

# PeopleSoft®

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PeopleSoft 8 SP1 Patriot Act  
SEVIS Solution F and M Visas  
Processing for SEVIS 5.0  
(SA Bundle #9 – Update #601848)

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June 2005

PeopleSoft 8 SP1 Patriot Act SEVIS Solution F and M Visas Processing for SEVIS 5.0

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# PeopleSoft 8 SP1 Patriot Act SEVIS Solution F and M Visas Processing for SEVIS 5.0

Student and Exchange Visitor Information System (SEVIS) is an internet-based system that electronically monitors and reports on international students and exchange visitors. The Department of Homeland Security (DHS) maintains SEVIS. It is an integral part of the DHS program to improve data collection and reporting, facilitate compliance with regulations, and automate monitoring of school and exchange programs. PeopleSoft Patriot Act SEVIS Solution (PeopleSoft P.A.S.S.) is an enhancement to PeopleSoft Student Administration Solutions that collects data, monitors changes, and reports student changes.

PeopleSoft P.A.S.S. extracts information and sends it to SEVIS to be reported to the DHS. You can audit the information after it is extracted. Once you are satisfied that it is correct, you produce an XML file for transmission to the DHS. The system verifies that the transmission is received, and it reports any errors. When you send changes to the DHS, you receive an XML file from SEVIS that you use to import the results of the processing. You also receive PDF files containing any new I-20 forms that are requested.

**Note.** This document is an update to the PeopleSoft 8 SP1 Patriot Act SEVIS Solution (PASS) – F/M Visas Processing documentation. It describes the product PeopleSoft 8 SP1 Update ID #601848 posted to Customer Connection in June 2005.

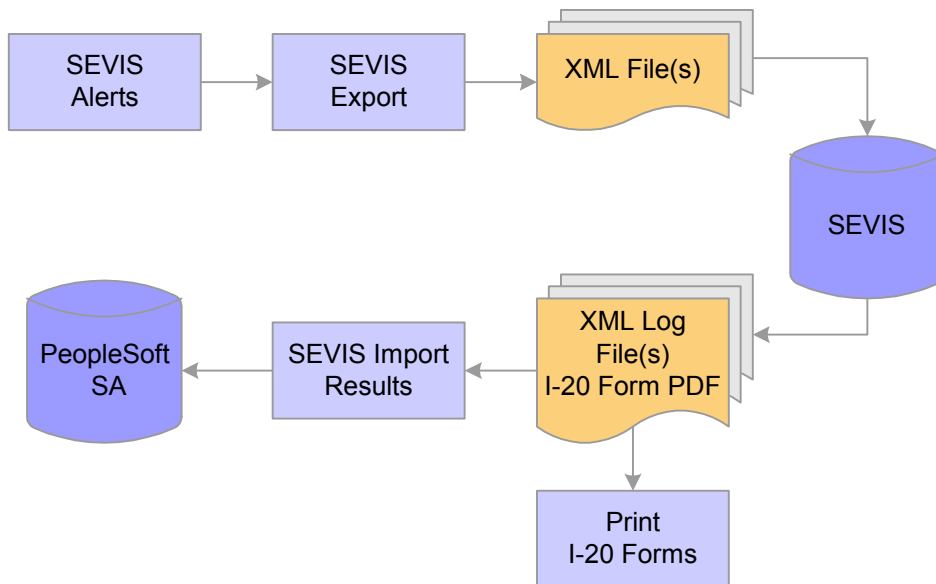
This document provides an overview of the business process flow for F and M visa processing and discusses how to:

- Set up for SEVIS for F and M visa processing.
- Set school code security for SEVIS.
- Set user defaults for F/M visa processing.
- Create and update student and dependent data.
- Track full course load exceptions.
- Create and update I-20 form data.
- Use dependent search.
- Run the SEVIS Alerts process for F/M visas.
- View SEVIS Alerts process data.
- View event history information.
- Generate an XML file to send to SEVIS.
- Download and view SEVIS results.
- Maintain the SEVIS Master Component for F and M visas.

- Integrate external vendor data.

## Understanding the Business Process Flow for F and M Visa Processing

In this business process flow, it is assumed that you have completed the SEVIS setup in the PeopleSoft Student Administration Solutions system. This section discusses the PeopleSoft Student Administration Solutions to SEVIS Batch Interface functionality business process for F and M visa students.



### PeopleSoft P.A.S.S. business process flow for F and M visas

#### Identify New and Changed F or M Visa Student Data to Submit to SEVIS

1. Run the SEVIS Alerts process for F/M visas for all applicable SEVIS school codes.
 

The process identifies information that should be submitted to SEVIS regarding new students and data changes for existing students. The process also verifies SEVIS business rules, required fields, and certain eligibility edits.
2. Use the Alerts Header page and other pages in the Alerts – F/M component, to evaluate results of the SEVIS Alerts process for all applicable school codes.
  - a. Review all student information with errors and take appropriate follow-up action. Errors indicate transactional data that is missing or that needs to be changed before submission to SEVIS. You can update the SEVIS Master component if there are errors.
  - b. Review all student information requiring additional data. Certain SEVIS events require you to enter additional data.
  - c. Review all student data set to send to **SEVIS** on the Alerts Header page. The SEVIS Alerts process sets the Send To field to **SEVIS** based on the default set on the SEVIS Event Types page, and includes the event XML file to send to SEVIS. Change the Send To field to either **Master** or **None** if you do not want to include it in the XML file.

- d. Select either **Master** or **None** for each remaining event. Select **Master** (Master Synch) to directly update SEVIS Master with the data for the event without including it in the XML file. Select **None** to prevent an event from processing until you can review it.
- e. Save your changes to the Alerts Header page and other pages in the Alerts – F/M component.

### Export Data to SEVIS Master or to the XML File to Send to SEVIS

Run the SEVIS Export - F/M process for all applicable school codes.

For events where the Send To field is set to **Master** on the Alerts Header page, the export process directly updates the active SEVIS Master row with the data from the event.

For events where the Send To field is set to **SEVIS**, the export process generates an XML file compliant with the SEVIS XML schema. The process creates multiple XML files if the number of records transmitted to SEVIS exceeds 100. The export process also populates the SEVIS Master component with an inactive row containing the data sent to SEVIS.

### Upload XML Batch Documents to SEVIS

To upload the generated XML files to SEVIS, you must use a utility that supports secure sockets layer (SSL) and HTTPS. The XML batch document upload process is completed outside the PeopleSoft Student Administration Solutions system using the utility program of your choice.

See the *Application Program Interface Document for the Student and Exchange Visitor Information System Batch Interface* and batch interface testing documentation from the DHS for the relevant information regarding digital certificate registration and actual batch file transmission.

Import the upload results transaction log using the SEVIS Import Results process.

### Download XML Transaction Log and I-20 Form PDF Files from SEVIS

To download the XML transaction log files and any I-20 form PDF files generated by SEVIS, you must use a utility that supports SSL and HTTPS. The XML transaction log and PDF files are compressed into a single file in zip format.

See the *Application Program Interface Document for the Student and Exchange Visitor Information System Batch Interface* and batch interface testing documentation from the DHS for the relevant information regarding retrieval and unzipping of the XML transaction log and PDF files. You print the I-20 form PDF files outside the PeopleSoft Student Administration Solutions system.

**Note.** Carefully evaluate the *Application Program Interface Document for the Student and Exchange Visitor Information System Batch Interface* to determine the period during which the batch process results remain available. The DHS SEVIS system automatically deletes files that are not downloaded within the specified period.

### Importing the XML Transaction Log Results

After the compressed batch result file is successfully downloaded and unzipped, import the XML transaction log result files into the PeopleSoft Student Administration Solutions system using the SEVIS Import Results process.

Run the SEVIS Import Results process for all applicable result files. Evaluate the transaction log results using the SEVIS Import Results inquiry pages. Review all transactions with errors and take appropriate follow-up action.

The import process updates the SEVIS Master component to reflect the data successfully imported to SEVIS and populates the SEVIS ID Maintenance page with the SEVIS IDs for any new students and dependents.

**Note.** You must resolve eligibility errors returned by SEVIS before the next run of the SEVIS Alerts process. Allow enough time between reviewing the SEVIS XML transaction log results and running the process again so that you can modify student transactional data to correct any errors.

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## Understanding the SEVIS Master Component for F and M Visas

When you run the SEVIS Export - F/M process, all of the data that you export for submission to SEVIS is stored on pages in the SEVIS Master component (Build Community, Foreign Nationals Data, Use, SEVIS Master). The SEVIS Alerts process compares the master data to the ongoing SEVIS data to detect updates to the student and dependent data that should be subsequently submitted to SEVIS.

**Important!** Do not manually update data on any of the SEVIS Master pages unless you have made changes directly in the DHS SEVIS RTI that cannot be processed using the send to **Master** feature on the Alerts Header page. The data on the SEVIS Master pages must always match the data on the RTI.

If the Education Level – Change event has been sent, two active rows are permitted on the Program and Financial tabs. Otherwise, each tab should have only one active status row. Update existing active rows. Do not manually add new rows.

Data in the SEVIS Master component is populated by either the SEVIS Extract Process (CCSEVEXT) or the SEVIS Master Synch Process (CCSEVSYF), both of which are part of the SEVIS Export – F/M process.

Bio/Demo		Addresses	Program	Registration	Financial	Dependents	Employment/SOA
<b>ID:</b>	SEV0400	Goto,Hiromi					
<b>School Code:</b>	SSS111S22222222	Alerts FM Test School					
View All							First
1 of 1							Last
<b>Effective Date:</b>	03/25/2005	<b>*Status:</b>	Active				
<b>Extract ID:</b>	000000000000007	00000000000007000001	CreateStudent				
<b>Last Name:</b>	Goto						
<b>First Name:</b>	Hiromi						
<b>Middle Name:</b>							
<b>Name Suffix:</b>							
<b>Gender:</b>	Female						
<b>Date of Birth:</b>	12/31/1983						
<b>Birth Location:</b>							
<b>Birth Country:</b>	JPN Japan						
<b>Birth Country Reason:</b>							
<b>Permanent Country:</b>							
<b>Country of Citizenship:</b>	JPN Japan						
<b>Passport Information</b>							
<b>Passport #:</b>							
<b>Issued By:</b>							
<b>Expiration Date:</b>							
<b>Driver's License #</b>							
<b>State:</b>							
<b>License #:</b>							

Example of the SEVIS Master Component

**Send To SEVIS**

If the Send To field on the Alerts Header page is set to **SEVIS** for an event, the system populates the SEVIS Master component when running the SEVIS Extract – F&M process. The data varies by event. The effective status of each record is set to **Inactive** until the SEVIS Import Results process runs.

When the Create Student event is successfully imported to SEVIS and the SEVIS Import process runs, the SEVIS Master component inactive rows are set to **Active**. If the Create Student event has errors, the system deletes the SEVIS Master component inactive rows. View the errors on the SEVIS Import Results inquiry page and determine how to correct them before running the SEVIS Alerts process for F/M visas again. The Create Student event appears on the Alerts Header page again when the SEVIS Alerts process runs.

When Update events are processed, an inactive effective status row is added to the appropriate record in the SEVIS Master component. If the event is successfully imported to SEVIS, the data sent to SEVIS is updated on the active effective status row in the SEVIS Master component and the inactive rows are deleted. If the Update event has errors, the inactive rows are deleted in the SEVIS Master component. View the errors on the SEVIS Import Results inquiry page and determine how to correct them before running the SEVIS Alerts process for F/M visas again. The update event appears on the Alerts Header page again when the SEVIS Alerts process runs.

The SEVIS Import process for F/M visas also updates the SEVIS Status when the following events are successfully processed by SEVIS:

- Registration (Sets SEVIS Status to **Active**)
- Status – Cancel (Sets SEVIS Status to **Cancelled**)
- Status – Terminate (Sets SEVIS Status to **Terminated**)
- Status – Complete (Sets SEVIS Status to **Complete**)

### Send To Master (Master Synch)

If the Send To field on the Alerts Header page is set to **Master**, the system populates the SEVIS Master component when the SEVIS Master Synch – F&M process runs. The data varies by event.

When the Create Student event is processed using Master Synch, new active effective status rows are created for the Bio/Demo, Addresses, Program, Financial, and Dependents (if any) pages in SEVIS Master. The SEVIS Status on the Program page is set to **Initial**.

**Important.** You must, on the SEVIS ID Maintenance page, manually enter the IDs assigned by SEVIS to the student and their dependents. If the SEVIS IDs are not added, when you process Update events, errors are detected and indicated in the Alerts F-M component.

When you process Update events using Master Synch, data from the event is inserted into the appropriate effective status active row in the SEVIS Master component. The existing data on the active row is overwritten with the new data from the event. The data vary by event. In addition, SEVIS status is updated if the event causes an update.

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## Setting Up SEVIS for F and M Visa Processing

This section discusses how to:

- Define your institution.
- Set up SEVIS school codes for F and M visas.
- Define the institution for a school code.
- Set up U.S. Department of State (DoS) postal codes.
- Set up port of entry data.
- Map to SEVIS country data.
- Map to SEVIS visa types.

- Map SEVIS visa types to levels of education.
- Map to SEVIS name suffixes.
- Set up SEVIS fee codes.
- Create an I-20 form template.
- Map to SEVIS event types.
- Define SEVIS file error messages.

## Pages Used to Set Up for SEVIS F and M Visa Processing

Page Name	Object Name	Navigation	Usage
SEVIS Setup	SEV_SETUP_TBL	Build Community, Foreign Nationals Data, Setup, SEVIS Setup	Specify details about your institution.
School Code Table	SEV_SCHL_CD_TBL	Build Community, Foreign Nationals Data, Setup, SEVIS School Code Table, School Code Table	Set up school and designated school officials information.
School Code Institution Table	SEV_SCHL_CD2_TBL	Build Community, Foreign Nationals Data, Setup, SEVIS School Code Table, School Code Institution Table	Set up academic institution and academic career information.
DoS Post Code Table	SEV_DOS_TBL	Build Community, Foreign Nationals Data, Setup, DoS Post Code Table	Reference the DoS postal code information.
Port of Entry Table	SEV_POE_TBL	Build Community, Foreign Nationals Data, Setup, Port of Entry Table	Reference the DHS port of entry information.
Country Mapping	SEV_COUNTRY_TBL	Build Community, Foreign Nationals Data, Setup, Country Mapping	Reference the PeopleSoft and SEVIS country information.
Visa Mapping	SEV_VISA_TBL	Build Community, Foreign Nationals Data, Setup, Visa Mapping	Reference the PeopleSoft and SEVIS visa type information.
Visa/Level of Education Map	SEV_LVL_VISA_TBL	Build Community, Foreign Nationals Data, Setup, Visa/Level of Ed Map	Determine the levels of education that are available for F and M classification students on the I-20 form. For example, the Flight Training level is only valid for M-1 students.

Page Name	Object Name	Navigation	Usage
Suffix Mapping	SEV_SUFFIX_TBL	Build Community, Foreign Nationals Data, Setup, Suffix Mapping	Reference the PeopleSoft and SEVIS name suffix information.
Fee Code Table	SEV_FEE_TBL	Build Community, Foreign Nationals Data, Setup, Fee Code Table	Set up the fee code information to use with the I-20 template.
I-20 Template	SEV_I20_TEMPLATE	Build Community, Foreign Nationals Data, Setup, I-20 Template	Set up information to include in I-20 forms.
SEVIS Event Type	SEV_EVENT_TYPE	Build Community, Foreign Nationals Data, Setup, SEVIS Event Type	Set up event types for your institution.
SEVIS File Error	SEV_FILE_ERROR	Build Community, Foreign Nationals Data, Setup, SEVIS File Errors	Reference the DHS file upload errors messages.

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## Defining Your Institution

Access the SEVIS Setup page.

### SEVIS Setup

**Address Type Map**

\*US:    
 \*Foreign:

**Name Type Map**

\*Passport Name:

**Academic Institution** View All First 1 of 2 Last

\*Institution:   SEVIS Community College System

**Distance Learning Instruction Mode** View All First 1 of 1 Last

Instruction Mode:   World Wide Web

**Academic Career** View All First 1 of 1 Last

\*Academic Career:   Semester Credit    
 \*Minor Populated In:

Minor	Major
<div style="background-color: #d3d3d3; padding: 2px;"><b>Minor</b> <span style="float: right;">View All First 1 of 1 Last</span></div> <p>Plan Type: <input type="text" value="Minor"/> <input type="button" value="v"/> <input type="button" value="+"/> <input type="button" value="-"/></p>	<div style="background-color: #d3d3d3; padding: 2px;"><b>Major</b> <span style="float: right;">View All First 1-3 of 3 Last</span></div> <p>*Academic Plan Type: <input type="text" value="Concentrtn"/> <input type="button" value="v"/> <input type="button" value="+"/> <input type="button" value="-"/>                      *Academic Plan Type: <input type="text" value="Major"/> <input type="button" value="v"/> <input type="button" value="+"/> <input type="button" value="-"/>                      *Academic Plan Type: <input type="text" value="Preparatn"/> <input type="button" value="v"/> <input type="button" value="+"/> <input type="button" value="-"/></p>

SEVIS Setup page

**Important!** You must define all careers used in SEVIS on the SEVIS Setup page and map at least one primary or secondary major academic plan type for each career. If you do not do this, you cannot view the primary and secondary major on the I-20 form, and the compare process extracts a blank value.

**Address Type Map**

**US** Select the address in the United States to be used for reporting to SEVIS.

**Foreign** Select the address in the student’s country of citizenship to be used for reporting to SEVIS.

**Name Type Map**

**Passport Name** Select the name type to be used for reporting to SEVIS.

## Academic Institution

**Institution** Select the institution for which you are setting up SEVIS information.

## Distance Learning Mode of Instruction

**Instruction Mode** Select the modes by which Distance Learning courses are presented, for example *Television, Correspondence, World Wide Web*, and so on.

Only one distance learning class can be used toward full time. The Auth Drop Below FC logic uses the Instruction Mode to find the distance learning class with the greatest number of units and use it in calculating full time.

## Academic Career

**Academic Career** Select the career matched to your institution. You define the careers for your institution.

**Minor Populated In** Select either *Acad Plan* (academic plan) or *Sub Plan*. This is used in selecting the minor to be reported to SEVIS.

The field and available choices in the Minor group box change according to your selection.

## Minor

**Plan Type** If you enter *Acad Plan* in the **Minor Populated In** field, the **Plan Type** field appears and academic plans are available for selection.

You must enter the type of academic plan. Select from *Concentrntn* (concentration), *Honors, Major, Minor, Prepratrtn* (preparation), *ROTC* (Reserve Officer Training Corps) and, *Specialztn* (specialization).

The SEVIS Alerts process uses this value to determine which academic plan to extract as a minor.

**Sub-Plan Type** If you enter *Sub Plan* in the **Minor Populated In** field, the **Sub-Plan Type** field appears and sub-plans are available for selection.

You must enter the type of sub-plan. Select from *Conc* (concentration), *Emphasis, Minor, Option, Spec* (specialization) or *Track*.

The SEVIS Alerts process uses this value to determine which sub plan to extract as a minor.

**Major**

**Academic Plan Type**

For each academic career, select the academic plan type for the SEVIS Alerts process and the I-20 logic to use to determine the primary and secondary majors.

Select from **Concentrntn** (concentration), **Honors, Major, Minor, Prepratn** (preparation), **ROTC** (Reserve Officer Training Corps), and **Specialztn** (specialization).

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## Setting Up SEVIS School Codes for F and M Visas

Access the School Code Table page.

School Code Table | School Code Institution Table

School Code: DAL214F12345123

**School Information**

\*School Code Description: PeopleSoft University

\*Address 1: 4301 HACIENDA BOULEVARD

\*City: PLEASANTON

\*State: CA California \*Postal: 94588

\*School Official (name): John Chavez

\*Title: VP of Student Affairs

\*Approval Date: 05/01/1954

**PDSO/DSO** View All First 1 of 6 Last

*ID:	8113	Frumman, Wolfgang	+ -
Title:	International Student Advisor		Primary DSO

[School Code Table page](#)

**School Information**

Enter information here to match the information that you record in the DHS SEVIS RTI for your school certification. The data that you enter is for internal purposes and appears in display-only mode on the I-20 form pages.

