

The logo features a black square with the word "SUNGARD" in white, followed by a dark blue rectangle with the text "SCT HIGHER EDUCATION" in white. To the left of the black square is a small image of a classical column.

SUNGARD SCT HIGHER EDUCATION

SCT Banner Student Student and Exchange Visitor Information System (SEVIS) Training Workbook

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Prepared By: SunGard SCT
4 Country View Road
Malvern, Pennsylvania 19355
United States of America

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Section A: Introduction

Lesson: Overview

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Workbook goal

The goal of this workbook is to provide you with the necessary knowledge to take full advantage of SCT Banner SEVIS functionality. This workbook is divided into four sections:

- Introduction
- Set Up
- Day-to-day operations
- Reference

Intended audience

International, Admissions, Human Resources and other offices/persons responsible for providing information to SEVIS

Objectives

At the completion of this workbook, you will be able to

- identify and update values and rules necessary to maintain SEVIS processing
- report new SEVIS students and exchange visitors (EV)
- create SEVIS records via the SEVIS Information Form (GOASEVS)
- create SEVIS records via Batch processing
- report changes to Student/EV SEVIS records.

Prerequisites

To complete this workbook, you should have

- completed the SCT Education Practices computer-based training (CBT) tutorial “SCT Banner 7 Fundamentals,” or have equivalent experience navigating in the SCT Banner system
- completed the Curriculum, Advising, and Program Plan (CAPP) training workbook
- administrative rights to create the rules and set the validation codes in SCT Banner.

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Section A: Introduction

Lesson: Overview (Continued)

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Section A: Introduction

Lesson: Process Introduction

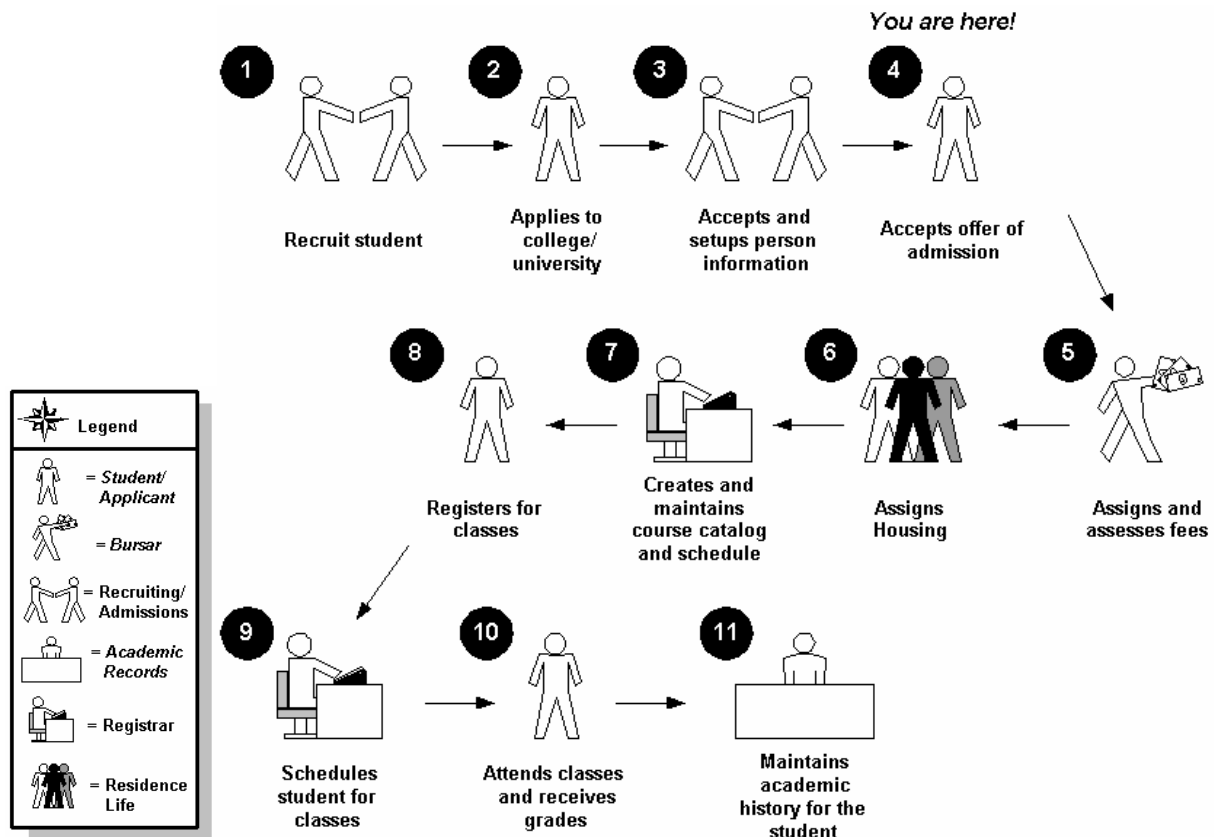
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Introduction - SEVIS students and exchange visitors

Colleges and universities report names and enrollment information about international students with F, M, or J visas to the Department of Homeland Security (DHS). Updated records must also be sent each term and when changes have been made to certain student and exchange visitor information. This information is transmitted to DHS via the Student and Exchange Visitor Information System - SEVIS.

Flow diagram

The diagram will show the overall process for identifying and reporting SEVIS Student information.





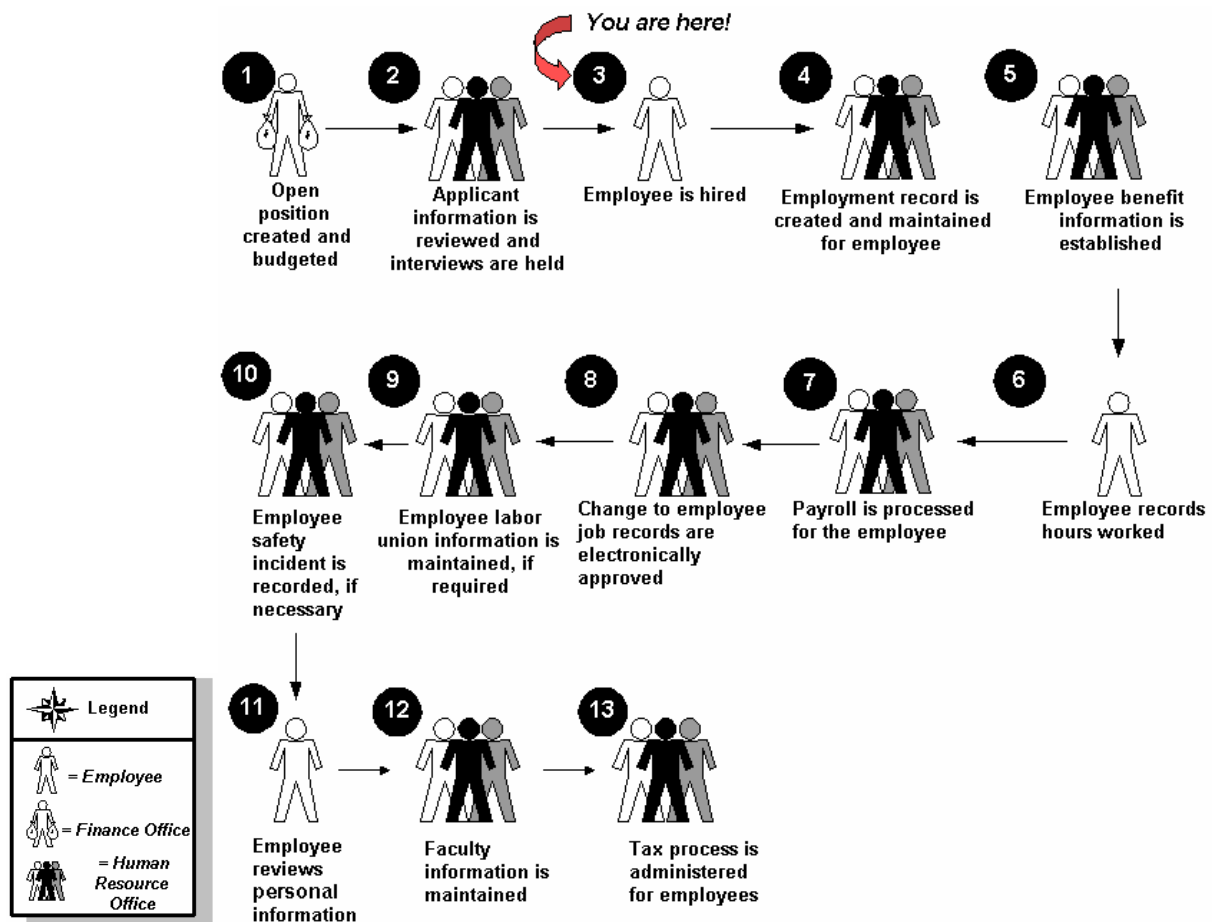
Section A: Introduction

Lesson: Process Introduction (Continued)

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Flow diagram

This diagram will show the process for identifying and reporting SEVIS Exchange Visitor information.



Note: The exchange visitor is not always an employee; he/she could be a student, professor, researcher, scholar, specialist, etc. Employee is used here only as an example.



Section A: Introduction

Lesson: Process - SEVIS Students

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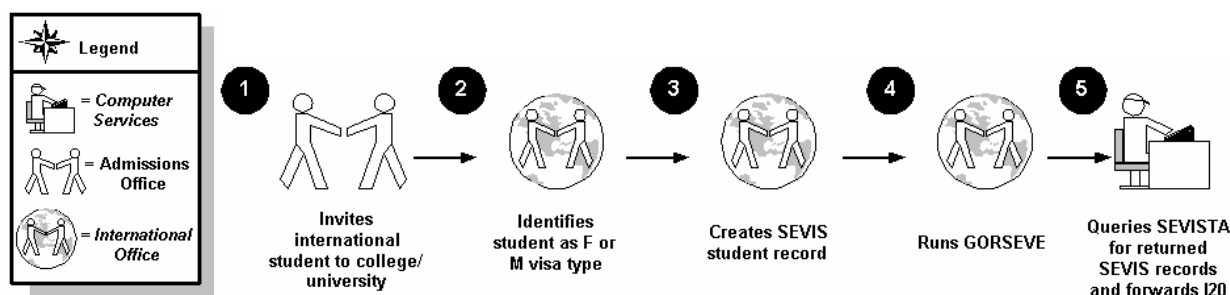
What happens

The following details the steps in the process of reporting SEVIS Students.

Note: There are two ways to report to SEVIS, either by entering data in the Real Time Interface or reporting data out of SCT Banner. Following is the process to report data out of SCT Banner.

Flow diagram

This diagram will show the process for new STUDENTS.



Stage	Description
1	Admissions Office accepts international student to college/university.
2	Admissions or International Office identifies student as F or M visa type. Information required for Form I-20 is entered in SCT Banner
3	Admissions or International Office creates a SEVIS student record.
4	SEVISTA checks the SCT Banner tables. SEVISTA sends an e-mail to a designated individual(s) when it has uploaded or downloaded a file to/from SEVIS.
5	SEVISTA queries for returned records. The Form I-20 is stored on the SEVISTA PC or server.

* Technical Office

Processes to create reports (to assist in reviewing SEVIS records) and export SEVIS records to be sent to SEVIS can be run by functional and/or technical staff persons.



Section A: Introduction

Lesson: Process - SEVIS Exchange Visitors

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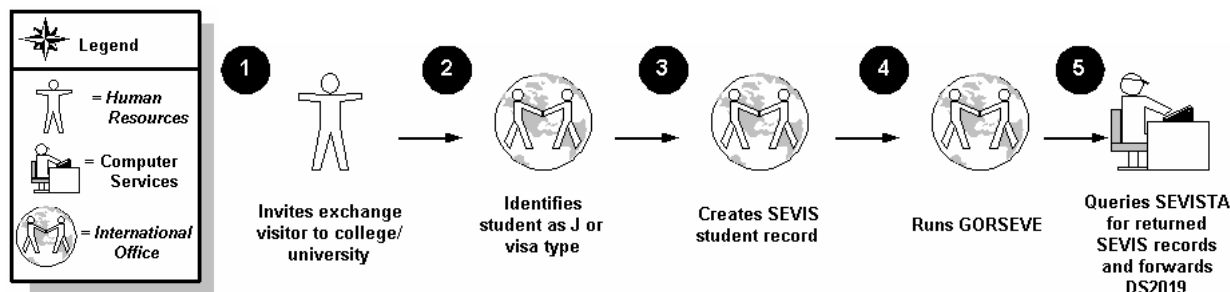
What happens

The following details the steps in the process of reporting SEVIS Exchange Visitors.

Note: There are two ways to process through SEVIS, either by entering data in the Real Time Interface or reporting data out of SCT Banner. Following is the process to report data out of SCT Banner.

Flow Diagram

The following diagram depicts the process for new exchange visitors.



Stage	Description
1	Human Resources Office invites exchange visitor to college/university.
2	International Office or HR identifies exchange visitor as J visa type. Information required for DS2019 is entered in SCT Banner.
3	International Office or HR creates SEVIS exchange visitor record.
4	SEVISTA checks the SCT Banner tables. SEVISTA sends an e-mail to a designated individual(s) when it has uploaded or downloaded a file to/from SEVIS.
5	SEVISTA queries for returned records. The form DS-2019 is stored on the SEVISTA PC or server.

* Technical Office

Processes to create reports (to assist in reviewing SEVIS records) and export SEVIS records to be sent to SEVIS can be run by functional and/or technical staff persons.



Section A: Introduction

Lesson: Process - Reporting Data Changes – SEVIS Students & Exchange Visitors

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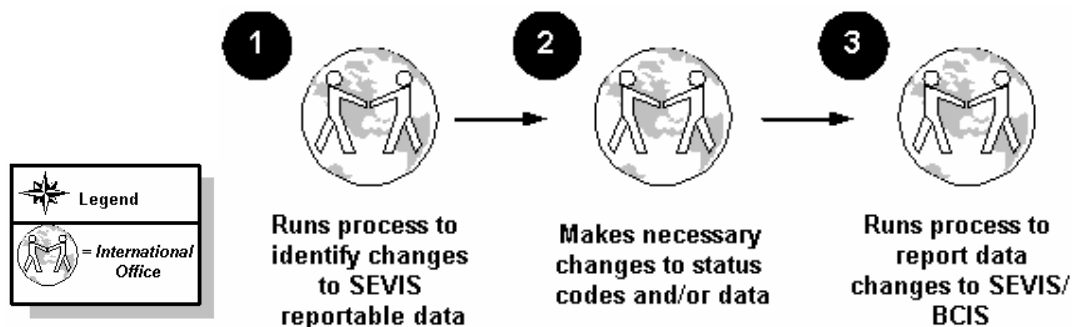
What happens

The following details the steps of the process.

Note: Following is the process to report data out of SCT Banner. Adjudicated events will need to be reported via the Real Time Interface and then the response entered in SCT Banner (outlined in detail in later section).

Flow Diagram

This is the process for reporting changes to SEVIS international student and exchange visitor information:



Stage	Description
1	International Office or Human Resources runs process to identify changes to SEVIS reportable data (example: address changes made via student self service).
2	International Office and HR view report (from above process) and/or query list of selected students and make necessary changes to student/exchange visitor data.
3	International Office or HR runs process to report data changes to SEVIS.



Section A: Introduction

Lesson: Process - Reporting Data Changes – SEVIS Students & Exchange Visitors (Continued)

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Real time interface

Information about “SEVIS Reportable” Students (F or M Visas) and Exchange Visitors (J Visas) can be entered directly in the SEVIS Real Time Interface. This option enables clients to avoid running any processes or using SEVISTA “middleware” to send information to SEVIS. If this option is selected, and the institution wants SEVIS-related information in SCT Banner, it will have to be “double entered” in SCT Banner and the RTI (Real Time Interface). Records are created on the RTI for new F, M or J students/exchange visitors and when changes are made to “SEVIS reportable” data.

Batch Process

Information about “SEVIS Reportable” Students (F or M Visas) and Exchange Visitors (J Visas) is entered in SCT Banner and then exported and imported to and from SEVIS. This option will enable the institution to avoid “double entering” information in SCT Banner and the SEVIS website (RTI). When changes are made to “SEVIS reportable” data, new records can be created individually for each student, or a process can be run to create records for a group of students.



Section A: Introduction

Lesson: Terminology

◀ [Jump to TOC](#)

DHS

Department of Homeland Security

PDSO

Principal Designated School Official

DSO

Designated School Official

RO

Responsible Officer

SEVIS

Student and Exchange Visitor Information System

SEVISTA

SEVIS Transfer Adaptor



Section B: Set Up

Lesson: Overview

◀ [Jump to TOC](#)

Introduction

The purpose of this section is to outline the set up necessary for SEVIS batch processing.

