



STATE OF NORTH DAKOTA

**CAMPUS COMMUNITY
SEVIS
(STUDENT EXCHANGE VISITOR INFORMATION SYSTEM)
TRAINING MANUAL**

VERSION 8.0

Disclaimer

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SEVIS (STUDENT EXCHANGE VISITOR INFORMATION SYSTEM

OVERVIEW

The Student and Exchange Visitor Information System (SEVIS) is an Internet-based system to electronically monitor and report on international students and exchange visitors. It is an integral part of the Immigration and Naturalization Service's (INS) program to improve data collection and reporting, facilitate compliance with regulations, and help the organization monitor school and exchange programs. The Patriot Act SEVIS Solution (PASS) is an enhancement to PeopleSoft Student Administration that collects data, monitors changes, and reports student changes.

WALKTHROUGH – SEVIS

VISA/ PERMIT DATA

1. **Navigation:** Home > Build Community > Foreign Nationals Data > Use > Visa Permit Data

OR

Home > Build Community > Foreign Nationals Data > Use > Bio/Demo Data and Click on the Visa/Permit Data Link

Home > Build Community > Foreign Nationals Data > Use > Bio/Demo Data

Bio/Demo Data **Addresses**

ID: 0577404

Personal Data View All First 1 of 1 Last

*Effective Date: 09/24/2003

Name

Format Using: USA United States [Names](#)

Name: _____

Prefix: _____

First Name: _____ Middle: _____

Last Name: _____ Suffix: _____

*Marital Status: Single

National ID View All First 1 of 1 Last

Country USA *NID Type PR SSN National ID 888-88-8888 Primary

Biographic Information

*Gender: Male *Date of Birth: 04/04/1956 [Birth Information](#)

Military Status: Not Indic. Campus ID: Disabled

[Visa/Permit Data](#) [Citizenship](#) [Phone](#) [Email Address](#)

Visa/Permit Data Port of Entry Data Non-Employee Non HRMS ID: 0577404

Visa/Permit Data View All First 1 of 1 Last

Country: USA

*Type: Student Visa

Visa / Permit History View All First 1 of 1 Last

*Effective Date:

Number:

*Status: *Status Date:

Duration: Months

Issue Date:

Date of Entry into Country: Expiration Date:

Issuing Authority:

Issue Place:

Supporting Documents Needed View All First 1 of 2 Last

*Sup Doc ID	Description	Request Date	Date Received		
1	BIRTH <input type="button" value="Q"/> Birth Certificate	<input type="text"/> <input type="button" value="BT"/>	<input type="text"/> <input type="button" value="BT"/>	<input type="button" value="+"/>	<input type="button" value="-"/>
2	SOCIAL <input type="button" value="Q"/> Social Identification Number	<input type="text"/> <input type="button" value="BT"/>	<input type="text"/> <input type="button" value="BT"/>	<input type="button" value="+"/>	<input type="button" value="-"/>

2. **Country:** This is the country the person is coming to – and in our case it is USA.
3. **Type:** Visa Type for most of the students is F-1. (It could also be J1, M1 etc.)
4. **Effective Date:** This is today's date (or system date).
5. **Number:** Put the Visa Number (if available) from the passport.
6. **Status:** Select the Status of the visa (Applied, Granted).
7. **Duration:** Duration is the amount of time the degree (or the program will take for the person to graduate).
8. **Issue Date:** Visa Issue date.
9. **Date of Entry Into Country:** Person entered in the country.
10. **Expiration Date:** Expiration date will be considered the program end date (or the end of Duration).
11. **Issuing Authority:** Documented from the passport.
12. **Issue Place:** Documented from the passport.

GET SUPPORTING DOCUMENTS

1. Click **Get Supporting Documents** on the far right.



2. The documents that are needed for that particular visa type will be displayed.

Supporting Documents Needed				View All	First	1-2 of 2	Last
*Sup Doc ID	Description	Request Date	Date Received				
1	BIRTH Certificate	02/02/2004	05/20/2004	+	-		
2	SOCIAL Identification Number	02/02/2004	05/20/2004	+	-		

3. Additional documents can be added by clicking the **+** sign.

PORT OF ENTRY DATA

1. Click on the **Port of Entry Data** tab.

Home > Build Community > Foreign Nationals Data > Use > Visa/Permit Data

Visa/Permit Data | Port of Entry Data

Non-Employee Non HRMS ID: 0577404

Port of Entry Data		View All	First	1 of 1	Last
*Date of Entry:	09/26/2003	I-94 Admission Number:	0987652309		
DoS Post:					
Port of Entry:	PEM	Pembina, ND			
Immigration Status:	F1				
Remarks:	<div style="border: 1px solid gray; height: 40px;"></div>				

[Visa/Permit Data](#) | [Port of Entry Data](#)

2. Port of Entry Data is collected from the I-94 form that a student or visitor gets while entering in the country.
3. I-94 SHOULD be recorded here.