**School Code Description** Enter the description for the school code selected.

**Address 1, City, State** Enter the address for the school selected.

**School Office (name)** Enter the contact school official.

**Title** Enter the title of the person named as school official.

**Approval Date** Enter the date on which the institution's certification was granted.

**PDSO/DSO****ID**

Enter the ID number of the primary designated school official (PDSO) or the designated school official (DSO) named.

The available values include only IDs for the DSO or PDSO SEVIS user IDs that exist in the External System ID table.

**Note.** Each designated school official's SEVIS user ID information must be set up in the External System ID table to populate the ID fields here. When setting up the SEVIS user ID information in the External System ID table, use **DSO/PDSO SEVIS User ID** as the external system type. You typically identify the primary and other DSOs when completing the I-17 certification process. Obtain the primary DSO and other DSO SEVIS user ID information from DHS.

**Title**

Enter the title of the primary designated school official or the designated officer named.

**Primary DSO** (primary designated school official)

Select to indicate that this is the primary designated school official.

You must select one person as the primary DSO or you cannot save the information on this page.

---

**Defining the Institution for a School Code**

Access the School Code Institution Table page.

School Code Table | School Code Institution Table

School Code: DAL214F12345123    PeopleSoft University

**Academic Institution**    View All    First ◀ 1 of 1 ▶ Last

PSUNV	PeopleSoft University	+	-
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**Academic Career**    View All    First ◀ 1-5 of 5 ▶ Last

GRAD	Graduate	+	-
LAW	Law	+	-
MEDS	Medical School	+	-
UENG	Undergraduate Engineering	+	-
UGRD	Undergraduate	+	-

[School Code Institution Table page](#)

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**Warning!** You must enter all institutions and careers affiliated with each school code. If you do not enter all of the institutions and careers affiliated with each school code, academic information is not reported to SEVIS.

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**Academic Institution**

**Academic Institution**                      Select each institution that is affiliated with the school code.

**Academic Career**

**Academic Career**                         Select each career that is affiliated with the institution and school code.

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## Setting Up U.S. Department of State Postal Codes

Access the DoS Post Code Table page.

### DoS Post Code Table

DoS Post Code	Description	
ABD	Abu Dhabi	+ -
ABJ	Abidjan	+ -
ABU	Abuja	+ -
ACC	Accra	+ -
ADA	Addis Abada	+ -
ADN	Adana	+ -
AKD	Ashgabat	+ -
ALG	Algiers	+ -
ALX	Alexandria	+ -

View 100    First ◀ 1-9 of 292 ▶ Last

[DoS Post Code Table page](#)

**Note.** The DHS defines the DoS postal code values in the lookup tables section of the *Application Program Interface Document for the Student and Exchange Visitor Information System Batch Interface* document. The DHS may update the DoS postal codes from time to time. You must update or delete codes and descriptions to keep your system current with SEVIS.

**DoS Post Code** (Department of State postal code)    Enter the country code established by the U.S. Department of State for a particular country.

**Description**    Enter the full name of the country.

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## Setting Up Port of Entry Data

Access the Port of Entry Table page.

Port of Entry Table		
		View 100    First ◀ 1-9 of 276 ▶ Last
Port of Entry	Description	
ABG	Alburg, VT POM	+ -
ABQ	Albuquerque, NM	+ -
ABS	Alburg Springs, VT	+ -
ADT	Amistad Dam, TX	+ -
AGA	Agana, GUAM	+ -
AGN	Algonac, MI	+ -
ALB	Albany, NY	+ -
ALC	Alcan, AK	+ -
AMB	Ambrose, ND	+ -

[Port of Entry Table page](#)

**Note.** The DHS defines the port of entry values in the lookup tables section of the *Application Program Interface Document for the Student and Exchange Visitor Information System Batch Interface* document. The DHS may update the port of entry codes from time to time. You must update or delete codes and descriptions to keep your system current with SEVIS.

**Port of Entry**                      Enter the port of entry code for a particular port of entry into the United States.

**Description**                      Enter the full name of the U.S. port of entry.

---

## Mapping to SEVIS Country Data

Access the Country Mapping page.

## Country Mapping

Find   View 100   First 1-18 of 237   Last						
PS Country		SEVIS Citizen/Perm Resident	SEVIS Birth Country	SEVIS Passport Country		
1	<input type="text" value="ABW"/> <input type="button" value="Q"/>	Aruba	AA	AA	AA	<input type="button" value="+"/> <input type="button" value="-"/>
2	<input type="text" value="AFG"/> <input type="button" value="Q"/>	Afghanistan	AF	AF	AF	<input type="button" value="+"/> <input type="button" value="-"/>
3	<input type="text" value="AGO"/> <input type="button" value="Q"/>	Angola	AO	AO	AO	<input type="button" value="+"/> <input type="button" value="-"/>
4	<input type="text" value="AIA"/> <input type="button" value="Q"/>	Anguilla	AV	AV	AV	<input type="button" value="+"/> <input type="button" value="-"/>
5	<input type="text" value="ALB"/> <input type="button" value="Q"/>	Albania	AL	AL	AL	<input type="button" value="+"/> <input type="button" value="-"/>
6	<input type="text" value="AND"/> <input type="button" value="Q"/>	Andorra	AN	AN	AN	<input type="button" value="+"/> <input type="button" value="-"/>
7	<input type="text" value="ANT"/> <input type="button" value="Q"/>	Netherlands Antilles	NT	NT	NT	<input type="button" value="+"/> <input type="button" value="-"/>
8	<input type="text" value="ARE"/> <input type="button" value="Q"/>	United Arab Emirates	AE	AE	AE	<input type="button" value="+"/> <input type="button" value="-"/>
9	<input type="text" value="ARG"/> <input type="button" value="Q"/>	Argentina	AR	AR	AR	<input type="button" value="+"/> <input type="button" value="-"/>
10	<input type="text" value="ARM"/> <input type="button" value="Q"/>	Armenia	AM	AM	AM	<input type="button" value="+"/> <input type="button" value="-"/>
11	<input type="text" value="ASM"/> <input type="button" value="Q"/>	American Samoa	AQ	AQ	AQ	<input type="button" value="+"/> <input type="button" value="-"/>
12	<input type="text" value="ATA"/> <input type="button" value="Q"/>	Antarctica	AY	AY	AY	<input type="button" value="+"/> <input type="button" value="-"/>
13	<input type="text" value="ATF"/> <input type="button" value="Q"/>	French Southern Territories	FS	FS	FS	<input type="button" value="+"/> <input type="button" value="-"/>
14	<input type="text" value="ATG"/> <input type="button" value="Q"/>	Antigua and Barbuda	AC	AC	AC	<input type="button" value="+"/> <input type="button" value="-"/>
15	<input type="text" value="AUS"/> <input type="button" value="Q"/>	Australia	AS	AS	AS	<input type="button" value="+"/> <input type="button" value="-"/>
16	<input type="text" value="AUT"/> <input type="button" value="Q"/>	Austria	AU	AU	AU	<input type="button" value="+"/> <input type="button" value="-"/>
17	<input type="text" value="AZE"/> <input type="button" value="Q"/>	Azerbaijan	AJ	AJ	AJ	<input type="button" value="+"/> <input type="button" value="-"/>
18	<input type="text" value="BDI"/> <input type="button" value="Q"/>	Burundi	BY	BY	BY	<input type="button" value="+"/> <input type="button" value="-"/>

### Country Mapping page

**Note.** The DHS defines the SEVIS country values in the lookup tables section of the *Application Program Interface Document for the Student and Exchange Visitor Information System Batch Interface* document. The DHS may update the country codes from time to time. You must update or delete codes and descriptions to keep your system current with SEVIS.

**Important!** The U.S. Minor Outlying Islands (UMIs) are not mapped to one DHS SEVIS country code. The PeopleSoft system uses International Standards Organization (ISO) country codes, which do not include separate country codes for each island. SEVIS, however, uses country codes defined by the Federal Information Processing Standards (FIPS 10-4), National Imagery and Mapping Agency, which include separate codes for each island -- Baker Island (FQ), Holland Island (HQ), Jarvis Island (DQ), Johnston Island (JQ), Midway Island (MQ), Mavassa Island (BQ), Palmyra Island (LQ) and Wake Island (WQ). Your institution must determine the SEVIS code to map for UMIs.

Also, the following countries (listed alphabetically by FIPS code) do not exist in the PeopleSoft Country Table and are therefore not mapped: Ashmore and Cartier Islands (AT), Burma (BM), Navassa Island (BQ), Bassas Da India (BS), Central and Southern Line Islands (CL), Coral Sea Islands (CR), Czechoslovakia (CZ), Canton and Enderbury (EQ), Europa Island (EU), French Territory of the Afars and Issas (FT), German Democratic Republic (GC), Federal Republic of Germany (GE), Guernsey (GK), Gilbert and Ellice Islands (GN), Glorioso Islands (GO), Gilbert Islands (GS), Gaza Strip (GZ), Isle Of Man (IM), Clipperton Island (IP), United States Misc. Pacific Islands (IQ), Israel-Syria Demilitarized Zone (IU), Demilitarized Zone (IW), Iraq-Saudi Arabia Neutral Zone (IY), Jersey (JE), Jan Mayen (JN), Juan De Nova Island (JQ), Svalbard and Jan Mayen (JS), Kingman Reef (KQ), Spanish North Africa (ME), Montenegro (MW), Paracel Islands (PF), Spratly Islands (PG), Canal Zone (PQ), Portuguese Timor (PT), Southern Rhodesia (RH), Sikkim (SK), Swan Islands (SQ), Serbia (SR), Spanish Sahara (SS), Tromelin Island (TE), Trust Territory of The Pacific Islands (TQ), Union of Soviet Socialist Republics (UR), Uzbekistan (UZ), Democratic Republic of Viet-Nam (VN), Republic of Viet-Nam (VS), West Bank (WE), Wake Atoll (WQ), Yeman (Sanaa) (YE), Serbia and Montenegro (YI), Southern Ryukyu Islands (YQ), and Yemen (Aden) (YS).

The codes for Neutral Zone (U2), Stateless (U3), and Unknown (U5) are also not mapped.

<b>PS Country</b>	Enter the country code used by the PeopleSoft system.
<b>SEVIS Citizen/Perm Resident, SEVIS Birth Country, and SEVIS Passport Country</b>	Enter the Federal Information Processing Standards (FIPS) country code used by SEVIS.

---

## Mapping to SEVIS Visa Types

Access the Visa Mapping page.

### Visa Mapping

View All First 1 of 1 Last

\*Country:  United States + -

---

View All First 1-6 of 6 Last

PS Visa Type		SEVIS Visa Type	
<input type="text" value="F-1"/>	Academic Student	<input type="text" value="01"/>	+ -
<input type="text" value="F-2"/>	Spouse or child of F-1	<input type="text" value="04"/>	+ -
<input type="text" value="J1"/>	Exchange Visitor	<input type="text" value="03"/>	+ -
<input type="text" value="J2"/>	Spouse/Child of Exchange Visitor	<input type="text" value="06"/>	+ -
<input type="text" value="M-1"/>	Vocational student other	<input type="text" value="02"/>	+ -
<input type="text" value="M-2"/>	Spouse or child of M-1	<input type="text" value="05"/>	+ -

[Visa Mapping page](#)

**Note.** You must map each SEVIS visa type defined in the *Application Program Interface Document for the Student and Exchange Visitor Information System Batch Interface* to a PeopleSoft visa type.

- Country**                                      Select the country to which the student is traveling. This is USA for SEVIS use.
  
- PS Visa Type**                                      Enter the PeopleSoft visa type code.
  
- SEVIS Visa Type**                                      Enter the visa type code established by SEVIS.

---

## Mapping SEVIS Visa Types to Levels of Education

Access the Visa/Level of Education Map page.

### Visa/Level of Education Map

View All First 1 of 7 Last

\*SEVIS Visa Type: 01 + -

---

View All First 1-8 of 9 Last

Level of Education:	Primary	+ -
Level of Education:	Secondary	+ -
Level of Education:	Associate	+ -
Level of Education:	Bachelors	+ -
Level of Education:	Masters	+ -
Level of Education:	Doctorate	+ -
Level of Education:	Language training	+ -
Level of Education:	High School	+ -

[Visa/Level of Education Map page](#)

The mapping that you set up on this page affects the values available in the Level of Education field on the I-20 form.

---

**Warning!** Do **NOT** change or delete the level of education mapping. Doing so affects the I-20 processing.

---

- SEVIS Visa Type**                      Select the appropriate SEVIS visa type based on the DHS lookup tables.
  
- Level of Education**                      Select the values that are allowed for the indicated classification.

---

### Mapping to SEVIS Name Suffixes

Access the Suffix Mapping page.

### Suffix Mapping

View All First 1-3 of 3 Last

PS Name Suffix		SEVIS Suffix	
III	III	III	+ -
Jr	Junior	Jr.	+ -
Sr	Senior	Sr.	+ -

[Suffix Mapping page](#)

**Note.** The DHS defines the SEVIS suffix values in the lookup tables section of the *Application Program Interface Document for the Student and Exchange Visitor Information System Batch Interface* document. The DHS may update the suffix codes from time to time. You must update or delete codes and descriptions to keep your system current with SEVIS.

**PS Name Suffix** (PeopleSoft name suffix) Select a name suffix from the available options.

**SEVIS Suffix** Enter the corresponding DHS SEVIS name suffix for the selected PeopleSoft name suffix.

## Setting Up SEVIS Fee Codes

Access the Fee Code Table page.

### Fee Code Table

[View All](#)    First ◀ 1 of 12 ▶ Last

<b>*SEVIS Fee Code:</b>	<input type="text" value="BBS"/>	<input type="button" value="+"/> <input type="button" value="-"/>
<b>*Description:</b>	<input type="text" value="Biology - BS Expenses"/>	
<b>Tuition and fees:</b>	<input type="text" value="\$13250"/>	
<b>Living expenses:</b>	<input type="text" value="\$10755"/>	
<b>Expenses of dependents:</b>	<input type="text" value="\$5555"/>	
<b>Other expenses:</b>	<input type="text" value="\$1555"/>	<b>Comments:</b> <input type="text" value="Bachelor of Science Biology Lab Fees and Mandatory Health Insurance"/>
<b>Months in an academic term:</b>	<input type="text" value="5"/>	
<b>Length of study:</b>	<input type="text" value="48"/> Months	

### Fee Code Table page

Data on this page is used on the I-20 Template page and serves as default values for populating the I-20 Form page.

**Note.** To take full advantage of I-20 default value functionality, you might consider how fees and length of study vary by program and set different defaults for different programs.

**SEVIS Fee Code** Enter the fee code for the program.

**Description** Enter the full name of the fee code.

**Tuition and fees,  
Living expenses, and  
Expenses of dependents  
Other expenses**

Enter amounts for each of these expenses.

**Comments**

Add comments to describe the other expenses, if any.

**Months in an academic  
term**

Enter the number of months in an academic term associated with these expenses.

**Length of study**

Enter the number of months for the program associated with these expenses.

---

## Creating an I-20 Form Template

Access the I-20 Template page.

**I-20 Template**

**\*Institution:** PSCCS PS Community College System

**Fee Code:** PSCCS Expenses **Level of Education:** Bachelors

**DSO:** 8245 Girard, Sharon

**Exceptions**

**Career:** **Fee Code:** **Level of Education:**

**DSO:**

**Acad Prog:** **Acad Plan:** **Fee Code:** **Level of Education:**

**DSO:**

I-20 Template page (1 of 2)

<b>*Institution:</b> PSUNV <input type="text"/> PeopleSoft University <span style="float:right">+ -</span>	
<b>Fee Code:</b> PSUNV Expenses <input type="text"/>	<b>Level of Education:</b> Bachelors <input type="text"/>
<b>DSO:</b> 8521 <input type="text"/> Adamson, Sonja	
<b>Exceptions</b> <span style="float:right">View All First 1 of 4 Last</span>	
<b>Career:</b> GRAD <input type="text"/> Graduate <span style="float:right">+ -</span>	
<b>Fee Code:</b> Graduate Expenses <input type="text"/>	<b>Level of Education:</b> Masters <input type="text"/>
<b>DSO:</b> 8113 <input type="text"/> Frumman, Wolfgang	
<span style="float:right">View All First 1 of 2 Last</span>	
<b>Acad Prog:</b> GLAU <input type="text"/> Graduate Liberal Arts Programs <span style="float:right">+ -</span>	
<b>Acad Plan:</b> <input type="text"/>	
<b>Fee Code:</b> Liberal Arts GRAD <input type="text"/>	<b>Level of Education:</b> Masters <input type="text"/>
<b>DSO:</b> 8626 <input type="text"/> Bacon, Roberta	

### I-20 Template page (2 of 2)

The I-20 template enables you to define general defaults and to specify exceptions for career and academic programs and plan levels. Values on the template serve as defaults for the School Estimates and the Designated School Official sections of the I-20 form.

The fee code values come from the Fee Code Table page. You must enter the appropriate values for the **Level of Education** and **DSO** fields.

---

## Mapping to SEVIS Event Types

Access the SEVIS Event Types page.

**SEVIS Event Types**

Visa Category: F or M Visa Student

Event Type Detail View All First 1 of 2 Last

Effective Date: 01/01/2005 Status: Active + -

Find | View All First 1-10 of 33 Last

Event Type	SEVIS Event Tag	Allow Manual Addition	Form Request Available	Alerts Form Request Default	Send to SEVIS	*Default SEVIS Status	Compare Detail	Addl Data	
FC	CreateStudent	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Active	<input type="checkbox"/>	No Addl	+
FUATD	Program - DeferAttendance	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Active	<input checked="" type="checkbox"/>	Addl Data	+
FUDAC	DisciplinaryAction	<input checked="" type="checkbox"/>	<input type="checkbox"/>			Active	<input type="checkbox"/>	Reqd Data	+
FUDAD	Dependent - Add	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Active	<input type="checkbox"/>	No Addl	+
FUDCD	Dependent - Cancel	<input type="checkbox"/>	<input type="checkbox"/>		<input checked="" type="checkbox"/>		<input type="checkbox"/>	No Addl	+
FUDPE	Dependent - Edit	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Active	<input checked="" type="checkbox"/>	No Addl	+
FUDRD	Dependent - Reactivate	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Active	<input type="checkbox"/>	No Addl	+
FUDRP	Dependent - Reprint	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Active	<input type="checkbox"/>	Reqd Data	+
FUDTD	Dependent - Terminate	<input type="checkbox"/>	<input type="checkbox"/>		<input checked="" type="checkbox"/>	Active	<input type="checkbox"/>	No Addl	+
FUECC	CPTEmployment - Cancel	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input type="checkbox"/>	No Addl	+

SEVIS Event Types page

**Note.** The DHS defines the SEVIS events in the *Application Program Interface Document for the Student and Exchange Visitor Information System Batch Interface*.

**Event Type** Displays the PeopleSoft event type code. The SEVIS Alerts - F/M process and pages use these codes.

**Warning!** Do **NOT** change or delete event types. Doing so affects the alerts processing.

**SEVIS Event Tag** Enter the DHS description of the event.

You can modify event tags.

**Allow Manual Addition** Select to enable manual addition of this event type on the Alerts Header page. The delivered event types that allow manual addition are ***Dependent - Reprint, AuthDropBelowFC - Add, AuthDropBelowFC - Cancel, AuthDropBelowFC - Edit, Status - Complete, Reprint, Disciplinary Action, and Status - Terminate.***

DSOs can make manual additions on the Alerts Header page to submit certain data to SEVIS for when student updates are not detected as data changes in the PeopleSoft Student Administration Solutions system.

**Form Request Available**

Select to indicate that a new I-20 PDF file can be requested for this event. When this is selected, the New Form check box is available on the Alerts Header page.