Intended audience

Technical and/or functional staff responsible for maintaining SCT Banner values and rules for SEVIS processing

Objectives

At the end of this section, you will be able to

- identify and update values and rules necessary to maintain SEVIS processing.

Prerequisites

To complete this section, you should have

- completed the SCT Education Practices computer-based training (CBT) tutorial “SCT Banner 7 Fundamentals” or have equivalent experience navigating in the SCT Banner system
- completed the Curriculum, Advising, and Program Plan (CAPP) training workbook
- administrative rights to create the rules and set the validation codes in SCT Banner.

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Section B: Set Up

Lesson: Nation Code Validation

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Purpose

Codes from the Nation Code Validation Form (STVNATN) are entered in the SEVIS Common Data and SEVIS Dependent Data sections of the SEVIS Information Form (GOASEVS) to report the Legal and Birth nations for SEVIS students, exchange visitors, and their dependents. These codes are also entered in the SEVIS Exchange Visitor and SEVIS Dependent Data sections of the SEVIS Information Form (GOASEVS) to report Permanent Resident Nation for exchange visitors and their dependents.

SCT Banner form

Nation Code	Description	SEVIS Equivalent	EDI Equivalent	LMS Equivalent	ISO Code	Canadian Statistics Code	MMREF Code	Activity Date
1	Afghanistan	1			19			11-JAN-2005
2	Albania	AA			ALB			12-JAN-2005
3	Algeria				14			14-JAN-2005
4	Andorra							14-JAN-2005
5	Angola							29-APR-1987
6	Antigua and Barbuda							29-APR-1987
7	Argentina							29-APR-1987
8	Australia	AS	AS				AS	28-JAN-2005
9	Austria							29-JUL-2004
11	Bahrain							29-APR-1987
12	Bangladesh							29-APR-1987
13	Barbados							29-APR-1987
14	Belgium		BE				BE	28-JAN-2005
15	Belize							29-APR-1987
16	Benin							29-APR-1987
17	Bhutan							29-APR-1987
18	Bolivia							29-APR-1987
19	Botswana							29-APR-1987
20	Brazil							29-APR-1987
21	Brunei							29-APR-1987
22	Bulgaria							29-APR-1987
23	Burma							29-APR-1987
24	Burundi							29-APR-1987

Procedure

Follow these steps to complete the form.

Step	Action
1	Access the Nation Code Validation Form (STVNATN). <u>Note:</u> Data in the Nation Code and Description fields display.
2	Enter the SEVIS nation codes in the SEVIS Equivalent field for each country that has students or employees at your institution.
3	Click the Save icon.
4	Click the Exit icon.



Section B: Set Up

Lesson: Visa Type Code Validation

◀ Jump to TOC

Purpose

Codes from the Visa Type Code Validation Form (STVVVTYP) are entered in the SEVIS Common Data section of the SEVIS Information Form (GOASEVS) to report the immigration statuses for SEVIS students and exchange visitors. These codes are also entered in the SEVIS Dependent Data section of the SEVIS Information Form (GOASEVS) to report immigration statuses for dependents.

SCT Banner form

Visa Type Code Validation STVVVTYP 7.0 (s4b70)

Visa Type	Description	Admissions Checklist Request Item	Description	Non-Resident	Voice Response Message Number	Canadian Statistics Code	SEVIS Code	Activity Date
B2	Tourist			<input type="checkbox"/>				07-FEB-2005
E2	Dependent of Foreign Investor			<input type="checkbox"/>				30-JUN-1987
F1	Student Visa	VISA	Visa Papers	<input checked="" type="checkbox"/>			01	25-OCT-2004
F2	Dependent of Student			<input type="checkbox"/>			04	01-MAR-2004
H1	Special			<input type="checkbox"/>				18-AUG-1987
H2	Dependent of Special			<input type="checkbox"/>				18-AUG-1987
J1	Exchange Scholar			<input type="checkbox"/>			03	06-JUL-2004
J2	Dependent of Exchange Scholar			<input type="checkbox"/>			06	22-JUN-2004
M1	Vocational Student			<input type="checkbox"/>			02	07-FEB-2005
M2	Dependent of Vocational Student			<input type="checkbox"/>			05	07-FEB-2005
OT	Other			<input type="checkbox"/>				18-AUG-1987
PR	Permanent Resident			<input type="checkbox"/>				18-AUG-1987
RA	Resident Alien			<input type="checkbox"/>				18-AUG-1987
				<input type="checkbox"/>				
				<input type="checkbox"/>				

Procedure

Follow these steps to complete the process.

Step	Action
1	Access the Visa Type Code Validation Form (STVVVTYP).
2	Enter a code in the Visa Type field.
3	Enter a description of the code in the Description field.
4	Select an item in the Admissions Checklist Request Item field. <i>Example:</i> Visa papers are an additional admissions checklist item for students who have a student Visa.
5	Click the Non-Resident checkbox if this code indicates the person is a resident of another country.
6	Enter a number in the Voice Response Message Number field.
7	Enter a code in the Canadian Statistics Code field if required.
8	Enter the corresponding code in the SEVIS Code field.
9	Click the Save icon.



Section B: Set Up

Lesson: Visa Type Code Validation (Continued)

◀ [Jump to TOC](#)

Procedure, continued

Step	Action
10	Click the Exit icon.



Section B: Set Up

Lesson: Relation Code Validation

◀ Jump to TOC

Purpose

Codes from the Relation Code Validation Form (STVRELT) are entered in the SEVIS Dependent Data section of the SEVIS Information Form (GOASEVS) to report the relationship of the dependents to SEVIS students and exchange visitors.

SCT Banner form

Relation Code Validation STVRELT 7.0 (s4b70)

Code	Description	SEVIS Equiv	Activity Date
B	Brother		31-MAR-1987
C	Child	02	22-JUN-2004
F	Father		31-MAR-1987
G	Grandparent		24-JUN-1991
M	Mother		31-MAR-1987
N	Neighbor		15-JUL-1993
O	Relative		24-JUN-1991
P	Spouse	01	09-AUG-1991
R	Friend		15-JUL-1993
S	Sister		31-MAR-1987
U	Guardian		01-MAY-1987

Procedure

Follow these steps to complete the form.

Step	Action
1	Access the Relation Code Validation Form (STVRELT).
2	Enter a code in the Code field.
3	Enter a description of the code in the Description field.
4	Enter the corresponding SEVIS code in the SEVIS Equiv field.
5	Click the Save icon.
6	Click the Exit icon.



Section B: Set Up

Lesson: Major, Minor, Concentration Code Validation

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Purpose

Codes from the Major, Minor, Concentration Code Validation Form (STVMAJR) are entered in the SEVIS Student Data section of the SEVIS Information Form (GOASEVS) to report the primary and secondary majors and minor of SEVIS students. The SEVIS Equivalent Major/Minor Codes for Students uses the list of codes as defined in the Classification of Instructional Programs: Year 2000 (CIP 2000), National Center for Education Statistics.

SCT Banner form

Major, Minor, Concentration Code Validation STVMAJR 7.0 (s4b70)

Major Code	Description	CIPC	Major	Minor	Concentration	Occupation	Financial Aid Eligibility	System Required	Voice Response Message Number
ANTH	Anthropology	450201	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Activity Date: 01-MAR-2004
SEVIS Equivalent:		110101							
ARCH	Architecture		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Activity Date: 19-MAR-2004
SEVIS Equivalent:									
ART	Art		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Activity Date: 25-AUG-2004
SEVIS Equivalent:		360110							

Procedure

Follow these steps to complete the form.

Step	Action
1	Access the Major, Minor, Concentration Code Validation Form (STVMAJR). <u>Note:</u> The data in this form should be filled in. If the SEVIS information is not entered, you will need to add it.
2	Select a CIPC code in the CIPC field for a selected major. <u>Note:</u> SEVIS will only acknowledge CIP 2000 codes as an official major.
3	Enter the SEVIS number in the SEVIS Equivalent field.
4	Click the Save icon.
5	Click the Exit icon.



Section B: Set Up

Lesson: Address Type Code Validation

◀ Jump to TOC

Purpose

Codes from the Address Type Code Validation Form (STVATYP) are entered on the Crosswalk Validation table (GTVSDAX) for Internal Codes SVSFADDR and SVSUADDR. These codes establish which SPAIDEN (General Person Identification) address records will be reported to SEVIS as the US and Foreign addresses.

SCT Banner form

Address Type Code Validation STVATYP 7.0 (s4b70)					
Address Type	Description	Telephone Type	Description	System Required	Activity Date
AP	API Test Code			<input type="checkbox"/>	16-JUN-2004
B2	Bill's address type	BI	Billing	<input type="checkbox"/>	02-JUL-2004
BI	Billing	BI	Billing	<input checked="" type="checkbox"/>	03-MAY-1991
BU	Business	BU	Business or work	<input checked="" type="checkbox"/>	03-MAY-1991
CM	CMAPI TEST	APIS	API TESTS	<input type="checkbox"/>	26-FEB-2004
DA	Dormitory Address	RH	Residence Hall	<input type="checkbox"/>	01-JUL-2004
EM	Emergency Contact	EMER	Emergency Contact	<input type="checkbox"/>	30-MAR-1995
FA	Firm Address	FA	Firm Address	<input type="checkbox"/>	01-AUG-1991
FO	Faculty Office	FO	Faculty Office	<input type="checkbox"/>	14-SEP-2004
FR	1042 Foreign Address			<input type="checkbox"/>	31-AUG-2004
HO	Home Address			<input type="checkbox"/>	25-JAN-2005
HQ	Corporate Headquarters	HQ	Corporate Headquarters	<input type="checkbox"/>	03-JUN-1990
KM	KM's address type	PR	Permanent	<input type="checkbox"/>	02-AUG-2004
MA	Mailing	MA	Mailing	<input checked="" type="checkbox"/>	26-JAN-2005
MG	Matching Gift Address	MG	Matching Gift	<input type="checkbox"/>	07-JAN-1991
P1	Parent 1	P1	Parent 1	<input type="checkbox"/>	03-JAN-1995
P2	Parent 2	P2	Parent 2	<input type="checkbox"/>	03-JAN-1995
P3	Parent 3	P3	Parent 3	<input type="checkbox"/>	03-JAN-1995
P4	Parent 4	P4	Parent 4	<input type="checkbox"/>	03-JAN-1995
PA	Parents	PA	Parents	<input checked="" type="checkbox"/>	03-MAY-1991
PL	pl	WWW	test type	<input type="checkbox"/>	09-JUN-2004
PR	Permanent	PR	Permanent	<input type="checkbox"/>	09-JUN-2004

Procedure

Follow these steps to complete the process.

Note: Unless you decide to create a new address type code, nothing will need to be entered on this form.

Step	Action
1	Access the Address Type Code Validation Form (STVATYP).
2	Review the table and decide which values will be defined as US and Foreign defaults on the Crosswalk Validation form (GTVSDAX) which will be discussed in the next topic.
3	Click the Exit icon.



Section B: Set Up

Lesson: Crosswalk Validation

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Purpose

Records are created on the Crosswalk Validation form (GTVSDAX) to define which student addresses to report to SEVIS as the official US and Foreign addresses. The address code (from STVATYP) entered for the internal code SVSUADDR defines the address type to be selected as the US address. The address code (from STVATYP) entered for the internal code SVSFADDR defines the address type to be selected as the Foreign address. Object: Access uses this information to identify the data to be reported in repeating groups and the external codes that should be selected in the Object: Access views.

SCT Banner form

Crosswalk Validation GTVSDAX 7.1 (s4b70)

----- Internal -----

Code: SVSFADDR Sequence: 1 Group: ADDRESS External Code: PR
 Description: SEVIS Foreign Address Translation Code:
 Reporting Date: ☐ System Required Activity Date: 01-MAR-2004

Code: SVSUADDR Sequence: 1 Group: ADDRESS External Code: MA
 Description: SEVIS US Address Translation Code:
 Reporting Date: ☐ System Required Activity Date: 01-MAR-2004

Procedure

Follow these steps to complete the form.

Step	Action
1	Access the Crosswalk Validation form (GTVSDAX).
2	Perform an Entry Query function.
3	Enter SVSFADDR in the Code field.
4	Perform an Execute Query function.
5	Enter the SCT Banner code that will be used for the foreign address in the External Code field. <i>Example:</i> Enter PR for permanent residence address type.
6	Click System Required checkbox.
7	Click the Save icon.
8	Perform an Entry Query function.
9	Enter SVSUADDR in the Code field.
10	Perform an Execute Query function.



Section B: Set Up

Lesson: Crosswalk Validation (Continued)

◀ [Jump to TOC](#)

Procedure, continued

Step	Action
11	Enter the SCT Banner code that will be used for the US address in the External Code field.
12	Click System Required checkbox.
13	Click the Save icon.
14	Click the Exit icon.



Section B: Set Up

Lesson: SEVIS Creation Reason Code Validation

◀ Jump to TOC

Purpose

Codes from the SEVIS Creation Reason Code Validation Form (GTVSVCR) are entered in the SEVIS Common Data section of the SEVIS Information Form (GOASEVS) to report the reason for creating record.

Note: Codes with a usage of 1 are used with students on F or M visas. Codes with a usage of 2 are used with exchange visitors on a J visa.

SCT Banner form

SEVIS Creation Reason Code Validation GTVSVCR 7.0 (s4b70)				
Code	Description	Usage	User ID	Activity Date
1	INACT 1/03--Begin New Program	2	KMALLIKA	18-MAY-2004
2	INACT 1/03--Continuing EV	2	GENERAL	12-MAR-2003
3	INACT 1/03Transffrom non-SEVIS	2	GENERAL	12-MAR-2003
4	INACT 1/03--Reinstatement	2	GENERAL	12-MAR-2003
C	INAC 5/05 Continued Attendance	1	LPARRISH	04-FEB-2005
CONT	INAC 5/05 Continuing	2	LPARRISH	04-FEB-2005
D	INAC 5/05 Dependent	1	LPARRISH	04-FEB-2005
I	Initial	1	GENERAL	01-OCT-2002
NEW	New	2	GENERAL	12-MAR-2003
O	INAC 5/05 Other	1	LPARRISH	04-FEB-2005
R	INAC 5/05 Reinstatement	1	LPARRISH	04-FEB-2005
S	Change of Status	1	LPARRISH	04-FEB-2005
T	INAC 5/05 Transfer	1	LPARRISH	04-FEB-2005

Procedure

Follow these steps to complete the process.

Step	Action
1	Access the SEVIS Creation Reason Code Validation Form (GTVSVCR).



Section B: Set Up

Lesson: SEVIS Creation Reason Code Validation (Continued)

◀ [Jump to TOC](#)

Procedure, continued

Step	Action
2	<p>Review the form for the following delivered values in the Code field:</p> <ul style="list-style-type: none">• 1-4 inactive• C• Cont• D• I• NEW• O• R• S• T
3	Click the Exit icon.



Section B: Set Up

Lesson: SEVIS Dependent Termination Code Validation

◀ Jump to TOC

Purpose

Codes from the SEVIS Dependent Termination Code Validation Form (GTVSVDT) are entered in the Dependent Data section of the SEVIS Information Form (GOASEVS).

SCT Banner form

Code	Description	User ID	Activity Date
01	Conviction of a Crime	LPARRISH	03-FEB-2005
02	Death	GENERAL	01-OCT-2002
03	Child Over 21	KMALLIKA	18-MAY-2004
04	Divorce	GENERAL	01-OCT-2002
05	Unauthorized Employment	GENERAL	01-OCT-2002
06	Principal Status Terminated	GENERAL	01-OCT-2002
07	INAC 5/5 271 Days Post ProgEnd	LPARRISH	03-FEB-2005
08	INAC 5/5 271 Days Post PrinEnd	LPARRISH	03-FEB-2005
09	Other	GENERAL	01-OCT-2002
10	Principal Status Completed	GENERAL	01-OCT-2002
11	INAC 5/5 Terminated J-1 Visa	LPARRISH	03-FEB-2005
12	INAC 5/5 Completed J-1 Visa	LPARRISH	03-FEB-2005

Procedure

Follow these steps to complete the process.

Step	Action
1	Access the SEVIS Dependent Termination Code Validation Form (GTVSVDT).
2	Review the form for the following delivered values in the Code field: <ul style="list-style-type: none"> 01 Conviction of a Crime 02 Death 03 Child over 21 04 Divorce 05 Unauthorized Employment 06 Principal Status Terminated' 07 INACT 5/05 271 Post ProgEnd 08 INACT 5/05 271 Post PrinEnd 09 Other 10 Principal Status Completed 11 INACT 5/05 Terminated J-1 Visa 12 INACT 5/05 Completed J-1 Visa
3	Click the Exit icon.



