MCCB 2018 Summer Data Conference
June 4, 2018
Presentation Overview

1. FORM I-20 OVERVIEW
2. REPORTING REQUIREMENTS
3. THE LATEST NEWS
4. HELPFUL RESOURCES

Provide feedback on this presentation at StudyintheStates.dhs.gov/Survey
FORM I-20
OVERVIEW
Form I-20

Issuance

• Students
  – Must meet all qualifications for program of study
  – Purpose must be to engage in learning and a full course of study

• DSOs
  – Review school’s admission requirements prior to acceptance
  – Only issue Forms I-20 for programs of study listed on the Form I-17
  – Provide Form I-20 directly to prospective or continuing student
  – Third parties cannot issue Forms I-20
Form I-20

Signatures

• **DSO signature**
  – Issuing Initial or replacement Form I-20
  – Travel endorsement prior to international travel

• **Parent or legal guardian signature**
  – Necessary if student is 17 years of age or younger
  – Attest to the following:
    • Signer is student’s parent or legal guardian
    • Information provided for admission to the school is true and correct
    • Student seeking admission to the United States only to pursue a program of study
    • School can release any information from student’s record to DHS
FORM I-20 OVERVIEW

Form I-20 Maintenance

*Updates to Student Information*

- Federal regulation requires DSOs to report changes to student information within 21 days

- Update a student’s record for the following changes:
  - Student or dependent name or address
  - Academic program and status
  - Disciplinary action taken by the school
  - Employment
  - Failure to maintain status/complete program
Form I-20

*When to Print a New Copy*

- Physical copy of the form is destroyed or misplaced
- For travel endorsement, when appropriate
- Any substantive change to student information
  - Personal information
  - Program of study
REPORTING REQUIREMENTS
Record Keeping

Documents

• **Prospective students**
  – Before issuing the Form I-20, collect and retain copies of:
    • Student’s transcripts
    • Proof of student’s financial ability to pay
    • Other supporting documents that school reviewed

• **Additional documents**
  – Recommended to retain copies of the following:
    • Passport
    • F-1 visa
    • Form I-94
Record Keeping

*What DSOs Should Know*

- **Time period**
  - Retain student records for three years after student finishes

- **Paper vs. electronic record**
  - Comply with school’s policy for record keeping
  - Must produce copies upon DHS request
REPORTING REQUIREMENTS

Reporting

Student Registration

• Register students engaged in a full course of study at least twice each year
  – Register for every academic session
    • Includes quarters, trimesters and semesters
  – Change session end date from a full year to less than 183 days

For help with SEVIS registration, visit the SEVIS Help Hub

StudyintheStates.dhs.gov/SEVIS-Help-Hub
Verify Your School Officials

SEVIS Annual Verification Period

• Verification period
  – Dec. 2, 2017, to March 2, 2018

• PDSO must verify that all current SEVIS users:
  – Are still employed by the organization and serve as a PDSO or DSO
  – Require continued SEVIS access

Learn more in the SEVIS Help Hub:
StudyintheStates.dhs.gov/SEVIS-Help-Hub
Students and OPT Reporting  
*Reminders for DSOs*

**OPT overview and purpose**
- Students gain experience in a program of study
- Students must comply with all U.S. laws and regulations

**If a student witnesses fraudulent activity:**
- Contact the HSI Tip Line
  - 866-DHS-2ICE (866-347-2423)
  - ICE.gov/Tips
- Victims and witnesses may be eligible for immigration relief
THE LATEST NEWS
SEVP Portal

Overview

• SEVP Portal deployed on March 23, 2018

• Reminders for DSOs and students:
  – Review practical training reporting requirements
  – Students and DSOs required to keep records up to date
  – Special considerations for STEM OPT extension

DID YOU KNOW?
More than 100,000 students successfully created an SEVP Portal
SEVP Portal Users

• F-1 students participating in post-completion OPT
  – Includes students participating in STEM extension

• M-1 students participating in practical training
SEVP Portal Functionality

Student Uses

• Post-completion practical training students can report:
  – Address
    • Physical address
    • Home address
  – Telephone numbers
  – Employer information*

• Post-completion practical training students can monitor:
  – Employment authorization

* STEM OPT students are unable to add a new employer or change their employer start date due to STEM OPT regulatory requirements
Watch It Again

SEVP Special Report Webinar: SEVP Portal

- Aired on March 20, 2018
- Provided introduction to the SEVP Portal
  - Create an SEVP Portal account
  - Navigate the SEVP Portal
  - Resources on Study in the States
- Recording and webinar resources available on the Stakeholder Webinars page
  - StudyintheStates.dhs.gov/Webinars

DSOs: Let your students know about the webinar recording
Aired on May 3, 2018

Provided the latest program news and updates
- SEVP Portal deployment
- Enhanced evidence guides
- Tips and reminders for the end of the school year
- Spotlight on SEVP’s government partners
- New resources on Study in the States

Watch it Now
Spring 2018 SEVP InFocus Webinar

MISS THE WEBINAR?
Access a recording and associated resources on Study in the States today

StudyintheStates.dhs.gov/Webinars
SEVP Portal Help

Create an SEVP Portal account and download the SEVP Portal User Guide

Navigate and update information through the SEVP Portal

Resources for DSOs about SEVP Portal interface with SEVIS

SEVP Portal videos and infographic for students

StudyintheStates.dhs.gov/SEVP-Portal-Help
Guide to Studying in the States

Choose Your Student Type

To begin, please select the type of student you are or want to become. Navigate between each student type with your mouse or arrow keys. Accepted students can refer to their Form I-20, “Certificate of Eligibility for Nonimmigrant Student Status,” and student visa for confirmation of their student type.

If you are unsure which student classification is right for you, please visit the U.S. Department of State’s website.

F-1
International students enrolled in an academic program at a university, college, high school, private elementary school, seminary, conservatory or another academic institution, including an English language program.

M-1
International students enrolled in a technical program at a vocational or other nonacademic institution other than a language training program.

StudyintheStates.dhs.gov/Guide-to-Studying-in-the-States
Engage with SEVP

Stay Connected

KEY NEWS AND CONTENT

StudyintheStates.dhs.gov/Blog
Publications
SEVP Spotlight
SEVP Outreach Bulletin

ENGAGE THROUGH CONFERENCES

Fill out the SEVP Event Request Form at StudyintheStates.dhs.gov/Conferences

@StudyinStates
Facebook.com/StudyintheStates
Linkedin.com/Company/Student-and-Exchange-Visitor-Program
SEVP Values Your Feedback

- Provide feedback on this conference presentation
- Comments improve field representative performance

StudyintheStates.dhs.gov/Field-Representative-Event-Survey
SEVP Contact Information

PHONE
703-603-3400
800-892-4829

EMAIL
Case-specific questions
SEVP@ice.dhs.gov
Technical issues
SEVISHelpDesk@ice.dhs.gov

Monday through Friday, 8 a.m. to 6 p.m. ET, except federal holidays

Additional contact information at StudyintheStates.dhs.gov/Contact-Us

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