



## Fact Sheet

March 2010

### **MAINTAINING SEVIS RECORDS FOR THE SECONDARY SCHOOL STUDENT CATEGORY**

Responsible officers (ROs) and alternate responsible officers (AROs) are obligated to properly maintain the Student and Exchange Visitor Information System (SEVIS) records of their exchange visitors to keep them in compliance with the law. Only Department of State (DoS) authorized ROs and AROs may access SEVIS and issue Forms DS-2019. ROs and AROs must log into SEVIS a minimum of once every 90 days to keep their SEVIS passwords active. ROs and AROs are responsible for their exchange visitors and must monitor their progress and welfare, ensuring that they arrive at their destinations and engage only in the activity listed on their Form DS-2019. Responsibility for the conduct of an exchange visitor program rests with the DoS designated sponsor and not their agents or third party entities involved in the administration of their exchange visitor program.

#### **Accurate Information**

Sponsors must ensure that the information they enter in SEVIS is accurate and current for each exchange visitor, such as biographic and program information, actual and current United States (U.S.) address (“Current U.S. Address” field in SEVIS), and the physical location where the activity is to be performed (“Site of Activity” field in SEVIS). For the Secondary School Student sponsor, the name and address of the local host family’s residence is used as the actual and current U.S. address and the name and address of the school where the student is enrolled is used for the site of activity. See attached chart for further information.

#### **Exchange Visitor Address Updates (22 CFR 62.70(b))**

Secondary School Student sponsors are responsible for monitoring the placement with host families. When a situation requires a change in host family and/or school placement, the sponsor must update the actual and current U.S. address and, if necessary, the site of activity address in SEVIS as promptly as possible but no later than 30 days of the change.

#### **Validation of Program Participation (22 CFR 62.70(d))**

Sponsors must validate, or update, an exchange visitor’s SEVIS record to indicate that they arrived and are participating in their exchange program. In so doing, the sponsor should also update the participant’s “Site of Activity” (if appropriate). Validation changes the SEVIS status of a record from Initial to Active. Validation must be completed no later than 30 days after the

Program Begin Date. If a participant's record is not validated in SEVIS within 30 days, SEVIS automatically changes the record to No Show (if entry information shows that the individual has entered the U.S.) or Invalid (if 30 days have passed and there is no entry information in the record). BEFORE validating the participation of an exchange visitor's program in SEVIS, sponsors must do the following three checks:

1. Verify the **Program Begin and End Date** and, if necessary, update it utilizing the Amend Program function;
2. Verify that the **Current U.S. Address** (host family name and address) listed for the exchange visitor is correct; and
3. Verify that the **Primary Site of Activity** (high school name and address) is current and correct.
  - a. When more than one Site of Activity is listed, ascertain that the correct Site of Activity is listed as the Primary (the current).

## Corrections of SEVIS Status

If a sponsor notices that the status of the exchange visitor's record in SEVIS is incorrect, such as Invalid or No Show, the sponsor must correct the record. As stipulated in 22 CFR 62(10)(h), sponsors shall retain all records related to their exchange visitor program and exchange visitors for a minimum of three years. Record retention also includes any documentation related to corrections to the SEVIS record. The three-year retention period begins at the completion of the exchange visitor's program.

**30-Day Correction Period for SEVIS Status** – Sponsors are able to correct an incorrect SEVIS status of an exchange visitor if no more than 30 days have passed since the SEVIS record changed to Invalid or No Show. The record may be changed from Invalid or No Show or Initial or Active by entering the student's record and selecting "Correct SEVIS Status." There is no fee and no action required by the DoS. The exchange visitor's SEVIS record is corrected immediately. *NOTE: The DoS anticipates that this functionality will be used on rare occasions since sponsors are required to validate an exchange visitor's program participation no later than 30 days after the Program Begin Date.*

**Reinstatement-Update SEVIS Status** – If an exchange visitor's SEVIS record has been incorrect for longer than 30 days, the sponsor must send a SEVIS request to the DoS and pay the required processing fee of \$246 via Pay.gov. To perform this function, the sponsor selects Reinstatement-Update SEVIS Status on the SEVIS Actions menu. The sponsor must enter a brief explanation for this request in the "Remarks" field. It is critical that the sponsor send supporting documentation to the DoS immediately. SEVIS will automatically cancel the request if no further action is taken in the system. The DoS will not begin to review the request unless the required documentation has been received and the processing fee has been paid. The ability of a sponsor to request Reinstatement-Update SEVIS Status for an exchange visitor participant is available for up to 270 days following the date the exchange visitor's status changed to Invalid or No Show. This option can also be used when a record has been changed in error and needs to be corrected (for example, Active to Initial, Invalid to Initial, Invalid to Active, No Show to Active, Terminated to Active).

**Data Fix** – After 270 days following the date the exchange visitor’s status changed to an incorrect status, any correction to an exchange visitor’s record is considered a data fix. This involves both the DoS and the Department of Homeland Security (DHS). The sponsor must contact their DoS program officer if a data fix is needed. Once clarification of the need for a data fix has been confirmed by the program officer, the sponsor official must contact DHS at 1-800-892-4829 and open a help desk ticket. Documentation supporting the data fix request must be supplied to the Help Desk.

## Ending Programs

Manually ending or terminating a record indicates an unexpected event. There is no need to report the normal completion of a program (the Program End Date has been reached).

