(USA) Setting Up PeopleSoft SEVIS Solution Visa Processing for J and F/M Visas

Setting Up SEVIS Visa Processing

Bundle 44. Various updates for OPT Employment.

To set up general SEVIS visa processing, use the following components: SEVIS Setup (SEV_SETUP_TBL), Country Mapping (SEV_COUNTRY_MAP), Visa Mapping (SEV_VISA_MAP), Suffix Mapping (SEV_SUFFIX_MAP), SEVIS Event Types (SEV_EVENT_TYPE) and SEVIS File Errors (SEV_FILE_ERROR).

This section discusses how to:

- Define your institution.
- 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.

See Reference Manual for the Student and Exchange Visitor Information System Batch Interface, Application Program Interface (API).

Pages Used to Set Up SEVIS Visa Processing

Page Name	*Definition Name*	*Navigation*	*Usage*
SEVIS Setup	SEV_SETUP_TBL	Set Up SACR, Product Related, Campus Community, SEVIS, Common Definitions, SEVIS Setup	Specify details about your institution for student F and M visas or exchange visitor J visas.
Country Mapping	SEV_COUNTRY_TBL	Set Up SACR, Product Related, Campus Community, SEVIS, Common Definitions, Country Mapping	Reference the PeopleSoft and SEVIS country information for student F and M visas or exchange visitor J visas.

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Page Name	***Definition Name***	***Navigation***	***Usage***
Visa Mapping	SEV_VISA_TBL	Set Up SACR, Product Related, Campus Community, SEVIS, Common Definitions, Visa Mapping	Reference the PeopleSoft and SEVIS visa type information for student F and M visas or exchange visitor J visas.
Suffix Mapping	SEV_SUFFIX_TBL	Set Up SACR, Product Related, Campus Community, SEVIS, Common Definitions, Suffix Mapping	Reference the PeopleSoft and SEVIS name suffix information for student F and M visas or exchange visitor J visas.
SEVIS Event Types	SEV_EVENT_TYPE	Set Up SACR, Product Related, Campus Community, SEVIS, Common Definitions, SEVIS Event Types	Set up event types for your institution for student F and M visas or exchange visitor J visas.
SEVIS File Errors	SEV_FILE_ERROR	Set Up SACR, Product Related, Campus Community, SEVIS, Common Definitions, SEVIS Setup, SEVIS File Errors	Reference the DHS file upload error messages for student F and M visas or exchange visitor J visas.

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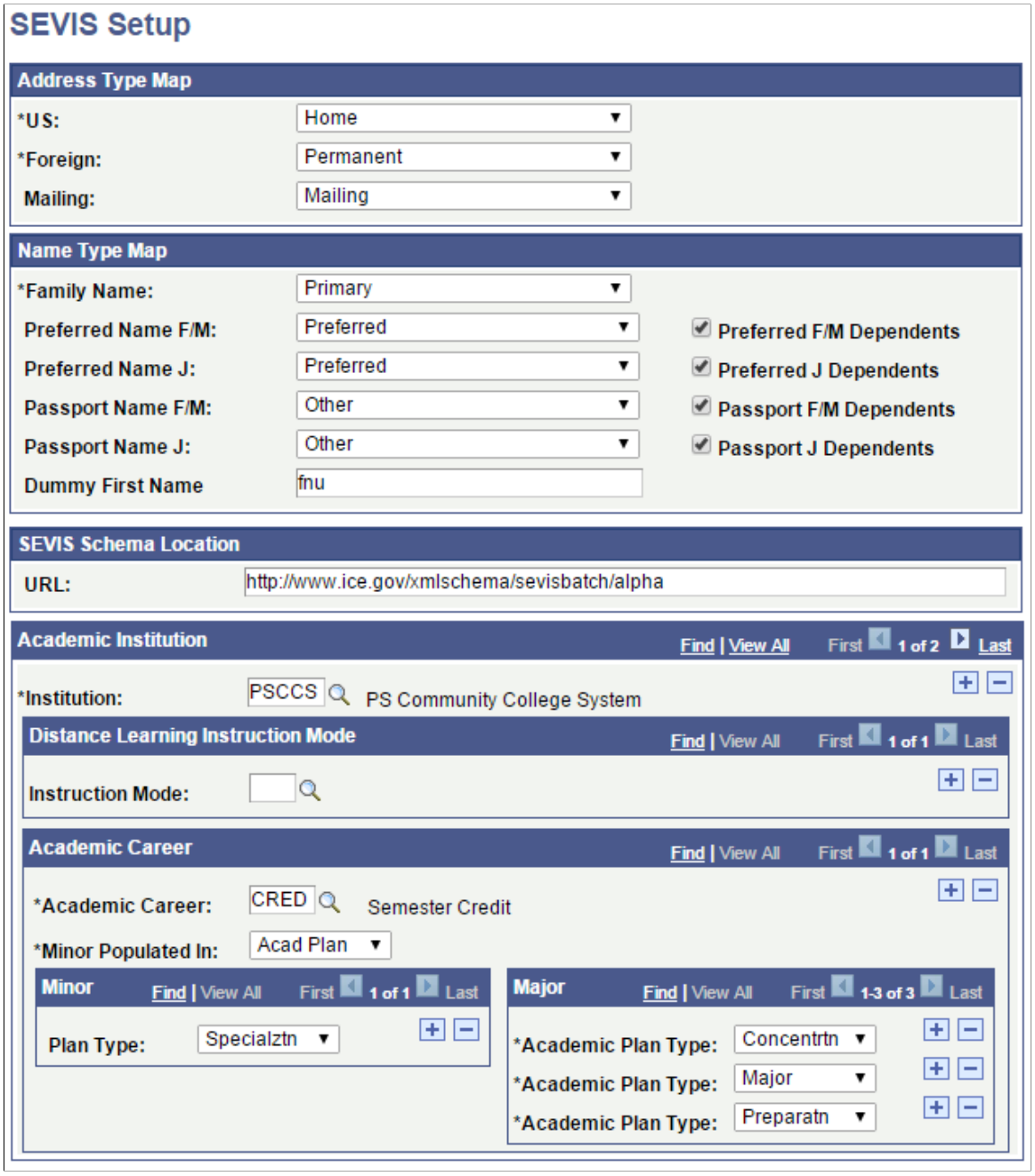
Defining Your Institution

