



WWHEPC J-1 Exchange Visitor Program

STUDENT AND EXCHANGE VISITOR INFORMATION SYSTEM (SEVIS)

SEVIS is an Internet based application for electronically tracking and reporting international students in the United States. SEVIS enables schools to transmit electronic information to U.S. Immigration and Customs Enforcement (ICE) and the Department of State (DOS) including name, address, date of birth, visa classification, exchange visitor status, program authorizations and termination dates and reasons. There are two ways for schools to fulfill SEVIS reporting requirements, batch reporting and Real Time Interactive (RTI). Larger schools will want to obtain authorization for “batch” reporting. In order to obtain authorization for batch reporting a school must apply to ICE for a test site. After successfully testing the data you will be given authorization to batch report. Most schools using batch reporting are using a “vendor” product. Below is a listing of vendors most typically used. This list is not an endorsement of these firms’ products, but is rather a resource to explore software solutions for SEVIS implementation:

Indiana University (Sunapsis)*

Office of International Services, Indiana University
Franklin Hall 306, 601 E. Kirkwood Ave
Bloomington, IN 47405
Phone: 812-855-0490 | Fax: 812-855-4418
URL: <http://sunapsis.iu.edu>

*Used by the University of Cincinnati

Terra Dotta (SEVIS Easy)

ISSS International Student and Scholar Services
501 W. Franklin St., Suite 105
Chapel Hill, NC 27516
877-368-8277
info@terradotta.com
www.terradotta.com

Sungard Higher Education (fsaAtlas)

Platforms: currently both MAC and PC products
4 Country View Road
Malvern, PA 19355
Tel: 1-800-223-7036
URL: sungardhe.com

PeopleSoft PASS

Oracle Corporation
500 Oracle Parkway
Redwood Shores, CA 94065
Tel: 800-0633-738 www.oracle.co

HOW TO USE SEVIS REAL TIME INTERACTIVE (RTI)

Sponsors with smaller numbers will want to report the required data through “Real Time Interactive” or RTI. Even sponsors that “batch” report will use RTI to report certain events or make particular authorizations. The web address is <https://egov.ice.gov/sevis>. This brings you to the SEVIS log in screen. From here you can log in, register for a new account, or reset your password. To log in type your username and password and press “enter” or click the “login” button.

Warning

When logging in initially you will receive a “warning” message indicating that providing fraudulent information could lead to criminal and civil charges being brought against the RO/ARO. Just click the continue button.

Navigation Bar

The SEVIS navigation bar will display your role as an RO/ARO and allow you to log out by clicking the “logout” button in the upper right-hand corner. The SEVIS Help Desk phone number is also displayed here.

Creating/Changing a Password

Every 90 days your SEVIS password must be changed. When you log into SEVIS after 75 days (and up until 90 days), SEVIS opens a message. It asks if you would like to change your password.

The SEVIS password requirements are as follows:

- Passwords must be 12 to 16 characters in length.
- Passwords must contain at least;
 - One alphabetic character
 - One numeric character
 - One of the following special characters: @, #, \$
- Passwords must contain a non-numeric character in the first and last positions.

- Passwords may not contain two consecutive identical characters.
- Passwords may not be the same as, or contain, the user ID.
- Passwords are case sensitive. When you create a password using a mix of uppercase and lowercase letters, it must always be entered that way.
- Passwords must contain a non-numeric in the first and last positions.
- When changing a password, the new password must not contain more than three consecutive characters from the previous password.
- Passwords are case sensitive. When you create a password using a mix of upper and lower case letters, it must always be entered that way.
- Users may not reuse one of the previously used eight passwords.

Message Board

When you log in to SEVIS you will first be brought to a message board. Here you will find important messages about SEVIS including implementation of upgrades, scheduled maintenance, etc. Click the “view” button to read the messages. Click the “main” button to be taken back to the main SEVIS page.

In order to proceed to RTI you must confirm that you understand your role as an RO or ARO, including your responsibility to update the DS-3036 or DS-3037 if changes occur to your sponsor program, what the role of the exchange visitor program is and who is eligible to be issued a DS-2019. Just click the “I have read and understand this notice” button.

This brings you to your “Listing of Programs.” It is here that you manage your exchange visitor program including creating DS-2019’s for new exchange visitors, update your DS-3037 program information, monitor alerts, run reports and downloads, etc.