PeopleSoft delivers the Form Request Available check box selected or not selected based on the information in the Application Program Interface document. Do not modify this.

**Alerts Form Request Default**

Select to automatically select the New Form check box on the Alerts Header page when this event type is detected.

PeopleSoft delivers the Alerts Form Request Default check box selected or not selected based on the information in the Application Program Interface document. You can modify it based on your institution's preferences.

**Send to SEVIS**

Select to automatically set the Send To field on the Alerts Header page to **SEVIS** when this event type is detected.

The Send to SEVIS check box is available when additional data is not required for the event type. (See the Addl Data column description for a list of event types and their additional data status.)

**Default SEVIS Status**

This field appears only for events that can be triggered for a SEVIS status of **Active** or **Initial**.

Select the status to use as the default when sending an update event if an Education Level – Change event has been previously sent to SEVIS.

SEVIS uses this value to determine which record to update when an Education Level – Change event creates a second record with a SEVIS Status of **Initial**.

You can override the default status value on the SEVIS Alerts – F/M component.

**Compare Detail**

When selected, causes a detail sub-page to be available from the Alerts – F/M component showing the changed data that caused the event to trigger.

This value is pre-set in the system based on events where data differences can trigger the event.

**Addl Data (Additional Data)**

Displays the value based on the event type.

- **No Addl** = Additional data is neither required nor permitted.

- **Reqd Data** = Additional data is required and must be entered on the Addl Data page of the Alerts - F/M component to send the event to SEVIS. These event types require additional data:
  - Disciplinary Action
  - Status - Terminate
  - Auth Drop Below FC - Add
  - Auth Drop Below FC - Edit
  - Dependent - Reprint
  - Reprint
  - Program - Extension
- **Addl Data** = Additional data optional on the Addl Data page of the Alerts - F/M component. Additional data is optional for these event types:
  - Program - Edit
  - Program - Cancel Extension
  - Education Level - Change
  - Education Level - Cancel
  - Personal Info
  - Status - Complete
  - Program - Shorten
  - Program - Defer Attendance
  - Registration
  - Status - Cancel

---

## Defining SEVIS File Error Messages

Access the SEVIS File Errors page.



## Page Used for Setting School Code Security for SEVIS

Page Name	Object Name	Navigation	Usage
SEVIS School Code Security	SEV_SCHLCD_SCTY	Design Student Administration, Secure Student Administration, User ID, SEVIS School Code Security	Set school code security access for a user.

## Setting Up SEVIS School Code Security

Access the School Code Security page.

**School Code Security**

User ID: 10000

First ◀ 1-2 of 2 ▶ Last

*SEVIS School Code	Access Code	
DAL214F12345123 <input type="text"/>	Read/Write	PeopleSoft University <input type="text"/> All Access <input type="button" value="+"/> <input type="button" value="-"/>
ENC215G321411 <input type="text"/>	Read/Write	PeopleSoft Community College <input type="text"/> <input type="button" value="+"/> <input type="button" value="-"/>

### School Code Security page

The SEVIS school code secures many of the F and M visa pages in the Maintain Foreign Nationals components of PeopleSoft Student Administration Solutions.

- SEVIS School Code**                      Select the SEVIS school codes to which this user should have access.
  
- Access Code**                              The access code is set to *Read/Write*. You cannot change this.
  
- All Access**                                  Click to assign this ID access to all SEVIS school codes.

## Setting User Defaults for F and M Visa Processing

This section discusses how to set up default SEVIS school codes for an individual.

## Page Used for Setting User Defaults for F and M Visa Processing

Page Name	Object Name	Navigation	Usage
User Defaults 4	OPR_DEF_TABLE_CS4	Design Student Administration, Specify User Defaults, Use, User Defaults, User Defaults 4	Set up default SEVIS school codes for a user.

## Setting the Default School Code for a User

Access the User Defaults 4 page.

### User Defaults 4 page

Setting user defaults can save time; however, setting them is entirely optional. The default values that you set here can be overridden on any page in the system.

**Carry ID, Output Destination, and Transcript Type** *(These fields are not used for SEVIS.)*

### SEVIS Default

**School Code** Enter the DHS SEVIS school code that you want to use as a default value for this ID. Default school codes are used to populate data in the Maintain Foreign Nationals components.

**Program Number** *(Not applicable for F/M visas. Used for J visa processing only.)*

## Creating and Updating Student and Dependent Data

This section discusses how to:

- Create and update student or dependent bio/demographic data.
- Create and update student or dependent addresses data.

- Create and update student or dependent visa and permit data.
- Create and update student port of entry information.
- Create and update student or dependent citizenship and passport data.
- Create and update driver's license data.
- Maintain SEVIS ID information.
- Create and update employment authorization information.

## Pages Used to Create and Update Student and Dependent Data

Page Name	Object Name	Navigation	Usage
Bio/Demo Data	SA_BIO_DEMO_DATA3	<ul style="list-style-type: none"> <li>• Build Community, Foreign Nationals Data, Use, Bio/Demo Data, Bio/Demo Data</li> <li>• Build Community, Bio/Demographic Data, Use, Bio/Demo Data</li> </ul>	Enter or update basic biographic and demographic data for an individual.
Addresses	ADDRESSES	<ul style="list-style-type: none"> <li>• Build Community, Foreign Nationals Data, Use, Bio/Demo Data, Addresses</li> <li>• Build Community, Bio/Demographic Data, Use, Bio/Demo Data, Addresses</li> </ul>	Enter or update an individual's address information.
Visa/Permit Data	VISA_PERMIT_DATA	<ul style="list-style-type: none"> <li>• Build Community, Foreign Nationals Data, Use, Visa/Permit Data</li> <li>• Click the Visa/Permit Data link on the Bio/Demographic page.</li> </ul>	Track an individual's visa and permit information.
Port of Entry Data	SEV_POE_DATA	Build Community, Foreign Nationals Data, Use, Visa/Permit Data, Port of Entry Data	Track an individual's port of entry into the United States.

Page Name	Object Name	Navigation	Usage
Citizenship/Passport Data	CITIZEN_PASSPORT	<ul style="list-style-type: none"> <li>Build Community, Foreign Nationals Data, Use, Citizenship/Passport Data</li> <li>Click the Citizenship link on the Bio/Demographic page.</li> </ul>	Enter or update citizenship and passport data for an individual.
Driver's License Data	DRIVERS_LIC_USA	Build Community, Foreign Nationals Data, Use, Driver's License Data	Enter or update license numbers and driving record information.
SEVIS ID Maintenance	SEV_ID_MAINT	Build Community, Foreign Nationals Data, Use, SEVIS ID Maintenance	Enter or update SEVIS ID information for an individual.
Employment Authorizations	SEV_EMPL_AUTH	Build Community, Foreign Nationals Data, Use, Employment Authorizations	Enter or update employment authorization information for an individual.
SEVIS Employer Address	SEV_EMPL_ADDR	Click the Employer Address button on the Employee Authorization page.	Enter or update employer address information.

## Creating and Updating Student or Dependent Bio/Demographic Data

Access the Bio/Demo Data page.

Bio/ Demo Data		Addresses	
Ying Chu		ID: SEV1001	
<b>Personal Data</b> <span style="float:right">View All First 1 of 1 Last</span>			
*Effective Date:		10/28/2002	<input type="button" value="+"/> <input type="button" value="-"/>
<b>Name</b>			
Format Using:		USA United States	<a href="#">Names</a>
Name:		Chu, Ying Min	
Prefix:		<input type="text"/>	
First Name:		Ying	Middle: Min
Last Name:		Chu	Suffix: <input type="text"/>
*Marital Status:		Single	
<b>National ID</b> <span style="float:right">View All First 1 of 1 Last</span>			
Country	USA	*NID Type	PR SSN National ID 508-92-1343 <input type="button" value="+"/> <input type="button" value="-"/>
<b>Biographic Information</b>			
*Gender:	Female	Date of Birth:	04/02/1981 <input type="button" value="+"/> <input type="button" value="-"/> <a href="#">Birth Information</a>
Military Status:	Not Indic.	Campus ID:	<input type="text"/> <input type="checkbox"/> Disabled
<a href="#">Visa/Permit Data</a>		<a href="#">Citizenship</a> <a href="#">Phone</a> <a href="#">Email Address</a>	
▼ USA			
Ethnic Group:		White	<a href="#">Ethnicity Detail</a>
<input type="checkbox"/> Disabled Veteran		<input type="checkbox"/> VA Benefit	

[Bio/Demo Data page](#)

SEVIS requires specific bio/demographic data for each student and dependent. PeopleSoft SEVIS Export process pulls the required data from the PeopleSoft Bio/Demo Data page.

Be sure that the following fields are completed for each student and dependent:

**Personal Data**

**Last Name** Enter the individual's last name.

**Gender** Specify the individual's gender. Options are *Male*, *Female*, or *Unknown*.

**Biographic Information**

**Date of Birth** Enter the individual's date of birth.

**Birth Information**

SEVIS requires the name of the individual's birth country.

Click the **Birth Information** link next to the **Date of Birth** field to enter the individual's birth country.

*(Birth city is used for J visas only.)*

**Visa/Permit Data**

SEVIS requires that you identify the type of visa issued to the individual.

Click the **Visa/Permit Data** link to enter the visa type.

## Creating and Updating Student Addresses Data

Access the Addresses page.

The screenshot displays the 'Addresses' page for a student named Ying Chu (ID: SEV1001). The page is divided into several sections:

- Address Type:** A dropdown menu is set to 'Home'.
- Address History:** A table showing one address record with the following details:
  - \*Effective Date:** 10/28/2002
  - \*Status:** Active
  - Country:** USA (United States)
  - Address 1:** 901 W. Ash
  - Address 2:** Apt 3-B
  - Address 3:** (empty)
  - City:** Encino
  - County:** (empty)
  - Postal:** 95207-2311
  - State:** CA (California)
- Address Linkage:** A section with a 'Linkage Type' dropdown and 'Maintain Manually' checkboxes for 'Address' and 'Other Data'.

[Addresses page](#)

**Note.** PeopleSoft stores up to the ninth digit of the U.S. postal code in SEVIS Master to enable you to store bulk mail codes on the Addresses page as part of the postal code without affecting SEVIS processing. The alerts process compares up to the ninth digit of the postal code on the addresses record against the postal code stored in SEVIS Master. If the postal code for a U.S. address is too short (1-4 digits or 6-8 digits) when you run the export and alerts processes, an error appears on the Alerts page saying that the postal code is invalid. If the postal code is too long (greater than 9 digits), the process ignores everything after the ninth digit.

SEVIS requires a foreign address for each student with the creation reason of **Initial** or **Initial – Change of Status** on the I-20 form. Students with the creation reason of **Continued** must have both a foreign and a U.S. address. The address types reported are based on the types defined in the U.S and Foreign fields on the SEVIS Setup page.

The following fields are required for the foreign address:

- Country
- Address 1

The following fields are required for the U.S. address:

- Address 1
- City
- State
- Postal

**See Also**

*PeopleSoft Campus Community Fundamentals PeopleBook*, "Maintaining Bio/Demographic Data," Entering and Updating Bio/Demo Data.

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## Creating and Updating Student or Dependent Visa and Permit Data

Access the Visa/Permit Data page.



<b>Visa/Permit Data</b>		<b>Port of Entry Data</b>	
Chu, Ying Min		Non-Employee	Non HRMS <b>ID:</b> SEV1001
<b>Port of Entry Data</b> <span style="float: right;">View All First 1 of 1 Last</span>			
<b>*Date of Entry:</b>	<input type="text"/>	<b>I-94 Admission Number:</b>	<input type="text"/>
<b>DoS Post:</b>	<input type="text" value="HKG"/>	Hong Kong	
<b>Port of Entry:</b>	<input type="text" value="SFR"/>	San Francisco, CA	
<b>Immigration Status:</b>	<input type="text" value="F-1"/>	Academic Student	
<b>Remarks:</b>	<input type="text"/>		

[Port of Entry Data page](#)

You can record data regarding a student's date and location of entry into the United States. The SEVIS system is the official record of this data, however, you may find it helpful to record this information in your PeopleSoft Student Administration Solutions system.

Port of entry data is not required or reported.

---

## Creating and Updating Student or Dependent Citizenship and Passport Data

Access the Citizenship/Passport page.

**Citizenship/Passport**

Ying Chu ID: SEV1001

---

**Citizenship/Passport** View All First 1 of 1 Last

\*Country:  China Citizenship Status:

---

**Passport Information** View All First 1 of 1 Last

\*Passport Number:

Issue Date:  Expiration Date:

Country:  China

State:

City:

Authority:

Comment:

[Citizenship/Passport page](#)

**Citizenship Passport**

**Citizenship Country**

Enter the country of citizenship to use on the I-20 form.

If you enter more than one non-U.S. country, you must indicate which citizenship country information to send to SEVIS on the I-20 form.

**Passport Information**

**Passport Number, Expiration Date, and Country**

Enter the passport number, expiration date, and the issued-by country.

This data is not required or reported.

**See Also**

*PeopleSoft Campus Community Fundamentals PeopleBook*, "Maintaining Identification Data," Maintaining Citizenship/Passport Data

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## Creating and Updating Driver's License Data

Access the Driver's License Information page.

### Driver's License Information

Ying Chu ID: SEV1001

License Detail		View All	First  1 of 1  Last
<b>*Driver's License #:</b>	<input type="text" value="CA-4578912"/>		
<b>Country:</b>	<input type="text" value="USA"/> United States		
<b>State:</b>	<input type="text" value="CA"/> California		
<b>Issue Location:</b>	<input type="text"/>	<b>Issuing Authority:</b>	<input type="text"/>
<b>Valid from:</b>	<input type="text"/>	<b>Expiration Date:</b>	<input type="text"/>
<b>Number of Violations:</b>	<input type="text" value="0"/>	<b>Number of Points:</b>	<input type="text" value="0"/> <input type="checkbox"/> License Suspended
<b>Comment:</b>	<input style="width: 100%;" type="text"/>		
<b>License Type</b>			
<input style="width: 100%;" type="text"/>			

[Driver's License Information page](#)

**License Detail**

**Driver's License # and State** Enter the individual's driver's license number and the state in which it is issued. Driver's license data is reported to SEVIS as part of the Create Student and Edit Personal events.

This data is not required, but is reported when provided.

**See Also**

*PeopleSoft Campus Community Fundamentals PeopleBook*, "Maintaining Identification Data," Entering Driver's License Data

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## Maintaining SEVIS ID Information

Access the SEVIS ID Maintenance page.

### SEVIS ID Maintenance

Ying Chu ID: SEV1001

**SEVIS Schools** View All First 1 of 1 Last

\*SEVIS School Code:   School: PeopleSoft University + -

**SEVIS ID** View All First 1 of 1 Last

\*Effective Date   \*SEVIS ID  + -

**SEVIS Programs** View All First 1 of 1 Last

\*SEVIS Program Number:   Sponsored by: + -

**SEVIS ID** View All First 1 of 1 Last

\*Effective Date   \*SEVIS ID  + -

[SEVIS ID Maintenance page](#)

**Note.** When SEVIS processes the Create Student and Dependent – Add events, it assigns SEVIS IDs to the new students and dependents. You must manually enter the IDs assigned by SEVIS into your PeopleSoft system if you used the Send to Master option on the Alerts Header page to populate SEVIS Master for Create Student or Dependent – Add events.

Use this page to store the SEVIS ID provided by the DHS for exchange visitors, students, and their dependents. The SEVIS ID is an 11-character unique identifier that SEVIS uses for students and dependents related to a specific school code or program number. The system displays only the SEVIS IDs of the school codes or program numbers for which you have security clearance.

Running the SEVIS Import Results process for new students and dependents automatically populates the ID field. You may need to manually enter this value if you initially created the student or dependent using the DHS SEVIS RTI.

**SEVIS School Code, Effective Date, and SEVIS ID** Enter the school codes for which a student has an I-20 form or is listed as a dependent on an I-20 form.

Enter the effective date of the SEVIS ID.

Enter the unique 11-digit identifier for a student or dependent for the SEVIS school code.

**SEVIS Program Number, Effective Date, and SEVIS ID** *(For J visas only.)*

---

## Creating and Updating Employment Authorization Information

Access the Employment Authorizations page.

## Employment Authorizations

**ID:** SEV0200      Laurent,Paul  
**SEVIS School Code:** DAL214F12345123      PeopleSoft University

**Employment Type**      View All      First ◀ 1 of 1 ▶ Last

**\*Employment Type:**      Optional Practical Training      + -

**Employment Details**      View All      First ◀ 1 of 1 ▶ Last

**Sequence number:**      1      + -

**Cancel Employment**

**Start Date:**       BT      **End Date:**       BT

**\*Employment Code:**      Full Time      [Employer Address](#)

**Academic Year Met**

**\*Course Relevance:**     

**Remarks:**

[Employee Authorizations page](#)

**Employment Type**

**Employment Type**

Select the employment type relevant to the authorization or endorsement for this student.

Options are: **Curricular Practical Training** (CPT), **Optional Practical Training** (OPT), and **Off-Campus** (to enter recommendation information for the student to obtain off-campus employment authorization). M-1 students are only authorized for OPT. The system does not allow you to enter CPT or off-campus employment for an M-1 student.

F-1 students are eligible for all employment authorizations.

**Employment Details**

**Sequence Number**

Displays the number that the system to track multiple rows.

**Cancel Employment**

Select to trigger the CPT Employment - Cancel or the OPT Employment – Cancel event.

The start date must be later than the current system date for CPT Employment.

Cancellation of OPT Employment may only be performed prior to determination of the OPT by the Service Center

**Start Date**

Enter the date when the employment is expected to begin.

**End Date**

Enter the date when the employment is expected to end.

Employment type **Curricular Practical Training** requires that the end date does not exceed the end date for the student on the I-20 form.

**Employment Code**

Select either **Part-time** or **Full-time**.

**Academic Year Met**

This check box appears for the **Optional Practical Training** (OPT) employment type only.

Select to indicate that the student has met the full academic year requirement for OPT.

**Employer Address**

Click to access the SEVIS Employer Address page where you can enter employer name and address information.

If the employer is defined in the External Organization table, you can enter it on the SEVIS Employer Address page to populate the fields there (**Employer Name, Address1, Address 2, City, State, and Postal Code**).

You can also enter employer name and address information on the SEVIS Employer Address page manually without using an external organization ID

**Note.** Employer information is required for SEVIS for CPT authorizations, but is optional for OPT endorsements.

**Course Relevance**

Enter remarks identifying the relevance of the employment to the student's course of study.

Remarks are required here for both CPT and OPT employment types.

**Remarks**

Remarks here are optional, but are submitted to SEVIS when provided.

**Note.** PeopleSoft stores up to the ninth digit of the U.S. postal code in SEVIS Master to enable you to store bulk mail codes on the Addresses page as part of the postal code without affecting SEVIS processing. The alerts process compares up to the ninth digit of the postal code on the addresses record against the postal code stored in SEVIS Master. If the postal code for a U.S. address is too short (1-4 digits or 6-8 digits) when you run the export and alerts processes, an error appears on the Alerts page saying that the postal code is invalid. If the postal code is too long (greater than 9 digits), the process ignores everything after the ninth digit.

**Employment Details (Off-Campus employment type)**

When you enter the employment type of Off Campus, the fields in the Employment Details group box change.

The screenshot shows the 'Employment Authorizations' page for user Laurent, Paul. The 'Employment Type' is set to 'Off-Campus'. The 'Employment Details' section includes the following fields:

- Sequence number:** 1
- Cancel Employment**
- Start Date:** [Date Picker]
- End Date:** [Date Picker]
- \*Reason:** Economic Hardship
- \*Recommendation:** Off campus employment is recommended due to student's loss of funding support from his family. Parents no longer able to send monthly support due to economic collapse in home country.