Access the SEVIS Setup page ((Set Up SACR, Product Related, Campus Community, SEVIS, Common Definitions, SEVIS Setup).

Image: SEVIS Setup page

This example illustrates the fields and controls on the SEVIS Setup page. You can find definitions for the fields and controls later on this page.



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Warning! You must define all careers used in SEVIS on the SEVIS Setup page and map at least one major academic plan type for each career. If you do not do this, you cannot view the primary and secondary majors on the I-20 form for F and M visas or the subject field codes on the DS-2019 J visas form, and the alerts process extracts a blank value.

Address Type Map

US Select the address type in the United States to report to SEVIS.

Foreign (F and M visas only) Select the address type in the student's country of citizenship to report to SEVIS.

Mailing Optional. Select the address type that is reported as the mailing address for exchange visitors (J).

Name Type Map

Family Name Select the name type to report to SEVIS. This name appears on the I-20 or DS-2019 form.

Preferred Name F/M Optional. The value you set determines which name populates Preferred Name for F/M in alerts and SEVIS Master.

If your institution decides not to report to SEVIS, you may choose not to populate this field. The value will be auto-populated at SEVIS.

Preferred F/M Dependents Select whether or not to report values for dependents.

By default, this check box is deselected, and is enabled *only* when a name type is defined for Preferred Name F/M.

Preferred Name J Optional. The value you set determines which name populates Preferred Name for J in alerts and SEVIS Master.

If your institution decides not to report to SEVIS, you may choose not to populate this field. The value will be auto-populated at SEVIS.

Preferred J Dependents Select whether or not to report values for dependents.

By default, this check box is deselected, and is enabled *only* when a name type is defined for Preferred Name J.

Passport Name F/M Optional. The value you set determines which name populates Passport Name for F/M in alerts and SEVIS Master.

If your institution decides not to report to SEVIS, you may choose not to populate this field.

Passport F/M Dependents Select whether or not to report values for dependents.

By default, this check box is deselected, and is enabled *only* when a name type is defined for Passport Name F/M.

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Passport Name J

Optional. The value you set determines which name populates Passport Name for J in alerts and SEVIS Master.

If your institution decides not to report to SEVIS, you may choose not to populate this field.

Passport J Dependents

Select whether or not to report values for dependents.

By default, this check box is deselected, and is enabled *only* when a name type is defined for Passport Name J.

Dummy First Name

Optional. The value you set in this field is used as a substitute value in the First Name field for students with a single name.

Only a single value is provided so your institution must make sure it consistently uses the same dummy value for all SEVIS students with a single name. As per SEVIS name standards, you should use the single name to populate the Last Name field.

SEVIS Schema Location

URL

Enter the URL to send the data to, based on the SEVIS schema that you use (production, beta test, or alpha test). Do not put a backslash at the end of the file path.

The Export SEVIS Events - F/M process and the Export SEVIS Events - J process inserts this location in the xml file that it produces. If you do not enter the schema location, the process will produce the xml file without the schema location and the file will be rejected by SEVIS.

The locations for each SEVIS environment are:

Warning! These values may change according to updates in the API. You may need to modify them accordingly.

Production – http://www.ice.gov/xmlschema/sevisbatch

Beta Test – http://www.ice.gov/xmlschema/sevisbatch/beta

Alpha Test – http://www.ice.gov/xmlschema/sevisbatch/alpha

Academic Institution

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.

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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 uses it in calculating full time.

Academic Career

Academic Career Select the academic career used at your institution.

Minor Populated In *For F/M visa processing only. Does not apply to J visas.*

Select either *Acad Plan* or *Sub Plan.*

Minor

For F/M visa processing only. Does not apply to J visas. The field and available choices in the Minor group box change according to your selection in the Minor Populated In field.

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

You must enter the type of academic plan. Select from:

Concentrntn (concentration)

Honors

Major

Minor

Prepratn (preparation)

ROTC (Reserve Officer Training Corps)

Specialztn (specialization)

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

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

You must enter the type of subplan. Values are:

Conc (concentration)

Emphasis

Minor

Option

Spec(specialization)

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Track

The SEVIS Alerts - F/M process uses this value to determine which subplan to extract as a minor.

Major (for F and M visas, and for J visas)

Academic Plan Type

For each academic career, select the academic plan type for the SEVIS Alerts process and the visa form logic to use.

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

For F/M visas, the SEVIS Alerts – F/M process uses this logic to determine the primary and secondary majors to enter on the I-20 form.

