



OFFICE OF INTERNATIONAL PROGRAMS

SEVIS REGISTRATION FORM

All international students are required to complete the SEVIS registration procedure within 30 days of the start of **each semester**. This is to ensure that the required documents are placed on file at the Office of International Programs (OIP) and for OIP to comply with the Federal immigration regulations to report necessary information about your status to the U.S. Department of Homeland Security via SEVIS (Student and Exchange Visitor Information System).

STEP-BY-STEP INSTRUCTIONS

1. Read page two of your I-20 as well as the OIP information sheet titled "SEVIS Responsibilities Form." The information sheet is available in the OIP and online at <http://www.salve.edu/document/sevis-responsibilities-form>
2. Complete the SEVIS Registration Form.
3. Bring the following documents in person to an international student adviser in the OIP:
 - Completed SEVIS Registration Form
 - Your I-20
 - Your I-94* (see below for instructions)
 - Your F-1 visa (Not applicable for Canadian citizens.)
 - Your Passport

*If you entered the U.S. through an airport, you will not have a paper I-94 stapled in your passport. Instead, you need to visit <https://i94.cbp.dhs.gov/>, enter your information, and print a copy of your electronic I-94. If you entered through a land crossing, you should have a paper I-94 stapled in your passport.

NOTE: FAILURE TO COMPLY WITH THE SEVIS REGISTRATION REQUIREMENT WILL RESULT IN THE TERMINATION OF YOUR SEVIS RECORD.

Questions? Contact the OIP at aida.neary@salve.edu or 401-341-3143.



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SEVIS REGISTRATION FORM

All fields are required. Please print neatly.

Term: _____

Name: _____
Last Name First Name Middle Name

Preferred Name: _____ Class Year: _____ Date of Birth: _____
(MM/DD/YYYY)

Salve ID #: _____ SEVIS ID #: N00 _____

Gender: _____ Preferred Pronouns (he/his, she/hers, ze/hir,etc): _____

US Cell Phone: _____ US Phone: _____

Salve Email: _____ Alternate Email: _____

Salve Address: Dorm: _____ Room# _____ CUBox# _____

Off-Campus Residence (if applicable): _____

Complete Foreign (Home) Address: _____

City Province/Territory/State Country zip code

Home Phone number: _____ (include country code)

PASSPORT, VISA, IMMIGRATION INFORMATION

Passport # Passport Expiration Date (MM/DD/YYYY) Passport Issuing Country

Visa information (Not applicable for Canadian Citizens.)

Visa number (usually red 8-digit number) Visa Expiration Date (MM/DD/YYYY) Country of Visa Issuance

I-94 Admission Number Port of Entry Latest Date of Entry (MM/DD/YYYY):

ACADEMIC AND PROGRAM INFORMATION

Has any information on your I-20 changed? (YES / NO) If yes, check all that apply and provide relevant information.

- Major Declared Major:
Declared Second Major: Minor:
Program End Date (must be a graduation date) New Program End Date:
Financial Information Specify:
Name
Other:

Additional Information: _____

STUDY ABROAD PLANS

Do you plan to study abroad this within the next two semesters? (Choose one) YES / NO

SENIORS ONLY

Your 60-day Grace Period following your graduation ends on July 31. Your "grace period" is the 60-day period of time counted from the date of your graduation. During your grace period you can either: (1) apply for Optional Practical Training employment authorization, (2) transfer your SEVIS record to another university to start a new academic program, or (3) depart the U.S.

Please check all that apply:

- Plan to apply for OPT to work in the US after graduation (Job offer is not needed)
Please be advised that the application process takes up to three months. Discuss your plan with an OISS adviser.
- Plan to transfer to another university to start a new academic program
- Depart the U.S.
- Other (Please specify): _____

All F-1 students are required to report any changes in the above information to the Office of International Programs (OIP) within 10 days of the change. Also, F-1 students are required to review, understand, and follow all immigration regulations pertaining to F-1 visa status.

Student Certification:

I understand that I am responsible for reporting any changes to the items listed on this form to the OIP within 10 days of the change. I have read, understood, and will follow all immigration regulations applicable to my status. I understand that I am responsible for my own immigration status and that failure to comply with all applicable immigration regulations could result in negative consequences on my current status and/or all future applications for visas or immigration benefits.

Student's Signature: _____ Today's Date: _____

FOR OISS USE ONLY:

Date received	SEVIS Registered	Banner Entry
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