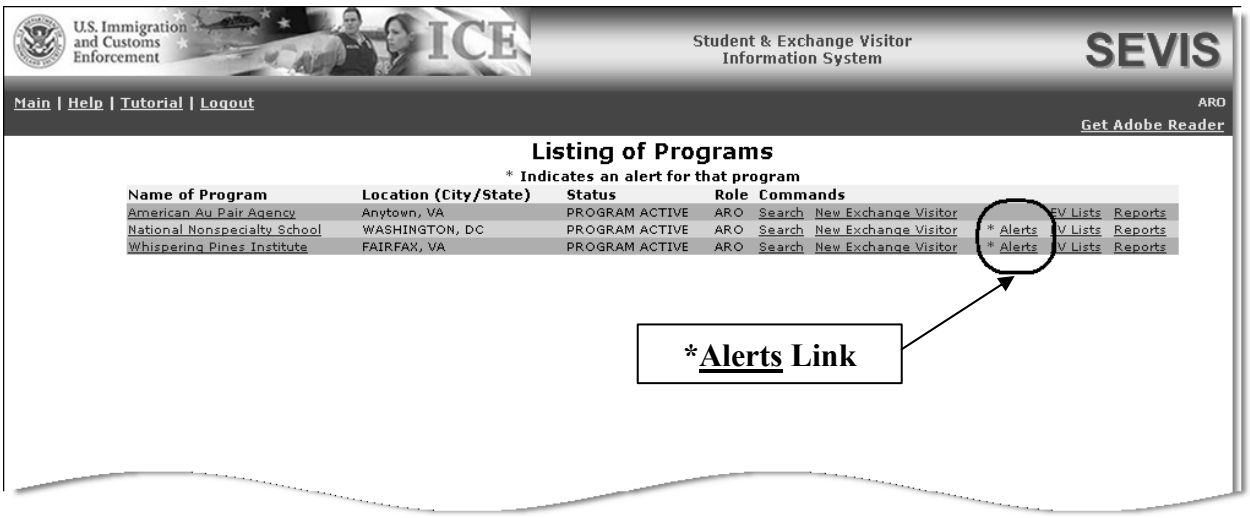
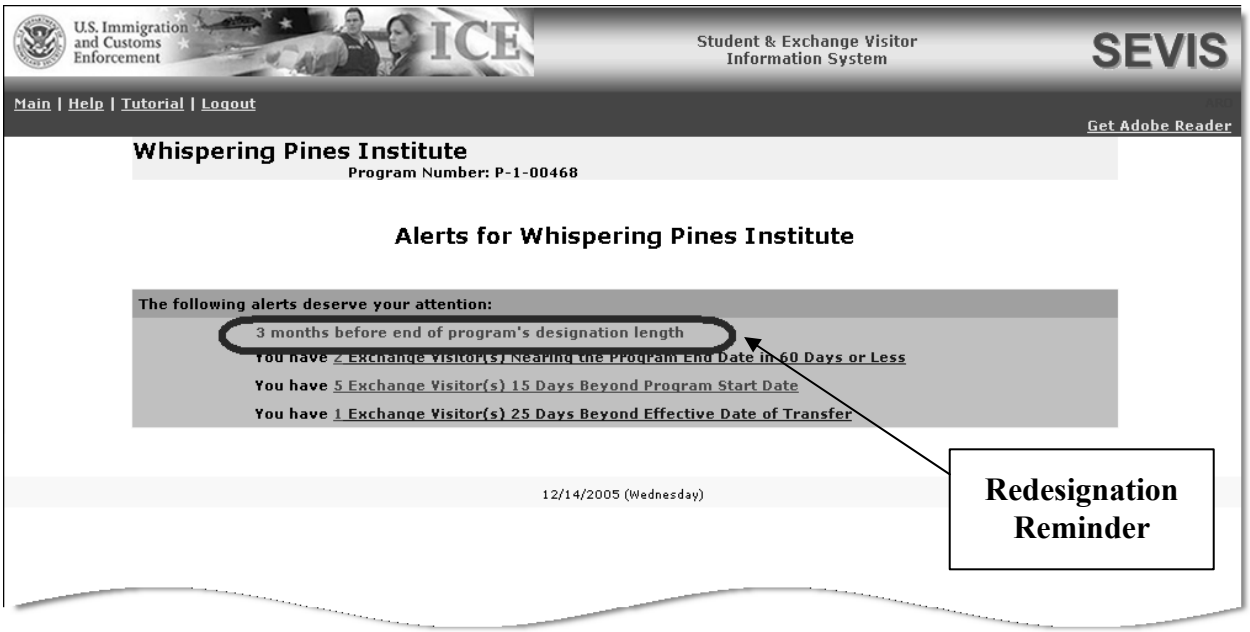


Exhibit 21, Alerts for Whispering Pines Institute, is an example of an alerts screen. In Exhibit 21, the first alert is a reminder that the program has 3 months before its designation expires. The remaining alerts are for EVs. Click the ***Alerts** link to view the list of EVs. See Volume II for details on processing the EV alerts.

