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

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June 2005

PeopleSoft 8 SP1 Patriot Act SEVIS Solution J Visas Processing for SEVIS 5.0

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# PeopleSoft 8 SP1 Patriot Act SEVIS Solution J 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 exchange visitor 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 DS-2019 forms that are requested.

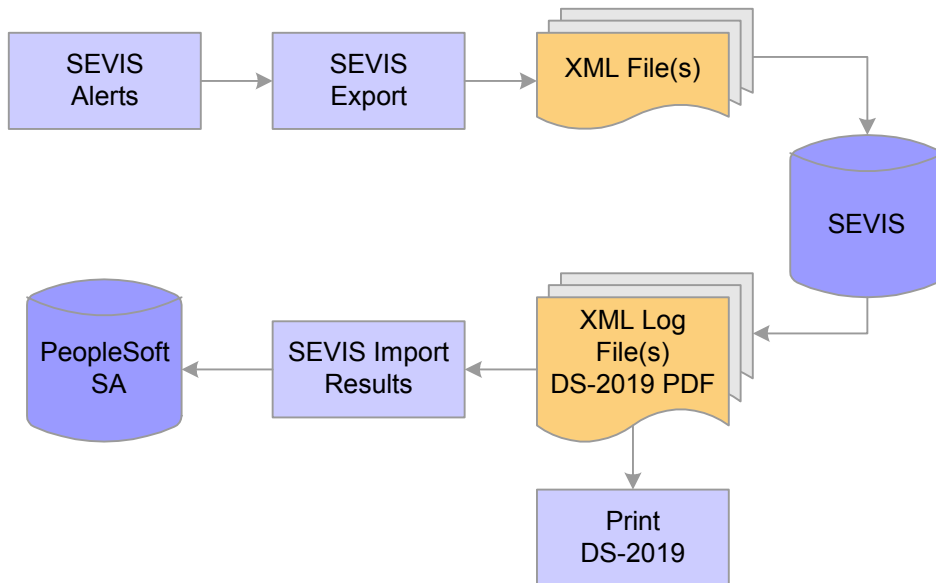
**Note.** This document is an update to the PeopleSoft 8 SP1 Patriot Act SEVIS Solution (PASS) – J Visas Processing documentation. It describes the product PeopleSoft 8 SP1 Update ID #601848 posted to Customer Connection in June 2005.

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

- Set up for SEVIS J visa processing.
- Set program sponsor security.
- Set user defaults for J visa processing.
- Create and update exchange visitor and dependent data.
- Create and update DS-2019 form data.
- Use dependent search.
- Run the SEVIS Alerts process for J visas.
- View SEVIS Alerts process data.
- View event history information.
- Generate an XML file to send to SEVIS.
- Download and view SEVIS results.

## Understanding the Business Process Flow for J 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 J visa exchange visitors.



PeopleSoft P.A.S.S. business process flow for J visas

### Identify New and Changed J Visa Exchange Visitor Data to Submit to SEVIS

1. Run the SEVIS Alerts process for J visas for all applicable SEVIS program sponsors.
 

The process identifies information that should be submitted to SEVIS regarding new exchange visitors and data changes for existing exchange visitors and their dependents. 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 – J component to evaluate the results of the SEVIS Alerts process for all applicable program sponsors.
  - a. Review all exchange visitor 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 exchange visitor information requiring additional data. Certain SEVIS events require you to enter additional data.
  - c. Review all exchange visitor 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 the 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 - J component.

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

Run the SEVIS Export - J 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 DS-2019 Form PDF Files from SEVIS

To download the XML transaction log files and any DS-2019 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.

### Import 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 exchange visitors 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 transactional data to correct any errors.

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## Understanding the SEVIS Master Component for J Visas

When you run the SEVIS Export - J 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 this master data to the ongoing SEVIS data to detect updates to the exchange visitor 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. Each tab should have only one active status row. Update the existing active row. 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 – J process.

Bio/Demo		Addresses	Program	Registration	Financial	Dependents	Employment/SOA
<b>ID:</b>	SEV0619	Sorensen,Elizabeth Jane					
<b>Program Number:</b>	T-2-10128	Alerts J Test School					
View All							First
1 of 1							Last
<b>Effective Date:</b>	<input type="text" value="03/26/2005"/>	<b>*Status:</b>	<input type="text" value="Active"/>				
<b>Extract ID:</b>	000000000000008	000000000000008000020	CreateEV				
<b>Last Name:</b>	<input type="text" value="Sorensen"/>						
<b>First Name:</b>	<input type="text" value="Elizabeth"/>						
<b>Middle Name:</b>	<input type="text" value="Jane"/>						
<b>Name Suffix:</b>	<input type="text"/>						
<b>Gender:</b>	<input type="text" value="Female"/>						
<b>Date of Birth:</b>	<input type="text" value="03/03/1983"/>						
<b>Birth Location:</b>	<input type="text" value="Calgary"/>						
<b>Birth Country:</b>	<input type="text" value="CAN"/>	Canada					
<b>Birth Country Reason:</b>	<input type="text"/>						
<b>Permanent Country:</b>	<input type="text" value="CAN"/>	Canada					
<b>Country of Citizenship:</b>	<input type="text" value="CAN"/>	Canada					
<b>Passport Information</b>							
<b>Passport #:</b>	<input type="text"/>						
<b>Issued By:</b>	<input type="text"/>						
<b>Expiration Date:</b>	<input type="text"/>						
<b>Driver's License #</b>							
<b>State:</b>	<input type="text"/>						
<b>License #:</b>	<input type="text"/>						

[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 – J 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 EV event is successfully imported to SEVIS and the SEVIS Import process runs, the SEVIS Master component inactive rows are set to **Active**. If the EV 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 J visas again. The Create EV 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 J visas again. The update event appears on the Alerts Header page again when the SEVIS Alerts process runs.

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

- CreateEV (Sets the SEVIS Status to **Initial**)
- Validate (Sets the SEVIS Status to **Active**)
- Status – No Show (Sets the SEVIS Status to **No Show**)
- Status – Terminate (Sets the SEVIS Status to **Terminated**)
- Status – End (Sets the SEVIS Status to **Inactive**)
- Status – Invalid (Sets the SEVIS Status to **Invalid**)

### 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 – J process runs. The data varies by event.

When the Create EV 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 exchange visitor and their dependents. If the SEVIS IDs are not added, when you process Update events, errors are detected and indicated in the Alerts J 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.

## Setting Up for SEVIS J Visa Processing

This section discusses how to:

- Define your institution.
- Set up program sponsors for J Visas.
- Define the default site of activity.
- Set up U.S. Department of State postal codes.
- Set up port of entry data.
- Map to SEVIS country data.

- Map to SEVIS visa types.
- Map to SEVIS name suffixes.
- Map to SEVIS event types.
- Define SEVIS file error messages.
- Set up international organization codes.
- Set up U.S. Government agency codes.
- Set up site of activity codes.
- Set up position codes.
- Set up exchange visitor termination reason types.

## Pages Used to Set Up for SEVIS J 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.
Program Sponsor Table	SEV_PRG_SP_TBL	Build Community, Foreign Nationals Data, Setup, SEVIS Program Sponsor Table	Set up program sponsor, responsible officer information.
Program Sponsor Table 2	SEV_PRG_SP2_TBL	Build Community, Foreign Nationals Data, Setup, SEVIS Program Sponsor Table, Program Sponsor Table 2	Set up academic institution and academic career information. Specify default Site of Activity.
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.
Suffix Mapping	SEV_SUFFIX_TBL	Build Community, Foreign Nationals Data, Setup, Suffix Mapping	Reference the PeopleSoft and SEVIS name suffix information.

Page Name	Object Name	Navigation	Usage
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.
International Organizations	SEV_INT_ORG_TBL	Build Community, Foreign Nationals Data, Setup, International Orgs Table	Reference the International Organization information to be used on the DS-2019 form.
US Government Agency Codes	SEV_AGEN_CD_TBL	Build Community, Foreign Nationals Data, Setup, US Government Agency Cd Table	Reference the U.S. Government Agency information to be used on the DS-2019 form.
Site of Activity Table	SEV_SITE_ACT_TBL	Build Community, Foreign Nationals Data, Setup, Site of Activity Table	Set up Site Of Activities to be used on the DS-2019 form.
Position Code Table	SEV_POS_CD_TBL	Build Community, Foreign Nationals Data, Setup, Position Code Table	Reference the Position Codes to be used on the DS-2019 form.
EV Termination Reason Types	SEV_EV_TERM_RSN	Build Community, Foreign Nationals Data, Setup, EV Termination Reason Types	Set termination reasons used for Termination EV event.

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## Defining Your Institution

Access the SEVIS Setup page.

**SEVIS Setup**

**Address Type Map**

\*US: Home

\*Foreign: Permanent

**Name Type Map**

\*Passport Name: Primary

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

\*Institution: PSCCS SEVIS Community College System

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

Instruction Mode: WWW World Wide Web

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

\*Academic Career: CRED Semester Credit

\*Minor Populated In: Acad Plan

**Minor** View All First 1 of 1 Last

Plan Type: Minor

**Major** View All First 1-3 of 3 Last

\*Academic Plan Type: Concentrtn

\*Academic Plan Type: Major

\*Academic Plan Type: Preparatn

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 subject and field codes on the DS-2019 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** Does not apply to J visas. (Used for F and M visas only.)

**Name Type Map**

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

## Institution/Academic Career

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

## Distance Learning Mode of Instruction

**Instruction Mode** Select the mode 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** *(For F/M visa processing only. Does not apply to J visas.)*

## Minor

**Plan Type** *(For F/M visa processing only. Does not apply to J visas.)*

**Sub-Plan Type** *(For F/M visa processing only. Does not apply to J visas.)*

## Major

**Academic Plan Type** For each academic career, select the academic plan type for the SEVIS Alerts process and the DS-2019 logic to use to determine the subject field code for student category exchange visitors.

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

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## Setting Up Program Sponsors for J Visas

Access the Program Sponsor Table page.

Program Sponsor Table		Program Sponsor Table 2	
<b>Program Number:</b> E-1-12345			
<b>Program Sponsor Information</b>			
<b>*Sponsored by:</b>	PeopleSoft University		
<b>*Described as:</b>	Text to describe PSUNV		
<b>*Address Line 1:</b>	5505 N HACIENDA DRIVE		
<b>Address Line 2:</b>	SUITE 220		
<b>*City:</b>	PLEASANTON		
<b>*State:</b>	CA	California	<b>*Postal Code:</b> 95136
<b>ARO/RO</b>		View All First 1-2 of 2 Last	
<b>*ID:</b>	8203	Webb, Floren	<input checked="" type="checkbox"/> RO + -
<b>*ID:</b>	8669	Arden, Devon	<input type="checkbox"/> RO + -

[Program Sponsor Table page](#)

**Program Sponsor Information**

Enter information here to match the information that you record in the DHS SEVIS RTI for your program sponsor certification. The data that you enter is for internal purposes and appears in display-only mode on the DS-2019 form pages.