Amending or Editing Your DS-3036 or DS-3037

Any change to your exchange visitor program must be reported immediately in SEVIS. Approved sponsors do this by clicking the link under “Name of Program.” Changes that would require updating of the DS-3037 include: name of sponsor; address of sponsor; adding or deleting RO’s/ARO’s, name of CEO or owner, etc. These changes need to be reported within 30 days. Changes that would require updating of the DS-3036 include amending your EV program and applying for redesignation.

Under the “Actions” menu you can “amend” your program information, “apply for redesignation”, “change program sponsor name” “request an allotment of DS-2019’s”, “cancel your program”, view “pending requests”, or “register for batch processing”.

Under “Edits” you can “add foreign entity information”, “add/update officials”, “update program sponsor information”, and update CEO information”.

Under the “Lists/reports” menu you can “search for exchange visitors”, “create exchange visitors”, view “exchange visitor lists”, and run various “reports”.

Under the “View” menu you can view “allotment history” and “event history” for the program.

Amendments

From the amendment link you can update all information including CEO information, anticipated number of Exchange Visitor’s, purpose of your Exchange Visitor program, how you select Exchange Visitor’s, what the normal activities will entail, etc. When done making edits click the “submit” button.

Updating RO’s/ARO’s

One of the most common edits will be the addition or deletion of Responsible Officers/Alternative Responsible Officers. The RO is the only person who can add, delete, or update ARO’s. All current RO/ARO’s will be displayed at the bottom of the program sponsor information page.

Click the “add/update officials” button under “Edits” to get started. You will be prompted to add a new official or “update” or “delete” an existing official. Just click the appropriate button and enter the requested information and click the “update information” button when done.

To add a new official you will need to enter the last name and first name of the official. Next indicate if the official is a US citizen or Permanent Resident. If a Permanent Resident you need to add the “Alien” number from the Permanent Resident card. Then indicate if the official will be the Responsible Officer or Alternate Responsible Officer. Then add the title, phone number, fax number and email address for the official.

When the RO or an ARO leaves the university he/she should be deleted from the list of officials. Click the “delete” button next to the RO/ARO name, enter a reason for the action being taken, and click the “delete official” button.

Change Program Sponsor Name

If the name of your institution changes, you will need to use the “Change Program Sponsor Name” link. Enter the new name of your institution/organization and click the “Change Name” button.

Certain fields can be updated without DHS approval. If the update does not require adjudication by the DHS, SEVIS will inform you that the update was completed successfully. However, if a submitted change requires ICE approval you will receive notification that the request is approved, denied, or further evidence is needed at a later date. All changes to the DS-3036 or DS-3037 should be made by the Responsible Officer (RO). If the RO ever leaves your institution or organization, he or she should assign the RO role to an existing ARO. The new RO can then delete the previous RO from SEVIS. You will receive a confirmation message once the update is submitted.

Updated DS-3036/DS-3037's and supporting documents should be sent electronically to the email below. When mailing documents make sure to use the appropriate mailing address:

Academic and Government Programs Division

U.S. Department of State Office of Designation
Academic and Government Programs Division ECA/EC/D, SA 44, Room 668
Washington, DC 20547-4406
Fax: 202-203-7779
Email: Agexchanges@state.gov

or

Private Sector Programs Division

U.S. Department of State Office of Designation Private Sector Programs Division
ECA/EC/D, SA 44, Room 668 Washington, DC 20547-4406
Fax: 202-203-7779
EMAIL: Alien Physician (DesignationAlienPhys@state.gov), Au Pair (DesignationAuPairPro@state.gov), Camp Counselor (DesignationCC@state.gov), Intern (DesignationIntern@state.gov) Secondary Student (DesignationSSSP@state.gov), Summer Work Travel (DesignationSWT@state.gov), Teacher (DesignationTeacherPr@state.gov). and Trainee (DesignaitonTrainee@state.gov)

Requesting DS-2019's

Each program sponsor is given a specific number of DS-2019's to be issued during a given year. When the allotment of DS-2019's is getting low the RO will receive an alert that more DS-2019's need to be requested. Click the "Request Allotment of DS-2019" button to request more DS-2019's. Fill in the number you need for the next year and click the "Request Allotment" button. Once your allotment of DS-2019's has been used, no further DS-2019's can be issued until more are requested.

Cancel Program

Program sponsors that no longer wish to serve as a J-1 exchange visitor program can cancel the program using the “cancel program link. Once opened, just click the “cancel program” button.

View Pending Requests

Anytime you submit a request for an update on any program information that requires review by DHS you can view what is pending under the “View Pending Requests” link. Whatever is pending will be displayed.

