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

Release 8.0 - April 2008
Updated 4/30/2008

SUNGARD HIGHER EDUCATION

What can we help you achieve?

Revision History Log

Publication Date	Summary
Original Date	New version that supports Banner 8.0 software.
Revision Date	Initial release Banner 8.0.

Notice of rights

Think before you print.

Table of Contents

Introduction

Course goal

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

- Introduction

- Set Up

- Day-to-day operations

Course objectives

In this course you will learn how 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.

Intended audience

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

Prerequisites

To complete this course, you should have

- completed the Education Practices computer-based training (CBT) tutorial *Banner 8 Fundamentals*, or have equivalent experience navigating in the Banner system

- completed the Curriculum, Advising, and Program Plan (CAPP) training workbook

- administrative rights to create and perform the necessary set up in Banner.

Process Introduction

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.
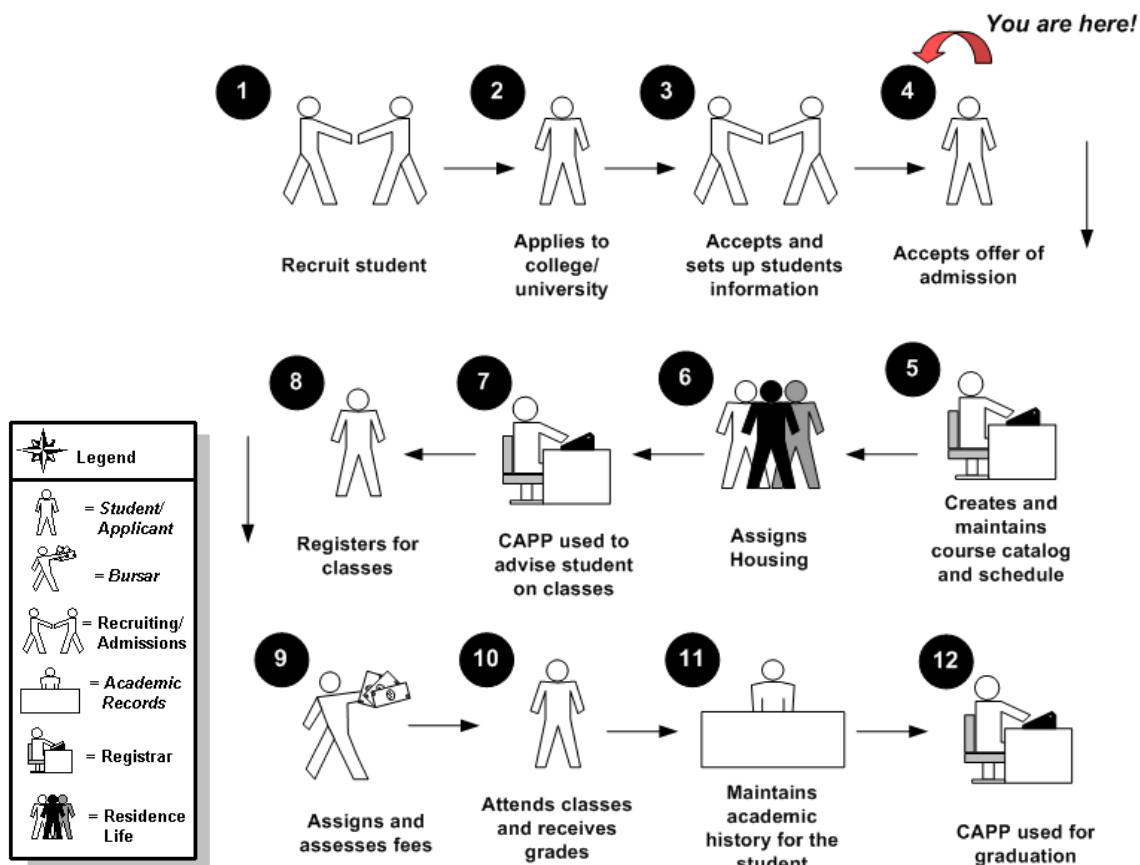
Flow diagram

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

You are here!

1. Open position created and budgeted
2. Applicant information is reviewed and interviews are held
3. Employee is hired
4. Employment record is created and maintained for employee
5. Employee benefit information is established
6. Employee records hours worked
7. Payroll is processed for the employee
8. Change to employee job records are electronically approved
9. Employee labor union information is maintained, if required
10. Employee safety incident is recorded, if necessary
11. Employee reviews personal information
12. Faculty information is maintained
13. Tax process is administered for employees

Legend

- = Employee
- = Finance Office
- = Human Resource Office

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.

Process SEVIS Students

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 Banner. Following is the process to report data out of Banner.

Flow diagram

This diagram will show the process for new STUDENTS.
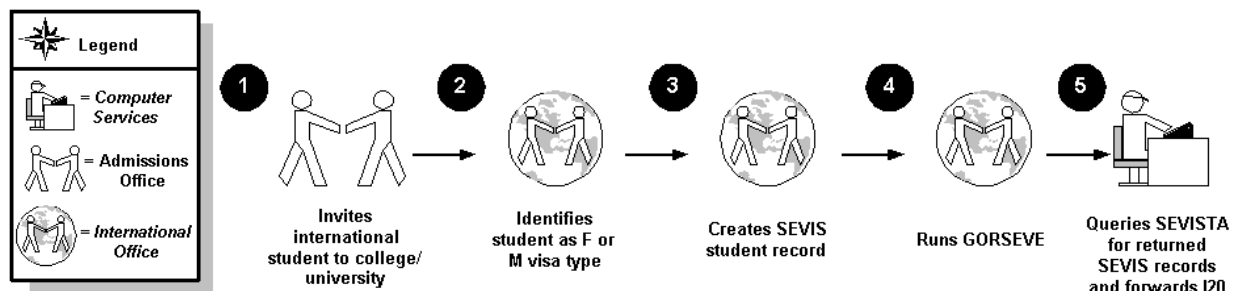
Stage	Description
1	Admissions Office accepts international student to college/university.
2	Admissions or International Office identifies student as F or M visa type. Information required for Form I-20 is entered in Banner
3	Admissions or International Office creates a SEVIS student record.
4	SEVISTA checks the 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.

Process - SEVIS Exchange Visitors

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 Banner. Following is the process to report data out of Banner.

## Flow Diagram

The following diagram depicts the process for new exchange visitors.
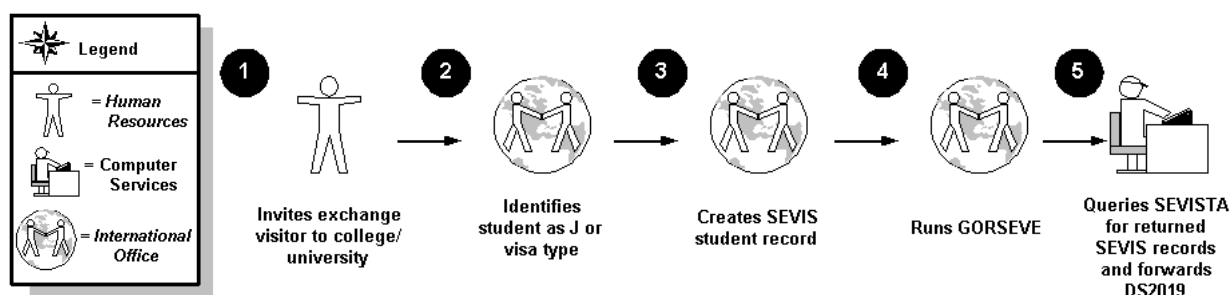
Stage	Description
1	Human Resources Office invites exchange visitor to college/university.
2	International Office or HR identifies exchange visitor as J visa type. Information required for DS2019 is entered in Banner.
3	International Office or HR creates SEVIS exchange visitor record.
4	SEVISTA checks the 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.

Process - Reporting Data Changes – SEVIS Students & Exchange Visitors

What happens

The following details the steps of the process.

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

Flow Diagram

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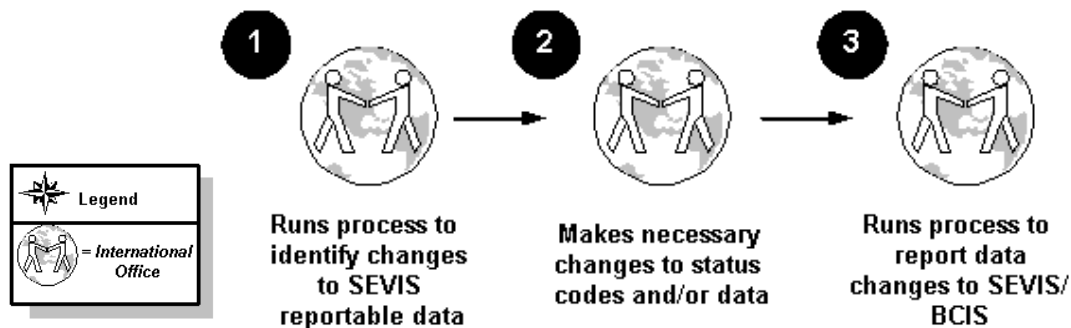
Stage	Description
1	International Office or Human Resources runs process to identify changes to SEVIS reportable data (example: address changes made via student self service).
2	International Office and HR view report (from above process) and/or query list of selected students and make necessary changes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

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 Banner, it will have to be "double entered" in 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 Banner and then exported and imported to and from SEVIS. This option will enable the institution to avoid "double entering" information in 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.