Section B: Set Up

Lesson: SEVIS Educational Level Code Validation

◀ Jump to TOC

Purpose

Codes from the SEVIS Educational Level Code Validation Form (GTVSVEL) are entered in the SEVIS Student Data section of the SEVIS Information Form (GOASEVS) to report the educational level of the SEVIS student.

SCT Banner form

Code	Description	User ID	Activity Date
01	Primary	KMALLIKA	18-MAY-2004
02	Secondary	GENERAL	01-OCT-2002
03	Associate	GENERAL	01-OCT-2002
04	Bachelors	GENERAL	01-OCT-2002
05	Masters	GENERAL	01-OCT-2002
06	Doctorate	GENERAL	01-OCT-2002
07	Language Training	GENERAL	01-OCT-2002
08	High School	GENERAL	01-OCT-2002
09	Flight Training	LPARRISH	04-FEB-2005
10	Vocational School	LPARRISH	04-FEB-2005
11	Other	GENERAL	01-OCT-2002

Procedure

Follow these steps to complete the process.

Step	Action
1	Access the SEVIS Educational Level Code Validation Form (GTVSVEL).
2	Review the form for the following delivered values in the Code field: <ul style="list-style-type: none"> 01-11
3	Click the Exit icon.



Section B: Set Up

Lesson: SEVIS EV End Program Reason Code Validation

◀ Jump to TOC

Purpose

Codes from the SEVIS EV End Program Reason Code Validation Form (GTVSVEP) are entered in the SEVIS Exchange Visitor Data section of the SEVIS Information Form (GOASEVS) to report to report why the program has been ended.

SCT Banner form

SEVIS EV End Program Reason Code Validation GTVSVEP 7.0 (s4b70)			
Code	Description	User ID	Activity Date
1	INACT 1/03Withdrawal From Prog	GENERAL	12-MAR-2003
2	INACT 1/03 Can't Cont Prog	GENERAL	12-MAR-2003
3	INACT 1/03 Death	GENERAL	12-MAR-2003
4	INACT 1/03Prog Comp Pre End Dt	GENERAL	12-MAR-2003
CCHG	INAC 5/05 Cancel-Chg of Status	LPARRISH	25-JAN-2005
CHG	INAC 5/05 Change of Status	LPARRISH	25-JAN-2005
COMP	Completed	LPARRISH	25-JAN-2005
DCHG	INAC 5/05 Denied-Chg of Status	LPARRISH	25-JAN-2005
DOE	Death of EV	GENERAL	12-MAR-2003
ICP	Inability to Continue Program	GENERAL	12-MAR-2003
NOS	INAC 5/05 No Show	LPARRISH	25-JAN-2005
PCP	Prog Complete Before End Date	GENERAL	12-MAR-2003
WFP	Withdrawal from Program	GENERAL	12-MAR-2003

Procedure

Follow these steps to complete the process.

Step	Action
1	Access the SEVIS EV End Program Reason Code Validation Form (GTVSVEP).
2	Review the form for the following delivered values in the Code field: <ul style="list-style-type: none"> • 01-4 Inactive • CCHG Inactive 5/05 • CHG Inactive 5/05 • COMP Completed • DCHG Inactive 5/05 • DOE Death of EV • ICP Inability to Continue Program • NOS Inactive 5/05 • PCP Program completed 30 or more days before Program End Date • WFP Withdrawal from Program
3	Click the Exit icon.



Section B: Set Up

Lesson: SEVIS Drop Below Full Time Reason Code Validation

◀ Jump to TOC

Purpose

Codes from the SEVIS Drop Below Full Time Reason Code Validation Form (GTVSVFT) are entered in the SEVIS Student Data section of the SEVIS Information Form (GOASEVS) to report why a student dropped below full-time.

SCT Banner form

Code	Description	User ID	Activity Date
01	Illness/Medical Condition	GENERAL	01-OCT-2002
02	Difficulty with English	GENERAL	01-OCT-2002
03	Difficulty with Reading	GENERAL	01-OCT-2002
04	Not Familiar with U.S. Teaching	GENERAL	01-OCT-2002
05	Improper Level Placement	GENERAL	01-OCT-2002
06	Will Complete within Term	GENERAL	01-OCT-2002
07	Part-Time Commuter Student	LPARRISH	03-FEB-2005

Procedure

Follow these steps to complete the process.

Step	Action
1	Access the SEVIS Drop Below Full Time Reason Code Validation Form (GTVSVFT).
2	Review the form for the following delivered values in the Code field: <ul style="list-style-type: none"> 01-07
3	Click the Exit icon.



Section B: Set Up

Lesson: SEVIS Request for Form Reprint Code Validation

◀ Jump to TOC

Purpose

To request an I-20 or a DS-2019 reprint, use codes from the SEVIS Request for Form Reprint Code Validation form (GTVSVRP) for a PDSO.

SCT Banner form

SEVIS Request for Form Reprint Code Validation GTVSVRP 7.0 (s4b70)			
Code	Description	User ID	Activity Date
01	Travel - Student	LPARRISH	01-FEB-2005
02	Lost - Student	LPARRISH	01-FEB-2005
03	Stolen - Student	LPARRISH	01-FEB-2005
04	Damaged - Student	LPARRISH	01-FEB-2005
05	Other - EV	LPARRISH	01-FEB-2005

Procedure

Follow these steps to complete the process.

Step	Action
1	Access the SEVIS Request for Form Reprint Code Validation Form (GTVSVRP).
2	Review the form for the following delivered values in the Code field: <ul style="list-style-type: none">• 01 Travel – Student• 02 Lost – Student• 03 Stolen – Student• 04 Damaged – Student• 05 Other - EV• 06-11 Not used• 12 Lost - EV• 13 Damaged – EV• 14 Stolen -EV
3	Click the Exit icon.



Section B: Set Up

Lesson: SEVIS Termination Reason Code Validation

◀ Jump to TOC

Purpose

Codes from the SEVIS Termination Reason Code Validation Form (GTVSVTR) are entered in the SEVIS Common Data section of the SEVIS Information Form (GOASEVS) to report the reason for terminating the SEVIS student or exchange visitor record.

SCT Banner form

SEVIS Termination Reason Code Validation GTVSVTR 7.0 (s4b70)				
Code	Description	Usage	User ID	Activity Date
22	No Show-Manual Termination	1	LPARRISH	04-FEB-2005
23	Authorized Early Withdrawal	1	LPARRISH	04-FEB-2005
24	No Show-System Termination	1	LPARRISH	04-FEB-2005
25	School Withdrawn	1	LPARRISH	04-FEB-2005
3	INACT 1/03 Convict of a Crime	2	GENERAL	12-MAR-2003
4	INACT 1/03 Disciplinary Action	2	GENERAL	12-MAR-2003
5	INACT 1/03 Unauth Employment	2	GENERAL	12-MAR-2003
6	INACT 1/03 Violat Spons Rules	2	GENERAL	12-MAR-2003
7	INACT 1/03 Violating Prog Regs	2	GENERAL	12-MAR-2003
8	INACT 1/03 Fail to Main FT	2	GENERAL	12-MAR-2003
9	INACT 1/03 Involuntary Susp	2	GENERAL	12-MAR-2003
CONVIC	Conviction of a Crime	2	GENERAL	12-MAR-2003
DISCIP	Disciplinary action	2	GENERAL	12-MAR-2003
ENGEMP	Unauthorized employment	2	GENERAL	12-MAR-2003
FALACT	Fail to Pursue EV Prog Activit	2	GENERAL	12-MAR-2003
FALADD	Fail to submit address change	2	GENERAL	12-MAR-2003
FALINS	Fail to maint health Insurance	2	GENERAL	12-MAR-2003
FALSTD	Fail to maint full course	2	GENERAL	12-MAR-2003
INVSUS	Involuntary suspension	2	GENERAL	12-MAR-2003

Procedure

Follow these steps to complete the process.

Step	Action
1	Access the SEVIS Termination Reason Code Validation Form (GTVSVTR).



Section B: Set Up

Lesson: SEVIS Termination Reason Code Validation (Continued)

◀ Jump to TOC

Procedure, continued

Step	Action
2	<p>Review the form for the following delivered values in the Code field:</p> <ul style="list-style-type: none">• 1-9 Inactive• 01-16 Active• CONVIC• DISCIP• ENGEMP• FALACT• FALADD• FALINS• FALSTD• INVSUS• OTHER• VIOEXV• VIOSPN
3	Click the Exit icon.



Section B: Set Up

Lesson: SEVIS Category Code Validation

◀ Jump to TOC

Purpose

Codes from the SEVIS Category Code Validation Form (GTVSVCC) are entered in the SEVIS Exchange Visitor Data section of the SEVIS Information Form (GOASEVS) to report the category to which the exchange visitor is assigned.

SCT Banner form

Code	Description	User ID	Activity Date
03	Teacher	KMALIKA	18-MAY-2004
04	Professor	GENERAL	12-MAR-2003
05	International Visitor	GENERAL	12-MAR-2003
06	Alien Physician	GENERAL	12-MAR-2003
07	Government Visitor	GENERAL	12-MAR-2003
08	Research Scholar	GENERAL	12-MAR-2003
09	Short-term scholar	GENERAL	12-MAR-2003
10	Specialist	GENERAL	12-MAR-2003
11	Camp Counselor	GENERAL	12-MAR-2003
12	Summer work/travel	GENERAL	12-MAR-2003
13	Aupair	GENERAL	12-MAR-2003
1A	Student Secondary	GENERAL	12-MAR-2003
1B	Student Associate	GENERAL	12-MAR-2003
1C	Student Bachelors	GENERAL	12-MAR-2003
1D	Student Masters	GENERAL	12-MAR-2003
1E	Student Doctorate	GENERAL	12-MAR-2003
1F	Student Non-degree	GENERAL	12-MAR-2003
2A	Trainee (specialty)	GENERAL	12-MAR-2003
2B	Trainee (non specialty)	LPARRISH	04-FEB-2005

Procedure

Follow these steps to complete the process.

Step	Action
1	Access the SEVIS Category Code Validation Form (GTVSVCC).
2	Review the form for the following delivered values in the Code field: <ul style="list-style-type: none"> • 03-13 • 1A-1F • 2A-2B
3	Click the Exit icon.



Section B: Set Up

Lesson: SEVIS Consular Post Code Validation

◀ Jump to TOC

Purpose

Codes from the SEVIS Consular Post Code Validation Form (GTVSVCP) are entered in the SEVIS Student Additional Fields section of the SEVIS Information Form (GOASEVS) to report the consular post that issued the visa.

SCT Banner form

SEVIS Consular Post Code Validation GTVSVCP 7.0 (s4b70)			
Code	Description	User ID	Activity Date
ABD	Abu Dhabi	KMALLIKA	18-MAY-2004
ABJ	Abidjan	GENERAL	12-MAR-2003
ABU	Abuja	GENERAL	12-MAR-2003
ACC	Accra	GENERAL	12-MAR-2003
ADA	Addis Ababa	GENERAL	12-MAR-2003
ADN	Adana	GENERAL	12-MAR-2003
AKD	Ashgabat	GENERAL	12-MAR-2003
ALG	Algiers	GENERAL	12-MAR-2003
ALX	Alexandria	GENERAL	12-MAR-2003
AMM	Amman	GENERAL	12-MAR-2003
AMS	Amsterdam	GENERAL	12-MAR-2003
ANK	Ankara	GENERAL	12-MAR-2003
ANT	Antananarivo	GENERAL	12-MAR-2003
APA	Apia	GENERAL	12-MAR-2003
ASC	Asuncion	GENERAL	12-MAR-2003
ATA	Alma Ata	GENERAL	12-MAR-2003
ATH	Athens	GENERAL	12-MAR-2003
ATW	Antwerp	LPARRISH	07-FEB-2005
AUC	Auckland	GENERAL	12-MAR-2003
BAG	Baghdad	LPARRISH	07-FEB-2005
BAM	Bamako	GENERAL	12-MAR-2003
BAN	Bankok	GENERAL	12-MAR-2003

Procedure

Follow these steps to complete the process.

Step	Action
1	Access the SEVIS Consular Post Code Validation Form (GTVSVCP).
2	Review the form for the following delivered values in the Code field: <ul style="list-style-type: none"> Cities (geographic locations); 292 records delivered
3	Click the Exit icon.



Section B: Set Up

Lesson: SEVIS Position Control Code Validation

◀ Jump to TOC

Purpose

Codes from the SEVIS Position Control Code Validation Form (GTVSVPC) are entered in the SEVIS Exchange Visitor Data section of the SEVIS Information Form (GOASEVS) to report the exchange visitor position code.

SCT Banner form

SEVIS Position Control Code Validation GTVSVPC 7.0 (s4b70)			
Code	Description	User ID	Activity Date
110	Central Government Group	GENERAL	12-MAR-2003
111	Head of Government	GENERAL	12-MAR-2003
112	Ministerial Level Official	GENERAL	12-MAR-2003
113	Executive Level Official	GENERAL	12-MAR-2003
114	Civil Service Employee	GENERAL	12-MAR-2003
115	Professionals and Scientists	GENERAL	12-MAR-2003
116	Legislator/Central Government	GENERAL	12-MAR-2003
117	Judges/Central Government	GENERAL	12-MAR-2003
118	Manager/State Enterprise	LPARRISH	04-FEB-2005
119	Central Government Other	GENERAL	12-MAR-2003
120	State,Reg,Prov Govt Group	GENERAL	12-MAR-2003
121	Governor/Chief of Region	GENERAL	12-MAR-2003
122	Senior Head of Reg Dept	GENERAL	12-MAR-2003
123	Exec Level Regional Officials	LPARRISH	04-FEB-2005
124	Civil Service Region/Stat Govt	LPARRISH	04-FEB-2005
125	Prof and Scientist/Regional	LPARRISH	04-FEB-2005
126	Regional Legislator	LPARRISH	04-FEB-2005
127	Regional Judge	GENERAL	12-MAR-2003
128	Regional Manager	GENERAL	12-MAR-2003
129	Regional Govt Other	GENERAL	12-MAR-2003
130	City/Town Government Group	GENERAL	12-MAR-2003
131	Mayor/City Manager	GENERAL	12-MAR-2003

Procedure

Follow these steps to complete the process.

Step	Action
1	Access the SEVIS Position Control Code Validation Form (GTVSVPC).
2	Review the form for the following delivered values in the Code field: <ul style="list-style-type: none"> Three byte numeric codes; 137 records delivered
3	Click the Exit icon.



Section B: Set Up

Lesson: SEVIS Governmental Organization Code Validation

◀ Jump to TOC

Purpose

Codes from the SEVIS Governmental Organization Code Validation Form (GTVSVGO) are entered in the SEVIS Exchange Visitor Data section of the SEVIS Information Form (GOASEVS) to report the description of the government organization that is providing funding for the exchange visitor.

Note: Two GTVSVGO codes can be entered on GOASEVS for each record.

SCT Banner form

SEVIS Governmental Organization Code Validation GTVSVGO 7.0 (s4b70)			
Code	Description	User ID	Activity Date
ACT	Action	GENERAL	12-MAR-2003
AID	Agency For Intl Development	GENERAL	12-MAR-2003
BBC	Broadcasting Board of Governor	GENERAL	12-MAR-2003
DOC	Dept of Commerce	GENERAL	12-MAR-2003
DOD	Dept of Defense	GENERAL	12-MAR-2003
DOE	Dept of Energy	GENERAL	12-MAR-2003
DOED	Dept of Education	GENERAL	12-MAR-2003
DOI	Dept of Interior	GENERAL	12-MAR-2003
DOJ	Dept of Justice	LPARRISH	04-FEB-2005
DOL	Dept of Labor	GENERAL	12-MAR-2003
DOS	Dept of State	GENERAL	12-MAR-2003
DOT	Dept of Transportation	GENERAL	12-MAR-2003
EPA	Environmental Protection Ag	GENERAL	12-MAR-2003
EXIM	Export-Import Bank	GENERAL	12-MAR-2003
GAO	General Accounting Agency	GENERAL	12-MAR-2003
HHS	Health and Human Services	GENERAL	12-MAR-2003
HMC	Holocaust Memorial Council	GENERAL	12-MAR-2003
HUD	Housing and Urban Development	GENERAL	12-MAR-2003
LOC	Library of Congress	GENERAL	12-MAR-2003
NASA	NASA	GENERAL	12-MAR-2003
NDH	Nat Endowment for Humanities	GENERAL	12-MAR-2003
NEA	Nat Endowment for the Arts	GENERAL	12-MAR-2003

Procedure

Follow these steps to complete the process.