**Sponsored by:** Enter the name of the program sponsor.

**Described as** Enter the description for the program sponsor.

**Address 1, Address 2, City,** Enter the address for the program sponsor.

**State, Postal Code** The system uses this address as the U.S. Address of the exchange visitor for the Create EV event if the exchange visitor does not provide a U.S. address.

**ARO/RO**

**ID** Enter the ID number of the primary responsible officer (RO) or the alternate responsible officer (ARO) named.

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

**Note.** Each designated responsible officer's SEVIS user ID information must be set up on the External System ID table to populate the ID fields here. When setting up the SEVIS user ID information on the External System ID table, use **RO/ARO SEVIS User ID** as the external system type. You typically identify your primary and other ROs when completing the DS-3036 certification process. Obtain your primary RO and other ARO SEVIS user ID information from DHS.

- Title** Enter the title of the primary responsible officer or the alternate responsible officer named.
- Primary RO** (primary responsible officer) Select to indicate that this person is the primary responsible officer.
- You must select one person as the primary RO or you cannot save the information on this page.

## Defining the Default Site of Activity

Access the Program Sponsor Table 2 page.

Program Sponsor Table		Program Sponsor Table 2	
<b>Program Number:</b> E-1-12345 PeopleSoft University			
<b>Default Site of Activity</b>			
<b>Site of Activity:</b> ENC PeopleSoft University			
<b>Academic Institution</b>		View All	First ◀ 1 of 1 ▶ Last
PSUNV PeopleSoft University		+ -	
<b>Academic Career</b>		View All	First ◀ 1-5 of 5 ▶ Last
GRAD	Graduate	+ -	
LAW	Law	+ -	
MEDS	Medical School	+ -	
UENG	Undergraduate Engineering	+ -	
UGRC	Undergraduate	+ -	

[Program Sponsor Table 2 page](#)

**Warning!** You must enter all institutions and careers affiliated with each program sponsor that accepts student category exchange visitors. If you do not enter all of the institutions and careers affiliated with each program sponsor, academic information is not reported to SEVIS for student category exchange visitors.

**Default Site of Activity**

**Site of Activity** Select the site of activity to use as the default value when adding a new DS-2019 form.

**Academic Institution**

**Academic Institution** Select each institution that is affiliated with the program sponsor.

**Academic Career**

**Academic Career** Select each career that is affiliated with the institution and program sponsor.

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

Access the DoS Post Code Table page.

**DoS Post Code Table**

View 100 First 1-9 of 292 Last

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

[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.

## Setting Up Port of Entry Data

Access the Port of Entry Table page.

Port of Entry Table		
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	<input type="text" value="AA"/>	<input type="text" value="AA"/>	<input type="text" value="AA"/>	<input type="button" value="+"/>	<input type="button" value="-"/>
2 <input type="text" value="AFG"/> <input type="button" value="Q"/> Afghanistan	<input type="text" value="AF"/>	<input type="text" value="AF"/>	<input type="text" value="AF"/>	<input type="button" value="+"/>	<input type="button" value="-"/>
3 <input type="text" value="AGO"/> <input type="button" value="Q"/> Angola	<input type="text" value="AO"/>	<input type="text" value="AO"/>	<input type="text" value="AO"/>	<input type="button" value="+"/>	<input type="button" value="-"/>
4 <input type="text" value="AIA"/> <input type="button" value="Q"/> Anguilla	<input type="text" value="AV"/>	<input type="text" value="AV"/>	<input type="text" value="AV"/>	<input type="button" value="+"/>	<input type="button" value="-"/>
5 <input type="text" value="ALB"/> <input type="button" value="Q"/> Albania	<input type="text" value="AL"/>	<input type="text" value="AL"/>	<input type="text" value="AL"/>	<input type="button" value="+"/>	<input type="button" value="-"/>
6 <input type="text" value="AND"/> <input type="button" value="Q"/> Andorra	<input type="text" value="AN"/>	<input type="text" value="AN"/>	<input type="text" value="AN"/>	<input type="button" value="+"/>	<input type="button" value="-"/>
7 <input type="text" value="ANT"/> <input type="button" value="Q"/> Netherlands Antilles	<input type="text" value="NT"/>	<input type="text" value="NT"/>	<input type="text" value="NT"/>	<input type="button" value="+"/>	<input type="button" value="-"/>
8 <input type="text" value="ARE"/> <input type="button" value="Q"/> United Arab Emirates	<input type="text" value="AE"/>	<input type="text" value="AE"/>	<input type="text" value="AE"/>	<input type="button" value="+"/>	<input type="button" value="-"/>
9 <input type="text" value="ARG"/> <input type="button" value="Q"/> Argentina	<input type="text" value="AR"/>	<input type="text" value="AR"/>	<input type="text" value="AR"/>	<input type="button" value="+"/>	<input type="button" value="-"/>
10 <input type="text" value="ARM"/> <input type="button" value="Q"/> Armenia	<input type="text" value="AM"/>	<input type="text" value="AM"/>	<input type="text" value="AM"/>	<input type="button" value="+"/>	<input type="button" value="-"/>
11 <input type="text" value="ASM"/> <input type="button" value="Q"/> American Samoa	<input type="text" value="AQ"/>	<input type="text" value="AQ"/>	<input type="text" value="AQ"/>	<input type="button" value="+"/>	<input type="button" value="-"/>
12 <input type="text" value="ATA"/> <input type="button" value="Q"/> Antarctica	<input type="text" value="AY"/>	<input type="text" value="AY"/>	<input type="text" value="AY"/>	<input type="button" value="+"/>	<input type="button" value="-"/>
13 <input type="text" value="ATF"/> <input type="button" value="Q"/> French Southern Territories	<input type="text" value="FS"/>	<input type="text" value="FS"/>	<input type="text" value="FS"/>	<input type="button" value="+"/>	<input type="button" value="-"/>
14 <input type="text" value="ATG"/> <input type="button" value="Q"/> Antigua and Barbuda	<input type="text" value="AC"/>	<input type="text" value="AC"/>	<input type="text" value="AC"/>	<input type="button" value="+"/>	<input type="button" value="-"/>
15 <input type="text" value="AUS"/> <input type="button" value="Q"/> Australia	<input type="text" value="AS"/>	<input type="text" value="AS"/>	<input type="text" value="AS"/>	<input type="button" value="+"/>	<input type="button" value="-"/>
16 <input type="text" value="AUT"/> <input type="button" value="Q"/> Austria	<input type="text" value="AU"/>	<input type="text" value="AU"/>	<input type="text" value="AU"/>	<input type="button" value="+"/>	<input type="button" value="-"/>
17 <input type="text" value="AZE"/> <input type="button" value="Q"/> Azerbaijan	<input type="text" value="AJ"/>	<input type="text" value="AJ"/>	<input type="text" value="AJ"/>	<input type="button" value="+"/>	<input type="button" value="-"/>
18 <input type="text" value="BDI"/> <input type="button" value="Q"/> Burundi	<input type="text" value="BY"/>	<input type="text" value="BY"/>	<input type="text" value="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 County 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"/> <input type="button" value="Q"/>	Academic Student	<input type="text" value="01"/>	<input type="button" value="+"/> <input type="button" value="-"/>
<input type="text" value="F-2"/> <input type="button" value="Q"/>	Spouse or child of F-1	<input type="text" value="04"/>	<input type="button" value="+"/> <input type="button" value="-"/>
<input type="text" value="J1"/> <input type="button" value="Q"/>	Exchange Visitor	<input type="text" value="03"/>	<input type="button" value="+"/> <input type="button" value="-"/>
<input type="text" value="J2"/> <input type="button" value="Q"/>	Spouse/Chld of Exchange Visitor	<input type="text" value="06"/>	<input type="button" value="+"/> <input type="button" value="-"/>
<input type="text" value="M-1"/> <input type="button" value="Q"/>	Vocational student other	<input type="text" value="02"/>	<input type="button" value="+"/> <input type="button" value="-"/>
<input type="text" value="M-2"/> <input type="button" value="Q"/>	Spouse or child of M-1	<input type="text" value="05"/>	<input type="button" value="+"/> <input type="button" value="-"/>

[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 individual 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 to SEVIS Name Suffixes

Access the Suffix Mapping page.

### Suffix Mapping

View All First 1-3 of 3 Last

PS Name Suffix		SEVIS Suffix	
<input type="text" value="III"/> <input type="button" value="Q"/>	III	<input type="text" value="III"/>	<input type="button" value="+"/> <input type="button" value="-"/>
<input type="text" value="Jr"/> <input type="button" value="Q"/>	Junior	<input type="text" value="Jr."/>	<input type="button" value="+"/> <input type="button" value="-"/>
<input type="text" value="Sr"/> <input type="button" value="Q"/>	Senior	<input type="text" value="Sr."/>	<input type="button" value="+"/> <input type="button" value="-"/>

[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.

## Mapping to SEVIS Event Types

Access the SEVIS Event Types page.

**SEVIS Event Types**

Visa Category: Exchange Visitor

Event Type Detail View All First 1 of 2 Last

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

Find | View All First 1-10 of 24 Last

Event Type	SEVIS Event Tag	Allow Manual Addition	Form Request Available	Alerts Form Request Default	Send to SEVIS	Compare Detail	Addl Data	
JC	CreateEV	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	No Addl	+
JUDAD	Dependent - Add	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Reqd Data	+
JUDDD	Dependent - Delete	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	No Addl	+
JUDDR	Dependent - Reprint	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Reqd Data	+
JUDES	Dependent - EndStatus	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	No Addl	+
JUDPE	Dependent - Edit	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Addl Data	+
JUDTD	Dependent - Terminate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	No Addl	+
JUMAT	Program - Matriculate	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	No Addl	+
JUPRE	Program - Amend	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Addl Data	+
JUPRF	Status - End	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Reqd Data	+

[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 codes. The SEVIS Alerts process and pages use these codes.

---

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

---

<b>SEVIS Event Tag</b>	<p>Enter the DHS description of the event.</p> <p>You can modify event tags.</p>
<b>Allow Manual Addition</b>	<p>Select to enable manual addition of this event type on the Alerts Header page. The delivered event types that allow manual addition include: <b>Dependent – Reprint, Reprint, Status – Invalid, Status – NoShow, Status – End, Status - Correct Infraction, Status - Terminate</b> and <b>Validate</b>.</p> <p>ROs can make manual additions on the Alerts Header page to submit certain data to SEVIS for when exchange visitor updates are not detected as data changes in the PeopleSoft Student Administration Solutions system.</p>
<b>Form Request Available</b>	<p>Select to indicate that a new DS-2019 PDF file can be requested for this event. When this is selected, the New Form check box is available on the Alerts Header page.</p> <p>PeopleSoft delivers the Form Request Available check box selected or not selected based on the information in the Application Program Interface document.</p> <p>Do not modify this.</p>
<b>Alerts Form Request Default</b>	<p>Select to automatically select the New Form check box on the Alerts Header page when this event type is detected.</p> <p>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.</p>
<b>Send to SEVIS</b>	<p>Select to automatically set the Send To field on the Alerts Header page to <b>SEVIS</b> when this event type is detected.</p> <p>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.)</p>

**Compare Detail**

When selected, causes a detail sub-page to be available from the Alerts – J 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 - J component to send the event to SEVIS. These event types require additional data:
  - Dependent – Add
  - Dependent – Reprint
  - Program – Shorten
  - Program - EditSubject
  - Reprint
  - Status - Invalid
  - Status - Terminate
  - Status - Correct Infraction
  - Status - End
- **Addl Data** = Additional data optional on the Addl Data page of the Alerts - J component. Additional data is optional for these event types:
  - Biographical
  - Program - Amend
  - Program - Extension
  - Dependent – Edit
  - Site of Activity - Edit

---

## Defining SEVIS File Error Messages

Access the SEVIS File Errors page.