Exhibit 21: Alerts for Whispering Pines Institute



Below is an alphabetical listing of the Exchange Visitor Alerts, including the alert title, description, and explanation of the action required.

Note: Alerts for EVs and dependents are discussed in detail in Volume II of this manual.

Alert	Description	Action Required
3 Months Before End of Program's Designation Length (See Section 2.3.1.5, Redesignation, for details on the redesignation process.)	This reminder displays 3 months before the end of a program's designation.	Complete the redesignation process in SEVIS, and submit a signed and notarized copy of the request (Form DS-3036) to DoS.
6 Months Before End of Program's Designation Length (See Section 2.3.1.5, Redesignation, for details on the redesignation process.)	This reminder displays 6 months before the end of a program's designation.	Complete the redesignation process in SEVIS, and submit a signed and notarized copy of the request (Form DS-3036) to DoS.

Alert	Description	Action Required
80% of Program's Allotment for DS-2019s Used (See Section 2.3.1.7, Request Allotment of Forms DS-2019, for details requesting additional forms.)	This reminder displays when a program has used 80% or more of its total allotment of Forms DS-2019. The alert shows the number of Forms remaining.	Complete the allotment request in SEVIS.
Annual Report Reminder (30 days prior to due date)	This reminder displays 30 days prior to the annual report due date.	Generate and print the report using SEVIS. Mail the report to DoS each year by the date stipulated on the program's designation or redesignation letter. **Note:** Currently, this alert is not displaying for programs. This known problem will be corrected in a future release of SEVIS.
Child Dependent(s) Nearing Their 21st Birthday in 90 Days	This reminder displays 90 days prior to a dependent child's 21st birthday.	An RO/ARO may notify the EV to take appropriate action, such as request change of status for the dependent, or have the dependent prepare to leave the United States.
Exchange Visitor(s) 15 Days Beyond Effective Date of Transfer	This reminder displays for the receiving sponsor when the EV's status is Transferred and the current date is greater than or equal to 15 days after the effective date of transfer identified in SEVIS.	Validate the transfer EV's program participation; otherwise, the system will automatically set the status of the EV and dependents, if any, to No Show after 30 days of the effective date of transfer identified in SEVIS. See the *Transferred Status Exchange Visitors and Dependents* list or the *Exchange Visitor Information* screen to view the effective date of transfer.
Exchange Visitor(s) 15 Days Beyond Program Start Date	This reminder displays only when an EV record has a status of Initial and it is 15 days or more after the EV's program begin date identified in SEVIS.	An RO/ARO may set the EV's status to Active (if the EV reports, validate his or her program participation), No Show, or Invalid. In addition, the RO/ARO may amend the program start date and/or end date if it is known that the EV will be arriving at a later date.