Registering for Batch Processing

SEVIS functionality allows you to batch report many pieces of data including validating program participation, changes to names, address, etc. To batch such information you have to upload a digital certificate to the system. When clicking the “Register for batch processing” button you will be prompted to accept the terms of batching. Click the “accept” button.

Next you will load the appropriate digital certificate. Use the browse button to find the file and click “upload”.

Alerts

The alerts function is provided to give the RO/ARO advanced notification that something in SEVIS needs to be done or that something is going to occur. In most cases, these alerts are indicators that, according to the information currently in the system, the exchange visitor’s status will change if some action is not taken within a certain number of days. If no action is taken, the system will automatically take action. For example, if a RO does not validate a program when a new exchange visitor arrives, SEVIS will generate an alert that the exchange visitor is now past the start date. In other cases, the alert may be an indication that an administrative function needs to be performed. For example, the allotment of DS-2019’s is close to being used up and more DS-2019’s need to be requested.

The key for an RO/ARO, particularly the RO, is to know that the alert link exists and that he or she must click on it regularly to view the alerts and follow-up accordingly. Understanding what each alert means is important so a plan of action can be determined. Some alerts require immediate action while others may not require any action by the RO/ARO. You will only see an alert show up on the alerts screen if an exchange visitor or situation meets the criteria for the alert. Some weeks you may have multiple alerts while others you may have none.

Potential Alerts include

Redesignation Alert: This alert shows up 6 months prior to the expiration of your current designation and includes the date program designation will expire. Complete the redesignation process in SEVIS and submit a signed copy of the request (Form DS-3036) to DoS. You are supposed to apply for redesignation at least 90 days in advance of the program sponsorship end date. An additional alert also shows up 3 months prior to the expiration of your current designation.

Allotment for DS-2019s Used: 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 prior to the current allotment running out.

Annual Report Due in 30 Days or Less: This reminder displays on the first day of the month in which the annual report is due. It will be removed when DoS enters the date the report was received into SEVIS or when the due date is in the past. Generate and print the annual report using SEVIS. Submit the report to DoS each year by the date stipulated on the program's designation or redesignation letter.

Annual Report Past Due Date: This reminder will display the day following the annual report due date if DoS has not entered the date the report was received into SEVIS. The reminder will be removed once the receipt date is entered, or the next annual report is due. Generate and print the annual report using SEVIS. Submit the report to DoS as soon as possible.

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 or ARO may notify the EV to take appropriate action, such as request a change of status for the dependent, or have the dependent prepare to leave the United States.

Exchange Visitors Requiring Validation: This alert displays when the EV status is initial, and the program start date has passed. This includes those transferring in and those with change of status to J-1 pending. When this alert appears, you should confirm if the EV has arrived (or the change of status has been approved) and either validate the record or change the program dates to a future date if the EV hasn't arrived.

Exchange Visitor(s) 30 Days Before Academic Training End Date: This reminder displays when an EV's current segment of academic training will end in 30 days or less. An RO or ARO may update the academic training end date. If no action is taken by the RO or ARO, the segment of training that triggered the alert will end and the EV's SEVIS status will remain Active.

Exchange Visitor(s) Nearing the Program End Date in 60 Days or Less: This reminder displays 60 days prior to the EV's program end date listed in SEVIS. An RO or ARO may complete an extension within the maximum duration of participation. If no action is taken by an RO or ARO, the EV's status will change from Active to Inactive the day after the program end date identified in SEVIS.

Out of Country Exchange Visitors: This reminder displays 30 days prior to the out of country end date for professor and research scholar EVs who are currently participating in their programs outside the United States. An RO or ARO may update the out of country end date. If no action is taken by an RO or ARO, the out of country reason will be removed from the EV's SEVIS record on the out of country end date. The EV's SEVIS status will remain Active if the EV's program end date is later than the out of country end date.

RO/ARO Users Who Have Not Logged In to SEVIS in 30 Days: This reminder displays for all ROs and AROs who have not logged into SEVIS for 30 days. The RO or ARO must log into SEVIS. If the RO or ARO does not log into SEVIS for more than 45 days, his or her user ID will be deactivated.

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.

Exchange Visitor Lists

From the Exchange Visitors and Dependents Menu RO's/ARO's can access a host of lists that detail different things about their exchange visitors, including who is active, who is in initial status, who has transferred in or out, etc. Just click on the "lists" link to see all the options.

List of "All Exchange Visitors and Dependents": This list contains information on all exchange visitors within your designation regardless of status (i.e. active, initial, completed, terminated, etc.).