For J visas, the SEVIS Alerts – J process uses this logic to determine the subject field code to enter for the student category exchange visitors on the DS-2019 form.

Mapping to SEVIS Country Data

Access the Country Mapping page (Set Up SACR, Product Related, Campus Community, SEVIS, Common Definitions, Country Mapping).

Note: The DHS defines the SEVIS country values in the lookup tables section of *Application Program Interface Document (API).* 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.

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Warning! 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.

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

Mapping to SEVIS Visa Types

Access the Visa Mapping page (Set Up SACR, Product Related, Campus Community, SEVIS, Common Definitions, Visa Mapping).

Note: You must map each SEVIS visa type defined in *Application Program Interface (API)* to a PeopleSoft visa type. Consult the U.S. Immigrations and Customs Enforcement (ICE) web site.

Country	Select the country to which the student is traveling. This is USA for SEVIS use.
PS Visa Type (PeopleSoft 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 ((Set Up SACR, Product Related, Campus Community, SEVIS, Common Definitions, Suffix Mapping).

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Note: The DHS defines the SEVIS suffix values in the lookup tables section of the *Application Program Interface (API)*. 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. Consult the U.S. Immigrations and Customs Enforcement (ICE) web site.

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

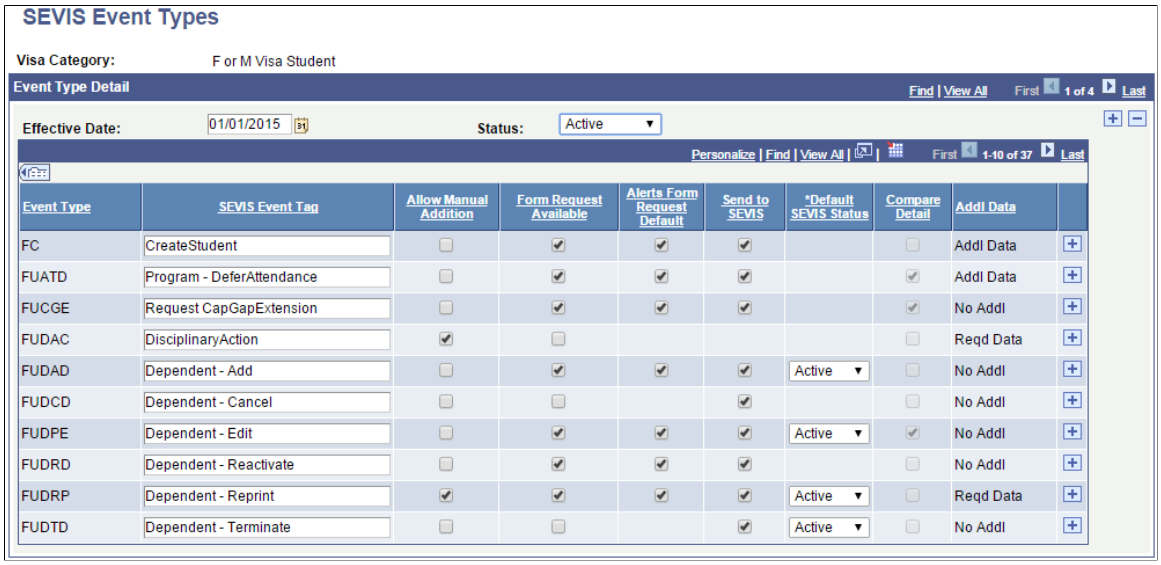
Bundle 44:

New events are added for the 01/01/2015 effective dated record: OPTEmployer – Add, OPTEmployer – Edit

Access the SEVIS Event Types page (Set Up SACR, Product Related, Campus Community, SEVIS, Common Definitions, SEVIS Event Types).

Image: SEVIS Event Types page

This example illustrates the fields and controls on the SEVIS Event Types page. You can find definitions for the fields and controls later on this page.



Note: The DHS defines the SEVIS events in *Application Program Interface Document (API)*.

Event Type — Displays the PeopleSoft event type codes for the visa category entered (either F/M visas or J visas). The SEVIS Alerts process and pages use these codes.

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

SEVIS Event Tag

Enter the DHS description of the event.

You can modify event tags.

Allow Manual Addition

Select to enable manual addition of this event type on the SEVIS Alerts Header page.

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

The delivered F/M visa event types that allow manual addition are:

Dependent – Reprint

AuthDropBelowFC – Add

AuthDropBelowFC – Cancel

AuthDropBelowFC – Edit

Status – Complete

Reprint

Disciplinary Action

Status – Terminate

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 Campus Solutions system.

The delivered J visa event types that allow manual addition are:

Dependent – Reprint

Reprint

Status – Invalid

Status – NoShow

Status – End

Status – Correct Infraction

Status – Terminate

Status – Validate

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Note: Status – End events are no longer included in the 6.23 batch schema. It is recommended that you do not select the Allow Manual Addition check box.

Form Request Available

Do not modify this.

This check box is pre-selected or not based on the information in the *Application Program Interface (API)* document.

When this check box is selected, it indicates that a new PDF form file (I-20 for F/M visas or DS-2019 for J visas) can be requested for this event. Also, the New Form check box becomes available on the Alerts Header page.

Alerts Form Request Default

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

This check box is pre-selected or not based on the information in the *Application Program Interface (API)* document.

You can modify it based on your institution's preferences.