4. Date of Entry, Port of Entry, Immigration Status, and Comments, if any, should be recorded in the appropriate fields.

CITIZENSHIP/PASSPORT DATA

1. **Navigation:** Home > Build Community > Foreign Nationals Data > Use > Citizenship/Passport Data

Home > Build Community > Foreign Nationals Data > Use > Citizenship/Passport Data

Citizenship/Passport

ID: 0577404

Citizenship/Passport View All First 1 of 1 Last

*Country: Canada Citizenship Status: Dual Citizen

Passport Information View All First 1 of 1 Last

*Passport Number:

Issue Date: Expiration Date:

Country: Canada

Province: Manitoba

City:

Authority:

Comment:

2. Fill in the Student's Citizenship information on this panel. This information can be obtained from the person's passport.

SEVIS ID MAINTENANCE

1. **Navigation:** Home > Build Community > Foreign Nationals Data > Use > SEVIS ID Maintenance

Home > Build Community > Foreign Nationals Data > Use > SEVIS ID Maintenance

SEVIS ID Maintenance

Find an Existing Value

EmpID:

Campus ID:

National ID:

Last Name:

First Name:

Case Sensitive
 Include History Correct History

[Basic Search](#)

2. Use the Search Name and or ID to select SEVIS ID Maintenance.

Home > Build Community > Foreign Nationals Data > Use > SEVIS ID Maintenance

SEVIS ID Maintenance

ID: 0577404

SEVIS Schools View All First 1 of 1 Last

*SEVIS School Code: School: Mayville State University

SEVIS ID First 1 of 1 Last

*Effective Date	*SEVIS ID	<input type="button" value="+"/>	<input type="button" value="-"/>
<input type="text" value="05/26/2004"/> <input type="button" value="Q"/>	<input type="text" value="12345678909"/>		

SEVIS Programs View All First 1 of 1 Last

*SEVIS Program Number: Sponsored by:

SEVIS ID First 1 of 1 Last

*Effective Date	*SEVIS ID	<input type="button" value="+"/>	<input type="button" value="-"/>
<input type="text" value="05/26/2004"/> <input type="button" value="Q"/>	<input type="text"/>		

SEVIS SCHOOLS

1. SEVIS School will be the INS designated school code.
2. SEVIS ID is the INS assigned ID, once the student is registered through the immigration site.

I-20 FORM

3. **Navigation:** Home > Build Community > Foreign Nationals Data > Use > I-20 Form.

SECTION 1

4. Click on the **Section 1** tab.



Most of the information on the page is defaulted from the information entered in the previous screens.

5. **Effective Date:** Enter the effective date.
6. **Status:** Select the Student Status.
7. **Citizenship Country:** Select the Citizenship Country.
8. This is to re-confirm the information that is also recorded in other screens.

SECTION 2-3

1. Click on the **Section 2-3** tab.

Home > Build Community > Foreign Nationals Data > Use > I-20 Form

Section 1 | **Section 2-3** | Section 4-6 | Section 7-9 | Section 10 | Dependents | Create Remarks

School Code: N0000547220 Mayville State University ID: 0577404 SEVIS ID: 12345678909

Effective Date: 03/10/2004 Status: Active

School Official: Mary Kay Iverson Title: Registrar

Address 1: 300 THIRD STREET NE

City: MAYVILLE

State: ND Postal: 58257 Approval Date: 01/01/2002

Student Creation Reason

Initial Creation Other

Continued Attendance School Transfer

Reinstatement Request

Save Return to Search Refresh Add Update/Display Include History Correct History

Section 1 | Section 2-3 | Section 4-6 | Section 7-9 | Section 10 | Dependents | Create Remarks

2. **Initial Creation:** The only part that needs to be filled in on this page is Initial Creation of the I-20.