International Organizations		
		View All
		First ◀ 1-9 of 28 ▶ Last
*Intl Organization Code	*Description	
<input type="text" value="ECA"/>	<input type="text" value="U.N. Economic Commission for Africa"/>	+ -
<input type="text" value="ECE"/>	<input type="text" value="U.N. Economic Commission for Europe"/>	+ -
<input type="text" value="ECLA"/>	<input type="text" value="U.N. Economic Commission for Latin America and the Caribbean"/>	+ -
<input type="text" value="ECOSOC"/>	<input type="text" value="U.N. Economic and Social Council"/>	+ -
<input type="text" value="EEC"/>	<input type="text" value="European Economic Community (Common Market)"/>	+ -
<input type="text" value="ESCAP"/>	<input type="text" value="U.N. Economic Commission for Asia and Far East"/>	+ -
<input type="text" value="FAO"/>	<input type="text" value="U.N. Food and Agricultural Organization"/>	+ -
<input type="text" value="IAEA"/>	<input type="text" value="International Atomic Energy"/>	+ -
<input type="text" value="ICAO"/>	<input type="text" value="International Civil Aviation Organization"/>	+ -

[International Organizations page](#)

**Note.** The DHS defines the U.S. Government Agency Codes that are delivered in the Lookup Tables section of the *Application Program Interface Document for the Student and Exchange Visitor Information System Batch* document. The DHS may update the international organization codes from time to time. You must update or delete codes and descriptions to keep your system current with SEVIS.

- Intl Organization Code**                      Enter the DHS code for the international organization that provides funding for exchange visitors.
  
- Description**                                      Enter the full name of the DHS international organization.

---

## Setting Up U.S. Government Agency Codes

Access the US Government Agency Codes page.

### US Government Agency Codes

*US Government Agency Code	*Description	
ACT	Action (Including Peace Corps and VISTA)	+ -
AID	Agency for International Development	+ -
BBG	Broadcasting Board of Governors	+ -
DOC	Department of Commerce	+ -
DOD	Department of Defense	+ -
DOE	Department of Energy	+ -
DOED	Department of Education	+ -
DOI	Department of the Interior	+ -
DOJ	Department of Justice	+ -

[US Government Agency Codes page](#)

**Note.** The DHS defines the Position Codes that are delivered in the Lookup Tables section of the *Application Program Interface Document for the Student and Exchange Visitor Information System Batch* document. The DHS may update the agency codes from time to time. You must update or delete codes and descriptions to keep your system current with SEVIS.

**US Govt Agency Code**                      Enter the DHS code for the U.S. government agency that provides funding for exchange visitors.

**Description**                                      Enter the full name of the DHS U.S. government agency.

---

## Setting Up the Site of Activity Codes

Access the Site of Activity Table page.

### Site of Activity Table

**Site of Activity:** ENC

View All		First	1 of 1	Last
<b>*Effective Date:</b>	01/01/1900	<b>*Status:</b>	Active	
<b>*Description:</b>	PeopleSoft University			
<b>*Address 1:</b>	15821 N VENTURA BLVD			
<b>Address 2:</b>	SUITE 200			
<b>*City:</b>	ENCINO			
<b>*State:</b>	CA	California		
<b>*Postal Code:</b>	91436			

[Site of Activity Table page](#)

**Status** Select **Active** or **Inactive**.

The system displays only active site of activity rows in the prompt on the DS-2019 form and SEVIS Program Sponsor page.

**Description** Enter the Site of Activity name.

**Important!** The description is submitted to SEVIS as the SiteName. Changing this field will trigger a Site of Activity – Edit event for all exchange visitors with this site of activity assigned.

---

## Setting Up Position Codes

Access the Position Code Table page.

### Position Code Table

View 100    First ◀ 1-9 of 136 ▶ Last

Position Code	Description	
100	Category - Government	+ -
110	Central Government Group	+ -
111	Head of Government	+ -
112	Ministerial Level Official	+ -
113	Executive Level Official	+ -
114	Civil Service Employee in Central Government	+ -
115	Professionals and Scientists in Central Government	+ -
116	Legislator in Central Government	+ -
117	Judges In Central Government	+ -

[Position Code Table page](#)

**Note.** The DHS defines the International Organization Codes that are delivered in the Lookup Tables section of the *Application Program Interface Document for the Student and Exchange Visitor Information System Batch* document. The DHS may update the position codes from time to time. You must update or delete codes and descriptions to keep your system current with SEVIS.

- Position Code**                      Enter the DHS code for a position that exchange visitors may hold in their home country. This is reported on the DS-2019 form.
- Description**                      Enter the full name of the DHS position.

---

## Setting Up Exchange Visitor Termination Reason Types

Access the EV Termination Reason Types page.

### EV Termination Reason Types

[View All](#)    First ◀ 1-10 of 11 ▶ Last

Termination Reason Description		
<input type="text" value="CONVIC"/>	Conviction of a crime	+ -
<input type="text" value="DISCIP"/>	Disciplinary action	+ -
<input type="text" value="ENGEMF"/>	Engaging in unauthorized employment	+ -
<input type="text" value="FALACT"/>	Failure to pursue EV program activities	+ -
<input type="text" value="FALADD"/>	Failure to submit change of current address within 10 days	+ -
<input type="text" value="FALINS"/>	Failure to maintain health insurance	+ -
<input type="text" value="FALSTD"/>	Failure to maintain a full course of study	+ -
<input type="text" value="INVSUS"/>	Involuntary suspension	+ -
<input type="text" value="OTHER"/>	Other	+ -
<input type="text" value="VIOEXV"/>	Violating exchange visitor program regulations	+ -

[EV Termination Reason Types page](#)

**Note.** The DHS defines the termination reason codes that are delivered in the Lookup Tables section of the *Application Program Interface Document for the Student and Exchange Visitor Information System Batch* document. The DHS may update these codes from time to time. You must update or delete codes and descriptions to keep your system current with SEVIS.

- Termination Reason**                      Enter the DHS code for the EV termination reason.  
  
The SEVIS Alerts process for J visas uses the termination reasons when populating a Terminate EV event.
- Description**                                Enter the full name of the DHS EV termination reason.

## Setting Program Sponsor Security for SEVIS

This section discusses how to set SEVIS program sponsor security for each user.

### Page Used to Set Program Sponsor Security for SEVIS

Page Name	Object Name	Navigation	Usage
SEVIS Program Sponsor Security	SEV_PRG_SP_SCTY	Design Student Administration, Secure Student Administration, User ID, SEVIS Pgm Sponsor Security	Set program sponsor security access for a user.

## Setting Up Program Sponsor Security

Access the SEVIS Program Sponsor Security page.

**SEVIS Program Sponsor Security**

User ID: 10000

---

First 1-2 of 2 Last

*SEVIS Program Sponsor	Access Code	
<input type="text" value="E-1-12345"/> <input type="button" value="Q"/> PeopleSoft University	Read/Write	<input type="button" value="All Access"/>
<input type="text" value="F-1-58900"/> <input type="button" value="Q"/> PeopleSoft International School	Read/Write	<input type="button" value="+"/> <input type="button" value="-"/>

### SEVIS Program Sponsor Security page

The SEVIS program sponsor code secures many of the J visa pages in the Maintain Foreign Nationals components of PeopleSoft Student Administration Solutions.

**SEVIS Program Sponsor** Select each SEVIS program sponsor 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 program sponsors.

## Setting User Defaults for J Visa Processing

This section discusses how to set up default SEVIS program sponsors for an individual.

### Page Used for Setting User Defaults for J 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 program sponsors for a user.

### Setting the Default Program Sponsor for a User

Access the User Defaults 4 page.

User Defaults 1	User Defaults 2	User Defaults 3	User Defaults 4	Enrollment Override Defaults
<b>User ID:</b>	PS	Carroll, Bruce		
<input checked="" type="checkbox"/> <b>Carry ID</b>				
<b>Output Destination:</b>	Printer			
<b>Transcript Type:</b>	ALLOF	Official Transcripts - All		
<b>SEVIS Default</b>				
<b>School Code:</b>	DAL214F12345123	PeopleSoft University		
<b>Program Number:</b>	E-1-12345	PeopleSoft University		
<b>Printer Name:</b>				<a href="#">Explain</a>

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

**Program Number** Enter the DHS program sponsor number for the exchange visitor sponsor to use as a default value for this ID. Default program numbers are used to populate data in PeopleSoft Maintain Foreign Nationals components.

## Creating and Updating Exchange Visitor and Dependent Data

This section discusses how to:

- Create and update exchange visitor bio/demographic data.
- Create and update exchange visitor addresses data.
- Create and update exchange visitor or dependent visa and permit data.
- Create and update exchange visitor or dependent citizenship and passport data.
- Maintain SEVIS ID information.

## Pages Used to Create and Update Exchange Visitor 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 individuals.
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, 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.
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 data for an individual.
SEVIS ID Maintenance	SEV_ID_MAINT	Build Community, Foreign Nationals Data, Use, SEVIS ID Maintenance	Enter or update SEVIS ID information for an individual.

## Creating and Updating Exchange Visitor 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	
<b>Name</b>			
Format Using:		USA United States <a href="#">Names</a>	
Name:		Chu, Ying Min	
Prefix:			
First Name:		Ying	
Middle:		Min	
Last Name:		Chu	
Suffix:			
*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	
Primary		<input checked="" type="checkbox"/>	
<b>Biographic Information</b>			
*Gender:		Female	
Date of Birth:		04/02/1981	
Military Status:		Not Indic.	
Campus ID:			
Disabled		<input type="checkbox"/>	
<a href="#">Visa/Permit Data</a>		<a href="#">Citizenship</a>	
<a href="#">Phone</a>		<a href="#">Email Address</a>	
USA			
Ethnic Group:		White	
Ethnicity Detail		<a href="#">Ethnicity Detail</a>	
Disabled Veteran		<input type="checkbox"/>	
VA Benefit		<input type="checkbox"/>	

[Bio/Demo Data page](#)

SEVIS requires specific bio/demographic data for each exchange visitor 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 exchange visitor 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 city and country.

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

**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 Exchange Visitor and Dependent Addresses Data

Access the Addresses page.