Send to SEVIS

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

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

Note: Following the 6.23 batch release, it is recommended to deselect the Send to SEVIS check box for FUEOD OPT Employment – Add events. These events are currently not supported.

Default SEVIS Status

Applies to F/M visas only. Does not apply to J visas.

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

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

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

You can override the default status value on the Select Alerts to Report – F/M component.

Compare Detail

When selected, causes a detail subpage to be available from the Select Alerts to Report component showing the changed data that caused the event to trigger.

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This value is preset 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 Select Alerts to Report component to send the event to SEVIS.

The F/M event types for which additional data is required are:

Disciplinary Action

Status - Terminate

AuthDropBelowFC - Add

AuthDropBelowFC - Edit

Dependent - Reprint

Reprint

Program - Extension

The J event types for which additional data is required are:

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 Select Alerts to Report component.

The F/M event types for which additional data is optional are:

Program - Edit

Program - Cancel Extension

Education Level - Change

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Education Level - Cancel

Personal Info

Status - Complete

Program - Shorten

Program - Defer Attendance

Registration

Status - Cancel

The J event types for which additional data is optional are:

Biographical

Program - Amend

Program - Extension

Dependent - Edit

Site of Activity - Edit

Defining SEVIS File Error Messages

Access the SEVIS File Errors page (Set Up SACR, Product Related, Campus Community, SEVIS, Common Definitions, SEVIS Setup, SEVIS File Errors).

Note: The DHS defines the SEVIS file errors in the Appendix B: SEVIS Batch Process Error Codes section in *Application Program Interface (API).* The DHS may update the error messages from time to time. You must update or delete codes and descriptions to keep your system current with SEVIS.

File Error Enter the DHS error code.

Enter the error codes and their descriptions that are used on the PeopleSoft SEVIS Import Results pages.

If there are errors, SEVIS includes the file upload error code in the transaction log result files that it returns to you.

Description Enter the DHS description of the error code.

Setting Up F and M Visas Processing

To set up F and M visas processing, use the following components: SEVIS School Code Table (SEV_SCHL_CD_TBL), Dept of State Post Code Table (SEV_DOS_TBL), Port of Entry Table (SEV_POE_TBL), Fee Code Table (SEV_FEE_TBL), I-20 Template (SEV_I20_TMPLT), and Visa/Level of Education Map (SEV_LVL_VSA_TBL).

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This section discusses how to do the following for student F and M visas:

- Set up SEVIS school codes.
- Define the institution for a school code.
- Set up SEVIS school code security.
- Set up U.S. Department of State postal codes.
- Set up port of entry data.
- Map SEVIS visa types to levels of education.
- Set up SEVIS fee codes.
- Create an I-20 form template.

Pages Used to Set Up F and M Visas Processing

Page Name	***Definition Name***	***Navigation***	***Usage***
School Code Table	SEV_SCHL_CD_TBL	Set Up SACR, Product Related, Campus Community, SEVIS, F/M Visa, School Code Table	Set up school and designated school officials information for F and M student visas.
School Code Institution Table	SEV_SCHL_CD2_TBL	Set Up SACR, Product Related, Campus Community, SEVIS, F/M Visa, School Code Table, School Code Institution Table	Set up academic institution and academic career information for F and M student visas.
SEVIS School Code Security	SEV_SCHLCD_SCTY	Set Up SACR, Security, Secure Student Administration, User ID, SEVIS, School Code Security	Set F and M visas school code security access for a user.
Dept of State Post Code Table	SEV_DOS_TBL	Set Up SACR, Product Related, Campus Community, SEVIS, F/M Visa, Dept of State Post Code Table	Reference the Department of State post code information for F and M student visas.
Port of Entry Table	SEV_POE_TBL	Set Up SACR, Product Related, Campus Community, SEVIS, F/M Visa, Port of Entry Table	Reference the DHS port of entry information for F and M student visas.
Visa/Level of Education Map	SEV_LVL_VISA_TBL	Set Up SACR, Product Related, Campus Community, SEVIS, F/M Visa, Visa/Level of Education Map	Determine the levels of education that are available for F and M classification students on the I-20 form. For example, the Flight Training level is only valid for M-1 students.

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Page Name	*Definition Name*	*Navigation*	*Usage*
Fee Code Table	SEV_FEE_TBL	Set Up SACR, Product Related, Campus Community, SEVIS, F/M Visa, Fee Code Table	Set up the fee code information to use with the I-20 template for student F and M visas.
I-20 Template	SEV_I20_TEMPLATE	Set Up SACR, Product Related, Campus Community, SEVIS, F/M Visa, I-20 Template	Set up default information to include in I-20 forms for student F and M visas.

Setting Up SEVIS School Codes

Access the School Code Table page (Set Up SACR, Product Related, Campus Community, SEVIS, F/M Visa, School Code Table).

School Information

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

School Code Description Enter the description for the school code entered.

Address 1, City, State Enter the address for the school code entered.

School Official (name) Enter the contact school official.

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

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

PDSO/DSO

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

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

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

See Entering External System IDs.

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

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Primary DSO (primary designated school official)	Select to indicate that this is the primary designated school official. You must select one person as the primary DSO or you cannot save the information on this page.

Defining the Institution for a School Code

Access the School Code Institution Table page (Set Up SACR, Product Related, Campus Community, SEVIS, F/M Visa, School Code Table, School Code Institution Table).