Set Up

Section goal

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

Objectives

At the end of this section, you will be able to identify and update values and rules necessary to maintain SEVIS processing.

Nation Code Validation

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.

Banner form

Nation Code	Description	SEVIS Equivalent	EDI Equivalent	LMS Equivalent	ISO Code	Canadian Statistics Code	MMREF Code	Activity Date
BILL	12345678901234567890123456 7890				BXX			28-FEB-2003
TST	3456678				ATG			03-MAR-2003
1	Afghanistan	A			GBR		BK	12-FEB-2003
2	Albania		AL		GBR			10-APR-2007
ALB	Albert isalnd				ALB			11-MAR-2004
3	Algeria				PA			17-SEP-2002
4	Andorra				TS			17-SEP-2002
5	Angola							29-APR-1987
6	Antigua and Barbuda							29-APR-1987
WPM	Any Nation Anywhere				GBR		VV	28-FEB-2003
7	Argentina							29-APR-1987
AW	Aruba	AA			ABW			06-SEP-2002
8	Australia		AU					27-MAY-1997
9	Austria							29-APR-1987
11	Bahrain							29-APR-1987
12	Bangladesh							29-APR-1987
13	Barbados							29-APR-1987
14	Belgium							29-APR-1987
15	Belize	BE			BXX			17-SEP-2002
16	Benin	BE						25-SEP-2002
BWV1	Bernies Nation #1							06-JUL-2005
17	Bhutan	US						25-SEP-2002
18	Bolivia							29-APR-1987

SEVIS

Steps

Follow these steps to complete the form.

1. Access the Nation Code Validation Form (STVNATN).

   Note: 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.

Visa Type Code Validation

Purpose

Codes from the Visa Type Code Validation Form (STVVTYP) 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.

Banner form

Visa Type	Description	Admissions Checklist Request Item	Description	Non-Resident	Voice Response Message Number	Canadian Statistics Code	SEVIS Code	Activity Date
B2	Tourist	0011	Visa Papers	☐			01	22-NOV-2004
E2	Dependent of Foreign Investor			☐				09-SEP-2002
F1	Student Visa	0011	Visa Papers	☑			01	27-MAY-2004
F2	Dependent of Student			☑			04	26-AUG-2005
H1	Special	0011	Visa Papers	☐				13-APR-2007
H2	Dependent of Special	0011	Visa Papers	☐				10-SEP-2002
J1	Exchange Scholar	0011	Visa Papers	☐			03	10-SEP-2002
J2	Dependent of Exchange Scholar	0011	Visa Papers	☐			06	10-SEP-2002
NR	Nonresident alien	0011	Visa Papers	☑				24-OCT-2007
OT	Other			☐				18-AUG-1987
PR	Permanent Resident			☐				18-AUG-1987
RA	Resident Alien			☐				18-AUG-1987

Steps

Follow these steps to complete the process.

1. Access the Visa Type Code Validation Form (STVVTYP).

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.

   Example: 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.

10. Click the **Exit** icon.

Relation Code Validation

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.

Banner form

Steps

Follow these steps to complete the form.

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.

Major, Minor, Concentration Code Validation

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.

Banner form

Steps

Follow these steps to complete the form.

1. Access the Major, Minor, Concentration Code Validation Form (STVMAJR).

   Note: 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.

   Note: 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.

Address Type Code Validation

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.

Banner form

Address Type	Description	Telephone Type	Description	System Required	Activity Date
01	Test for numeric			☐	21-JUN-2007
02	EDI Transcript Upload Address			☐	30-APR-2002
03	Add 03			☐	17-NOV-2004
12	1234	1234	12345678901234567890123456789 0	☐	24-OCT-2002
AP	Apartment	BI	Billing	☐	01-APR-1998
BI	new one	BI	Billing	☑	01-AUG-2005
BU	Business	BU	Business	☑	15-APR-2002
CL	Cell Phone	CL	Cell Phone	☐	15-MAY-2007
CP	Cell Phone	CP	Cell Phone	☐	23-JUL-2007
DO	Dormitory	DORM	Dormitory Phone	☐	07-APR-2004
DP	Diploma Address	DP	Diploma Test	☐	15-APR-2002
EE	Electronic Mail	DO	Dormitory	☐	17-FEB-2000
EM	Emergency	EM	Emergency	☐	29-APR-1987

Steps

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.

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.

Crosswalk Validation

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.

Banner form

Steps

Follow these steps to complete the form.

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 Banner code that will be used for the foreign address in the **External Code** field.

   Example: 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.

11. Enter the 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.
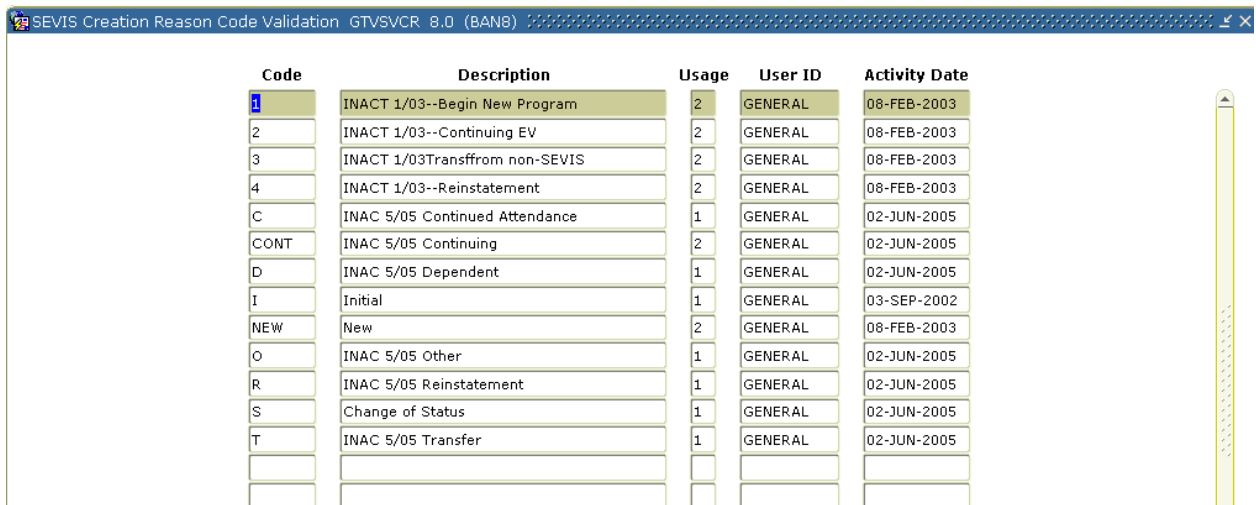
14. Click the **Exit** icon.

SEVIS Creation Reason Code Validation

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.

Banner form

Code	Description	Usage	User ID	Activity Date
1	INACT 1/03--Begin New Program	2	GENERAL	08-FEB-2003
2	INACT 1/03--Continuing EV	2	GENERAL	08-FEB-2003
3	INACT 1/03Transffrom non-SEVIS	2	GENERAL	08-FEB-2003
4	INACT 1/03--Reinstatement	2	GENERAL	08-FEB-2003
C	INAC 5/05 Continued Attendance	1	GENERAL	02-JUN-2005
CONT	INAC 5/05 Continuing	2	GENERAL	02-JUN-2005
D	INAC 5/05 Dependent	1	GENERAL	02-JUN-2005
I	Initial	1	GENERAL	03-SEP-2002
NEW	New	2	GENERAL	08-FEB-2003
O	INAC 5/05 Other	1	GENERAL	02-JUN-2005
R	INAC 5/05 Reinstatement	1	GENERAL	02-JUN-2005
S	Change of Status	1	GENERAL	02-JUN-2005
T	INAC 5/05 Transfer	1	GENERAL	02-JUN-2005

Steps

Follow these steps to complete the process.

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

2. Review the form for the following delivered values in the **Code** field:

   - 1-4 inactive

   - C

   - Cont

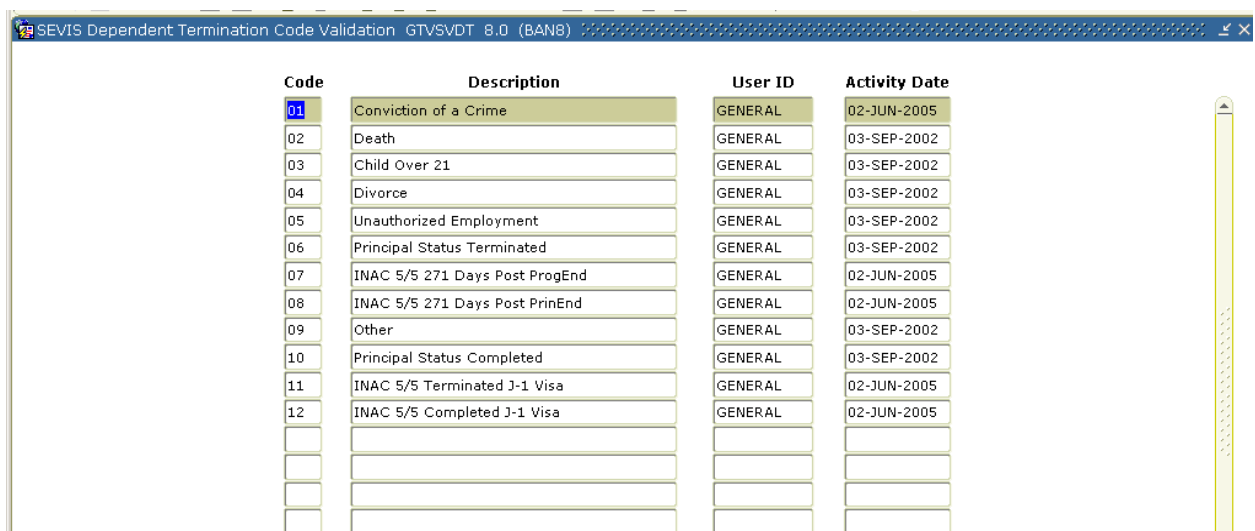   - D

- I

- NEW

- O

- R

- S

- T

3. Click the **Exit** icon.

SEVIS Dependent Termination Code Validation

Purpose

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

Banner form

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

Steps

Follow these steps to complete the process.