Bio/ Demo Data | Addresses

Ying Chu ID: SEV1001

Address Type: Home [View All] First 1 of 2 Last

\*Address Type: Home [+] [-]

Address History [View All] First 1 of 1 Last

\*Effective Date: 10/28/2002 [Country: USA United States] [Copy to other address types]

\*Status: Active

Address 1: 901 W. Ash

Address 2: Apt 3-B

Address 3:

Address Linkage

Linkage Type

Maintain Manually:

Address

Other Data

City: Encino

County:

Postal: 95207-2311

State: CA California

[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 U.S. address for each exchange visitor. The address type reported is based on the type defined in the U.S. field on the PeopleSoft SEVIS Setup page.

The following fields are required.

- Address 1
- City
- State
- Postal

**Note.** If the exchange visitor does not have a U.S. address, the system uses the program sponsor's address from the Program Sponsor table to populate required fields for the Create EV event.

### **See Also**

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

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## **Creating and Updating Exchange Visitor or Dependent Visa and Permit Data**

Access the Visa/Permit Data page.

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

Chu,Ying Min      Non-Employee    Non HRMS    ID: SEV1001

---

**Visa/Permit Data** View All    First ◀ 1 of 1 ▶ Last

**Country:**  USA + -

**\*Type:**  Exchange    Visa Get Supporting Documents

---

**Visa / Permit History** View All    First ◀ 1 of 1 ▶ Last

**\*Effective Date:**  + -

**Number:**

**\*Status:**     **\*Status Date:**  + -

**Duration:**

**Issue Date:**  + -

**Date of Entry into Country:**  + -    **Expiration Date:**  + -

**Issuing Authority:**

**Issue Place:**

---

**Supporting Documents Needed** View All    First ◀ 1 of 1 ▶ Last

*Sup Doc ID	Description	Request Date	Date Received	
1	<input type="text"/>	<input type="text"/>	<input type="text"/>	+ -

[Visa/Permit Data page](#)

**Visa/Permit Data**

**Type**      The visa type that you enter here must correspond to a visa type defined on the Visa Mapping page for the system to send the individual's information to SEVIS.

**Number, Issue Date, and Expiration Date**      Enter the visa number and appropriate dates.

This data is not required or reported.

**See Also**

*PeopleSoft 8 Campus Community Fundamentals PeopleBook*, "Maintaining Identification Data," Maintaining Visa and Permit Data.

---

## Creating and Updating Exchange Visitor Port of Entry Information

Access the Port of Entry 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>		View All	First 1 of 1 Last
<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 an exchange visitor’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 Exchange Visitor or Dependent Citizenship and Passport Data

Access the Citizenship/Passport page.

## Citizenship/Passport

Ying Chu ID: SEV1001

View All First 1 of 1 Last

**\*Country:**   China + -

**Citizenship Status:**

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 DS-2019 form.

If you enter more than one non-USA Country, you will be required to indicate which citizenship country information to send to SEVIS on the DS-2019 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

---

## Maintaining SEVIS ID Information

Access the SEVIS ID Maintenance page.

### SEVIS ID Maintenance

Sandy Cerruit ID: SEV0500

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

\*SEVIS School Code:   School:

**SEVIS ID** First 1 of 1 Last

\*Effective Date   \*SEVIS ID

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

\*SEVIS Program Number:   Sponsored by: PeopleSoft University

**SEVIS ID** First 1 of 1 Last

\*Effective Date   \*SEVIS ID

[SEVIS ID Maintenance page](#)

**Note.** When SEVIS processes the Create EV and Dependent - Add events, it assigns SEVIS IDs to the new exchange visitors and dependents. You must manually enter the IDs assigned by SEVIS into your PeopleSoft system if you set the Send To field to **Master** on the Alerts Header page to populate SEVIS Master for Create EV 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, exchange visitors, 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 exchange visitors and dependents automatically populates the ID field. You may need to manually enter this value if you initially created the exchange visitor or dependent using the DHS SEVIS RTI.

**SEVIS School Code, Effective Date, and SEVIS ID** *(For F and M visas only.)*

**SEVIS Program Number, Effective Date, and SEVIS ID** Enter the program number for which an exchange visitor has a DS-2019 form or is listed as a dependent on a DS-2019 form.

Enter the effective date of the SEVIS ID.

Enter the unique 11-digit identifier for the exchange visitor or dependent for the SEVIS program number.

## Creating and Updating DS-2019 Form Data

The DS-2019 form pages included in the PeopleSoft system display relevant DS-2019 form data in a sequence similar to the actual DS-2019 form document produced by SEVIS. The SEVIS system produces the actual DS-2019 form in PDF format using data provided by your institution.

PeopleSoft DS-2019 Form pages are keyed by exchange visitor's ID and program number. Access to the form is controlled through SEVIS program sponsor security.

**Note.** The PeopleSoft system requires that any exchange visitor for whom you are entering DS-2019 form data, must have an appropriate J-1 visa type defined in the Visa/Permit Data page.

This section discusses how to create and update DS-2019 form data.

### Pages Used to Create and Update DS-2019 Form Data

Page Name	Object Name	Navigation	Usage
DS-2019 Form	DS2019_FORM	Build Community, Foreign Nationals Data, Use, DS-2019 Form	Create or update DS-2019 information.
Program Selection	SEV_DS_SEL_SEC	Click the Select Program Data link on the DS-2019 Form page.	Select the program to submit for a student category exchange visitor.

### Entering DS-2019 Form Data

Access the DS-2019 Form page.

### DS-2019 Form

Sandie Cerruitto

ID: SEV0500

Program Number: E-1-12345 PeopleSoft University

SEVIS Status: Active

SEVIS ID: 21212121210

#### DS-2019 Form Details

First 1 of 1 Last

<b>*Effective Date:</b>	<input type="text" value="04/18/2005"/>	<b>*Status:</b>	<input type="text" value="Active"/>	<input type="button" value="+"/>	<input type="button" value="-"/>
<b>*Visitor's Category:</b>	<input type="text" value="Student Bachelors"/>				
<b>Academic Institution:</b>	PSUNV PeopleSoft University	<a href="#">Select Program Data</a>			
<b>Academic Career:</b>	UGRD Undergraduate				
<b>Academic Program:</b>	LAU Liberal Arts Undergraduate				
<b>Admit Term:</b>	0505 2003 Fall				

#### Exchange Visitor Information

<b>Family Name:</b>	Cerruitto	<b>Middle Name:</b>	Sand
<b>First Name:</b>	Sandie		
<b>Gender:</b>	F		
<b>Date of Birth:</b>	02/10/1988	<b>City of Birth:</b>	Calgarie
<b>Country of Birth:</b>	CAN Canada		
<b>*Citizenship Country:</b>	<input type="text" value="CAN"/> <input type="button" value="Q"/> Canada		
<b>*Permanent Country:</b>	<input type="text" value="CAN"/> <input type="button" value="Q"/> Canada		
<b>*Position Code:</b>	<input type="text" value="215"/> <input type="button" value="Q"/> University Undergraduate Students		

#### US Address

<b>Address 1:</b>	9898777 New Address Road		
<b>Address 2:</b>	Suite 200		
<b>City:</b>	Tempe		
<b>State:</b>	AZ	Arizona	<b>Postal:</b> 85777

DS-2019 Form page (1 of 4)

<b>Creation Reason:</b>	<input checked="" type="radio"/> <b>New</b>	<input type="radio"/> <b>Continuing</b>
<b>*Start Date:</b>	<input type="text" value="04/01/2005"/>	
<b>*End Date:</b>	<input type="text" value="05/15/2010"/>	
<b>*Subj/Field Code:</b>	<input type="text" value="40.0501"/>	Chemistry, General
<b>Comments:</b>	<input type="text" value="Biology Major for SEV0500"/>	

Total Estimated Financial Support	
<b>Current Program Sponsor Funds:</b>	<input type="text" value="50000"/>
<input checked="" type="checkbox"/> <b>Received US Government Funds</b>	
<b>US Government Agency Code:</b>	<input type="text" value="AID"/> Agency for International Development
<b>Amount:</b>	<input type="text" value="15000"/>
<b>US Government Agency Code 2:</b>	<input type="text"/>
<b>Amount:</b>	<input type="text"/>
<b>Intl Organization Code:</b>	<input type="text"/>
<b>Amount:</b>	<input type="text"/>
<b>Intl Organization Code 2:</b>	<input type="text"/>
<b>Amount:</b>	<input type="text"/>
<b>Other Organizations Support:</b>	<input type="text"/>
<b>Name:</b>	<input type="text"/>
<b>Exchange Visitor's Government:</b>	<input type="text" value="25000"/>
<b>Binational Commission:</b>	<input type="text"/>
<b>Personal Funds:</b>	<input type="text" value="5000"/>
<b>Total Financial Support:</b>	\$95000

<input checked="" type="checkbox"/> <b>Funding Verified</b>
<b>Remarks:</b>
<input type="text" value="Funding Remarks for SEV0500"/>

DS-2019 Form page (2 of 4)

**\*Responsible Officer:** 8203 Webb, Floren

**Address Line 1:** 5505 N HACIENDA DRIVE

**Address Line 2:** SUITE 220

**City:** PLEASANTON

**State:** CA California

**Postal:** 95136

**Date Prepared:** 04/15/2003 **Date Signed:**

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

Dependent Information Birth Country Information

*ID	Relationship Status	*Relationship	*Permanent Country	
1 SEV0300 Saint-Amander Sr, Marcelery SEVISedit	Ended SI	Child	CAN Canada	<a href="#">Details</a> + -
2 SEV0302 Chan Esq, Diana SEVIS	Active	Spouse	CAN Canada	+ -
3 SEV0303 Walters, Julie Ann	Ended SI	Child	CAN Canada	<a href="#">Details</a> + -

**Site of Activity** View All First 1 of 2 Last

**Site of Activity:** ENC PeopleSoft University  Primary + -

**\*Status:** Active

**Address 1:** 15821 N VENTURA BLVD

**Address 2:** SUITE 200

**City:** ENCINO

**State:** CA California **Postal:** 91436

**Remarks:**

DS-2019 Form page (3 of 4)

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

Dependent Information
Birth Country Information
☰

**Birth Country**

1 Canada	+ -
2 Canada	+ -
3	+ -

**Site of Activity** View All First 1 of 2 Last

**Site of Activity:**

**\*Status:**

**Address 1:**

**Address 2:**

**City:**

**State:**   **Postal:**

**Remarks:**

**Primary** + -

DS-2019 Form page – Birth Country Information tab (3 of 4)

<b>Program Selection</b>				
View All First 1 of 1 Last				
Selected Academic Institution	Academic Career	Academic Program	Admit Term	Status
<input checked="" type="checkbox"/> PeopleSoft University	Undergraduate	Liberal Arts Undergraduate	2003 Fall	Applicant

Program Selection page

**DS-2019 Form Details**

- SEVIS Status** Displays the status of the exchange visitor 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 DS-2019 form rows are included in the SEVIS Alerts – J process.