Employment Authorizations page (Off-Campus employment type)

**Employment Details**

- Sequence Number** Displays the number that the system uses to track multiple rows.
- Cancel Employment** Select to trigger the OffCampusEmployment – Cancel event. (Start Date must be later than current system date.)
- Start Date** Enter the date when the employment is expected to begin.
- End Date** Enter the date when the employment is expected to end. The date entered must be less than or equal to the I-20 Program To Date value.

- Reason** The available options are ***Economic Hardship, International Organization,*** and ***Special Student Relief.***
- The DHS defines the reasons in the Student Off-Campus Employment Codes section of the *Lookup Tables for the Application Program Interface Document for the Student and Exchange Visitor Information System Batch* document.
- Recommendation** Enter general remarks regarding the student’s off-campus employment.
- This field is required for off-campus employment.

---

## Tracking Full Course Load Exceptions

This section discusses how to:

- Track full course load exception rules.
- Track external full course load exceptions.
- Assign full course load exceptions in batch.

---

## Pages Used to Track Full Course Load Exceptions

Page Name	Object Name	Navigation	Usage
Full Course Exception	SEV_FULCRS_EXCP	Build Community, Foreign Nationals Data, Use, Full Course Exception	Enter or update information for exceptions to the full course load for an individual.
External Full Course Exception	SEV_FULCRS_EXCP2	Build Community, Foreign Nationals Data, Use, Full Course Exception	Enter or update information for exceptions to the full course load for an individual when using the External System Extract process.
Full Course Exception Load	RUNCTL_CCSEVFCE	Build Community, Foreign Nationals Data, Process, Full Course Exception Load	Process information for exceptions to the full course load for individuals by student group or job code.

---

## Tracking Full Course Load Exception Rules

Access the Full Course Exception page.

**Full Course Exception**  
 Ying Chu ID: SEV1001

**School Code:** DAL214F12345123 **School:** PeopleSoft University

View All First 1 of 1 Last

Institution	Career	*Term	Exception Units	Comments
PSUNV	PeopleSoft University GRAD	Graduate	0.000	

**Full Course Exception page**

You can specify exception units for students who are not enrolled for a full course of study as defined by the academic level and load rules. You can then track students who have your institution’s permission to enroll in less than a full course of study. You are not required to submit to SEVIS the Auth Drop Below Full Course event for those students. For example, a graduate assistant who, by institutional agreement and definition, enrolls for fewer units than typical graduate-level students might not drop below full-time.

The SEVIS Alerts - F/M process evaluates data entered for students who are not enrolled full-time, but whose data is entered for the combination of institution, career, and term that the process uses.

The grid displays the eligible institutions and careers in which the student is eligible to enroll. Enter multiple rows with the term and exception units for students who are granted exceptions that span multiple terms.

You can also use the Full Course Load Exception process to populate this page for large groups of students.

The system displays the student name, ID, school code, school, institution, and career.

**Term** Select the term value for which you are granting the student an exception.  
 The only terms that appear are those in which the student has been term-activated and in which the student is eligible to enroll.

**Exception Units** Enter the exception units considered full-time that the student is granted.  
 The SEVIS process evaluates the exception units entered for the institution, career, and term combination as part of the Auth Drop Below FC event alert processing.  
 You can enter **0.000** for the exception units.

**Comments** Add comments if appropriate.

---

**Tracking External Full Course Load Exceptions**

Access the External Full Course Exception page.

**External Full Course Exception**  
 Yvonne Durant ID: SEV0205

SEVIS School Code: BBB111F55555555 School: SEVIS 5.0 Various Tests

View All First 1 of 1 Last

*Institution	*Career	*Term	Exception Units	Comments
PSUNV PeopleSoft University	UGRC Undergraduate	0504 Cur Sevis	6.000	

[External Full Course Exception page](#)

You can specify exception units for students who will not be enrolled for a full course of study as defined by the academic level and load rules. You can then track students who have your institution’s permission to enroll in less than a full course of study. The exception entered here determines the full-time status that is populated in the External System Extract process.

The grid displays the eligible institutions and careers in which the student is eligible to enroll. Enter multiple rows with the term and exception units for students granted exceptions that spans multiple terms.

You can also use the Full Course Load Exception process to populate this page for large groups of students.

- Institution** Select the institution for which the student is term-activated.
- Career** Select the career for which the student is term-activated.
- Term** Select the term value for which you are granting the student an exception. The only terms that appear are those in which the student has been term-activated and in which the student is eligible to enroll.
- Exception Units** Enter the exception units considered full-time that the student is granted. The External System Extract process uses this value to determine the full course status populated in the extract XML file.  
  
You can enter **0.000** for the exception units.
- Comments** Add comments if appropriate.

---

## Assigning Full Course Load Exceptions in Batch

Access the Full Course Exception Load page.

### Full Course Exception Load

Run Control ID: PS [Report Manager](#) [Process Monitor](#)

\*SEVIS School Code:   PeopleSoft University

Processing Type:   Report Only

*Institution	*Career	Student Group	SetID	Job Code	*Term	Exception Units	Comment
<input type="text" value="PSUNV"/> <input type="button" value="Q"/>	<input type="text" value="UGRC"/> <input type="button" value="Q"/>	<input type="text" value="ITNL"/> <input type="button" value="Q"/>	<input type="text" value="PSUN"/> <input type="button" value="Q"/>	<input type="text" value=""/> <input type="button" value="Q"/>	<input type="text" value="0550"/> <input type="button" value="Q"/> 2005 Fall	<input type="text" value="6.000"/>	<input type="text" value=""/>

[Full Course Exception Load page](#)

The Full Course Exception Load page enables you to assign a full course exception for a group of students in either a specific student group or with a specific job code rather than adding an exception one student at a time. You can use this process to populate the Full Course Exceptions page or the External Full Course Exception page depending on the processing type that you select. You can add multiple rows if you have more than one student group or job code from which you want to select students. If a student meets the criteria for more than one group, the process assigns the lowest Exception Units to the student.

**SEVIS School Code** For the direct interface, select the school code from which to select the students

For the External Extract process, select the school code that you want to use for each student granted the full course exception.

**Processing Type** The options for processing type are *Direct Interface* and *External Extract Process*. Select the appropriate option based on the process that your institution uses to report data to SEVIS.

The Direct Interface option selects students with an F-1 or M-1 visa status who have an I-20 record for the selected school code who are term-activated for combination of institution, career and term indicated and who belong to either the student group or job code indicated.

The External Extract Process option selects students with an F-1 or M-1 status, who are term-activated for the combination of institution, career and term indicated and who belong to either the student group or job code indicated.

**Report Only** Select to run the process to obtain a listing of the students selected without inserting the data into the student's record. This enables you to check the student population selected before the data is populated.

Clearing the **Report Only** field allows the data to appear on the Full Course Exceptions page for the students selected.

**Student Group** Select the appropriate student group.

<b>SetID</b>	Select the setID for the job code.
<b>Job Code</b>	Select the appropriate job code
<b>Term</b>	Enter the term to appear on the Full Course Exceptions page or External Full Course Exception page.
<b>Exception Units</b>	Enter the exception units to appear on the Full Course Exceptions page or the External Full Course Exception page.  You can enter 0.00 for the Exception Units.
<b>Comment</b>	Enter a comment to appear on the Full Course Exceptions page or External Full Course Exception page.

When you run the External System Export process, the XML indicates the full-time status of the student by using the full course exception entered. For example, suppose that a student is enrolled for nine hours and the level and load rules designated this a three-quarters time. A full course exception of nine hours is entered for the student, so the full-time status for the student is set to **Y** on the XML output as shown in the following code sample. In addition, two fields are added to the XML output: the **Full Course Override** field and the **Full Course Exception Units** field.

```
<EducationalInfo>
  <FullTime>Y</FullTime>
  - <AcademicData>
    <Institution>PSUNV</Institution>
    <InstitutionDescr>PeopleSoft University</InstitutionDescr>
    <Career>UGRD</Career>
    <CareerDescr>Undergraduate</CareerDescr>
    <SEVISSchoolCodeId>DAL214F12345123</SEVISSchoolCodeId>
    <AdmitTerm>0487</AdmitTerm>
    <AdmitTermDescr>2003 Spring</AdmitTermDescr>
    <EnrollTerm>0487</EnrollTerm>
    <EnrollTermDescr>2003 Spring</EnrollTermDescr>
    <PrimaryMajorCIPCode>42.0101</PrimaryMajorCIPCode>
    <PrimaryMajor>PSYCH</PrimaryMajor>
    <PrimaryMajorDescr>Psychology</PrimaryMajorDescr>
    <AcademicProgram>LAU</AcademicProgram>
    <AcademicProgramDescr>Liberal Arts
      Undergraduate</AcademicProgramDescr>
    <ProgramAction>ACTV</ProgramAction>
    <ProgramActionDescr>Activate</ProgramActionDescr>
    <ProgramStatus>AC</ProgramStatus>
    <ProgramStatusDescr>Active in Program</ProgramStatusDescr>
    <AcademicLoad>H</AcademicLoad>
    <AcademicLoadDescr>Enrolled Half-time</AcademicLoadDescr>
    <CourseUnits>9.000</CourseUnits>
    <FullCourseOverride>Y</FullCourseOverride>
    <FullCourseExceptionUnits>9.000</FullCourseExceptionUnits>
    <CurrentSessionEndDate>2003-05-15</CurrentSessionEndDate>
    <NextSessionStartDate>2003-08-27</NextSessionStartDate>
    <ExpectedGradTerm>0505</ExpectedGradTerm>
    <ExpectedGradTermDescr>2003 Fall</ExpectedGradTermDescr>
    <PrgStartDate>2003-01-20</PrgStartDate>
  </AcademicData>
```

## Creating and Updating I-20 Form Data

The I-20 form pages included in the PeopleSoft system display relevant I-20 form data in a sequence similar to the actual I-20 form document produced by SEVIS. The SEVIS system produces the actual I-20 form in PDF format using data provided by your institution.

The PeopleSoft I-20 Form pages are keyed by the student's ID and school code. Access to the form is controlled through SEVIS school code security.

To decrease data entry time, use the I-20 template to populate default values for many of the fields on the I-20 form.

**Note.** The PeopleSoft system requires that any student for whom you are entering I-20 form data must have an appropriate F-1 or M-1 visa type defined on the Visa/Permit Data page.

This section discusses how to create and update I-20 form data.

### Pages Used to Create and Update I-20 Form Data

Page Name	Object Name	Navigation	Usage
I-20 Form	I20_FORM	Build Community, Foreign Nationals Data, Use, I-20 Form	Create or update I-20 information.
Program Selection	SEV_I20_SEL_SEC	Click the Select Program Data link on the I-20 Form page.	Select an institution, career, and academic program combination.

### Entering I-20 Form Data

Access the I-20 Form page.

## I-20 Form

Ying Chu ID: SEV1001

**School Code:** DAL214F12345123 PeopleSoft University **SEVIS Status:** Initial

**SEVIS ID:** N1236666666

---

**I-20 Form Details** First ◀ 1 of 1 ▶ Last

\***Effective Date:**   **\*Status as of Effective Date:**

**Cancellation Reason:**

**Institution:** PSUNV PeopleSoft University [Select Program Data](#)

**Career:** GRAD Graduate

**Acad Prog:** GLAU Graduate Liberal Arts Programs

**Admit Term:** 0475 2002 Fall

**Student Information**

<b>Family Name:</b> Chu	<b>Middle Name:</b> Min
<b>First Name:</b> Ying	<b>Date of Birth:</b> 04/02/1981
<b>Country of Birth:</b> CHN China	<b>Admission Nbr:</b>
<b>*Citizenship Country:</b> <input type="text" value="CHN"/> <input type="button" value="Q"/> China	<a href="#">Addresses</a>

**SEVIS Commuter**

**School Information**

<b>School Official:</b> John Chavez	<b>Title:</b> VP of Student Affairs
<b>Address 1:</b> 4301 HACIENDA BOULEVARD	
<b>City:</b> PLEASANTON	
<b>State:</b> CA	<b>Postal:</b> 94588 <span style="float: right;"><b>Approval Date:</b> 05/01/1954</span>

**Student Creation Reason**

<input type="radio"/> <b>Initial Creation</b>	<input type="radio"/> <b>Initial - Change of Status</b>
<input checked="" type="radio"/> <b>Continued Attendance</b>	<input type="radio"/> <b>Reinstatement Request</b>
<input type="radio"/> <b>School Transfer</b>	<input type="radio"/> <b>Other</b>

**\*Level of Education:**   [Comment](#)

I-20 Form page (1 of 4)

The student has been accepted for a full course of study			
<b>Primary Major:</b>	English (MA)	<b>CIP Code:</b>	23.0401
<b>Secondary Major:</b>		<b>CIP Code:</b>	
<b>Minor:</b>		<b>CIP Code:</b>	
<b>Length of study:</b>	<input type="text" value="24"/> Months	<b>From Date:</b>	<input type="text" value="08/27/2004"/> <input type="button" value="B1"/>
		<b>To Date:</b>	<input type="text" value="08/27/2006"/> <input type="button" value="B1"/>
<input checked="" type="checkbox"/> English Proficiency required <input type="checkbox"/> Student is proficient <input checked="" type="checkbox"/> Student is not proficient yet			
School estimates student average academic cost for			
<b>*Months in an academic term:</b>	<input type="text" value="2"/>		
<b>Tuition and fees:</b>	<input type="text" value="\$25000"/>	<b>Other expenses:</b>	<input type="text" value="\$3000"/> <a href="#">Description</a>
<b>Living expenses:</b>	<input type="text" value="\$11250"/>	<b>Dependent Expenses:</b>	<input type="text" value="\$6250"/> <b>Total:</b> \$45500
Student means of support for the above length of time			
<b>Student's personal funds:</b>	<input type="text" value="\$30000"/>	<input checked="" type="checkbox"/> Funding Verified	
<b>Funds from this school:</b>	<input type="text" value="\$5000"/> <a href="#">Fund Type</a>	<b>Funding Remarks:</b>	
<b>Funds from another source:</b>	<input type="text" value="\$6000"/> <a href="#">Description</a>	<input type="text" value="Funding remarks for SEV1001"/>	
<b>On-campus employment:</b>	<input type="text" value="\$7000"/>		
<b>Total:</b>	\$48000		
School Certification			
<b>*School Official:</b>	<input type="text" value="8113"/> <input type="button" value="Q"/>	Frumman,Wolfgang	
<b>Title:</b>	International Student Advisor		
<b>Date Issued:</b>	<input type="text" value="11/03/2002"/> <input type="button" value="B1"/>		
<b>City:</b>	PLEASANTON		
<b>State:</b>	CA	California	

I-20 Form page (2 of 4)

**Dependent Information** First 1-3 of 3 Last

Dependent Data **Dependent Comments**

ID		*Relationship Status	*Relationship	Reason	Other Reason
SEV0113	Jung, Claude	Cancelled	Child	Not accompanying student	+ -
SEV1022	Kemoeatu, Ma'ake	Active	Child		+ -
0041002	Kuhn, Tricia G	Terminat	Spouse	Other	<a href="#">Other Reason</a> + -

Create Remarks

I-20 Form page (3 of 4) – Dependent Data tab

**Dependent Information** First 1-3 of 3 Last

Dependent Data **Dependent Comments**

**Comments**

Comments for Bernardo + -

Comments for Ma'ake + -

+ -

Create Remarks

I-20 Form page (3 of 4) – Dependent Comments tab

**Program Selection** View All First 1-2 of 2 Last

Selected	Academic Institution	Academic Career	Academic Program	Admit Term	Status
<input type="checkbox"/>	PeopleSoft University	Graduate	Graduate Liberal Arts Programs	2002 Fall	Admitted
<input checked="" type="checkbox"/>	PeopleSoft University	Law	Law	2002 FIQt	Admitted

Program Selection page

**I-20 Form Details**

**SEVIS Status**

Displays the status of the student as reflected in SEVIS Master.

**Status as of Effective Date** Enter the status as of the effective date. The default value is **Active**.

Only active I-20 form rows are included in the SEVIS Alerts – F/M process.

**Cancellation Reason**

If canceling the visa request, enter the cancellation reason.

Entering a Cancellation Reason will trigger the Status - Cancel event if the student has a SEVIS Status of **Initial**.

Available reasons include:

- **Different** = Visa issued for a different SEVIS ID.
- **Error** = Record created in error.
- **Not Attend** = Student not attending.
- **Registered** = Student registered under different SEVIS ID.
- **Withdrawn** = Offer withdrawn.

**Institution, Career, Acad Program** (academic program), and **Admit Term**

The system displays the following:

- The institution entered for the student.
- The career entered for the institution.
- The academic program entered for the career.
- The admit term entered for the student in the specified program.

**Select Program Data**

Click to access the Program Selection page, where you can determine if more than one combination of institution, career, academic program, and admit term exists for the student.

If more than one exists, select the check box on the Program Selection page for the line that contains the appropriate information to print on the I-20 form.

The valid institutions for the school code and the valid careers for the institution are based on the setup of the SEVIS School Code table.

**Student Information**

**Family Name**

Displays the student's last name according to the name type entered on the SEVIS Setup page.

**First Name**

Displays the first name of the student according to the name type entered on the SEVIS Setup page.

**Middle Name** Displays the middle name of the student according to the name type entered on the SEVIS Setup page.

**Note.** You must make any name changes on the Bio/Demo Data page.

**Date of Birth** Displays the birth date that is entered on the Bio/Demo Data page.

**Country of Birth** Displays the country of birth that is entered on the Bio/Demo Data page.

**Admission Number** Displays the I-94 admission number that is entered on the Port of Entry Data page.

**Citizenship Country** Select the citizenship country to report to SEVIS.

If the student has only one non-U.S. citizenship country, the system displays it by default.

This field is required.

**SEVIS Commuter** Select if the student is a commuter student.

The commuter student indicator is valid only for students whose county of citizenship is Canada or Mexico. Commuter students are not required to provide U.S. address data.

**Addresses** Select to view the foreign and U.S. addresses based on the address types entered on the SEVIS Setup page.

### **School Information**

The system displays the school official, title, address, and approval date information that from the School Information section of the SEVIS School Code table.

## Student Creation Reason

### Creation Reason

You can select only one reason. Options are:

- **Initial Creation**
- **Continued Attendance**
- **School Transfer** Causes the Transfer Date field and a text box to appear. You can enter the date, and in the text box, enter the name of the school from which that student transferred.
- **Initial – Change of Status** (Initial Attendance – Change of Status Requested)
- **Reinstatement Request**
- **Other** Causes a text box to appear where you must also enter an explanation.

**Note.** SEVIS accepts the Creation Reasons of **Initial** and **Initial - Change of Status** in batch processing only.

### Level of Education

Enter the individual's education level. The options are based on the visa type entered for this student on the Visa/Permit Data page.

If a visa type is not entered for the student on the Visa/Permit Data page, no values display here.

This value may appear by default from the I-20 template.

**Important!** A student must have a visa type on the Visa/Permit Data page for the system to send the student's information to SEVIS.

Values for F-1 visa classification are **Primary, Secondary, Associate, Bachelor's, Master's, Doctorate, Language Training, High School,** and **Other.**

Values for M-1 visa classifications are **High School, Flight Training,** and **Other Vocation School.**

**Comment**

Click to enter remarks related to the student's level of education.

Comments are required when the Level of Education is set to **Other**. Otherwise comments are optional. All comments are sent to SEVIS when provided.

**The student has been accepted for a full course of study****Primary Major and CIP Code**

Primary major information comes from the student records academic plan with the minimum sequence number where the plan type is one of the selected major plan types on the SEVIS Setup page.

If no data exists for the student records academic plan, the information comes from the application academic plan in the Application Maintenance component.

The CIP code is the code related to the academic plan as assigned on the Academic Plan Taxonomy table.

The CIP code is reported to SEVIS.

**Secondary Major and CIP Code**

Secondary major information comes from the student records academic plan with the second most minimum sequence number where the plan type is one of the selected major plan types on the SEVIS Setup page.

If no data exists for the student records academic plan, the information comes from the application academic plan in the Application Maintenance component.

