STATE OF NORTH DAKOTA

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

VERSION 8.0
Disclaimer

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# TABLE OF CONTENTS

**SEVIS (Student Exchange Visitor Information System)** ........................................... 1  
Overview ...................................................................................................................... 1  
Walkthrough – SEVIS................................................................................................... 2  
  Visa/ Permit Data .......................................................................................................... 2  
  Get Supporting Documents ......................................................................................... 4  
  Port of Entry Data ....................................................................................................... 4  
  Citizenship/Passport Data ............................................................................................ 5  
  SEVIS ID Maintenance ................................................................................................. 6  
  SEVIS Schools ............................................................................................................. 6  
  I-20 Form .................................................................................................................... 7  
    Section 1 .................................................................................................................... 7  
    Section 2-3 ............................................................................................................... 8  
    Section 4-6 ............................................................................................................... 8  
    Section 7-9 ............................................................................................................... 9  
    Section 10 ............................................................................................................... 10  
  Dependents ................................................................................................................ 10  
  Create Remarks .......................................................................................................... 11  
  Full Course Exemption ............................................................................................... 11  
  Employment Authorizations ....................................................................................... 12
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
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.

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

PORT OF ENTRY DATA

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

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

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

   ![SEVIS ID Maintenance Interface]

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

   ![SEVIS ID Maintenance Interface]

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.

   ![I-20 Form section 1 screenshot]

   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.

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.

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.

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.

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.

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

   ![Employment Authorizations](image)

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