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

Academic Institution

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

Academic Career

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

Setting Up SEVIS School Code Security

Access the School Code Security page (Set Up SACR, Security, Secure Student Administration, User ID, SEVIS, School Code Security).

The SEVIS school code secures many of the F and M visa pages in PeopleSoft's SEVIS component.

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

Setting Up U.S. Department of State Postal Codes

Access the Dept of State Post Code Table page (Set Up SACR, Product Related, Campus Community, SEVIS, F/M Visa, Dept of State Post Code Table).

Note: The DHS defines the Dept of State (DoS) postal code values in the lookup tables section of *Application Program Interface (API).* The DHS may update the DoS post codes from time to time. You must update or delete codes and descriptions to keep your system current with SEVIS.

See Reference Manual for the Student and Exchange Visitor Information System Batch Interface, Application Program Interface (API).

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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 (Set Up SACR, Product Related, Campus Community, SEVIS, F/M Visa, Port of Entry Table).

Note: The DHS defines the port of entry values in the lookup tables section of *Application Program Interface (API).* 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.

See Reference Manual for the Student and Exchange Visitor Information System Batch Interface, Application Program Interface (API) .

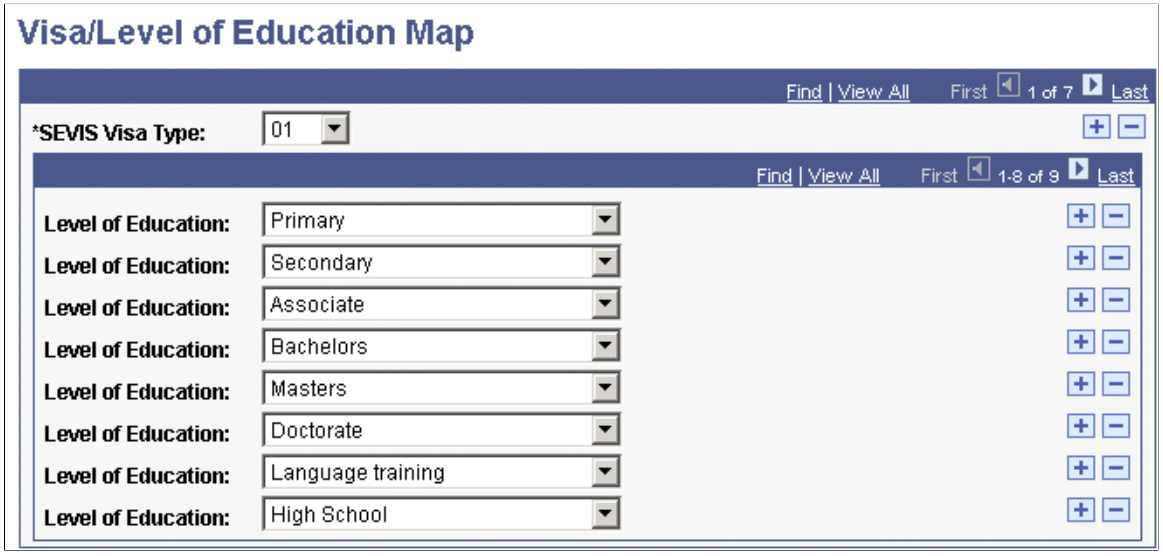
Port of Entry	Enter the port of entry code for a particular port of entry into the United States.
Description	Enter the full name of the U.S. port of entry.

Mapping SEVIS Visa Types to Levels of Education

Access the Visa/Level of Education Map page (Set Up SACR, Product Related, Campus Community, SEVIS, F/M Visa, Visa/Level of Education Map).

Image: Visa/Level of Education Map page

This example illustrates the fields and controls on the Visa/Level of Education Map page. You can find definitions for the fields and controls later on this page.



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

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

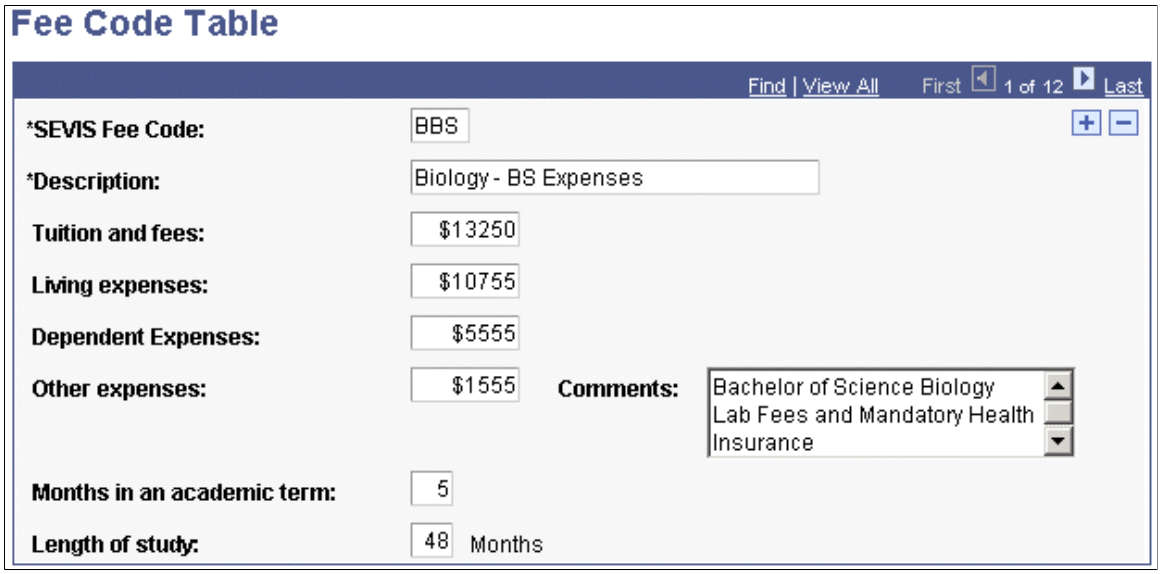
SEVIS Visa Type	Select the appropriate SEVIS visa type based on the DHS lookup tables.
Level of Education	Select the values that are allowed for the indicated classification.

