

UCHC'S Instructions Concerning the SEVIS Reporting Requirements to The Office Of International Programs and Bureau of Citizenship And Immigration Services, US Department of Homeland Security

The information here is provided to inform our UCHC sponsored internationals about the new federally mandated Student and Exchange Visitor Information System (SEVIS) regulations which pertain to F-1, F-2, J-1 and J-2 status individuals, and to assist you in complying with the new requirements, Noncompliance with these new regulations will put you out of status with potentially extremely serious consequences. Please be advised that it is ultimately your responsibility to maintain your status and that of your accompanying dependents.

Attached is the list of events that must be reported to immigration within very specific time periods. Non-reporting of these events is a violation and will result in your being out of status,

Effective January 2003, INS now requires all institutions nationwide with F and J programs to implement and comply with this new electronic system. This system authorizes tracks, monitors and reports the various and extensive information now required in order for all our F and J status internationals and their dependents to remain in the US. What is important here is that while the INS has instituted this new mandatory program, the regulations that have been in existence for a while have not significantly changed. What is changing is the flexibility, enforcement of the deadlines addition reporting requirements and the room for correction of error that institutions as well as the F and J status individuals may have experienced This system does not allow for any of this previous flexibility.

We cannot emphasize enough the need or our F and J status individuals to be knowledgeable of and comply with these new regulations in order to maintain their legal status allowing them to remain in the US.

Should you experience any of the events on the attached list, you must immediately notify your designated academic/departmental contact as well as the Office of International Programs. These contacts are listed below:

Office of International Programs

x4430 duggal@adp.uchc.edu

The Office of International Programs has been keeping up with the changing regulations and has been disseminating information to all of our UCHC sponsored internationals. **If you do not have a UCHC email address, it is extremely important that you request your department provide you with one as soon as possible. You are required to notify Jaishree Duggal duggal@adp.uchc.edu, in the Official of International Programs with this information within one week.**

Please complete and sign the enclosed "Verification of Understanding."

SEVIS (F-1 Program) Reporting Requirements to BCIS (Bureau of Citizenship and Immigration Services)

The following is a list of information that the sponsoring Institution must report to BCIS through SEVIS:

1. Acceptance (Initial I-20 request)

- Sponsoring Institutions must notify BCIS of alien's acceptance at the Institution prior to visa sponsoring. The required data – Last name, First name, Middle Name, Degree or Program, Major/Field of study, Date of Birth, Country of Birth, Country of citizenship, Country of Permanent Residence, Foreign home address, Financial support, Cost of tuition and living, dependents and their information, program start and end dates, etc.

2. Register with SEVIS upon arrival/Failure to Enroll

- Register Students in SEVIS upon initial arrival
- Sponsoring Institutions must notify BCIS of alien's failure to enroll within 30 days of the program start date.

3. Event Occurrence - Sponsoring Institutions must report within 21 days, the occurrence of any of the following events:

- a. Any student who has failed to maintain status or complete his/her program
- b. A change in legal name or U.S. address
 - Students are required to notify the DSO (Designated School Official) within 10 days of any change in their name or address
 - Student must file BCIS form AR-11 with BCIS directly within 10 days
 - The DSO must notify SEVIS/BCIS within 21 days
- c. Graduation earlier than the program end-date listed on the I-20 form
- d. Any disciplinary action taken by the Institution as a result of the student being convicted of a crime; and
- e. Reduced Course load (RCL)
 - A student who drops below a full course of study without prior approval of the DSO will be considered out of status
 - DSO may approve RCL for stipulated academic reasons such as improper course level placement, U.S. teaching methods or English language difficulty
 - RCL must still consist of some course of study (unless for medical reasons)
 - Only one semester of RCL is permitted during the duration of the program
 - A maximum of 1 year of RCL for medical reasons only
- f. Program Extension
- g. Optional Practical Training application
- h. Curricular Practical Training application
- i. Off-Campus employment application
- j. Reinstatement Request
- k. Changes in Financial support
- l. Adding a Dependent/s
- m. Travel signature pages that are full as a new I-20 must be issued to authorize subsequent travel

- n. Replacement or lost/damaged I-20
- o. Transfer from another Institution into a UCHC program
- p. Change in degree level or major
- q. Any other notification requested by SEVIS to the BCIS Designated School Official (DSO)

4. Ongoing Reporting

- Every term, and no later than 30 days from the session start date, schools must report the following:
 - Whether the student has failed to enroll or dropped below a full course of study without prior DSO approval
 - The current address of each enrolled student, the end date of the current session, and the start date of the next session.

SEVIS (J-1 Program) Reporting Requirements to DOS (Department of State)

1. Acceptance (Initial DS-2019 request)

- Sponsoring Institutions must notify the US Department of State (DOS) of alien's acceptance at the Institution prior to visa sponsoring.

2. Validation of Program participation

- Institutions must notify DOS of alien's failure to participate within 30 days of arrival in the US
- Register the exchange visitors in SEVIS upon initial arrival in US

3. Event Occurrence

- Program Extension
- Program termination
- Change in address
- Change in degree or major
- Change in financial support documents
- Transfers between Institutions
- Academic training
- Student employment
- Request for change in category
- Add dependents
- Add/delete designated officers
- Any other notification requested by SEVIS to the BCIS Designated School Official (DSO)

Verification of Understanding

My signature acknowledges that I have received and understand “**UCHC’s Instructions concerning the SEVIS Reporting Requirements to the Office of International Programs and Bureau of Citizenship and Immigration Services, US Department of Homeland Security.**” I understand that it is ultimately my responsibility to comply with these instructions, the SEVIS requirements and maintenance of my visa status and that of my accompanying dependents.

Name

Date

Signature

Visa Type