The CIP code is the code related to the academic plan as assigned on the Academic Plan Taxonomy table.

The CIP code is reported to SEVIS.

**Minor and CIP Code**

The minor is determined on the SEVIS Setup page.

The system compares information from either the student records academic plan or academic sub-plan where the plan types are equal to that on the SEVIS Setup page. The minor selected is the minimum sequence number with the indicated plan type related to the primary major.

If no data exists for the student records academic plan or sub-plan, the information comes from the application academic plan or sub-plan in the Application Maintenance component.

The CIP code is the code related to the academic plan as assigned on the Academic Plan Taxonomy table or the Academic Sub-Plan Taxonomy table.

The CIP Code is reported to SEVIS.

**Length of Study**

Enter the number of months normally required for completing the program that the student undertakes.

This value may also display by default from the I-20 template.

**From Date**

By default, the system displays the start date of the student's admit term from the Student Program/Plan page or the Application Program Data page in the Application Maintenance page, as the date when the student's program begins.

You can modify this.

If sending the CreateStudent event to SEVIS and the student creation reason is *Initial* or *Initial – Change of Status*, the from date must be greater than or equal to today's date

If the Student Creation Reason is *Continue*, the From date must be prior to today's date.

**To Date**

Displays the date when the student's program is to be completed.

By default, the system adds the value from the **Length of Study** field to the From date and displays it here.

You can modify this.

**English Proficiency Required**

Select if the school requires English proficiency for this student.

If selected, you must indicate whether or not the student is proficient by selecting the appropriate values. Options are ***Student is proficient*** or ***Student is not proficient yet***.

If this check box is not selected, you must provide an explanation in the text box of why English proficiency is not required at the school.

**School estimates student average academic cost for****Months in an academic term**

Enter the number of months that the student is to attend courses during an academic term.

This value may also appear by default from the I-20 template.

**Tuition and fees**

Enter the total amount of tuition expenses the student must pay.

This value may also appear by default from the I-20 template.

**Other expenses**

Enter other expenses that the student must pay.

If you enter a value, you must click **Description**, and provide an explanation of the other expenses.

This value may also appear by default from the I-20 template.

**Description**

Click to access the page where you provide an explanation of the other expenses.

**Living Expenses**

Enter the total amount of living expenses that the student must pay.

This value may also appear by default from the I-20 template.

**Dependent Expenses**

Enter the total amount of dependent expenses that the student must pay.

This value may also appear by default from the I-20 template.

Enter a value here only if the student is accompanied by dependents.

**Student means of support for the above length of time****Student's personal funds**

Enter the total amount of personal funds available to the student for use in paying for expenses.

<b>Funds from this school</b>	<p>Enter the total amount of funds being provided by the school.</p> <p>If you enter a value here, you must also click <b>Fund Type</b>, and enter an explanation of the funds provided by the school.</p>
<b>Fund Type</b>	<p>Click to access the page where you enter an explanation of the type of funds provided by the school.</p>
<b>Funds from another source</b>	<p>Enter the total amount of funds provided from another source.</p> <p>If you enter a value here, you must also click <b>Description</b>, and enter an explanation describing the source of the other funding.</p>
<b>Description</b>	<p>Click to access the page where you enter a description of the source of the other funding.</p>
<b>On-campus employment</b>	<p>Enter the total amount of funds available to the student through on-campus employment.</p>
<b>Funding Verified</b>	<p>Select this when the student's funding is verified and the student information is ready to send to SEVIS.</p> <p>You must select this check box for the student information to be processed for sending to SEVIS. Failure to select it results in the student's information not being selected for submission to SEVIS.</p> <p>The check box becomes unavailable and an error message appears, if:</p> <ul style="list-style-type: none"> <li>• The total means of support provided by the student is not equal to or greater than the total expenses.</li> <li>• No visa type is entered for the student.</li> <li>• A dependent is entered, but no dependent expenses are entered.</li> <li>• Dependent expenses are entered, but no dependent is entered.</li> </ul>
<b>Funding Remarks</b>	<p>Enter optional, general remarks associated with the funding information.</p>

## School Certification

### School Official

Enter the DSO responsible for the student's record.

This value may also appear by default from the I-20 template.

This prompt displays only the DSO assigned to the school code on the SEVIS School Code table.

### Title

The system displays the title for the DSO from the SEVIS School Code table.

### Date Issued

Enter the date when the I-20 form was issued or entered.

The default date is the system date. You can modify it.

The date is informational only and is not sent to SEVIS. The DHS provides the issue date on the I-20 PDF returned from SEVIS.

### City and State

Displays the city and state for the DSO from the School Information section of the SEVIS School Code table.

## Dependent Information

**Important!** Do **NOT** delete dependent rows unless you make an error in adding the dependent's ID. If you delete the dependent ID, the dependent events are not reported to SEVIS. Change the status of the dependent to **Cancelled** or **Terminated** instead of deleting the row. If you try to delete the dependent, you receive a warning regarding the ramifications.

### ID

Enter the ID of each person accompanying the student as a dependent. (Dependents and their IDs must appear on the Bio/Demo data page.)

Refer to the *Student and Exchange Visitor Information System Application Program Interface* document for required data for each dependent.

**Relationship Status**

Enter the status of the dependent: **Active**, **Cancelled**, or **Terminated**.

If the status is **Active**, the dependent is reported along with the student during the Create Student event or the Dependent - Add event if a Create Student event was previously sent. The Dependent - Reactivate event also uses this value.

If the status is changed to **Terminated**, the Dependent - Terminate event is triggered.

If the status is changed to **Cancelled**, the Dependent - Cancel event is triggered if the student has a SEVIS Status of Initial.

This is a required field with a default value of **Active**.

**Relationship**

Enter the dependent's relationship to the student. Values include **Child** and **Spouse**.

Regulations permit only one spouse to accompany the student during study in the U.S. If you enter more than one dependent as a spouse, you receive an error.

This is a required field.

**Reason**

This field appears only when the **Relationship Status** field is set to **Terminated** or **Cancelled**.

If the relationship status is **Terminated**, you must provide the reason for that action.

The termination reasons listed are the values provided by the DHS and sent as part of the Dependent - Terminate event.

If the relationship status is **Cancelled**, you must provide the reason for that action.

The reasons listed are the values provided by the DHS and sent as part of the Dependent - Cancel event.

**Other Reason**

This link appears only when the Relationship Status field is set to **Terminated** and the Termination Reason entered is **Other**.

Select the link to enter a further explanation of the termination reason. This field is required if the termination reason is **Other**.

**Dependent Remarks** Enter any additional remarks regarding the dependent.

Remarks are optional, but if provided are reported to SEVIS with the Create Student, Dependent - Add, Dependent - Edit, Dependent – Cancel and Dependent - Terminate events.

**Create Remarks** Enter any additional remarks regarding the student.

Remarks are optional, but if provided are reported to SEVIS with the Create Student event.

## Using Dependent Search

Using Dependent Search, you can search on a dependent's name to determine who the individual's primary document holder is and how the dependent and primary document holders are related. The system looks at I-20 and DS-2019 forms data to return the results of the search.

This section discusses how to use dependent search.

### Page Used for Dependent Search

Page Name	Object Name	Navigation	Usage
Dependent Search	SEV_DEP_SRCH	Build Community, Foreign Nationals Date, Inquire, Dependent Search	Find the primary document holder for a dependent.

### Using Dependent Search

Access the Dependent Search page.

### Dependent Search

John O'Malley **ID:** SEV1024

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<b>Spouse of:</b>	SEV1004	O'Malley, Megan Anna	<a href="#">View Form</a>
<b>School Code:</b>	DAL214F12345123	PeopleSoft University	

[Dependent Search page](#)

<b>Spouse of or Child of</b>	<p>Displays the ID of the dependent’s primary document holder, either <b>Spouse of</b> or <b>Child of</b>.</p> <p>The field label changes to reflect the dependent’s relationship to the primary document holder. For example, suppose Martin Graham, the dependent on whom you search, is the son of the primary document holder. The field label would be <b>Child of</b>.</p>
<b>School Code</b>	<p>Displays the SEVIS school code from the primary document holder’s I-20 form.</p> <p>This field appears only if the system finds I-20 form data (F or M visa) that contains the dependent’s ID.</p>
<b>Program Sponsor</b>	<p>Displays the program number of the primary document holder’s DS-2019 form.</p> <p>This field appears only if the system finds DS-2019 form data (J visa) that contains the dependent’s ID.</p>
<b>View Form</b>	<p>Click to access the form (I-20 or DS-2019) on which the system found the dependent’s ID. The form appears on a new page in update/display mode.</p> <p>If you do not have security to the program number or school code listed, this feature does not appear and you are not able to view the forms.</p>

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## Running the SEVIS Alerts Process for F/M Visas

The SEVIS Alerts process for F/M visas identifies data changes that are reportable to SEVIS, logs those changes, and copies all relevant data into the SEVIS Alerts – F/M component so you can review it before you submitting the data to SEVIS. You can set the process to run at scheduled intervals. Each time the SEVIS Alerts process runs, the alerts data is moved to SEVIS events history and the SEVIS Alerts process records are refreshed with data from the new run of the process.

Before running the process again, allow for the processing time required for SEVIS to return batch results and to run the SEVIS Import Results process. Refer to the process flow to better understand and determine when to run the SEVIS Alerts process.

This section discusses how to run the SEVIS Alerts process for F/M visas.

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### Page Used to Run the SEVIS Alerts Process for F/M Visas

Page Name	Object Name	Navigation	Usage
SEVIS Alerts Process	RUNCTL_CCSEVCOMP	Build Community, Foreign Nationals Data, Process, SEVIS Alerts - F/M	Determines the events sent to the SEVIS Alerts table and extracts the data to be sent to SEVIS.

## Running the Alerts Process for F/M Visas

Access the SEVIS Alerts Process page.

### SEVIS Alerts Process

Run Control ID: ps [Report Manager](#) [Process Monitor](#) Run

SEVIS School Code:   PeopleSoft University

**Trigger Complete Program After**

F Students:  days

M Students:  days

Refresh

Academic Info Selection				View All	First	1-5 of 5	Last
Career	*Current Term	Next Term	*As of Date				
GRAD	<input type="text" value="0540"/> <input type="button" value="Q"/> 2005 Spr	<input type="text" value="0545"/> <input type="button" value="Q"/> 2005 Sum	<input type="text" value="02/18/2005"/> <input type="button" value="B"/>				
LAW	<input type="text" value="0542"/> <input type="button" value="Q"/> 2005 SpQt	<input type="text" value="0514"/> <input type="button" value="Q"/> Next Sevis	<input type="text" value="02/18/2005"/> <input type="button" value="B"/>				
MEDS	<input type="text" value="0540"/> <input type="button" value="Q"/> 2005 Spr	<input type="text" value="0514"/> <input type="button" value="Q"/> Next Sevis	<input type="text" value="02/18/2005"/> <input type="button" value="B"/>				
UENG	<input type="text" value="0545"/> <input type="button" value="Q"/> 2005 Sum	<input type="text" value="0570"/> <input type="button" value="Q"/> 2006 Fall	<input type="text" value="02/18/2005"/> <input type="button" value="B"/>				
UGRD	<input type="text" value="0540"/> <input type="button" value="Q"/> 2005 Spr	<input type="text" value="0570"/> <input type="button" value="Q"/> 2006 Fall	<input type="text" value="02/18/2005"/> <input type="button" value="B"/>				

### SEVIS Alerts Process page

The SEVIS Alerts process detects changes to your international student population that should be reported to SEVIS. A unique batch ID is generated each time the process runs. The naming scheme for this batch ID is YYYYMMDD-NNNNN, where YYYYMMDD represents the date on which the process runs and NNNNN represents the unique counter number. For example, the batch ID 20021219-00001 indicates that the process was run on December 19, 2002 and 00001 is the unique counter number. This batch ID and the SEVIS school code are keys to the records that you review on the Alerts Header page in the Alerts – F/M component.

**Important!** All reportable institutions and careers for the SEVIS school code must appear on this page or the data will not be reported to SEVIS. Refer to Setting up the SEVIS School Code Institution table for more information.

**SEVIS School Code**

Enter the SEVIS school code for the process that you want to run.

**Refresh**

Click to refresh the page with data retrieved for the specified school code.

The system populates the fields from the SEVIS School Code table and the SEVIS School Code Institution table.

## Trigger Complete Program After

If you enter a 0 or no number in the F Students or M Students fields on the SEVIS Alerts Process page, the Program - Complete event will trigger and appear on alerts for a complete program, but not based on the I-20 or OPT end date.

### F students

Enter the number of days after either the I-20 end date or the OPT end date has passed for a complete program event to appear on the Alerts page for an F-1 student.

The number can be between 0 and 60.

If you enter a 0 or no number, the event will trigger and appear on alerts for a complete program, but not based on the I-20 or OPT end date.

### M students

Enter the number of days after either the I-20 end date or the OPT end date has passed for a complete program event to appear on the Alerts page for an M-1 student.

The number can be between 0 and 30.

If you enter a 0 or no number, the event will trigger and appear on alerts for a complete program, but not based on the I-20 or OPT end date.

## Academic Info Selection

As of November 15, 2003, DHS regulations changed for reporting a registration event. The regulations changed from having to report the event within 90 days from the current term start date to having to report it within 30 days from the current term start date. The As of Date on the SEVIS Alerts process reflects this 30-day requirement.

### Institution and Career

The system displays values for these when you click Refresh. You cannot edit values for these on this page. You must make valid changes for the SEVIS school code on the SEVIS School Code Table page.

The Institution field appears only if more than one institution is mapped to the SEVIS school code.

### Current Term

Enter the current term for each institution and career listed.

The current term appears by default if the system date is between the term begin and end dates, and only one term is defined for the institution and career within those dates.

The current term value is used to determine the current session end date that is reported to SEVIS, and it is also used for the Registration and Auth Drop Below FC events.

**Next Term**

Enter the term that follows the current term for each institution and career listed.

The prompt displays all terms for which the start date is greater than the system date.

This term is used to determine the next session start date that is reported to SEVIS.

**As of Date**

Enter the date for each institution and career listed.

The Registration and Auth Drop Below FC events are triggered based on this date.

DHS regulations require that you report the Registration event within 30 days of the current term start date. You receive an error if the date that you enter does not meet the criteria. You can set this date prior to the start date of the Current Term entered if you want to report the Registration event prior to the current term begin date.

You should update this field each time the Current Term and Next Term fields are refreshed.

When you have entered the data, click Run to run the process.

**Note.** A warning message appears if the process has been run in the past 12 hours. If any of the process's work was in progress when the SEVIS Alerts process for F/M visas runs again within that time period, you might lose the results of that work.

The table below lists, by event, what must happen for an event to appear on the Alerts Header page for a student.

Event	Trigger Logic
Create Student	Student has an immigration status in port of entry data that equals the SEVIS visa type 01 (F-1) or 02 (M-1).  <b>OR</b>  If the Immigration Status field is blank, the student has a visa type on visa permit data that equals SEVIS visa type 01 (F-1) or 02 (M-1) where the country is USA.  <b>AND</b>  Most recent effective dated I-20 form has a status equal to <i>Active</i> .  <b>AND</b>  Most recent effective dated I-20 form has the Funding Verified field equal to Y.  <b>AND</b>  No rows exist in SEVIS Master component for the user ID and school code on the I-20 form.

Event	Trigger Logic
<p>Selection Criteria for All Events Listed Below</p>	<p>Student has an immigration status in port of entry data that equals the SEVIS visa type 01 (F-1) or 02 (M-1).</p> <p><b>OR</b></p> <p>If the Immigration Status field is blank, the student has a visa type on visa permit data that equals SEVIS visa type 01 (F-1) or 02 (M-1).</p> <p><b>AND</b></p> <p>Most recent effective dated I-20 form has an Effective Status equal to <i>Active</i>.</p> <p><b>AND</b></p> <p>Most recent effective dated I-20 form, Funding Verified field equals Y.</p> <p><b>AND</b></p> <p>The SEVIS Status on SEVIS Master is <i>Initial</i> or <i>Active</i>.</p>
<p>Auth Drop Below FC – Add</p>	<p>SEVIS Status is <i>Active</i>.</p> <p>The as of date on the Process SEVIS Alerts – F/M page is less than or equal to the date when the process is run.</p> <p><b>AND</b></p> <p>The Registration event has been previously sent for the current term on the Run Control.</p> <p><b>AND</b></p> <p>The Auth Reason is either blank on the Registration page of the SEVIS Master component or the End Date of the Auth Reason entered has passed.</p> <p><b>AND</b></p> <p>The total number of currently enrolled units for all institutions, careers, and current terms on the Process SEVIS Alerts F/M page is less than the minimum full time level/load rules units for the academic program on the most recent effective-dated I-20 form.</p> <p>If Instruction Mode values are entered on the SEVIS Setup table, compare to Instruction Mode on Class table. If equal, use only the one class where STDNT_ENRL.UNT_TAKEN is greatest toward calculating full time. If no Instruction Mode values are entered on SEVIS Setup table, apply all classes toward calculating full time.</p> <p><b>AND</b></p> <p><b>There is no Full Course Exception</b> for the run control term or the units do not meet those required for the exception</p> <p><b>Note.</b> You can also manually enter this event on the Alerts – F/M component.</p>
<p>Auth Drop Below FC – Cancel</p>	<p>This event is manually entered on Alerts – F/M.</p>

Event	Trigger Logic
	<p>To manually enter the event, the following conditions must be met:</p> <p>SEVIS Status is Active</p> <p><b>AND</b></p> <p>No inactive effective status rows on the SEVIS Master, Registration page</p> <p><b>AND</b></p> <p>Drop Below Full Course Auth Reason exists on Master</p> <p><b>AND</b></p> <p>Drop Below Full Course Date on Master is greater than today</p>
Auth Drop Below FC – Edit	<p>This event is manually entered on Alerts – F/M.</p> <p>To manually enter the event, the following conditions must be met:</p> <p>SEVIS Status is <i>Active</i>.</p> <p><b>AND</b></p> <p>No inactive effective status rows on the SEVIS Master, Registration page</p> <p><b>AND</b></p> <p>Drop Below Full Course Auth Reason exists</p> <p>If the date the event is added is less than the Drop Below Full Course Start Date then NewStartDate, NewEndDate, Reason and Remarks may be edited.</p> <p>The NewStartDate cannot be less than the student's Program Start Date on SEVIS Master and must be greater than or equal to the date the SEVIS Batch request is processed.</p> <p>The NewEndDate cannot be less than the current date, and cannot be greater than the student's Program End Date on SEVIS Master.</p>
CPT Employment – Add	<p>SEVIS Status is <i>Active</i>.</p> <p>Employment type equals <i>Curricular Practical Training</i> entered on the Employment Authorizations page and does not exist in the SEVIS Master component.</p> <p>Each new Curricular Practical Training sequence number added to the Employment Authorizations page that does not exist in the SEVIS Master component results in the event being triggered.</p>
CPT Employment – Cancel	<p>SEVIS Status is <i>Active</i>.</p> <ul style="list-style-type: none"> <li>• The Employment Type equals <i>Curricular Practical Training (02)</i>. Cancel Employment is <i>Y</i> on Employment Authorizations.</li> <li>• Cancel Employment is <i>N</i> on Master.</li> <li>• Employment start date on Master is greater than today.</li> </ul>
Dependent – Add	<p>SEVIS Status for the student is <i>Initial</i> or <i>Active</i>.</p> <p>A dependent ID on the most recent effective-dated I-20 form Dependents page where the relationship status = <i>Active</i> and the dependent ID does not exist in</p>