1. Access the SEVIS Dependent Termination Code Validation Form (GTVSVDT).

2. Review the form for the following delivered values in the **Code** field:

   - 01 Conviction of a Crime

   - 02 Death

   - 03 Child over 21

   - 04 Divorce

   - 05 Unauthorized Employment
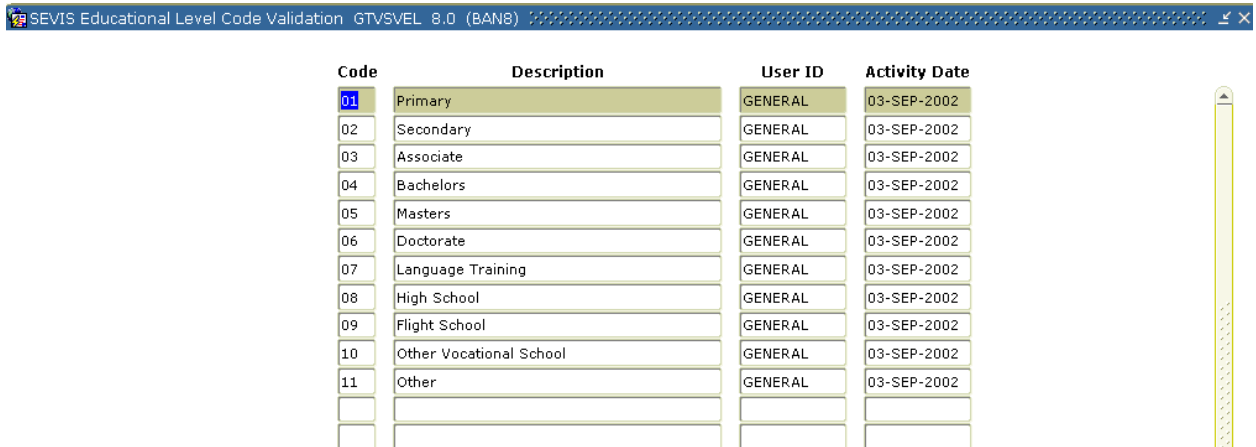
- 06 Principal Status Terminated'

- 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.

SEVIS Educational Level Code Validation

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.

Banner form

Steps

Follow these steps to complete the process.

1. Access the SEVIS Educational Level Code Validation Form (GTVSVEL).

2. Review the form for the following delivered values in the **Code** field:

   - 01-11

3. Click the **Exit** icon.

SEVIS EV End Program Reason Code Validation
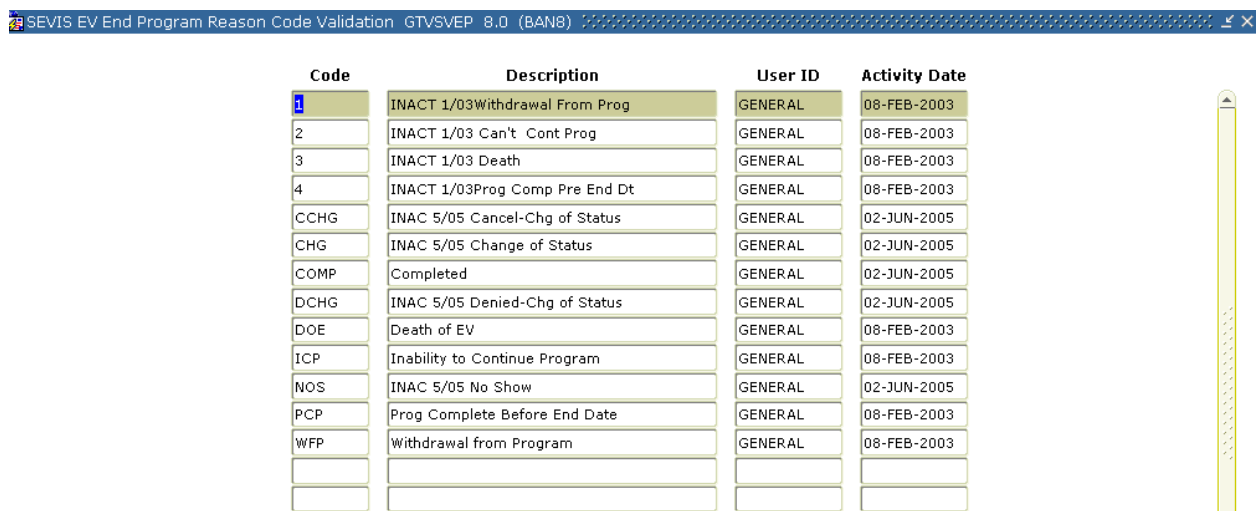
Purpose

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.

Banner form

Code	Description	User ID	Activity Date
1	INACT 1/03Withdrawal From Prog	GENERAL	08-FEB-2003
2	INACT 1/03 Can't Cont Prog	GENERAL	08-FEB-2003
3	INACT 1/03 Death	GENERAL	08-FEB-2003
4	INACT 1/03Prog Comp Pre End Dt	GENERAL	08-FEB-2003
CCHG	INAC 5/05 Cancel-Chg of Status	GENERAL	02-JUN-2005
CHG	INAC 5/05 Change of Status	GENERAL	02-JUN-2005
COMP	Completed	GENERAL	02-JUN-2005
DCHG	INAC 5/05 Denied-Chg of Status	GENERAL	02-JUN-2005
DOE	Death of EV	GENERAL	08-FEB-2003
ICP	Inability to Continue Program	GENERAL	08-FEB-2003
NOS	INAC 5/05 No Show	GENERAL	02-JUN-2005
PCP	Prog Complete Before End Date	GENERAL	08-FEB-2003
WFP	Withdrawal from Program	GENERAL	08-FEB-2003

Steps

Follow these steps to complete the process.

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:

    *   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
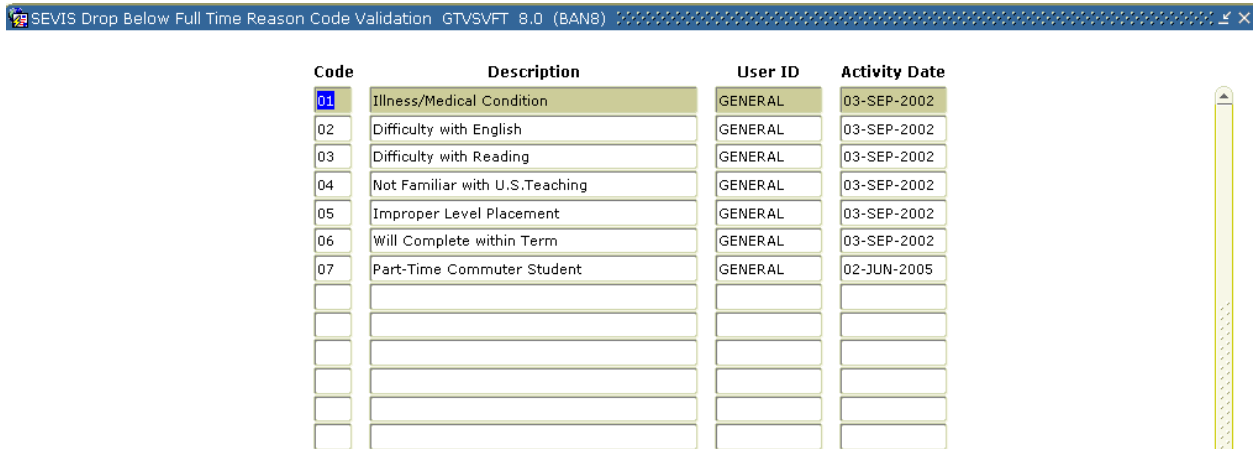
- WFP Withdrawal from Program

3. Click the **Exit** icon.

SEVIS Drop Below Full Time Reason Code Validation

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.

