## Presentation Overview

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1.</strong></td>
<td>SEVIS Release 6.48</td>
</tr>
<tr>
<td></td>
<td>• Duplicate School/Sponsor Users</td>
</tr>
<tr>
<td></td>
<td>• Form I-983 Uploads</td>
</tr>
<tr>
<td></td>
<td>• Alert List</td>
</tr>
<tr>
<td></td>
<td>• Help Materials</td>
</tr>
<tr>
<td><strong>2.</strong></td>
<td>SEVP External Training Application (SETA)</td>
</tr>
<tr>
<td><strong>3.</strong></td>
<td>Reminders and Updates</td>
</tr>
<tr>
<td><strong>4.</strong></td>
<td>Question and Answer Session</td>
</tr>
</tbody>
</table>

Provide feedback at the end of today’s webinar.
Today’s Presenters

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Unit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Elisabeth Catterton</td>
<td>Section Chief</td>
<td>SEVP Systems Management Unit</td>
</tr>
<tr>
<td>Helene Robertson</td>
<td>Management and Program Analyst</td>
<td>SEVP Systems Management Unit</td>
</tr>
<tr>
<td>Ingrid Mercer</td>
<td>Management and Program Analyst</td>
<td>SEVP Systems Management Unit</td>
</tr>
</tbody>
</table>
Release Schedule

• **Date:** Sunday, November 17, 2019

• **Time:** 8 PM (ET)

• **Duration:** Currently, SEVP expects the outage to last four hours (approximately).

• **Batch Users:** Schools and sponsors that use third-party software to push data to SEVIS must plan their batch uploads carefully.
Duplicate School/Sponsor Users

• New validation error appears when a temporary user or PDSO/RO adds a possible existing, active SEVIS user as a new user to Form I-17 or DS-3036.

• SEVIS matches names based on an exact last name match and the first four letters of the first name of the added official.
Duplicate User Validation Error

Edit School Information (Form I-17)
Add Official
Potomac Yards College - WAS214F58790000
Required fields are marked with an asterisk (*)

Validation Error(s)
You must correct the following error(s) before proceeding:
• The user you entered appears to match an active SEVIS user. If the person currently has an active sponsor (RO/ARO) or school (PDSO/DSO) role, click Cancel and enter them as an existing user. To continue to add this person as a new user, click Add again.

Last Name  
Samsa
First Name  
Victor
Middle Name
Suffix

The official is:  
* UNITED STATES CITI
○ LEGAL PERMANENT RESIDENT

Title  
DSO
SEVIS User Account Merge

• Still accepting requests to merge user accounts.

• To request account merge, email: SEVP@ice.dhs.gov

• Subject Line: “Merge Accounts.”

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First Name</th>
<th>Active Usernames</th>
<th>School or Program Name</th>
<th>School or Program Number</th>
<th>User Role (PDSO, DSO, RO, or ARO)</th>
<th>Batch (Y/N)</th>
<th>Use Going Forward (choose one)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
FORM I-983 UPLOADS
Form I-983 Uploads Overview

Form I-983 may be uploaded when:

• Recommending STEM extension of OPT
  – For STEM OPT through batch: Return to SEVIS RTI to upload after batch is processed

• Reporting receipt of student’s self evaluation (12-month and 24-month/final evaluation)

• Adding a STEM OPT employer

• Editing STEM OPT Employer Information
Form I-983 Uploads Overview

- Use of Form I-983 Upload feature is optional, but encouraged
- Use is date-forward; does not apply retroactively
Form I-983 Upload Process

Submit action
- Recommend STEM
- Add employer
- Edit employer
- Self evaluation

Upload Form I-983
- OPT Employment page
- Employment Information page
Form I-983 Upload Process Batch

Submit action using batch
- Recommend STEM
- Add employer
- Edit employer
- Self evaluation

SEVIS processes batch
- Adds action to record
- Returns PDF of Form I-20
- Adds student to alert list

DSO uploads Form I-983 in SEVIS RTI
- OPT Employment page
- Employment Information page

November 8, 2019
Launch Upload Form I-983 Page

OPT Employment

F-1 Student
Ecoliere, Sample

Status: ACTIVE
SEVIS ID: N0005220368

Prior to recommending Optional Practical Training (OPT), you must ensure that the training complies with the rules governing OPT. You must also ensure that the student is aware of his/her obligation to report changes in employment information (to include periods of unemployment) and changes in his/her address. The school must continue to maintain records on the student for the full period of OPT. The details of these rules can be found in the Code of Federal Regulations, Title 8, Sections 214.2(f) (10) to (f)(13) and 214.2(m)(14). The CFR has been amended and the sections relevant to OPT are available at www.ice.gov/visas (the SEVP Website).