Event	Trigger Logic
	SEVIS Master.
Dependent – Cancel	<p>SEVIS Status for the student is <i>Initial</i>.</p> <p>Dependent Relationship Status on the most recent effective dated I-20 Form is <i>Cancelled</i>.</p> <p>No termination reason or cancel reason appears on the SEVIS Master Dependents page for the dependent.</p>
Dependent - Edit	<p>SEVIS Status for the student is <i>Initial</i> or <i>Active</i>.</p> <p>A difference exists between the data in the SEVIS Master component and the following Dependent data:</p> <ul style="list-style-type: none"> <li>• Last Name</li> <li>• First Name</li> <li>• Middle Name</li> <li>• Name Suffix</li> <li>• Birthdate</li> <li>• Sex</li> <li>• Birth Country</li> <li>• Citizenship Country</li> <li>• Relationship on I-20 Dependents page</li> </ul>
Dependent – Reactivate	<p>SEVIS Status for the student is <i>Initial</i> or <i>Active</i>.</p> <p>The relationship status in the SEVIS Master component equals <i>Terminated</i> and the relationship status on the most recent effective dated I-20 Form equals <i>Active</i>.</p>
Dependent – Reprint	<p>This event must be manually entered on the Alerts Header page. There is no logic to trigger the event.</p> <p>The following conditions must be met in order to manually enter this event:</p> <ul style="list-style-type: none"> <li>• The SEVIS Status for the student is <i>Initial</i> or <i>Active</i>.</li> <li>• There are no inactive status rows on SEVIS Master Dependents page.</li> <li>• Prompt on additional data will display initial or active status dependents to select from. You must select the dependent ID to send the event to SEVIS.</li> </ul>
Dependent – Terminate	<p>SEVIS Status for the student is <i>Initial</i> or <i>Active</i>.</p> <p>The relationship status in the SEVIS Master component equals <i>Active</i> and the relationship status on the most recent effective dated I-20 form equals <i>Terminated</i>.</p>
Disciplinary Action	<p>This event is manually entered on Alerts F/M. There is no logic to trigger the event.</p> <p>The following conditions must be met in order to manually enter this event:</p>

Event	Trigger Logic
	<ul style="list-style-type: none"> <li>• The SEVIS Status is <i>Active</i>.</li> <li>• No Inactive rows can exist on the SEVIS Master, Bio/Demo page.</li> </ul>
Education Level – Add	<p>SEVIS Status is <i>Active</i>.</p> <p>The most recent effective dated I-20 Level of Education is different than the Level of Education on SEVIS Master.</p> <p><b>OR</b></p> <p>From Date on the most recent effective dated I-20 Form is different from the From date on SEVIS Master and From date on the current I-20 Form is greater than today.</p>
Education Level – Cancel	<p>SEVIS Status is <i>Active</i>.</p> <p>There are two effective status active rows on the SEVIS Master component, Program tab.</p> <p>The Level of Education on the most recent effective dated I-20 form does not match the Level of Education on the Initial Status SEVIS Master, Program row.</p> <p><b>OR</b></p> <p>The From date on the most recent effective dated I-20 form is different from the From date on the Initial Status SEVIS Master, Program row.</p>
Financial Info	<p>SEVIS Status is <i>Initial</i> or <i>Active</i>.</p> <p>A difference exists between the data in the SEVIS Master component and the following data on the most recent effective dated row on the I-20 form:</p> <ul style="list-style-type: none"> <li>• Months in an Academic Term</li> <li>• Tuition and Fees</li> <li>• Living Expenses</li> <li>• Dependent Expenses</li> <li>• Other Expenses</li> <li>• Student’s Personal Funds</li> <li>• Funds from this School</li> <li>• Funds from Another Source</li> <li>• On Campus Employment</li> </ul>
Off Campus Employment – Add	<p>SEVIS Status is <i>Active</i>.</p> <p>Employment type equals <i>Off-Campus</i> on the Employment Authorizations page and does not exist in the SEVIS Master component.</p> <p>Each new Off-Campus sequence number added to the Employment Authorizations page that does not exist in the SEVIS Master triggers the event.</p>
Off Campus Employment – Cancel	<p>SEVIS Status is <i>Active</i>.</p> <ul style="list-style-type: none"> <li>• The Employment Type equals <i>Off-Campus (03)</i>.Cancel Employment is Y</li> </ul>

Event	Trigger Logic
	<p>on Employment Authorizations.</p> <ul style="list-style-type: none"> <li>• Cancel Employment is N on SEVIS Master.</li> <li>• Employment start date on SEVIS Master is greater than today.</li> </ul>
Off Campus Employment – Edit	<p>SEVIS Status is <i>Active</i>.</p> <p>Any of the following fields on Employment Authorizations where the Employment Type equals 'Off-Campus' are different from SEVIS Master:</p> <ul style="list-style-type: none"> <li>• Start Date (greater than or equal to day process is run)</li> <li>• End Date</li> <li>• Reason</li> </ul>
OPT Employment – Add	<p>SEVIS Status is <i>Active</i>.</p> <p>Employment type equals <i>Optional Practical Training</i> entered on the Employment Authorizations page and does not exist in the SEVIS Master component.</p> <p>Each new Optional Practical Training sequence number added to the Employment Authorizations page that does not exist in the SEVIS Master component results in the event being triggered.</p>
OPT Employment – Cancel	<p>SEVIS Status is <i>Active</i>.</p> <ul style="list-style-type: none"> <li>• The Employment Type equals Optional Practical Training (01).Cancel Employment is Y on Employment Authorizations</li> <li>• Cancel Employment is N on Master</li> <li>• Employment start date on Master is greater than today</li> </ul>
Personal Info	<p>SEVIS Status is <i>Initial</i> or <i>Active</i>.</p> <p>There is a difference between any of the fields on SEVIS Master listed below versus the same fields on their originating records.</p> <ul style="list-style-type: none"> <li>• Name type to compare against is based on the name type entered as the passport name on SEVIS Setup page. That name type is used to compare the name parts in the SEVIS Master component to the name type on the Bio/Demo page.</li> <li>• Last Name</li> <li>• First Name</li> <li>• Middle Name</li> <li>• Name Suffix</li> </ul> <p>On the Bio/Demo page:</p> <ul style="list-style-type: none"> <li>• Birthdate</li> <li>• Sex</li> <li>• Birth Country</li> </ul>

Event	Trigger Logic
	<ul style="list-style-type: none"> <li>• Citizenship Country</li> <li>• National ID</li> <li>• Taxpayer ID</li> </ul> <p>On the Driver's License Data page:</p> <ul style="list-style-type: none"> <li>• Drivers License Number</li> <li>• Drivers License State</li> </ul> <p>On the Visa Permit Data/Port of Entry page:</p> <ul style="list-style-type: none"> <li>• Port of Entry Admission Number</li> </ul> <p>On the I-20 form:</p> <ul style="list-style-type: none"> <li>• Commuter Flag</li> </ul> <p>The address type for the U.S. address is based on SEVIS Setup Address Mapping page. That address type is used to compare the U.S. address in SEVIS Master component to the address type on the Addresses page:</p> <ul style="list-style-type: none"> <li>• Address1</li> <li>• Address2</li> <li>• City</li> <li>• State</li> <li>• Postal</li> </ul> <p>The address type for the foreign address is based on SEVIS Setup Address Mapping. That address type is used to compare the foreign address in the SEVIS Master component to the address type on the Addresses page.</p> <ul style="list-style-type: none"> <li>• Address1</li> <li>• Address2</li> <li>• City</li> <li>• State</li> <li>• Postal</li> <li>• Country</li> </ul>
Program – Cancel Extension	<p>SEVIS Status is Active</p> <p>The student's visa type = M-1</p> <p>The I-20 form To date is equal to SEVIS Master original To date.</p>
Program – Defer Attendance	<p>SEVIS Status is <i>Initial</i>.</p> <p>The To date in SEVIS Master component is less than the To date on the most recent effective dated I-20 Form.</p>
Program – Edit	<p>SEVIS Status is <i>Initial</i> or <i>Active</i>.</p> <p>There is a difference between primary major CIP, secondary major CIP, or</p>

Event	Trigger Logic
	<p>minor CIP in SEVIS Master component and the following data on either the Student Plan/Subplan page or the Application Plan/Subplan page.</p> <p>How primary major, secondary major, and minor are determined:</p> <ul style="list-style-type: none"> <li>• Check student plan or subplan first.</li> <li>• If no data exists there, then get the data from the Application Program page.</li> <li>• Primary major is from the academic plan with the minimum sequence number where the plan type is Major.</li> <li>• Secondary major comes from the academic plan with the second most minimum sequence number where the plan type is Major.</li> <li>• Minor is determined from the SEVIS Setup page. Based on the data entered on that page, the program uses either the academic plan or academic subplan where the plan types are equal to those entered on the SEVIS Setup page. The minor selected is the minimum sequence number with the plan type indicated related to the primary major.</li> </ul>
Program - Extension	<p>SEVIS Status is <i>Active</i>.</p> <p>The To Date in the SEVIS Master component is less than the To date on the most recent effective dated I-20 form.</p>
Program – Shorten	<p>SEVIS Status is <i>Active</i>.</p> <p>The To date on the most recent effective dated I-20 form is less than the To date on SEVIS Master</p>
Registration	<p>SEVIS Status is <i>Initial</i> or <i>Active</i>.</p> <p>The as of date on the Alerts Header page in the Alerts – F/M component is less than or equal to the date when the process is run.</p> <p><b>AND</b></p> <p>The term in the SEVIS Master component is not equal to the current term on the Alerts Header page in the Alerts – F/M component or Current Term or the Alerts Header page is blank.</p> <p><b>AND</b></p> <p>The student is currently enrolled in any institution, career or term from the Alerts Header page in the Alerts – F/M component.</p> <p><b>OR</b></p> <p>The student has a full course exception for the current term on the Alerts Header page for the institution and career on the I-20 form.</p>
Reprint	<p>This event is manually entered on Alerts F/M. There is no logic to trigger the event.</p> <p>The following conditions must be met in order to manually enter this event:</p> <ul style="list-style-type: none"> <li>• SEVIS Status is <i>Initial</i> or <i>Active</i>.</li> <li>• The student is in <i>Initial</i> or <i>Active</i> status.</li> </ul>

Event	Trigger Logic
	<ul style="list-style-type: none"> <li>Fields entered on Additional Data include Reprint Reason = <i>Required</i>, and Remarks.</li> </ul>
Status - Cancel	<p>SEVIS Status is <i>Initial</i>.</p> <p>A cancel reason exists on the most recent effective dated I-20 Form.</p> <p>No cancel reason exists on SEVIS Master.</p>
Status – Complete	<p>SEVIS Status is <i>Active</i>.</p> <p><b>AND</b></p> <p>A program action = COMP (Complete Program) is entered on Student Program for the I-20 Program and the Term End Date for the Completion Term on Student Degree is less than or equal to current date and there is no OPT employment where the OPT End Date is greater than the current date.</p> <p><b>OR</b></p> <p>The I-20 End Date plus the number of days entered in the M Students or F Students field (as appropriate) on the Alerts – F/M Run Control page is less than or equal to the current date and there is no OPT employment where the OPT End Date is greater than the I-20 End Date.</p> <p><b>OR</b></p> <p>If the OPT End Date is greater than the I-20 End Date and the OPT end date plus the number of days entered in the M Students or F Students field (as appropriate) on the Alerts – F/M Run Control page is less than or equal to the current date.</p> <p><b>NOTE:</b> If there is no number entered in the M Students or F Students field (as appropriate) on Alerts F/M Run Control page, this event is never triggered based on the I-20 End Date or the OPT End Date. The event will still trigger if a COMP Program Action is entered and the field is blank.</p> <p><b>Note.</b> You can also manually trigger this event.</p>
Status – Terminate	<p>SEVIS Status is <i>Initial</i> or <i>Active</i>.</p> <p>A Program Action equal <i>DISC</i>, <i>DISM</i>, <i>WADM</i>, <i>SPND</i>, <i>LEAV</i>, or <i>ADRV</i> is entered on the Student Program page for the institution, career and program in the SEVIS Master component.</p> <p><b>AND</b></p> <p>None of the program actions exist in the SEVIS Master component.</p> <p><b>AND</b></p> <p>The student has no OPT employment or the end date of the OPT Employment is less than or equal to the effective date of the program action.</p> <p><b>OR</b></p> <p>A program action equals <i>WADM</i>, <i>WAPP</i>, or <i>ADRV</i> is entered on the Application Program Data page for the institution, career, and program in the SEVIS Master</p>

Event	Trigger Logic
	component. <b>AND</b> None of the program actions exist in the SEVIS Master component. <b>AND</b> The student has no OPT employment or the end date of the OPT Employment is less than or equal to the effective date of the program action.  <b>Note:</b> This event can also be manually entered on Alerts – F/M.
Status – Verify	SEVIS Status is <i>Active</i> .  The most recent effective dated row from SEVIS Master is 180 days less (6 months) than today's date

## Viewing SEVIS Alerts Process Data

Use pages in the Alerts – F/M component to review the events triggered for each student after running the SEVIS Alerts process for F/M visas.

The SEVIS school code and batch ID information are keyed to the data on the Alerts Header page in the Alerts – F/M component. The batch ID is a unique number generated by the SEVIS Alerts process. Access to the component is controlled through school code security. By using the SEVIS school code and batch ID, you are able to review errors, enter additional data, and indicate if the event should be submitted to SEVIS or to the SEVIS Master component. You can also indicate if a new I-20 form is needed for the student.

On the Alerts Headers page, default values appear for the New Form and Send To fields according to the values defined on the SEVIS Event Types page. The system displays these default values only if the event has no errors.

Review the events and decide if you want to update the SEVIS Master directly or prevent the event from processing when the SEVIS Alerts process runs again.

Set the Send To field on the Alerts Header page to **Master** to update the event in the SEVIS Master component, or set the field **None** to prevent processing the event until you can evaluate errors and determine whether to send it to SEVIS or update the SEVIS Master component.

**Note.** The system automatically sets the Send To field on the Alerts Header page to **SEVIS** when the Send to SEVIS check box is selected for the event type on the SEVIS Event Types page and when no errors are detected during processing and no additional data is required. Only rows set to send to **SEVIS** on the Alerts Header page are extracted to the XML file to send to SEVIS.

Clicking Set All “Send To” to SEVIS sets the Send To field to **SEVIS** for all events where no errors exist and additional data is required.

After reviewing and correcting events data in the Alerts – F/M component, run the SEVIS Export – F/M process to create the XML file to send to SEVIS or to update SEVIS Master before running the SEVIS Alerts process for F/M visas again. Refer to the process flow at the beginning of this document to better understand when to run this process.

**Note.** Data entered on the Additional Data page in the Alerts – F/M component is lost if the SEVIS Export – F/M process is not run before the SEVIS Alerts process runs again

This section discusses how to:

- Select data to review.
- Review alerts data.
- Enter additional data for an event.
- View event errors data.

## Pages Used for Viewing SEVIS Alerts Process Data for F/M Visas

Pages Name	Object Name	Navigation	Usage
Selection	SEV_REV_U_FILTER	Build Community, Foreign Nationals Data, Use, Alerts F/M, Selection	Select data to review.
Alerts Header	SEV_ALERT_HEADER	Build Community, Foreign Nationals Data, Use, Alerts F/M, Alerts Header	Review data on alerts page.
Addl Data (additional data)	SEV_REV_FMUPD	Build Community, Foreign Nationals Data, Use, Alerts F/M, Addl Data	Enter any additional data required for this event.
Errors	SEV_REV_U_ERRORS	Build Community, Foreign Nationals Data, Use, Alerts F/M, Errors	View event errors.
Message Explanation	SEV_REV_ERR_EXPL	Click More on the Errors page.	Review the error message information.

## Selecting Data to Review

Access the Selection page.

The screenshot shows a web interface with four tabs: Selection, Alerts Header, Addl Data, and Errors. Below the tabs, the following information is displayed:

- SEVIS School Code:** DAL214F12345123 PeopleSoft University
- Batch ID:** 20050426-00144 04/26/2005 2:10:03PM

The **Filter Options** section contains the following controls:

- School Official:** Text input field with a search icon.
- Student ID:** Text input field with a search icon.
- Event Type:** Dropdown menu.
- Errors:** Dropdown menu.
- Additional Data:** Dropdown menu.
- Send To:** Dropdown menu.
- Alert Nbr Range:** From: [ ] Through: [ ]

Buttons for **Clear**, **Apply**, and **Show All** are located on the right side of the filter options.

[Selection page](#)

**Filter Options**

If you have a large number of events to view, you can filter the data based on the options listed here.

**School Official**

Enter the DSO assigned to the students who appear on the Alerts page.

The prompt displays all DSOs defined on the SEVIS School Code Table page for the SEVIS school code listed.

**Student ID**

Enter the user ID whose events you want to review.

The prompt displays all IDs that have events.

**Event Type**

Select a specific event to review.

**Errors**

Select to review either all events that have errors or all events that have no errors.

**Additional Data**

Select to review events that have no additional data, have optional additional data, or have required additional data.

**Send to SEVIS**

Select to review events where the Send to field is set to **Master (Master Synch)**, **SEVIS (Send to SEVIS)**, or **None**.

**Alert Nbr Range** (alert number range)

A unique alert number is assigned for each event row for each Batch ID. Select an alert number range to review only the events within the range.

- Clear** Click to clear the data in the Filter Options fields.
- Apply** Click to filter the alerts results based on the data entered in Filter Options fields.
- Show All** Click to show all of the events on the Alerts Header page.

## Reviewing Alerts Data

Access the Alerts Header page.

Selection		Alerts Header	Add Data	Errors		
<b>SEVIS School Code:</b>	SEA214F00078000	SEVIS Batch Test School				
<b>Batch ID:</b>	20050512-00032	05/12/2005 2:37:53PM				
<b>Sort By:</b>	Alert Nbr	<a href="#">Set All "Send To" to SEVIS</a> / <a href="#">Set All "Send To" to None</a>				
SEVIS Alert Events						
Alert Nbr	*ID	Name	*Event Type	New Form	*Send To	DSO Name
1	KAY1001	<a href="#">Jamison Jr, Garrett John</a>	CreateStudent	<a href="#">Form</a> <a href="#">Errors</a>	<input type="checkbox"/>	None <a href="#">Prince, Nathan</a> <a href="#">+</a> <a href="#">-</a>
2	KAY1002	<a href="#">Sampson, Joshua John</a>	AuthDropBelowFC - Add	<a href="#">Details</a> <a href="#">Form</a> <a href="#">Reqd Data</a>	<input checked="" type="checkbox"/>	None <a href="#">Prince, Nathan</a> <a href="#">+</a> <a href="#">-</a>
3	KAY1003	<a href="#">Daniels III, Patrick James</a>	CreateStudent	<a href="#">Form</a> <a href="#">Errors</a>	<input type="checkbox"/>	Master <a href="#">Prince, Nathan</a> <a href="#">+</a> <a href="#">-</a>
4	KAYSEV1	<a href="#">Harris Jr, David James</a>	Program - Extension	<a href="#">Details</a> <a href="#">Form</a> <a href="#">Reqd Data</a>	<input checked="" type="checkbox"/>	SEVIS <a href="#">Prince, Nathan</a> <a href="#">+</a> <a href="#">-</a>
5	SEVKAY100	<a href="#">Mancuso Jr, Brandon James</a>	Program - DeferAttendance	<a href="#">Details</a> <a href="#">Form</a> <a href="#">Addl Data</a>	<input checked="" type="checkbox"/>	SEVIS <a href="#">Prince, Nathan</a> <a href="#">+</a> <a href="#">-</a>

### Alerts Header page

This page lists the events to trigger when the SEVIS Alerts process for F/M visas runs.

If the Send To SEVIS check box on the SEVIS Event Types page is selected for the event type, and the event has no errors, the system sets the Send To value to **SEVIS**, and the Extract SEVIS – F/M process includes the event in the XML file to send to SEVIS. If the Form Request Available check box on the SEVIS Event Types page is selected, the system also displays the New Form check box already selected on the Alerts Header page, to request a new I-20 form. You can change the default Send To value for each event.

The Extract SEVIS – F/M process does not include events set to **Master** or **None** in the XML file to send to SEVIS.