**Visitors Category**

Select the appropriate category for the exchange visitor. The available values are: ***Student Secondary, Student Associate, Student Bachelors, Student Masters, Student Doctorate, Student Non-Degree, Trainee (Specialty), Trainee (Non-specialty), Teacher, Professor, International Visitor, Alien Physician, Government Visitor, Research Scholar, Short-term Scholar, Specialist, Camp Counselor, Summer Work/Travel, and Aupair.***

This field is required. The system uses this value to enforce minimum and maximum duration of stay rules when you save.

**Academic Institution, Academic Career, Academic Program, and Admit Term**

If you select any of the student categories in the **Visitors Category** field, 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 exchange visitor.

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 DS-2019 form.

The valid institutions for the program number and the valid careers for the institution are based on the setup of the SEVIS Program Sponsor table.

**Exchange Visitor Information****Family Name**

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

**First Name**

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

**Middle Name**

Displays the middle name of the exchange visitor according to the name type entered on the SEVIS Setup page.

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

**Gender** Displays the gender that is entered on the Bio/Demo Data page.

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

**City of Birth** Displays the city of birth 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.

**Citizenship Country** Select the citizenship country to report to SEVIS.  
If the exchange visitor has only one non-U.S. citizenship country, the system displays it by default.

This field is required.

**Permanent Country** Select the country of permanent residence to report to SEVIS. The permanent residence country cannot be USA.

This field is required.

**Position Code** Select the position to report to SEVIS that describes the exchange visitor in his or her home country.

This field is required.

### **US Address**

**Address 1, Address 2, City, and State** Displays the exchange visitor's address based on the address type entered on the SEVIS Setup page for the U.S. address. If this address is blank, the system reports the Program Sponsor Address in the Create EV event as the U.S. address for the exchange visitor.

**Creation Reason**

You can select only one reason, either **New** or **Continuing**.

If you select **New**, the Start Date and End Date fields appear. You must enter the exchange program start and end dates.

If you select **Continuing**, the Initial Start Date, Form Number, Start Date and End Date fields appear. You must enter the exchange program's original start date and the number of the assigned IAP-66 or DS-2019 form in addition to the exchange program start and end dates.

**Note.** Creation Reason is no longer reported to SEVIS in batch, therefore it is assumed that all Exchange Visitors are **New**. Use **Continuing** only for recording historical data. A warning appears when you the DS-2019 Form with **Continuing** selected.

**Start Date and End Date**

Enter the date that the exchange visitor's program begins and the date that the program is to be completed.

A visitor cannot enter the U.S. more than 30 days prior to program start date. Exchange Program start date must be equal to or later than the current date. The system delivers a warning if the start date is not equal to or later than the current date.

Also, the program duration cannot exceed the maximum duration of stay and cannot be less than the minimum duration of stay.

These are required fields.

**Initial Start Date and Form Number**

For a creation reason of **Continuing**, you must enter the original date when the exchange visitor's program began and the number of the IAP-66 or DS-2019 form assigned to the exchange visitor.

The initial start date must pre-date the current date. The system delivers an error if the start date is not prior to the current date.

The format for the form number is X-1-12345-1234567. The system delivers an error if the format is not correct.

Both the Initial Start Date and Form Number fields are required for a creation reason of **Continuing**.

**Subj/Field Code**  
(subject/field code)

Enter the CIP code that represents the exchange visitor's subject or field of study.

The field is available or unavailable based on the Visitor's Category selected. For a student category exchange visitor, this information comes from the student records academic plan with the minimum sequence number where the plan type is equal to the plan types defined for primary major on the SEVIS Setup page.

If no data exists for the student records academic plan, the information comes from the 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 or the Academic Sub-Plan Taxonomy table.

If the exchange visitor code is a program category other than **Student**, the field is available and you must select the appropriate subject/field code.

This field is required. The CIP code is reported to SEVIS.

**Comments**

Enter remarks to further describe the subject or field of study.

This field is required.

**Total Estimated Financial Support**

You must enter at least one amount of monetary support in this section.

**Current Program Sponsor Funds**

Enter the U.S. dollar amount of financial support provided by the program sponsor.

**Received US Government Funds**

Select to report to SEVIS that the exchange visitor has received funding from the U.S. Government.

**US Government Agency Code and Amount;**

Enter the U.S. Government organization that is providing funds to the exchange visitor, and the U.S. dollar amount of the funding they provide.

**US Government Agency Code 2 and Amount**

For each agency that you enter, you must also enter the amount of funding.

**Intl Organization Code and Amount;**

Enter the international organization that is providing funds to the exchange visitor, and the U.S. dollar amount of the funding they provide.

**Intl Organization Code 2 and Amount**

For each organization that you enter, you must also enter the amount of funding.

<b>Other Organizations Support</b>	Enter the total U.S. dollar amount of funding provided by any other organization, and enter the name of the organization.
<b>Exchange Visitor's Government</b>	Enter the U.S. dollar amount of funding provided by the government of the exchange visitor's country.
<b>Binational Commission</b>	Enter the U.S. dollar amount of funding provided by the binational commission of the exchange visitor's country.
<b>Personal Funds</b>	Enter the total amount of personal funds available to the exchange visitor for expenses.
<b>Total Financial Support</b>	The system calculates the total of funds entered on this page and displays the total here.
<b>Funding Verified and Remarks</b>	<p>Select this when the exchange visitor's funding is verified and the exchange visitor information is ready to send to SEVIS. Enter optional, general remarks associated with the funding information.</p> <p>You must select the Funding Verified check box for the exchange visitor information to be processed for sending to SEVIS. Failure to select it results in the exchange visitor'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>• No visa type is entered for the exchange visitor.</li> <li>• The visa type is not mapped to 03 on the Visa Mapping page.</li> <li>• No amount of financial support is entered.</li> </ul>
<b>Responsible Officer</b>	<p>Enter the RO/ARO responsible for the exchange visitor's record. This prompt displays only the RO/AROs assigned to the Program Sponsor on the SEVIS Program Sponsor table.</p> <p>This field is required.</p>
<b>Address 1, Address 2, City, State, and Postal</b>	<p>Displays the address data entered in the Program Sponsor Information section of the SEVIS Program Sponsor table for the selected responsible officer.</p> <p>This data is for your institution's information only. It is not sent to SEVIS.</p>

**Date Prepared**

Enter the date when the DS-2019 form was issued or entered.

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

This date is informational only and is not sent to SEVIS. The DHS provides the date prepared on the DS-2019 PDF returned from SEVIS.

**Date Signed**

Enter the date that the DS-2019 form was signed.

This date is informational only and it is not sent to SEVIS.

**Dependent Information – Dependent Information tab**

**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 **Deleted**, **Ended Status**, or **Terminated** instead of deleting the row. If you try to delete the dependent row, you receive a warning regarding the ramifications.

**ID**

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

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

**Relationship Status**

Enter the status of the dependent: **Active**, **Deleted**, **Ended Status**, or **Terminated**

If the status is **Active**, the dependent is reported along with the exchange visitor on the Create EV event or the Dependent - Add event if a Create EV event was previously sent.

If status is changed to **Ended Status** or **Terminated**, the Details link appears. If the status is changed to **Terminated**, the Dependent – Terminate event is triggered.

If the status is changed to **Ended Status**, the Dependent – End Status event is triggered.

If the status is changed to **Deleted**, the Dependent – Delete event is triggered.

The Dependent – EndStatus and Dependent – Terminate events triggers only if the exchange visitor's SEVIS status is **Active**.

The Dependent - Delete event triggers only if the exchange visitor's SEVIS status is **Initial**.

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

**Relationship**

Enter the dependent's relationship to the exchange visitor. Values include: **Child** and **Spouse**.

Regulations permit only one spouse to accompany the exchange visitor 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.

**Permanent Country**

Select the country to report to SEVIS as the dependent's country of permanent residence.

This is a required field.

**Details**

Appears only if the Relationship Status field is set to **Ended Status** or **Terminated**.

Click to access the Dependent Details page where you must enter the reason for the status – either an end of status reason or termination reason respectively.

**Remarks**

Enter any additional remarks regarding the dependent.

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

## Dependent Information – Birth Country Information tab

**Birth Country Reason** If the birth country is USA or a US Territory, you must enter the applicable reason, either ***Born to Foreign Diplomat*** or ***Expatriated***.

## Site of Activity

**Important!** Do **NOT** delete site of activity rows unless you make an error in adding the site of activity. If you delete the site of activity, the site of activity events are not reported to SEVIS. Change the status of the site of activity to ***Inactive*** instead of deleting the row. If you try to delete the site of activity, the system displays a warning regarding the ramifications.

**Site of Activity** Enter the site of activity to report to SEVIS.  
The default value is the site that is set up on the SEVIS Program Sponsor table. You can add multiple sites of activity when creating an exchange visitor.

**Primary** Select to indicate the site is the primary site to print on the DS-2019 Form.

**Status** Enter the status of the site of activity. The default value is ***Active***.  
If you change the status to ***Active***, the system reports an Add Site of Activity event to SEVIS.  
If you change the status to ***Inactive***, the system reports a Site of Activity - Delete event to SEVIS.

**Address 1, Address 2, City, State, and Postal** Enter address data for the site from the Site of Activity table.  
The system displays this information from the Site of Activity Table, but is editable. Changing this data after it is sent to SEVIS triggers a Site of Activity – Edit event.

**Remarks** Enter remarks to further describe the site of activity.  
The system sends these remarks to SEVIS with the Site of Activity – Add, Site of Activity – Edit, and Site of Activity – Delete events.

## Dependent Details page

Access the Dependent Details page.

### Dependent Details

**Termination Reason:**

**Effective Date:**

**Remarks:**

#### Dependent Details page – Termination Reason

If you change a dependent's status to **Ended Status** or **Terminated**, you must provide either an end status reason or a termination reason. You can submit only one reason to SEVIS. The system displays an error if you attempt to enter both an end status reason and a termination reason.

<b>End Status Reason</b>	Select the appropriate end status reason to submit to SEVIS. The valid values are: <b>Death, Divorce, Other, and Over 21.</b>
<b>Termination Reason</b>	<p>Select the appropriate termination reason to submit to SEVIS. The valid values are: <b>Conviction of a Crime, Unauthorized Employment, and Other.</b></p> <p>The available reasons listed are the values provided by the DHS and sent as part of the Terminate Dependent event.</p>
<b>Effective Date</b>	<p>Appears only if you enter a termination reason. Enter the termination date for the dependent.</p> <p>The field is required for a termination reason.</p>
<b>Other Reason</b>	<p>Appears if you enter an end status reason or termination reason of <b>Other</b>. Provide an explanation for the reason entered.</p> <p>This field is required for an end status reason or termination reason of <b>Other</b>.</p>
<b>Remarks</b>	<p>Enter any additional remarks about the end of status or termination.</p> <p>Remarks are optional, but if provided are reported to SEVIS with the Dependent – Terminate or Dependent – EndStatus events.</p>

---

## 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 holder 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

Marcel Saint-Amand ID: SEV0300

---

<b>Spouse of:</b>	SEV4000	Best,Jim Adam	<a href="#">View Form</a>
<b>Program Number:</b>	P-1-30234	PeopleSoft State University System	

### Dependent Search page

**Spouse of or Child of**

Displays the ID of the dependent’s primary document holder, either **Spouse of** or **Child of**.