Webinar Note: Screenshots Handout p.3
Upload Form I-983 Page

Upload Form I-983

Required fields are marked with an asterisk (*).
"i" information icon denotes help about the page (i)
Question Mark denotes information about the field (Q)
Plus icon indicates that the field can be expanded to display additional data (+)
Minus icon indicates that the field can be collapsed to display condensed data (−)

You can now upload evidence to support your STEM Extension

F-1 Student
Ecoliere, Sample

SEVP School for Advanced SEVIS Studies - SEVP School for Advanced SEVIS Studies
Start Date: 09/01/2015 End Date: 05/31/2019

Status: ACTIVE
SEVIS ID: N0006320368

Upload Evidence

<table>
<thead>
<tr>
<th>File Name</th>
<th>Upload Reason</th>
<th>File Size (bytes)</th>
<th>Upload Date/Time</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

No data available in table

Webinar Note: Screenshots Handout p.4
Upload Evidence Module

File to Upload

Upload Reason

Webinar Note: Screenshots Handout p.5
Upload Evidence Module

Note: The above Upload Evidence modal displays an expanded Upload Reason field.

Webinar Note: Screenshots Handout p.6
### Employment Information

**Plus** icon indicates that the field can be expanded to display additional data. **Minus** icon indicates that the field can be collapsed to display condensed data.

**Return to Student Information**

**F-1 Student**

**Report OPT, Glenda**

**SEVP School for Advanced SEVIS Studies - SEVP School for Advanced SEVIS Studies**

- **Start Date:** 09/01/2015
- **End Date:** 08/30/2017

**Status:** ACTIVE

**SEVIS ID:** N0005321867

### Unemployment Counter for Active Employment ID 823104

<table>
<thead>
<tr>
<th>Days Allowed</th>
<th>Days Accrued</th>
<th>Days Remaining</th>
</tr>
</thead>
<tbody>
<tr>
<td>150</td>
<td>0</td>
<td>150</td>
</tr>
</tbody>
</table>

What does this table show me?

### Active Employment Types

- **STEM OPT**
  - **Employment Type:** FULL TIME
  - **Status:** APPROVED
  - **School:** SEVP School for Advanced SEVIS Studies
  - **DSO Recommended Start Date:** 10/31/2018
  - **DSO Recommended End Date:** 10/30/2020
  - **Actual Start Date:** 10/31/2018
  - **Actual End Date:** 10/30/2020
  - **Level:** MASTER'S
  - **Receipt:** 123456789
  - **Employment ID:** 823104

### Employer Information

<table>
<thead>
<tr>
<th>Employer Name (EIN)</th>
<th>Employer ID</th>
<th>Job Title</th>
<th>FT/PT</th>
<th>Start Date</th>
<th>End Date</th>
<th>City</th>
<th>State</th>
<th>Zip</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>SEVP Industries</td>
<td>811739</td>
<td>Research Scientist</td>
<td>FT</td>
<td>10/29/2019</td>
<td>10/30/2020</td>
<td>ARLINGTON</td>
<td>VA</td>
<td>22201</td>
<td>Student studied Biochemical Engineering and work for SEVP Industries as a full time Research Scientist. Conducting research on advanced solvents for construction adhesive.</td>
</tr>
<tr>
<td>U.S. Immigration and Customs Enforcement</td>
<td>810641</td>
<td>Research Scientist</td>
<td>FT</td>
<td>10/29/2020</td>
<td>10/30/2022</td>
<td>ARLINGTON</td>
<td>VA</td>
<td>22201</td>
<td>U.S. immigration and customs enforcement student</td>
</tr>
</tbody>
</table>
Upload Form I-983 After Upload

Upload Form I-983

Required fields are marked with an asterisk (*)
"i" Information Icon denotes help about the page (i)
Question Mark denotes information about the field (q)

Plus Icon indicates that the field can be expanded to display additional data (+)
Minus Icon indicates that the field can be collapsed to display condensed data (-)

You can now upload evidence to support your STEM Extension

F-1 Student Report OPT, Glenda

SEVP School for Advanced SEVIS Studies - SEVP School for Advanced SEVIS Studies
Start Date: 09/01/2015 End Date: 08/30/2017

Status: ACTIVE
SEVIS ID: N0005321867

File Name | Upload Reason | File Size (bytes) | Upload Date/Time
--- | --- | --- | ---
Form I-983 - SEVP Labs 12-month eval.docx | Form I-983 - 12-Month Training Evaluation | 11660 | 10/29/2019 20:59:32
Form I-983 - SEVP Labs new.docx | Form I-983 - New Employer | 11674 | 10/29/2019 21:03:49