List of "Saved Exchange Visitors and Dependents": This list contains all exchange visitors for whom you have created (or partially created) a DS-2019 but have yet to submit/print. While in "saved" status any part of DS-2019 can be edited.

List of "Initial Status Exchange Visitors and Dependents": This list contains all exchange visitors who have been issued a DS-2019 but who have yet to enter the U.S.

and begin their program. It also includes exchange visitors who have applied for a change of status to J-1 whose applications have yet to be approved. While in “initial” status the RO/ARO can “cancel” the exchange visitor, “Alter” the program dates, “validate” the Exchange Visitor, “terminate” the exchange visitor, “add dependents”, or “update” financial, personal or program information.

List of “Active Exchange Visitors and Dependents”: This list contains all exchange visitors who are currently participating in exchange visitor activities at your institution or organization and who are otherwise maintaining proper status.

List of “Terminated Status Exchange Visitors and Dependents”: This list contains the names of any exchange visitor who has been terminated by an RO/ARO.

List of “Transferred In Exchange Visitors and Dependents”: This list contains the names of all exchange visitors who have transferred in to your institution/organization.

List of “Transferred Out Exchange Visitors and Dependents”: This list contains the names of all exchange visitors who have transferred from your institution/organization to another exchange visitor program.

List of “Inactive Exchange Visitors and Dependents”: This list contains the names of exchange visitors who were once active and now are not. It will also indicate the reason they are no longer valid (i.e. program end date has passed, etc.).

List of “Invalid Exchange Visitors and Dependents”: This list will show all exchange visitors who are in “invalid” status. An exchange visitor can become invalid by entering the U.S. without using a DS-2019 issued by a program sponsor to obtain a visa or by failing to enter the U.S within 30 days of the program start date.

List of “No Show Exchange Visitors and Dependents”: This list contains the names of exchange visitors who used your DS-2019 to enter the U.S. but never reported to your institution and were not validated. RO/ARO’s should make sure they are monitoring port of entry and exchange visitors requiring validation alerts to ensure Exchange Visitor’s don’t end up on the list.

List of “Port of Entry Exchange Visitors and Dependents”; This list contains the names of exchange visitors who used your DS-2019 to enter the U.S. and what their current status is (active; initial; inactive; no show, etc.).

List of “Out of Country Exchange Visitors and Dependents”: This list contains the names of exchange visitors who are currently engaging in exchange visitor program activities outside the U.S. These EV’s are still active and accruing time as an EV.

List of “Exchange Visitors with Student Employment: Current and Future”: This list contains the names of student exchange visitors who have been authorized for student employment. It includes the type of employment that has been authorized (on premises; assistantship, etc.).

List of “Exchange Visitors With Academic Training: Current and Future”: This list contains the names of student exchange visitors who have been authorized for Academic Training. It includes the dates of the employment.

Reports

SEVIS will allow the RO/ARO to run reports on various data within SEVIS for its exchange visitors. The RO/ARO will click on the “Reports” link. The RO/ARO will select a format for the report. The options are “HTML” or “Text”. The RO/ARO can run reports on exchange visitors, by category, by country, etc. It is here where the RO will also run the required annual report. Each program sponsor is required to prepare a report on exchange visitor usage. Sponsors working on the academic year submit their annual report during July, those working on the fiscal year submit their report during October, and those working on the calendar year submit their report during January. The RO/ARO should click on the desired report and hit the “submit” button.

SEVIS Downloads

The SEVIS download functionality allows you to download reports and forms for exchange visitors whose information has been changed as a result of a SEVIS system modification. The downloads functionality for “Exchange Visitor Reports for Sponsor Officials” can also be used to provide detailed data on exchange visitors in different status (active, initials, etc.).

Creating a New Record/Making A DS-2019 Form

To create a new record for an exchange visitor in SEVIS you click on “new exchange visitor” link from the “listing of programs” page. All required fields will be marked with an asterisk (*). These fields must be completed. All other fields are optional. Whenever a field is optional we recommend that you leave it blank.

The first section is for the Names of the Exchange Visitor. The RO/ARO will enter the following:

- Type the “Surname/Primary” name (family name).
- Type the “Given” (first name).
- Type the “Suffix” (is typically something you will skip. If desired you can choose from options like Ms. or Mr.).

- Type the “Passport Name”.
- Type the “Preferred Name”.

