



**U.S. Department of State
Bureau of Educational and Cultural Affairs
Private Sector Exchange
Office of Exchange Coordination and Compliance**

December 15, 2011

Guidance Directive 2011-06

MAINTAINING SEVIS RECORDS

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 and accompanying spouses/dependents to keep them in compliance with Public Law 104-208. Only Department of State (DoS) authorized ROs and AROs may access SEVIS and issue Forms DS-2019 or update records. 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 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. Biographic and program information, actual and current United States 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) are critical to the purpose of maintaining SEVIS.

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

Sponsors must validate an exchange visitor's SEVIS record to indicate that he/she is participating in their exchange visitor program. Validation changes the SEVIS status of a record from Initial to Active. The RO and/or AROs should validate as soon as possible but 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 of the Program Begin Date, SEVIS automatically changes the record to No Show (if port of entry information shows that the individual has entered the United States) or Invalid (if 30 days have passed and there is no port of entry information on the record). Sponsors must conduct the following three checks in SEVIS:

1. Prior to validation, verify the **Program Begin and End Dates** and, if necessary, update them utilizing the Amend Program function;
2. When validating, verify that the **Current U.S. Address** listed for the exchange visitor is correct; and
3. Immediately after validation, verify that the **Primary Site of Activity** is current and correct. When more than one Site of Activity is listed, make certain that the radio button to the left of the Primary Site of Activity is selected.

SEVIS Maintenance

Exchange Visitor U.S. Address (22 CFR 62.70(b))

Sponsors are responsible for ensuring that the actual and current U.S. address (i.e., residential address) of all exchange visitors is reported to SEVIS. Sponsors must notify exchange visitors that any change in U.S. address must be reported to the sponsor within 10 days of such change. When a situation requires a change in address, the sponsor must update the actual and current U.S. address in SEVIS as promptly as possible but no later than 21 days of being notified of the change. See the attached chart for guidelines to be followed when entering addresses in SEVIS.

Site of Activity

Sponsors are responsible for maintaining site of activity information for their exchange visitors. An exchange visitor must have at least one site of activity. Multiple sites are permissible in certain categories, but one site must be identified by the RO/ARO as the Primary Site of Activity. If the exchange visitor is changing locations to a new site of activity, the sponsor should add the new site in SEVIS and mark it as the Primary Site of Activity. Existing Site of Activity information in an Active record should not be overwritten or edited unless an error in the information is needed to be corrected by the RO or ARO. If an exchange visitor is returning to a past site of activity, the RO/ARO should perform an update in SEVIS to indicate that site as the Primary Site of Activity.

Corrections of SEVIS Status

If a sponsor notices that the SEVIS status of an exchange visitor's record is incorrect, the sponsor must correct the record. As stipulated in 22 CFR 62.10(h), sponsors shall retain all records related to their exchange visitors for a minimum of three years. Record retention also includes any documentation related to updates or corrections to the SEVIS record. The three-year retention period begins at the completion of the exchange visitor's program. Please refer to the current SEVIS User Manual for instructions on performing corrective actions in SEVIS.

30-Day Correction Period for SEVIS Status – If no more than 30 days have passed since the SEVIS status of a participant's record has changed to Invalid, No Show, or Active, the sponsor can correct the exchange visitor's record to reflect the correct SEVIS status. The SEVIS status of the record may be changed from Invalid to either Active or Initial, from No Show to Active, or from Active to Initial. There is no fee and no action required by the Department of State. The exchange visitor's record is corrected immediately to the selected SEVIS status.

***NOTE:** The DoS anticipates that this functionality will be used on rare occasions because sponsors are required to validate an exchange visitor's program participation no later than 30 days after the Program Begin Date (refer to 22 CFR 62.70(d)). Persistent use of this functionality may be cause for additional review.*

Reinstatement-Update SEVIS Status – If more than 30 days and less than 271 days have passed since the SEVIS status of the record changed to Invalid, No Show, or Active, the sponsor must submit a Reinstatement-Update SEVIS Status Request in SEVIS, pay the required processing fee via Pay.gov, and forward the necessary documentation to the DoS for review. The sponsor may request that the SEVIS status of the record be changed from Invalid to either Active or Initial, from No Show to Active, or from Active to Initial. It is critical that the sponsor

SEVIS Maintenance

send supporting documentation to the DoS immediately after submission of the request. SEVIS will automatically cancel the request if the supporting documentation is not received within 30 calendar days of the submission of the request. Review of a request cannot begin until the required documentation has been received and the processing fee has been paid.