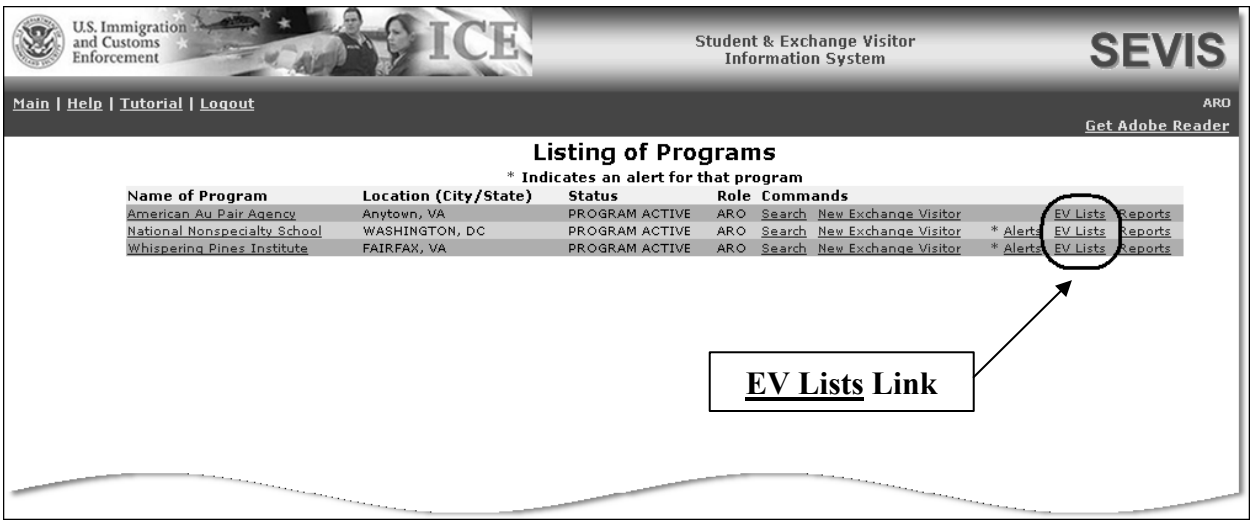
Alert	Description	Action Required
Exchange Visitor(s) 15 Days Beyond Program Start Date With Approved Change of Status	This reminder displays only when an EV record has a status of Initial and it is 15 days after the change of status request was approved.	An RO/ARO may set the EV's status to Active (if the EV reports, validate his or her program participation), No Show, or Invalid. In addition, the RO/ARO may amend the program start date and/or end date if it is known that the EV will be arriving at a later date.
Exchange Visitor(s) 25 Days Beyond Effective Date of Transfer	This reminder displays for the receiving sponsor when the EV's status is Transferred and the current date is 25 days or more after the effective date of transfer identified in SEVIS.	Validate the transfer EV's program participation; otherwise, the system will automatically set the status of the EV and dependents, if any, to No Show 30 days after the effective date of transfer identified in SEVIS. See the *Transferred Status Exchange Visitors and Dependents* list or the *Exchange Visitor Information* screen to view the effective date of transfer.
Exchange Visitor(s) Nearing the Program End Date in 60 Days	This reminder displays 60 days prior to the program end date listed in SEVIS.	An RO/ARO may complete an extension within the maximum duration of participation or should submit a request to DoS for an extension beyond the maximum duration of participation. If no action is taken, the EV's status will change from Active to Inactive the day after the program end date identified in SEVIS.
Research Scholar(s)/ Professor(s) Within 90 Days of Expiration	This reminder displays for Research Scholar/ Professor EVs whose status is Active and whose maximum duration will end in 90 days or less.	An RO/ARO may complete an extension within the maximum duration of participation or should submit a request to DoS for an extension beyond the maximum duration of participation. If no action is taken, the EV's status will change from Active to Inactive the day after the program end date identified in SEVIS.
Saved Record(s) not Submitted for 15 Days	This reminder displays when EV records are in Draft status and the current date is 15 days or more past the date of the last update in SEVIS.	Complete and submit the records in SEVIS. Otherwise, the system will automatically delete any records in Draft status if action has not been taken on the records within 45 days.

2.6 Exchange Visitor Lists

SEVIS enables you to quickly access lists of EVs to view using the **EV Lists** link on the *Listing of Programs* screen. From these lists, you may also access EV records to process. These lists provide a quick method for program sponsor officials to access EV and dependent records.

Exhibit 22, Listing of Programs Screen—EV Lists Link, shows the location of the **EV Lists** link on the screen. To view the available lists, click the **EV Lists** link on the *Listing of Programs* screen. Detailed explanations of the lists are provided in Volume II of this manual.

Exhibit 22: Listing of Programs Screen—EV Lists Link



2.7 Reports

SEVIS provides you with the capability 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 with descriptions of the reports that are available at this time.

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. This report must be generated and mailed to DoS each year by the date stipulated on the program sponsor's designation or redesignation letter. Exchange Visitor Program Designation Staff

Title of Report	Description
	Office of Exchange Coordination and Designation Bureau of Educational and Cultural Affairs U.S. Department of State 301 4th St., S.W., SA-44, Room 734 Washington, DC 20547 **Note:** SEVIS should automatically display 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. Currently, this alert is not displaying for programs. This known problem will be corrected in a later release of SEVIS.
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 for the selected program about EVs 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.

2.7.1 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 23, Reports Screen.

Exhibit 23: Reports Screen

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. If there are no search criteria for the selected report, the report will be generated and will display in a new browser window.
5. 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, which will display in a new browser window.

2.7.2 Print a Report

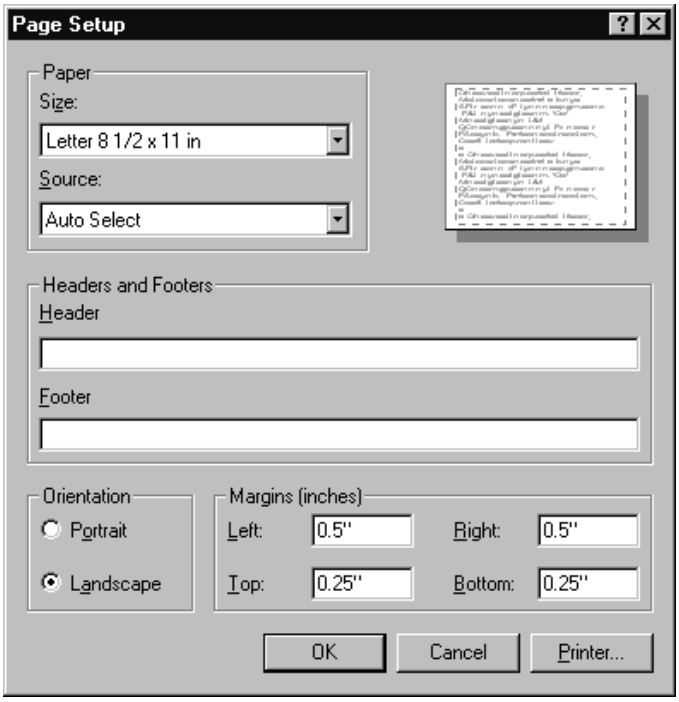
The procedure for printing reports is different depending on the browser used (Internet Explorer or Netscape). The procedures for printing reports using both browsers are described below.