The next section is for Demographics. You will enter the following:

- “Birth Date” should be typed month/day/year.
- Use the drop-down box to select the “gender” of the exchange visitor.
- Type the “City of Birth”.
- Select the “Country of birth” using the dropdown box.
- Select “Country of citizenship” using the dropdown box.
- Select the “Country of permanent residence” using the dropdown box.

The next section is for the Foreign Address.

- Put the street address in the “address 1” field.
- Add additional details to “address 2” is necessary
- Type the “City”.
- Select the “Country” using the dropdown box.
- Type the “Province/Territory” if appropriate.
- Enter the “Postal Code” (zip code).

Click the Save Draft DS-2019 button if desired and click the “Next Button”.

The next section is for Contact Information.

- Enter the “email address” for the EV.
- Enter the U.S. “phone” (if known) for the EV.

The next section is for “U.S. addresses”. There is a “Physical Address” and “Mailing Address” field. When creating the initial DS-2019 you likely won’t know the address and these can be left blank. If the EV is a transfer you will know the U.S. address. Click the “Add Address” button.

Enter the “street address”, “suite/apartment”, “city”, “state” and “zip code”. Next click the “submit” button.

You may be prompted to either select the “suggested address” or “edit” the address.

The next section of the DS-2019 is for Program Information.

- Use the dropdown box under “position” to indicate the current employment situation for the EV.
- Use the drop down box to select the category for the exchange visitor based on what you are bringing the visitor to do and what you have designation for (research scholar, professor, trainee, etc.).
- Hit the “select” button to choose the subject/field description for the visitor. Next in the subject/field remarks section type a description for what the exchange visitor is going to be doing (i.e. study as part of exchange program).
- Enter the “Program Begin Date”.
- Enter the “Program End Date”.

Click the “Save Draft DS-2019” if desired and then click the “next” button.

After you complete the first page of information you will be prompted to confirm that the potential exchange visitor meets all the criteria for being an exchange visitor. Click the “continue” button.

Site of Activity: The next section you will complete is the site of activity section. You must click the “Add Site of Activity” button. Enter the address for the site of activity and click the “add site of activity” button.

Enter the “street address”, “suite/apartment”, “city”, “state” and “zip code”. Next click the “submit” button.

You may be prompted to either select the “suggested address” or “edit” the address.

Once entered you will see the primary site of activity listed. Click the “save draft DS-2019” if desired and then click the “next” button.

The next section is for Dependents. If an exchange visitor has a spouse or children who wish to come to the U.S. you should click on the “add dependent” button. If there are no dependents, hit “next”.

If there are dependents you will need to enter the following data under “Name”:

- Type the “Surname/Primary” name (family name).
- Type the “Given” (first name).
- Type the “Suffix” (is typically something you will skip. If desired you can choose from options like Ms. or Mr.).
- Type the “Passport Name”.
- Type the “Preferred Name”.

Under Demographics you will enter the following information:

- “Birth Date” should be typed month/day/year.
- Use the drop-down box to select the “gender” of the dependent.
- Use the drop-down box to select the “relationship” of the dependent with the EV (spouse; child).
- Type the “City of Birth”.
- “Country of birth”.
- Use the dropdown box to select “Country of citizenship”.
- Use the dropdown box to select “Country of permanent residence”.
- Type the “email address (if known) for the dependent.

When finished click the “submit” button. Repeat to add additional dependents.

The next section is for Financial Information. The RO/ARO must enter the amount of financial support and the sources of financial support for the entire length of the program. Funding options include a “U.S. Government Agency”, and “International Organization”, “Other Funding Resources”, the “current program sponsor”, or “personal funds”. Once this section is complete you are ready to submit the DS-2019 for printing. Click the “submit DS-2019” button.

Next click the “Print Final DS-2019” button.

Once you have printed the DS-2019 you can review the full SEVIS record for the exchange visitor. The record will be in “initial” status.

Amend Program

The exchange visitor must be able to arrive in the U.S. and report to your office for validation within 30 days of the start date indicated on the DS-2019. If it becomes clear that the EV will not be able to do this you can amend the program and issue an updated

DS-2019. Click the “amend program” button and make the necessary updates to the program.

Cancel Exchange Visitor

If an exchange visitor decides not to come or the visa is denied, you can cancel the DS-2019 by using the “Cancel EV” button. Enter some remarks in the text box indicating why the visitor is no longer coming and the “Cancel EV” button.

No Show

If an exchange visitor uses your DS-2019 to enter the U.S. but never reports to your institution, you must report the EV as a “No Show” in SEVIS. Click on the “No Show” link and then the “No Show” button.