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 **Child of**.

**School Code**

Displays the SEVIS school code from the primary document holder’s I-20 form.

This field appears only if the system finds I-20 form data (F or M visa) that contains the dependent’s ID.

**Program Sponsor**

Displays the program number of the primary document holder’s DS-2019 form.

This field appears only if the system finds DS-2019 form data (J visa) that contains the dependent’s ID.

**View Form**

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.

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.

## Running the SEVIS Alerts Process for J Visas

The SEVIS Alerts process for J visas identifies data changes that are reportable to SEVIS, logs those changes, and copies all relevant data into the SEVIS Alerts - J component so you can review before 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 you run 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 J visas.

### Page Used to Run the SEVIS Alerts Process for J Visas

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

### Running the Alerts Process for J Visas

Access the SEVIS Alerts Process page.

## SEVIS Alerts Process

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

SEVIS Program Number:   PeopleSoft Test School Refresh

Academic Info Selection				View All	First <input type="button" value="◀"/>	1-2 of 2	Last <input type="button" value="▶"/>
Career	*Current Term		*As of Date				
GRAD	<input type="text" value="0504"/> <input type="button" value="Q"/>	Cur Sevis	<input type="text" value="04/03/2003"/> <input type="button" value="Q"/>				
UGRD	<input type="text" value="0504"/> <input type="button" value="Q"/>	Cur Sevis	<input type="text" value="04/03/2003"/> <input type="button" value="Q"/>				

## 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 program number are keys to the records that you review on the Alerts Header in the Alerts – J component.

**Important!** All reportable institutions and careers for the SEVIS program number must appear on this page or the data will not be reported to SEVIS. Refer to Setting up the SEVIS Program Sponsors for more information.

<b>SEVIS Program Number</b>	Enter the SEVIS program number for the process you want to run.
<b>Refresh</b>	Click to refresh the page with data retrieved for the specified program number.  The system populates the fields from the SEVIS Program Sponsor table.

### Academic Info Selection

<b>Institution and Career</b>	The system displays values for this when you click Refresh. You cannot edit values for these on this page. You must make valid changes for the SEVIS program number on the SEVIS Program Sponsor Table page.  The Institution field appears only if more than one institution is mapped to the SEVIS program number.
<b>Current Term</b>	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 used for the Validate Participant event for student category exchange visitors
<b>As of Date</b>	Enter the date for each institution and career listed.  The Validate Participant event is triggered for student category exchange visitors based on this date.  You should update this field each time the current term is 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 J visas runs again within that time period, you might lose the results of that work.

The table below lists, by event, what must happen in order for an event to appear on the Alerts Header page for an exchange visitor.

Events	Trigger Logic
CreateEV	<p>The EV has a Visa Type on Visa Permit Data = SEVIS Visa Type 03 (J-1) where the Country = <i>USA</i></p> <p><b>AND</b></p> <p>Most recent effective-dated DS-2019 form has a status = <i>Active</i></p> <p><b>AND</b></p> <p>Most recent effective-dated DS-2019 form, Funding Verified field = <i>Y</i></p> <p><b>AND</b></p> <p>The reason code is provided if the country of birth is US or a US Territory</p> <p><b>AND</b></p> <p>No rows exist in SEVIS Master for the ID and Program Sponsor on the DS-2019 form</p>
Selection Criteria for All Events Listed Below	<p>Student has an immigration status in port of entry data that equals the SEVIS visa type 03 (J-1).</p> <p><b>AND</b></p> <p>Most recent effective-dated DS-2019 form has an effective status equal to <i>Active</i>.</p> <p><b>AND</b></p> <p>Most recent effective dated DS-2019 form has the Funding Verified field equals <i>Y</i>.</p> <p><b>AND</b></p> <p>The SEVIS Status on SEVIS Master is <i>Initial, Inactive</i> or <i>Active</i>.</p>
Biographical	<p>SEVIS Status for the EV is <i>Initial</i> or <i>Active</i>.</p> <p>A difference exists between any of the fields on the SEVIS Master listed below and the same fields on their originating records:</p> <p>Name Type to compare against is based on the Name Type entered as the Passport Name on the SEVIS Setup page. (That Name Type is used to compare the Name parts in SEVIS Master to the Name Type on the Bio/Demo page.)</p> <ul style="list-style-type: none"> <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> </ul>

Events	Trigger Logic
	<ul style="list-style-type: none"> <li>• Sex</li> <li>• Birth Country</li> <li>• Birth Location</li> </ul> <p>The Address Type for the U.S. Address is based on SEVIS Setup Address Mapping. (That Address type is used to compare the U.S. Address in SEVIS Master 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>Most recent effective-dated row on DS-2019 for:</p> <ul style="list-style-type: none"> <li>• Permanent Residence Country</li> <li>• Position Code</li> <li>• Citizenship Country</li> <li>• Birth Country Reason</li> </ul>
Dependent – Add	<p>SEVIS Status for the EV is <i>Initial</i> or <i>Active</i>.</p> <p>A dependent ID exists on the most recent effective-dated DS-2019 form Dependents page where the relationship status = <i>Active</i></p> <p><b>AND</b></p> <p>The dependent ID does not exist in SEVIS Master.</p>
Dependent – Delete	<p>SEVIS Status for the EV is <i>Initial</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 DS-2019 form equals <i>Deleted</i>.</p>
Dependent – Edit	<p>SEVIS Status for the EV is <i>Initial</i> or <i>Active</i>.</p> <p>For each dependent listed in the SEVIS Master component, a difference exists between the data in the SEVIS Master component and the following 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>• Birth Location</li> <li>• Sex</li> <li>• Birth Country</li> </ul>

Events	Trigger Logic
	<ul style="list-style-type: none"> <li>• Citizenship Country</li> <li>• Relationship (on DS-2019 Dependents page)</li> <li>• Permanent Residence Country (on DS-2019 Dependents page)</li> <li>• Birth Country Reason (on DS-2019 Dependents page)</li> </ul>
Dependent – End Status	<p>SEVIS Status for the EV is <i>Active</i>.</p> <p>The Relationship Status on the most recent effective-dated DS-2019 form Dependents page = <i>Ended Status</i> and an end status reason is provided. The relationship status for the Dependent ID = <i>Active</i> on the SEVIS Master.</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>• SEVIS Status for the EV is <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 EV is <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 DS-2019 form Dependents page equals <i>Terminated</i> and a termination reason is provided.</p>
EV – Edit Bio	<p>There is a difference between any of the fields on SEVIS Master listed below versus the same fields on their originating records:</p> <p>Name Type to compare against is based on the Name Type entered as the Passport Name on SEVIS Setup. (That Name Type is used to compare the Name parts in SEVIS Master to the Name Type on the Bio/Demo page.</p> <ul style="list-style-type: none"> <li>• Last Name</li> <li>• First Name</li> <li>• Middle Name</li> </ul> <p>Name Suffix</p> <ul style="list-style-type: none"> <li>• On the Bio/Demo page:</li> <li>• Birthdate</li> <li>• Sex</li> <li>• Birth Country</li> <li>• Birth Location</li> </ul> <p>The Address Type for the U.S. Address is based on SEVIS Setup Address Mapping. That Address type is used to compare the U.S. Address in SEVIS Master to the Address Type on the Addresses page:</p>

Events	Trigger Logic
	<ul style="list-style-type: none"> <li>• Address1</li> <li>• Address2</li> <li>• City</li> <li>• State</li> <li>• Postal</li> </ul> <p>Most recent effective-dated row on DS-2019 for:</p> <ul style="list-style-type: none"> <li>• Permanent Residence Country</li> <li>• Position Code</li> <li>• Citizenship Country</li> </ul>
Financial Info	<p>SEVIS Status for the EV is <i>Initial</i> or <i>Active</i>.</p> <p>A difference exists between the data in SEVIS Master component and the following data on the most recent effective-dated row on the DS-2019 form:</p> <ul style="list-style-type: none"> <li>• Received US Gov Funds</li> <li>• Current Program Sponsor</li> <li>• GovtOrg1</li> <li>• GovtOrg1Amount</li> <li>• GovtOrg2</li> <li>• GovtOrg2Amount</li> <li>• InternatOrg1</li> <li>• InternatOrg1Amount</li> <li>• InternatOrg2</li> <li>• InternatOrg2Amount</li> <li>• EV Govt</li> <li>• Binational Commission</li> <li>• Other Org</li> <li>• Personal Funds</li> </ul>
Program – Amend	<p>SEVIS Status for the EV is <i>Initial</i>.</p> <p>The Start date on SEVIS Master is different from the Start date on the most recent effective-dated DS-2019 form.</p> <p><b>OR</b></p> <p>The End date on SEVIS Master is different from the End date on the most recent effective-dated DS-2019 form.</p>
Program - EditSubject	<p>SEVIS Status for the EV is <i>Initial</i> or <i>Active</i>.</p> <p>If the Program Category on the most recent dated DS-2019 row = <i>1a, 1b, 1c, 1d, 1e, or 1f</i>.</p>

Events	Trigger Logic
	<p>A difference exists between the Subject Field Code on SEVIS Master and the minimum sequence number on Student Plan where the Plan Type equals any of the plan types defined on SEVIS Setup for the Institution and Career of the student exchange visitor.</p> <p>If the Program Category &lt;&gt; 1a, 1b, 1c, 1d, 1e, or 1f.</p> <p>A difference exists between the Subject Field Code on SEVIS Master and the Subject Field Code on the most recent effective-dated DS-2019 form.</p>
Program – Extension	SEVIS Status for the EV is <i>Active</i> .
Program - Matriculate	<p>SEVIS Status for the EV is <i>Active</i>.</p> <p>The Visitor Category on SEVIS Master is different from the Visitor Category on the most recent effective-dated DS-2019 form</p>
Program – Shorten	<p>SEVIS Status for the EV is <i>Active</i>.</p> <p>The End date on the most recent effective-dated DS-2019 form is less than the End date on SEVIS Master.</p>
Reprint	<p>This event must be manually entered on the Alerts Header page. There is no logic to trigger the event.</p> <p>SEVIS Status for the EV is <i>Active</i>.</p>
Site of Activity – Add	<p>SEVIS Status for the EV is <i>Initial</i> or <i>Active</i>.</p> <p>A Site of Activity with a status of <i>Active</i> exists on the most recent effective-dated DS-2019 form that does not exist on SEVIS Master.</p>
Site of Activity – Delete	<p>SEVIS Status for the EV is <i>Initial</i>.</p> <p>A Site of Activity with a status of <i>Inactive</i> exists on the most recent effective-dated DS-2019 form and the same Site of Activity has a status of <i>Active</i> on SEVIS Master.</p>
Site of Activity – Edit	<p>SEVIS Status for the EV is <i>Initial</i> or <i>Active</i>.</p> <p>Address 1, Address 2, City, State, and Postal fields for each active Site of Activity on the most recent effective-dated DS-2019 form are different from any of the same fields on SEVIS Master.</p> <p><b>OR</b></p> <p>The name on the most recent effective dated row on the Site of Activity table is not equal to the name on the SEVIS Master.</p>
Status – Correct Infraction	<p>SEVIS Status for the EV is <i>Active</i> or <i>Inactive</i>.</p> <p>This event must be manually entered on the Alerts Header page. There is no logic to trigger the event.</p>
Status – End	<p>SEVIS Status for the EV is <i>Active</i>.</p> <p>If the Program Category on the most recent effective-dated DS-2019 row = 1a, 1b, 1c, 1d, 1e, or 1f.</p> <p>A program action of <i>Complete Program (COMP)</i> is entered on Student Program for the institution, career, and program on SEVIS Master and the program action on SEVIS Master is not equal to <i>COMP</i>.</p>