2.7.2.1 Printing a Report Using the Internet Explorer Browser

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

1. For best results when printing, 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 24, Internet Explorer Page Setup Window.

Exhibit 24: 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″** and the left and right margins to **0.5″**.

g) Click **OK**.

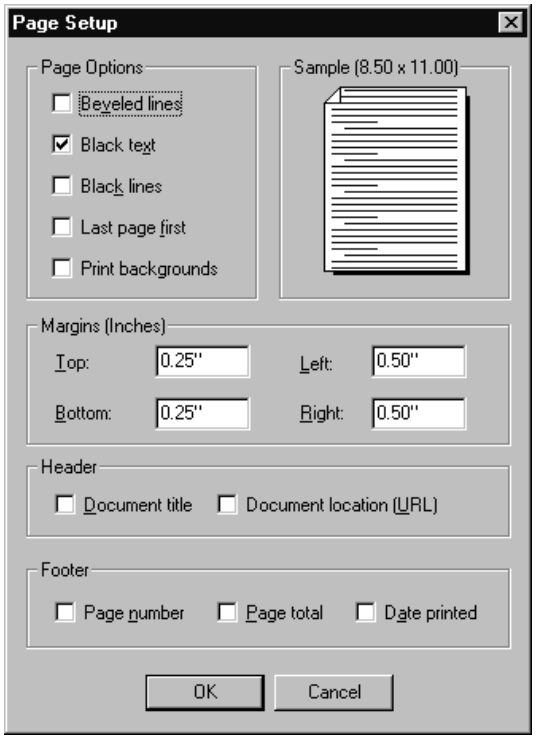
2. Select **Print** from the **File** menu to display the *Print* window.
3. Ensure the name of the printer listed in the **Name** field is the printer from which the report should print. If it does not show the correct printer, click the **down arrow** to the right of the field and select the correct printer.
4. Click **OK** and the report will be printed on the designated printer.
5. Click the **Close** (☒) button in the upper-right corner of the browser to close the window and return to SEVIS.

2.7.2.2 Printing a Report Using the Netscape Browser

To print a report using Netscape, perform the following:

1. For best results when printing, 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 25, Netscape Page Setup Window.

Exhibit 25: 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″** and the left and right margins to **0.5″**.
   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** menu to display the *Print* window.

3. Ensure the name of the printer listed in the **Name** field is the printer from which the report should 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.

2.7.3 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 2.7.1 and 2.7.2 for instructions on generating and printing reports in SEVIS. Exhibit 26, SEVIS Country Levels by Program Sponsor Report—HTML Format, is an example of a report generated using the HTML format.

Exhibit 26: SEVIS Country Levels by Program Sponsor Report—HTML Format

SEVIS Country Levels - by Program Sponsor

Report Date & Time: Thu Dec 15 09:34:13 EST 2005
Program Sponsor Name: National Nonspecialty Sch
Visa Type: J1

Country of Citizenship	Program Number	Program Name	Purpose Code Description	2001	2002	2003	2004	2005	Total EVs
ARUBA	G-6-00367	National Nonspecialty Sch	Amend a previous	1	0	0	0	0	1
	G-6-00367	National Nonspecialty Sch	Begin new program	2	0	0	0	0	2
	G-6-00367	National Nonspecialty Sch	Replace a DS-2019	3	0	0	0	0	3
Total Number of Exchange Visitors:				**6**	**0**	**0**	**0**	**0**	**6**

Page 1 of 2

2. Enter 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 the **Submit** button 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 27, SEVIS Country Levels by Program Sponsor Report—Text Format, is an example of the report shown in Exhibit 26.

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

Exhibit 27: SEVIS Country Levels by Program Sponsor Report—Text Format

```
ARUBA ^ G-6-00367 ^ National Nonspecialty Sch ^ Amend a previous ^ 1 ^ 0 ^ 0 ^ 0 ^ 0 ^ 1 ^
ARUBA ^ G-6-00367 ^ National Nonspecialty Sch ^ Begin new program ^ 2 ^ 0 ^ 0 ^ 0 ^ 0 ^ 2 ^
ARUBA ^ G-6-00367 ^ National Nonspecialty Sch ^ Replace a DS-2019 ^ 3 ^ 0 ^ 0 ^ 0 ^ 0 ^ 3 ^
BURMA ^ G-6-00367 ^ National Nonspecialty Sch ^ Replace a DS-2019 ^ 1 ^ 0 ^ 0 ^ 0 ^ 0 ^ 1 ^
BURMA ^ G-6-00367 ^ National Nonspecialty Sch ^ Replace a DS-2019 ^ 1 ^ 0 ^ 0 ^ 0 ^ 0 ^ 1 ^
```