Correct Minor or Technical Infraction – If the exchange visitor committed a technical or minor infraction of the regulations, ROs/AROs are authorized to correct the exchange visitor's SEVIS record within the first 120 days of the infraction (22 CFR 62.45, Reinstatement to Valid Program Status). For exchange visitors in Inactive SEVIS status, this action will change the SEVIS status to Active.

The Correct Minor or Technical Infraction option is used to correct the minor or technical infraction of the regulations for an EV within the first 120 days of the infraction. This option should only be used when the EV is currently in the United States and actively participating in his or her program. Minor or technical infractions are the following:

- Failure to extend the Form DS-2019 in a timely manner due to inadvertence, or neglect on the part of either of the exchange visitor or RO/ARO;
- Failure on the part of the exchange visitor to conclude a transfer of program prior to the end date on the current Form DS-2019 due to administrative delay or oversight, inadvertence or neglect on the part of the exchange visitor or RO/ARO; or
- Failure to receive prior approval and/or an amended Form DS-2019 before accepting an honorarium or other type of payment for engaging in a normally approvable and appropriate activity.

Reinstatement – If more than 120 days and less than 271 days have passed since the SEVIS status of an exchange visitor's record changed to Inactive, the sponsor must submit a Request for Reinstatement in SEVIS, pay the required processing fee via Pay.gov. Similar to a Reinstatement – Update SEVIS Status request, supporting documentation is critical and must be sent to the DoS immediately after submission of the request in SEVIS. If the request is approved, the SEVIS status of the exchange visitor's record will change to Active.

Data Fix – If more than 270 days have passed since the exchange visitor's SEVIS status changed to an incorrect status, any correction to an exchange visitor's record requires a data fix. This action involves both the Department of State (DoS) and the Department of Homeland Security (DHS). The sponsor must contact DHS (the SEVIS Help Desk) at 1-800-892-4829 and open a Help Desk Ticket. The Help Desk will require the sponsor to supply documentation in support of the data fix request (e.g., a written justification for the SEVIS status change on sponsor letterhead and additional evidentiary documentation may also be required dependent upon the type of data fix being requested).

Ending Programs

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

SEVIS Maintenance

End Program for Exchange Visitor in Active SEVIS Status - An exchange visitor's program participation can be concluded with a non-adverse completion reason by using the End Program function in SEVIS. The exchange visitor's SEVIS status will be changed to Inactive on the day after the effective completion date entered in SEVIS by the RO/ARO.

Terminating an Exchange Visitor Record in SEVIS – Termination has an adverse affect on an exchange visitor's immigration record and should be used as specified in the regulations (22 CFR 62.40). Exchange visitors whose status in SEVIS has been Terminated 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 SEVIS status are expected to leave the U.S. immediately. Termination should be used when the exchange visitor has committed a **serious violation**. ROs/AROs must select the reason for termination and are encouraged to also enter comments in the "Remarks" field in SEVIS.

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.

Spouses and Dependents

Sponsors are responsible for maintaining the SEVIS records of an exchange visitor's accompanying spouse and/or dependents. Updates to an exchange visitor's SEVIS status will directly impact the associated spouse/dependents that are in the same SEVIS status as the exchange visitor (e.g., Validating an exchange visitor will also change the SEVIS status of each associated spouse/dependent in Initial SEVIS status to Active). Likewise, the following actions, as detailed above for exchange visitors, also exist for spouses/dependent SEVIS records:

- 30-Day Correction Period for SEVIS Status
- Reinstatement-Update SEVIS Status (there is no DoS fee for a J-2)
- Data Fix
- End SEVIS Status for a Spouse/Dependent
- Terminating a Spouse/Dependent Record in SEVIS

SEVIS RESOURCES

SEVIS User Manual for ROs/AROs - Additional details on the SEVIS actions for exchange visitor and spouse/dependent records can be found in the current version of the **User Manual for Exchange Visitor Program Sponsor Users (RO/ARO) of SEVIS: Volume II Form DS-2019** on the Private Sector Exchange website at <http://j1visa.state.gov/sponsors/current/sevis/>.

SEVIS Online Help - ROs/AROs logged into SEVIS can also find additional information on the SEVIS actions for exchange visitor and spouse/dependent records via the SEVIS Online Help which can be accessed via the Help link in the navigation menu.