Step	Action
1	Access the SEVIS Governmental Organization Code Validation Form (GTVSVGO).
2	Review the form for the following delivered values in the Code field: <ul style="list-style-type: none"> SEVIS defined codes; 29 records
3	Click the Exit icon.



Section B: Set Up

Lesson: SEVIS International Organization Code Validation

◀ Jump to TOC

Purpose

Codes from the SEVIS International Organization Code Validation Form (GTVSVIO) are entered in the SEVIS Exchange Visitor Data section of the SEVIS Information Form (GOASEVS) to report the description of the international organization that is providing funding for the exchange visitor.

Note: Two GTVSVIO codes can be entered on GOASEVS for each record.

SCT Banner form

SEVIS International Organization Code Validation GTVSVIO 7.0 (s4b70)			
Code	Description	User ID	Activity Date
ECA	UN Economic Commission Africa	GENERAL	12-MAR-2003
ECE	UN Economic Commission Europe	GENERAL	12-MAR-2003
ECLA	UN Econ Comm. Latin Am/Carrib	LPARRISH	04-FEB-2005
ECLAC	INAC 5/05 Eco Com Latin Am/Car	LPARRISH	04-FEB-2005
ECOSOC	UN Economic and Social Council	GENERAL	12-MAR-2003
EEC	European Economic Community	GENERAL	12-MAR-2003
ESCAP	UN Econ Comm Asia/Far East	GENERAL	12-MAR-2003
FAO	UN Food/Agriculture Org	GENERAL	12-MAR-2003
IAEA	Intl Atomic Energy Agency	GENERAL	12-MAR-2003
ICAO	Intl Civil Aviation Org	GENERAL	12-MAR-2003
ILO	Intl Labor Organization	GENERAL	12-MAR-2003
IMF	Intl Monetary Fund	GENERAL	12-MAR-2003
IMO	Intl Maritime Organization	GENERAL	12-MAR-2003
ITU	Intl Telecomm Union	GENERAL	12-MAR-2003
NATO	North Atlantic Treaty Org	GENERAL	12-MAR-2003
OAS	Org of American States	GENERAL	12-MAR-2003
OAU	Org of African Unity	GENERAL	12-MAR-2003
OECD	Org of Econ Coop. and Develop.	GENERAL	12-MAR-2003
OTHER	Other	GENERAL	12-MAR-2003
PAHO	Pan Amer Health Org	GENERAL	12-MAR-2003
UN	United Nations	GENERAL	12-MAR-2003
UNCTAD	UN Conf of Trade and Develop	GENERAL	12-MAR-2003

Procedure

Follow these steps to complete the process.

Step	Action
1	Access the SEVIS International Organization Code Validation Form (GTVSVIO).
2	Review the form for the following delivered values in the Code field: <ul style="list-style-type: none"> SEVIS defined codes; 28 records
3	Click the Exit icon.



Section B: Set Up

Lesson: SEVIS Infraction Type Code Validation

◀ Jump to TOC

Purpose

Codes from the SEVIS Infraction Type Code Validation Form (GTVSVIT) are entered in the SEVIS Exchange Visitor Data section of the SEVIS Information Form (GOASEVS) to report the SEVIS infraction code for the exchange visitor.

SCT Banner form

Code	Description	User ID	Activity Date
CON	INAC 5/05 Failure to conclude transfer of program.	LPARRISH	25-JAN-2005
EXT	Failure to extend DS-2019 in timely manner.	GENERAL	12-MAR-2003
OTH	Other	GENERAL	12-MAR-2003
REC	Failure to receive RO/ARO approval before accepting payment	GENERAL	12-MAR-2003

Procedure

Follow these steps to complete the process.

Step	Action
1	Access the SEVIS Infraction Type Code Validation Form (GTVSVIT).
2	Review the form for the following delivered values in the Code field: <ul style="list-style-type: none"> • CON INACT 5/05 • EXT • OTH • REC
3	Click the Exit icon.



Section B: Set Up

Lesson: SEVIS Transmittal Status Code Validation

◀ Jump to TOC

Purpose

Codes from the SEVIS Transmittal Status Code Validation Form (GTVSVTS) are used in the Student/Exchange Visitor Common Data section of the SEVIS Transmittal History Form (GOASEVR) to report the status of the SEVIS Student or EV record.

Note: When GORSEVE is run, the codes default to W or P. When the record comes back from SEVIS, the code is changed by the system. If SEVISTA rejects a record, the code is R. Users can make changes to the codes as well.

SCT Banner form

SEVIS Transmittal Status Code Validation GTVSVTS 7.0 (s4b70)

Code	Description	System Required	User ID	Activity Date
C	Processing Completed	<input checked="" type="checkbox"/>	NDUFFY	21-JUN-2004
E	Transmittal Created from Form	<input type="checkbox"/>	GENERAL	12-MAR-2003
M	Manual - Adjudicated event	<input checked="" type="checkbox"/>	GENERAL	12-MAR-2003
N	No action required	<input checked="" type="checkbox"/>	GENERAL	12-MAR-2003
P	Pending Response from SEVIS	<input checked="" type="checkbox"/>	GENERAL	12-MAR-2003
R	Returned with error	<input checked="" type="checkbox"/>	GENERAL	05-AUG-2003
W	Waiting for Batch Transmittal	<input checked="" type="checkbox"/>	GENERAL	12-MAR-2003
X	Not Sent, User Decision	<input checked="" type="checkbox"/>	GENERAL	12-MAR-2003
		<input type="checkbox"/>		
		<input type="checkbox"/>		

Procedure

Follow these steps to complete the process.

Step	Action
1	Access the SEVIS Transmittal Status Code Validation Form (GTVSVTS).
2	Review the form for the following delivered values in the Code field: <ul style="list-style-type: none"> • C • E • M • N • P • R • W • X
3	Click the Exit icon.



Section B: Set Up

Lesson: SEVIS Cancellation Reason Code Validation

◀ Jump to TOC

Purpose

Codes from the SEVIS Cancellation Reason Code Validation Form (GTVSVCA) are entered in the SEVIS Common Data section of the SEVIS Information Form (GOASEVS) to report the SEVIS cancellation code for the student or invalidate the exchange visitor.

SCT Banner form

Code	Description	User ID	Activity Date
01	Student Not Attending	GENERAL	06-JUN-2005
02	Visa Issued for Different SEVIS ID	GENERAL	06-JUN-2005
03	Student Registered under Different SEVIS ID	GENERAL	06-JUN-2005
04	Student Arrived under Different SEVIS ID	GENERAL	06-JUN-2005
05	Record Created in Error	GENERAL	06-JUN-2005
06	Offer Withdrawn	GENERAL	06-JUN-2005

Procedure

Follow these steps to complete the process.

Step	Action
1	Access the SEVIS Transmittal Status Code Validation Form (GTVSVCA).
2	Review the form for the following delivered values in the Code field: <ul style="list-style-type: none"> 01-06
3	Click the Exit icon.



Section B: Set Up

Lesson: Self Check

◀ Jump to TOC

Directions

Match the form from the list on the left with the description on the right. Try to do this without using your workbook notes.

- | | | |
|---|-------|---|
| a. SEVIS EV End Program Reason Code Validation | _____ | Codes from this form are entered in the SEVIS Common Data Section of the SEVIS Information Form to report the reason for terminating the SEVIS student record. |
| b. SEVIS Drop Below Full Time Reason Code Validation | _____ | Codes from this form are entered in the SEVIS Exchange Visitor Data section of the SEVIS Information Form to report the description of the government organization that is sponsoring funds. |
| c. SEVIS Request for Form for Reprint Code Validation | _____ | Codes from this form are entered in the SEVIS Exchange Visitor Data section of the SEVIS Transmittal History Form (GOASEVR). |
| d. SEVIS Termination Reason Code Validation | _____ | Codes from this form are entered in the SEVIS Exchange Visitor Data section of the SEVIS Information Form to report the description of the international organization that is sponsoring funds. |
| e. SEVIS Category Code Validation | _____ | Codes from this form are entered in the SEVIS exchange Visitor Section of the SEVIS Information Form to report the exchange visitor position code. |
| f. SEVIS Consular Post Code Validation | _____ | Codes from this form will only be necessary if these values were used prior to January 3, 2003, and a historical record is required. |
| g. SEVIS Position Control Code Validation | _____ | Codes from this form are entered into the SEVIS Additional Fields section of the SEVIS Information Form to report the consular post that has issued the VISA. |
| h. SEVIS Governmental Organization Code Validation | _____ | Codes from this form are entered in the SEVIS Student Data section of the SEVIS Transmittal History Form to report why a student dropped below full-time. |
| i. | | |



Section B: Set Up

Lesson: Self Check (Continued)

◀ [Jump to TOC](#)

Self Check, continued

- j. SEVIS International Organization Code Validation — Codes from this form are entered in the SEVIS Exchange Visitor Data section of the SEVIS Information Form to report the category to which the exchange visitor is assigned.

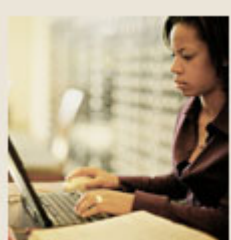


Section B: Set Up

Lesson: Answer Key for Self Check

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- | | |
|---|--|
| a. SEVIS EV End Program Reason Code Validation | d. Codes from this form are entered in the SEVIS Common Data Section of the SEVIS Information Form to report the reason for terminating the SEVIS student record. |
| b. SEVIS Drop Below Full Time Reason Code Validation | h. Codes from this form are entered in the SEVIS Exchange Visitor Data section of the SEVIS Information Form to report the description of the government organization that is sponsoring funds. |
| c. SEVIS Request for Form for Reprint Code Validation | a. Codes from this form are entered in the SEVIS Exchange Visitor Data section of the SEVIS Transmittal History Form (GOASEVR). |
| d. SEVIS Termination Reason Code Validation | i. Codes from this form are entered in the SEVIS Exchange Visitor Data section of the SEVIS Information Form to report the description of the international organization that is sponsoring funds. |
| e. SEVIS Category Code Validation | g. Codes from this form are entered in the SEVIS exchange Visitor Section of the SEVIS Information Form to report the exchange visitor position code. |
| f. SEVIS Consular Post Code Validation | c. Codes from this form will only be necessary if these values were used prior to January 3, 2003, and a historical record is required. |
| g. SEVIS Position Control Code Validation | f. Codes from this form are entered into the SEVIS Additional Fields section of the SEVIS Information Form to report the consular post that has issued the VISA. |
| h. SEVIS Governmental Organization Code Validation | b. Codes from this form are entered in the SEVIS Student Data section of the SEVIS Transmittal History Form to report why a student dropped below full-time. |
| i. SEVIS International Organization Code Validation | e. Codes from this form are entered in the SEVIS Exchange Visitor Data section of the SEVIS Information Form to report the category to which the exchange visitor is assigned. |



Section C: Day-to-Day Operations

Lesson: Overview

◀ Jump to TOC

Introduction

This section explains the data entry and processing steps that need to occur on a regular basis. Functional end-users, Designated School Officials (DSO for the F and M visa classifications), or Responsible Officers (RO for the J program) will complete data entry and use query forms to track SEVIS students and exchange visitors. DSOs and ROs will run processes to transmit records and print the Forms I-20 and DS2019 received from SEVIS.

Intended audience

- International Office
- Admissions Office
- Human Resources
- other offices/persons responsible for providing information to SEVIS.

Objectives

At the end of this section, you will be able to

- report new SEVIS students and exchange visitors (EV)
- create SEVIS records via the SEVIS Information Form (GOASEVS)
- create SEVIS records via Batch processing
- report changes to Student/EV SEVIS records.

Prerequisites

To complete this section, you should have

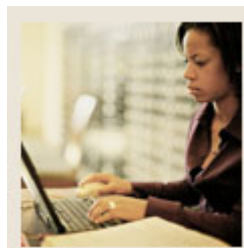
- completed the SCT Education Practices computer-based training (CBT) tutorial “SCT Banner 7 Fundamentals,” or have equivalent experience navigating in the SCT Banner system
- completed the Curriculum, Advising, and Program Plan (CAPP) training workbook
- administrative rights to create the rules and set the validation codes in SCT Banner.

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57

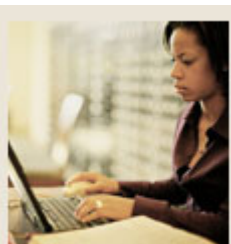


Section C: Day-to-Day Operations

Lesson: Overview (Continued)

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Entering Required Data for New SEVIS Exchange Visitors	59
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Section C: Day-to-Day Operations

Lesson: Process Introduction

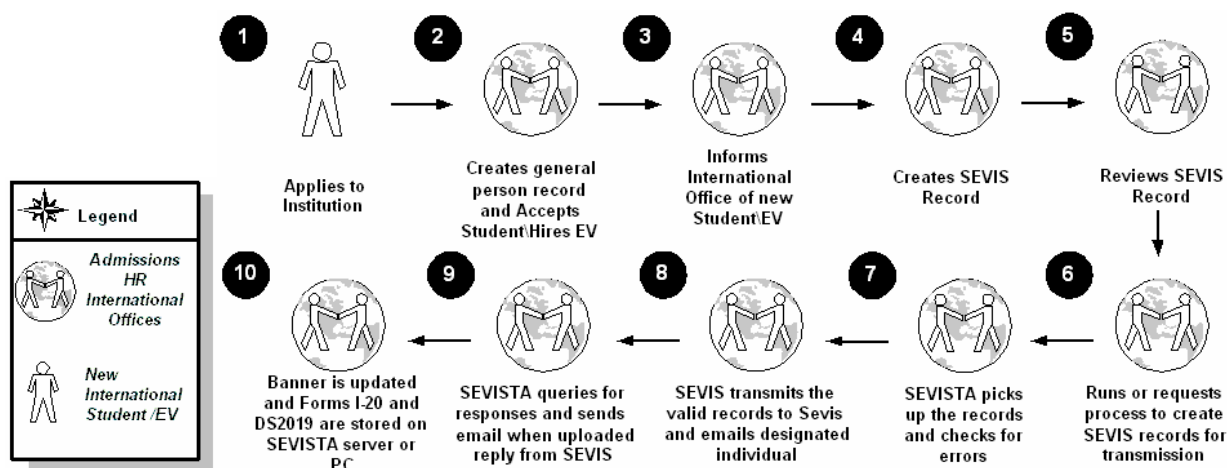
◀ Jump to TOC

About the process

This course is intended to teach attendees how the SEVIS reporting process works in SCT Banner. Not all attendees will complete all steps, but it is important all attendees understand all the steps in the process. The diagrams in this section break the overall process into three sub processes: Reporting New International Students, Reporting New Exchange Visitors, and Reporting Data Changes for International Students and Exchange Visitors.

Flow diagram

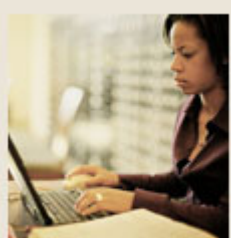
This flow diagram represents the day-to-day process to report new international students and exchange visitors.



What happens

The actual steps in the SCT Banner business process are described in this table.

Stage	Description
New International Students/Exchange Visitors (EVs)	
1	Applies to institution for admission or employment
Admissions/International Office/Human Resources	
2	Creates General Person record and accepts student/hires EV
3	Informs International Office of new international student/EV
Admissions/International Office/Human Resources	
4	Creates SEVIS record (to flag student/EV in SCT Banner as SEVIS reportable)
5	Reviews SEVIS information
6	Runs or requests process to create SEVIS records for transmission



Section C: Day-to-Day Operations

Lesson: Process Introduction (Continued)

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Business Process, continued

Stage	Description
7	SEVISTA picks up the records and checks for errors.
Admissions/International Office/Human Resources	
8	SEVISTA transmits the valid records to SEVIS and sends an email to a designated individual.
9	SEVISTA queries for responses and sends an e-mail when it has uploaded a reply from SEVIS.
10	SCT Banner is updated and the files for the Forms I-20 and DS2019 are stored on the SEVISTA server or PC.*

* Technical Office

Processes to create reports (to assist in reviewing SEVIS records) and export SEVIS records to be sent to SEVIS can be run by functional and/or technical staff persons.