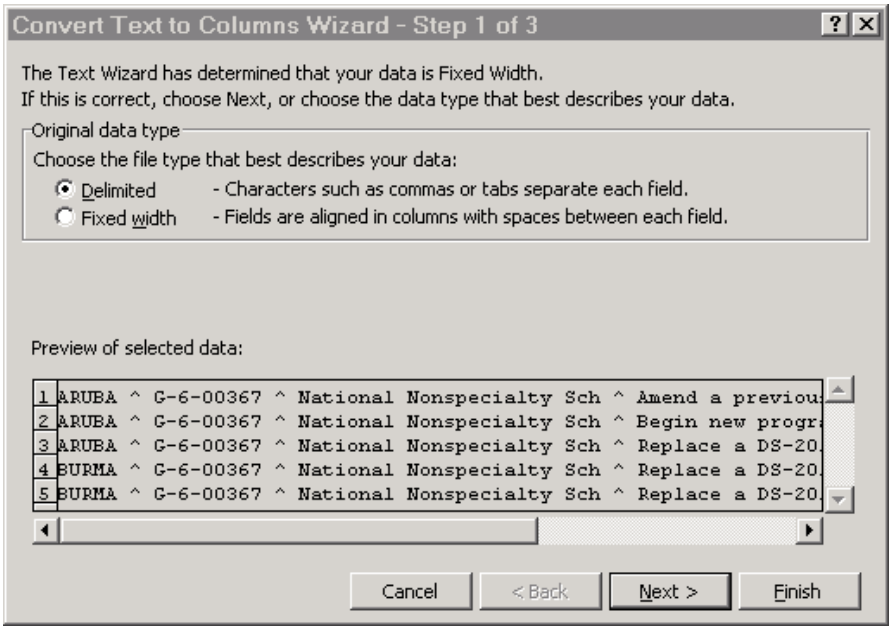
7. Use the printed copy of the report generated in HTML format to create the new report using another application.
8. Be sure to save the report using the other application.

2.7.4 Paste a Report into an Excel Spreadsheet

To paste a report into an Excel spreadsheet, perform the following:

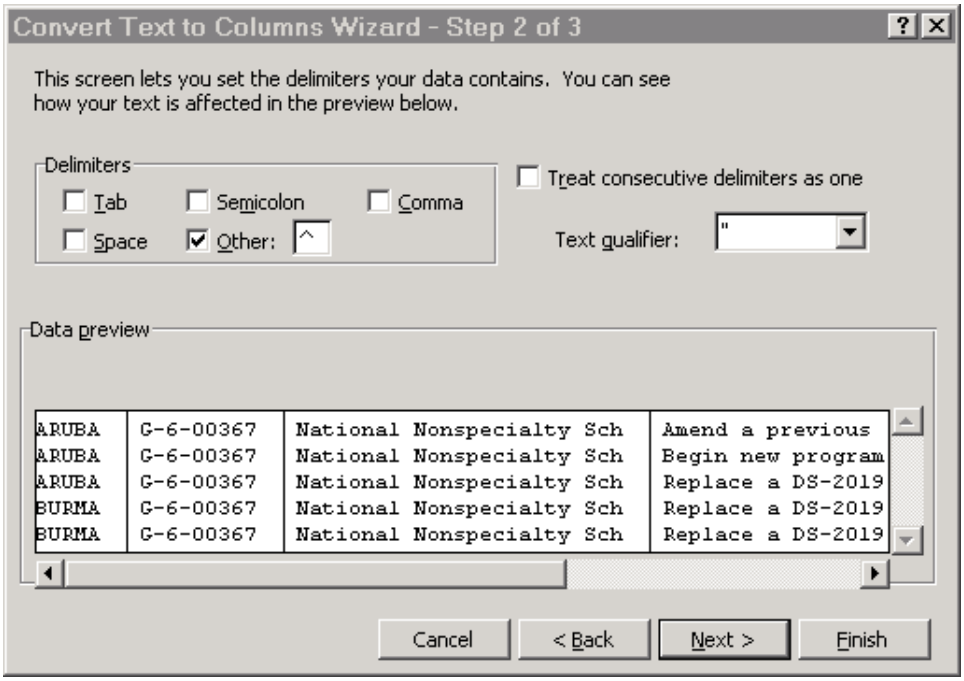
1. Complete Steps 1 through 5 in Section 2.7.3, Copy and Paste a Report.
2. Open the Excel application.
3. Select **Paste** from the **Edit** menu to paste the report into Excel. The whole report is contained in cell A1.
4. To convert the text to columns, select **Text to Columns** from the **Data** menu. The *Convert Text to Columns Wizard* window displays, as shown in Exhibit 28, Convert Text to Columns Wizard.