Rick A. Ruth
Deputy Assistant Secretary
for Private Sector Exchange, Acting

Formatting Guidelines – Entering U.S. Address and Site of Activity Information Into SEVIS

	Guidelines	Examples
<p>Current U.S. Address</p> <p>Secondary School Students and Au Pairs: For secondary school students, enter the name of the host family or boarding school in the Address 1 field and the street address for this residence in the Address 2 field. For au pairs, enter the host family's name in the Address 1 field and the street address for this residence in the Address 2 field. Rules for host family names:</p> <p>Single Parent: "[Last Name], [First Name]"</p> <p>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 differ.</p> <p>Best Practice: In addition to entering the Host Family name in the Address 1 of the Current U.S. Address section, sponsors should enter the Host Family information in the Residential Address Information section:</p> <p>Single Parent: Enter the Last Name and First Name in the Primary Contact Fields</p> <p>Two Parents: Enter the Last Name and First Name in Primary Contact and Secondary Contact Fields</p> <p>A telephone number may also be provided for the Host Family.</p> <p>All other exchange visitor categories: Enter the actual address in the Address 1 field (required) and if necessary, Address 2 field (optional). <i>NOTE: P.O. Boxes are not allowed in these fields.</i></p>	<p>If two parent host family:</p> <p>18. Current U.S. Address:</p> <p>* Address 1: Bravo, Joe and Bravo, Jane</p> <p>Address 2: 123 Rainbow Way</p> <p>* City: New York</p> <p>* State: NEW YORK</p> <p>* Zip Code: 12345 -</p> <p>Best Practice:</p> <p>Residential Address Information:</p> <p>Local Community Coordinator Last Name: Johnson</p> <p>Local Community Coordinator First Name: Carolyn</p> <p>Residential Address Type: HOST FAMILY</p> <p>Host Family Information:</p> <p>Primary Contact Last Name: Bravo</p> <p>Primary Contact First Name: Joe</p> <p>Secondary Contact Last Name: Bravo</p> <p>Secondary Contact First Name: Jane</p> <p>Telephone Number: (123) 456 - 7890 ext. </p> <p>Address 1: 10 Washington Avenue</p> <p>Address 2: Room 123</p>	

Formatting Guidelines – Entering U.S. Address and Site of Activity Information Into SEVIS

Site of Activity	
<p>Secondary School Students: Enter the name of the high school in the Site of Activity field and the school's physical address in the Address 1 field (required) and if necessary, Address 2 field (optional). Rules for the school name:</p> <ol style="list-style-type: none"> 1. 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." Do not abbreviate "High School" or omit it altogether. 2. For other types of schools, specify whether it is an Academy, Preparatory Academy, School for Performing Arts, Charter School, Christian School, etc. 3. 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. 	<p>High school: Site of Activity: Northwest High School Address 1: 123 Wisconsin Ave NW</p> <p>Other type: Site of Activity: Washington DC Charter School Address 1: 123 M St SW</p> <p>Named after a person: Site of Activity: Lyndon B. Johnson High School Address 1: 123 New Jersey Ave NW</p> <p>Required fields are marked with an asterisk (*).</p> <p>1. * Site of Activity: Northwest High School</p> <p>2. * Site of Activity Address: * Address 1: 123 Wisconsin Avenue NW Address 2: * City: Washington * State: DISTRICT OF COLUMBIA * Zip Code: 12345 -</p> <p>3. Remarks:</p>
<p>Summer Work Travel Participants: In order for the Employer name and address to be displayed on Form DS-2019, enter the name of employer on Address 1 and the street address on Address 2.</p>	<p>Summer Work Travel Participants: Add Site of Activity Required fields are marked with an asterisk (*).</p> <p>1. * Site of Activity: The XYZ Company</p> <p>2. * Site of Activity Address: * Address 1: The XYZ Company Address 2: 11258 Jackson Ave * City: Washington * State: DISTRICT OF COLUMBIA * Zip Code: 12345 -</p> <p>3. Remarks:</p>
<p>All other exchange visitor categories: Enter the name of the site in the Site of Activity fields and the sites physical address in the Address 1 field (required) and if necessary, Address 2 field (optional). <i>NOTE: P.O. Boxes are not allowed in these fields.</i></p>	<p>Site of Activity: University Lab Address 1: Johnson Research Building Address 2: Room 100</p>

Formatting Guidelines – Entering U.S. Address and Site of Activity Information Into SEVIS

General Rules	Use standard abbreviations for variations in street types	Ave for Avenue, St for Street, Blvd for Boulevard, Rd for Road, etc.
	Use abbreviations for navigational directions in street names	N for North, NE for Northeast, S for South, SW for Southwest, etc.
	Use full city names	Philadelphia instead of Philly, New York instead of NY, etc.