Webinar Note: Screenshots Handout p.8
### Event History

**F-1 Student**

**Report OPT, Glenda**

**SEVP School for Advanced SEVIS Studies - SEVP School for Advanced SEVIS Studies**

**Start Date:** 09/01/2015  
**End Date:** 08/30/2017  

**Status:** ACTIVE  
**SEVIS ID:** N0005321867

#### Event History

<table>
<thead>
<tr>
<th>Event Name</th>
<th>Event Date</th>
<th>Resulting Status</th>
<th>Performed By</th>
</tr>
</thead>
</table>

**Field Changed | Old Value | New Value**

<table>
<thead>
<tr>
<th>Field Changed</th>
<th>Old Value</th>
<th>New Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Document ID</td>
<td></td>
<td>1965</td>
</tr>
<tr>
<td>Employer ID</td>
<td>811739</td>
<td></td>
</tr>
<tr>
<td>Document Description</td>
<td>I-983</td>
<td></td>
</tr>
<tr>
<td>Upload Reason Description</td>
<td></td>
<td></td>
</tr>
<tr>
<td>File Name</td>
<td></td>
<td></td>
</tr>
<tr>
<td>File Size</td>
<td>11682</td>
<td></td>
</tr>
<tr>
<td>Date and Time of Upload</td>
<td>29-OCT-19 09:05:23 PM</td>
<td></td>
</tr>
<tr>
<td>SEVIS ID</td>
<td></td>
<td>N0005321867</td>
</tr>
<tr>
<td>First Name of person who submitted the document</td>
<td>Helena</td>
<td></td>
</tr>
<tr>
<td>Last Name of person who submitted the document</td>
<td>Smith</td>
<td></td>
</tr>
<tr>
<td>Email address of person who submitted the document</td>
<td>helene****</td>
<td></td>
</tr>
</tbody>
</table>

**Webinar Note:** Screenshots Handout p.9
Alert: Students Requiring STEM OPT
Form I-983 Upload

Student appears on an alert list when:

- STEM OPT recommended
- STEM employer is added
- 12-month self-evaluation is reported
- 24-month or final self-evaluation is reported
Alert: Students Requiring STEM OPT Form I-983 Upload

- Form I-983 upload is specific to:
  - Employer
  - SEVIS Action
- Student may be listed on the alert multiple times.
## Alert: Students Requiring STEM OPT

### Form I-983 Upload

This document is FOR OFFICIAL USE ONLY (FOOU). It contains information that may be exempt from public release under the Freedom of Information Act (5 U.S.C. 552). It is to be controlled, stored, handled, transmitted, distributed, and disposed of in accordance with DHS policy relating to FOOU information and is to be released to the public or other personnel who do not have a valid “need-to-know” without prior approval of an authorized DHS official. This information shall not be distributed beyond the dhs.gov network without prior authorization of the originator. If the "Eligible for Registration" column indicates that the student is not eligible, the student's record must be updated before registration. The Student Information page shows what information is needed. See Help for more details.

### Students Requiring STEM OPT Form I-983 Upload

<table>
<thead>
<tr>
<th>SEVIS ID</th>
<th>Surname/Primary Name</th>
<th>Given Name</th>
<th>Request Status</th>
<th>STEM Start Date</th>
<th>STEM End Date</th>
<th>Employer ID</th>
<th>Employer EIN</th>
<th>Employer Name</th>
<th>Type of Action</th>
<th>Date of Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>N0005320368</td>
<td>Ecoiere</td>
<td>Sample</td>
<td>REQUESTED</td>
<td>07/01/2020</td>
<td>06/30/2022</td>
<td>810136</td>
<td>555555555</td>
<td>SEVP Advanced Labs</td>
<td>New STEM Employer Added</td>
<td>10/23/2019 14:56:07</td>
</tr>
<tr>
<td>N0005322467</td>
<td>Sample</td>
<td>Eleve</td>
<td>REQUESTED</td>
<td>10/31/2019</td>
<td>10/30/2021</td>
<td>810640</td>
<td>555555555</td>
<td>SEVP Labs</td>
<td>New STEM Employer Added</td>
<td>10/25/2019 14:06:26</td>
</tr>
</tbody>
</table>

### Webinar Note: Screenshots Handout p.10

---

**SEVP**

**STUDENT AND EXCHANGE VISITOR PROGRAM**

---

**U.S. Immigration and Customs Enforcement**

---

24
Alert: Students Requiring STEM OPT
Form I-983 Upload

Students come off the alert list when Form I-983 is uploaded for the employer and the specific event.
Alert: Students Requiring STEM OPT Form I-983 Upload

This document is FOR OFFICIAL USE ONLY (FOUO). It contains information that may be exempt from public release under the Freedom of Information Act (5 U.S.C. 552). It is to be controlled, stored, handled, transmitted, distributed, and disposed of in accordance with DHS policy relating to FOUO information and is not to be released to the public or other personnel who do not have a valid “need-to-know” without prior approval of an authorized DHS official. This information shall not be distributed beyond the dhs.gov network without prior authorization of the originator. If the "Eligible for Registration" column indicates that the student is not eligible, the student’s record must be updated before registration. The Student Information page shows what information is needed. See Help for more details.