Section C: Day-to-Day Operations

Lesson: Creating New SEVIS Student Records

◀ [Jump to TOC](#)

Introduction

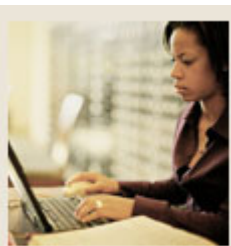
Required data must be entered in SCT Banner for all SEVIS students (F and M Visas). SEVIS Student Records must be created in SCT Banner in order to identify students as SEVIS reportable. This is similar to “flagging” students for reports.

SEVIS Student Records are created via batch process (GORSEVE) or by selecting Create SEVIS Student Transaction from the **Options** menu of GOASEVS.

Note: Student must have a Person Record in SCT Banner before information can be added for them.

About the process

Colleges and universities report names and enrollment information about international students with F, M, or J visas to the Department of Homeland Security (DHS). Updated records must also be sent each term and when changes have been made to certain student and exchange visitor information. This information is transmitted to DHS via the Student and Exchange Visitor Information System - SEVIS.



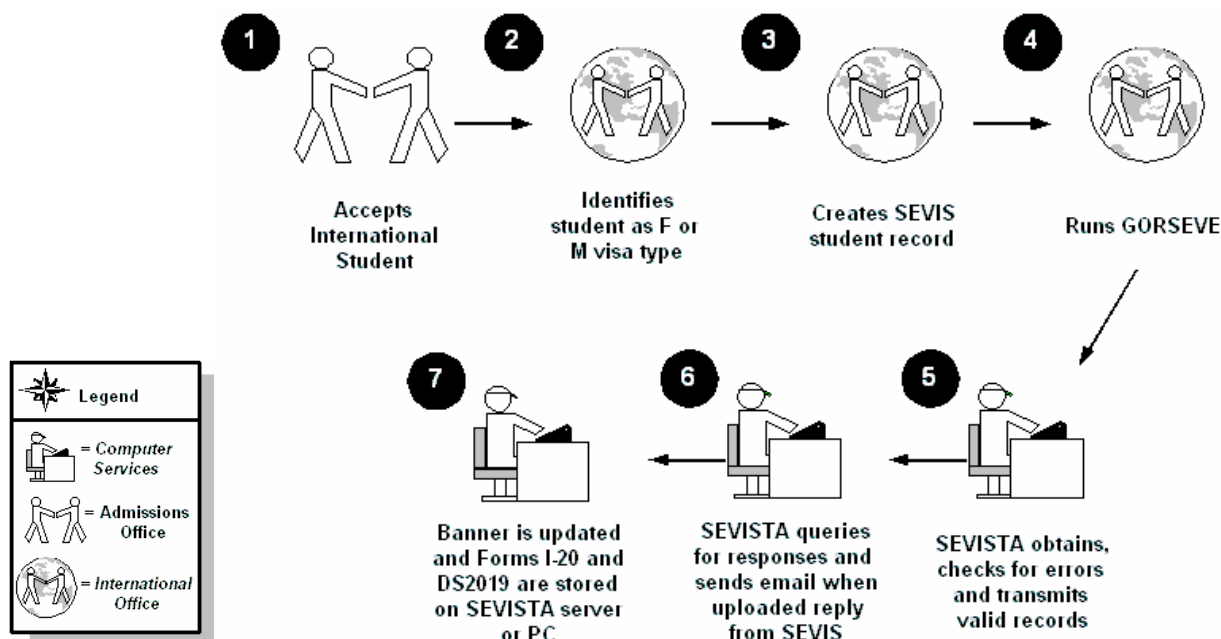
Section C: Day-to-Day Operations

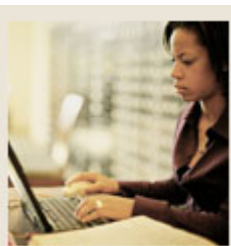
Lesson: Creating New SEVIS Student Records (Continued)

◀ Jump to TOC

Flow Diagram

This diagram will show the process for new STUDENTS.





Section C: Day-to-Day Operations

Lesson: Creating New SEVIS Student Records (Continued)

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What happens

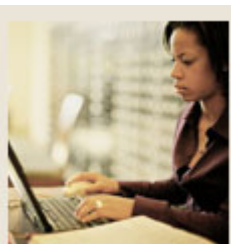
The following details the stages of the process.

Note: There are two ways to process through SEVIS, either by entering data in the Real Time Interface or reporting data out of SCT Banner. Following is the process to report data out of SCT Banner.

Stage	Description
1	Admissions Office accepts international student to college/university.
2	Admissions or International Office identifies student as F or M visa type. Information required for Form I-20 is entered in SCT Banner (GOASEVS).
3	Admissions or International Office creates SEVIS student record (“Create SEVIS Student Transaction” menu item on GOASEVS).
4	Admissions, International Office, or Computer Services runs GORSEVE.
5	SEVISTA picks up the records, checks them for errors, transmits valid records to SEVIS, and sends an email to a designated individual.
6	SEVISTA queries for responses and sends an e-mail when it has uploaded a reply from SEVIS.
7	SCT Banner is updated and the files for the Forms I-20 and DS2019 are stored on the SEVISTA server or PC.

* Technical Office

Processes to create reports (to assist in reviewing SEVIS records) and export SEVIS records to be sent to SEVIS can be run by functional and/or technical staff persons.



Section C: Day-to-Day Operations

Lesson: Entering Required Data for SEVIS Students

◀ Jump to TOC

Purpose

The SEVIS Information Form (GOASEVS) is used to enter SEVIS required data for students and to identify students as SEVIS reportable.

Note: Once you have entered the required data for the SEVIS student, you can use the **Options** menu to create the student record or use batch processing if you will need to create a group of student records.

SCT Banner form

SEVIS Information GOASEVS 7.0.1

ID: @00010000 Alex P Student

Common Data Student Data Student Financial and ... Student - Employment ... Exchange Visitor Data Exchange Visitor Activit... Dependent Data

SEVIS Student and Exchange Visitor Data

Creation Reason: [Dropdown] Termination Reason: [Dropdown]
Termination Date: [Calendar]

Creation, Issue, Transfer Comments: [Text Area] Termination Comments: [Text Area]

Visa Type: [Dropdown] Cancellation Reason: [Dropdown]
Cancel Student or Invalidate EV: [Dropdown]

Legal Nation: [Dropdown] ☐ No Show(Exchange Visitor)

Birth Nation: [Dropdown] SEVIS ID: [Text Field]

Birth Nation Reason: None [Dropdown] Officer ID: [Text Field]

Program Begin Date: [Calendar] ☒ Print Request Indicator

Program End Date: [Calendar] Reprint Reason: [Dropdown]

Program New End Date: [Calendar] Reprint Comments: [Text Area]

Extend or Shorten Program Comments: [Text Area] Edit Student Person Info or Exchange Visitor Bio: [Text Area]

☐ Cancel Program Extension Personal Funds: [Text Field]

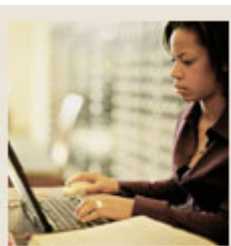
Activity Date: 11-JUL-2005 Funding Comments: [Text Area]

User ID: [Text Field]

Procedure

Follow these steps to complete the process of entering required SEVIS data for students.

Step	Action
1	Access the SEVIS Information Form (GOASEVS).
2	Enter the SCT Banner ID in the ID field, or search for it by clicking on the search icon and selecting Person Search (SOAIDEN) or Alternate ID Search (GUIALT) from the Options window.
3	Perform a Next Block function to access the SEVIS Common Data block.



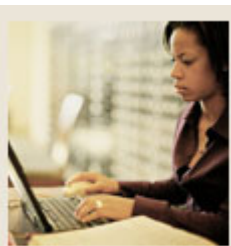
Section C: Day-to-Day Operations

Lesson: Entering Required Data for SEVIS Students (Continued)

◀ Jump to TOC

Procedure, continued

Step	Action
4	Enter a creation reason in the Creation Reason field. <u>Note:</u> Creation Reason codes are specific to students or exchange visitors. The system will enforce valid codes based on which Create Transaction is selected (Create Student or Create Exchange Visitor).
5	Select a visa type in the Visa Type field.
6	Select a legal nation code in the Legal Nation field.
7	Select a birth nation code in the Birth Nation field.
8	Enter the date the student will start attending your institution in the Program Begin Date field.
9	Enter the date the student will complete their studies at your institution in the Program End Date field.
10	Enter additional information required by your institution. <u>Note:</u> The Print Request indicator defaults to checked – YES. This should be checked if you want a Form DS2019.
11	Enter the Officer ID if there is more than one Designated School Official at your institution in the Officer ID field.
12	Enter an amount in the Personal Funds field. <u>Note:</u> If the student is fully funded by other sources, enter a 0. This is a required field.
13	Enter any comments in the Funding Comments field.
14	Click the Save icon.

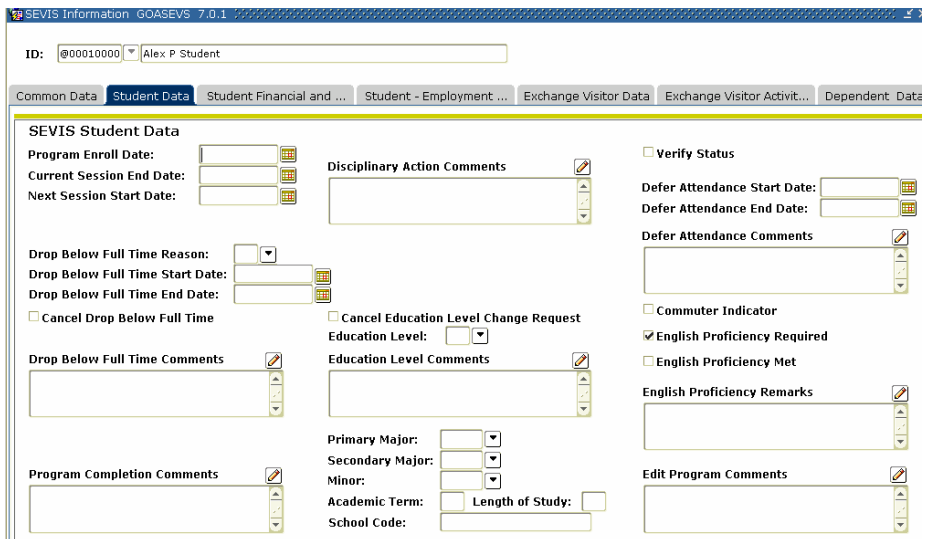


Section C: Day-to-Day Operations

Lesson: Entering Required Data for SEVIS Students (Continued)

◀ Jump to TOC

Procedure, continued

Step	Action
15	<p>Select the <u>Student Data</u> tab.</p> 
16	Select the education level in the Educational Level field.
17	Select a major code in the Primary Major field.
18	Enter the number of months normally required to complete the program in the Length of Study field.
19	Enter additional information required by your institution.
20	Click the Save icon.



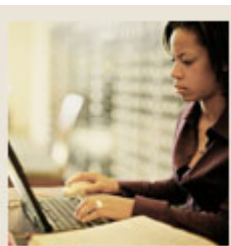
Section C: Day-to-Day Operations

Lesson: Entering Required Data for SEVIS Students (Continued)

◀ Jump to TOC

Procedure, continued

Step	Action						
21	<p>Select the <u>Student Financial and Common Travel Data</u> tab.</p>						
22	Enter an amount in the Tuition Expenses field.						
23	Enter an amount in the Living Expenses field if required.						
24	Enter other financial information required for Form I20 and by your institution.						
25	Enter the student's passport number in the Passport Number field.						
26	Select a nation that issued the passport in the Passport Nation field.						
27	Enter a date in the Passport Expiration Date field.						
28	Enter a number in the Visa Number field.						
29	Enter a date in the Visa Issued Date field.						
30	Enter a date in the Visa Expiration Date field.						
31	Select a code in the Consular Post field.						
32	Select a port of entry code in the Port of Entry field.						
33	Enter any comments in the Travel Remarks field.						
34	Click the Save icon.						
35	<table border="1"> <thead> <tr> <th>IF the student has...</th><th>THEN...</th></tr> </thead> <tbody> <tr> <td>dependents in the United States</td><td>go to step 36.</td></tr> <tr> <td>no dependents in the United States</td><td>go to next topic.</td></tr> </tbody> </table>	IF the student has...	THEN...	dependents in the United States	go to step 36.	no dependents in the United States	go to next topic.
IF the student has...	THEN...						
dependents in the United States	go to step 36.						
no dependents in the United States	go to next topic.						

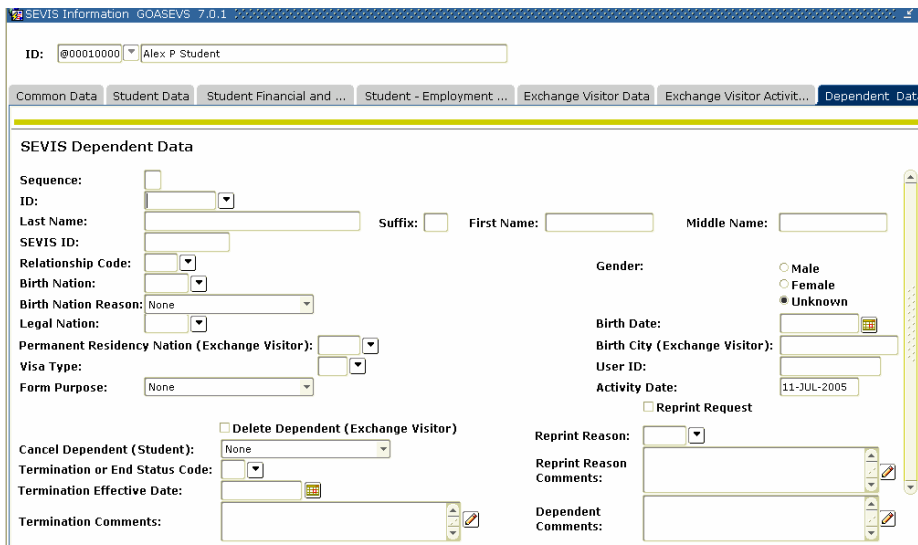


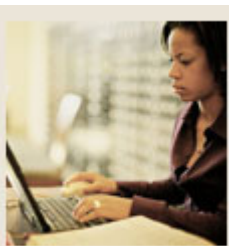
Section C: Day-to-Day Operations

Lesson: Entering Required Data for SEVIS Students (Continued)

◀ Jump to TOC

Procedure, continued

Step	Action						
36	<p>Select the <u>Dependent Data</u> tab.</p> 						
37	<table border="1"> <thead> <tr> <th>IF dependent...</th><th>THEN...</th></tr> </thead> <tbody> <tr> <td>exists in SCT Banner</td><td>select SCT Banner ID to populate data from SPAIDEN.</td></tr> <tr> <td>does not exist in SCT Banner</td><td>go to step 38.</td></tr> </tbody> </table>	IF dependent...	THEN...	exists in SCT Banner	select SCT Banner ID to populate data from SPAIDEN.	does not exist in SCT Banner	go to step 38.
IF dependent...	THEN...						
exists in SCT Banner	select SCT Banner ID to populate data from SPAIDEN.						
does not exist in SCT Banner	go to step 38.						
38	Enter the dependent's last name in the Last Name field.						
39	Enter the dependent's first name in the First Name field.						
40	Enter the dependent's middle name in the Middle Name field.						
41	Enter the dependent's SEVIS ID in the SEVIS ID field.						
42	Enter a relationship code in the Relationship Code field.						
43	Select a nation code in the Birth Nation field.						
44	Select a nation code in the Legal Nation field.						
45	Select a nation code in the Permanent Residency Nation (Exchange Visitor) field.						
46	Select a visa type in the Visa Type field.						
47	Select a Gender radio button.						
48	Enter the dependent's birth date in the Birth Date field.						



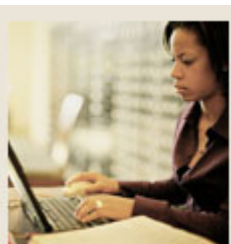
Section C: Day-to-Day Operations

Lesson: Entering Required Data for SEVIS Students (Continued)

◀ [Jump to TOC](#)

Procedure, continued

Step	Action
49	Enter the city where the dependent was born in the Birth City (Exchange Visitor) field.
50	Enter any additional comments in the Dependent Comments field.
51	Repeat steps 37 –50 to create a record for each spouse/dependent. <u>Note:</u> If you are adding another dependent, you must first perform an Insert Record function.
52	Click the Save icon.