Setting Up SEVIS Fee Codes

Access the Fee Code Table page (Set Up SACR, Product Related, Campus Community, SEVIS, F/M Visa, Fee Code Table).

Image: Fee Code Table page

This example illustrates the fields and controls on the Fee Code Table page. You can find definitions for the fields and controls later on this page.



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

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

SEVIS Fee Code	Enter the fee code for the program.
Description	Enter the full name of the fee code.
Tuition and fees, Living expenses, Expenses of dependents, and **Other expenses**	Enter amounts for each of these expenses.
Comments	Add comments to describe the other expenses, if any.
Months in an academic term	Enter the number of months in an academic term associated with these expenses.

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

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Creating an I-20 Form Template

Access the I-20 Template page (Set Up SACR, Product Related, Campus Community, SEVIS, F/M Visa, I-20 Template).

Image: I-20 Template page (1 of 2)

This example illustrates the fields and controls on the I-20 Template page (1 of 2). You can find definitions for the fields and controls later on this page.

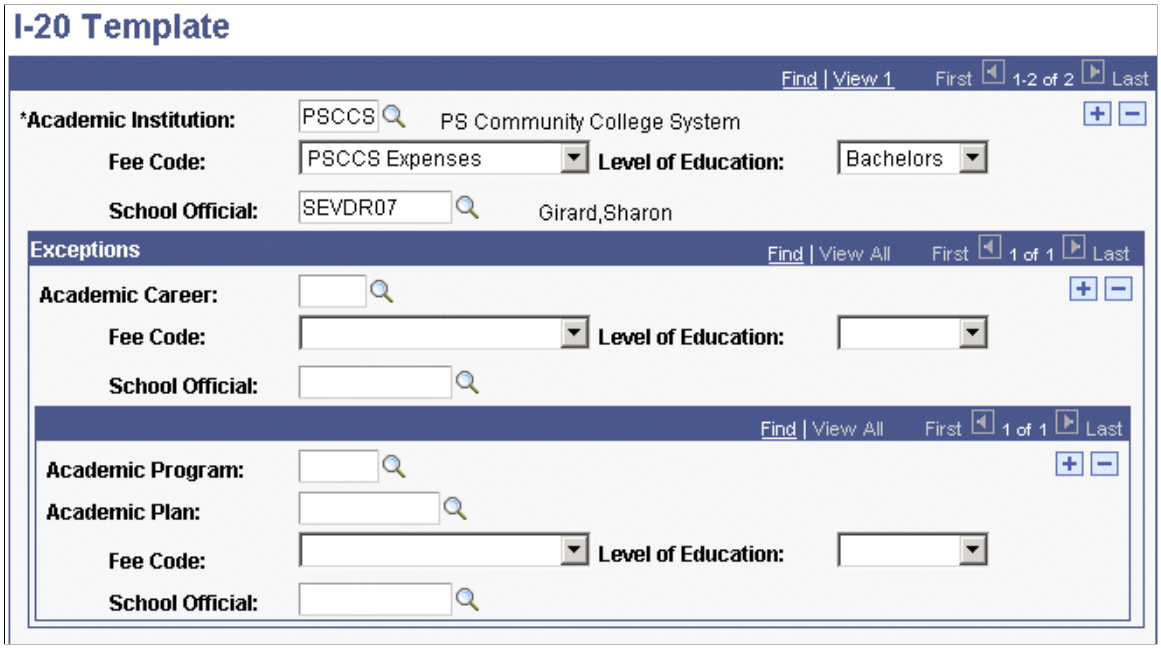
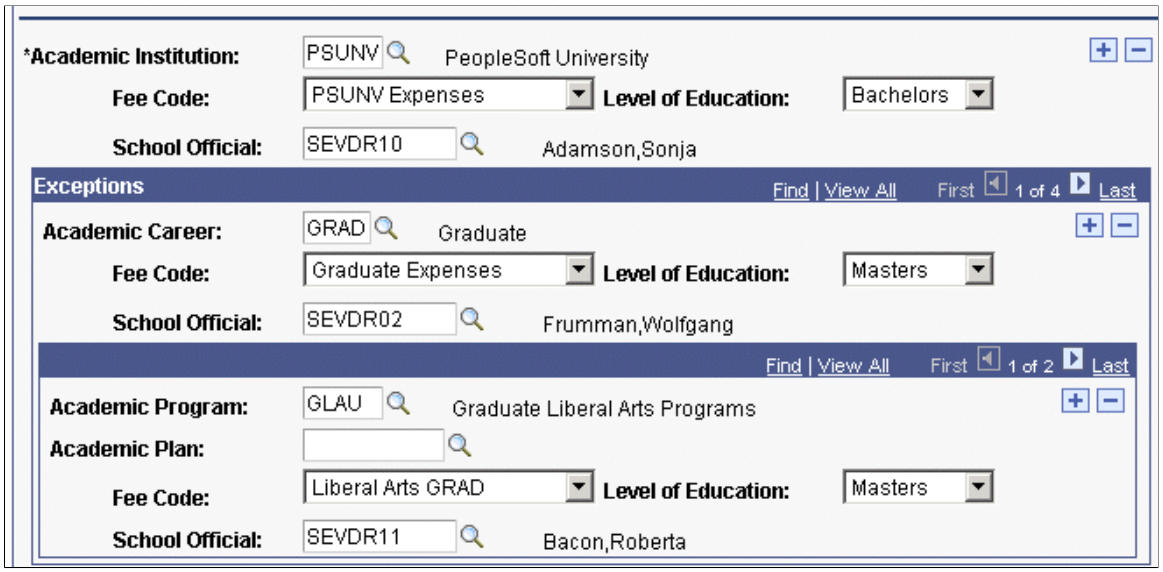