<table>
<thead>
<tr>
<th>SEVIS ID</th>
<th>Surname/Primary Name</th>
<th>Given Name</th>
<th>Request Status</th>
<th>STEM Start Date</th>
<th>STEM End Date</th>
<th>Employer ID</th>
<th>Employer EIN</th>
<th>Employer Name</th>
<th>Type of Action</th>
<th>Date of Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>N0005320368</td>
<td>Ecologie</td>
<td>Sample</td>
<td>REQUESTED</td>
<td>07/01/2020</td>
<td>06/30/2022</td>
<td>810136</td>
<td>5555555555</td>
<td>SEVP Advanced Labs</td>
<td>New STEM Employer Added</td>
<td>10/23/2019 14:56:07</td>
</tr>
<tr>
<td>N0005322467</td>
<td>Sample</td>
<td>Eleven</td>
<td>REQUESTED</td>
<td>10/31/2019</td>
<td>10/30/2021</td>
<td>810640</td>
<td>5555555555</td>
<td>SEVP Labs</td>
<td>New STEM Employer Added</td>
<td>10/20/2019 14:06:26</td>
</tr>
</tbody>
</table>

Webinar Note: Screenshots Handout p.11
New/Updated Help Materials

SEVIS Help Hub:

• F-1 STEM Optional Practical Training (OPT) Extension
• View Employment Information
• Alerts and Lists
• Form I-17 – Initial Certification
• Form I-17 Petition Update – Manage School Officials
• SEVIS Job Aid: Update School Officials
New/Updated Help Materials

SEVIS Help Hub:

- SEVIS Release 6.49 Planning Guide
- SEVIS Release 6.49 Webinar for School Officials (November 8, 2019)
SEVP EXTERNAL TRAINING APPLICATION (SETA)
SETA

• November 20, 2019
• National roll out
• Four courses:
  – SEVP Basics
  – SEVP 101
  – EVP 101
  – Introduction to Initial SEVP Certification
• Users create their own SETA accounts

• User account creation information should match primary SEVIS account:
  – Names
  – Email address
  – SEVIS username
REMINDERS AND UPDATES

November 8, 2019
## Annual Verification

<table>
<thead>
<tr>
<th>Important Dates</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>November 1, 2019</strong></td>
<td>30-day advance notice broadcast message sent to PDSOs, DSOs, ROs, and AROs.</td>
</tr>
<tr>
<td><strong>December 3, 2019</strong></td>
<td>Annual verification starts. PDSOs, DSOs, ROs, and AROs notified of verification requirement by SEVIS and email. Starts Dec. 3 this year, due to 2020 leap year.</td>
</tr>
<tr>
<td><strong>December 3, 2019 – March 2, 2020</strong></td>
<td>Annual verification periodic reminders sent by SEVIS to unverified schools and programs.</td>
</tr>
<tr>
<td><strong>March 2, 2020</strong></td>
<td>Last day of full SEVIS access for unverified users.</td>
</tr>
<tr>
<td><strong>March 3 – April 2, 2020</strong></td>
<td>Unverified PDSOs and ROs can log in, but can only verify users.</td>
</tr>
</tbody>
</table>
Disappearing Telephone Numbers

Issue: SEVP Portal updates removed student telephone numbers from SEVIS:

• 58,000 records affected
• 35,000 can be fixed by SEVP
• 23,000 still need to be fixed

By default, SEVIS displays “Past Due” for any evaluations that were due prior to July 21, 2017, even if the DSO has the paper Form I-983 on file at the school.
Termination Reason “School Withdrawn”

DSOs should NEVER use this reason.

This is a termination reason used solely by government users when the school loses SEVP certification.
For Release Issues

• Send email to SEVISTechnicalFeedback@ice.dhs.gov.

• Include in email:
  • Description of actions taking place when incident occurred
  • Screen shots of issue
Study in the States Website URLs

• SEVIS Help Hub
  http://studyinthestates.dhs.gov/sevis-help-hub

• SEVIS Information Page
  http://studyinthestates.dhs.gov/sevis

• Webinar Page
  http://studyinthestates.dhs.gov/webinars
Other Resources

• SEVIS Email
  SEVISTechnicalFeedback@ice.dhs.gov

• SEVIS Batch Email
  SEVIS.Batch@ice.dhs.gov

• Department of State Email
  jsevis@state.gov

• SEVP Response Center
  SEVP@ice.dhs.gov
  800-892-4829