Banner form

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

Steps
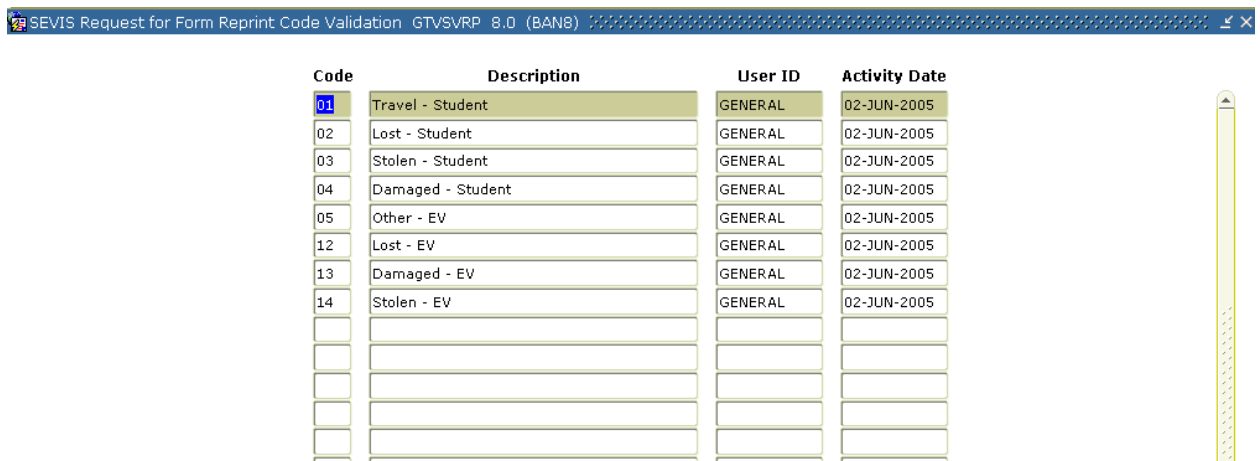
Follow these steps to complete the process.

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:

   - 01-07

3. Click the **Exit** icon.

SEVIS Request for Form Reprint Code Validation

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.

Banner form

Code	Description	User ID	Activity Date
01	Travel - Student	GENERAL	02-JUN-2005
02	Lost - Student	GENERAL	02-JUN-2005
03	Stolen - Student	GENERAL	02-JUN-2005
04	Damaged - Student	GENERAL	02-JUN-2005
05	Other - EV	GENERAL	02-JUN-2005
12	Lost - EV	GENERAL	02-JUN-2005
13	Damaged - EV	GENERAL	02-JUN-2005
14	Stolen - EV	GENERAL	02-JUN-2005

SEVIS Request for Form Reprint Code Validation GTVSVRP 8.0 (BAN8)

Steps

Follow these steps to complete the process.

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:

   - 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.

SEVIS Termination Reason Code Validation

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.

Banner form

Code	Description	Usage	User ID	Activity Date
01	Unauthorized Withdrawal	1	GENERAL	03-SEP-2002
02	Death	1	GENERAL	03-SEP-2002
03	Unauthorized Employment	1	GENERAL	03-SEP-2002
04	Drop Below FT Course of Study	1	GENERAL	03-SEP-2002
05	Full Course Time Exceeded	1	GENERAL	03-SEP-2002
06	Change of Nonimmigrant Status	1	GENERAL	03-SEP-2002
07	Nonimmigrant Stat Chnge Denied	1	GENERAL	03-SEP-2002
08	Expulsion	1	GENERAL	03-SEP-2002
09	Suspension	1	GENERAL	03-SEP-2002
1	INACT 1/03 Fail to Pursue Prog	2	GENERAL	08-FEB-2003
10	Absent from Country for 5 Mos.	1	GENERAL	03-SEP-2002
11	Failure to Enroll	1	GENERAL	03-SEP-2002
12	Costs Exceed Resources	1	GENERAL	03-SEP-2002
13	Transfer Student a No Show	1	GENERAL	03-SEP-2002
14	Denied Transfer	1	GENERAL	03-SEP-2002
15	Extension Denied	1	GENERAL	03-SEP-2002
16	Failing to Maintain Status	1	GENERAL	03-SEP-2002
17	Violation of Change of Status	1	GENERAL	02-JUN-2005
18	Change of Status Denied	1	GENERAL	02-JUN-2005
19	Change of Status Withdrawn	1	GENERAL	02-JUN-2005
2	INACT 1/03Fail to Maint Ins	2	GENERAL	08-FEB-2003
20	Change of Status Approved	1	GENERAL	02-JUN-2005

Steps
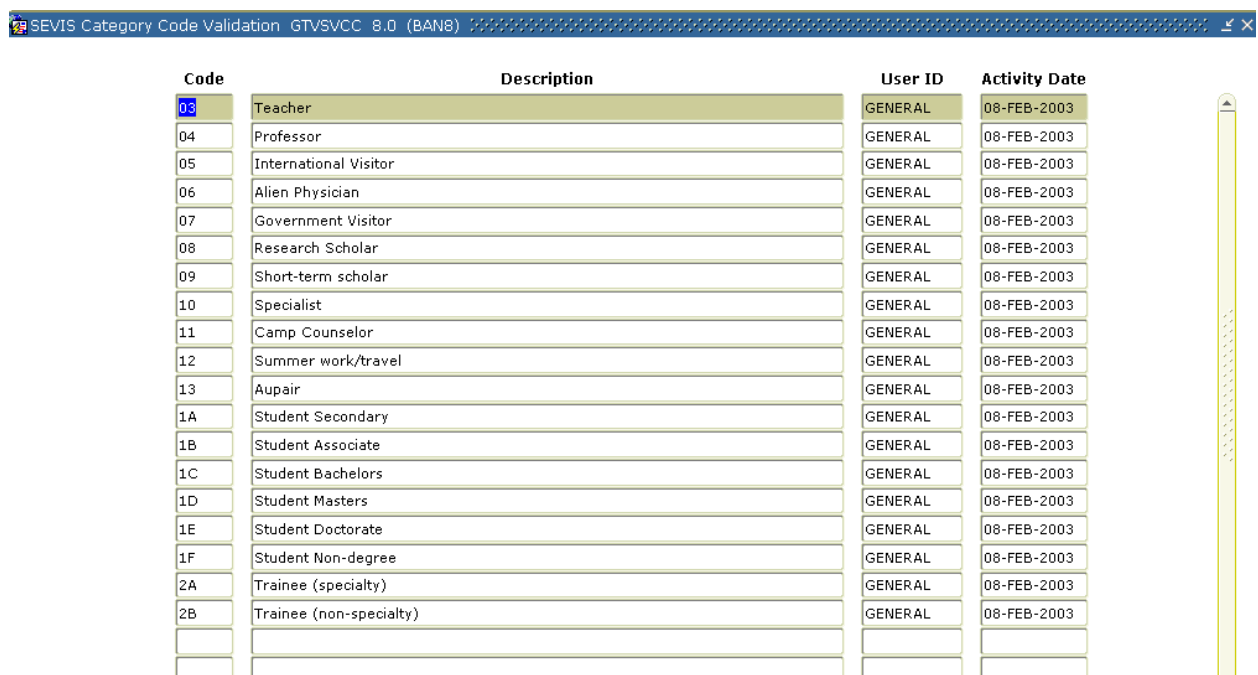
Follow these steps to complete the process.

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

2. Review the form for the following delivered values in the **Code** field:

   - 1-9 Inactive

   - 01-16 Active

   - CONVIC

   - DISCIP

   - ENGEMP

   - FALACT

   - FALADD

   - FALINS

   - FALSTD

   - INVSUS

   - OTHER

   - VIOEXV

   - VIOSPN

3. Click the **Exit** icon.

SEVIS Category Code Validation

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.

Banner form

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

Steps

Follow these steps to complete the process.

1. Access the SEVIS Category Code Validation Form (GTVSVCC).

2. Review the form for the following delivered values in the **Code** field:
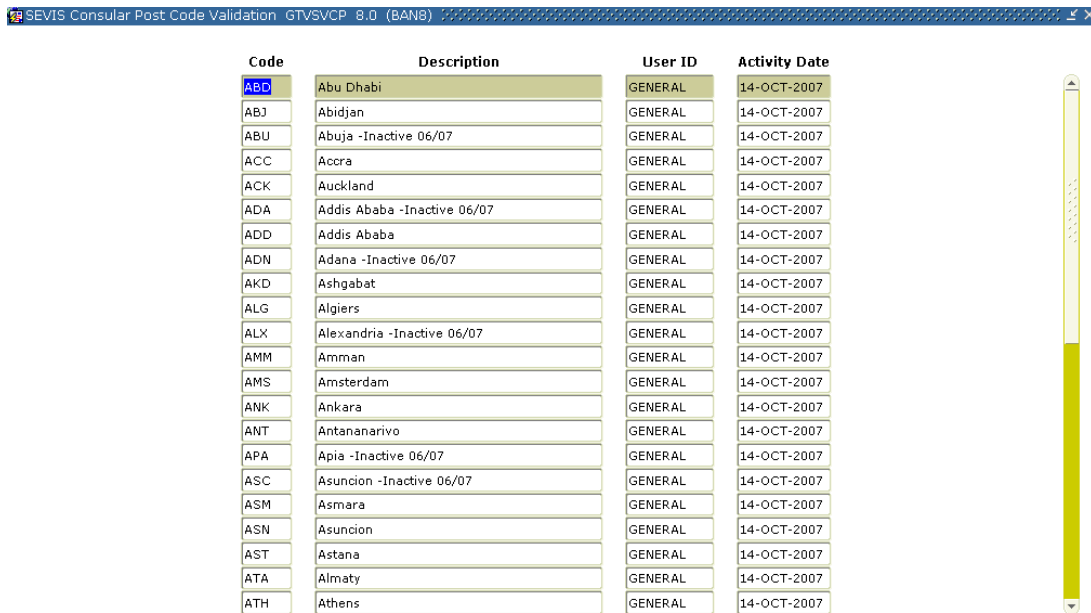
   - 03-13

   - 1A-1F

- 2A-2B

3. Click the **Exit** icon.

SEVIS Consular Post Code Validation

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.