Reprint DS-2019

A DS-2019 can be reprinted by clicking the “Reprint DS-2019” link and using the drop-down box to select the reason for the reprint (lost; damaged; stolen; update or name conversion; other). Click the “Reprint DS-2019” button when done.

Exchange Visitor Search

An RO/ARO can search for an exchange visitor within SEVIS by using the “Exchange Visitor Search” link. The RO/ARO can select a “Sort By” for the search (family name, etc.). The RO/ARO can then search based on a number of data including SEVIS ID, family name, first name, date of birth, country of citizenship, etc. You can also search by status (active; canceled; completed, deactivated; initial or terminated). When the desired search data has been entered the “search” button should be clicked. When searching by name the RO/ARO must select the search status type (active; initial; terminated, etc.). Searching by SEVIS ID is the quickest and most accurate way to locate an Exchange Visitor.

Validate Program Participation

Once an exchange visitor in initial status arrives in the U.S. the program participation must be validated. To validate the program, click the “Validate Program Participation” button and enter the U.S. address for the exchange visitor. Next click the “Validate Program Participation” button.

To validate the record, you must enter a “U.S. physical Address”. If known, you should also enter an “email address” and U.S. “telephone number”. This action makes the SEVIS record active and must be completed within 30 days of the start date that is indicated on the DS-2019.

Clicking the “Add Address” link brings up the “Add Address” box. Enter the address information and click the “submit” button.

If SEVIS has an issue with the address it will prompt you to view a suggested address or edit the address. You can select the address modification recommended by SEVIS or edit the address if you think what you have is correct. In this case you can use the “other” reason to continue with the address as entered and put “address doctor issues” in the explanation box.

When everything is entered you will see the address appear under the U.S. address section of the SEVIS screen.

Once completed, click the “validate program” button to make the SEVIS record active. You can then view the record to ensure it has been made active.

Correcting Minor or Technical Infractions

The Department of State has given authority to the RO/ARO to correct minor technical infractions. Minor technical infractions can include not obtaining a program extension prior to expiration of the DS-2019, not reporting within the first 30 days of the start date indicated on the DS-2019 for validation, not obtaining proper authorization to receive an honorarium, etc. Click on the “correct minor technical infraction” link, use the drop down box to select the reason for correction and click the “correct minor or technical infraction” button.

You will be asked to confirm that you have documentation verifying why you are making the correction request. Click the “I agree” button.

Correct SEVIS Status for Exchange Visitor

If the program sponsor fails to update the SEVIS status for an exchange visitor, the status can be corrected. Click the “Correct SEVIS status” link. You will be asked to confirm that you understand that you must maintain and provide supporting documentation when asked by the Department of State.

When the correct SEVIS status screen appears, you will make the appropriate change to the status using the drop-down box (changing initial to active; active to initial, etc.), update the program start and end dates, and explain the situation in the remarks section. Then click the “correct SEVIS status” button.

Creating an Out of Country Record

The “out of country” link can be used to indicate the dates an exchange visitor will be outside the U.S. during the exchange visitor program. It is to be used when the exchange visitor will be spending significant time outside the U.S. (not short vacations, etc.) engaged in exchange program activities. Click the “out of country” link, enter the start and end date the visitor will be outside the U.S., enter the foreign address, explain the reason for the absence in the remarks field, and click the “submit out of country” button. This field is only used for Professors and Research Scholars.

If the out of country location changes the RO/ARO should use “Update Out of Country Record” to make the appropriate changes.

Alternate Between Professor and Research Scholar

SEVIS recognizes that some visitors may spend time teaching verses conducting research and considers the Professor and Research Scholar categories to be interchangeable. The SEVIS functionality allows the RO/ARO the ability to alternate the official status of the EV based on the primary activities being conducted at the time, thus changing the category for the EV. Clicking the “Alternate Between Professor and Research Scholar” button changes the primary activity to back and forth as necessary.

Change of Program Category

As indicated above, the Professor and Research scholar categories are considered to be interchangeable. However, an exchange visitor is not permitted to move from one category to another (i.e. student to research scholar) without the approval of the Department of State. Such a change requires submitting a formal request, with fee, to the Department of State for consideration. In such cases the RO/ARO would need to use the “Change of Category Request” in SEVIS to indicate the new category being requested. You will enter the new category, subject field, subject description, program dates, and update the sources of support. When done click the “submit” button.

Please note that while this functionality exists, the Department of State rarely approves such requests.