Exhibit 28: Convert Text to Columns Wizard



5. Click the **Delimited** radio button, and then click the **Next** button. Exhibit 29, Page 2 of the Convert Text to Columns Wizard, is an example of the window that displays.

Exhibit 29: Page 2 of the Convert Text to Columns Wizard



6. Click the **Other** check box and enter the caret (^) character in the box to the right of **Other** (see Exhibit 29). If there are other delimiters checked (for example, **Tab**), click the box to remove the check mark. Only the **Other** check box should be checked.
7. Click the **Next** button to display page 3 of the Convert Text to Columns Wizard.
8. Click the **Finish** button. The wizard closes and the report is formatted into columns.

3. OPERATING INSTRUCTIONS

3.1 Initiate Operation

Access SEVIS via the Internet using Internet Explorer Version 5.0 or higher or Netscape Version 4.79 or higher. A SEVIS user ID and password are required 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** (☒) button in the upper-right corner of the browser window.

Note: If the SEVIS system locks up, click the **Close** (☒) 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, repeat the login procedures described in Section 3.1.

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

4. ERROR HANDLING

SEVIS includes automatic validation of the data entered into many fields. For example, if the date is entered in an incorrect 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, 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

AG	Academic and Government Division
ARO	Alternate Responsible Officer
ATP	Air Transport Pilot
CEO	Chief Executive Officer
CFR	Code of Federal Regulations
DHS	U.S. Department of Homeland Security
DoS	U.S. 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	U.S. Immigration and Customs Enforcement
ID	Identification
LPR	Legal Permanent Resident
MB	megabyte
PDSO	Principal Designated School Official
POE	Port of Entry
PS	Private Sector Programs Division
RAM	random access memory
RO	Responsible Officer
SEVIS	Student and Exchange Visitor Information System
SEVP	Student and Exchange Visitor Program
URL	Universal Resource Locator

APPENDIX B—DOWNLOAD THE LATEST VERSION OF ADOBE ACROBAT READER

SEVIS enables you to print Forms, such as the Form DS-3036, to a designated printer through Adobe Acrobat. Perform the following steps to download the latest version of Adobe Acrobat Reader:

1. Click the **Get Adobe Reader** link on the SEVIS navigation bar. Adobe's home page will display in a separate browser window.
2. Click the **Get Adobe Reader** (Get Adobe Reader) button on the Adobe home page.
3. On the *Adobe Reader* screen, click the **Download** (download) button. The Adobe Reader software download will start automatically. However, if a dialog box displays with the option to run or save, click the **Run** button.

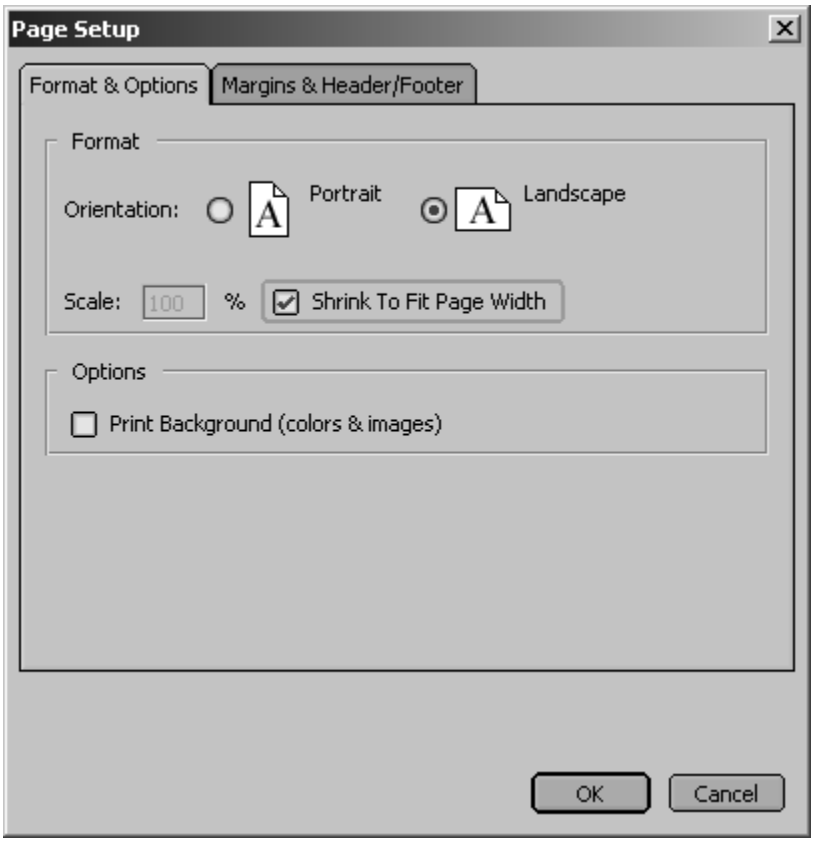
Note: Depending on the security settings on your computer, you may see a **Security Warning** dialog box. Click **Yes** to accept the ActiveX Control.