**End Program for Exchange Visitor (EV) in Active Status:** An exchange visitor’s program participation can be concluded with a non-adverse completion for the following reasons:

- Completed
- Death of EV
- Inability to continue program
- Program completed 30 days or more before Program End Date
- Withdrawal from the program

When End Program is selected in SEVIS, the exchange visitor’s record will be inactivated the day after the effective completion date entered in SEVIS.

**Terminating an Exchange Visitor Record in SEVIS:** Termination has an adverse affect on the exchange visitor’s immigration record and should be used as indicated in the regulations (22 CFR 62.40). Exchange visitors in terminated status will find it difficult to apply for a change of status in the United States and sponsor officials will be unable to submit an extension, reinstatement, or change of category request to the DoS. Exchange visitors in terminated status are expected to leave the U.S. immediately. Termination should be used only when the exchange visitor has committed a **serious violation**. Do not use Termination when an exchange visitor’s program has ended early. ROs/AROs should state the reason for termination in the “Remarks” field in SEVIS. Reasons for termination (per 22 CFR 62.40) include the following:

- Conviction of a crime
- Disciplinary action
- Engaging in unauthorized employment
- Failure to pursue EV program activities
- Failure to submit change of current address within 10 days
- Failure to maintain a full-time course of study
- Failure to maintain health insurance
- Involuntary suspension (22 CFR 62.45(b)(3))
- Other (if “Other” is selected, please include a reason in the remarks field)
- Violation of Exchange Visitor Program regulation
- Violation of sponsor rules governing the program

**Termination** has a lasting effect on the exchange visitor's immigration record and should be used only when appropriate. It should not be used when the exchange visitor's program has ended early, but only when the participant has committed a **serious violation**.

## Travel and Re-Entry

ROs/AROs must properly advise exchange visitors about traveling outside the United States during their program. Exchange visitors need to obtain a travel validation signature on their Form DS-2019 and be accurately advised about the possible need for an entry visa to other countries. Exchange visitors should also be advised to have a current and valid visa to re-enter the United States to continue their program.

## Formatting Guidelines – Entering Information Into SEVIS and Placement Reports

	<b>Guidelines</b>	<b>Examples</b>
<b>Host Family Names</b>	<p>In SEVIS (“Current U.S. Address” field): Enter the host family name in Address 1, and the street name and house number in Address 2.</p> <ol style="list-style-type: none"> <li>Single Parent: “[Last Name], [First Name]”</li> <li>Two Parents: “[Last Name Parent 1], [First Name Parent 1] and [Last Name Parent 2], [First Name Parent 2].” This should also be used for two parents whose last names do not differ.</li> </ol> <p>In SEVIS (“Current U.S. Address” field) and on the placement report: If the exchange visitor is placed at a boarding school, enter the name of the school in place of the host family name in Address 1 in SEVIS, and in the Host Family Last Name column on the placement report.</p> <p>In SEVIS (“Site of Activity” field) and on the placement report:</p>	<ol style="list-style-type: none"> <li>Smith, John</li> <li>Smith, John and Jones, Mary <i>or</i> Smith, John and Smith, Mary</li> </ol>
<b>School Names</b>	<ol style="list-style-type: none"> <li>Enter the full name for the type of school. If it is a combined junior and senior high school, simply write the name and “High School.” Write out “High School” after the name of the school instead of abbreviating it to School, High, HS, or omitting it altogether.</li> <li>For other types of schools, specify whether it is an Academy, Preparatory Academy, School for Performing Arts, Charter School, Magnet School, Christian School, etc.</li> <li>Enter the <i>entire</i> name of the school, which may be the name of the person or the city/county after which the school is named.</li> </ol>	<ol style="list-style-type: none"> <li>Northwest High School</li> <li>Washington DC Charter School</li> <li>School named after a person: <ul style="list-style-type: none"> <li>- Lyndon B. Johnson High School instead of Johnson High School</li> <li>School named after a city/county: <ul style="list-style-type: none"> <li>- Arlington Central High School instead of Central High School</li> </ul> </li> </ul> </li> </ol>
<b>Street Addresses</b>	<p>In SEVIS (“Current U.S. Address” and “Site of Activity” fields) and on the placement report:</p> <ol style="list-style-type: none"> <li>Use standard abbreviations for variations in street types.</li> <li>Use abbreviations for navigational directions used in street names.</li> </ol> <p><b>Do not enter a P.O. Box as the host family or school address.</b>  <i>Although many schools use P.O. Boxes for their mailing address, please enter the actual street address where the school is located.</i></p> <p>On the placement report:</p>	<ol style="list-style-type: none"> <li>Ave for Avenue, St for Street, Blvd for Boulevard, Rd for Road, Dr for Drive, Ct for Court, Ln for Lane, Pkwy for Parkway, etc.</li> <li>N, NE, E, SE, S, SW, W, NW</li> </ol>
<b>Field Staff Names</b>	<p>On the placement report:</p> <ol style="list-style-type: none"> <li>Single Local Coordinator (LC): “[Last Name], [First Name]”</li> <li>Local Coordinator teams: “[Last Name LC 1], [First Name LC 1] and [Last Name LC 2], [First Name LC 2].” This should also be used for two local coordinators whose last names do not differ.</li> </ol>	<ol style="list-style-type: none"> <li>Smith, John</li> <li>Smith, John and Jones, Mary <i>or</i> Smith, John and Smith, Mary</li> </ol>