Shortening and Exchange Visitor Program

The Shorten Program for EV link is to be used under various circumstances to indicate that an exchange visitor program will end prior to the original end date indicated on the DS-2019 (program objectives completed early, culture shock, death, inadequate financial support, medical emergency, withdrawal from program, etc.). The RO/ARO should shorten the DS-2019 appropriately when an earlier end date is necessary. To shorten a program click the “shorten program for EV” link, use the drop down box to

select the reason the program is ending, indicate the new program end date, enter remarks, and click the “shorten program for EV” button.

Extending a Program

When the program sponsor and the exchange visitor want the program to continue beyond the current end date, provided the maximum time allowed for the J-1 category has not been reached, the RO/ARO can extend the program for an exchange visitor. The RO/ARO should click the “extend program within maximum duration of participation” link. Enter the new end date, add remarks if necessary, and click the “extend program” button. Print the new DS-2019 for the exchange visitor. Keep in mind if any other information needs to be updated at that time (sources of financial support, etc.) the RO/ARO will need to update those sections of the SEVIS record as well.

Terminating an Exchange Visitor Program

There are certain circumstances that require the program sponsor to terminate an exchange visitor program. Such circumstances include conviction of a crime, disciplinary action, engaging in unauthorized employment, failure to pursue exchange program activities, failure to maintain insurance, failure to maintain a full course of study, involuntary suspension, violating exchange visitor regulations, violating sponsor rules governing the program, and other. Click the “terminate EV program” link, use the drop-down box to select the reason for termination, indicate the date of termination, and enter remarks (optional). Then click the “Terminate EV” button. An explanation is required if “other” is selected as the reason.

Reprinting a DS-2019

An RO/ARO can reprint a DS-2019 for an exchange visitor when circumstances warrant. Such circumstances would include losing the DS-2019, having it damaged, stolen, or other legitimate reasons. Click the “Reprint DS-2019” link, select the reason for issuing the DS-2019 using the drop-down box, enter remarks if “other” was selected as the reason, and click the “reprint DS-2019” button.

Updating Biographical (Personal) Information

When personal information for an exchange visitor needs to be updated (correct name, date of birth, country of birth, foreign address, etc.), click the “biographical information” link. Make the appropriate updates and click the “submit” button. Print the new DS-2019 for the exchange visitor.

Updating Financial Information

If the financial support for an exchange visitor changes you must update SEVIS to reflect the changes. Click the “financial information” link, make the appropriate changes, and click the “submit” button. Print the updated DS-2019 for the exchange visitor.

Updating Site of Activity

If the site of activity for the exchange visitor changes you must update SEVIS to reflect the new site of activity. Click the “site of activity” link and either “add site of activity” if adding an additional site of activity or click the “edit” button to change the current site of activity.

If editing the current site of activity click the “edit address” link.

Make the necessary changes and click the “submit” button.

You may be prompted to select the address provided by SEVIS or override the selection.

Next click the “submit” button.

Adding a Dependent

Exchange visitors can bring a married spouse and dependent children under the age of 21 to the U.S. All dependents need a DS-2019 for J-2 visa applications. To add dependents to an exchange visitor’s record, click the “Dependent” button from the EV record and then the “Add Spouse/Dependent” button.

Enter the information about the dependent (previously described in the creating a DS-2019 section), and click the “submit” button. Print the DS-2019 for each dependent.

Transferring Out an Exchange Visitor

When an exchange visitor wants to transfer from your program to another sponsor you click on the “SEVIS to SEVIS Transfer” link. Enter the date for transfer and the new program sponsor’s SEVIS program number and click the “validate transfer” button. You must know the new program sponsor’s number as there is no search functionality to find other Exchange Visitor programs.

Transferring in an Exchange Visitor

When an exchange visitor wants to transfer to your program sponsorship from another program sponsor you first need to click on the “EV List” link on the main menu and the “Transfer in Exchange Visitors and Dependents” link.

Next find the exchange visitor you want to transfer in and click on the individual. Next click the **Edit DS-2019** link on the **Actions** menu to begin updating the EV’s DS-2019 Form. The link to the EV in question will not be live until the release date has been reached.

At this step you are completing the same steps as when you are creating a new initial DS-2019. The only difference is you won’t be able to alter the end date yet. You must complete the DS-2019, validate the program, then complete a program extension if time is desired and available to the Exchange Visitor.

Special Functionality for Students

Within SEVIS there is special functionality that will only appear on the record of an EV in the “student” category. The special functionality includes: matriculation; add student employment; add student academic training. RO/ARO’s must understand this functionality for EV’s in the student category.

