SEVIS_II_J-VISA_BATCH LIST

Quick Reference Guide

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1. RESOURCES

The following resources are available to users of the SEVIS_II_J-VISA_BATCH List:

- The Department of State (DoS) SEVIS II Team will provide basic support to users of the SEVIS_II_J-VISA_BATCH List via email. If you need assistance or have any general questions, contact the DoS SEVIS II Team at SEVISIIJ-VisaListse@state.gov.
- When using the Web interface, there are two built-in help functions:
  - The square question mark icon (?) in the upper right-hand corner of the banner at the top of the page will provide page-level help. Clicking this icon will open a pop-up screen which provides additional detail about the page.
  - The circle question mark icon (?) next to certain field labels will provide field-level help. Clicking this icon will open a pop-up screen which provides additional detail about the field.
- Detailed LISTSERV Manuals for both subscribers and Web interface users can be found at http://www.lsoft.com/resources/manuals.asp. Note that these manuals go into levels of detail that the DoS SEVIS II Team will **NOT** support and are only being referenced for your information. The functionality supported by the DoS SEVIS II Team is contained within this document.

2. RULES AND GUIDELINES

The following bullets summarize the rules and guidelines for the SEVIS_II_J-VISA_BATCH List:

- SEVIS_II_J-VISA_BATCH is available for discussions directly related to the J-Visa SEVIS II Batch functionality. Questions about high-level SEVIS II Batch items (e.g., registration, digital certificates, testing, schedules, etc.) and F/M-Visa SEVIS II Batch functionality need to be directed to the Student

and Exchange Visitor Program (SEVP) via the seviisiibatch Yahoo group (http://groups.yahoo.com/group/sevisiibatch).

- SEVIS_II_J-VISA_BATCH is a moderated list and all postings will be reviewed by the DoS SEVIS II Team. The DoS SEVIS II Team makes the final decision to either approve a message for posting to the list or deny a message based on the content within.

- Allow up to three business days from the time a message is posted for the DoS SEVIS II Team to approve or deny the message. While three business days isn't the expected norm, time must be built in to account for other obligations pulling the team away from list moderation.

- When posting a message, whether via email or the Web interface, both a subject (as detailed as possible) and body text are required or an error will be returned. Attachments may also be included with a message but are optional.

- The possibility exists that there may be delays (usually no more than 30 minutes) in the delivery of emails and/or messages displaying in archives. While not anticipated to be an issue, please keep this in mind when working with the SEVIS_II_J-VISA_BATCH List.

3. GENERAL LIST FUNCTIONALITY

3.1. Subscribing to the List

3.1.1. Go to the LISTSERV Archives page (http://statelists.state.gov/scripts/wa.exe?HOME).

3.1.2. Scroll down the page, locate the SEVIS_II_J-VISA_BATCH List Name, and click on it. The SEVIS_II_J-VISA_BATCH List page opens.

3.1.3. From the Options section, click on the Join or Leave SEVIS_II_J-VISA_BATCH link. The Join or Leave the SEVIS_II_J-VISA_BATCH List page opens.

3.1.4. Complete the form as follows:

    3.1.4.1.   Enter Name (First and Last) and Email Address.

    3.1.4.2.   Keep Subscription Type as Regular.

    3.1.4.3.   Set Mail Header Style as LISTSERV-style, with list name in subject.

    3.1.4.4.   Set Acknowledgements as Receive copy of own postings.

    3.1.4.5.   Keep Miscellaneous as unselected.

NOTE: The settings in 3.1.4.2 – 3.1.4.5 are suggested by DoS. If alternate settings are selected, some of the results may deviate from what is listed in this document. More information for each setting can be found by clicking the page-level and/or field-level help buttons. Once subscribed and logged in, these settings may be modified by clicking the Subscriber's Corner link in the upper left-hand corner of the banner at the top of the page and accessing your Settings for the list.

    3.1.4.6   Click the Join SEVIS_II_J-VISA_BATCH button. The page refreshes with the "A confirmation request is being sent under separate cover" message.

3.1.5. Go to the Inbox of the email address entered in the Step 3.1.4.1 and locate a new email from LISTSERV@STATELISTS.STATE.GOV with the Command confirmation request subject.

3.1.6. Confirm your subscription by clicking the URL provided in the email body.

    3.1.6.1.   A web browser opens the LISTSERV Command Response page with the "You have been added to the SEVIS_II_J-VISA_BATCH list" message.

    3.1.6.2.   A new email from LISTSERV@STATELISTS.STATE.GOV will be received advising that you have been subscribed to the SEVIS _II_J-VISA_BATCH List.

