

WHAT IS SEVIS?

SEVIS: Student and Exchange Visitor Information System

Cottey College is required, by law, to maintain records regarding the current status of each international student. SEVIS is an internet-based system which permits schools and USCIS to exchange data on the status of international students. Current information is transmitted electronically during an F-1 student's stay in the United States. U.S. embassies, consulates and ports of entry can access SEVIS.

How Does SEVIS Work?

Cottey College notifies SEVIS when it admits an international student, USCIS approves our request to issue an I-20, and Cottey sends a bar-coded, I-20 form to the student. The student takes this form to a US consulate or embassy which confirms, through SEVIS, that the student has a valid I-20 document and issues a visa.

The student's entry into the United States is reported to SEVIS by an USCIS officer at the port of entry. Upon arrival at Cottey College, the student reports to the Enrollment Management Office, and the DSO (designated school official) confirms his/her enrollment through SEVIS. Cottey provides updated status reports to SEVIS during the student's academic attendance and SEVIS records the student's departure from the United States.

Cottey must report:

- Whether the student has enrolled, or failed to enroll.
- A change of the student or dependent's legal name or address.
- Any student who graduates prior to the end date listed on the I-20.
- Academic or disciplinary actions taken due to criminal conviction.
- Whether the student drops below a full course of study without prior authorization from the DSO.
- Any student who fails to maintain status or complete his or her program.
- Termination date and reason for termination.
- Other data generated by standard procedures such as program extensions, school transfers, changes in level of study, employment authorizations, and reinstatement.

Definition of Failure to Maintain Status:

- Dropping from full-time to part-time enrollment without prior approval from the DSO.
- Attending a school other than the one a student is authorized to attend.
- Failure to apply for a transfer, or I-20 extension, or change in level of study.
- Unauthorized employment

Consequences When A Student Fails To Maintain Status:

The student's record is updated through SEVIS every semester. Students failing to maintain status lose the privileges of their student visa and become subject to deportation.

Specific consequences include:

- Denial of re-entry to the US.
- Denial of request for Practical Training.
- Denial of request to change visa status.

- **Possible denial of future visa applications.**

Can A Student Who Is "OUT OF STATUS" Regain Legal Status?

If a student becomes "out of status", this information is reported to SEVIS. The student may apply to USCIS for reinstatement if the violation resulted from circumstances beyond his/her control. The student may not apply for reinstatement under any circumstances if he/she is out of status longer than five months. If USCIS does not reinstate the student, that decision may not be appealed.

Cottey strives to help students prevent status violations from ever occurring by following these registration procedures:

- **New F-1 students must check in with the Enrollment Management Office prior to registering for classes. A DSO will review the student's visa documents and confirm to SEVIS that the student has arrived.**
- **International students may not drop below full-time status without prior authorization from the DSO. Full-time means 12 credits per semester. Acceptable reasons for reduced credit load include:**
 - **Students in their final term of study who need only the credits required to complete their degree.**
 - **Students who have a medical problem can reduce their credit load or take the semester off if they have the required documentation.**

Remember, only the Designated School Official has the authority to authorize a reduced credit load!