Events	Trigger Logic
	<p><b>Note.</b> You can also enter this event manually on the Alerts – J component pages for all categories of EVs.</p>
Status - Invalid	<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>• SEVIS Status for the EV is <i>Initial</i>.</li> <li>• There are no inactive status rows on SEVIS Master Bio/Demo and Employment/SOA pages.</li> </ul>
Status - No Show	<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>• SEVIS Status for the EV is <i>Initial</i>.</li> <li>• There are no inactive status rows on SEVIS Master Bio/Demo and Employment/SOA pages.</li> </ul>
Status - Terminate	<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 to manually enter this event:</p> <ul style="list-style-type: none"> <li>• SEVIS Status for the EV is <i>Inactive or Active</i>.</li> <li>• There are no inactive status rows on SEVIS Master Bio/Demo and Employment/SOA pages.</li> </ul>
Validate	<p>SEVIS Status for the EV is <i>Initial</i>.</p> <p>The As of Date on Alerts J run Control is less than or equal to the current date.</p> <p><b>AND</b></p> <p>The exchange visitor has a Program Category = <i>1a, 1b, 1c, 1d, 1e, or 1f</i>.</p> <p><b>AND</b></p> <p>The student exchange visitor has a term activation row for the Current Term on Alerts Header page where the institution and career on SEVIS Alerts equals the data on Term Activation.</p> <p><b>Note.</b> Manually enter this event on the Alerts Header page if the exchange visitor is a non-student program category.</p>

## Viewing SEVIS Alerts Process Data

Use pages in the Alerts – J component to review the events triggered for each exchange visitor after running the SEVIS Alerts process for J visas.

The SEVIS program code and batch ID information are keyed to the data on the Alerts Header page in the Alerts – J component. The batch ID is a unique number generated by the SEVIS Alerts process. Access to the component is controlled through program code security. By using the SEVIS program 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 DS-2019 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 no additional data is required.

After reviewing and correcting events data in the Alerts – J component, run the SEVIS Export – J process to create the XML file to send to SEVIS or to update SEVIS Master before running the SEVIS Alerts process for J 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 – J component is lost if the SEVIS Export – J process is not run before the SEVIS Alerts process for J visas runs again

This section discusses how to:

- Select data to review.
- Review alerts data.
- Enter additional data for an event.
- View event errors data.
- Update events entered directly to SEVIS Master.

## Pages Used for Viewing SEVIS Alerts Process Data for J Visas

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

### Selecting Data to Review

Access the Selection page.

Selection
Alerts Header
Addl Data
Errors

**SEVIS Program Number:** T-2-10128 Alerts J Test School

**Batch ID:** 20050326-00002 03/26/2005 2:37:25PM

**Filter Options**

**Responsible Officer:**

**Exchange Visitor:**

**Event Type:**  ▼

**Errors:**  ▼

**Additional Data:**  ▼

**Send To:**  ▼

**Alert Nbr Range** From:  Through:

[Selection page](#)

## Filter Options

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

<b>Responsible Officer</b>	Enter the RO/ARO assigned to the exchange visitors who appear on the Alerts page.  The prompt displays all RO/AROs defined on the SEVIS Program Sponsor table for the SEVIS Program Number listed.
<b>Exchange Visitor</b>	Enter the exchange visitor ID whose events you want to review.  The prompt displays all IDs that have events.
<b>Event Type</b>	Select a specific event to review.
<b>Errors</b>	Select to review all events with errors or all events with no errors.
<b>Additional Data</b>	Select to review events that have no additional data, have optional additional data, or have required additional data.
<b>Send to SEVIS</b>	Select to review events where the Send to field is set to <b>Master (Master Synch)</b> , <b>SEVIS (Send to SEVIS)</b> , or <b>None</b> .
<b>Alert Nbr Range</b> (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.
<b>Clear</b>	Click to clear the data in the Filter Options fields.
<b>Apply</b>	Click to filter the alerts results based on the data entered in Filter Options fields.
<b>Show All</b>	Click to show all of the events on the Alerts Header page.

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## Reviewing Alerts Data

Access the Alerts Header page.

Selection		Alerts Header	Addl Data	Errors		
<b>SEVIS Program Number:</b>		T-2-10128	Alerts J Test School			
<b>Batch ID:</b>		20050518-00004	05/18/2005 3:20:53PM			
<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	RO Name
1	SEV0601	<a href="#">Grier,Tanya Lynne</a>	Biographical	<input checked="" type="checkbox"/>	Master	<a href="#">Peck,Jan</a>
2	SEV0601	<a href="#">Grier,Tanya Lynne</a>	SiteOfActivity - Edit	<input checked="" type="checkbox"/>	SEVIS	<a href="#">Peck,Jan</a>
3	SEV0602	<a href="#">Fairchild,Dana Anne</a>	CreateEV	<input type="checkbox"/>	Master	<a href="#">Peck,Jan</a>
4	SEV0603	<a href="#">Lee Jr,Stephen James</a>	Dependent - Add	<input checked="" type="checkbox"/>	None	<a href="#">Arden,Devon</a>
5	SEV0604	<a href="#">Benitez III,Hector Armando</a>	SiteOfActivity - Add	<input checked="" type="checkbox"/>	SEVIS	<a href="#">Peck,Jan</a>
6	SEV0604	<a href="#">Benitez III,Hector Armando</a>	Dependent - Add	<input checked="" type="checkbox"/>	None	<a href="#">Peck,Jan</a>
7	SEV0605	<a href="#">Pierce,Mildred Jane</a>	Program - EditSubject	<input checked="" type="checkbox"/>	None	<a href="#">Peck,Jan</a>
8	SEV0605	<a href="#">Pierce,Mildred Jane</a>	SiteOfActivity - Add	<input checked="" type="checkbox"/>	SEVIS	<a href="#">Peck,Jan</a>
9	SEV0605	<a href="#">Pierce,Mildred Jane</a>	SiteOfActivity - Delete	<input checked="" type="checkbox"/>	SEVIS	<a href="#">Peck,Jan</a>
10	SEV0606	<a href="#">Smith,Maggie Jane</a>	Program - Amend	<input checked="" type="checkbox"/>	Master	<a href="#">Peck,Jan</a>

### Alerts Header page

This page lists the events to trigger when the SEVIS Alerts process for J 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 – J 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 DS-2019 form. You can change the default Send To value for each event.

The Extract SEVIS – J 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 – J process updates the SEVIS Status if needed.

For CreateEV events set to **Master**, the Alerts process inserts new active status rows in the SEVIS Master, and the Extract SEVIS – J 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 CreateEV or Dependent – Add event types, you must manually enter the SEVIS ID for the exchange visitor 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 Start date is not greater than or equal to today for CreateEV event. The exchange visitor 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 an exchange visitor if the Allow Manual Addition check box is selected for the event type on the SEVIS Event Types page and the individual has a SEVIS ID for the program 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 that have no errors and for which no additional data is required.

Only events that have no errors and need no additional data will be selected.

**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

**Name** Click to access the Bio/Demo Data page for that individual.

The page opens in a new window.

**Details** 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).

**Form** Click to open the DS-2019 form in update/display mode. The form opens in a new window.

**Errors** 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 **SEVIS**. You can select **Master** 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 DS-2019 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 **None** to prevent the process from updating SEVIS Master with the event data until you can resolve the errors.

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.

**RO Name**

Displays the name of the RO listed on the most recent DS-2019 Form. Select to view a list of ROs. If a different RO is responsible for this event, select the correct one.

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

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## 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 Program Number:</b>	T-2-10128	Alerts J Test School		
<b>Batch ID:</b>	20050518-00004	05/18/2005 3:20:53PM		
<b>SEVIS Alert Events</b>		<a href="#">Find</a>   <a href="#">View All</a>		<a href="#">First</a> ◀ 26 of 34 ▶ <a href="#">Last</a>
<b>Alert Nbr:</b> <a href="#">26</a>	<b>Dependent - Add</b>	<input checked="" type="radio"/> <b>None</b>	<input type="checkbox"/> <b>Processed</b>	
<b>ID:</b> SEV0616	Wise,Roy Ron	<input type="radio"/> <b>Send to SEVIS</b>		
<b>Apply to SEVIS Status:</b>	Active	<input type="radio"/> <b>Master Synch</b>		
<hr/>				
<b>Dependent ID:</b>	SEV0629	<b>Relationship:</b>	Child	
<b>Full Name:</b>	Menezes, Paul Ryan			
<b>Date of Birth:</b>	04/06/2000			
<b>Gender:</b>	Male	<b>Purpose of Form:</b>	Dependents to enter separately	
<b>Remarks:</b>	<div style="border: 1px solid black; padding: 5px; min-height: 50px;">Remarks for the Dependent - Add event </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.

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## Viewing Event Errors Data

Access the Errors page.

Selection Alerts Header Addl Data **Errors**

**SEVIS School Code:** DAL214F12345123 PeopleSoft University  
**Batch ID:** 20050511-00145 05/11/2005 3:01:06PM

**SEVIS Alert Events** [View All](#) **First** ◀ 3 of 5 ▶ **Last**

**Alert Nbr:** [3](#) [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 exchange visitor ID of each event from the Alerts page that did not contain errors. This provides a historical tracking of the events triggered by the SEVIS Alerts - J process and the events submitted to SEVIS. You can view the data sent to SEVIS and the results of the processing by SEVIS.