3.2. Access the Web Interface

3.2.1. Go to the SEVIS_II_J-VISA_BATCH List page (http://statelists.state.gov/scripts/wa.exe?A0=SEVIS_II_J-VISA_BATCH).

3.2.2. Within the Options section, click on the Get Password link. The Register LISTSERV Password page opens.

3.2.3. From the Register LISTSERV Password page, complete the form as follows:

    3.2.3.1.   Enter the Email Address used to subscribe is Step 3.1.4.1.

    3.2.3.2.   Enter your Password and confirm it with a second entry.

    ***NOTE**: Passwords can consist of a mix of upper and lower case letters (A-Z), numbers (0-9), and certain special characters ($, #, @, -, ?, !, |, %).*

    3.2.3.3   Click the Register Password button. The page refreshes with the "Confirmation Sent" message advising that an email has been sent to activate your password.

3.2.4. Go to the Inbox of the email address entered in Step 3.2.3.1 and locate a new email from LISTSERV@STATELISTS.STATE.GOV with the Command confirmation request subject.

3.2.5. Confirm your password by clicking the URL provided in the email body. A Web browser opens to the LISTSERV Command Response page with the "Your new password was registered successfully" message.

3.2.6. Go back to the URL referenced in Step 3.2.1 and within the Options section, click the Log In link. The Login Required page opens.

3.2.7. Enter both your subscribed Email Address and Password and click the Log In button. The SEVIS_II_J-VISA_BATCH List page opens.

    ***NOTE**: This page will provide the starting point for the actions that can be performed (e.g., Post New Message, Search Archives, etc.) as a subscriber to the SEVIS_II_J-VISA_BATCH List. Most of these processes are covered in detail in the subsequent sections.*

3.2.8. Click the Log Out link in the Options section. The Logged Out page opens with the "You have successfully logged out" message.

3.3. **Posting a Message via Email**

3.3.1.Send an email with your message from your subscribed email address to SEVIS_II_J-VISA_BATCH@STATELISTS.STATE.GOV.

3.3.2.Go to the Inbox of the email address used in Step 3.3.1 and locate a new email from LISTSERV@STATELISTS.STATE.GOV advising that your message has been submitted to the moderator of the SEVIS_II_J-VISA_BATCH list.

3.3.3.Within three business days, the Department of State SEVIS II Team will review your posting and determine which action to take:

3.3.3.1. If approved, a new email from LISTSERV@STATELISTS.STATE.GOV will be received advising that your message has been has been successfully distributed to the SEVIS_II_J-VISA_BATCH list.

3.3.3.2. I f denied, a new email from SEVISIIJ-VisaListse@state.gov will be received providing the reason(s) your message was not posted to the SEVIS_II_J-VISA_BATCH list.

3.4. **Posting a Message via the Web Interface**

3.4.1.Go to the SEVIS_II_J-VISA_BATCH List page (http://statelists.state.gov/scripts/wa.exe?A0=SEVIS_II_J-VISA_BATCH).

3.4.2.Within the Options section, click the Log In link. The Login Required page opens.

3.4.3.Enter both your subscribed Email Address and Password and click the Log In button. The SEVIS_II_J-VISA_BATCH List page opens.

3.4.4.Within the Options section, click the Post New Message link. The Send Message page opens.

3.4.5.Compose your message within the form with the following guidelines:

3.4.5.1. Do not change the value in the Your Name field when posting. This is the name you subscribed with and should **ALWAYS** be used.

3.4.5.2. If attaching a file, you first have to locate it using the Browse button and then attach it using the Attach button. Once the file is attached, you will see the Name, Size, and Type columns along with the Delete button which allows you to remove it.

3.4.5.3. Click the Send button. The page refreshes with the "Your message has been successfully posted to the SEVIS_II_J-VISA_BATCH list" message.

3.4.6.Go to the Inbox of the subscribed email address used to log in during Step 3.4.3 and locate a new email from LISTSERV@STATELISTS.STATE.GOV advising that your message has been submitted to the moderator of the SEVIS_II_J-VISA_BATCH list.

3.4.7. Within three business days, the Department of State SEVIS II Team will review your posting and determine which action to take:

    3.4.7.1.   If approved, a new email from LISTSERV@STATELISTS.STATE.GOV will be received advising that your message has been has been successfully distributed to the SEVIS_II_J-VISA_BATCH list.

    3.4.7.2.   If denied, a new email from SEVISIIJ-VisaListse@state.gov will be received providing the reason(s) your message was not posted to the SEVIS_II_J-VISA_BATCH list.