Section C: Day-to-Day Operations

Lesson: Creating a SEVIS Student Record

◀ Jump to TOC

Purpose

Selecting Create Student SEVIS Transaction from the **Options** menu invokes scripts that convert various SCT Banner codes to SEVIS codes and populates the SEVIS Transmittal History Form (GOASEVR). These scripts also verify if a SEVIS code has been entered (on validation forms) for Visa Type, Primary Major, Birth Nation, and Legal Nation codes assigned to SEVIS records.

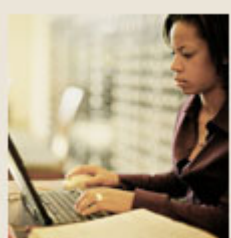
Note: GOASEVS will always contain the current information. The history of SEVIS records/transactions is displayed on GOASEVR. New records are created on GOASEVS. Only status information can be entered on GOASEVR. GOASEVS contains SCT Banner codes. GOASEVR contains the corresponding SEVIS codes.

SCT Banner form

Procedure

Follow these steps to complete the process of creating records via GOASEVS.

Step	Action
1	Access the SEVIS Information Form (GOASEVS).
2	Enter the SCT Banner ID in ID field.
3	Complete all necessary data entry.
4	Click the Save icon.
5	Click on <u>Create Student SEVIS Transaction</u> from the Options menu.



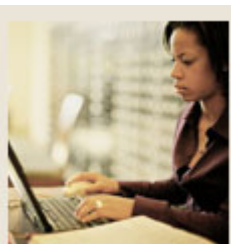
Section C: Day-to-Day Operations

Lesson: Creating a SEVIS Student Record (Continued)

◀ Jump to TOC

Procedure, continued

Step	Action
6	Select <u>View SEVIS Record</u> from the Options menu to view the SEVIS record that was created.
7	Click the Exit icon.



Section C: Day-to-Day Operations

Lesson: Creating SEVIS Student Records via Batch Processing

◀ Jump to TOC

Purpose

When the SEVIS Batch Export Process (GORSEVE) is run in audit or update mode, new SEVIS records are created for selected students. The GORSEVS record is compared to the most recent GORSEVR record (history). If the records are different, a new SEVIS record is created. The process does verify required data has been entered.

SCT Banner form

The screenshot shows the 'Process Submission Controls' window for 'GJAPCTL 7.1'. The 'Process' dropdown is set to 'GORSEVE' and the 'SEVIS Batch Export Program' is selected. The 'Parameter Set' dropdown is empty. Below this is the 'Printer Control' section with fields for 'Printer', 'Special Print', 'Lines', and 'Submit Time'. The 'Parameter Values' section contains a table with 8 rows of parameters and their corresponding values. The 'Submission' section at the bottom has checkboxes for 'Save Parameter Set as', 'Hold', and 'Submit', along with 'Name' and 'Description' fields.

Parameter Values Number	Parameters	Values
01	School Code	
02	SEVIS User ID(Batch Approver)	
03	SEVIS User ID(Transaction App)	
04	Program Number	
05	Process Business Actions	
06	Process Auto-population	
07	Term Code	
08	Banner ID	

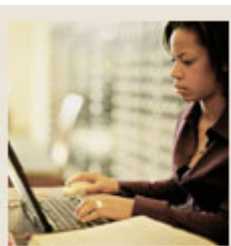
LENGTH: 15 TYPE: Character O/R: Optional M/S: Single
School Code assigned by SEVIS

Submission
☐ Save Parameter Set as Name: Description: ☐ Hold * Submit

Procedure

Follow these steps to complete the process.

Step	Action
1	Access the SEVIS Batch Export Process (GORSEVE).
2	Enter the desired printer name in the Printer field. <u>Note:</u> You can enter <i>DATABASE</i> to write the report to a table for on-line viewing and to enable the saving of the report to a shared folder on a designated network drive.



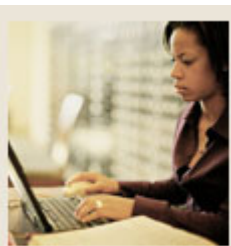
Section C: Day-to-Day Operations

Lesson: Creating SEVIS Student Records via Batch Processing (Continued)

◀ Jump to TOC

Procedure, continued

Step	Action
3	<p>Enter parameters as follows when processing students:</p> <ul style="list-style-type: none">• Parameter 1 – School Code (Client’s SEVIS assigned code)• Parameter 2 – SEVIS User ID (Batch Approver)• Parameter 3 – SEVIS User ID (Transaction Approver)• Parameter 8 – SCT Banner ID if processing an ID or a group of IDs - optional• Parameters 9 –12 Use only if you are using a population selection• Parameter 13 – Print No Activity – Enter “Y” if you wish to receive the warning message for students that will need a SEVIS ID for future transactions.• Parameter 14 – Audit or Update mode – Audit mode will create records that can be reviewed. Update mode will place records in the tables to be picked up by SEVISTA. <p><u>Note:</u> It is recommended that GORSEVE be run first in audit mode to allow review of the records.</p>
4	Click the Save Parameter Set as checkbox.
5	Enter a name and description in the Name and Description fields.
6	Click the Submit radio button.
7	<p>Click the Save icon to execute the report.</p> <p><u>Result:</u> The Auto hint line displays the job submission number for the report log and list file.</p>
8	Select Review Output on the <u>Options</u> menu to review the report.
9	Click the Exit icon.



Section C: Day-to-Day Operations

Lesson: Reporting New SEVIS Exchange Visitors

◀ Jump to TOC

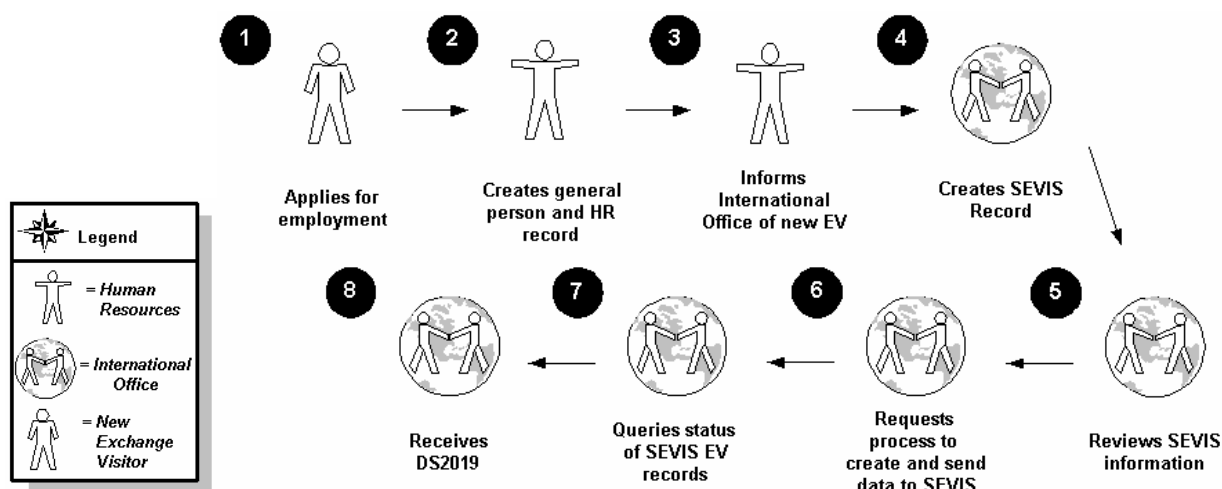
Introduction

SEVIS Records are created in SCT Banner in order to identify exchange visitors as SEVIS reportable. This is similar to “flagging” persons/employees for reports. SEVIS exchange visitor records are created via batch process (GORSEVE) or by clicking Create SEVIS Exchange Visitor Transaction from the **Options** menu.

Note: Exchange visitors must have a Person Record in SCT Banner before information can be added for them.

Flow diagram

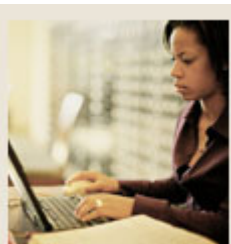
This flow diagram represents the day-to-day process to report new SEVIS Exchange Visitors information.



What happens

The actual steps in the SCT Banner business process are described in this table.

Stage	Description
New Exchange Visitors	
1	Applies for position/employment at college/university
Human Resources	
2	Creates General Person and HR record in SCT Banner
International Office (or Human Resources)	
3	Creates SEVIS record



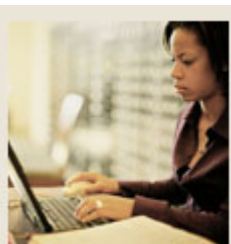
Section C: Day-to-Day Operations

Lesson: Reporting New SEVIS Exchange Visitors (Continued)

◀ [Jump to TOC](#)

Business Process, continued

Step	Action
4	Reviews SEVIS information
5	Requests process to create and send data to SEVIS
6	Queries status of SEVIS exchange visitor records
7	Prints DS2019 documents



Section C: Day-to-Day Operations

Lesson: Entering Required Data for New SEVIS Exchange Visitors

◀ Jump to TOC

Purpose

The first step to creating new records for SEVIS exchange visitors is to enter required data in SCT Banner.

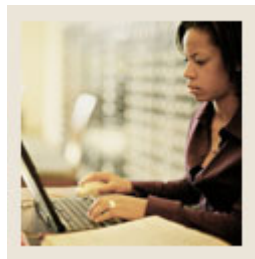
Note: Exchange visitor must have a Person Record in SCT Banner before information can be added for them.

SCT Banner form

Procedure

Follow these steps to complete the process of entering required data for SEVIS exchange visitors.

Step	Action
1	Access the SEVIS Information Form (GOASEVS).
2	Enter the SCT Banner ID in ID field, or search for it by clicking on the search icon and selecting Person Search (SOAIDEN) or Alternate ID Search (GUIALTI) from the Options window.
3	Perform a Next Block function to access the SEVIS Common Data block. <u>Note:</u> Data in this block is common to both students and exchange visitors.



Section C: Day-to-Day Operations

Lesson: Entering Required Data for New SEVIS Exchange Visitors (Continued)

◀ Jump to TOC

Procedure, continued

Step	Action
4	Enter a creation reason in the Creation Reason field. <u>Note:</u> Creation Reason codes are specific to students or exchange visitors. The system will enforce valid codes based on which Create Transaction is selected (Create Student or Create Exchange Visitor).
5	Select a visa type in the Visa Type field.
6	Select a legal nation code in the Legal Nation field.
7	Select a birth nation code in the Birth Nation field.
8	Enter the date the student will start attending your institution in the Program Begin Date field.
9	Enter the date the student will complete their studies at your institution in the Program End Date field.
10	Enter additional information required by your institution. <u>Note:</u> The Print Request indicator defaults to checked – YES. This should be checked if you want a Form DS2019.
11	Enter the Officer ID if there is more than one Designated School Official at your institution in the Officer ID field.
12	Enter an amount in the Personal Funds field. <u>Note:</u> If the student is fully funded by other sources, enter a 0. This is a required field.
13	Enter any comments in the Funding Comments field.
14	Click the Save icon.

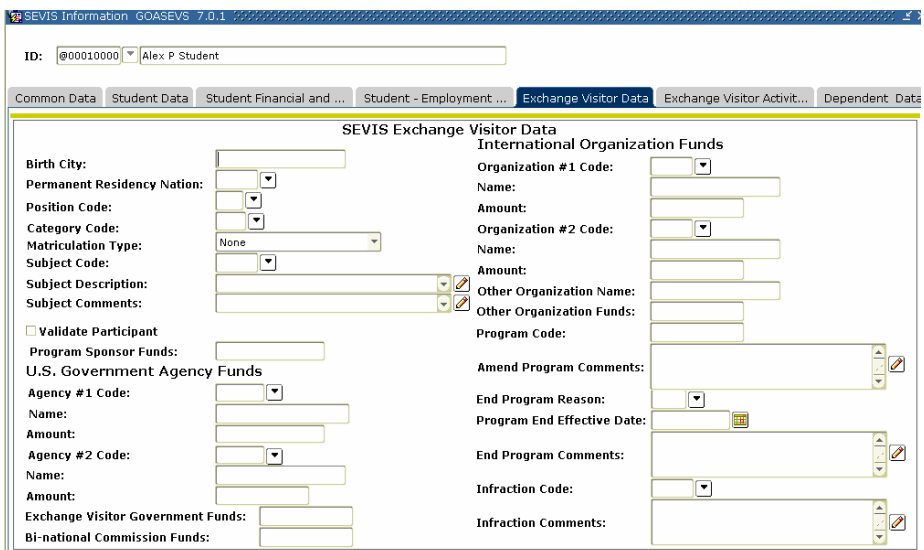


Section C: Day-to-Day Operations

Lesson: Entering Required Data for New SEVIS Exchange Visitors (Continued)

◀ Jump to TOC

Procedure, continued

Step	Action						
15	<p>Select the <u>Exchange Visitor Data</u> tab.</p> 						
16	Enter the city where the Exchange Visitor was born in the Birth City field.						
17	Select a nation code in the Permanent Residency Nation field.						
18	Select a position code in the Position Code field.						
19	Select a category code in the Category Code field.						
20	Select a subject code in the Subject Code field.						
21	Enter a comment in the Subject Comments field.						
22	Enter any other information required for DS2019 and by your institution.						
23	Click the Save icon.						
24	<table border="1"> <thead> <tr> <th>IF the student has...</th><th>THEN...</th></tr> </thead> <tbody> <tr> <td>dependents in the United States</td><td>go to step 35.</td></tr> <tr> <td>no dependents in the United States</td><td>go to next topic.</td></tr> </tbody> </table>	IF the student has...	THEN...	dependents in the United States	go to step 35.	no dependents in the United States	go to next topic.
IF the student has...	THEN...						
dependents in the United States	go to step 35.						
no dependents in the United States	go to next topic.						

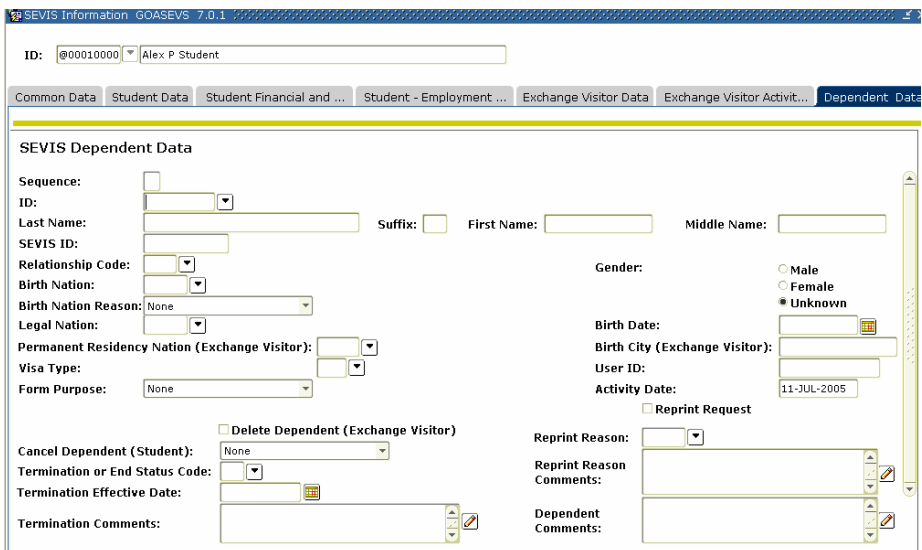


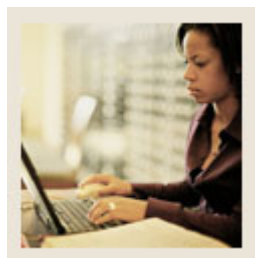
Section C: Day-to-Day Operations

Lesson: Entering Required Data for New SEVIS Exchange Visitors (Continued)

◀ Jump to TOC

Procedure, continued

Step	Action		
25	Select the <u>Dependent Data</u> tab. 		
26	IF dependent...	THEN...	
	exists in SCT Banner	select SCT Banner ID to populate data from SPAIDEN.	
	does not exist in SCT Banner	go to step 37.	
27	Enter the dependent's last name in the Last Name field.		
28	Enter the dependent's first name in the First Name field.		
29	Enter the dependent's middle name in the Middle Name field.		
30	Enter the dependent's SEVIS ID in the SEVIS ID field.		
31	Enter a relationship code in the Relationship Code field.		
32	Select a nation code in the Birth Nation field.		
33	Select a nation code in the Legal Nation field.		
34	Select a nation code in the Permanent Residency Nation (Exchange Visitor) field.		
35	Select a visa type in the Visa Type field.		
36	Select a Gender radio button.		
37	Enter the dependent's birth date in the Birth Date field.		
38	Enter the city where the dependent was born in the Birth City (Exchange Visitor) field.		
39	Enter any additional comments in the Dependent Comments field.		