Image: I-20 Template page (2 of 2)

This example illustrates the fields and controls on the I-20 Template page (2 of 2). You can find definitions for the fields and controls later on this page.



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

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

Setting Up J Visas Processing

To set up J visas processing, use the following components: SEVIS Program Sponsor Table (SEV_PRG_SP_TBL), International Organizational Table (SEV_INT_ORG_TBL), Position Code Table (SEV_POS_CD_TBL), Site of Activity Table (SEV_SITE_ACT_TBL), US Government Agency Code (SEV_AGEN_CD_TBL), and J Visa Termination Reasons (SEV_EV_TERM_RSN).

For exchange visitor J visas, this section discusses how to:

- Set up program sponsors.
- Set up site of activity codes.
- Define the default site of activity.
- Set up program sponsor security.
- Set up international organization codes.
- Set up U.S. government agency codes.
- Set up position codes.
- Set up J visa termination reasons.

See Reference Manual for the Student and Exchange Visitor Information System Batch Interface, Application Program Interface (API).

Pages Used to Set Up J Visas Processing

Page Name	*Definition Name*	*Navigation*	*Usage*
Program Sponsor Table	SEV_PRG_SP_TBL	Set Up SACR, Product Related, Campus Community, SEVIS, J Visa, SEVIS Program Sponsor Table	Set up program sponsor and responsible officer information for exchange visitor J visas.
Site of Activity Table	SEV_SITE_ACT_TBL	Set Up SACR, Product Related, Campus Community, SEVIS, J Visa, Site of Activity Table	Set up site of activity codes to use on the J visas DS-2019 form.
Program Sponsor Table 2	SEV_PRG_SP2_TBL	Set Up SACR, Product Related, Campus Community, SEVIS, J Visa, SEVIS Program Sponsor Table, Program Sponsor Table 2	Set up academic institution and academic career information for exchange visitor J visas. Specify the default site of activity.

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Page Name	*Definition Name*	*Navigation*	*Usage*
SEVIS Program Sponsor Security	SEV_PRG_SP_SCTY	Set Up SACR, Security, Secure Student Administration, User ID, SEVIS Pgm Sponsor Security	Set J visa program sponsor security access for an individual.
International Organizations	SEV_INT_ORG_TBL	Set Up SACR, Product Related, Campus Community, SEVIS, J Visa, International Orgs Table	Reference the international organization information to use on the J visas DS-2019 form.
US Government Agency Codes	SEV_AGEN_CD_TBL	Set Up SACR, Product Related, Campus Community, SEVIS, J Visa, US Government Agency Code Tbl	Reference the U.S. government agency information to use on the J visas DS-2019 form.
Position Code Table	SEV_POS_CD_TBL	Set Up SACR, Product Related, Campus Community, SEVIS, J Visa, Position Code Table	Reference the position codes to use on the J visas DS-2019 form.
J Visa Termination Reasons	SEV_EV_TERM_RSN	Set Up SACR, Product Related, Campus Community, SEVIS, J Visa, J Visa Termination Reasons	Set termination reasons to use for J visas termination exchange visitor events.

Setting Up Program Sponsors

Access the Program Sponsor Table page ((Set Up SACR, Product Related, Campus Community, SEVIS, J Visa, SEVIS Program Sponsor Table).

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 Line 1, Address Line 2, City, State, and **Postal Code** Enter the address for the program sponsor.

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 responsible officer (RO) or the alternate responsible officer (ARO) named.

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

Note: Each 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 RO and AROs when completing the DS-3036 certification process. Obtain your RO and ARO SEVIS user ID information from DHS.

See Entering External System IDs.

RO (responsible officer)

Select to indicate that this person is the responsible officer.