APPENDIX C—PRINTING INSTRUCTIONS FOR NETSCAPE VERSION 7.0

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

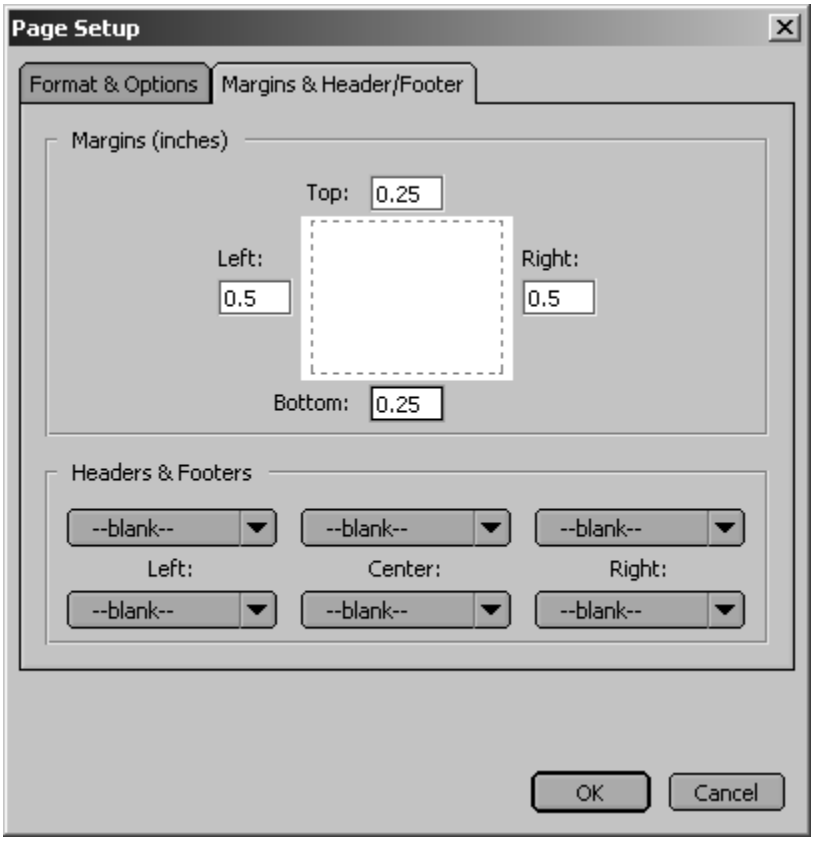
1. Click **File** on the Netscape menu bar.
2. Select **Page Setup**. The *Page Setup* window displays, as shown in Exhibit C–1, Netscape Page Setup Window—Format & Options Tab.

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



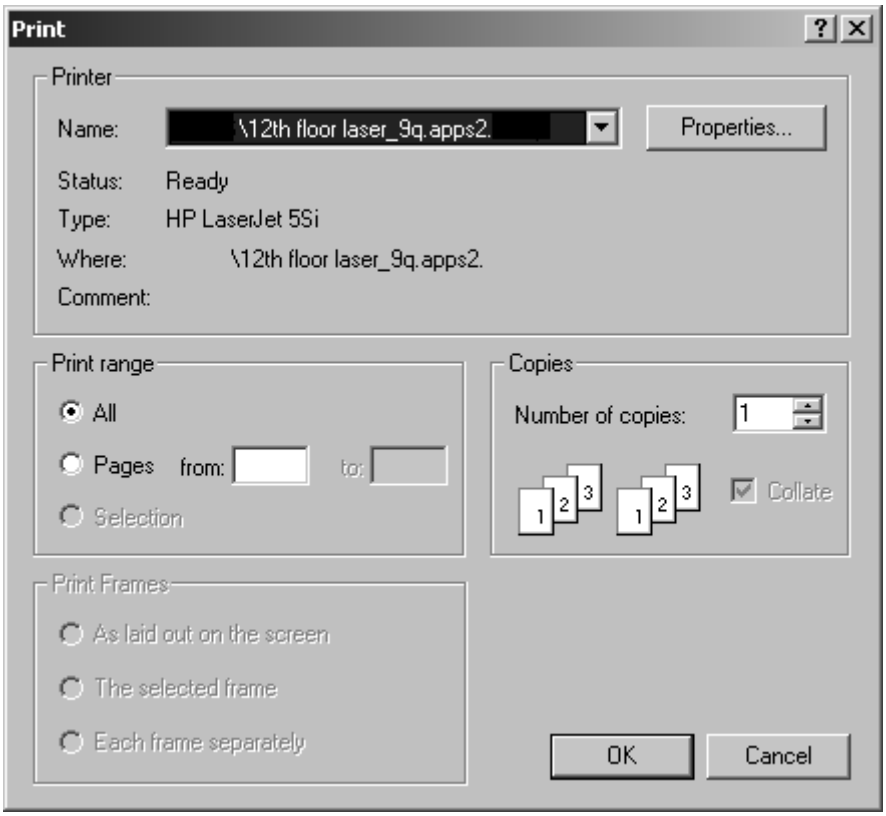
3. On the **Format & Options** tab, click the **Landscape** radio button.
4. Ensure there is a check mark in the **Shrink To Fit Page Width** check box.
5. Ensure there is not a check mark in the **Print Background (color & images)** check box.
6. Click the **Margins & Header/Footer** tab. The **Margins & 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. 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—RESOURCES