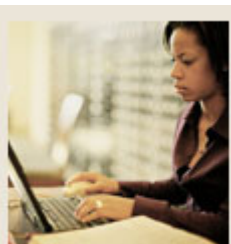
Section C: Day-to-Day Operations

Lesson: Entering Required Data for New SEVIS Exchange Visitors (Continued)

◀ Jump to TOC

Procedure, continued

Step	Action
40	Repeat steps 36 –49 to create a record for each spouse/dependent. <u>Note:</u> If you are adding another dependent, you must first perform an Insert Record function.
41	Click the Save icon.



Section C: Day-to-Day Operations

Lesson: Creating a SEVIS Exchange Visitor

◀ Jump to TOC

Purpose

Selecting Create Exchange Visitor SEVIS Transaction from the **Options** menu invokes scripts that convert various SCT Banner codes to SEVIS codes and populates the SEVIS Transmittal History Form (GOASEVR). These scripts also verify if a SEVIS code has been entered (on validation forms) for Visa Type, Primary Major, Birth Nation, and Legal Nation codes assigned to SEVIS records.

Note: GOASEVS will always contain the current information. The history of SEVIS records/transactions is displayed on GOASEVR. New records are created on GOASEVS. Only status information can be entered on GOASEVR. GOASEVS contains SCT Banner codes. GOASEVR contains the corresponding SEVIS codes.

SCT Banner form

Procedure

Follow these steps to complete the process of creating a record for a SEVIS exchange visitor.

Step	Action
1	Access the SEVIS Information Form (GOASEVS).
2	Enter the SCT Banner ID in ID field.
3	Complete all necessary data entry.
4	Select <u>Create Exchange Visitor SEVIS Transaction</u> from the Options menu.



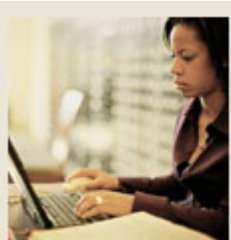
Section C: Day-to-Day Operations

Lesson: Creating a SEVIS Exchange Visitor (Continued)

◀ Jump to TOC

Procedure, continued

Step	Action
5	Click the Exit icon.



Section C: Day-to-Day Operations

Lesson: Creating SEVIS Exchange Visitors Records via Batch Processing

[Jump to TOC](#)

Purpose

When the SEVIS Batch Export Process (GORSEVE) is run in audit or update mode, new SEVIS records are created for selected exchange visitors. The GORSEVS record is compared to the most recent GORSEVR record (history). If the records are different, a new SEVIS record is created. The process does verify required data has been entered.

SCT Banner form

Process Submission Controls GJAPCTL 7.1

Process: Parameter Set:

Printer Control

Printer: Special Print: Lines: Submit Time:

Parameter Values

Number	Parameters	Values
01	School Code	<input type="text"/>
02	SEVIS User ID(Batch Approver)	<input type="text"/>
03	SEVIS User ID(Transaction App)	<input type="text"/>
04	Program Number	<input type="text"/>
05	Process Business Actions	<input type="text"/>
06	Process Auto-population	<input type="text"/>
07	Term Code	<input type="text"/>
08	Banner ID	<input type="text"/>

LENGTH: 15 TYPE: Character O/R: Optional M/S: Single
School Code assigned by SEVIS

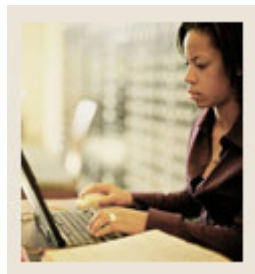
Submission

☐ Save Parameter Set as Name: Description: ☐ Hold ☒ Submit

Procedure

Follow these steps to complete the process.

Step	Action
1	Access the SEVIS Batch Export Process (GORSEVE).
2	Enter the desired printer name in the Printer field.
	<u>Note:</u> You can enter <i>DATABASE</i> to write the report to a table for on-line viewing and to enable the saving of the report to a shared folder on a designated network drive.



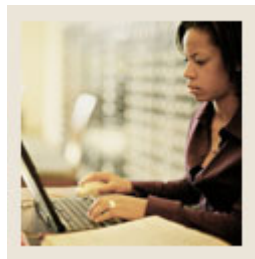
Section C: Day-to-Day Operations

Lesson: Creating SEVIS Exchange Visitors Records via Batch Processing (Continued)

◀ Jump to TOC

Procedure, continued

Step	Action
3	<p>Enter parameters as follows when processing exchange visitors:</p> <ul style="list-style-type: none"> • Parameter 1 – School Code (Client’s SEVIS assigned code) • Parameter 2 – SEVIS User ID (Batch Approver) • Parameter 3 – SEVIS User ID (Transaction App) • Parameter 4 – Program Number • Parameter 8 – SCT Banner ID if processing an ID or a group of IDs-optional • Parameters 9 –12 Use only if you are using a population selection • Parameter 13 – Print No Activity - Enter “Y” if you wish to receive the warning message for exchange students that will need a SEVIS ID for future transactions • Parameter 14 – Audit or Update mode (A/U) Audit mode will create records that can be reviewed. Update mode will place records in the tables to be picked up by SEVISTA. <p><u>Note:</u> It is recommended that GORSEVE be run first in audit mode to allow review of the records.</p>
4	Click the Save Parameter Set as checkbox.
5	Enter a name and description in the Name and Description fields.
6	Click the Submit radio button.
7	<p>Click the Save icon to execute the report.</p> <p><u>Result:</u> The Auto hint line displays the job submission number for the report log and list file.</p>
8	Select Review Output on the <u>Options</u> menu to review the report.
9	Click the Exit icon.



Section C: Day-to-Day Operations

Lesson: Reporting Changes to SEVIS Students and Exchange Visitor Records

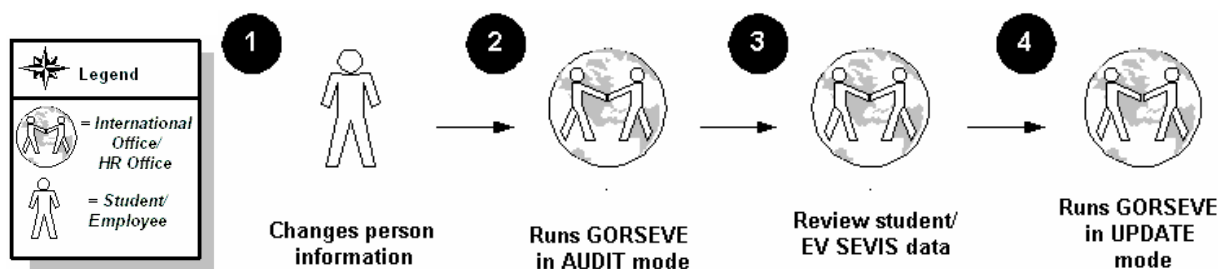
◀ Jump to TOC

About the process

After initial SEVIS records are provided to DHS changes to specified data must be reported. Students/EV's for whom such data has been changed must be identified. Records must be created and sent via SEVIS to report these data changes.

Flow diagram

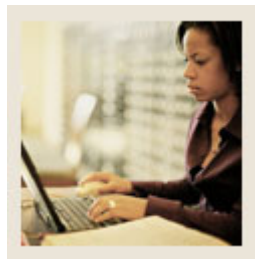
This flow diagram represents the day-to-day process to report changes to SEVIS Student and Exchange Visitor information.



What happens

The actual steps in the SCT Banner business process are described in this table.

Stage	Description
SEVIS Students/Exchange Visitors	
International Office/Human Resources Personnel	
1	Person and/or SEVIS information is changed in SCT Banner on GOASEVS.
International Office, Human Resources, or Computer Services	
2	Run GORSEVE in AUDIT mode to identify records with data changes. Status of selected records is changed to indicate review is needed.
International Office or Human Resources	
3	Report and/or queries records are reviewed to be sure appropriate status codes and data have been entered in SCT Banner. Make any necessary changes to data in SCT Banner.



Section C: Day-to-Day Operations

Lesson: Reporting Changes to SEVIS Students and Exchange Visitor Records (Continued)

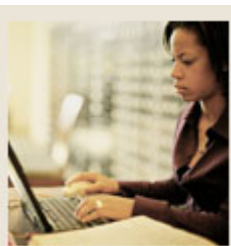
◀ [Jump to TOC](#)

Business Process, continued

Stage	Description
International Office, Human Resources or Computer Services	
4	Runs GORSEVE in UPDATE mode to create and send data to SEVIS *

* Technical Office

Processes to create reports (to assist in reviewing SEVIS records) and export SEVIS records to be sent to SEVIS can be run by functional and/or technical staff persons.



Section C: Day-to-Day Operations

Lesson: Creating Changes to Student and Exchange Visitor Data

◀ Jump to TOC

Purpose

Current student or exchange visitor data is maintained on GOASEVS. When there are changes in the data, the existing GOASEVS record is updated. After the changes have been saved, a new SEVIS record (GOASEVR) can be created by selecting Create Student or Create Exchange Visitor from the Options menu. Records can also be created in batch by running the GORSEVE process after changes have been entered on GOASEVS.

GOASEVR records maintain the history of all transmissions sent to SEVIS in sequential order.

Note: It is recommended that GORSEVE be run in audit mode, so that records can be reviewed before they are transmitted to SEVIS.

Examples

Following are some examples of SEVIS reportable events:

- Change from FT to PT
- Change in major
- Change or addition of employment record
- Change in sponsor – financial support
- Addition/deletion of dependents
- Changes to person information.

SCT Banner form

SEVIS Information GOASEVS 7.0.1

ID: @00010000 Alex P Student

Common Data Student Data Student Financial and ... Student - Employment ... Exchange Visitor Data Exchange Visitor Activit... Dependent Data

SEVIS Student and Exchange Visitor Data

Creation Reason: [] Termination Reason: []

Creation, Issue, Transfer Comments: [] Termination Date: []

Termination Comments: []

Visa Type: [] Cancellation Reason: []

Legal Nation: [] Cancel Student or Invalidate EV: []

Birth Nation: [] No Show(Exchange Visitor)

Birth Nation Reason: None SEVIS ID: []

Program Begin Date: [] Officer ID: []

Program End Date: [] Print Request Indicator

Program New End Date: []

Reprint Reason: []

Extend or Shorten Program Comments: [] Reprint Comments: []

Activity Date: 11-JUL-2005 Edit Student Person Info or Exchange Visitor Bio: []

User ID: [] Personal Funds: []

Funding Comments: []



Section C: Day-to-Day Operations

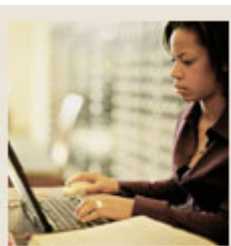
Lesson: Creating Changes to Student and Exchange Visitor Data (Continued)

◀ [Jump to TOC](#)

Procedure

Follow these steps to complete the process.

Step	Action
1	Access the SEVIS Information Form (GOASEVS).
2	Enter the SCT Banner ID for which you would like to update SEVIS information in the ID field.
3	Navigate to the appropriate fields and enter the new data.
4	Click the Save icon.



Section C: Day-to-Day Operations

Lesson: Reviewing and Preventing Transmission of SEVIS Records

◀ Jump to TOC

Purpose

The SEVIS Transmittal Status Query GOISEVS allows you to review records that have been created.

Example: You can use this form to find out which records have been sent to the Bureau, and are awaiting the reply. Enter *P* in the **Transmittal Status Code** field, and submit the query. You can scroll through all the records.

You can review the records that were transmitted on a specific date by entering that date in the **Submit Date** field, and submitting the query.

You can also see pending records for a particular ID by entering that ID in the **ID** field and entering *P* in **Transmittal Status Code** field.

If you determine during the review of GOISEVS that a record should not be transmitted at this time, transmission can be prevented by changing the transaction status on GOASEVR to “X.” If you wish to transmit the record at a later date, the status can be changed to “W.”

Note: It is recommended that GORSEVE be run in audit mode, so that records can be reviewed before they are transmitted to SEVIS.

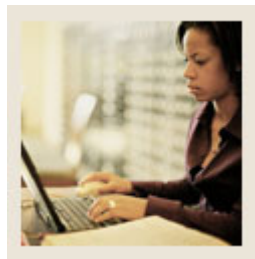
SCT Banner form

SEVIS Transmittal Status Query GOISEVS 7.1

Transmittal Status: Submit Date:

ID: Alex P Student

ID	SEVIS ID	Sequence	Submit Date	Transmittal Status	Last Name	First Name	Middle Initial	Usage	Status	Result	Structure
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>



Section C: Day-to-Day Operations

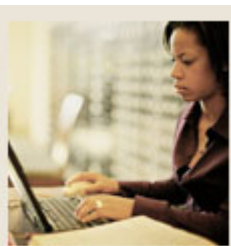
Lesson: Reviewing and Preventing Transmission of SEVIS Records (Continued)

◀ [Jump to TOC](#)

Procedure

Follow these steps to complete the procedure.

Step	Action
1	Access the SEVIS Transmittal Status Query Form (GOISEVS).
2	Enter a Student ID in the ID field for the student that you want to query. Note: You can also search by code or date.
3	Perform a Next Block function.
4	Select <u>View SEVIS Record</u> from the Options menu.
5	Change the transaction status on GOASEVR to <i>X</i> to prevent the transmission of a record.



Section C: Day-to-Day Operations

Lesson: Sending SEVIS Records

◀ Jump to TOC

Purpose

The federal government requires specified data changes to SEVIS Student and Exchange Visitor records be reported. GORSEVE must be run in Update Mode to report those data changes.

SCT Banner form

Process Submission Controls GJAPCTL 7.1

Process: Parameter Set:

Printer Control

Printer: Special Print: Lines: Submit Time:

Parameter Values

Number	Parameters	Values
01	School Code	<input type="text"/>
02	SEVIS User ID(Batch Approver)	<input type="text"/>
03	SEVIS User ID(Transaction App)	<input type="text"/>
04	Program Number	<input type="text"/>
05	Process Business Actions	<input type="text"/>
06	Process Auto-population	<input type="text"/>
07	Term Code	<input type="text"/>
08	Banner ID	<input type="text"/>

LENGTH: 15 TYPE: Character O/R: Optional M/S: Single
School Code assigned by SEVIS

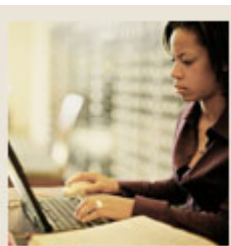
Submission

☐ Save Parameter Set as Name: Description: ☐ Hold ☒ Submit

Procedure

Follow these steps to complete the process of sending SEVIS records.

Step	Action
1	Access the SEVIS Batch Export Program (GORSEVE).
2	Enter <i>DATABASE</i> or printer code in the Printer field.
3	Perform a Next Block function.
4	Run GORSEVE in UPDATE mode. <u>Note:</u> This process must be run separately for SEVIS Students and Exchange Visitors. For SEVIS Students, a School Code must be entered and for Exchange Visitors, a Program Code must be entered. SEVISTA will create a separate batch for each school or program code.



Section C: Day-to-Day Operations

Lesson: Sending SEVIS Records (Continued)

◀ Jump to TOC

Procedure continued

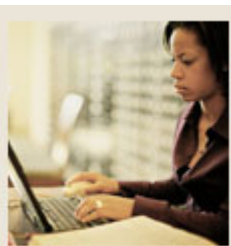
Step	Action
5	The remaining parameters are common to Students and Visitors: <ul style="list-style-type: none">• SEVIS User ID (Batch Approver)• SEVIS User ID (Transaction App)• SCT Banner IDs: Entered only if the process is being run for an ID or group of IDs• Application, Selection, Creator ID, User ID: Optional to run for a specified population.
6	Perform a Next Block function.
7	Select the Submit radio button.
8	Click the Save icon.

Update mode

When run in update mode, GORSEVE will place records in tables where they can be picked up by SEVISTA. SEVISTA will validate the records, create the xml files, and then send the valid records to SEVIS. An email will be sent to a designated person(s) to indicate how many records were sent and how many were rejected by SEVISTA. Records rejected by SEVISTA will be updated with a transaction status of “R” (returned with Error) on GOASEVR.

Notes: The first record for a student can be sent without the SEVIS ID. For subsequent records, the ID will be required.

When GORSEVE is run in update mode, the transmittal code is changed from “W” (waiting for Batch Transmittal) to ‘P’ (pending Response from SEVIS).



