



Policy Title: International Student SEVIS Reporting Policy and Procedure

Policy Number: ISO.104

Policy Owner: Director of International Student Office

Responsible Office: International Student Office

Revision Date: 11/16/2017

1. Purpose and Scope

The purpose of this policy is to provide guidance to comply with the federal laws and regulations require the Designated School Official (DSO) to update and maintain the SEVIS records of nonimmigrant students in F and J visa categories within the legal time limits.

2. Policy

The International Student Office (ISO) oversees University compliance with the Department of Homeland Security and the Department of State F-1/J-1 regulations.

3. Procedures

The International Student Office, to stay in compliance with the approval of the certificate to host F1 and J1 non-immigrant students, agrees to:

- Upon acceptance of any non-immigrant alien student, to furnish that student a Certificate of Eligibility (Form I-20 A/B)
- To keep records containing the following specific information and documents relating to each non-immigrant 0, while the student is attending the school and until the school notifies the Service, in accordance with regulations at 8 C.F.R. 214.3, that the student is no longer pursuing full course of study.
- ISO will keep a record of having complied with the reporting requirements for at least one year.
- If a student who is out of status is restored to status, the ISO at North American University is responsible for maintaining these records following receipt of notification from the SEVIS that the student has been restored to status.
- ISO must keep and make available to SEVP or any other government agency upon request the following information and documents for each non-immigrant:
 - The admission number from the student's Form I-20 copy
 - Country of citizenship
 - Address and telephone number in the United States
 - Status, i.e. full-time or part-time
 - Course load
 - Date of commencement of studies
 - Degree program and field of study
 - Expected date of completion
 - Non-immigrant classification
 - Termination date and reason, if known
 - The documents which show the scholastic ability and financial status on which the student's admission to the school was based
 - Information specified as necessary to identify the student and to determine the student's immigration status.

4. Who Should Read This Policy

- Students
- Vice President of Administrative Affairs

- Registrar's Office
- Admission's Office
- Provost, Department Chairs and Academic Advisors
- International Student Office

5. Related Documents and References

- none