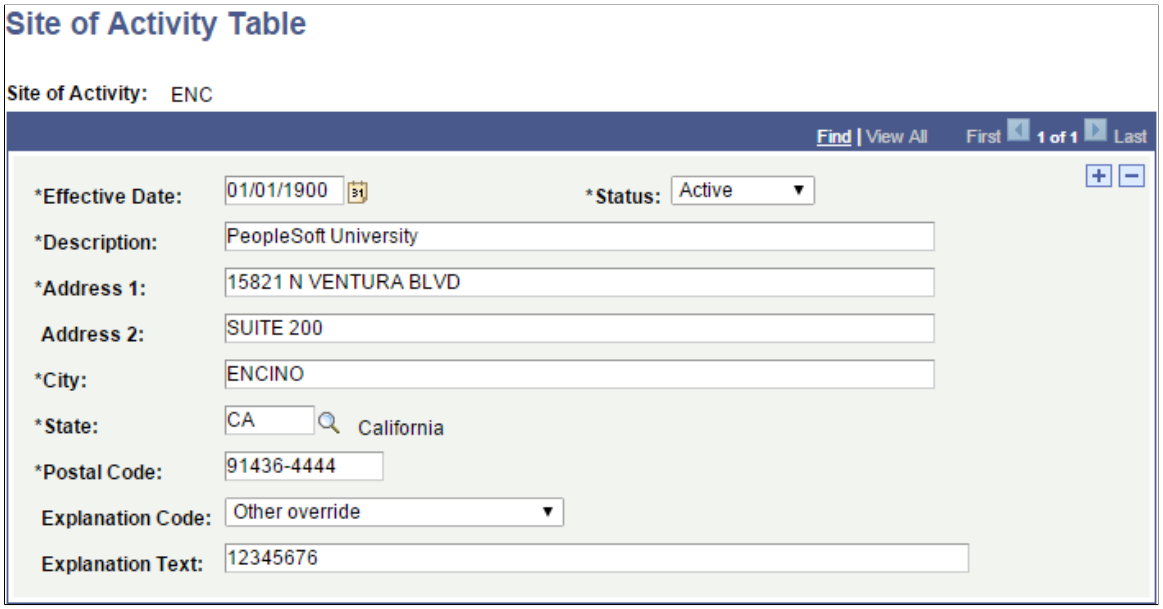
You must select one person as the RO or you cannot save the information on this page.

Setting Up Site of Activity Codes

Access the Site of Activity Table page (Set Up SACR, Product Related, Campus Community, SEVIS, J Visa, Site of Activity Table).

Image: Site of Activity Table page

This example illustrates the fields and controls on the Site of Activity Table page. You can find definitions for the fields and controls later on this 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 pages.

Description

Enter the site of activity name.

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Warning! This 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.

Explanation Code Select the override reason for an address that does not pass SEVIS validation. This reason is included in the alert.

Explanation Text Enter the reason for the override.

This field is enabled only when you select Other override in the Explanation Code field.

Defining the Default Site of Activity

Access the Program Sponsor Table 2 page (Set Up SACR, Product Related, Campus Community, SEVIS, J Visa, SEVIS Program Sponsor Table, Program Sponsor Table 2).

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 Program Sponsor Security

Access the SEVIS Program Sponsor Security page (Set Up SACR, Security, Secure Student Administration, User ID, SEVIS Pgm Sponsor Security).

The SEVIS program sponsor code secures many of the J visa pages in the SEVIS component.

SEVIS Program Sponsor Select each SEVIS program sponsor to which this user should have access.

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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 Up International Organization Codes

Access the International Organizations page (Set Up SACR, Product Related, Campus Community, SEVIS, J Visa, International Orgs Table).

Note: The DHS defines the U.S. Government agency codes that are delivered in the Lookup Tables section of *Application Program Interface (API).* 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 (international 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 (Set Up SACR, Product Related, Campus Community, SEVIS, J Visa, US Government Agency Code Tbl).

Note: The DHS defines the Position Codes that are delivered in the Lookup Tables section of *Application Program Interface (API).* 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 Government 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 Position Codes

Access the Position Code Table page (Set Up SACR, Product Related, Campus Community, SEVIS, J Visa, Position Code Table).

Note: The DHS defines the position codes that are delivered in the Lookup Tables section of *Application Program Interface (API).* 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.

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Setting Up J Visa Termination Reasons

Access the J Visa Termination Reasons page (Set Up SACR, Product Related, Campus Community, SEVIS, J Visa, J Visa Termination Reasons).

Note: The DHS defines the termination reason codes that are delivered in the Lookup Tables section of *Application Program Interface (API)*. 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 exchange visitor 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 exchange visitor termination reason.

Setting User Defaults for Visa Processing

To set user defaults for visa processing, use the User Defaults component (OPR_DEFAULT_CS).

This section discusses how to set up school code or program sponsor user defaults for an individual.

Page Used for Setting User Defaults Visa Processing

Page Name	*Definition Name*	*Navigation*	*Usage*
User Defaults 4	OPR_DEF_TABLE_CS4	Set Up SACR, User Defaults, User Defaults 4	Set up user defaults for visa processing, set up default school codes for F and M visa processing, and set up a default program sponsor for J visa processing.

Setting School Code or Program Sponsor User Defaults

Access the User Defaults 4 page (Set Up SACR, User Defaults, User Defaults 4).

Note: The *Carry ID, Output Destination, Transcript Type,* and *Advisement Report Type* fields are not used for SEVIS.

SEVIS Default

The system uses the defaults that you set here to populate data in the SEVIS component. The default values that you set here can be overridden on any page in the system.

Although setting user defaults can save time, doing so is optional.

School Code *(For F/M visas)* Enter the default DHS SEVIS school code that you want the system to use for this ID. Default school codes are

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used to populate data in the SEVIS components for F/M visa processing.

Program Number *(For J visas)* Enter the default DHS SEVIS exchange visitor program sponsor number that you want the system to use for this ID. Default program numbers are used to populate data in the SEVIS components for J visa processing.

Related Links

Reviewing or Defining Campus Community Installation Settings

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