Section C: Day-to-Day Operations

Lesson: Identifying and Reporting Adjudicated Information

◀ [Jump to TOC](#)

Purpose

SEVIS batch processing in SCT Banner will create records for adjudicated events; however, it will not transmit them. SCT Banner will identify adjudicated events and identify affected SEVIS students with a transmittal status code of 'M'. These events must be reported directly to SEVIS via the RTI

Points to consider

- When GORSEVE is run (in audit or update mode), adjudicated events will be identified by a transmittal status code of 'M'
- Use the GORSEVE report and/or query on the status code of 'M' on the SEVIS Transmittal Status Query Form (GOISEVS) to compile a list of SEVIS students with adjudicated events
- Use the Transmittal History Form (GOASEVR) as a reference when creating the SEVIS RTI record
- After a response is received from SEVIS, make appropriate changes (status codes and comments) on GOASEVR. Change the transmission status code to "C" to indicate that processing is complete.

Examples

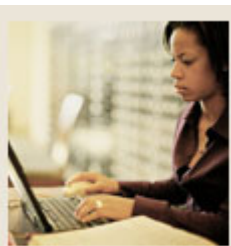
Following are some examples of adjudicated events:

F1

- Request Reinstatement
- M-1 Transfer Student
- Update OPT – Optional Practical Training
- M-1 Student Program Extension

J1

- Request change of category
- Cancel change of category request
- Extend EV duration
- Reprint DS2019
- Request reinstatement
- Cancel reinstatement request
- Transfer EV
- Update activity site



Section C: Day-to-Day Operations

Lesson: Retrieving SEVIS Response Records

◀ Jump to TOC

Purpose

SEVISTA will periodically query the SEVIS website for records returned from SEVIS. When the response is available, SEVISTA will update SCT Banner and place the files with the Forms I-20 and DS2019 on the SEVISTA server or PC. SEVISTA will also send an email to a designated person(s) to notify them of a download from SEVIS.

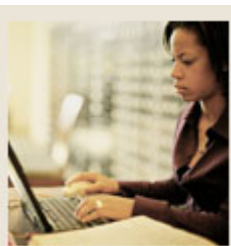
The SEVIS Transmittal Status Query Form (GOISEVS) enables SCT Banner users to search for SEVIS records at any stage in the SEVIS reporting process. The SEVIS Batch Header Inquiry Form (GOISVBH) enables SCT Banner users to query records sent to SEVIS.

SCT Banner form

Procedure

Follow these steps to query records by transmittal status code.

Step	Action
1	Access the SEVIS Transmittal Status Query Form (GOISEVS).
2	Perform a Next Block function to view ALL SEVIS records.
3	<p>Enter a code in the Transmittal Status field in the key block to limit query to records with a specific transmittal status code.</p> <p>Options include:</p> <ul style="list-style-type: none"> • C – Processing complete (record has been returned by SEVIS) • W – Waiting for batch transmittal (needs to be reviewed) • X – Manually entered code to stop from being reported • R – Returned with error • M – Manual, adjudicated event • P – Pending response from SEVIS
4	Perform a Next Block function.



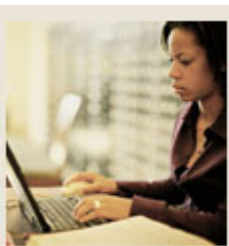
Section C: Day-to-Day Operations

Lesson: Retrieving SEVIS Response Records (Continued)

◀ [Jump to TOC](#)

Procedure, continued

Step	Action
5	Click on the record you want to view.
6	Select <u>View SEVIS Record</u> from the Options menu.



Section C: Day-to-Day Operations

Lesson: Self Check

◀ Jump to TOC

Directions

Choose the best answer for each of the following. Try not to use your notes when completing this section.

Question 1

To enter required SEVIS data, you should access which of the following:

- a) GOASEVS
- b) SOAIDEN
- c) GTVSVGO
- d) GOASEVR

Question 2

The creation reason must be ____ for new SEVIS international students.

- a) T
- b) I
- c) N
- d) O

Question 3

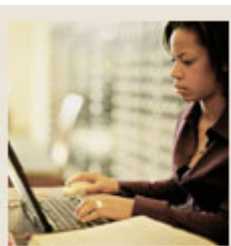
When in the form GOASEVS, what do you click on from the **Options** menu to invoke scripts that convert various SCT Banner codes to SEVIS Codes?

- a) Student Data
- b) View SEVIS Record
- c) Create Exchange Visitor SEVIS Transaction
- d) Create Student SEVIS Transaction

Question 4

GOASEVS will always contain the current information.

True or False



Section C: Day-to-Day Operations

Lesson: Self Check (Continued)

◀ [Jump to TOC](#)

Question 5

What mode should the SEVIS Batch Export Process (GORSEVE) be run in to create new SEVIS records for selected students/exchange visitors?

- a) audit
- b) update
- c) will work in either of these modes

Question 6

The first step to creating new records for SEVIS exchange visitors is to enter required data in SCT Banner.

True or False

Question 7

An Exchange visitor does not have to have a Person Record in SCT Banner before information can be added for them.

True or False

Question 8

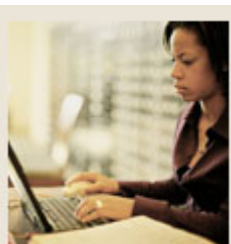
The creation reason code available for use with exchange visitors is

- a) I
- b) CONT
- c) NEW
- d) T

Question 9

The history of SEVIS records/transactions is displayed on

- a) GOASEVR
- b) GOASEVS
- c) GJAPCTL
- d) GORSEVE



Section C: Day-to-Day Operations

Lesson: Self Check (Continued)

◀ Jump to TOC

Question 10

The process GORSEVE is run in what mode to identify possible SEVIS reportable “events?”

- a) Update Mode
- b) Audit Mode
- c) Neither of these modes
- d) Either of these modes would work

Question 11

After the SEVIS Batch Export Process is run in audit mode, if the data that was changed is considered an “adjudicated event,” the transmittal status code on GOASEVR will be “M” instead of “W.”

True or False

Question 12

GORSEVE is run separately for SEVIS Students and Exchange Visitors. What code must be entered for exchange visitors?

- a) school code
- b) SCT Banner ID
- c) program code
- d) Creator ID

Question 13

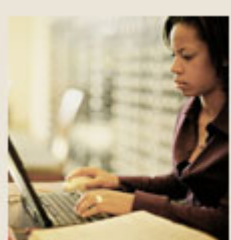
SEVIS batch processing in SCT Banner will NOT create records for adjudicated events; however, they will not be transmitted.

True or False

Question 14

What form enables SCT Banner users to search for SEVIS records at any stage in the SEVIS reporting process?

GOISEVS (SEVIS Transmittal Status Query Form)
GOISVBH (SEVIS Batch Header Inquiry Form)
GTVSVPC (Exchange Visitor Position Control Form)
GORSEVE (SEVIS Batch Export Program)



Section C: Day-to-Day Operations

Lesson: Answer Key

◀ Jump to TOC

Question 1

To enter required SEVIS data, you should access which of the following:

- a) **GOASEVS**
- b) SOAIDEN
- c) GTVSVGO
- d) GOASEVR

a. **GOASEVS is used to enter required data for students.**

Question 2

The creation reason must be ____ for new SEVIS international students.

T
I
N
O

b. **I - - The creation reason must be I for new International students.**

Question 3

When in the form GOASEVS, what do you click on from the **Options** menu to invoke scripts that convert various SCT Banner codes to SEVIS Codes?

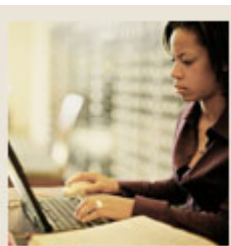
Student Data
View SEVIS Record
Create Exchange Visitor SEVIS Transaction
Create Student SEVIS Transaction

Both c. **Create Exchange Visitor SEVIS Transaction** and d. **Selecting Create Student SEVIS Transaction** invokes scripts that convert various SCT Banner codes to SEVIS codes are correct

Question 4

GOASEVS will always contain the current information.

True



Section C: Day-to-Day Operations

Lesson: Answer Key (Continued)

◀ Jump to TOC

Question 5

What mode should the SEVIS Batch Export Process (GORSEVE) be run in to create new SEVIS records for selected students?

- a) Audit
- b) Update
- c) **will work in either of these modes**

c. will work in either of these modes.

When the SEVIS Batch Export Process GORSEVE is run in audit or update mode, new SEVIS records are created for selected student.

Question 6

The first step to creating new records for SEVIS exchange visitors is to enter required data in SCT Banner.

True

Question 7

An Exchange visitor does not have to have a Person Record in SCT Banner before information can be added for them.

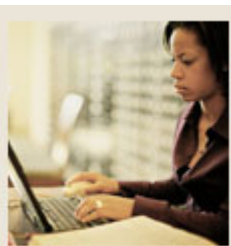
False. An Exchange visitor must have a Person Record in SCT Banner before information can be added for them.

Question 8

The creation reason code available for use with exchange visitors is

- a) I
- b) CONT
- c) **NEW**
- d) T

C. The creation reason code available for use with exchange visitors is NEW.



Section C: Day-to-Day Operations

Lesson: Answer Key (Continued)

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Question 9

The history of SEVIS records/transactions is displayed on

- a) **GOASEVR**
- b) GOASEVS
- c) GJAPCTL
- d) GORSEVE

a. GOASEVR

The history of SEVIS records/transactions is displayed on GOASEVR

Question 10

The process GORSEVE is run in what mode to identify possible SEVIS reportable “events.”

- a. Update Mode
- b. **Audit Mode**
- c. Neither of these modes
- d. Either of these modes would work

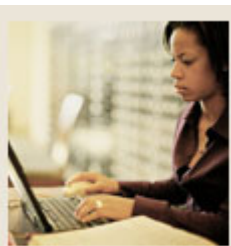
b. Audit

The process GORSEVE is run in audit mode to identify possible SEVIS reportable “events.”

Question 11

After the SEVIS Batch Export Process is run in audit mode, if the data that was changed is considered an “adjudicated event,” the transmittal code will be changed to “M” instead of “W.”

True



Section C: Day-to-Day Operations

Lesson: Answer Key (Continued)

◀ Jump to TOC

Question 12

GORSEVE is run separately for SEVIS Students and Exchange Visitors. What code must be entered for exchange visitors?

- a) school code
- b) SCT Banner ID
- c) **program code**
- d) Creator ID

c. For Exchange Visitors, program code must be entered.

Question 13

SEVIS batch processing in SCT Banner will NOT create records for adjudicated events; however, they will not be transmitted.

False. SEVIS batch processing in SCT Banner will create records for adjudicated events.

Question 14

What form enables SCT Banner users to search for SEVIS records at any stage in the SEVIS reporting process?

- a) **GOISEVS (SEVIS Transmittal Status Query Form)**
- b) GOISVBH (SEVIS Batch Header Inquiry Form)
- c) GTVSVPC (Exchange Visitor Position Control Form)
- d) GORSEVE (SEVIS Batch Export Program)

a. GOISEVS (SEVIS Transmittal Status Query Form) enables users to search for SEVIS records at any stage in the SEVIS reporting process.



Section D: Reference

Lesson: Overview

◀ [Jump to TOC](#)

Introduction

The purpose of this section is to provide reference materials related to the workbook.

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Section D: Reference

Lesson: Setup Forms and Where Used

◀ [Jump to TOC](#)

Guide

Use this table as a guide to the setup forms and the day-to-day forms that use them.

Setup Form		Day-to-Day Form(s)	
Form Name	Code	Form Name	Code
Nation Code Validation Form	STVNATN	SEVIS Information Form	GOASEVS
Visa Type Code Validation Form	STVVTYP		
Relation Code Validation Form	STVRELT		
Major, Minor, Concentration Code Validation Form	STVMAJR		
SEVIS Creation Reason Code Validation Form	GTVSVCR		
SEVIS Dependent Termination Code Validation Form	GTVSVDT		
SEVIS Educational Level Code Validation Form	GTVSVEL		
SEVIS EV End Program Reason Code Validation Form	GTVSVEP		
SEVIS Drop Below Full Time Reason Code Validation Form	GTVSVFT		
SEVIS Request for Form Reprint Code Validation form	GTVSVRP		
SEVIS Termination Reason Code Validation Form	GTVSVTR		
SEVIS Category Code Validation Form	GTVSVCC		
SEVIS Consular Post Code Validation Form	GTVSVCP		
SEVIS Position Control Code Validation Form	GTVSVPC		
SEVIS Governmental Organization Code Validation Form	GTVSVGO		
SEVIS International Organization Code Validation Form	GTVSVIO		



Section D: Reference

Lesson: Setup Forms and Where Used (Continued)

◀ [Jump to TOC](#)

Procedure, continued

Setup Form		Day-to-Day Form(s)	
Form Name	Code	Form Name	Code
SEVIS Infraction Type Code Validation Form	GTVSVIT		
SEVIS Transmittal Status Code Validation Form	GTVSVTS		
Address Type Code Validation Form	STVATYP	Crosswalk Validation table	GTVSDAX
		General Person Identification	SPAIDEN
Crosswalk Validation table	GTVSDAX	General Person Identification	SPAIDEN



Section D: Reference

Lesson: Day-to-Day Forms and Setup Needed

◀ Jump to TOC

Guide

Use this table as a guide to the day-to-day forms and the setup forms needed for each.

Day-to-Day Form	Setup Forms Needed
SEVIS Information Form (GOASEVS)	<ul style="list-style-type: none"> • Nation Code Validation Form (STVNATN) • Visa Type Code Validation Form (STVV TYP) • Relation Code Validation Form (STVRELT) • Major, Minor, Concentration Code Validation Form (STVMAJR) • SEVIS Creation Reason Code Validation Form (GTVSVCR) • SEVIS Dependent Termination Code Validation Form (GTVSVDT) • SEVIS Educational Level Code Validation Form (GTVSVEL) • SEVIS EV End Program Reason Code Validation Form (GTVSVEP) • SEVIS Drop Below Full Time Reason Code Validation Form (GTVSVFT) • SEVIS Request for Form Reprint Code Validation form (GTVSVRP) • SEVIS Termination Reason Code Validation Form (GTVSVTR) • SEVIS Category Code Validation Form (GTVSVCC) • SEVIS Consular Post Code Validation Form (GTVSVCP) • SEVIS Position Control Code Validation Form (GTVSVPC) • SEVIS Governmental Organization Code Validation Form (GTVSVGO) • SEVIS International Organization Code Validation Form (GTVSVIO) • SEVIS Infraction Type Code Validation Form (GTVSVIT) • SEVIS Transmittal Status Code Validation Form (GTVSVTS)



Section D: Reference

Lesson: Day-to-Day Forms and Setup Needed (Continued)

◀ [Jump to TOC](#)

Procedure, continued

Day-to-Day Form	Setup Forms Needed
General Person Identification (SPAIDEN)	<ul style="list-style-type: none">• Address Type Code Validation Form (STVATYP)• Crosswalk Validation table (GTVSDAX)



Section D: Reference

Lesson: Forms Job Aid

◀ Jump to TOC

Guide

Use this table as a guide to the forms used in this workbook. The Owner column may be used as a way to designate the individual(s) responsible for maintaining a form.

Form Name	Form Description	Owner
STVNATN	Nation Code Validation Form	
STVV Typ	Visa Type Code Validation Form	
STVRELT	Relation Code Validation Form	
STVMAJR	Major, Minor, Concentration Code Validation Form	
GTVSVCA	SEVIS Cancellation Reason Code	
GTVSVCR	SEVIS Creation Reason Code Validation Form	
GTVSVDT	SEVIS Dependent Termination Code Validation Form	
GTVSVEL	SEVIS Educational Level Code Validation Form	
GTVSVEP	SEVIS EV End Program Reason Code Validation Form	
GTVSVFT	SEVIS Drop Below Full Time Reason Code Validation Form	
GTVSVRP	SEVIS Request for Form Reprint Code Validation form	
GTVSVTR	SEVIS Termination Reason Code Validation Form	
GTVSVCC	SEVIS Category Code Validation Form	
GTVSVCP	SEVIS Consular Post Code Validation Form	
GTVSVPC	SEVIS Position Control Code Validation Form	
GTVSVGO	SEVIS Governmental Organization Code Validation Form	
GTVSVIO	SEVIS International Organization Code Validation Form	
GTVSVIT	SEVIS Infraction Type Code Validation Form	



Section D: Reference

Lesson: Forms Job Aid (Continued)

◀ [Jump to TOC](#)

Procedure, continued

Form Name	Form Description	Owner
GTVSVTS	SEVIS Transmittal Status Code Validation Form	
STVATYP	Address Type Code Validation Form	
GTVSDAX	Crosswalk Validation table	



Release Date

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This workbook was last updated on 09/01/2005.