Banner form

Code	Description	User ID	Activity Date
ABD	Abu Dhabi	GENERAL	14-OCT-2007
ABJ	Abidjan	GENERAL	14-OCT-2007
ABU	Abuja -Inactive 06/07	GENERAL	14-OCT-2007
ACC	Accra	GENERAL	14-OCT-2007
ACK	Auckland	GENERAL	14-OCT-2007
ADA	Addis Ababa -Inactive 06/07	GENERAL	14-OCT-2007
ADD	Addis Ababa	GENERAL	14-OCT-2007
ADN	Adana -Inactive 06/07	GENERAL	14-OCT-2007
AKD	Ashgabat	GENERAL	14-OCT-2007
ALG	Algiers	GENERAL	14-OCT-2007
ALX	Alexandria -Inactive 06/07	GENERAL	14-OCT-2007
AMM	Amman	GENERAL	14-OCT-2007
AMS	Amsterdam	GENERAL	14-OCT-2007
ANK	Ankara	GENERAL	14-OCT-2007
ANT	Antananarivo	GENERAL	14-OCT-2007
APA	Apia -Inactive 06/07	GENERAL	14-OCT-2007
ASC	Asuncion -Inactive 06/07	GENERAL	14-OCT-2007
ASM	Asmara	GENERAL	14-OCT-2007
ASN	Asuncion	GENERAL	14-OCT-2007
AST	Astana	GENERAL	14-OCT-2007
ATA	Almaty	GENERAL	14-OCT-2007
ATH	Athens	GENERAL	14-OCT-2007

Steps

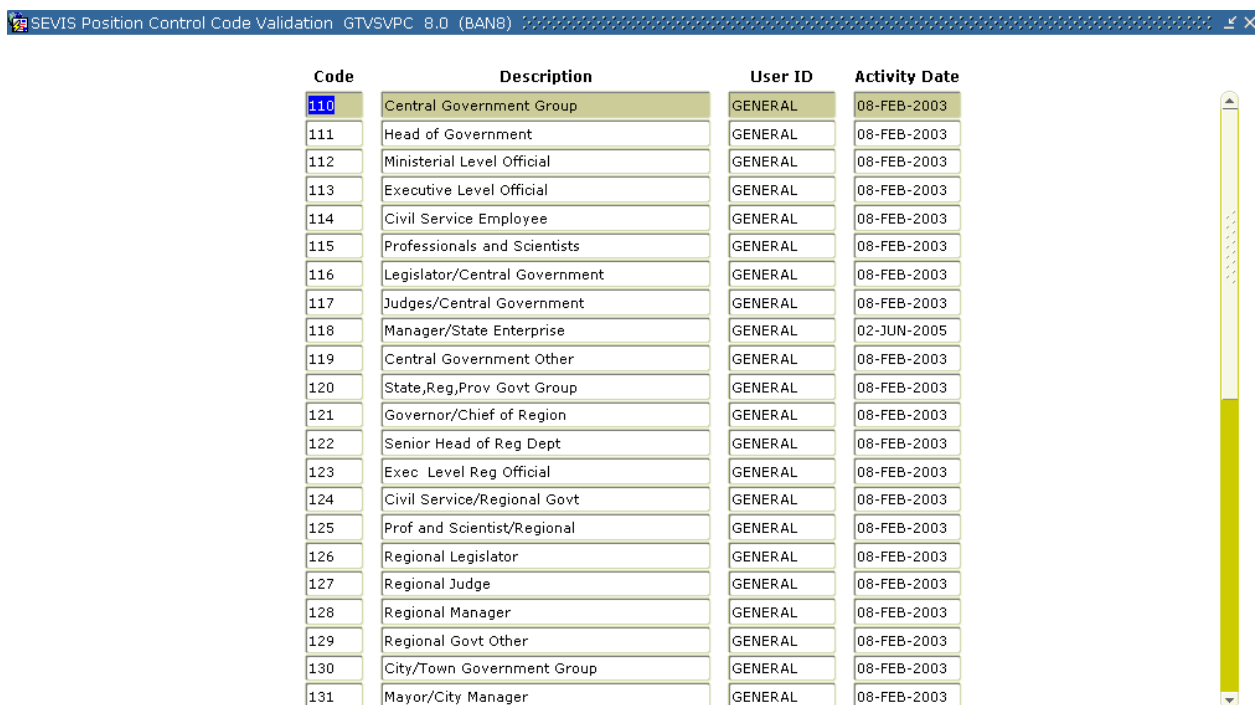Follow these steps to complete the process.

1. Access the SEVIS Consular Post Code Validation Form (GTVSVCP).

2. Review the form for the following delivered values in the **Code** field:

   - Cities (geographic locations); 292 records delivered

3. Click the **Exit** icon.

SEVIS Position Control Code Validation

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.

Banner form

Code	Description	User ID	Activity Date
110	Central Government Group	GENERAL	08-FEB-2003
111	Head of Government	GENERAL	08-FEB-2003
112	Ministerial Level Official	GENERAL	08-FEB-2003
113	Executive Level Official	GENERAL	08-FEB-2003
114	Civil Service Employee	GENERAL	08-FEB-2003
115	Professionals and Scientists	GENERAL	08-FEB-2003
116	Legislator/Central Government	GENERAL	08-FEB-2003
117	Judges/Central Government	GENERAL	08-FEB-2003
118	Manager/State Enterprise	GENERAL	02-JUN-2005
119	Central Government Other	GENERAL	08-FEB-2003
120	State,Reg,Prov Govt Group	GENERAL	08-FEB-2003
121	Governor/Chief of Region	GENERAL	08-FEB-2003
122	Senior Head of Reg Dept	GENERAL	08-FEB-2003
123	Exec Level Reg Official	GENERAL	08-FEB-2003
124	Civil Service/Regional Govt	GENERAL	08-FEB-2003
125	Prof and Scientist/Regional	GENERAL	08-FEB-2003
126	Regional Legislator	GENERAL	08-FEB-2003
127	Regional Judge	GENERAL	08-FEB-2003
128	Regional Manager	GENERAL	08-FEB-2003
129	Regional Govt Other	GENERAL	08-FEB-2003
130	City/Town Government Group	GENERAL	08-FEB-2003
131	Mayor/City Manager	GENERAL	08-FEB-2003

Steps

Follow these steps to complete the process.

1. Access the SEVIS Position Control Code Validation Form (GTVSVPC).

2. Review the form for the following delivered values in the **Code** field:

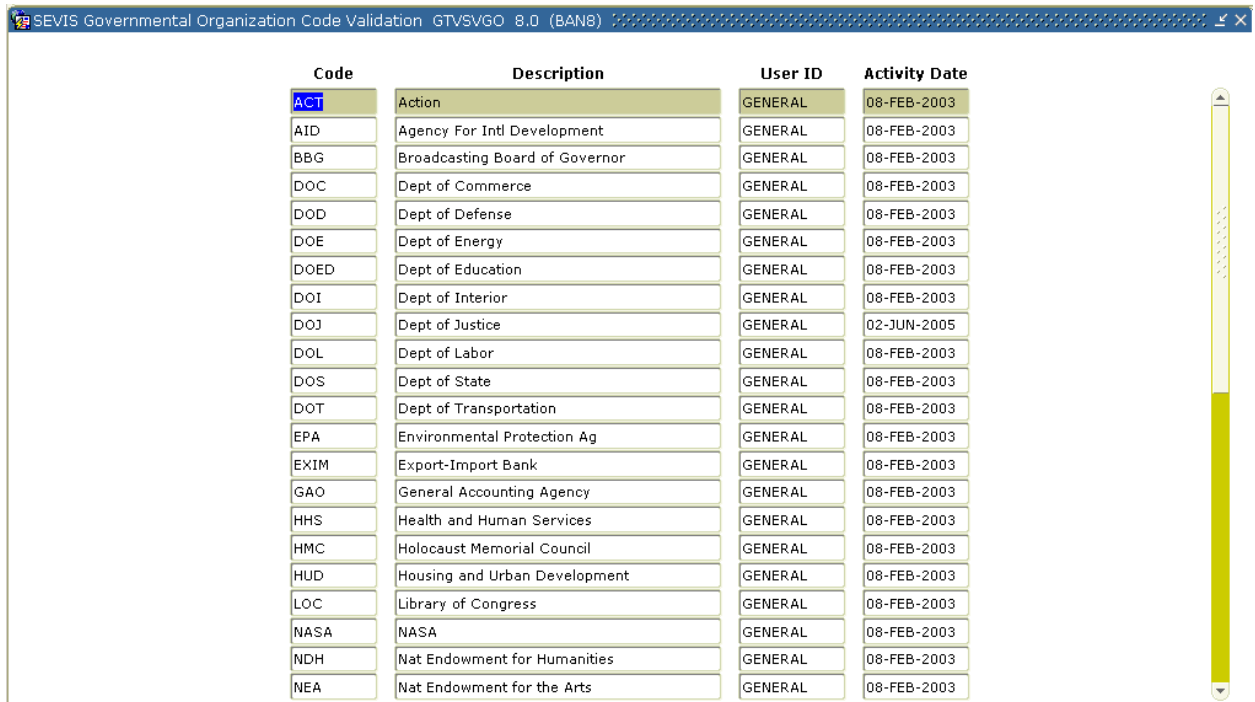   - Three byte numeric codes; 137 records delivered

3. Click the **Exit** icon.

SEVIS Governmental Organization Code Validation

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.