The following are additional resources to assist with the administration of your U.S. Department of State designated-exchange visitor program.

EXCHANGE VISITOR PROGRAM (J-VISA)

Visit the U.S. Department of State's website: http://exchanges.state.gov/education/jexchanges/

To obtain administrative guidance on the Exchange Visitor Program, the Exchange Visitor Program regulations (22 CFR Part 62), or program or exchange visitor issues or concerns, contact the ***Office of Exchange Coordination and Designation***, Bureau of Educational and Cultural Affairs, Department of State:

Academic and Government Division (AG)

United States Department of State
Office of Exchange Coordination and Designation
ECA/EC/AG - SA-44, Room 732
301 4th Street, S.W.
Washington, D.C. 20547
Telephone: (202) 203-5029
Fax: (202) 453-8640

Responsible for the administration and oversight of the following categories:

- Government Visitor
- International Visitor
- Professor
- Research Scholar
- Students (Secondary and College/University)
- Short-Term Scholar
- Specialist
- Teacher

Private Sector Programs Division (PS)

United States Department of State
Office of Exchange Coordination and Designation
ECA/EC/PS - SA-44, Room 734
301 4th Street, S.W.
Washington, D.C. 20547
Telephone: (202) 203-5096
Fax: (202) 203-5087

Responsible for the administration and oversight of the following categories:

- Alien Physician

- Au Pair
- Camp Counselor
- Summer Work/Travel
- Trainee

Contact information is available on the Internet at:
http://exchanges.state.gov/education/jexchanges/contact.htm#contact.

STUDENT AND EXCHANGE VISITOR INFORMATION SYSTEM (SEVIS)

- **SEVIS Security Concerns**: System security and data integrity issues - Contact the DHS Help Desk (888) 347-7762, 24 hours a day, 7 days a week.
- **SEVIS Technical Issues**: For system functionality issues - Contact the SEVIS Help Desk (800) 892-4829, 8 a.m. to 8 p.m. Eastern Time, Monday through Friday. The SEVIS Help Desk is available to address SEVIS concerns or questions other than security.
- **SEVP Web Site:** http://www.ice.gov/graphics/sevis/index.htm. It is recommended that you visit this site often to stay informed regarding events affecting SEVIS.
- **SEVIS I-901 Fee** website: http://www.ice.gov/graphics/sevis/i901/index.htm

SOCIAL SECURITY ADMINISTRATION

- Main page: Social Security OnLine: http://www.ssa.gov/
- Employer Reporting & Instruction Information: Telephone Numbers for Wage Reporting Assistance: http://www.ssa.gov/employer/wage_reporting_specialists.htm
- Employer Responsibilities When Hiring Foreign Workers: http://www.socialsecurity.gov/employer/hiring.htm

U.S. DEPARTMENT OF STATE

- Main page: http://exchanges.state.gov/
- Bureau of Educational and Cultural Affairs: http://exchanges.state.gov/education/
- Bureau of Consular Affairs: http://www.travel.state.gov/
- Visa Services, Public Inquiries Division:

  Telephone: 202-663-1225
  Fax: 202-663-3899
- Internet Visa Information Sources:
  - Bureau of Consular Affairs (Visas): http://www.travel.state.gov/visa/visa_1750.html
  - Visa Services (Destination USA overview): http://unitedstatesvisas.gov

- National Visa Center (NVC) public: Provides general information on immigrant visa processing and case-specific information based on the U.S. Citizenship and Immigration Services (formerly INS) receipt number or NVC case number:

  Telephone: 603-334-0700
  Email: NVCINQUIRY@state.gov

U.S. DEPARTMENT OF HOMELAND SECURITY

- Main page: http://www.dhs.gov/dhspublic/
- U.S. Immigration and Customs Enforcement: http://www.ice.gov/graphics/index.htm
- U.S. Citizenship and Immigration Services: http://uscis.gov/graphics/index.htm
- U.S. Customs and Border Protection: http://www.cbp.gov
- US-VISIT (U.S. Visitor and Immigrant Status Indicator Technology Program): http://www.dhs.gov/dhspublic/interapp/content_multi_image/content_multi_image_0006.xml

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 the desired category, and 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 may be applied 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