Matriculation

The “matriculation” link in SEVIS is used to advance students from one degree level to another. It is used for students who are matriculating up in degree level (bachelor’s to master’s, master’s to doctorate). Use the drop-down box on the matriculation line to select the new level of study and the new program end date. If sources of financial support are changing as a result of the change in degree, you will need to update that section of the student record as well.

Add Student Employment

All student employment for J-1 exchange visitors must be entered into SEVIS, including on-campus employment. Click the “Add Student Employment” link and enter the name and address of the employer. You must indicate the hours worked per week (not to exceed 20 hours per week for on-campus work) and the start date and end date of the employment. You can only enter up to one year of employment at a time, even for graduate students who are expected to work on campus for multiple years. Use the drop-down box to select the employment type (assistantship; fellowship; off-campus; on-premises; or scholarship). Note that unlike F-1 students, the RO/ARO has the ability to authorize off-campus work for economic necessity for J-1 exchange visitors. If that is the type of employment being authorized, you must use the “off-campus remarks” box to indicate why the employment is necessary. Academic training should not be

authorized in this section. There is a separate section for academic training authorizations.

Add Academic Training

J-1 students are entitled to Academic Training under the following circumstances:

- 18 months for a bachelor's or master's degree
- 36 months for a doctoral degree
- Equal amounts based on time spent studying for non-degree students (not to exceed 18 months)

Academic training can be used during a program of study or after program completion. For doctoral students, only 18 months can be authorized during the program of study. The student must complete the degree to become eligible for the full 36 months.

The Academic Training employment must be directly related to the student's program of study. If academic training is being authorized following graduation, it must be authorized before the DS-2019 end date.

To authorize Academic Training the RO/ARO must click the "Add Student Academic Training" link. Next enter name and contact details for the supervisor at the place of employment, the name and address of the employer, the number of hours a week that will be worked, the start date and the end date for the employment and describe the objective of the Academic Training. Click the "Add Student Academic Training" button when done and print the new DS-2019 and provide it to the student. The DS-2019 will show the name and address of the employer and the dates of employment. Whenever adding Academic Training, it is important to also add the employment site as an additional site of activity.

Student Academic Training History

By clicking the "student academic training history" link you can view all previously authorized periods of academic training.

Event History

The event history screen will detail everything that has been done for an exchange visitor from initial creation in SEVIS through program completion. Just click the "event history" link to view the details.

Reinstatement

If an Exchange Visitor falls out of status an RO/ARO does have the ability to help the EV apply for a reinstatement to status with the Department of State. There is a \$367 fee associated with a reinstatement that must be paid by the institution using a pay.gov account. If the circumstances warrant an application for reinstatement the RO/ARO will click the “Reinstatement – Update SEVIS Status” link. Next you will indicate that you want the status set back to “active”, enter a new program end date, update the U.S. address (if necessary), and explain the violation and circumstances supporting the reinstatement. Click the “submit” button when done. You should collect and be able to present documentation surrounding the violation of status in case you are asked for it by the Department of State.

Redesignation

Exchange Visitor Programs are approved to operate for a specific period of time. Program sponsors may seek redesignation for another 2-year term by:

1. Submitting a redesignation request in SEVIS 3 months in advance of the program’s designation expiration date.
2. Paying the required non-refundable fee (22 CFR 62.17, Fees and Charges) via the Pay.gov website (currently \$3,982).
3. Submitting a copy of the signed Form DS-3036, supporting documentation, and a copy of the Pay.gov confirmation page showing payment of the fee to DOS.

Six months before a program’s approval to operate expires, SEVIS will provide an alert indicating that the program’s designation expiration date is nearing. Another alert will display 3 months prior to the expiration date. Both alerts will include the program’s expiration date. SEVIS does not send email notifications for alerts. You must use SEVIS to view and process alerts.

Click the “apply for redesignation” link, complete the request and hit the submit button.

U.S. Department of State
Private Sector Exchanges
Office of Designation
Exchange Visitor Program Application (DS-3036)
OMB Approval No.1405-0147, Expiration Date: 11/30/2013

Redesignation
Required fields are marked with an asterisk (*).

Program Number: P-4-12158
Name of Sponsoring Organization: **Au Pairs USA, Inc.**

1. *Type of Application: **Redesignation**

2. *Organization

I hereby certify that I am an officer of the above named organization with the title of ; that I am authorized by the ; to sign this certification and bind the organization and that a true copy of such authorization is on file with the Office of Designation, Private Sector Exchanges, or is attached.