Banner form

Code	Description	User ID	Activity Date
ACT	Action	GENERAL	08-FEB-2003
AID	Agency For Intl Development	GENERAL	08-FEB-2003
BBG	Broadcasting Board of Governor	GENERAL	08-FEB-2003
DOC	Dept of Commerce	GENERAL	08-FEB-2003
DOD	Dept of Defense	GENERAL	08-FEB-2003
DOE	Dept of Energy	GENERAL	08-FEB-2003
DOED	Dept of Education	GENERAL	08-FEB-2003
DOI	Dept of Interior	GENERAL	08-FEB-2003
DOJ	Dept of Justice	GENERAL	02-JUN-2005
DOL	Dept of Labor	GENERAL	08-FEB-2003
DOS	Dept of State	GENERAL	08-FEB-2003
DOT	Dept of Transportation	GENERAL	08-FEB-2003
EPA	Environmental Protection Ag	GENERAL	08-FEB-2003
EXIM	Export-Import Bank	GENERAL	08-FEB-2003
GAO	General Accounting Agency	GENERAL	08-FEB-2003
HHS	Health and Human Services	GENERAL	08-FEB-2003
HMC	Holocaust Memorial Council	GENERAL	08-FEB-2003
HUD	Housing and Urban Development	GENERAL	08-FEB-2003
LOC	Library of Congress	GENERAL	08-FEB-2003
NASA	NASA	GENERAL	08-FEB-2003
NDH	Nat Endowment for Humanities	GENERAL	08-FEB-2003
NEA	Nat Endowment for the Arts	GENERAL	08-FEB-2003

Steps

Follow these steps to complete the process.

1. Access the SEVIS Governmental Organization Code Validation Form (GTVSVGO).

2. Review the form for the following delivered values in the **Code** field:

   - SEVIS defined codes; 29 records.

3. Click the **Exit** icon.

SEVIS International Organization Code Validation

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.

Banner form

Code	Description	User ID	Activity Date
ECA	UN Economic Commission Africa	GENERAL	08-FEB-2003
ECE	UN Economic Commission Europe	GENERAL	08-FEB-2003
ECLA	UN Econ Comm. Latin Am/Carrib	GENERAL	02-JUN-2005
ECLAC	INAC 5/05 Eco Com Latin Am/Car	GENERAL	02-JUN-2005
ECOSOC	UN Economic and Social Council	GENERAL	08-FEB-2003
EEC	European Economic Community	GENERAL	08-FEB-2003
ESCAP	UN Econ Comm Asia/Far East	GENERAL	08-FEB-2003
FAO	UN Food/Agriculture Org	GENERAL	08-FEB-2003
IAEA	Intl Atomic Energy Agency	GENERAL	08-FEB-2003
ICAO	Intl Civil Aviation Org	GENERAL	08-FEB-2003
ILO	Intl Labor Organization	GENERAL	08-FEB-2003
IMF	Intl Monetary Fund	GENERAL	08-FEB-2003
IMO	Intl Maritime Organization	GENERAL	08-FEB-2003
ITU	Intl Telecomm Union	GENERAL	08-FEB-2003
NATO	North Atlantic Treaty Org	GENERAL	08-FEB-2003
OAS	Org of American States	GENERAL	08-FEB-2003
OAU	Org of African Unity	GENERAL	08-FEB-2003
OECD	Org of Econ Coop. and Develop.	GENERAL	08-FEB-2003
OTHER	Other	GENERAL	08-FEB-2003
PAHO	Pan Amer Health Org	GENERAL	08-FEB-2003
UN	United Nations	GENERAL	08-FEB-2003
UNCTAD	UN Conf of Trade and Develop	GENERAL	08-FEB-2003

Steps

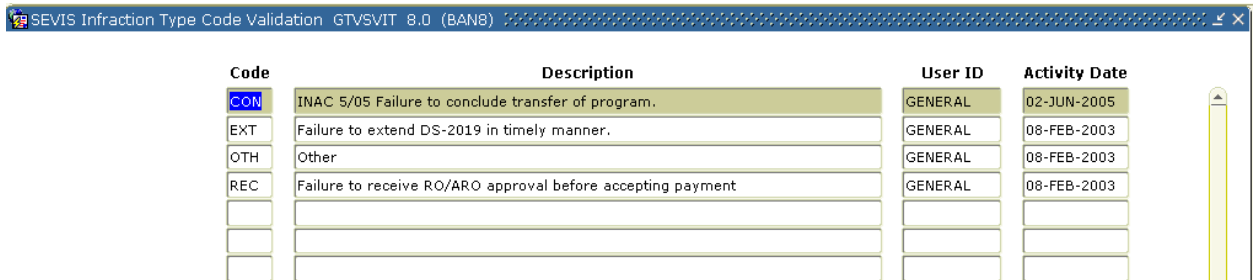Follow these steps to complete the process.

1. Access the SEVIS International Organization Code Validation Form (GTVSVIO).

2. Review the form for the following delivered values in the **Code** field:

   - SEVIS defined codes; 28 records

3. Click the **Exit** icon.

SEVIS Infraction Type Code Validation

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.

Banner form

Steps

Follow these steps to complete the process.
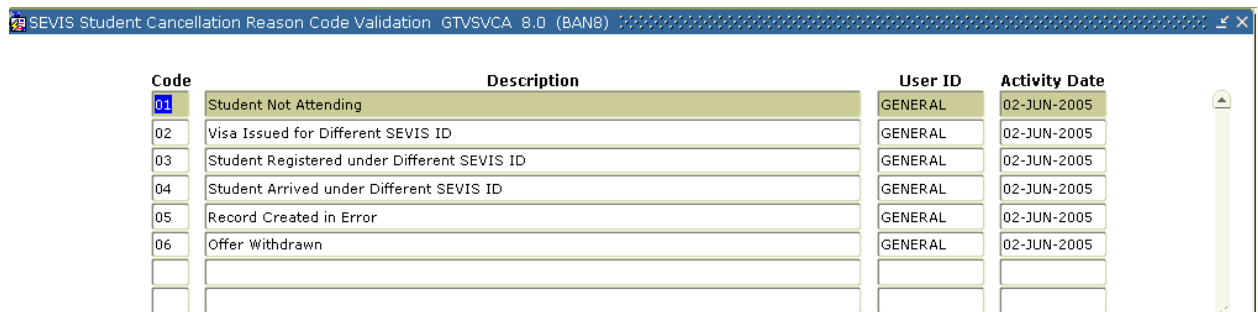
1. Access the SEVIS Infraction Type Code Validation Form (GTVSVIT).

2. Review the form for the following delivered values in the **Code** field:

   - CON INACT 5/05

   - EXT

   - OTH

   - REC

3. Click the **Exit** icon.

SEVIS Transmittal Status Code Validation

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.

Banner form

Code	Description	System Required	User ID	Activity Date
C	Processing Complete	☑	GENERAL	08-FEB-2003
E	Transmittal Created from Form	☐	GENERAL	08-FEB-2003
M	Manual - Adjudicated event	☑	GENERAL	08-FEB-2003
N	No action required	☑	GENERAL	08-FEB-2003
P	Pending Response from SEVIS	☑	GENERAL	08-FEB-2003
R	Returned with error	☑	GENERAL	06-OCT-2003
W	Waiting for Batch Transmittal	☑	GENERAL	08-FEB-2003
X	Not Sent, User Decision	☑	GENERAL	08-FEB-2003
		☐		
		☐		
		☐		

Steps

Follow these steps to complete the process.

1. Access the SEVIS Transmittal Status Code Validation Form (GTVSVTS).

2. Review the form for the following delivered values in the **Code** field:

   - C

   - E

   - M

   - N

   - P

   - R

   - W

   - X

3. Click the **Exit** icon.

SEVIS Cancellation Reason Code Validation

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.

Banner form

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

Steps

Follow these steps to complete the process.

1. Access the SEVIS Transmittal Status Code Validation Form (GTVSVCA).

2. Review the form for the following delivered values in the **Code** field:

   - 01-06

3. Click the **Exit** icon.

Self Check

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   ____

b) SEVIS Drop Below Full Time Reason Code Validation   ____

c) SEVIS Request for Form for Reprint Code Validation   ____

d) SEVIS Termination Reason Code Validation   ____

e) SEVIS Category Code Validation   ____

f) SEVIS Consular Post Code Validation   ____

a) 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) 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) Codes from this form are entered in the SEVIS Exchange Visitor Data section of the SEVIS Transmittal History Form (GOASEVR).

d) 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) 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) 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   ____

g) 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   ____

h) 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   ____

i) 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.

Answer Key for Self Check

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.
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.
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).
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.
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.
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.

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.
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.
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.

Day-to-Day Operations

Section goal

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.

Objectives

In this section you will learn how 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.