When the Send To field is set to **Master** (for Master Synch), the Alerts process synchronizes the event data by directly uploading it to the appropriate fields on the active effective status row in the SEVIS Master component, and the Extract SEVIS – F/M process updates the SEVIS Status if needed.

For CreateStudent events set to **Master**, the Alerts process inserts new active status rows in the SEVIS Master, and the Extract SEVIS – F/M process sets the SEVIS Status to **Initial**. This enables you to update SEVIS Master with data entered manually in SEVIS RTI.

**Note.** If you set the Send To field to **Master** for a CreateStudent or Dependent – Add event types, you must manually enter the SEVIS ID for the student and their dependents on the SEVIS ID Maintenance page.

When errors occur, the SEVIS Alerts process sets the Send To field to **None**. You can change it to **Master** to send the event without clearing the errors. Review the errors before changing it. Correct errors as necessary, and run the Alerts process again to trigger the events with no errors before updating the SEVIS Master directly.

An example of when you might want to change **None** to **Master** without correcting the data is when the error occurs because the From date is not greater than or equal to today for an initial creation CreateStudent event. The student might have been created in RTI in the past and you need to reflect the dates as they appear in RTI, and therefore the error is acceptable.

You can add a row to manually enter an event for a student if the Allow Manual Addition check box is selected for the event type on the SEVIS Event Types page and the student has a SEVIS ID for the school code on the page.

When the SEVIS Alerts process runs, it moves all events with no errors to the Events History component.

**Set All “Send To” to SEVIS** Click to set all the Send To fields to **SEVIS** for all events with no errors and for which no additional data is required.

Only events that have no errors and need no additional data can be changed.

**Set All “Send To” to None** Click to set all of the Send To fields to **None**, preventing them from being submitted to SEVIS during the Extract process.

### SEVIS Alert Events

<b>Name</b>	Click to access the individual’s Bio/Demo Data page in update/display mode.  The page opens in a new window.
<b>Details</b>	Select to access the Compare Detail page where you can view the changes in data that triggered the event.  This link is available only when the Compare Detail check box is selected for the event type on the SEVIS Event Types page (Event Defaults tab).
<b>Form</b>	Click to open the I-20 form in update/display mode. The form opens in a new window.
<b>Errors</b>	Appears only if errors are detected  Click to access the Errors page.  You must correct errors and run the Alerts Process again to be able to set the Send To field to <b>SEVIS</b> . You can select <b>Master</b> without clearing the errors.

**Addl Data (additional data) or Reqd Data (required additional data)**

If the Addl Data link appears, additional data is optional. Select the link to access the Additional Data page where you can enter the data if you desire.

If the Reqd Data link appears, additional data is required. Select the link to access the Additional Data page where you must enter values in the required fields before you can set the Send To field to either **Master** or **SEVIS**.

No link appears if no additional data is permitted or required.

For a list of the event types that have required or optional additional data, refer to the description of Addl Data on the SEVIS Event Types page.

**New Form**

The system requests a new I-20 form if the event has no errors and if the New Form check box for the event type is selected on the SEVIS Event Types page.

You can override the default value.

**Send to**

Select **Master** to update SEVIS Master directly with data already entered in the SEVIS RTI. The SEVIS Extract – F/M process does not include events set to **Master** in the XML file to send to SEVIS.

Select **SEVIS** to include the event in the XML file to send to SEVIS. The system automatically displays **SEVIS** if the event has no errors and the Send To SEVIS check box for the event type is selected on the SEVIS Event Types page.

Select **None** to prevent the process from updating SEVIS Master with the event data or from including the event in the XML file.

**DSO Name**

Displays the name of the DSO listed on the most recent I-20 form. Select to view a list of DSOs. If a different DSO is responsible for this event, select the correct one.

The DSO selected is included in the XML file to send to SEVIS.

---

## Entering Additional Data for an Event

Access the Addl Data page.

<b>Selection</b>		<b>Alerts Header</b>		<b>Addl Data</b>		<b>Errors</b>		
<b>SEVIS School Code:</b>		DAL214F12345123		PeopleSoft University				
<b>Batch ID:</b>		20050516-00149		05/16/2005 4:08:56PM				
<b>SEVIS Alert Events</b>						Find   View All		
						First ◀ 1 of 6 ▶ Last		
<b>Alert Nbr:</b>	<u>1</u>	<b>EducationLevel - Change</b>		<input type="radio"/> None		<input checked="" type="checkbox"/> <b>Processed</b>		
<b>ID:</b>	SAM1000	Lee, Tommy		<input type="radio"/> Send to SEVIS				
<b>Apply to SEVIS Status:</b>	Active				<input type="radio"/> Master Synch			
<hr/>								
<b>Level of Education:</b>	Masters							
<b>Primary Major:</b>	PSYCH	42.0101						
<b>Length of study:</b>	48 Months	<b>From Date:</b>	06/18/2005	<b>To Date:</b>	06/18/2009			
<b>Remarks:</b>	<div style="border: 1px solid black; height: 60px; width: 100%;"></div>							

[Addl Data page](#)

Fields and data on this page change based on the event type.

The radio buttons **None**, **Send to SEVIS**, and **Master Synch** appear based on the value set in the Send To field on the Alerts Header page. If additional data is required data, you must enter it before you can select **Send to SEVIS** or **Master Synch** and save the page.

For a list of the event types that have required or optional additional data, refer to the description SEVIS Event Types page, Addl Data column.

---

## Viewing Event Errors Data

Access the Errors page.

Selection Alerts Header Addl Data **Errors**

**SEVIS School Code:** DAL214F12345123 PeopleSoft University  
**Batch ID:** 20050516-00149 05/16/2005 4:08:56PM

**SEVIS Alert Events** View All First 2 of 6 Last

**Alert Nbr:** 2 [CreateStudent](#)  None  Processed  
**ID:** SEV1013 Parker,Alexander Joseph  Master Synch

**Compare Process Errors** View All First 1-3 of 3 Last

	Severity	Message Text	More ..
1	Error	US State is required. (14010,50)	<a href="#">More ..</a>
2	Error	Program From Date is required. (14010,54)	<a href="#">More ..</a>
3	Error	Program To Date is required. (14010,55)	<a href="#">More ..</a>

[Errors page](#)

Errors detected by the Alerts process for the event are listed here.

You must correct the data error before the event can be included in the XML file to send to SEVIS. However, you can choose to ignore the error for Master Synch and set the Send To field on the Alerts Header page to **Master**. Most errors indicate that required data is missing for the student or dependent. If data is missing for a dependent, the ID of the dependent is listed in the error.

Refer to the *Application Program Interface Document for the Student and Exchange Visitor Information System Batch Interface* for a listing of required fields by event.

Select the More link to view additional detail regarding the error.

## Viewing Event History Information

The system provides a listing by student ID of each event from the Alerts Header page that did not contain errors. This provides a historical tracking of the events triggered by the SEVIS Alerts process and the events submitted to SEVIS or used for Master Synch. You can view the data sent to SEVIS and Master and the results of the processing by SEVIS.

This section discusses how to:

- View the event history summary.
- View event history detail information.
- View event process details.

## Pages Used to View Event History Information

Page Name	Object Name	Navigation	Usage
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Page Name	Object Name	Navigation	Usage
History Summary	SEV_HIST_SUMMARY	Build Community, Foreign Nationals Data, Inquire, SEVIS Events History, History Summary	View data on the history of each event.
History Detail - F/M	SEV_HIST_DETAIL	Build Community, Foreign Nationals Data, Inquire, SEVIS Events History, History Detail – F/M	View data on the history of each event for F and M visa holders.
History Detail J	SEV_HIST_DETAIL_EV	Build Community, Foreign Nationals Data, Inquire, SEVIS Events History, History Detail – J	View data on the history of each event for J visa holders.
Process Detail	SEV_HIST_DWN_RSLT	Build Community, Foreign Nationals Data, Inquire, SEVIS Events History, Process Detail	View the results of the processing by SEVIS.

## Viewing the Event History Summary

Access the History Summary page.

History Summary
History Detail - F/M
Process Detail

Dpcqak Qspjqhc ID: SEVKS390792  
**SEVIS School Code:** SEA214F00078000

Event Type	Event Date	<a href="#">Addl Data</a>	Compare Batch ID	Sent to	New Form	DSO Name
EducationLevel - Cancel	05/17/2005	<a href="#">Addl Data</a>	20050517-00016	SEVIS	<a href="#">File Error</a> <input type="checkbox"/>	Prince,Nathan
AuthDropBelowFC - Add	05/17/2005	<a href="#">Addl Data</a>	20050517-00016	None	<input checked="" type="checkbox"/>	Prince,Nathan
EducationLevel - Change	05/17/2005	<a href="#">Addl Data</a>	20050517-00015	SEVIS	<input checked="" type="checkbox"/>	Prince,Nathan
AuthDropBelowFC - Add	05/17/2005	<a href="#">Addl Data</a>	20050517-00015	None	<input checked="" type="checkbox"/>	Prince,Nathan
Registration	05/17/2005	<a href="#">Addl Data</a>	20050517-00014	SEVIS	<input checked="" type="checkbox"/>	Prince,Nathan
CreateStudent	05/17/2005	<a href="#">Addl Data</a>	20050517-00013	SEVIS	<input checked="" type="checkbox"/>	Prince,Nathan

### History Summary page

All events on the SEVIS Alerts page that do not have errors or were sent to Master with errors are listed here. The history summary data is populated each time the SEVIS Alerts process for F/M visas runs. The date that the event is triggered, the batch ID, and the DSO assigned to the event appear along with the additional information listed here.

#### Addl Data

Click to access the History Detail - F/M page, where you can view the data extracted for the event.

- File Error** Click to view the error information received from SEVIS, generated during processing the event.  
This link appears only if an error is received from SEVIS.
- Sent to** Displays the action taken: *SEVIS*, *Master*, or *None*.
- New Form** The system selects this check box if a new form is requested for the event.

---

## Viewing Event History Detail Information

Access the History Detail - F/M page.

History Summary
History Detail - F/M
Process Detail

Brandon Mancuso ID: SEVKAY100  
**SEVIS School Code:** SEA214F00078000

[Find](#) | [View All](#)    [First](#) ◀ 4 of 30 ▶ [Last](#)

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**FinancialInfo** **Event Date:** 04/15/2005

<b>Months in an academic term:</b>	5	<b>Student's personal funds:</b>	20000
<b>Tuition and fees:</b>	13000	<b>Funds from this school:</b>	5000
<b>Living expenses:</b>	10750	<b>Funds from another source:</b>	5000
<b>Expenses of dependents:</b>	5550	<b>On-campus employment:</b>	5000
<b>Other expenses:</b>	0		

**Remarks:**

### History Detail - F/M page

You can view the data that was submitted for the event listed. The data varies depending on the event.

Refer to the *Application Program Interface Document for the Student and Exchange Visitor Information System Batch Interface* for a listing of data elements sent for each event.

- More** This link appears only for the Create Student event.  
Click to view additional data extracted for the event.

**Addr Info** (address information)

This link appears only for the Create Student, Personal Info, and Student Registration events.

Click to view the foreign and U.S. address data extracted for the event.

## Viewing Event Process Details

Access the Process Detail page.

History Summary		History Detail - F/M		Process Detail	
David Harris		SEVIS School Code: SEA214F00078000		ID: KAYSEV1	
<a href="#">Find</a>   <a href="#">View All</a> <a href="#">First</a> ◀ 22 of 85 ▶ <a href="#">Last</a>					
Program - Edit		Event Date: 04/14/2005			
<b>Extract Batch ID:</b>	12340000091448				
<b>Request ID:</b>	12340000091448000002				
<b>SEVIS Process DateTime:</b>	04/14/2005 2:37:04PM				
<b>File Process Result/Error Code:</b>	S1003 SEVIS ID not found				
<b>File Upload Status:</b>	Unsuccessful				
<b>Remarks:</b>	SEVIS ID not found				

### Process Detail page

If the Sent To value on the History Summary page is **SEVIS**, and the SEVIS transaction log is processed for the event through the SEVIS Import Results process, you can view the results of the import on the Process Detail page.

**Extract Batch ID**                      Displays the ID number provided in the upload extract file.  
 This is a unique number for each extract created by the SEVIS Export process.

**Request ID**                              Displays the identifier used by your school to define the specific record in the upload extract file.  
 This is a unique number for each event created by the SEVIS Export process.

**SEVIS Process Date Time**            Displays the date and time that the record was processed by SEVIS.

**File Process Result/ Error Code**

If the event does not load successfully to SEVIS, this field shows the error code returned during the processing of the individual record.

**File Upload Status**

If the event loads successfully to SEVIS, this field value is **Successful**.

If the event does not load successfully to SEVIS, this field value is **Unsuccessful**.

In the latter case, you must correct the error and resubmit it to SEVIS. When you run the SEVIS Alerts process, the system triggers the event again and sends it to the Alerts Header page for review.

**Note.** It is important that you correct the data before the SEVIS Alerts process runs again or you will send the event again to SEVIS with the error.

**Remarks**

If the event does not load successfully to SEVIS, this field provides a text description of the error code returned during the processing of the individual record.

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## Generating an XML File to Send to SEVIS

You must run an XML extract process to create the data files in the format that SEVIS requires. This section discusses how to generate the XML file to send to SEVIS.

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### Page Used to Generate an XML File to Send to SEVIS

Page Name	Object Name	Navigation	Usage
SEVIS Export - F/M	RUNCTL_SEV_EXTRAC T	Build Community, Foreign Nationals Data, Process, SEVIS Export - F/M	Generate the XML file for transmission to SEVIS.

---

### Generating the XML File for SEVIS

Access the SEVIS Export - F/M page.

### SEVIS Export - F/M

Run Control ID: PS [Report Manager](#) [Process Monitor](#) Run

\*SEVIS School Code:   PeopleSoft University

DSO ID:   Jorgensen,Reinhardt

\*File Path:

### SEVIS Export - F/M page

The SEVIS Export - F/M process includes two processes -- the SEVIS Extract Process (CCSEVEXT), which creates the XML file to send to SEVIS, and the SEVIS Master Synch Process (CCSEVSYF), which updates the SEVIS Master directly. Which process runs depends on the value in the Send To field on the Alerts Header page and the selection that you make on the Process Scheduler Request page.

To force both processes to run at the same time, select Export and Master Synch – F&M (CCSEVEMF).

### Process Scheduler Request

User ID: PS Run Control ID: PS

---

Server Name:   Run Date:

Recurrence:   Run Time:

Time Zone:   Reset to Current Date/Time

#### Process List

Select	Description	Process Name	Process Type	*Type	*Format	
<input checked="" type="checkbox"/>	Export and Master Synch - F&M	CCSEVEMF	PSJob	(None) <input type="button" value="v"/>	(None) <input type="button" value="v"/>	
<input type="checkbox"/>	SEVIS Extract Process - F&M	CCSEVEXT	SQR Report	Web <input type="button" value="v"/>	HTM <input type="button" value="v"/>	
<input type="checkbox"/>	SEVIS Master Synch - F&M	CCSEVSYF	SQR Report	Web <input type="button" value="v"/>	HTM <input type="button" value="v"/>	
<input type="checkbox"/>	SEVIS Extract Process - F&M	CCSEVEXT	SQR Report	Web <input type="button" value="v"/>	HTM <input type="button" value="v"/>	
<input type="checkbox"/>	SEVIS Master Synch - F&M	CCSEVSYF	SQR Report	Web <input type="button" value="v"/>	HTM <input type="button" value="v"/>	

### Example of the Process Scheduler Request page for SEVIS Export – F/M

When the Send To field on the Alerts Header page is set to **Master** and you select SEVIS Master Synch – F&M in Process Scheduler, the process updates the SEVIS Master component directly. (Events set to **Master** are not included in the XML file.)

When the Send To field on the Alerts Header page is set to **SEVIS** and you select SEVIS Extract Process – F&M Process, the process extracts data into an XML file that is compliant with the SEVIS Create-UpdateStudent schema, and therefore ready to send to SEVIS. (Only events set to **SEVIS** are included in the XML file.)

The extract process creates an XML file using a 30-character file name with the SEVIS extract batch ID and the SEVIS school code. For example, 0000000005DAL21400078230.xml where the 0000000005 is the SEVIS extract batch ID and DAL21400078230 is the SEVIS school code.

**Note.** The SEVIS system currently accepts XML files with names no longer than 30 characters, including the .xml file extension. The XML file produced by the SEVIS export process does not display the first three characters of the extract batch ID.

The SEVIS extract batch ID value is recorded on the Installation Defaults - CC page. The PeopleSoft Student Administration Solutions SEVIS Export process controls and sequentially numbers the extract batch ID value with each new run.

PeopleSoft delivers the SEVIS extract batch ID value set to 00000000000000 and the field is set to display-only on the Installation Defaults - CC page.

**Warning!** Exercise extreme care if you update the SEVIS extract batch ID value. The batch ID value is an important key to SEVIS batch XML documents. PeopleSoft Student Administration Solutions controls the SEVIS extract batch ID value. The SEVIS system no longer requires sequential batch ID numbering, however batch ID submitted with each file must be unique.

<b>SEVIS School Code</b>	Enter the SEVIS school code of the data to be exported.
<b>DSO ID</b> (designated school official ID)	<p>Enter the ID for the assigned DSO of the data to be exported.</p> <p>This field is optional and is used to limit the export file to only students where the event reported is associated with the specified DSO.</p> <p>Depending on business processes, if your institution has multiple DSOs, it may be useful to limit the XML data files to a specific DSO. This can assist with the organization and review of transaction log results and I-20 forms received from SEVIS.</p>
<b>File Path</b>	Enter the path to the destination where you want to store the created export file.

## Downloading and Viewing SEVIS Results

Before you can view results from SEVIS, you must complete the upload of the XML file to SEVIS, the download of the XML transaction log, and the download of I-20 PDF files from SEVIS using the utility program of your choice that supports SSL and HTTPS. There are many utility programs (freeware, shareware, and licensed) that support SSL and HTTPS data transmissions.

Consult the *Application Program Interface Document for the Student and Exchange Visitor Information System* document and batch interface testing documentation provided by the DHS for digital certificate and batch file transmission instructions.

After you send the XML file to SEVIS, you receive the upload results from SEVIS to verify that the information was received. You also receive the processed results of the data file and PDF format files for printing I-20 forms.

**Important!** The upload command must include an output statement for receiving the transaction log containing the upload results. If the upload is unsuccessful, the file needs to be loaded using SEVIS Import Results so that the SEVIS Master rows are deleted and the error can be corrected. The events appear on the Alerts Header page in the Alerts – F/M component again after the Alerts process runs.

The following is a sample of a cURL command asking for the upload results: `cURL -E seviscert2.pem:sevistest -F orgid=SEA214F00078000 -F batchid=12340000091540 -F userid=tpdso-4140 -F xml=@40000091540SEA214F00078000.xml https://egov.immigration.gov/alphasevisbatch/action/batchUpload -k -v -L -o batch91540.xml`

This section discusses how to:

- Download SEVIS import results.
- View results of the XML upload to SEVIS.
- View results of the SEVIS download.
- View individual student record results.
- View individual dependent record results.

## Pages Used to Download and View SEVIS Results

Page Name	Object Name	Navigation	Usage
SEVIS Import Results	RUNCTL_SEV_DOWNLD	Build Community, Foreign Nationals Data, Process, SEVIS Import Results	Download the upload results and transaction log from SEVIS.
File Upload Result	SEV_UPLOAD_RSLT	Build Community, Foreign Nationals Data, Inquire, SEVIS Import Results, File Upload Results	Review the upload results from SEVIS.
Download Results	SEV_DOWNLD_RSLT	Build Community, Foreign Nationals Data, Inquire, SEVIS Import Results, Download Results	Review the transaction log results file.
Student/EV (student/exchange visitor)	SEV_DOWNLD_RSLT2	Build Community, Foreign Nationals Data, Inquire, SEVIS Import Results, Student/EV	Review the individual student transaction record results.
Dependents	SEV_DOWNLD_RSLT3	Build Community, Foreign Nationals Data, Inquire, SEVIS Import Results, Dependents	Review the individual dependent transaction record results.