SECTION 4-6

1. Click on the **Section 4-6** tab.

Home > Build Community > Foreign Nationals Data > Use > I-20 Form

Section 1 | Section 2-3 | Section 4-6 | Section 7-9 | Section 10 | Dependents | Create Remarks

School Code: N0000547220 Mayville State University ID: 0577404 SEVIS ID: 12345678909

Effective Date: 03/10/2004 Status: Active

Level of Education: Bachelors Comment

The student has been accepted for a full course of study

Primary Major: CIP Code:

Secondary Major: CIP Code:

Minor: CIP Code:

Length of study: 48 Months From Date: 09/26/2003 To Date: 09/26/2007

English Proficiency required Student is proficient Student is not proficient yet

Save Return to Search Refresh Add Update/Display Include History Correct History

Section 1 | Section 2-3 | Section 4-6 | Section 7-9 | Section 10 | Dependents | Create Remarks

2. **Level of Education:** Use the drop down arrow to put it in the Bachelor's degree.

3. **Length of Study:** Duration of the course of study.
4. **From Date:** Start date of the “Length of Study”.
5. **End Date:** End date of the “Length of Study”.
6. **Proficiency:** Select the level of proficiency.

SECTION 7-9

1. Click on the **Section 7-9** tab.

Home > Build Community > Foreign Nationals Data > Use > I-20 Form

Section 1 | Section 2-3 | Section 4-6 | **Section 7-9** | Section 10 | Dependents | Create Remarks

School Code: N0000547220 Mayville State University ID: 0577404 SEVIS ID: 12345678909

View All First 1 of 1 Last

Effective Date: 03/10/2004 Status: Active + -

School estimates student average academic cost for

*Months in an academic term: 9

Tuition and fees:	\$4000	Other expenses:	\$500	Description
Living expenses:	\$2000	Dependent Expenses:	\$0	Total: \$6500

Student means of support for the above length of time

Student's personal funds:	\$9000	<input checked="" type="checkbox"/> Funding Verified
Funds from this school:	\$0	Funding Remarks:
Funds from another source:	\$0	
On-campus employment:	\$0	
Total:	\$9000	

Save Return to Search Refresh Add Update/Display Include History Correct History

[Section 1](#) | [Section 2-3](#) | [Section 4-6](#) | [Section 7-9](#) | [Section 10](#) | [Dependents](#) | [Create Remarks](#)

2. **School estimates student average academic cost for:** Fill in the cost of the academic year on this page.

SECTION 10

1. Click on the **Section 10** tab.

Home > Build Community > Foreign Nationals Data > Use > I-20 Form

Section 1 | Section 2-3 | Section 4-6 | Section 7-9 | **Section 10** | Dependents | Create Remarks

ID: 0577404
 School Code: N0000547220 Mayville State University SEVIS ID: 12345678909

Effective Date: 03/10/2004 Status: Active

School Certification

*School Official: 0205252 Iverson, Mary Kay
 Title:
 Date Issued: 03/10/2004
 City: MAYVILLE
 State: ND

Save Return to Search Refresh Add Update/Display Include History Correct History

Section 1 | Section 2-3 | Section 4-6 | Section 7-9 | Section 10 | Dependents | Create Remarks

2. **School Official:** Put the data about the School Official.
3. **Date Issued:** Enter the date the I-20 was issued.

DEPENDENTS

1. Click on the **Dependents** tab.

Home > Build Community > Foreign Nationals Data > Use > I-20 Form New Window

Section 1 | Section 2-3 | Section 4-6 | Section 7-9 | Section 10 | **Dependents** | Create Remarks

ID: 0577404
 School Code: N0000547220 Mayville State University SEVIS ID: 12345678909

Effective Date: 03/10/2004 Status: Active

EmpID	Relationship Status	Relationship	Comments
<input type="text"/>	Active	Child	<input type="text"/>

Save Return to Search Refresh Add Update/Display Include History Correct History

Section 1 | Section 2-3 | Section 4-6 | Section 7-9 | Section 10 | Dependents | Create Remarks

2. Put any dependents of the student attending the institution. Spouse and children are added in this section.

CREATE REMARKS

1. Click on the **Create Remarks** tab.

2. The last section is left for any additional comments, if needed.

FULL COURSE EXEMPTION

1. **Navigation:** Home > Build Community > Foreign National Data > Use > Full Course Exemption

2. This page holds information about the students (mainly international) that have permission to be enrolled for less than the full course of study. The institution is required to submit to SEVIS a Drop Below F/T Reason Code for these students. The page displays the student name, ID, School Code, Institution and Career.
3. Select the term the student is granted permission for exemption. Only the Term(s), the student is eligible to enroll will appear.

4. Enter the exception units considered full time that the student is being granted.
5. Add any additional comments, if necessary.

EMPLOYMENT AUTHORIZATIONS

1. **Navigation:** Home > Build Community > Foreign National Data > Use > Full Course Exemption

2. **Employment Type:** You can record Curricular Practical Training (CPT), Off Campus, and Optional Practical Training employment in this area.