Process Introduction

About the process

This course is intended to teach attendees how the SEVIS reporting process works in 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.
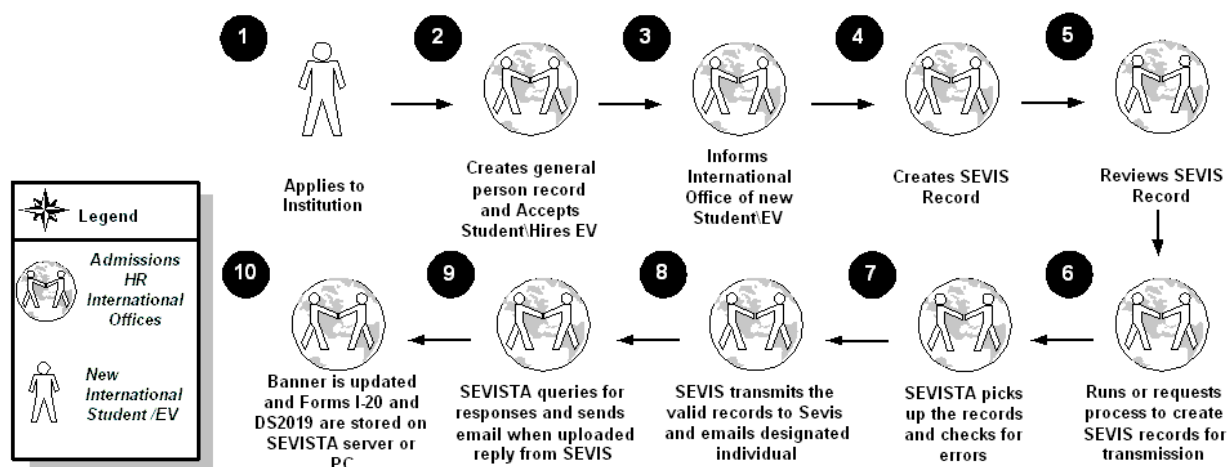
What happens

The actual steps in the 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 Banner as SEVIS reportable)
5	Reviews SEVIS information
6	Runs or requests process to create SEVIS records for transmission
7	SEVISTA picks up the records and checks for errors.
	Admissions/International Office/Human Resources
7	SEVISTA transmits the valid records to SEVIS and sends an email to a designated individual.
8	SEVISTA queries for responses and sends an e-mail when it has uploaded a reply from SEVIS.
9	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.

Creating New SEVIS Student Records

Introduction

Required data must be entered in Banner for all SEVIS students (F and M Visas). SEVIS Student Records must be created in 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 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.

Flow diagram

This diagram will show the process for new STUDENTS.

1. **Accepts International Student**
2. **Identifies student as F or M visa type**
3. **Creates SEVIS student record**
4. **Runs GORSEVE**
5. **SEVISTA obtains, checks for errors and transmits valid records**
6. **SEVISTA queries for responses and sends email when uploaded reply from SEVIS**
7. **Banner is updated and Forms I-20 and DS2019 are stored on SEVISTA server or PC**

Legend

- = Computer Services
- = Admissions Office
- = International Office
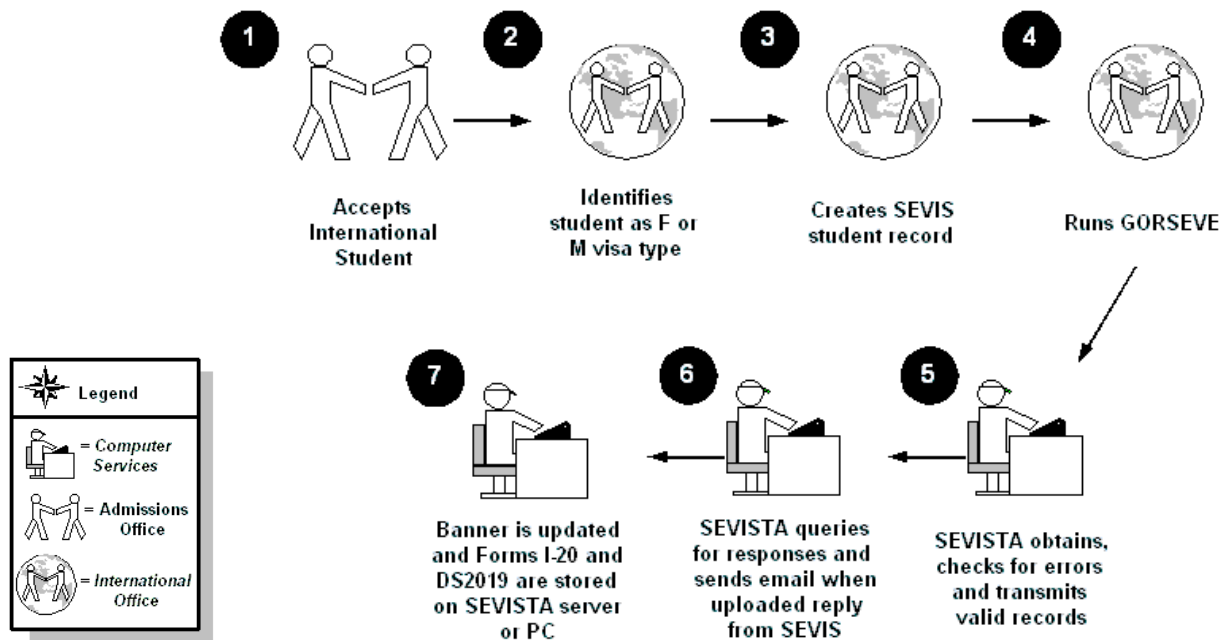
What happens

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 Banner. Following is the process to report data out of 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 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	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.

Entering Required Data for SEVIS Students

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.

Banner form

Steps

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

1. Access the SEVIS Information Form (GOASEVS).

2. Enter the 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 (GUIALTI) from the Options window.

3. Perform a **Next Block** function to access the SEVIS Common Data block.

4. Enter a creation reason in the **Creation Reason** field.

   Note: 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.

    Note: 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.

    Note: 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.

15. Select the **Student Data** tab.

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.

21. Select the **Student Financial and Common Travel Data** tab.

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.

IF the student has…	THEN…
dependents in the United States	go to step 36.
no dependents in the United States	go to next topic.

36. Select the **Dependent Data** tab.

37.

IF dependent…	THEN…
exists in Banner	select Banner ID to populate data from SPAIDEN.
does not exist in 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.

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.

    Note: If you are adding another dependent, you must first perform an **Insert Record** function.

52. Click the **Save** icon.

Creating a SEVIS Student Record

Purpose

Selecting **Create Student SEVIS Transaction** from the **Options** menu invokes scripts that convert various 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 Banner codes. GOASEVR contains the corresponding SEVIS codes.

Banner form

Steps

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

1. Access the SEVIS Information Form (GOASEVS).

2. Enter the Banner ID in **ID** field.

3. Complete all necessary data entry.

4. Click the **Save** icon.

5. Click on **Create Student SEVIS Transaction** from the **Options** menu.

6. Select **View SEVIS Record** from the **Options** menu to view the SEVIS record that was created.

7. Click the **Exit** icon.

Creating SEVIS Student Records via Batch Processing

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.

Banner form

Steps

Follow these steps to complete the process.

1. Access the SEVIS Batch Export Process (GORSEVE).

2. Enter the desired printer name in the **Printer** field.

   Note: You can enter *DATABASE* 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.

3. Enter parameters as follows when processing students:

   - 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 – 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.

     Note: It is recommended that GORSEVE be run first in audit mode to allow review of the records.

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. Click the **Save** icon to execute the report.

   Result: The Auto hint line displays the job submission number for the report log and list file.

8. Select **Review Output** on the **Options** menu to review the report.

9. Click the **Exit** icon.

# Reporting New SEVIS Exchange Visitors

Introduction

SEVIS Records are created in 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 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.
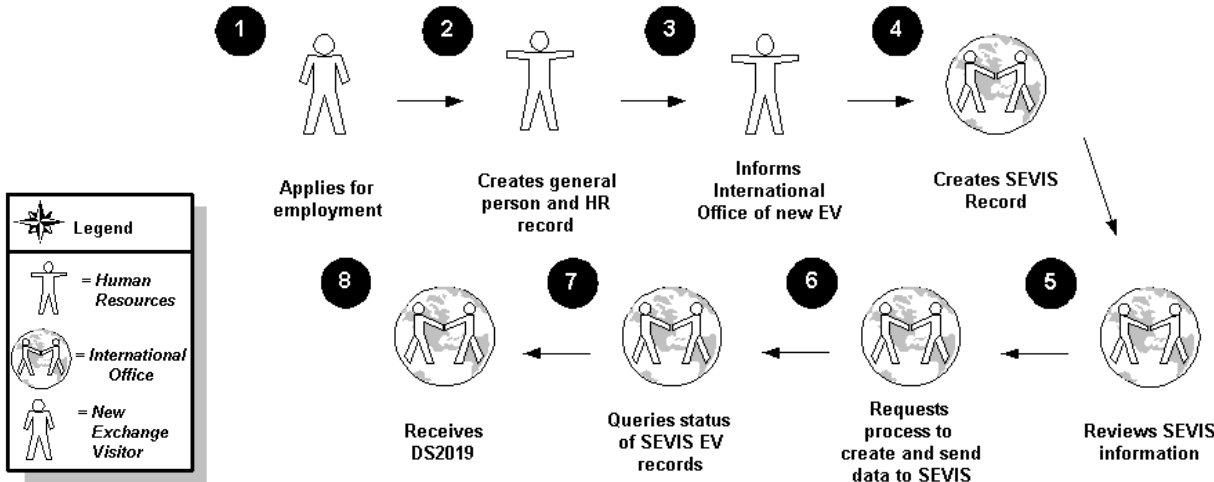
What happens

The actual steps in the 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 Banner
	International Office (or Human Resources)
3	Creates SEVIS record
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

Entering Required Data for New SEVIS Exchange Visitors

Purpose

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

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

Banner form

Steps

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

1. Access the SEVIS Information Form (GOASEVS).

2. Enter the 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.

   Note: Data in this block is common to both students and exchange visitors.