## Downloading SEVIS Import Results

Access the SEVIS Import Results page.

### SEVIS Import Results

Run Control ID: PS [Report Manager](#) [Process Monitor](#) Run

**Run Option**

**Single File**  **File List Driven**

\*File Name:

\*File Path:

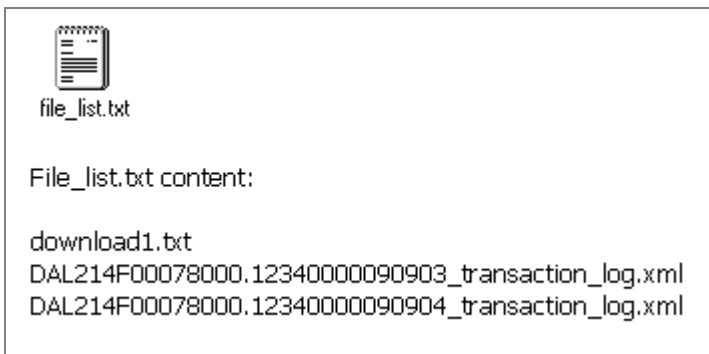
### SEVIS Import Results page

The SEVIS Import Results process loads transaction log results obtained from SEVIS into the PeopleSoft Student Administration Solutions system.

**Single File** Select to load a single transaction log file.

**File List Driven** Select to load multiple files.

To load multiple files, you must create a document (for example, .txt) that lists all of the transaction log files that you want to load.



### Example of a file list for the File List Driven option

**File Name** Enter the file name using the file naming convention approved by SEVIS.

**File Path** Enter the path to the file location.

## Viewing Results of the XML Upload to SEVIS

Access the File Upload Result page.

File Upload Result	Download Results	Student/EV	Dependents
<b>Extract Batch ID:</b>	12340000091448		
<b>SEVIS School Code:</b>	SEA214F00078000 SEVIS Batch Test School		
<hr/>			
<b>File Processing Status:</b>	Transaction Log Downloaded		
<b>System:</b>	ALPHA		
<b>File Upload DateTime:</b>	04/14/2005 2:36PM		
<b>File Upload Result/Error Code:</b>	S0000 Success		
<b>File Accepted:</b>			
<b>Download Result/Error Code:</b>	S0000 Success		

### File Upload Result page

This page reflects the SEVIS upload result status of the batch file from the XML document upload. The information is based on results provided in the upload structure of the transaction log returned by SEVIS.

**Important!** You must run the SEVIS Import Results process to load information from the upload results file produced as a result of uploading the XML file to SEVIS.

```
<?xml version="1.0" encoding="UTF-8" ?>
- <TransactionLog>
- <BatchHeader>
  <BatchID>12340000091538</BatchID>
  <OrgID>SEA214F00078000</OrgID>
</BatchHeader>
- <BatchDetail status="true" system="ALPHA">
  <Upload resultCode="S0000" dateTimeStamp="2005-05-17T16:03:40.421-04:00" />
</BatchDetail>
</TransactionLog>
```

### Sample upload results

**File Processing Status**

Displays the status from SEVIS. The status values are **Exported**, **Upload Acknowledged**, **Transaction Log Downloaded**, or **Processed**.

Each time the SEVIS Export process runs, a new row with the extract batch ID and SEVIS school code appears with the file processing status set to **Exported**.

After you load the transaction log from SEVIS and only the upload structure is processed, the status changes to **Upload Acknowledged**.

After you load the transaction log and the download structure is process, the status changes to **Transaction Log Downloaded**.

After you load the transaction log from SEVIS and the process structure is processed, the status changes to **Processed**.

**System**

Displays the SEVIS batch system from which the transaction log was requested. Examples include **PROD**, **ALPHA**, and **BATCH**.

**File Upload Date Time**

Displays the date and time that the upload request was processed by SEVIS.

**File Upload Result/Error Code**

If the file processing is unsuccessful, the file upload error from SEVIS appears. This can be any number of explanations of the error from the File Errors Setup Table. One example would be **File does not comply with SEVIS XML Schema**.

Correct all errors before running the SEVIS Alerts process again.

**File Accepted**

Indicates whether or not SEVIS accepted the file for processing.

This field is no longer sent with the SEVIS 5.0 transaction log but kept on the page for historical purposes.

**Download Result/Error Code**

If the file download was unsuccessful, the download error from SEVIS appears. The code and description are based on the SEVIS File Errors table.

Correct all errors before running the SEVIS Alerts process again.

---

## Viewing Results of the SEVIS Download

Access the Download Results page.

<b>File Upload Result</b>		Download Results	Student/EV	Dependents
<b>Extract Batch ID:</b>	12340000091448			
<b>SEVIS School Code:</b>	SEA214F00078000	SEVIS Batch Test School		
<hr/>				
<b>Process DateTime:</b>	04/14/05 2:37:12PM			
<b>File Name:</b>	40000091448SEA214F00078000.xml			
<b>File Upload Status:</b>	Unsuccessful			
<b>File Process Result/Error Code:</b>	S0020 One or more records failed processing due to business rule violations			
<b>File Validation Status:</b>				
<b>Records Requested for Process:</b>	2			
<b>Records Successfully Processed:</b>	1			
<b>Records Failed Validation:</b>	1			
<b>File Validation Errors</b>		View All First 1 of 1 Last		
<b>File Validation Error:</b>				
<b>Remarks:</b>				

[Download Results page](#)

This page reflects the status of the batch XML document processed by the SEVIS system. The information is based on results provided in the transaction log returned by SEVIS after the file is accepted and processed.

- File Upload Status** Displays the *Successful* or *Unsuccessful* file status returned from the SEVIS system.
- File Process Result/Upload Error Code** If the file upload is unsuccessful, the file upload error from SEVIS appears here.
- File Validation Status** Displays the *Pass* or *No Pass* status of the file schema validation performed by the SEVIS system before transaction records are processed.  
  
The SEVIS 5.0 transaction log does not use this field.
- Records Requested for Process** Displays the number of unique records included in the XML document to be processed.
- Records Successfully Processed** Displays the number of records successfully processed by the SEVIS system.
- Records Failed Validation** Displays the number of records unsuccessfully processed by the SEVIS system

**File Validation Errors**

**File Validation Error** If the file validation fails, the file validation error code from SEVIS appears here.

You should correct all errors before running the SEVIS Alerts process again.

**Remarks** Displays the SEVIS file validation error description.

---

**Viewing Individual Student Record Results**

Access the Student/EV page.

File Upload Result		Download Results		Student/EV		Dependents	
<b>Extract Batch ID:</b>	12340000091539						
<b>SEVIS School Code:</b>	SEA214F00078000 SEVIS Batch Test School						
<hr/>							
<b>Process DateTime:</b>	05/17/05 5:15:16PM						
<b>File Name:</b>	40000091539SEA214F00078000.xml						
<b>Students/Exchange Visitors</b>						View All	
						First 1 of 1 Last	
<b>ID:</b>	SEVKS390792	Qspjqhc,Dpcqak James	<b>EducationLevel - Cancel</b>				
<b>SEVIS ID:</b>	N0000094189						
<b>School Official:</b>	0039996	Prince,Nathan					
<b>SEVIS Process DateTime:</b>	05/17/2005 5:15:16PM						
<b>File Upload Status:</b>	Unsuccessful						
<b>File Process Result/Error Code:</b>	S1054 Student status must be active for this action						
<b>Remarks:</b>	Student status must be active for this action						

[Student/EV \(exchange visitor\) page](#)

This page reflects the results of an individual student or exchange visitor transaction record. The information is based on results provided in the transaction log returned by SEVIS.

**Students/Exchange Visitors**

**SEVIS ID** Displays the ID assigned to the individual by the SEVIS system.

For new students submitted to SEVIS using the Create Student event, the SEVIS ID is returned only if the record is successfully processed by the SEVIS system.

**School Official** Displays the PeopleSoft ID and name of the school official assigned to the event.

<b>SEVIS Process Date Time</b>	Display the date and time that the XML was processed by SEVIS.
<b>File Upload Status</b>	Indicates whether the record was processed successfully
<b>File Process Result/Upload Error Code</b>	If the file upload is unsuccessful, the file upload error from SEVIS appears here.  You should correct all errors before running the SEVIS Alerts process again.
<b>Remarks</b>	Displays the SEVIS file process error description

## Viewing Individual Dependent Record Results

Access the Dependents page.

<a href="#">File Upload Result</a>	<a href="#">Download Results</a>	<a href="#">Student/EV</a>	<a href="#">Dependents</a>
------------------------------------	----------------------------------	----------------------------	----------------------------

**Extract Batch ID:** 12340000091448  
**SEVIS School Code:** SEA214F00078000 SEVIS Batch Test School

---

**Process DateTime:** 04/14/05 2:37:12PM  
**File Name:** 40000091448SEA214F00078000.xml

<b>Students/Exchange Visitors</b>	<a href="#">View All</a> First <span style="border: 1px solid black; padding: 0 2px;">◀</span> 1 of 2 <span style="border: 1px solid black; padding: 0 2px;">▶</span> <a href="#">Last</a>
-----------------------------------	--

<b>ID:</b>	SEVKAY100	Mancuso Jr,Brandon James	<a href="#">CreateStudent</a>
------------	-----------	--------------------------	-------------------------------

<b>Dependents</b>	<a href="#">View All</a> First <span style="border: 1px solid black; padding: 0 2px;">◀</span> 1 of 2 <span style="border: 1px solid black; padding: 0 2px;">▶</span> <a href="#">Last</a>
-------------------	--

<b>Dependent ID:</b>	SEVKAY101	Mancuso,Lindsay Anne
<b>Dependent SEVIS ID:</b>	N0000093132	
<b>File Upload Status:</b>		
<b>File Process Result/Error Code:</b>		
<b>Remarks:</b>		

### Dependents page

This page reflects the results of an individual dependent transaction record. The information is based on results provided in the transaction log returned by SEVIS.

### Dependents

**Dependent ID** Displays the PeopleSoft ID for the dependent.

<b>Dependent SEVIS ID</b>	<p>Displays the ID assigned to the dependent by the SEVIS system.</p> <p>For new dependents submitted to SEVIS using the Create Student event or Add Dependent event, the SEVIS ID is returned only if the record is successfully processed by the SEVIS system.</p>
<b>File Upload Status</b>	<p>Indicates whether the record was processed successfully.</p> <p>The SEVIS 5.0 transaction log does not use this field.</p>
<b>File Process Result/Error Code</b>	<p>If the file upload is unsuccessful, the file upload error from SEVIS appears here.</p> <p>The SEVIS 5.0 transaction log does not use this field.</p> <p>You should correct all errors before running the SEVIS Alerts process again.</p>
<b>Remarks</b>	<p>Displays the SEVIS file process error description.</p> <p>The SEVIS 5.0 transaction log does not use this field.</p>

---

## Integrating External Vendor Data

This section provides an overview of the integration to external vendor systems and discusses how to extract external vendor data.

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### Understanding the Integration to External Vendor Systems

For institutions that use a system other than PeopleSoft Student Administration Solutions for batch interface transmissions to SEVIS, PeopleSoft provides a process to extract selected international student bio/demographic, admissions, and records data for loading into a third-party vendor software program. The data is extracted based on the parameters that you enter on the External Extract page. The third-party software uses this data for SEVIS processing.

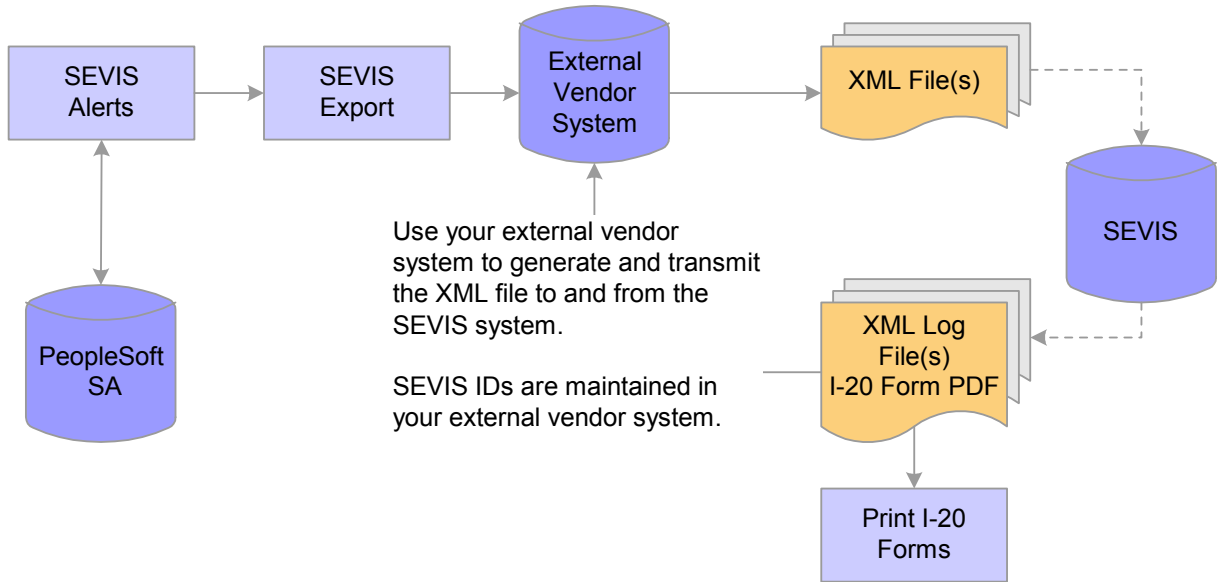
The External System Export process creates an XML document in a schema defined by PeopleSoft. This XML schema is defined to include fields maintained in the PeopleSoft system that are reportable to SEVIS, as well as additional data fields used by programs (external to PeopleSoft Student Administration Solutions) that provide batch interface functionality to the SEVIS system.

Refer to the PeopleSoft\_SEVIS\_ExternalSystemExtract.xsd and to the PeopleSoft\_SEVIS\_ExternalSystemExtract\_Definition.xls for specific schema definition and for a list of fields that are included in the XML document that is created by the process.

#### PeopleSoft Student Administration Solutions to External Vendor System

The External System Export process exports all current data (for fields defined by the schema) for all students who meet the visa type selection criteria that you specify. The External System Export process creates an XML document that includes all current, relevant data for the population of students that you define.

In the following business process flow, it is assumed that you have completed the SEVIS setup for your PeopleSoft Student Administration Solutions system and that you use an external vendor system for identifying and submitting data to submit to the SEVIS system.



**External Vendor System Export process business flow**

You must enter data on the SEVIS Setup page, the SEVIS School Code Table page, the DoS Post Code Table page, the Port of Entry Table page, the Country Mapping page, the Visa Mapping page, and the Suffix Mapping page to make use of the External System Export process. The mappings defined on these pages are important for identifying correct data that are included in the resulting XML document.

You must maintain current visa type information (using country equal to **USA**) in PeopleSoft Student Administration Solutions for the population of individuals that you want to include in an external system extract.

**See Also**

*PeopleSoft Campus Community Fundamentals PeopleBook*, “Maintaining Visa and Permit Data”  
Setting Up SEVIS System and Tables

**Page Used to Integrate External Vendor Data**

Page Name	Object Name	Navigation	Usage
External Extract	RUNCTL_CCSEVINT	Build Community, Foreign Nationals Data, Process, SEVIS External System Export	Select data parameters for integration with an external vendor.

**Extracting External Vendor Data**

Access the SEVIS External Extract page.

### SEVIS External Extract

Run Control ID: PS [Report Manager](#) [Process Monitor](#)

---

**Input/Output file**

\*File Path:

File Name:

---

**Report Options**

Include Full Time Curr Term       Include Not Enrolled Curr Term

Include Part Time Curr Term       Incl Active Prog Not Enrolled

---

**Visa Permit Types** View All    First ◀ 1-3 of 3 ▶ Last

F-1	Academic Student	<input type="button" value="+"/>	<input type="button" value="-"/>
M-1	Vocational student other	<input type="button" value="+"/>	<input type="button" value="-"/>
J1	Exchange Visitor	<input type="button" value="+"/>	<input type="button" value="-"/>

---

**Academic Info Selection** View All    First ◀ 1-2 of 2 ▶ Last

*Institution	*Career	*Admit Term	*Current Term	*Next Term	*Stop Report Date					
PSUNV	GRAD	0487	2003 Spr	0505	2003 Fall	0518	2004 Spr	09/01/2001	<input type="button" value="+"/>	<input type="button" value="-"/>
PSUNV	UGRD	0475	2002 Fall	0505	2003 Fall	0518	2004 Spr	09/01/2001	<input type="button" value="+"/>	<input type="button" value="-"/>

---

**Additional Name Types** First ◀ 1 of 1 ▶ Last

Maiden    Maiden

**Additional Address Types** First ◀ 1 of 1 ▶ Last

Mailing    Mailing

---

**Phone Types** First ◀ 1 of 1 ▶ Last

Home    Home

**Email Types** First ◀ 1-2 of 2 ▶ Last

Home    Home   

Campus

[SEVIS External Extract page](#)

**Input/Output file**

**File Path**      Displays the date and time that the file was processed.

**File Name**      Enter the name for the output file, or leave blank for system generated file name.

Unless you specify a file name, the system generates the extracted XML document using the following naming convention:  
 [ProgramName][RunControlID][ProcessInstance]. For example, CCSEVINT\_ExternalSysExport\_126.xml.

**Report Options**

Select the check box for each report that you want to generate based on the specified visa permit types. Reports are generated in .pdf format.

**Include Full Time Curr  
(Current) Term**

Select to generate a list of students who are enrolled full time for the current term entered

**Include Part Time Curr  
(Current) Term**

Select to generate a list of students who are enrolled part time for the current term entered.

**Include Not Enrolled Curr  
(Current) Term**

Select to generate a list of students who are not enrolled for the current term entered.

**Incl (Include) Active Prog  
(Program) Not Enrolled:**

Select to generate a list of students who have an active program but are not enrolled for the current term entered.

**Visa Permit Types****Visa Permit Types**

Select the visa types to use as selection criteria for the program.

The External System Export process selects students who have the selected visa types defined on the Visa/Permit Data page.

**Academic Info Section****Institution**

Select the institution to include.

**Career**

Select the career to include

**Admit Term**

Select the admit term.

The program uses this value to determine which admission data rows are included in the output.

**Current Term**

Select the current term.

The program uses the current term that you specify to identify the current term end date from the term calendar. The current term end date is a field that is reportable to SEVIS.

**Next Term**

Select the next academic term following the current.

The program uses the next term you specify to identify the next session start date from the term calendar. The next session start date is a field that is reportable to SEVIS.

**Stop Report Date**

Enter the date (usually an historical date) to indicate when an individual is no longer included in the active population.

The program uses the stop report date to limit the individuals included in the active population. The program evaluates the stop report date you specify and compare against the student's most recent enrollment activity for that Institution and Career. If the student was last enrolled for a term that ended before the stop report date you specify, that student is not included in the extract.

For example, many F-1 students maintain an institution affiliation after graduating by pursuing Optional Practical Training. Consider these students when determining a stop report date.

**Additional Name Types****Additional Name Types**

Select the additional name types you want to include for each individual included in the extract.

The program exports all current name data for the types you specify that are recorded for the individual.

The name data required for SEVIS is included in a separate structure in the XML document created by the process. You can select additional names if your external system can make use of them.

**Phone Types****Phone Types**

Select the phone types to include for each individual in the extract.

The program exports all current phone data for the types you specify that are recorded for the individual.

**Additional Address Types****Additional Address Types**

Select the additional address types to include for each individual in the extract.

The program exports all current address data for the types you specify that are recorded for the individual.

The address data required for SEVIS is included in a separate structure in the XML document created by the process. You can select additional addresses if the external system can use them.

## **Email Types**

### **Email Types**

Select the email types to include for each individual in the extract.

The program exports all current email data for the types you specify that are recorded for the individual.