3.5. Replying to Postings via Email

3.5.1. Go to the Inbox of your subscribed email address, locate a message from the SEVIS_II_J-VISA_BATCH List, and elect to reply.

3.5.2. Compose and send your message to SEVIS_II_J-VISA_BATCH@STATELISTS.STATE.GOV. Do **NOT** change the value in the Subject field when replying. This needs to be consistent to keep the history of associated messages grouped together.

3.5.3. Go to the Inbox of the email address used in Step 3.5.1 and locate a new email from LISTSERV@STATELISTS.STATE.GOV advising that your message has been submitted to the moderator of the SEVIS_II_J-VISA_BATCH list.

3.5.4. Within three business days, the Department of State SEVIS II Team will review your posting and determine which action to take:

    3.5.4.1.   If approved, a new email from LISTSERV@STATELISTS.STATE.GOV will be received advising that your message has been has been successfully distributed to the SEVIS_II_J-VISA_BATCH list.

    3.5.4.2.   I f denied, a new email from SEVISIIJ-VisaListse@state.gov will be received providing the reason(s) your message was not posted to the SEVIS_II_J-VISA_BATCH list.

3.6. Reading Archives and Replying to Postings via the Web Interface

3.6.1. Go to the SEVIS_II_J-VISA_BATCH List page (http://statelists.state.gov/scripts/wa.exe?A0=SEVIS_II_J-VISA_BATCH).

3.6.2. Within the Options section, click the Log In link. The Login Required page opens.

3.6.3. Enter both your subscribed Email Address and Password and click the Log In button. The SEVIS_II_J-VISA_BATCH List page opens.

3.6.4. Within the SEVIS_II_J-VISA_BATCH Archives section, click a link for the Month, Week of the archive to be viewed. The SEVIS_II_J-VISA_BATCH Archives page opens.

3.6.5. To open a message to read it, click the Subject link. The message opens displaying all associated details.

3.6.6. To Reply to a Message, click the Reply link within the Options section. The Send Message page opens.

3.6.7. Compose your message within the form with the following guidelines:

    3.6.7.1.   Do not change the value in the Your Name field when replying. This is the name you subscribed with and should **ALWAYS** be used.

    3.6.7.2.   Do **NOT** change the value in the Subject field when replying. This needs to be consistent to keep the history of associated messages grouped together.

    3.6.7.3.   If attaching a file, you first have to locate it using the Browse button and then attach it using the Attach button. Once the file is attached, you will see the Name, Size, and Type columns along with the Delete button which allows you to remove it.

    3.6.7.4.   Click the Send button. The page refreshes with the "Your message has been successfully posted to the SEVIS_II_J-VISA_BATCH list" message.

3.6.8. Go to the Inbox of the subscribed email address used to log in during Step 3.5.3 and locate a new email from LISTSERV@STATELISTS.STATE.GOV advising that your message has been submitted to the moderator of the SEVIS_II_J-VISA_BATCH list.

3.6.9. Within three business days, the DoS SEVIS II Team will review your posting and determine which action to take:

    3.6.9.1.   If approved, a new email from LISTSERV@STATELISTS.STATE.GOV will be received advising that your message has been has been successfully distributed to the SEVIS_II_J-VISA_BATCH list.

    3.6.9.2.   I f denied, a new email from SEVISIIJ-VisaListse@state.gov will be received providing the reason(s) your message was not posted to the SEVIS_II_J-VISA_BATCH list.

3.7. Unsubscribing from the List

3.7.1. Go to the SEVIS_II_J-VISA_BATCH List page (http://statelists.state.gov/scripts/wa.exe?A0=SEVIS_II_J-VISA_BATCH).

3.7.2. Within the Options section, click the Log In link. The Login Required page opens.

3.7.3. Enter both your subscribed Email Address and Password and click the Log In button. The SEVIS_II_J-VISA_BATCH List page opens.

3.7.4. Within the Options section, click on the Join or Leave SEVIS_II_J-VISA_BATCH link. The Join or Leave the SEVIS_II_J-VISA_BATCH List page opens.

3.7.5. Click the Leave SEVIS_II_J-VISA_BATCH button. The page refreshes with the "You have been removed from the SEVIS_II_J-VISA_BATCH list" message.

3.7.6. Go to the Inbox of the subscribed email address used to log in during Step 3.6.3 and locate a new email from LISTSERV@STATELISTS.STATE.GOV thanking you for your participation in the SEVIS II J-Visa Batch LISTSERV. This email will also include instructions on how to rejoin the list.