4. Enter a creation reason in the **Creation Reason** field.

   Note: 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.

    Note: 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.

    Note: 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.

15. Select the **Exchange Visitor Data** tab.

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.

IF the student has…	THEN…
dependents in the United States	go to step 35.
no dependents in the United States	go to next topic.

25. Select the **Dependent Data** tab.

26.

IF dependent…	THEN…
exists in Banner	select Banner ID to populate data from SPAIDEN.
does not exist in 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.

40. Repeat steps 36 –49 to create a record for each spouse/dependent.

    Note: If you are adding another dependent, you must first perform an **Insert Record** function.

41. Click the **Save** icon.

Creating a SEVIS Exchange Visitor

Purpose

Selecting **Create Exchange Visitor SEVIS Transaction** from the **Options** menu invokes scripts that convert various 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 Banner codes. GOASEVR contains the corresponding SEVIS codes.

Banner form

Steps

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

1. Access the SEVIS Information Form (GOASEVS).

2. Enter the Banner ID in **ID** field.

3. Complete all necessary data entry.

4. Select **Create Exchange Visitor SEVIS Transaction** from the **Options** menu.

5. Click the **Exit** icon.

Creating SEVIS Exchange Visitors Records via Batch Processing

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.

Banner form

Steps

Follow these steps to complete the process.

1. Access the SEVIS Batch Export Process (GORSEVE).

2. Enter the desired printer name in the **Printer** field.

   Note: You can enter *DATABASE* 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.

3. Enter parameters as follows when processing exchange visitors:

   - 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 – 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.

     Note: It is recommended that GORSEVE be run first in audit mode to allow review of the records.

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. Click the **Save** icon to execute the report.

   Result: The Auto hint line displays the job submission number for the report log and list file.

8. Select **Review Output** on the **Options** menu to review the report.

9. Click the **Exit** icon.

Reporting Changes to SEVIS Students and Exchange Visitor Records

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 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 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 Banner. Make any necessary changes to data in Banner.
	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.

Creating Changes to Student and Exchange Visitor Data

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.

Banner form

Steps

Follow these steps to complete the process.

1. Access the SEVIS Information Form (GOASEVS).

2. Enter the 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.

Reviewing and Preventing Transmission of SEVIS Records

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.

Banner form

Steps

Follow these steps to complete the procedure.

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 **View SEVIS Record** from the **Options** menu.

5. Change the transaction status on GOASEVR to *X* to prevent the transmission of a record.

Sending SEVIS Records

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.

Banner form

Steps

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

1. Access the SERVIS Batch Export Program (GORSEVE).

2. Enter *DATABASE* or printer code in the **Printer** field.

3. Perform a **Next Block** function.

4. Run GORSEVE in UPDATE mode.

   Note: 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.

5. The remaining parameters are common to Students and Visitors:

   - SEVIS User ID (Batch Approver

   - SEVIS User ID (Transaction App)

   - 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).

Identifying and Reporting Adjudicated Information

Purpose

SEVIS batch processing in Banner will create records for adjudicated events; however, it will not transmit them. 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

Retrieving SEVIS Response Records

Purpose

SEVISTA will periodically query the SEVIS website for records returned from SEVIS. When the response is available, SEVISTA will update 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 Banner users to search for SEVIS records at any stage in the SEVIS reporting process. The SEVIS Batch Header Inquiry Form (GOISVBH) enables Banner users to query records sent to SEVIS.

Banner form

Steps

Follow these steps to query records by transmittal status code.

1. Access the SEVIS Transmittal Status Query Form (GOISEVS).

2. Perform a **Next Block** function to view ALL SEVIS records.

3. Enter a code in the **Transmittal Status** field in the key block to limit query to records with a specific transmittal status code.

   Options include:

   - 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.

5. Click on the record you want to view.

6. Select **View SEVIS Record** from the **Options** menu.

Self Check

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 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

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 Banner.

True or False

Question 7

An Exchange visitor does not have to have a Person Record in 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

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) Banner ID

    c) program code

    d) Creator ID

Question 13

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

True or False

Question 14

What form enables 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

Answer Key

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.

a) T

b) I

c) N

d) 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 Banner codes to SEVIS Codes?

a) Student Data

b) View SEVIS Record

c) Create Exchange Visitor SEVIS Transaction

d) Create Student SEVIS Transaction

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

Question 4

GOASEVS will always contain the current information.

True

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 Banner.

True

Question 7

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

False. **An Exchange visitor must have a Person Record in 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. creation reason code available for use with exchange visitors is NEW.

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

Question 12

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

    a) school code

    b) Banner ID

    c) program code

    d) Creator ID

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

Question 13

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

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

Question 14

What form enables 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.

Appendix

Section goal

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

Terminology

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

Forms Job Aid

Form	Full Name	Use this Form to...
STVNATN	Nation Code Validation Form	create, update, insert, and delete nation codes, such as Australia, France, Iceland, and so on. Forms in several modules use this form to validate the nation codes. You can create and update these codes only from this form.
STVVTYP	Visa Type Code Validation Form	create, update, insert, and delete visa type codes, such as Tourist, Student Visa, Exchange Scholar, and so on. The International Information Form (GOAINTL) uses this form to validate the visa type codes.
STVRELT	Relation Code Validation Form	create, update, insert, and delete relation codes, such as Brother, Mother, Spouse, and so on. The Emergency Contact Form (SPAEMRG) and the Guardian Information Form (SOAFOLK) use this form to validate the relation codes.
STVMAJR	Major, Minor, Concentration Code Validation Form	create, update, insert, and delete major, minor, and concentration codes, such as Undeclared, Journalism, Music, Law, and so on. Forms in several modules use this form to validate the major, minor, and concentration codes.
GTVSVCA	SEVIS Cancellation Reason Code	insert student cancellation reason codes for SEVIS.
GTVSVCR	SEVIS Creation Reason Code Validation Form	indicate why the student or exchange visitor records were created, such as initial attendance or transfer.
GTVSVDT	SEVIS Dependent Termination Code Validation Form	store codes representing the reasons a person's dependent is no longer included on the record. For example, the dependent may have left the United States.
GTVSVEL	SEVIS Educational Level Code Validation Form	store codes representing education levels, for example, associate, bachelor, and other university-obtained degrees.

Form	Full Name	Use this Form to…
GTVSVEP	SEVIS EV End Program Reason Code Validation Form	store codes representing the reasons an exchange visitor's program could be ended.
GTVSVFT	SEVIS Drop Below Full Time Reason Code Validation Form	store SEVIS drop below full time reason codes. They describe why the student did not carry enough credits to be considered a full-time student. Examples include illness and difficulty learning English.
GTVSVRP	SEVIS Request for Form Reprint Code Validation form	store codes representing reasons for reprinting Visa request forms. The student may have lost the original, or it may have been damaged.
GTVSVTR	SEVIS Termination Reason Code Validation Form	store SEVIS termination reason codes. They indicate why the student or exchange visitor was terminated from the school (expulsion, delinquency, etc.).
GTVSVCC	SEVIS Category Code Validation Form	store delivered data for the valid SEVIS exchange visitor category codes. The data is delivered, but you can change it.
GTVSVCP	SEVIS Consular Post Code Validation Form	deliver data for the valid SEVIS consular post codes. The data is delivered, but you can change it.
GTVSVPC	SEVIS Position Control Code Validation Form	store delivered data for the valid SEVIS exchange visitor position codes. You can query on all fields.
GTVSVGO	SEVIS Governmental Organization Code Validation Form	display the SEVIS Governmental Organization codes. You can query on all fields.
GTVSVIO	SEVIS International Organization Code Validation Form	store the data for SEVIS International Organization Codes. You can query on all fields.
GTVSVIT	SEVIS Infraction Type Code Validation Form	store the data for SEVIS exchange visitor infraction codes. You can query on all fields.
GTVSVTS	SEVIS Transmittal Status Code Validation Form	define the valid transmittal statuses for SEVIS records. You can query on all fields.

Form	Full Name	Use this Form to...
STVATYP	Address Type Code Validation Form	create, update, insert, and delete address type codes, such as Billing, Permanent, or Mailing. Other forms use this form to validate these codes, which You can create or update these codes only from this form.
GTVSDAX	Crosswalk Validation table	define records in the Crosswalk Table. 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. For more information, please refer to the GTVSDAX Handbook.
GOASEVS	SEVIS Information Form	store information about students and exchange visitors so it can be sent to SEVIS using the Internet. It contains SEVIS-specific data elements and dependent relationship information.
GOASEVR	SEVIS Transmittal History Form	display the student's or exchange visitor's completed record. It will also display historical records.
GORSEVE	SEVIS Batch Report Process	submit a Banner job or report for processing. You can specify the print settings and parameter values that control processing. You can run the job or report immediately or hold it for later processing from the operating system.
GOISEVS	SEVIS Transmittal History Form	review records that have been created from the SEVIS Batch Export Process (GORSEVE).