This section discusses how to:

- View 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/M visa students.
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 exchange visitors.
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 - J
Process Detail

Nvbq Pkaltcd ID: SEVKS392574

**SEVIS Program Number:** G-2-10128

Event Type	Event Date	<a href="#">Addl Data</a>	Compare Batch ID	Sent to	New Form	RO Name
SiteOfActivity - Edit	05/14/2005	<a href="#">Addl Data</a>	20050514-00009	None	<input checked="" type="checkbox"/>	Avery,Joan
Status - End	05/14/2005	<a href="#">Addl Data</a>	20050514-00009	SEVIS	<input checked="" type="checkbox"/>	Avery,Joan
SiteOfActivity - Edit	05/14/2005	<a href="#">Addl Data</a>	20050514-00008	None	<input checked="" type="checkbox"/>	Avery,Joan
Status - End	05/14/2005	<a href="#">Addl Data</a>	20050514-00008	SEVIS	<input checked="" type="checkbox"/>	Avery,Joan
SiteOfActivity - Edit	05/14/2005	<a href="#">Addl Data</a>	20050514-00007	None	<input checked="" type="checkbox"/>	Avery,Joan
Dependent - EndStatus	05/14/2005	<a href="#">Addl Data</a>	20050514-00007	SEVIS	<input type="checkbox"/>	Avery,Joan
Status -CorrectInfraction	05/14/2005	<a href="#">Addl Data</a>	20050514-00007	SEVIS	<a href="#">File Error</a>	<input checked="" type="checkbox"/> Avery,Joan
SiteOfActivity - Edit	05/14/2005	<a href="#">Addl Data</a>	20050514-00006	None	<input checked="" type="checkbox"/>	Avery,Joan
Dependent - EndStatus	05/14/2005	<a href="#">Addl Data</a>	20050514-00006	None	<input type="checkbox"/>	Avery,Joan
Program - EditSubject	05/14/2005	<a href="#">Addl Data</a>	20050514-00005	SEVIS	<input checked="" type="checkbox"/>	Avery,Joan

### History Summary page

All of the events that appeared on 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 for J visas runs. The date that the event is triggered, the batch ID, and the RO/ARO assigned to the event appear along with the additional information listed here.

- Addl Data** Click to access the History Detail - J 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 - J page.

History Summary
History Detail - J
Process Detail

Heidie Schwartz ID: SEV0504  
**SEVIS Program Number:** G-2-10128

Find | View All
First ◀ 1 of 20 ▶ Last

FinancialInfo **Event Date:** 04/25/2005

**Current Program Sponsor Funds**

Current Program Sponsor Funds:	\$0	<input checked="" type="checkbox"/>	<b>Received US Government Funds</b>
Support Amount:	\$1,000	Remarks:	
Support Amount:	\$0	<div style="height: 100px;"></div>	
Support Amount:	\$0		
Support Amount:	\$0		
Exchange Visitor's Government:	\$0		
Binational Commission:	\$0		
Other Organizations Support:	\$999		
Personal Funds:	\$0		

### History Detail – J 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.

---

## Viewing Event Process Details

Access the Process Detail page.

<a href="#">History Summary</a> <a href="#">History Detail - J</a> <a href="#">Process Detail</a>	
Utifi Uly	ID: SEVKS198960
<b>SEVIS Program Number:</b> G-2-10128	
<a href="#">Find</a>   <a href="#">View All</a> <a href="#">First</a> ◀ 14 of 28 ▶ <a href="#">Last</a>	
SiteOfActivity - Delete	<b>Event Date:</b> 05/14/2005
<b>Extract Batch ID:</b>	12340000091519
<b>Request ID:</b>	12340000091519000009
<b>SEVIS Process DateTime:</b>	05/14/2005 3:45:09PM
<b>File Process Result/Error Code:</b>	S2203 Primary site of activity cannot be deleted
<b>File Upload Status:</b>	Unsuccessful
<b>Remarks:</b>	Primary site of activity cannot be deleted

[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 Alerts Header page for review.

**Note.** It is important that you correct the data before the SEVIS Alerts process for J visas 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.

---

## 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.

---

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

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

---

### Generating the XML File for SEVIS

Access the SEVIS Export – J page.

### SEVIS Export - J

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

\*SEVIS Program Number:   PeopleSoft Test School

Responsible Officer:   Avery,Joan

\*Input/Output file:

### SEVIS Export – J page

The SEVIS Export - J process includes two processes -- the SEVIS Extract Process (CCSEVEXJ), which creates the XML file to send to SEVIS, and the SEVIS Master Synch Process (CCSEVSYJ), 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 – J (CCSEVEMJ).

### 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 type="checkbox"/>	Export and Master Synch - J	CCSEVEMJ	PSJob	(None) <input type="button" value="Q"/>	(None) <input type="button" value="Q"/>	
	SEVIS Extract Process - J	CCSEVEXJ	SQR Report	Web <input type="button" value="Q"/>	HTM <input type="button" value="Q"/>	
	SEVIS Master Synch - J	CCSEVSYJ	SQR Report	Web <input type="button" value="Q"/>	HTM <input type="button" value="Q"/>	
<input type="checkbox"/>	SEVIS Extract Process - J	CCSEVEXJ	SQR Report	Web <input type="button" value="Q"/>	HTM <input type="button" value="Q"/>	
<input type="checkbox"/>	SEVIS Master Synch - J	CCSEVSYJ	SQR Report	Web <input type="button" value="Q"/>	HTM <input type="button" value="Q"/>	

### Example of the Process Scheduler Request page for SEVIS Export – J

When the Send To field on the Alerts Header page is set to **Master** and you select SEVIS Master Synch – J 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 – J 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 extracted XML document is created using a 30-character file name with the SEVIS extract batch ID and the SEVIS program number. For example, 00000000005G-2-10128.xml where the 00000000005 is the SEVIS extract batch ID and G-2-10128 is the SEVIS program number.

**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 Program Number</b>	Enter the SEVIS program number of the data to be exported.
<b>Responsible Officer</b>	<p>Enter the ID for the assigned RO/ARO of the data to be exported.</p> <p>This field is optional and is used to limit the export file to only exchange visitors whose current DS-2019 form is associated to the specified RO/ARO.</p> <p>Depending on business processes, if your institution has multiple RO/AROs, you may find it helpful to limit the XML data files to a specific RO/ARO. This can assist with the organization and review of transaction log results and DS-2019 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 DS-2019 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* 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 DS-2019 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 – J 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=G-2-10128 -F batchid=12340000091530 -F userid=kander6952 -F xml=@12340000091530G-2-10128.xml https://egov.immigration.gov/alphasevisbatch/action/batchUpload -k -v -o batch91530j.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 exchange visitor 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 Results	SEV_UPLOAD_RSLT	Build Community, Foreign Nationals Data, Inquire, SEVIS Import Results	Review 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	SEV_DOWNLD_RSLT2	Build Community, Foreign Nationals Data, Inquire, SEVIS Import Results, Student/EV	Review the individual student or exchange visitor 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.



File Upload Result	Download Results	Student/EV	Dependents
<b>Extract Batch ID:</b>	12340000091521		
<b>SEVIS Program Number:</b>	G-2-10128		
<hr/>			
<b>File Processing Status:</b>	Transaction Log Downloaded		
<b>System:</b>	ALPHA		
<b>File Upload DateTime:</b>	05/14/2005 8:51PM		
<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 results status of the overall batch file from the XML document upload. The information is based on results provided in the file acknowledgement 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>12340000091564</BatchID>
  <OrgID>G-2-10128</OrgID>
</BatchHeader>
- <BatchDetail status="true" system="ALPHA">
  <Upload resultCode="S0000" dateTimeStamp="2005-05-26T17:23:25.625-04:00" />
</BatchDetail>
</TransactionLog>

```

### Sample upload results

**File Processing Status**

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

Each time the SEVIS Export process runs, a new row with the extract batch ID and SEVIS program number appears with the exported file processing status.

After you load the file acknowledgement log from SEVIS, the status changes to **Upload Acknowledged**.

After you load the transaction log from SEVIS, the status changes to **Processing Complete**.

**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**.

You should 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>	12340000091521			
<b>SEVIS Program Number:</b>	G-2-10128			
<hr/>				
<b>Process DateTime:</b>	05/14/05 9:00:07PM			
<b>File Name:</b>	12340000091521G-2-10128.xml			
<b>File Upload Status:</b>	Unsuccessful			
<b>File Process Result/Error Code:</b>	80020 One or more records failed processing due to business rule violations			
<b>File Validation Status:</b>				
<b>Records Requested for Process:</b>	5			
<b>Records Successfully Processed:</b>	4			
<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 Exchange Visitor Record Results

Access the Student/EV page.

<b>File Upload Result</b>		<b>Download Results</b>		<b>Student/EV</b>		<b>Dependents</b>	
<b>Extract Batch ID:</b>	12340000091521						
<b>SEVIS Program Number:</b>	G-2-10128						
<hr/>							
<b>Process DateTime:</b>	05/14/05 9:00:07PM						
<b>File Name:</b>	12340000091521G-2-10128.xml						
<b>Students/Exchange Visitors</b>						<a href="#">View All</a>	First  5 of 5  Last
<b>ID:</b>	SEVKS392574 Pkattcd,Nwbq James					<b>Status -CorrectInfraction</b>	
<b>SEVIS ID:</b>	N0000094002						
<b>Responsible Officer:</b>	8052 Avery,Joan						
<b>SEVIS Process DateTime:</b>	05/14/2005 9:00:04PM						
<b>File Upload Status:</b>	Unsuccessful						
<b>File Process Result/Error Code:</b>	82124 Cannot update exchange visitor when status type is [invalid status type]						
<b>Remarks:</b>	Cannot update exchange visitor when status type is ACTIVE						

[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 EV event, the SEVIS ID is returned only if the record is successfully processed by the SEVIS system.

**Responsible Officer** Displays the PeopleSoft ID and name of the officer responsible for the event.

**SEVIS Process Date Time** 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.

File Upload Result		Download Results		Student/EV		Dependents	
<b>Extract Batch ID:</b>	12340000091521						
<b>SEVIS Program Number:</b>	G-2-10128						
<b>Process DateTime:</b>	05/14/05 9:00:07PM						
<b>File Name:</b>	12340000091521 G-2-10128.xml						
<b>Students/Exchange Visitors</b>						View All	First ◀ 2 of 5 ▶ Last
<b>ID:</b>	SEVKS243277		Ddvps Jr,Kdqhuevteedoto R			<b>Dependent - Add</b>	
<b>Dependents</b>						View All	First ◀ 1 of 1 ▶ Last
<b>Dependent ID:</b>	KAYD1000		Jones,Julie Anne				
<b>Dependent SEVIS ID:</b>	N0000094015						
<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

<b>Dependent ID</b>	Displays the PeopleSoft ID for the dependent.
<b>Dependent SEVIS ID</b>	Displays the ID assigned to the dependent by the SEVIS system.  For new dependents submitted to SEVIS using the Create EV event or Add Dependent event, the SEVIS ID is returned only if the record is successfully processed by the SEVIS system.

<b>File Upload Status</b>	Indicates whether the record was processed successfully. The SEVIS 5.0 transaction log does not use this field.
<b>File Process Result/Error Code</b>	If the file upload is unsuccessful, the file upload error from SEVIS appears here. The SEVIS 5.0 transaction log does not use this field. You should correct all errors before running the SEVIS Alerts process again.
<b>File Upload Status</b>	Indicates whether the record was processed successfully. The SEVIS 5.0 transaction log does not use this field.
<b>File Process Result/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. The SEVIS 5.0 transaction log does not use this field.